



Sales Document EDI Packages

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Overview

The Sales Document Packages tab is where cartons intended for shipping are created. It is a necessary step in creating shipping labels using SPS's web service, and it is also required to accurately create an Advanced Ship Notice EDI document. With this module, users can set Shipping Header level information, create packages and set various package details such as weight, height and tracking number. They can also add items and quantity to the package which provides trading partners with package level information.

In this document, you will learn how to navigate the shipping header, create a new package, create and print labels, and how to create an advanced ship notice.

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Shipping Header

Shipping Header:									
ASN Number:	SHIP00000...	Carrier Code:		Shipping Method:	PICKUP	Shipping Date:	11/14/2015	Pack Method:	Pick and Pack (SOP)
Bill of Lading:		Carrier Pro Num:		Shipping Weight:	18.00000	Delivery Date:		<input checked="" type="checkbox"/> Ship Complete	<input type="checkbox"/> ASN Sent

This section is for overall information about the shipment. Users are required to include a Bill of Lading number, Carrier Code, Carrier Pro Number (master tracking number for the shipment), shipping method, shipping weight, shipping date, delivery date and pack method. Currently, the only pack method supported is Pick and Pack (SOP). Carrier Code is typically a 4 letter code used to identify road transport companies. The carrier company should be able to provide this code or it can be found on the internet.

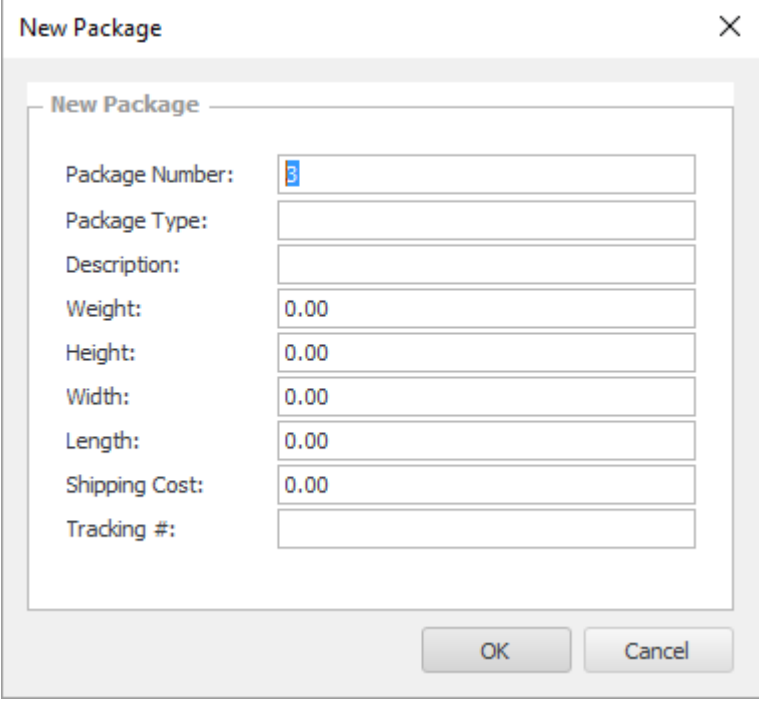
Package / Package Items

Packages:						
<div>New Delete Package Copy Package</div>						
Package Type	Weight	Height	Width	Length	Tracking #	SSCC
Box	18.00	11.00	8.00	6.00	2464534453	00012345670000012728
Box	6.00	12.00	5.00	4.00	345437656754	00012345670000012735

Package Items:			
<div>Add Delete</div>			
Item Number	UoM	Serial Lot Num	Qty
HD-40	EACH		7
HD-20	EACH		2

To create a new package, click **New**, which will pop up another form where users can enter

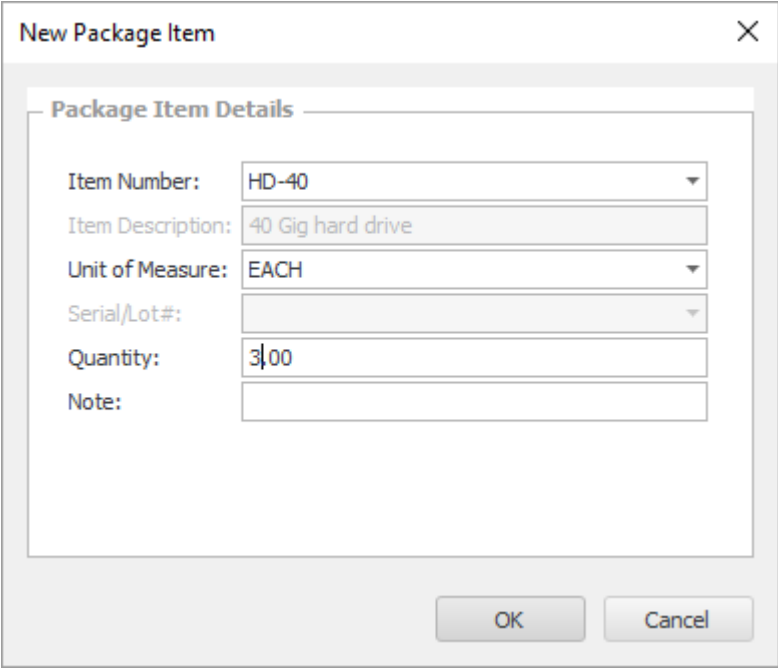
information.



The 'New Package' dialog box is a light gray window with a title bar containing the text 'New Package' and a close button (X). Inside the window, there is a section titled 'New Package' with a list of fields: 'Package Number' (containing '3'), 'Package Type', 'Description', 'Weight' (0.00), 'Height' (0.00), 'Width' (0.00), 'Length' (0.00), 'Shipping Cost' (0.00), and 'Tracking #'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Here, users can easily add any package detail that is required, or they can click **OK** and edit the information from the row. Users can also delete and copy packages if necessary. If automatic SSCC creation is required, there are a couple settings that need to be filled out. Just go into settings and filter for "SSCC". A GS Company Prefix is required along with a starting value.

Once a package has been created, Package Items are ready to be added. Simply click **New** on the Package Item side and a new form will open up.



The 'New Package Item' dialog box is a light gray window with a title bar containing the text 'New Package Item' and a close button (X). Inside the window, there is a section titled 'Package Item Details' with a list of fields: 'Item Number' (a dropdown menu showing 'HD-40'), 'Item Description' (containing '40 Gig hard drive'), 'Unit of Measure' (a dropdown menu showing 'EACH'), 'Serial/Lot#' (a dropdown menu), 'Quantity' (containing '3.00'), and 'Note'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.



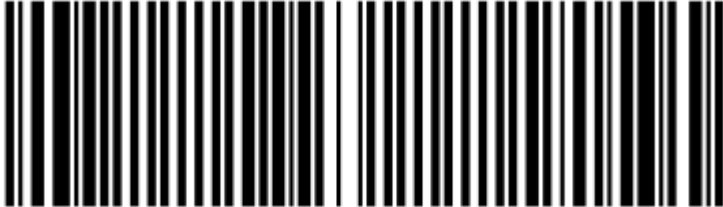
The Item Number field is populated with line items from the sales document. Select the


item number that is being added to the package. This will automatically set the item description and the selling unit of measure. The Serial/Lot# field is populated with serial or lot tracked items that have been fulfilled to the document and will be editable if the item is a serial or lot tracked item. Enter in the quantity and any notes that are needed into the respective fields. Click **OK**. Once the form is closed, any item information can still be edited from the row.

Labels

Shipping Labels are designed to work with SPS's Shipping Label web service and currently only work for companies that have been added to their service. A Label UID code for each company that shipping labels are generated for needs to be acquired from SPS. This value must be added in the Data Cross Reference screen on the trading partner's row. After this, go into Settings, filter for "EDI SPS", and enter in the label service URI along with a username and password. Lastly, make sure that in the Business Object Mapping screen, mapping has been created for "Shipping Label (Single Item)" and "Shipping Label (Mixed Items)". Printing labels also requires a few settings to be filled in. Go into Settings and filter for "EDI Label" and fill in the label printer's IP address, port and the label's dimensions.

Once all the setup is completed, simply click the **Get Labels** button to generate shipping labels. These labels will appear as images in the label window and can easily be flipped through by selecting the < and > buttons. The example below is an Amazing Warehouse shipping label.

SHIP FROM: Main Site 4300 West Elm St. Chicago, IL, 60601-4300		SHIP TO: SPS Commerce Distribution Center, Store #: 45 1245 Number Lane Las Vegas, NV, 15434	
 (420) 15434		PICKUP PRO #: 109231237891 B/L #: BIL000000001	
Purchase Order: PO584615 QUANTITY: 7 NUMBER: HD-40 Carton #: 1 of 2			
SSCC - Serial Shipping Container Code (SSCC)  (00) 00012345670000012728			

Label: 

To print the labels, click **Print Labels**. Currently, all labels will be printed and users cannot select only a single label to print.

Advanced Ship Notice

ASN's can quickly be created from the Package's tab by clicking the **Process ASN** button. If for any reason the ASN needs to be reprocessed (possibly an issue with the ASN or something needed to be changed), just re-click the **Process ASN** button. This button is protected by security if you do not see it. This will regenerate the ASN with the same number and new information.

Consolidated Shipping

The Consolidated Shipments module is used to build out a single shipment for a customer containing items from multiple sales orders.

Refresh Search Save New Shipment Delete Shipment

Sales Line Search

Customer: KARNFIT001

Document Number:

Customer PO Number:

Ship To Address Code:

Shipping Method:

Batch:

Ship Date From:

Ship Date To:

Shipment Header

ASN Number: SHPD000000087

Bill of Lading: test

Carrier Code: test

Carrier Pro Num: test

Shipping Date: 4/4/2018

Delivery Date: 4/6/2018

Shipping Method: GROUND

☒ ASN Sent

Add to Shipment

Sales Doc...	Line Num	Item	Description	Qty F...	Qty P...	UoM	Req Ship	Shipping ...
ORDST2239	PO000...	81,92...	128 SDRAM	128 meg SDRAM	6	0 Each	12/29/2017	GROUND
ORDST2240	PO000...	32,76...	HD-40	40 Gig hard drive	4	0 EACH	1/3/2018	GROUND
ORDST2240	PO000...	49,15...	A100	Audio System	3	0 EACH	1/3/2018	GROUND
ORDST22...	PO000...	16,38...	100XLG	Green Phone	2	0 Each	1/8/2018	
ORDST22...	PO000...	16,38...	128 SDRAM	128 meg SDRAM	2	0 Each	1/8/2018	
ORDST22...	PO000...	16,38...	100XLG	Green Phone	1	0 Each	1/8/2018	
ORDST22...	PO000...	16,38...	WIRE-MCD-0...	Multi conductor wire	5	0 Foot	1/8/2018	
ORDST2247	PO000...	32,76...	HD-40	40 Gig hard drive	4	0 EACH	1/10/2018	GROUND
ORDST2247	PO000...	49,15...	A100	Audio System	3	0 EACH	1/10/2018	GROUND
ORDST2247	PO000...	65,53...	100XLG	Green Phone	1	0 EACH	1/10/2018	GROUND
ORDST2262	PO000...	16,38...	WIRE-MCD-0...	Multi conductor wire	1	0 FOOT	2/13/2018	GROUND
ORDST2262	PO000...	32,76...	100XLG	Green Phone	1	0 EACH	2/13/2018	GROUND
ORDST2262	PO000...	49,15...	128 SDRAM	128 meg SDRAM	1	0 Each	2/13/2018	GROUND
ORDST22...	PO000...	16,38...	WIRE-MCD-0...	Multi conductor wire	1	0 FOOT	2/13/2018	GROUND

Packaging Labels

Remove from Shipment New Packaging Delete Packaging Calculate Weights

Pa...	Number	Mark...	Template	Type	W...	H...	W...	L...	Padin...	Packi...	Ship...	SSCC
373	371	LP00...			0.00	0.00	0.00	0...			0.00	0001234567000...
373	372	LP00...			0.00	0.00	0.00	0...			0.00	0001234567000...
0	373	LP00...			0.00	0.00	0.00	0...			0.00	0001234567000...

Detail ID	Item Number	UoM	Serial Lot Number	Qty	Qty Ordered
538	WIRE-MCD-0001	Foot	111155	5	5
539	WIRE-MCD-0001	Foot	111155	1	1
540	WIRE-MCD-0001	Foot	111155	5	5

Usage

The Consolidated Shipments module is located in the Shipment Search screen, which can be found in the Sales module.

Shipment Search - TWO - S

Inventory Purchasing RemoteLibrary Reporting Returns Management Sales

Customer Monitor Customer Search Preauth Batch Processing Sales Batch Processing Sales Documents Sales Monitor Shipment Search Sales Maintenance

Lookups

Shipment Search x

Close Search Clear New Consolidated Shipment

Search By:

Shipping Number R%C Sales Doc Num R%C Customer PO Num R%C Shipping Me

Bill of Lading R%C Carrier Code R%C Carrier Pro Num R%C Carrier Nam

Search Results

Shipping Number	Carrier Code	Carrier Name	Shipp
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Sales Line Search

The left side of the Consolidated Shipments screen contains the Sales Line Search. Enter the search criteria in the fields at the top. Click the **Search** button, and the results will appear in the grid at the bottom of the screen. All sales lines that match the search criteria, are fulfilled, and are not packed will be displayed here.

Sales Line Search

Customer:
Document Number:
Customer PO Number:
Ship To Address Code:
Shipping Method:
Batch:
Ship Date From:
Ship Date To:

+ Add to Shipment

Sales Doc ...	Cus... ▲	Line Num	Item	Description	Qty F...	Qty P...	UOfM	Req Ship	Shipping ...
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Add lines to the shipment by selecting them in the search results grid and then clicking the **Add to Shipment** button. To add multiple lines to the same package at once, hold Shift or Ctrl while clicking on the rows you want added.

Shipment

The right side of the Consolidated Shipments screen is where the shipment will be built out. Clicking the **New Shipment** button will automatically generate the next ASN number for the shipment. To load an existing shipment, specify an existing ASN number. The dropdown for the ASN Number field will contain shipments with a shipping date that has not occurred yet.

Shipment Header

ASN Number:

Bill of Lading:

Carrier Code:

Carrier Pro Num:

Shipping Date:

Delivery Date:

Shipping Method:

☐ ASN Sent

Packaging

Labels

Remove from Shipment

New Packaging

Delete Packaging

Calculate Weights

Pa...	.. ▲	Number	Mark...	Template	Type	W...	H...	W...	L...	Packin...	Packi...	Ship...	SSCC

Detail ID

Item Number

UoM

Serial Lot Number

Qty

Qty Ordered

Create new packages with the **New Packaging** button. The SSCC number will be generated automatically, based on the settings, for each package created. Lines that are added to the package will appear in the bottom grid. To remove lines from the shipment, select them and click the **Remove from Shipment** button.

EDI Plugins

The Print Labels, Get Labels, EDI 856 - Advance Ship Notice, and EDI 810 - Invoice plugins require the EDI module to be installed.

You must also enable the following securites to use the EDI plugins.

Consolidated Shipments EDI Advance Ship Notice - Sends an 856 (ASN) file to the customer for the shipment.

Consolidated Shipments EDI Get Labels - Retrieves package labels from SPS in the ZPL (Zebra) format and then uses the Labelary API to convert that into a printable image.

Consolidated Shipments EDI Print Labels - Print package labels.

Consolidated Shipments EDI Invoice - Sends an 810 (Invoice) to the customer for each order on the shipment.f

In the Consolidated Shipments screen, these plugins are accessed from the Actions menu.

Consolidated Shipments [X]

Refresh | Search | Save | + New Shipment | X Delete Shipment

Sales Line Search

Customer:

Document Number:

Customer PO Number:

Ship To Address Code:

Shipping Method:

Batch:

Configure Actions...

Print Labels

Get Labels


EDI 856 - Advance Ship Notice

EDI 810 - Invoice

After running the Get Labels plugin, the labels for each package can be viewed in the Labels tab under the Shipment header of the Consolidated Shipments screen.

Packaging | **Labels**

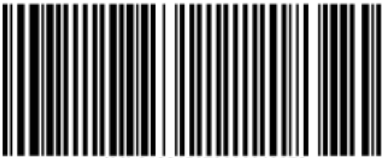
SHIP FROM: Main Site 4300 West Elm St. Chicago, IL, 60601-4300	SHIP TO: Aaron Fitz Electrical, Store #: 45 One Microsoft Way Redmond, WA, 98052-6399
--	---

 (420) 98052-6399	GROUND PRO #: test B/L #: test
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Purchase Order: PO000006

QUANTITY: 11.00
 NUMBER: WIRE-MCD-0001
 Carton #: 2 of 3

SSCC - Serial Shipping Container Code (SSCC)


 (00) 012345670000012872

Security and Settings

Settings

SSCC GS Company Prefix - This is a 7-10 digit identifier, assigned by a third party.

Securities

Consolidated Shipments - Enables the Consolidated Shipments screen

Consolidated Shipments Search By Line - Enables the sales line item search results multiformlet.

Consolidated Shipments License Plates - Enables the shipment packaging multiformlet.

Consolidated Shipments Labels - Enables the shipment labels multiformlet. Currently, the only way to populate this with labels is to use the EDI Get Labels plugin.