

Standard Operating Procedure

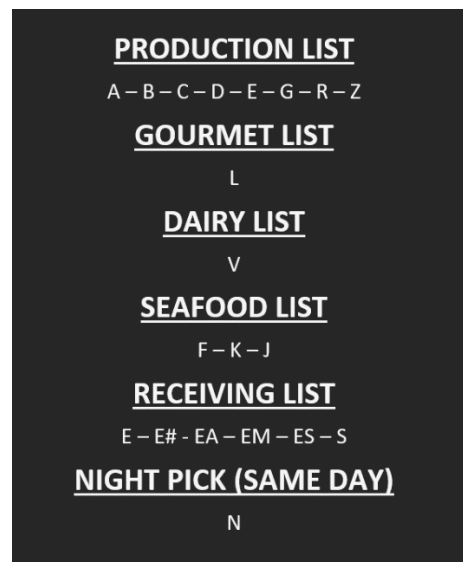
Same Day Order Shipping

Dole & Bailey, Inc.

Implementation Date: 04/04/23

PURPOSE: Process for Same Day Shipping to select, scan, and invoice product to complete orders.

- Orders will be dispensed down tube.
 - Please pass tags to departments



- Select the product that you select and use scan gun to scan pallet labels and cases against sales order tag.
- Carry WMS Pre-Pick labels with you for case breaks.
- All WMS pre-picks will start with [10



- Once orders are tagged and packed- Check PACKER TRACKER –

PACKER TRACKER - Packed Lines by Route

Exit Clear Refresh

Red- incomplete
Green - Complete
White - Partially complete

Departments...

Route	A	B	E	ES	K	L	N	X	Total %	Invoiced %
14				100.0% 0/0/1					.0%	.0%
81	.0% 0/0/2						100.0% 0/0/2		50.0%	25.0%
92			.0% 0/0/1			100.0% 0/0/1		50.0% 0/0/2	50.0%	33.3%
94	100.0% 0/0/2	100.0% 0/0/1	.0% 0/0/1		50.0% 0/0/4		100.0% 0/0/4	100.0% 0/0/1	76.9%	66.7%

- Select same day date and review all orders to be complete. If any of the boxes are not green, click on the box, determine the product, and see what the hold up is.

Route 94 and Department K Line Query

Exit View

ORDER NUMBERS

All Packed Un-packed

Select or right-click on list line to access exception clearing options

Customer	Order	Batch	Item Description	Item Number	Ordered	Packed	Weight	Comple...	Variance
1631	102996	000961	9 K SALMON SMK SLI SPRUCEPOINT 2#	742690	1.00	1.00	3.15	Yes	.00
1631	102996	000961	9 K CAVIAR SALMON ROE 50G	742243	2.00	2.00	.70	Yes	.00
72309	102966	000949	9 K FISH SALMON KVAROY FILLET 4-5#	562441	4.00	.00	.00		.00
99239	102963	000948	9 K FISH SALMON KVAROY FILLET 4-5#	562441	4.00	.00	.00		.00

Order/Packed top 2 complete, bottom 2 not scanned and incomplete

- If any items are to be marked out, select the line in PACKER TRACKER and hit clear exception on the bottom. Please also notify sales of any same day outs.

Route 94 and Department K Line Query

Exit View

All Packed Un-packed

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Highlight Line above and select CLEAR EXCEPTION to mark out the line

Clear Exception

Red = Weight Packed - Out of Tolerance

- Write and OUT/SHORTS on packing slip and send up to sales for final Invoicing.