



# Warehouse Shipping Automation For Sage 100 2013

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## Installation Instructions and Cautions

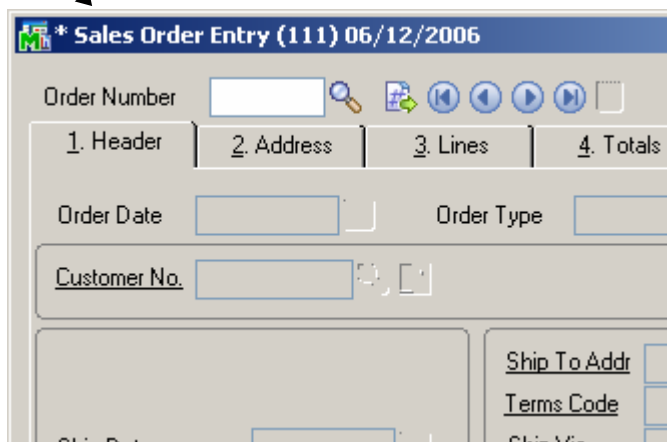
**PLEASE NOTE: SAGE 100 ERP** must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

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

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

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



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

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

## Registering IIG products

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

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

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

Enhancement	Level	Release Date	Serial Number	Unlocking Key	Status
IIG Enhancement	5.00		AAAAAAAAAAAAAAAAAA	BBBBBB	Invalid

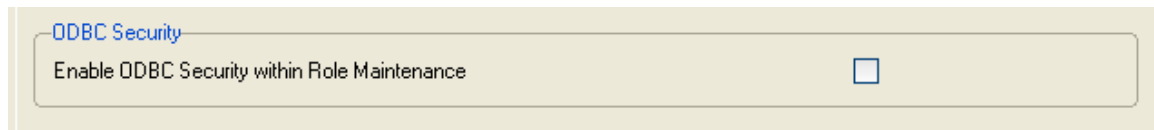
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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

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

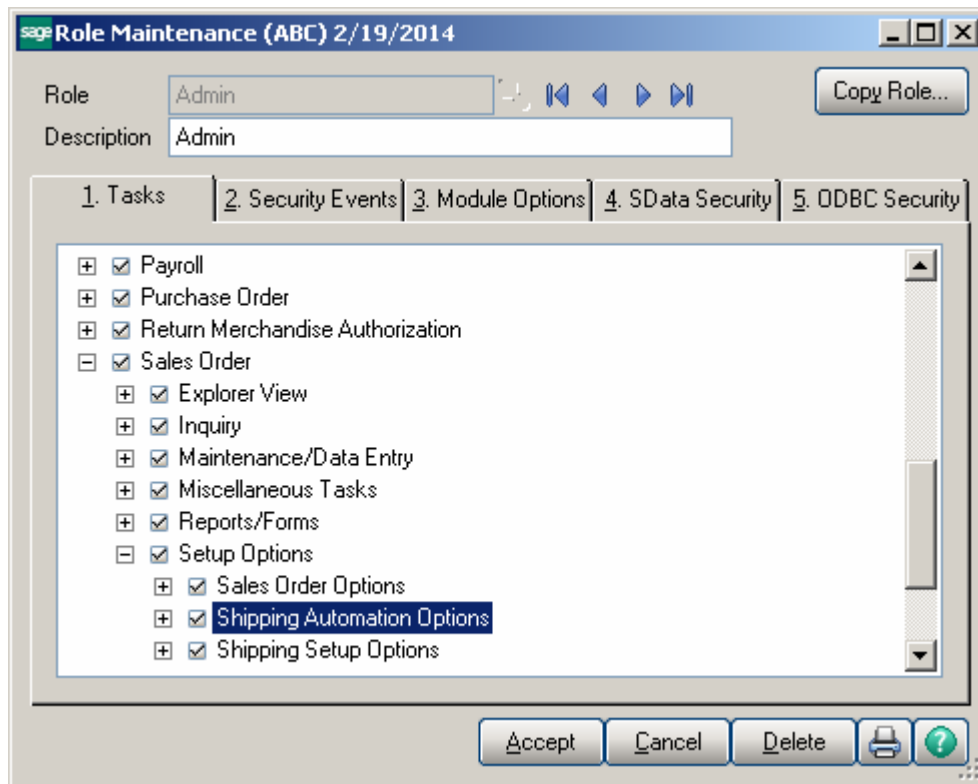
## ODBC Security

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



## Role Maintenance

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



## Introduction

**IIG Warehouse Shipping Automation** with Malvern provides all the features needed to automate and improve the shipping processes. IIG Warehouse Shipping Automation with Malvern provides seamless integration of Malvern and Clippership shipping solutions into Sage ERP100, providing you the flexibility to adapt your business and customer shipping needs.

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

**WARNING:**

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

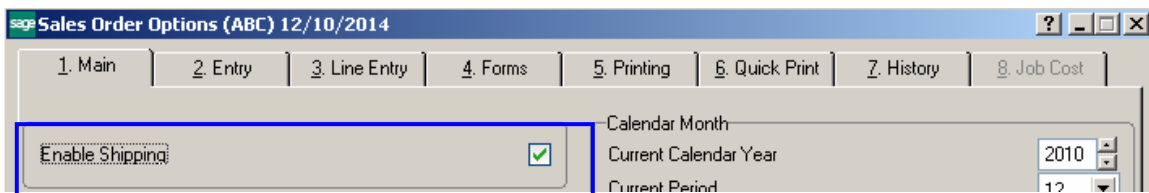
1. CCP
2. WSA



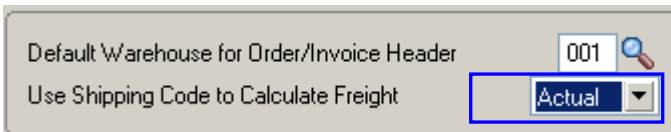
## Shipping Automation Setup

### Sales Order Options

Once the installation of the **Warehouse Shipping Automation** enhancement module is complete, allow the program to automatically perform proper system updates, conversions and self-settings upon first launch. From the **Sales Order Setup** menu, select the **Sales Order Options** program. Make sure the **Enable Shipping** box is checked on the **Main** tab.



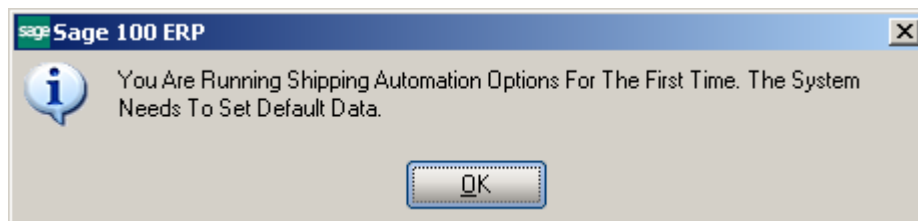
On the **Entry** tab, select **Actual** in the **Use Shipping Code to Calculate Freight**.



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

## Shipping Automation Options

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



## Shipping Automation Tab

**1. Shipping Automation** | 2. Bill of Lading

**Billing Options**

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

**Integration**

- CLIPPERSHIP Installed
- Malvern Site Server Installed

**Export**

Export License

License Expires

Shipper EIN

**Collect On Delivery Options**

C.O.D. Terms Code

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

**Rate Shopping Options**

Maximum Weight  0.00

Rating Mark Up %  .00

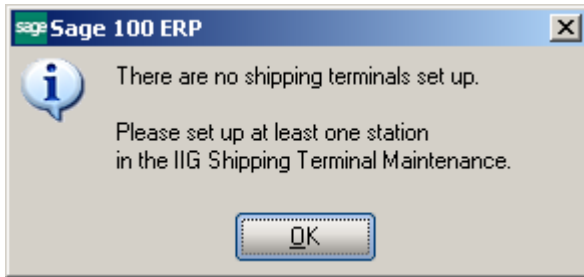
**Other Options**

- Check for Duplicate Tracking No
- Enable LTL Processing
- Require Box Distribution
- Print Invoice at Manifest
- Turn on Trace Logging
- Use Inventory Weights
- Close Manifest By Batch
- Subtract B/O Qty from Qty to Ship
- Play WAV sound on some ship errors
- Calculate Ship Date from Ship Via Code

**Manual**

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

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



### **Billing Options**

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"/>	\$0.00 Per Parcel <input checked="" type="checkbox"/>
Default Declared Value <input checked="" type="checkbox"/>	Default Signature Req <input checked="" type="checkbox"/>

Check the **Charge Actual Freight** box if the actual freight amount will be invoiced.

Checking this box enables the following two options:

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

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

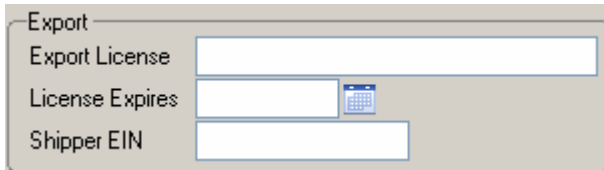
Check the **Charge Handling Fee** box if the customer will be charged for the handling of the package. Enter the amount the customer will be charged. Select the **Per Parcel** checkbox to specify that the handling fee that was entered will be applied to each individual parcel. If the **Per Parcel** checkbox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

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

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

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

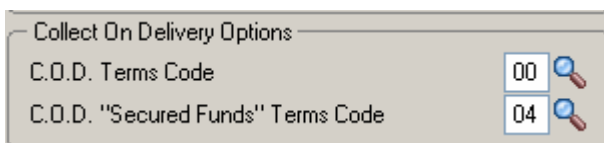
## *Export*



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

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

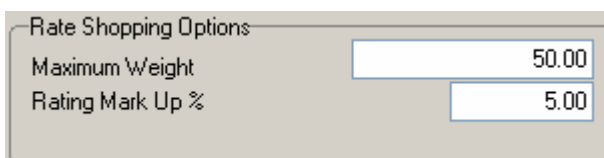
## *Collect on Delivery Options*



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

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

## *Rate Shopping Options*



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

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

## Integration

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

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

## Other Options

Other Options	
Check for Duplicate Tracking No	<input checked="" type="checkbox"/>
Enable LTL Processing	<input checked="" type="checkbox"/>
Require Box Distribution	<input checked="" type="checkbox"/>
Print Invoice at Manifest	<input checked="" type="checkbox"/>
Turn on Trace Logging	<input checked="" type="checkbox"/>
Use Inventory Weights	<input checked="" type="checkbox"/>
Close Manifest By Batch	<input checked="" type="checkbox"/>
Subtract B/O Qty from Qty to Ship	<input type="checkbox"/>
Play WAV sound on some ship errors	<input checked="" type="checkbox"/>
Calculate Ship Date from Ship Via Code	<input type="checkbox"/>

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

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

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

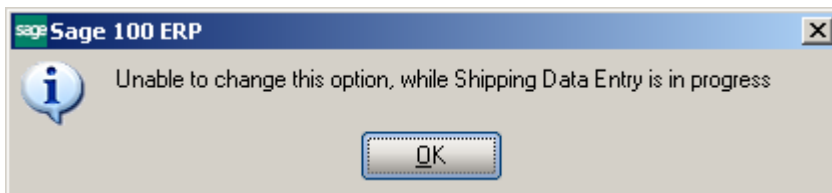
Check the **Print Invoice at Manifest** if using the two step manifest processing method. Rarely used.

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

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

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

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



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

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

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

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

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

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

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

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

## **Bill of Lading tab**

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

The screenshot shows the 'IIG Shipping Automation Options (ABC) 12/10/2014' window with the 'Bill of Lading' tab selected. The settings are as follows:

Field	Value
Company has UCC Code?	<input type="checkbox"/>
Company UCC Code	0514068
Use BOL Bar Code?	<input type="checkbox"/>
Use SCAC Bar Code?	<input type="checkbox"/>
Section 7 (Non-Recourse) Required?	<input type="checkbox"/>
COD Terms	Collect
Trailer Loaded By	Shipper
Freight Counted By	Shipper
Next Bill of Lading Number	0000026
Next Master Bill of Lading Number	1000014
Default FOB Point	Origin
Default Warehouse	001

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

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

**Use BOL Bar Code?** – Option prints the BOL bar code on the bill of lading. Required for VICS bills of lading. Default is unchecked.

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

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

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

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

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

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

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

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

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

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

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

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

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



## IIG Carrier Interface Maintenance

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

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

### **Base Options**

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

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

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

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

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

## *LTL Options*

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

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

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

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

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

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

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

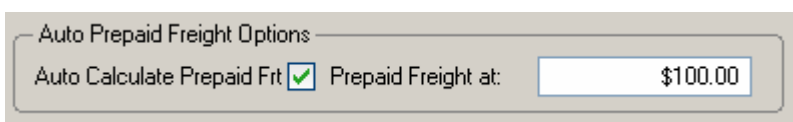
**NMFC LTL Carrier?** Carrier requires National Motor Freight Codes on the bill of lading.

**Rate by Value on BOL** This activates the “Rate By” section of the Bill of Lading.

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

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

### *Auto Prepaid Freight Options*



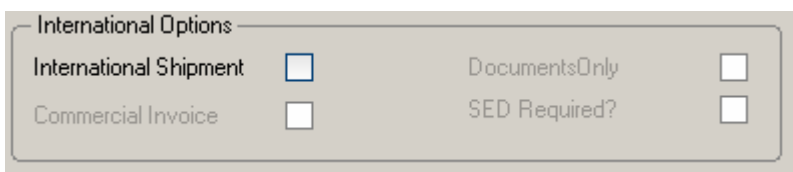
Auto Prepaid Freight Options

Auto Calculate Prepaid Frt  Prepaid Freight at:

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

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

### *International Options*



International Options

International Shipment  Documents Only

Commercial Invoice  SED Required?

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

- Documents only** This option indicates that shipment is physical documents, not products. For catalogs and sales material.
- Commercial Invoice** A commercial invoice must be generated for this shipment.
- SED Required?** If checked, Shipper's Export Declaration is required for this shipment.

Shipping Terminal Maintenance

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

The screenshot shows a software window titled "S/O Shipping Terminal Maintenance (ABC) 6/10/2015". It features several input fields and checkboxes:

- Terminal ID:** T101
- Description:** Shipping Station 1
- Terminal Data:**
  - Location:** Small Parcel Dock
  - Scale Port:** USB
  - Auto Increment Quantity?:**
  - Ship From Whse:** 001
- Printer Data:**
  - Print TAWB?:**
  - Label Format Type Code:** (empty field)
  - TWB Printer:** P01
  - Doc Printer:** (empty field)

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

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

Enter the **Description** of the terminal.

**Terminal Data**

This close-up view shows the "Terminal Data" section with the following details:

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

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

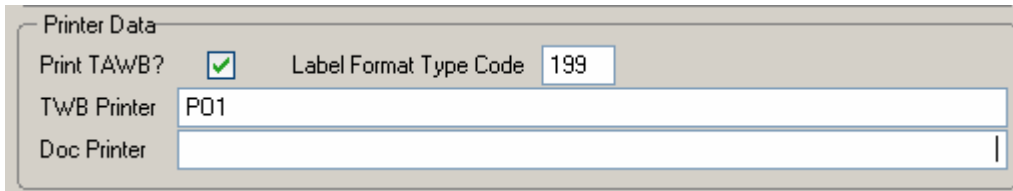
The **Scale Port** is the ID number of the communication port to which the weight scale will be connected in the range of COM1 to COM9. Please note for COM ports you must first configure the port in Windows, then program the scale to match the COM settings.

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

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

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

## *Printer Data*



Printer Data	
Print TAWB?	<input checked="" type="checkbox"/> Label Format Type Code 199
TWB Printer	P01
Doc Printer	

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

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

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

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

## Malvern Interface Maintenance

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

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

### *Shipper Address*

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

### *Shipper Account Data*

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

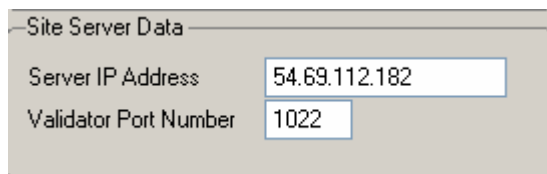
**Release Auth. No.** is the FedEx Release Authorization number, a contractual service.



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

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

### Site Server Data

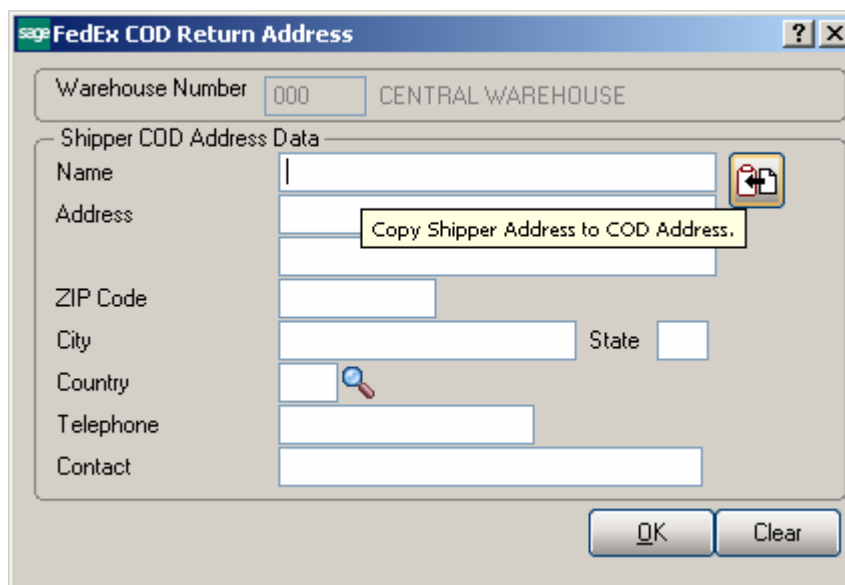


A screenshot of a 'Site Server Data' form. It contains two input fields: 'Server IP Address' with the value '54.69.112.182' and 'Validator Port Number' with the value '1022'.

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

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

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



A screenshot of the 'FedEx COD Return Address' dialog box. The title bar shows 'sage FedEx COD Return Address'. The 'Warehouse Number' is '000' and the warehouse name is 'CENTRAL WAREHOUSE'. The 'Shipper COD Address Data' section includes fields for Name, Address, ZIP Code, City, State, Country, Telephone, and Contact. A 'Copy' button is next to the Name field, and a tooltip 'Copy Shipper Address to COD Address.' is visible. 'OK' and 'Clear' buttons are at the bottom.

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

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

The screenshot shows a dialog box titled "sage FedEx COD Return Address". At the top, there is a "Warehouse Number" field containing "000" and the text "CENTRAL WAREHOUSE". Below this is a section titled "Shipper COD Address Data" which contains several input fields: "Name" (ABC Central Warehouse), "Address" (1101 W MAC ARTHUR BLVD), "ZIP Code" (92626), "City" (Costa Mesa), "State" (CA), "Country" (USA), "Telephone" ((818) 956-3744), and "Contact" (BOB SOSBEE). There is a small icon with a plus sign and a minus sign next to the address field. At the bottom right, there are "OK" and "Clear" buttons.

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

### Box Dimension Code Maintenance

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

The screenshot shows a dialog box titled "sage IIG Box Dimension Code Maintenance (ABC) 6/1...". It has a "Box Dimension Code" field with "002" and a "Description" field with "Box 12x8x6". Below these are two columns of fields: the left column has "Box Height" (12.00), "Box Length" (8.00), "Box Width" (6.00), and checkboxes for "Metric Dimensions" and "Additional Handling"; the right column has "Weight Factor" (0.000), "Bill of Lading Description" (CTN), and "Box Type Code" (02). At the bottom, there are "Accept", "Cancel", "Delete", and a printer icon.

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

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

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

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

## FedEx Express

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

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

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

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

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

## All Carriers

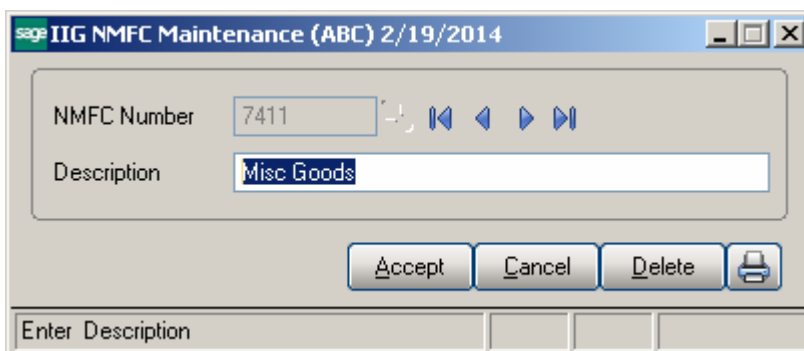
06	Letter
----	--------

### IIG NMFC Maintenance

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

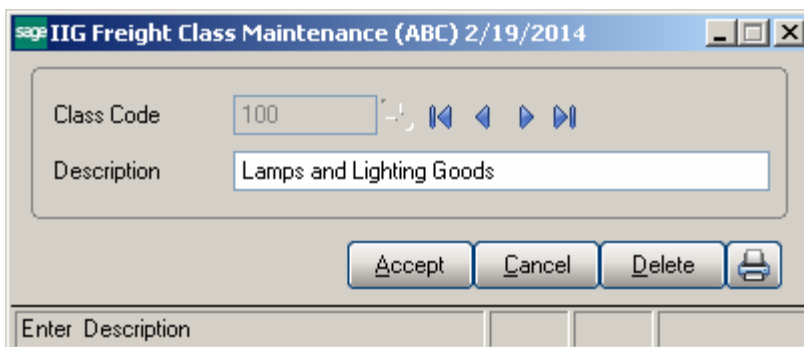
**NMFC Number** – National Motor Freight Code Number.

**Description** – Description of freight code.

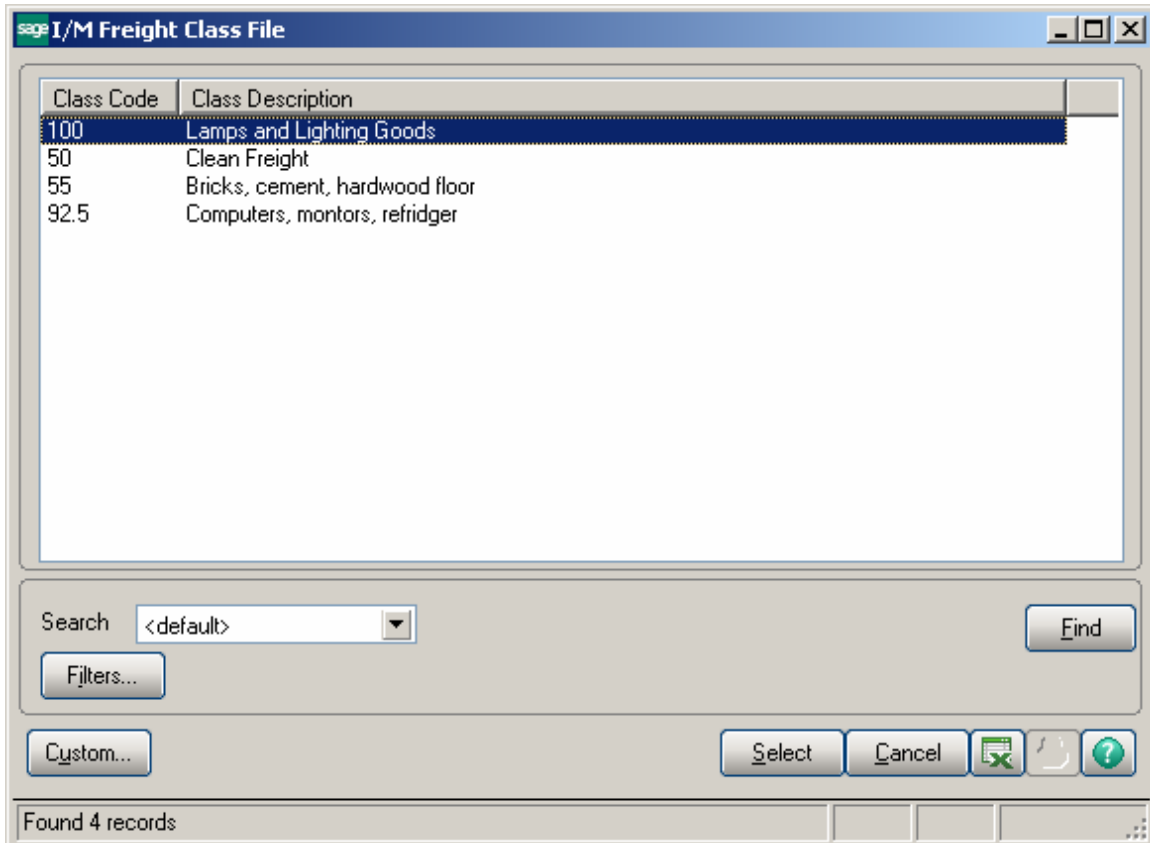


### IIG Freight Class Maintenance

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



Press the lookup button to list the LTL **Class Codes** setup in the system. The Class Code Description is defaulted as the description of the goods on the bill of lading.



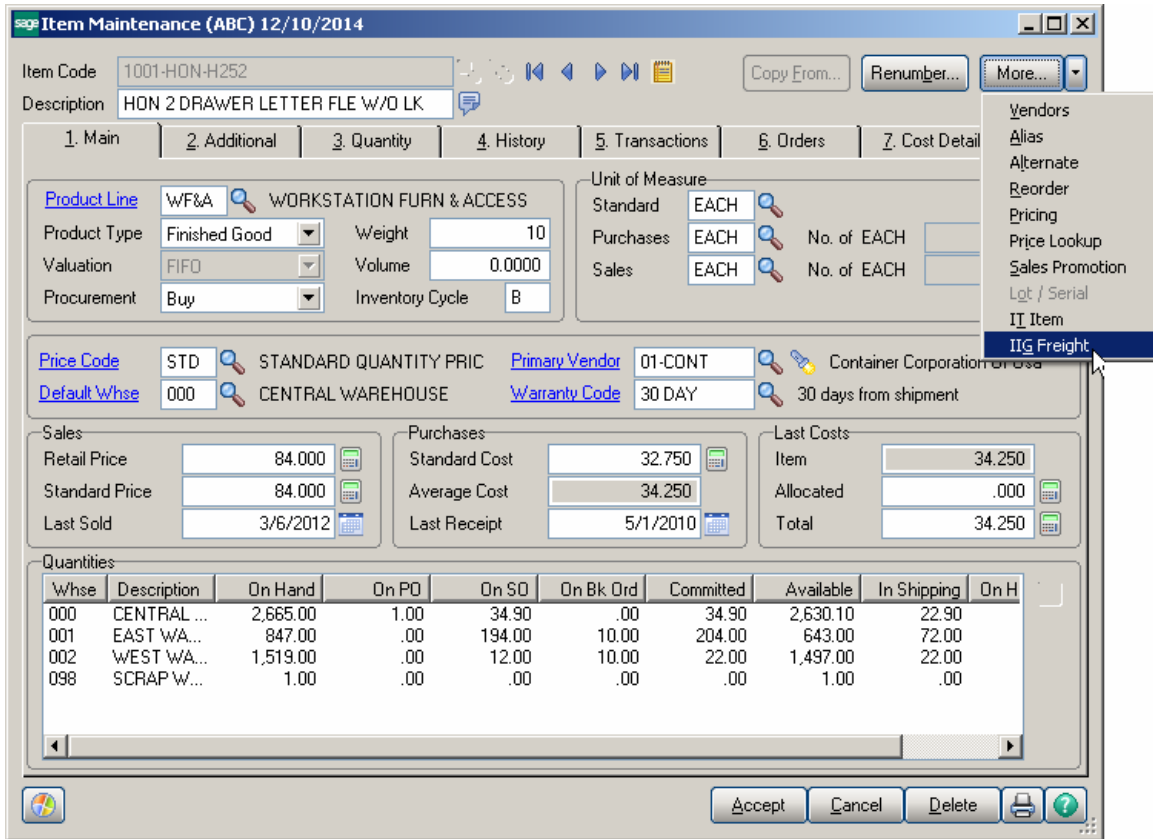
### Item Freight in the Item Maintenance

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

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

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

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




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

### *Freight Class*

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

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

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

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

### Tare Processing

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

Packaging/Tare	U/M	Box Code	Height	Length	Width	Default
Ship as one box: <input checked="" type="checkbox"/>						
Each Tare	BOX	002	012	008	006	<input type="checkbox"/>
Case Pack Tare						<input type="checkbox"/>
Master Pack Tare						<input type="checkbox"/>
Pallet Pack Tare						<input type="checkbox"/>
Inner Pack Tare						<input type="checkbox"/>

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

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

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

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

### HAZMAT

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



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

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

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

**HM Class** refers to the general hazard class.

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

**HM Exemption No** is the DOT Exemption number.

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

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

**Contact Phone** is the phone number of the Emergency Contact.

### Export Data

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

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

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

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

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

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

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

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

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

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

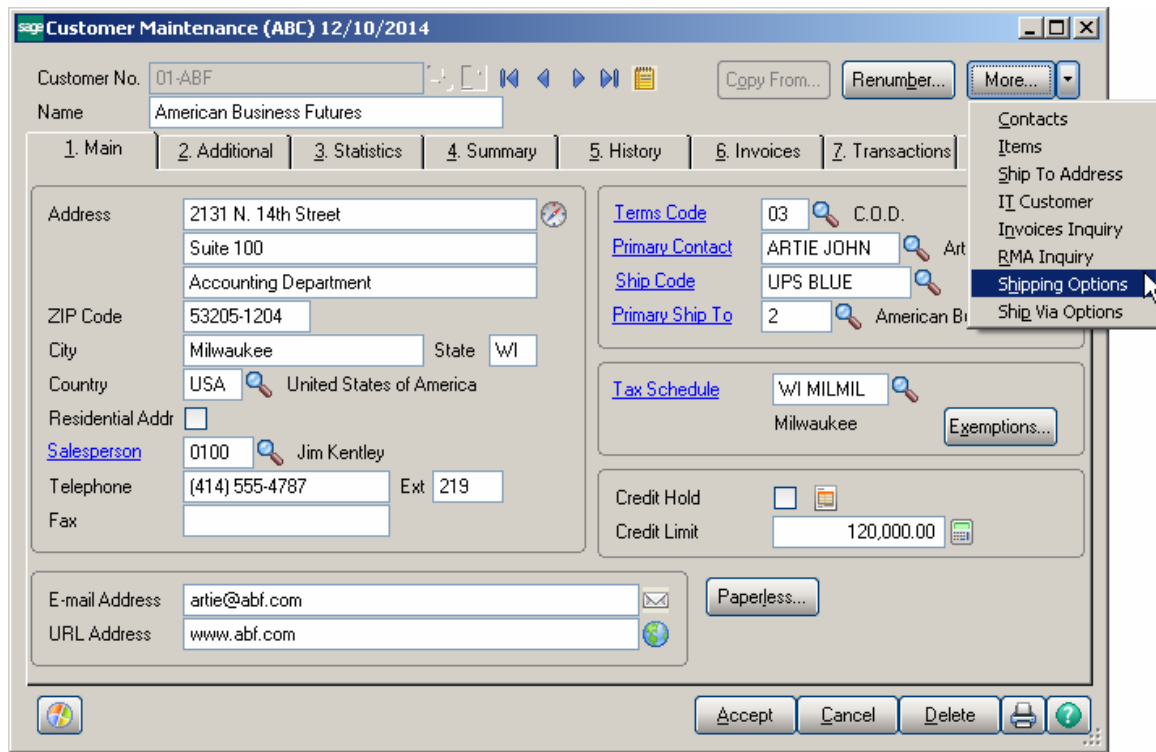
**Comm Inv Prod Desc 2** is the second line of the commercial invoice description for this product. You may leave this blank if the first description line is sufficient.

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

Shipping Options in Customer Maintenance

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

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



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

**IIG Customer Shipping Options Maintenance**

**Delivery Options**

Prepaid Freight?

Prepaid Freight at level

Auto Generate ARS Label?

**Blind Ship Labels**

Blind Ship?

Blind Ship To Code

**Packing Sheet Options**

Suppress Packing Sheet?

Print Custom Packing Sheet?

Packing Sheet Form Code

OK Cancel

### *Delivery Options*

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

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

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

These settings are defaulted to the Order Shipping Options.

### *Blind Ship Labels*

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

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

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

### *Packing Sheet Options*

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

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

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

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

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

**Customer Ship Via Maintenance**

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

## *Delivery Options*

### **Billing Option**

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

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

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

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

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

## *Payor Account Data*

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

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

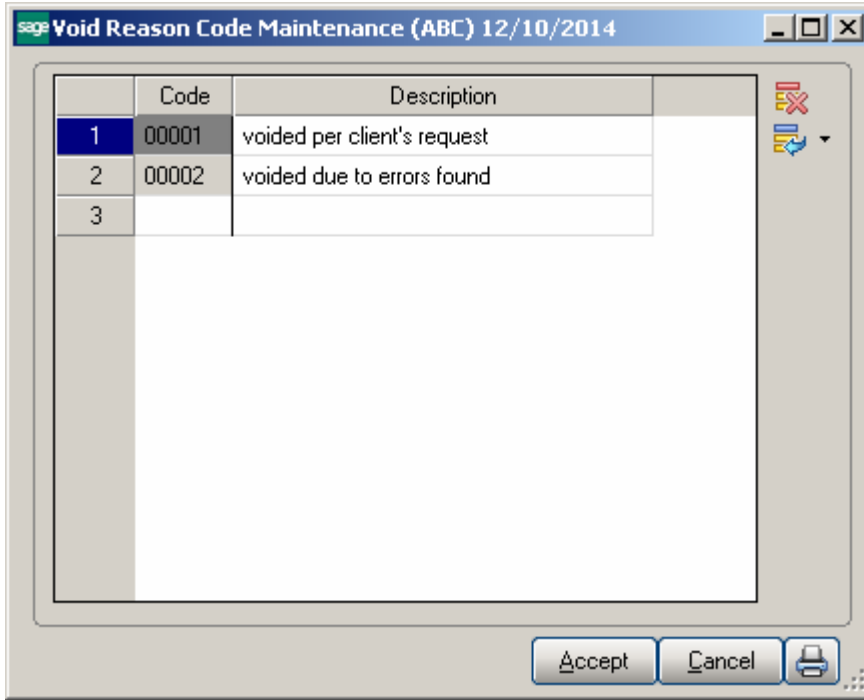
Check the **Are the Parties Related?** check box if the consignee or 3<sup>rd</sup> party are related (Example: Walmart Corporate 3<sup>rd</sup> party shipping to a store.)

## *Bill of Lading Special Instructions*

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

Void Reason Code Maintenance

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



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

**Description** is the description of the reason code.



## Shipping Automation Activity

Shipping Options in Sales Order Entry and Invoice Data Entry

*Below is demonstrated an example of Sales Order Entry.*

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

The screenshot displays the Sage Sales Order Entry (ABC) 2/19/2014 window. The interface includes a header with navigation buttons (Copy from..., Defaults..., Customer..., Credit...) and a tabbed menu (1. Header, 2. Address, 3. Lines, 4. Totals, 5. Credit Card). The main form contains the following fields and controls:

- Order Information:** Order Number (0000177), Order Date (2/19/2014), Order Type (Standard Order), Master/Repeating No. (empty).
- Customer Information:** Customer No. (01-ABF), American Business Futures, Cust PO (empty).
- Shipping Information:** Ship Date (2/19/2014), Ship To Addr (2), American Business Futures, Terms Code (01), Net 30 Days, Ship Via (UPS BLUE), FOB (empty).
- Contact Information:** Confirm To (John Quinn), Cont Phn ((414) 555-4799), E-mail (artie@sage.sample.com), Fax No. (empty), Comment (empty).
- Internal Information:** Status (New), Reason (empty), Whse (001), EAST WAREHOUSE, Sales Tax (WI), Schedule (WI), Wisconsin (empty).
- Personnel:** Salesperson (0100), Jim Kentley, Split Comm. (No), Split Comm... (button).
- Buttons:** Print Order (checked), Print Pick Sheets (checked), Quick Print Without Displaying Printing Window (unchecked), Ship Options (highlighted in yellow), Recalc Price (button).
- Footer:** Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, Print, Help.

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

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

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

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

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

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

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

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

enter the Malvern account code and the Payor Name and Address fields which will become the return address on the shipping labels.

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

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

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

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

## Shipping Data Entry

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

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

Shipping Data Entry (ABC) 2/19/2014

Shipper ID: 1    Ship Date: 11/15/2013    Order No.: 0000177  
 Shipping No.: 0100067    Ship Status: New    SO Created By: IIG  
 Customer No.: 01-ABF    American Business Futures

1. Lines    2. Shipping

Item Code: [ ]    Quick Row: 2    Pkg: 0003

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

Description: HON 2 DRAWER LETTER FLE W/ LCK  
 Warehouse: 000  
 U/M: EACH  
 Package: [ ]

Pallet: 0001    Verify B/D    Cases...

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

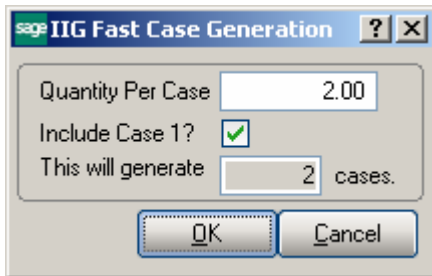
Select the **Shipper ID** and **Order Number** to be shipped. The program loads all the lines of the order.

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

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

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

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



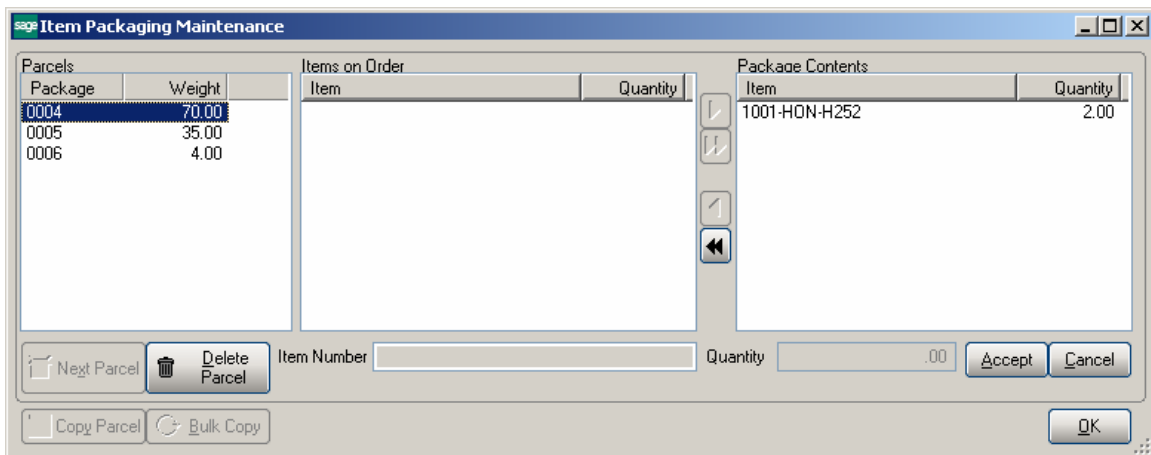
Enter the **Quantity Per Case**. Based on it the program will calculate the number of cases needed to **generate** for the **Quantity Shipped**. If the Quantity Shipped is not a multiple of the **Quantity Per Case**, the quantity remaining after distributing to the cases completely will be placed in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

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

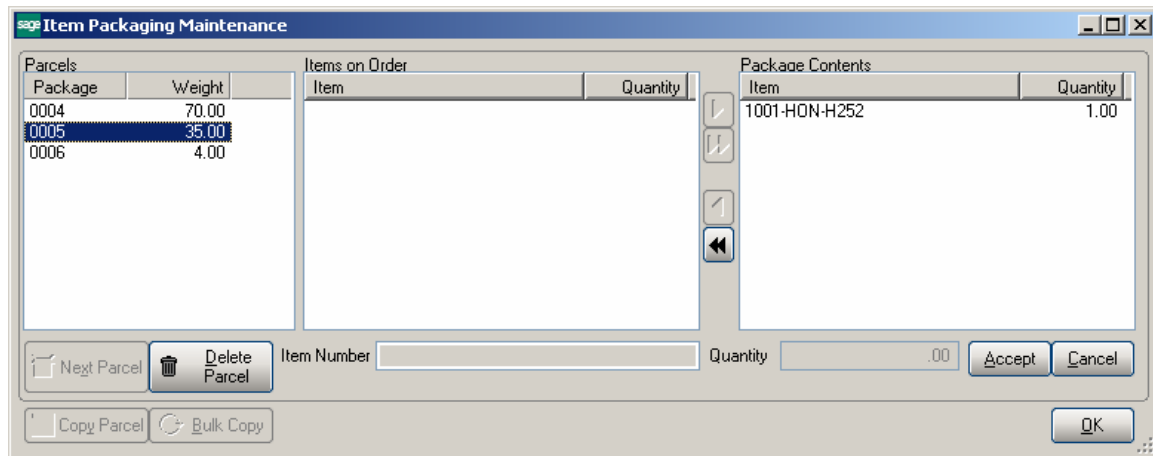
If the quantity of the selected line has already been distributed before starting the **Fast Case Generation**, the program will clear the previous distribution.

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



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

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

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

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

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

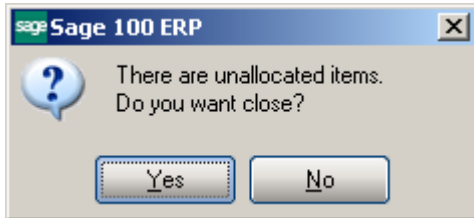
There are three items, each with a quantity of 5, and, of the three items, one item has only a quantity of three remaining to allocate; then pressing the **Copy Parcel** button will generate a new parcel with two items with a quantity of 5 allocated, the third item with 3 allocated, and the fully allocated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

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

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

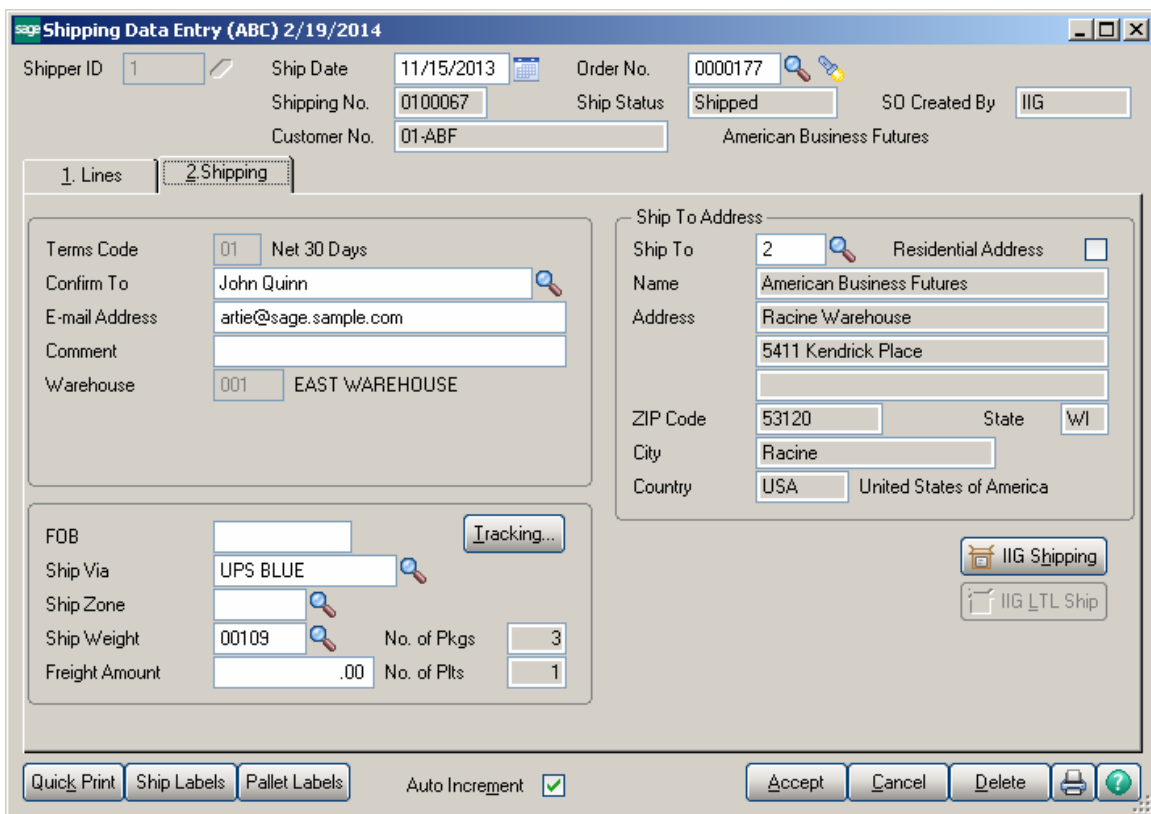
The **Cancel** button undoes changes made in the **Package Contents** list box.

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

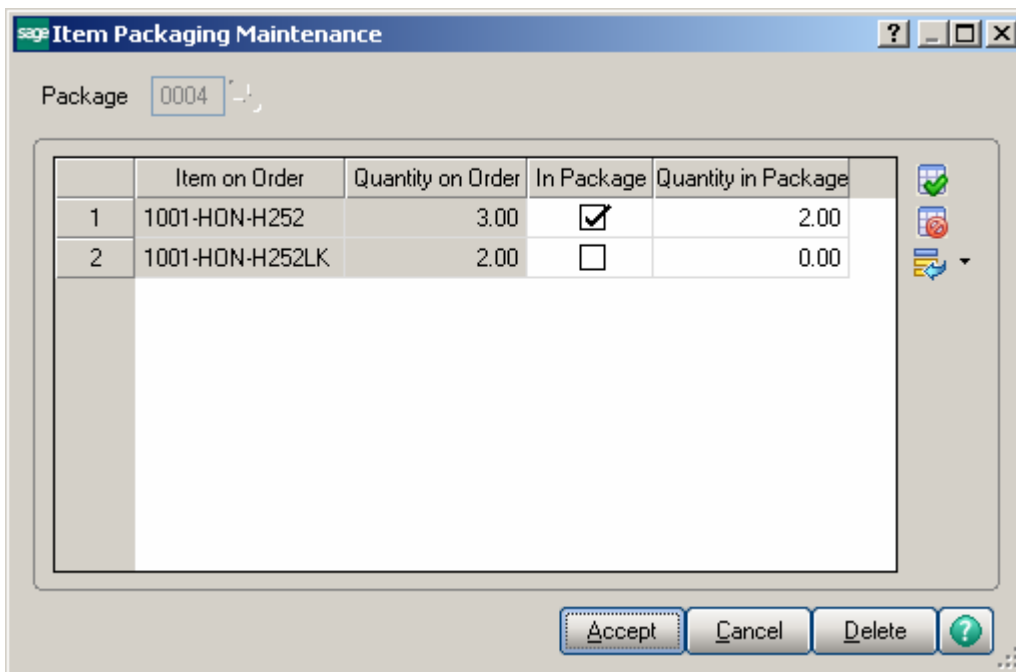
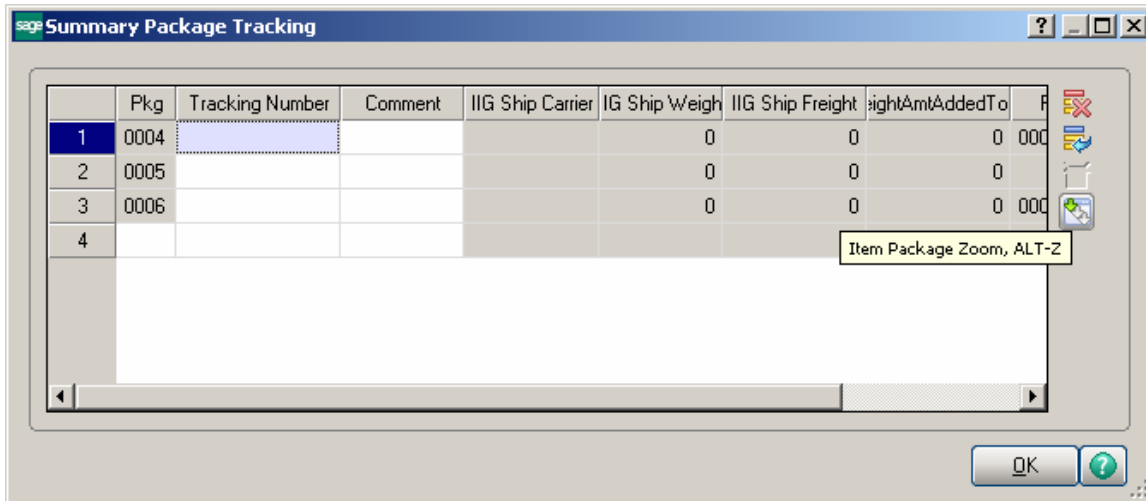


Go to the **Shipping** tab of the **Shipping Data Entry**.

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



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



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

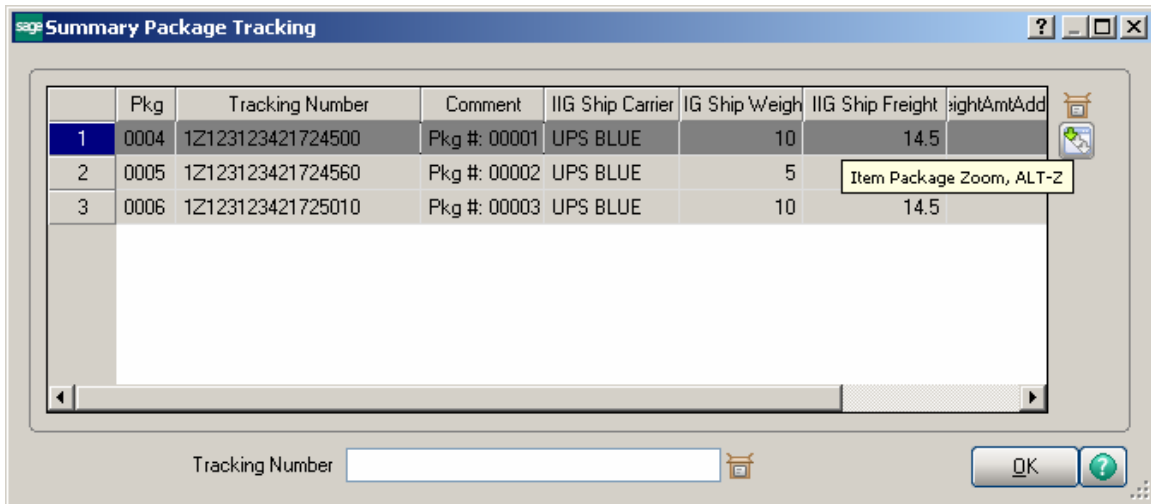
Click the **IIG Shipping** button on the **Shipping Data Entry** screen to proceed to **IIG Manifest Generation**.

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

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



Shipping information cannot be modified in the generated invoice.



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

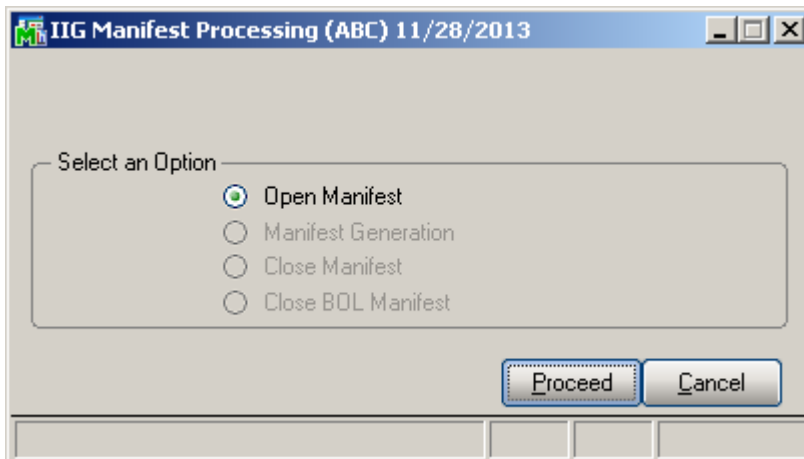
If the order is already manifested, the shipment number cannot be opened in the **Shipping Data Entry** program, until the order is removed from the Manifest.



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

### Manifest Processing

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

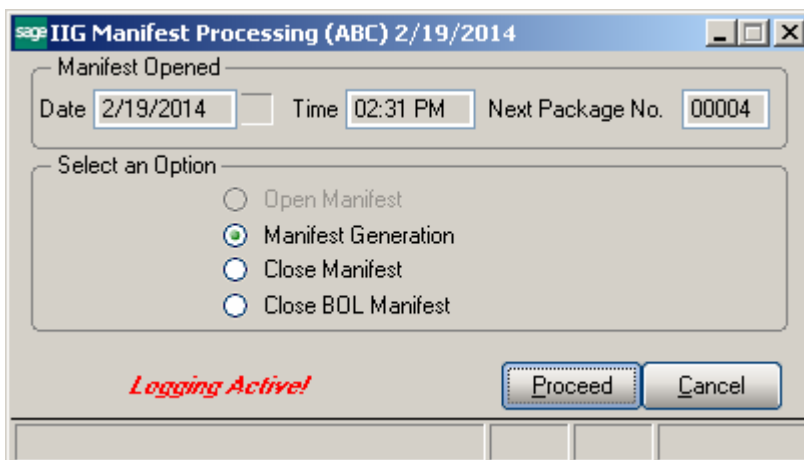


**Manifest Generation/Shipping** allows user to create a **Shipping Data Entry**, and proceed to **Manifest Generation**.

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

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

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



Order Number: 0000177 Invoice No.: 0100067  
 Next Package No.: 00007 Customer No.: 01-ABF American Business Futures  
 Ship Via: UPS BLUE UPS 2ND DAY AIR  
 Total Parcels: 3 Total Weight: .00

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

Parcels: Quick Row 1

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

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

Buttons: Print Invoice, Accept, Cancel, Delete

Logging Active!  
 Enter Ship Weight (F8 - Read Scale or Calculate Weight)

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

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

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

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

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

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

The screenshot shows the 'IIG Bulk Parcel Processing' window. It is divided into two main sections: 'Order Data' and 'Parcel Template'.

**Order Data:**

- Order Number: 0000177
- Customer No.: 01-ABF
- Total Parcels: 3
- Customer Name: American Business Futures
- Total Weight: 50.00
- Ship Via: UPS BLUE (UPS 2ND DAY AIR)
- Allocated Wt.: 0

**Parcel Template:**

- Parcel Weight: 20.00
- Box Code: 002
- Insured?:  (150.00)
- Oversize?: No
- Box Height: 012
- Additional Handling?:
- Box Length: 008
- Number of Cartons to Generate: 3
- Box Width: 006
- Total Allocated Parcels: 0

Buttons: Generate, Split Evenly, Cancel, OK.

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

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

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

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

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

This screenshot shows the same 'IIG Bulk Parcel Processing' window after the 'Generate' button has been clicked. The 'Parcel Template' section has been updated.

**Order Data:**

- Order Number: 0000177
- Customer No.: 01-ABF
- Total Parcels: 3
- Customer Name: American Business Futures
- Total Weight: 50.00
- Ship Via: UPS BLUE (UPS 2ND DAY AIR)
- Allocated Wt.: 40

**Parcel Template:**

- Parcel Weight: .00
- Box Code: [Empty]
- Insured?:  (150.00)
- Oversize?: No
- Box Height: [Empty]
- Additional Handling?:
- Box Length: [Empty]
- Number of Cartons to Generate: 0
- Box Width: [Empty]
- Total Allocated Parcels: 2

Buttons: Generate, 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.

Order Data	
Order Number	0000177
Customer No.	01-ABF
Total Parcels	3
Customer Name	American Business Futures
Total Weight	50.00
Ship Via	UPS BLUE
UPS 2ND DAY AIR	
Allocated Wt.	50

Parcel Template	
Parcel Weight	.00
Box Code	
Insured?	<input type="checkbox"/>
Oversize?	No
Box Height	
C.O.D.?	<input type="checkbox"/>
Additional Handling?	<input type="checkbox"/>
Box Length	
Box Width	
Number of Cartons to Generate	0
Total Allocated Parcels	3

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

Order Number: 0000177    Invoice No.: 0100067  
 Next Package No.: 00010    Customer No.: 01-ABF    American Business Futures  
 Ship Via: UPS BLUE    UPS 2ND DAY AIR    **SED** Load Weights Shipping Options  
 Total Parcels: 3    Total Weight: 50.00    Ship To Address

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	17.00	002	012	006	008	.00	00007	
2	17.00	002	012	006	008	.00	00008	
3	16.00	002	012	006	008	.00	00009	
4	.00					.00		

Insured?     Declared Value: 150.00  
 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.

FTSR Exemption: Exemption#0123  
 Federal XTN code: 123456789123554555

OK    Cancel

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

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

Click the **Ship** button to proceed.

Order Number: 0000177 Invoice No.: 0100067 Reason: [Search]

Next Package No.: 00010 Customer No.: 01-ABF American Business Futures

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

Total Parcels: 3 Total Weight: 50.00 Ship To Address

Parcels Quick Row: 3

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	17.00	002	012	006	008	24.65	00007	1Z123123421038570
2	17.00	002	012	006	008	24.65	00008	1Z123123421039020
3	16.00	002	012	006	008	23.20	00009	1Z123123421039060
4	.00					.00		

Insured?  Declared Value: .00

C.O.D.?  OtherCharges: .00

Logging Active! Print Invoice Accept Cancel Delete Void

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

**Tracking Numbers** are assigned to parcels.

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

FTSR Exemption: Exemption#0123

Federal XTN code: 123456789123554555

OK

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

Order Number: 0000177 Invoice No.: 0100067 Reason: C

Next Package No.: 00010 Customer No.: 01-ABF American Business Futures

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

Total Parcels: 3 Total Weight: 50.00 Ship To Address

	Weight	Box Code	Box Height	Box Width	Box Length	Freight	Package No.	Tracking ID
1	17.00	002	012	006	008	24.65	00007	1Z123123421038570
2	17.00	002	012	006	008	24.65	00008	1Z123123421039020
3	16.00	002	012	006	008	23.20	00009	1Z123123421039060
4	.00					.00		

Insured?  Declared Value: .00

C.O.D.?  OtherCharges: .00

Logging Active! Print Invoice Accept Cancel Delete Void

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

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

sage Sage 100 ERP

Please Enter Void Reason Code.

OK

sage Sage 100 ERP

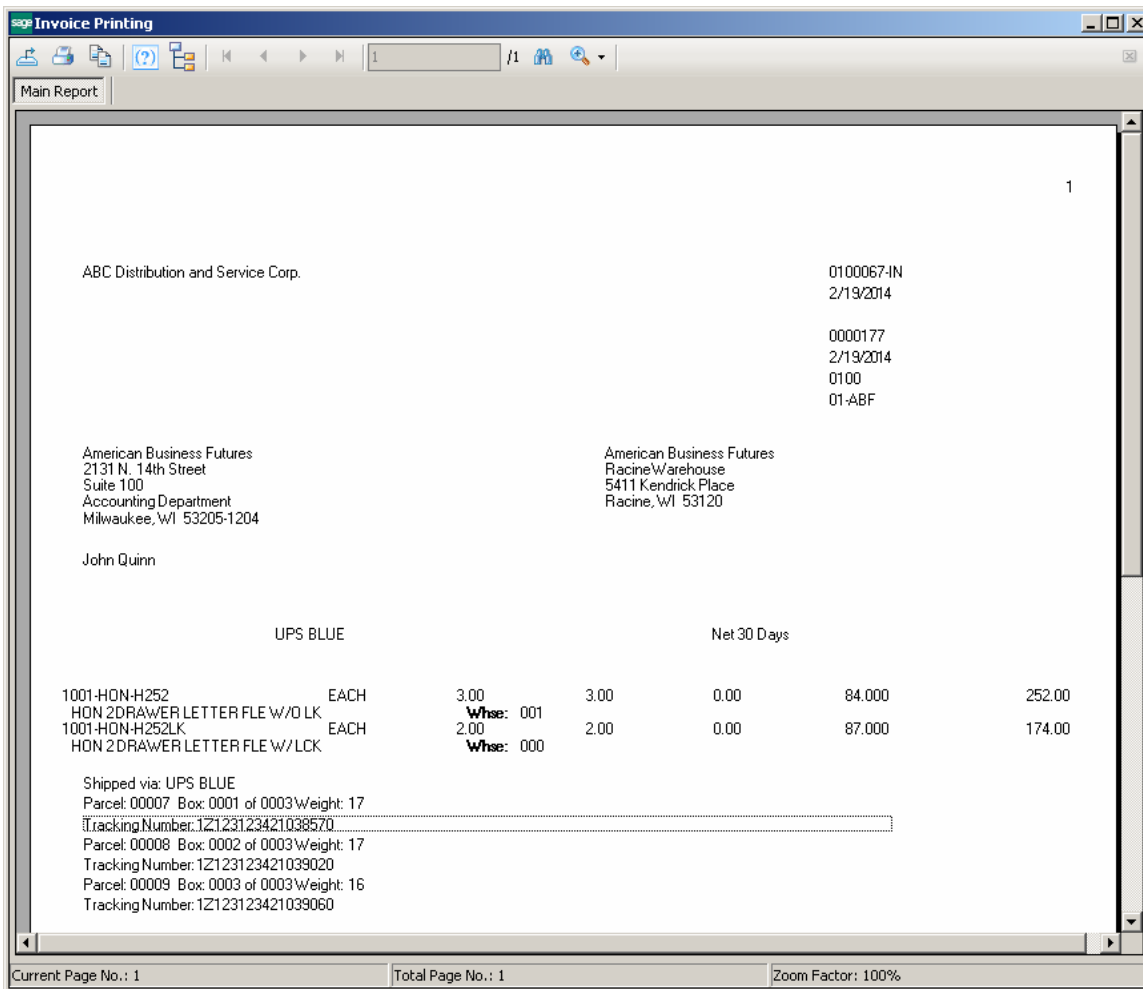
This Is A Multi-Parcel Shipment. All Parcels Will Be Voided. Do You Want To Proceed?

Yes No

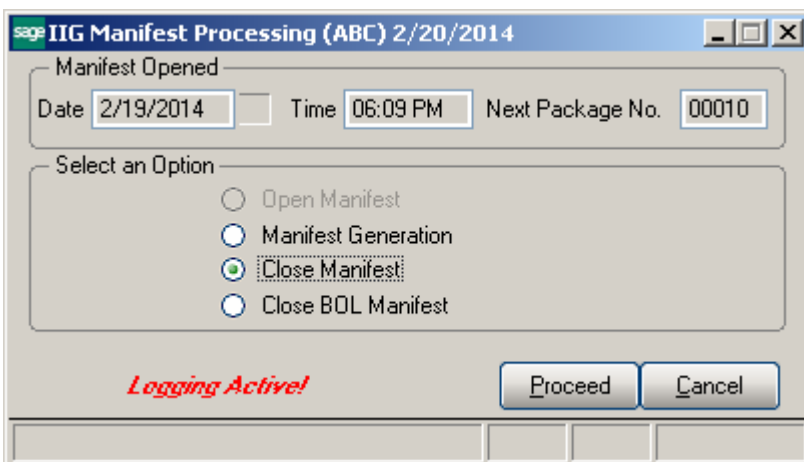
The same **IIG Manifest Generation** program is available from the **Shipping Data Entry** program.

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



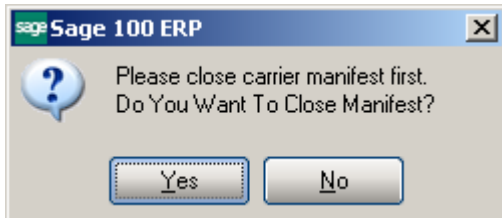


To close a manifest, run the **Manifest Processing** program under the **Sales Order Main** menu, select the **Close Manifest** option, and click **Proceed**.

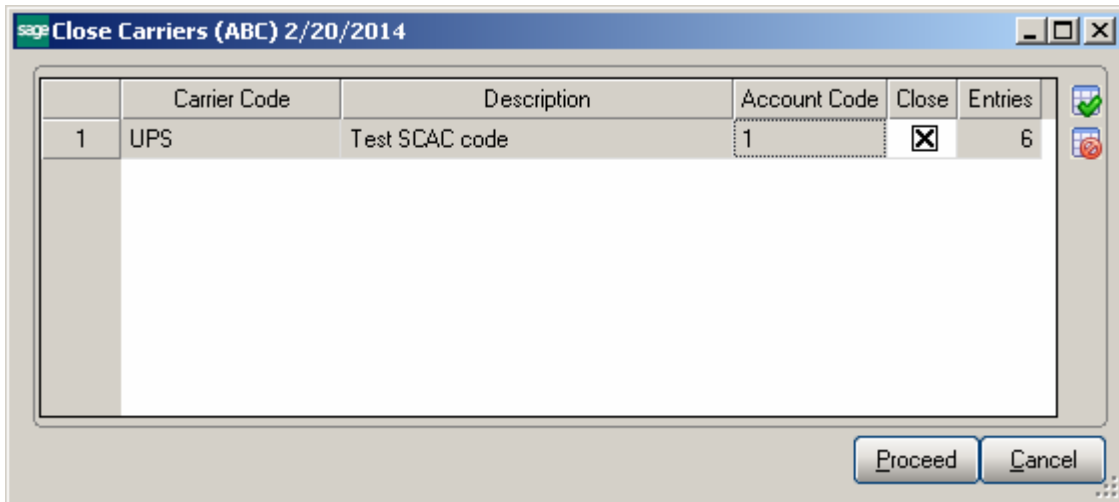


A message is displayed asking for confirmation to close the manifest. The user is prompted to close carrier manifest first. You must close both the Manifest and the BOL Manifest before you can open the manifest for a new day.

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

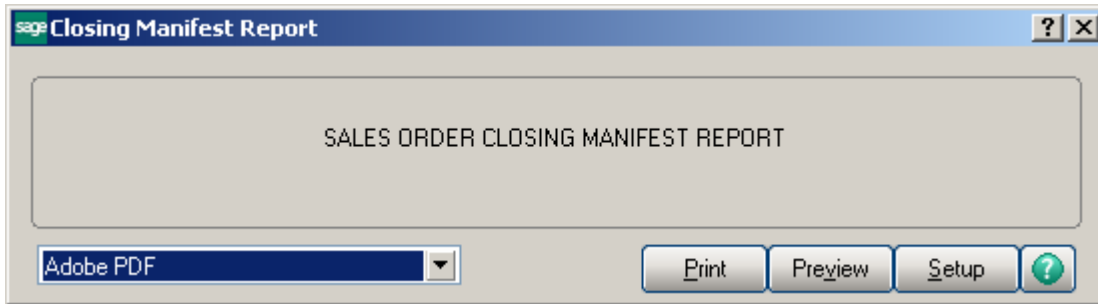


The **Close Carriers** screen is opened allowing the user to select the Carrier Code (Service Type) to be closed prior to closing the Manifest:

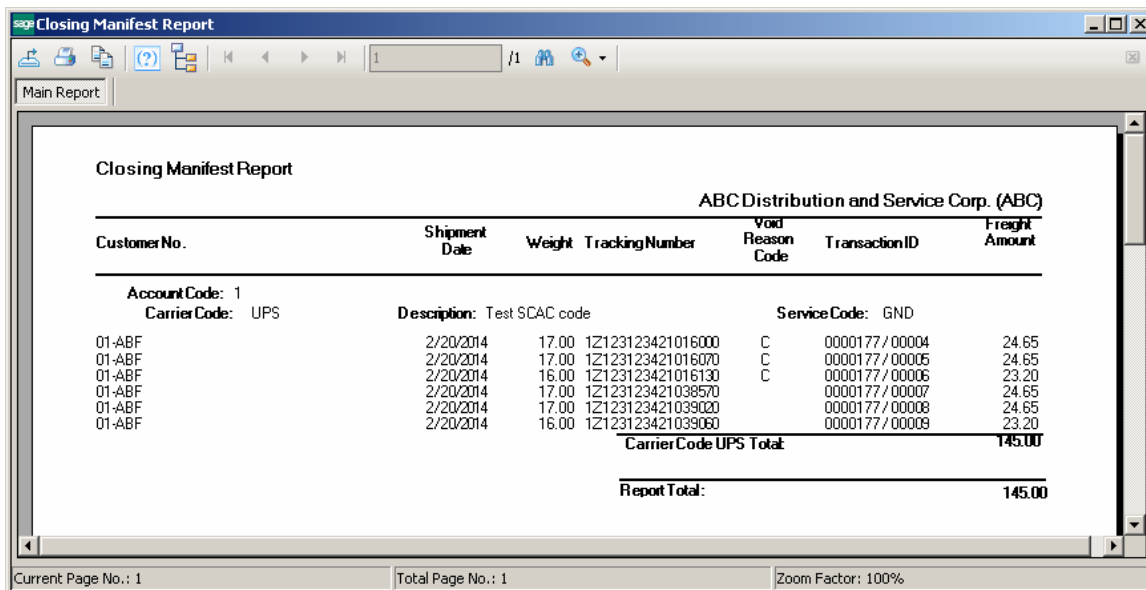


The **Account Code** is defaulted to the **Default Warehouse** code setup in the Sales Order Options if the Shipping Interface for current Carrier Code is: Clippership, Manual or Truck. For Malvern Shipping Interface the **Account Code** is populated with **Malvern Meter Code** from **IIG Malvern Interface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

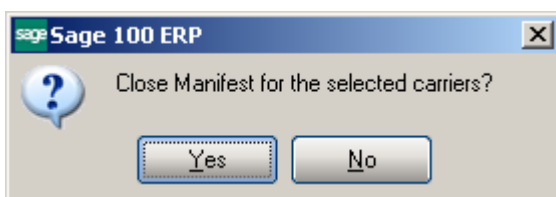
Upon clicking the **Proceed** button the Close Manifest Report screen is opened to allow printing/reviewing the shipment information:



The Voided shipments are printed with corresponding Void Reason Code:



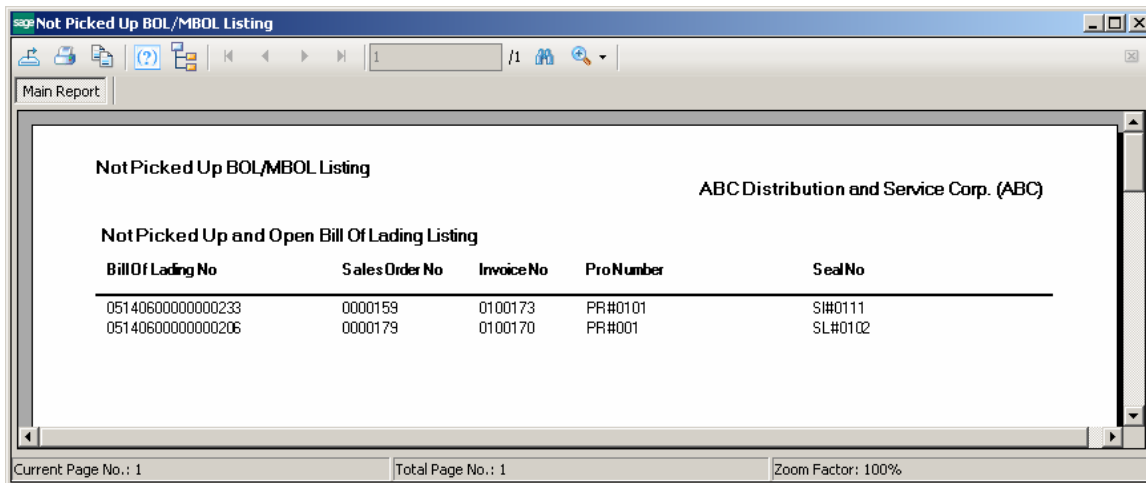
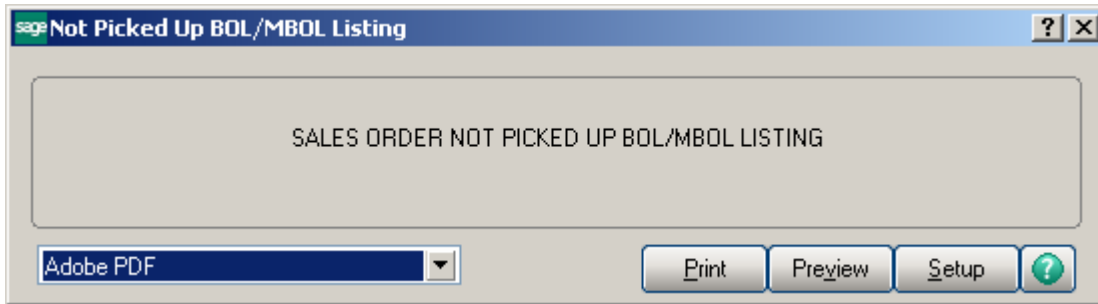
After the report is printed the user is asked for confirmation to close the Manifest:



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



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



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

**Sage A/R Invoice History Inquiry (ABC) 2/20/2014**

Invoice No. 0100067 Type INV Date 2/19/2014  
 Source S/O Order No. 0000177

Customer No. 01-ABF American Business Futures  
 Ship To 2 American Business Futures  
 Source Journal SO-000007 RMA No.

Terms Code 01 Net 30 Days Ship Date 2/20/2014  
 Ship Via UPS BLUE Schedule WI  
 FOB Ship Zone Tracking...  
 Customer PO Weight 50  
 Salesperson 01-0100 Jim Kentley Apply To  
 Confirm To John Quinn IT User ID  
 Comment  
 E-mail artie@sage.sample.com  
 Fax Batch Fax  IIG Tracking...

Taxable	.00
Nontaxable	426.00
Freight	72.50
Sales Tax	.00
Discount	.00
Invoice Total	498.50
Deposit	.00
Net Invoice	498.50

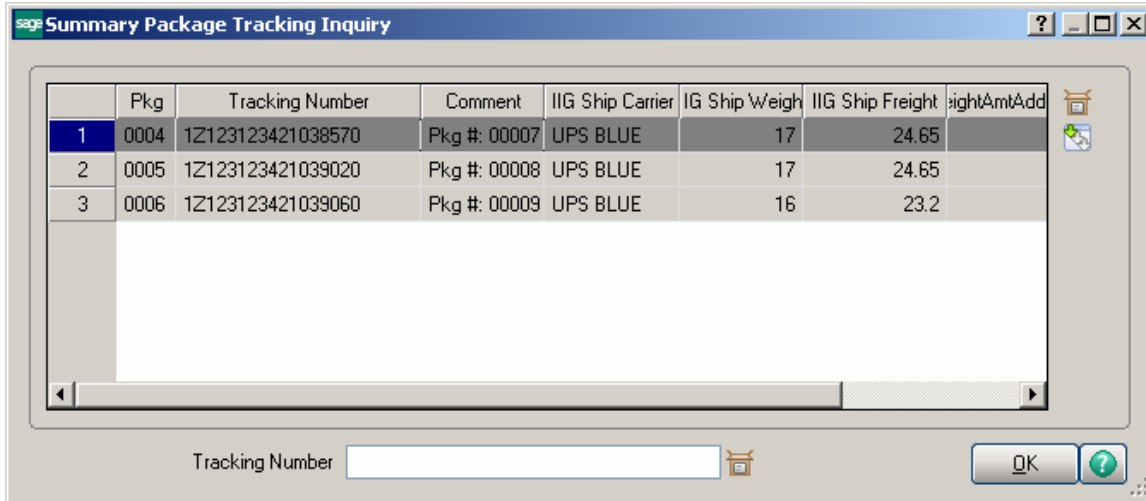
Balance 498.50

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

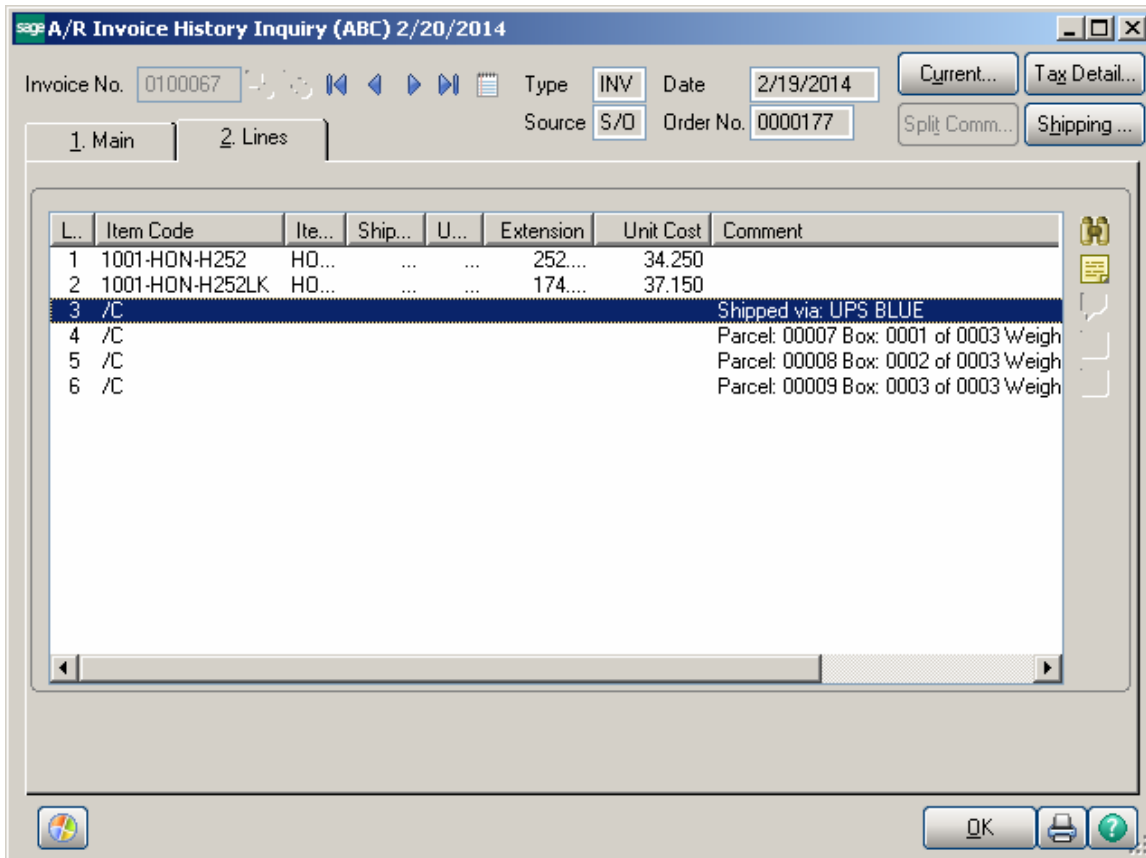
**Sage S/O History Inquiry - IIG Shipping Automation Tracking Display**

Package	Box of	Ttl Box	Weight	Tracking ID
00007	0001	0003	17.00	1Z123123421038570
00008	0002	0003	17.00	1Z123123421039020
00009	0003	0003	16.00	1Z123123421039060

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



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



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

Daily Shipment Inquiry

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

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

The screenshot shows a software window titled "IIG Daily Shipment Inquiry (ABC) 2/20/2014". It contains several input fields and buttons. At the top, there are fields for "Package No." (00002), "Order No." (0000152), and "Parcel" (1 of 2). Below this is a "Daily Totals..." button. The main section is divided into two columns. The left column contains fields for "Ship Via" (C.O.D.), "Description" (Cash On Delivery), "Ship Weight" (10.00), "Freight Amount" (14.50), "Total COD Amount" (.00), "Telephone" ((414) 555-9654), and "Contact Name" (Winnie Spackman). The right column contains "Ship To Address" fields: "Name" (Breslin Parts Supply), "Address" (2035 N. Molalla Ave), "ZIP Code" (53266), "City" (Molalla), "State" (WI), and "Country". At the bottom, there is a "Tracking ID" field (1Z123123421306220), a red status box that says "\*\*Shipped\*\*", and an "OK" button.

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

The screenshot shows a smaller window titled "IIG Daily Shipment Totals". It contains a table of summary statistics and an "OK" button at the bottom.

Total Package	2
Valid Packages	2
Voided Packages	0
Total Amount	36.50

IIG Shipment History Inquiry

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

Pack...	Box #	Weight	Tracking Number	Box Co...	Height	Width	Length	Box Freight	COD Fee Charg...	COD Fee Cost	Acc Cost
00018	0001	200.00	1Z123123421739450	M/E	001	003	002	290.00	0.00	0.00	0.00
00019	0002	300.00	1Z123123421739460	M/E	001	001	001	435.00	0.00	0.00	0.00
00020	0003	100.00	1Z123123421739470	M/E	011	013	012	145.00	0.00	0.00	0.00
00021	0004	100.00	1Z123123421739480	M/E	011	013	012	145.00	0.00	0.00	0.00
00022	0005	100.00	1Z123123421739490	M/E	011	013	012	145.00	0.00	0.00	0.00

The **COD Fee Charged**, **COD Fee Cost** and **Accessorial Cost** fields' display the values loaded to the Daily Manifest Detail file from Malvern.

The **Total COD Fee Charged** field displays the sum of the COD fee returned from Malvern server for each record in the Manifest detail.

**Freight Cost**- this is a Freight Cost Amount loaded from Malvern.

**Total COD Fee Cost**- this field displays the sum of the lines COD Fee Cost.

**Total Accessorial Cost** – this is the total of lines' Accessorial Cost amounts.

**Total Freight Cost** – this field displays the sum of Freight Cost, Accessorial Cost and COD Fee Cost amounts.



### Invoices Not Manifested Report

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

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

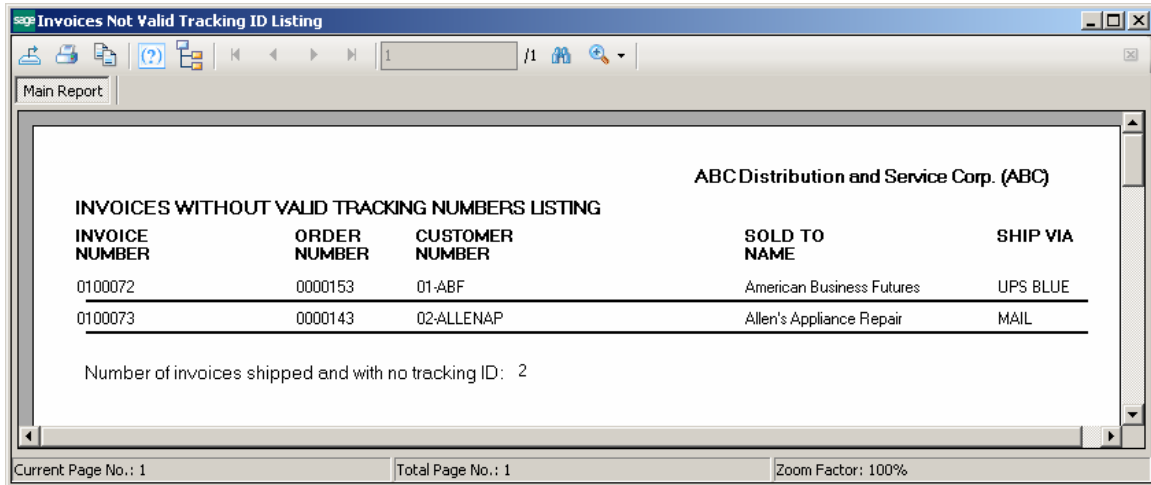
Number of invoices shipped and not yet manifested: 2

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

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

Invoices without Tracking Numbers

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



*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) 2/20/2014

Report Setting: STANDARD

Description: Shipping History Printing

Setting Options:

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

Options:

Print Invoice Detail Information?

Selections:

Select Field	Operand	Value
Customer Number	All	
Invoice Date	All	

Keep Window Open After:

Print  Preview

Adobe PDF

Print Preview Setup

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

Invoice Date	Invoice Number	Customer P.O.	Ship Via	Ship To	Invoice Total
<b>01 -ABF</b>					
11/15/2013	0100062		UPS BLUE UPS 2ND DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine WI 53120	514.00
<i>Tracking ID: 1Z123123421726590</i>					
<i>Tracking ID: 1Z123123421727040</i>					
<i>Tracking ID: 1Z123123421727080</i>					
2/19/2014	0100067		UPS BLUE UPS 2ND DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine WI 53120	498.50
<i>Tracking ID: 1Z123123421038570</i>					
<i>Tracking ID: 1Z123123421039020</i>					
<i>Tracking ID: 1Z123123421039060</i>					
<b>Customer</b>					<b>Total:</b>
<b>01 -ABF</b>					<b>1,012.50</b>

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

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

Invoice Date	Invoice Number	Customer P.O.	Ship Via	Ship To	Invoice Total
<b>01 - ABF</b>					
11/15/2013	0100062		UPS BLUE UPS 2ND DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine WI 53120	514.00
<b>Item Number</b>	<b>Description</b>		<b>Shipped</b>	<b>Back Ordered</b>	
1001-HON-H252	HON 2DRAWER LETTER FLE W/O LK		3.00	0.00	
1001-HON-H254	HON 4DRAWER LETTER FLE W/O LK		2.00	0.00	
<i>Tracking ID : 1Z123123421726590</i>					
<i>Tracking ID : 1Z123123421727040</i>					
<i>Tracking ID : 1Z123123421727080</i>					
2/19/2014	0100067		UPS BLUE UPS 2ND DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine WI 53120	498.50
<b>Item Number</b>	<b>Description</b>		<b>Shipped</b>	<b>Back Ordered</b>	
1001-HON-H252	HON 2DRAWER LETTER FLE W/O LK		3.00	0.00	
1001-HON-H252LK	HON 2DRAWER LETTER FLE W/LCK		2.00	0.00	
<i>Tracking ID : 1Z123123421038570</i>					
<i>Tracking ID : 1Z123123421039020</i>					
<i>Tracking ID : 1Z123123421039060</i>					
<b>Customer</b>					<b>Total:</b>
<b>01 - ABF</b>					<b>1,012.50</b>

Current Page No.: 1

Total Page No.: 1+

Zoom Factor: 100%

International Shipping History Report

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

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

Report Setting: STANDARD

Description: International Ship. History Report

Setting Options:

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

Options:

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

Selections:

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

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

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

Here is a printout for International Shipping History Report:

**International Shipping History Report**

2/20/2014

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

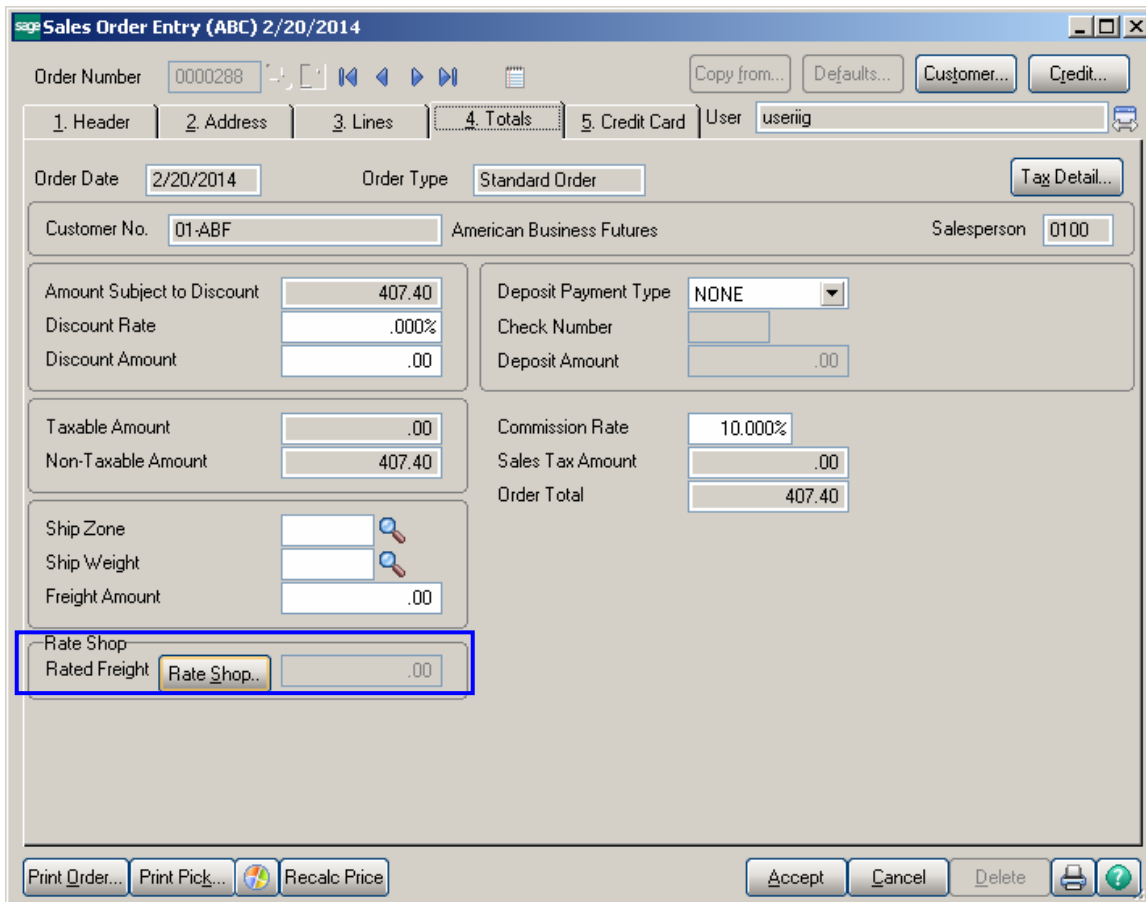
Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%

The Invoices are printed with corresponding Tracking numbers.

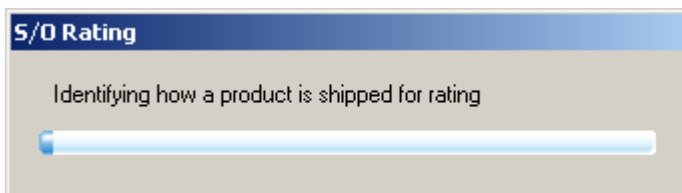
### Shipping Rate Shop in Sales Order Entry

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

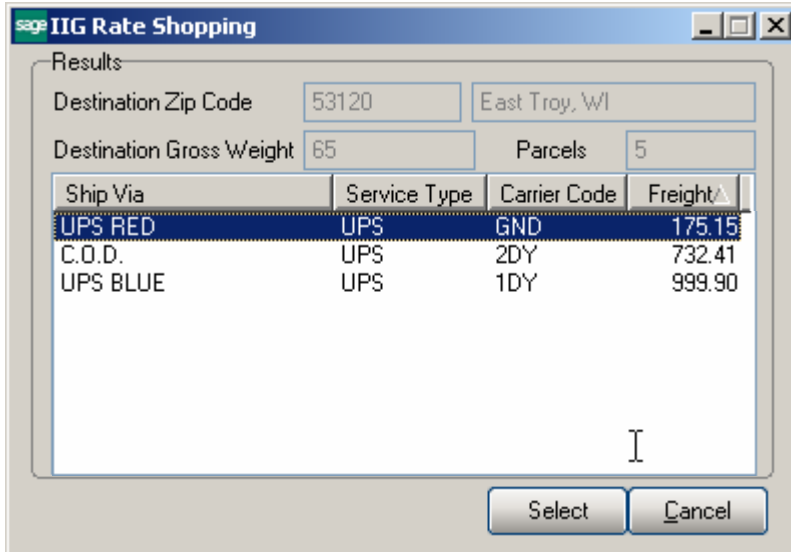
Rating is available only for Shipping Codes with Malvern Shipping Interface set in the IIG Carrier Interface Maintenance.



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







The screenshot shows a software window titled "IIG Rate Shopping" with a "Results" section. It contains input fields for "Destination Zip Code" (53120), "Destination Gross Weight" (65), and "Parcels" (5). Below these is a table of shipping options with columns for "Ship Via", "Service Type", "Carrier Code", and "Freight". The "UPS RED" option is highlighted. At the bottom are "Select" and "Cancel" buttons.

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

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

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

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

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

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

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

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

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

1. Item shipped as one box

The screenshot shows the Sage Item Maintenance (ABC) 2/20/2014 window. The item code is 1001-HON-H252 and the description is HON 2 DRAWER LETTER FILE W/D LK. The window is divided into several sections:

- Product Line:** WF&A WORKSTATION FURN & ACCESS
- Product Type:** Finished Good
- Valuation:** FIFO
- Procurement:** Buy
- Unit of Measure:** Standard: EACH, Purchases: EACH, Sales: EACH. No. of EACH is 1 for all.
- Price Code:** STD STANDARD QUANTITY PRIC
- Default Whse:** 000 CENTRAL WAREHOUSE
- Primary Vendor:** 01-CONT Container Corporation Of Usa
- Warranty Code:** 30 DAY 30 days from shipment
- Sales:** Retail Price: 84.000, Standard Price: 84.000, Last Sold: 2/20/2014
- Purchases:** Standard Cost: 32.750, Average Cost: 34.250, Last Receipt: 5/1/2010
- Last Costs:** Item: 34.250, Allocated: .000, Total: 34.250
- Quantities Table:**

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

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

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

Package/Tare

Ship as one box:

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

Buttons: OK, Cancel

For selected “002” Box Code Weight Factor will be 3.

Box Dimension Code: 002

Description: Standard

Box Height: 1.00

Box Length: 2.00

Box Width: 3.00

Metric Dimensions:

Additional Handling:

Weight Factor: 3.000

Bill of Lading Description: CTN

UPS Box Type Code: 02

Buttons: Accept, Cancel, Delete, Print

If the customer orders five of this item:

# Warehouse Shipping Automation 5.00 76

The screenshot displays the SAP Sales Order Entry (ABC) interface for the date 2/20/2014. The window title is "SAP Sales Order Entry (ABC) 2/20/2014". The Order Number is 0000288. The user is "useriig". The interface shows a navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The "Lines" tab is active, showing a table with the following data:

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

Below the table, the item details for the selected line are shown:

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

At the bottom of the window, the "Available Quantity in this Warehouse is 693 EACH" and the "Total Amount" is 407.40. The interface includes buttons for "Print Order...", "Print Pick...", "Recalc Price", "Accept", "Cancel", "Delete", and a help icon.

The screenshot shows a window titled 'IIG Rate Shopping' with a 'Results' section. It contains input fields for 'Destination Zip Code' (53120) and 'Destination Gross Weight' (65). A 'Parcels' field shows the value '5'. Below these is a table with columns 'Ship Via', 'Service Type', 'Carrier Code', and 'Freight'. Three rows are visible: 'UPS RED' with a freight of 175.15, 'C.O.D.' with 732.41, and 'UPS BLUE' with 999.90. The 'UPS RED' row is highlighted. At the bottom are 'Select' and 'Cancel' buttons.

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

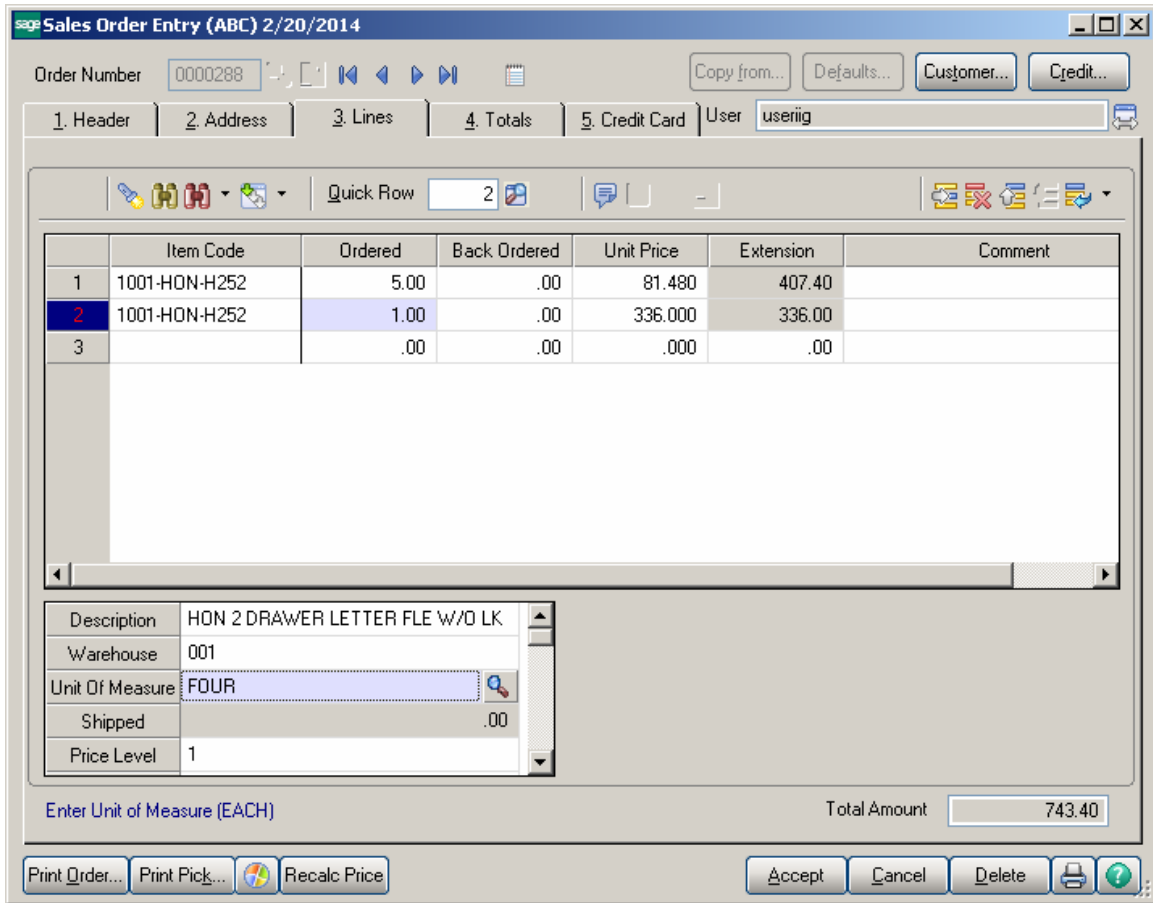
Rate shop showing five cartons at 65 pounds total.

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

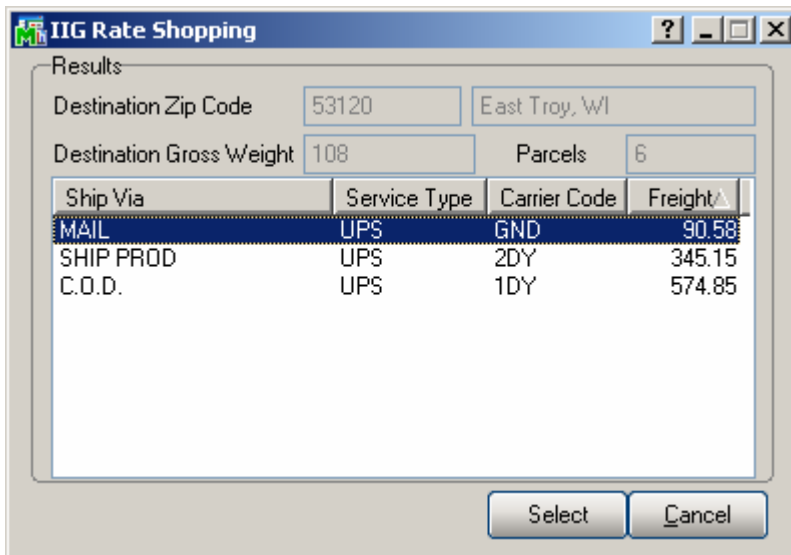
If a widget is 10 pounds, and the box factor is 3 pounds, then:

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

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



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



2. Products are shipped as a separate box:

Here is the sequence of steps how the program works:

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

Here is an example:

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

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	FEET	002	001	002	003	<input type="checkbox"/>
Master Pack Tare	FOUR	002	001	002	003	<input type="checkbox"/>
Pallet Pack Tare	EACH	002	001	002	003	<input type="checkbox"/>
Inner Pack Tare	BOX	001	020	040	010	<input type="checkbox"/>

OK      Cancel



Same shipment of 9 total units sold.

The screenshot shows the Sage Sales Order Entry (ABC) 2/20/2014 window. The Order Number is 0000298. The interface includes tabs for Header, Address, Lines, Totals, and Credit Card. The user is 'useriig'. The main table displays the following data:

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

Below the table, a detailed view for item 1001-HON-H252 is shown:

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

Additional information at the bottom of the window includes: Available Quantity in this Warehouse is 689 EACH and Total Amount 743.40. Navigation buttons at the bottom include Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and a help icon.

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

Ship Via	Service Type	Carrier Code	Freight
MAIL	UPS	GND	68.66
SHIP PROD	UPS	2DY	256.82
C.O.D.	UPS	1DY	366.14

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

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

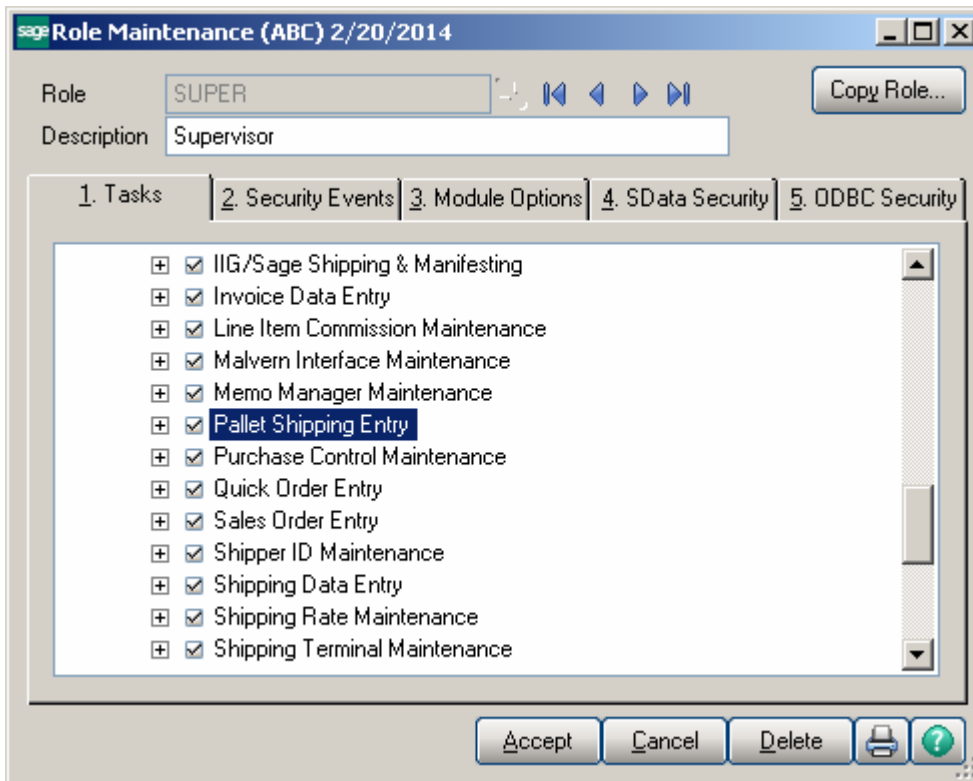
- Box 1 will be sent with dimensions 20 x 30 x 50, weight  $4*10+3 = 43$  pounds
- Box 2 will be sent with dimensions 20 x 30 x 50, weight 43 pounds
- Box 3 will be sent with dimensions 20 x 30 x 50, weight  $10+3 = 13$  pounds

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

## Pallet Shipping

### Role Maintenance

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



*Pallet Shipping Entry*

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

Pallet	Item Number	Lot/Serial	Qty Picked

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

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

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

Order No. 0000289

Item Code

Pallet E 0001 Pkg 0001

Pallet	Item Number	Lot/Serial	Qty Picked

Order Qty Totals Accept Delete

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

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

Search Item No. Begins with Find

Filters... Custom... Select Cancel

Found 4 records

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

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

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

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

The screenshot shows a window titled "sage Pallet Shipping Entry (ABC) 2/20/2014". It contains several input fields: "Order No." with value "0000289", "Item Code" with value "1001-HON-H252LK", "Pallet" with value "E", and "Pkg" with value "0008". Below these is a table with columns "Pallet", "Item Number", "Lot/Serial", and "Qty Picked".

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

At the bottom of the window are three buttons: "Order Qty Totals", "Accept", and "Delete".

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

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

The screenshot shows a window titled "sage Order Qty Totals". It contains a table with columns "Item Number", "Ord Qty", and "Qty Picked".

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

At the bottom of the window, there is a "Package Count" field with the value "9" and an "OK" button.

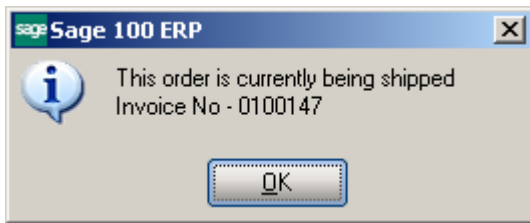
**Package Count** – this field displays the total number of packages.

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

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

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

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



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

## Sales Order Entry

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

Warning message will display when the user selects a Sales Order being processed by **Pallet Shipping Entry**.



Sage Sales Order Entry (ABC) 2/20/2014

Order Number: 0000289

Order Date: 2/20/2014    Order Type: Standard Order    Master/Repeating No.:

Customer No.: 01-ABF    American Business Futures

Ship Date: 2/20/2014    Ship To Addr: 2

Status: New    Reason:    Whse: 001

Sales Tax Schedule: WI

Fax No.:    Batch Fax:

Comment:    Salesperson: 0100

Print Order:     Print Pick Sheets:     No. of Ship Labels: 0

Quick Print Without Displaying Printing Window:

Buttons: Print Order..., Print Pick..., Recalc Price, OK, Print, Help

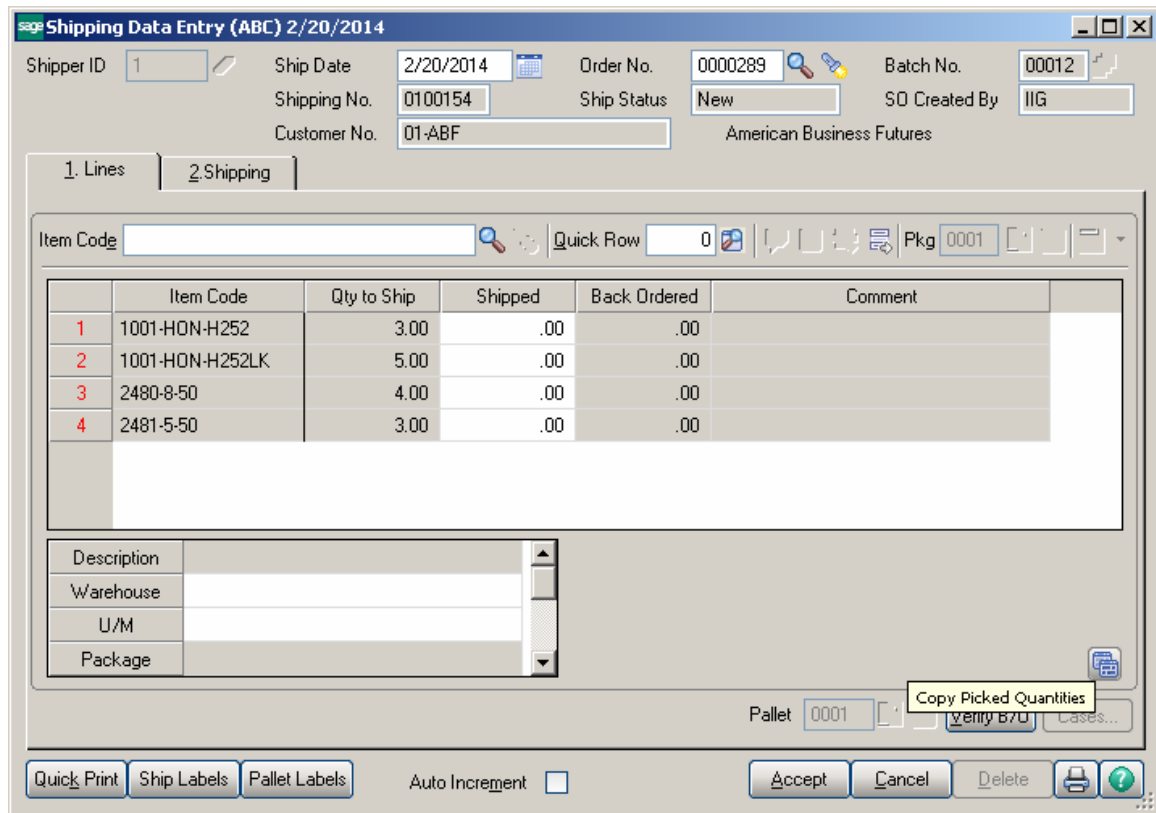
Sage 100 ERP

This Order is currently being shipped in Pallet Shipping Entry.

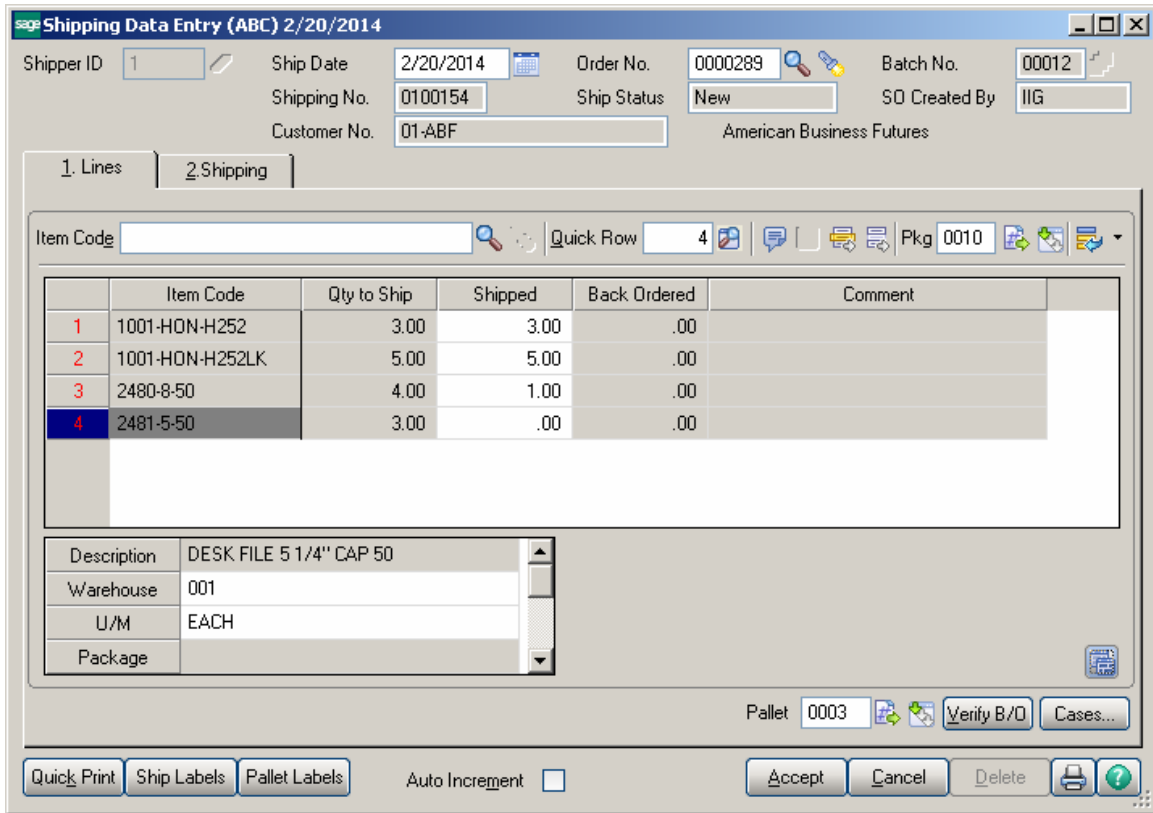
OK

Shipping Data Entry

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

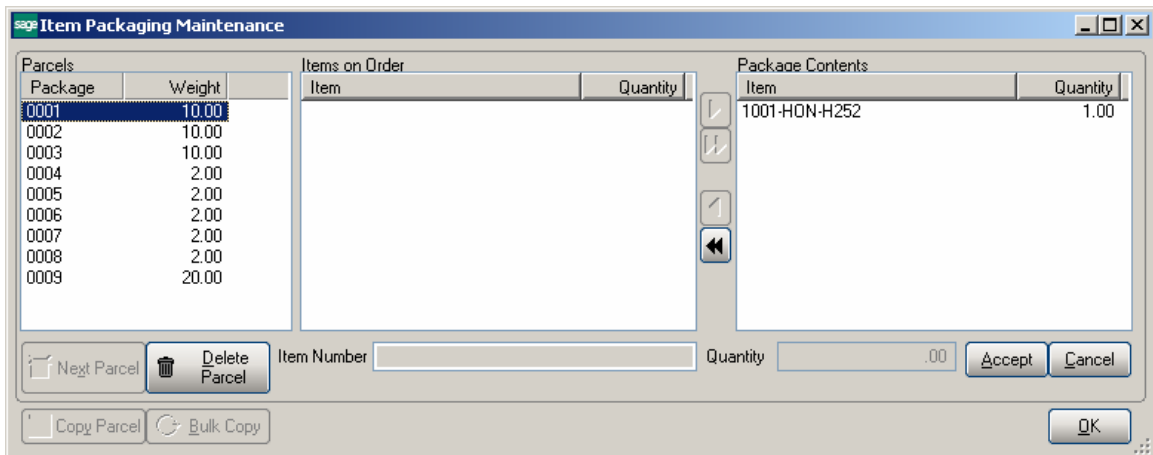


The **Copy Picked Quantities** button works only if there is no Shipped quantity entered for a line.

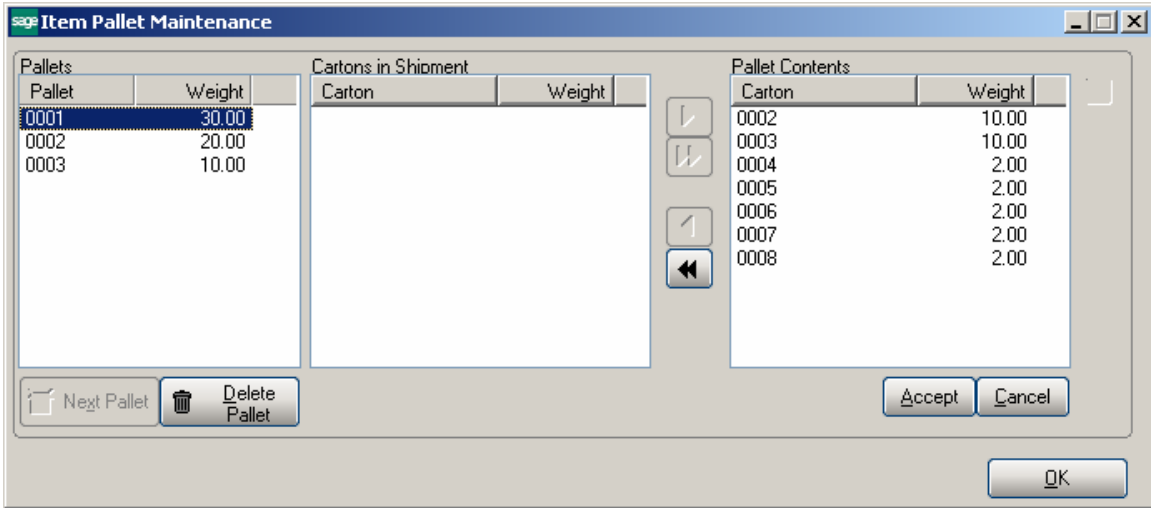


Upon pressing the Copy Picked Quantities button the lines of the Sales Order are loaded in the grid with the Qty Shipped equal to the Qty Picked in the Pallet Shipping Entry.

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



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



## LTL Shipment and Bill of Lading Processing

### Shipping Data Entry

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

Shipping Data Entry (ABC) 2/20/2014

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

1. Lines    2. Shipping

Item Code:    Quick Row: 4    Pkg: 0009

	Item Code	Qty to Ship	Shipped	Back Ordered	Comment
1	1001-HON-H252	3.00	3.00	.00	
2	1001-HON-H252LK	5.00	5.00	.00	
3	2480-8-50	4.00	1.00	3.00	
4	2481-5-50	3.00	.00	3.00	

Description: DESK FILE 5 1/4" CAP 50  
 Warehouse: 001  
 U/M: EACH  
 Package:

Pallet: 0003    Verify B/O    Cases...

Next Pallet No. Alt-E

Quick Print    Ship Labels    Pallet Labels    Auto Increment     Accept    Cancel    Delete

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

**SAP Shipping Data Entry (ABC) 2/20/2014**

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

1. Lines    2. Shipping

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

FOB:    Tracking...  
 Ship Via: UPS FREIGHT  
 Ship Zone:    No. of Ship Labels: 0  
 Ship Weight:    No. of Pkgs: 9  
 Freight Amount: .00    No. of Plts: 3

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

IIG Shipping  
 IIG LTL Ship

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

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

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

Pallets    Quick Row: 1

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

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

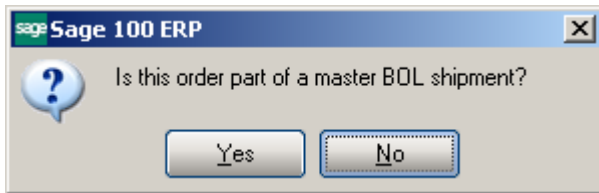
Pro Number:  
 Freight Cost: .00  
 Load Number:  
 Seal No:  
 Trailer No:

Logging Active!    Print BOL    Accept    Cancel    Delete    Ship

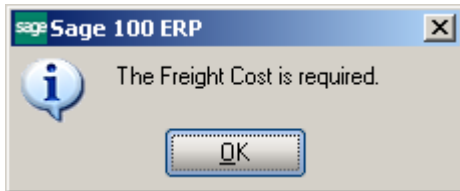
Enter Ship Weight (F8 - Read Scale or Calculate Weight)

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

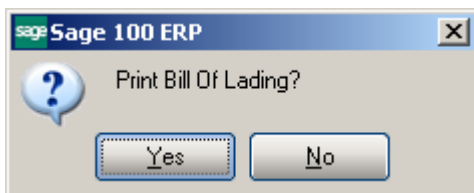
The following message appears upon pressing Ship button on the **LTL Manifest Generation** screen and no Pro Number and no Freight Cost are entered:



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



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



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



## IIG Master BOL Entry

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

Master BOL No.

Base Order Information

Order Number  Invoice No.  Batch

Customer No.

Ship Via

Shipping Options

Ship To Address

Master Bill of Lading Information

Freight Terms

Load Type

Default FOB Point

Trailer Loaded By

Freight Counted By

Pro Number

Total Freight Cost

Seal Number(s)

Trailer Number

Load Number

Quote Number

Special Instructions

Matching Orders

Order No.	PO Number	BOL Number	Ship To	Weight	Select

Total Pallets  Total Cartons  Total Weight

Scan For Orders Clear

Accept Cancel Delete



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

Master BOL No. 05140600010000074

Base Order Information

Order Number 0000290 Invoice No. 0100156 Batch 00014

Customer No. 01-ABF American Business Futures

Ship Via UPS FREIGHT Large LTL, Truckload

Master Bill of Lading Information

Freight Terms Prepaid Pro Number PRO#011111

Load Type LTL Total Freight Cost 120.00

Default FOB Point Origin Seal Number(s) SEAL#0111

Trailer Loaded By Shipper Trailer Number TRL#1S01

Freight Counted By Shipper Load Number LOAD#010

Quote Number

Special Instructions

Matching Orders

	Order No.	PO Number	BOL Number	Ship To	Weight	Select
1	0000290		0514060000000084	53120	150	<input checked="" type="checkbox"/>
2	0000291		0514060000000093	53120	175	<input checked="" type="checkbox"/>

Total Pallets 5 Total Cartons 11 Total Weight 325.00

Scan For Orders Clear



Accept Cancel Delete

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

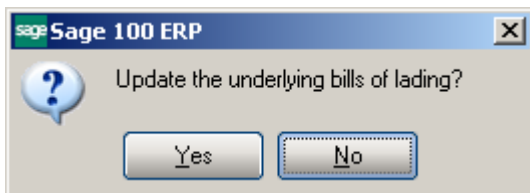
The program loads and displays the list of orders in the batch that match and are not already on other MBOL. The user can unselect any orders that should not be shipped on the MBOL. The Pro Number and Total Freight fields are required for Master BOL and must be entered by the user.

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

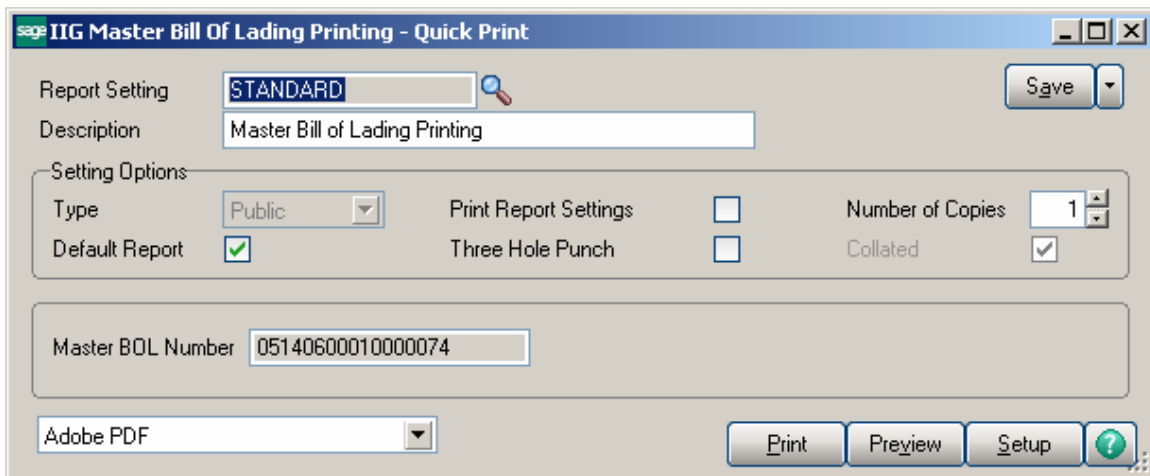
<b>Master BOL Number</b>	Master Bill of Lading number (17 digits).
<b>Next MBOL Number</b>	Click on this button to generate the next master bill of lading number for a new shipment.
<b>Order Number</b>	Is the base order for the shipment. Typically this would be the largest order in the shipment. Once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

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

Upon pressing the Print MBOL button the following message appears:



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



Here is an example of Master Bill of Lading printout:

IIG Master Bill of Lading Report

Main Report

Date: 2/20/2014 Page 001

**MASTER BILL OF LADING**

<b>SHIP FROM</b>		Bill of Lading Number: <b>05140600010000074</b>	
Name:	aaa		
Address:	sss		
	ds		
City/State/Zip:	Portsmouth, NH 00215	FOB:	<input checked="" type="checkbox"/>
<b>SHIP TO</b>		<b>CARRIER NAME:</b> Large LTL, Truckload	
Name:	American Business Futures	Trailer number:	TRL#1S01
Address:	Racine Warehouse	Seal number(s):	SEAL#0111
	5411 Kenrick Place	SCAC:	UPSS
City/State/Zip:	Racine, WI 53120	Pro number:	PRO#011111
<b>BILL TO</b>		<b>Freight Charge Terms: (freight charges are prepaid unless marked otherwise)</b>	
Name:	aaa	Prepaid	<input checked="" type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>
Address:	sss		
City/State/Zip:	Portsmouth, NH 00215		
SPECIAL INSTRUCTIONS :		<input checked="" type="checkbox"/> Master Bill of Lading with attached underlying Bills of Lading	
Contact Phone No : (414) 555-4787		(check box)	
		Notify Charge <input checked="" type="checkbox"/> Yes	
CUSTOMER ORDER INFORMATION			
BOL NUMBERS	# PKGS	WEIGHT	PALLET / SLIP (CIRCLE ONE)
05140600000000084	4 ctns	150 lbs	[Y] [N]
05140600000000093	7 ctns	175 lbs	[Y] [N]
<b>GRAND TOTAL</b>		11 ctns	325 lbs

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

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

# Warehouse Shipping Automation 5.00 100

**IIG Bill of Lading Report**

Main Report

NATIONAL MOTOR FREIGHT CLASSIFICATION 100-Series

**STRAIGHT BILL OF LADING--SHORT FORM** Page: 1

ORIGINAL --NOT NEGOTIABLE

Master Bill of Lading: 05140600010000074 Carrier's Pro No. PRO#011111  
 Shipper's Bill of Lading No. 0514060000000084

Name of Carrier Large LTL, Truckload Consignee's Reference PO No.  
 Carrier's Code (SCAC) UPSS

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

From aaa Date: 2/20/2014  
 Street sss ds City Portsmouth State NH Zip 00215

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

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

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

Destination Street Racine Warehouse 5411 Kendrick Place City Racine State WI Zip 53120  
 Delivering Carrier Large LTL, Truckload Trailer No. TRL#1501  
 Additional Shipment Information Seal No. SEAL#0111

Collect on Delivery \$ 0.00 and remit to: City State C.O.D. Charge Shipper   
 Destination Street to be paid by Consignee

Handling Units No. Type	Packages No. Type	HM	Kind of package, description of Article, Special Marks and Exceptions, NMFC # (Subject to correction)	Weight (subject to correction)	Class or Rate Ref. (info only)	NMFC Code (optional)
2 CTN	4 CTN		Clean Freight 50	150.00	50	11AINFORMA

\* Mark "X" to designate Hazardous Materials as defined in DOT Regulations  
 NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

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

**NOTE (2) Liability Limitations for loss or damage on this shipment.**  
 NOTE (3) Commodities requiring special or additional care or attention in handling or stowage must be so marked and packaged as to ensure safe transportation with ordinary care. (See Sec. 2(e) of NMFC Item 300)

Freight charges are PREPAID  
 Unless marked collect  
 CHECK BOX IF COLLECT

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

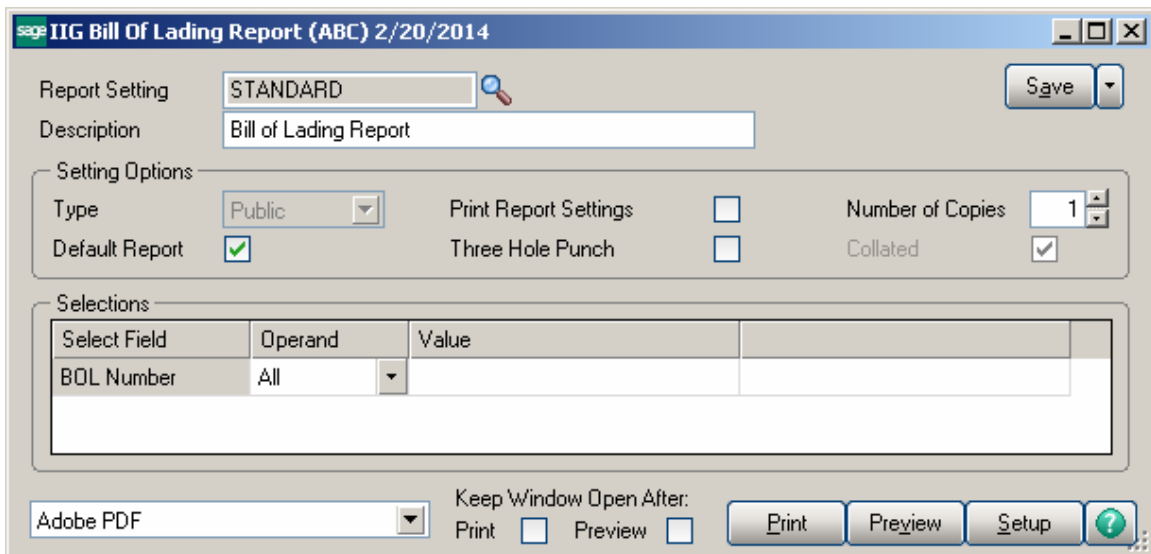
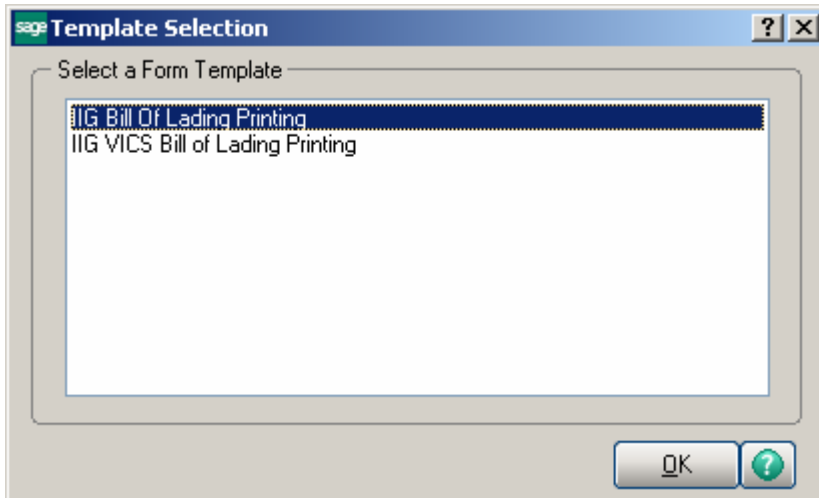
Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

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

## IIG Bill Of Lading Printing

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

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



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

**TIG Bill of Lading Report**

Main Report

---

NATIONAL MOTOR FREIGHT CLASSIFICATION 100-Series

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**STRAIGHT BILL OF LADING--SHORT FORM** Page: 1

ORIGINAL --NOT NEGOTIABLE

Carrier's Pro No Pro Number#011111  
 Shipper's Bill of Lading No. 0514060000000066  
 Consignee's Reference PO No. UPSS  
 Carrier's Code (SCAC)

Name of Carrier **Large LTL, Truckload**

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

From **aaa** Date: **2/20/2014**  
 Street **sss ds** City **Portsmouth** State **NH** Zip **00215**

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

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

Destination Street **Racine Warehouse 5411 Kendrick Place** City **Racine** State **WI** Zip **53120**  
 Delivering Carrier **Large LTL, Truckload** Trailer No **TRL#0102**  
 Additional Shipment Information Seal No **SL#1001**

---

Collect on Delivery \$ **0.00** and remit to: C.O.D. Charge Shipper   
 Destination Street to be paid by Consignee

Handling Units No. Type	Packages No. Type	* HM	Kind of package, description of Article, Special Marks and Exceptions, NMFC # (Subject to correction)	Weight (subject to Correction)	Class or Rate Ref. (info only)	NMFC Code (optional)
1 CTN	1 CTN		Lamps and Lighting Goods 100	65.00	100	
2 CTN	3 CTN		Clean Freight 50	125.00	50	11AINFORMA

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



Freight charges are PREPAID

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

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

Bill of Lading Report
Main Report

Date: 6/26/2014
**BILL OF LADING**
Page 001

<b>SHIP FROM</b>		Bill of Lading Number: <b>0514060000000242</b>  (402)0514060000000242						
Name: CTR Address: Central Av. 12  City/State/Zip: Goodman, WI 54125 SID#: _____ FOB: <input checked="" type="checkbox"/>		<b>CARRIER NAME: Large LTL Truckload</b> Trailer number: TRL#01-11-12 Seal number(s): SL#0102 Load Number: LD#01						
<b>SHIP TO</b>		<b>SCAC: UPSS</b> Pro number: <b>PR#001</b>  (9012K)UPSSPR#001						
Name: American Business Futures Location #2 Address: Racine Warehouse 5411 Kendrick Place City/State/Zip: Racine, WI 53120 CID#: _____ FOB: <input type="checkbox"/>		<b>Freight Charge Terms: (freight charges are prepaid unless marked otherwise)</b>  Prepaid <input checked="" type="checkbox"/> Collect _____ 3rd Party _____						
<b>BILL FREIGHT CHARGES TO :</b>		Prepaid <input checked="" type="checkbox"/> Collect _____ 3rd Party _____  <input type="checkbox"/> Master Bill of Lading with attached underlying Bills of Lading						
Name: American Business Futures Address: 2131 N. 14th Street Suite 100 City/State/Zip: Milwaukee, WI 53205-1204		SPECIAL INSTRUCTIONS :  Contact Phone No : (414) 555-4787 Notify Charge : No						
<b>CUSTOMER ORDER INFORMATION</b>								
<b>CUSTOMER ORDER NUMBER</b>		<b># PKGS</b>	<b>WEIGHT</b>	<b>PALLET / SLIP (CIRCLE ONE)</b>	<b>ADDITIONAL SHIPPER INFO</b>			
0000179		1.00 ctns	20.00 lbs	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N				
<b>GRAND TOTAL</b>		1.00 ctns	20.00 lbs					
<b>CARRIER INFORMATION</b>								
<b>HANDLING UNIT</b>		<b>PACKAGE</b>		<b>WEIGHT</b>	<b>H.M. (X)</b>	<b>COMMODITY DESCRIPTION</b>	<b>LTL ONLY</b>	
QTY	TYPE	QTY	TYPE			<small>Commodities requiring special or additional care or attention in handling or stowage</small>	NMFC #	CLASS
1	CTN	1	CTN	20.00		<small>See section 2(e) of NMFC Item 350</small> INFORMATION COMMODITY	11AINFOR	50

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

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

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



### IIG BOL Manifest Pickup Entry

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

The screenshot shows a software window titled "sage IIG BOL Manifest Pickup Entry (ABC) 2/20/2014". The window contains two main sections: "Bill of Lading" and "Driver".

**Bill of Lading Section:**

- Bill of Lading Type: Bill of Lading (dropdown menu)
- BOL Number: 0514060000000066 (text field with a search icon)
- Master BOL No.: (disabled text field)
- Ship Via: UPS FREIGHT (text field)
- Carrier Name: Large LTL, Truckload (text field)

**Driver Section:**

- Date Picked Up: 2/20/2014 (calendar icon)
- Time: 05:10 PM (text field)
- Driver's Name: T. Johnson (text field)

At the bottom of the form, there are two buttons: "Proceed" and "Cancel".

#### ***Bill of Lading Section***

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

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

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

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

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

The screenshot shows a software window titled "sage IIG BOL Manifest Pickup Entry (ABC) 2/20/2014". It is divided into two main sections: "Bill of Lading" and "Driver".

**Bill of Lading Section:**

- Bill of Lading Type: Master BOL (dropdown menu)
- BOL Number: (empty text box)
- Master BOL No.: 05140600010000074 (text box with a search icon)
- Ship Via: UPS FREIGHT (text box)
- Carrier Name: Large LTL, Truckload (text box)

**Driver Section:**

- Date Picked Up: 2/20/2014 (calendar icon)
- Time: 05:10 PM (text box)
- Driver's Name: H. Tomson (text box)

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

### *Driver Section*

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

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

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

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

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

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

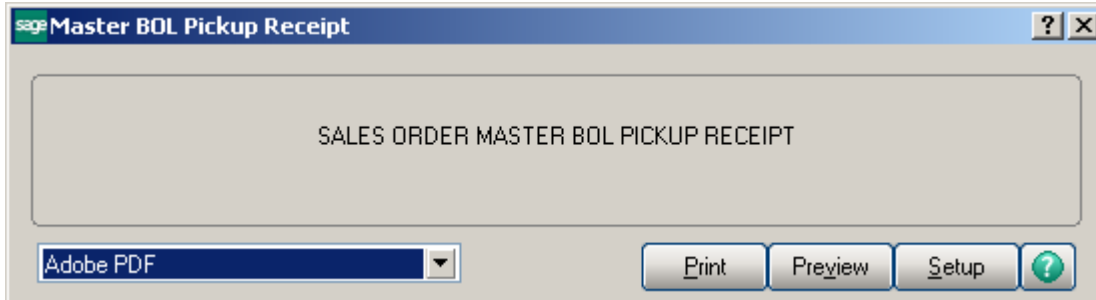
**Proceed** Press to post the bill of lading as picked up. The Date Picked Up, Time Picked Up, and Driver information will be posted to the bill of lading and the BOL is released for update. If the BOL is a Master BOL, this information is posted to all of the linked BOL and they in turn are also released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

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

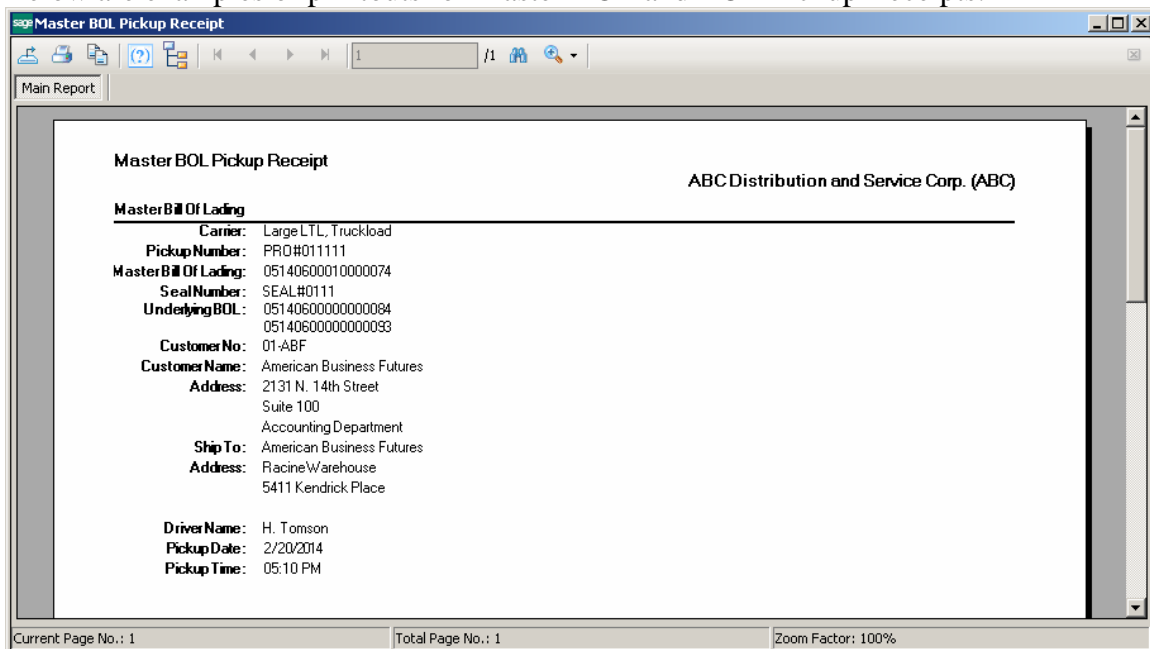
On posting the **Print Pickup Receipt** program is run.

# Warehouse Shipping Automation 5.00 106

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



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



**BOL Pickup Receipt** ABC Distribution and Service Corp. (ABC)

---

**Single Bill Of Lading**

**Carrier:** Large LTL Truckload  
**Pickup Number:** Pro Number#011111  
**Bill Of Lading:** 05140600000000066  
**Seal Number:** SL#1001  
**Customer No:** 01-ABF  
**Customer Name:** American Business Futures  
**Address:** 2131 N. 14th Street  
Suite 100  
Accounting Department  
**Ship To:** American Business Futures  
**Address:** Racine/Warehouse  
5411 Kendrick Place

**Driver Name:** T. Johnson  
**Pickup Date:** 2/20/2014  
**Pickup Time:** 05:12 PM

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

IIG LTL Shipment History Inquiry

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

The screenshot shows a software window titled "IIG LTL Shipment History Inquiry (ABC) 7/31/2015". The window contains several sections of data entry fields:

- Invoice No.:** 0100172
- Manifest Date:** 6/26/2014
- Order No.:** 0000303
- Customer No.:** 01-ABF
- Ship Via:** UPS FREIGHT
- Description:** UPS Freight
- Freight Amount:** 30.00
- Pallets:** 0002
- Total COD Amount:** .00
- Ship To Address:** American Business Futures, Racine Warehouse, 5411 Kendrick Place, Racine, WI 53120, USA.
- Payments:** Total Freight Cost: .00, Freight Cost: .00, A/P Invoice No., Last Payment Date.
- Pallet Information Table:**

Pallet	Pall...	Weight	Tracking Number	Pallet ...	Height	Width	Length	Pallet Frei...	Pallet
00004	0001	40.00	PR#4512	PLT	096	048	048	10.00	
00005	0002	80.00	PR#4512	PLT	096	048	048	20.00	

The **Total Freight Cost** and **Freight Cost** fields in the Payments section are populated when BOL Manifest is closed for LTL Carrier. The **Total Freight Cost** is the Freight Cost entered for current Shipment during LTL Manifest Generation. For Master BOL shipments it is the Freight Cost entered on Master BOL Entry. The **A/P Invoice No.** and **Last Payment Date** fields are populated after the A/P Invoice created for LTL Shipment is updated. Please, refer to [Freight A/P Tracking](#) for details.

## Freight A/P Tracking

### A/P Invoice Data Entry

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

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

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

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

Search: ProNumber Begins with [ ] Find

Filters... Custom... Select Cancel [Export] [Print] [Help]

Found 5 records

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

Here is an example of Freight tracking for LTL shipment:

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

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

Buttons: SED Shipping Options, Ship To Address

Pallets: Quick Row 2

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

Insured ?  
 Declared Value: 704.08  
 Hazmat  
 Additional Hnd ?

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

Buttons: Print BOL, Accept, Cancel, Delete, Ship

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

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

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



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

Invoice No. 0100181      Manifest Date 7/31/2015

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

Ship Via SHIP PROD

Description Shipping Product Line

Freight Amount 200.00      Pallets 0002

Total COD Amount .00      C.O.D. ?

**Payments**

Total Freight Cost 200.00

Freight Cost 150.00

A/P Invoice No. INV#321

Last Payment Date 7/31/2015

Ship To Address

Name American Business Futures

Address Racine Warehouse  
5411 Kendrick Place

ZIP Code 53120

City Racine      State WI

Country USA      United States of America

Telephone (414) 555-4787

Contact Name John Quinn

Pallet Information

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

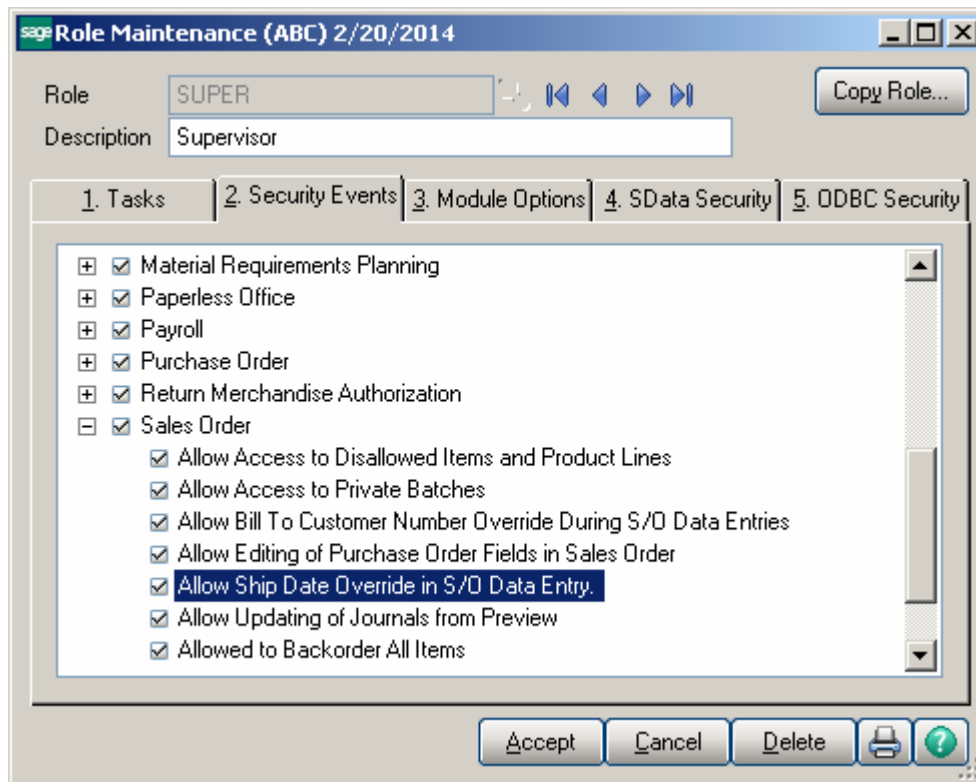
OK

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

## Allow Ship Date Override in S/O Data Entry

### Role Maintenance

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



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

IIG Holiday Maintenance

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

The screenshot shows a software window titled "sage IIG Holiday Maintenance (ABC) 2/20/2014". At the top, there is a "Year" dropdown set to "2014" and a "Future Year" button. To the right, there are "Options" including "Cut Off Time" set to "17:00 PM" and a checked "Hide Weekends" checkbox. Below this is a table with the following data:

	HolidayDate	Weekend	Comment
1	1/1/2014	<input type="checkbox"/>	Holiday
2	1/6/2014	<input type="checkbox"/>	Holiday
3	1/28/2014	<input type="checkbox"/>	Holiday
4	2/23/2014	<input checked="" type="checkbox"/>	Weekend
5	3/8/2014	<input checked="" type="checkbox"/>	Weekend
6	5/1/2014	<input type="checkbox"/>	Labor Day, Holiday
7		<input type="checkbox"/>	

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

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

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

Year 2014 Future Year

Options  
Cut Off Time 05:00 PM  
Hide Weekends

Month 01

	HolidayDate	Weekend	Comment
1	1/1/2014	<input type="checkbox"/>	Holiday
2	1/4/2014	<input checked="" type="checkbox"/>	Weekend
3	1/5/2014	<input checked="" type="checkbox"/>	Weekend
4	1/6/2014	<input type="checkbox"/>	Holiday
5	1/11/2014	<input checked="" type="checkbox"/>	Weekend
6	1/12/2014	<input checked="" type="checkbox"/>	Weekend
7	1/18/2014	<input checked="" type="checkbox"/>	Weekend
8	1/19/2014	<input checked="" type="checkbox"/>	Weekend
9	1/25/2014	<input checked="" type="checkbox"/>	Weekend
10	1/26/2014	<input checked="" type="checkbox"/>	Weekend
11	1/28/2014	<input type="checkbox"/>	Holiday
12		<input type="checkbox"/>	

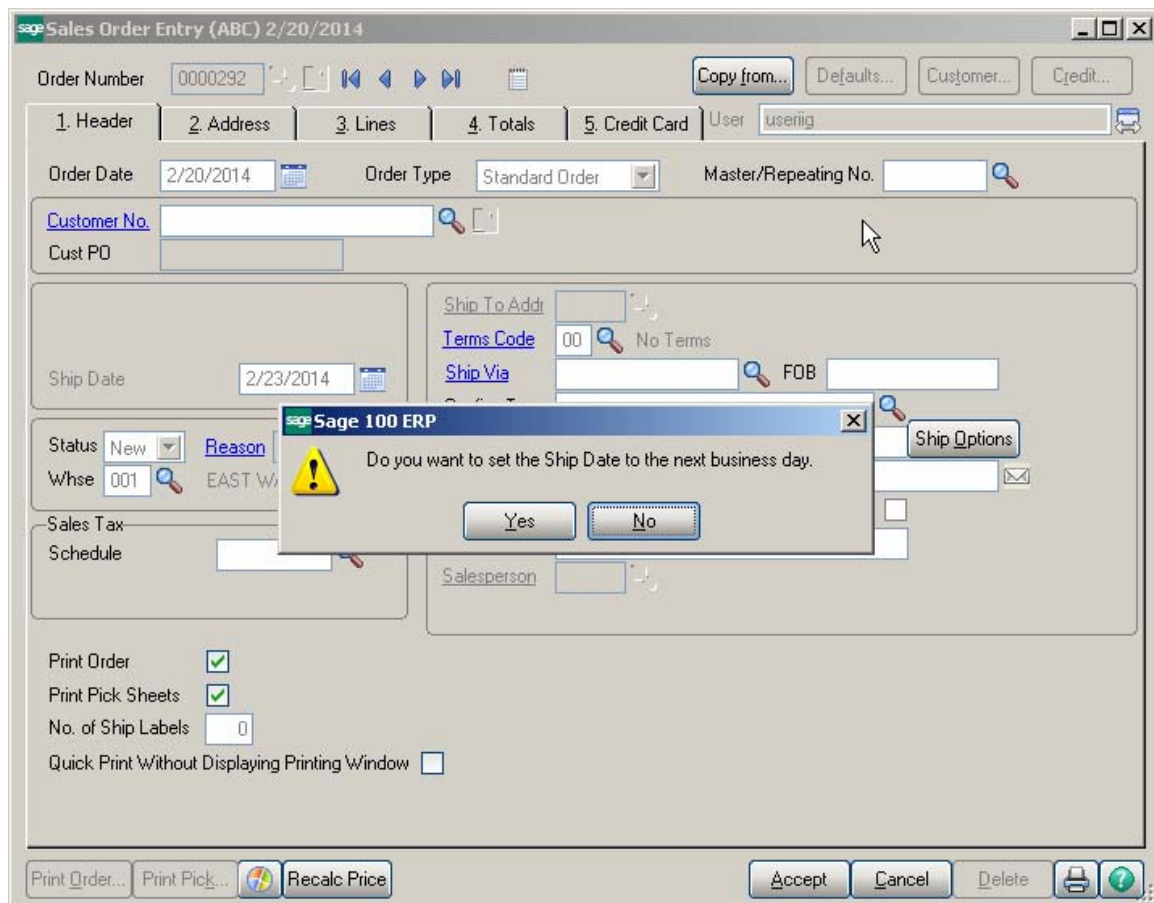
Accept Cancel Delete

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

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

Sales Order Entry

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



If the **Calculate Ship Date from Ship Via Code** check box is not selected in the **Shipping Automation Options** the ship date change logic works as follows: when **Ship Date** is entered in **Sales Order Entry**, that date is increased with the number of days which has been specified in the **Lead Time in Days** field. Only after, that checking is performed based on the Holiday Maintenance.

The screenshot shows the 'Sage IIG Carrier Interface Maintenance (ABC) 2/20/2014' window. It contains the following fields and options:

- Shipping Code:** UPS BLUE
- Description:** UPS 2ND DAY AIR
- Base Options:**
  - Shipping Interface: Malvern
  - Carrier Code/Smart Zone: 2DY
  - Service Type: UPS
  - Mark Up %: 10.00
  - Small Parcel Carrier:
  - Print MAS90 COD Tags:
  - One COD Fee per Order:
  - Signature Required:
  - No HazMat:
  - Send Email Address:
  - Residential Only:
  - Lead Time in Days: 1E
- LTL Options:**
  - SCAC Code: UPSS
  - SCAC Carrier Description: UPS 2ND DAY AIR
  - Default Billing Option: Shipper
  - Bill of Lading Required:  NMFC LTL Carrier?:
  - Rate by Value on BOL:  Next Carrier Number: [ ]
- Auto Prepaid Freight Options:**
  - Auto Calculate Prepaid Frt:  Prepaid Freight at: \$100.00
- International Options:**
  - International Shipment:  DocumentsOnly:
  - Commercial Invoice:  SED Required?:

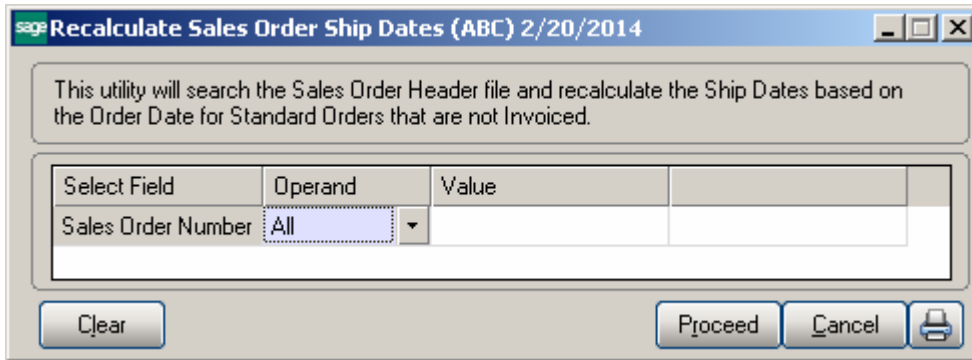
Buttons at the bottom: Accept, Cancel, Delete, and a printer icon.

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

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

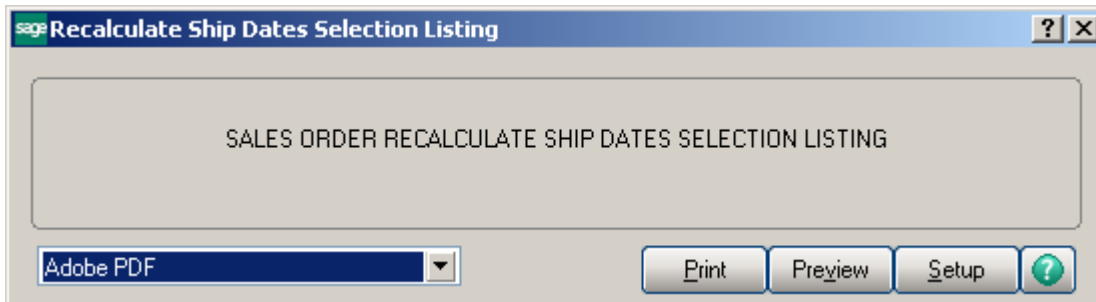
IIG Recalculate Sales Order Ship Date Utility

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



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

Click the **Print** button.



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

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

Selected Orders: 4

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





## 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:

# Warehouse Shipping Automation 5.00 121

The screenshot displays the 'IIG Shipping Labels' application window. The window title is 'IIG Shipping Labels' and it includes a standard Windows-style toolbar with icons for file operations and navigation. Below the toolbar is a 'Main Report' tab. The main content area shows two shipping labels side-by-side, each titled 'Label 0001 Of 0001'. Both labels have the same origin and destination information. The origin is 'ABC Distribution and Service Corp.' and the destination is 'American Business Futures, Racine Warehouse, 5411 Kendrick Place, Racine, WI 53120'. The left label has a 'Shipping No : 0100156' and the right label has a 'Shipping No : 0100157'. At the bottom of the window, there is a status bar with three fields: 'Current Page No.: 1', 'Total Page No.: 1', and 'Zoom Factor: 100%'.

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

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

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

***IIG Pallet Labels Printing***

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

Form Code: STANDARD      Batch: Multiple

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:

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

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

At the bottom of the window, there is a status bar with the following information:

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

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

## Voided Shipments Report

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

Report Setting: STANDARD

Description: Voided Shipments Report

Setting Options:

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

Selections:

Select Field	Operand	Value
Order Number	All	

Adobe PDF  Keep Window Open After: Print  Preview

Print Preview Setup

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

VoidedShipments Report  
ABC Distribution and Service Corp. (ABC)

Reason Code	Shipper D	Order Number	Tracking Number
<b>Reason: 00001 --voided per client's request</b>			
00001	1	0000226	1Z123123421755280
<b>00001 totals</b>		<b>Orders: 1</b>	<b>Packages: 1</b>
<b>Reason: 00002 --voided due to errors found</b>			
00002	1	0000236	1Z123123421756330
<b>00002 totals</b>		<b>Orders: 1</b>	<b>Packages: 1</b>
<b>Totals Reasons: 2</b>		<b>Orders: 2</b>	<b>Packages: 2</b>

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

## IIG Freight Fields Update Utility

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

**Options**

NMFC Code  Harmonized Tariff Code

Sub Class  New Valuation

**BOL Description**

**Selections**

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

Proceed Cancel

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

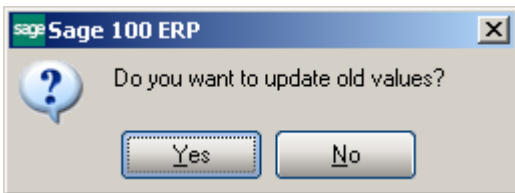
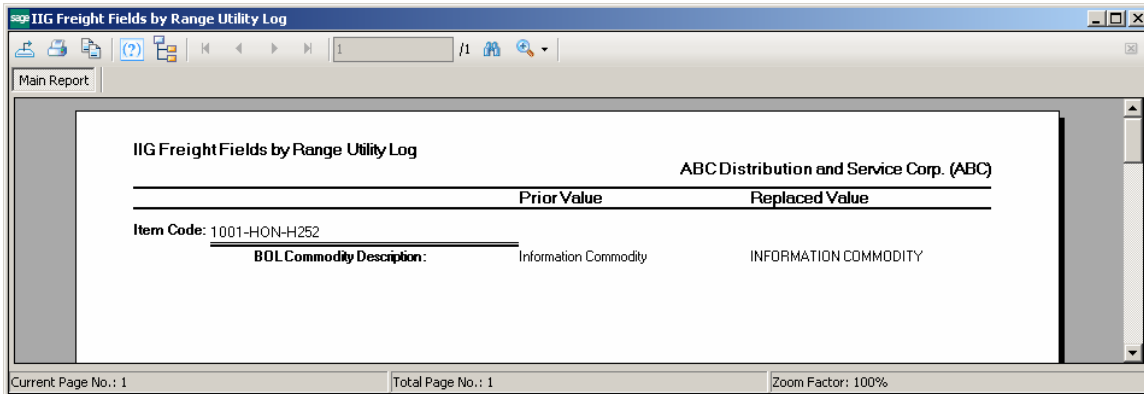
**NMFC Code** – makes the field uppercased.

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

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

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

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



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

**sage IIG Item Freight Additional Fields** ? - □ ×

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

Freight Class

NMFC Code: AINFORMA      BOL Description: INFORMATION COMMODITY

Sub Class: 50      [Are Processing]

HAZMAT

Packing Group: Group 1      HM Exemption No: 1111111

UN/NA Code: AAAA1      HM Shipping Name:

HM Class: BBBB2      Emergency Contact:

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

Cargo Aircraft Only?

Export Data

Country of Origin: USA      United States of America

Commodity Code:

Tariff Code: TARIF#00001111      NAFTA Producer Code: No 1

ECCN: FFF      NAFTA CO Preference Criterion Code: A

SED Sched B Code: FFF      NAFTA Certificate of Origin Net Cost?

Comm Inv Prod Desc 1:

Comm Inv Prod Desc 2:

[OK]      [Cancel]



## Appendix A: Clippership Carrier List\*

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

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

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

## Appendix B: Malvern Carrier Setup

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

### Carrier Codes

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

### Domestic Service Level Codes

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

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

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

## International Service Level Codes

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

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


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

## Appendix C: Setting Up Thermal Label Printers

### *UNC Method*

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

Steps to set up:

1. Install the Thermal Label printer using the device driver provided by the manufacturer.
2. Share this printer. We recommend that you change the share name to remove spaces and shorten. Good: *eltron\_lp2844*. Bad: *Eltron LP2844 on Shipping 2*.
3. From the workstation that will be the shipping station select the [Shipping Terminal Maintenance](#) from the Sales Order Setup menu.
4. Click on the  button to load the current terminal ID.
5. Enter the description, location, scale port (if used), auto increment, and ship from warehouse information.
6. Check Print TAWB, set the label format code.
7. Enter the printer UNC share for the TWB printer.
8. Enter the printer UNC for the doc printer if Malvern will be printing international documentation. This will be shared laser printer that Malvern should have access to.

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



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

Terminal ID: T101

Description: Shipping station 1

Terminal Data

Location: Small Parcel Dock

Scale Port: USB

Auto Increment Quantity?

Ship From Whse: 001

Printer Data

Print TAWB?  Label Format Type Code: 199

TWB Printer: \\BOBLAPTOPM6700\Eltron\_LP2844

Doc Printer:

Accept Cancel Delete

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

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


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

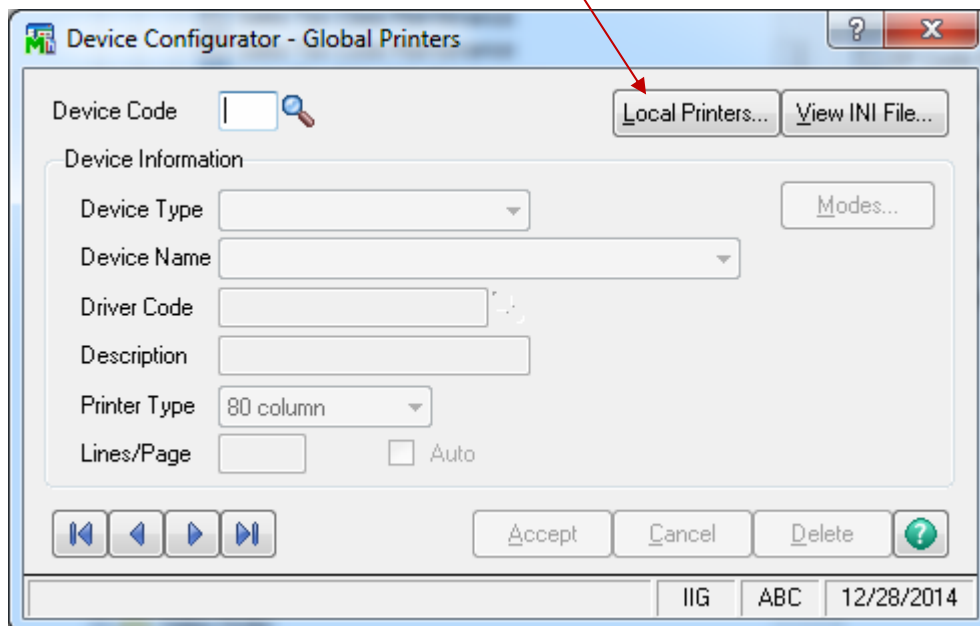
<http://technet.microsoft.com/library/Cc960471>

## Device Configurator Method

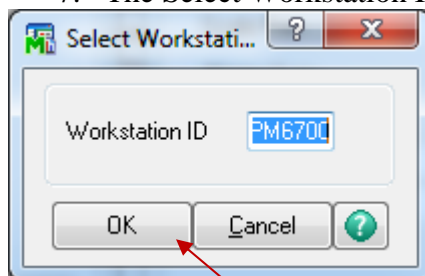
This is the recommended method to reliably configure the thermal label printer for the shipping station, particularly if the printer is directly connected to the shipping station.

Steps to set up:

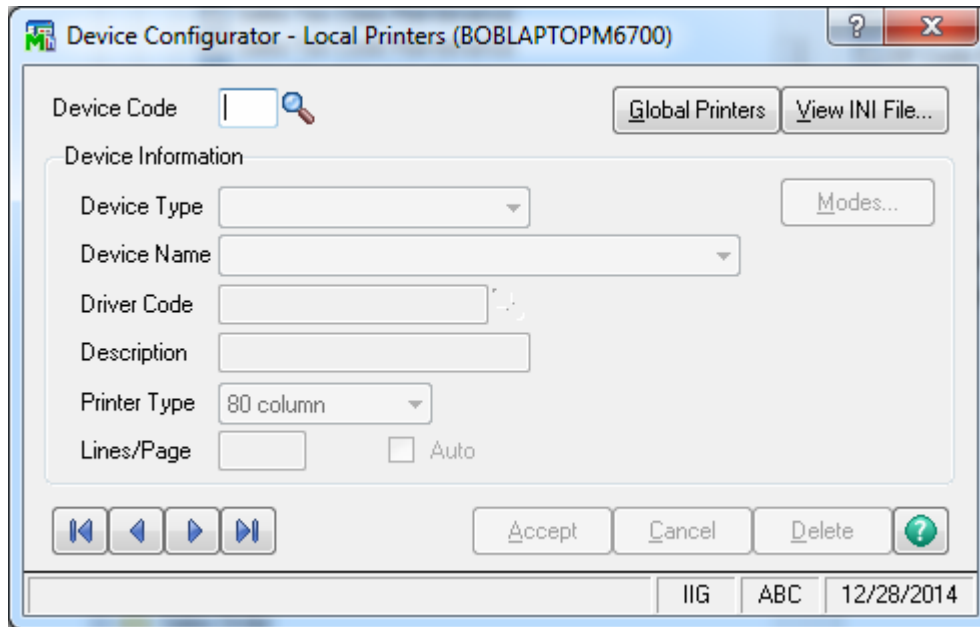
1. From the workstation that will be the shipping station select the [Shipping Terminal Maintenance](#) from the Sales Order Setup menu.
2. Click on the  button to load the current terminal ID.
3. Enter the description, location, scale port (if used), auto increment, and ship from warehouse information.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



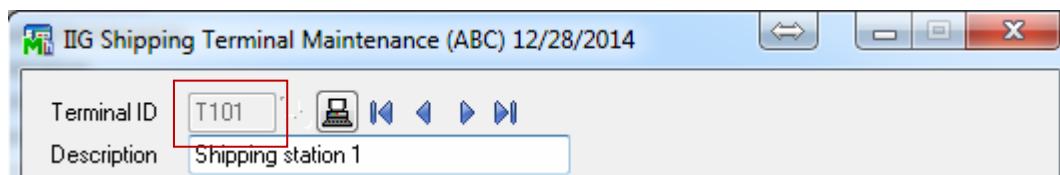
7. The Select Workstation ID will display.



8. Click OK.



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



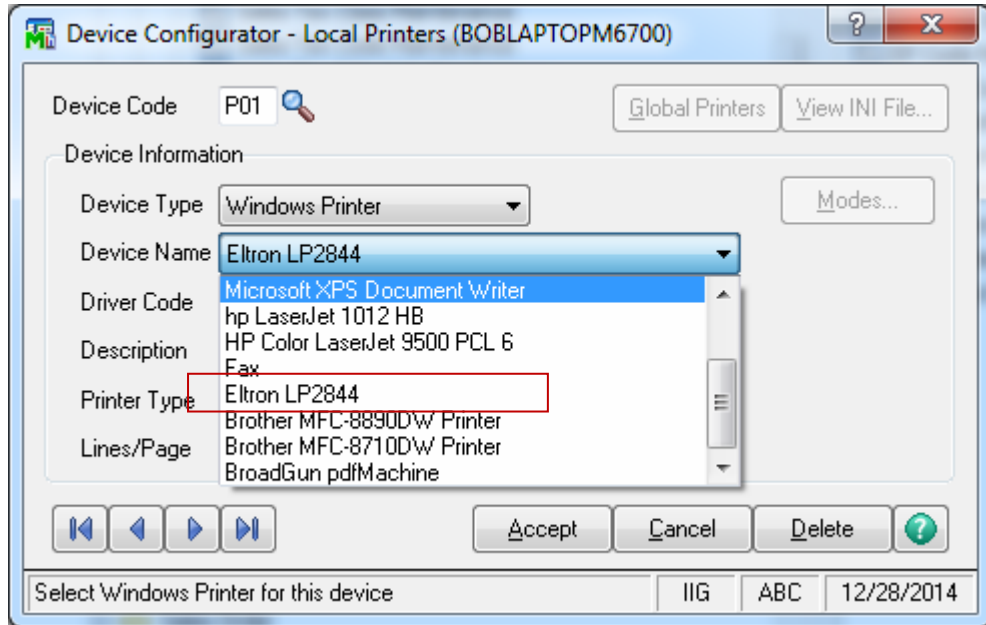
10. We normally recommend that you would build the printer ID using the last two digits of the terminal ID. In this example we would use P01 as the new printer ID. However, due to some of the vagaries on how Sage assigns terminal IDs, you will need to adjust under certain circumstances. Printer IDs must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

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

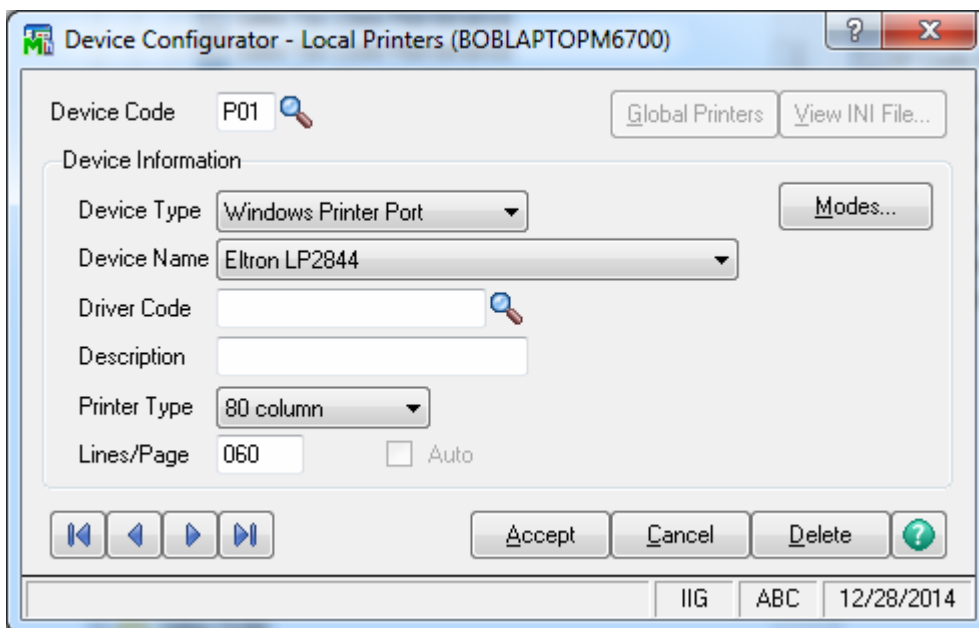
11. Enter the selected printer ID in the Device Code field.

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

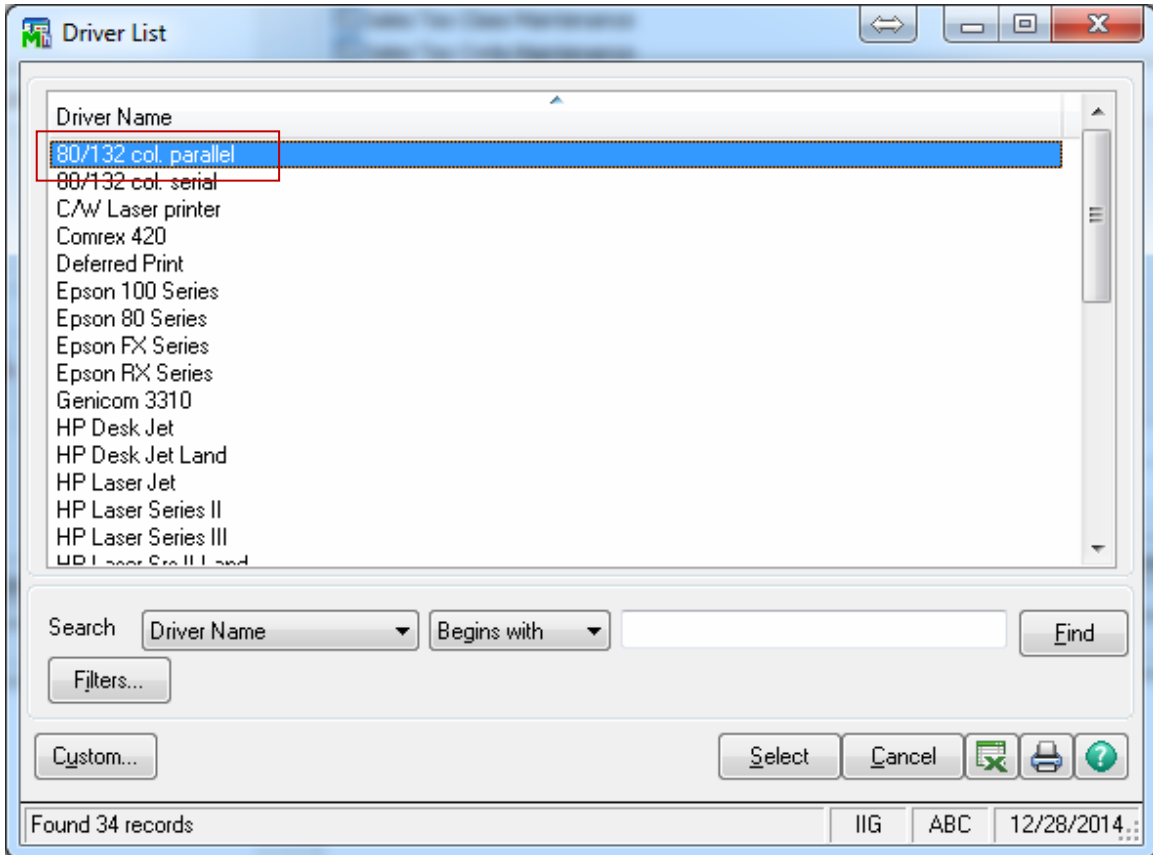
13. In the Device Name drop list you should be able to see the thermal label printer installed.



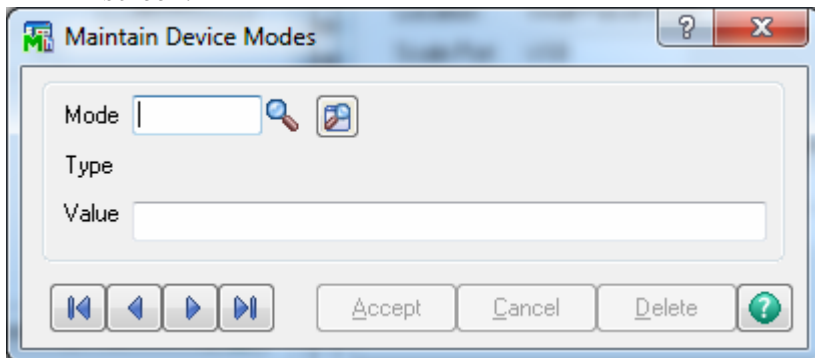
14. Select the printer. In this case it will be the *Eltron LP2844*.






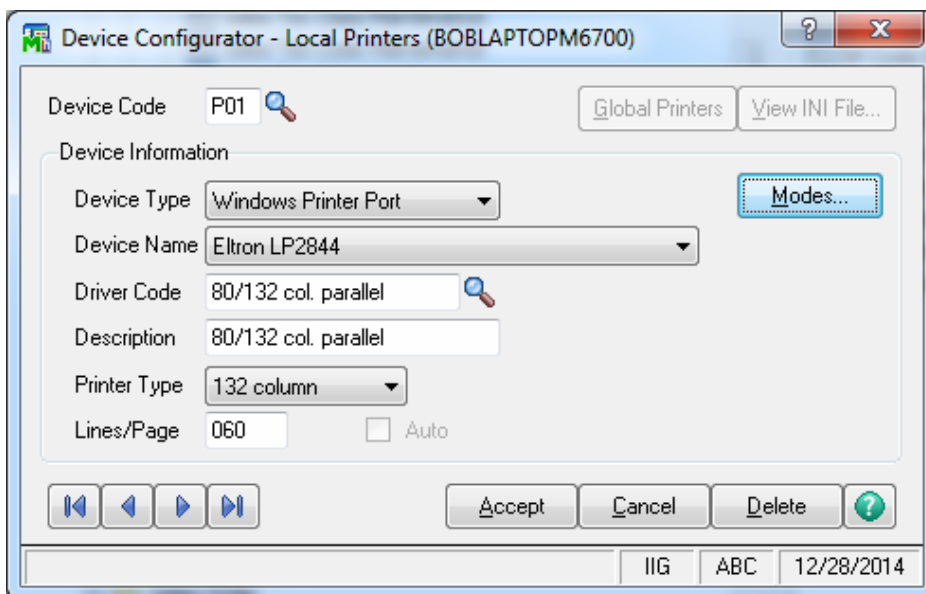
15. Using the Driver code lookup, select *80/132 col parallel*.




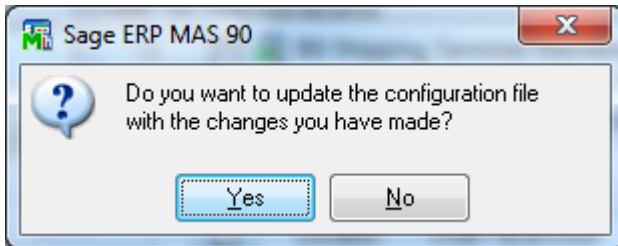
16. Leave the **Description** field as is.
17. Change the **Printer Type** to *132 Column*.
18. Leave the **Lines/Page** at *060*.
19. Click on the **Modes...** button which will open the **Maintain Device Modes** screen.



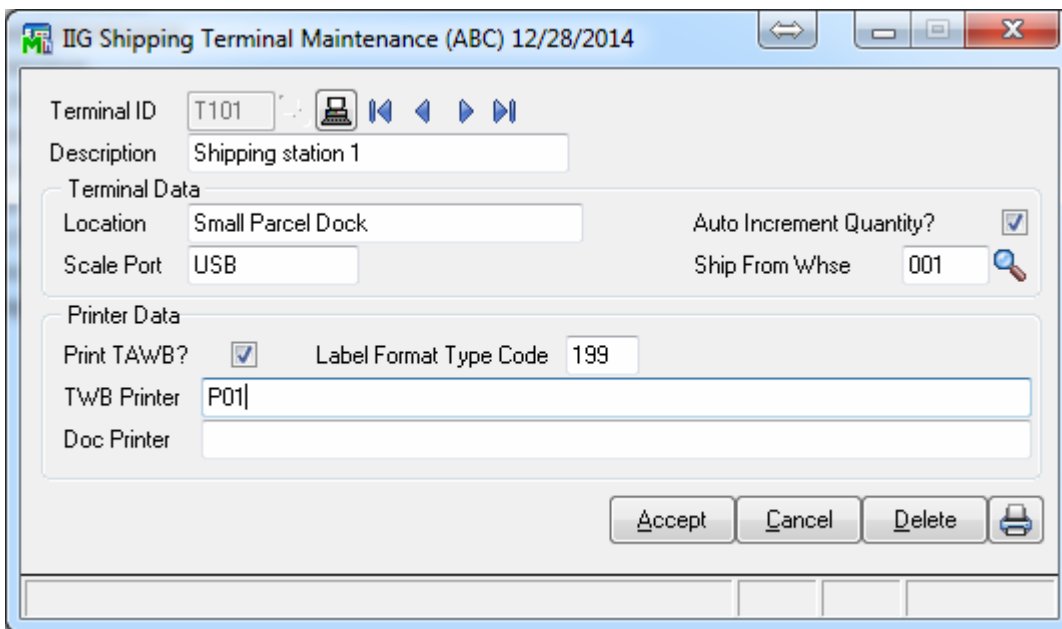
20. Use the lookup  or the beginning button  to select the *CP* record. From this record make the following changes by stepping through each record.
  - a. *CP* – change the **Value** field to *20* and click **Accept**. Go to the next record.
  - b. *CPCOLS* – Leave at *255*. Skip to the next record.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



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



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



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