

# Dancik Labels

February 2013

It's All Connected

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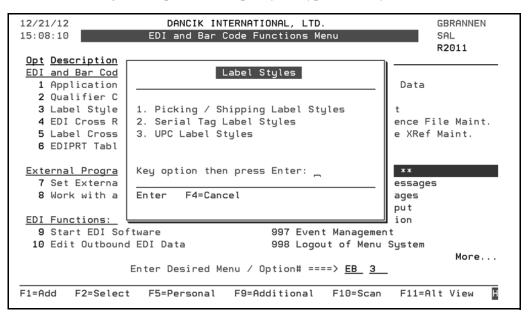
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### Dancik Labels

### What labels are available?

Use menu option EB 3 - Label Styles File to review, update, or enter data about labels.

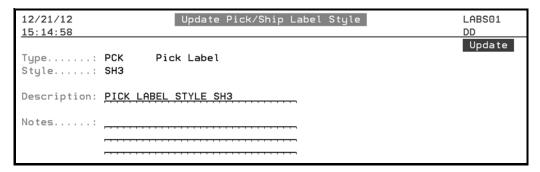
1. After selecting menu option EB 3, specify the type of label you want to work with.



2. A listing of the available labels appears. Whenever Dancik adds a label it appears in this list.

```
2/12/13
                      Maintain Pick/Ship Label Styles
                                                                      LABS01
13:49:15
<u>Op t</u>
    Type Style Description
     PCK
                 PICK LABEL STYLE SH3
            SH3
     PCK
            SH4
                 PICK LABEL STYLE SH4
    PCK
            SL1
                 Pick Label Style SL1
     PCK
            SP1
                 Pick Label Style SP1
     PCK
            WB1
                 Pick Label Style WB1
                 Pick Label Style WB2
     PCK
            WB2
     PCK
            WB3
                  Pick Label Style WB3
     PCK
                  Pick Label Style WW1
            WW1
                 Pick L₂bel Style WW2
     PCK
            WW2
     SHP
            BBB
                 BED BATH AND BEYOND
                  CARTON UCC-128 SHIPPING LABEL
     SHP
            CTN
     SHP
            GHD
                  GHD
     SHP
            GIS
            HDD
                  Home Depot Direct Label HDD
                                                                        More...
         D=Delete U=Update I=Inquiry
Options:
      F1=Add F7=Exit
```

3. You can change the description of the label and/or add notes by entering a "U" in its **Opt** field.



## **Assigning Default Labels**

Label defaults are created by cross referencing labels to specific applications (i.e. picking, or shipping). For example, you can assign a label to be used as the default for pick labels. The default label will be used unless it is overridden.

Before selecting a default label, which is what these steps do, we suggest you look at all the examples to see which one best suits your needs. Each label has slightly different contents, as well as different elements for scanning. A change in your default label format changes the format across the system.

- 1. Access menu option EB 5.
- 2. In the **Enter Application Code field** enter the type of label you are cross referencing to. For example, a **PCK** code defines a label style is going to be used for pick list applications.

*Note:* Enter "?" in the Application Code field to display a list of all the label available codes.

3. In the **Enter Qualifier & Our#** and **Enter Qualifier & Sub#** fields, enter the wildcard "\*\*". This cross references the label globally across all qualifiers. Examples of qualifiers are branch, company number, and invoice number.

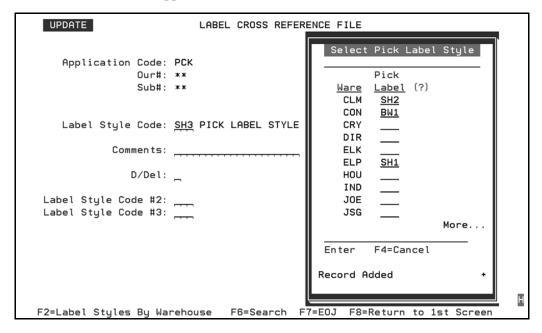
LABEL CROSS REFERENCE FILE
Action Codes: A (Add New Record) U (Update Record) I (Inquiry)
MASTER FILE MAINTENANCE, ENTRY, AND INQUIRY
Enter Application Code: PCK Enter Qualifier & Our#: ** Enter Qualifier & Sub#: ** Action Code
?=List Valid Codes for Field F6=Search F7=E0J

- 4. Press Enter.
- 5. On the next screen, enter the label style you want to use. In the example, below, label style SH3 will be used when a pick label is printed. Labels generated by the system after this change are created in the new format. Labels in the pool before the change retain their original styles.

UPDATE	LABEL CROSS REFERENCE FILE
Application Code: PCK Our#: ** Sub#: **	
Label Style Code: <u>SH3</u> I	PICK LABEL STYLE SH3
Comments:	<del></del>
D/Del: _	
Label Style Code #2:	
F2=Label Styles By Warehous	se F6=Search F7=E0J F8=Return to 1st Screen

The settings **Label Style Code #2** and **Label Style Code #3** allow you to use multiple labels. For example when people print a pick label, they can have multiple labels, each being styled differently, printed at one time, connected together so they can be used at different stages within the workflow.

- 6. If there are specific warehouses that you want to use a different label for press **F2= Label Styles by Warehouse**.
- 7. On the window that appears, enter the label for the warehouses.



#### **Serial Tag Formats**

1. Serial Tags have some special settings on EB The Serial Tag Label Format Defaults screen.

	6/06 5:52	Serial	l Tag Label	Format	Defaults	US3004R XT
Pass	word:					
<u> Opt</u>	<u>Key Type</u>	<u>Key Value</u>	<u>R/</u>	S <u>Type</u>	Description	
111111	# # M M M	ARM MAN SAI TAR TAR	R S S R S	2 2 8 S 1	ARMSTRONG WORLD INDU MANNINGTON RESILIENT SAICIS S.P.A., CERAM TARKETT, INC. TARKETT, INC.	FLOORS
						Bottom
Opti Ente		lete U=Update t	I=Inquiry			

The serial number tag format can be established at a global manufacturer- or product-specific level, for rolled goods and serialized items.

**Key types** for serial tag label format screen defaults are defined as:

- # = global
- **M** = manufacturer
- $\mathbf{P} = \text{product line}$

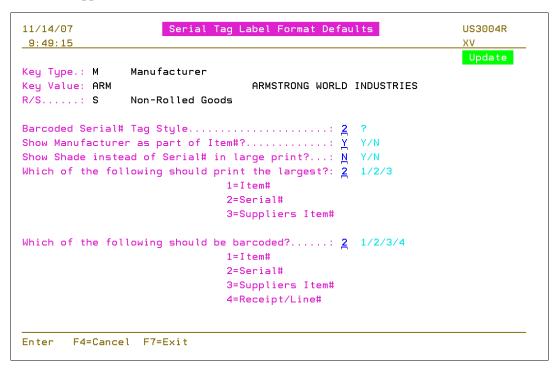
**Key values** (user-specified) for the serial tag label format screen defaults are defined as:

- **P** = Manufacturer and Product line
- **M** = Manufacturer

**R/S** values for the serial tag label format screen defaults are defined as:

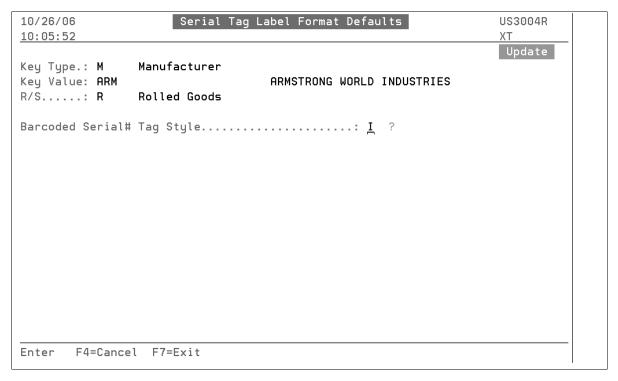
- $\mathbf{R} = \text{roll}$
- **S** = serial (non-rolled) goods

2. To update a label style, enter a **U** in its **Opt** field. The Serial Tag Label Format Defaults detail screen appears.



Field	Description
Barcoded Serial# Tag Style	Choose a serial number type. To see all the available serial types, enter a "?" and press <b>Enter</b> .
Show Manufacturer as part of Item#?	Includes the manufacturer's three character designator as part of the item number.
Show Shade instead of Serial# in large print?	Enlarges the shade number instead of the serial number.
Which of the following should print the largest	Enter: 1 - Item# 2 - Serial# 3 - Suppliers Item#
Which of the following should be barcoded?	Enter: 1 - Item# 2 - Serial# 3 - Suppliers Item# 4 - Receipt/Line#

3. To add a label style, enter a password and then select the **F1=Add** option. Enter the serial tag defaults.

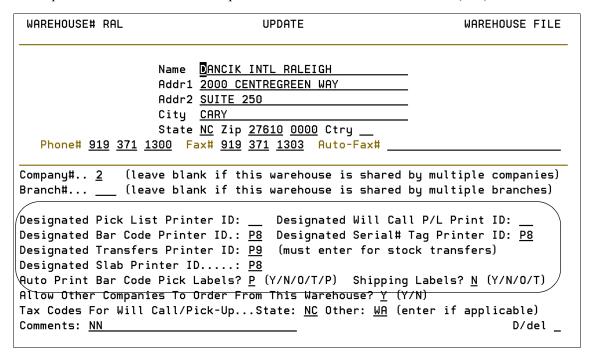


- 4. Per the settings in this example, whenever a serial tag label is printed for a rolled good from the manufacturer Armstrong this label is used.
- 5. Press **Enter** to accept these defaults and add a label to the listing of available serial number labels.

## **Printing Labels**

#### Deciding where to print your labels

There are several settings on the Warehouse File Profile screen that give you control over where your labels print. The Warehouse File is option 8 on the File Maintenance Menu (FIL).



### **Deciding When to Print Labels**

# Printing On Demand via Option 9 - Print Warehouse Labels on the Warehouse menu (WAR)

There are several places in the system to manually print labels, but the main area is option 9 on the Warehouse Menu. Menu option WAR 9 lets you print labels on demand. This option checks for the actual printing of a label before issuing the message that the job is complete. If, for any reason, no lines were found that could or should be printed as labels, then a message is issued.

*Note:* This functionality is also available via menu option WM4 24

A listing of all the different label types appears.

LO/30/0 LO:50:		GBRANNEN SAL
1.	To print bar code pick labels.	
	To print UCC-128 bar code labels.	
3.	To print miscellaneous bar code labels.	
4.	To reprint Pallet Build Sheet.	
5.	To print a Shipping Label.	
6.	To print a Serial Number Label.	
7.	To print a UPC Label.	
8.	To print a LPN Label.	
9.	To print a Putaway Label.	
10.	To print a Roll/Cut Order Line Label.	
11.	To print a LPN / Order Line Manifest Label.	

The next steps vary depending on the type of labels you want to print. The steps are mainly going to ask you to enter the number of labels and a printer. Keep in mind that in order to print most of the bar code labels a Zebra Printer is needed.

#### From the Bar Code Pick Labels Print Pool - WAR 11

#### Quick Steps

- Warehouse Menu (WAR)
- Option 11 Pick Labels Print Pool
- Enter a warehouse and a ship date.
- Select one of the sort categories for displaying the unprinted pick labels.
- Select a print option:
  - **P** Prints all of the labels for the group displayed on the line.
  - V Shows the order and line, item number, quantity to pick, ship via, truck route, and printer ID.
  - **S** Print a pallet sheet in place of the labels.

The Bar Code Pick Labels Print Pool is used to help manage the flow of inventory picking. As orders are entered, the picking requirements are stored in the Bar Code Pick Labels Print Pool. By storing the data in the pool, you are not required to print, file, and maintain labels for future ship dates. The pick labels are printed only when you need them.

The Bar Code Pick Labels Print Pool is activated by entries in the Warehouse File or entries in the Warehouse Areas File. Once activated, bar coded pick labels are stored in the pool rather than printed. Warehouse personnel then use the label pool screens to monitor the back log of picking and to release the labels as needed.

Note: The Bar Code Pool Utility Menu lets you configure how the bar code label pool operates. It is available via option 712 on the Special System Maintenance Functions Menu (SYS).

Following is the Main Selection Screen of the Pick Labels Pool Program.

8/21/06 16:08:59	Warehouse Pick Labels Pool	GBRANNEN SAL
	Enter Warehouse: RAL (?)	
	Enter Ship Date: <u>082206</u> (MMDDYY) (?)	
	Labels for Printer: (Blank = All Printers	)
	Pallet Picking Roll/Cut Picking Truck Route Location Area Location Ship Via Ship Via/Customer Warehouse To Transfer To Customer Account Customer Type Customer/Manifest# Route/Eustoner Manifest Number Customer/Manifest#	
	Enter Order#: Password:	
	F5=Label Print History F7=Exit	

You must enter a warehouse and a ship date on this screen. Then, select one of the sort categories for displaying the pick labels that are awaiting printing. The ship date relates to the date required as entered on each order by customer service.

Following is a sample Pick Labels Screen for the pallet picking option. It displays each customer and purchase order number, along with the number of labels waiting to print and the approximate number of pallets that each label represents. The number of pallets is computed based on the conversion to PA as found in the Item or Packaging File.

3/04/03 10:47:01	Warehouse RAL Pick Labels to Ship Monday	4/29/02	GBAA01 SAL
	Pick		
(P, V, S)	<u>Customer Name / Customer PO# Labels</u>	<u>Pallets</u>	<u>UCC-128</u>
	HARBOR FLOOR CENTER /TEST 1	.03	
	ANGELO'S FLOOR COVER/TEST 2	.04	
	ANGELO'S FLOOR COVER/1234 1	.02	
			Bottom
(= =)			
	= P-Print Barcode Pick Label V-View Detail Ship Date F2=Prev Ship Date F7=Exit		

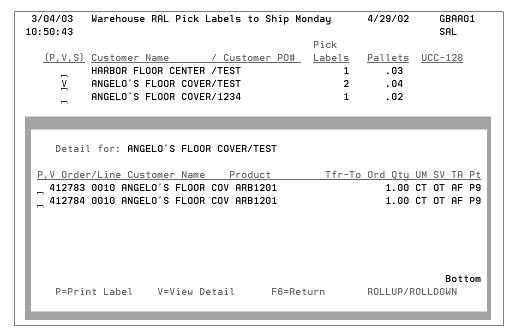
The following options are available options.

Option	Result
P	Prints all of the labels for the group displayed on the line.

Option	Result
	Views a more detailed display of the orders and lines which comprise the group. The display shows the order and line, item number, quantity to pick, ship via, truck route, and printer ID.
The display shows the order and line, item number, quantity to pick, ship route, and printer ID.  From the detailed display you can print each individual label by inserting the line. Optionally, you can enter a V to display more detail about that line. From the individual line screen, you can press F11 to display the enand the status of each line. You can also print any line by entering P next this screen.  Print a pallet sheet in place of the labels. This option is available only from the display the enance of the labels.	From the detailed display you can print each individual label by inserting P next to the line. Optionally, you can enter a V to display more detail about that specific line. From the individual line screen, you can press <b>F11</b> to display the entire order and the status of each line. You can also print any line by entering <b>P</b> next to it on this screen.
s	Print a pallet sheet in place of the labels. This option is available only from the Pallet Picking option. When printing a pallet sheet, if the customer has customer preferences set to receive UCC-128 labels, the confirmation screen asks if you want to print UCC-128 labels at this time.

After you select a print option, a confirmation screen displays. Each confirmation screen contains a field showing the printer ID where the labels will print. This can be used to override the printer at pick time. This option could be especially useful if a printer for an area is not operational and you need to print labels at an alternate printer for picking.

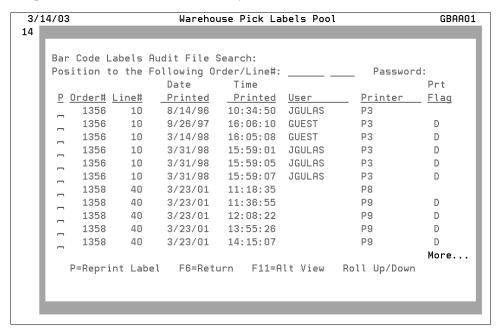
Following is a sample Pick Labels Screen showing the **V** option. This screen shows all of the order lines that compromise the total number of labels for the selected line. This screen displays the order number, line number, customer, item number, quantity ordered, ship via code, truck route code, and the bar code label printer ID. From this screen you can print individual labels by entering a **P** next to your choice or view further details by entering a **V**.



#### **Bar Coded Pick Label Pool History Screen**

This screen, accessed via **F5** from the main screen of the Pick Label Pool, enables you to scroll through a history of all bar coded pick labels, showing when and where they printed, and who printed

them. If labels for the same order and line are printed more than once, all entries are displayed. You can position the search to start from any order number.



## **Examples of Labels**

```
"Serial Tags" on page 13
```

<sup>&</sup>quot;Roll Cut Order Label" on page 15

<sup>&</sup>quot;Putaway Label" on page 15

<sup>&</sup>quot;License Plate Number (LPN)" on page 16

<sup>&</sup>quot;LPN Manifest Labels" on page 17

<sup>&</sup>quot;Pick Labels" on page 19

<sup>&</sup>quot;Shipping Labels" on page 26

<sup>&</sup>quot;UCC Labels" on page 27

<sup>&</sup>quot;Retail Price Tags" on page 34

## **Serial Tags**

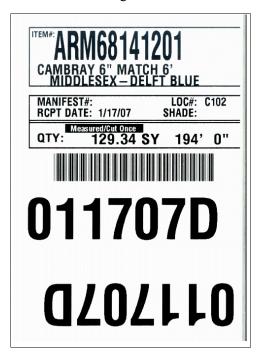
#### Serial Tag 1

This is a "standard" serial tag for a rolled good.



#### Serial Tag 2

This serial tag is for an item that has been cut once after it was measured. The difference between this label and Serial Tag 1 is the Measured/Cut Once statement in the middle of the label.



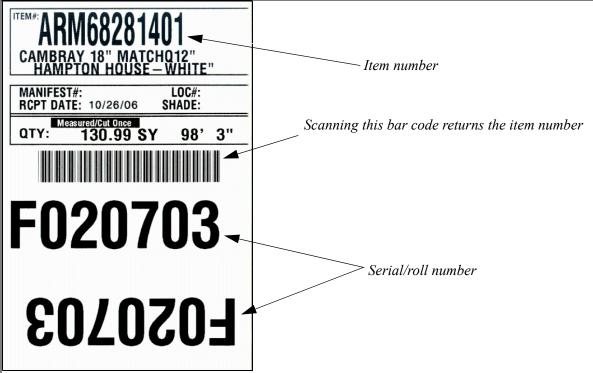
#### Serial Tag 3

This is a serial tag for a serial# that has measured but has not been cut since. This is useful on balances because if the cut station operator sees this message, and they print a new serial tag after every cut, he knows this measurement is accurate and does not need to be rolled out and remeasured.



#### Serial Tag 4

This is a serial tag returns an item number when its barcode is scanned with an RF device. It is identified with an I in the Serial Tag Label Format Defaults screen.



### **Roll Cut Order Label**

This is usually generated at the cut station in IWMS and attached to the roll going to the customer. It is designed to be easy to scan for movement to the staging and truck and includes routing information.



## **Putaway Label**

This is a putaway label created during the receiving process in IWMS.

Note: This label can also be created when listing receipts (Option 2 - List Receipts (only receipts not yet posted) on the Inventory Receipts & Back Order Fill Menu (INB).



## **License Plate Number (LPN)**

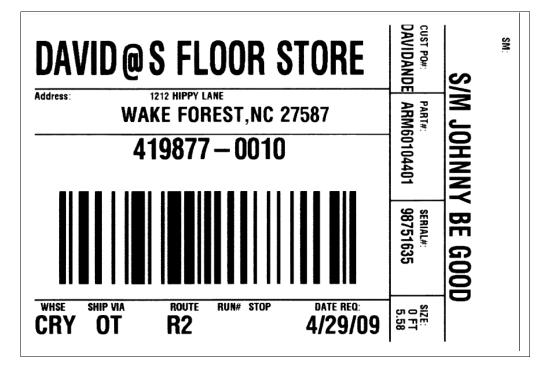
Generally these are printed in a large numbers, then handed out to the operators to use during Build-A-Pallet. The operator, when building a pallet, will scan this first, then the pick label. That associates the order line to the pallet.



When they are moving the pallet through the workflow of the shipping process, staging to truck, etc, they only need to scan this LPN label and all associated order lines move and get status updates at the same time.

### **LPN Label for Rolled Goods**

*Note:* This label is only available for IWMS users.



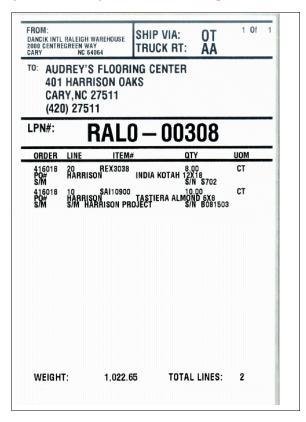
#### **Associated Files**

• WM2 1 Warehouse Settings - Screen 2 - The field **Order/Line Roll LPN Label Style** allows you to specify the use of this label.

## **LPN Manifest Labels**

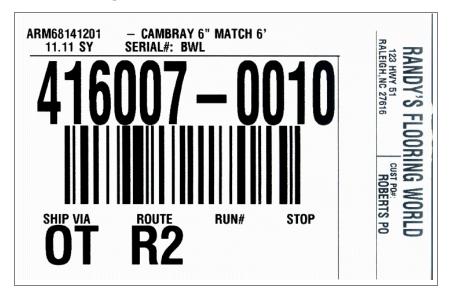
#### LPN Manifest Label 1

This is printed often at the shrink wrap machine. It lists all the items and order lines on an LPN. It is generated using menu WAR 009, option 11, and then entering the LPN#.



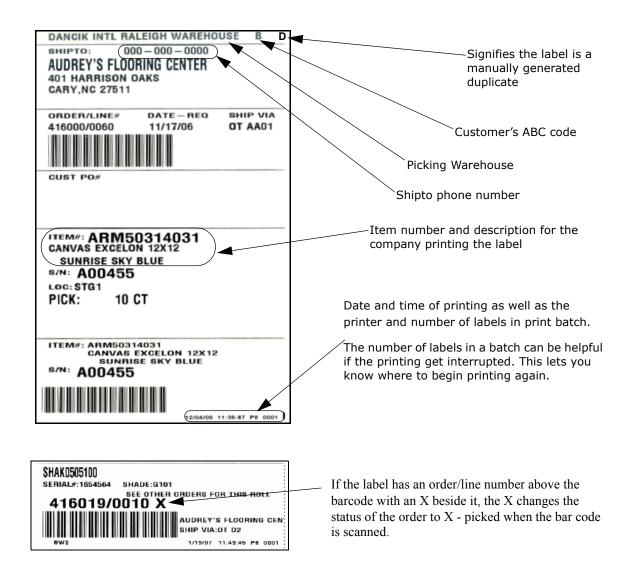
#### LPN Manifest Label 2

This is a manifest label, but it is for a single order line. This often goes on rolled goods when the order line is scanned the same as an LPN on all screens which move orders. It can be generated using menu WAR 009 then option 11, and enter and order line.

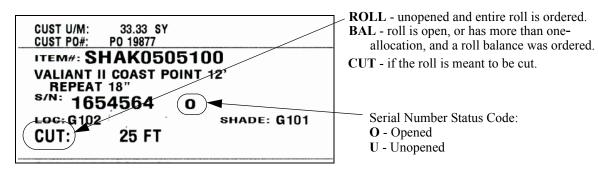


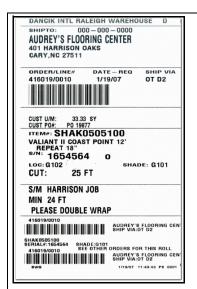
### **Pick Labels**

#### **General notes about Pick labels**



Labels for Rolled Goods have some entries that are specific to rolled goods





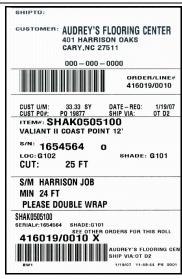
#### **BWG**

Has two tear off labels at the bottom.



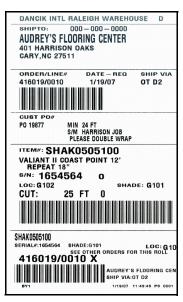
#### BW3

Has Large Order/Line barcode
Has Large Ship Via
No Tear off data on label
Includes cut details for items
with a G# policy code. The G#
policy code identifies an item as
being plastic laminate, or
another form of solid surface
sheet goods that utilizes a
"grid" screen on Order Entry.



#### BW<sub>1</sub>

Delineates shipto vs. customer information.



#### BY1

Has cut size in top barcode and order/line/x on bottom.

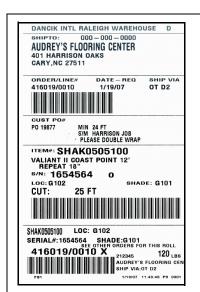


#### BW2

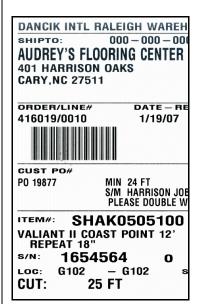
Same as BW1 without "X" Status



BY3







JJ4

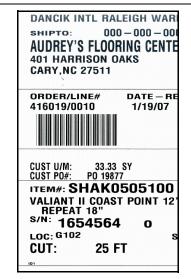
Secondary Label Style 12 MM Label



**GF1**Middle barcode special logic for cut machine instructions



LA1
Same as SP1 without X on bottom



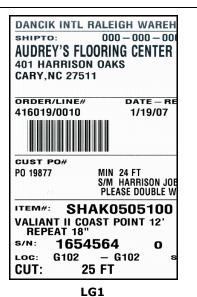
ID1

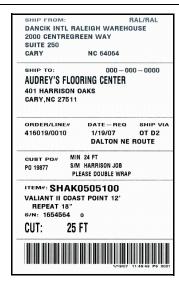


#### LA2

Same as SP1 without X on bottom middle barcode is serial number





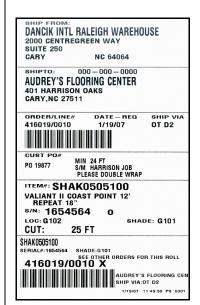


LA3

Very similar to LA2 bottom barcode is serial number.

L

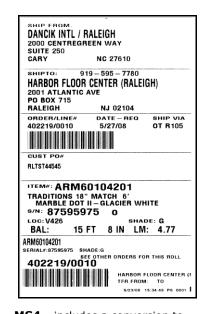
MS1



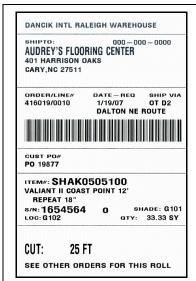
MS2

DANCIK INTL RALEIGH WAREHOUSE 2000 CENTREGREEN WAY SHIPTO: 000 - 000 - 0000 **AUDREY'S FLOORING CENTER** 401 HARRISON OAKS CARY,NC 27511 SHIP VIA DATE - REQ ORDER/LINE# 416019/0010 1/19/07 OT D2 CUST PO# MIN 24 FT S/M HARRISON JOB PLEASE DOUBLE WRAP PO 19877 ITEM#: SHAK0505100 VALIANT II COAST POINT 12 REPEAT 18" s/N: 1654564 0 LOC: G102 SHADE: G101 CUT: 25 FT SHAK0505100 RIAL#:1654564 SHADE:G101 SEE OTHER ORDERS FOR THIS ROLL 1/19/07 11:49:50 P8 000

**MS3**Bottom label has no status after order/line in barcode

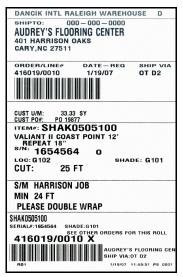


**MS4** - includes a conversion to linear meters (LM) for any roll line with a pick unit of measure in FT. Both unit of measures print on the label. The standard conversion formula used is Feet x .3048 + Inches x .0254 = LM. This label is designed to work with cutting machines that operate using lineal meters.

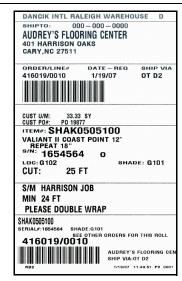


#### PCK1

Original Pick Label

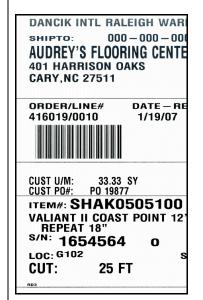


**RD1** - Customer item number on the bottom. Barcode contains order line and X. Order line and status on the bottom barcode. 8mm print format.



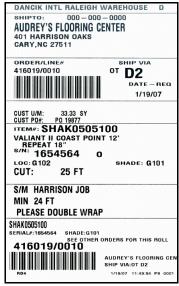
RD2

Bottom label barcode contains order/line.



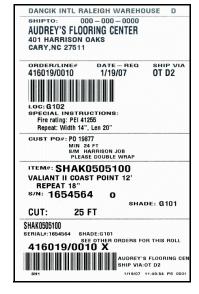
#### RD3

Modeled on RD1 formatted for a 12MM zebra.



#### RD4

Modeled on RD1, truck route is enlarged, bottom barcode is order/line.



SH1



SH<sub>2</sub>



#### SH3

The order status code has been removed. If it were displayed it would appear right after the order/line.



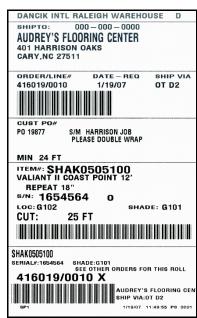
#### SH4

This label includes a bar code for the item. The order/line barcode is smaller than SH3.

The order status code has been removed.







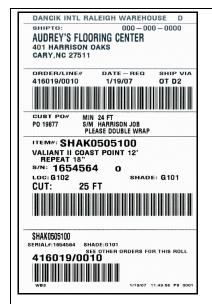
SP1

Based on FS1, includes logic for laminates



#### WB2

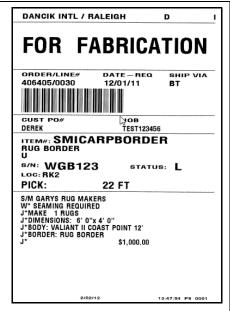
Serial number barcoded on bottom





WB3

**WW1**Special printing for LY



#### WW2

Supports the following F6 type comment lines from the order detail lines or the order header:

- one S/M (side mark)
- nine W\* (warehouse)
- nine J\* (job shop)

Hierarchy for printing comment lines:

- SM comment is printed first, followed by W\* comments and then J\* comments
- Comment lines are pulled from the order detail
- If space permits, comment lines are then pulled from the order header.

## **Shipping Labels**

The **Print Warehouse Labels Menu** (WAR 9) option 5 of the allows you to print extra labels for shipping, after the items have been picked. For example, if you need a label for every carton, you can specify how many labels to print.



Field	Description
Enter the Order and Line# to print labels for	Enter the order and line number requiring shipping labels.
Enter the Number of Copies of each Label	Enter the number of labels to print. Leave zero or blank to print 1 label per unit sold. This is applicable to items sold by the each (EA), in which a label is required for each unit. For example, if the order is 5 EA, five labels will print. For rolled goods, if you leave this field blank or zero, 1 label prints. For orders with units of measure other than EA, 1 label prints per each carton.
Enter the Printer ID where the labels should print	Enter the printer ID or output queue to print to. Leave blank to use the default printer and output queue.

The following is a sample "standard" shipping label.



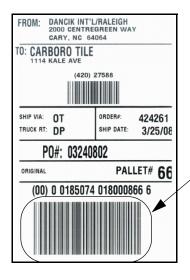
## **UCC Labels**

The UCC bar code shipping label can be used to capture the contents of a shipment. Dancik provides several UCC label formats. If a customized UCC label style is not associated with a customer (through the Billto File or Customer Preference File), the default label, shown below, is used when a label is printed.

"Configuring UCC label Formats for Specific customers" on page 28

"Customer Specific UCC Labels" on page 28

"UCC Labels and UCC Cartonization Program" on page 30



This bar code, known as the Serial Shipping Container Code (SSCC), is what designates a label as being a UCC label.
The receiver of the shipment scans it to identify the contents of the pallet or carton.

### Configuring UCC label Formats for Specific customers

Labels are assigned to customers via the following fields and files:

- The **Chain** field of the Billto file (FIL10) This three-character code defines the account as being part of a chain store or account group. Separate account numbers that are part of the same chain should all be assigned the same chain code. For example, all Target stores should be assigned chain code TAR
- **Preferred UCC/EAN-128 Label Format** field of the Customer Preferences File (FIL 38)- This field identifies the actual shipping label to use. The label code entered in this field should be one established in the Label Styles File.

*Note:* To see all the available UCC formats, enter a "?" in the field and press Enter.

If a label format is not assigned to a customer, the default UCC label is used.

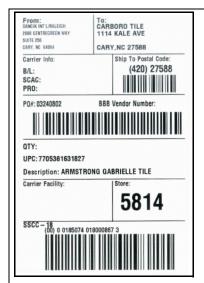
### **Customer Specific UCC Labels**

There are several "customer specific" shipping labels in the Label Styles File. These UCC labels present the information on a shipping label in a format required by the customer. These label styles are created on a special project basis, usually for large national accounts.

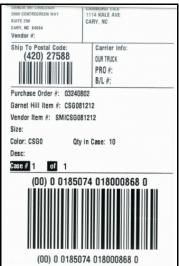
For example, when an order is shipped to a Target distribution center, it may require a shipping label designed especially for your particular business with Target.

Note: These labels are available for general use, but they are not meant to be fit for any purpose, other than the purpose of the parties that contracted with Dancik on the design of the particular label.

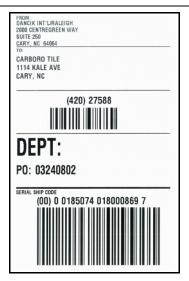
All of the available UCC formats are shown below.



**BBB** Format - Bed, Bath and Beyond



 $\textbf{GHD} \ \mathsf{Format} \ \mathsf{-} \ \mathsf{Garnet} \ \mathsf{Hill}$ 



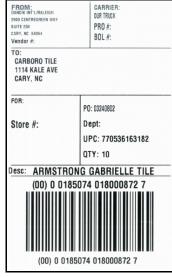
**GIS** Format - Great Indoors Company



JC1 Format - JC Penny



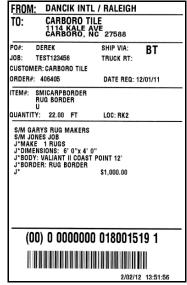
JC2 Format - JC Penny



LAT - Linen and Things



**SLS** Format - Used by Sears



#### **STK**

Cam include 9 J\* (job shop) and 5 S/M (side mark) F6 comment lines from header or detail order line

S/M and J\* comment lines from the order detail line are included as space permits. The hierarchy is to print S/M and then J\* comments. If all order detail comment lines are printed, and there is space, header comment lines will be included.



TAR Format - Used by Target

### **UCC Labels and UCC Cartonization Program**

This functionality supports printing UCC labels during order fulfillment. This functionality within the Update Order Status program (WAR 5) cross references the Packaging File to determine the number of labels needed per order/line. This information is automatically inserted into the appropriate fields during the label printing process. If necessary, the system generated values can be overridden.

Furthermore, order lines can now be linked to a UCC label number in the customer's ASN document.

1. For this example, we are going to update the order as if it were priced and shipped to a customer with UCC level business requirements.

ACCO	UNT# :	201000	) н	ARBOR	FLOOR	CEN	ITER	(RALEIG	H)	В		OF	RDER#	<b>‡ 4190</b>	65
ine	Item	‡			Descr	ipti	on/9	Gerial#/	Loc		Qty	Į	J/M	Weig	ht
0010	SAI1	900			TASTII 080			ND 6X8 A11			2.	54	СТ	154.0	LBS
0020	JAS1	961			CREOLA 429		JSTY	APRICOT	8X8			38	СТ	11.8	LBS
			Tot	al Ca	rtons		2.9	12 CT		Total	Weight	:		165.8	LBS
<u>Line</u> 0010			'Color 1090		ern/Lo	<u>t#</u>		Qty 77.00	U/ <u>S</u>		Price 4.29		<u></u>	Co 49.	<u>st</u> 518
<u>L# R</u>	Ser:		Loc A11	Recv	? Resti	<b>&lt;%</b> [		Ship-Dt 152408 R	LP		extend. 330.33			end C	

Note: The weight and carton information shown above was accessed via the F18 function key on the Order Detail screen.

2. On the Warehouse Functions menu (WAR), select option **5 - Update Order Status**. The Order/Shipping Status Update screen appears.

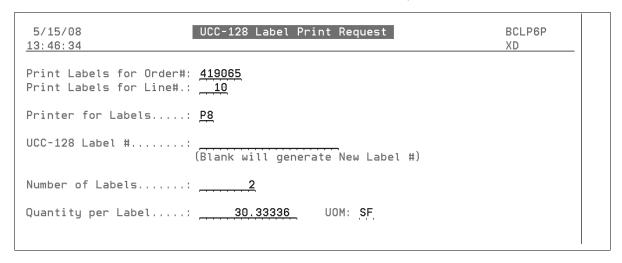
ORDER / SHIPPING STATUS UPDATE
ORDER# LINE# ITEM# LOT# SERIAL#
USER ID/BADGE#> NEW STATUS> NEW LOC'N> C102
NEW LUC N> CIOZ
F2-Limits F5-Notoned F6-Change F7-F01 F10-Drint P/L F9-Scan UCC-128
F2=Limits F5=Notepad F6=Change F7=E0J F10=Print P/L F9=Scan UCC-128 F20=UCC-128 Label Maintenance F21=Order Search & Inquiry F22=Inventory

3. Press **F20** (**Shift** + **F8**) to access the UCC-128 Label Maintenance Screen.

4. To define the shipping unit, enter the **Order#**, **Lading UM** and press **Enter**.

ORDER / SHIPPING STATUS UPDATE UCC-128 LABEL MAINTENANCE SCREEN			
Original UCC Label#: or Order#: 419065	Customer Name HARBOR FLOOR CENTER		
Opt Line         Product Code         Ship Qty.           _ 0010         SAI10900         77.00           _ 0020         JAS1961         4.00			
Opt: X=Edit UCC Label Data P=Pr F4=Cancel F7=E0J	Bottom int UCC Label		
F20=UCC-128 Label Maintenance F21=Order Sear	ch & Inquiry F22=Inventory H		

- 5. The order lines appear. To print UCC labels, enter a **P** in the appropriate **Opt** field and press **Enter**.
- 6. The Number of Labels and **Quantity per Label** is automatically calculated from information in

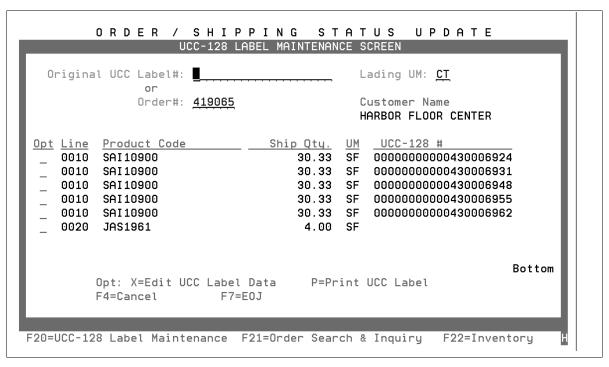


the Packaging File (FIL 11). For line number 0010, the Packaging File, based on the UM and quantity is informing us we need two UCC shipping labels with 30.3 SF in each carton.

Note: Each label is assigned a unique UCC-128 number if no UCC-128 number is entered.

- 7. Since the order was for 77 SF of the item on line 0010, we know that we have to override the 2 labels to 3 (30.3 x 2 = 60.6 SF). This gives us two full cartons and a partially full carton.
- 8. Press **Enter** to print the labels.

9. Going back to the UCC-128 Label Maintenance Screen we can see that several labels, including the one shown above, are attached to line 0010 on order 419065.



10. To edit the UCC label data, select a line number. All of the label numbers for the selected line appear.

ORDER / SHIPPING STATUS UPDATE UCC-128 LABEL MAINTENANCE SCREEN	
UCC-128 Label Scan Window	
Origin  Order/Line# Customer PO Order Qty UM  419065 0010 UCCTESR 77.00 SF	
Opt Line         UCC-128 Label Value         Ship Qty UM	
More F2=Single Line Scan F4=Cancel F9=Print UCC-128 Label ENTER=Accept	
F20=UCC-128 Label Maintenance F21=Order Search & Inquiry F22=Inventory H	

11. Use this screen to change the label number, quantity, and/or unit of measure.

### **Retail Price Tags**

Retail tags, which include price information, can be printed on 3 x 5 Zebra printer bar code labels. Functionality is also included to add additional text on both the front and back of the labels. The default price, which is established via the System Wide Setting - Options for Retail Price Tag/Label, can also be quickly and easily overridden.

1. Go to Inventory Receipts & Back Order Fill Menu and select option 3 - Print S/N Tags (for posted or unposted receipts). Enter a 5 to print retail labels/tags.

```
USER OPTIONS

ENTER "1" TO Print Serial# Tags On Paper/Card Stock.
Enter "2" To Print Serial# Tags On Bar Coded Labels.
Enter "3" To Print Serial# Tags Bar Coded on Paper.
Enter "4" To Print Slab Serial# Tags On Bar Coded Labels.
Enter "5" To Print Retail Price Tag on Bar Coded Labels

Enter one of the choices listed above: 5

F4=Cancel
```

2. Press **Enter** to access the following screen.

```
Bar Coded Serial Number Tag Selection

Select from Inventory Already Posted

(or)

Select from Inventory Not Yet Posted (Still in Pre-Receipts)

Ware: RAL

Serial Number Printer ID: P8

Number of Copies: ____
```

3. Make the necessary entries and press **Enter**. The next screen to appear depends if you are printing labels for posted or unposted inventory. The concept behind both of the screens is the same. The only difference is that on the screen for posted inventory you can enter the serial number.

Posted Inventory Bar Coded Serial Number Tag Selection
For Warehouse <b>RAL</b> on Printer <b>P8</b>
<pre>Item # Serial# Receipt/Line Copies CEN1003RD10X14</pre>
CENIOUSRDIOXI4
Note: You may enter an item#, serial# or a combination of both.

4. Press **Enter** to display the inventory that matches the entered criteria.

Posted Inve	ntory Bar Coded Serial Nu	umber Tag Selection
For Ware	house RAL on Printer P8	
	Description Serial# PLATINUM SUMMER RG121020 PLATINUM SUMMER RG121313 PLATINUM SUMMER RG134512	1.00 EA 559.00 LP 3 1.00 EA 559.00 LP
		Bottom
·	Comments D=Do Not Pri	

Note: The Price comes from the Price List entered on the System Wide Setting - Options for Retail Price Tag/Label. The default price list is LP.

5. The Price can be overridden or even deleted. If it is deleted, the retail tag only prints with the serial number bar-code.

- 6. The retail labels/tags contain the following information:
  - Item Number
  - Item Description
  - Serial number
  - Price (if not deleted out)
- 7. To add additional comments to the tag/label, enter a **C** next to an Item Number and press **Enter**. The screen that appears is for entering comments on the front of the tag.

Enter Comments for Retail Tags	
Enter Comments Below For Front of Label:	
<u>Design: Platinum Summer Flower</u>	
Color: Red	
Size Comment (Bolded) Size: 9.5 x 12.8	
Main Comment (Above Price) Sale Price:	
F2=Comments for Back of Label F6=Cancel F9=Show Front & Back	

Comments entered for an item contained on a receipt/line only apply to that specific receipt/line. Comments entered for specific serial numbers apply only to that item/serial number.

Note: Any comments that are entered for an item are retained in a template for future use. This template contains the most recent information printed on a label for that item. In effect, comments made against an item, or against any item in a product line become the default entries to be used on future labels. This program first checks for the last label comments entered for that specific item. If none are found, the program checks for label comments entered for any item in that product line. Those comments show as the defaults, to be used or overridden on the next label.

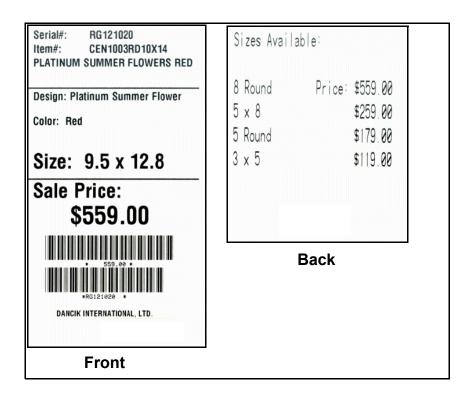
8. To add comments to the back of the label, press **F2**.

Enter Comments for Retail Tags			
Enter Comments Below For Back of Label:			
Sizes Available:			
	8 Round Price: \$559.00		
	5 x 8 \$259.00 5 Round \$179.00		
	3 × 5 \$119.00		
F2=Comments for Front of Label	F6=Return F9=Show Front & Back		

9. Press **F6** to return to the Inventory Listing. Enter a **P** for the lines you want to print labels for.

Posted Inventory Bar Coded Serial Number Tag Selection				
For Warehouse <b>RAL</b> on Printer <b>P8</b> Pr	ice			
	ist LP LP LP			
CEN1003RD10X14 PLATINUM SUMMER RG134512 1.00 EA 559.00	LP			
Bot	tom			
Opt: C=Comments D=Do Not Print P=Print				
F6=Return F7=Continue to Print F8=1st Screen Enter=Process				

10. Press **Enter** to print the labels. After the labels are printed, the **P**s change to **D**s which means 'do not print', since they are already printed.



## FAQs concerning Labels

Are label styles specific to Roll and non-rolled goods?

No, The labels change depending on what item the label is being printed for. If a pick label for a Rolled good is printed and it is a Full Roll, the label will say "ROLL", if it is a cut it displays "CUT". If the item is non-rolled good, then displays "PICK".

Do all the pick labels basically follow the same format with the actual barcodes? Meaning; do the barcodes on the top half of the labels only identify the order and the line number?

Yes - The format is general and includes the barcode as the order/line number on all styles.

Do the barcodes on the bottom half all change the status of that line on that order to an "X" or do we have the choice of what status code we want it changed to?

NO - The barcode at the bottom does not change the order to an X Status. That is not a Status code, it is a ORDER End Statement for the RF GUN. The X is in the barcode and it tells the RF GUN to end.

### **Pick Pool Dates related to Transfers**

For a customer order that has a transfer on it, what date does the "pool" use?

The order appears in the pool with the customer's date request. It is up to the user "printing labels from the pool" to determine when to ship the product from their warehouse to the branch based on the date request.

#### Does it use the date the order/transfer is generated or does it use the ship date on the order?

It uses the ship date on the order - but these labels are quickly identified using the pool view "warehouse to transfer to".

The reason why this seems important is based on some assumptions we are making on how the pool will be used. It seems any warehouse that is shipping material on a daily basis is going to enter in tomorrow's ship date in the Enter Ship Date field when they bring up WAR 11. After all, it seems they should be most concerned about pulling material that is shipping out of their warehouse the next day, correct?

Yes as a rule that's correct, and in addition to the use case above, they will use WAR 11 with the view "warehouse to transfer to pick the transfers that need to go today in addition to the customer shipments that need to go today.

With that thought process in mind, if the "pool" ship date reflects the ship date on an order being delivered by another branch, then the warehouse transferring the material isn't pulling it until the day before it should actually be delivered to the customer, which means it won't get to the warehouse making the delivery until the day of the delivery.

That is correct if the warehouse doesn't operate with two distinct business cases:

- 1. customer shipments which get released with an emphasis on date
- 2. Transfer Shipments which get released with an emphasis on the warehouse the material is being shipped to.