



SPOTLIGHT

Quality Assurance Program

质量保证大纲

Vendor Compliance Manual

供应商合规手册

Overseas Vendor

Requirements

海外供应商要求

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1 INTRODUCTION 简介

The Vendor Compliance Manual has been developed to provide Vendors with Spotlight's minimum standards when supplying Articles to the Spotlight Group.

制定供应商合规手册是为了给向 Spotlight 集团提供产品的供应商提供 Spotlight 的最低标准。

In addition to this document – **Vendor Compliance Manual – Overseas Vendor Requirements**, there are supplementary Compliance documents that must also be complied with:

除了本文件《供应商合规手册--海外供应商要求》外，供应商还需遵守一些补充合规文件：

- **Vendor Compliance Manual – General Requirements**
- 供应商合规手册--总要求

You must ensure you comply with all relevant requirements contained within the Vendor Compliance Manual components.

供应商必须确保遵守《供应商合规手册》中的所有相关要求。

For more detailed information regarding Consolidation Orders, also refer to the Consolidation Standard Operating Procedures (SOPs) for each consolidation site.

有关装运整合订单的更多详细信息，请参考各装运整合点的装运整合标准作业程序（SOP）。

2 DEFINITIONS AND ABBREVIATIONS 定义及缩写

TERM 术语	DEFINITION 定义
ADGC	Australian Dangerous Goods Code 澳大利亚危险货物准则
Articles	Products supplied by the Vendor to Spotlight and includes any accompanying instructions and information, packaging and any advertising or other materials supplied. 供应商向 Spotlight 提供的产品，包括任何附带的说明和信息、包装和任何广告或其他材料。
ASN	Advance Shipment Notification 提前发货通知
Buyer	The relevant Spotlight Buyer named in the Terms Schedule or any other person We advise is the current Buyer. 条款表中指定的相关 Spotlight 买方或我方建议的任何人为当前买方。
Consolidation SOP	Standard Operating Procedures (SOPs) for each consolidation site 每个装运整合地点的标准作业程序(SOP)
Dangerous Goods	Any Article classified dangerous under the Australian Code for Transport of Dangerous Goods – the Australian Dangerous Goods Code (ADGC) 《澳大利亚危险货物运输守则》中列为危险的任何商品。
DIFOT	Delivery In Full On Time. 准时足额交货。
EAN	European Article Number, which is a barcode that conforms to international bar code standards and is registered with international standards bodies. 欧洲商品编号，是符合国际条码标准并在国际标准机构注册的条码。
FIS	Free Into Store - seller pays all costs including duties and taxes and delivers direct to Store 店内交货--卖家支付包括关税和税收在内的所有费用，并直接送货到店。
EXW	Ex Works – Buyer pays all charges from factory 工厂交货 - 买方支付工厂的所有费用。
FIW	Free Into Warehouse – seller pays all costs including duties and taxes and delivers direct to Warehouse 入库交货--卖家支付包括关税和税金在内的所有费用，并直接运送到仓库。
FCA	Free Carrier Agreement. The Vendor is responsible for all costs up to the point where the Articles are delivered to the specified overseas warehouse, including transportation and insurance costs. 指定地点货交承运人协议。卖方负责所有的费用，包括运输和保险费用，直到商品交付到指定的海外仓库为止。

FOB	Free On Board. The Vendor is responsible for all costs up to the point where the Articles are delivered to the port from which the vessel will depart, including transportation and insurance costs. 船上交货/离岸价格。卖方负责所有的费用，包括运输和保险费用，直到商品被运送到船只出发的港口为止。
HDPE	High Density Polyethylene. 高密度聚乙烯。
MSDS	Material Safety Data Sheets (for dangerous goods). 材料安全数据表（危险货物）；
Packing List	Detailed Container information – outlined in section 详细的集装箱信息 -- 概述于章节。
PO	Purchase Order and has the same meaning as that in the Trading Terms 采购订单，与交易条款中的含义相同。
POD	Proof of delivery 交付证明
POS	Point of sale. 销售点。
Shipping Mark	Carton Packing Label 纸箱包装标签
SSCC	Serial Shipping Container Code. 序列运输集装箱代码。
Specifications and Standards	All particulars, drawings, samples or other description (if any), set out in a Purchase Order or given to You by a Buyer, all applicable laws, rules, regulations and standards (including, without limitation, those relating to Article labelling, packaging, testing and safety and trade practices) in the country in which the Articles are to be sold by Spotlight and any applicable standards as set out in the Vendor Compliance Manual. 在采购订单中列出的或由买方提供给您所有细节、图纸、样品或其他描述（如有），所有适用的法律、规则、法规和标准（包括但不限于与商品标签、包装、测试和安全及贸易惯例有关的法律、规则、法规和标准），以及供应商合规手册中列出的任何适用标准。
Spotlight DC	Spotlight's Distribution Centre. Spotlight 配送中心。
Support Group	* for New Zealand Vendors delivering direct to Spotlight stores in New Zealand – Spotlight's Support Group is located at: 22 Ryan Place, Manukau, New Zealand; and 新西兰供应商直接向新西兰的 Spotlight 商店送货--Spotlight 的支持小组位于：22 Ryan Place, Manukau, New Zealand; 和 * for all other Vendors – Spotlight's Support Group is located at: 111 Cecil Street, Melbourne, Victoria, Australia 所有其他供应商--Spotlight 的支持小组位于：111 Cecil Street, Melbourne, Victoria, Australia
Trading Terms	Spotlight's current applicable Trading Terms Spotlight 目前适用的交易条款
Vendor	Vendor means the vendor named on the front page of the Trading Terms 供应商是指在交易条款首页所属名的供应商。

3 OVERSEAS VENDOR DELIVERIES 海外供应商交付

In addition to all other requirements specified in the **Vendor Compliance Manual – General Requirements**, overseas Vendors delivering to Spotlight must comply with the following requirements.

除了《供应商合规手册--总要求》中规定的所有其他要求外，向 Spotlight 供货的海外供应商必须遵守以下要求。

Overseas Vendors may be delivering to Spotlight through Consolidation (whereby their orders are delivered to an Overseas Consolidation Centre (FCA)), or via Freight Forwarding (FOB).

海外供应商可能会通过整合（即他们的订单被送到海外整合中心（FCA））或通过货运代理（FOB）向 Spotlight 发货。

Vendors must ensure that any plastic wrapping used to wrap goods must be perforated

供应商必须确保用于包装货物的任何塑料包装必须有孔。

3.1 Purchase Orders 订购单

- A purchase order will be raised as an approval to provide goods to Spotlight in accordance with agreed guidelines and the purchase order details.
- 根据商定的准则和采购订单的细节，提供采购订单，作为向 Spotlight 提供货物的批准。
- Each purchase order will include a Spotlight Stores Pty Ltd purchase order number. **This number MUST be included in all correspondence and documentation.**
- 每份采购订单都会有一个 **Spotlight** 私人有限公司的采购订单号。这个订单号必须包括在所有的信件和文件中。
- Each purchase order has a **Sailing Cut Off** date. The goods must be delivered by the Vendor on or within 5 days before the Sailing Cut Off date, or as otherwise agreed by Spotlight.
- 每个采购订单都有一个航行截止日期。卖方必须在截止日期前 5 天内交付货物，或者按照 Spotlight 的其他约定。
- All Articles ordered under a purchase order must be delivered to the delivery location together as a complete purchase order.
- 订单订购中的所有商品必须作为一个完整的订单一起送到交货地点。
- Any other packing requirements as specified on the purchase order must be met.
- 必须满足采购订单上规定的任何其他包装要求。
- Any other "special instructions" as noted on the purchase order must be met.
- 必须满足订购单上注明的任何其他 "特别说明"。

- Each purchase order must be supplied complete. **PART OR SPLIT SHIPMENTS WILL NOT BE ACCEPTED.** Spotlight will claim against any supplier who part ships orders without written authority.
- 必须完整地提供每份采购订单。我方不接受部分或分批发货。Spotlight 将对任何未经书面授权而将订单分批发货的供应商进行索赔。

3.2 FOB Orders 离岸单

3.2.1 Container Packing 集装箱包装

All Spotlight containers must be packed in a logical sequence.

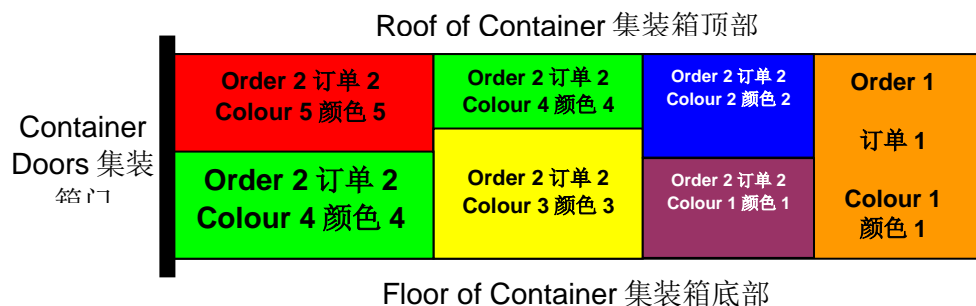
所有 Spotlight 集装箱必须按顺序包装。

3.2.2 Container Loading for Cartons 纸箱集装箱装运

3.2.2.1 Packing Containers with Multiple Purchase Orders 包装有多个采购订单的集装箱

Packing containers with multiple purchase orders must be packed in the following sequence: 有多份定购单包装集装箱必须按以下顺序包装:

- Pack by Purchase Order Number 按采购订单号包装
- Pack by Colour or Size 按颜色或尺寸包装



If there is more than 1 container required for a purchase order there must be a packing list provided FOR EACH CONTAINER.

如果采购订单需要一个以上的集装箱，必须为每个集装箱提供一份装箱单。

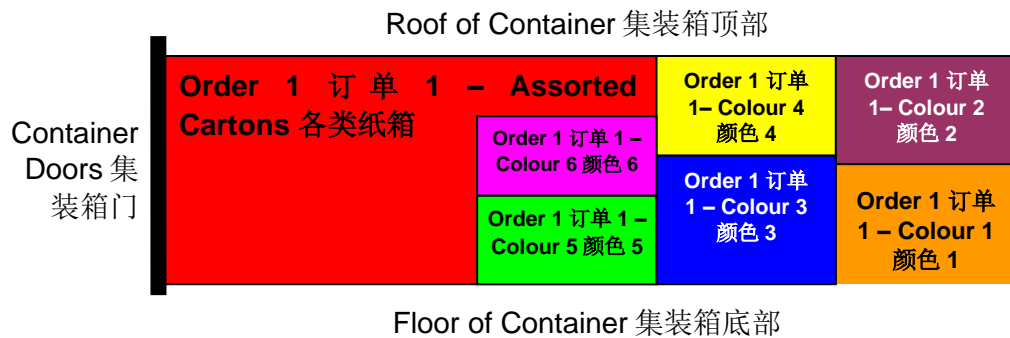
3.2.2.2

Packing Containers with one Purchase Order with assorted and solid cartons 包装含各类纸箱的同一采购订单集装箱。

Packing containers that have one purchase order with assorted and solid cartons must be packed in the following sequence:

包装含各类纸箱的同一采购订单集装箱必须按以下顺序包装：

- Pack solid cartons for back up stock first 先将硬纸盒包装好，以备后备库存
- Pack assorted cartons for allocation second (closest to the container doors). 将各种纸箱打包后再进行分配（最靠近集装箱门）。



If there is more than 1 container required for a purchase order there must be a packing list provided FOR EACH CONTAINER.

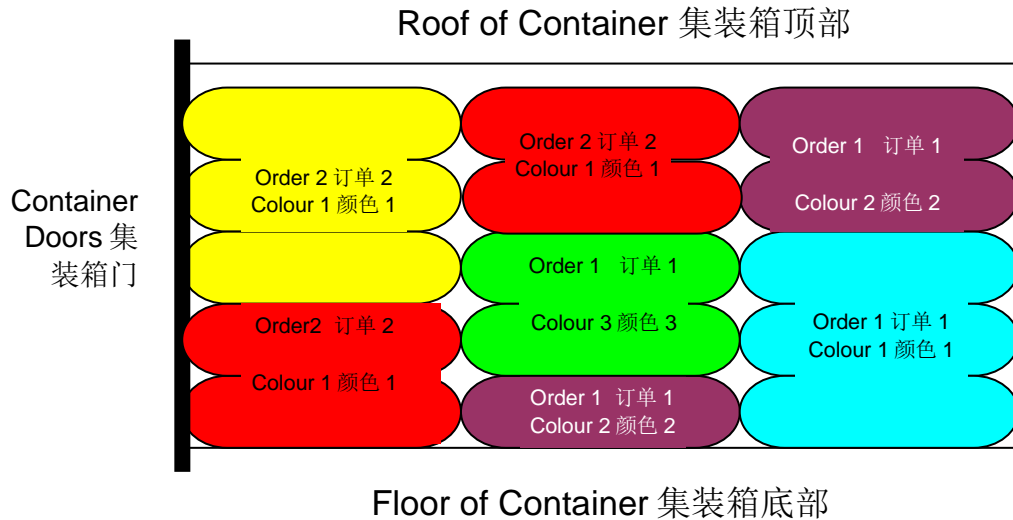
如果采购订单需要一个以上的集装箱，必须为每个集装箱提供一份装箱单。

3.2.3 Container Loading for Loose Rolls Packed Direct in a Container 集装箱装运直接包装在集装箱中的散装卷织物。

Packing container with multiple purchase orders must be packed in the following sequence:

装有多份订购单的集装箱必须按以下顺序包装:

- Pack by Purchase Order Number 按采购订单号包装
- Pack by Colour or Size 按颜色或尺寸包装



3.2.4 Packing Lists 包装清单

Every container must have a Packing List which is provided to the Spotlight Supply Chain before delivery.

每个集装箱都必须有装箱单，装箱单应在交货前提供给 Spotlight 供应链。

Where one order is in multiple containers, a Packing List for each container must be provided (not per order). **In addition a summary of the overall order (i.e. total quantities of each article across all containers) must be provided.**

如果一份订单装在多个集装箱中，则必须提供每个集装箱的装箱单（而不是每个订单）。此外，还必须提供整个订单的清单(即所有集装箱中每件商品的总数量)。

Where there are multiple orders in a container, the Packing List must specify the details of each order.

当一个集装箱内有多个订单时，装箱单必须提供每个订单的清单。

The Packing List must refer to a single container. Therefore in the event of more than one container, multiple packing lists must be created.

每个装箱单必须对应一个集装箱。因此，如果有一个以上的集装箱，必须提供多个装箱单。

The Packing List should always include: 装箱单应始终包括:

- The name of Shipper/Vendor; 托运人/供应商的名称;
- The name of the Receiver; 接收人的姓名;
- The Container Number; 集装箱号。
- The Purchase Order Number; 采购订单号。
- A summary of the contents (including EAN Barcode No. and Article No.); and 内容摘要(包括 EAN 条码号和条款号); 以及。
- Measurement of Carton per Article; · 每件商品的装箱测量;

Figure – Packing List 图-装箱单

Exporter: 出口商: Address: 地址 Phone: 电话号码 Fax: 传真 Email: 邮箱		Invoice No. & Date 发票编号和日期	
		Purchase Order No 采购订单号	
		Other Reference(s) 其他参考	
Consignee: 收货人: Spotlight Stores Pty Ltd Spotlight 私人有限公司 Level 6, 111 Cecil Street South Melbourne Victoria 3205 Australia 澳大利亚维多利亚州墨尔本南塞西尔街 111 号 6 楼, 邮编: 3205		Buyer (if other than Consignee) 买方 (如果不是收货人)	
		Country of Origin of goods 货物原产国	Country of Final Destination 最终目的地国家
Pre-Carriage by 承运人	Place at receipt by pre-carrier 承运人收货地址		
Vessel/Flight No. 船/航班号	Port of Loading 装货港		
Port of discharge 卸货港	Place of Delivery 运输点		
Container Number 集装箱编号		Seal Number 封条号	
Total Cartons 总箱数 1050		Description of Goods 商品说明 Bullet Mugs 马克杯	

No. of Cartons 箱数	Colour 颜色	Article No. and Description 商品编号及商品描述	EAN Barcode No. EAN 编号	Box Qty 箱数	Total Qty 总数量	G.W(kg) 总重量 (千克)	N.W(kg) 净重 (千克)	Measurement s L x W x H (m3)(cm) 尺寸 长 x 宽 x 高 (m³)
1- 200	Black	80154608 Bullet Mug	934122223022	24	4800	14	12	0.054
201 - 400	Cashew	80012869001 Bullet Mug	9320136484095	24	4800	14	12	0.054
401 - 550	Chilli	80012869006 Bullet Mug	9320136483982	24	3600	14	12	0.054
551 - 650	Choclt	80012869005 Bullet Mug	9320136483975	24	2400	14	12	0.054
651 - 750	Eggplt	80012869002 Bullet Mug	9320136484101	24	2400	14	12	0.054
751 - 850	Green	80012869004 Bullet Mug	9320136484125	24	2400	14	12	0.054
851 - 950	Navy	80012869007 Bullet Mug	9320136483999	24	2400	14	12	0.054
951 - 1050	Olive	80012869008 Bullet Mug	9320136484002	24	2400	14	12	0.054
Total 总数				25,200	14,700	12,600	56.700	
Total cartons:总箱数 1050 Total Quantity:总数量 25,200 Total G.W: 总重量 14,700 Total N.W: 净重量 12,600 Total Volume:总体积 56.7								
				For Authorised Signatory 授权签字人				

3.2.5 Delivery Dates 交付日期

- For Freight Forwarding (FOB) the Vendor must book with the Spotlight Freight Forwarder 2 weeks in advance and deliver before the Sailing Cut Off date deadline. 对于货运代理 (FOB), 供应商必须提前 2 周向 Spotlight 货运代理公司预订, 并在截止日期前交货。
- Spotlight reserves the right to impose penalties where purchase order dates are not met.** Where it becomes apparent that a delivery date cannot be met the buyer must be contacted to approve an extension.
- Spotlight 保留对未按订单日期交货的情况进行处罚的权利。若供应商明显无法满足交货日期, 必须联系买方以批准延期。
- If a Vendor cannot supply on time, they must immediately contact the Buyer. 如果供应商不能按时供货, 必须立即联系买方。
- Please note Spotlight does not accept backorders. 请注意, Spotlight 不接受延期交货。
- Short, early and late deliveries will be claimed as per the Trading Terms 根据交易条款的规定, 短交、早交和晚交都将被索赔。

3.2.6 Booking Information 预订信息

The details required for booking include: 预订所需的详细资料包括:

- Vendor & Manufacturer Name, Address and Contacts (including e-mail address); 供应商和制造商名称、地址和联系方式 (包括电子邮件地址)
- Consignee/Notify party; 收货人/通知方。
- Port of Discharge/ Place of Delivery; 卸货港/交货地
- Shipping Mark; 运输标志。
- Purchase Order Number; 采购订单号
- Precise Cargo Description; 明确的货物说明
- Quantity of well defined Unit of Measurement/ Number of Cartons for each P.O. Number; 明确计量单位的数量/每个 P.O. 号的纸箱数量。
- Pack Size per Article / Number of inners per outer carton; 每件商品的包装尺寸/每个外箱的内衬数量
- Weight and Measurement (both inner and outer); 重量和计量单位 (包括内包装和外包装)
- EAN code and Article Code; EAN 代码和产品代码
- Indicate whether CIQ or Handbook are Required; and 请注明是否需要 CIQ 或手册; 及
- Cargo Ready Date/Delivery Date 货物准备日期/交货日期
- If fumigation is required 是否需要消毒

3.2.7 Delivery Terms 交付条款

Unless otherwise specified by the Buyer, all Articles will be delivered to the Freight Forwarder FOB (*i.e. Free on Board*), and Vendors are responsible for all costs up to the point where the Articles are delivered to the Freight Forwarder. Vendors are responsible for any loss or damage to the Article up to the point of delivery and must ensure their carriers understand the expected delivery date requirements.

除非买方另有规定, 否则所有商品将交付给货运代理 (例如, 船上交货), 供应商负责所有费用, 直至商品交付给货运代理。供应商对货物到交货地点的任何损失或损坏负责, 并必须确保其承运人了解预期的交货日期要求。

3.2.8 Documentation 文件

The minimum requirements for documentation for **FOB** are: 对 FOB 文件的最低要求是:

- Commercial invoice (banking details **must** be included in the invoice) 商业发票 (发票中必须包含银行详情)
- Packing list 装箱单
- Bill of Lading 提货单
- Packing declaration (see sample Packing Declaration attached) 包装声明 (见随附的样品包装声明)
- Certificate of fumigation (if required) 消毒证书 (如需要)
- Certificate of Origin (if required) 原产地证书 (如需要)

NB: All documents must include a Purchase Order Number
注意：所有文件必须包括采购订单号

3.2.9 Bill of Lading 提货单

The bill of Lading MUST quote the following: 提货单必须注明以下内容：

1. The name of the Shipper 托运人名称
 2. The Consignee 收货人
 3. The Receiver 收款人
 4. The number of Containers shipped 装运的集装箱数量
 5. The number of cartons shipped per container 每个集装箱装运的箱数
 6. The Spotlight purchase order number Spotlight 采购订单号
 7. The Vessel name and voyage 船名和航次
- The "on board date" 上船日期
8. The discharge port 卸货口

3.2.10 Invoicing of Purchase Orders 订购单发票

All invoices must include ALL of the following information: 所有发票必须包括以下所有信息：

- **Vendor details: 供应商详情：**
 - ABN (if applicable); 资产支持票据（如适用）
 - Name & address of company; 公司名称和地址
 - Spotlight's Vendor code number; Spotlight 的供应商代码编号
 - Invoice number (text and EAN); and 发票号码（文本和 EAN）； 以及
 - **Spotlight details: Spotlight 详情**
 - Spotlight store address and store number (where appropriate);
Spotlight 店铺地址和店铺号（如有）
 - Spotlight's purchase order number. Spotlight 的订购单号
 - **The invoice must outline the following details of all the Articles coming with the invoice: 发票必须概述以下所有随发票而来的商品的详情。**
 - EAN; 欧洲商品编号
 - Item name and description; 类别名称和描述
 - Quantity supplied; 供应数量
 - The unit cost (as per the purchase order); and
 - Extended line value. 扩展行值
- Do NOT include quantity ordered on the Invoice (only quantity supplied)**
不要将订购的数量附在发票上（只包括供应的数量）。
- **Invoice currency 发票货币**
 - **The agreed payment terms 商定的付款条件**

GST must be broken down into Total invoice amount excluding GST, GST Component, and Total including GST.

消费税必须细分为不含消费税的发票总额、消费税部分和含消费税的发票总额。

There can only be one purchase order number per invoice.

每张发票只能有一个采购单号。

The original invoice must be sent, or emailed, as per the details in [3.3.11](#) below. All invoices must be in currency of the Purchase Order unless specified on the PO.

发票原件必须按照下文 3.3.11 中的细节发送或通过电子邮件发送。除非在订单上注明，否则所有发票必须以采购订单的货币为单位。

All invoices must state the Country of Origin and the composition of the item. Where there is a multiple country of origin, the invoice must clearly state the country with the majority content first

所有发票必须注明原产国和商品的构成成分。如有多个原产国，发票上必须先明确注明商品占多数的国家。

For example: AU/PK means the majority content is from Australia and the lesser content is Pakistan.

例如: "AU/PK "表示大部分内容来自澳大利亚，较少内容来自巴基斯坦。

Spotlight requires the Vendor to provide one invoice per purchase order or ASN.

Spotlight 要求供应商为每个采购订单或 ASN 提供一张发票。

3.2.10.1 Accounts Payable 应付账款

All payments will be made in the same currency as the purchase order.

所有付款将以与订单相同的货币支付。

3.2.11 Provision of Documentation 文件提供

Vendors need to submit all original documents to the Freight Forwarder, along with cargo delivery. For origins where the documents cannot be submitted along with the cargo delivery the same MUST be submitted within 48 Hours from the date of cargo handover to the service provider. Scan copies of the document set must also be emailed to the Freight Forwarder.

供应商需要在货物交付时向货运代理公司提交所有原始文件。对于不能随货物交付一起提交单据的原产地的订单，必须在货物交接后48小时内向服务供应商提交相同的文件。文件的扫描件也必须通过电子邮件发送给货运代理。

The only exception to this is if payment terms are such that the original Bill of Lading is required to be submitted to the Bank. In this instance all other

originals must be submitted to the Freight Forwarder as above, and a scanned copy of the Bill of Lading provided, along with the other scanned documents.

唯一的例外是，如果付款条件是要求向银行提交提单原件。在这种情况下，所有其他原件必须如上所述提交给货运代理，并提供提单扫描件和其他扫描文件。

Emailed documents must be clear, legible, complete and copied from white paper. If the original documents are on colored paper the Vendor must ensure that the copy is clear and legible.

电子邮件文件必须清晰、易读、完整，并以白纸复印。如果原始文件是用彩色纸张，供应商必须确保复印件清晰可辨。

The email address for all documentation is Importdocs@spotlight.com.au

所有文件的电子邮件地址是：Importdocs@spotlight.com.au

Storage or additional charges incurred due to late receipt of documentation will be passed on to the Vendor

因迟收文件而产生的储存费或额外费用，将由供应商负责。

NOTE: Faxed documents are often illegible and will NOT be accepted

注：传真文件通常字迹难以辨认，不予接受

3.2.12 FOB – Freight Forwarder – Contact details 送货上船 – 货运代理 – 联系方式

It is at all times the responsibility of the Vendor to use the Spotlight nominated Freight Forwarder.

供应商应始终负责使用 Spotlight 指定的货运代理。

If any forwarder other than that nominated by Spotlight Stores Pty Ltd is used any additional costs will be charged back to the supplier.

如果使用 Spotlight 私人有限公司指定的货运代理以外的任何其他货运代理，则任何额外费用将由供应商承担。

One set of non negotiable documents must be sent to the Spotlight Freight Forwarder

必须向 Spotlight 货运代理公司寄送一套不可转让的文件。

The Spotlight Freight Forwarder requires shipping details at the point of delivery.

Spotlight 货运代理公司要求供应商发货时提供运输详情。

3.2.13 Fumigation 消毒

Vendors should refer to the AQIS website to determine whether their products require treatment, and what type of treatment. 供应商应参考 AQIS 网站，确定其产品是否需要处理，以及处理的类型。

See <https://www.agriculture.gov.au/import/online-services/bicon> for more information

更多信息见 <https://www.agriculture.gov.au/import/online-services/bicon>

3.2.14 MAF空气流量

Vendors should refer to the MAF website to determine any specific requirements to enable the import of your merchandise directly into new Zealand

供应商应参考 MAF 网站，以确定任何具体要求，以便将您的商品直接进口到新西兰

<https://www.mpi.govt.nz/importing/>

3.2.15 Quarantine Packing Declarations 检疫包装声明

Australian Customs has recently made some changes to the Quarantine Packing Declarations. These changes are to be included for **ALL** shipments either FCL or LCL shipped to Australia.

澳大利亚海关最近对检疫包装申报单作了一些修改。所有运往澳大利亚的货物，无论是整箱还是拼箱，都应涵盖这些变更。

Below is a copy of the packing declaration that must be submitted with all documentation to enable the import of your merchandise into Australia.

以下是包装声明的副本，必须与所有文件一起提交，以便将您的商品进口到澳大利亚。

See <https://www.agriculture.gov.au/import/arrival/clearance-inspection/documentary-requirements/templates>

for more information regarding packing declarations.

通过 <https://www.agriculture.gov.au/import/arrival/clearance-inspection/documentary-requirements/templates> 获得有关包装声明的更多信息。

Sample Packing Declaration 样品包装声明**Company Letterhead****(MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address) 公司信头****(必须由货物的包装商或供应商出具，并且必须包括公司的名称和地址)****PACKING DECLARATION 包装声明****Vessel Name 船名:**.....**Voyage Number 航程号:**.....**Consignment identifier or numerical link 托运标识符或数字链接**

.....

PROHIBITED PACKAGING MATERIAL STATEMENT 禁止的包装材料说明**(Prohibited packaging material such as straw, bamboo, peat, hay, chaff, used fruit & vegetable cartons)(禁止使用稻草、竹子、泥炭、干草、糠、废旧果蔬盒等包装材料)**

Q1 Have prohibited packaging materials or bamboo products been used as packaging or dunnage in the consignment covered by this document? 在本文件所涉托运货物中，是否使用了被禁止的包装材料或竹制品作为包装或垫板？

A1 YES 是

☐

NO 否

☐**TIMBER PACKAGING/DUNNAGE STATEMENT 木材包装/垫板报表****(Timber packaging/dunnage includes: crates, cases, pallets, skids, and any other timber used as a shipping aid.)(木材包装/垫板包括：板条箱、箱子、托盘、滑板和任何其他用作运输辅助的木材。)**

Q2a Has solid timber packaging/dunnage been used in consignments covered by this document? 本文件所涵盖的托运货物是否使用了实木包装/垫板？

A2a YES 是

☐

NO 否

☐**TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION 2)****处理证明（仅当木材包装/垫板在问题 2 中声明时）**

Q3 All timber packaging/dunnage used in the consignment has been (Please Indicate below)
托运货物中使用的所有木材包装/垫板已（请在下面注明）

Treated and Marked in compliance with ISPM 15**按照 ISPM 15 进行处理和标记**☐

Or 或

Treated in compliance with DAFF Treatment**Requirements 按照 DAFF 处理要求进行处理****(With accompanying Treatment Certificate)（附处理证明）**☐

Or 或

Not Treated 未处理☐

CONTAINER CLEANLINESS STATEMENT (for FCL/X consignments only - statement to be removed from document when not relevant) 集装箱清洁声明（仅适用于 FCL/X 托运-不相关时从文件中删除该声明）

The container(s) covered by this document has/have been cleaned and is/are free from material of animal and/or plant origin and soil. 本文件所涵盖的集装箱已清洁，且无动植物来源的材料和土壤。

Signed 签名: Printed name 印刷体签名:
(Company Representative) 公司代表

Date of issue 签发日期:
(日/月/年)

4 VERSION CONTROL

Version	Date	Author	Changes
13	23/11/2020	Andrea Griffiths	Section 3.2 Removed Consolidation Orders Section 3.3.6 Removed SRG booking form link Section 3.3.13, 3.3.14, 3.3.15 updated links
12	5/5/15	Emily van Schaaik	Section 3.3.8 Documentation: Documentation information - updated Section 3.3.11 Provision of Documentation: updated 3.3.15 Quarantine Packing Declarations: updated sample Packing Declaration
11	1/10/14	Emily van Schaaik	Updated formatting 3.3.13: Updated ICON link 3.3.13: 更新图标链接
10	30/04/2014	Emily van Schaaik	Section 3: Inclusion of detail re perforated plastic wrapping 3.3.15: Updated DAFF link