

Nebraska Food Cooperative – Producer Procedures

Title: Printing Labels and Labeling Products for Delivery

Date: 10/12/08

Purpose: For delivery day, all products sold are required to have a NFC label that will allow volunteers to accurately sort and distribute products to members. The purpose of this procedure is to instruct producers on how to print the NFC-required label for products and to provide guidance on which type of labels to use.

1. Use the producer procedure “Accessing Web Functions for Producers” to locate the Producer Information box (See Figure 1) on the website.

Figure 1. Producer Information

Producer Info: Product and Order Info		
Delivery Day Labels: One Label per Customer One Label per Storage/Customer One Label per Product	Producer Invoices: by Customer by Storage/Customer by Product <i>NEW:</i> Multi-update Invoice Past Invoices	Edit Your Products: [Unlisted] [Listed] [Add] Edit Your Public Info Documentation Producer Procedures

2. The left side of the Producer Information box contains the links for printing labels. The producer must choose which type of label they will use according to how the products are packaged for distribution. The options are:
 - a. **One Label per Customer:** If a customer orders several products that the producer packages in one unit, this type of label can be used.
 - b. **One Label per Storage/Customer:** Products are sorted into three storage types: frozen, refrigerated and non-refrigerated. If a producer packages all products of the same type of storage for one customer in one unit, this type of label can be used.
 - c. **One Label per Product:** If the producer does not package multiple products into one unit, this type of label can be used.
3. After selecting which type of label you will use, click on the corresponding link. A new page will be displayed in your browser. Labels include the following information:
 - a. Hub location
 - b. Customer’s name and member number
 - c. Delivery location / route
 - d. Storage type (if applicable)
 - e. Producer’s name
 - f. Product name, number and quantity
4. At this time, labels can be printed directly from your web browser. If the labels are not an appropriate size for the products, you may change the size of the font before printing. To change a font size:
 - a. In your web browser, click the “Edit” menu.

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- b. Locate “Select All” from the menu and click.
 - c. Click the “Edit” menu again.
 - d. Locate “Copy” from the menu and click.
 - e. Open a word processor on your computersuch as Microsoft Word.
 - f. In a new document, click the “Edit” menu.
 - g. Locate “Paste” from the menu and click again.
 - h. Using the word processor, select the font size that will adjust the labels to an appropriate size andprint. Please do not use a font size smaller than 12 point.
5. Separate labels and apply to eachproduct or packaged group ofproducts as applicable.
6. NOTE: Please use adhesive labels with waterproofink or tape paper labels using clear packaging tape. This way, if your product comes in contact with moisture, the ink will not run and the paper label will not degrade. Place the strip of clear packaging tape overthe informational part of the printed label so the volunteers can read where it is to go. Using staples should be an exception. If using staples, please staple to heavy enough paper so the label can not tear away from the product, such asthick cardstock.
7. NOTE: Egg Producers– Label each egg carton individually, or otherwise attach multiple egg carton orders together. Placing eggs in bags with other product items is difficult for handling and visibility.