HTI LOGISTICS OUTBOUND PROCESS

1. **Carrier calls for HTI Logistics Shipping and Receiving office and asks for a pickup appointment.**
   A) **All customer's carriers are required to contact the HTI Logistics Shipping and Receiving office.**

2. **HTI Shipping and Receiving personnel will ask the carrier:**
   A) **Who's material**
   B) **Where is the material shipping to**
   C) **Carriers name**
   D) **Release number provided by the owner of the material**
   E) **Weight and number of pieces**
   F) **Date and time requested for a loading appointment**

3. **HTI Shipping and Receiving personnel will provide the following information**
   A) **Provide the carrier with a pickup number**
   B) **Provide the carrier with the date and time for a loading appointment**

4. **The driver arrives at HTI Logistics and will stop at the stop sign and call the shipping receiving office that is posted upon entry. Office personnel will perform the following tasks:**
   A) **Asks driver for pickup number or release number**
   B) **Asks driver for number of pieces on load**
   C) **Asks driver for total weight of load**
   D) **Asks driver for truck number**
   E) **Asks driver for trucking company**
   F) **Asks driver for destination city and state**

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) **Truck will not be loaded**
   B) **Driver is to leave the property**
   C) **Driver is to call their dispatchers and plan to fix the discrepancies**

6. **Once all information in Step 4 is verified against the information in the HTI system the Shipping and Receiving personnel will perform the following functions**
   A) **Enter arrival time and truck number into the HTI system**
   B) **Provide the driver with instructions on which door to enter or where they need to position their truck**

C) **Print the Sales order/pick ticket for the corresponding truck to the correct bay or provide the operator with pick ticket.**

7. **The driver will provide the BOL to the crane operator. Crane operator will perform the following functions:**
   A) **Ask the driver to provide the destination city and state**
   B) **Ask the driver to provide the weight and number of pieces**
   C) **Locate the product**

8. **Once the product is located the crane operator will perform the following functions:**
   A) **Compare product ID tag number to product ID on the BOL**
   B) **Inspect coil for damage- Notify manager if any found before shipping**
   C) **Review loading instructions on sales order/pick ticket**
   D) **Load truck according to instructions on sales order**
   E) **Scan sales order with handheld scanner then proceed to scan each item ID until the load is completed**
   F) **Once completed and updated a BOL number will be provided**
   G) **Operator will call on radio for that specific BOL to be printed by office personnel**
   H) **Operator will have the office copies signed by the driver. The driver will receive his copy of the paperwork. Turn office paperwork into Shipping/Receiving office.**