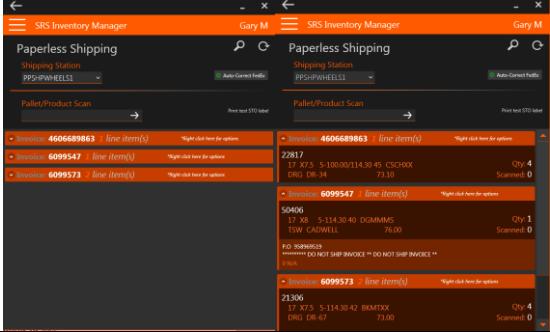


DC – Wheel Line

Purpose	To guide the Distribution Center employees on how to properly inspect, package, and ship wheels.
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Line Loading Follow the steps in the table below to complete the task.

Step	Action
1	Obtain the pallet ID associated with the pallet of wheels that have been dropped off at the wheel line.
2	Scan the Pallet ID using the SRS Paperless shipping; assign that pallet ID to shipping station PPSHPWHEELS1 or PPSHPWHEELS2.
3	Start loading the line, identify which wheels that stay together such as sets of 4 , 3 , 2 ETC that have the same article #. Using the SRS screen to toggle between orders will help identify the quantity of wheels and article's associated with each order. 
4	Open <u>every</u> box and verify the following are correct and included: <ul style="list-style-type: none"> • Style • Size • Bolt pattern • Center cap is included (if applicable)
5	Perform a visual wheel inspection to verify if the wheel is damaged. Notify senior or manager of a damaged wheel. Note: Add more padding if needed to ensure product is not received damaged.
6	Wheels that will be bundled when shipped should be loaded on the line face to face. Wheels that will not be bundled can be loaded normally.
7	Wheel bundling requirement's: 8 inch width or less, 18 Inch Diameter or less 35 lbs or less.

Shipping Wheels

Follow the steps below to properly ship wheels.

Step	Action	
1	Scan the very first wheel that was loaded on the line, look at the PPSHPWHEELS1 que and review the order that has been selected.	
2	Confirm the quantity you have on the line and article #'s match to the order that is on the screen.	
3	Confirm if accessories are required to complete the order and get them pulled. Using SRS will help locate and pick any accessories needed for all wheel orders. Vision D and Vision Soft 8 wheels require center caps even though it is not invoiced.	
4	If an order requires an install kit, 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. Place Valves, TPMS and or Rings inside a UPS shipping pouch to secure the accessories. Place accessories inside the barrel of the wheel or a corner. Secure center-cap to wheel box flap if needed. Tape the box back up and place an orange Hardware Enclosed sticker by the article# on the box that has the accessories. 	
5	Scan each article# associated with the order on SRS, once the last wheel is scanned the order will now be shipped.	
6	If the order has accessories invoiced, SRS will notify you with a message box asking if accessories have been picked and included with the order. Verify that has been completed and click on yes. The order will be shipped and shipping labels will print out.	
7	<ul style="list-style-type: none"> Place the shipping label on top of the box near a corner. Verify each shipping label is placed onto the correct wheel. Orders that consist of four wheels and will be bundled and have a duplicate label applied to the face of the wheel box where the article number is (do not cover the article number). Reprint duplicate labels if they do not print out automatically. All STO orders will have an additional label printed; place the STO label adjacent to the shipping label. 	<p>UPS Example</p>  <p>FedEx Example</p> 

**Packaging
Bundled
Wheels**

Follow the steps in the table below to complete the task.

Step	Action
1	<p>At the very middle of the two wheels go around the package using 3 inch wide tape 3 to 4 times.</p> <p>Note: Doing this will keep the two wheels secured together to help prevent any shipping damage during transit and the package becoming loose.</p>
2	<p>Band and tape shipment:</p> <ol style="list-style-type: none"> Slide the package onto the bander. Apply two banding straps to your package. Spin the package 25 degrees and apply two more bands. At the top of the package apply tape over each band and around the package to keep the tape from ripping off. Reference the following visual aid to confirm the process.

**Packaging
Loose Wheels**

Follow the steps in the table below to complete the task.

Step	Action
1	Apply two banding straps to each wheel.
2	At the top of the package apply tape to each banding strap and go around the package to keep the tape secure.
3	Reference the following visual aid to confirm the process.

Additional Packaging

Follow the steps in the table below to complete the task.

Step	Action
1	List of brands and sizes to always add additional packaging: Atom, Vision D Window and Vision Soft 8, Black Rhino, and wheels that are 20inches in diameter and above.
2	Apply cardboard corners to all sides of the wheel box top and bottom. Please reference the following picture for additional packaging
3	If a box needs a repair due to cosmetic damage use a cardboard flap to provide additional protection.
4	Once the package is complete please place the package onto the correct shipping trailer for pickup.

Canada and APO Packages

All international bundled and non-bundled packages must have additional packaging. For Bundled wheels please provide extra cardboard between the wheels. Reference the following visual aid to confirm the process.

**Contact**

Please see your manager if you have any questions.