



DELIVERY SYSTEMS, INC.

Updated: 05/13/2013



JOHN DEERE

JOHN DEERE DELIVERY GUIDE

(NON-SCANNING)

COMPANY	LDS BOL	COMPANY BOL	OS&D, SIGN, DATE AND LEAVE BOL	NUMBER OF BOLs	EMPTYES	EMPTYES PAPERWORK	RETURNS	RETURNS PAPERWORK
JOHN DEERE	N	Y	Y	1	Y	N	N	N

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)

DEERE SHIPPING LABEL

DC: DY00D051204820 7 SFO=024
 FR: JD PARTS DIST - DALLAS 10650 HARRY HINES BLVD TX US 75220
 SHIP TO: TRACTOR CITY 133 COUNTY ROAD 4718 CASTROVILLE TX US 78009
 3845
 LANTER COU - BASIC SERVICE - AUSTIN, TX
 PARCEL ID: L837560P
 RT: CNSLDT COM CODE: 326 LNS: 1 PKLS: 1
 ORDER: 0400542276
 DT2 D5
 FLASH
 1837560P 001 4

PARCEL ID/NUMBER

DEERE ITEMIZED MANIFEST

ITEMIZED MANIFEST M3 TIME: 17:42:26 PAGE: 1

JD PARTS DIST - DALLAS 10650 HARRY HINES BLVD LANTER CDU -- W TX AND NM
 DALLAS TX USA 75220

SHIP TO: TRACTOR CITY 133 COUNTY ROAD 4718 CASTROVILLE TX 78009 UNITED STATES
 PARCEL NO: L837560P
 DIST: 1 WEIGHT: 1 CHARGE: 326

TRUCK LOAD NO: 4601 SHIP DATE: 21FEB12
 PERMIT NO: ENTRY: MADISON IL
 CAR PRO NO:

COMM	CONT	CAR	PARCEL NO
1	1		

TOTAL 1 2

OVER: 1 PIECE - L5654322P

John Smith
2/22/13
0312

ROUTE SHEET 2/22/13

Stop # 2 TRACTOR CITY 133 COUNTY ROAD 4718 CASTROVILLE, TX 78009	OVER: 1 PIECE - L5654322P PICKED UP: 2 EMPTY TOTES	ARRIVAL TIME Scheduled: 6:55 Actual: 0312 Signature: <i>John Smith</i>	# of Pieces 2
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