



Top Ten essentials requests for delivery to Grantham Book Services

1. All deliveries must be booked in at least 72 hours before requested arrival date.
2. Packing lists must be received at least 24hrs before deliveries arrive.
3. Detailed packing lists required per individual pallet.
4. Only pallets meeting the British Standard 2629 will be accepted.
5. Pallets should not weigh more than 750Kg and must not be stacked higher than 1.2M. Packs must not exceed 20Kg in weight.
6. All deliveries should be secured and securely packaged to prevent damage. (We do not accept black shrink wrap or metal banded pallets)
7. Part boxes or boxes containing jackets should be clearly marked and placed on top of the pallet and should not exceed 20Kg.
8. All visitors must adhere to the health and safety rules for the site.
The on site speed limit is 10mph / 16kph.
9. The booking reference must be on all delivery paperwork.
10. Contact must be made to the goods in department if a delivery is going to be late or not attend.

Please note that failing to comply with the above may result in your load being refused or subsequent non conformance charges being applied.

Grantham Book Services

**Trent Road,
Grantham,
Lincolnshire.
NG31 7XQ**

**Tel: 01476 541052 Fax: 01476 541069
email:GoodsIn@gbs.tbs-ltd.co.uk**

Grantham Book Services Goods In Specification.

PLEASE DISPOSE OF ALL PREVIOUS COPIES.

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Introduction

1. The following Goods In Specification has been produced to ensure inbound product into GBS can be processed through the goods in processes efficiently, effectively and safely.
2. The document has been produced to comply with our warehouse management system, internal processes and health and safety requirements for the site.
3. It is necessary to comply with the entire specification. If this is not adhered to delays could be caused in processing deliveries, potential errors and in some cases for deliveries to be refused.
4. Where the specification is not adhered to, non conformance charges will be applied as per the agreement within the ancillary charge document.

Grantham Book Services Goods In Specification.

Booking In Operational hours 08:00 – 16:00 Monday to Friday

1. Deliveries have to be booked in at least seventy two hours before the required delivery date, with our goods in department via email or telephone.

Email: GoodsIn@gbs.tbs-ltd.co.uk

Tel: 01476 541052

2. Inbound deliveries must have the following information on paperwork into the department and on product being delivered where necessary.

Publisher	ISBN	Title	Quantity per pallet
Price	Pack Qty	Number of packs	Total Qty
Pallet Qty	Carrier	Special instruction	

(GBS Booking forms can be provided)

3. A packing list detailing this information must be sent to the goods in department twenty four hours in advance of the delivery arriving.
Email GoodsIn@gbs.tbs-ltd.co.uk
Fax 01476 541069
4. All booked shipments will be given a unique booking reference and delivery time for their delivery which must be displayed on receiving paperwork.
5. Shipments arriving early or late will have to wait until allotted time or until the next available booking time.
6. On receipt of shipments, goods will be checked and signed for unexamined pallet quantity only.
7. Shipments arriving without a booking reference may be refused.
8. Any damages will be reported.

Product identification

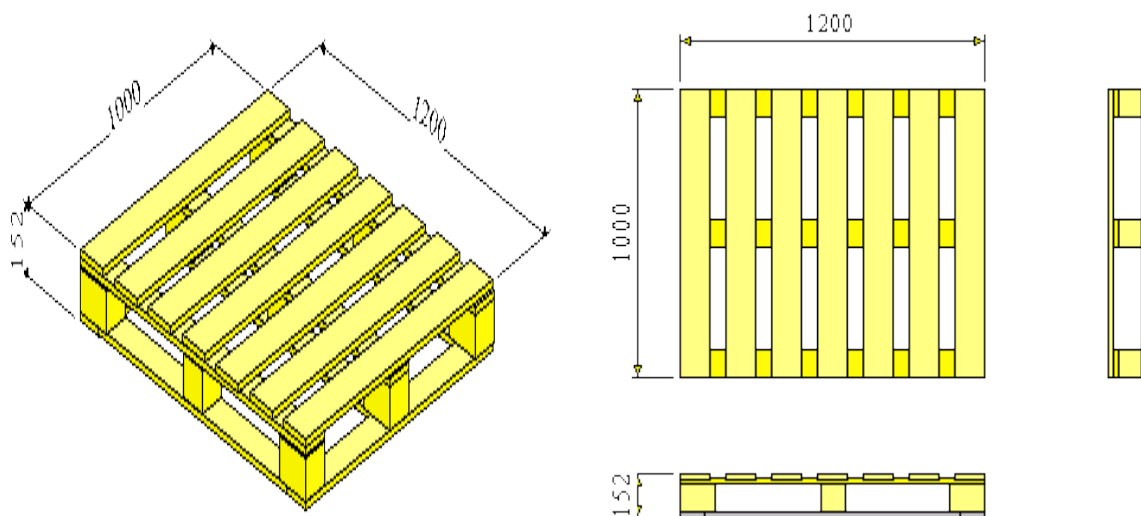
1. Labels and bar codes should be visible on the sides on boxes / packs and display the following information:

Publishers name	Printers name	Weight of pack	Binder pack qty
Book title	Price / currency	EAN – 13 digit number	

Above requirements are for all product being delivered into GBS including POS / OTO stock.

Pallets

- 1 We require deliveries to be made on solid wood pallets that meet the British Standard 2629. Pallets must have four way entry points and a full perimeter base with struts on all four sides. (See diagram below)
2. Dimensions must measure 1200 x 1000mm. The pallet height must not measure more than 1200mm in order to comply with GBS storage requirements.
3. Gaps between slats must be 152mm for entry.
4. Pallets should not exceed a gross weight of 750Kg, including pallet weight.
5. Priced product should not be mixed with un-priced product.
6. A detailed packing list must be supplied with each individual pallet.
7. Where pallets do not conform to this specification, a charge will be incurred as per the agreed non conformance guide.
8. Any part boxes or packs must be clearly marked and accessible.
9. We will not accept plastic pallets, Euro pallets, GKN Chep pallets or metal banded products.



Delivery vehicles

Upon arrival all delivery vehicles must report to bay 15.

1. Stock delivered on containers and conforming to the goods in specification will not receive a charge for unloading.

Containers not conforming will receive a charge as per the agreed ancillary charge document.

Clarification and agreement will be made before unloading non conforming containers.

2. Pallets may be stacked two high at maximum but must be secured individually with clear shrink-wrap or plastic banding.
Loads with black shrink wrap or metal banding will be refused.
Where pallets are stacked during transit they must be sufficiently protected to ensure that product is not damaged. Product showing obvious signs of compression damage may be rejected at this stage.

3. Any load received that is considered unsafe by the goods in management team or the site health and safe representative will not be accepted.

GBS will not accept any responsibility for commercial impact of load rejection for the above reasons.

Point of sale (POS)

1. All POS is to be supplied in packs or bundles of complete sets. Sets for dumpbins, counter packs or similar must contain all components of dumpbins including outers in ready to use format.
2. POS bundles or packs are to be labelled with full details of ISBN, bar code, descriptions, quantity, price, weight and publisher/supplier details.
3. Posters, headers, mobiles and promotional material will be considered non compliant if there is no barcode. Posters should have an eye readable ISBN as part of the art work.
4. All oversized or ready assembled products such as Spinners must be supplied with adequate packaging for onward despatch to individual customers by GBS carriers.
5. Outers supplied for dumpbins, counter packs or similar must be of the correct dimensions and of suitable quality to accommodate full and made up items and any fillers required must be provided so as to limit movement and avoid damage.
Dumpbins must be supplied on a pallet together with their outers.
6. All products that require assembly by either GBS or end users should be delivered with an accompanying instruction sheet for assembly.
7. Stickers (sheets or rolls) are to be identified as a unit on both the packaging and the paperwork.

Health & safety / General

1. Any pack or pallet containing unevenly distributed weight must be clearly identified.
2. Pallets should not exceed maximum gross weight of 750 kg. (Including pallet) Packs must not exceed 20Kg in weight.
3. All visitors / drivers must wear correct personal protective equipment and high visibility vests when attending site.
4. In the event of evacuation visitors / drivers will be directed to their muster point by dedicated fire marshals.
5. GBS has a strict no smoking policy in and around the site. Drivers may smoke in the designated smoking area.
6. Drivers are expected to carry their own forms of communication and will not be allowed to use the GBS telephone system.
7. The on-site speed limit is 10 mph /16 kph.
8. No overnight parking facilities are available on site.
9. Drivers are not to enter the warehouse.
10. All site instructions must be followed.