

brand addition.

Document ID	Document Title	Revision
QMS-WI-04	Delivery Instructions to Brand Addition Warehouse Manchester	1.1

Brand Addition Limited (Manchester Warehouse)
Elevator Road
Manchester
M17 1BR
GoodsIn@BrandAddition.com
Mon – Fri 0800 – 1600

Please use the opening hours applicable to the Warehouse Site when planning deliveries. Brand Addition and its 3PL partners will not be able to unload outside of these operational hours, and the driver will be turned away.

Booking in Procedure

All deliveries of 1 pallet or more must be pre-booked. Parcel numbers in excess of 20 will constitute a pallet. Deliveries below 20 cartons do not need to be pre-booked

Suppliers or freight agents are requested to book in a delivery with Brand Addition by email. The booking in email should be sent to the below email addresses. Please note that the booking in email must contain Brand Addition PO number, along with details of consignment being delivered.

Brand Addition Limited (Manchester Warehouse) - GoodsIn@BrandAddition.com

Size of Delivery	Prior Notice Required
20 cartons or less and un palletised.	No prior notice required. Open delivery.
Palletised deliveries and carton numbers in excess of 20.	48 hours in advance of delivery
Containerised deliveries.	4 days in advance of delivery. A time slot also may be requested.

For containerised consignments a delivery time may be requested at the time of booking in. This is to ensure smooth turnaround of any delivering driver. Should a time slot not be agreed and/or requested, the driver will be unloaded at the earliest site availability schedule.

If a delivery booking has been made, and this schedule cannot be met, the supplier or freight agent or haulier must re-book and advise reason for the delay. For all other material delays, please contact your initial purchaser.

Documentation

At the time of delivery, all consignments must be supported by the proper documentation. If the documentation does not accompany the consignment and is not made available at the time of delivery, the delivering vehicle may be delayed and in some circumstances turned away.

At the time of delivery, Brand Addition Warehouses require the below documents:

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QMS-WI-04	Delivery Instructions to Brand Addition Warehouse Manchester	1.1

- Delivery Note or Packing List containing BA purchase order number, BA stock code, BA product description, carton quantity, pallet quantity (if palletised) and product batch number (your reference).
- CMR or Dangerous Goods Note (where applicable).

There may be further documents that are not within the Brand Addition Logistic Procedures scope. These will be requested by Brand Addition prior to entering into any transaction.

Brand Addition Limited (Manchester Warehouse) accept the below pallet types.

Standard UK – 1200mm x 1000mm, 4 way entry, bottom stringer boards running around all four sides – Preferred.

Standard Euro Pallet - 800mm x 1200mm, 4 way entry, bottom stringer boards running in the 1200mm direction.

Pallet heights and weights

- The maximum pallet height for bulk materials (1 SKU per pallet) allowed is 140cm.
- The maximum pallet height for mixed materials (multi SKU per pallet) allowed is 180cm.
- The pallet maximum load should be strong enough to carry the weight of goods.

Pallet General

- Double stacking of pallets is *not* allowed. Brand Addition warehouses (including its 3PL partners) will not unload if pallets breach this requirement.
- Loads must be securely strapped to the pallet using stretch wrap or suitable alternative. Loads *must* be stable. If we have reason to feel that a load is unstable, we will reject the delivery.
- Goods must not be overhanging the pallet.
- Any pallet having multiple SKU's must be labelled "MIXED".

Should packaging not conform, Brand Addition reserves the right to reject the goods. Where repacking is required due to inadequate or damaged packaging, Brand Addition reserves the right to charge GBP30.00 per hour per person labour plus materials.

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Revision History

Revision No.	Change Description	Author	Release Date
1.0	First Issue	M.Plant	29/05/2019
1.1	Updated to remove reverence to vendor details and changed BA part number to BA Stock Code	M.Plant	03/06/2019