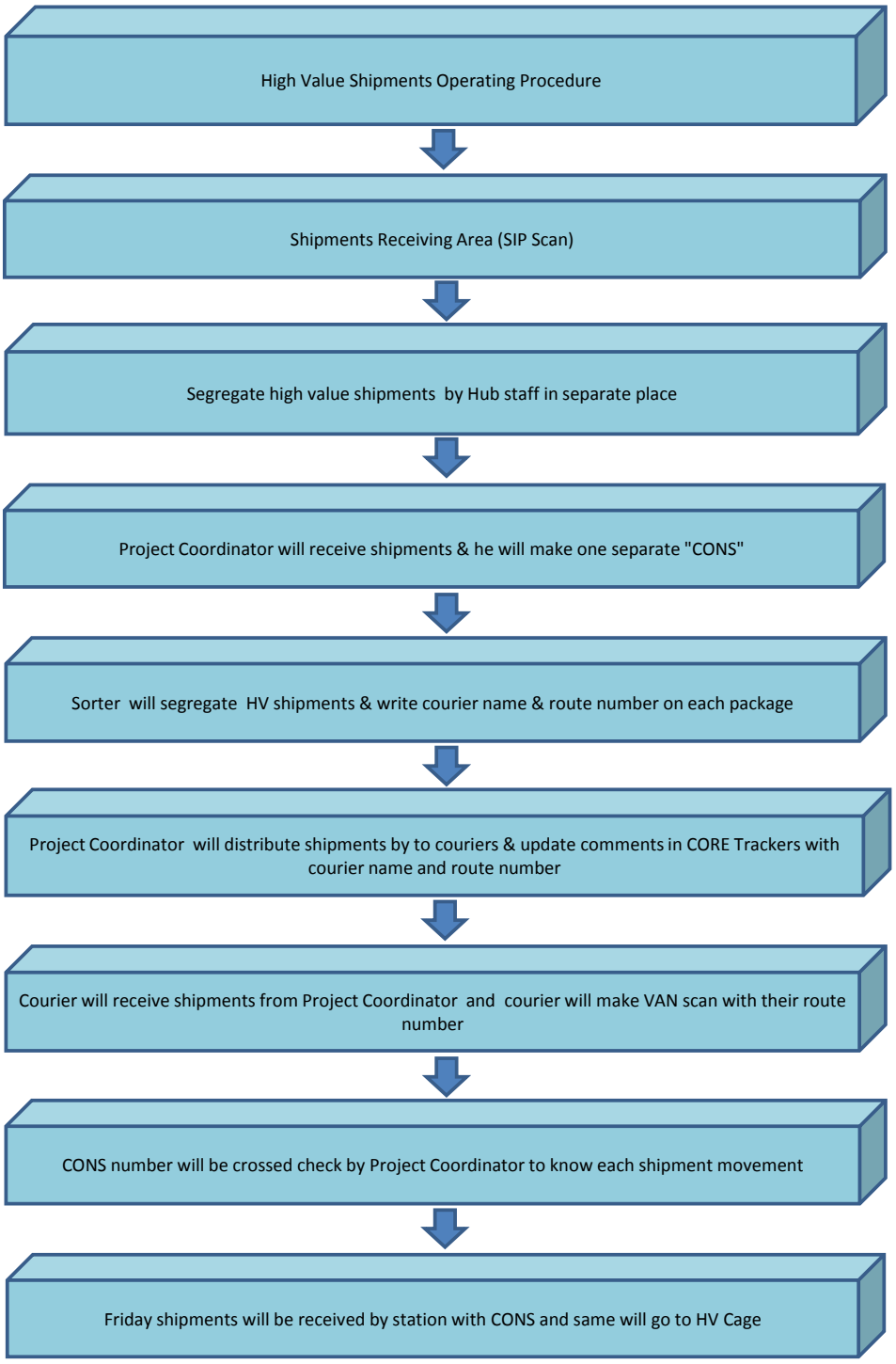
High Value Shipments Operating Procedure
Shipments Receiving Area (SIP Scan)
Segregate high value shipments by Hub staff in separate place
Project Coordinator will receive shipments & he will make one separate "CONS"
Sorter will segregate HV shipments & write courier name & route number on each package
Project Coordinator will distribute shipments by to couriers & update comments in CORE Trackers with courier name and route number
Courier will receive shipments from Project Coordinator and courier will make VAN scan with their route number
CONS number will be crossed check by Project Coordinator to know each shipment movement
Friday shipments will be received by station with CONS and same will go to HV Cage