National
Delivery Standards
To ACIT Sites

Purchase Orders & Scheduling

Transport Booking: <u>VERY IMPORTANT NOTES !</u>

- Supplier to book ACIT transport via Freight One Portal.

Suppliers must be a registered user for Freight one - https://freightone.com.au

- You will shortly receive and email / invite to register to use Freightone, please follow the prompts

- <u>Transport bookings must be booked, via the freight one portal with a minimum of three (3) full working days prior to collection date.</u>

- All pallets booked must be ready for collection as per booking information received, failure to comply may result in futile pick-up charges.

- A copy of the PO and <u>detailed delivery docket containing items, quantities and use by dates</u> being dispatched to be uploaded to Freight One prior to pick-up.

- The Freightone team will assign a carrier and acknowledge the booking via the portal

Pallet Delivery Standards

Pallet Type:

- All products must be delivered on an Australian Standard 1165mm x 1165mm x 150mm Chep or Loscam pallet.
- Compliant to Australian Standard AS 4068-1993
- Only Wooden pallet accepted
- <u>Important :</u> ACIT have standard pallet transfer delays across our network – 33 day delay to apply to all transfers onto ACIT accounts.
- <u>Important :</u> Each Pallet to be labelled using the ACIT pallet label (attached) and completed in full, details on the pallet label will be checked and must match the details of the inventory contained on the pallet
- The Freightone software will also issue pallet labels to be affixed to all pallets – this will be issued by email once the booking has been confirmed, this will have the booking details on them for cross checking by drivers.

Pallet Heights :

- Maximum pallet height 1200mm (Including pallet wood)
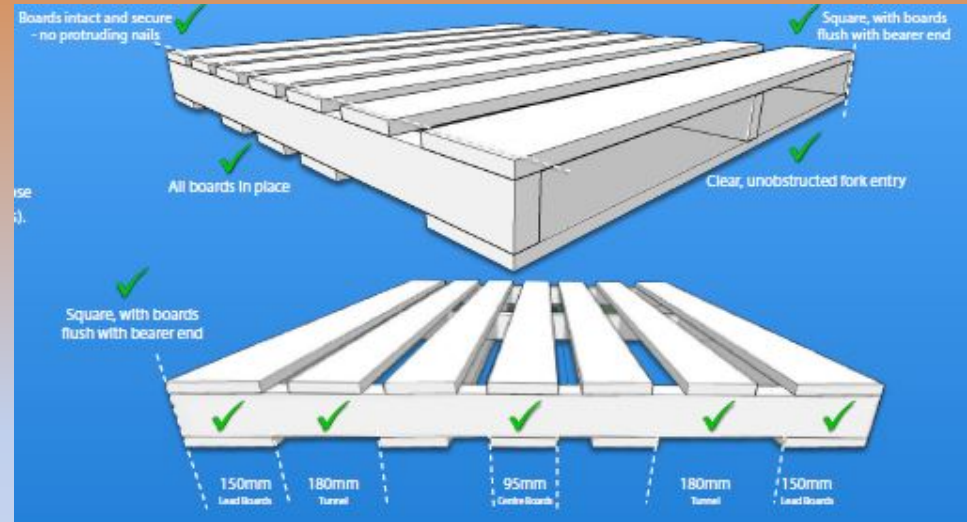
Pallet Weights :

- Maximum pallet weight 500kg per pallet – 1000kg per space
- Weight (including product & pallet)
- Unless previously arranged with ACIT

Pallet Delivery Standards

Pallet Condition

- Only Wooden pallets accepted
- No International-format pallets, skids, cardboard pallets etc.
- No broken boards, missing boards, protruding nails
- Free from foreign objects: soil, oils, chemicals, powders or other contaminants.
- ACIT will reject products that are delivered on broken or damaged pallets
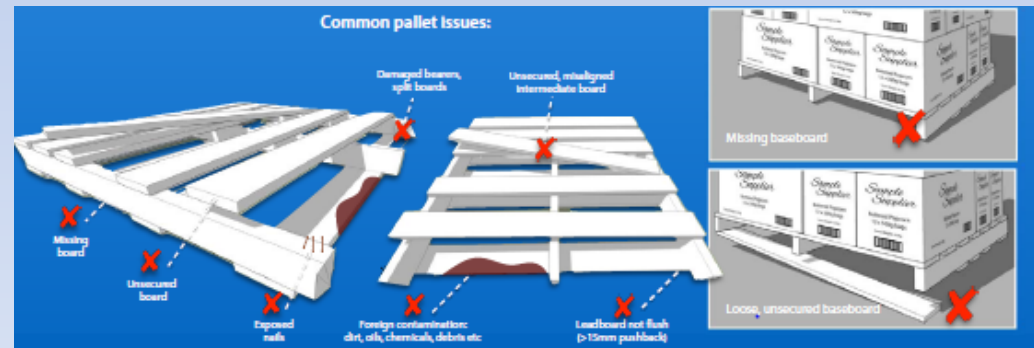

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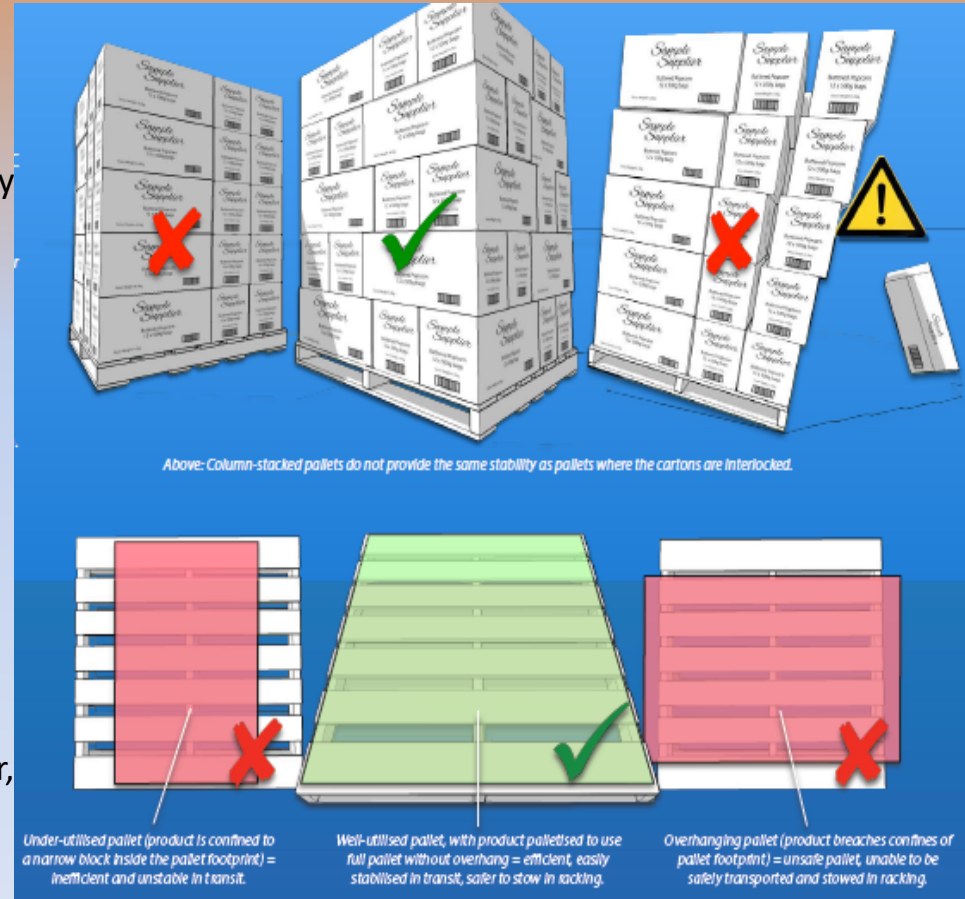- Weight (including product & pallet)
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Pallet Delivery Standards

Pallet Build:

- Single Item per pallet
- Single lot and \or expiry date per pallet
- TiHi to be as per PO and consistent for each delivery
- All product must be on pallet pads (unless pre-arranged with ACIT Warehouse)
- The build of the cartons on the pallet must be in a configuration that ensures transit safety
- Cartons must be interlocked stacked, not column stacked
- Pallet build must be square
- There must be no overhanging cartons

NOTE : On arrival at any ACIT warehouse, if the condition of the stock poses a serious threat to the safety of any ACIT Team Member, Driver or Contractor, or poses any risk to equipment or property, the load will be rejected

Above: Column-stacked pallets do not provide the same stability as pallets where the cartons are interlocked.

Under-utilised pallet (product is confined to a narrow block inside the pallet footprint) = inefficient and unstable in transit.

Well-utilised pallet, with product palletised to use full pallet without overhang = efficient, easily stabilised in transit, safer to stow in racking.

Overhanging pallet (product breaches confines of pallet footprint) = unsafe pallet, unable to be safely transported and stowed in racking.

Pallet Delivery Standards

Pallet Wrapping

ACIT's preference is to fully double stretch wrap pallets from top to bottom including the top of the wooden pallet.
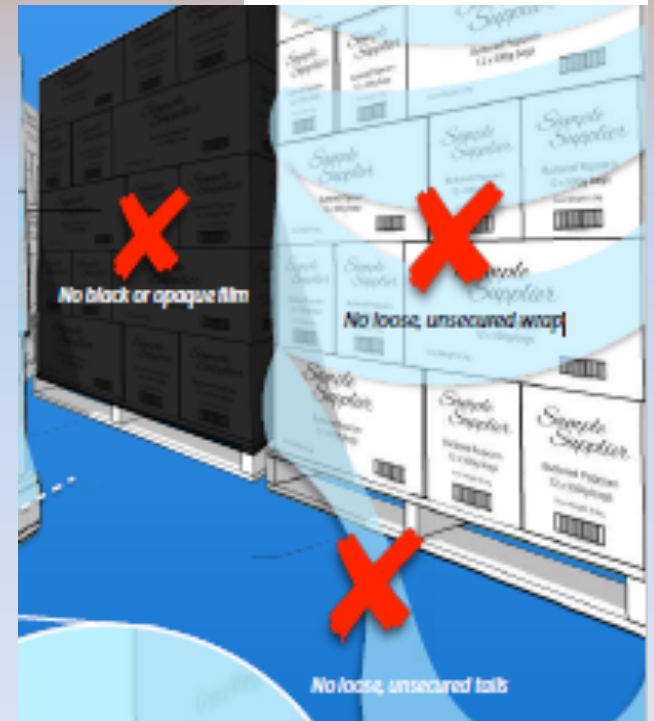
There may be instances where a full plastic/stretch wrap may affect the integrity of the product in which case; a perforated or ventilated wrap can be used as long as the safety, both through transport and processing of the pallet, remains intact.

Upon unloading at the Distribution Centre, if in the opinion of ACIT the pallets of stock pose a serious threat to the safety of any ACIT Team Member, Driver or Contractor, the load will be rejected.

Packaging

All cartons must be of sufficient quality to withstand transit damage and damage caused by the product weight. This is especially important for Shelf Ready Packaging, where the carton may have multiple perforations that could weaken the integrity of the carton.

Product Life Management

Temperature Sensitive Products

To ensure safety and quality standards of the temperature-sensitive food that ACIT offer our customers, it is essential that suppliers of these products have proper Cold Chain Management practices in place.

• At no point in the supply chain should Chilled product exceed 5℃ (never warmer than 5℃)

• At no point in the supply chain should Frozen product exceed -18℃ (never warmer than -18℃)

ACIT will test temperatures (through a combination of scan and probe testing) to ensure that product does not arrive outside of allowed temperature range.

Use By Dates

For products that require a Use By Date, this must be clearly visible on the cartons and facing out from the center of the pallet

Best Before Dates

For products that require a Best Before, this must be clearly visible on the cartons and facing out from the center of the pallet

Minimum Life On Receipt

PER Agreed requirements

Multiple Best Before Dates

ACIT require different expiry\best before dates\ Use By dates as the case may be to be on separate pallets.

Any product that fails Product Life Management assessment or temperature checks on arrival will be rejected.

Receiving Hours

Receiving Hours:

ACIT Brisbane – 7:30am to 2:00pm Monday to Friday

ACIT Sydney – 7:30am to 2:00pm Monday to Friday

ACIT Melbourne – 6:30am to 2:00pm Monday to Friday

ACIT Perth – 6:30am to 2:00pm Monday to Friday

Contact Details:

ACIT Head Office

Ph: (07) 3123 4141

Email: warehouse@acitgroup.com.au

All Freight booking to be processed via Freight One – https://freightone.com.au