



**FORTH
PORTS**
SCOTLAND

CONTAINERS
GRAIN, DRY AND LIQUID BULKS
OIL AND GAS
TIMBER PRODUCTS
PORTCENTRIC
MARINE
CRUISE



forthports.co.uk

GRANGEMOUTH / LEITH / DUNDEE / ROSYTH / BURNTISLAND / KIRKCALDY / METHIL

SUPPLIER WELCOME PACK



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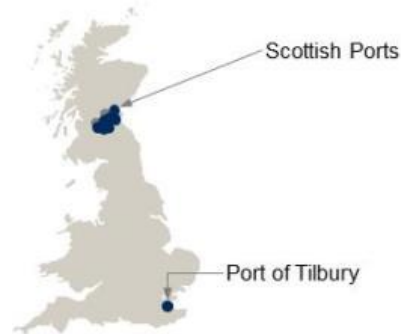
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1. INTRODUCTION TO FORTH PORTS

Forth Ports is a dynamic UK-based multimodal ports owner and operator. Our ports are strategically positioned and serve as logistical gateways across the UK. We offer businesses a wide range of diverse, port-related services, and help connect the UK with Europe and the rest of the world.

Forth Ports owns and operates eight commercial ports on the Firth of Forth, the Firth of Tay and the Thames:

- Grangemouth
- Leith (Edinburgh)
- Rosyth
- Dundee
- Methil
- Burntisland
- Kirkcaldy
- Tilbury (London)



We offer high levels of handling and logistic-related services to customers who are looking for solutions to move goods cost effectively and efficiently, and provide warehousing and storage facilities.

Within and around the Firths of Forth and Tay, Forth Ports manages and operates an area of 280 square miles of navigable waters, including two specialised marine terminals for oil and gas export. We deliver high levels of professionalism in ship handling, pilotage, navigation, conservancy and towage.

The Port of Tilbury is home to the London Container Terminal, the only terminal servicing both short-sea and deep-sea customers; and the London Distribution Park, a 70 acre development just outside the gates of the port, a project being carried out in conjunction with strategic developers, Roxhill.

Forth Ports offers key berthing facilities to cruise operators at our London and Edinburgh ports - www.cruiseedinburgh.com and www.londoncruiseterminal.com.

Grangemouth

Grangemouth is Scotland's largest container port and lies at the centre of Scotland's industrial heartland. The port is situated midway between the main Scottish cities of Glasgow and Edinburgh, and is served by the M9 motorway, which links it to the national motorway network, and is also rail linked.



Approximately 9 million tonnes of cargo are handled through the dock facilities each year. Of this, 2.5 million tonnes is dry cargo, which represents incoming raw materials for Scottish industry and outgoing finished product.

As Scotland's main container terminal, the port handles approximately 150,000 containers per year. As much as 30% of Scotland's gross domestic product (GDP) goes through the port. It is the UK's largest feeder port and the only one that exports more than it imports.

The port offers:

- *Two gantry cranes*
- *13 straddle carriers*
- *Modern driver's reception*
- *Integrated Terminal Operating System*
- *500,000 sqft of warehousing*
- *365 acre estate*
- *Private and common user jetties*
- *LPG berth*
- *Dedicated general cargo berths*
- *Ability to handle ro-ro, side port and conventional vessels*
- *Access to 4 Sennebogen material handlers*



Grangemouth's location at the centre of Scotland's main areas of production and consumption, its road, rail and sea links, and its land availability makes the perfect combination for the port's further development as a logistics and distribution hub.

Leith

The Port of Leith is the largest enclosed deepwater port in Scotland and has the capability to handle ships up to 50,000 DWT.

The port is located in the north east of the city of Edinburgh with easy access to Scotland's major motorways, including the A1, the Edinburgh by-pass, the M8 and the M9. The port offers rail and road connections and is ideally located for all North Sea activities.



The port provides full stevedoring and cargo handling services for a range of vessels and cargoes, including dry bulk, grain and animal feeds. The port is well equipped with a number of cranes and equipment, along with secure storage facilities.

The port offers:

- *Three x 25 tonne bulk handling cranes*
- *One harbour mobile*
- *Two gantry cranes*
- *One Sivertell*
- *Two dry docks*
- *Access to 4 Sennebogen material handlers*
- *Common user coal handling facility*
- *Grain Storage*



Leith has earned a strong reputation for its support services for offshore developments. In 2012, a Memorandum of Understanding (MoU) between the port, Scottish Enterprise and the City of Edinburgh was signed with the aim of developing a new masterplan to create a 21st century gateway for the port, which will support key industries throughout Scotland.

The Port of Leith is also an important marquee destination for the northern European cruise industry, handling 40 vessels and 20,000 passengers per annum. The Cruise Terminal offers facilities for transit and turnaround calls. Its central location is ideal for shore excursions to historic Edinburgh and the surrounding areas.

Rosyth

Centrally located on the north bank of the River Forth, upstream of the Forth Road and Rails bridges, the Port of Rosyth is a key gateway into Fife and Central Scotland. The port provides easy access to the M90, the Forth Road Bridge and the main arterial motorways through Scotland.

It is strategically located for businesses that require a riverside location and logistical support, including its unique roll on/roll off freight ferry service which links Scotland with mainland Europe.

As well as the freight ferry service, the port handles a range of cargoes, including timber, bulk salt, rapeseed meal and animal feed. The port provides a range of facilities and state-of-the-art equipment to help meet businesses' individual logistical needs.

The port offers:

- *Riverside berths*
- *Ro-Ro terminal*
- *Bulk sheds*
- *Open storage facilities*
- *Warehousing*
- *Automotive handling facilities*
- *Weighbridge*
- *Access to 4 Sennebogen material handlers*



The port is currently performing a vital support role as the marine hub throughout the construction of the new Forth Crossing. Forth Crossing Bridge Constructors, (FCBC), is utilising the port's close location to the construction site to store and transport equipment and essential materials, which is only a matter of minutes away from the new bridge build site.

The port also offers key berthing facilities for both transit and turnaround cruise calls. Car parking close to the main cruise terminal make it an ideal location for turnaround calls for passengers from Scotland and the north of England. The recently revamped terminal offers catering facilities, Wi-Fi and an information desk for passengers.



Dundee

The Port of Dundee is the most northerly port owned by Forth Ports and is one of the largest economic generators in the city of Dundee. The port is strategically located on the east coast of Scotland, midway between Aberdeen and the central belt, and lies on the north side of the sheltered Firth of Tay. The port has the capacity to handle a wide range of bulk, agricultural and forest products. It is Scotland's main agricultural hub with over 250,000 tonnes of agricultural products moving through the port annually.



The port provides inspection, repair and maintenance of jackup and semisubmersible drilling rigs and support vessels for the North Sea oil and gas industry. It is also home to Swedish giant Nynas, the world-leading manufacturer of specialty oils and bitumen products.

The port has an extensive range of facilities:

- *Storage areas*
- *Warehousing*
- *Deepwater berths*
- *Heavy lift quaysides*
- *Development land*
- *24 hour access*
- *Six working berths*
- *1600m of quayside*
- *No beam or air draft restrictions*
- *150,000 tonnes of dedicated cereal shed storage capability*
- *Harbour mobile crane*
- *Access to 4 Sennebogen material handlers*



The port has been identified as one of Scotland's top locations for renewables by Scottish Enterprise under the National Renewables Infrastructure Plan and is within the Scottish Government's Low Carbon Renewables East Enterprise Area. The port is well situated for serving the existing NSO market as well as the emerging decommissioning markets in the North Sea.

Methil

Situated on the northern shores of the River Forth, Methil is Forth Ports' most eastern port. The port is a timber, aggregate and general bulk commodity distribution centre. The port has the facilities to accommodate the repair, maintenance and supply of offshore drilling rigs and tankers. These take advantage of the deep, sheltered water of Largo Bay and the specialist services in Methil and its locality.

With its strategic location and range of services, Methil has the capabilities to serve the emerging renewable energy sector.



The port offers:

- *Accommodates vessels up to 3,000 DWT*
- *Offers 50 acres of development land*
- *Timber storage available*
- *Can handle grains and cereals bulk commodities*

Burntisland

The Port of Burntisland is the Forth's most natural harbour and one of its oldest. It is located on the north side of the River Forth, where it has the ability to provide transport and distribution by sea, rail or road across Scotland. In recent years, it has experienced a revival from coastal shipping and opportunities within the offshore renewable energy sector. The port houses three major tenants, Burntisland Fabrications (BiFab), Briggs Marine and Scott Timber.



Kirkcaldy

Kirkcaldy Harbour is positioned on the north side of the Firth of the Forth and can accommodate standard general cargo coaster vessels.

In 2011, following a 20 year gap, the tidal harbour reopened for commercial business and to serve the local flour mill, Hutchison's Flour – part of the Carr's Milling Group. The mill has a high capacity silo intake facility directly adjacent to the quayside.

With the increasing demand for imported wheat, the mill is reaping the benefits of its close quayside location and its new state-of-the-art mill, situated alongside its existing facility, opened 2013.

Kirkcaldy Harbour can handle grains and cereals, timber, aggregate and other bulk commodities.

FORTH PORT'S VISION STATEMENT

Forth Ports is a dynamic ports focused business, owned by two shareholders, Arcus and PSP, who have a long term horizon and want to create a climate of investment and growth in the business.

Our strategy is to generate demand for our facilities and services and invest our expertise and capital in efficient and lower carbon supply chain solutions for our customers.

Our business model is flexible: we can provide infrastructure, invest in facilities and operate a wide range of services from navigational safety to handling, stock control and distribution arrangement.

Over 50% of Scotland's GDP in goods goes through the River Forth and the River Tay and we support many key and emerging industries, such as Oil & Gas, Food & Drink, Agriculture, Tourism, Manufacturing and Renewable Energy. We operate Scotland's largest container terminal at Grangemouth which handles over 225,000 TEU's each year.

Tilbury is London's main port and the UK's greenest port. It is truly a unique asset: a site of over 700 acres and 5 million square feet of warehousing linking up with our container, conventional and bulk cargo facilities to provide portcentric distribution to a wide variety of customers and businesses in the UK's capital city and the south east of England.

London Container Terminal is the UK's third largest container facility handling over 850,000 TEU's each year. We have a continuous investment programme in systems and equipment which will further improve services and facilities for our customers.

London Distribution Park is one of the first ventures between a ports group and a logistics developer, combining the ports and property industries to provide efficient supply chain and distribution solutions on the doorstep of the port with close links to the M25 network.

Our group deals with every level of business from multinationals to small start-up operations. We have an extensive land bank, facilities and the expertise and commitment of our people at your disposal to find the right handling and supply chain solutions for your business.

Charles Hammond
Chief Executive Officer

2. YOUR DETAILS

To enable us to buy from you and to pay you efficiently there is some key information we require:

You will be asked to complete our vendor management evaluation process which provides us with the details needed for you to be an approved supplier and some information for you.

This will include:

- *Bank Name, Account number and Sort Code*
- *Full Trading Address*
- *Public & Product Liability Insurance certificate*
- *Employer's Liability Insurance certificate*
- *Policy Documentation*
- *UTR (formerly CIS) Number (if applicable)*
- *Health, Safety & Environment information*
- *Relevant Company policies*
- *Terms and Conditions of Purchase*
- *Business Ethics Commitment (see also our code of conduct on this document)*
- *Request for supporting information – we will require copies of any accreditation certificates,*
- *e.g. ISO 9001 and details of your Quality Assurance Organisation and Systems.*
- *Security Vetting*

We will also require proof of competency which can include documents such as member association certificates, training and work experience certificates and we may require key personnel CV's.

If you are a contractor working on any Forth Ports Limited site within Scotland you will be required to complete all details in line with constructionline and beSSIP accredited. For further information prior to application please visit www.constructionline.co.uk

3. HOW WE BUY FROM YOU

When we buy from you, we will issue you with an electronic purchase order. No verbal order numbers will be given.

Goods and services will normally be supplied after you receive our purchase order. Purchase orders are automatically generated once our internal processes have been fully approved and will normally be emailed to you.

Each purchase order will have a unique number. It is imperative this number is quoted on your invoice to ensure a smooth purchase to pay process. **Any invoice received without an order number will be returned to you unpaid.**

Please ensure the invoice you are submitting correctly matches the purchases order. Any charges over and above the purchase order will be referred back to you. Ensuring the invoices and PO match will ensure prompt payment to you.

Purchase Order Number

The diagram illustrates the flow of the Purchase Order Number. A blue arrow originates from the 'Purchase Order Number: 000232683' field in the Purchase Order form and points to the 'PURCHASE ORDER NUMBER: 000232683' field in the Invoice form. Another blue arrow points from the 'Purchase Order Number' section header to the Invoice form.

Purchase Order Form:

Purchase Order Number: 000232683

The Purchase Order number MUST be quoted on all correspondence

Vendor:
A. N. Other Supplier
1 High Street
Town
County
1XX 1XX
Telephone:

Deliver To:
Carlteen Tibbury
Port of Tibbury
Tibbury
Essex
RM18 7EH

Invoice To:
Port of Tibbury London Limited
Leslie Ford House
Tibbury Docks
Essex
RM18 7EH

Order Date: 28-Jan-2016

Notes to Supplier:

Line No.	Qty	Description	Internal Part No.	Suppliers Part No.	Unit Price £	Discount £	Line Value £	Delivery Required
001	2.00	10MM X 10MM BLACK WIDGET			1.00	0.00	2.00	02-Feb-2016

Contact in case of query:
Name: Garry Sawyer
Telephone No: 01375 852429

Our standard Terms and Conditions apply, which can be viewed at: www.forthports.co.uk/services/supplier-portal/

VAT No: 592 9785 89
Company Reg No: 2859118

VAT Excl Total: 2.00
VAT Total: 0.40
Total Order Value: 2.40

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Invoice Form:

****Invoice****
12345

FORTH PORTS LIMITED

Payment Details:
Account Name
Account No
Sort Code
IBAN

PURCHASE ORDER NUMBER: 000232683

Contact Details:
In the event of query please telephone: on
Fax No:
E-Mail:

Date Customer Account

Description of Charge	Amount	VAT Code
10MM X 10MM BLACK WIDGET	2.00	

VAT SUMMARY

Code	Description	VAT %	Namative Description	Net	VAT
8	GB STANDARD 20%	20.00%		2.00	0.40
				Amount (GBP)	2.00
				VAT	0.40
Due date per customer agreement or standard terms and conditions				Total (GBP)	2.40

4. DELIVERING GOODS OR SERVICES

When you receive our purchase order please check the detail and where requested please send back the acknowledgement within 3 working days.

We will then look forward to the timely delivery of your goods and services.

5. YOUR INVOICE

To enable us to pay you promptly and to the agreed purchase order terms and conditions we will require you to submit your invoice with some key information.

When submitting your invoice please include the following information as a minimum:

- *Our purchase order number (one per invoice)*
- *Quantity, unit of measure, price and currency*
- *Description of the goods and/or services you have delivered/carried out*
- *Your company name, address and VAT registration number*
- *Your contact details in case we have a query*
- *Quote reference number if applicable*

Please note if the above information varies from the information on the purchase order, this is likely to cause a delay in matching your invoice, and hence a delay in payment.

- For all Scottish Operation invoices please email purchase.ledger@forthports.co.uk
- Or alternatively by post to Forth Ports Limited, Carron House, Central Dock Road, Grangemouth, FK3 8TY

Invoice processing issues

If you have provided your goods / services, and we are unable to process your invoice for payment, we will notify you of the action required.

6. PAYMENT

When we match your invoice to our purchase order and goods receipt note / confirmation of services, we can then arrange payment.

Once we receive your invoice, and the goods / services have been received, we will match the purchase order, invoice and goods receipt note / confirmation of services. When these have been matched, payment will be released.



We pay invoices electronically by BACS, and will email a remittance advice to you.

If you do not receive payment, please email our Accounts Payable Team as detailed in section 5. Accounts payable will then investigate and advise reason for non payment.

Credit Notes

Credit notes are submitted in the same way as an invoice. The invoice number and purchase order to which the credit relates must be stated.

7. OTHER WAYS OF DOING BUSINESS

Consolidated invoices

For suppliers where transaction volumes are high we may jointly agree an invoicing method to minimise the transactional burden.

Online Catalogue

If this option is available then you should discuss what's possible with your Forth Ports contact.

8. WORKING TOGETHER



Our Supply Chain is critical to the delivery of our existing contracts and securing future business.

We are therefore committed to developing a long-term relationship which supports our strategy and goals with the right suppliers. We aim to be professional at all times, and establish strong working relationships with our suppliers.

Code of Conduct / Business Ethics

Our business ethics and code of conduct is extremely important to us. The Procurement Department adopts the Code of Conduct as set out by the Chartered Institute of Procurement and Supply. Details of this can be found at: <https://www.cips.org/CIPS-for-Business/supply-assurance/Corporate-Ethical-Procurement-and-Supply/Corporate-Code-of-Ethics/>

This will also include compliance with the Bribery Act 2010 and the Modern Slavery Act 2015.

Procurement is bound by any other relevant items of legislation that may be enacted and to which the company must ensure that it fully complies through its procurement practices.

Health, Safety & Environment

Forth Ports seeks to achieve the highest standards in the management of Health & Safety in all areas of its operation. These standards apply not only to our own employees, but also for the benefit of contractors, customers, agents, visitors and the general public.

We have a Group Health and Safety Policy Statement that demonstrates our commitment to health and safety.

**SAFETY
FIRST**

Our safety programme is called 'Safety F1rst' and is aimed at cultural and behavioural change to further promote safety. At the heart of the campaign is our Safety Charter, developed in consultation with our employees.

The ports were successful in maintaining their 5 star safety status in 2011; and in 2010 both Scottish Operation and the Port of Tilbury were awarded prestigious safety awards, Sword of Honour, of which only 40 are awarded globally each year.



Environment and Sustainability

Forth Ports recognises the importance of operating in a responsible manner within the generally accepted principles of sustainable development. The land and estuaries that we manage are valuable natural assets socially, economically and environmentally. Being a responsible company we continue to review our operations to ensure that we minimise our impact on the environment and operate efficiently. In doing so, we assist the UK and Scottish Governments in their ambitious targets to reduce emissions and work towards limiting human induced climate change, while at the same time being a modern, essential part of the global supply chain.

We manage environmental risks and our performance through our environmental management systems. A significant proportion of our business retains the ISO14001 environmental management standard, including the Port of Tilbury, London Container Terminal, the Marine Division (including Forth and Tay Navigation Service, Pilotage and Forth Estuary Towing) and the Operations Department of the Port of Grangemouth.

Our approach to minimising our impact on climate change has been to focus on improving the energy efficiency of our activities and identifying and progressing opportunities for the generation of renewable energy on our estates. Each business across the Group is also working on projects to improve energy efficiency of their operations.



All of our locations are in close proximity to sites designated as important for conservation; our activities generally pre-date the designation of these sites and continue to comfortably co-exist with the species that rely on these adjacent habitats. In recent years we have funded Ph.D. students at the Universities of

Dundee and Glasgow to help inform our understanding of our environmental setting and to assist future planning for our ports.

Our statutory duties include the preparation and upgrading of oil spill and emergency plans for our Ports and Harbour Authority waters, and the maintenance of safe navigation to and from the facilities within our jurisdiction. The maintenance dredging we undertake has remained largely unchanged since the 1960s.

There is a drive across the Group to reduce the volume of waste to landfill ultimately to zero percent. Forth Ports works closely with its customers to promote recycling and landfill diversion.

Sustainable Procurement

The Group recognises its responsibilities to carry out its Procurement activities in an environmentally responsible and sustainable manner. The Group and its Procurement Department will therefore strive to:

- *Comply with all relevant environmental legislation.*
- *Ensure that all procurement decisions are taken in the spirit of the Group's Environment and Sustainability Policy.*
- *Encourage suppliers to deliver environmentally sound products and services through a low carbon and environmentally sustainable supply chain.*
- *Work with suppliers to help them understand the Group sustainability objectives and find lower impact alternatives where applicable.*
- *Work with key suppliers to bring about changes and thereby spread sustainability improvements throughout the supply chain.*
- *Ensure that suppliers environmental credentials are, as far as legally practicable, considered in the supplier appraisal process.*
- *Ensure that, where appropriate, environmental criteria are used in the award of contracts.*
- *Encourage Managers and Staff to review their consumption of goods and materials, in order to reduce usage and adopt more environmentally sound products, including the use of sustainable products as appropriate.*
- *Specify, wherever possible and reasonably practicable, the use of environmentally sound materials and products.*
- *Ensure that an opportunity is given for the inclusion within all specifications, of a facility for suppliers to submit offers for environmentally sound alternatives.*
- *Ensure that life cycle cost is considered prior to procurement decisions and given the appropriate weight.*
- *Explore opportunities for recycling of materials as appropriate.*
- *Work with other Departments across the Group to bring about 'joined up thinking' in this area.*

Terms and Conditions

The Group has standard sets of terms and conditions and in most circumstances purchase orders are placed on the acceptance of Forth Ports Limited Terms and Conditions for Purchase of Goods and Services. No deviation from these terms can be accepted without approval from the Purchasing Department. The terms and conditions are reviewed if circumstances alter or a change in law occurs.

It may be deemed necessary, as part of a tender process to agree more industry specific terms and conditions. In such cases these will need to be checked by the Procurement Department and in some circumstances, the Group lawyers.

All terms and conditions can be found on the Forth Ports Limited Supplier Portal <https://forthports.co.uk/services/supplier-portal/>



The following documentation also forms part of the terms and conditions:

- *Safety rules for contractors*
- *Safety rules for visitors*
- *Company policy on drugs and alcohol*
- *Company policy on security*
- *Company policy on mobile phone use*
- *Company policy on smoking*
- *Business ethics and conduct policy*

Tendering

All tenders must be undertaken by the Procurement Department in support of the budget holder. Tender documents will usually consist of the following documents:

- *The specification*
- *The contract terms and conditions*
- *The instructions to tenderers*

When the process is complete and the contract is awarded these documents, the submission from the supplier and any clarifications will form the contract once both parties are in full agreement.

Upon request, unsuccessful tenderers will receive a summary response from the procurement department.

All tenders are auditable and as such a full audit trail must exist which justifies any decisions made.

Scottish law demands unbiased, fair and honest tendering processes throughout Scotland. Any breach of contract award without a formal process being followed could result in legal proceedings for the company. If any employee is in doubt please contact the Procurement Department.

Vendor Management

All suppliers must complete the company evaluation process prior to any requisition being raised.

Any supplier / contractor required to undertake work on behalf of Forth Ports Limited must have suitable and sufficient insurances in place prior to work commencing. To validate insurance records an external source may be used.

As part of the vendor management within the group Procurement may seek operational input and support from stakeholders.

The company standard payment terms are 45 days for suppliers and contractors, however, for small businesses the company will consider alternative payment terms to ensure timely payments for work completed. A request for alternative payment terms must be made to the Procurement Department. Any payment is based on a correct and prompt invoice being received.



**Thank you for taking the time to read our
supplier welcome pack**

Useful contacts

www.forthports.co.uk

Tel : + 44 (0) 1324 668400