



Electronic Certs & Shipping Documents

Company: ITT Aerospace Controls

Location: 28150 Industry Drive, Valencia, CA 91355

Prior to sending a shipment to ITT Aerospace Controls, supplier is required to send the certs and/or documents pertaining to the shipment in an **email** to ITT.

The format & content of the email should be as follows:

Please note: PO = Purchase Order

Email Subject	ITTPO
Email content	PO: xxxxx (ITT Purchase order number, <u>only one per email</u>) LINE: xxx (ITT Purchase order line number <u>only one per email</u>) QTY: xxx (Quantity actually shipped) PSNO: xxxxxxxx (Packing slip number if you already create and provide one to ITT)
Email Attachments	All attachments are required to be in <u>PDF format only</u> . These attachments would include documents such as packing slips, inspection certificates, material conformance certificate, material test reports, etc., corresponding to a specific PO and PO line item. In other words, the attachments would include all documents you used to send in paper form.
Email Address	<u>ittacreceiving@itt.com</u>
Email Format	<u>Should ONLY be in plain text format only.</u> (If you are using MS outlook, make sure you change to plain text format by going to the "Options→Plain Text")

Each email **cannot contain more than 1 PO & 1 LINE item**. If there are multiple line items on the PO and the certs/documents are the same for all line items, supplier will have to send emails for each line item along with certs/documents. For example: If a PO has 5 line items, supplier will have to send 5 emails with required certs.

After the email has been sent to ITT, if any information has to be revised and resent such as quantity or line number, a new email must be sent, which includes the revised documents and those previously sent.

After ITT receives the documents, an automatic acknowledgement email will be sent to supplier along with a bar-code document ID number in pdf format. The email will be sent to the same supplier email address from which the documents were received.

Please print the acknowledgement emailed by ITT and send it along with the shipment.

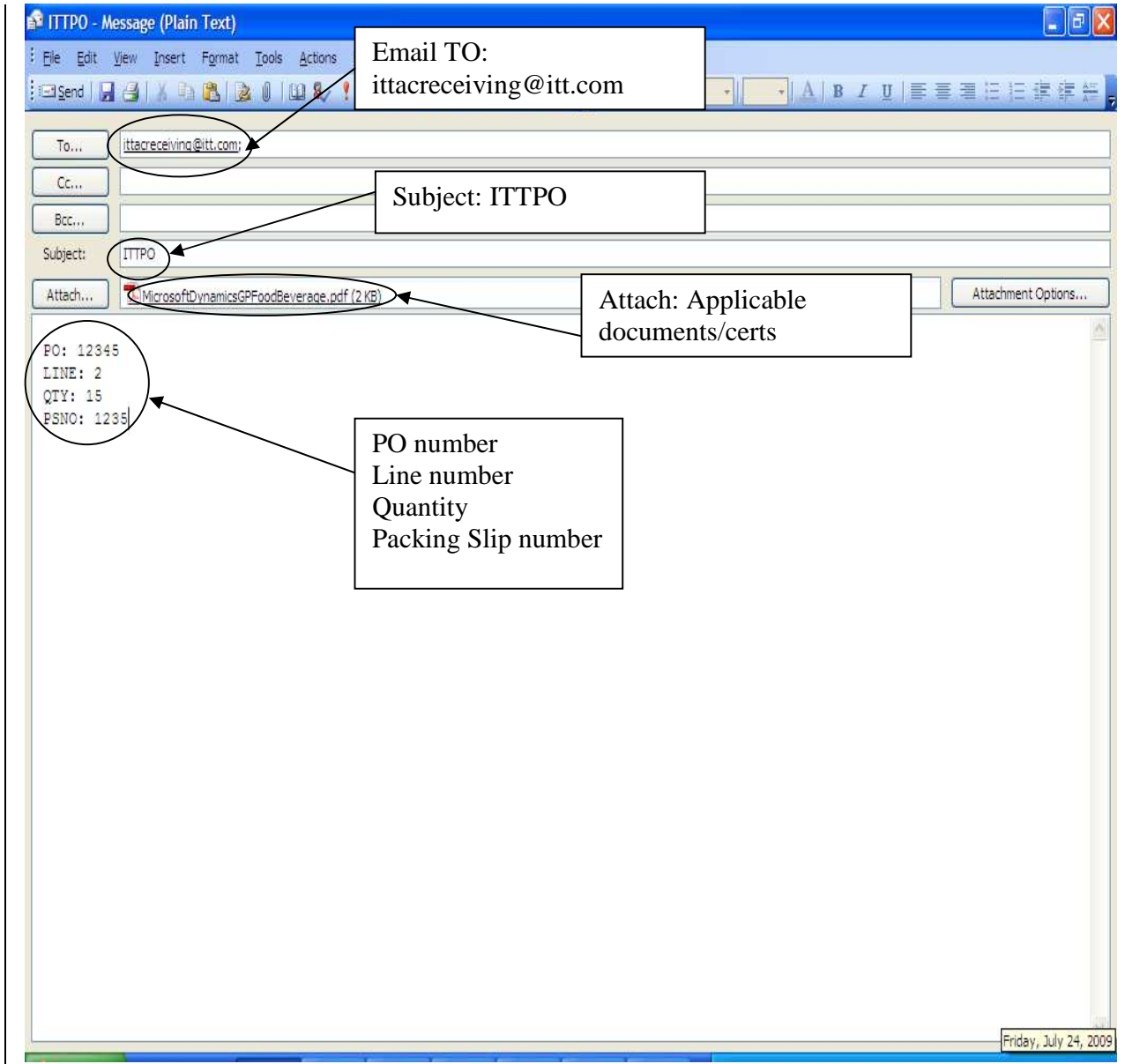
THE ITTACRECEIVING@ITT.COM EMAIL ACCOUNT IS UN-MONITORED. ANY COMMUNICATIONS SENT TO THIS ADDRESS - EXPECT FOR THE CERTIFICATIONS AND OTHER DOCUMENTS IN THE PRESCRIBED FORMAT - WILL RECEIVE REPLAY ERROR MESSAGE.

Shipping guidelines:


- a) If a part is shipped in multiple containers, boxes, trays, or even bundles of material, please ensure that the ITT acknowledgement print out or label is securely placed such that it is easily visible when delivered to ITT. The ITT Receiving department will scan the barcode on receipt of shipment.
- b) If multiple items are shipped in one box with each PO line item in individual boxes inside, make sure that all the required ITT acknowledgement print outs/labels are placed securely on the outside of each box so that they are easily visible to ITT Receiving and barcodes can be scanned upon receipt.
- c) If a supplier prefers to print a barcode label with reference to ITT Document ID number on ITT acknowledgement (instead of printing the ITT acknowledgement), use the following formats for the barcode-
 - a. Barcode Type: Code 39 / Code 93
 - b. Print (legible) : Yes.

Any questions, free feel to contact Senthil Govindarajalu @ 661-295-4128 if you have any questions or need any assistance.

Sample email to be sent to ITT



Sample acknowledgement that will be sent by ITT and that is to be enclosed with the goods shipped

 ITT ITT Aerospace Controls 28150 Industry Drive Valencia, CA 91355	ITT Receiving Department Tel: 661-295-4000 xtn:5120 Fax: 661-295-4244 Email: ittacreceiving@itt.com			
ITT VENDOR DOCUMENT RECEIPT ACKNOWLEDGEMENT				
<u>***ENCLOSE THIS ACKNOWLEDGEMENT WITH THE PACKING SLIP***</u>				
7/27/2009				
To, B-G DETECTION SERVICE 9235 GLENOAKS BOULEVARD SUN VALLEY CA 91352 Fax:				
Document Receipt Details:				
PO Number	Line Number	Order Quantity (For ITT Use)	ITT Document ID	ITT Document ID (Barcode)
832396	1	18	1431	