



Warehouse Shipping Automation For Sage 100 2015

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Table of Contents

<i>Installation Instructions and Cautions</i>	4
Wait! Before You Install – Do You Use CUSTOM OFFICE?	4
Registering IIG products	5
ODBC Security	6
Role Maintenance	6
<i>Introduction</i>	7
<i>Shipping Automation Setup</i>	8
Sales Order Options	8
Shipping Automation Options	9
Shipping Automation Tab	9
Bill of Lading tab	14
IIG Carrier Interface Maintenance	17
Shipping Terminal Maintenance	21
Malvern Interface Maintenance	24
IIG Box Dimension Code Maintenance	26
IIG NMFC Maintenance	28
IIG Freight Class Maintenance	28
Item Freight in the Item Maintenance	29
Shipping Options in Customer Maintenance	34
IIG Void Reason Code Maintenance	40
<i>Shipping Automation Activity</i>	41
Shipping Options in Sales Order Entry and Invoice Data Entry	41
Shipping Data Entry	44
Manifest Processing	50
IIG Daily Shipment Inquiry	63
Shipment History Inquiry	64
Invoices Not Manifested Report	65
Invoices Without Tracking Numbers	66
Customer Shipping History Report	67
International Shipping History Report	70
Shipping Rate Shop in Sales Order Entry	71
<i>Pallet Shipping</i>	82
Role Maintenance	82
Pallet Shipping Entry	83
Sales Order Entry	87
Shipping Data Entry	89
<i>LTL Shipment and Bill of Lading Processing</i>	92
Shipping Data Entry	92
IIG Master BOL Entry	95
IIG Bill Of Lading Printing	101
IIG BOL Manifest Pickup Entry	104

IIG LTL Shipment History Inquiry	108
<i>Freight A/P Tracking</i>	<i>109</i>
A/P Invoice Data Entry	109
<i>Allow Ship Date Override in S/O Data Entry.....</i>	<i>113</i>
Role Maintenance	113
IIG Holiday Maintenance	114
Sales Order Entry	115
<i>Utilities</i>	<i>118</i>
IIG Recalculate Sales Order Ship Date Utility	118
Purge Unshipped Orders.....	119
<i>Address Verification.....</i>	<i>122</i>
Malvern Interface Maintenance	122
Skip Address Check.....	124
<i>Printings.....</i>	<i>128</i>
IIG Shipping Label Printing.....	128
IIG Pallet Labels Printing.....	130
Voided Shipments Report	132
<i>IIG Freight Fields Update Utility</i>	<i>133</i>
<i>Appendix A: Clippership Carrier List *</i>	<i>136</i>
<i>Appendix B: Malvern Carrier Setup.....</i>	<i>139</i>
<i>Appendix C: Setting Up Thermal Label Printers.....</i>	<i>142</i>

Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

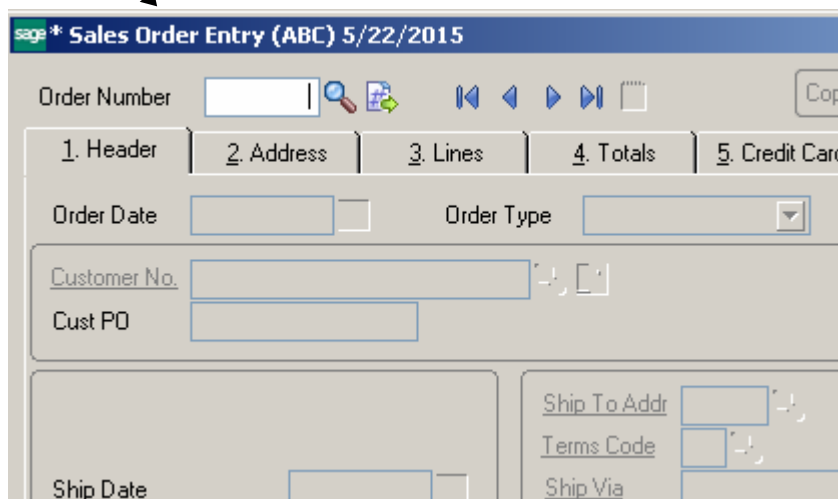
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 screens, you must run **Customizer Update** after you do an enhancement installation.

But wait! BEFORE you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.10		AAAAAAAAAAAAAAAAAAAA	BBBBB
IIG Enhancement	5.20		AAAAAAAAAAAAAAAAAAAA	BBBBB

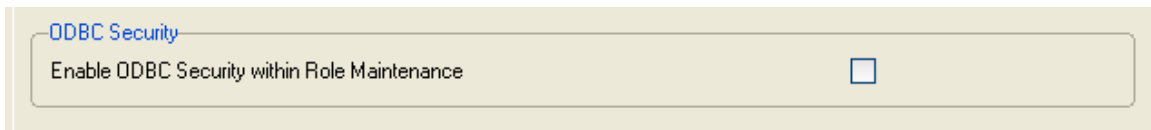
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

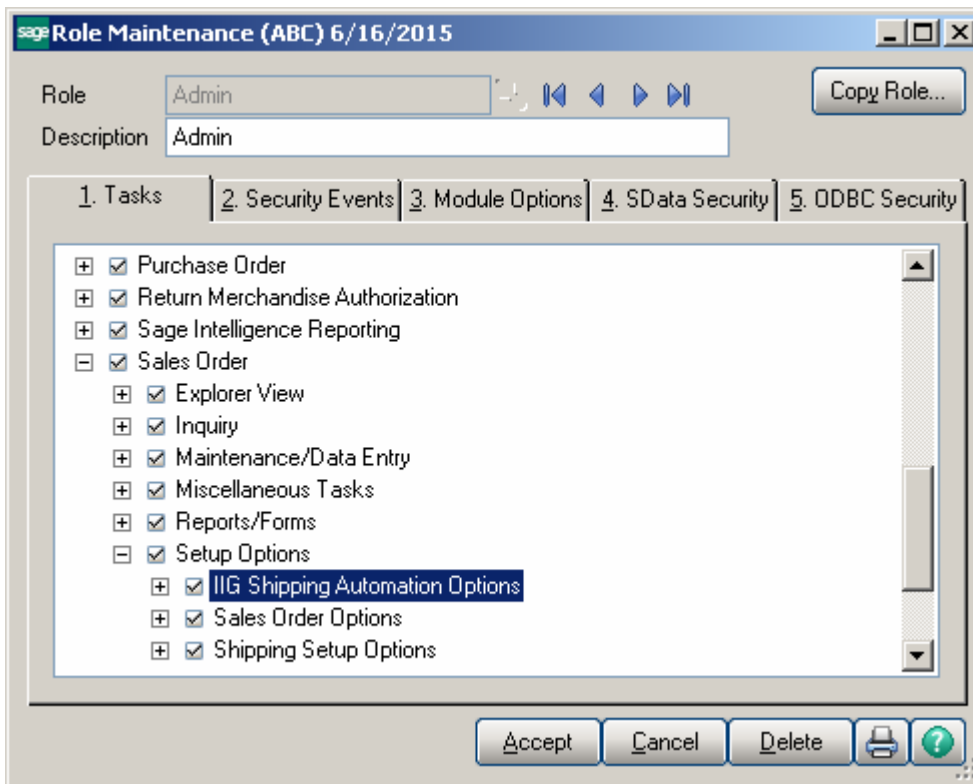
ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



Introduction

IIG Warehouse Shipping Automation with Malvern provides all the features needed to automate and improve the shipping processes. IIG Warehouse Shipping Automation with Malvern provides seamless integration of Malvern, Clipper ship Ship Manager shipping solutions into Sage 100, providing you the flexibility to adapt your business and customer shipping needs.

It works also with IIG Credit Card Processing and Point Of Sale - Fast Sale enhancements.

WARNING:

If IIG Credit Card Processing (CCP) exists in the system, the installation order must be the following:

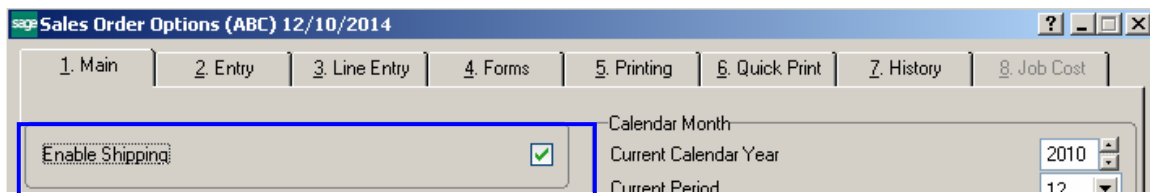
1. CCP
2. WSA

Shipping Automation Setup

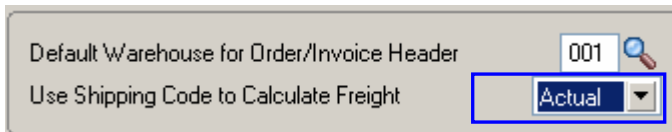
Sales Order Options

Once the installation of the **Warehouse Shipping Automation** enhancement module is completed, allow the program to automatically perform proper system updates, conversions and self-settings upon first launch.

From the **Sales Order Setup** menu, select the **Sales Order Options** program. Make sure the **Enable Shipping** box is checked on the **Main** tab.



On the **Entry** tab, select **Actual** in the **Use Shipping Code to Calculate Freight**.



Be sure if you are using IIG shipping to calculate freight that you also do not have freight calculations turned on or set up in the **Shipping Rate Maintenance** as these can lead to the programs conflicting and incorrect freight charged.

Shipping Automation Options

Shipping Automation Tab

Select **IIG Shipping Automation Options** under the **Sales Order Setup** menu. When running the Shipping Automation Options for the first time the system sets default data.

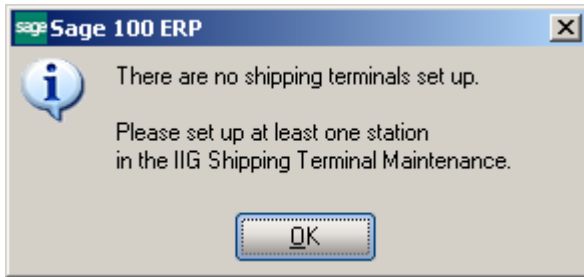
The screenshot shows the Sage IIG Shipping Automation Options (XYZ) 10/7/2015 window. The window is divided into two tabs: "1. Shipping Automation" and "2. Bill of Lading". The "Shipping Automation" tab is selected. The window contains several sections of options:

- Billing Options:** Includes checkboxes for "Charge Actual Freight", "Charge COD Fee Extra", "Charge Handling Fee", "Default Declared Value", "Zero Invoice No Charge", "Prepaid Freight Allowed", and "Default Signature Req". A text box shows "\$0.00 Per Parcel". "List/Discount" is set to "List".
- Export:** Includes fields for "Export License", "License Expires", and "Shipper EIN".
- Collect On Delivery Options:** Includes fields for "C.O.D. Terms Code" and "C.O.D. 'Secured Funds' Terms Code".
- Rate Shopping Options:** Includes fields for "Maximum Weight" (0.00) and "Rating Mark Up %" (.00).
- Default Warehouse:** Set to "000".
- Integration:** Includes checkboxes for "CLIPPERSHIP Installed" and "Malvern Site Server Installed".
- Other Options:** Includes checkboxes for "Check for Duplicate Tracking No", "Enable LTL Processing", "Require Box Distribution", "Print Invoice at Manifest", "Turn on Trace Logging", "Use Inventory Weights", "Close Manifest By Batch", "Subtract B/D Qty from Qty to Ship", "Play WAV sound on some ship errors", "Calculate Ship Date from Ship Via Code", "Use Address Verification", "Uppercase Address", and "Don't Recalculate Freight at Shipping".

At the bottom of the window, there is a "Manual" button with a question mark icon, and "Accept", "Cancel", and a printer icon button.

The **Manual** button allows for viewing WSA enhancement manual.

A warning is displayed, if there is no Shipping Terminal configured. Terminals are configured in the **Shipping Terminal Maintenance** under the **Sales Order Setup** menu.



Billing Options

Check the **Charge Actual Freight** box if the actual freight amount will be invoiced. Checking this box enables the following two options:

- Zero Invoice No Charge** - check this box to allow zero dollar invoices to not be charged freight. This is most commonly used with "no charge" replacement invoices.
- Prepaid Freight Allowed** - check this box if allowing freight charges to not be charged to customer.

Check the **Charge COD Fee Extra** box if the COD fee should be added to the invoice freight amount. This amount is calculated based on the carrier, when **Charge Actual Freight** is unchecked. COD fees are not freight charges, they are money handling fees.

Check the **Charge Handling Fee** box if the customer will be charged for the handling of the package. Enter the amount the customer will be charged. Select the **Per Parcel** checkbox to specify that the handling fee that was entered will be applied to each individual parcel. If the **Per Parcel** checkbox is not selected, the handling fee that you entered will be applied to the entire shipment, regardless of how many individual parcels it contains.

Note: The handling fee will be added to the invoice freight amount and may be subject to taxes in your tax jurisdiction.

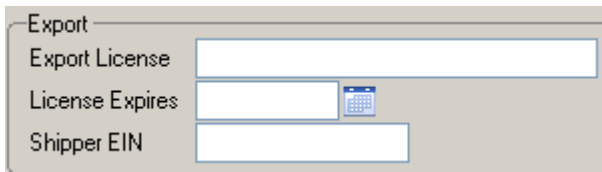
Check the **Default Declared Value** box to attach a declared value based on the invoice amount. Leaving this option unchecked will not apply a declared value to the shipment. This is used to calculate the freight insurance value and will be turned at point of shipment if the box value is less than \$100.00 as almost all carriers cover the first \$100.00 value of the shipment.

Check the **Default Signature Req** box to turn on the **Signature Required** box in **IIG Manifesting** as the default per shipment.

The **List/Discount** option allows specifying what freight will be used by Malvern Site server program. If **List** is selected the returned freight will be used, if **Discount** is selected the discounted freight will be applied.

The list and discount options are applied to actual shipping.

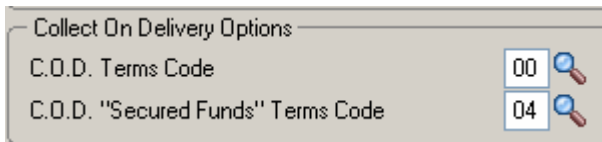
Export



Enter your **Export License** if required. You must enter the date your **Export License** expires in the **License Expires** field if you have a license.

Enter your business Tax ID or Social Security ID as the **Shipper EIN**, This is required for certain customs documentation.

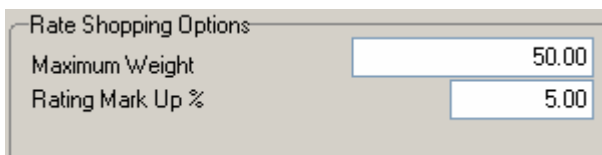
Collect on Delivery Options



Enter **A/R Terms Code** for COD and COD "Secured Funds" shipments. These terms specify to the system whether a COD shipment requires cash or secured funds only or if a check is acceptable.

Note: The Terms Codes for "COD" and "COD "Secured Funds"" should be created in the **Accounts Receivable Terms Code Maintenance** before the Terms Code may be used here.

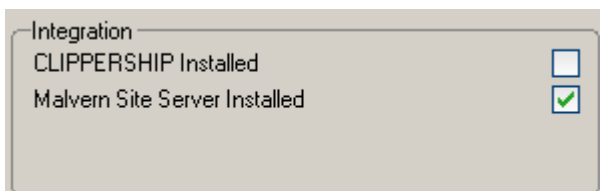
Rate Shopping Options



Enter the **Maximum Weight** of “loose item” boxes that do not have defined TARE quantities (see **Inventory Maintenance**) for rate shop calculations.

Enter the **Rating Mark Up %** to adjust the rated freight returned. This is sometimes required to compensate for loose item box fill percentages.

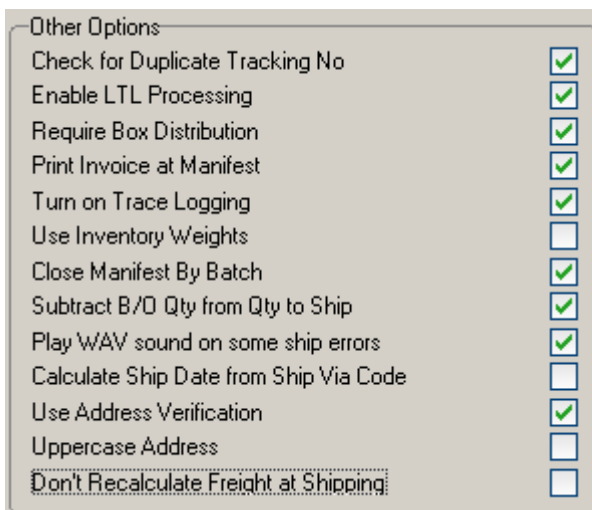
Integration



Integration	
CLIPPERSHIP Installed	<input type="checkbox"/>
Malvern Site Server Installed	<input checked="" type="checkbox"/>

By default, **Malvern Site Server Installed** is checked. IIG also supports Clippership by Kewell. If you have Clippership installed then check the **CLIPPERSHIP Installed** option. Note that both can be installed and used at the same time, although normally only one is checked.

Other Options



Other Options	
Check for Duplicate Tracking No	<input checked="" type="checkbox"/>
Enable LTL Processing	<input checked="" type="checkbox"/>
Require Box Distribution	<input checked="" type="checkbox"/>
Print Invoice at Manifest	<input checked="" type="checkbox"/>
Turn on Trace Logging	<input checked="" type="checkbox"/>
Use Inventory Weights	<input type="checkbox"/>
Close Manifest By Batch	<input checked="" type="checkbox"/>
Subtract B/O Qty from Qty to Ship	<input checked="" type="checkbox"/>
Play WAV sound on some ship errors	<input checked="" type="checkbox"/>
Calculate Ship Date from Ship Via Code	<input type="checkbox"/>
Use Address Verification	<input checked="" type="checkbox"/>
Uppercase Address	<input type="checkbox"/>
Don't Recalculate Freight at Shipping	<input type="checkbox"/>

Check for Duplicate Tracking No – This option enables checking for duplicate tracking numbers when a shipment is processed either through the shipping interface (Malvern, Clippership) or manually. If a duplicated tracking number is found, the shipment cannot be saved and must be voided. This option is selected by default.

Enable LTL Processing - This option enables the LTL processing screens. It is checked by default. If turned off, it limits the system to small parcel shipment only.

Check the **Require Box Distribution** box to forbid distribution of additional boxes when manifesting. The box distribution will be limited to the boxes entered in the **Shipping Data Entry**.

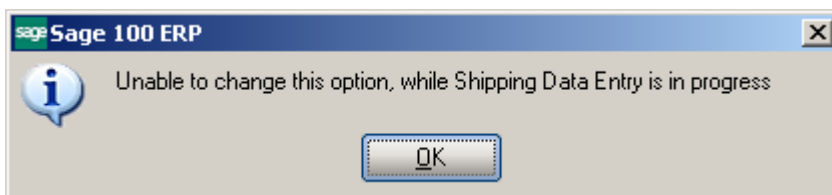
Check the **Print Invoice at Manifest** if using the two step manifest processing method. Rarely used.

Check the **Turn On Trace Logging** when requested by the IIG Support Technician. This logs all transactions between the carrier manifest program (Malvern or Clippership) to diagnose issues with shipments. When first setting up the system we recommend you turn it on while the setup and training is going on for tuning.

Check the **Use Inventory Weights** option to use the weight from the inventory master to calculate the box weight of the items in it. We recommend this for two reasons: Speed and accuracy. Scales bounce and can have a wide reading over time which can lead to weight penalties with the carrier. We do however recommend that you weigh the boxes and compare the calculated value of the box, because if there is a significant difference in the weight (higher or lower) then there is a discrepancy that the shipper can stop and investigate. Chances are there is either a missing weight or something was mis-shipped.

Check the **Close Manifest by Batch** box to be able to close the manifest by the specified Shipping Batch Number. In this case you can add new shipment to the selected batch number after closing the Manifest. You cannot add shipments to any batch in case the Manifest has been closed for all batches.

The following message appears when trying to change this option while there is even one Shipping Batch in your system.



If the **Subtract B/O Qty from Qty to Ship** box is checked, the **Qty to Ship** is displayed instead of the **Ordered Quantity** in the **Lines** tab of the **Shipping Data Entry** program and it is calculated according to the following formula:

Qty to Ship = Quantity Ordered – Backordered (data taken from the Sales Order).

This option is functioning only for standard orders. It is not available for Kit or Non-inventory items.

If the **Play WAV sound on some ship errors** box is checked, WAV file will play a sound:

- If one of the lines has not been completely shipped
- Wrong Item has been scanned
- The quantity shipped for an Item exceeds the quantity ordered

Otherwise, (if the box is unchecked) it will just beep.

*Note: Any WAV file can be used, but it must have **IIG_SHIP_ERROR.WAV** file name and be put in the `\mas90\soa` folder. If MAS200 is running, do the same for any workstation in the client `\mas90\soa` folder.*

Calculate Ship Date from Ship Via Code - this option is intended for calculating the Ship Date of the Order taking into account the Lead Time in days value set for current Ship via code in the IIG Carrier Maintenance.

Use Address Verification – select this checkbox to enable address (Address 3) verification during Sales Order/Invoice creation. Upon selecting this checkbox the

Uppercase Address checkbox is enabled to allow verifying address information entered in uppercase.

Don't Recalculate Freight at Shipping – select this checkbox to have the Freight of the Sales Order carried over to the shipment and don't recalculate it in the Shipping Data Entry.

The **Default Warehouse** specified in the IIG Shipping Automation Options is used for processing Address verification from Customer Maintenance and Customer Ship-To Address Maintenance if there is not a warehouse selected for Location Code. Refer to [Address Verification](#) section for details.

Bill of Lading tab

The **Bill of Lading** tab added to the **IIG Shipping Automation Options** allows setting options to be used for **Bill of Lading** generation. This tab is enabled only if the **Enable LTL Processing** option is turned on.

1. Shipping Automation | 2. Bill of Lading

Bill of Lading

Company has UCC Code? Company UCC Code 0514068

Use BOL Bar Code?

Use SCAC Bar Code?

Section 7 (Non-Recourse) Required?

COD Terms Collect

Trailer Loaded By Shipper

Freight Counted By Shipper

Next Bill of Lading Number 0000029

Next Master Bill of Lading Number 1000016

Default FOB Point Origin

Manual Accept Cancel

Company has UCC Code? – Used for generation of a UCC BOL number. If checked, the Company UCC Code field is enabled. If unchecked, the last 7 digits of the system SSN are used.

If SWK's MapaDoc is installed, the program will display the Company UCC Code from MAPADOC options:

Use BOL Bar Code? – Option prints the BOL bar code on the bill of lading. Required for VICS bills of lading. Is unchecked by default.

Use SCAC Bar Code? – Prints the carrier's Standard Carrier Alpha Code as a Code 128 bar code on VICS bills of lading. Is unchecked by default.

Section 7 (Non-Recourse) Needed? – If checked, the Section 7 verbiage appears on the bill of lading. Refers to how funds are collected in COD LTL shipments. Default is N.

COD Terms – COD fees for TL/LTL are either Prepaid or Collect. Prepaid means that the receiver must pay for the shipment before delivery, and Collect means that the fees are collected when the driver arrives at the customer's loading dock. This option is defaulted to **Collect**.

Trailer Loaded By – Who physically loaded the freight into the trailer or truck? Options are **Shipper** or **Driver**. Defaults to **Shipper**.

Freight Counted By – This states who counted the tare units of the shipment. Options are **Shipper**, **Driver-pallets**, or **Driver-pieces**. Defaults to **Shipper**.

Next Bill of Lading Number – Next sequential bill of lading number. A bill of lading number is issued for each invoice shipped, even if shipped with other invoices in the same shipment.

Next Master Bill of Lading Number – Next sequential master bill of lading number. When multiple orders for the same customer are shipped together, a master bill of lading is created listing the individual (sub) bills of lading. A master bill of lading is a bill of lading containing other bills of lading shipped together for the same customer.

Default FOB Point – This must print on the bill of lading to determine ownership of the goods in transit. The options are:

Origin – Goods become the property and responsibility of the receiver once released to the common carrier and left the dock.

Destination – Goods remain the property and responsibility of the shipper until delivered.

If the FOB field in MAS is blank, this will be the value printed on the bill of lading.

Note: If orders have differing FOB points, they cannot be shipped together on the same master bill of lading.

IIG Carrier Interface Maintenance

Select the **IIG Carrier Maintenance** program under the Sales Order Setup menu.

Here you can setup more advanced carrier options for the **Shipping Codes** defined in the **Shipping Rate Maintenance** program. You can add new **Shipping Codes** just from this screen.

Base Options

Shipping Interface – Determines which interface will be used for the shipment:

- None. No freight method defined, and can't be used for manifesting.
 - (Examples: Will Call, Customer P/U, etc.)
- Clippership Clippership (Kewell) Shipping System interface.
- Manual Manual entry of freight. No BOL or label will print.
- Truck Direct BOL Entry (does not use Malvern or Clippership)
- Malvern Malvern Shipping System interface.

Carrier Code Service level (ex: Ground, Air, etc. See interface method code list in [Appendix A](#) and [Appendix B](#))

Service Type- Usually the carrier type as it is linked by interface. (Ex: UPS, FDX, etc.)

Mark Up %	Percentage (+/-) indicates that the freight portion of the shipment will be adjusted. Enter a negative percentage to mark down (reduce) the freight amount.
Small Parcel Carrier	Identifies that this Shipping Code interfaces with small parcel carrier services such as UPS or FedEx. No bill of lading required.
Print MAS90 COD tags	Used primarily for local courier or small carrier and prints the old style physical UPS COD tags. Rarely used, but will automatically print the split COD amounts per box.
One COD Fee per Order	Overrides splitting the COD fee across all packages for this shipment for small parcel domestic shipments. <u>Use with caution!</u> Recipient can decline the COD box and accept the rest of the shipment. This option is automatically set for LTL shipments, as all LTL shipments are per shipment.
Signature Required	If set, will require the shipment to be shipped requiring an adult signature.
No HazMat	If checked, no item in the shipment may be a HazMat item. See the IIG Item Freight Additional Fields.
Send Email Address	If the carrier supports it (UPS Quantum View, or FedEx Shipment Notification) the email address from the order (or customer if order email address is blank) is sent to carrier. Also both Malvern and Clippership can send shipment emails with tracking numbers as an option.
Residential Only	This ship via should only go to residential addresses (ex: FedEx Home). The IIG Manifest Entry programs check and validate that the Residential Address option is checked for the Ship-To address of the shipment.
Lead Time in Days	Based on the IIG Shipping Option “ Calculate Ship Date from Ship Via Code ” this tells the program how many business days to add to today’s date for the ship date.

LTL Options

The screenshot shows a form titled "LTL Options" with the following fields and values:

- SCAC Code: [Empty text box]
- SCAC Carrier Description: [Empty text box]
- Default Billing Option: Shipper (dropdown menu)
- Bill of Lading Required: (checkbox)
- NMFC LTL Carrier?: (checkbox)
- Rate by Value on BOL: (checkbox)
- Next Carrier Number: [Empty text box]
- Vendor No.: 01-AIRWAY (text box)
- Airway Property: [Empty text box]

SCAC code Standard Carrier Alpha Code for the carrier. Required for LTL/TL carriers.

SCAC Carrier Description The carrier's name as it will appear on the bill of lading.

Default Billing Option This option determines how this ship via is billed by default:

- Shipper – The shipper will pay the carrier for the shipment.
- Recipient – The carrier will collect the freight charges from the recipient, typically if the recipient has a freight account. Effectively Freight Collect.
- Third Party – A third party (such as freight aggregator or corporate office) is paying the freight. Shipment will require the account number and Payor information.
- Consignee – Similar to recipient, but the freight is paid by the named company that is receiving the shipment. For UPS and FedEx this is the contractual Freight Collect option. For LTL no contract is required.
- Freight Collect – Similar to Recipient, the freight charges are paid before the shipment is delivered. Not the same as COD, because only the freight charges are collected at delivery and must be paid before driver will unload.

Bill of Lading Required Some carriers do not require a physical BOL. Normally checked for LTL shipments.

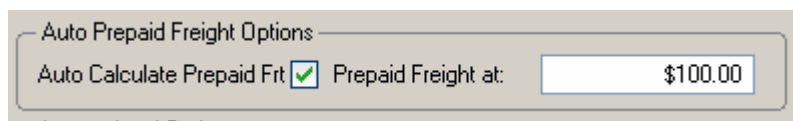
NMFC LTL Carrier? Carrier requires National Motor Freight Codes on the bill of lading.

Rate by Value on BOL This activates the "Rate By" section of the Bill of Lading.

Next Carrier Number For carriers that do not provide PRO numbers or Pickup numbers. This is what the system will assign to the shipment and increment the number. Rarely used.

Vendor No **Vendor** link and **Vendor** number field is enabled for LTL carrier allowing the user to select a Vendor from the lookup list or add a new carrier vendor on the fly. If the **Small Parcel Carrier** flag is set for a **Shipping Code**, both the Vendor link and the Vendor Number fields are disabled.

Auto Prepaid Freight Options



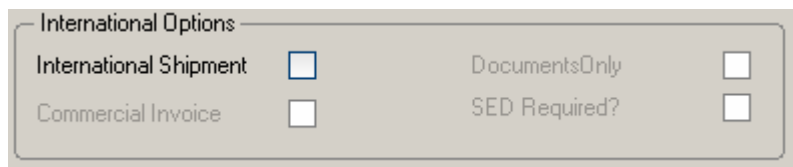
Auto Prepaid Freight Options

Auto Calculate Prepaid Frt Prepaid Freight at:

Auto Calculate Prepaid Frt Enables the ability to automatically set the prepaid freight flag at a certain order amount. If checked, the **Prepaid Freight at** field is enabled.

Prepaid Freight at This is currency amount of the new order (taxable plus non-taxable less discount) that will trigger setting the prepaid freight flag for the shipment.

International Options



International Options

International Shipment DocumentsOnly

Commercial Invoice SED Required?

International Shipment Indicates current ship via will be an international shipment. This activates international shipping if installed. International shipping is different than domestic US shipping. For domestic shipping, all parcels for small parcel are considered separate shipments even though they may be part of a multi-package shipment and will be delivered individually. For international shipments all parcels in the shipment are considered part of the first box in the shipment. These shipments will be delivered all boxes or none. **Note:** *Even if the carrier uses the same*

service level as domestic for international, you must set up one ship via for domestic and one for international.

Documents only

This option indicates that shipment is physical documents, not products. For catalogs and sales material.

Commercial Invoice

A commercial invoice must be generated for this shipment.

SED Required?

If checked, Shipper's Export Declaration is required for this shipment.

Shipping Terminal Maintenance

In the **Shipping Terminal Maintenance** screen, specify the workstations that will be manifesting shipments and options used for calculating carrier charges. At least one **Terminal ID** must be set up.

The screenshot shows the SAP IIG Shipping Terminal Maintenance (ABC) 6/17/2015 window. The window contains the following fields and controls:

- Terminal ID:** T102
- Description:** Shipping Terminal 1
- Terminal Data:**
 - Location:** Small Parcel Dock
 - Scale Port:** USB
 - Auto Increment Quantity?:**
 - Ship From Whse:** 001
- Printer Data:**
 - Print TAWB:**
 - Label Format Type Code:** 199
 - TWB Printer:** (dropdown menu)
 - Doc Printer:** (dropdown menu with text "Select from the list of configured printers.")
- Buttons:** Accept, Cancel, Delete, and a printer icon.

Enter **Terminal ID** or click the **Current Terminal ID** button.

Enter the **Description** of the terminal.

Terminal Data

The close-up screenshot shows the Terminal Data section of the SAP IIG Shipping Terminal Maintenance window. The fields and controls are:

- Location:** Small Parcel Dock
- Scale Port:** USB
- Auto Increment Quantity?:**
- Ship From Whse:** 001

Enter the physical **Location** of the terminal.

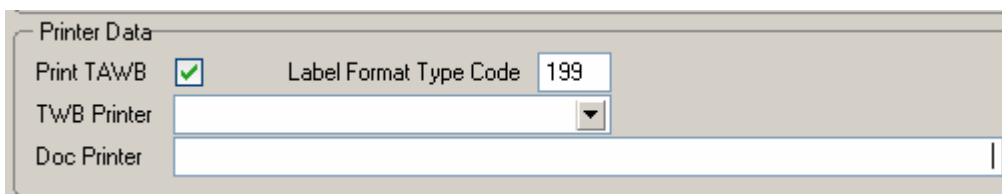
The **Scale Port** is the ID number of the communication port to which the weight scale will be connected in the range of COM1 to COM9. Please note for COM ports you must first configure the port in Windows, then program the scale to match the COM settings.

For certain USB scales using the HID interface, such as the Fairbanks Ultegra scale, enter **USB** and the program will scan for the scale and link to it. New scales come on the market so your scale may not be recognized. Please contact IIG so that we may look at your scale to determine compatibility if it does not receive weight from the scale.

Check the **Auto Increment Quantity** box to add to quantity automatically for the selected terminal.

Enter the warehouse code from the **Ship From Warehouse** lookup. If this field is blank, the program will continue to use the warehouse code from the invoice header during Shipment. This is required for closing operations for the terminal shipment as well.

Printer Data



Printer Data

Print TAWB Label Format Type Code 199

TWB Printer

Doc Printer

Print TAWB - Check this option to print to a local thermal label printer. Both Malvern and Clippership can be configured to print directly to networked label printers so the local workstation does not print the labels. Normally the workstation prints the labels.

Label Format Type Code will either be 188 for Eltron printers or 199 for Zebra printers.

TWB Printer is handled one of two ways, depending on your system; UNC or Device Configurator.

- UNC is the thermal label printer UNC share path on the workstation to print the thermal label to. We strongly recommend that the path assignments be as short as possible. If at all possible, limit them to 32 characters total. Sometimes works best with Window XP machines. Windows 7 SP1 and later will not work reliably with this option.
- Device Configurator uses the Sage Device Configurator to configure the local printer on the workstation as the label printer.
- Please see the **Setting up a local thermal printer** in [Appendix C](#).

Malvern Interface Maintenance

Select the **Malvern Interface Maintenance** program under the Sales Order Setup menu.

The screenshot shows a software window titled "sage IIG Malvern Interface Maintenance (ABC) 6/17/2015". At the top, there is a "Warehouse Number" field with the value "000" and a "CENTRAL WAREHOUSE" label. Below this, the "Shipper Address" section contains fields for Name ("ABC Central warehouse"), Address ("1101 W MAC ARTHUR BLVD"), ZIP Code ("92626"), City ("Costa Mesa"), State ("CA"), Country ("USA"), Telephone ("(818)956-3744"), and Contact ("BOB SOSBEE"). The "Shipper Account Data" section includes Malvern Meter Code ("A"), Release Auth. No. (empty), Currency Code ("USD"), and Next FedEx Bundle Number ("00000001"). The "Site Server Data" section shows Server IP Address ("54.69.112.82") and Validator Port Number ("1022"). At the bottom, there are buttons for "FedEx COD Return Address", "Accept", "Cancel", "Delete", and a printer icon.

Enter **Warehouse Code**, or select it using the **Lookup** button.

Shipper Address

Enter a **Shipper Address**, **Telephone** number, and **Contact** person for each location. This information will appear on the shipping label as the return address depending on the options set in Malvern or Clippership. This is the "Alternate Return Address" option in Malvern.

Shipper Account Data

This screenshot shows a close-up of the "Shipper Account Data" section. It contains four input fields: "Malvern Meter Code" with the value "A", "Release Auth. No." which is empty, "Currency Code" with the value "USD", and "Next FedEx Bundle Number" with the value "00000001".

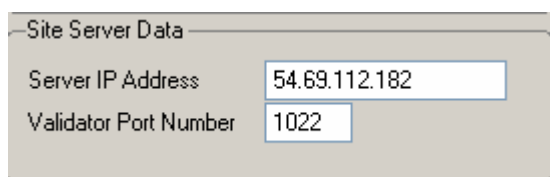
Malvern Meter Code is the linked meter code in Malvern for this ship from location. Default is **A** for single ship from locations. If you have multiple company accounts or multiple locations, this will be the meter code that Malvern will use for the shipment and billing.

Release Auth. No. is the FedEx Release Authorization number, a contractual service.

Currency Code is normally **USD** for US dollars. Other currencies may be used on a contractual basis. Contact IIG on this option.

Next FedEx Bundle Number is a number starting at 0000001 that links multi-package shipments together. Required for FedEx.

Site Server Data

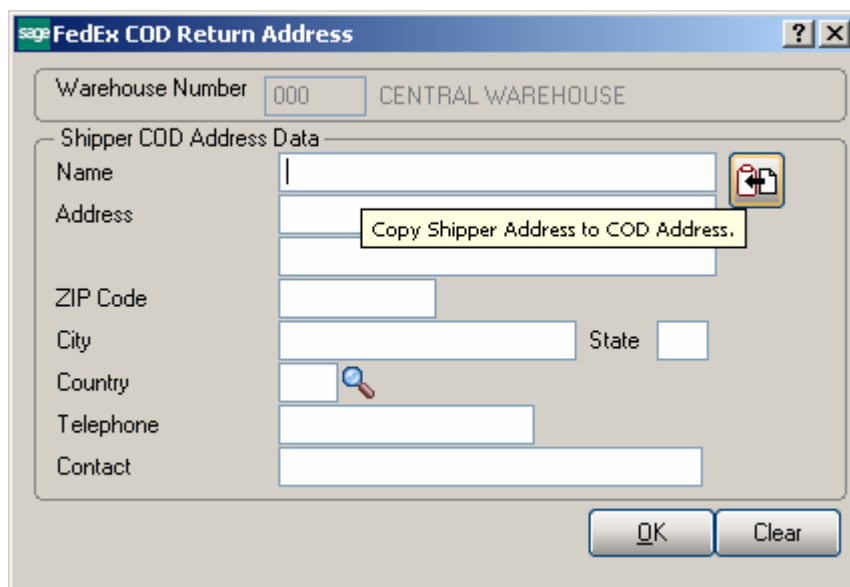


A screenshot of a 'Site Server Data' form. It contains two input fields: 'Server IP Address' with the value '54.69.112.182' and 'Validator Port Number' with the value '1022'.

The **Server IP Address** should be assigned by the company's System Administrator. This is the IP Address of the Malvern Site Server. *Note: This must be a static IP address.*

The **Validator Port Number** is assigned by Malvern and is normally 1022. This identifies the TCP/IP port on the Malvern Site Server.

Upon clicking the **FedEx COD Return Address** button the **FedEx COD Return Address** screen is opened allowing the user to enter the COD Return Address information for the selected warehouse.



A screenshot of the 'FedEx COD Return Address' window. At the top, 'Warehouse Number' is '000' and 'CENTRAL WAREHOUSE' is displayed. Below is a section for 'Shipper COD Address Data' with fields for Name, Address, ZIP Code, City, State, Country, Telephone, and Contact. A 'Copy' button is next to the Name field, and a tooltip 'Copy Shipper Address to COD Address.' is visible. 'OK' and 'Clear' buttons are at the bottom.

FedEx returns the recipient's check to this address. Typically you would make this the address for your company's Accounts Receivable department.

Clicking the **Copy** button loads the **Shipper Address** information in.

Typically, this will be the address of the corporate office that will handle the COD receipts.

IIG Box Dimension Code Maintenance

Shipping Automation allows the setup of codes for packaging types that are shipped on a regular basis. Select the **Box Dimension Maintenance** program from the **Inventory Management Setup** menu.

For each **Box Dimension Code**, enter a description, box dimensions, and, if applicable, a Weight Factor (used to account for the weight of pallets or box fill). Box dimensions are in centimeters if the **Metric Dimensions** is checked, and the **Weight Factor** will be in kilograms. Otherwise, this is inches and pounds.

The **Additional Handling** can also be set. This is passed through to the carrier.

The **Bill of Lading Description** is set automatically and can be changed.

The **Box Type Code** is set for packaging type used by the small parcel carriers. This does not apply to TL/LTL carriers. If left blank will default the carrier to customer packaging.

FedEx Express

01	Customer Packaging (default)
02	FedEx Pak
03	FedEx Box
04	FedEx Tube
08	FedEx Packet (select markets)

UPS International – Box types with /00 are alternate codes.

10/22	UPS 10 KG (22 lbs.) box
25/55	UPS 25 KG (55 lbs.) box.

US Postal Service – Box types with /00 are alternate codes.

FLT	Flat
LTP/30	Priority Mail Letter Pack
LTR/06	Letter
FSB/32	Priority Mail Small Flat Rate Box
FRB/33	Priority Mail Medium Flat Rate Box
FRL/34	Priority Mail Large Flat Rate Box
FLE/31	Priority Mail Legal Flat Rate Envelope
SFE	Priority Mail Small Flat Rate Envelope
FCE	Priority Mail Flat Rate Cardboard Envelope
RBA/35	Priority Mail Regional Rate Box A
RBB/36	Priority Mail Regional Rate Box B
RBC/37	Priority Mail Regional Rate Box C
FPE/38	Priority Mail Flat Rate Padded Envelope
PCB/39	Cubic Rate
SCB/40	Soft pack Cubic Rate
FEW	Priority Mail Flat Rate Window Envelope
FGW	Priority Mail Flat Rate Gift Envelope
IRG	Irregular Parcel

All Carriers

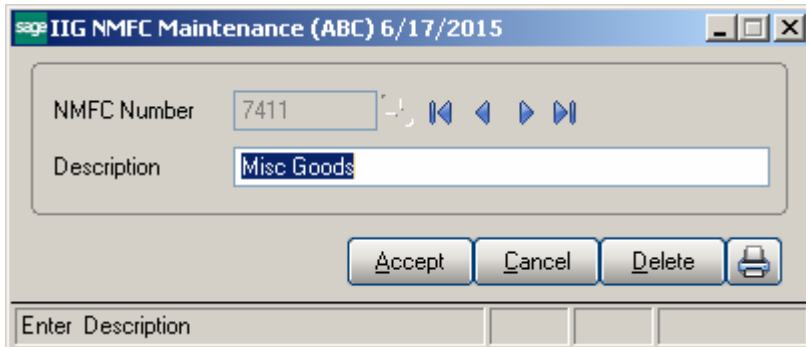
06	Letter
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IIG NMFC Maintenance

The **IIG NMFC Maintenance** has been added to the **Inventory Management Setup** menu. This program maintains the active National Motor Freight Code list for the customer.

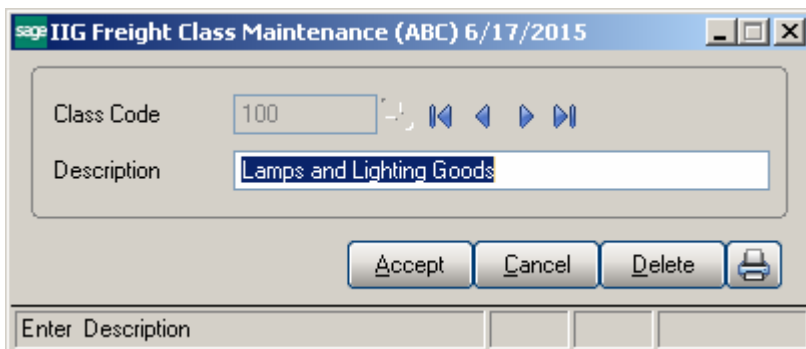
NMFC Number – National Motor Freight Code Number.

Description – Description of freight code.



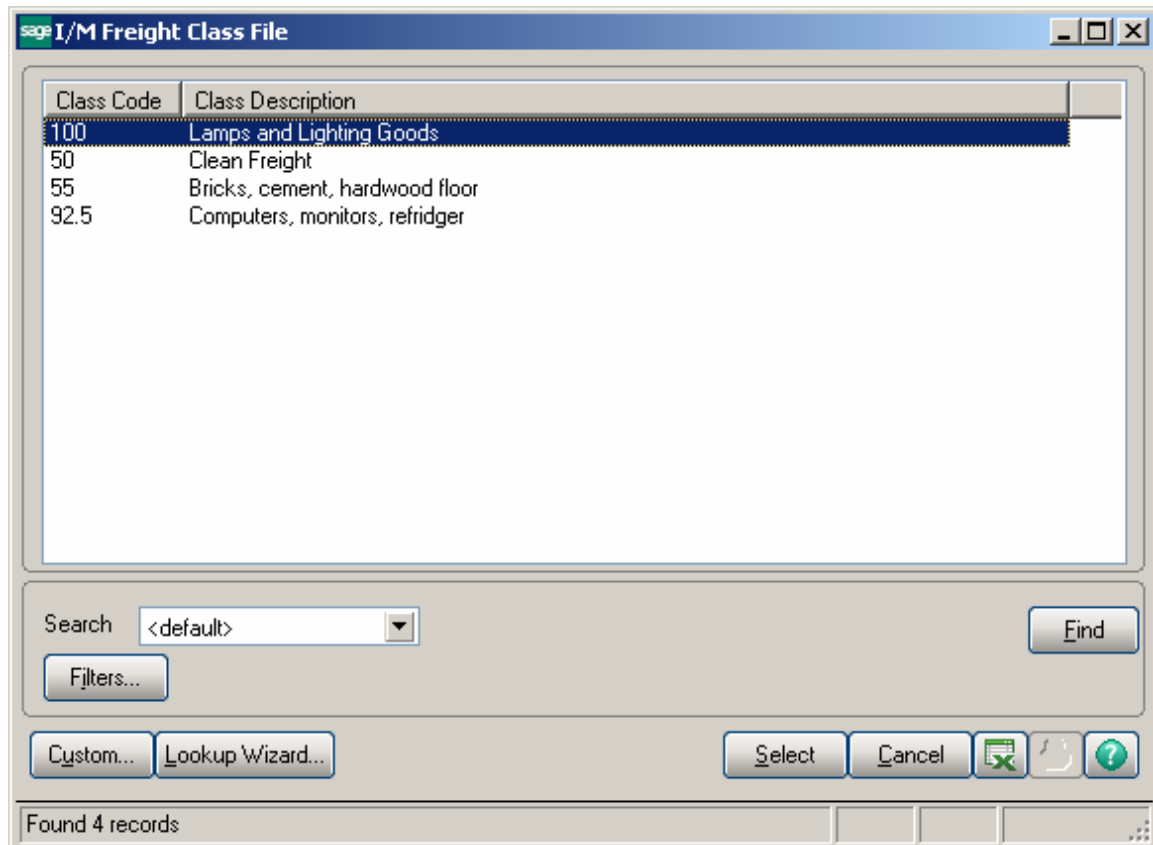
IIG Freight Class Maintenance

The **IIG Freight Class Maintenance** has been added to the Inventory Management setup menu to allow adding/maintaining freight classes for shipment.



Press the lookup button to list the LTL **Class Codes** setup in the system.

The Class Code Description is defaulted as the description of the goods on the bill of lading.



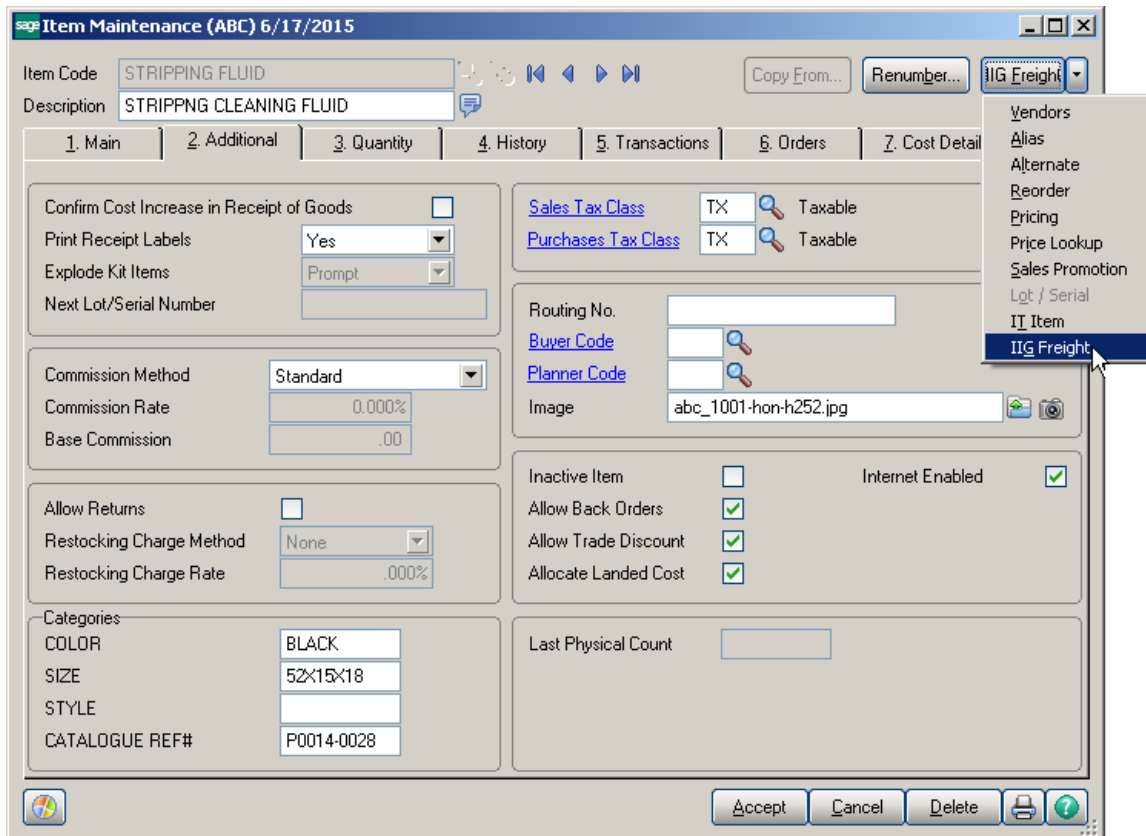
Item Freight in the Item Maintenance

The **IIG Freight** menu item has been added under the **More...** menu button on the **Item Maintenance** screen allowing the user to set some freight specific data such as Freight Class, Export Data, specifying the Packaging/Tare settings.

***Note:** The Weight field must be a number and cannot have letters in the weight for both Sage and IIG Shipping to properly calculate weights. Examples of bad weights: 35lb, 35#, 35kg. Examples of valid weights: 35, 35.4, 0.22. While we will use the actual weight here, the carrier will round up to the whole number for rating purposes.*

For USPS shipments, convert ounces to decimal weight. Malvern or Clippership will convert these back to ounces as needed. Multiply ounces by 0.0625 to convert to decimal pounds.

Select the **Item Maintenance** program under the **Inventory Management Main** menu. Select an item.



Upon clicking the **IIG Freight** menu item the **IIG Item Freight Additional Fields** screen is opened:

The screenshot shows a software window titled "sage IIG Item Freight Additional Fields". It contains the following fields and sections:

- Item Code:** STRIPPING FLUID
- Item Name:** STRIPPNG CLEANING FLUID
- Freight Class:** 48580-3
- BOL Description:** CLEANERS
- HAZMAT Section:**
 - Packing Group: Group 1
 - UN/NA Code: 1234
 - HM Class: 6
 - HM Division: 2
 - Cargo Aircraft Only?
 - HM Exemption No: [Empty]
 - HM Shipping Name: [Empty]
 - Emergency Contact: TEST COMPANY
 - Contact Phone: (818) 956-3744
- Export Data Section:**
 - Country of Origin: USA (United States)
 - Commodity Code: [Empty]
 - Tariff Code: [Empty]
 - ECCN: [Empty]
 - SED Sched B Code: [Empty]
 - Comm Inv Prod Desc 1: [Empty]
 - Comm Inv Prod Desc 2: [Empty]
 - NAFTA Producer Code: No
 - NAFTA CO Preference Criterion Code: [Empty]
 - NAFTA Certificate of Origin Net Cost?


A button labeled "Tare Processing" is highlighted with a blue box in the top right area of the dialog.

Freight Class

NMFC Code is the National Motor Freight Code set up in [IIG NMFC Maintenance](#). Use the lookup to select the NMFC code for this item. This code will print on the VICS and Short Form BOL if the carrier is a NMFC carrier.

Freight Class is the freight/volume class of the item. Use the lookup to select from the classes entered in the [IIG Freight Class Maintenance](#).

BOL Description is the description that will print on the bill of lading when printing product detail. Normally the **Freight Class** description is used and the Freight Class description will automatically load into this field if blank.

Tare Processing button  will open the IIG Item Freight Packaging/Tare Fields screen.

Tare Processing

This is used primarily for Rate Shopping to calculate how the product will be shipped.

Item Code	U/M	Box Code	Height	Length	Width	Default
STRIPPING FLUID	BOX	002	012	008	006	<input type="checkbox"/>
STRIPPNG CLEANING FLUID						<input type="checkbox"/>
Each Tare						<input type="checkbox"/>
Case Pack Tare						<input type="checkbox"/>
Master Pack Tare						<input type="checkbox"/>
Pallet Pack Tare						<input type="checkbox"/>
Inner Pack Tare					000	<input type="checkbox"/>

Ship as one Box is checked if this item is only shipped as the each TARE. Examples would be large items (such as a desk or a hard sided golf bag) that will not be shipped in multiples in a case or pallet. This speeds up the rating process.

Enter the **Each Tare**, **Case Pack Tare**, **Master Pack Tare**, **Pallet Pack Tare** and **Inner Pack Tare** unit of measures and select the **Box Codes**. The **Height**, **Length**, **Width** fields will be populated with corresponding values set for the selected Box Code in the [Box Dimension Code Maintenance](#). Select the **Default** Tare to be used when the product is rated for shipping. Only one of these five check boxes can be selected as default.

For items that do not match the dimensions in the **Box Dimension Maintenance**, you can enter the actual dimensions.

Refer to [Shipping Rate Shop In Sales Order Entry](#) for more details about the Item Freight Packaging/Tare fields.

HAZMAT

Note: Information Integration Group, Inc. (IIG) provides these fields to help link to a certified HAZMAT labeling and documentation system like LabelMaster® or similar systems. IIG is neither certified nor responsible for HAZMAT labeling and certification. You as the shipper must have certified employees and certified HAZMAT labeling software to safely and legally ship HAZMAT products. IIG cannot assist your company on HAZMAT labelling and documentation as this is the responsibility of the shipping company and the HAZMAT software company.

HAZMAT			
Packing Group	None	HM Exemption No	
UN/NA Code		HM Shipping Name	
HM Class		Emergency Contact	
HM Division		Contact Phone	(123) 456-7890
Cargo Aircraft Only? <input type="checkbox"/>			

Packing Group – This drop down list is *None*, *Group 1*, *Group 2*, and *Group 3*. If this is not set to *None* this activates the HAZMAT checks by carrier if HAZMAT is allowed on that carrier. Packing group is determined by the class and division of the HAZMAT product. This must be determined by your HAZMAT certified employee or consultant.

UN/NA Code is the United Nations and North America HAZMAT class code. Please see http://en.wikipedia.org/wiki/UN_number for a detailed description of these codes.

HM Class refers to the general hazard class.

HM Division refers to the division within the general hazard class.


HM Exemption No is the DOT Exemption number.

HM Shipping Name is the common chemical name. (Example: anhydrous ammonia). Note that the name may be larger than this field. LabelMaster ® or your HAZMAT software will have the full proper shipping name.

Emergency Contact is the name of the person or organization to contact if there is any issue with this product in shipment.

Contact Phone is the phone number of the Emergency Contact.

Export Data

Export Data	
Country of Origin	USA  United States of America
Commodity Code	
Tariff Code	
ECCN	
SED Sched B Code	
Comm Inv Prod Desc 1	
Comm Inv Prod Desc 2	FILING CABINET
NAFTA Producer Code	No
NAFTA CO Preference Criterion Code	
NAFTA Certificate of Origin Net Cost?	<input type="checkbox"/>

Country of Origin is the country the product was manufactured or produced in. Select from the Country Code list as entered in the **Country Code Maintenance** in the Library Master Setup menu.

Commodity Code is normally the NIGP Commodity Code. Used to classify the product for government and university agencies. For international shipping this may be the UN SITC code. Note this is not the Harmonized Tariff Code.

Tariff Code is the US Customs Harmonized Tariff code for this item for export.

ECCN is the Export Commodity Control Number. Used for restricted item exports such as some software and all weapons. See the US Customs ITAR list.

SED Schedule B Code is required if a Shippers Export Declaration must be created for any item valued \$2,500.00 shipped from the same exporter to the same recipient on the same day or any item on the ITAR list.

NAFTA Producer Code indicates if the shipper is the producer of the goods. This will default to *No* on the drop box. Options are *Yes, No, No 1, No 2, and No 3*.

NAFTA CO Preference Criterion Code which is the Certificate of Origen Preference Criteria Code. Values are *A, B, C, D, E, F, and blank*.

NAFTA Certificate of Origin Net Cost? If checked will print **NC** on the certificate of Origin documentation for this item. If unchecked will print **No**. Note that we do not currently support the RVC over time method at this time.

Comm Inv Prod Desc 1 is the first line of the commercial invoice description for this product. If left blank it will use the short product description.

Comm Inv Prod Desc 2 is the second line of the commercial invoice description for this product. You may leave this blank if the first description line is sufficient.

*Note: Be sure you are clear on your description. Your product description may not be clear to Customs, who may hold your shipment for clarification. Example: "HON model 2000 classic" is not clear. "Two Drawer Letter File Cabinet" is clear. So if your item description is "HON Model 2000 classic" make the **Comm Inv Prod Desc 2** "2 drawer letter file cabinet" which will print only on the commercial invoice.*

Shipping Options in Customer Maintenance

The **Shipping Options** button added to the **More** menu buttons on the **Customer Maintenance** screen is intended for specifying special shipping options for the selected Customer.

Select the **Customer Maintenance** program under the **Accounts Receivable Main** menu.

The screenshot shows the SAP Customer Maintenance (ABC) 6/18/2015 window. The customer name is American Business Futures. The address is 2131 N. 14th Street, Suite 100, Accounting Department, Milwaukee, WI 53205-1204. The salesperson is Jim Kentley. The credit limit is 120,000.00. The 'Shipping...' dropdown menu is open, showing options: Contacts, Items, Ship To Address, II Customer, Invoices Inquiry, RMA Inquiry, Shipping Options (highlighted), and Ship Via Options.

Field	Value
Customer No.	01-ABF
Name	American Business Futures
Address	2131 N. 14th Street Suite 100 Accounting Department
ZIP Code	53205-1204
City	Milwaukee
Country	USA
Salesperson	0100 Jim Kentley
Telephone	(414) 555-4787
Ext	219
E-mail Address	artie@abf.com
URL Address	www.abf.com
Terms Code	03 C.O.D.
Primary Contact	ARTIE JOHN
Ship Code	UPS BLUE
Primary Ship To	2 American B...
Tax Schedule	WI MILMIL
Credit Limit	120,000.00

Select the **Shipping Options** button to configure shipping settings for the customer in the **IIG Customer Shipping Options** screen:

sage IIG Customer Shipping Options Maintenance

Delivery Options

Prepaid Freight?

Prepaid Freight at level: .00

Auto Generate ARS Label?

Single COD Fee

No COD Fee

Blind Ship Labels

Blind Ship?

Blind Ship To Code: 2

Packing Sheet Options

Suppress Packing Sheet?

Print Custom Packing Sheet?

Packing Sheet Form Code: STANDARD

OK Cancel

Delivery Options

Prepaid Freight – if this checkbox is selected for a Customer, it is the default for all ship via that are not specifically defined.

Prepaid Freight at level – this field is enabled if the **Prepaid Freight** option is off. If the amount of the prepaid freight at level entered here is lower than the Ship Via code prepaid freight at level, the customer amount takes effect.

Auto Generate ARS Label- select this checkbox to have a Auto Return Service label automatically generated if the carrier provides it (LTL carriers do not provide this).

Single COD Fee - if this checkbox is selected one **COD** fee will be charged per Customer instead of by ship via.

No COD Fee- if this checkbox is selected, no **COD** fee will be charged by Customer.

These settings are defaulted to the Order Shipping Options.

Blind Ship Labels

Check the **Blind Ship?** option to use the customer's bill to address as the return address for the shipment.

Enter the **Blind Ship To Code** for the customer's warehouse or for double blind shipments.

The **Blind Ship?** option setting and the **Blind Ship To Code** specified here are defaulted to the Sales Order and Invoice Data Entry.

Packing Sheet Options

Select the **Suppress Packing Sheet** option to skip packing sheet printing from **Shipping Data Entry**. If this option is turned on the **Quick Print** button will be disabled in the **Shipping Data Entry**.

Upon selecting the **Suppress Packing Sheet** checkbox the **Print Custom Packing Sheet** option and **Packing Sheet Form Code** field are disabled.

Select the **Print Custom Packing Sheet** option to make the **Packing Sheet Form Code** field enabled. It is necessary to select the Form Code to be used by default in the **Packing Sheet Printing** run from the **Shipping Data Entry** for the selected customer. If the **Print Custom Packing Sheet** option is selected the user cannot close the Shipping Options screen unless a form code is specified.

Note: the user must set up the custom packing sheet form in packing sheet printing before it is available for this field.

The **Packing Sheet Options** set in the **Customer Shipping Options** are defaulted to the **Sales Order Entry** and **Shipping Data Entry**.

Customer Ship Via Maintenance

Select the **Ship Via Options** button from the drop-down menu to configure settings for specific Ship Via Code.

SAP IIG Customer Ship Via Options Maintenance (ABC) 6/18/2015

Ship Code: UPS BLUE Primary

Description: UPS 2ND DAY AIR

Delivery Options

Billing Option: Shipper

Prepaid Freight?

Prepaid Freight at level: .00

Payor Account Data

Payor Account: _____

Payor Name: _____

Address: _____

ZIP Code: _____ State: _____

City: _____

Payor Phone: _____

Are Parties Related? (Consignee)

BOL Special Instructions

Special Instructions: Special delivery instructions...

Accept Cancel Delete

Delivery Options

Billing Option

This option determines how this ship via is billed by default:

- Shipper* – The shipper will pay the carrier for the shipment.
- Recipient* – The carrier will collect the freight charges from the recipient, typically if the recipient has a freight account. Effectively Freight Collect.
- Third Party* – A third party (such as freight aggregator or corporate office) is paying the freight. Shipment will require the account number and Payor information.
- Consignee* – Similar to recipient, but the freight is paid by the named company that is receiving the shipment. For UPS and FedEx this is the contractual Freight Collect option. For LTL no contract is required.
- Freight Collect* – Similar to Recipient, the freight charges are paid before the shipment is delivered. Not the same as COD, because only the freight charges are collected at delivery and must be paid before driver will unload.
- Drop Ship* – This uses separate accounts in the Malvern server where the account is billed and paid by the customer directly and uses separate tracking numbers specific to that customer and account. Requires the purchase of Malvern subaccounts (accounts that ship from the same location as the main shipping account).

The Payor name and address data will print on the shipping labels and the Payor account is the Malvern account code.

For all the selections except for Shipper and Consignee the **Payor Account Data** fields are enabled. Please note that Consignee for UPS and FedEx are a contractual option and must be set up.

Prepaid Freight - If set on the customer ship via level, then it is prepaid for that Customer-ship via only. If it is set on the general ship vias (in IIG Carrier Maintenance) it overrides for that ship via only. Disabled for any **Billing Option** other than *Shipper*.

Prepaid Freight at level - this field is enabled if the **Prepaid Freight** option is off. If customer is prepaid freight at \$1200.00, and has a ship via of UPS Ground at \$500.00, and the ship via UPS Ground is set to prepaid freight at \$400.00, then the \$400.00 level being the lowest is used. Disabled for any **Billing Option** other than *Shipper*.

Payor Account Data

Payor Account is the Carrier Account number for the customer. For *Recipient, Third Party, or Freight Collect* you must enter the carrier account number of company that will be paying the freight. For UPS and FedEx this will be their customer's account number. For *Drop Ship* this is the Malvern Account Code for the drop ship account. **Note:** *Not required for Consignee, but you must sign up with the carrier for this service.* Malvern and Clippership will require this. **Be warned:** Carriers will bill **your** account if the customer refuses to pay Recipient or Freight Collect.

Payor Name, Address, Zip Code are all required. You must enter the **Payor Phone** as well for the carriers.

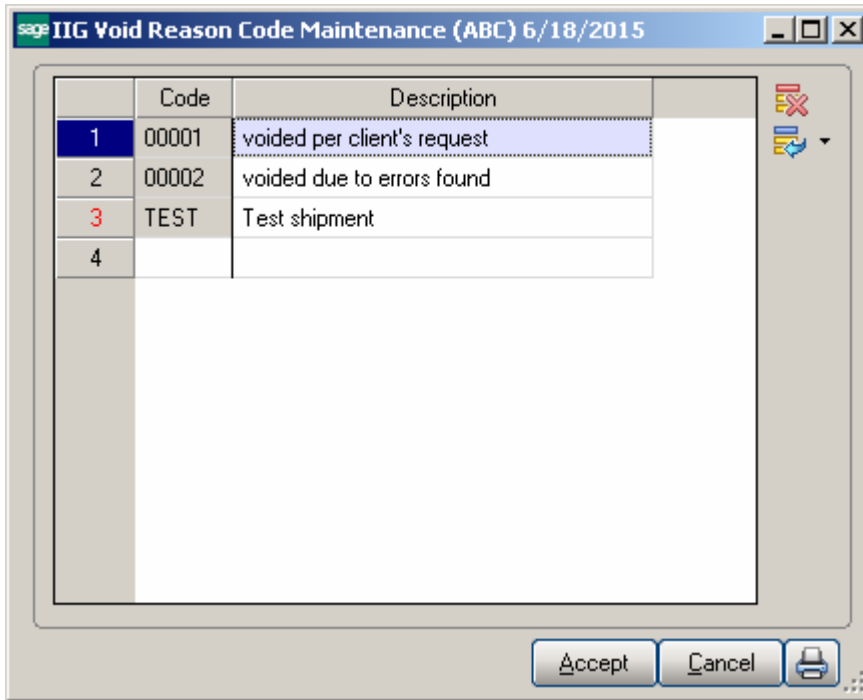
Check the **Are the Parties Related?** check box if the consignee or 3rd party are related (Example: Walmart Corporate 3rd party shipping to a store.)

Bill of Lading Special Instructions

Enter the **Special Instruction** to flow down to the order and to the Bill of Lading for TL/LTL shippers.

IIG Void Reason Code Maintenance

The **IIG Void Reason Code Maintenance** added under the **Sales Order Setup** menu is intended for entering Reason codes to be used when the transaction is voided.



	Code	Description
1	00001	voided per client's request
2	00002	voided due to errors found
3	TEST	Test shipment
4		

Code is the user supplied code. Examples: ERROR, CANCL, or TEST.

Description is the description of the reason code.

Shipping Automation Activity

Shipping Options in Sales Order Entry and Invoice Data Entry

Below is demonstrated an example of Sales Order Entry.

While creating a new sales order in the **Sales Order Entry** screen, shipping options can be specified by clicking the **Ship Options** button located on the **Header** tab of the **Sales Order Entry** screen.

The screenshot displays the Sage Sales Order Entry (ABC) 6/18/2015 window. The interface includes a navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The current tab is 1. Header. The window contains several input fields and buttons for order management. Key fields include Order Number (0000318), Order Date (6/18/2015), Order Type (Standard Order), Customer No. (01-ABF), Ship Date (6/18/2015), Status (New), Whse (001), Sales Tax Schedule (WI), Ship To Addr (2), Terms Code (03), Ship Via (UPS BLUE), Confirm To (John Quinn), Contact Phone ((414) 555-4787), E-mail (artie@abf.com), and Salesperson (0100). A 'Ship Options' button is located next to the Contact Phone field. The bottom of the window features buttons for 'Print Order...', 'Print Pick...', 'Recalc Price', 'Accept', 'Cancel', 'Delete', and a help icon.

Click the **Ship Options** button to open the **Special Shipping Options** screen.

Depending on what **Ship Via Code** is selected on the **Header** tab of the **Sales Order Entry** screen, the chosen shipping method will be displayed in the **Ship Via** fields within the **Special Shipping Options** screen.

All of these settings are defaulted from the Shipping and Ship Via Options accessed (and, initially, set up) through the **Accounts Receivable** module's **Customer Maintenance** screen.

Select the **Delivery Period** from the drop-down list. Choose from the following three options: Weekday, Saturday, or Sunday delivery. Note that this is treated as a delivery service option. Saturday and Sunday delivery options are carrier and service dependent.

Check the **Residential Delivery?** box if shipment is a residential delivery.

Check the **Inside Delivery?** box if shipment is an inside delivery.

Check the **Signature Required?** box if a signature is required at delivery.

Adult Signature field is enabled only if the **Signature required ?** checkbox is selected. This field is available also in the Sales Order Header, Invoice Header as well as in the Sales Order and Invoice History tables.

Select the **Billing Option** from the drop-down list. Choose from the following options: Shipper, Recipient, Third Party, Consignee, Freight Collect or Drop Ship. For all the selections except for Shipper or Consignee, enter **Payor Account Data**. For **Drop Ship**, enter the Malvern account code and the Payor Name and Address fields, which will become the return address on the shipping labels.

Select the foreign **Destination Country** using the **Lookup** icon if the shipment is not being sent to a **US** destination.

Select the appropriate **Terms of Sale** from the drop-down list, if this is an international shipment.

In **Invoice Data Entry**, when the Order is manifested, the **Ship Options** button becomes disabled, otherwise it is always enabled.

The **Lift Gate**, **Notify Charge** and **Special Instructions** fields are enabled for Ship Via codes flagged as LTL carriers in the **IIG Carrier Interface Maintenance**.

Use Entered Frt Amount – select this checkbox if you want the Freight Amount entered in the Sales Order Entry be applied to the Invoice or Shipping regardless of the options set in the IIG Shipping Automation Options.

Shipping Data Entry

To start shipping, you must first open a manifest in either of the **IIG/Sage Shipping/Manifesting** or **IIG Manifest Processing** programs. Depending on the Sales Order Module Options, you may need to open or select a shipping batch as well.

Select the **Shipping Data Entry** program from the **Sales Order Shipping** menu.

Sage Shipping Data Entry (ABC) 6/18/2015

Shipper ID: 1 Ship Date: 6/18/2015 Order No.: 0000318 Batch No.: 00039
 Shipping No.: 0100196 Ship Status: New SO Created By: IIG
 Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

Item Code: Quick Row: 1 Pkg: 0001

	Item Code	Qty to Ship	Shipped	Back Ordered	Comment
1	1001-HON-H252	2.00	2.00	.00	
2	1001-HON-H252LK	3.00	3.00	.00	

Description: HON 2 DRAWER LETTER FLE W/O LK
 Warehouse: 001
 U/M: EACH
 Package: 0001

Pallet: 0001 Verify B/O Cases...

Quick Print Ship Labels Pallet Labels Auto Increment Accept Cancel Delete ?

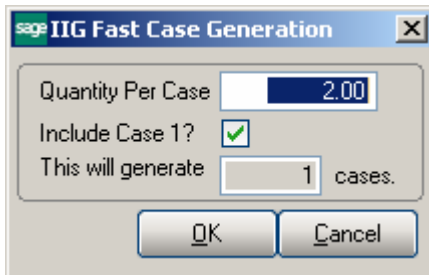
Select the **Shipper ID** and **Order Number** to be shipped. The program loads all the lines of the order.

The **Current Package** field displays the package number, where the items are distributed currently. To change the current package, click the **Next Package No.** button. The items will be distributed to the new package.

Fast Case Processing enables easy way to distribute large quantities to large number of cases.

The **Fast Case Processing** can be used for a line *only once* and only before accepting the entry.

Clicking the **Cases...** button opens the **Fast Case Generation** for the selected line, if there is **Quantity Shipped** specified (and if the generation has not been done before):



The dialog box titled "IIG Fast Case Generation" contains the following fields and controls:

- Quantity Per Case: 2.00
- Include Case 1?:
- This will generate: 1 cases.
- Buttons: OK, Cancel

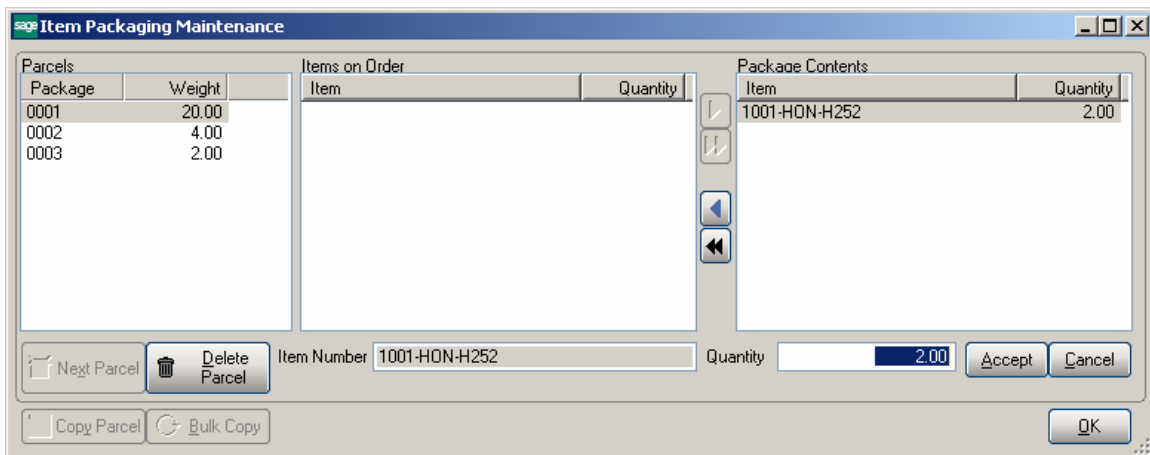
Enter the **Quantity Per Case**. Based on it the program will calculate the number of cases needed to **generate** for the **Quantity Shipped**. If the Quantity Shipped is not a multiple of the **Quantity Per Case**, the quantity remaining after distributing to the cases completely will be placed in a separate case (which will remain incomplete).

Check the **Include Case 1** box, to include the first case in the distribution being generated.

If the quantity of the selected line has already been distributed before starting the **Fast Case Generation**, the program will clear the previous distribution.

The generated distribution can be seen in the **Item Packaging Maintenance**.

The **Item Packaging Maintenance** has been modified to allow more convenient parcel managing.



The "Item Packaging Maintenance" window displays the following data:

Parcels	
Package	Weight
0001	20.00
0002	4.00
0003	2.00

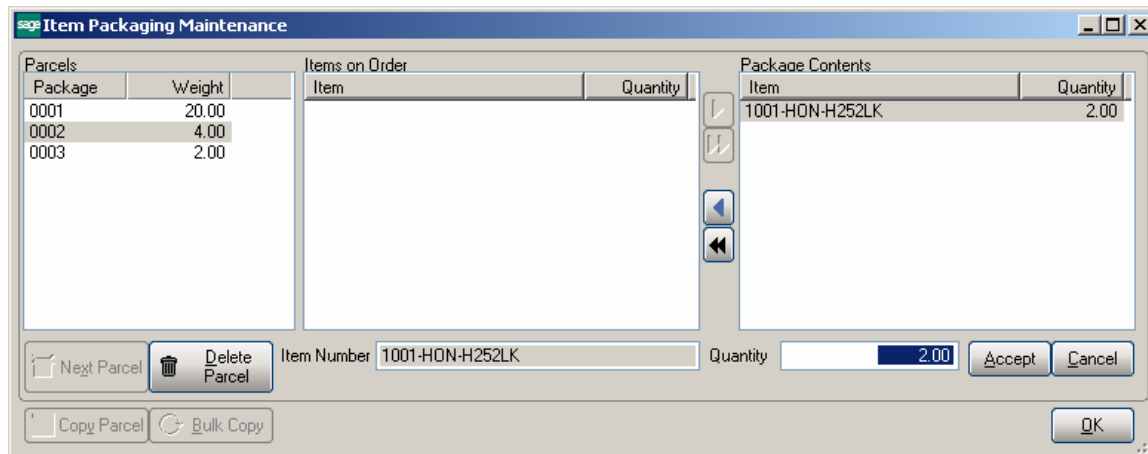
Items on Order	
Item	Quantity

Package Contents	
Item	Quantity
1001-HON-H252	2.00

Item Number: 1001-HON-H252 Quantity: 2.00

Buttons: Next Parcel, Delete Parcel, Copy Parcel, Bulk Copy, Accept, Cancel, OK

(In our example, one of the generated cases includes 2 units of the item. The next one contains the remaining 1 unit)



The **Cases...** button will be disabled for that line on the **Shipping Data Entry** screen.

When this screen is first entered, the parcels where product is allocated are shown in the **Parcels** list box, and any unallocated items are shown in the **Items on Order** list box. Selecting a parcel line in the **Parcels** list box will display the contents of that parcel in the **Package Contents** list box. Moving the products from **Package Contents** to **Items on Order** allows those items to be allocated to other parcels. The parcel is deleted when moving all items from **Package Contents** for that parcel.

The **Next Parcel** button generates the next available parcel number for the operator to allocate items to. This is disabled if there are no items to allocate.

The **Delete Parcel** button is enabled when a parcel is selected. When a parcel is deleted, the items in that parcel are moved to the **Items on Order** list box for allocation.

The **Copy Parcel** button is enabled when a parcel is selected and the items in the parcel are also in the **Items on Order** list box to allocate. Clicking it creates a new parcel with the same items up to the quantity to allocate. For example:

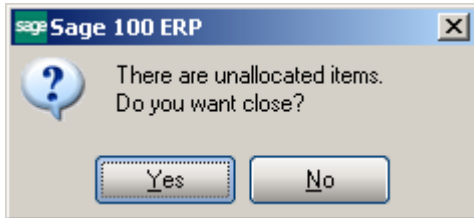
There are three items, each with a quantity of 5, and, of the three items, one item has only a quantity of three remaining to allocate; then pressing the **Copy Parcel** button will generate a new parcel with two items with a quantity of 5 allocated, the third item with 3 allocated, and the fully allocated item is removed from the **Items on Order** list box.

The **Bulk Copy** button does what the **Copy Parcels** does, but keeps going until all items are allocated from the **Items on Order** list box. This allows the operator to create a “template” box and copy it to allocate all items to boxes. This is especially handy in the apparel business, where it is not uncommon to have four to six different sizes in a box, and sixty boxes to process.

The **Accept** button accepts and writes the parcel contents in the **Package Contents** list box.

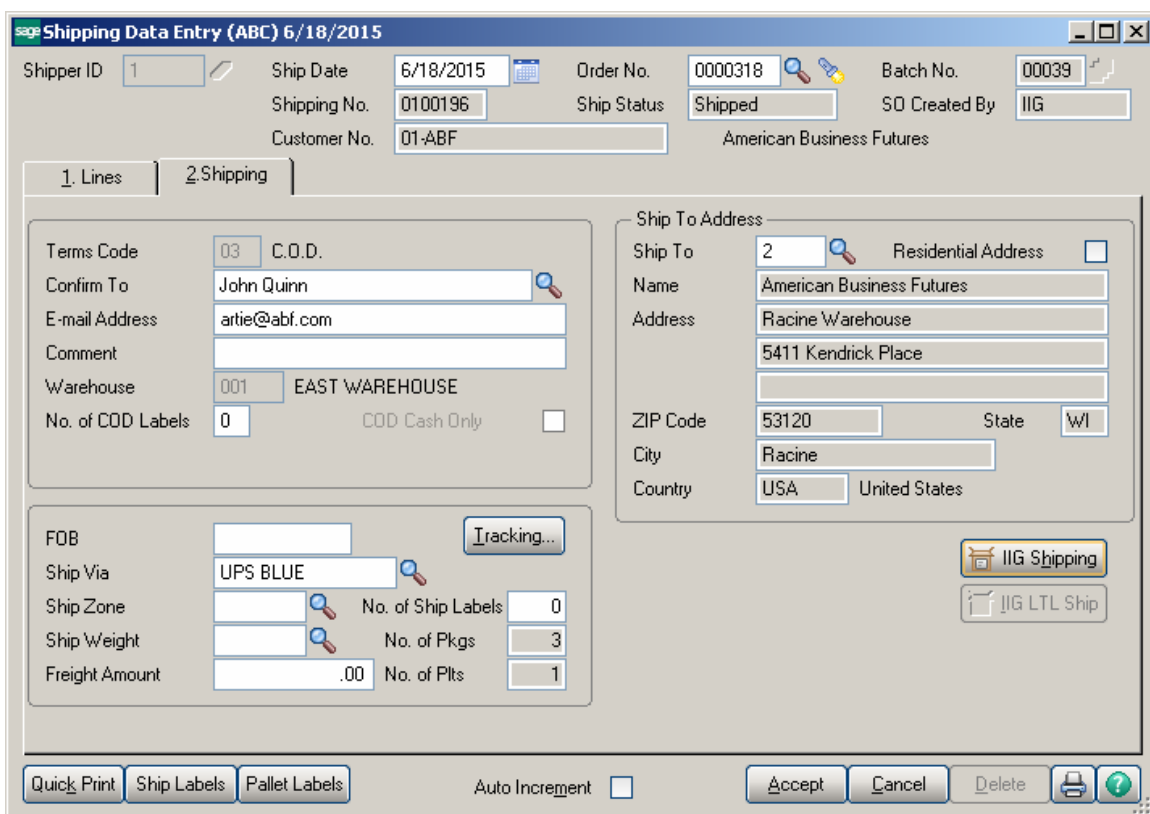
The **Cancel** button undoes changes made in the **Package Contents** list box.

The **OK** button accepts and closes the dialog. A warning message will be displayed if there are unallocated items in the **Items on Order** list box, which will allow return to allocating boxes.



Go to the **Shipping** tab of the **Shipping Data Entry**.

The **Tracking** button allows tracking item packages.



The screenshot shows the Sage Shipping Data Entry window with the following fields and values:

- Shipper ID: 1
- Ship Date: 6/18/2015
- Order No.: 0000318
- Batch No.: 00039
- Shipping No.: 0100196
- Ship Status: Shipped
- SO Created By: IIG
- Customer No.: 01-ABF
- Customer Name: American Business Futures

The 'Shipping' tab is active, showing the following sections:

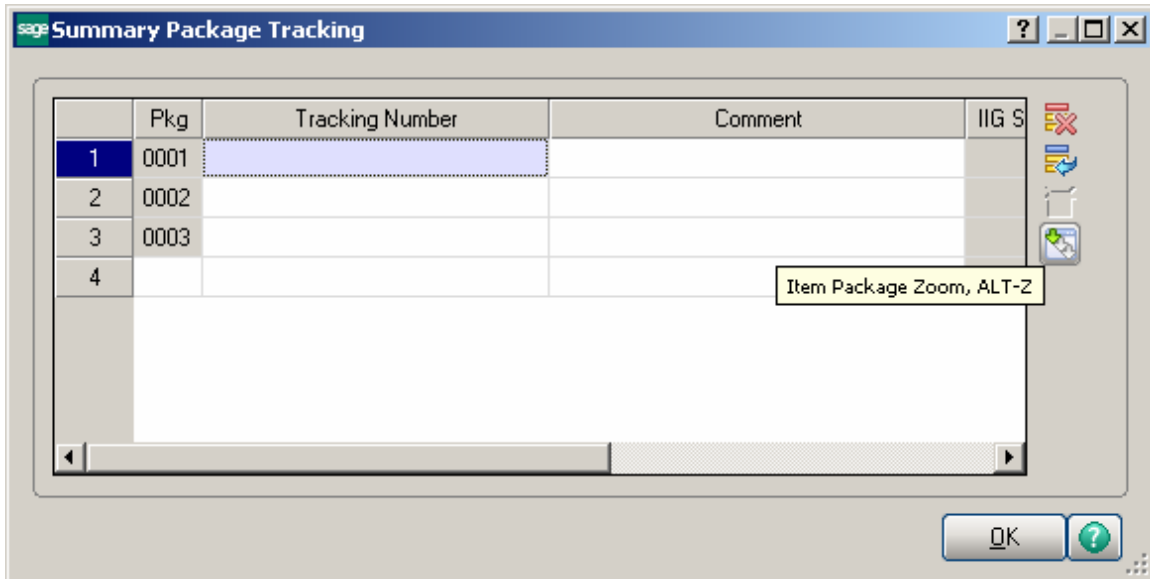
- Terms Code:** 03 C.O.D.
- Confirm To:** John Quinn
- E-mail Address:** artie@abf.com
- Warehouse:** 001 EAST WAREHOUSE
- No. of COD Labels:** 0
- FOB:** [Blank]
- Ship Via:** UPS BLUE
- Ship Zone:** [Blank]
- Ship Weight:** [Blank]
- Freight Amount:** .00
- No. of Ship Labels:** 0
- No. of Pkgs:** 3
- No. of Plts:** 1

The **Ship To Address** section includes:

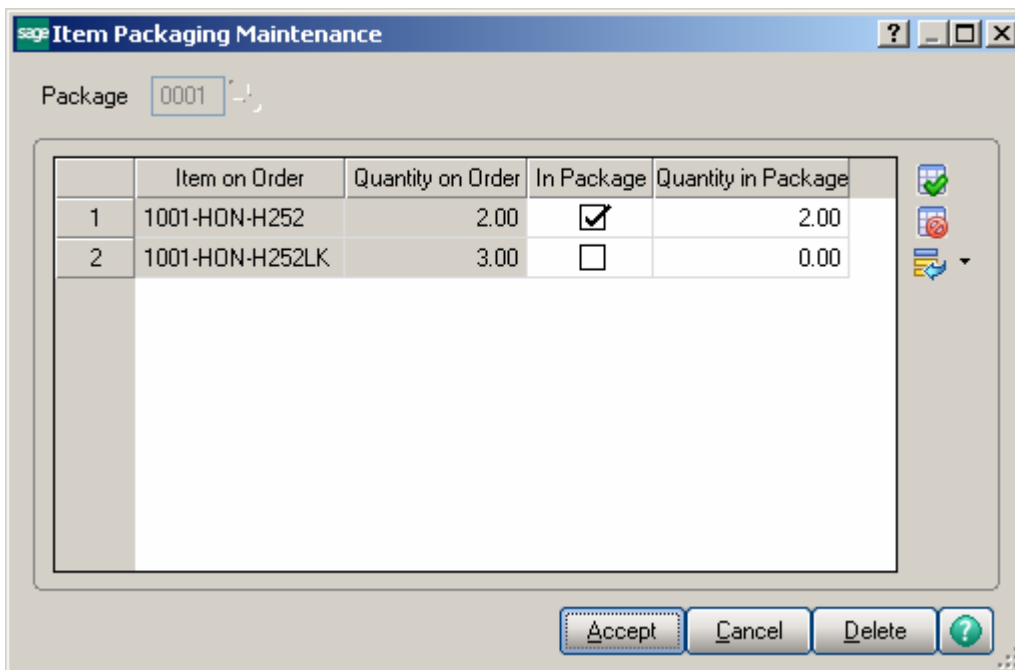
- Ship To:** 2
- Name:** American Business Futures
- Address:** Racine Warehouse, 5411 Kendrick Place
- ZIP Code:** 53120
- City:** Racine
- Country:** USA
- State:** WI

Buttons at the bottom include: Quick Print, Ship Labels, Pallet Labels, Auto Increment, Accept, Cancel, Delete, and a help icon.

Click the **Tracking...** button to open the Summary Package Tracking Maintenance screen.



The **IIG Ship** fields have been added to this screen.

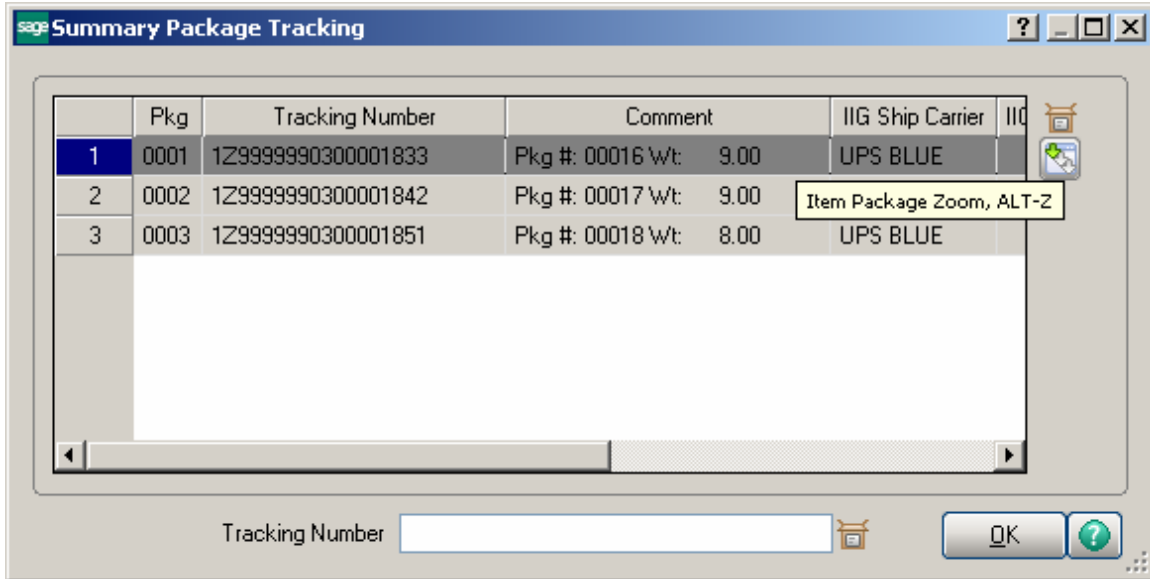


Click the **IIG Shipping** button on the **Shipping Data Entry** screen to proceed to **IIG Manifest Generation**.

The **IIG Ship** fields on the **Summary Package Tracking Maintenance** will display information after clicking the Ship button in IIG Manifest Entry. When a Shipping Data Entry is accepted, an invoice is generated. The Invoice Number is the same as the Shipping Number.

The shipping information can be viewed by clicking the **Tracking** button on the **Header** tab of the **Invoice Data Entry** screen.

Shipping information cannot be modified in the generated invoice.



The Shipment invoice cannot be deleted from Invoice Data Entry. The Shipment Number invoice must be deleted instead (which will delete the invoice, too).

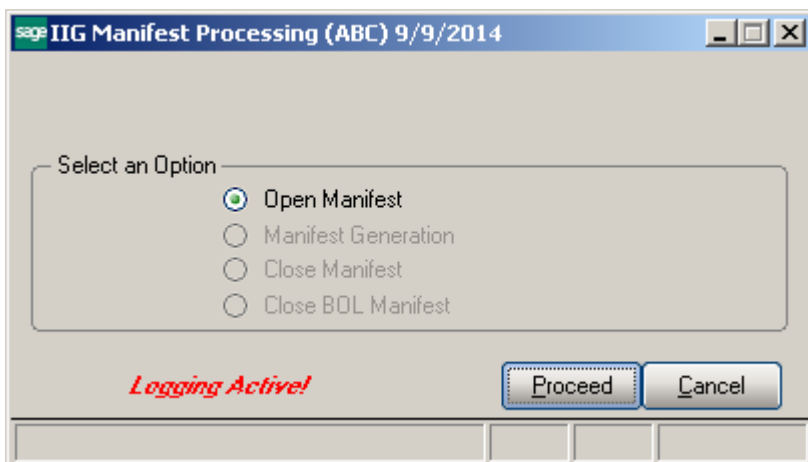
If the order is already manifested, the shipment number cannot be opened in the **Shipping Data Entry** program, until the order is removed from the Manifest.



Clicking **OK** opens the Manifest to **Void** it, if necessary, after which the Shipment is opened.

Manifest Processing

Manifest processing features can be accessed through selecting the **IIG Manifest Processing** or **IIG/Sage Shipping/Manifesting** programs from the **Sales Order Shipping** menu.

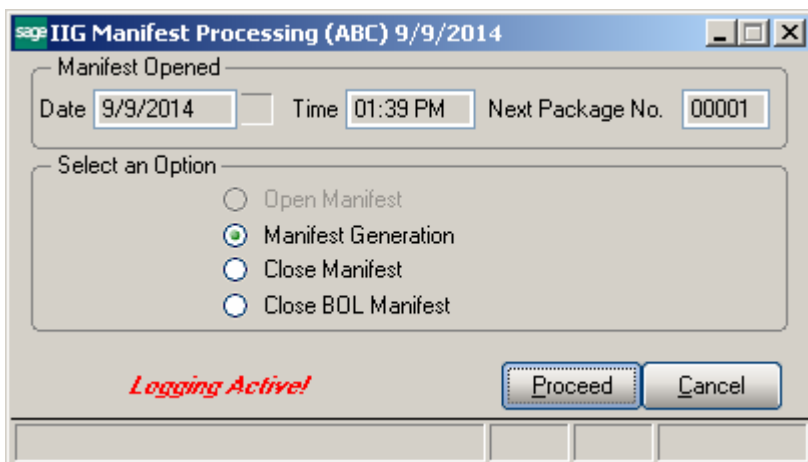


Manifest Generation/Shipping allows user to create a **Shipping Data Entry**, and proceed to **Manifest Generation**.

Selecting the **Open Manifest** option will set all proper files to begin shipment manifesting.

New Manifest cannot be opened until the current manifest is closed.

When the manifest is opened, select the Manifest Generation option and click Proceed to generate manifest for sales order.



Order Number: 0000318 Invoice No.: 0100196
 Next Package No.: 00001 Customer No.: 01-ABF American Business Futures
 Ship Via: UPS BLUE UPS 2ND DAY AIR
 Total Parcels: 3 Total Weight: .00

Buttons: SED, Load Weights, Shipping Options, Ship To Address

Parcels: Quick Row 1

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	.00					.00		

Insured?
 Declared Value: .00
 C.O.D.?
 OtherCharges: .00

Buttons: Accept, Cancel, Delete

Logging Active!

Enter Ship Weight (F8 - Read Scale or Calculate Weight)

Select an **Order**, and enter **Total Parcels** number.

The **Customer No.** field displays the customer specified for the selected order.

You can view/edit **Shipping Options** and view **Ship To Address** information by clicking the corresponding buttons.

Select the **Box Code** and enter the **Ship Weight** for the current **Parcel**.

You can facilitate entry of the parcels by clicking the **Load Weights** button. This button is enabled if the **Require Box Distribution** option is not turned on in the **IIG Shipping Automation Options**.

The **IIG Bulk Parcel Processing** screen will be opened.

sage IIG Bulk Parcel Processing

Order Data

Order Number 0000318 Customer No. 01-ABF

Total Parcels 3 Customer Name American Business Futures

Total Weight 26.00 Ship Via UPS BLUE UPS 2ND DAY AIR

Allocated Wt. 0

Parcel Template

Parcel Weight .00 Box Code [] Insured? 168.00

Oversize? No Box Height [] C.O.D.? .00

Additional Handling? Box Length [] Number of Cartons to Generate 0 **Generate**

Box Width [] Total Allocated Parcels 0 **Split Evenly**

Cancel OK

The **Total Parcels** and **Total Weight** values are displayed from the Manifest and can be changed here.

The **Allocated Wt.** displays sum of the weights of already allocated parcels.

To allocate multiple parcels at once, in the **Parcel Template** part, enter **Parcel Weight**, select **Box Type**, and enter the **Number of Cartons to Generate**.

sage IIG Bulk Parcel Processing

Order Data

Order Number 0000318 Customer No. 01-ABF

Total Parcels 3 Customer Name American Business Futures

Total Weight 26.00 Ship Via UPS BLUE UPS 2ND DAY AIR

Allocated Wt. 0

Parcel Template

Parcel Weight 8.00 Box Code 001 Insured? 168.00

Oversize? No Box Height 020 C.O.D.? .00

Additional Handling? Box Length 040 Number of Cartons to Generate 3 **Generate**

Box Width 010 Total Allocated Parcels 0 **Split Evenly**

Cancel OK

Click the **Generate** button to generate parcels with the selected settings.

The screenshot shows the 'IIG Bulk Parcel Processing' window. The 'Order Data' section includes: Order Number (0000318), Customer No. (01-ABF), Total Parcels (3), Customer Name (American Business Futures), Total Weight (26.00), Ship Via (UPS BLUE), UPS 2ND DAY AIR, and Allocated Wt. (24). The 'Parcel Template' section includes: Parcel Weight (.00), Box Code (empty), Insured? (checked), 168.00, Oversize? (No), Box Height (empty), C.O.D.? (unchecked), .00, Additional Handling? (unchecked), Box Length (empty), Number of Cartons to Generate (0), Generate, Box Width (empty), Total Allocated Parcels (3), and Split Evenly (highlighted). Buttons for Cancel and OK are at the bottom.

The **Total Allocated Parcels** displays the number of already allocated parcels.

You may create parcels for the weight not allocated yet by selecting the **Box Code** and clicking the **Split Evenly** button. The program will automatically create the necessary number of parcels of the selected Box Type to allocate the remaining weight (the difference of the **Total Weight** and **Allocated Weight**).

The screenshot shows the 'IIG Bulk Parcel Processing' window after clicking the 'Split Evenly' button. The 'Order Data' section is the same as the previous screenshot. The 'Parcel Template' section now shows: Parcel Weight (.00), Box Code (001), Insured? (checked), 168.00, Oversize? (No), Box Height (020), C.O.D.? (unchecked), .00, Additional Handling? (unchecked), Box Length (040), Number of Cartons to Generate (0), Generate, Box Width (010), Total Allocated Parcels (0), and Split Evenly (highlighted). Buttons for Cancel and OK are at the bottom.

All the fields on the screen become display-only after splitting the weight.

sage IIG Bulk Parcel Processing

Order Data

Order Number: 0000318 Customer No.: 01-ABF
 Total Parcels: 3 Customer Name: American Business Futures
 Total Weight: 26.00 Ship Via: UPS BLUE UPS 2ND DAY AIR
 Allocated Wt.: 26

Parcel Template

Parcel Weight: .00 Box Code: [] Insured?: .00
 Oversize?: No Box Height: [] C.O.D.?: .00
 Additional Handling?: Box Length: [] Number of Cartons to Generate: 0 **Generate**
 Box Width: [] Total Allocated Parcels: 3 **Split Evenly**

Cancel **OK**

Return to the **IIG Manifest Generation** screen to view the allocated parcels.

sage IIG Manifest Generation (ABC) 6/18/2015

Order Number: 0000318 Invoice No.: 0100196
 Next Package No.: 00019 Customer No.: 01-ABF American Business Futures
 Ship Via: UPS BLUE UPS 2ND DAY AIR **SED** **Load Weights** **Shipping Options**
 Total Parcels: 3 Total Weight: 26.00 **Ship To Address**

Parcels

Quick Row: 1

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	9.00	002	012	006	008	.00	00016	
2	9.00	002	012	006	008	.00	00017	
3	8.00	002	012	006	008	.00	00018	
4	.00					.00		

Insured? Declared Value: 168.00
 C.O.D.? OtherCharges: .00

Logging Active! **Accept** **Cancel** **Delete** **Ship**

Enter Ship Weight (F8 - Read Scale or Calculate Weight)

Click the **SED** button to enter the *Shipper's Export Declaration* information.

Shipper's Export Declaration (SED) Federal Information En...

FTSR Exemption: Exemption#0123

Federal XTN code: 123456789123554555

OK Cancel

In the opened dialog box enter the **FTSR Exemption** and **Federal XTN code**. This information will be sent to the carrier automation system.

The **SED** information will become display-only after manifesting, so you must obtain these values from the AES web site before manifesting.

Click the **Ship** button to proceed.

IIG Manifest Generation (ABC) 6/18/2015

Order Number: 0000318 Invoice No.: 0100196 Reason: [Search]

Next Package No.: 00019 Customer No.: 01-ABF American Business Futures

Ship Via: UPS BLUE UPS 2ND DAY AIR SED Load Weights Shipping Options

Total Parcels: 3 Total Weight: 26.00 Ship To Address

Parcels

Quick Row: 1

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	9.00	002	012	006	008	8.94	00016	1Z9999990300001833
2	9.00	002	012	006	008	8.94	00017	1Z9999990300001842
3	8.00	002	012	006	008	8.77	00018	1Z9999990300001851
4	.00					.00		

Insured?

Declared Value: 168.00

C.O.D.?

OtherCharges: .00

Logging Active!

Accept Cancel Delete Void

Enter Ship Weight (F8 - Read Scale or Calculate Weight)

Tracking Numbers are assigned to parcels.

You can view the SED information after shipping by clicking the **SED** button:

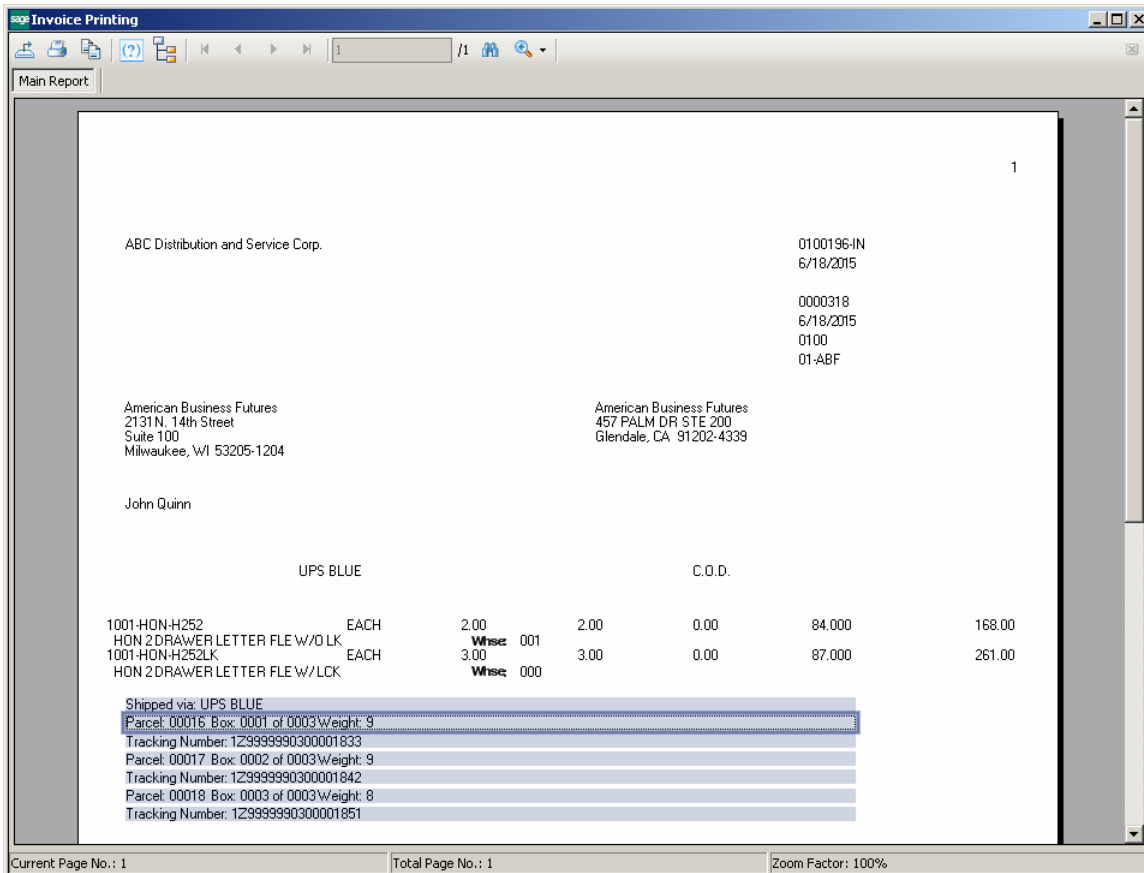
You can use the **Void** button to delete an existing order manifest.

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	9.00	002	012	006	008	8.94	00016	129999990300001833
2	9.00	002	012	006	008	8.94	00017	129999990300001842
3	8.00	002	012	006	008	8.77	00018	129999990300001851
4	.00					.00		

It is necessary to enter/select the **Reason Code** when voiding the shipment.

The same **IIG Manifest Generation** program is available from the **Shipping Data Entry** program.

After manifesting, the invoice printing contains information on shipment (Shipped via, Parcels, Boxes, Weights, and Tracking Numbers).



To close a manifest, run the **Manifest Processing** program under the **Sales Order Main** menu, select the **Close Manifest** option, and click **Proceed**.

Manifest Opened

Date: 6/19/2015 Time: 10:40 AM Next Package No.: 00001

Select an Option

Open Manifest

Manifest Generation

Close Manifest

Close BOL Manifest

Logging Active!

Proceed Cancel

A message is displayed asking for confirmation to close the manifest. The user is prompted to close carrier manifest first. You must close both the Manifest and the BOL Manifest before you can open the manifest for a new day.

Note: Closing Manifest will transfer all daily information to history after Daily Sales Journal/Update. That information will be available in the Invoice History Inquiry.

Sage 100 ERP

Please close carrier manifest first.
Do You Want To Close Manifest?

Yes No

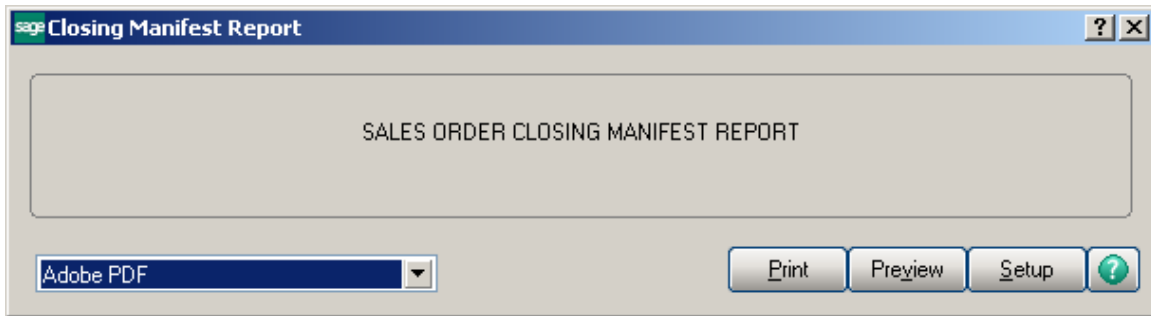
The **Close Carriers** screen is opened allowing the user to select the Carrier Code (Service Type) to be closed prior to closing the Manifest:

	Carrier Code	Description	Account Code	Close	Entries
1	UPS	UPS 2ND DAY AIR	A	<input checked="" type="checkbox"/>	3

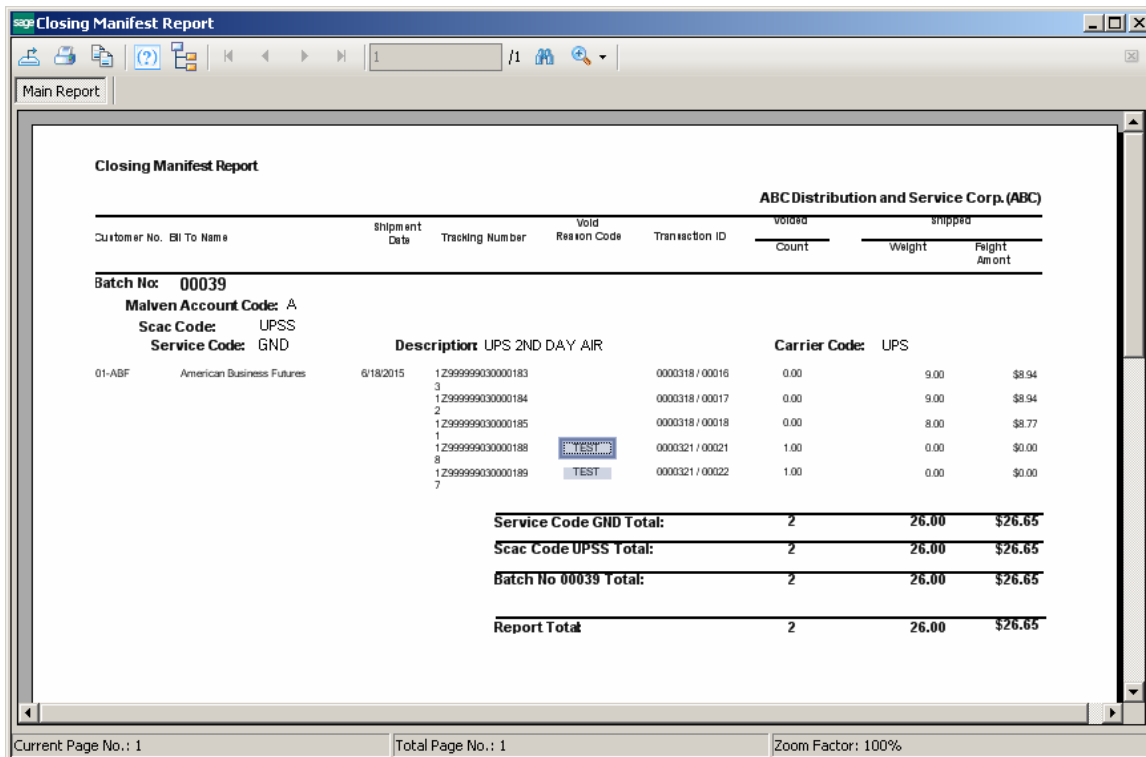
Proceed Cancel

The **Account Code** is defaulted to the **Default Warehouse** code setup in the Sales Order Options if the Shipping Interface for current Carrier Code is: Clippership, Manual or Truck. For Malvern Shipping Interface the **Account Code** is populated with **Malvern Meter Code** from **IIG Malvern Interface Setup**.

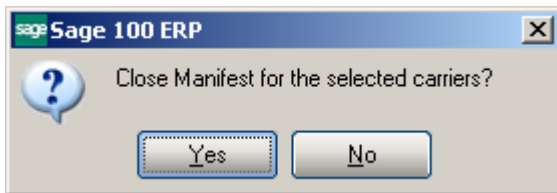
Upon clicking the **Proceed** button the Close Manifest Report screen is opened to allow printing/reviewing the shipment information:



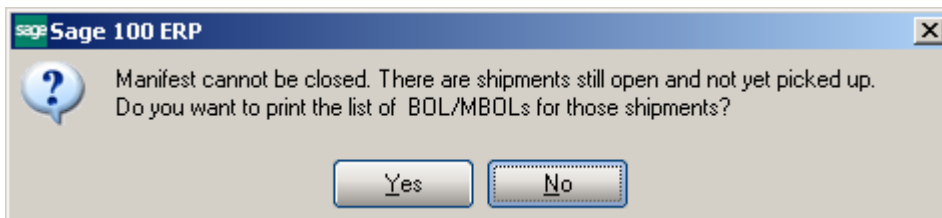
The Voided shipments are printed with corresponding Void Reason Code:



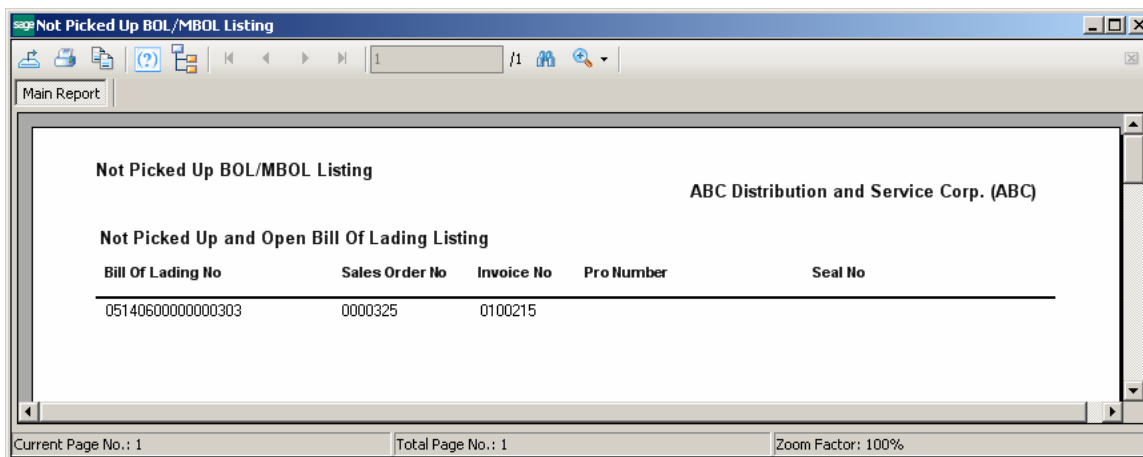
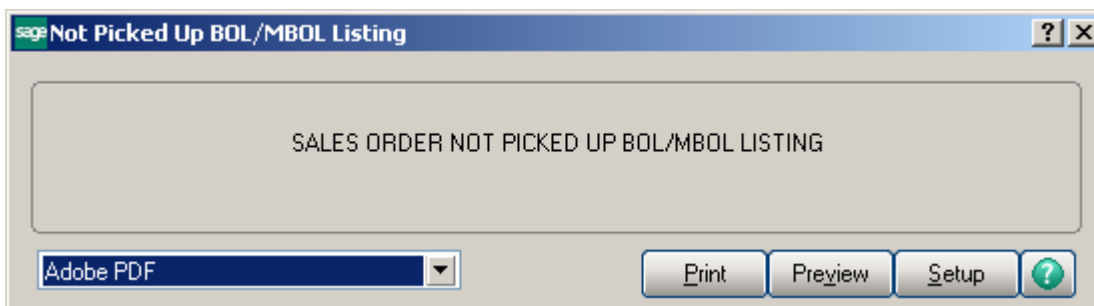
After the report is printed the user is asked for confirmation to close the Manifest:



When closing BOL Manifest the following message will popup upon selecting Yes if not picked up shipments are found:



Selecting Yes will print the list of BOL/MBOLs for the shipments not picked up:



After running the Daily Sales Update, select the Invoice History Inquiry program from the Sales Order Inquiries menu.

Sage A/R Invoice History Inquiry (ABC) 7/1/2015

Invoice No. 0100196 Type INV Date 6/18/2015 Current... Tag Detail...
 Source S/O Order No. 0000318 Split Comm... Shipping...

1. Main 2. Lines

Customer No. 01-ABF American Business Futures Addresses...
 Ship To 2 American Business Futures
 Source Journal SO-000020 RMA No.

Terms Code 03 C.O.D. Ship Date 6/18/2015 Taxable .00
 Ship Via UPS BLUE Schedule WI Nontaxable 429.00
 FOB Ship Zone Tracking... Freight .00
 Customer PO Weight 26 Sales Tax .00
 Salesperson 01-0100 Jim Kentley Apply To Discount .00
 Confirm To John Quinn IT User ID Invoice Total 429.00
 Comment Deposit .00
 E-mail artie@abf.com Net Invoice 429.00
 Fax Batch Fax IIG Tracking... Balance 429.00

OK Print ?

Click the **IIG Tracking** button to view the IIG Shipping Manifest package/tracking information.

Sage S/O History Inquiry - IIG Shipping Automation Tracking Display

Package	Box of	Ttl Box	Weight	Tracking ID
00016	0001	0003	9.00	1Z9999990300001833
00017	0002	0003	9.00	1Z9999990300001842
00018	0003	0003	8.00	1Z9999990300001851

OK

Clicking the **Tracking** button displays the package tracking information from Shipping Data Entry:

	Pkg	Tracking Number	Comment	IG Ship	Carrier	Ship Wt	Ship Freight	Amt Added	Pallet No
1	0001	1Z9999990300001833	Pkg #: 00016 Wt: 9.00	UPS	BLUE	9	8.94	0	
2	0002	1Z9999990300001842	Pkg #: 00017 Wt: 9.00	UPS	BLUE	9	8.94	0	
3	0003	1Z9999990300001851	Pkg #: 00018 Wt: 8.00	UPS	BLUE	8	8.77	0	

The **Lines** tab of the **Invoice History Inquiry** displays comment lines, added during the Daily Sales Update.

I	Itc...	L.	L	Extension	Comment
1	100...	H.	...	168...	
2	100...	H.	...	261...	
3	/C				Shipped via: UPS BLUE
4	/C				Parcel: 00016 Box: 0001 of 0003 Weight: 9 Tracking Number: 1Z9999990300001833
5	/C				Parcel: 00017 Box: 0002 of 0003 Weight: 9 Tracking Number: 1Z9999990300001842
6	/C				Parcel: 00018 Box: 0003 of 0003 Weight: 8 Tracking Number: 1Z9999990300001851

Note: Retain Comment Lines must be turned on in the Accounts Receivable Options to print the IIG tracking numbers from history.

IIG Daily Shipment Inquiry

Daily shipments can be viewed through the **IIG Daily Shipment Inquiry** program under the **Sales Order Inquiries** menu.

Only open manifests can be viewed through the **Daily Shipment Inquiry** program by selecting the **Package Number**.

sage IIG Daily Shipment Inquiry (ABC) 7/1/2015

Package No. 00001 Order No. 0000321 Parcel 1 of 2 Daily Totals...

Invoice No. 0100210 Cust No. 01-ABF American Business Futures

Ship Via UPS BLUE
Description UPS 2ND DAY AIR
Ship Weight 20.00
Freight Amount 11.54
Total COD Amount .00 C.O.D.?

Ship To Address
Name American Business Futures
Address 457 PALM DR STE 200
ZIP Code 91202-4339
City GLENDALE State CA
Country USA United States

Telephone (818) 956-3744
Contact Name John Quinn

Tracking ID 1Z9999990300002805 ****Shipped**** OK

Click the **Daily Totals** button to view current information on all the packages of the day.

IIG Daily Shipment Totals

Total Package 2
Valid Packages 2
Voided Packages 0
Total Amount 20.78

OK

Shipment History Inquiry

The closed manifests by **Invoice Number** can be viewed through the **IIG Shipment History Inquiry** program.

IIG Shipment History Inquiry (ABC) 7/1/2015

Invoice No. Manifest Date

Order No. Customer No. American Business Futures

Ship Via Description

Freight Amount Boxes

Total COD Amount C.O.D.?

Telephone Contact Name

Ship To Address
 Name
 Address
 ZIP Code
 City State
 Country United States

Box Information

Pack...	Box #	Weight	Tracking Number	Box Co...	Height	Width	Length	Box Freight
00016	0001	9.00	129999990300001833	002	012	006	008	8.94
00017	0002	9.00	129999990300001842	002	012	006	008	8.94
00018	0003	8.00	129999990300001851	002	012	006	008	8.77

Invoices Not Manifested Report

The **Invoices Not Manifested Report** program under the **Sales Order Reports** menu prints a list of the invoices shipped with the **Shipping Automation** system and not manifested yet.

ABC Distribution and Service Corp. (ABC)				
INVOICES NOT MANIFESTED LISTING				
INVOICE NUMBER	ORDER NUMBER	CUSTOMER NUMBER	SOLD TO NAME	SHIP VIA
0100072	0000153	01-ABF	American Business Futures	UPS BLUE
0100073	0000143	02-ALLENAP	Allen's Appliance Repair	MAIL

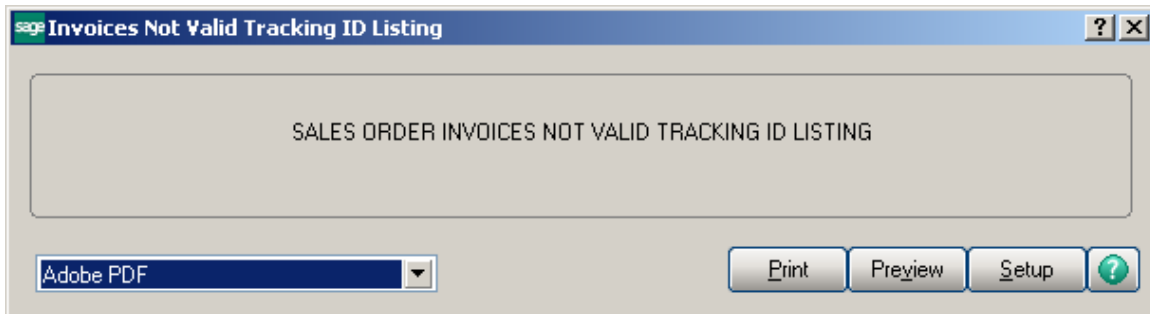
Number of invoices shipped and not yet manifested: 2

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

The Sales Journal cannot be updated until these orders are manifested or voided.

Invoices Without Tracking Numbers

Select the **Invoices Without Tracking Numbers** program under the **Sales Order Report** menu. The program prints the list of invoices that do not have Tracking numbers. These can be invoices created without Shipping, invoices created by shipping but not manifested.



Invoice Number	Batch Number	Order Number	Customer Number	Sold To Name	Ship Via
0100126	00001	0000100	01-ABF	American Business Futures	UPS BLUE
0100127	00001	0000111	02-JELLCO	Jelco Packing	UPS BLUE
0100128	00002	0000112	02-CUSTOM	Custom Craft Products	UPS BLUE
0100129	00002	0000115	01-ABF	American Business Futures	UPS BLUE
0100130	00002	0000116	01-BRESLIN	Breslin Parts Supply	C.O.D.
0100131	00001	0000143	02-ALLENAP	Allen's Appliance Repair	MAIL
0100132	00001	0000149	02-AMERCON	American Concrete Service	MAIL
0100133	00002	0000152	01-BRESLIN	Breslin Parts Supply	C.O.D.
0100134	00002	0000153	01-ABF	American Business Futures	UPS BLUE
0100135	00002	0000156	02-ATOZ	A To Z Carpet Supply	UPS BLUE
0100155	00012	0000288	01-ABF	American Business Futures	UPS FREIGHT
0100158	00014	0000158	02-AUTOOCR	Autocraft Accessories	UPS BLUE
0100159	00016	0000226	01-ABF	American Business Futures	UPS BLUE
0100176	00028	0000314	01-ABF	American Business Futures	SHIP PROD
0100179	00030	0000316	01-ABF	American Business Futures	UPS RED

Customer Shipping History Report

Select the **IIG Shipping History Report** program under the **Accounts Receivable Reports** menu. The program prints the list of invoices with their Tracking IDs.

Customer Shipping History Report (ABC) 7/1/2015

Report Setting: STANDARD

Description: Shipping History Printing

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Options:

Print Invoice Detail Information?

Selections:

Select Field	Operand	Value
Customer Number	All	
Invoice Date	All	

Keep Window Open After:

Print Preview

Adobe PDF

Print Preview Setup

Here is an example of the printout without Invoice Detail Information:

Shipping History Report					
ABC Distribution and Service Corp. (ABC)					
Invoice Date	Invoice Number	Customer P.O.	Ship Via	Ship To	Invoice Total
01 - ABF					
American Business Futures					
6/18/2015	0100196		UPS BLUE UPS 2ND DAY AIR	American Business Futures 457 PALM DR STE 200 Glendale CA 91202-4339	429.00
Tracking ID: 129999990300001833					
Tracking ID: 129999990300001842					
Tracking ID: 129999990300001851					
Customer					Total:
01 - ABF					429.00
Report Total:					429.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

This is an example of the printout with the Invoice Detail Information:

Customer Shipping History Report

Main Report

Shipping History Report

ABC Distribution and Service Corp. (ABC)

Invoice Date	Invoice Number	Customer P.O.	Ship Via	Ship To	Invoice Total		
01 - ABF							
6/18/2015	0100196		UPS BLUE UPS 2ND DAY AIR	American Business Futures 457 PALM DR STE 200 Glendale CA 91202-4339	429.00		
Item Number	Description	Shipped	Back Ordered				
1001-HON-H252	HON 2DRAWER LETTER FLE W/O LK	2.00	0.00				
1001-HON-H252LK	HON 2DRAWER LETTER FLE W/LCK	3.00	0.00				
<i>Tracking ID:</i> 129999990300001833							
<i>Tracking ID:</i> 129999990300001842							
<i>Tracking ID:</i> 129999990300001851							
				Customer	01 - ABF	Total:	429.00
					Report Total:	429.00	

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

International Shipping History Report

The **International Shipping History Report** has been added to the **Sales Order Reports** menu to allow printing the Invoices (from Shipping History) for the selected **Shipment** type. The following selections are available for **Shipment: International, Domestic, Both**.

If **International** is selected only the Invoices with **Ship Via** code indicated as International Shipment in the IIG Carrier Maintenance will be included in the report.

Report Setting: STANDARD

Description: International Shipping History Report

Setting Options

Type	Public	Print Report Settings	<input type="checkbox"/>	Number of Copies	1
Default Report	<input checked="" type="checkbox"/>	Three Hole Punch	<input type="checkbox"/>	Collated	<input checked="" type="checkbox"/>

Options

Sort Report By	Country	Shipment	International
COD Only	<input type="checkbox"/>	Small parcel	<input checked="" type="checkbox"/>
Truck Shipments	<input type="checkbox"/>	Full delivery address	<input type="checkbox"/>

Selections

Select Field	Operand	Value
Country Code	All	
State/Province Range	All	
Date of Shipment	All	
Ship Via	All	
Zip Code	All	

Keep Window Open After: Print Preview

Buttons: Print, Preview, Setup

Selections by **Country Code, State/Province Range, Date of Shipment, Ship Via** and **Zip Code** are available.

Here is a printout for International Shipping History Report:

2/20/2014

Customer Number	Invoice Number	Ship To Name	State	Zip Code	Ship Via	Date Shipped	TrackingID	Cost
01-ABF	0100072	American Business Futures	WI	53151	MAIL	2/20/2014	DTID000040000153	0.00
01-ABF	0100072	American Business Futures	WI	53151	MAIL	2/20/2014	DTID000050000153	0.00
01-ABF	0100072	American Business Futures	WI	53151	MAIL	2/20/2014	DTID000060000153	0.00
Invoice Amount								1,527.93
Ship Cost								0.00
Total Invoice Amount								1,527.93
Total Ship Cost								0.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

The Invoices are printed with corresponding Tracking numbers.

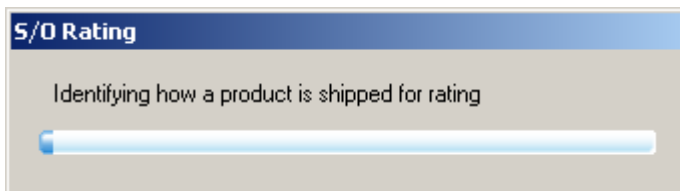
Shipping Rate Shop in Sales Order Entry

The **Rate Shop** button added on the Totals tab of the Sales Order Entry allows rating the order. Upon clicking the **Rate Shop** button the system starts identifying how the product is shipped for rating.

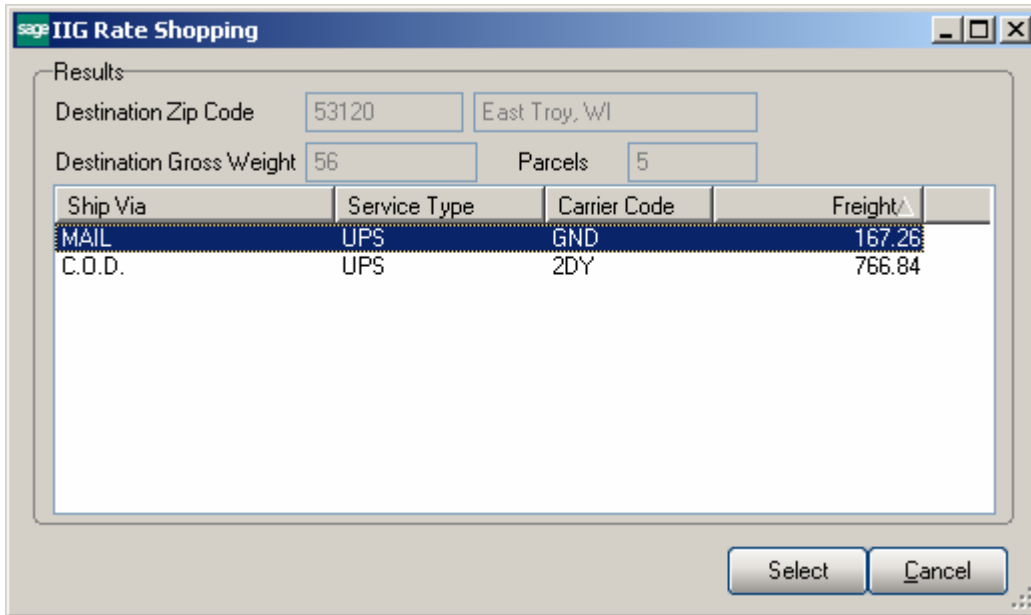
Rating is available only for Shipping Codes with Malvern Shipping Interface set in the IIG Carrier Interface Maintenance.

The screenshot displays the Sage Sales Order Entry (ABC) 7/1/2015 window. The interface includes a top navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The current view is the Header tab. Key fields include Order Number (0000326), Order Date (7/1/2015), Order Type (Standard Order), Customer No. (01-ABF), and Order Total (429.00). A blue box highlights the 'Rate Shop' section, which contains a 'Rate Shop' button and a 'Rated Freight' field with a value of .00. Other fields include Amount Subject to Discount (429.00), Discount Rate (.000%), Discount Amount (.00), Taxable Amount (.00), Non-Taxable Amount (429.00), Ship Zone, Ship Weight (00026), Freight Amount (.00), Commission Rate (10.000%), Sales Tax Amount (.00), and Deposit Payment Type (NONE).

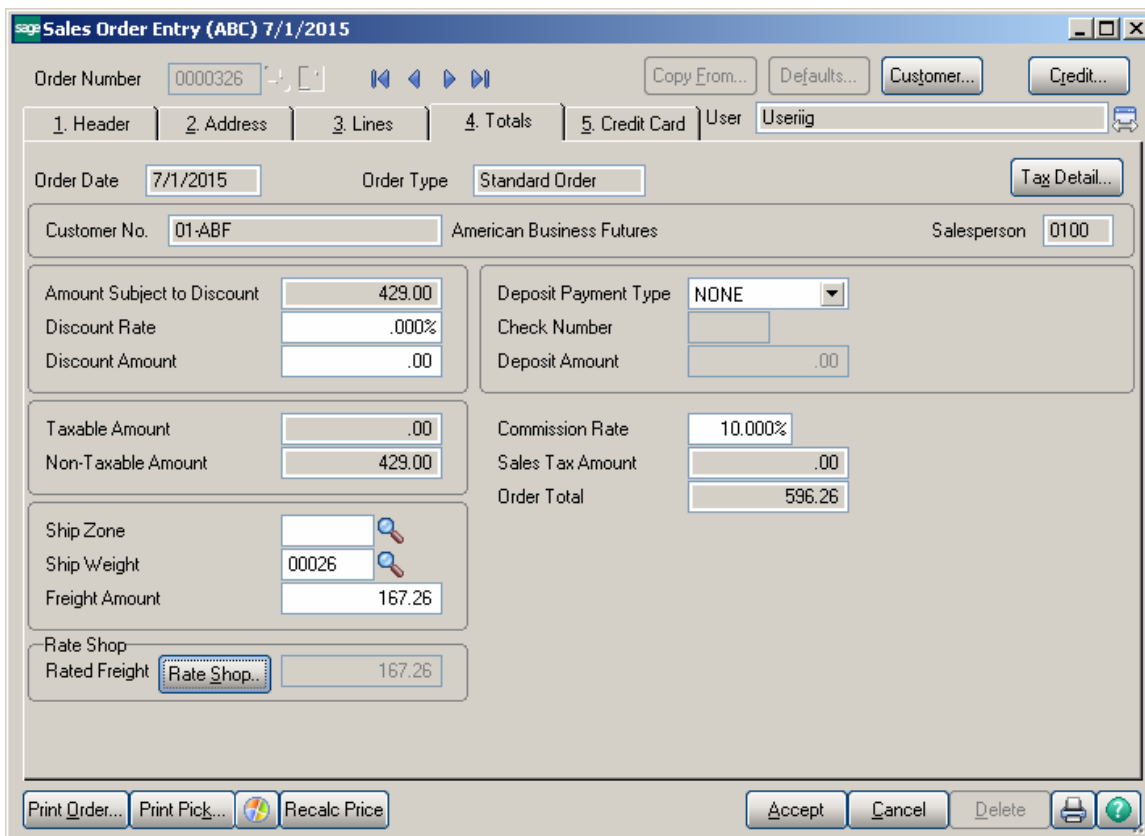
Click the **Rate Shop** button to determine the **Rate** for each **Service Type**.



The **IIG Rate Shopping** screen is opened allowing the user to select the **Ship Via** with corresponding **Service Type**, **Carrier Code** and **Freight**.



Note: The Ship Via code displayed will be the first ship via code that matches for the service type and carrier code. So if you have UPS Grd Collect and UPS Ground as carriers, UPS Grd Collect will sort first and that will be what is displayed. UPS Ground in this card will not show in the list.



Upon the **Ship Via** selection, the corresponding **Rated Freight** is populated in the **Rated Freight** and **Freight Amount** fields.

The purpose of this function is when the rating processing is working through the products on the order; many of their products are always shipped as separate box due to the dimensions of the item.

So when the rating program is looping through the product ordered to determine what boxes the product can go into, these items will be treated as a separate box with nothing else in it. The rating process will add the box factor to the item's weight and use that (along with the dimensions) to generate a rating transaction.

Products that are not always shipped as a separate box are added to the first box until the weight reaches the user set value in the **Shipping Automation Options** (Maximum weight per box for rating), which will default to 60 pounds. Once box weight exceeds this threshold, the box count is incremented and the program continues to accumulate in the next box number.

Here is an example of how the **Rate Shopping** logic works in **Sales Order Entry**. The following 2 cases may occur:

1. Products are shipped as separate box due to the dimensions of the item (these items will be treated as a separate box with nothing else in it). If Each UOM doesn't match and product is determined as separate box, the program will turn off the ship as one box logic.
 2. Products are not shipped as a separate box (such items can be added in the same box until the weight exceeds the value set in the **Shipping Automation Options**).
1. Item shipped as one box

Item Maintenance (ABC) 2/20/2014

Item Code: 1001-HON-H252
 Description: HON 2 DRAWER LETTER FLE W/D LK

1. Main | 2. Additional | 3. Quantity | 4. History | 5. Transactions | 6. Orders | 7. Cost Detail

Product Line: WF&A WORKSTATION FURN & ACCESS
 Product Type: Finished Good
 Valuation: FIFO
 Procurement: Buy

Unit of Measure: EACH
 Standard: EACH
 Purchases: EACH
 Sales: EACH

Price Code: STD STANDARD QUANTITY PRIC
 Default Whse: 000 CENTRAL WAREHOUSE
 Primary Vendor: 01-CONT Container Corporation Of Usa
 Warranty Code: 30 DAY 30 days from shipment

Sales: Retail Price 84.000, Standard Price 84.000, Last Sold 2/20/2014
 Purchases: Standard Cost 32.750, Average Cost 34.250, Last Receipt 5/1/2010
 Last Costs: Item 34.250, Allocated .000, Total 34.250

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	Available	In Shipping	On H
000	CENTRAL ...	2,675.00	1.00	.00	.00	.00	2,675.00	.00	
001	EAST WA...	986.00	.00	5.00	.00	5.00	981.00	.00	
002	WEST WA...	1,519.00	.00	12.00	10.00	22.00	1,497.00	1.00	
098	SCRAP W...	1.00	.00	.00	.00	.00	1.00	.00	

The Ship as One Box is set for 1001-HON-H252 Item.

IIG Item Freight Packaging/Tare Fields

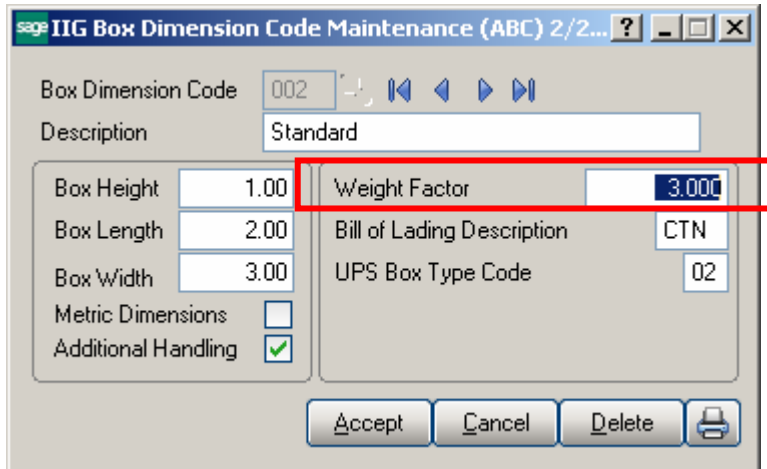
Item Code: 1001-HON-H252
 Description: HON 2 DRAWER LETTER FLE

Package/Tare

Ship as one box

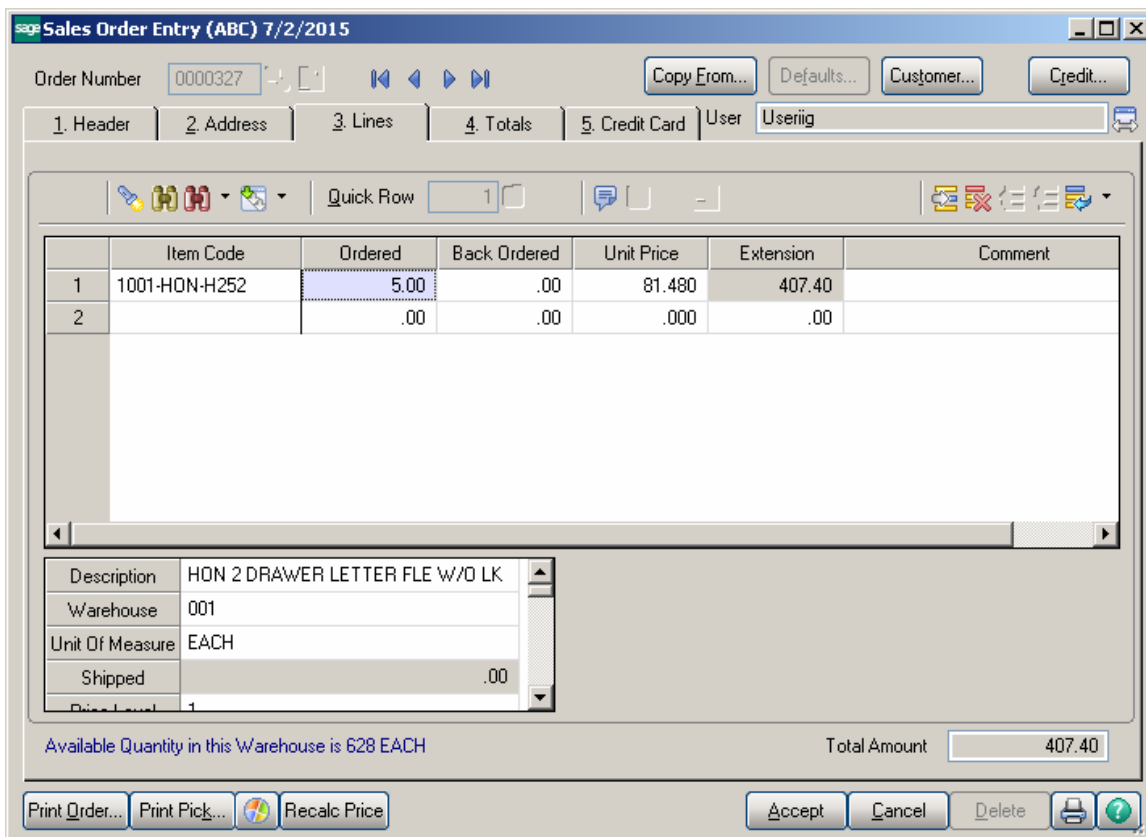
	U/M	Box Code	Height	Length	Width	Default
Each Tare	PKG	002	001	002	003	<input type="checkbox"/>
Case Pack Tare	FEET	002	001	002	003	<input type="checkbox"/>
Master Pack Tare	FOUR	002	001	002	003	<input type="checkbox"/>
Pallet Pack Tare	EACH	002	001	002	003	<input checked="" type="checkbox"/>
Inner Pack Tare	BOX	001	020	040	010	<input type="checkbox"/>

For selected "002" Box Code Weight Factor will be 3.



Box Dimension Code: 002
 Description: Standard
 Box Height: 1.00
 Box Length: 2.00
 Box Width: 3.00
 Metric Dimensions:
 Additional Handling:
 Weight Factor: 3.000
 Bill of Lading Description: CTN
 UPS Box Type Code: 02

If the customer orders five of this item:



Order Number: 0000327
 User: Userrig
 Quick Row: 1

	Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	1001-HON-H252	5.00	.00	81.480	407.40	
2		.00	.00	.000	.00	

Description: HON 2 DRAWER LETTER FLE W/O LK
 Warehouse: 001
 Unit Of Measure: EACH
 Shipped: .00

Available Quantity in this Warehouse is 628 EACH
 Total Amount: 407.40

Ship Via	Service Type	Carrier Code	Freight
MAIL	UPS	GND	100.20
C.O.D.	UPS	2DY	255.10

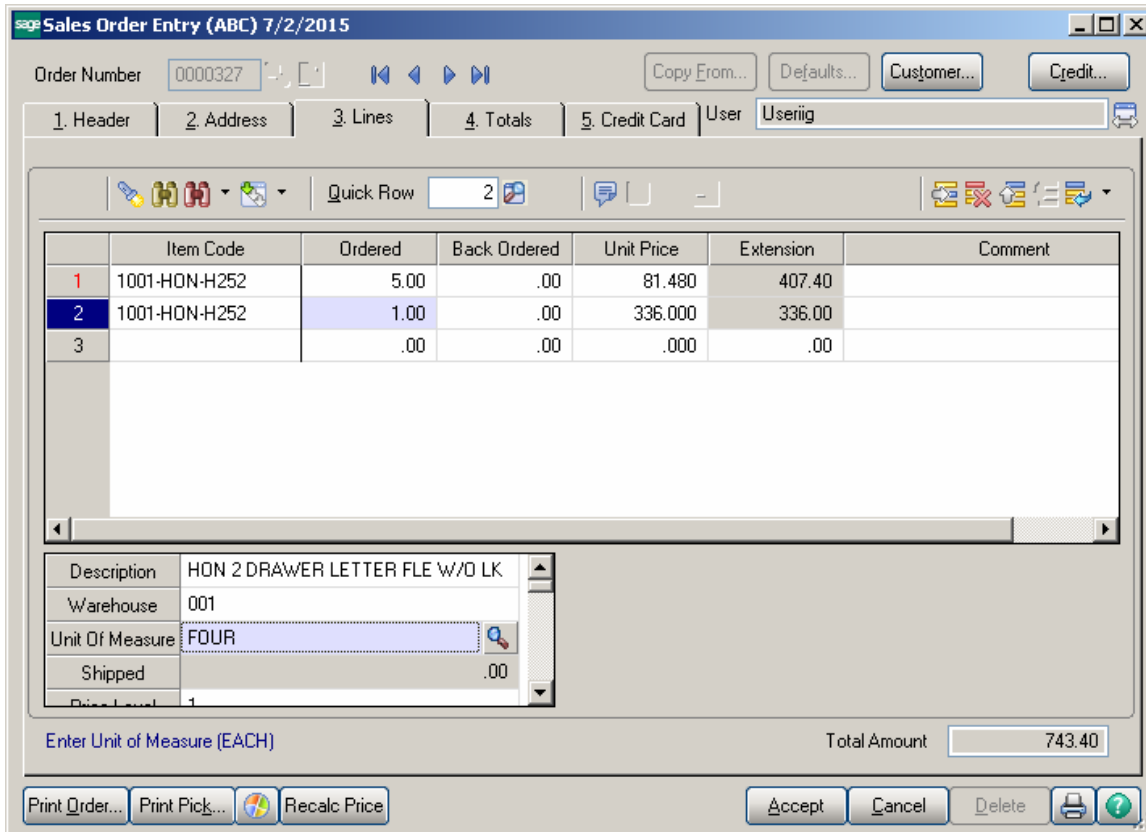
Rate shop showing five cartons at 65 pounds total.

The Formula of Weight for each item will be the following: **Item Weight + Weight Factor**

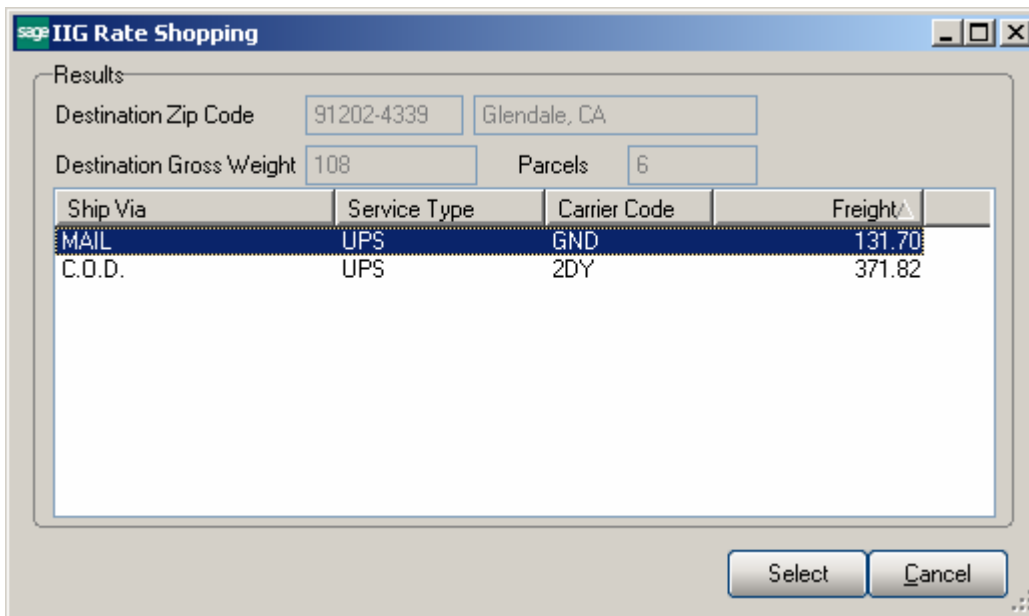
If a widget is 10 pounds, and the box factor is 3 pounds, then:

- Box 1 will be sent with dimensions 20 x 30 x 50, weight 13 pounds
- Box 2 will be sent with dimensions 20 x 30 x 50, weight 13 pounds
- Box 3 will be sent with dimensions 20 x 30 x 50, weight 13 pounds
- Box 4 will be sent with dimensions 20 x 30 x 50, weight 13 pounds
- Box 5 will be sent with dimensions 20 x 30 x 50, weight 13 pounds

Adding the same item sold with **FOUR** U/M.



Rate shop now shows six boxes at 108 pounds, one at 43 (4*10+3) pounds, five at 13 pounds.



2. Products are shipped as a separate box:

Here is the sequence of steps how the program works:

1. Determines what unit of measure is put in the **Tare Processing** screen in **I/M Maintenance**.
2. Then the program checks to see if the product is shipped in the same UOM as defined in the **Tare Processing** screen (excluding EACH). If it is, then boxes are generated for that line by the UOM.
3. Checks for the default method of shipment. If there is sufficient product to meet that default method, the line is processed in the default UOM rather than in the largest UOM because that is the default. For example, if an item is 48 to a master pack, 96 on a pallet, and 12 to a case, and the case is marked as default, a shipment of 50 would be four cases and two each, instead of one master pack and two each.
4. If not checked as one box and no default is set, the program will try to match the largest package to ship by. It will iterate down until it either hits each (if filled in), or if only cases are entered, the program will put the item back into the general weight pool until all other lines are processed.

Here is an example:

The **Ship as one box** is not checked.

sage IIG Item Freight Packaging/Tare Fields

Item Code: 1001-HON-H252 HON 2 DRAWER LETTER FILE

Packaging/Tare

Ship as one box

	U/M	Box Code	Height	Length	Width	Default
Each Tare	EACH	003	020	030	050	<input type="checkbox"/>
Case Pack Tare	FEET	003	020	030	050	<input type="checkbox"/>
Master Pack Tare	FOUR	003	020	030	050	<input type="checkbox"/>
Pallet Pack Tare	BOX	003	020	030	050	<input type="checkbox"/>
Inner Pack Tare	BOX	003	020	030	050	<input type="checkbox"/>

OK Cancel

Same shipment of 9 total units sold.

Sage Sales Order Entry (ABC) 7/2/2015

Order Number: 00003228

Navigation: 1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1 1001-HON-H252	5.00	.00	81.480	407.40	
2 1001-HON-H252	4.00	.00	84.000	336.00	
3	.00	.00	.000	.00	

Quick Row: 1

Description	HON 2 DRAWER LETTER FLE W/O LK
Warehouse	001
Unit Of Measure	EACH
Shipped	.00
Price Level	1

Available Quantity in this Warehouse is 624 EACH

Total Amount: 743.40

Buttons: Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete

Same total weight, but now three boxes, 2 at 43 pounds, one at 13 pounds.

Ship Via	Service Type	Carrier Code	Freight
MAIL	UPS	GND	899.04
C.O.D.	UPS	2DY	1709.64

The Formula of Weight for this item will be the following. **UOM conversion factor * item weight + box factor**

If a widget is 10 pounds, and the box factor is 3 pounds, then:

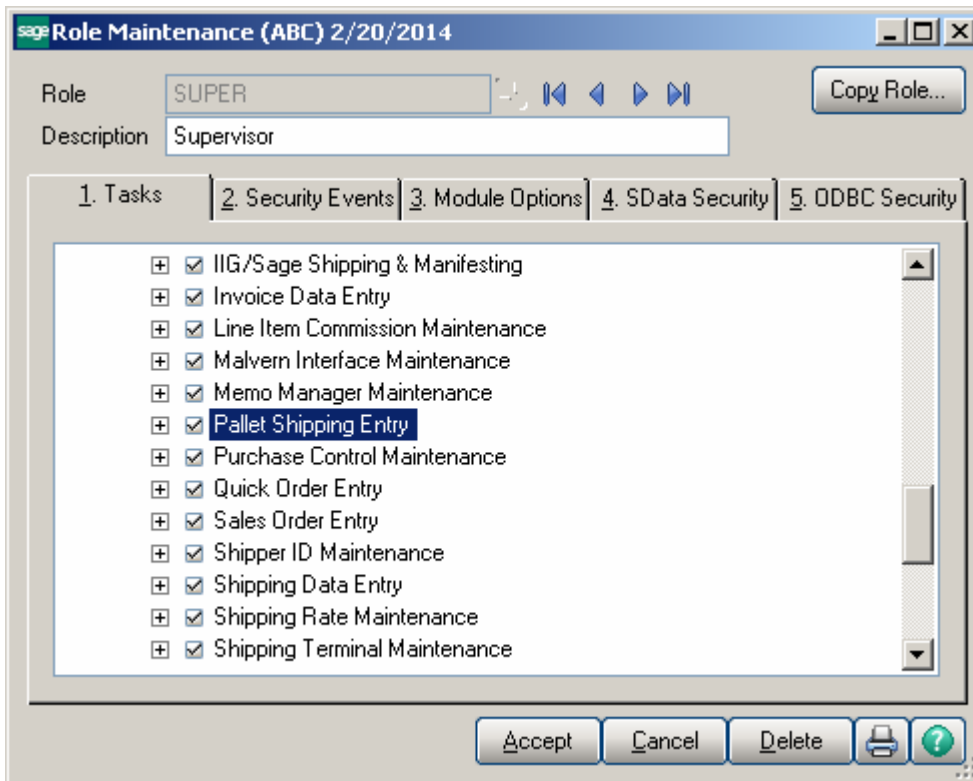
- Box 1 will be sent with dimensions 20 x 30 x 50, weight $4 \times 10 + 3 = 43$ pounds
- Box 2 will be sent with dimensions 20 x 30 x 50, weight 43 pounds
- Box 3 will be sent with dimensions 20 x 30 x 50, weight $10 + 3 = 13$ pounds

So the **Default Box code** (by unit of measure) and **Ship as one box** flags allow the rating transaction to determine what the freight is really likely to be.

Pallet Shipping

Role Maintenance

It is necessary to enable the **Pallet Shipping Entry** in the **Role Maintenance** in order to have **Pallet Shipping Entry** running for current user.



Pallet Shipping Entry

The **Pallet Shipping Entry** program has been added to the SO **Shipping Menu**. The **Pallet Shipping Entry** allows the user to scan what is picked for the order onto a pallet and accurately track what is on the pallet.

Pallet	Item Number	Lot/Serial	Qty Picked
--------	-------------	------------	------------

Order Number – Select Order number to process. The lookup button lists only Standard and Back Orders.

Sales Order List (flashlight button) – Lists the orders already processed.

Pallet – Is the Pallet number being processed. The Next Pallet Number button generates the next sequential pallet number for current order.

Order No. 0000289

Item Code

Pallet E 0001 Pkg 0001

Pallet	Item Number	Lot/Serial	Qty Picked

Order Qty Totals Accept Delete

Item number – This field allows for entry of item number. The Item Lookup lists all inventory lines of current Order. For Lot/Serial Items the Lot/serial No field is shown allowing for entry of Lot/Serial number.

Item No.	Description
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK
2480-8-50	DESK FILE 8" CAP 50
2481-5-50	DESK FILE 5 1/4" CAP 50

Search Item No. Begins with Find

Filters... Custom... Select Cancel

Found 4 records

Pkg – Indicates the current Box number. The Box number is incremented as the boxes are scanned.

Plus/Minus button (+/-) – In **Plus** mode (default), upon scanning an item the quantity of the item is incremented by one. In **Minus** mode (pushed), scanning the item subtracts from the quantity already scanned. If the item quantity is zero it is removed from the list. After each scan, the button is reset to the **Plus** mode.

Pallet	Item Number	Lot/Serial	Qty Picked
0001	1001-HON-H252		1
0001	1001-HON-H252		1
0001	1001-HON-H252		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0002	2480-8-50	JAN10	1

The **E (Edit)** button next to the Pallet field allows for editing the Qty Picked on the selected line.

sage Pallet Shipping Entry (ABC) 2/20/2014

Order No. 0000289

Item Code 1001-HON-H252LK

Pallet E 0001 Pkg 0008 1

Pallet	Item Number	Lot/Serial	Qty Picked
0001	1001-HON-H252		1
0001	1001-HON-H252		1
0001	1001-HON-H252		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0002	2480-8-50	JAN10	1

Order Qty Totals Accept Delete

Pallet List – This list box shows the pallet number, item, and Qty Picked (quantity of the product scanned on the pallet). Clicking on a list box line allows the user to change the quantity. If the quantity is set to zero the line is removed from the shipment list.

Order Qty Totals – Displays the items ordered and the quantities picked.

sage Order Qty Totals

Item Number	Ord Qty	Qty Picked
1001-HON-H252	3	3
1001-HON-H252LK	5	5
2480-8-50	4	1
2481-5-50	3	0

Package Count 9 OK

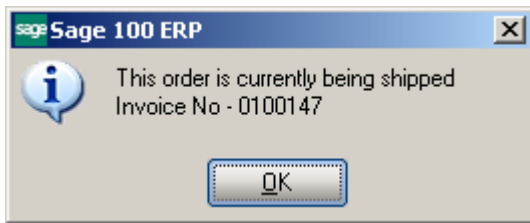
Package Count – this field displays the total number of packages.

OK – Click the OK button to return to the pallet entry.

Accept – This button writes the records in the list box and clears the screen for the next shipment.

Delete – Deletes the entire order from the Pallet Shipping Entry.

The following message appears if the selected Order number is already Invoiced:



Note: If running in the system with IIG RFS enhancement installed, the Pallet Shipping Entry is available also in the RF mode.

Sales Order Entry

The **Sales Order Entry** program has been modified to not allow access to the order if the order is processed by Pallet Shipping Entry.

A message will popup when the user selects a Sales Order processed by **Pallet Shipping Entry**.

The screenshot shows the 'Sales Order Entry (ABC) 2/20/2014' window in Sage 100 ERP. The window title bar includes standard OS controls. The main interface has a top navigation bar with tabs for '1. Header', '2. Address', '3. Lines', '4. Totals', and '5. Credit Card'. Below this, there are fields for 'Order Number' (0000289), 'Order Date' (2/20/2014), 'Order Type' (Standard Order), and 'Master/Repeating No.'. A 'Customer No.' field contains '01-ABF' with the name 'American Business Futures' next to it. A 'Ship To Addr' field contains the number '2'. A modal dialog box titled 'Sage 100 ERP' is open in the center, displaying an information icon and the message: 'This Order is currently being shipped in Pallet Shipping Entry.' with an 'OK' button. Other fields include 'Status' (New), 'Whse' (001), 'Sales Tax Schedule' (WI), 'Fax No.', 'Comment', and 'Salesperson' (0100). At the bottom, there are checkboxes for 'Print Order' and 'Print Pick Sheets', a 'No. of Ship Labels' field (0), and a 'Quick Print Without Displaying Printing Window' checkbox. The bottom toolbar contains buttons for 'Print Order...', 'Print Pick...', 'Recalc Price', 'OK', a printer icon, and a help icon.

Shipping Data Entry

The **Copy Picked Quantities** button has been added to the Shipping Data Entry Lines tab to allow automatically shipping the quantities already picked in the **Pallet Shipping Entry**.

Shipping Data Entry (ABC) 2/20/2014

Shipper ID: 1 Ship Date: 2/20/2014 Order No.: 0000289 Batch No.: 00012
Shipping No.: 0100154 Ship Status: New SO Created By: IIG
Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

Item Code: Quick Row: 0 Pkg: 0001

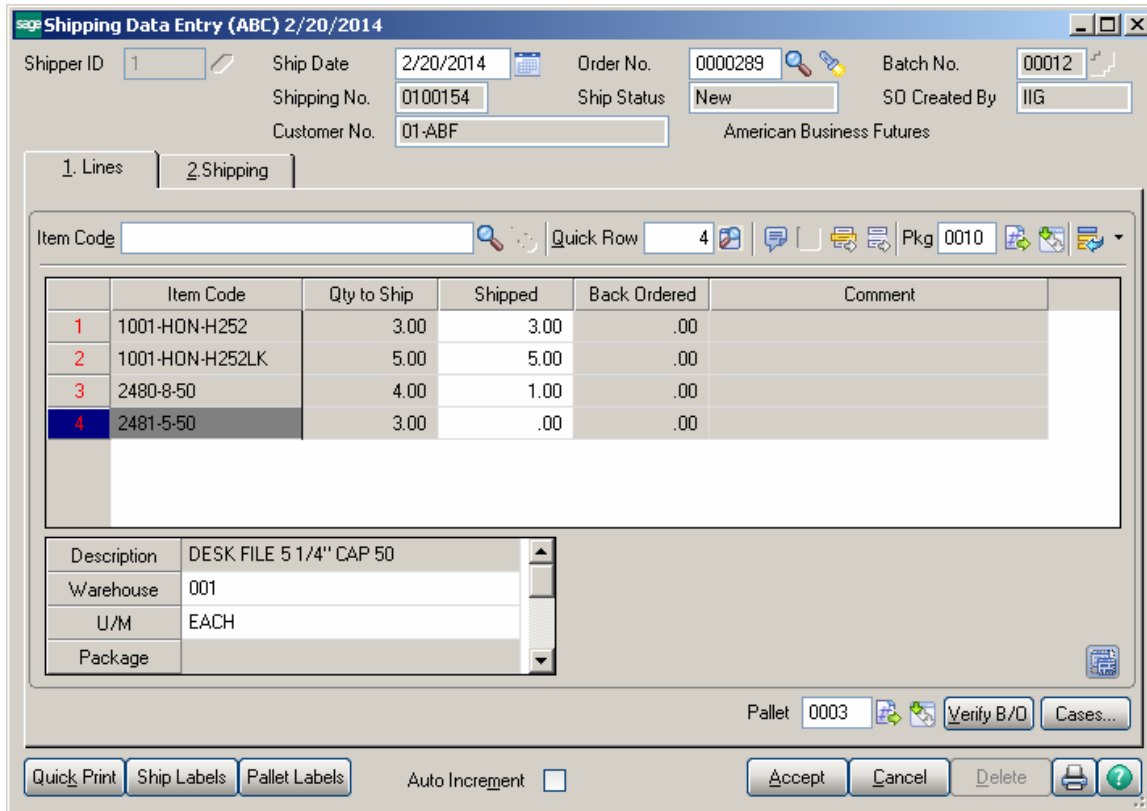
	Item Code	Qty to Ship	Shipped	Back Ordered	Comment
1	1001-HON-H252	3.00	.00	.00	
2	1001-HON-H252LK	5.00	.00	.00	
3	2480-8-50	4.00	.00	.00	
4	2481-5-50	3.00	.00	.00	

Description: Warehouse: U/M: Package:

Pallet: 0001 Copy Picked Quantities Verify B70 Cases...

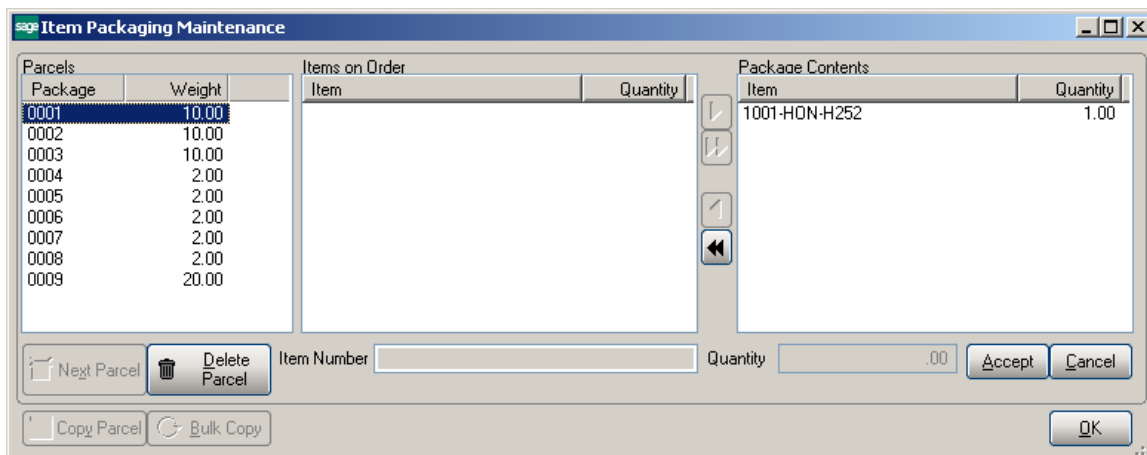
Quick Print Ship Labels Pallet Labels Auto Increment Accept Cancel Delete ?

The **Copy Picked Quantities** button works only if there is no Shipped quantity entered for a line.

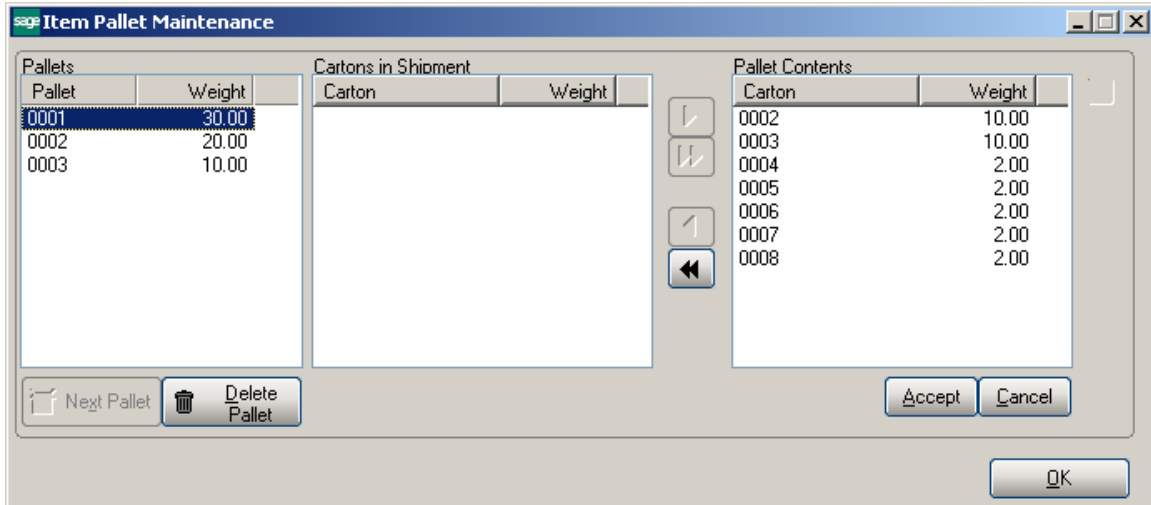


Upon pressing the Copy Picked Quantities button the lines of the Sales Order are loaded in the grid with the Qty Shipped equal to the Qty Picked in the Pallet Shipping Entry.

The Items shipped by packages are added in the **Item Packaging Maintenance** with respective Package numbers.



The Items shipped by pallets are added in the **Item Pallet Maintenance** with respective Pallet numbers.



LTL Shipment and Bill of Lading Processing

Shipping Data Entry

The **Shipping Data Entry** program has been modified to update the Pkg or Pallet numbers on the screen when **Copy Picked Quantity** button is pressed and picked quantities are loaded.

Shipping Data Entry (ABC) 7/2/2015

Shipper ID: 1 Ship Date: 7/2/2015 Order No.: 0000324 Batch No.: 00047
 Shipping No.: 0100214 Ship Status: New SO Created By: IIG
 Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

Item Code: Quick Row: 1 Pkg: 0004

	Item Code	Qty to Ship	Shipped	Back Ordered	Comment
1	STRIPPING FLUID	1.00	1.00	.00	
2	1001-HON-H252LK	1.00	1.00	.00	
3	8971	2.00	2.00	.00	

Description: STRIPPNG CLEANING FLUID
 Warehouse: 001
 U/M: EACH
 Package: 0001

Pallet: 0003 Verify B/O Cases...
 Next Pallet No. Alt-E

Quick Print Ship Labels Pallet Labels Auto Increment Accept Cancel Delete

The **IIG LTL Ship** button is enabled on the Shipping tab if the selected Ship Via carrier is marked as an LTL carrier or the total shipment weight exceeds 150 pounds.

SAP Shipping Data Entry (ABC) 7/2/2015

Shipper ID: 1 Ship Date: 7/2/2015 Order No.: 0000324 Batch No.: 00047
 Shipping No.: 0100214 Ship Status: Shipped SO Created By: IIG
 Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

Terms Code: 03 C.O.D.
 Confirm To: John Quinn
 E-mail Address: artie@abf.com
 Comment:
 Warehouse: 001 EAST WAREHOUSE
 No. of COD Labels: 0 COD Cash Only:

FOB: Tracking...
 Ship Via: UPS FREIGHT
 Ship Zone: No. of Ship Labels: 0
 Ship Weight: 00027 No. of Pkgs: 3
 Freight Amount: .00 No. of Plts: 2

Ship To Address
 Ship To: 2 Residential Address:
 Name: American Business Futures
 Address: Racine Warehouse
 5411 Kendrick Place
 ZIP Code: 53120 State: WI
 City: Racine
 Country: USA United States

IIG Shipping
 IIG LTL Ship

Quick Print Ship Labels Pallet Labels Auto Increment: Accept Cancel Delete Print Help

SAP IIG LTL Manifest Generation (ABC) 2/20/2014

Order Number: 0000289 Invoice No.: 0100154
 Next Pallet No.: 00004 Customer No.: 01-ABF American Business Futures
 Ship Via: UPS FREIGHT UPS Freight Shipping Options
 Total Pallets: 3 Total Weight: 185.00 Ship To Address

Pallets Quick Row: 1

	Weight	Pallet Code	Pallet Height	Pallet Width	Pallet Length	Freight	Pallet No.	Tracking ID
1	100.00	PLT	096	048	048	.00	00001	
2	65.00	PLT	096	048	048	.00	00002	
3	20.00	002	001	003	002	.00	00003	
4	.00					.00		

Insured?
 Declared Value: .00
 Hazmat:
 Additional Hnd?

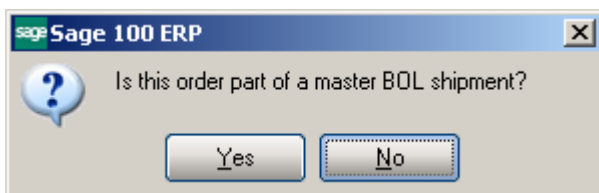
Pro Number:
 Freight Cost: .00
 Load Number:
 Seal No:
 Trailer No:

Logging Active! Print BOL Accept Cancel Delete Ship

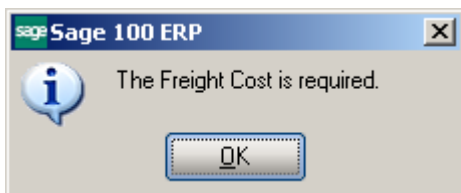
Enter Ship Weight (F8 - Read Scale or Calculate Weight)

Once the shipment is scanned, reviewed by the shipment manager and the carrier is selected, he can either generate the bill of lading for the invoice in shipping data entry, or generate the master bill of lading for several invoiced orders using the Master Bill of Lading Entry program.

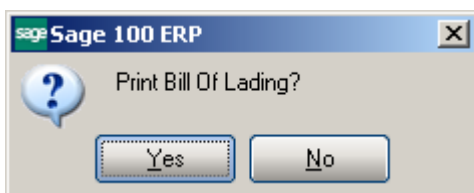
The following message appears upon pressing Ship button on the **LTL Manifest Generation** screen if no Pro Number and no Freight Cost are entered:



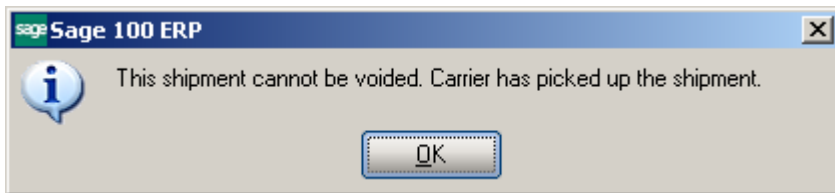
If **NO** is selected, meaning just bill of lading should be generated for current shipment, the **Pro Number** and **Freight Cost** fields must be filled in. Otherwise the following messages appear:



Upon selecting **Yes** another message is popup to confirm printing of Bill of Lading:

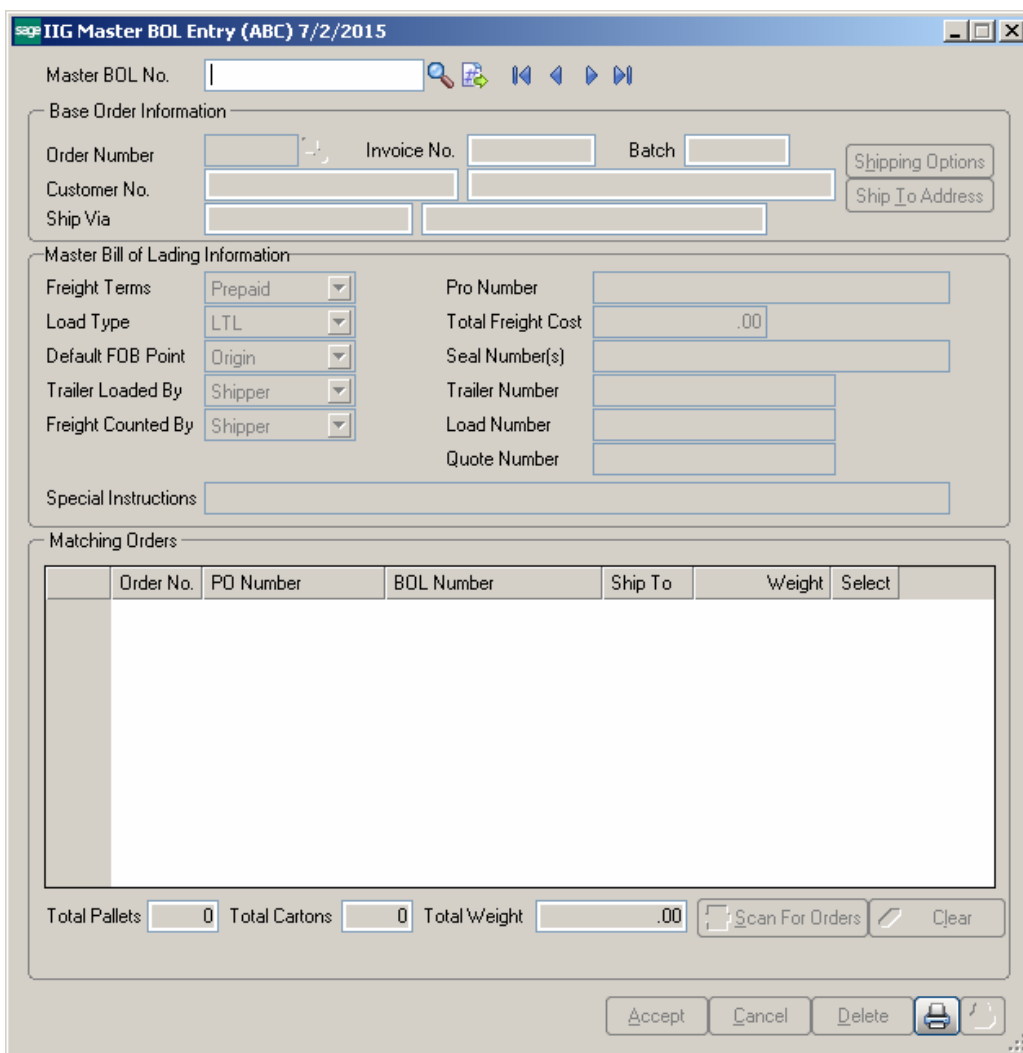


The Shipment can no longer be voided after it is picked up in the **IIG BOL Manifest Pickup Entry**.



IIG Master BOL Entry

The **IIG Master BOL Entry** program has been added under the **Sales Order** - **>Shipping** menu to allow grouping customer shipments with the same ship to and carrier in the same batch into one master bill of lading. Each of the underlying invoices must first be processed through shipping data entry to process the individual cartons and pallets that will be added to current shipment.



It is necessary to select the lead order in the shipment. The program uses the selected order to match the other orders in the batch that can be shipped with this order, matching the carrier and ship to.

sage IIG Master BOL Entry (ABC) 7/2/2015

Master BOL No. 05140600010000241

Base Order Information

Order Number 0000324 Invoice No. 0100214 Batch 00048

Customer No. 01-ABF American Business Futures

Ship Via UPS FREIGHT Large LTL, Truckload

Shipping Options
Ship To Address

Master Bill of Lading Information

Freight Terms Prepaid Pro Number PRO#0121222

Load Type LTL Total Freight Cost 125.00

Default FOB Point Origin Seal Number(s) SL0111

Trailer Loaded By Shipper Trailer Number TRL#01VG02

Freight Counted By Shipper Load Number LD0141212

Quote Number Quote#0101

Special Instructions

Matching Orders

	Order No.	PO Number	BOL Number	Ship To	Weight	Select
1	0000324		05140600000000297	53120	155	<input checked="" type="checkbox"/>
2	0000330		05140600000000312	53120	150	<input checked="" type="checkbox"/>
3	0000331		05140600000000321	53120	155	<input checked="" type="checkbox"/>

Total Pallets 3 Total Cartons 5 Total Weight 460.00

Scan For Orders Clear



Accept Cancel Delete

Based on the terms code, if the shipment is COD, only orders that are COD also (same terms code as the base order) are selected for the MBOL. Other terms codes can be mixed in a non-COD shipment.

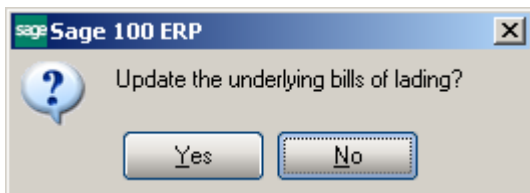
The program loads and displays the list of orders in the batch that match and are not already on other MBOL. The user can unselect any orders that should not be shipped on the MBOL. The Pro Number and Total Freight fields are required for Master BOL and must be entered by the user.

Once the needed information is entered, the MBOL can be printed.

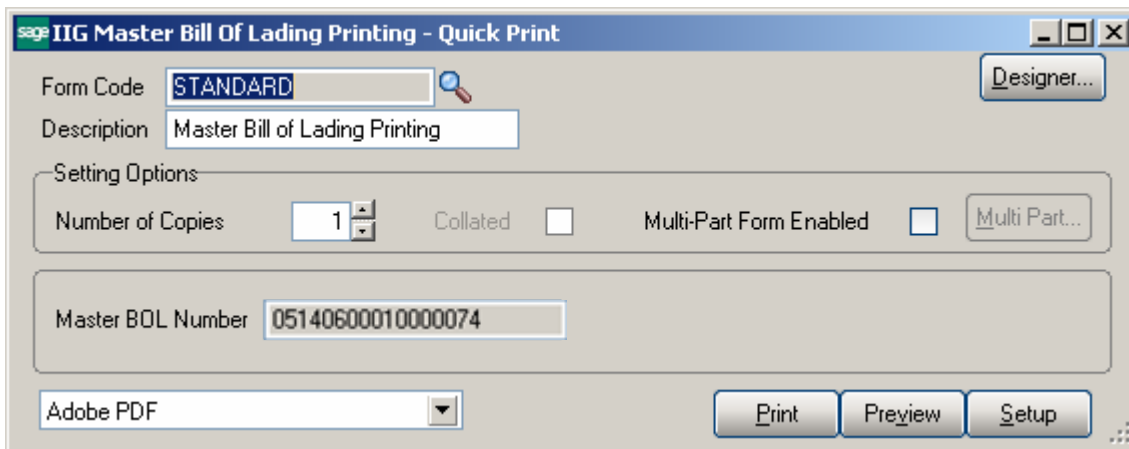
Master BOL Number	Master Bill of Lading number (17 digits).
Next MBOL Number	Click on this button to generate the next master bill of lading number for a new shipment.
Order Number	Is the base order for the shipment. Typically this would be the largest order in the shipment. Once an order is selected, this field is disabled while the program scans for matching orders.
Shipping Options	This button displays the Shipping Options for the first order. These options are applied to the entire shipment.
Ship To Address	Displays the Ship To address field and allows setting the Residential Address flag if not set.
Ship Via	Selects the Ship Via if blank on the order.
Freight Terms	Set by the terms in the Shipping Options, this is a display only field that will display <i>Prepaid</i> , <i>Freight Collect</i> , or <i>3rd Party</i> .
Load Type	Drop down list: <i>LTL</i> (default) or <i>Truckload</i>
FOB Point	Drop down list: <i>Origin</i> (default) or <i>Destination</i> . Defaults from BOL options.
Loaded by	Drop down list: <i>Shipper</i> (default) or <i>Driver</i> . Defaults from BOL options.
Counted by	Drop down list: <i>Shipper</i> (default), <i>Driver-Pallets</i> , or <i>Driver-Pieces</i> . Defaults from BOL options.
Pro Number	Pro Number from the carrier. Maximum of 30 characters.
Seal Number(s)	Seal numbers on the trailer/container.
Trailer Number	Trailer number.
Load Number	Load number from the trading partner if used.
Quote Number	Quote number from 3rd party consolidators.
Matching Order Grid	This grid shows the orders that match the ship to zip code, Ship To code, and Carrier. The orders in the shipment match also on how they are paid for (Shipper/3rd party, consignee, etc.). The system loads all of the matching orders that are invoiced, same carrier, and with a bill of lading number. The user may select not to ship some of the selected orders with this shipment due to weight or trailer size issues. Orders that are on a different MBOL or are already marked as picked up cannot be selected or loaded.
Total Pallets	Total of the pallets on the listed order/invoices.
Total Cartons	Total of the cartons on the listed order/invoices.
Total Weight	Total weight of the listed order/invoices.
Scan for Orders	This button is enabled after the base order is selected. Upon pressing the button the program scans the orders and loads the ones that match the base order that are invoiced with bills of lading in the same batch as the base order's invoice.

- Clear** This button is disabled until orders are found and loaded. Clears the list of orders found in the Scan For Order function.
- Delete** Deletes the un-manifested MBOL and removes the MBOL number from the listed orders selected.
- Print BOL List** This button  prints a list of the orders/invoices with the bill of lading information).
- Print** This button  prints the Master Bill of Lading.

Upon pressing the Print MBOL button the following message appears:



If Yes is selected the **Pro Number**, **Seal Number**, **Trailer Number**, **Load Number** and **Quote Number** fields are respectively updated on underlying Bill of Ladings and the **Total Freight Cost** is allocated to the sub BOL-s by percentage of the total weight.



Here is an example of Master Bill of Lading printout:

1 / 1

Main Report

MASTER BILL OF LADING Page 001

Date: 7/2/2015

<p>SHIP FROM</p> <p>Name: ABC CENTRAL WAREHOUSE Address: 457 Palm Dr Ste 200 City/State/Zip: Glendale, CA 91202 FOB: <input checked="" type="checkbox"/></p>	<p>Bill of Lading Number: 05140600010000241</p>
<p>SHIP TO</p> <p>Name: American Business Futures Location # 2 Address: Racine Warehouse City/State/Zip: Racine, WI 53120 FOB: <input type="checkbox"/></p>	<p>CARRIER NAME: Large LTL, Truckload Trailer number: TRL#01VG02 Seal number(s): SL0111</p>
<p>BILL TO</p> <p>Name: ABC CENTRAL WAREHOUSE Address: 457 Palm Dr Ste 200 City/State/Zip: Glendale, CA 91202</p>	<p>SCAC: UPSS Pro number: PRO#0121222</p>

SPECIAL INSTRUCTIONS :

Contact Phone No : (414) 555-4787 Notify Charge: Yes
 Contact Phone No. : (414) 555-4787 Notify Charge: No

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)

Prepaid Collect 3rd Party

Master Bill of Lading with attached underlying Bills of Lading

CUSTOMER ORDER INFORMATION					
BOL NUMBERS	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
05140600000000297	3 ctns	155 lbs	[Y]	[N]	
05140600000000312	1 ctns	150 lbs	[Y]	[N]	
05140600000000321	1 ctns	155 lbs	[Y]	[N]	
GRAND TOTAL	5 ctns	460 lbs			

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

After printing **Master Bill of Lading** the underlying Bill of Lading is printed by the IIG Bill Of Lading form last used:

11G Bill of Lading Report

Main Report

NATIONAL MOTOR FREIGHT CLASSIFICATION 100-Series

STRAIGHT BILL OF LADING--SHORT FORM Page: 1

ORIGINAL--NOT NEGOTIABLE

Master Bill of Lading: **0514060001000241** Carrier's Pro No **PRO#0121222**
 Name of Carrier **Large LTL, Truckload** Shipper's Bill of Lading No. **0514060000000297**
Consignee's Reference/PO No.
Carrier's Code (SCAC) **UPSS**

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request.

From **ABC CENTRAL WAREHOUSE** Date: **7/2/2015**
 Street **457 Palm Dr Ste 200** City **Glendale** State **CA** Zip **91202**

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Bill of Lading set forth in the National Motor Freight Classification 100-Series and successive issues. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Consigned to **AmericanBusiness Futures**
On Collect on Delivery Shipments, the letters 'COD' must appear before consignee's name.

Destination Street **Racine Warehouse 5411 Kendrick Place** City **Racine** State **WI** Zip **53120**
 Delivering Carrier **Large LTL, Truckload** Trailer No **TRL#01VG02**
 Additional Shipment Seal No **SL0111**
 Information Notify Charge **No**
Contact Phone No. **(414) 555-4787**

Collect on Delivery and remit to: C.O.D. Charge Shipper
 Destination Street City State to be paid by Consignee

Handling Units No. Type	Packages No. Type	* HM	Kind of package, description of Article, special Marks and Exceptions, NMFC # (Subject to correction)	Weight (subject to Correction)	Class or Rate Ref. (info only)	NMFC Code (optional)
1 CTN	1 CTN		Clean Freight 50	85.00	50	
1 CTN	2 CTN		Computers, monitors, refridger	70.00	92.5	222222222

* Mark 'X' to designate Hazardous Materials as defined in DOT Regulations
 NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
 The Agreed or declared value of the property is specifically stated by the shipper to be exceeding \$ _____ per _____
NOTE (2) Liability Limitations for loss or damage on this shipment
 NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2(e) of NMFC Item 390

Freight charges are PREPAID
 Unless marked collect
 CHECK BOX IF COLLECT

FOR FREIGHT COLLECT SHIPMENTS
 if this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement:
 The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges: _____
 (signature of Consignor)

Notify if problem enroute or at delivery **ABC CENTRAL WAREHOUSE** **(818) 956-3744** (for informational purposes only)
Name Fax No. Tel. No.

Send freight bill to: **ABC CENTRAL WAREHOUSE** **Glendale** **457 Palm Dr Ste 200** **CA** **91202**
Company Name City Street State Zip

Shipper **ABC CENTRAL WAREHOUSE** Carrier **Large LTL, Truckload**
 Per _____ Per _____ Date **7/2/2015**

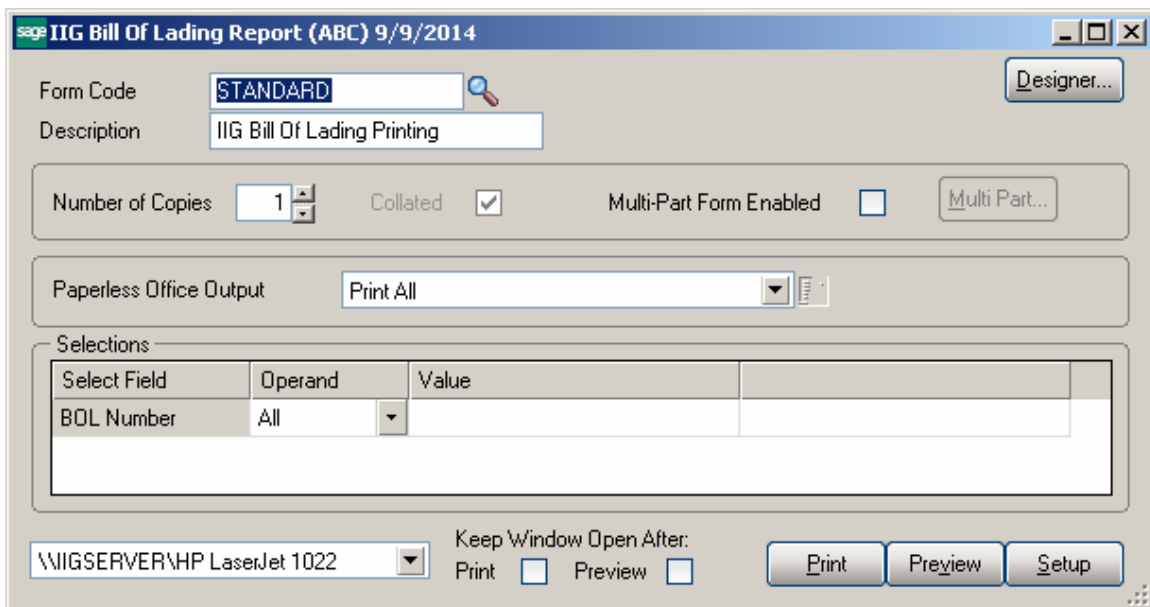
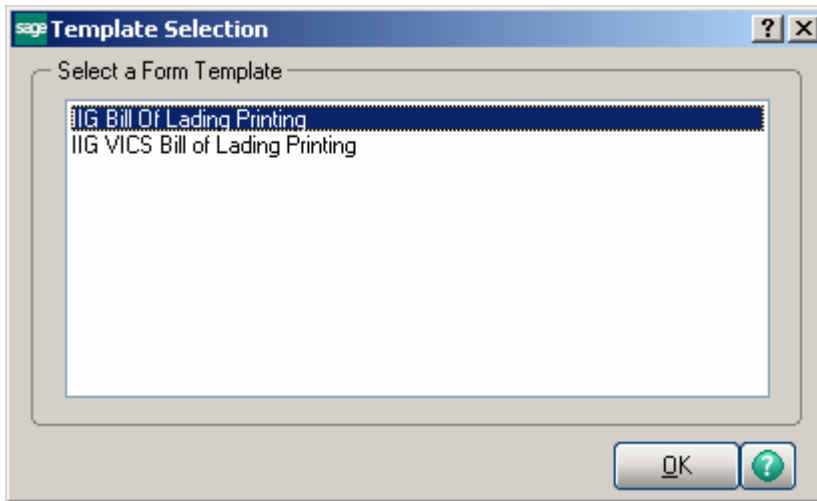
Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

The **Master Bill of Lading** printing may be run also from the menu.

IIG Bill Of Lading Printing

The **IIG Bill of Lading Printing** program has been added under the **Sales Order->Shipping** menu to allow printing the Bill of Lading report for the selected Bill of Lading numbers.

Both the Bill of Lading short form and VICS Bill of Lading form templates are available:



Here is an example of **Bill of Lading Printing** (short form) printout:

IIIIG Bill Of Lading Report

Main Report

NATIONAL MOTOR FREIGHT CLASSIFICATION 100-Series

STRAIGHT BILL OF LADING--SHORT FORM Page: 1

ORIGINAL--NOT NEGOTIABLE

Carrier's Pro No **PRO#0121222**
 Shipper's Bill of Lading No. **0514060000000297**
 Consignee's Reference/PO No.
 Carrier's Code (SCAC) **UPSS**

Name of Carrier **Large LTL, Truckload**

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request

From **ABC CENTRAL WAREHOUSE** Date: **7/2/2015**

Street **457 Palm Dr Ste 200** City **Glendale** State **CA** Zip **91202**

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion

of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Bill of lading set forth in the National Motor Freight Classification 100-Series and successive issues. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Consigned to **AmericanBusiness Futures**
On Collect on Delivery Shipments, the letters "COD" must appear before consignee's name.

Destination Street **Racine Warehouse5411 Kendrick Place** City **Racine** State **WI** Zip **53120**

Delivering Carrier **Large LTL, Truckload** Trailer No **TRL#01VG02**

Additional Shipment Information Seal No **SL0111**
 Notify Charge **No** Contact Phone No **(414) 555-4787**

Collect on Delivery and remit to: C.O.D. Charge Shipper

Destination Street to be paid by Consignee

City State

Handling Units No. Type	Packages No. Type	* HM	Kind of package, description of Article, Special Marks and Exceptions, NMFC# (Subject to correction)	Weight (subject to Correction)	Class or Rate Ref. (info only)	NMFC Code (optional)
1 CTN	1 CTN		Clean Freight50	85.00	50	
1 CTN	2 CTN		Computers, monitors, refridger	70.00	92.5	222222222

* Mark "X" to designate Hazardous Materials as defined in DOT Regulations

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

Freight charges are PREPAID
 Unless marked collect
 CHECK BOX IF COLLECT

The Agreed or declared value of the property is specifically stated by the shipper to be exceeding

FOR FREIGHT COLLECT SHIPMENTS

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Here is an example of **VICS Bill of Lading** form printout:

IIIG Bill of Lading Report

Main Report

Date: 7/2/2015 **BILL OF LADING** Page 001

SHIP FROM Name: ABC CENTRAL WAREHOUSE Address: 457 Palm Dr Ste 200 City/State/Zip: Glendale, CA 91202 SID#: _____ FOB: <input checked="" type="checkbox"/>		Bill of Lading Number: 0514060000000297 0514060000000297						
SHIP TO Name: American Business Futures Location # <u>2</u> Address: Racine Warehouse 5411 Kendrick Place City/State/Zip: Racine, WI 53120 CID#: _____ FOB: <input type="checkbox"/>		CARRIER NAME: Large LTL, Truckload Trailer number: TRL#01VG02 Seal number(s): SL0111 Load Number: LD0141212						
BILL FREIGHT CHARGES TO: Name: ABC CENTRAL WAREHOUSE Address: 457 Palm Dr Ste 200 City/State/Zip: Glendale, CA 91202		SCAC: UPSS Pro number: PRO#0121222 (9012K)UPSSPRO#0121222						
SPECIAL INSTRUCTIONS: Contact Phone No: (414) 555-4787 Notify Charge: No		Freight Charge Terms: (freight charges are prepaid unless marked otherwise) Prepaid <input checked="" type="checkbox"/> Collect _____ 3rd Party _____ <input type="checkbox"/> Master Bill of Lading with attached underlying Bills of Lading (check box)						
CUSTOMER ORDER INFORMATION								
CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)	ADDITIONAL SHIPPER INFO				
0000324	3.00 ctns	155.00 lbs	<input checked="" type="checkbox"/> <input type="checkbox"/>					
GRAND TOTAL	6.00 ctns	610.00 lbs						
CARRIER INFORMATION								
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing.</small>	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
2	CTN	3	CTN	155.00		HON 2 DRAWER LETTER FILE W/O LR	222222222	92.5
2		3		155.00		GRAND TOTAL		
<small>Where the rate is dependant on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: *The agreed or declared value of the property is specifically stated by the shipper to be not exceeding*</small>						COD Amount: _____ See Terms: Collect _____ Prepaid _____		

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Bill Freight Charges To: prints the address based on the Billing Option set for current shipment. Shipper's address is printed if the billing is shipper, otherwise:

- Recipient – prints the ship to address.
- 3rd Party – prints the 3rd party address from the shipping options of the order header.
- Consignee – prints the Bill To Address
- Freight Collect – prints the Ship to address
- Drop Ship – prints the address from the Malvern shipper file.

IIG BOL Manifest Pickup Entry

The **IIG BOL Manifest Pickup Entry** has been added under the **Sales Order Shipping Menu**. This program is used to release the bills of lading as shipped.

The screenshot shows a software window titled "sage IIG BOL Manifest Pickup Entry (ABC) 7/2/2015". It contains two main sections: "Bill of Lading" and "Driver".

Bill of Lading Section:

- Bill of Lading Type: Bill of Lading (dropdown menu)
- BOL Number: 0514060000000330 (text field with a magnifying glass icon)
- Master BOL No.: (empty text field)
- Ship Via: UPS FREIGHT (text field)
- Carrier Name: Large LTL, Truckload (text field)

Driver Section:

- Date Picked Up: 7/2/2015 (calendar icon)
- Time: 04:00 PM (text field)
- Driver's Name: (empty text field)

At the bottom of the window are two buttons: "Proceed" and "Cancel".

Bill of Lading Section

Select the **Bill of Lading** type to retrieve. Bill of Lading and Master Bill of Lading types are available. Selecting *Bill of Lading* disables the Master BOL No. field, and selecting *Master BOL* disables the Bill of Lading field.

Enter the **BOL Number** or **Master BOL No.** by manually entering, scanning, or using the lookups.

Ship Via is a locked field showing the Ship Via code.

Carrier Name is the full carrier name from the IIG Carrier Maintenance.

Selecting *Master BOL* type disables the **BOL Number** field:

The screenshot shows a software dialog box titled "sage IIG BOL Manifest Pickup Entry (ABC) 7/2/2015". It is divided into two main sections: "Bill of Lading" and "Driver".

Bill of Lading Section:

- Bill of Lading Type: Master BOL (dropdown menu)
- BOL Number: (empty text box)
- Master BOL No.: 05140600010000241 (text box with a search icon)
- Ship Via: UPS FREIGHT (text box)
- Carrier Name: Large LTL, Truckload (text box)

Driver Section:

- Date Picked Up: 7/2/2015 (calendar icon)
- Time: 04:03 PM (text box)
- Driver's Name: H. Tomson (text box)

At the bottom of the dialog are two buttons: "Proceed" and "Cancel".

Date Picked Up is the date the driver picked up the shipment. Auto loads today's date.

Time Time of pickup. Auto loads the current time when bill of lading is selected.

Driver Name This field identifies the driver that picked up the shipment.

Date Picked Up is the date the driver picked up the shipment. Auto loads today's date.

Time is the time of pickup. Auto loads the current time when bill of lading is selected.

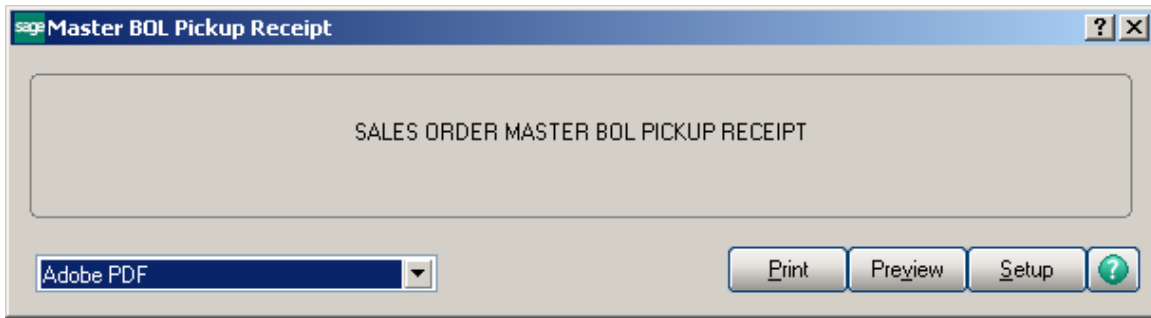
Driver Name This field identifies the driver who picked up the shipment.

Proceed Press to post the bill of lading as picked up. The Date Picked Up, Time Picked Up, and Driver information will be posted to the bill of lading and the BOL is released for update. If the BOL is a Master BOL, this information is posted to all of the linked BOL and they in turn are also released for update.

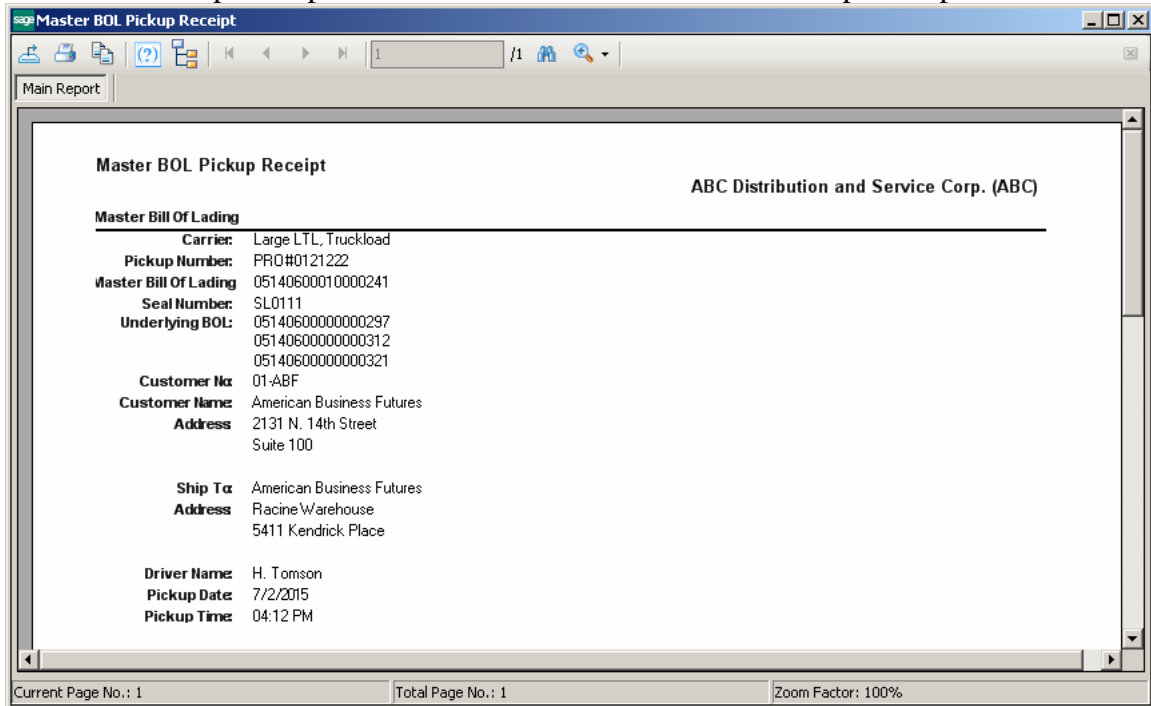
Cancel Press this button to cancel the transaction and returns to the menu.

On posting the **Print Pickup Receipt** program is run.

After the BOL is posted as picked up the BOL Pickup Receipt print dialog is opened allowing to print the Pickup Receipt. The pickup receipt prints the company name, carrier name, Bill of Lading number(s), Quote/Pickup number, Driver Name, Date and Time Picked up, seal number, customer number and name, and ship to address.



Below are examples of printouts for Master BOL and BOL Pickup Receipts:



The screenshot shows a software window titled "BOL Pickup Receipt" with a standard Windows-style title bar and menu bar. The main content area displays a "Single Bill Of Lading" form for "ABC Distribution and Service Corp. (ABC)". The form includes the following fields:

Carrier:	Large LTL, Truckload
Pickup Number:	PR#010102
Bill Of Lading:	0514060000000330
Seal Number:	SL#AS124
Customer No:	01-ABF
Customer Name:	American Business Futures
Address:	2131 N. 14th Street Suite 100
Ship To:	American Business Futures
Address:	Racine Warehouse 5411 Kendrick Place
Driver Name:	L.Kruse
Pickup Date:	7/2/2015
Pickup Time:	04:04 PM

At the bottom of the window, there is a status bar with the following information: "Current Page No.: 1", "Total Page No.: 1", and "Zoom Factor: 100%".

IIG LTL Shipment History Inquiry

The **IIG LTL Shipment History Inquiry** menu added under the S/O Inquiries Menu allows for viewing closed BOL manifests by Invoice Number:

sage IIG LTL Shipment History Inquiry (ABC) 7/2/2015

Invoice No. Manifest Date

Order No. Customer No. American Business Futures

Ship Via Description UPS Freight

Freight Amount Pallets

Total COD Amount C.O.D.?

Telephone Contact Name

Ship To Address

Name

Address

ZIP Code City State

Country United States

Pallet Information

Pallet	Pall...	Weight	Tracking Number	Pallet ...	Height	Width	Length	Pallet Frei...	Pallet
00001	0001	70.00	PRO#0121222	PLT	096	048	048	19.02	
00002	0002	85.00	PRO#0121222	PLT	096	048	048	23.10	

Freight A/P Tracking

A/P Invoice Data Entry

The **Pro Number** field has been added on the **A/P Invoice Data Entry** to allow the user to look up any open Pro Numbers to select for payment.

This modification is applied only if the Sales Order is shipped through the LTL shipping carriers having a Vendor number assigned in the **IIG Carrier Maintenance**.

The screenshot displays the 'A/P Invoice Data Entry' window for 'ABC' dated 7/31/2015. The 'Vendor No.' is '01-AIRWAY' with the name 'Airway Property' and 'Invoice No.' 'INV #321'. The 'Invoice Date' is '7/31/2015' and the 'Invoice Amount' is '150.00'. The 'Subject to Discount' is '150.00' and 'Prepaid Invoice' is empty. The 'Terms Code' is '03 NET END OF MONTH', 'Invoice Due Date' is '8/30/2015', 'Discount Due Date' is empty, and 'Discount Amount' is '.00'. The 'Pro Number' is 'PRO#321'. There are checkboxes for 'Hold Payment' and 'Separate Check', both currently unchecked. A 'Comment' field is empty. The '1099 Payment' section has 'Form' set to 'None' and 'Box' set to an empty dropdown. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', a printer icon, and a help icon.

The **Pro Number** Lookup lists the records from the **Bill of Lading Manifest History Header** file.

Upon selecting a Pro Number for payment, the program checks to verify if the shipment is shipper pay. If the selected shipment is not shipper pay (freight collect, 3rd party, etc.) a warning is displayed that the freight invoice should not be paid:

The screenshot displays two windows from the Sage 100 ERP application. The top window is a warning message: "This shipment is not 'Shipper Pay' - Do not pay!" with an "OK" button. The bottom window is titled "Manifest Bill of Lading History Header" and contains a table with the following data:

ProNumber	InvoiceNo	TrailerNo	SealNo	BillOfLadingNo	Paid
1234566	0100174	2356	123	05140600000000260	Yes
PR#01232352	0100175	11111	22222	05140600000000279	Yes
PR#12322111	0100176	Tr#012	111	05140600000000288	Yes
PR#12322111	0100177	Tr#012	111	05140600000000297	Yes
PR#321	0100181	TR#124	SL#0123	05140600000000321	No

Below the table is a search section with "ProNumber" selected in the dropdown, "Begins with" in the second dropdown, and an empty text input field. There are "Find", "Filters...", "Custom...", "Select", "Cancel", and a help icon button. At the bottom, it says "Found 5 records".

The **Paid** flag indicates whether the Shipment is paid or not. It is set to Yes once the shipment is paid.

Here is an example of Freight tracking for LTL shipment:

sage IIG LTL Manifest Generation (ABC) 7/31/2015

Order Number: 0000321 Invoice No.: 0100181
 Next Pallet No.: 00003 Customer No.: 01-ABF American Business Futures
 Ship Via: SHIP PROD Shipping Product Line
 Total Pallets: 2 Total Weight: 105.00

Buttons: SED Shipping Options, Ship To Address

Pallets: Quick Row 2

	Weight	Pallet Code	Pallet Height	Pallet Width	Pallet Length	Freight	Pallet No.	Tracking ID
1	55.00	003	020	050	030	.00	00001	
2	50.00	PLT	036	048	048	.00	00002	
3	.00					.00		

Insurance Section:

Insured ?	<input checked="" type="checkbox"/>
Declared Value	704.08
Hazmat	<input type="checkbox"/>
Additional Hnd ?	<input type="checkbox"/>

Additional Fields:

Pro Number: PRO#321
 Freight Cost: 200.00
 Load Number: Load#321
 Seal No: SL#0123
 Trailer No: TR#124

Buttons: Accept, Cancel, Delete, Ship

Logging Active! Print BOL

Enter Ship Weight (F8 - Read Scale or Calculate Weight)

After BOL Manifest is closed and the Sales Journal updated for current LTL shipment, the user may select the Pro Number in the A/P Invoice Entry to pay.

When the A/P Invoice Register is updated, the Freight cost Paid by the A/P Invoice is loaded in the Freight Cost field of the **LTL shipment History Inquiry**. The **A/P Invoice No.** field is populated with respective Invoice number and the Last Payment Date is populated with the date when A/P Invoice Register is updated:

SAP IIG LTL Shipment History Inquiry (ABC) 7/31/2015

Invoice No. 0100181 Manifest Date 7/31/2015

Order No. 0000321 Customer No. 01-ABF American Business Futures

Ship Via SHIP PROD

Description Shipping Product Line

Freight Amount 200.00 Pallets 0002

Total COD Amount .00 C.O.D. ?

Payments

Total Freight Cost 200.00

Freight Cost 150.00

A/P Invoice No. INV#321

Last Payment Date 7/31/2015

Ship To Address

Name American Business Futures

Address Racine Warehouse
5411 Kendrick Place

ZIP Code 53120

City Racine State WI

Country USA United States of America

Telephone (414) 555-4787

Contact Name John Quinn

Pallet Information

Pallet	Pall...	Weight	Tracking Number	Pallet ...	Height	Width	Length	Pallet Frei...	Pallet
00001	0001	55.00	PRO#321	003	020	050	030	104.75	
00002	0002	50.00	PRO#321	PLT	096	048	048	95.24	

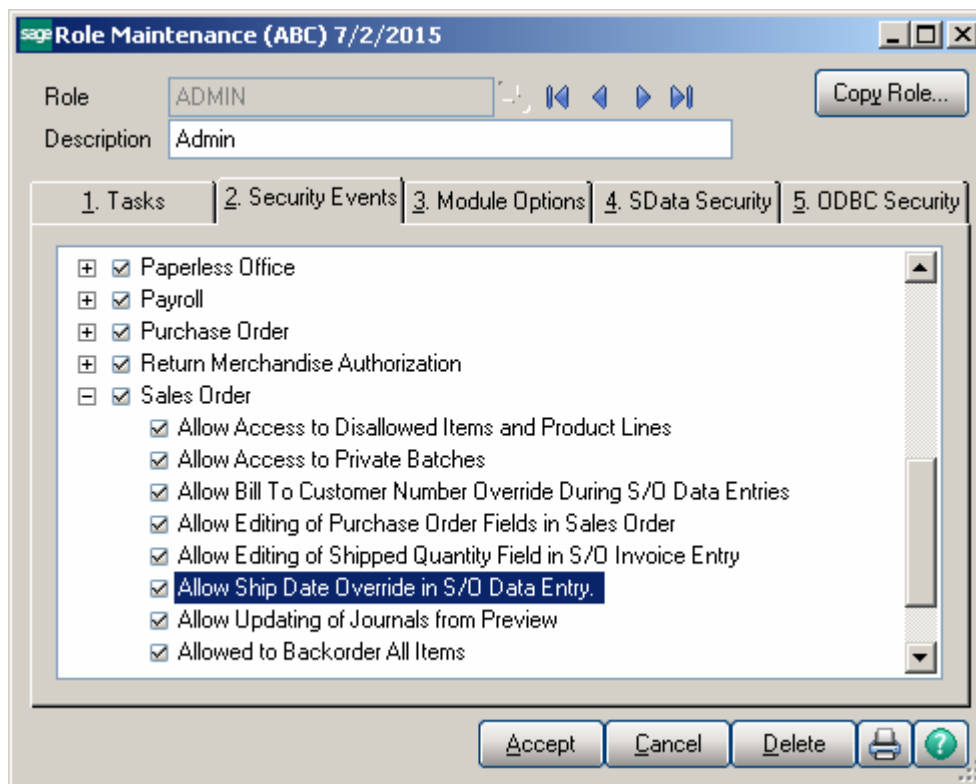
OK

Paying the same shipment next time by another Invoice will update the Freight Cost Amount, A/P Invoice Number and the Last Payment Date respectively.

Allow Ship Date Override in S/O Data Entry

Role Maintenance

The **Allow Ship Date Override in S/O Data Entry** Security Event has been added to the **Role Maintenance** to allow the user with respective role to update the Sales Order Ship Date.



Only the users assigned to a role with this security event enabled are allowed to run the “IIG Recalculate Sales Order Ship Dates” utility.

IIG Holiday Maintenance

IIG Holiday Maintenance has been added under the **Sales Order Setup** menu to allow users fix their holidays. In the **Holiday Date** column specify the nonworking days and write descriptions in the **Comment** column.

	HolidayDate	Weekend	Comment
1	4/24/2015	<input type="checkbox"/>	Memorial Day
2	5/1/2015	<input type="checkbox"/>	Labour Day
3	5/9/2015	<input checked="" type="checkbox"/>	Victory Day
4	7/5/2015	<input checked="" type="checkbox"/>	Constitution Day
5	9/21/2015	<input type="checkbox"/>	Independence Day
6		<input type="checkbox"/>	

Lines for which the **Weekend** check box is selected are weekends. You can show/hide weekends by turning on/off the **Hide Weekends**.

Filtering can be done by months by selecting corresponding Month number.

Year 2015 Options
Cut Off Time 05:00 PM
Hide Weekends

Month 04

	HolidayDate	Weekend	Comment
1	4/4/2015	<input checked="" type="checkbox"/>	Weekend
2	4/5/2015	<input checked="" type="checkbox"/>	Weekend
3	4/11/2015	<input checked="" type="checkbox"/>	Weekend
4	4/12/2015	<input checked="" type="checkbox"/>	Weekend
5	4/18/2015	<input checked="" type="checkbox"/>	Weekend
6	4/19/2015	<input checked="" type="checkbox"/>	Weekend
7	4/24/2015	<input type="checkbox"/>	Memorial Day
8	4/25/2015	<input checked="" type="checkbox"/>	Weekend
9	4/26/2015	<input checked="" type="checkbox"/>	Weekend
10		<input type="checkbox"/>	

Accept Cancel Delete

Enter the Year or press Alt-Y for current Year.

In the **Cut Off Time** field the end time of working day is fixed. Click on the **Press for current Year** button to display the records of current Year and Month. The current date is taken from GL Options.

Sales Order Entry

Modification has been done is **Sales Order Entry** related to **Holiday Maintenance**. If a **Ship Date** is entered on the **Header** tab which is specified as holiday in **IIG Holiday Maintenance** a message is displayed asking to set the Ship Date to the next business day or not.

The screenshot shows the Sage 100 ERP Sales Order Entry window for order 0000332 dated 6/4/2015. The window is divided into several sections: Header, Address, Lines, Totals, and Credit Card. The Order Date is 6/4/2015, and the Order Type is Standard Order. The Customer No. is 01-ABF (American Business Futures). The Ship Date is currently 6/20/2015. A dialog box titled "Sage 100 ERP" is open, asking "Do you want to set the Ship Date to the next business day." with "Yes" and "No" buttons. The dialog box is positioned over the Ship Date field. The background window shows various fields for Ship To Addr (2), Terms Code (03), Ship Via (UPS BLUE), Status (New), Whse (001), Sales Tax Schedule (WI), and Salesperson (0100 - Jim Kentley). There are also checkboxes for Print Order, Print Pick Sheets, and No. of Ship Labels (0).

If the **Calculate Ship Date from Ship Via Code** check box is selected in the **Shipping Automation Options** the ship date change logic works as follows: when **Ship Date** is entered in **Sales Order Entry**, that date is increased with the number of days which has been specified in the **Lead Time in Days** field. Only after, that checking is performed based on the Holiday Maintenance. Upon selecting Yes in the message, the Ship Date is changed to the next business day.

This screenshot shows the same Sage 100 ERP Sales Order Entry window, but with the Ship Date field highlighted in blue. The Ship Date is now 6/22/2015, indicating that the date has been adjusted to the next business day after the original 6/20/2015 date.

sage IIG Carrier Interface Maintenance (ABC) 2/20/2014

Shipping Code: UPS BLUE
Description: UPS 2ND DAY AIR

Base Options

- Shipping Interface: Malvern
- Carrier Code/Smart Zone: 2DY
- Service Type: UPS
- Mark Up %: 10.00
- Small Parcel Carrier:
- Print MAS90 COD Tags:
- One COD Fee per Order:
- Signature Required:
- No HazMat:
- Send Email Address:
- Residential Only:
- Lead Time in Days: 1E

LTL Options

- SCAC Code: UPSS
- SCAC Carrier Description: UPS 2ND DAY AIR
- Default Billing Option: Shipper
- Bill of Lading Required:
- NMFC LTL Carrier?:
- Rate by Value on BOL:
- Next Carrier Number: []

Auto Prepaid Freight Options

- Auto Calculate Prepaid Frt:
- Prepaid Freight at: \$100.00

International Options

- International Shipment:
- Documents Only:
- Commercial Invoice:
- SED Required?:

Buttons: Accept, Cancel, Delete, Print

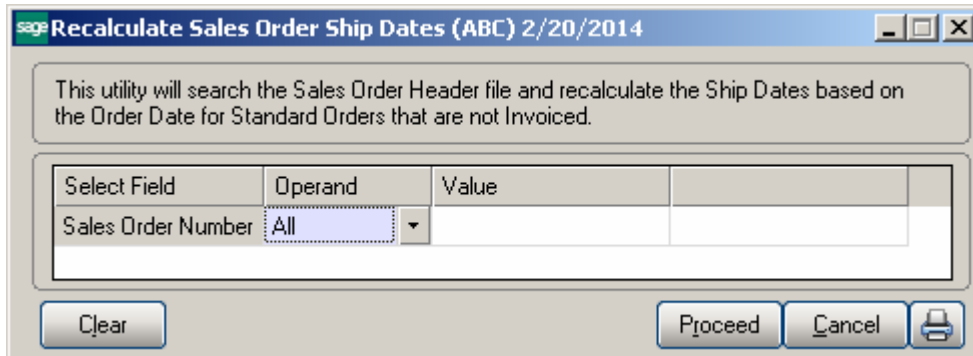
If 0 is set in the **Lead Time in Days** field, and the Order is created after the working day has been fixed (the hour specified in the **Cut Off Time** field in **IIG Holiday Maintenance**), 1 day is added to the ship date and after that holiday checking is performed.

*Note: The **Ship Date** will not be recalculated when **Ship Via** field becomes blank.*

Utilities

IIG Recalculate Sales Order Ship Date Utility

The **IIG Recalculate Sales Order Ship Date Utility** has been added under the Sales Order Utilities menu.

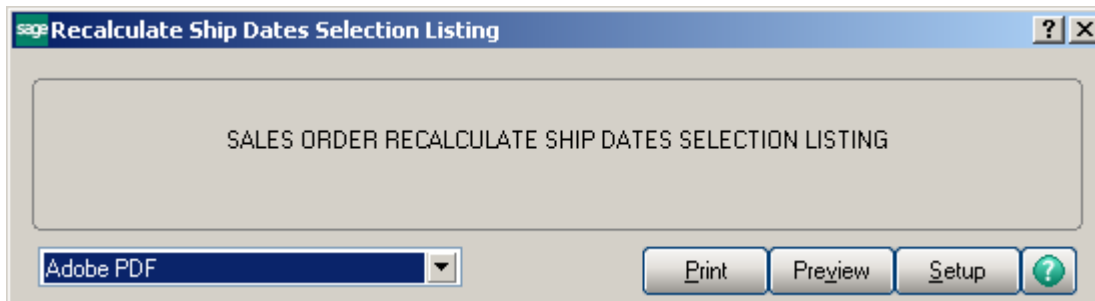


The screenshot shows a dialog box titled "Recalculate Sales Order Ship Dates (ABC) 2/20/2014". The main text reads: "This utility will search the Sales Order Header file and recalculate the Ship Dates based on the Order Date for Standard Orders that are not Invoiced." Below this is a table with three columns: "Select Field", "Operand", and "Value". The first row contains "Sales Order Number", "All", and an empty field. At the bottom, there are buttons for "Clear", "Proceed", "Cancel", and a printer icon.

Select Field	Operand	Value
Sales Order Number	All	

Select the Sales Order(s) for which you want the Utility to work and click the **Proceed** button. Scanning will be performed through the Sales Order Header file and Ship Dates will be recalculated based on the Order Date for Standard Orders that are not invoiced.

Click the **Print** button.



The screenshot shows a report window titled "Recalculate Ship Dates Selection Listing". The main content area contains the text "SALES ORDER RECALCULATE SHIP DATES SELECTION LISTING". At the bottom, there is a dropdown menu set to "Adobe PDF" and buttons for "Print", "Preview", "Setup", and a help icon.

The report displays the Orders that are being updated with their old and new Ship Dates.

Order Number	Customer Number	Name	Cut Off Time?	Old Ship Date	New Ship Date
0000270	01-ABF	American Business Futures	Yes	07/05/2012	07/06/2012
0000277	01-ABF	American Business Futures	No	11/22/2013	11/22/2013
0000281	01-ABF	American Business Futures	No	12/05/2013	12/05/2013
0000286	01-ABF	American Business Futures	Yes	02/20/2014	02/21/2014

Selected Orders: 4

After closing the report the following message box will be displayed:



Purge Unshipped Orders

The **Purge Unshipped Orders** program has been added to the **Sales Order Utilities** menu to allow removing sales orders.

The **Select Orders on Hold** and **Select Depositless Orders** options are additional filters applied to the selection.

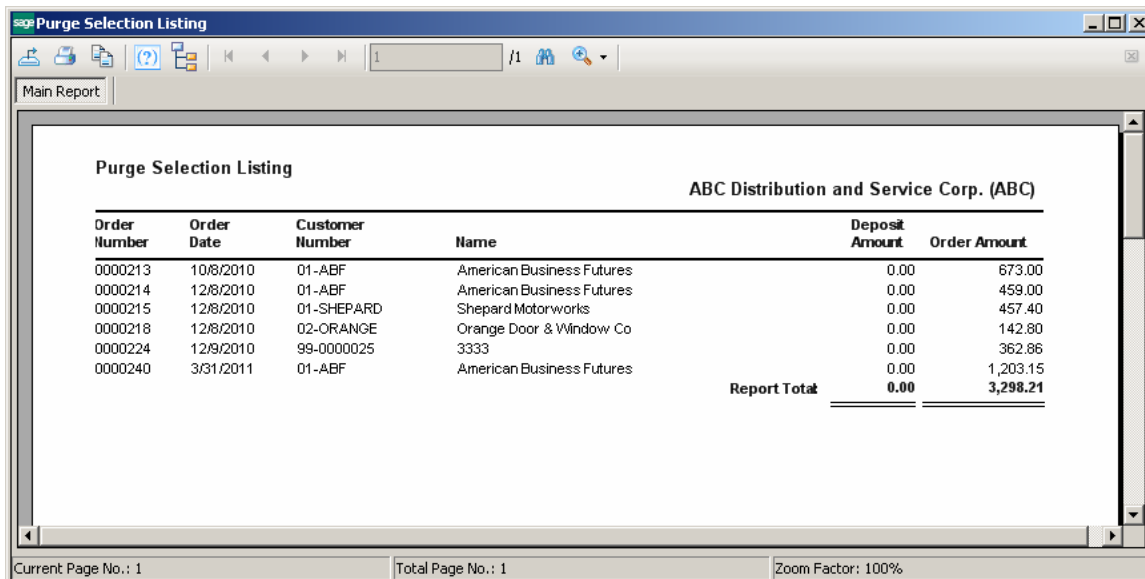
Select Depositless Orders – if unchecked, allows selecting also Sales Orders with Deposit Amount. In this case password entry is required.

Select Field	Operand	Value
Sales Order Number	All	
Sales Order Date	All	
Customer Number	All	

Press Proceed to load the Sales Orders meeting current selection criteria:

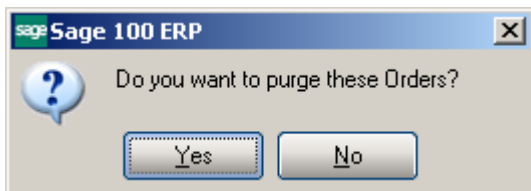
Select Field	Operand	Value
Sales Order Number	All	
Sales Order Date	All	
Customer Number	All	

After the records are selected, press **Print** button to print/preview the list of orders to be removed.

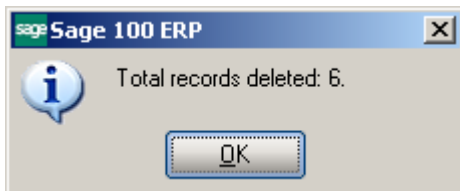


Order Number	Order Date	Customer Number	Name	Deposit Amount	Order Amount
0000213	10/8/2010	01-ABF	American Business Futures	0.00	673.00
0000214	12/8/2010	01-ABF	American Business Futures	0.00	459.00
0000215	12/8/2010	01-SHEPARD	Shepard Motorworks	0.00	457.40
0000218	12/8/2010	02-ORANGE	Orange Door & Window Co	0.00	142.80
0000224	12/9/2010	99-0000025	3333	0.00	362.86
0000240	3/31/2011	01-ABF	American Business Futures	0.00	1,203.15
Report Total				0.00	3,298.21

After printing the list of Orders a prompt appears allowing the user to confirm the deletion of records:



At the end of the process a message appears with information about the number of records removed:



Address Verification

Malvern Interface Maintenance

If the **Use Address Verification** option is turned on in the **IIG Shipping Automation Options**, address verification will process in the Customer Maintenance, Customer Ship-To Address Maintenance, Sales Order and Invoice Data Entries.

sage IIG Shipping Automation Options (ABC) 2/11/2015

1. Shipping Automation | 2. Bill of Lading

Billing Options

Charge Actual Freight Zero Invoice No Charge
 Charge COD Fee Extra Prepaid Freight Allowed
 Charge Handling Fee \$0.00 Per Parcel
 Default Declared Value Default Signature Req

Integration

CLIPPERSHIP Installed
 Malvern Site Server Installed

Export

Export License
 License Expires
 Shipper EIN

Collect On Delivery Options

C.O.D. Terms Code
 C.O.D. "Secured Funds" Terms Code

Rate Shopping Options

Maximum Weight
 Rating Mark Up %

Default Warehouse

Other Options

Check for Duplicate Tracking No
 Enable LTL Processing
 Require Box Distribution
 Print Invoice at Manifest
 Turn on Trace Logging
 Use Inventory Weights
 Close Manifest By Batch
 Subtract B/O Qty from Qty to Ship
 Play WAV sound on some ship errors
 Calculate Ship Date from Ship Via Code
 Use Address Verification
 Uppercase Address
 Don't Recalculate Freight at Shipping

In order to have Address Verification processed normally it is necessary to have the Malvern **Server IP Address** and **Validator Port Number** setup in the **IIG Malvern Interface Setup** for the **Default Warehouse** specified in the **Shipping Automation Options**.

sage IIG Malvern Interface Setup (ABC) 10/27/2014

Warehouse Number CENTRAL WAREHOUSE

Shipper Address

Name
 Address
 ZIP Code
 City State
 Country United States of America
 Telephone
 Contact

Shipper Account Data

Malvern Meter Code
 Release Auth. No.
 Currency Code
 Next FedEx Bundle Number

Site Server Data

Server IP Address
 Validator Port Number

Skip Address Check

The **Skip Address Check?** option is available on the Address tab of Customer Maintenance, Sales Order and Invoice Data Entries as well as on the Customer Ship- To Address Maintenance.

The screenshot displays the Sage Customer Maintenance software interface for Customer No. 01-ABF, American Business Futures. The 'Address' tab is active, showing the following details:

- Address: 2131 N. 14th Street, Suite 100, Accounting Department
- ZIP Code: 53205-1204
- Country: USA (United States of America)
- Residential Addr:
- Salesperson: 0100 (Jim Kentley)
- Telephone: (414) 555-4787, Ext: 219
- Fax:
- E-mail Address: artie@abf.com
- URL Address: www.abf.com

Additional fields and options include:

- Terms Code: 03 (C.O.D.)
- Primary Contact: ARTIE JOHN (Artie Johnson)
- Ship Code: UPS BLUE
- Primary Ship To: 2 (American Business Futur)
- Tax Schedule: WI MILMIL (Milwaukee) with an Exemptions... button
- Credit Hold:
- Credit Limit: 120,000.00
- Paperless... button

The 'Skip Address Check?' checkbox is checked, with a tooltip that reads: "Check this to skip address verification for this billing address." The bottom of the window features buttons for Accept, Cancel, Delete, and a help icon.

The screenshot shows the Sage Customer Ship-To Address Maintenance window. The window title is "Customer Ship-To Address Maintenance". The form contains the following fields and values:

- Location Code: 2
- Name: American Business Futures
- Primary:
- Address: Racine Warehouse, 5411 Kendrick Place
- Residential Address:
- ZIP Code: 53120
- Skip Address Check?:
- City: [Empty]
- Country: USA (United States of America)
- Telephone: (414) 555-4319
- Ext: [Empty]
- Fax: [Empty]
- Batch Fax:
- E-mail Address: [Empty]
- Contact: JOHN QUINN (John Quinn)
- Warehouse: 001 (EAST WAREHOUSE)
- Salesperson: 0100 (Jim Kentley)
- Sales Tax: WI (Wisconsin)
- Exemptions...: [Button]

Buttons at the bottom: Accept, Cancel, Delete, [Printer Icon], [Help Icon]

The **“Skip Address Check”** flag is automatically set to “Y” if in a result of address verification:

- anything is changed on the address segment t (address lines, city, zip code,...). In this case the entry will not be accepted and the focus will fall on the Address tab to allow the user to see what has been changed.
- Nothing is changed on the address segment.

The **“Skip Address Check”** flag is set to “N” if during entry something is changed in the address segment (including customer number change or ship to address change) so that to validate the address upon clicking Accept.

SAP Sales Order Entry (ABC) 10/27/2014

Order Number: 0000315

Copy from... Defaults... Customer... Credit...

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: Userriig

Customer No. 01-ABF American Business Futures Copy Ship To

Bill To Address		Ship To Address	
Name	American Business Futures	Name	American Business Futures
Address	2131 N. 14th Street Suite 100 Accounting Department	Address	2131 N. 14th Street Suite 100 Accounting Department
ZIP Code	53205-1204 Skip Address Check? <input checked="" type="checkbox"/>	ZIP Code	53205-1204 Skip Address Check? <input checked="" type="checkbox"/>
City	Milwaukee State WI	City	Milwaukee State
Country	USA United States of America	Country	USA United States of America

Print Order... Print Pick... Recalc Price

Accept Cancel Delete

SAP S/O Invoice Data Entry (ABC) 10/27/2014

Invoice No. 0100177 Batch 00029

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

Customer No. 01-ABF American Business Futures Copy Ship To

Bill To Address		Ship To Address	
Name	American Business Futures	Ship To	2
Address	2131 N. 14th Street	Name	American Business Futures
	Suite 100	Address	2131 N. 14th Street
	Accounting Department		Suite 100
ZIP Code	53205-1204	ZIP Code	53205-1204
	Skip Address Check? <input checked="" type="checkbox"/>		Skip Address Check? <input checked="" type="checkbox"/>
Check this to skip address verification for this Bill To address.		City	Milwaukee
Country	USA United States of America	Country	USA United States of America

Quick Print Accept Cancel Delete Print Help

Printings

IIG Shipping Label Printing

The **IIG Shipping Label Printing** program has been added under the **Shipping** menu of the **Sales Order** module to enable **Shipping Labels** printing.

Form Code: STANDARD Batch: 00027 Designer...

Description: IIG Ship Labels Printing

Number of Copies: 1 Collated: Multi-Part Form Enabled: Multi Part...

Paperless Office Output: Print All

Number of Labels: 1

Line 1 Message:

Line 2 Message:

Select Field	Operand	Value
Shipping/Invoice Number	All	
Warehouse Code	All	

\\IIGSERVER\HP LaserJet 1022 Alignment Print Preview Setup

Selections by **Shipping/Invoice** number and **Warehouse Code** are available.
Here is an example of printout:

The screenshot shows a software window titled "IIG Shipping Labels" with a "Main Report" tab. The window displays two shipping labels side-by-side. Each label is titled "Label 0001 Of 0001".

Label 0001 Of 0001	Label 0001 Of 0001
FROM: ABC Distribution and Service Corp.	FROM: ABC Distribution and Service Corp.
SHIP TO: American Business Futures Racine Warehouse 5411 Kendrick Place Racine, WI 53120	SHIP TO: American Business Futures Racine Warehouse 5411 Kendrick Place Racine, WI 53120
PO Number :	PO Number :
Shipping No : 0100156	Shipping No : 0100157

At the bottom of the window, there is a status bar with the following information: Current Page No.: 1, Total Page No.: 1, and Zoom Factor: 100%.

Note: Paperless Office is provided for IIG Shipping Label Printing. It will work only if the PDF Directory field is specified and Invoice is selected as Document in the Form Maintenance of PL module.

IIG Pallet Labels Printing

The **IIG Pallet Label Printing** program has been added under the **Shipping** menu of the **Sales Order** module to enable **Pallet Labels** printing.

Select Field	Operand	Value
Shipping/Invoice Number	All	
Warehouse Code	All	

Selections by **Shipping/Invoice** number and **Warehouse Code** are available.
Here is an example of printout:

The screenshot shows a software window titled "Pallet Labels Printing" with a "Main Report" tab. The window displays four identical pallet labels arranged in a 2x2 grid. Each label contains the following information:

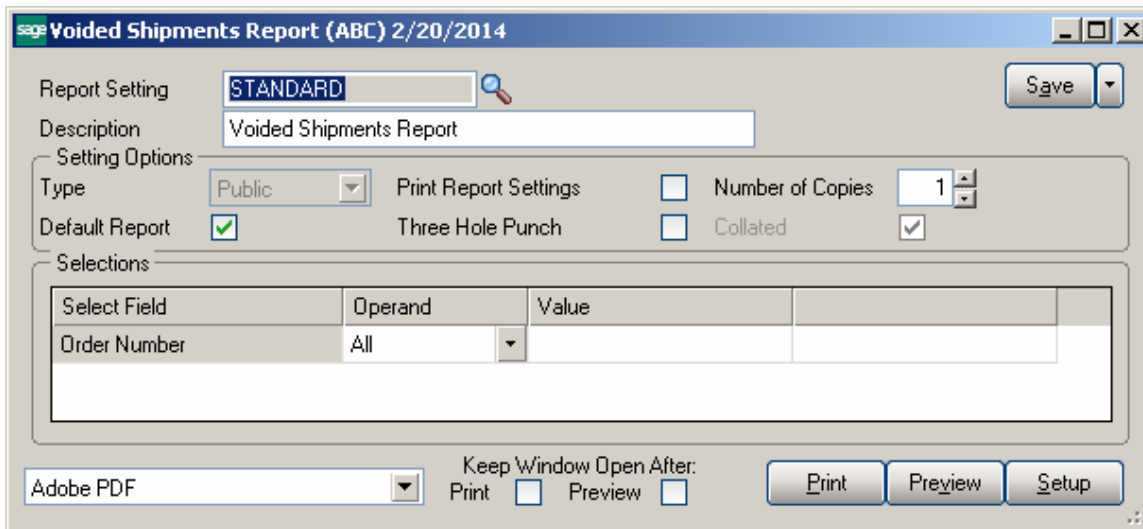
- Pallet 0001 Of 0001**
- FROM:** ABC Distribution and Service Corp.
- SHIP TO:** American Business Futures
Racine Warehouse
5411 Kendrick Place
Racine, WI 53120 (414) 555-4319
- PO Number:**
- Shipping No :** 0100154

The status bar at the bottom of the window shows "Current Page No.: 1", "Total Page No.: 1", and "Zoom Factor: 100%".

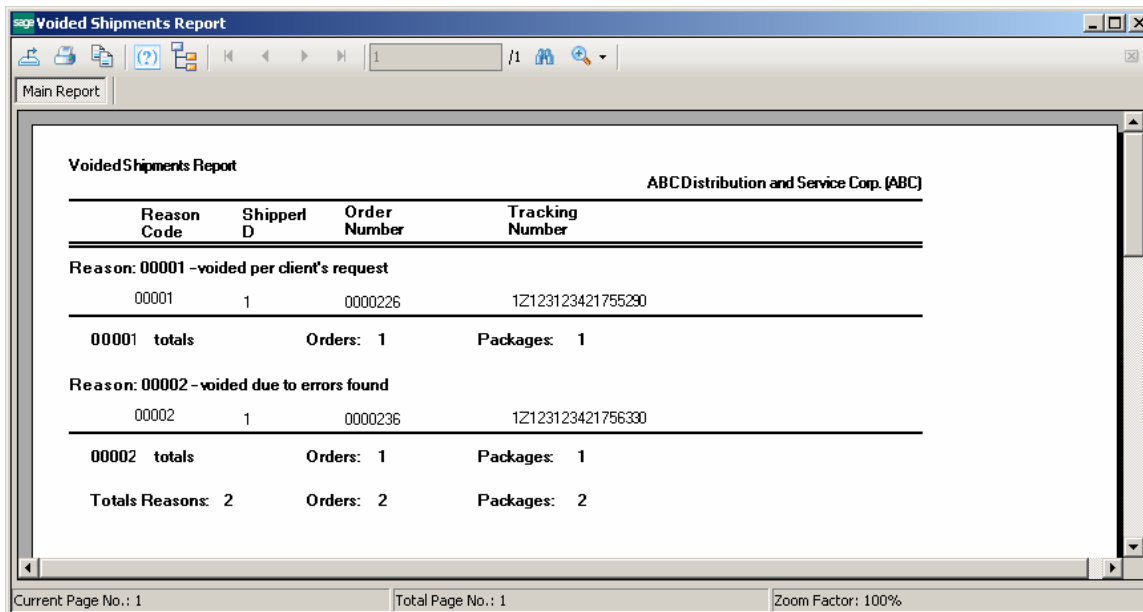
Note: Paperless Office is provided for **IIG Pallet Label Printing**. It will work only if the **PDF Directory** field is specified and Invoice is selected as **Document** in the **Form Maintenance** of PL module.

Voided Shipments Report

The **Voided Shipments Report** has been added to the **Reports** menu of the **Sales Order** module to allow printing the shipments that have been voided while the IIG Manifest is open.



After the Manifest is closed no data is available for printing. Here is an example of printout:



IIG Freight Fields Update Utility

The **IIG Freight Fields Update Utility** menu item has been added to the Inventory Management Utilities.

Options

NMFC Code Harmonized Tariff Code

Sub Class New Valuation

BOL Description

Selections

Select Field	Operand	Value
Item Code	All	<input type="text"/>
Product Line	All	<input type="text"/>
COLOR	All	<input type="text"/>
SIZE	All	<input type="text"/>
STYLE	All	<input type="text"/>
CATALOGUE REF#	All	<input type="text"/>

Proceed Cancel

Select the **NMFC Code**, **Sub Class** or/and **BOL Description** check boxes and specify the range below.

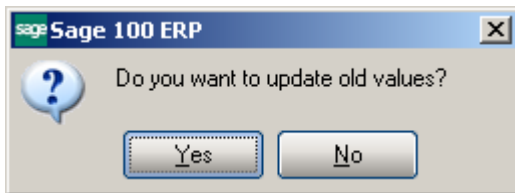
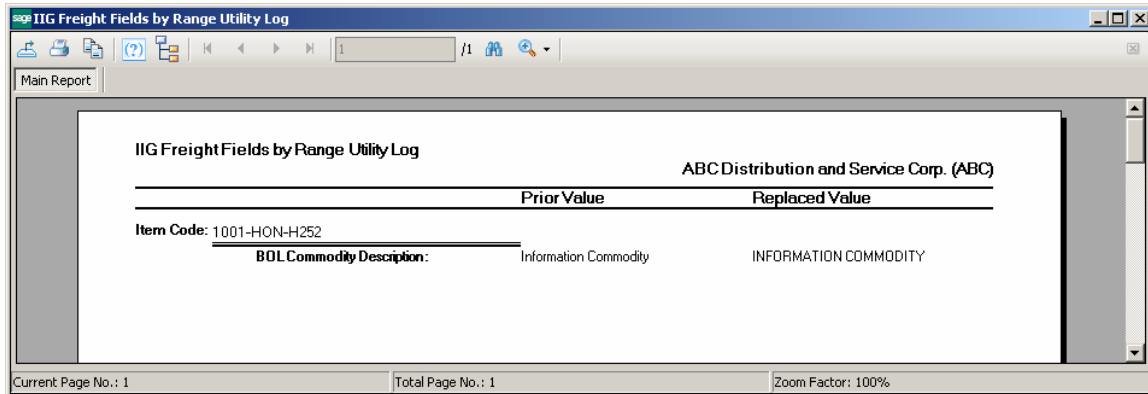
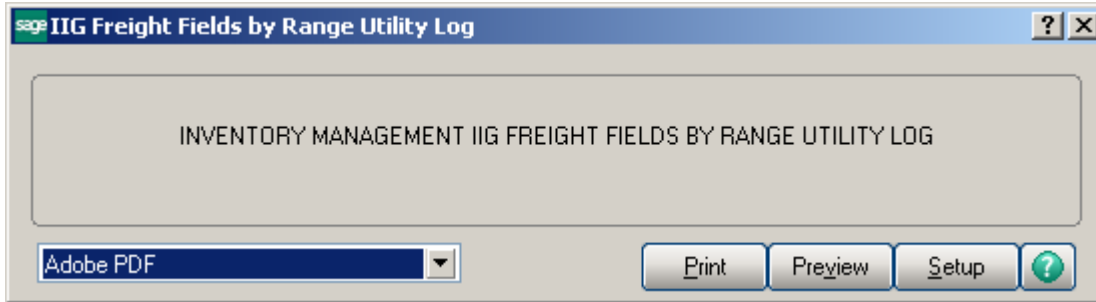
NMFC Code – makes the field uppercased.

Sub Class – If the number specified in the Sub Class field does not belong to the fixed values, the program changes it to the one specified here. Here is the list of the values: "50|55|60|65|70|77.5|85|92.5|100|110|125|150|175|200|250|300|400|500".

BOL Description – Makes the Bill of Lading (BOL) description field uppercased, and limits to 30 characters. If blank, no change occurs to the item's BOL description field.

Harmonized Tariff Code – Enter the Harmonized Tariff Code for specified item(s). Harmonized Tariff Code field uppercased, and limits to 15 characters. If blank, no change occurs to the item's Harmonized Tariff Code field.

Upon clicking the **Proceed** button the IIG Freight Fields by Range Utility Log printing screen is opened allowing the user to print/preview the changes prior to applying them.



Select **Yes** to update the Item Freight additional fields' old values with the desired ones. Open the **IIG Item Freight Additional Fields** screen from **Item Maintenance** to see the updated values.

Appendix A: Clippership Carrier List*

<u>Carrier Code</u>	<u>Carrier Description</u>	
A01	Airborne Express	*For all codes, enter a "C" (minus quotes) in the Service Type field.
A02	Airborne Express Letter	
A03	Airborne Second Day	
A04	Airborne Second Day Letter	
A05	Airborne NAS	
A06	Airborne NAS Letter	
A07	Airborne Deferred	
A08	Airborne Deferred Letter	
A09	Airborne Express Zone	
A10	Airborne Express Letter Zone	
A11	Airborne Second Day Zone	
A12	Airborne Second Day Letter Zone	
A13	Airborne NAS Zone	
A14	Airborne NAS Letter Zone	
A15	Airborne Deferred Zone	
A16	Airborne Deferred Letter Zone	
B01	BAX Global Overnight	
B02	BAX Global Overnight Letter	
B03	BAX Global Second Day	
B04	BAX Global Deferred	
D01	DHL Worldwide Priority Express (Non-Doc)	
D02	DHL Int'l Document Service (Package)	
D03	DHL Int'l Document Service (Exp-Doc)	
D04	DHL USA Overnight (Package)	
D05	DHL USA Overnight (Exp-Doc)	
F01	FedEx Priority Overnight	
F02	FedEx Priority Overnight Letter	
F03	FedEx Priority Overnight Pak	
F04	FedEx Priority Overnight Box	
F05	FedEx Priority Overnight Tube	
F06	FedEx Standard Overnight	
F07	FedEx Standard Overnight Letter	
F08	FedEx Standard Overnight Pak	
F09	FedEx Standard Overnight Box	
F10	FedEx Standard Overnight Tube	
F11	FedEx 2 Day	
F14	FedEx Express Saver	
F15	FedEx Overnight Freight (1 Day)	
F16	FedEx Economy 2 Day Freight (2 Day)	
F17	FedEx ES Distance Based Freight (3 Day)	
F18	FedEx First Overnight	
F19	FedEx First Overnight Letter	
F20	FedEx 2 Day Letter	
F21	FedEx 2 Day Pak	
F60	FedEx International First Letter	
F61	FedEx International First Pak	
F62	FedEx International First	
F63	FedEx International Priority Letter	

Carrier Code**Carrier Description**

F64	FedEx International Priority Pak	*For all codes, enter a "C"
F65	FedEx International Priority	(minus quotes) in the Service
F69	FedEx International Economy	Type field.
F71	FedEx International Priority 10KG Box	
F72	FedEx International Priority 25KG Box	
P01	USPS First Class Regular	
P02	USPS First Class Presort	
P03	USPS First Class Priority	
P04	USPS Express (PO to Address)	
P05	USPS First Class Priority Flat Rate	
P06	USPS Express (PO to Address) Flat Rate	
P32	USPS Standard A Bulk	
P41	USPS Standard B Machinable	
P42	USPS Standard B Non-Machinable	
P43	USPS Standard B Intra-BMC	
P44	USPS Standard B Destination BMC	
P45	USPS Standard B Special	
P46	USPS Standard B Library Rate	
P47	USPS Bound Printed Matter (single)	
P48	USPS Bound Printed Matter (bulk)	
P60	USPS International Air Letter	
P61	USPS International Air Small Packet	
P62	USPS International Air Printed Matter	
P63	USPS International Air Parcel Post	
P64	USPS International Air Books/Music	
P65	USPS International Air Periodicals	
P66	USPS International Air Prnt. Mtr. M-Bag	
P67	USPS International Air Bks/Music M-Bag	
P68	USPS International Air Periodicals M-Bag	
P69	USPS International Surf Small Packet	
P70	USPS International Surf Printed Matter	
P71	USPS International Surf Parcel Post	
P72	USPS International Surf Books/Music	
P73	USPS International Surf Periodicals	
P74	USPS International Surf Prnt. Mtr. M-Bag	
P75	USPS International Surf Bks/Music M-Bag	
P76	USPS International Surf Periodical M-Bag	
P77	USPS International Custom Express	
P78	USPS International Demand Express	
P79	USPS International Global Priority Std	
P80	USPS International Global Priority Small	
P81	USPS International Global Priority Large	
R01	RPS Prepaid Air	
R02	RPS Prepaid Ground	
R04	RPS Prepaid Canada	
R06	RPS Collect Air	
R07	RPS Collect Ground	
R09	RPS Collect Canada	

Carrier Code**Carrier Description**

R13	RPS Prepaid Ground Mexico	*For all codes, enter a "C"
R17	RPS Multiweight Ground	(minus quotes) in the Service
R18	RPS Multiweight Air	Type field
R19	RPS Prepaid Europe	
R20	RPS Multiweight Europe	
R21	RPS Multiweight Mexico	
R22	RPS Prepaid 3-Day	
R23	RPS Collect 3-Day	
R24	RPS Multiweight 3-Day	
S01	Shipped With Other Goods (post shipment)	
S02	Shipped With Other Goods (pre shipment)	
U01	UPS Next Day Air	
U02	UPS Next Day Air Letter	
U07	UPS 2nd Day Air	
U08	UPS 2nd Day Air Letter	
U11	UPS Ground	
U16	UPS GroundSaver	
U20	UPS Hundredweight Ground	
U21	UPS 3 Day Select	
U24	UPS Hundredweight 3 Day Select	
U25	UPS Hundredweight 2nd Day Air	
U26	UPS Hundredweight Next Day Air	
U35	UPS 2nd Day Air A.M.	
U36	UPS 2nd Day Air Letter A.M.	
U43	UPS Next Day Air Saver	
U44	UPS Next Day Air Saver Letter	
U45	UPS Hundredweight 2nd Day Air A.M.	
U46	UPS Hundredweight Next Day Air Saver	
U48	UPS Shipment Standard Service to Can	
U49	UPS Shipment Express Service Intl	
U54	UPS Shipment Expedited Service Intl	
U60	UPS Early A.M.	
U61	UPS Early A.M. Letter	
U63	UPS Shipment Express Plus Service Intl	
U64	UPS Express Service Intl 10KG Box	
U65	UPS Express Service Intl 25KG Box	
U66	UPS Express Plus Service Intl 10KG Box	
U67	UPS Express Plus Service Intl 25KG Box	
U68	UPS Express Service Intl Letter	
U69	UPS Express Plus Service Intl Letter	

Appendix B: Malvern Carrier Setup

Note: You must purchase and configure each carrier code that you will be using. Do not set up codes that you have not purchased as the Malvern server will reject the transaction.

Carrier Codes

Carrier	Code
DHL International	DHL
DHL Globmail	GBM
Eastern Connection	ENC
FedEx	FDX
FedEx SmartPost	FSP
Golden State Overnight	GSO
Landmark	LDM
Lasership	LSR
Lone Star Overnight	LSO
Less Than Truckload	LTL
Newgistics	NGS
Norco Delivery	NOR
OnTrac	CON
SpeeDee Delivery	SPE
United Parcel Service	UPS
UPS Mail Innovations	UMI
US Postal Service	USP

Domestic Service Level Codes

Carrier	Code	Description
DHL	EXP	DHL Express
	NAS	DHL Next Day Afternoon
	SDS	DHL 2nd Day Air
	GDS	DHL Ground
FDX	FOV	FedEx First Overnight
	PRT	FedEx Priority Overnight
	STD	FedEx Standard Overnight
	ECO	FedEx Economy
	XSV	FedEx Express Saver
	GND	FedEx Ground
	HOM	FedEx Home Delivery
	➤	Express Freight Services

FDX	FRO	FedEx 1Day Freight	
	FRE	FedEx 2Day Freight	
	FRX	FedEx 3Day Freight	
	FRZ	FedEx Economy Freight	
	FFO	First Overnight Freight	
	FFP	Freight Priority	
	FFE	Freight Economy	
FSP	PPT	Parcel	
	STD	Standard A	
	BPM	Bound Printed Matter	
GSO	MED	Media Mail	
	PDS	Priority Delivery Service	
	EPA	Early Priority Service	
	NPS	Noon Priority Service	
	SDS	Saturday Delivery Service	
	ESS	Early Saturday Service	
LDM	CPS	California Parcel Service	
	STD	Standard	
	EXP	Express	
LSR	GND	Ground	
LSO	PRE	Priority Early	
	PRB	Priority Basic	
	PRS	Priority Saturday	
	ECO	Economy Overnight	
	GND	Deferred End of Day	
	LTL	GND	LTL/TL Ground. LTL carriers require the SCAC code.
	NGS	PPS	Parcel Select
STD		Standard	
NOR	NDO	Next Day Overnight	
	EON	Early Overnight	
	MON	Morning Overnight	
	SON	Saturday Overnight	
	OON	One Overnight	
	NDR	Next Day Remote	
	2DR	2 nd Day Remote	
CON	CTS	CalTrac Service	
	GDS	Sunrise Gold Service	
	SRS	Sunrise Service	
	HVW	Heavyweight	
SPE	GND	SpeeDee Ground	
UPS	EAM	UPS Next Day Early A.M.	
	1DY	UPS Next Day Air	
	1SV	UPS Next Day Saver	
	2AM	UPS 2nd Day Air Early AM	
	2DY	UPS 2nd Day Air	
	3DY	UPS 3-Day Select	

UPS	GND	UPS Ground
	SPS	UPS SurePost
	SPM	UPS SurePost Media
	SPB	UPS SurePost BPM
UMI	PCS	Parcels
	FLT	Flats
	BPM	Bound Printed Matter
	MED	Media Mail.
USP	1CL	First Class Mail
	BPM	Bound Printed Matter
	EXP	Express Mail
	LIB	Library
	MED	Media Mail
	PRT	Priority Mail

International Service Level Codes

Carrier	Code	Description
DHL	IXP	DHL International Express
FDX	PRT	FedEx Priority Overnight
	ECO	FedEx 2-Day
	GND	FedEx Ground (to Canada)
		➤ Expedited Freight services
GBM	FRY	FedEx Priority Freight
	FRZ	FedEx Economy Freight
	BPR	Business Priority
	BST	Business Standard
	PPR	Parcel Priority
	PST	Parcel Standard
	PTR	Parcel Direct
	PDE	Parcel Direct Express
	PKT	Packet Plus
	PKP	Packet Priority
	PKS	Packet Standard
LDM	STD	Standard
	EXP	Express (Canada only)
UMI	GPM	Priority Mail International
	AML	Economy International
UPS	STD	UPS Standard to Canada
	STM	UPS Standard to Mexico
	XPD	UPS Worldwide Expedited
	XPS	UPS Worldwide Saver

UPS	XPR	UPS Worldwide Express
	XPP	UPS Worldwide Express Plus
USP	GGN	Global Express Guaranteed
	EXP	Express Mail International
	GPM	Priority Mail International
	AML	First-Class Mail International


*** see Malvern Manual 3.11, pages 58-59 **

Appendix C: Setting Up Thermal Label Printers

UNC Method

Where the thermal printer is run from a print server or is an IP based printer, you can use the UNC path to print to the thermal printer. To use this, obtain the UNC share from your network administrator of the printer. It must be shared with full rights to the users authorized to access this printer resource. If the printer is connected to the shipping workstation it must be shared with full rights for any user.

Steps to set up:

1. Install the Thermal Label printer using the device driver provided by the manufacturer.
2. Share this printer. We recommend that you change the share name to remove spaces and shorten. Good: *eltron_lp2844*. Bad: *Eltron LP2844 on Shipping 2*.
3. From the workstation that will be the shipping station select the [Shipping Terminal Maintenance](#) from the Sales Order Setup menu.
4. Click on the  button to load the current terminal ID.
5. Enter the description, location, scale port (if used), auto increment, and ship from warehouse information.
6. Check Print TAWB, set the label format code.
7. Enter the printer UNC share for the TWB printer.
8. Enter the printer UNC for the doc printer if Malvern will be printing international documentation. This will be shared laser printer that Malvern should have access to.

Typical shares: \\192.168.1.201\eltron_lp2844
 \\workstationshare\printer_sharename

IIG Shipping Terminal Maintenance (ABC) 12/28/2014

Terminal ID: T101

Description: Shipping station 1

Terminal Data

Location: Small Parcel Dock

Scale Port: USB

Auto Increment Quantity?

Ship From Whse: 001

Printer Data

Print TAWB? Label Format Type Code: 199

TWB Printer: \\BOBLAPTOPM6700\Eltron_LP2844

Doc Printer:

Accept Cancel Delete

Note: Due to the steadily increasing Windows security updates, this can fail without warning. Windows does a silent share disconnect that can lead to the UNC share failing with an error 15. Below are links related to this issue.

<http://blogs.msdn.com/b/oldnewthing/archive/2011/02/23/10132889.aspx>


<http://support.microsoft.com/default.aspx?scid=kb:en-us:Q297684>

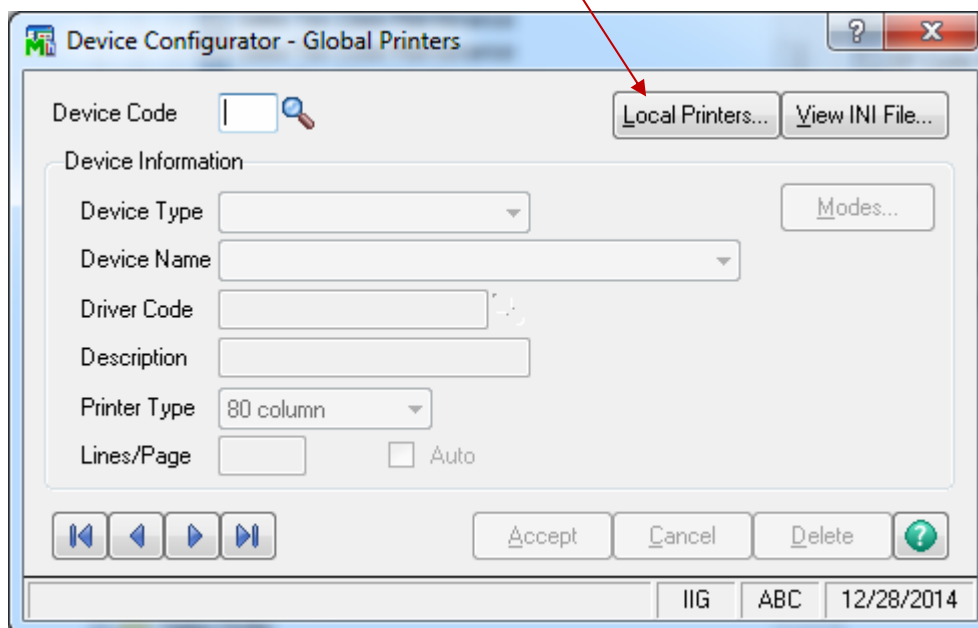
<http://technet.microsoft.com/library/Cc960471>

Device Configurator Method

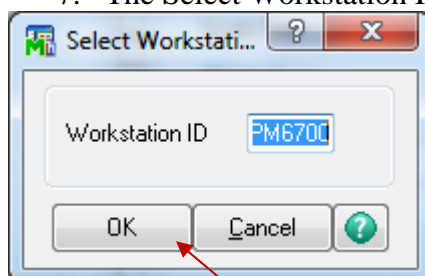
This is the recommended method to reliably configure the thermal label printer for the shipping station, particularly if the printer is directly connected to the shipping station.

Steps to set up:

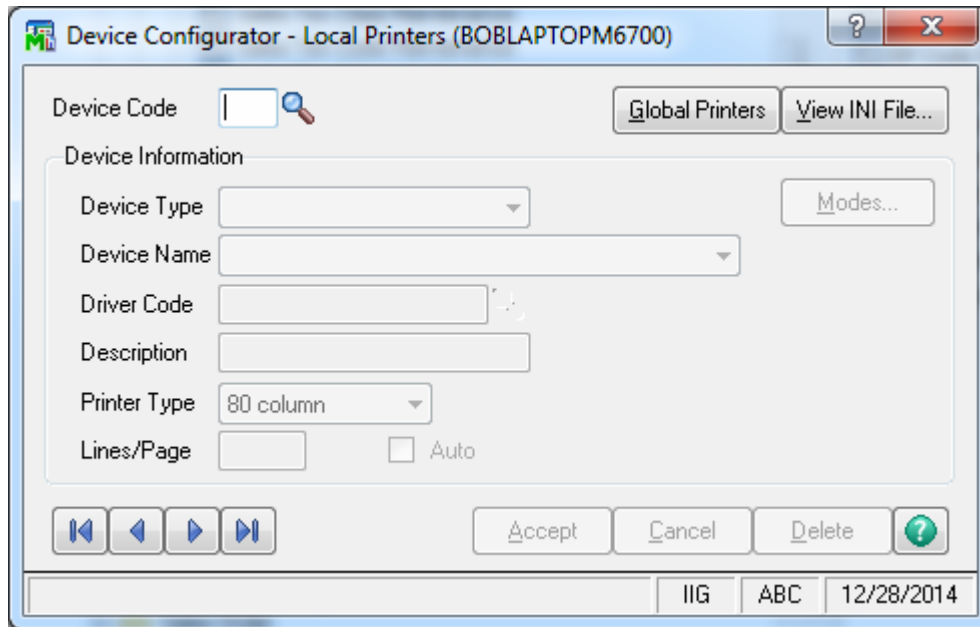
1. From the workstation that will be the shipping station select the [Shipping Terminal Maintenance](#) from the Sales Order Setup menu.
2. Click on the  button to load the current terminal ID.
3. Enter the description, location, scale port (if used), auto increment, and ship from warehouse information.
4. Check Print TAWB, set the label format code.
5. Leave this dialog open and select the Device Configurator from the Library Master Setup menu.
6. Click on the Local Printers button.



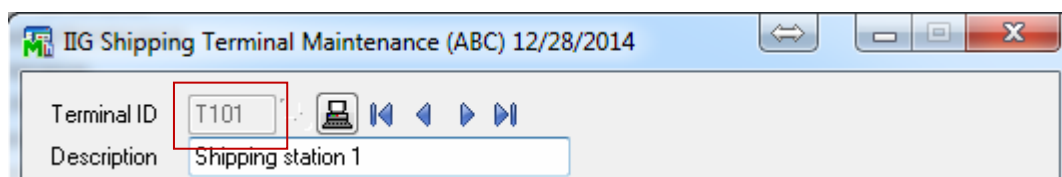
7. The Select Workstation ID will display.



8. Click OK.



9. Refer back to the IIG Shipping Terminal Maintenance screen for the terminal ID.



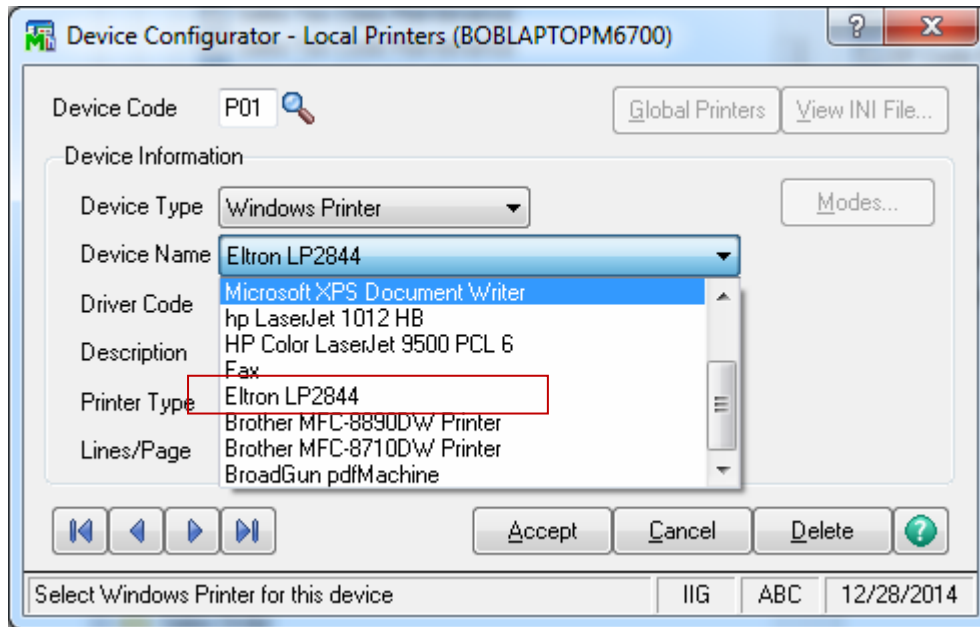
10. We normally recommend that you would build the printer ID using the last two digits of the terminal ID. In this example we would use P01 as the new printer ID. However, due to some of the vagaries on how Sage assigns terminal IDs, you will need to adjust under certain circumstances. Printer IDs must be unique in the system if they are not a share global resource. So for the following terminal IDs use the following printer IDs:

- a. T101-T199 – P01-P99
- b. T201-T299 – PA1-PA9
- c. T301-T399 – PB1-PB9
- d. T401-T445 – PC1-PC9

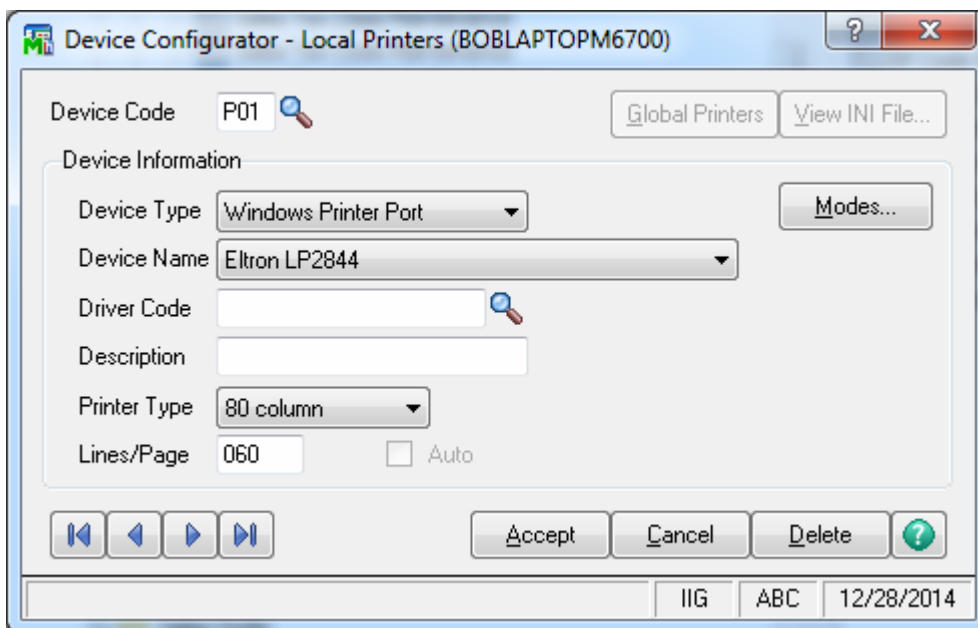
11. Enter the selected printer ID in the Device Code field.

12. In the Device Type, select *Windows Printer Port* in the drop down list.

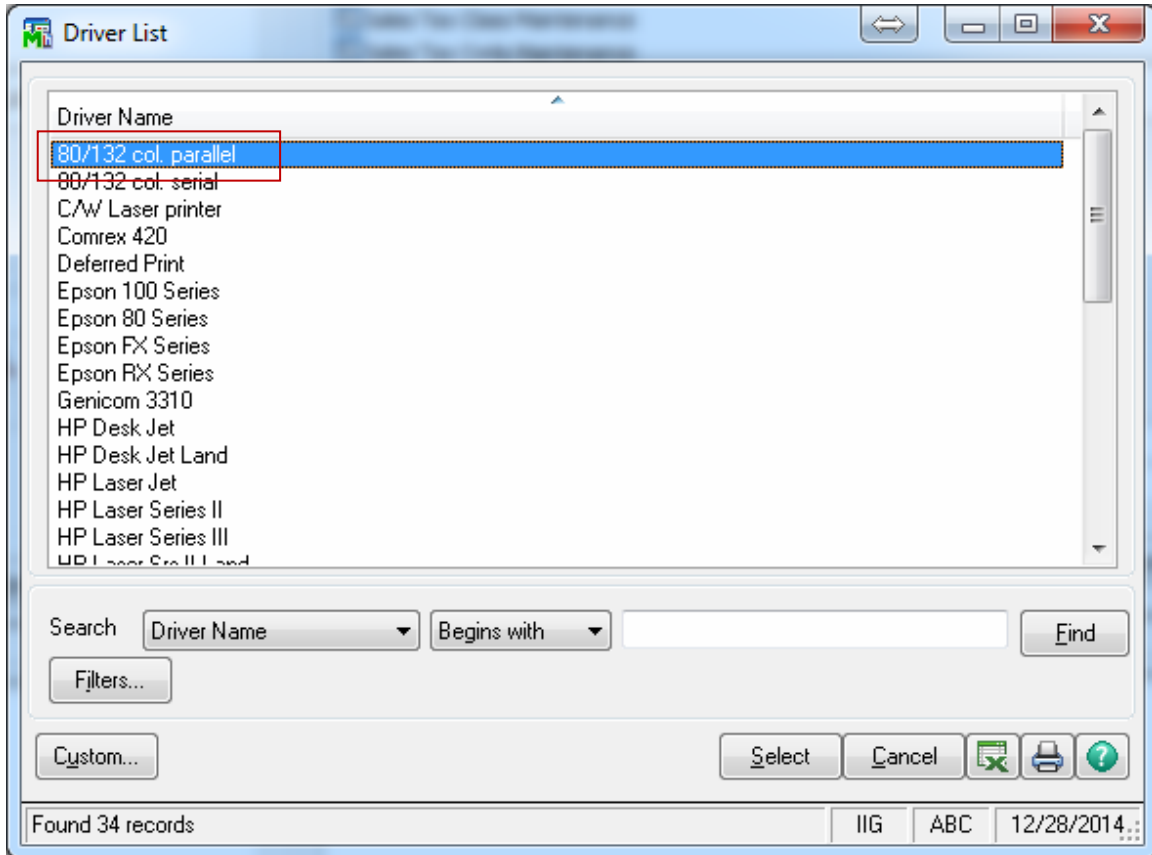
13. In the Device Name drop list you should be able to see the thermal label printer installed.



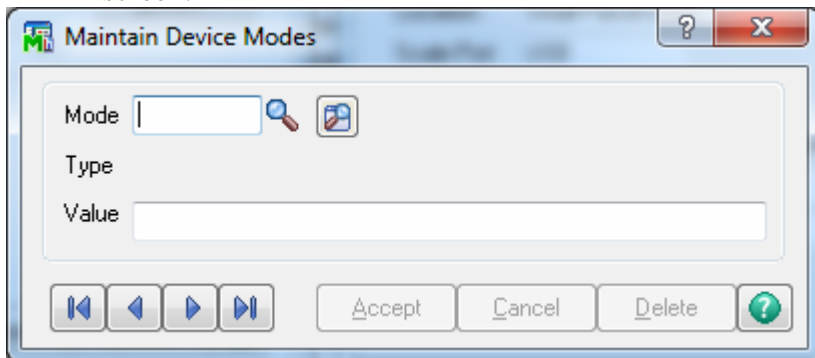
14. Select the printer. In this case it will be the *Eltron LP2844*.






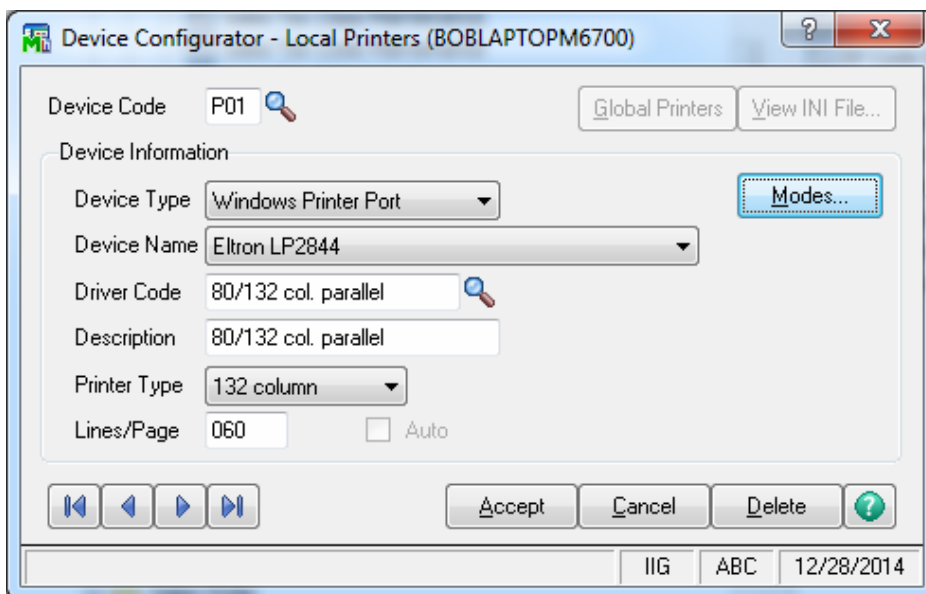
15. Using the Driver code lookup, select *80/132 col parallel*.




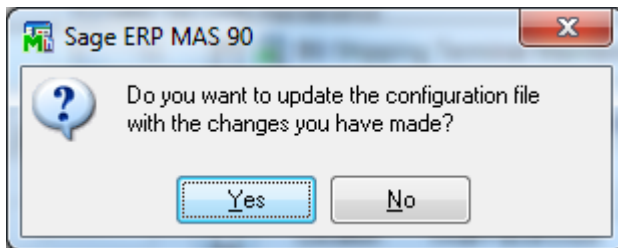
16. Leave the **Description** field as is.
17. Change the **Printer Type** to *132 Column*.
18. Leave the **Lines/Page** at *060*.
19. Click on the **Modes...** button which will open the **Maintain Device Modes** screen.



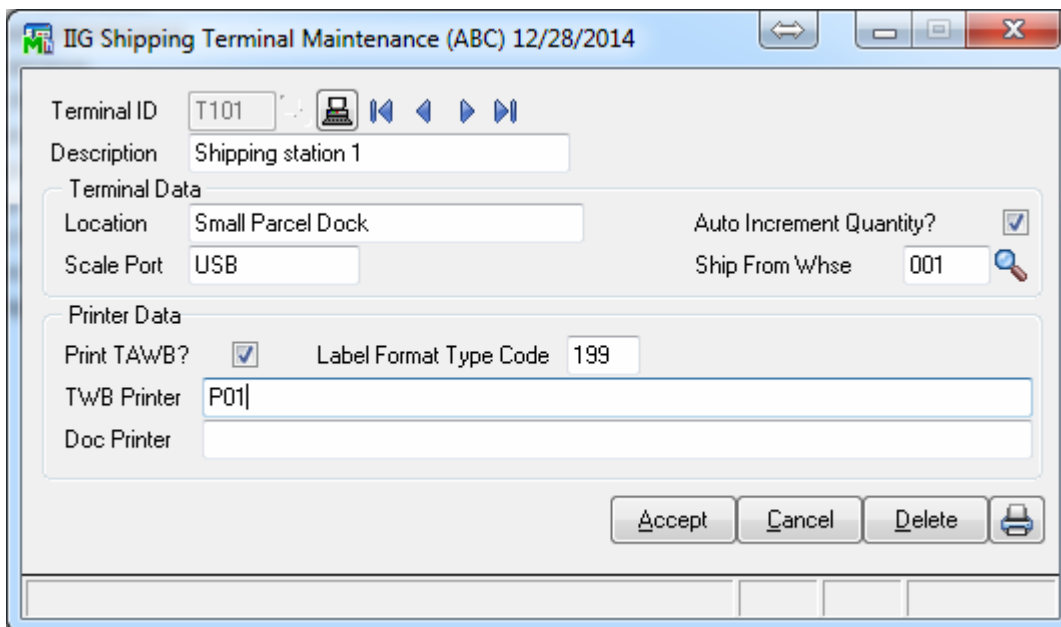
20. Use the lookup  or the beginning button  to select the *CP* record. From this record make the following changes by stepping through each record.
 - a. *CP* – change the **Value** field to *20* and click **Accept**. Go to the next record.
 - b. *CPCOLS* – Leave at *255*. Skip to the next record.
 - c. *CR* – No change. Skip to the next record.
 - d. *SP* – Change the **Value** field to *20* and click **Accept**. Go to the next record.
 - e. *SPCOLS* – Change the **Value** field to *255* and click **Accept**.
 - f. Click the  button to close this dialog.
21. The Device Configurator screen should look similar to this:



22. Click **Accept** to write the printer configurator record. The program will switch back into the Global printer mode.
23. Click on the  to exit this screen. The program will display this message:



24. Click **Yes** to update the configuration screen.
25. Switch back over to the IIG Terminal Maintenance screen.
26. Enter the printer ID you just created. In this example it is P01.



27. Click **Accept** and close this screen. The workstation is now configured to use the printer associated with P01.