

Sample Procedure with Automation

3.2 Inventory Shipping

3.2.2 Ship New Package

Responsibility: Shipping Manager, Loading Dock Worker

System(s): Package Tracking System

Procedures:

An automated system, the Package Tracking System, is used to coordinate the shipping of inventory and to report on the status of packages to clients. All packages are scanned by the system twice: once upon arrival at the shipping facility and once upon departure. The Package Tracking System also provides instructions for how to most efficiently route packages to the next shipping facility.

1. Upon receipt of a new package from Product Packaging, Shipping Manager accesses the Inventory system and records the following information to generate a barcode for the package:
 - Item Description
 - Destination Address
2. Shipping Manager affixes the system-generated barcode to the package and scans the package with the arrival scanner to update the Package Tracking System and retrieve routing information for the package.
3. Shipping Manager reviews the routing information for the package and places the on the appropriate conveyor belt.
4. Loading Dock Worker scans each package barcode with the departure scanner:
 1. If the package is being routed incorrectly, Loading Dock Worker receives a warning from the Package Tracking System and calls the Shipping Manager to resolve.
 2. Otherwise, Loading Dock Worker acknowledges the "Okay to Load" message from the Package Tracking System and loads the package onto the appropriate truck.
5. Once the truck has been fully loaded, Loading Dock Worker accesses the Departure Screen in the Package Tracking System and enters the routing number of the truck to update the status of each package loaded onto the truck.

*For illustrative purposes only.
Generally requires customization for use in a specific organization.*