



**ANACONDA**

**Quality Assurance Program**

**Vendor Compliance Manual**

**Overseas Vendor  
Requirements**

**Version 4.0**

**May 2015**



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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 Group.

In addition to this document – **Vendor Compliance Manual – Overseas Vendor Requirements**, there are supplementary Compliance documents that must also be complied with:

- **Vendor Compliance Manual – General Requirements**

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

## 2 DEFINITIONS AND ABBREVIATIONS

TERM	DEFINITION
<b>ADGC</b>	Australian Dangerous Goods Code
<b>Articles</b>	Products supplied by the Vendor to Anaconda and includes any accompanying instructions and information, packaging and any advertising or other materials supplied.
<b>ASN</b>	Advance Shipment Notification
<b>Buyer</b>	The relevant Anaconda Buyer named in the Terms Schedule or any other person We advise is the current Buyer.
<b>Dangerous Goods</b>	Any Article classified dangerous under the Australian Code for Transport of Dangerous Goods – the Australian Dangerous Goods Code (ADGC)
<b>DIFOT</b>	Delivery In Full On Time.
<b>EAN</b>	European Article Number, which is a barcode that conforms to international bar code standards and is registered with international standards bodies.
<b>FIS</b>	Free Into Store - seller pays all costs including duties and taxes and delivers direct to Store
<b>EXW</b>	Ex Works – Buyer pays all charges from factory
<b>FIW</b>	Free Into Warehouse – seller pays all costs including duties and taxes and delivers direct to Warehouse
<b>FCA</b>	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.
<b>FOB</b>	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.
<b>HDPE</b>	High Density Polyethylene.
<b>MSDS</b>	Material Safety Data Sheets (for dangerous goods).
<b>Packing List</b>	Detailed Container information – outlined in section

<b>PO</b>	Purchase Order and has the same meaning as that in the Trading Terms
<b>POD</b>	Proof of delivery
<b>POS</b>	Point of sale.
<b>Shipping Mark</b>	Carton Packing Label
<b>SSCC</b>	Serial Shipping Container Code.
<b>Specifications and Standards</b>	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.
<b>Spotlight DC</b>	Spotlight and Anaconda's Distribution Centre.
<b>Support Group</b>	Anaconda's Support Group is located at: 111 Cecil Street, South Melbourne, Victoria 3205, Australia
<b>Trading Terms</b>	Anaconda's current applicable Trading Terms
<b>Vendor</b>	Vendor means the vendor named on the front page of the Trading Terms

### 3 OVERSEAS VENDOR DELIVERIES

In addition to all other requirements specified in the **Vendor Compliance Manual – General Requirements**, overseas Vendors delivering to Anaconda must comply with the following requirements.

Vendors must ensure that any plastic wrapping used to wrap goods must be perforated

#### 3.1 Approval of EANs

Before the commencement of the Vendor supplying Articles to Anaconda, and on acceptance of new Article ranges, the Vendor must submit all EANs via email (in PDF or similar format) to the Buyer in Support Group for testing, prior to delivery of the Articles to Anaconda.

Shipment will not be accepted without prior testing of EANs

#### 3.2 Pre-Pricing of Articles

Where requested by Anaconda, Articles are to be pre-priced by the Vendor. Before the commencement of the Vendor supplying Articles to Anaconda, and on acceptance of new Article ranges, the Vendor must submit all price labels and barcodes to the Buyer for approval, prior to delivery of the Articles to Anaconda.

Pre-priced Articles must be labelled with a sticker in accordance with section 12.2 (in the Anaconda VCM – General Requirements module)

The Vendor can either fax or email price labels for approval to the Buyer.

Shipment will not be accepted without prior approval of the price labels.

#### 3.3 Purchase Orders

- A purchase order will be raised as an approval to provide goods to Anaconda in accordance with agreed guidelines and the purchase order details.
- Each purchase order will include a purchase order number. **This number MUST be included in all correspondence and documentation.**
- Each purchase order has a **Sailing Cut Off** date. The goods must be delivered by the Vendor on or within 5 days before the Sailing Cut Off date, or as otherwise agreed by Anaconda.
- All Articles ordered under a purchase order must be delivered to the delivery location 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 SHIPMENTS WILL NOT BE ACCEPTED.** Anaconda will claim against any supplier who part ships orders without written authority.

### 3.4 Consolidation Orders

For details regarding the requirements of Consolidation Orders, refer to the Consolidation Standard Operating Procedures (SOPs) for each consolidation site, as well as the **Vendor Compliance Manual – General Requirements**

### 3.5 FOB Orders

#### 3.5.1 Container Packing

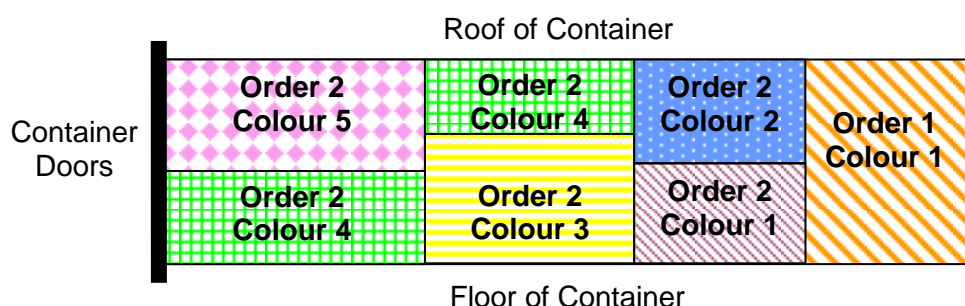
All Anaconda containers must be packed in a logical sequence.

#### 3.5.2 Container Loading for Cartons

##### 3.5.2.1 Packing Containers with Multiple Purchase Orders

Packing containers with multiple purchase orders must be packed in the following sequence:

- Pack by Purchase Order Number
- Pack by Colour or Size

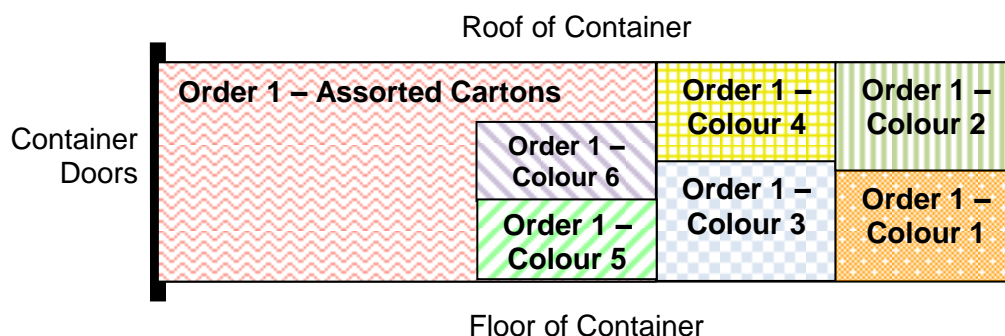


**If there is more than 1 container required for a purchase order there must be a packing list provided FOR EACH CONTAINER.**

##### 3.5.2.2 Packing Containers with one Purchase Order with assorted and solid cartons

Packing containers that have one purchase order with assorted and solid cartons must be packed in the following sequence:

- Pack solid cartons for back up stock first
- Pack assorted cartons for allocation second (closest to the container doors).



**If there is more than 1 container required for a purchase order there must be a packing list provided FOR EACH CONTAINER.**

### 3.5.3 ***Packing Lists***

Every container must have a Packing List which is provided to the Anaconda Supply Chain before delivery.

Where one order is in multiple containers, a Packing List for each container must be provided (not per order). **In addition a summary of the overall order (i.e. total quantities of each article across all containers) must be provided.**

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

The Packing List must refer to a single container. Therefore in the event of more than one container, multiple packing lists must be created.

Several packing lists for one container is NOT acceptable – if this occurs the vendor will be considered in breach of compliance and penalties can be applied.

The Packing List should always include:

- The name of Shipper/Vendor;
- The name of the Receiver;
- The Container Number;
- The Purchase Order Number;
- A summary of the contents (including EAN Barcode No. and Article No.); and
- Measurement of Carton per Article;



**Figure – Packing List**

<b>Exporter:</b>		<b>Invoice No. &amp; Date</b>						
Address:		<b>Purchase Order No</b>						
Phone:		<b>Other Reference(s)</b>						
Fax:								
Email:								
Consignee: Anaconda Pty Ltd Level 6, 111 Cecil Street South Melbourne Victoria 3205 Australia		<b>Buyer (if other than Consignee)</b>						
		Country of Origin of goods			Country of Final Destination			
Pre-Carriage by	Place at receipt by pre-carrier							
Vessel/Flight No.	Port of Loading							
Port of discharge	Place of Delivery							
Container Number		Seal Number						
<b>Total Cartons 1050</b>		<b>Description of Goods Aluminium Bottles</b>						
<b>No. of Cartons</b>	<b>Colour</b>	<b>Article No. and Description</b>	<b>EAN Barcode No.</b>	<b>Box Qty</b>	<b>Total Qty</b>	<b>G.W (kg)</b>	<b>N.W (kg)</b>	<b>Measurements L x W x H (m3)</b>
1- 200	Black	90154608 Aluminium Bottle	934122223022	24	4800	14	12	0.054
201 - 400	Cashew	90012869001 Aluminium Bottle	9320136484095	24	4800	14	12	0.054
401 - 550	Chilli	90012869006 Aluminium Bottle	9320136483982	24	3600	14	12	0.054
551 - 650	Choct	90012869005 Aluminium Bottle	9320136483975	24	2400	14	12	0.054
651 - 750	Eggplt	90012869002 Aluminium Bottle	9320136484101	24	2400	14	12	0.054
751 - 850	Green	90012869004 Aluminium Bottle	9320136484125	24	2400	14	12	0.054
851 - 950	Navy	90012869007 Aluminium Bottle	9320136483999	24	2400	14	12	0.054
951 - 1050	Olive	90012869008 Aluminium Bottle	9320136484002	24	2400	14	12	0.054
<b>Total</b>				<b>25,200</b>	<b>14,700</b>	<b>12,600</b>	<b>56.700</b>	
<b>Total cartons:</b>		<b>1050</b>						
<b>Total Quantity:</b>		<b>25,200</b>						
<b>Total G.W:</b>		<b>14,700</b>						
<b>Total N.W:</b>		<b>12,600</b>						
<b>Total Volume:</b>		<b>56.7</b>						
<b>For Authorised Signatory</b>								

### 3.5.4 **Delivery Dates**

- For Freight Forwarding (FOB) the Vendor must book with the Anaconda Freight Forwarder 2 weeks in advance and deliver before the Sailing Cut Off date deadline.
- **Anaconda reserves the right to impose penalties where purchase order dates are not met.** Where it becomes apparent that a delivery date cannot be met the buyer must be contacted to approve an extension.
- If a Vendor cannot supply on time, they must immediately contact the Buyer.
- Please note Anaconda does not accept backorders.
- Short, early and late deliveries may be claimed as per the Trading Terms

### 3.5.5 **Booking Information**

The details required for booking include:

- Vendor & Manufacturer Name, Address and Contacts (including e-mail address);
- Consignee/Notify party;
- Port of Discharge/ Place of Delivery;
- Shipping Mark;
- Purchase Order Number;
- Precise Cargo Description;
- Quantity of well defined Unit of Measurement/ Number of Cartons for each P.O. Number;
- Pack Size per Article / Number of inners per outer carton;
- Weight and Measurement (both inner and outer);
- EAN code and Article Code;
- Cargo Ready Date/Delivery Date
- If fumigation is required

See attached **SRG Booking Form** and **SRG Shippers Factory Packing Declaration**

### 3.5.6 **Delivery Terms**

Unless otherwise specified by the Buyer, all Articles will be delivered to the Freight Forwarder FOB (*i.e. **Free on Board***), and Vendors are responsible for all costs up to the point where the Articles are delivered to the Freight Forwarder. 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.

### 3.5.7 **Documentation**

The minimum requirements for documentation for **FOB** are:

- Commercial invoice (banking details **must** be included in the invoice)
- Packing list
- Bill of Lading
- Packing declaration (see sample Packing Declaration attached)
- Certificate of fumigation (if required)
- Certificate of Origin (if required)

NB: All documents must include a Purchase Order Number

### 3.5.8 **Bill of Lading**

The bill of Lading MUST quote the following:

1. The name of the Shipper
2. The Consignee
3. The Receiver
4. The number of Containers shipped
5. The number of cartons shipped per container
6. The Anaconda purchase order number
7. The Vessel name and voyage
8. The "on board date"
9. The discharge port

### 3.5.9 **Invoicing of Purchase Orders**

All invoices must include ALL of the following information:

- **Vendor details:**
  - ABN (if applicable);
  - 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:**
  - EAN;
  - Item name and description;
  - Quantity supplied;
  - The unit cost (as per the purchase order); and
  - Extended line value.
- **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 sent, or emailed, as per the details in [3.5.10](#) below. All invoices must be in currency of the Purchase Order unless specified on the PO.

All invoices must state the Country of Origin. Where there is a multiple country of origin, the invoice must clearly state the country with the majority content first

*For example: AU/PK means the majority content is from Australia and the lesser content is Pakistan.*

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

### **3.5.9.1 Accounts Payable**

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

### **3.5.10 Provision of Documentation**

Vendors need to submit all original documents to the Freight Forwarder, along with cargo delivery. For origins where the documents cannot be submitted along with the cargo delivery the same MUST be submitted within 48 Hours from the date of cargo handover to the service provider. Scan copies of the document set must also be emailed to the Freight Forwarder.

The only exception to this is if payment terms are such that the original Bill of Lading is required to be submitted to the Bank. In this instance all other originals must be submitted to the Freight Forwarder as above, and a scanned copy of the Bill of Lading provided, along with the other scanned documents.

Emailed documents must be clear, legible, complete and copied from white paper. If the original documents are on colored paper the Vendor must ensure that the copy is clear and legible.

The email address for all documentation is [Importdocs@spotlight.com.au](mailto:Importdocs@spotlight.com.au)

**Storage or additional charges incurred due to late receipt of documentation will be passed on to the Vendor**

**NOTE: Faxed documents are often illegible and will NOT be accepted**

### **3.5.11 FOB – Freight Forwarder – Contact details**

It is at all times the responsibility of the Vendor to use the Anaconda nominated Freight Forwarder.

If any forwarder other than that nominated by Anaconda is used any additional costs will be charged back to the supplier.

One set of non negotiable documents must be sent to the Anaconda Freight Forwarder

The Anaconda Freight Forwarder requires shipping details at the point of delivery.

### **3.5.12 Fumigation**

Vendors should refer to the AQIS website to determine whether their products require treatment, and what type of treatment.

See [http://apps.daff.gov.au/icon32/asp/ex\\_querycontent.asp](http://apps.daff.gov.au/icon32/asp/ex_querycontent.asp) for more information.

### 3.5.13 ***Quarantine Packing Declarations***

Australian Customs has recently made some changes to the Quarantine Packing Declarations. These changes are to be included for **ALL** shipments either FCL or LCL shipped to Australia.

Below is a copy of the packing declaration that must be submitted with all documentation to enable the import of your merchandise into Australia.

See <http://www.daff.gov.au/biosecurity/import>

for more information regarding packing declarations.

**Sample Packing Declaration**

**Company Letterhead**  
**(MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address)**

**PACKING DECLARATION**

**Vessel Name:**..... **Voyage Number:**.....

**Consignment identifier or numerical link**.....

**PROHIBITED PACKAGING MATERIAL STATEMENT**

(Prohibited packaging material such as straw, bamboo, peat, hay, chaff, used fruit & vegetable cartons)

Q1 Have prohibited packaging materials or bamboo products been used as packaging or dunnage in the consignment covered by this document?

A1 YES ☐ NO ☐

**TIMBER PACKAGING/DUNNAGE STATEMENT**

(Timber packaging/dunnage includes: crates, cases, pallets, skids, and any other timber used as a shipping aid.)

Q2a Has solid timber packaging/dunnage been used in consignments covered by this document?

A2a YES ☐ NO ☐

**TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION 2)**

Q3 All timber packaging/dunnage used in the consignment has been (Please Indicate below)

**Treated and Marked in compliance with ISPM 15** ☐

Or

**Treated in compliance with DAFF Treatment Requirements** ☐  
 (With accompanying Treatment Certificate)

Or

**Not Treated** ☐

**CONTAINER CLEANLINESS STATEMENT (for FCL/X consignments only - statement to be removed from document when not relevant)**

The container(s) covered by this document has/have been cleaned and is/are free from material of animal and/or plant origin and soil.

Signed: ..... Printed name:.....  
 (Company Representative)

Date of issue:.....  
 (DD/MM/YYYY)

## 4 VERSION CONTROL

Version	Date	Author	Changes
4.0	13/05/15	Emily van Schaaik	3.5.7 Documentation: Documentation information - updated 3.5.10 Provision of Documentation – updated 3.5.13 Quarantine Packing Declarations: updated sample Packing Declaration
3.0	1/10/14	Emily van Schaaik	3.1: Introduced Approval of EANs section 3.2: Introduced Pre-pricing of articles section 3.5.3: Included detail regarding only ONE packing list per container. 3.5.12: Updated ICON link Added attachments to pdf
2.0	30/04/2014	Emily van Schaaik	Section 3: Inclusion of detail re perforated plastic wrapping 3.2 Consolidation Orders added 3.3.13: Updated DAFF link