

WAEX Filing Program- Input New PO#

1.

The screenshot shows the 'Main Window' of the WAEX Filing Program. The 'Working Directory' is 'G:\WAEX FILING DATABASE'. The 'File Management' section on the left includes a 'PO#' field, a 'Template' dropdown menu (currently set to 'Mex Produce'), and a list of checkboxes for various document types. The 'Uploaded?' column shows 'No' for all items. The 'Glo Board' section on the right shows 'Current Po#: NULL' and a 'Glo Board' tab. A 'Save' button is at the bottom center. Numbered callouts point to specific elements: 1. PO# field, 2. Enter key, 3. Template dropdown, 4. Checkboxes, 5. 'Choose File' buttons, and 6. 'Save' button.

File Management

PO#: PO#

Template: Mex Produce

Uploaded?

Current Po#: NULL

Glo Board

Sales Order Shipped Border Crossed Delivered

Comment entry

Enter a Comment, click Add Comment to save

Glo Board Comments

Labels

Claim-Customer

Claim-Tagged

Claim-Closed

Save

3. Select template

1.Input PO#
2.Press enter

5. Upload files

4. Change any
required files if
necessary

6. Click Save