

## ***Daily Delivery Management Process***

1. Look at tickets scheduled for current business day
  - a. Cannot plan route day before due to nature of emergency deliveries being added
  - b. Locate address on ticket
    - i. Contact salesperson for address if not provided
  - c. Plan route to optimize efficiency
  - d. Print shippers for orders scheduled
  - e. Load truck
  - f. Make sure orders will be sent out complete
    - i. Notify salesperson if items that will not be going out with order
2. Print pick lists for orders to be picked for future delivery dates
  - Label or Pick List Print
  - Pick List for Warehouse
  - Enter Customer #
  - Enter Ticket #
  - Enter Delivery Date
  - Enter Printer #
3. Pull items for order and will call on in Daily Delivery will calls
  - a. Send transfer requests for items which are not in stock at branch 5
    - i. Notify salesperson if items will not be in prior to scheduled delivery
4. Repeat Step 1. & Step 2. for additional orders scheduled for same day delivery
5. Track backorders for previous partial deliveries
  - a. Ensure all items which come in on a PO or via transfer are delivered as soon as they arrive
  - b. Let salesperson know when backorders are going out
6. Distribute shippers
  - a. Give shippers to salespeople that request their shippers back
  - b. Attach shippers to tickets that do not get given back to salespeople & send in books
7. Once driver(s) have returned from deliveries load all photographs from job sites to:
  - Computer
  - Simple Drive (E:)
8. Assist in performing 3<sup>rd</sup> check on orders being picked
9. Assist in pulling orders if needed
10. Assist in putting stock away if needed