

GX BOL & POD PROCESS – DOCUMENTATION – COVID 19

OVERVIEW:

In an effort to "flatten the curve" we are changing our current signature process on bills of lading and proof of delivery receipts. This process may change with the fluidity of the situation and outlying circumstances will need to be addressed as they occur.

PICK UPS:

- 1) Driver to back up into shippers' door and enter through the shipper/receiver entrance
 - a) report arrival verbally (maintaining 2M distance) and go back to their truck,
 - b) shipper will load freight and sign as shipper on BOL and;
 - i) **NEW> shipper will also sign the BOL "AS PER GXTS & date"**
 - (a) shippers load & count
 - ii) **Shipper to keep a copy and secure the CARRIER COPY BOL on the last pallet inside the trailer.**
 - iii) **Any discrepancies in physical count are determined at GX cross dock (offloading) and shipper will be notified.**
- 2) Driver not to spend any unnecessary time inside the shipper's facility and should wait outside or in the truck until being advised that loading is completed
 - a) Shipper to advise driver of completion (ie: bang on the inside of the trailer wall, knock on the driver's window, etc.,) or immediately email gxdispatch@gxts.com that loading is completed
 - (1) **It will be the shipper's responsibility to ensure the driver is advised of completion**
 - (a) and (if LTL) advised as to what was loaded on the trailer.

DELIVERIES:

- 1) Drivers to back into receiver's door, enter through the regular shipper/receiver entrance
 - a) Report arrival (maintaining 2M distance), *request the receivers name* and go back to their truck
 - i) **NEW>delivery paperwork POD – will be secured to the freight**
 - b) receiver to offload freight
 - i) **receiver to email gxdispatch@gxts.com if any discrepancies with the freight vs POD.**
 - (1) **NEW> driver will record on GX copy of the POD "AS PER (receivers name) and date" as obtained verbally in step 1,a.**
- 2) Driver not to spend any unnecessary time inside the shipper/receiver facility and wait outside or in truck until being advised that loading is completed
 - i) receiver to advise driver of completion (ie: bang on the inside of the trailer wall, knock on the driver's window, etc.,) or immediately email gxdispatch@gxts.com that loading is completed
 - (a) **It will be the receiver's responsibility to ensure the driver is advised that they can depart**