Printing Labels/Stickers/Bar Codes for

Gemini Industries, Inc.

Packaging

Author	Statuc	Effective Date
Standard Operating Procedure		SHIP-24-0010 01

Author	Status	Effective Date
Michael Boblit	Final	01/31/24

1.0 Purpose

This procedure is put in place to ensure the employee is putting the right labels on the product being packaged. Not labeling products correctly can cause multiple issues for Gemini and the customers.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when printing labels/stickers/bar codes for packaging. By following the instructions, the workload will be completed accurately and consistently.

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.

Gemini Industries, Inc.	Printing Labels/Stickers/Bar Codes for
	Packaging
Standard Operating Procedure	SHIP-24-0010 01

- 4.0 Printing Labels/Stickers/Bar Codes for Packaging
- 4.1 Login to Assistics using your name

Login	jordanm	
Password	•••••	
Forgot your past	sword?	
Forgot your login	17	
Login		Emulate mobile device
Login Language	English (US)	Emulate mobile device
	English (US)	Emulate mobile device

4.2 Once Logged in on the left hand side click the "warehouse" folder.

earch	
Favorites	
- Administratio	n
Logistics	
Manufacturin	g
My Settings	
Planning	
Purchasing	
Quality	
Sales	
Warehouse	
Logout	

Comini la dustriss, las	Printing Labels/Stickers/Bar Codes for
Gemini Industries, Inc.	Packaging
Standard Operating Procedure	SHIP-24-0010 01

4.3 From the "warehouse" folder select "mobile simulator".



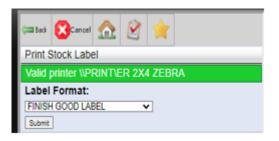
4.4 From the mobile simulator select "print stock label"

(=Bad 🔀 Carcel 🏠 🔮 🚖
Mobile Menu
Inventory
My Settings
Picking
Printing
Production
Quality
Print Stock Label
Do It Best Case Barcode Label
Receiving
Shipping

4.5 Select the correct printer you are using

Gemini Industries, Inc.	Printing Labels/Stickers/Bar Codes for Packaging
Standard Operating Procedure	SHIP-24-0010 01

4.6 Select the correct label format **note** for most finished goods it will be "finished good label" format



- 4.7 Enter number of labels needed
- 4.8 Enter your lot number found on your "repack" ticket. **NOTE** If lot is incorrect, you will not be able to proceed.
- 4.9 9. **"Confirm"**

5.0 References

Reference	Title
1	None