 **BOOKING NOTIFICATION FORM**

**Delivery** **Address**: **Supplier** **Address**:

 **Contact Name & No:**

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| **Date (Delivery Planned)** | **Time Slot** | **Dock** **Door or Building number** | **Booking** **Ref**. |
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| Notes:The driver must quote a Booking Reference upon arrival at the GatehouseWithout the booking reference access will be denied |

Supplier Details:

*All Suppliers are responsible for ensuring all planned deliveries into the Defence Fulfilment Centre, or any other Donnington or Bicester Site, are booked in* ***at least 24 Hours in advance.*** *The Supplier Manual clearly identifies this as a requirement and includes all of the required information, including Driver Information and Load Details. Your Delivery into the DFC must be a planned delivery and have an associated Pre Advice/MOD Dues in number associated to the NSNs being delivered.*

**Donnington**

*Booking office: 01952 953110 or 01952 953114. You will be allocated a temporary Booking Reference with the date & time. Upon confirmation, you will receive an email with the booking details and a copy of this form. You are required to complete this form* ***IN FULL*** *and return it on the same day to* *Goodsin.DFC@kuehne-nagel.com* *.*

**Bicester**

*Booking Office: 01869 257039 You will be allocated a Booking reference and date. Email:* *Leidos-KNGD-BicSpt-multiuser@mod.gov.uk*

**Supplier Details:**

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| **Supplier Details** |
| **Driver** **Name** | **Vehicle Registration** | **Loading Type – rear only, side only, rear or side, Dock Leveller** | **Number of Pallets** | **Number of Packages** | **Number of Containers** | **Pre-Advice (DUES-IN) per Delivery (Please list Pre-advice numbers in the attached table)** |
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| **Type** **of** **Delivery** **/ Collection** (Please tick as appropriate)  |
| Pharma |  | Air Product |  | Hazardous Goods |  | Radial |  |
| Temperature Controlled |  | Crypto (Marked) |  | Dues In / General Deliveries |  | Other (please specify in NOTES box) |  |
| Parcel Force |  | Small Arms |  | RSG |  | MHE Requirements |  |
| Unit Collect |  | Small Arms Spares |  | FDS |  |  |  |
| **Documentation** (what documentation is included with the delivery) -Please list all documentation presented with the load below |
| Cert’s of Conformance |  | GDP/GMP  |  | Dangerous Goods Note |  | CMR |  |
| Test Cert’s N/A |  | Other (please specify in NOTES box) |  |  |  |  |  |

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| DUES’S IN NUMBER |
| NSN’s | Description  | Dues’ In Number | Item Quantity  | Comments  |
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**Important Information:**

* **All bookings are to be made 24 hours in advance.**
* **The booking form must be presented to DFC with all delivery / receipt requirements in full.**
* **Drivers must have the relevant Identification, vehicle details must be provided along with load and**

**Off load requirements.**

* **Drivers MUST have relevant PPE, and follow site rules.**
* **All deliveries MUST conform to the current Supplier Manual; including prior notice of all Dues In linked to the delivery. Without the correct detail, deliveries will not be accepted onto site.**
* **Booking Slot alterations no later than 12 hours of the delivery time. This includes Additions and Subtractions to Pre-advice (DUES-IN)/ Delivery / Collection / Driver details.**