



W.8.6.4 RECEIVING_SHIPPING_HANDLING (QMS & SQF)

REV.: G
DATE: 08/05/2025
OWNER: Quality Manager

RECEIVING

Incoming inspections of raw material

1. Before unloading any material, trailer conditions must be inspected **F 8.6.4.2 TRAILER INSPECTION REPORT**
2. Raw material must be verified and matched with the P.O. on file.
3. The packing list must match all incoming products.
4. Received material must be *documented and shared to all parties* required ~~logged using F 8.6.4.1 RECEIVING LOG~~
5. A picture needs to be taken if damaged product is identified and a copy of the bill of lading should be given to the quality.
 - o The driver delivering this material must sign off the bill of lading with discrepancy noted for damaged product.

Tag all incoming of raw material (Board / Rolls)

6. All raw material must be tagged and put away properly in a timely manner
7. All raw material that is moved from one location to another shall be scanned in ERP system
8. A copy of the packing list must be given to MRP Purchasing as soon as the trucks come in.

Fed Ex & UPS pick ups

9. The Shipping and receiving clerk receive packages from UPS and Fed Ex deliveries. They *must be documented* ~~are logged using F 8.6.4.1 RECEIVING LOG~~ as soon as they are received. Once delivery has been logged, product is given to the appropriate supervisor. The supervisor will verify goods received against purchase order and sign off as received from Shipping and receiving clerk. 4. *Documented and Received material must be shared to all parties required.*
10. The receptionist receives small packages from any delivery services. Photographs of the package label(s) are taken and sent to the reception e-mail address to be stored and logged. After the logging process, the product is given to the appropriate supervisor. The supervisor will verify goods received against purchase order and sign off as received.

Ink deliveries

11. Printing dept. will receive ink deliveries and sign for receipts; if a discrepancy is detected the supervisor shall be notified immediately.

Inventories

12. Board Inventory is registered in ERP Materials Module
13. Inventory must be done once a month and adjustments are done accordingly.
14. Verify board materials and finish goods label information.

STOCKING FINISH GOODS

15. Get the finished good pallet. Make sure it is tagged. Verify that Tag on pallet has the correct part number and quantity against the physical finished goods.



W.8.6.4 RECEIVING_SHIPPING_HANDLING (QMS & SQF)

REV.: G
DATE: 08/05/2025
OWNER: Quality Manager

16. Pallet is to be secured with stretch film, corner boards and metal or plastic strap as needed.

17. Scan pallet load Tags to assign a warehouse location

(2.4.1.1) **SHIPPING**

The site shall ensure that, at the time of delivery to its customer, the food supplied shall comply with the legislation that applies to the food and its production in the country of use or sale. This includes compliance with legislative requirements applicable to maximum residue limits, food safety, packaging, product description, net weights, nutritional, allergen and additive labeling, labeling of identify preserved foods, any other criteria listed under food legislation, and to relevant established industry codes of practice (if applicable)

18. Verify release from ERP is correct and prepare material to be shipped.

- If any discrepancy is found notify CSR and QC. And correct before it is shipped.

19. Make sure all pallets / boxes are safely loaded and secured with stretch film along with corner posts, have no physical damage and clean.

20. Before loading any material, trailer conditions must be inspected **F 8.6.4.2 TRAILER**

INSPECTION REPORT

21. Load truck and lock out (security seal) if it is going out of town. Security seal must be noted on **F.8.6.4.5 SHIPPING BOL (ERP or ACCESS)**

22. A picture needs to be taken as evidence of correct loading condition of product.

23. Only after final inspection has been performed and all records are completed can any product be ready for delivery.

24. Material is delivered using contracted common carriers, or by customer specified delivery methods. All materials are shipped in conformance with regulatory requirements.

25. Send Packing Receipt and Import Manifest to customer as applicable.

26. Prepare **F.8.6.4.5 SHIPPING BOL** (ERP, ACCESS, or Manual) for all shipments. Three original copies will be printed. All three copies must be signed by the shipper and driver. One original copy will be kept at EPPB for invoicing purposes and record-keeping. Two will be sent with the driver/carrier. Upon arrival at the destination, the customer must sign both copies as proof of delivery (POD). POD copy will be provided to EPPB by carrier/broker, and the EPPB team will provide said copy to customer service and sales departments.

27. ~~Shipped material must be logged using **F 8.6.4.6 SHIPPING LOG.**~~

HANDLING, STORAGE & PRESERVATION

Products are transported and handled in such a way as to prevent damage or deterioration by forklifts, pallet jacks, or handcarts.

28. Provide sheeted board for printers, cutters; and rolls for sheeters.

29. Schedule will be provided by Shipping Manager as early as possible.

30. All material staged for production must be clearly identified.

Product is maintained in a dry, safe environment to prevent deterioration when appropriate. Due to the nature of the product in storage, preservation measures are generally not needed. During cycle counts and or monthly inventories, the condition of material in stock is visually checked. If a product has been in storage for more than 180 days (or maximum specified in contract), the customer is contacted as necessary to determine potential release of product as



W.8.6.4 RECEIVING_SHIPPING_HANDLING (QMS & SQF)

REV.: G
DATE: 08/05/2025
OWNER: Quality Manager

required.

31.Keep the dock and warehouse clean at all times.

PACKAGING

Customer requirements for packaging, labeling and delivery are communicated and followed. If specific requirements are not documented, El Paso Paper Box, Inc. performs these tasks as they determine best fit to ensure the proper control of product.

REFERENCE OF DOCUMENTED INFORMATION

- * ~~F 8.6.4.1 RECEIVING LOG~~
- F 8.6.4.2 TRAILER INSPECTION REPORT
- F.8.6.4.5 SHIPPING BOL
- * ~~F 8.6.4.6 SHIPPING LOG.~~