DC – SAP Crossdock Receiving

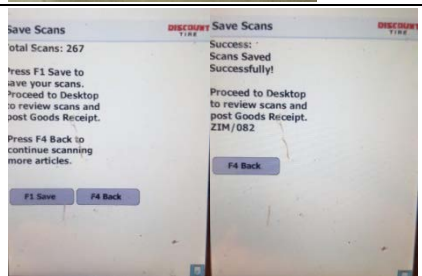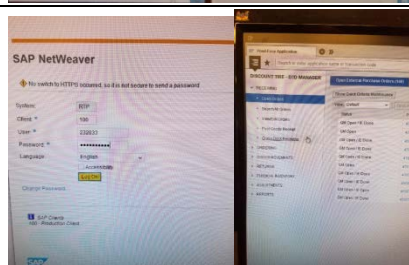|	
Purpose	To guide the Distribution Center on the proper process if Crossdock receiving. Receiving product through SAP is to ensure all products is received correctly and received in a timely manner.

Guidelines	Apprentice techs and above should be the only employees to have their own personal log in.

SAP Crossdock Receiving

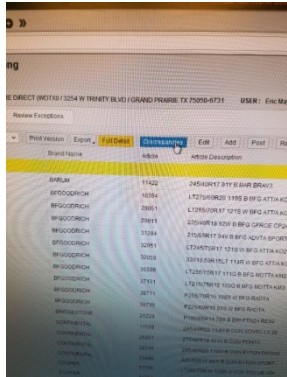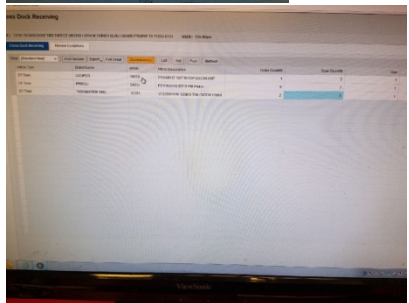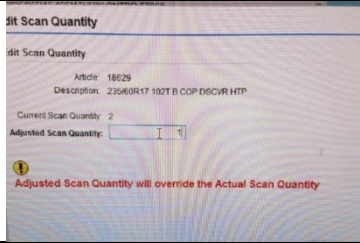Follow these steps below to properly receive Crossdock product through SAP.

Step	Action
1	Identify and retrieve bill from cross dock personnel. When receiving the bill, it must be signed out to show that we have taken possession of it.
2	Once bill has been obtained. Log in to SAP gun under your own personal SAP profile.
3	At the "Mobile Inventory Management" screen after you have logged in, select "Goods Receipt".
4	Once at "Goods Receipt" menu, select "Cross Dock Orders."
5	Once at "BOL Scan" menu, you will be prompted to enter the total deliveries as well as the BOL#, located on page 2 of the cross dock bill. Scan the BOL barcode.
6	You can then begin to scan the product using the SAP gun.
7	As you are scanning each individual unit (tire/wheel, be sure to scan the "Smart Label".

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Continued**

8	Be sure to mark the tire with chalk, preferably close and parallel to the barcode that was scanned, once you hear the accepted beep.	
9	When a rack has been completely scanned and marked, take a step back and verify that no units were missed.	
10	Once the cross dock load is fully scanned. On the SAP gun select F1, to save the scans that have been entered. You should get a message that notifies you that the scans have been successfully saved.	
11	Go to a desktop computer and log in to SAP. Once logged in go to the "Receiving" menu and select "Cross Dock Receiving".	

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	12	Once at the "Cross Dock Receiving" menu select "Discrepancies". You discrepancy page will populate and show any units that you are over/under on. Print this page out and verify that what was scanned is correct.
	13	Using the "Transactions" function in SRS, look for any under scanned units that may have been received and found by the zone manager.
	14	When checking a discrepancy, if no more units of that same article# have been received or moved. Go back and verify that the count that was scanned is correct.
	15	Once counts are verified, log back into SAP, on the desktop.
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	17	Once in the "Discrepancies" screen. Select the line item of the article# that needs to be fixed.
	18	Select "Edit" and enter the new corrected amount of the selected article#.
	19	When all corrections have been made select "Post", confirm "Goods Receipt" and "Post Goods Receipt".
	20	Sign and date the bill of lading. Discrepancies must be noted in the bill of landing. Separate the pink copy from the white and yellow.
	21	Take the white and yellow back to the cross dock and sign it back in.

Contact   Please see your manager if you have any questions.