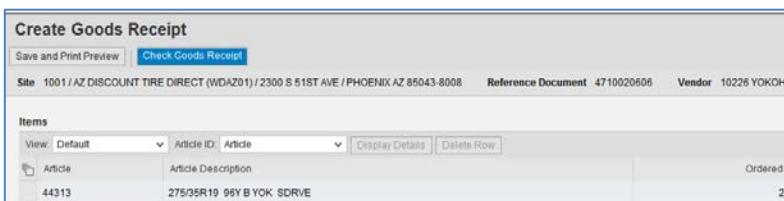
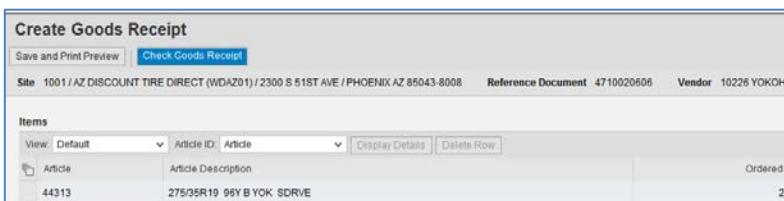
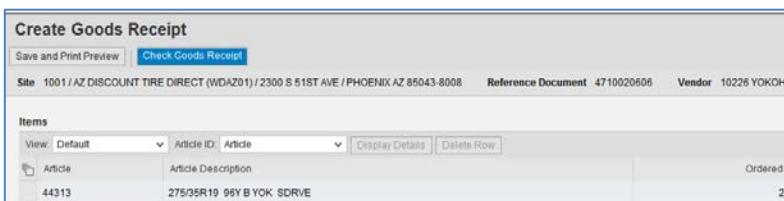


DC – LTL Receiving, Containers, and Misc. POs

Purpose	To guide the distribution centers on accurate unload and receiving of LTL product. Product needs to be keyed in within 24 hours of signing for it. Most containers have a 2-4 hour window to unload.
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LTL /Container Receiving	Follow these steps to below when Unloading and receiving LTL																																				
	<table border="1"> <thead> <tr> <th>Step</th> <th colspan="2">Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="2">Obtain Bill of Lading from truck driver do not sign until piece count is taken and matches the bill.</td> </tr> <tr> <td>2</td> <td>If...</td> <td>Then...</td> </tr> <tr> <td></td> <td>Wheel pallets</td> <td>Locate the packing slip and verify counts. If piece count is correct sign the Bill of Lading and let the driver go.</td> </tr> <tr> <td></td> <td>Tires</td> <td>Locate packing slip and start to unload with your team to verify counts. If piece count is correct sign the Bill of Lading and let the driver go.</td> </tr> <tr> <td>3</td> <td colspan="2">If load is short, document the shortage on the Bill of Lading and write the total piece count received. The driver gets one copy and we get the second copy.</td> </tr> <tr> <td>4</td> <td>If ...</td> <td>Then ...</td> </tr> <tr> <td></td> <td>Factory Order (45 POs),</td> <td>These discrepancies need to be emailed in to the PO Inbox email address (cc Lisa Spickler) so they can make the necessary changes to the PO and contact the vendor.</td> </tr> <tr> <td></td> <td>Miscellaneous Orders (47 Pos),</td> <td>Continue to send these over to DTD_Pending (cc Lisa) for any shortages or overages. As long as the PO has not been keyed, we are able to make adjustments to it. If it's already been keyed, we will work with inventory accounting to get it corrected.</td> </tr> <tr> <td>5</td> <td colspan="2">Log into NetWeaver Sap, go to post goods receipt and enter PO#. Then enter what was received. Then click Save when done.</td> </tr> <tr> <td></td> <td colspan="2">  </td> </tr> <tr> <td>6</td> <td colspan="2">Staple paperwork with Bill Of Lading and file.</td> </tr> </tbody> </table>	Step	Action		1	Obtain Bill of Lading from truck driver do not sign until piece count is taken and matches the bill.		2	If...	Then...		Wheel pallets	Locate the packing slip and verify counts. If piece count is correct sign the Bill of Lading and let the driver go.		Tires	Locate packing slip and start to unload with your team to verify counts. If piece count is correct sign the Bill of Lading and let the driver go.	3	If load is short, document the shortage on the Bill of Lading and write the total piece count received. The driver gets one copy and we get the second copy.		4	If ...	Then ...		Factory Order (45 POs),	These discrepancies need to be emailed in to the PO Inbox email address (cc Lisa Spickler) so they can make the necessary changes to the PO and contact the vendor.		Miscellaneous Orders (47 Pos),	Continue to send these over to DTD_Pending (cc Lisa) for any shortages or overages. As long as the PO has not been keyed, we are able to make adjustments to it. If it's already been keyed, we will work with inventory accounting to get it corrected.	5	Log into NetWeaver Sap, go to post goods receipt and enter PO#. Then enter what was received. Then click Save when done.					6	Staple paperwork with Bill Of Lading and file.	
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Contact	Please see your manager if you have any questions.
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