DC – FedEx/UPS Ground Receiving & DC Transfers

Purpose

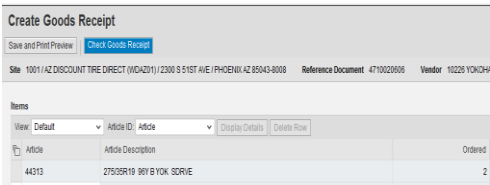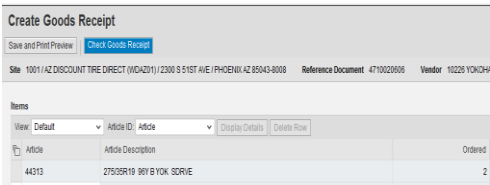To guide the distribution centers on accurate and efficient inventory processing for product being ordered for special orders and DC transfers.

FedEx/UPS Receiving and processing

Follow these steps to below when receiving and processing FedEx and UPS ground transactions.

Step	Action
1	Driver unloads each package while scanning each label.
2	Employee stacks each product keeping the same product together, count each package and verify total count with driver after every package has been unloaded.
3	Remove all wheel boxes that are double boxed keeping the packing slip with the wheels
4	Obtain packing slip from product, mark quantity received on packing slip. Inspect all wheels for damage, correct size, offset, bolt pattern and finish. Receive product to designated receiving location using SRS. If unable to scan product, create a label entering the correct article# using SRS.

	If…	Then…
5	PO is physically verified and received in full,	Login into net weaver and post goods receipt by clicking save and print preview.
	You did **NOT** receive the PO in full,	Enter the amount you received under quantity and click on save and print preview. The PO will now become a partial and will allow you to open the PO again when the rest of the product is delivered. Contact DTD support when partial PO's are keyed.
	Product received does not match PO or is damaged.	Email DTD Pending the PO number and the quantity of article number's you received. If product is damaged, they will need a description of the damage.

FedEx/UPS Receiving and processing Continued	6	After save and print preview has been selected, a display box will appear with the customers information associated with the PO.	**Customer Information** ☐ ORD CHRIS GIOVANNETTI 00 OK

	7	**If…**	**Then…**
		There is a phone number,	Enter Phone number in POS, click search and select customer. Click on history and look for a layaway that matches the PO received.
		There is not any information regarding a customer,	Click PC detail, enter article# from the PO and click search. Click on order info and locate a layaway placed in your DC. Verify Layaway matches to what you received on PO

	8	**If…**	**Then…**
		Layaway is paid in full,	Verify all product associated with the layaway are in stock. Finalize the layaway. If sets you need to make sure that an Assistant Manager has approved the order. If not email Sales Assistant Managers.
		Layaway is not paid in full,	Notify sales agent associated with the layaway that product has arrived at the DC. Reference order# associated with layaway.
		Layaway has partial product,	Receive and locate partial product.
		Layaway is wholesale or fleet,	Notify agent that products are here.
	9	End of day put away any product that has not been finalized.	

Note: Any MISC product key and print out an invoice. Keep invoice with MISC product and place at designated location within your DC.

DC Transfers	Follow these steps to below when receiving and processing FedEx and UPS ground transactions.

Step	Action
1	On SAP click on open stock transfers tab.
2	Identify which STO to open associated with package delivered. Use packing slip for reference if provided.
3	Verify and inspect product for damage. Then receive and perform post goods receipt.
4	Using SRS receive product to designated location.

Contact   Please see your manager if you have any questions.