

<p>Detailed Procedure/Steps</p>	<p>I. Work Instruction # 1 – How to Open WMS and Find Sufficiently Allocated Orders</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <p>II. Work Instruction # 2 – How to batch the sufficiently allocated orders and print the Master Pick Ticket</p> <ul style="list-style-type: none"> 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 <p>III. Work Instruction # 3 – How to Print the Packing Slips</p> <ul style="list-style-type: none"> 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 <p>IV. Work Instruction # 4 – How to Confirm Orders</p>
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- 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

Find Orders

Customer: (auto find)

Facility: (auto find)

Batch: (auto find)

Retailer: Define

MarkFor List: Define

Note contains:

Ship To contains:

P.O. List:

Limit to first: Find

Date Range: ☐ created ☐ confirmed ☐ ASHSent ☐ Pickup ☐ PickDone ☐ PackDone ☐ LoadOutDone

Begin: End:

Transaction Range: Begin: End:

Customer: Sale for Distribution and Communication Ltd., Facility: SMSA Express Warehouse

Order	Batch	Send Route	Created
1	Sale for Distrib	SMSA Express	2012/08/03
2	Sale for Distrib	SMSA Express	2012/08/03
3	Sale for Distrib	SMSA Express	2012/08/03
4	Sale for Distrib	SMSA Express	2012/08/03
5	Sale for Distrib	SMSA Express	2012/08/03
6	Sale for Distrib	SMSA Express	2012/08/04

Send ASN

Customer: Sale for Distribution and Communication Ltd.

ID	Created	Imported As	Processed	Ship To ID	Mark For ID	Reference Number
1	2012/08/03 15:34	WMS Tab-delimited	2012/08/04 12:01			POW-57540

All orders above will be consolidated into a single ASN.

☐ Orders sent via web service.

Please select one or more file formats. Even if orders were received in different formats, the consolidated ASN will be prepared in each of the formats selected.

Format(s): ☒ XHL ☐ WMS Tab-delimited

If sending, please select the site to receive the ASN. Even if orders were received from different ftp sites, the consolidated ASN will be sent to a single ftp site.

Send to Ftp Site:

Your browser may require holding the **CTRL** key down while pressing the Export button with multiple formats selected, and keeping it down until the download dialogs appear.