

Purpose:

The purpose of this document is to outline all delivery requirements of Alliance Distribution Services, to ensure a smooth transaction flow of items being delivered and receipted into the distribution center.

1. Delivery Point:

- 1.1 All Goods in - Deliveries to report at receiving area at the below address for instruction.

Alliance Distribution Services,
9 Pioneer Avenue,
Tuggerah, 2259,
New South Wales.

- 1.2 Delivery Times: Between 06:30 and 13:00 Monday to Thursday.
Between 06:30 and 12:00 Friday.

- 1.3 No deliveries will be accepted before or after the above advised times.
1.4 All deliveries are to be completed by 14:30, or the delivery may be rejected.
1.5 Schedules may be reorganised and or extended during peak periods.
1.6 No deliveries are to be made on Public holidays or Weekends.

2. Pallets:

- 2.1 All single title pallets are to be individually labeled (see label specification below).
2.2 For Australian origin goods, deliveries are to be on plain or Loscam pallets 1200 x 1200 mm. Chep pallets are not accepted or exchanged.
2.3 Pallet dimensions from International destinations (Containerized) should be 1200 X 1000.
2.4 For overseas origin goods, global / International Organization for Standardization (ISO) pallets are acceptable.
2.5 All stock must be loaded onto pallets.
2.6 Where a single title is delivered on more than two pallets, the stacking configuration (Ti-Hi) is to be consistent from one pallet to the next (except for the last pallet). And, the stock is to be loaded into a container / truck, in a sequential order (not mixed ISBN's).
2.7 Cartons are to be stacked, so that carton labels on external cartons, are clearly visible and legible.
2.8 Maximum height of pallets is 1200 mm

3. Cartons:

- 3.1 Cartons to be of sufficient strength to avoid being crushed while in transit.
3.2 Maximum individual cartons weight is 16 kg. ADS will not accept delivery of cartons that exceed the maximum weight (16 kg).
3.3 All single title cartons are to be individually labeled (see label specification below).
3.4 Carton quantity for each title is to be consistent for the shipment.
3.5 Where more than one full carton is required for any one ISBN, the carton quantity must be consistent throughout the shipment.
a. Mixed or part carton to be clearly labeled.

4. Labeling:

- 4.1 All individual items of stock delivered to ADS for receipt, storage or order fulfillment, is to be labeled with an item label. (Refer example).

This label is to include:

- ISBN (APN) in text (human-readable) format.
- ISBN (APN) in EAN13 barcode format.

ADS Goods-in / Delivery Requirements.



4.2 All single-title cartons are to be individually labeled with a Carton Label. (Refer example).

The Carton label is to include:

- Title, ISBN, Carton Qty and weight in text format.
- ISBN in EAN13 barcode format
- Carton quantity in barcode (3 of 9) format.

HODDER HEADLINE PRIVATE LIVES (002) (EARLY EXPORT)		PRICE: U.K. £6.99
ISBN: 9780755358465		QTY: 32 P/U
Clays Ltd	SB3625-1	PACK WT: 13.2 kgs
		ORDER NO: 002/04/12
SGS-COC-2061 - www.clays.co.uk/clays/environment		

4.3 All single-title pallets are to be individually labeled with a Pallet Label. (Refer example).

The Pallet label is to include:

- Title, ISBN, Pallet quantity and weight in text format.
- ISBN (APN) in EAN13 barcode format.
- Units per Carton, Cartons per layer.

HEA005 HODDER HEADLINE		Paperback Unsewn	17/04/12
SB3625 UP61 17/04/12 OHL SEA			
Title : PRIVATE LIVES [EARLY EXPORT] (02)			
Units Per Carton	32	960	
Cartons Per Pallet	30		
ISBN : 9780755358465		Edition : 000002	
PO No: 58465/002/LKE		Pallet Weight : 396.840 kgs	
Supplier : Clays Ltd		Popson Street, Bungay, Suffolk NR35 1ED +44 (0)1986 893211	



5. Purchase Orders:

5.1 Purchase orders should reflect the mode of travel: Local, Sea or Air.

- 5.2 Purchase orders are to be raised in the currency in which the supplier will invoice ADS. The unit cost on the purchase order will be applied to the receipt transaction.
- 5.3 ETA dates should be updated as supplier information becomes available (until shipping information is entered, at which time the ETA date of a title is derived from the shipment).
- 5.4 Items are to be set so that the supplier/item combination is valid.

6. Documentation:

- 6.1 For titles delivered by the pallet, documentation is to include ISBN, Purchase order Number, carton quantity and total quantity of each title delivered.
- 6.2 Consignment/delivery dockets to show the total number of pieces (cartons or pallets) and the shipment reference number.
- 6.3 For deliveries originating from overseas suppliers, all necessary documentation is to be received by ADS Shipping Coordinator, (Refer to Contact details below)
Documentation required as follows...

As soon as possible:

Freight Forwarders Invoice (must be before delivery arrives at ADS).

At time of departure:

Supplier Invoices.

Manifest.

Packing Slip.

For Sea Freight:

Bill of Lading.

For Air Freight:

Airway Bill.

* Please include any other documentation as necessary.

- 6.4 For receipt purposes, ADS will use the cost shown on the Suppliers Invoice.
- 6.5 Note; ADS will not land any product prior to receipt or without complete documentation.

7. Contact Details:

All correspondence in regard to deliveries is to be through our Shipping department:

ADS-Shipping

02 4390 1313

ads-shipping@alliancedist.com.au

Late deliveries may be rejected unless communication is initiated with our Shipping coordinator.