

	DATE: 03/18/2020 REV: 2	PAGE: 1 of 1	NUMBER: ASC-WDL-WI-020
<i>Work Instruction</i>	SUBJECT: KDC-10 Repair Orders Returning to the Netherlands through AAR WDL		

Prior to shipment being received at AAR Wood Dale

- AAR RO Coordinator receives notification of completed Repair Order (RO) from the Repair Vendor
- AAR RO Coordinator ensures the Repair Order is allocated to a Sales Order
- AAR RO Coordinator instructs the shop to ship repair order to AAR Wood Dale (AAR WDL)
- AAR RO Coordinator advises AAR WDL receiving department about the incoming shipment via email and provides tracking # and copy of 8130, COC, teardown report.

After shipment is received at AAR Wood Dale

- Repair Order is delivered to AAR WDL, North Dock
- AAR WDL Receiving Team ensures the following steps are followed:
 - a. Dock receives RO and scans paperwork to Division 1
 - i. RO is already distributed to a sales order
 - b. In the event of a non-conformance, a NCR will be processed against Division 1, Profit Center 466
 - c. Part is processed through AAR WDL quality inspection team
 - d. Places shipment in ship hold
- RO Coordinator processes the shipper in IMOPS and works with Export Compliance Team to have the order released for shipment
- RO Coordinator provides the following to the AAR shipping department
 - e. Shipping instructions
 - f. IMOPS documents
 - i. Shipper & Commercial Invoice (include total Repair Value)
 - ii. order document
 - iii. packing list
- Shipping department retrieves the order from ship hold
- Shipping department ships the order and upload documents to the system.