

HTI LOGISTICS INBOUND PROCESS

- 1. Carrier calls for HTI Logistics Shipping and Receiving office and asks for an unload appointment.**
- 2. HTI Shipping and Receiving personnel will ask the carrier:**
 - A) Who's material**
 - B) Where does the material originate**
 - C) Carrier name**
 - D) Date and time requested for an unload appointment**
 - E) Weight and pieces**
- 3. HTI shipping and Receiving personnel will provide the following information:**
 - A) Provide the carrier with an unload number**
 - B) Provide the carrier with the date and time for the unload appointment**
- 4. The driver arrives at the warehouse. The Shipping and Receiving personnel will review the following data:**
 - A) Where does the material originate from**
 - B) Unload number**
 - C) Who's material**
 - D) Check the destination address on Bill of Lading**
 - E) Carrier name**
 - F) Truck number**
- 5. If any of the information listed in Step 4 does not match or the driver is early, late or does not have an appointment, the Shipping and Receiving personnel are to perform the following:**
 - A) Trucks will not be unloaded**
 - B) Driver is to leave the property**
 - C) Driver is to call their dispatchers and plan to fix the discrepancies**
- 6. Once all information is verified the following will happen**
 - A) The Shipping and Receiving personnel will instruct the driver on which door to enter**
 - B) The driver provides the crane operator the BOL**
- 7. The crane operator will perform the following functions:**
 - A) Check the ship to destination on the BOL**
 - B) Inspect the material for damage- See step 8**
 - C) Inspect the material tag. If there are unusual notations see step 8**
 - D) Check material number on BOL against material number on the material**
 - E) Check weight on BOL against weight on material tag**

- F) Check the alloy property number on the BOL and compare against information on coil tag (for TAI material)
 - G) If all is correct operator may begin unloading truck
 - H) Unload the material and place it in the warehouse noting the location on the office copy of BOL of each piece of material on the truck. Continue same process until all material is unloaded
 - I) Once unloaded and no damage or discrepancy issues the operator can sign the BOL and give the driver his copy
 - J) BOL is delivered to the Shipping/Receiving Office.
8. If there are any discrepancies in any of the items listed in Step 7, the operator will do the following
- A) Do not unload the truck
 - B) Contact manager on duty to resolve issues