

## **METCASH Communication – PTA Removal at Huntingwood NSW DC**

Attention: Vendor/Transport Pallet Controller

Metcash Pallet Transfer Process Change from **11/12/2017**.

Upon delivery into Metcash Huntingwood NSW DC, Metcash will not be providing a Metcash Pallet Transfer Authority (PTA) docket and will be accepting Vendor Transfer Dockets from all vendors.

**Please note: Metcash will only accept one equipment transfer docket per load and per pallet type (i.e. CHEP or Loscam).**

Any more than the above will not be accepted (unless otherwise negotiated).

### **ONLY DOCUMENTATION REQUIRED UPON RECEIVING**

- **TWO TAX INVOICES OR DELIVERY DOCKET**
- **TWO COPIES OF THE EQUIPMENT TRANSFER DOCKET (Hand written/ manual dockets will only be accepted if no scannable docket is available)**

If you supply two copies of each document, you will receive a signed copy for your records; if only one copy received this will be retained by Metcash for their records.

It will be the responsibility of the sending party to notify the transfer to the pallet provider and to ensure that the transfer has been accepted by the receiving party.

If an equipment transfer docket is not received with the load, a non-transfer letter will be supplied to the driver, the sending party will be responsible to contact the Metcash Equipment Controller to complete a transfer.

### Metcash Pallet Policy and Pallet Information for Site

The PTA must be activated prior to the effective date, or the transfer will be rejected. Metcash will not guarantee responsibility for pallet enquiries received 90 days after the effected transfer date.

### **METCASH WILL NOT INVESTIGATE ANY PALLET CLAIMS OVER 6 MONTHS FROM DELIVERY DATE.**

To avoid rejection or correction of your transfer dockets please ensure that the Movement / Shipment date is the Receipt Date into the DC and if it is a LOSCAM transfer, the correct effective date is entered. The primary reference on the transfer **must be the Metcash Purchase Order Number**.

### **Metcash Huntingwood Account Numbers**

Metcash Equipment Days Offset (EDO) – 45 days delay from receipt date

**CHEP: 1610215562 LOSCAM: 232252**

If there are any issues or questions relating to this change please contact Huntingwood Equipment Controller:

**Ray Treacy**

Phone: 02 8848 0664

Email: raymond.treacy@metcashfg.com