

IDEAL BOOKING IN SYSTEM

Delivery Booking In Process

All palletised deliveries must have a delivery slot arranged in advance.

For Spares, Finished Goods and RAW1 deliveries, booking requests should be emailed to the IDC inbox at bookingsidc@groupe-atlantic.co.uk

For Production deliveries, booking requests should be emailed to the Goods Inwards inbox at goods.inwards@groupe-atlantic.co.uk

Suppliers/hauliers must confirm whether their delivery is for Production or the IDC before requesting a booking, to ensure the request is sent to the correct inbox. If they are unsure, Materials Control should be able to advise which area the delivery is for.

Booking requests should be sent as far in advance as possible to give the best chance of securing the preferred delivery date and time. Requests made 24–48 hours before delivery may still be accepted, however availability cannot be guaranteed. While we will always do our best to accommodate the requested date and time, the exact slot requested may not always be available.

Once the booking request has been received and a slot has been allocated, the supplier/haulier will be provided with:

Confirmed delivery date

Confirmed delivery time

Booking reference

On arrival at site, the driver must report to the Main Office and provide their booking reference. The driver will then be directed to the correct warehouse for unloading.

Palletised Deliveries

All palletised deliveries must be unloaded by our on-site team. Drivers must not unload pallets themselves, including vehicles fitted with a tail lift.

Palletised deliveries should not arrive on site without a confirmed delivery slot and booking reference. They may be turned away and asked to book if they do. If the driver is late for the booking the warehouse may refuse delivery.

Parcel Deliveries

Parcel deliveries do not require a prebooked delivery slot and can be delivered without a booking reference.

A designated parcel rack area is located near the Main Office, outside the IDC warehouse, where parcel deliveries can be left.

If a signature is required, the driver can report to an office, and a member of the team will assist.