

Pallet ~ 1 hour

- 1) Receive all incoming packages and organize by priority
- 2) Count-Out: Organize, count, and stack garments before job is scheduled to run
- 3) Issues: Identify and resolve garment issues prior to production
- 4) Return extra/defective garments to supplier immediately
- 5) Clean: Keep receiving area clean and organized, forever

- Locate PO on shipping label
- Write PO# on package (large) and today's date
- Do this for all boxes per shipment
- Find and place today's priority order's to the side.
Receive those first for counting, count out remaining PO's later

- Use the PO Search page to find the job
- Click receiving link _____
- Verify work-order is at the correct Kotis location between Fairfield, Tukwila, or Odden.

- Verify qty, style, color, and size from receiving page
- Quickly inspect garments through top of the box
- There may be 1 slip for multiple boxes (master pack slip)
- Pack slip may be labeled on the actual box
- No pack slip? Count-out to get qty

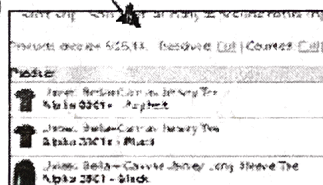
5 Enter location on receiving page
• Pallet location should match last digit of PO

- Wrong item, color, size, qty, no tracking, etc
- Add photo of the issue (packing slip shows wrong tracking, qty, etc.)
- Clearly state the issue (qty, style, size, color). Reader should not have to ask for more info
- Put your initials, click save to send the message

- Inspect if the box is for KWF or KPS

- Move to "KPS Kit/Buy pallet drop" in back
- Palletize if necessary

- Deliver to the appropriate Kotislan Or department



UMaine Pantelonic 1/4 Zips '16 - Garment Receiving

Item	Description	P	In	Amount
1	1/4 Zip	02	<input checked="" type="checkbox"/>	100
2	1/4 Zip	02	<input checked="" type="checkbox"/>	100
3	1/4 Zip	02	<input checked="" type="checkbox"/>	100

Save

Product Problems

Checkin each qty based on pack slip
Enter initials, click save

If package missing, click tracking to it's on the way should be

- Request tracking# in "Product Problems" section
- Let Scheduler know garments may not arrive in time
- Follow up until you get an answer
- Tracking needs to be entered manually into logistics site for freight deliveries (Saia, Old Dominion, etc.)

- Jobs scheduled today
- Hot orders and high priority jobs always get counted out first.
- Write hot order's PO# on a post-it note, a UPS label, or a table's notepad with the date to help seek those jobs first.
- Often update/resolve garment issues

- Ask for tracking daily by asking for tracking on jobs three days before production on garments issues/product problems link.

- Alert a manager and scheduler if items are not ordered. Place issue in product problems.

- If a job shows it's been delivered through tracking but not found, look up the package information through UPS, FedEx, etc to locate the package in the building (weight, no. of boxes, tracking#, signage, and the date).

NOT Arriving Today: Tell Scheduler when items are expected

- Large 500+ orders: start count out if job is running today
- When missing garments arrive, they can be added quickly
- Small orders: wait til all items arrive