### LOGISTICS—Shipping Procedure

**1.0 PURPOSE AND SCOPE**

The purpose of this document is to identify the procedures necessary for domestic and international shipments, and to establish how each is to be recorded for tracking purposes.

**2.0 AFFECTED DEPARTMENTS**

Logistics

Sales

LD Employees

**3.0 REFERENCE DOCUMENTS**

D0001.1044-1 Shipping Logbook Form

D0001.1044-2 Shipping Request E-Form

**4.0 RESPONSIBILITIES & AUTHORITY**

The Logistics Supervisor retains authority over the handling of paperwork for all shipments and for the correct recording of shipments in the logbook. All employees who work in the Logistics department are responsible for following this procedure.

**5.0 DEFINITIONS—N/A**

**6.0 SAFETY PRECAUTIONS**

Observe safe lifting and follow general safety practices

Consult the area Supervisor for additional safety precautions specific to the Logistics area.

**7.0 EQUIPMENT & MATERIALS**

Computer

Shipping materials

Handheld shipping device

Business System Database (BSD)

**8.0 INSTRUCTIONS**

**8.1 Identification of Package**

For all shipments, domestic and international, the following is done:

* Airway bill or tracking label is affixed to the package.
* Delivery address is required to be displayed and any other information pertinent to that particular shipment (i.e. weight, declaration of contents, method of shipment, method of payment, returned materials authorization number, etc.)

**8.2 Domestic Paperwork**

For domestic shipments:

* Print the packing list.
* The packing list is placed in pack list pouch and placed on box.

**8.3 International Paperwork**

For international shipments:

* Print one copies of the packing list.
* Print five copies of the invoice and include them with the shipment.
* International shipments with a declared value over $2,500.00 require that a Shipper’s Export Declaration (SED) form be filled out. Some freight companies (i.e. UPS and FedEx) will do this for you. Check with the individual freight company to see what needs to be done.

**8.4 Personal Shipments**

In the case of a personal shipment, the employee fills out a shipping request form (D0001.1044-2). Once the cost of the shipment is determined and written on the shipping request form, the employee:

* Takes the shipping request form to Administration and pays for the cost of shipping.
* Returns the completed form to Logistics.

Logistics gives a copy of the tracking information to the employee if the employee requests it.

The shipping request form is on file in Logistics for one month.

**8.6 Larson Davis Shipping Records**

There is a record of every shipment that leaves Larson Davis. The recorded information may allow packages to be tracked and to ensure proper arrival. Customers or vendors may also require the tracking information.

To keep track of this information, the shipping logbook is completed for each package. The shipping logbook contains completed and inprocess copies of the "Shipping Logbook" form (D0001.1044-1).

The Logistics Clerk, or designated representative, fills out the logbook daily. The logbook includes:

* Date
* Order number or responsible department
* Description of the shipment
* Who was the carrier
* Weight
* Tracking number

The Logistics Clerk, or designated representative, will enter order information into the Larson Davis Database and the BSD daily. The information includes but is not limited to:

* Order number
* Ship Date
* User
* User address
* Instrument serial numbers
* Instrument options

**9.0 INSPECTION**

Prior to shipment, verify that all information has been recorded and that the package has been properly labeled for shipment to its destination.

**10.0 RECORDS**

The Shipping Logbook is kept for at least three years in Logistics.

**11.0 DISTRIBUTION**

Logistics

**12.0 ATTACHMENTS**

None

**13.0 REVISION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
|  | B | 07/06/00 | NJ | Added reference to where and how long packing slips/invoices are kept. Added reference to what happens on personal shipments and referenced the document for Special Shipments. |
| 178 | C | 12/28/00 | JEB | Added the shipping logbook form to the reference section. Fixed minor grammatical concerns. |
|  | D | 8/21/02 | NJ | Removed references to the safety documents and added the instruction to consult with the Supervisor concerning safety precautions specific to the area. |
| 486 | E | 11/21/02 | JEB | Created a new shipping request form that can be used electronically. Removed words such as "must", "will", etc from the document. |
| 578 | F | 1/23/03 | SLB | Change retention time from 3 to 2 years. |
| 850 | G | 1/01/05 | NRH | Changed number of packing list’s needed and the retention time. |
| 948 | H | 2/20/06 | NRH | Added information to section 8.5. |
| 1025 | I | 7/24/07 | HKB | General Update |
| 1108 | J | 5/27/08 | DAR | Updates |
| 1259 | K | 8/12/09 | NJ | Updated to current procedure |
| 1319 | L | 10/21/10 | TB | Updated to current procedure |
| 1785 | N | 1/25/18 | AW | Updated to current procedure |