

Pack Station

Standard

Operating

Procedure

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Introduction

Welcome to E&E Co. LTD.

In the book, you will find step by step procedures for the packstation. This book shall not be used in lieu of training. All users will need to be properly trained. This will be used primarily for references. If users experience any problems please refer back to this manual.

This is a drop-ship distribution center. Which means that we are in the e-commerce business to sell goods for e-commerce retailers. Our items ship from multiple warehouses and will end up directly at the doorstep of our retailer's end customers.

When the items are picked and ready to be packaged or shipped, they will end up at your station via the conveyor or by individuals bringing it directly to your station. All boxes will eventually be fed into the conveyor and go to the correct station/door.

You will be issued an ID card that allows you to log onto the Win-Warehouse packstation program.

At a Glance

The “USWarehouse” shortcut is located on desktop.



If you do not find the shortcut on the desktop, you may find it in “Start, All Programs, and then WinEECSystem.”



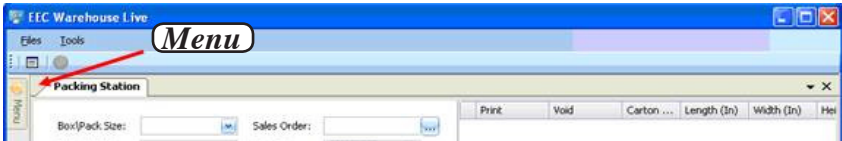
Login screen.



Users have an option to log in via password or utilizing their id cards.

Menu

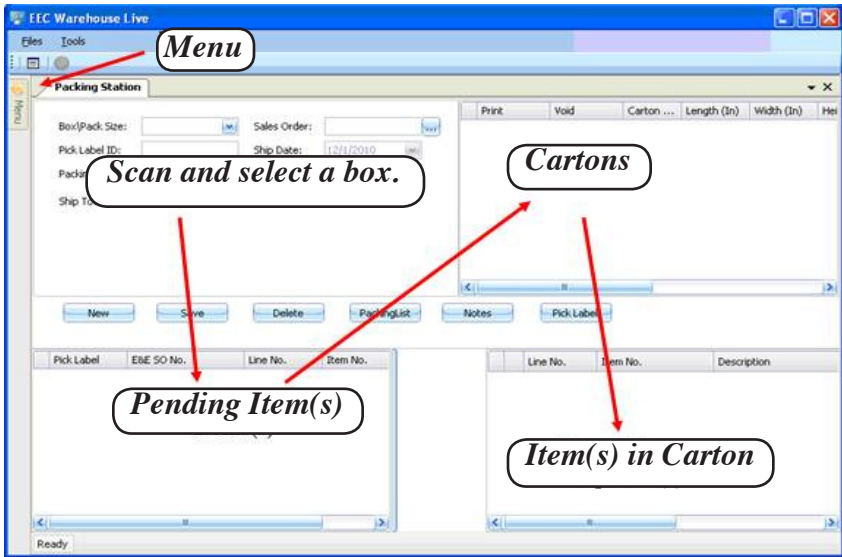
Once logged on, you will be immediately brought to the packstation screen. You will notice to the side there's a menu button. Click it and a menu will appear.



Packing Station – where users pack items and complete a shipment.

Shipment List – display a list of recent shipments. This is a useful tool to check if a shipment has been processed. Users will also use shipment list to

Packing Station



Menu. Allow users to switch between packing station and shipment.

Shipment(s). Number of shipments to be shipped in an order. An order can have more than one carton. It also shows whether a carton is pack complete by showing a tracking number.

Pending Item(s). Shows item(s) that are still in the queue ready to be packed. Note: It can be full case, single or multi-pack item.

Item(s) in Carton(s). Shows items in a selected carton.

Shipment List


Shipment list shows all recent shipments. It also has a search function to filter by date, E&E sales order number, item number, create date, customer, ship method, customer's purchase order number, and scheduled ship date.

Shipment...	E&E SO ...	ShipDate	ShipMet...	Custome...	PackCompleteDate	CreateDate	Custome...	Mails Shipped ...
1012001260	1023540	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN		12/1/2010 3:21:46...	487165036	
1012001259	1020986	12/1/2010 12:00:0...	FedEx Ground	DESLV		12/1/2010 3:21:13...	108799	
1012001258	1023534	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN		12/1/2010 3:19:41...	487076445	
1012001256	1020334	12/1/2010 12:00:0...	FedEx Ground	DESLV		12/1/2010 3:19:15...	108748	
1012001255	1023856	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN		12/1/2010 3:19:09...	487208000	
1012001254	1023226	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN	12/1/2010 3:19:16...	12/1/2010 3:18:36...	487139967	
1012001253	1023477	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN		12/1/2010 3:17:25...	487152641	
1012001251	1024677	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN	12/1/2010 3:17:32...	12/1/2010 3:16:51...	487113340	
1012001250	1023350	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN	12/1/2010 3:16:03...	12/1/2010 3:15:31...	487162370	
1012001249	1023237	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN	12/1/2010 3:15:07...	12/1/2010 3:14:37...	487113720	
1012001248	1023381	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN	12/1/2010 3:14:18...	12/1/2010 3:13:45...	487153701	
1012001247	1023659	12/1/2010 12:00:0...	BEST	OWRSTOC...	12/1/2010 3:14:38...	12/1/2010 3:13:11...	95671505	
1012001246	1023586	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN	12/1/2010 3:13:27...	12/1/2010 3:12:54...	487145345_3	
1012001245	1023876	12/1/2010 12:00:0...	UPS_N_G	KOHLDSN	12/1/2010 3:13:21...	12/1/2010 3:12:52...	487213646	
1012001244	1024670	12/1/2010 12:00:0...	FedEx Ground	DESLV	12/1/2010 3:13:10...	12/1/2010 3:12:11...	109036	

This is very useful as it will help you find orders that have not been processed yet and also to confirm shipments.

Pick Labels

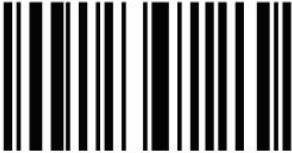
Full Case (FC) – Full case item(s) already in a carton and dont need to be packed.

	12/22/2010	Order Date
	Full Case	
FC	UPG	E&E Order #
ID: 246988	Order: 1065072	
UPC: 675716176341	Line Item: 1	Customer
Zone: T-Zone	Batch: B20101223071243	
Stk Loc.: 39-18-B	TGD	Description
Item: DFE1003-017		
Desc.: mink Roll Top Headboard with slipcover - Full		

Singles (ONE) – Singles are for orders with a single item that don't require a sorting process but do need to be packed.

	12/23/2010	Order Date
	Singles	
ONE	UPG	E&E Order #
ID: 246987	Order: 1065063	
UPC: 675716198251	Line Item: 1	Customer
Zone: T-Zone	Batch: B20101223071243	
Stk Loc.: 01-04-04	CSN	Description
Item: FN11-019		
Desc.: RSVP Bedskirt in PurpleSize:Queen		

Multi – Multiple items are to be sorted, packed and shipped. The sort bins indicate the bins where the items are collected. When all items for an order have been collected in a bin, the order is then sent to a packing station.

	12/22/2010	Order Date
	Sort Bin: B-21	Sort Bin
	UPG	E&E Order #
ID: 246983	Order: 1064836	
UPC: 675716241780	Line Item: 2	
Zone: T-Zone	Batch: B2010122307	Customer
Stk Loc.: 2-P-34-B	MCC	
Item: EO30-053A		
Desc.: Jaipur 18 Square Decorative Pi		Description

Customer Codes -

KLC - Kolhs

MCC - Macy

DSL - Designer Living

CSN - CSNstore.com

OSD - Overstock.com

TG - Target.com

Getting Started

Double click on “USWarehouse” shortcut.



If you do not find the shortcut on the desktop, you may find it in “Start, All Programs, and then WinEECSystem.”



Logging in:



Ensure the application is highlighted and the cursor is at the user-name. Log in by scanning your ID card.


Ensure you are in the Packing Station.

You are now ready to begin packing!

Packing

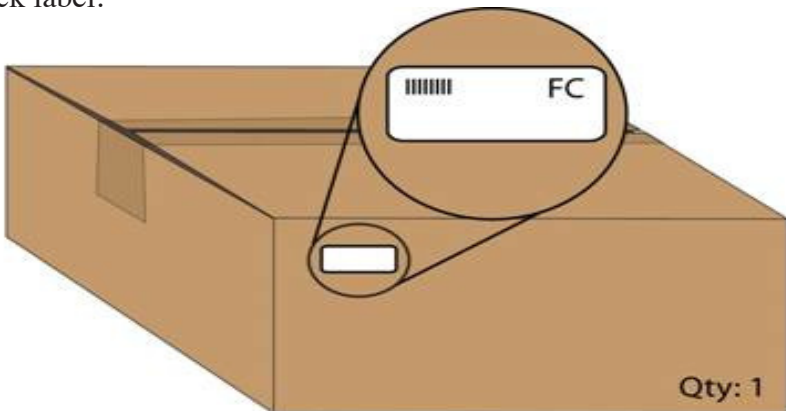
The operation for packing will vary for three types of items: full cases, singles and multiples. Please refer to “Pack Station Troubleshooting” if any problems arises.

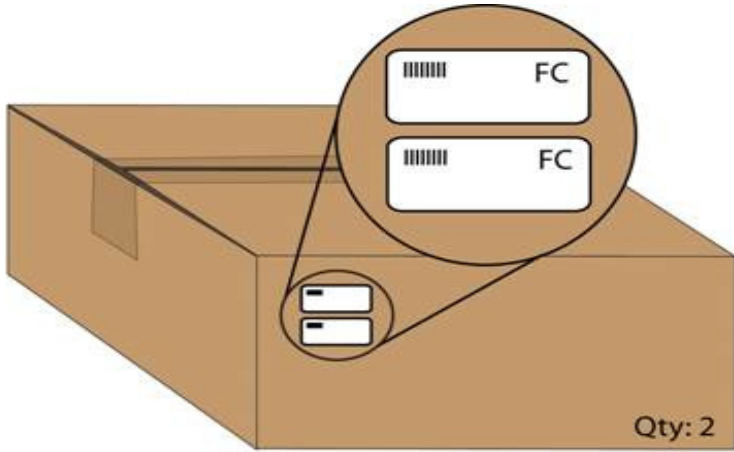
Full Case – will not require a box, as either an item or several items are already packaged in a box, ready to ship.

		12/22/2010
		Full Case
FC		UPG
ID: 246988	Order: 1065072	
UPC: 675716176341	Line Item: 1	
Zone: T-Zone	Batch: B20101223071243	
Stk Loc.: 39-18-B	Item #	TGD
Item: DFF1003-017		Customer
Desc.: mink Roll Top Headboard with slipcover - Full		

Steps:

1. Check if the quantity and item picked with the pick label(s). Full cases with quantities greater than one will have more than one pick label.





2. Check that item is not DSL (Designer Living). Note: DSL items are specially handled at DSL station.
3. Ensure cursor is on pick label id field.
4. Scan Pick Label(s)
Note: Full cases with case quantities greater than one will have more than one pick label.
5. Print “Packing List.”
6. Scan “Packing List.”
Note: Some packing lists may not need to be scanned. Items, for example, from KSL (Kohl’s) do have a packing list number.
7. Print Shipping Label.
8. Apply “Shipping Label” and “Packing List” to box.



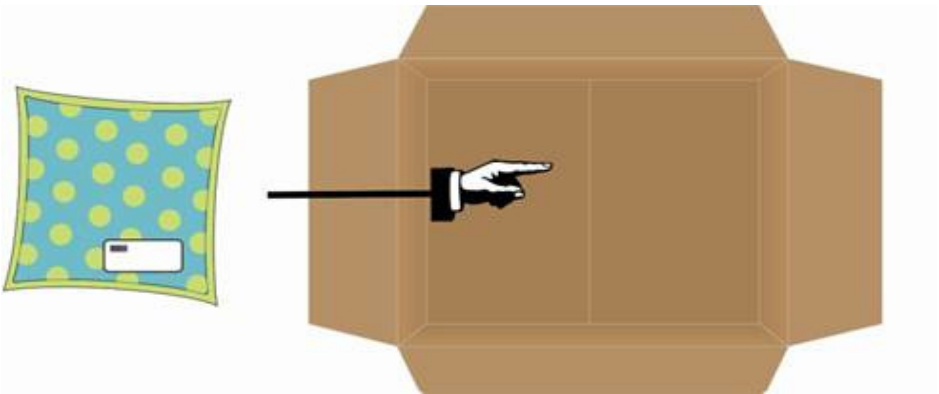
9. After “Shipping Label” and “Packing List” is applied to box, ensure if the shipping label ends up to the correct door. Any express items will have special handling instructions. Please refer to “Special Handling” of the book.

One – a single item order, not in a full case, will require a box. It does not need to be sorted as it is just one item.

	12/23/2010	
	ONE	<i>Singles</i> UPG
ID: 246987	Order: 1065063	
UPC: 675716198251	Line Item: 1	
Zone: T-Zone	Batch: B20101223071243	
Stk Loc.: 01-04-04	CSN	<i>Customer</i>
Item: FN11-019		<i>Item #</i>
Desc.: RSVP Bedskirt in PurpleSize:Queen		

Steps:

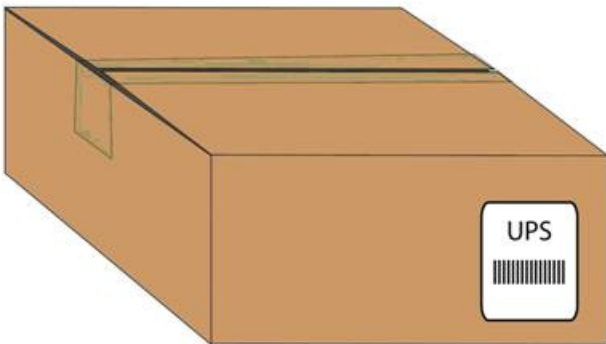
1. Check item picked with the pick label.
 - a. Check by matching item # with pick label.
 - b. Check by matching UPC with pick label.
2. Check if item is not DSL (Designer Living). Note: DSL items are specially handled at DSL station.
3. Select/scan the appropriate size box.
4. Scan Pick Label and place item in box.



5. Print “Packing List”
6. Scan “Packing List”
Note: Some packing lists may need to be scanned.
7. Place “Packing List” inside the box.



8. Print Shipping Label and tape carton.
9. Apply "Shipping Label" to the box. Any express labels will have special handling instructions. Please refer to "Special Handling" of the book.

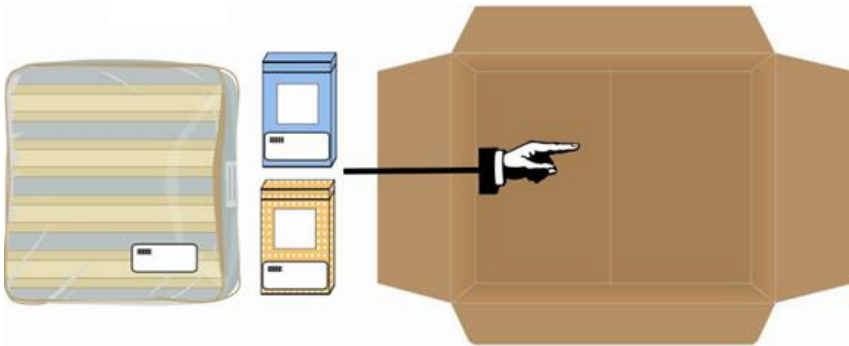


Multi – have more than one non full case item and needs to be sorted.

	12/22/2010	<i>Sort Bin</i>
	Sort Bin: B-21 UPG	
ID: 246983	Order: 1064836	
UPC: 675716241780	Line Item: 2	
Zone: T-Zone	Batch: B20101223071243	
Stk Loc.: 2-P-34-B	MCC	<i>Customer</i>
Item: EO30-053A	<i>Item #</i>	
Desc.: Jaipur 18 Square Decorative Pi		

Steps:

1. Correct items picked with the item’s pick label.
2. Check if all items are ready to be packed.
3. Select/scan the appropriate size box.
4. Scan Pick Labels and place items in box



5. Print “Packing List.”

6. Scan “Packing List.”

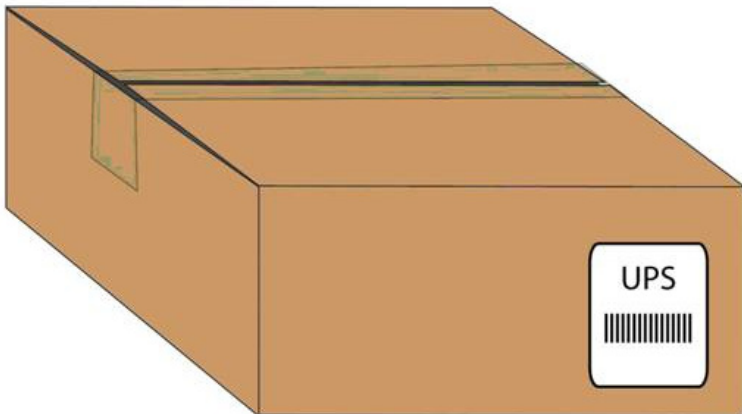
Note: Some packing list may not have a barcode to scan.

7. Place “Packing List” inside the box and seal.



8. Print Shipping Label.

9. Apply “Shipping Label” to the box. Any express items will have special handling instructions. Please refer to “Special Handling” of the book.



Special Handling

Expedites

From time to time an expeditor come and drop off a package at your station. You may also see it come down on the conveyor to your station. Those packages will take priority over all other packages. Theses packages will need to be in the truck by the end of the day.

UPS

Ground - Ground packages is the most common ship method. They will need to be loaded directly into the UPS truck.

Express - Express packages will need to be at the express drop off area. The office manager will then call the carrier for specific pickup.

FedEx

Ground - We have a scheduled pickup daily for FedEx ground. These items will generally end up on a pallet, awaiting pickup.

Express - Express packages will need to be at the express drop off area. The office manager will then call the carrier for specific pickup.

Pack Station Troubleshooting

“Please enter weight”	The item weight is either <1 lb. or an incorrect weight has been entered. Highlight weight and change to something greater than 1 lb.
Actual item does not match pick label	Item must be brought to manager’s attention.
“Please select a pack”	Select an appropriate size box. Full Case with two picks labels. Scan both pick labels
“The pick label exist”	Package complete and possible shipped or Box created but not completed. Double check using shipping list.
Pick label missing.	Item must be returned to inventory
Pick label damage and cannot be scanned.	If the Pick ID is visible, you may enter the number manually. Otherwise bring to manager’s attention.
“Pick ID does not exist”	Item canceled or error in system. Bring to manager’s attention.
Shipping address incorrect	Address is either is incorrect or address is a military address. Bring to manager’s attention to be corrected.
Please scan packing list.	Packing list has not been scanned. Please scan packing list before moving on.
Duplicates - May appear as “The Pick Label Exist”	Use “Shipment List” to ensure the items is a duplicate and not an error. Some items may have been started but never completed.



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