

An Order will be provided to the Supplier, detailing the Company's requirements in line with the price and lead-times agreed under the Condition of Contract.

The Supplier will then manufacture and deliver the items listed in the Order, adhering to any special instructions which may be stated in the Order, and ensuring that the items requested are manufactured, where applicable, to the correct drawing revisions and standards.

The Supplier, will then deliver the items to the Company on the date, and to the location specified in the Order.

10.2 GOODS INWARDS PROCESS

10.2.1 **WORKING HOURS & LOCATIONS** – Materials will be delivered to the locations, within in the hours and to any special requirements detailed in the table below. Materials are only to be delivered outside of these parameters with a written instruction from the Contract Manager. The table is not fully comprehensive and the Supplier will deliver if required to anywhere where the TfL group has a facility as part of its network and operations. Where a delivery is requested for a location not detailed in the table below and no delivery time is advised, delivery shall be between 09:00 and 16:00 Monday to Friday.

		Opening Hours	Special Requirements
		Mon - Fri 09:00 – 16:00	There is an 11 foot height restriction for vehicles into the loading bay, and double red lines outside the bay, so no vehicle over this height will be able to stop and unload.

10.2.2 **PROOF OF DELIVERY** – The Supplier will ensure that satisfactory records of Proof of Delivery shall be kept. At a minimum these are to include – Time, Date, Location, signature and name of recipient.

10.2.3 **PACKAGING** – Materials shall be delivered in suitable packaging. The Supplier will comply with any special requirements detailed in the above table. The Supplier will comply with any relevant legislation and the Responsible Procurement Principles.

10.2.4 **INSPECTION** – All Materials may be subject to a goods inward inspection. The Company will notify the Supplier within five working days of any Materials failing this inspection and the reasons why. The Supplier is required to collect these Materials within five working days of being notified.

10.2.5 **ORDER TOLERANCE** – The Supplier shall deliver exact quantities. However the following tolerances (per line item) will be booked through stores and paid without any reference: Value - £0 to £500 - 5%; £500 to £1,000 -2%; Over £1000 – 1%. The Company reserves the right to revoke these tolerances at its discretion.

11. STOCK HOLDING

11.1 REQUIREMENT – The following table details the different types of stock holding that may be required, together with the Suppliers and Company’s responsibility.

Stock Process	Stock Level Responsibility	Location of Stock Holding	Ownership
Contingency	Company	Supplier	Supplier
Assignment	Company	Supplier	Company
Consignment	Supplier	Company	Supplier

11.1.1 CONTINGENCY STOCK – The Supplier will maintain minimum stock levels at its Premises or those of its sub-contractors. Stock levels will be as defined on the Contract Material Data Sheet, (Appendix 1).

The risk and title to the Materials shall be dealt with as stated in Clause 7 of the Conditions of Contract.

11.1.2 ASSIGNMENT STOCK – The Supplier will maintain minimum stock levels at its Premises or those of its Suppliers. The Supplier will advise recommended stock levels on the Contract Material Data Sheet, (Appendix 1). The Supplier shall invoice the Company when the Materials enter the Assignment Stock.

11.1.3 CONSIGNMENT STOCK – The Supplier will maintain minimum stock levels at the Company’s Premises.

The risk and title to the Goods at the Supplier’s premises remains with the Supplier until such time as the Goods are used by the Company.

11.1.4 ALTERNATIVE OPTIONS – The Supplier may suggest any other methods of stock holding which may be appropriate to this contract. The Supplier must clearly state the benefits to the Company of operating these stock holding methods and the Company shall be under no obligation to accept such methods.

12. FORECASTING - The Company will provide to the Supplier an Annual Forecast Demand for the Goods, as set out in the Lead Time & Stock Level Data Sheet. This figure is for guidance only and does not represent any contractual commitment. The forecast figures will be reviewed together by the Company and Supplier, at the Quarterly Materials Review Meeting, and amended as required.

13. CONTRACT MANAGEMENT & SERVICE

13.1 RECORDS & DOCUMENTATION – The Supplier is responsible for retaining copies of all documentation relating to the supply of raw materials, manufacture & testing of materials, and delivery documentation of all materials supplied under the Contract. These records will be kept