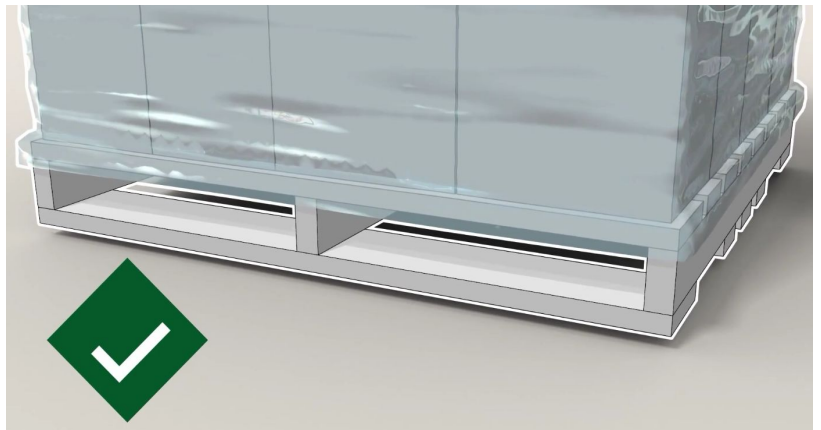


Quick Reference Guide | Pre-dispatch checklist

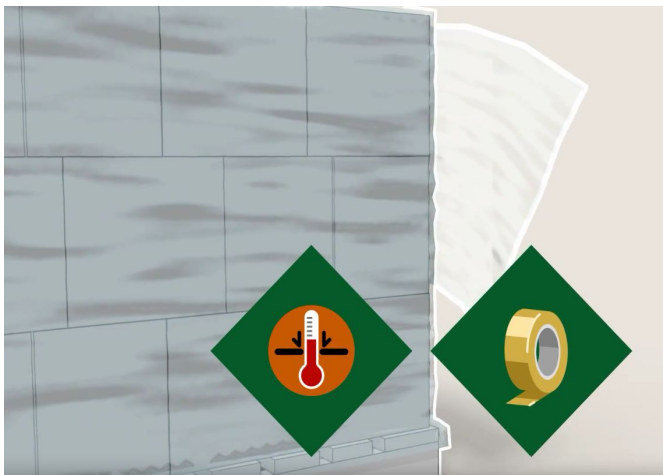


To assist our suppliers with ensuring that they consistently deliver pallets inline with our requirements we have created a 'Pre dispatch checklist' that can be used internally to remind your warehouse staff of our requirements



The checklist covers our key requirements in the areas that most commonly see conformance issues and are all quite easy to fix

The pre-dispatch checklist is not compulsory for our suppliers to use and we do not ask for it to be included with the pallet, it is a tool that we have provided to assist your team with understanding Woolworths' delivery requirements to reduce possible delays or rejections



Woolworths Supply Partner Pre-Dispatch Checklist		Woolworths Limited
		Logistics
Date: _____	PO Number: _____	
Picked By: _____	Checked By: _____	
		If 'Not Applicable' has been marked?
		Yes No
Pallet Quality & Wrap		
Are all pallets in an acceptable condition and free from defect or contamination?		
Are all pallets wrapped securely with stretch wrap around the top 150 of the pallet wood?		
Have any plastic daps been removed or taped down?		
Is stock centred on the pallet with no stock overhang?		
Is the pallet free from loose sheets of paper placed behind the stretch wrap?		
SSCC Pallet Labels		
Are SSCC pallet labels on both left entry sides of the pallet?		
Do the SSCC labels on both the front and back fork entry sides match?		
Are the SSCC labels on the right hand side between 400mm - 800mm high?		
Are the SSCC labels applied in a manner where the barcode is not obscured or damaged?		
Are the SSCC label barcodes clean and free from poor print quality damage?		
Product Quality		
Is there any damaged or crushed stock E.G. Crushed or leaking cartons?		
Other issues identified: _____		Total pallets: _____
Checked by Team Leader: _____		

Note: This is not to accompany your order to the Woolworths DC. This is for pre-dispatch quality assurance.

Overleaf, we have provided copies of the pre-dispatch checklist that can be printed and used by your team



Woolworths Supply Partner Pre-Dispatch Checklist

WOOLWORTHS LIMITED



Logistics

Date: _____

PO Number: _____

Picked By: _____

Checked By: _____

	Yes	No	If 'No' has issue been resolved?
Pallet Quality & Wrap			
Are all pallets in an acceptable condition and free from defect or contaminants?			
Are all pallets wrapped securely with stretch wrap around the top 1/3 of the pallet wood?			
Have any plastic dags been removed or taped down?			
Is stock centred on the pallet with no stock overhang?			
Is the pallet free from loose sheets of paper placed behind the stretch wrap?			
SSCC Pallet Labels			
Are SSCC pallet labels on both fork entry sides of the pallet?			
Do the SSCC labels on both the front and back fork entry sides match?			
Are the SSCC labels on the right hand side between 400mm - 800mm high?			
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Are the SSCC label barcodes clean and free from poor print quality damage?			
Product Quality			
Is there any damaged or crushed stock E.G. Crushed or leaking cartons?			

Other issues identified: _____

Checked by Team Leader: _____

Total pallets:

Note: This is not to accompany your order to the Woolworths DC, this is for pre-despatch quality assurance.

Woolworths Supply Partner Pre-Dispatch Checklist

WOOLWORTHS LIMITED



Logistics

Date: _____

PO Number: _____

Picked By: _____

Checked By: _____

	Yes	No	If 'No' has issue been resolved?
Pallet Quality & Wrap			
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Total pallets:

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