



SalesPad ShipCenter Guide

Megan De Freitas - 2024-11-22 - Miscellaneous

Shipments

The Shipments screen is used to view previous shipments and create new shipments without using a Source Document. Clicking **New Shipment** or **Edit Shipment** will start the Shipment Editor.

Shipments								
Close Search New Shipment Edit Shipment								
Shipment ID	Customer ID	Customer Name	Source Doc Num	Shipment Status	Ship To Address	Carrier Name	Carrier Type	Shipment Type
4333	CENTRAL0001	Central Communications LTD	STDINV2259	Shipped		ups-GB	UPS	Standard
4332	WORLDENT0001	World Enterprises	INVS3020	Shipped		ups-GB	UPS	Standard
4331	CENTRAL0001	Central Communications LTD	STDINV2259	New		ups-GB	R + L Carriers	Domestic
4330	CENTRAL0001	Central Communications LTD	STDINV2259	New		ups-GB	UPS	Standard
4329	CENTRAL0001	Central Communications LTD	STDINV2259	Shipped		ups-GB	UPS	Standard
4328	BLUEYOND0001	Blue Yonder Distribution	D6789	Shipped		ups-GB	UPS	Standard
4327	BLUEYOND0001	Blue Yonder Distribution	D6789	Shipped		ups-GB	UPS	Standard
4326	CENTRAL0001	Central Communications LTD	STDINV2259	Rated		ups-GB	R + L Carriers	Domestic
4325	CENTRAL0001	Central Communications LTD	STDINV2259	New		ups-GB	WIC Freight	Standard
4324	CENTRAL0001	Central Communications LTD	STDINV2259	Rated		ups-GB	R + L Carriers	Domestic
4323	CENTRAL0001	Central Communications LTD	STDINV2259	New		ups-GB	R + L Carriers	Domestic
4322	CENTRAL0001	Central Communications LTD	STDINV2259	Rated		ups-GB	R + L Carriers	Domestic
4321	CENTRAL0001	Central Communications LTD	STDINV2259	New		ups-GB	R + L Carriers	Domestic
4320	CENTRAL0001	Central Communications LTD	STDINV2259	New		ups-GB	R + L Carriers	Domestic
4319	WORLDENT0001	World Enterprises	INVS3020	New		ups-GB	USF Holland	Domestic
4318	WORLDENT0001	World Enterprises	INVS3020	Rated		ups-GB	WIC Freight	Standard
4317	WORLDENT0001	World Enterprises	INVS3020	Rated		ups-GB	WIC Freight	Standard
4316	WORLDENT0001	World Enterprises	INVS3020	Rated		ups-GB	R + L Carriers	Domestic
4315	ATHORENE0001	Athorne Retirement Center	STDINV0018	Shipped		ups-GB	R + L Carriers	Domestic
4314	HOLLINGC0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4313	HOLLINGC0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4312	HOLLINGC0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4311	HOLLINGC0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4310	HOLLINGC0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4309	HOLLINGC0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4308	HOLLINGC0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4307	HOLLINGC0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4306	SUPERFOOD0001	Super Foods Plus	DC1283	Shipped		ups-GB	UPS	Standard

Right-clicking on a shipment will present the user with a Get Rate Quote option that specifies either Freight or Parcel; this will load up the Rate Comparison screen, which can be used to generate new shipments.

Customer Name	Source Doc Num
Central Communications LTD	STDINV2259
World Enter	INVS3020
Central Con	STDINV2259
Central Con	STDINV2259
Central Con	STDINV2259
Blue Yonder	D6789
Blue Yonder	D6789
Central Communications LTD	STDINV2259
Central Communications LTD	STDINV2259

Open Layouts Folder

Reset Grid

Export

Footer Visible

Fixed Width

Get Rate Quote

Freight

Parcel

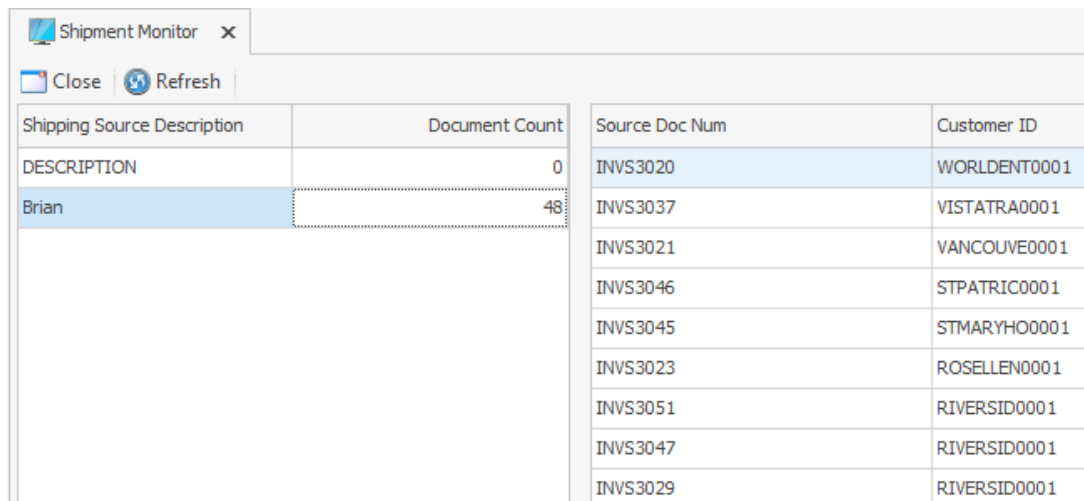
Shipment Monitor

The Shipment Monitor screen is used to view Shipping Source Documents and generate shipments from them.

The left panel defines which Shipping Sources have Sales Documents ready to be shipped from them, while the right panel shows all documents.

Double-clicking on a line or clicking Generate Shipment will start up the Shipment Editor with all document information loaded in, including Ship To Address, default Shipping Method information (if the Shipping Method is set), and document line items to populate the shipment with.

Right-clicking on a shipment will present the user with a Get Rate Quote option that specifies either Freight or Parcel; this will load up the Rate Comparison screen, which can be used to generate new shipments.



Shipping Source Description	Document Count	Source Doc Num	Customer ID
DESCRIPTION	0	INVS3020	WORLDENT0001
Brian	48	INVS3037	VISTATRA0001
		INVS3021	VANCOUVE0001
		INVS3046	STPATRIC0001
		INVS3045	STMARYHO0001
		INVS3023	ROSELLEN0001
		INVS3051	RIVERSID0001
		INVS3047	RIVERSID0001
		INVS3029	RIVERSID0001

Rate Comparison

The Rate Comparison screen, accessible from either right-clicking on a shipment from the Shipments screen, or by clicking Get Rate Quote from Shipment Editor, attempts to access all Carriers in a particular category and get a Rate Quote for all service types.

Once finished, double-clicking on any shipment option at the bottom will do one of two things:

1. If starting from Shipment Editor, double-clicking a shipment option will populate the given shipment with that carrier information and Rate Quote.
2. If starting from Shipments, double-clicking a shipment option will start a new shipment with all the properties of the previously selected shipment, including Shipment Lines.

The screenshot displays the 'Shipment Editor' window with the 'Shipment Rates' tab selected. The interface includes a top navigation bar with tabs for 'Shipment Monitor', 'Shipment - 4334', and 'Rate Comparison'. Below the navigation bar, there are sections for 'Fields' (Shipment Date, Source Doc Key, Source Doc Num, Customer Name, Account Number, Tracking Number) and 'Ship To Address' (Central Communications LTD, 2012 Ashland St. West, Chicago, IL 60601-2333, USA). The 'Shipment Lines' section shows a table with columns for Shipment Line ID, Package Description, and Weight. The 'Shipment Rates' table lists various rates with columns for Ship From Address, Carrier Type, Shipment Type, Shipment Service, and Shipment Amount.

Ship From Address	Carrier Type	Shipment Type	Shipment Service	Shipment Amount
SALESFORD 2000 Eagle Park Dr. NE Suite 100 Grand Rapids, MI 49525 United States	R 4 L Carriers	Domestic	Standard Service	91.84
SALESFORD 2000 Eagle Park Dr. NE Suite 100 Grand Rapids, MI 49525 United States	R 4 L Carriers	Domestic	Guaranteed Service	121.84
AMERICAN EAGLE FIREWORKS 1206 RDY DR LANSING, MI 48906 United States of America	USP Holland	Domestic	STANDARD	129.13
SALESFORD 2000 Eagle Park Dr. NE Suite 100 Grand Rapids, MI 49525 United States of America	R 4 L Carriers	Domestic	Guaranteed Air Service	156.84

Shipment Editor


The Shipment Editor is the primary application screen for ShipCenter operations. From Shipment Editor, an end user can get a rate for a shipment, generate labels for a shipment, generate return labels for a shipment, and void out a shipment.

The screenshot displays the 'Shipment Editor' window with the 'Shipment - (New)' tab selected. The interface includes a top navigation bar with tabs for 'Shipment Monitor', 'Shipment - 4334', and 'Rate Comparison'. Below the navigation bar, there are sections for 'Fields' (Carrier ID, Shipment Type, Shipment Service, Shipment Date, Customer Name, Source Doc Num, Shipment Amount, Write Back Rate) and 'Ship To Address' (Ship From). The 'Shipment Options' section includes a 'Click to Edit' button. The 'Reference Information' section includes fields for Reference 1, Reference 2, Commodity Code, and Commodity Description. The 'Dimensions' section includes fields for Length, Width, Height, and Dimension LxWxH. The 'Package Options' section includes a 'Click to Edit' button. The 'Shipment Amount' section displays a value of \$0.00. The bottom of the window features a 'Items...' button, a 'Delete' button, 'Previous' and 'Next' buttons, and a 'Finish Shipment' button.

Selecting a Carrier from the Carrier ID dropdown in the top left will populate the Shipment Type and Shipment Service with their default values.

Alternatively, clicking the **Process Helper** button will show a wizard to the end user that will help choose the Carrier.

Select Carrier

FedEx - LAN	FedEx_Parcel	yrp
randl	randl_remote	
ups-GR 	usf	

OK Cancel

The Write Back Rate dropdown is set during Carrier Setup. It can be adjusted during a shipment to specify which rate - Account or List - should be written back to the Shipment Amount.

Shipment - (New) X

Close Delete Process Helper Save Print Get Rate Quote

Fields

Carrier ID: randl

Shipment Type: Domestic

Shipment Service: Standard Service

Shipment Date: 6/6/2014

Customer Name:

Source Doc Num:

Shipment Amount:

Write Back Rate: List

Account

List

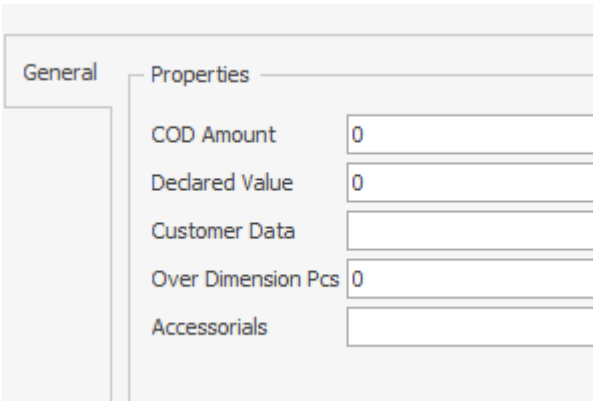
Shipment Options

Click to Edit

The **Write Rate to Source** check box changes how a Source Document is updated if the shipment was started from a Source Document using Shipment Monitor.

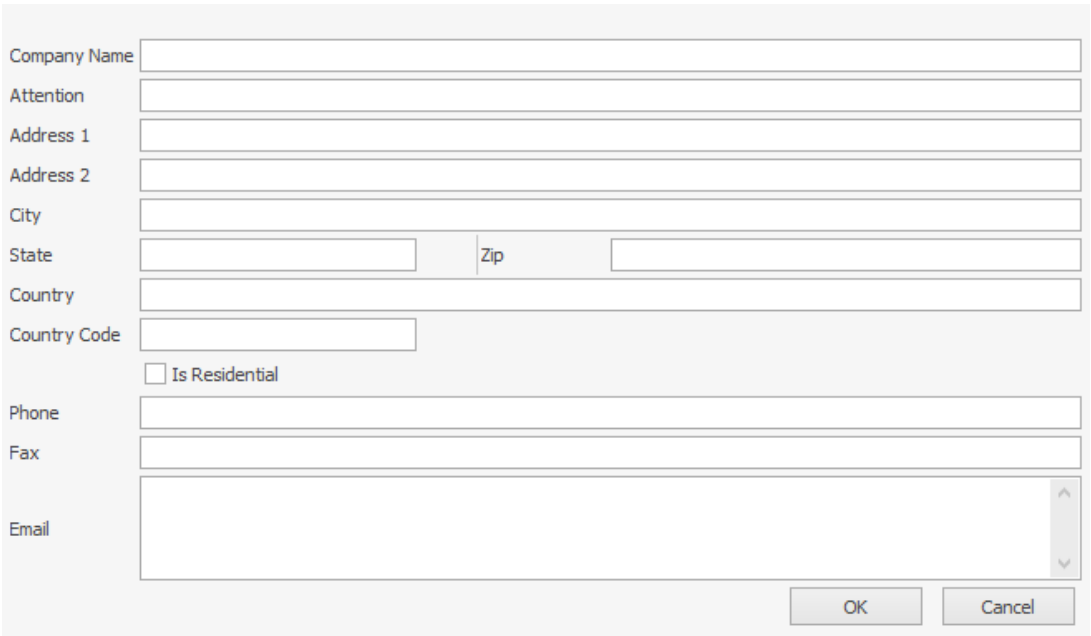
Once a Carrier ID and Shipment Type are specified, clicking either Shipment Options or Package Options will display a Shipment Type-specific list of options that are available to a

shipment. These options are documented in Carrier-specific documents available from SalesPad.



General	
Properties	
COD Amount	0
Declared Value	0
Customer Data	
Over Dimension Pcs	0
Accessorials	

Clicking the blue portion of Ship To Address or the blue portion of Ship From Address will show the Address Editor. If a shipment is started from Shipment Monitor, then this should already be filled in.



Company Name			
Attention			
Address 1			
Address 2			
City			
State		Zip	
Country			
Country Code			
	<input type="checkbox"/> Is Residential		
Phone			
Fax			
Email			
		OK	Cancel

Clicking the area below Package Type will pull up the "Select Packaging" window. This is populated with both Carrier-specific packaging and packaging defined in the Packaging card.

Select Packaging

SalesPad LOGO Box

1 x 2 x 10 Box

KG_Box

Gift Box

Shipping 2ft Tube

Tube

Brick

OK

Cancel

If the Shipment was started from Shipment Monitor, then clicking the **Items** button near the bottom of the screen will show the “Source Document Line Item Transfer” window. This screen allows the end user to generate packages by dragging lines from the left to the right, or by selecting lines on either side and clicking the button in the center of the window. Clicking **OK** will update the shipment.

Source Document Line Item Transfer

Source Document Lines

Line Num	Package Descri...	Weight	Quantity
16,384	100XLG ...	5	2
32,768	128 SDRAM ...	0	1
49,152	24X IDE ...	2	1
65,536	256 SDRAM ...	0	2
81,920	32 SDRAM ...	0	1
98,304	32X IDE ...	2	1
114,688	4.5HD ...	1	1
131,072	400PROC ...	30	1
147,456	40X IDE ...	2	1
163,840	450PROC ...	30	1
180,224	500PROC ...	30	1
196,608	6.5HD ...	1	3
229,376	64 SDRAM ...	0	1
245,760	8.4HD ...	1	1
262,144	A100 ...	5	5

Send to New Package >>

Send to Existing Package >>

<< Remove Line

Shipment Lines

Package Descri...	Qua...	Weight	Weight U...	Package Type
Package 0	0		LBS	

1

Total w...

OK


Cancel

Each shipment line is required to have its weight defined. If a Carrier is specified, then either the LTL Freight Class or the Dimensions section needs to be filled out; otherwise, the Dimensions section alone needs to be completed.

Weight

Weight

600



Weight UofM

LBS

▼

LTL Freight Class

CLASS 055

▼

Dimensions

Length

0

Width

0

Height

0

Dimension UofM

Inch

▼

☐ Is Large Package

Clicking on the blue amount underneath Shipment Amount will request a Rate Quote from the Carrier.

Shipment Amount

\$91.84

Clicking the **Finish** button will contact the Carrier and either retrieve a final Rate Quote (if the Carrier is a Freight Carrier) and write out the Rate Quote, or request a shipment be created and generate a shipping label.

