

## DC – Packaging & Shipping Sets

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**Purpose** To guide the DC employees on the proper process of packaging and shipping tire and wheel sets.

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**Shipping Sets** Follow these steps below to properly inspect, package and ship tire and wheel sets.

Step	Action
1	Log into SRS under your user name.
2	Open Sets 1.
3	Scan in your pallet id.
4	Verify you have the correct product, correct size, speed rating model and tire and checking for defects in tire.  <b>Note:</b> Check all items including tires, wheels, lugs, and hub rings.
5	Lay out wheel and tires to complete the following: <ul style="list-style-type: none"> <li>• Inspect wheels for blemishes, chips and bent wheel</li> <li>• Verify color, offset, size and bolt pattern</li> <li>• 6.Enter dot's</li> <li>• Log on to SRS</li> <li>• Dot capture</li> <li>• Enter invoice #</li> <li>• Enter Dot and hit enter the quantity of tires shipping</li> <li>• Hit Select brand</li> <li>• Double tap brand</li> <li>• Save Brand</li> </ul>
6	Check sensors to make sure they properly work.
7	Verify special instructions: <ul style="list-style-type: none"> <li>• White letters or black sidewall</li> <li>• Sidewall 1(DOT out) or sidewall 2</li> </ul>
8	Mount tires on wheels.
9	Set correct pressure to vehicle specifications.
10	Balance tire.
11	Clean wheels. <ul style="list-style-type: none"> <li>• Remove excess lube and smudges from wheels.</li> <li>• Remove all labels from tires.</li> </ul>




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**Shipping Sets  
Continued**

<b>12</b>	<p>After the assembly is mounted and balanced the QC must:</p> <ol style="list-style-type: none"> <li>1. Check the size and type of all 4 tires to make sure it is the same as sold.</li> <li>2. Record the DOT</li> <li>3. Check the size, type, offset and bolt pattern of all 4 of the wheels to make sure it the same as sold.</li> <li>4. Check the mounting instructions to make sure they were followed.</li> <li>5. Check the Air Pressure of all 4 assemblies to make sure it is the right pressure for this tire / wheel combination for the vehicle it will be mounted on.</li> <li>6. Make sure the beads are seated.</li> <li>7. Make sure the TPMS has been learned and recorded (If applicable)Toyota, Lexus, Scion, Nissan, Infiniti label application (If applicable)</li> <li>8. Test the TPMS for leaks</li> <li>9. Re Balance each assembly and compare run out written on barrel of wheel. If you notice a significant difference in run out and weight amount make sure that the correct cone is being used and that the assembly is properly secure. If needed ask your manager for assistance. Check the wheel weights for the right color and adhesiveness to the wheels. Record run out in POS comments for customers that purchase Ride Match. Check the cleanliness of the wheels and tires. Inspect for any damage from assembly.</li> <li>10. Check the install packet: All lugs are the right thread pitch and type / All 4 of the right hub rings are included / All of the center caps are accounted for in great quality / All of the screws are included (if applicable)</li> <li>11. Pack up 1st assembly. Include the hardware. Tape around the install kit box in a cross pattern. Then use two sheets of bubble wrap and tape the bubble wrap to the install kit using the cross pattern again to prevent from busting open. Tape the hardware packet inside that 1 assembly. Mark the assembly with Orange label saying 'Hardware Included' and place your name on the Orange label. "Inspected by _____" If all accessories do not fit in one assembly apply additional label to each assembly containing accessories.</li> </ol>
<b>13</b>	Wrap remaining assemblies to ship following the wrapping wheels steps.

**Contact**

Follow these steps below to properly wrap tire and wheels sets for shipment.

Step	Action	
<b>1</b>	Install a protective sheet and 2 round circles on face of wheel.	
<b>2</b>	Center on bander and band 4 times making a pizza pie.	
<b>3</b>	Tape all the bands on the face of the wheel and then tape the middle of the tire to secure the tape on the bands.	
<b>4</b>	Ship set.	

**Contact**

Please see your manager if you have any questions.