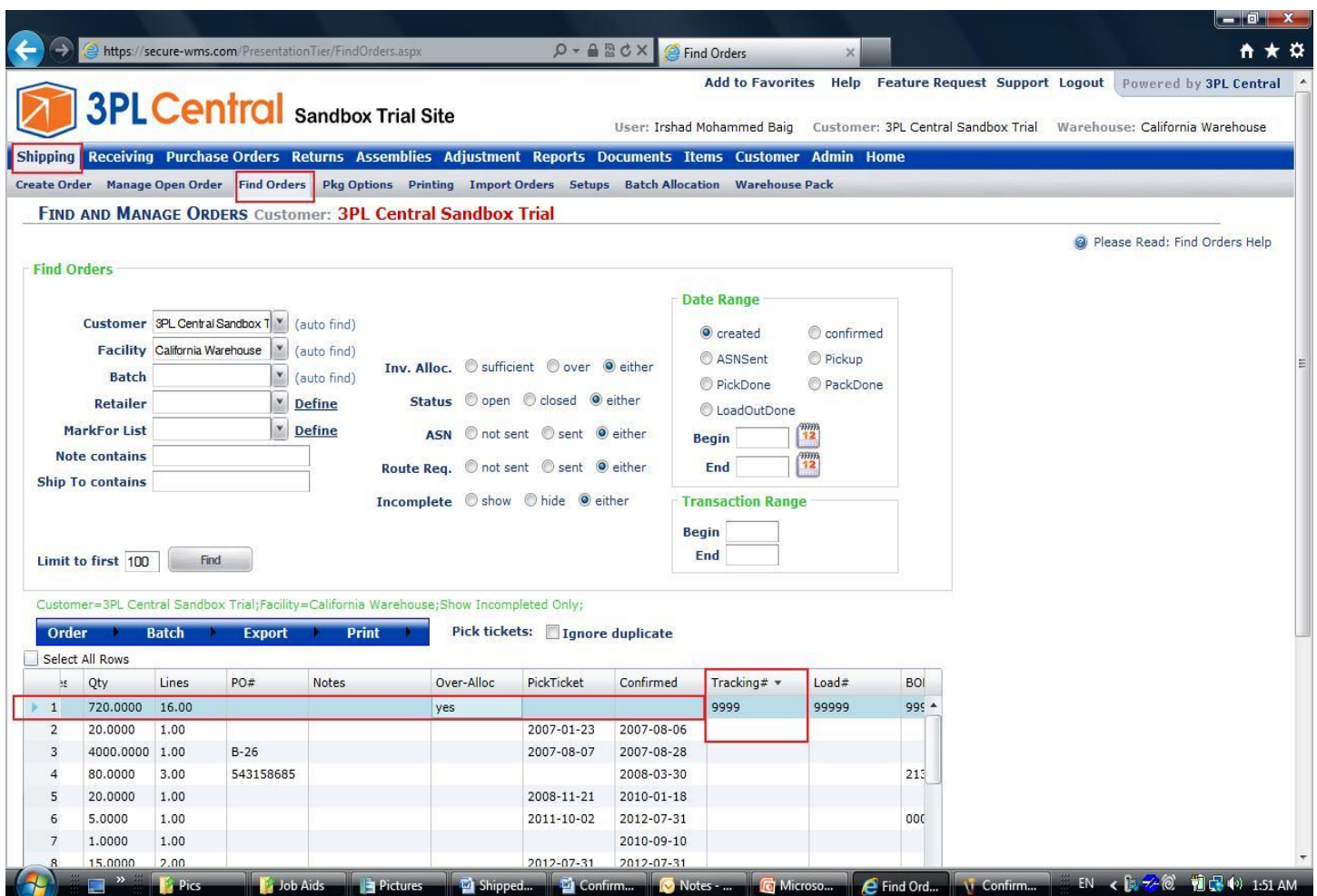


SHIPPED ORDER Job Aid

Method 1:

- Select **SHIPPING > FIND ORDERS**
- Identify the **ITEM/s** to verify if it has been shipped
- Scroll to the **TRACKING #** column and verify if Tracking # is present



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;

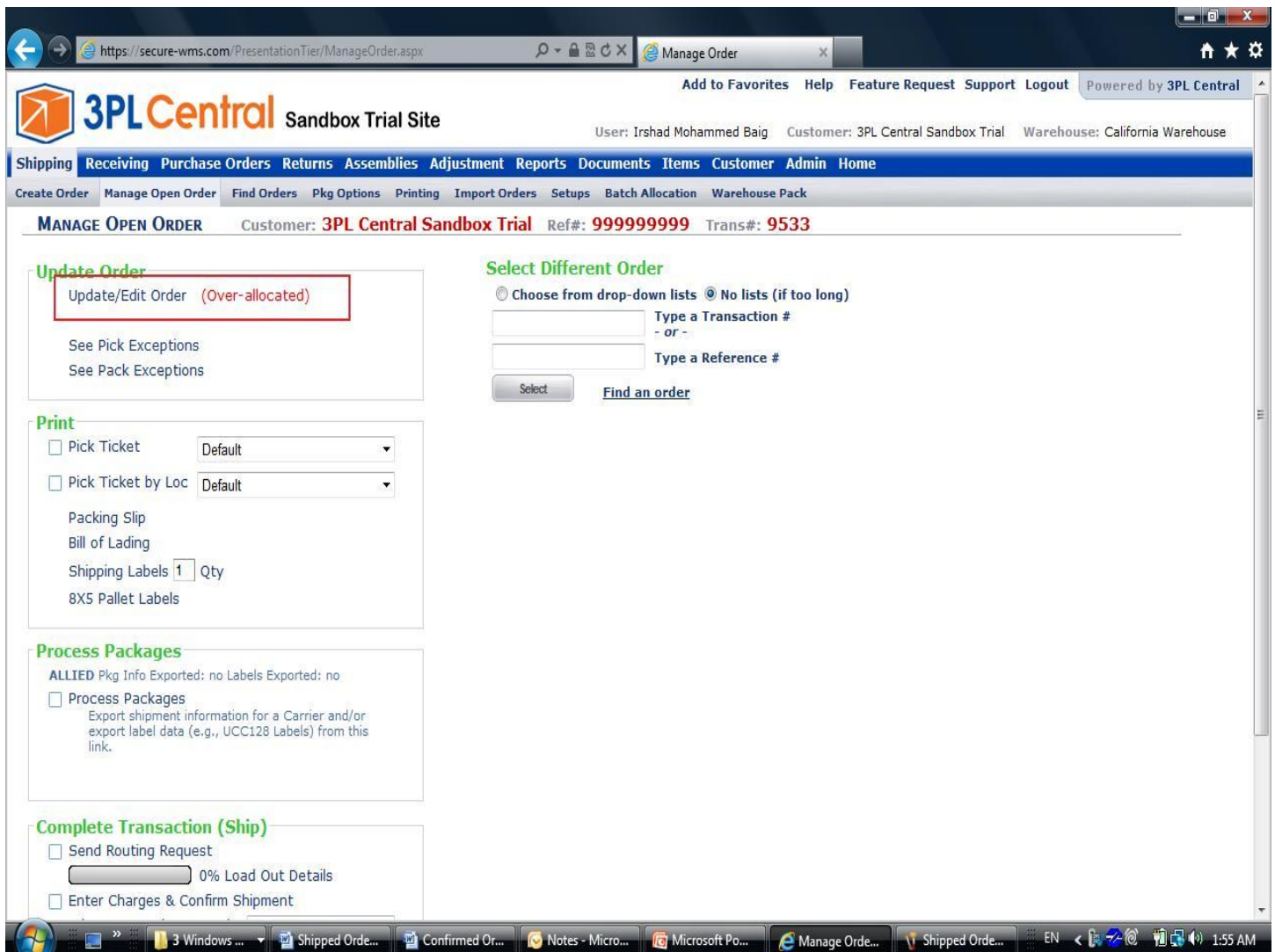
Order Batch Export Print Pick tickets: ☐ Ignore duplicate

Select All Rows

Order#	Qty	Lines	PO#	Notes	Over-Alloc	PickTicket	Confirmed	Tracking#	Load#	BOL
1	720.0000	16.00			yes			9999	99999	999
2	20.0000	1.00				2007-01-23	2007-08-06			
3	4000.0000	1.00	B-26			2007-08-07	2007-08-28			
4	80.0000	3.00	543158685				2008-03-30			213
5	20.0000	1.00				2008-11-21	2010-01-18			
6	5.0000	1.00				2011-10-02	2012-07-31			000
7	1.0000	1.00					2010-09-10			
8	15.0000	2.00				2012-07-31	2012-07-31			

Method 2:

- Identify and highlight the **ITEM/s** to verify if it has been shipped
- Select **ORDER > MANAGE**
- Click on the **UPDATE/EDIT ORDER** selection on the **UPDATE ORDER** Area



The screenshot displays the 3PL Central Sandbox Trial Site interface. The top navigation bar includes links for Add to Favorites, Help, Feature Request, Support, and Logout. The main menu lists various functions: Shipping, Receiving, Purchase Orders, Returns, Assemblies, Adjustment, Reports, Documents, Items, Customer, Admin, and Home. The 'MANAGE OPEN ORDER' section is active, showing the Customer: 3PL Central Sandbox Trial, Ref#: 999999999, and Trans#: 9533. The 'Update Order' button is highlighted with a red box. The 'Select Different Order' section allows users to choose from drop-down lists or type a Transaction # or Reference # to find an order. The 'Print' section includes options for Pick Ticket, Pick Ticket by Loc, Packing Slip, Bill of Lading, Shipping Labels, and 8X5 Pallet Labels. The 'Process Packages' section includes a checkbox for Process Packages and a link for export shipment information. The 'Complete Transaction (Ship)' section includes a checkbox for Send Routing Request and a progress bar for 0% Load Out Details.



- Go and click the **CARRIER AND ROUTING Selection**
- Under **ROUTING Area** if a **Tracking Number** appears and if under **SHIPPING Instructions and Notes** information is present, it should give you a general idea that the item is being shipped

https://secure-wms.com/PresentationTier/BuildOrderVer3.aspx?t=1&id=9533

BuildOrderVer3! x

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

BUILDORDERVER3 Customer: **3PL Central Sandbox Trial** Warehouse: **California Warehouse**

Ref# 999999999 Trans# 9533

ShipTo

Carrier & Routing

Edit

Shipping Instructions and Notes

*Carrier ALLIED Warehouse Instructions

SCAC Code

*Service LTL Carrier Instructions

*Billing Account

UPS Account of

Account Zip

COD ☐ Insurance ☐ Capacity Type

☐ Require Delivery Confirmation

☐ Require Return Receipt

Routing

Load # 99999

Bill Of Lading # 999999

Tracking #/Pro # 9999

Trailer # 99999

Seal # 99999

Pickup Date/Time

Door # 9

Totals

Num Units 1 99.0000 Carton Total Volume 80.0000 cu. ft.

Num Units 2 99.0000 Box Total Weight 999.000 lbs.