PETAL

User Training Manual

LLPT 1.3 – Shipping

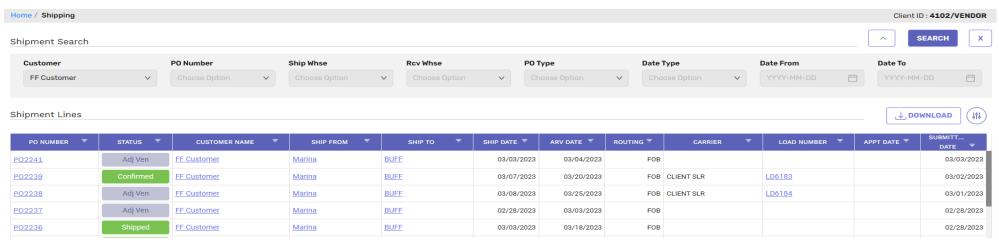**V1.0**

CONTENTS

- **Search customer purchase orders**

- **Shipping Execution**

SEARCH CUSTOMER PURCHASE ORDERS

Navigation: Shipping -> Search

➤ Multi criteria search grid provided to query the PO details of a customer to process shipping

- Search can be done with one or more parameters at a time and all the transactions matched with that criteria comes into the results

- Every time a search is performed, the criteria will be saved in the database and when users logs back in, the same criteria remains unless changed by the user

- PO number is an exception for search criteria saving and primarily used for an ad-hoc search on a specific purchase order

SEARCH CUSTOMER PURCHASE ORDERS

➢ PO results grid allows user to change the column positions, apply filters, add or remove selected columns from grid and sort the data based on their preferences and save it as their personalized view.

➢ Click on PO number hyperlink to open shipping screen for processing the shipping quantities on purchase order

➢ Download option is provided to download the results from the screen

➢ Personalized views can be saved by accessing icon

➢ Shipping screen retrieves the purchase orders that were never received

SHIPPING EXECUTION

- Shipping function is provided to the suppliers to update ship quantities on purchase orders
- From PO lines sections, ship quantity is allowed to update and incase of random weight items ship weight also allowed to update.
- Any ship quantity mismatches to quantity field on an item will pop up a warning message, however user can overwrite this by click on OK

SHIPPING EXECUTION

Shipment Lines

Rcdr S/N

| Rcdr S/N | APPLY |

Enter Rcdr S/N for selected items and click apply.

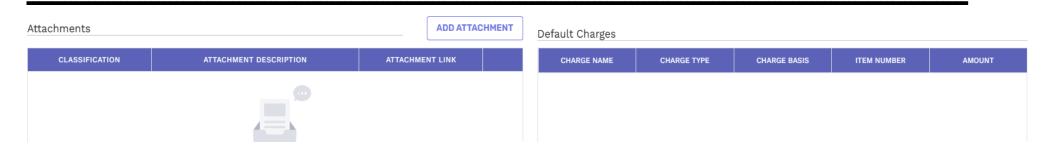|	ITEM #	ITEM DESCRIPTION	INTERNAL ITEM #	RW ITEM	RCDR S/N	QTY	ORDER WT	ORDER PLTS	ORDER CUBES	SQ	SHIP WT	OQ
☐	APPLE003	Apple Gala 3	Item202	No		445	4450	7.4167	600.75	445	4450	300

➤ Pickup number or temperature recorder serial number are also allowed to update using shipping screen

➤ Notes icon is provided to enter notes while shipping quantities are updated on items of the purchase order.

➤ Once quantities are entered and click on 'SHIP', the status of the purchase order will be changed as 'Shipped'

➤ Supplier can correct the ship quantity and ship weight (if the item is random weight) till the PO goes into received status.

SHIPPING EXECUTION

- ➢ Supplier can see the extra service charges already there on PO but to add any additional service charges, it has to be done from PO screen
- ➢ Shipping manifests or other load related documents can be added as an attachment from shipping screen

Thank You