



®

"WE SPEAK FOOD"





PURCHASE ORDERS

Purchase Orders

- Purchase Orders (PO's) are to be emailed to warehouse@acitgroup.com.au
- Before **11:00am** the working day **prior** to expected delivery
- All Purchase Orders are to be placed with agreed Minimum Order Quantities (MOQ)



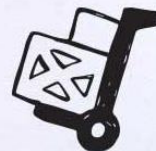


TRANSPORT / SCHEDULING

Transport Booking

(Only for PO's where ACIT agree to manage freight)

- **Bookings** must be received by warehouse@acitgroup.com.au by **11:00am** the working day prior to collection date.
- 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 detailed delivery docket containing items, quantities and use by dates being dispatched to be provided prior to pick-up.
- ACIT will assign appropriate carrier and acknowledge booking via return email.



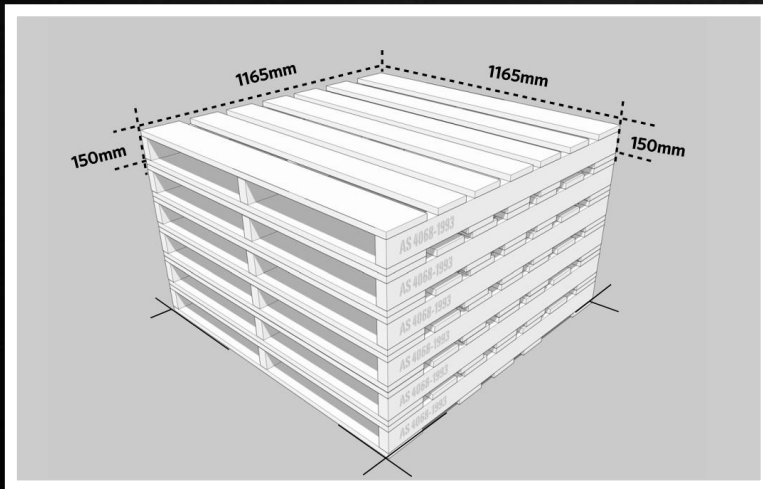


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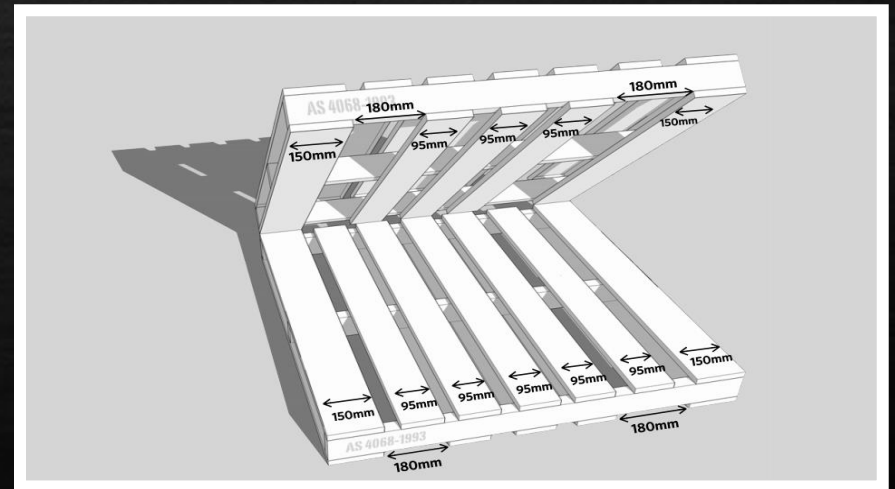
PALLET STANDARDS

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
- ACIT have standard pallet transfer delays across our network



The top deck of each pallet must be comprised of seven or eight boards; two lead boards of 150mm width, and five or six intermediate boards of 95mm width



The underside deck of each pallet must be comprised of five boards; two lead boards of 150mm width, and three intermediate boards of 95mm width. Two pallet 'tunnels' of 180mm must also be maintained, between the lead boards and the next intermediate boards

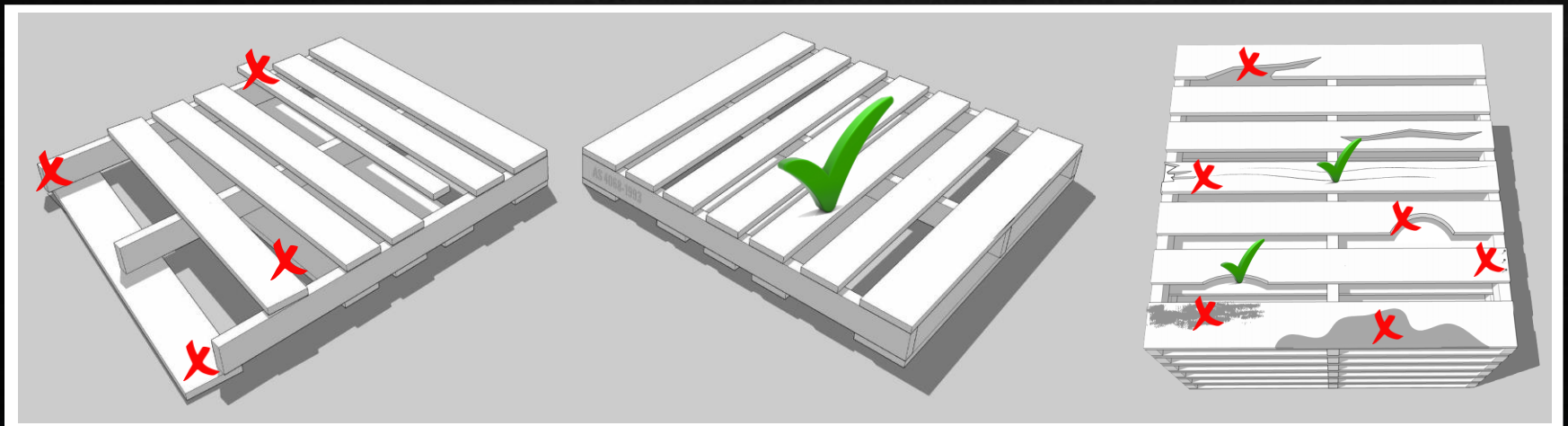


PALLET STANDARDS

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

Pallet Quality is Critical within ACIT and can impact on safety and operational efficiency.



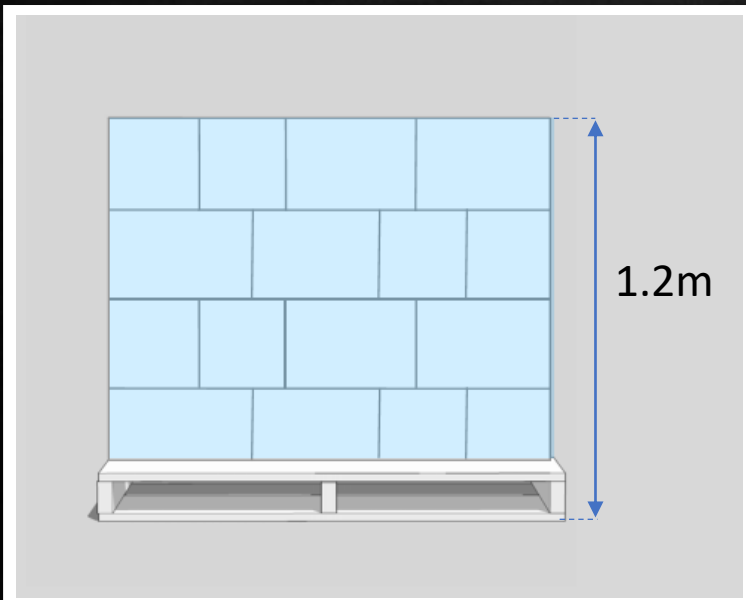


PALLET STANDARDS

Pallet Height

For safe handling, transportation and storage, maximum pallet heights into the ACIT Group are capped by default at: -

- Maximum pallet height is 1200mm (Including pallet wood)



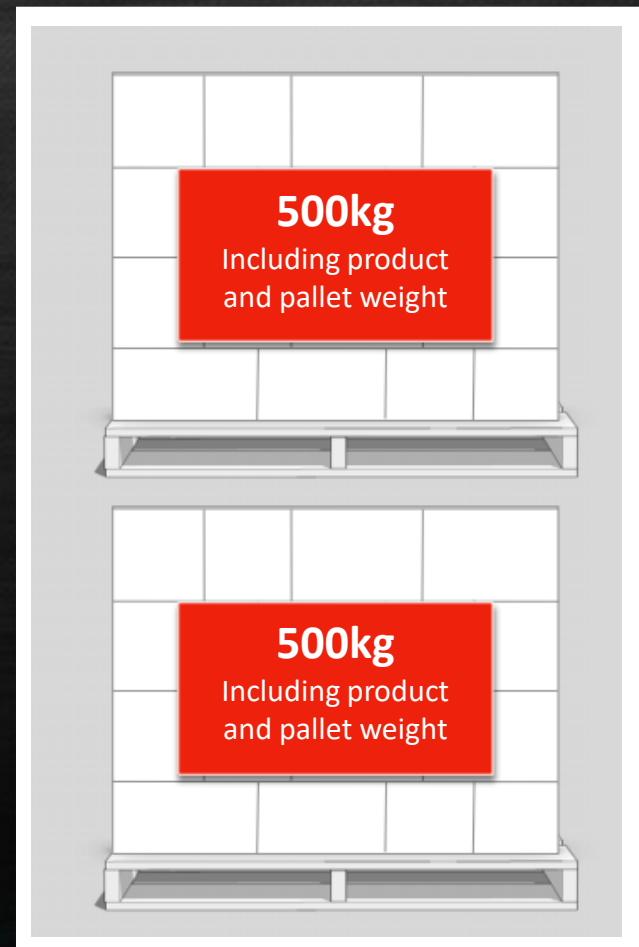


PALLET STANDARDS

Pallet Weight

- Maximum pallet weight = 500kg per pallet
- Maximum weight per space = 1000kg
- Weight (including product & pallet)

Unless previously arranged with ACIT

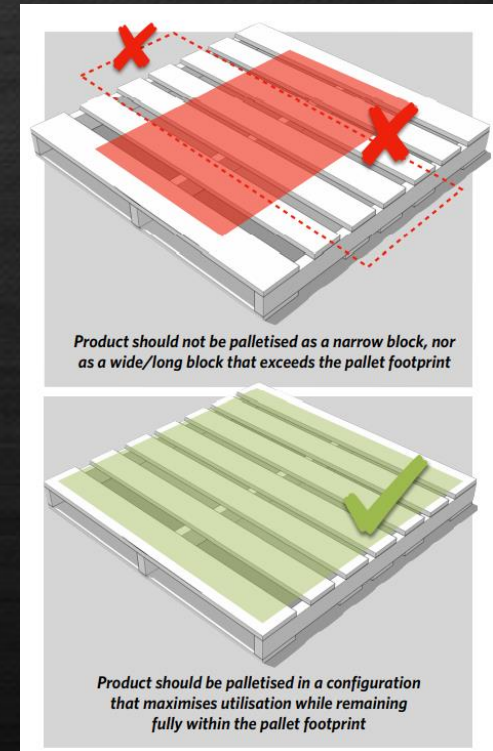




PALLET STANDARDS

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



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



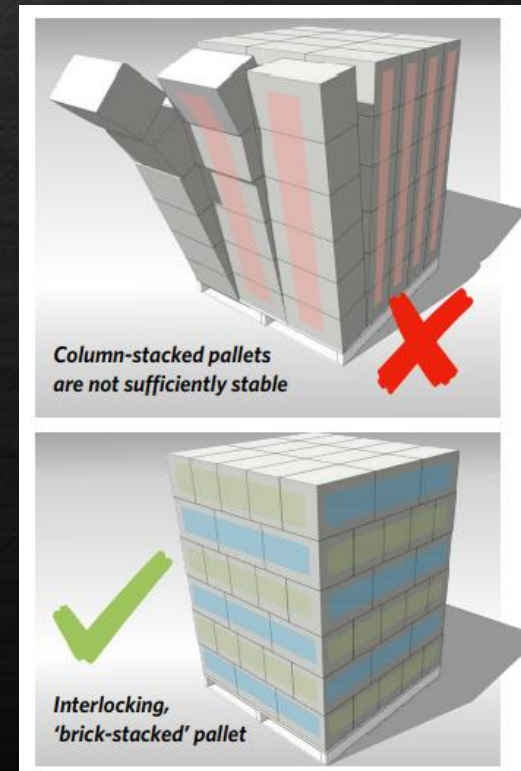
PALLET STANDARDS

Pallet Stacking Pattern

Pallets should be stacked in the most effective and efficient pallet stacking pattern for their product, this is in order to achieve: -

- Reduce the pallet's susceptibility to lateral movement in transit
- Maintain pallet stability, preventing trade units from toppling from the pallet
- Ensure that trade units are structurally supported, and unlikely to suffer compression
- or collapse under product weight

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





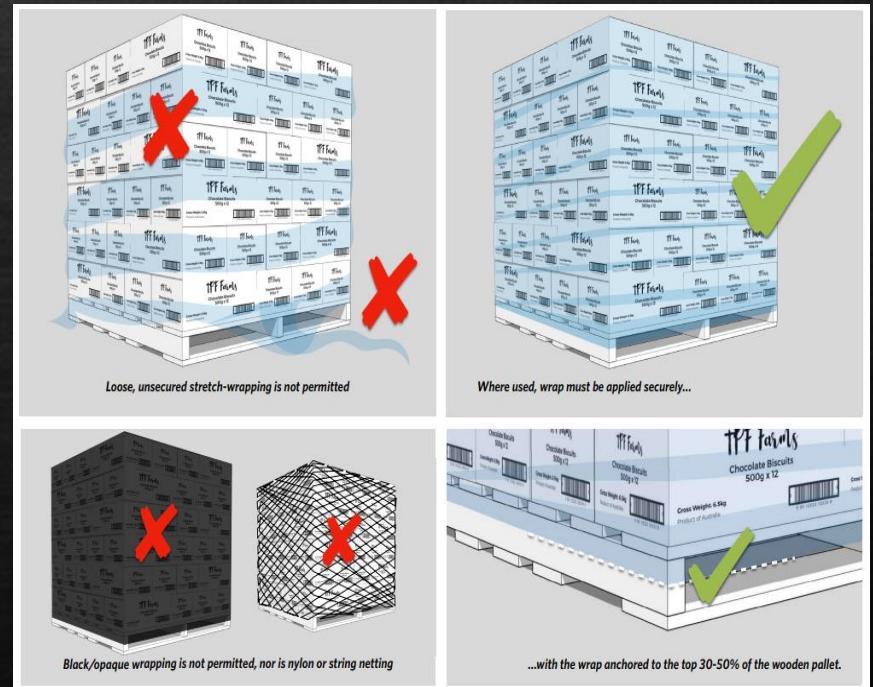
PALLET STANDARDS

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 only if 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 STANDARDS

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.

Ensure trade units are clearly identifiable, with all required declarations, barcoding and symbols.

Ensure perforations do not split open in transit.

Ensure trade units are not open or moisture-affected...

...nor crushed, leaking, damaged or otherwise unsaleable.

Trade units and cartons must be:

- robust, fit-for-purpose, within allowed weight range, safe and stable for handling, fully sealed to protect product, clearly identifiable with all required declarations and symbols, within safe temperature range and date code range (as appropriate), and free from damage.

Avoid pack sizes and designs that are excessively heavy, or provide insufficient support for the product contained within, or are otherwise unsafe/unstable to handle.

Ensure pack sizes and designs are well within safe weight ranges, securely sealed, and sufficiently robust.



PRODUCT LIFE MANAGEMENT

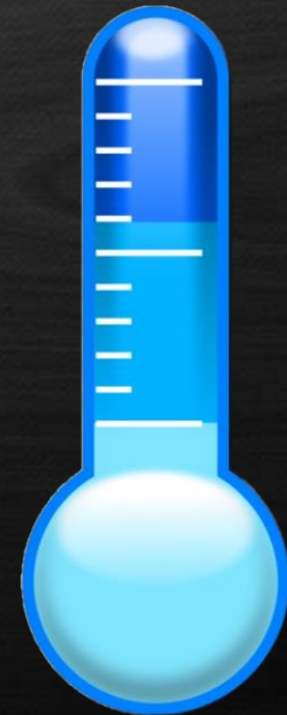
Temperature Sensitive Products

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°C (never warmer than 5°C)
- At no point in the supply chain should Frozen product exceed -18°C (never warmer than -18°C)

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

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







ACIT RECEIVING HOURS

Receiving Hours

ACIT Brisbane	7:30am to 2:30pm	Monday to Friday
ACIT Sydney	7:30am to 2:30pm	Monday to Friday
ACIT Melbourne	7:30am to 2:30pm	Monday to Friday
ACIT Perth	7:30am to 2:30pm	Monday to Friday

Contact Details

ACIT Brisbane - Head Office	45 Northlink Place Virginia, Qld 4014, Australia
Phone 	+61 (0)7 3123 4141
Email 	warehouse@acitgroup.com.au