Inward Goods Supplier Information Pack

Foodstuffs South Island

Distribution Centres

Supply Chain Operations

Foodstuffs
South Island

1. Document Information

Document Category	External Information
For	Supply Chain Operations
Version	6.00
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2. Revision History

| Date	Name	Version	Change Reference
May 2018	Jeff Cox	1.00	Document released
April 2019	Jeff Cox	2.00	Document reviewed
December 2020	Jeff Cox	3.00	Branding Refresh Content Review
May 2021	Jeff Cox	3.01	Updated split load delivery requirements
September 2022	Bradley Rose	4.00	Updated Pallet Transfer section
August 2023	Isaac Officer	5.00	Branding Refresh
May 2025	Jeff Cox	6.00	Updated to reflect changes relating to Logistics Labels and ASNs, plus any EWM requirements.

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3. Table of Contents

4. Introduction

The purpose of this document is to provide our suppliers with clear guidelines around the expectations of the processing of goods into our distribution centres. This is one of three essential documents relating to the interaction with Inward Goods teams. These can be access on the Foodstuffs South Island website - https://suppliers.foodstuffs.co.nz/processes-and-guides/wholesale-distribution-and-procurement/

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┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│ Working with FSSI│ ──▶ │    Supplier     │ ──▶ │    Carrier      │
│    Procurement  │     │ Information Pack │     │ Information Pack │
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Foodstuffs South Island (FSSI) has created a specific business website that includes a great deal of information that can be valuable to suppliers when dealing with the various parts of the FSSI organisation. We would encourage suppliers to become familiar with the site https://suppliers.foodstuffs.co.nz/
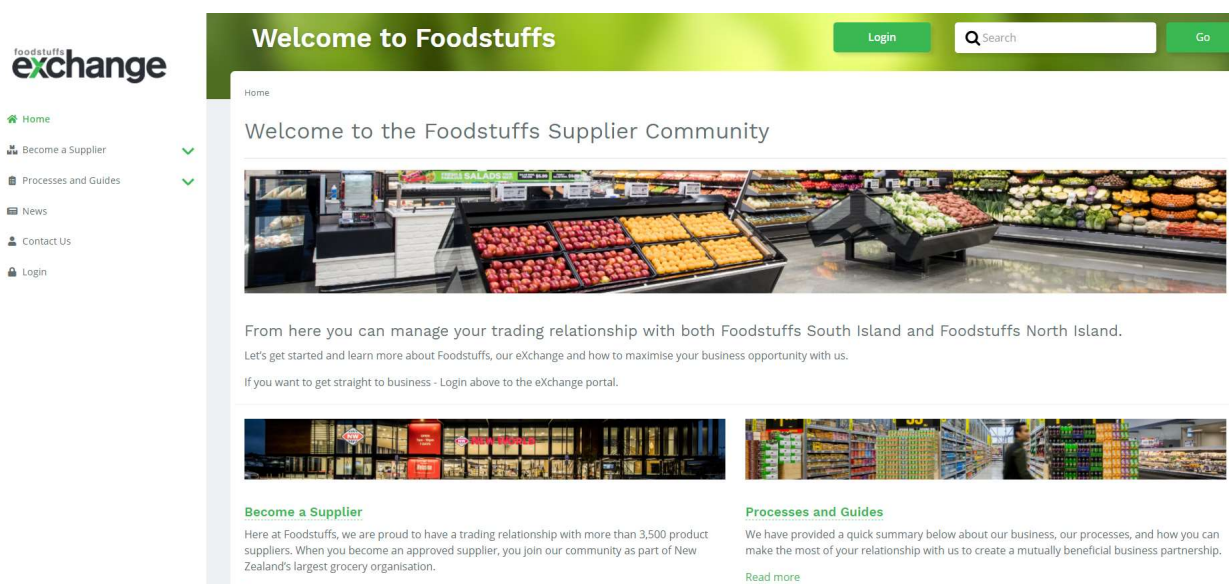
Suppliers should also visit the Foodstuffs South Island and Exchange websites that provide information in relation to working with us:

https://www.foodstuffs-si.co.nz/   https://www.foodstuffs-exchange.co.nz/
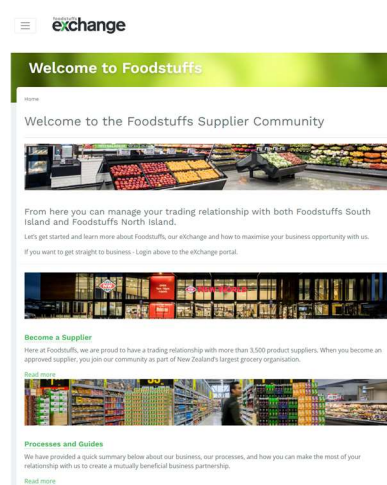
5. Supplier Preparation

Before product is delivered to a Foodstuffs distribution centre, there are a number of aspects that a supplier should consider and confirm. These include:

- Pallet configurations
- Product carton weight
- Packaging types (bins or crates)
- Pallet logistics labels
- ASN integrated data
- Pallet quality
- Product dates
- Product batches
- Dangerous Goods
- Barcodes
- Pallet management – You must advise us of your nominated CHEP / Loscam accounts prior to delivering any stock.

5.1.   Pallet Configurations

Each product is to be placed on a separate pallet. If there are two or more dates for the same product SKU (stock keeping unit) then they must also be separated on their own pallet. When a product is ordered in a quantity less than a layer then this can be presented on a "mixed pallet", where combined the total is not more than a layer. This mixed pallet must be clearly labelled "mixed pallet". All pallets are to be presented wrapped and in good condition. Product must be within the confines of the pallet, no overhang at all is permitted.

- Ambient Single SKU pallets are to be a maximum of 1.4m (including pallet).
- Produce, chilled and frozen pallets are to be a maximum height of 1.2m (including pallet).
- Any pallet shall not exceed one tonne (1000KG) in weight (including pallet).

CHEP and Loscam pallets are the standard pallet operated by FSSI.

5.2.   Product Carton Weight

Individual cartons must not exceed the industry agreed weight of 16kg. Any carton weight over this value must be exempted by Foodstuffs South Island. Please discuss with your FSSI Procurement contact.

5.3. Produce Crates and Bins

FSSI supports the CHEP and Loscam foldable crates in its business. Due to the benefits these crates bring for storage and returns, they are our preferred crate type. FSSI will only accept foldable crates in the network. Other foldable crates that are used in the produce industry require approval before being used. The industry strives to improve staff health & safety and for this reason we wish to impose a weight restriction not exceeding 16kg gross weight.

CHEP Lift Lock Foldable Crate	Loscam RPC (Active Lock) Crate

Produce Bins must not exceed 1000KG in weight (inclusive of pallet) and must not be more than 1.2m high. These bins can be either CHEP or Loscam. All Bins must have FSSI appropriate barcode labelling to identify the product. Bins are charged and paid based on the purchase order between supplier and FSSI.

The CHEP and Loscam crates and bins are the standard packaging operated by FSSI.

CHEP Foldable Bin	Loscam Foldable Bin

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5.4.   Pallet Logistics Labels

5.4.1. Logistics Label Strategy

We strongly encourage suppliers toward the provision of Logistics Labels that utilise a Serial Shipping Container Code (SSCC) barcode in the label. Typically, this means that one scan at our Inbound area to a pre-received electronic ASN/Despatch Advice, helps to facilitate the express goods receipting process.

To discuss ASN or Logistics Labels (with SSCC barcodes), please contact our supplier support team - Suppliers@foodstuffs-si.co.nz

Benefits of using the Logistics Labels with SSCC barcodes are:

- It uniquely identifies logistics units for global tracking and identification
- It uses a global industry standard and avoids use of multiple label types
- It can be used throughout the Supply Chain
- It provides a virtually unlimited numbering capacity
- It can enable electronic business transactions by utilising ASNs
- It enables fast look up of transactional data
- It improves data integrity
- It saves costs by doing it once
- It allows DCs and suppliers to work collaboratively to lower the end-to-end Supply Chain costs
- It provides accuracy, speed and efficiency for the business

If an Address Label is required by your carrier, please consider including the following information to minimise the occurrences of delivery errors:

- Foodstuffs SI Ltd or FSSI.
- The Destination Distribution Centre - Hornby Ambient DC, Hornby TCDC or Dunedin DC.
- The Street Address - Quadrant Drive (Hornby) or Teviot Street (Dunedin).
- Purchase Order Number.
- Pallet Number / Total Pallet Count.

Please only use self-adhesive labels affixed to the outside of the pallet wrap so that these can be disposed of with the pallet wrap.

Loose A4 (or similar) sheets are not to be used as they often fall from pallets when the wrap is cut or processed. The costs and risks (e.g. slip hazard, hindering automated machinery) associated with these sheets of paper are significant and 100% possible to eliminate.

5.4.2. Logistics Label Requirements

Logistics labels have been a FMCG industry requirement since 2018 and when combined with ASN electronic data, form the optimum opportunity to process pallets quickly through the Supply Chain.

For details on the industry guidelines, please refer to the GS1 website - https://www.gs1nz.org/assets/Resources/Case-Studies/SSCC-Labels-Supplier-Infomation-Pack-v201812-1.pdf

Key points include not only the label format, technical aspects and data requirements, but also the below points. With an increased focus on automation (e.g. FSSI operates a freezer ASRS where pallet labels are automatically scanned), it is critical that we have exceptionally high compliance on ASNs and labels, including the aspects below.

Aspect	Requirement	Example
Label Size	The minimum label size is A6, 105mm x 148mm. However larger label sizes such as A5 or A4 are permitted	
Label Layout	Can be either portrait or landscape.	
Label Placement	The target placement for the label is 600mm from ground level and between 50mm and 100mm from the right-hand edge of the pallet. But it must not be: • closer than 800mm from the top of the pallet • closer than 400mm from the bottom of the pallet • closer than 50mm from the right-hand edge of the pallet • at no more than 5° variation from vertical alignment This is critical for pallets that are subject to conveyor scanning in our DC sites (e.g. Frozen products).	
Pallet Wrap (Single Item)	Single Item Pallets Apply labels to the outside of the stretch wrap and on opposite long-edges of the pallet	

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Pallet Wrap (Multiple Stacked, wrapped together)	Apply labels to the cartons underneath the stretch wrap (as the wrap will be cut away).	
Pallet Wrap (Multiple Stacked, wrapped individually)	Apply labels to the outside if the stretch wrap.	
Pallet Wrap for Single Layer pallets	When a pallet is a single layer and less than 400mm high: Apply labels to the outside of the stretch wrap and as high as possible.

When a pallet is a single layer and the label is higher than the height of the cartons: Apply labels to the outside of the stretch wrap and fold the human readable portion over the horizontal surface of the carton. | |
| Mixed Product on pallet | Note: Deliveries into the Distribution Centres should only be one product per pallet. Exceptions to this must be approved by the Procurement and Supply Chain teams.

When there is more than one product on a pallet, these products must come from the same purchase order.

These labels must only contain the SSCC portion of the label and no individual GTIN detail (as there are multiple products on the pallet). The one label contains all data relating to all products on the pallet. | |

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5.5.   Advanced Shipping Notifications (ASNs)

Critical to making the Logistics Labels work, is linking them to ASN electronic data, sent into the Foodstuffs Exchange. This electronic data needs to contain all relevant detail relating to the goods shipped and be linked to the SSCC barcode within the Logistics Label applied to the pallets. The data and label when combined, allows FSSI to perform express goods receipting on the pallets, getting them through the DC as quickly as possible for supply to stores.

```xml
▼<LINES>
  ▼<ORDER_LINE>
    <CUSTOMER_PRODUCT>3059413</CUSTOMER_PRODUCT>
    <SUPPLIER_PRODUCT>12434549</SUPPLIER_PRODUCT>
    <BARCODE_PRODUCT>17501001001001</BARCODE_PRODUCT>
    <PRODUCT_DESC>Yummy Produce</PRODUCT_DESC>
    <QTY_ORDERED>10</QTY_ORDERED>
    <UNIT_OF_MEASURE uomcode="Shipper">24</UNIT_OF_MEASURE>
    <QTY_IN_CARTON>24</QTY_IN_CARTON>
    <QTY_FOR_DELIVERY>10</QTY_FOR_DELIVERY>
    ▼<SHIPPING_CONTAINER_DETAIL>
      <SSCC_REFERENCE>00494200726044290553</SSCC_REFERENCE>
      <ASSET_TYPE_MAIN>CHEP</ASSET_TYPE_MAIN>
      <QTY_FOR_DELIVERY>10</QTY_FOR_DELIVERY>
      <BATCH_NUMBER>41234567CA</BATCH_NUMBER>
      <CONTAINER_WEIGHT weightcode="KG">740.200</CONTAINER_WEIGHT>
      <EXPIRY_DATE>2025-07-31</EXPIRY_DATE>
    </SHIPPING_CONTAINER_DETAIL>
  </ORDER_LINE>
</LINES>
```

We need you to provide ASNs that contain this detail, adhering to ASN version 1.60 release 1.06, which is on the FSSI Exchange - https://www.foodstuffs-exchange.co.nz/processes-and-guides/trading-with-us-via-ecommerce/electronic-data-interchange-edi-with-foodstuffs/the-po-msg-asn-cycle/advance-shipping-notice-asn-considerations/

To discuss ASN or SSCC barcodes, please contact our supplier support team - Suppliers@foodstuffs-si.co.nz

Example above is an extract from the ASN schema showing key information linked to a SSCC barcode of '00494200726044290553'. When scanned this will unlock the associated data including the product, quantity, asset type (pallet type), batch number and expiry date.

5.6.   Pallet Quality

High quality pallet presentation is critical for all pallets, but especially for frozen pallets presented to Hornby TCDC.

Frozen product pallets are highly likely to be placed into an automated storage and retrieval system (ASRS) that involves conveyors and very tight control checks around pallet quality. These frozen product pallets must meet the conditions of:

1.   Pallet height less than or equal to 1.2m

2.   Pallet weight less than or equal to 1000kg

3.   Undamaged pallets

4.   No overhang of product

5.   No loose wrap, signage, labels or documentation

6.   Be CHEP or Loscam pallets that meet their standard dimensions and characteristics and be at a high condition with no broken or deformed boards, missing components or protruding nails.

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5.7.　Product Dates

Date sensitive product should arrive at the Hornby DC with a minimum of 80% of shelf life. There may be exceptions to this that will be by arrangement/agreement with your FSSI Procurement contact.

Cartons are to be coded with GS1 128 barcode for articles with less than 90-day life giving product number and best by date. Refer to GS1 guidelines for barcoding.

Foodstuffs South Island operates on a First In First Out (FIFO) date inventory system. It is the expectation of Foodstuffs that vendors will send pallets into the warehouse through Inward Goods in ascending date order.

5.8.　Batches

Products can be tracked by batches in the FSSI DC's that operate SAP EWM, so long as the batch management process is turned on for that product. This process allows FSSI to respond quickly to any batch issues that may arise (e.g. block the stock from sale) and to track batches through the EWM system.

If you believe your product requires batch management, please contact your procurement co-ordinator.

5.9.　Dangerous/hazardous goods

All suppliers must comply with all regulations as laid down by the Land Transport Safety Authority (LTSA), with regard to the transport and delivery of the product to Foodstuffs South Island distribution centres and retail outlets.

5.10.　Article Barcoding

5.10.1. GS1 Standards

FSSI requires all products to be allocated barcode numbers from a GS1 member organisation, not from any third party. All article listed for ranging are expected to meet the GS1 standards. Suppliers should refer to the GS1 website for information regarding compliance https://www.gs1nz.org/
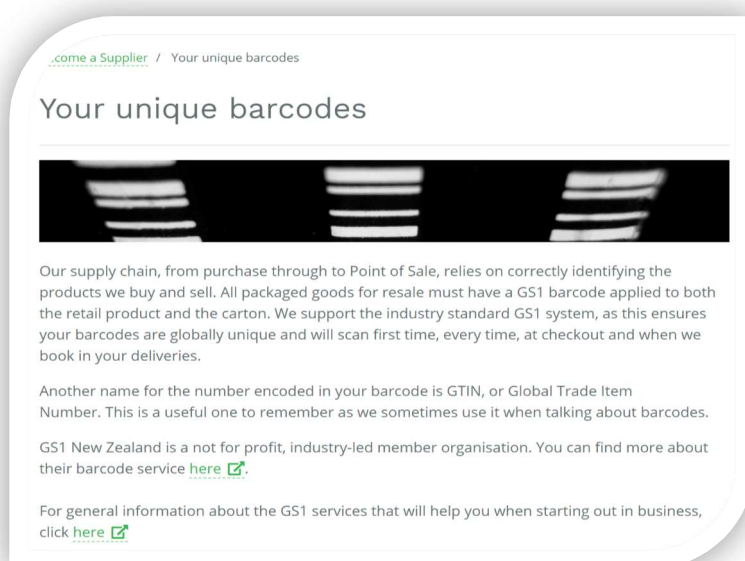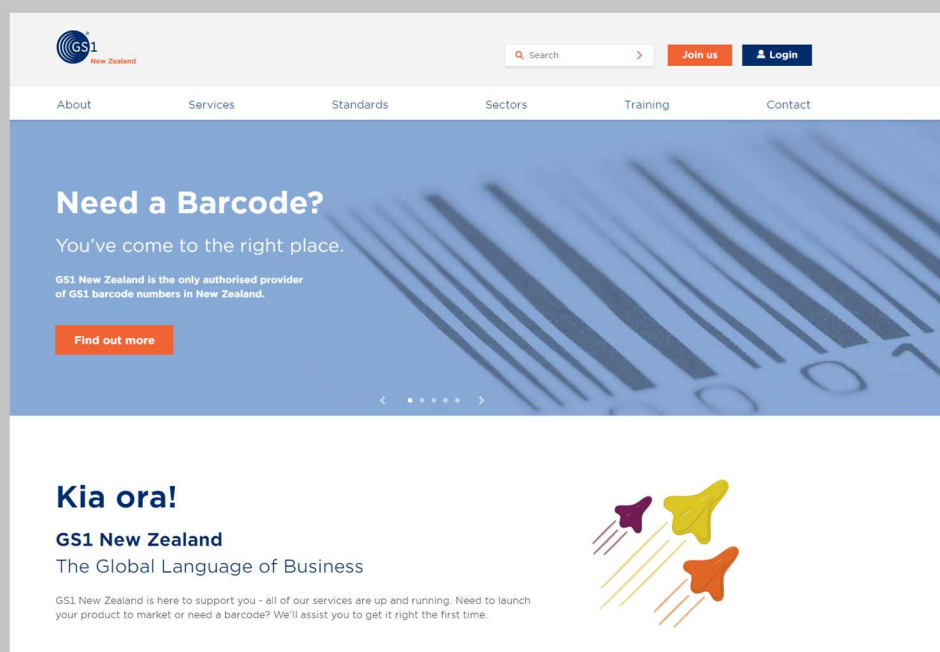
5.10.2. FSSI Requirements

The FSSI Warehouse Management Systems (WMS or EWM) have the capability to manage most barcode types including the GS1 128 and can manage random weight articles. FSSI highlights the below barcode requirements:

- No Requirement for GS1 128

There is no requirement to apply GS1 128 to products in the following two categories (but please note for these products existing GS1 barcodes are still required):

1. Products that do not go through central distribution.
2. Products that do not have a best before or used by date on the retail unit.

- Products with a shelf life greater than 90 days

For a product with a shelf life greater than 90 days, with a use by date on the retail unit, the industry would prefer the GS1 128 to be applied to each carton, but the minimum requirement is that an SSCC using GS1 128 technology must be applied to the pallet.

- Products with shelf life of less than 90 days

For products with a shelf life of less than 90 days, a GS1 128 barcode must be applied to each carton.

5.10.3. Set Weight Product

The following Application Identifiers (AI) are the minimum requirement for set weight products using the GS1-128 barcode format. If the product is date sensitive, either AI 15 or 17 must be used.

Other AI's can also be used but may not be used within FSSI systems.

AI#	Application Identifier	Format n = numeric	Required?
01	GS1 GTIN Number *Indicates the next 14 digits are the primary barcode number to identify the product.*	n14	Mandatory.
15	Best Before Date (Minimum Durability Date) *The sell by date indicates the limit of consumption or use of a product. It is a statement about public safety.*	n6 - YYMMDD	Mandatory if printed on the retail unit.
17	Expiration/Use by Date (Maximum Durability Date) *The expiration date indicates the limit of consumption or use of a product. It is a statement about public safety.*	n6 - YYMMDD	Mandatory if printed on the retail unit.

Below is an example of how the GS1-128 barcode should look, containing a best before date.

(01) 01234567890128 (15) 057072

Below is an example of how the GS1-128 barcode should look, containing an expiry date and a batch number.

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5.10.4. Catch (Variable or Random) Weight Product

In order to handle catch weight products in the FSSI DC, the following Application Identifiers (AI) are required. Other AI's can also be within the GS1-128 but the following are mandatory. There must also be an indication of either the best before (15) or expiry date (17), or if the product is for boxed meat, it must be either the production date (11) or the packaging date (13).

In the case that catch weights are distributed in repack the unit must have the (310n) kilo weight on it as well as any other Retail Barcode if applicable. The repack catch weight barcode must comprise ONLY of the weight of the individual repack unit and have the same serial number as the carton in which it comes from.

AI#	Application Identifier	Format	Required?
01	GS1 GTIN Number.		Mandatory.
11 or	Production Date *The production date is the date on which the product was made*	n2 + n6 – YYMMDD	Mandatory if variable weight box meat.
13	Packaging Date *The packaging date is the date on which the base product contained in the package has been packed*	n2 + n6 - YYMMDD	Mandatory if variable weight box meat.
15 or	Best Before Date (Minimum Durability Date) *The sell by date indicates the limit of consumption or use of a product. It is a statement about public safety*	n2 + n6 - YYMMDD	Mandatory if printed on the retail unit.
17	Expiration/Use by Date (Maximum Durability Date) *The expiration date indicates the limit of consumption or use of a product. It is a statement about public safety*	n2 + n6 - YYMMDD	Mandatory if printed on the retail unit.
21	Serial Number *A unique incremental number to track each carton*	n2 + an..20	Mandatory for FSSI to identify unique cartons - for random weight products only.
310*n*	Net Weight (in kilograms) *'n' value indicates the number of decimal places in the following detail of the barcode*	n4 + n6	Mandatory for random (variable) weight products only.

Below is an example of how the GS1-128 barcode should look for a catch weight SKU. In addition to the GTIN identifier, it contains an expiry date, the net weight and a serial number.

(01)19415466001887(17)200229(3103)001500(21)20015049099

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5.11. Pallet Management

All products must be received on either a CHEP or Loscam pallet. All pallets received by the DC are managed on either the CHEP or Loscam transfer system. FSSI transfer the pallet quantity onto the relevant DC account from a supplier or nominated carrier's account daily via an electronic batch to CHEP or Loscam.

Please complete and return the Pallet Transfer Levy Authorisation form found at the link given, this must be done prior to delivering any stock.
https://forms.office.com/r/dNFyg5Wj1u

If you have any further queries regarding pallet management with Foodstuffs South Island, email us on
packagingqueries@foodstuffs-si.co.nz

6. Supplier Despatch

6.1. Timing & Booking

Purchase orders are picked by the supplier and despatched to meet the agreed scheduled delivery day/time. Bookings should be made at least ½ day prior to the delivery.

For details on the available delivery hours for each DC, please refer to the FSSI Inward Goods Carrier Information Pack on the website. After normal hours and weekend deliveries may be available by special arrangement.

The booking slot covers only 1 truck. Therefore, if the order is being carried on more than 1 vehicle then it will be necessary to advise the DC the previous afternoon. If the transport company anticipates a late delivery, then the vehicle driver is required to contact the respective DC. For contact details, please refer to the list later in this document.

Please note that all orders that comprise less than a full truck load should be delivered in full, with no split deliveries.

6.1.1. Returns

Vendor returns must be collected within one week of receiving a Notice of Discrepancy or Proforma Claim. After this week, we may donate or dispose any uncollected stock and look to recover costs of doing so.

6.2. Documentation Requirements

Please ensure that physical copies of the packing slip and delivery docket/proof of delivery are presented to the Distribution Centre staff on arrival. These documents must accompany each consignment. The Packing Slip must reference the appropriate Foodstuffs purchase order number.

An Advanced Shipping Notice (ASN) is a business-critical component required to maximise the efficiencies in goods receipting and as such are requested to be sent **prior to all purchase orders being received into DCs**. Refer to the Foodstuffs Exchange for detailed instruction - https://suppliers.foodstuffs.co.nz/.

The invoice quoting the FSSI purchase order number is to be forwarded to;

> Foodstuffs South Island Limited.
> Private Bag 4705
> Christchurch.
> Attn: Accounts Payable Department.

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7. Receipting Into the DC

7.1. DC Contacts

Reception	Foodstuffs Hornby Distribution Centre (Ambient DC10 and Temperature Controlled DC08)	03 344 1401
	Foodstuffs Dunedin Distribution Centre DC02	03 466 4100

DC Contacts: Bookings/Inwards Goods/Collections	Foodstuffs Hornby Ambient Distribution Centre (DC10)	03 372 2951
	Foodstuffs Hornby Temperature Control Distribution Centre (DC08)	03 244 2227
	Foodstuffs Dunedin Distribution Centre (DC02)	03 466 4135

DC Delivery Addresses	Foodstuffs Hornby Ambient Distribution Centre (DC10)	Quadrant Drive Christchurch 8042
	Foodstuffs Hornby Temperature Control Distribution Centre (DC08)	Quadrant Drive Christchurch 8042
	Foodstuffs Dunedin Distribution Centre (DC02)	Teviot Street Dunedin 9012

7.2. Unloading

Expected unloading time varies from 30 to 60 minutes per vehicle. Please refer to the Inward Goods Carrier Information Pack on the FSSI website for more details.

The consignment note will be signed only for the number of pallets received and will be signed STC (subject to check). Carriers must wait until FSSI performs the required pallet and temperature checks.

For temperature-controlled loads to be received into our temperature-controlled DC the consignment must be able to be unloaded by way of rear doors.

7.3. Damages & Discrepancies

The DC receiving staff are responsible for checking the pallets on arrival. Any damages or omissions are to be noted where possible, on the driver's copy of the consignment note and clearly signed by both parties. FSSI will advise the supplier with relevant details of the product damage or count discrepancy within a 24-hour period.

The supplier should provide contact details to the Inward Goods Supervisor and their FSSI procurement contact for any delivery discrepancy advice.

7.4. Receipting Dated Product

Product is scanned into the DC under the FSSI's warehouse system. A GS1-128 carton barcode will allow for efficient management of dated product.

Warehouse exception reports will provide information to the FSSI procurement team and warehouse team on product dates. They will make the decision on whether to accept or reject any outside date limit products.

END OF DOCUMENT

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