SOURCE FOSHAN / BUYER FIELD TOOL

Carton register: measure, identify, reconcile

Blank field sheet - one shipment; use one row per carton and retain the actual packing list

01 Identify the shipment and receiving plan

No client data is prefilled

PROJECT / PO ID	SUPPLIER / SITE	SHIPMENT / ROUTE	LOAD DATE / OWNER	CONTAINER / VEHICLE	DESTINATION / RECEIVER

02 One ID must carry through the whole chain

Add rows if needed

Carton ID	SKU + rev	Contents / kit	L x W x H cm	Gross kg	Qty	CBM	Room / site	Photo refs

CUBE RULE L x W x H (cm) / 1,000,000 = m3 per carton; multiply by quantity, then sum rows.

A sum of outer carton volumes is not a guaranteed usable container capacity.

Keep measurements, unit, date and photograph with each carton. Blank cells are OPEN, not a pass.

Evidence gates: dispatch to arrival

Use the same project, PO and carton IDs as page 1; do not infer a damage cause from one photo

03 Attach a timestamped record at each handoff

Use actual file or record IDs

Gate	Carton ID	Photo / record ID	Time + owner	Finding / next action
PRE-SEAL				
LOADING				
SEALED / SENT				
ARRIVED UNOPENED				
UNPACKED				
ISSUE CLOSED				

04 Record changes and issues without assigning blame

Keep original photos and delivery note

Carton ID	Observed fact or change	Linked source / photo	Owner + action	Closure evidence + date

RELEASE RULE Do not mark a carton resolved until the item, action and receiver confirmation are linked.

This is a blank method tool. Insurance and carrier notice deadlines are governed by the actual contract.