



## **Specification for inbound deliveries**

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## A GOODS IN SPECIFICATION FOR Grantham Book Services

### 1.0 INTRODUCTION:

- 1.1 The following Goods In Specification has been produced in order to ensure inbound product into GBS can be processed through the Goods In procedure efficiently, effectively and safely.
- 1.2 The Specification is based on health and safety and GBS specific requirements which comply with the GBS computer systems, warehouse operational procedures and the racking configuration.
- 1.3 It is necessary to adhere to the entire Specification. If the Specification is not adhered to it will cause delays, increase the possibility of errors and in some cases cause deliveries to be **rejected**. Where the Specification is not adhered to penalties may be imposed. (See 1.5 below).
- 1.4 It should be emphasised that Point of Sale should follow the same guidelines as those for Binder's Packs and that the extent of the POS section is due to the diversity of the range of product involved.
- 1.5 Where the Specification is not adhered to the cost of rectifying non-conformance will be recovered from the Publishers who may, in turn, wish to pass on these costs.

### 2.0 BOOKING-IN

- 2.1 All loads to be delivered must be booked in **preferably 72 hours** and at least **48 hours** in advance with our Goods In Department by telephone on **01476 541052**. **The only exception to this rule is that GBS will accept up to a maximum of 8 un-palletted boxes un-booked. No one box must weigh over 20kgs and they must be delivered to the Goods In Department.**
- 2.2 Inbound supplier delivery documentation must detail:
  - publisher
  - quantity per pallet
  - title
  - pack quantity
  - number of pallets
  - ISBN
  - number of packs
  - special instructions
  - price
  - total quantity
  - carrier

- 2.3 **A Packing List must be sent to the Goods In department 24hrs in advance of delivery via fax or e-mail at the time of delivery.**

Email address: [goodsin@gbs.tbs-ltd.co.uk](mailto:goodsin@gbs.tbs-ltd.co.uk)

Fax: 01476 541069

- 2.4 All booked in shipments will be given a reference number and time slot at the time of booking in, which we require to be clearly written on the delivery note documentation for ease of identification by GBS.
- 2.5 Loads arriving early may be made to wait until their allotted time slot and vehicles arriving late may have to wait until the next available time slot. **Late deliveries may be refused and will have to re-book.**
- 2.6 Normal operating hours are: 08.00 to 16.00 Monday to Friday.
- 2.7 On receipt, goods will be checked for pallets delivered only. Any signatures provided will only confirm the number of pallets received, unexamined. Any shortages or variation will be notified in writing to Publisher and Printer within three working days of receipt.
- 2.8 **Goods arriving “not booked in” are likely to be refused.** If we are able to accept them then all appropriate “non – conformance” charges shall be applied.

### 3.0 PRODUCT IDENTIFICATION

- 3.1 Labels must be placed and visible on at least one vertical side, not on the top of the binder’s pack.
- 3.2 Bar codes should display the following information:
- publisher’s name
  - printer’s name
  - weight of pack
  - quantity in binder’s pack
  - book title
  - price/currency
  - EAN-13 article number

4.0 BINDER'S PACKS

- 4.1 Titles must be packed in consistent pack sizes as specified by the publisher.
- 4.2 **Packs must not weigh in excess of 20 kg.** The weight must be clearly displayed on the pack.
- 4.4 GBS expect all inbound products to be securely packaged to prevent damage and to be properly labeled for identification purposes.
- 4.5 Ideally product should arrive in double walled cartons. All types of wrap and cartons should fit the product appropriately. Product should be packaged without voids, so as to limit movement and avoid damage.

5.0 PALLETS

- 5.1 **We require deliveries to be made on solid wood pallets that meet the British Standard 2629, have four way entry and a full perimeter base with struts on all four sides. (See Appendix 1 for further details).**
- 5.2 Dimensions must measure 1200 mm x 1000 mm. The pallet height must be 150 mm including the pallet base and should not exceed 1600 mm for a loaded pallet in order to comply with GBS pallet racking configuration. Gap between slats must be 120mm for entry.
- 5.3 Pallets should not exceed a gross weight of 750 kg including pallet. (See Appendix 1).
- 5.4 Wherever possible priced product should not be mixed with unpriced product, and jacketed product should not be mixed with unjacketed product.
- 5.5 If titles are mixed on pallets **then a detailed packing list per pallet must be supplied**
- 5.6 Where product requires re-palletising due to non-conformance the cost of such activity will be charged according to the GBS Schedule of Rates.
- 5.7 **Any “part boxes” must be clearly marked and easily accessible**
- 5.8 **We will not accept plastic pallets or Euro pallets.**

## 6.0 DELIVERY VEHICLES

- 6.1 If stock is delivered on containers and conforms to the Goods In Specification there will be no charge for unloading. If the container is non-conforming there will be a charge of £150 plus labour and re-pallet charges will be raised if a decision is made to unload the container.
- 6.2 Pallets may be stacked two high at maximum but must be secured together with clear shrink-wrap or banding. **Metal banding may not be used.** 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.
- 6.3 Under no circumstances will any load which is considered unsafe by any member of Goods- In management or the Site Safety Officer be accepted. **GBS will not accept any responsibility for commercial impact of load rejection for the above reasons.**

## 7.0 POINT OF SALE

- 7.1 The following requirements apply to the supply of Point of Sale product (hereafter referred to as POS) to GBS.
- 7.2 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.
- 7.3 POS bundles or packs are to be labeled with full details of ISBN, bar code, descriptions, quantity, price, weight and publisher/supplier details. (See Appendix 2) It should be noted that the details for empty items should relate to the ISBN for the empty items.
- 7.3 All POS is to be accompanied by a delivery note containing ISBN and full product details including quantities. (Refer to section 2.2 for details).
- 7.4 Any small deliveries (**maximum 8 cartons**) made via third party courier do not need to be booked in but they must arrive between 08.00 and 16.00 hrs. They will need to be correctly addressed and accompanied by an appropriate delivery note.
- 7.5 Posters, headers, mobiles and promotional material will not be considered non compliant if there is no barcode. Posters should have an eye readable isbn as part of the art work.
- 7.6 Palletisation of product must be on pallets sized 1000mm x 1200mm with maximum pallet height of 1600mm. (See Appendix 1).

- 7.7 For posters, headers, mobiles and promotional material, where the quantities are less than one pallet, items may be mixed on a pallet.
- 7.8 All oversized or ready assembled products such as Spinners are to be supplied with adequate packaging for onward despatch to individual customers by GBS carriers.
- 7.10 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.
- 7.10 Dumpbins must be supplied on a pallet together with their outers, as opposed to outers supplied on a separate pallet.
- 7.11 All products that require assembly by either GBS or end users should be accompanied by an instruction sheet for assembly.
- 7.12 Any item delivered with a selling unit of more than one should be securely packaged in unit groups. Both the packaging and the paperwork should clearly identify the product as a multiple part unit. For example, leaflets sold as unit size 25 must be clearly packaged in groups of 25. If there were in total 100 leaflets the pack should indicate that it contains 4 units of stock.
- 7.13 Stickers (sheets or rolls) are to be identified as a unit (as opposed to the sticker itself) on both the packaging and the paperwork.

## 8.0 HEALTH AND SAFETY

- 8.1 All POS or binders packs must clearly display their weight.
- 8.2 Any pack containing unevenly distributed weight must be clearly identified as such.
- 8.3 Pallets should not exceed maximum gross weight of 750 kg including pallet.  
(See Appendix 1).
- 8.4 Pallets should comply with the pallet specification as detailed in Appendix 1.  
**This is with particular reference to the floor struts of the full perimeter base which allow the weight of the pallet to be distributed evenly.**
- 8.6 Drivers will be required to wear a GBS visitors vest if access to the premises is required.

9.0 GENERAL

- 9.1 GBS has a no smoking policy in and around the sites. Drivers may smoke in the designated smoking areas.
- 9.2 Drivers are expected to carry their own forms of communication and will not normally be allowed to use the GBS telephone system.
- 9.3 The on-site speed limit is 10 mph /16 kph.**

**B SITE ADDRESS**

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Appendix 1

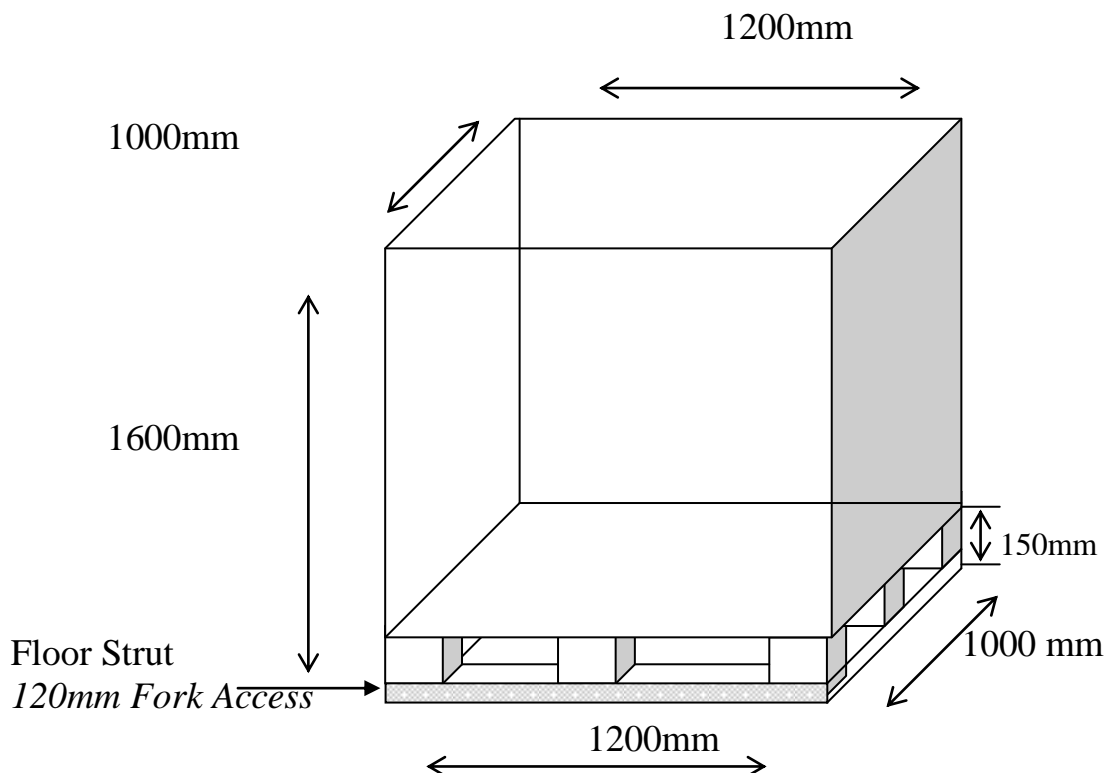
PALLET SPECIFICATION

All deliveries should be made on solid wood pallets.

All pallets should conform to the requirements listed in the specification.

Overall pallet dimensions will be:

- 1200mm x 1000mm x 150mm.
- The maximum overall height for a loaded pallet is not to exceed 1600mm including the pallet.
- The maximum gross weight of a pallet is not to exceed 750 kg.
- The maximum permissible overhang on any face of a pallet is not to exceed 50mm.
- The pallet must have four-way entry.
- Please note the floor struts on all four sides of the full perimeter base – see diagram below. This gives the pallet strength and is necessary for health and safety reasons.
- Goods are to be packed a single title to a pallet where possible, all pallets of the same title must be of a consistent quantity with the exception of the last make up pallet which should be clearly identified.
- Small quantities of product that need to be mixed on a pallet should ideally be by layer and separated by a cardboard divider. The pallet should be shrink-wrapped and clearly identified as mixed.



BINDER'S PACK IDENTIFICATION REQUIREMENTS

List of data requirements and their source.

Data	Source	Representation
Publisher's name	Publisher	Eye readable
Printer's name & Country of Origin	Printer	Eye readable
ISBN in its standard format	Publisher	Eye readable
EAN-13 article number	Derived from ISBN	Bar code
Book title	Publisher	Eye readable
Price / Currency	Publisher	Bar code and eye readable
Quantity in binder's pack	Printer (generally)	Bar code and eye readable
Accurate weight of pack	Printer	Eye readable

- Currency to be based on ISO 4127
- Label size should be A6 (148 mm wide by 105 mm high). Labels may be curved or square cut at the corners.
- Labels should be white with black detail normally but other contrasting colours are acceptable, providing clarity and bar code scanner readability is maintained.
- Details of how to produce a barcode can be found in the Book Industry Communication Binder's Pack Bar Code Label Standard spec. Further information can be obtained from their web site on [www.bic.org.uk](http://www.bic.org.uk).