RECEIVING OPERATIONS

1. Prompt and accurate processing of receipts

   The prime requisite for productive warehousing.

2. Throughput and workloads fluctuate from day to day

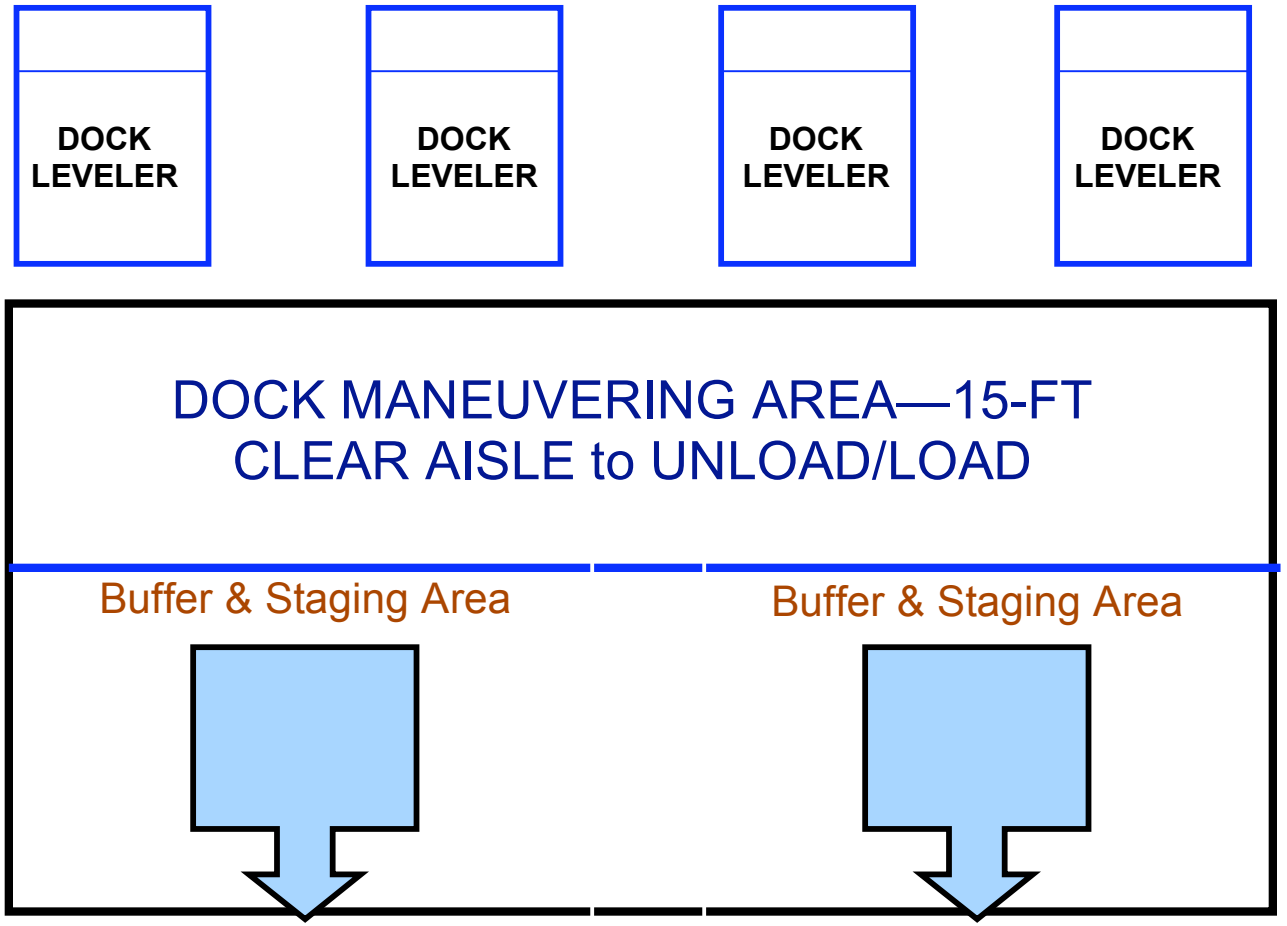
3. Ways to balance your operation:

   - Schedule receipts during certain operating hours.
   - Encourage Purchasing to put a preferred time and date of delivery on the PO.
   - Screen all receipt correspondence for shipments which require special handling.
   - Have exception procedures for processing priority, emergency, or back order shipments.

4. Ensure availability of sufficient personnel/equipment to:

   - Accept items.
   - Verify receipts against POs.
   - Document all of the above.
   - Deposit items into their appropriate locations.

INSIDE DOCK SPACE REQUIREMENTS



REGISTERING INBOUND INFORMATION

1. Receiving requires compilation of documentation to capture:
   - Date received
   - PO number
   - Consignor
   - Vendor
   - Description of shipment
   - Carrier
   - Bill of lading number
   - Weight

2. Receipts must be sorted and inspected to annotate any deficiency, discrepancy, damage, or loss.
3. Damage, overages, shortages, or loss discovered during delivery and unloading should be noted prior to acceptance.
4. Failure to do so may jeopardize your right to recovery of a legitimate claim.

WAREHOUSE INBOUND SHIPPING REGISTER

DATE	RECEIVING NUMBER	PURCHASE ORDER	VENDOR	CARRIER	NUMBER OF UNITS	WEIGHT	FREIGHT BILL	REMARKS

ANALYSIS OF DOCK REQUIREMENTS

- Truck dwell time
- Number of trucks per day or shift or hour
- Frequency distribution of both inbound and outbound vehicles
- Effects of changing labor requirements for dock operation
- Waiting time to unload and inherent costs
- Amount of holding area available for waiting trucks
- Compensation for variations in truck bed heights

UNIT LOADS AND OTHER FACTORS

- Legal restrictions on size of common carriers
- Standardized sizes of shipping containers
- Standardized sizes of supports (pallet, skid)

- Cartons are a significant variable
- Size and configuration of pallet rack
- Column spacing
- Aisle widths
- Building length to width ratio, attainable height, floor load capacity, and dock locations
- Type, size load capacity, and speed of MHE
- Unit measure, hierarchy of unit load, and packaging/packaging characteristics
- Customer storage facilities and materials handling capability
- Disposition of pallets, skids, cartons, containers, etc.
- Degree of cooperation between suppliers, manufacturers, distributors, and customers

SORTING, STAGING, AND INSPECTING

1. Determination of quantity actually received depends upon various criteria:
   - Past dealings with consignor or vendor indicate detailed checking should be carried out.
   - Usually exterior containers or unit packages that contain standard quantities need not be opened.
   - Sample inspections to obtain representative counts may be used on shipments of different sized packs or items.
   - Volume load shipments can be checked visually by pallet or unit load.
2. Receipts requiring inspection and test analysis for quality control should be segregated and marked:
   - To prevent their issue.
   - To await acceptance authorization.

3. Evidence of shortage, loss, or damage should be reported to delivering carrier for inspection and held in a segregated area.
4. Inadequate markings and labels should be rectified prior to movement into storage.
5. Movement of items to storage is a continuation of the unloading and receipt processing activities to include:
   - Security or sensitive item shipments
   - Movement direct to storage
   - Staging of large shipment
   - Remarking of containers
   - Necessary packing, repacking, or unpacking
   - Sorting and assembly prior to storage
   - Sorting, consolidation, and palletization
   - Routing through processing actions prior to storage

FACTORS AFFECTING THE CHOICE OF STAGING SYSTEMS

1. Size or order to be staged

2. Item characteristics
   - Size
   - Shape
   - Weight
   - Other

3. Time span of staging

4. Environmental needs (freezing, etc.)

5. Space available

6. Security

7. Shipping container used

8. Flexibility requirements