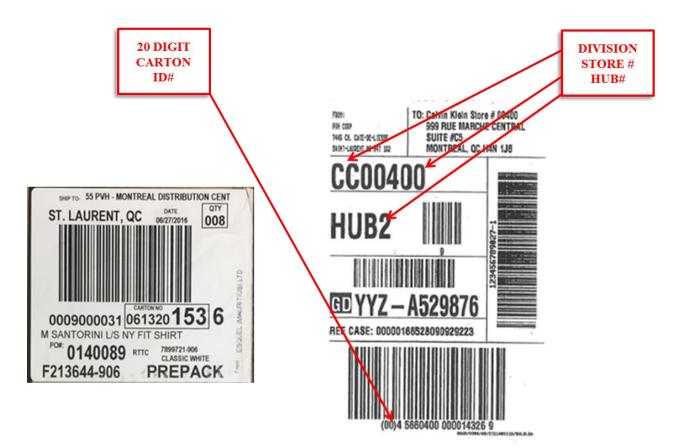# PROCEDURES FOR MANUAL SORTING OF FREIGHT
(NON-SCANNING)

- Once receipt of the trailer documentation is confirmed, the unloading process can begin.

- Offload the cartons from the trailer onto an assigned area on the dock floor and segregate by each store. An initial blind carton count total of the entire trailer should be conducted at this time.

- The cartons should be chimney stacked with the labels facing outward for easy identification.

  ➢ Note: Be careful, the divisions share store numbers that may easily result in mixing up cartons.

- After the trailer(s) has been completely offloaded, the blind count can be conducted.

- If there is more than one trailer, sort all the freight before counting the cartons to obtain an accurate count.

- A visual scan of each individual carton label must be conducted at this time to verify that each carton is sorted by the correct store number.

- See **Exhibit F** for an example of the Store Carton Label.

- Individually count and log the freight for each store.

- A comparison of the blind count to the Store BOL must be conducted off the dock by an authorized individual.

- Conduct an audit to match the Manifest to the dockhand's blind count. If a discrepancy is noted, a Supervisor must recount and verify the exception.

EXHIBIT F

20 DIGIT CARTON ID#

DIVISION STORE # HUB#

SHIP TO: 55 PVH - MONTREAL DISTRIBUTION CENT
ST. LAURENT, QC
DATE 06/27/2016
QTY 008

CARTON NO
0009000031 061320 153 6
M SANTORINI L/S NY FIT SHIRT
PO#: 0140089 RTTC 7899721-906 CLASSIC WHITE
F213644-906 PREPACK

From ESQUEL (MAURITIUS) LTD

FROM:
PVH CORP
745 CH. CÔTE-DE-LIESSE
SAINT-LAURENT, QC H4T 1G2

TO: Calvin Klein Store # 00400
999 RUE MARCHE CENTRAL
SUITE #C5
MONTREAL, QC H4N 1J8

CC00400

HUB2

9

GD YYZ—A529876

REF CASE: 00000168528090929223

(00)4 5660400 000014326 9

PROCEDURES FOR ELECTRONIC SORTING
OF FREIGHT
(SCANNING)

- Once receipt of the trailer documentation is confirmed, the unloading process can begin.

- Scan the cartons at the inbound door to obtain the initial total carton count. Offload the freight onto an assigned area on the dock floor segregated by the individual store.

- The cartons should be chimney stacked with the labels facing outward for easy identification.

  ➢ Note: Be careful, the divisions share store numbers that may easily result in mixing up cartons.

- After the trailer(s) has been completely offloaded, a manual blind carton count must be conducted.

- If there is more than one trailer, sort all the freight before counting the cartons to obtain an accurate count.

- A visual scan of each carton label must be conducted at this time to verify that each carton is sorted by the correct store number.

- See **Exhibit F** for an example of the Store Carton Label.

- Individually count and log the freight for each store.

- A comparison of the blind count to the scanned count must be conducted off the dock by an authorized individual.

- Conduct an audit to match the Manifest to the two previous counts. If a discrepancy is noted, a Supervisor must recount and verify the exception.

EXHIBIT F

20 DIGIT CARTON ID#

DIVISION STORE # HUB#

Revised: February 27, 2017