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Shipping Order Creation & Submission

In this document, you will learn how to create and submit a Shipping Order into RWS's cloud for processing by the Accounting Department.

1. In Salesforce, open the load by clicking the "Load ID."
2. In the load, click the drop-down on the top for right menu options and select "Shipping Order"
3. On the screen that follows, verify all information is correct and click the "Save" icon.
4. Be sure to change to name of the file to the load number of the document followed by, "Shipping Order.pdf" e.g.: "33284-Shipping-Order.pdf"
5. Once saved, open the [OneDrive](#) and click the "Production – Shipping Orders" folder.
6. Click "Upload 📎 Files, select the correct PDF and click "Open"
7. Verify the file is readable and that's it! Congratulations, you have uploaded your first Shipping Order!

Unassigned & Corrected Shipping Orders

When a load is not assigned to a carrier, you still want to upload with the assigned loads, but name the file "load#-NOT-ASSIGNED-Shipping-Order.pdf" This helps keep it straight for Accounting/whoever is uploading the shipping orders and keeps them in numerical order.

e.g.: "33284-NOT-ASSIGNED-Shipping-Order.pdf"

If you need to upload a Corrected Shipping Order, follow the steps below;

1. Open the load in Salesforce.
2. At the top right of the screen, select the dropdown arrow and click "Sales Order."
3. Click the "Save" icon.

4. Add the load number to the file name, along with a summary about the change
 - a. E.g.: “Price” “TONU” etc.
5. Click “Save”
6. In a new tab, open the Cloud and click “PRODUCTION – CORRECTED SHIPPING ORDERS”
7. Click “Upload -> Files” and locate the Shipping Order saved from step 4.
8. Select the file, and click “Open”
9. Verify the file uploaded correctly by opening the file, if all is well, exit the cloud.

NEVER FILE ANYTHING INTO A “COMPLETE” FOLDER!! – FOR ACCOUNTING USE ONLY!!