

Advanced Supply Chain How to Deliver to Hunters Point Corby

Advanced Supply Chain Group

www.advancedsupplychain.com

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Delivering to Advanced Supply Chain

This Document is to provide you with the information you require to ensure that your deliveries to Advanced Supply Chain Warehouse, please follow the correct delivery procedures.

If you do not understand English, please make us aware so we can assist you.

Jeśli nie rozumiesz języka angielskiego, poinformuj nas o tym, abyśmy mogli Ci pomóc!

Если вы не понимаете английский, пожалуйста, сообщите нам об этом, чтобы мы могли вам помочь!

Ако не разбирате английски, моля, осведомете ни, за да можем да ви съдействаме!

Appointment Scheduling

1. All deliveries to Advanced HP must be because of a scheduled appointment.
2. If your delivery is not a scheduled delivery, then appointments are to be made by contacting our customer service Helpdesk on customersupport@hp.helpdesk@advancedsupplychain.com
3. When scheduling an appointment, you are required to provide details of the Purchase Orders to be delivered and the quantity of pallets/ cartons to be delivered.
4. Once an appointment has been agreed you will be provided with an appointment number and the date and time of delivery. Please ensure this information is included on all delivery paperwork.
5. If you no longer require an already scheduled appointment, please telephone/ email the Customer Help Desk to cancel. Failure to do this may impact on the opportunities for other suppliers to deliver.
6. If you are delivering a small quantity of cartons through a courier/parcel service you are not required to schedule an appointment. However, you are requested to instruct the courier/parcel service that delivery can be made between the hours of 08:00 – 16:00 Monday – Friday. When they reach the gatehouse, they may need to wait for vehicles already in the delivery queue to be cleared.
7. A Pre-Delivery Advice Note is required for courier/parcel deliveries.

Delivery Punctuality

1. All deliveries are given a 30-minute window in which to arrive at the HP. This constitutes 15 minutes either side of the scheduled appointment time.
2. If your delivery vehicle is delayed you must telephone/ email the Customer Help Desk and advise the reason for delay and the expected time of arrival.

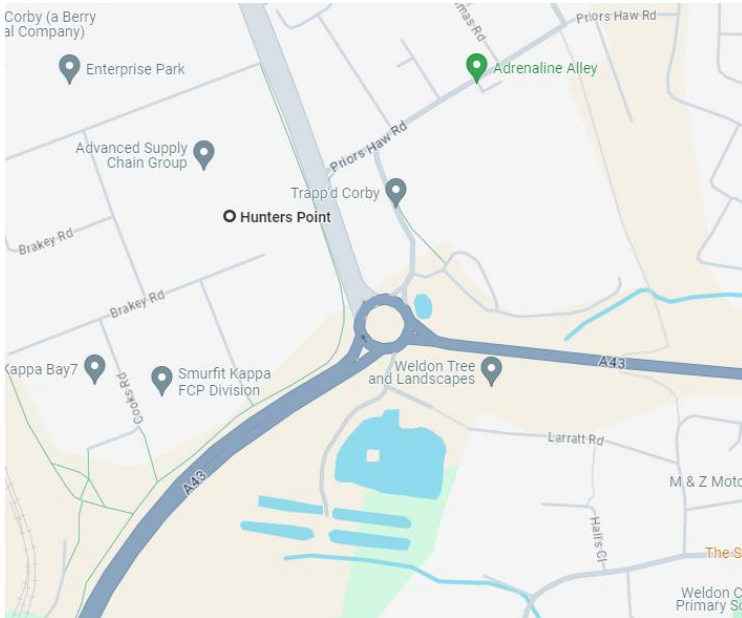
This will allow the HP to assess if the delivery can still be made, and if this is the case, and it is not possible to unload due to other scheduled delivery constraints, the driver will be informed at this time.


3. Failure to advise delays may result in a long wait before unloading or in extreme circumstances your delivery may be rejected.

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Arrival at HP

Hunter Point Corby



1. On arrival at site, stop at the Security Gatehouse
2. The speed limit in the yard and car park is 10 Mph. 
3. Please make your way to the bay or waiting area assigned by the Security Officer at the Gatehouse
4. **If Bay Loading**, Bays must be reversed into
5. Once you have safely parked on the assigned bay, please turn off your engine and wait in your cab
6. If parked in a waiting area, a member of the ASC team will come to assign you to a bay.
7. Once in a bay, you must uncouple your airlines, and a Suzie lock will be fitted to the trailer.
8. The Operator responsible for your delivery or collection will come and collect your paperwork and keys. Lock your Vehicle. You can then make your way to the Canteen and wait in there until your load or collection is completed or wait in your cab.
9. Once you have been loaded/unloaded you will be given your keys back and given the all clear to pull off the bay, please ensure you have checked there are no operatives in the trailer, it is the drivers responsibility to ensure the trailer/load is safe prior do setting off.
10. **Advanced Supply Chain sign for all deliveries as unchecked.** Any discrepancies will be notified to you within 48 hours of delivery.



Hunters Point Site Rules

- A high visibility vest or jacket must always be worn
- Safety footwear must always be worn if operating within the site
- Please always use the walkways
- In the event of a Fire Alarm please proceed safely to the Fire Assembly Point
- Smoking is only permitted in the designated areas
- Please report any incidents to a member of staff
- All visitors and vehicles may be subject to a physical search at the request of Security



Free Coffee/Tea

Drivers toilets are locked.
Please collect key from
security Gatehouse

During shift change 13:45 – 14:00 / 22:00 – 22:15) you may be required to wait on the bay due to high volume of Pedestrians/traffic in the yard

Bay Doors

Red – bay door is opened, do not move, attach, or detach trailer.

Green – A member of the goods in team will see you shortly.

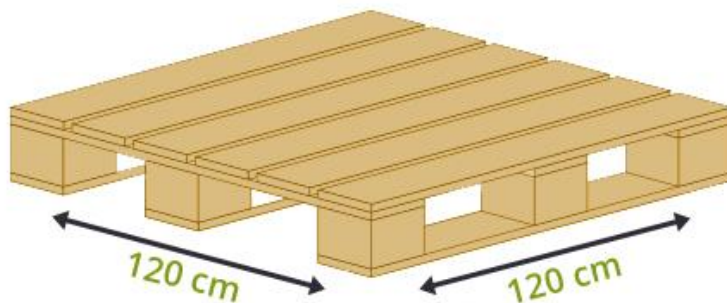


Delivery Documentation

1. A Delivery Advice Note must be provided
2. Failure to provide this document will result in rejection of your delivery.
3. Your Delivery Advice Note must provide the following information:
 - Purchase Order numbers • SKU number for each product • SKU description/title for each product • Units per carton for each product • Number of cartons for each product • Number of loose units for each product • Total quantity of units for each product • Supplier name and address

Presentation of Delivery

1. If delivering to ASC on Pallets all stock must be delivered on Standard 4-way Pallets, 1200 x 100cm (see example below)
2. Maximum height of the Pallet is 1.6 Metre High and 1000 Kg Weight
3. Deliveries must be presented where possible, based on one SKU per pallet, unless quantities equal less than one layer of a pallet.
4. Any mixed SKU pallets must display a pallet label detailed the SKU's contained therein.
5. All SKU's must be securely shrink wrapped to the pallets to ensure safety in transit.
6. Product may be strapped to the pallets for transit using plastic straps only.



Appendix 1

Goods in Booking in Email- customersupport@advancedsupplychain.com

Site Address Details

. ASCG Corby

Hunters Point
Brakey Road
Corby
Northamptonshire
NN17 5JE

Gatehouse contact detail: hp.gatehouse@advancedsupplychain.com

