

# John Deere – SE Dock Sort Guide

*These procedures are to be followed daily at all docks in the SE for Deere – report any variances or issues to your supervisor immediately.*

**Supervisor:**

- 1) Create a designated Dock Sort Plan
- 2) Assign a designated identifier per sorter (different one-inch colored sticker per sorter)
- 3) Provide a sufficient amount of designated identifiers (stickers) to each sorter daily
- 4) Train each sorter on how to sort:
  - a. Read a Shipping Label
  - b. Sort by identifying sort criteria – Sort Code or Dealer Name and Address (Ship To)
  - c. Place each piece in designated location – provide Dock Sort Plan
  - d. Verify each piece in correct location
  - e. Mark each piece’s Shipping Label with his/her designated identifier (sticker) – to identify each piece has been sorted in correct location and by whom
    - i. If sorting by Sort Code, have sorter place identifier (sticker) by Sort Code
    - ii. If sorting by Dealer Name and Address (Ship To), have sorter place identifier (sticker) by Dealer Name and Address
- 5) Track missorts per sorter daily
- 6) Follow-up with sorters daily to review missorts and correct issues

## Deere Sort Identifiers

- 1) John Smith 
- 2) Paul Rudd 
- 3) Cindy Johnson 
- 4) Rick Lee 

## JOHN DEERE SHIPPING LABEL EXAMPLE



**Sorter:**

- 1) **Receive instructions on how to sort from supervisor**
  - ✓ Read a Shipping Label
  - ✓ Sort by identifying sort criteria – Sort Code or Dealer Name and Address (Ship To)
  - ✓ Place each piece in designated location per Dock Sort Plan
  - ✓ Mark each piece's Shipping Label with identifier (sticker) after verifying piece in correct location
  
- 2) **Be assigned a color**
  
- 3) **Receive a sufficient amount of identifiers (stickers) of your assigned color to use for sorting daily**
  
- 4) **Sort – look at Shipping Label**
  - ✓ If sorting by Sort Code, look at Sort Code
  - ✓ If sorting by Dealer Name and Address (Ship To), look at Dealer Name and Address
  
- 5) **Place piece in designated location per Dock Sort Plan**
  
- 6) **Verify – look at Shipping Label to make sure piece is in correct sort location per Dock Sort Plan**
  
- 7) **Mark Shipping Label with your assigned identifier (affix colored sticker) – to identify piece has been sorted by you and placed in correct location**
  - ✓ If sorting by Sort Code, place identifier (sticker) by Sort Code
  - ✓ If sorting by Dealer Name and Address, place identifier (sticker) by Dealer Name and Address (Ship To)



# Sorter Handout

## 1) Look at Shipping Label

- ✓ If sorting by Sort Code, look at Sort Code
- ✓ If sorting by Dealer Name and Address (Ship To), look at Dealer Name and Address

## 2) Place piece in designated location per Dock Sort Plan

## 3) Look at Shipping Label to make sure piece is in correct sort location per Dock Sort Plan

## 4) Mark Shipping Label with your assigned identifier (affix colored sticker) – to identify piece has been sorted by you and placed in correct location

- ✓ If sorting by Sort Code, place identifier (sticker) by Sort Code
- ✓ If sorting by Dealer Name and Address, place identifier (sticker) by Dealer Name and Address (Ship To)

