

100- GEA Delivers: Manifesting – Manage Trucks

GE Appliances
Standard Operating Requirements
GEA Delivers: Manifesting – Manage Trucks
Issue Date: 03/18/2021

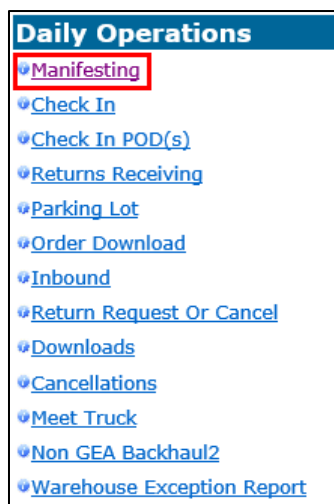
1. Introduction: This SOR explicates the use of the Manage Trucks tab in the Manifesting tool in GEA Delivers. If a truck is not identified on this screen it will not be eligible to have a driver team assigned to it.

2. Context:

- Legacy equivalent:
 - There are no changes from the existing legacy process
- When:
 - This screen requires periodic maintenance at the agent’s discretion.
- Why:
 - This process is used to add or delete trucks to keep the list of available trucks ready to be assigned for deliveries. Both a driver and an assistant can be assigned to a listed truck.
- Who to contact if there is an issue:
 - If there is an issue with the manifesting tool, contact the GEA Delivers team at geadelivers@geappliances.com.

3. Process:

Step 1: Login to GEA Delivers and select **Daily Operations > Manifesting**.

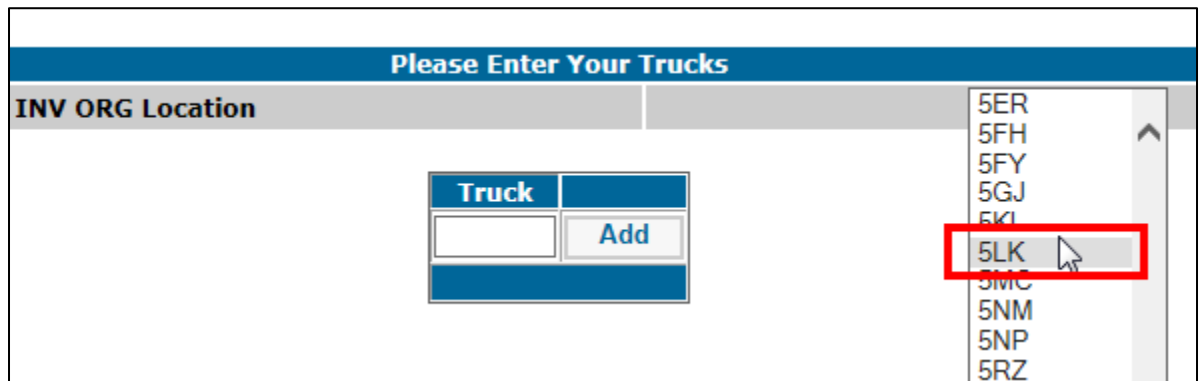


100- GEA Delivers: Manifesting – Manage Trucks

Step 2: Click the **Manage Trucks** tab.

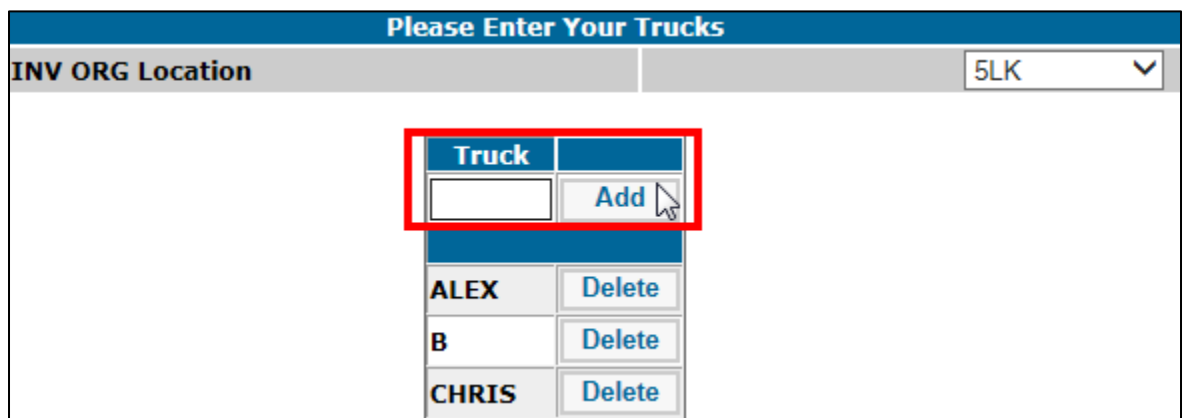


Step 3: INV ORG location will default, but select the appropriate Org Code from the **INV ORG Location** drop-down menu if you have multiple locations.



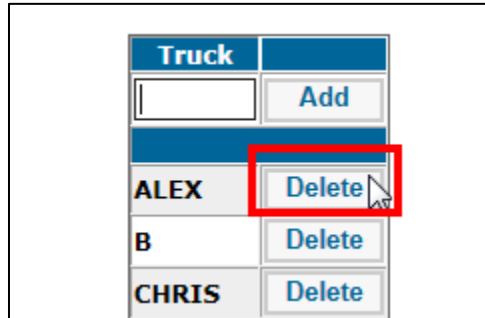
Note: The drop-down will only display the locations to which the user has been granted access.

Step 4: Click the **Truck** field and type the name of the truck that is ready to make deliveries, then click **Add**. Truck names are limited to six characters and will be displayed in order (all numeric will be listed first in order, followed by alpha-numeric, then all alpha).



100- GEA Delivers: Manifesting – Manage Trucks

Step 5: Click the **Delete** button next to each truck name to remove a truck from the list.



Note: The user can add or delete as many trucks as needed, but must do each action individually by truck.

End of Process.