Detailed Procedure/Steps	**I. Work Instruction # 1 – How to Open WMS and Find Sufficiently Allocated Orders**
	A. Log-in using the assigned log-in ID and password to open the WMS system home page
	B. Click on SHIPPING menu
	C. Click on FIND ORDERS sub menu
	D. On CUSTOMER field, choose SALECO
	E. On FACILITY field, choose SMSA Express Warehouse
	F. On the Date Range, put today's date on the begin and end fields
	G. On the filter menus, populate:
	1. Sufficient for Inv. Alloc.
	2. Open for Status
	3. Either for ASN, Route Req. and Incomplete
	H. On LIMIT TO FIRST field, change 100 to 1000
	I. Click FIND
	J. All orders will appear at the bottom part
	II. Work Instruction # 2 – How to batch the sufficiently allocated orders and print the Master Pick Ticket
	A. After doing WI #1 on the FIND ORDERS menu, you will see all orders sent by SALECO
	B. You must be able to distinguish retail orders from distribution orders and MTO orders by looking at the RETAIL ID column. These three types of orders should be batched separately.
	C. Highlight and choose all the retail orders you have found and put your cursor on the BATCH icon
	D. Click on CREATE NEW BATCH
	E. Name your new batch by putting the date first and then the batch no ; i.e., 040812-01
	F. Click OK
	G. Put your cursor again on the BATCH icon
	H. Choose and click on PRINT MASTER PICK TICKET
	III. Work Instruction # 3 – How to Print the Packing Slips
	A. On the FIND ORDERS menu with the batched retail orders appearing on the screen, highlight all the orders by clicking on the Select All Rows icon found on the left side of the screen above the orders
	B. Put your cursor on the PRINT icon
	C. A sub menu will appear, Click on PRINT PACKING SLIP
	IV. Work Instruction # 4 – How to Confirm Orders

A. On the FIND ORDERS menu with the batched retail orders appearing on the screen, highlight one order and put your cursor on the ORDER icon.
B. A set of sub menu will appear, Click on MANAGE
C. Another set of sub menu will appear, click on CARRIER & ROUTING
D. Click Edit
E. Put in the specific airwaybill no. for that order
F. Click Save
G. Click on Find Orders again
H. Select the same managed order and put your cursor on the ORDER icon
I. Click on CONFIRM
J. Check if the airwaybill no. now appears on the screen
K. If yes, on the bottom part, you will find the CONFIRM icon
L. Click on the CONFIRM icon. Re-confirm.
M. Do the same procedure on all orders, one by one

V. **Work Instruction # 5 – How to Send ASN**

A. On the FIND ORDERS menu with the batched retail orders appearing on the screen, highlight all the orders by clicking on the Select All Rows icon and then put your cursor on the EXPORT icon
B. A set of sub-menus will appear, Click on SEND ASN
C. Select Format WMS Tab-delimited
D. Click on EXPORT
E. 3PL central will generate a file with all the confirmed orders
F. Send the file to the appropriate contact in SALECO:
Subramanian.k37@wipro.com