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<b>Date:</b> 3/9/2016	<b>Released:</b> 3/9/2016 <b>Revision:</b> A
<b>Approved By:</b> Dina Vasquez	

## Dispatching Orders

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### 1. Purpose and Scope

Purpose

The provide instructions on how to dispatch an order when product is shipped to the customer.

Scope

This work instruction applies to all InSCO orders.

### 2. Definitions

No definitions are required for this instruction.

### 3. Responsibilities

**SHIP SUP**                      Shipping Supervisor

**SHIPPING CLERK**

### 4. Authority

No authority are identified for this instruction.

### 5. Instructions

#### 1. InSCO Dispatch:

- A. Order Processing
- B. Release Confirmation Entry
- C. Release Order Number
- D. Enter Order Number, for second shipments add -2, -3 -4, etc...
- E. A box will appear with all open item(s) on picking slip, tag each line item(s) that will be dispatched.
- F. Then F2 to accept all item(s) that was tagged.



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## Dispatching Orders

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Instructions (Continued)

### 2. Dispatching Process:

- A. When order appears, confirm the picking quantity or quantities of material that are to be delivered and back order any quantity or qualities that needs to be back ordered.
- B. When dispatching all line items, add weight. Automatically freight charges will be generated.
  - 1. Will Call - Automatically freight charges appear
  - 2. Prepay & Add - Add freight to customer invoice
  - 3. Ups Collect - Automatically freight charges appear
  - 4. FOB-Shipping Point- Add freight charges
  - 5. FOB-Destination - Automatically freight charges appear
- C. Select F2 to save (3 times).
- D. The batch/control number screen will appear, this is where you verify the batch/control number against the quantity being shipped from the picking slip.
- E. Enter through the bin, batch/control number, and the quantity being shipped.
- F. There will be times when you may have to change the bin location, batch number, or quantity when it doesn't match the information on the picking slip.
- G. Use F3 lookup function for the information or manually enter the information from the picking slip. There are times when you may also have to delete or insert a line depending on the batch number and quantity used.
- H. After verifying everything select F2 to save.

### 3. Printing Process:

- A. The system will then prompt you select "P" for printer so that the invoice will print.
- B. The system will then prompt you to select "P" for printer so that the packing slip and cert will print.



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## Dispatching Orders

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### Instructions (Continued)

- C. If customer part number labels are needed a box will appear towards the end with all line item(s). Enter number of labels needed for each line item(s).
- D. Select F2 to accept. Labels will print from Z 2 located in the shipping department.
- E. At the end of the printing process the system will automatically give a invoice number as the reference number, indicates this number on the picking slip.

#### 4. Drop Shipment Dispatch:

- A. Drop shipments – Repeat steps 1 - 3

#### 5. Prepare for Shipment:

- A. Put picking slip, packing slip/certs, and customer part number labels if any together and staple.
- B. Match the packing slip/certs and labels to the back copy of the picking slip that is already attached to the packages located on the designated table(s).
- C. Double check everything, sign the certs (Designee) and enclosed the packing slip/certs into the box along with the material. Tape the box and place box on the floor to be picked up by UPS.
- D. Staple all paperwork together and place in tray on table.
- E. The same procedures are used for “Federal Express” or any other trucking company.
- F. All will call orders need address label(s) from printer Z 2.

Notice: QA Orders must be inspected by the Quality Department.

#### 6. Policy References

The instruction has no policy references.

#### 7. Procedure References

No procedures are referenced by this instruction.





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### 14. Safety Instructions

No safety instructions are identified for this instruction.

### 15. Notes

### 16. Addendum – Flow Chart

