

ANBL WAREHOUSE RECEIVING GUIDELINES



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170 WILSEY RD. | FREDERICTON, NEW BRUNSWICK, E3B 5B8

ALCOOL • NB • LIQUOR



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ANBL WAREHOUSE RECEIVING GUIDELINES

1 INTRODUCTION

The purpose of this document is to outline ANBL's Warehouse Receiving Requirements to ensure safe and efficient receipt of product at our distribution center. Deviation from these guidelines may result in additional fines or possible load refusal. All fees relating to non-compliance are included in this document. We value our partnership and hope this document will facilitate an efficient flow-through our supply chain.

2 HOURS OF OPERATION

Monday – Friday:
7:30 a.m. – 3:30 p.m.

Saturday – Sunday:
CLOSED

Appointments:
First come, first serve. Priority is given at ANBL's discretion.

2.1 ANBL WAREHOUSE CONTACTS:

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3 CARRIER REQUIREMENTS UPON ARRIVAL

- Upon arrival, driver should proceed towards the overhead door entrance located in the rear of the building. Driver will wait until the traffic light turns green and door is fully open to proceed inside. They will then be greeted by the Traffic Control Coordinator.
- All trailer seals must remain intact. Once proper documentation is provided, the traffic control coordinator must break or witness the seal be broken.
- Drivers must ensure trailer is safely docked. Driver must unpin from 5th wheel and disconnect air lines prior to being unloaded. Driver is required to secure trailer with at least one wheel chock.
- Drivers must turn trailer heaters & refrigerators off if equipped. Truck engines must be turned off once vehicle is parked.
- Driver is not permitted on the loading dock unless authorized and escorted by the Traffic Control Coordinator. Safety vest and CSA approved safety footwear is required.

4 REQUIRED DOCUMENTATION

All arriving domestic freight must accompany a packing slip and the fulfillment Purchase Order number. The packing slip must include all contents and be broken down to the SKU level. The inclusion of a product description will enable a smooth receiving process with minimal delay.

Any import orders will require all of the documentation above, with the addition of an accompanying manifest.

The vendor is responsible to ensure the carrier has the correct documentation. If the carrier arrives on site without the correct documentation, the load may be refused until it is provided.

5 PRODUCT INSPECTION

Each PO is subject to inspection and must meet all federal, provincial and ANBL requirements, including but not limited to:

- the Canada Food and Drug Act and Regulations
- the Canada Consumer Packaging and Labelling Act and Regulations
- the CFIA Guide to Food Labelling and Advertising
- the New Brunswick Beverage Container Act
- CALJ - Product Identification Standards for Use in the Distribution of Beverage Alcohol
- Non-Compliant Product Fees (see Schedule A)

**Suppliers should consult the applicable regulations or standards to ensure compliance.*

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6 IDENTIFICATION STANDARDS

UPC Standards - The Canadian Association of Liquor Jurisdictions (CALJ) manual, Product Identification Standards for Use in the Distribution of Beverage Alcohol, identifies the various types of bar code symbols used for beverage alcohol, their basic structure, and the standards for their use.

Suppliers/agents wishing to obtain information regarding product identification standards for use in the distribution of beverage alcohol may select the following:

- Labelling Standards – Food and Drugs Act and Regulations Suppliers shall ensure that labels meet the requirements of all Federal Legislation, including the Food and Drugs Act and Regulations. This act can be accessed by selecting the following link: https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._870/index.html
- Labelling Standards – Beverage Containers Act Suppliers shall ensure that labels meet the requirements of the Beverage Containers Act of the Province of New Brunswick. This act can be accessed by selecting the following link: https://www2.gnb.ca/content/gnb/en/services/services_renderer.3975.html

Sending products without compliant labels will result in a fee to the supplier to cover the costs of relabeling the products – see Schedule A for fee breakdown.

6.1 LABELING REQUIREMENTS:

1. UPC Barcode
2. Size in ML or L
3. Alc./Vol.
4. Product Type in English & French (ie. Beer/Bière)
5. Country of Origin in English & French
6. Contains sulphites in English & French (if applicable)
7. Approved Return for Refund Statement in English & French

7 REFUND STATEMENT

The following are acceptable versions of the wording that we have the latitude to approve. Any other versions must be approved by the Dept. of the Environment (through ANBL)

Return for refund where applicable/
Consignee la ou la loi le prescrit



Refund/
Consignee



Return for refund where applicable/
Bouteille consignee selon la loi

The lettering size is 1/16th of an inch (1.6 mm) based on the lower case "o" as a minimum. (Most federal requirements state 1/8th of an inch) The wording can be on any part of the bottle except for the bottom. The wording in sentence 2 is acceptable to the LCBO so in the event the supplier wants to standardize their label, they should use version 2.

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8 PALLET REQUIREMENTS

Approved 48" x 40" pallets must be hardwood CHEP (Blue) or Brewer Block pallets (Green) with a total height not exceeding 68" loaded. Any pallets received exceeding this limit will be subject to re-work at the cost outlined in Schedule A cost of rework.

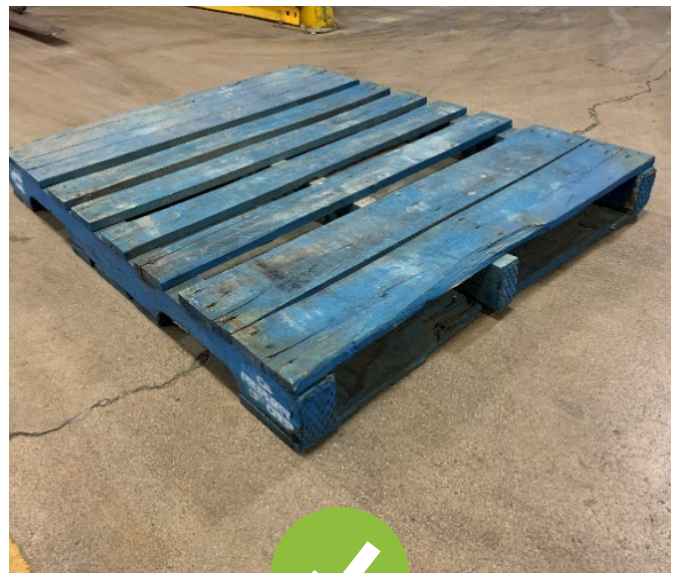
One-way or junk pallets must be approved prior to PO fulfillment or product may be refused, or subject to rework as outlined in Schedule A cost of rework.

Only one SKU per pallet is permitted. Mixed pallets will be refused, or subject to rework as outlined in Schedule A cost of rework.

Product Utilization and Overhang: Pallet pattern must facilitate maximum usage of the pallet, while avoiding all overhang. This will ensure a stable pallet is maintained throughout the supply chain.

Slip Sheets will not be accepted and will be subject to rework as outlined in Schedule A cost of rework.

8.1 APPROVED PALLET:



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9 PRODUCT REQUIREMENTS

Case design and construction must ensure structural integrity is sustained throughout the supply chain.

9.1 STALE DATE REQUIREMENTS:

Product with a stated shelf life of 6 months or less must have a minimum of 75% upon receipt. Product with a stated shelf life greater than 6 months must arrive with a minimum of 5 months remaining. Shelf life is defined by the supplier during product listing. This guideline is used to ensure that the product has sufficient life to sell through the retail network.

Single cans must be fully enclosed to ensure pallet stability.
Non-compliance may result in product refusal.

If a load is refused the vendor and/or carrier must correct the issue off site. The load will not be accepted until all ANBL requirements are met.

A load may be refused if:

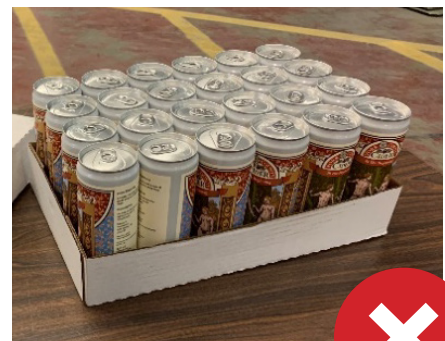
- Product does not meet our stale date requirements. These requirements can be found under section 9 "product Requirements". The product return must be arranged by the vendor at their expense. The return must be complete within 10 business days, or the product will be destroyed at the vendor's expense. Please see Schedule A for Product Destruction Fee.
- Shifting loads so that manual handling of cases is required. Pallet must be secured to ensure its integrity throughout the supply chain. Depending on the extent, the entire load may be refused, or individual pallet may require re-work. If re-work is required, an invoice will be issued to the carrier. Please see Schedule A for cost of re-work.
- Product is damaged and in an unsaleable state. Product will be refused and returned or destroyed at the vendor's expense. Supporting documentation will be provided to the supplier and carrier as soon as the damage is discovered.
- Single PO delivered over multiple loads will be refused. Multiple PO's will be accepted on a single delivery, but all PO's must be complete. PO will be closed, and missing items will be short shipped. Items will be re-ordered under a separate PO at ANBL's discretion.



Tray enclosed in shrink wrap



Corrugated cardboard box



Tray with loose individual cans



Two trays, top and bottom



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- Product was over shipped. Product not included on the ANBL PO will be treated as follows:
 - Domestic product: Product will be refused and returned at the vendor's expense.
 - Imported Product: Product will be reviewed on a case-by-case basis and ANBL shall determine product fit. ANBL may choose to return or destroy product at the supplier's expense. If product is refused, the vendor will be subject to a 10 day grace period as outlined in section 10 Timeline for Vendor Pickup.
- Wrong Product Shipped:
 - Domestic product: Product will be refused and returned at the vendor's expense.
 - Imported Product: Product will be reviewed on a case-by-case basis and ANBL shall determine product fit. ANBL may choose to return or destroy product at the supplier's expense. If product is refused, the vendor will be subject to a 10 day grace period as outlined in section 10 Timeline for Vendor Pickup.
- Wrong pallet used. Re-work is required, and an invoice will be issued to the supplier. Please see Schedule A for | cost of re-work.

10 TIMELINE FOR VENDOR PICKUP

If the product is refused or found to be defective, the vendor must arrange return of defective product within 10 business days of notification. If defective product is not removed from ANBL property within the allotted time, product will then be destroyed on premise or in a controlled environment. The vendor will be invoiced for product destruction (please see non-compliance schedule).

11 PRODUCT RETURN TO VENDOR FORM

If product is refused and returned to the vendor, the following form will accompany the return. This form will ensure product can be associated with the correct PO during the return.



Product Return to Vendor Retour du produit au fournisseur

Alcool NB Liquor

Date Received / Date de réception: _____
Date Returned / Date de retour: _____

PO # / Bon de commande n°: _____

Please Return to / À retourner à: _____

Product #: _____
Produit n°: _____

Quantity: _____
Quantité: _____

Description: _____
Description: _____

Reason for Return: retour:	Motif du	Additional Information complémentaires:	Renseignements
<input type="checkbox"/> Over Ship / Envoi excédentaire		_____	
<input type="checkbox"/> Shipped Wrong Product produit expédié	Mauvais	_____	
<input type="checkbox"/> Damaged / Case Integrity intégrité de la caisse	Endommagé /	_____	
<input type="checkbox"/> Load Stability/Integrity intégrité de la charge	Stabilité /	_____	
<input type="checkbox"/> Partial PO# Fulfillment partielle du n° de commande	Exécution	_____	
<input type="checkbox"/> Wrong Pallet Type / Damaged Pallet type de palette / palette endommagée	Mauvais	_____	

Receiver / Récepteur: _____

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12 SCHEDULE A – COST OF RE-WORK

FEE DESC.	ANBL
Pallet rework	Cost to re-palletize: \$50 / man hour based on 100 cs/ hour
Product Destruction	\$3.50 per case
Application of self-adhesive labels/stickers on selling units	selling units \$3.75 Per 6 bottles case \$5 Per 12 bottles case \$7.50 Per 20 or more bottles case \$7.50 per case Wooden cases
Incorrect UPC	\$5.00 per case to a maximum of \$250
Incorrect SCC	Cost of rework: \$5.00 per case to a maximum of \$250
No-Scan UPC or SCC	See UPC/SCC
Incorrect Product	\$1000 or negotiated reduced rate to receive
Non-Compliant Label	\$250 fine per product, plus cost for re-work: \$3.75 Per 6 bottles case \$5 Per 12 bottles case \$7.50 Per 20 or more bottles case \$7.50 per case Wooden cases
No Return for Refund Statement	\$0.75 per selling unit to cover cost for re-work
Product Labeling	\$50/hr
Slip Sheet / Manual offload	\$50/hr
Hourly Rate	\$50/hr