






STANDARD OPERATING PROCEDURES

File Path:	S:\EEC\EEC Docs and Training\SOP	Created By:	Don Bolivar
Training Resources	Ship8 Resource Site	Department:	ECOM
Visit EEC Wiki for more information or contact the Logistics Services and Training Department for any assistance.		Associate Level:	Equipment Operator / Pack Station
		Application Level:	Warehouse Picking App / US WH Live
		Application:	Wireless & Website
Create Date	Effective Date:	Last Revision Date	Revision Number:
11/1/2023	11/1/2023	11/1/2023	01.1

Tools Required	Safety/Hazard Controls	Description of Work
Wireless scanner, stylus, Order Picker or EPJ, safety vest, safety harness, user barcode, access to Warehouse Picking app, tote. Pack Station work station to include: computer, keyboard, monitor, mouse, US WH Live access, cartons, poly bags, tape gun, zebra printer, 4*6 shipping labels, laser printer	Potential hazards include but not limited to: industrial equipment, motorized or automated equipment, slips trips & falls, heights or elevation, inclement weather, falling objects, loud noise, debris and dust.	Using the Warehouse Picking wireless scanner application and a piece of industrial equipment to pick an NFC order with Customer Specific Attributes. Using a Pack Station workstation to pack and ship the NFC order with Customer Specific Attributes.

Legend	Stop 	Note 	Look Here 	Check Here 	Caution 
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01. Change Revision Log

Rev.	Date	Change Description	Changed By
01.1	11/1/2023	New SOP format ROLLOUT	don.bolivar@jlahome.com


02. Purpose

The purpose of this Customer Specific UPC Attribute work instructions is to ensure that the original JLA item number is completely covered with the assigned pick label during the DS Picking process. And when the order is sent to the Pack Station, the packer validates that the JLA item number is completely covered with the assigned pick label and if not, they are to properly cover the JLA item number prior to individually packing the item for shipment to the customer.

03. Scope



These work standards apply to the DS Picker assigned to pick these specific NFC orders as well as the pack station associate responsible for packing these customer specific attribute NFC orders.

04. Objective


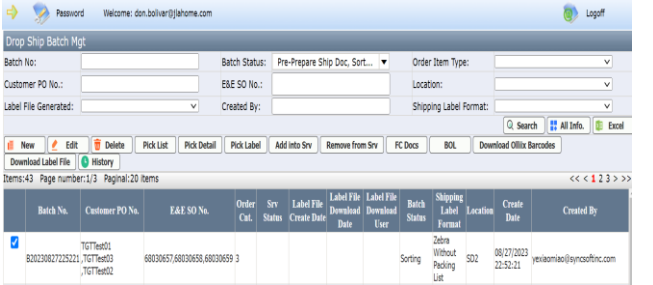

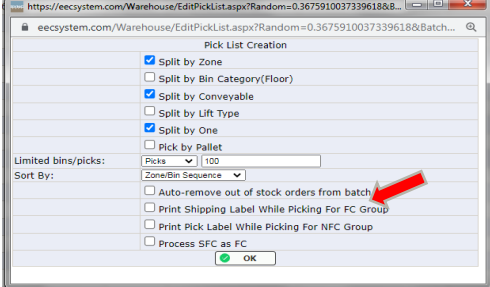

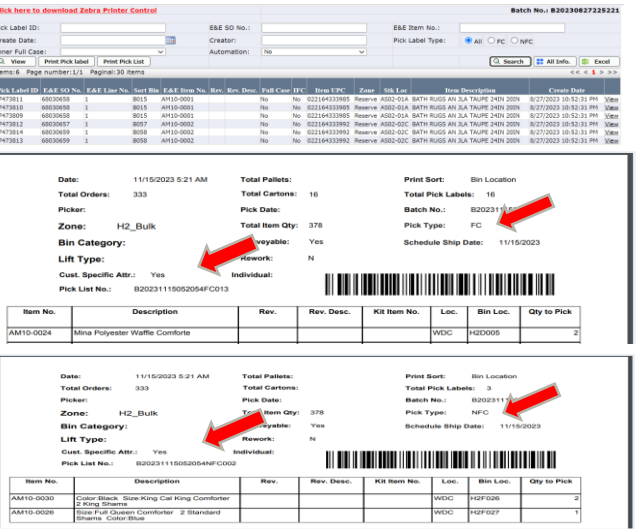

 The customer specific attribute NFC orders - if not processed accurately would impact the following conditions:



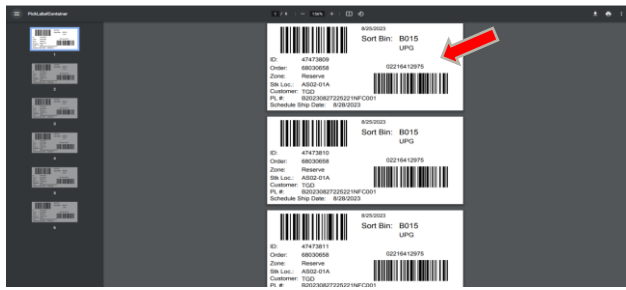
- I. If not picked properly, the incorrect item could be shipped in error to the customer.
- II. If JLA item number is not properly covered, the item would make it to the customer.
- III. The customer could use the JLA item number to perform cost comparison shopping.

05. Stopping Points




	Always Remember: "Do It Right The First Time" It only takes a few minutes to place the appropriate pick label over the JLA item number
	<p>Stop: When opening a master pack carton, make sure the inner JLA pack item matches the JLA item you are to pick from the bin.</p> <p>Stop: If the inner JLA pack item does not match the JLA item to be picked, make sure to flag the bin for cycle count.</p> <p>Stop: Do not place the pick label anywhere else on the insert, other than over the JLA item number label.</p> <p>Stop: Do not cover the green logo on the insert with any label.</p>
	<p>Scanner Application: Warehouse Picking -> DS Picking</p> <p>EEC URL: https://eecsystem.com/login.aspx</p> <p>EEC US WAREHOUSE LIVE</p>

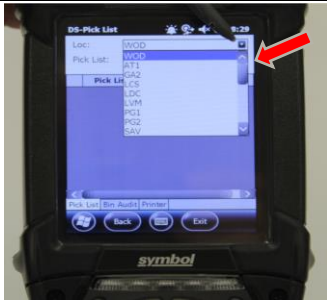
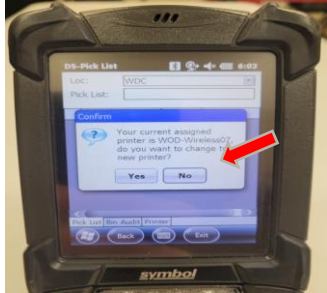
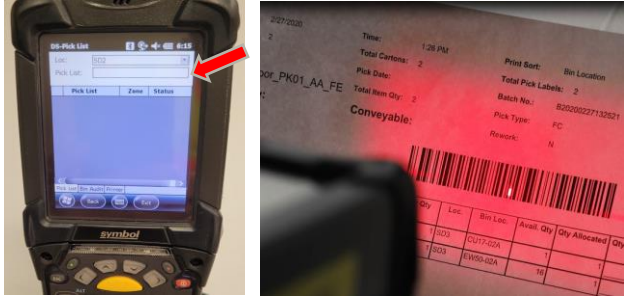




06. Batching for all Customer Specific Attribute orders to go to the Pack Station for processing


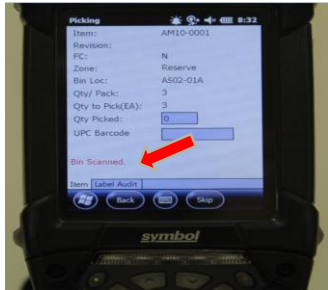

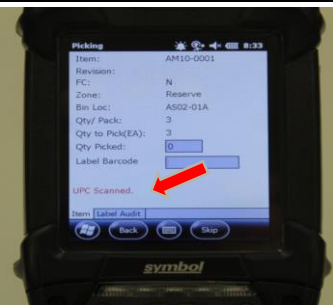



Step #	Task Description	Example Guide
<p>Step 1</p> 	<p>Note: Create your batches as normal. The Batching process remains the same for these Customer Specific Attribute items.</p>	
<p>Step 2</p> 	<p>Note: You <u>will not</u> select any options listed at the bottom of the Pick List Creation pop up box.</p>	
<p>Step 3</p> 	<p>Note: that the Customer Specific Attribute orders will be on their own pick lists, displaying the JLA Item Number.</p> <p>The word "Yes" will display right after the Cust. Specific Attri: on the pick list to help identify that all the items on the pick lists are those Customer Specific Attribute items.</p> <p>The Pick Type will either be FC (full case) or NFC (non full case) to distinguish whether the items on the pick lists are packed within an inner carton or within a poly bag</p>	
<p>Step 3a</p>	<p>Example:</p> <p>FC (full case) inner pack within a carton</p>	

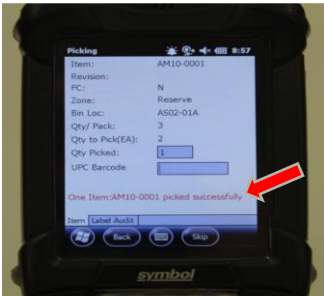
<p>Step 3b</p>	<p>Example:</p> <p>NFC (non full case) inner pack within a poly bag</p>	
<p>Step 3c</p> 	<p>Note: that only the Customer Specific Attribute UPC number will display on the NFC Pick Labels.</p> <p>Provide the Pick Lists and associated Pick Labels to the picker to begin the DS Picking process and send the orders to the Pack Stations for shipping.</p>	

07. Scanner Login, Navigation & DS Picking process for orders going to the Pack Station

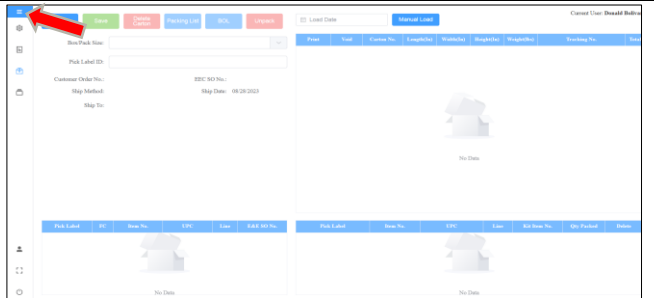
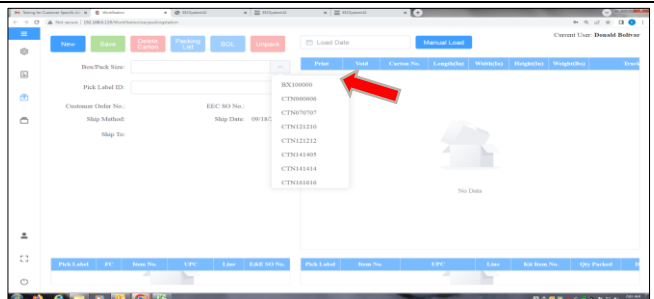
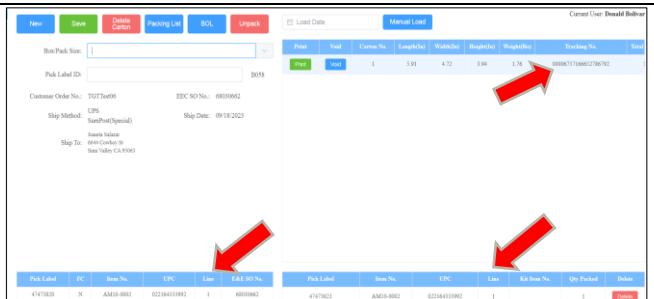
Step #	Task Description	Example Guide
<p>Step 4</p>	<p>To begin, click on the Warehouse Picking icon.</p>	
<p>Step 5</p>	<p>With your cursor in the User ID field, scan your User ID barcode.</p>	
<p>Step 6</p>	<p>Click on the DS Picking application.</p>	

<p>Step 7</p>	<p>Select your Warehouse Location from the Loc drop down list.</p>	
<p>Step 8</p>	<p>Click No at the change printer prompt, unless you want to change the assigned printer.</p>	
<p>Step 9</p>	<p>With your cursor in the Pick List field, scan the assigned Pick List barcode.</p>	
<p>Step 10</p>	<p>The assigned Pick List will display in the middle of your screen. Click on the Pick List.</p>	
<p>Step 11</p>	<p>This brings up the Picking, Item tab screen. <u>JLA Item number</u>, <u>Zone</u>, <u>Bin Location</u> and <u>Quantity to Pick</u> is displayed. Make your way to the assigned Bin Location.</p>	
<p>Step 12</p>	<p> Note - prior to scanning anything:</p> <ol style="list-style-type: none"> 1 - confirm you are at the correct Bin Location 2 - confirm the JLA Item Number to be picked is in the bin 3 - open the Master Pack carton and confirm the JLA Item Number matches the Item Number to be picked 4 - confirm the quantity needed 5 - place the item onto your pallet or in your tote 	

<p>Step 13</p>	<p>With your cursor in the Bin Loc Barcode field, scan the assigned bin location barcode.</p>	
<p>Step 14</p>	<p>Bin Scanned message will display at the bottom of the screen. With your cursor in the UPC Barcode field.</p>	
<p>Step 15</p>	<p>Scan the JLA Item UPC barcode.</p>	
<p>Step 16</p>	<p>UPC Scanned message will display at the bottom of the screen.</p>	
<p>Step 17</p> <p></p>	<p>Apply the appropriate Customer Specific Pick Label over the JLA Item UPC barcode. Important: Make sure the Customer Specific Pick Label covers nothing but the JLA Item UPC barcode label on the insert label</p>	
<p>Step 18</p>	<p>With your cursor in the Label Barcode field, scan the Customer Specific Pick Label (top left barcode).</p>	

<p>Step 19</p>	<p>An Item picked successfully message will display at the bottom of the screen.</p> <p>Repeat Steps 11-18 until all items have been picked.</p> <p>Deliver your completed orders and/or full tote to the Pack Station.</p>	
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08. Performing the Packing function at the Pack Work Station

Step #	Task Description	Example Guide
<p>Step 20</p>	<p>Login to the Ship8 Packing Work Station</p> <p>Enter you valid company email address into the Email field</p> <p>Enter your own unique user password into the Password field</p> <p>Click the Login button</p>	
<p>Step 21</p>	<p>Select the EEC Packing Workstation from the menu page</p>	
<p>Step 22</p>	<p>Use the directional arrow to expand the page</p>	
<p>Step 23</p>	<p>If the item to be packed is (FC inner pack carton)</p> <p>Select the default BX10000, carton size from the Box/Pack Size drop down list</p>	
<p>Step 24</p>	<p>With your cursor in the Pick Label ID field, scan or type in the Pick Label number of the item you will be packing</p> <p>The item will automatically default to the inner pack carton size and will auto pack and a tracking number will generate.</p> <p>Click Enter on your keyboard and the Packing List (if required) and Shipping label will automatically print from your assigned printer</p> <p>The packed item will display at the bottom right of the page</p> <p>The remaining (FC inner pack carton) if any will display at the bottom left of the page - continue through Step 28</p>	

<p>⚠</p> <p>Step 25</p>	<p>Ensure the Pick Label is only covering the JLA UPC barcode</p> <p>Open the carton and insert the Packing List (if required) and then reseal the carton</p> <p>Retrieve and apply the Shipping Label to the side of the carton</p>	
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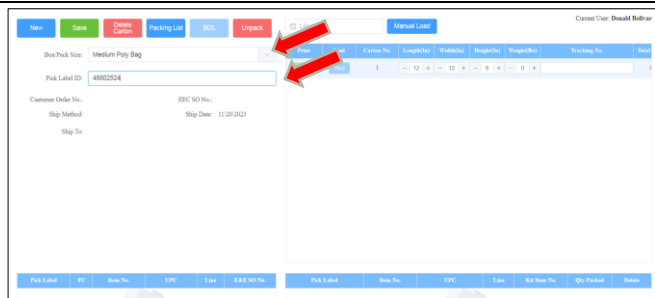
<p>Step 26</p>	<p>Select the default BX10000, carton size from the Box/Pack Size drop down list</p> <p>With your cursor in the Pick Label ID field, scan the remaining (FC inner pack carton) pick label number</p>	
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<p>Step 27</p>	<p>An All item has been packed message will display in the middle of the page when all items have been packed complete</p>	
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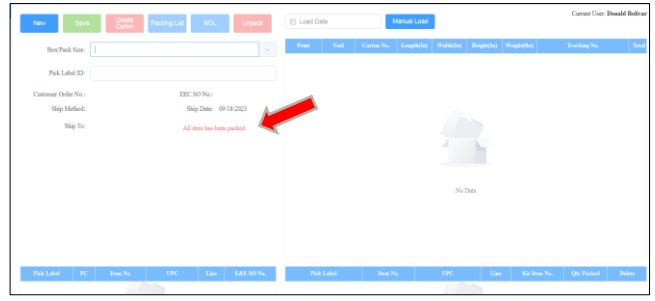
<p>⚠</p> <p>Step 28</p>	<p>Ensure the Pick Label is only covering the JLA UPC barcode</p> <p>Open the carton and insert the Packing List (if required) and then reseal the carton</p> <p>Retrieve and apply the Shipping Label to the side of the carton</p>	
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<p>➔</p> <p>Step 29</p>	<p><u>If the item to be packed is (NFC inner poly bag)</u></p>	
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<p>Step 30</p>	<p>Select the appropriate size carton or shipping poly bag size from the Box/Pack Size drop down list</p>	
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<p>Step 31</p>	<p>With your cursor in the Pick Label ID field, scan or type in the Pick Label number of the item you will be packing</p> <p>Click Enter key on your keyboard</p>	
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<p>Step 32</p>	<p>Packing List (if required) and Shipping Label will automatically print from your assigned printers</p>	
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<p>Step 33</p>	<p>An All item has been packed message will display in the middle of the page when all items have been packed complete</p>	
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<p>Step 34</p>	<p>Place the item into the shipping poly bag, insert your Packing List (if required) inside the shipping poly bag & seal the bag</p> <p>Apply the Shipping Label to the outside of the shipping poly bag</p>	
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Management Approvals

By signing the below, you confirm that you have read, understand and approve the described procedures and standards to be the best practices.

Name (Printed)	Signature	Organization	Title	Date
			Manager	
			Director	
			Executive	