

CHAPTER 9 - ADDITIONAL LOAD INFORMATION2

CREATING AN OUTBOUND LOAD WITH MULTIPLE STOPS	2
LOADS.....	2
LOAD STOP 1/STOP INFO.....	4
LOAD STOP 1 SHIPMENT 1/SHIP INFO	5
ASSIGNING THE ORDERS TO A MULTI-STOP LOAD	7
PRO NUMBERS.....	9

CHAPTER 9 - ADDITIONAL LOAD INFORMATION

Creating an Outbound Load with Multiple Stops

Use this procedure to create an outbound load with multiple stops. In order to assign an order to a multi-stop load, you must first create the load and associated stops in Synapse using the following screens.

- From the Edit Menu, click on Loads.

The following screen displays:

The screenshot shows the Synapse 2 - [Load 201489] window. The top menu bar includes File, Edit, Lookup, Requests, Setup, Window, Utilities, Billing, Freight Billing, and Help. The main window has tabs for Load Info, Comments, Summary, Pallet Tracking, Pro Numbers, Addl Info, and Load Tracking. The Load Info tab is active, displaying various fields for load details. Below the fields are buttons for View Stops, Close, View Plates, Cancel Load, Print All Receivers, Print COA, and Apply Pro No. to Orders. At the bottom, there are tabs for Orders and Stops, and a table showing the load's stops.

Stop	Shipment	Stop Status	Stop Stage Loc.	Order ID	ShipID	Order Status	Customer ID	Order Qty.	Rcvd. Qty.	Ship Qty.	To Facility	Order Ship To	From Facility	St
1	1	Received		369953	1	Received	1CALJAM	40	40	0	ZET			

Loads

- Click the insert record button to create a new load.

NOTE: When adding the load, be sure to make a note of the new load number, as you will need it later.

- Select the desired Type of load from the drop down box.
- Enter the Carrier for the load. If the carrier is unknown, double click in the Carrier field to view a list of carriers (see below). Double click on the carrier to select it.

Carrier Lookup

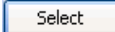
Beginning with: State/Province:

Carrier ID: SCAC:

☐ Small Package Carrier
☒ Active Status Only

Legend: **Pro Numbers are needed** Inactive

Carrier ID	Name	Contact	Phone	Status	State	SCAC	Min Prono Count	Unused Prono Count
KNIG	KNIGHT TRANSPORTATION			Active		KNIG	0	0
KOCH	KOCH LOGISTICS			Active		1	0	0
KNTR	KONINK TRANSPORTATION			Active		KNTR	0	0
KRAK	KRAKOWSKI TRUCKING INC.		800-315-1882 330-722-7935	Active	OH	KRAK	0	0
KRMT	KRM TRUCKING			Active		KRMT	0	0
KUEH	KUEHNE & NAGEL			Active		KUEH	0	0
KUKE	KUKER TRUCKING			Active		NONE	0	0
KUNT	KUNTZMAN TRUCKING		800-362-9779	Active		KMAN	0	0
KUTZ	KUTZMAN			Active		KUTZ	0	0
LPEX	L P EXPRESS			Active		LPEX	0	0
LDTR	L&D TRUCKING			Active		LDTR	0	0
LWAT	L. WATKINS			Active		LWAT	0	0
LAI	LAIDLAW			Active		LAI	0	0
LERI	LAKE ERIE LOGISTIC			Active		LERI	0	0
LAVE	LAKEVILLE MOTOR EXPRESS			Active		LAVE	0	0

- Enter the Bill of Lading, Trailer number and Seal number if it is available.
- If there is a Staging Location ready to be assigned to the entire Load, enter the staging location. To select the staging location, double click in the Stage Location field and double click to select the location from the list. Make sure that the location selected appears in the lower right corner. Click on the **Select** button  finish and return to the Loads screen.

Facility ZET Door & Staging Lane Inquiry

Door Information

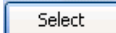
Door	Load	Load Type	Load Status
DR00	201413	InCustomer	InLoaded
DR01	201172	InCustomer	Arrived
DR02	201183	InCustomer	Arrived
DR03	201211	InCustomer	Arrived
DR04	200799	OutCustomer	Picked
DR05	201603	InCustomer	Arrived
DR06	201182	OutCustomer	Planned
DR07	200939	OutCustomer	Loading
DR08	201601	InCustomer	Arrived
DR09	201405	InCustomer	Arrived
DR10	201444	InCustomer	Arrived
DR11	201449	InCustomer	Unloaded
DR12	201599	InCustomer	Arrived
DR13	201450	OutCustomer	Loaded
DR14	201134	OutCustomer	Full Release
DR15	200913	OutCustomer	Loading
DR16	201451	OutCustomer	Loading


Staging Lane Information

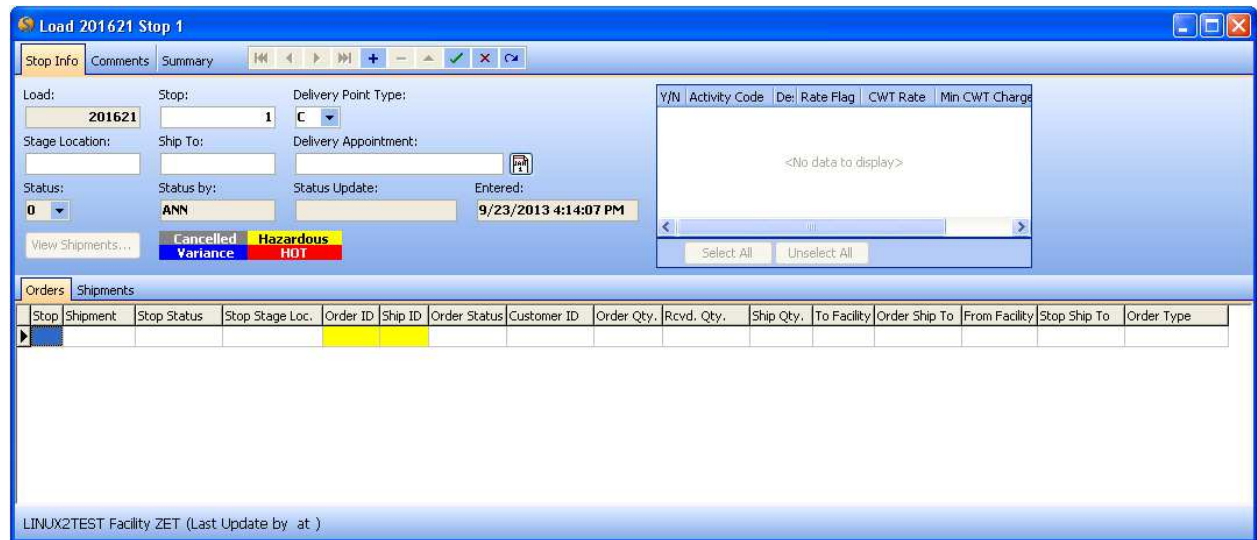
Stage Location	Load	Slup	Load/Slup Status	Load Type	Loc. Status	Loc. Description
14210AI INTT					In-Service	AI INTT LOCA
AUDIT01					Empty	AUDIT LOCA
JK-DELETE1					Empty	JK-DELETE1
STG01	201154	1	Planned	OutCustomer	In-Service	Staging Loc
STG02					In-Service	Staging Loc
STG03	201155	1	Planned	OutCustomer	Empty	Staging Loc
STG04					In-Service	Staging Loc
STG05	201535	1	Planned	OutCustomer	In-Service	Staging Loc
STG06					In-Service	Staging Loc
STG07	201519	1	Picked	OutCustomer	In-Service	Staging Loc
STG08	201549	1	Picked	OutCustomer	Empty	Staging Loc
STG09	201451	1	Loading	OutCustomer	In-Service	Staging Loc
STG09	201509	1	Planned	OutCustomer	In-Service	Staging Loc
STG09	201538	1	Planned	OutCustomer	In-Service	Staging Loc
STG10					In-Service	Staging Loc
STG11	201445	1	Planned	OutCustomer	In-Service	Staging Loc
STG12					Empty	Staging Loc

Selected Door Location: **Select** **Cancel**

Selected Stage Location: **STG12** **Out of Service**

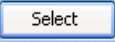
- If the Door Location is ready to be assigned, enter the door location. To select the door location from a list, double click in the Door Location field and double click on the location. Make sure that the location selected appears in the lower right corner. Click on the **Select** button  to select the door and return to the Load screen.
- Enter the Pro Number if it is required and available.
- The Shipment Terms defaults based on a value set for your facility. Use the drop down to change it, if required.

- The Shipment Type defaults based on a value set for your facility. Use the drop down to change it, if required.
- Click on the save changes button . The Load/Stop 1 screen appears.



Load Stop 1/Stop Info



Upon entering the screen the first time, the Stop field is set to 1.


- Use the drop down to change the Delivery Point Type, if required.
- If the Staging Location was not selected on the previous screen because there will be separate staging locations for each stop, you may assign a location for this stop. If the Staging Location is to be assigned here, double click on the field to view a list of locations. Double-click on the location to select it and then click on the Select button .

NOTE: The Staging Location can be assigned later in the process.

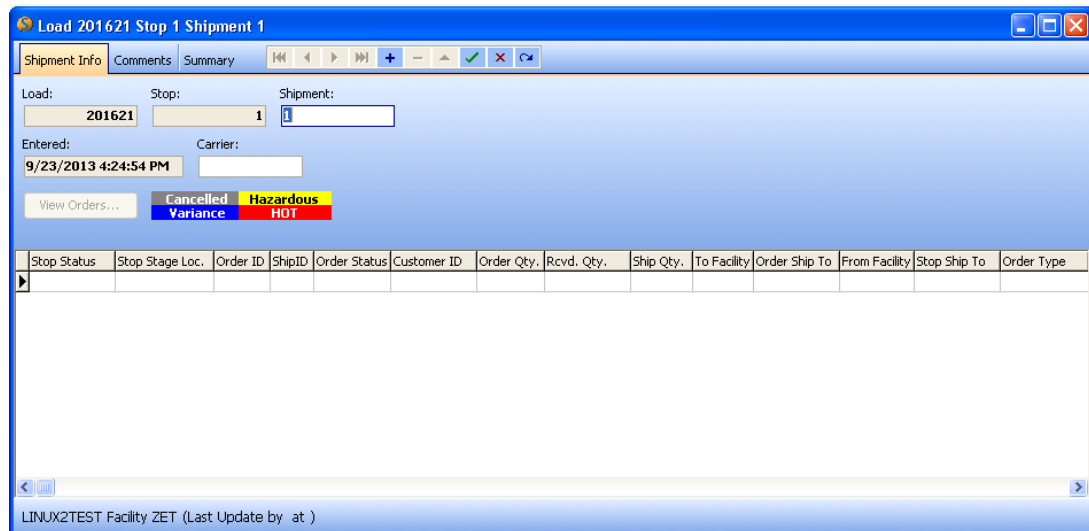
- If known, enter the consignee code for the first order of this stop in the Ship To field.

NOTE: The consignee code information can be found on the Order Screen. If you do not assign the Ship To at this time, it will eventually be assigned from the orders.




- Add a Delivery Appointment, if required. You can use the calendar button  to select a date.
- Click on the save changes button . The Load/Stop/Shipment screen appears.


NOTE: You can add as many stops to the load as you need. To add another stop to the load, on the Stop screen, click the insert record button  and the Stop number will automatically increment.

Load Stop 1 Shipment 1/Ship Info



There is no data to enter on this screen. The Shipment field defaults to 1.

- Click on the save changes button . The first shipment record for the stop has now been created.
- If there is more than one shipment on this stop, click the insert record button  and the Shipment number will automatically increment. Click on the save changes button  to save your shipment.
- Repeat the steps above to add each additional shipment for this stop. When you are finished creating shipments for this stop, close the Shipment screen.
- The Stop screen appears. Using the directions above, continue to add stops and stop shipments until the load is complete.

Once all of the stops/shipments have been created, exit to the Load screen and click the refresh button  to display the Stop Records.

The following screen displays:

Load 201621

Load Info | Comments | Summary | Pallet Tracking | Pro Numbers | Addl Info | Load Tracking

Load: 201621 | Caller: KNIG | Trailer: 67892 | Stage Location: | Appointment Date/Time: |

Type: OutCustomer | Bill of Lading: | Seal: | Door Location: | Shipment Type: Truckload |

Receipt Date/Time: | Pro Number: | Shipment Terms: Prepaid | Late Shipment Reason: |

Status: Entered | Status by: ANN | Status Update: 9/23/2013 4:14:07 PM |

View Stops | Close | Arrive | View Plates | Move From Door |

Cancel Load | Print COA | Apply Pro No. to Orders |

Cancelled Variance **Hazardous HOT**

Orders | Stops

Stop	Stop Status	Order Qty.	Rcvd. Qty.	Ship Qty.	Stage Location	Ship To
2		0	0	0	STG13	
1		0	0	0	STG12	

LINUX2TEST Facility ZET (Last Update by ANN at 9/23/2013 4:34:27 PM)

Assigning the Orders to a Multi-Stop Load

Refer to the chapter on Outbound Order Processing for basic instructions. Follow the instructions for “Creating an Outbound Order” through “Orders / Shipping / Order Item”, including the last step which removes the new order from hold status. Now begin the “Assigning an Order to a Load” process. The process for a multi-stop order is nearly the same, EXCEPT that you have already created a new load record, so the following instructions apply after you press the “Assign to load” button on the Orders screen.

- When adding each order to a multi-stop load, remove the check mark from the Create New Load box. (You want to use the new Load Number that you built for this multi-stop load, with the proper stops defined.)

- Click on the Load field, and type in the Load Number that you wrote down when you built the multi-stop load record on the Loads screen.
- Press the Tab key. The Stop and Shipment fields will each be automatically set to 1. The system might fill in other fields with information that was entered on the Load screen. The cursor is on the Stop field.
- If the order you just built belongs on stop 2 or higher, change the Stop field to the right stop.
- If the order belongs to shipment 2 or higher of the stop number, press the Tab key or click on the Shipment field. The cursor moves to the Shipment field. Change the Shipment field to the proper value.
- Click OK to complete the assignment.

Repeat this process for each order on the load until the load is complete.

Once the entire load has been assigned, complete the shipping steps as usual.

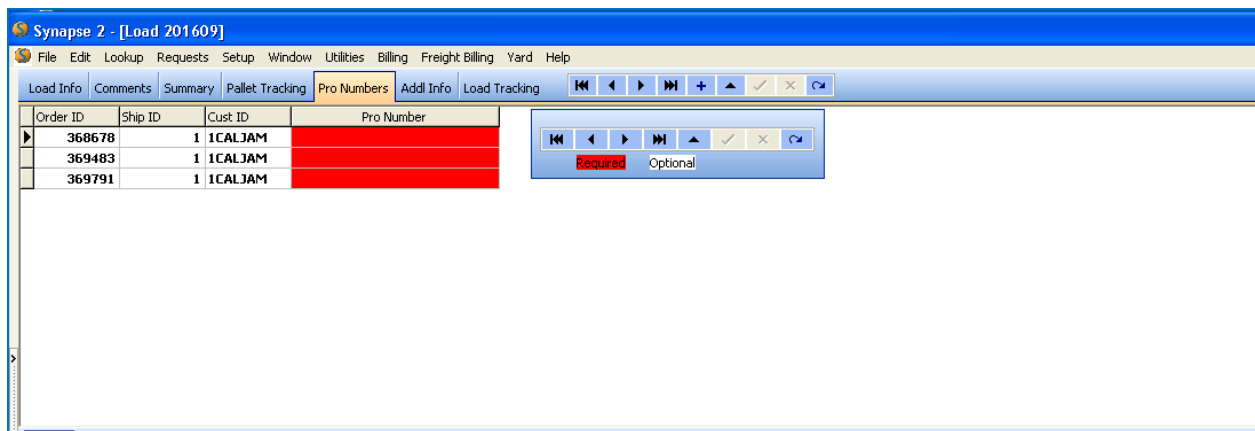
NOTE: Once an order has been assigned to a stop in a multi-stop load, to change a stop, the order must be removed from the load/stop combination and added to the desired load/stop combination.

Pro Numbers

If the Collect Pro Numbers option is enabled for a customer on the Customer Setup Screen, SYNAPSE will require a Pro Number to be entered on the Load or Order.

- To enter a Pro Number for an **order**, select the Edit/Order/Shipping Tab and enter the appropriate information.
- To enter a Pro Number for a **load**, select the Edit/Load/Pro Numbers Tab and enter the appropriate information.

Note: A load can have orders from multiple customers. If a Pro Number is required for the order, the Pro Number field on the Load/Pro Numbers tab will be displayed in red as shown below.



Note: The Pro Number field is required for outbound loads and outbound transfers if the option is enabled on the Customer Setup screen but can be used as an optional information field for all other types of loads and orders.

If you attempt to close a load and a Pro Number is required for an order, an error message is displayed as shown below and the load can not be closed without the entry.

