

Requirements for Stock Deliveries

These instructions are the Delivery Standards that all suppliers **MUST** adhere to when delivering stocks and materials to GEON warehouses and distribution centres nationally.

Failure to comply with these packaging requirements may result in the goods not being accepted at the time of delivery.

NSW WAREHOUSE & DISTRIBUTION CENTRE

**Building B, 750 Princes Hwy
TEMPE NSW 2044
www.geongroup.com
T 02 8577 5402
F 02 8577 5499**

Delivery Times

NSW

Standard hours of operation are **8.00am to 4.00pm Monday to Friday**

Deliveries are to be made to the delivery address below:
GEON DISTRIBUTION CENTRE
UNIT B, 750 Princes Hwy
TEMPE NSW 2044

VIC

Standard hours of operation are **8.00am to 4.00pm Monday to Friday**

Deliveries are to be made to the delivery address below:
GEON DISTRIBUTION CENTRE
195 Forster Road
MOUNT WAVERLEY VIC 3149

QLD

Standard hours of operation are **8.00am to 4.00pm Monday to Friday**

Deliveries are to be made to the delivery address below:
GEON DISTRIBUTION CENTRE
675 Macarthur Avenue Central
EAGLE FARM QLD 4009

Delivery Standards

- > All deliveries are to be shrink wrapped on standard pallets in good condition.
- > Standard pallets are to conform to the Australian standard of 1170mm wide x 1170mm long x 1350mm maximum height, including the pallet (or 5 4 rows of standard A4 cartons).
- > The weight of the pallet including the stock should not exceed 1000kg and cartons no greater than 14kg.
- > **Deliveries in excess of 12 cartons on Printers Skids will not be accepted.**
- > All deliveries are to be in cartons where practical or suitable outer packaging, with labels affixed to the side of each, identifying:
 - the client
 - the item code
 - the item description
 - the purchase order/job number
 - the unit quantity per carton
 - An RF readable barcode, TUN or supplier product code



Customer:	ACME Customer	
Stock Code:	AC12345	
Description:	ACME With Compliments Slips	
Job No/Ref:	56444	Packs per Ctn: 12
Packed in:	Ream of 500	Ctn Quantity: 6000
Date Packed:	1/01/2008	Ctn 2 of 5

- > Cartons stacked on pallets should not extend beyond the perimeter of the pallet and should be stacked in such a way as to maximise stability.
- > If inner packaging is used labels are to be affixed to the upper side of each inner, identifying the client, the item description, the item code and the quantity per inner package. The outer carton label must also indicate the number of inner packages enclosed.
- > The whole pallet and contents are to be pallet wrapped and externally labeled on at least two sides, identifying:
 - the client
 - the item description
 - the item code
 - the number of items per carton x the number of cartons = the number of items per pallet
 - An RF readable barcode, TUN or supplier product code
- > No mixed pallets will be accepted
- > Fragile goods or uneven pallets must be marked for top load only and **must** be top loaded
- > A delivery docket or commercial invoice **must** be presented on receipt of goods, for any inter or intrastate deliveries delivery docket must be clearly affixed to the outer of the pallet or carton

Delivery Information

- A Warehouse Delivery Advice form must be completed and provided to our warehouse one complete working day prior to the delivery

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Stock Code:	AC12345	
Description:	ACME With Compliments Slips	
Job No/Ref:	56444	
Packed in:	Ream of 500	Packs per Ctn: 12
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