

## SCM 005 AW 01 C Supplier Guidelines - Version 6.0

### Anglian Water Logistics – Weedon Bec

This document sets out the processes and policies suppliers are required to adhere to when delivering materials to the Anglian Water logistics facility at Weedon Bec.

All suppliers must notify Unipart Rail via email of all inbound deliveries using the Inbound Notification Form (SCM 005 AW 01 A) email to [inbound.anglianwater@uniparttrail.com](mailto:inbound.anglianwater@uniparttrail.com). Please request a copy if one hasn't been received. All information in the form must be completed, incomplete forms are not able to be processed and a booking slot will not be given. If the delivery exceeds the total number of pallets booked we reserve the right to only offload the number of pallets booked.

Anglian Water Inbound Notification Form



Supplier	
Contact Name	
Contact Phone	
Contact Email	
Purchase Order	
Total Lines	
Total Items	
Total Pallets	
Total Boxes	
Total Oversize	
Total Pipes (ODm)	
Total Pipes (IDm)	
Special Delivery Requirements	
Requested Delivery Date	
Requested Delivery Time	

Upon receipt, Unipart Rail will reply to confirm the arrival date and time and provide a booking reference. If the requested date and time are unsuitable Unipart Rail will suggest an alternative.

Unipart Rail can only accept inbound shipments Monday to Friday between 08:00 and 16:00 not including bank holidays. Any shipments arriving outside of these times will not be accepted.

It is vital Unipart Rail are informed of all shipments as the distribution centre can only accommodate two vehicles unloading at any given time. Therefore Unipart Rail request that all Inbound Notification Forms are submitted at least 48 hours minimum (less weekend hours) prior to arrival.

#### Delivery of Boxes, Cartons & up to 1 pallet

For deliveries of boxes, cartons and up to 1 pallet the date of delivery is required on the notification form but the time is not required. If you have this information then please populate the time but it is not required.

#### Delivery of 2 pallets or more

For deliveries of 2 pallets or more the date and the time are required to be completed on the Inbound notification form. If this information is not provided on the form then a slot will not be provided and the form will be sent back asking for confirmation of the delivery time.

Please be advised that the delivery time you request may not always be available, we will try our utmost however if we cannot book you a slot for the requested time we will offer the closest slot to the requested time.

## **Delivery Paperwork**

Please ensure that all materials are accompanied by a delivery note clearly stating:

- PO reference number
- Anglian Water Material Number (as stated on the PO), supplier part number, quantity and description for each material
- Supplier contact details should we need to contact you if required

**Materials cannot be booked in without the correct paperwork; therefore payment cannot be released to suppliers.**

## **Packaging**

All materials should be separated and labelled according to part number; ideally one part number per pallet or one part number per box or layer on a pallet. This allows the materials to easily be matched to the delivery paperwork.

**All materials should be labelled with the Anglian Water Material Number and the supplier's part number.**

All palletised stock should be on a **standard UK 4 way pallet** where possible.

All stock must be packed in a Health and Safety conscious manner. In particular, materials should not be stacked on top of one another if there is a risk that they will fall when the packaging is opened. An additional pallet should be used under these circumstances.

**Materials that have obvious visible damage or pose a Health and Safety risk will not be unloaded.**

## **Materials In Contact Regulations**

All materials or equipment supplied or any work undertaken that introduces any product, substance, or material in contact with, treated or untreated water that is intended for potable use shall comply with the current relevant regulations including (but not restricted to) the Water Supply (Water Quality) Regulations 2000, and Water Supply (Water Fittings) Regulations 1999.

**Materials that do not comply with Materials In Contact Regulations will not be unloaded.**

## **Supplier Performance Measures**

On a monthly basis supplier inbound performance will be shared with Anglian Water. The metrics shared are:

- Number of unadvised deliveries
- Failure to adhere to key supplier guidelines:
  - Mixed product on pallet
  - No delivery paperwork with delivery
  - Paperwork QTY and Physical QTY do not match
  - No Part Numbers on Paperwork
  - Packing not to correct standards

### **Anglian Water Inbound Contact Details**

Anglian Water,  
Unipart Rail,  
Cavalry Hill Industrial Park,  
Weedon Bec,  
Northamptonshire,  
NN7 4PP  
UNITED KINGDOM

M: 07585 995 623  
E: [inbound.anglianwater@unipartrail.com](mailto:inbound.anglianwater@unipartrail.com)

### **Escalation Contact Details**

Abigail Lightfoot  
M: 07342 072 347  
E: [aws.customerservices@unipartrail.com](mailto:aws.customerservices@unipartrail.com)