



# DESPATCHES - AWAITING CHECKING

Awaiting Checking is part of the Despatches Menu option and is used to verify each Picked Order then prepare Carrier Consignment Note details and initiates the printing of Despatch Address label/s





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# Awaiting Checking

The Awaiting Checking screen is used to verify each Picked order is correct then generate a Consignment Note Number plus print Address labels

## AWAITING CHECKING

Scan Block # or Enter Pick Order #

**General**

ORDERS LIST									
View By: 5 Page: 1									
Selected: 0									
<input checked="" type="checkbox"/> <input type="radio"/>	Order #	Client Code	Customer ID	Suburb/City	Post Code	Status	Priority	Due Date	Partial Pick (T/F)

Total 0 records. Show from 1 to 0

**REPORT: CSV** **REPORT: XLS**

The User must scan the PICK Order or Despatch Location holding the Picked Order via the Global Input field at top right corner of their screen

Connected to WAREHOUSE\*MINDER | WH: RZ | DEV: DC | [Logout](#) | [About](#)

Input: ]G0RZBLOCK043



Note: the Barcode Scanner must be configured with AIM Symbology Identifier Prefix turned on. e.g. ']G0' = Code 93



# Awaiting Checking - Pick Order Results

Search  
Results  
screen

## AWAITING CHECKING

Scan Block or Enter Sales Order #.

General

ORDERS LIST View By: 5

Page: 1

Selected: 1

<input type="checkbox"/>	<input checked="" type="radio"/>	Order #	Customer ID	Client Code	Customer Ref.	Picked to Location	Status	WH #	Priority	Due Date	Partial Pick (T/F)
		S155029	WP00700916	WPR		BLOCK012	DA	RZ	5	2010-10-22 00:00:00	F
		S155030	WP00700916	WPR			DA	RZ	5	2010-10-22 00:00:00	F
		S155031	WP00700916	WPR			DA	RZ	5	2010-10-22 00:00:00	F
		S155032	WP00700916	WPR			DA	RZ	5	2010-10-22 00:00:00	F

Total 21 records. Show from 1 to 5

**REPORT: CSV** **REPORT: XLS**

General

LINES LIST View By: 5

Page: 1

Selected: 1

<input type="checkbox"/>	<input checked="" type="radio"/>	Order #	Label #	Line#	Product ID	Description	Ordered Qty	Picked Qty	Block Location	Status	DV
		S155029	D000414	1	TBP	TEFAL KETTLE AND TOASTER SET + JAMIE OLIVER FRYPAN	1	1	BLOCK012	PL	C1
		S155029	D000431	0001	706147	TEFAL KETTLE AND TOASTER SET + JAMIE OLIVER FRYPAN	1				DX

Ready For Despatch Rows Total: 1

Ready For Despatch Rows Selected: 1

Total 2 records. Show from 1 to 2

**CONNTE** **REPORT: CSV** **REPORT: XLS** **CANCEL DESPATCH**



## Awaiting Checking - Pack Dimensions

### General

LINES LIST View By: 5

Page: 1

Selected: 1

		Order #	Label #	Line#	Product ID	Description	Ordered Qty	Picked Qty	Block Location	Status	DV
<input checked="" type="checkbox"/>	S155029	D000414	1	TBP	TEFAL KETTLE AND TOASTER SET + JAMIE OLIVER FRYPAN		1	1	BLOCK012	PL	C1
<input type="checkbox"/>	S155029	D000431	0001	706147	TEFAL KETTLE AND TOASTER SET + JAMIE OLIVER FRYPAN		1			DX	

Ready For Despatch Rows Total: 1

Ready For Despatch Rows Selected: 1

Total 2 records, Show from 1 to 2

**CONNNOTE** **REPORT: CSV** **REPORT: XLS** **CANCEL DESPATCH**

Connote details

### PACK DIMENSIONS

Type	QTY	L CM	W CM	H CM	VOL (M3)	WT KG	TOTWT (KG)	TOT.VOL (M3)
CARTON	1	20	30	40	0.0240	1	1.0000	0.0240

Total Entered Pallets: 0

Total Entered Cartons: 1

Total Entered Satchels: 0

Total Required Labels: 1

Empty Consignment # input means MINDER to generate.

Overall Total Packages: 1

Total Weight: 1.0000 Kgs

Total Volume: 0.0240 Cu. Mtrs.

Consignment #: Ship Via:  ePARCELService Type:  eParcel StandardSignature Required  T  FMultipart Consignment  T  FPartial Delivery  T  FCash to Collect  T  FTransit Cover Required  T  FTransit Cover Amount **ACCEPT****CANCEL**



## Awaiting Checking - ACCEPT Connote details

Once the User is satisfied the Pick Order is complete and correct and the Consignment Details have been entered they can either select the 'Accept' button or scan the ACCEPT Barcode.

Input: JA0ACCEPT



- i Transaction DSOTS: Processed successfully
- i Transaction DSOLO: Processed successfully
- #750 labels of 1 was printed.



## View Despatch Exit

### Scan Address Label Barcode

#### General

**DESPATCH EXIT** Select All Rows on all pages  View By: 5  Page: 1

Selected: 0

<input type="checkbox"/>	<input checked="" type="radio"/>	Despatch ID #	Pack Barcode	Connote #	Suburb/City	Post Code	Device ID
	<input type="checkbox"/>	75	99700160BBE000001701022003181	BBE0000017	PRAHRAN	3181	MO
	<input type="checkbox"/>	70	99700160BBE000001201022503181	BBE0000012	PRAHRAN	3181	DB
	<input type="checkbox"/>	69	99700160BBE000001101022603181	BBE0000011	PRAHRAN	3181	DB
	<input type="checkbox"/>	67	99700160BBE000000901022103181	BBE0000009	PRAHRAN	3181	DB
	<input type="checkbox"/>	65	99700160BBE000000701022903181	BBE0000007	PRAHRAN	3181	DB

Total 9 records. Show from 1 to 5

**ACCEPT**

**REPORT: CSV**

**REPORT: XLS**

**REFRESH**

**CANCEL**

The previous Consignment Despatch\_ID = '75' can be viewed in the Despatch Exit screen.  
once the Address label is scanned it has been deemed to have left the Warehouse.

## Scanned Despatch Exit

 DSDXL Transaction: Processed successfully

### Scan Address Label Barcode

#### General

**DESPATCH EXIT** Select All Rows on all pages  View By:   Page:

Selected: 0

<input type="checkbox"/>	<input checked="" type="radio"/>	Despatch ID #	Pack Barcode	Connote #	Suburb/City	Post Code	Device ID
	<input type="checkbox"/>	70	99700160BBE000001201022503181	B BE0000012	PRAHRAN	3181	DB
	<input type="checkbox"/>	69	99700160BBE000001101022603181	B BE0000011	PRAHRAN	3181	DB
	<input type="checkbox"/>	67	99700160BBE000000901022103181	B BE0000009	PRAHRAN	3181	DB
	<input type="checkbox"/>	65	99700160BBE000000701022903181	B BE0000007	PRAHRAN	3181	DB
	<input type="checkbox"/>	64	99700160BBE100001701022801234	B BE0000006	PRAHRAN	3181	DB

Total 8 records. Show from 1 to 5

