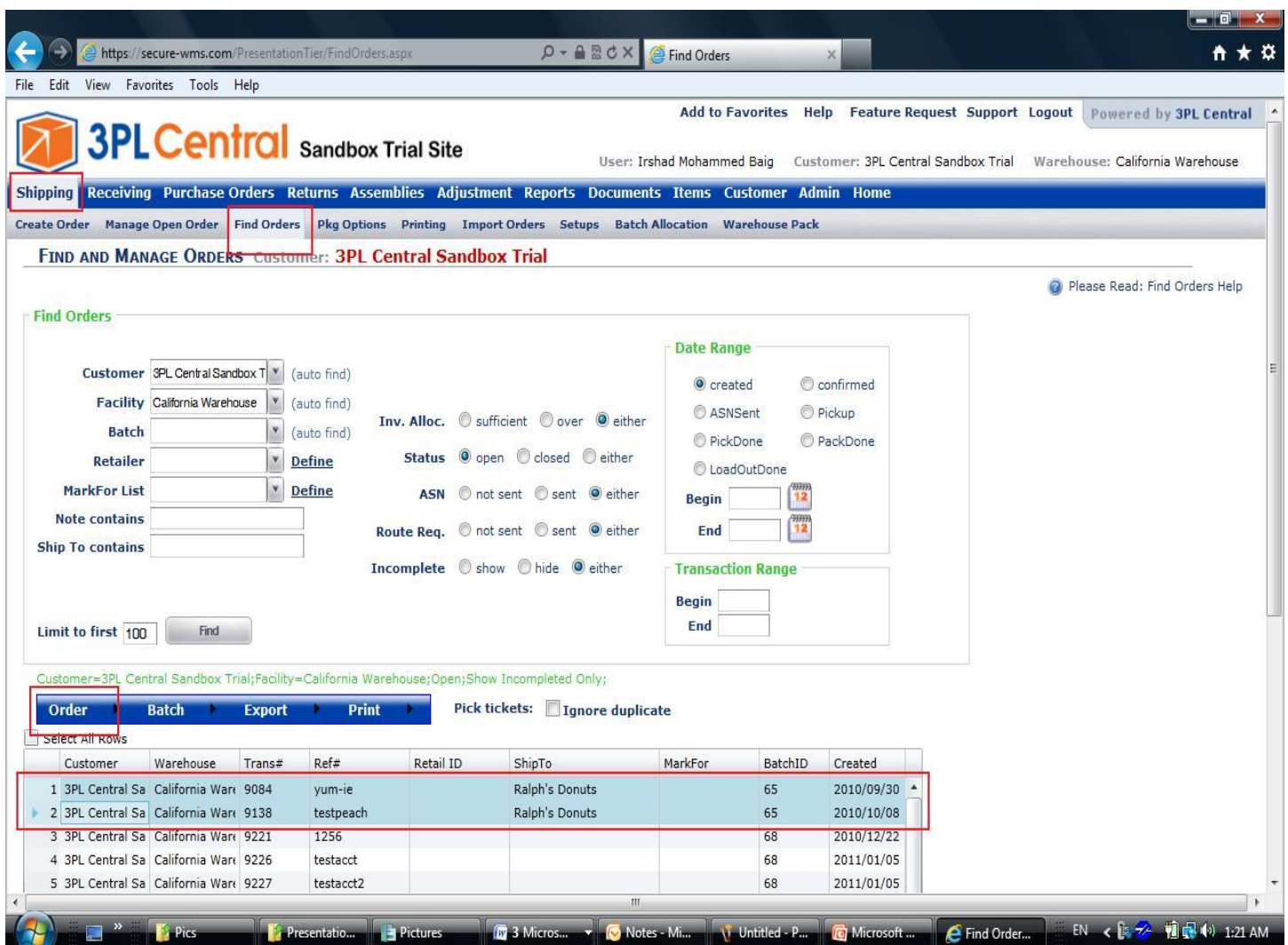


Confirm Order Job Aid

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



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

File Edit View Favorites Tools Help

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 T (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
☐ ASNSent ☐ Pickup
☐ PickDone ☐ PackDone
☐ LoadOutDone
 Begin: 12/12/2010
 End: 12/12/2010

Transaction Range
 Begin:
 End:

Limit to first: 100 Find

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

Order Batch Export Print Pick tickets: ☐ Ignore duplicate

Select All Rows

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

- **Verify** information on the screen
- Click **Confirm**

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

SPL 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 #

Bill of Lading #

Tracking #

Trailer #

Seal #

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™

Notes on manual entry or subtotal adjustment Existing Totals

*System-calculated Handling Automatically calculated on Confirm if no value already exists and the Customer is set to Auto-fill Handling

Other Handling 40.50

Storage

Material 18.00

Special Charges 70.00

Freight Prepaid

Freight 3rd Party

Total 0.00 128.50

Apply these charges: ☒ 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**

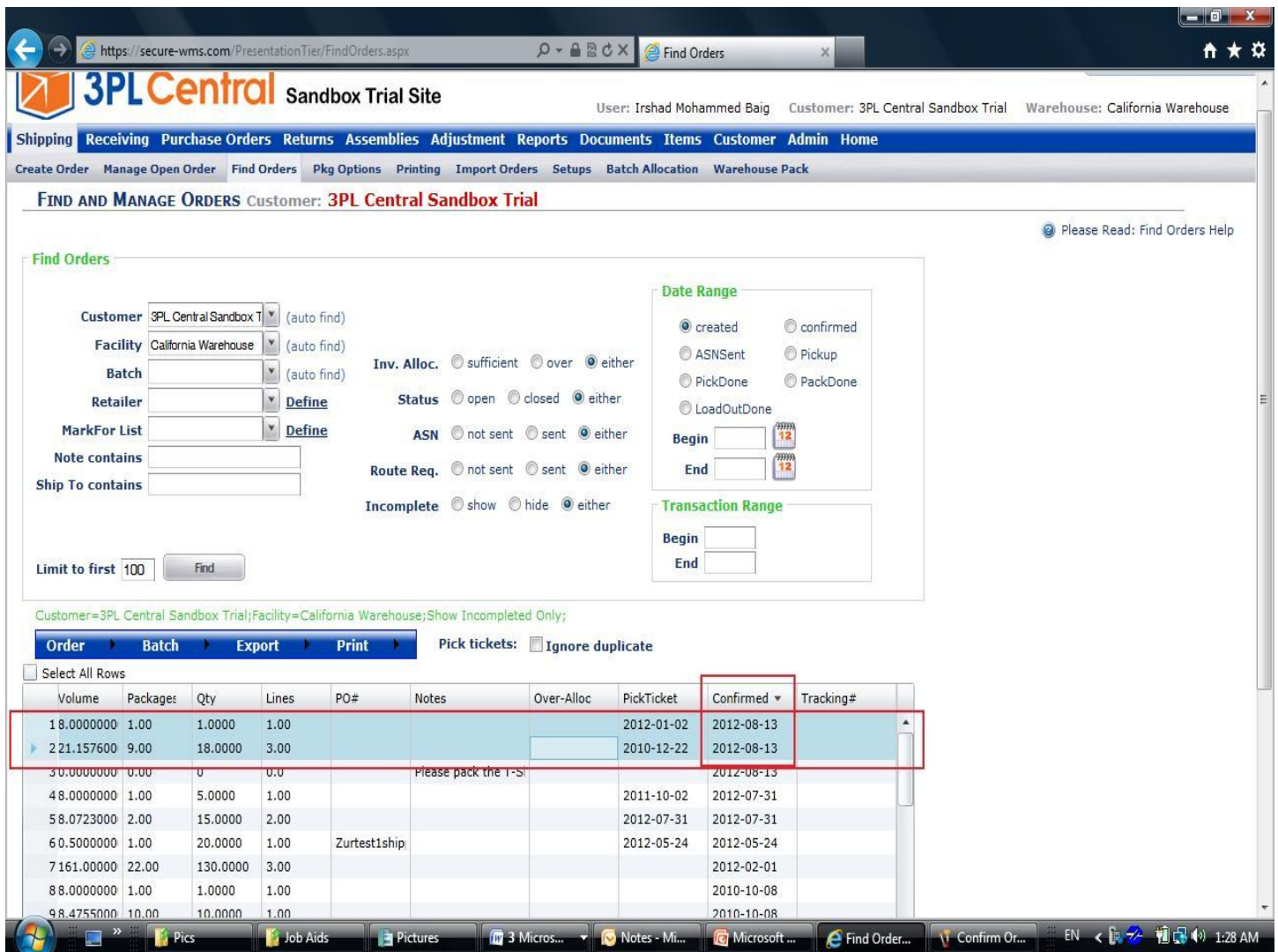
Copyright © 3PL Central, 2005-2012 (2)

***** 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



Find Orders

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:

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
☐ ASNSent ☐ Pickup
☐ PickDone ☐ PackDone
☐ LoadOutDone
 Begin: End:

Transaction Range
 Begin: End:

Limit to first 100 Find

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

Order Batch Export Print Pick tickets: ☐ Ignore duplicate

Volume	Packages	Qty	Lines	PO#	Notes	Over-Alloc	PickTicket	Confirmed	Tracking#
18.0000000	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	
30.0000000	0.00	0	0.0		Please pack the 1-S			2012-08-13	
48.0000000	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	
98.4755000	10.00	10.0000	1.00					2010-10-08	



**** 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 T (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
☐ ASNSent ☐ Pickup
☐ PickDone ☐ PackDone
☐ LoadOutDone
 Begin:
 End:

Transaction Range
 Begin:
 End:

Limit to first 100 Find

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

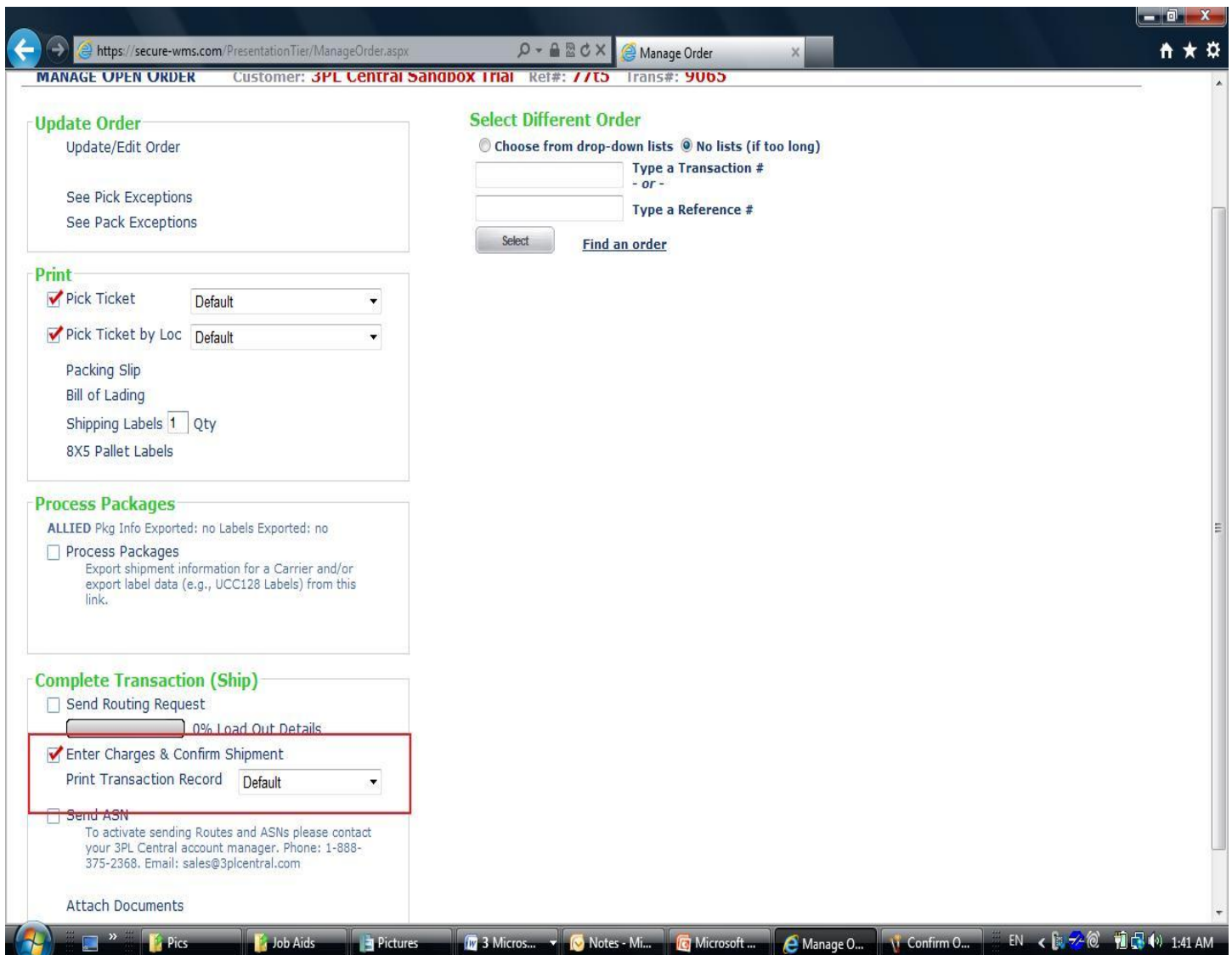
Order Batch Export Print Pick tickets: ☐ Ignore duplicate

☐ 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 2.00	130.0000	3.00					2012-02-01		
8 .00	1.0000	1.00				2010-10-08			

Windows Taskbar: Pics, 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



MANAGE OPEN ORDER Customer: 3PL Central Sandbox Trial Ref#: 775 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 #
 - or -
 Type a Reference #
[Select](#) [Find an order](#)

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
[Print Transaction Record](#) Default
☐ Send ASN
 To activate sending Routes and ASNs please contact your 3PL Central account manager. Phone: 1-888-375-2368. Email: sales@3plcentral.com
[Attach Documents](#)



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