



Warehouse Shipping Automation For Sage 100 ERP

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Installation Instructions and Cautions

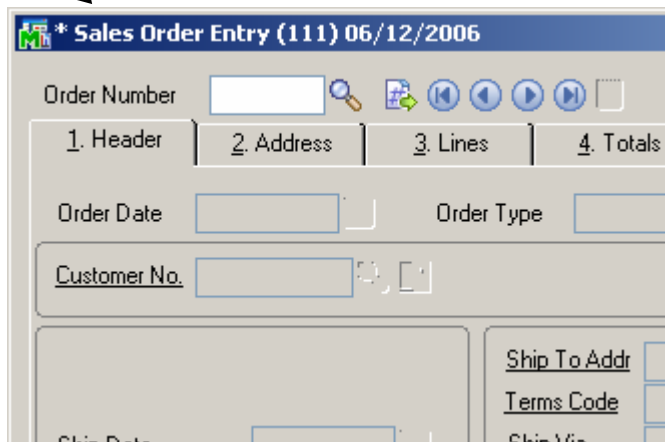
PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP 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 ERP 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 ERP.

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	4.50		AAAAAAAAAAAAAAAAA	BBBBB

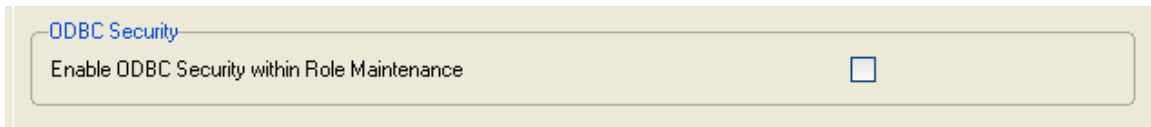
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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 the IIG Registration Form.

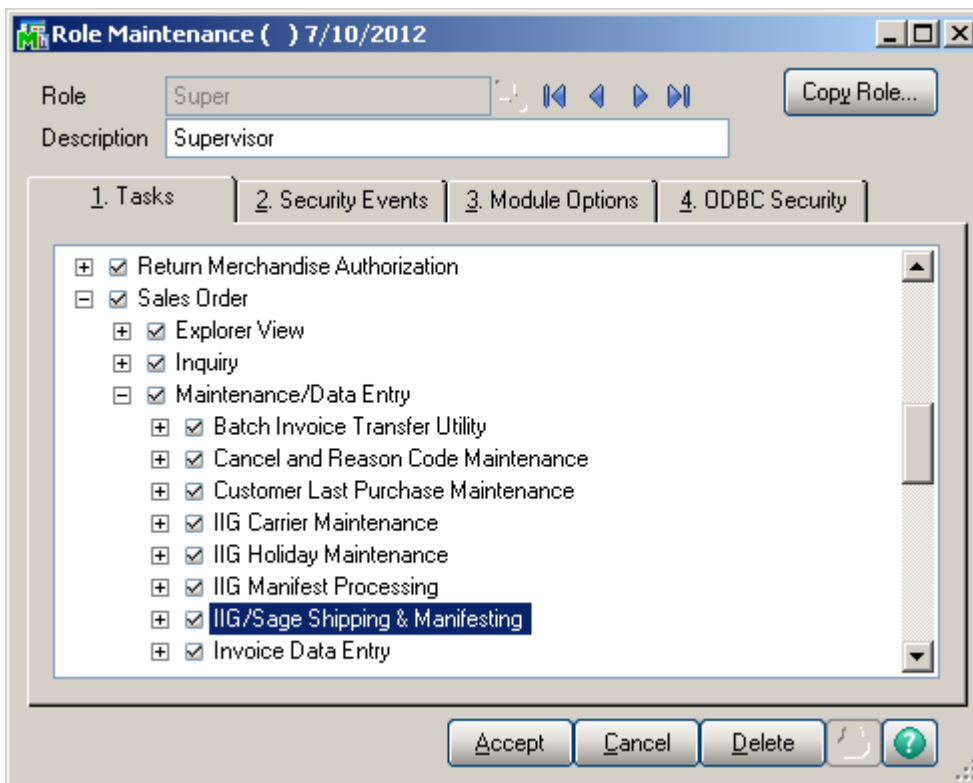
ODBC Security

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 CLIPPERSHIP/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, Scancode, and FedEx FXRS Ship Manager shipping solutions into Sage MAS 90 and 200, 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:

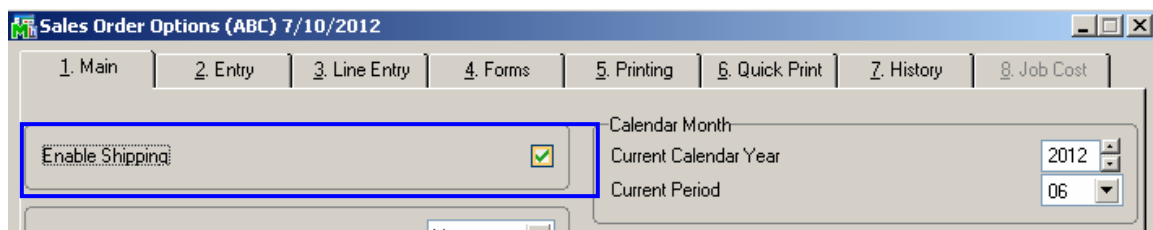
If IIG Credit Card Processing (CCP) exists in the system, the installation order must be the following:

1. CCP
2. WSA

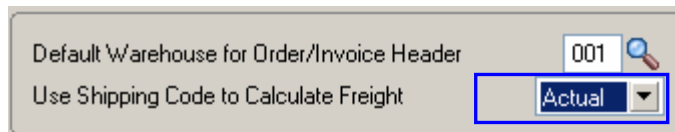
Shipping Automation Setup

Sales Order Options

Once the installation of the **Warehouse Shipping Automation** enhancement module is complete, 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.



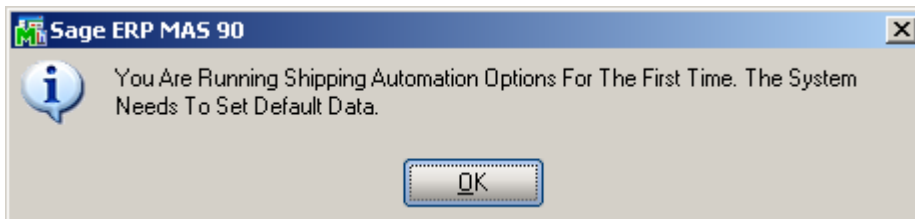
On the **Entry** tab, select **Actual** in the **Use Shipping Code to Calculate Freight**.



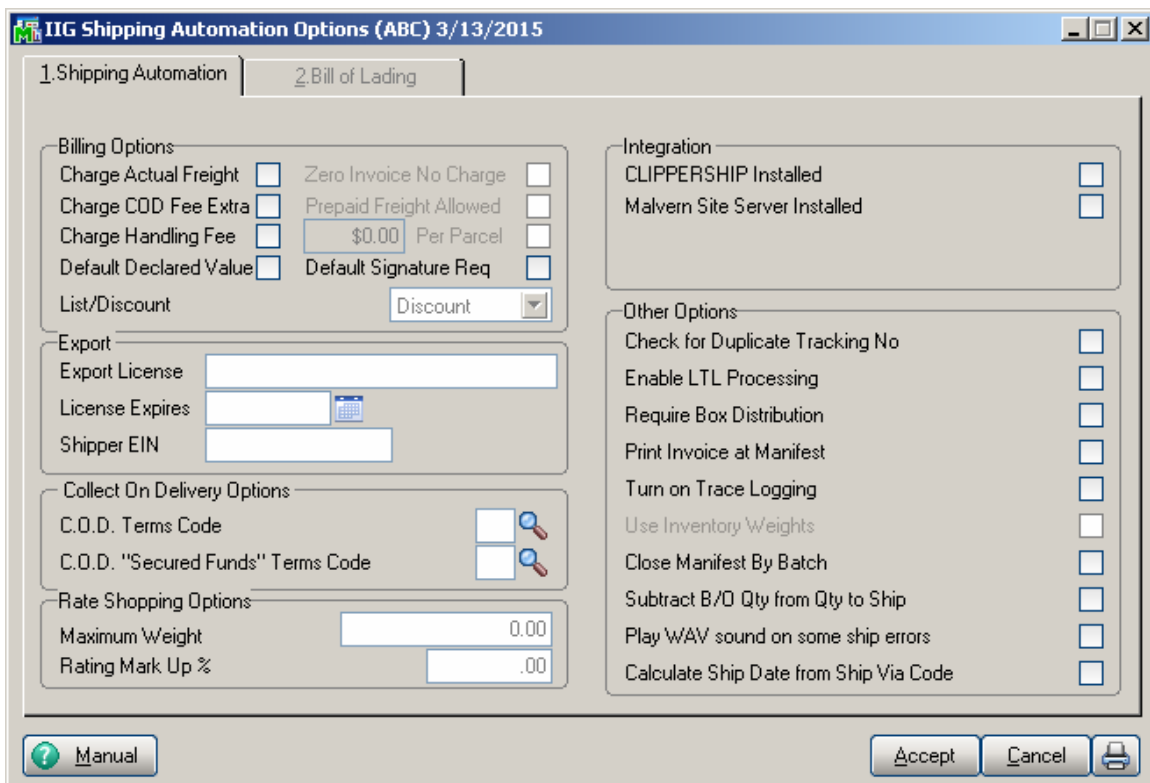
Be sure if you are using IIG shipping to calculate freight that you also do not have freight calculations turned on or set up in the **Shipping Rate Maintenance** as these can lead to the programs conflicting and incorrect freight charged.

Shipping Automation Options

Select **Shipping Automation Options** under the **Sales Order Setup** menu. While running the Shipping Automation Options for the first time the system will set default data.



Shipping Automation Tab

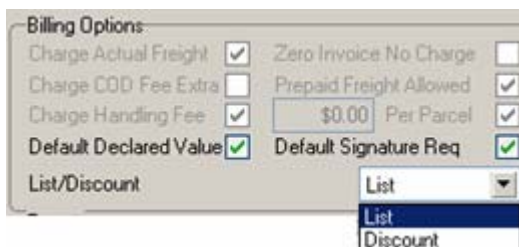


The **Manual** button allows for viewing WSA enhancement manual.

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

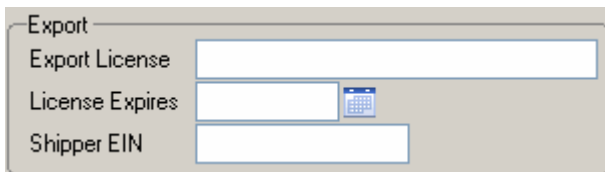
shipment if the box value is less than \$100.00 as almost all carriers cover the first \$100.00 value of the shipment.

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 and below are shipment samples accordingly by List and **Discount** options:

Export

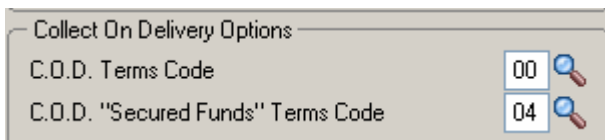


The screenshot shows a form titled "Export" with three input fields: "Export License" (a long text box), "License Expires" (a date picker), and "Shipper EIN" (a text box).

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



The screenshot shows a form titled "Collect On Delivery Options" with two dropdown menus. The first is labeled "C.O.D. Terms Code" and has "00" selected. The second is labeled "C.O.D. 'Secured Funds' Terms Code" and has "04" selected. Both dropdowns have a magnifying glass icon to the right.

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

Rate Shopping Options	
Maximum Weight	50.00
Rating Mark Up %	5.00

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 add additional freight. 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 checked="" type="checkbox"/>
Close Manifest By Batch	<input checked="" type="checkbox"/>
Subtract B/O Qty from Qty to Ship	<input type="checkbox"/>
Play WAV sound on some ship errors	<input checked="" type="checkbox"/>
Calculate Ship Date from Ship Via Code	<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**.

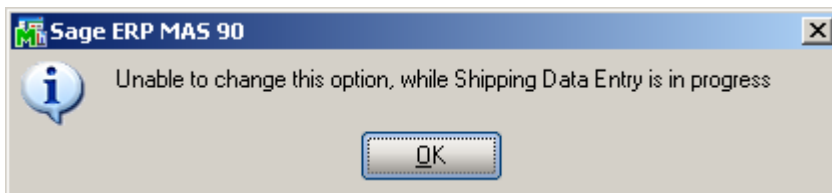
Check the **Print Invoice at Manifest** if using the two step manifest processing method. Rarely used.

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.

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.

IIG Shipping Automation Options (ABC) 12/3/2014

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 0000005

Next Master Bill of Lading Number 1000003

Default FOB Point Origin

Default Warehouse 001

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. Default is unchecked.

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

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 unchecked.

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 defaults to **Collect**.

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

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

Default Warehouse – is the Warehouse used as the Ship From warehouse for printing on bills of lading. This is a warehouse from the Malvern warehouse file.

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/Smart Zone 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. Use with caution! 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: UPSS
- SCAC Carrier Description: UPS 2ND DAY AIR
- Default Billing Option: Shipper (dropdown menu)
- Bill of Lading Required: NMFC LTL Carrier?
- Rate by Value on BOL: Next Carrier Number

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.

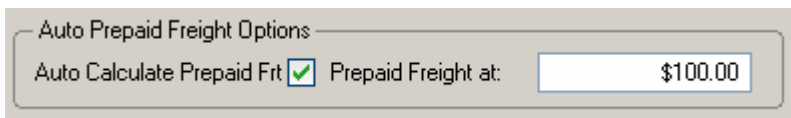
Bill of Lading Required Some carriers do not require a physical BOL. Normally checked for LTL shipments.

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.

Auto Prepaid Freight Options



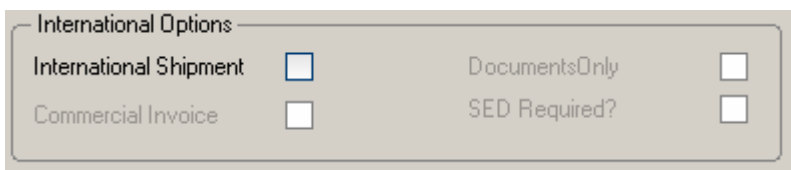
Auto Prepaid Freight Options

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 Documents Only

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.*

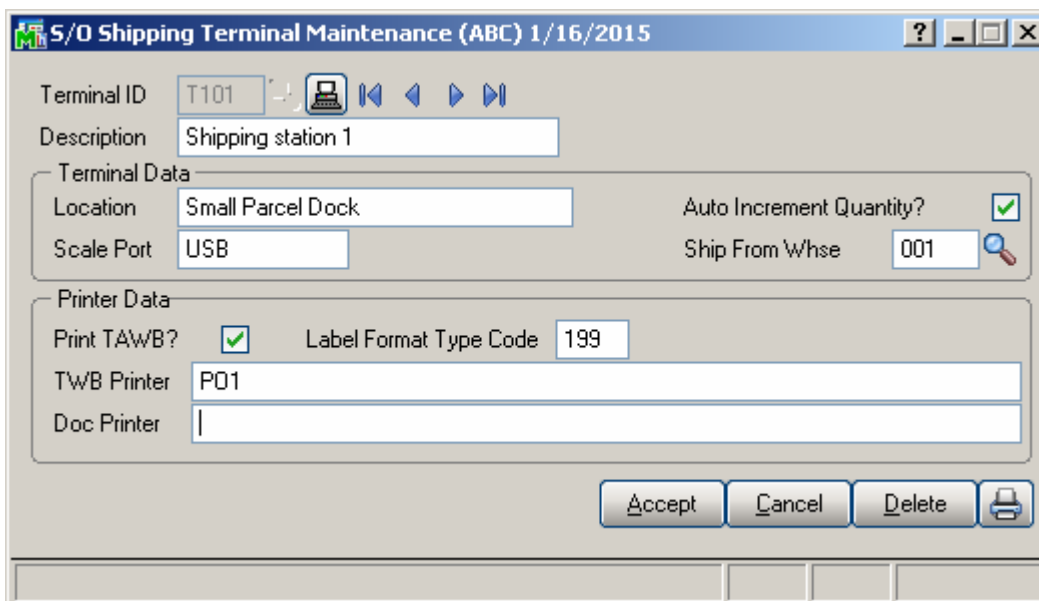
Documents only This option indicates that shipment is physical documents, not products. For catalogs and sales material.

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.



S/O Shipping Terminal Maintenance (ABC) 1/16/2015

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: P01

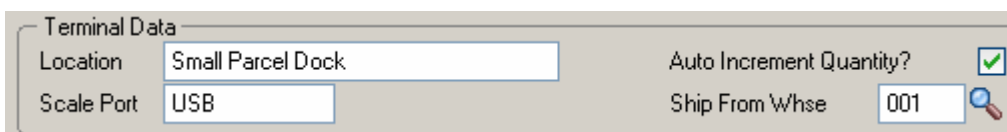
Doc Printer: |

Accept Cancel Delete

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

Enter the **Description** of the terminal.

Terminal Data



Terminal Data

Location: Small Parcel Dock

Scale Port: USB

Auto Increment Quantity?

Ship From Whse: 001

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

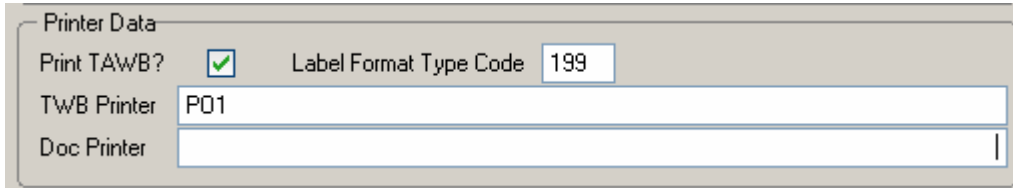
The **Scale Port** is the ID number of the communication port to which the weight scale will be connected in the range of COM1 to COM9. Please note for COM ports you must first configure the port in Windows, then program the scale to match the COM settings.

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?	<input checked="" type="checkbox"/>	Label Format Type Code 199
TWB Printer	P01	
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 "IIG Malvern Interface Setup (ABC) 1/16/2015". 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, Address, ZIP Code, City, State, Country, Telephone, and Contact. The "Shipper Account Data" section includes Malvern Meter Code, Release Auth. No., Currency Code, and Next FedEx Bundle Number. The "Site Server Data" section contains Server IP Address and Validator Port Number. 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 is a close-up of the "Shipper Account Data" section from the screenshot above. It shows 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".

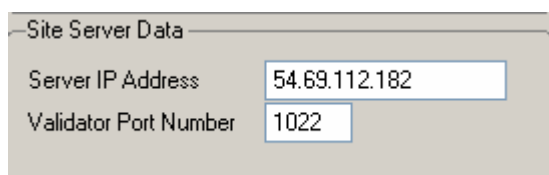
Malvern Meter Code is the linked meter code in Malvern for this ship from location. Default is **A** for single ship from locations. If you have multiple company accounts or multiple locations, this will be the meter code that Malvern will use for the shipment and billing.

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



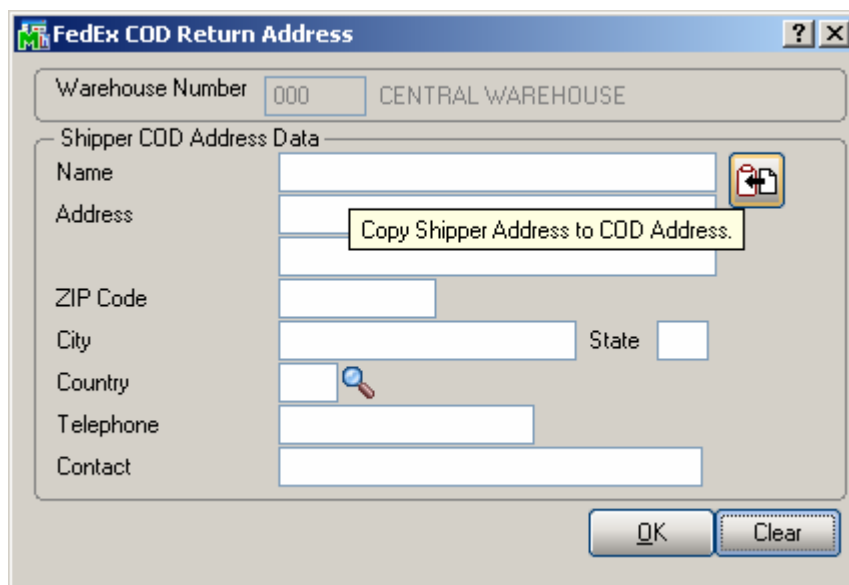
Site Server Data

Server IP Address	<input type="text" value="54.69.112.182"/>
Validator Port Number	<input type="text" 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.




FedEx COD Return Address

Warehouse Number CENTRAL WAREHOUSE


Shipper COD Address Data

Name

Address 
Copy Shipper Address to COD Address.

ZIP Code

City State

Country 

Telephone

Contact

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.

FedEx COD Return Address

Warehouse Number: 000 CENTRAL WAREHOUSE

Shipper COD Address Data

Name: CTR

Address: Central Av. 12

ZIP Code: 54125

City: Goodman State: WI

Country: USA

Telephone:

Contact: John Emmory

OK Clear

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

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 window titled "IIG Box Dimension Code Maintenance (ABC) 12/...". The window contains the following fields and controls:

- Box Dimension Code: 002
- Description: Box 12x8x6
- Box Height: 12.00
- Box Length: 8.00
- Box Width: 6.00
- Weight Factor: 0.000
- Bill of Lading Description: CTN
- Box Type Code: 02
- Metric Dimensions:
- Additional Handling:
- Buttons: Accept, Cancel, Delete, and a printer icon.

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.

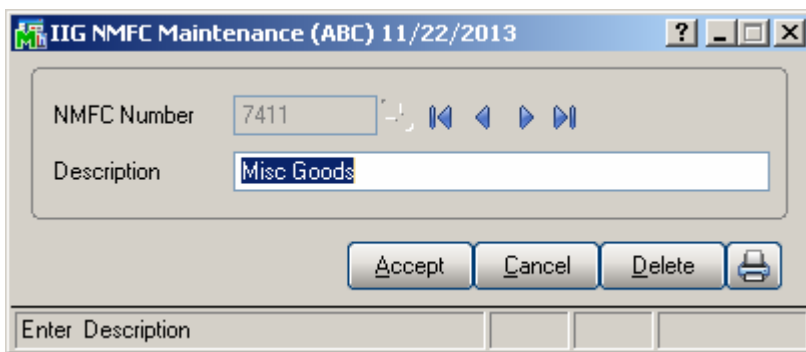
FLT	Flat
LTP/30	Priority Mail Letter Pack
LTR/06	Letter
FSB/32	Priority Mail Small Flat Rate Box
FRB/33	Priority Mail Medium Flat Rate Box
FRL/34	Priority Mail Large Flat Rate Box
FLE/31	Priority Mail Legal Flat Rate Envelope
SFE	Priority Mail Small Flat Rate Envelope
FCE	Priority Mail Flat Rate Cardboard 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.

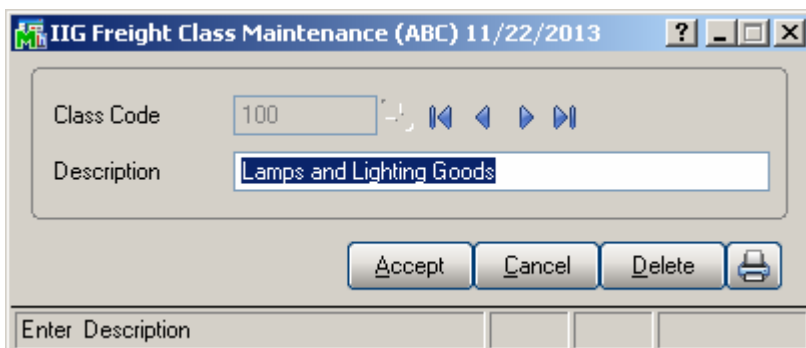


NMFC Number – National Motor Freight Code Number.

Description – Description of freight code.

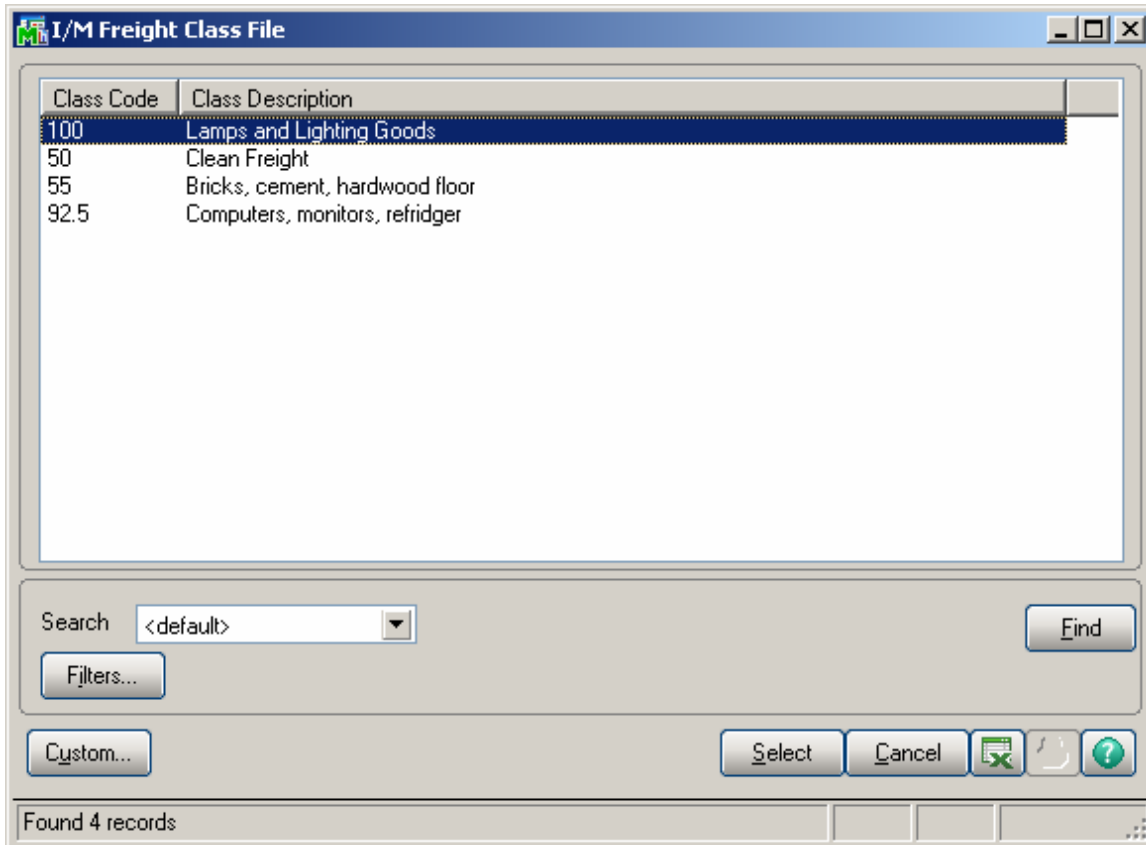
IIG Freight Class Maintenance

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:

IIG Item Freight Additional Fields

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

Freight Class

NMFC Code: [] BOL Description: Furniture

Freight Class: 100 [Tare Processing]

HAZMAT

Packing Group: None

UN/NA Code: [] HM Exemption No: []

HM Class: [] HM Shipping Name: []

HM Division: [] Emergency Contact: []

Contact Phone: []

Cargo Aircraft Only?

Export Data

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?

SED Sched B Code: [] Comm Inv Prod Desc 1: []

Comm Inv Prod Desc 2: FILING CABINET


[OK] [Cancel]

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.

Packaging/Tare		U/M	Box Code	Height	Length	Width	Default
Ship as one box	<input checked="" type="checkbox"/>						
Each Tare		BOX	002	012	008	006	<input type="checkbox"/>
Case Pack Tare							<input type="checkbox"/>
Master Pack Tare							<input type="checkbox"/>
Pallet Pack Tare							<input type="checkbox"/>
Inner Pack Tare							<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 <input type="button" value="v"/>
UN/NA Code	<input type="text"/>
HM Class	<input type="text"/>
HM Division	<input type="text"/>
Cargo Aircraft Only?	<input type="checkbox"/>
HM Exemption No	<input type="text"/>
HM Shipping Name	<input type="text"/>
Emergency Contact	<input type="text"/>
Contact Phone	(123) 456-7890

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 <input type="button" value="m"/> United States of America
Commodity Code	<input type="text"/>
Tariff Code	<input type="text"/>
ECCN	<input type="text"/>
SED Sched B Code	<input type="text"/>
Comm Inv Prod Desc 1	<input type="text"/>
Comm Inv Prod Desc 2	FILING CABINET
NAFTA Producer Code	No <input type="button" value="v"/>
NAFTA CO Preference Criterion Code	<input type="text"/>
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 Origin 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 displays the 'Customer Maintenance' window for customer 'American Business Futures'. The 'More...' menu is open, and the 'Shipping Options' option is selected. The main form contains the following data:

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
State	WI
Country	USA
Residential Addr	<input type="checkbox"/>
Salesperson	0100 Jim Kentley
Telephone	(414) 555-4787
Ext	219
Fax	
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 Hold	<input type="checkbox"/>
Credit Limit	120,000.00

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

IIG Customer Shipping Options Maintenance

Delivery Options

Prepaid Freight?

Prepaid Freight at level: .00

Single COD Fee

No COD Fee

Auto Generate ARS Label?

Blind Ship Labels

Blind Ship?

Blind Ship To Code: 2

Packing Sheet Options

Suppress Packing Sheet?

Print Custom Packing Sheet?

Packing Sheet Form Code:

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.

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.

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).

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.

IIG Customer Ship Via Options Maintenance (ABC) 11/29/2013

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: _____

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.

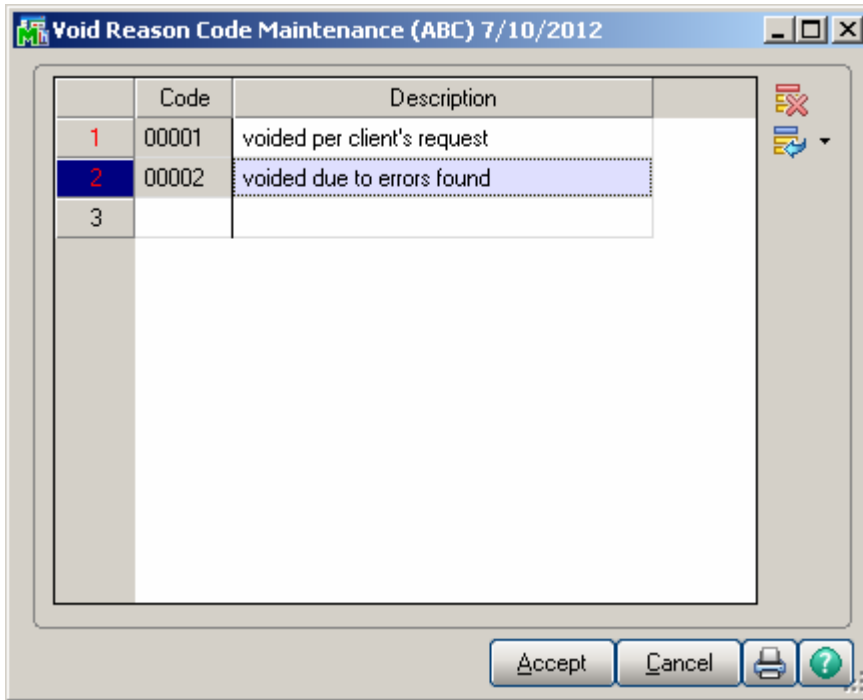
Check the **Are the Parties Related?** check box if the consignee or 3rd party are related (Example: Walmart Corporate 3rd party shipping to a store.)

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.

Void Reason Code Maintenance

The **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 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 'Sales Order Entry' software interface. The window title is 'Sales Order Entry (ABC) 7/10/2012'. The interface is divided into several sections:

- Order Information:** Order Number (0000180), Order Date (7/10/2012), Order Type (Standard Order), Master/Repeating No. (empty), User (useriig).
- Customer Information:** Customer No. (01-ABF), American Business Futures, Cust PO (empty).
- Shipping Information:** Ship Date (7/11/2012), Ship To Addr (2), Terms Code (01), Ship Via (UPS BLUE), FOB (empty), Confirm To (John Quinn), Cont Phn ((414) 555-4787), E-mail (artie@abf.com), Fax No. (empty), Comment (empty), Salesperson (0100), Split Comm. (No).
- Order Status and Location:** Status (New), Reason (empty), Whse (001), EAST WAREHOUSE.
- Sales Tax:** Sales Tax Schedule (WI), Wisconsin (empty).
- Printing Options:** Print Order (checked), Print Pick Sheets (checked), No. of Ship Labels (2), Quick Print Without Displaying Printing Window (unchecked).
- Buttons:** 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 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.

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.

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.

Shipping Data Entry (ABC) 7/10/2012

Shipper ID: 1 Ship Date: 7/10/2012 Order No.: 0000180
Shipping No.: 0100059 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	Ordered	Shipped	Back Ordered	Comment
1	1001-HON-H252	3.00	3.00	.00	
2	1001-HON-H252LK	2.00	2.00	.00	

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

Quick Print Ship Labels Pallet Labels Auto Increment Accept Cancel Delete Cases...

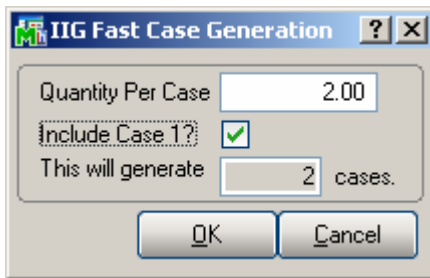
Select the **Shipper ID** and **Order Number** to be shipped. The program loads all the lines of the order.

The **Current Package** field displays the 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):



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.

Package	Weight
0002	70.00
0003	35.00

Item	Quantity
1001-HON-H252LK	2.00

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)

Package	Weight
0002	70.00
0003	35.00

Item	Quantity
1001-HON-H252LK	2.00

Item	Quantity
1001-HON-H252	1.00

Item Number: 1001-HON-H252 Quantity: 1.00

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

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 show 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:

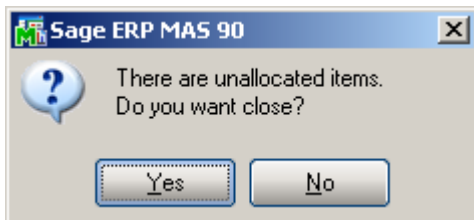
There are three items, each with a quantity of 5, and, of the three items, one item has only a quantity of three remaining to allocate; then pressing the **Copy Parcel** button will generate a new parcel with two items with a quantity of 5 allocated, the third item with 3 allocated, and the fully allocated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

Shipping Data Entry (ABC) 7/12/2012

Shipper ID: 1 Ship Date: 7/10/2012 Order No.: 0000180
 Shipping No.: 0100061 Ship Status: Shipped SO Created By: IIG
 Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

Terms Code: 01 Net 30 Days
 Confirm To: John Quinn
 E-mail Address: artie@abf.com
 Comment:
 Warehouse: 001 EAST WAREHOUSE
 No. of COD Labels: 0 COD Cash Only:

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 of America

FOB:
 Ship Via: UPS BLUE Tracking...
 Ship Zone: No. of Ship Labels: 2
 Ship Weight: 00109 No. of Pkgs: 2
 Freight Amount: .00

IIG Shipping

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

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

Summary Package Tracking

Pkg	Tracking Number	Comment	IG Ship Carri	IIG Ship Weight	IIG Ship Freight	FreightAmtAddedToIn
1	0002			0	0	0
2	0003			0	0	0
3						

Item Package Zoom, ALT-Z

OK ?

	Item on Order	Quantity on Order	In Package	Quantity in Package
1	1001-HON-H252	3.00	<input checked="" type="checkbox"/>	2.00
2	1001-HON-H252LK	2.00	<input type="checkbox"/>	0.00

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

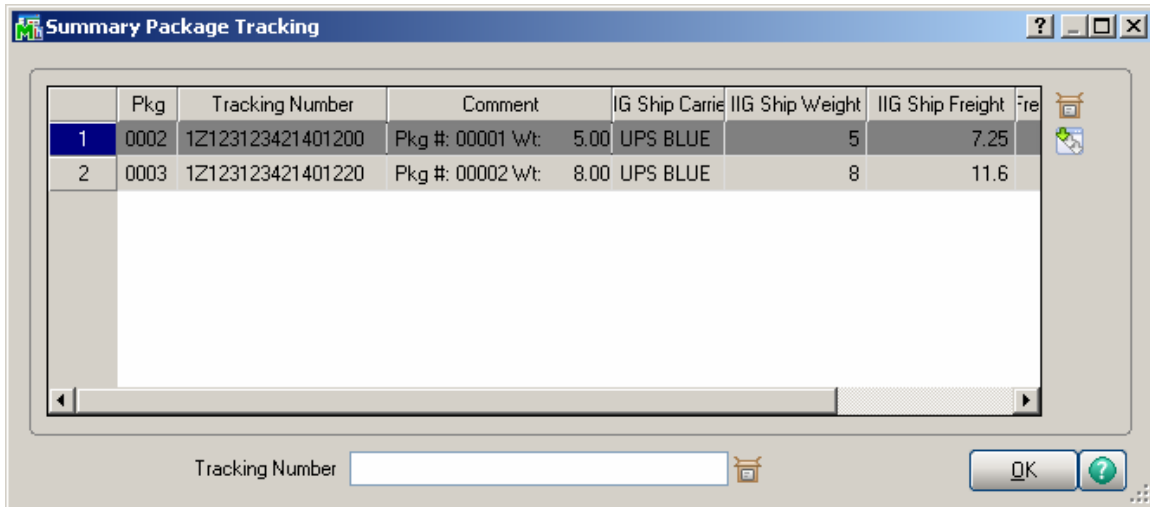
Click the **IIG Shipping** button on the **Shipping Data Entry** screen to proceed to **IIG Manifest Generation**.

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).

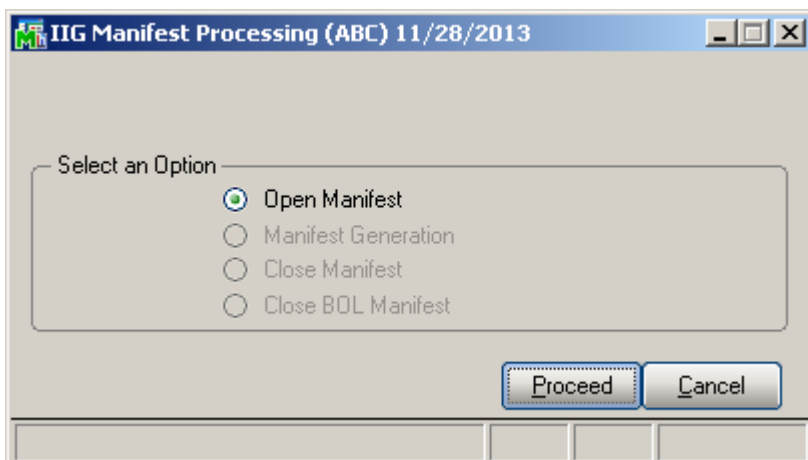
If the order is already manifested, the shipment number cannot be opened in the **Shipping Data Entry** program, until the order is removed from the Manifest.



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.

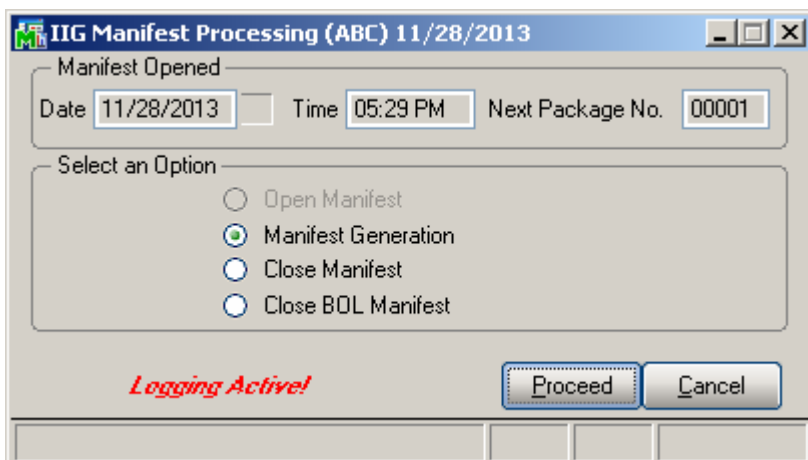


Manifest Generation/Shipping allows user to create a **Shipping Data Entry**, and proceed to **Manifest Generation**.

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.



IIG Manifest Generation (ABC) 7/12/2012

Order Number: 0000182 Invoice No.: 0100063
 Next Package No.: 00009 Customer No.: 01-AVNET Avnet Processing Corp
 Ship Via: UPS BLUE UPS 2ND DAY AIR
 Total Parcels: 3 Total Weight: 0

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

Parcels

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

Insured?
 Declared Value: 145.70
 C.O.D.?
 OtherCharges: .00

Logging Active! Print Invoice Accept Cancel Delete

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.

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

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 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**).

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

IIG Bulk Parcel Processing

Order Data

Order Number: 0000182 Customer No.: 01-AVNET
Total Parcels: 3 Customer Name: Avnet Processing Corp
Total Weight: 50 Ship Via: UPS BLUE UPS 2ND DAY AIR
Allocated Wt.: 50

Parcel Template

Parcel Weight: 0 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.

IIG Manifest Generation (ABC) 7/12/2012

Order Number: 0000182 Invoice No.: 0100063
 Next Package No.: 00012 Customer No.: 01-AVNET Avnet Processing Corp
 Ship Via: UPS BLUE UPS 2ND DAY AIR
 Total Parcels: 3 Total Weight: 50

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

Parcels: Quick Row 3

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	20.00	001	005	001	002	.00	00009	
2	20.00	001	005	001	002	.00	00010	
3	10.00	002	012	006	008	.00	00011	
4	.00					.00		

Insured?
 Declared Value: 145.70
 C.O.D.?
 OtherCharges: .00

Logging Active! Print Invoice 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...

FTSR Exemption: Exemption#0123
 Federal XTN code: 123456789123456798

Buttons: 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) 7/12/2012

Order Number: 0000182 Invoice No.: 0100063 Reason: [Search]

Next Package No.: 00012 Customer No.: 01-AVNET Avnet Processing Corp

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

Total Parcels: 3 Total Weight: 50 Ship To Address

Parcels: Quick Row: 3

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	20.00	001	005	001	002	29.00	00009	12123123421606240
2	20.00	001	005	001	002	29.00	00010	12123123421606270
3	10.00	002	012	006	008	14.50	00011	12123123421606290
4	.00					.00		

Insured? Declared Value: 145.70

C.O.D.? OtherCharges: .00

Logging Active! Print Invoice 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:

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

FTSR Exemption: Exemption#0123

Federal XTN code: 123456789123456798

OK

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

IIG Manifest Generation (ABC) 7/12/2012

Order Number: 0000182 Invoice No.: 0100063 Reason: 00001
 Next Package No.: 00012 Customer No.: 01-AVNET Avnet Processing Corp
 Ship Via: UPS BLUE UPS 2ND DAY AIR SED Load Weights Shipping Options
 Total Parcels: 3 Total Weight: 50 Ship To Address

Parcels Quick Row: 3

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	20.00	001	005	001	002	29.00	00009	12123123421606240
2	20.00	001	005	001	002	29.00	00010	12123123421606270
3	10.00	002	012	006	008	14.50	00011	12123123421606290
4	.00					.00		

Insured?
 Declared Value: 145.70
 C.O.D.?
 OtherCharges: .00

Logging Active! Print Invoice Accept Cancel Delete Void

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

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

Sage ERP MAS 90

Please Enter Void Reason Code.

OK

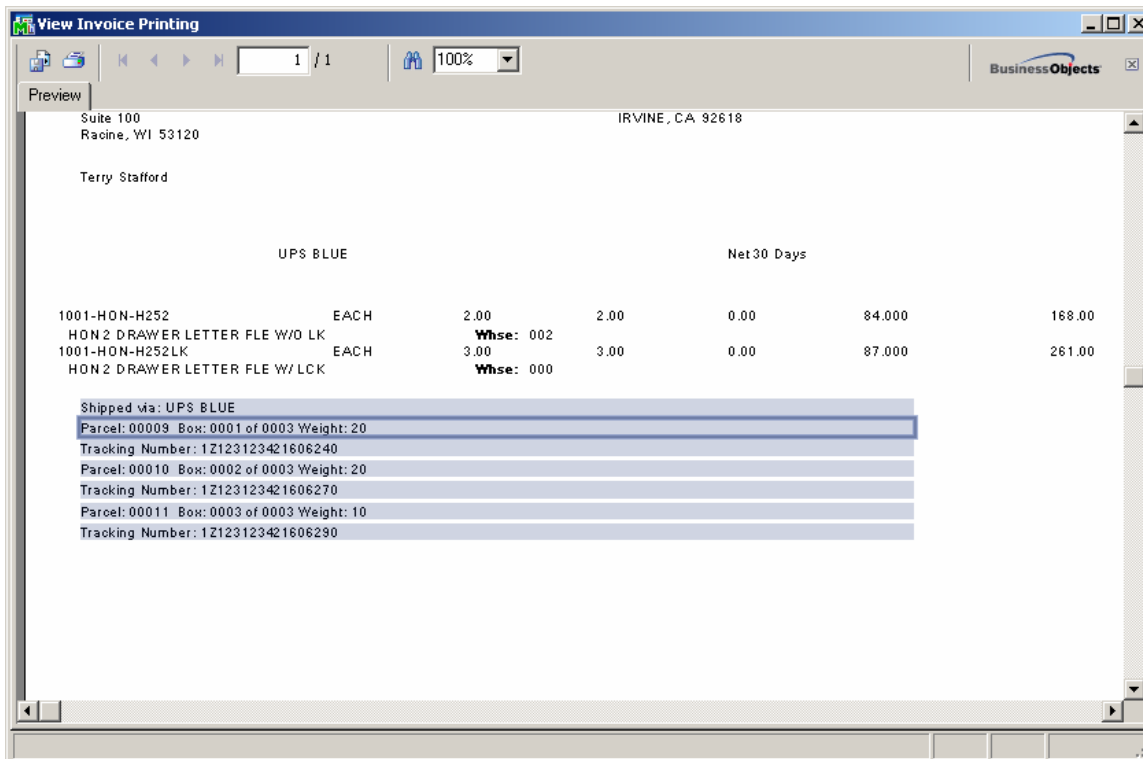
Sage ERP MAS 90

This Is A Multi-Parcel Shipment. All Parcels Will Be Voided.
Do You Want To Proceed?

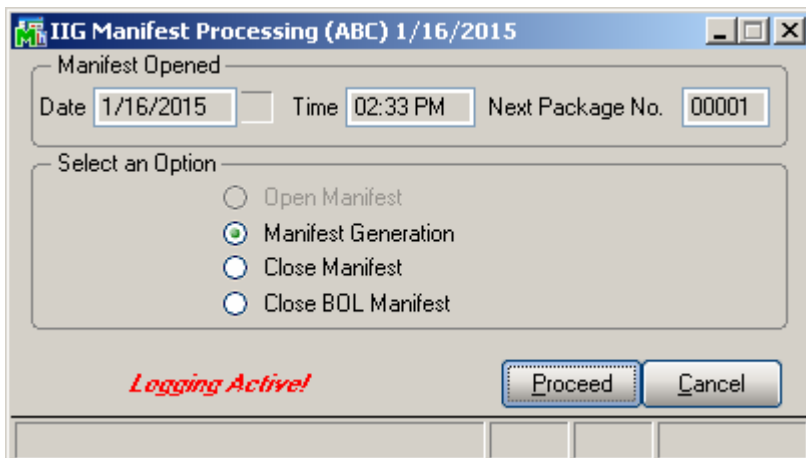
Yes No

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).

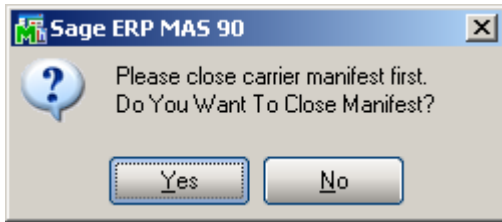


To close a manifest, run the **Manifest Processing** program under the **Sales Order Main** menu, select the **Close Manifest** option, and click **Proceed**.

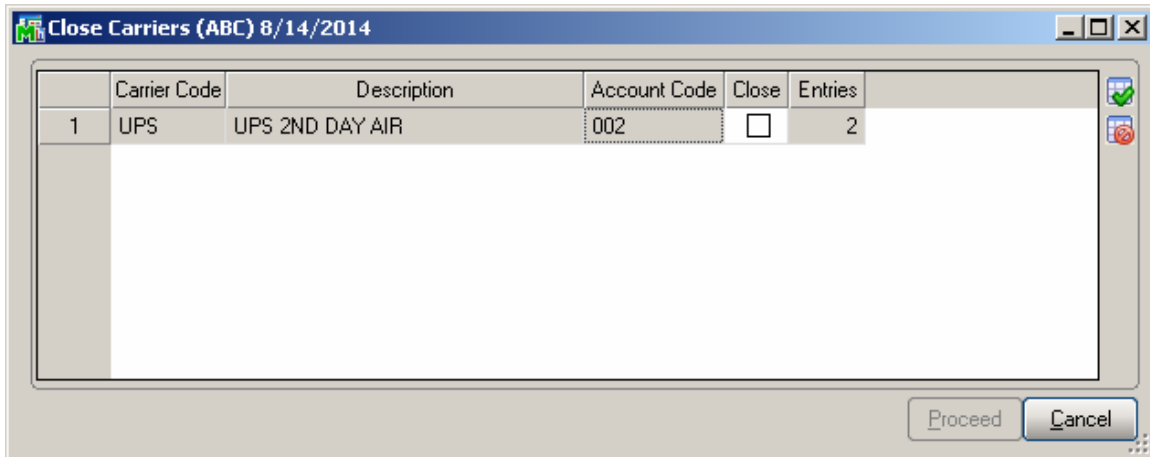


A message is displayed asking for confirmation to close the manifest. The user is prompted to close carrier manifest first. You must close both the Manifest and the BOL Manifest before you can open the manifest for a new day.

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.

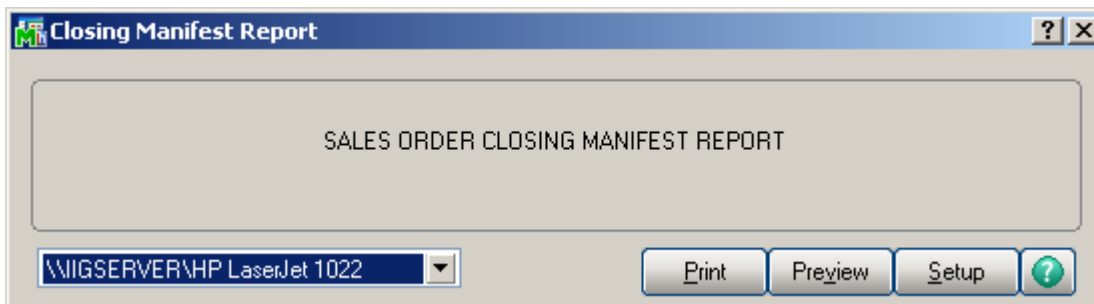


The **Close Carriers** screen is opened allowing the user to select the Carrier Code (Service Type) to be closed prior to closing the Manifest:



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:

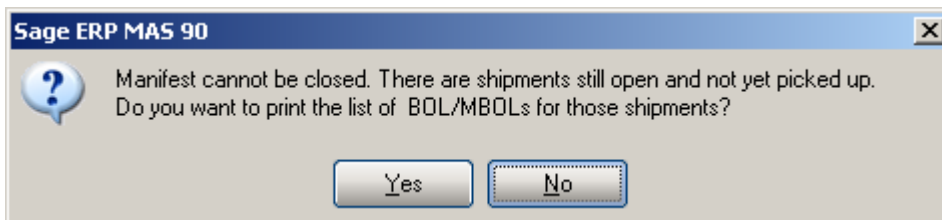
Customer No.	Shipment Date	Weight	Tracking Number	Void Reason Code	Transaction ID	Freight Amount
Batch No: 00008						
Account Code: 002						
Carrier Code: UPS						
Description: UPS 2ND DAY AIR						
Service Code: GND						
01-ABF	8/14/2014	20.00	1Z123123421559540	00002	0000205 / 00001	29.00
01-ABF	8/14/2014	20.00	1Z123123421603130		0000205 / 00002	29.00
Carrier Code UPS Total:						58.00
Batch No 00008 Total:						58.00
Report Total:						58.00

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

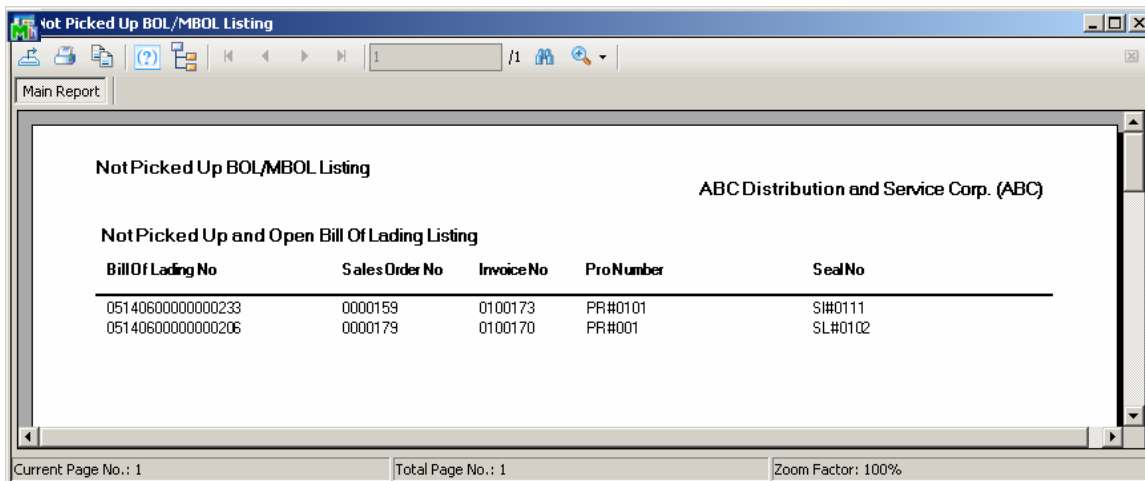
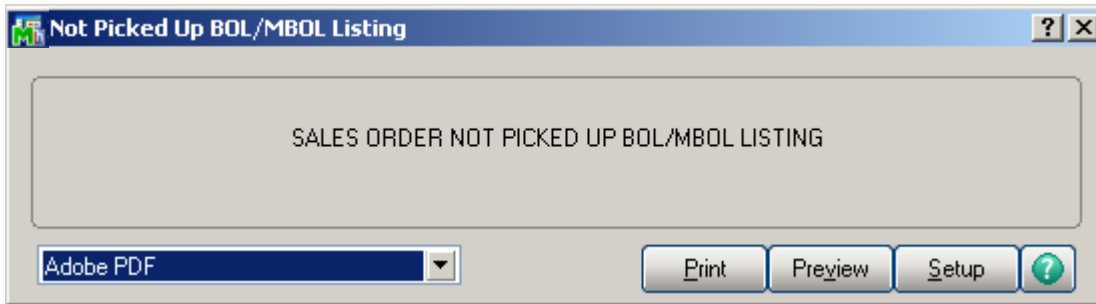


After running the Daily Sales Update, select the Invoice History Inquiry program from the Sales Order Inquiries menu.

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:



A/R Invoice History Inquiry (ABC) 7/13/2012

Invoice No. 0100063 Type INV Date 7/12/2012
 Source S/O Order No. 0000182

1. Main 2. Lines

Customer No. 01-AVNET Avnet Processing Corp
 Ship To 2 Irvine Warehouse
 Source Journal SO-000007 RMA No.

Terms Code 01 Net 30 Days Ship Date 7/12/2012
 Ship Via UPS BLUE Schedule CA
 FOB
 Customer PO
 Salesperson 01-0200 Shelly Westland Weight 50
 Confirm To Terry Stafford Apply To
 Comment
 E-mail tonys@avnet.com
 Fax (949) 555-2223 Batch Fax

Taxable 429.00
 Nontaxable .00
 Freight .00
 Sales Tax 29.55
 Discount 21.45
 Invoice Total 437.10
 Deposit .00
 Net Invoice 437.10

Balance 437.10

IIG Tracking...

OK

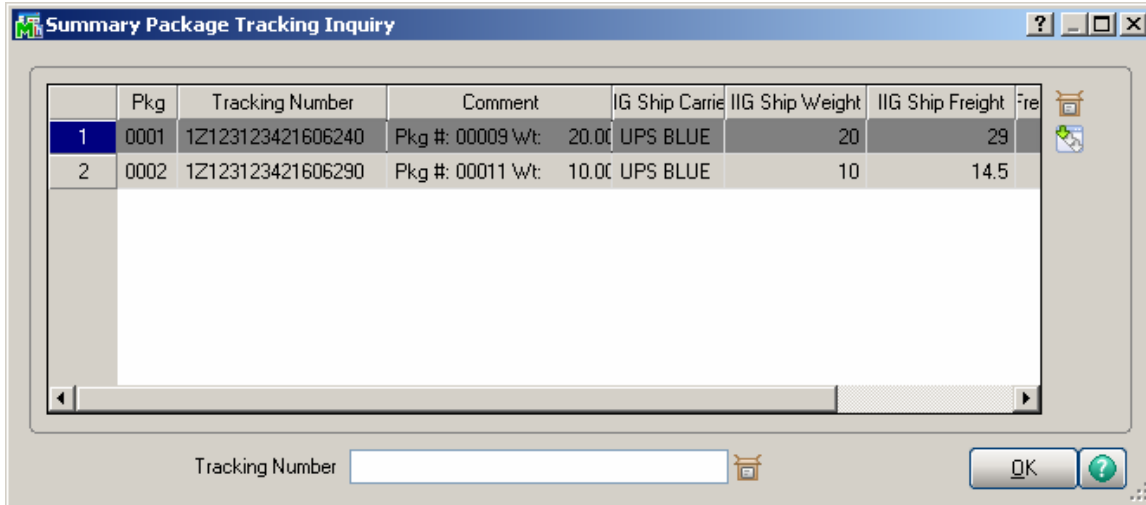
Click the **IIG Tracking** button to view the IIG Shipping Manifest package/tracking information.

S/O History Inquiry - IIG Shipping Automation Tracking Display

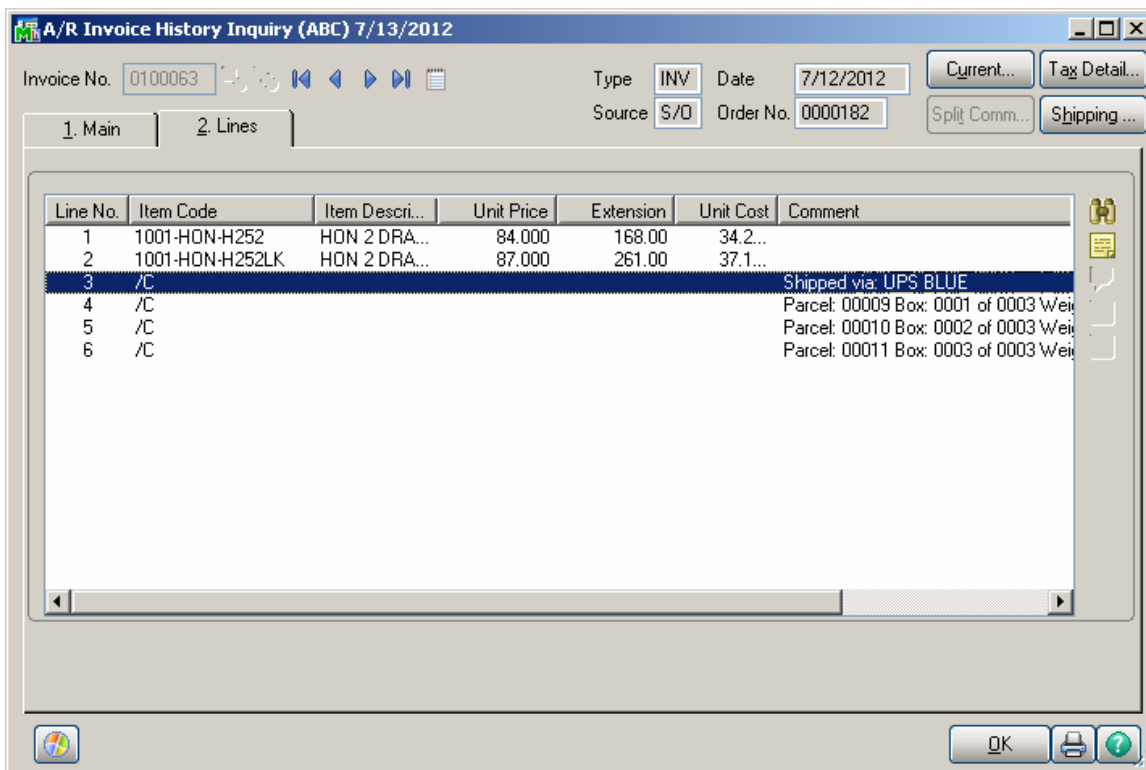
Package	Box of	Ttl Box	Weight	Tracking ID
00009	0001	0003	20	1Z123123421606240
00010	0002	0003	20	1Z123123421606270
00011	0003	0003	10	1Z123123421606290

OK

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



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



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

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) 7/13/2012

Package No. 00011 Order No. 0000183 Parcel 1 of 205 Daily Totals...

Invoice No. 0100064 Cust No. 01-ABF American Business Futures

Ship Via UPS BLUE
Description UPS 2ND DAY AIR
Ship Weight 1.00
Freight Amount 1.45
Total COD Amount .00 C.O.D.?

Telephone (414) 555-4787
Contact Name John Quinn

Tracking ID 1Z123123421200210

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

****Shipped**** OK

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

IIG Daily Shipment Totals

Total Package 205
Valid Packages 205
Voided Packages 0
Total Amount 297.25

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) 7/13/2012

Invoice No. 0100063 Manifest Date 7/13/2012

Order No. 0000182 Customer No. 01-AVNET Avnet Processing Corp

Ship Via UPS BLUE
 Description UPS 2ND DAY AIR
 Freight Amount 72.50 Boxes 0003
 Total COD Amount .00 C.O.D.?

Ship To Address
 Name Irvine Warehouse
 Address 56 Technology
 Building two
 ZIP Code 92618
 City IRVINE State CA
 Country USA United States of America

Telephone (213) 555-9842
 Contact Name Terry Stafford

Box Information

Pack...	Box #	Weight	Tracking Number	Box Co...	Height	Width	Length	Box Freight
00009	0001	20.00	1Z123123421606240	001	005	001	002	29.00
00010	0002	20.00	1Z123123421606270	001	005	001	002	29.00
00011	0003	10.00	1Z123123421606290	002	012	006	008	14.50

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.

ABC Distribution and Service Corp. (ABC)

INVOICES NOT MANIFESTED LISTING

INVOICE NUMBER	ORDER NUMBER	CUSTOMER NUMBER	SOLD TO NAME	SHIP VIA
0100057	0000174	01-ABF	American Business Futures	UPS BLUE
0100062	0000177	01-ABF	American Business Futures	UPS BLUE

Number of invoices shipped and not yet manifested: 2

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.

View Invoices Not Valid Tracking ID Listing

1 / 1 100%

BusinessObjects

Preview

ABC Distribution and Service Corp. (ABC)

INVOICES WITHOUT VALID TRACKING NUMBERS LISTING

INVOICE NUMBER	ORDER NUMBER	CUSTOMER NUMBER	SOLD TO NAME	SHIP VIA
0100064	0000183	01-ABF	American Business Futures	UPS BLUE

Number of invoices shipped and with no tracking ID: 1

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.

Customer Shipping History Report (ABC) 7/13/2012

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	

Adobe PDF

Keep Window Open After: Print Preview

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

Invoice Date	Invoice Number	Customer P.O.	Ship Via	Ship To	Invoice Total
01 - AVNET					
7/12/2012	0100063		UPS BLUE UPS 2ND DAY AIR	Irvine Warehouse 56 Technology Building two IRVINE CA 92618	437.10
<i>Tracking ID: 1Z123123421606240</i>					
<i>Tracking ID: 1Z123123421606270</i>					
<i>Tracking ID: 1Z123123421606290</i>					
Customer 01 - AVNET total					437.10
Report total					1,763.90

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

Invoice Date	Invoice Number	Customer P.O.	Ship Via	Ship To	Invoice Total	
01 - AVNET						
7/12/2012	0100063		UPS BLUE UPS 2ND DAY AIR	Irvine Warehouse 56 Technology Building two IRVINE CA 92618	437.10	
Item Number	Description	Shipped	Back Ordered			
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	2.00	0.00			
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK	3.00	0.00			
<i>Tracking ID: 1Z123123421606240</i>						
<i>Tracking ID: 1Z123123421606270</i>						
<i>Tracking ID: 1Z123123421606290</i>						
Customer				01 - AVNET	total	437.10
Report total					1,763.90	

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.

International Shipping History Report (ABC) 7/13/2012

Report Setting: STANDARD [Save]

Description: International Ship. History Report

Setting Options:

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

Options:

- Sort Report By: Country
- Shipment: International
- COD Only: Small parcel: Truck Shipments: Full delivery address:

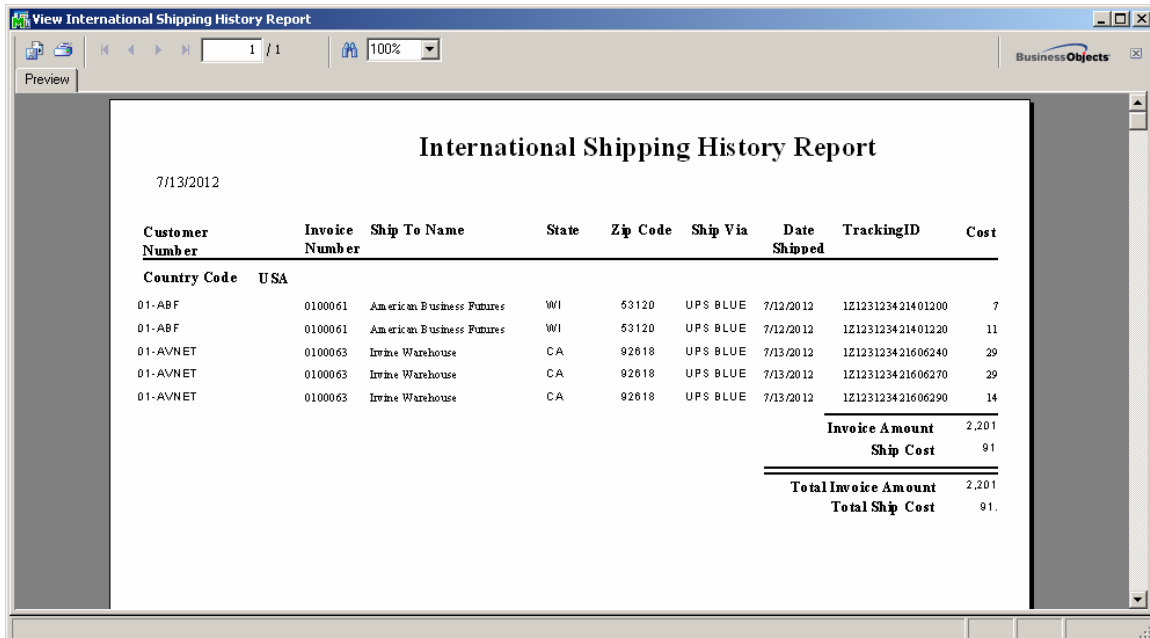
Selections:

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

Adobe PDF [Keep Window Open After: Print Preview] [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:



7/13/2012

Customer Number	Invoice Number	Ship To Name	State	Zip Code	Ship Via	Date Shipped	TrackingID	Cost
01-ABF	0100061	American Business Futures	WI	53120	UPS BLUE	7/12/2012	1Z123123421401200	7
01-ABF	0100061	American Business Futures	WI	53120	UPS BLUE	7/12/2012	1Z123123421401220	11
01-AVNET	0100063	Irvine Warehouse	CA	92618	UPS BLUE	7/13/2012	1Z123123421606240	29
01-AVNET	0100063	Irvine Warehouse	CA	92618	UPS BLUE	7/13/2012	1Z123123421606270	29
01-AVNET	0100063	Irvine Warehouse	CA	92618	UPS BLUE	7/13/2012	1Z123123421606290	14
Invoice Amount								2,201
Ship Cost								91
Total Invoice Amount								2,201
Total Ship Cost								91

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 shows the 'Sales Order Entry (ABC) 7/13/2012' window. The '4. Totals' tab is active. The 'Rate Shop' button is highlighted with a blue box. The interface includes the following fields and values:

Field	Value
Order Number	0000206
Order Date	7/13/2012
Order Type	Standard Order
Customer No.	01-ABF
Customer Name	American Business Futures
Salesperson	0100
Amount Subject to Discount	2,984.43
Discount Rate	.000%
Discount Amount	.00
Taxable Amount	.00
Non-Taxable Amount	2,984.43
Payment Type	NONE
Check Number	
Deposit Amount	.00
Commission Rate	10.000%
Sales Tax Amount	.00
Order Total	2,994.43
Ship Zone	
Ship Weight	00105
Freight Amount	10.00
Rate Shop	Rate Shop..
Rated Freight	.00

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

The screenshot shows the 'S/O Rating' dialog box. The title bar reads 'S/O Rating'. The main text says 'Identifying how a product is shipped for rating'. A progress bar is visible at the bottom.

Ship Via	Service Type	Carrier Code	Freight
UPS RED	UPS	GND	175.15
C.O.D.	UPS	2DY	732.41
UPS BLUE	UPS	1DY	999.90

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 products are always shipped as separate box due to the dimensions of the item.

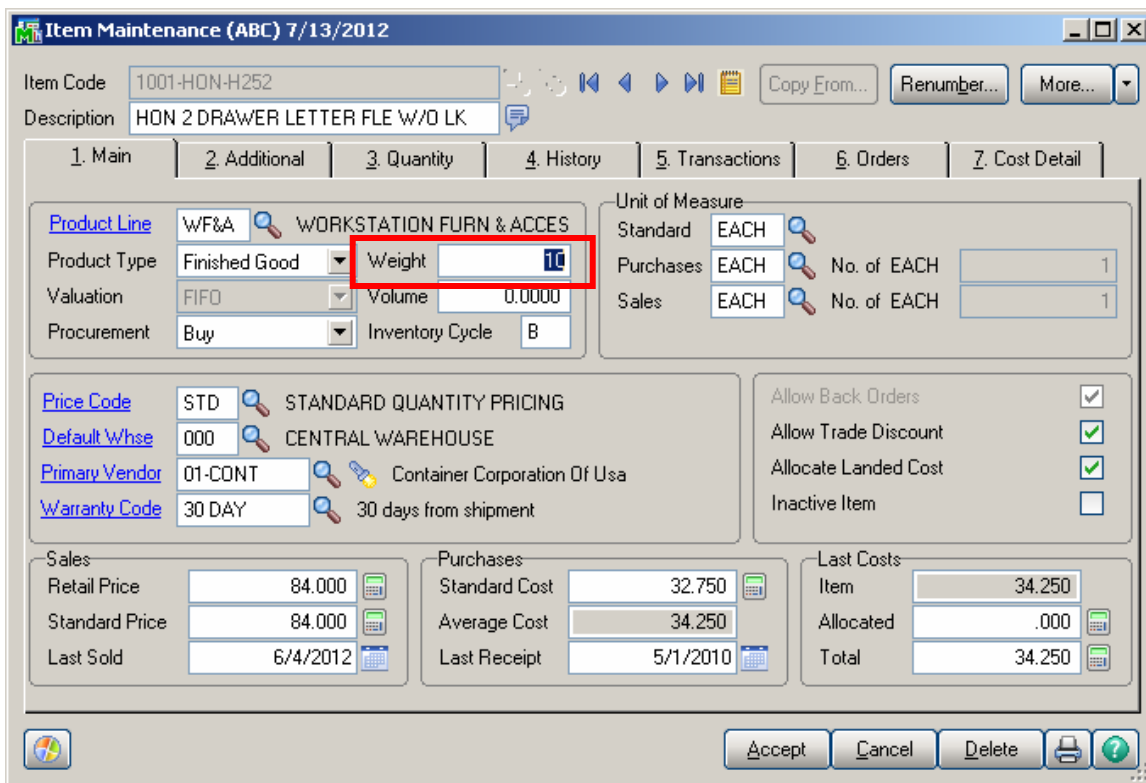
So when the rating program is looping through the product ordered to determine what boxes the product can go into, these items will be treated as a separate box with nothing else in it. The rating process will add the box factor to the item's weight and use that (along with the dimensions) to generate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



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

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

Packaging/Tare

Ship as one box:

	U/M	Box Code	Height	Length	Width	Default
Each Tare	EACH	002	001	002	003	<input type="checkbox"/>
Case Pack Tare	FEET	002	001	002	003	<input type="checkbox"/>
Master Pack Tare	FOUR	002	020	030	050	<input checked="" type="checkbox"/>
Pallet Pack Tare	EACH	001	001	002	005	<input type="checkbox"/>
Inner Pack Tare	BOX	001	001	002	005	<input type="checkbox"/>

Buttons: OK, Cancel

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

Box Dimension Code: 002

Description: Standard

Box Height	1.00	Weight Factor	3.000
Box Length	2.00	Bill of Lading Description	CTN
Box Width	3.00	UPS Box Type Code	02

Metric Dimensions:

Additional Handling:

Buttons: Accept, Cancel, Delete, Print

If the customer orders five of this item:

The screenshot shows a software window titled "Sales Order Entry (ABC) 7/14/2012". The window contains several sections:

- Header:** Order Number 0000268, User useriig, and buttons for Copy from..., Defaults..., Customer..., and Credit...
- Tabs:** 1. Header, 2. Address, 3. Lines, 4. Totals.
- Table:** A table with columns: Item Code, Ordered, Back Ordered, Unit Price, Extension, and Co. The first row (Item 1) shows 5.00 ordered units at a unit price of 81.480, with an extension of 407.40. The second row (Item 2) shows 0.00 ordered units at a unit price of .000, with an extension of .00.
- Item Details:** A dropdown menu for Item 1 shows: Description: HON 2 DRAWER LETTER FLE W/O LK, Warehouse: 001, Unit Of Measure: EACH, and Shipped: .00.
- Status:** Available Quantity in this Warehouse is 738 EACH.
- Totals:** Total Amount 407.40.
- Buttons:** Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and a help icon.

Results

Destination Zip Code: 53120 East Troy, WI

Destination Gross Weight: 65 Parcels: 5

Ship Via	Service Type	Carrier Code	Freight
MAIL	UPS	GND	60.20
SHIP PROD	UPS	2DY	227.60
C.O.D.	UPS	1DY	415.55

Select Cancel

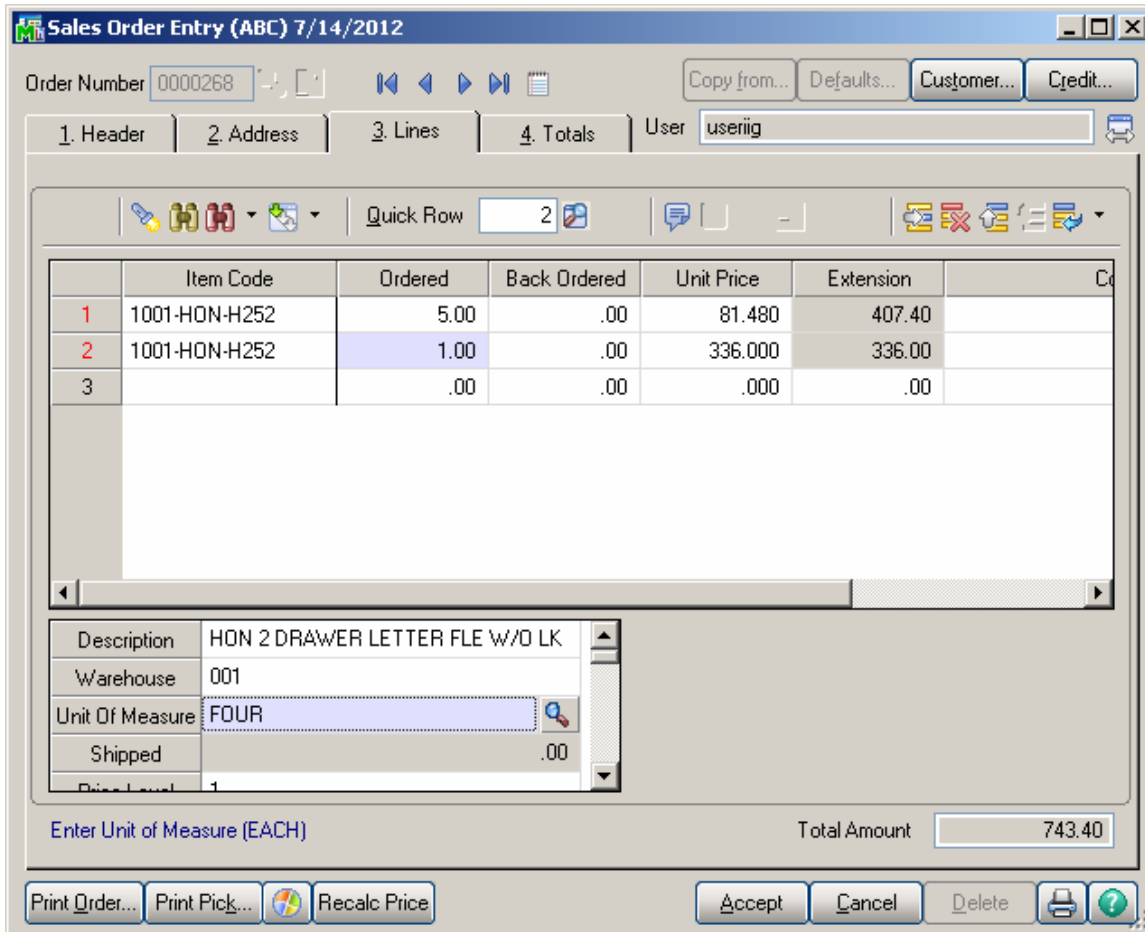
Rate shop showing five cartons at 65 pounds total.

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

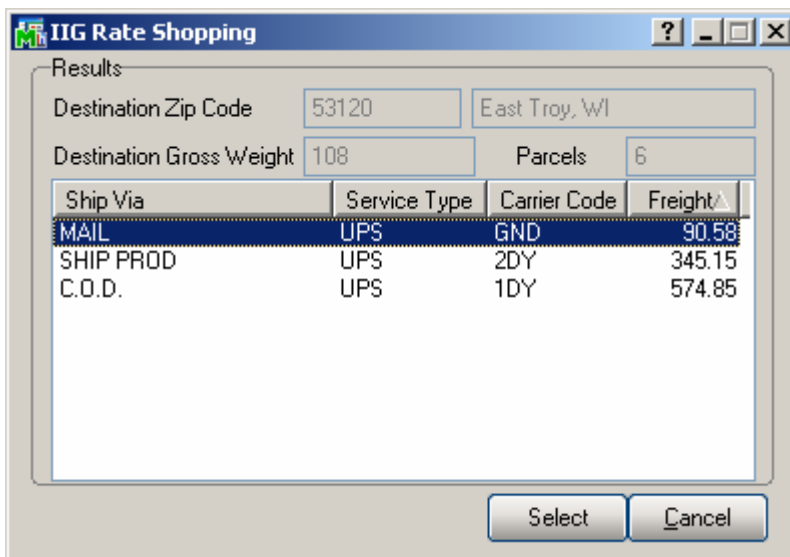
If a widget is 10 pounds, and the box factor is 3 pounds, then:

- 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.



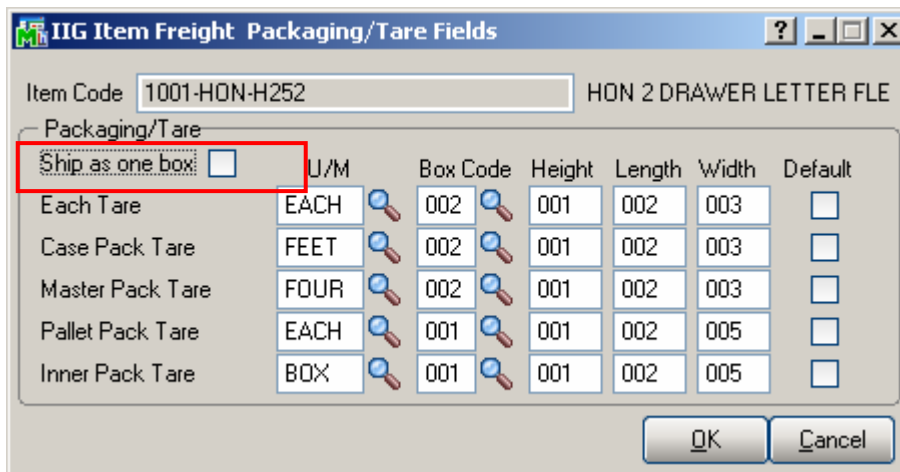
2. Products are shipped as a separate box:

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.



The screenshot shows a dialog box titled "IIG Item Freight Packaging/Tare Fields" for item "1001-HON-H252". The "Packaging/Tare" section contains a table with columns: U/M, Box Code, Height, Length, Width, and Default. The "Ship as one box" checkbox is unchecked and highlighted with a red box.

	U/M	Box Code	Height	Length	Width	Default
Each Tare	EACH	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	001	001	002	005	<input type="checkbox"/>
Inner Pack Tare	BOX	001	001	002	005	<input type="checkbox"/>

Same shipment of 9 total units sold.

The screenshot shows a software window titled "Sales Order Entry (ABC) 12/5/2013". The window contains several sections:

- Header:** Order Number 0000269, navigation buttons, and buttons for "Copy from...", "Defaults...", "Customer...", and "Credit...".
- Tabs:** 1. Header, 2. Address, 3. Lines, 4. Totals. The "Lines" tab is active.
- User:** useriig
- Table:** A table with columns: Item Code, Ordered, Back Ordered, Unit Price, Extension, and Co. The data is as follows:

Item Code	Ordered	Back Ordered	Unit Price	Extension	Co
1 1001-HON-H252	5.00	.00	81.480	407.40	
2 1001-HON-H252	4.00	.00	312.480	1,249.92	
3	.00	.00	.000	.00	
- Item Details:** A dropdown menu showing:

Description	HON 2 DRAWER LETTER FLE W/O LK
Warehouse	001
Unit Of Measure	EACH
Shipped	.00
Disc Level	1
- Status:** "Available Quantity in this Warehouse is 696 EACH" and "Total Amount 1,657.32".
- Buttons:** Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and a help icon.

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	68.66
SHIP PROD	UPS	2DY	256.82
C.O.D.	UPS	1DY	366.14

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:

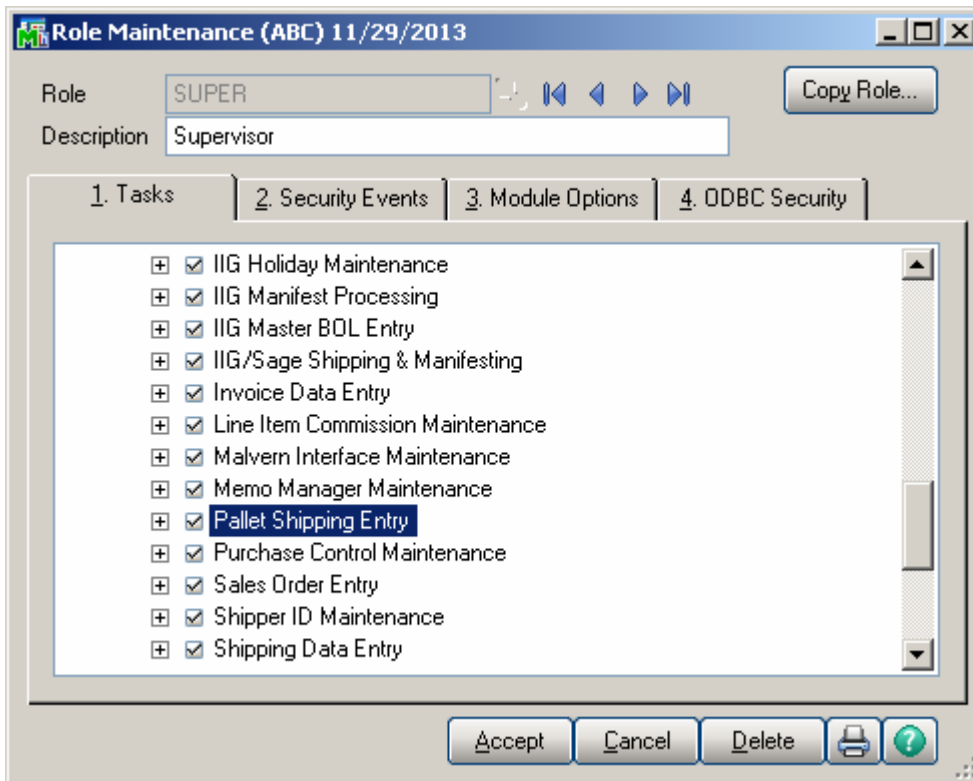
- Box 1 will be sent with dimensions 20 x 30 x 50, weight $4*10+3 = 43$ pounds
- Box 2 will be sent with dimensions 20 x 30 x 50, weight 43 pounds
- Box 3 will be sent with dimensions 20 x 30 x 50, weight $10+3 = 13$ pounds

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.

The screenshot shows a software window titled "Pallet Shipping Entry (ABC) 11/28/2013". It features several input fields: "Order No." with a search icon, "Item Code" with a dropdown arrow, and "Pallet" with a "Next Pallet Number" button. A "Pkg" field is also present. Below these is a table with the following headers: "Pallet", "Item Number", "Lot/Serial", and "Qty Picked". The table body is currently empty. At the bottom of the window are three buttons: "Order Qty Totals", "Accept", and "Delete".

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.

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



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

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

Pallet Shipping Entry (ABC) 11/28/2013

Order No. 0000279

Item Code

Pallet 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 only. For Lot/Serial Items the Lot/Serial No field is shown allowing for entry of Lot/Serial number.

Item Number List

Item No.	Description
1001-HON-H252	HON 2 DRAWER LETTER FILE w/O LK
1001-HON-H254LK	HON 4 DRAWER LETTER FILE w/ LCK
2480-8-50	DESK FILE 8" CAP 50
2551-3-50	DESK FILE 3 1/2" CAP 50

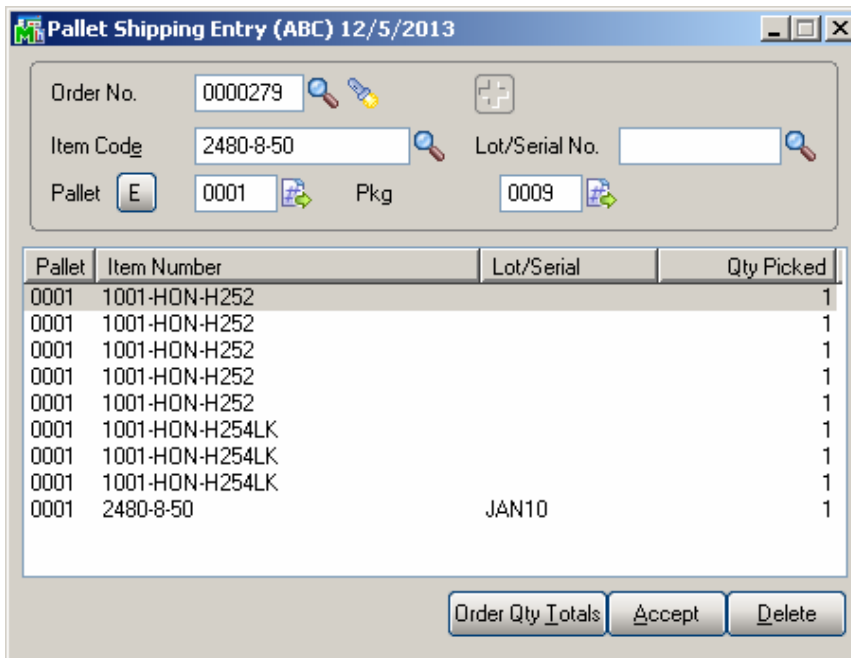
Search Item No. Begins with Find

Filters... Custom... Select Cancel

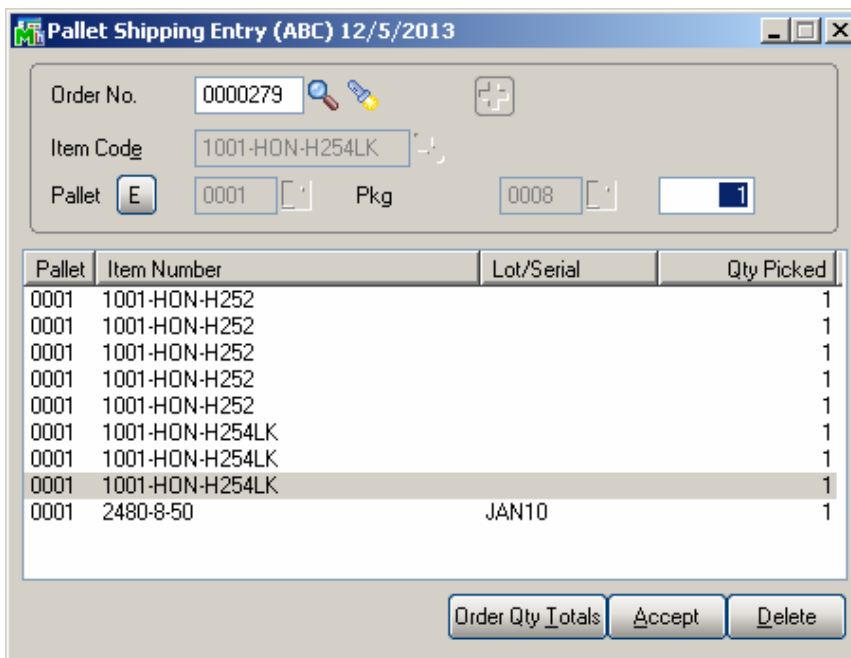
Found 4 records

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.

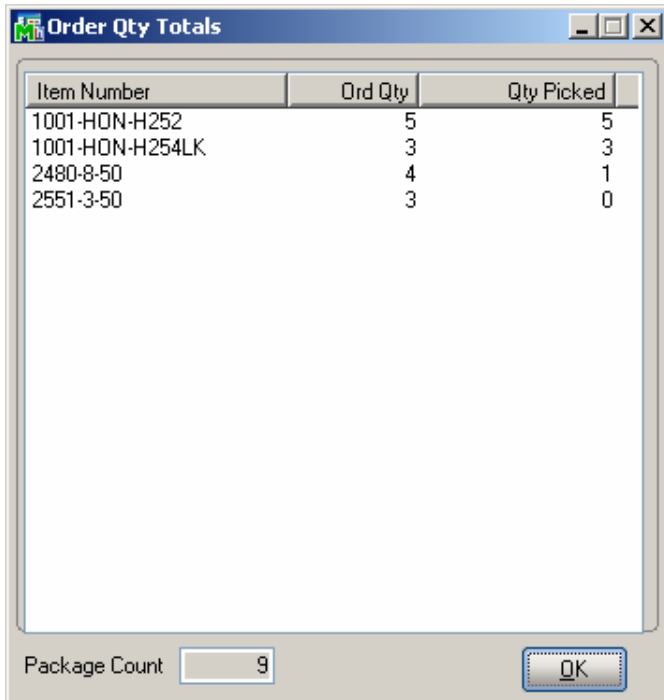


The **E (Edit)** button next to the Pallet field allows for editing the Qty Picked on the selected line.



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.



Item Number	Ord Qty	Qty Picked
1001-HON-H252	5	5
1001-HON-H254LK	3	3
2480-8-50	4	1
2551-3-50	3	0

Package Count

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.

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 pop up when the user selects a Sales Order processed by **Pallet Shipping Entry**.

The screenshot displays the Sage ERP MAS 90 Sales Order Entry window. The window title is "Sales Order Entry (ABC) 12/5/2013". The main form contains the following fields and controls:

- Order Number: 0000279
- Order Date: 11/28/2013
- Order Type: Standard Order
- Customer No.: 01-ABF (American Business Futures)
- Customer Name: American Business Futures
- Status: New
- Whse: 001
- Sales Tax Schedule: WI
- Cont Phn: (414) 555-4787
- E-mail: artie@abf.com
- Salesperson: 0100

A message dialog box titled "Sage ERP MAS 90" is overlaid on the form, displaying the message: "This Order is currently being shipped in Pallet Shipping Entry." with an "OK" button.

At the bottom of the window, there are buttons for "Print Order...", "Print Pick...", "Recalc Price", "OK", 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) 12/5/2013

Shipper ID: 1 Ship Date: 12/5/2013 Order No.: 0000279 Batch No.: 00008
Shipping No.: 0100147 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

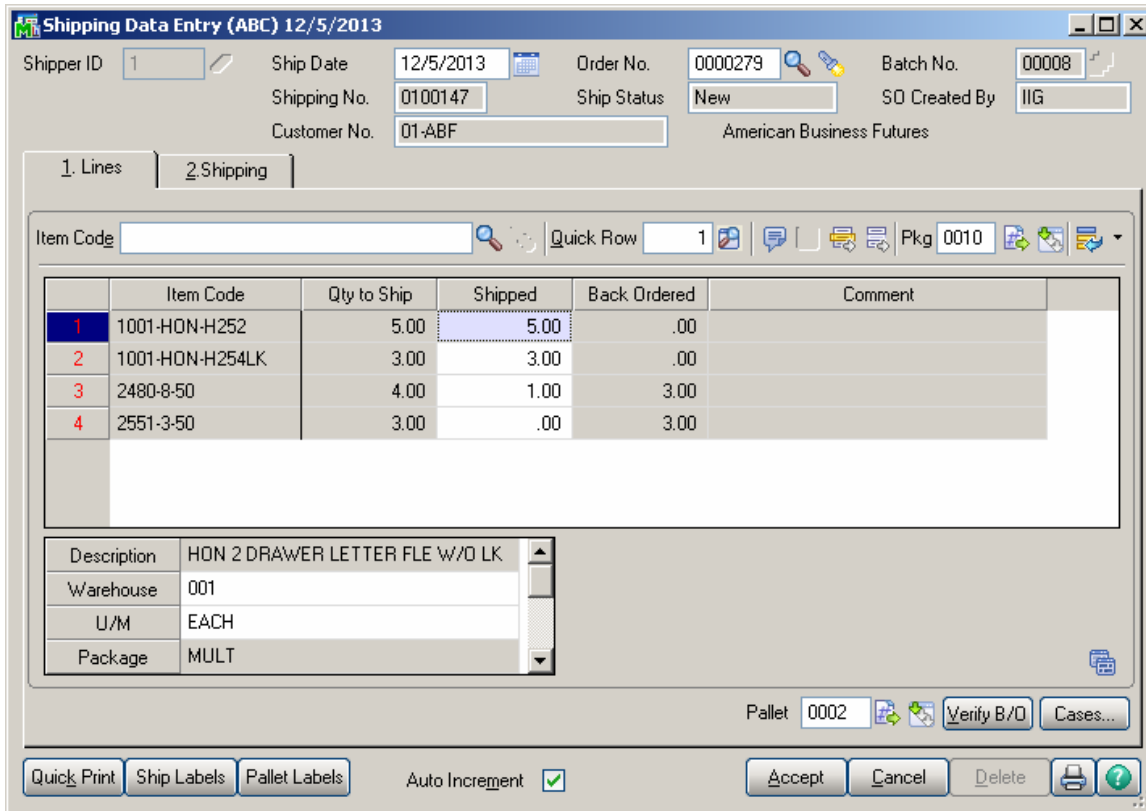
	Item Code	Qty to Ship	Shipped	Back Ordered	Comment
1	1001-HON-H252	5.00	.00	.00	
2	1001-HON-H254LK	3.00	.00	.00	
3	2480-8-50	4.00	.00	.00	
4	2551-3-50	3.00	.00	.00	

Description: Warehouse: U/M: Package:

Pallet: 0001 Copy Picked Quantities Cases...

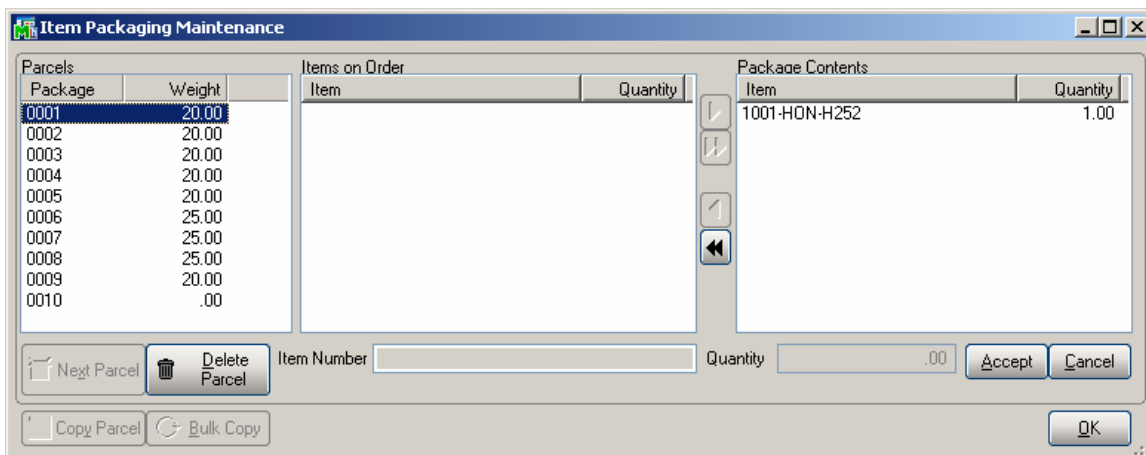
Quick Print Ship Labels Pallet Labels Auto Increment Accept Cancel Delete ?

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

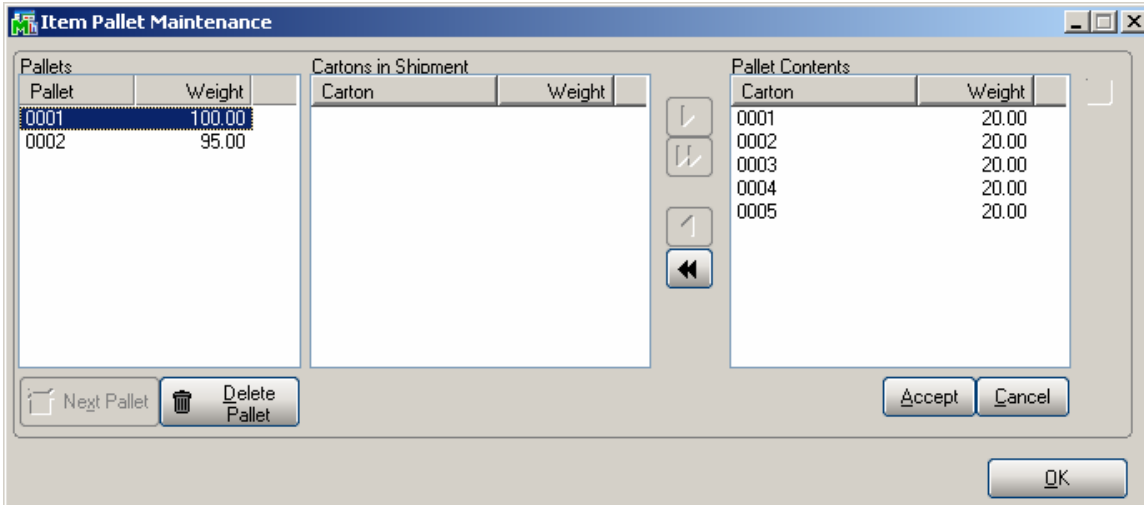


Upon pressing the Copy Picked Quantities button the lines of the Sales Order are loaded in the grid with the Qty Shipped equal to the Qty Picked in the Pallet Shipping Entry.

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



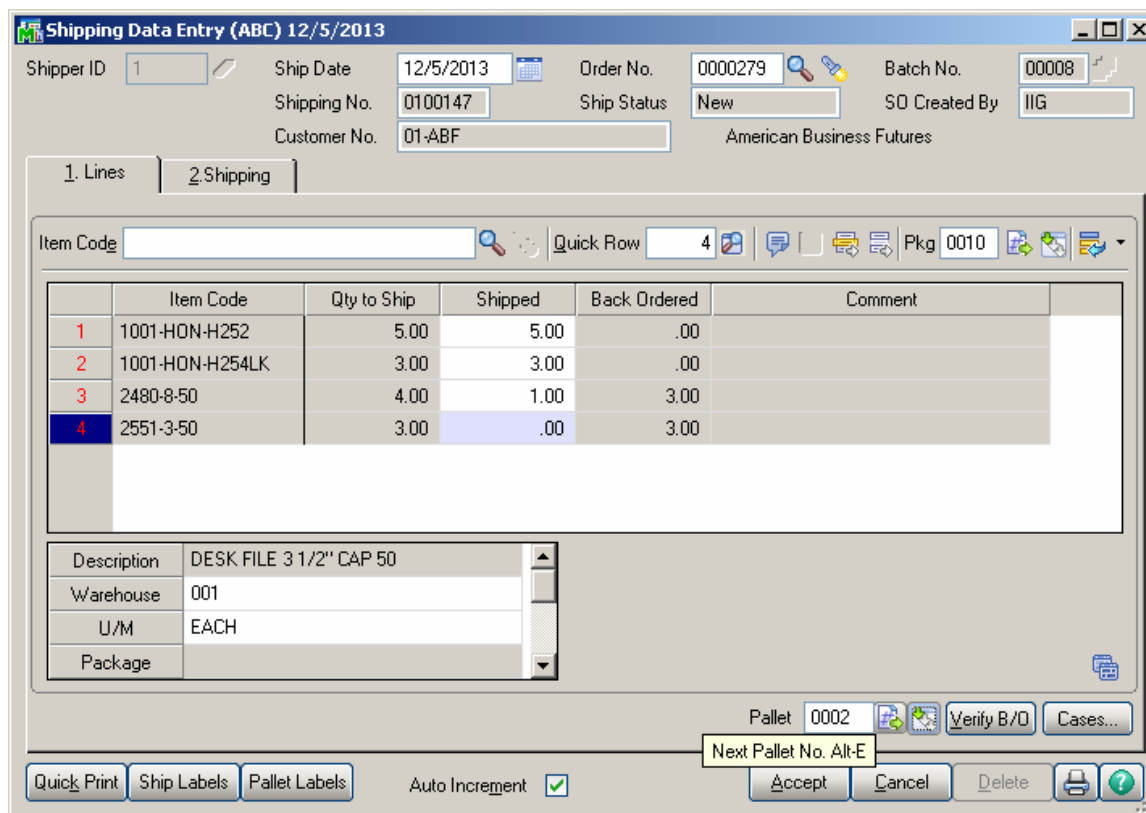
The Items shipped by pallets are added in the **Item Pallet Maintenance** with respective Pallet numbers.



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.



	Item Code	Qty to Ship	Shipped	Back Ordered	Comment
1	1001-HON-H252	5.00	5.00	.00	
2	1001-HON-H254LK	3.00	3.00	.00	
3	2480-8-50	4.00	1.00	3.00	
4	2551-3-50	3.00	.00	3.00	

Description	DESK FILE 3 1/2" CAP 50
Warehouse	001
U/M	EACH
Package	

Pallet 0002 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.

Shipping Data Entry (ABC) 12/5/2013

Shipper ID: 1 Ship Date: 12/5/2013 Order No.: 0000279 Batch No.: 00008
 Shipping No.: 0100147 Ship Status: Shipped SO Created By: IIG
 Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

Terms Code: 01 Net 30 Days
 Confirm To: John Quinn
 E-mail Address: artie@abf.com
 Comment:
 Warehouse: 001 EAST WAREHOUSE
 No. of COD Labels: 0 COD Cash Only:

FOB:
 Ship Via: UPS FREIGHT Tracking...
 Ship Zone: No. of Ship Labels: 2
 Ship Weight: 00020 No. of Pkgs: 10
 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 of America

IIG Shipping
 IIG LTL Ship

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

IIG LTL Manifest Generation (ABC) 12/5/2013

Order Number: 0000279 Invoice No.: 0100147
 Next Pallet No.: 00006 Customer No.: 01-ABF American Business Futures
 Ship Via: UPS FREIGHT UPS Freight Shipping Options
 Total Pallets: 2 Total Weight: 195.00 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	00004	
2	95.00	PLT	096	048	048	.00	00005	
3	.00					.00		

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

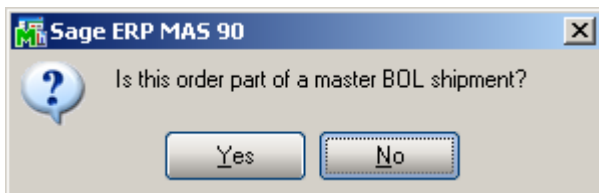
Pro Number:
 Freight Cost: .00
 Load Number:
 Seal No:
 Trailer No:

Logging Active! Print BOL Accept Cancel Delete Ship

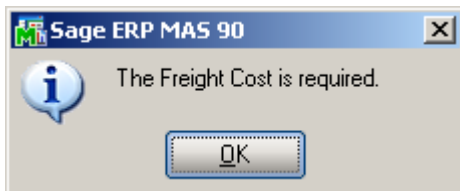
Enter Ship Weight (F8 - Read Scale or Calculate Weight)

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.

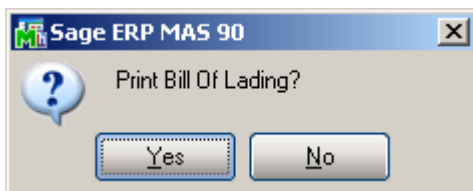
The following message appears upon pressing Ship button on the **LTL Manifest Generation** screen and no Pro Number and no Freight Cost Entered:



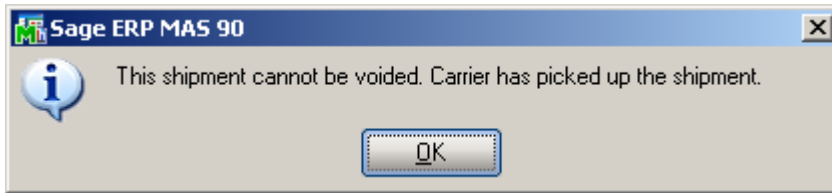
If **NO** is selected, meaning just bill of lading should be generated for current shipment, the **Pro Number** and **Freight Cost** fields must be filled in. Otherwise the following messages appear:



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

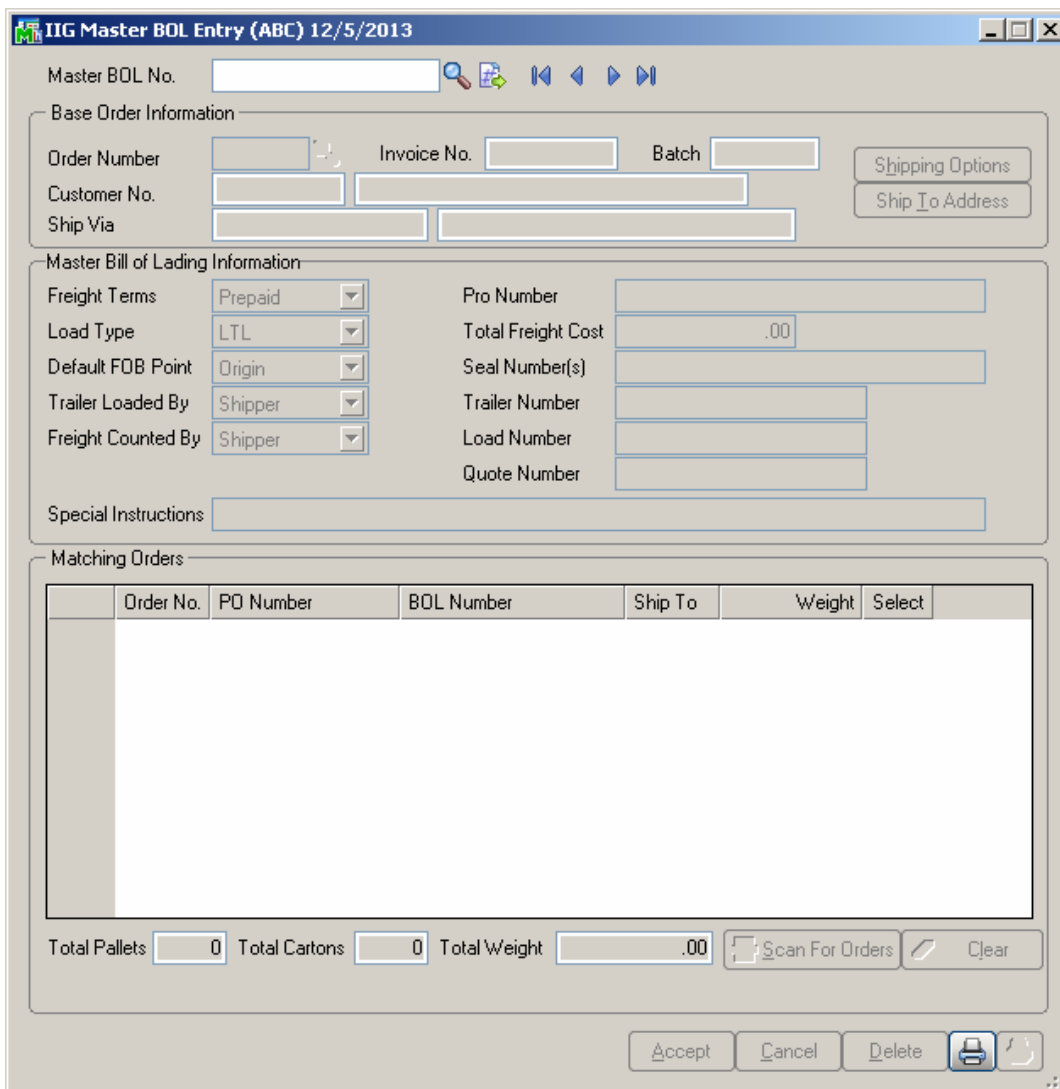


The Shipment can no longer be voided after it is picked up in the **IIG BOL Manifest Pickup Entry**.



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.

The screenshot shows the 'IIG Master BOL Entry (ABC) 12/5/2013' window. It contains several sections for data entry and order management:

- Master BOL No.:** 05140600010000029
- Base Order Information:**
 - Order Number: 0000282
 - Invoice No.: 0100150
 - Batch: 00008
 - Customer No.: 01-ABF
 - Ship Via: UPS FREIGHT
- Master Bill of Lading Information:**
 - Freight Terms: Prepaid
 - Load Type: LTL
 - Default FOB Point: Origin
 - Trailer Loaded By: Shipper
 - Freight Counted By: Shipper
 - Pro Number: [Empty]
 - Total Freight Cost: .00
 - Seal Number(s): [Empty]
 - Trailer Number: [Empty]
 - Load Number: [Empty]
 - Quote Number: [Empty]
- Matching Orders Table:**

	Order No.	PO Number	BOL Number	Ship To	Weight	Select
1	0000283		05140600000000020	53120	70	<input checked="" type="checkbox"/>
2	0000282		05140600000000039	53120	330	<input checked="" type="checkbox"/>
- Summary:** Total Pallets: 2, Total Cartons: 4, Total Weight: 400.00

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.

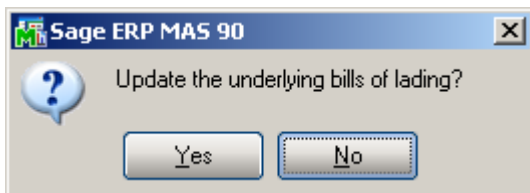
- Clear** This button is disabled until orders are found and loaded. Clears the list of orders found in the Scan For Order function.

- Delete** Deletes the un-manifested MBOL and removes the MBOL number from the listed orders selected.

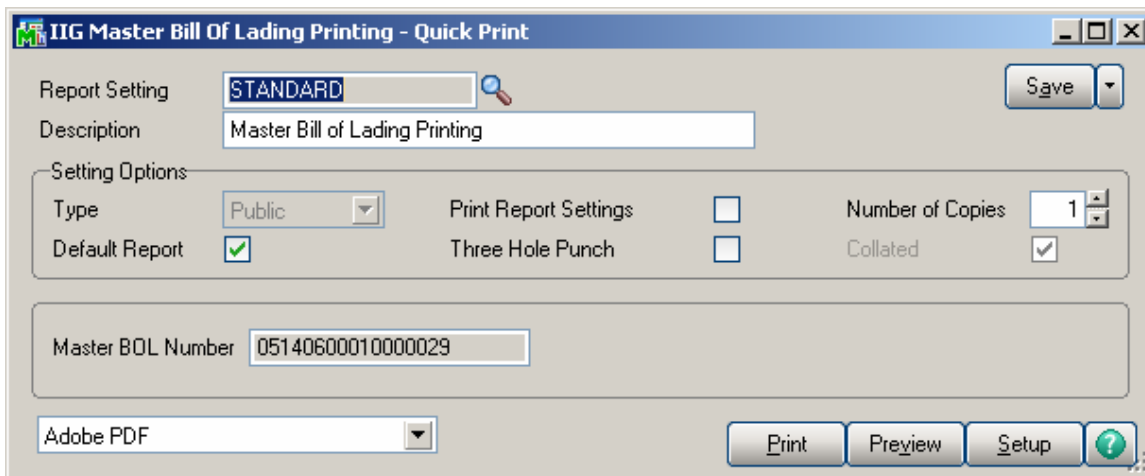
- Print BOL List** This button  prints a list of the orders/invoices with the bill of lading information).

- 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:

View IIG Master Bill of Lading Report

1 / 1 100%

BusinessObjects

Preview

Date: 12/5/2013 **MASTER BILL OF LADING** Page 001

SHIP FROM		Bill of Lading Number: 05140600010000029		
Name: aaa				
Address: sss				
City/State/Zip: Portsmouth, NH 00215	FOB: <input checked="" type="checkbox"/>			
SHIP TO		CARRIER NAME: Large LTL Truckload		
Name: American Business Futures	Location #: 2	Trailer number: TRL#051214		
Address: Racine Warehouse		Seal number(s): Seal#011111		
City/State/Zip: Racine, WI 53120	FOB: <input type="checkbox"/>	SCAC:		
		Pro number: PRO#001222		
BILL TO		Freight Charge Terms: (freight charges are prepaid unless marked otherwise)		
Name: aaa		Prepaid <input checked="" type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>		
Address: sss		<input checked="" type="checkbox"/> Master Bill of Lading; with attached underlying Bills of Lading		
City/State/Zip: Portsmouth, NH 00215		(check box)		
SPECIAL INSTRUCTIONS:				
CUSTOMER ORDER INFORMATION				
BOL NUMBERS	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)	ADDITIONAL SHIPPER INFO
05140600000000020	1 ctns	70 lbs	[Y] N	
05140600000000039	3 ctns	330 lbs	[Y] N	
GRAND TOTAL	4 ctns	400 lbs		

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

View IIG Bill of Lading Report

1 / 2
75%
BusinessObjects

NATIONAL MOTOR FREIGHT CLASSIFICATION 100-Series

STRAIGHT BILL OF LADING--SHORT FORM

ORIGINAL--NOT NEGOTIABLE

Master Bill of Lading: 05140600010000029

Name of Carrier: Large LTL, Truckload

Carrier's Pro No: PR0#001222

Shipper's Bill of Lading No.: 0514060000000020

Consignee's Reference/PO No.:

Carrier's Code (SIC AC):

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: aaa Date: 12/5/2013

Steel sssds City: Portsmouth State: NH Zip: 00215

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 successor 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: American Business Futures
On Collect on Delivery Shipments, the letters "COD" must appear before consignee's name.

Destination: Steel Racine Warehouse 5411 Kendrick Place City: Racine State: WI Zip: 53120

Delivering Carrier: Large LTL, Truckload Trailer No: TRL#051214

Additional Shipment Information: Seal No: Seal#011111

Collect on Delivery \$	0.00	and remit to:	City	State	C.O.D. Charge	Shipper	<input type="checkbox"/>
Destination Steel					to be paid by	Consignee	<input type="checkbox"/>

Handling Units No.	Package No.	Type	Kind of package, description of Articles, Special Marks and Exceptions, NMFC # (Subject to correction)	Weight (subject to correction)	Class or Rate Ret (In to only)	NMFC Code (optional)
1	CTN	1 CTN	Clean Freight 50	70.00	50	11AINFORMA

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

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

This 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 may be applicable. See 49 U.S.C. § 14709 (c)(1)(A) and (B).

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(a) of NMFC Item 360

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: aaa 1111111111 (for informational purposes only)

Send freight bill to: aaa Portsmouth, sss State: NH Zip: 00215

Shipper: aaa Carrier: Large LTL, Truckload

Per: _____ Date: 12/5/2013

Shipper Certification

This is to certify that the above named materials are properly classified, described, packaged and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Per: _____ Date: _____

Carrier Certification

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has DOT Emergency guidebook or equivalent in the vehicle.

Per: _____ Date: _____

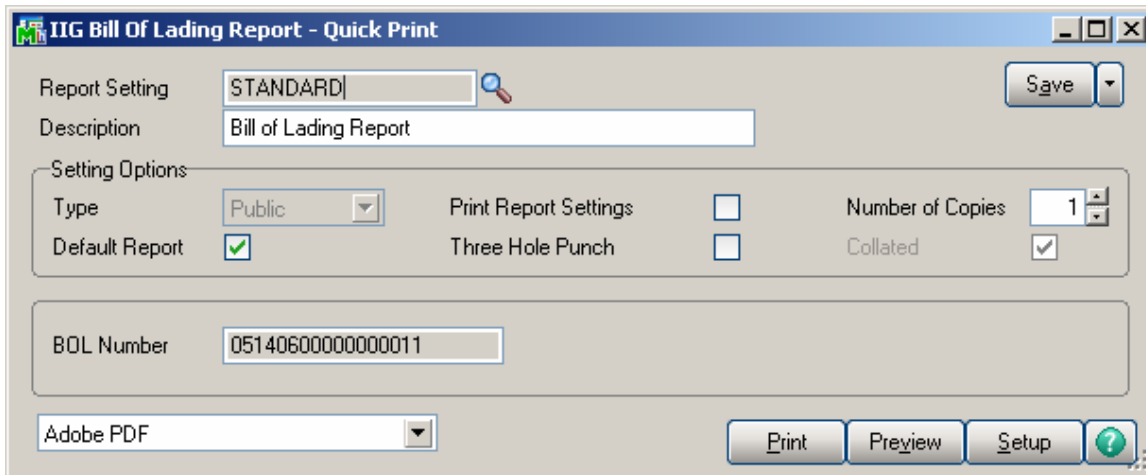
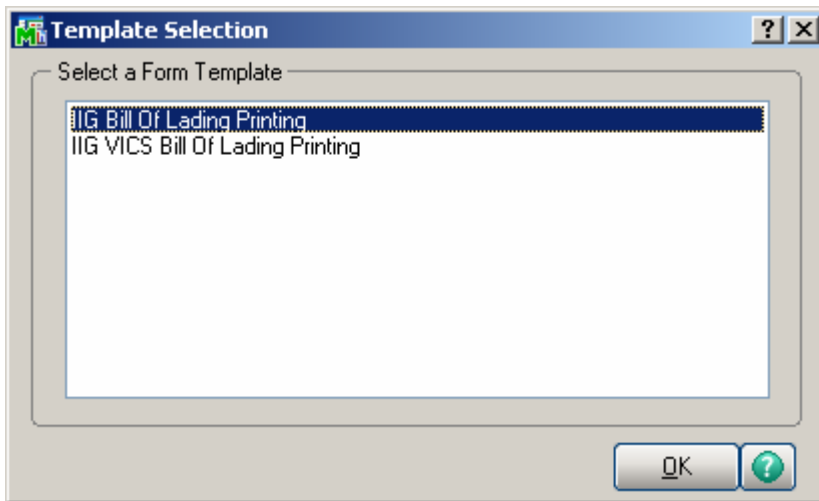
Package Nos. _____

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:

View IIG Bill of Lading Report

1 / 1 100%

BusinessObjects

NATIONAL MOTOR FREIGHT CLASSIFICATION 100-Series

STRAIGHT BILL OF LADING--SHORT FORM Page: 1

ORIGINAL--NOT NEGOTIABLE

Carrier's Pro No **PRO#011111**

Shipper's Bill of Lading No. **05140600000000011**

Consignee's Reference/PO No.

Carrier's Code (\$CAC)

Name of Carrier

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 **aaa** Date: **12/5/2013**

Street **sss ds** City **Portsmouth** State **NH** Zip **00215**

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, from 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 successor 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 hereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assignee.

Consigned to **American Business Futures**

On Collect on Delivery Shipments, the letters "C.O.D." must appear before consignee's name.

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

Delivering Carrier Trailer No **T#003**

Additional Shipment Information Seal No **Seal#1222**

Collect on Delivery\$ **0.00** and remit to:

Destination Street City State C.O.D. Charge Shipper

to be paid by Consignee

Handling Units No. Type	Packages No. Type	* Kind of package, description of Article, Special Marks and Exception, NMFC # (Subject to correction)	Weight (subject to Correction)	Class or Rate Ref. (info only)	NMFC Code (optional)
1 CTN	5 CTN	Clean Freight50	100.00	50	11AINFORMA
1 CTN	3 CTN	Clean Freight50	95.00	50	WW

*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 1000

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, with the course of 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 **aaa** **111111111** (for informational purposes only)

Name Fax No. Tel. No.

Send freight bill to: **aaa Portsmouth sss ds NH 00215**


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

SHIP FROM
 Name: CTR
 Address: Central Av. 12
 City/State/Zip: Goodman, WI 54125
 SID#: _____ FOB:


SHIP TO
 Name: American Business Futures Location #2
 Address: Racine Warehouse
 5411 Kendrick Place
 City/State/Zip: Racine, WI 53120
 CID#: _____ FOB:

BILL FREIGHT CHARGES TO :
 Name: American Business Futures
 Address: 2131 N. 14th Street
 Suite 100
 City/State/Zip: Milwaukee, WI 53205-1204

SPECIAL INSTRUCTIONS :
 Contact Phone No : (414) 555-4787 Notify Charge : No

BILL OF LADING Page 001
 Bill of Lading Number: 0514060000000242

 (402)0514060000000242

CARRIER NAME : Large LTL Truckload
 Trailer number: TRL#01-11-12
 Seal number(s): SL#0102
 Load Number: LD#01

SCAC: UPSS
 Pro number: PR#001

 (9012K)UPSSPR#001

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)
 Prepaid Collect _____ 3rd Party _____

(check box) Master Bill of Lading with attached underlying Bills of Lading

CUSTOMER ORDER INFORMATION					
CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET / SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
0000179	1.00 ctns	20.00 lbs	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	
GRAND TOTAL	1.00 ctns	20.00 lbs			

CARRIER INFORMATION						LTL ONLY		
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowage</small>	NMFC #	CLASS
QTY	TYPE	QTY	TYPE					
1	CTN	1	CTN	20.00		INFORMATION COMMODITY	11AINFOR	50

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.

IIG BOL Manifest Pickup Entry (ABC) 12/5/2013

Bill of Lading

Bill of Lading Type: Bill of Lading

BOL Number: 0514060000000011

Master BOL No. (disabled)

Ship Via: UPS FREIGHT

Carrier Name: Large LTL, Truckload

Driver

Date Picked Up: 12/5/2013 Time: 04:27 PM

Driver's Name: (empty)

Proceed 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:

IIG BOL Manifest Pickup Entry (ABC) 12/5/2013

Bill of Lading

Bill of Lading Type: Master BOL

BOL Number: []

Master BOL No.: 05140600010000029

Ship Via: UPS FREIGHT

Carrier Name: Large LTL, Truckload

Driver

Date Picked Up: 12/5/2013 Time: 05:43 PM

Driver's Name: H. Tomson

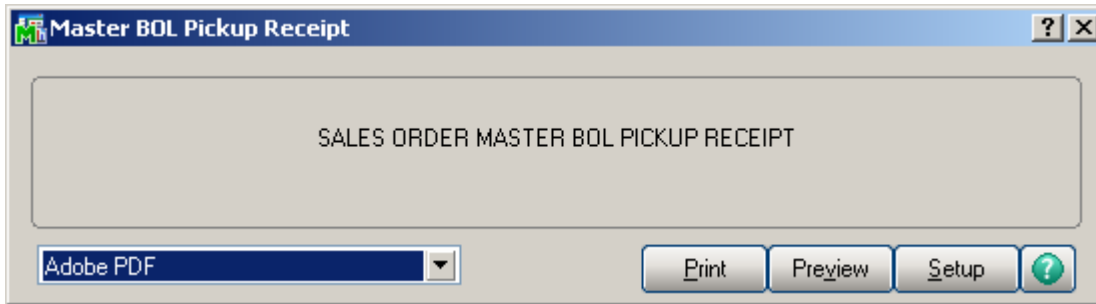
Proceed Cancel

Driver Section

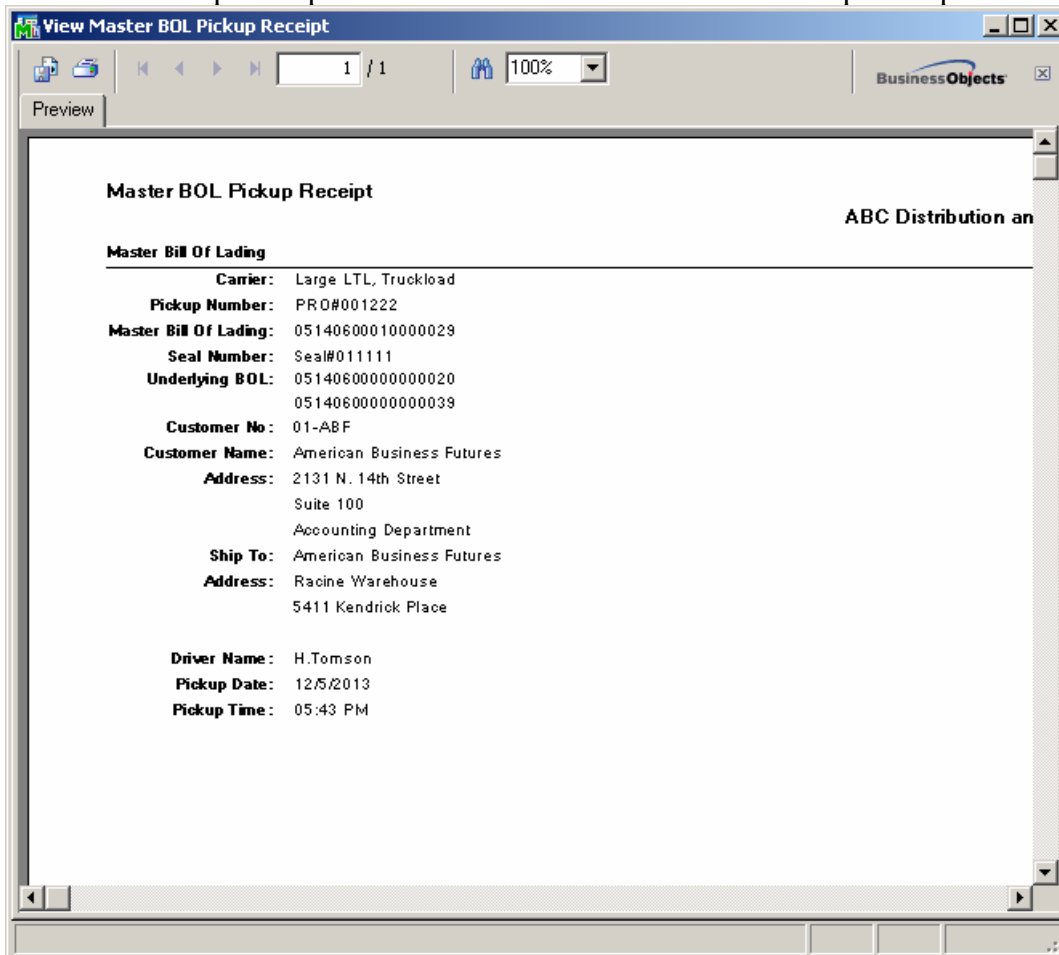
- Date Picked Up** is the date the driver picked up the shipment. Auto loads today's date.
- Time** is the time of pickup. Auto loads the current time when bill of lading is selected.
- Driver Name** This field identifies the driver that picked up the shipment.
- Proceed** Press to post the bill of lading 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.

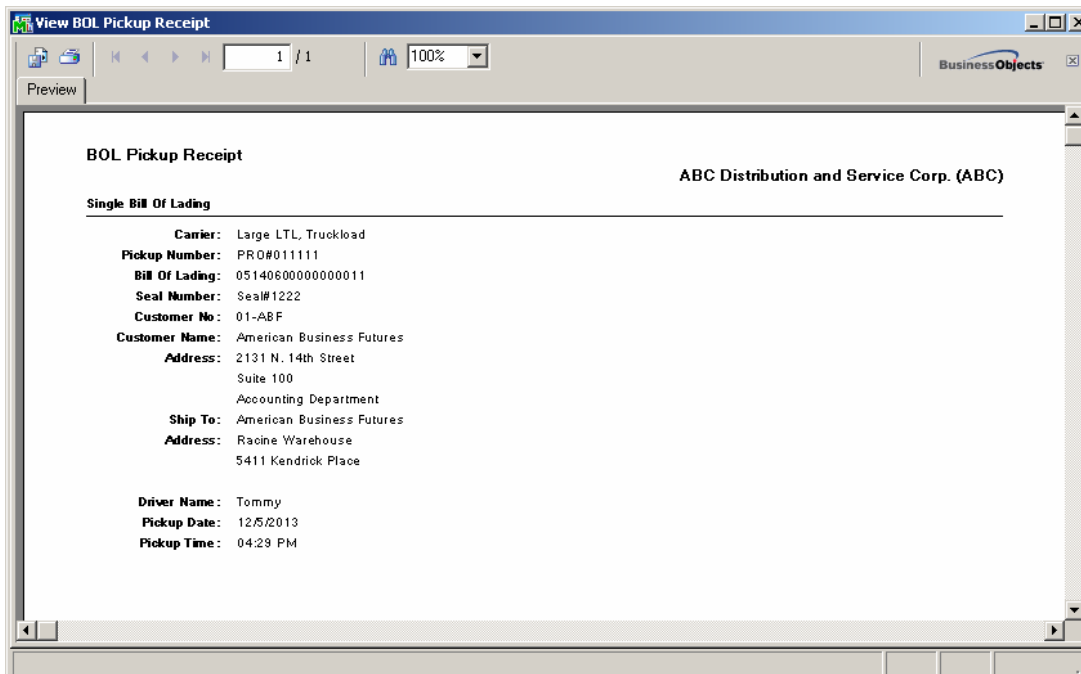
On posting the **Print Pickup Receipt** program is run.

After the BOL is posted as picked up the BOL Pickup Receipt print dialog is opened allowing printing 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.



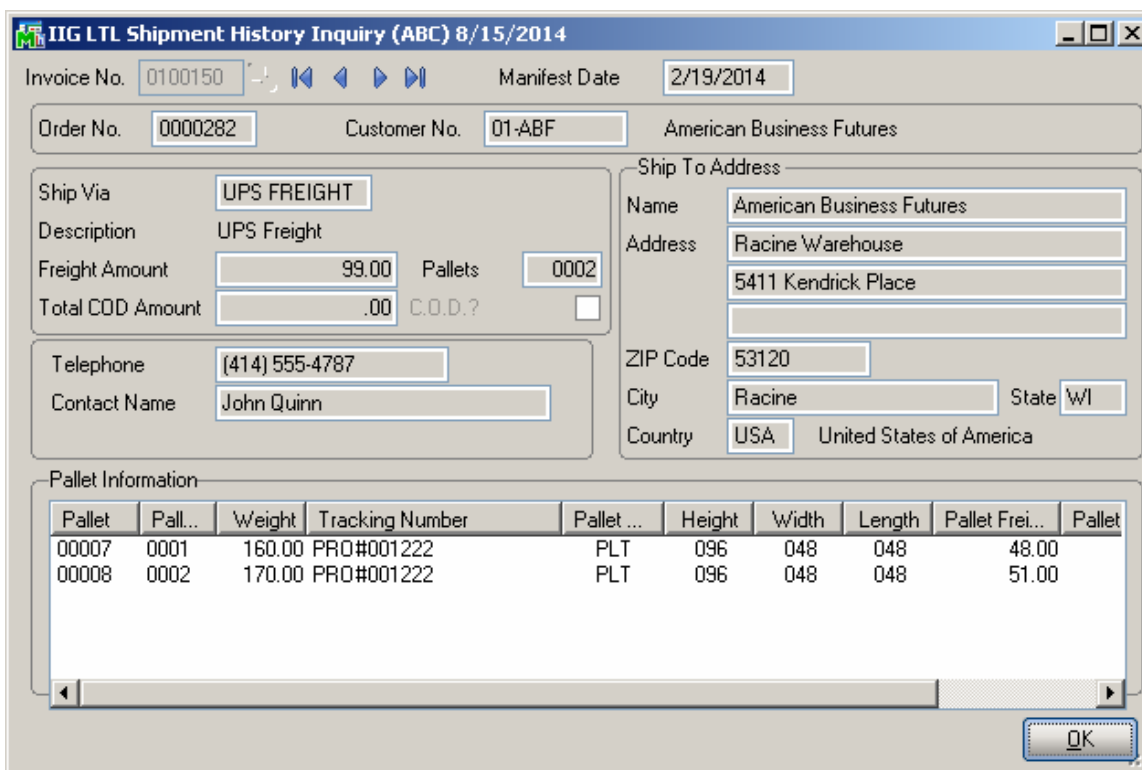
Below are examples of printouts for Master BOL and BOL Pickup Receipts:





IIG LTL Shipment History Inquiry

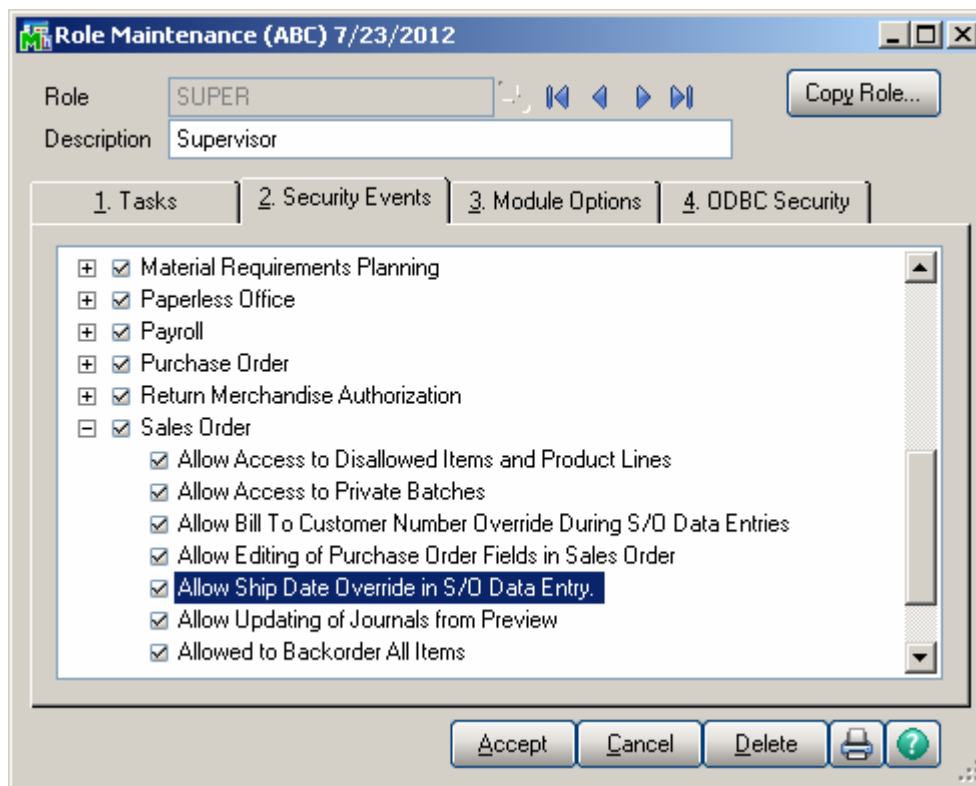
The **IIG LTL Shipment History Inquiry** menu added under the S/O Inquiries Menu allows for viewing closed BOL manifests by Invoice Number:



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.

The screenshot shows the IIG Holiday Maintenance (ABC) 7/23/2012 window. The window title bar includes the application name and date. The interface includes a 'Year' dropdown set to 2012, a 'Future Year' button, and navigation arrows. The 'Options' section contains a 'Cut Off Time' field set to 05:00 PM and a checked 'Hide Weekends' checkbox. The main area is a table with the following data:

	Holiday Date	Weekend	Comment
1	1/2/2012	<input type="checkbox"/>	Holiday
2	1/3/2012	<input type="checkbox"/>	Holiday
3	1/4/2012	<input type="checkbox"/>	Holiday
4	1/5/2012	<input type="checkbox"/>	Holiday
5	1/6/2012	<input type="checkbox"/>	Christmas Holiday
6	3/8/2012	<input type="checkbox"/>	Holiday
7	7/5/2012	<input type="checkbox"/>	Holiday
8		<input type="checkbox"/>	

At the bottom of the window, there are buttons for 'Accept', 'Cancel', 'Delete', and a printer icon. A status bar at the very bottom reads 'Enter the Year or press Alt-Y for current Year.'

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.

IIG Holiday Maintenance (ABC) 7/23/2012

Year: 2012 (Future Year) | Options: Cut Off Time: 05:00 PM | Hide Weekends:

Month: 01

	Holiday Date	Weekend	Comment
1	1/1/2012	<input checked="" type="checkbox"/>	Weekend
2	1/2/2012	<input type="checkbox"/>	Holiday
3	1/3/2012	<input type="checkbox"/>	Holiday
4	1/4/2012	<input type="checkbox"/>	Holiday
5	1/5/2012	<input type="checkbox"/>	Holiday
6	1/6/2012	<input type="checkbox"/>	Christmas Holiday
7	1/7/2012	<input checked="" type="checkbox"/>	Weekend
8	1/8/2012	<input checked="" type="checkbox"/>	Weekend
9	1/14/2012	<input checked="" type="checkbox"/>	Weekend
10	1/15/2012	<input checked="" type="checkbox"/>	Weekend
11	1/21/2012	<input checked="" type="checkbox"/>	Weekend
12	1/22/2012	<input checked="" type="checkbox"/>	Weekend
13	1/28/2012	<input checked="" type="checkbox"/>	Weekend
14	1/29/2012	<input checked="" type="checkbox"/>	Weekend
15		<input type="checkbox"/>	

Buttons: Accept, Cancel, Delete, Print

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

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

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 displays the Sage ERP MAS 90 Sales Order Entry window for order ABC dated 7/5/2012. The window is divided into several sections: Order Number (0000276), Order Date (7/5/2012), Order Type (Standard Order), and various fields for Customer No., Cust PO, Ship To Addr, Terms Code (00), Ship Via, Confirm To, and Cont Phn. A modal dialog box titled "Sage ERP MAS 90" is overlaid on the window, displaying a warning icon and the message: "Do you want to set the Ship Date to the next business day." The dialog box has "Yes" and "No" buttons. The background window shows the "Header" tab selected, with fields for Status (New), Reason, Whse (001), Sales Tax, and Schedule. At the bottom, there are buttons for "Print Order...", "Print Pick...", "Recalc Price", "Accept", "Cancel", and "Delete".

If the **Calculate Ship Date from Ship Via Code** check box is not 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.

IIG Carrier Interface Maintenance (ABC) 3/13/2015

Shipping Code: UPS RED
Description: UPS NEXT DAY AIR

Base Options

Shipping Interface: Malvern
Carrier Code/Smart Zone: 1DY
Service Type: UPS
Mark Up %: .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: 2

LTL Options

SCAC Code: UPSN
SCAC Carrier Description: United Parcel Service
Default Billing Option: Shipper
Bill of Lading Required: NMFC LTL Carrier?:
Rate by Value on BOL: Next Carrier Number: 0000000001

Auto Prepaid Freight Options

Auto Calculate Prepaid Frit: Prepaid Freight at: \$0.00

International Options

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

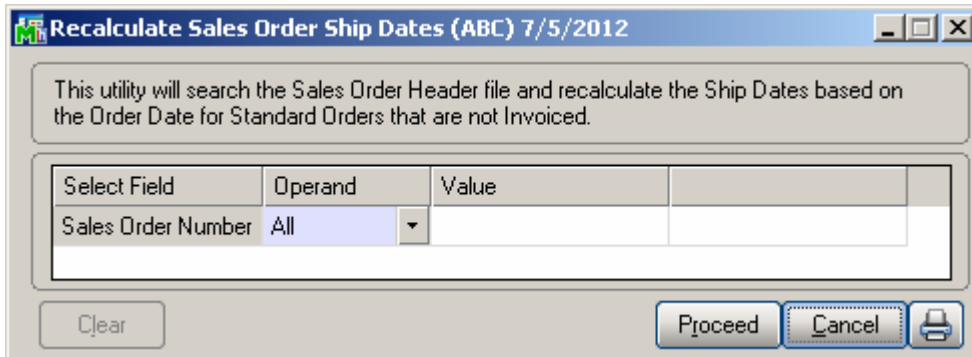
Accept Cancel Delete Print

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.*

IIG Recalculate Sales Order Ship Date Utility

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

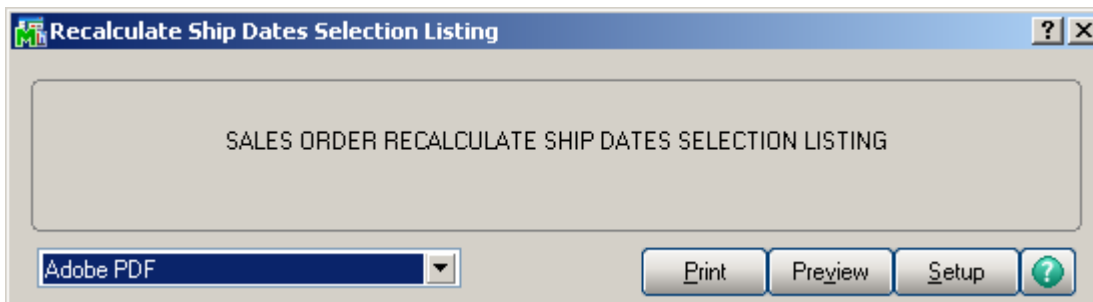


The screenshot shows a window titled "Recalculate Sales Order Ship Dates (ABC) 7/5/2012". The window contains a text box with the following text: "This utility will search the Sales Order Header file and recalculate the Ship Dates based on the Order Date for Standard Orders that are not Invoiced." Below the text box is a table with three columns: "Select Field", "Operand", and "Value". The first row of the table has "Sales Order Number" in the "Select Field" column, "All" in the "Operand" column, and a dropdown arrow in the "Value" column. Below the table are three buttons: "Clear", "Proceed", and "Cancel", along with 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 window titled "Recalculate Ship Dates Selection Listing". The window contains a large text box with the text "SALES ORDER RECALCULATE SHIP DATES SELECTION LISTING". Below the text box is a dropdown menu with "Adobe PDF" selected. To the right of the dropdown menu are four buttons: "Print", "Preview", "Setup", and a help icon.

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

View Recalculate Ship Dates Selection Listing

powered by crystal

Preview

Recalculate Ship Dates Selection Listing

ABC Distribution and Service Corp. (ABC)

Order Number	Customer Number	Name	Ship Via Code	Lead Time in Days	Cut Off Time?	Old Ship Date	New Ship Date
0000143	02-ALLENAP	Allen's Appliance Repair	MAIL	0	Yes	05/15/2010	05/18/2010
0000164	02-ORANGE	Orange Door & Window Co.	UPS BLUE	24	Yes	05/31/2010	06/24/2010
0000171	01-ABF	American Business Futures	UPS BLUE	24	Yes	05/01/2010	05/25/2010
0000178	01-ABF	American Business Futures	UPS BLUE	24	Yes	04/02/2009	04/27/2009
0000179	01-ABF	American Business Futures	C.O.D.	0	Yes	04/15/2009	04/18/2009
0000180	01-ABF	American Business Futures	C.O.D.	0	Yes	04/15/2009	04/18/2009
0000181	01-ABF	American Business Futures	C.O.D.	0	Yes	04/15/2009	04/18/2009
0000184	01-ABF	American Business Futures		0	Yes	04/15/2009	04/18/2009
0000189	01-ABF	American Business Futures	UPS BLUE	24	Yes	05/20/2009	06/15/2009
0000192	01-ABF	American Business Futures		0	Yes	06/02/2009	06/04/2009
0000194	01-ABF	American Business Futures	UPS RED	30	Yes	06/02/2009	07/02/2009

Selected Orders: 11

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



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: 00006 Designer...

Description: IIG Ship Labels Printing

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

Number of Labels: 1

Line 1 Message:

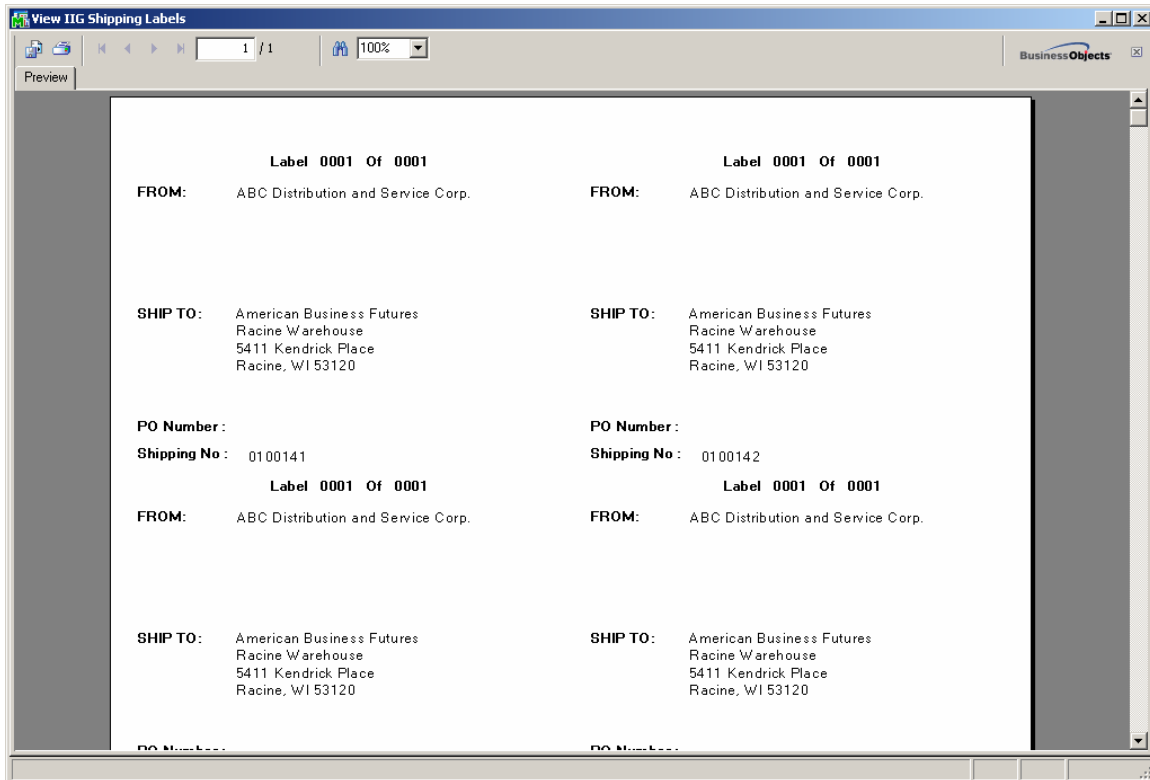
Line 2 Message:

Selections

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

Adobe PDF Alignment Print Preview Setup ?

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



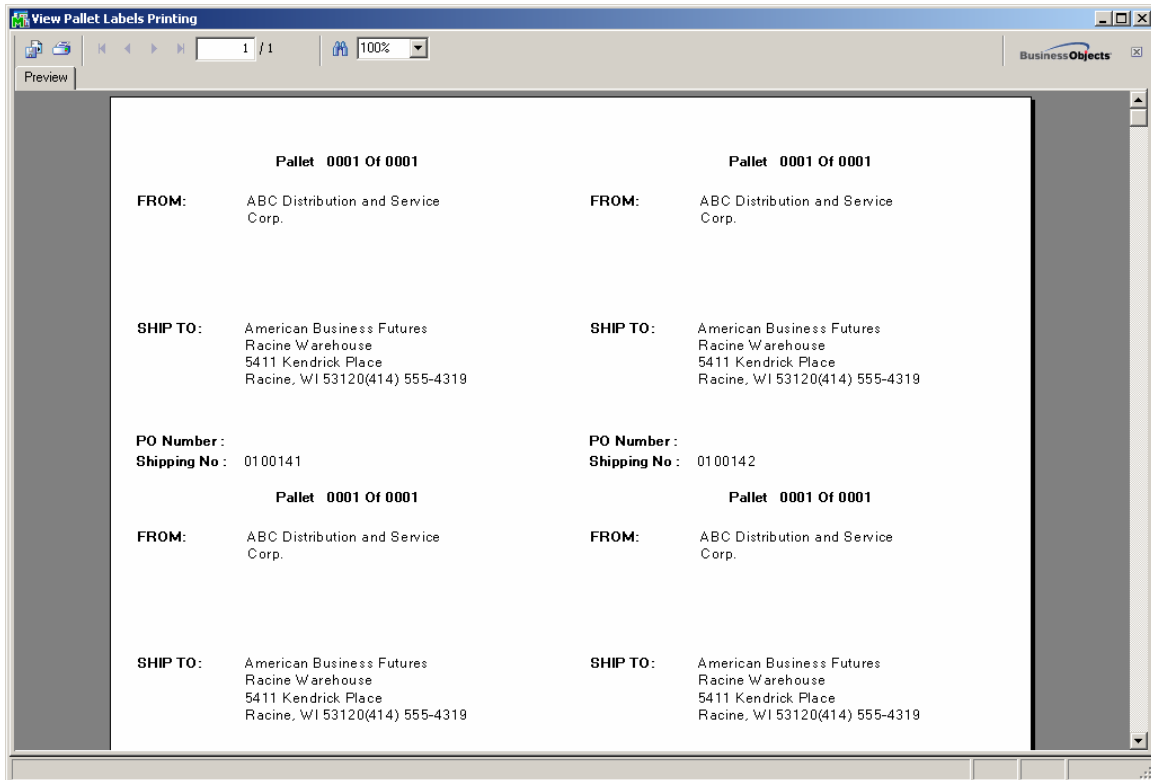
Note: Paperless Office is provided for IIG Shipping Label Printing. It will work only if the PDF Directory field is specified and Invoice is selected as Document in the Form Maintenance of PL module.

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	

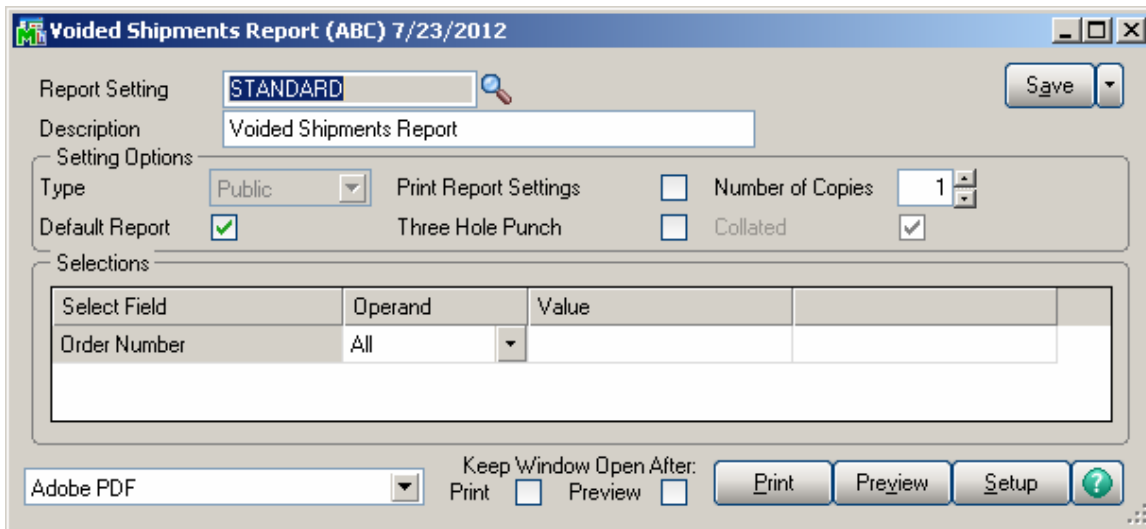
Selections by **Shipping/Invoice** number and **Warehouse Code** are available.
Here is an example of printout:



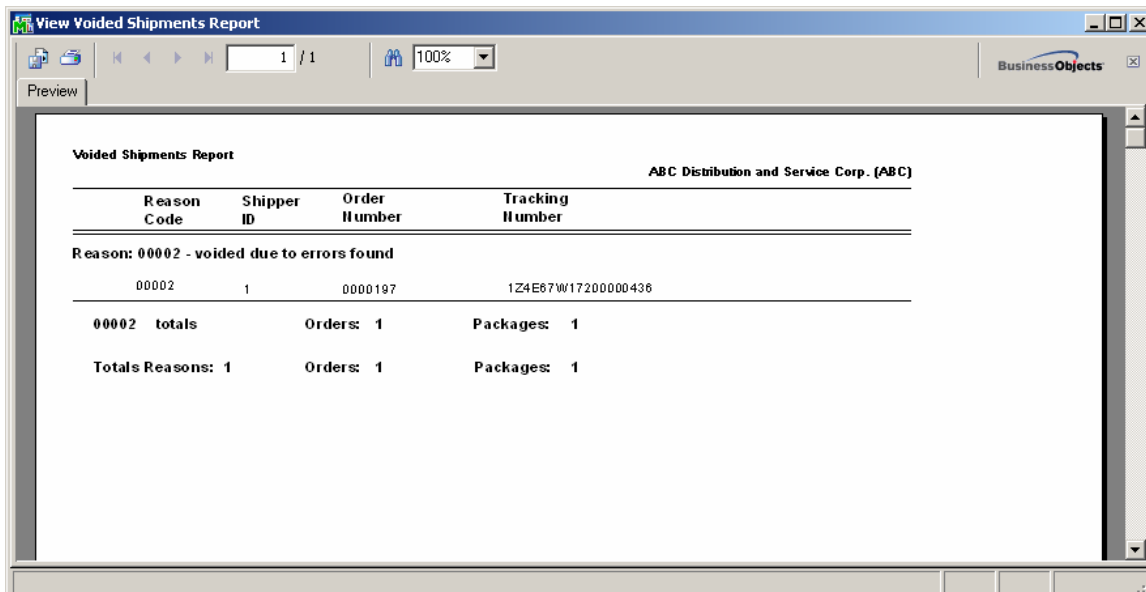
Note: Paperless Office is provided for **IIG Pallet Label Printing**. It will work only if the **PDF Directory** field is specified and Invoice is selected as **Document** in the **Form Maintenance** of PL module.

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.

Select Field	Operand	Value
Item Code	All	
Product Line	All	
COLOR	All	
SIZE	All	
STYLE	All	
CATALOGUE REF#	All	

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

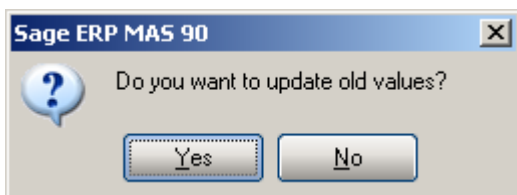
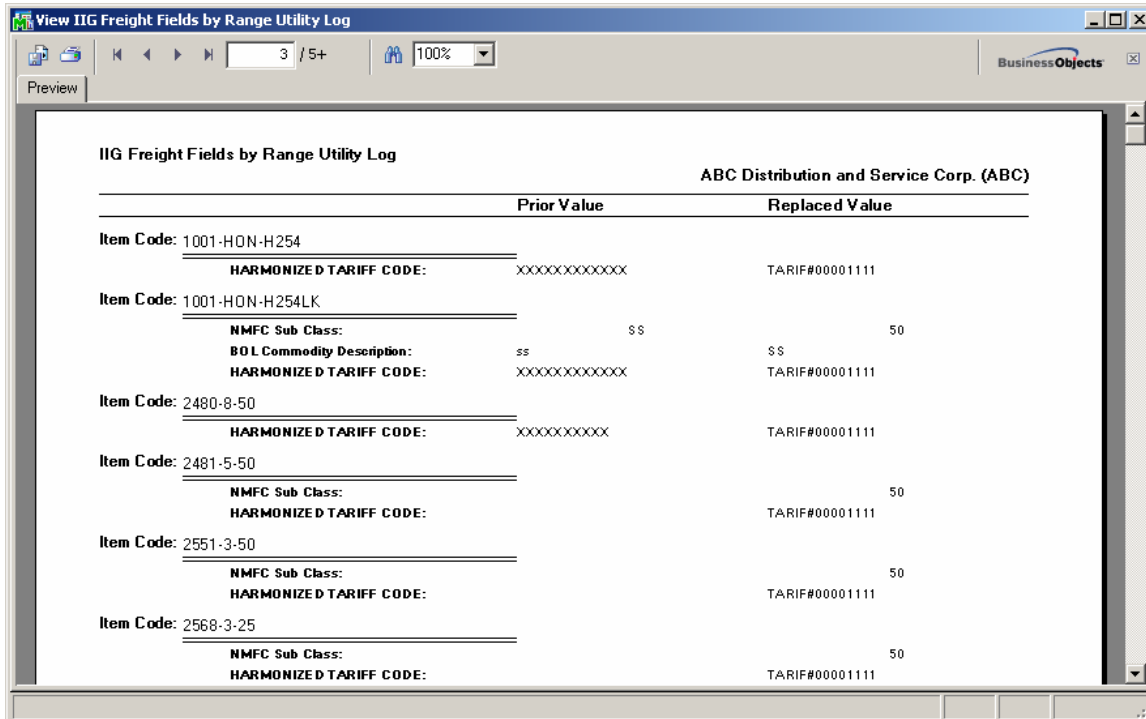
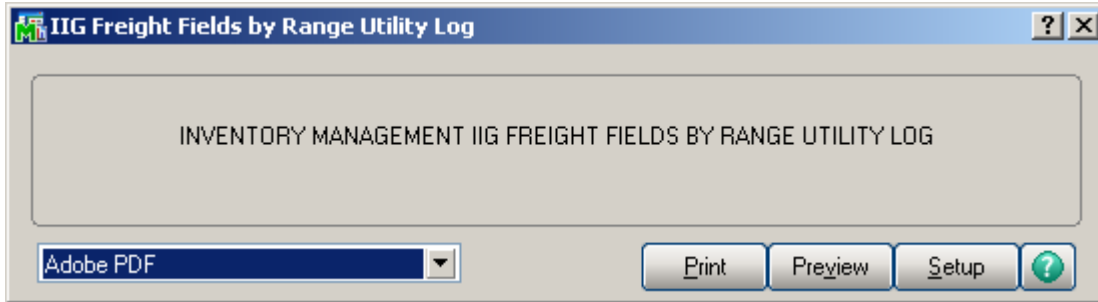
NMFC Code – makes the field uppercased.

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.

IIG Item Freight Additional Fields

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

Freight Class

NMFC Code: 11AINFORMA BOL Description: Information Commodity

Sub Class: 50

HAZMAT

Packing Group: Group 1 HM Exemption No: 1111111


UN/NA Code: AAAA1 HM Shipping Name:

HM Class: BBBB2 Emergency Contact:

HM Division: CCCC3 Contact Phone: (123) 456-7890

Cargo Aircraft Only?

Export Data

Country of Origin: USA  United States of America

Commodity Code: NAFTA Producer Code: No 1

Tariff Code: TARIF#00001111 NAFTA CO Preference Criterion Code: A

ECCN: FFF NAFTA Certificate of Origin Net Cost?

SED Sched B Code: FFF Comm Inv Prod Desc 1:

Comm Inv Prod Desc 2:

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
	PPT	Parcel Post
	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>

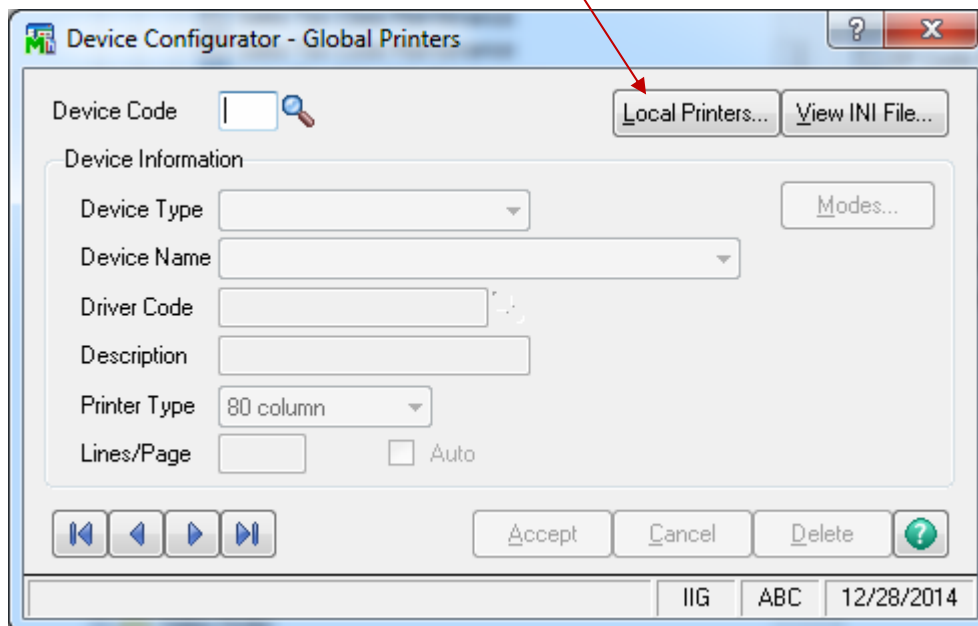
<http://technet.microsoft.com/library/Cc960471>

Device Configurator Method

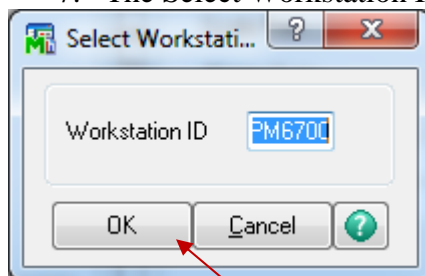
This is the recommended method to reliably configure the thermal label printer for the shipping station, particularly if the printer is directly connected to the shipping station.

Steps to set up:

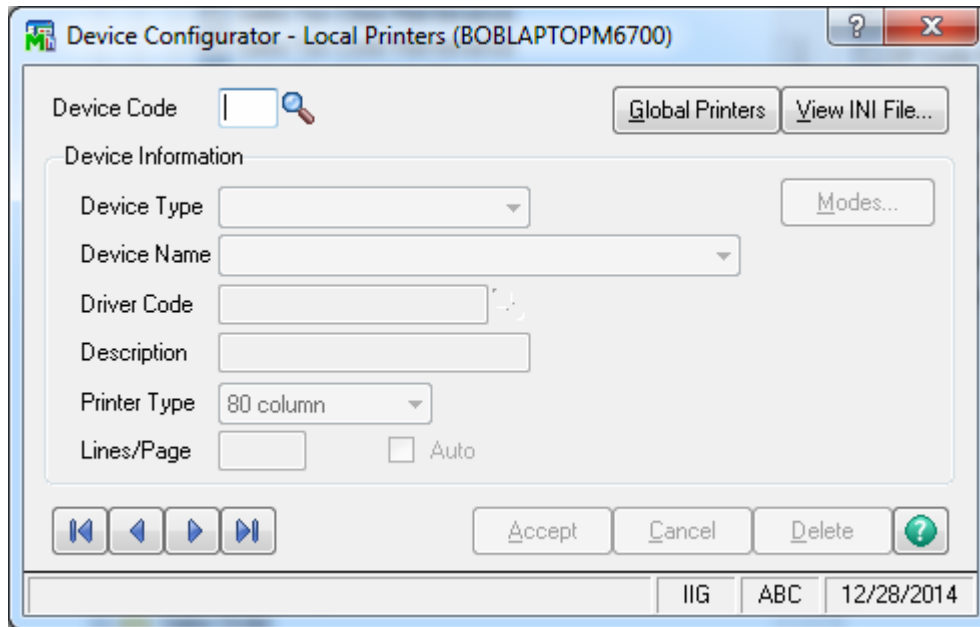
1. From the workstation that will be the shipping station select the [Shipping Terminal Maintenance](#) from the Sales Order Setup menu.
2. Click on the  button to load the current terminal ID.
3. Enter the description, location, scale port (if used), auto increment, and ship from warehouse information.
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.



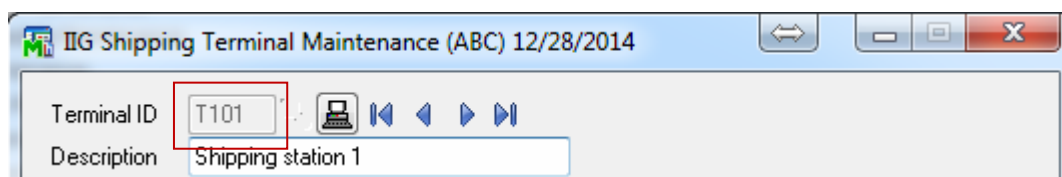
7. The Select Workstation ID will display.



8. Click OK.



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



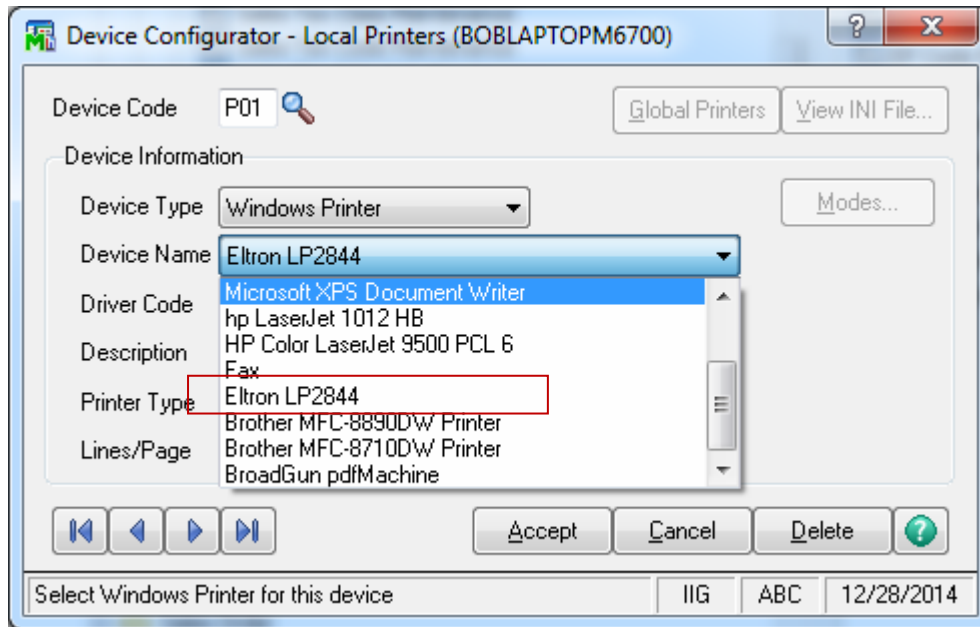
10. We normally recommend that you would build the printer ID using the last two digits of the terminal ID. In this example we would use P01 as the new printer ID. However, due to some of the vagaries on how Sage assigns terminal IDs, you will need to adjust under certain circumstances. Printer IDs must 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

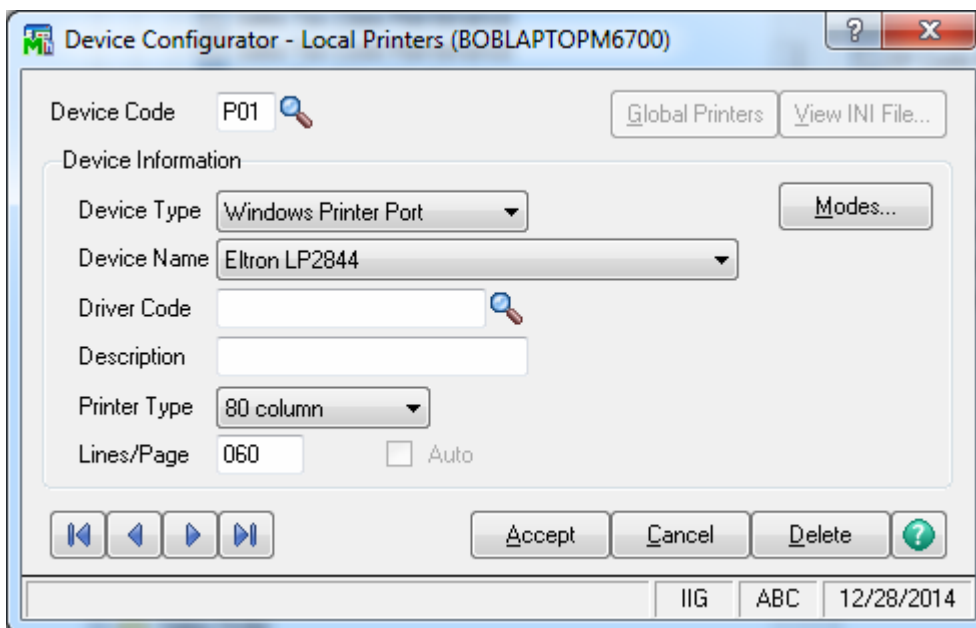
11. Enter the selected printer ID in the Device Code field.

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

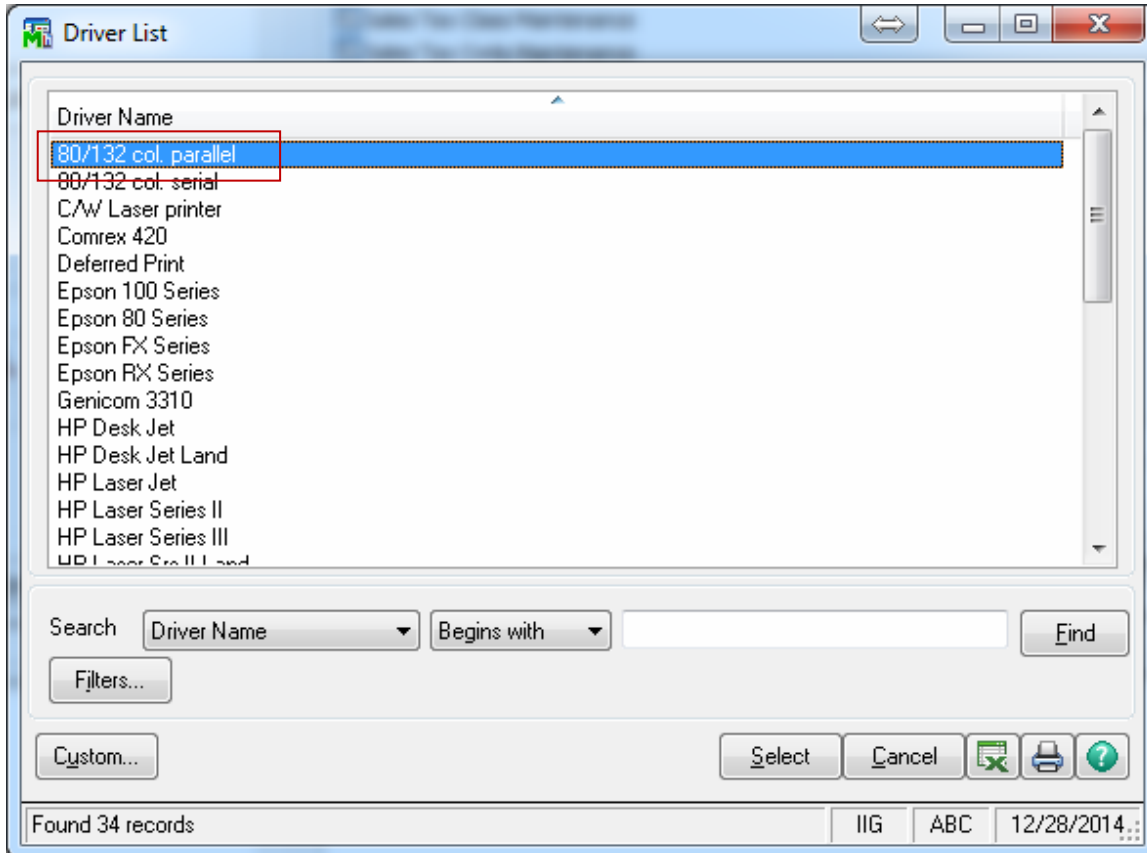
13. In the Device Name drop list you should be able to see the thermal label printer installed.



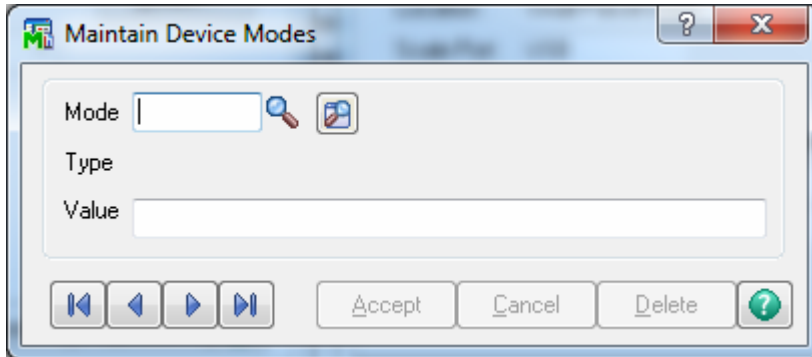
14. Select the printer. In this case it will be the *Eltron LP2844*.






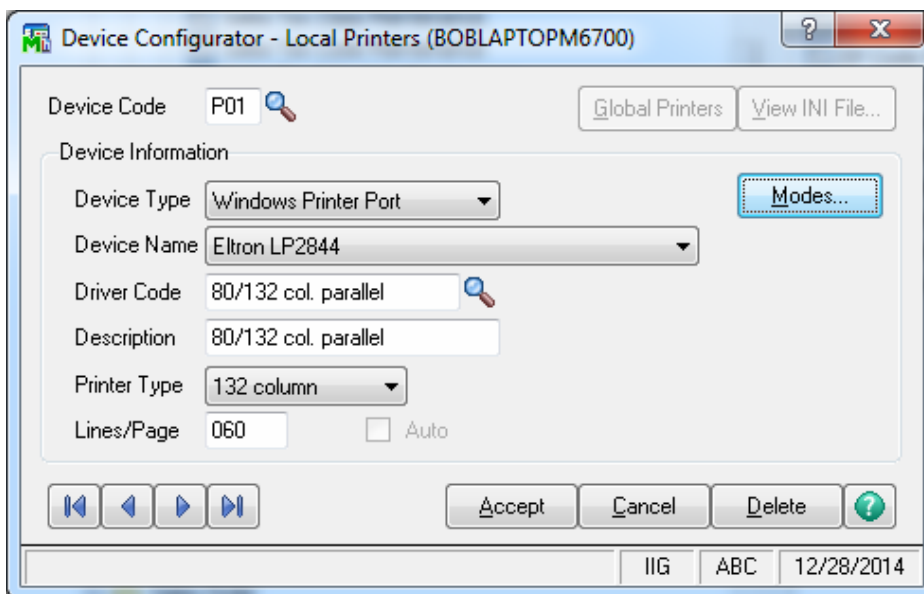
15. Using the Driver code lookup, select *80/132 col parallel*.




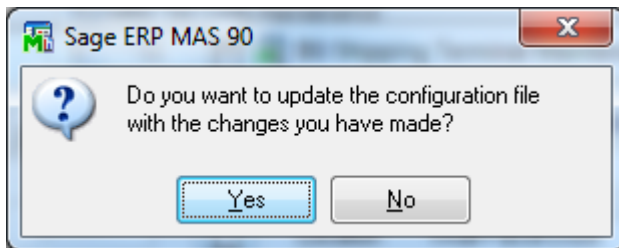
16. Leave the **Description** field as is.
17. Change the **Printer Type** to *132 Column*.
18. Leave the **Lines/Page** at *060*.
19. Click on the **Modes...** button which will open the **Maintain Device Modes** screen.



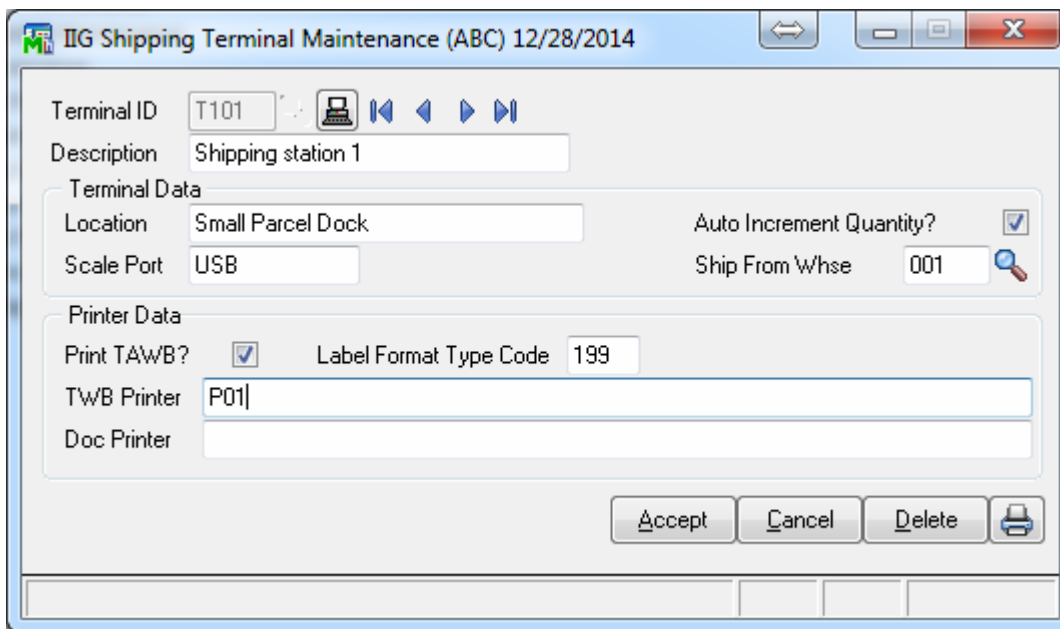
20. Use the lookup  or the beginning button  to select the *CP* record. From this record make the following changes by stepping through each record.
 - a. *CP* – change the **Value** field to *20* and click **Accept**. Go to the next record.
 - b. *CPCOLS* – Leave at *255*. Skip to the next record.
 - 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.