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Import Shortage/Overage Claim Form

* Required fields

Distribution Center

Distribution Center *

Contact *

Step 1

Verify the overage or shortage by comparing the physical receipt count to the delivery order manifest quantity. You can use NYK iCIS to view the container manifest information.

Step 2

Container Number *

Delivery Date of Container *

Date Container was Unloaded *

Step 3

Purchase Order	Item Number	Quantity Shipped (# of cases)	Quantity Received (# of cases)	Over (# of cases)	Short (# of cases)

Step 4

Appointment #: *

Was the load late or no show? *

Did the load shift? *

Were the heaviest boxes loaded on floor level? *

Was there any Damage or noticeable defects to the product or trailer? *

Comments

Step 5

Copy documents and file them in your binder under Shortage/Overage.

Step 6

Send this form within 24 hours of unloading the container.

Submit