Receive shipment(s) ✐

Overview

INVENTORY MANAGER

Add Shipments

🚚 Add Shipment information

⬇ Download Asset Tags (CSV) to Print

🖨 Print Asset Tags from CSV

🔔 Notify Deployment Team via Teams & Email

Receive Shipment

✅ Performs QA

🏷 Sticks Asset ID to Machines

🔔 Manually notify Finance, Deployment Team via Teams & Email

⏱ 10hr / 1000 Machines

Receiving Machines

The following flowchart describes the process the DCT who receives the shipment should follow to unload and get machines out onto the floor:

TO RECEIVE MACHINE SHIPMENTS AT THE DATA CENTER

1. Send a message in Teams to the appropriate Deployments channel when the truck arrives.

2. Photograph truck contents from the rear of the truck before unloading. Photograph anything that looks unusual, or not quite right .

3. Mark pallets before unloading: **T1 #1 x75** = **T**ruck **1** - Pallet **1** - **75** Machines.

4. Photograph all damage to pallets on all sides of pallets as you unload. When in doubt, take a photo. Keep damaged items separate from undamaged.

   Ensure that the machines on the order form for the customer match the machines that are received in the truck. If the machine type does not match, escalate to a supervisor. Do not accept the shipment.

5. Sign shipping documents noting any damage that you saw and photographed.

6. Unbox and separate by model type if under 500 machines. Send out for on rack deployment if over 500 machines.

7. Scan serial numbers into Excel .