



## **CSS SUPPLIER COMMUNICATION – APRIL 19**

### **BOOKING INTO THE DEFENCE FULFILMENT CENTRE (DFC) MADE EASY**

The DFC is now the General Receipt Hub for LCST activity. Following these key points will help ensure that your deliveries can be booked in as efficiently as possible.

- A delivery time slot **must** be booked at least 24 hours in advance. If it isn't, your delivery will be turned away.
- Deliveries can be made between 06:00hrs – 20:00hrs, Monday – Friday. The busiest time is 10:00-14:00hrs; if you can deliver outside of those times you will have a better chance of getting a slot quickly. No deliveries are accepted on weekends or Bank Holidays, except by prior arrangement.
- Make sure you have the MOD Dues In / Pre-Advice Number for each NSN; this can be provided by your CSS Supply Chain Co-ordinator poc. Without this you will not be able to make a booking.
- To book a slot, call the DFC Booking cell on 0195 2953110 or 0195 295 3114. This can be done by suppliers or their logistics/ transport provider.
- Only one booking is to be made for each physical delivery.
- If your delivery is for Purple Gate or onward transmission (Bicester or Donnington), please tell the booking cell when making your booking and make every effort to comply with the Supplier Manual where possible.
- Complete the DFC Booking Request Form (attached) and return to [goodsin.dfc@kuehne-nagel.com](mailto:goodsin.dfc@kuehne-nagel.com).
- Make sure you check the delivery address for the consignment to confirm the delivery location.
- Make sure you have the following information or you will not be able to make a request:
  - Purchase order number
  - NSN (can be added later, but must be at least 12 hrs prior to delivery)
  - Total number of pallets (or cases if non-palletised)
  - RFC number if the NSN is new to depot.
  - Confirmation of unloading requirements (rear only, side only, rear or side)
  - Carrier name
  - Security details (can be added later, but prior to the vehicle arriving).



- Details of any Out of Gauge or Non-Standard loads to ensure planned receiving facility is compatible with the consignment, and any specialist equipment is available.
  - Any specialist goods e.g. hazardous goods, drugs, weapons, chemicals etc contained in the delivery.
- Note down the unique booking reference number provided by the booking cell and include on the delivery paperwork.
- Finally, please make sure your deliveries comply with the requirements of the Team Leidos Supplier Manual, ([available here](#)), or they may be rejected or subject to the Non-Conforming Receipt (NCR) process and you may be asked to collect them and/or undertake rectification.