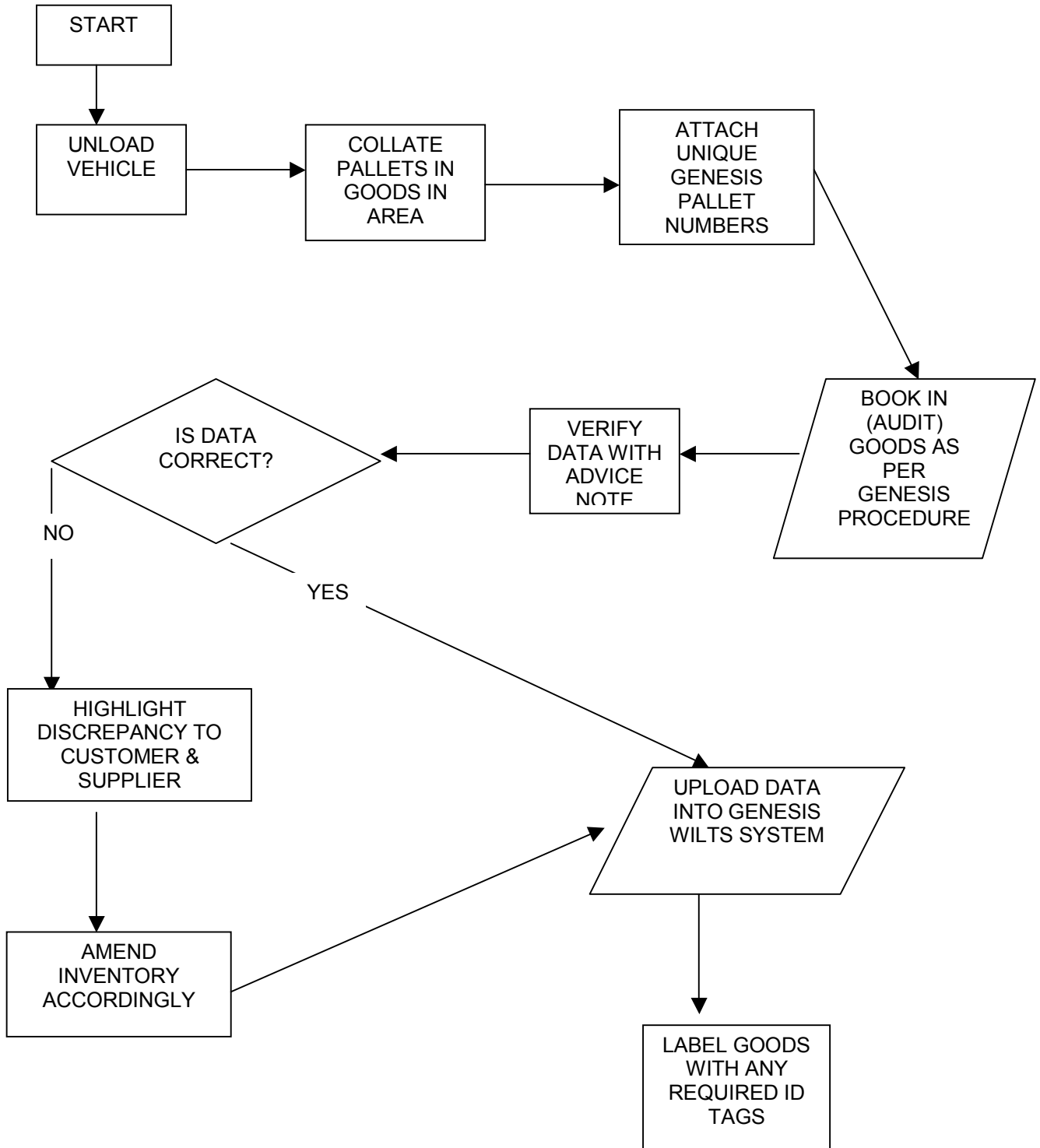




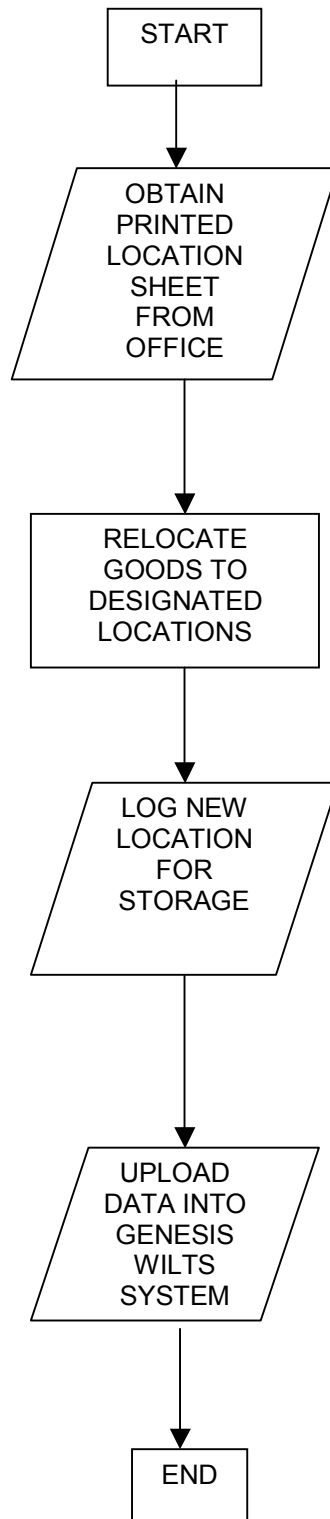
“GOODS INWARDS OPERATING PROCEDURE”



**All business is carried out RHA 1998 conditions of trading.
A copy of which is available on request.**



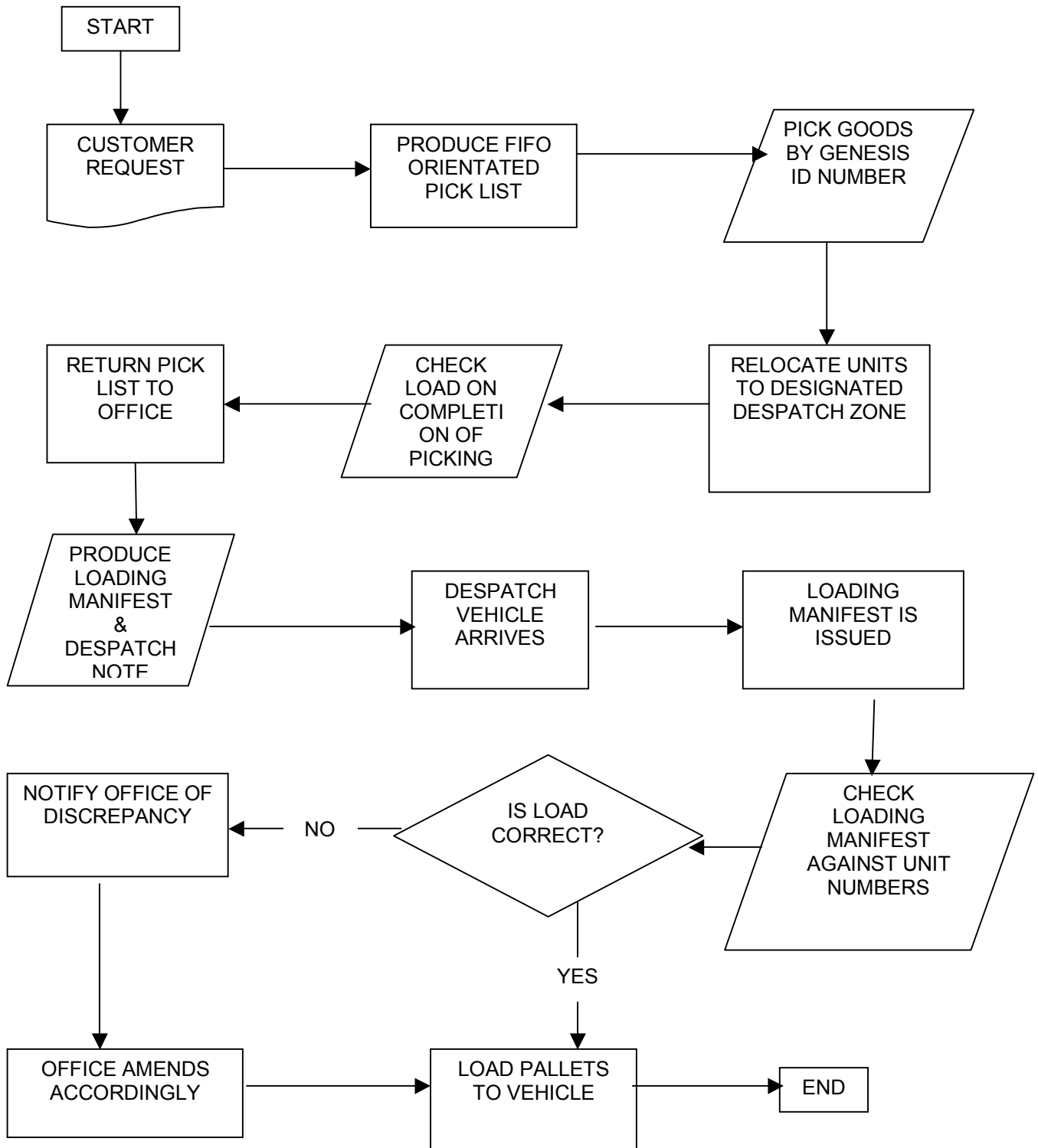
“STORAGE OPERATING PROCEDURE”



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“DESPATCH OPERATING PROCEDURE”



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GENESIS DISTRIBUTION LTD - WAREHOUSE OPERATING PROCEDURE!

- 1} Vehicle arrives at Genesis Distribution Ltd and prepares to be unloaded.
- 2} Vehicle is unloaded by any available warehouse operative and pallets collated in a "Goods In" area.
- 3} The warehouse operative signs delivery paperwork "unchecked" circling number of pallets on the load and clearly states where they are stored awaiting booking in. This paperwork is then taken to the office and placed in the "Awaiting Booking In" tray.
- 4} The warehouse operative then identifies the load on the front pallet with a "To Be Booked/Located" sheet (fig 1) Listing the delivery note number and how many pallets are on load.
- 5} The WILTS operator (MV) in the office then allocates an amount of GEN labels to the original delivery paperwork according to the quantity of pallets on the load and returns this to the "Awaiting Booking In" Tray.
- 6} The Warehouse controller (PT) collects the delivery paperwork from the office, finds the load and then completes a "Goods In Check Sheet" (fig 2) attaching the Gen labels to the pallets accordingly.
- 7} On completion the Warehouse Controller will cross the "To Be Booked/Located sheet. The "Goods In Check Sheet" is then returned to the office along with the delivery paperwork and placed in the "Booked In" tray.
- 8} If the load is to be permanently block stacked it will remain identified in this way until despatched.
- 9} The WILTS operator can then book the stock onto the system and inform the customer of the delivery.
- 10} On locating the load the warehouse operative gives the WILTS operator the delivery paperwork number and a printed "Location Sheet" (fig 3) is produced.
- 11} The warehouse operative locates the load adding locations to the printed sheet. When complete the "Location Sheet" is returned to the office and placed in the "Stock Locations" tray.
- 12} The WILTS operator then moves the pallets on the system and files the "Location Sheet" accordingly.
- 13} On a customer request a "Pick List" (fig 4) is produced from the system and issued to a warehouse operative who completes it and collates the pallets in a "Goods Out" area.
- 14} The load is then identified with a "For Despatch" label (fig 5) showing Pick number, destination and pallet quantity and the pick list is returned to the office and placed in the "Pick List" tray.
- 15} The WILTS operator then checks the pick list for discrepancies and files it accordingly.
- 16} On despatch of the pallets the warehouse operative informs the WILTS operator of the pick list number and a 3 part "Delivery Note" (fig 6) is produced from the system. One copy for the office, to be scrapped on returned of a POD and 2 copies for the driver.

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Registered office: Shrine barn, Sandling Road, Postling, Nr. Hythe, Kent, CT21 4HE.  
Registration Number: 3321551 Registered in England