

Shipment Inbound Guide for Suppliers

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About this Guide:

This guide is to provide Skytech's suppliers the workflow and requirements when handling order and shipments from/to Skytech. Skytech would really appreciate

Shipping Addresses:

For refurbished products and samples: (used items)

Skytech Innovation Pty Ltd

PO Box 3025

Toongabbie East NSW 2146

For Bulk stock: (brand new items)

Skytech Innovation Pty Ltd

457 Waterloo Road, Greenacre, NSW, 2190

Procedure:

1. Skytech place order with Supplier
2. After the confirmation of order, send invoice(s) to david.l@skytech.com.au and CC accounts@skytech.com.au
3. If there are new skus in the order, make sure the new skus' product info have been received and processed by Skytech prior to the shipment.
4. Confirm with Skytech about whether the stock will go straight to Skytech's Sydney Warehouse or it's Forwarder in Shenzhen.
5. Prepare the shipment:
 - a. label all shipment boxes with "Skytech" and clear Box number
 - b. Attach packing list to box 1, the packing list should clearly state the content of each box number with EAN codes and SKU.
 - c. Send the packing list to accounts@skytech.com.au
6. If the shipment is coming to Sydney warehouse, provide tracking to David.l@skytech.com.au and cc Accounts@skytech.com.au

Skytech Team really appreciates your cooperation in adherence to the guidelines above.

Skytech Innovation Pty Ltd

