



ADMIN

(2012)

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1. INTRODUCTION

CONTACT DETAILS

INDY BHANGU (JUNIOR) - Indy.b@icsltd.uk.com;

EWA GAWLINSKA - Ewa@icsltd.uk.com;

AGNES KIELPINSKA - Agnes@icsltd.uk.com;

MONICA KAUR (Accounts) - Monica@icsltd.uk.com;

Tel No – 0121-558-1212, (option 1)

2. SUPPLIER DETAILS

Information Required to Enable EDI setup.

Supplier No:

Supplier Name:

Address:

Tel No:

Fax No:

VAT No:

Contact Details

Main Contact(s) Email Address and Tel No.

We require you complete and return a credit application form.

3. BOOKING-IN PROCEDURE

ICS operates a booking in diary. The warehouse is open to receive deliveries Monday to Friday, from 8.30am to 5.00pm.

A delivery slot can be reserved by email, the following information is required to be attached:

- Booking Request Form (page 6)
- Goods Receipt Note (page 7)

All requests have to be received a minimum 48hrs before required booking.

All requests sent to ICS before 12pm will receive a response on the same day, all requests sent after 12pm will have a response the next day.

We will forward you templates of both in excel format upon request.

Booking reference will be provided at all times.

Once booked-in for a specific delivery slot, suppliers will normally be given a 3 hour slot for containers (handball or hanging goods) or 1 hour slot for palletised loads.

Suppliers/carriers must notify ICS of expected delivery delays at the earliest opportunity.



BOOKING REQUEST FORM

DIRECTS DEPT
 TEL- 01215581212
 E-MAIL- indy.b@icsltd.uk.com
ewa@icsltd.uk.com
agnes@icsltd.uk.com

ICS DISTRIBUTION
 ICS HOUSE
 HALFORDS LANE
 SMETHWICK
 WEST MIDLANDS
 B66 1BU

CONTACT DETAILS

SUPPLIER NAME	
SUPPLIER NUMBER	
TRANSPORT COMPANY	
CONTACT NAME	
CONTACT TELEPHONE	
CONTACT E-MAIL	

BOOKING DETAILS (please mark relevant box)

HANDBALL		PALLETISED	
CARTONS		HOW MANY PALLETS	
HANGING		TOTAL PIECES	
SETS			

CONTAINER NUMBER/TRAILER NUMBER

CONTAINER/ TRAILER SIZE (20ft/40ft)

DATE BOOKING REQUESTED 10/10/12

EARLIEST DATE YOU CAN DELIVER 12/10/12

LATEST DATE YOU CAN DELIVER (to avoid charges)

PREFERRED DATE FOR DELIVERY

IS THIS STOCK URGENTLY REQUESTED BY BHS

PREFERRED TIME SLOT (please input relevant time)

NO PREFERENCE	
EARLY AM	
MID AM	
EARLY PM	
MID PM	
FLEXIBLE	

Please note flexible delivery slots are only usually given for quantities of less than 25 ctns

Please complete as much information as possible on this form when requesting a booking. E-mail completed forms to the address at the top of the page. Please complete 1 form per delivery, every vehicle / container must have its own booking reference number.

If the booking is urgent or you have any special requirements please let us know in the comments box at the bottom of the sheet.

Can you please ensure that you utilise all bookings that your company makes, otherwise please cancel the booking with at least 24 hrs notice. If bookings are not utilised and are not being cancelled at least 24hrs prior to the booking we may have to re-charge for the operational costs of these none used bookings.

If you have any queries please do not hesitate to contact us.
Thanks.

COMMENTS

4. SERVICES

STOCK RECEIPTING

On receipt of goods we will advise of any discrepancies with carton (boxed) or set (hanging) counts within 48hrs.

We will provide a piece count for all flat to hang stock within 14 days.

Stock will be declared on the same day as receipt of goods on the EDI as per GRN provided by the supplier.

Stock cards will be generated and stock inputted on a stock report which will be provided for each supplier. A full history of all stock movement for the lifetime of each style will be on the stock report. The stock report will be forwarded to each supplier every Monday.

STOCK REPORT

The Stock Report will consist of four tabs which will provide the following information:

- Receipts :
We will provide information on all deliveries into ICS by date and quantity.
- Despatches :
We will provide information on all despatches to BHS by PO & quantity. All standard processing costs will also be listed.
- Adjustments :
If any adjustments occur for shortage or QC reasons these will be inputted.
- Stock Holding :
Will show current quantity held at ICS, as well as full history by style and total pieces.

RECEIPTS

Supplier	Style	Period & Week	Delivery Date	GRN No.	Container No.	Reference No.	Supplier Invoice No.	Style Description	No of Outers	No of Units	Units Over (+) / Under (-) to PL	Actual delivery date
Joe Bloggs	831580	P1W1	29/08/2012		MRKU0101653					2640		
Joe Bloggs	831580	P1W1	29/08/2012		MRKU011184					2423	-6	
Joe Bloggs	831580	P1W1	30/08/2012		MRKU0288143					2304		
Joe Bloggs	831580	P1W1	30/08/2012		MRKU0397925					2221	-11	
Joe Bloggs	831580	P1W1	31/08/2012		MSKU603244					2492		
Joe Bloggs	831580	P1W2	03/09/2012		MSKU808337					1097		
Joe Bloggs	831593	P2W6	01/10/2012		MRKU0537478					2568		
Joe Bloggs	831593	P2W6	01/10/2012		MRKU0537478					42		
Joe Bloggs	31704	P2W8	16/10/2012		MAEU8314026					3042	-9	
Joe Bloggs	31704	P2W8	16/10/2012		MAEU8314026					479	-7	
Joe Bloggs	31704	P2W8	16/10/2012		MAEU8314026					303		
Joe Bloggs	31705	P2W8	16/10/2012		MAEU8314026					1053		
Joe Bloggs	31705	P2W8	16/10/2012		MAEU8314026					216		
Joe Bloggs	31738	P2W8	16/10/2012		MAEU8314026					5742		
Joe Bloggs	31738	P2W8	16/10/2012		MAEU8314026					960		
Joe Bloggs	31738	P2W8	16/10/2012		MAEU8314026					1128		

DESPATCHES

Supplier	St	Period & Week	Despatch Date	PO Number	No of Units Despatched	No of Outers Despatched	No of Units on Order	Single or Ra	Cost/Units Desp	Cost/Outer Desp	Total Cost of Des	Your Invoice N
Joe Bloggs	36468	PIW1	28/08/2012	6304018	11	5		S			£0.00	ICS201201
Joe Bloggs	36468	PIW1	29/08/2012	6303918	45	15		R			£0.00	ICS201201
Joe Bloggs	36468	PIW1	29/08/2012	6303923	45	15		R			£0.00	ICS201201
Joe Bloggs	36468	PIW1	29/08/2012	6303924	45	15		R			£0.00	ICS201201
Joe Bloggs	831564	PIW1	29/08/2012	6304121	12	3		S			£0.00	ICS201201
Joe Bloggs	831564	PIW1	29/08/2012	6305634	1756	519		S			£0.00	ICS201201
Joe Bloggs	831563	PIW1	29/08/2012	6305729	80			S			£0.00	ICS201201
Joe Bloggs	31656	PIW1	30/08/2012	6305986	55	11		R			£0.00	ICS201201
Joe Bloggs	31656	PIW1	30/08/2012	6305983	44	11		R			£0.00	ICS201201
Joe Bloggs	41103	PIW1	30/08/2012	6305681	12	13		S			£0.00	ICS201201
Joe Bloggs	35239	PIW1	30/08/2012	6305923	20			S			£0.00	ICS201201
Joe Bloggs	36471	PIW1	30/08/2012	6305925	30			S			£0.00	ICS201201
Joe Bloggs	36468	PIW1	30/08/2012	6306631	171	103		S			£0.00	ICS201201
Joe Bloggs	43905	PIW1	30/08/2012	6306607	95			S			£0.00	ICS201201
Joe Bloggs	831564	PIW1	30/08/2012	6306665	49	13		S			£0.00	ICS201201
Joe Bloggs	35238	PIW1	31/08/2012	6315961	57	5		S			£0.00	ICS201202

COLLECTION SHEET

ICS Accounts Department will forward a BHS collection sheet with invoice also attached.

The collection sheet will contain processing charges for every purchase order raised by BHS.

Date:		ICS Distribution										Total price:		0.00
SUPPLIER														
S. No.	Style	Despatch Date	PO Number	No of Units Despatched	No of Outers Despatched	Unit Product	Outer Product	Consignment note no	H/B	ICS Inv	Unit Product Price	Outer Product Price	Price	
1														
2														
3														
4														
5														
6														
7														
8														

Payment is strictly 30days from date of invoice.

EDI

We will provide the following information in pdf format via email:

- Control log of PO's raised on a daily basis.
- EDI generated invoices.
- Availability on a weekly basis.