Shipping Check-List

* Is your order going to the customer?

-Is it being couriered?

-Is it a Will-Call?

-Is it going FedEx

or UPS ground?

-Is it going freight for an event?

* Is your order going to KWF?

-Did you re-use an old box?

-Did you use a blank Uline box?

-Tukwila?

-Ogden?

-Fairfield?

-TIP: Look at Shipping Address/Pack Slip Shipping Location

* Box numbered ----- out of -----
* Did you use one orange KPS QTY label?
* Correct garment color/style/age group written on box label
* Correct QTY's written on box label

-Written straight down vertically. Not side by side.

* ls your box initialed with your name?
* Did you follow any special notes/instructions on your workorder?

-For example: Please make sure sizes are boxed full and separately from other sizes"

* ls your white UPS Box Label the right PO# with the correct name/company name

-ATTN:/Shipping: ?

* Did you write all LookUp #s/SRs in RED for split shipments on the white UPS Box Label?
* If there's a lookupt#, did you write the city location on the bottom line of the orange KPS QTY label?
* Is your packing slip updated/adjusted to match the contents/qty's of your boxes?
* FOR KWF ORDERS: Is your packing slip accurate?

-Please note of any missing or extra garments and adjust those qty's

-Adjust your total.

EXAMPLE: Shipping short to KWF | Misprint/Missing: 3 LGs| Packing Slip

Adjusted, Totaling 47/50. | 2 Boxes| KO| 09-14-2018

* Did you leave your customer boxes untapped for final OA inspection?
* Did you criss-cross fold your KWF box lids shut and place the order on the KWF pallet?
* Did you check to see if all START/STOP locations on a job were counted?
* Did you place a 'Packing Slip Enclosed' or Customer Pick Up' sticker on your box?
* Did you make the correct and proper Will-Call or Courier white UPS box label?
* Lastly, did you click the 'Hand to OA button before placing the order down for shipping?

GREAT Now. BEFORE you hand over CUSTOMER boxes to the KWF-QA area for shipping... Research this:

For every customer PO that is shipping out of KPS, you need to check the Shipping Method (Ship Via), the address the product is going to (Ship to/or pack slip information] and make sure the white UPS box label has either the address or ATTN: (name) on the print out from the Zebra printer with the IN HANDS/FIRM date.

Shipping CAN NOT ship to a P.O.-Box nor a blank address.

If a job is a split ship between KWF and a city, give KWF their portion of the job. For the city address, use orange Kotis box and write the Lookup# (located on the garments style of the job page) on the white UPS box label. RED.

If an order needs to go to another Kotis location for Inventory, black out all barcodes on old boxes.

IT IS IMPORTANT to notice the IN-HANDS date if a job is shipping out of state or a far away zip code.

Example: If a job is shipping out to CA from WA, that takes 2-3 days. You can't try to ship a box to CA on 9/13/2020 if the in-hands date says 9/14/2020.

Please notify a manager when something doesn't look right so we can make the adjustments before closing of the shop/UPS arrives.

For each job shipping out of state, you need to calculate how long it takes to ship a package there. Use the UPS Destination Calculator, linked below:

<https://www.apps.ups.com/ctc/request?loc=en_US>

A close-up of a website

Description automatically generated