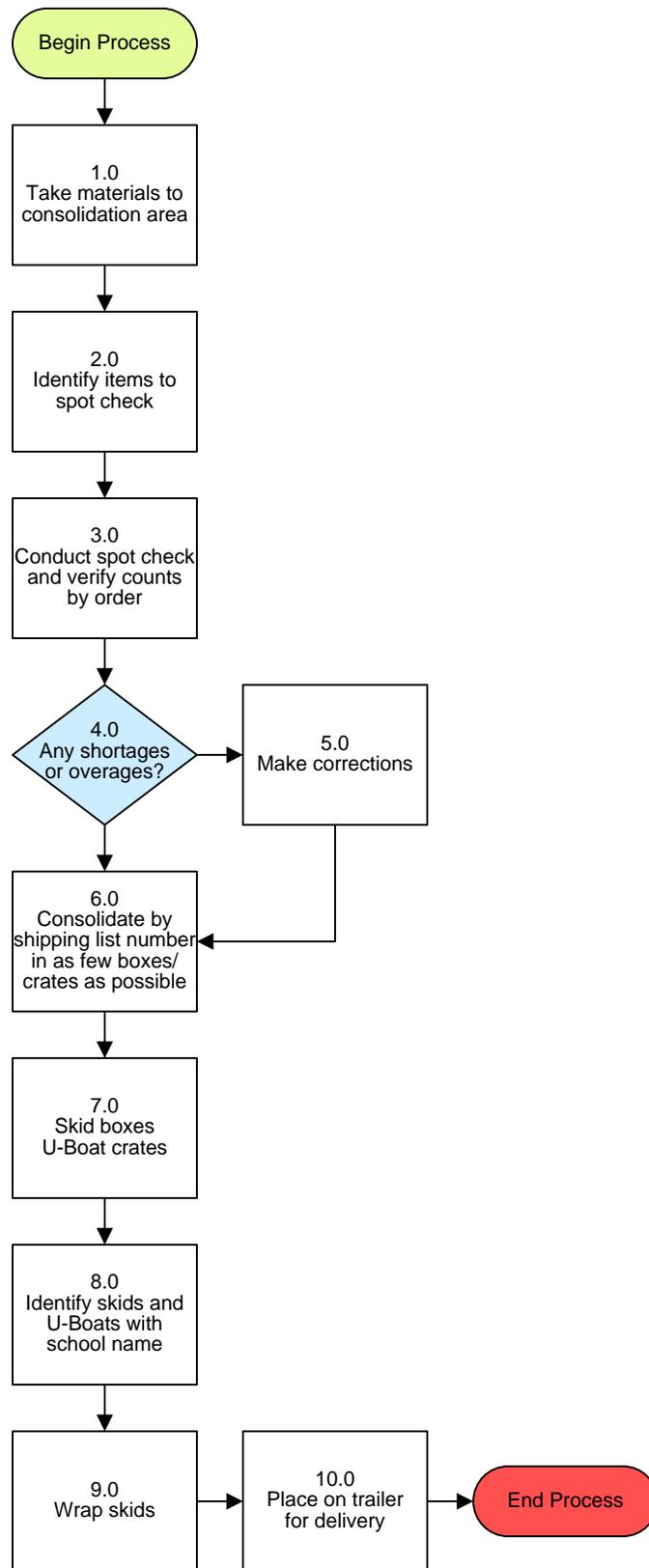


Supply Warehouse – Summer Consolidation Process



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3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Take materials to consolidation area

After order has been pulled, the consolidating team moves to an open area to do the consolidating.

Step 2.0: Identify items to spot check

The small supplies that go in crates are the items that are picked to check.

Step 3.0: Conduct spot check and verify counts by order

A packing list is printed. Each member of the consolidating team receives a packing list. The crates are put together by order number. Then each team member takes an order and verifies the count.

Step 4.0: Any shortages or overages?

If yes, proceed to step 5.0.
If no, skip to step 6.0.

Step 5.0: Make corrections

If overage is found the overage item(s) are returned to the warehouse stock. If shortage occurs the team member checking the order will add the item(s) to the order.

Step 6.0: Consolidate by shipping list number in as few boxes/crates as possible

When count verification is done the orders are consolidated by shipping list number. Each box and crate is marked with the right shipping list numbers.

Step 7.0: Skid boxes U-Boat crates

Boxes are sealed and put on skids. Crates are properly marked with shipping list number and put on u-boats.

Step 8.0: Identify skids and U-Boats with school name

Each skid and u-boat is labeled with the school name.

Step 9.0: Wrap skids

Shrink wrap all skids and u-boats for delivery.

Step 10.0: Place on trailer for delivery

Skids and u-boats are placed in trailers for delivery.



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