

Procurement Lifecycle Document for Boffins Bakery

CUAGRO2019 – Common Use Arrangement for Bulk Groceries and Fresh Produce

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Last updated: 21 March 2022

Boffins Bakery

ABN: 26 970 980 697

ACN: 077 033 053



Contact information

David Stewart

Phone: (08) 9209 1908

Mobile: 0400 975 954

Email: David@boffinsbakery.com.au

Websites: www.boffinsbakery.com.au

Postal Address: PO Box 2606 Malaga WA 6944

Admin hours: Monday to Friday 8.30am to 3.30pm

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 Boffins Bakery. 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 – David Stewart – 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 – sales@boffinsbakery.com.au for fulfilment. If you have any questions, contact David Stewart via the details on page 2 for further information.

Minimum Order Thresholds

The following Minimum Order Thresholds apply:

Minimum Order Threshold Product Conditions	\$ Threshold	Volume Threshold (cartons, crates etc)	Orders Below Threshold Accepted (YES/NO)	Delivery Fee (for Orders below threshold)
Boffins request that Customers adhere to the threshold.	\$100.00		Yes	No

Payment of invoices

Pay on your Account via EFT – Account details as follows:

BSB: 016 745

Account Number: 49 172 0175

Email remittances to Email address: sales@boffinsbakery.com.au:

Delivery

Perth metropolitan area 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 Tuesdays & Thursdays with orders being placed by 12pm the day prior.

Regional Deliveries

For Regional orders, the order timeframes are as follows:

	Order Cut Off	Timeframe	Delivery Fee
Goldfields-Esperance: Esperance within 20km	Monday 12pm & Wednesday 12pm	48 hours	\$20.00
Goldfields-Esperance: Kalgoorlie-Boulder within 20km	Monday 12pm & Wednesday 12pm	48 hours	\$20.00
Great Southern: Albany within 20km	Monday 12pm & Wednesday 12pm	48 hours	\$20.00
Mid-West: Geraldton within 20km	Monday 12pm & Wednesday 12pm	48 hours	\$20.00
Peel: All Locations Except City of Mandurah	Monday 12pm & Wednesday 12pm	48 hours	\$20.00
SouthWest: Bunbury within 20km	Monday 12pm & Wednesday 12pm	48 hours	\$20.00

If you have any questions, contact:

David Stewart via – david@boffinsbakery.com.au – or phone (08) 9209 1908 for further information.

Disposal and recycling

Boffins Bakery provides a packaging collection service for Customers in the Perth Metropolitan Area. We offer a cardboard take back program whereby we collect our emptied cardboard outer boxes. For further details, please contact David Stewart who can be contacted via the details on page 2.

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.

- The return of rejected goods will be collected upon delivery if this is raised at delivery by the receiver and communicate the replacement of acceptable goods.
- Alternatively, we will send a Boffins Bakery Sales Representative to collect rejected goods and immediately replace with acceptable goods; or
- A Boffins Bakery Sales Representative will collect the rejected goods, issue a credit note and communicate the replacement of acceptable goods.

Account management and invoicing

If required, Boffins Bakery must provide consolidated invoicing in specific formats as agreed with the Customer. The Account Manager for Customer queries and invoicing is David Stewart who can be contacted via the details on page 7.

Contact information

General enquiries

Admin

Phone: (08) 9209 1908

Email: sales@boffinsbakery.com.au

Websites: www.boffinsbakery.com.au

Postal Address: PO Box 2606, Malaga, 6944, WA

Office hours: Monday to Friday 7:30am to 3:30pm.

Accounts

Accounts Manager

Name: David Stewart

Mobile: 0400 975 954

Email: david@boffinsbakery.com.au