**Recommended Procedures for Use of Waybills**

1. Print (pre-numbered) waybill forms in blocks of 50 or 100.
* Each waybill form should consist of **one original and at least four (4) copies**. To facilitate tracking, each copy should be a different color corresponding to a final destination.
* Carbonless copy paper should be used (i.e., paper treated to duplicate writing from top sheet onto sheet below).
* Consider printing terms and conditions of carriage on the back of the waybill form.
* Track which waybill numbers have been sent to which warehouses.
* Control access to blank waybill forms as you would control blank checks.
1. Prepare a waybill for every dispatch of commodity from a warehouse.
* Prepare a separate waybill for **every delivery location**. (In other words, a truck transporting commodity for multiple locations will have a separate waybill for each location.)
* To facilitate reconciliations, consider preparing a separate waybill for each different shipment number.
1. After commodity is loaded onto a truck, complete the **Dispatch Information** section. Both the preparer and the transporter sign all copies of the waybill.
* Waybills are prepared and signed only by those management has authorized to issue waybills.
* The transporter (i.e., the vehicle driver transporting the commodity) signs the waybill to document his/her agreement with the quantities described on the waybill.
1. Give the original and three (3) copies of the waybill to the transporter.
* The fourth copy always remains in the waybill book.
* When the waybill book is completed, send to Finance.
1. After commodity is off-loaded and tallied at the receiving site, complete the **Receipt Information** section of the waybill**.**
* Note any discrepancies between the amount dispatched and the receiving tally sheet(s) total. Failure to do so may result in the receiver being held liable for any losses and/or damages.
* If a larger quantity is received than is stated on the waybill, include the excess amount in the **Received in Good Condition** section.
* Reconstitute commodity that arrives in damaged/underweight units so that the total number of resulting full units can be included in the **Received in Good Condition** section. (It is recommended that the driver or the transporter’s representative be present for reconstitution.) In the **Remarks** section, note the number of original units damaged/ underweight, the type of damage, and the number of resulting reconstituted units.
* If the driver cannot wait for reconstitution, inform the transport company, and enter the number of units damaged and their total weight in the **Received in Damaged Condition** section. The transporter will be notified of the losses, and the value of those losses will be subtracted from the transporter’s invoice.
1. Receiver and driver sign all copies of the waybill.
* Waybill should be signed once all disagreements (concerning the quantity and/or condition of commodity) have been resolved. Record any cause(s) for discrepancy in the **Remarks section**.
* All signatures must be legible.
1. Driver keeps one (1) signed copy for submission to Finance when requesting payment.
2. Receiving warehouse routes waybills as follows:
* File the original at the receiving location (to support entries in the ledgers).
* Return one copy to the dispatching warehouse.
* Send one copy to commodity Accounting/Commodity Tracking/Finance.
1. Dispatching warehouse reviews the **Receipt Information** section of the returned waybill to monitor driver performance.

**WAYBILL**

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| --- | --- | --- | --- | --- |
| 1. PORT TO WAREHOUSE | 2. WAREHOUSE TO WAREHOUSE | 3. WAREHOUSE TO FDP | 4. FDP TO WAREHOUSE | 5. WAREHOUSE TO OTHER |

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| **DISPATCH SECTION** |
| **FROM:** | **TO:** |
| **DATE:**  | **Authorization #:** | **CONSIGNEE:** | **Truck # / Trailer #** |

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| --- | --- | --- | --- | --- | --- |
| **Commodity** | **Shipment #** | **Unit Type** | **Number of Units** | **Unit Weight** | **TOTAL QTY** |
| **Sound** | **Reconditioned** | **Other** | **Units** | **MT** |
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| **REMARKS** |

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| --- | --- |
| **Driver’s Name:**  | **Dispatched by:**  |
| **Driving License/Permit #:** | **Title:** |
| **Signature and Date:** | **Signature and Date:** |

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| **RECEIPT SECTION** |
| **Commodity** | **Shipment #** | **Unit Type** | **Number of Units** | **Unit Weight** | **TOTAL QTY** | **Short/ Excess** |
| **Sound** | **Reconditioned** | **Damaged** | **Units** | **MT** |
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| **REMARKS** |

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| **Driver’s Name:** | **Received by:**  |
| **Driving License/Permit #:** | **Title:** |
| **Signature and Date:** | **Signature and Date:** |