Welcome to the 4th edition of the MSRDC supplier readiness newsletter. We will cover the following key topics in this edition:

➔ **Driver inductions** - Complete these early to avoid delays on site
➔ **ASN/ Express receipt** - Are you set up for express receiving
➔ **Pallet stability & configuration** - Why is this so important for MSRDC

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Wishing our Suppliers a happy & safe Christmas

From the Supplier Capability Team

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**SCoRe & team availability during the Christmas break:**

The Supplier Capability team will be taking a break from the 25th December - 1st January. We will be back on hand to assist with SCoRe & MSRDC related queries from Wednesday the 2nd January 2019. Simply contact us at supplychainpartners@woolworths.com.au and a member of the team will be here to assist.

December 2018
Complete your driver inductions prior to first delivery to reduce risk of delay

We are excited to announce that the Driver Induction Material for our new Melbourne South RDC is now available, so inductions can be completed prior to arriving at site.

Suppliers and Transport Providers can conduct inductions off-site, at your own depots, prior to making their first delivery to our new Melbourne South RDC. This will reduce the possible waiting time for your driver when they arrive at MSRDC for the first time.

End of trip facilities for all drivers:

Relax, revive and renew yourself at the MSRDC end of trip facility. Our end of trip facilities include:
- Driver tea room
- Outdoor smoking facility
- Tea, coffee and milk
- Vending machines
- Access to showers and amenities
- Free to air TV
- Heating and air conditioning
- Lockers

How to complete your driver induction:

➔ All drivers must be required to review and understand the National Driver Induction Pack

All drivers are required to complete the following questionnaires and declarations and return them prior to arriving on site:

➔ MSRDC Driver Induction induction pack & questionnaire

Once the above documents have been completed please forward them to transportsafety@woolworths.com.au

Privacy Policy: Driver’s licence information is captured for the purpose of validating who is on our sites at any given time for emergency and security purposes. They are also used to ensure inductions are current so that drivers are aware of the hazards and processes they must follow on site. Only authorised staff will have access to the systems and reports that will contain the driver’s licence information. For further information, go to https://www.woolworths.com.au/Shop/Discover/about-us/privacy-policy

December 2018

Woolworths Group
Are you set up for express receiving?

What is Express Receiving?
Express Receiving is a faster way of receiving a delivery. Our WMS process of Express Receiving relies on the receipt of an Advanced Shipping Notice (ASN) via Electronic Data Interchange (EDI). The ASN is an electronic message containing the Purchase Order information specific to that delivery.

Supplier benefits:
- Faster truck turnaround time at Woolworths DCs
- Potential reduction of administration times
- Speed of information flow
- No changes to the current PO process or time slot allocation

For suppliers new to EDI, other benefits include:
- Accurate information exchange
- Accurate data with less labour required
- Getting end-to-end process right

The challenges:
Suppliers are doing a fantastic job with their EDI/Gateway messaging. However, the following physical issues can also have a significant impact to Express Receiving:
- SSCC labelling errors/mismatch
- TixHi issues
- ASN information not matching the paperwork
- ASN arriving too late after the truck has arrived at the DC

Important Information for EDI:
DC Number
3995

EDI/ GLN number
9300633039950

Want to start express receiving?
supplychainpartners@woolworths.com.au

December 2018
Pallet stability is critical for MSRDC

All inbound pallets need to be stable, secure and confined within the pallet footprint. This is due to the need for pallets to travel a short distance with the stretch wrap removed.

There are several acceptable methods for pallet stabilisation. For example, PVA glue between layers, stretch wrap or stretch tape. Where PVA glue is used, glue dots on the top of cartons must be 5mm or less in diameter. Any greater than this will require excess force to move the carton and may result damaging the carton or machinery.

When constructing pallets, ensure each layer of your cartons are interlocked where possible. This gives greater stability to the pallet.

Column stacking cartons on a pallet results in a lack of stability as the cartons are prone to falling when stretch wrap around the pallet is cut away.

Pallet stability issues will be identified at the defoil station

At the defoil station, our team members will remove shrinkwrap from the pallets.

The amount of shrinkwrap removed is based on the number of layers required calculated from total store demand. The removed shrinkwrap is then taken away for recycling.

The defoil station is also a final checkpoint to ensure the physical product matches what is in the system and to make sure the pallet and cartons are fit for the rest of the automation system.

Click here to see a pallet move through the defoil station

Do you need a suggested pallet Configuration for optimum pallet utilisation and stability?

Email supplychainpartners@woolworths.com.au or contact us in the MSRDC Supplier community in SCoRe with details of your carton dimensions. We can assist you with identifying an optimal pallet configuration that is not column stacked.

Pallet stability requirements

December 2018