

Freight and Routing Instructions



ASC

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This document defines the freight management at ASC North and West Facilities, to instruct suppliers and contractors on ASC's requirements when shipping goods to or for ASC. This document is applicable to all suppliers shipping materials to ASC entities.

Note: *The ASC North and West premises are large and have multiple delivery locations.*

The following Routing Instructions apply specifically to shipments from suppliers and supersedes all previously issued General Routing Instructions. Deviation from these instructions is only permitted with approval of the ASC Freight Control (Section 8. Freight Control Points of Contact & Delivery Information). Failure to comply with these instructions will result in all transportation charges being charged back to the supplier.

All material pick-up and shipping arrangements must exclude provisions for drayage or storage related to material not being available. No additional charges will be incurred by ASC without prior approval.

For controlled goods, please confirm with the applicable ASC procurement representative prior to shipment, when required to ship to Australian addresses other than ASC facilities that the appropriate End User Certificate is in place.

Note: *Controlled Goods means Information, Technical Data, materials, hardware (equipment or 'goods'), software and services subject to export, use and access restrictions under Defence Export Controls.*

1. Free Into Store or Ex-Works

For goods being delivered Free into Store ensure directives per Sections 3-7 are adhered to.

All transport arrangements must be coordinated via ASC Freight Control (see Section 8).

2. Information Required at Time of Dispatch

The following information is required upon dispatch:

- complete shipper company name and street address
- shipper contact name(s), phone number(s) and email(s)
- delivery address(s) (*see Section 3: Delivery Address*)
- date and time material will be ready for pick-up
- identification of any special pick-up or material handling instructions
- identification of any hazardous materials
- contract number or purchase order number(s) including line item and release numbers (if applicable)
- piece count, weight, dimensions (L x W x H), with unit of measure.

3. Delivery Address

Reference the ASC purchase order for the correct final delivery address. If you are unsure of the correct delivery address please contact your ASC Procurement Representative.

4. Consolidation of Purchase Orders & Deliveries

All reasonable effort must be made by suppliers to identify and execute all consolidation opportunities, noting the following requirements:

- Purchase orders for the same 'consign to' and 'final delivery address' may be packed in the same shipping unit (e.g. master carton, crate, pallet etc.). DO NOT package purchase orders for different 'consign to' and final delivery address in the same shipping unit (e.g. master carton, crate, pallet, etc.).
- Shipping units (e.g. master cartons, crates, pallets etc.) for the same 'consign to' and 'final delivery address' must be combined as a delivery (i.e. same 'delivery bill of lading').
- Deliveries to the same 'consign to' address must be shipped as a consolidation (i.e. same 'master bill of lading').
- Consolidations to be tendered to the same pick-up carrier on the same day should be shipped together.

5. Bills of Lading

The following “Bill To” address must be clearly indicated on the bill of lading:

ASC Pty Ltd
Freight Control
GPO Box 2472
Adelaide SA 5001
accounts.payable@asc.com.au

6. Packing Lists

Separate manifests and packing lists must be provided for each ‘final delivery’ address.

Two copies of packing lists must be provided with each shipment, included inside one of the shipping units (e.g. master cartons, crates, pallets, etc.) and this unit must show; “PACKING SLIP ENCLOSED”.

All packing lists must include the following:

- supplier name
- contract number and delivery order (if applicable)
- purchase order number including line number
- consignment note number (if applicable)
- part number and description
- quantity shipped per part
- bill of lading reference (if available)
- total number of pieces shipped
- total weight shipped.

7. Labelling

All shipping units (e.g. master cartons, crates, pallets, etc.) must be individually labelled, marked or tagged clearly showing:

- supplier name
- complete ship to:
 - address (as per ASC purchase order)
 - unit (e.g. carton, crate, etc.)
 - number when multiple (e.g. 1 of 2 / 3 of 5).

Returnable containers must be clearly marked “RETURNABLE”.

For additional information relating to labelling and packaging refer the Labelling and Packaging Requirements document available on the ASC Website, www.asc.com.au.

8. Freight Control – Point of Contact & Delivery Information

For all matters relating to ASC freight and delivery please contact:

ASC Pty Ltd - North
Freight Control
694 Mersey Road
Osborne SA 5017
(08) 8348 7596
WarehouseNorthDespatches@asc.com.au

ASC Pty Ltd - West
Freight Control
GPO Box 2472
Henderson WA 6166
(08) 9410 4106
WarehouseWestDespatches@asc.com.au