



Receipting Direct Delivery Items

Receiving/Receipting Procedures: Confirm with driver

- ✓ Quality (frozen solid, cold, undamaged exterior)
- ✓ Item (packing list matches product), correct items?
- ✓ Quantity (6 cases listed, 6 cases present) Short? Over?
Report quantity discrepancies to Gold Star within the week
- ✓ Adjust packing list when signing off

Unpacking Delivery:

- ✓ Damages? Report to both Gold Star and ODE via email within 7 days