



Warehouse

Part Receiving

Receiving from vendors & courier services

Part Staging (Pulling Parts)

Part Return (Undelivered Parts)

Part Receiving

Receiving from vendors & courier services

The warehouse specialist will receive all packages and confirm all items were delivered reviewing the packing slip provided by the delivery driver.

Inspection for any damaged boxes or items before the delivery driver leaves

☐ **Packages from courier services must be scanned and tracked**

Using the PO number provided to the vendor on the time the order was placed the warehouse will update the records on the PO information screen receiving the items.

If this was a partial delivery the warehouse specialist will update the received quantity

and leave the work order on **PARTS ORDERED**.

The packing slip is printed and placed on the items received, the packing slip MUST have the name of the technician on the **PARTS ORDERED** line.

Equipment	Labor	Inventory	Other	Technicians	Call Script	Log	Metrics	RevAdjust	Evaluation	Sale
Workorder Id:776163 - Quote: 145864 Client Site:104092 - GRAMERCY TAVERN										
TechId:		Technician Name:				Tech Status:		Date Schd:		EstHrs:
PO Id:		Cell Phone#: Tech Phone#: Pager:				Slot Id:		Time Schd:		Seq:
1	222	Enrique Montoya (347)886-2178 (347)886-2178 (347)886-2178				parts ordered		Nov 29, 2021 07:00:00pm		2.00 8

The warehouse specialist will print out the Sam Pro packing slip and place it on the package.

If the order is incomplete the packing slip will be marked **PA** and placed in the partial section.

If the order is complete the warehouse specialist will change the status from **PARTS ORDERED** to **PARTS RECEIVED**

Warehouse specialist updates the work order to the **PARTS RECEIVED** status will need to combine all partial orders for the same work order tape it together and place it on the completed shelf for the technician and label the packages **OK**.

Part Staging (Pulling Parts)

- ☐ Print out PICK NOTE matching the work order on the PART REQUEST FORM sent LC department
- ☐ Locate parts in the COMPLETED/OK section
- ☐ Confirm all parts match the and checked off on the pick note
- ☐ Add the number of packages being sent per pick note for example (1 BOX - 2 BAGS) this will allow the delivery driver to drop off parts more efficiently.

- ☐ Check off all work orders on the PARTS REQUEST form and report any issues
- ☐ Parts placed in the shed or delivered with an employee must be noted on the PARTS REQUEST FORM
- ☐ Create copies of the PICK NOTES for the driver.
- ☐ The driver receives packages and signs off original PICK NOTES as he loads them in his truck (WAREHOUSE FILES ORIGINAL)

Part Return (Undelivered Parts)

Parts that were not successfully delivered by the driver must be returned to the warehouse the same day.

- ☐ Inspect all parts using the PICK NOTE
- ☐ Place parts back on technician shelf
- ☐ PICK NOTE will be given to the LC department end of the day
- ☐ LC department will mark work order back to PARTS RECEIVED to indicate parts are back in the warehouse.