



PFD FOOD SERVICES

National Pallet Hire Equipment Trading Terms 2015/2016

Both suppliers and carriers delivering into PFD Food Services are required to adhere to the following trading terms.

These trading terms apply to all PFD operated/owned sites nationally.

when reputation counts

NATIONAL HIRE EQUIPMENT TRADING TERMS - SUMMARY

Equipment type

- PFD accept Loscam / Chep Hire equipment.
- Any deliveries on pallets other than Loscam /Chep (i.e. skids, plain pallets) will be at Suppliers expense.
- Hire equipment other than wooden pallets are not permitted to be transferred onto PFD accounts. Transfers will be rejected outright.
- If equipment other than wooden pallets is required to be traded they must contact the PFD National Pallet Administrator for authorisation prior to equipment being delivered.

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Transfer of Hire Equipment

- Any PFD sites do not exchange Hire Equipment under any circumstances.
- All Trading Partners must have a Loscam / Chep account to trade with PFD.
- All deliveries into PFD must be accompanied by an Equipment Transfer Docket.
- There must be one pallet docket per PFD purchase order number/supplier. PFD do not accept bulk transfers.
- PFD do not raise equipment transfers on behalf of the supplier/carrier at the time of delivery.
- Please supply 2 copies of the equipment docket at the time of delivery. This will ensure that both parties obtain a signed docket. If only one copy is received this will be retained by PFD for our records.
- All Transfers must include the PFD purchase order number in the reference field followed by the PFD receiving site location (i.e. PSxxxxx Knoxfield). All other references must be in the connote field (i.e. Consignment note number; supplier invoice number). If a transfer is unable to be related back to a PFD purchase order number it will not be accepted.
- Any delivery where a pallet docket has not been raised, the request to accept a transfer must be emailed directly to PFD National Pallet Administrator including delivery POD paperwork containing sending customer, breakdown of stock delivered, PFD purchase order number and transport company connote to enable investigation/verification. Individual sites are not authorised to accept dockets after a delivery has occurred and authorisation incorrectly obtained direct from a site will be void. Investigation and authorisation if applicable will be provided by head office only.

Processing Transfers

- PFD accept Loscam ECD; Chep CMD; Loscam HMS; Loscam Online; ChepMate; Chep portfolio and 2IC system transfers.
- Exchange dockets will be rejected.
- PFD do not advise transfers on to our accounts. It is responsibility of sending trading party to advise Chep and Loscam of their transactions.
- Transfers onto PFD nationally are subject to a 30 day delay from date of receipt of stock. Transfers not processed with the 30 day delay will be corrected accordingly.
- Trading Partners have 90 days to advise both Chep and Loscam of transfers onto PFD accounts. Any dockets older than 90 days will be re-dated to the invoice date it is processed on.
- All transfers must be advised using the initial transfer docket number received at the time of delivery. i.e. if manual docket is raised, the manual docket number must be advised not a new transfer number created.
- If duplicate transfers are received, the docket number received by PFD at the time of delivery will be accepted.
- Any unknown transfer onto any PFD account will not be accepted unless a signed copy of the pallet docket and delivery POD paperwork containing sending customer, breakdown of stock delivered, PFD purchase order number and transport company connote is supplied for investigation/verification. If this information is not supplied the transfer will be removed until such time as it is supplied taking into consideration allowed 6 month processing window.
- All POD signatures must be a PFD representative. Transport company signatures will not be recognised as proof of delivery.

Trading Partner Queries – Back Dated Authorities

- Trading Partners queries are to be directed to PFD National Pallet Administrator.
- Suppliers have 6 months (180 days) from shipment/delivery date to advise Chep and Loscam of transfers onto our accounts. PFD will not be responsible or authorise transfers/reinstatements/corrections processed outside of this 6 month period therefore claims will not be accepted/investigated.
- Reinstatement of rejected dockets will be processed against the original docket according to the following:
 - Claim received within 90 days of the delivery date will be reinstated at original movement date.
 - Claim received over 90 days from the delivery date but no older than 180 days will be recognised and reinstated with a new movement date of date of claim.
 - Replacement dockets will not be accepted.

PFD Account Numbers

- Trading Partners are required to contact the PFD National Pallet Administrator for account numbers.

Pallet Configuration Requirements

- PFD request that all stocks delivered into PFD are One Product, One Pallet, i.e. each stock item is to be layered on separate pallets.
- Where there is not sufficient quantity to enable an individual pallet per product, ensure common sense is used when making up pallets. i.e. light weight products to be kept to the top of pallets and not used as a base.

Failure to conform to the above policy may result in rejection of equipment onto PFD accounts.

Your understanding in this matter is noted and appreciated.