

## **TRADE RECEIPTS DELIVERIES – LEIDOS DONNINGTON, BICESTER AND ST ATHAN**

Unless an alternative procedure has been agreed by LEIDOS and has been communicated to the supplier/delivery team, the following procedures are applied when agreeing and booking in trade deliveries to the Donnington, Bicester and St Athan sites.

### **PARCEL DELIVERIES TO B5 WAREHOUSE LEIDOS DONNINGTON**

For parcel deliveries to LEIDOS Donnington, the following criteria will apply:

- |                            |       |
|----------------------------|-------|
| A. Maximum weight per item | 25 KG |
| B. Maximum length per item | 80 CM |
| C. Maximum width per item  | 80 CM |
| D. Maximum height per item | 40 CM |

At the point of Parcel delivery, B5 LEIDOS Donnington reserves the right to:

- Not accept a delivery/collection outside of the hours 8.00 to 16:00 (15:30 Friday only)
- Allow up to 5 parcels per supplier per day.
- Defer a delivery to our Docks area if there is a Health and Safety concern.
- Redirect the driver to an approved area/an alternative building for offloading.
- Offer the next available space within the Vehicle Delivery Service if the delivery does not meet the criteria of that above.

LEIDOS will not take responsibility for undelivered goods should the company choose not to be re-directed.

### **PALLET DELIVERIES - LEIDOS DONNINGTON**

Items requiring delivery to LEIDOS that fall outside of the above criteria, should be declared through our Logistics Commodities and Services Vehicle Booking Service (Booking Slots) situated in Trade Receipts, B5 FMW Donnington, using the Email address below. DESDSDA-FMWSLOTS@mod.uk quoting:

1. 13 digit NATO Stock Number (NSN) for deliveries of 10 NSNs or under (multiple pallet deliveries of a single NSN will not be accepted without it).
2. Type of Item (Description).
3. Requirement Change Form (RCF) Number as advised by Project Team.
4. Number of packages / pallets.
5. Any special type of Mechanical Handling aids required.
6. Any specialist information e.g. Urgent Operational Requirement / Valuable & Attractive.
7. Supplier / Carrier Details.
8. Contact Number in case of communication failure.
9. Preferable date and time for delivery.
10. A safety data sheet is needed for hazardous items.

### **NCR COLLECTION**

If the booking request is for a Non-Compliant Trade Receipt requiring collection from the Donnington site, the NCR number (NCR 0\*\*\*\*\*), NSN and any covering Documentation is required at the email stage.

DESDSDA-FMWSLOTS@mod.uk

Should the email communication links be unavailable please contact:

Booking Slots Mobile – 07500 123710

Civ – 01952 673322

Receipts Manager 01952 673305

Receipts Supervisor 01952 673389

### **TRADE DELIVERIES TO B47 DONNINGTON**

All deliveries irrespective of size, weight, etc.; are to be booked in by telephoning:

Civ tel:01952 672112 Mil tel: 94480 2112

01952 672110 94480 2110

Trade Deliveries to B54 Donnington

All deliveries irrespective of size, weight, etc.; are to be booked in by telephoning:

Civ tel:01952 672236 Mil tel: 94480 2236

01952 672231 94480 2231

Trade Deliveries to Warehouse 33 Donnington

There is no requirement to book in. Warehouse 33 reserves the right to not accept a delivery outside of the hours 8:00 to 16:00 (15:30 Friday only).

### **ALL DELIVERIES – LEIDOS BICESTER**

All hauliers delivering products to LEIDOS Bicester, must initially contact the Receipt Clerk to obtain a booking reference. Hauliers should be aware that a minimum of 48 hours notice should be given for the delivery of 40-foot trailer loads. This will ensure that resources are available to complete the offloading of packages on the agreed day and time.

The Receipt Clerk can be contacted on 01869 257039. This service is available between 07:30-16:00 Monday to Thursday and 08:00-13:00 on Friday. Outside these hours, hauliers should leave a message and the Receipt Clerk will action the next working day.

The Receipt Clerk will require the following pieces of information:

1. 13-digit NATO Stock number (NSN).
2. Type of item (Description).
3. Requirement Change Form (RCF) Number as advised by Project Team.
4. Number of packages / pallets.
5. Priority of the packages being delivered.
6. Ultimate consignee address for packages going overseas. This would include the Unit Identification Number (UIN) and British Forces Post Office (BFPO) number.
7. Whether the consignment contains Dangerous Goods.
8. Supplier / haulier details.
9. Contact telephone number and name.
10. Preferable date and time for delivery.
11. Any special type of mechanical handling aids that may be required.
12. Any specialist information e.g. Urgent Operational Requirement / Valuable & Attractive.
13. A safety data sheet is needed for hazardous items.

At the point of delivery, LEIDOS Bicester reserves the right to:

- Not accept a delivery outside the hours 08:00 – 15:30 Monday – Thursday, 08:00 –12:30 on Friday.
- Reject loosely loaded products that should have been palletised.
- Reject Dangerous Goods consignments that are not documented/labelled/packaged correctly, in line with the modal regulations.
- Re-direct the driver to the building that the package is addressed for delivery.
- Re-direct the driver to an approved offloading area.
- Reject any unsafe loads.
- Refuse delivery of products should there be evidence of damage or missing packages.
- Refuse access to the site if, after investigation, the haulier is identified as not having a booking reference.
- Refuse the delivery of the product, if after investigation the driver is not in possession of or has knowledge of the booking reference.

LEIDOS will not take responsibility for undelivered products should the company choose not to be re-directed.

### **ALL DELIVERIES – LEIDOS ST ATHAN**

Deliveries are accepted into LEIDOS St Athan Super Hanger within the following hours:

Monday 08:30 – 16:00

Tuesday 08:30 – 16:00  
Wednesday 08:30 – 16:00  
Thursday 08:30 – 16:00  
Friday 08:30 – 10:30

Requests for delivery slots must be received a minimum of 24 hours in advance, except where PT authority has been granted for urgent requirements.

Contact Number - 01446 751633  
Email - [DESLCSLEIDOS-StAthanSHanger@mod.uk](mailto:DESLCSLEIDOS-StAthanSHanger@mod.uk)

At the point of delivery, St Athan reserves the right to:

- Not accept a delivery outside the hours 08:30 – 16:00 Monday – Thursday, 08:30 –10:30 on Friday.
- All drivers are required to provide Photographic ID to gain access to the MOD St Athan site.
- Reject loosely loaded products that should have been palletised.
- Reject Dangerous Goods consignments that are not documented/labelled/package correctly, in line with the modal regulations.
- Re-direct the driver to the building that the package is addressed for delivery.
- Re-direct the driver to an approved offloading area.
- Reject any unsafe loads.
- Refuse delivery of products should there be evidence of damage or missing packages.
- Refuse access to the site if, after investigation, the haulier is identified as not having a booking reference.
- Refuse the delivery of the product, if after investigation the driver is not in possession of or has knowledge of the booking reference.

LEIDOS will not take responsibility for undelivered products should the company choose not to be re-directed.

#### **PURPLE GATE / ONWARDS TRANSMISSION DELIVERIES INTO BICESTER**

It is important where Project Teams, Operating Centres and organisations use the Purple Gate Bicester as a point of entry into the Joint Supply Chain (JSC) for materiel consignments not held or satisfied from within Logistic Service sites utilise what is known as a Consignment Information Sheet in accordance with the Defence Logistics Framework. Its use and accuracy are key as it enables Logistic Service staff to extract the information onto the MOD recognised consignment tracking system, known as VITAL (Visibility in Transit Logging). Further direction and clarity can be provided by contacting the following:

- a. Bicester Receipts Co-ord Clerk - 01869 257039 (94240 3039)
- b. Bicester Military Ops Cell (Distribution Hub / Purple Gate – 01869 257211 / 258432 (94240 3211 / 8432)

#### **OVERVIEW**

Due to the secure nature of the LEIDOS Depots all delivery drivers must have the appropriate identification and documentation relating to the load or risk being turned away. Suppliers must not assume they can simply turn up and must adhere to the criteria laid out above.

It is a condition of this contract that in the event that the Contractor does not adhere to the time of delivery notified by the Authority, the Authority will not consider itself responsible for any subsequent claim by the Contractor, nor be held liable to meet any additional charges incurred by the Contractor through failure to deliver on the due date at the appointed time.