



For a hardware retailer, the process begins by preparing the goods for shipment. At the same time, the following steps should be completed: packaging the goods and deciding whether to use normal post or special shipment. To determine the mode of delivery, check the "Mode of delivery" option. If it is set to "Normal post," then check if extra insurance is necessary. If it is set to "Special Carrier," then request quotes from carriers. Once the quotes are received, assign a carrier and prepare the necessary paperwork. If extra insurance is always required, fill in a post label and take out the extra insurance. After completing these steps, add the paperwork and move the package to the pick area. At this point, the goods are available for pick-up and the process is complete.