

Receiving Procedures

This procedure aims to define the process for receiving products at GWSI.

1. GWSI will receive an Advance Shipping Notice (ASN) for deliveries to GWSI. The ASN will describe the product, including Shipper and Origin, SKU or item code and description(s), quantity(s), lot or batch number(s) (if applicable), serial number(s) (if applicable), and seal.
 - a. If an ASN is unavailable or the ASN information is incomplete, the shipment will be staged at the apron and tallied to provide the required information. A dock tally is then prepared to record the specifics of the shipment.
 - b. A warehouse receipt will be prepared in the GWSI Warehouse Management System based on the information provided by the ASN or dock tally
2. Seal Check
 - a. Almost all shipments received by GWSI are import containers, and the seal number is provided in the bill of lading or ASN and recorded on the warehouse receipt. Before opening the container, the seal number is verified against the warehouse receipt.
 - b. For deliveries arriving via truck/trailer, the warehouse manager will verify the seal number before assigning the door for unloading.
 - c. If there is a variance in seal number, then the customer is notified, and the Procedure for the Rejection of Contaminated Food Products is followed (reference document 2.4.5.1).
3. When the transport vehicle is unloaded, the following items will be inspected and validated as the product(s) are unloaded.
 - a. date of receipt
 - b. carrier
 - c. SKU – lot or serial number and quantity for each
 - d. product condition
 - e. If damage is found, follow the Procedure for Receiving Damaged Bags or Totes (reference document 2.4.3.7).
 - f. Condition of Trailer or Container
 - g. If defects are noted, follow the Trailer Inspection Procedure.
4. Photos to be taken of any discrepancy

5. After inspection, a warehouse label is affixed to each handling unit—pallet, tote, or drum. The unit is then placed in the warehouse, and the barcode for the unit number is scanned to update the warehouse position.