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# SalesPad ShipCenter Guide

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## 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		usps	UPS	Standard
4332	WORLDENT0001	World Enterprises	INVS3020	Shipped		usps	UPS	Standard
4331	CENTRAL0001	Central Communications LTD	STDINV2259	New		rand	R + L Carriers	Domestic
4330	CENTRAL0001	Central Communications LTD	STDINV2259	New		usps	UPS	Standard
4329	CENTRAL0001	Central Communications LTD	STDINV2259	Shipped		usps	UPS	Standard
4328	BLUEYOND0001	Blue Yonder Distribution	D6789	Shipped		usps	UPS	Standard
4327	BLUEYOND0001	Blue Yonder Distribution	D6789	Shipped		usps	UPS	Standard
4326	CENTRAL0001	Central Communications LTD	STDINV2259	Rated		rand	R + L Carriers	Domestic
4325	CENTRAL0001	Central Communications LTD	STDINV2259	New		us	YRC Freight	Standard
4324	CENTRAL0001	Central Communications LTD	STDINV2259	Rated		rand	R + L Carriers	Domestic
4323	CENTRAL0001	Central Communications LTD	STDINV2259	New		rand	R + L Carriers	Domestic
4322	CENTRAL0001	Central Communications LTD	STDINV2259	Rated		rand	R + L Carriers	Domestic
4321	CENTRAL0001	Central Communications LTD	STDINV2259	New		rand	R + L Carriers	Domestic
4320	CENTRAL0001	Central Communications LTD	STDINV2259	New				
4319	WORLDENT0001	World Enterprises	INVS3020	New		usf	USF Holland	Domestic
4318	WORLDENT0001	World Enterprises	INVS3020	Rated		us	YRC Freight	Standard
4317	WORLDENT0001	World Enterprises	INVS3020	Rated		us	YRC Freight	Standard
4316	WORLDENT0001	World Enterprises	INVS3020	Rated		rand	R + L Carriers	Domestic
4315	ATKINS0001	Atkins Retirement Center	STDINV2259	Shipped		rand	R + L Carriers	Domestic
4314	HOLLING0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4313	HOLLING0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4312	HOLLING0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4311	HOLLING0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4310	HOLLING0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4309	HOLLING0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4308	HOLLING0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4307	HOLLING0001	Holling Communications Inc.	00332	New		FedEx Parcel	FedEx	FedEx Ground Service
4306	SUPERFOOD0001	Super Foods Plus	QC1283	Shipped		usps	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	
Central Communications LTD	
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.

Shipment Monitor	
Close	Refresh
Shipping Source Description	Document Count
DESCRIPTION	0
Brian	48
Source Doc Num	Customer ID
INVS3020	WORLDENT0001
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.

Shipment Monitor		Shipment - 4334		Rate Comparison	
Close	Refresh				
Fields		Central Communications LTD Rory Jones 3112 Ashland St. West Chicago, IL 60659-2213 USA		Shipment Lines	
Shipment Date	6/8/2014			Shipment Line ID	Weight
Source Doc Num	STDIRW2259			5375	600
Customer Name	Central Communications LTD				
Account Number					
Tracking Number					
Ship To Address					
Shipment Rates					
Ship From Address	Carrier Type	Shipment Type	Shipment Service	Shipment Amount	
SALESPAD 1201 Eagle Park Dr. NE Suite 100 Grand Rapids, MI 49525 United States	R + L Carriers	Domestic	Standard Service	91.84	
SALESPAD 1201 Eagle Park Dr. NE Suite 100 Grand Rapids, MI 49525 United States	R + L Carriers	Domestic	Guaranteed Service	121.84	
AMERICAN EAGLE FIREWORKS 1366 30TH DR LANSING, MI 48906 United States of America	USP Holland	Domestic	STANDARD	126.13	
SALESPAD 1201 Eagle Park Dr. NE Suite 100 Grand Rapids, MI 49525 United States	R + L Carriers	Domestic	Guaranteed AM 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.

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.

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.

The screenshot shows a web application window titled "Shipment - (New)". The window has a toolbar with buttons for "Close", "Delete", "Process Helper", "Save", "Print", and "Get Rate Quote". Below the toolbar is a "Fields" section with the following inputs:

- Carrier ID:
- Shipment Type:
- Shipment Service:
- Shipment Date:
- Customer Name:
- Source Doc Num:
- Shipment Amount:
- Write Back Rate:  (dropdown menu is open showing "List" and "Account")

Below the "Fields" section is a "Shipment Options" section, which is currently empty. A "Click to Edit" link is visible at the bottom right of the "Shipment Options" section.

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.

The screenshot shows the "General" tab in the "Properties" section of the application. The fields are as follows:

- COD Amount:
- Declared Value:
- Customer Data:
- Over Dimension Pcs:
- 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	<input type="text"/>		
Attention	<input type="text"/>		
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/>
Country	<input type="text"/>		
Country Code	<input type="text"/>		
	<input type="checkbox"/> Is Residential		
Phone	<input type="text"/>		
Fax	<input type="text"/>		
Email	<input type="text"/>		

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	

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

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](#)


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  

Weight UoFM

LTL Freight Class

**Dimensions**

Length

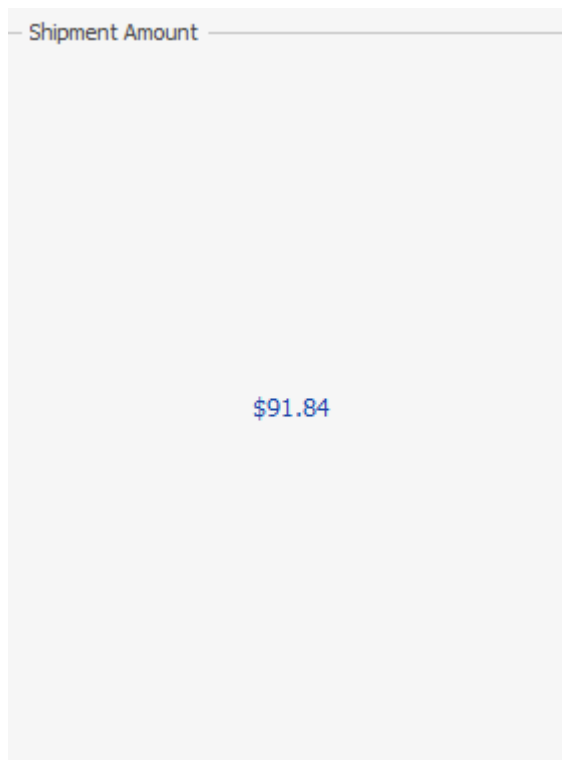
Width

Height

Dimension UoFM

☐ Is Large Package

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



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.

