



Warehouse Shipping Automation For MAS 90 and MAS 200

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Installation Instructions and Cautions

PLEASE NOTE: MAS 90 must already be installed on your system before installing any IIG enhancement. If not already done, perform your MAS 90 installation and setup now; then allow any updating to be accomplished automatically. Once MAS 90 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

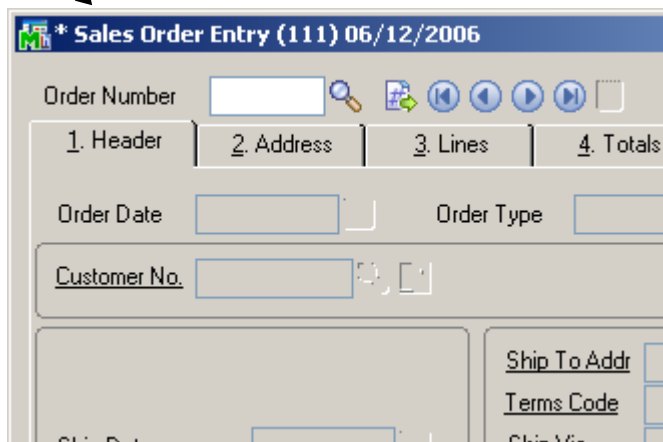
Wait! Before You Install – Do You Use CUSTOM OFFICE?

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

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

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

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



Registering IIG products

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

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the MAS 90.

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

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement Name	4.40		AAAAAAAAAAAAAAAAAAAA	BBBBBB

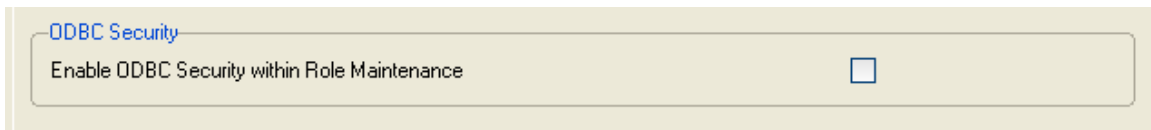
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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

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

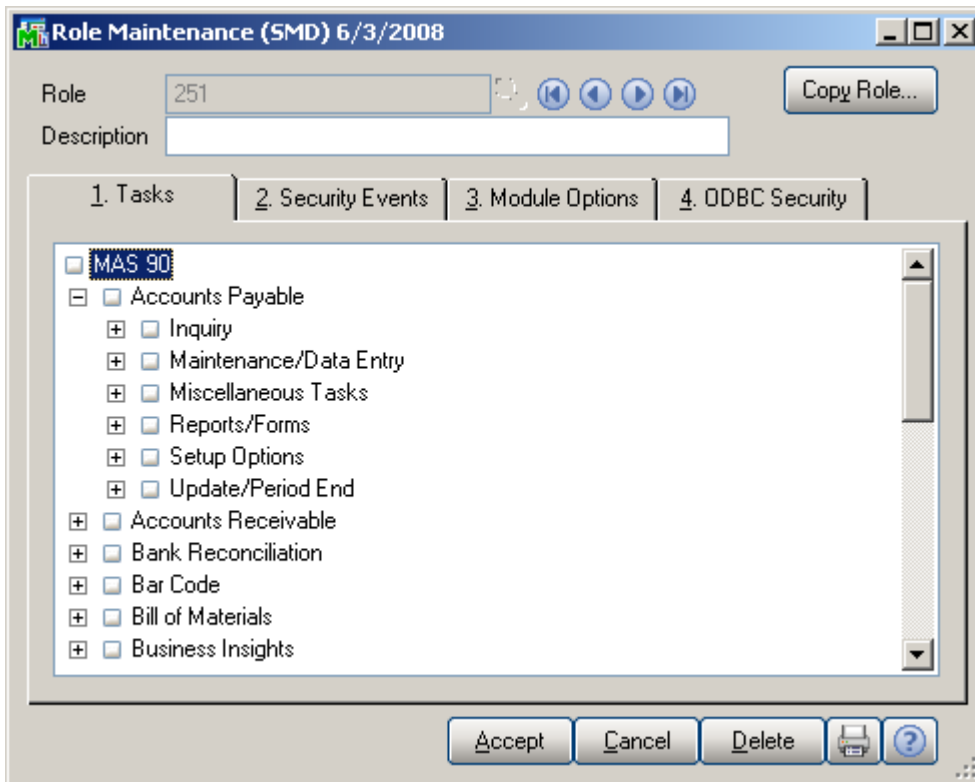
ODBC Security

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



Role Maintenance

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



Introduction

IIG Warehouse Shipping Automation with CPS/Malvern provides all the features needed to automate and improve the shipping processes. IIG Warehouse Shipping Automation with CPS/Malvern provides seamless integration of CPS, 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.

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.

Sales Order Options (ABX) 12/13/2010

1. Main | 2. Entry | 3. Line Entry | 4. Forms | 5. Printing | 6. Quick Print | 7. History

Enable Shipping

Fiscal Period
Current Fiscal Year: 2010
Current Period: 06

Post Sales to General Ledger by Division: Warehouse
Post Customer Deposits by Division:
Post Deposits in Detail:
Post Invoice Costs to Job Cost:

Integrate with
General Ledger:
Inventory Management:
Job Cost:

Default General Ledger Accounts

Customer Deposits	22000-01-000-000-000	Customer Deposits:Irvine-Main
Special Item Sales	40000-01-000-000-000	Desk Sales:Irvine-Main
Special Item COGS	50000-01-000-000-000	COS Desks:Irvine-Main
Special Item Purchases	50700-01-000-000-000	COS Special Items:Irvine-Main

Accept Cancel

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.

IIG Shipping Automation Options (ABX) 12/13/2010

Billing Options Charge Actual Freight <input checked="" type="checkbox"/> Zero Invoice No Charge <input type="checkbox"/> Charge COD Fee Extra <input type="checkbox"/> Prepaid Freight Allowed <input type="checkbox"/> Charge Handling Fee <input type="checkbox"/> \$0.00 Per Parcel <input type="checkbox"/> Default Declared Value <input type="checkbox"/> Default Signature Req <input type="checkbox"/>		Integration CPS Installed <input type="checkbox"/> FedEx PowerShip Installed <input type="checkbox"/> CLIPPERSHIP Installed <input type="checkbox"/> Malvern Site Server Installed <input checked="" type="checkbox"/>	
Export Export License <input type="text"/> License Expires <input type="text"/> Shipper EIN <input type="text"/>		Other Options 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 type="checkbox"/> Calculate Ship Date from Ship Via Code <input type="checkbox"/>	
Collect On Delivery Options C.O.D. Terms Code <input type="text" value="02"/> C.O.D. "Secured Funds" Terms Code <input type="text" value="01"/>			
Rate Shopping Options Maximum Weight <input type="text" value="100.00"/> Rating Mark Up % <input type="text" value="10.00"/>			

Buttons:

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.

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

Zero Invoice No Charge - check this box to allow zero dollar invoices to not be charged freight. This is most commonly used with "no charge" replacement invoices.

Prepaid Freight Allowed - check this box if allowing freight charges to not be charged.

Check the **Charge COD Fee Extra** box if the COD fee should be added to the invoice freight amount. This amount

is calculated based on the carrier, when not Charging Actual Freight.

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

Note: The handling fee will be added to the invoice freight amount.

Check the **Default Declared Value** box to attach a declared value based on the invoice amount. Leaving this option unchecked will not apply a declared value to the shipment.

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

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

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

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

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

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

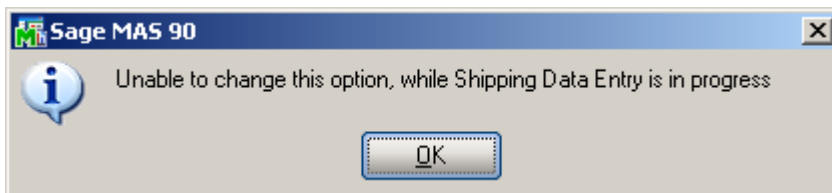
Check the **Close Manifest by Batch** box to be able to close the manifest by the specified Batch Number. In this case you can add new shipment to the selected batch number after closing the Manifest. You cannot add shipments to any batch in case the Manifest has been closed for all batches.

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

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

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

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



If the **Play WAV sound on some ship errors** box is checked, WAV file will play if one of the lines has not been completely shipped. Otherwise, (if the box is unchecked) it will just beep.

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.

*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.*

Enter the **Maximum weight**. This is the maximal weight per box for rating which will default to 60 pounds. This field is used in **Sales Order Data Entry** when the user

wants to rate the ordered items. If the box weight exceeds this threshold, increment the box count and continue to accumulate in the next box number.

Shipping Terminal Maintenance

In the **Shipping Terminal Maintenance** screen, specify the workstations that will be manifesting shipments and options used for calculating carrier charges.

At least one **Terminal ID** should be setup.

The screenshot shows a software window titled "S/O Shipping Terminal Maintenance (ABC) 12/13/2010". The window contains several input fields and buttons. The "Terminal ID" field is set to "T101" and has a printer icon and navigation arrows. The "Description" field is "Terminal GH". The "Terminal Data" section includes "Location" (Gohar), "Scale Port" (COM2), and a checked "Auto Increment Quantity?" checkbox. The "Fed Ex Printer Data" section includes "Print TAWB?" (unchecked), "Label Format Type Code" (blank), "Ship From Whse" (blank), "TWB Printer" (blank), and "Doc Printer" (blank). At the bottom, there are buttons for "Accept", "Cancel", "Delete", and a printer icon.

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

Enter **Description** of the terminal.

Enter **Location** of the terminal.

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

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.

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

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

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

TWB Printer is the FedEx Label printer UNC share path for the FedEx Shipmanager Server to print the thermal label to. We strongly recommend that the path assignments be as short as possible. If at all possible, limit them to 20 characters total.

FedEx Interface Maintenance

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

IIG FedEx Interface Setup (ABC) 12/13/2010

Warehouse Number: 001 EAST WAREHOUSE

Shipper Address:

- Name: ABC Company
- Address: 123 Mapple Avenue
- ZIP Code: 81620
- City: Avon State: CO
- Country: USA United States of America
- Telephone: 123-4567
- Contact: John Smith, Manager

Shipper Account Data:

- Company Meter Used?
- Company Meter Number: []
- Currency Code: US
- Shipper Account Number: 000000001
- Master Meter Number: 2223333
- Release Auth. No.: 0000333333
- Next Bundle Number: 00000005

Site Server Data:

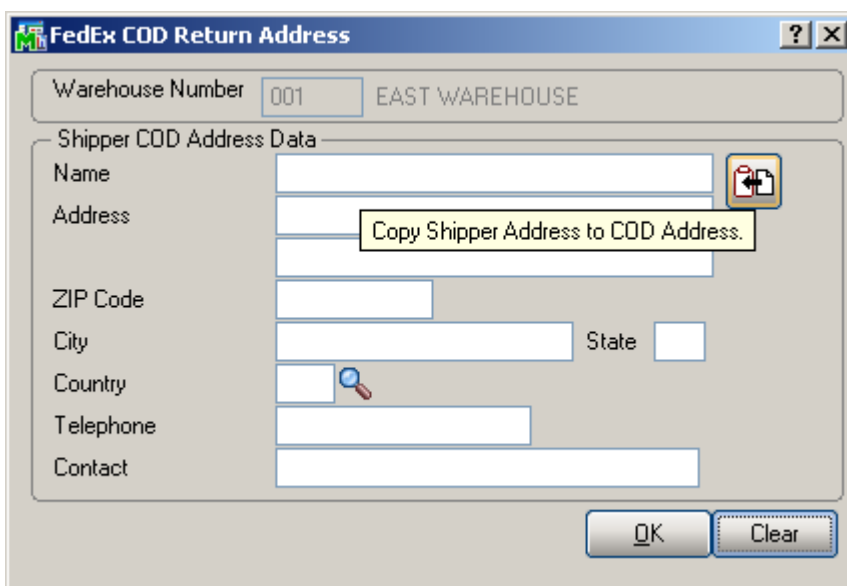
- Server IP Address: 111.111.111.11
- Powership Port Number: 5555
- Use FedEx Printers?

Buttons: Accept, Cancel, Delete, [Printer Icon]

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

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

Upon clicking the **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.



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

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

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

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

Check the **Use FedEx Printers?** to enable the FedEx server to print directly to the shipping workstation label printer. The label printer is set up in the **Shipping Terminal**

Maintenance. It is recommended that the path assignments be as short as possible (maximum: 20 characters).

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

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

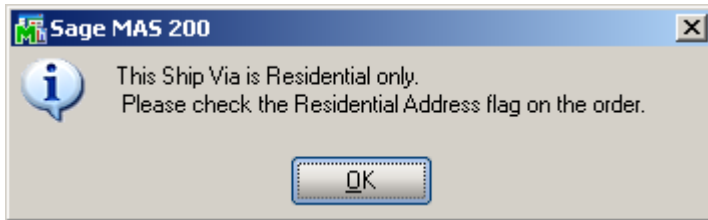
IIG Carrier Maintenance

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

The screenshot shows the 'IIG Carrier Interface Maintenance (ABC) 12/13/2010' window. It features a navigation bar with 'Shipping Code' (UPS BLUE) and 'Description' (UPS 2ND DAY AIR). The main area is divided into two columns of fields. The left column includes 'Shipping Interface' (Malvern), 'Carrier Code/Smart Zone' (GND), 'Service Type' (UPS), 'Mark Up %' (.00), and several checkboxes for 'Small Parcel Carrier', 'Print MAS90 COD Tags', 'One COD Fee per Order', 'International Shipment', 'Signature Required', and 'No HazMat'. The right column includes 'SCAC Code', 'SCAC Carrier Description' (UPS 2ND DAY AIR), 'Default Billing Option' (Shipper), 'Bill of Lading Required' (checked), 'Rate by Value on BOL', 'Auto Calculate Prepaid Frt' (checked), 'Send Email Address' (checked), 'Commercial Invoice', 'Documents Only', 'Residential Only' (checked), 'NMFC LTL Carrier?' (unchecked), 'Next Carrier Number' (0000000001), 'Prepaid Freight at' (\$200.00), 'SED Required?' (unchecked), and 'Lead Time in Days' (15). At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', and a printer icon.

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.

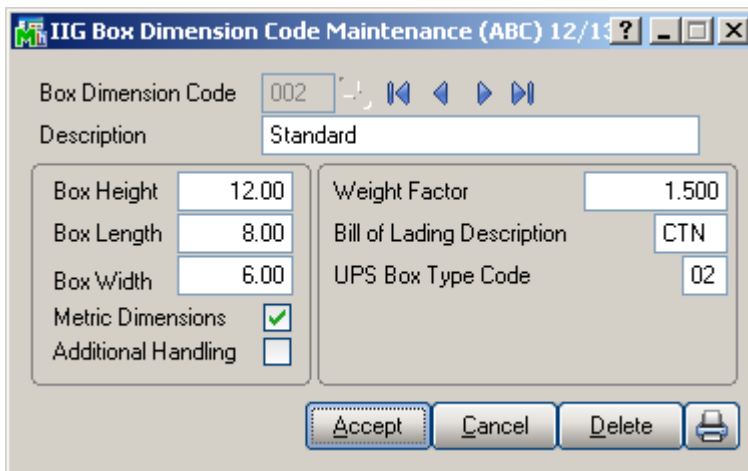
Depending on the **Residential Only** check box setting the system will perform checking when generating manifest and the user will be prompted to check and set the **Residential Address** flag on the Order.



The **Lead Time in Days** field is intended for entering the number of days to be used when calculating the Orders' **Ship Date** if the **Calculate Ship Date from Ship Via Code?** option is turned On in the **Shipping Automation Options**.

Box Dimension Code Maintenance

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



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

The **Additional Handling** can also be set.

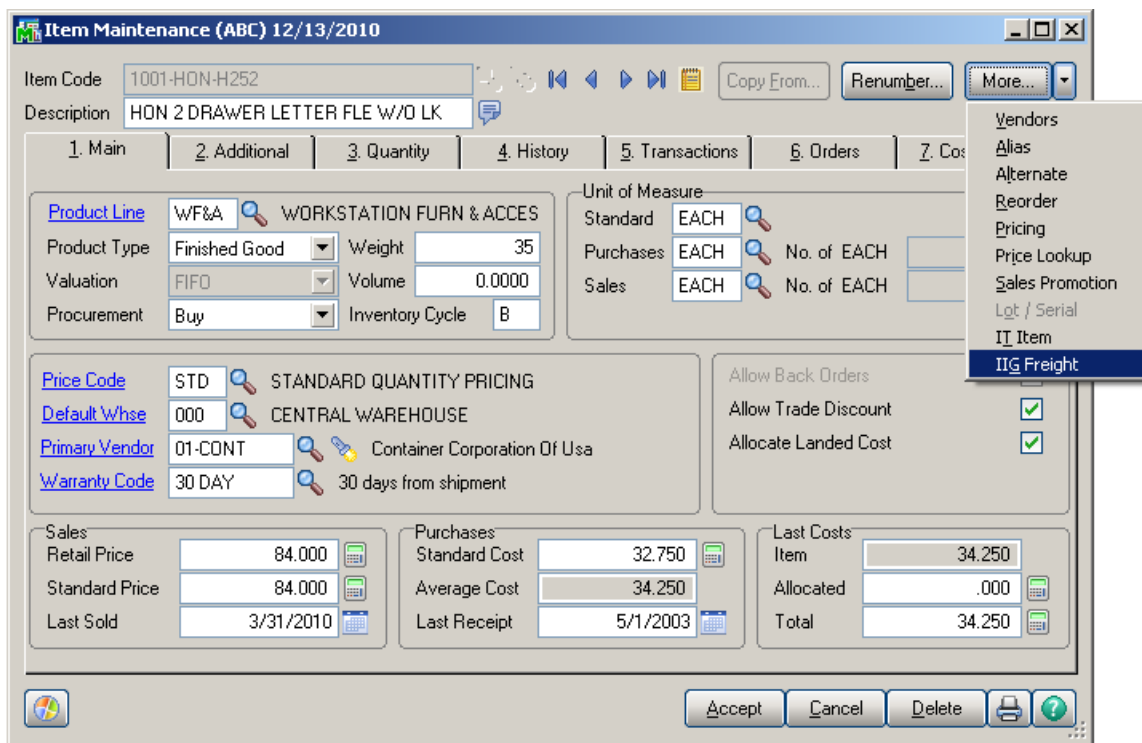
The **Bill of Lading Description** is set automatically and can be changed.

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

Item Freight in the 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.

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, Sub Class, BOL Description

Tare Processing

HAZMAT: Packing Group (Group 1), UN/NA Code (DDG), HM Exemption No (111111111), HM Shipping Name (44444444), HM Class, HM Division, Emergency Contact, Contact Phone (123-3344), Cargo Aircraft Only?

Export Data: Country of Origin (USA - United States of America), Commodity Code, Tariff Code, ECCN (FFF), SED Sched B Code (FFF), NAFTA Producer Code (No), NAFTA CO Preference Criterion Code, NAFTA Certificate of Origin Net Cost?, Comm Inv Prod Desc 1, Comm Inv Prod Desc 2

Buttons: Accept, Cancel, Delete

Upon clicking the **Tare Processing** button, the **IIG Item Freight Packaging/Tare Fields** screen is opened.

IIG Item Freight Packaging/Tare Fields

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	BOX1	001	002	002	100	<input type="checkbox"/>
Case Pack Tare	CAN	002	012	008	006	<input checked="" type="checkbox"/>
Master Pack Tare	PKG	021	223	112	500	<input type="checkbox"/>
Pallet Pack Tare						<input type="checkbox"/>
Inner Pack Tare						<input type="checkbox"/>

Buttons: OK, Cancel

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 shipped for rating.

Only one of these five check boxes can be selected as default.

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

Shipping Options in Customer Maintenance

The **Options** button added on the **Main** tab of 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.

Customer Maintenance (ABC) 12/14/2010

Customer No. 01-ABF
Name American Business Futures

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. S/Os

Address 2131 N. 14th Street
Suite 100
Accounting Department

ZIP Code 53205-1204
City Milwaukee State WI
Country USA United States of America

Residential Addr
Salesperson 0100 Jim Kentley
Telephone (414) 655-4787 Ext 219
Fax

Terms Code 01 Net 30 Days
Primary Contact ARTIE JOHN Artie Johnson222
Ship Code UPS BLUE Options...
Primary Ship To 1 American Business Futur

Tax Schedule WI MILMIL Milwaukee Exemptions...

Credit Hold
Credit Limit 120,000.00

E-mail Address artie@abf.com
URL Address www.abf.com

Paperless...

Accept Cancel Delete

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

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

For all the selections except for Shipper the **Payor Account Data** fields are enabled.

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** below 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.

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.

The screenshot shows a software dialog box titled "IIG Special Shipping Options". At the top, there are two buttons for "Ship Via": "UPS BLUE" and "UPS 2ND DAY AIR". Below this, the dialog is divided into several sections:

- Delivery Options:** "Billing Option" is a dropdown menu set to "Shipper". "Prepaid Freight?" has a checked checkbox.
- Blind Ship Labels:** "Blind Ship?" has a checked checkbox. "Blind Ship To Code" is a text field containing the number "2".
- Packing Sheet Options:** "Suppress Packing Sheet?" has an unchecked checkbox. "Print Custom Packing Sheet?" has a checked checkbox. "Packing Sheet Form Code" is a text field containing "STANDARD".
- Payor Account Data:** This section contains several input fields: "Payor Account", "Payor Name", "Address" (with three lines), "ZIP Code", "State" (with a dropdown arrow), "City", "Payor Phone", and "Are Parties Related? (Consignee)" with an unchecked checkbox.

At the bottom right of the dialog are "OK" and "Cancel" buttons.

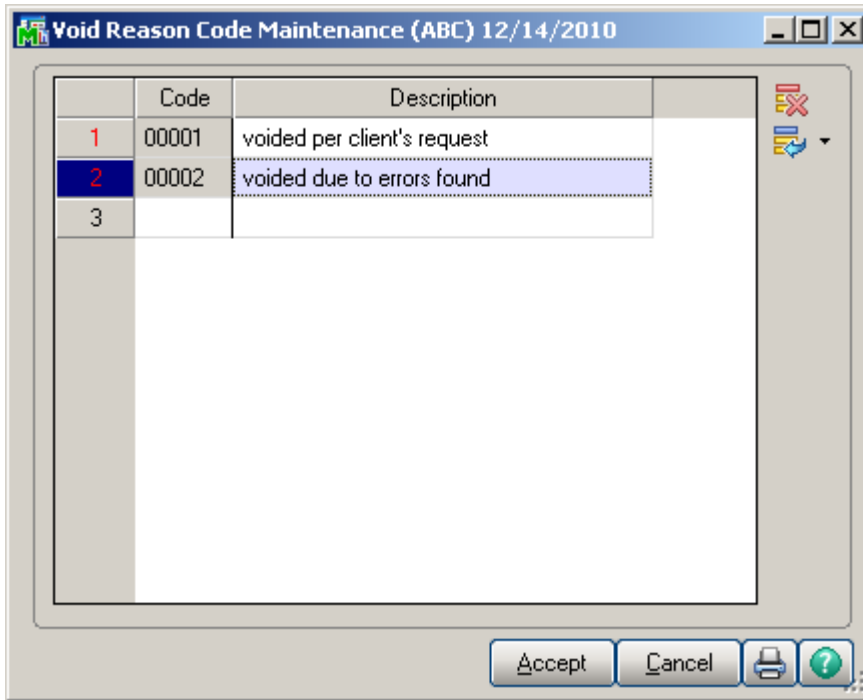
Select the **Print Custom Packing Sheet** option to make the **Packing Sheet Form Code** field enabled. It is necessary to select the Form Code to be used by default in the **Packing Sheet Printing** run from the **Shipping Data Entry** for the selected customer. If the **Print Custom Packing Sheet** 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 Maintenance** are defaulted to the **Sales Order Entry** and **Shipping Data Entry**.

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.



Shipping Automation Activity

Shipping Options in Sales Order Entry and Invoice Data Entry

Below is mentioned example on 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) 12/14/2010'. The interface is divided into several sections. At the top, there are navigation buttons: 'Copy from...', 'Defaults...', 'Customer...', and 'Credit...'. Below these are tabs for '1. Header', '2. Address', '3. Lines', and '4. Totals', with '1. Header' selected. The 'Order Date' is '12/14/2010', 'Order Type' is 'Standard Order', and 'Master/Repeating No.' is blank. The 'Customer No.' is '01-ABF' and 'Cust PO' is blank. The 'Ship Date' is '12/14/2010'. The 'Status' is 'New' and 'Reason' is blank. The 'Whse' is '001 EAST WAREHOUSE'. The 'Sales Tax Schedule' is 'WI MILMIL' and 'Milwaukee'. The 'Ship To Addr' is '1 American Business Futures', 'Terms Code' is '01 Net 30 Days', and 'Ship Via' is 'UPS BLUE' with 'FOB' blank. The 'Confirm To' is 'Artie Johnson', 'Cont Phn' is '(414) 655-4787', and 'E-mail' is 'artie@abf.com'. The 'Salesperson' is '0100 Jim Kentley' and 'Split Comm.' is 'No'. A 'Ship Options' button is located next to the 'Cont Phn' field. At the bottom, there are buttons for 'Print Order...', 'Print Pick...', 'Recalc Price', 'Accept', 'Cancel', and 'Delete'.

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

The screenshot shows the 'IIG Special Shipping Options' dialog box. The 'Ship Via' section has two dropdown menus, the first showing 'UPS BLUE' and the second showing 'UPS 2ND DAY AIR'. The 'Delivery Options' section includes a 'Delivery Period' dropdown set to 'Weekday Delivery', a 'Billing Option' dropdown set to 'Shipper', and four checkboxes: 'Residential Delivery?' (unchecked), 'Signature Required?' (unchecked), 'Inside Delivery?' (unchecked), and 'Prepaid Freight?' (checked). The 'Destination Country' section has a 'Country' field with a search icon. The 'International Terms of Sale' section has a 'Terms of Sale' dropdown set to 'FOB'. The 'Blind Ship Labels' section has 'Blind Ship?' checked and 'Blind Ship To Code' set to '2'. The 'Packing Sheet Options' section has 'Suppress Packing Sheet?' unchecked and 'Print Custom Packing Sheet?' checked, with 'Packing Sheet Form Code' set to 'STANDARD'. The 'Payor Account Data' section has fields for 'Payor Account', 'Payor Name', 'Address', 'ZIP Code', 'State', 'City', and 'Payor Phone', and a checkbox for 'Are Parties Related? (Consignee)'. At the bottom right are 'OK' and 'Cancel' buttons.

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 Options accessed (and, initially, set up) through the **Accounts Receivable** module's **Customer Maintenance** screen.

Select the **Delivery Period** from the drop-down list. Choose from the following three options: Weekday, Saturday, or Sunday delivery.

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

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

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

Select the **Billing Option** from the drop-down list. Choose from the following options: Shipper, Recipient, Third

Party, Consignee, Freight Collect or Drop Ship. For all the selections except for Shipper, enter **Payor Account Data**.

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

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

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

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.

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

Shipping Data Entry (ABC) 12/14/2010

Shipper ID: 1 Ship Date: 12/14/2010 Order No.: 0000283 Batch No.: 00056
 Shipping No.: 0100332 Ship Status: New SO Created By: IIG
 Customer No.: 01-ABF American Business FuturesA

1. Lines 2. Shipping

Item Code: Quick Row: 1 Pkg: 0001

	Item Code	Ordered	Shipped	Back Ordered	Comment
1	1001-HON-H252	10.00	5.00	.00	
2	1001-HON-H254LK	20.00	10.00	.00	
3	2480-8-50	50.00	20.00	.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...

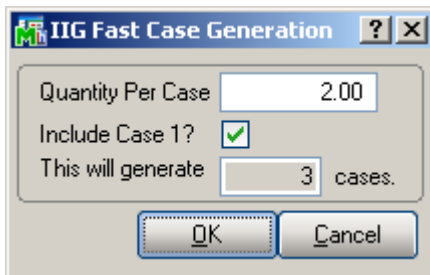
Select the **Shipper ID** and **Order Number** to be shipped. The program loads all the lines of the order.

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):



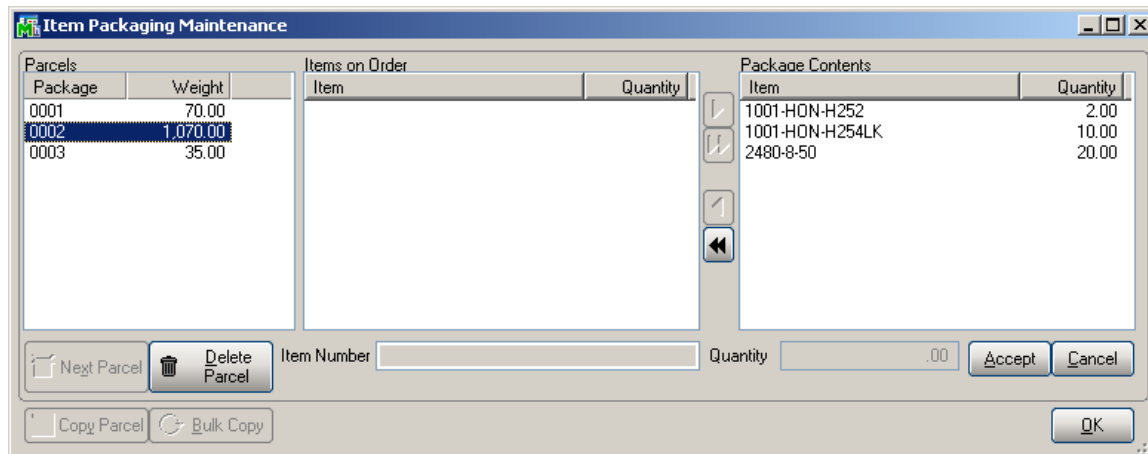
Enter the **Quantity Per Case**. Based on it the program will calculate the number of cases needed to **generate** for the **Quantity Shipped**. If the Quantity Shipped is not a multiple of the **Quantity Per Case**, the quantity remaining after distributing to the cases completely will be placed in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



(In our example, each of the generated cases includes 5 units of the item. The last one has the remaining from the division quantity of 4)

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

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

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

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

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

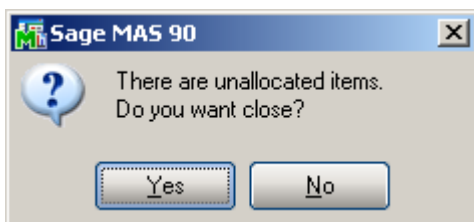
There are three items, each with a quantity of 5, and, of the three items, one item has only a quantity of three remaining to allocate; then pressing the **Copy Parcel** button will generate a new parcel with two items with a quantity of 5 allocated, the third item with 3 allocated, and the fully allocated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

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

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

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

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



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

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

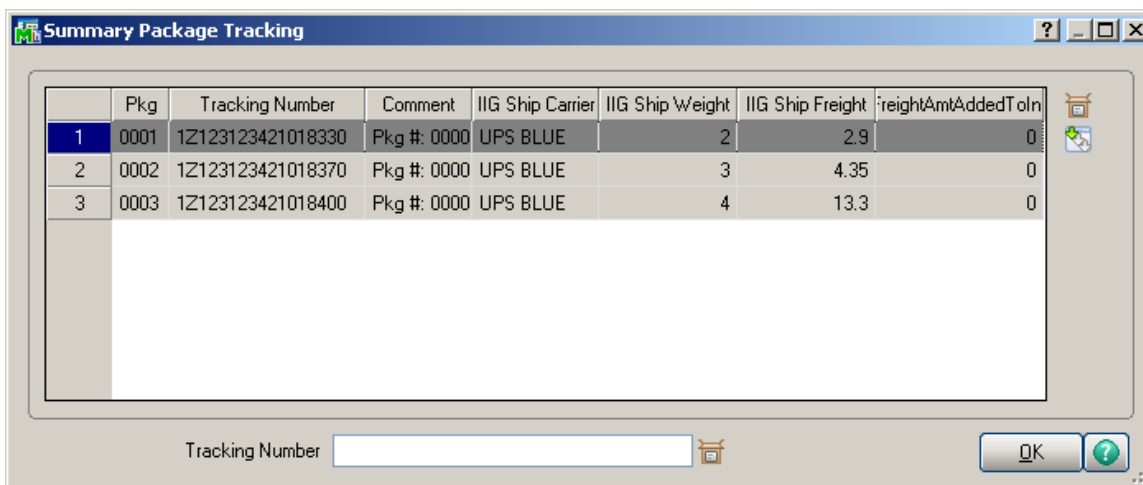
Click the **Tracking...** button to open the **Summary Package Tracking Maintenance** screen.

Pkg	Tracking Number	Comment	IIG Ship Carrier	IIG Ship Weight	IIG Ship Freight	Freight Amt Added To In
1	0001			0	0	0
2	0002			0	0	0
3	0003			0	0	0
4						

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

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

The **IIG Ship** fields on the **Summary Package Tracking Maintenance** will display information after accepting the Shipping. Select the shipping again, and click the **Tracking...** button:



	Pkg	Tracking Number	Comment	IIG Ship Carrier	IIG Ship Weight	IIG Ship Freight	freightAmtAddedToIn
1	0001	1Z123123421018330	Pkg #: 0000	UPS BLUE	2	2.9	0
2	0002	1Z123123421018370	Pkg #: 0000	UPS BLUE	3	4.35	0
3	0003	1Z123123421018400	Pkg #: 0000	UPS BLUE	4	13.3	0

Tracking Number

OK ?

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

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

Shipping information cannot be modified in the generated invoice.

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

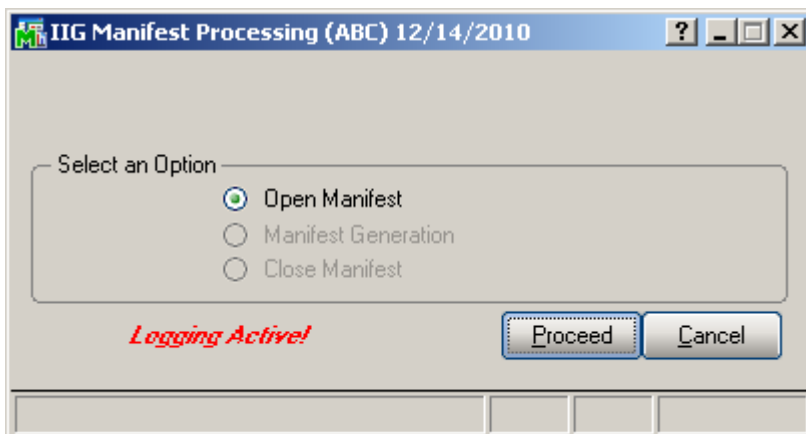
If the order is already manifested, its shipping cannot be opened in the **Shipping Data Entry** program, until the order is removed from the Manifest.



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

Manifest Processing

Manifest processing features can be accessed 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.

Click the **Proceed** button.

IIG Manifest Processing (ABC) 12/14/2010

Manifest Opened

Date: 12/13/2010 Time: 06:42 PM Next Package No.: 00005

Select an Option

Open Manifest

Manifest Generation

Close Manifest

Logging Active!

Proceed Cancel

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

IIG Manifest Generation (ABC) 12/14/2010

Order Number: 0000217 Invoice No.: 0100337 Batch: 00058

Next Package No.: 00001 Customer No.: 01-AVNET Avnet Processing Corp

Ship Via: UPS BLUE UPS 2ND DAY AIR

Total Parcels: 6 Total Weight: 0

SED Load Weights Shipping Options Ship To Address

Parcels

Quick Row: 1

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

Insured?

Declared Value: .00

C.O.D.?

OtherCharges: .00

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.

Order Data	
Order Number	0000217
Customer No.	01-AVNET
Total Parcels	6
Customer Name	Avnet Processing Corp
Total Weight	1200
Ship Via	UPS BLUE
UPS 2ND DAY AIR	
Allocated Wt.	0

Parcel Template	
Parcel Weight	200
Box Code	002
Insured?	<input checked="" type="checkbox"/>
	287.23
Oversize?	No
Box Height	012
C.O.D.?	<input type="checkbox"/>
	.00
Additional Handling?	<input type="checkbox"/>
Box Length	008
Number of Cartons to Generate	2
	<input type="button" value="Generate"/>
Box Width	006
Total Allocated Parcels	0
	<input type="button" value="Split Evenly"/>

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.

IIG Bulk Parcel Processing

Order Data

Order Number: 0000217 Customer No.: 01-AVNET

Total Parcels: 6 Customer Name: Avnet Processing Corp

Total Weight: 1200 Ship Via: UPS BLUE UPS 2ND DAY AIR

Allocated Wt.: 400

Parcel Template

Parcel Weight: 0 Box Code: [] Insured? 287.23

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

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

Box Width: [] Total Allocated Parcels: 2 **Split Evenly**

Cancel **OK**

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: 0000217 Customer No.: 01-AVNET

Total Parcels: 6 Customer Name: Avnet Processing Corp

Total Weight: 1200 Ship Via: UPS BLUE UPS 2ND DAY AIR

Allocated Wt.: 1200

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: 6 **Split Evenly**

Cancel **OK**

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

IIG Manifest Generation (ABC) 12/14/2010

Order Number: 0000217 Invoice No.: 0100337 Batch: 00058
 Next Package No.: 00007 Customer No.: 01-AVNET Avnet Processing Corp
 Ship Via: UPS BLUE UPS 2ND DAY AIR
 Total Parcels: 6 Total Weight: 1200

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

Parcels: Quick Row: 1

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	200.00	002	012	006	008	.00	00001	
2	200.00	002	012	006	008	.00	00002	
3	200.00	001	002	100	002	.00	00003	
4	200.00	001	002	100	002	.00	00004	
5	200.00	001	002	100	002	.00	00005	
6	200.00	001	002	100	002	.00	00006	

Insured?
 Declared Value: 287.23
 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 (only CPS).

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

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

Click the **Ship** button to proceed.

IIG Manifest Generation (ABC) 12/14/2010

Order Number: 0000217 Invoice No.: 0100337 Reason: [Search]

Next Package No.: 00007 Customer No.: 01-AVNET Avnet Processing Corp

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

Total Parcels: 6 Total Weight: 1200 Ship To Address

Parcels: Quick Row: 6

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	200.00	002	012	006	008	290.00	00001	12123123421145480
2	200.00	002	012	006	008	290.00	00002	12123123421145520
3	200.00	001	002	100	002	290.00	00003	12123123421145570
4	200.00	001	002	100	002	290.00	00004	12123123421146000
5	200.00	001	002	100	002	290.00	00005	12123123421146040
6	200.00	001	002	100	002	297.50	00006	12123123421146070

Insured? Declared Value: 287.23

C.O.D.? OtherCharges: .00

Logging Active! Accept Cancel Delete Void

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

Tracking Numbers are assigned to parcels.

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

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) 4/16/2009

Order Number: 0000187 Invoice No.: 0100068 Reason:

Next Package No.: 00034 Customer No.: 01-ABF American Business Futures

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

Total Parcels: 6 Total Weight: 1200 SED Load Weights Ship To Address

Parcels: Quick Row: 1

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	200	003	050	085	070	290.00	00028	1Z123123421710580
2	200	003	050	085	070	290.00	00029	1Z123123421711000
3	200	001	020	010	040	290.00	00030	1Z123123421711030
4	200	001	020	010	040	290.00	00031	1Z123123421711050
5	200	001	020	010	040	290.00	00032	1Z123123421711070

Insured? Declared Value: 292.58

C.O.D.? OtherCharges: .00

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 MAS 90

Please Enter Void Reason Code.

OK

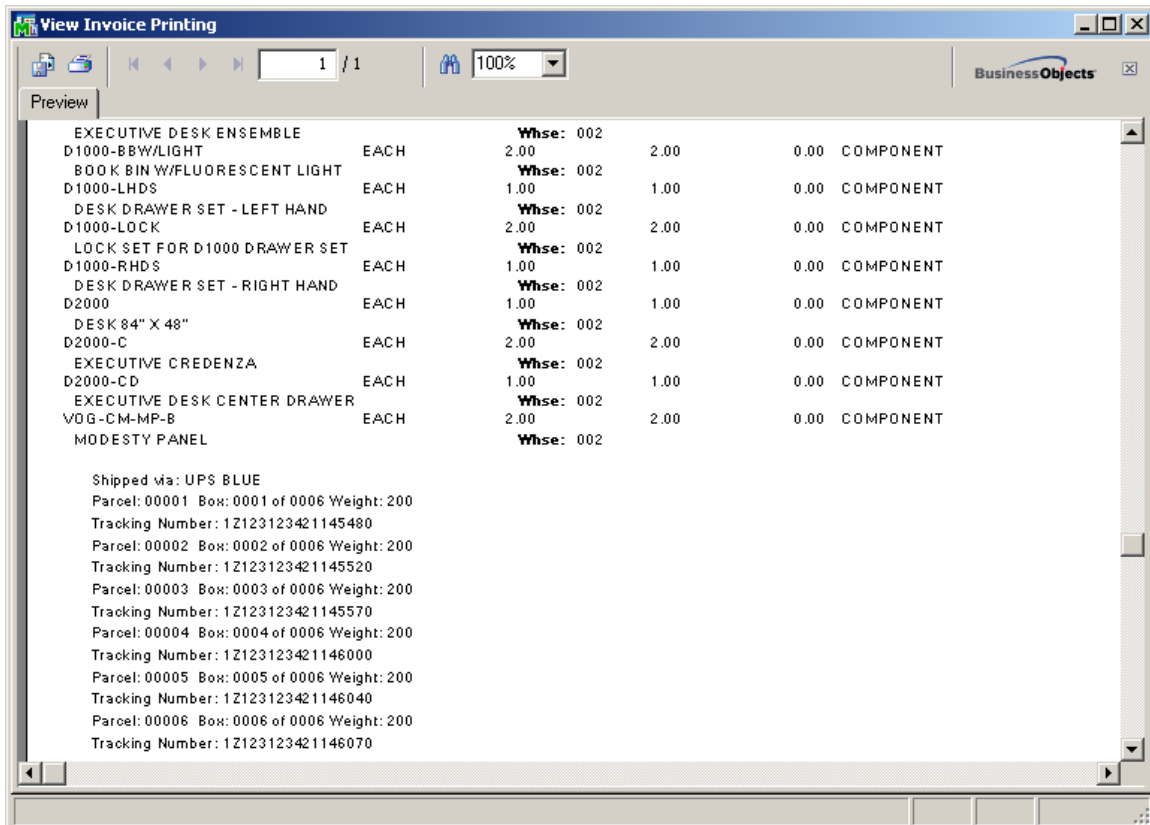
Sage MAS 90

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

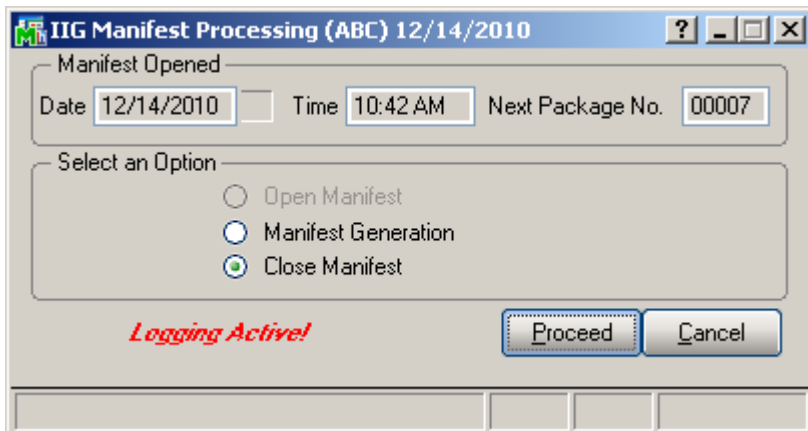
Yes No

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, Tracking Numbers).

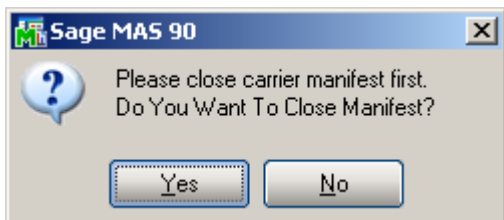


To close a manifest, run the **Manifest Processing** program under the **Sales Order Main** menu, select the **Close Manifest** option, and click **Proceed**.

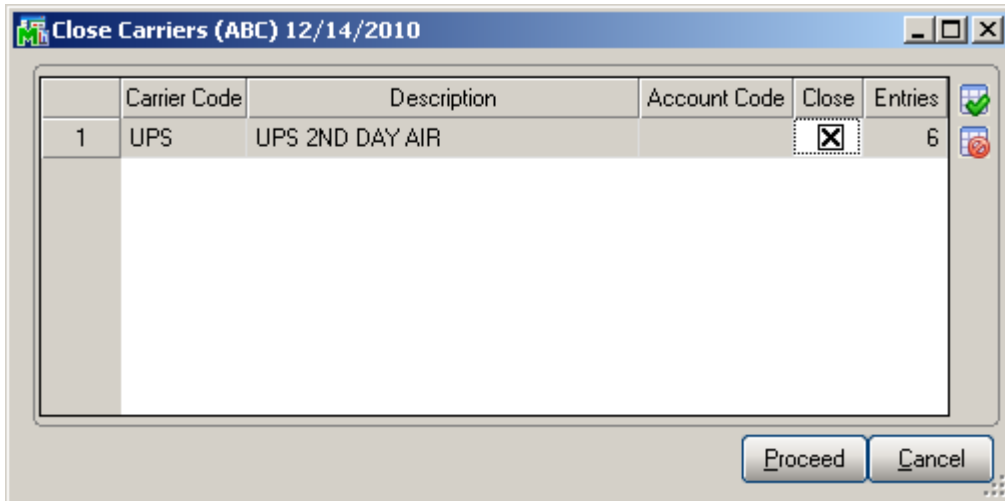


A message is displayed asking for confirmation to close the manifest. The user is prompted to close carrier manifest first.

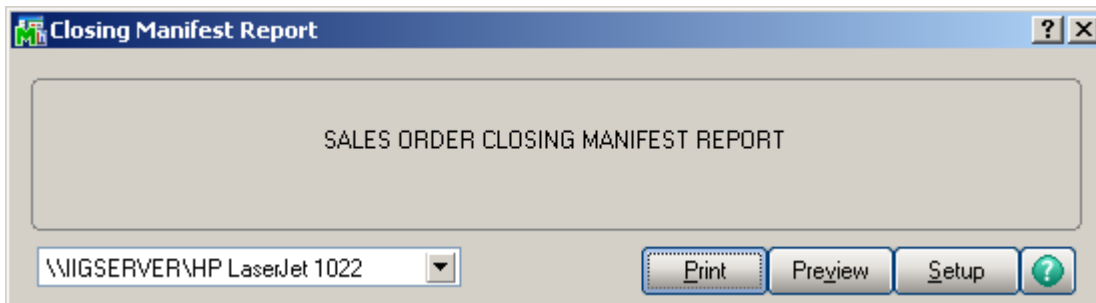
***Note:** Closing Manifest will transfer all daily information to history after Daily Sales Journal/Update. That information will be available in the Invoice History Inquiry.*



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



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:

Closing Manifest Report

Customer No.	Shipment Date	Weight	Tracking Number	Void Reason Code	Transaction ID	Freight Amount
Account Code:						(ABC)
Carrier Code: UPS		Description: UPS 2ND DAY AIR		Service Code: GND		
01-AVNET	12/14/2010	200.00	1Z123123421145480		0000217 / 00001	290.00
01-AVNET	12/14/2010	200.00	1Z123123421145520		0000217 / 00002	290.00
01-AVNET	12/14/2010	200.00	1Z123123421145570		0000217 / 00003	290.00
01-AVNET	12/14/2010	200.00	1Z123123421146000		0000217 / 00004	290.00
01-AVNET	12/14/2010	200.00	1Z123123421146040		0000217 / 00005	290.00
01-AVNET	12/14/2010	200.00	1Z123123421146070		0000217 / 00006	297.50
Carrier Code UPS Total:						1,747.50
Report Total:						1,747.50

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.

Invoice No. 0100337 Type INV Date 12/14/2010
 Source S/O Order No. 0000217

Customer No. 01-AVNET Avnet Processing Corp
 Ship To 2 Irvine Warehouse
 Source Journal SO-000023 RMA No.

Terms Code 01 Net 30 Days Ship Date 12/14/2010
 Ship Via UPS BLUE Schedule CA
 FOB Ship Zone A Tracking...
 Customer PO Weight 1200
 Salesperson 01-0200 Shelly Westland Apply To
 Confirm To Terry Stafford IT User ID
 Comment
 E-mail tonys@avnet.com
 Fax (949) 753-7880 Batch Fax IIG Tracking...

Taxable	1,700.00
Nontaxable	.00
Freight	7.50
Sales Tax	96.90
Discount	85.00
Invoice Total	1,719.40
Deposit	.00
Net Invoice	1,719.40

Balance 1,719.40

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

Package	Box of	Ttl Box	Weight	Tracking ID
00001	0001	0006	200	1Z123123421145480
00002	0002	0006	200	1Z123123421145520
00003	0003	0006	200	1Z123123421145570
00004	0004	0006	200	1Z123123421146000
00005	0005	0006	200	1Z123123421146040
00006	0006	0006	200	1Z123123421146070

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

	Pkg	Tracking Number	Comment	IIG Ship Carrier	IIG Ship Weight	IIG Ship Freight	FreightAmtAddedToIn
1	0001	1Z123123421145480	Pkg #: 0000	UPS BLUE	200	290	20
2	0002	1Z123123421145520	Pkg #: 0000	UPS BLUE	200	290	0
3	0003	1Z123123421145570	Pkg #: 0000	UPS BLUE	200	290	0
4	0004	1Z123123421146000	Pkg #: 0000	UPS BLUE	200	290	0
5	0005	1Z123123421146040	Pkg #: 0000	UPS BLUE	200	290	0
6	0006	1Z123123421146070	Pkg #: 0000	UPS BLUE	200	297.5	0

Tracking Number

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

Invoice No. Type Date

Source Order No.

1. Main | 2. Lines

Line No.	Item Code	Item Description	Shipped	Unit Price
1	D1400	EXECUTIVE DESK ENSEMBLE	1.00	1,700.000
2	D1000-BBW/LIGHT	BOOK BIN W/FLUORESCENT LIGHT	2.00	.000
3	D1000-LHDS	DESK DRAWER SET - LEFT HAND	1.00	.000
4	D1000-LOCK	LOCK SET FOR D1000 DRAWER SET	2.00	.000
5	D1000-RHDS	DESK DRAWER SET - RIGHT HAND	1.00	.000
6	D2000	DESK 84" X 48"	1.00	.000
7	D2000-C	EXECUTIVE CREDENZA	2.00	.000
8	D2000-CD	EXECUTIVE DESK CENTER DRAWER	1.00	.000
9	VDG-CM-MP-B	MODESTY PANEL	2.00	.000
10	/C			
11	/C			
12	/C			
13	/C			
14	/C			
15	/C			
16	/C			

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) 4/16/2009

Package No. 00031 Order No. 0000187 Parcel 4 of 6 Daily Totals...

Invoice No. 0100068 Customer No. 01-ABF American Business Futures

Ship Via UPS BLUE
Description UPS 2ND DAY AIR
Ship Weight 200.00
Freight Amount 290.00
Total COD Amount .00 C.O.D.?

Telephone (414) 555-4787
Contact Name John Quinn

Tracking ID 1Z123123421711050

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	9
Valid Packages	6
Voided Packages	3
Total Amount	1,740.00

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) 12/14/2010

Invoice No. 0100337 Manifest Date 12/14/2010

Order No. 0000217 Customer No. 01-AVNET Avnet Processing Corp

Ship Via UPS BLUE
Description UPS 2ND DAY AIR
Freight Amount 1,747.50
Total COD Amount .00 C.O.D.?

Telephone (414) 225-2635
Contact Name Terry Stafford

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

Package	Parcel	Weight	Tracking ID
00001	0001/0006	200	1Z123123421145480
00002	0002/0006	200	1Z123123421145520

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.

View Invoices Not Manifested Listing

powered by crystal

Preview

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 creating with shipping but not manifested.

View Invoices Not Valid Tracking ID Listing

1 / 1 100%

BusinessObjects

Preview

(ABC)

INVOICES WITHOUT VALID TRACKING NUMBERS LISTING

INVOICE NUMBER	ORDER NUMBER	CUSTOMER NUMBER	SOLD TO NAME	SHIP VIA
0100331	0000282	01-33333333338888888888	Armet Processing Corp	UPS BLUE
0100332	0000283	01-ABF	American Business Futures A	UPS BLUE
0100336	0000284	01-ABF	American Business Futures A	UPS BLUE

Number of invoices shipped and with no tracking ID: 3

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) 12/14/2010

Report Setting: STANDARD Save

Description: Shipping History Printing

Setting Options

Type: Public Print Report Settings: Number of Copies: 1

Default Report: Three Hole Punch: Collated:

Options

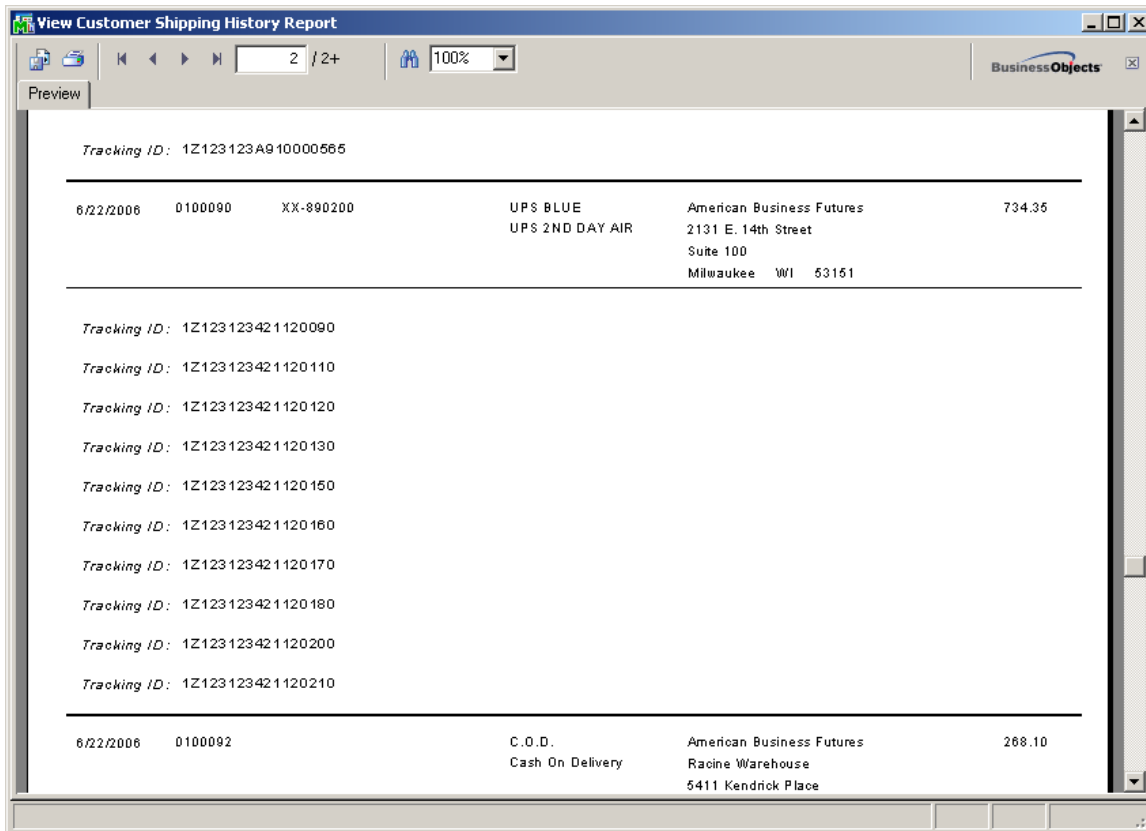
Print Invoice Detail Information?:

Selections

Select Field	Operand	Value
Customer Number	All	
Invoice Date	All	

Adobe PDF Keep Window Open After: Print Preview Print Preview Setup ?

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



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

The screenshot shows a software window titled "View Customer Shipping History Report". The window includes a toolbar with navigation and zoom controls, a "Preview" button, and a BusinessObjects logo. The main content area displays shipping history for two orders.

Order 1:

Item Number	Description	Shipped	Back Ordered
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	2.00	0.00
1001-HON-H254	HON 4 DRAWER LETTER FLE W/O LK	3.00	0.00

Tracking ID: 1Z123123A910000565

Order 2:

Item Number	Description	Shipped	Back Ordered
6657-24-20-12	SOUND CVR 24.5"W 20"D 12"H LQ	1.00	0.00
8972	UNIVERSAL 5 1/4" D SDD FLEX DS K	15.00	5.00

Tracking IDs for Order 2: 1Z123123421120090, 1Z123123421120110, 1Z123123421120120, 1Z123123421120130, 1Z123123421120150, 1Z123123421120160, 1Z123123421120170, 1Z123123421120180

Additional information for Order 2: 6/22/2006, 0100090, XX-890200, UPS BLUE, UPS 2ND DAY AIR, American Business Futures, 2131 E. 14th Street, Suite 100, Milwaukee WI 53151, 734.35

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) 12/14/2010

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 Shipment: 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 Setup

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:

View International Shipping History Report

1 / 1 100%

BusinessObjects

Preview

International Shipping History Report

12/14/2010

Customer Number	Invoice Number	Ship To Name	State	Zip Code	Ship Via	Date Shipped	TrackingID	Cost
Country Code								
02-AT0Z	0100059	A To Z Carpet Supply	CA	92661	NEW CODE	11/23/2005	1Z123123421220570	77.50
Invoice Amount								398.00
Ship Cost								77.50
Country Code USA								
01-ABF	0100074	American Business Futures	WI	53120	AAAAAAAAA/1/19/2006	1Z123123A01000029		107.55
01-ABF	0100077	American Business Futures	WI	53120	AAAAAAAAA/1/19/2006	1Z123123A91000053		73.25
01-ABF	0100078	American Business Futures	WI	53120	AAAAAAAAA/1/19/2006	1Z123123A91000056		79.35
Invoice Amount								1,776.50
Ship Cost								260.16
Total Invoice Amount								2,174.50
Total Ship Cost								337.66

The Invoices are printed with corresponding Tracking numbers.

Shipping Rate Shop in Sales Order Entry

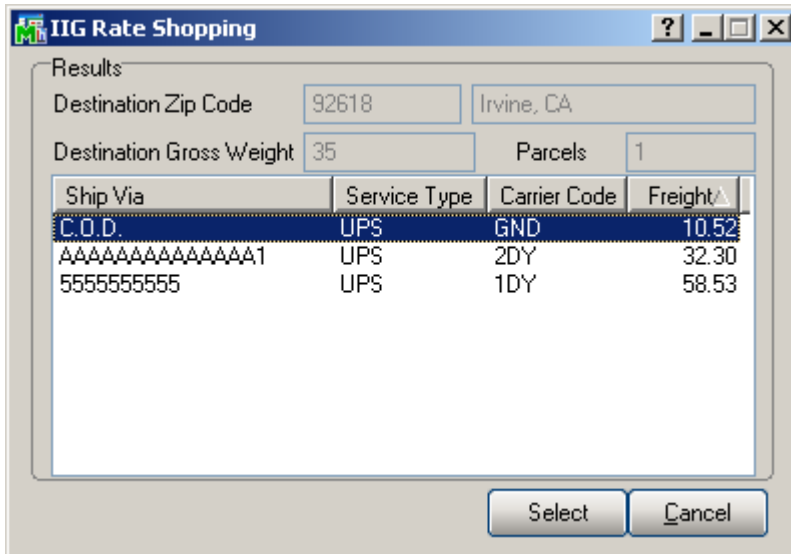
The **Rate Shop** button added on the Totals tab of the Sales Order Entry allows rating the order. Upon clicking the **Rate Shop** button the system starts identifying how the product is shipped for rating.

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

The screenshot displays the 'Sales Order Entry (ABC) 12/14/2010' 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	0000280
Order Date	3/12/2010
Order Type	Standard Order
Customer No.	01-0000002
Avnet Processing Corp	
Salesperson	0200
Amount Subject to Discount	200.00
Discount Rate	.000%
Discount Amount	.00
Taxable Amount	200.00
Non-Taxable Amount	.00
Ship Zone	
Ship Weight	00035
Freight Amount	.00
Rate Shop	
Rated Freight	.00
Payment Type	NONE
Check Number	
Deposit Amount	.00
Commission Rate	8.000%
Sales Tax Amount	12.00
Order Total	212.00

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



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

Sales Order Entry (ABC) 12/17/2010

Order Number: 0000280 | User: useriig

1. Header | 2. Address | 3. Lines | 4. Totals

Order Date: 3/12/2010 | Order Type: Standard Order | Tax Detail...

Customer No.: 01-0000002 | Avnet Processing Corp | Salesperson: 0200

Amount Subject to Discount: 20.00 | Payment Type: NONE

Discount Rate: .000% | Check Number: | Deposit Amount: .00

Discount Amount: .00

Taxable Amount: 20.00 | Commission Rate: 8.000%

Non-Taxable Amount: .00 | Sales Tax Amount: 1.20

Ship Zone: | Ship Weight: 00070 | Order Total: 21.20

Freight Amount: .00

Rate Shop: Rate Shop... | Rated Freight: .00

Print Order... | Print Pick... | Recalc Price | Accept | Cancel | Delete | ?

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

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

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

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

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

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

Item Maintenance (ABC) 12/17/2010

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

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

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

Weight: 10
Volume: 0.0000
Inventory Cycle: B

Unit of Measure: Standard: EACH
 Purchases: EACH No. of EACH: 1
 Sales: EACH No. of EACH: 1

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

Allow Back Orders:
Allow Trade Discount:
Allocate Landed Cost:

Sales:	Retail Price: 84.000	Purchases:	Standard Cost: 32.750	Last Costs:	Item: 34.250
	Standard Price: 84.000		Average Cost: 34.250		Allocated: .000
	Last Sold: 3/31/2010		Last Receipt: 5/1/2003		Total: 34.250

Accept | Cancel | Delete | [Print] | [Help]

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

The screenshot shows the 'IIG Item Freight Packaging/Tare Fields' dialog box. The 'Item Code' is '1001-HON-H252' and the description is 'HON 2 DRAWER LETTER FLE'. Under the 'Packaging/Tare' section, the 'Ship as one box' checkbox is checked and highlighted with a red box. Below this is a table with columns: U/M, Box Code, Height, Length, Width, and Default.

	U/M	Box Code	Height	Length	Width	Default
Each Tare	EACH	002	001	002	003	<input type="checkbox"/>
Case Pack Tare	CASE	002	012	008	006	<input type="checkbox"/>
Master Pack Tare	PKG	021	223	112	500	<input type="checkbox"/>
Pallet Pack Tare	FOUR	002	020	030	050	<input checked="" type="checkbox"/>
Inner Pack Tare						<input type="checkbox"/>

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

The screenshot shows the 'IIG Box Dimension Code Maintenance (ABC) 12/...' dialog box. The 'Box Dimension Code' is '002' and the 'Description' is 'Standard'. The 'Weight Factor' is set to '3.000' and is highlighted with a red box. Other fields include 'Box Height' (1.00), 'Box Length' (2.00), 'Box Width' (3.00), 'Metric Dimensions' (checked), 'Additional Handling' (checked), 'Bill of Lading Description' (CTN), and 'UPS Box Type Code' (02).

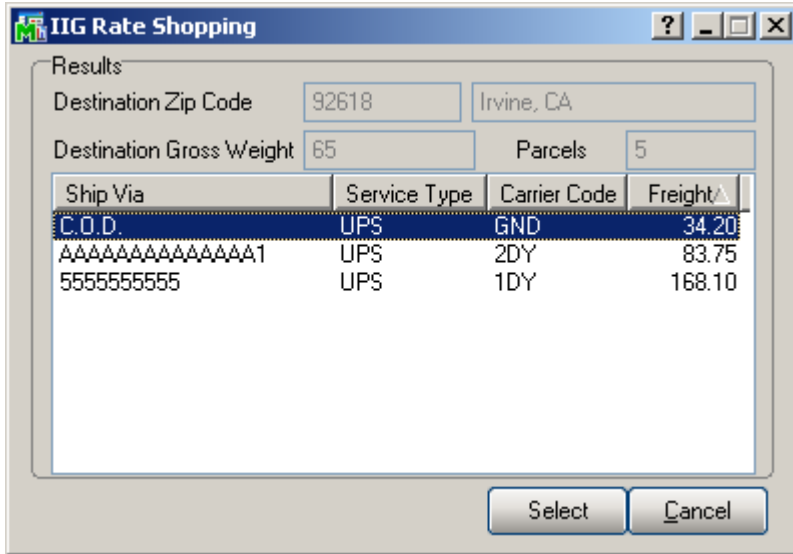
If the customer orders five of this item:

The screenshot shows a software window titled "Sales Order Entry (ABC) 12/17/2010". The window contains several sections:

- Header:** Order Number: 0000280. Buttons: Copy from..., Defaults..., Customer..., Credit...
- Navigation:** 1. Header | 2. Address | 3. Lines | 4. Totals. User: useriig
- Table:** A table with columns: Item Code, Ordered, Back Ordered, Unit Price, Extension, and Co. The first row is selected:

Item Code	Ordered	Back Ordered	Unit Price	Extension	Co
1 1001-HON-H252	5.00	.00	81.480	407.40	
2	.00	.00	.000	.00	
- Item Details:** A pop-up window showing:

Description	HON 2 DRAWER LETTER FLE W/O LK
Warehouse	000
Unit Of Measure	EACH
Shipped	.00
Disc Level	1
- Totals:** Total Amount: 407.40
- Footer:** Buttons: Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and a help icon.



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.

The screenshot shows a software window titled "Sales Order Entry (ABC) 12/17/2010". The window contains a table with the following data:

	Item Code	Ordered	Back Ordered	Unit Price	Extension	
1	1001-HON-H252	5.00	.00	81.480	407.40	
2	1001-HON-H252	1.00	.00	336.000	336.00	
3		.00	.00	.000	.00	

Below the table, a dropdown menu is open showing the following details:

- Description: HON 2 DRAWER LETTER FLE W/O LK
- Warehouse: 000
- Unit Of Measure: **FOUR**
- Shipped: .00

At the bottom right of the window, the "Total Amount" is displayed as 743.40. The interface includes various navigation buttons like "Print Order...", "Recalc Price", "Accept", "Cancel", and "Delete".

Rate shop now shows six boxes at 108 pounds, one at 43 pounds, five at 13 pounds.

Ship Via	Service Type	Carrier Code	Freight
MAIL	UPS	GND	442.55
SHIP PROD	UPS	2DY	542.11
C.O.D.	UPS	1DY	849.83

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.

IIG Item Freight Packaging/Tare Fields

Item Code: 1001 HON H252 HON 2 DRAWER LETTER FILE

— Packaging/Tare

Ship as one box

	U/M	Box Code	Height	Length	Width	Default
Each Tare	EACH	002	001	002	003	<input type="checkbox"/>
Case Pack Tare	CASE	002	012	008	006	<input type="checkbox"/>
Master Pack Tare	PKG	021	223	112	500	<input type="checkbox"/>
Pallet Pack Tare	FOUR	002	020	030	050	<input checked="" type="checkbox"/>
Inner Pack Tare						<input type="checkbox"/>

OK Cancel

Same shipment of nine total units sold.

The screenshot shows a software window titled "Sales Order Entry (ABC) 12/17/2010". At the top, there is a navigation bar with tabs for "1. Header", "2. Address", "3. Lines", and "4. Totals". The "3. Lines" tab is active. Below the tabs, there is a "Quick Row" dropdown set to "2". The main area contains a table with the following data:

	Item Code	Ordered	Back Ordered	Unit Price	Extension	C
1	1001-HON-H252	5.00	.00	81.480	407.40	
2	1001-HON-H252	1.00	.00	336.000	336.00	
3		.00	.00	.000	.00	

Below the table, a detailed view for item 2 is shown:

Description	HON 2 DRAWER LETTER FLE W/O LK
Warehouse	000
Unit Of Measure	FOUR
Shipped	.00
Disc Level	1

At the bottom right of the window, the "Total Amount" is displayed as 743.40. The bottom of the window features a toolbar with buttons for "Print Order...", "Print Pick...", "Recalc Price", "Accept", "Cancel", "Delete", and a printer icon.

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

Ship Via	Service Type	Carrier Code	Freight
UPS GROUND	UPS	GND	459.08
UPS 3 DAY	UPS	3DY	1078.08
UPS 2 DAY	UPS	2DY	1666.44
UPS COLLECT	UPS	1SV	2216.31
UPS RED	UPS	1DY	2260.29
UPS RED EARLY	UPS	EAM	2394.24

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:

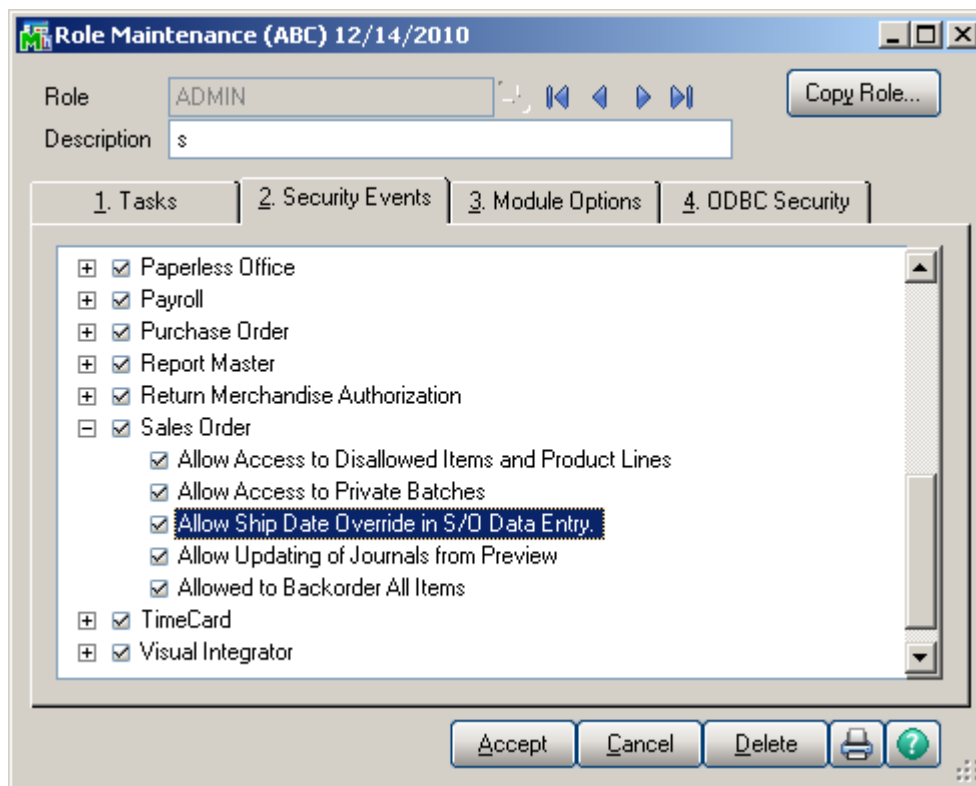
- Box 1 will be sent with dimensions 20 x 30 x 50, weight $4*10+3 = 43$ pounds
- Box 2 will be sent with dimensions 20 x 30 x 50, weight 43 pounds
- Box 3 will be sent with dimensions 20 x 30 x 50, weight $10+3 = 13$ pounds

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.

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 whole corresponding functionality in the system if the check box is selected.



Note: All this logic is provided also for Visual Integrator.

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.

	Holiday Date	Weekend	Comment
1	9/1/2010	<input type="checkbox"/>	Birthday
2	6/27/2010	<input checked="" type="checkbox"/>	Weekend
3		<input type="checkbox"/>	

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

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

IIG Holiday Maintenance (ABC) 12/14/2010

Year: 2010
Future Year: [button]
Options:
Cut Off Time: 17:00 PM
Hide Weekends:

Month: 09

	Holiday Date	Weekend	Comment
1	9/1/2010	<input type="checkbox"/>	Birthday
2	9/4/2010	<input checked="" type="checkbox"/>	Weekend
3	9/5/2010	<input checked="" type="checkbox"/>	Weekend
4	9/11/2010	<input checked="" type="checkbox"/>	Weekend
5	9/12/2010	<input checked="" type="checkbox"/>	Weekend
6	9/18/2010	<input checked="" type="checkbox"/>	Weekend
7	9/19/2010	<input checked="" type="checkbox"/>	Weekend
8	9/25/2010	<input checked="" type="checkbox"/>	Weekend
9	9/26/2010	<input checked="" type="checkbox"/>	Weekend
10		<input type="checkbox"/>	

Accept Cancel Delete [Print]

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

In the **Cut Off Time** field the end time of working day is fixed.

Click on the **Press for current Year** button to display the records of current Year and Month. The current date is taken from GL Options.

Sales Order Entry

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

The screenshot shows the Sage MAS 90 Sales Order Entry window. The title bar reads "Sales Order Entry (ABC) 12/14/2010". The window is divided into several sections:

- Order Information:** Order Number: 0000287, Order Date: 12/14/2010, Order Type: Standard Order, Master/Repeating No. (empty).
- Customer Information:** Customer No. (empty), Cust PO (empty).
- Shipping Information:** Ship Date: 9/1/2010, Terms Code: 00 (No Terms), Ship Via: FOB (empty).
- Order Details:** Status: New, Reason (empty), Whse: 001 EAST WAREHOUSE, Sales Tax Schedule (empty).
- Shipping Options:** Confirm To (empty), Cont Phn (empty), E-mail (empty), Fax No. (empty), Comment (empty), Salesperson (empty), Split Comm. (No).
- Printing Options:** Print Order (checked), Print Pick Sheets (checked), No. of Ship Labels: 1, Quick Print Without Displaying Printing Window (unchecked).
- Buttons:** Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and a help icon.

The screenshot shows a warning dialog box from Sage MAS 90. The title bar reads "Sage MAS 90". The message text is "Do you want to set the Ship Date to the next business day." There are two buttons: "Yes" and "No".

Shipping Automation Options

The **Calculate Ship Date from Ship Via Code** check box has been added to the **IIG Shipping Automation Options** screen.

IIG Shipping Automation Options (ABC) 12/14/2010

Billing Options

Charge Actual Freight	<input checked="" type="checkbox"/>	Zero Invoice No Charge	<input type="checkbox"/>
Charge COD Fee Extra	<input type="checkbox"/>	Prepaid Freight Allowed	<input checked="" type="checkbox"/>
Charge Handling Fee	<input checked="" type="checkbox"/>	\$20.00 Per Parcel	<input type="checkbox"/>
Default Declared Value	<input checked="" type="checkbox"/>	Default Signature Req	<input type="checkbox"/>

Integration

CPS Installed	<input checked="" type="checkbox"/>
FedEx PowerShip Installed	<input type="checkbox"/>
CLIPPERSHIP Installed	<input type="checkbox"/>
Malvern Site Server Installed	<input checked="" type="checkbox"/>

Export

Export License: 888
License Expires: 4/29/2010
Shipper EIN: 18882

Collect On Delivery Options

C.O.D. Terms Code: 01
C.O.D. "Secured Funds" Terms Code: 02

Rate Shopping Options

Maximum Weight: 0.00
Rating Mark Up %: .00

Other Options

Require Box Distribution	<input type="checkbox"/>
Print Invoice at Manifest	<input checked="" type="checkbox"/>
Turn on Trace Logging	<input checked="" type="checkbox"/>
Use Inventory Weights	<input type="checkbox"/>
Close Manifest By Batch	<input checked="" type="checkbox"/>
Subtract B/O Qty from Qty to Ship	<input type="checkbox"/>
Play WAV sound on some ship errors	<input checked="" type="checkbox"/>
Calculate Ship Date from Ship Via Code	<input checked="" type="checkbox"/>

Accept Cancel

This option cannot be changed while the Recalculate S/O Ship Date Utility is in progress. The following message will be displayed:



The **Lead Time in Days** field has been added to the **IIG Carrier Interface Maintenance**.

The screenshot shows the 'IIG Carrier Interface Maintenance (ABC) 12/14/2010' window. The 'Shipping Code' is 'UPS RED' and the 'Description' is 'UPS NEXT DAY AIR'. The 'Shipping Interface' is set to 'None'. The 'Lead Time in Days' field is set to '30'. Other fields include 'Carrier Code/Smart Zone', 'Service Type', 'Mark Up %', 'Small Parcel Carrier', 'Print MAS90 COD Tags', 'One COD Fee per Order', 'International Shipment', 'Signature Required', 'No HazMat', 'SCAC Code', 'SCAC Carrier Description', 'Default Billing Option', 'Bill of Lading Required', 'Rate by Value on BOL', 'Auto Calculate Prepaid Frt', 'Send Email Address', 'Commercial Invoice', 'Documents Only', 'Residential Only', 'NMFC LTL Carrier?', 'Next Carrier Number', 'Prepaid Freight at', and 'SED Required?'.

If the **Calculate Ship Date from Ship Via Code** check box is not selected, the logic works as described. And if it is selected, the logic works by the following way: when **Ship Date** is entered in **Sales Order Entry**, that date is increased with the amount of days which has been specified in the **Lead Time in Days** field. Only after that the checking is performed related to Holiday Maintenance.

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 checking is performed.

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

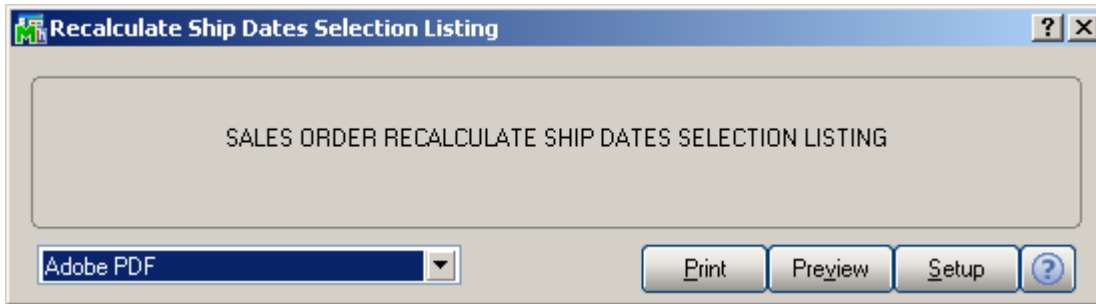
IIG Recalculate Sales Order Ship Date Utility

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

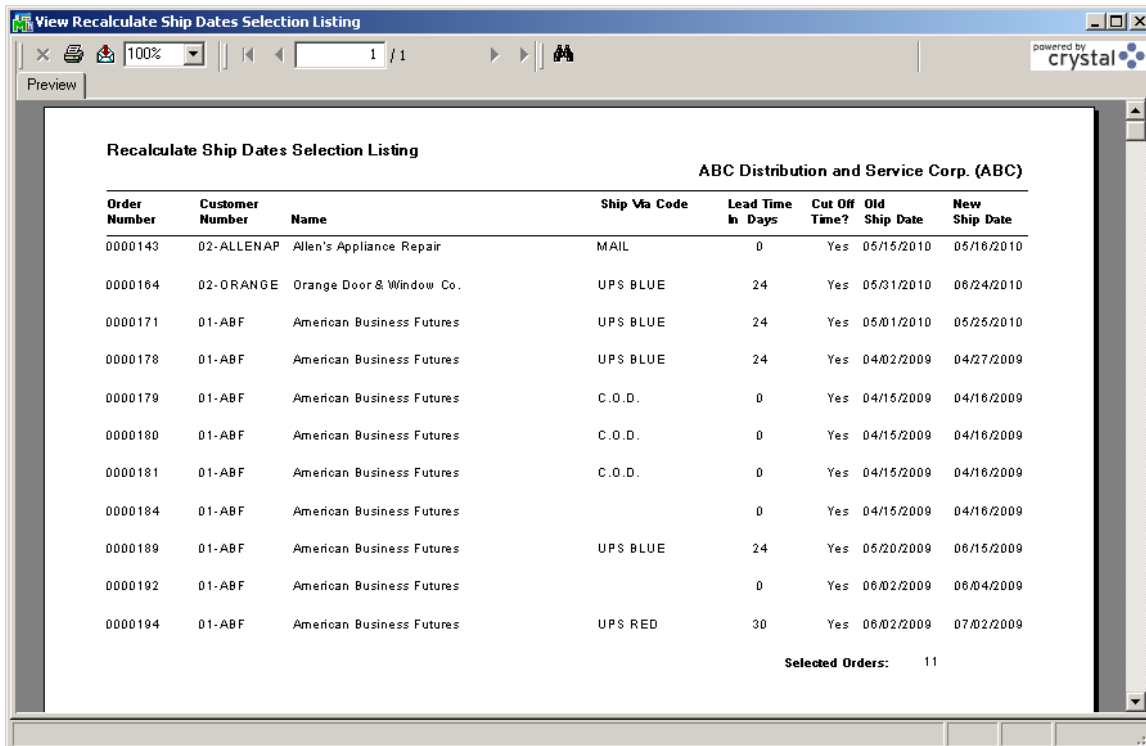
Select Field	Operand	Value
Sales Order Number	All	

Select the Sales Order(s) and 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 report displays the Orders that are being updated with their old and new Ship Dates.



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



Printings

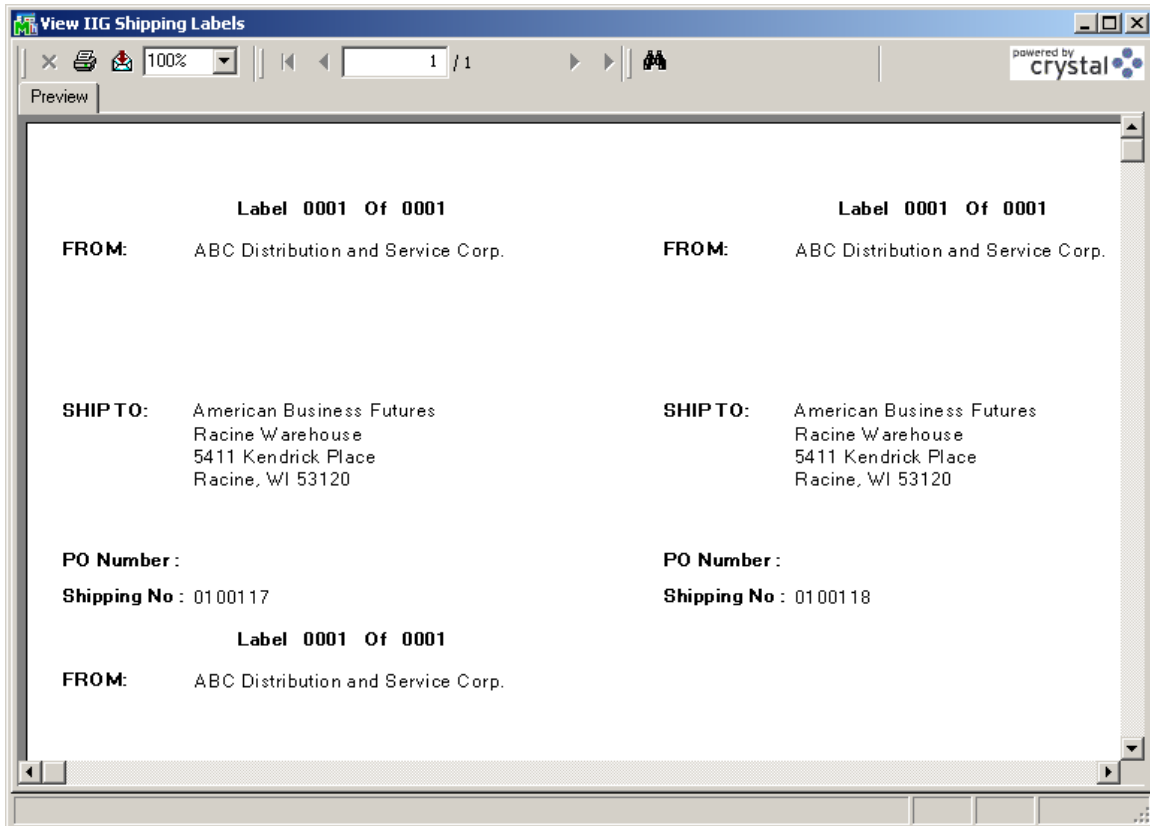
IIG Shipping Label Printing

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

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 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.

IIG Pallet Labels Printing (ABC) 12/14/2010

Form Code: STANDARD Batch: Multiple Designer...

Description: IIG Pallet Labels Printing

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

Number of Pallets: 1

Line 1 Message:

Line 2 Message:

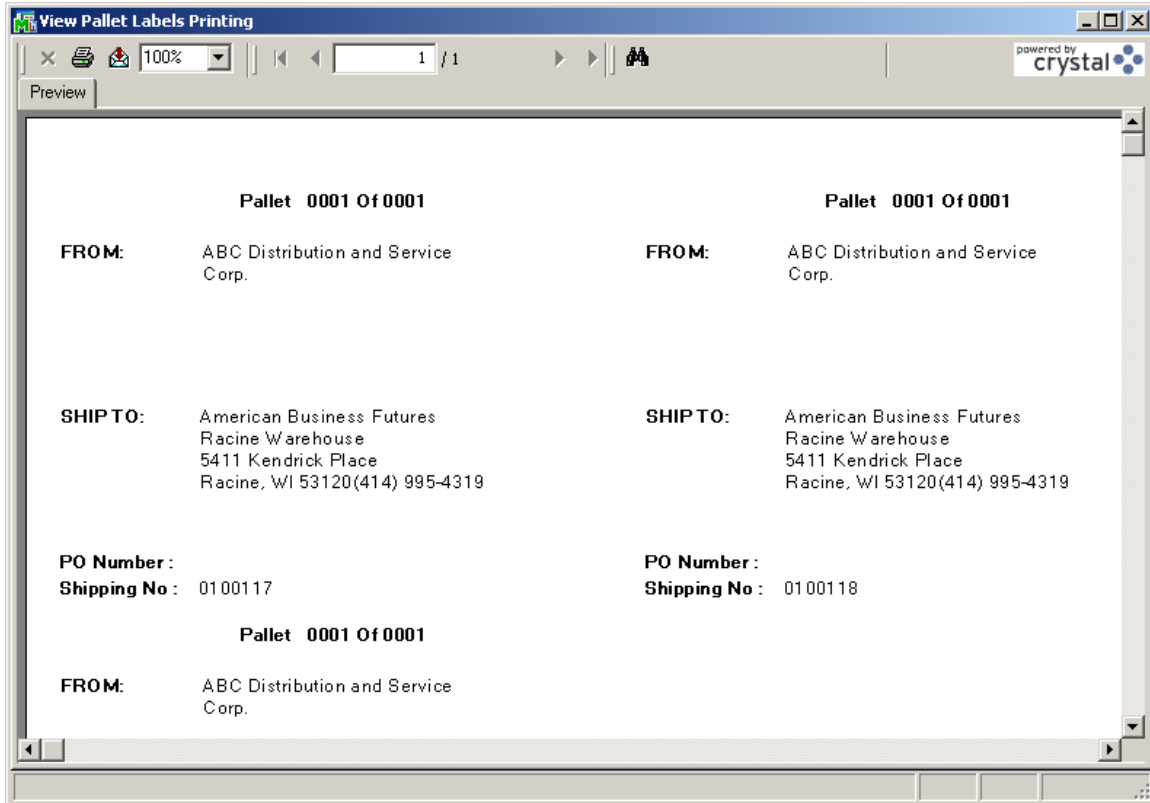
Paperless Office Output: Print All

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 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.

Select Field	Operand	Value
Order Number	All	

After the Manifest is closed no data is available for printing.

Here is an example of printout:

View Voiced Shipments Report

powered by crystal

Preview

1 / 1

Voiced Shipments Report Test Company (TST)

Reason Code	Shipper ID	Order Number	Tracking Number
Reason: 00001 - voided per the client's request			
00001	1	0000247	123444444
00001	1	0000247	1111111111111111
00001	1	0000247	121212212
00001	1	0000247	789422121221
00001	1	0000247	1111122222233333
00001	1	0000247	1234567888888
00001 totals		Orders: 6	Packages: 6
Reason: 00002 - voided due to errors found			
00002	1	0000205	
00002 totals		Orders: 1	Packages: 1
Totals Reasons: 7		Orders: 7	Packages: 7

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.

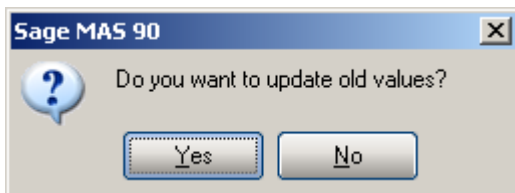
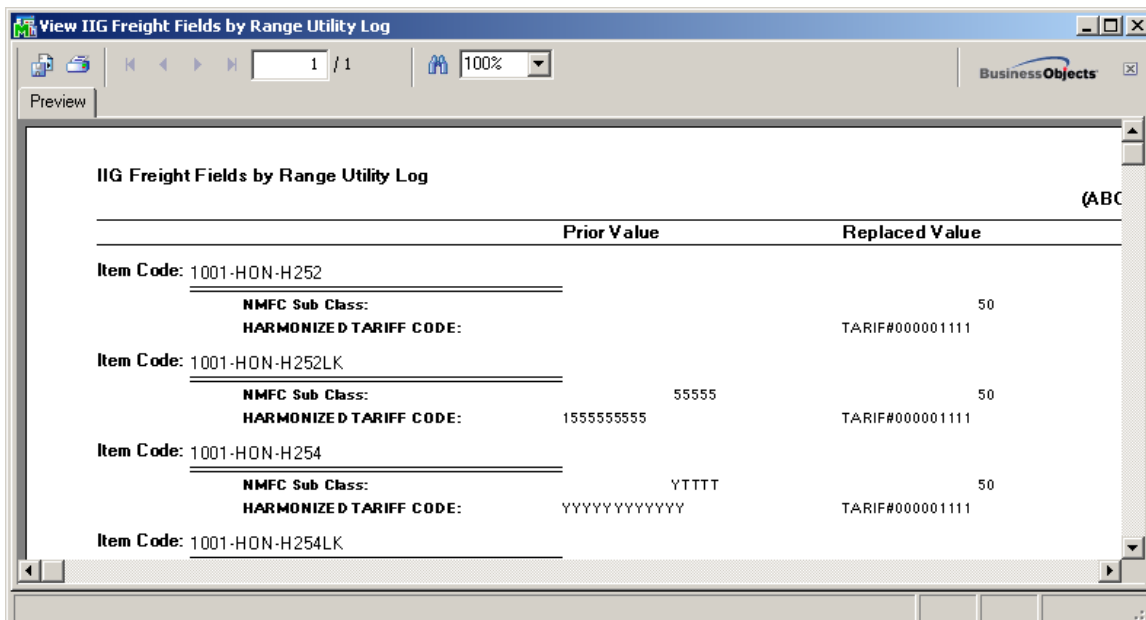
NMFC Code – makes the field uppercased.

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
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Freight Class	
NMFC Code	11AINFORMA
Sub Class	50
BOL Description	Information Commodity
<input type="button" value="Tare Processing"/>	

HAZMAT	
Packing Group	Group 1 ▾
UN/NA Code	DDG
HM Class	
HM Division	
Cargo Aircraft Only?	<input checked="" type="checkbox"/>
HM Exemption No	111111111
HM Shipping Name	44444444
Emergency Contact	
Contact Phone	

Export Data	
Country of Origin	USA United States of America
Commodity Code	
Tariff Code	TARIF#000001111
ECCN	FFF
SED Sched B Code	FFF
NAFTA Producer Code	No ▾
NAFTA CO Preference Criterion Code	
NAFTA Certificate of Origin Net Cost?	<input type="checkbox"/>
Comm Inv Prod Desc 1	
Comm Inv Prod Desc 2	

Appendix A: CPS Upgrade Procedure for 2006

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

Issues you may run into:

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

- USB printer drivers for the Eltron Orion or the older UPS printers may be flaky. You may need to upgrade to a current printer to use the USB printers.

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

Appendix B: CPS settings

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

In the **Tools > Environment Variables**:

Set these options to YES:

AUTOINCREMENT,
BYPASSINVOICE,
NOF5DVMLOOKUP,
NOUPSDVMMESSAGE.

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

Label 1 - "Ref 1:" Field REF_1,
Label 2 - "Ref 2:" Field REF_2

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

UPS Common Carrier Service

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

Service

UPS

UPS Hundredweight Service

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

International UPS Shipment Service

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

FedEx Domestic Service

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

RPS North America Service

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

USPS Domestic Service

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

SPD Domestic Service

SpeeDee Ground	@@03	SPD
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Appendix C: Clippership Carrier List*

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

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 D: FedEx Code & Service Fields List*

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

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

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

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

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