

DC – Product Put Away

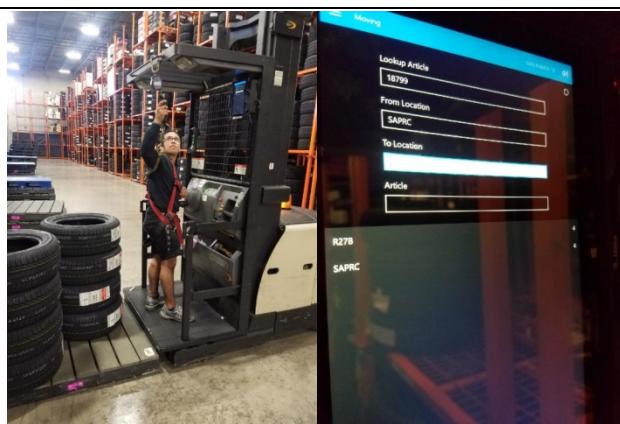
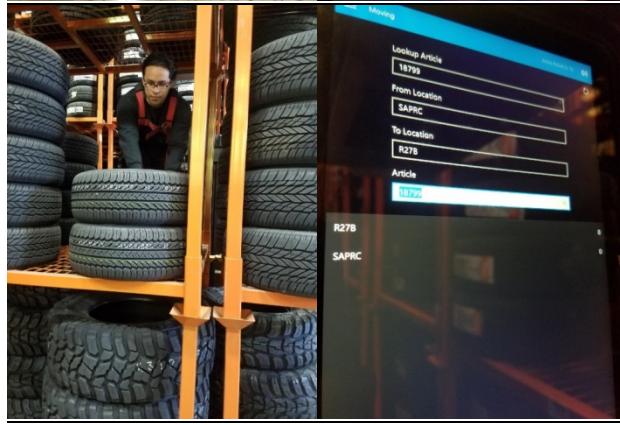
Purpose The purpose of put away is to restock and replenish inventory in a safe and orderly fashion.

Guidelines It is required that you are always harnessed up and show 360 awareness at all times while operating the MHE.

Product Put Away

Step	Action
1	Hook harness and lanyard up to machine as soon as you have it on.
2	Log in to tablet under YOUR own username.
3	Select “Moving” under the drop down menu on tablet.
4	Zone manger hooks up and lock pallet to machine.
5	Scan product label of the first unit available to put away.
6	Identify locations of scanned product. If no locations are found in existing racks, find a designated spot to place product. If there is existing product found, place new product with the existing product.
7	Drive to designated location, place product in rack neatly, starting from the back of the rack with labels visible.

Product Put Away Cont.

8	Scan “Location From” on tablet followed by “Location To” and scan barcode of each individual product.
9	Once product has been placed and scanned into the rack, verify the tablet to make sure that you scanned the correct amount of tires into the correct rack.
10	<p>While in the racks, fix any unsafe tire barrels and wheel stacks.</p>  

Contact

Please see your mentor if you have any questions.