

SUPPLIER - CRATE RETURN FORM



For all crate returns to RRU locations please follow these steps:

1. Perform a SAVI Despatch to the local site you are returning the crates
2. Complete the form on page 2 of this document
3. Prepare two copies of the paperwork
4. Return the crates to the local site with two copies of paperwork (one can be signed and returned to the driver as proof of delivery)

NOTE: If the crates are returned without the correct paperwork we cannot guarantee that an appropriate credit claim can be processed for you or may result in a crate loss at stock take

(Below is a list of the SAVI account codes for each state)

State	Site Name	Address	SAVI Code
NQLD	Carter & Spencer	556-564 Ingham Road, Bohle, Townsville	9424FV
QLD	Richlands RRU	481 Boundary Road, Richlands	9475RU
NSW	Homebush RRU	1-5 Carter Street, Homebush	9275RU
VIC	Laverton Nth RRU	96-98 William Angliss Drive	9375RU
TAS	Costas RRU	2 Bay Drive, Spreyton	9775RU
SA	Cavan RRU	Unit1, 2A Cardiff Court	9575RU
WA	O'Connor RRU	22 Stockdale Road, O'Connor	9675RU

Important Information

- When the crates are returned the local RRU will inspect the crates and verify the quantity of crates that have been returned
- All crates returned to Logtek are re-washed in accordance to Logtek's hygiene standards
- **Only unused crates are eligible for a credit.** If the crates have been used (e.g. have produce in them or have been rejected at a Coles DC) they can still be returned but no credit claim will be processed
- Providing the paperwork has been supplied, Logtek will raise a credit claim on your behalf and forward to Coles for processing
- The cost of transporting the crates back to Logtek is the responsibility of the grower/supplier

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Please **tick the box** to show the site you are returning the crates:

NQLD

QLD

NSW

VIC

TAS

SA

WA

Type of Return – Please **tick the box** from one of the selections below

<p>End of Season (EOS) <input type="checkbox"/></p> <p>Note: This means you finished your season and no longer require the crates Please include 'EOS' in the SAVI customer reference field when creating the despatch in SAVI</p> <p>Other Crate Return (OCR) <input type="checkbox"/></p> <p>Note: This means the return of excess crates Please include 'OCR' in the SAVI customer reference field when creating the despatch in SAVI</p> <p>Used Crate Return (UCR) <input type="checkbox"/></p> <p>Note: This may be crates rejected by the Coles DC Please include 'UCR' in the SAVI customer reference field when creating the despatch in SAVI</p>
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Supplier Site Name:

SAVI Site Name:

SAVI Customer Reference No:

Date of Return:

Quantity of Crates Returned			
Crate Type	Total Qty Returned	Comments	Total Qty Received
A Crates			
B Crates			
C Crates			
E Crates			

PROOF OF DELIVERY – RRU RECEIVALS TO SIGN

Name

Signature

Date