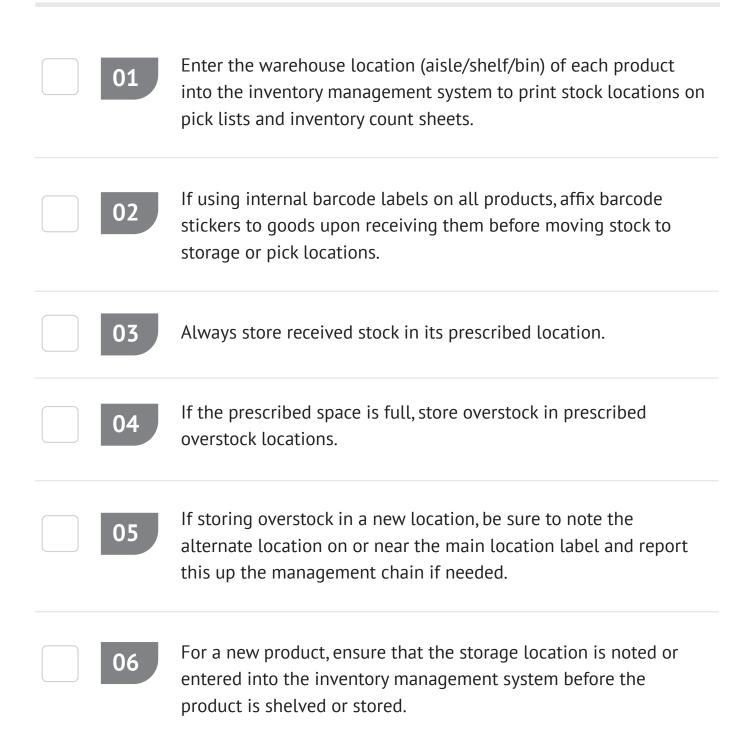
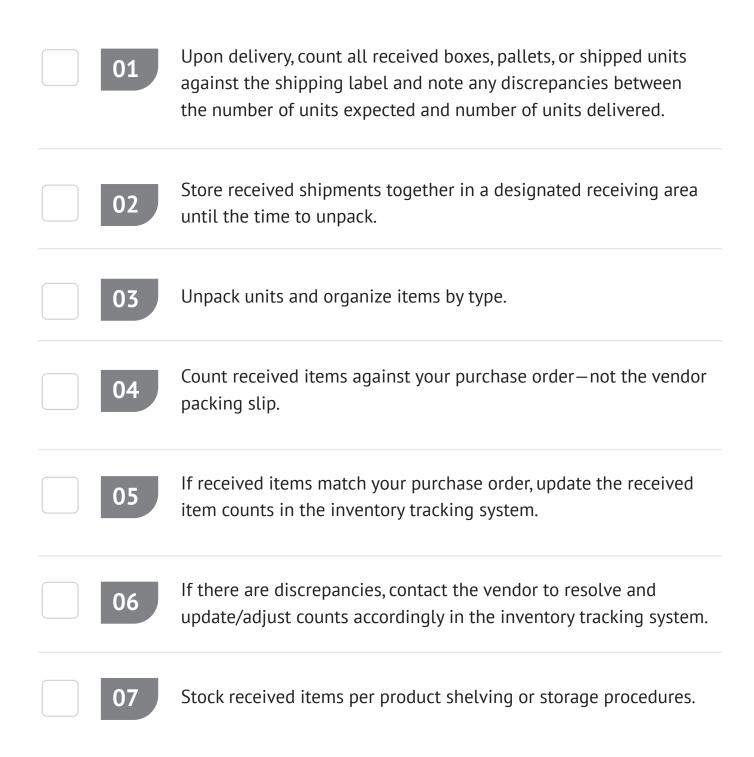


Inventory Tracking Procedure



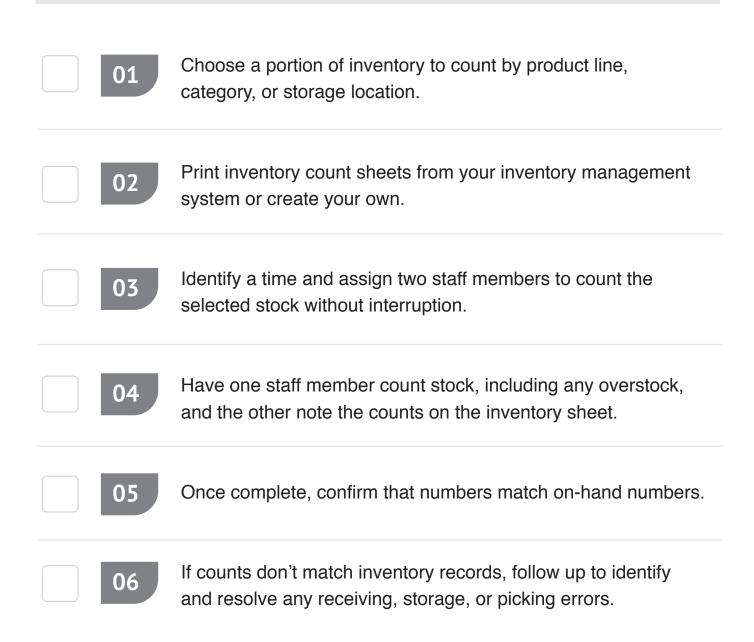


Inventory Receiving Procedure



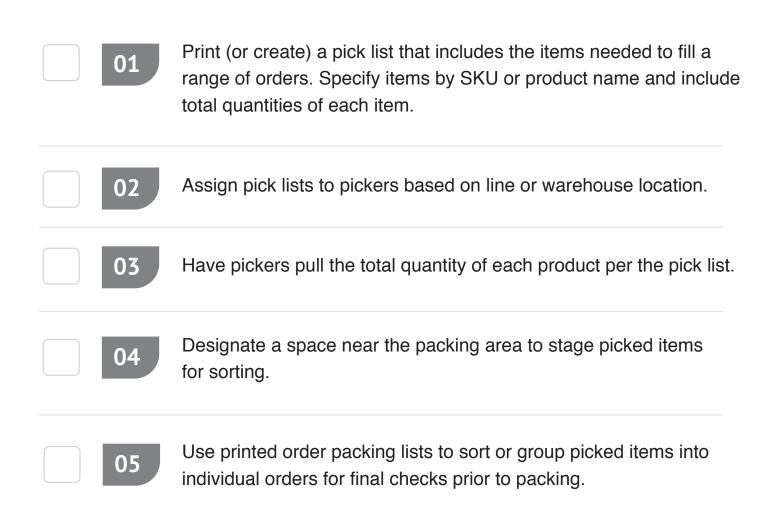


Inventory Cycle Count Procedure



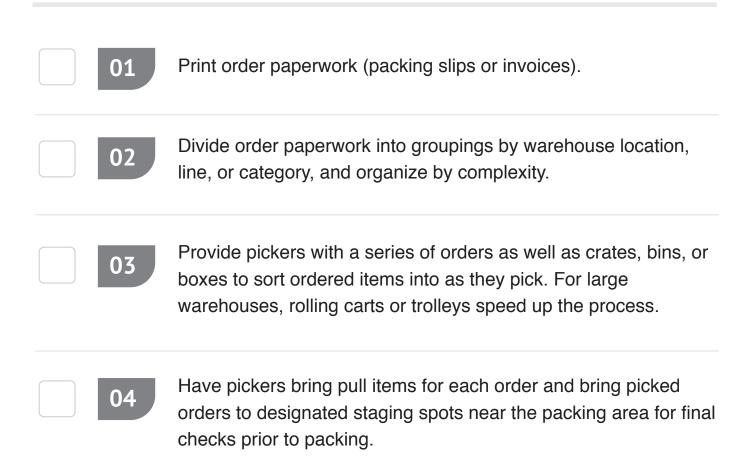


Batch Picking Procedure





Per-Order Picking Procedure





Final Check & Error Resolution Procedure

01	Have staff members perform final checks on picked orders using barcode scanners or visual checks against order paperwork.
02	Examine for variables like size or color.
03	Have staff physically mark line items with a checkmark if needed to ensure accuracy.
04	If an error is found, move that order to a designated spot to be corrected without interrupting the checkers' progress.



Order Packing Procedure

01	Assemble all applicable shipping boxes or mailers for the group of orders to be packed.
02	Move one or a small group of checked orders from the staging area to the packing area (or pack checked orders where they sit if working in a small space).
03	Have packing staff do a final check (visually or via barcode scan) that the items to be packed match the order's paperwork.
04	Pack items as needed using appropriate, prescribed packing materials.
05	Insert or attach the order paperwork to the box and move it to the shipping area for labeling.



Batch Labeling Procedure

01	Cross-check the shipping label to the order packing slip or other paperwork included in the packed box.
02	Insert order paperwork, close and seal box, and affix label.
03	Move the parcel to the designated shipping cart or pickup area.



Single Parcel Labeling Procedure

01	Place the packed parcel on the shipping scale.
02	Enter or barcode scan the order number into your shipping system to populate the label information.
03	Select or enter the box size of the package.
04	Enter the weight and size of the package manually, or (if the scale is integrated into your system) double-check that the weight is correct.
05	Compare rates among carriers and various shipping methods in your shipping software program.
06	Select and purchase the appropriate carrier and shipping method.
07	Print label.
08	Insert order paperwork, close and seal box, and affix label.
09	Move the parcel to the designated shipping cart or pickup area.



Shipment Pickup Procedure

01	Sort parcels by carrier.
02	Print carrier end-of-day paperwork and shipment barcode labels.
03	Place end-of-day paperwork with the appropriate parcel stack.
04	Have staff meet the carrier driver and present end-of-day paperwork to be scanned.



Shipment Drop-off Procedure

01	Sort parcels by carrier and load into bags or bins (to ease transport)
02	Print carrier end-of-day paperwork and shipment barcode labels.
03	Place end-of-day paperwork with the appropriate parcel stack, bin, or bag.
04	Load parcels into vehicle, making sure to keep groupings separate i dropping off to multiple carriers.
05	Drop off parcels at carrier facility.
06	Present end-of-day paperwork to be scanned by carrier staff.