# JOHN DEERE DELIVERY GUIDE

**(NON-SCANNING)**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>LDS BOL</th>
<th>COMPANY BOL</th>
<th>OS&amp;D, SIGN, DATE AND LEAVE BOL</th>
<th>NUMBER OF BOLs</th>
<th>EMPTIES</th>
<th>EMPTIES PAPERWORK</th>
<th>RETURNS</th>
<th>RETURNS PAPERWORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN DEERE</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

**NOTE:** REFER TO [ADDRESS](#) ON SHIPPING LABEL WHEN DELIVERING DEERE FREIGHT, AS MANY DEALERS HAVE THE SAME NAME.
DEERE DELIVERY

- **RECEIVE** FREIGHT FOR DESIGNATED ROUTE, AND CORRESPONDING ROUTE SHEETS AND DEERE ITEMIZED MANIFEST(S)
- **SORT** FREIGHT BY DEALER NAME AND ADDRESS, AS LISTED ON SHIPPING LABEL – CARE MUST BE TAKEN AS THERE ARE MULTIPLE DEALERS WITH THE SAME NAME YET DIFFERENT ADDRESSES
- **VERIFY** FREIGHT WITH CORRESPONDING MANIFEST
- **RECORD** ANY OS&Ds ON CORRESPONDING MANIFEST AND ROUTE SHEET, AND SPECIFY ON MANIFEST:
  - If over, legibly record Parcel ID/Number of each piece and write "OVER" next to number
  - If short, circle corresponding Parcel ID/Number and write "SHORT" next to number
  - If damaged, circle corresponding Parcel ID/Number and write "DAMAGED" next to number
- **REPORT** ANY OS&Ds OR MISSORTS TO SUPERVISOR
- **LOAD** FREIGHT BEGINNING WITH LAST DELIVERY FIRST AND FIRST DELIVERY LAST
- **DELIVER** FREIGHT TO DESIGNATED LOCATION
- **PLACE** FREIGHT NEATLY AND WITH CARE IN DESIGNATED AREA, AS INSTRUCTED ON PROFILE
- **VERIFY** PIECE COUNT AND ADDRESS ON EACH SHIPPING LABEL MATCHES DELIVERY LOCATION ADDRESS
- **RECORD** DROP OFF DATA ON MANIFEST AND ROUTE SHEET:
  - Time of delivery
  - Number of pieces actually delivered (cross out total pieces on Manifest if it does not match total pieces actually delivered)
  - If unattended delivery, driver signs and dates
  - If attended delivery, driver obtains Dealer signature and date
- **LEAVE** MANIFEST RECORDING OS&Ds IN DESIGNATED LOCATION FOR DEALER (IF MORE THAN ONE COPY, TAKE ONE COPY BACK TO TERMINAL FOR RECORDS AND LEAVE REMAINING COPIES WITH DEALER)
- **PICK UP** EMPTIES, SUCH AS TOTES
- **RECORD** RETURN DATA ON ROUTE SHEET:
  - Number of pieces picked up as empties
  - A brief description of each, such as "one empty tote"
- **RECORD** ANY DELIVERY ISSUE(S) ON ROUTE SHEET, SUCH AS DOOR UNLOCKED UPON ARRIVAL OR WHY EMPTIES WERE NOT PICKED UP
- **LEAVE** APPROPRIATE PAPERWORK RECORDING ANY DELIVERY ISSUE(S) IN DESIGNATED LOCATION FOR DEALER (IF MORE THAN ONE COPY, TAKE ONE COPY BACK TO TERMINAL FOR RECORDS AND LEAVE REMAINING COPIES WITH DEALER)

**ROUTE SHEET**

<table>
<thead>
<tr>
<th>Stop #</th>
<th>TRACTOR CITY</th>
<th>133 COUNTY ROAD 4718</th>
<th>CASTROVILLE, TX 78009</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVER: 1 PIECE – L5654322P</td>
<td>PICKED UP: 2 EMPTY TOTES</td>
<td>2/22/13</td>
<td>0312</td>
</tr>
</tbody>
</table>

**DEERE ITEMIZED MANIFEST**

- ITEMIZED MANIFEST
- M3 TIME: 17:42:26
- PAGE: 1
- JD PARTS DIST – DALLAS
- 10650 HARRY HINES BLVD
- DALLAS, TX USA 75220
- TRUCK LOAD NO: 4601
- SHIP DATE: 21FEB12
- ENTRY: MADISON, IL
- CAR PRO NO: 2/22/13
- OVER: 1 PIECE - L5654322P
- SHIP TO
- TRACTOR CITY
- 133 COUNTY ROAD 4718
- CASTROVILLE, TX 78009
- UNITED STATES
- TOTAL
- OVER: 1 PIECE - L5654322P

**DEERE SHIPPING LABEL**

- STOP # 1
- MID-GEORGIA TRACTOR
- 4951 SHERATON DRIVE
- MACON, GA 31210
- SHORT ONE PIECE: A512318D
- OVER: 1 PIECE – L5654322P
- SHIP TO
- TRACTOR CITY
- 133 COUNTY ROAD 4718
- CASTROVILLE, TX 78009
- UNITED STATES
- TRUCK LOAD NO: 4601
- SHIP DATE: 21FEB12
- ENTRY: MADISON, IL
- CAR PRO NO: 2/22/13
- OVER: 1 PIECE - L5654322P
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