



NEWSLETTER

Packing

Delivering goods to Technical Service

Tetra Pak Technical Service AB make goods reception of thousands of order lines a day from a variety of suppliers, hence it is essential that our personnel easily can match received goods with the delivery note and purchase order. As a supplier to Technical Service, we expect you to fulfil your commitments and deliver on time, with the right quality, the right amount and with the right information connected to the delivery. Correct labelling and marking are mandatory for the delivery of goods to Technical Service. Consequently, Tetra Pak shall not be obliged to inspect the Products on arrival.

Points for a successful delivery to Technical Service:

- Make sure you use the correct Tetra Pak company and address as consignee.
- Two delivery notes must be enclosed to each parcel. One attached on the outside and one on the inside.
- All items must be clearly separated and easy to identify in accordance with the purchase order and delivery note.
- If the shipment consists of 3 parcels, mark them 1/3, 2/3 and 3/3 etc. Each parcel must have a delivery note that conform with the content of that specific parcel.
- Part consisting of several items must be kitted.
- If you need to change anything that is stated on the order you must, without exception, contact the responsible Replenishment Officer, by e-mail or phone, to make amendments before the goods arrive at our warehouse.
- All deviations between delivered goods, purchase order and delivery note will be noted as a quality issue and measured in your balance scorecard.
- We also advise you to pack as efficient as possible. Tetra Pak provides global distribution via airfreight and inefficient packing cost a lot.

You can read more about Goods Received in our “Technical Service Packaging Instructions”. If the supplier needs a copy of the instructions, they should contact their responsible Supply Manager.