HOW TO ENSURE PROPER PICKUP OF BAGS AND TUBS

Please have all bulk bags, tubs, and pallets ready in your shipping/loading area and follow these instructions to ensure proper payment. One employee should be on hand to assist the driver by bringing these to the back of the truck and making sure the pickup proceeds smoothly.

1

Make sure bulk bags or tubs to be picked up are properly closed - with their tag securely attached – and set side by side in your centre's shipping/loading area on your scheduled pickup date/time.

2

Upon arrival, the driver will scan your redemption centre identification number.

3

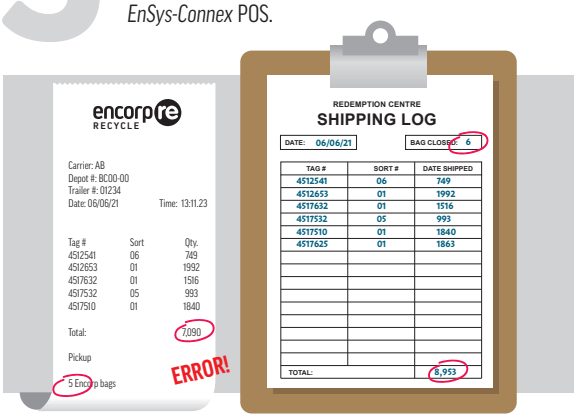
The driver will then scan the tag on each bulk bag or tub being picked up and load them on the truck.

4

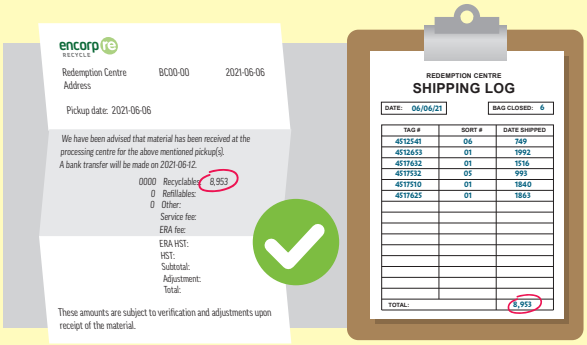
Once done, the driver will hand you a packing slip.

5

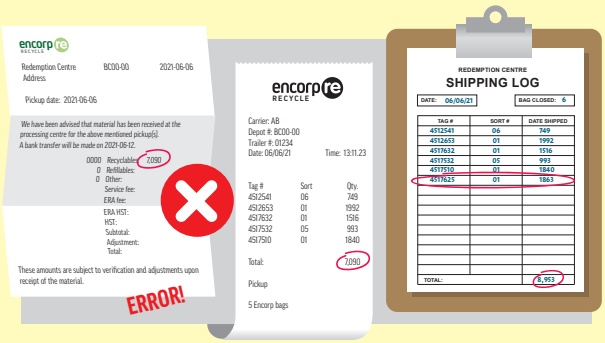
Verify the packing slip against your own shipping log to ensure there are no discrepancies. Keep the packing slip for your records. Note that you can generate a shipping manifest from your *EnSys-Connex* POS.



If you note any discrepancies on your packing slip, wait for your next payment (Deposit Letter) from Encorp to check that all units have been paid.



If all units have not been paid, **CONTACT ENCORP** (pauline.nowlan@encorpatl.ca) by sending a photo of the problematic packing slip and your shipping log to resolve the issue.



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Drivers strive to ensure accuracy during the pickup process. However, human errors can occur. Please be courteous to the drivers and report discrepancies to Encorp.

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