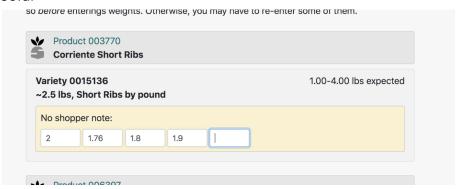
#### PRODUCER PRODUCT LABELING + DROP-OFF PROCESS FOR DISTRIBUTION

### Product Preparation + Labeling

- Cart must be closed before your print labels or package your items!
  - Customers may remove items from their shopping basket until the cart is officially closed
- After the cart closes, view a summary of your sales by clicking the *Web order* summary link. You may print this as a checklist as you put together your order.
- Click the *Producer inventory* link to view shopper notes; you are able to **deny** shopper notes until you deliver products. If you cannot fulfill a shopper's request, hit the *Deny* button next to the note; then scroll to the bottom of the page to hit *Save*. A customized label will be generated for items with shopper notes.
- All products must be labeled with the software-generated labels. If you need help with these, please contact us at info@iowafood.coop
  - Click the Web order labels link
  - o For weighted items:
    - Click the Edit web order label weights link
    - You'll be prompted to enter weights corresponding to your products sold:



- Once all weights are entered, scroll to the bottom of the page and hit Save
- From there, click *Print web order labels* 
  - If you need to further edit your weights, you may by clicking Edit web order label weights
- Your labels will be generated as a PDF; depending on your browser setting, the PDF will automatically open, or you'll need to view it from your *Downloads* folder. ANY items with a shopper note will print a label with the note attached; ensure this label gets attached to the correct product!
- For non-weighted items:

- Click the Web order labels link
- Click the Print web order labels link
- Your labels will be generated as a PDF; depending on your browser setting, the PDF will automatically open, or you'll need to view it from your *Downloads* folder. ANY items with a shopper note will print a label with the note attached; ensure this label gets attached to the correct product!

#### **Out of Stocking a Product**

- IF you cannot deliver something, click the Producer inventory page
- Locate the product and variety of the item(s) you can't deliver
- Change the OFFER quantity to however many you ARE able to deliver (For instance, change it to 0 if you cannot deliver any; if you are able to deliver some of your order, change the OFFER quantity to the number you are able to bring).
- Scroll to the bottom of the page and hit Save

## **Product Packaging**

- Each item delivered must have a software-generated label
  - IF your item is too small, you may place it in a bag and then affix the label
    OR cut the QR code from the labels and affix it directly to your item
- Labeling specifications are found on the *Web order labels* page; if your item is frozen, you'll need to use weatherproof/vinyl labels
- If you have trouble getting a label to adhere to a product, please put the item in a plastic or paper bag and then affix the label.

# **Product Delivery**

- It is essential to watch email since our drop-off times can fluctuate
  - o Generally, product delivery is Tuesday afternoons and Wednesdays.
- If you do not deliver products by the end of the delivery window, they will be marked truant and out-of-stocked. We can no longer allow any exceptions to this rule!
- A staff member will check your products in using a scanner and laptop
- You may deliver products multiple times during the delivery window
- Upon product delivery, your *Producer invoice* will be available to view and your IFC account will show your earnings (payable on next cycle's check)
- Your check from the previous cycle will be available for pick-up
- Please bring any on-site items during this time as well; be sure to follow the Selling Products Online protocol document!