



Raging Wolf Solutions, LLC

MC# 770930 • DOT# 2264415

2458 Edison Blvd.
Twinsburg, OH 44087

(855) 965 - 3725
ragingwolsolutions.com

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

1. 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"

2. If you need to upload a Corrected Shipping Order, follow the steps above, but name the file like the below example, stating what was changed/corrected on the document;
 - a. e.g.: "33284-PRICE-Shipping-Order.pdf"
3. Instead of filing the "Corrected Shipping Order" in the "Production – Shipping Orders" folder, file in the "Production – Corrected Shipping Orders" folder in the OneDrive instead.

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