



SOP - Ford Dock Twin Cities

These procedures are to be followed daily at the Ford Dock in Menomonee – report any variances or issues to your supervisor immediately. In addition, all personnel must also comply with all Ford guidelines, such as signing in and out as a visitor.

Cross Dock

- Arrive at designated time
- Unload all Ford returned parts
 - o To the designated area
 - Cross Dock personnel to acknowledge receipt
 - Sign proof of delivery
 - Return one copy to office
 - Mendota Heights
 - Dakotas
 - Chippewa Falls
- Scan all referral shipments W-7, W-8 & W-9
- Mendota Heights (W-8) load scanned parts onto truck
- Chippewa Falls (W-9) load scanned parts onto truck
- Dakotas (W-7) will pick up later
- Depart for Ford HVC

Prepare

- Arrive at scheduled time
- Go to designated area, between dock doors
- Unlock cage
- Make sure scanners are fully charged keep scanners in chargers/cradles when not in use
- Turn on computer
- Log in to computer
 - Select username: FordScanTrac
- Plug Sprint Card into computer's UBS Drive
- Click on Sprint icon on computer's home screen
- Click on "connect" in Sprint SmartView box
- Open email by clicking on Lanter Mail icon
- Log in to email
 - Enter username: fordtwincities
 - o Enter password: A60c219eb7
- Answer any e-mails
- Open OMS (Operational Management System) by clicking on OMS icon
 - Enter username: fordtwincities

- Enter password: fordmsp
- Select Ford logo
- Stage area for sorting by placing carts and/or pallets in designated locations
- Receive empties and/or returns from driver(s)
- Place any empties, such as totes, cages, pallets or carts and returns in designated locations

Receive/Scan

- Receive freight from Ford HVC
- Obtain scanner from designated area
- Scan freight as it is dispatched by Ford personnel (reference scanning instructions)
- Mark each Shipping Label after scanning to identify that it has been scanned, and if unsure a package has been scanned, scan it again
- Return any carts received from Ford to designated areas
- Transmit scanned data frequently to OMS
- Once all freight has been received from Ford, make sure all scanned data has been sent to OMS

Sort

- Sort freight by routes as you scan
- Place freight in designated areas, onto pallet or into carts

Once all freight is received, scanned and sorted for a designated route:

Confirm all freight received for route by asking Ford personnel, and verify all freight scanned by checking OMS – count pieces and check number recorded on OMS per route code

Pack

- Pack freight onto pallets or into carts, as applicable
- Shrink wrap all palletized freight
- Place corresponding sort/destination codes on each pallet/cart of freight

Load

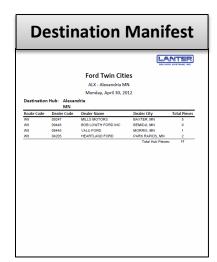
- Load freight onto designated vehicles
- Use load bars and/or carts to secure freight to minimize damage during transportation
- Confirm each driver has all freight and paperwork
- Release each driver for departure

Print

- Print Destination Manifest for line haul
 - Select Destination Management tab
 - Select today's date start and stop
 - Select route code list
 - Select Run Reports
 - When Destination Manifests appear, select (disk on screen) "export"
 - o Print Destination Manifests
- Print Delivery Manifest for line haul
 - Select Delivery Manifest tab
 - Select today's date start and stop
 - Select route code list
 - Select Run Reports
 - When Delivery Manifests appear, select (disk on screen) "export"
 - Print Delivery Manifests

Reports (examples follow on pages 5 - 7)

- Create reports for email distribution from OMS
 - Delivery Manifest
 - Destination Manifest
 - o Daily Summary
 - Damaged Parts
 - Inbound Parts
- Create report for email distribution from excel / desktop
 - Twin City Daily Ford Report
- Save files to desktop
- Create email to "Ford Distribution List"
- Attach 6 reports
- Send

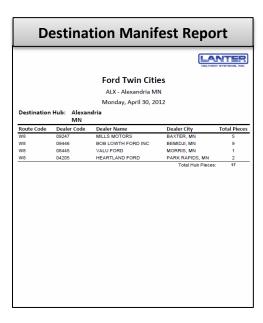


		LANTE DELATERY SYSTEMS
F	ord Twin Cities	
	Delivery Manifest	
	nday, April 30, 2012	
W8	iluay, April 30, 2012	
01374		
NEW PRAGUE FM INC		
1185 280TH ST WEST		
NEW PRAGUE, MN 56071		
Loose Pieces		
Loose Pieces 81523675		
81523676		
11288512		
Totes		
83523677		
	Total Pieces: 4	
Driver Signature	Date	Time
Received By	Date	Time

Shut Down

- Log out of OMS and email
- Close all programs and turn computer off
- Place scanners in charger/cradles
- Place Sprint Card and scanners in tool box
- Lock cage with Sprint Card and scanners on chargers/cradles inside (so chargers remained charging)
- Straighten and clean area, such as sweep designated area and take out trash
- Check supplies, such as paper, printer ink, etc., and report any needed items to your supervisor
- Leave Ford

OMS Reports:



	Damag	ed Part	s Report					
			LANTER DELIVERY SYSTEMS, INC.					
LDS FREI	LDS FREIGHT TERMINAL – DAMAGE PARTS LOG							
SHIP DAT	E: Monday	, April 30, 2	2012					
Route Code W7 W8 W8 W9 W9	<u>Dealer Code</u> 04139 07266 03594 04335	Carton # 914965 11286159 11288505 31587210	Damace Description Box Bent/Dented Box Crushed Box Torn Box Bent/Dented					

Ford Twin Cities Delivery Manifest Nonday, April 30, 2012 W8 01374 NEW PRAGUE FM INC 1185 2807H ST WEST NEW PRAGUE, MM 56071 Loone Pieces 81522875 81522875 81522876 11288512 Totes 83523677 Total Pieces: 4 Driver Signature _______ Date ______ Time _____ Received By _______ Date ______ Time ______ Attended Shipment: YES ____ NO ____

Daily Summary Report				
		LANTER		
	Ford Twin Citi DAILY SUMMA Monday, April 30,	RY		
Dealer Information		Inbound		
01374	Loose Pieces	3		
NEW PRAGUE FM INC	Totes	1		
1185 280TH ST WEST NEW PRAGUE, MN 56071	Cages	0		
NEW PRAGOE, WIN 30071	Total IN	4		
Dealer Information		Inbound		
01661	Loose Pieces	6		
LANGLADE FM INC	Totes	1		
2530 NEVA ROAD ANTIGO, WI 54409	Cages	0		
741100, 111 37103	Total IN	7		
Dealer Information		Inbound		
01732	Loose Pieces	6		
FORT DODGE FORD L-M	Totes	1		
2723 5th Ave FORT DODGE, IA 50501	Cages	0		
	Total IN	7		
Dealer Information	Inbound			
02784	Loose Pieces	2		
WRIGHT COUNTY MOTORS	Totes	1		
1302 CENTRAL AVE E. CLARION, IA 50525	Cages	0		
CD411014, IA 30323	Total IN	3		
Dealer Information	Inbound			
02883	Loose Pieces	10		
KOCOUREK FLM 1815 W STEWART AVE	Totes	1		
WAUSAU, WI 54401	Cages	0		
	Total IN	11		
Dealer Information	Inbound			
02945	Loose Pieces	0		
WEST BEND FORD 17 SECOND STREET SE	Totes	1		
WEST BEND, IA 50597	Cages	0		
,	Total IN	1		

Inbound Parts Report						
	LE	OS FREIGHT TERMINAL	LA	VTER)		
	IN	BOUND PARTS REPORT				
Route Code	Dealer Code	Dealer Name, City, St	Origin Code	Pieces		
W7	04139	WESTLIE MTR CO MINOT, ND	09	3		
W7	04107	R M STOUDT INC JAMESTOWN, ND	09	1		
W7	09284	BILL BARTH FORD INC MANDAN, ND	09	1		
W7	07310	SWENSON FD SLS INC CLEAR LAKE, SD	09	1		
W7	07204	PROSTROLLO AUTO PLAZ MADISON, SD	09	2		
W7	09480	EIDE FLM INC BISMARCK, ND	09	5		
W7	04210	STOCKMAN MOTOR INC WILLISTON, ND	09	2		
W7	09346	PARKWAY FORD DICKINSON, ND	09	4		
ws	09446	BOB LOWTH FORD INC BEMIDJI, MN	09	7		
W8	03575	CHUCK SPAETH FORD SLEEPY EYE. MN	09	1		
W8	04205	HEARTLAND FORD PARK RAPIDS, MN	09	1		
W8	03461	DALE HOWARD INC IOWA FALLS, IA	09	2		
W8	03894	MILO PETERSON FD CO KENYON, MN	09	1		
W9	06124	KOENECKE FM INC REEDSBURG, WI	09	1		
W9	06291	PETERSON F-M OCONTO FALLS, WI	09	1		
W9	06156	GAGNE F-M PRINCETON, WI	09	1		
W9	03925	ASHLAND FD ASHLAND, WI	09	1		
W9	06174	TOWN & COUNTRY SLS QUINNESEC, MI	09	3		
W9	01661	LANGLADE FM INC ANTIGO, WI	09	1		
W9	05860	TIMBER FM HAYWARD HAYWARD, WI	09	1		
W9	06370	GLACIER VALLEY F & M BARABOO, WI	09	1		
W9	04335	FILLBACK FORD INC RICHLAND CTR, WI	09	2		
W9	06218	BIG VALLEY FCD	09	2		

Excel Reports:

