

PHILADELPHIA MACARONI CORPORATE QUALITY MANUAL

Policy: 12.1 Supplier Policy	Issue No: 8 Date: 03/29/17	Supersedes: 7 02/19/16
Issued By: D. Crabtree/ J. Joseph	Approved/ Updated By: J. Joseph	Page 1 of 1
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APPENDIX A- e-COA ROUTING- ONE POINT LESSON

Purpose: To ensure suppliers are sending e-COAs properly

Responsibility: Supplier

- eCoA's must be sent to the PMC plant where material is being shipped**



E-mail contacts are listed to the right

If you are unclear on where to send eCoA's, contact Corporate Quality QAdocs@philamacaroni.com

- Grand Forks** coagf@philamacaroni.com
(701) 772-0080 x 415
- Harrisburg** labhbg@philamacaroni.com
(717) 547-9400 x 325
- Minot Milling** labmin@minotmilling.com
(701) 557-3700 x 714
- Spokane** LabSPK@philamacaroni.com
(509) 489-7219 x 601
- Warminster** lab@philamacaroni.com
(215) 441-5220 x 563

- CoA must be sent as an attachment in the e-mail.**

DO NOT PASTE the CoA into the body of the e-mail

- Naming convention of both the e-mail subject line and attachment should be as follows:**

**Lot Number
PMC Item Number
Purchase Order Number
Load # (if loads associated w/ PO)
Railcar/Tanker Number (if applicable)**

Please try to avoid using the following characters when naming the attachment: \ /: * ? " <>|#|}%~&

