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CHAPTER 29 – SETUP CONSIGNEE

It is important to understand the difference between the customer, the consignee and supplier in SYNAPSE.

A **Customer** is the warehouse's customer or the company that owns the merchandise.

A **Consignee** is a customer's customer or the person or company receiving the merchandise.

A **Supplier** provides goods for a customer.

For example, XXX Industries manufactures and sells picnic tables and they store the merchandise at this warehouse. XXX Industries is considered a "**customer**". This warehouse ships XXX-brand picnic tables to individual AAA Super Stores. Each AAA Super Store is considered a distinct "**consignee**". XXX industries also sells table umbrellas but they are manufactured and delivered to this warehouse by ZZZ Company. ZZZ Company would be considered a "**supplier**" for customer XXX.

Consignee/Name

Use this screen to enter basic data for the consignee such as corporate name, address, contact, etc. The consignee ID must be unique.

- From the Setup Menu, select Consignee.

The following screen displays:

Consignee Maintenance 0050 - Beverly Center

Consigee ID: 0050 Status: A

Name: Beverly Center

Contact: Janet Mills

Address: 142 S.SAN VICENTE BLVD, ST 101

City: LOS ANGELES State/Province: CA

Postal Code: 90048 Country: USA

Master Account:

☒ Bill For Pallets

Distributor/Consolidator: CAR

Phone:

Fax:

E-Mail:

☐ E-mail BOL

☐ Freight Billing Location

☒ Shipping Location

☐ Transportation Appointment Required

☐ Consolidator


Default Bill Freight To:

Default Shipment Type:


Default Shipment Terms: PPD

LINUX2TEST Facility ZET (Last Update by ZETHCON at 9/29/2009)

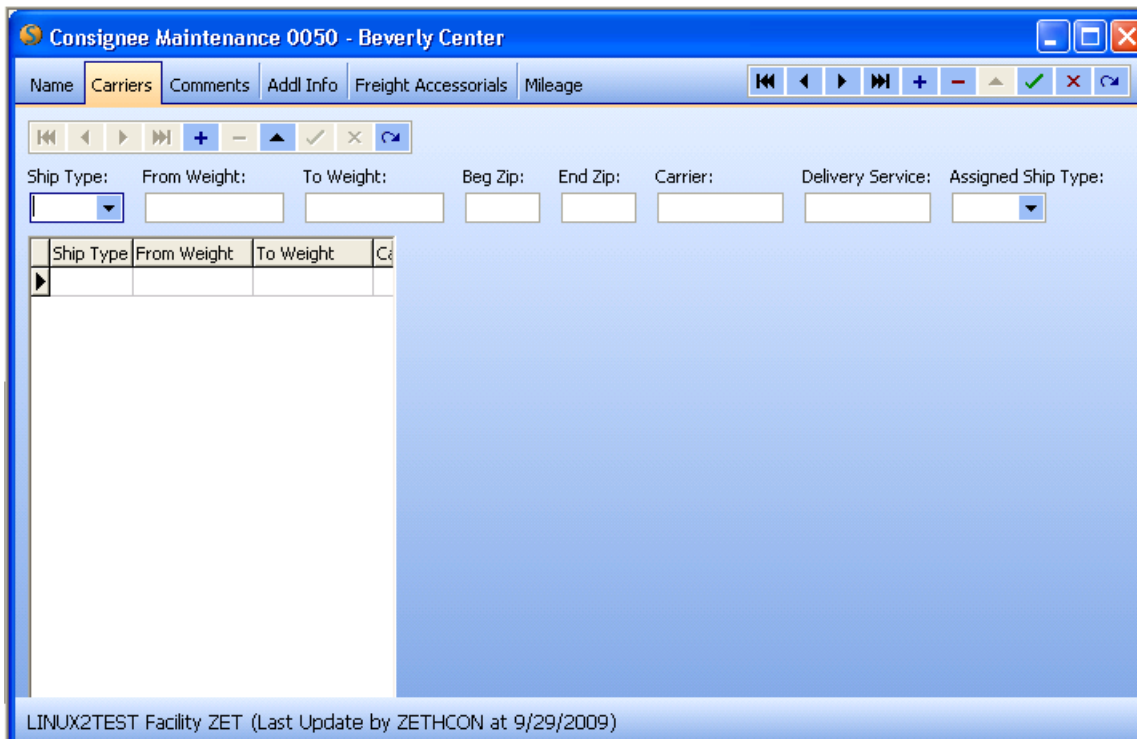
Consignee Maintenance/Name

- To enter a new consignee, click on the add button . Enter a unique Consignee ID, which is how the consignee will be identified throughout the system. The consignee status can be either A – Active or I – Inactive. Enter all the relevant information regarding the consignee including name, address, phone number, etc.
- If E-mail is a function that is set-up at your site, you can enter the consignee's E-mail address and check the E-mail BOL to email the BOL to the consignee. (Refer to chapter 49 for more information regarding E-mail options.)
- Enter a check mark in the Freight Billing Location and/or in the Shipping Location if applicable. (A Bill To or Ship To designation must be checked.) If a Transportation appointment is required, click to place a checkmark in the

Transportation Appointment Required box. If the consignee is a consolidator, click the Consolidator check box.

- If the Consignee has a Default Bill Freight To, enter the Consignee ID in the Default Bill Freight To field. If unknown, double click in the field to view a complete list of Consignee ID's. Double click on the consignee to select it and populate the field on the Consignee Maintenance screen.
- If the Consignee has a Default Shipment Type and/or Default Shipment Terms, select the appropriate code from the drop down boxes.
- If the Consignee is billed for pallets, click the check box next to Bill for Pallets. Note: At the present time, the system is not set up to automatically bill for the pallets. This is an informational field only.
- If appropriate, enter a Consignee ID in the Master Account field. This field is informational only and not required.
- After completing the Name Tab, click on the save changes symbol  to save your data and then click on the Carriers Tab.

The following screen displays:



Consignee Maintenance 0050 - Beverly Center

Name Carriers Comments Addl Info Freight Accessories Mileage

Ship Type: From Weight: To Weight: Beg Zip: End Zip: Carrier: Delivery Service: Assigned Ship Type:

Ship Type	From Weight	To Weight	C

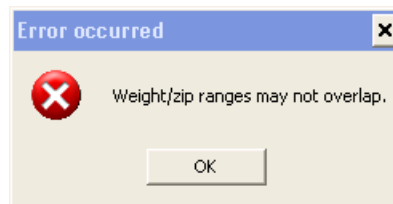
LINUX2TEST Facility ZET (Last Update by ZETHCON at 9/29/2009)


Consignee Maintenance/Carriers

Use the Carriers tab to enter default carrier information that the consignee will use for specific ship types, weight ranges and zip codes. The carriers must already exist in the Carrier table. (Refer to chapter 27 for more information about adding carriers to the table.)

- Enter a ship type or use the drop down to select a type from a list.
- The entry of a weight value is required.
- The entry of the zip code range is optional. If none is entered, the system will treat it as if '00000' – '99999' were entered.

Note: The From Weight must be less than or equal to the To Weight. Weight ranges cannot overlap within the shipment type. If you try to enter overlapping weights or zip codes for the same ship type, the following error message appears:



- After completing the Carrier Tab, click on the save changes symbol  to save your data.

Consignee Maintenance 0050 - Beverley Center

Name **Carriers** Comments Addl Info Freight Accessories Mileage

Ship Type: From Weight: To Weight: Beg Zip: End Zip: Carrier: Delivery Service: Assigned Ship Type:

From Weight	To Weight	Carrier	Deliv
25000	45200	KNIG	


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- Click on the Comments Tab. The following screen appears:

The screenshot shows a software window titled "Consignee Maintenance 0050 - Beverley Center". The window has a menu bar with "Name", "Carriers", "Comments" (highlighted), "Addl Info", "Freight Accessories", and "Mileage". Below the menu bar are two tabs: "Instructions" (active) and "BOL Comments". The main area contains a "Customer:" label, a text input field, a small icon, a checkbox labeled "Automatically display instructions when handling", and a set of navigation buttons. A large text area for instructions is below this, containing a cursor. At the bottom, it says "Last Update by at" and "LINUX2TEST Facility ZET (Last Update by ANN at 9/19/2013 1:22:30 PM)".

Consignee Maintenance/Comments/Instructions

This screen provides a free-form area for adding specific shipping instructions for a customer/consignee combination.

- Enter specific instructions for the customer/consignee. Double-click on the Customer field to select a customer from a list.
- Click the 'Automatically display instructions when handling' check box to display the instructions on the RF. If this isn't checked, the RF operator will see an * on the screen and will need to take action to see the instructions.
- After completing the Instructions Tab, click on the save changes symbol  to save your data and then click on the BOL Comments Tab.

The following screen displays:

Consignee Maintenance 0050 - Beverley Center

Name Carriers **Comments** Addl Info Freight Accessories Mileage

Instructions **BOL Comments**


Customer:

Last Update by at

LINUX2TEST Facility ZET (Last Update by ANN at 9/19/2013 1:22:30 PM)

Consignee Maintenance/Comments/BOL Comments

Use this screen to enter BOL comments for a customer/consignee combination which will appear on the BOL.

- Enter a customer code or double-click the Customer field to select one from a list.
- Type the information you want to appear on the BOL. After completing the BOL Comments Tab, click on the save changes button  to save your data.

Consignee Maintenance 0050 - Beverley Center

Name Carriers Comments Addl Info Freight Accessories Mileage

Instructions BOL Comments

Customer:
1TSHIRT

Call 1-800-TEE-HELP for freight inquiries.

Last Update by ANN at 9/19/2013 2:12:14 PM

LINUX2TEST Facility ZET (Last Update by ANN at 9/19/2013 1:22:30 PM)

- Click the Addl Info tab. The following screen appears:

Consignee Maintenance 0050 - Beverley Center

Cons Import Update Order ☐

Facility Code	Ship Label Code	Retail Label Code	Pack Slip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TP Acct #	Store Number	Dist Center Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Store Code:	GLN Code:	DUNS #:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pass-Thru Character 01	Pass-Thru Character 02	Pass-Thru Character 03	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pass-Thru Character 04	Pass-Thru Character 05	Pass-Thru Character 06	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pass-Thru Character 07	Pass-Thru Character 08	Pass-Thru Character 09	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pass-Thru Character 10			
<input type="text"/>			
Import Date	Import File ID:		
<input type="text"/>	<input type="text"/>		

LINUX2TEST Facility ZET (Last Update by ANN at 9/19/2013 1:22:30 PM)

Consignee Maintenance/Additional Information

Used for specific customizations, these fields are populated from an EDI 816 (Organizational Relationships) transaction. If the Cons Import Update Order box is checked, then these fields are used when an Order is imported using an EDI 940.

Consignee Maintenance/Freight Accessorials

The screenshot shows a software window titled "Consignee Maintenance 0050 - Beverley Center". It has a tabbed interface with tabs for "Name", "Carriers", "Comments", "Addl Info", "Freight Accessorials" (which is selected), and "Mileage". The "Freight Accessorials" tab displays a table with two columns: "Tariff ID" and "Description". The table contains two rows: "TEST1" with description "TEST 1 8-19-11 (30)" and "TEST2" with description "TARIFF - TEST #2". Below the table, a message states: "There are no Accessorials associated with Tariff : TEST1". Below this message is another table with columns: "Y/N", "Activity Code", "Description", "Rate Flag", "CWT Rate", "Min CWT Charges", and "Flat Charge". This table is empty, and a message "<No data to display>" is centered below it. At the bottom of the window, there are two buttons: "Select All" and "Unselect All". The footer of the window displays the text: "LINUX2TEST Facility ZET (Last Update by ANN at 9/19/2013 3:10:55 PM)".

Tariff ID	Description
TEST1	TEST 1 8-19-11 (30)
TEST2	TARIFF - TEST #2

There are no Accessorials associated with Tariff : TEST1

Y/N	Activity Code	Description	Rate Flag	CWT Rate	Min CWT Charges	Flat Charge
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<No data to display>

Select All Unselect All

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The Freight Accessorial information is used in the freight billing functionality. Refer to the Freight Billing documentation for more information.

Consignee Maintenance/Mileage

The screenshot shows a software window titled "Consignee Maintenance 0050 - Beverley Center". The window has a menu bar with "Name", "Carriers", "Comments", "Addl Info", "Freight Accessorials", and "Mileage". The "Mileage" tab is selected. Below the menu bar is a toolbar with navigation and editing icons. The main area contains a form with "From Facility:" and "Mileage:" labels, each followed by a dropdown menu and a text input field. Below this is a table with three columns: "FROMFACILITY", "MILEAGE", and "LASTUSER". The first row of the table is highlighted. At the bottom of the window, a status bar displays "LINUX2TEST Facility ZET (Last Update by ANN at 9/19/2013 3:10:55 PM)".

FROMFACILITY	MILEAGE	LASTUSER

The Mileage information is used for customized routing functionality for specific customers.