

Delivery Receiving Process

WC
806 Woodward St.
PO Box 1051
Lapel, IN 46051

www.thewcteam.com

VERSION HISTORY			
VERSION NO.	1.1	CURRENT VERSION DATE	6/30/2020
EFFECTIVE DATE	7/1/2020	EXPIRATION DATE	None
RESPONSIBLE PERSON	Chad Blake	SIGNATURE	Chad Blake
QA MANAGER	Doug Westlund	SIGNATURE	Doug Westlund
WRITER	Chad Blake	APPROVAL	Doug Westlund

REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

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1. Introduction

Accurately receiving and distributing materials and other supplies is critical to our ability to complete projects in a timely manner.

2. Definition

Receiving of deliveries and distributing them in an accurate and timely manner across all divisions.

3. Delivery Types

Common Carrier – UPS, FedEx, USPS

3rd Party Freight – Old Dominion, USF Holland, etc.

Vendor Courier – Glantz, ALRO, Eastern Metal, etc.

Order Pickup – Home Depot, Harbor Freight, Menards, etc.

4. Delivery Zones

Print Room – Responsible for all Common Courier Deliveries, Order Pickup, and Vendor Couriers specific to the Print Production Area.

Fabrication Shop – Responsible for all 3rd Party Freight and Vendor Courier deliveries specific to the Fabrication Shop.

5. Staging Areas

Each Delivery Zone is to establish a Staging Area for products received for other areas. It is the responsibility of each division to check the Staging Areas daily for deliveries.

6. Requirements

Each Delivery Zone must accurately verify the contents of the delivery vs the packing slip. All Vendor Courier Deliveries must be verified while the courier is present, noting any discrepancies prior to the courier's departure.

7. Forms and Procedures

Forms and Procedures to be located on the server in:
Y:\Westlund Concepts Forms\SOP\Operations

8. Process Review

Operations Manager is responsible to review and revise this process, as necessary.

Failure to properly execute the process can result in education or discipline as outlined in the employee handbook.

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.

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