

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.

**LTL
/Container
Receiving**

Follow these steps to below when Unloading and receiving LTL

Step	Action						
1	Obtain Bill of Lading from truck driver do not sign until piece count is taken and matches the bill.						
2	<table><tr><th>If...</th><th>Then...</th></tr><tr><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>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></table>	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.
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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	<table><tr><th>If ...</th><th>Then ...</th></tr><tr><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>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></table>	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.
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5	<p>Log into NetWeaver Sap, go to post goods receipt and enter PO#. Then enter what was received. Then click Save when done.</p> <div><div>Create Goods Receipt</div><div><div>Save and Print Preview</div><div>Check Goods Receipt</div></div><div>Site 1001 / AZ DISCOUNT TIRE DIRECT (WDA201) / 2300 S 51ST AVE / PHOENIX AZ 85043-8008Reference Document 4710020606Vendor 10226 YOKOHAMA</div><div><div>Items</div><div><div>View: Default</div><div>Article ID</div><div>Article</div><div>Display Details</div><div>Delete Row</div></div><table><tr><th>Article</th><th>Article Description</th><th>Ordered</th></tr><tr><td>44313</td><td>275/05R19 96Y B YOK SDRVE</td><td>2</td></tr></table></div></div>	Article	Article Description	Ordered	44313	275/05R19 96Y B YOK SDRVE	2
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6	Staple paperwork with Bill Of Lading and file.						

Contact Please see your manager if you have any questions.