

<b>Author</b>	<b>Status</b>	<b>Effective Date</b>
Michael Boblit	Final	03/07/24

**1.0 Purpose**

This procedure is intended to ensure that all Gemini employees understand the general process of the shipping department and how it operates from start to finish on a daily basis.

**2.0 Scope**

This document covers the standard procedures to be followed for employees in the shipping department to ensure the general daily functions are done properly. By following the instructions, the workload will be completed accurately, consistently, and safely.

**3.0 Safety**



- \*Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**
- \*Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

## 4.0 Daily Procedures for Shipping

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### 4.1 Printing Daily Orders –

The first step in preparing the workday is printing out our customer orders. This is done through the program Assistics.

Orders are printed and assigned to the shipping employees.

### 4.2 Pulling Daily Order -

The orders are then pulled using a scanner.

### 4.3 Wrapping Completed Orders -

Orders are then wrapped and placed in our staging area. Paperwork for the order is turned in to be processed.

### 4.4 Processing Paperwork -

Paperwork is then processed through Assistics by the shipping office team. This creates a BOL and packing slip. The BOLs are placed in carrier specific trays for eventual pickup. Packing slips are distributed to be placed upon shipment.

### 4.5 Loading Carrier Trailers -

The last step for our customer orders is to load the completed shipments onto the carrier trailer. Carriers are scheduled daily by the shipping office team and will generally arrive towards the end of the workday.

### 4.6 Clean Up & preparation for the Next Day -

Clean up will be performed at the end of each working day. Trash taken out, sweeping, etc.

Orders for the next day will also be prepared ahead of time whenever possible.

## 5.0 References

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Reference	Title
1	None