



Advisory # **2020-A-068**

Subject: GTAA Logistics Program Update

From: Finance

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Date: Oct. 27, 2020

Please be aware of the changes to the Logistics program with regards to FEDEX Supply Chain as of April 15, 2020 and ensure to make your departments aware of the information below for any goods that are required to pass through the program.

Logistics Centre Operating Hours

Monday to Friday 04:00 – 14:30

Review revised service level categories and guidelines attached at the end of this communication.

All previous Logistics Program receiving appointment times for the Logistics Centre are being cancelled as of Oct. 30, 2020. For any Vendors who have not already done so, they need to call the Logistics Centre (416-776-5444) to either schedule new appointment times and/or confirm need and time for standing appointments that will align with revised GTAA Service Guidelines and hours of operation.

Vendors / Carriers showing up without an appointment will be turned away (as per GTAA Security guidelines). Vendor / Carriers showing up more than 2 hours late for scheduled appointments will be turned away (as per GTAA Security guidelines.)

Scheduling of new appointment required to be booked at least 24 hours in advance; not same day. Appointments scheduled later in the day will be delivered next day. For appointments later in the day on Fridays, deliveries will be completed on Monday.

All Tenants currently regularly receiving goods need to provide GTAA with their current receiving hours which will then be referenced when the Logistics Centre determines appropriate appointment times and subsequent delivery to Tenant location. GTAA to be notified of any revisions so info can be passed onto FSC.

All Tenants need to provide GTAA with an updated current list of vendors / carriers they are using. GTAA to be notified of any additions or deletions so info can be passed onto FSC.

Tenants need to provide contact information for persons currently on site managing their logistics program. GTAA to be notified of any revisions to contact list.

Tenants unable to accept goods at time of delivery will receive a Hold Charge as per GTAA Hold Policy.

FEDEX Supply Chain is not required to create space for delivery drop-in Tenant locations and a safe and clear area must be made available for goods without creating fire hazards or blocking hallways.

Contractors / Vendors showing up at terminals without a scheduled appointment will be denied gate arm access and turned away. Appointments to be rescheduled 24 hours in advance; not same day.

<i>Priority</i>	<i>Category</i>	<i>Component</i>	<i>Receiving Criteria</i>	<i>FSC Delivery Target</i>
A	Time Sensitive	Newspapers	Received by 06:00	09:00
		Baked Goods (LC)	Received by 05:00	09:00
		Baked Goods (Direct to Dock)	Received by 07:00	09:00
B1	Temperature Sensitive	Requires Freezer/Cooler	Received by 06:00	14:00
B2	Perishable	Produce	Received by 08:00	12:00
		Dairy	Received by 08:00	12:00
B3	Operational Effectiveness	Mixed Product	Received by 12:00	Same day or next day based on tenant receiving hours
C1	Courier	Canada Post, Canpar, DHL, FedEx, Purolator, UPS	Received by 13:00	Same day or next day based on tenant receiving hours
C2	High Volume Tenants	Compass (AC Lounges), Dexterra, HMS Host, LS Travel, Plaza Premium, SSP	Received by 12:00	Same day or next day based on tenant receiving hours
C3	Internal	Logistics Program delivery required between storage room and storefront	Based on pre-arranged pickup schedule with a deadline of 11:00	Within 3 hours of pre-arranged pickup
C4	Nuance	Cages from Nuance warehouse to Terminal 1 stores, Terminal 3 warehouse	Received at LC by 11:00	Delivered same day if received by 11:00; next day if received later than 11:00
C5	Water	Water deliveries through Canadian Springs	Tickets received by 12:00 Thursday	Four business days
D	Other	Deliveries not specified by the 8 categories above	Received by 14:00	Next day delivery by 14:00
E	Non-Logistics Program Deliveries	All non-logistics program deliveries (enhanced service, transfers)	Do not have priority over logistics program deliveries. Delivered within 48 hours or based on pre-arranged schedule.	