
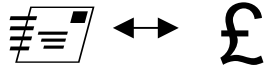


Supplier calls our
Customer Service Team

 **01372 723 723**

The collection statement is sent to the supplier. If payment is to be made to a non-VAT registered organisation, a cheque will be enclosed. An invoice is required from VAT-registered companies before payment is made.



The collection request is entered on our purchasing system and a tracking reference for the cartridges is issued. Supplier labels packages with tracking reference

POR12345

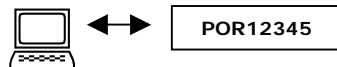
The Collection Cycle



A Collection Statement is raised for each tracking reference, giving details of cartridges received and their value



Cartridges received are input on our purchasing system against the tracking reference



Collection is made by our carrier within 2-3 working days and cartridges are delivered to our warehouse



Cartridges are inspected and a detailed list of items received under each tracking reference is compiled

