

DC – Paperless Picking

Purpose

The picker is the first person touching a customer's product. They are the first QC for every order. It's important to follow this Best Practice so everything leaving the DC is 100% accurate.

Guidelines

- Picking Tires, Wheels, and Sets are all done the same way.
- Hardware is picked on the Desktop SRS app.

Paperless Picking

Follow these steps below in order to accurately pick tires and wheels.

Step	Action
1	Put your harness on and make sure you are safely connected to the lift truck.
2	Log into the mounted tablet or handheld scanner using your own Login credentials.
3	Select "Paperless Invoices".
4	Select your assigned picking zone and select "Take Tickets".
5	Look over the invoice you are given. Verify quantity, Article, Description, and Location.
6	Drive to the Location provided.
7	Once you locate the product in the rack, place onto the pallet prior to scanning the units. Stack the product in a safe manner.
8	Scan Pallet ID.
9	Scan Location.
10	Scan each unit individually. Do not scan the same label multiple times.
11	When everything is scanned SRS will open your next ticket. If a wrong unit was scanned SRS will notify you and you will need to find the correct one and switch them out.
12	Once you have completed your pallet, drive to the end of your zone and drop your pallet in the designated area. Remember to leave your Pallet ID with the pallet.

Contact

Please see your mentor if you have any questions.
