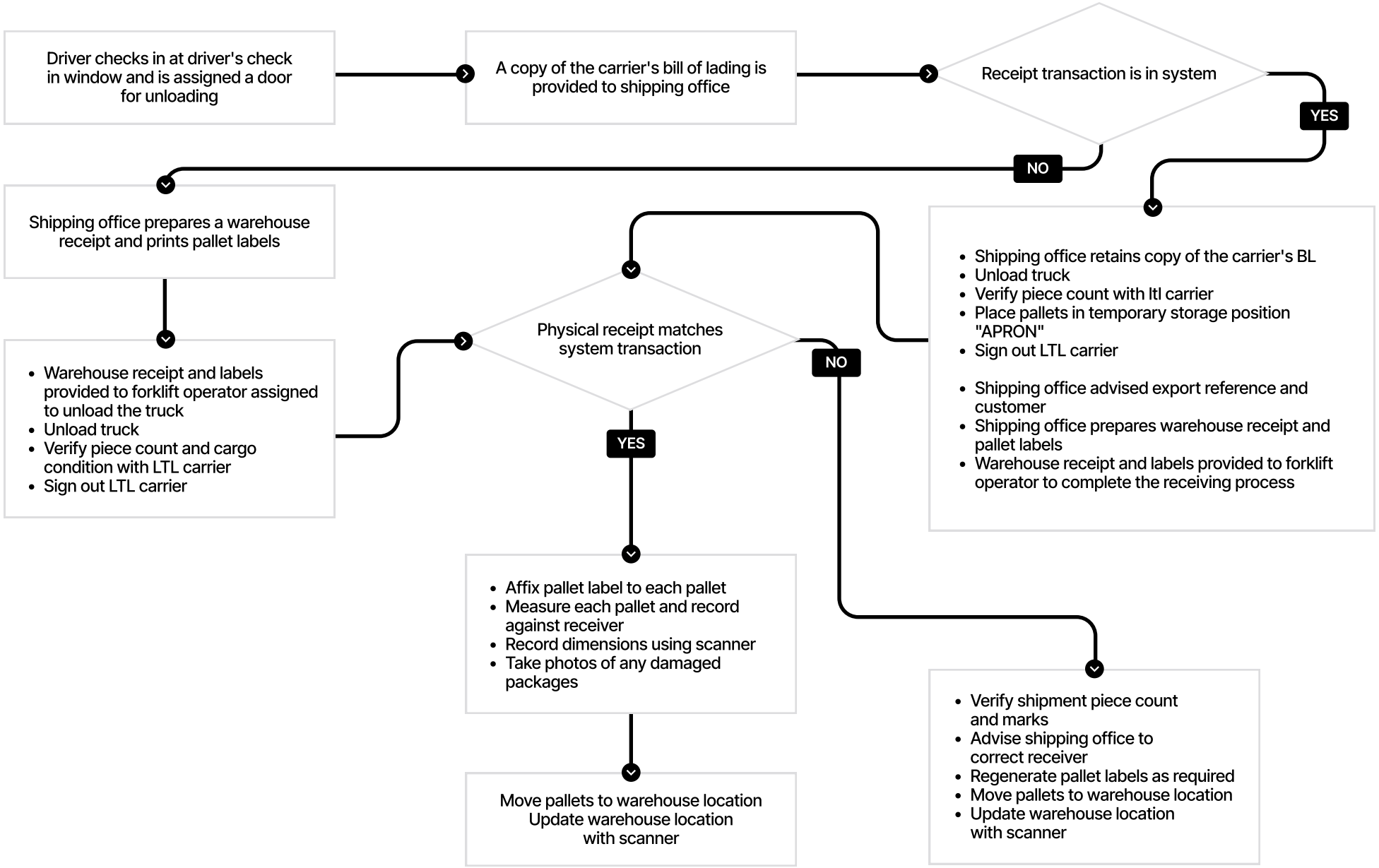
Driver checks in at driver's check in window and is assigned a door for unloading
A copy of the carrier's bill of lading is provided to shipping office
Receipt transaction is in system
YES
NO
Shipping office prepares a warehouse receipt and prints pallet labels
Warehouse receipt and labels provided to forklift operator assigned to unload the truck
Unload truck
Verify piece count and cargo condition with LTL carrier
Sign out LTL carrier
Physical receipt matches system transaction
YES
NO
Shipping office retains copy of the carrier's BL
Unload truck
Verify piece count with ltl carrier
Place pallets in temporary storage position "APRON"
Sign out LTL carrier
Shipping office advised export reference and customer
Shipping office prepares warehouse receipt and pallet labels
Warehouse receipt and labels provided to forklift operator to complete the receiving process
Affix pallet label to each pallet
Measure each pallet and record against receiver
Record dimensions using scanner
Take photos of any damaged packages
Move pallets to warehouse location
Update warehouse location with scanner
Verify shipment piece count and marks
Advise shipping office to correct receiver
Regenerate pallet labels as required
Move pallets to warehouse location
Update warehouse location with scanner

GWSI