



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
 - 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
 - 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"
 - 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
 - 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

Destination Manifest				
				
Ford Twin Cities ALX - Alexandria MN Monday, April 30, 2012				
Destination Hub: Alexandria MN				
Route Code	Dealer Code	Dealer Name	Dealer City	Total Pieces
WB	00247	MILLS MOTORS	BAKTER, MN	5
WB	09446	BOB LOWTH FORD INC	BEMIDJ, MN	9
WB	08445	VALU FORD	MORRIS, MN	1
WB	04295	HEARTLAND FORD	PARK RAPIDS, MN	2
Total Hub Pieces				17

Delivery Manifest	
	
Ford Twin Cities Delivery Manifest Monday, April 30, 2012	
WB 01374 NEW PRAQUE FM INC 1185 280TH ST WEST NEW PRAQUE, MN 56071	
Loose Pieces 81523675 81523676 11288512 Totes 83523677	
Total Pieces: 4	
Driver Signature _____	Date _____ Time _____
Received By _____	Date _____ Time _____
Attended Shipment: YES <input type="checkbox"/> NO <input type="checkbox"/>	

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:

Delivery Manifest Report



Ford Twin Cities

Delivery Manifest

Monday, April 30, 2012

W8
01374
NEW PRAGUE FM INC
1185 280TH ST WEST
NEW PRAGUE, MN 56071

Loose Pieces

81523675
81523676
11288512

Totes

63523677

Total Pieces: 4

Driver Signature _____ Date _____ Time _____
Received By _____ Date _____ Time _____

Attended Shipment: YES ☐ NO ☐

Destination Manifest Report



Ford Twin Cities

ALX - Alexandria MN

Monday, April 30, 2012

Destination Hub: Alexandria
MN

Route Code	Dealer Code	Dealer Name	Dealer City	Total Pieces
W8	09247	MILLS MOTORS	BAXTER, MN	5
W8	09446	BOB LOWTH FORD INC	BEMIDJI, MN	9
W8	08445	VALU FORD	MORRIS, MN	1
W8	04205	HEARTLAND FORD	PARK RAPIDS, MN	2
Total Hub Pieces:				17

Daily Summary Report



Ford Twin Cities
DAILY SUMMARY
Monday, April 30, 2012

Dealer Information	Inbound
01374 NEW PRAGUE FM INC 1185 280TH ST WEST NEW PRAGUE, MN 56071	Loose Pieces 3 Totes 1 Cages 0 Total IN 4
01661 LANGLADE FM INC 2530 NEVA ROAD ANTIGO, WI 54409	Loose Pieces 6 Totes 1 Cages 0 Total IN 7
01732 FORT DODGE FORD L-M 2723 5th Ave FORT DODGE, IA 50501	Loose Pieces 6 Totes 1 Cages 0 Total IN 7
02784 WRIGHT COUNTY MOTORS 1302 CENTRAL AVE E CLARION, IA 50525	Loose Pieces 2 Totes 1 Cages 0 Total IN 3
02883 KOCUREK FLM 1815 W STEWART AVE WAUSAU, WI 54401	Loose Pieces 10 Totes 1 Cages 0 Total IN 11
02945 WEST BEND FORD 17 SECOND STREET SE WEST BEND, IA 50597	Loose Pieces 0 Totes 1 Cages 0 Total IN 1

Damaged Parts Report



LDS FREIGHT TERMINAL – DAMAGE PARTS LOG

SHIP DATE: Monday, April 30, 2012

Route Code	Dealer Code	Carton #	Damage Description
W7	04139	91914985	Box Bent/Dented
W8	07266	11288159	Box Crushed
W8	03504	11288505	Box Torn
W9	04335	31537210	Box Bent/Dented

Inbound Parts Report

LDS FREIGHT TERMINAL
INBOUND 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 STOUT 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	BARROWAY FORD DICKINSON, ND	09	4
W8	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 DOWA 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 FLM OCOONTO FALLS, WI	09	1
W9	06156	GAGNE FLM PRINCETON, WI	09	1
W9	03925	ASHLAND FD ASHLAND, WI	09	1
W9	06174	TOWN & COUNTRY SLS QUINCY, 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	06216	BIG VALLEY FCO ECHO, MI	09	2

Excel Reports:

Sheet 1: Refused Shipment Report

Sheet 2: Damage Report

The screenshot displays a Microsoft Excel spreadsheet titled "Twin Cities Daily Form Report 2012 [Read-Only]". The active sheet is "Sheet 2: Damage Report". The spreadsheet is structured as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Twin Cities Damage Report															
	Date	Location	Damage Description	Carton Number	Comments											
25	3/15/12					0										
26	3/16/12					0										
27	3/19/12					0										
28	3/20/12					0										
29	3/21/12					0										
30	3/22/12					0										
31	3/23/12					0										
32	3/26/12					0										
33	3/27/12					0										
34	3/28/12					0										
35	3/29/12					0										
36	3/30/12					0										
37	4/2/12					0										
38	4/3/12					0										
39	4/4/12					0										
40	4/5/12					0										
41	4/9/12					0										
42	4/10/12					0										
43	4/11/12					0										
44	4/12/12					0										
45	4/13/12					0										
46	4/16/12					0										
47	4/17/12					0										
48	4/18/12					0										
49	4/19/12					0										
50	4/20/12					0										
51	4/23/12					0										
52	4/24/12					0										
53	4/25/12					0										
54	4/26/12					0										
55	4/27/12					0										

The Excel interface shows the "Home" tab selected on the ribbon. The status bar at the bottom indicates the file is "Ready" and the time is "12:05 PM 5/2/2012".

Sheet 3: Piece Count Report

Twin Cities Daily Piece Count Report																
	HCC Origin 09 Detroit	NPD Origin 11 Livonia	HVC Origin 96 Romulus	HVC Origin 88 Twin Cities	Daily Totals	Extra X-dock										
71	3/19/2012	50	29	195	567	841										
72	3/20/2012	42	30	195	507	774										
73	3/21/2012	56	33	169	488	746										
74	3/22/2012	59	31	201	540	834	3									
75	3/23/2012	61	39	232	445	777										
76	3/26/2012	41	22	102	471	636										
77	3/27/2012	50	38	126	489	703										
78	3/28/2012	55	47	141	436	679										
79	3/29/2012	43	46	65	472	626										
80	3/30/2012	49	35	165	375	624										
81	4/2/2012	51	26	90	501	672	4									
82	4/3/2012	59	27	79	456	621										
83	4/4/2012	50	28	173	477	729	1									
84	4/5/2012	59	36	101	459	655										
85	4/9/2012	46	37	67	788	938										
86	4/10/2012	109	20	132	450	711										
87	4/11/2012	52	63	59	411	585										
88	4/12/2012	46	20	52	391	509										
89	4/13/2012	31	39	56	384	510										
90	4/16/2012	25	63	77	523	678										
91	4/17/2012	35	59	56	460	610										
92	4/18/2012	47	42	62	406	557										
93	4/19/2012	31	34	62	372	499										
94	4/20/2012	38	31	53	412	535										
95	4/23/2012	30	31	60	439	560										
96	4/24/2012	71	24	87	508	690										
97	4/25/2012	56	48	87	382	573										
98	4/26/2012	56	37	58	446	597										
99	4/27/2012	42	22	50	34	439										

Sheet 4: Tote Count Report

Twin Cities Tote Count Report																
	YTD-Outbound				#REF!	YTD-Inbound				#REF!						
	OUTBOUND TOTALS					INBOUND TOTALS										
	Line Haul Tote Outbound W - 7	Line Haul Tote Outbound W - 8	Line Haul Tote Outbound W - 9	Daily Totals		Line Haul Tote Inbound W - 7	Line Haul Tote Inbound W - 8	Line Haul Tote Inbound W - 9	Daily Totals							
104	3/26/12	35	37	41	113	28	35	39	102							
105	3/27/12	34	37	36	107	17	45	39	101							
106	3/28/12	30	39	38	107	21	39	35	95							
107	3/29/12	31	38	33	102	37	35	38	110							
108	3/30/12	32	38	35	105	61	43	38	132							
109	4/2/12	27	40	38	108	31	35	35	101							
110	4/3/12	33	42	38	113	19	37	33	89							
111	4/4/12	33	40	39	112	16	44	35	95							
112	4/5/12	28	37	36	101	61	33	37	131							
113	4/9/12	52	69	65	186	47	73	66	186							
114	4/10/12	33	36	37	106	21	45	17	83							
115	4/11/12	32	37	37	106	10	46	30	86							
116	4/12/12	27	34	39	100	39	48	50	137							
117	4/13/12	28	36	39	102	44	38	40	122							
118	4/16/12	33	39	40	112	27	38	43	108							
119	4/17/12	31	39	40	110	52	22	33	107							
120	4/18/12	27	40	37	104	18	52	42	112							
121	4/19/12	30	43	39	112	22	32	36	90							
122	4/20/12	27	37	34	98	52	48	40	140							
123	4/23/12	30	42	38	110	20	32	37	89							
124	4/24/12	34	37	33	104	22	29	36	87							
125	4/25/12	31	36	39	105	39	56	26	121							
126	4/26/12	25	34	38	97	28	33	41	102							
127	4/27/12	28	33	37	98	22	40	0	62							
128	4/30/12	28	39	41	108	36	31	79	146							