



# Inward Goods Supplier Information Pack

Foodstuffs South Island  
Distribution Centres  
Supply Chain Operations

**FOODSTUFFS**  
South Island



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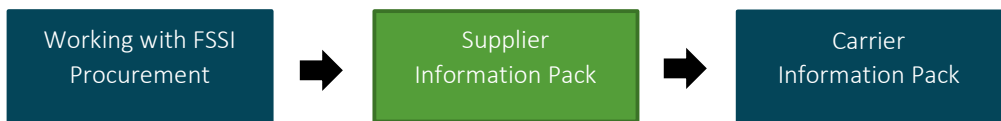
## 1. Revision History

Current Version	3.00
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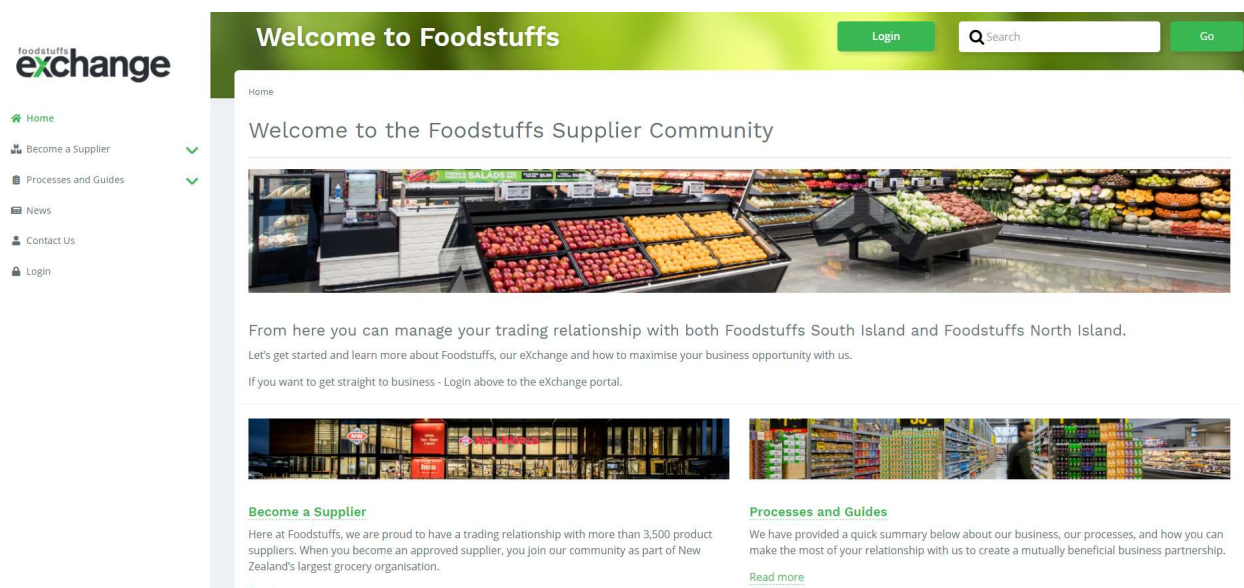
Version	Author	Date	Description	Distribution
1.00	Supply Chain Support - JC	May 2018	Document released.	FSSI DC Operations FSSI Website
2.00	Supply Chain Support - JC	April 2019	Document reviewed	FSSI DC Operations FSSI Website
3.00	Supply Chain Support - JC	December 2020	New FSSI branding Content review – streamline to SC Ops for suppliers.	FSSI DC Operations FSSI Website

## 2. Introduction

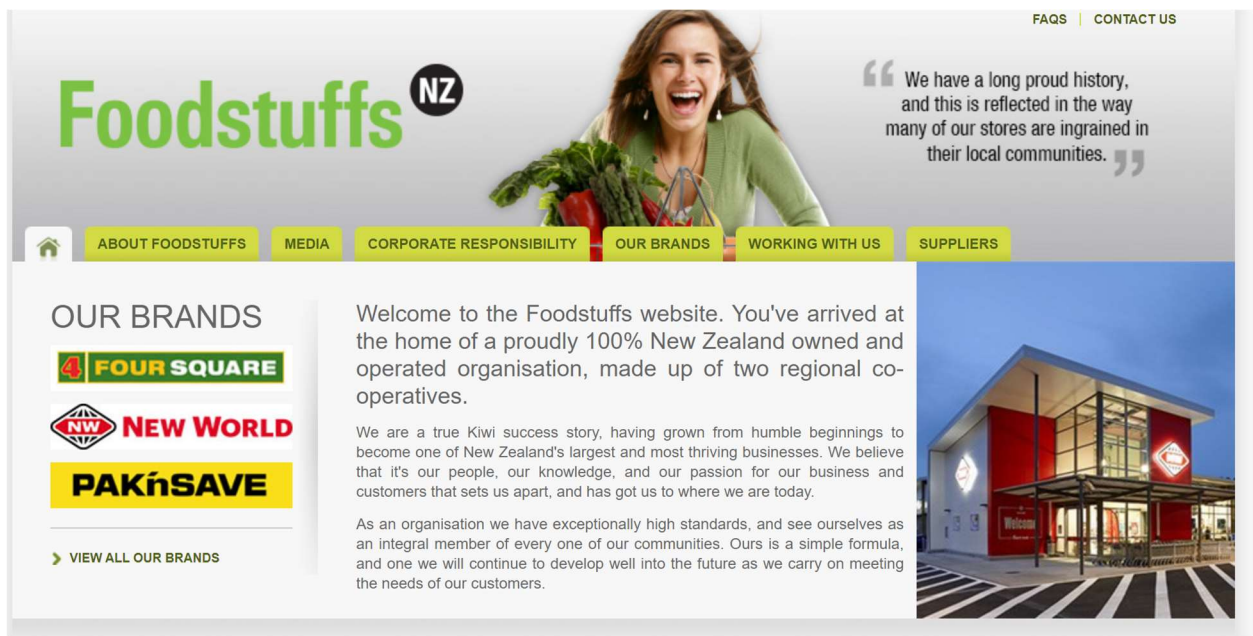
The purpose of this document is to provide our suppliers with clear guidelines around the expectations of the processing of goods into our distribution centres. This is one of three essential documents relating to the interaction with Inward Goods teams. These can be access on the Foodstuffs South Island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



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 national website that provides information in relation to the management of price changes and trading terms among a number other trading aspects <https://www.foodstuffs.co.nz/>



## 3. 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 Labelling
- Product Dates
- Dangerous Goods
- Barcodes
- Pallet Management – You must advise us of your nominated CHEP / Loscam accounts prior to delivering any stock.

### 3.1. 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.



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

### 3.2. 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.



### 3.3. 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 are to meet 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
 <p>23L 37L 49L</p>	 <p>20L 36L 47L</p>





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
	

### 3.4. Pallet Labelling

We encourage suppliers toward the provision of Serial Shipping Container Code (SSCC) pallet labels. Typically, this means that one scan at goods receipt to a pre-received electronic ASN/Despatch Advice, helps to facilitate the speedy putaway of goods received.

<b>Supplier Name</b>		<b>Vendor Free Text</b>
To: "FSSI" Distribution Centre 1 Address Street City, 9999 Region: CHC/DUN		
PO: 12345678901		Reference: 987654
 		
<b>SSCC: 394290000598600065</b>		
Content: <b>REALLY AWESOME PRODUCT</b> 24 x 224s 19412345678900		
Count: 24	Use By: 25.12.2022	Batch/Lot: 111222
 (02) 19412345678900(37)24		
 (00) 394290000598600065		

To discuss ASN or SSCC barcodes, please contact our supplier support team - [Suppliers@foodstuffs-si.co.nz](mailto:Suppliers@foodstuffs-si.co.nz)

Benefits of using SSCC pallet labels 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, Horny 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.



### 3.5. Product dates

Date sensitive product should arrive into 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.

### 3.6. 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.


### 3.7. Article Barcoding

#### 3.7.1. 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/>


...come a Supplier / Your unique barcodes


## Your unique barcodes



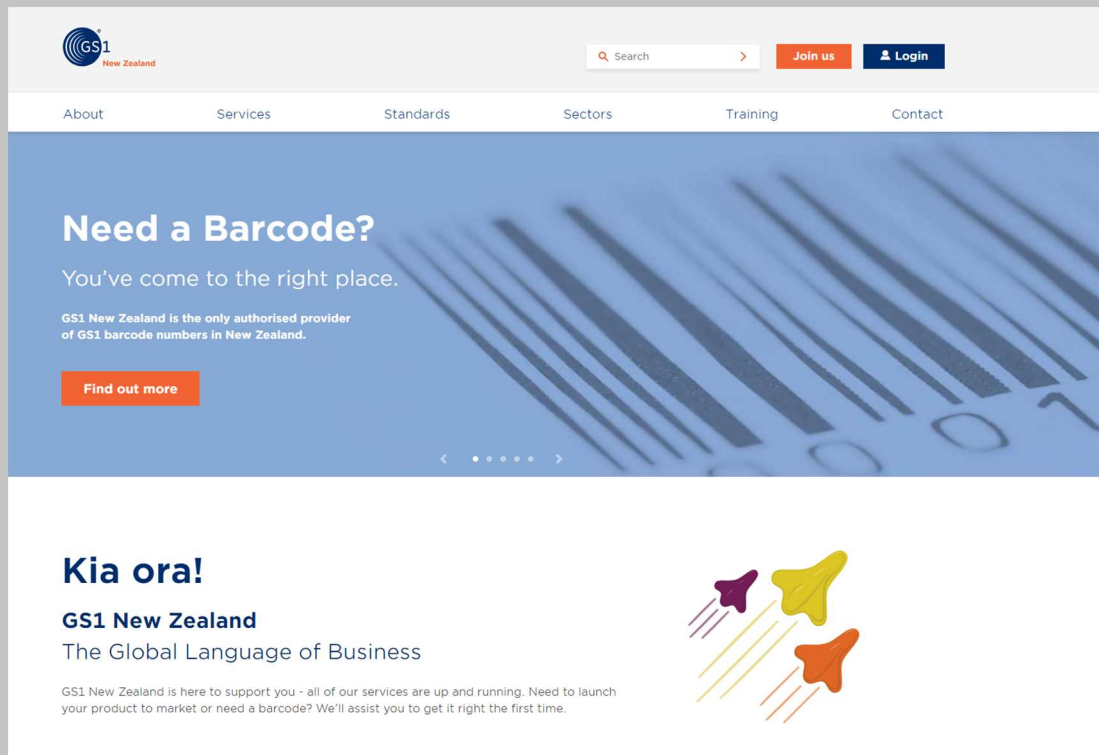
Our supply chain, from purchase through to Point of Sale, relies on correctly identifying the products we buy and sell. All packaged goods for resale must have a GS1 barcode applied to both the retail product and the carton. We support the industry standard GS1 system, as this ensures your barcodes are globally unique and will scan first time, every time, at checkout and when we book in your deliveries.

Another name for the number encoded in your barcode is GTIN, or Global Trade Item Number. This is a useful one to remember as we sometimes use it when talking about barcodes.

GS1 New Zealand is a not for profit, industry-led member organisation. You can find more about their barcode service [here](#) .

For general information about the GS1 services that will help you when starting out in business, click [here](#) .





### 3.7.2. FSSI Requirements

The FSSI Warehouse Management System (WMS) has 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.

### 3.7.3. 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	<b>GS1 GTIN Number</b> <i>Indicates the next 14 digits are the primary barcode number to identify the product.</i>	n14	Mandatory.
15	<b>Best Before Date (Minimum Durability Date)</b> <i>The sell by date indicates the limit of consumption or use of a product. It is a statement about public safety.</i>	n6 - YYMMDD	Mandatory if printed on the retail unit.
17	<b>Expiration/Use by Date (Maximum Durability Date)</b> <i>The expiration date indicates the limit of consumption or use of a product. It is a statement about public safety.</i>	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.



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



### 3.7.4. Random (Variable) Weight Product

In order to handle variable 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 random weights are sold in repack the unit must have the (310n) kilo weight on it as well as any other Retail Barcode if applicable. The repack random 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 13	<b>Production Date</b> <i>The production date is the date on which the product was made</i>	n2 + n6 – YYMMDD	Mandatory if variable weight box meat.
	<b>Packaging Date</b> <i>The packaging date is the date on which the base product contained in the package has been packed</i>	n2 + n6 - YYMMDD	Mandatory if variable weight box meat.
15 or 17	<b>Best Before Date (Minimum Durability Date)</b> <i>The sell by date indicates the limit of consumption or use of a product. It is a statement about public safety</i>	n2 + n6 - YYMMDD	Mandatory if printed on the retail unit.
	<b>Expiration/Use by Date (Maximum Durability Date)</b> <i>The expiration date indicates the limit of consumption or use of a product. It is a statement about public safety</i>	n2 + n6 - YYMMDD	Mandatory if printed on the retail unit.
21	<b>Serial Number</b> <i>A unique incremental number to track each carton</i>	n2 + an..20	Mandatory for FSSI to identify unique cartons - for random weight products only.
310n	<b>Net Weight (in kilograms)</b> <i>'n' value indicates the number of decimal places in the following detail of the barcode</i>	n4 + n6	Mandatory for random (variable) weight products only.

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



### 3.8. 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://suppliers.foodstuffs.co.nz/assets/documents/FSSI-Pallet-transfer-Form-2020.pdf>

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

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### Pallet Transfer Levy Authorisation

Company Name: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**We agree to participate in the Foodstuffs South Island Limited pallet levy transfer system for supplier details as listed below.**

Signature: \_\_\_\_\_

#### CHEP Pallet Account

Distribution Centre	Supplier	Supplier Number	CHEP Account Name	CHEP Account Number
Hornby Ambient DC				
Hornby Temperature Controlled DC				
Dunedin Regional DC				

#### Loscam Pallet Account

Distribution Centre	Supplier	Supplier Number	Loscam Account Name	Loscam Account Number
Hornby Ambient DC				
Hornby Temperature Controlled DC				
Dunedin Regional DC				

Please complete this form and return via email to [packagingqueries@foodstuffs-si.co.nz](mailto:packagingqueries@foodstuffs-si.co.nz)

Foodstuffs South Island Limited will confirm effective start date by e-mail.



## 4. Supplier Despatch

### 4.1. Timing & Booking

The purchase orders are picked by the supplier and despatched in order 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.

#### 4.1.1. 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.

### 4.2. 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 DC's. Refer the Foodstuffs eXchange for detailed instruction - <https://suppliers.foodstuffs.co.nz/>.

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

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

## 5. Receipting Into the DC

### 5.1. DC Contacts

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

<b>DC Contacts: Bookings/Inwards Goods/Collections</b>	Foodstuffs Hornby Ambient Distribution Centre (DC10)	03 372 2951
	Foodstuffs Hornby Temperature Control Distribution Centre (DC08)	03 372 2939
	Foodstuffs Dunedin Distribution Centre (DC02)	03 466 4135

<b>DC Delivery Addresses</b>	Foodstuffs Hornby Ambient Distribution Centre (DC10)	1 Quadrant Drive Christchurch 8042
	Foodstuffs Hornby Temperature Control Distribution Centre (DC08)	1 Quadrant Drive Christchurch 8042
	Foodstuffs Dunedin Distribution Centre (DC02)	Teviot Street Dunedin 9012

### 5.2. 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's the consignment must be able to be unloaded by way of rear doors.

### 5.3. 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.

### 5.4. Receipting Dated Product

Product is scanned into the warehouse under the Warehouse Management 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.

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