TRADING PARTNER FORUM

Pallet Despatch Checklist

Common requirements for all deliveries into Woolworths, Coles & Metcash DCs

1 Check the Pallets

Ensure that the Chep or Loscam pallet:

- has all boards and bearers correctly in place
- has all boards flush, square and undamaged
- is uncontaminated by dirt, chemicals or debris

Ensure that the stock is:

- properly centred on the pallet
- not overhanging the pallet edges
- Note: where slip-sheets or pallet-pads are used, these also must not overhang the pallet edges

Ensure that the pallet wrap is:

- firmly secured with sufficient passes to provide tension and maintain pallet stability
- bound to the top 30-50% of the wooden pallet to properly anchor the product
- neatly applied - with no 'tails' or 'dags' - to help ensure that wrap won't come loose in transit

2 Check the Cartons

Ensure that there are:

- GTIN barcodes visible on fork-entry sides of pallets, for easy scanning by Receiving staff
- no damaged or crushed cartons
- no leaking or moisture-affected cartons

3 Check the SSCC Labels

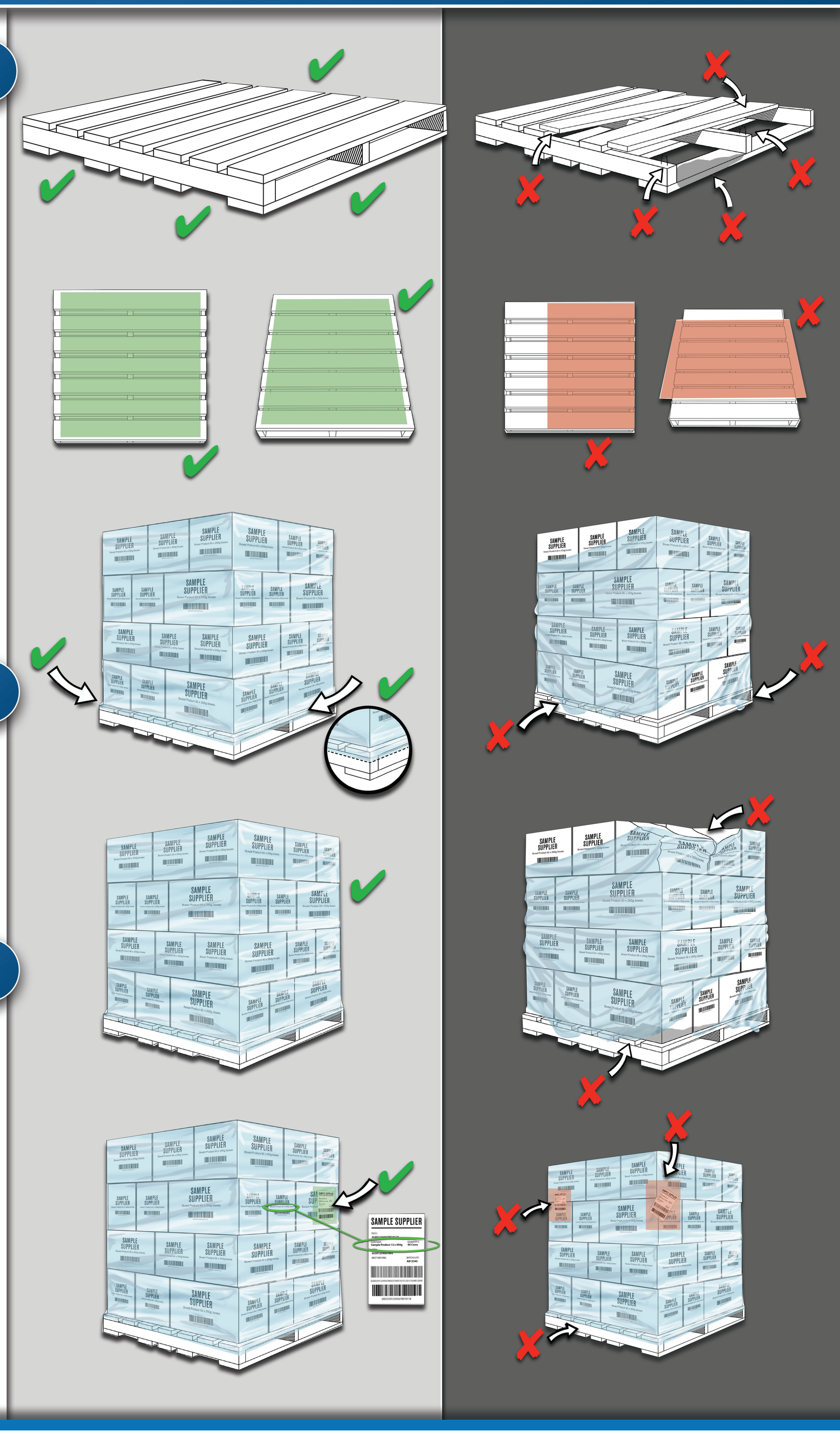
Ensure that valid SSCC pallet labels are applied:

- on each fork-entry side of the pallet
- indented 50-100mm from the right hand edge
- at between 400-800mm height from the ground

Ensure that both SSCC pallet labels:

- match each other exactly
- match the product exactly
- are clearly visible and not wrinkled or damaged

All Good To Go?
Assemble Paperwork For The Load!



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