

# Standard Operating Procedure Warehouse Putting Product Away

1. On scan gun use option CHECK LABEL:

WMS - Dole & Bailey, Inc. ? X

Put Away	Move Items	Locate Items
Check Location	Sales Order Picking	Cycle Count Entry
Inventory Inquiry	<b>Check Label</b>	Receiving - Single PO
Reprint Labels	Route Based Packing Verif.	Reconcile Pallet Label
UCC-128 Capture	Production Tagging	

Current User: WMS USER 13 [T] Exit and Logout

2. Scan WMS, Pallet label or Vendor barcode: This will give you product number and location to place product.

Check Item Label ? X

WMS USER 13

Bar Code: 0000000068

Item Code: **CRK409CS**

PORK BELLY SKLS 409

**CRK ABF L: 010722A16**

Control: [ ]

Quantity: 1.00 Weight: .00

Location: [ ]

Lot No.: [ ]

Pall. IBC: [ ] XDoc: N

Pallet Label: N Order: 100080

Receiving [ ] Pre-Picks [ ] Pallet [ ] Moves [ ]

Delete [ ] Clear [ ] Exit [ ]

3. If product is new or needs another location use MOVE ITEMS:

WMS - Dole & Bailey, Inc. ? X

Put Away	<b>Move Items</b>	Locate Items
Check Location	Sales Order Picking	Cycle Count Entry
Inventory Inquiry	Check Label	Receiving - Single PO
Reprint Labels	Route Based Packing Verif.	Reconcile Pallet Label
UCC-128 Capture	Production Tagging	

Current User: WMS USER 13 [T] Exit and Logout

4. To move an item, scan product and it will bring you – TO LOCATION (highlighted yellow) scan each case or pallet label for a secondary. If you select the box inside the red box this is how you change permanent location.

Move Items

WMS USER 13

Item: CRK409CS

PORK BELLY SKLS 409 CRK ABF

From Location: [ ]

Lot Number: [ ]

Move Quantity: 0.00

Move Weight: 0.00

To Location: [ ]

Uncompleted Moves

Item	Location	Lot Number
[ ]		

[OK] [Clear] [Exit]