

Dear Valued supplier/Carrier

You are receiving this email because your company Supplies The Warehouse or Noel Leeming Group DCs and Fulfilment Centres.

**This email includes important information that if not complied with could result in deliveries being rejected for non-compliance. If you are not directly involved in order delivery, please ensure that this email is passed on to the relevant people within your organisation. This includes your carriers although we will also be communicating directly with them through the bookings process.**

This email contains updated instructions regarding our requirements for delivering orders to our Distribution Centres at Wiri, Rolleston and Rangiriri: Please note the following key points:

- 1) Bookings continue to be required for all deliveries (except in specific circumstances as noted in the instructions)
- 2) We are now requesting that except where using their own or dedicated transport, suppliers have their carriers make bookings in order for the carrier to consolidate orders and reduce trips.
- 3) Vaccine Passports will continue to be required for all carriers coming on site until further notice
- 4) **DCs will be enforcing a 90-minute delivery window (30 minutes before and 30 minutes after booking slot) and will reject deliveries outside this window. This rule has been part of our booking instructions for a number of years and our North Island DC site have been enforcing this for the past several months. and our South Island DC has advised suppliers of upcoming enforcement of this window for the past two weeks.**
- 5) Existing rules regarding palletisation are published including requirement for recyclable CHEP or LOSCAM Pallets wherever possible
- 6) Specific rules for booking and delivery of courier deliveries are also included.

Please contact me if you have any queries.

Regards

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