

Goods Acceptance Quick Reference Card

Construction Managers & General Contractors

Tellworks
LOGISTICS

Login to the AIMSPlus App

Visit aimsplusapp.tellworks.com and login. If you do not have an account, please Request an Account.

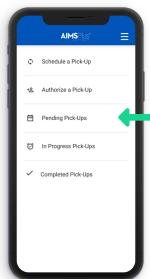
Need Help?

Visit <https://aimsplusapp.tellworks.com/#/help> for additional training and user guide information.

Accepting & Signing for Goods

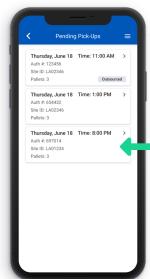
1 Navigate to Pending Pick-Ups

After logging into the app, select “Pending Pick-Ups” from the home menu.



2 Select a Pick-Up Card

All pick-ups are in order by date with the most current date at the top of the page. Each card represents a pick-up. All pick-ups have a Pick-Up Date & Time, Pick-Up ID, Site ID, Pallet Count, and Pick-Up Authorization Indicator.



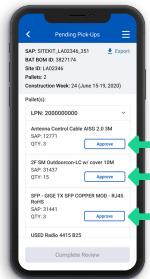
3 Pick-Up Details

Pick-up details at the top of the page will include the pick-up appointment date and time, the pick-up location, company authorized to pick-up (if applicable), and materials to review.



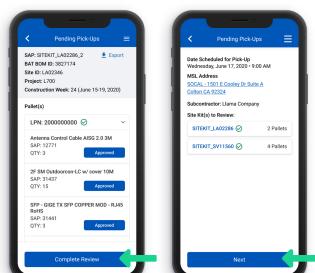
4 Review & Approve Goods

Review and approve **ALL** material on the order. Non-assets may be approved in bulk but assets must be approved individually.



5 Complete Review of Goods

Select ‘Complete Review’ to continue. You will be brought to the appointment detail page. Once all kits have been reviewed, the ‘Next’ button will activate and turn blue. Click to proceed to the signature page.



6 Sign to Complete Goods Acceptance

Digitally sign for the material. This will be stored as **half** of the digital handshake acknowledging acceptance and initiating the exchange of custody. After signing, you will submit pick authorization (click the button) to Tellworks for Goods Deployment.

