



Pallet Receiving

Pallet Receiving follows the same steps as the “Checking in Boxes” process, with one important difference specific to pallets.

Instead of scanning individual box tracking numbers, you will scan the barcode on the invoice provided by the delivery driver. This invoice barcode functions as the tracking reference for the entire pallet.

(Below is an example of what a pallet invoice may look like.)



BILL OF LADING	
Bill of Lading Number: 3411000	
	
3411000	
CARRIER: ABF FREIGHT LINES	
Trailer number:	
Seal number(s):	
SCAC: ABFG	
Pro number:	
Freight Charge Terms: (freight charges are prepaid)	

SHIP FROM	
name: King's Rook	
address: 1160 Research Blvd.	
City/State/Zip: St. Louis, MO 63132	
ID#: 144-480771	
FOB: <input type="checkbox"/>	

SHIP TO	
name: JOHN ALABAMA	
address: 450 ALABAMA STREET	
City/State/Zip: MONTGOMERY, AL 36101	
ID#: 31283955	
Location #:	
FOB: <input type="checkbox"/>	

THIRD PARTY FREIGHT CHARGES BILL TO	
name: ALABAMA	
address:	
City/State/Zip: AR	

Invoice Information

The invoice given by the driver should include all necessary information to complete pallet receiving in FileMaker. This information is the same as what you would enter when checking in boxes and should include:

1. Vendor
2. Shipping company
3. PO or GM number
4. Number of pallets received

If any of this information is missing, stop and contact a manager or shift lead before proceeding.

Entering Pallet Information in FileMaker

Once you have the invoice:

1. Log in to FileMaker Pro
2. Click on the Receiving Log tab
3. Enter the information from the invoice into the Receiving Log

When entering pallet deliveries, you will see a Pallet field in FileMaker:

(Below is an example; the Pallet field is circled in red.)

The screenshot shows the FileMaker interface for a receiving log. The main window is titled 'Receiving Log (C:\PF\MFM)'. The menu bar includes File, Edit, View, Insert, Format, Records, Scripts, Window, and Help. The toolbar shows navigation and record management icons. The layout is 'Receiving Log' and the user is 'EDDIE R'. The date is 'Today is: 12/19/2025'. The form has several sections: 'Receive Date' (12/19/2025), 'Receive Time' (9:11 AM), 'Vendor' (highlighted in yellow), 'Shipping Company' (highlighted in yellow), 'PO #' (No PO), 'Ctns Expected' (highlighted in yellow), 'Ctns Received', 'Shipment Notes', and 'Receiver' (Eddie R, Lon # 51743). The table has columns: Date/Time, Tracking, Carrier, Shipper #, Notes, Pk, Damaged Pic, and Pallet. The 'Pallet' column is circled in red. A red note at the bottom reads: 'NOTES ARE REQUIRED WHEN NO PO IS ENTERED! OPEN BOX AND DESCRIBE SHIPMENT AND/OR ENTER PO #.'

- Select Yes or No in the Pallet field
- **This step is required for pallet deliveries**
- **You do not need to complete this field for regular box deliveries**

Reminder

Aside from scanning the invoice barcode and marking the pallet field, all other steps follow the standard “Checking in Boxes” process.

If you are unsure at any point, ask a manager or supervisor before continuing