

Delivery Specification - AZ Warehouse

Purpose

To ensure that all deliveries are handled in the most efficient manner, avoiding delays and additional expenses.

Warning

Deliveries MAY not be accepted if any of the following specifications are NOT followed.

Booking a Delivery

Deliveries are only accepted with a previously obtained valid booking reference.

Normal delivery times are: Monday to Friday 8.30am - 4.30pm

To book a delivery and obtain a booking reference call Logistics Support between 8.00am - 5.30pm on 0161 495 4831 at least 24 hours in advance of delivery.

You will need to quote the:

- | | |
|--------------------------------------|-------------------------------|
| ■ Time and date of delivery required | ■ Product description |
| ■ Carrier | ■ Total quantity of product |
| ■ Supplier | ■ Pack quantity |
| ■ Contact name and telephone number | ■ Total number of outer boxes |
| ■ Purchase Order job number | ■ Total number of pallets |
| ■ Product code | |
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Delivery

Deliveries will be accepted within 30 minutes either side of the delivery time until 4.30pm. If a driver cannot meet the delivery time then he/she should call Logistics Support on 0161 495 4831 to notify the expected time of arrival; in most instances this will avoid the delivery being turned away.

Packaging of Goods for Delivery

All products must be packaged securely as follows:

Cartons ■ Suitable for UK transit

- 12 kilos maximum weight

Pallets ■ Good condition standard 4-way Euro pallets (1,200x800mm)

- Securely wrapped
- Products not to overhang pallet
- 1.3m maximum height (including pallet)
- 1 tonne maximum weight

Hazardous Substances

- APS will only accept products which contain hazardous chemicals by prior agreement of the Warehouse Manager who can be contacted on: 0161 495 4831.
- Any goods being delivered to APS which contain, or are labelled to imply they contain, hazardous chemicals will not be accepted unless prior agreement has been obtained.
- Any pre-agreed delivery to APS of a hazardous product must have the appropriate warning labels on the product and its packaging.

Documentation

All deliveries must be accompanied by a printed delivery note showing:

- Supplier's name, address and telephone number
- Purchase order number
- Booking reference
- Product code (job number)

e.g. **10-5306 / 17368**



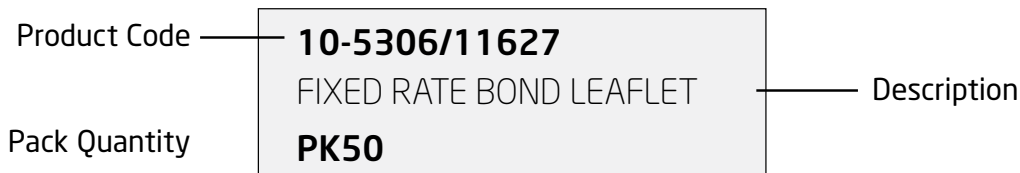
- Pack quantity
- Total quantity of units
- Total quantity of packs

Labelling

Each pack must be labelled with the following details:

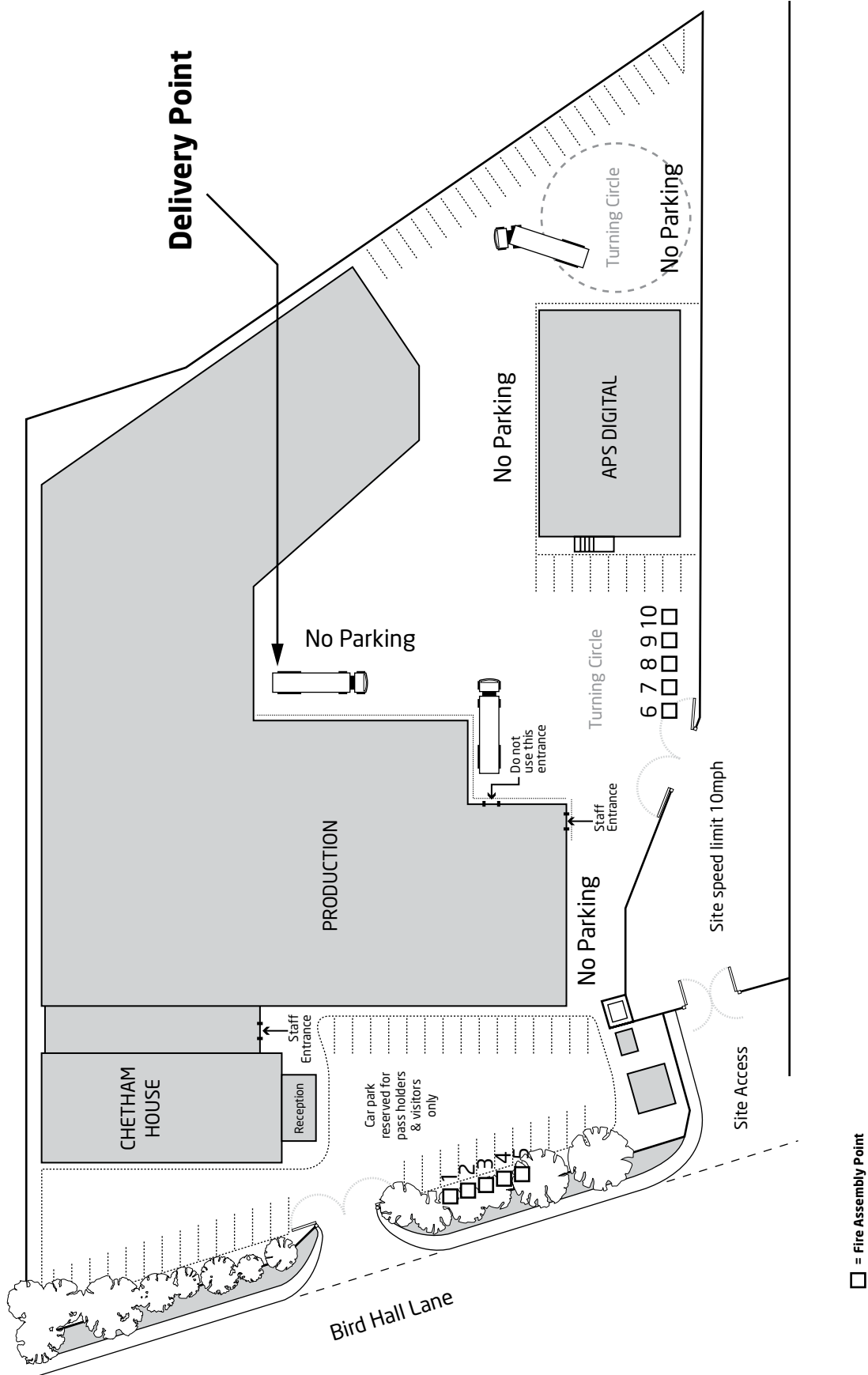
- Product code/job number
- Product description
- Quantity in pack
- Imprint Date

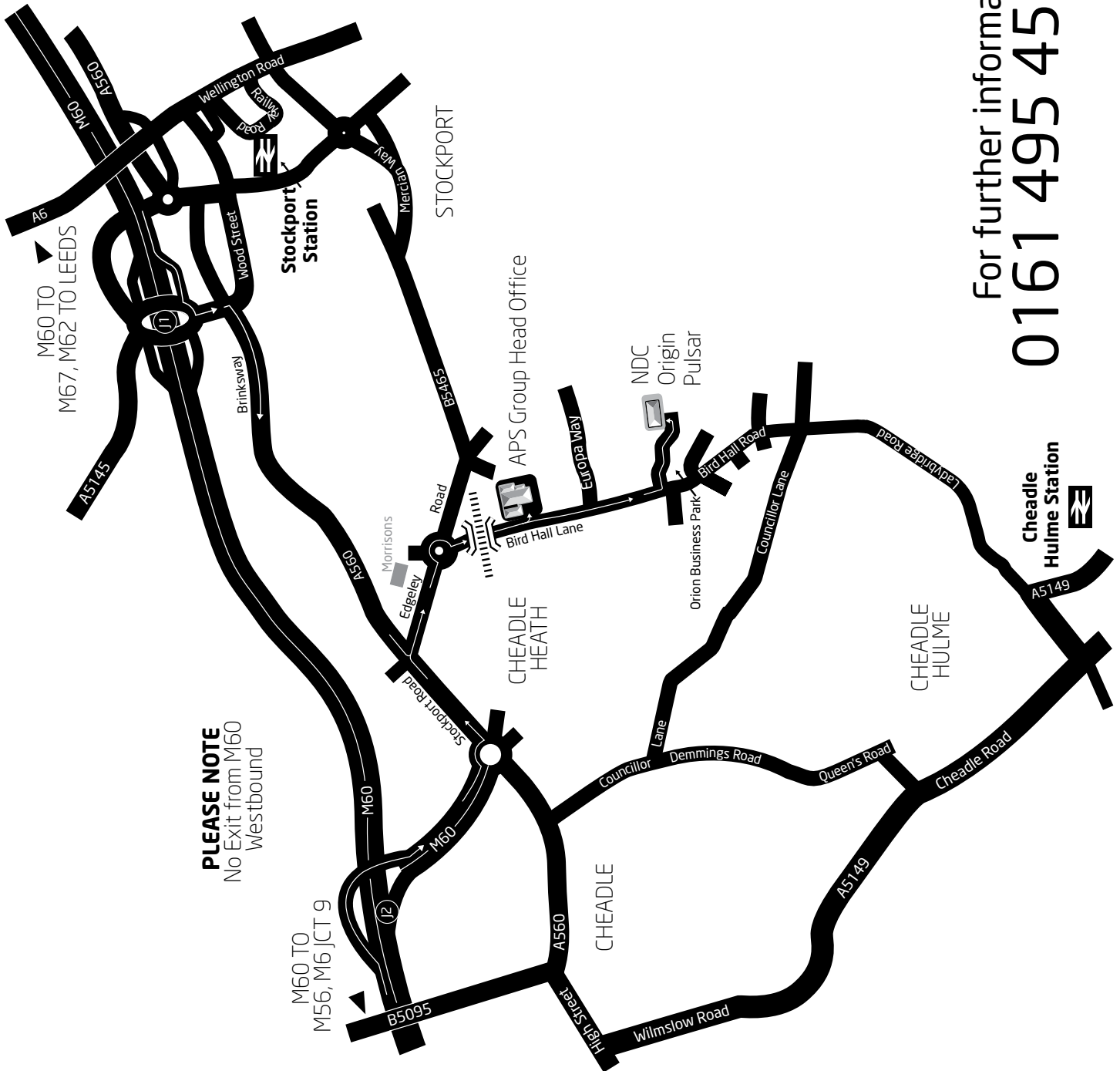
e.g.



Thank you for helping our delivery receipt process to run smoothly.

APS site layout





For further information
0161 495 4500