

Warehouse delivery guide

Send this to your suppliers and carriers before every inbound shipment.

This guide lists what our team needs to receive your goods quickly and accurately. The earlier and more complete the information, the sooner your products are available to sell.

1 Delivery addresses

Kolineo Sherbrooke

5550 Bourque Boulevard
Sherbrooke, Quebec J1N 1H3
Canada

Kolineo Bolingbrook

1 Gateway Court
Bolingbrook, Illinois 60440
United States

Put your company name on the shipping documents and on the packing list.

2 Before the shipment: the advance shipping notice (ASN)

Notify us of every delivery before it arrives, with:

- the supplier name and the expected arrival date;
- the carrier, with the tracking or bill of lading number if known;
- the products expected and their quantities;
- the number of cartons and pallets.

For a container

Add the container size, the number of cartons and the number of different SKUs. A floor-loaded container is unloaded, sorted by SKU and palletized before put-away: this information lets us plan the crew and the time needed.

3 Documents to include

- The **packing list**: products, quantities and carton count.
- The **purchase order** or its reference number.
- The carrier's **delivery receipt** or bill of lading.

4 Product identification

- A **barcode** (UPC or other) on every product or every carton.
- **Lot numbers** or **expiry dates**, if applicable. If your products have them, let's talk before your first shipment.

5 Tips for faster receiving

- One SKU per carton whenever possible: mixed cartons take longer to sort.
- Product name and quantity written on a visible side of each carton.
- Stable, stretch-wrapped pallets with no overhanging cartons.
- In a container, cartons grouped by SKU rather than mixed.

6 When your goods arrive

Our team unloads, counts and inspects every shipment, then puts the products away and adds them to your inventory. Any discrepancy with the packing list and any damaged packaging is reported to you. As soon as put-away is done, your stock levels are visible in real time.

Questions before a shipment?

info@kolineo.com · (819) 861-2354

This guide covers our general requirements. Requirements specific to your products (lots, dates, storage conditions) are agreed with you before your first shipment.