

# Delivery Procedure

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All deliveries should be made direct to our Latchford plant or to one of our aggregation centres. Please ensure you understand our terms of supply, in particular our policy on contaminated loads. Please contact the Novelis Recycling team if you have any questions.

## 1. Booking your delivery

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All deliveries should be made to a Novelis Recycling Regional Aggregation Centre. Please contact the Aggregation Centre to book your delivery.

Please give at least 24 hours notice – deliveries may be turned away if not booked in advance.

**You must quote your unique Novelis RE6 Code.**

## 2. When you arrive at the Regional Aggregation Centre

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Novelis regards the Health & Safety of its employees and agents as a top priority. For this reason we insist on our suppliers complying with strict guidelines when delivering material:

- When you arrive, you will be asked for your supplier number (also referred to as your RE6 Code) and the approximate weight of your load.
- The driver will receive a printed weigh ticket, net of deductions for pallets. 20kg per pallet will be deducted unless you provide the [Aggregation Centre](#) with written advice of the pallet weights.
- Deductions for moisture, other contaminants and packaging may be made at a later date.
- The Aggregation Centre will send information on your load to Novelis Recycling for processing and payment.