

STANDARD OPERATING PROCEDURE & SYSTEM GUIDE	
Document Title:	SOP-LOG-019: Outbound Shipment Verification & 4x2 Box Labeling The Syndicate Lancaster DCC-10003553
Document ID / Rev:	SOP-LOG-019 · Rev 2.0 (Fulfillment & Logistics)
System URL:	https://bigoilship.pages.dev/shipment-verify-2.html



1. PURPOSE & CORE OPERATIONAL STANDARD

The **Shipment Verify System** enforces 100% outbound accuracy for all orders, wholesale transfers, and distribution deliveries departing The Syndicate Lancaster facility. It bridges packaging pack-out, route logistics, and physical box-by-box barcode verification to eliminate missing boxes, mismatched strains, or phantom inventory.

Live Application Links

Direct URL: <https://bigoilship.pages.dev/shipment-verify-2.html>

Operations Hub: <https://bigoilship.pages.dev/> (Click "Shipment Verify")

Works seamlessly on Zebra touch computers, iPhones/Androids, tablets, and shipping desktop terminals.

Role & Access Security

Daily Operations: No PIN required for QA entry, route setup, or driver scanning.

Admin PIN is strictly restricted to destructive actions: **deleting batches/routes, re-opening completed routes, or clearing database records.**

2. WORKSPACE MODES & ROLE RESPONSIBILITIES

MODE VIEW	PRIMARY USER	OPERATIONAL FUNCTION & RESPONSIBILITY
QA ENTRY	QA / Packaging Leads	Log newly packed batches (Item Name, Batch #, Pack Date, Units, and Box Count). Generate and print 4x2 thermal box labels.
ROUTES	Fulfillment / Dispatch	Create outbound delivery routes (e.g. "Bay Area Van 1"). Assign staged batches to designated delivery routes.
DRIVER VERIFY	Drivers & Shipping Techs	Select Route and Batch. Scan every box barcode/QR code using a handheld laser or camera. Verifies box counts before vehicle departs.
HISTORY	Management & Audits	Permanent cloud archive of 100% verified routes. View timestamps, total scanned boxes, and verification sign-offs.

3. QA PACK-OUT & BATCH MANIFEST SETUP

Immediately following packaging and final QA inspection, the packaging technician enters the batch into **QA Entry Mode**:

FIELD NAME	INPUT FORMAT	STANDARD PROCEDURE & RULES
Item / Strain Name	Text (e.g. Jack Spritzer)	Must match the exact product catalog and Metrc package description.
Batch Number	Text (e.g. WVY-368-BUD-1)	The facility batch/lot number. Must match physical pouch tags and Metrc tags.
Pack Date / Date	Calendar Date (YYYY-MM-DD)	Date packaging was completed and sealed into outer cases.
Item Quantity (Units)	Positive Integer (e.g. 500)	Total finished retail units contained across all boxes.
Box Count	Positive Integer (e.g. 5)	Number of physical cases/boxes. System generates unique UUIDs: BOX 1 OF 5 to 5 OF 5.

CRITICAL RULE: Never combine different strains or batches into the same master case box. Every batch must have its own discrete box count and unique QR labels.

4. 4x2 THERMAL BOX LABEL SPECIFICATIONS

Click **Labels** on any batch row to launch the thermal print view. Every case box must display one label:

QR CODE
[Scan UID]

JACK SPRITZER 1G PREROLL
BATCH: #WVY-368-BUD-1
PACK DATE: 2026-09-17 | QTY: 500 UNITS
BOX 1 OF 5

Standard Size:
4" Wide x 2" High
Direct Thermal Roll

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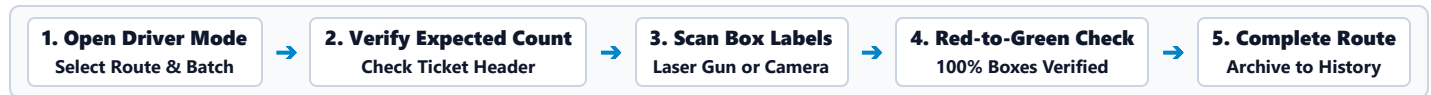
5. ROUTE ASSIGNMENT & STAGING WORKFLOW

Once boxes are physically labeled and stacked on outbound pallets, assign batches to designated delivery runs:

1. Navigate to the **Routes** tab. Enter a clear route title (e.g. "Valley & Downtown Route - Van 2") and click + **Create Route**.
2. Return to **QA Entry**. In the Batch Manifest table, locate the batch row and click the **Assign Route** dropdown.
3. Select the created route. The batch status automatically updates from **UNASSIGNED** to **ASSIGNED**.
4. Palletize the staged boxes in the designated staging bay matching the route number.

6. DRIVER / FULFILLMENT VERIFICATION WORKFLOW (THE SCANNING SOP)

Prior to loading any box into a delivery vehicle, the Driver or Shipping Associate must perform 100% verification:



VERIFICATION STEP	OPERATIONAL INSTRUCTIONS & SYSTEM BEHAVIOR
1. Route & Batch Selection	Open Driver Verify mode. Select your assigned delivery route. Select the first batch listed. The system loads an expected ticket (Item, Batch #, QA Creator, Expected Box Total).
2. Scanning Methods	• Barcode Scanner (Recommended): Leave cursor in input field; pull trigger on the 4x2 box QR code. • Camera Scanner: Click Scan with Camera. Position camera over QR code until green "Captured" flash appears.
3. Live Counter & Stamp	• While scanning: Stamp remains red: 0 / 5 SCANNED · SHIPMENT INCOMPLETE. • Upon final box: Stamp automatically flips to green: 5 / 5 SCANNED · COMPLETE. Progress bar turns solid green.
4. Completing Route	When all batches in the route reach 100%, the green Complete Route button activates. Click to lock the manifest and transfer the record to the permanent History Archive .

7. DISCREPANCY & ERROR RESOLUTION PROTOCOL

⚠ Duplicate Box Scanned

If an operator scans the same box twice, the system flashes "Box UID already scanned". The counter does not increment. Physically confirm only one physical box is on the pallet.

⚠ Unrecognized / Wrong Batch Box

If a box belongs to a different batch or route, a red warning banner triggers: "Scanned box does not belong to this batch". Immediately set the box aside for QA supervisor review.

8. DOS AND DON'TS (OUTBOUND COMPLIANCE)

✓ DOs (Mandatory)

- **DO scan every individual box:** Never assume a box is correct because it is on the same pallet.
- **DO inspect print clarity:** Replace smudged or torn QR labels immediately before staging.
- **DO wait for the Green Stamp:** Never load a vehicle until the progress bar reaches 100% complete.
- **DO keep lens clean:** Clean mobile camera lenses and scanner glass daily with isopropyl wipes.

✗ DON'Ts (Prohibited)

- **DON'T load un-scanned boxes:** Loading an unverified box is a severe regulatory compliance violation.
- **DON'T re-use old labels:** Never affix leftover thermal labels from prior batch packaging runs.
- **DON'T bypass verification:** Never bypass box scanning by manually typing random UIDs.
- **DON'T delete routes to fix count:** Never delete a route with active scans; consult your Lead.