

# HOW TO ENSURE PROPER PICKUP OF BAGS AND TUBS

Please have all bulk bags, tubs, and pallets ready in your shipping/loading area or in the provided van trailer, and follow these instructions to ensure proper payment. One employee should be on hand to assist the driver.

- 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 or in the provided van trailer, 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. For van trailers already loaded with bulk bags/tubs, the driver will scan the tearaway tag of each bag/tub in the trailer.



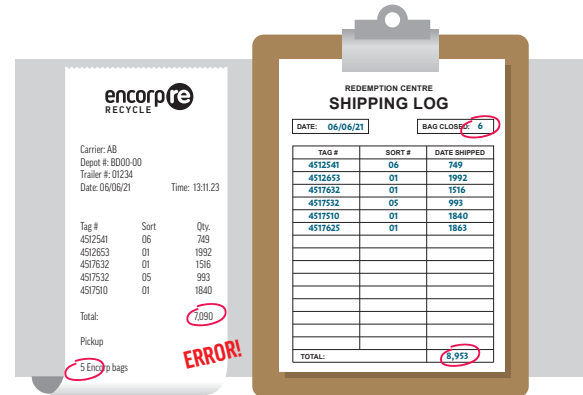
- 4 Once done, the driver will hand you a packing slip.

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

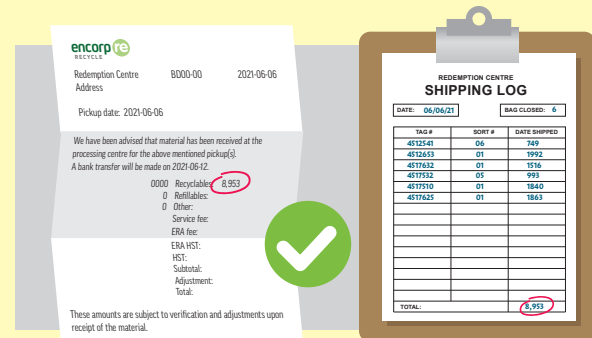
Note that drivers scan the tags once more when dropping them off at Label Construction & Sanitation. An exception report gets sent to Encorp whenever a tag gets scanned at drop off but did not get scanned at pickup, prompting our team to resolve the issue.

However, it is still important to verify your packing slip against your own shipping log and report any discrepancies to Encorp.

- 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](mailto:pauline.nowlan@encorpatl.ca)) by sending a photo of the problematic packing slip and your shipping log to resolve the issue.

