



GPC Asia Pacific Equipment Policy – Supplier Requirements.

Purpose

1. The purpose of the Equipment Policy is to provide guidance for the accurate recording of all pallets and hire equipment arriving at or leaving GPC Asia Pacific (GPC AP) sites, including movements to Third Party Logistics' providers and customers.
2. This document outlines the guidance to sites in relation to managing Pooled Hire Equipment. The aim is to introduce standardisation across all GPC AP sites & Trading Partners to ensure consistency in terms of transactions and reporting.
3. The GPC Equipment Policy promotes Safety and recognises the value of a collaborative partnership between its subsidiaries, Trading Partners & Third Party Logistic Providers to achieve the best outcome for all.
4. GPC AP Suppliers have an obligation to ensure that the GPC Equipment Process required of them is followed and this is communicated to all relevant staff, drivers, warehouse and or sub-contractors.
5. GPC AP Suppliers & DCs have an obligation to ensure that all parties check & count equipment being delivered & sign all documentation, as well as printing their name and providing the vehicle registration number.
6. GPC AP will:
 - Accept Loscam & Chep Equipment.
 - Will not exchange pallets & under no circumstances will an Exchange or IOU be accepted.
 - *Only accept hire Equipment when accompanied by the appropriate Equipment paperwork. If paperwork is not received at the time of delivery, this may result in the consignment and or equipment transaction being rejected.*
 - *Use the date of delivery into designated DC as the "Effective transfer date"*

- At the time of delivery, 2 copies of the transfer must be provided, one to be signed returned with the driver and the other retained by the GPC AP DC.
- Whilst GPC AP will accept pallets that are not Loscam or CHEP, they must meet Australian standards for AU DC's or NZ standards for NZ DC's (please refer to GPC AP's Supply Standards Document for further details). They must also be in good condition and be rackable
- No pallets will be exchanged by GPC AP or owed to the supplier for stock delivered on a non-standard pallet.
- GPC AP Chep & Loscam Account numbers are as detailed below:

DC	LOSCAM ACCOUNT	CHEP ACCOUNT
NSW DC 820 & NSW & Tas Stores	219621	4000229559
QLD DC 840 & QLD Stores	419621	4000229555
SA DC 850 & SA & NT Stores	519621	4000229557
VIC DC 830 & Vic Stores	519621	4000229557
WA COV'S DC 865 & WA Stores	619709	4000314662
R&E Autos GPC DC581 & R&E Stores	519621	4000229557
	LOSCAM ACCOUNT	CHEP ACCOUNT
MotoSpecs DC901	215711	
KERRY LOGISTICS 3PL SA	519621	4000229557
VFS VIC DC 835 3PL	519621	4000229557

If products received do not meet GPC quality guidelines then the following will occur;

- CHEP or Loscam paperwork will be amended to reflect the quantity of equipment to be receipted.
- A note will be provided on the accompanying manifest/invoice for short receipt.
- The driver will sign all relevant documentation
- A copy of the amended & signed Equipment Control paperwork re the short receipt will be retained by the GPC AP DC & and a copy provided to the Carrier/Driver.