



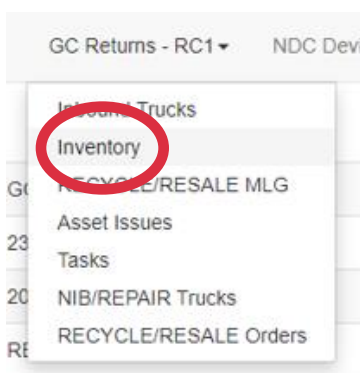
QC & Pallet Creation

Training Guide

Understanding the QC & Move Process

For repair pallets, a QC function must be performed prior to moving the pallet into a pickable location.

1. Navigate to the 'Inventory' page.



2. Select 'Validate' option and scan the LPN you wish to QC

GC Return Inventory at RC1

Select Warehouse

Pallet Actions

☒ Validate

☐ Move LPN

☐ Add New LPN

Scan LPN

5000013475

Submit

3. Scan each UID on the pallet until all units have been verified

Units on 5000013475

Scan UID

Submit

UID	SAP	SN	Asset	QC'd By	QC'd At	Received	Active	Status
500012004	31239	L6073512488	TM00394573	Jose E. Torres	2022-11-09 08:36:27	✓	✓	AVAILABLE
500012073	31239	L109'217955	TM06151997	Jose E. Torres	2022-11-09 08:36:23	✓	✓	AVAILABLE
500012074	31239	L6080815072	TM05583050	Jose E. Torres	2022-11-09 08:38:09	✓	✓	AVAILABLE
500012091	31239	L6080827289	TM03977249			✓	✓	AVAILABLE
500012092	31239	L6105007773	TM06859530			✓	✓	AVAILABLE
500012177	31239	L6084620695	TM03845378			✓	✓	IN TRANSIT

Understanding the QC & Move Process

4. Select 'Move LPN' option to move the pallet into a pickable location

GC Return Inventory at RC1

Select Warehouse

Pallet Options

☐ Validate

☐ Move Unit

☒ Move LPN

☐ Move New LPN

Scan LPN

5000013475

Submit

5. Scan the location the pallet is being moved to

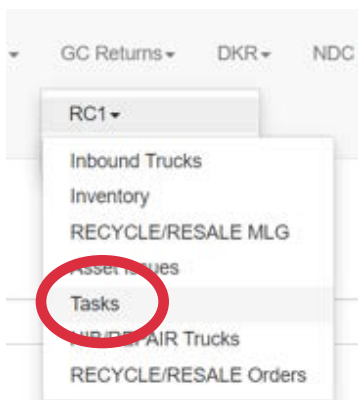
Put 5000013475 in New Location

Location

Submit

Understanding the Pallet Creation Process: Receiving

1. Navigate to the 'Tasks' page.



2. Scan a pallet LPN.

A screenshot of the 'Scan LPN' form. The 'Scan LPN' label and the 'Submit' button are circled in red. Below the form is a table with the following data:

LPN	Location	Task
5000107012	TF3.32	Validate and Receive
5000107013	TF3.32	Validate and Receive
5000107014	TF3.14	Validate and Receive
5000107015	TF3.18	Validate and Receive

3. Scan each UID. A green check mark will appear when an UID is scanned and in the heading at the top will display how many units have been scanned and the total units expected.

A screenshot of the 'Units on 5000107013: Units QCed Out of' form. The 'Scan UID' label and the 'Submit' button are circled in red. The form shows a table of units with the following data:

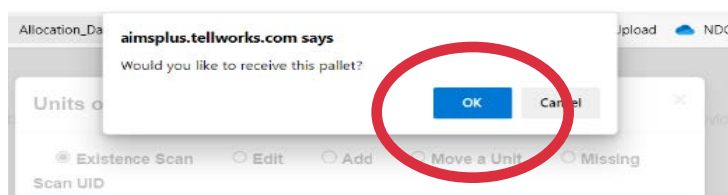
UID	SAP	SN	Asset	Received
500012104	30583			
500012105	30583			

Below the table, the heading 'Units on 5000107013: 2 Units QCed Out of 3' is displayed. The 'Scan UID' field and the 'Submit' button are circled in red. The table below shows the units with green checkmarks in the 'Received' column:

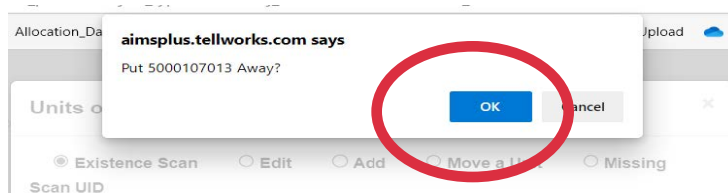
UID	SAP	SN	Asset	Received
500012106	30583			
500012104	30583			✓
500012105	30583			✓

Understanding the Pallet Creation Process: Receiving

4. The receiver validates that the UID matches the expected SKU, Asset, Serial, and Manufacturer Part Number (where applicable).
5. Upon scanning the final UID associated with an LPN, the system will ask you if you want to process the receipt of the pallet.



6. If the receipt is successful, you will be asked if you want to put the pallet away. Select 'OK' to put the pallet away.



7. Place a Green cone on the LPN to identify that the pallet is ready for Putaway (If you receive an error and are unable to put the pallet away, place a Red cone on the pallet for a supervisor to resolve).

Understanding the Pallet Creation Process: Put Away

The put away driver moves material from the receiving area into the Inventory Zones (Repair, Recycle, New in Box, or Resale) and completes the move in Legacy AIMS.

1. Identify pallets with a Green Cone
2. Scan pallet LPN in the task screen

3. AIMS+ identifies the type of material on the LPN and directs you to the corresponding put away zone for each SKU (Repair, Recycle, New in Box, or Resale)

Create an LPN

GC Returns Putaway: 5000029012

Putaway Instructions

Show 50 entries

1. Select 'Create an LPN' button to move units to a new LPN
2. Scan the new LPN and the location the LPN will be in