



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?
- ✓ Adjust packing list when signing off

Unpacking Delivery:

- ✓ Damages?

Report to [ODE](#) via email within 7 days of date received.