



## Shippers Letter of Instruction

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### Overview

*Shipper's Letter of Instruction* is a SalesPad security that allows users to access the Shipper's Letter of Instruction default report. This report can be copied and edited in Report Designer. See the [Reports](#) documentation for more information on this functionality and other default reports.

### Usage

The Shipper's Letter of Instruction is a shipping document that is used to notify shippers of any special instructions for the items being shipped. Once you enable the *Shipper's Letter of Instruction* security, the report will be visible in Report Manager.

The screenshot shows the Report Manager interface. On the left, a list of reports is displayed with columns for Report Name, ReportID, and an 'Is...' checkbox. The 'Shippers Letter of Instruction' report is highlighted. On the right, a preview of the report is shown, titled 'SHIPPER'S LETTER OF INSTRUCTION'. The preview displays a form with various fields for shipping information, including origin, destination, and special instructions.

Report	ReportID	Is...
Excel Sales Document	Excel Sales Document	<input type="checkbox"/>
Internal RGA	Internal RGA	<input type="checkbox"/>
In-Transit Transfer Report	In-Transit Transfer Report	<input type="checkbox"/>
Inventory Adjustment Report	Inventory Adjustment Report	<input type="checkbox"/>
Inventory Transfer Report	Inventory Transfer Report	<input type="checkbox"/>
Invoice	SalesPad Invoice	<input type="checkbox"/>
Nafta Certificate of Origin	Nafta Certificate of Origin	<input type="checkbox"/>
Order	SalesPad Order	<input type="checkbox"/>
Order Confirmation	SalesPad Order Confirmation	<input type="checkbox"/>
Packing Slip	Packing Slip	<input type="checkbox"/>
Picking Ticket	Picking Ticket	<input type="checkbox"/>
Proforma Invoice	Proforma Invoice	<input type="checkbox"/>
Purchase Order	Purchase Order	<input type="checkbox"/>
Purchase Receipt Return Report	Purchase Receipt Return Report	<input type="checkbox"/>
Quote	Quote	<input type="checkbox"/>
Return	SalesPad Return	<input type="checkbox"/>
RMA Report	RMA Report	<input type="checkbox"/>
Sales/Word Document	Sales/Word Document	<input type="checkbox"/>
Shippers Letter of Instruction	Shippers Letter of Instruction	<input type="checkbox"/>
Summary Packing Slip	Summary Packing Slip	<input type="checkbox"/>
xTestOrder	SalesPad Order	<input checked="" type="checkbox"/>

### Security

*Shipper's Letter of Instruction* - Allows users to see and use the Shipper's Letter of Instruction default report