



TRULY GLOBAL

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## **Delivery and Packaging Standards**

Sunseeker requires our Suppliers to ensure the safe receipt and handling of all goods. Delivery and Packaging Standards contain valuable information and form an integral part of our Agreement.

Sunseeker expect that these terms will make it easier for our Suppliers to distribute product(s) to Sunseeker. Failure to comply with the Delivery and Packaging Standards may result in your delivery being rejected. Any rejected consignments will not be unloaded and will be returned to the Supplier at no cost to Sunseeker.

Sunseeker will monitor the performance of the Supplier against the criteria set. Sunseeker will monitor the Suppliers deliveries and will advise when improvement is required. A copy of our Delivery Non-Conformance Advice Note is attached for your information.

Should a supplier have any further enquiries, please contact Sunseeker Stores on ++44(0)1202) 254163 or email [shipyard.stores@sunseeker.com](mailto:shipyard.stores@sunseeker.com)

### **1. Required Documentation**

1.01 Every consignment must be accompanied by a delivery note

1.02 Delivery Notes must contain the following information:

1. Supplier name and address
2. Delivery address
3. Sunseeker's Purchase Order Number(s)
4. Sunseeker's Part No. & Boat number (where applicable)
5. Quantity ordered, quantity being delivered and any quantity outstanding

1.03 Failure to comply with any of the documentation requirements will result in the consignment being rejected and returned to the supplier at no cost to Sunseeker.

## **2. Delivery Presentation & Packaging**

- 2.01 Different line items as specified on the Sunseeker Purchase Order must be separately packed. If more than one part number is placed in the inner package they must be adequately segregated within the overall package.
- 2.02 Only one Purchase Order per package.
- 2.03 Sunseeker's part numbers must be indicated on all packaging together with the quantity and purchase order number. Loose or un-boxed items such as pipe fittings should be individually part numbered.
- 2.04 Where Sunseeker's part number covers a kit of components, these must be delivered all together. Items such as air-conditioning or audio-visual components will not be accepted unless all constituent parts are delivered together in one consignment. Where a Supplier delivers a number of products against one part number, the component items must be clearly labelled.
- 2.05 When delivering more than one Purchase Order, all boxes and pallets should be clearly marked with the appropriate Purchase Order number (for example: 1 of 2, 2 of 2 etc.) Documentation must accompany box/pallet number (one for each Purchase Order.)
- 2.06 For Health & Safety reasons, individual items weighing more than 25kgs must be wrapped and securely fastened to a pallet or other device suitable for Mechanical Handling Aids. The total weight must be clearly indicated on the package.
- 2.07 We accept deliveries on weekdays between 08:00 and 16:00. Deliveries at any other time may be accepted, but strictly by prior agreement.
- 2.08 Products with a limited shelf life must clearly state the 'use by' date on the product, the packaging and where possible, on the delivery note.
- 2.09 No product should extend beyond the perimeter of its' supporting pallet. Where this is unavoidable, the overhang should be clearly marked as oversized.
- 2.10 All pallets and cases should be stable and unable to topple over when lifted for unloading. Where a heavy load is covered by an outer casing (e.g. Granite) the internal load must be centrally balanced and secure. Where the loading is uneven the outer case must have the fulcrum point or forklift lift points clearly and indelibly identified.
- 2.11 Failure to comply with the above presentation requirements will result in the consignment being rejected and returned at no cost to Sunseeker International

## DELIVERY NON-CONFORMANCE ADVICE

|                                 |  |           |  |
|---------------------------------|--|-----------|--|
| Supplier                        |  | Date      |  |
| Supplier's Ref                  |  | Carrier   |  |
| Sunseeker Purchase Order Number |  | Operative |  |

The above delivery failed to meet the standards required by Sunseeker's Purchase Order for the reason(s) below. Please be aware that failure to rectify this non-conformance will result in future deliveries being rejected.



|    |  |  |
|----|--|--|
| 01 | Delivery not pre-advised.  |  |
| 02 | Paperwork incomplete or Delivery Note missing.                           |  |
| 03 | No Purchase Order number on paperwork.                                   |  |
| 04 | No Part Numbers on paperwork.  |  |
| 05 | Purchase Order delivered too early.                                      |  |
| 06 | Delivery quantity does not match Purchase Order quantity.                |  |
| 07 | Duplicated delivery.   |  |
| 08 | No Purchase Order on Product.  |  |
| 09 | Incorrect identification on Product.                                     |  |
| 10 | Item Damaged.  |  |
| 11 | Delivered to wrong address.  |  |
| 12 | Pallet too high, unstable or insecure                                    |  |
| 13 | No Pallet (or poor quality Pallet) used.                                 |  |
| 14 | Product overhanging pallet perimeter without adequate warnings attached. |  |
| 15 | Unbalanced case without fulcrum point markings.                          |  |
| 16 | Incorrect Item delivered.  |  |
| 17 | Product's shelf life too short.  |  |
| 18 | Purchase Order cancelled.  |  |

Other Information:

To be completed by Supplier - Corrective action taken to prevent re-occurrence:-

*(To be emailed to the relevant Sunseeker Procurement Officer)*