

How to submit worksheets

- Go to www.containersolutions.ca
- Click on the menu and go to "Submit Worksheets" at the bottom of the menu
- If a password is required, the answer is "123"

Protected: Submit Worksheets

This content is password protected. To view it please enter your password below:

Password:

- Fill in all applicable fields
- Name and Email (Required)
 - o Please put your first and last name.
 - o Enter your email address so you receive a copy of the sheet upon its approval.

Name *

Email *

- Customer (Required)
 - o You will be provided with the customer's name when you are dispatched. The drop-down list is in alphabetical order.
 - o If the customer is not in the list, select "Other Not Listed" at the bottom of the list and enter the customer's name into the "Other Customer" field which will appear immediately below.

Customer *

Other Customer

Customer *

19 of 100 max characters

- Container Date (Required)
 - o By clicking on either the text box or the calendar icon to the right, a monthly calendar will pop up and the correct day should be highlighted – please confirm this is the correct date before submitting.

Container Date *



- Container Number (Required)

- For 20, 40, and 45 foot containers, the container number will comprise of 4 letters, followed by 7 numbers. (The final digit will appear in a box, include this as part of the container number!)
- 53 foot trailers have a variety of formats for the number.

Container Number *

ABCD1234567

- Customer Reference Number
 - Not all customers require a reference number. The primary customers that always require one are Pet Valu and International Sugars (there may be more that have not been updated here). If no reference number is required, leave this field blank.
 - If you are not sure whether a reference number is required, ask the warehouse manager or ask Dan Keir prior to submitting.
 - Examples of formatting are as follows:
 - Pet Valu:
 - PO21-2009672
 - International Sugars:
 - M15627

Customer Reference Number

Example: PO Number

- Size (Required)
 - This is another drop down menu. The majority of unloads are 20 and 40 foot containers, but there are some 53 foot trailers, depending on the customer. Very rarely/never will you get a 45 foot or a cargo container.

Size *

20ft

- Skus or Sorts
 - This is the number of different items you have to sort by. Although not technically required, fill this in on all containers that you are able to. Very rarely will you not be able to give this information.

Skus or Sorts

- Pieces
 - This is the total number of pieces/cartons in the container. Be aware that some customers have paperwork that lists the total number of units, but will have more than one unit per piece/carton. Similar to the skus and sorts, this field is not technically required but fill this in on all containers that you are able to. Very rarely will you not be able to give this information.

Pieces

- Did you Wrap Pallets?

- We offer a courtesy wrap of the top of the pallet, enough to hold the product together for movement around the warehouse. If this is what the customer wants, leave the check box on the “No” option.
- If you single wrapped pallets (this includes wrapping from the top of the pallet down to the bottom of the pallet), check the “Yes” option and fill in the number of pallets wrapped in the field which will appear immediately below.
- If the customer requires double wrap, do not check that you wrapped pallets! Instead, put in the comments that you double wrapped pallets and how many were wrapped. It would be best to text Dan Keir as well to notify him that you double wrapped.

Did You Wrap Pallets?

- NO
- YES

- Wait Time

- If the container is late and you waited for the container to arrive, put in how many hours you waited for. This will be in multiples of an hour (no half hours). We offer a grace period to customers so it must be close to an hour before you can charge for a full hour.

Wait Time

- Additional Info

- Mixed Load
 - Check this option on containers where items are very mixed throughout (ie. You get Item A, then Item B, then Item A, then Item C, then Item B, then Item, A, etc.).
 - This should be for a fairly significant amount of the container (not just a couple pieces). A good way to measure this is to determine how much extra time it took to complete because it was mixed – if it adds a lot of time, then check the mixed load option.
 - Pictures showing that the container was mixed **MUST** be attached to worksheet when submitted.

Additional Info

Mixed Load

- Cans / Bags / Jars
 - This can be canned pet food, canned food products, bagged sugar, bagged rice, jarred food, etc. Note: empty jars do not fit in this category.

Cans / Bags / Jars

- Cancelled Load
 - When all containers at a customer’s warehouse are cancelled that day. This must be approved by warehouse manager. This can be combined with wait time if asked to wait for containers prior to cancellation.
 - If one or more containers are completed at a location in a day, a cancellation cannot be submitted. This is only if ALL containers have been cancelled on a given day.

Cancelled Load

- Partner

- Select all applicable partners from the drop-down menus. A “Third Partner” and “Fourth Partner” field will appear as partners are selected.
- If one of your partners is not in the drop-down list, select “Other.....” and enter their first and last name in the “Other Partner” field which will appear below.

Partner

- Additional Notes / Comments
 - This field is for anything else that you feel relevant to the container; such as:
 - If one partner arrives late or has to leave early, you could put “Partner 1 did half solo, Partner 1 and Partner 2 did half together”.
 - List what the associated wait time was for.
 - List any discrepancies between the paperwork and what was actually unloaded.
 - Describe what the pictures are of.
 - Any number of other entries.

Additional Notes / Comments

- Add Image(s)
 - You can add up to 5 pictures to each sheet. Maximize the use of these by adding pictures to show mixed product, damaged product, completed pallets, etc. Some employees also take a picture of the container number.

Add Image(s)

Drop files here or

- Submit
 - Once you have filled in all applicable fields, check it all over to make sure it is accurate. There are regularly small errors made while entering the information, so checking it over will ensure that it is correct and you get paid appropriately for your work. Once you’ve checked it over, click submit.

- This will take you to a confirmation of successful submission page. From here, you can either “Click here” to submit another container or close your browser. Do not refresh from this page as it will resend a duplicate sheet.

**CONFIRMED!
SUCCESSFULLY
SUBMITTED**

Daniel Keir Thank you for submitting your worksheet! A copy has been sent to your email address. If you have submitted all your sheets; you can simply close this browser or tab.

To submit another worksheet: [Click Here](#)