PRODUCER INSTRUCTIONS FOR GETTING READY FOR DISTRIBUTION

NOTE: These instructions are important because every product belongs to someone. Being able to find ordered products in our space starts with producers doing a good job packing and labeling ordered products. Please print these off and follow them when getting your products ready for distribution

1) To find out who ordered what products, log in, go to your producer page, and look for invoice options on the right hand side of the page. There are various invoice types. By customer is best for meats. By product works best for produce.

2) Check to see if any consumers wrote you notes with their orders. Notes from consumers are next to their orders in your "by customer" invoice. You'll need to look carefully to find these notes.

3) The system generates that include 1) who gets the product, 2) where the product is to be picked up, 3) the name of the producer, 4) the product number and name, and 5) number of units ordered (see below examples).

   NOTE: Not all products need to have labels from the software attached. Guidelines on labeling different types of products follow. If you have any questions about packing and labeling products, call 515-450-6812 or send an email to distribution@iowafood.coop.

   a) All frozen meats should be in clear plastic bags that are labeled (specific instructions are below).

   b) Almost all dry goods (ie products such as baked goods, honey, soaps, potatoes, etc.) should be labeled because the labels tell us where the products go in our space. Exceptions are large orders of items such as winter squash (we keep these together and pull from the inventory when we fulfill an order).

   c) Refrigerated products that are the same one to the next (ie cartons of eggs, bags of apples, asparagus bunches, bags of lettuce, individual cucumbers, etc.) don't need labels generated by the system attached. Just bring in the number of units ordered. However, the PRODUCER AND PRODUCT NAME SHOULD BE ATTACHED (important when more than one producer is selling the same kind of product). An easy option is a mailing label with your farm and product names.

4) Labels for placing on dry good and frozen meat products are found using links near the top right of your producer page. Two types of labels are available. One type lists all products ordered by each customer (click the "One Label Per Customer" link). This label looks like this (with description of content to the right):

MHM-1001-WDM [FROZ] Sue Collins Happy Dog Farm (#212) Lamb Chops - (1) package (#213) Pork Roast - (1) package	1001=Member #; WDM=Pickup Site; [FROZ}=Storage Regime Member Name Producer name (#212)=Product #; Product Name; Quantity Ordered

USE THIS LABEL FOR CUSTOMERS WHO ORDER SEVERAL KINDS OF FROZEN MEATS. It can also be used for dry goods if you place the items together in a bag.

The second type generated by clicking "One Label Per Product" produces a single label for each product ordered by each customer. These labels are best for dry goods. The exception is if you combine a customer's different dry goods in one container or bag – then use the other label type.

MHM-1001-WDM [NON]
Sue Collins
Huber Family Farm
(#2278) German Butterball - (2 lbs)

NOTE: Labels printed directly from the software are very large. See section 6 below for instructions on re-sizing these labels.

5) Additional instructions for meat products:

a) If you are a meat producer, combine multiple products ordered by a consumer into one clear plastic bag. The reason is that when finding products during pick up, multiple bags often result in one of the bags getting left behind.

b) Because labels do not stick to the outside of plastic bags in freezers, place the actual label generated by the software inside the bag so we can easily read it. Then use a thick-point black marker to write these things in really large print (so we can easily see it) on the outside top right corner of the bag:

   i) four digit member number (found in the first line of the label as described above);
   ii) your farm name (so we know who's product it is);
   iii) final destination for bags going to our drop off sites (either WDM, DTWN, ANK, or AMES) as found in the first line of the label as described above.

c) If you cannot fit all frozen meats ordered by a customer into one clear plastic bag, PLEASE MARK IN BIG PRINT "1 OF 2" AND "2 OF 2" ON THE TOP OF THE OUTSIDE OF THE BAGS. We continue to find second and third bags in the space at the end of the day, so doing this is absolutely needed.

6) There are two options to resize labels: 1) If you use Microsoft Explorer, use the "print preview" function that appears with the drop down menu under "file", then use the "shrink to fit" button towards the right hand side of the tool bar to reduce the size of the labels; 2) Cut and paste the labels into a word document, and then you can adjust the font size and eliminate extra spaces between the labels.