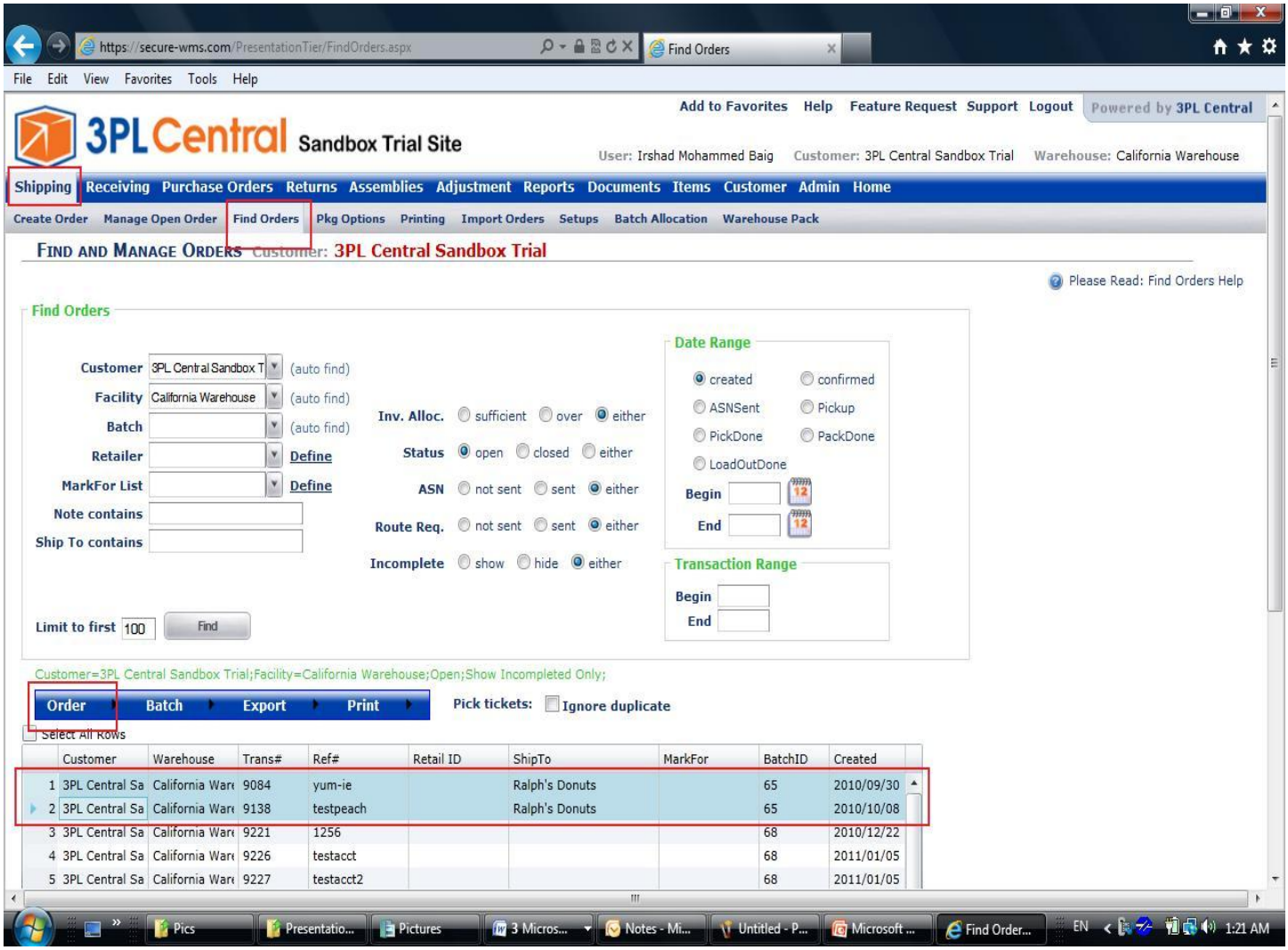
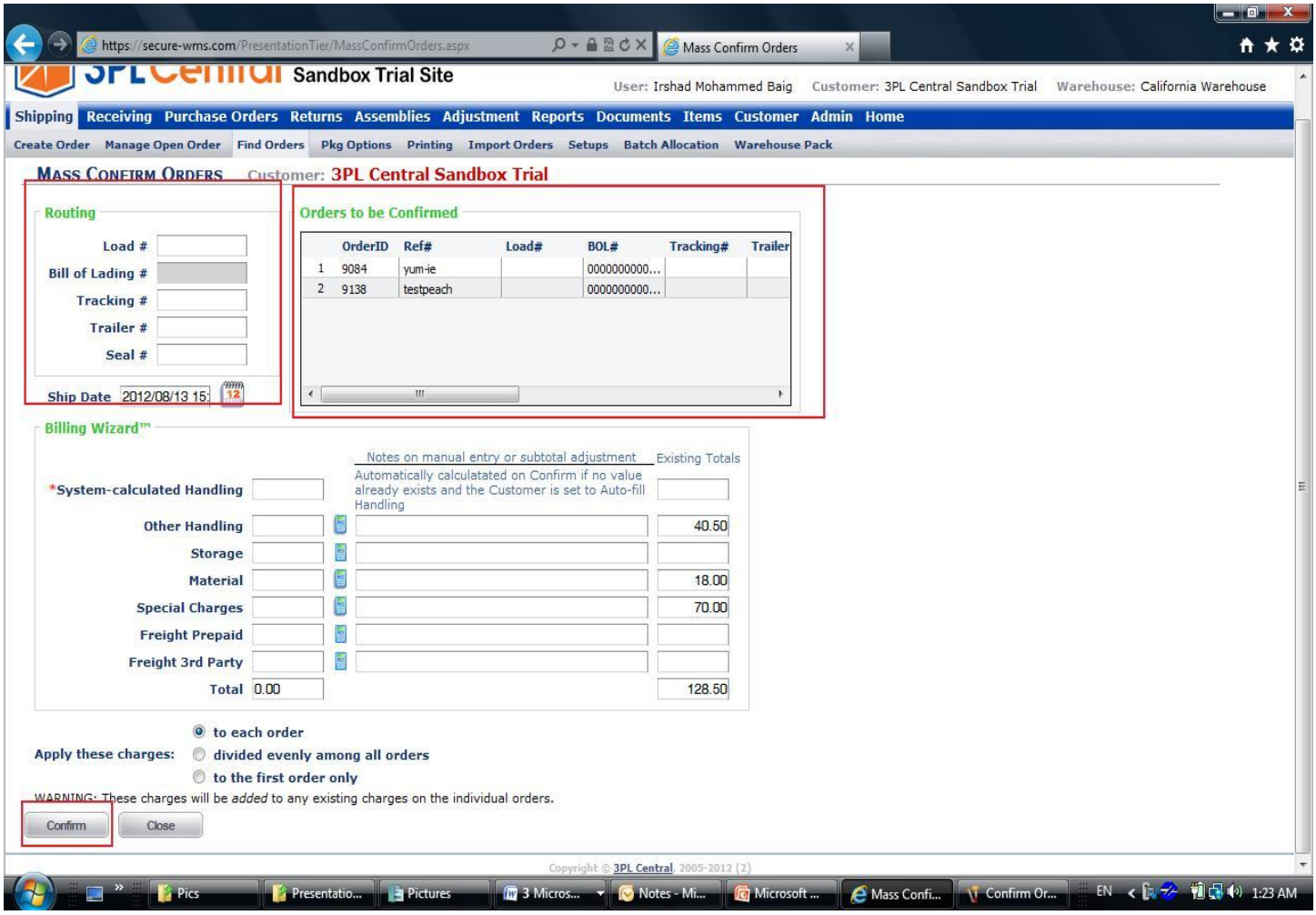
Confirm Order Job Aid

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



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

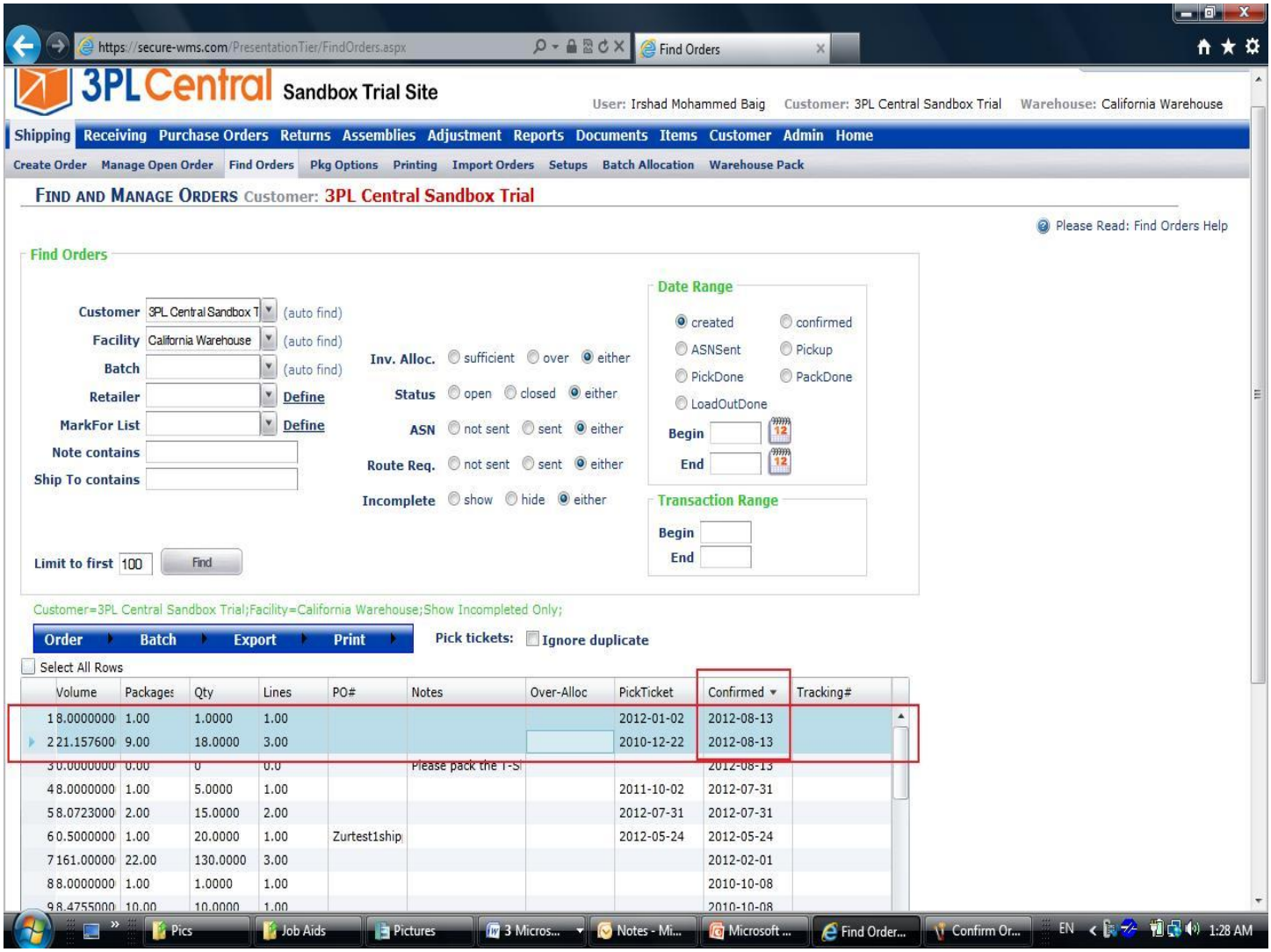


**** Tracking number is manually encoded in this screen temporarily*

Verifying Confirmed Orders

Method 1:

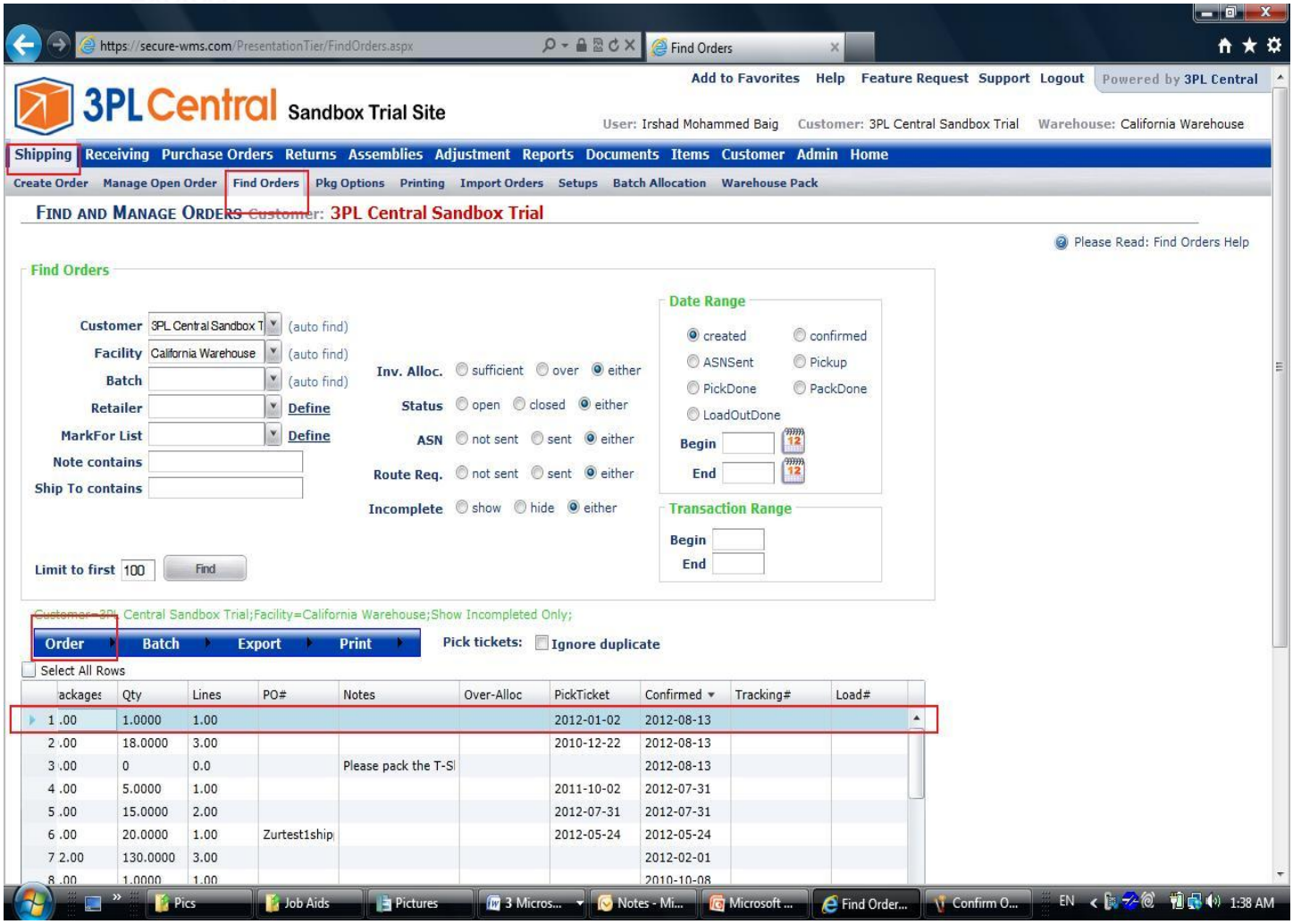
- Select **SHIPPING > FIND ORDERS**
- Identify Item/s to be verified for Confirmation
- Scroll to the **CONFIRMED** column



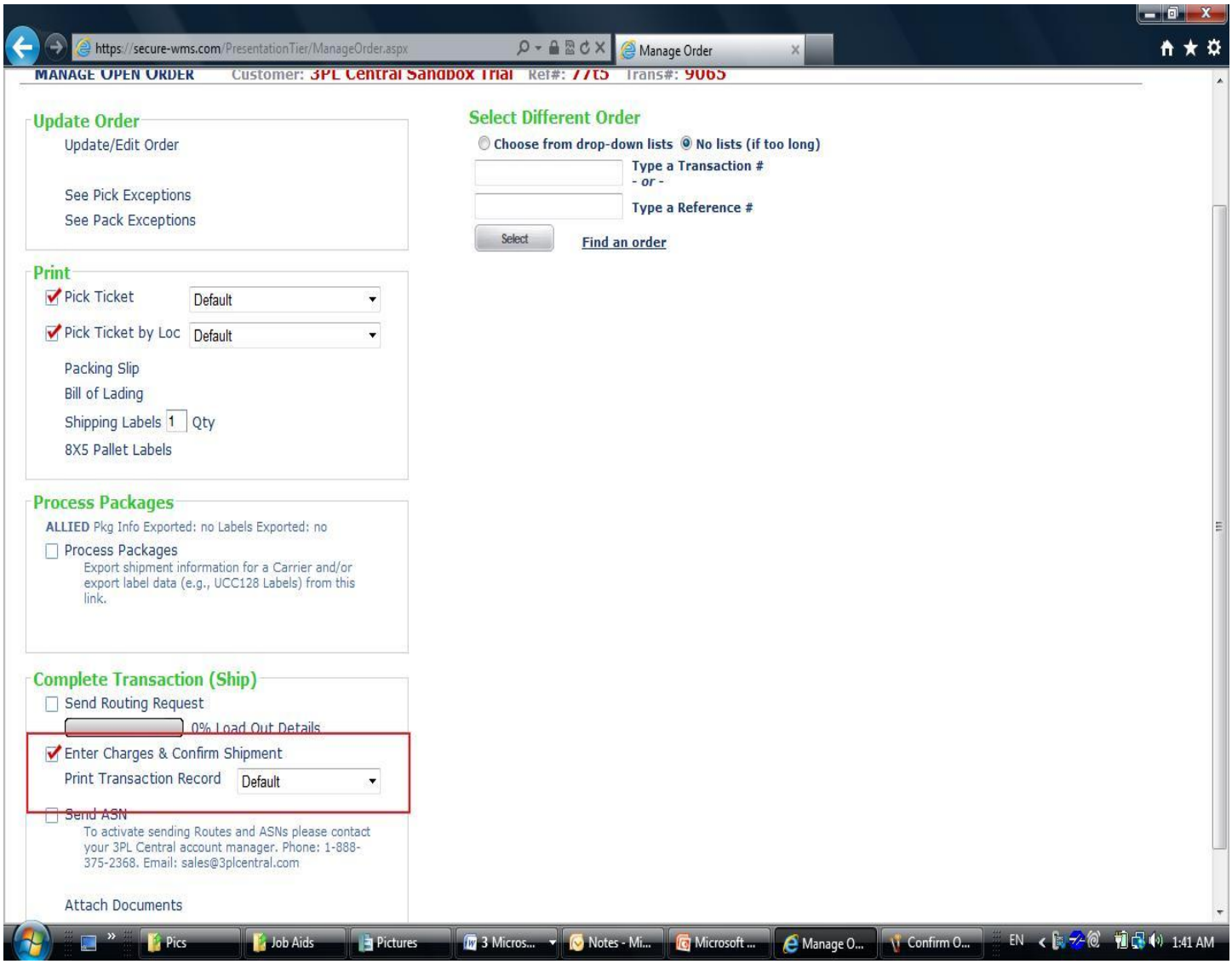
*** *If the date does not show, it means the item/s have not yet been confirmed. Follow above procedure for CONFIRMING ORDERS.*

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
ackages 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-Sl 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
Pics Job Aids Pictures 3 Micros... Notes - Mi... Microsoft ... Find Order... Confirm O... EN 1:38 AM

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



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