1.0 SCOPE:

1.1 This procedure discusses the process that is used by the warehouse to prepare shipping/delivery of items to sites or vendors.

2.0 RESPONSIBILITY:

2.1 Warehouse Supervisor

2.2 Warehouse Worker

2.3 Warehouse Records Clerk

3.0 APPROVING AUTHORITY:

3.1 Director of Purchasing

         Signature   Date

4.0 DEFINITIONS:

4.1 PO: Purchase Order

4.2 POD: Proof of Delivery

5.0 PROCEDURE:

5.1 UPS Returns:

5.1.1 The return package (s) on the warehouse receiving bench are processed for UPS returns with appropriate return documents

5.1.2 UPS log is prepared for return shipping

5.1.3 The package or packages from the buyers' return area, along with the Shipping Services Request and Charge Form, are gathered for shipping

5.1.4 Identify and count all items against what is to be returned

5.1.5 Insert a copy of the PO and packing list into a package and note that this package has this paperwork ("Paperwork Enclose" stamp)

5.1.6 Prepare all boxes for UPS handling

5.1.7 Prepare United Postal Service log for shipping and affix all labels to corresponding boxes

5.1.8 Complete the Shipping Service Request and Charge Form. The spaces for zone, lbs., cost, insurance, and total are to be filled in. Use a previous form as an example if needed

5.1.9 Staple originals along with the yellow copy of Shipping Service Request and Charge Form and give to buyer

5.1.10 Pink copy of Shipping Services Request and Charge form goes to warehouse records clerk for filing. White copy stays in warehouse.

5.1.11 Leave shipment and UPS log on the dock for pick up

6.0 ASSOCIATED DOCUMENTS:

6.1 Purchase Orders

6.2 Shipping Service Request and Change Form (WHS-F001)

6.3 Packing Slips

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Purchase Order	File Cabinet	5 year	Discard as desired	Secured Warehouse

8.0 REVISIONS:

Date:	Rev.	Description of Revision:
1213/04	A	Initial release
08/2/05	B	Revise Associated Documents in 6.2

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