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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.

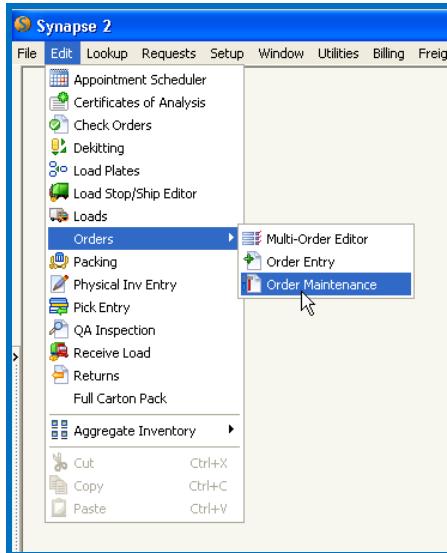
Items that will be discussed in this section:

- ✓ 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:

This screenshot shows the 'Order 4809-1 for Customer 1003' window. The top navigation bar includes tabs for Order Info, Summary, Comments*, Bill Freight To, Add. Info, Receiving, History, and Billing. The main area contains fields for 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, and One-Time. Buttons for Print Receiver, Reprint PO Confirmation, Print Order Check, Items..., Cancel, Print COA, View Attachment Tab, View Plates, and Create Over are visible. A legend at the bottom shows Hazardous, Over, Short, and Cancelled. A grid table below lists items with columns for Item (50906700), Lot Number (0002073996), Order Qty. (8 Drum), UOM, Rcvd Qty., Ship Qty., Entered UOM (Drum), Entered Qty (8), Ordered Item (50906700), Status (Cancelled), and Reason. The status bar at the bottom indicates 'LINUX2TEST Facility ZET (Last Update by BYRBYR at 3/6/2009 05:50 PM)'.

- 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.

The screenshot shows the 'Order Info' tab of the Zethcon software interface. The main area contains various input fields and dropdown menus for managing an order. Key fields include:

- Order ID:** 370215
- Ship ID:** 1
- Type:** O
- Customer ID:** INA
- Cust PO:** P0887766
- Reference:** 987432
- To Facility:** (dropdown menu)
- Appointment Date/Time:** (dropdown menu)
- Status:** Hold
- Status by:** ANN
- Status Update:** 9/30/2013 9:20:50 AM
- Priority:** Normal
- Shippers:** One-Time
- Load:** (dropdown menu)
- Stop:** (dropdown menu)
- Shipment:** (dropdown menu)
- Load Status:** (dropdown menu)
- Load Appointment Date/Time:** (dropdown menu)
- Wave:** (dropdown menu)
- Buttons:** Print Receiver, Reprint PO Confirmation, Print Order Check, Print Pack List, Print COA, View Attachment Tab, View Plates, Create Overs.
- Legend:** Hazardous, Over, Short, Cancelled.

- 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.

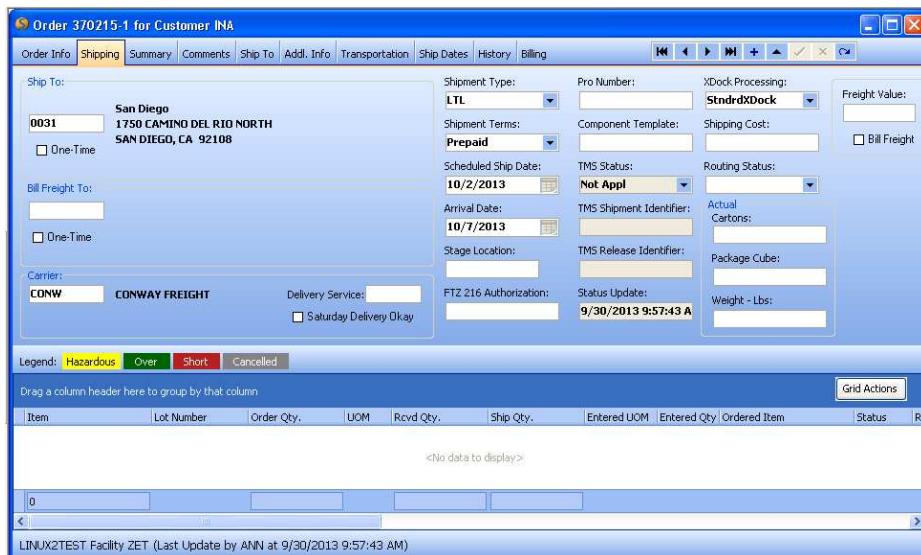
If there is a specific Carrier assigned to the customer it will automatically populate in this field.
- Select the correct Shipment Type for this order from the drop down box. This is a required field.
- Press the Tab key to move to the Shipment Terms field. Select the correct Shipment Terms for this 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

The screenshot shows the Zethcon Order 370215-1 Item: window. The 'Item Info' tab is selected. Key fields include:

- Ordered**: Contains 'Ordered Item' (dropdown), 'Lot #' (dropdown), 'Quantity' (text box), and 'UOM' (dropdown).
- Item**: Contains 'Item' (dropdown), 'Description' (dropdown), and 'UOM' (dropdown).
- Status**: Shows 'Status' (dropdown set to 'Active'), 'Status by' (dropdown set to 'ANN'), and 'Status Update' (text box showing '9/30/2013 9:57:44 AM').
- Tracking Grid**: A table for tracking item status across different metrics:

	Receipt	Shipment	Handling	
Ordered	Loaded	Picked	Committed	Max. Committed
Quantity:				
Lbs.:				
Kgs.:				
Cube:				
Amount:				
- Other Fields**: 'Consignee SKU', 'Child Work Order ID', 'Overpick Quantity', 'Minimum Days to Expiration', and a note at the bottom: 'LINUX2TEST Facility ZET (Last Update by at)'.

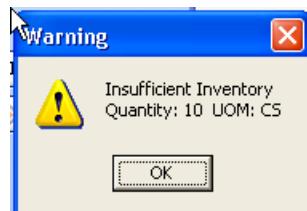
- In the Ordered Item field, type the Item code for the first item. Double click in this field or click the ellipsis button to select an item from a list of items for this customer. At least one item must be entered for the order.

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.

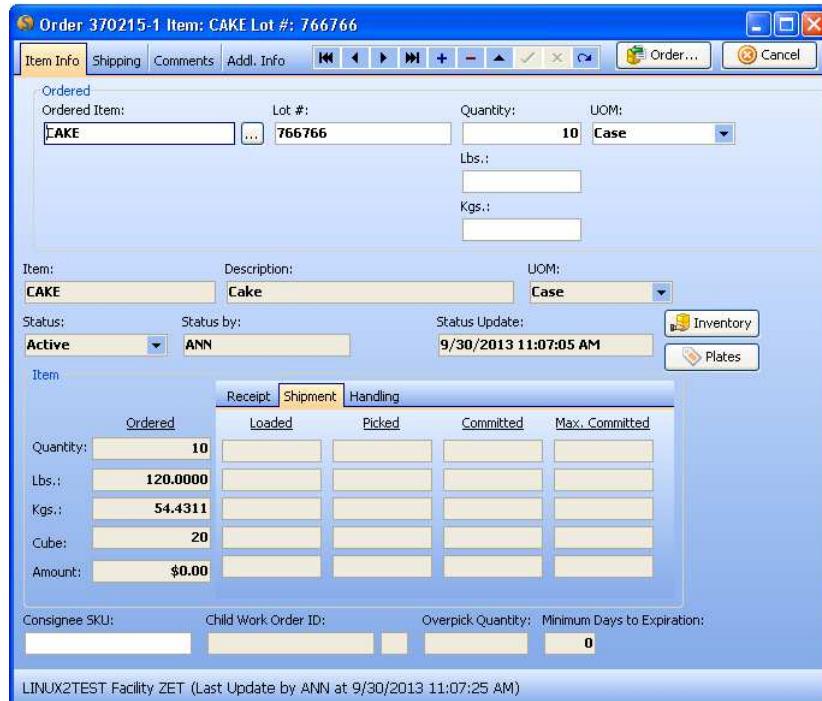


Note: You can click the button to check the inventory available for the entered item. The Customer Inventory Totals screen appears:

Inv Class	Quantity	Inv Status	Status	Plate Count	UOM	Facility
(TOTAL)	303	-----	-----	8	-----	ZET
(ALLOCABLE)	298	-----	-----	0	-----	ZET
Regular	298 Available	-----	-----	3	Case	ZET
	5 Available	PickNotShipd	(none)	5	Case	ZET

Facility	Customer ID	Item	Inv Class	Inv Status	Status	Lot Number	Quantity	UOM	Plate Count	Hazardous
ZET	INA	APPLE	Regular	Available	PickNotShipd	(none)	5	CS	5	N
ZET	INA	APPLE	Regular	Available	Available	(none)	298	CS	3	N

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

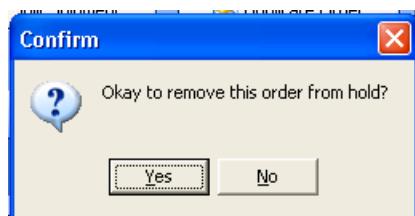


Continue entering items for this order by clicking the insert record button to add each new item. When every item has been entered, click on the 'X' in the upper right corner of the window to return to the Shipping screen.

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.

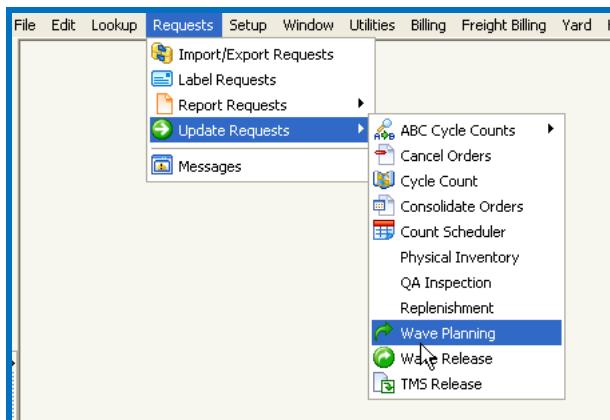


Once the orders have been released from hold, they need to be processed in wave planning or manual allocation for tasks to be created.

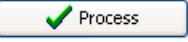
Wave Planning

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.)

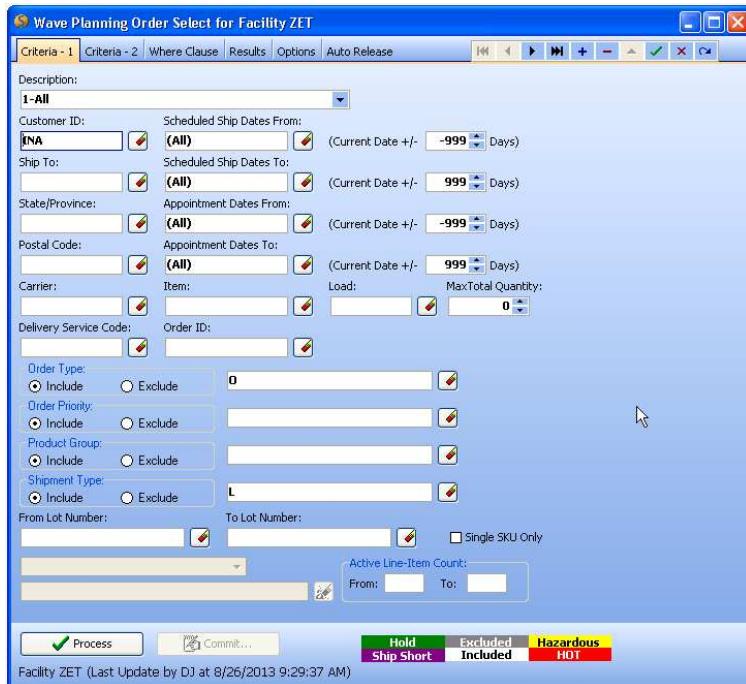
From the Requests menu, select Update Requests/Wave Planning.



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:

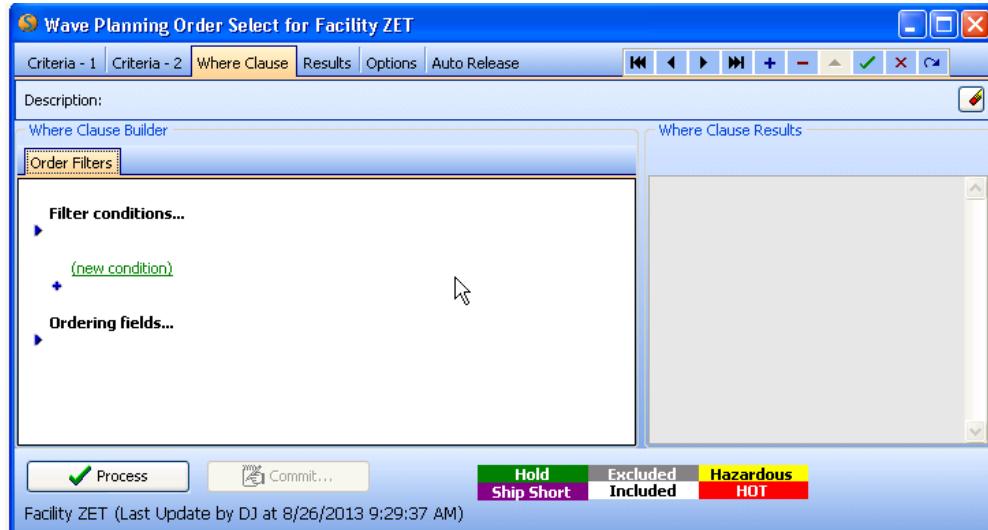


Criteria 2 tab:

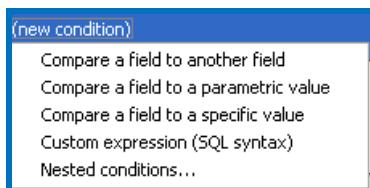


Requests/Updates Requests/Wave Planning/Where Clause

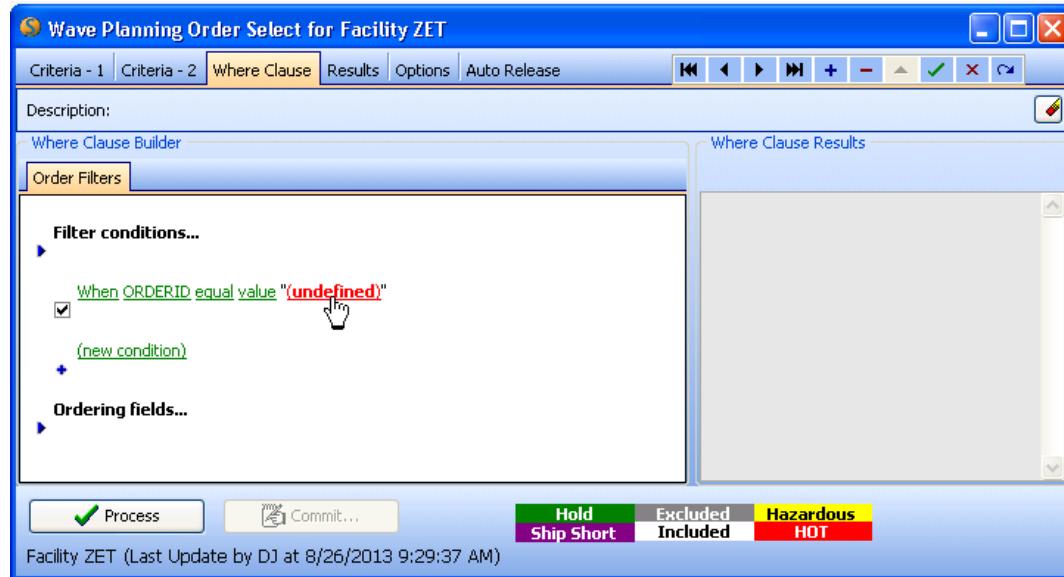
You can enter specific criteria to select orders on the Where Clause tab.



- 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.

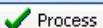
Batch Pick Options – You can use the drop down box to select a Tote Type/Group for the batch pick. You can also identify a sortation location.

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:

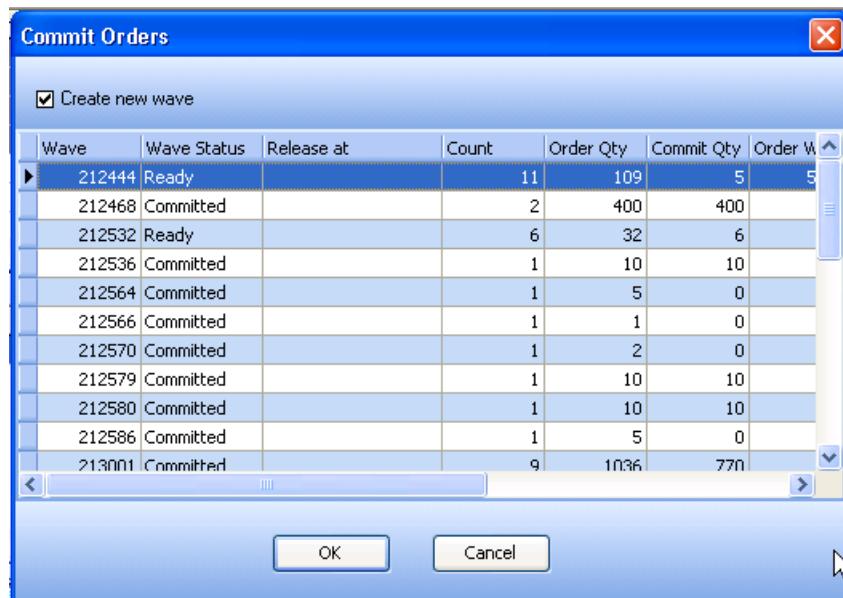
Item	Order Qty.	Allocable	Lot	UOM	Ind/Excl	Inventory Status	Ind/Excl Class	Inventory Class
APPLE	5	298		CS	I	AV	I	RG
BREAD	25	45		EA	I	AV	I	RG
CAKE	10	0	766766	CS	I	AV	I	RG
PEPPER	5	204		CS	I	AV	I	RG
PRUNE	100	0		CS	I	AV	I	RG
TAFFY	10	98		CS	I	AV	I	RG

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.

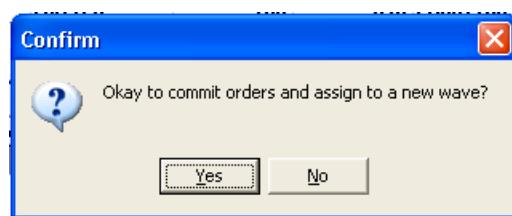
- To commit the orders for the wave, click the Commit button 

The Commit Orders screen displays:



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.



- Click Yes to commit the orders.

An information window appears with the wave number.

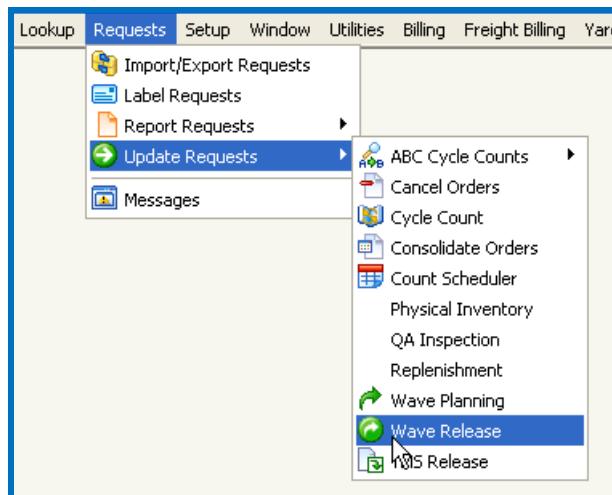


- Click OK and close the Wave Planning screen.

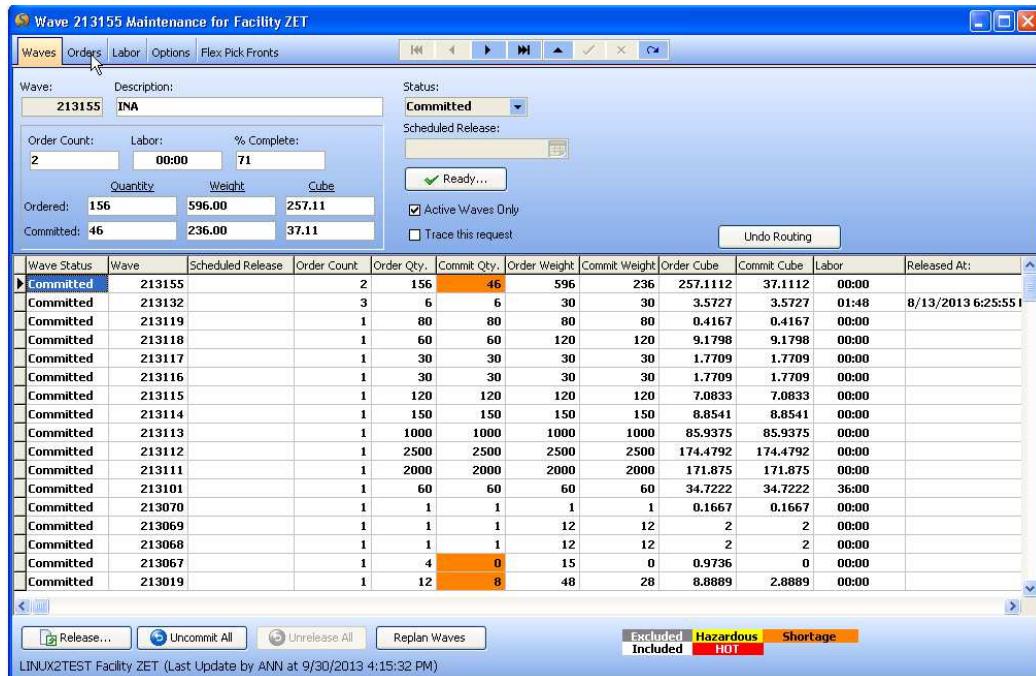
Wave Release

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

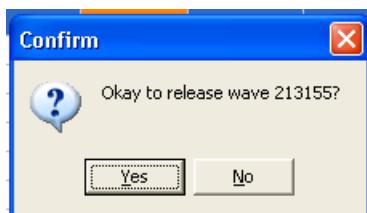
- From the Requests menu, select Update Requests/Wave Release.



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



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



- Click Yes.

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

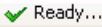
Click the Refresh button . The wave is now in released status.

Additional Button Functions:

- Allows you to uncommit the orders in a wave.

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

- 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.

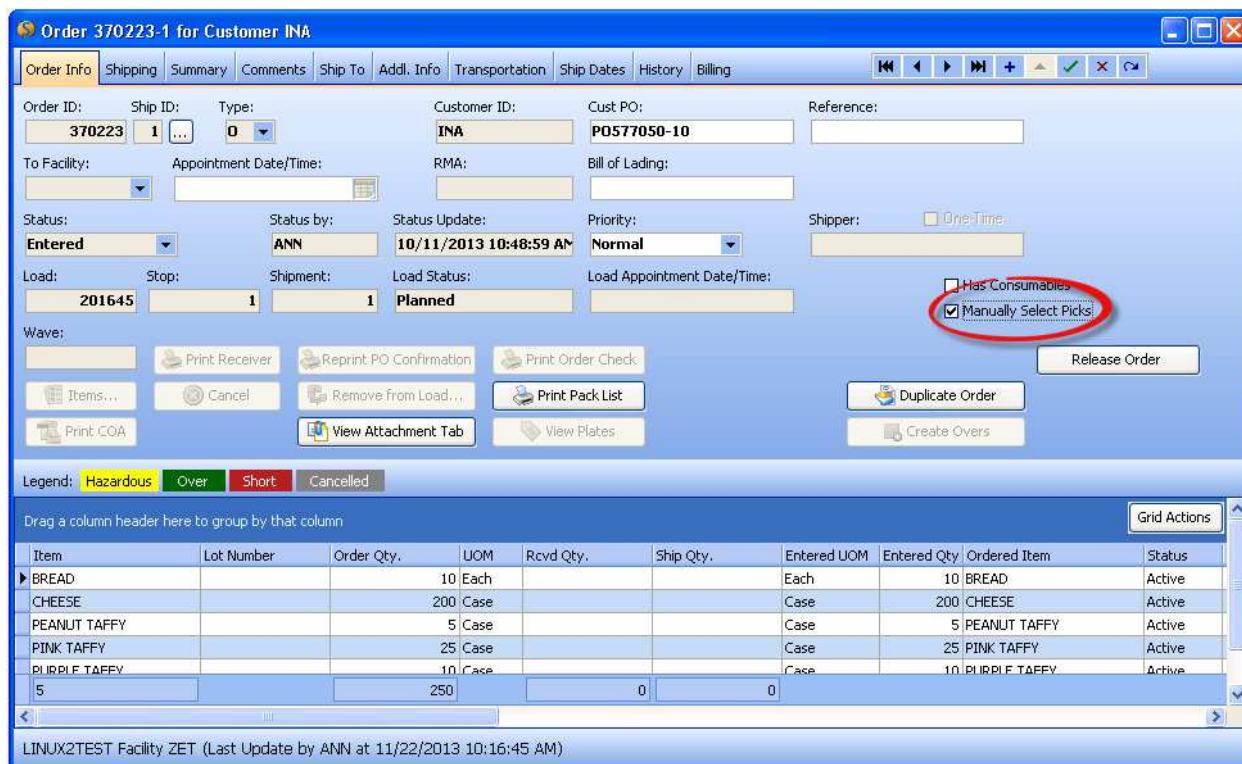
Manual Allocation

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:



The screenshot shows the Order Info screen for Order 370223-1. The 'Manually Select Picks' checkbox is checked and highlighted with a red circle. Other visible fields include Order ID (370223), Ship ID (1), Type (0), Customer ID (INA), Cust PO (PO577050-10), Status (Entered), Status by (ANN), Status Update (10/11/2013 10:48:59 AM), Priority (Normal), Shipment (Planned), and Load (201645). The 'Manually Select Picks' checkbox is located in the bottom right corner of the main form area.

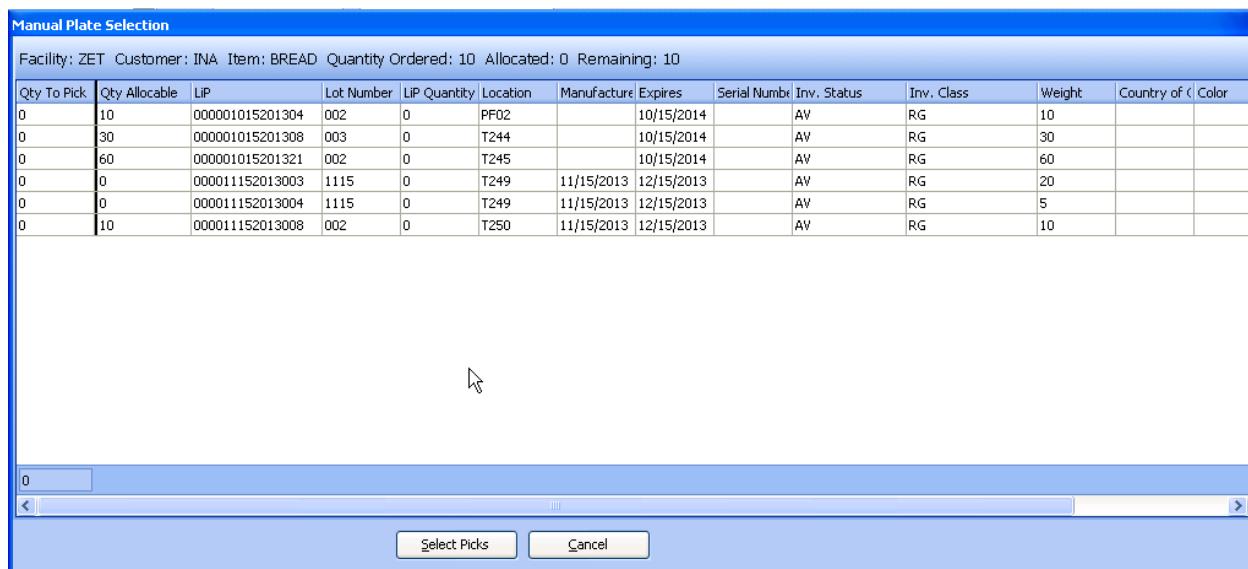
Item	Lot Number	Order Qty.	UOM	Rcvd Qty.	Ship Qty.	Entered UOM	Entered Qty	Ordered Item	Status
BREAD		10	Each			Each	10	BREAD	Active
CHEESE		200	Case			Case	200	CHEESE	Active
PEANUT TAFFY		5	Case			Case	5	PEANUT TAFFY	Active
PINK TAFFY		25	Case			Case	25	PINK TAFFY	Active
PIRPLE TAFFY		10	Case			Case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

LINUX2TEST Facility ZET (Last Update by ANN at 11/22/2013 10:16:45 AM)

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 **Select Picks**. 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.



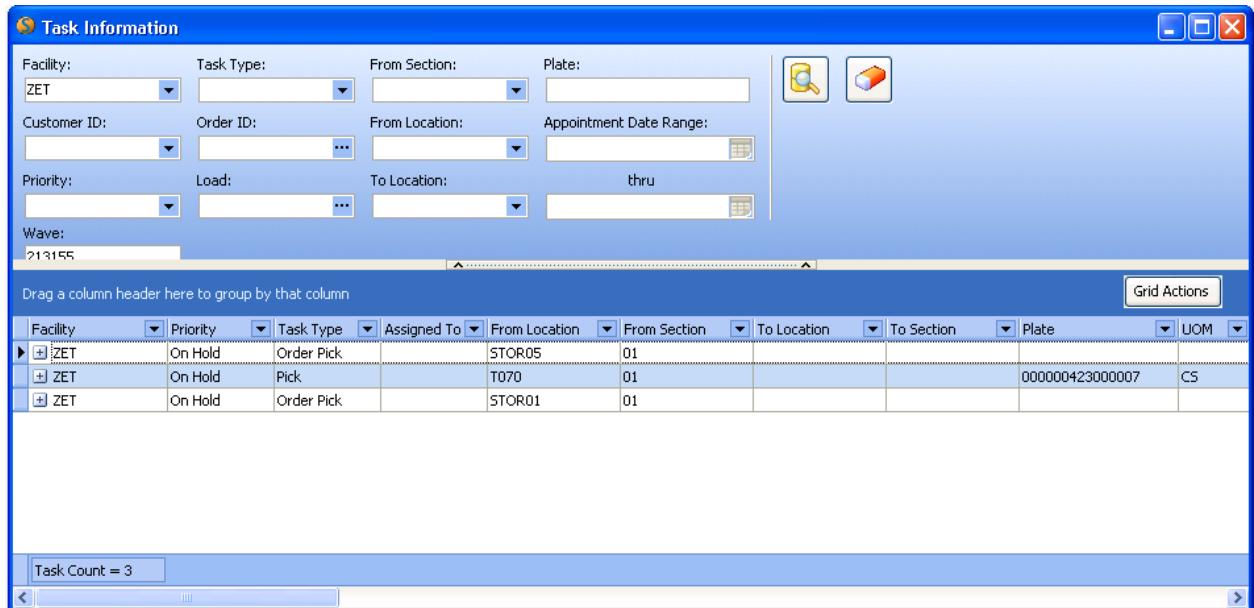
Tasks

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.

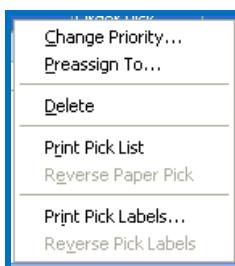


Click the search icon button. The tasks appear on the screen:

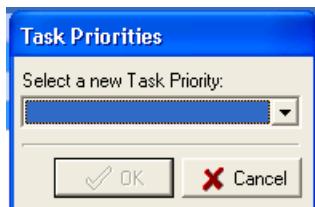


Using this screen, you can:

- 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.



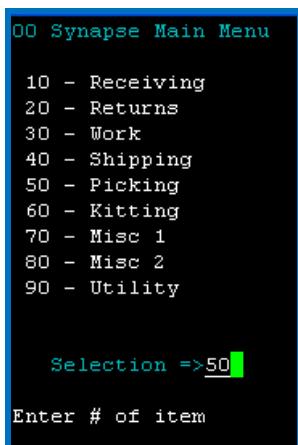
- Select the option you want to perform. A pop-up window appears. Enter the information required for the update. For example, a Task Priorities window appears for a priority change.



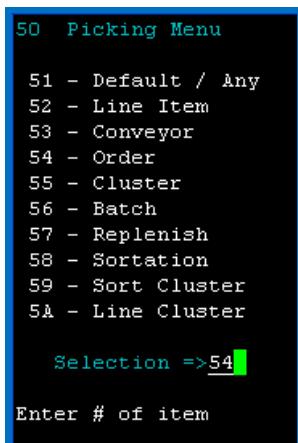
- After making the change, click OK.

Picking

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



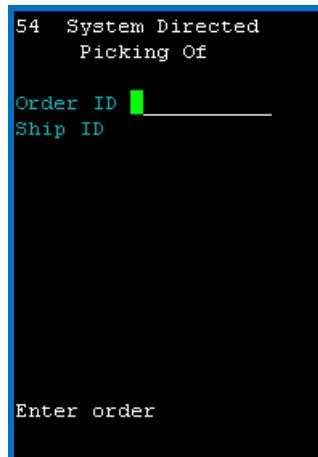
The Picking Menu appears.



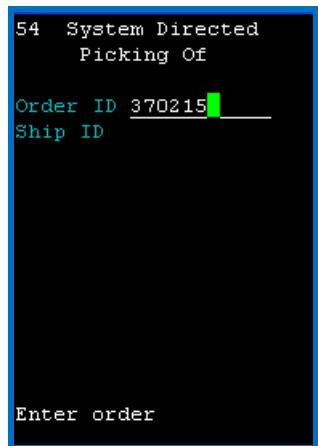
Note: There are many different types of picking- each depends on how the orders were added in the Wave Planning screen. This example uses Order Picking.

- Select option 54 - Order from the Picking Menu.

The Picking screen displays:

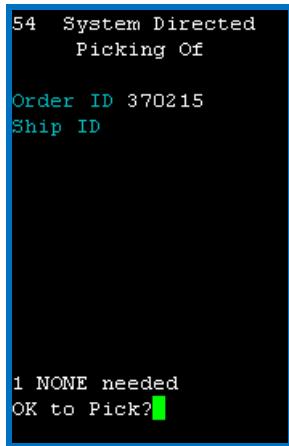


- Type the order number in the Order ID field and press Enter.



Note: The Ship ID field is optional.

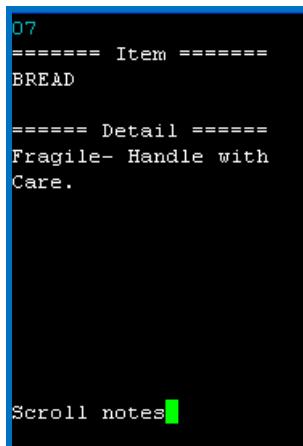
The following screen appears:



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.



- 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
Item BREAD*
BREAD
LOT 123
Loc STOR06 Part
LP 000000530000004
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
Item BREAD*
BREAD
LOT 123
Loc STOR06 Part
LP 000000530000004
LP 000000530000004
LP

LP is required
```

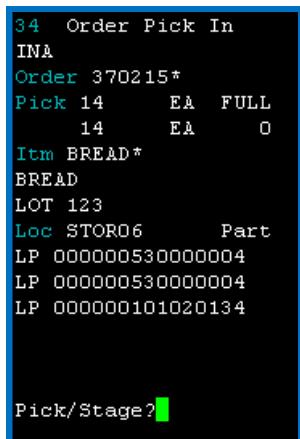
- Type the LPID that you are picking to and press Enter.

```
34 Order Pick In
INA
Order 370215*
Pick 14 EA FULL
    14 EA 1
Item BREAD*
BREAD
LOT 123
Loc STOR06 Part
LP 000000530000004
LP 000000530000004
LP 101020134

LP required
```

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

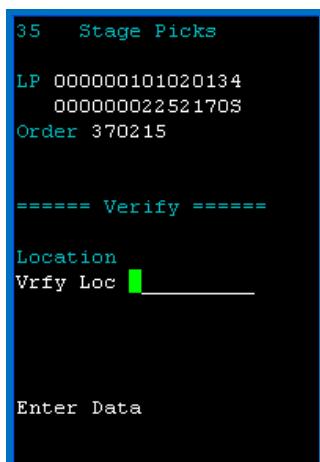
- After all items have been picked, the system prompts you with a message 'Pick/Stage' at the bottom of the screen.



Staging

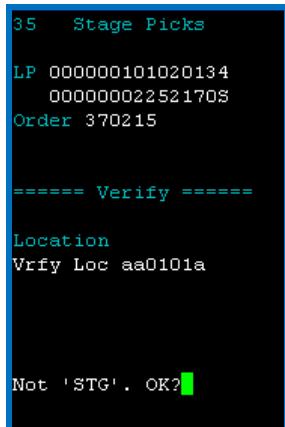
After the order has been picked, it needs to be staged in a staging location to be prepared for shipping.

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



- 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:



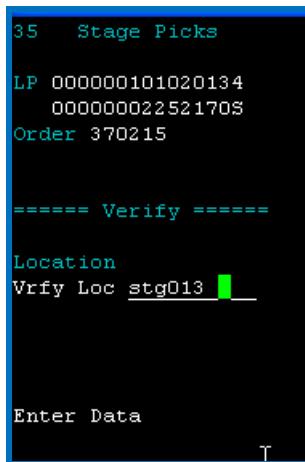
```
35 Stage Picks
LP 000000101020134
    00000002252170S
Order 370215

===== 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

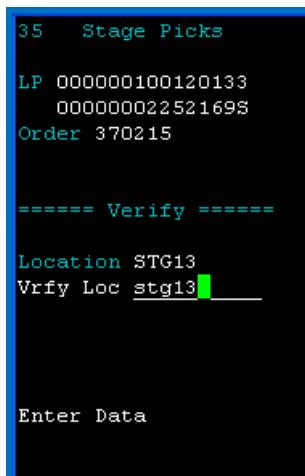
===== Verify =====

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
```

- To 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:



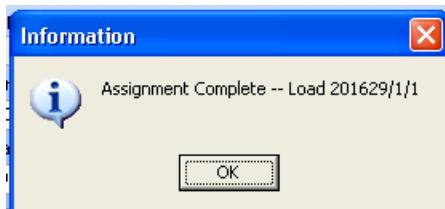
Note: If you are creating a new load, make sure you click the Create new load check box.

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:



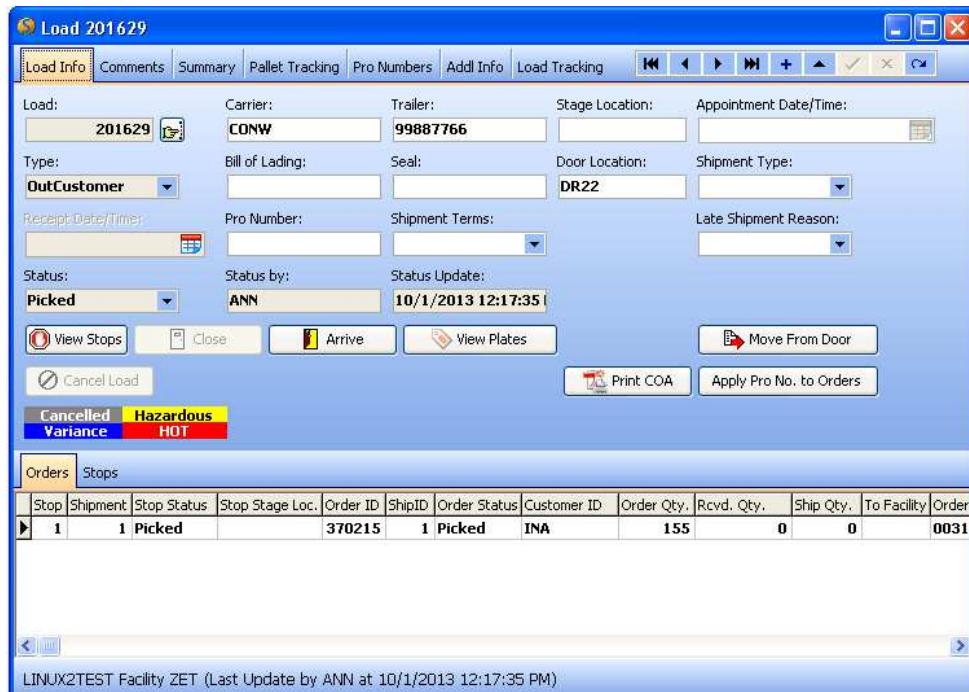
Record the load number the system assigns.

- 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.

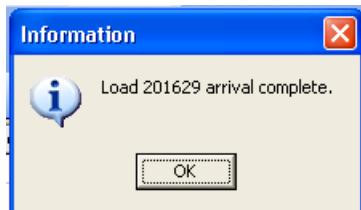
- Select Edit from the menu bar and select the Loads option. The Load screen appears:



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



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



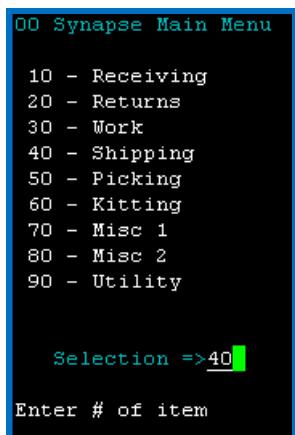
- Click OK. Exit the load screen.

Shipping

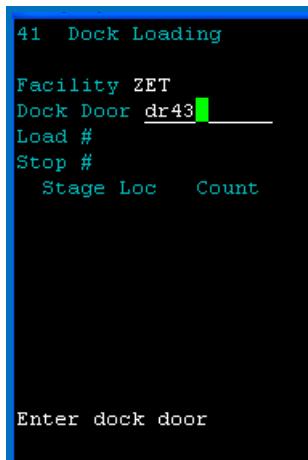
Once the orders have been staged, the final step for the warehouse employee is to load and ship the order. Then the Customer Service Representative can close the load.

Shipping/Dock Loading

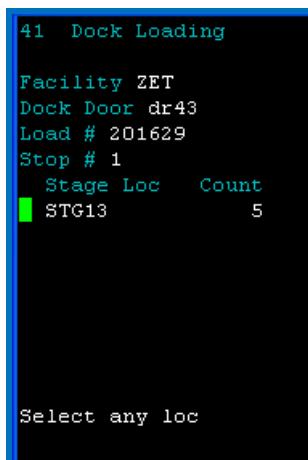
- From the RF Main Menu, select option 40 - Shipping.



- 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.



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

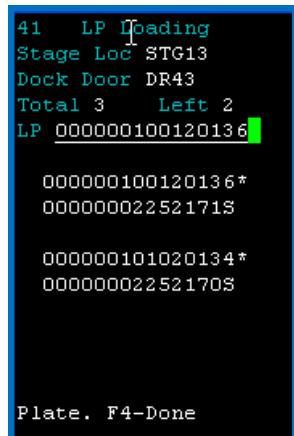


- Type any character (alpha or numeric) in the field to the left of the location to select the location. Press Enter. The LP Loading screen displays:



Shipping/Dock Loading/LP Loading

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



- 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.

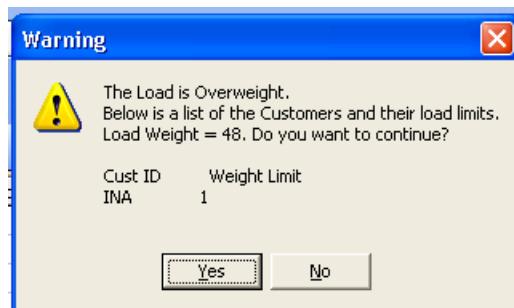
- Click the Close button  to complete this load. A confirmation window appears.



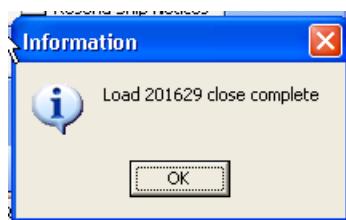
- Click Yes.

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.

Resend Ship Notices

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

Sample BOL (Bill of Lading)

Uniform Straight Bill of Lading						1 of 1
Ship From: 1000 W 5th St. Seattle, WA 98101 USA <small>At Agent's Order Shipped/Charged via Electronic Communication</small> Ship To: GALLEY 1234 NY, NY 10001 USA			Shipping Instructions B			Print BOL 11325-1 Arrival Date 11/16/2000 Ship Date 11/14/2000 Order Date 11/14/2000 Route Small Pkg Freight Charge Collected FOB Charge to be paid by: <input checked="" type="checkbox"/> Shipper <input type="checkbox"/> Consignee
 International Warehouse Logistics Association						
<small>The property described below is shipped and delivered free from destination of point of origin, including insurance, freight, and all other expenses incident to such shipping, except where otherwise stated in another clause or otherwise indicated. Every consignment is subject to the conditions published by the carrier, which are posted on notice board, herein referred, including the conditions of the bill of lading, which is hereby agreed to by the shipper and accepted by himself and his manager. The carrier is liable for damage to the goods in transit, but not for loss or damage occurring in connection therewith, before delivery, for property falling in any other charge, and the responsibility is not assumed by the bill of lading in respect thereto, and the damage so arising is not covered.</small>						
Vehicle Number 9999988		CARRIER FEDERAL EXPRESS		SEAC FDX	POL Number 888	
Shipment Number 1		Vendor Ship Plane # PRT-12652		Pro Number REFTEST	Shipper's Reference Number REFTEST	
Item Number 1	Age Date 11/14/2000	Age Time 10:00 AM	DLDC 0000	DLSC 0000	SLDC 0000	
WT 1	Quantity 1	Item Number PRT-12652	Loc Address Block 1000 C-ridge			Gross Weight 1
						
NMFC NO NMPC DESCRIPTION						
Order Totals 1						
For the Account of: (Shipper) CCC Computer Supply 400 Cumberland Road Park Ridge, IL 60068 USA						Send freight bill with copy of Bill of Lading to: Customer: Above shipper Ref ID and BOL number must appear on all freight bills I have received and accepted your order. Date: _____ Age for: _____ By: _____ Shipper _____ Consignee _____