Author	**Status**	**Effective Date**
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1.0   Purpose

This procedure is intended to ensure that all Gemini employees follow the right guidelines when it comes to shipping for FedEx Ground orders. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan.

2.0   Scope

This document covers the standard procedures to be followed for employees in the shipping department when shipping Fedex Ground packages. 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)
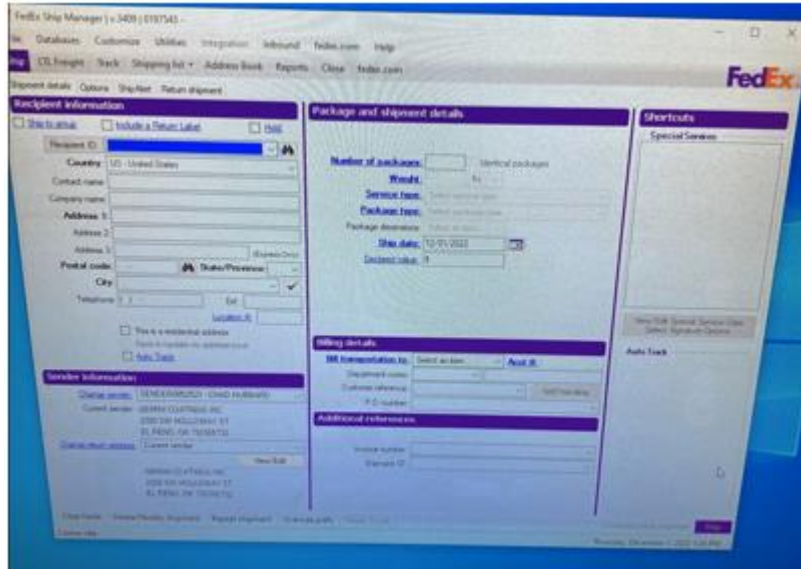*Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.*

4.0 Shipping Fedex Ground Orders

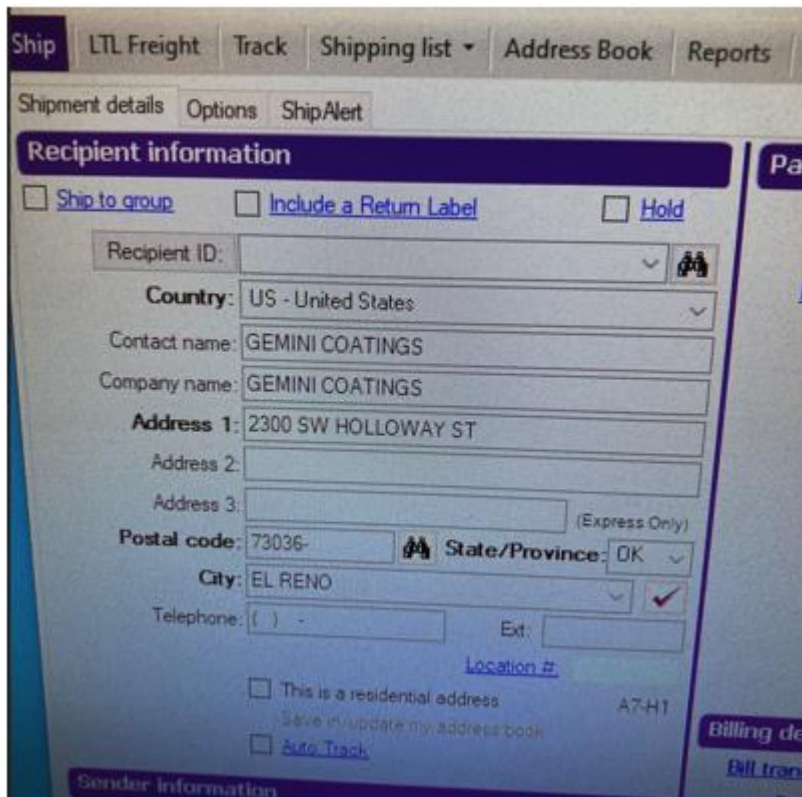4.1 **Opening FedEx Ground System** - Open FedEx Ship Manager

4.2 **Login** - Login using your provided username and password. If no username or password has been provided, contact your supervisor.

4.3 **Shipping FedEx Ground Order** - Continue to use the system by filling in the needed information into the following sections.
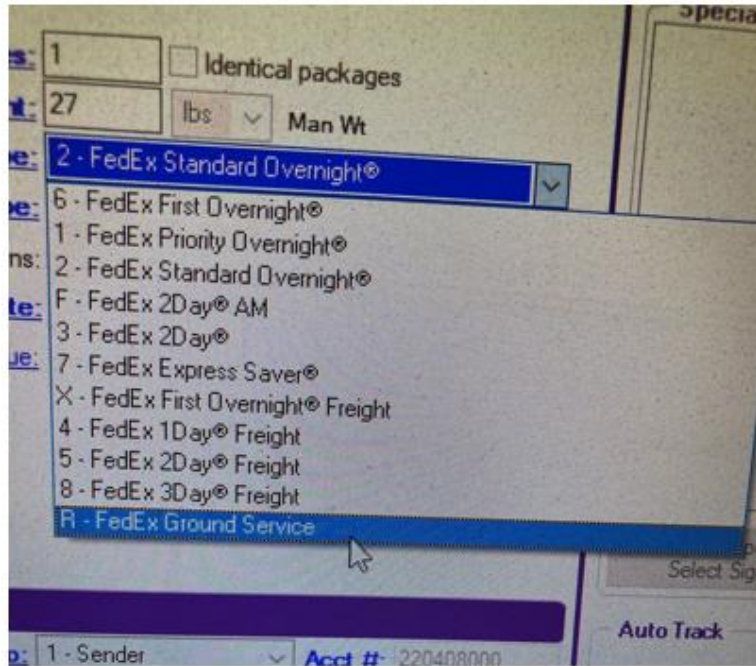

4.4 **Sections** - A series of sections will need to be filled in to complete your shipment. They are as follows:
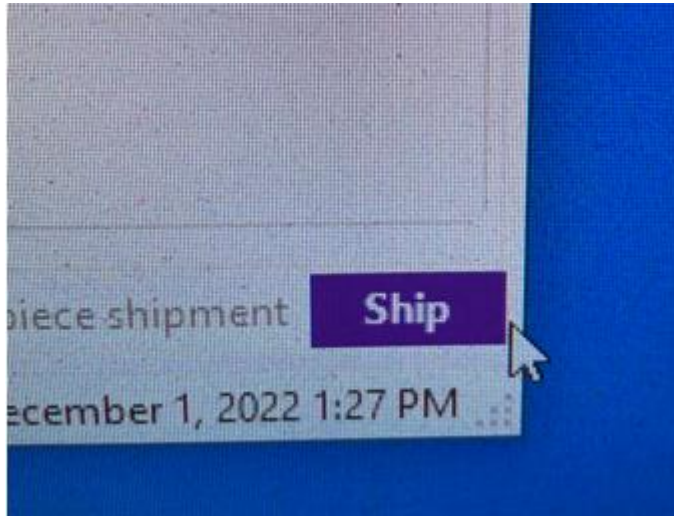
4.4.1   Country, Contact Name, Company Name, Address, Postal Code, State/Province, City

4.4.2   Number of Packages, Weight, Service Type, Packaging Type, Bill To

4.5   **Ship the Order** - Click ship and a package label will print. Apply the label to the
       package. Place the package in the designated Fedex Ground area.

4.6   **Turn in Order for Processing**

5.0   References

Reference	Title
1	None