

Operation/Task:	Flag as Final Shipped			Equipment:	Computer
Owner:	Distribution Manager	Date Created:	8/23/19	Department:	Distribution, Lettershop & Accounting
		Revision History:	See last page		

ALERTS (see below): Critical Step ◆ Quality Check ☑ Tip 😊 Team Safety +

Purpose: This SOP/work instruction describes the process of setting the Flag as Final Shipped indicator

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Collect job tickets ready to be closed	<p>Lettershop staff: Gather job jackets from red bin located on the Lettershop floor.</p> <p>BP Distribution staff: Gather job jackets from blue bin located on shipping shelf in Building A</p> <p>NOTE: Drivers put SP tickets in blue bin in BP</p>	When production is completed with a job, they are to place the job jackets in these designated areas.
2		Review open shipments (green checks)	<p>Lettershop staff:</p> <ul style="list-style-type: none"> Review green check lines and if the line contains address information outside of ENPOINTE, set ticket aside until next day. Check again and if still not shipped, do research to determine status for the balance of shipment. Once all lines have been verified to have been shipped, click Flag as Final Shipped and move ticket to accounting. <p>Non Lettershop staff:</p> <ul style="list-style-type: none"> Check job jacket for indication if there are multiple job tickets circulating for the job, if lettershop is marked, do not Flag as Final Shipped and pass ticket to accounting – Lettershop will be closing this job. If any green check or red truck line indicates a Lettershop shipment for the SAME job number, DO NOT click Flag as Final Shipped and pass ticket to accounting – Lettershop will be closing this job. If any green check or red truck line indicate a Lettershop shipment for a DIFFERENT job number, this line can be ignored and if this is the only green check remaining, the ticket can be marked Flag as Final Shipped and move ticket to accounting. Review any additional green check lines and if the line contains address information outside of ENPOINTE, do research to determine status for the balance of shipment. Once all lines have been verified to have been shipped, click Flag as Final Shipped and move ticket to accounting. 	<p>If a job is mailing out of the Lettershop, it is typically the very last step of the process, so we don't want to consider a job complete until that occurs. Lettershop staff will be responsible to click on Flag as Final Shipped.</p> <p>Green checks potentially indicate that something still needs to ship and the job is not yet complete.</p>

Notes: This process is very important to be done accurately and not prior to a job being completed. Once a job is clicked Flag as Final Shipped, it is automatically removed from the Prestige scheduling system and is cumbersome to be brought back in to it.

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Kathy Osterberg	9/19
Rev 2	Updated to current SOP format; changed GLS to ENPOINTE if present; changed font to Arial; Removed old step #2 which said that any job that had all red trucks could be flagged as final shipped; Renumbered steps; Revised step #1 on how SP tickets are handled; Revised verbiage for new step #2 to add if the lettershop line has a red truck or if the job jacket shows that there is also a lettershop job ticket in circulation; Replaced GLS with more generic verbiage for rebranding	Kathy Osterberg	3/21

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Rev. Date 4/20