



# NEWSLETTER

## Prioritization List

## What is the prio list?

this list is sent out weekly. It shows Technical Service prioritized open purchase orders. Basically, it is a list with all relevant information included to show the current status and help you to prioritize and prevent delays. Saying that it's very important to know that it is also generated from our customers' needs and some cases that we will go through later in this video it is extremely urgent needs, so we need your answer promptly to coordinate with our customers and different stakeholders within.

### Column Description:

- A. Priority: it is the level of priority this order line has being escalated or high priority
- B. Supplier no: is your Tetra Pak supplier number
- C. Supplier name
- D. PO number: is the purchasing document reference no
- E. PO Item: is the line number on the purchasing document
- F. Material number: is Tetra Pak's reference number to the article
- G. Material description: the material name
- H. Supplier Material number: is the supplier's reference number to the article
- I. Requested delivery date is the date that we expect the order line to be in Lund
- J. Confirmed delivery date: It is the date you confirmed originally for the PO
- K. Ordered quantity: Is the full quantity that we ordered on this order line
- L. Already received: It is the quantity that we might have received earlier on this order line
- M. Critical qty ASAP: this is the quantity that we need your support to send as soon as possible
- N. Date: the specific date that we need it
- O. Qty that will be sent: to be filled by the supplier and it represents the qty that the supplier is able to deliver
- P. New delivery date (DD.MM.YYYY): To be filled by the supplier and it is the date the supplier can deliver from the critical qty, ideally this would be the soonest possible delivery date.
- Q. Qty needed next: here if the need will still exist in the future but earlier than the confirmed delivery date there will be a qty indicating what will be needed
- R. Date needed: indicates the date on which we will need this quantity
- S. Qty that will be sent: To be filled by the supplier and this represents the qty the supplier can send from the qty needed next column
- T. New delivery date (DD.MM.YYYY): To be filled by the supplier and it indicates the best possible delivery date for the qty needed next which ideally is the date in column R
- U. Put X if possible to deliver full qty: To be filled by the supplier, and here you put an X if you can deliver the full ordered qty on the purchasing document
- V. No Improvement possible X: The supplier should put an X if there is no chance of improving this delivery date
- W. Comments: Here the supplier is to write any related comments

It is imperative that we get your support to help our customers and keep the flow of production going and we appreciate your full cooperation in this list.

If any further information is needed please contact your responsible replenishment officer or supply chain analyst.

Thank you,  
Tetra Pak Services