



Delivery to RWS

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Security Check Point Clearance

Suppliers are to provide one of the relevant supporting documents mentioned below to RWS Security Check Point during delivery.

- Delivery Order (DO)
- Invoice
- Permit To Work (PTW)
- Purchase Order (PO)



Important:

Vehicles exceeding - Length > 40 feet (13 meter), Width > 10 feet (3 meter) and Height > 13' 4" (4.1 meter) are **NOT** allowed access into Basement car park.

Delivery Guidelines

- Delivery Hours : Mondays to Sundays, 0800 to 1700 hours.
- Suppliers are advised to follow the allocated time slots given to minimize delays.
- Delivery for non food items shall be done after 1 pm [*unless exceptional approval is granted*].
- Please report to Loading Bay K located at Basement 2 for documentation checking and instructions by Receiving before delivering to the ship-to location stated in the PO. Any deviation will not be accepted by Receiving.
- Suppliers are required to deliver goods based on the instructions printed on the purchase orders.
- All delivery personnel/Suppliers should adhere to proper dressing rules and safety shoes should be worn at all times.
- All bulky, heavy, construction and build up/tear down materials are ONLY allowed after 2300 hours till 0700 hours into the operational area. Suppliers are encouraged to contact the Requester/Receiving Contact Person at least 5 -7 days in advance, to obtain delivery approval and delivery notification to Logistics for receiving preparation.

Delivery Guidelines

▪ For Food & Beverage Products:-

- All Food Suppliers must deliver frozen and chilled products in the appropriate product temperatures stated in the Food Safety clauses in our PO Terms & Conditions.
 - <http://www.rwsentosa.com/Portals/0/RWS%20Revamp/Our%20Suppliers/ResortsWorldSentosa-OurSuppliers-Clause22-FoodSafetyRequirementsforVendors.pdf>
- All pre-packed products should come with an appropriate label in accordance with Singapore Food Agency (SFA) Labeling Guidelines for Food Importers & Manufacturers.
 - <https://www.sfa.gov.sg/food-information/labelling-packaging-information/labelling-guidelines-for-food-importers-manufacturers>
- All Suppliers should ensure the cleanliness of goods handling vehicles/equipment.
- All food deliveries should be accompanied with 4 sets of DO/Invoices, for Non-food 3 sets of DO/Invoices.

Note : **ALL** delivery orders are to be **endorsed** (accompanied with original stamp) by Receiving at the respective loading bays. Delivery orders **WITHOUT** proper endorsements by our Receiving will be considered invalid.

Work Safety & Health Requirements

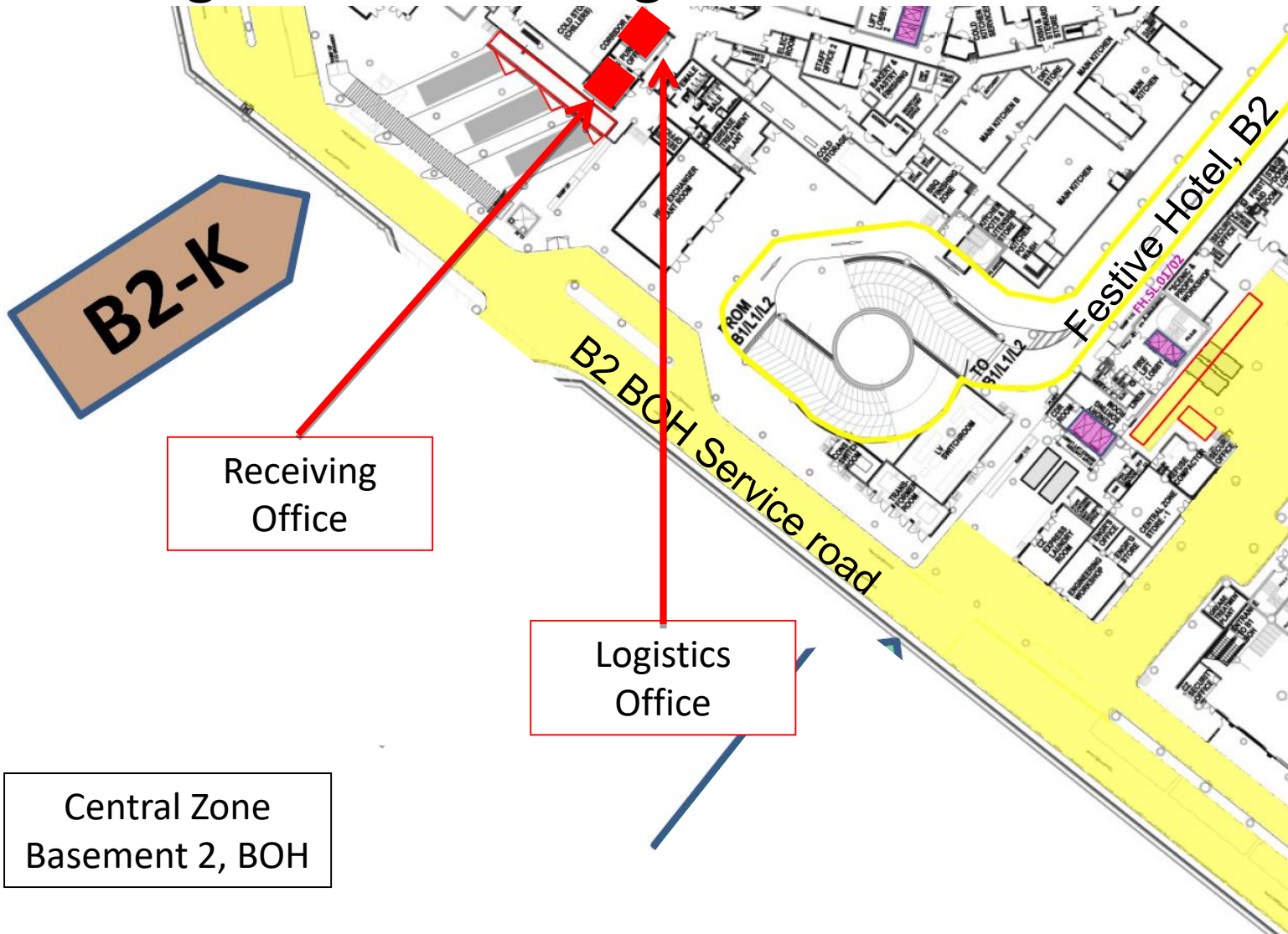
Important Notes:-

- Pallet jack, industrial heavy duty trolley and over height sack of cargo are not allowed for delivery to within RWS
- Trolley Height Limitation : 900 X 600 X 1000mm



- Suppliers are not allowed to climb the safety barriers. Violators will be refused of their delivery

Logistics & Receiving Office Locations



Logistics & Receiving Duty Line Contact:

Logistics Duty Line:
+65 8140-7334

Receiving Duty Line:
+65 8140-7679

Central Zone BOH,
Uniform Collection
Queue Area

Central Zone
Basement 2, BOH



Vehicle Height Clearance

- Vehicles exceeding - Length > 40 feet (13 meter), Width > 10 feet (3 meter) and Height > 13' 4" (4.1 meter) are **NOT** allowed access into Basement car park.

Height Clearance	Loading Bay
2.8 meter	Basement 2 Loading Bay N
3.3 meter	Basement 2 Loading Bay D
	Basement 2 Loading Bay G
	Basement 2 Loading Bay Q
3.6 meter	Basement 2 Loading Bay J
3.8 meter	Basement 2 Loading Bay H
4.1 meter	All Other Loading Bays