

## Dock Handling Copy - visual

N-04

When unloading a trailer the dock person will be checking freight off with an Unloading Manifest and a Dock Handling Copy (billed or skeleton bills). ALL trailers to be unloaded MUST have this paperwork provided to Dock person.

### Dock Handling Copy: Must be filled out completely and accurately

- Every shipment MUST have a Dock Handling Copy to accompany it when being handled on the dock. **This may be computer generated or a routed copy of original Bill of Lading.** If shipment contains HazMat and is not billed, a copy of the original Bill of Lading must be used as the Dock Handling Copy so that HM info is available to personnel handling the freight.
- Dock Handling Copy for a HM shipment that has been billed will include an extra handling copy to attach to the freight. (see below)
- Match Dock Handling copies against freight being unloaded. Check labels on freight CAREFULLY and find Dock Handling Copy that matches freight.
- Your terminal follows loading patterns & lane files. The "ROUTE" shows 1<sup>st</sup> load to terminal in large text & 2<sup>nd</sup> load to terminal will show, when applicable, in smaller text below the 1<sup>st</sup> load to route. "DOOR" will show what door your terminal loads that freight to.
- Dock person is to fill out Unloader space provided with 3 digit employee number or initials
- Dock person is to fill out Location space provided if freight is placed on the dock. Give SPECIFIC location
- Dock person is to fill out Description space provided if freight is placed on the dock. Give SPECIFIC description
- Dock person is to fill out Loader space provided immediately after LOADING a COMPLETE shipment.
- Dock person is to fill out Exceptions space provided with SPECIFIC exceptions as to what EXACTLY is Over, Short or Damaged.
- Dock person MUST pay close attention to Dock Handling Copies that have in **Bold** print "**WEIGH-SEE RATES**" "**SCALE**" or "**INSPECT**". These shipments must be weighed and inspections reported to Supervisor or Rates/Billing Dept.

PRINT AUDIT: 7/26/12 14:22:44 FOR:KCS BYDDST: BYDHUB: 1ST:-----

ECM202 LHJTS

CONSIGNEE 233204 STP TET \*\*\* SHIPPER 730957 7/25/12 3560295439 7

COCA COLA BOTTLING CO DR PEPPER 7UP  
10001 INDUSTRIAL BLVD 18 GATEWAY COMMERCE CTR DR E  
LENEXA KS 66215 EDWARDSVILLE IL 62025

PREPAID  
EST OGS  
KCS - SLU

SHIPPER NUMBER	ADV CARRIER, Pro No. and Date	BYDCL	ADV	LME	BYD
800343391					

PIECES	HM	CONTAINER DESCRIPTION AND MARKS	CLASS	WEIGHT	RATE	CHARGES
155		TTL HU 7			8,916	PPD

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RDD 7/26 HU 7

ROUTE: KCS DOOR: 25

**SCALE**

\*HAZARDOUS \*FREEZABLE

3560295439 7

**\*ATTACH TO FREI**

UNLOADER: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

LOADER: \_\_\_\_\_

EXCEPTIONS: \_\_\_\_\_

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SHIPPER NUMBER	ADV CARRIER, Pro No. and Date	BYDCL	ADV	LME	BYD
800343391					

PIECES	HM	CONTAINER DESCRIPTION AND MARKS	CLASS	WEIGHT	RATE	CHARGES
9 X	PCS	HM UN1760, CORROSIVE LIQUID, N.O.S. (PHOSPHORIC ACID SOLUTION), 8, PGIII		85	460	
9 X	PCS	HM UN1760, CORROSIVE LIQUID, N.O.S. (PHOSPHORIC ACID SOLUTION), 8, PGIII		85	460	
3 X	PCS	HM UN1760, CORROSIVE LIQUID, N.O.S. (PHOSPHORIC ACID SOLUTION), 8, PGIII		85	120	
16 X	PCS	HM UN1197, EXTRACTS, FLAVORING, LIQUID 3, PGIII		85	774	
16 X	PCS	HM UN1760, CORROSIVE LIQUID, N.O.S. (PHOSPHORIC ACID SOLUTION), 8, PGIII		85	231	
102	PCS	COMPS OR CONCS		85	6,339	
		PLT WGT		70	532	

FUEL SURCHARGE 13.50 PERCENT DP  
HAZARDOUS MATERIAL HANDLING CHARGE PE  
\*\* OPTIONAL CONS CONTACT # HZ  
913-492-8100 CV  
\*\*\* HAZARDOUS MATERIAL PW  
\*\*\* DO NOT TOP LOAD HM  
\*\*\* PROTECT FROM FREEZING NT  
15077372 PP  
RN

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\* \* C O N T I N U E D B I L L \* \* 7/26/12 PAGE 1