



On January 6, 2020, Opportunities, Inc. will require a packing list of all customer-owned items emailed to our procurement department prior to arrival at our locations. We recognize, a packing list is not prepared until shipment, but at this time, we need a packing list document emailed to Opportunities, Inc., at least 24 hours in advance to product arriving at our docks.

This is our trigger to create the purchase order (PO), which indicates to our receiving department personnel a delivery is expected and accepted. Details on the packing list must include:

- Opportunities, Inc. part number (if known)
- Total quantity per item number
- Number of containers per item number (i.e UOM Cases, Eaches, Pallets)
- Lot code of product
- Unique packing list number (Systematic cue to match delivery)
- Dropped shipped deliveries require your PO number coordinating the dropped shipment clearly documented on the packing list. (The PO number will be used as the systematic cue to match the delivery within our system.)
- Opportunities, Inc. delivery address

Please send electronic packing list via email to:

- Opportunities Material Coordinator at opprec@oppinc.com
- Your Customer Service Representative.

We are sending this notification in advance, as we do understand a change in process does take time to practice.

Please note, deliveries that arrive without advance receiving notification and/or a scheduled dock appointment, will result in load refusal and a charge of \$75.00 to process a non-advanced receiving notification.

We have many receiving locations to serve you. All locations need scheduled dock appointments. This will assure that resources are available to respond/receive all deliveries promptly.

Please reference our contact and warehouse location list below:

Your carriers should contact:

OIW

201 E Cramer St

Fort Atkinson, WI 53538

Dock reservations Required

Contact: Meredith Stevens

(920) 563-2437 X4611

Contact: Bob Lewicki

(920) 563-2437 X4206

Plant 2

200 E. Cramer St

Fort Atkinson, WI 53538

Dock reservation not required – 1st arrival, 1st serve

HR: 8:00am – 3:00pm

Plant 1

925 Jefferson Street, Dock 14

Fort Atkinson, WI 53538

Contact: Chad Wintermute

(920) 563-2437 X4324

Opportunities Madison facility

Dock Reservations Required

HR: 7:30am-3:00pm

Opportunities Inc

930 Stewart St

Madison WI 53713

Contact: Anthony Hirsch – Warehouse Lead

(608)274-1894 X4307

Opportunities Oconomowoc facility

Dock Reservations Required

HR: 7:00am-2:00pm

Opportunities Inc

1745 Executive Dr.

Oconomowoc, WI 53066

Contact: Linda Wandersee -Production Manager

(262) 569-8888 X4075

Opportunities, Inc. values our partnership and we appreciate you selecting our organization as one of your chosen supplier's.

Sincerely,

Peggy Foth
Director of Operations