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## **CHAPTER 8 - OUTBOUND ORDER PROCESSING**

Outbound Order Processing is similar to the Inbound Process with the exception of a couple of additional steps that will send pick tasks out to the queue for the employees on the warehouse floor to work on.

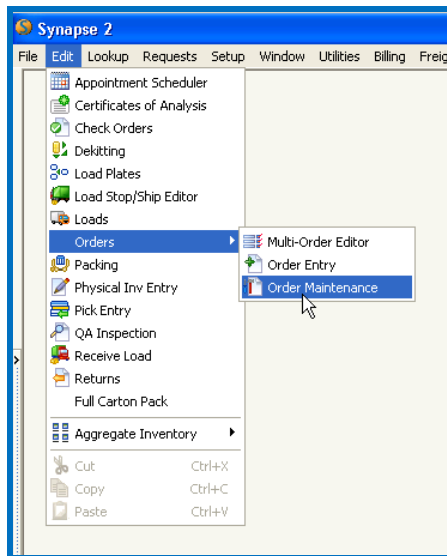
Items that will be discussed in this section:

- ✓ Creating an Outbound Order
- ✓ Assigning an Order to a Load
- ✓ 'Arriving' the Load
- ✓ Wave Planning
- ✓ Wave Release
- ✓ Picking
- ✓ Shipping
- ✓ Closing a Load
- ✓ Sample BOL (Bill of Lading)

## Creating an Outbound Order

When creating an outbound order, there are three screens that you need to complete: Order Detail, Ship To, and Item Detail.


- From the Edit Menu, click on Orders and select Order Maintenance.



The following screen displays:

 A screenshot of the 'Order 4809-1 for Customer 1003' screen in Synapse 2. The screen displays various fields for order details, including Order ID (4809), Ship ID (1), Type (R), Customer ID (1003), Cust PO (260202213), Reference (2095019847), To Facility (15), Appointment Date/Time (10/21/2006), RMA, Bill of Lading, Master Receipt, Status (Cancelled), Status by (CANKLI), Status Update (10/4/2006 11:54 AM), Priority (Normal), Supplier, Load, Stop, Shipment, Load Status, Load Appointment Date/Time, Wave, and buttons for Print Receiver, Reprint PO Confirmation, Print Order Check, Items..., Cancel, View Attachment Tab, View Plates, and Create Overs. A legend at the bottom indicates Hazardous, Over, Short, and Cancelled. A table at the bottom shows item details for 50906700.
 

Item	Lot Number	Order Qty.	UOM	Rcvd Qty.	Ship Qty.	Entered UOM	Entered Qty	Ordered Item	Status
50906700	0002073996	8	Drum			Drum	8	50906700	Cancelled

- Click the insert record button  on the navigation bar to create a new order.

## Orders/Order Info

- In the Type field drop down box, select 'O' for Outbound order.
- Press the Tab key to move to the Customer ID field and type the Customer ID. Double click in this field to select an ID from a list.
- Press the Tab key to move to the PO field. Type the PO Number that is associated with this order. This is an optional field so if there is not a PO, leave this field blank.
- Press the Tab key to move to the Reference field. Type the Reference Number that is associated with this order. This is an optional field.

- Once these fields have been filled in (see above), click on the Shipping tab.

## Orders/Shipping

- Type the consignee ID in the Ship To field. Double click in the Ship To field to select from a list of consignees for this customer. This field is required.

Note: If this is a one-time ship to, click the One-Time check box. A confirmation window appears. Click Yes and the Ship To tab appears allowing you to enter the information for the one-time ship to consignee.


- Type the consignee ID that you want to bill the freight to in the Bill Freight To field. Double click in the field to select from a list of consignees for this customer. This field is optional.

Note: If this is a one-time Bill Freight To, click the One-Time check box. The Bill Freight To tab appears allowing you to enter the information for the one-time freight bill to consignee.

- Type the carrier ID in the Carrier field. Double click in this field to select a carrier from a list. This field is required.

If there is a specific Carrier assigned to the customer it will automatically populate in this field.

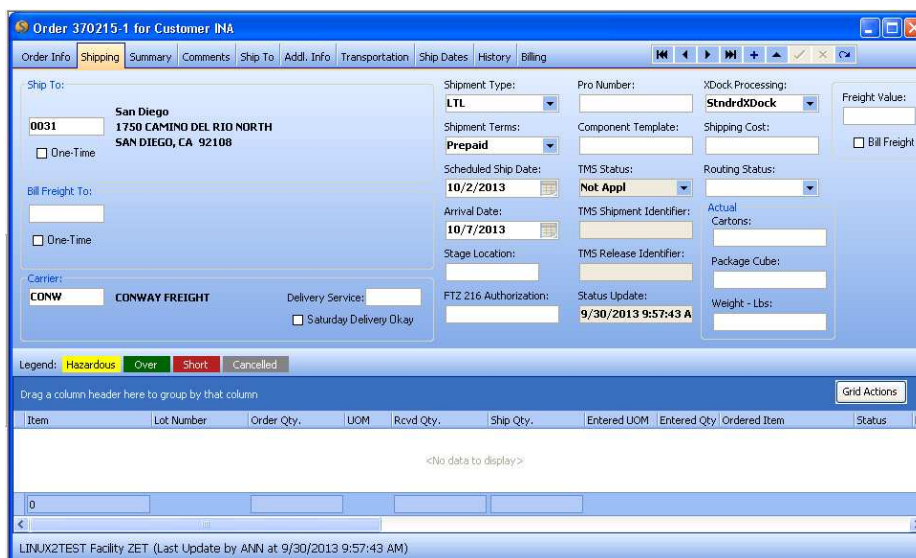
- Select the correct Shipment Type for this order from the drop down box. This is a required field.
- Press the Tab key to move to the Shipment Terms field. Select the correct Shipment Terms for this order from the drop down box. This is a required field.

- Press the Tab key to move to the Scheduled Ship Date field. Type the date this order is to be shipped. Click the calendar button  to select the date from a calendar.

When the Ship Date is entered, the Arrival date is automatically calculated by the system.

Note: If the Arrival Date is known, you can enter this field instead. The system will then calculate the correct Ship Date and populate the Scheduled Ship Date field.

Either the Arrival Date or Scheduled Ship Date must be entered.



Additional fields on the Shipping tab are:

Stage Location – Enter a staging location for the order.

FT2 216 Authorization – Enter a foreign trade zone authorization code from customs, if applicable.

Pro Number – Enter the carrier's PRO number.

Component Template – This field is used with the kitting function.


TMS Fields – These fields are used with specific TMS systems.

XDock Processing – You can use the drop down box to select a cross-docking method.

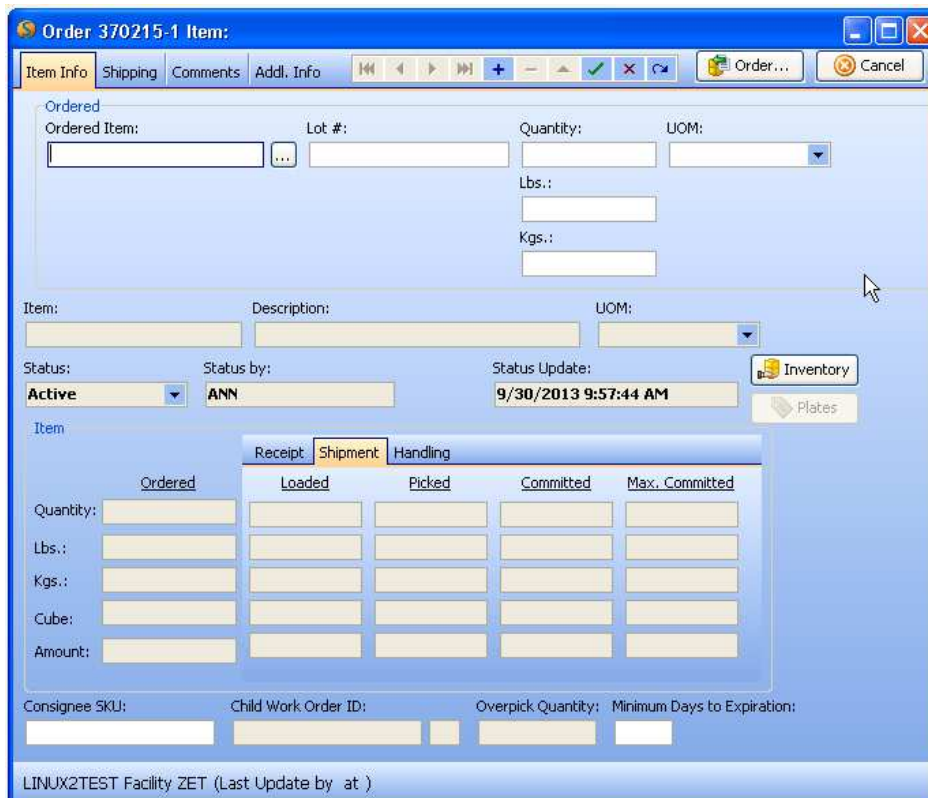
Shipping Cost – This is the total cost for the shipping plates.

Routing Status – This field is informational and values can be defined in a validation table.

Freight Value – This field is used with the freight billing feature.

- When you are finished entering shipping information, click on the save changes button  to save this information and continue to the Item Detail screen.

## Orders/Order Item/Item Info



Order 370215-1 Item:

Item Info Shipping Comments Addl. Info

Ordered Item: Lot #: Quantity: UOM:

Lbs.:

Kgs.:

Item: Description: UOM:


Status: Active Status by: ANN Status Update: 9/30/2013 9:57:44 AM

Inventory Plates

	Ordered	Loaded	Picked	Committed	Max. Committed
Quantity:					
Lbs.:					
Kgs.:					
Cube:					
Amount:					


Consignee SKU: Child Work Order ID: Overpick Quantity: Minimum Days to Expiration:

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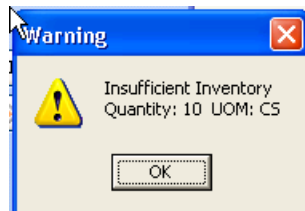
- In the Ordered Item field, type the Item code for the first item. Double click in this field or click the ellipsis button  to select an item from a list of items for this customer. At least one item must be entered for the order.

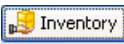
Note: If the lot number is setup to be captured for this item, you will need to enter a lot number in the Lot# field.

- Press the Tab key to move to the Quantity field. Type the ordered quantity for the item. This is a required field.
- Press the Tab key to move to the UOM field. Type the ordered unit of measure for this item. Click on the drop down box to select a UOM from a list of UOM's available for this item. This is a required field.

- If the consignee requires their own SKU to appear for an item, you can enter the SKU in the Consignee SKU field. This field is optional.
- When you are finished entering this item, click the save changes button  to save this information.

A pop-up warning message appears if there isn't enough available stock for your entry. Click OK.




Note: You can click the  button to check the inventory available for the entered item. The Customer Inventory Totals screen appears:

The 'Customer Inventory Totals' screen displays a table of inventory data. The table has columns: Inv Class, Quantity, Inv Status, Status, Plate Count, UOM, and Facility. The data is as follows:

Inv Class	Quantity	Inv Status	Status	Plate Count	UOM	Facility
(TOTAL)	303			8		ZET
(ALLOCABLE)	298			0		ZET
Regular	298	Available		3	Case	ZET
Regular	5	Available	PickNotShipd	5	Case	ZET

Below the table, there is a legend with 'Hazardous' (yellow), 'QC Hold' (green), and 'In Transit' (purple). A 'Grid Actions' button is also present.

You can also view the shipping plates (stock that is released, picked, etc.) for the item by clicking the  button.

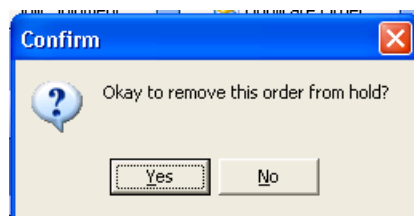


Continue entering items for this order by clicking the insert record button to add each new item. When every item has been entered, click on the 'X' in the upper right corner of the window to return to the Shipping screen.

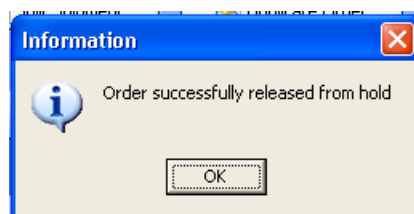
### Releasing the Order from Hold

- Click on the Order Info tab in order to release the order from hold. This allows the order to be available for the wave planning process. Click the button.

A confirmation window appears (below). Click Yes to confirm.



An information window appears. Click OK.

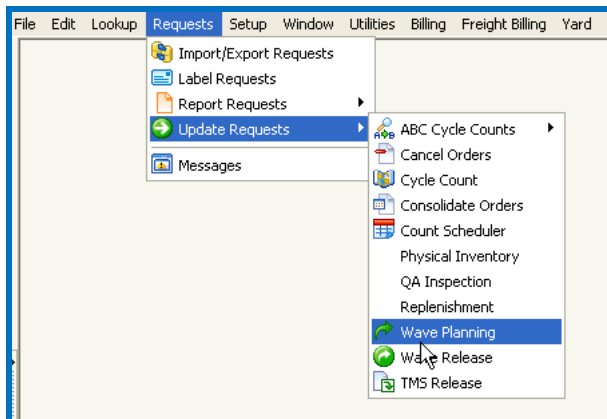


Once the orders have been released from hold, they need to be processed in wave planning or manual allocation for tasks to be created.


## Wave Planning

Note: The order can be assigned to a load any time after the order has been released from hold. An order does not need to be assigned to a load to allow it to be included in the wave planning process. (See Assigning a Load section later in this chapter.)

From the Requests menu, select Update Requests/Wave Planning.



### Request/Updates Requests/Wave Planning/Criteria 1 and 2

- Enter criteria in the Criteria 1 and/or Criteria 2 tab to view the orders that you want to include in a wave. Double click on the fields to choose criteria from a list. For example, to view orders that are for a specific customer, enter the customer in the Customer ID field. and click .

Criteria 1 tab:

Wave Planning Order Select for Facility ZET

Criteria - 1 | Criteria - 2 | Where Clause | Results | Options | Auto Release

Description: 1-All

Customer ID: [INA] [OK] Scheduled Ship Dates From: (All) [OK] (Current Date +/- -999 Days)

Ship To: [ ] [OK] Scheduled Ship Dates To: (All) [OK] (Current Date +/- 999 Days)

State/Province: [ ] [OK] Appointment Dates From: (All) [OK] (Current Date +/- -999 Days)

Postal Code: [ ] [OK] Appointment Dates To: (All) [OK] (Current Date +/- 999 Days)

Carrier: [ ] [OK] Item: [ ] [OK] Load: [ ] [OK] MaxTotal Quantity: 0 [OK]

Delivery Service Code: [ ] [OK] Order ID: [ ] [OK]

Order Type: ☒ Include ☐ Exclude 0 [OK]

Order Priority: ☒ Include ☐ Exclude [ ] [OK]

Product Group: ☒ Include ☐ Exclude [ ] [OK]

Shipment Type: ☒ Include ☐ Exclude L [OK]

From Lot Number: [ ] [OK] To Lot Number: [ ] [OK] ☐ Single SKU Only

Active Line-Item Count: From: [ ] To: [ ]

[OK] Process [Commit...] [Hold Ship Short] [Excluded Included] [Hazardous HOT]

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Criteria 2 tab:

Wave Planning Order Select for Facility ZET

Criteria - 1 | Criteria - 2 | Where Clause | Results | Options | Auto Release

Appointment Date: [ ] [OK] Arrival Date: [ ] [OK] Cancel After Date: [ ] [OK]

[ ] [OK] [ ] [OK] [ ] [OK]

until until until

[ ] [OK] [ ] [OK] [ ] [OK]

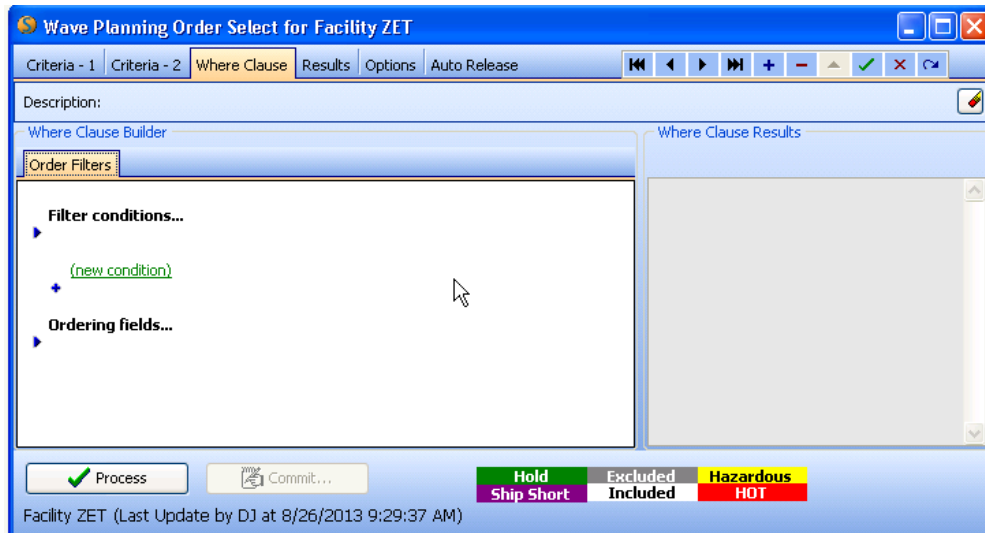
[ ] [OK] [ ] [OK] [ ] [OK]

[OK] Process [Commit...] [Hold Ship Short] [Excluded Included] [Hazardous HOT]

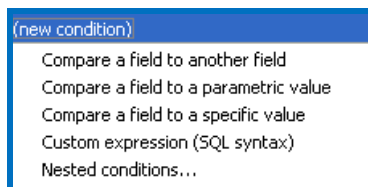
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## Requests/Updates Requests/Wave Planning/Where Clause

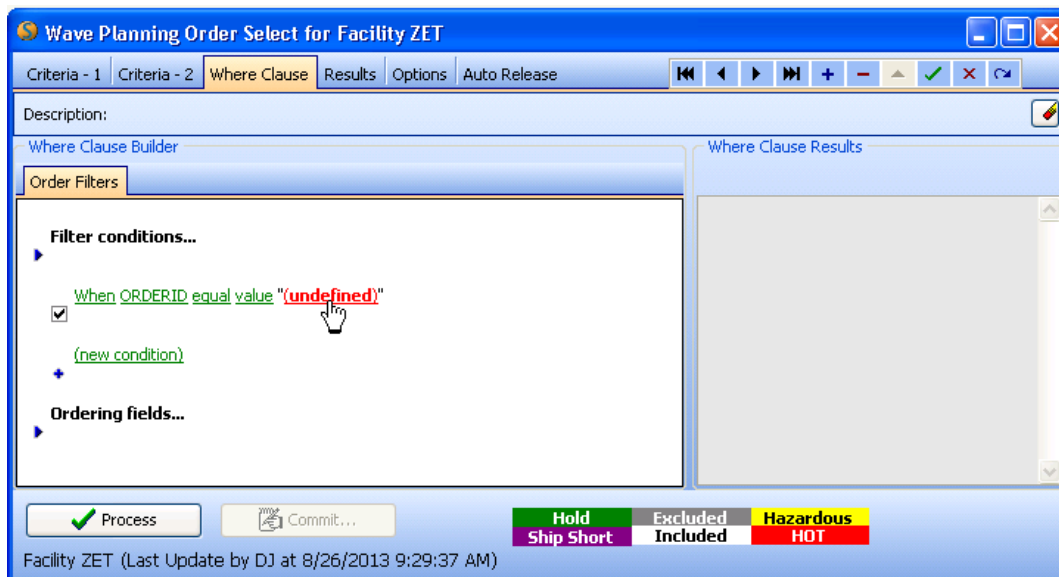
You can enter specific criteria to select orders on the Where Clause tab.



- Click **(new condition)** and select one of the options from the pop-up menu.



- Click **(undefined)** to enter values for the clause.



## Requests/Updates Requests/Wave Planning/Options

- Click the Options tab. Check the options to make sure nothing needs to be changed.

The Options are:

**Pick Type** – Select a pick type to specify the type of picks for the orders on the wave. You can leave it blank if you want the picks to be generated according to the zone configurations.

**Staging Location** – Enter a staging location for the wave.

**Task Priority** – Enter the priority that you want the tasks to have when they are initially generated when the wave is released.

**Batch Pick Options** – You can use the drop down box to select a Tote Type/Group for the batch pick. You can also identify a sortation location.

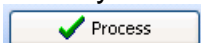
**Order Count Limit** – Allows you to limit the number of orders in a wave.

**Mass Manifesting** - Use these fields if you have a large number of multi-ship orders with the same or similar products on the orders.

**Note:** These options can be saved in a Wave Template so that you can easily use the options for a specific group of orders.

### Requests/Update Requests/Wave Planning/Results

- When you are finished entering selection criteria, click the Process button



on any of the tabs. The Results tab appears:

Wave Planning Order Select for Facility ZET

Criteria - 1 Criteria - 2 Where Clause Results Options Auto Release

Selected Order Totals

Count:	Quantity:	Weight:	Cube:	Labor:
8	292	968.00	490.22	00:00

Orders

Order ID	Ship ID	Customer	Order Type	Order Status	Order Qty.	Allocable	PO	Reference	From
369952	1	INA	Outbound	Entered	1	0			ZET
369960	1	INA	Outbound	Entered	11	1509			ZET
370016	1	INA	Outbound	Entered	100	394	TRANS3	TRANS3	ZET
370018	1	INA	Outbound	Entered	1	103			ZET
369974	1	INA	Outbound	Entered	1	45		PRO TEST	ZET
370215	1	INA	Outbound	Entered	155	645	PO887766	987432	ZET

Items

Item	Order Qty.	Allocable	Lot	UOM	Incl/Excl	Inventory Status	Incl/Excl Class	Inventory Class
APPLE	5	298		CS	I	AV	I	RG
BREAD	25	45		EA	I	AV	I	RG
CAKE	10	0	766766	CS	I	AV	I	RG
PEPPER	5	204		CS	I	AV	I	RG
PRUNE	100	0		CS	I	AV	I	RG
TAFFY	10	98		CS	I	AV	I	RG


Process Commit...

Hold Ship Short Excluded Included Hazardous HOT

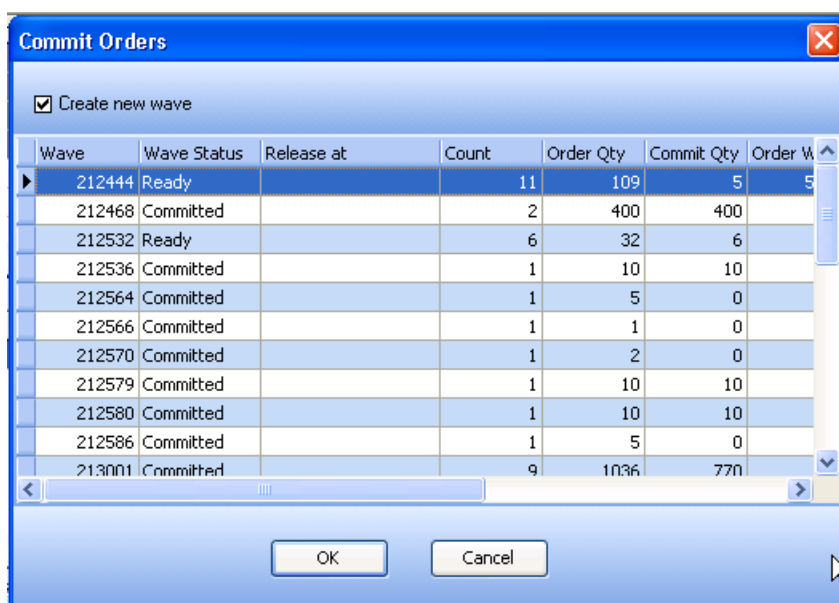
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A list of order that fit the criteria you entered appears on the screen. When you click on an order in the Order section of the screen, the detail information for the order appears in the Items section.

You can exclude orders from the wave by right-clicking on the order and selecting Exclude Selected Order(s) from the pop-up. Use the windows selection functions (Ctrl + click to select specific orders, Shift + click to select orders in a row) to select multiple orders.

- To commit the orders for the wave, click the Commit button  Commit...

The Commit Orders screen displays:



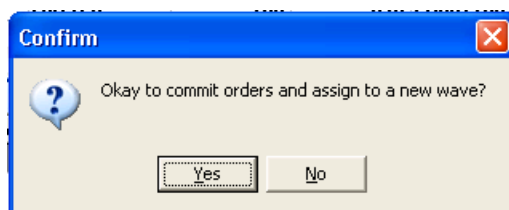
The Commit Orders dialog box has a title bar with a close button. Below the title bar is a checkbox labeled "Create new wave" which is checked. Below the checkbox is a table with the following columns: Wave, Wave Status, Release at, Count, Order Qty, Commit Qty, and Order W. The table contains 12 rows of data.

Wave	Wave Status	Release at	Count	Order Qty	Commit Qty	Order W
212444	Ready		11	109	5	5
212468	Committed		2	400	400	
212532	Ready		6	32	6	
212536	Committed		1	10	10	
212564	Committed		1	5	0	
212566	Committed		1	1	0	
212570	Committed		1	2	0	
212579	Committed		1	10	10	
212580	Committed		1	10	10	
212586	Committed		1	5	0	
213001	Committed		9	1036	770	

At the bottom of the dialog box are two buttons: OK and Cancel.

Note: If creating a new wave make sure there is a check mark in the box next to Create new wave.

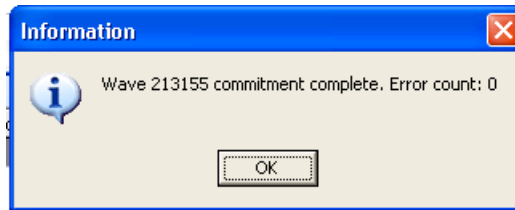
- Click OK. The following confirmation message appears.



The Confirm dialog box has a title bar with a close button. Below the title bar is a question mark icon and the text "Okay to commit orders and assign to a new wave?". Below the text are two buttons: Yes and No.

- Click Yes to commit the orders.

An information window appears with the wave number.

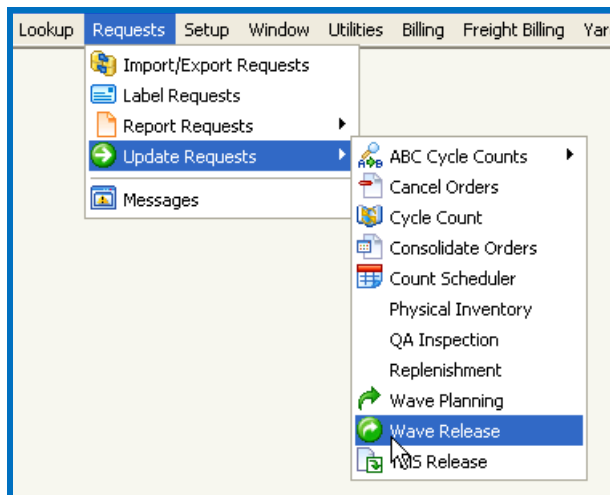


- Click OK and close the Wave Planning screen.

## Wave Release

Now that a wave has been created, it needs to be released in order for the tasks to be created in the system.

- From the Requests menu, select Update Requests/Wave Release.



- In the grid, click on the wave that you just created. The Wave Status of the new wave should be Committed.

Wave: 213155 Description: INA Status: Committed

Order Count: 2 Labor: 00:00 % Complete: 71

Ordered: 156 Quantity 596.00 Weight 257.11 Cube

Committed: 46 236.00 37.11

Buttons: Ready..., Active Waves Only, Trace this request, Undo Routing

Wave Status	Wave	Scheduled Release	Order Count	Order Qty.	Commit Qty.	Order Weight	Commit Weight	Order Cube	Commit Cube	Labor	Released At:
Committed	213155		2	156	46	596	236	257.1112	37.1112	00:00	
Committed	213132		3	6	6	30	30	3.5727	3.5727	01:48	8/13/2013 6:25:55
Committed	213119		1	80	80	80	80	0.4167	0.4167	00:00	
Committed	213118		1	60	60	120	120	9.1798	9.1798	00:00	
Committed	213117		1	30	30	30	30	1.7709	1.7709	00:00	
Committed	213116		1	30	30	30	30	1.7709	1.7709	00:00	
Committed	213115		1	120	120	120	120	7.0833	7.0833	00:00	
Committed	213114		1	150	150	150	150	8.8541	8.8541	00:00	
Committed	213113		1	1000	1000	1000	1000	85.9375	85.9375	00:00	
Committed	213112		1	2500	2500	2500	2500	174.4792	174.4792	00:00	
Committed	213111		1	2000	2000	2000	2000	171.875	171.875	00:00	
Committed	213101		1	60	60	60	60	34.7222	34.7222	36:00	
Committed	213070		1	1	1	1	1	0.1667	0.1667	00:00	
Committed	213069		1	1	1	12	12	2	2	00:00	
Committed	213068		1	1	1	12	12	2	2	00:00	
Committed	213067		1	4	0	15	0	0.9736	0	00:00	
Committed	213019		1	12	8	48	28	8.8889	2.8889	00:00	

Buttons: Release..., Uncommit All, Unrelease All, Replan Waves

Legend: Excluded, Included, Hazardous, Shortage

Footer: LINUX2TEST Facility ZET (Last Update by ANN at 9/30/2013 4:15:32 PM)

- Click the Release button . The system will prompt to OK the release of the wave.

Confirm

Okay to release wave 213155?

Buttons: Yes, No

- Click Yes.

Note: If there are shortages on the wave orders, another confirmation window appears.

Click the Refresh button . The wave is now in released status.

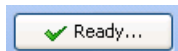
Additional Button Functions:

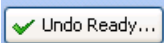
Uncommit All - Allows you to uncommit the orders in a wave.

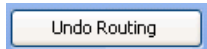
Replan Waves - Allows you to replan a wave. When you click this button, the Wave Planning Order Select screen appears.

Unrelease All - Allows you to unrelease a wave prior to picking.





- Allows you to change the status of a committed wave to Ready. This button changes to  for a wave in Ready status – you can change the wave back to Committed.



- Clicking this button will undo the Bed, Bath and Beyond wave process.

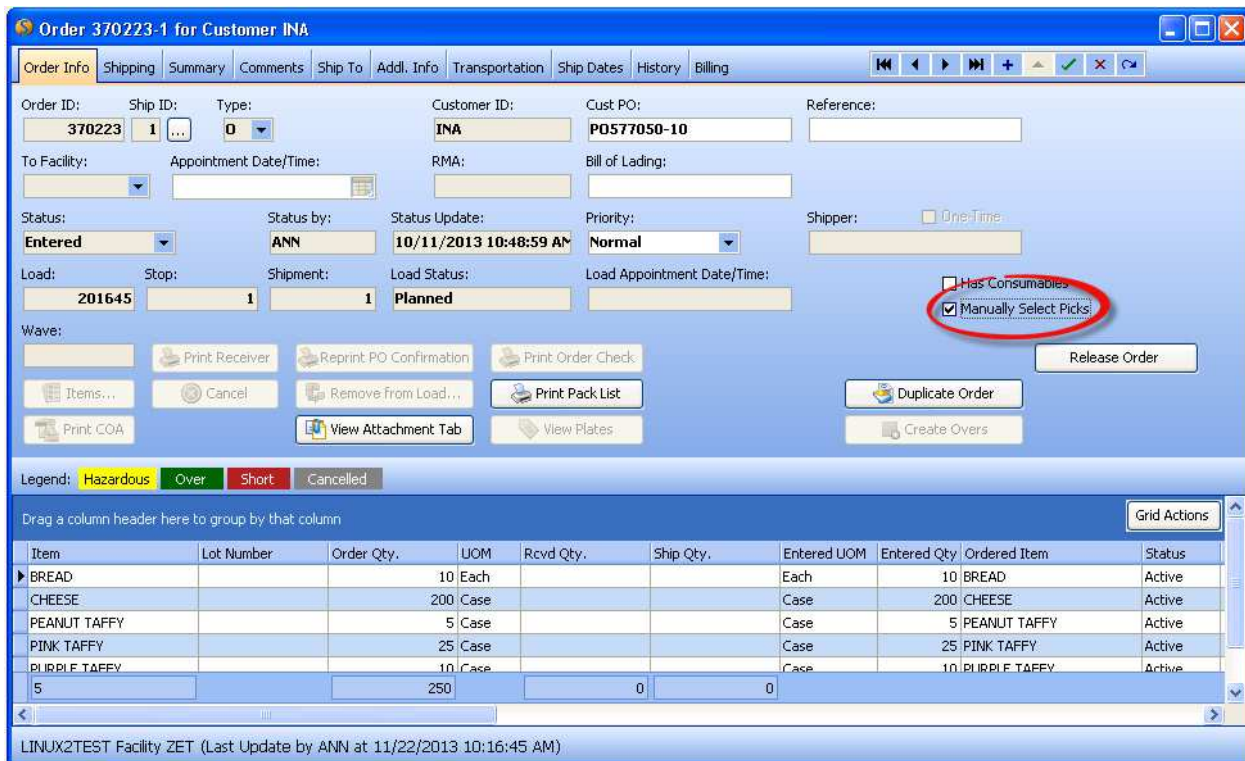
## Manual Allocation

Instead of using wave processing, you can manually select specific product in either full or partial license plate quantities in order to fulfill an order without using the allocation logic. To use manual allocation, the 'Allow Manual Selection of Picks' and the 'Allow Direct Release of Orders' check boxes must be selected on Setup\Customer\Customer Maintenance\Shipping\Option-4.

Direct Release is required in Manual Allocation order processing. Direct Release allows an order to be committed and released directly to Released status. After manually allocating an order you must select Release Order to generate pick tasks.

Direct Release is optional for non-manually allocated orders.

- On the Order Info screen, make sure that the Manually Select Picks option is checked:



Order 370223-1 for Customer INA

Order ID: 370223 Ship ID: 1 Type: 0 Customer ID: INA Cust PO: POS77050-10 Reference:

To Facility: Appointment Date/Time: RMA: Bill of Lading:

Status: Entered Status by: ANN Status Update: 10/11/2013 10:48:59 AM Priority: Normal Shipper: OneTime

Load: 201645 Stop: 1 Shipment: 1 Load Status: Planned Load Appointment Date/Time:

Wave:

Print Receiver Reprint PO Confirmation Print Order Check

Items... Cancel Remove from Load... Print Pack List

Print COA View Attachment Tab View Plates

Has Consumables ☒ Manually Select Picks

Release Order Duplicate Order Create Overs

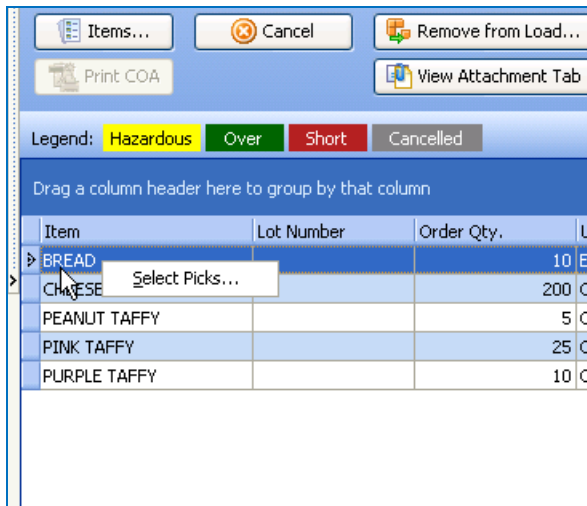
Legend: Hazardous Over Short Cancelled

Drag a column header here to group by that column

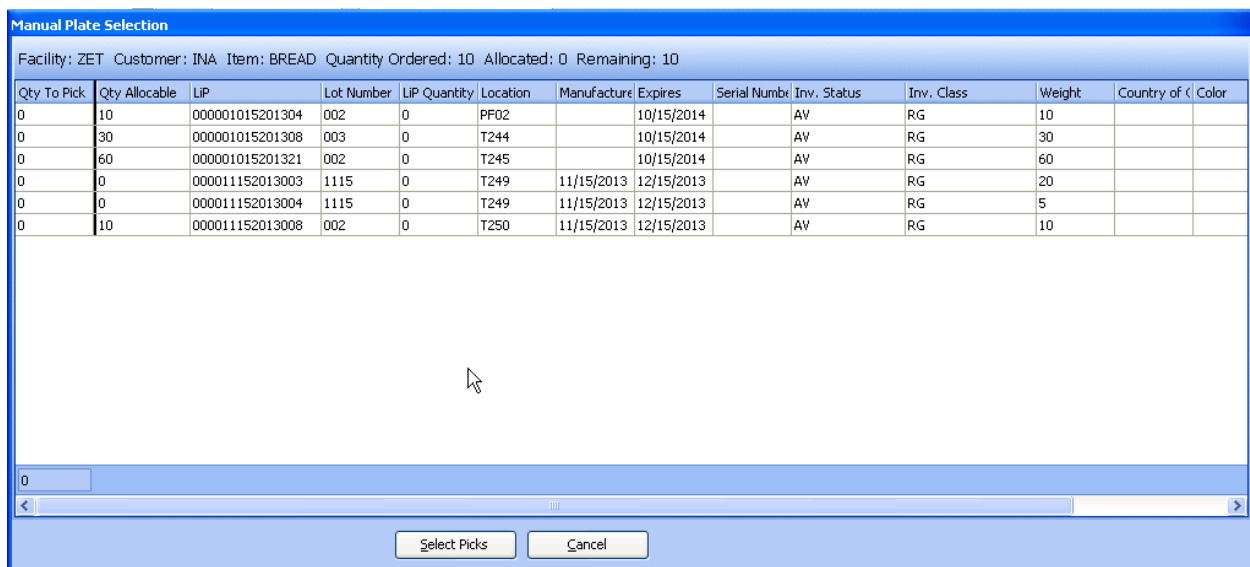
Item	Lot Number	Order Qty.	UOM	Rcvd Qty.	Ship Qty.	Entered UOM	Entered Qty	Ordered Item	Status
BREAD		10	Each			Each	10	BREAD	Active
CHEESE		200	Case			Case	200	CHEESE	Active
PEANUT TAFFY		5	Case			Case	5	PEANUT TAFFY	Active
PINK TAFFY		25	Case			Case	25	PINK TAFFY	Active
PURPLE TAFFY		10	Case			Case	10	PURPLE TAFFY	Active
5		250		0	0				

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To manually select the stock for the order, click on an item to highlight it in the grid on the bottom of the screen and right click. A Select Picks option appears:




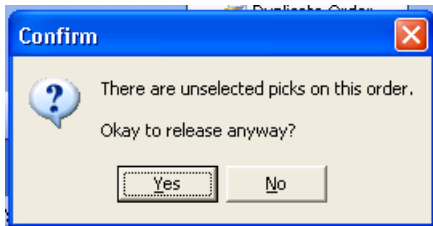
- Click Select Picks. A Manual Plate Selection screen appears:



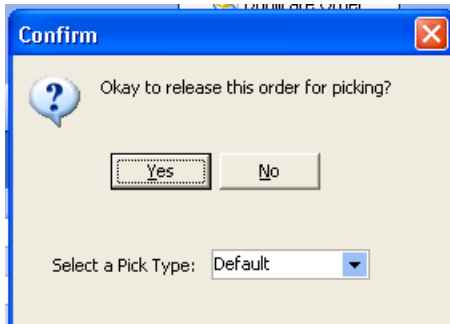
- Click on the line for the LP you want picked for the order and enter the Qty to Pck.

Note: You cannot select stock in pick front locations.

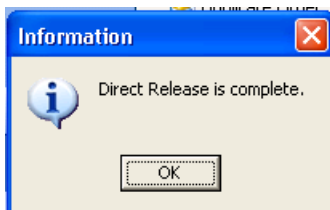
- Click the Select Picks button . Continue using this process to manually select all of the items on the order.
- Click the Release Order button. A confirmation window appears if there are shortages or you did not select stock:



- Press Yes and Enter to continue, No and Enter to return the Order Info screen. A Confirmation window appears:




- Use the drop down menu to select a Pick Type and click Yes to confirm the release of the order.
- An information window appears. Click OK.



## Tasks

After the wave or manual allocation has been released, tasks will be available for the employees on the warehouse floor to start picking.

- To view the tasks, select Lookup from the menu bar and select the Tasks option. The Task Information screen appears.
- Enter criteria for the task you want to view at the top of the screen. For example, if you want to see tasks for a wave, enter the wave number in the Wave field.

Click the  button. The tasks appear on the screen:

**Task Information**

Facility: ZET Task Type: From Section: Plate:

Customer ID: Order ID: From Location: Appointment Date Range:

Priority: Load: To Location: thru

Wave: 213155

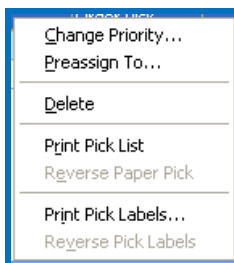
Drag a column header here to group by that column

Facility	Priority	Task Type	Assigned To	From Location	From Section	To Location	To Section	Plate	UOM
ZET	On Hold	Order Pick		STOR05	01				
ZET	On Hold	Pick		T070	01			000000423000007	CS
ZET	On Hold	Order Pick		STOR01	01				

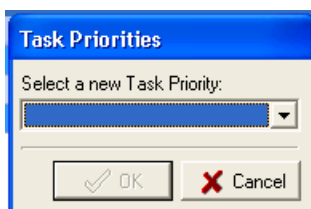
Task Count = 3

Using this screen, you can:

- Change the priority of a task
- Preassign a task to an operator
- Delete a task
- Print a pick list (this changes a task to a paper picking task).
- Reverse Paper Pick (this changes a task back to an RF pick from a paper pick)
- Print pick labels (allows a label pick and prints labels)
- Reverse Pick Labels
- Select the task(s) that you want to maintain and right click. A pop-up menu appears.



- Select the option you want to perform. A pop-up window appears. Enter the information required for the update. For example, a Task Priorities window appears for a priority change.



- After making the change, click OK.

## Picking

- From the main RF menu, select option 50 - Picking.

```
00 Synapse Main Menu

10 - Receiving
20 - Returns
30 - Work
40 - Shipping
50 - Picking
60 - Kitting
70 - Misc 1
80 - Misc 2
90 - Utility

Selection =>50
Enter # of item
```

The Picking Menu appears.

```
50 Picking Menu

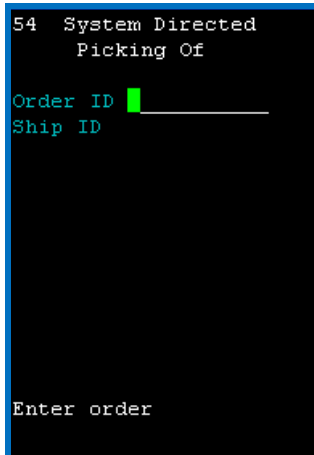
51 - Default / Any
52 - Line Item
53 - Conveyor
54 - Order
55 - Cluster
56 - Batch
57 - Replenish
58 - Sortation
59 - Sort Cluster
5A - Line Cluster

Selection =>54
Enter # of item
```

Note: There are many different types of picking- each depends on how the orders were added in the Wave Planning screen. This example uses Order Picking.

- Select option 54 - Order from the Picking Menu.

The Picking screen displays:

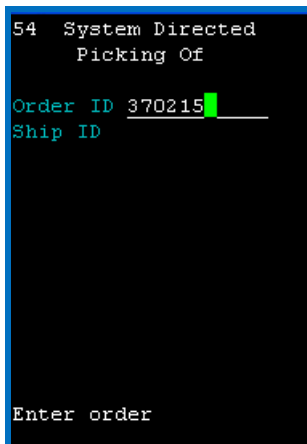


```
54 System Directed
   Picking Of

Order ID 
Ship ID 

Enter order
```

- Type the order number in the Order ID field and press Enter.



```
54 System Directed
   Picking Of

Order ID 370215
Ship ID 

Enter order
```

Note: The Ship ID field is optional.

The following screen appears:

```
54 System Directed  
    Picking Of
```

```
Order ID 370215  
Ship ID
```

```
1 NONE needed  
OK to Pick?
```

Note: If you need to pick/pack the items, the number of cartons appears on the bottom of the screen instead of NONE needed.

- Type Y and press Enter to pick.

Note: If any comments/instructions were added for this item where the 'Automatically Display instructions when handling' check box is selected, the comments appear on the screen (see below). Press F1 to continue.

```
07  
===== Item =====  
BREAD  
  
===== Detail =====  
Fragile- Handle with  
Care.
```

```
Scroll notes
```

- Enter the quantity you are picking in the Pick field and press Enter.

```
34 Order Pick In
INA
Order 370215*
Pick 14 EA FULL
    14 EA 1
Itm BREAD*
BREAD
LOT 123
Loc STOR06 Part
LP 0000005300000004
LP
LP

Verify quantity
```

- Type the LPID that you are picking from and press Enter.

```
34 Order Pick In
INA
Order 370215*
Pick 14 EA FULL
    14 EA 1
Itm BREAD*
BREAD
LOT 123
Loc STOR06 Part
LP 0000005300000004
LP 0000005300000004
LP
LP

LP is required
```

- Type the LPID that you are picking to and press Enter.

```
34 Order Pick In
INA
Order 370215*
Pick 14 EA FULL
    14 EA 1
Itm BREAD*
BREAD
LOT 123
Loc STOR06 Part
LP 0000005300000004
LP 0000005300000004
LP 101020134
LP

LP required
```

- The next pick for the task appears. Continue this process until all items have been picked.



- After all items have been picked, the system prompts you with a message 'Pick/Stage' at the bottom of the screen.

```
34 Order Pick In
INA
Order 370215*
Pick 14      EA  FULL
      14      EA   0
Itm BREAD*
BREAD
LOT 123
Loc STOR06      Part
LP 000000530000004
LP 000000530000004
LP 000000101020134

Pick/Stage?
```

## Staging

After the order has been picked, it needs to be staged in a staging location to be prepared for shipping.

- Type an 'S' for Stage at the 'Pick/Stage' prompt and press Enter. The Stage Picks screen appears:

```
35 Stage Picks

LP 000000101020134
   00000002252170S
Order 370215

===== Verify =====

Location
Vrfy Loc 

Enter Data
```

- Type or scan the Staging Location ID in the Vrfy Loc field and press Enter.

Note: You are allowed to stage in a location that is not specifically designated as location type "STG" (staging). If you do, you will get the following message on the RF terminal:

```
35   Stage Picks

LP 000000101020134
   00000002252170S
Order 370215

===== Verify =====

Location
Vrfy Loc aa0101a

Not 'STG'. OK?
```

If you want to use this location to stage the order, type Y and press enter.

```
35   Stage Picks

LP 000000101020134
   00000002252170S
Order 370215

===== Verify =====

Location
Vrfy Loc stg013

Enter Data
```

Note: If check IDs are required at your facility, enter the ID in the Check ID field.

- Continue entering the staging location in the Vrfy Loc field for each LP until all items have been staged.

```
35   Stage Picks

LP 000000100120133
   00000002252169S
Order 370215

===== Verify =====


Location STG13
Vrfy Loc stg13

Enter Data
```

- Ro exit, press F1 until you return to the RF Main Menu.

## Assigning an Order to a Load

After the order is released from hold and throughout the picking and staging process, you can assign the order to a load.

- Use the Lookup option on the menu bar to find the order that you want to assign to a load.
- Click  to assign the order to a load. The Assign Order to Truckload window appears:

The image shows a software window titled "Assign Order to Truckload" with a blue header and a red close button. The window contains several input fields and checkboxes. On the left side, there are fields for "Load:", "Stop:", "Shipment:", "Carrier:" (containing "CONW"), "Trailer:", "Seal:", and "Arrive load after assignment" (unchecked). On the right side, there are fields for "Bill of Lading:", "Stage Location:", and "Door:". A "Create new load" checkbox is checked. At the bottom, there are "OK" and "Cancel" buttons.

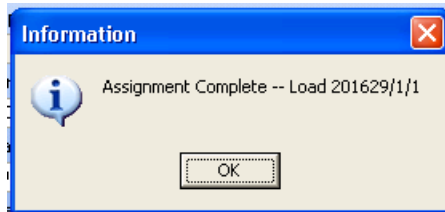
Note: If you are creating a new load, make sure you click the Create new load check box.

The Carrier should already be filled in from the information on the Order Shipping tab.

- Press Tab to move to the Trailer field and type the Trailer number.
- Press the Tab to move to the Door field and type the Door Number the trailer will arrive at. Double click in the door field to select a door from a list.

Note: The other fields on this screen are optional.

- Click OK. An information window appears:



Record the load number the system assigns.

- Click OK and close the Order Info screen.

## Arriving a Load



Arriving a load places the trailer in the door location so that it can be loaded either through the RF or CRT.

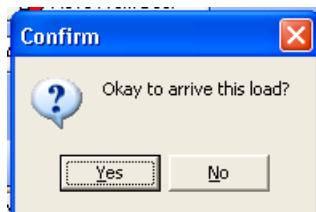
- Select Edit from the menu bar and select the Loads option. The Load screen appears:

The screenshot shows the 'Load 201629' window with multiple tabs: Load Info, Comments, Summary, Pallet Tracking, Pro Numbers, Addl Info, and Load Tracking. The 'Load Info' tab is active, displaying various input fields for load details. Below the fields are buttons for 'View Stops', 'Close', 'Arrive', 'View Plates', 'Move From Door', 'Print COA', and 'Apply Pro No. to Orders'. A status bar at the bottom indicates 'Cancelled Variance' and 'Hazardous HOT'. At the bottom of the window, there is a table with the following data:

Stop	Shipment	Stop Status	Stop Stage Loc.	Order ID	ShipID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	To Facility	Order
1	1	Picked		370215	1	Picked	INA	155	0	0		0031

At the bottom of the window, it says: LINUX2TEST Facility ZET (Last Update by ANN at 10/1/2013 12:17:35 PM)

- Click the  arrow to move to the last load that was created. This should be the load was assigned on the order.
- Click the  Arrive button. A confirmation window appears.



- Click Yes to arrive the load. An information window appears.



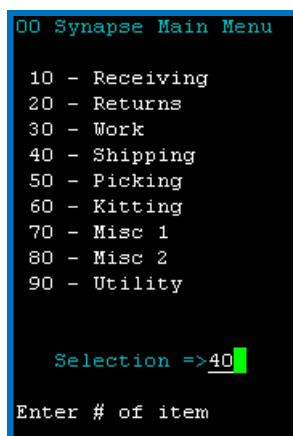
- Click OK. Exit the load screen.

## Shipping

Once the orders have been staged, the final step for the warehouse employee is to load and ship the order. Then the Customer Service Representative can close the load.

### Shipping/Dock Loading

- From the RF Main Menu, select option 40 - Shipping.



- From the Shipping menu, select option 41 - Dock Loading. The Dock Loading screen appears.
- Type the Door ID in the Dock Door field and press Enter.

```

41  Dock Loading

Facility ZET
Dock Door dr43
Load #
Stop #
  Stage Loc   Count

Enter dock door

```

The Load # and Stop # fields are populated and the order's staging location displays below the Stage Loc fields.

```

41  Dock Loading

Facility ZET
Dock Door dr43
Load # 201629
Stop # 1
  Stage Loc   Count
  STG13       5

Select any loc

```

- Type any character (alpha or numeric) in the field to the left of the location to select the location. Press Enter. The LP Loading screen displays:

```

41  LP Loading
Stage Loc STG13
Dock Door DR43
Total      Left 5
LP 
000000100120131*
00000002252167S

000000100120132*
00000002252168S

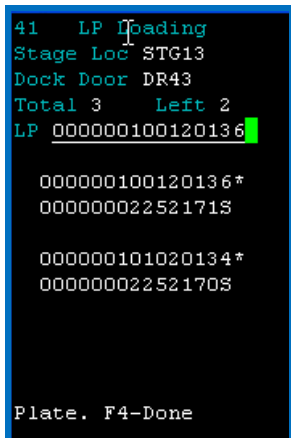
000000100120133* v
00000002252169S

Plate. F4-Done

```

### Shipping/Dock Loading/LP Loading

- Type or scan the LP number listed below the LP field into the LP field and press Enter.



A screenshot of a terminal window with a black background and green text. The text displays the following information: '41 LP Loading', 'Stage Loc STG13', 'Dock Door DR43', 'Total 3 Left 2', and 'LP 000000100120136' with a green cursor at the end. Below this, there are two lines of data: '000000100120136\*' and '00000002252171S'. Further down, another two lines: '000000101020134\*' and '00000002252170S'. At the bottom, it says 'Plate. F4-Done'.

- Continue this process with each LP until all have been entered.

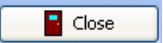
Note: After all the LP's have been entered, if your facility is set up with Check IDs, the system will prompt you for the door's Check ID. Type or scan the Check ID into this field.

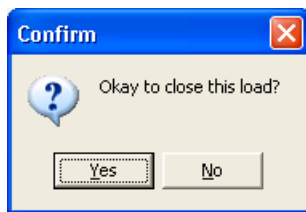
- Press Enter. Press F1 to return to the RF Main Menu.

### Closing a Load

Once the order has been loaded/shipped, the CSR closes the load and prints the Bill of Lading.

- Select Edit from the menu bar and select the Loads option. The Load screen appears.

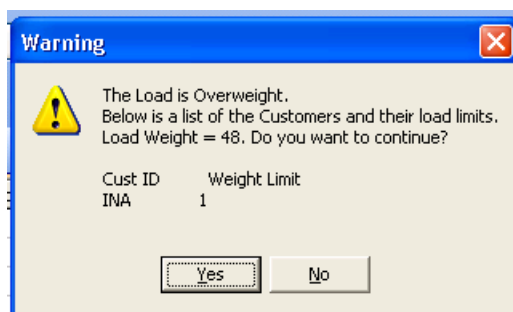
- Click the Close button  to complete this load. A confirmation window appears.



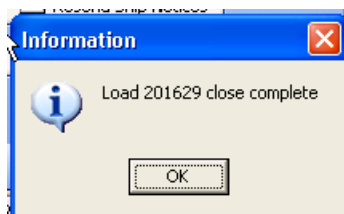
- Click Yes.

Note: If your facility is using Pro numbers (but not automatic numbers), the Pro number tab appears for you to enter a Pro Number.

Note: If the load is overweight based on the 'Warn on Overweight Loads' or 'Warn on Overweight Orders' settings on the Setup\Customer\Customer Maintenance\Shipping\Options-4, a Warning appears:

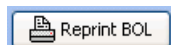


- Click No to return to the Load screen without closing the load.
- Click Yes to close the load.
- You will be prompted to select a printer to print the BOL. Select the correct printer and click OK. An information window appears.



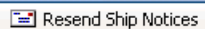
- Click OK.

Additional Button Functions:



- Allows you to reprint the BOL.





- Allows you to resend the advanced ship notices to the consignees.

## Sample BOL (Bill of Lading)

[illegible]