

METCASH Communication – PTA Removal Trial at Huntingwood NSW DC

Attention: Vendor/Transport Pallet Controller

Metcash is trialling a Pallet Transfer Process Change from **27/11/2017**.

Upon delivery into Metcash Huntingwood NSW DC, Metcash will not be providing a Metcash Pallet Transfer Authority (PTA) docket but will be trialling accepting Vendor Transfer Dockets from selected vendors.

Please note: Metcash will only accept one equipment transfer docket per load and per pallet type (i.e. CHEP or Loscam).

Any more than the above will not be accepted.

ONLY DOCUMENTATION REQUIRED UPON RECEIVING

- **TWO TAX INVOICES OR DELIVERY DOCKET**
- **TWO COPIES OF THE EQUIPMENT TRANSFER DOCKET**

If you supply two copies of each document, you will receive a signed copy for your records; if only one copy received this will be retained by Metcash for their records.

It will be the responsibility of the sending party to notify the transfer to the pallet provider and to ensure that the transfer has been accepted by the receiving party.

If an equipment transfer docket is not received with the load, a non-transfer letter will be supplied to the driver, the sending party will be responsible to contact the Metcash Equipment Controller to complete a transfer.

Metcash Pallet Policy and Pallet Information for Site

Transfers must be processed within 6 months from delivery date. Claims within 3 months from delivery will be accepted at the original delivery date. Claims 3-6 months will be required to obtain further written authority with a new movement date being date of enquiry.

METCASH WILL NOT INVESTIGATE ANY PALLET CLAIMS OVER 6 MONTHS FROM DELIVERY DATE.

To avoid rejection or correction of your transfer dockets please ensure that the Movement / Shipment date is the Receipt Date into the DC and if it is a LOSCAM transfer, the correct effective date is entered. The primary reference on the transfer **must be the Metcash Purchase Order Number**.

Metcash Huntingwood Account Numbers

Metcash Equipment Days Offset (EDO) – 45 days delay from receipt date

Account number details should be obtained from Metcash

If there are any issues or questions relating to this change please contact Huntingwood Equipment Controller:

Ray Treacy

Phone: 02 8848 0664

Email: ray.treacy@metcashfg.com