

I-Manage User Manual

Scrap Notification

Function

Generates a request to scrap down or completely scrap a SKU.

Security

Access to GM I-Manage

Common Buttons and Fields

- **Search** – Searches the database based on the supplied criteria

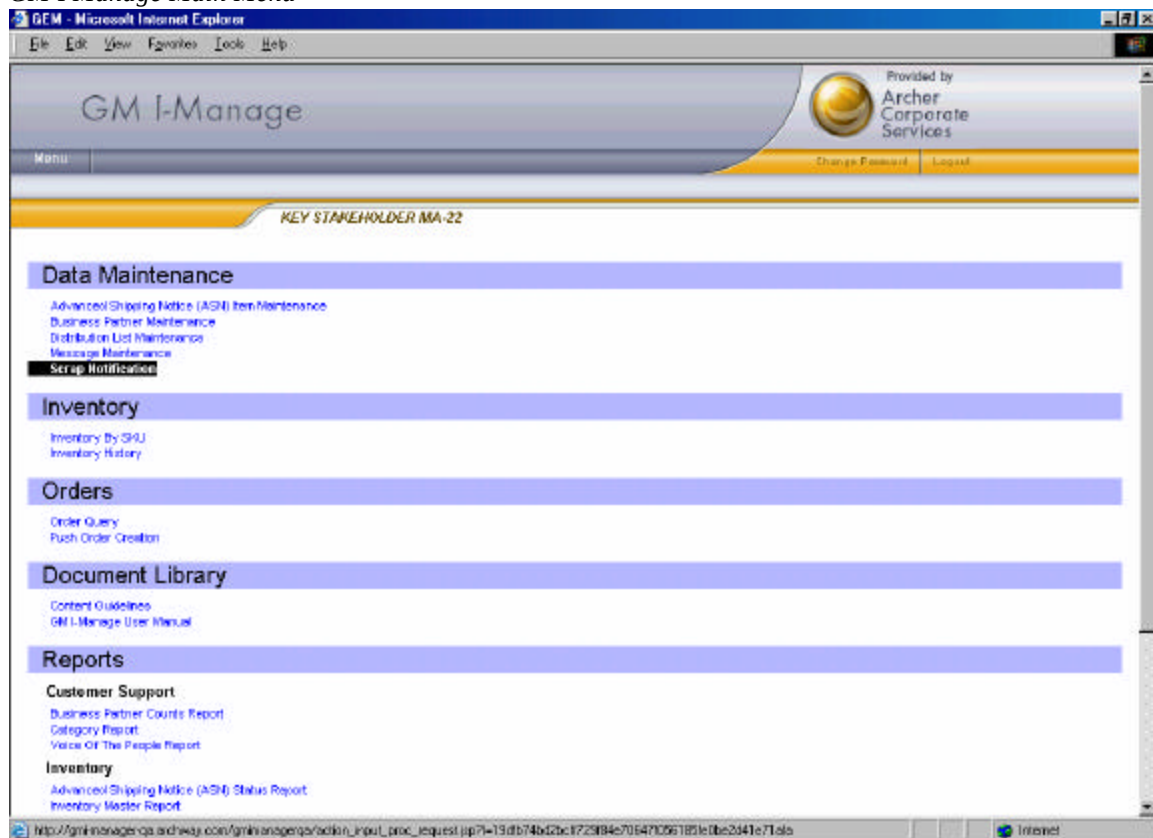
All required fields are indicated by **red font** for the field name.

Operating Instructions

- **Accessing Scrap Notification**

1. Go to the *GM I-Manage Main Menu*.
2. Under the **Data Maintenance** category, click the **Scrap Notification** option.

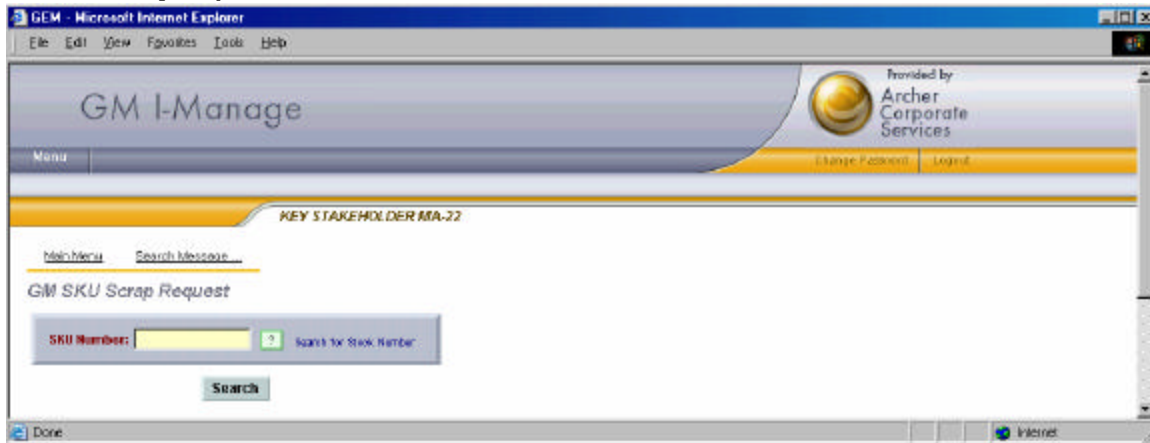
GM I-Manage Main Menu



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The *GM SKU Scrap Request* screen will open.

GM SKU Scrap Request Screen



- **Requesting a SKU for Scrapping**

1. To request a SKU to be scrapped, first you must locate the SKU. On the *GM SKU Scrap Request* screen, in the **SKU Number** field, enter the SKU number you wish to scrap. If you do not know the SKU number, click the “?” button to initiate a stock number search.
2. On the *Stock Number Search* window, complete one or all of the indicated fields. Click the **Search** button.

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Stock Number Search Pop-up Screen

SKU: Enter all or part of a SKU

Select a Stakeholder:

Select a Business Unit:

SKU Type:

Select a Department:

Select a Vehicle:

Select a Model Year:

Description: Description Key Word

- The search results will appear at the bottom of the *Stock Number Search* page. Locate the appropriate SKU (you may need to scroll)

Stock Number Search Screen – Search Results

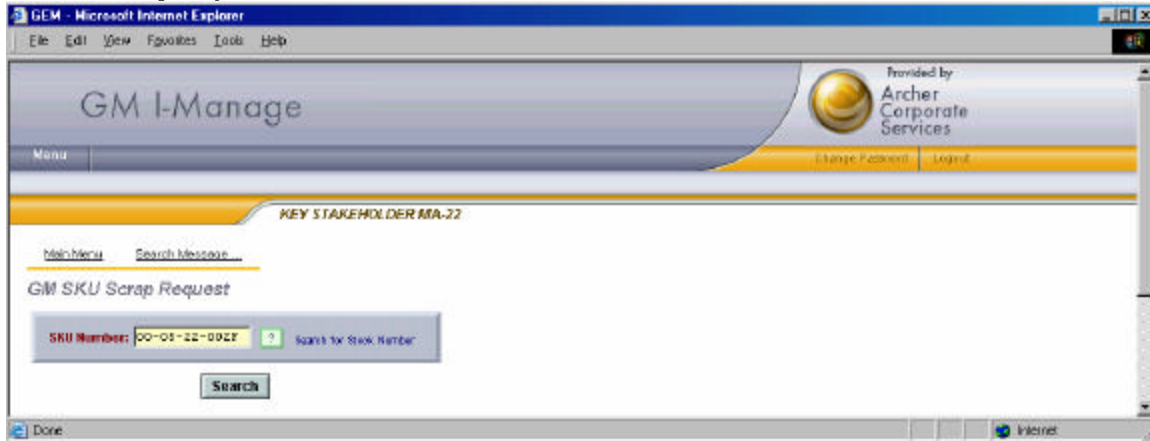
Description: Description Key Word

	SKU	Description	Select
1	'OSSATWRTYSTATE	WARRANTY STATEMENTS	Select
2	00-00-90-002B	INFO BULLETIN	Select
3	00-01-38-011C	TECH BULLETIN	Select
4	00-03-10-006A	INFORMATION BULLETIN	Select
5	00-05-22-002F	WARRANTY ADMIN BULLETIN	Select
6	00-BI-0411-02	ACDelco AUTOMOTIVE SYSTEM GUIDE - BINDER	Select
7	00-BR-0379-02	ACDelco ADVANTAGE MANUAL	Select

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4. Click the **Select** link next to that SKU. The SKU Number will now populate the **SKU Number** field on the *GM SKU Scrap Request* screen.
5. On the *GM SKU Scrap Request* screen, click the **Search** button directly under the **SKU Number** field.

GM SKU Scrap Request Screen



6. The *GM SKU Scrap Request* screen will be populated with information regarding the SKU. Complete the following fields:
 - **Scrap Type** – Select one of the following from the drop-down field:
 - *Scrap All but Leave Active* – Scraps all quantity in stock but leaves the SKU number active for future use. This option should be chosen if you have found a problem with the item and revised inventory is being received at Archer Corporate Services. If you chose this option you will receive a message asking you if this scrap needs to be completed immediately. Clicking “OK” will pre-populate the “**Do It Immediately**” checkbox.

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GM SKU Scrap Request – Scrap All but Leave Active Screen

GM I-Manage

Provided by Archer Corporate Services

KEY STAKEHOLDER MA-22

Main Menu Search Message GM SKU Scrap Re...

GM SKU Scrap Request

SKU Number: 00-05-22-002F
SKU Description: WARRANTY ADMIN BULLETIN
Cost: \$58
Sell Price: \$25
Cost Center: PD050F301R051G200010000
Unit of Measure:
Quantity on Hand: 19999
Quantity Available: 19999
Last Usage Date:
Scrap Type: Scrap ALL but Leave Active
Scrap To Quantity:
Do it Immediately? ☐
Comments To Archer Inventory Analyst:
Send Request

Microsoft Internet Explorer
Does this need to be done immediately?
- OK Means it does
- Cancel means it does not
OK Cancel

ADD SCRAP SCREEN SHOT

- *Scrap and Delete* – Scraps all quantity in stock and permanently deletes the SKU number from the database. If you choose this option you will lose all history on this item.
- *Scrap Down To* – Scraps the quantity in stock down to your specified number
- **Scrap To Quantity** – Indicates the quantity of this item you want to keep in active stock.
- **Do it Immediately?** – Click the check box if the scrap needs to be done immediately. If not, the items will be scrapped during the next scrapping process.
- **Comments To Archer Inventory Coordinator**–Use to make additional comments for the Archer Inventory Analyst. Additional comments may include archiving this item or any other disposition.

7. Click the **Send Request** button to submit your request.

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8. You will receive a confirmation page. Click the **Back** button to return to the *GM SKU Scrap Request Screen*.

GM SKU Scrap Request – Confirmation Screen

