



PETAL

User Training Manual

LLPT 1.3 – Shipping

V1.0

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- **Search customer purchase orders**
- **Shipping Execution**

SEARCH CUSTOMER PURCHASE ORDERS

Navigation: Shipping -> Search

Home / Shipping Client ID : 4102/VENDOR

Shipment Search ^ SEARCH X


Customer: FF Customer ▼ PO Number: Choose Option ▼ Ship Whse: Choose Option ▼ Rcv Whse: Choose Option ▼ PO Type: Choose Option ▼ Date Type: Choose Option ▼ Date From: YYYY-MM-DD 📅 Date To: YYYY-MM-DD 📅

Shipment Lines DOWNLOAD ⌵

PO NUMBER	STATUS	CUSTOMER NAME	SHIP FROM	SHIP TO	SHIP DATE	ARV DATE	ROUTING	CARRIER	LOAD NUMBER	APPT DATE	SUBMITT... DATE
PO2241	Adj Ven	FF Customer	Marina	BUFF	03/03/2023	03/04/2023	FOB				03/03/2023
PO2239	Confirmed	FF Customer	Marina	BUFF	03/07/2023	03/20/2023	FOB	CLIENT SLR	LD6183		03/02/2023
PO2238	Adj Ven	FF Customer	Marina	BUFF	03/08/2023	03/25/2023	FOB	CLIENT SLR	LD6184		03/01/2023
PO2237	Adj Ven	FF Customer	Marina	BUFF	02/28/2023	03/03/2023	FOB				02/28/2023
PO2236	Shipped	FF Customer	Marina	BUFF	03/03/2023	03/18/2023	FOB				02/28/2023

- Multi criteria search grid provided to query the PO details of a customer to process shipping
 - Search can be done with one or more parameters at a time and all the transactions matched with that criteria comes into the results
 - Every time a search is performed, the criteria will be saved in the database and when users logs back in, the same criteria remains unless changed by the user
 - PO number is an exception for search criteria saving and primarily used for an ad-hoc search on a specific purchase order

SEARCH CUSTOMER PURCHASE ORDERS

- PO results grid allows user to change the column positions, apply filters, add or remove selected columns from grid and sort the data based on their preferences and save it as their personalized view.
- Click on PO number hyperlink to open shipping screen for processing the shipping quantities on purchase order
- Download option is provided to download the results from the screen
- Personalized views can be saved by accessing  icon
- Shipping screen retrieves the purchase orders that were never received

SHIPPING EXECUTION

Home / Shipping / Shipment Details Form / 7003

Client ID : 4102/VENDOR

PO Shipment

[← Back to Shipping Summary](#)

Shipment Details

[^](#)  [SHIP](#)

PO Number P02227	PO Status Confirmed	Customer FF Customer	Ship From Marina	Buyer customer001	Load #	So Number <input type="text" value="So Number"/>	Pickup Number <input type="text" value="Pickup Number"/>
Ship Date 03/04/2023	Arrival Date 03/07/2023	Act Ship Date -	Ship To BUFE	Total Qty 900	Total Wt 10	Total Pallets 15.00	Total Cubes 1215

Shipment Lines

Rcdr S/N

[APPLY](#)

	ITEM #	ITEM DESCRIPTION	INTERNAL ITEM #	RW ITEM	RCDR S/N	QTY	ORDER WT	ORDER PLTS	ORDER CUBES	SQ	SHIP WT	OQ
<input type="checkbox"/>	APPLE003	Apple Gala 3	Item202	No		900	9000	15	1215	900	9000	900

Attachments

[ADD ATTACHMENT](#)

Default Charges

CLASSIFICATION	ATTACHMENT DESCRIPTION	ATTACHMENT LINK	CHARGE NAME	CHARGE TYPE	CHARGE BASIS	ITEM NUMBER	AMOUNT

- Shipping function is provided to the suppliers to update ship quantities on purchase orders
- From PO lines sections, ship quantity is allowed to update and incase of random weight items ship weight also allowed to update.
- Any ship quantity mismatches to quantity field on an item will pop up a warning message, however user can overwrite this by click on OK

SHIPPING EXECUTION

Shipment Lines

Rcdr S/N

Enter Rcdr S/N for
selected items and
click apply.

	ITEM #	ITEM DESCRIPTION	INTERNAL ITEM #	RW ITEM	RCDR S/N	QTY	ORDER WT	ORDER PLTS	ORDER CUBES	SQ	SHIP WT	OQ
<input type="checkbox"/>	APPLE003	Apple Gala 3	Item202	No		445	4450	7.4167	600.75	445	4450	300

- Pickup number or temperature recorder serial number are also allowed to update using shipping screen
- Notes icon is provided to enter notes while shipping quantities are updated on items of the purchase order.
- Once quantities are entered and click on 'SHIP', the status of the purchase order will be changed as 'Shipped'
- Supplier can correct the ship quantity and ship weight (if the item is random weight) till the PO goes into received status.

SHIPPING EXECUTION



LIMN LABS

Attachments

ADD ATTACHMENT

CLASSIFICATION	ATTACHMENT DESCRIPTION	ATTACHMENT LINK	
			

Default Charges

CHARGE NAME	CHARGE TYPE	CHARGE BASIS	ITEM NUMBER	AMOUNT

- Supplier can see the extra service charges already there on PO but to add any additional service charges, it has to be done from PO screen
- Shipping manifests or other load related documents can be added as an attachment from shipping screen

Thank You