



Work Instruction: WI-09A-001	Page 1 of 4
Date Printed: 3/9/2016	Released: 3/9/2016 Revision: A
Approved By: Dina Vasquez	

Printing Stock Labels for Shipping/Receiving Department

1. Purpose and Scope

Purpose

To provide instruction on how to print stock labels for all materials in the Shipping & Receiving departments.

Scope

This work instruction applies to stock labels on all materials received and stocked.

2. Definitions

No definitions are required for this instruction.

3. Responsibilities

ANY EMPLOY Any Insulation Supply Company Employee

4. Authority

No Authority are identified for this instruction.

5. Instructions

1. InSCO Shipping & Receiving

Select the following:

- Inventory
- User Routine Menu
- Product Labels



Work Instruction: WI-09A-001	Page 2 of 4
Date Printed: 3/9/2016	Released: 3/9/2016 Revision: A
Approved By: Dina Vasquez	

Printing Stock Labels for Shipping/Receiving Department

Instructions (Continued)

Enter GRN# number

F2 To Accept

2. Printer Location

Select printer Location:

Z 3 – Receiving Label Printer

F2 to accept

Enter the number of labels needed

F2 to save

3. Notes:

Label(s) will then print on the label printer located in the designated area.

6. Policy References

This instruction has no policy references.

7. Procedure References

This instruction has no procedure references.

8. Instruction References

This instruction are referenced by this instruction.



Work Instruction: WI-09A-001	Page 3 of 4
Date Printed: 3/9/2016	Released: 3/9/2016 Revision: A
Approved By: Dina Vasquez	

Printing Stock Labels for Shipping/Receiving Department

Instructions (Continued)

9. Other Reference Documents

There are no other reference documents for this instruction.

10. Records

Control Labels	SYS	Retain for Life of Lot
----------------	-----	------------------------

11. Materials

No materials are identified for this instruction.

12. Tools

No tools are identified for this instruction.

13. Gages

No gages are identified for this instruction

14. Safety Instructions

No safety instructions are identified for this instruction.

15. Notes



Work Instruction: WI-09A-001	Page 4 of 4
Date Printed: 3/9/2016	Released: 3/9/2016 Revision: A
Approved By: Dina Vasquez	

Printing Stock Labels for Shipping/Receiving Department

Instructions (Continued)

16. Addendum – Flow Chart

