**WAREHOUSE PACKAGE/FREIGHT RECEIVING PROCEDURE**

**UPS RECEIVING**

1. UPS generally arrives around 10:30 and will honk a horn signifying their arrival. Stay near the front entrance around this time to let them in.
2. Once you have confirmed it is UPS, open the front garage door.
3. Once the packages are off loaded, visually inspect them for damage.
4. If one is damage, **DO NOT** electronically receive.
5. For the damage product, begin the process of filing a UPS claim.
6. Once the product has been sorted, electronically receive it in ACS.

**FREIGHT LINER / TRUCK RECEIVING**

1. Normally the front desk will call you and let you know that a truck is coming through the back.
2. Roll up the rear garage door that the truck has parked at.
3. Let the driver in and assist with the unloading process.
4. Thoroughly exam the freight being unloaded for damage.
5. If the freight is damaged, **DO NOT** sign for it and have it loaded back on the truck.
6. Then start the process of filing a claim with the freight company.
7. If after thoroughly inspected, the freight is determined to be in good condition & undamaged, sign the receiving slip presented to you by the truck driver.
8. Make sure a delivery/receiver copy of the paper is also given to you for our records.
9. Once the product has been sorted, electronically receive it in ACS.