

Bonded Movement & Storage

Summary

The Peter Sadler Transport warehouse is a bonded facility, to ensure that we work within licensing requirements we have developed a client specific procedure of detailing what is needed to store and move bonded products through our network.

Client - Excise Payment Arrangements

The process to move bonded product through the PST facility varies in line with the requirements of the excise payment arrangements the client has in place: -

- Periodic settlement permission (PSP)
 - Agreement for payments to be made post an agreed settlement period.
 - PST processes capture requirements with no stock separation required.
- Prepayment method
 - Peter Sadler isolate SOH for bonded products within WMS making them unavailable for customer orders
 - Client to provide copy of delivery authority to PST notifying of excise duty payments.
 - Products activated & available to fill customer orders 24 hrs after receiving notification.

Client - Inbound

- Movement permission number between licensed facilities is required to accept bonded product into the PST facility. These are requested through the ATO.
 - Preferred option is to operate with a continual permission number.
- Inbound delivery documentation requirements
 - Permission Number
 - License number of sending facility
 - Item details including, item number, description, quantity, UoM, delivery date

Client - Outbound

- Movement permission number between licensed facilities is required to move bonded product from PST into another bonded facility. These are requested through the ATO.
 - Preferred option is to operate with a continual permission number.

PST – Responsibilities

- Stock accuracy
 - Conduct at least one stocktake per year
 - Recommend quarterly cycle count of all client's products
- Accurate and auditable records
- Physical security of goods
- Accounting for the goods
- Ensuring that all legal and licence conditions are met
- Keeping accurate and auditable records of the condition and quantity of the goods received, moved, unpacked/repacked and stored

Inbound Client SOP

Item Set Up

- All new product details provided to PST a minimum of 48 hours prior to the arrival of the first inbound delivery
 - Items with extraordinary (*) keg / case dimensions require 5 days' notice. Dimensions must be provided and agreed upon ensuring PST OH&S requirements are met.
- Products being stored under bond need to have the appropriate approvals established and maintained when moving products through the PST network.
- Warehouse labelling services can be provided once an agreed rate has been established.

Inbound Freight

- The receiving window for inbound deliveries at the PST Warehouse is 9:00 to 15:00 Monday to Friday
 - Deliveries utilising PST Transport are the only exceptions to these windows.
- All inbound deliveries require a delivery docket containing the following details:-
 - Docket number
 - Details, including name etc of client that owns product. This includes products being received for Distributors.
 - Movement permission number & sending facility license number if receiving bonded product into the Warehouse.
 - Item codes, descriptions, quantities and unit of measure of product being received into the PST Warehouse.
- Presentation standard of pallets being received into the PST Warehouse: -
 - A4 label on each pallet with a clear product description and one of the following to enable FIFO & best before processes: -
 - Expiry date
 - Batch date
 - Rota date
 - All inbound products to be delivered on an individual pallet.
 - Provided prior notice exceptions can be agreed for isolated and ongoing arrangements.
- Where Inbound freight is due to arrive in the warehouse after 15:00 and is required to satisfy next day the following requirements must be met
 - PST Warehouse notified via email prior to 15:00
 - Exact quantities provided for each product required to be blind received.
 - Failure to provide correct inventory details may result in inventory being rejected or unavailable for customer orders

Outbound Client SOP



Customer Ordering

- Matrix of core details by order type

Order Type	Order Cut Off	Delivery Lead Time	Fee's	Description – Fee application
General Route – Auto PST/Client	14:00	Next Day	\$15	Late orders impacting PST operation
General Route – Manual	14:00	Next Day	\$25	Late orders impacting PST operation
Rep Pick Up – Mon to Thur	14:00	Next Day	\$10	Where additional PST activity required
Rep Pick up – Friday	11:00	Same day - 12:00 to 4pm	\$30	Urgent order processing

- **Invoices**
 - All invoices top be disseminated to clients to arrive in one email by the order cut off time as per the above table
- **Distributor / Dealer specific**
 - Exchanges of inventory between a Distributor and a Brewer who also undertakes a direct to market to follow the same process as regular orders.
- **Other**
 - Empty keg pick up requests – Follow the same process as regular orders and have an accompanying invoice
 - Advanced orders, greater than 24 hours before required order cut off, acceptable however invoices to be sent day prior to deliver by order cut off.
 - Pallets – Any deliveries requiring despatch on pallets not owned by the brewery are required to either: -
 - Provide those pallets to PST
 - Purchase plain pallets form PST at the rate provided in the rate card.

Outbound Client SOP – Continued

On Road Deliveries

- Customer delivery timeslots to be a minimum 3 hours. The default opening hours are 9am to 5pm with no delivery restrictions.
 - Ongoing delivery instructions and requirements provided to PST to updated customer master file
 - Ad Hoc delivery requirements provided with invoice.
- New customers to be provided to PST 24 hours prior to first delivery to ensure they're set up accurately with the warehouse management system.
- Interstate Freight – Must specify if require PST to organise deliveries.
- Movement permission number provided to PST if required to move bonded products to another bonded warehouse facility.

Invoicing

All invoice queries to be raised by the Friday of the week you receive the invoice and will not be utilised as a means of not meeting payment terms. Should a credit be required a credit will be issued on a subsequent invoice.