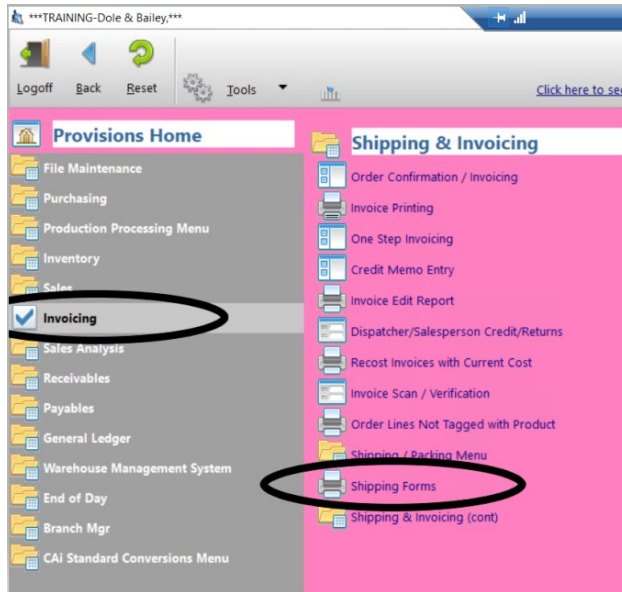# Standard Operating Procedure
Provisions – Printing Shipping & Staging Labels

Printing Shipping Forms

1. Choose **Shipping Forms** under the **Invoicing** section of Provisions.
2. Select **Labels by Item** in the Formats column and then **Route/UM/Location/Item (Night Pick)** in the Sorting Options column.
3. Click on the Date and Customer Selections tab at the top of the page.
4. Change the **From Date** to tomorrow's date. The To Date will automatically update to match.
5. **Run all Routes** or press Deselect All and then manually choose which routes you'd like to run. Make sure to keep track of which routes have been run.
6. Run the report to a PDF and then print it out.

Printing Staging Labels

1. Choose **Shipping Forms** under the **Invoicing** section of Provisions.
2. Select **Staging Labels** in the Formats column and then **Route/Stop (Desc)/Order** in the Sorting Options column.
3. Click on the Date and Customer Selections tab at the top of the page.
4. Change the **From Date** to tomorrow's date. The To Date will automatically update to match.
5. **Run all Routes** or press Deselect All and then manually choose which routes you'd like to run. Make sure to keep track of which routes have been run.
6. Press Run and labels will print to your computer's assigned printer.