Standard Operating Procedure
Warehouse Putting Product Away

1. On scan gun use option CHECK LABEL:

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

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

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.