

## Points to remember when allocating a haulier

For please use to find out shipping cost.

The printed box should not be ticked on parcel carriers' orders until the label has been printed; if it is ticked it

Parcels are delivered on a next day service as standard, except for locations where this is unavailable, in which

## Pallet Deliveries – up to 10 pallets

Pallet orders processed pre 12pm on a & should be allocated to the cheapest haulier for that depot. Please use

Orders with a requested delivery date later than standard (a forward date) should be put on RATE or NWRATE

Always double check correct depot to send goods from. For palletised goods held at both AYR & AST we pay

For SH or GRAD pallet deliveries do not tick the box on the haulier costs pop out as this will change the depot

For include \*\*\*Express delivery\*\*\* in the delivery contact name field, tick the overnight box and amend the date

Check if the customer is to pay for this service and if so, include the charge (£20 per pallet) in the delivery line

Half/Full loads – 10 pallets or more

For put on RATE/NWRATE or BUY whichever ever applies. Anything on Location code DIRECT must go on BUY

IF REQUIRED - For i.e. collecting ex two different depots, from list view go to the actions tab highlight both o

Delivery contact name & number MUST be provided as we ask our hauliers to book in all half/full loads.

“Express delivery” does not apply to full & half loads, it all depends on how quickly we can have the stock av

## Bulk Loose loads

For use to determine collection depot & the haulage rate, populate the shipping cost

Orders ex English Depots – send to Bulmans

Orders for Scottish Postcodes should be put on RATE for the transport department to allocate to our own Bu

Shipping cost should be populated with price of 1 load only, if multiple loads on order the no. of pallets and p

i.e. 12 loads show as: shipping cost = cost of 1 load only, no. of pallets packages = 12, DELDEI = 12.

DO NOT process multiple bulk loads ex AYR on the same order - since we do not use ticket numbers it is di

For bulk loose deliveries the haulage rate is different. If there is no Rigid price on the spreadsheet put the ord

## Collections/Uplift

For please remember to manually release the order and click “E-mail Order Confirmation” to send details to c

Bulk loose collections ex Ayr do not need printed paperwork as they are weighed in & out on Nav.

Use GRADUPL for Blackthorn uplifts & SHUPL for Salthouse uplifts, click talon agent doc and this will e-mail

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