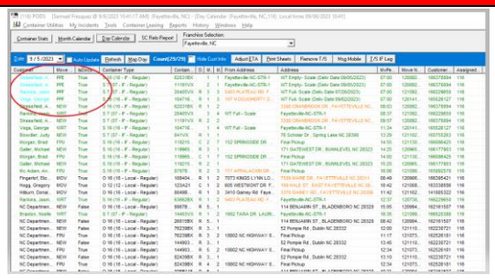
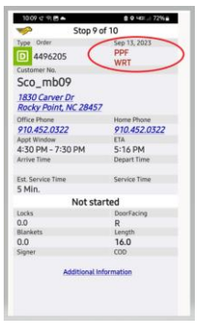
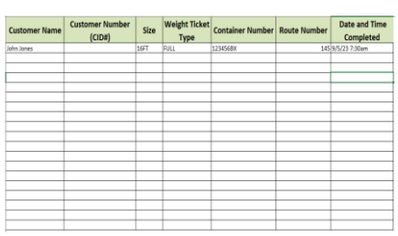
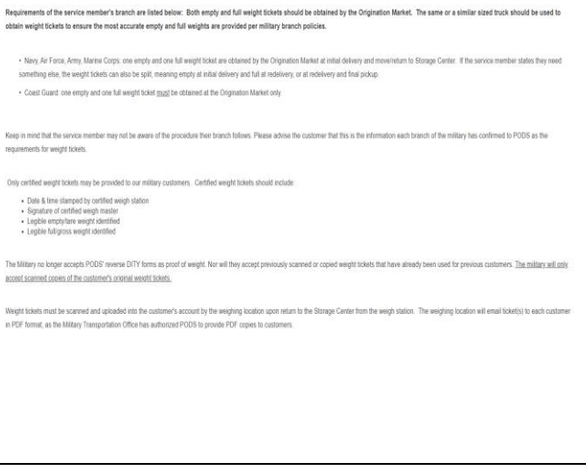
Standard Work - Transactional

PODS Moving & Storage	**Core Process -** Container Weight Ticketing.	Date Created:	8/30/2023
		Date Revised:	7/1/2024
		Version:	V3.0
	Process Name: In-house Weight Ticket App Usage	Leadership Sponsor	Rich Schwartz
		Process Owner:	Brannon Hufstetler

****Administrational Procedures-Market Manager, Storage Center Worker, and Drivers Trained on all Procedures ****

Steps		Key Points & Background		Visuals & Job Aids
Completed by Origination Location				
1	**Identify Weight ticketing needs.**	1.1	*Review Day Calendar in RBMS Identifying Job legs with Customer name in CYAN and move types of **PPF** and or **PPE.** *PPF-Full weight, PPE-Empty weight.	
		1.3	*Utilize reports to identify Weight Tickets scheduled on days not matched with actual job leg.	6.4 Military Weight Ticket Dashboard
		1.4	Utilize report to identify Missed Weight tickets (**Not uploaded in OE**) from previous days.	6.4 Military Weight Ticket Dashboard
		1.5	*Recognize Missed Weights from reports. *Communicate Misses to Storage Center Worker or forklift operator. *Complete Missed Weights(Steps 3.1 thru 4.5).	
2	**Communicate/Notate needs.**	2.1	**Driver Communications. *Weight requirements are notated in Cheetah for Driver review**.	
		2.3	**Storage Center Worker or Forklift Operator Communications.** * Save a copy to desktop to utilize template to create list of necessary weights needed throughout the day. List to include. 1. Container Size. 2. Customer Name&Number (CID). 3. Type of weight(Full/Empty). 4. Route number 5. Container number(if available).	Link to Template 
Configure Indicator Prior to App usage				

	Set Indicator to Print Mode		**1.** Disconnect Printer **2.** Press the "**Print and Hold**" keys **3.** Indicator shows **"C01**" press the **"Zero"** key 7 times to change the **"1"** to an **"8"** **4.** Press the **"Kg/Lb."** key to select the **"0"** press **"Zero"** key to change **"0"** to **"1"** **5.** Indicator shows **"C18"** press **"print"** key, now shows **"C18 6"** **6.** Press **"Tare"** key to change to **"4"** press **"Print"** key **7.** Indicator should show **"C19"** press **"Total"** key. App mode is complete **Video Instructions for App Mode and to revert back to Printer mode included**	App Mode  • Printer Mode utilized only if App is down Printer Mode 
****Operational Procedures-Market Manager, Storage Center Worker, and Drivers Trained on all Procedures ****				
Completed by Origination Location				
3	**Operator Personal Protective Equipment PPE**	**3.1**	*Foot Protection-Steel Toed Shoes – must be ASTM F2413-05 Safety Footwear compliant. *High Visibility Clothing – Safety vests (Type O) shall wear high-visibility safety apparel per the ANSI/ISEA 107-2015.	 
		3.2	**PPE Policy** for reference.	Policy
		4.1	**Safe Operation of Industrial Fork Truck** *Reference Policy and Procedure as needed.	Policy
		4.2	**Identify Containers needing Weighed** *Utilize list provided at the start of the day to determine what is to be Weighed.	
		4.3	**Empty Weights-by Origination** *Recommended Routing New Deliveries requiring Empty Weight First out the gate. *First out New Deliveries are pre-weighed morning of. *FPU to New are weighed during routes by SCW/Forklift Operator once container type is identified. (Containers will need to be the same style weighed as delivered. Ex Gen 6 delivered Gen 6 weighed etc.).	
		4.4	**Full Weights-by Origination** *Obtained during route as Drivers return to Warehouse with Identified Container by SCW/Forklift Operator. ***Drivers** to alert SCW/Forklift Operator of needed Weight Ticket.	

Customer Name	Customer Number (CID#)	Size	Weight Ticket Type	Container Number	Route Number	Date and Time Completed
John Jones		16FT	FULL	1234568X		145/9/5/23 7:30am

Requirements of the service member's branch are listed below: Both empty and full weight tickets should be obtained by the Origination Market. The same or a similar sized truck should be used to obtain weight tickets to ensure the most accurate empty and full weights are provided per military branch policies.

- Navy, Air Force, Army, Marine Corps: one empty and one full weight ticket are obtained by the Origination Market at initial delivery and move/return to Storage Center. If the service member states they need something else, the weight tickets can also be split, meaning empty at initial delivery and full at redelivery, or at redelivery and final pickup.
- Coast Guard: one empty and one full weight ticket must be obtained at the Origination Market only.

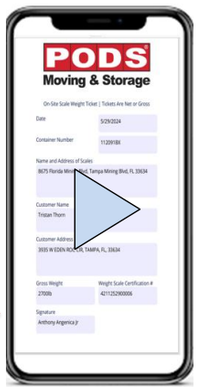
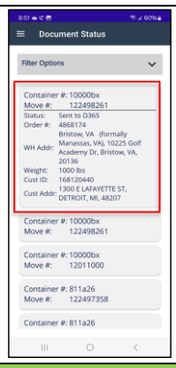
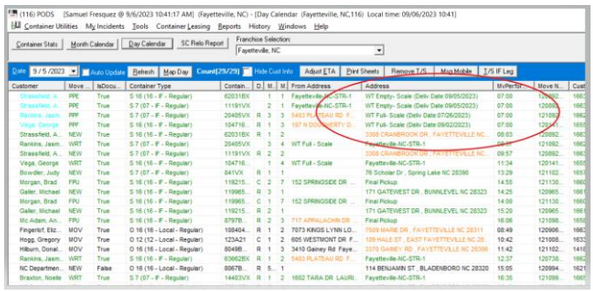
Keep in mind that the service member may not be aware of the procedure their branch follows. Please advise the customer that this is the information each branch of the military has confirmed to PODS as the requirements for weight tickets.

Only certified weight tickets may be provided to our military customers. Certified weight tickets should include:

- Date & time stamped by certified weigh station
- Signature of certified weigh master
- Legible empty/tare weight identified
- Legible full/gross weight identified

The Military no longer accepts PODS' reverse DITY forms as proof of weight. Nor will they accept previously scanned or copied weight tickets that have already been used for previous customers. The military will only accept scanned copies of the customer's original weight tickets.

Weight tickets must be scanned and uploaded into the customer's account by the weighing location upon return to the Storage Center from the weigh station. The weighing location will email ticket(s) to each customer in PDF format, as the Military Transportation Office has authorized PODS to provide PDF copies to customers.

4	**Capturing Weight Tickets**	4.5	**Weighing Containers** **Ensure Indicator is on and reading 0.** 1. Load Container on forklift. 2.Transport Container at no less that 6 inches off the ground to Scale area by backing into position. 3. Lift Container until Scales and travel path are visible. 4. Place Container centered over Scale Platforms and lower. 5. Back away from Container extracting forks completely from under Container. 6. Open **Military Weight App** 7. Login to app using single sign-on **(PODS email and Password)** 8. Input requested information **(Container Number, Move Number of actual job leg not weight ticket, Zip Code of Warehouse),** Press "Check Information" 9. Select Weight type **(Empty or Full)** then click **"Get Weight"** 10. Scroll down click **"Preview"** verify information on ticket. Click back button to return then select **"Submit"** to upload to D365/OE. 11. Load Container to appropriate location once weighed (Truck or Bin).	  
		4.6	**Weight Ticket Status** *To view upload status: 1. Click the 3 bar Drop down menu 2. Select "Document Status" 3. Choose Container in question 4. Check status *Sent D365 (auto sent via server) *Sent through email (emailed to Ops Support) *Pending (trying to send, refer back)	  
	Timestamping and Verification			
5	**Timestamping**	5.1	*Ensure all Weight ticket job legs on **RBMS** from previous day have been **Timestamped**. *Cross reference Weight tickets needed from previous day with what was obtained to ensure accuracy.	
	Support			
	Support (Adding Users, Scale Support, Add Scale/update)	6.1	1. Navigate to Snow ticket portal 2. Click "Request Something" 3. Click "Warehouse Services" on left side menu, then click "Show More Items" 4. Options will be "Mobile Weight Ticket App Access" (to add users to app) or "Mobile Weight Ticket App Scale Support" (functional issues, app issues, add/update scale information)	