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.

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The GM SKU Scrap Request screen will open.

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• 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.

Stock Number	Search Pop-up	Screen
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Stock Numb	er Search	
SKU:	Enter all or part of a SKU	
Select a Stakeholder:	*A11 V	
Select a Business Unit:	*A11 💌	
SKU Type:	*A11	
Select a Department:	*A11	
Select a Vehicle:	*A11	
Select a Model Year:	*A11 💌	
Description:	Description Key Word	
	Close Search	-
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3. The search results will appear at the bottom of the *Stock Number Search* page. Locate the appropriate SKU (you may need to scroll)

	Description:			
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	Close Search			
	SKU	Description	Sele	et 🛋
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2 0	00-00-90-002B	INFO BULLETIN Select		
3 0	00-01-38-011C	TECH BULLETIN Select		
4 0	00-03-10-006A	INFORMATION BULLETIN Select		
5 0	00-05-22-002F	WARRANTY ADMIN BULLETIN Select		
6 (00-BI-0411-02	ACDelco AUTOMOTIVE SYSTEM GUIDE - BINDER Select		
7 (7 00-BR-0379-02 ACDelco ADVANTAGE MANUAL Select		I, Li	

- 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.

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- 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.

GM SKU Scrap Request – Scrap All but Leave Active Screen	
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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.

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

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GM SKU Scrap Request – Confirmation Screen