

Inbound Deliveries (EDI Australia) – Terms and Conditions

Despatch Advice (DESADV)

1. There can be multiple DESADV per Purchase Order; multiple Purchase Orders per DESADV is not compliant
2. The DESADV must equal the 'physical' shipment being despatched.
3. DESADV will become the ASN (Advanced Shipment Number) for the receiving DC.

DC Booking (Appointment Scheduling)

4. All deliveries need to be scheduled into the applicable DC at least 24 hours prior to the due date of the Purchase Order.
5. If Despatch Advice (DESADV) number available, quote number at time of booking;
 - If DC WMS has received DESADV/ASN then booking can be completed with this number.
 - If DC WMS has not received DESADV/ASN then a 'blind' appointment must be provided by SRG.
6. If ASN is available and in WMS at time of booking, DC will create an appointment for each ASN.
If ASN is not available and/or is not in WMS, DC will create a 'blind' appointment for each single load/delivery that will combine to make-up the entire supply of the Purchase Order.
To complete a 'blind' appointment or appointment using the DESADV/ASN, at the time of booking, the following will need to be quoted:
 - o DESADV/ASN or Purchase Order
 - o Exact number of pallets/cartons per load/delivery
 - o The type of pallet, i.e. Loscam or Chep
 A booking reference number will be provided for each successful appointment.
7. Bookings are made directly with the receiving DC for:
 - Lawnton, Brisbane- 07 3482 7718 or email DCBookin@superretailgroup.com.au
 - Forrestfield, Perth- 07 3482 7718 or email DCBookin@superretailgroup.com.au
 - Loganlea, Brisbane- 07 3482 7718 or email DCBookin@superretailgroup.com.au
 - Altona North, Melbourne- 03 9281 6021 or email DC06Bookin@superretailgroup.com.au
8. Transport providers can make the booking on behalf of the Trade Partner; however it is still the responsibility of the Trade Partner to ensure the delivery arrives on time (A 30 minute window is acceptable either side of the timeslot allocated).

Delivery Requirements / Acceptance of Orders

9. All deliveries must have a booking reference number; deliveries without a booking reference number may be rejected.
10. All transport must be able to meet the dock heights at the DC, for unloading/loading purposes. It is not the responsibility of our DC team members to hand unload any delivery.
11. Any delivery that is deemed to breach the DC site Workplace Health & Safety requirements will be refused receipt. This may include but is not limited to: broken or incorrect pallets, over-weight pallets & damaged stock. All transport must be able to meet the dock heights at the DC and/or have side forklift access, for unloading/loading purposes. All deliveries must be able to be accessed in a safe manner by the use of a forklift. (E.G: no shunting or dragging of pallets)
12. All orders must be delivered on pallets and all pallets must be shrink-wrapped. Pallets delivered into Australian DC's must be to Australian Standard specification 1165mm x 1165mm that are not damaged or missing boards. Received pallet weight must not exceed 1000kg, including the pallet.
13. All orders must be delivered on pallets and stock must be shrink-wrapped to the pallet. Receipt of orders on pallets, does not apply to orders consisting of four (4) or less cartons, however if any of the delivery cartons have a gross weight of 17kg or >, a pallet must be used. If a Trade Partner can not obtain a pallet for delivery, the DC can provide one pallet, at the time of delivery but the Trade Partner/Transport provider is responsible for stacking the pallet, not a DC team member and this must be stated at the time of the booking. Once packed, the pallet must meet our pallet requirements as mentioned below.
14. The use of GS1 standard pallet labelling (which includes SSCC presented in barcode format) is preferred, but failing this, each pallet or carton of a delivery should be labelled following the guidelines below:
 - DESADV/ASN Number
 - Purchase order number (E.G: 4500123456) and/or Booking Reference Number
 - TO and FROM address
 - Pallet or Carton count (E.G: 1 of 5, 2 of 5, etc)
 - If content is multiple SKUs – "MIXED SKUs" is required on the labelling.
15. Only one (1) ASN per single pallet or carton is permitted and ALL ASN must be quoted at time of booking
16. The invoice must not be supplied with the delivery; however a delivery docket, picking or packaging slip should be. The invoice must be sent to SRG Lawnton Head Office, Attention "Accounts Payable" either via mail, email (please use PDF) or Fax.
 - Email: invoicesaccounts payable@superretailgroup.com.au
 - Fax: 07 3482 7178
 - Mail: PO Box 344, Strathpine, QLD, 4500
17. Every delivery should include a consignment note(s) for the shipment; or suitable paper work which enables a DC team member to sign for the quantity of pallets/cartons being delivered.

Pallet Requirements

18. Plain pallets will not be accepted with deliveries effective from 1st July 2010. Trade Partners may be charged for disposal costs from SRG for any plain pallets delivered after this date. Loscam are a preferred pallet hire provider in Australia. Contact details for Loscam and other suitable pallet hire providers can be found by contacting our merchandising teams. All inbound stock on pallets will be subject to a pallet transfer only & processed by way of a recognized pallet transfer authority docket – ECD, CMD, 2ic transfer. No equal exchange of pallets will be permitted at any DC. No IOU system will be permitted at any DC.
19. Pallets are to be stacked no higher than 1.46M (pallet included) for single SKU pallets. Mixed SKU pallets can be supplied to a maximum height of 1.8M (pallet included) and unique SKUs must be visually separated on the pallet. E.G: vertical or horizontal slip sheets.

PLEASE NOTE: This document should be read in conjunction with the Packaging, Barcode & Logistics Specifications document, which is available via our website. Use the Trade Partner link on the home page www.supercheapauto.com.