



# Warehouse Shipping Automation For MAS 90/200

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## Installation Instructions and Cautions

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

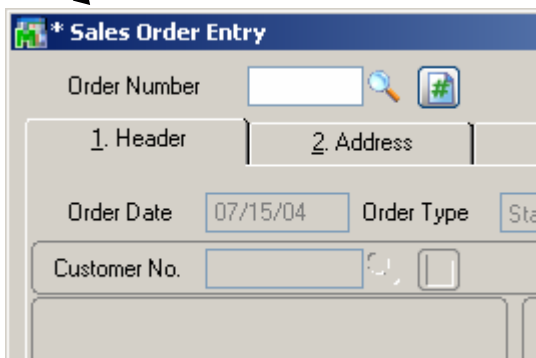
Once MAS 90 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

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

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

**But wait! BEFORE** you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update.

**Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.



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

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

## Registering IIG products

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

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

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

The screenshot shows the 'IIG Master Developer Enhancement Registration' window. It includes a 'Registered Customer' field with the value 'Customer'. A 'Registration Information' section contains fields for Reseller Name, Serial Number (1111111111), Customer Number (2222222222), User Key (33333333333333333333), and Product Key (CCCCC, DDDDD, EEEEE, FFFFF, GGGGG). Below this is a table with columns: Enhancement, Level, Release Date, Serial Number, and Unlocking Key. The table contains one entry: 'IIG Enhancement Name', '4.00', '07/19/04', 'AAAAAAAAAAAAAAAA', and 'BBBBBB'. At the bottom, there are buttons for 'Print Registration Form', 'Close', and a status bar showing 'ABC' and '7/19/04'.

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement Name	4.00	07/19/04	AAAAAAAAAAAAAAAA	BBBBBB

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

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

IIG Registration Form can be printed by using the **Print Registration Form** button.

**WARNING:**

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

- 1.CCP
- 2.WSA

## Shipping Automation Setup

### Sales Order Options

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

Make sure the **Enable Shipping** box is checked on the **Integrate** tab.

The screenshot shows the 'Sales Order Options' dialog box with the 'Integrate' tab selected. The 'Enable Shipping' checkbox is checked and highlighted with a red arrow. Other settings include:

- Allow Batch Entry:
- Batch Entry Override Password:
- Next Batch Number: 00001
- Profit Margin % to Display Warning: 10
- Profit Margin % Override Password:
- Display Profit Margin % During Line Entry:
- Enable Shipping:
- Retain Sales Order/Quote History:
- Retain Deleted Orders/Quotes in History: Prompt
- Retain Deleted Lines in History: Prompt
- Warranty Calculation Based On: Ship Date
- Warranty Override Password:
- Recalc Expiration if Ship/Invoice Date Changed:
- Integrate Sales Order Processing with the Following:
  - General Ledger:
  - Inventory Management:

Buttons: Accept, Cancel, ?

Footer: ABC 7/22/04

## Shipping Automation Options

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

Section	Option	Value / Status
Billing Options	Charge Actual Freight?	<input checked="" type="checkbox"/>
	Charge COD Fee Extra?	<input type="checkbox"/>
	Charge Handling Fee?	<input type="checkbox"/> \$10.11 Per Parcel?
	Default Declared Value?	<input checked="" type="checkbox"/>
	Zero Invoice No Charge?	<input checked="" type="checkbox"/>
Integration	CPS Installed?	<input checked="" type="checkbox"/>
	FedEx PowerShip Installed?	<input checked="" type="checkbox"/>
	Malvern Site Server Installed?	<input type="checkbox"/>
	CLIPPERSHIP Installed?	<input checked="" type="checkbox"/>
Export	Export License	11111111111111111111111111111111A
	License Expires	03/06/2005
	Shipper EIN	12311111111111C
Collect On Delivery Options	C.O.D. Terms Code	02
	C.O.D. "Secured Funds" Terms Code	03
Other Options	Prepaid Freight Allowed?	<input type="checkbox"/>
	Default Signature Req?	<input type="checkbox"/>
	Require Box Distribution?	<input type="checkbox"/>
	Print Invoice at Manifest?	<input checked="" type="checkbox"/>
	Turn on Trace Logging?	<input type="checkbox"/>
	Use Inventory Weights?	<input type="checkbox"/>
	Close Manifest by Batch?	<input checked="" type="checkbox"/>
Subtract B/O Qty from Qty to Ship?	<input checked="" type="checkbox"/>	
Display uncompleted lines in red?	<input checked="" type="checkbox"/>	
Play WAV sound on some ship errors?	<input checked="" type="checkbox"/>	

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

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

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

**Prepaid Freight Allowed?** Check this box if allowing freight charges to not be charged.



Check the **Charge COD Fee Extra** box if the COD fee should be added to the invoice freight amount. This amount is calculated based on the carrier, when not Charging Actual Freight.

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

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

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

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

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

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

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

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

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

Check the **Close Manifest by Batch** box to be able to close the manifest by the specified Batch Number. In this case you can add new shipment to the selected batch number after closing the

Manifest. You cannot add shipments to any batch in case the Manifest has been closed for all batches.

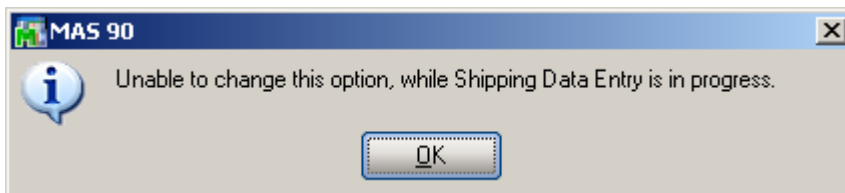
If the **Subtract B/O Qty from Qty to Ship** box is checked, the **Qty to Ship** is displayed instead of the **Ordered Quantity** in the **Lines** tab of the **Shipping Data Entry** program and it is calculated according to the following formula:

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

This option is functioning only for standard orders.

It is not available for Kit or Non-inventory items.

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



The **Display uncompleted lines in red** box if checked, during **Shipping Data Entry** each uncompleted line will have the SHIP and DIST line statuses marked in red.

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

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

## Shipping Terminal Maintenance

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

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

The screenshot shows a Windows-style dialog box titled "S/O Shipping Terminal Maintenance". At the top, there are two input fields: "Terminal ID" with the value "T002" and "Description" with the value "Term2". Below these are two sections: "Terminal Data" and "Fed Ex Printer Data".

The "Terminal Data" section contains:
 

- "Location": an empty text box.
- "Scale Port": an empty text box.
- "Auto Increment Quantity?": a checkbox that is unchecked.
- "Force CUI Manifest Print?": a checkbox that is unchecked.

The "Fed Ex Printer Data" section contains:
 

- "Print TAWB?": a checkbox that is unchecked.
- "Label Format Type Code": an empty text box.
- "TWB Printer": an empty text box.
- "Doc Printer": an empty text box.

At the bottom of the dialog, there are four navigation buttons (left arrow, right arrow, double left arrow, double right arrow) and three action buttons: "Accept", "Cancel", and "Delete". The status bar at the very bottom shows "ABC" and "7/22/04".

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

Enter **Description** of the terminal.

Enter **Location** of the terminal.

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

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

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

Check the **Force CUI Manifest Print** box to print CUI Manifests.

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

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

## FedEx Interface Maintenance

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

The screenshot shows the 'FedEx Shipper Setup' dialog box. At the top, the 'Warehouse Number' is '001' with a 'Look Up' button and the text 'EAST WAREHOUSE'. Below this are three main sections: 'Shipper Address', 'Shipper Account Data', and 'Powership Server Data'. The 'Shipper Address' section includes fields for Name (ABC Company), Address (123 Maple Avenue), ZIP Code (55555), City (Young America), State (N), Country (USA), Telephone (305-555-6666), and Contact (John Smith, manager). The 'Shipper Account Data' section includes a checked 'Company Meter Used?' checkbox, and fields for Company Meter Number (1111111), Currency Code (US), Shipper Account Number (111111111), Master Meter Number (1111111), and Release Auth. No. (1111111111). The 'Powership Server Data' section includes a checked 'Use FedEx Printers?' checkbox, and fields for Server IP Address (111111111111111) and Powership Port Number (1111). A 'COD Return Address' button is located below the 'Shipper Address' section. At the bottom left are four navigation buttons (back, forward, etc.). At the bottom right are 'Accept', 'Cancel', and 'Delete' buttons. The status bar at the bottom shows 'ABC' and '7/22/04'.

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

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

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

The screenshot shows a software window titled "FedEx COD Return Address". At the top, there is a "Warehouse Number" field containing "001" and a label "EAST WAREHOUSE". Below this is a section titled "Shipper COD Address Data" which contains several input fields: "Name", "Address", "ZIP Code", "City", "State", "Country", "Telephone", and "Contact". A button labeled "Copy Shipper Address to COD Address" is positioned next to the "Address" field. At the bottom of the window are three buttons: "Accept", "Cancel", and "Delete". The status bar at the very bottom displays "ABC" and "7/22/04".

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

The **SAS Code** is assigned by Federal Express and is used for International shipping.

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

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

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

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

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

## Shipping Rate Maintenance

In order to use a carrier automation system, such as CPS, Clippership, or FedEx, setup the proper Shipping Interface Code for each Ship Via code. The **Shipping Rate Maintenance** program under the **Sales Order Setup** menu has been modified to enable Shipping Interface setup.

The screenshot shows the 'Shipping Rate Maintenance' dialog box with the following fields and values:

- Shipping Code: UPS BLUE
- Description: UPS 2ND DAY AIR
- Calculation Type: Weight
- Internet Enabled:
- Use Ship Zone:
- Use ZIP Code as Ship Zone:
- Use Prior Range of ZIP Code:
- Weight Calculation Method: Auto Use Next Weight from Table
- Shipping Interface: CPS
- Mark Up %: .50
- Carrier Code/Smart Zone: @@15
- Print MAS90 COD Tags?:
- Service Type: CCCC
- One COD Fee per Order?:

Buttons at the bottom include navigation arrows, Accept, Cancel, Delete, a printer icon, and a help icon. The status bar shows 'ABC' and '7/22/04'.

Select each **Shipping Code** to be used.

From the **Weight Calculation Method** drop-down list, select one of the following: **Auto Use Next Weight from Table**, **Use Flat Rate Times Ship Rate**, or **Use Individual Weights & Manual Entry**.

*Note: "Use Individual Weights & Manual Entry" is the preferred choice if using "Charge Actual Freight" in IIG Shipping Automation Options.*

**Shipping Interface:** From the drop-down list, select the appropriate carrier automation software. Depending on the carrier automation software installed, enter the corresponding **Carrier Code** and **Service Type** according to the lists in the Appendices (Appendix A for CPS; Appendix B for Clippership; Appendix C for FedEx).

**Mark Up %:** In this field, enter the percentage of the actual freight charge you want to mark up or down. (Enter a minus sign before number for a mark down percentage.) This is available for **Charge Actual Freight** only.

## IIG Carrier Maintenance

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

The screenshot shows the 'IIG Carrier Interface Maintenance' window with the following configuration:

- Shipping Code: UPS BLUE (UPS 2ND DAY AIR)
- Shipping Interface: CPS
- Carrier Code/Smart Zone: @@15
- Service Type: 13
- SCAC Code: U07
- SCAC Carrier Description: UPS 2nd Day Air
- Default Billing Option: Shipper
- Small Parcel Carrier?:
- Print MAS90 COD Tags?:
- One COD Fee per Order?:
- Signature Required?:
- International Shipment?:
- No HazMat?:
- Mark Up %: .00
- Bill of Lading Required?:
- Rate by Value on BOL?:
- Auto Calculate Prepaid Fit?:
- Send Email Address?:
- Commercial Invoice?:
- Documents Only?:
- NMFC LTL Carrier?:
- Next Carrier Number: 0000000001
- Prepaid Freight at: \$.00

Buttons: Accept, Cancel, Delete, and a printer icon.

Status Bar: IG1, ABC, 11/15/2006

Here you can setup more advanced carrier options for the **Shipping Codes** defined in the **Shipping Rate Maintenance** program.

You can add new **Shipping Codes** just from this screen.



IIG Bill of Lading Options

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

**Bill of Lading**

Company has UCC Code?	<input checked="" type="checkbox"/>	Company UCC Code	044068
Use BOL Bar Code?	<input checked="" type="checkbox"/>		
Use SCAC Bar Code?	<input checked="" type="checkbox"/>		
Section 7 (Non-Recourse) Required?	<input checked="" type="checkbox"/>		
COD Terms		Collect	▼
Trailer Loaded By		Shipper	▼
Freight Counted By		Shipper	▼
Next Bill of Lading Number		0000002	
Next Master Bill of Lading Number		0000002	
Default FOB Point		Destination	▼
Load data from		Orders	▼

**Default Ship From**

Warehouse Code	000	CENTRAL WAREHOUSE
Ship-From Address Name	ABC CENTRAL WAREHOUSE	
Address	1101 W. MAC ARTHUR BLVD. COSTA MESA, CA 92626	

Accept Cancel

ABC 7/22/04

### Box Dimension Code Maintenance

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

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

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

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

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

Item Freight in Inventory Maintenance

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

The screenshot shows the 'Inventory Maintenance' window with the following details:

- Item No.:** 1001-HON-H252
- Description:** HON 2 DRAWER LETTER FILE W/O LK
- Product Line:** WF&A WORKSTATION FURN & ACCESS
- Product Type:** Finished Good
- Valuation:** FIFO
- Price Code:** STD
- Procurement:** Buy
- Primary Vendor:** 01-AIRWAY
- Weight:** 10
- Volume:** .0000
- Standard U/M:** EACH
- Purchase U/M:** EACH
- Sales U/M:** EACH
- Default Whse:** 000
- Inventory Cycle:** B
- Internet Enabled:**
- Warranty Code:** 30 DAY
- Last Rcpt:** 06/18/2007
- Last Sold:** 08/15/2008
- Retail Price:** 84.000
- Std Price:** 84.000
- Std Cost:** 32.750
- Avg Cost:** 34.239
- Last Costs:**
  - Total: 29.475
  - Item: 29.475
  - Allocated: .000

Buttons visible include: Renumbe, History..., Alias..., Quantity..., Alternate..., IT Item..., Sale Info..., Pricing..., IIG Freight, Lot/Serial..., Vendors..., Accept, Cancel, Delete, and a help icon.

Click the **IIG Freight** button.

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

The screenshot shows a software window titled "IIG Item Freight Additional Fields". At the top, it displays "Item Number 1001-HON-H252" and "HON 2 DRAWER LETTER FLE W/O LK". Below this, there are three main sections: "Freight Class", "HAZMAT", and "Export Data".  
- The "Freight Class" section includes "NMFC Code" (C), "BOL Description" (HON 2 DRAWER LETTER FLE W/O LK), and "Sub Class" (empty). A "Tare Processing" button is located to the right of the "Sub Class" field and is highlighted with a red rectangle.  
- The "HAZMAT" section includes "Packing Group" (None), "HM Exemption No", "UN/NA Code", "HM Shipping Name", "HM Class", "Emergency Contact", "HM Division", "Contact Phone", and a checked "Cargo Aircraft Only?" checkbox.  
- The "Export Data" section includes "Country of Origin", "Commodity Code", "Tariff Code", "ECCN", "SED Sched B Code", "NAFTA Producer Code" (No), "NAFTA CO Preference Criterion Code", "NAFTA Certificate of Origin Net Cost?", "Comm Inv Prod Desc 1", and "Comm Inv Prod Desc 2".  
At the bottom right, there are "OK" and "Cancel" buttons.

Upon clicking the **Tare Processing** button, the **IIG Item Freight Packaging/Tare Parts** screen opens.

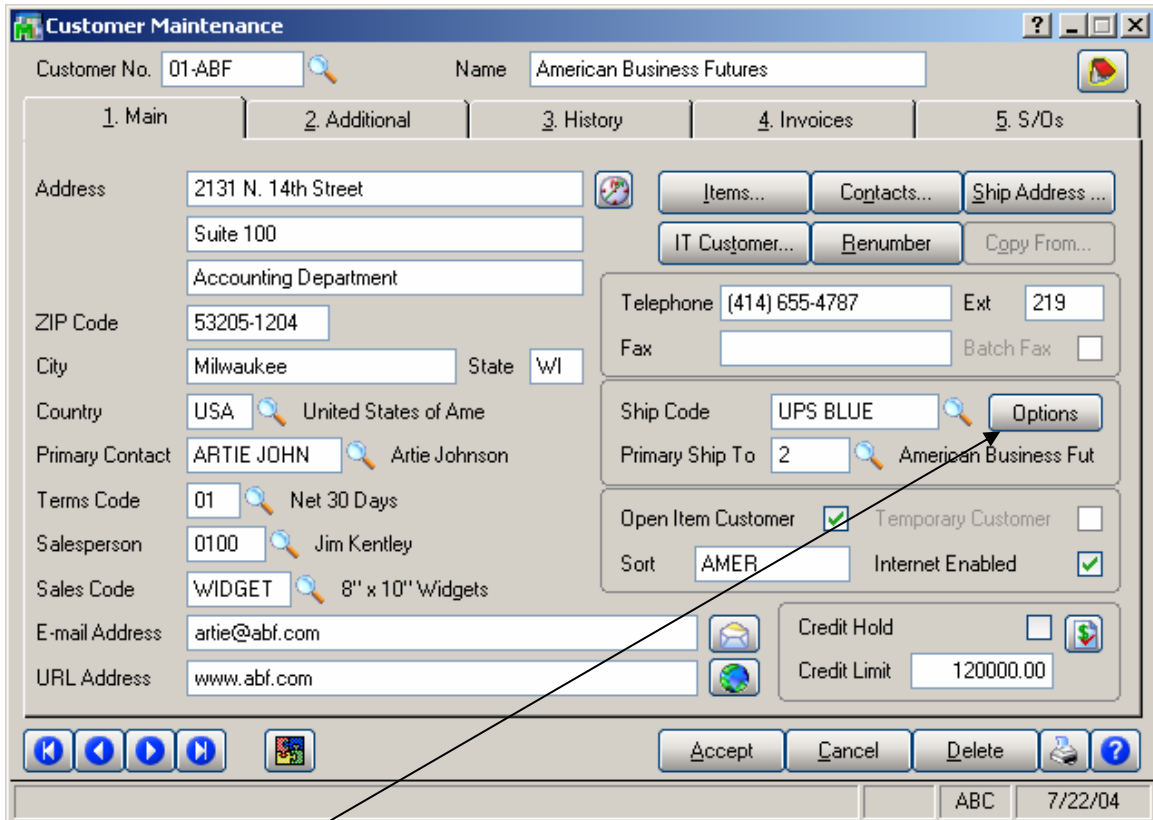
	U/M	Box Code	Height	Length	Width	Default
Each Tare	BOX1	002	001	002	003	<input type="checkbox"/>
Inner Pack Tare	BOX	005	001	003	556	<input type="checkbox"/>
Case Pack Tare	EACH	002	001	002	003	<input checked="" type="checkbox"/>
Master Pack Tare						<input type="checkbox"/>
Pallet Pack Tare						<input type="checkbox"/>

Enter the **Each Tare**, **Inner Pack Tare**, **Case Pack Tare**, **Master Pack Tare** and **Pallet Pack Tare** unit of measures and their associated **Box Codes**, **Heights**, **Lengths**, **Widths** and **Defaults** to specify how the product will be shipped for rating. Only one of these five check boxes can be checked.

After defining each of the above fields, select one of the left side check boxes to use only one **Packaging/Tare**.

Shipping Options in Customer Maintenance

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



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

IIG Special Shipping Options

Ship Via: UPS BLUE UPS 2ND DAY AIR

**Delivery Options**

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

Prepaid Freight?

**Payor Account Data**

Payor Account: zzzzz

Payor Name: American Business Futures

Address: 2131 N. 14th Street  
Suite 100  
Accounting Department

ZIP Code: 53205-1204 State: WI

City: Milwaukee

Payor Phone: (414) 655-4787

Are Parties Related? (Consignee)

Buttons: Cancel, OK

Status Bar: IG1 ABC 11/15/2006

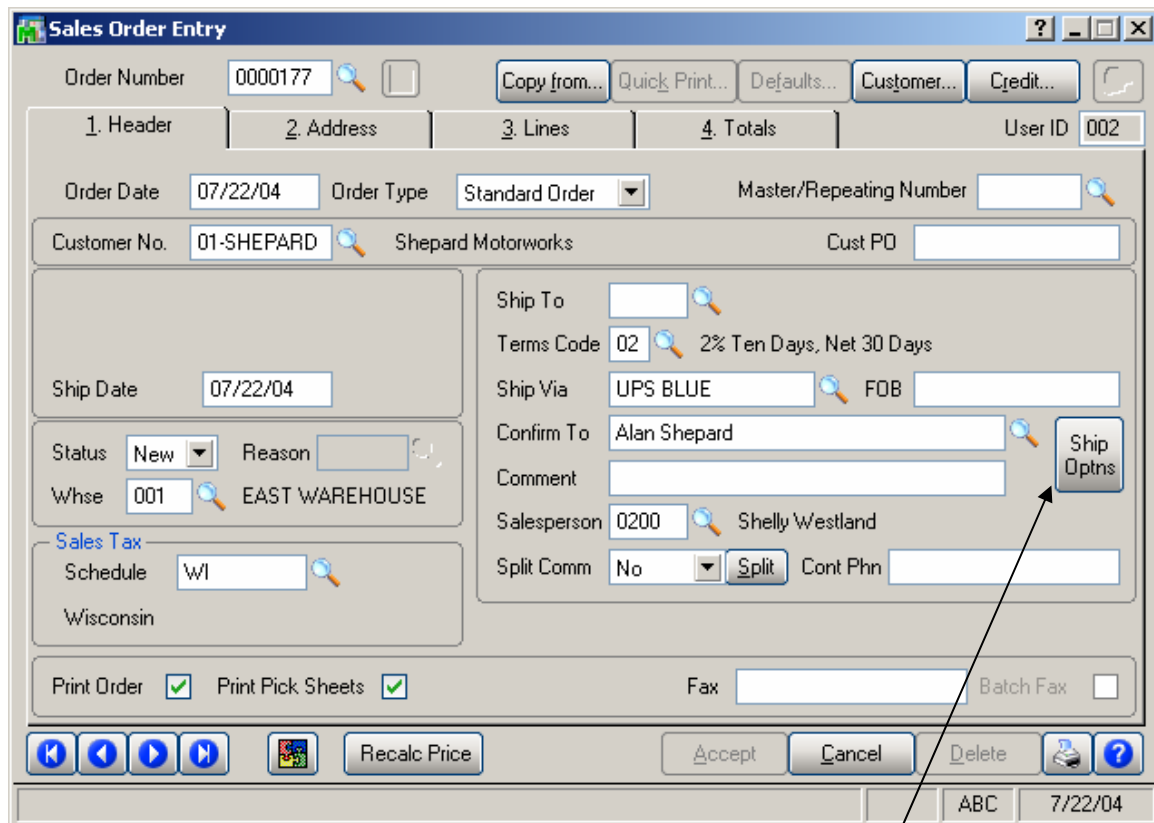
Select the **Billing Option**. Choose from the following options:  
Shipper, Recipient, Third Party, Consignee or Freight collect.

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

## Shipping Automation Activity

### Shipping Options in Sales Order Entry

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



The screenshot displays the 'Sales Order Entry' window. The 'Header' tab is selected, showing various fields for order information. A callout box labeled 'Ship Options' points to a button labeled 'Ship Optns' located on the right side of the shipping information section. The shipping information section includes fields for Ship To, Terms Code (02), Ship Via (UPS BLUE), Confirm To (Alan Shepard), Comment, Salesperson (0200), and Split Comm (No). The 'Ship Optns' button is positioned to the right of the 'Comment' field.

**Ship Options**

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



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

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

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

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

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

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

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

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

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

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

### Shipping Data Entry

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

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

Line	Item Number	U/M	Whse	Description	Ordered	Shipped	Back Ordered
1	1001-HON-H252	EACH	001	HON 2 DRAWER LETTER FLE W/O LK	58.00	58.00	0.00

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

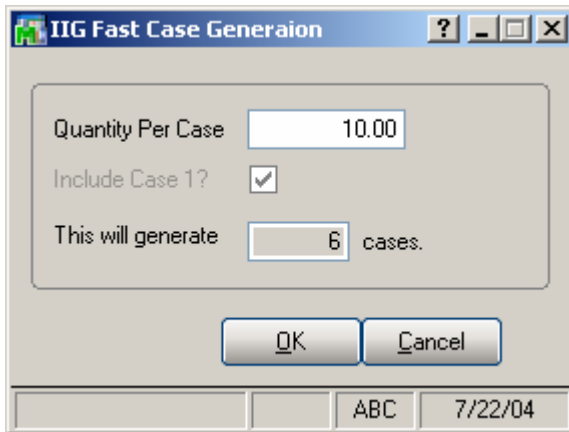
The program loads all the lines of the order.

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

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

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

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



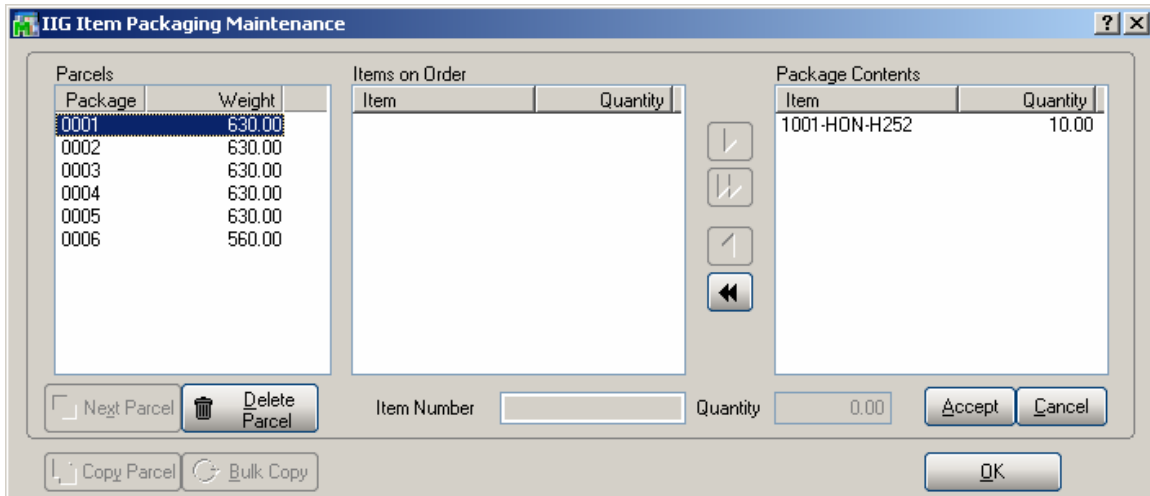
Enter the **Quantity Per Case**, which will calculate how many cases will be **generated** for the **Quantity Shipped**. If the Quantity Shipped is not a multiple of the Quantity Per Case, the quantity remaining after distributing to complete cases will be placed in a separate case (which will remain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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

The screenshot shows the 'Shipping Data Entry' application window. At the top, there are fields for Shipper ID (1), Ship Date (7/22/04), Order No. (0000177), Shipping No. (0100064), Ship Status (New), and SO Created By (002). Below this, there are tabs for '1. Lines' and '2. Shipping', with '2. Shipping' selected. The 'Customer No.' is 01-SHEPARD, and the customer name is Shepard Motorworks. The 'Terms Code' is 02 (2% Ten Days, Net 30 Days), 'Confirm To' is Alan Shepard, and 'Whse' is 001 (EAST WAREHOUSE). The 'Ship To Address' section includes Name (Shepard Motorworks), Address (2215 English Ave), ZIP Code (53151), City (Milwaukee), and State (WI). Shipping details include Ship Via (UPS BLUE), Ship Zone, Ship Weight (02030), No. of Pkgs (0006), and Freight Amount (.00). A 'Tracking...' button is visible next to the 'Ship Via' field. At the bottom, there are buttons for 'Quick Print...', 'Accept', 'Cancel', 'Delete', and 'IIG Shipping'. The status bar at the bottom right shows 'ABC' and '7/22/04'.

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

Shipping/Invoice No. 0100064 Ship Date 7/22/04

Package Number

Tracking Number

Comment

IIG Ship Carrier

IIG Ship Weight IIG Ship Freight

Package	Tracking Number	Comment	IIG Ship
0001			
0002			
0003			
0004			
0005			
0006			

Del

Accept

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

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

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



Package	Tracking Number	Comment	IIG Ship
0001	1Z123123421618240	Pkg #: 00007 Wt: 11.00	
0002	1Z123123421618250	Pkg #: 00008 Wt: 11.00	
0003	1Z123123421618270	Pkg #: 00009 Wt: 11.00	
0004	1Z123123421618280	Pkg #: 00010 Wt: 11.00	
0005	1Z123123421618300	Pkg #: 00011 Wt: 11.00	
0006	1Z123123421618310	Pkg #: 00012 Wt: 11.00	

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

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

Shipping information cannot be modified in the generated invoice.

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

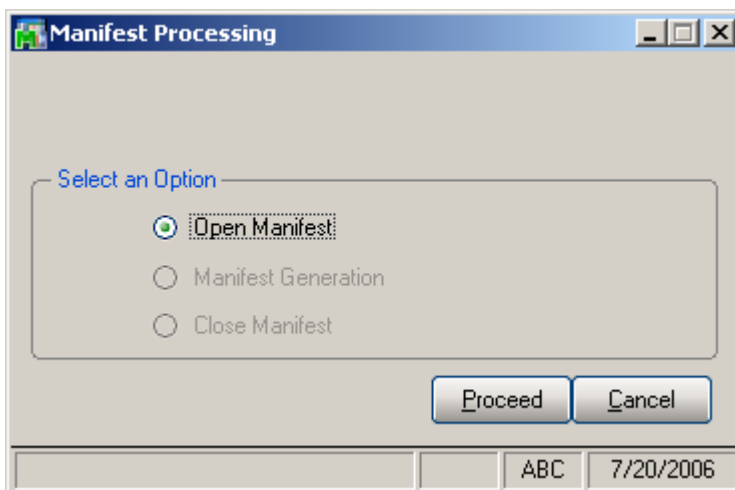
If the order is already manifested, its shipping cannot be opened in the **Shipping Data Entry** program, until the order is removed from the Manifest.



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

### Manifest Processing

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

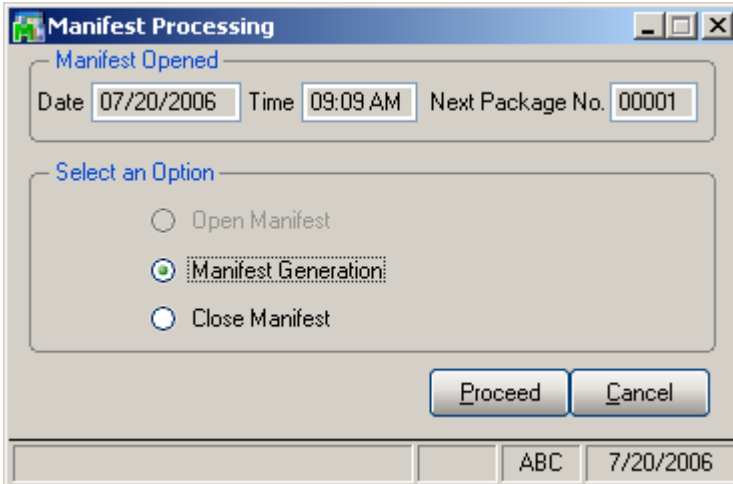


**Manifest Generation/Shipping** allows user to create a **Shipping Data Entry**, and proceed to **Manifest Generation**.

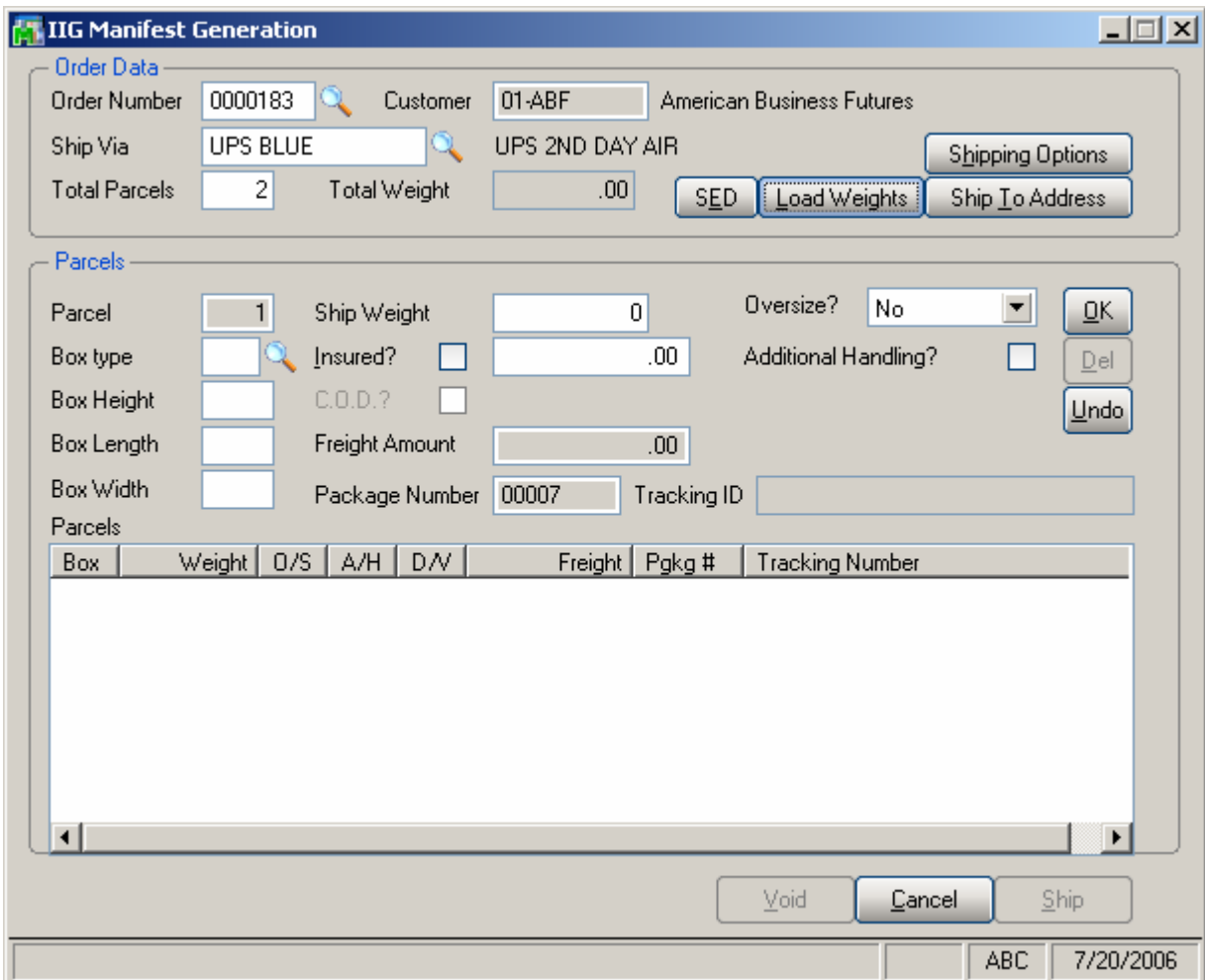
Selecting the **Open Manifest** option will set all proper files to begin shipment manifesting.

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

Click the **Proceed** button.



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



Select an **Order**, and enter **Total Parcels** number.  
The **Customer No.** field displays the customer specified for the selected order.

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

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

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

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

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

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

**IIG Bulk Parcel Processing**

**Order Data**

Order Number: 0000183    Customer No.: 01-ABF    American Business Futures

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

Total Weight: 0    Allocated Wt.: 0

**Parcel Template**

Parcel Weight: 0    Box type: [ ]    Insured? [ ]    .00

Oversize?: No    Box Height: [ ]

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

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

**Cancel**    **OK**

ABC    7/20/2006

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

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

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

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

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

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

The screenshot shows a software dialog box titled "IIG Bulk Parcel Processing". It is divided into two main sections: "Order Data" and "Parcel Template".

**Order Data:**

- Order Number: 0000183
- Customer No.: 01-ABF
- American Business Futures
- Total Parcels: 2
- Ship Via: UPS BLUE
- UPS 2ND DAY AIR
- Total Weight: 30
- Allocated Wt.: 0

**Parcel Template:**

- Parcel Weight: 0
- Box type: 001
- Insured?:
- Value: .00
- Oversize?: No (dropdown menu)
- Box Height: 010
- Box Length: 010
- Box Width: 010
- Number of Cartons to Generate: 0
- Total Allocated Parcels: 0

Buttons: "Generate", "Split Evenly", "Cancel", "OK".

Status bar: ABC, 7/20/2006

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

**IIG Bulk Parcel Processing**

**Order Data**

Order Number: 0000183    Customer No.: 01-ABF    American Business Futures

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

Total Weight: 30    Allocated Wt.: 30

**Parcel Template**

Parcel Weight: 0    Box type: [Refresh]    Insured?:     .00

Oversize?: No    Box Height: [ ]

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

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

**Cancel**    **OK**

ABC    7/20/2006

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

**Order Data**

Order Number: 0000183    Customer: 01-ABF American Business Futures  
 Ship Via: UPS BLUE    UPS 2ND DAY AIR    Shipping Options  
 Total Parcels: 2    Total Weight: 30.00    SED    Load Weights    Ship To Address

**Parcels**

Parcel: 1    Ship Weight: 15    Oversize?: No    OK  
 Box type: 001    Insured?:     .00    Additional Handling?:     Del  
 Box Height: 010    C.O.D.?:   
 Box Length: 010    Freight Amount: .00    Undo  
 Box Width: 010    Package Number: 00009    Tracking ID:

Box	Weight	O/S	A/H	D/W	Freight	Pkg #	Tracking Number
0001	15.00	N	N	N	.00	00009	
0002	15.00	N	N	N	.00	00010	

Void    Cancel    Ship

ABC    7/20/2006

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

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

FTSR Exemption: allo exempting 122 packages  
 Federal XTN code: 15999234455122

OK    Cancel

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

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

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

Click the **Ship** button to proceed.

**Order Data**

Order Number: 0000183    Customer: 01-ABF American Business Futures  
 Ship Via: UPS BLUE    UPS 2ND DAY AIR    Shipping Options  
 Total Parcels: 2    Total Weight: 30.00    SED    Load Weights    Ship To Address

**Parcels**

Parcel: 0    Ship Weight: 0    Oversize?: No    OK  
 Box type:    Insured?:     .00    Additional Handling?:     Del  
 Box Height:    C.O.D.?:   
 Box Length:    Freight Amount: .00    Undo  
 Box Width:    Package Number:    Tracking ID:   

Box	Weight	O/S	A/H	D/W	Freight	Pkg #	Tracking Number
0001	15.00	N	N	N	.00	00009	1Z123123A011111503
0002	15.00	N	N	N	127.00	00010	1Z123123A011111503

Void    Cancel    Ship

ABC    7/20/2006

The parcels are assigned **Tracking Numbers**.

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

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

FTSR Exemption: allo exempting 122 packages  
 Federal XTN code: 15999234455122

OK    Cancel



# Warehouse Shipping Automation 4.05 40

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

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

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

The screenshot shows a window titled "Invoice Printing" with the following content:

SOLD TO:  
American Business Futures  
2131 N. 14th Street  
Suite 100  
Milwaukee WI 53205-1204

SHIP TO:  
American Business Futures  
Racine Warehouse  
5411 Kendrick Place  
Racine WI 53120

CONFIRM TO:  
John Quinn

---

CUSTOMER P.O.	SHIP VIA	F.O.B	TERMS
	UPS BLUE		Net 30 Days

---

ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT
1001-HON-H252	EACH	3.00	2.00	1.00	84.000	168.00
HON 2 DRAWER LETTER FLE W/O LK WHSE: 098						
1001-HON-H254LK	EACH	5.00	4.00	1.00	130.950	523.80
HON 4 DRAWER LETTER FLE W/ LCK WHSE: 002						

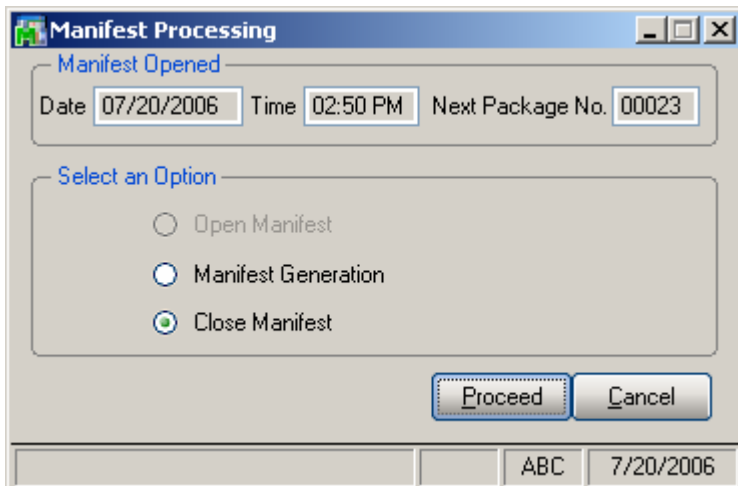
Shipped via: UPS 2ND DAY AIR

Parcel: 00021 Box: 0001 of 0002 Weight: 15  
Tracking Number: 1Z123123421547510

Parcel: 00022 Box: 0002 of 0002 Weight: 15  
Tracking Number: 1Z123123421547520

Page: 1

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



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

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

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

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

Package	Box of	Ttl Box	Weight	Tracking ID
00021	0002	0001	15	1Z123123421547510
00022	0002	0002	15	1Z123123421547520

OK

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

Shipping/Invoice No. 0100086 Ship Date 07/20/2006

Package Number 0002

Tracking Number 1Z123123421547520

Comment Pkg #: 00022 Wt: 15.00

IIG Ship Carrier UPS BLUE

IIG Ship Weight 15.00 IIG Ship Freight 27.75 Freight Added to Invoice 16.00

Package	Tracking Number	Comment	IIG Ship
0001	1Z123123421547510	Pkg #: 00021 Wt: 15.00	
0002	1Z123123421547520	Pkg #: 00022 Wt: 15.00	

OK ?

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

**Invoice History Inquiry** [?] [ ] [X]

Invoice Number  Date  Type  Order Number  Source

1. Header | 2. Lines

Item Number	Shipped	Unit Price	Unit Cost	Extension
1001-HON-H252	2.00	84.000	34.250	168.00
HON 2 DRAWER LETTER FLE W/O LK	30 DAY		08/19/2006	
1001-HON-H254LK	4.00	130.950	87.250	523.80
HON 4 DRAWER LETTER FLE W/ LCK				
/C				
Shipped via: UPS 2ND DAY AIR				
/C Parcel: 00021 Box: 0002 of 0001 Weight: 15				
Tracking Number: 1Z123123421547510				
/C Parcel: 00022 Box: 0002 of 0002 Weight: 15				
Tracking Number: 1Z123123421547520				

## Manifest Inquiry

Manifests can be viewed using the **Manifest Inquiry** program in the **Sales Order Inquiries** menu.

1. Daily | 2. History

Invoice Number: 0100067 | Manifest Date: 07/22/04

Order Number: 0000177 | Customer No.: 01-SHEPARD | Shepard Motorworks

Ship Via: UPS BLUE - UPS 2ND DAY AIR | Freight Amount: 101.70

Telephone: (414) 445-6544 | Contact Name: Alan Shepard

Ship To Address:

Name: Shepard Motorworks  
 Address: 2215 English Ave  
 ZIP Code: 53151  
 City: Milwaukee | State: WI  
 Country:

Package	Parcel	Weight	Tracking ID
00007	0006/0001	11	1Z123123421618240
00008	0006/0002	11	1Z123123421618250

OK

ABC | 7/22/04

The closed manifests can be viewed in the **History** tab by **Invoice Number**, and the open manifests can be viewed in the **Daily** tab by selecting **Package Number**.

The screenshot shows the 'Manifest Inquiry' application window. It has two tabs: '1. Daily' (selected) and '2. History'. The main form contains the following fields:

- Package Number: 00001
- Order Number: 0000176
- Parcel: 1 of 5
- Inv. Number: 0100068
- Customer No.: 01-AVNET (Avnet Processing Corp)
- Ship Via: UPS BLUE - UPS 2ND DAY AIR
- Ship Weight: 10
- Freight Amount: 14.50
- Ship To Address:
  - Name: Irvine Warehouse
  - Address: 56 Technology Building two
  - ZIP Code: 92618
  - City: IRVINE
  - State: CA
  - Country: USA (United States of America)
- Telephone: (414) 225-2635
- Contact Name: Terry Stafford
- Tracking ID: 1Z123123421707590

At the bottom right, there are two buttons: 'Daily Totals' and 'OK'. The status bar at the bottom shows 'ABC' and '7/22/04'.

In the **Daily** tab, click the **Daily Totals** button to view the current information on all the packages of the day.

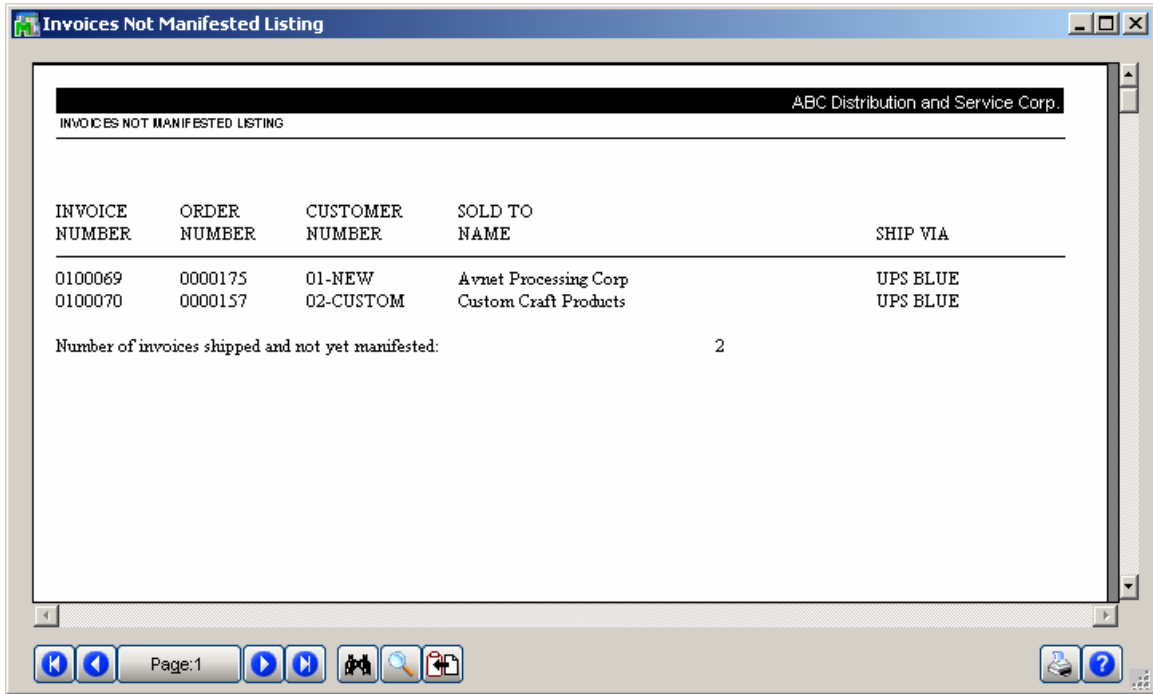
The screenshot shows the 'IIG Daily Manifest Totals' dialog box. It displays the following summary statistics:

- Total Package: 5
- Valid Packages: 5
- Voided Packages: 0
- Total Amount: 72.50

An 'OK' button is located at the bottom of the dialog.

Invoices Not Manifested Report

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

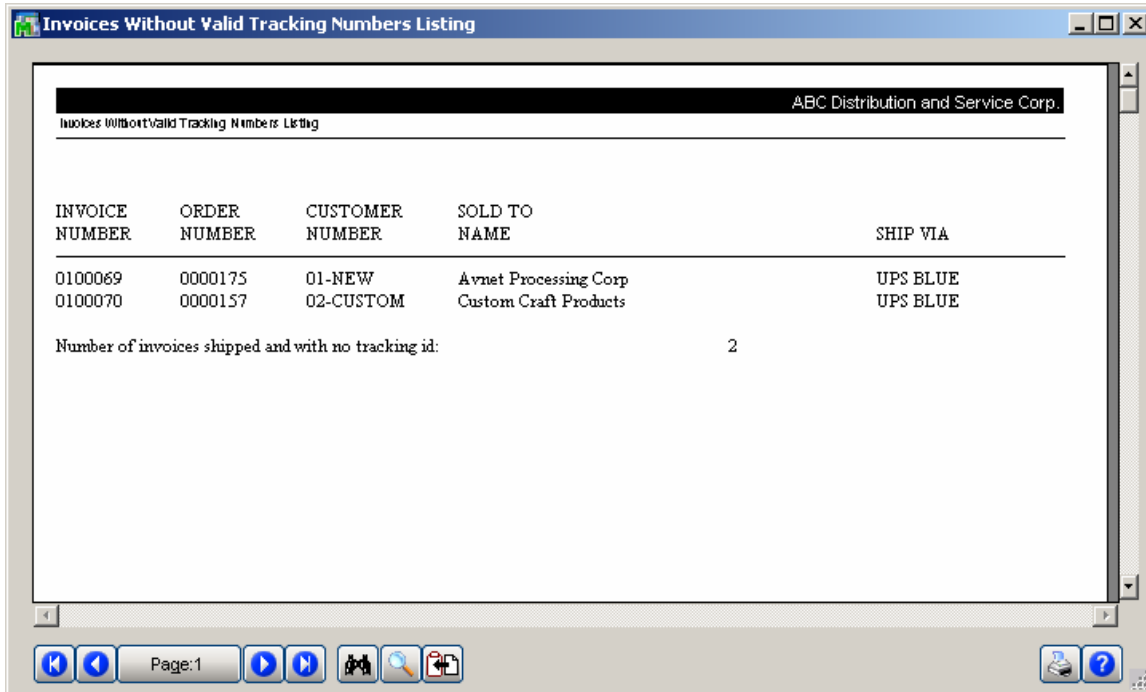


The Sales Journal cannot be updated until these orders are manifested or voided.



Invoices Without Tracking Numbers

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



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

Print Invoice Detail Information

Selection All Starting Ending

Customer Number  00-  99-

Invoice Date   12/31/99

\\LAPTOP3\HP LaserJet 1100 (MS) Print Preview Printer Setup...

ABC 7/22/04

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

CUSTOMER SHIPPING HISTORY REPORT

ABC

CUSTOMER: 01

INVOICE DATE	INVOICE NUMBER	CUSTOMER P.O.	SHIP VIA	SHIP TO
07/16/04	0100056		UPS BLUE UPS 2ND DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine, WI 53120

Tracking IDs:  
1Z123123421829230

CUSTOMER 01-ABF TOTAL:

Page: 1

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

The screenshot shows a window titled "Customer Shipping History Report" with a standard Windows-style title bar. The report content is as follows:

ABC  
CUSTOMER SHIPPING HISTORY REPORT  
CUSTOMER: 01

INVOICE DATE	INVOICE NUMBER	CUSTOMER P.O.	SHIP VIA	SHIP TO
07/16/04	0100056		UPS BLUE UPS 2ND DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine, WI 53120

Item Number	Description	Shipped	Backord	Item Number	Description
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	1.00	0.00		

Tracking IDs:  
1Z123123421829230

CUSTOMER 01-ABF TOTAL:

At the bottom of the window, there is a navigation bar with buttons for back, forward, search, and other functions, along with a "Page:1" indicator.

Shipping Rate Shop In Sales Order Entry

The **Rated Freight** field on the **Totals** tab of **Sales Order Entry** displays the **Rated Freight** of the **Ship Via** selected from the **IIG Shopping Rate** screen.

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

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

**IIG Rate Shopping**

Results

Destination Zip Code: 92131 San Diego, CA

Destination Gross Weight: 249 Parcels: 9

Ship Via	Service Type	Carrier Code	Freight
SHIP PROD	UPS	GND	94.20
MAIL	UPS	2DY	281.49
C.O.D.	UPS	1DY	525.48

Select Cancel

IG1 ABC 8/19/2008

Upon the **Ship Via** selection, the corresponding **Rated Freight** is populated in the **Rated Freight** field.

The **Ship Via** field on the **Sales Order Header** will be replaced with the selected **Ship Via**.

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

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

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

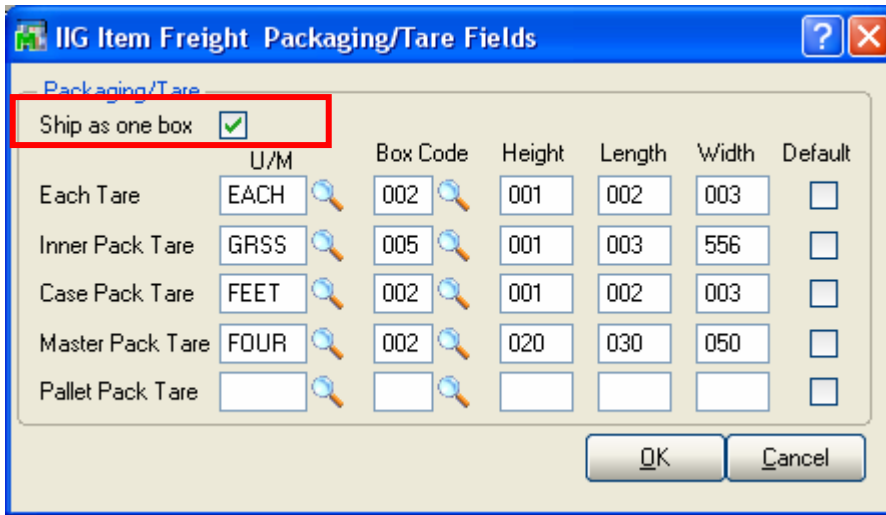
Here is how the logic of **Rate Shopping** works in **Sales Order Entry**. The following 2 cases may occur:

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).
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 'Inventory Maintenance' window for item '1001-HON-H252'. The 'Weight' field is highlighted with a red box and contains the value '10'. Other fields include 'Product Line' (WF&A), 'Product Type' (Finished Good), 'Valuation' (FIFO), 'Price Code' (STD), 'Procurement' (Buy), 'Primary Vendor' (01-AIRWAY), 'Volume' (.0000), 'Standard U/M' (EACH), 'Purchase U/M' (EACH), 'Sales U/M' (EACH), 'Warranty Code' (30 DAY), 'Last Rcpt' (06/18/2007), 'Last Sold' (08/15/2008), 'Retail Price' (84.000), 'Std Price' (84.000), 'Std Cost' (32.750), 'Avg Cost' (34.239), 'Total' (29.475), 'Item' (29.475), and 'Allocated' (.000). The window also features navigation buttons (Back, Forward, etc.) and an 'Accept' button.

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

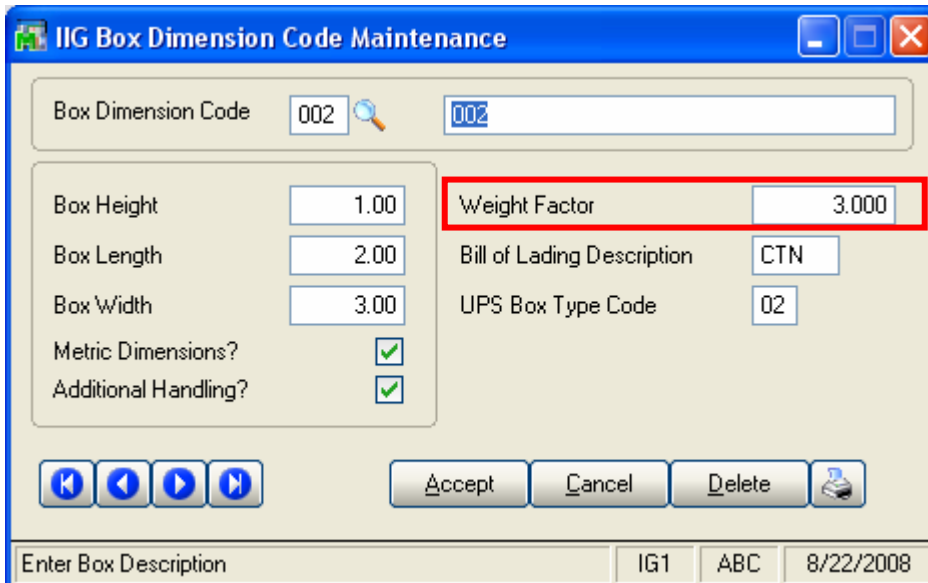


The dialog box titled "IIG Item Freight Packaging/Tare Fields" contains a "Packaging/Tare" section with a red box around the "Ship as one box" checkbox, which is checked. Below this is a table with columns: U/M, Box Code, Height, Length, Width, and Default.

	U/M	Box Code	Height	Length	Width	Default
Each Tare	EACH	002	001	002	003	<input type="checkbox"/>
Inner Pack Tare	GRSS	005	001	003	556	<input type="checkbox"/>
Case Pack Tare	FEET	002	001	002	003	<input type="checkbox"/>
Master Pack Tare	FOUR	002	020	030	050	<input type="checkbox"/>
Pallet Pack Tare						<input type="checkbox"/>

Buttons: OK, Cancel

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



The dialog box titled "IIG Box Dimension Code Maintenance" shows "Box Dimension Code" as 002. The "Weight Factor" field is highlighted with a red box and contains the value 3.000. Other fields include Box Height (1.00), Box Length (2.00), Box Width (3.00), Bill of Lading Description (CTN), and UPS Box Type Code (02). Checkboxes for "Metric Dimensions?" and "Additional Handling?" are checked.

Buttons: Accept, Cancel, Delete

Footer: Enter Box Description | IG1 | ABC | 8/22/2008

If the customer orders five of this item:

**Sales Order Entry**

Order Number: 0000214

Copy from... Quick Print... Defaults... Customer... Credit...

1. Header | 2. Address | 3. Lines | 4. Totals | User ID: IG1

---

Item / Kit Number: 1001-HON-H252 | Description: HON 2 DRAWER LETTER FLE W/O | Tax Class: TX

Disc %: .00%

Whse: 001 | PL: 1 | U/M: EACH | Ordered: 5.00 | Shipped: 0.00 | Back Ordered: 0.00 | Unit Price: 81.480 | Extension: 407.40

Line	Item Number	Description	SE	TC	DC	DS	CM	Disc %
Whse	PL	U/M	Ordered	Shipped	Back Ordered	Unit Price	Extension	
1	1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	Y	TX	Y	N	Y	.00%
001	1	EACH	5.00	0.00	0.00	81.480	407.40	

Quick Line:  Total Amount: 407.40

Buttons: Recalc Price, Accept, Cancel, Delete

IG1 | ABC | 8/22/2008

**IIG Rate Shopping**

Results

Destination Zip Code: 53120 | East Troy, WI

Destination Gross Weight: 65 | Parcels: 5

Ship Via	Service Type	Carrier Code	Freight
SHIP PROD	UPS	GND	58.90
MAIL	UPS	2DY	262.55
C.O.D.	UPS	1DY	489.05

Select | Cancel

IG1 | ABC | 8/22/2008



Rate shop showing five cartons at 65 pounds total.

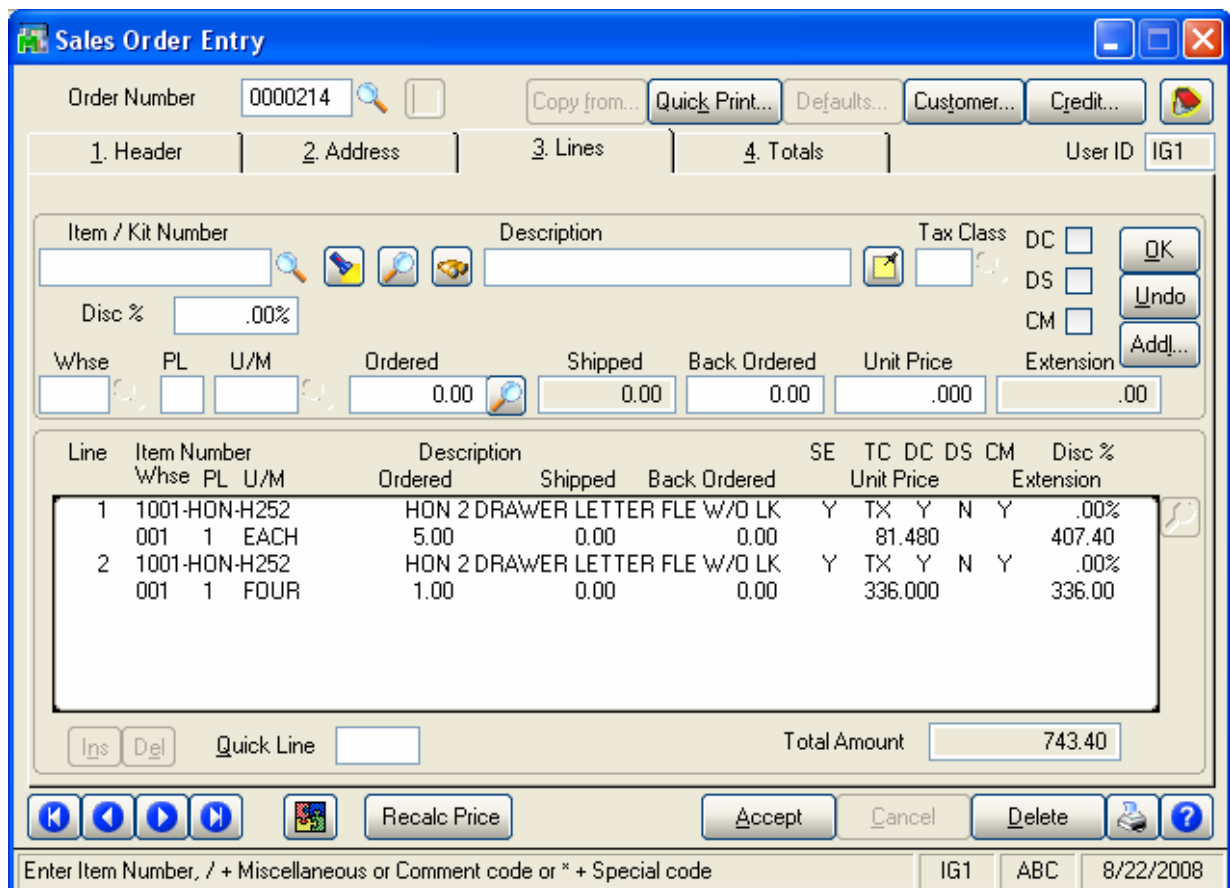
The Formula of Weight for each item will be the following:

**Item Weight + Weight Factor**

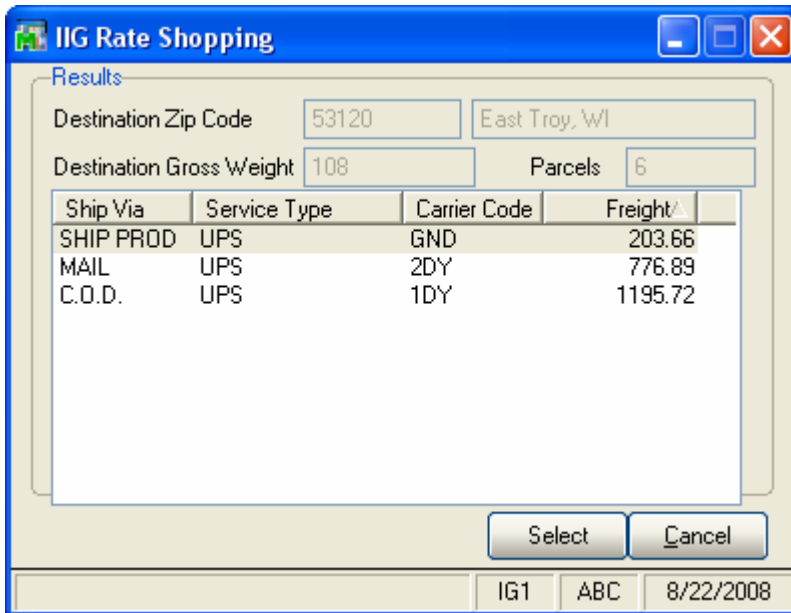
If a widget is 10 pounds, and the box factor is 3 pounds, then:

- 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.

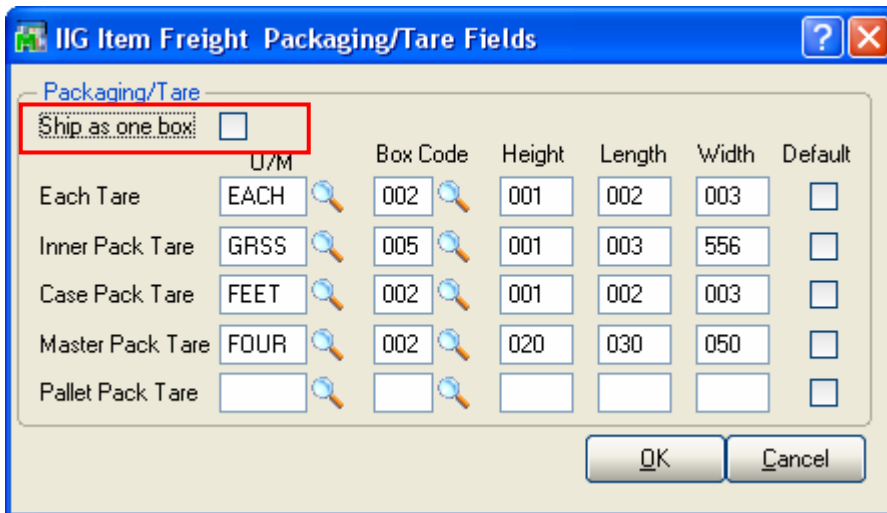


**Rate shop** now shows six boxes at 108 pounds, one at 43 pounds, five at 13 pounds.



- 2. Products are shipped as a separate box:

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



# Warehouse Shipping Automation 4.05 58

Same shipment of nine total units sold.

Sales Order Entry

Order Number 
User ID

Item / Kit Number	Description	Tax Class	DC <input type="checkbox"/>	<input type="button" value="OK"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	DS <input type="checkbox"/>	<input type="button" value="Undo"/>
Disc % <input type="text" value=".00%"/>			CM <input type="checkbox"/>	<input type="button" value="Add..."/>

Whse	PL	U/M	Ordered	Shipped	Back Ordered	Unit Price	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	0.00	.000	.00

Line	Item Number	Description	SE	TC	DC	DS	CM	Disc %
	Whse	PL	U/M	Ordered	Shipped	Back Ordered	Unit Price	Extension
1	1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	Y	TX	Y	N	Y	.00%
	001	1 EACH		5.00	0.00	0.00	81.480	407.40
2	1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	Y	TX	Y	N	Y	.00%
	001	1 FOUR		1.00	0.00	0.00	336.000	336.00

Total Amount

Same total weight, but now three boxes, 2 at 43 pounds, one at 10 pounds.

The screenshot shows the 'IIG Rate Shopping' application window. The 'Results' section displays the following information:

Destination Zip Code: 53120 East Troy, WI  
 Destination Gross Weight: 96 Parcels: 3

Ship Via	Service Type	Carrier Code	Freight
SHIP PROD	UPS	GND	299.21
MAIL	UPS	2DY	1072.31
C.O.D.	UPS	1DY	1496.83

Buttons: Select, Cancel

Footer: IG1 ABC 8/22/2008

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 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.

## Appendix A: CPS Upgrade Procedure for 2006

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

### *Issues you may run into:*

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

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

## Appendix B: CPS settings

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

In the **Tools > Environment Variables**:

Set these options to YES:

AUTOINCREMENT,  
BYPASSINVOICE,  
NOF5DVMLOOKUP,  
NOUPSDVMMESSAGE.

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

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

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

## UPS Common Carrier Service

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

## Service

UPS

## UPS Hundredweight Service

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

## International UPS Shipment Service

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

## FedEx Domestic Service

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

## RPS North America Service

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

## USPS Domestic Service

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

## SPD Domestic Service

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

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

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

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

## Appendix D: FedEx Code & Service Fields List\*

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

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

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

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

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