



# **SPOTLIGHT**

**Quality Assurance Program**

**Vendor Compliance Manual**

**Overseas Vendor  
Requirements**

**Version 13**

**Dec 2020**



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## 1 INTRODUCTION

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

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

- **Vendor Compliance Manual – General Requirements**

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

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

## 2 DEFINITIONS AND ABBREVIATIONS

TERM	DEFINITION
<b>ADGC</b>	Australian Dangerous Goods Code
<b>Articles</b>	Products supplied by the Vendor to Spotlight and includes any accompanying instructions and information, packaging and any advertising or other materials supplied.
<b>ASN</b>	Advance Shipment Notification
<b>Buyer</b>	The relevant Spotlight Buyer named in the Terms Schedule or any other person We advise is the current Buyer.
<b>Consolidation SOP</b>	Standard Operating Procedures (SOPs) for each consolidation site
<b>Dangerous Goods</b>	Any Article classified dangerous under the Australian Code for Transport of Dangerous Goods – the Australian Dangerous Goods Code (ADGC)
<b>DIFOT</b>	Delivery In Full On Time.
<b>EAN</b>	European Article Number, which is a barcode that conforms to international bar code standards and is registered with international standards bodies.
<b>FIS</b>	Free Into Store - seller pays all costs including duties and taxes and delivers direct to Store
<b>EXW</b>	Ex Works – Buyer pays all charges from factory
<b>FIW</b>	Free Into Warehouse – seller pays all costs including duties and taxes and delivers direct to Warehouse
<b>FCA</b>	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.
<b>FOB</b>	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.

<b>HDPE</b>	High Density Polyethylene.
<b>MSDS</b>	Material Safety Data Sheets (for dangerous goods).
<b>Packing List</b>	Detailed Container information – outlined in section
<b>PO</b>	Purchase Order and has the same meaning as that in the Trading Terms
<b>POD</b>	Proof of delivery
<b>POS</b>	Point of sale.
<b>Shipping Mark</b>	Carton Packing Label
<b>SSCC</b>	Serial Shipping Container Code.
<b>Specifications and Standards</b>	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.
<b>Spotlight DC</b>	Spotlight's Distribution Centre.
<b>Support Group</b>	* 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 * for all other Vendors – Spotlight's Support Group is located at: 111 Cecil Street, Melbourne, Victoria, Australia
<b>Trading Terms</b>	Spotlight's current applicable Trading Terms
<b>Vendor</b>	Vendor means the vendor named on the front page of the Trading Terms

### 3 OVERSEAS VENDOR DELIVERIES

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.

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).

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

#### 3.1 Purchase Orders

- A purchase order will be raised as an approval to provide goods to Spotlight in accordance with agreed guidelines and the purchase order details.
- Each purchase order will include a Spotlight Stores Pty Ltd purchase order number. **This number MUST be included in all correspondence and documentation.**
- 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.
- All Articles ordered under a purchase order must be delivered to the delivery location together as a complete purchase order.
- Any other packing requirements as specified on the purchase order must be met.
- Any other “special instructions” as noted on the purchase order must be met.
- 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.

#### 3.2 FOB Orders

##### 3.2.1 Container Packing

All Spotlight containers must be packed in a logical sequence.

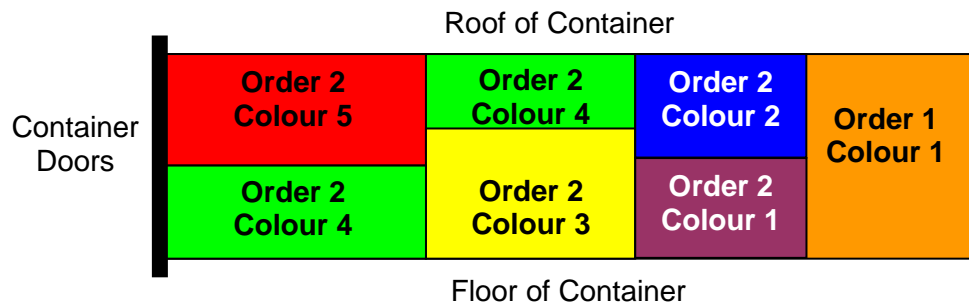
##### 3.2.2 Container Loading for Cartons

##### 3.2.2.1 Packing Containers with Multiple Purchase Orders

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

- Pack by Purchase Order Number

- Pack by Colour or Size

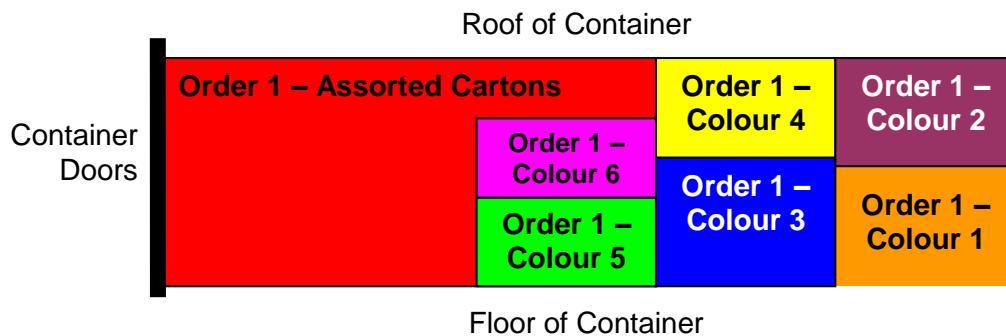


**If there is more than 1 container required for a purchase order there must be a packing list provided FOR EACH CONTAINER.**

### 3.2.2.2 Packing Containers with one Purchase Order with assorted and solid cartons

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

- Pack solid cartons for back up stock first
- Pack assorted cartons for allocation second (closest to the container doors).

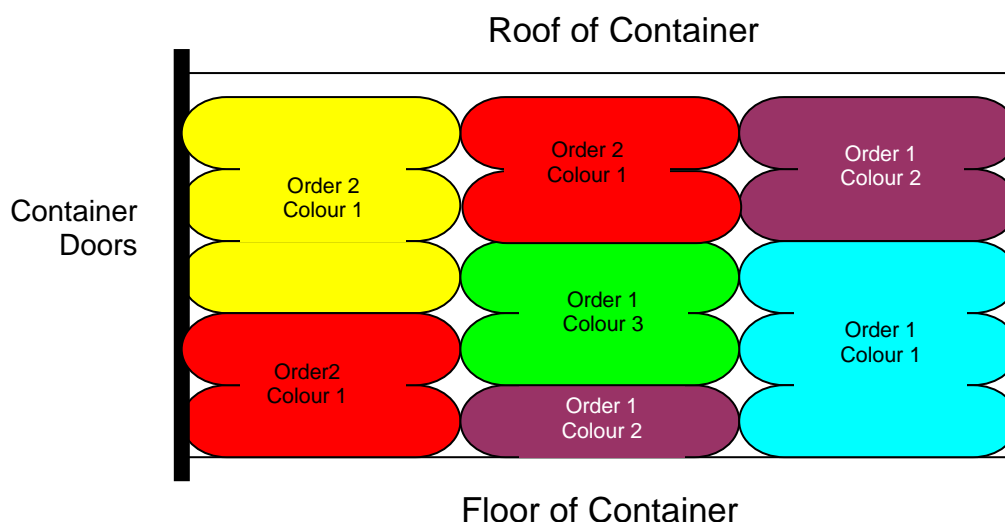


**If there is more than 1 container required for a purchase order there must be a packing list provided FOR EACH CONTAINER.**

### 3.2.3 Container Loading for Loose Rolls Packed Direct in a Container

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

- Pack by Purchase Order Number
- Pack by Colour or Size



### 3.2.4 Packing Lists

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

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.**

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

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

The Packing List should always include:

- The name of Shipper/Vendor;
- The name of the Receiver;
- The Container Number;
- The Purchase Order Number;
- A summary of the contents (including EAN Barcode No. and Article No.); and
- Measurement of Carton per Article;

**Figure – Packing List**

<b>Exporter:</b>  Address:  Phone: Fax: Email:			<b>Invoice No. &amp; Date</b>					
			<b>Purchase Order No</b>					
			<b>Other Reference(s)</b>					
<b>Consignee:</b> Spotlight Stores Pty Ltd Level 6, 111 Cecil Street South Melbourne Victoria 3205 Australia			<b>Buyer (if other than Consignee)</b>					
			Country of Origin of goods			Country of Final Destination		
Pre-Carriage by		Place at receipt by pre-carrier						
Vessel/Flight No.		Port of Loading						
Port of discharge		Place of Delivery						
Container Number				Seal Number				
<b>Total Cartons</b> 1050			<b>Description of Goods</b> Bullet Mugs					
No. of Cartons	Colour	Article No. and Description	EAN Barcode No.	Box Qty	Total Qty	G.W (kg)	N.W (kg)	Measurements L x W x H (m3)
1- 200	Black	80154608 Bullet Mug	9341222223022	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
<b>Total</b>				25,200	14,700	12,600	56.700	
<b>Total cartons:</b>		1050						
<b>Total Quantity:</b>		25,200						
<b>Total G.W:</b>		14,700						
<b>Total N.W:</b>		12,600						
<b>Total Volume:</b>		56.7						
<div style="float: right; border: 1px solid black; padding: 5px;"> <b>For Authorised Signatory</b> </div>								

### 3.2.5 Delivery Dates

- 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.
- **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.
- If a Vendor cannot supply on time, they must immediately contact the Buyer.
- Please note Spotlight does not accept backorders.
- Short, early and late deliveries will be claimed as per the Trading Terms

### 3.2.6 Booking Information

The details required for booking include:

- Vendor & Manufacturer Name, Address and Contacts (including e-mail address);
- Consignee/Notify party;
- Port of Discharge/ Place of Delivery;
- Shipping Mark;
- Purchase Order Number;
- Precise Cargo Description;
- Quantity of well defined Unit of Measurement/ Number of Cartons for each P.O. Number;
- Pack Size per Article / Number of inners per outer carton;
- Weight and Measurement (both inner and outer);
- EAN code and Article Code;
- Indicate whether CIQ or Handbook are Required; and
- Cargo Ready Date/Delivery Date
- If fumigation is required

### 3.2.7 Delivery Terms

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.

### 3.2.8 Documentation

The minimum requirements for documentation for **FOB** are:

- Commercial invoice (banking details **must** be included in the invoice)
- Packing list
- Bill of Lading
- Packing declaration (see sample Packing Declaration attached)
- Certificate of fumigation (if required)
- Certificate of Origin (if required)

NB: All documents must include a Purchase Order Number

### 3.2.9 Bill of Lading

The bill of Lading MUST quote the following:

1. The name of the Shipper
2. The Consignee
3. The Receiver
4. The number of Containers shipped
5. The number of cartons shipped per container
6. The Spotlight purchase order number
7. The Vessel name and voyage
8. The "on board date"
9. The discharge port

### 3.2.10 Invoicing of Purchase Orders

All invoices must include ALL of the following information:

- **Vendor details:**
  - ABN (if applicable);
  - Name & address of company;
  - Spotlight's Vendor code number;
  - Invoice number (text and EAN); and
- **Spotlight details:**
  - Spotlight store address and store number (where appropriate);
  - Spotlight's purchase order number.
- **The invoice must outline the following details of all the Articles coming with the invoice:**
  - EAN;
  - Item name and description;
  - Quantity supplied;
  - The unit cost (as per the purchase order); and
  - Extended line value.

**Do NOT include quantity ordered on the Invoice (only quantity supplied)**

- **Invoice currency**
- **The agreed payment terms**

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

There can only be one purchase order number per invoice.

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.

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

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

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

### 3.2.10.1 Accounts Payable

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

### 3.2.11 Provision of Documentation

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.

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.

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.

The email address for all documentation is [Importdocs@spotlight.com.au](mailto:Importdocs@spotlight.com.au)

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

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

### 3.2.12 FOB – Freight Forwarder – Contact details

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

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

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

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

### 3.2.13 Fumigation

Vendors should refer to the AQIS website to determine whether their products require treatment, and what type of treatment.

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

### 3.2.14 MAF

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

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

### 3.2.15 Quarantine Packing Declarations

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.

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

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

for more information regarding packing declarations.

## Sample Packing Declaration

**Company Letterhead**  
(MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address)

### PACKING DECLARATION

**Vessel Name:**..... **Voyage Number:**.....

**Consignment identifier or numerical link**.....

#### PROHIBITED PACKAGING MATERIAL STATEMENT

(Prohibited packaging material such as straw, bamboo, peat, hay, chaff, used fruit & vegetable cartons)

Q1 Have prohibited packaging materials or bamboo products been used as packaging or dunnage in the consignment covered by this document?

A1 YES ☐ NO ☐

#### TIMBER PACKAGING/DUNNAGE STATEMENT

(Timber packaging/dunnage includes: crates, cases, pallets, skids, and any other timber used as a shipping aid.)

Q2a Has solid timber packaging/dunnage been used in consignments covered by this document?

A2a YES ☐ NO ☐

#### TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION 2)

Q3 All timber packaging/dunnage used in the consignment has been (Please Indicate below)

**Treated and Marked in compliance with ISPM 15** ☐

Or

**Treated in compliance with DAFF Treatment Requirements** ☐  
(With accompanying Treatment Certificate)

Or

**Not Treated** ☐

**CONTAINER CLEANLINESS STATEMENT** (for FCL/X consignments only - statement to be removed from document when not relevant)

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.

Signed: ..... Printed name:.....  
(Company Representative)

Date of issue:.....  
(DD/MM/YYYY)

## 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
10	30/04/2014	Emily van Schaaik	Section 3: Inclusion of detail re perforated plastic wrapping 3.3.15: Updated DAFF link