

Working with Communisis PMS

Guidelines & Conditions for Delivering To Newcastle Warehouse & Distribution Centre

Communisis Newcastle
Balliol Business Park
Benton Lane
Newcastle upon Tyne
NE12 8EW

Communisis Brunswick
Brunswick Industrial Est
Sandy Lane
Newcastle upon Tyne
NE13 7BA

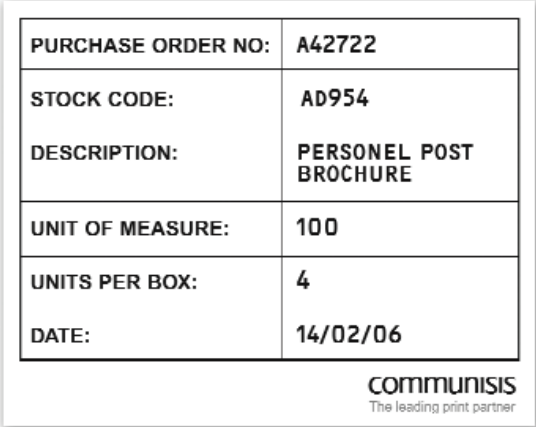


All deliveries must report to Goods In.

The enclosed specifications are mandatory.
Failure to conform may result in deliveries
being refused.

Communicate more profitably with
communisis

1. Packaging and Labelling

 <p>The image shows a sample purchase order label for Communisis. It contains the following information: PURCHASE ORDER NO: A42722, STOCK CODE: AD954, DESCRIPTION: PERSONEL POST BROCHURE, UNIT OF MEASURE: 100, UNITS PER BOX: 4, and DATE: 14/02/06. The Communisis logo and tagline 'The leading print partner' are at the bottom.</p>	<ul style="list-style-type: none"> • Applies to all items supplied to the Warehouse. <p>Labels must detail:</p> <ul style="list-style-type: none"> • Product code • Product description • Units of measure • Order ref (ie purchase order, if applicable) • Date of manufacture • Units per box
<ul style="list-style-type: none"> • It is the supplier's responsibility to ensure compliance with the specification. 	<ul style="list-style-type: none"> • It is essential that all items be clearly labelled. Labels should be placed on the Short Side of the box. • Packaging must be sufficiently robust to ensure its safe transit through Communisis supply chain.
<p>Health and Safety</p>	<p>If the gross weight of any particular item exceeds 15kg, then the weight must be stated on the item, clearly visible. e.g. GROSS WEIGHT 20kgs.</p>
<ul style="list-style-type: none"> • Mixed pallets should be avoided. However, where necessary mixed pallets must be identified by means of: An outer label on the top of the pallet identifying what is enclosed on the pallet. See Example Below. 	
<ul style="list-style-type: none"> • Where possible deliveries of 10 boxes or more should be palletised as specified in section 3 of these Guidelines. 	
<p>The supplier must meet all costs associated with meeting the requirements of this specification.</p>	

Label Example:

<u>Items Enclosed on Pallet</u>	<u>Quantity of Units of Each Item</u>
<u>MD001</u>	<u>1</u>
<u>1534</u>	<u>100</u>
<u>1289</u>	<u>10</u>

2. Delivery Notes

A Delivery Note **MUST** be supplied with **EVERY** delivery, containing the following information:

- Product Reference/Code.
- Product Description.
- Quantity delivered in **UNITS** and not in **SINGLES**. However, it will be acceptable if the supplier quotes both quantities on the Delivery Note. It is not acceptable to only quote the quantity delivered in **SINGLES** unless the unit of measure is an **EACH**.
- Suppliers name and address.
- Delivery Note Number.
- Purchase Order Number.

The image shows a sample 'communis' Delivery Note form. The form is titled 'communis The leading print partner' and 'DELIVERY NOTE'. It contains several sections for data entry:

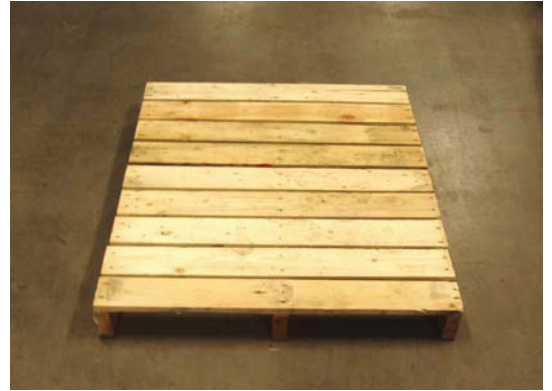
- SALES ORDER NUMBER**: A field at the top left.
- ACCOUNT NUMBER** and **NOTE NUMBER**: Fields at the top right.
- STOCK CODE**: A field on the left side, with a red arrow pointing to it labeled 'Product Reference'.
- DESCRIPTION**: A large central field for product details, with a red arrow pointing to it labeled 'Product Description'.
- QUANTITY** and **UNIT OF MEASURE**: Fields on the right side, with a red arrow pointing to them labeled 'Quantity of Units'.
- DATE**: A field at the bottom right, with a red arrow pointing to it labeled 'Date of Delivery'.
- RETENTION OF TITLE**: A section at the bottom with text: 'THE TITLE IN THESE GOODS DOES NOT PASS TO THE PURCHASER UNTIL PAYMENT IN FULL HAS BEEN RECEIVED BY THIS COMPANY'.
- PLEASE CHECK THE CONTENTS OF THIS ORDER CAREFULLY. CLAIMS FOR SHORTAGES MUST BE NOTIFIED WITHIN 48 HOURS OF RECEIPT OF GOODS. THANK YOU FOR YOUR ORDER AND WE LOOK FORWARD TO BRINGING YOU SERVICE AGAIN.**: A footer message.
- www.communisis.com**: The company website at the bottom left.

3. Palletisation

Deliveries to Newcastle will only be accepted on 2 way wooden pallets, size 40" x 33". Pallets must be stacked to a maximum height of 3'6" from the floor.

The pallet must have all base struts intact.

- A maximum weight limit of **1000 kgs** applies to each pallet.



- All pallets must be securely wrapped (We do not accept pallets secured with wire or metal strapping).
- Pallet loads must remain completely stable after pallet wrapping is removed.
- Products must be stacked squarely and evenly in such a way as to prevent any crushing or damage to the lower layers.
- Under no circumstances should boxes overhang the pallet.

- Where possible multi pallet consignments should be delivered on curtain sided vehicles. At all times the vehicle used should be suitable to the load.
- Products with special requirements may be exempt from all or part of the above mentioned criteria. However, agreement with Communisis PLC must be sought prior to delivery being made.

Not meeting this specification may result in deliveries being refused.

4. Delivery



- All deliveries **MUST** be booked in.
- Suppliers must telephone at least one working day prior to the date on which they wish to deliver the goods.

- To request a delivery slot at **Newcastle** telephone: Balliol: **07896526849**
Brunswick: **07825546197**

9.00am – 4.00pm Monday – Thursday or **9.00am – 3.30pm** Fridays, excluding bank and public holidays.

- Where a delivery is urgent it may be possible to arrange an appointment to deliver same day.

To book a delivery slot, the supplier must provide the following information:

- Supplier name.
- Carrier name.
- The item code and quantity to be delivered.
- The quantity of pallets.
- Preferred date and time of delivery.
- Purchase order numbers.

It is the supplier's responsibility to provide all of the above information. A delivery slot will not be granted until we receive the correct information for every item. It is strictly prohibited to deliver items that have not been booked in as above.



**A delivery will only be confirmed once you have been allocated a booking in reference.
No attempt should be made to make a delivery until you are in receipt of your
reference number.**

DELIVERIES MAY BE REFUSED IN THE FOLLOWING CIRCUMSTANCES:

- Products damaged.
- If the pallet(s) used is deemed unsafe or unsuitable to carry the weight of the consignment.
- Products that are not labeled or packaged as specified.
- Bulk products being delivered not on the pallets specified.
- A delivery being made without a confirmed booking in slot and associated reference number.
- Deliveries that arrive with no Delivery Note or an incorrect Delivery Note.
- Deliveries that arrive late. Only in exceptional circumstances will deliveries be accepted at **Newcastle** after 4.00pm Monday to Friday.

5. Safety/Security

Drivers must not enter the Warehouse building without permission of Communisis staff

- All delivery personnel are required to wear a High Visibility Jacket whilst on Communisis premises.
- **Drivers must not operate any Communisis handling equipment.**
- Smoking is not permitted in any part of Communisis premises.



All orders must conform or the warehouse will reject deliveries. The supplier will be contacted and any occurrences where Communisis have to re-stack incorrect pallets, or label boxes accordingly will be charged extra costs and invoiced for labour, resource and inconvenience caused. This may result in late payment of the invoice and will be logged against your company on our Vendor Management system.

**EXTRA CHARGE WILL BE INVOICED
TO THE SUPPLIER AT £50 PER PALLET**