

# ***ALLEGIANT HEALTH SUPPLIER GUIDE***

*Where there is conflict, this guide supersedes previously transmitted policies*

*Allegiant Health's goal is to assure the accurate and timely order and receipt of goods.*



ALLEGIANT HEALTH  
75 North Industry Court  
Deer Park, NY 11729  
631-940-9000  
[www.allegiant-health.com](http://www.allegiant-health.com)



## Table of Contents

General Information	Page 3
Contact List	Page 4
Warehouse Locations	Page 5
Supplier Qualification	Page 6
Minimum Shipping Requirements	Page 7
Non-compliance Fee Schedule	Page 8
Inbound Delivery Inspection Record	Page 9



## General Information

The Allegiant Health (Allegiant) Supplier Guide details the minimum requirements for shipping materials to Allegiant Health.

It is our intention that by providing this guide, all deliveries will be able to be received, processed, and invoiced accurately and expeditiously for both you, the Supplier, and us.

Allegiant expects that all suppliers will comply with all aspects of the purchase order. Suppliers should deliver the item and quantity on the purchase order on the request date.

Allegiant requires that all materials meet their specified requirements.

Material substitution is prohibited. The exact material ordered must be delivered.

Deviations from specific PO requirements must be pre-approved in writing by Allegiant.

All shipments are subject to immediate delivery inspection for patent defects, and to subsequent inspection for patent and latent defects.

Non-compliant shipments are subject to a fee schedule detailed herein.

Allegiant proof of delivery signatures on carrier documents are acknowledgement of receipt only. Shipment is subject to subsequent full inspection.



## Allegiant Health Contact List

Your points of contact for all orders are as follows:

### Purchasing Contacts:

Tim Ji  
631-940-9000 x120  
[tji@allegiant-health.com](mailto:tji@allegiant-health.com)

Monique Morris  
631-940-9000 x106  
[mmorris@allegiant-health.com](mailto:mmorris@allegiant-health.com)

Joshua Sickler  
631-940-9000 x127  
[jsickler@allegiant-health.com](mailto:jsickler@allegiant-health.com)

### Warehouse Contacts:

#### *Logistics Warehouse (Hauppauge)*

Sean Watson  
631-486-6006  
[swatson@allegiant-health.com](mailto:swatson@allegiant-health.com)

Edgar Rodriguez  
631-486-6006  
[erodriguez@allegiant-health.com](mailto:erodriguez@allegiant-health.com)

#### *Operational Warehouse (Deer Park)*

Tom Wild  
631-940-9000 x204  
[twild@allegiant-health.com](mailto:twild@allegiant-health.com)

Nicholas Masone  
631-940-9000 x204  
[nmasone@allegiant-health.com](mailto:nmasone@allegiant-health.com)

### Accounts Payable/Accounts Receivable

Karen Ferreri  
631-940-9000 x121  
[kferreri@allegiant-health.com](mailto:kferreri@allegiant-health.com)



## Warehouse Locations

### **Logistics Warehouse (Hauppauge):**

Allegiant Health  
150 Engineers Road  
Hauppauge, NY 11788

#### **Hours of Operation:**

7:30 am – 4:00 pm  
Closed for lunch from 1:00 – 1:45 pm

**Closed for deliveries on the last 3 business days of each month**

### **Operational Warehouse (Deer Park):**

Allegiant Health  
75 North Industry Court  
Deer Park, NY 11729

#### **Hours of Operation:**

7:30 am – 4:00 pm

**No appointments required for either warehouse location.**

**All deliveries should be directed to our Logistics Warehouse in Hauppauge, unless otherwise indicated.**

**LOGISTICS WAREHOUSE BLACKOUT DATES:** The last 3 business days of each month are closed to receiving. Any incoming deliveries may be turned away at supplier's expense.



## Supplier Qualification

All suppliers to Allegiant Health must be qualified as detailed below.

For **Bulk Product Suppliers** the following is required prior to purchase:

Document / Sample
Quality Questionnaire
Quality Agreement
Product Certificate of Analysis
Pill size
Product Ingredient List
Stability Data (bulk and packaged configurations)
SDS Sheet (if available)
National Brand Equivalency Test Report (if available)
Elemental Impurity Risk Assessment
Pill Sample

For **Raw Material Suppliers** the following is required prior to purchase:

Document / Sample
Quality Questionnaire
Quality Agreement
Material Certificate of Analysis
SDS Sheet
Elemental Impurity Risk Assessment (if applicable)
Material Qualification Sample (3 lots)

For **Component Suppliers** the following is required prior to purchase:

Document / Sample
Quality Questionnaire
Material Certificate of Conformance
Specification Sheet/Drawings
Material Qualification Samples

## Minimum Shipping Requirements

1. All pallets must be either Heat Treated (HT) wood or plastic
2. Pallet Dimensions: 48" x 40"
3. Maximum pallet height: 110"
4. Pallets must be free of damage
5. Material must be free of damage
6. Pallets must be clearly labeled with, at minimum, the Purchase Order #, material name, part #, lot #, and quantity
7. Material must be sorted by manufacturer's lot number with each lot # on a separate pallet. A pallet may be a "mixed pallet" only if:
  - a. the materials are clearly separated using pallet sheets, AND
  - b. the pallet must be labeled as a "MIXED PALLET" and a breakdown of each material, lot number, and quantity must be detailed on the pallet sheet.
8. Shipment contents must match PO
9. Shipments must be made in full, unless pre-approval in writing is obtained for short shipping
10. All shipments must include a Certificate of Analysis or Certificate of Conformance.
11. Non-compliant shipments will incur fees as detailed in the Non- Compliance Fee Schedule.

**A \$50 Lumper Fee will be charged for any delivery consisting of more than two Manufacturer's Lots.**

**Shipments must be made on the PO request date, unless pre-approval in writing is obtained for early or late shipping.**

**The start for incurring Terms begins on the PO request date, unless early shipment is pre-approved in writing.**



## Inbound Delivery Non-compliance Fee Schedule

Incorrect pallet material (HT or plastic only)	\$25/pallet
Incorrect size pallet (48" x 40" only)	\$25/pallet
Pallet over height (110" max.)	\$25/pallet
Damaged pallet	\$25/pallet
Missing pallet label or content	\$25/pallet
Unsorted pallet (unless slip sheets and proper label)	\$100/pallet
Damaged material	\$100/shipment plus cost of material
Incorrect material shipped	\$100/shipment
Shipped short (unless pre-approved)	\$100/shipment
Late shipment	\$100/shipment
Lumper Fee (more than 2 Mfg Lots/item)	\$50/shipment

**Fees will be deducted at time of invoice payment.**

**Not all non-compliances can be discovered at time of delivery.**

**All deliveries are subject to latent defect discovery at time of pallet breakdown and inspection.**

**Fees will be incurred for both patent defects identified at delivery, as well as latent defects identified during inspection at a later date. If defects are discovered after invoice payment, fees will be applied to the next invoice**

**An inbound delivery inspection sheet will be completed for all deliveries and will be made available as backup for any fees incurred. A sample of the inspection record is detailed below.**

**VENDOR DISPUTES:** If the vendor wishes to dispute a non-compliance charge back, you must do so by submitting an email to Accounts Payable/Accounts Receivable (reference contacts on Page 4). The email must contain the Purchase Order Number and Invoice Number of the disputed shipment. The email should include all backup to support the requested reason for repayment. Typically, the turnaround time for vendor non-compliance disputes is 30 days but sometimes could be longer. *Important Note:* Allegiant Health will not research or repay non-compliance deductions older than 1 year.

**REQUESTS FOR BACKUP**

All requests for backup for any type of charge back or deduction should be directed to [kferreri@allegiant-health.com](mailto:kferreri@allegiant-health.com)





## INBOUND DELIVERY INSPECTION RECORD

<b>DATE</b>	
<b>PO#</b>	
<b>SUPPLIER NAME</b>	
<b>CARRIER</b>	

Pallet Count: \_\_\_\_\_

Case/Bag/Drum Count: \_\_\_\_\_

Non-compliance	Check all that apply (if compliant, "n/a")	# of non-compliant pallets
Incorrect pallet material (HT or plastic only)		
Incorrect size pallet (48" x 40" only)		
Pallet over height (110" max.)		
Damaged pallet		
Missing pallet label or content		
Unsorted pallet (unless slip sheets and proper label)		
Damaged material		
Incorrect material shipped		
Shipped short (unless pre-approved)		
Late shipment		
Lumper Fee (more than 2 Mfg Lots/item)		

Identified by: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

**For non-compliant shipments, submit copy to AP/AR.**