	Repack Material & Beer Sample Shipment		
	Owner: T. Guire		BREW-WH-SOP-0049
	Approved by: B. Aman	Rev: 1	Rev. Date: 12/14/2022

1. **Scope** – Includes packaging and shipment of the following items:
 - Cardboard to distributors that need to replace damaged or missing cardboard in order to sell our products.
 - Product samples that sales representatives have requested be shipped to potential clients.
 - Product samples that are sent to Headquarters office for Quality testing and archival.
 - Product donated for special events.
 - Miscellaneous items such as raw ingredients bound for other breweries or components to be cleaned.

2. **Purpose** – Provide instructions for managing operations of the Repack area and for packaging items efficiently for safe and economical transport.

3. **References** - Cross-reference any related document.


4. **Safety Considerations / Requirements**
 - Hazardous Materials
 - CO2/Gas Exposure
 - Glass Exposure
 - Special Safety Equipment Required
 - Confined Space Permit Required
 - Lockout Tagout Procedures Required
 - Substance Containment Procedure Required
 - Other:

5. **Additional Personal Protective Equipment (PPE) Requirements** - Assumes Safety Glasses, Safety Shoes, Bump Cap and Hearing Protection are worn in required areas and locations.
 - Chemical Suit/Apron & Coat
 - Chemical Gloves
 - Cut Resistant Gloves
 - Rubber Boots
 - Other:
 - Face Shield
 - Goggles
 - Dust Mask
 - Arm Guards

6. **Equipment and Materials** – boxcutter, packaging tape dispenser, bubble wrap in large air-pocket and small air pocket varieties, rolls of clear and black stretch wrap, label printer, alcohol labels,

7. **Food Safety Risks and Requirements** - NA

8. **Quality Considerations** - NA

	Repack Material & Beer Sample Shipment		
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9. Environmental - NA

10. Applicable Job Title – Warehouse Operator


11. Terminology and Acronyms - Explain the terminology and acronyms used in the procedure.

- Repack = Repack Materials = cardboard packaging materials for a particular product sent to distributors so that they can repackage product which had damaged packaging.
- Repack = Repack Area = Area of South Warehouse dedicated to shipment of repack materials and beer samples, as described in this procedure.


12. Special Notes - NA

13. Table of Contents

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14. Procedure

Steps	Image and/or Additional Information
Introduction to Repack Area	
<p>1. Repack & Shipment operations take place from the SE corner of South Warehouse, & include packaging & shipment of:</p> <ul style="list-style-type: none"> • Cardboard to distributors that need to replace damaged or missing cardboard in order to sell our products. • Product samples that sales representatives have requested be shipped to potential clients. • Product samples that are sent to Headquarters office for Quality testing & archival. • Product donated for special events. • Miscellaneous items such as raw ingredients bound for other breweries or components to be cleaned. <p>It is common to exceed 100 orders/week including over 300 packages & multiple pallets.</p>	
<p>2. The Repack area has specific area designations:</p> <ol style="list-style-type: none"> a. Storage of packaging materials & commonly requested cardboard (wraps, cartons, trays...) b. Storage of commonly needed finished goods c. Staging & packaging for UPS Ground shipments d. Staging & packaging for shipment of pallets (Pilot or UPS freight LTL) 	
	



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Steps

Image and/or Additional Information

3. Where packaging materials are stored (shown below), you will find the items listed. Note what each is commonly used to ship:

ID	Item	Common Usage
a	Clear bubble wrap – small air pockets	wrap around individual bottles & cans; wrap around cases of product
b	Boxes – 8" x 8" x 8"	1-2 bottle sample
c	Boxes – 12" x 12" x 10"	single 12-pack; multiple cans or bottles
d	Boxes – 17" x 17" x 12"	case of 2 /12-pack cans; case of 12-pack bottles; up to 170 2/12-pack can wraps
e	Boxes – 22 3/8" x 14 1/2" x 14 1/2"	2 cases of cans; 1 case of bottles; wraps in large quantities
f	Boxes – 23" x 18" x 12"	200 wraps; 100 trays
g	Boxes – 26 5/16" x 20 5/16" x 12 1/2"	50 4/6-pack mother cartons for bottles





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4. You may store **cardboard items** for commonly requested products in Repack to reduce the frequency & duration of time you spend sourcing such items from other warehouse locations. This can include:
- Wraps (mostly boxes with counts from 165-250 per box; highly requested items such as Tea Original / Lemon may use a full pallet of each)
 - Cartons
 - Trays
 - 6-pack carriers
- To do so:
- a. Find required cardboard items within South Warehouse or Main Warehouse.
 - b. Record [Qty Used] for each item removed from other locations on one of the Repack Inventory Lists (Sparkling Water, Beer, Tea, or Cider).
 - c. Send Inventory Control the list of items taken so they can adjust inventory of items.

b, c

Cider Repack Inventory List

Product Name	Item Description	Part #	Qty Used
Fuji Apple	4/6pk Mother Carton	21063	
	6pk Carrier	21060	
	12pk carton	23593	
	12pk Can Wrap	23577	
	6pk Can Wrap	23576	
	4pk Can Wrap	23627	
Mack Apple	4/6pk Mother Carton	21094	
	6pk Carrier	21093	
	4pk Can Wrap (16oz)	21062	
Blush	4/6pk Mother Carton	21083	
	6pk Carrier	21080	

References:

- Form (Tea Repack Inventory List) BREW-WH-FRM-0003
- Form (Cider Repack Inventory List) BREW-WH-FRM-0004
- Form (Sparkling Water Repack Inventory List) BREW-WH-FRM-0005
- Form (Beer Repack Inventory List) BREW-WH-FRM-0006



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Steps

Image and/or Additional Information

5. You may store commonly requested **finished goods** in the Repack area to reduce the frequency & duration of time you spend sourcing such items from other warehouse locations.

This can include:

- Full cases for shipment
- Cases from which you can draw individual samples, 6-packs, or 12-packs

To do so:

- a. Find required product within South Warehouse or Main Warehouse.
- b. Record item name, number, quantity, & original storage bin location
- c. Do transfer in SAP of item to Repack area storage bin location

Reference: How to Research Inventory and Perform Bin-to-Bin Transfers in SAP BREW-WH-SOP-0015.docx



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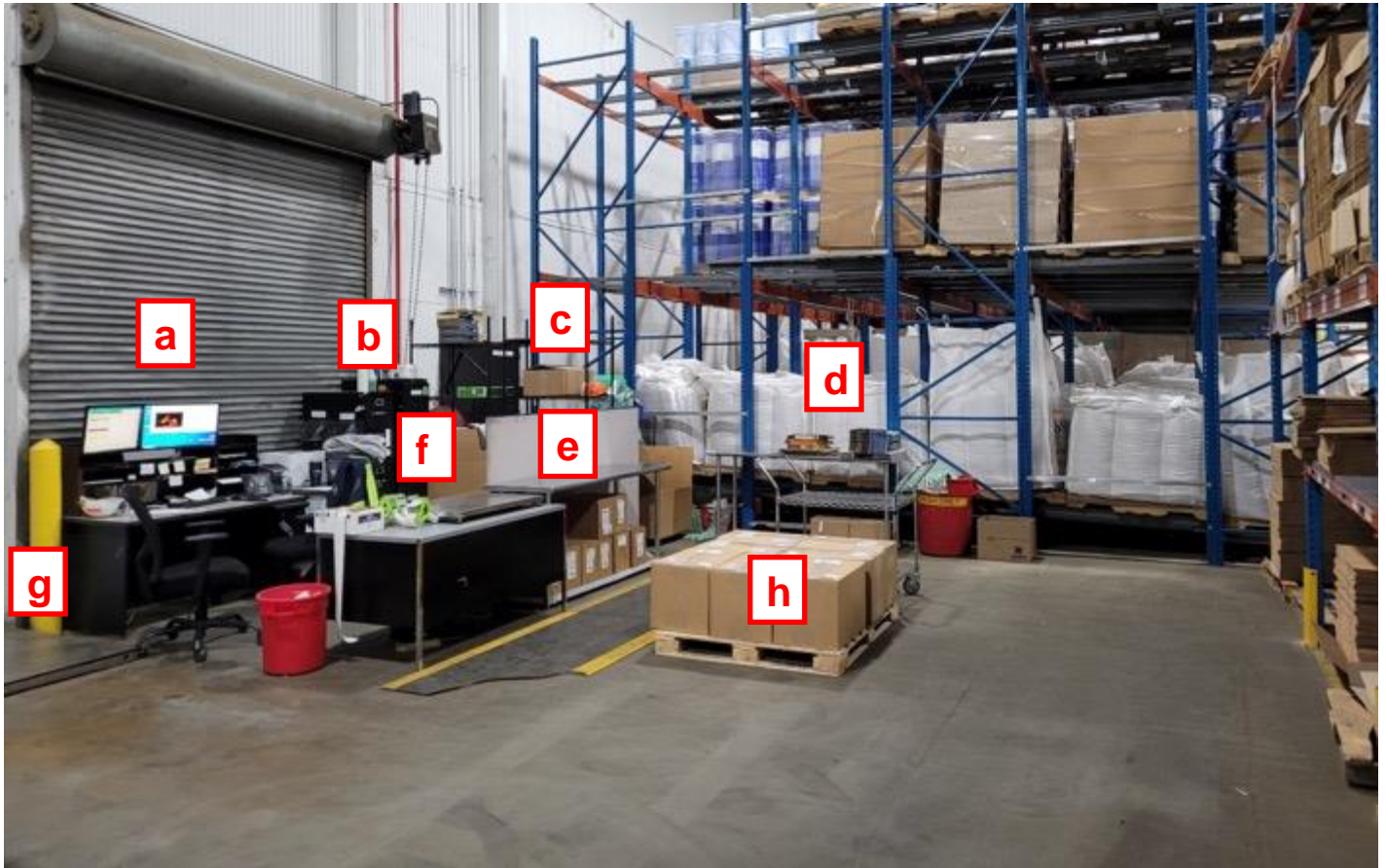
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Steps

Image and/or Additional Information

6. The area used for staging & packaging of UPS Ground shipments shown below is organized & equipped as follows:
 - a. Computer Workstation & Printer
 - b. Filing Cabinets – for storage of shipment records
 - c. Supplies – labels, packing envelopes, green large-pocket bubble wrap, ...
 - d. Staging
 - e. Packaging Table
 - f. Table-top Scale & UPS labels
 - g. Floor Scale
 - h. Pallet – to hold daily UPS packages that will be taken to front of South Warehouse when full; at times, multiple pallets can be loaded up in a day





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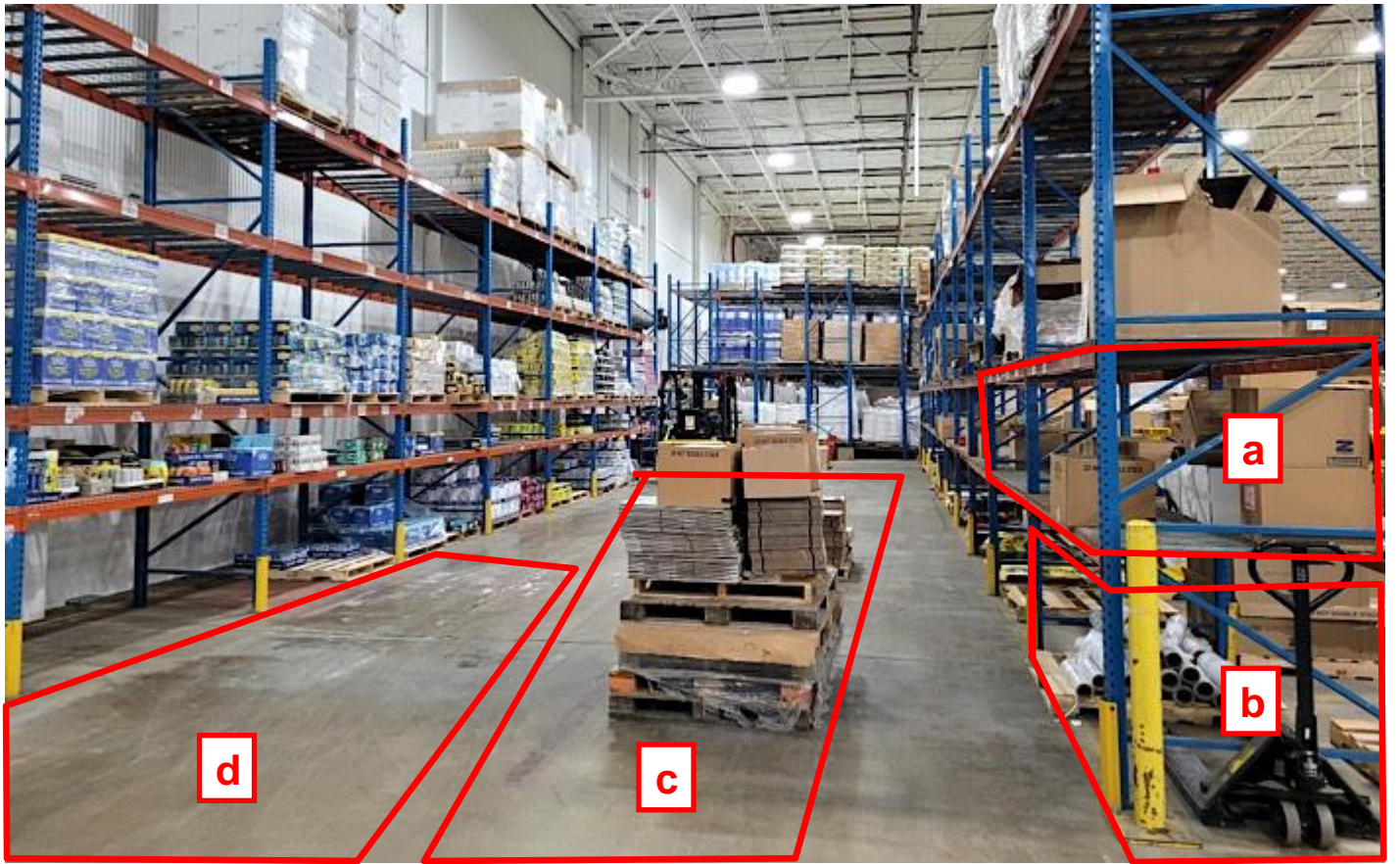
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Steps

Image and/or Additional Information

7. The area used for staging & packaging for shipment of pallets (Pilot or UPS freight LTL) shown below is organized & equipped as follows:
- Staging area for items to be stacked on pallets
 - Supplies & equipment
 - Pallets being built for shipment
 - Staging area for finished pallets to be taken to front of South Warehouse



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Steps	Image and/or Additional Information
<p>Beginning of Shift</p> <p>1. Beginning of Shift:</p> <ol style="list-style-type: none"> a. Log into your Windows account. b. Open UPS WorldShip from icon on Windows Desktop; it may take several minutes to load. c. Check Repack email for incoming orders from overnight or weekend. d. Print 2 copies of all orders, including any attached forms. e. Determine whether order will require Ground UPS, or Freight shipment (to Headquarters or otherwise). Place into corresponding hanging bin. f. Check if there are "Priority Notes" requested on order forms or in email. Use these to prioritize which orders to fulfill first. <p>As shift continues, continually monitor your email, completing steps c-f.</p>	
<p>Common Process</p> <p>1. Although orders for shipments can come from various sources, and comprise a variety of items as discussed at the beginning of this SOP, the common process for handling them, in stages that will be discussed in detail in later steps, is:</p> <ol style="list-style-type: none"> a. Collect & Prioritize Orders. b. Determine Shipment Method. c. Pick & Stage Orders (2 possibilities: (1) Self-Picked, (2) Provided by Quality or Another Department) d. Package & Ship orders. 	



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Steps

Image and/or Additional Information

2. Collect & Prioritize Orders:

- a. Review orders by email – Order Forms should be attached to emails for any Beer or Repack items.
- b. Print 2 copies of order, including any forms attached (Repack Material Order Form, Beer Sample Order Form).
- c. Prioritize orders – Check Special Instructions area of form, or dates needed in email.

a, b

BEER COMPANY REPACK MATERIAL ORDER FORM	
Send all requests to repack@ beer.com	
orders will be fulfilled via your next beer shipment to wholesaler; if this is not possible, orders will ship via ups	

SHIP TO INFORMATION		SPECIAL INSTRUCTIONS
Dist ID (eg000AAA):	300UNI	eg rush order/need by date
Dist name:	United Distributing	Rush Order Need by Fri 5/19 2309199 ships Fri from SAPB
Mailing address:	5500 United Dr.	
City/State/Zip:	Smyrna, GA 30082	
Contact name:	Alan Ballingall	
Phone:	678-305-2000	
Email:	aballingall@udiga.com	

c

FOR BEER COMPANY USE ONLY: v2.3		
date ordered:	load #:	date shipped:
date filled:	sales order:	weight/location:

TEA PRODUCTS

HALF AND HALF	
4/6pk mother carton	
6pk carrier	
12pk carton	
2/12pk bottle tray	
12PK can wraps	
12pk can tray	2,300
24oz loose can tray	
16oz loose can tray	
18pk can wrap	

a

12pk can tray	2,300
---------------	-------

PARTY PACK	
12PK can wraps	



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3. Determine Shipment Method:

For each order, determine whether UPS Ground or pallet shipment is preferable based on following principles:

- Repack cardboard orders –
 - Primarily UPS Ground as orders generally are in quantities that fit within a small number of packages, weighing less than 50 pounds each.
 - If a pallet or more can be filled, send by UPS Freight LTL.
- Product orders or miscellaneous items –
 - If less than 10 boxes (20 cases of cans or 10 cases of bottles) – each weighing less than 50 pounds, send UPS Ground.
 - If case count above exceeded, but within 2 pallet spaces (4000 pounds), send on pallets via Pilot Sprinter Van.
 - It is generally preferred to send pallets of product by Pilot rather than Freight LTL because Pilot's direct exclusive-use vehicles offer a greater degree of protection from damage. Freight shipments can involve multiple occasions of loading & unloading before arrival at the customer, allowing for more chances that product could be damaged on arrival.
 - If more than 2 pallet spaces (Inform Pilot of # pallets spaces & weight so they can schedule correct truck size for pickup.)



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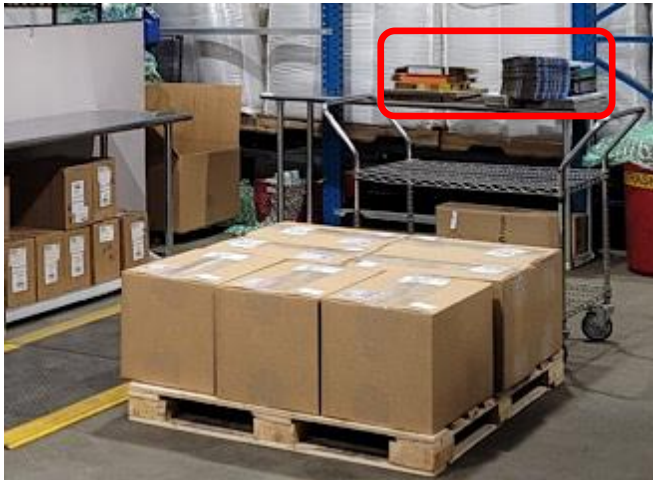
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Steps

Image and/or Additional Information

4. Pick & Stage Orders (Self-Picked):


- a. Pick & stage items found in Repack Area.
 - Stage items in designated staging area (either UPS Ground or Pallet shipment areas).
 - Note quantities of items picked & remaining amounts that must be sourced elsewhere.
- b. Make a “shopping list” of items needed to complete orders that you can source from other areas of South Warehouse or from Main Warehouse.
- c. Pick items from other locations & bring them to Repack area
 - Identify Repack items taken on Inventory Lists that must be taken to Inventory Control
 - Transfer finished goods items taken to Repack area using SAP
- d. Stage each order, ensuring that all requested items are included.
 - If any items were not in stock (e.g. because the product is out-of-season), cross it off on the form and/or inform the requestor that it is Not Available (NA).





Items Staged in UPS Ground Staging Area



Items Staged in Pallet Staging Area

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Steps	Image and/or Additional Information
<p>5. Pick & Stage Orders (Provided by Quality or Another Department):</p> <p>a. Quality Samples:</p> <ul style="list-style-type: none"> • Quality collects samples from production every day & places them on pallet(s) outside Quality Department in Main Building. • By Wednesday when you leave/arrive at Main Building at end/start of shift, you will have an idea of # pallet positions & weight that will need to be sent Thursday morning to Headquarters office, so you can make any special truck arrangements with Pilot if necessary. • On Thursday morning, bring pallet(s) to South Warehouse with a forklift so you can load them onto a Pilot van/truck for pickup that day. We schedule Pilot for Sprinter Van pickup every Thursday, unless special arrangements are needed for a larger vehicle because other items need to go to Headquarters that will exceed 2 pallet positions (2) &/or weight capacity (4000 lbs.) of a Sprinter Van. 	
<p>5. Pick & Stage Orders (Provided by Quality or Another Department), continued:</p> <p>b. Items from Another Department:</p> <ul style="list-style-type: none"> • These may be raw material ingredients from Brewing that need to go to Headquarters Office or components that need cleaning. • Ask department to provide weight, # pallet spaces, delivery location, & date delivery needed so you can schedule with Pilot at least a day in advance for correct truck size for pickup. • Ask department to deliver items to front of South Warehouse at a time convenient for you to place items on a Pilot van/truck. 	

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Steps	Image and/or Additional Information
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<p>6. Package & Ship Orders (details provided later in SOP):</p> <ol style="list-style-type: none"> a. Package order securely. b. Weigh packages and/or pallets. c. Complete UPS WorldShip® software process to obtain pricing & labels for UPS Ground or UPS Freight LTL shipments. d. Ensure that shipping documents & labels (if applicable) accompany or are attached to packaged items. e. Take packaged items on pallets to front of South Warehouse. <ul style="list-style-type: none"> • UPS Ground packages when pallet is full or by end of day (for shipment next day). • Pallets for shipment by Pilot or UPS Freight prior to scheduled pickup time. 	
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UPS Ground Packaging & Shipment	
---------------------------------	--

<p>1. When assembling boxes for UPS shipments:</p> <ol style="list-style-type: none"> a. Unfold box. b. Fold in small flaps on one end. c. Fold large flaps together to cover small flaps. d. Starting from one side, apply packaging tape across joint to other side. Apply one or more additional layers of tape across joint to secure bottom of box. 	
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Steps

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2. When packaging Repack cardboard materials for UPS Ground shipments:
 - a. Select a box size suitable for the cardboard, using the table in Step 3 of “Introduction to Repack Area” section as a guide.
 - b. Assemble box securely as in previous step.
 - c. Place cardboard materials so that most items are flat against bottom or side.
 - d. Stack additional layers (if applicable) to be as flat against previous product as possible.
 - e. Place enough green, large pocket bubble wrap on top to ensure box is full & seals up flat, rather than sunken-in.





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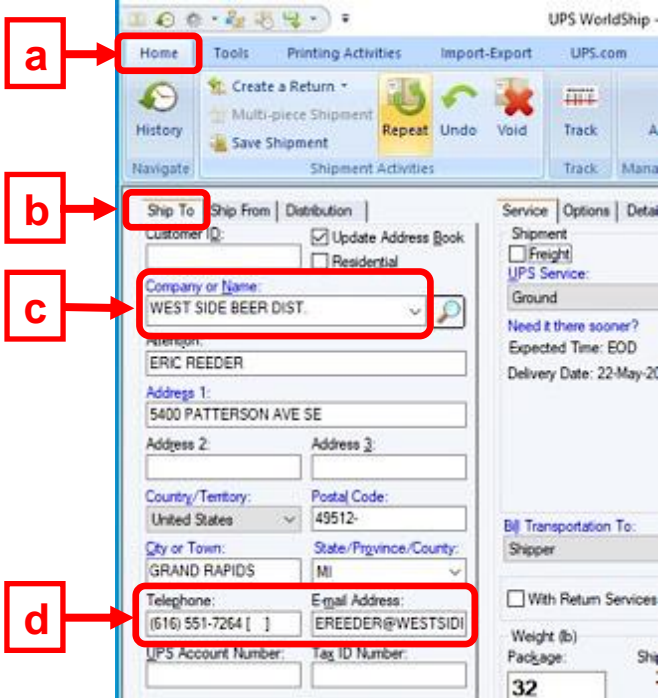
Steps

Image and/or Additional Information

3. When packaging product containing alcohol into a box for UPS Ground shipping:
 - a. Place box onto table scale. Tare scale. Line inside bottom of box with green, large-pocket bubble wrap.
 - b. If items are individual cans or bottles, individually wrap with clear, small-pocket bubble wrap. Cases of cans or bottles, or 6-packs of bottles do not need to be wrapped with the small-pocket bubble wrap before they are placed into box.
 - c. Place items into box on top of green bubble wrap that covers bottom.
 - d. Place green large-pocket bubble wrap between package & all inside surfaces of box.
 - e. Cover top of package with green, large pocket bubble wrap. Seal box.
 - f. Take note of weight. Enter this package weight into UPS WorldShip® software as seen in the following steps.
 - g. Apply UPS Ground Shipping label that prints after executing [Process] command in UPS WorldShip® software.
 - h. Insert Packing List into Packing Envelope, then attach to package.
 - i. Apply label with title, "CONTAINS ALCOHOLIC BEVERAGES".



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Steps	Image and/or Additional Information
<p>4. For UPS shipping, do following in WorldShip®:</p> <ol style="list-style-type: none"> Click on Home tab if not already showing. Click on Ship To tab if not already showing. Enter [Company or Name (of individual)]. <ul style="list-style-type: none"> If name has been used before, it will populate all recent info into a scrollable list. There may be multiple entries for company entered, so ensure you select correct address. For correct address, there may be multiple "ATTENTION:" names. Select correct one. Once you have correct choice, press [ENTER]. Ensure [Telephone] & [E-mail Address] match with information from current order; if not, type correct information into these fields. 	



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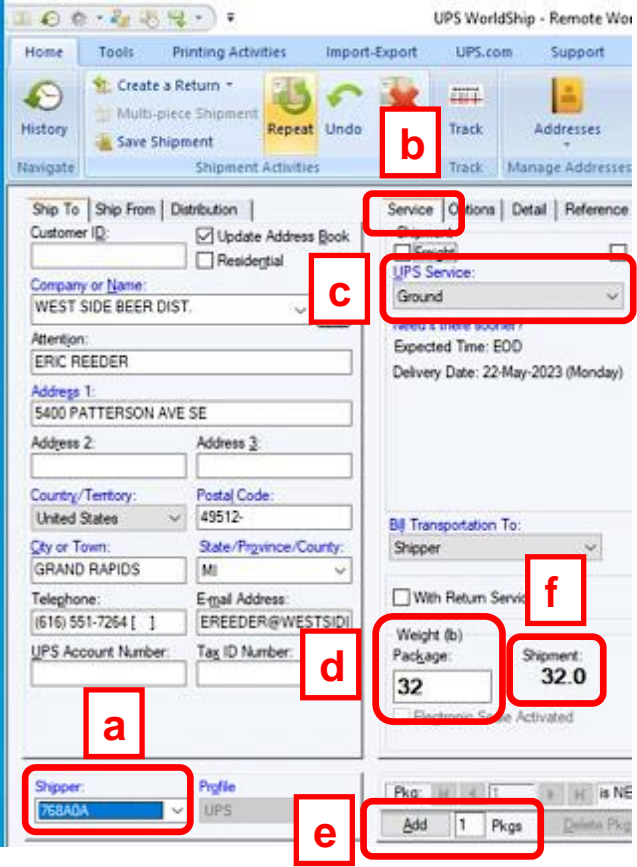
5. For UPS Ground shipments of Repack material do following:
 - a. [Shipper] = 300AF2
 - b. Select Service tab if not showing
 - c. [UPS Service] = Ground
 - d. [Package] = weight reading on scale for package
 - e. If there are more packages than one, click [Add] & then enter weight of additional package as before. Repeat until all packages are added to shipment.
 - f. Shipment weight will increase with each package added.
 - g. Click [Process Shipment] or press F10 on keyboard.
 - h. Label printer will print box labels. Printer will print UPS Confirmation page.

Image and/or Additional Information

The screenshot shows the UPS WorldShip software interface. The interface includes a top navigation bar with options like Home, Tools, Printing Activities, Import-Export, UPS.com, and Support. Below this is a main workspace with various tabs and buttons. Red boxes and letters highlight the following elements:

- a**: The Shipper dropdown menu, currently set to 300AF2.
- b**: The Service tab in the top navigation bar.
- c**: The UPS Service dropdown menu, currently set to Ground.
- d**: The Package weight input field, currently showing 32.
- e**: The Add button in the package list.
- f**: The Shipment weight input field, currently showing 32.0.
- g**: The Process Shipment button, which is labeled F10.

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Steps	Image and/or Additional Information
<p>6. For UPS Ground shipments that are Beer Requests (product, alcohol), make following selections on that screen instead:</p> <ol style="list-style-type: none"> [Shipper] = 7680A Select Service tab if not showing [UPS Service] = Ground [Package] = weight reading on scale for package. If there are more packages than one, click [Add] & then enter weight of additional package as before. Repeat until all packages are added to shipment. Shipment weight will increase with each packaged added. 	 <p>The screenshot shows the UPS WorldShip software interface. Red boxes labeled 'a' through 'f' highlight specific elements: 'a' points to the Shipper dropdown menu; 'b' points to the Service tab; 'c' points to the UPS Service dropdown menu; 'd' points to the Package weight input field; 'e' points to the Add button; and 'f' points to the Shipment weight field.</p>



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Steps

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6. For UPS Ground Beer Requests (product, alcohol), continue process as below:
 - g. Click on Options tab.
 - h. Select [Delivery Confirmation] box.
 - i. Select [Adult Signature Required] radio button.
 - j. Click on Reference tab.
 - k. In [Reference Number 1] type in "Alcohol".
 - l. If there are more packages than one, select [Use on all packages] box.
 - m. Click [Process Shipment] or press F10 on keyboard.
 - n. Label printer will print box labels. Printer will print UPS Confirmation page.

The screenshot shows the UPS shipping software interface with several elements highlighted by red boxes and letters:

- g**: Points to the **Options** tab in the top navigation bar.
- h**: Points to the **Delivery Confirmation** checkbox in the **Shipment Options** section.
- i**: Points to the **Adult Signature Required** radio button in the **Package Delivery Confirmation** section.
- j**: Points to the **Reference** tab in the top navigation bar.
- k**: Points to the **Reference Number 1** input field, which contains the text "Alcohol".
- l**: Points to the **Use on all packages** checkbox next to the **Reference Number 1** field.
- k**: Points to the **Process Shipment F10** button at the bottom right of the interface.



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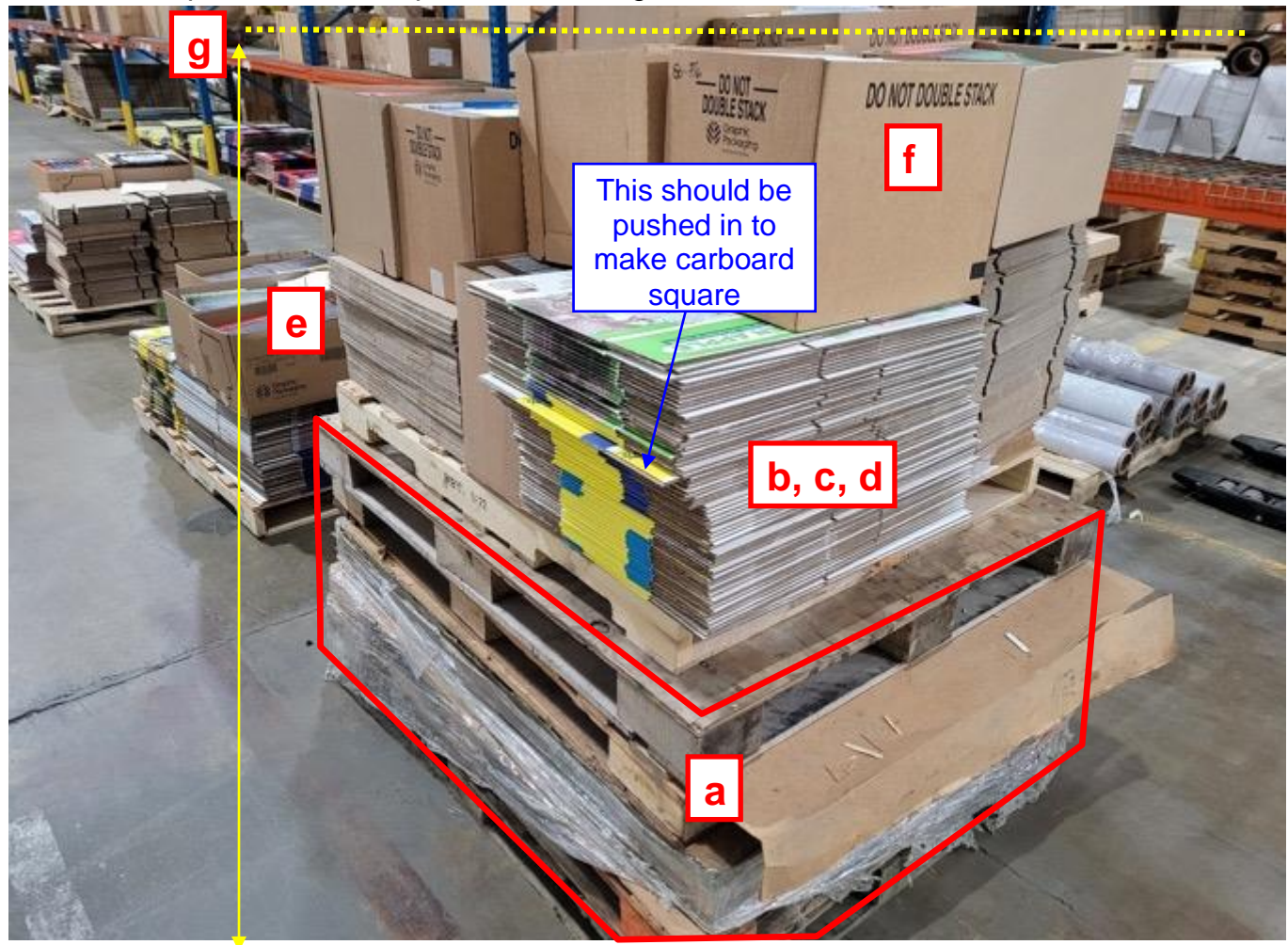
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Steps

Image and/or Additional Information

Pallet Packaging & Shipment

1. When stacking items on a pallet for shipping, apply following guidelines:
 - a. Raise pallet you are working on to a level that you can place heavy items without bending.
 - This can also help when it's time to apply stretch wrap to finished pallet.
 - b. Heavier items on bottom. Try to have a low center-of-gravity so items don't topple over.
 - c. Wider items on bottom can make a good base for narrower items above.
 - d. Try to get pallet as level as possible. Ensure that all cardboard is flat & supported.
 - e. Avoid items overhanging or going past edges of pallet – which can lead to damage.
 - f. Follow guidelines of product manufacturer. If box of wraps says, "Do Not Double Stack", do not do so, to avoid damage.
 - g. Don't exceed height of regular product pallets – approximately 5 feet.
 - h. Don't place items on top that can damage or deform items below.





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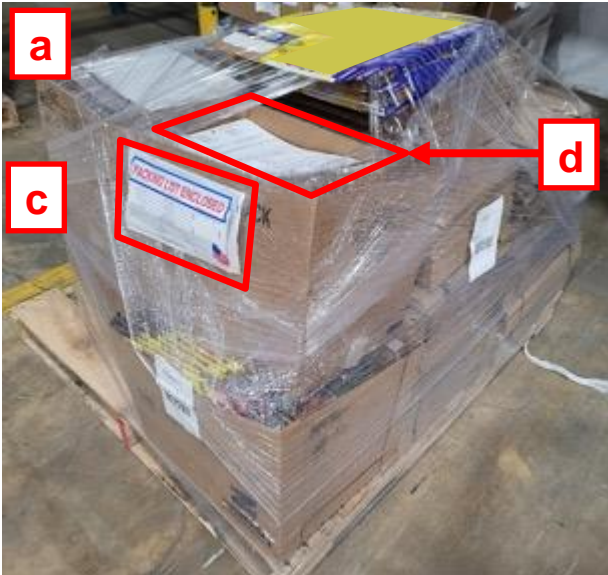
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Steps

Image and/or Additional Information

2. When wrapping items that are shipped by pallet, be sure of following:
 - a. All items shipped by pallet must be wrapped with clear wrap.
 - b. Be sure that clear wrap is attached to wooden pallet, wraps completely around contents on pallet, & wraps over top of items to prevent anything from falling out.
 - c. Packing Envelope containing Packing List is attached to pallet.
 - d. Copy of shipping paperwork is included on top of pallet for driver.
 - e. If product containing alcohol is on pallet, apply a 2nd layer of black stretch wrap over clear wrap so that alcoholic product is not visible. Attach Packing List to black wrap & place copy of paperwork on top.





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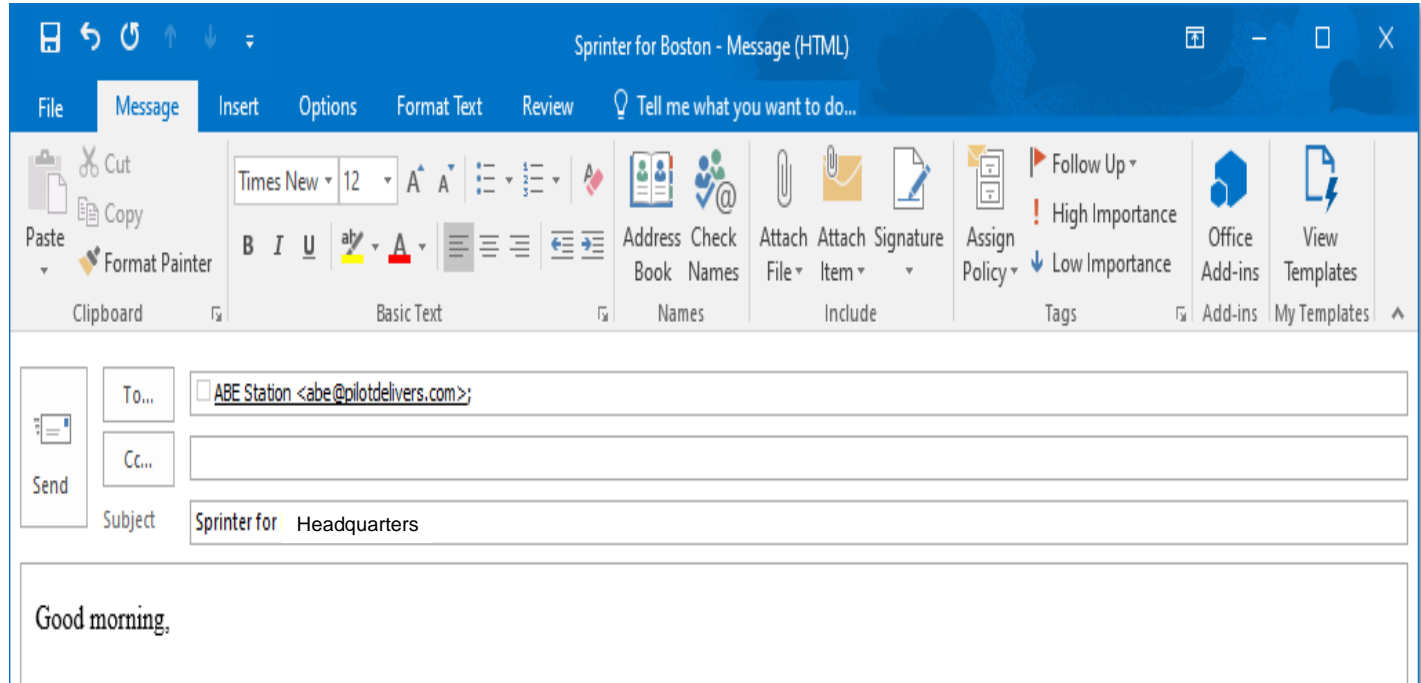
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Steps

Image and/or Additional Information

3. Pilot Shipments – Weekly Headquarters Shipment: Schedule as shown in example below.



4. Pilot Shipments – Other than Weekly Headquarters Shipment:

Send email to contacts shown in previous step, but provide this additional information:

- When cargo will be ready. If it is ready when scheduling, they will send a van ASAP.
- Cargo (# pallets, type, weight of each pallet & if it is HazMat)
 - If HazMat (generally on liquid flavoring), Brewing will supply MSDS.
- Destination address
- Contact person at destination, including phone number



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Steps

5. Pilot Shipments: Reply & Confirmation
 - a. If they require any further info, they will request it on their reply email, confirming they have received your request & are working on scheduling a truck/van.
 - b. Once they have scheduled appropriate vehicle, they will send a BOL via email & usually provide an estimated time of arrival (ETA) for any shipments ready at time of scheduling.
 - c. Print BOL (x3) & sign (2) two of them
 - d. Place all 3 sheets with shipment.

Image and/or Additional Information

The image shows a screenshot of a Pilot Waybill form. At the top right, there is a red box containing the letter 'C'. The form includes fields for 'SHIPMENT #' (088788972), 'DATE' (03/2023), and 'PILOT ACCOUNT NO.' (326261). It also features a 'NON-NEGOTIABLE WAYBILL' section and a 'SEE CONDITIONS OF CONTRACT ON REVERSE' section. The form is divided into several sections: 'SHIPMENT SERVICES', 'EXCLUSIVE VEHICLE', 'INTERMEDIATE SERVICES', 'FREIGHT CHARGES', and 'CARRIER NOTES/LOADING'. The 'SHIPMENT SERVICES' section includes checkboxes for 'First Flight Service', 'Next Day AM', 'Next Day PM', 'Two Day', and 'Three Day'. The 'EXCLUSIVE VEHICLE' section has a checkbox for 'Exclusive Vehicle'. The 'INTERMEDIATE SERVICES' section includes checkboxes for 'No Street', 'No Curbside', and 'No Door-to-Door'. The 'FREIGHT CHARGES' section includes checkboxes for 'Prepaid' and 'Collect'. The 'CARRIER NOTES/LOADING' section includes a checkbox for 'Special Handling' and a checkbox for 'Special Handling - No Lift'. The form also includes a 'RECEIVING' section and a 'SPRINTER VAN' section.

6. Pilot Shipments: Loading

When loading items onto a Pilot van or truck, load into rear door. Driver will secure pallet to van with a strap.

Provide 2 copies of BOL for driver.

Maintain last copy of BOL for placement into Daily Completed Shipments bin.





Repack Material & Beer Sample Shipment

Owner: T. Guire

BREW-WH-SOP-0049

Approved by: B. Aman

Rev: 1

Rev. Date: 12/14/2022

Steps

7. For Freight LTL shipping, do following in WorldShip®:
- Click on Home tab if not already showing.
 - Click on Ship To tab if not already showing.
 - Enter [Company or Name (of individual)].
 - If name has been used before, it will populate all recent info into a scrollable list.
 - There may be multiple entries for company entered, so ensure you select correct address.
 - For correct address, there may be multiple "ATTENTION:" names. Select correct one.
 - Once you have correct choice, press [ENTER].
 - Ensure [Telephone] & [E-mail Address] match with information from current order; if not, type correct information into these fields.
 - [Shipper] = 300AF2 if repack; 768OA if product
 - Select Service tab, if not showing.

7. For Freight LTL shipping, continue process in WorldShip®:
- Under Shipment, select [Freight] box
 - Under UPS Service, select [Freight LTL]; an Excel-style table will open up
 - In the table, enter following data:
 - [Description] = Repack Material or Beer Samples
 - [Packaging Type] = Pallet
 - [Pieces] = # pallets
 - [Total Weight (lb)] = floor scale weight in lbs.
 - [Freight Class] is set automatically
 - Under Pieces Shipped as, enter # pallets & # loose items (if applicable)

Image and/or Additional Information

The screenshot shows the 'Ship To' tab in the WorldShip software. The interface includes a navigation bar with 'Home', 'Ship To', 'Repeat', 'Undo', 'Void', 'Track', 'Addresses', and 'End of Day'. The 'Ship To' tab is active, showing a dropdown for 'Company or Name' with 'SUMMIT DISTRIBUTING' selected. Below this are fields for 'Address 1', 'Address 2', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Province/Country', 'Telephone', and 'E-mail Address'. The 'Shipper' dropdown is set to '300AF2'. The 'Service' dropdown is set to 'Freight LTL'. The 'Commodity' table is visible with one row: '1 REPACK MATERIAL Pallet 1 521 70'. The 'Pieces Shipped as' section shows 'Pallet(s)' and 'Loose' options.

The screenshot shows the 'Service' tab in the WorldShip software. The 'Freight' checkbox is checked (g). The 'UPS Service' dropdown is set to 'Freight LTL' (h). The 'Commodity' table is visible with one row: '1 REPACK MATERIAL Pallet 1 521 70' (i). The 'Pieces Shipped as' dropdown is set to 'Pallet(s)' (j). The 'Shipment Totals' section shows 'Weight: 521.0 lb' and 'Pieces: 1'. The 'Save' and 'Process F10' buttons are visible at the bottom.



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Steps

7. For Freight LTL shipping, continue process in WorldShip®:
 - k. Click [Process Shipment] or press F10 key
 - l. Four (4) labels will print for each pallet; place on all 4 sides of pallet.
 - m. Two (2) signature forms will print. Place these on pallet for pickup driver to sign.
 - 1st copy = drivers
 - 2nd copy = Daily Orders File Folder
 - n. Two (2) confirmation sheets will print. Staple these to order form & place into Daily Completed Shipments bin.


Image and/or Additional Information



End of Shift

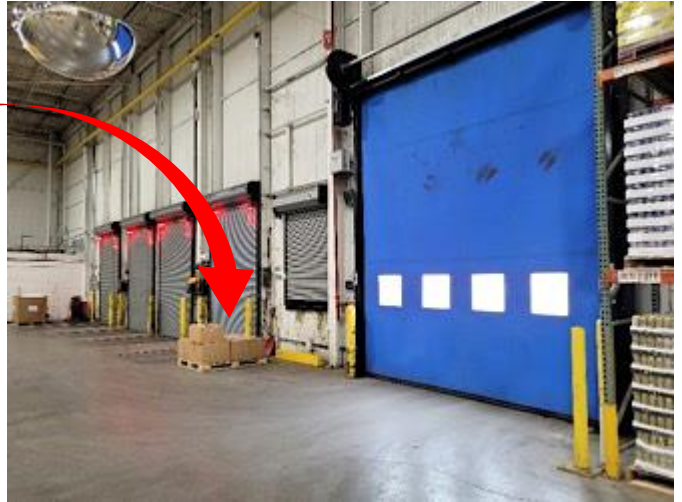
1. Go to WorldShip® screen & do following:
 - a. Click on [End of Day]
 - b. In popup box, click [No]
 - c. In second popup box, click [OK]
 - d. Daily Shipment Detail Report may take a couple of minutes to print out.
 - e. Once completed, place with all Shipment/Order forms into folder with current date.
 - f. If labels print from label maker, place them in trash.

Name / Address	Shipment Detail	Charges	Published Rate Charges
Ship To: CHRISTIANA SOLIS ALLEG CENTRAL COAST DIST 815 SOUTH BLOSSER ROAD SANTA MARIA CA 93458 United States	Service Type: GROUND Total Packages: 1 Transportation: Shipper	Shipment Service Charge Quantum View Notify	34.74 0.00
	Tracking No.: 1Z350AF20346131262 Package Type: Package Actual Wt: 21.0 lb Bilable Wt: 21.0 lb	Delivery Area Surcharge Fuel surcharge UPS Total Charge:	0.00 5.04 39.78
Ship To: JEFF ESTEP BEVERAGE MARKET 60 PILDNER PL CHARLESTON WV 25313 United States	Service Type: GROUND Total Packages: 2 Transportation: Shipper	Shipment Service Charge Quantum View Notify	46.61 5.00
	Tracking No.: 1Z350AF20347479985 Package Type: Package Actual Wt: 22.0 lb Bilable Wt: 22.0 lb	Delivery Area Surcharge Fuel surcharge	3.40 3.22
	Tracking No.: 1Z350AF20348296797 Package Type: Package Actual Wt: 37.0 lb Bilable Wt: 37.0 lb	Delivery Area Surcharge Fuel surcharge UPS Total Charge:	3.40 4.52 61.15
Ship To: JOSHUA BURCHETTE COLUMBIA DISTRIBUTING 501 AIRPORT RD MEADOWS OR 97502 United States	Service Type: GROUND Total Packages: 1 Transportation: Shipper	Shipment Service Charge Quantum View Notify	28.62 5.00
	Tracking No.: 1Z350AF20348803948 Package Type: Package Actual Wt: 16.0 lb Bilable Wt: 16.0 lb	Delivery Area Surcharge Fuel surcharge UPS Total Charge:	0.00 4.18 32.77

	Repack Material & Beer Sample Shipment		
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Steps	Image and/or Additional Information
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2. Transfer pallet containing all UPS Ground boxes to front of South Warehouse by forklift so they can be picked up following morning.



To make updates to this document, please note any changes or revisions to this document and route to your supervisor. Your input is critical. Thank You.

Revision History

Rev. Date	Rev	Rev. by	Approved by	Approval Date	Revisions
12/14/2022	1	T. Guire	B. Aman	07/14/2023	This is the initial version of the document.