

Commercial Team

PMR Co-Ordinator

Appendices

Source feedstock and arrange delivery to TRM from pre-approved supplier

Gather delivery details:

- Supplier
- Item
- Weight
- # Pallets
- Est. delivery date/time
- Haulier/Driver Reg./Driver Name
- Delivery for PMR Dry or SITAD

Is the product Waste?

Yes

No

Will the supplier generate their own HWCN or WTN?

Yes

No

Send all listed information to PMR Coordinator

Generate and issue to supplier to transfer with the consignment.

If waste, ensure the haulier has a Waste Carriers License. If not, report to BDM.
<https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

Raise Purchase Requisition / Purchase Order on D365. Book delivery onto ANPR System with all mandatory fields.

Log delivery in 'Deliveries' Sheet, select the 'Co-ordinator View' for a more concise layout.

Attach all received documentation to delivery record. Once all detail is filled, press 'Save'.

Acceptable EWCs & Description

16 02 15*	Hazardous components removed from discarded (WEEE) equipment
16 02 16	Non-Hazardous components removed from discarded (WEEE) equipment
19 12 11*	Wastes from mechanical treatment of waste containing hazardous substances

Finance and Operations - Procurement and sourcing - Purchase orders - All purchase orders

Purchase #	Supplier account	Invoice account	Supplier name	Purchase type	Approval status	Purchase
P0001502	230046	230046		Purchase order	Confirmed	Invoice
P0001503	230052	230052		Purchase order	Confirmed	Invoice
P0001504	080773	080773		Purchase order	Confirmed	Open
P0001505	230049	230049		Purchase order	Confirmed	Open
P0001506	080756	080756		Purchase order	Confirmed	Open
P0001507	230103	230103		Purchase order	Confirmed	Receive
P0001508	230049	230049		Purchase order	Confirmed	Open
P0001502	080756	080756		Purchase order	In review	Open
P0001503	080112	080112		Purchase order	Confirmed	Open
P0001504	080189	080189		Purchase order	Confirmed	Open

Book Delivery

BOOKING

DELIVERY ITEM: Haulage Vehicle Registration

UNLOADING

Haulage Company

FORS Accreditation

FORS Company ID

Search location (start typing an address)

Weight

Delivery will be automatically scheduled

PM Delivery

PM Delivery

New Item

Expected Delivery Date

Enter a date

Supplier

Select an option

Purchase Order Number (PR if not available)

Enter value here

Does this delivery contain waste?

Yes

Please tick 'Yes' if the delivery contains waste.

Comprehension Note Code

Enter value here

Amount

EWC Code

Save Cancel

Comprehension Note Code

Enter value here

Amount

EWC Code

Response Quantity

Enter a number

Pallets

Enter a number

Change delivery location

Save Cancel

PMR/SITAD Feedstock Delivery – Day of Delivery & Acceptance

PMR Stock Controller

PMR Co-Ordinator

Appendices

Check 'Deliveries' list for expected deliveries today

Open delivery entry and review information.



Notify supplier/ BDM of discrepancy and agree corrections to paperwork.



Advise Stock Controller to quarantine stock

Advise driver to park up and wait in PMR Team Leader Office until resolved

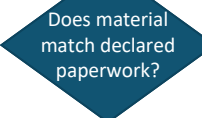
Notify Business Development Manager immediately. BDM to make decision.

Once Resolved

Correct documentation and update system entry

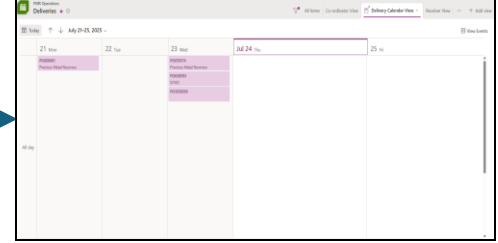
If stock already in quarantine

Direct driver to correct Delivery Point and follow downstream SOP1810. Contact relevant people for each delivery point.



Sign, Scan & Attach signed paperwork to relevant 'Deliveries' entry, and update missing info.

Deliveries List – Calendar View



Hazardous Waste Consignment Note Example

The Hazardous Waste Regulations 2005
The Waste (England & Wales) Regulations 2011
Consignment Note (Day of Care Waste Transfer)

Part A Notification Details

1. Consignment Note Code: **SUPPLIER**

2. The waste will be removed from: **SUPPLIER**

3. Process Code: **SUPPLIER - CHECK ON RECEIPT**

4. The waste will be taken to: **SUPPLIER**

5. The waste producer (if different from 2): **SUPPLIER**

Part B Description of Waste

1. Process giving rise to the waste(s) was: **SUPPLIER**

Part C - CARRIER'S CERTIFICATE

1. Carrier Name: **CARRIER**

2. Carrier registration No: **CARRIER**

3. Vehicle registration number: **CARRIER**

Part D - CONSIGNEE'S CERTIFICATE

1. Consignee Name: **SUPPLIER**

Part E Consignee's Certificate

1. I received the waste at the address given in A4 on: **TRM ACCEPTOR**

3. Where waste is rejected, please provide details: **TRM ACCEPTOR**

Acceptable EWCs & Descriptions

EWC Code	Description
16 02 15*	Hazardous components removed from discarded (WEEE) equipment
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19 12 11*	Wastes from mechanical treatment of waste containing hazardous substances

Essential Contact Numbers

PMR Deliveries	01443 623
SITAD Deliveries	07387 260815
PMR Co-Ordinator	01443 623740

If not available, please escalate with Team Leader.

PMR Stock Controller
Take 1st Weighbridge Weight

Local Area Team
Local area team to meet delivery driver at delivery point to match and unload

Local Area Team
Unload Delivery

PMR Stock Controller
Take 2nd Weighbridge Weight