



ANACONDA

Quality Assurance Program

Vendor Compliance Manual

Local Vendor

Non-Cross Dock Requirements

Version 3

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1 INTRODUCTION

The Vendor Compliance Manual has been developed to provide Vendors with Anaconda's minimum standards when supplying Articles to the Anaconda.

In addition to this document – **Vendor Compliance Manual – Local Vendor Non-Cross Dock Requirements**, there are a number of supplementary Compliance documents that must also be complied with:

- **Vendor Compliance Manual – General Requirements**
- **Vendor Compliance Manual – Overseas Vendor Requirements**

You must ensure you comply with all relevant requirements contained within the Vendor Compliance Manual components.

2 DEFINITIONS AND ABBREVIATIONS

TERM	DEFINITION
ADGC	Australian Dangerous Goods Code
Articles	Products supplied by the Vendor to Anaconda and includes any accompanying instructions and information, packaging and any advertising or other materials supplied.
Article Number	Unique article identifier referenced in Purchase Orders. 8 or 11 digit code (generated by SAP)
ASN	Advance Shipment Notification
Buyer	The relevant Anaconda Buyer named in the Terms Schedule or any other person We advise is the current Buyer.
Dangerous Goods	Any Article classified dangerous under the Australian Code for Transport of Dangerous Goods – the Australian Dangerous Goods Code (ADGC)
DIFOT	Delivery In Full On Time.
EAN	European Article Number, which is a barcode that conforms to international bar code standards and is registered with international standards bodies.
Edge Rule	The Edge Rule details correct placement of EAN
FIS	Free Into Store - seller pays all costs including duties and taxes and delivers direct to buyer
EXW	Ex Works – Buyer pays all charges from factory
FIW	Free Into Warehouse – same conditions as Free Into Store
FCA	Free Carrier Agreement. The Vendor is responsible for all costs up to the point where the Articles are delivered to the specified overseas warehouse, including transportation and insurance costs.
FOB	Free On Board. The Vendor is responsible for all costs up to the point where the Articles are delivered to the port from which the

	vessel will depart, including transportation and insurance costs.
HDPE	High Density Polyethylene.
MSDS	Material Safety Data Sheets (for dangerous goods).
Packing List	Detailed Container information
PO	Purchase Order and has the same meaning as that in the Trading Terms
POD	Proof of delivery
POS	Point of sale.
Quiet Zones	EAN Orientation
Shipping Mark	Carton Packing Label
Specifications and Standards	all particulars, drawings, samples or other description (if any), set out in a Purchase Order or given to You by a Buyer, all applicable laws, rules, regulations and standards (including, without limitation, those relating to Article labelling, packaging, testing and safety and trade practices) in the country in which the Articles are to be sold by Anaconda and any applicable standards as set out in the Vendor Compliance Manual.
Spotlight DC	Spotlight and Anaconda's Distribution Centre.
Support Group	Anaconda's support group is located at: 111 Cecil Street, South Melbourne, Victoria 3205 Australia
Trading Terms	Anaconda's current applicable trading terms
Vendor	Vendor means the vendor named on the front page of the Trading Terms

3 LOCAL VENDOR DELIVERIES

3.1 Local Vendors Delivering Direct to Stores

I.e. AUSTRALIAN VENDOR DELIVERIES DIRECT TO ANACONDA AUSTRALIAN STORES

In addition to all other requirements specified in this Vendor Compliance Manual, Australian Vendors delivering direct to Anaconda stores in Australia must comply with the following requirements.

3.1.1 *Purchase Orders*

3.1.1.1 Direct to store orders

All orders going direct to store will have one purchase order number per store, and the specific Anaconda store articles are to be delivered to must be specified. One Article quantity per line must appear in the purchase order, and this will be the quantity to be delivered on the required delivery date.

3.1.1.2 Complete Purchase Orders

All Articles ordered under a purchase order must be delivered to the Anaconda store together as a complete purchase order.

3.1.2 Delivery Dates

- Every purchase order will have a delivery date specified.
- The Vendor must deliver **all** Articles ordered on the delivery date specified on the purchase order, including any promotional brochure Articles.
- Please note Anaconda does not accept backorders,
- Short, early and late deliveries will be claimed as per the Trading Terms
- If a Vendor cannot supply on time, they must immediately contact the Buyer and the affected store (the affected store will not have to be notified by the Vendor if other arrangements have been confirmed with the Buyer); and
- Deliveries can be made up to 5 working days prior to the delivery date, but not after.

3.1.3 Delivery Terms

Vendors are responsible for any loss or damage to the Article up to the point of delivery and must ensure their carriers understand the expected delivery date requirements.

3.1.4 Making Deliveries Direct to Anaconda stores

Vendors must ensure site restrictions are factored in when packing orders for delivery direct to an Anaconda store. Please contact the Anaconda Supply Chain for store information.

3.1.5 Packing Articles in Cartons for store deliveries

Packaging merchandise in cartons for deliveries made direct to an Anaconda store must meet the guidelines below:

- The cartons used are strong and secure enough to protect the contents in the normal transport and distribution processes;
- The number of Articles in each carton must be clearly specified in writing on the carton;
- Where mixed cartons are supplied (orders in multiples of single units), the carton must be of the appropriate standard size and weight and is clearly marked as "MIXED CARTON";
- One carton size with same packs quantity e.g. all packs 24 or 36 etc, by article.
- Each carton must display the agreed shipping mark with all required detail
- The package forms a stable unit load;
- The carton does not display any misleading or unrelated information (for example, incorrect carton weight, incorrect Purchase Order/Article information)
- Cartons are adequately sealed to avoid damage or pilferage;
- Metal and/or plastic strapping or stapling cannot be used;

3.1.6 Pallet Labelling

If Articles are despatched in cartons or there are mixed items packed on a pallet, then it is important that each shipping carton is clearly labelled with the following information:

TO: Anaconda
Store: name & address
From: (your company)
Consignment Number:
Purchase Order Numbers:
Total No of cartons on this pallet:

The original invoice should be attached to the relevant carton(s).

3.1.7 Pallet Deliveries Direct to an Anaconda store

Vendors must factor in store specific site requirements when delivering pallets to stores. In addition:

- Pallets **MUST** be compliant with Australian Standard pallet sizes;
- Pallets must not be damaged;
- Pallets must be stable, with heaviest items at the bottom;
- Maximum acceptable height of pallets is 1.8 m (including pallet);
- Maximum weight of a stocked pallet is 1 tonne;
- All Articles must be covered with shrink-wrap which is attached to the pallet securely to ensure stability and safety of Articles;
- Where Articles are hanging over the edge of a pallet, the pallet load needs to be distributed evenly across the width of the pallet to ensure the pallet does not tip over during transporting, unloading or while in storage;
- All Articles in a purchase order must be on the same pallet. If this is not possible multiple pallets can be used;
- Shipping marks (carton labels) must face outwards wherever possible;
- Hazardous Articles cannot be packed with non hazardous Articles and must be packed and labelled in accordance with the Australian Code for Transport of Dangerous Goods; and
- Every pallet must have a pallet label on one side (refer to section [3.1.6](#) above)

3.1.8 Delivery of palletised stock to stores

All trucks delivering palletised stock to stores must be Tail Gate Trucks

Loads that cannot be unloaded safely by the store will be rejected.

3.1.9 Invoicing of Purchase Orders

All invoices must include ALL of the following information:

- **Vendor details:**

- ABN;
- name & address of company;
- Anaconda's Vendor code number;
- invoice number (text and EAN); and
- **Anaconda details:**
 - Anaconda store address and store number (where appropriate);
 - Anaconda's purchase order number.
- **The invoice must outline the following details of all the Articles coming with the invoice:**
 - Article number
 - EAN;
 - item name and description;
 - quantity supplied;
 - the unit cost (as per the purchase order); and
 - extended line value.
 - **IF the order contains PDQs, the invoice must contain detail per PDQ**
- **Invoice currency**
- **The agreed payment terms**

GST must be broken down into Total invoice amount excluding GST, GST Component, and Total including GST.

There can only be one purchase order number per invoice.

The original invoice must be attached to the exterior of the first carton or pallet being delivered in an "Invoice Enclosed" envelope. All invoices must be in currency of the Purchase Order unless specified on the PO

Anaconda requires the Vendor to provide one invoice per purchase order.

3.1.9.1 Accounts Payable

All payments will be made in the same currency as the purchase order.

3.2 Local Vendors Delivering Locally via the Anaconda Warehouse

FOR BULK ORDERS TO THE ANACONDA WAREHOUSE. (SPOTLIGHT DC)

3.2.1 Purchase Orders

- A Purchase Order will be raised as an approval to provide Articles to Anaconda in accordance with the Trading Terms.
- The Purchase Order will specify the Spotlight DC as the delivery location. There will be only one quantity per line of the purchase order, and this will be the quantity to be delivered on or before the agreed delivery date.
- Each purchase order will include an Anaconda purchase order number. **This number MUST be included in all correspondence and documentation.**
- Each purchase order has a **Delivery Date** which is the date goods must be delivered by the Vendor to the Spotlight DC.
- Purchase orders must be delivered in a logical sequencing manner.
- All Articles ordered under a purchase order must be delivered to the Spotlight DC together as a complete purchase order.
- Any other packing requirements as specified on the purchase order must be met.
- Any other “special instructions” as noted on the purchase order must be met.
- Each purchase order must be supplied complete. **PART OR SPLIT DELIVERIES WILL NOT BE ACCEPTED UNLESS THERE HAS BEEN BUYERS APPROVAL. THAT APPROVAL MUST BE IN WRITING.** Part of split deliveries WILL be rejected.

3.2.2 Packing Lists

Every delivery must have a Packing List which is provided to the Anaconda Supply Chain at the time of booking.

Where there are multiple orders in a delivery, the Packing List must specify the details of each order.

The Packing List must refer to a single delivery.

The Packing List should always include:

- The name of Vendor;
- The name of the Receiver;
- The Purchase Order Number;
- A summary of the contents (including EAN Barcode No. and Article No.); and
- Quantity of Cartons per Article;

3.2.3 Delivery Dates

Refer to [3.1.2](#)

3.2.4 Delivery Terms

All Articles will be delivered direct to the Spotlight DC FIW (*i.e. Free into Warehouse*), and Vendors are responsible for all costs incurred in delivering

the Articles to the DC or other specified destination, including transportation, insurance and export costs.

Vendors are responsible for any loss or damage to the Article up to the point of delivery and must ensure their carriers understand the expected delivery date requirements.

The following requirements for Anaconda Warehouse bookings must be met:

1. Bookings must be made at least 24 hours prior to delivery.
2. For all bookings and enquires call (03) 96754400 or email dchelpdesk@spotlight.com.au.
3. When making a booking, a Purchase Order for the delivery must be quoted, as well as advice regarding the number of pallets being delivered.
4. The invoice and packing list must be provided at the time of booking request.
5. The warehouse will review the booking details and respond with a booking confirmation within 48 hours
6. For deliveries booked via email, ensure a confirmation has been received before delivery.
7. The address for all deliveries is:
Spotlight DC
217 – 225 Boundary Rd
Laverton North, 3208
Door 22
8. Discrepancies between the delivery and the Consignment Note will result in the delivery being rejected.
9. There is a 15 minute grace period either side of each booking for delivery (i.e. a 30 minute delivery window). If there are any delays outside this period, the Courier/Vendor must call to request a new booking. If possible, this will be accommodated, however if there are no timeslots available, the Courier/Vendor must rebook at a time we can accommodate.
10. If a Courier/Vendor simply arrives at a time outside their 30 minute delivery window **their delivery WILL be rejected and they will be advised they will need to rebook.**

3.2.5 *Pallet Deliveries to the Spotlight DC*

Vendors must adhere to the following requirements when delivering orders to Anaconda via the Spotlight DC:

- pallets **MUST** be compliant with Australian Standard (for Australian local deliveries);
- pallets must not be damaged;
- pallets must be stable, with heaviest items at the bottom;
- maximum acceptable height of pallets is **1.4 m** (including pallet);
- maximum weight of a stocked pallet is 1 tonne;
- All Articles must be covered with shrink-wrap which is attached to the pallet securely to ensure stability and safety of Articles;

- where Articles are hanging over the edge of a pallet, the pallet load needs to be distributed evenly across the width of the pallet to ensure the pallet does not tip over during transporting, unloading or while in storage;
- Where there are multiple articles on a PO, each article should be palletised separately;
- Where there are multiple pallets of an Article, the pallets must be clearly marked as 1 of 3, 2 of 3 etc;
- Shipping marks (carton labels) must face outwards wherever possible;
- hazardous Articles cannot be packed with non hazardous Articles and must be packed and labelled in accordance with the Australian Code for Transport of Dangerous Goods ; and
- every pallet must have a pallet label on one side (refer to Section [3.1.6](#) – excluding Store name).

3.2.6 Invoicing of Purchase Orders

Refer to section [3.1.9](#)

3.3 Proof of Delivery (POD)

PODs must include:

- the Anaconda store location/Spotlight DC name;
- the Anaconda store number;
- an invoice number;
- the purchase order number;
- the date of the delivery; and
- a copy of the consignment note (containing all information specified in **Vendor Compliance Manual – General Requirements** section 15.1.1) signed by an Anaconda employee as received.

4 VERSION CONTROL

Version	Date	Author	Changes
3.0	1/10/2014	Emily van Schaaik	<ul style="list-style-type: none">• Updated 3.2.2: Packing lists
2.0	15/02/2014	Emily van Schaaik	<ul style="list-style-type: none">• Updated 3.1.9:<ul style="list-style-type: none">• including article no. as invoice requirement• including PDQ detail• Introduced 3.2.2 Packing List requirements• Updated 3.2.4 with:<ul style="list-style-type: none">• invoice and packing list detail• Update of door number