

Standard Operating Procedure

Night Shipping Pick Label Print

Dole & Bailey, Inc.

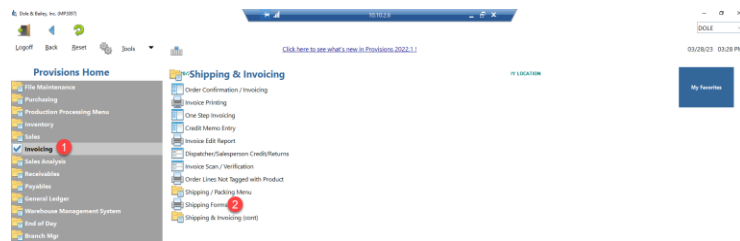
Implementation Date: 3/24/2023

PURPOSE: Process in Provisions for printing labels for Night Shipping selection.

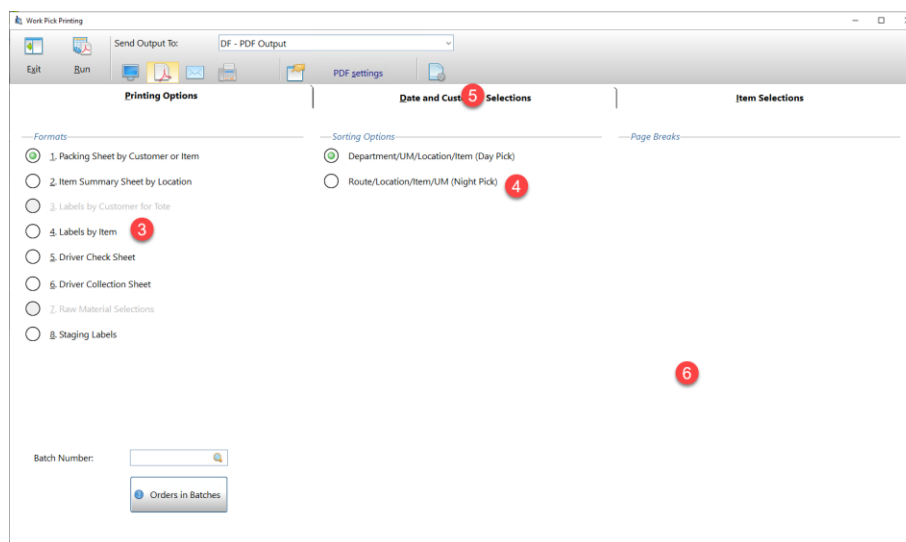
RESPONSIBILITIES: Night Shipping Management

From Provisions Home Menu

1. Click on “Invoicing”
2. Click on “Shipping Forms”



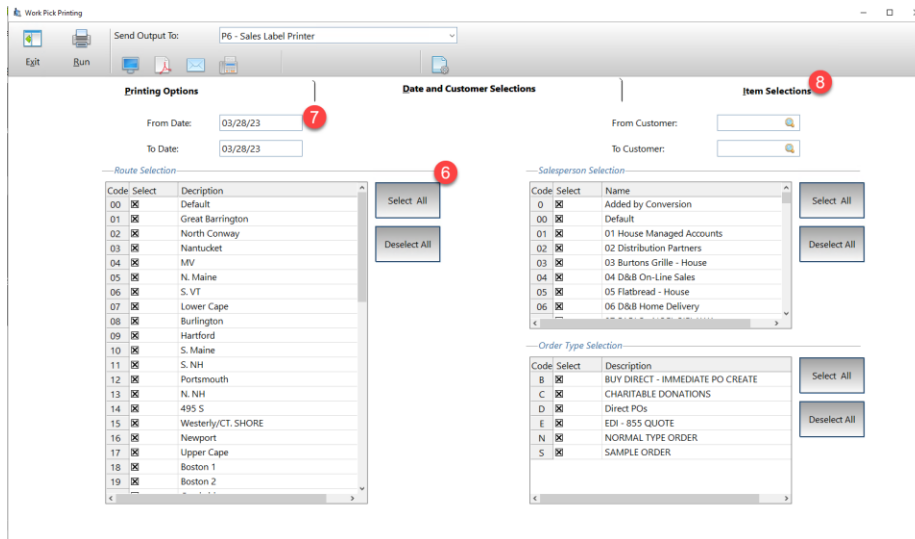
3. Select “Labels By Item”
4. Select “Route Location – Night Pick”
5. Select “Date & Customer Selection” Tab



6. Select “Select All”

7. Change date to following day of delivery

8. Select Item Selections Tab



Work Pick Printing

Send Output To: P6 - Sales Label Printer

Exit Run

Printing Options

From Date: 03/28/23
To Date: 03/28/23

Date and Customer Selections

Route Selection

Code	Select	Description
00	<input checked="" type="checkbox"/>	Default
01	<input checked="" type="checkbox"/>	Great Barrington
02	<input checked="" type="checkbox"/>	North Conway
03	<input checked="" type="checkbox"/>	Nantucket
04	<input checked="" type="checkbox"/>	MV
05	<input checked="" type="checkbox"/>	N. Maine
06	<input checked="" type="checkbox"/>	S. VT
07	<input checked="" type="checkbox"/>	Lower Cape
08	<input checked="" type="checkbox"/>	Burlington
09	<input checked="" type="checkbox"/>	Hartford
10	<input checked="" type="checkbox"/>	S. Maine
11	<input checked="" type="checkbox"/>	S. NH
12	<input checked="" type="checkbox"/>	Portsmouth
13	<input checked="" type="checkbox"/>	N. NH
14	<input checked="" type="checkbox"/>	495 S
15	<input checked="" type="checkbox"/>	Westerly/CT SHORE
16	<input checked="" type="checkbox"/>	Newport
17	<input checked="" type="checkbox"/>	Upper Cape
18	<input checked="" type="checkbox"/>	Boston 1
19	<input checked="" type="checkbox"/>	Boston 2

Select All
Deselect All

Salesperson Selection

Code	Select	Name
0	<input checked="" type="checkbox"/>	Added by Conversion
00	<input checked="" type="checkbox"/>	Default
01	<input checked="" type="checkbox"/>	01 House Managed Accounts
02	<input checked="" type="checkbox"/>	02 Distribution Partners
03	<input checked="" type="checkbox"/>	03 Burtons Grille - House
04	<input checked="" type="checkbox"/>	04 D&B On-Line Sales
05	<input checked="" type="checkbox"/>	05 Flatbread - House
06	<input checked="" type="checkbox"/>	06 D&B Home Delivery

Select All
Deselect All

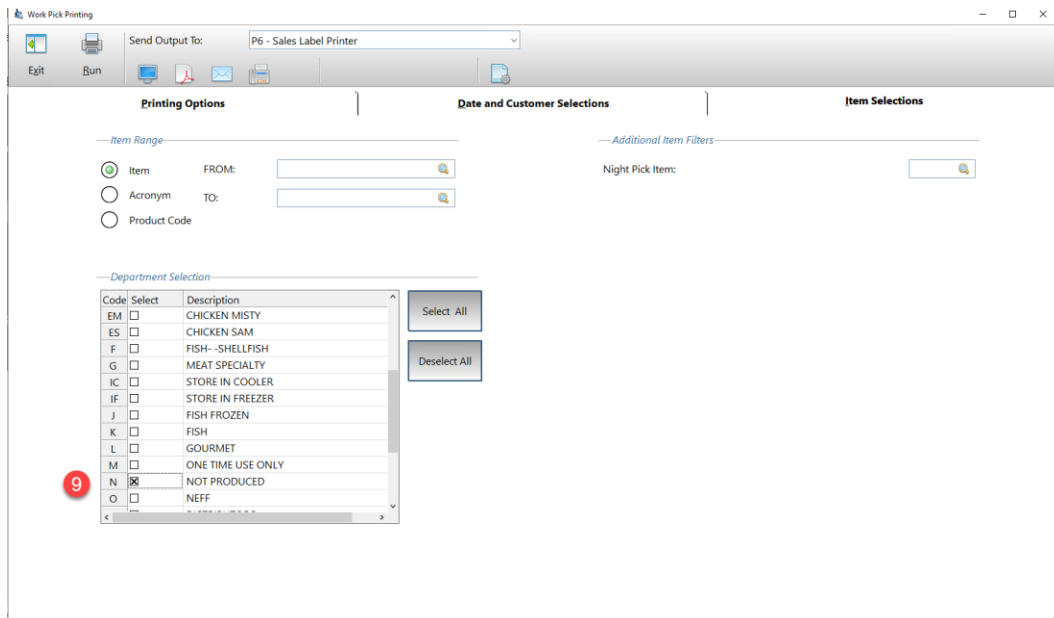
Order Type Selection

Code	Select	Description
B	<input checked="" type="checkbox"/>	BUY DIRECT - IMMEDIATE PO CREATE
C	<input checked="" type="checkbox"/>	CHARITABLE DONATIONS
D	<input checked="" type="checkbox"/>	Direct POs
E	<input checked="" type="checkbox"/>	EDI - 855 QUOTE
N	<input checked="" type="checkbox"/>	NORMAL TYPE ORDER
S	<input checked="" type="checkbox"/>	SAMPLE ORDER

Select All
Deselect All

Item Selections

9. Select “N” Department Selection



Work Pick Printing

Send Output To: P6 - Sales Label Printer

Exit Run

Printing Options

Item Range

☒ Item FROM:
☐ Acronym TO:
☐ Product Code

Additional Item Filters

Night Pick Item:

Department Selection

Code	Select	Description
EM	<input type="checkbox"/>	CHICKEN MISTY
ES	<input type="checkbox"/>	CHICKEN SAM
F	<input type="checkbox"/>	FISH- SHELLFISH
G	<input type="checkbox"/>	MEAT SPECIALTY
IC	<input type="checkbox"/>	STORE IN COOLER
IF	<input type="checkbox"/>	STORE IN FREEZER
J	<input type="checkbox"/>	FISH FROZEN
K	<input type="checkbox"/>	FISH
L	<input type="checkbox"/>	GOURMET
M	<input type="checkbox"/>	ONE TIME USE ONLY
N	<input checked="" type="checkbox"/>	NOT PRODUCED
O	<input type="checkbox"/>	NEFF

Select All
Deselect All

10. Select “PI-Shipping/Receiving Office Label Printer

11. Select RUN

Work Pick Printing

Send Output To: PI - Shipping/Receiving Office Label Printer

Exit Run

Printing Options

Item Range

☒ Item FROM:

☐ Acronym TO:

☐ Product Code

Department Selection

Code	Select	Description
EM	<input type="checkbox"/>	CHICKEN MISTY
ES	<input type="checkbox"/>	CHICKEN SAM
F	<input type="checkbox"/>	FISH- -SHELLFISH
G	<input type="checkbox"/>	MEAT SPECIALTY
IC	<input type="checkbox"/>	STORE IN COOLER
IF	<input type="checkbox"/>	STORE IN FREEZER
J	<input type="checkbox"/>	FISH FROZEN
K	<input type="checkbox"/>	FISH
L	<input type="checkbox"/>	GOURMET
M	<input type="checkbox"/>	ONE TIME USE ONLY
N	<input checked="" type="checkbox"/>	NOT PRODUCED
O	<input type="checkbox"/>	NEFF

Select All

Deselect All

Item Selections

Additional Item Filters

Night Pick Item:

12. Once labels print, separate by Route and place into Route Cubby Divider with Freezer labels on left and Chest labels on Right.