ACCOUNT INSTRUCTIONS

Client Code	ATLBAI – Atlas Mikes Bait	**CSR**	Kapri x107
Dock	Front	**# Of Inbound Tags**	# of pallets in lot
Storage Method	Lot & Locate by customer code date	**Unit Of Measure**	# of pails
Pallets In	Do Not Pallet Exchange		
Pallets Out	Do Not Pallet Exchange		
Temp	35 or above		
Damage (In)	Receive in; write on IT; make remark on receipt; place on hold		
Damage (Out)	Call Inventory; see below		
Disposition	No		
Trailer Seals (In)	N/A		
Trailer Seals (Out)	N/A		

Special Instructions

Temp below 35 Degrees:

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 office supervisor
8. Contacts customer for disposition

Warehouse & Outbound Order Damage

1. Call Inventory team
2. Inventory team places product on DG hold
3. Contact CSR
4. CSR contacts customer for disposition

- Inbound paperwork has customer code date listed. The code date looks like the following: SS-NY-20.
- Each code date needs a separate lot
- Code date is placed in identity field on the warehouse receipt – office responsibility