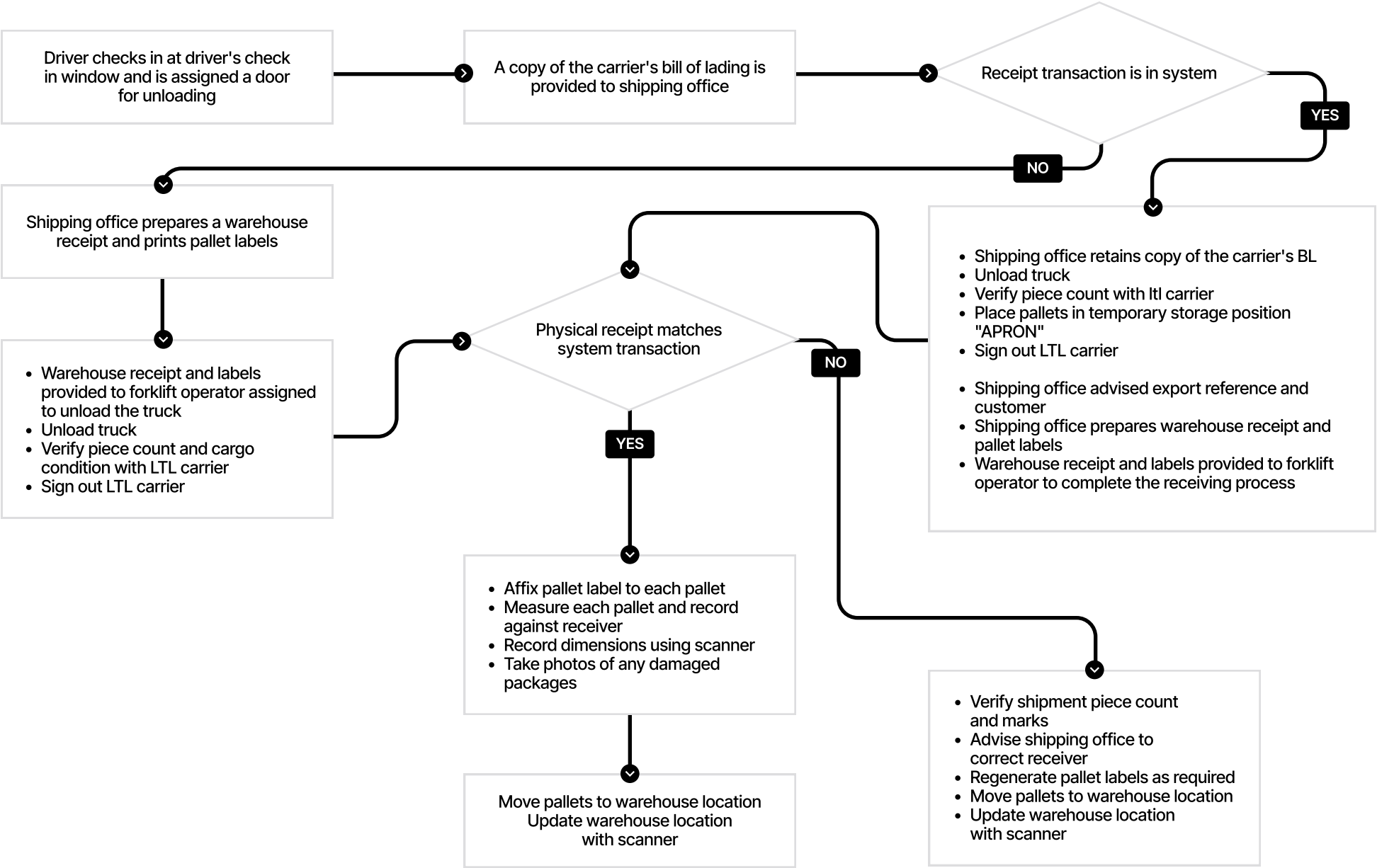
Driver checks in at driver's check in window and is assigned a door for unloading
A copy of the carrier's bill of lading is provided to shipping office
Receipt transaction is in system
YES
NO
Shipping office prepares a warehouse receipt and prints pallet labels
• Warehouse receipt and labels provided 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
NO
YES
• 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