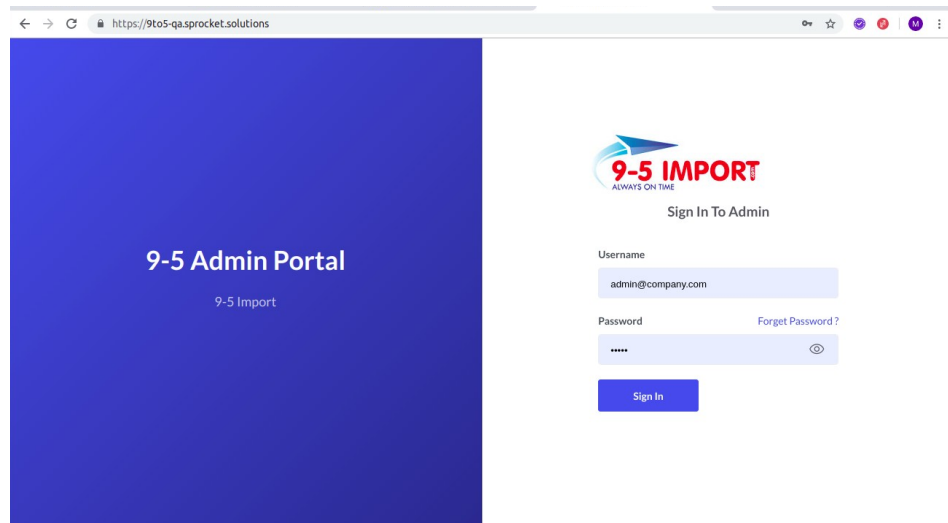


9to5 Description

Create a consignee

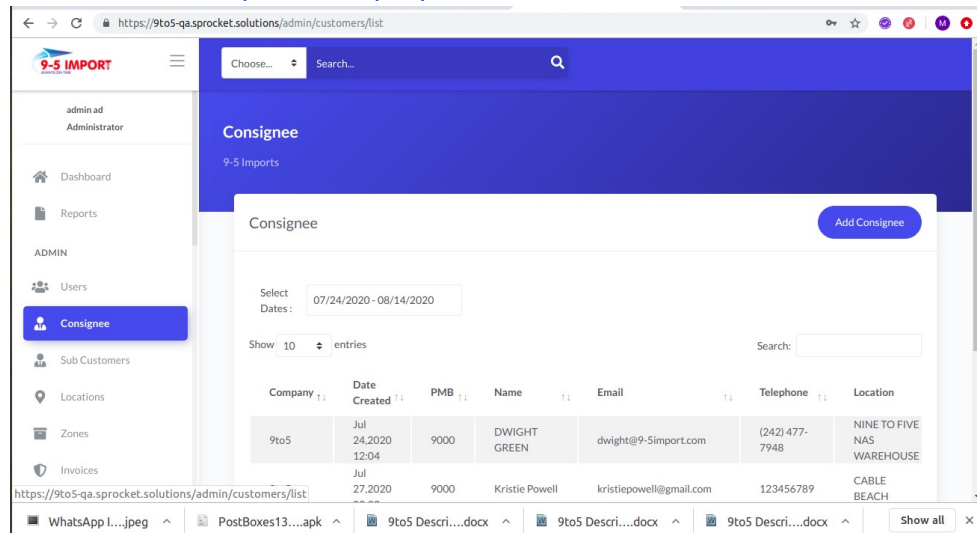
1) Login to 9to5 admin.

Route : <https://9to5-qa.sprocket.solutions/>



2) Click on “Consignee” tab from side bar.

Route : <https://9to5-qa.sprocket.solutions/admin/customers/list>



3) Click on “Add Consignee” button which is on the right top side of the screen.

4) Fill the details for the new consignee and make sure you will add minimum 8 characters password to create it and then click on create button.

Route : <https://9to5-qa.sprocket.solutions/admin/customers/create>

5) After creating a consignee you will return back to “Consignee” tab. Now clear the date filter to see all consignees. You can check your created consignee is listed in the table.

Route : <https://9to5-qa.sprocket.solutions/admin/customers/list>

Create an AWB

1)Click on “Warehouse FLL” tab and click on “Create AirWay Bill” from the options from the side bar.You will get navigated to “Create New AWB” screen.

Route : <https://9to5-qa.sprocket.solutions/warehouse/fll/awb/create>

The screenshot displays the 'Create New AWB' interface. On the left, a sidebar under the 'WAREHOUSE' section has 'Warehouse FLL' selected, with 'Create AirWay Bill' as a sub-option. The main content area is titled 'Create New AWB' and contains a form with the following fields: 'Consignee' (dropdown), 'Shipper' (dropdown), 'Carrier' (dropdown), 'HAZMAT' (dropdown), and 'SED' (dropdown). To the right of these are 'Invoice #' and 'Value' fields, a 'Choose file...' button, and a 'Browse' link. An 'Add Invoice' button is located at the bottom right of the form.

2)Fill the form to create a new air way bill and select the consignee which you have made above.

3)Then scroll down and click on “Add Package” button.

https://9to5-qa.sprocket.solutions/warehouse/fil/awb/create

9-5 IMPORT

WAREHOUSE

Warehouse F11

Create AirWay Bill

No Docs

AirWay Bills

Packages on Hand

Manifests

Warehouse M02

Stores

Event Management

Price

Add Package to AWB

Copy Package

Description

Weight

10

Package calculation

lbs

Express

Package Type

BOX

Origin barcode

4) Fill up the package details and click on add button to add a package.

5) Now click on "Create AWB" button to create.

6) You will be navigated to AWB preview screen and from here you can download the packages and AWB details pdf.

Route :

<https://9to5-qa.sprocket.solutions/warehouse/fil/awb/manage/5f3638715c3ca100186e4dd9/preview>

https://9to5-qa.sprocket.solutions/warehouse/fil/awb/manage/5f3638715c3ca100186e4dd9/preview

9-5 IMPORT

admin ad Administrator

Dashboard

Reports

ADMIN

Users

Consignee

Sub Customers

Locations

Zones

Invoices

WAREHOUSE

AWB #100052

9-5 Imports

Download Pkgs

Print Pkgs

Download PDF

Print AWB

AirWay Bill

9-5 IMPORT

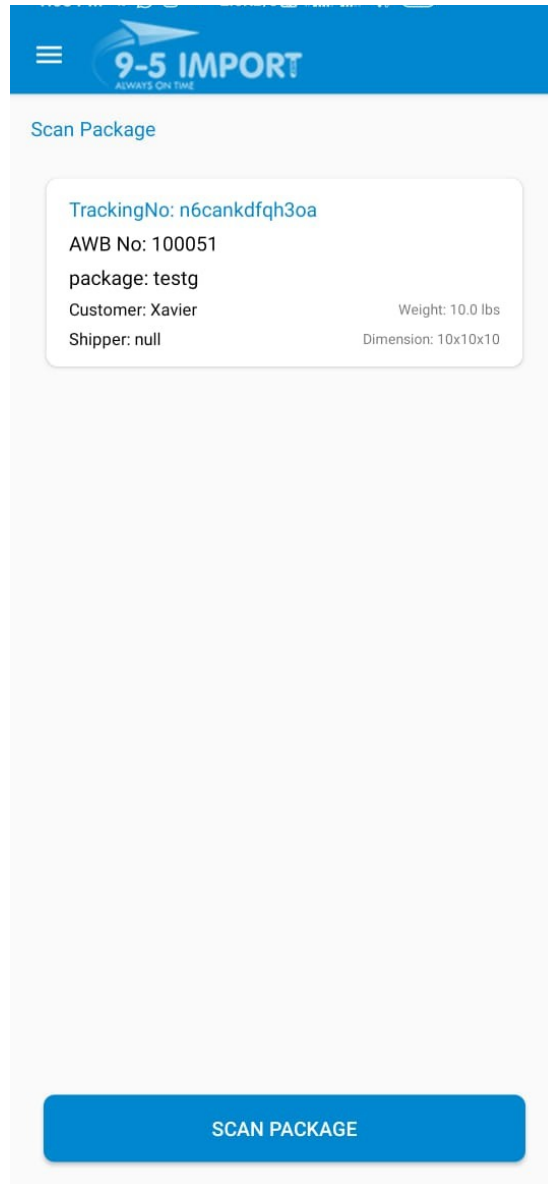
Airport Industrial Park, P.O. Box AP 59239
Nassau, The Bahamas
F: (242) 377-3587

Created At	Created By	Bill ID	Customer
Friday, August 14th 2020, 3:08 AM	Friday, August 14th 2020, 3:08 AM	AWB #adminad	William Bennett

Shipper	Carrier
Shipper Name: Amazon	Carrier Name: FEDEX
Shipper Phone:	Carrier Phone:

Scan Label

- 1) Open the 9to5 mobile app and login with admin credentials.
- 2) You can find a scan option at the bottom right side of the app.
- 3) Open the awb preview screen of the web app and click on "Print Pkgs".
- 4) Scan the qr code shown in the package from the mobile app.
- 5) You will get details of it in the mobile app.



Status Change

- 1) Open the Post Boxes Etc mobile app and login with the consignee which you have made and click on packages
- 2) Now you will get the packages from that AWB and you can click on the package to get the complete details of it.

