



P/MM INVENTORY MANAGEMENT

QUICK REFERENCE

REQUISITION

REQUIREMENTS

- Clearly indicate what is being quoted on:
 - *manufacturer
 - *part number
 - *catalog and/or model number
- Clearly indicate delivery terms *(i.e., inventory review of quotes solicitation)
- Provide cut sheets/literature (Descriptive) for basic and/or alternate quotes

MARKING

REQUIREMENTS

MISCELLANEOUS MATERIALS:

- Stencil 1" for as follows
- GPA Index Number
- GPA Purchase Order Number
- Qty per Box or Unit

POLE AND PAD MOUNT TRANSFORMERS:

- Stencil 1" for as follows
- GPA Index Number
- GPA Purchase Order Number
- Bid Number
- Serial Number
- Date of Manufacturing
(DO NOT OBLITERATE MFG LABEL)
All Transformers shall have a weather decal certifying NON-PCB

WIRES:

- Stencil 1" for as follows
- GPA Index Number
- GPA Purchase Order Number
- Footage per reel
- Reel Number
- Date of Manufacturing
- Batch Number
- Net Weight
- Net & Gross Weight

CONCRETE POLES:

Each pole shall bear an indented birthmark located 5 feet above the ground hole and in line with the center of gravity mark and ground hole. This birthmark shall include the following:

- a. Suppliers Identity Mark
- b. Month and Year of Manufacture
- c. Pole Height
- d. Pole Class
- e. Batch or Lot Number Identification
- f. Pole Index Number

The birthmark shall be 2-inch diameter white porcelain tile by 1/4-inch thick with blue lettering, embedded in the pole and flush with exterior surface. Substitute of stenciling or similar methods of marking for indent birthmark is NOT acceptable and shall be cause for rejection. Suppliers shall obtain approval of their marking methods.

The supplier shall also provide a mark indicating the longitudinal center of gravity of each pole and lifting mark for erection. The center of gravity mark shall be 3/4-inch diameter red porcelain tile by 1/4-inch thick embedded in the pole and flush with exterior surface. Vendor is responsible for transporting, unloading and staging concrete poles at Dededo Pole Yard.

DELIVERY

REQUIREMENTS

- Manufacturer Serial Number SHALL be shown on all delivery receipts and invoices
- Vendors are to provide a user's manual and certified laboratory test report for each transformer delivered
- Vendors are responsible to de-van materials from containers
- Vendors are responsible to provide means to off load transformers 750kVA or larger
- Wire certification is to be included with shipment and invoice
- Safety Data Sheet (SDS) if applicable