

## TITLE: Standard Operating Procedure: Sweed POS Code Printing for Bin Labels

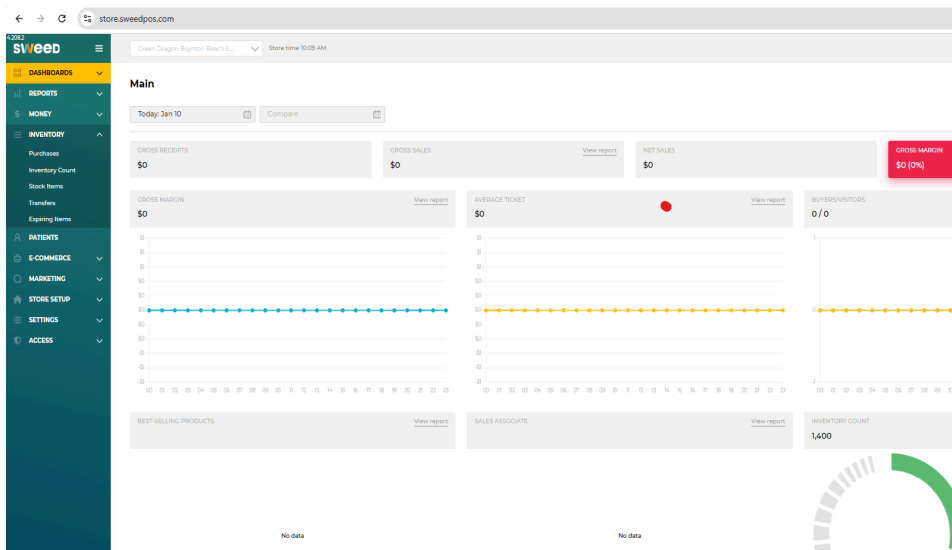
Creation Date: 11/1/2023	Department: Inventory	Doc No: SOP	Approved Version:
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## 1. Accessing the Sweed POS System

1.1 Open the Sweed POS system and log in using your credentials.

1.2 Navigate to the Inventory section in the system dashboard.

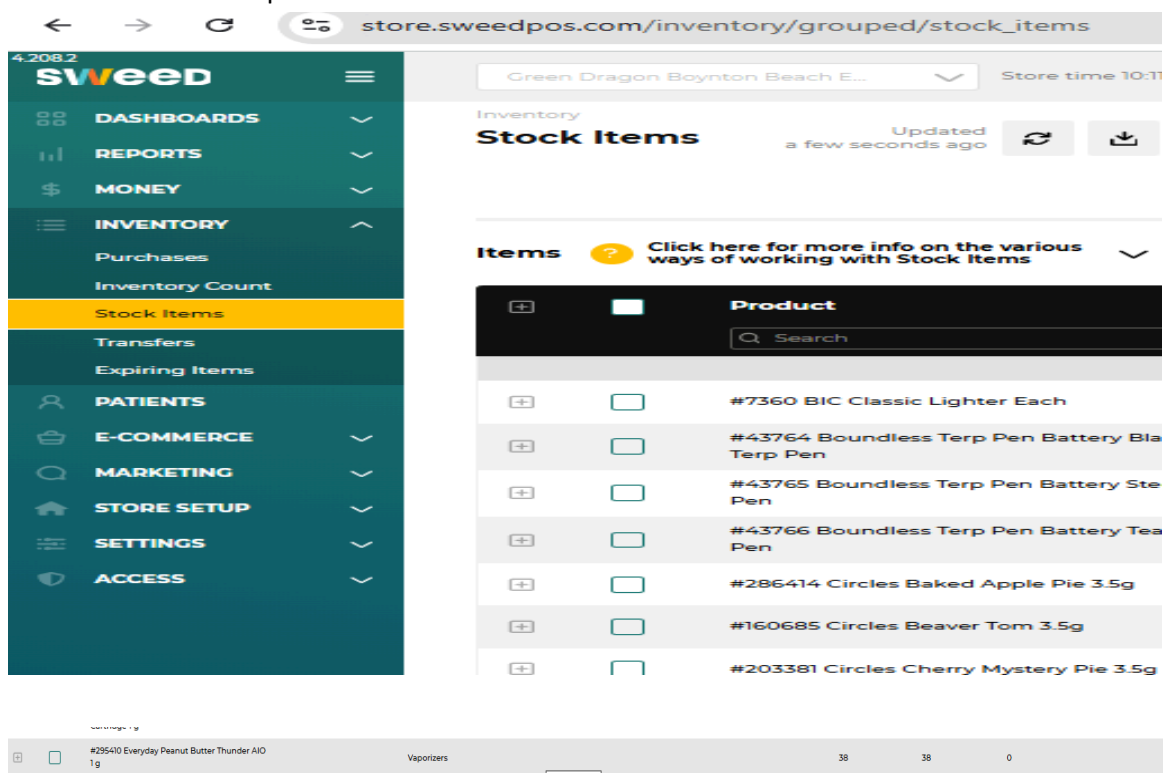


## 2. Locating the Desired Product

2.1 Select the Stock Items option from the menu.

2.2 Use the search bar to locate the product you need. Enter the product name, SKU, or any relevant identifying information.

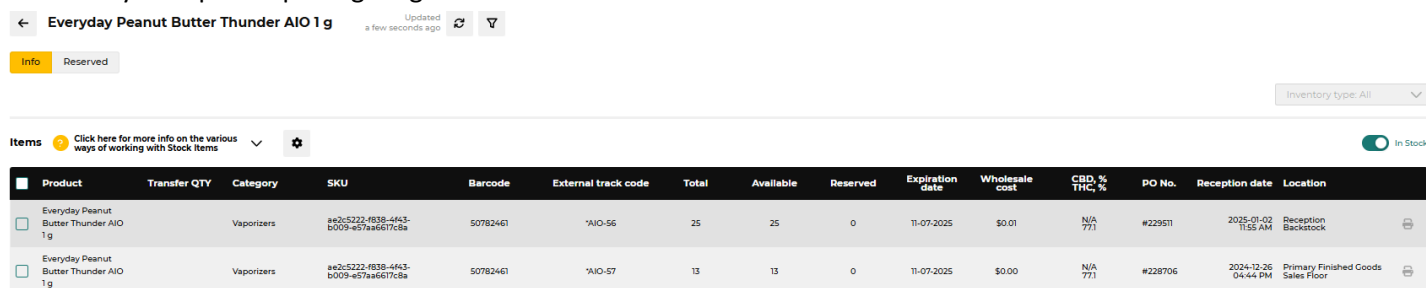
2.3 Select the desired product from the search results to view its details.



### 3. Viewing Package Information

3.1 Ensure the package lines and their associated stock locations are displayed on the product details page.

3.2 Identify the specific package tag associated with the sales floor stock location.



Product	Transfer QTY	Category	SKU	Barcode	External track code	Total	Available	Reserved	Expiration date	Wholesale cost	CBD, % THC, %	PO No.	Reception date	Location
Everyday Peanut Butter Thunder AIO 1g		Vaporizers	ae2c5222-f838-4443-b009-e57aa6617c8a	50782461	*AIO-56	25	25	0	11-07-2025	\$0.01	N/A 77.1	#229511	2025-01-02 11:55 AM	Reception Backstock
Everyday Peanut Butter Thunder AIO 1g		Vaporizers	ae2c5222-f838-4443-b009-e57aa6617c8a	50782461	*AIO-57	13	13	0	11-07-2025	\$0.00	N/A 77.1	#228706	2024-12-26 04:44 PM	Primary Finished Goods Sales Floor

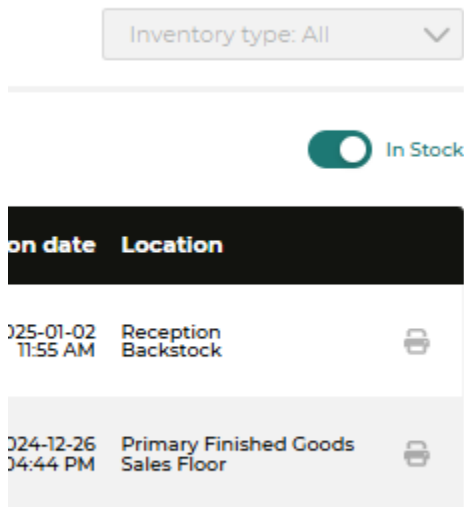
### 4. Locate the Print Interface

4.1 Locate the Print icon on the far-right of the package tag you wish to print.

4.2 Click the Print icon to open the printing interface.

4.3 Verify that the printer settings are correct, including printer selection and label size.

4.4 Confirm the print command and retrieve the printed Sweed POS code label from the printer.



## 5. Printing the Product Barcode or Bin Label

5.1 If a product Bin Label needs to be printed:

5.1.2 Locate the specific product using the search bar, entering the product name, SKU, or relevant identifying information.

5.1.3 Select the product and verify the product details displayed.

5.1.4 Select the “Use External Track Code” option in the interface.

5.1.5 **Click the Print button to generate multiple copies of the BioTrack Bin label. One for the package itself , and one to place on the bin when that lot is moved to the sales floor.**

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## 6. Label Placement

6.1 Review the printed Sweed POS label or product barcode for accuracy, ensuring it matches the product name, barcode, and stock location.

6.2 Affix the label to the Inside left wall of the bin containing the product units on the sales floor.

6.3 Ensure the label is securely attached and clearly visible for STS identification purposes.



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### Quality Control:

- Regularly audit bins to confirm that labels are accurate and correctly matched to the products.
- Replace any damaged, missing, or outdated labels promptly.
- Report discrepancies or system issues to your Area District, and Inventory manager immediately.