

Confirm Order Job Aid

- Select **SHIPPING > FIND ORDERS**
- Click on the **ITEM/s to be confirmed**
- Select **ORDER > CONFIRM**

Screenshot of the 3PL Central Sandbox Trial Site interface, specifically the 'Find Orders' section.

The URL in the browser is <https://secure-wms.com/PresentationTier/FindOrders.aspx>.

The page title is **3PLCentral Sandbox Trial Site**.

The top navigation bar includes links for Add to Favorites, Help, Feature Request, Support, Logout, and Powered by 3PL Central.

The main menu bar includes Shipping, Receiving, Purchase Orders, Returns, Assemblies, Adjustment, Reports, Documents, Items, Customer, Admin, and Home.

The sub-menu bar includes Create Order, Manage Open Order, Find Orders (which is currently selected and highlighted in red), Pkg Options, Printing, Import Orders, Setups, Batch Allocation, and Warehouse Pack.

The current customer is Irshad Mohammed Baig, and the warehouse is California Warehouse.

The search bar displays the text **FIND AND MANAGE ORDERS Customer: 3PL Central Sandbox Trial**.

The 'Find Orders' search form includes the following fields:

- Customer: 3PL Central Sandbox T (auto find)
- Facility: California Warehouse (auto find)
- Batch: (auto find)
- Retailer: (auto find)
- MarkFor List: (auto find)
- Note contains: (auto find)
- Ship To contains: (auto find)
- Inv. Alloc.: (radio buttons for sufficient, over, either)
- Status: (radio buttons for open, closed, either)
- ASN: (radio buttons for not sent, sent, either)
- Route Req.: (radio buttons for not sent, sent, either)
- Incomplete: (radio buttons for show, hide, either)
- Date Range: (radio buttons for created, confirmed, ASNsent, Pickup, PickDone, PackDone, LoadOutDone) with date pickers for Begin (12/12/2010) and End (12/12/2010).
- Transaction Range: (date pickers for Begin and End).

Buttons at the bottom of the search form include 'Limit to first 100' and 'Find'.

The results table displays the following data:

Customer	Warehouse	Trans#	Ref#	Retail ID	ShipTo	MarkFor	BatchID	Created
1 3PL Central Sa	California War	9084	yum-ie		Ralph's Donuts		65	2010/09/30
2 3PL Central Sa	California War	9138	testpeach		Ralph's Donuts		65	2010/10/08
3 3PL Central Sa	California War	9221	1256				68	2010/12/22
4 3PL Central Sa	California War	9226	testacct				68	2011/01/05
5 3PL Central Sa	California War	9227	testacct2				68	2011/01/05

The 'Order' button in the toolbar above the table is highlighted with a red box.

The taskbar at the bottom of the screen shows various open applications including Microsoft Word, Microsoft Excel, and Microsoft Internet Explorer.

- Verify information on the screen
- Click Confirm

https://secure-wms.com/PresentationTier/MassConfirmOrders.aspx

Mass Confirm Orders

3PL Central Sandbox Trial Site

User: Irshad Mohammed Baig Customer: 3PL Central Sandbox Trial Warehouse: California Warehouse

Shipping Receiving Purchase Orders Returns Assemblies Adjustment Reports Documents Items Customer Admin Home

Create Order Manage Open Order Find Orders Pkg Options Printing Import Orders Setups Batch Allocation Warehouse Pack

MASS CONFIRM ORDERS Customer: 3PL Central Sandbox Trial

Routing

Load #	<input type="text"/>
Bill of Lading #	<input type="text"/>
Tracking #	<input type="text"/>
Trailer #	<input type="text"/>
Seal #	<input type="text"/>

Ship Date 2012/08/13 15:12

Orders to be Confirmed

OrderID	Ref#	Load#	BOL#	Tracking#	Trailer
1	9084	yum-ie		0000000000...	
2	9138	testpeach		0000000000...	

Billing Wizard™

*System-calculated Handling		<input type="text"/>
Other Handling		<input type="text"/> 40.50
Storage		<input type="text"/>
Material		<input type="text"/> 18.00
Special Charges		<input type="text"/> 70.00
Freight Prepaid		<input type="text"/>
Freight 3rd Party		<input type="text"/>
Total	0.00	128.50

Notes on manual entry or subtotal adjustment Existing Totals
Automatically calculated on Confirm if no value already exists and the Customer is set to Auto-fill Handling

to each order
 divided evenly among all orders
 to the first order only

WARNING: These charges will be added to any existing charges on the individual orders.

Confirm **Close**

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Windows Taskbar: Icons for Pictures, Presentations, Pictures, 3 Microsoft, Notes - Mi..., Microsoft..., Mass Conf..., Confirm Or..., EN, 1:23 AM

*** Tracking number is manually encoded in this screen temporarily

Verifying Confirmed Orders

Method 1:

- Select **SHIPPING > FIND ORDERS**
- Identify Item/s to be verified for Confirmation
- Scroll to the **CONFIRMED** column

Screenshot of the 3PL Central Sandbox Trial Site "Find Orders" page.

Find Orders

Customer: 3PL Central Sandbox Trial | Facility: California Warehouse | Date Range: created | Status: open | ASN: not sent | Route Req.: not sent | Incomplete: show

Customer: 3PL Central Sandbox Trial (auto find)
Facility: California Warehouse (auto find)
Batch: (auto find)
Retailer: Define
MarkFor List: Define
Note contains:
Ship To contains:
Limit to first: 100 | **Find**

Date Range:
 created | confirmed
 ASN Sent | Pickup
 Pick Done | Pack Done
 Load Out Done
Begin: 12/12 | **End**: 12/12

Transaction Range:
Begin: | **End**: |

Customer=3PL Central Sandbox Trial; Facility=California Warehouse; Show Incompleted Only;

Order | **Batch** | **Export** | **Print** | **Pick tickets:** **Ignore duplicate**

Select All Rows

Volume	Packages	Qty	Lines	PO#	Notes	Over-Alloc	PickTicket	Confirmed	Tracking#
18.000000	1.00	1.0000	1.00				2012-01-02	2012-08-13	
221.157600	9.00	18.0000	3.00				2010-12-22	2012-08-13	
30.000000	0.00	0.0		Please pack the I-S				2012-08-13	
48.000000	1.00	5.0000	1.00				2011-10-02	2012-07-31	
58.0723000	2.00	15.0000	2.00				2012-07-31	2012-07-31	
60.5000000	1.00	20.0000	1.00	Zurtest1ship			2012-05-24	2012-05-24	
7161.00000	22.00	130.0000	3.00					2012-02-01	
88.0000000	1.00	1.0000	1.00					2010-10-08	
98.4750000	10.00	10.0000	1.00					2010-10-08	

Windows Taskbar: Icons for Pictures, Job Aids, Pictures, 3 Microsoft, Notes - Mi..., Microsoft..., Find Order..., Confirm Or..., EN, etc.

***** If the date does not show, it means the item/s have not yet been confirmed. Follow above procedure for CONFIRMING ORDERS.**

Method 2:

- Select **SHIPPING > FIND ORDERS**
- Identify Item to be verified for Confirmation and select
- Select **ORDER > MANAGE**

https://secure-wms.com/PresentationTier/FindOrders.aspx

Find Orders

Add to Favorites Help Feature Request Support Logout Powered by 3PL Central

3PL Central Sandbox Trial Site

User: Irshad Mohammed Baig Customer: 3PL Central Sandbox Trial Warehouse: California Warehouse

Shipping Receiving Purchase Orders Returns Assemblies Adjustment Reports Documents Items Customer Admin Home

Create Order Manage Open Order Find Orders Pkg Options Printing Import Orders Setups Batch Allocation Warehouse Pack

FIND AND MANAGE ORDERS Customer: 3PL Central Sandbox Trial

Please Read: Find Orders Help

Find Orders

Customer: 3PL Central Sandbox (auto find)

Facility: California Warehouse (auto find)

Batch: (auto find)

Retailer: Define

MarkFor List: Define

Note contains:

Ship To contains:

Inv. Alloc.: sufficient over either

Status: open closed either

ASN: not sent sent either

Route Req.: not sent sent either

Incomplete: show hide either

Date Range

created confirmed
 ASN Sent Pickup
 Pick Done Pack Done
 Load Out Done
 Begin End

Transaction Range

Begin End

Limit to first 100

Customer: 3PL Central Sandbox Trial; Facility: California Warehouse; Show Incompleted Only;

Order Batch Export Print Pick tickets: Ignore duplicate

Select All Rows

Packages	Qty	Lines	PO#	Notes	Over-Alloc	PickTicket	Confirmed	Tracking#	Load#
1.00	1.0000	1.00				2012-01-02	2012-08-13		
2.00	18.0000	3.00				2010-12-22	2012-08-13		
3.00	0	0.0		Please pack the T-SI			2012-08-13		
4.00	5.0000	1.00				2011-10-02	2012-07-31		
5.00	15.0000	2.00				2012-07-31	2012-07-31		
6.00	20.0000	1.00	Zurtest1ship			2012-05-24	2012-05-24		
7.200	130.0000	3.00					2012-02-01		
8.00	1.0000	1.00					2010-10-08		

Windows Taskbar: Icons for Pictures, Job Aids, Pictures, 3 Micros..., Notes - Mi..., Microsoft..., Find Order..., Confirm O..., EN, 1:38 AM

- Scroll down to **COMPLETE TRANSACTION FIELD**
- Verify that check mark on **ENTER CHARGES & CONFIRM SHIPMENT** is present

https://secure-wms.com/PresentationTier/ManageOrder.aspx

Manage Order

MANAGE OPEN ORDER Customer: 3PL Central Sandbox Trial Ref#: 77T5 Trans#: 9065

Update Order

Update/Edit Order

See Pick Exceptions
See Pack Exceptions

Select Different Order

Choose from drop-down lists No lists (if too long)
 Type a Transaction #
 Type a Reference #

Print

Pick Ticket Default
 Pick Ticket by Loc Default

Packing Slip
Bill of Lading
Shipping Labels 1 Qty
8X5 Pallet Labels

Process Packages

ALLIED Pkg Info Exported: no Labels Exported: no

Process Packages
Export shipment information for a Carrier and/or export label data (e.g., UCC128 Labels) from this link.

Complete Transaction (Ship)

Send Routing Request
 Enter Charges & Confirm Shipment
 Send ASN

Print Transaction Record Default

To activate sending Routes and ASNs please contact your 3PL Central account manager. Phone: 1-888-375-2368. Email: sales@3plcentral.com

Attach Documents

0% Load Out Details

EN 1:41 AM



*** No check mark on this box indicates Item has not yet been confirmed.