

ACCOUNT INSTRUCTIONS

Client Code	TOMJAC – Kraft Pizza Company	CSR	Brittany x119
Dock	Back	# Of Inbound Tags	N/A
Storage Method	# of cases by pallet Id and code date	Unit Of Measure	# of cases
Pallets In	Do Not Pallet Exchange		
Pallets Out	Pallet Account		
Temp	20 or below		
Damage (In)	See Below		
Damage (Out)	Call Inventory; see below		
Disposition	Yes		
Trailer Seals (In)	Check seal; fill out form		
Trailer Seals (Out)	Seal load and write seal number on BOL		
Special Instructions	<div> <div> Temp Above 20 degrees: <ol style="list-style-type: none"> 1. Call Supervisor 2. Fill out Temperature Discrepancy Form 3. Place red hold tags on each pallet and Record temp on each red hold tag 4. Warehouse puts product away 5. Forward receipt to CSR 6. Receipt is entered by CSR 7. Lot is placed on T Hold by inventory or CSR 8. Contacts customer for disposition </div> <div> Warehouse & Outbound Order Damage <ol style="list-style-type: none"> 1. Call Inventory team 2. Inventory team places product on DG hold 3. Contact CSR 4. CSR contacts customer for disposition </div> </div> <div> Inbound Damage <ol style="list-style-type: none"> 1. Receive in damage case 2. Write on IT product code, lot, pallet id and number of cases damaged 3. Call inventory - Inventory places damage cases on DR hold; write adjustment number on IT in damage section 4. Warehouse places damage case in damage bin </div>		

