



# Warehouse Shipping Automation For MAS 90/200

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## Installation Instructions and Cautions

**PLEASE NOTE: MAS 90** must already be installed on your system before installing any IIG enhancement. If not already done, perform your MAS 90 installation and setup now; then allow any updating to be accomplished automatically.

Once MAS 90 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?

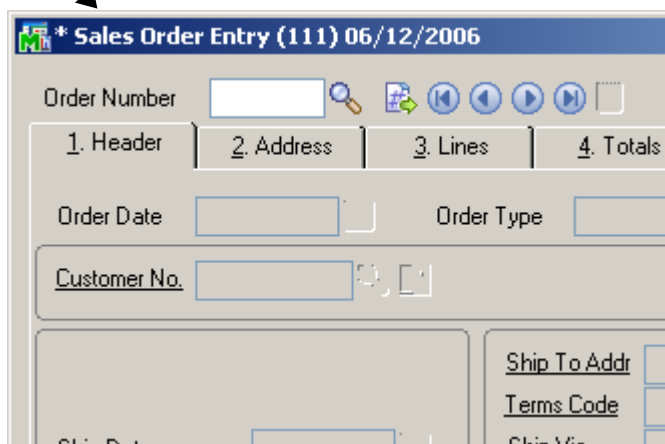
**THIS IS AN IMPORTANT CAUTION:** If you have Custom Office installed, **and** if you have modified any MAS 90 screens, you must run **Customizer Update** after you do an enhancement installation.

**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 MAS 90.

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 Name	4.1	07/19/2004	AAAAAAAAAAAAAAAAA	BBBBB

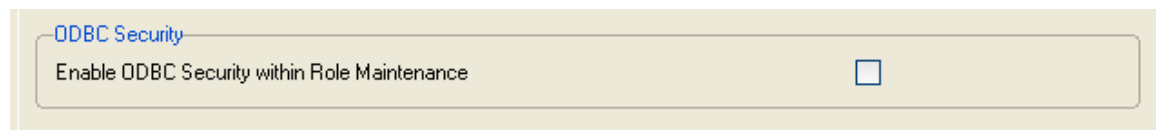
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.



**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 complete, allow the program to automatically perform the 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.

**Sales Order Options (ABC) 10/26/2007**

1. Main | 2. Entry | 3. Line Entry | 4. Forms | 5. Printing | 6. History

**Enable Shipping**

Post Sales to General Ledger by Division: Yes

Post Customer Deposits by Division:

Post Deposits in Detail:

Post Invoice Costs to Job Cost:

**Fiscal Period**

Current Calendar Year: 2007

Current Period: 05

**Integrate with**

General Ledger:

Inventory Management:

Job Cost:

**Default General Ledger Accounts**

Customer Deposits	201-00-00	Customer Deposits
Special Item Sales	400-01-01	Distribution sales - East
Special Item COGS	450-10-00	Cost of Goods Sold
Special Item Purchases	450-01-00	Purchases

Accept Cancel

## Shipping Automation Options

Select **Shipping Automation Options** under the **Sales Order Setup** menu. A message will prompt to start conversion of data files. Click **Yes**. If you select **No**, shipping automation programs will not be available. After clicking **Yes**, the following screen will be displayed:

Billing Options		Integration	
Charge Actual Freight?	<input checked="" type="checkbox"/>	Zero Invoice No Charge?	<input type="checkbox"/>
Charge COD Fee Extra?	<input type="checkbox"/>	Prepaid Freight Allowed?	<input checked="" type="checkbox"/>
Charge Handling Fee?	<input checked="" type="checkbox"/>	\$10.00 Per Parcel?	<input checked="" type="checkbox"/>
Default Declared Value?	<input checked="" type="checkbox"/>	Default Signature Req?	<input checked="" type="checkbox"/>
Export		Other Options	
Export License	403571970134	Require Box Distribution?	<input checked="" type="checkbox"/>
License Expires	9/1/2008	Print Invoice at Manifest?	<input checked="" type="checkbox"/>
Shipper EIN	234898	Turn on Trace Logging?	<input type="checkbox"/>
Collect On Delivery Options		Use Inventory Weights?	<input type="checkbox"/>
C.O.D. Terms Code	01	Close Manifest By Batch	<input checked="" type="checkbox"/>
C.O.D. "Secured Funds" Terms Code	03	Subtract B/D Qty from Qty to Ship?	<input type="checkbox"/>
		Play WAV sound on some ship errors?	<input checked="" type="checkbox"/>

Buttons: Accept, Cancel, Print

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

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.



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 not Charging Actual Freight.

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.*

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.

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

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**.

Enter **A/R Terms Code** for COD and COD "Secured Funds" shipments. These terms specify to the system whether a COD shipment requires cash 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.*

In the **Export** group, you can enter **Export License**, **License Expires**, and **Shipper EIN**.

If the following on-line carrier programs: **CPS** (Computerized Parcel System), **CLIPPERSHIP**, **FedEx PowerShip**, or **Malvern Site Server** are installed, select the corresponding check boxes in the **Shipping Automation Options** screen.

Check the **Close Manifest by Batch** box to be able to close the manifest by the specified 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.

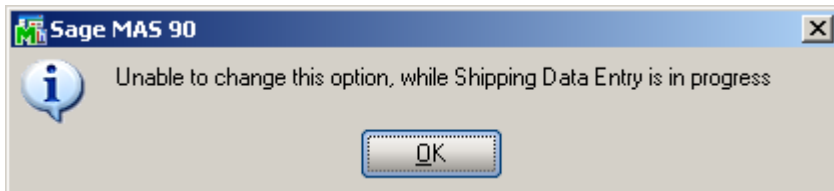
If the **Subtract B/O Qty from Qty to Ship** box is checked, the **Qty to Ship** is displayed instead of the **Ordered Quantity** in the **Lines** tab of the **Shipping Data Entry** program and it is calculated according to the following formula:

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.

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



If the **Play WAV sound on some ship errors** box is checked, WAV file will play if one of the lines has not been completely shipped. 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.*

## 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** should be setup.

The screenshot shows a software window titled "S/O Shipping Terminal Maintenance". At the top, there is a "Terminal ID" field containing "T112" and a "Description" field containing "Terminal GH". Below this, there are two main sections: "Terminal Data" and "Fed Ex Printer Data".

**Terminal Data:**

- Location: GH
- Scale Port: COM2
- Auto Increment Quantity?:

**Fed Ex Printer Data:**

- Print TAWB?:
- Label Format Type Code: [Empty field]
- TWB Printer: [Empty field]
- Doc Printer: [Empty field]

At the bottom of the window, there are four buttons: "Accept", "Cancel", "Delete", and a printer icon.

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

Enter **Description** of the terminal.

Enter **Location** of the terminal.

The **Scale Port** is the ID number of the communication port to which the weight scale will be connected.

***Note:** The selected communication port will be used for reading the scale, when **CPS** is not installed. Currently, only Weightronix scales are supported.*

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

**Note:** The following group of fields will only appear when the **FedEx Powership Installed** box is checked in **IIG Shipping Automation Options**.

**TWB Printer** is the FedEx Label printer UNC share path for the FedEx Shipmanager Server 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 20 characters total.

## FedEx Interface Maintenance

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

Warehouse Number   EAST WAREHOUSE

**Shipper Address**

Name

Address

ZIP Code

City  State

Country   United States of America

Telephone

Contact

**Shipper Account Data**

Company Meter Used?

Company Meter Number

Currency Code

Shipper Account Number

Master Meter Number

Release Auth. No.

Next Bundle Number

**Site Server Data**

Use FedEx Printers?

Server IP Address

Powership Port Number

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

Enter a **Shipper Address**, **Telephone** number, and **Contact** person for each location. This information will appear on the shipping label.

Clicking the **COD Return Address** button opens the **FedEx COD Return Address** screen, where you can enter the COD Return Address information.

The screenshot shows a software window titled "FedEx COD Return Address". At the top, there is a "Warehouse Number" field containing "001" and the text "EAST WAREHOUSE". Below this is a section titled "Shipper COD Address Data" which contains several input fields: "Name", "Address", "ZIP Code", "City", "State", "Country" (with a dropdown menu showing "United States of America"), "Telephone", and "Contact". A button labeled "Copy Shipper Address to COD Address" is overlaid on the "Address" field. At the bottom right of the window are "OK" and "Clear" buttons.

In this screen, you can use the **Copy Shipper Address to COD Address** button, to use the same address.

The **Currency Code** is used for International shipping.

The **Shipper Account Number** and **Master Meter Number** are assigned by Federal Express.

Enter the **Release Auth. No. (Release Authorization Number)**, which will allow your shipments to be delivered without an adult signature. You must have a signed release on file with Federal Express.

Check the **Use FedEx Printers?** to enable the FedEx server to print directly to the shipping workstation label printer. The label printer is set up in the **Shipping Terminal Maintenance**. It is recommended that the path assignments be as short as possible (maximum: 20 characters).

The **Server IP Address** is to be assigned by your company's System Administrator. This is the IP Address of the FedEx Powership server.

The **Powership Port Number** is assigned by Federal Express. This identifies the TCP/IP port on the FedEx Powership server (usually 2000).

**IIG Carrier Maintenance**

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

The screenshot shows the 'IIG Carrier Interface Maintenance' window. At the top, 'Shipping Code' is 'UPS BLUE' and 'Description' is 'UPS 2ND DAY AIR'. The main area contains several fields and checkboxes:

Shipping Interface	CPS	SCAC Code	U07
Carrier Code/Smart Zone	@@15	SCAC Carrier Description	UPS 2nd Day Air
Service Type	UPS	Default Billing Option	Shipper
Small Parcel Carrier?	<input type="checkbox"/>	Bill of Lading Required?	<input type="checkbox"/>
Print MAS90 COD Tags?	<input checked="" type="checkbox"/>	Rate by Value on BOL?	<input type="checkbox"/>
One COD Fee per Order?	<input checked="" type="checkbox"/>	Auto Calculate Prepaid Frit?	<input checked="" type="checkbox"/>
Signature Required?	<input checked="" type="checkbox"/>	Send Email Address?	<input type="checkbox"/>
International Shipment?	<input type="checkbox"/>	Commercial Invoice?	<input type="checkbox"/>
No HazMat?	<input checked="" type="checkbox"/>	DocumentsOnly?	<input type="checkbox"/>
Mark Up %	.00	NMFC LTL Carrier?	<input type="checkbox"/>
		Next Carrier Number	0000000001
		Prepaid Freight at:	\$100.00
		SED Required?	<input type="checkbox"/>

Buttons at the bottom: Accept, Cancel, Delete, Print, Help.

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.

IIG Bill of Lading Options

Select the **IIG Bill of Lading Options** program under the **Sales Order Setup** menu.

**IIG Shipping Bill of Lading Options**

**Bill of Lading**

Company has UCC Code?  Company UCC Code 044068

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 0000001

Next Master Bill of Lading Number 0000001

Default FOB Point Destination

Load data from Orders

**Default Ship From**

Default Warehouse 000 CENTRAL WAREHOUSE

Ship-From Address Name ABC CENTRAL WAREHOUSE

Address 1101 W. MAC ARTHUR BLVD.

Address COSTA MESA, CA 92626

Accept Cancel



### 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.

The screenshot shows a software dialog box titled "IIG Box Dimension Code Maintenance". It features several input fields and checkboxes. The "Box Dimension Code" is set to "001" and the description is "Standard". Dimensions are set to Box Height: 12.00, Box Length: 18.00, and Box Width: 6.00. The Weight Factor is 1.500, Bill of Lading Description is CTN, and UPS Box Type Code is 02. Both "Metric Dimensions?" and "Additional Handling?" are checked. The dialog includes navigation buttons, "Accept", "Cancel", "Delete", and a printer icon. The status bar at the bottom displays "Enter weight factor to add for weight calculations.", "IIG", "ABC", and "10/26/2007".

For each **Box Dimension Code**, enter a description, box dimensions, and, if applicable, a **Weight Factor** (used to account for the weight of pallets). 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.

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

The **UPS Box Type Code** is set for UPS identification.

Item Freight in the Inventory Maintenance

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

The screenshot shows the 'Inventory Maintenance' window for item 1001-HON-H252. The interface includes a navigation bar with tabs for Main, Options, Transactions, Inquiry, and Cost Detail. The main area contains various fields for item information, including Product Line (WF&A), Product Type (Finished Good), Valuation (FIFO), Price Code (STD), Procurement (Buy), Primary Vendor (01-CONT), Weight (35), Volume (.0000), Standard U/M (EACH), Purchase U/M (EACH), Sales U/M (EACH), Default Whse (000), Inventory Cycle (B), Internet Enabled (checked), Warranty Code (30 DAY), Last Rcpt (05/01/2003), Last Sold (10/11/2007), Retail Price (84.000), Std Price (84.000), Std Cost (32.750), and Avg Cost (34.250). A 'Last Costs' table shows Total (34.250), Item (34.250), and Allocated (.000). The 'IIG Freight' button is highlighted in yellow.

Last Costs	
Total	34.250
Item	34.250
Allocated	.000

Retail Price	84.000	Std Cost	32.750
Std Price	84.000	Avg Cost	34.250

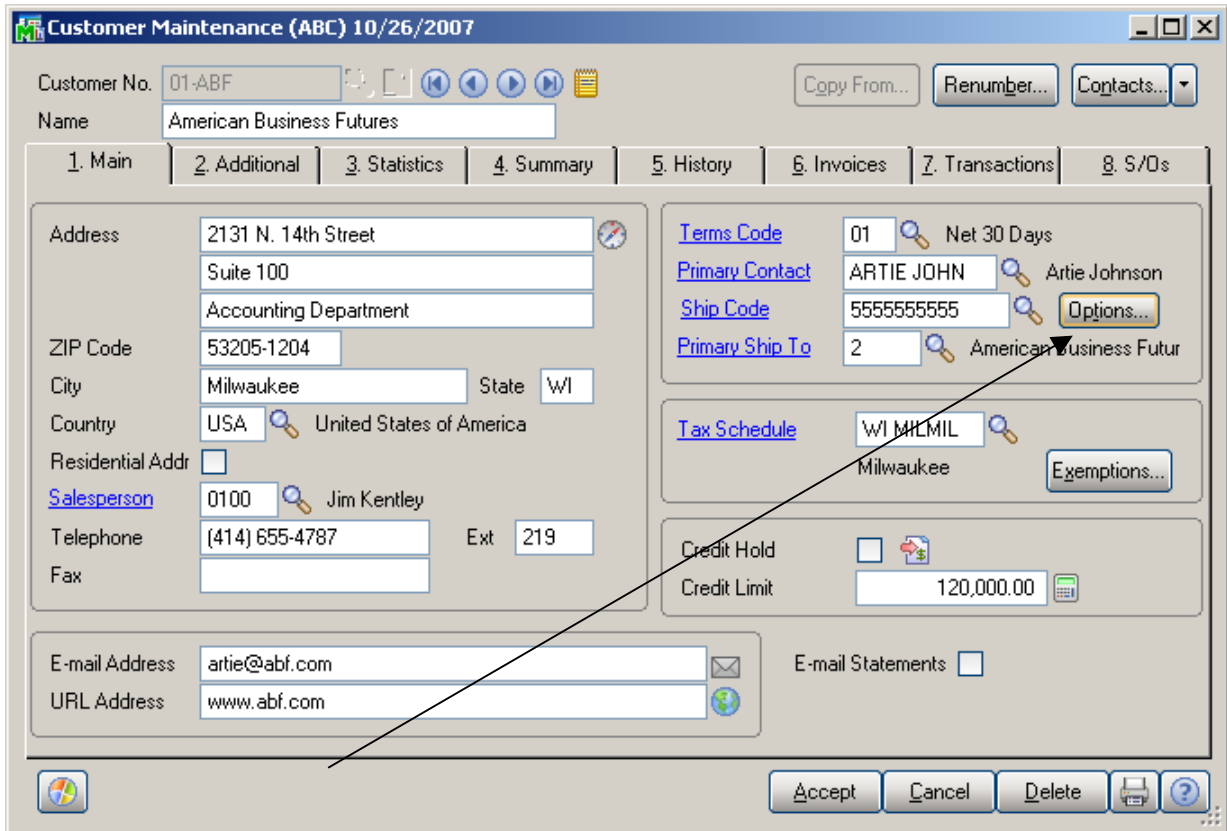
Click the **IIG Freight** button.

The following **Item Freight Additional Fields** screen is displayed:

Item Number	1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	
<b>Freight Class</b>			
NMFC Code	2	BOL Description	
Sub Class	2		
<b>HAZMAT</b>			
Packing Group	None	HM Exemption No	
UN/NA Code		HM Shipping Name	
HM Class		Emergency Contact	
HM Division		Contact Phone	
Cargo Aircraft Only?	<input checked="" type="checkbox"/>		
<b>Export Data</b>			
Country of Origin	USA	United States of America	
Commodity Code		NAFTA Producer Code	No
Tariff Code		NAFTA CO Preference Criterion Code	
ECCN		NAFTA Certificate of Origin Net Cost?	<input type="checkbox"/>
SED Sched B Code		Comm Inv Prod Desc 1	
		Comm Inv Prod Desc 2	

Shipping Options in Customer Maintenance

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



Click the **Options** button to specify the shipping options in the **IIG Special Shipping Options** screen:

**IIG Special Shipping Options**

Ship Via: UPS BLUE    UPS 2ND DAY AIR

**Delivery Options**

Billing Option: Recipient (dropdown menu open showing: Shipper, Recipient, Third Party Payor, Consignee, Freight Collect)

Prepaid Freight?

**Payor Account Data**

Payor Account: 11111111

Payor Name: Avnet Processing Corp

Address: Powers Building  
3361 W. Kenosha  
Suite 100

ZIP Code: 53120    State: WI

City: East Troy

Payor Phone: (414) 225-2635

Are Parties Related? (Consignee)

Cancel    OK

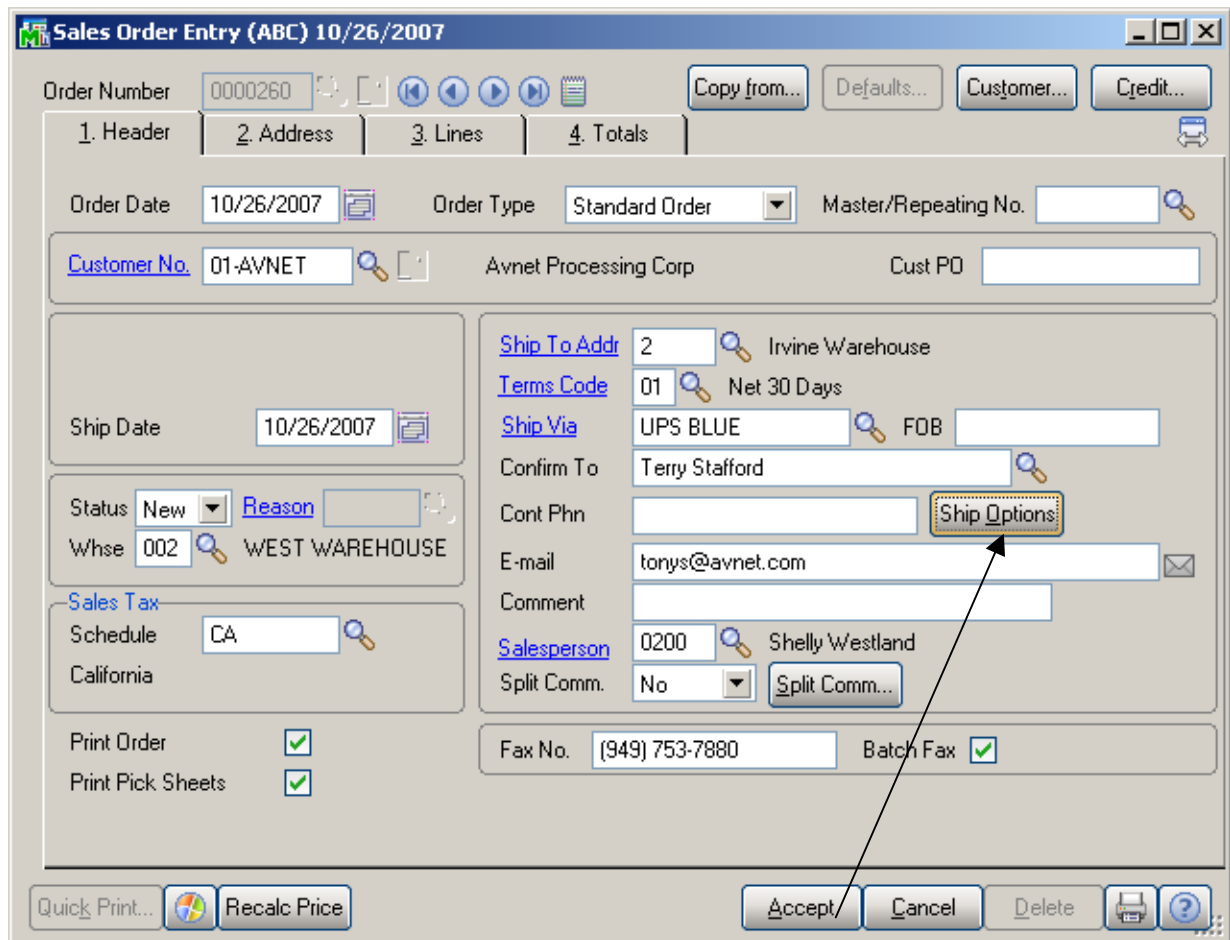
Select the **Billing Option**. Choose from the following options:  
Shipper, Recipient, Third Party, Consignee or Freight collect.

For all the selections except for Shipper, enter **Payor Account Data**.

## Shipping Automation Activity

### Shipping Options in 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.



**Ship Options**

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

Depending on what was selected in 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 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.

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.

Select the **Billing Option** from the drop-down list. Choose from the following options: Shipper, Recipient, Third Party, Consignee or Freight Collect. For all the selections except for Shipper, enter **Payor Account Data**.

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.



## Shipping Data Entry

To start shipping, you must first open a manifest in either of the **IIG/Best Shipping/Manifesting** or **IIG Manifest Processing** programs.

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

Shipping Data Entry (ABC) 11/9/2007

Shipper ID 1 Ship Date 11/9/2007 Order No. 0000269 Batch No. 00041  
 Shipping No. 0100278 Ship Status New SO Created By IIG  
 Customer Number 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	58.00	58.00	.00	

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

Quick Print Auto Increment  Accept Cancel Delete Cases...

Select the **Shipper ID** and **Order Number** to be shipped.

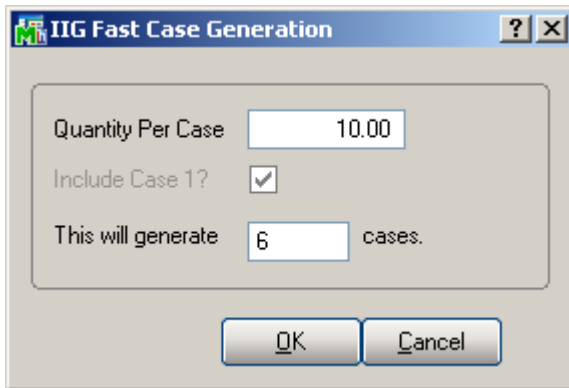
The program loads all the lines of the order.

The **Current Package** field displays the current package number, where everything is shipped. To change the current package, click the **Next Package No.** button. The items will be shipped 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):



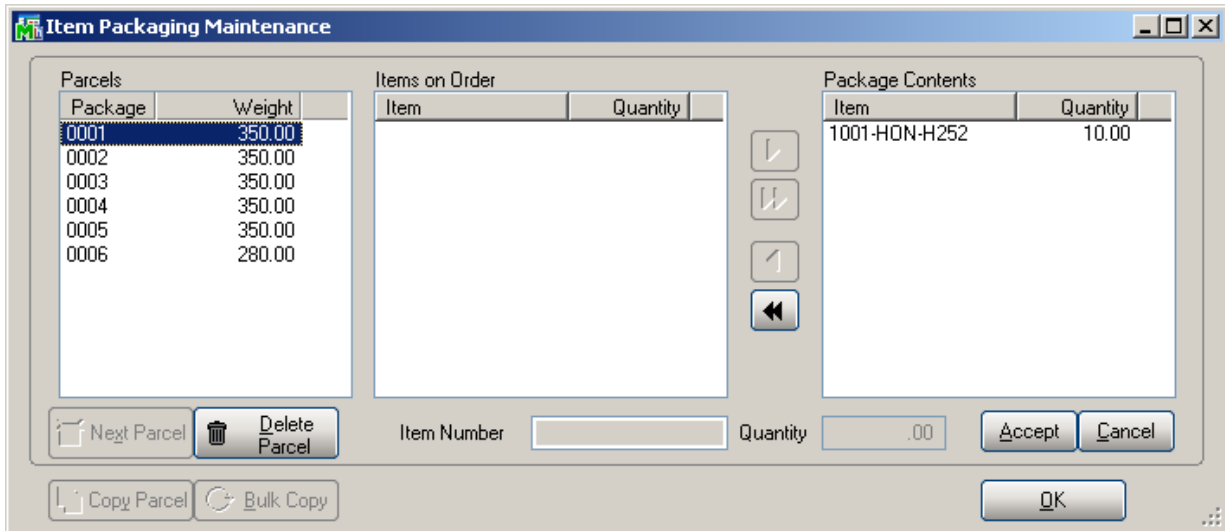
Enter the **Quantity Per Case**, which will calculate how many cases will be **generated** for the **Quantity Shipped**. If the Quantity Shipped is not a multiple of the Quantity Per Case, the quantity remaining after distributing to complete cases will be placed in a separate case (which will remain incomplete).

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

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



(In our example, each of the generated cases includes 10 units of the item. The last one has the remaining from the division quantity of 8.)

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. Moving all items from **Package Contents** for that parcel results in the parcel being deleted.

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:

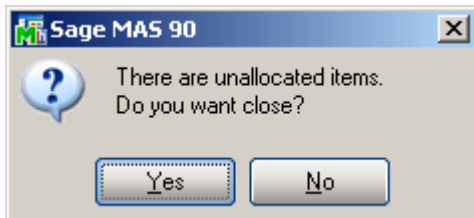
There are three items, each with a quantity of 5, and, of the three items, one item has only a quantity of three remaining to allocate; then pressing the **Copy Parcel** button will generate a new parcel with two items with a quantity of 5 allocated, the third item with 3 allocated, and the fully allocated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

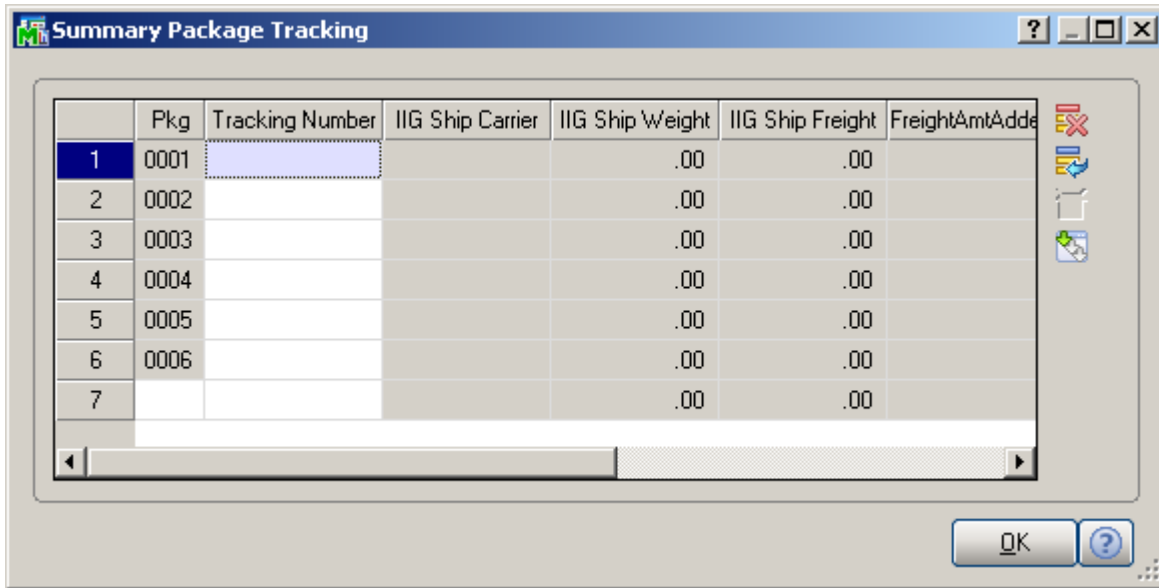
The **OK** button accepts and closes the dialog. A warning message will be displayed if there are unallocated items in the **Items on Order** list box, which will allow return to allocating boxes.



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

Clicking the **Item Packaging** button allows maintaining the item packaging.

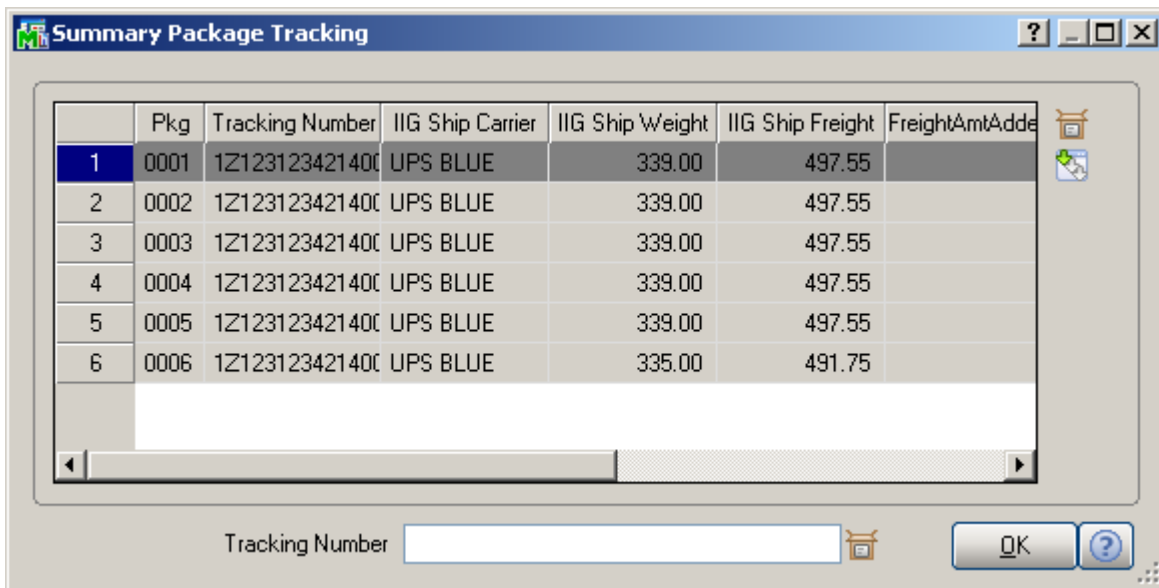
Click the **Tracking...** button to view the **Summary Package Tracking Maintenance** screen.



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 accepting the Shipping. Select the shipping again, and click the **Tracking...** button:



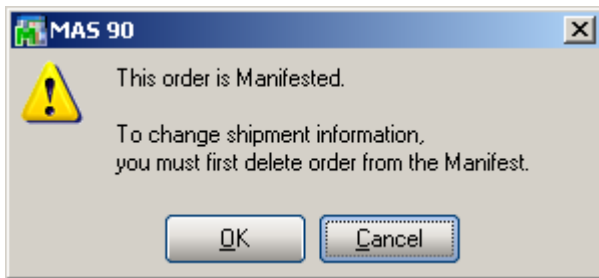
When a Shipping Data Entry is accepted, an invoice is generated. The Number of invoice is the same as the Number of Shipping.

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.

Generated invoice cannot be deleted from Invoice Data Entry. The Shipping should be deleted instead (which will delete the invoice, too).

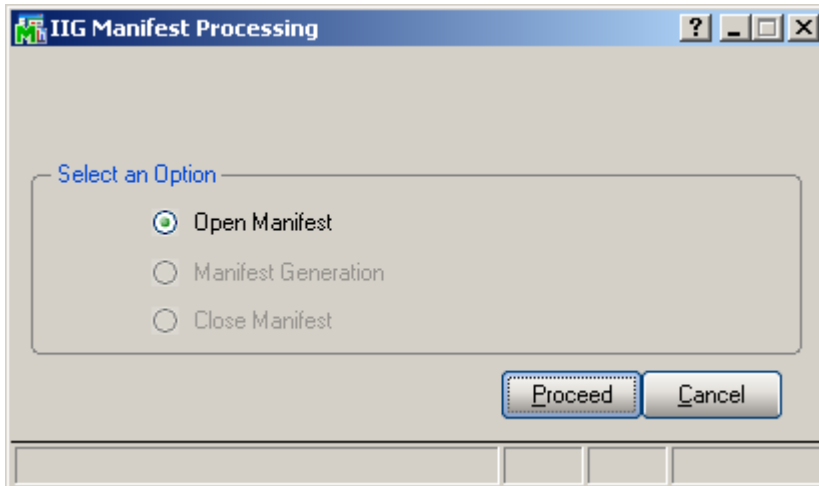
If the order is already manifested, its shipping cannot be opened in the **Shipping Data Entry** program, until the order is removed from the Manifest.



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

## Manifest Processing

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

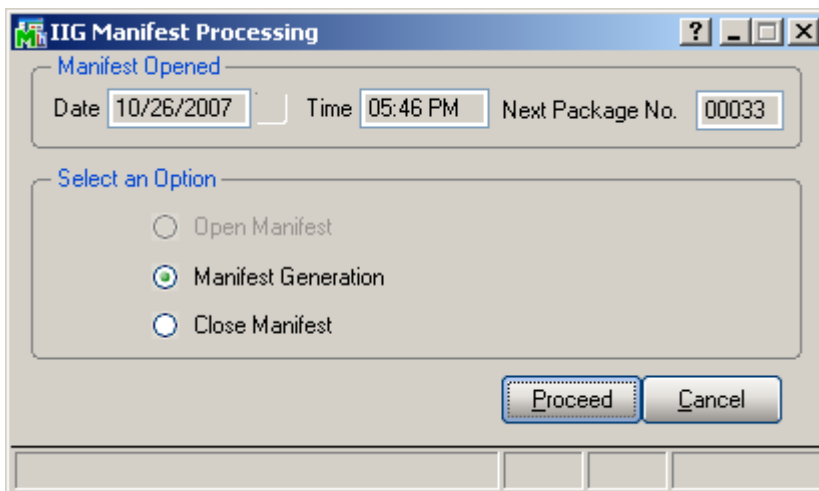


**Manifest Generation/Shipping** allows user to create a **Shipping Data Entry**, and proceed to **Manifest Generation**.

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.

Click the **Proceed** button.



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



**Order Data**

Order Number: 0000269    Customer: 01-ABF American Business Futures

Ship Via: UPS BLUE    UPS 2ND DAY AIR   

Total Parcels: 6    Total Weight: .00   

**Parcels**

Parcel: 1    Ship Weight: 0    Oversize?: No   

Box type:    Insured?     4,384.80    Additional Handling?    

Box Height:    C.O.D.?    

Box Length:    Freight Amount: .00

Box Width:    Package Number: 00027    Tracking ID:

Box	Weight	O/S	A/H	D/W	Freight	Pkg #	Tracking Number

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.

The **Parcel** display-only field displays the selected Parcel number or current next number of the Parcel to be entered.

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

Use the **OK** button to save changes to the selected Parcel, **Undo** to discard them, or **Del** to delete the current Parcel information.

You can facilitate entry of the parcels by clicking the **Load Weights** button.

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

**IIG Bulk Parcel Processing**

**Order Data**

Order Number: 0000269    Customer No.: 01-ABF    American Business Futures

Total Parcels: 6    Ship Via: UPS BLUE    UPS 2ND DAY AIR

Total Weight: 2030    Allocated Wt.: 0

**Parcel Template**

Parcel Weight: 200    Box type: 001    Insured?     730.80

Oversize?: No    Box Height: 012    C.O.D.?     .00

Additional Handling?     Box Length: 018    Number of Cartons to Generate: 0    **Generate**

Box Width: 006    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**.

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

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

You can create parcels for the weight not allocated yet by selecting the **Box Type** 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. The 'Order Data' section contains the following fields: Order Number (0000269), Customer No. (01-ABF), American Business Futures, Total Parcels (6), Ship Via (UPS BLUE), UPS 2ND DAY AIR, Total Weight (2030), and Allocated Wt. (0). The 'Parcel Template' section contains: Parcel Weight (0), Box type (001), Insured? (checked), 730.80, Oversize? (No), Box Height (012), C.O.D.? (unchecked), .00, Additional Handling? (unchecked), Box Length (018), Number of Cartons to Generate (0), Generate, Box Width (006), Total Allocated Parcels (0), Split Evenly, Cancel, and OK.

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

The screenshot shows the 'IIG Bulk Parcel Processing' window after the weight has been split. The 'Order Data' section is identical to the previous screenshot. The 'Parcel Template' section shows that the 'Allocated Wt.' field is now 2030, and the 'Total Allocated Parcels' field is now 6. The 'Generate' and 'Split Evenly' buttons are highlighted, indicating they are the next steps in the process.

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

**Order Data**

Order Number: 0000269    Customer: 01-ABF American Business Futures

Ship Via: UPS BLUE    UPS 2ND DAY AIR    Shipping Options

Total Parcels: 6    Total Weight: 2030.00    SED    Load Weights    Ship To Address

**Parcels**

Parcel: 0    Ship Weight: 0    Oversize?: No    OK

Box type:    Insured?:     730.80    Additional Handling?:     DEL

Box Height:    C.O.D.?:     Undo

Box Length:    Freight Amount: .00

Box Width:    Package Number:    Tracking ID:

Box	Weight	O/S	A/H	D/W	Freight	Pkg #	Tracking Number
0001	339.00	N	N	Y	.00	00027	
0002	339.00	N	N	Y	.00	00028	
0003	339.00	N	N	Y	.00	00029	
0004	339.00	N	N	Y	.00	00030	
0005	339.00	N	N	Y	.00	00031	
0006	335.00	N	N	Y	.00	00032	

Print COD Labels    Accept    Void    Cancel    Ship

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

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

FTSR Exemption: Allow exempting 122 packages

Federal XTN code: 155555199999999999

OK    Cancel

In the opened dialog box enter the **FTSR Exemption** and **Federal XTN code**. This information will be send to the carrier automation system (only CPS).

*Note: This will work only if the **Shipping Interface** is **CPS**, and the **International Shipment?** option is checked in the **IIG Carrier Maintenance**.*

The **SED** information will become display-only after manifesting.

Click the **Ship** button to proceed.

**Order Data**

Order Number: 0000269    Customer: 01-ABF American Business Futures

Ship Via: UPS BLUE    UPS 2ND DAY AIR    Shipping Options

Total Parcels: 6    Total Weight: 2030.00    SED    Load Weights    Ship To Address

**Parcels**

Parcel: 0    Ship Weight: 0    Oversize?: No    OK

Box type:    Insured?:     4,384.80    Additional Handling?:     DEL

Box Height:    C.O.D.?:     Undo

Box Length:    Freight Amount: .00

Box Width:    Package Number: 00033    Tracking ID:

Box	Weight	O/S	A/H	D/V	Freight	Pkg #	Tracking Number
0001	339.00	N	N	Y	497.55	00027	1Z123123421400060
0002	339.00	N	N	Y	497.55	00028	1Z123123421400070
0003	339.00	N	N	Y	497.55	00029	1Z123123421400090
0004	339.00	N	N	Y	497.55	00030	1Z123123421400110
0005	339.00	N	N	Y	497.55	00031	1Z123123421400120
0006	335.00	N	N	Y	491.75	00032	1Z123123421400140

Print COD Labels    Accept    Void    Cancel    Ship

The parcels are assigned **Tracking Numbers**.

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

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

FTSR Exemption: Allow exempting 122 packages

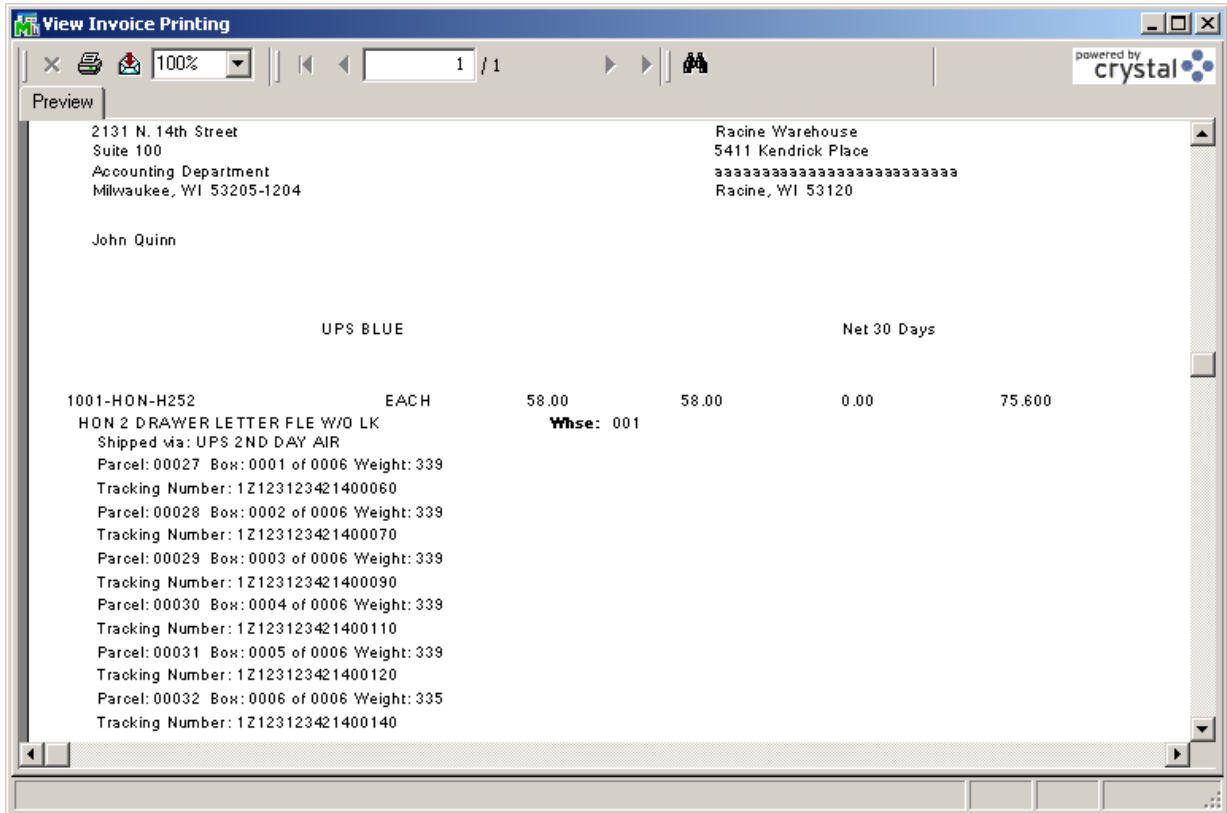
Federal XTN code: 155555199999999999

OK    Cancel

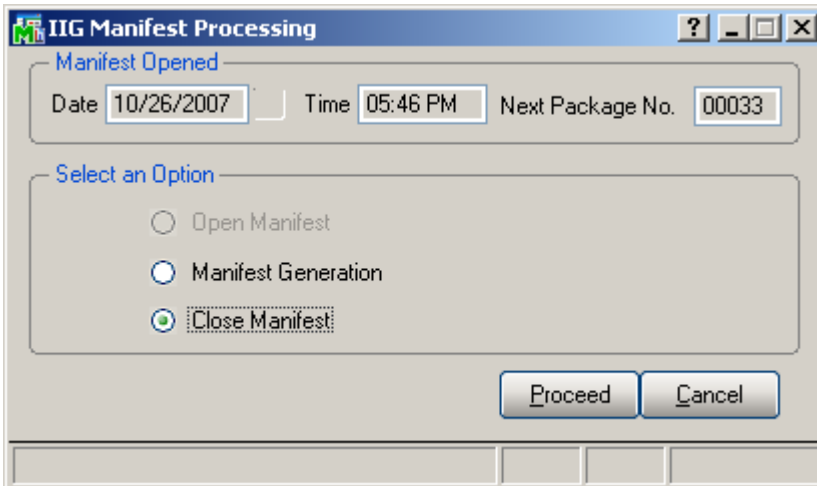
You can use the **Void** button to delete an existing order manifest.

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, 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**.



A message is displayed asking for confirmation to close the manifest.

***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.*

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

**Invoice History Inquiry (ABC) 11/9/2007**

Invoice No. 0100278 Type INV Date 11/9/2007  
 Source S/O Order No. 0000269

Customer No. 01-ABF American Business Futures  
 Ship To 2 American Business Futures  
 Source Journal SO-000023 RMA No.

Terms Code 01 Ship Date 11/9/2007  
 Ship Via UPS BLUE Schedule WI  
 FOB Ship Zone Weight 2030  
 Customer PO Salesperson 01-0100 Jim Kentley Apply To  
 Confirm To John Quinn IT User ID  
 Comment  
 E-mail artie@abf.com  
 Fax Batch Fax  
 Cred Card No. \*\*\*\*\*6780

Taxable	.00
Nontaxable	4,384.80
Freight	18,237.00
Sales Tax	.00
Discount	.00
Invoice Total	22,621.80
Deposit	.00
Net Invoice	22,621.80
Balance	22,621.80

**IIG Tracking**

Click the **IIG Tracking** button to view the shipment information.

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

Package	Box of	Ttl Box	Weight	Tracking ID
00027	0001	0006	339	1Z123123421400060
00028	0002	0006	339	1Z123123421400070
00029	0003	0006	339	1Z123123421400090
00030	0004	0006	339	1Z123123421400110
00031	0005	0006	339	1Z123123421400120
00032	0006	0006	335	1Z123123421400140

OK

Clicking the **Tracking** button also displays that information:



	Pkg	Tracking Number	IIG Ship Carrier	IIG Ship Weight	IIG Ship Freight	FreightAmtAdd
1	0001	1Z12312342140	UPS BLUE	339.00	497.55	
2	0002	1Z12312342140	UPS BLUE	339.00	497.55	
3	0003	1Z12312342140	UPS BLUE	339.00	497.55	
4	0004	1Z12312342140	UPS BLUE	339.00	497.55	
5	0005	1Z12312342140	UPS BLUE	339.00	497.55	
6	0006	1Z12312342140	UPS BLUE	335.00	491.75	

Tracking Number

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

Invoice No. 0100278 Type INV Date 11/9/2007 Source S/O Order No. 0000269

1. Main 2. Lines

i...	Item Code	Item Description	Shipp...	Unit Pri...	Ext...	Unit Cost	Comment
1	1001-HON-...	HON 2 DRAWE...	58...	75...	4.3...	34...	
2	/C						Shipped via: UPS BLUE
3	/C						Parcel: 00027 Box: 0001 of 0006
4	/C						Parcel: 00028 Box: 0002 of 0006
5	/C						Parcel: 00029 Box: 0003 of 0006
6	/C						Parcel: 00030 Box: 0004 of 0006
7	/C						Parcel: 00031 Box: 0005 of 0006
8	/C						Parcel: 00032 Box: 0006 of 0006

Daily Shipment Inquiry

Daily shipments can be viewed through the **IIG Daily Shipment Inquiry** program in the **Sales Order Inquiries** menu. Only open manifests can be viewed through the **Daily Shipment Inquiry** program by selecting the **Package Number**.

IIG Daily Shipment Inquiry (ABC) 11/9/2007

Package No. 00032 Order No. 0000269 Parcel 6 of 6 Daily Totals...

Invoice No. 0100278 Customer No. 01-ABF American Business Futures

Ship Via UPS BLUE UPS 2ND DAY AIR  
Ship Weight 335.00  
Freight Amount 491.75  
C.O.D.?   
Total COD Amount 730.80

Telephone (414) 655-4787  
Contact Name John Quinn

Ship To Address  
Name American Business Futures  
Address Racine Warehouse  
5411 Kendrick Place  
aaaaaaaaaaaaaaaaaaaaaaaaaaaa  
ZIP Code 53120  
City Racine State WI  
Country USA United States of America

Tracking ID 1Z123123421400140

OK

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

IIG Daily Shipment Totals

Total Package 36  
Valid Packages 17  
Voided Packages 19  
Total Amount 3,782.50

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) 11/9/2007

Invoice No. 0100278 Manifest Date 11/9/2007

Order No. 0000269 Customer No. 01-ABF American Business Futures

Ship Via UPS BLUE UPS 2ND DAY A  
Freight Amount 2,979.50  
C.O.D.?   
Total COD Amount 730.80

Ship To Address  
Name American Business Futures  
Address  
Address  
ZIP Code 53120  
City Racine State WI  
Country USA United States of America

Telephone (414) 655-4787  
Contact Name John Quinn

Package	Parcel	Weight	Tracking ID
00027	0001/0006	339	1Z123123421400060
00028	0002/0006	339	1Z123123421400070

OK

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.

The screenshot shows a software window titled "View Invoices Not Manifested Listing" with a "Preview" button. The window contains a table with the following data:

INVOICE NUMBER	ORDER NUMBER	ORDER NUMBER	SOLD TO NAME	SHIP VIA
0100177	0000229	01-ABF	American Business Futures	UPS BLUE
0100187	0000230	01-ABF	American Business Futures	5555555555
0100202	0000228	01-ABF	American Business Futures	5555555555
0100220	0000240	01-ABF	American Business Futures	5555555555
0100223	0000241	01-ABF	American Business Futures	5555555555
0100227	0000231	01-ABF	American Business Futures	5555555555
0100252	0000251	01-ABF	American Business Futures	5555555555
0100254	0000252	01-ABF	American Business Futures	5555555555
0100258	0000255	01-ABF	American Business Futures	5555555555

Number of invoices shipped and not yet manifested: 9

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 creating with shipping but not manifested.

ABC Distribution and Service Corp. (ABC)

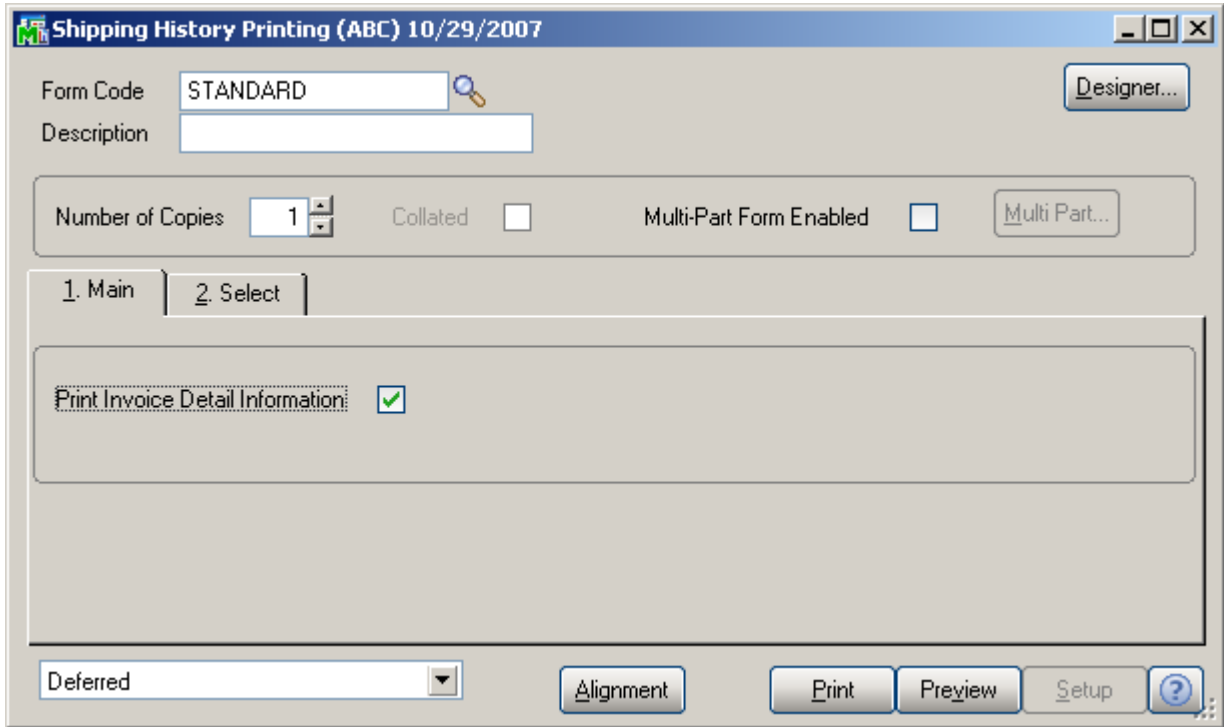
**INVOICES WITHOUT VALID TRACKING NUMBERS LISTING**

INVOICE NUMBER	ORDER NUMBER	CUSTOMER NUMBER	SOLD TO NAME	SHIP VIA
0100177	0000229	01-ABF	American Business Futures	UPS BLUE
0100187	0000230	01-ABF	American Business Futures	5555555555
0100227	0000231	01-ABF	American Business Futures	5555555555
0100252	0000251	01-ABF	American Business Futures	5555555555
0100254	0000252	01-ABF	American Business Futures	5555555555
0100269	0000227	01-AVNET	Amet Processing Corp	UPS BLUE
0100270	0000116	01-BRESLIN	Breslin Parts Supply	C.O.D.
0100271	0000111	02-JELCO	Jelco Packing	UPS BLUE

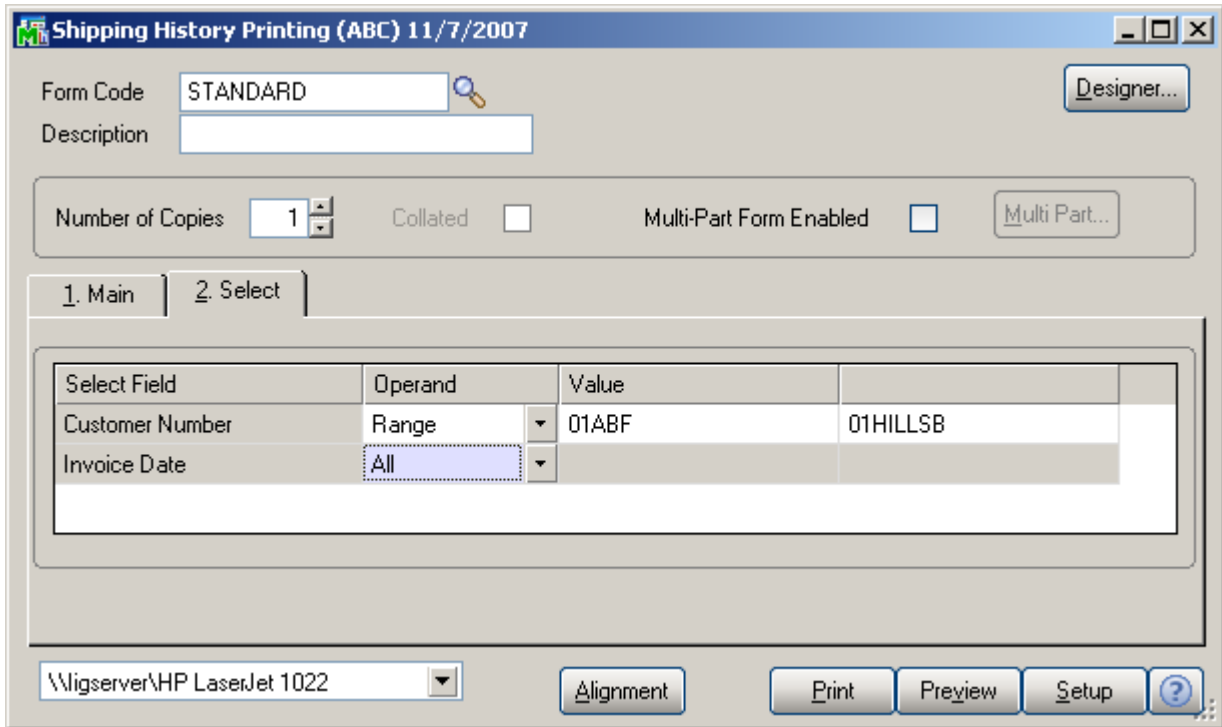
Number of invoices shipped and with no tracking ID: 8

A/R Shipping History Report

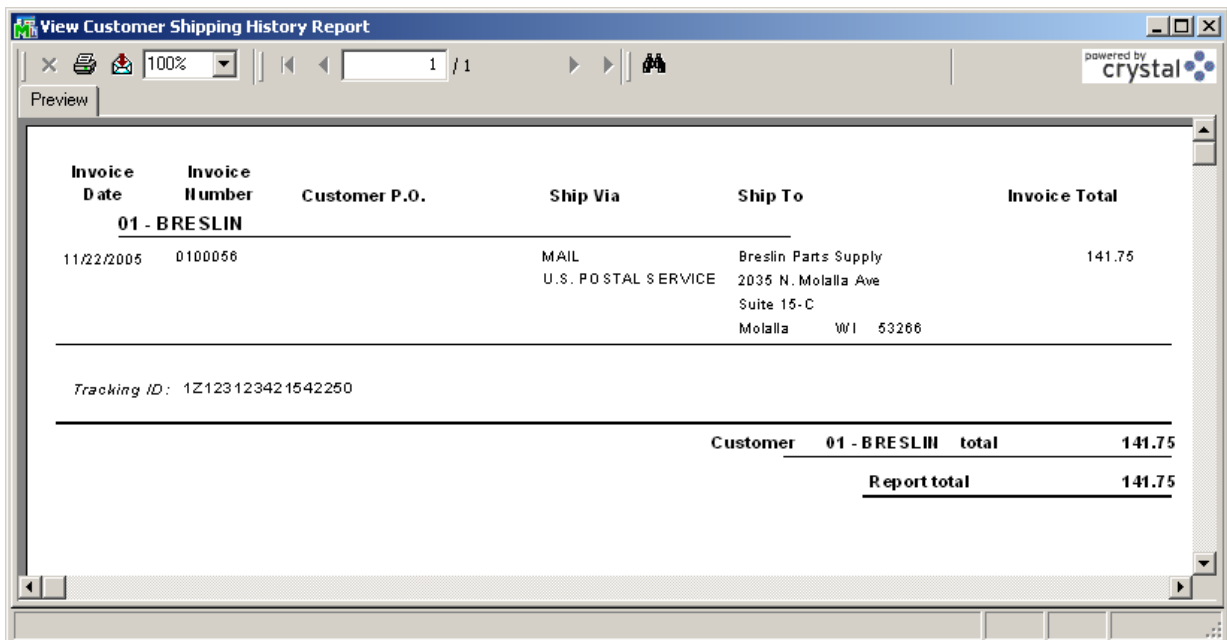
Select the **IIG Shipping History Report** program under the **Accounts Receivable Reports** menu. The program prints the list of invoices with their Tracking IDs.



# Warehouse Shipping Automation 4.10 46



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



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

View Customer Shipping History Report powered by crystal

100% 6 / 8

Preview

Invoice Date	Invoice Number	Customer P.O.	Ship Via	Ship To	Invoice Total
<b>01 - BRESLIN</b>					
11/22/2005	0100056		MAIL U.S. POSTAL SERVICE	Breslin Parts Supply 2036 N. Molalla Ave Suite 15-C Molalla WI 53266	141.75
Item Number	Description	Shipped	Back Ordered		
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	1.00	0.00		
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK	0.00	0.00		
<i>Tracking ID: 1Z123123421542250</i>					
<b>Customer 01 - BRESLIN total</b>					<b>141.75</b>



## Appendix A: CPS Upgrade Procedure for 2006

1. Before you start the upgrade, close out Daily Entry on the master station and move to history. Exit Daily Entry.
2. Run CPS Tools. Select File > Rebuild > Structures. This will clean up any data corruption.
3. While still in Tools, select File > Rebuild > All. This will rebuild the file indexes. Exit Tools.
4. Back up the CPSW folder to another location.
5. Install the CPS update CD. For 2006 the CPS CD will have say 20060102A as the version number. Click Accept on all of the prompts.
6. When the installation completes, remove the CPS CD. You may have to reboot the computer.
7. Run Daily Entry. Click Accept to the various carrier service agreements. CPS may advise you that there is a service pack available. If so, then click yes to get the service pack.
8. If Daily Entry does not advise you of the service pack at this point, then exit Daily Entry. Go to Start > Programs > CPS for Windows > Update CPS. The program will check for and install the current service pack. Click Finish when the screen in the background appears. After a few seconds the status display will go away.
9. After the service packs are installed, run CPS Tools and select File > Rebuild > Structures. Then select File > Rebuild > All. Exit Tools.
10. Run Daily Entry. Allow it to come up, and then exit if there are no messages.
11. If you don't have any slave stations, you can skip steps 12 through 15.
12. Now, do the slave stations, one at a time. Do not run anything on the Master station until each of the slave stations is completed.
13. Install the CPS CD on the slave station. It will do the installation, at the end of which it may advise you that the system must be commissioned. Click okay and ignore this warning.
14. Run Daily Entry. Daily Entry on the slave station should detect there is a service pack to install from the master station. It should install automatically like the service pack did on the main station. Click Finish when the background dialog appears.
15. Run Daily Entry on the slave station again. If it comes up as ready, then exit and go on to the next slave station.

### *Issues you may run into:*

- You must install as an administrator for the local machine. Otherwise, critical files and registry entries will not be updated.
- UPS "Worldship" labels may not show the lower document tab when it was there before. Contact CPS to help you correct this. Advise the tech that you made a backup before you installed on the main system (you *did* do the back in step 4, didn't you?). He will probably have you copy a file from the backup to resolve this issue.
- USB printer drivers for the Eltron Orion or the older UPS printers may be flaky. You may need to upgrade to a current printer to use the USB printers.

*IIG Tech Support, original January 18, 2006, revised March 31, 2006.*

## Appendix B: CPS settings

The following settings should be done in CPS, on each workstation using CPS, to enable correct processing.

In the **Tools > Environment Variables**:

Set these options to YES:

AUTOINCREMENT,  
BYPASSINVOICE,  
NOF5DVMLOOKUP,  
NOUPSDVMMESSAGE.

In the **Tools > Setup > Optional Label Information**:

Label 1 - "Ref 1:" Field REF\_1,  
Label 2 - "Ref 2:" Field REF\_2

For Residential, you must set up separate Ship Via codes for CPS to work correctly.

## UPS Common Carrier Service

	<u>Code</u>	
Next Day Early A.M.	@@15	
Next Day Early A.M. Letter	@L15	
Next Day Air or Express	@@01	
Next Day or Express Letter	@L01	
Next Day Air Saver	@@13	
Next Day Air Saver Letter	@L13	
2 <sup>nd</sup> Day Air A.M.	@@07	
2 <sup>nd</sup> Day Air A.M. Letter	@L07	
2 <sup>nd</sup> Day Air or Expedited	@@02	
2 <sup>nd</sup> Day Air Letter	@L02	
3 Day Select Commercial	@@12	
3 Day Selected Residential	@R12	
Commercial Ground	@@03	
Residential Ground	@R03	

## Service

UPS

## UPS Hundredweight Service

Next Day Air	@@01	UPH
Next Day Air Saver	@@13	
2 <sup>nd</sup> Day Air A.M.	@@07	
2 <sup>nd</sup> Day Air	@@02	
3 Day Select Commercial	@@12	
Commercial Ground	@@03	
Residential Ground	@R03	
3 Day Select Residential	@R12	

## International UPS Shipment Service

Express	@@66 or @@01	UPW
Express Letter	@L66 or @@01	
Express 10 KG Box	@A66	
Express 25 KG Box	@B66	
Express Extended Area	@X66	
Express Extended Area Letter	@Y66	
Express Extended 10 KG Box	@C66	
Express Extended 25 KG Box	@D66	
Expedited	@@67 or @@02	
Expedited Extended Area	@X67	
Standard	@@68	
Express Plus	@@54	
Express Plus Letter	@L54	
Express Plus 10 KG Box	@A54	
Express Plus 25 KG Box	@B54	
Express Plus Extended	@X54	
Express Plus Extended Letter	@Y54	
Express Plus Extended 10 KG	@C54	
Express Plus Extended 25 KG	@D54	

## FedEx Domestic Service

Priority Overnight Service	@@01	FEX
Priority Overnight Letter	@L01	<i>Note: No electronic upload available at present for FedEx.</i>
Standard Overnight Service	@@13	
Standard Overnight Letter	@L13	
First Overnight Letter	@L15	
2Day Service	@@02	
Express Saver Service	@@08	

## RPS North America Service

2 Day Air Guaranteed	@@01	RPS
2 Day Residential	@R01	
3 Day Air Guaranteed	@@12	
3 Day Residential	@R12	
U.S. Commercial Ground	@@44	
U.S. Residential Ground	@R44	
Hawaii Deferred Air	@@44	
Hawaii Deferred Residential	@R44	
Hawaii Deferred Outer-Is	@@44	
Hawaii Residential Outer-Is	@R44	
Alaska Deferred Air	@@44	
Alaska Residential Deferred	@R44	
Alaska Rural Deferred	@@44	
Alaska Rural Residential	@R44	
PR Deferred Air	10	
PR Deferred Residential	R10	
Canada Ground	@@44	
Canada Residential Ground	@R44	
Mexico Deferred Air	@@44	
Mexico Deferred Residential	@R44	
Mexico Extended	@X61	
Mexico Extended Residential	@Z61	

## USPS Domestic Service

Express Mail	@@01	USP
Priority Mail	@@02	
Parcel Post Machinable	@@03	
Parcel Post Non-Machinable	@@08	
Parcel Post Local	110	
Special Std. Mail (single)	@@12	
Express Mail Flat Envelope	@L01	
Priority Mail Flat Envelope	@L02	

## SPD Domestic Service

SpeeDee Ground	@@03	SPD
----------------	------	-----

## Appendix C: 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	

<u>Carrier Code</u>	<u>Carrier Description</u>
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

<u>Carrier Code</u>	<u>Carrier Description</u>	
R13	RPS Prepaid Ground Mexico	*For all codes, enter a "C" (minus quotes) in the Service Type field
R17	RPS Multiweight Ground	
R18	RPS Multiweight Air	
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 D: FedEx Code & Service Fields List\*

Domestic (within the U.S.): Code Field = 001

<u>Service Field</u>	<u>Description</u>
1	Priority Overnight
2	Priority Pak
3	Priority Box
4	Priority Tube
5	Economy 2 Day Package
6	Priority Letter
7	Standard Overnight Package
8	Standard Overnight Letter
9	Economy 2 Day Pak
0	Economy 2 Day Letter
A	Overnight Freight Service
B	Two-Day Freight Service
C	First Overnight Letter
D	First Overnight Package
F	Express Saver Package
G	Express Saver Freight
H	Express Saver Pak
I	Express Saver Letter

U.S. Export Packages (International): Code Field = 051

<u>Service Field</u>	<u>Description</u>
1	International Priority
2	International Priority Pak
5	International Economy
6	International Priority Letter
A	International First Overnight
B	International First Overnight Pak
C	International First Overnight Letter
D	FedEx 10 kg box
E	FedEx 25 kg box

\* These Code and Service field designations are only applicable to FedEx Server.