WMS System

3PLWINNER WMS Manual

Following the next steps will allow you to use the WMS System easily.

❑ Create / Edit Products

- Enter the following information:
  - Product Id: This is ID, SKU, UPC, ASIN or EIN identifier used to recognize the product. The Product Id may be printed on the item or may be the number that is used when referring to the item.
  - Product Description: This is the description used to provide information about the product.
  - Billing Containers: Master pack quantities must be identified in the product, we must know how many units are inside of a master pack.

- There must be an offer before it can be ordered
  - Select the offer tab
  - Create offer
  - Enter a UPC code also.
  - Going to the UPC tab and putting the UPC code, ASIN, EIN, Product ID, or SKU number.
  - Save

Notes: Notice that the product ID and the UPC code can be the same, as long as the UPC code is a scannable barcode places on the product.

❑ Enter Expected Arrivals

- Verify that the date/time entered is correct. The system should default to Now.
- Enter the anticipated arrival date.
- Select an anticipated arrival time (optional).
- Enter the PO, anticipated shipping method, and any comments about the expected arrival. These fields are optional. Details entered here will display when you click into the Expected quantity in the product inquiry screens.

- Click the + icon to add a product to be expected.
- Search and select one or more products.

- You can select products by checking the box beside a product, submitting the selection, filling in the quantity, and then clicking + again to add a new product. Or check several products at once and then add quantities to all of them.
- Choose a product lot/version number if applicable. Enter a quantity to expect.
- Repeat steps 1 and 2 until every product is added to the batch.
- Remove any line items added by mistake by highlighting the line and clicking the - icon. (The 'Cancel' checkbox is used for editing/canceling expected arrivals after they have been submitted.)
- Click Submit.

Note: You can look up your expected arrival in the product inquiry screens. In the OMS, select the Inventory tab.

❑ Enter Orders

- Begin entering an order and this will be similar to any other order entry platform
- You will enter your USER information (which is you and your company info)
- Enter order by Information (is your information again or you can click to the tab USE USWE LOG IN)
- Click on ship to OTHER
- Enter information to who you are shipping it to and hit submit
- Once you enter that information you will see your products and you just add the product that you need per order.
- Click on view shopping cart
- You must see your shopping cart tell you how many products you are shipping and how many per product
- Click on check out
- Put any instructions in the comments
- If needed, you can also add attachments to your order, if multiple attachments upload a zip folder.
- Click submit
- Click submit order

❑ Reports / Inquiries

- o Order Inquiry
- Select the **Shipping Information:** This section will show the requested shipping, actual shipping, needed by date, Rush flag, etc.
  - **Shipping Option:** This is the user defined method of shipping selected during order entry. Shipping options are defined in the WMS. For more information on shipping options, see the Shipping Option set up in the Using Tables chapter of this guide.
  - **Requested Shipping Method:** This is the Carrier and Service requested based on the carrier code in the selected shipping option.
  - **Package Shipped:** This shows the details of all the packages that have shipped for this order.
  - **Date:** This is the ship date for this package.
  - **Shipping Method:** This is the actual shipping method used when the package was shipped.
  - **Package Type:** This is the type of box/envelope used when the package shipped. Package types are defined in the WMS
  - **Shipping Order:** A shipping order is a request for shipping. In most cases, you will get one pick slip per shipping order. For details on the shipping orders, see Shipping Orders below.
  - **Tracking Number:** This is the shipping carrier's tracking number. For UPS, FedEx, USPS, and DHL, this number can be a clickable link that will take the user directly to that carrier's Track a Package page on their website.
  - **Void Flag:** If a shipment has been voided, the Void flag will display as Y.

- o Order History

- You may drill into a Shipping Order line item to view the history for that shipping order.
- Note that the details by shipping order are similar to those of the Order Inquiry screen as a whole. The difference is that these details apply to just the selected shipping order.

- o Expected Arrival Report
- Enter the date range
- Click on Generate report and it will generate a pdf
- o

- o My Inventory
- Click on the options that apply to your search
- Click on Generate Report and it will generate a pdf file with the status of your inventory

- o Generate Dynamic Reporting

- Go to reports > Generate Dynamic Report > Choose report name Shipments with Freight Cost > Under the tab action click on the ▶ .

Thank you for coming on board,

3PL WINNER