



### **Warehouseman Solutions**

**Presented by: Anthony Woods** 

### **Warehousing & Distribution**













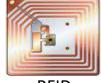
Short & Long Term Warehousing
RF Warehousing & Distribution Environments (Inbound, Storage & Distribution)
Floor/ Bulk Stack, GOH, Cantilever and Racked Storage
(Dry, Frozen, Fresh, Heated, Wine)

Call Center & Reverse Logistics/ Distribution Center Management
High Velocity Cross-dock & Trans-loading Facilities
Crating, Packaging & Complete List of Dock Handling Services
Complete EDI, ASN, B2B, B2C, CIS & E-Commerce Integrations
UPC Bar-Coding, UCC-128 labels, SCC-14, IT14, Price Ticketing, VICS BOL's
Retail Routing Guide Order Processing & Monitoring Compliance
Small Parcel Worldwide Shipping Integrations (UPS, FedEx, DHL)
Order Processing, Pick N' Pack, CPG, Sub-Assembly, Kitting, Re-works, Special Projects
Controlled Access, Motion Sensors, Digital Surveillance & Recording
Web Order Fulfillment, Inventory and Activity Tracking with Customized Crystal Reports
Multi-Modal (Air, Ocean, Rail, Over the Road) & Same-Day Shipping Solutions















#### **Warehousing Value Added Services**

#### State-of-the-Art Security & Surveillance

- CTPAT, Bonded, FTZ and DHS/ TSA CCSF Certified Facilities
- Security Guard and Armed Guard Facilities
- Employee & Visitor Electronic Access Control (Warehouse & Office)
- Gated Facilities, Digital Surveillance (inside/outside), Motion/Laser Sensors & Product Checkpoints

#### **Inventory, Order Management & e-Fulfillment Services**

- RF & RFID (passive & active) Wireless Product Inventory Management Environments
- Units, Masters, Colors, Sizes, FIFO/LIFO Inventory Control, Pick & Pack
- On line Web Order Processing/ Fulfillment as well as Real Time activity, billing, KPI/ Crystal reports, inventory tracking & customer portals.
- Client web-overlay for consumer catalogue and shopping cart B2B e-fulfillment solutions
- Reverse & Call Center Logistics
- JIT Service Parts Management & Delivery

#### Cost Minimization & Capital Efficiency

#### Complete Warehouse & Dock VAS

- Manufacturing Support including storage of supplier material, VMI, kitting & sub assembly
- Customer Packaged Goods (primary, secondary & displays)
- Cross-Dock, Trans-Load, Pallet Re-Work & Direct to Store Programs
- LTL/ LCL Bulk breakdown, Segregate, Routing, Order Consolidation, Merge in Transit, Postponement
- Order Assembly, Re-Work, Special Projects, Labeling, Ticketing, Crating, GOH Bagging/ Hanging/ Pressing
- Quality Control, Assurance, Testing and Inspection Services

#### Complete Retail EDI, UCC-128, & RFID E-Commerce

- Bar Code Scanning
- Internal mapping and messaging for 209, 210. 214, 850, 852, 856, 940, 945, 990, 997
- Internal UCC-128 mapping, integrations & label printing
- Routing Guide Fulfillment, VICS BOL's, and other specific shipping documents
- Cube & Route Optimization Technologies
- UPS Worldship & FedEx Enterprise Parcel Shipping Systems

Facilities in 35 Major US Markets

















Metric's Based Efficiencies















#### DRAYAGE SERVICES

WAREHOUSE Domestic Container Drayage service successfully coordinates the movement of containers to and from ports to domestic distribution facilities, and major rail hubs located throughout the Continental US.

WAREHOUSE complete network offers our customers seamless and reliable drayage services, which not only allow for easy and efficient containerized shipping but also offers extremely affordable rates through offering discounted nighttime pick up rates, competitive pricing and guaranteed timely container pick up and returns to the ports.

In addition to WAREHOUSE domestic port services, WAREHOUSE also provides full service operations for all local airports; same day service offered in order to meet all of our customer's shipping and logistical needs.

HOT demands....

WAREHOUSE comprehensive network gives you the tools you need to make worldwide container shipping work for your business.









### **RECEIVING (INBOUND)**

WAREHOUSE knows they set themselves apart from other service providers when it comes to the integrity of the information we receive, entering and reporting back to the customer. This is demonstrated many times over throughout our operations but easily demonstrated in regard to our Inbound Verification Processes.

WAREHOUSE performs extensive procedures to ensure the counts are 100% before they are entered into the WMS...

#### **HOW DO WE DO THIS???**

Those unloading the containers are NOT aware of the items or quantities being received, thus forcing a 100% BLIND Count...

WAREHOUSE also performs an extensive inspection on all inbound containers to ensure safe arrival:

Holes in the container? Condensation? Strange Odors?

Lack of bracing that lead to crushed/damaged cartons/product?

The findings are then reported to the customer so they customer can address any issues with their factories over seas...











### **INBOUND PROCEDURES - QC**

Not only does WAREHOUSE review the quality of the containers that arrive with the product,
WAREHOUSE also conducts Quality Control inspections of the manufactured product.
Being the eyes and ears of our partners, WAREHOUSE offers Quality Control reviews of the inbound production. This process (also performed on returns) includes but is not limited to:

Review the quality of the manufactured product

Confirm carton markings are accurate

Confirm Case packs quantities are correct

Ensure UPC/EAN bar codes are scan able

Inspect Selling Unit Packaging is in excellent condition for the store shelves



WAREHOUSE provides a full QC report, per SKU, per production run inspected along with photos. If the QC results are negative, the customer is notified without delay, to allow for maximum time for the customer to react to any production failures.

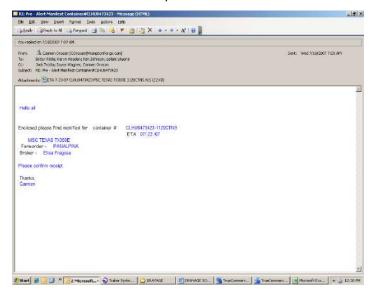


# INBOUND PROCEDURES PRODUCT NOTIFICATION

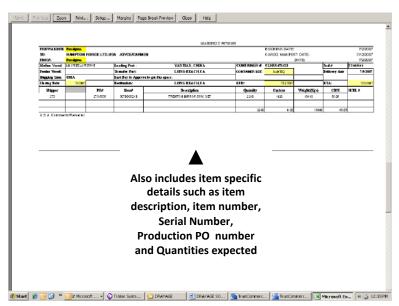
Customer notifies WAREHOUSE Customer Service assigned associate of future product arrival via email. The same basic information is provided at this stage... whether it be an ocean container, LTL, TL or air freight delivery to WAREHOUSE.

Email contains container name, ETA, Forwarder/Carrier information as well as an attached pre-alert and/or manifest detailing the items and quantities expected.

#### **Example Email**



Includes
Vessel, Port,
container and
forwarder
information





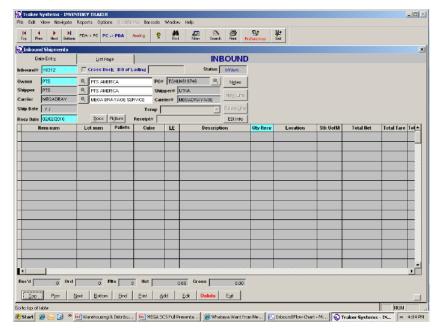
# INBOUND PROCEDURES PRODUCT NOTIFICATION

Upon receipt of the pre-alert/inventory listing email, WAREHOUSE will create a file folder for the paperwork received for each incoming container/ trailer that will store all the necessary pertaining information for the life of the container while it is processed by WAREHOUSE. All files are archived physically for a minimum of 3 years, and electronically for 5 years.

The Customer Service associate then enters the pre-alert information into the WAREHOUSE WMS, saving it in "hold status" pending the arrival of the container or trailer. The following is the only information entered into the system:

- ❖ container number
- container name
  - carrier name
- date expected at warehouse (received date)

Once the 'receipt' is entered it is then saved as status "In Work" (saved on the system but not active) and an Inbound Number is then automatically assigned and recorded onto the file folder, along with the ETA.



WMS Screen Shot of Inbound Receiving Screen



### INBOUND PROCEDURES PRODUCT NOTIFICATION



In regard to inbound pending trailers of product, at this time the carrier would contact WAREHOUSE to arrange a delivery appointment.

In regard to containers arriving at the port, once the container is cleared by US Customs, the delivery order (DO) is received by WAREHOUSE from the customs broker via email. Once the DO is received, WAREHOUSE calls the appropriate steamship line to obtain the containers current status, whether it is released and available for pick up (along with last free day), released but unavailable for pick up, on hold pending release, or even on x-ray hold by customs.

Upon receiving the delivery order, WAREHOUSE will then fill out a Pick Up Invoice. A copy of the Pick Up Invoice and Delivery Order is then emailed to assigned carrier for continued availability monitoring and timely pick up of the container.

Once email confirmation from the carrier is received confirming receipt of said paperwork, it is printed and put into the container file for future reference if needed.



# INBOUND PROCEDURES PRODUCT VERIFICATION

The next step is to communicate with the warehouse floor that a new inbound is pending arrival so they can prepare the necessary labor to complete the work load.

WAREHOUSE Account Manager fills out an Internal Receiving Report to be used by the floor personnel, to include ONLY the container number, carrier information, seal number and ETA. A copy of this Report is give to the lumpers, as well as the inbound verifier to record their counts once the goods arrive.

WAREHOUSE prides themselves on accuracy of all inbound and outbound tallies, therefore; the item detail (SKU, Quantities, Barcode, if applicable) is **NOT** provided to the warehouse floor personnel, thus forcing a blind count for the Lumpers who are unloading the goods.

Lumpers provide the first count and then there is a 2<sup>nd</sup> blind count conducted by the inbound verifier.

It is also at this time that the security guard station is provide the carrier, trailer/container number, seal number and ETA of expected goods.

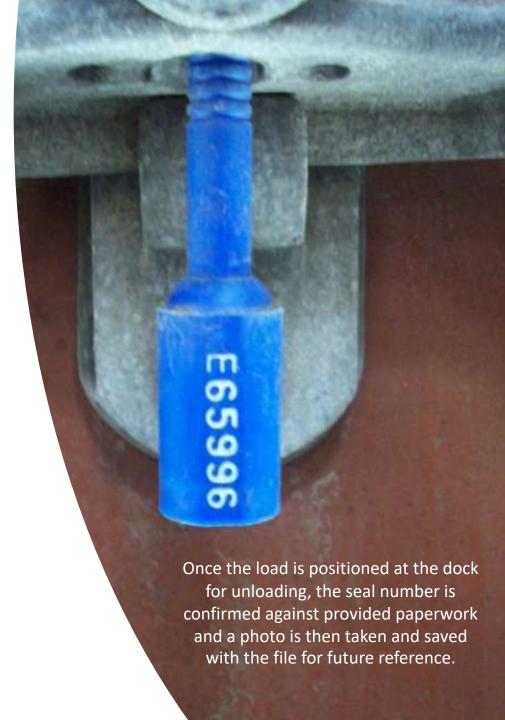




# INBOUND PROCEDURES LOAD VERIFICATION

Once the load arrives, the guard checks the necessary paperwork against the physical trailer/container markings (to include seal number) to confirm the details match what is expected to arrive.

Upon verification, the carrier is instructed to enter the yard, park and enter the "Shipping and Receiving" entrance to check-in with the receiving clerk. The clerk then assigns an available dock door to the driver and is instructed to back into it.





### INBOUND PROCEDURES LOAD VERIFICATION

Once the seal is cut, the doors are opened and additional photos are taken of the goods to document how they are packed upon their arrival.

WAREHOUSE understands that they are the eyes and ears for the customer, so a full container inspection is preformed in order to note any damages:

Holes in the container?

Condensation?

Strange smells?

Lack of bracing that can lead to crushed cartons/damaged product during transport?

Anything that may contribute in harming the transported goods?



The findings are then are reported to the customer so the customer can address any issues with their factories over seas or container companies.



### INBOUND PROCEDURES THE UNLOAD PROCESS

The "Lumpers" begin off loading the cartons/goods.

This process varies depending on the customer's specifications.

Some customers goods are pre-barcoded upon arrival with a variety of different serialized numbers, depending on the customers requirements.

The barcodes range from the basic UPC, EAN, ISSN, SISAC, type codes to the more advanced radio frequency tags, as WAREHOUSE facilities all have the option to offer RF processing. If this is the case, the goods are "scanned" capturing the necessary serialized data which feed into the WMS to populate the inbound tally.

As the goods are off loaded, they are palletized by like style number, following preestablished Ti/Hi configurations. If the product is new, the dimensions are recorded and the Ti/Hi is calculated and recorded in the Item Inventory module for future reference.

Even if the item is bulk stacked on the floor, the same Ti/Hi is used.

Using the same Ti/Hi allows for consistency during cycle counts and yearly physicals. Once each pallet or bundle is built, they are wrapped and tallied.







# INBOUND PROCEDURES BLIND RECEIVING

If the goods are not bar-coded on inbound, the total quantities per item number are manually recorded onto the WAREHOUSE Internal Receiving Report with both the Lumper, and Inbound Verifier independently provide tallies.

Once these tallies are complete, they are given to the floor manager for review. If these first two counts do not match, the manager will then do a third count .



Once the count s are agreed to on the floor, the results are emailed to the Account Manager for final verification against the original manifest received from the customer. If the counts do not match, an additional count is performed by a 4<sup>th</sup> party. If any variance is indeed valid, the customer is notified on the Inbound Receiving Report and via email!



# INBOUND PROCEDURES THE PUT-A-WAY

Once the counts are verified, QC and counts confirmed, the goods are now ready to be put away into their locations.

If the goods were bar-coded on inbound, a pallet "license plate" is printed containing a scannable barcode that will detail the items on the pallet. This license plate is to remain on the pallet until the goods are depleted, as the license plate is scanned as "relieved" of that serial number on that license plate as they are requested to ship.



#### License Plate example



If the goods were not bar-coded on inbound, the goods are put away into their locations and their location then recorded with the gun, as each location is also bar-coded for ease of scanability.



# INBOUND PROCEDURES THE PUT-A-WAY

Once the counts are verified, QC and counts confirmed, the goods are now ready to be put away into their locations.

If the goods were bar-coded on inbound, a pallet "license plate" is printed containing a scannable barcode that will detail the items on the pallet. This license plate is to remain on the pallet until the goods are depleted, as the license plate is scanned as "relieved" of that serial number on that license plate as they are requested to ship.





If the goods were not bar-coded on inbound, the goods are put away into their locations and their location then recorded with the gun, as each location is also bar-coded for ease of scanability.



### INBOUND PROCEDURES THE PUT-A-WAY

Once the goods are put into their locations, the Inbound Verifier then verifies that they were placed in the correct locations.

The Internal Receiving Report as well as the Put Away Tally is then given to WAREHOUSE Inventory Team to "receive" the goods into the system, reflecting the recorded locations, using the original Inbound Number created when the paperwork was first received.



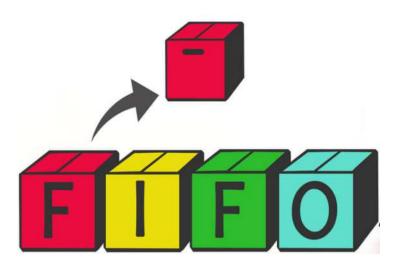


### INBOUND PROCEDURES FIRST IN FIRST OUT (FIFO)

As the goods are received into the WMS, a system generated "lot number" is assigned for each of the locations that were entered.

This lot number is an internal 'tracking' number assigned in order to keep track of the products arrivals and when they need to ship out to customers. The lot number allows for easability in handling dated product, as it ensures FIFO (first in, first out) or even LIFO (last in, first out) just depending on the individual customer specifications.

The production PO number that is provided on the cartons is also recorded in the WMS in case there is a product recall or issue with a particular item down the road





### INBOUND PROCEDURES WEBVIEW

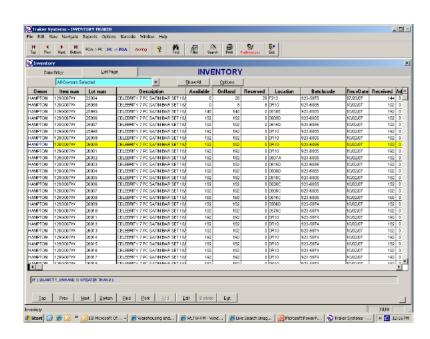
#### **WMS Product Status Definition**

When goods are received and posted to the system, that quantity will show in both the "on hand" and "available" columns.

'On Hand Status': The goods are currently on hand in the inventory and ready to be allocated

'Reserved Status': The quantity showing in this column are goods that are already applied to (allocated) to open orders on the system

'Available Status': The On-Hand quantity, minus the Reserved = the Available quantity





#### INVENTORY CONTROL

In addition to the traditional yearly physical inventory,
WAREHOUSE also conducts weekly cycle counts to ensure the accuracy.
This allows WAREHOUSE, on a weekly basis, to audit the personnel on their accuracy on picking from the correct locations and picking the correct item as well.

This is especially essential in regard to those accounts that do not prefer their cartons to be scanned.



WAREHOUSE prides
themselves on following all
OSHA regulations and does
ask their customer's and
their auditors to abide by
the safely regulations while
inventories are being
conducted, to include steel
toe shoes, harnesses for
those in lifts and hard hats
for everyone.



#### **OUTBOUND PROCEDURES**

WAREHOUSE ships to over 120 retailers throughout the United States and Canada.

WAREHOUSE recognizes the importance of getting the goods onto the shelves as quickly and efficiently as possible, but won't forget about the details.

Through daily monitoring of Routing Guides, WAREHOUSE adheres to the shipping compliance guidelines in order to avoid charge backs.

WAREHOUSE understands that a chargeback is much more than just a monetary fee... they directly relate to the Vendor Score Card that all Big Box retailers keep record of. Bad scores will lead to the inability to sell more goods, and perhaps even to replacement as a valued vendor.

This is why WAREHOUSE takes being your business partner VERY serious...

WAREHOUSE offers more than just a service; we offer a partnership that extends above & beyond a normal 3PL. We work together with our partners to make sure new compliances are meet in regard to customer specifications, ensure end customers are satisfied, all at minimal cost to you, our partners.



#### **OUTBOUND SHIPPING FLOW CHART**



Customer sends PO Release Notification via email to WAREHOUSE Customer Service Representative (CSR)



WAREHOUSE CSR creates a PO folder for each release to house all documentation



The order is received (via EDI or Email) and entered into the WAREHOUSE WMS



Items are then allocated and inventory is reviewed. If there are allocation challenges, the customer is notified at this time.



Once allocated, the routing guide is reviewed to ensure that there haven't been any updates. Once reviewed, the shipping labels, batch pick and pick lists are married and given to the warehouse personnel to begin processing



FedEx



In the meantime, the WAREHOUSE CSR is routing the POs for Pick up, following the routing guidelines for each particular vendor.



Once the counts are verified, the labels are applied. At this time, the 3rd count is conducted by the label applier to ensure accuracy. Once labeled, the pallets are build in accordance with the Routing Guide Requirements



Once the goods are "dropped" to the floor, a 2nd verification on count and style is conducted by someone other than the original picker.



The goods are picked (or scanned if barcoded). At this time, the picker conducts the first count, ONLY Picking what is needed for the POs.



At this time, any special projects (price ticketing, repacking, pick and pack) are performed by the WAREHOUSE team.



Once the carrier appointment is confirmed, the load is added to the schedule for review by the WAREHOUSE Personnel and the Guards.



When the carrier arrives, they check in with the Guard, then with the Shipping Clerk who will then assign the driver a designated dock door to back into.





THe load is then verified for a 4th time for accuracy by the WAREHOUSE loader and the driver (when applicable). The BOL is signed and the load is closed in the WAREHOUSE WMS, which relieves the inventory from the available goods on hand.



WAREHOUSE then transmits all necessary EDI documents as well as emails the Shipment Information, in order for the customer to close the PO in their system as well. The BOL is added to the file folder and filed by the WAREHOUSE CSR for future reference if necessary.



# OUTBOUND PROCEDURES ORDER RELEASE

WAREHOUSE receives their shipping orders through a variety of different avenues depending on their individual customer's needs. The most efficient and cost effective way is to use EDI (Electronic Data Interchange) to communicate as EDI leaves human error out of the equation. EDI shares files systematically, avoiding manual order entry mistakes. WAREHOUSE staff is fully versed and trained in EDI, always able to offer an assisting hand if new customers want to upgrade to EDI.

Some customers are also starting to utilize API Web Based Services for integrations with our WMS. API is the next generation of technology allowing for real time information and easy set up. API is quickly becoming the preferred B2B solution between WAREHOUSE and its customer partners.

Other approved modes of PO submission to the warehouse is via email, fax and in the near future, through an on-line web application that will allow the customer to adjust, delete or add purchase orders for shipment.

Customer notifies WAREHOUSE of pending shipment of purchase order via email with attachments. Attachments include customer pick list and cover sheet containing PO shipment details such as the customer ship to, requested ship date, date of 940 (Electronic Pick List) transmission and routing information, if applicable.

WAREHOUSE receives one email, per ship-to customer, per ship date; meaning if there are 50 Bed Bath and Beyond orders scheduled to ship on May 17<sup>th</sup>, one email will be received, containing all 50 pick lists and one cover sheet to release them all.



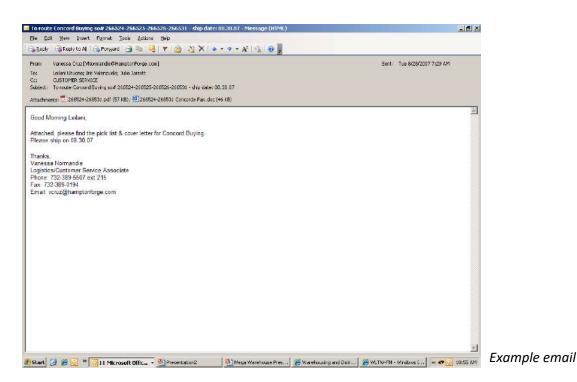
# OUTBOUND PROCEDURES ORDER RELEASE

Once WAREHOUSE receives the email containing the request for shipment information, the customer service appointed representative WAREHOUSE staff member will:

Print email and attachments

Create file folder for PO

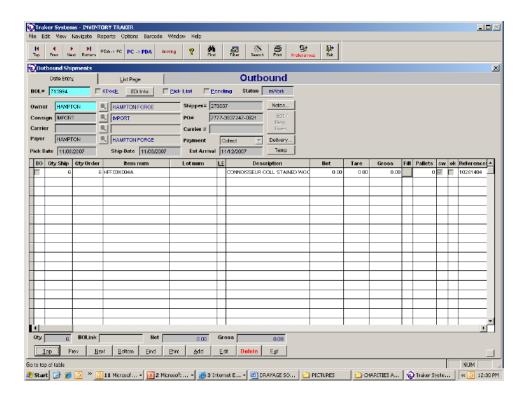
Apply cover label for "life of PO" tracking





### OUTBOUND PROCEDURES ORDER ENTRY

Despite the mode of how the order is transmitted to WAREHOUSE, Electronically through EDI, or manually from an email, the PO is then entered into the Outbound Modular.



The minimum necessary information needed to fulfill an order: ship to address, item number, QTY, in minimum case pack quantities, ship date, cancel date shipping terms: collect, pre-paid

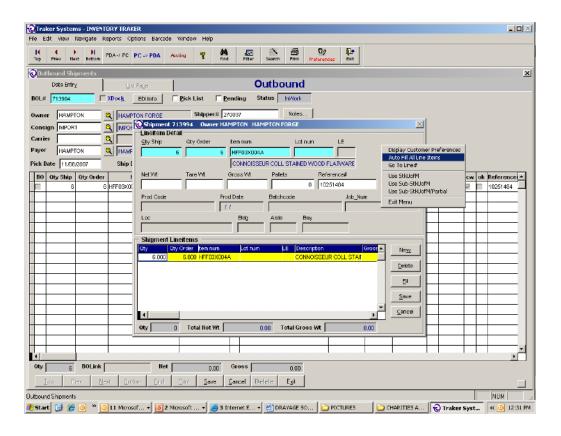


# OUTBOUND PROCEDURES ITEM ALLOCATION

Once entered, the on-hand "available" inventory is allocated to the order. During the allocation process, the next available lot number is assigned to the order.

As you recall, the Lot number is the tracking number that was assigned when the goods were initially received on inbound (based on predetermined perimeters- FIFO, LIFO, Etc.) The necessary quantity needed is then reserved and it's location noted on the order.

If there is an issue with allocating quantities, it is at this time that the customer is notified.

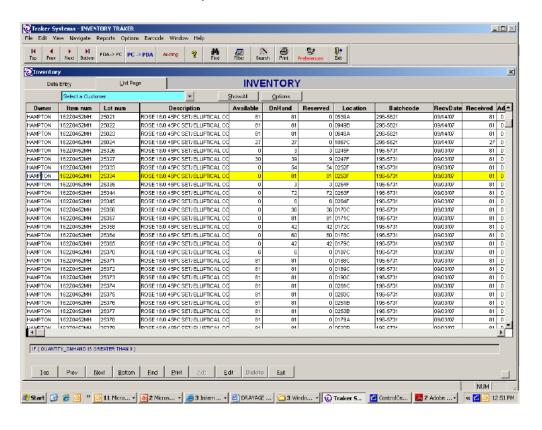




### OUTBOUND PROCEDURES WEB VIEW

#### At this time. . .

You will now be able to view your orders and inventory levels via the Web portal. By noting their status, you are able to view the stage in the outbound process in which the orders were currently in...



#### **Inventory Terms:**

'On Hand' column, this is the total QTY physically on hand physically in a location

'Reserved' column, this indicates the Qty that is currently allocated to an active PO

'Available' column, this is the total 'On Hand' minus the 'Reserved' QTY



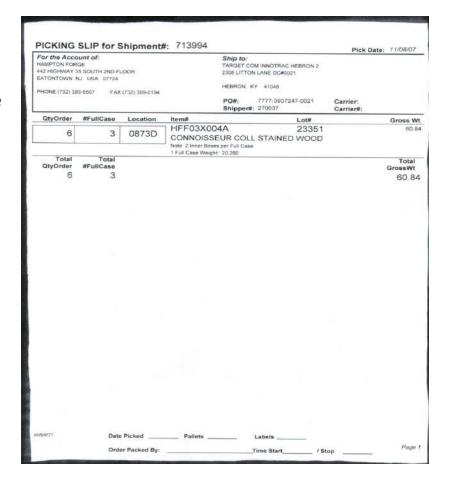
# OUTBOUND PROCEDURES PICK LIST

Once entered and saved in the WMS, the sales order is assigned an outbound order number.

The pick lists are then printed and placed in the file folder.

The pick lists details the order header information such as the ship to address, the ship date, the date the order was released, etc. ▶

Pick List provides area to record picker information such as date, number of pallets, time spent picking and individual who performed task ▶



◄It also details the item information, such as the item number ordered, the description, location and lot number.



### PICK N' PACK

Many of WAREHOUSE customer's require Pick N Pack operations. Depending on the industry and geographic location, this type of operation is referred to by many different terms, but for our purposes, this operation is the receiving of "Master Cartons" that are opened and the inner shippable cartons are organized/assembled to shipment specifications, then shipped.

In order to facilitate a smooth, efficient process, the WAREHOUSE facility is constructed with the necessary "pick line" racking, or in the case of GOH (Garment on Hanger) speed rails as well as conveyor lines.

The WAREHOUSE WMS system allows for ease of replenishment, as the inventory control modular indicates on a daily basis which "pick line" location/Item needs to be replenished.









It is ONLY under the circumstances of "Pick n Pack" that a carton would be opened, unless it was under the direction from the customer.



# OUTBOUND PROCEDURES LABEL RELEASE

The next step is to generate a batch pick for the warehouse, grouping all like POs together. This enables the "Inventory Picker" to efficiently pull all goods needed for all the POs at once.

The order is then exported from the WMS into Transaction Manager, where the shipping labels are then printed.

For each
customer "ship to"
a compliant label
is mapped,
saved and
used for every
shipment

Label formats include UCC-128, SSCC-14, IT14 as well as generic labels designed to contain all necessary customer information, including customer specific SKU!





# OUTBOUND PROCEDURES VICS BOL (RETAIL)

			CI PE		1117-1	OILIV	DIL	- 01	LADIN		Page 1			
			SHIP	FROM					Bill of Ladir	ng Number:				
									Bar Coded Space					
	FOB:								25					
SHIP TO  Name: Location #:								CARRIER NAME: Trailer number:						
Address:								_	Seal number(s):					
City/Stat					4				SCAC:					
CID#:						FOB:				Pro number:				
ALDIT.		UIDD DA	RTY FREIG	T CHAP	OES B	III TO:	FOB: L	-	10 maniber					
lame:			Manager Co.		CIES E	ILL TO:				Bar Coded S	Space			
ddress										Dai oodoa (	Space			
City/State/Zip:								Freight Charge Terms: (freight charges are prepaid						
SPECIAL INSTRUCTIONS:							- 1	Prepaid Collect XXX 3rd Party						
									(check box)	Master Bill of La underlying Bills of		hed		
CUSTOMER		nnen .	IMPER	-	KGS	USTOME	CORDER		ATION ET/SLIP		L SHIPPER IN	50		
CUST	OMER O	RDER N	UMBER	# 1	KGS	WE	IGHT	(CIR	CLE ONE)	ADDITIONA	L SHIPPER IN	FO		
				2				Y	N					
								Y	N					
								Y	N					
						-		Y	N N					
								Y						
				_				Y	N					
				-		-		Y	N N					
				-		_		Y	N					
						+-		Y	N					
GRAND TOTAL 24			347	,	40	770	Y	N						
SKAND TOTAL 34				34/	<i>(</i> :		,770	BMATIC	N					
HANDLING PACKAGE									SCRIPTION LTL C		NLY			
QTY			QTY TYPE	WEIGHT		H.M. (X)	Commodities must be as mu	requiring specification and packs	special or additional stars or affamtion as familing of attent acknowled to thouse safe transportation with ordinary co loss Section 2No of MMYC Nam 200		NMFC#	CLAS		
-				_							BEC	EIVIN		
										7	STAMP			
								G	RAND TO	TAI				
here the no	e is depende	ent on value.	shippers are re-	puired to star	e specifica	Ry in writing t	ne agreed or i		COD Amo			K. \$10000000		
the agreed of	roperty as fo or declared v	slows: salue of the p	raperty is specif	cally stated	by the ship	oper to be not	exceeding		Fee	Terms: Collect: Customer check a				
OTE L	ability L	imitation	for loss o	r damao	e in thi	s shipme	nt may be	e applic		U.S.C. 14706(c)(1		_		
ECEIVED, o	subject to ind d whipper, if a	ividually deta applicable, or	ormined rates or therwise to the r oper, on request	contracts the	at have be	en agreed upo	on in writing b	noowtek	The carrier sh	all not make delivery of the other lawful charges.	is shipment withou	- S. S		
									Signature		and the second second	hipper		
SHIPPER SIGNATURE / DATE This is to certify that the allowed areas representation on properly classified, described, policylard, natived, and instended, and we in among condition for those portrained and were incompressed to the approach regulatories of the U.S. DDT.					Trailer Loaded: Freight Count  X By Shipper By Shipper By Driver  By Driver  Contain			Shipper Driver/pall	I .	Canter acknowledges receipt	ATURE / PICKUP DATE  of packages and required placards. Care as information was made available and/or inspersor respirate guidabote or equivalent in			

							Bill o	f Lading	Number:		
						R ORDER	INFORM	ATION			
C	CUSTOMER ORDER NUMBER			# PKGS	N	WEIGHT		T/SLIP E ONE)	ADDITIONAL SHIPPER INF		INFO
				8 8	8		Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
							Y	N			
F	AGE S	UBTO	ΓAL								
HAN	DLING	PACI	KAGE		CAR	COL			CRIPTION	LTL O	NI Y
UNIT TY TYPE		QTY TYPE		WEIGHT	H.M.	COMMODITY DESCRIPTION  Communities requiring special or additional care or attention in handing or attenting must be so worked and pocagaged as 16 emission such transportance with ordinaley care.  Jan. Section 28 of 284			NMFC# CLAS		
27551.6	34.770.44.1	000000	,01.00		(X)	PLIC be so you	looked and packaged as to emula sub-transportation with ordinary care.  See Section Exc of AMP C then 388			10/1000/2017	0.00000
									-		-
											-
_											
										-	-
									-		-
_											-
		_									-
					-						
					0						



# OUTBOUND PROCEDURES ROUTING

Once the POs called out quantities are allocated complete, the routing guide is reviewed for any updates, then the routing is submitted accordingly and the pick up is scheduled.



The PO is added to the production schedule, noting the QTY of cartons, date of pick up, pick up authorization number and the carrier. This information is also shared with the warehouse floor personnel as well as the guard so when the carrier does arrive for pick up, the necessary information is provided to confirm the validity of the carrier and pick up.



### OUTBOUND PROCEDURES PICKING & STAGING

Once all the labels are printed,
they are then married with the customer's
pick lists, the pick list from the WMS
and the batch pick. The packets are then
given to the warehouse manager to begin
picking. Once the goods are picked (at this time is the goods
are bar-coded, they are scanned out of their locations) and
stage by item on the floor. The verifier then audits the batch
pick to ensure the proper QTY and Items were picked.





Upon verifying the accuracy of the QTY "dropped", the goods are then labeled in accordance with customer specifications, the pallets are then build accordingly and the POs are staged on the dock.

The Outbound Verifier then verifies the loads, double checks to ensure customer compliance and outbound placards are then applied that contain the PO number, date of pick up and carrier.



### OUTBOUND PROCEDURES OUTBOUND LOADING

When the carrier arrives at the pre-scheduled time to pick up the PO, they first check in with the guard.

Once cleared, the driver will then check in with the shipping and receiving clerk, with that they report to the shipping clerk where authorization numbers are confirmed and double checked for accuracy.

The driver is then instructed to back into a pre-designated door in the area that the PO is staged.



As the PO is then loaded onto the truck, it is verified for count and accuracy by both the WAREHOUSE fork lift driver and the carrier driver.

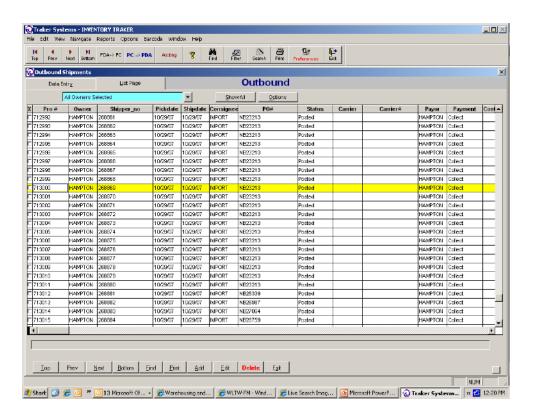
The BOL is then signed by both the fork lift driver and truck driver; pallets counts and/or carton counts are noted as well.



### OUTBOUND PROCEDURES ORDER CLOSE

Once the BOL is signed, the paperwork is then given to the WAREHOUSE Customer Service.

The BOL will then be scanned and emailed to the customer; it is also the time when Electronic ASN and/or 945 is transmitted to the customer.



The last step is to 'Post' the order in the WMS.

By posting the order, the inventory is then relieved from the system and no longer shows the Qty on hand or "reserved."

The "File is Closed" and stored away for future reference (if needed)





### WE ARE AN EXTENSION OF YOUR COMPANY... AND WE KNOW IT!

For Warehousing & Distribution, OUR WAREHOUSE TEAM offers a quality partnership that can not be found elsewhere.

By choosing Transportation of America as your service provider, you are choosing an Award Winning 3PL!

**Anthony Woods** 

Director of Operations 909.908.4922

anthony@transportationofamerica.com

