## Procurement Lifecycle Document for Mondo Butchers and Smallgoods

CUAGRO2019 – Common Use Arrangement for Bulk Groceries and Fresh Produce

Company name Contact information Buying methods Place an Order Minimum Order Thresholds Payment of invoices Delivery Return of rejected goods Account management and invoicing Contact information General enquiries Accounts

Last updated: 17 November 2021

## Mondo Butchers & Smallgoods

**ABN:** 47 074 619 239 **ACN:** 074 619 239

### **Contact information**

Robert Garreffa / John Thompson / Mathew Graham/ Chris GolatPhone: (08) 9204 4099Mobile: 0411 428 450Facsimile: (08) 9204 4299Email: orders@mondo.net.auWebsites: www.mondo.net.auWebsites: Unit 5, 41 King Edward Road Osborne Park WA 6017Admin hours: Monday to Friday 5.00am to 2.00pm



# **Buying methods**

#### Place an Order

#### Option A – Use CUA Order Form or Agency Order Form:

You can use the CUA Order Form or your organisation's own order form to make a purchase from Mondo Butchers & Smallgoods. Please make sure that you quote the CUA number "CUAGRO2019".

**Step 1 (if required):** Use email or phone to communicate with the Contact Person for Customer Orders – **Robert Garreffa, John Thompson, Mathew Graham or Chris Golat** – via the enquiries email address as per the contact details on page 2 to set up a CUAGRO2019 Account.

**Step 2:** Fill in the CUA Order Form or your organisation's own order form with the products you require.

**Step 3:** Send the CUA Order Form to Supplier Name via a dedicated email address – **orders@mondo.net.au** for fulfilment. If you have any questions, contact John Smith or Jane Smith via the details on page 2 for further information.

### **Minimum Order Thresholds**

The following Minimum Order Thresholds apply:

- No minimum threshold product conditions
- Dollar value threshold is \$200
- No volume threshold (cartons, crates etc)
- Orders below threshold are accepted
- Delivery Fee for Orders below threshold is \$15

#### **Payment of invoices**

Pay on your Account via EFT – Account details as follows: Mondo Di Carne Pty Ltd **BSB:** 016-370 **Account Number:** 189 652 634 Contact Supplier Name – <u>AR@mondo.net.au</u>

### Delivery

#### Perth Metropolitan Region and the City of Mandurah

Free delivery is available to any nominated delivery point located within the Perth Region and the City of Mandurah, including any nominated carrier's depot where consignment to country areas is involved. Free delivery to these locations applies for both Standard Products and Non-Standard Products.

Products will be delivered free-of-charge to your site within 24 to 48 hours of ordering.

#### **Regional Deliveries**

For Regional orders, the order timeframes are as follows:

• 48 hours before despatch to the transport company plus the travel time to be discussed with venues

If you have any questions, contact Robert Garreffa / Mathew Graham / Chris Golat / John Thompson via – orders@mondo.net.au or phone – (08) 9204 4099 for further information.

#### **Return of rejected goods**

Where prior to acceptance, the Products delivered are found to be unsuitable for acceptance due to sub-standard quality, the Customer may reject any or all the Products ordered.

To reject the Products, the Customer must notify the Contractor within three (3) Business Days for non-perishable and one (1) Business Day for perishable or fresh produce. The Products must be removed at the Contractor's expense within such reasonable time as the Customer may direct.

Should the Contractor fail to duly and properly remove the rejected Products within the time specified by the Customer, the Customer shall be entitled to have the rejected Products returned at the Contractor's risk and expense to the Contractor's premises, whereby the Contractor must afford every facility to accept the return of the Products.

Mondo office is to be contacted direct on 08 9204 4099 to discuss the problem and organise a collection and return or replacement within 24 hours. A credit note will be issued within 48 hours from the office on return of the product to the factory.

#### Account management and invoicing

If required, Mondo Butchers & Smallgoods must provide consolidated invoicing in specific formats as agreed with the Customer. The Account Manager for Customer queries and invoicing is Robert Garreffa who can be contacted via the details on page 2.

# **Contact information**

## **General enquiries**

#### Admin

Robert Garreffa / John Thompson / Mathew Graham / Chris Golat Phone: (08) 9204 4099 Mobile: 0411 428 450 Facsimile: (08) 9204 4299 Email: orders@mondo.net.au Websites: www.mondo.net.au Postal Address: Unit 5, 41 King Edward Road Osborne Park WA 6017 Admin hours: Monday to Friday 5.00am to 2.00pm