

## Receiving Supervisor

Pick up receiving folders daily at CSR Office

Sign-off on Log

Review folder content for accuracy

Determine what door you want to receive this shipment and update the system

Plan Workload Requirements

If floor loaded, calculate the SKU count and pallets required

Based on standards, estimate size and cost of the work force

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Based on the expected volume, determine the optimal destination location for the put-away

Consider the Tie High and pallet height to determine put-away location

Review current inventory locations containing these items and determine if there is an opportunity to consolidate inventory

If consolidation opportunities exist, issue instructions to the inventory team to perform the moves before the container is fully received

If Lumpers will be used, coordinate with agent

Issue PO for Lumper Service per container

Carton Count		1200	
Unload Time (Seconds)		8	Seconds
Sorting Time p/Cn		5	Seconds
Total Unload Time in minutes		260	Min
Total Time in Hours		5	
Tie High		40	
Pallet Count		30	
Lumpers		\$200.00	
LPN Labeler (1 x 60 minutes)*\$25		\$25.00	

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# Receiving- Container ingate

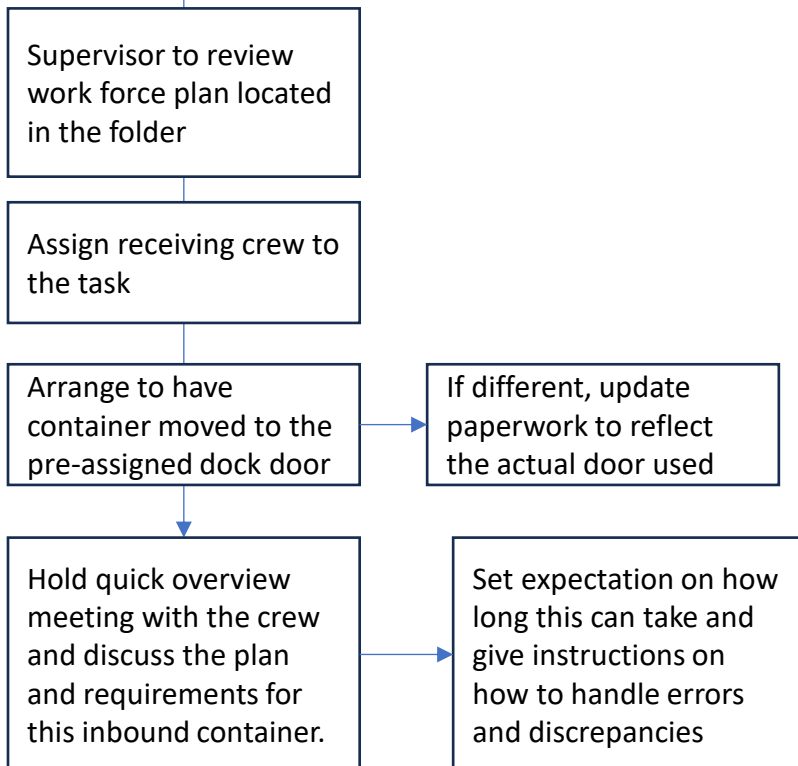
## Receiving Supervisor

Record Container  
inbound stats in the yard  
management system.  
Start Clock on free days

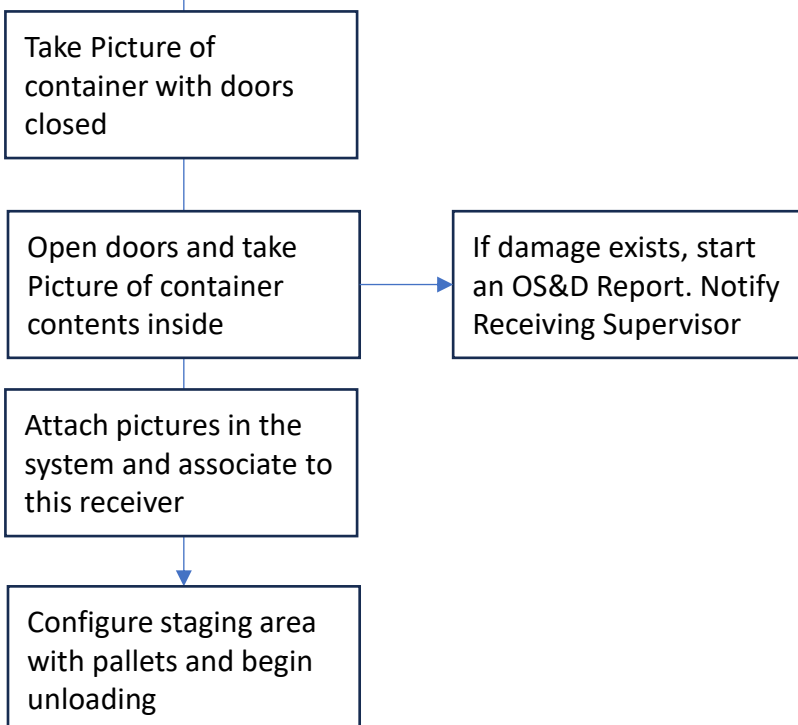
Update System  
immediately and notify  
Customer Service via  
email that the container  
has arrived.

# Receiving- Container Receiving

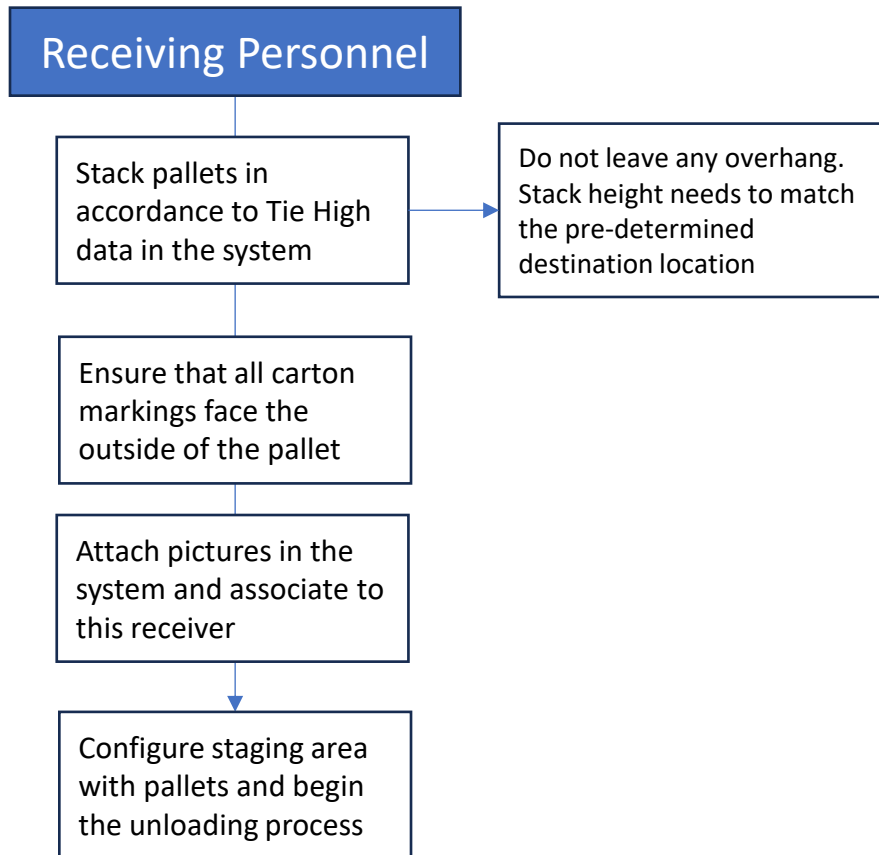
## Receiving Supervisor



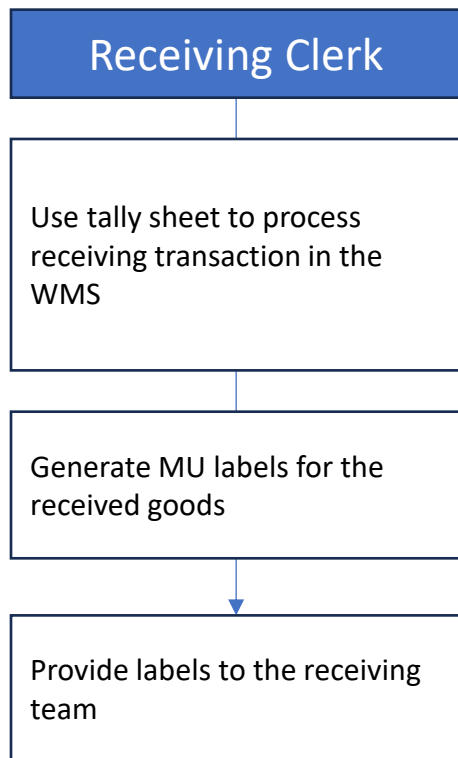
## Receiving Personnel



# Receiving- Sorting



# Receiving- In the WMS System



# Receiving- Labeling

## Receiving Personnel

Apply MU label to corresponding pallet. Label to be applied on the bottom right carton. If receiving contains a partial box, apply a partial label to the box.

Take picture of newly labeled pallet with the MU on the corner and attach it to the system

Begin the scanning process in the WMS system



LPN Label

Open Carton Label

**Partial**

