



	XXX Co			
	SECTION	DEPOT	DATE	
	SUB SECTION	WAREHOUSE / DISTRIBUTION	PAGE	Page 1 of 3
	SUBJECT	PRIMARY DISTRIBUTION PROCEDURES		

1. PURPOSE

To ensure that the Depot receives the right product on time & correctly

2. SCOPE

Depot Warehouse

3. REFERENCES

Generic stock control procedures
Distribution Excellence audit document

4. DEFINITIONS

Distribution Excellence Audit

5. RESPONSIBILITY

Warehouse Manager
Distribution Manager

6. DOCUMENTATION

Warehouse Checkers note
Security Checkers note(Road)
Security Checkers note (Rail)
Loading Summary
Primary distribution Movement Note
Primary distribution Road Gate Control Register

7.1 PRIMARY DISTRIBUTION ROAD

7.1.1 Fulls/Empties In

- Security to complete primary distribution Gate Control Register (**Annex 4**) sheet to record vehicle movement at incoming gate when primary distribution vehicle arrives.
- Security does blind check of truck at arrival at Site Control and completes security checkers note (**Annex 5**).
- Driver to hand over primary distribution movement note (**Annex 6**) to Site Controller
- Site controller to attach checkers note to primary distribution movement note
- Truck to proceed to Warehouse

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- If no primary distribution movement note is available, a shipment/reference number must be obtained from the issuing depot
- Warehouseman / Supervisor physically checks load and writes on warehouse checkers note:
 - Date & time,
 - Truck, trailer & driver details,
 - Shipment details (shipment no, delivery no & stock transfer order no)
 - Brand and pack quantities,
- Warehouseman / Supervisor and driver both sign the warehouse checkers note.
- Warehouseman / Supervisor to compare load to what is captured on the system.
- Any alterations to the warehouse checkers note relating to losses / damages must be signed by driver and warehouseman / Supervisor.
- Remember to ensure STO (Stock Transport Order) Number, driver and truck details on primary distribution movement note are captured on PO.
- Any discrepancies must be reported to the stock office and the applicable checker's note placed in the marked tray.
- A screen-dump must be printed of the actual delivery on the load showing brand/pack quantities. A brief description of the discrepancy must be written on the screen-dump printout.
- Warehouseman / Supervisor ensures
- load is in "CHECKED" status in and then
- Only if all shipment details are correct,
- Goods receipt the loads. The goods receipt number must then be written on the checkers note.
- Warehouseman/ Supervisor and Forklift drivers must unload vehicles only once the Truck driver has switched the vehicle off, applied the hand brake, have left the vehicle cab and handed over the keys to the forklift driver.
- The forklift driver must only give the truck keys back to the truck driver once the truck has been completely loaded.
- All documentation for the shipment (primary distribution movement note, security checkers note, warehouse checkers note) must be bound together for filing.

7.1.3 Fulls out

- If requested by Planning, the Warehouse Supervisor / warehouseman must plan the load on SYSTEM.
- Warehouse Supervisor / warehouseman print loading instruction and hand over to forklift driver for loading
- Warehouseman / Supervisor and Forklift drivers must load vehicles only once the Truck driver has switched the vehicle off, applied the handbrake, left the vehicle cab and handed the keys to the forklift driver. (Refer to FLT loading/off-loading procedures)

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- The forklift driver must only give the truck keys back to the truck driver once the truck has been completely loaded.
- Warehouseman / Supervisor to complete warehouse checkers note (details as per receiving instructions) and sign with the truck driver.
- A beer age concession form to be completed by the supervisor/warehouseman for any beer going to other Depots not within the beer age specification as per the standards
- Warehouseman/supervisor to confirm with receiving Depot for outgoing beer via e-mail and telephone of the intention to send beer out of spec and the reason.
 - The Warehouse Supervisor / warehouseman records the PGI (Post goods issue) number on the checkers note
 - Driver to proceed to Security or security can check inside the warehouse
 - Security to perform blind check and complete security checkers note.
 - Security to verify on primary distribution movement note and phone warehouseman / Supervisor immediately if there are any discrepancies.
 - Site Control Supervisor despatches load and an primary distribution movement note is printed and given to the truck driver
 - Security to seal truck with seals, seals numbers to be recorded on checkers note, interdepot movement note and seal register.
 - Security to complete primary distribution Gate Control Register (**Annex 4**) to record vehicle movement.

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