

	Guidelines for Delivery	KD No.	SCM-KD-006
		Version	3.0
		Approved by:	Rodney Ennis
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1. The supplier must deliver in accordance with the instructions in the Rheinmetall Defence Australia (RDA) purchase order (PO). RDA's PO will specify either a pick-up instruction or a delivery address, dependent on agreed incoterms.
2. The goods delivered, and all delivery documentation should correspond exactly to RDA's purchase order description.
3. Item numbers on the packing slip/invoice shall be the same as given on the PO.
4. PO items must be packed according to industry standard Def(Aust)1000c, clearly marked with the PO reference, vessel name, and department. Wooden packaging must follow ISPM15 regulations. The delivery must include two copies of the commercial invoice/invoice/packing slip – one inside the package and one outside, plus a list of contents of the delivery identical to our PO / item numbers. The external packing slip must be waterproof.
5. Commercial invoice and packing slip should, at a minimum, include:
 - a. Manufacturer name
 - b. Address
 - c. Phone number
 - d. Part description and Numbers in English
 - e. Quantity, value, gross weight, and net weight per line item
 - f. Signed Certificate of Conformance, including serial numbers and batch numbers
 - g. COO (country of origin)
 - h. Export Control Classification Number (ECCN)
 - i. Schedule Harmonised Tariff Schedule (HTS) code
6. A copy of all documentation related to the delivery should be included inside each package included in the delivery. This may include consignment note, pick-up address, number of packages (including the weight of each), and packing slip specifying the total value, certificates, declarations, and safety sheets.
7. All documentation should be in English.
8. The supplier shall provide the freight forwarder with all relevant shipping documentation necessary for collection: e.g. commercial invoice, invoice, weight and dimensions of the shipment, number of packages, and collection address.
9. Dangerous goods must be packed separately and marked as such,
 - A copy of the Safety Data Sheet (SDS) must be enclosed.
10. Delivery shall take place at the agreed delivery time. Failure to deliver at the agreed delivery time may result in penalties related to increased costs of storage, extra resource use, or postponement of planned activities.
11. Deliveries will only accepted between 8am and 3pm.
 - Deliveries outside these times will be turned away at the Supplier's expense.
12. Drivers will be placed in a safe zone during load / unload operations and provided access to water and amenities as required.
13. The MILVEHCOE Redbank QLD site has 2 entry and 1 exit point for all deliveries
 - a. Gate 4 – All vehicles greater than 4.5t Gross Vehicle Mass (GVM) are to enter the site via Gate 4. The vehicle will transit around the site in an anti-clockwise direction to the warehouse awning where it will be guided to the load / unload zone. Once unloaded the vehicle will exit through Gate 3
 - b. Gate 3 – All vehicles with a GVM less than 4.5t will enter the site via Gate 3. The vehicle will be met at the entrance boom gate and instructed how to access the load / unload zone.
14. All Deliveries are directed to the Warehouse inbound.milvehcoe@rheinmetall.com.au
15. POC Warehouse Manager **Brendan Saunders +61 409932582**