

Tyco Scrap Allowance Process

- Obtain printout, provided by purchasing, showing the part and quantity to be pulled out of stock
- Once items have been pulled from stock they must be adjusted into “Warranty” and assigned a “warranty Tag”. Write the tag number on the printout.
- Next, mark the product labels on the material that was pulled with the Tag Number.
- Make a copy of the printout. Attach the copy to the material and give the original to purchasing.
- Segregate all the pulled materials to the cage so they can’t be used for other orders.
- When ready, purchasing will print out a list of those tagged items to be shipped out. The tag numbers will be listed.
- Make only **ONE** copy of the list provided. One will be shipped out with the parts. The original will be retained to use as a reference so all items pulled and shipped are correct.
- When pulling material from the cage, verify that the tag number and control number match the list.
- Once the entire list has been pulled from the cage, all of the product will need to be packaged for shipment. Mark the outside of boxes with the appropriate product tag number.
- Once everything is boxed the boxes must be palletized and weighed. Count the number of boxes for shipment. Shrink wrap the pallet and attach the copy of the scrap list. It will serve as the packing list.
- Fill out bill of lading. The trucking company will be determined by Tyco.

- Place address labels on the boxes. Cut and Mark can create them. Labels must include the destination address and the RMA# provided by Tyco.
- When ready, call the trucking company to schedule a pickup.
- Once shipment has been picked up give a copy of the bill of lading to purchasing so they can email a copy to Tyco to cover the freight charges.