



and



advanced  
intelligent supply chain

Nominated Carrier Scheme

Welcome Pack

## Dear URBN Supplier

As a UK Landed (DDP) Supplier to URBN you will now be aware that from 5th September 2016 the UK Nominated Carrier Scheme will be operated by Advanced Supply Chain Group Ltd (ASCG).

## Welcome on-board

Contained within this introductory pack is the initial information we need in order to welcome you on-board the URBN Nominated Carrier Scheme.

There are a couple of forms for you to complete, these are so we can fully equip ourselves with all the information about you to enable us to smoothly transition your operation over to ASCG. Please can you complete and return the forms, this will allow us to fully process your account and ensure you are set up and able to make bookings for us to collect

Contents include

- ▶ URBN Rate Card
- ▶ Advanced Credit Application
- ▶ Terms & Conditions of Carriage
- ▶ Full Collection Address & Contacts Form
- ▶ Site Questionnaire

You may notice that at points within our documentation and correspondence we may refer to ourselves as Advanced Supply Chain (ASCG) or Advanced Processing Limited (APL). The companies are one and the same, but our invoices and conditions of contract will be from Advanced Supply Chain Logistics Ltd

## Go Live

As from ourselves issuing your login we will be collecting your stock for deliveries to URBN. You will be able to create booking requests via an online portal. Over the next few of weeks we will send out some further information around this which will include a training document and username/password.

**Urban Standard Rates**

Mon - Wed

**Urban Premium Rates**

Thu - Fri

Rate

Minimum

Rate

Minimum

**ASC Collect & Deliver**
**Cartons**

1 - 10 ctns

£4.57    £18.28

£5.03    £36.56

11 - 200 ctns

£3.66    £18.28

£4.02    £36.56

200+ ctns

£3.40    £18.28

£3.73    £36.56

Maximum of £687.54

Maximum of £755.59

**Pallets**

1 - 5 pallets

£55.50    £55.50

£61.04    £61.04

6 - 10 pallets

£52.23    £55.50

£57.45    £61.04

11+ pallets

£52.23    £55.50

£57.45    £61.04

Maximum of £638.26

Maximum of £701.62

**Hanging**

Coats

£0.59    £18.28

£0.65    £20.11

Jackets

£0.46    £18.28

£0.50    £20.11

Dresses

£0.26    £18.28

£0.29    £20.11

Separates

£0.20    £18.28

£0.21    £20.11

**Delivered in ASC Hub - European Only**
**Cartons**

1 - 10 ctns

£3.20    £13.06

£3.52    £14.37

11 - 200 ctns

£2.56    £13.06

£2.82    £14.37

200+ ctns

£2.37    £13.06

£2.61    £14.37

Maximum of £306.81

Maximum of £337.32

**Pallets**

1 - 5 pallets

£40.48    £40.48

£44.53    £44.53

6 - 10 pallets

£35.25    £40.48

£38.79    £44.53

11+ pallets

£30.04    £40.48

£33.03    £44.53

Maximum of £306.81

Maximum of £337.32

**Hanging**

Coats

£0.32    £13.06

£0.36    £14.37

Jackets

£0.27    £13.06

£0.30    £14.37

Dresses

£0.21    £13.06

£0.22    £14.37

Separates

£0.16    £13.06

£0.17    £14.37

## Advanced Supply Chain Credit Application Form & Conditions of Contract

Please see the credit application attached

### Advanced Supply Chain Terms & Conditions of Carriage

#### i) Booking Request

In order to arrange a collection or a delivery into ASCG, an online booking request is required on the portal provided by ASCG. All required fields must be completed for a valid booking which include carton and/or pallet type and quantity information.

All URBN UK DDP suppliers will be subject to the URBN business rules that stipulate that you will not be able to request a collection outside of the delivery window.

Once a booking has been requested this will be subject to the standard URBN prioritisation processes and you will not receive a confirmation for your request until this has been completed.

**For URBN UK DDP suppliers requesting collection, the goods must be ready from 8.00am on the collection date confirmed once URBN have prioritised your request. Goods will be collected anytime between 08:00 & 17:00 on the confirmed collection date, and loading must commence within 30 minutes and be completed within an hour (depending on volume of stock)**

Collection arrangements, i.e. specific times and windows can potentially be agreed between ASCG & Supplier at their own discretion and may be subject to additional charges, Any issue please contact Advanced via phone on 01274 470 353 or via email to [URBN.NCS@advancedsupplychain.com](mailto:URBN.NCS@advancedsupplychain.com)

For URBN UK DDP suppliers delivering stock into ASCG, a booking slot will be allocated which will be between 09:00 and 16:00, Monday/Wednesday.

## ii) Booking Confirmation

You will receive an automatic email once the booking has been confirmed by Advanced which will contain a unique reference number.

Only goods submitted via the online booking portal, with a collection confirmed, will be accepted by ASCG.

The Advanced Booking Portal will enable all URBN UK DDP suppliers the ability to amend requested collection dates to an alternative date no later than 11:00 the day prior to confirmed collection/delivery.

You will also be able to amend: quantities, type (e.g. carton/pallet).

If the confirmed collection date is not suitable and you are not able to amend via the online portal by 11:00 the day before the confirmed collection date, you will need to contact ASCG via phone on 01274 470 353 or via email to [URBN.NCS@advancedsupplychain.com](mailto:URBN.NCS@advancedsupplychain.com)

## iii) Cancellations and Failed Collections:

To cancel a booking please use the online booking portal, and if you are not able to cancel via the online portal by 11:00 the day before the confirmed collection date, you will need to contact ASCG via phone 01274 470 353 or via email to [URBN.NCS@advancedsupplychain.com](mailto:URBN.NCS@advancedsupplychain.com)

**If ASCG arrives at the confirmed collection point and the goods are not ready for collection you will be invoiced 60% of the planned total collection cost (subject to a minimum charge of £50). Failed bookings will then need to be re-submitted using a new available date via the portal and you will be contacted with a new date once the booking has been re-prioritised by URBN.**

**The above will also apply should ASCG, attend the collection points and stock is ready but not identifiable to the Advanced Driver or non-compliant.**

## iv) Delivery Compliance:

Suppliers will be required to confirm that they are adhering to the URBN UK NCS Delivery Compliance Requirements as part of the online booking request.

The stock ownership between Brand and URBN will transfer to URBN upon arrival into the URBN warehouse. Payment terms remain unaffected, stock will be receipted and posted in accordance to the usual terms agreed. The stock should therefore be covered under the suppliers' insurance up to the point the title is transferred to URBN. This will also remain true for URBN owned stock.

If you have any further questions at this stage, please contact ASCG or URBN

**Please refer to URBN's**  
**UK Supplier Delivery Compliance Guidelines**  
**for full packing & compliance requirements**

**Form 1 - Full Collection Address & Key Contact Form**

Please see Form 1 as separate document

**Form 2 - Site Questionnaire**

Please see Form 2 as separate document