

Supplier Protocol For Deliveries To Wavin UK Sites



Wavin operates a programme of continuous product development, and therefore reserves the right to modify or amend the specification of their products without notice. All information in this publication is given in good faith, and believed to be correct at the time of going to press. However, no responsibility can be accepted for any errors, omissions or incorrect assumptions. Users should satisfy themselves that products are suitable for the purpose and application intended.

Wavin provides effective solutions for essential needs of daily life: safe distribution of drinking water; sustainable management of rainwater and waste water; energy efficient heating and cooling for buildings.

Wavin's European leadership, local presence, commitment to innovation and technical support, all benefit our customers. We consistently achieve the highest sustainability standards and ensure total reliability of supply to support our customers to achieve their objectives.

Wavin

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Solutions for Essentials

Purpose Of Document

The purpose of this document is to provide requirements to our suppliers in relation to the inward flow of goods into Wavin UK sites, and where appropriate, reverse flow back to suppliers. In order to achieve efficiencies within our supply chain operation, it is essential that accurate product data is provided in addition to well defined packaging, labelling and documentation standards.

Prior To Delivery

All deliveries to Wavin must include a Purchase Order (PO) number, and this PO number must be quoted at the time of delivery and must also be referenced on all delivery documentation from the supplier.

A delivery date (and sometimes delivery timeslot) will be agreed prior to the delivery, and it is critical that this date is adhered to by the supplier, as the Wavin ERP system is relying on the delivery to be made on the correct day. Any issues with achieving this date must be raised with your Wavin Purchasing contact. All delivery dates are monitored versus plan, and this data may be used towards supplier evaluation.

The supplier will contact Wavin to confirm date and planned time of delivery, at least 24 hours before delivery is due. The agreed site opening times where deliveries are accepted are shown in the site information section of this document.

Check with the site Distribution contact for confirmation about the type of packaging that may be acceptable to Wavin. For example, different pallet sizes may be required on different delivery sites, so if in doubt then please check this out before delivery.

Quantities per box and per pallet (pack quantity and storage unit) are set up in Wavin ERP system master data and

therefore deliveries into Wavin must match these master data settings. Changes to packaging data and quantities cannot be made without the agreement of your Wavin Purchasing contact. The required packaging standards by site are shown in the site information section of this document.

Labels must be attached securely to the packages, and must specify quantity, article number (Wavin article number preferred), EAN number and description.



Ensure that the delivery documentation clearly states the site contacts and departments where the delivery is expected. Wavin sites are large and with many different departments, so it is vital that this information is correct prior to the delivery to ensure that the goods arrive at the correct site destination.

Time Of Delivery

Wavin reserves the right to refuse to offload any delivery which is deemed to be unsafe in any way. It is the supplier's responsibility to ensure full compliance to both HSE and Wavin safety regulations.



The maximum weight of an individual package or box must be no greater than 20kg. The delivery packages must have clear and legible labels that can be quickly referenced to the delivery paperwork.

The delivery paperwork must be presented to the Wavin receiving staff before the offloading process commences.

Goods will not be accepted above the quantity specified on the delivery paperwork. In other words, an over-delivered quantity will not be accepted.

Any claims for shortages or damages will be noted on the delivery paperwork, and the claim taken up by your Wavin Purchasing contact. Wavin reserve the right to return any products to the supplier that have been sent incorrectly, or have been damaged in transit.

Wavin will comply with electronic sign-on-glass signature, as long as individual packages/boxes are visible on the screen to show what is being signed for. Contents of packages/boxes may be subject to a subsequent shortage claim.

Booking-In To Stock & Put Away

Wavin will ensure that all stock is checked, booked-in and put away to a designated location on the agreed delivery day, in line with their ERP expectations. This will be monitored internally by Wavin.

Service Level Targets

	Target
Delivery On Time In Full Service Level	95% *

* Service Level target - to be measured against the Purchase Order, All order lines to be delivered in the correct quantity and on the confirmed date. These targets will be monitored by Wavin, and reviewed jointly with your Wavin Purchasing contact on a regular basis.

Site Information Details

	Brandon	Chippenham	Doncaster
Address	Meadowfield Industrial Estate, Meadowfield, Durham, Co. Durham DH7 8RJ	Parsonage Way, Chippenham Wiltshire SN15 5PN	Edlington Lane, Edlington, Doncaster South Yorkshire DN12 1BY
Opening	0800-1500hrs	0600-1400hrs	0600-1400hrs
Pallet Size	1200*800	1200*800	1000*1000
Height	1.35m	1.00m	1.00m
Weight	1000kg	266kg	450kg
Contacts	Warren Rumney (Raw Materials & Packaging) warren.rumney@wavin.co.uk DDI: 0191 3787063 Mobile: 07800 675468	Goods-In (FG) goodsin@wavin.co.uk DDI: 01249 766600 Extn: 33340	Lorraine Edwards (FG) lorraine.edwards@wavin.co.uk DDI: 01709 856306 Extn: 22257
	Keith Lowery (Eng. Stores) keith.lowery@wavin.co.uk DDI: 0191 3787069 Mobile: 07800 675451	Andy Shoesmith (FG) andy.shoesmith@wavin.co.uk DDI: 01249 766356 Mob: 07966 333521	Ashley May (FG) ashley.may@wavin.co.uk DDI: 01709 856306 Extn: 22257
	Phil Solan (Finished Goods) phil.solan@wavin.co.uk DDI: 0191 3787059 Mobile: 07800 675481	John Swaine (Raw Materials) john.swaine@wavin.co.uk Mob: 07966 333606	Helen Wilson (FG) helen.wilson@wavin.co.uk DDI: 01709 856306 Extn: 22257
	Lisa Jones (Finished Goods) lisa.jones@wavin.co.uk DDI: 0191 3787060 Mobile: 07966 333647	Rob Fletcher (WIP) rob.fletcher@wavin.co.uk DDI: 01249 766684	Liam Broadhurst (FG) liam.broadhurst@wavin.co.uk DDI: 01709 856306 Extn: 22257
		Barry Garland (Eng Stores) barry.garland@wavin.co.uk DDI: 01249 766600 Extn: 33506	Jane Cantrill (Production Goods-In) jane.cantrill@wavin.co.uk DDI: 01709 856221 Extn: 22221
			Steve Baker (Eng Stores) steve.baker@wavin.co.uk DDI: 01709 856337 Extn: 22499
	Fareham	Forest Works	Hazlehead
Address	Unit 9, Matrix Park, Talbot Road, Segensworth, Fareham, Hampshire PO15 5AP	Butt Lane, Blackfordby, Swadlincote Derbyshire DE11 8BQ	Crow Edge, Sheffield, South Yorkshire S36 4HG
Opening	0700-1600hrs	0600-1400hrs (Eng Stores 0800-1200hrs)	0800-1600hrs
Pallet Size	1200*800	1200*1200	1200*1200
Height	2.0m	1.2m	1.00m
Weight	1000kg	1000kg	1000kg
Contacts	Edd Moss edd.moss@wavin.co.uk DDI: 01489 587573 Mobile: 07902 400620	Peter Kirkby (Raw Materials & Packaging) peter.kirkby@wavin.co.uk DDI: 01283 522025 Mob: 07710 128962	Dave Shaw dave.shaw@wavin.co.uk DDI: 01226 371089 Ext: 52562
	Sharon Cudicini sharon.cudicini@wavin.co.uk DDI: 01489 587572 Mobile: 07718 250669	David Kinson (Eng Stores) david.kinson@wavin.co.uk DDI: 01283 522038 Ext: 62238	Steve Rickman steve.rickman@wavin.co.uk DDI: 01226 371089 Ext: 52562
		Cindy Purslow cindy.purslow@wavin.co.uk DDI: 01283 550440 Ext: 62208	Chris Francis chris.francis@wavin.co.uk DDI: 01226 768211 Ext: 52400
		Richard Pittam (FG/WIP) richard.pittam@wavin.co.uk DDI: 01283 522002 Mob: 07860 199257	Jimmy Know (Eng Stores) jimmy.knox@wavin.co.uk DDI: 01226 371036 Ext: 52385
		Martyn Collins (FG/WIP) martyn.collins@wavin.co.uk DDI: 01283 522039 Mob: 07802 303237	