



The Warehouse Limited (“TWL”) Product Specification & Quotation

Notes for Users of this Template

A product specification must be prepared for each new product that is being sourced whether locally or from overseas. The product specification should provide the supplier with all the information they require to accurately cost the product, its packaging and freight.

Because of the variety of products that we source the template is generic and needs to be adapted for each specific product. The template is intended to remind you of all the information that should be supplied in the specification. For specific products some sections may not be relevant so just delete these. Similarly, if there is any product specific information that is not covered in the template please add this in.

All comments in italics are for the assistance of users of the template and should be deleted before the specification is sent to potential suppliers.

The purpose of this product specification is to provide potential suppliers with all the information (particularly that which impacts on costs) needed to quote for the supply of the product.

TWL to complete:

Date: *If the specification is up-dated or amended please change the date*

Product Type:

Product Number:

Insert if applicable

Warehouse Category / Department

Specification prepared by:

Designation

Retail Price: The intended price TWL will sell product for:

NZD:

Inclusive 12.5% GST (government tax)

Description of product sought:

- Features
- Dimensions in millimetres – height by length by width
- Weight in grams or kilograms
- Colours
- Shelf Life in days
- Spare parts
- Assembly and/or usage instructions
- Hazardous or not
- Picture
- Packaging (design, artwork, film & plates costs to be borne by Supplier)
- Barcodes & price ticketing

- Other

If available

Every product must have a barcode, pre-pricing is mandatory. Please see Attachment 1 for detailed instructions

Samples:

- Number to be submitted
- By When
- To Whom
- Delivery method
- Cost of freight and samples to be paid by:

Supplier or TWL – specify whether the supplier or TWL is to be responsible for the cost of samples and delivery to TWL buyer

Delivery Timing and Forecast Volumes:

Please note that the volumes and dates specified are TWLs' best estimate of anticipated volumes and dates but we can not guarantee that orders will match these.

Product

Number of Units

Delivery Date (to NZ port)

Cost of Freight

Select Option:

Free on Board (FOB)

Free into Store (FIS)

Free into Distribution Centre (FID)

The supplier is responsible for the cost of freight. The product must be supplied:

Supplier is required to deliver to nominated port in New Zealand

Supplier is required to deliver to all or nominated Warehouse stores

Suppliers must arrange delivery time slots with the Distribution Centres (DCs). To do so they must advise the DCs of:

- Quantity of pallets
- Type of pallets (Chep or non-line)
- Container number and size
- Carrier
- Preferred date

Deliveries must be on pallets

- One order per pallet
- Chep or non-line pallets
- No more than 1500cm high (including pallet)
- Shrink wrapped if unstable
- Pallets swapped one for one

Others such as EXD (ex door) *Please specify*

Packing Slip Requirements:

Packing slips must show:

- Purchase order number
- Barcode
- Description of Product
- Quantity supplied

Packaging

Outer Cartons

- Number per pallet or container
- Volume (cu.metres)
- Gross Weight (kg)
- Dimensions – height, length & breadth (mm)
- Shipping Marks (refer to Terms of Trade)
- Lifting labels required *delete if not relevant*
- Strength of boxes – Ply of carton

Inner Cartons

- Quantity per outer
- Volume (cu.m or cu.f)
- Gross Weight (kg or lbs)
- White or brown
- Printing requirements (design, artwork, film & plates costs to be borne by supplier)
 - Barcode – black lines on white label and scannable
 - Instructions – assembly or usage
 - Shipping Marks (refer to Terms of Trade)

Product Labelling

The Warehouse Limited has put together a detailed Product and Barcode Labelling document which is available on the Internet at www.thewarehouse.co.nz.

Promotional Support

None guaranteed, however TWL will use its best endeavours to promote key lines over peak selling periods.

Warranty

Describe warranty requirements e.g.

Full claim full return

Write offs

Write off in store

Royalty

Include Royalty if appropriate.

A Royalty payment of _____ will be made to the licence holder for the use of their property.

Payment Terms

New Zealand Suppliers – 20th of the month following receipt of invoice

Overseas Suppliers

- *either Telegraphic Transfer (T/T) which is preferred or Letter of Credit*
- *Currency – it is TWL's preference to have the prices quoted in all currencies that are acceptable for payment.*

Sundry Fees & Payments

Commission – agent

Penalties may apply for late or early shipment and will be determined on a case by case basis.

Compliance

The supplier is required to comply with NZ/Australian safety standards or any other legal requirements relating to retail selling, manufacture and/or packaging including the holding of all necessary licences, certificates and permits. See Terms of Trade for detailed requirements.

Supplier or Agent to complete:

Date

Quotation valid until

Enter date

Supplier or Agent Company Name

Response prepared by

Designation

Respondent Contact details

Phone:

E-mail:

Postal Address:

Agent

Country:

if applicable specify whether buying or selling agent

Supplier

Country of Origin

Unit Cost

NZD:

Usually Suppliers best net price, exclusive GST (no volume or other discounts) but sometimes other pricing may be sought.

Consolidation

The buyer must give specific instructions if the products are to be consolidated in the country of origin with products from other suppliers prior to shipping.

Delivery Method Overseas only

▪ *Sea Freight*

▪ *Air Freight*

Departure Port:

Arrival Port: