

# A-BOX INFORMATION

Merchandise, daily work, transfers, trade-ins, repairs and other correspondence are regularly shipped between the stores and SMC in a box (usually a large gray plastic tub) referred to as an "A-BOX."

- Stores send an A-box to, and receive an A-box from, SMC on the same designated day each week.
  - A) *The Returns department at SMC must be notified by 3:00 p.m. if an A-Box is not being sent by the store on the store's designated day.*
  - B) *The Distribution and Loss Prevention departments must be notified if an A-Box is not received in-store on its designated day.*
- During peak selling seasons (i.e. Mothers Day, Christmas, etc.), additional shipments may be made to some stores.
- Each store should have, and use, a controlled, locked area (drawer, safe, etc.) for storage of items to be included in the next A-Box shipment.
- An A-Box is kept secure during the day in the safe until all of the merchandise in it has been properly received and removed.
- A-box delivery is usually done through UPS. In special circumstances, a private security courier is used after the store is notified in advance.

# SHIPPING MANIFEST

*(Completed by Stores)*

In order to ensure that no merchandise or paperwork is lost, store associates must complete a SHIPPING MANIFEST for all A-box shipments.

*Pictured below is an accurately completed store Shipping Manifest.*

**Daniel's**  
YOUR FAMILY JEWELER, SAYING "YES" SINCE 1988

SHIPPING MANIFEST

SHIPPING MANIFEST NUMBER: **12345**

FROM STORE NUMBER: **1 280** TO: SMC RETURNS DEPT

CARRIER: **2 UPS** WEIGHT: **20** LBS PICK UP DATE: **3 4-15-08**

CARRIER TRACKING NUMBER: PREPARED BY **4 John Smith** EMPLOYEE NUMBER: **9999**

DAILY WORKBAGS SENT TO SMC FOR DATES: **5** April 4 April 5 April 6 April 7 April 8 April 9 April 10 April 11 April 12 April 13

CUSTOMER REPAIRS SENT TO SMC:

Current Jewelry and Watch Repair Envelope Number: **6**

Old Repair Envelope Number: **7**

EMPLOYEE SALES AND STORE-TO-STORE DIRECT TRANSFERS:

Transfer From Store Number: **8 280** To Store Number: **278** Transfer Number: **S162548**

From Store Number: **280** To Store Number: **1EM** Transfer Number: **S162552**

From Store Number: To Store Number: Transfer Number:

From Store Number: To Store Number: Transfer Number:

CORRESPONDENCE SENT ATTN OF: **9 Payroll** **Art Ranci**

TRANSFER NUMBERS SENT TO DEPTS 1RT AND 100: **10 S162549 S162550**

RETURN MERCHANDISE FORMS SENT TO SMC: Indicate whether merchandise is INCLUDED by circling either Yes or No for EACH Control #

CONTROL #	CONTROL #	CONTROL #	CONTROL #	Y or N	Y or N	Y or N	Y or N
<b>11 6249.01</b>				<input checked="" type="radio"/> Y	<input type="radio"/> N		
<b>6250.01</b>				<input checked="" type="radio"/> Y	<input type="radio"/> N		
<b>6250.02</b>				<input checked="" type="radio"/> Y	<input type="radio"/> N		
<b>6251.01</b>				<input checked="" type="radio"/> Y	<input type="radio"/> N		
				<input type="radio"/> Y	<input type="radio"/> N		
				<input type="radio"/> Y	<input type="radio"/> N		
				<input type="radio"/> Y	<input type="radio"/> N		

"A" BOX SEAL NUMBERS USED **12 176088 176089 176090 176091**

SEALED BY **13 Mary Garcia** EMPLOYEE NUMBER: **7998**

SEALS OPENED AND CONTENTS RECEIVED BY: **14**

EMPLOYEE NAME: EMPLOYEE NUMBER: DATE:

**15** PAGE NUMBER: OF FORM #68

- 1) Store number.
- 2) Name of the Carrier & Weight of the package
- 3) Date of the A-Box Pick Up
- 4) Name of the associate & employee number preparing the manifest.
- 5) The date of each daily work bag being sent (the entire week's worth should be included).
- 6) Repair numbers of current repair jobs being sent. Remember to complete the Repair Log!
- 7) Repair number of old repairs (in the store over six months) being sent back.
- 8) Store-to-store transfers -
  - A) Sending store number
  - B) Receiving store number
  - C) Transfer number
- 9) Separately list each piece of mail being sent with name of person or department.
- 10) Transfer numbers of jewelry items being transferred to SMC.
- 11) Return/trade-in numbers for each form being sent. Remember to complete the Return/Trade-In Log!
- 12) Each A-box needs four seals to be properly closed. List the seal numbers here.
- 13) Signature of associate who is sealing the A-Box.
- 14) SMC use only - Signature of SMC employee who opens A-box.
- 15) Number of manifest pages.

# INSTRUCTION FOR PREPARING & SHIPPING AN “A” BOX TO SMC USING UPS

## Pick Up & Delivery Schedule

Most weeks, each store has an “A” box picked up and an “A” box delivered on the same day; Wednesday, Thursday, or Friday (*see sample schedule on page 10*). A few weeks during the year, an advance notice will be sent to the store that there will be no UPS delivery or pick up during the week. Except on one of these weeks, an “A” box must be sent to SMC on the store’s scheduled UPS pick up/delivery day (*see detailed procedure on page 7*).

## Obtaining The UPS Shipping Label

Each week, on the day before the UPS pick up/delivery, a store must request a printed UPS Shipping label for the outgoing “A” box to be sent the next day. This is done on the day before the UPS pick up by completing a Shipping Manifest form that includes the contents, weight of the box with the contents, and the seal numbers. The yellow seals should be locked onto the “A” box and then the Shipping Manifest form faxed to (310) 846-6318.

*Wednesday Stores - Fax the completed Manifest form on TUESDAY before store closes.*

*Thursday Stores - Fax the completed Manifest form on WEDNESDAY before store closes.*

*Friday Stores - Fax the completed Manifest form on THURSDAY before store closes.*

## On The Day Before The UPS Pick Up Day - Pack & Seal Contents Into “A” Box

1. All merchandise must be packed as normal, i.e., one transfer and accompanying merchandise in each clear zip lock plastic bag (9 x 12”), all Merchandise Return Forms together in a single clear zip lock plastic bag (9” x 12”), etc.



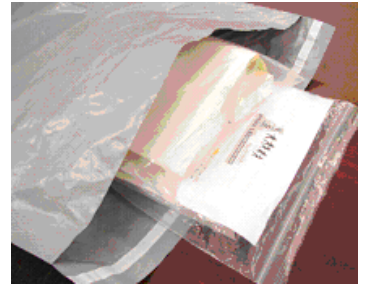
2. Complete the Shipping Manifest (*see sample on page 2*). *Verify that every item in the “A” box is listed in the appropriate area on the Shipping Manifest form.*
3. Sign your name and write your employee number at the bottom of the form.
4. Get four “A” Box seals and write the four seal numbers on the Shipping Manifest form in the appropriate spaces at the bottom of the form.

# INSTRUCTION FOR PREPARING & SHIPPING AN “A” BOX TO SMC USING UPS (Cont.)

## Steps To Request A UPS Shipping Label For The “A” Box

1. After verifying that every item in the “A” Box is listed in the correct area on the Shipping Manifest Form:

- a) Place the large plastic ‘tub liner’ (plastic bag) into the “A” Box, and
- b) Place all items inside the large plastic ‘tub liner’ bag, and



- c) Wrap the large tub liner bag around the merchandise so it will be impossible to see what’s inside the ‘tub liner’ bag without opening it. Do not seal the tub liner bags in any manner because they are to be re-used; and

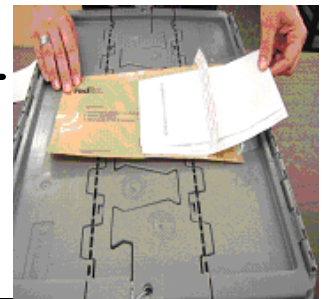


- d) Close and lock the “A” Box with the 4 seals that are listed on the Shipping Manifest:  
&
- (d) Weigh the “A” Box on the store scale and write the weight on the Shipping Manifest form.

2. REQUEST A UPS LABEL FOR THIS “A” BOX FROM SMC BY FAXING THE COMPLETED SHIPPING MANIFEST FORM TO **SMC FAX (310) 846-6318**.

- (a) The Shipping Manifest form should be faxed immediately after writing the weight onto it.
- (b) In order to get the UPS Label for this “A” Box, the completed Shipping Manifest form **MUST BE FAXED TO (310) 846-6318 BEFORE THE END OF BUSINESS ON THE DAY BEFORE UPS IS SCHEDULED TO PICK IT UP**. An A-box pick-up and delivery schedule can be obtained from the Distribution department (see sample UPS store schedule on page 11).

3. Attach a shipping envelope to the top of the “A” Box and insert the white and yellow copies of the completed Shipping Manifest form



4. **IMPORTANT:** File the pink manifest copy in the Transfer drawer File 5.

# INSTRUCTION FOR PREPARING & SHIPPING AN "A" BOX TO SMC USING UPS (Cont.)

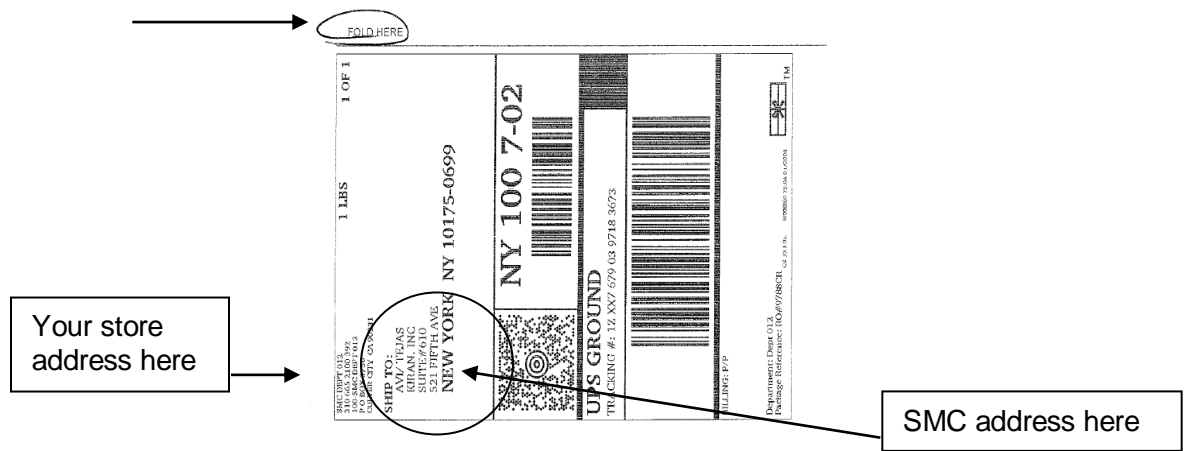
## Obtain Shipping Label & Steps For Giving "A" Box To UPS Person

The UPS SHIPPING LABEL WILL PRINT from the store's fax machine by 10:00a.m. the next morning after it is requested. A total of 2 pages will print.

1. **First Page** will be the Shipping Label. *PUT THIS LABEL INTO THE SHIPPING ENVELOPE ON TOP OF THE "A" BOX THAT CONTAINS THE SHIPPING MANIFEST (see below).*
2. **Second Page** is the Shipment Receipt form.
  - (a) **The UPS person must sign this page before taking the "A" Box.**
  - (b) Immediately staple this form to the pink copy of the Shipping Manifest form for this shipment that was placed in the Transfer Drawer, File Number 5 the day before.
  - (c) This signed receipt is required in order for a claim to be filed if the "A" Box is lost or anything is stolen from it.

### UPS CampusShip: View/Print Label

1. Print the label(s). Select the Print button on the print dialog box that appears. Note: If your browser does not support this function select Print from the File menu to print the label.
2. Fold the printed label at the dotted line. Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.
3. GETTING YOUR SHIPMENT TO UPS
  - Customers without a Daily Pickup
    - Schedule a same day or future day Pickup to have a UPS driver pickup all your CampusShip packages
    - Hand the package to any UPS driver in your area
    - Take your package to any location of The UPS Store<sup>®</sup>, UPS Drop Box, UPS Customer Center, UPS Alliances (Office Depot<sup>®</sup> or Staples<sup>®</sup>) or Authorized Shipping Outlet near you. Items sent via UPS Return Services<sup>SM</sup> (including via Ground) are accepted at Drop Boxes.
    - To find the location nearest you, please visit the Resources area of CampusShip and select UPS Locations
  - Customers with a Daily Pickup
    - Your driver will pickup your shipment(s) as usual.
4. Special Instructions: Two copies of the UPS Internet Shipping receipt will be printed along with this label. Provide one copy to UPS and ensure the other copy is signed by a UPS Driver or a UPS Customer Center representative and returned to you. The signed receipt will be required to submit a claim and is proof that UPS has accepted the package.



# SMC SET INSURED VALUE FOR SHIPMENTS

Insured Value for SMC Shipments			
	Campus Ship UPS	USPS	Fed- Ex
Trunks	\$5,000		
Trunk Replenishment	\$1,000		\$1,000
A-Boxes	\$1,000		\$1,000
Web Orders	Signature Required If over \$100 cost		
Vendor Shipments to New York	New York Insure all pack for \$1,000		
Non-New York Vendors	\$0 - \$1,000		
Loose Diamonds to Vendor		Up to \$1,000	up to \$5,000
Loose Diamonds to Stores			up to \$1,000
Overnight Documents	Choose Cheapest Service		

## **Via UPS:**

More than \$10,000- needs to get SANDRA'S APPROVAL  
before shipping

## **Via FED-EX:**

-\$1,000 to \$25,000- FED-EX 2nd day leaving SMC no later  
than Wednesday

-\$25,000 to \$50,000- FED-EX overnight leaving SMC no later  
than Thursday

-More than \$50,000- Break it down into multiple packages

# A-BOX PREPARATION

A-boxes are to be prepared the day before they are scheduled to be picked up by UPS.

The following procedures are to be followed when preparing an A-Box.

## **The day before the scheduled A-Box Pick-up:**

1. Complete a Shipping Manifest Form including the contents, weight, seal numbers, etc. for the A-Box
2. Fax the Shipping Manifest Form to SMC @ **(310) 846-6318**
3. Pack the A-Box using a 'tub liner' (plastic bag) and fold the bag over the contents, add Pilfer Protector
4. Put the white and yellow Manifest copy in the A-box
5. Lock the seals onto the closed A-Box (see sample on the following page)
6. Put the pink Manifest copy in the transfer drawer (File # 5)

## **The day of scheduled Pick-up:**

1. If the UPS label & Receipt page aren't faxed by 10AM, store must call SMC Distribution at extension 5292
2. Put the UPS label in the clear pouch on the A-Box
3. Before the UPS driver takes the A-Box, make sure this person:
  - a. Scans the label on the A-Box
  - b. Signs the Receipt page.
4. Staple signed receipt on the pink Manifest copy in the transfer drawer
5. UPS should deliver the SMC A-Box by 7:30PM. If this doesn't happen, immediately call SMC (ext.- 5669) and report this

THE SMC A-BOX MUST BE CHECKED IN, ANY ERRORS REPORTED TO BOTH DISTRIBUTION (EXT – 5669) & LOSS PREVENTION (EXT – 5622), AND THE SHIPPING MANIFEST SIGNED AND FAXED TO (310) 665-2161 NO MORE THAN 24 HOURS AFTER IT IS RECEIVED.

**An open A-Box containing merchandise should never be left unattended. If A-box preparation is interrupted, the A-box must be stored in the safe until the store associate is ready to finish preparing it.**



# PROPERLY SEALING A-BOXES

When sealing A-boxes make sure the flaps on the top are properly overlapped so nobody can get into the A-Box on the way to SMC. These are 3 examples of A-Boxes recently received that weren't properly sealed. As can see, it would be really easy for somebody to put a hand into the box and take something!



A properly sealed A-Box looks like the box on the left.

Remove all old labels from the A-box.

Paste the UPS plastic label bag over the center closing of the A-box

This is a new blue heavy-duty seal to use on A-Boxes. Use one blue and one white on each side of the A-Box. (Use only white seals for boxes sent back via FUSCO.



M/stores/Properly Sealing A-Boxes 061013.doc



# A-BOX UPS PICK UP PROCEDURES

## On The Day Of Pick -Up

On the day of each week that your store sends an A-box to SMC, the following procedures should always be followed:

1. WHEN YOU SEE A UPS DRIVER, HE MUST TAKE YOUR A-BOX. You should not agree to hold it for another driver OR until he comes back later to get it. Tell him this is a *SCHEDULED 'RETURN SHIPMENT'* and insist that he take it.
2. THE DRIVER MUST SCAN THE UPS LABEL ON THE A-BOX AND SIGN YOUR RECEIPT.
3. A UPS DRIVER SHOULD HAVE PICKED UP YOUR A-BOX BY 4:00PM.
  - a. If this has not happened by 4:00PM:
    - 1) Call the UPS Customer Preferred Line at **(800) 377-4877**; and
    - 2) Tell them your account number, **XX7-679**; and
    - 3) Tell them that the UPS driver has not been to your store; and
    - 4) That today you have a "SCHEDULED DELIVERY" and a "RETURN PACKAGE"; and
    - 5) Find out what is the latest time that the driver will show up with your SCHEDULED DELIVERY and to pick up your RETURN PACKAGE; and
    - 6) Get the name/operator number of the person that gives you this information.
  - b. If UPS is not at your store by the latest time you were told, call the UPS Customer Preferred Line again.
    - 1) Tell them that you need a driver to come to your store before you close; and
    - 2) Get the name of the person you are speaking with; and
    - 3) If they refuse or you have any other problems, call L.P. Manager Cary Straus at **(818) 383-6400**.

# UPS SHIPMENT RECEIPT FORM

*Pictured below is a sample UPS Shipping Receipt.*



## Shipment Receipt

**NOTE:**  
UPS Driver  
signs here

**Transaction Date:** 07 Jan 2009  
**Tracking Number:** 1Z0X76740096745673

**Special Instructions:**  
This shipment requires that you follow the special procedures below:  
UPS Customer:  
1. Two copies of this receipt will be printed along with your label(s). Provide one copy to UPS and ensure the other copy is signed by the UPS Driver or a UPS Customer Center representative and returned to you. The signed copy of this receipt is your proof that UPS has accepted the package(s), and will be required to submit a claim.  
2. Confirm the shipment is properly packed:  
- Packaging and tape are in good condition.  
- Contents do not move when the package is moved or shaken.  
- Label is legible and properly fastened to the package.  
UPS Driver or UPS Customer Center Representative:  
Sign the package(s) and sign over your copy of this receipt and return it to the customer. The second copy of the receipt should accompany the package(s) and must be provided to the customer upon your return to the package(s) in good condition.

Received And Signed By (Print)

Signature

Date

### Address Information

<b>Ship To:</b> SMC 1705 HANFORD AVENUE SUITE 200 CULVER CITY CA 90230-6806 Telephone: 3106652193	<b>Ship From:</b> 107 DANIELS DR WEST COVINA FASHION PLAZA 603 PLAZA DRIVE WEST COVINA CA 91790 Telephone: 6269682733	<b>Return Address:</b> 107 DANIELS DR SMOCEPT012GV 603 PLAZA DRIVE WEST COVINA CA 91790 Telephone: 6269682733
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### Package Information

	Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1.	13.6 lbs	22 x 15 x 10 in. Bly Packaging	1,600.00 USD	(Reference#1 - 07TRW007) (Reference#2 - NNNNN99121)

### UPS Shipping Service and Shipping Options

**Service:**  
UPS Ground Service  
**Guaranteed By:**  
End of Day Thursday, 1/8/2009

<b>Shipping Fees Subtotal:</b>	13.49 USD
Transportation	8.67 USD
Fuel Surcharge	3.32 USD
Declared Value Package 1	6.50 USD

**Additional Shipping Options:**  
Quantum View Notify E-mail Notifications: No Charge

1. dep0112@danishjewellers.com Exception  
2. 3160276397@gmail.com Exception  
E-mail Failure Notification: david\_crowe003@danishjewellers.com

### Payment Information

**Bill Shipping Charges to:** Shipper's Account 1Z0X7673

<b>Total Charges:</b>	13.49 USD
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Note: Your invoice may vary from the displayed reference rates.  
\* For delivery and guarantee information, see the UPS Service Guide. To speak to a customer service representative, call 1-800-4PICK-UPS for domestic services and 1-800-762-1882 for international services.

**Responsibility for Loss or Damage**  
Unless a greater value is recorded in the declared value field as appropriate for the UPS shipping system used, the shipper agrees that the released value of each package received by this receipt is no greater than \$100, which is a reasonable value under the circumstances surrounding the transportation. If additional protection is desired, a shipper may increase UPS's limit of liability by declaring a higher value and paying an additional charge. UPS does not accept for transportation and shipper requesting service through the internet are prohibited from shipping packages with a value of more than \$50,000. The shipper's liability per package assumed by UPS shall not exceed \$50,000, regardless of value in excess of the maximum. Claims and credit within nine months after delivery of the package (except items for international shipment), or in the case of failure to make delivery, nine months after a reasonable time for delivery has elapsed (guaranteed days for international shipments), shall be deemed waived. The only net C.O.D. amount is not a declaration of value for postage purposes. All checks or other negotiable instruments received in payment of C.O.D. will be accepted by UPS at shipper's risk. UPS shall not be liable for any special, incidental, or consequential damages. All shipments are subject to the terms and conditions contained in the UPS Tariff and the UPS Terms and Conditions of Service, which can be found at [www.ups.com](http://www.ups.com).

Last Revised 06/06/19  
A-BOX, p.10

## PICK UP AND DELIVERY SCHEDULE

*Pictured below is a sample UPS Delivery Schedule.*

[illegible]

# A-BOX RECEIVING

A-boxes should be opened and processed within 24 hours after receipt. Therefore, managers should ensure appropriate staff in their store for the day the A-Box delivery is received.

The following procedures are to be followed when emptying and processing an A-Box.

- 1) *Confirm that A-Box is addressed to the correct store (check Manifest, etc.)*
- 2) *A-boxes come from SMC accompanied by a completed SMC Shipping Manifest (see example, following page). Confirm that each transfer, repair and other miscellaneous merchandise noted on the shipping manifest is actually included in the A-Box and confirm that there are no additional transfers, repairs or loose merchandise in the A-box.*
- 3) *Check off each item individually by SKU against the transfers to confirm that there are no overages or shortages.*
- 4) ***When verification is complete, the associate(s) who did the verification should sign and write their store number at the bottom of the SMC Shipping Manifest or transfer.***
- 5) *Once new merchandise is checked in, it should be added to the appropriate display cases right away. Remember to list the item(s) on the case counts!*
- 6) *If an item is removed from an A-Box and immediately sold, the selling associate must (1) Initial the transfer next to the removed item and, if a case counted item, (2) write SKU and sale information on the case count.*
- 7) *ALL A-BOX DISCREPANCIES ARE TO BE IMMEDIATELY REPORTED BY PHONE TO THE DISTRIBUTION (ext 5669) AND LOSS PREVENTION (ext 5632) DEPARTMENTS AT SMC. Be alert! Occasionally SMC conducts a quality control check and intentionally places a wrong item in a store's A-Box to see if it is discovered and properly reported.*
- 8) *Once the A-box is checked in, the associate signs and writes the store number at the bottom of each transfer. The white copy is sent back to SMC in next A-box and the yellow copy gets filed in the appropriate folder (File 7-18) in the Transfer Maintenance drawer.*

**An A-Box containing merchandise should never be left unattended.**

**If A-Box receiving is interrupted, the A-Box must be stored in the safe until the store associate is ready to finish receiving it.**

# SHIPPING MANIFEST

## (Completed by SMC)

In order to ensure that no merchandise or paperwork is lost, all A-Box shipments arrive in stores accompanied by an SMC SHIPPING MANIFEST.

*Pictured below is a sample SMC Shipping Manifest.*

RUN: 09-14-09 16:00		Sherwood Management Co., Inc. (UV) R P R N T		PAGE 1
SMC SHIPPING MANIFEST (IC126 R/1) BY MANIFEST NUMBER (09-14-2009)				
SHIPPING MANIFEST NUMBER - 9 106 0091				
TO: 106 - SAN BERNARDINO		CARRIER: U - UPS		SHIP DATE: 09-03-2009
CARRIER TRACKING NUMBER: 1ZXX76790398347619		WEIGHT: 22 LBS		SHIPPED BY: 5622
***** TRANSFERS *****				
LINE	RCV'D	TSF NO	FROM TSF DATE	TRANSFER REMARK
# 1		106*3194 100	08-27-2009	ATTN: LILIA.
# 2		106*3195 100	09-03-2009	TRANSFER CREATED FROM STORE TUB
# 3		106*3196 100	09-03-2009	TRANSFER CREATED FROM STORE TUB
# 4		106*3197 100	09-03-2009	TRANSFER CREATED FROM STORE TUB
# 5		106*3198 100	09-03-2009	TRANSFER CREATED FROM STORE TUB
# 6		106*3199 100	09-03-2009	TRANSFER CREATED FROM STORE TUB
# 7		106*3200 100	09-03-2009	TRANSFER CREATED FROM STORE TUB
***** CUSTOMER REPAIRS RETURNED TO STORE *****				
LINE	RCV'D	ENVELOPE	NUMBER	CUSTOMER NAME/DESCRIPTION
# 1		1370983		REPAIR FOR J. FAVALA
# 2		1370990		REPAIR FOR MARTHA VILLAR
# 3		1370991		REPAIR FOR BUSKEY NANCY
***** MAIL *****				
LINE	RCV'D	ITEM		
# 1		MAIL		
***** OTHER ITEMS *****				
LINE	RCV'D	ITEM		
# 1		BLOW-OUT COUPONS		
# 2		MALL EMP. PROMOTION		
# 3		MERCH./SPIFF CONTROL REPORT		
# 4		MIS. SMC SHIP. MANIF.		
# 5		OPEN TRANS. REPORT		
# 6		STUDEX PRACTICE TRAINING EAR		
# 7		TIME CARD LABELS		
SECURITY SEALS USED : 028326 028329				
SEALS OPENED AND				
CONTENTS RECEIVED BY:				
		EMPLOYEE SIGNATURE	EMPLOYEE NO	DATE
*****				
RECEIVING STORE PLEASE CHECK THAT EACH OF THE FOLLOWING HAS BEEN DONE				
_____ The Manifest and Transfer Are Addressed To Your Store				
_____ All Items Listed Are Received				
_____ Emp Name, Emp Number, and Date Received Are Clearly Written				
ALL DISCREPANCIES ARE REPORTED TO:				
_____ Loss Prevention (SMC Ext 321) *AND* Dist Dept Mgr (SMC Ext 386)				
_____ FAX MANIFEST TO (310) 665-2161				
_____ Original Manifest Put Into A-Box To Be Sent Back To SMC				
*****				

# SMC VAULT RECEIVING PROCEDURES

When a shipment is received by public carrier (*UPS, FedEx, etc.*) certain procedures must be followed to keep track of each item until it is delivered to the designated employee or, if it is a merchandise shipment, entered into inventory.

## PROCEDURES WHEN SHIPMENT ARRIVES AT BUILDING

1. *Two designated employees go to the delivery truck, agree on the number of boxes being received, and sign for the boxes after verifying that the number being signed for is correct. The boxes should be placed on a cart and counted to ensure that no box is accidentally left outside or in the garage.*
2. *Enter the date and the number of boxes counted by each employee on the receiving log (see sample on p. 14 of this chapter).*
3. *A keyrec (see sample on p. 15 of this chapter) is immediately completed for each box by the receiving employee that signed for the boxes. This employee then lists the keyrec numbers assigned to every box in this shipment onto the receiving log, writes the total number of keyrecs issued, and verifies that the number of keyrec and the number of boxes received are the same.*
4. *The boxes containing merchandise to be put into inventory and their keyrecs are then given to the employee designated as the counter. The counter should sign and date each keyrec ticket in the keyrec book that the counter receives.*
5. *The receiving employee then delivers each remaining non-merchandise box to the employee that it is addressed to and that employee signs the white keyrec ticket in the keyrec book that has the number that is attached to the box being received.*
6. *The receiving employee is responsible for each box in a shipment until it has been given to someone that has signed the keyrec book ticket that is attached to the box.*
6. *Before the end of the receiving employee's shift, the Vault Manager will verify that each received box has been properly accounted for and accurately entered into the KEYREC and receiving log.*



# SMC RECEIVING LOG

*Pictured below is a sample SMC Receiving Log.*

[illegible]

# SMC KEYREC

*Pictured below is a sample SMC Keyrec.*

VENDOR		P.O. NUMBER		CARRIER		CARRIER NUMBER		POS		WEIGHT		CHARGES		RECEIPT CLERK		RECEIVED BY		DATE	
																A-023595			
VENDOR		P.O. NUMBER		CARRIER		CARRIER NUMBER		POS		WEIGHT		CHARGES		RECEIPT CLERK		RECEIVED BY		DATE	
																A-023596			
VENDOR		P.O. NUMBER		CARRIER		CARRIER NUMBER		POS		WEIGHT		CHARGES		RECEIPT CLERK		RECEIVED BY		DATE	
																A-0235			
VENDOR		P.O. NUMBER		CARRIER		CARRIER NUMBER		POS		WEIGHT		CHARGES		RECEIPT CLERK		RECEIVED BY		DATE	
																A-023598			