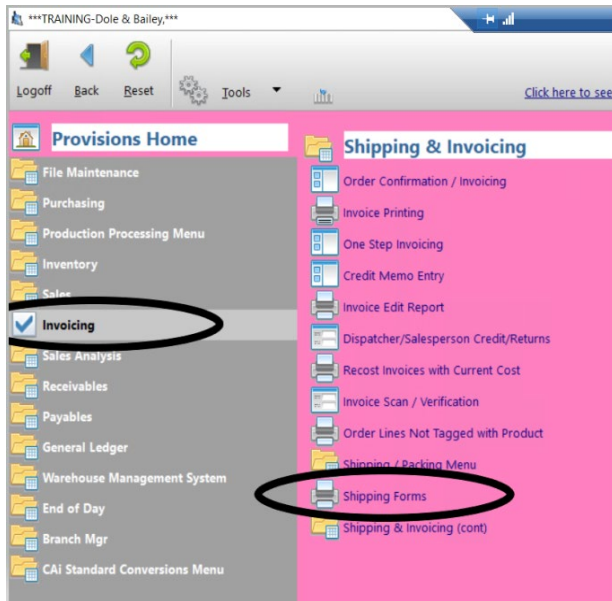


Standard Operating Procedure

Provisions – Running Lists

Running Lists



1. Choose **Shipping Forms** under the **Invoicing** section of Provisions.
2. Select **Packing Sheet by Customer or Item** in the Formats column and then **Department/UM/Location/Item (Day 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. Click on the Item Selections tab. **Choose the list(s)** you'd like to run from the Department Selection list.
6. Run the report to a PDF and then print it out.
7. Leave the Batch # field alone unless you need to reprint a patch. Click on the magnifying glass to find the specific Batch # or customer code to reprint the Shipping Forms and Labels.

Printing Labels for Each List

1. Choose **Shipping Forms** under the **Invoicing** section of Provisions.
2. Select **Labels by Item** from the Formats column and then **Department/UM/Location/Item (Day Pick)** in the Sorting Options column.
3. Enter **Batch #** from your report or click on the magnifying glass to find and select the report you just ran.
4. Press **Run** and tickets will print.

Monday for Monday Process

1. Kevin Edmonds will run ALL Monday morning lists and labels!!!
2. After 6 am, CMs will then go into the Batch field and print Monday morning's PDF list of items to order, which is organized by department.
3. To print the Monday AM Batch:
Invoicing → Shipping Forms → Batch Number (press the magnifying glass to find the correct list from Monday AM) → Run a PDF to print.