

Goods Issues/Picking and Packing

Goods Issues/Pick Slips – General:

The DGS Distribution Center will process all Goods Issues and Pick Slips on a daily basis. Unless otherwise noted or there is an emergency need, agency requisitioners will be required to process their requisitions to the DGS Distribution Center.

Goods Issues/Pick Slips will be delivered within two (2) business days from the date of order.

Agency's will be required to notify their requisitioners of backorder, deleted and/or modified.

Detailed Information on Pik/Pack and GI Procedures by selecting a link below:

[SAP View And Print Orders – Section 16](#)

[SAP Hardcopies - Section 16](#)

[SAP Print Goods Issue For Hardcopy - Section 16](#)

[SAP Invoicing For Hardcopies - Section 16](#)

[SAP Invoice Printing - Section 16](#)

[Warehouse General Picking/Packing Procedures - Section 16](#)

[PLCB - Pick Cards – Section 13](#)

[MORRIS - Order Filling – Section 14](#)

[TOPICS - Pick and Pack Procedures – Section 15](#)

Non-Controlled, Non-Restricted Items (SAP):

If an agency's inventory for non-controlled, non-restricted items is managed in SAP:

Requisitioners will be required to use EB Pro Requisitioners in MyWorkPlace – THIS INCLUDES EMERGENCY REQUESTS

A Goods Issue will be processed

Unless there are unusual quantities ordered, requisitions would not be reviewed for items and/or quantities ordered.

Backorders will accumulate until there is stock replenishment of the material or the item is deleted as an inventory item. Backordered items will be the responsibility of the agency to ensure these orders are satisfied by new purchase orders or expedited delivery dates.

Controlled, Restricted and Secured Items (SAP):

If an agency's inventory for controlled and/or restricted items is managed in SAP:

Requisitions will be processed in a method that is within the guidelines of the agency. SAP will be the controlling system for ordering restricted items. It will be the Agency's responsibility to establish guidelines for ordering within the Agency.

A Goods Issue will be processed

Backorders will accumulate based on guidelines of the agency

The new material group 099999 for restricted inventory materials is in production. This will identify inventory materials with restrictions on 'who' can obtain from inventory plants: forms, formula, dog tags... Material group 099999 will be used throughout all plants in SAP. When these materials are created in SAP, the material master MUST have material group 099999 identified with those materials.

EBPro will have an approval process to capture material group 099999 and forward those orders to an approver(s) within the plant. Once the order is approved, it forwards to the inventory plant for processing and shipment.

Agencies must contact IES to establish materials for restricted ordering and access.

All Non-SAP Inventory:

If an agency's inventory is NOT managed in SAP, for non-controlled, non-secure, controlled and/or secure requisitioners will be required to use whatever method is currently in place to request items from your inventory.

Requisitioner - Goods Issues/Pick Slips

Agencies will designate a liaison person who will act as central point of contact for their requisitioners.

Questions:

Agency requisitioners will be directed to contact the DGS Distribution Center – Customer Service Unit regarding any questions or concerns. DGS Distribution Center – Customer Service Unit business hours are 7:00 AM to 4:30 PM

Phone: (717) 787-6159 Ext. 3234 or 787-6159 Ext. 3244; Fax: (717) 787-0934

DGS Distribution Center will provide a Customer Service Website located on the Department of General Services website: www.dgs.state.pa.us/surp_prop/site/default.asp.

Goods Issue - Discrepancies:

Discrepancies will be managed on a case-by-case basis. This may require DGS Distribution Center to:

1. Work with Requisitioner to resolve discrepancy
2. Work with agency liaison to resolve discrepancy
3. Require written statement from requisitioner, agency or supplier.
4. Require electronic and/or faxed information from Requisitioner, agency or supplier.
5. Contact shipping company and/or shipping tracer regarding proof of delivery

Goods Issue - Returns:

Returns will be managed on a case-by-case basis. This may require DGS Distribution Center to:

- Work with Requisitioner to coordinate return
- Work with agency liaison to coordinate return
- Require written statement from either Requisitioner and/or agency
- Require electronic and/or faxed information from Requisitioner and/or agency

Goods Issue - Credits:

Credits will be managed on a case-by-case basis. This may require DGS Distribution Center to:

Work with Requisitioner regarding credit

Work with agency liaison regarding credit

Require written statement from either Requisitioner and/or agency

Require electronic and/or faxed information from Requisitioner and/or agency

NOTE: Due to fiscal or data base restrictions, DGS Distribution Center may be limited to how credits are processed.

Goods Issue - Quality Assurance Check

The DGS Distribution Center is responsible for providing a quality assurance check for Goods Issues and Picking Slips. DGS Distribution Center initial and date the inspected Goods Issues/Picking Slips.

Controlled Documents and Secure Inventory:

Controlled Documents and Secure inventory items will be managed as indicated by the appropriate agency. DGS Distribution Center will provide a quality assurance check to ensure shipments and any required written documentation is properly maintained.

Inventory Management:

DGS Distribution Center will provide quality assurance to ensure inventory is properly rotated in accordance with agency and/or manufacturer's requirements – such as: expiration dates, lot numbers, serial number control, etc.

Picking/Packing/Shipping Materials

1. Picking Materials

- a. Equipment Operator pulls each material listed on Goods Issue Slip
 1. Locations and Quantity of each material is listed on Goods Issue Slip
 2. Materials are placed in Packing Area
 - a. Materials are grouped on skids
 - b. Equipment Operator signs/dates Goods Issue Slip
 - c. Goods Issue Slip is placed with materials in visual, secure location.
- b. Storekeeper double checks materials have been pulled accurately
 1. Incorrectly pulled items:
 - a. Items are returned to accurate warehouse location.
 - b. Equipment Operator is informed of his mistake.
 - c. Correct Items are pulled and re-checked by Storekeeper
 2. Correctly pulled items:
 - a. Storekeeper signs/dates Goods Issue Slip
 - b. Materials placed in packing area

2. Packing Materials

- a. Stock Clerk locates packing box (es)
 1. Ensure box (es) is adequate for amount of materials.
- b. Items are strategically placed in box (es) for best fit.
- c. Stuffing material is placed in all empty spaces.
- d. Ensure all materials are packed securely
 1. Box (es) should be shaken without hearing any items shifting.
- e. STO Number is listed on box (es)
- f. Stock Clerk completes proper information on Goods Issue Slip
 1. Name and Date
 2. Carton Count
- g. Items are ready for shipment

3. Shipping Materials

- a. Local Shipments:
 1. Envelope prepared with proper information:
 - a. Write Information on Envelope
 1. STO Number
 2. Address
 - b. Insert 2nd Copy of Goods Issue Slip
 1. This is the Customers Packing Slip
 2. Envelope is taped on box in a visible location
 3. 1st Copy of Goods Issue Slip is folded and placed under the envelope

- a. This copy is to be signed/dated by requesting agency, upon delivery, for delivery verification, and returned to warehouse.
 4. STO Number is placed on all boxes, unless shrink-wrapped
 5. Box (es) are placed in Local Shipment Location
 - b. UPS Shipments:
 1. Place Box on UPS Scale for weight
 2. Address: Enter Delivery Address
 3. Reference: Enter STO Number
 - a. For multi-box shipments:
 1. Click on 'Use on all Packages'
 2. Click Back (to address screen)
 3. Place carton on scale and select 'ADD'
 4. Change carton on scale and select 'ADD'
 - a. Repeat process until all cartons have been weighed
 4. Select 'Process Shipment'
 - a. Labels and End of Day Reports:
 1. Click on Computer Icon
 2. Select 'Yes'
 - a. Generates label for UPS Driver and Report for Billing
 3. Reprint Report for file:
 - a. Click on 'Log Book'
 - b. Click on Pick up Date
 - c. Go into Activities
 - d. Select "Reprint Reports"
 - e. Click on 'Detail Report'
 5. STO Number is placed on all boxes, unless shrink-wrapped
 6. Box (es) are placed in UPS Shipment Location
- c. Common Carrier Shipments:
 1. All boxes are stacked on pallet
 - a. Ensure boxes aren't hanging over pallet
 2. Order prepared for typing of Bill of Lading
 - a. Information written on Goods Issue Slip
 1. Non-Hazmat Materials:
 - a. Number of Pallets (Number of Cartons) FAK Weight
Example: 1 pallet (40 crtns) FAK 2040
 2. Hazmat Materials:
 - a. Number of Pallets (Number of Cartons) FAK Weight
Specific Hazmat Information

Example: 1 pallet (40 bags) FAK 2000
Corrosive, Sodium Hydroxide, Solid, 8, UN1823,
II

b. Hazmat Information Sheet is to be attached

3. Bill of Lading, Packing Slip and Shipping Address taped on carton, in a visible location
4. Pallet is shrink wrapped and weighed (weight entered as shown above)
5. Paperwork is given to Storekeeper to collect quotes for the most economical trucking company
6. Goods Issue Slip is given to Clerk Typist to type Bill of Lading
 - a. Typed Bill of Lading is returned to Storekeeper
7. Pallets are placed in Common Carrier Location

d. PennDot (Pony) Shipments:

1. Envelope prepared with proper information:
 - a. Write Information on Envelope
 1. STO Number
 2. District Number
 - b. Insert 2nd Copy of Goods Issue Slip
 1. This is the Customers Packing Slip
2. Envelope is taped on box in a visible location
3. 1st Copy of Goods Issue Slip is folded and placed under the envelope
 - a. This copy is to be signed/dated by Pony Driver, upon pick-up, for pick-up verification, and returned to warehouse.
4. STO Number is placed on all boxes, unless shrink-wrapped
5. Box(es) are placed in Pony Location