

Unmanifested Freight Record

This form is to be handed out to the dock person in addition to the unloading manifest and handling copies. It is to be used when a shipment that is unloaded is NOT on the unloading manifest and there is not enough room on the Unloading Manifest to document clearly, the unmanifested freight.

Dock person is to fill out completely with:

Top Section

- Date
- Trailer number that freight is unloading off of
- Origin terminal of the trailer
- Unloading terminal
- Checker employee number or name
- If trailer is a P&D trailer – fill in driver's name if known (see unloading manifest)

Shipment information

* All sides of freight MUST be checked for labels, packing slips and pro numbers to insure all information possible is gathered.

- Consignee name, town and state (if available)
- Shipper name, town and state (if available)
- Pro number (if available)
- Pieces or pallets
- Weight (if available)
- Any specific exception notations

* These forms must be handed in with completed unloading manifest.

* The shipments on the Unmanifested Freight Record are entered into the computer when inputting trailer unloading exceptions, as “Unmanifested” to alert origin terminal of the problem.