

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
 - **For weighted items:**
 - Click the *Edit web order label weights* link
 - You'll be prompted to enter weights corresponding to your products sold:

so before entering weights. Otherwise, you may have to re-enter some or them.

Product 003770
Corriente Short Ribs

Variety 0015136 1.00-4.00 lbs expected
~2.5 lbs, Short Ribs by pound

No shopper note:

2	1.76	1.8	1.9	
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- 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
 - 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!