

## Bill of Lading (BOL) Best Practices

### Guidelines

To help improve inventory accuracy, the accuracy of the deliveries must be improved. Filling out the Bill of Lading (BOL) and recording overages and shortages correctly allows us to identify opportunities for improvements.

#### IMPORTANT:

- Before breaking the seal to unload the Cross Dock truck, verify that the seal on the trailer is not broken and matches the paperwork.
- Have two qualified DT/AT employees assist with the unloading process
  - One person scans the product first, then
  - Second person stacks the product
- After unloading the truck, verify that the new seal matches the next stop's paperwork and seal the truck door.

### Unloading Cross Dock orders

Follow these steps to improve the accuracy of your deliveries:

Step	Action												
1	When the Cross Dock truck arrives: <ul style="list-style-type: none"><li>Obtain the Bill of Lading (BOL) and Packing List from the driver</li><li>Verify that your store address is listed</li></ul>												
2	On the Bill of Lading, record: <ul style="list-style-type: none"><li>Truck arrival time</li><li>Seal number</li><li>Your initials</li></ul>												
3	Verify that the seal matches the paperwork before breaking it. This ensures that your delivery has not been tampered with or compromised between stops.												
	<table><tr><th>If ...</th><th>Then ...</th></tr><tr><td>If the seal has been compromised,</td><td><ol style="list-style-type: none"><li>Contact your Cross Dock immediately</li><li>Write a note on the BOL indicating the breach</li><li>Send an email to your Inventory Analyst with this information</li></ol></td></tr></table>	If ...	Then ...	If the seal has been compromised,	<ol style="list-style-type: none"><li>Contact your Cross Dock immediately</li><li>Write a note on the BOL indicating the breach</li><li>Send an email to your Inventory Analyst with this information</li></ol>								
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4	Have two qualified DT/AT employees unload the trailer: <ul style="list-style-type: none"><li>One person unloads and scans each tire.</li><li>After each tire is scanned, the second person stacks it.</li></ul>												
5	After unloading is complete and the order has been posted, record the time and following information on the Bill of Lading: <ul style="list-style-type: none"><li>Total Overage</li><li>Total Shortage</li><li>Total Damaged</li><li>Total Qty Received (including damaged)</li></ul> <div><i>Sample filled out BOL:</i><table><tr><th>QUANTITY</th><th>OVER</th><th>SHORT</th><th>DAMAGE</th></tr><tr><td>57</td><td>2</td><td>-3</td><td>1</td></tr><tr><td colspan="4">57-----TOTALS-----</td></tr></table></div>	QUANTITY	OVER	SHORT	DAMAGE	57	2	-3	1	57-----TOTALS-----			
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6	Review the copy of the next stop's manifest and verify that the seal number matches.												
7	Apply seal to truck door after shutting. This ensures that the next stop can verify that their delivery has not been tampered with.												
8	The complete Bill of Lading must be signed by the driver and the DT/AT employee.												