Commodity is **never** dispatched from a warehouse without dispatch authorization (see TOOL: **Dispatch Authorization TEMPLATE**). Depending on the type of dispatch (for example, disposal of unfit commodity, or loan to another project) additional documentation may be necessary.

Warehouse management or others in direct control of commodity **never** authorize dispatch on their own.

Prepare **at least one waybill for each truck**. If the truck will off-load commodities at several sites, one waybill is required for each site.

**Good Practice**

1. From transporter, receive authorized list of trucks (with truck/driver numbers) that will be arriving.
2. Count stack in the warehouse before removing commodity for dispatch. Immediately segregate any damaged bags and tins so that they are NOT dispatched.
3. As trucks enter the warehouse compound, record registration numbers and issue every driver a gate pass indicating the quantity of commodity that will be loaded (and warehouse loading dock, if applicable). Ensure trucks line up to load one at a time.
4. If possible, load commodity directly from the stack(s).
5. After loading, tick off the truck registration number from the list recorded when truck entered compound. Sign the driver’s gate pass. The transporter will return the signed gate pass to the security guard at the gate upon leaving the compound.
6. Provide transporter with information on authorized receiver(s).