

## 1.1 STORAGE PROCEDURE

### 1.1.1 QUALITY FORMS

The following forms are required for all movement of commodities to the storage area.

- Receiving document
- Lot Tags (information includes lot #, ND #, and description of product)

### 1.1.2 PERFORMANCE TASKS

The Storage Procedure includes the performance of the following tasks:

#### 1.1.2.1 Store Commodities

Step	Action						
1.	Obtain Receiving Document Package.						
2.	Evaluate pallets and commodities against the information on the Receiver document. Validate <ul style="list-style-type: none"> <li>• Quantities match.</li> <li>• Pallets are approved.</li> <li>• Lot Tags are adhered to all pallets.</li> </ul> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>All data matches</td> <td>Go to next step.</td> </tr> <tr> <td>There is any discrepancy</td> <td>Alert warehouse manager.</td> </tr> </tbody> </table>	If...	Then...	All data matches	Go to next step.	There is any discrepancy	Alert warehouse manager.
If...	Then...						
All data matches	Go to next step.						
There is any discrepancy	Alert warehouse manager.						
3.	Move commodities to proper storage location.						
4.	Document location on Receiver document.						
5.	Handle and stack commodities meeting manufacturer's specifications.						
6.	Deliver Receiving Document Package to Office Manager.						

#### 1.1.2.2 Process Damaged Commodities or Pallets

Step	Action						
1.	Alert Warehouse Manager that there is a discrepancy with the commodities.						
2.	Determine the specific situation. <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Damage is only to pallets and not commodities</td> <td>1. Isolate deficient pallets. 2. Restack commodities to approved pallets. 3. Go to next step.</td> </tr> <tr> <td>Damage includes commodities</td> <td>Go to next step.</td> </tr> </tbody> </table>	If...	Then...	Damage is only to pallets and not commodities	1. Isolate deficient pallets. 2. Restack commodities to approved pallets. 3. Go to next step.	Damage includes commodities	Go to next step.
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Damage includes commodities	Go to next step.						
3.	Move damaged commodities to morgue area.						
4.	Office Manager or Warehouse Manager responsible for contacting CO/COR.						
5.	Submit paperwork to Office Manager.						

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## 1.2 MAINTAIN DELIVERY DATES PROCEDURE

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### 1.2.1 QUALITY FORMS AND SYSTEMS

The Maintain Delivery Dates Procedure includes the following tools:

- Refer to Report Schedules and Data Requirements located in the contract in Section J - Attachment E, pages J-12 through J-19.

### 1.2.2 PERFORMANCE TASKS

The Maintain Delivery Dates Procedure includes the performance of the following tasks:

#### 1.2.2.1 Monitor & Negotiate Delivery Dates

Step	Action
1.	Receive call from recipient agency requesting change to delivery schedule.
2.	Negotiate a new delivery date based on customer request and the current Delivery Date Submittal Report.
3.	Make change to shared calendar on server.
4.	Alert Office Manager to change within 1 day.

## 1.3 SCHEDULE CARRIER PROCEDURE

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### 1.3.1 QUALITY FORMS AND SYSTEMS

The following forms and systems are used to schedule freight carriers.

- Broker – computer software for tracking and tracing shipments.
- Individual carrier's Internet sites – to obtain PODs.
- Bills with No POD report

### 1.3.2 PERFORMANCE TASKS

The Schedule Carrier Procedure includes the performance of the following tasks:

#### 1.3.2.1 Schedule a Load

Step	Action
1.	Review schedule of regular delivery dates to recipient agencies approximately 1 week in advance of shipment.
2.	Review the pool of carriers available for the specific delivery destination(s).
3.	Gather additional information from Warehouse Manager if necessary.
4.	Contact a carrier from the pool to secure a pickup and delivery.
5.	Access Broker system.
6.	Enter carrier and load specifications into GFE Broker system.
7.	Provide Warehouse Manager with SASE and instructions for returning POD to the carrier.
8.	Communicate the carrier pick up times with Paris Bros. Warehouse Manager.
9.	Write the carrier name, expected delivery time, date and recipient agency on the Calendar.

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