



## JOHN DEERE DELIVERY GUIDE

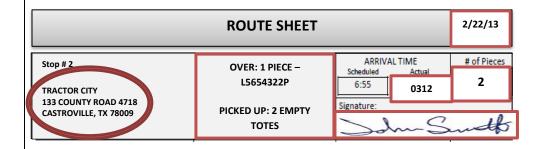
## (NON-SCANNING)

COMPANY	LDS BOL	COMPANY BOL	OS&D, SIGN, DATE AND LEAVE BOL	NUMBER OF BOLs	EMPTIES	EMPTIES PAPERWORK	RETURNS	RETURNS PAPERWORK
JOHN DEERE	N	Y	Y	1	Y	N	N	N

NOTE: REFER TO <u>ADDRESS</u> ON SHIPPING LABEL WHEN DELIVERING DEERE FREIGHT, AS MANY DEALERS HAVE THE SAME NAME.

## **DEERE DELIVERY**

- RECEIVE FREIGHT FOR DESIGNATED ROUTE, AND CORRESPONDING ROUTE SHEETS AND DEERE ITEMIZED MANIFEST(S)
- > SORT FREIGHT BY DEALER NAME AND ADDRESS, AS LISTED ON SHIPPING LABEL CARE MUST BE TAKEN AS THERE ARE MULTIPLE DEALERS WITH THE SAME NAME YET DIFFERENT ADDRESSES
- VERIFY FREIGHT WITH CORRESPONDING MANIFEST
- RECORD ANY OS&Ds ON CORRESPONDING MANIFEST AND ROUTE SHEET, AND SPECIFY ON MANIFEST:
  - o If over, legibly record Parcel ID/Number of each piece and write "OVER" next to number
  - o If short, circle corresponding Parcel ID/Number and write "SHORT" next to number
  - If damaged, circle corresponding Parcel ID/Number and write "DAMAGED" next to number
- REPORT ANY OS&Ds OR MISSORTS TO SUPERVISOR
- **LOAD** FREIGHT BEGINNING WITH LAST DELIVERY FIRST AND FIRST DELIVERY LAST
- DELIVER FREIGHT TO DESIGNATED LOCATION
- PLACE FREIGHT NEATLY AND WITH CARE IN DESIGNATED AREA, AS INSTRUCTED ON PROFILE
- VERIFY PIECE COUNT AND ADDRESS ON EACH SHIPPING LABEL MATCHES DELIVERY LOCATION ADDRESS
- **RECORD DROP OFF DATA ON MANIFEST AND ROUTE SHEET:** 
  - Time of delivery
  - o Number of pieces actually delivered (cross out total pieces on Manifest if it does not match total pieces actually delivered)
  - If unattended delivery, driver signs and dates
  - o If attended delivery, driver obtains Dealer signature and date
- ► LEAVE MANIFEST RECORDING OS&Ds IN DESIGNATED LOCATION FOR DEALER (IF MORE THAN ONE COPY, TAKE ONE COPY BACK TO TERMINAL FOR RECORDS AND LEAVE REMAINING COPIES WITH DEALER)
- PICK UP EMPTIES, SUCH AS TOTES
- > RECORD RETURN DATA ON ROUTE SHEET:
  - Number of pieces picked up as empties
  - A brief description of each, such as "one empty tote"
- > RECORD ANY DELIVERY ISSUE(S) ON ROUTE SHEET, SUCH AS DOOR UNLOCKED UPON ARRIVAL OR WHY EMPTIES WERE NOT PICKED UP
- LEAVE APPROPRIATE PAPERWORK RECORDING ANY DELIVERY ISSUE(S) IN DESIGNATED LOCATION FOR DEALER (IF MORE THAN ONE COPY, TAKE ONE COPY BACK TO TERMINAL FOR RECORDS AND LEAVE REMAINING COPIES WITH DEALER)



CASTROVILLE TX US 78009

LANTER COU -BASIC SERVICE - AUSTIN, TX

PARCEL ID: L837560P

TO CONSIDER: 0400542276

TELESTROUBLE TX US 78009

**DEERE SHIPPING LABEL** 

## DEERE ITEMIZED MANIFEST

PARCEL

ID/NUMBER

