



Warehouse Shipping Automation For Sage 100 2016

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Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

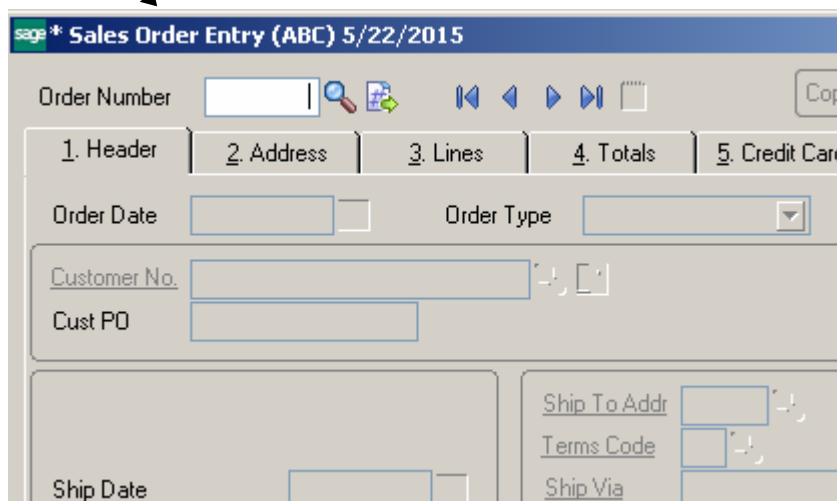
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 screens, you must run **Customizer Update** after you do an enhancement installation.

But wait! BEFORE you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

The screenshot shows the 'IIG Master Developer Enhancement Registration' window. It includes the following fields and controls:

- Registered Customer: IIG - Glendale
- Registration Information:
 - Reseller Name: [Empty]
 - Serial Number: 1111111
 - Customer Number: 222222222
 - User Key: 33333333333333333333
 - Product Key: 55555 55555 55555 55555 55555
- Enhancement Table:

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.30		AAAAAAAAAAAAAAAAAA	BBBBBB
- Buttons: OK, Undo, Print Registration Form, Close, Print
- Status Bar: IIG ABX 12/2/2015

Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

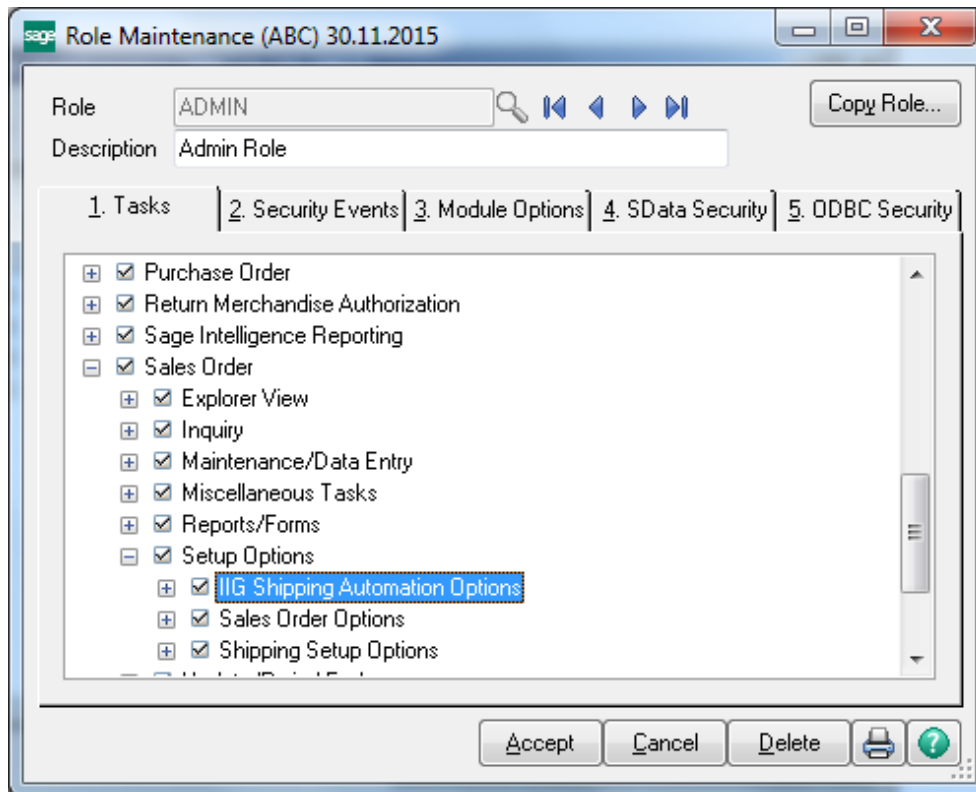
ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



Introduction

IIG Warehouse Shipping Automation with Malvern provides all the features needed to automate and improve the shipping processes. IIG Warehouse Shipping Automation with Malvern provides seamless integration of Malvern, Clippership, Ship Manager shipping solutions into Sage 100, providing you the flexibility to adapt your business and customer shipping needs.

It works also with IIG Credit Card Processing and Point Of Sale - Fast Sale enhancements.

WARNING:

If IIG Credit Card Processing (CCP) exists in the system, the installation order must be the following:

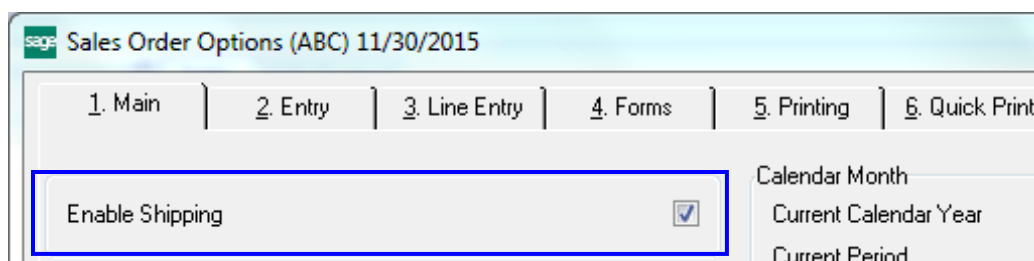
1. CCP
2. WSA

Shipping Automation Setup

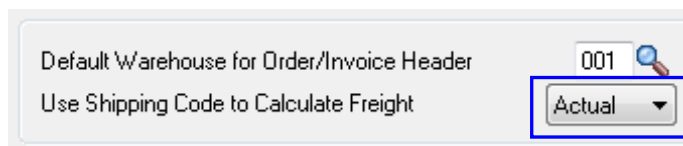
Sales Order Options

Once the installation of the **Warehouse Shipping Automation** enhancement module is completed, allow the program to automatically perform proper system updates, conversions and self-settings upon first launch.

From the **Sales Order Setup** menu, select the **Sales Order Options** program. Make sure the **Enable Shipping** box is checked on the **Main** tab.



On the **Entry** tab, select **Actual** in the **Use Shipping Code to Calculate Freight**.



Be sure if you are using IIG shipping to calculate freight that you also do not have freight calculations turned on or set up in the **Shipping Rate Maintenance** as these can lead to the programs conflicting and incorrect freight charged.

Shipping Automation Options

Shipping Automation Tab

Select **IIG Shipping Automation Options** under the **Sales Order Setup** menu. When running the Shipping Automation Options for the first time the system sets default data.

The screenshot shows the 'IIG Shipping Automation Options (XYZ) 30.11.2015' window. It features two tabs: '1. Shipping Automation' and '2. Bill of Lading'. The 'Shipping Automation' tab is selected. The window is organized into several sections:

- Billing Options:** Includes checkboxes for 'Charge Actual Freight', 'Charge COD Fee Extra', 'Charge Handling Fee', 'Default Declared Value', 'Zero Invoice No Charge', 'Prepaid Freight Allowed', and 'Default Signature Req'. A 'List/Discount' dropdown is set to 'List'.
- Export:** Fields for 'Export License', 'License Expires', and 'Shipper EIN'.
- Collect On Delivery Options:** Fields for 'C.O.D. Terms Code' and 'C.O.D. "Secured Funds" Terms Code'.
- Rate Shopping Options:** Fields for 'Maximum Weight' (0.00) and 'Rating Mark Up %' (.00).
- Default Warehouse:** Field with value '000'.
- Integration:** Checkboxes for 'CLIPPERSHIP Installed' and 'Malvern Site Server Installed'.
- Other Options:** A list of checkboxes for various settings like 'Check for Duplicate Tracking No', 'Enable LTL Processing', 'Require Box Distribution', 'Print Invoice at Manifest', 'Turn on Trace Logging', 'Use Inventory Weights', 'Close Manifest By Batch', 'Subtract B/D Qty from Qty to Ship', 'Play WAV sound on some ship errors', 'Calculate Ship Date from Ship Via Code', 'Use Address Verification', 'Uppercase Address', and 'Don't Recalculate Freight at Shipping'.

At the bottom, there is a 'Manual' button with a question mark icon, and 'Accept', 'Cancel', and a printer icon button.

The **Manual** button allows for viewing WSA enhancement manual.

A warning is displayed, if there is no Shipping Terminal configured. Terminals are configured in the **Shipping Terminal Maintenance** under the **Sales Order Setup** menu.



Billing Options

Billing Options	
Charge Actual Freight <input checked="" type="checkbox"/>	Zero Invoice No Charge <input type="checkbox"/>
Charge COD Fee Extra <input type="checkbox"/>	Prepaid Freight Allowed <input checked="" type="checkbox"/>
Charge Handling Fee <input checked="" type="checkbox"/>	\$0.00 Per Parcel <input checked="" type="checkbox"/>
Default Declared Value <input checked="" type="checkbox"/>	Default Signature Req <input checked="" type="checkbox"/>
List/Discount	List <input type="button" value="v"/>

Check the **Charge Actual Freight** box if the actual freight amount will be invoiced. Checking this box enables the following two options:

- Zero Invoice No Charge** - check this box to allow zero dollar invoices to not be charged freight. This is most commonly used with "no charge" replacement invoices.
- Prepaid Freight Allowed** - check this box if allowing freight charges to not be charged to customer.

Check the **Charge COD Fee Extra** box if the COD fee should be added to the invoice freight amount. This amount is calculated based on the carrier, when **Charge Actual Freight** is unchecked. COD fees are not freight charges, they are money handling fees.

Check the **Charge Handling Fee** box if the customer will be charged for the handling of the package. Enter the amount the customer will be charged. Select the **Per Parcel** checkbox to specify that the handling fee that was entered will be applied to each individual parcel. If the **Per Parcel** checkbox is not selected, the handling fee that you entered will be applied to the entire shipment, regardless of how many individual parcels it contains.

Note: The handling fee will be added to the invoice freight amount and may be subject to taxes in your tax jurisdiction.

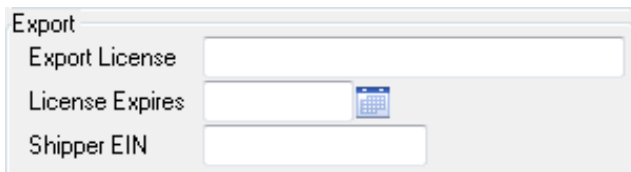
Check the **Default Declared Value** box to attach a declared value based on the invoice amount. Leaving this option unchecked will not apply a declared value to the shipment. This is used to calculate the freight insurance value and will be turned at point of shipment if the box value is less than \$100.00 as almost all carriers cover the first \$100.00 value of the shipment.

Check the **Default Signature Req** box to turn on the **Signature Required** box in **IIG Manifesting** as the default per shipment.

The **List/Discount** option allows specifying what freight will be used by Malvern Site server program. If **List** is selected the returned freight will be used, if **Discount** is selected the discounted freight will be applied.

The list and discount options are applied to actual shipping.

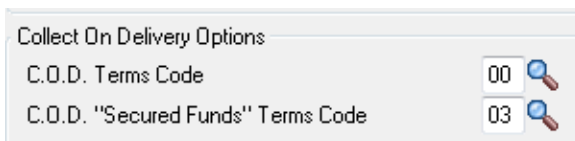
Export



Enter your **Export License** if required. You must enter the date your **Export License** expires in the **License Expires** field if you have a license.

Enter your business Tax ID or Social Security ID as the **Shipper EIN**, This is required for certain customs documentation.

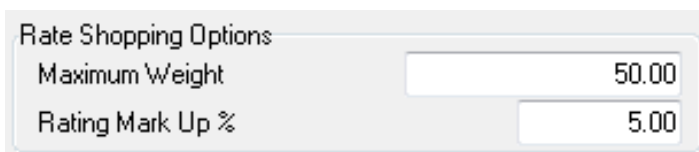
Collect on Delivery Options



Enter **A/R Terms Code** for COD and COD "Secured Funds" shipments. These terms specify to the system whether a COD shipment requires cash or secured funds only or if a check is acceptable.

Note: The Terms Codes for "COD" and "COD "Secured Funds"" should be created in the **Accounts Receivable Terms Code Maintenance** before the Terms Code may be used here.

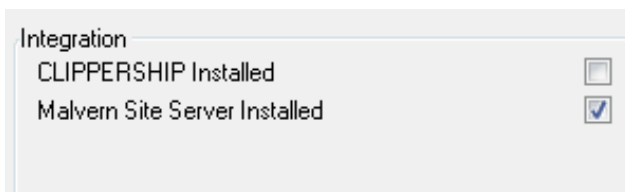
Rate Shopping Options



Enter the **Maximum Weight** of “loose item” boxes that do not have defined TARE quantities (see **Inventory Maintenance**) for rate shop calculations.

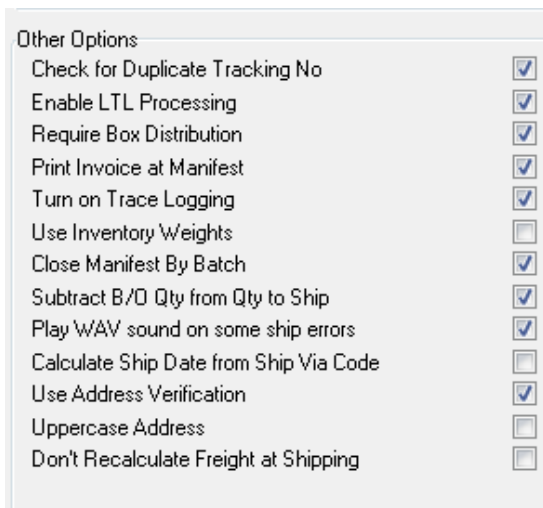
Enter the **Rating Mark Up %** to adjust the rated freight returned. This is sometimes required to compensate for loose item box fill percentages.

Integration



By default, **Malvern Site Server Installed** is checked. IIG also supports Clippership by Kewell. If you have Clippership installed then check the **CLIPPERSHIP Installed** option. Note that both can be installed and used at the same time, although normally only one is checked.

Other Options



Check for Duplicate Tracking No – This option enables checking for duplicate tracking numbers when a shipment is processed either through the shipping interface (Malvern, Clippership) or manually. If a duplicated tracking number is found, the shipment cannot be saved and must be voided. This option is selected by default.

Enable LTL Processing - This option enables the LTL processing screens. It is checked by default. If turned off, it limits the system to small parcel shipment only.

Check the **Require Box Distribution** box to forbid distribution of additional boxes when manifesting. The box distribution will be limited to the boxes entered in the **Shipping Data Entry**.

Check the **Print Invoice at Manifest** if using the two step manifest processing method. Rarely used.

Check the **Turn On Trace Logging** when requested by the IIG Support Technician. This logs all transactions between the carrier manifest program (Malvern or Clippership) to diagnose issues with shipments. When first setting up the system we recommend you turn it on while the setup and training is going on for tuning.

Check the **Use Inventory Weights** option to use the weight from the inventory master to calculate the box weight of the items in it. We recommend this for two reasons: Speed and accuracy. Scales bounce and can have a wide reading over time which can lead to weight penalties with the carrier. We do however recommend that you weigh the boxes and compare the calculated value of the box, because if there is a significant difference in the weight (higher or lower) then there is a discrepancy that the shipper can stop and investigate. Chances are there is either a missing weight or something was mis-shipped.

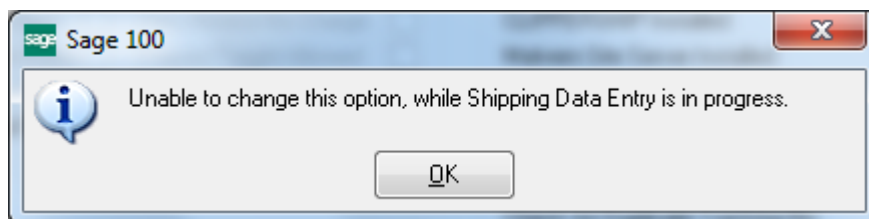
Check the **Close Manifest by Batch** box to be able to close the manifest by the specified Shipping Batch Number. In this case you can add new shipment to the selected batch number after closing the Manifest. You cannot add shipments to any batch in case the Manifest has been closed for all batches.

If the **Subtract B/O Qty from Qty to Ship** box is checked, the **Qty to Ship** is displayed instead of the **Ordered Quantity** in the **Lines** tab of the **Shipping Data Entry** program and it is calculated according to the following formula:

Qty to Ship = Quantity Ordered – Backordered (data taken from the Sales Order).

This option is functioning only for standard orders. It is not available for Kit or Non-inventory items.

The following message appears when trying to change this option while there is even one Shipping Batch in your system.



If the **Play WAV sound on some ship errors** box is checked, WAV file will play a sound:

- If one of the lines has not been completely shipped
- Wrong Item has been scanned
- The quantity shipped for an Item exceeds the quantity ordered

Otherwise, (if the box is unchecked) it will just beep.

*Note: Any WAV file can be used, but it must have **IIG_SHIP_ERROR.WAV** file name and be put in the `\mas90\soa` folder. If MAS200 is running, do the same for any workstation in the client `\mas90\soa` folder.*

Calculate Ship Date from Ship Via Code - this option is intended for calculating the Ship Date of the Order taking into account the Lead Time in days value set for current Ship via code in the IIG Carrier Maintenance.

Use Address Verification – select this checkbox to enable address (Address 3) verification during Sales Order/Invoice creation. Upon selecting this checkbox the

Uppercase Address checkbox is enabled to allow verifying address information entered in uppercase.

Don't Recalculate Freight at Shipping – select this checkbox to have the Freight of the Sales Order carried over to the shipment and don't recalculate it in the Shipping Data Entry.

The **Default Warehouse** specified in the IIG Shipping Automation Options is used for processing Address verification from Customer Maintenance and Customer Ship-To Address Maintenance if there is not a warehouse selected for Location Code. Refer to [Address Verification](#) section for details.

Bill of Lading tab

The **Bill of Lading** tab added to the **IIG Shipping Automation Options** allows setting options to be used for **Bill of Lading** generation. This tab is enabled only if the **Enable LTL Processing** option is turned on.

1.Shipping Automation | 2.Bill of Lading

Bill of Lading

Company has UCC Code? Company UCC Code 0524397

Use BOL Bar Code?

Use SCAC Bar Code?

Section 7 (Non-Recourse) Required?

COD Terms Collect

Trailer Loaded By Shipper

Freight Counted By Shipper

Next Bill of Lading Number 0000001

Next Master Bill of Lading Number 1000001

Default FOB Point Origin

Manual Accept Cancel

Company has UCC Code? – Used for generation of a UCC BOL number. If checked, the Company UCC Code field is enabled. If unchecked, the last 7 digits of the system SSN are used.

If SWK’s MapaDoc is installed, the program will display the Company UCC Code from MAPADOC options:

Use BOL Bar Code? – Option prints the BOL bar code on the bill of lading. Required for VICS bills of lading. Is unchecked by default.

Use SCAC Bar Code? – Prints the carrier’s Standard Carrier Alpha Code as a Code 128 bar code on VICS bills of lading. Is unchecked by default.

Section 7 (Non-Recourse) Needed? – If checked, the Section 7 verbiage appears on the bill of lading. Refers to how funds are collected in COD LTL shipments. Default is N.

COD Terms – COD fees for TL/LTL are either Prepaid or Collect. Prepaid means that the receiver must pay for the shipment before delivery, and Collect means that the fees are collected when the driver arrives at the customer’s loading dock. This option is defaulted to **Collect**.

Trailer Loaded By – Who physically loaded the freight into the trailer or truck? Options are **Shipper** or **Driver**. Defaults to **Shipper**.

Freight Counted By – This states who counted the tare units of the shipment. Options are **Shipper**, **Driver-pallets**, or **Driver-pieces**. Defaults to **Shipper**.

Next Bill of Lading Number – Next sequential bill of lading number. A bill of lading number is issued for each invoice shipped, even if shipped with other invoices in the same shipment.

Next Master Bill of Lading Number – Next sequential master bill of lading number. When multiple orders for the same customer are shipped together, a master bill of lading is created listing the individual (sub) bills of lading. A master bill of lading is a bill of lading containing other bills of lading shipped together for the same customer.

Default FOB Point – This must print on the bill of lading to determine ownership of the goods in transit. The options are:

Origin – Goods become the property and responsibility of the receiver once released to the common carrier and left the dock.

Destination – Goods remain the property and responsibility of the shipper until delivered.

If the FOB field in MAS is blank, this will be the value printed on the bill of lading.

Note: If orders have differing FOB points, they cannot be shipped together on the same master bill of lading.

IIG Carrier Interface Maintenance

Select the **IIG Carrier Maintenance** program under the Sales Order Setup menu.

Here you can setup more advanced carrier options for the **Shipping Codes** defined in the **Shipping Rate Maintenance** program. You can add new **Shipping Codes** just from this screen.

Base Options

- Shipping Interface** – Determines which interface will be used for the shipment:
- None. No freight method defined, and can't be used for manifesting.
 - (Examples: Will Call, Customer P/U, etc.)
 - Clippership Clippership (Kewell) Shipping System interface.
 - Manual Manual entry of freight. No BOL or label will print.
 - Truck Direct BOL Entry (does not use Malvern or Clippership)
 - Malvern Malvern Shipping System interface.

Carrier Code Service level (ex: Ground, Air, etc. See interface method code list in [Appendix A](#) and [Appendix B](#))

Service Type- Usually the carrier type as it is linked by interface. (Ex: UPS, FDX, etc.)

Mark Up %	Percentage (+/-) indicates that the freight portion of the shipment will be adjusted. Enter a negative percentage to mark down (reduce) the freight amount.
Small Parcel Carrier	Identifies that this Shipping Code interfaces with small parcel carrier services such as UPS or FedEx. No bill of lading required.
Print MAS90 COD tags	Used primarily for local courier or small carrier and prints the old style physical UPS COD tags. Rarely used, but will automatically print the split COD amounts per box.
One COD Fee per Order	Overrides splitting the COD fee across all packages for this shipment for small parcel domestic shipments. <u>Use with caution!</u> Recipient can decline the COD box and accept the rest of the shipment. This option is automatically set for LTL shipments, as all LTL shipments are per shipment.
Signature Required	If set, will require the shipment to be shipped requiring an adult signature.
No HazMat	If checked, no item in the shipment may be a HazMat item. See the IIG Item Freight Additional Fields.
Send Email Address	If the carrier supports it (UPS Quantum View, or FedEx Shipment Notification) the email address from the order (or customer if order email address is blank) is sent to carrier. Also both Malvern and Clippership can send shipment emails with tracking numbers as an option.
Residential Only	This ship via should only go to residential addresses (ex: FedEx Home). The IIG Manifest Entry programs check and validate that the Residential Address option is checked for the Ship-To address of the shipment.
Lead Time in Days	Based on the IIG Shipping Option “ Calculate Ship Date from Ship Via Code ” this tells the program how many business days to add to today’s date for the ship date.

LTL Options

LTL Options

SCAC Code

SCAC Carrier Description

Default Billing Option

Bill of Lading Required NMFC LTL Carrier?

Rate by Value on BOL Next Carrier Number

[Vendor No.](#) Airway Property

SCAC code Standard Carrier Alpha Code for the carrier. Required for LTL/TL carriers.

SCAC Carrier Description The carrier's name as it will appear on the bill of lading.

Default Billing Option This option determines how this ship via is billed by default:

- Shipper – The shipper will pay the carrier for the shipment.
- Recipient – The carrier will collect the freight charges from the recipient, typically if the recipient has a freight account. Effectively Freight Collect.
- Third Party – A third party (such as freight aggregator or corporate office) is paying the freight. Shipment will require the account number and Payor information.
- Consignee – Similar to recipient, but the freight is paid by the named company that is receiving the shipment. For UPS and FedEx this is the contractual Freight Collect option. For LTL no contract is required.
- Freight Collect – Similar to Recipient, the freight charges are paid before the shipment is delivered. Not the same as COD, because only the freight charges are collected at delivery and must be paid before driver will unload.

Bill of Lading Required Some carriers do not require a physical BOL. Normally checked for LTL shipments.

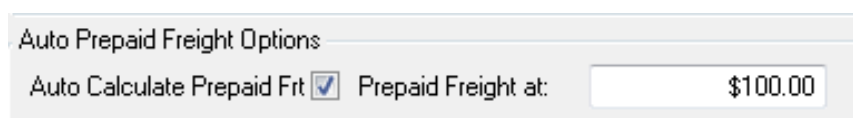
NMFC LTL Carrier? Carrier requires National Motor Freight Codes on the bill of lading.

Rate by Value on BOL This activates the “Rate By” section of the Bill of Lading.

Next Carrier Number For carriers that do not provide PRO numbers or Pickup numbers. This is what the system will assign to the shipment and increment the number. Rarely used.

Vendor No **Vendor** link and **Vendor** number field is enabled for LTL carrier allowing the user to select a Vendor from the lookup list or add a new carrier vendor on the fly. If the **Small Parcel Carrier** flag is set for a **Shipping Code**, both the Vendor link and the Vendor Number fields are disabled.

Auto Prepaid Freight Options



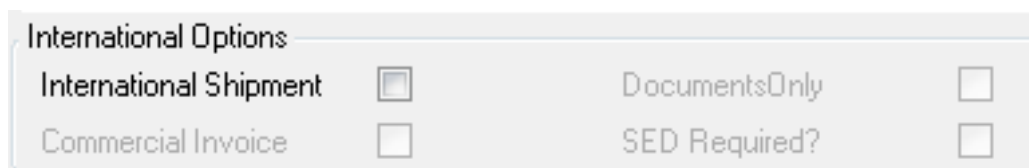
Auto Prepaid Freight Options

Auto Calculate Prepaid Frt Prepaid Freight at:

Auto Calculate Prepaid Frt Enables the ability to automatically set the prepaid freight flag at a certain order amount. If checked, the **Prepaid Freight at** field is enabled.

Prepaid Freight at This is currency amount of the new order (taxable plus non-taxable less discount) that will trigger setting the prepaid freight flag for the shipment.

International Options



International Options

International Shipment Documents Only

Commercial Invoice SED Required?

International Shipment Indicates current ship via will be an international shipment. This activates international shipping if installed. International shipping is different than domestic US shipping. For domestic shipping, all parcels for small parcel are considered separate shipments even though they may be part of a multi-package shipment and will be delivered individually. For international shipments all parcels in the shipment are considered part of the first box in the shipment. These shipments will be delivered all boxes or none. *Note: Even if the carrier uses the same*

service level as domestic for international, you must set up one ship via for domestic and one for international.

- Documents only** This option indicates that shipment is physical documents, not products. For catalogs and sales material.
- Commercial Invoice** A commercial invoice must be generated for this shipment.
- SED Required?** If checked, Shipper's Export Declaration is required for this shipment.

Shipping Terminal Maintenance

In the **Shipping Terminal Maintenance** screen, specify the workstations that will be manifesting shipments and options used for calculating carrier charges. At least one **Terminal ID** must be set up.

The screenshot shows the 'IIG Shipping Terminal Maintenance (ABC) 30.11.2015' window. It features several input fields and checkboxes:

- Terminal ID:** T101
- Description:** Shipping Terminal 1
- Terminal Data:**
 - Location:** Small Parcel Dock
 - Scale Port:** Usb
 - Auto Increment Quantity?:**
 - Ship From Whse:** 001
- Printer Data:**
 - Print TAWB:**
 - Label Format Type Code:** 199
 - T/WB Printer:** (Dropdown menu)
 - Doc Printer:** Select from the list of configured printers.

At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', and a printer icon.

Enter **Terminal ID** or click the **Current Terminal ID** button.

Enter the **Description** of the terminal.

Terminal Data

This close-up shows the 'Terminal Data' section with the following values:

- Location:** Small Parcel Dock
- Scale Port:** Usb
- Auto Increment Quantity?:**
- Ship From Whse:** 001

Enter the physical **Location** of the terminal.

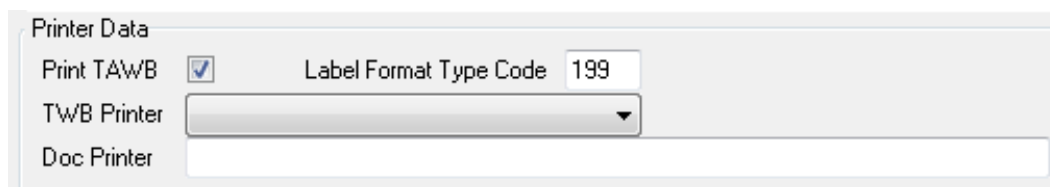
The **Scale Port** is the ID number of the communication port to which the weight scale will be connected in the range of COM1 to COM9. Please note for COM ports you must first configure the port in Windows, then program the scale to match the COM settings.

For certain USB scales using the HID interface, such as the Fairbanks Ultegra scale, enter **USB** and the program will scan for the scale and link to it. New scales come on the market so your scale may not be recognized. Please contact IIG so that we may look at your scale to determine compatibility if it does not receive weight from the scale.

Check the **Auto Increment Quantity** box to add to quantity automatically for the selected terminal.

Enter the warehouse code from the **Ship From Warehouse** lookup. If this field is blank, the program will continue to use the warehouse code from the invoice header during Shipment. This is required for closing operations for the terminal shipment as well.

Printer Data



Printer Data

Print TAWB Label Format Type Code 199

TWB Printer

Doc Printer

Print TAWB - Check this option to print to a local thermal label printer. Both Malvern and Clippership can be configured to print directly to networked label printers so the local workstation does not print the labels. Normally the workstation prints the labels.

Label Format Type Code will either be *188* for Eltron printers or *199* for Zebra printers.

TWB Printer is handled one of two ways, depending on your system; UNC or Device Configurator.

- UNC is the thermal label printer UNC share path on the workstation to print the thermal label to. We strongly recommend that the path assignments be as short as possible. If at all possible, limit them to 32 characters total. Sometimes works best with Window XP machines. Windows 7 SP1 and later will not work reliably with this option.
- Device Configurator uses the Sage Device Configurator to configure the local printer on the workstation as the label printer.
- Please see the **Setting up a local thermal printer** in [Appendix C](#).

Malvern Interface Maintenance

Select the **Malvern Interface Maintenance** program under the Sales Order Setup menu.

The screenshot shows a software window titled "IIG Malvern Interface Maintenance (ABC) 30.11.2015". The window is divided into several sections:

- Warehouse Number:** 000 (with a search icon and navigation arrows), followed by "CENTRAL WAREHOUSE".
- Shipper Address:**
 - Name: ABC Central Warehouse
 - Address: 1101 W MAC ARTHUR BLVD
 - ZIP Code: 92626
 - City: Costa Mesa, State: CA
 - Country: USA (with a globe icon), United States
 - Telephone: (818)856-3744
 - Contact: BOB SOSBEE
- Shipper Account Data:**
 - Malvern Meter Code: A
 - Release Auth. No.:
 - Currency Code: USD
 - Next FedEx Bundle Number: 00000001
- Site Server Data:**
 - Server IP Address: 54.69.112.82
 - Validator Port Number: 1022

At the bottom of the window, there are buttons for "FedEx COD Return Address", "Accept", "Cancel", "Delete", and a printer icon.

Enter **Warehouse Code**, or select it using the **Lookup** button.

Shipper Address

Enter a **Shipper Address**, **Telephone** number, and **Contact** person for each location. This information will appear on the shipping label as the return address depending on the options set in Malvern or Clippership. This is the "Alternate Return Address" option in Malvern.

Shipper Account Data

The screenshot shows a close-up of the "Shipper Account Data" section from the screenshot above. It contains the following fields:

- Malvern Meter Code: A
- Release Auth. No.:
- Currency Code: USD
- Next FedEx Bundle Number: 00000001

Malvern Meter Code is the linked meter code in Malvern for this ship from location. Default is **A** for single ship from locations. If you have multiple company accounts or multiple locations, this will be the meter code that Malvern will use for the shipment and billing.

Release Auth. No. is the FedEx Release Authorization number, a contractual service.

Currency Code is normally **USD** for US dollars. Other currencies may be used on a contractual basis. Contact IIG on this option.

Next FedEx Bundle Number is a number starting at 0000001 that links multi-package shipments together. Required for FedEx.

Site Server Data

Site Server Data	
Server IP Address	54.69.112.82
Validator Port Number	1022

The **Server IP Address** should be assigned by the company's System Administrator. This is the IP Address of the Malvern Site Server. **Note:** This must be a static IP address.

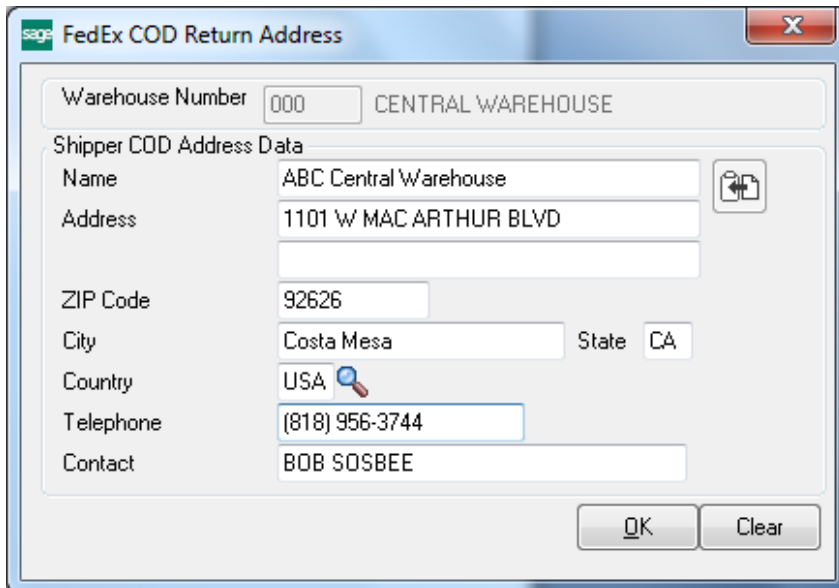
The **Validator Port Number** is assigned by Malvern and is normally 1022. This identifies the TCP/IP port on the Malvern Site Server.

Upon clicking the **FedEx COD Return Address** button the **FedEx COD Return Address** screen is opened allowing the user to enter the COD Return Address information for the selected warehouse.

The screenshot shows a software dialog box titled "sage FedEx COD Return Address". It features a "Warehouse Number" field containing "000" and the text "CENTRAL WAREHOUSE". Below this is a section for "Shipper COD Address Data" with several input fields: "Name", "Address", "ZIP Code", "City", "State", "Country", "Telephone", and "Contact". A "Copy" button is located to the right of the "Name" field, and a tooltip with the text "Copy Shipper Address to COD Address." is displayed over it. At the bottom of the dialog are "OK" and "Clear" buttons.

FedEx returns the recipient's check to this address. Typically you would make this the address for your company's Accounts Receivable department.

Clicking the **Copy** button loads the **Shipper Address** information in.



The screenshot shows a software window titled "FedEx COD Return Address". It contains the following fields and values:

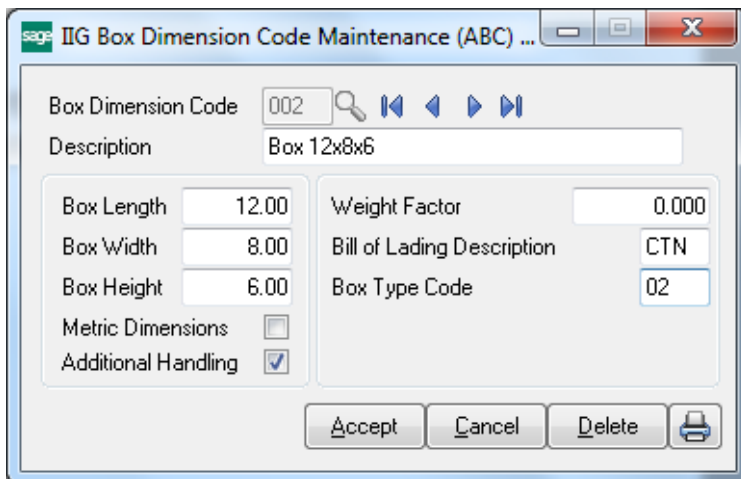
Warehouse Number	000	CENTRAL WAREHOUSE
Shipper COD Address Data		
Name	ABC Central Warehouse	
Address	1101 W MAC ARTHUR BLVD	
ZIP Code	92626	
City	Costa Mesa	State CA
Country	USA	
Telephone	(818) 956-3744	
Contact	BOB SOSBEE	

Buttons: OK, Clear

Typically, this will be the address of the corporate office that will handle the COD receipts.

IIG Box Dimension Code Maintenance

Shipping Automation allows the setup of codes for packaging types that are shipped on a regular basis. Select the **IIG Box Dimension Maintenance** program from the **Inventory Management Setup** menu.



The screenshot shows a software window titled "IIG Box Dimension Code Maintenance (ABC) ...". It contains the following fields and values:

Box Dimension Code	002	Navigation icons	
Description	Box 12x8x6		
Box Length	12.00	Weight Factor	0.000
Box Width	8.00	Bill of Lading Description	CTN
Box Height	6.00	Box Type Code	02
Metric Dimensions	<input type="checkbox"/>		
Additional Handling	<input checked="" type="checkbox"/>		

Buttons: Accept, Cancel, Delete, Print

For each **Box Dimension Code**, enter a description, box dimensions, and, if applicable, a **Weight Factor** (used to account for the weight of pallets or box fill). Box dimensions are in centimeters if the **Metric Dimensions** is checked, and the **Weight Factor** will be in kilograms. Otherwise, this is inches and pounds.

The **Additional Handling** can also be set. This is passed through to the carrier.

The **Bill of Lading Description** is set automatically and can be changed.

The **Box Type Code** is set for packaging type used by the small parcel carriers. This does not apply to TL/LTL carriers. If left blank will default the carrier to customer packaging.

FedEx Express

01	Customer Packaging (default)
02	FedEx Pak
03	FedEx Box
04	FedEx Tube
08	FedEx Packet (select markets)

UPS International – Box types with /00 are alternate codes.

10/22	UPS 10 KG (22 lbs.) box
25/55	UPS 25 KG (55 lbs.) box.

US Postal Service – Box types with /00 are alternate codes.

FLT	Flat
LTP/30	Priority Mail Letter Pack
LTR/06	Letter
FSB/32	Priority Mail Small Flat Rate Box
FRB/33	Priority Mail Medium Flat Rate Box
FRL/34	Priority Mail Large Flat Rate Box
FLE/31	Priority Mail Legal Flat Rate Envelope
SFE	Priority Mail Small Flat Rate Envelope
FCE	Priority Mail Flat Rate Cardboard Envelope
RBA/35	Priority Mail Regional Rate Box A
RBB/36	Priority Mail Regional Rate Box B
RBC/37	Priority Mail Regional Rate Box C
FPE/38	Priority Mail Flat Rate Padded Envelope
PCB/39	Cubic Rate
SCB/40	Soft pack Cubic Rate
FEW	Priority Mail Flat Rate Window Envelope
FGW	Priority Mail Flat Rate Gift Envelope
IRG	Irregular Parcel

All Carriers

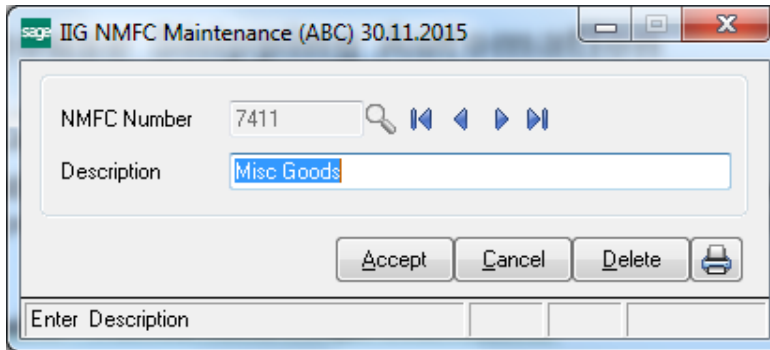
06	Letter
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IIG NMFC Maintenance

The **IIG NMFC Maintenance** has been added to the **Inventory Management Setup** menu. This program maintains the active National Motor Freight Code list for the customer.

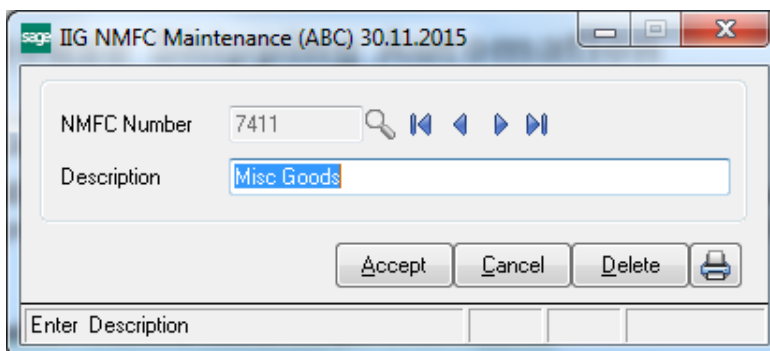
NMFC Number – National Motor Freight Code Number.

Description – Description of freight code.



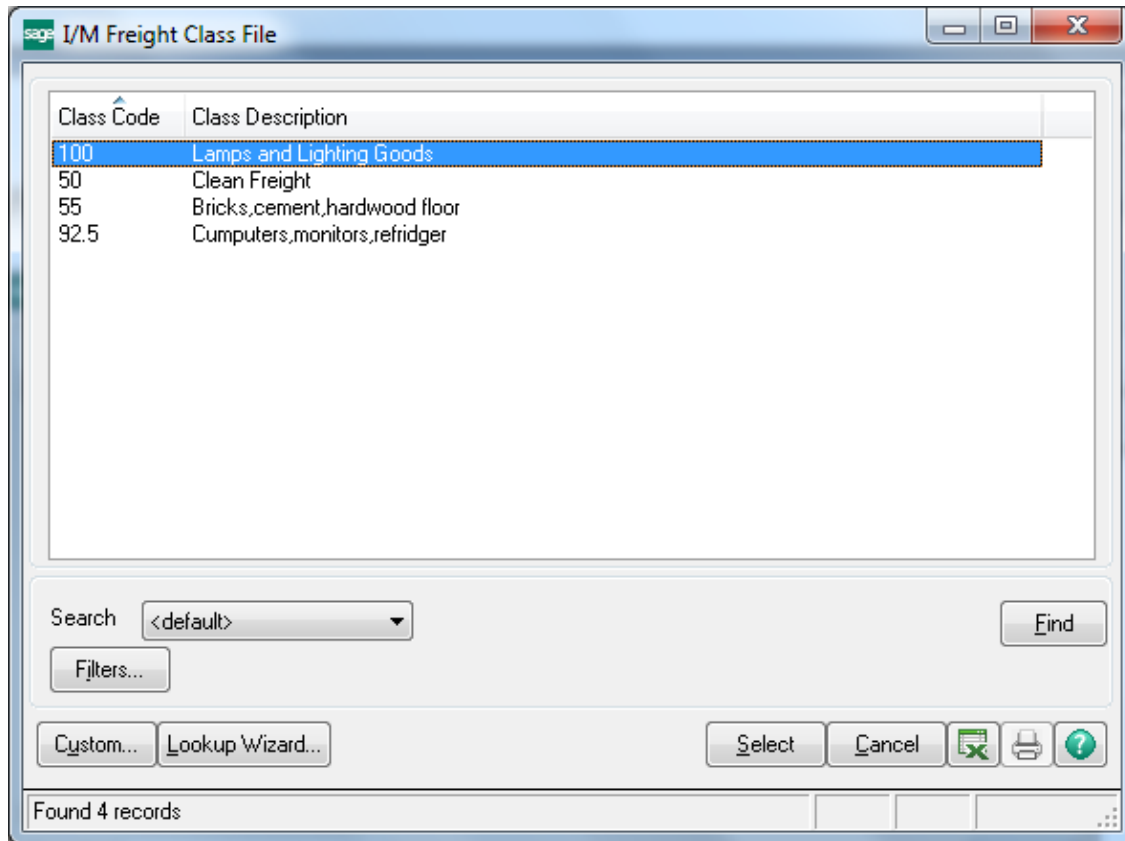
IIG Freight Class Maintenance

The **IIG Freight Class Maintenance** has been added to the Inventory Management setup menu to allow adding/maintaining freight classes for shipment.



Press the lookup button to list the LTL **Class Codes** setup in the system.

The Class Code Description is defaulted as the description of the goods on the bill of lading.



Item Freight in the Item Maintenance

The **IIG Freight** menu item has been added under the **More...** menu button on the **Item Maintenance** screen allowing the user to set some freight specific data such as Freight Class, Export Data, specifying the Packaging/Tare settings.

***Note:** The Weight field must be a number and cannot have letters in the weight for both Sage and IIG Shipping to properly calculate weights. Examples of bad weights: 35lb, 35#, 35kg. Examples of valid weights: 35, 35.4, 0.22. While we will use the actual weight here, the carrier will round up to the whole number for rating purposes.*

For USPS shipments, convert ounces to decimal weight. Malvern or Clippership will convert these back to ounces as needed. Multiply ounces by 0.0625 to convert to decimal pounds.

Select the **Item Maintenance** program under the **Inventory Management Main** menu. Select an item.

Item Maintenance (ABC) 11/30/2015

Item Code: STRIPPING FLUID
Description: STRIPPING CLEANING FLUID

1. Main | 2. Additional | 3. Quantity | 4. History | 5. Transactions | 6. Orders | 7. Cost Detail

Confirm Cost Increase in Receipt of Goods:
Print Receipt Labels: Yes
Explode Kit Items: Prompt
Next Lot/Serial Number:

Commission Method: Standard
Commission Rate: 0.000%
Base Commission: .00

Allow Returns:
Restocking Charge Method: % Item Price
Restocking Charge Rate: .000%

Categories:
COLOR: BLACK
SIZE: 52X15X18
STYLE:
CATALOGUE REF#: P0014-0028

Sales Tax Class: TX Taxable
Purchases Tax Class: TX Taxable

Routing No.:
Buyer Code:
Planner Code:
Image: abc_1001-hon-h252.jpg

Inactive Item:
Allow Back Orders:
Allow Trade Discount:
Allocate Landed Cost:
Internet Enabled:
Last Physical Count:

Accept Cancel Delete

Upon clicking the **IIG Freight** menu item the **IIG Item Freight Additional Fields** screen is opened:

The screenshot shows a software window titled "IIG Item Freight Additional Fields". It contains the following fields and sections:

- Item Code:** STRIPPING FLUID and STRIPPING CLEANING FLUID
- Freight Class:** NMFC Code 48580-3, Freight Class 55, BOL Description CLEANERS
- HAZMAT:** Packing Group Group 1, UN/NA Code 1234, HM Class 6, HM Division 2, HM Exemption No, HM Shipping Name, Emergency Contact TEST COMPANY, Contact Phone (818) 956-3744, Cargo Aircraft Only?
- Export Data:** Country of Origin USA, United States, Commodity Code, Tariff Code, ECCN, SED Sched B Code, NAFTA Producer Code No, NAFTA CO Preference Criterion Code, NAFTA Certificate of Origin Net Cost?, Comm Inv Prod Desc 1, Comm Inv Prod Desc 2


A button labeled "Tare Processing" is highlighted with a blue box. At the bottom right are "OK" and "Cancel" buttons.

Freight Class

NMFC Code is the National Motor Freight Code set up in [IIG NMFC Maintenance](#). Use the lookup to select the NMFC code for this item. This code will print on the VICS and Short Form BOL if the carrier is a NMFC carrier.

Freight Class is the freight/volume class of the item. Use the lookup to select from the classes entered in the [IIG Freight Class Maintenance](#).

BOL Description is the description that will print on the bill of lading when printing product detail. Normally the **Freight Class** description is used and the Freight Class description will automatically load into this field if blank.

Tare Processing button  will open the IIG Item Freight Packaging/Tare Fields screen.

Tare Processing

This is used primarily for Rate Shopping to calculate how the product will be shipped.

Packaging/Tare	U/M	Box Code	Length	Width	Height	Default
Each Tare	BOX	002	012	008	006	<input type="checkbox"/>
Case Pack Tare						<input type="checkbox"/>
Master Pack Tare						<input type="checkbox"/>
Pallet Pack Tare						<input type="checkbox"/>
Inner Pack Tare					000	<input type="checkbox"/>

Ship as one Box is checked if this item is only shipped as the each TARE. Examples would be large items (such as a desk or a hard sided golf bag) that will not be shipped in multiples in a case or pallet. This speeds up the rating process.

Enter the **Each Tare**, **Case Pack Tare**, **Master Pack Tare**, **Pallet Pack Tare** and **Inner Pack Tare** unit of measures and select the **Box Codes**. The **Length**, **Width**, **Height** fields will be populated with corresponding values set for the selected Box Code in the [Box Dimension Code Maintenance](#). Select the **Default** Tare to be used when the product is rated for shipping. Only one of these five check boxes can be selected as default.

For items that do not match the dimensions in the **Box Dimension Maintenance**, you can enter the actual dimensions.

Refer to [Shipping Rate Shop In Sales Order Entry](#) for more details about the Item Freight Packaging/Tare fields.

HAZMAT

Note: Information Integration Group, Inc. (IIG) provides these fields to help link to a certified HAZMAT labeling and documentation system like LabelMaster® or similar systems. IIG is neither certified nor responsible for HAZMAT labeling and certification. You as the shipper must have certified employees and certified HAZMAT labeling software to safely and legally ship HAZMAT products. IIG cannot assist your company on HAZMAT labelling and documentation as this is the responsibility of the shipping company and the HAZMAT software company.

HAZMAT			
Packing Group	None	HM Exemption No	
UN/NA Code		HM Shipping Name	
HM Class		Emergency Contact	
HM Division		Contact Phone	(123) 456-7890
Cargo Aircraft Only? <input type="checkbox"/>			

Packing Group – This drop down list is *None*, *Group 1*, *Group 2*, and *Group 3*. If this is not set to *None* this activates the HAZMAT checks by carrier if HAZMAT is allowed on that carrier. Packing group is determined by the class and division of the HAZMAT product. This must be determined by your HAZMAT certified employee or consultant.

UN/NA Code is the United Nations and North America HAZMAT class code. Please see http://en.wikipedia.org/wiki/UN_number for a detailed description of these codes.

HM Class refers to the general hazard class.

HM Division refers to the division within the general hazard class.


HM Exemption No is the DOT Exemption number.

HM Shipping Name is the common chemical name. (Example: anhydrous ammonia). Note that the name may be larger than this field. LabelMaster ® or your HAZMAT software will have the full proper shipping name.

Emergency Contact is the name of the person or organization to contact if there is any issue with this product in shipment.

Contact Phone is the phone number of the Emergency Contact.

Export Data

Export Data	
Country of Origin	USA  United States
Commodity Code	
Tariff Code	
ECCN	
SED Sched B Code	
Comm Inv Prod Desc 1	
Comm Inv Prod Desc 2	FILING CABINET
NAFTA Producer Code	No
NAFTA CO Preference Criterion Code	<input type="checkbox"/>
NAFTA Certificate of Origin Net Cost?	<input type="checkbox"/>

Country of Origin is the country the product was manufactured or produced in. Select from the Country Code list as entered in the **Country Code Maintenance** in the Library Master Setup menu.

Commodity Code is normally the NIGP Commodity Code. Used to classify the product for government and university agencies. For international shipping this may be the UN SITC code. Note this is not the Harmonized Tariff Code.

Tariff Code is the US Customs Harmonized Tariff code for this item for export.

ECCN is the Export Commodity Control Number. Used for restricted item exports such as some software and all weapons. See the US Customs ITAR list.

SED Schedule B Code is required if a Shippers Export Declaration must be created for any item valued \$2,500.00 shipped from the same exporter to the same recipient on the same day or any item on the ITAR list.

NAFTA Producer Code indicates if the shipper is the producer of the goods. This will default to *No* on the drop box. Options are *Yes, No, No 1, No 2, and No 3*.

NAFTA CO Preference Criterion Code which is the Certificate of Origen Preference Criteria Code. Values are *A, B, C, D, E, F*, and blank.

NAFTA Certificate of Origin Net Cost? If checked will print **NC** on the certificate of Origin documentation for this item. If unchecked will print **No**. Note that we do not currently support the RVC over time method at this time.

Comm Inv Prod Desc 1 is the first line of the commercial invoice description for this product. If left blank it will use the short product description.

Comm Inv Prod Desc 2 is the second line of the commercial invoice description for this product. You may leave this blank if the first description line is sufficient.

*Note: Be sure you are clear on your description. Your product description may not be clear to Customs, who may hold your shipment for clarification. Example: "HON model 2000 classic" is not clear. "Two Drawer Letter File Cabinet" is clear. So if your item description is "HON Model 2000 classic" make the **Comm Inv Prod Desc 2** "2 drawer letter file cabinet" which will print only on the commercial invoice.*

Shipping Options in Customer Maintenance

The **Shipping Options** button added to the **More** menu buttons on the **Customer Maintenance** screen is intended for specifying special shipping options for the selected Customer.

Select the **Customer Maintenance** program under the **Accounts Receivable Main** menu.

The screenshot shows the Sage Customer Maintenance (ABC) 30.11.2015 window. The customer details for American Business Futures (Customer No. 01-ABF) are displayed. The 'Shipping...' dropdown menu is open, showing options: Contacts, Items, Ship To Address, IT Customer, Invoices Inquiry, RMA Inquiry, **Shipping Options** (highlighted), and Ship Via Options. The main form fields include:

Customer No.	01-ABF	Copy From...	Renumber...	Shipping...
Name	American Business Futures			
1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions				
Address	2131 N. 14th Street	Terms Code	03	C.O.D.
	Suite 100	Primary Contact	ARTIE JOHN	Art
	Accounting Department	Ship Code	UPS BLUE	
ZIP Code	53205-1204	Primary Ship To	2	American B
	Skip Address Check? <input type="checkbox"/>			
City	Milwaukee	Tax Schedule	WI MILMIL	
	State WI		Milwaukee	Exemptions...
Country	USA United States	Credit Hold	<input type="checkbox"/>	
Residential Addr	<input type="checkbox"/>	Credit Limit	120,000.00	
Salesperson	0100 Jim Kentley	Split Comm...		
Telephone	(414) 555-4787	Ext 219		
Fax				
E-mail Address	artie@abf.com			
URL Address	www.abf.com			
Accept Cancel Delete Print Help				

Select the **Shipping Options** button to configure shipping settings for the customer in the **IIG Customer Shipping Options** screen:

The screenshot shows a dialog box titled "IIG Customer Shipping Options Maintenance". It is divided into three sections:

- Delivery Options:**
 - Prepaid Freight?
 - Prepaid Freight at level:
 - Auto Generate ARS Label?
 - Single COD Fee
 - No COD Fee
- Blind Ship Labels:**
 - Blind Ship?
 - Blind Ship To Code:
- Packing Sheet Options:**
 - Suppress Packing Sheet?
 - Print Custom Packing Sheet?
 - Packing Sheet Form Code:

Buttons for "OK" and "Cancel" are located at the bottom right of the dialog.

Delivery Options

Prepaid Freight – if this checkbox is selected for a Customer, it is the default for all ship via that are not specifically defined.

Prepaid Freight at level – this field is enabled if the **Prepaid Freight** option is off. If the amount of the prepaid freight at level entered here is lower than the Ship Via code prepaid freight at level, the customer amount takes effect.

Auto Generate ARS Label- select this checkbox to have a Auto Return Service label automatically generated if the carrier provides it (LTL carriers do not provide this).

Single COD Fee - if this checkbox is selected one **COD** fee will be charged per Customer instead of by ship via.

No COD Fee- if this checkbox is selected, no **COD** fee will be charged by Customer.

These settings are defaulted to the Order Shipping Options.

Blind Ship Labels

Check the **Blind Ship?** option to use the customer's bill to address as the return address for the shipment.

Enter the **Blind Ship To Code** for the customer's warehouse or for double blind shipments.

The **Blind Ship?** option setting and the **Blind Ship To Code** specified here are defaulted to the Sales Order and Invoice Data Entry.

Packing Sheet Options

Select the **Suppress Packing Sheet** option to skip packing sheet printing from **Shipping Data Entry**. If this option is turned on the **Quick Print** button will be disabled in the **Shipping Data Entry**.

Upon selecting the **Suppress Packing Sheet** checkbox the **Print Custom Packing Sheet** option and **Packing Sheet Form Code** field are disabled.

Select the **Print Custom Packing Sheet** option to make the **Packing Sheet Form Code** field enabled. It is necessary to select the Form Code to be used by default in the **Packing Sheet Printing** run from the **Shipping Data Entry** for the selected customer. If the **Print Custom Packing Sheet** option is selected the user cannot close the Shipping Options screen unless a form code is specified.

Note: the user must set up the custom packing sheet form in packing sheet printing before it is available for this field.

The **Packing Sheet Options** set in the **Customer Shipping Options** are defaulted to the **Sales Order Entry** and **Shipping Data Entry**.

Customer Ship Via Maintenance

Select the **Ship Via Options** button from the drop-down menu to configure settings for specific Ship Via Code.

The screenshot shows a software window titled "IIG Customer Ship Via Options Maintenance (ABC) 30.11.2015". The window is divided into several sections. At the top, there is a "Ship Code" field with "UPS BLUE" and a "Description" field with "UPS 2ND DAY AIR". Below this is the "Delivery Options" section, which includes a "Billing Option" dropdown menu set to "Shipper", a "Prepaid Freight?" checkbox that is checked, and a "Prepaid Freight at level" field with ".00". To the right of this section is the "Payor Account Data" section, which contains fields for "Payor Account", "Payor Name", "Address", "ZIP Code", "State", "City", and "Payor Phone". There is also an unchecked checkbox for "Are Parties Related? (Consignee)". At the bottom left, there is a "BDL Special Instructions" section with a text field containing "Special delivery instructions...". At the bottom right, there are three buttons: "Accept", "Cancel", and "Delete".

Delivery Options

Billing Option

This option determines how this ship via is billed by default:

- Shipper* – The shipper will pay the carrier for the shipment.
- Recipient* – The carrier will collect the freight charges from the recipient, typically if the recipient has a freight account. Effectively Freight Collect.
- Third Party* – A third party (such as freight aggregator or corporate office) is paying the freight. Shipment will require the account number and Payor information.
- Consignee* – Similar to recipient, but the freight is paid by the named company that is receiving the shipment. For UPS and FedEx this is the contractual Freight Collect option. For LTL no contract is required.
- Freight Collect* – Similar to Recipient, the freight charges are paid before the shipment is delivered. Not the same as COD, because only the freight charges are collected at delivery and must be paid before driver will unload.
- Drop Ship* – This uses separate accounts in the Malvern server where the account is billed and paid by the customer directly and uses separate tracking numbers specific to that customer and account. Requires the purchase of Malvern subaccounts (accounts that ship from the same location as the main shipping account).

The Payor name and address data will print on the shipping labels and the Payor account is the Malvern account code.

For all the selections except for Shipper and Consignee the **Payor Account Data** fields are enabled. Please note that Consignee for UPS and FedEx are a contractual option and must be set up.

Prepaid Freight - If set on the customer ship via level, then it is prepaid for that Customer-ship via only. If it is set on the general ship vias (in IIG Carrier Maintenance) it overrides for that ship via only. Disabled for any **Billing Option** other than *Shipper*.

Prepaid Freight at level - this field is enabled if the **Prepaid Freight** option is off. If customer is prepaid freight at \$1200.00, and has a ship via of UPS Ground at \$500.00, and the ship via UPS Ground is set to prepaid freight at \$400.00, then the \$400.00 level being the lowest is used. Disabled for any **Billing Option** other than *Shipper*.

Payor Account Data

Payor Account is the Carrier Account number for the customer. For *Recipient, Third Party, or Freight Collect* you must enter the carrier account number of company that will be paying the freight. For UPS and FedEx this will be their customer's account number. For *Drop Ship* this is the Malvern Account Code for the drop ship account. **Note:** *Not required for Consignee, but you must sign up with the carrier for this service.* Malvern and Clippership will require this. **Be warned:** Carriers will bill **your** account if the customer refuses to pay Recipient or Freight Collect.

Payor Name, Address, Zip Code are all required. You must enter the **Payor Phone** as well for the carriers.

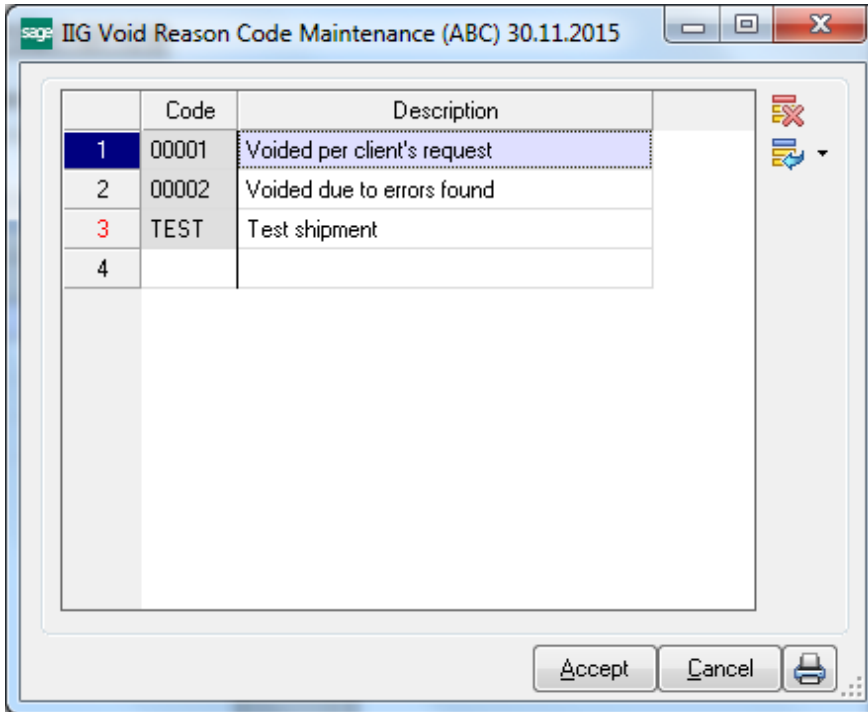
Check the **Are the Parties Related?** check box if the consignee or 3rd party are related (Example: Walmart Corporate 3rd party shipping to a store.)

Bill of Lading Special Instructions

Enter the **Special Instruction** to flow down to the order and to the Bill of Lading for TL/LTL shippers.

IIG Void Reason Code Maintenance

The **IIG Void Reason Code Maintenance** added under the **Sales Order Setup** menu is intended for entering Reason codes to be used when the transaction is voided.



	Code	Description
1	00001	Voided per client's request
2	00002	Voided due to errors found
3	TEST	Test shipment
4		

Code is the user supplied code. Examples: ERROR, CANCEL, or TEST.

Description is the description of the reason code.

Shipping Automation Activity

Shipping Options in Sales Order Entry and Invoice Data Entry

Below is demonstrated an example of Sales Order Entry.

While creating a new sales order in the **Sales Order Entry** screen, shipping options can be specified by clicking the **Ship Options** button located on the **Header** tab of the **Sales Order Entry** screen.

The screenshot displays the Sage Sales Order Entry (ABC) 30.11.2015 window. The interface includes a top navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The current tab is 1. Header. The window contains several input fields and buttons for order management. Key fields include Order Number (0000178), Order Date (30.11.2015), Order Type (Standard Order), Customer No. (01-ABF), Ship Date (30.11.2015), Status (New), Whse (001), Sales Tax Schedule (WI), and Ship To Add (2). A 'Ship Options' button is located next to the Contact Phone field. The bottom of the window features a toolbar with buttons for Print Order, Print Pick, Recalc Price, Accept, Cancel, and Delete.

Click the **Ship Options** button to open the **Special Shipping Options** screen.

Depending on what **Ship Via Code** is selected on the **Header** tab of the **Sales Order Entry** screen, the chosen shipping method will be displayed in the **Ship Via** fields within the **Special Shipping Options** screen.

All of these settings are defaulted from the Shipping and Ship Via Options accessed (and, initially, set up) through the **Accounts Receivable** module's **Customer Maintenance** screen.

Select the **Delivery Period** from the drop-down list. Choose from the following three options: Weekday, Saturday, or Sunday delivery. Note that this is treated as a delivery service option. Saturday and Sunday delivery options are carrier and service dependent.

Check the **Residential Delivery?** box if shipment is a residential delivery.

Check the **Inside Delivery?** box if shipment is an inside delivery.

Check the **Signature Required?** box if a signature is required at delivery.

Signature Required?
 Adult Signature?

Adult Signature field is enabled only if the **Signature required ?** checkbox is selected. This field is available also in the Sales Order Header, Invoice Header as well as in the Sales Order and Invoice History tables.

Select the **Billing Option** from the drop-down list. Choose from the following options: Shipper, Recipient, Third Party, Consignee, Freight Collect or Drop Ship. For all the selections except for Shipper or Consignee, enter **Payor Account Data**. For **Drop Ship**, enter the Malvern account code and the Payor Name and Address fields, which will become the return address on the shipping labels.

Select the foreign **Destination Country** using the **Lookup** icon if the shipment is not being sent to a **US** destination.

Select the appropriate **Terms of Sale** from the drop-down list, if this is an international shipment.

In **Invoice Data Entry**, when the Order is manifested, the **Ship Options** button becomes disabled, otherwise it is always enabled.

The **Lift Gate**, **Notify Charge** and **Special Instructions** fields are enabled for Ship Via codes flagged as LTL carriers in the **IIG Carrier Interface Maintenance**.

Use Entered Frt Amount – select this checkbox if you want the Freight Amount entered in the Sales Order Entry be applied to the Invoice or Shipping regardless of the options set in the IIG Shipping Automation Options.

Shipping Data Entry

To start shipping, you must first open a manifest in either of the **IIG/Sage Shipping/Manifesting** or **IIG Manifest Processing** programs. Depending on the Sales Order Module Options, you may need to open or select a shipping batch as well.

Select the **Shipping Data Entry** program from the **Sales Order Shipping** menu.

Shipping Data Entry (ABC) 30.11.2015

Shipper ID: 1 Ship Date: 30.11.2015 Order No.: 0000178 Batch No.: 00002
 Shipping No.: 0100058 Ship Status: New SO Created By: IIG
 Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

Item Code: Quick Row: 1 Pkg: 0001

	Item Code	Qty to Ship	Shipped	Back Ordered	Comment
1	1001-HON-H252	2.00	2.00	.00	
2	1001-HON-H252LK	3.00	3.00	.00	

Description: HON 2 DRAWER LETTER FLE W/O LK
 Warehouse: 001
 U/M: EACH
 Package: 0001

Pallet: 0001 Verify B/O Cases...

Quick Print Ship Labels Pallet Labels Auto Increment Accept Cancel Delete

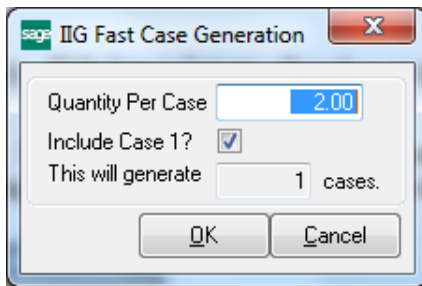
Select the **Shipper ID** and **Order Number** to be shipped. The program loads all the lines of the order.

The **Current Package** field displays the package number, where the items are distributed currently. To change the current package, click the **Next Package No.** button. The items will be distributed to the new package.

Fast Case Processing enables easy way to distribute large quantities to large number of cases.

The **Fast Case Processing** can be used for a line *only once* and only before accepting the entry.

Clicking the **Cases...** button opens the **Fast Case Generation** for the selected line, if there is **Quantity Shipped** specified (and if the generation has not been done before):



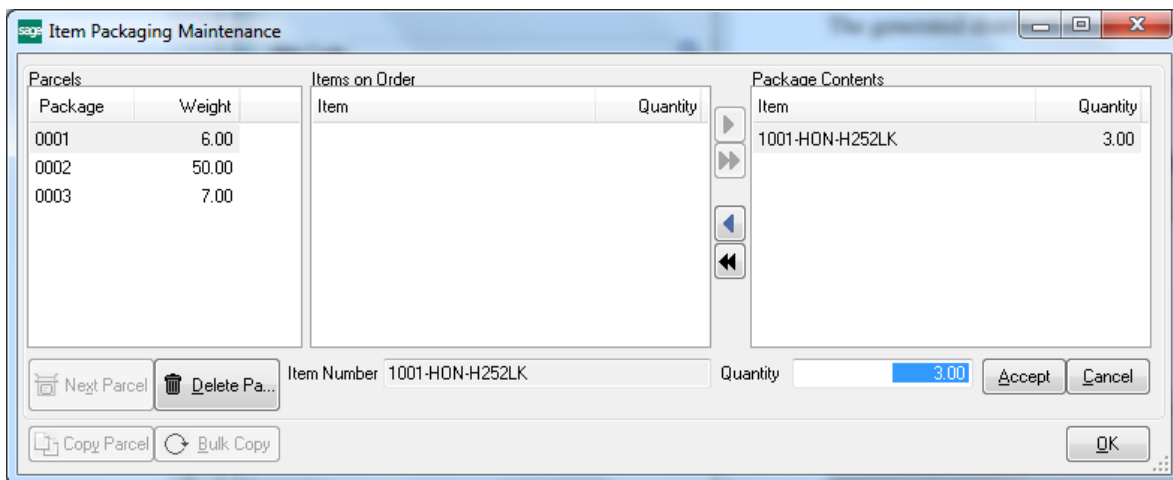
Enter the **Quantity Per Case**. Based on it the program will calculate the number of cases needed to **generate** for the **Quantity Shipped**. If the **Quantity Shipped** is not a multiple of the **Quantity Per Case**, the quantity remaining after distributing to the cases completely will be placed in a separate case (which will remain incomplete).

Check the **Include Case 1** box, to include the first case in the distribution being generated.

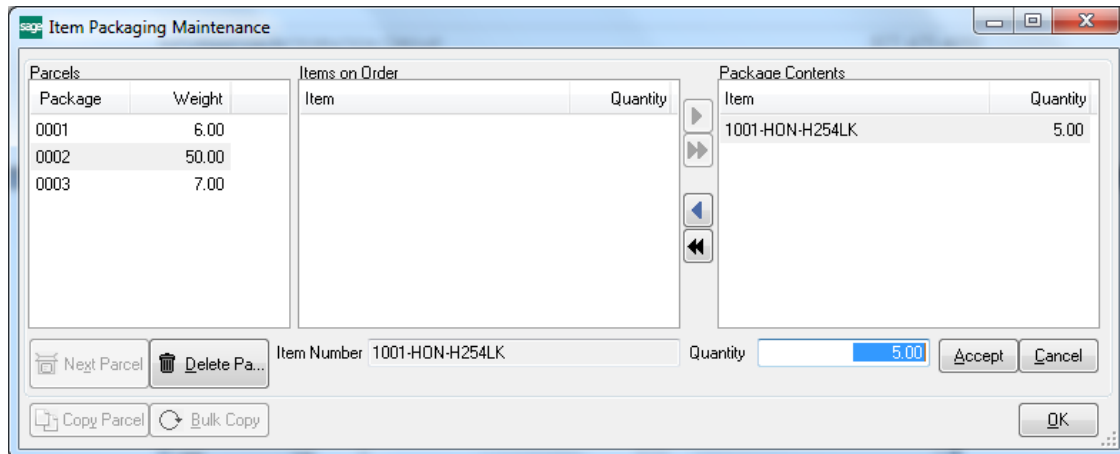
If the quantity of the selected line has already been distributed before starting the **Fast Case Generation**, the program will clear the previous distribution.

The generated distribution can be seen in the **Item Packaging Maintenance**.

The **Item Packaging Maintenance** has been modified to allow more convenient parcel managing.



(In our example, one of the generated cases includes 3 units of the item. The next one contains the remaining 5 units)



The **Cases...** button will be disabled for that line on the **Shipping Data Entry** screen.

When this screen is first entered, the parcels where product is allocated are shown in the **Parcels** list box, and any unallocated items are show in the **Items on Order** list box. Selecting a parcel line in the **Parcels** list box will display the contents of that parcel in the **Package Contents** list box. Moving the products from **Package Contents** to **Items on Order** allows those items to be allocated to other parcels. The parcel is deleted when moving all items from **Package Contents** for that parcel.

The **Next Parcel** button generates the next available parcel number for the operator to allocate items to. This is disabled if there are no items to allocate.

The **Delete Parcel** button is enabled when a parcel is selected. When a parcel is deleted, the items in that parcel are moved to the **Items on Order** list box for allocation.

The **Copy Parcel** button is enabled when a parcel is selected and the items in the parcel are also in the **Items on Order** list box to allocate. Clicking it creates a new parcel with the same items up to the quantity to allocate. For example:

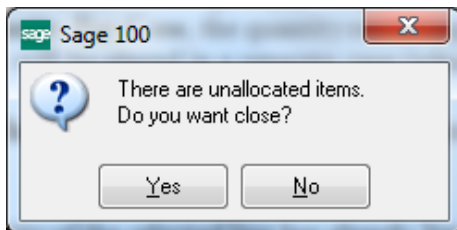
There are three items, each with a quantity of 5, and, of the three items, one item has only a quantity of three remaining to allocate; then pressing the **Copy Parcel** button will generate a new parcel with two items with a quantity of 5 allocated, the third item with 3 allocated, and the fully allocated item is removed from the **Items on Order** list box.

The **Bulk Copy** button does what the **Copy Parcels** does, but keeps going until all items are allocated from the **Items on Order** list box. This allows the operator to create a “template” box and copy it to allocate all items to boxes. This is especially handy in the apparel business, where it is not uncommon to have four to six different sizes in a box, and sixty boxes to process.

The **Accept** button accepts and writes the parcel contents in the **Package Contents** list box.

The **Cancel** button undoes changes made in the **Package Contents** list box.

The **OK** button accepts and closes the dialog. A warning message will be displayed if there are unallocated items in the **Items on Order** list box, which will allow return to allocating boxes.



Go to the **Shipping** tab of the **Shipping Data Entry**.

The **Tracking** button allows tracking item packages.

Shipping Data Entry (ABC) 30.11.2015

Shipper ID: 1 | Ship Date: 30.11.2015 | Order No.: 0000183 | Batch No.: 00007
Shipping No.: 0100066 | Ship Status: Shipped | SD Created By: IIG
Customer No.: 01-ABF | American Business Futures

1. Lines | 2. Shipping

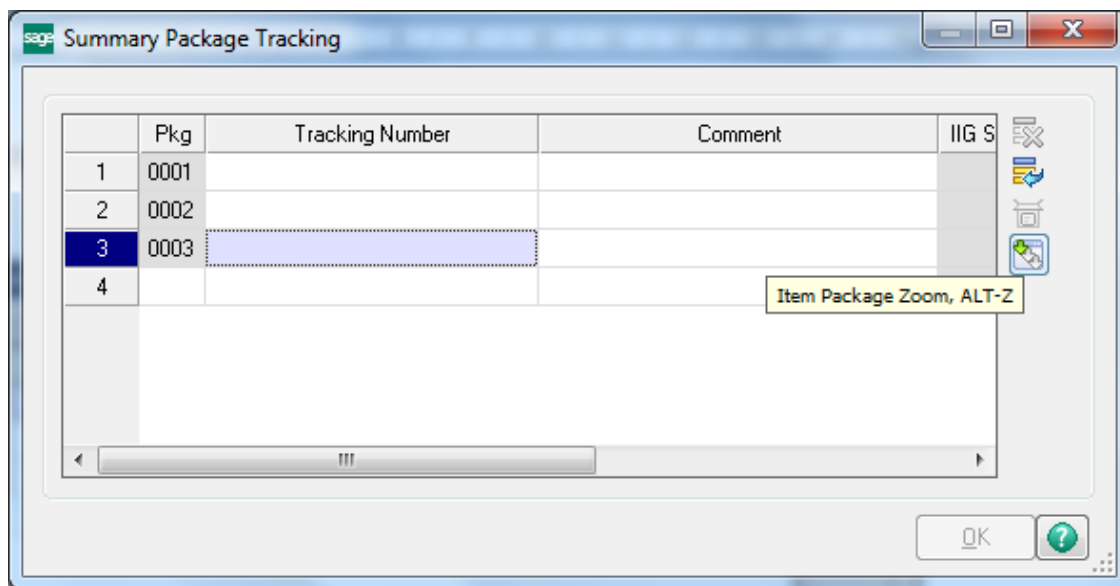
Terms Code: 01 Net 30 Days
Confirm To: John Quinn
E-mail Address: artie@abf.com
Comment:
Warehouse: 001 EAST WAREHOUSE
No. of COD Labels: 0 | COD Cash Only:

Ship To Address:
Ship To: 2 Residential Address:
Name: American Business Futures
Address: Racine Warehouse
5411 Kendrick Place
ZIP Code: 53120 | State: WI
City: Racine
Country: USA | United States

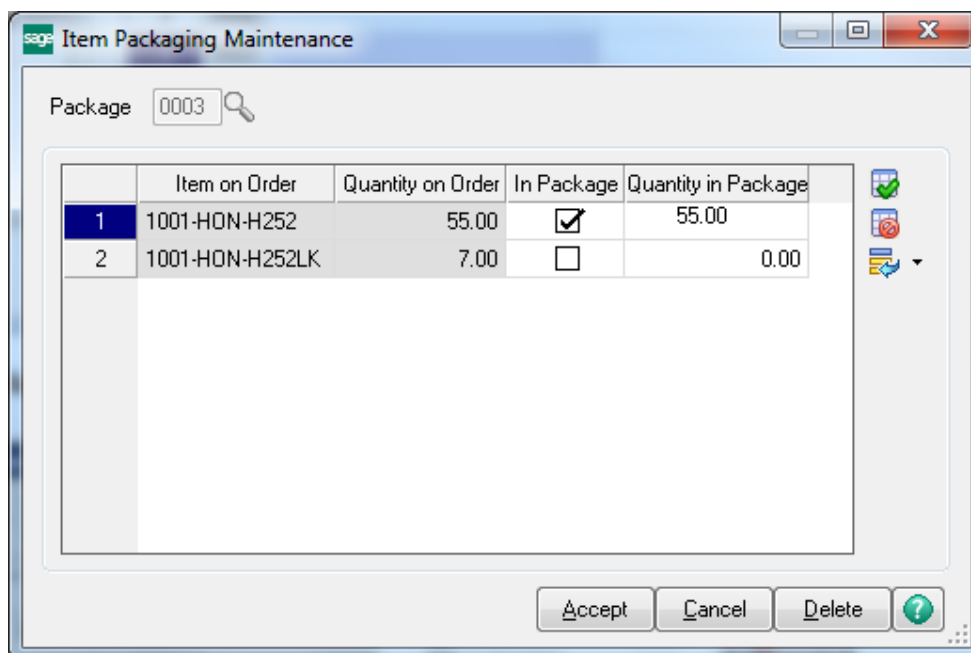
FOB:
Ship Via: UPS RED | Tracking...
Ship Zone: | No. of Ship Labels: 0
Ship Weight: | No. of Pkgs: 3
Freight Amount: .00 | No. of Plts: 1

Buttons: Quick Print | Ship Labels | Pallet Labels | Auto Increment | Accept | Cancel | Delete | ?

Click the **Tracking...** button to open the Summary Package Tracking Maintenance screen.



The **IIG Ship** fields have been added to this screen.

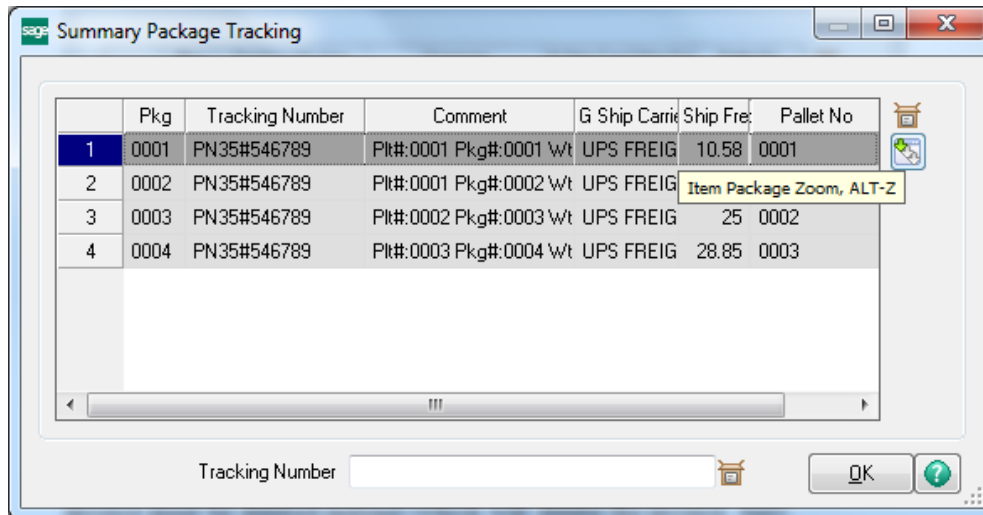


Click the **IIG Shipping** button on the **Shipping Data Entry** screen to proceed to **IIG Manifest Generation**.

The **IIG Ship** fields on the **Summary Package Tracking Maintenance** will display information after clicking the Ship button in IIG Manifest Entry. When a Shipping Data Entry is accepted, an invoice is generated. The Invoice Number is the same as the Shipping Number.

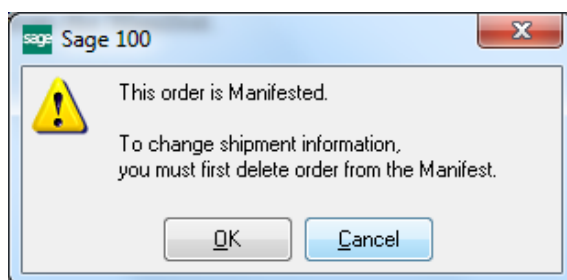
The shipping information can be viewed by clicking the **Tracking** button on the **Header** tab of the **Invoice Data Entry** screen.

Shipping information cannot be modified in the generated invoice.



The Shipment invoice cannot be deleted from Invoice Data Entry. The Shipment Number invoice must be deleted instead (which will delete the invoice, too).

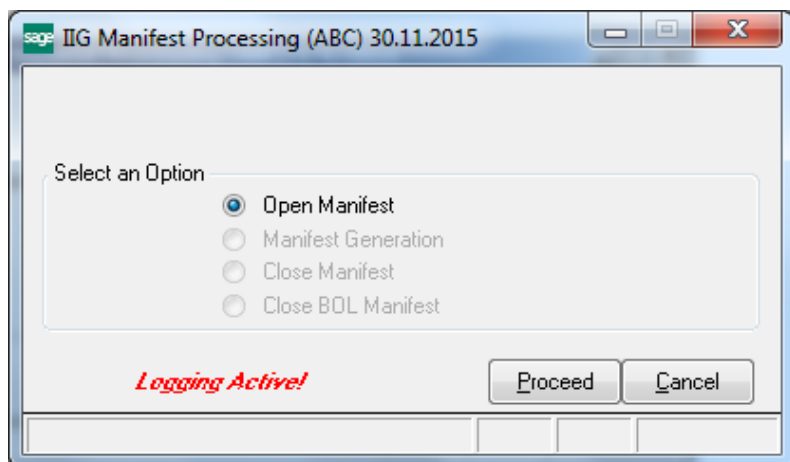
If the order is already manifested, the shipment number cannot be opened in the **Shipping Data Entry** program, until the order is removed from the Manifest.



Clicking **OK** opens the Manifest to **Void** it, if necessary, after which the Shipment is opened.

Manifest Processing

Manifest processing features can be accessed through selecting the **IIG Manifest Processing** or **IIG/Sage Shipping Manifesting** programs from the **Sales Order Shipping** menu.

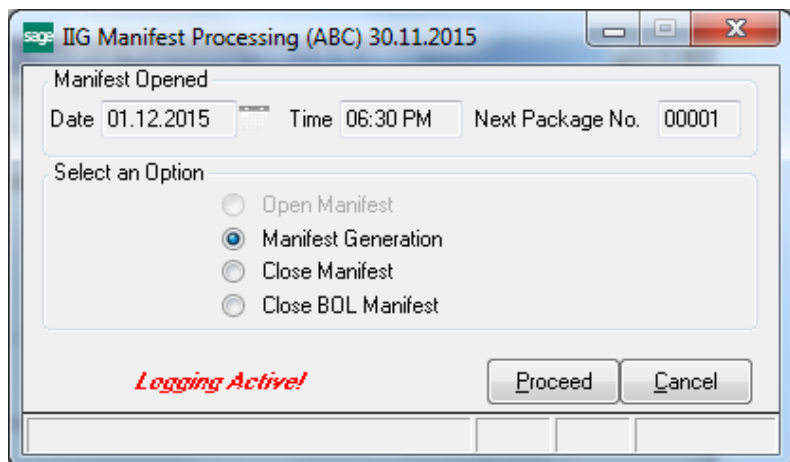


Manifest Generation/Shipping allows user to create a **Shipping Data Entry**, and proceed to **Manifest Generation**.

Selecting the **Open Manifest** option will set all proper files to begin shipment manifesting.

New Manifest cannot be opened until the current manifest is closed.

When the manifest is opened, select the Manifest Generation option and click Proceed to generate manifest for sales order.



IIG Manifest Generation (ABC) 30.11.2015

Order Number: 0000188 Invoice No.: 0100083
 Next Package No.: 00004 Customer No.: 01-ABF American Business Futures
 Ship Via: UPC BLUE UPS 2ND DAY AIR SED Load Weights Shipping Options
 Total Parcels: [1] Total Weight: .00 Ship To Address

Parcels

	Weight	Box Code	Box Length	Box Width	Box Height	Freight	Package No.	Tracking ID
1	.00					.00		

Insured?
 Declared Value: .00
 C.O.D.?
 OtherCharges: .00

Logging Active!

Accept Cancel Delete

Enter Ship Weight (F8 - Read Scale or Calculate Weight)

Select an **Order**, and enter **Total Parcels** number.

The **Customer No.** field displays the customer specified for the selected order.

You can view/edit **Shipping Options** and view **Ship To Address** information by clicking the corresponding buttons.

Select the **Box Code** and enter the **Ship Weight** for the current **Parcel**.

You can facilitate entry of the parcels by clicking the **Load Weights** button. This button is enabled if the **Require Box Distribution** option is not turned on in the **IIG Shipping Automation Options**.

The **IIG Bulk Parcel Processing** screen will be opened.

IIG Bulk Parcel Processing

Order Data

Order Number 0000188 Customer No. 01-ABF
Total Parcels 3 Customer Name American Business Futures
Total Weight 35.00 Ship Via **UPC BLUE** UPS 2ND DAY AIR
Allocated Wt. 0

Parcel Template

Parcel Weight .00 Box Code Insured? 1,083.75
Oversize? No Box Length C.O.D.? .00
Additional Handling? Box Width Number of Cartons to Generate 0 **Generate**
Box Height Total Allocated Parcels 0 **Split Evenly**

Cancel **OK**

The **Total Parcels** and **Total Weight** values are displayed from the Manifest and can be changed here.

The **Allocated Wt.** displays sum of the weights of already allocated parcels.

To allocate multiple parcels at once, in the **Parcel Template** part, enter **Parcel Weight**, select **Box Type**, and enter the **Number of Cartons to Generate**.

IIG Bulk Parcel Processing

Order Data

Order Number 0000188 Customer No. 01-ABF
Total Parcels 3 Customer Name American Business Futures
Total Weight 35.00 Ship Via **UPC BLUE** UPS 2ND DAY AIR
Allocated Wt. 0

Parcel Template

Parcel Weight 7.00 Box Code 002 Insured? 1,083.75
Oversize? No Box Length 012 C.O.D.? .00
Additional Handling? Box Width 008 Number of Cartons to Generate 3 **Generate**
Box Height 006 Total Allocated Parcels 0 **Split Evenly**

Cancel **OK**

Click the **Generate** button to generate parcels with the selected settings.

The screenshot shows the 'IIG Bulk Parcel Processing' window. The 'Order Data' section contains the following fields: Order Number (0000188), Customer No. (01-ABF), Total Parcels (3), Customer Name (American Business Futures), Total Weight (35.00), Ship Via (UPC BLUE), UPS 2ND DAY AIR, and Allocated Wt. (21). The 'Parcel Template' section includes: Parcel Weight (.00), Box Code (empty), Insured? (checked), 1,083.75, Oversize? (No), Box Length (empty), C.O.D.? (unchecked), .00, Additional Handling? (unchecked), Box Width (empty), Number of Cartons to Generate (0), Generate button, Box Height (empty), Total Allocated Parcels (3), and Split Evenly button. At the bottom are Cancel and OK buttons.

The **Total Allocated Parcels** displays the number of already allocated parcels.

You may create parcels for the weight not allocated yet by selecting the **Box Code** and clicking the **Split Evenly** button. The program will automatically create the necessary number of parcels of the selected Box Type to allocate the remaining weight (the difference of the **Total Weight** and **Allocated Weight**).

The screenshot shows the 'IIG Bulk Parcel Processing' window after clicking the 'Split Evenly' button. The 'Order Data' section is identical to the previous screenshot. The 'Parcel Template' section now shows: Parcel Weight (.00), Box Code (002), Insured? (checked), 1,083.75, Oversize? (No), Box Length (012), C.O.D.? (unchecked), .00, Additional Handling? (unchecked), Box Width (008), Number of Cartons to Generate (0), Generate button, Box Height (006), Total Allocated Parcels (0), and Split Evenly button. At the bottom are Cancel and OK buttons.

All the fields on the screen become display-only after splitting the weight.

IIG Bulk Parcel Processing

Order Data

Order Number: 0000188 Customer No.: 01-ABF

Total Parcels: 3 Customer Name: American Business Futures

Total Weight: 35.00 Ship Via: UPC BLUE UPS 2ND DAY AIR

Allocated Wt.: 35

Parcel Template

Parcel Weight: .00 Box Code: [] Insured?: .00

Oversize?: No Box Length: [] C.O.D.?: .00

Additional Handling?: Box Width: [] Number of Cartons to Generate: 0 **Generate**

Box Height: [] Total Allocated Parcels: 3 **Split Evenly**

Cancel **OK**

Return to the **IIG Manifest Generation** screen to view the allocated parcels.

IIG Manifest Generation (ABC) 30.11.2015

Order Number: 0000188 Invoice No.: 0100083

Next Package No.: 00004 Customer No.: 01-ABF American Business Futures

Ship Via: UPC BLUE UPS 2ND DAY AIR **SED** **Load Weights** **Shipping Options**

Total Parcels: 3 Total Weight: 33.00 **Ship To Address**

Parcels

Quick Row: 3

	Weight	Box Code	Box Length	Box Width	Box Height	Freight	Package No.	Tracking ID
1	9.00	002	012	008	006	.00	00001	
2	19.00	PLT	096	048	096	.00	00002	
3	5.00	002	012	008	006	.00	00003	
4	.00					.00		

Insured?

Declared Value: 169.00

C.O.D.?

OtherCharges: .00

Logging Active! **Accept** **Cancel** **Delete** **Ship**

Enter Ship Weight (F8 - Read Scale or Calculate Weight)

Click the **SED** button to enter the *Shipper's Export Declaration* information.

Shipper's Export Declaration (SED) Federal Information

FTSR Exemption: Exemption#0123

Federal XTN code: 123456789982177799

OK Cancel

In the opened dialog box enter the **FTSR Exemption** and **Federal XTN code**. This information will be sent to the carrier automation system.

The **SED** information will become display-only after manifesting, so you must obtain these values from the AES web site before manifesting.

Click the **Ship** button to proceed.

IIG Manifest Generation (ABC) 30.11.2015

Order Number: 0000189 Invoice No.: 0100086 Reason: American Business Futures

Next Package No.: 00015 Customer No.: 01-ABF

Ship Via: UPS RED UPS NEXT DAY AIR SED Load Weights Shipping Options

Total Parcels: 3 Total Weight: 21.00 Ship To Address

Parcels Quick Row: 3

	Weight	Box Code	Box Length	Box Width	Box Height	Freight	Package No.	Tracking ID
1	5.00	002	012	006	008	55.00	00013	5ZLJKLLL00077ZZ9952
2	7.00	PLT	096	048	096	55.00	00014	5ZLJKLLL00077ZZ9952
3	9.00	002	012	006	008	55.00	00015	5ZLJKLLL00077ZZ9952
4	.00					.00		

Insured?

Declared Value: 654.75

C.O.D.?

OtherCharges: .00

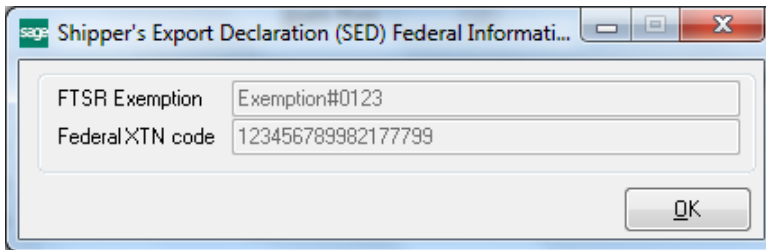
Logging Active!

Accept Cancel Delete Void

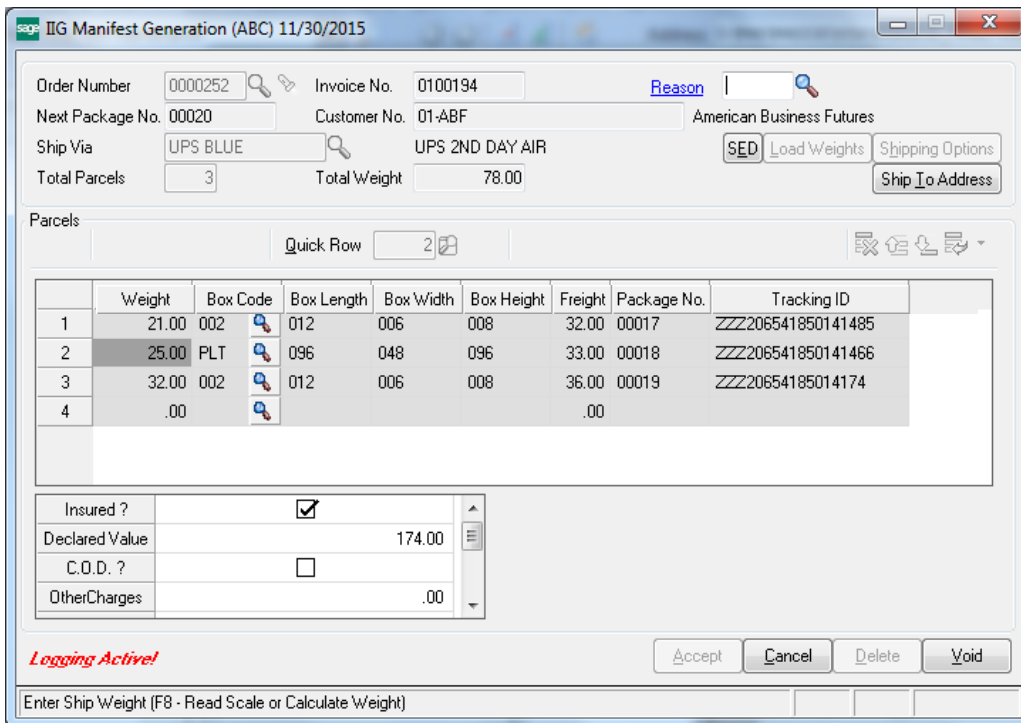
Enter Ship Weight (F8 - Read Scale or Calculate Weight)

Tracking Numbers are assigned to parcels.

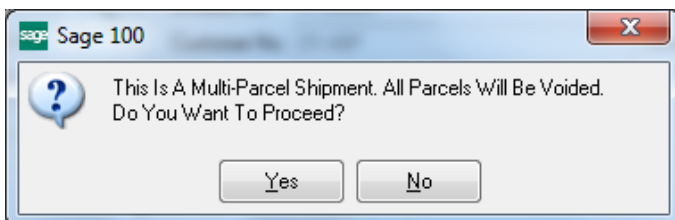
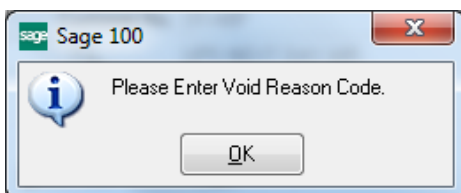
You can view the SED information after shipping by clicking the **SED** button:



You can use the **Void** button to delete an existing order manifest.

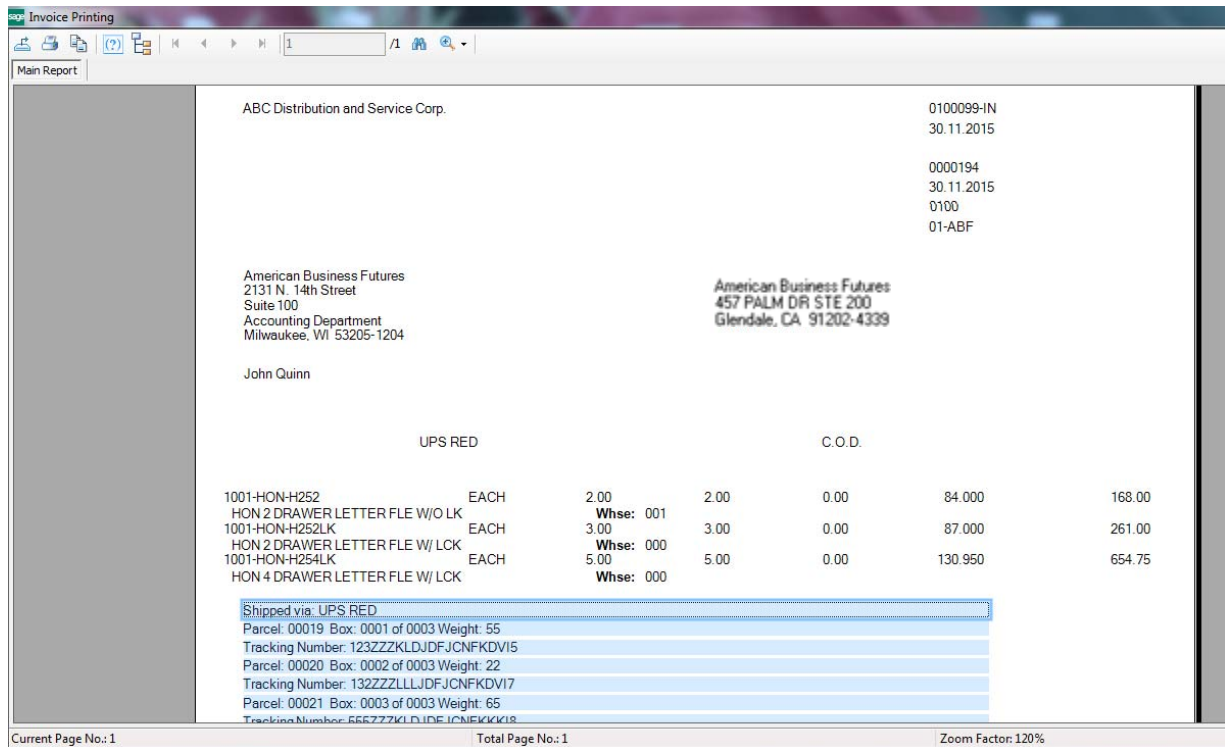


It is necessary to enter/select the **Reason Code** when voiding the shipment.

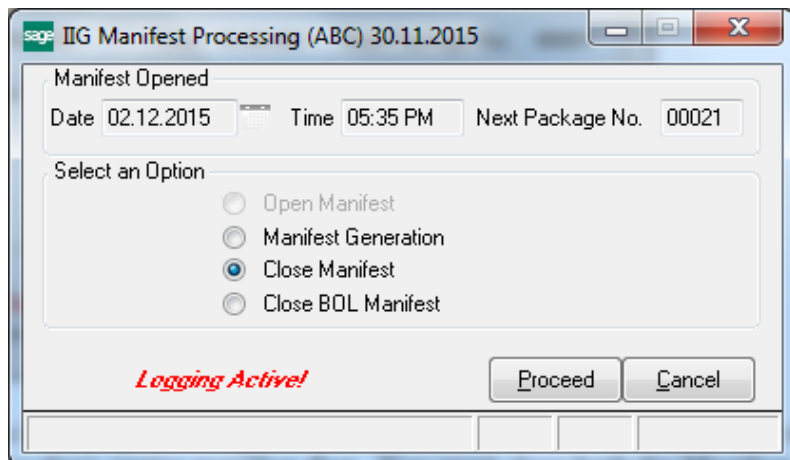


The same **IIG Manifest Generation** program is available from the **Shipping Data Entry** program.

After manifesting, the invoice printing contains information on shipment (Shipped via, Parcels, Boxes, Weights, and Tracking Numbers).

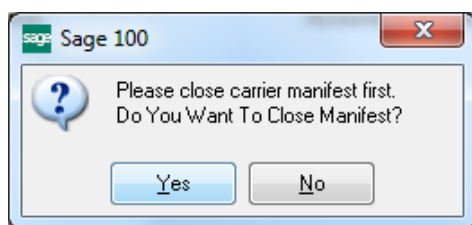


To close a manifest, run the **Manifest Processing** program under the **Sales Order Shipping** menu, select the **Close Manifest** option, and click **Proceed**.

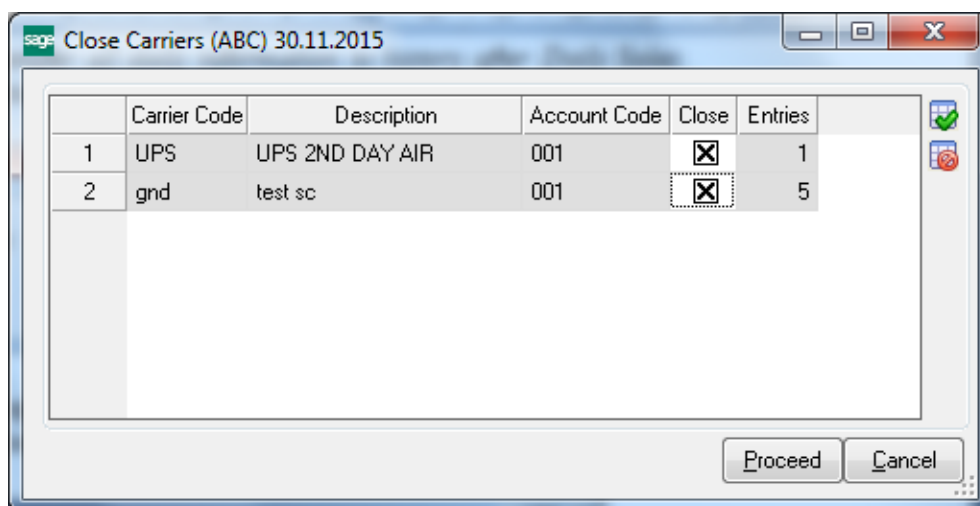


A message is displayed asking for confirmation to close the manifest. The user is prompted to close carrier manifest first. You must close both the Manifest and the BOL Manifest before you can open the manifest for a new day.

Note: Closing Manifest will transfer all daily information to history after Daily Sales Journal/Update. That information will be available in the Invoice History Inquiry.

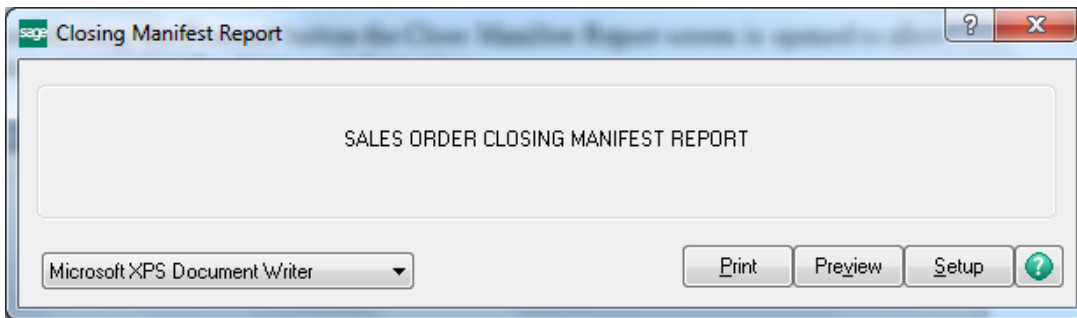


The **Close Carriers** screen is opened allowing the user to select the Carrier Code (Service Type) to be closed prior to closing the Manifest:

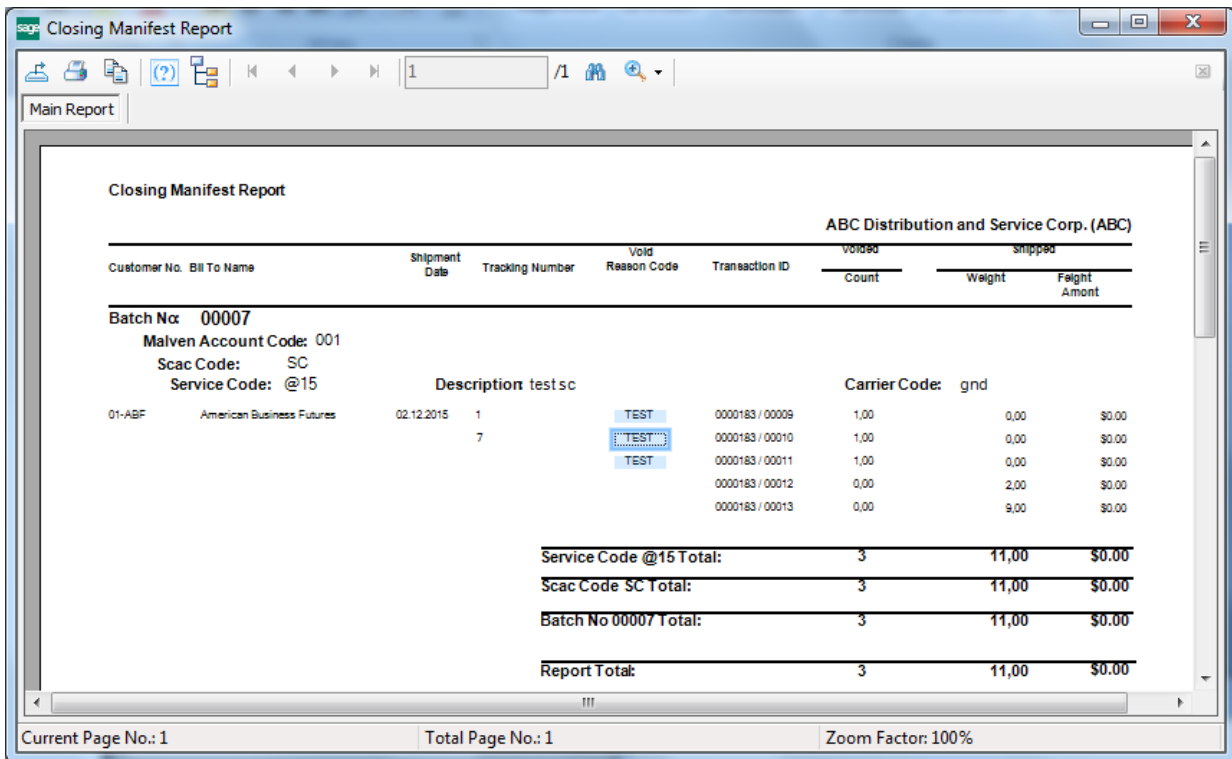


The **Account Code** is defaulted to the **Default Warehouse** code setup in the Sales Order Options if the Shipping Interface for current Carrier Code is: Clippership, Manual or Truck. For Malvern Shipping Interface the **Account Code** is populated with **Malvern Meter Code** from **IIG Malvern Interface Setup**.

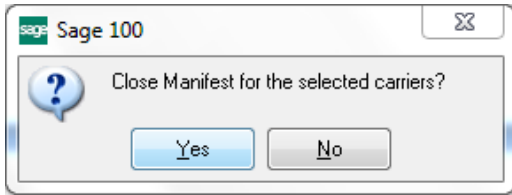
Upon clicking the **Proceed** button the Close Manifest Report screen is opened to allow printing/reviewing the shipment information:



The Voided shipments are printed with corresponding Void Reason Code:



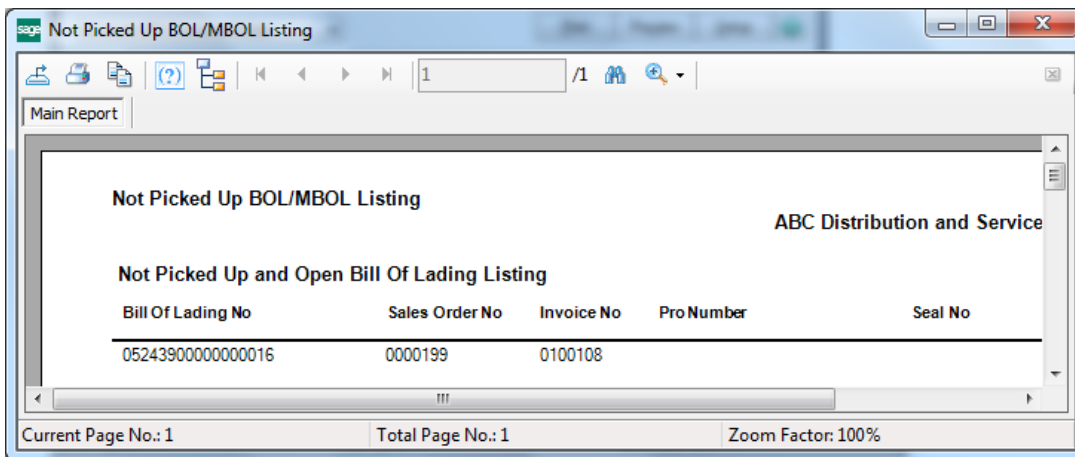
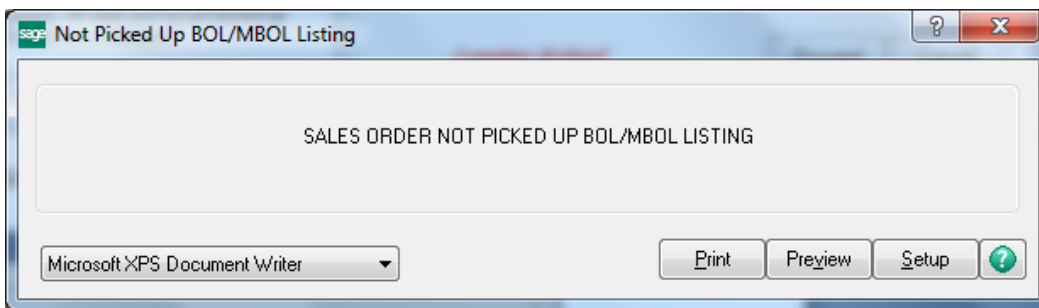
After the report is printed the user is asked for confirmation to close the Manifest:



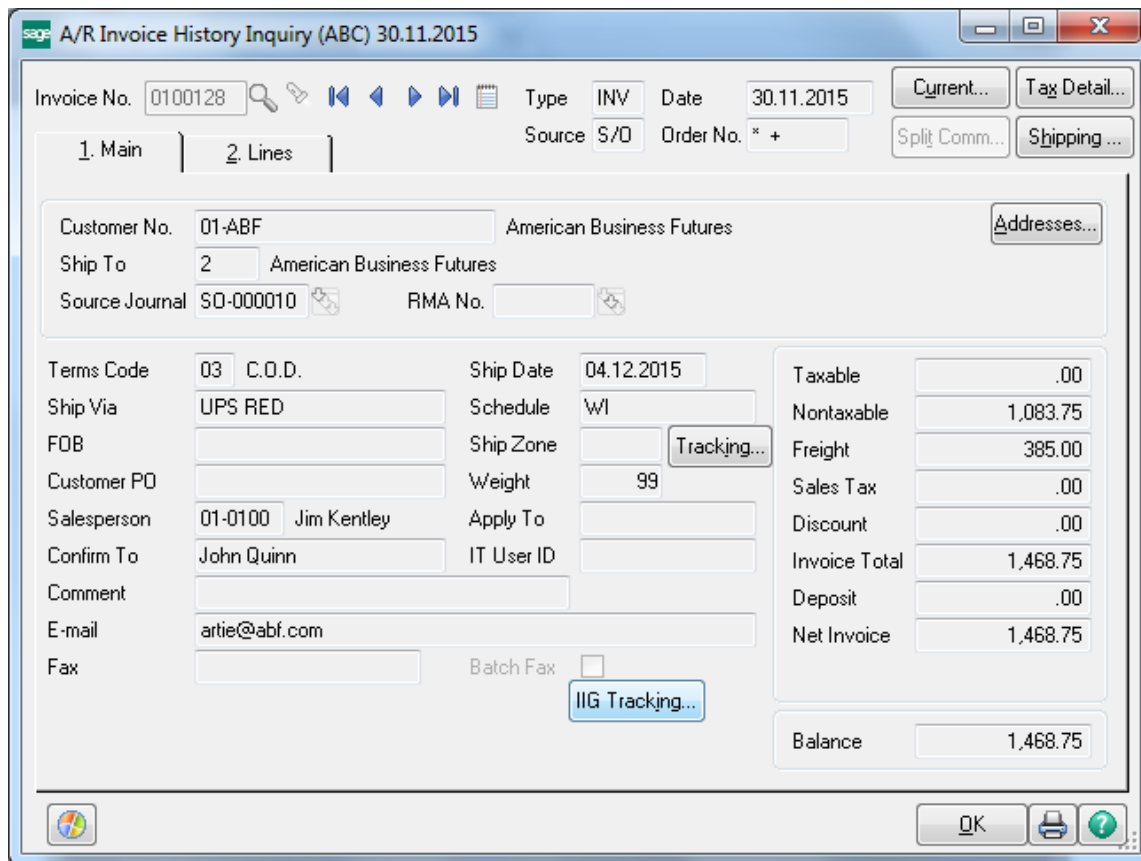
When closing BOL Manifest the following message will popup upon selecting Yes if not picked up shipments are found:



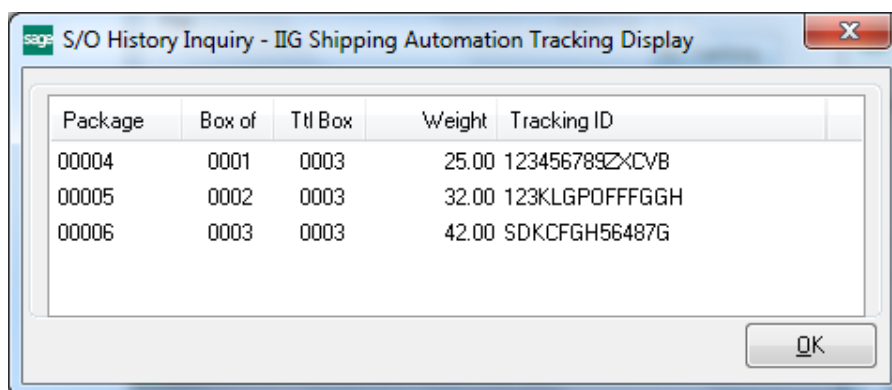
Selecting Yes will print the list of BOL/MBOLs for the shipments not picked up:



After running the Daily Sales Update, select the Invoice History Inquiry program from the Sales Order Inquiries menu.



Click the **IIG Tracking** button to view the IIG Shipping Manifest package/tracking information.



Clicking the **Tracking** button displays the package tracking information from Shipping Data Entry:

Pkg	Tracking Number	Comment	G Ship Carri	Ship Wei	Ship Fre	IIG Ship Freigh
1	0003 123456789ZXCVB	Pkg #: 00004 w/t: 25.0	UPS RED	25	413.25	361.25
2	0004 123KLGPOFFFGGH	Pkg #: 00005 w/t: 32.0	UPS RED	32	427.25	361.25
3	0005 SDKCFGH56487G	Pkg #: 00006 w/t: 42.0	UPS RED	42	397.25	361.25

The **Lines** tab of the **Invoice History Inquiry** displays comment lines, added during the Daily Sales Update.

Item	Shipped	Unit Price	Extension	Unit Cost	Comment
1 100... H..	2.00	84.0...	168...	34.2...	
2 100... H..	3.00	87.0...	261...	37.1...	
3 100... H..	5.00	130....	654...	87.2...	
4 /C					Shipped via: UPS RED
5 /C					Parcel: 00004 Box: 0001 of 0003 Weight: 25 Tracking Number: 123456789ZXCVB
6 /C					Parcel: 00005 Box: 0002 of 0003 Weight: 32 Tracking Number: 123KLGPOFFFGGH
7 /C					Parcel: 00006 Box: 0003 of 0003 Weight: 42 Tracking Number: SDKCFGH56487

Note: Retain Comment Lines must be turned on in the Accounts Receivable Options to print the IIG tracking numbers from history.

IIG Daily Shipment Inquiry

Daily shipments can be viewed through the **IIG Daily Shipment Inquiry** program under the **Sales Order Inquiries** menu.

Only open manifests can be viewed through the **Daily Shipment Inquiry** program by selecting the **Package Number**.

IIG Daily Shipment Inquiry (ABC) 30.11.2015

Package No. 00001 Order No. 0000198 Parcel 1 of 3 Daily Totals...

Invoice No. 0100130 Cust No. 01-ABF American Business Futures

Ship Via UPS RED
Description UPS NEXT DAY AIR
Ship Weight 25.00
Freight Amount 65.00
Total COD Amount 1,083.75 C.O.D.?

Telephone (414) 555-4319
Contact Name John Quinn

Ship To Address
Name American Business Futures
Address Racine Warehouse
5411 Kendrick Place
ZIP Code 53120
City Racine State WI
Country USA United States

Tracking ID Z21154LLLLLLLLLLLL

****Shipped****

OK

Click the **Daily Totals** button to view current information on all the packages of the day.

IIG Daily Shipment Totals

Total Package 3
Valid Packages 3
Voided Packages 0
Total Amount 155.00

OK

Shipment History Inquiry

The closed manifests by **Invoice Number** can be viewed through the **IIG Shipment History Inquiry** program.

IIG Shipment History Inquiry (ABC) 30.11.2015

Invoice No. 0100133 Manifest Date 04.12.2015

Order No. 0000201 Customer No. 01-ABF American Business Futures

Ship Via: UPS RED
 Description: UPS NEXT DAY AIR
 Freight Amount: 165.00 Boxes: 0003
 Total COD Amount: 1,083.75 C.O.D.?

Telephone: (414) 555-4319
 Contact Name: John Quinn

Ship To Address
 Name: American Business Futures
 Address: Racine Warehouse
 5411 Kendrick Place
 ZIP Code: 53120
 City: Racine State: WI
 Country: USA United States

Total COD Fee Charged: .00
 Freight Cost: .00
 Total COD Fee Cost: .00
 Total Accessorial Cost: .00
 Total Freight Cost: 165.00

Package	Box #	Weight	Tracking Number	Box Code	Length	Width	Height	Box Freight
00001	0001	112.00	123ZZZZZ0PK555	002	006	008	012	55.00
00002	0002	100.00	798ZZZZZ0PK666	PLT	096	048	096	65.00
00003	0003	90.00	777ZZZZZ0PK999	002	006	008	012	45.00

OK

Invoices Not Manifested Report

The **Invoices Not Manifested Report** program under the **Sales Order Reports** menu prints a list of the invoices shipped with the **Shipping Automation** system and not manifested yet.

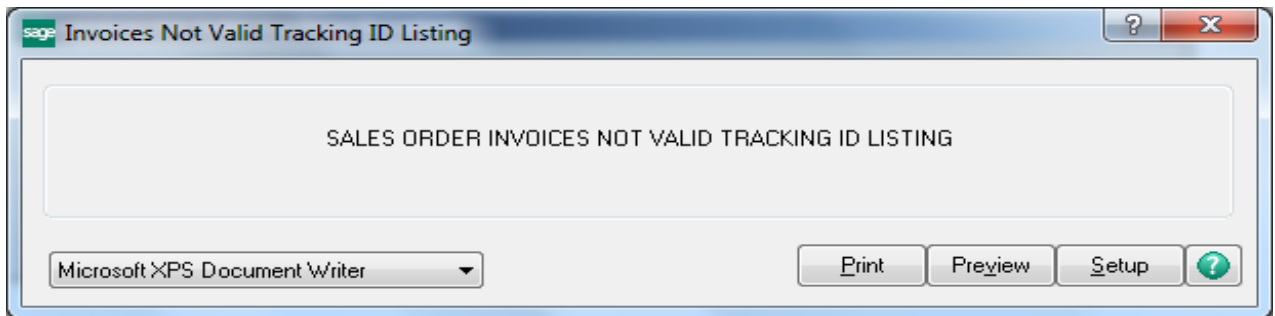
Invoices Not Manifested Listing					
ABC Distribution and Service Corp. (ABC)					
Invoice Number	Batch Number	Order Number	Customer Number	Sold To Name	Ship Via
0100060	00002	0000178	01-ABF	American Business Futures	UPC BLUE
0100061	00003	0000179	01-ABF	American Business Futures	UPC BLUE
0100062	00004	0000180	01-ABF	American Business Futures	UPS RED
0100065	00006	0000182	01-ABF	American Business Futures	UPS BLUE
0100066	00007	0000183	01-ABF	American Business Futures	UPS RED
0100077	00008	0000184	01-ABF	American Business Futures	UPC BLUE
0100080	00010	0000186	01-ABF	American Business Futures	UPS RED
0100081	00011	0000187	01-ABF	American Business Futures	UPS RED
0100093	00021	0000191	01-ABF	American Business Futures	UPS RED
0100094	00022	Z5 5	01-ABF	American Business Futures	UPS RED
0100096	00024	FG	01-ABF	American Business Futures	UPS RED
0100101	00029	0000196	01-ABF	American Business Futures	UPS RED
0100102	00031	0000197	01-ABF	American Business Futures	UPS RED
0100109	00002	0000160	01-RSSUPPL	R & S Supply Corp.	UPS RED
0100110	00002	0000115	01-ABF	American Business Futures	UPS RED

Number of invoices shipped and not yet manifested: 15

The Sales Journal cannot be updated until these orders are manifested or voided.

Invoices Without Tracking Numbers

Select the **Invoices Without Tracking Numbers** program under the **Sales Order Report** menu. The program prints the list of invoices that do not have Tracking numbers. These can be invoices created without Shipping, invoices created by shipping but not manifested.

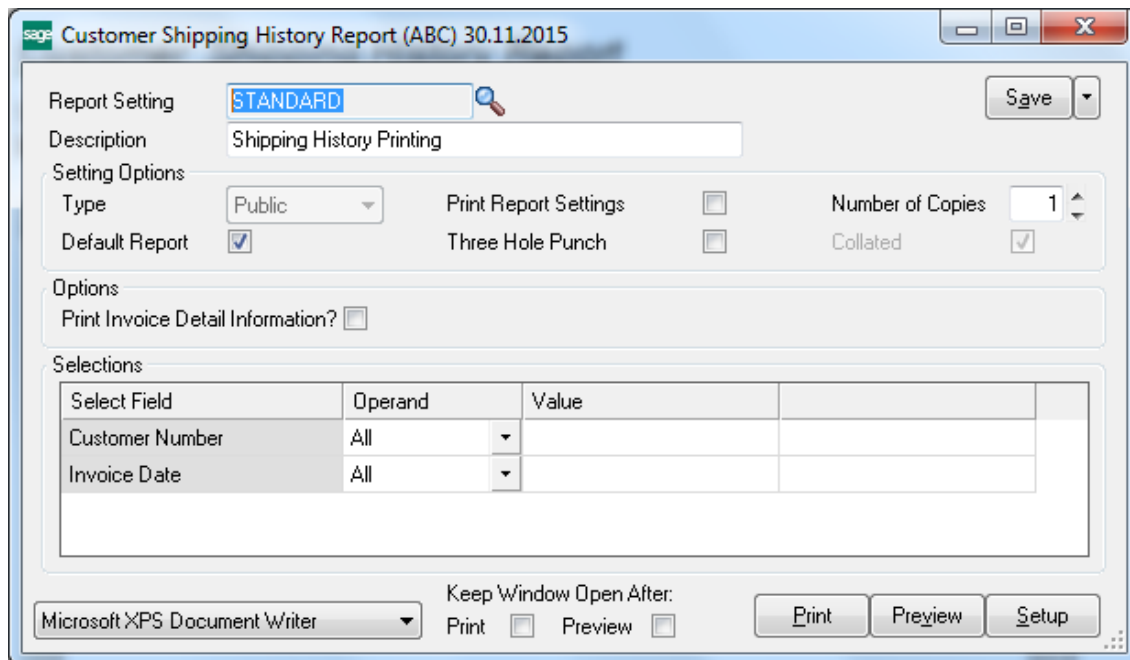


Invoice Number	Batch Number	Order Number	Customer Number	Sold To Name	Ship Via
0100060	00002	0000178	01-ABF	American Business Futures	UPC BLUE
0100061	00003	0000179	01-ABF	American Business Futures	UPC BLUE
0100062	00004	0000180	01-ABF	American Business Futures	UPS RED
0100065	00006	0000182	01-ABF	American Business Futures	UPS BLUE
0100066	00007	0000183	01-ABF	American Business Futures	UPS RED
0100077	00008	0000184	01-ABF	American Business Futures	UPC BLUE
0100080	00010	0000186	01-ABF	American Business Futures	UPS RED
0100081	00011	0000187	01-ABF	American Business Futures	UPS RED
0100101	00029	0000196	01-ABF	American Business Futures	UPS RED
0100102	00031	0000197	01-ABF	American Business Futures	UPS RED
0100105	00009	0000153	01-ABF	American Business Futures	UPS BLUE

Number of invoices shipped and with no tracking ID: 11

Customer Shipping History Report

Select the **IIG Shipping History Report** program under the **Accounts Receivable Reports** menu. The program prints the list of invoices with their Tracking IDs.



The screenshot shows the Sage Customer Shipping History Report (ABC) 30.11.2015 window. The window is titled "Customer Shipping History Report (ABC) 30.11.2015" and has a Sage logo in the top left corner. The window contains the following sections:

- Report Setting:** A dropdown menu set to "STANDARD" with a search icon and a "Save" button.
- Description:** A text field containing "Shipping History Printing".
- Setting Options:** A section with several options:
 - Type:** A dropdown menu set to "Public".
 - Print Report Settings:** An unchecked checkbox.
 - Number of Copies:** A numeric spinner set to "1".
 - Default Report:** A checked checkbox.
 - Three Hole Punch:** An unchecked checkbox.
 - Collated:** A checked checkbox.
- Options:** A section with one option:
 - Print Invoice Detail Information?:** An unchecked checkbox.
- Selections:** A table with the following data:

Select Field	Operand	Value		
Customer Number	All			
Invoice Date	All			
- Bottom Bar:** A section with a printer selection dropdown set to "Microsoft XPS Document Writer", a "Keep Window Open After:" label, and two unchecked checkboxes for "Print" and "Preview". There are also "Print", "Preview", and "Setup" buttons.

Here is an example of the printout without Invoice Detail Information:

Customer Shipping History Report

ABC Distribution and Service Corp. (ABC)

Invoice Date	Invoice Number	Customer P.O.	Ship Via	Ship To	Invoice Total	
01 - ABF						
American Business Futures						
30.11.2015	0100128		UPS RED UPS NEXT DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine WI 53120	1 498,75	
Tracking ID: 123456789ZXCVB						
Tracking ID: 123KLGPOFFFGGH						
Tracking ID: SDKCFGH56487G						
30.11.2015	0100129		UPS RED UPS NEXT DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine WI 53120	1 388,25	
Tracking ID: FJJJJJJJ						
Tracking ID: 545JK						
Tracking ID: MFKG41BG						
30.11.2015	0100132		UPS RED UPS NEXT DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine WI 53120	1 498,75	
Tracking ID: ZZZ123456789						
Tracking ID: KKKK45687ZZZ						
Tracking ID: ZKZKZKZ12345						
Customer					01 - ABF	Total
						5 850,00
Report Total						5 850,00

Run Date: 05.12.2015 12:41:32
A/R Date: 30.11.2015

Page: 1

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 75%

This is an example of the printout with the Invoice Detail Information:

Customer Shipping History Report

ABC Distribution and Service Corp. (ABC)

01 - ABF American Business Futures

Invoice Date	Invoice Number	Customer P.O.	Ship Via	Ship To	Invoice Total
30.11.2015	0100128		UPS RED UPS NEXT DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine WI 53120	1 468,75
Item Number Description Shipped Back Ordered					
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK		2,00	0,00	
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK		3,00	0,00	
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK		5,00	0,00	
Tracking ID: 123456789ZXCVB					
Tracking ID: 123KLGPOFFFGGH					
Tracking ID: SDKCFGH56487G					
30.11.2015	0100129		UPS RED UPS NEXT DAY AIR	American Business Futures Racine Warehouse 5411 Kendrick Place Racine WI 53120	1 386,25
Item Number Description Shipped Back Ordered					
1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK		2,00	0,00	
1001-HON-H252LK	HON 2 DRAWER LETTER FLE W/ LCK		3,00	0,00	
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK		5,00	0,00	
Tracking ID: FJJJJJJJJ					
Tracking ID: 545JK					
Item Number Description Shipped Back Ordered					
1001-HON-H254LK	HON 4 DRAWER LETTER FLE W/ LCK		5,00	0,00	
Tracking ID: 123ZZZZOPK555					
Tracking ID: 798ZZZZOPK666					
Tracking ID: 777ZZZZOPK999					
Customer 01 - ABF Total					5 850,00
Report Total					5 850,00

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 75%

International Shipping History Report

The **International Shipping History Report** has been added to the **Sales Order Reports** menu to allow printing the Invoices (from Shipping History) for the selected **Shipment** type. The following selections are available for **Shipment: International, Domestic, Both**.

If **International** is selected only the Invoices with **Ship Via** code indicated as International Shipment in the IIG Carrier Maintenance will be included in the report.

International Shipping History Report (ABC) 30.11.2015

Report Setting: STANDARD

Description: International Shipping History Report

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Options:

- Sort Report By: Country
- Shipment: International
- CDD Only:
- Small parcel:
- Truck Shipments:
- Full delivery address:

Selections:

Select Field	Operand	Value
Country Code	All	
State/Province Range	All	
Date of Shipment	All	
Ship Via	All	
Zip Code	All	

Microsoft XPS Document Writer

Keep Window Open After: Print Preview

Print Preview Setup

Selections by **Country Code, State/Province Range, Date of Shipment, Ship Via** and **Zip Code** are available.

Here is a printout for International Shipping History Report:

International Shipping History Report

ABC Distribution and Service Corp. (ABC)

Customer Number	Batch Number	Invoice Number	Ship To Name	State	Zip Code	Ship Via	Date Shipped	TrackingID	Cost
Country Code USA									
01-ABF	00014	0100086	American Business Futures WI	WI	53120	UPS RED	12/3/2015	5ZLJKLLLOO077ZZ	55.00
01-ABF	00016	0100087	American Business Futures WI	WI	53120	UPS RED	12/3/2015	5ZLJKLL000077ZZ	55.00
01-ABF	00025	0100097	American Business Futures WI	WI	53120	UPS RED	12/3/2015	P5565GBHHN77755	33.00
01-ABF	00025	0100097	American Business Futures WI	WI	53120	UPS RED	12/3/2015	Z5565GBHHL77798	99.00
01-ABF	00025	0100097	American Business Futures WI	WI	53120	UPS RED	12/3/2015	Z5565GBHHN77799	66.00
01-ABF	00026	0100098	American Business Futures WI	WI	53120	UPS RED	12/3/2015	12ZZPPP87451234	56.00
01-ABF	00026	0100098	American Business Futures WI	WI	53120	UPS RED	12/3/2015	12ZZZZZ874512345	22.00
01-ABF	00026	0100098	American Business Futures WI	WI	53120	UPS RED	12/3/2015	66LKZZZ874512345	65.00
01-ABF	00027	0100099	American Business Futures WI	WI	53120	UPS RED	12/3/2015	123ZZKLDJDFJCNF	63.00
01-ABF	00027	0100099	American Business Futures WI	WI	53120	UPS RED	12/3/2015	132ZZLLJDFJCNF	63.00
01-ABF	00027	0100099	American Business Futures WI	WI	53120	UPS RED	12/3/2015	555ZZKLDJDFJCNF	64.00
01-ABF	00028	0100100	American Business Futures WI	WI	53120	UPS RED	12/3/2015	9999999999999999	5.00
01-ABF	00041	0100128	American Business Futures WI	WI	53120	UPS RED	12/4/2015	123456789ZXCVB	52.00
01-ABF	00041	0100128	American Business Futures WI	WI	53120	UPS RED	12/4/2015	123KLGPOFFGGH	66.00
01-ABF	00041	0100128	American Business Futures WI	WI	53120	UPS RED	12/4/2015	SDKCFGH56487G	36.00
01-ABF	00039	0100129	American Business Futures WI	WI	53120	UPS RED	12/4/2015	545JK	5.00
01-ABF	00039	0100129	American Business Futures WI	WI	53120	UPS RED	12/4/2015	FJJJJJJJ	111.00
01-ABF	00039	0100129	American Business Futures WI	WI	53120	UPS RED	12/4/2015	MFKG41BG	5.00
01-ABF	00042	0100130	American Business Futures WI	WI	53120	UPS RED	12/4/2015	LLLLLLLLLLLL6548U	100.00
01-ABF	00042	0100130	American Business Futures WI	WI	53120	UPS RED	12/4/2015	LLLLLLLLLLLLZ2115	55.00
01-ABF	00042	0100130	American Business Futures WI	WI	53120	UPS RED	12/4/2015	Z21154LLLLLLLLLL	65.00
01-ABF	00044	0100132	American Business Futures WI	WI	53120	UPS RED	12/4/2015	KKKK45687ZZZ	65.00
01-ABF	00044	0100132	American Business Futures WI	WI	53120	UPS RED	12/4/2015	ZKZKZKZ12345	92.00
01-ABF	00044	0100132	American Business Futures WI	WI	53120	UPS RED	12/4/2015	ZZZ123456789	65.00
01-ABF	00045	0100133	American Business Futures WI	WI	53120	UPS RED	12/4/2015	123ZZZOPK555	55.00
01-ABF	00045	0100133	American Business Futures WI	WI	53120	UPS RED	12/4/2015	777ZZZOPK999	45.00
01-ABF	00045	0100133	American Business Futures WI	WI	53120	UPS RED	12/4/2015	798ZZZOPK666	65.00
Invoice Amount:									21 708,75
Ship Cost:									1 528,00
Total Invoice Amount:									21 708,75
Total Ship Cost:									1 528,00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 98%

The Invoices are printed with corresponding Tracking numbers.

Shipping Rate Shop in Sales Order Entry

The **Rate Shop** button added on the Totals tab of the Sales Order Entry allows rating the order. Upon clicking the **Rate Shop** button the system starts identifying how the product is shipped for rating.

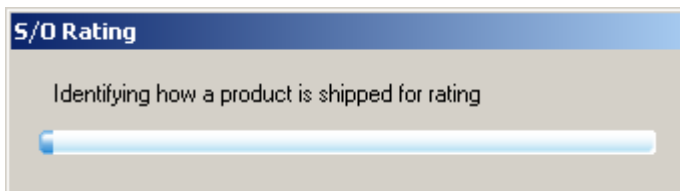
Rating is available only for Shipping Codes with Malvern Shipping Interface set in the IIG Carrier Interface Maintenance.

The screenshot shows the Sage Sales Order Entry (ABC) 7/1/2015 window. The window title is "Sage Sales Order Entry (ABC) 7/1/2015". The main area contains several sections:

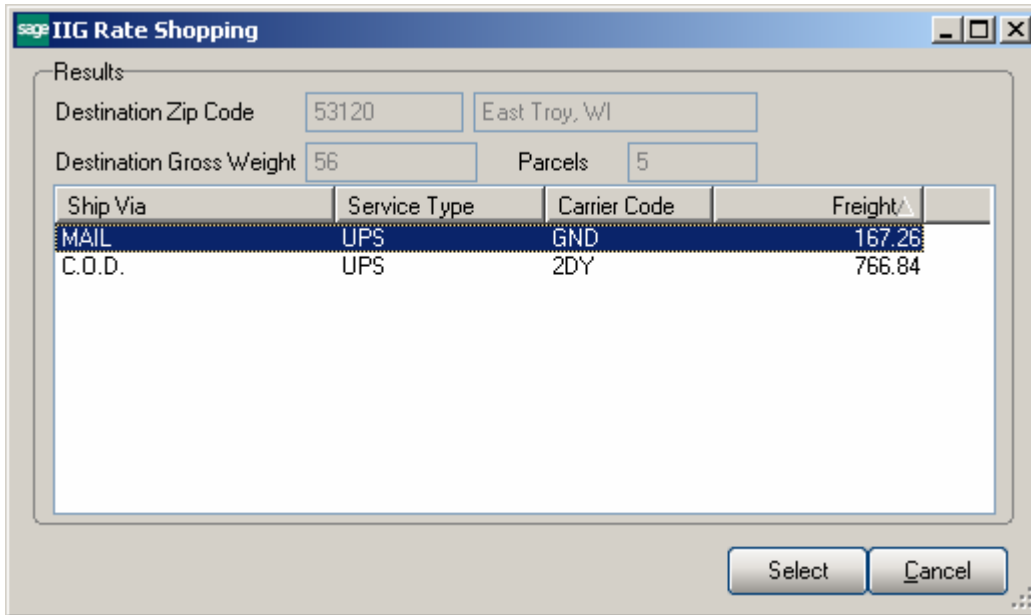
- Order Information:** Order Number: 0000326, Order Date: 7/1/2015, Order Type: Standard Order, Customer No.: 01-ABF, American Business Futures, Salesperson: 0100.
- Financials:** Amount Subject to Discount: 429.00, Discount Rate: .000%, Discount Amount: .00, Taxable Amount: .00, Non-Taxable Amount: 429.00, Commission Rate: 10.000%, Sales Tax Amount: .00, Order Total: 429.00.
- Shipping:** Ship Zone, Ship Weight: 00026, Freight Amount: .00.
- Rate Shop:** Rate Shop button, Rated Freight: .00.

At the bottom, there are buttons for "Print Order...", "Print Pick...", "Recalc Price", "Accept", "Cancel", "Delete", and a help icon.

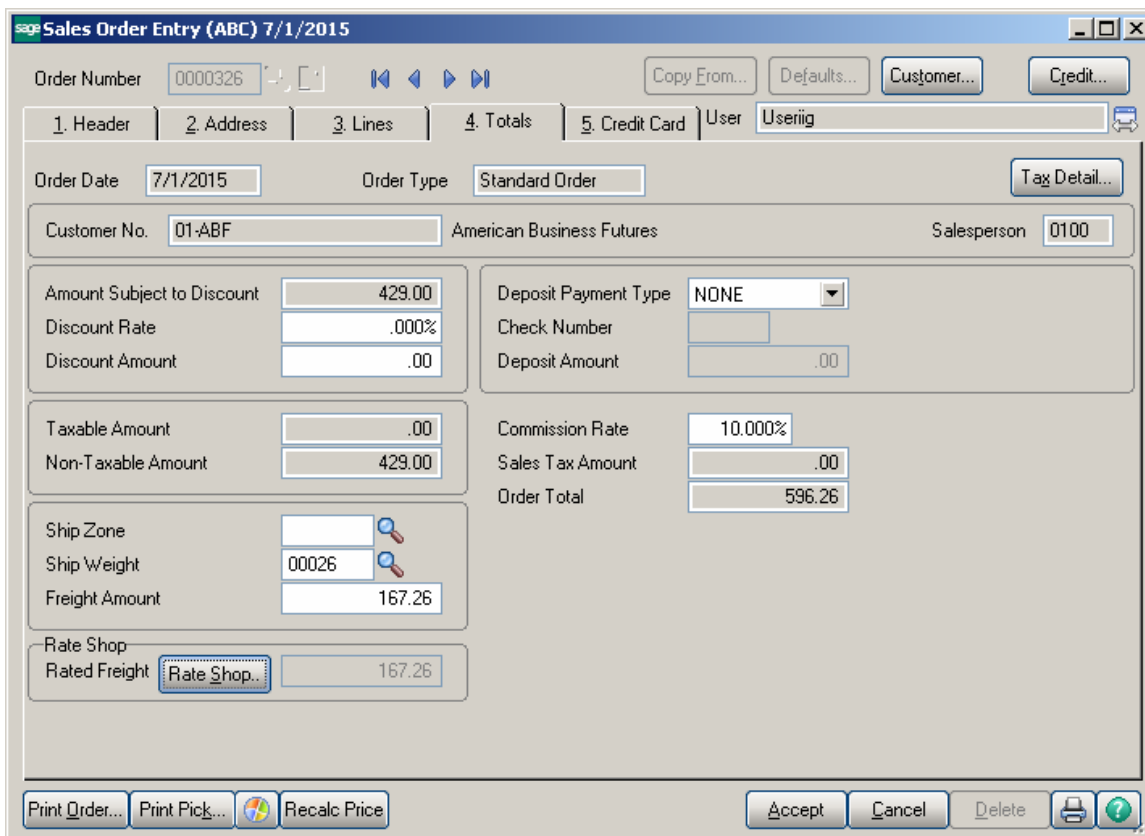
Click the **Rate Shop** button to determine the **Rate** for each **Service Type**.



The **IIG Rate Shopping** screen is opened allowing the user to select the **Ship Via** with corresponding **Service Type**, **Carrier Code** and **Freight**.



Note: The Ship Via code displayed will be the first ship via code that matches for the service type and carrier code. So if you have UPS Grd Collect and UPS Ground as carriers, UPS Grd Collect will sort first and that will be what is displayed. UPS Ground in this card will not show in the list.



Upon the **Ship Via** selection, the corresponding **Rated Freight** is populated in the **Rated Freight** and **Freight Amount** fields.

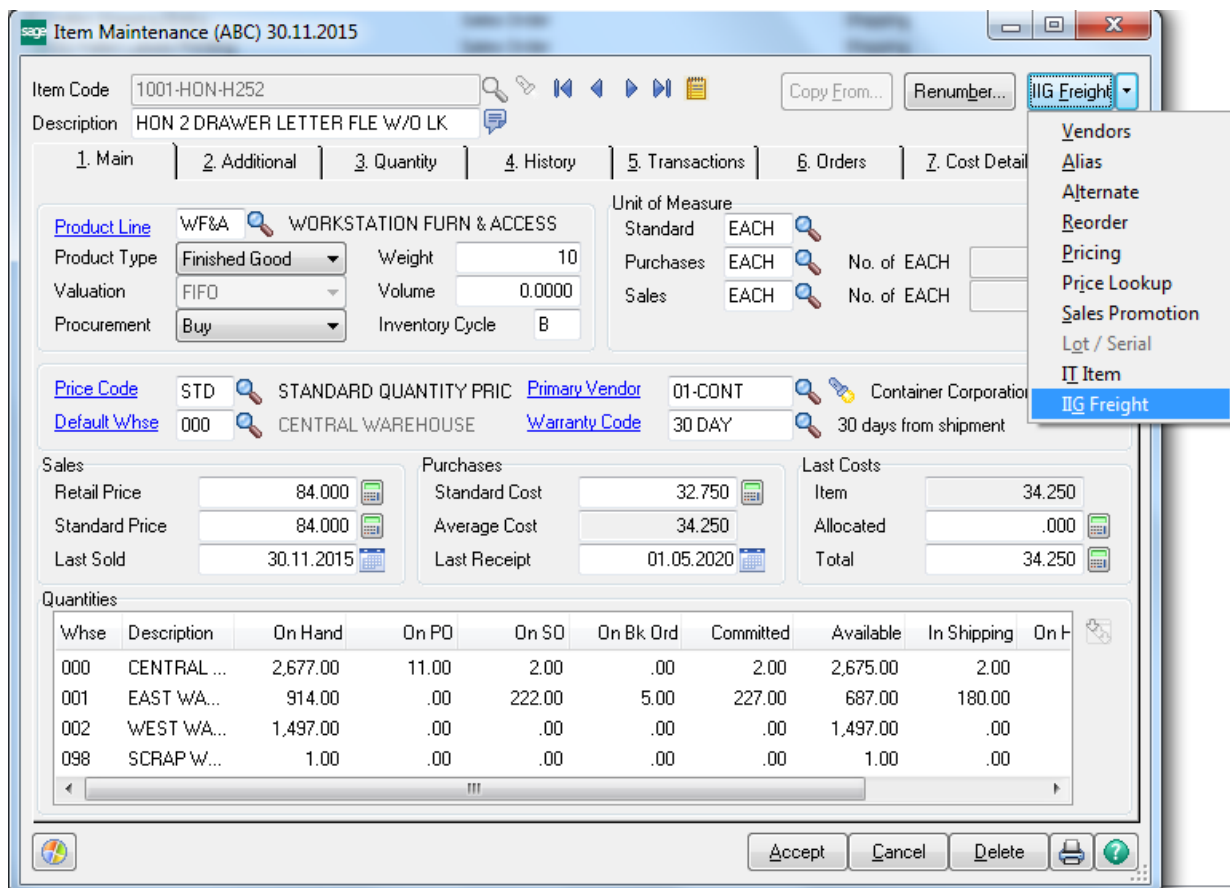
The purpose of this function is when the rating processing is working through the products on the order; many of their products are always shipped as separate box due to the dimensions of the item.

So when the rating program is looping through the product ordered to determine what boxes the product can go into, these items will be treated as a separate box with nothing else in it. The rating process will add the box factor to the item's weight and use that (along with the dimensions) to generate a rating transaction.

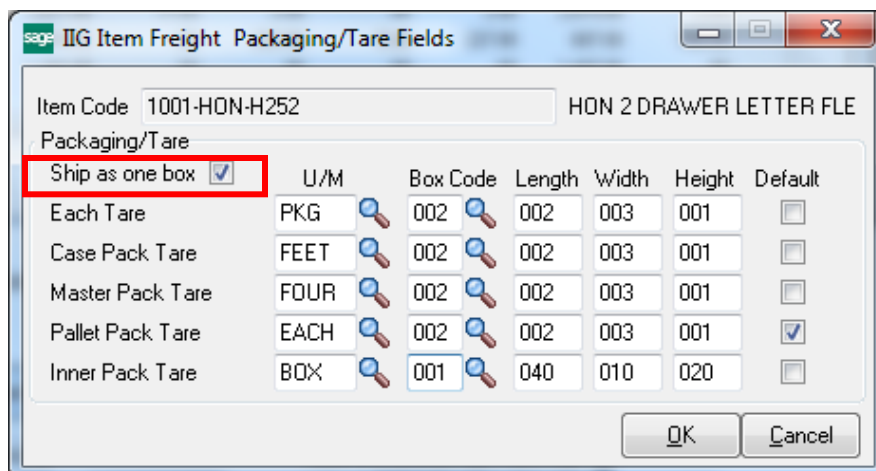
Products that are not always shipped as a separate box are added to the first box until the weight reaches the user set value in the **Shipping Automation Options** (Maximum weight per box for rating), which will default to 60 pounds. Once box weight exceeds this threshold, the box count is incremented and the program continues to accumulate in the next box number.

Here is an example of how the **Rate Shopping** logic works in **Sales Order Entry**. The following 2 cases may occur:

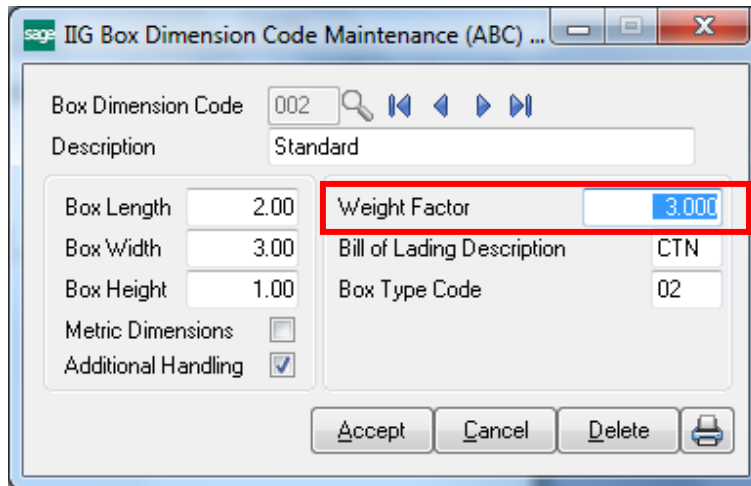
1. Products are shipped as separate box due to the dimensions of the item (these items will be treated as a separate box with nothing else in it). If Each UOM doesn't match and product is determined as separate box, the program will turn off the ship as one box logic.
 2. Products are not shipped as a separate box (such items can be added in the same box until the weight exceeds the value set in the **Shipping Automation Options**).
1. Item shipped as one box



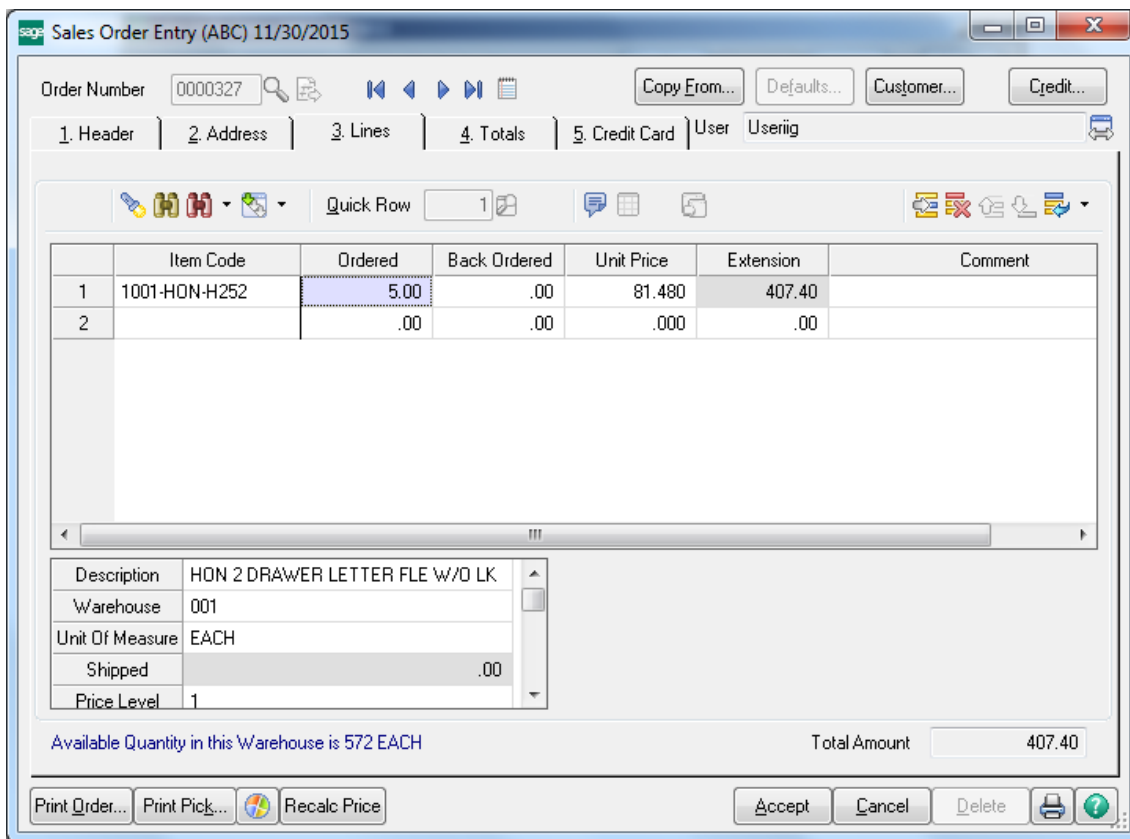
The Ship as One Box is set for 1001-HON-H252 Item.



For selected "002" Box Code Weight Factor will be 3.



If the customer orders five of this item:



The screenshot shows a software window titled "sage IIG Rate Shopping". It contains a "Results" section with input fields for "Destination Zip Code" (91202-4339) and "Destination" (Glendale, CA). Below these are fields for "Destination Gross Weight" (65) and "Parcels" (5). A table displays shipping options:

Ship Via	Service Type	Carrier Code	Freight
MAIL	UPS	GND	100.20
C.O.D.	UPS	2DY	255.10

At the bottom of the window are "Select" and "Cancel" buttons.

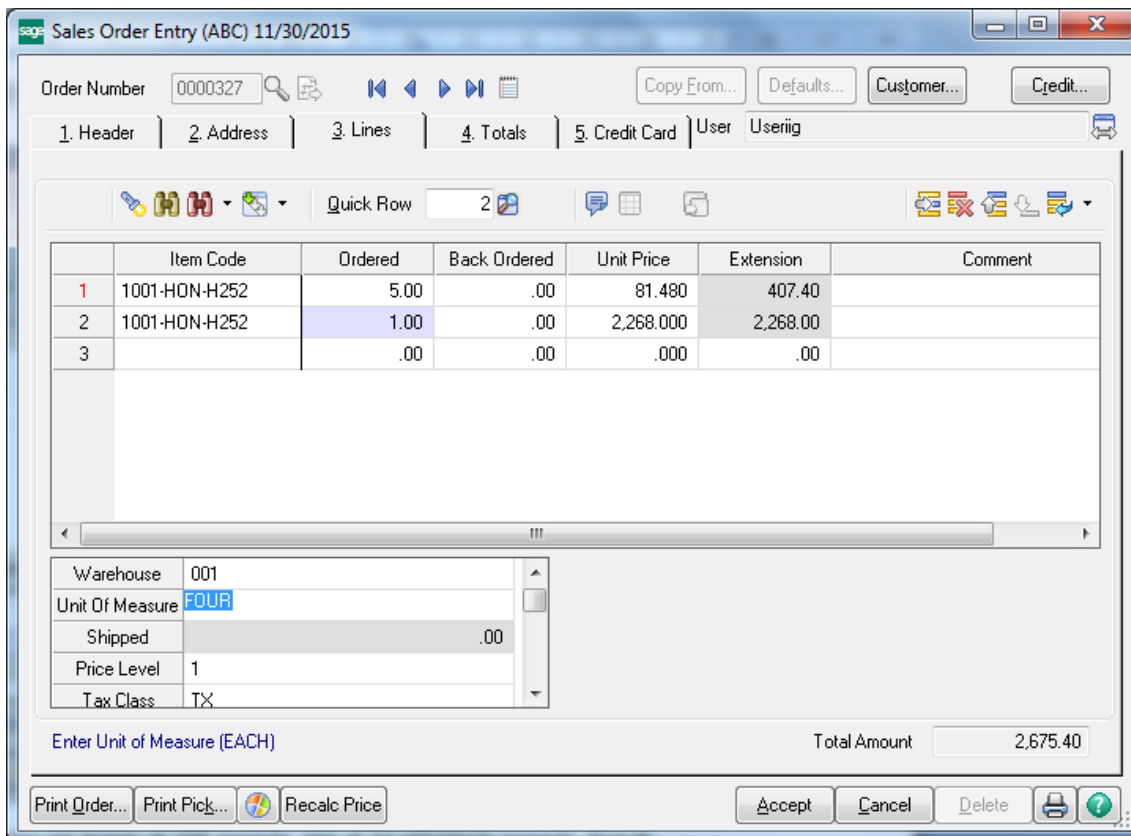
Rate shop showing five cartons at 65 pounds total.

The Formula of Weight for each item will be the following: **Item Weight + Weight Factor**

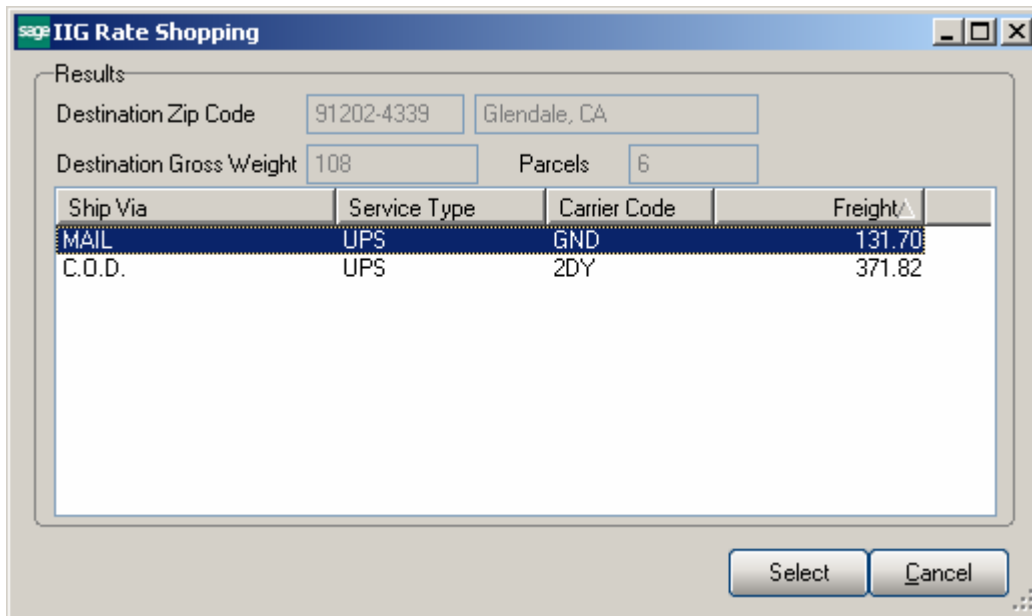
If a widget is 10 pounds, and the box factor is 3 pounds, then:

- Box 1 will be sent with dimensions 20 x 30 x 50, weight 13 pounds
- Box 2 will be sent with dimensions 20 x 30 x 50, weight 13 pounds
- Box 3 will be sent with dimensions 20 x 30 x 50, weight 13 pounds
- Box 4 will be sent with dimensions 20 x 30 x 50, weight 13 pounds
- Box 5 will be sent with dimensions 20 x 30 x 50, weight 13 pounds

Adding the same item sold with **FOUR** U/M.



Rate shop now shows six boxes at 108 pounds, one at 43 (4*10+3) pounds, five at 13 pounds.



2. Products are shipped as a separate box:

Here is the sequence of steps how the program works:

1. Determines what unit of measure is put in the **Tare Processing** screen in **I/M Maintenance**.
2. Then the program checks to see if the product is shipped in the same UOM as defined in the **Tare Processing** screen (excluding EACH). If it is, then boxes are generated for that line by the UOM.
3. Checks for the default method of shipment. If there is sufficient product to meet that default method, the line is processed in the default UOM rather than in the largest UOM because that is the default. For example, if an item is 48 to a master pack, 96 on a pallet, and 12 to a case, and the case is marked as default, a shipment of 50 would be four cases and two each, instead of one master pack and two each.
4. If not checked as one box and no default is set, the program will try to match the largest package to ship by. It will iterate down until it either hits each (if filled in), or if only cases are entered, the program will put the item back into the general weight pool until all other lines are processed.

Here is an example:

The **Ship as one box** is not checked.

The screenshot shows a dialog box titled "IIG Item Freight Packaging/Tare Fields" for item "1001-HON-H252 HON 2 DRAWER LETTER FLE". The "Packaging/Tare" section contains a table with the following data:

	U/M	Box Code	Length	Width	Height	Default
Each Tare	EACH	003	030	050	020	<input type="checkbox"/>
Case Pack Tare	FEET	003	030	050	020	<input type="checkbox"/>
Master Pack Tare	FOUR	003	030	050	020	<input type="checkbox"/>
Pallet Pack Tare	BOX	003	030	050	020	<input type="checkbox"/>
Inner Pack Tare	BOX1	003	030	050	020	<input type="checkbox"/>

The "Ship as one box" checkbox is highlighted with a red box and is unchecked. The dialog also includes "OK" and "Cancel" buttons.

Same shipment of 9 total units sold.

Sage Sales Order Entry (ABC) 30.11.2015

Order Number: 0000328

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: Userriig

	Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	1001-HON-H252	5.00	.00	81.480	407.40	
2	1001-HON-H252	4.00	.00	84.000	336.00	
3		.00	.00	.000	.00	

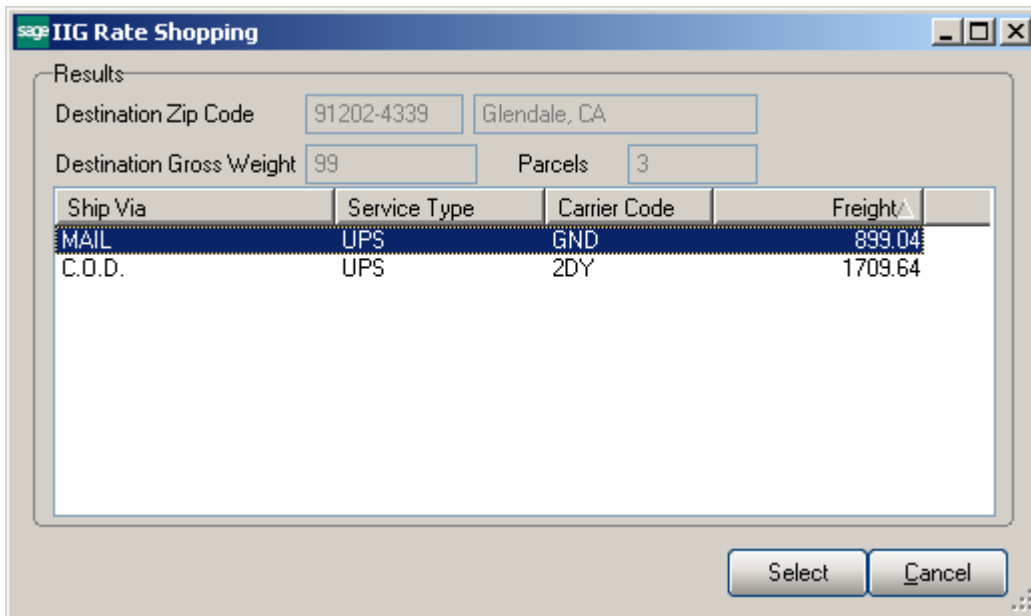
Description: HON 2 DRAWER LETTER FLE W/O LK
 Warehouse: 001
 Unit Of Measure: EACH
 Shipped: .00
 Price Level: 1

Available Quantity in this Warehouse is 678 EACH

Total Amount: 743.40

Buttons: Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete

Same total weight, but now three boxes, 2 at 43 pounds, one at 13 pounds.



sage IIG Rate Shopping

Results

Destination Zip Code: 91202-4339 Glendale, CA

Destination Gross Weight: 99 Parcels: 3

Ship Via	Service Type	Carrier Code	Freight
MAIL	UPS	GND	899.04
C.O.D.	UPS	2DY	1709.64

Select Cancel

The Formula of Weight for this item will be the following. **UOM conversion factor * item weight + box factor**

If a widget is 10 pounds, and the box factor is 3 pounds, then:

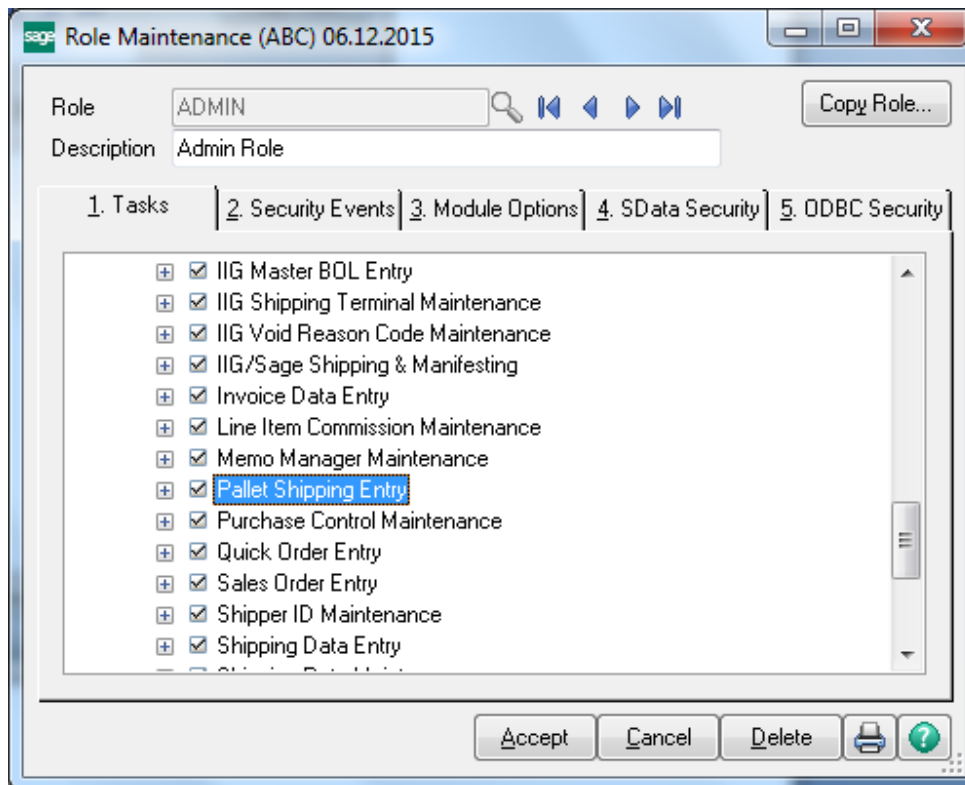
- Box 1 will be sent with dimensions 20 x 30 x 50, weight $4 \times 10 + 3 = 43$ pounds
- Box 2 will be sent with dimensions 20 x 30 x 50, weight 43 pounds
- Box 3 will be sent with dimensions 20 x 30 x 50, weight $10 + 3 = 13$ pounds

So the **Default Box code** (by unit of measure) and **Ship as one box** flags allow the rating transaction to determine what the freight is really likely to be.

Pallet Shipping

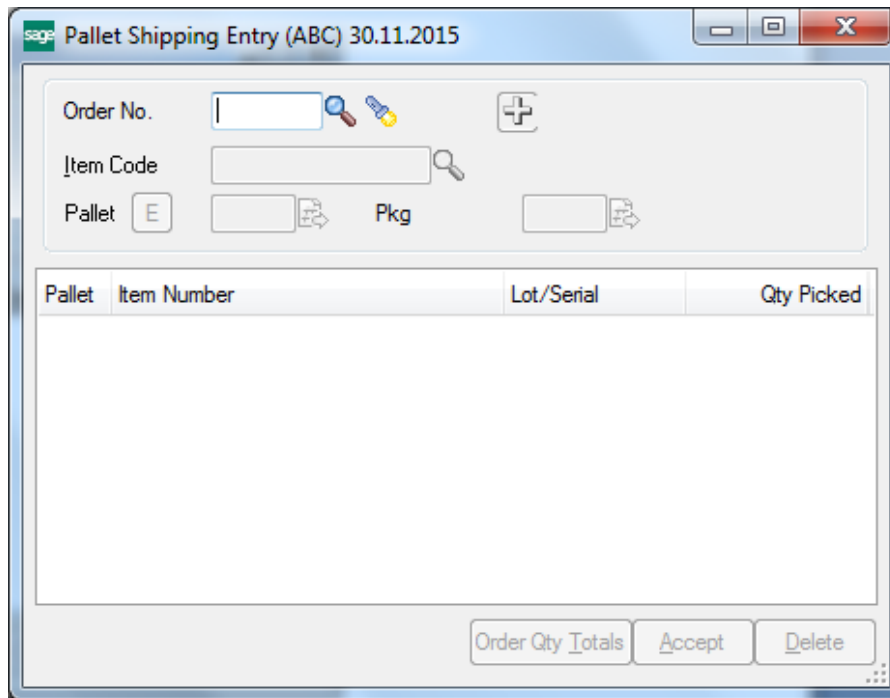
Role Maintenance

It is necessary to enable the **Pallet Shipping Entry** in the **Role Maintenance** in order to have **Pallet Shipping Entry** running for current user.



Pallet Shipping Entry

The **Pallet Shipping Entry** program has been added to the SO **Shipping Menu**. The **Pallet Shipping Entry** allows the user to scan what is picked for the order onto a pallet and accurately track what is on the pallet.



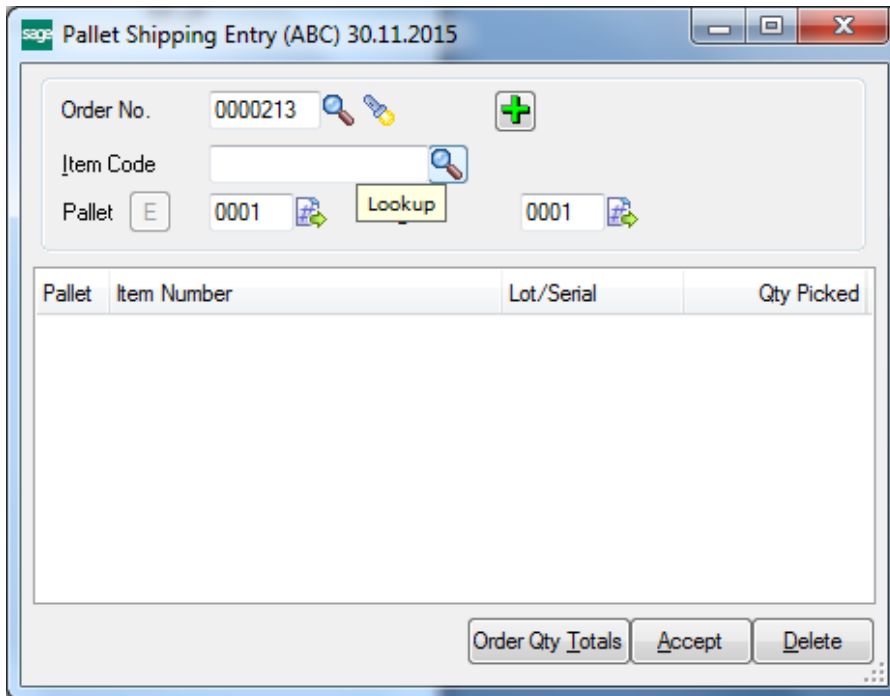
The screenshot shows a software window titled "Pallet Shipping Entry (ABC) 30.11.2015". The window contains the following elements:

- Order No.:** A text input field with a search icon and a plus sign button.
- Item Code:** A text input field with a search icon.
- Pallet:** A dropdown menu showing "E" and a text input field with a plus sign button.
- Pkg:** A text input field with a plus sign button.
- Table:** A table with the following columns: Pallet, Item Number, Lot/Serial, and Qty Picked. The table is currently empty.
- Buttons:** "Order Qty Totals", "Accept", and "Delete" buttons are located at the bottom of the window.

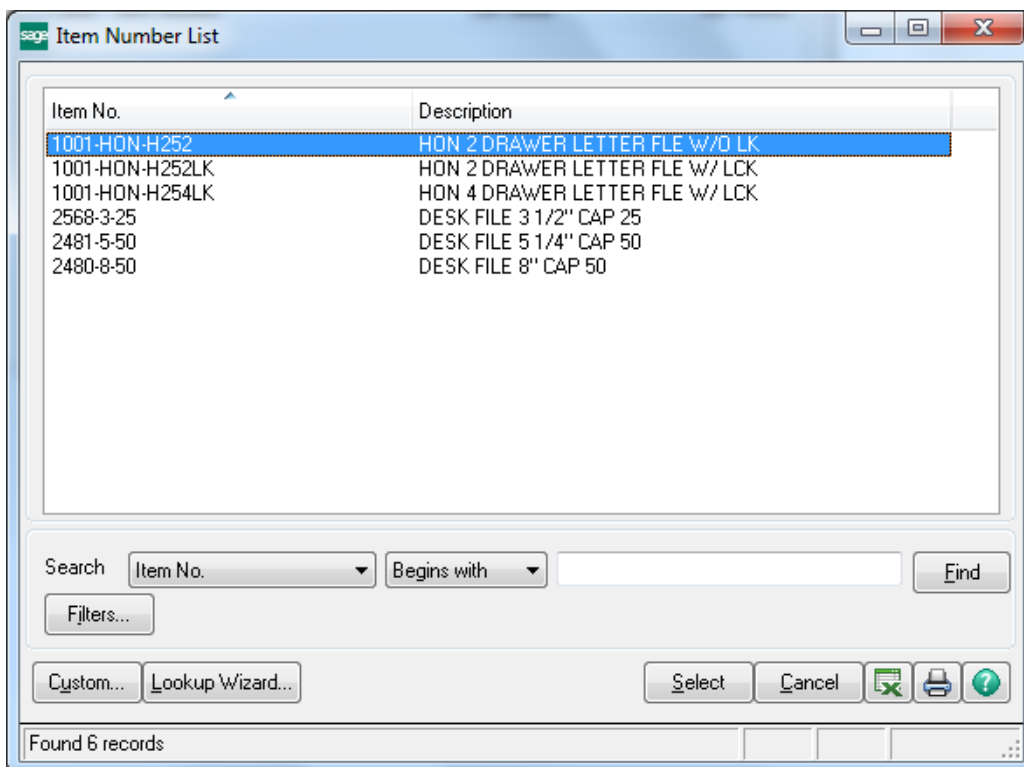
Order Number – Select Order number to process. The lookup button lists only Standard and Back Orders.

Sales Order List (flashlight button) – Lists the orders already processed.

Pallet – Is the Pallet number being processed. The Next Pallet Number button generates the next sequential pallet number for current order.



Item number – This field allows for entry of item number. The Item Lookup lists all inventory lines of current Order. For Lot/Serial Items the Lot/serial No field is shown allowing for entry of Lot/Serial number.

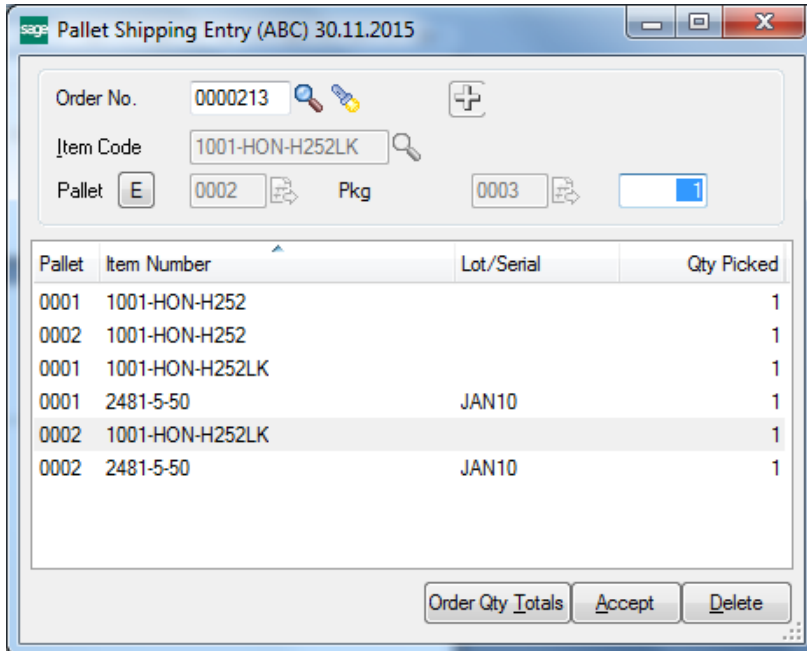


Pkg – Indicates the current Box number. The Box number is incremented as the boxes are scanned.

Plus/Minus button (+/-) – In **Plus** mode (default), upon scanning an item the quantity of the item is incremented by one. In **Minus** mode (pushed), scanning the item subtracts from the quantity already scanned. If the item quantity is zero it is removed from the list. After each scan, the button is reset to the **Plus** mode.

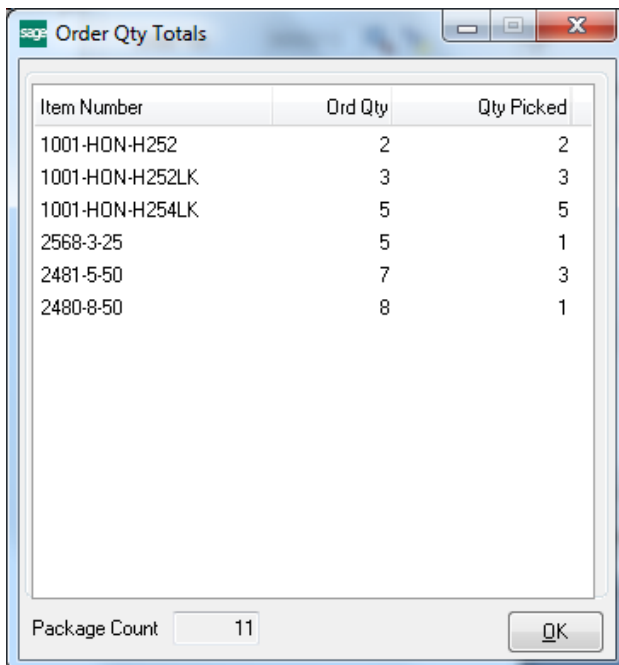
Pallet	Item Number	Lot/Serial	Qty Picked
0001	2481-5-50	JAN10	1
0001	2480-8-50	JAN10	1
0001	1001-HON-H252LK		1
0001	1001-HON-H252LK		1
0001	1001-HON-H252		1
0002	2480-8-50	JAN10	1
0002	1001-HON-H252		1
0002	2481-5-50	JAN10	1

The **E (Edit)** button next to the Pallet field allows for editing the Qty Picked on the selected line.



Pallet List – This list box shows the pallet number, item, and Qty Picked (quantity of the product scanned on the pallet). Clicking on a list box line allows the user to change the quantity. If the quantity is set to zero the line is removed from the shipment list.

Order Qty Totals – Displays the items ordered and the quantities picked.



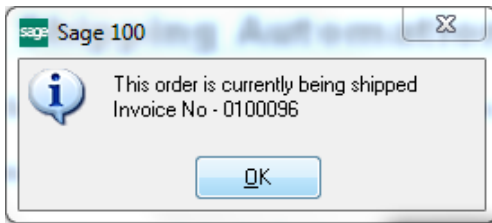
Package Count – this field displays the total number of packages.

OK – Click the OK button to return to the pallet entry.

Accept – This button writes the records in the list box and clears the screen for the next shipment.

Delete – Deletes the entire order from the Pallet Shipping Entry.

The following message appears if the selected Order number is already Invoiced:

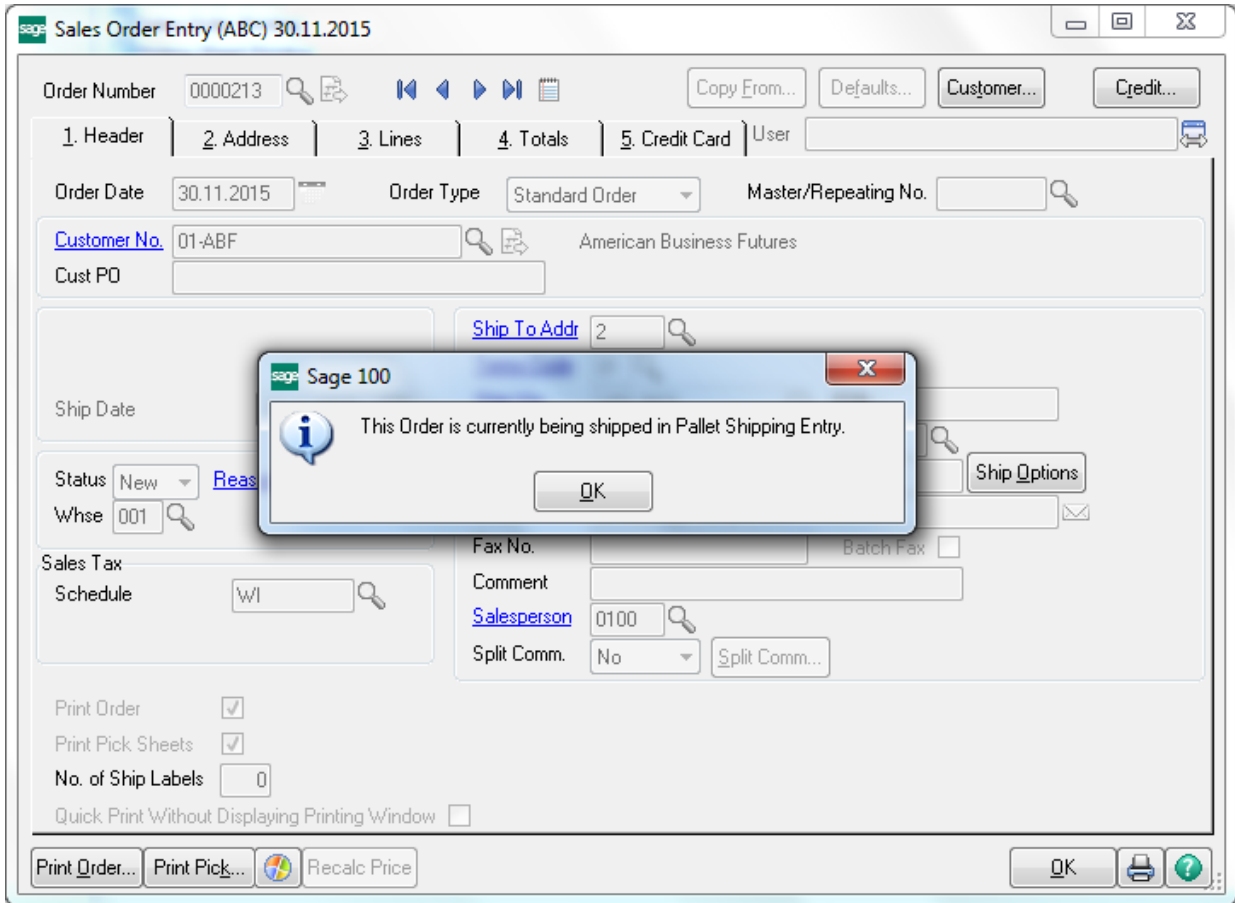


Note: If running in the system with IIG RFS enhancement installed, the Pallet Shipping Entry is available also in the RF mode.

Sales Order Entry

The **Sales Order Entry** program has been modified to not allow access to the order if the order is processed by Pallet Shipping Entry.

A message will popup when the user selects a Sales Order processed by **Pallet Shipping Entry**.



Shipping Data Entry

The **Copy Picked Quantities** button has been added to the Shipping Data Entry Lines tab to allow automatically shipping the quantities already picked in the **Pallet Shipping Entry**.

Shipping Data Entry (ABC) 30.11.2015

Shipper ID: 1 Ship Date: 30.11.2015 Order No.: 0000213 Batch No.: 00058
Shipping No.: 0100146 Ship Status: New SO Created By: IIG
Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

Item Code: [] Quick Row: 0 Pkg: 0001

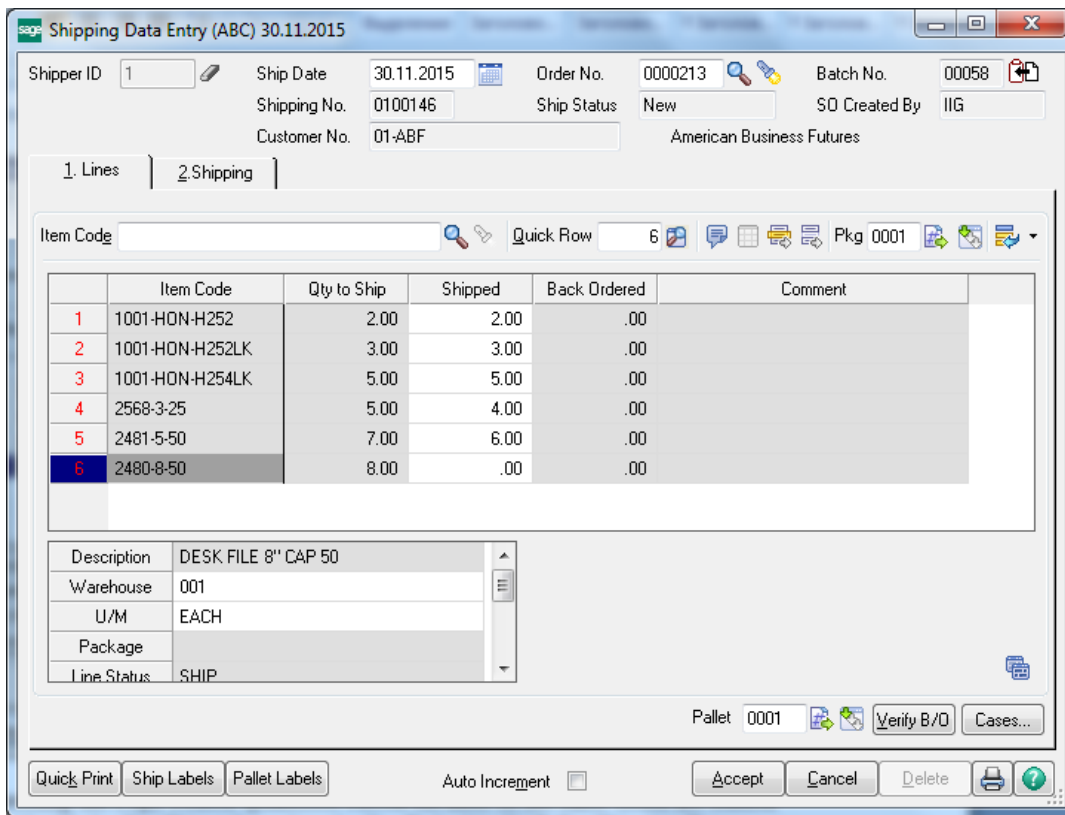
	Item Code	Qty to Ship	Shipped	Back Ordered	Comment
1	1001-HON-H252	2.00	.00	.00	
2	1001-HON-H252LK	3.00	.00	.00	
3	1001-HON-H254LK	5.00	.00	.00	
4	2568-3-25	5.00	.00	.00	
5	2481-5-50	7.00	.00	.00	
6	2480-8-50	8.00	.00	.00	

Description: []
Warehouse: []
U/M: []
Package: []
Line Status: []
Item Type: []

Pallet: 0001 Copy Picked Quantities Verify B/O Cases...

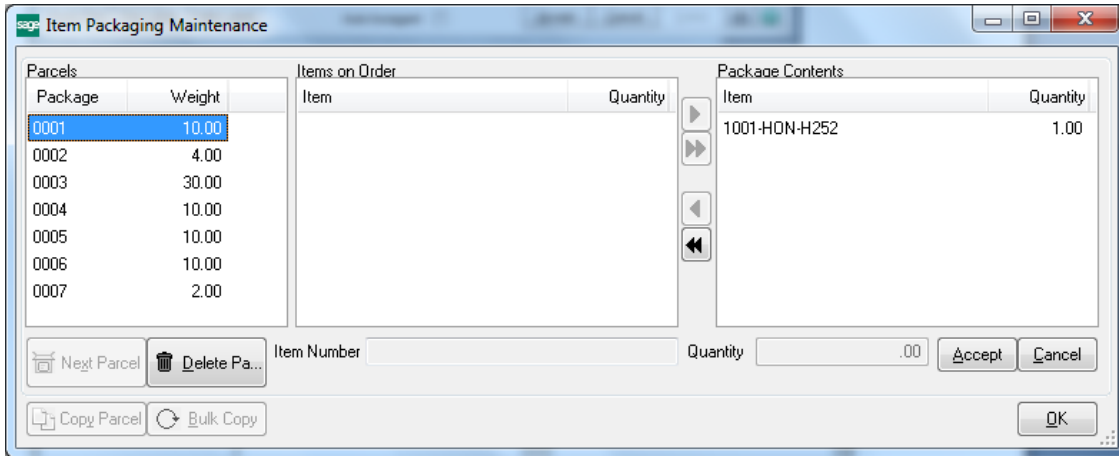
Quick Print Ship Labels Pallet Labels Auto Increment [x] Accept Cancel Delete

The **Copy Picked Quantities** button works only if there is no Shipped quantity entered for a line.

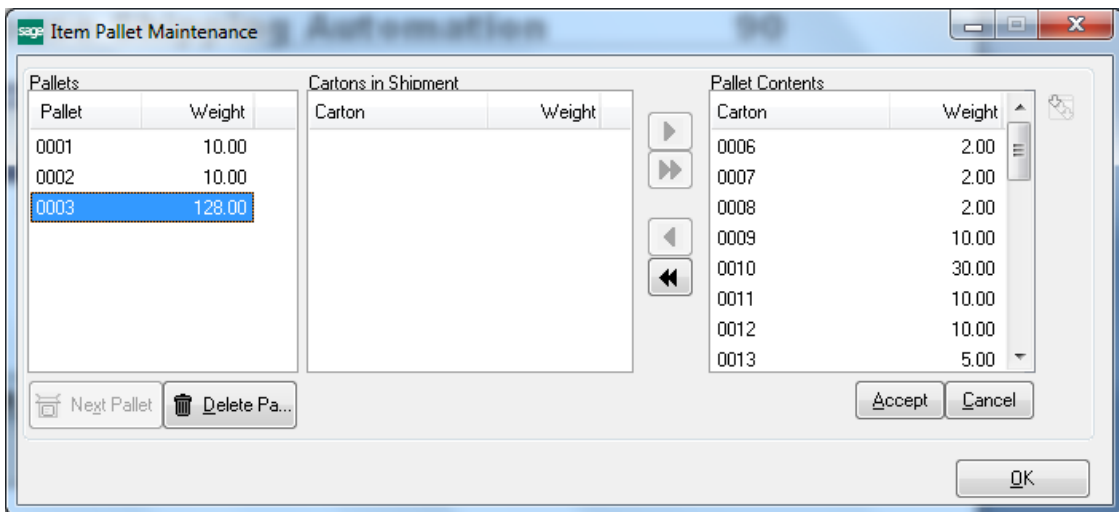


Upon pressing the Copy Picked Quantities button the lines of the Sales Order are loaded in the grid with the Qty Shipped equal to the Qty Picked in the Pallet Shipping Entry.

The Items shipped by packages are added in the **Item Packaging Maintenance** with respective Package numbers.



The Items shipped by pallets are added in the **Item Pallet Maintenance** with respective Pallet numbers.



LTL Shipment and Bill of Lading Processing

Shipping Data Entry

The **Shipping Data Entry** program has been modified to update the Pkg or Pallet numbers on the screen when **Copy Picked Quantity** button is pressed and picked quantities are loaded.

Item Code	Qty to Ship	Shipped	Back Ordered	Comment
1 STRIPPING FLUID	1.00	1.00	.00	
2 1001-HON-H252	2.00	2.00	.00	
3 8971	2.00	2.00	.00	

Description	STRIPPING CLEANING FLUID
Warehouse	000
U/M	EACH
Package	0001
Line Status	

The **IIG LTL Ship** button is enabled on the Shipping tab if the selected Ship Via carrier is marked as an LTL carrier or the total shipment weight exceeds 150 pounds.

Sage Shipping Data Entry (ABC) 30.11.2015

Shipper ID: 1 Ship Date: 30.11.2015 Order No.: 0000214 Batch No.: 00059
 Shipping No.: 0100153 Ship Status: Shipped SO Created By: IIG
 Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

Terms Code: 03 C.O.D.
 Confirm To: John Quinn
 E-mail Address: artie@abf.com
 Comment:
 Warehouse: 001 EAST WAREHOUSE
 No. of COD Labels: 0 COD Cash Only:

Ship To Address
 Ship To: 2 Residential Address:
 Name: American Business Futures
 Address: American Business Futures
 457 PALM DR STE 200
 ZIP Code: 91202-4339 State: CA
 City: Glendale
 Country: USA United States

FOB: Tracking...
 Ship Via: UPS FREIGHT
 Ship Zone: No. of Ship Labels: 0
 Ship Weight: 00020 No. of Pkgs: 1
 Freight Amount: .00 No. of Plts: 1

IIG Shipping
 IIG LTL Ship

Quick Print Ship Labels Pallet Labels Auto Increment: Accept Cancel Delete Print Help

Sage IIG LTL Manifest Generation (ABC) 30.11.2015

Order Number: 0000214 Invoice No.: 0100153
 Next Pallet No.: 00022 Customer No.: 01-ABF American Business Futures
 Ship Via: UPS FREIGHT UPS Freight SED Shipping Options
 Total Pallets: 3 Total Weight: 177.00 Ship To Address

Pallets Quick Row: 1

	Weight	Pallet Code	Pallet Length	Pallet Width	Pallet Height	Freight	Pallet No.	Tracking ID
1	100.00	002	012	006	008	.00	00019	
2	24.00	PLT	096	048	096	.00	00020	
3	53.00	002	012	006	008	.00	00021	
4	.00					.00		

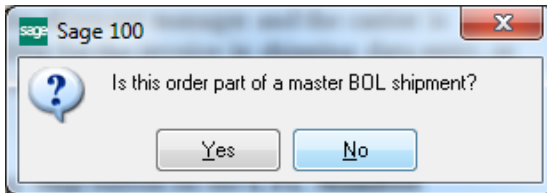
Insured? Pro Number:
 Declared Value: .00 Freight Cost: .00
 Hazmat: Load Number:
 Additional Hnd? Seal No:
 Trailer No:

Logging Active! Print BOL Accept Cancel Delete Ship

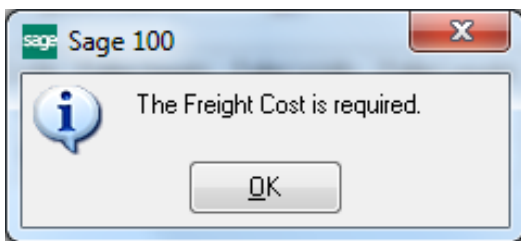
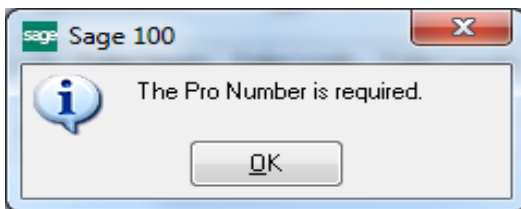
Enter Ship Weight (F8 - Read Scale or Calculate Weight)

Once the shipment is scanned, reviewed by the shipment manager and the carrier is selected, he can either generate the bill of lading for the invoice in shipping data entry, or generate the master bill of lading for several invoiced orders using the Master Bill of Lading Entry program.

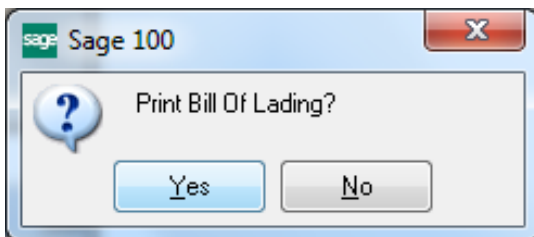
The following message appears upon pressing Ship button on the **LTL Manifest Generation** screen if no Pro Number and no Freight Cost are entered:



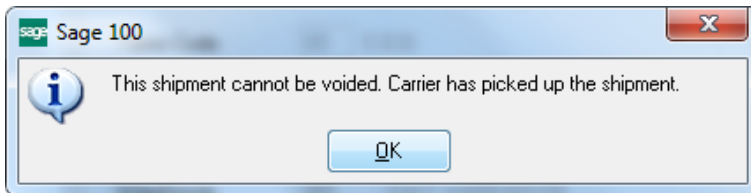
If **NO** is selected, meaning just bill of lading should be generated for current shipment, the **Pro Number** and **Freight Cost** fields must be filled in. Otherwise the following messages appear:



Upon selecting **Yes** another message is popup to confirm printing of Bill of Lading:

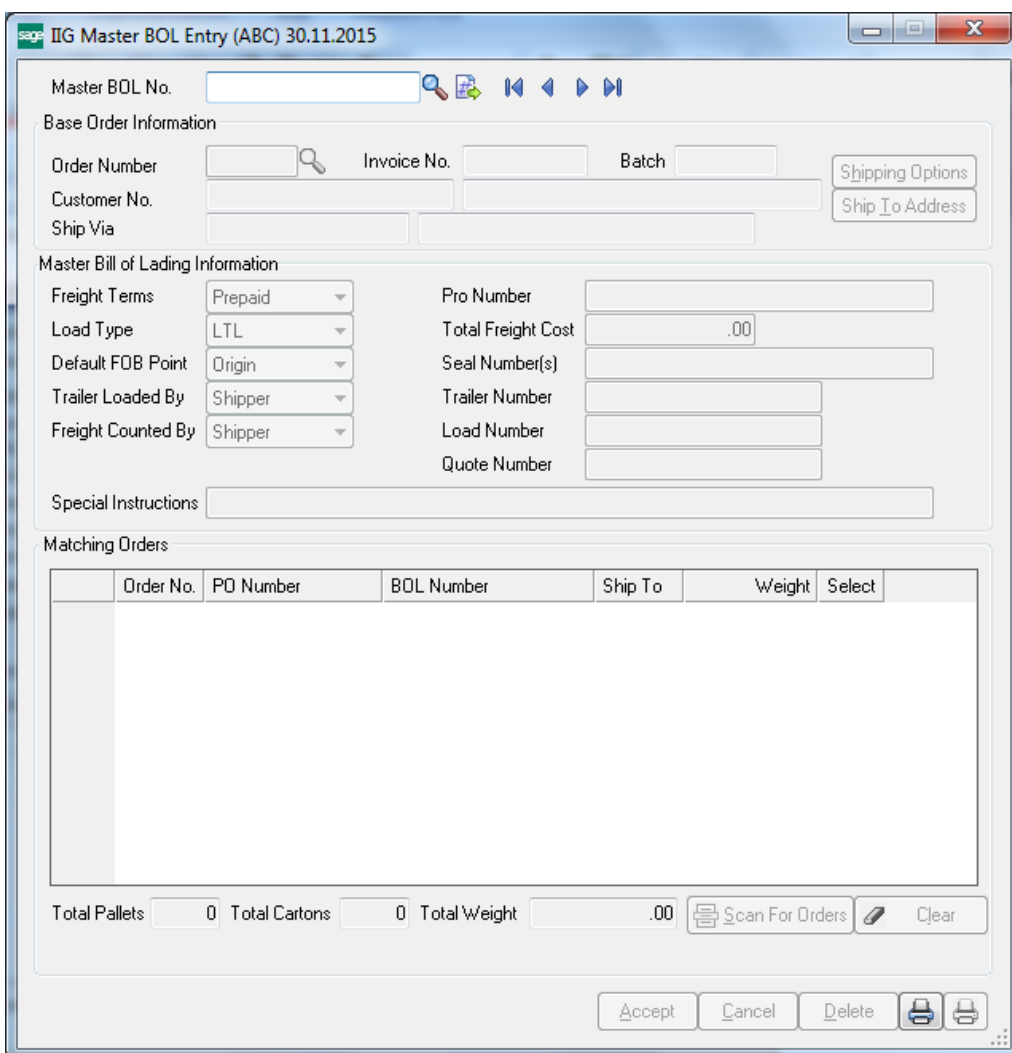


The Shipment can no longer be voided after it is picked up in the **IIG BOL Manifest Pickup Entry**.



IIG Master BOL Entry

The **IIG Master BOL Entry** program has been added under the **Sales Order->Shipping** menu to allow grouping customer shipments with the same ship to and carrier in the same batch into one master bill of lading. Each of the underlying invoices must first be processed through shipping data entry to process the individual cartons and pallets that will be added to current shipment.



It is necessary to select the lead order in the shipment. The program uses the selected order to match the other orders in the batch that can be shipped with this order, matching the carrier and ship to.

IIG Master BOL Entry (ABC) 30.11.2015

Master BOL No. 05243900010000167

Base Order Information

Order Number 0000219 Invoice No. 0100159 Batch 00065

Customer No. 01-ABF American Business Futures

Ship Via UPS FREIGHT test sc

Shipping Options
Ship To Address

Master Bill of Lading Information

Freight Terms Prepaid Pro Number PRO#0122221

Load Type LTL Total Freight Cost 2.55

Default FOB Point Origin Seal Number(s) SL0112

Trailer Loaded By Shipper Trailer Number TRL#02VG03

Freight Counted By Shipper Load Number LD0141212

Quote Number Quote#0202

Special Instructions

Matching Orders

	Order No.	PO Number	BOL Number	Ship To	Weight	Select
1	0000219		05243900000000104	91202-4339	5	<input checked="" type="checkbox"/>
2	0000220		05243900000000113	91202-4339	12	<input checked="" type="checkbox"/>
3	0000221		05243900000000122	91202-4339	52	<input checked="" type="checkbox"/>

Total Pallets 1 Total Cartons 3 Total Weight 69.00

Scan For Orders Clear



Accept Cancel Delete

Based on the terms code, if the shipment is COD, only orders that are COD also (same terms code as the base order) are selected for the MBOL. Other terms codes can be mixed in a non-COD shipment.

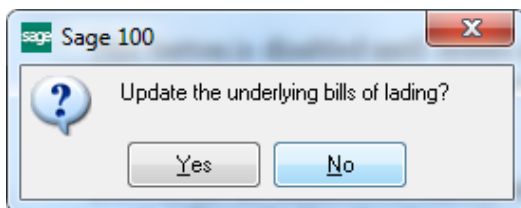
The program loads and displays the list of orders in the batch that match and are not already on other MBOL. The user can unselect any orders that should not be shipped on the MBOL. The Pro Number and Total Freight fields are required for Master BOL and must be entered by the user.

Once the needed information is entered, the MBOL can be printed.

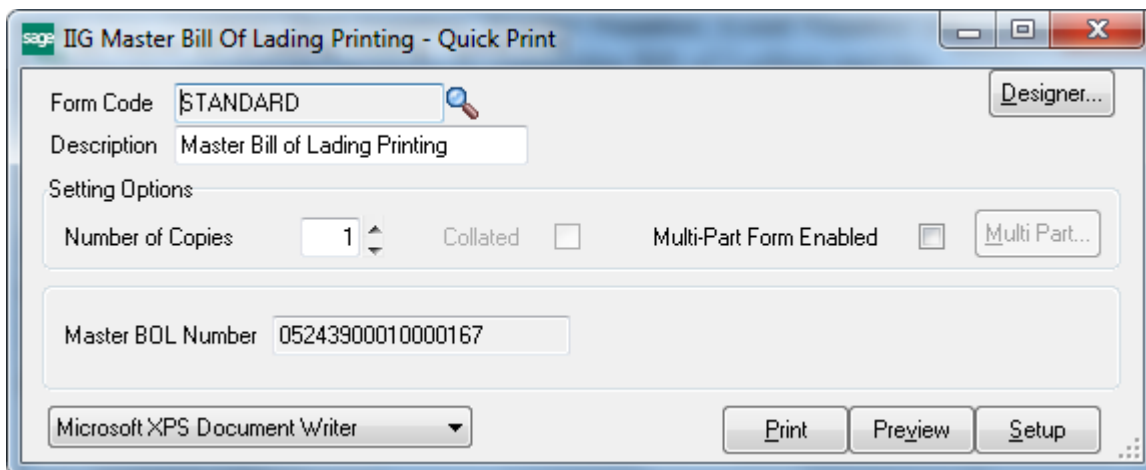
Master BOL Number	Master Bill of Lading number (17 digits).
Next MBOL Number	Click on this button to generate the next master bill of lading number for a new shipment.
Order Number	Is the base order for the shipment. Typically this would be the largest order in the shipment. Once an order is selected, this field is disabled while the program scans for matching orders.
Shipping Options	This button displays the Shipping Options for the first order. These options are applied to the entire shipment.
Ship To Address	Displays the Ship To address field and allows setting the Residential Address flag if not set.
Ship Via	Selects the Ship Via if blank on the order.
Freight Terms	Set by the terms in the Shipping Options, this is a display only field that will display <i>Prepaid</i> , <i>Freight Collect</i> , or <i>3rd Party</i> .
Load Type	Drop down list: <i>LTL</i> (default) or <i>Truckload</i>
FOB Point	Drop down list: <i>Origin</i> (default) or <i>Destination</i> . Defaults from BOL options.
Loaded by	Drop down list: <i>Shipper</i> (default) or <i>Driver</i> . Defaults from BOL options.
Counted by	Drop down list: <i>Shipper</i> (default), <i>Driver-Pallets</i> , or <i>Driver-Pieces</i> . Defaults from BOL options.
Pro Number	Pro Number from the carrier. Maximum of 30 characters.
Seal Number(s)	Seal numbers on the trailer/container.
Trailer Number	Trailer number.
Load Number	Load number from the trading partner if used.
Quote Number	Quote number from 3rd party consolidators.
Matching Order Grid	This grid shows the orders that match the ship to zip code, Ship To code, and Carrier. The orders in the shipment match also on how they are paid for (Shipper/3rd party, consignee, etc.). The system loads all of the matching orders that are invoiced, same carrier, and with a bill of lading number. The user may select not to ship some of the selected orders with this shipment due to weight or trailer size issues. Orders that are on a different MBOL or are already marked as picked up cannot be selected or loaded.
Total Pallets	Total of the pallets on the listed order/invoices.
Total Cartons	Total of the cartons on the listed order/invoices.
Total Weight	Total weight of the listed order/invoices.
Scan for Orders	This button is enabled after the base order is selected. Upon pressing the button the program scans the orders and loads the ones that match the base order that are invoiced with bills of lading in the same batch as the base order's invoice.

- Clear** This button is disabled until orders are found and loaded. Clears the list of orders found in the Scan For Order function.
- Delete** Deletes the un-manifested MBOL and removes the MBOL number from the listed orders selected.
- Print BOL List** This button  prints a list of the orders/invoices with the bill of lading information).
- Print** This button  prints the Master Bill of Lading.

Upon pressing the Print MBOL button the following message appears:



If Yes is selected the **Pro Number, Seal Number, Trailer Number, Load Number** and **Quote Number** fields are respectively updated on underlying Bill of Ladings and the **Total Freight Cost** is allocated to the sub BOL-s by percentage of the total weight.



Here is an example of Master Bill of Lading printout:

sgs IIG Master Bill Of Lading Report

Main Report

Date: 30.11.2015 **MASTER BILL OF LADING** Page 001

SHIP FROM		Bill of Lading Number: 05243900010000167		
Name:	B			
Address:	457 Palm Dr Ste 200			
City/State/Zip:	Glendale, CA 91202	FOB:	<input checked="" type="checkbox"/>	
SHIP TO		CARRIER NAME: test sc		
Name:	American Business Futures	Location #:	2	
Address:	American Business Futures	Trailer number:	TRL#02VG03	
City/State/Zip:	457 PALM DR STE 200 Glendale, CA 91202-4339	Seal number (s):	SL0112	
	Residential Service Required	SCAC:	SC	
	FOB:	Pro number:	PRO#0122221	
BILL TO		Freight Charge Terms: (freight charges are prepaid unless marked otherwise)		
Name:	B	Prepaid	<input checked="" type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>	
Address:	457 Palm Dr Ste 200			
City/State/Zip:	Glendale, CA 91202			
SPECIAL INSTRUCTIONS :		<input checked="" type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading (check box)		
Contact Phone No : (414) 555-4787		Notify Charge Yes		
CUSTOMER ORDER INFORMATION				
BOL NUMBERS	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)	ADDITIONAL SHIPPER INFO
05243900000000104	1 ctns	5 lbs	[Y] N	
05243900000000113	1 ctns	12 lbs	[Y] N	
05243900000000122	1 ctns	52 lbs	[Y] N	
GRAND TOTAL	3 ctns	69 lbs		

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 115%

After printing **Master Bill of Lading** the underlying Bill of Lading is printed by the IIG Bill Of Lading form last used:

sage IIG Bill Of Lading Report

1 /1+

Main Report

NATIONAL MOTOR FREIGHT CLASSIFICATION 100-Series

STRAIGHT BILL OF LADING--SHORT FORM Page: 1

ORIGINAL --NOT NEGOTIABLE

Carrier's Pro No. _____

Master Bill of Lading: 05243900010000167 Shipper's Bill of Lading No. 05243900000000104

Name of Carrier: test co Consignee's Reference PO No. _____

Carrier's Code(SCAC) SC

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request.

From: B Date: 30.11.2015

Street: 457 Palm Dr Ste 200 City: Glendale State: CA Zip: 91202

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Bill of Lading set forth in the National Motor Freight Classification 100-Series and successive issues. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Consigned to: American Business Futures On Collect or Delivery Shipments, the letters "C.O.D." must appear before consignee's name.

Destination Street: American Business Futures 457 PALM DR STE 200 City: Glendale State: CA Zip: 91202-4339

Delivering Carrier: test co Trailer No. _____

Additional Shipment Information: Seal No. _____ Residential Service Required

Notify Charge: No Contact Phone No: (414) 555-4787

Collect on Delivery _____ and remit to: _____ C.O.D. Charge Shipper

Destination Street _____ City _____ State _____ to be paid by Consignee

Handling Units No. Type	Packages No. Type	HM	Kind of package, description of Article, Special Marks and Exceptions, NMFC # (Subject to correction)	Weight (subject to Correction)	Class or Rate Ref. (Info only)	NMFC Code (optional)
1 CTN	1 CTN		Misc Goods 7411	5.00	50	7411
1 CTN	2 CTN		Computers, monitors, refridger	70.00	92.5	2222222222

* Mark "X" to designate Hazardous Materials as defined in DOT Regulations

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

The Agreed or declared value of the property is specifically stated by the shipper to be exceeding \$ _____ per _____

NOTE (2) Liability Limitations for loss or damage on this shipment

NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2 (g) of NMFC 100-Series

Freight charges are PREPAID
Unless marked collect
CHECK BOX IF COLLECT

FOR FREIGHT COLLECT SHIPMENTS
If this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement:
The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.

(signature of Consignor)

Notify if problem enroute or at delivery: B (for informational purposes only)

Send freight bill to: B Glendale 457 Palm Dr Ste 200 CA 91202

Company Name City Street State Zip

Shipper: B Carrier: test co

Per _____ Date: 30.11.2015

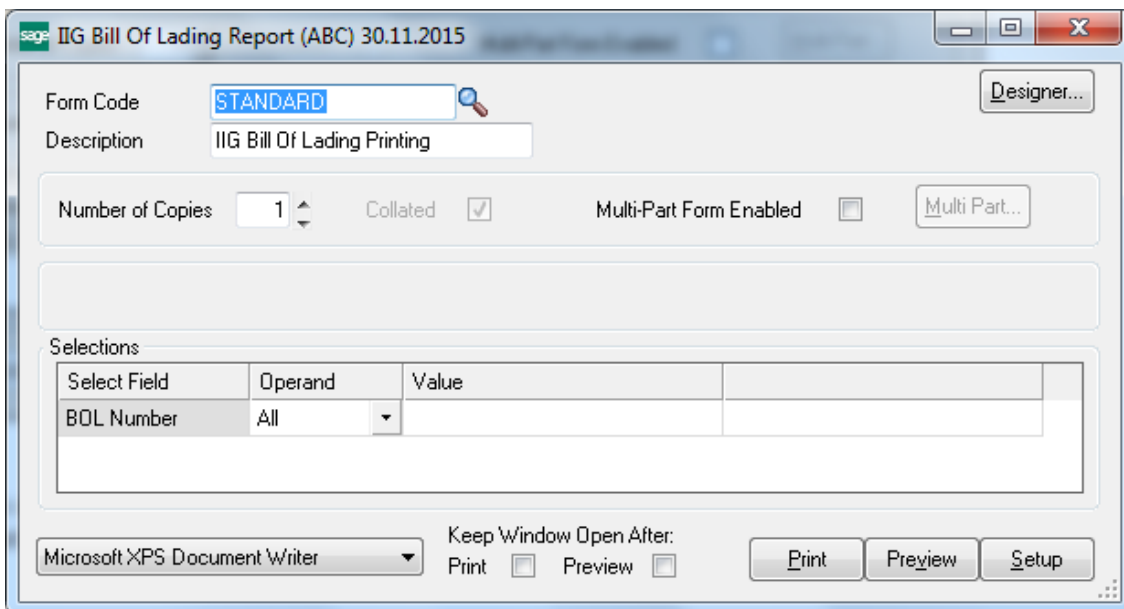
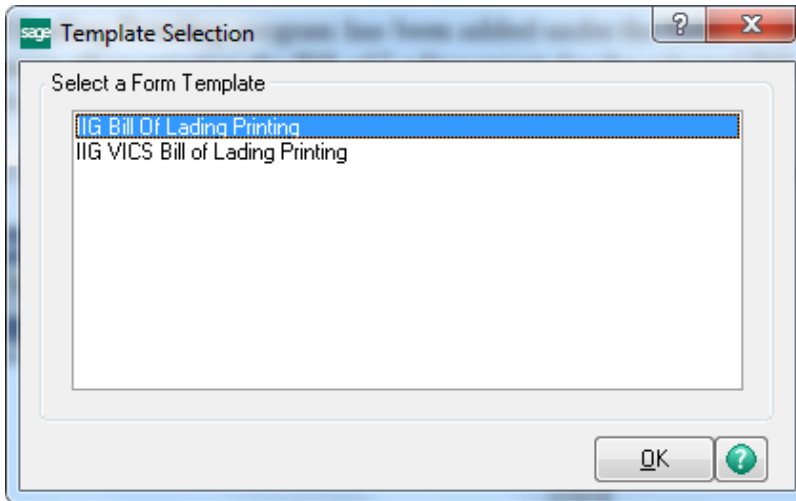
Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 73%

The **Master Bill of Lading** printing may be run also from the menu.

IIG Bill Of Lading Printing

The **IIG Bill of Lading Printing** program has been added under the **Sales Order->Shipping** menu to allow printing the Bill of Lading report for the selected Bill of Lading numbers.

Both the Bill of Lading short form and VICS Bill of Lading form templates are available:



Here is an example of **Bill of Lading Printing** (short form) printout:

IIG Bill of Lading Report

NATIONAL MOTOR FREIGHT CLASSIFICATION 100-Series

STRAIGHT BILL OF LADING--SHORT FORM Page: 1

ORIGINAL--NOT NEGOTIABLE

Carrier's Pro No. PRO#0121222
 Shipper's Bill of Lading No. 0524390000000098
 Consignee's Reference/PO No.
 Carrier's Code(SCAC) SC

Name of Carrier **test sc**

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request.

From **B** Date: 30.11.2015
 Street **457 Palm Dr Ste 200** City **Glendale** State **CA** Zip **91202**

the property described below, in apparent good order, except as noted, contents and condition of contents of packages unknown marked, consigned as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Bill of Lading set forth in the National Motor Freight Classification 100-Series and successive issues. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Consigned to **American Business Futures**
On Collect on Delivery Shipments, the letters 'COD' must appear before consignee's name.

Destination Street **American Business Futures 457 PALM DR STE 200** City **Glendale** State **CA** Zip **91202-4338**
 Delivering Carrier **test sc** Trailer No **TRL#01VG02**
 Additional Shipment Information Seal No **SL0111** Residential Service Required
Notify Charge **No**
Contact Phone No: **(414) 555-4787**

Collect on Delivery and remit to: C.O.D. Charge Shipper
 Destination Street City State
to be paid by Consignee

Handling Units No. Type	Packages No. Type	* HM	Kind of package, description of Articles, Special Marks and Exceptions, NMFC # (subject to correction)	Weight (subject to Correction)	Class or Rate Ref. (info only)	NMFC Code (optional)
1 CTN	1 CTN		Misc Goods 7411	255.00	50	7411
1 CTN	2 CTN		Computers, monitors, refridger	70.00	92.5	222222222

*Mark X to designate Hazardous Materials as defined in DOT Regulations

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

The Agreed or declared value of the property is specifically stated by the shipper to be exceeding \$ _____ per _____

NOTE (2) Liability Limitations for loss or damage on this

Freight charges are PREPAID
 Unless marked collect
 CHECK BOX IF COLLECT

FOR FREIGHT COLLECT SHIPMENTS
 if this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement:

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 90%

Here is an example of **VICS Bill of Lading** form printout:

sage IIG Bill Of Lading Report

Main Report

Date: 07.12.2015 **BILL OF LADING** Page 001

SHIP FROM Name: B Address: 457 Palm Dr Ste 200 City/State/Zip: Glendale, CA 91202 SID#: FOB: <input checked="" type="checkbox"/>		Bill of Lading Number: 05243900000000098 05243900000000098 CARRIER NAME: test sc Trailer number: TRU01VG02 Seal number(s): SL0111 Load Number: LD0141212			
SHIP TO Name: American Business Futures Location #2 Address: American Business Futures 457 PALMDR STE 200 City/State/Zip: Glendale, CA 91202-4339 CID#: FOB: <input type="checkbox"/>		SCAC: SC Pro number: PRO#0121222 (9012K)SCPRO#0121222			
BILL FREIGHT CHARGES TO: Name: B Address: 457 Palm Dr Ste 200 City/State/Zip: Glendale, CA 91202		Freight Charge Terms: (freight charges are prepaid unless marked otherwise) Prepaid <input checked="" type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>			
SPECIAL INSTRUCTIONS: Contact Phone No: (414) 555-4787 Notify Charge: No		<input type="checkbox"/> Master Bill of Lading; with attached underlying Bills of Lading (check box)			
CUSTOMER ORDER INFORMATION					
CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)	ADDITIONAL SHIPPER INFO	
0000217	1.00 ctrs	255.00 lbs	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		
GRAND TOTAL	4.00 ctrs	324.00 lbs			
CARRIER INFORMATION					
HANDLING UNIT	PACKAGE	WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing. See section 2(a) of NIMC Inter990</small>	LTL ONLY NMFC# CLASS
QTY	TYPE	QTY	TYPE		
1	CTN	1	CTN	255.00	Lamps and Lighting Goods 7411 50
1		1		255.00	GRAND TOTAL
<small>Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding"</small>			COD Amount: 485.20 Fee Terms: Collect <input checked="" type="checkbox"/> Prepaid: <input type="checkbox"/> <small>Customer Check acceptable</small>		

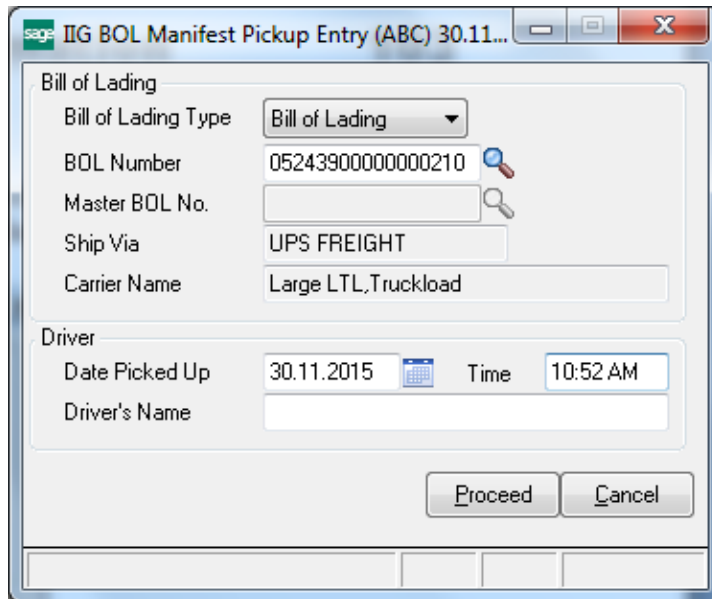
Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 75%

Bill Freight Charges To: prints the address based on the Billing Option set for current shipment. Shipper's address is printed if the billing is shipper, otherwise:

- Recipient – prints the ship to address.
- 3rd Party – prints the 3rd party address from the shipping options of the order header.
- Consignee – prints the Bill To Address
- Freight Collect – prints the Ship to address
- Drop Ship – prints the address from the Malvern shipper file.

IIG BOL Manifest Pickup Entry

The **IIG BOL Manifest Pickup Entry** has been added under the **Sales Order Shipping Menu**. This program is used to release the bills of lading as shipped.



The screenshot shows a software window titled "IIG BOL Manifest Pickup Entry (ABC) 30.11...". The window is divided into two main sections: "Bill of Lading" and "Driver".

Bill of Lading Section:

- Bill of Lading Type: Bill of Lading (dropdown menu)
- BOL Number: 0524390000000210 (with a search icon)
- Master BOL No.: (empty field with a search icon)
- Ship Via: UPS FREIGHT
- Carrier Name: Large LTL, Truckload

Driver Section:

- Date Picked Up: 30.11.2015 (with a calendar icon)
- Time: 10:52 AM
- Driver's Name: (empty field)

At the bottom right, there are two buttons: "Proceed" and "Cancel".

Bill of Lading Section

Select the **Bill of Lading** type to retrieve. Bill of Lading and Master Bill of Lading types are available. Selecting *Bill of Lading* disables the Master BOL No. field, and selecting *Master BOL* disables the Bill of Lading field.

Enter the **BOL Number** or **Master BOL No.** by manually entering, scanning, or using the lookups.

Ship Via is a locked field showing the Ship Via code.

Carrier Name is the full carrier name from the IIG Carrier Maintenance.

Selecting *Master BOL* type disables the **BOL Number** field:

The screenshot shows a software window titled "IIG BOL Manifest Pickup Entry (ABC) 30.11...". It contains two main sections: "Bill of Lading" and "Driver".

- Bill of Lading:**
 - Bill of Lading Type: Master BOL (dropdown)
 - BOL Number: (empty text box)
 - Master BOL No.: 05243900010000121 (text box)
 - Ship Via: UPS FREIGHT (text box)
 - Carrier Name: Large LTL, Truckload (text box)
- Driver:**
 - Date Picked Up: 30.11.2015 (calendar icon)
 - Time: 10:55 AM (text box)
 - Driver's Name: H. Tomson (text box)

At the bottom of the window, there are two buttons: "Proceed" and "Cancel".

Date Picked Up is the date the driver picked up the shipment. Auto loads today's date.

Time Time of pickup. Auto loads the current time when bill of lading is selected.

Driver Name This field identifies the driver that picked up the shipment.

Date Picked Up is the date the driver picked up the shipment. Auto loads today's date.

Time is the time of pickup. Auto loads the current time when bill of lading is selected.

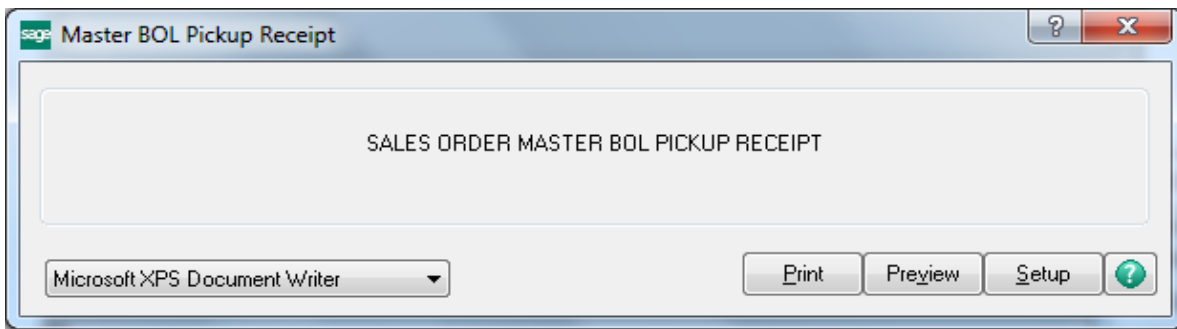
Driver Name This field identifies the driver who picked up the shipment.

Proceed Press to post the bill of lading as picked up. The Date Picked Up, Time Picked Up, and Driver information will be posted to the bill of lading and the BOL is released for update. If the BOL is a Master BOL, this information is posted to all of the linked BOL and they in turn are also released for update.

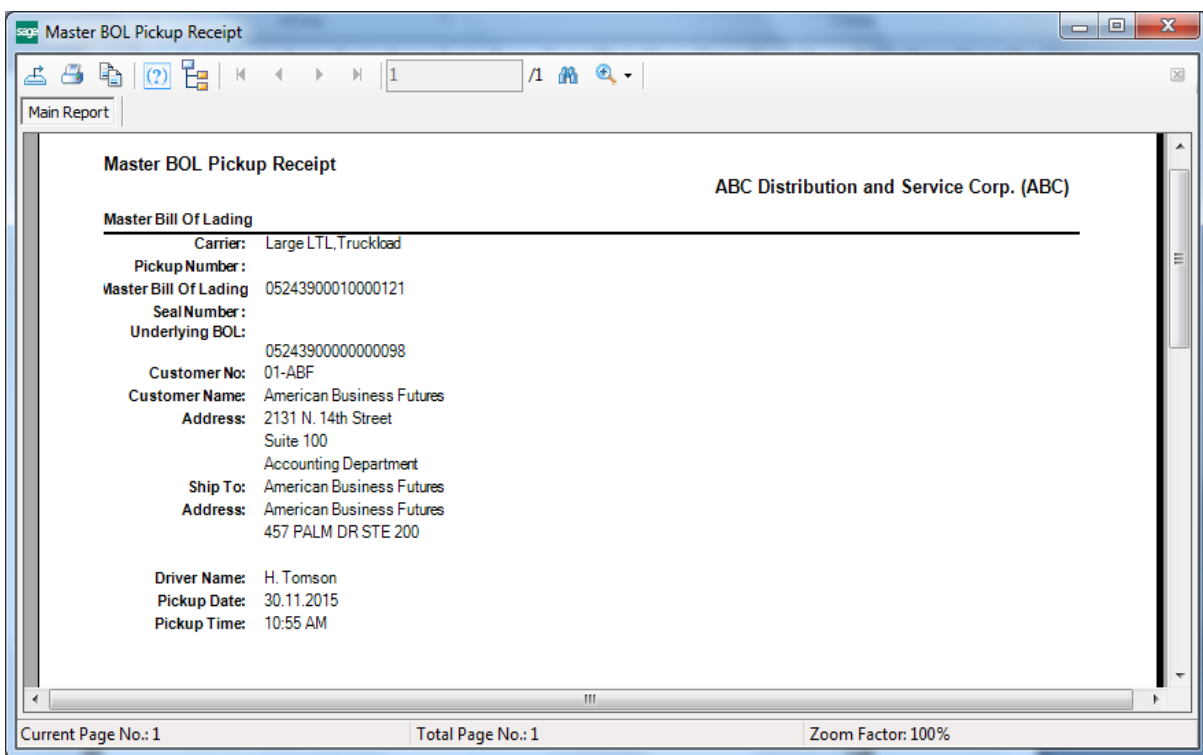
Cancel Press this button to cancel the transaction and returns to the menu.

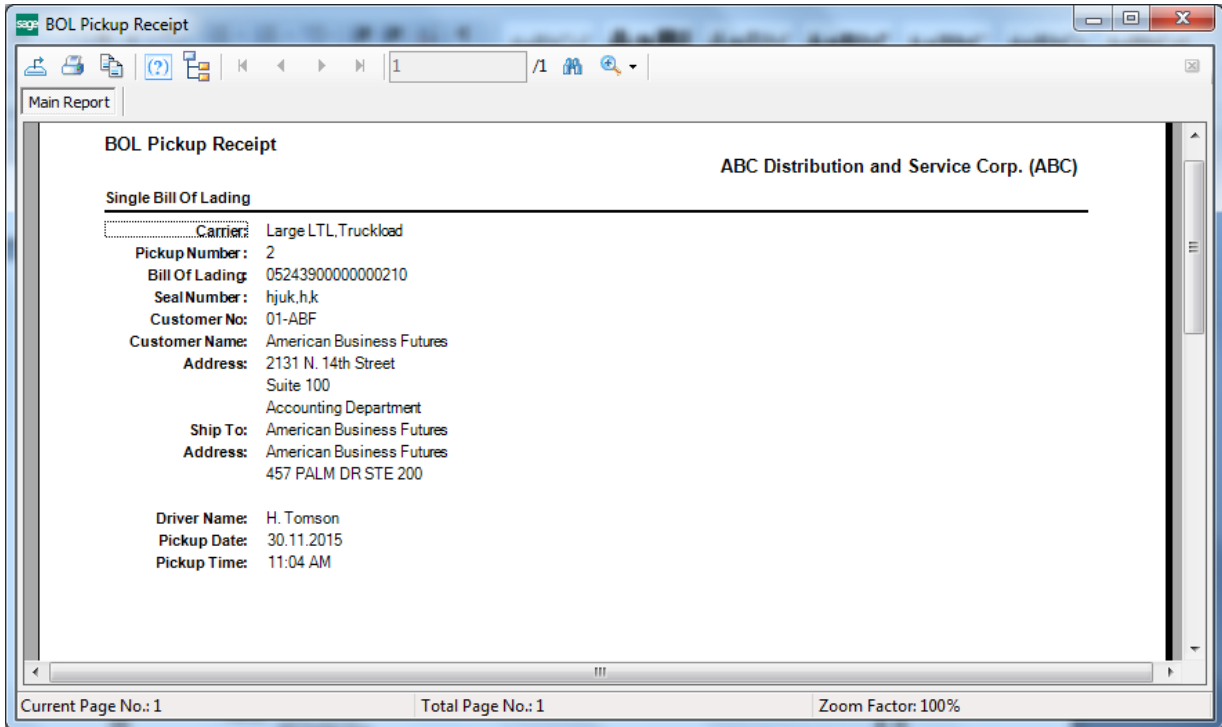
On posting the **Print Pickup Receipt** program is run.

After the BOL is posted as picked up the BOL Pickup Receipt print dialog is opened allowing to print the Pickup Receipt. The pickup receipt prints the company name, carrier name, Bill of Lading number(s), Quote/Pickup number, Driver Name, Date and Time Picked up, seal number, customer number and name, and ship to address.



Below are examples of printouts for Master BOL and BOL Pickup Receipts:





IIG LTL Shipment History Inquiry

The **IIG LTL Shipment History Inquiry** menu added under the S/O Inquiries Menu allows for viewing closed BOL manifests by Invoice Number:

IIG LTL Shipment History Inquiry (ABC) 30.11.2015

Invoice No. 0100170 Manifest Date 09.12.2015

Order No. 0000227 Customer No. 01-ABF American Business Futures

Ship Via UPS RED
Description UPS NEXT DAY AIR
Freight Amount 66,678.00 Pallets 0002
Total COD Amount .00 C.O.D.?

Payments
Total Freight Cost 66,678.00
Freight Cost 66,678.00
A/P Invoice No. INV98
Last Payment Date 09.12.2015

Ship To Address
Name American Business Futures
Address Racine Warehouse
5411 Kendrick Place
ZIP Code 53120
City Racine State WI
Country USA United States
Telephone (414) 555-4787
Contact Name John Quinn

Pallet Information

Pallet	Pallet #	Weight	Tracking Number	Pallet C...	Length	Width	Height	Pallet Freight	Pallet
00001	0001	55.00	PR#65654811R	002	012	006	008	27573.61	
00002	0002	78.00	PR#65654811R	PLT	096	048	096	39104.39	

OK

Freight A/P Tracking

A/P Invoice Data Entry

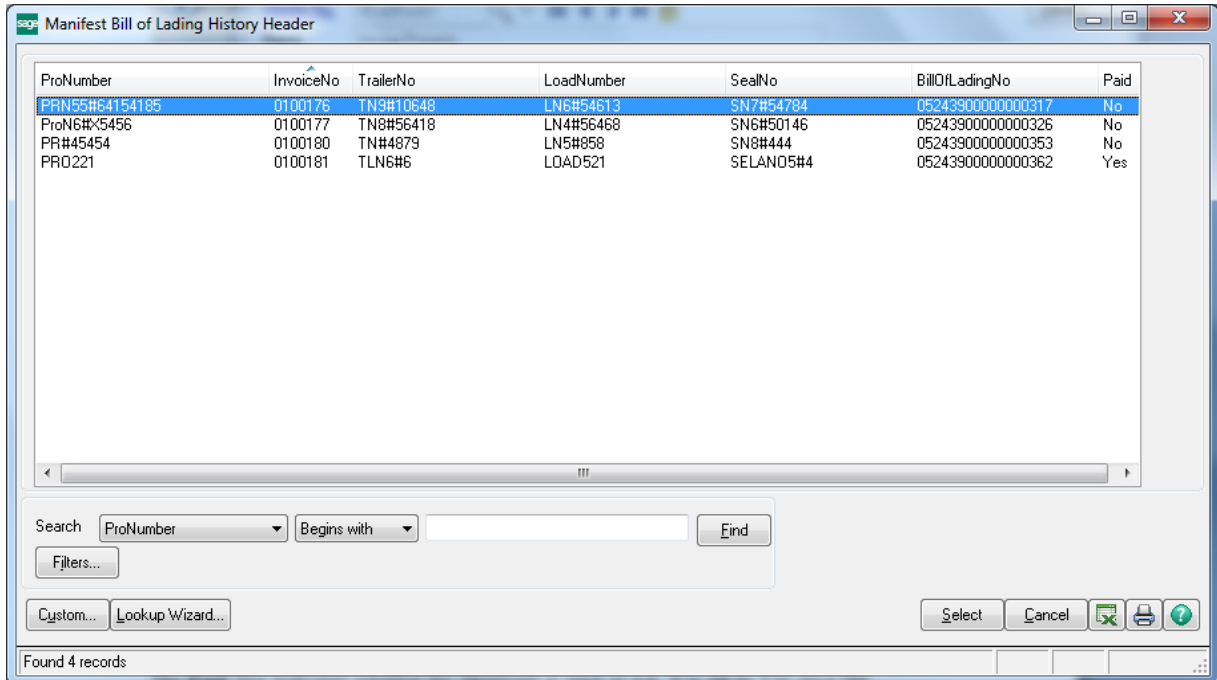
The **Pro Number** field has been added on the **A/P Invoice Data Entry** to allow the user to look up any open Pro Numbers to select for payment.

This modification is applied only if the Sales Order is shipped through the LTL shipping carriers having a Vendor number assigned in the **IIG Carrier Maintenance**.

The screenshot shows the Sage A/P Invoice Data Entry (ABC) 30.11.2015 window. The window is divided into several sections. At the top, there are fields for Vendor No. (01-AIRWAY), Name (Airway Property), and Invoice No. (INV55). Below these are tabs for '1. Header' and '2. Lines'. The main area contains fields for Invoice Date (30.11.2015), Invoice Amount (255.00), Terms Code (03 NET END OF MONTH), Invoice Due Date (30.11.2015), Discount Due Date, Discount Amount (.00), Subject to Discount (255.00), Prepaid Invoice, Pro Number (PRO221), Hold Payment, and Separate Check. At the bottom, there are buttons for Accept, Cancel, Delete, and a help icon.

The **Pro Number** Lookup lists the records from the **Bill of Lading Manifest History Header** file.

Upon selecting a Pro Number for payment, the program checks to verify if the shipment is shipper pay. If the selected shipment is not shipper pay (freight collect, 3rd party, etc.) a warning is displayed that the freight invoice should not be paid:



The screenshot shows a software window titled "Manifest Bill of Lading History Header". It contains a table with the following columns: ProNumber, InvoiceNo, TrailerNo, LoadNumber, SealNo, BillOfLadingNo, and Paid. There are four rows of data. The first row is highlighted in blue. Below the table is a search area with a dropdown menu set to "ProNumber", a "Begins with" dropdown, a text input field, and an "End" button. There are also buttons for "Filters...", "Custom...", and "Lookup Wizard...". At the bottom right, there are buttons for "Select", "Cancel", and icons for refresh, print, and help. A status bar at the bottom left indicates "Found 4 records".

ProNumber	InvoiceNo	TrailerNo	LoadNumber	SealNo	BillOfLadingNo	Paid
PRN56#64154185	0100176	TN9#10648	LN6#54613	SN7#54784	05243900000000317	No
ProN6#X5456	0100177	TN8#56418	LN4#56468	SN6#50146	05243900000000326	No
PR#45454	0100180	TN#4879	LN5#858	SN8#444	05243900000000353	No
PRO221	0100181	TLN6#6	LOAD521	SELAN05#4	05243900000000362	Yes

The **Paid** flag indicates whether the Shipment is paid or not. It is set to Yes once the shipment is paid.

Here is an example of Freight tracking for LTL shipment:

Sage IIG LTL Manifest Generation (ABC) 30.11.2015

Order Number: 0000239 Invoice No.: 0100182
 Next Pallet No.: 00007 Customer No.: 01-ABF American Business Futures
 Ship Via: SHIP PROD Shipping Product Line:
 Total Pallets: 3 Total Weight: 150.00

Pallets

Quick Row: 2

	Weight	Pallet Code	Pallet Length	Pallet Width	Pallet Height	Freight	Pallet No.	Tracking ID
1	55.00	002	008	006	012	.00	00001	
2	50.00	PLT	096	048	096	.00	00002	
3	45.00	002	008	006	012	.00	00003	
4	.00					.00		

Insured ?
 Declared Value: 704.08
 Hazmat
 Additional Hnd ?

Pro Number: PRO#221
 Freight Cost: 255.00
 Load Number: LOAD#221
 Seal No: SL#0112
 Trailer No: TR@153

Logging Active!

Enter Ship Weight (F8 - Read Scale or Calculate Weight)

After BOL Manifest is closed and the Sales Journal updated for current LTL shipment, the user may select the Pro Number in the A/P Invoice Entry to pay.

When the A/P Invoice Register is updated, the Freight cost Paid by the A/P Invoice is loaded in the Freight Cost field of the **LTL shipment History Inquiry**. The **A/P Invoice No.** field is populated with respective Invoice number and the Last Payment Date is populated with the date when A/P Invoice Register is updated:

sage IIG LTL Shipment History Inquiry (ABC) 30.11.2015

Invoice No. 0100181 Manifest Date 09.12.2015

Order No. 0000238 Customer No. 01-ABF American Business Futures

Ship Via SHIP PROD Description Shipping Product Line

Freight Amount 525.00 Pallets 0003

Total COD Amount .00 C.O.D.?

Payments

Total Freight Cost 525.00

Freight Cost 5.00

A/P Invoice No. INV98

Last Payment Date 09.12.2015

Ship To Address

Name American Business Futures

Address Racine Warehouse
5411 Kendrick Place

ZIP Code 53120

City Racine State WI

Country USA United States

Telephone (414) 555-4787

Contact Name John Quinn

Pallet Information

Pallet	Pallet #	Weight	Tracking Number	Pallet C...	Length	Width	Height	Pallet Freight	Pallet
00001	0001	54.00	PRD221	002	012	006	008	472.50	
00002	0002	0.00	PRD221	002	012	006	008	0.00	
00003	0003	6.00	PRD221	PLT	096	048	096	52.50	

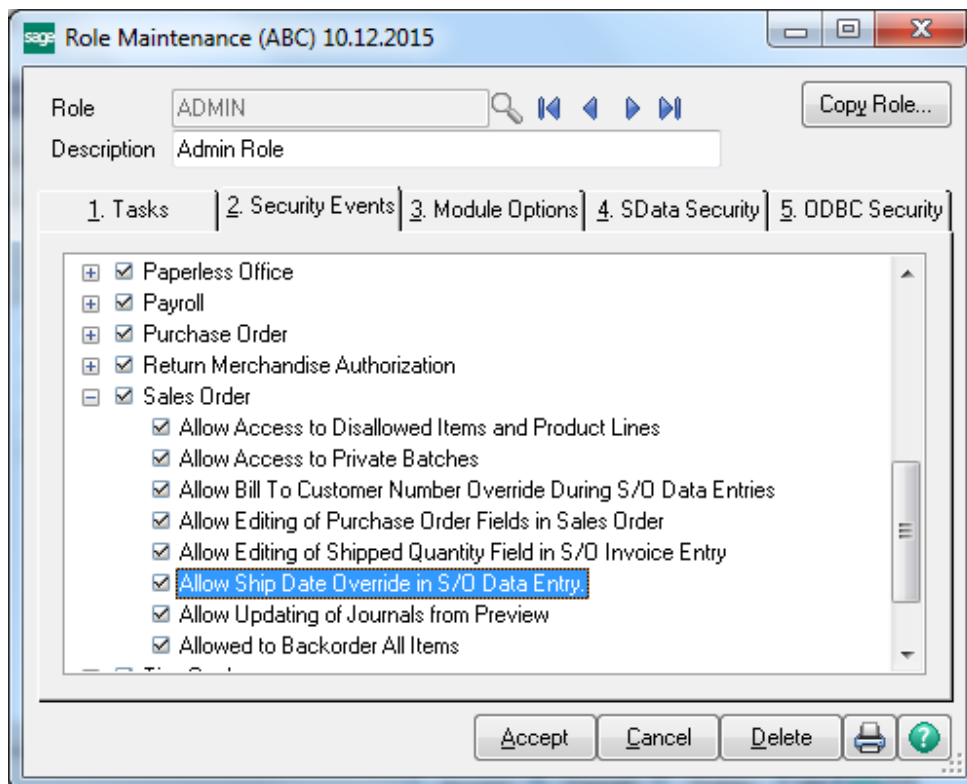
OK

Paying the same shipment next time by another Invoice will update the Freight Cost Amount, A/P Invoice Number and the Last Payment Date respectively.

Allow Ship Date Override in S/O Data Entry

Role Maintenance

The **Allow Ship Date Override in S/O Data Entry** Security Event has been added to the **Role Maintenance** to allow the user with respective role to update the Sales Order Ship Date.



Only the users assigned to a role with this security event enabled are allowed to run the “IIG Recalculate Sales Order Ship Dates” utility.

IIG Holiday Maintenance

IIG Holiday Maintenance has been added under the **Sales Order Setup** menu to allow users fix their holidays. In the **Holiday Date** column specify the nonworking days and write descriptions in the **Comment** column.

Year: 2015
Current Year

Options:
Cut Off Time: 05:00 PM
Hide Weekends:

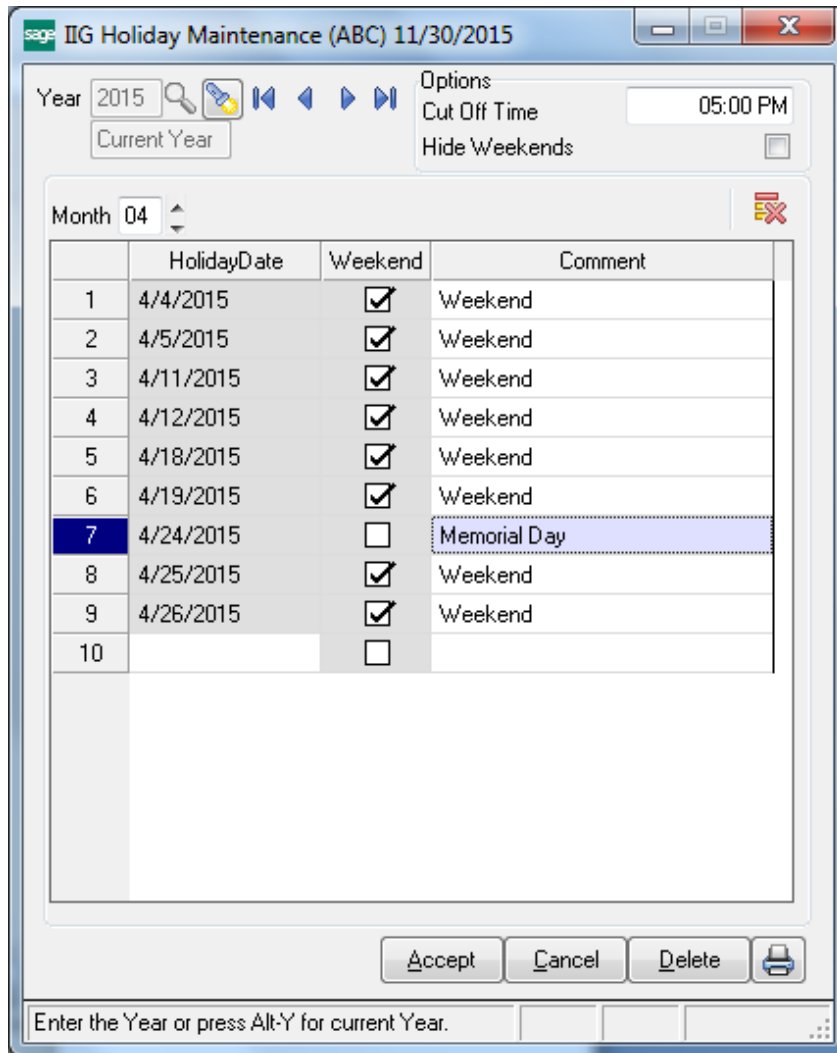
	HolidayDate	Weekend	Comment
1	4/24/2015	<input type="checkbox"/>	Memorial Day
2	5/1/2015	<input type="checkbox"/>	Labour Day
3	5/9/2015	<input checked="" type="checkbox"/>	Victory Day
4	7/5/2015	<input checked="" type="checkbox"/>	Constitution Day
5	9/21/2015	<input type="checkbox"/>	Independence Day
6		<input type="checkbox"/>	

Accept Cancel Delete

Enter the Year or press Alt-Y for current Year.

Lines for which the **Weekend** check box is selected are weekends. You can show/hide weekends by turning on/off the **Hide Weekends**.

Filtering can be done by months by selecting corresponding Month number.



IIG Holiday Maintenance (ABC) 11/30/2015

Year 2015 Options
 Cut Off Time 05:00 PM
 Hide Weekends

Month 04

	HolidayDate	Weekend	Comment
1	4/4/2015	<input checked="" type="checkbox"/>	Weekend
2	4/5/2015	<input checked="" type="checkbox"/>	Weekend
3	4/11/2015	<input checked="" type="checkbox"/>	Weekend
4	4/12/2015	<input checked="" type="checkbox"/>	Weekend
5	4/18/2015	<input checked="" type="checkbox"/>	Weekend
6	4/19/2015	<input checked="" type="checkbox"/>	Weekend
7	4/24/2015	<input type="checkbox"/>	Memorial Day
8	4/25/2015	<input checked="" type="checkbox"/>	Weekend
9	4/26/2015	<input checked="" type="checkbox"/>	Weekend
10		<input type="checkbox"/>	

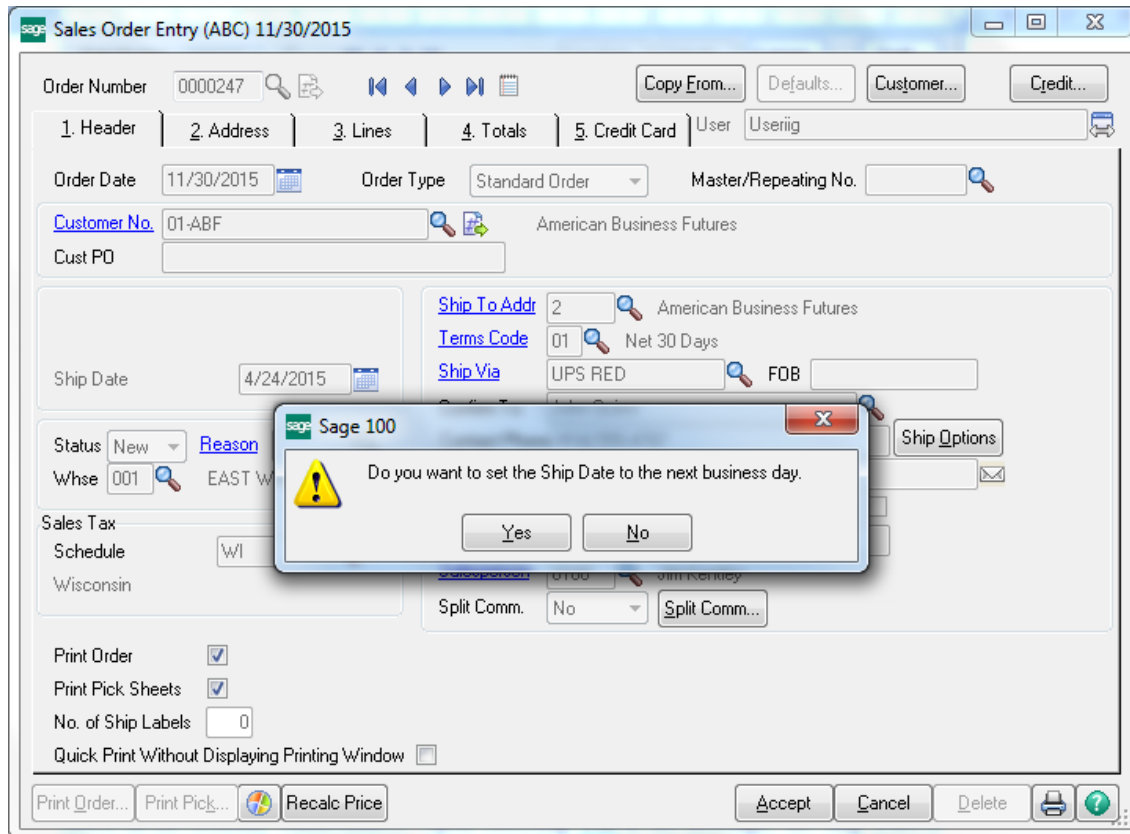
Accept Cancel Delete

Enter the Year or press Alt-Y for current Year.

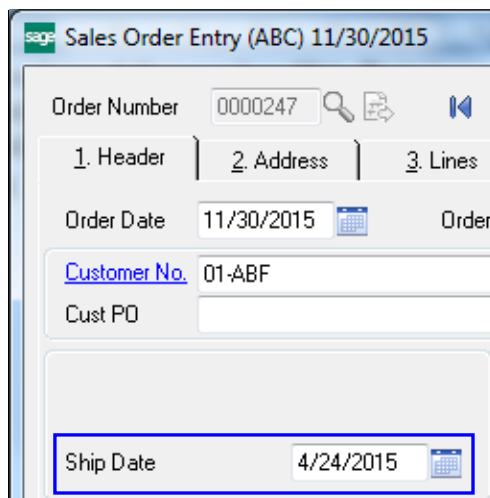
In the **Cut Off Time** field the end time of working day is fixed.
 Click on the **Press for current Year** button to display the records of current Year and Month. The current date is taken from GL Options.

Sales Order Entry

Modification has been done is **Sales Order Entry** related to **Holiday Maintenance**. If a **Ship Date** is entered on the **Header** tab which is specified as holiday in **IIG Holiday Maintenance** a message is displayed asking to set the Ship Date to the next business day or not.



If the **Calculate Ship Date from Ship Via Code** check box is selected in the **Shipping Automation Options** the ship date change logic works as follows: when **Ship Date** is entered in **Sales Order Entry**, that date is increased with the number of days which has been specified in the **Lead Time in Days** field. Only after, that checking is performed based on the Holiday Maintenance. Upon selecting Yes in the message, the Ship Date is changed to the next business day.



The screenshot shows a software window titled "IIG Carrier Interface Maintenance (ABC) 11/30/2015". The window contains the following fields and options:

- Shipping Code:** UPC BLUE
- Description:** UPS 2ND DAY AIR
- Base Options:**
 - Shipping Interface: Manual
 - Carrier Code: GND
 - Service Type: UPS
 - Mark Up %: 10.00
 - Small Parcel Carrier:
 - Print MAS90 COD Tags:
 - One COD Fee per Order:
 - Signature Required:
 - No HazMat:
 - Send Email Address:
 - Residential Only:
 - Lead Time in Days: 1
- LTL Options:**
 - SCAC Code: UPSS
 - SCAC Carrier Description: UPS 2ND DAY AIR
 - Default Billing Option: Shipper
 - Bill of Lading Required: NMFC LTL Carrier?:
 - Rate by Value on BOL: Next Carrier Number: 0000000001
 - Vendor No.: [Searchable]
- Auto Prepaid Freight Options:**
 - Auto Calculate Prepaid Frt: Prepaid Freight at: \$100.00
- International Options:**
 - International Shipment: DocumentsOnly:
 - Commercial Invoice: SED Required?:

Buttons at the bottom: Accept, Cancel, Delete, and a printer icon.

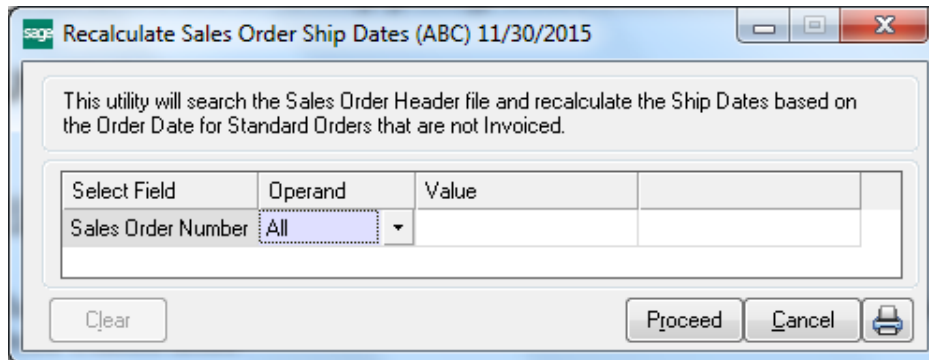
If 0 is set in the **Lead Time in Days** field, and the Order is created after the working day has been fixed (the hour specified in the **Cut Off Time** field in **IIG Holiday Maintenance**), 1 day is added to the ship date and after that holiday checking is performed.

*Note: The **Ship Date** will not be recalculated when **Ship Via** field becomes blank.*

Utilities

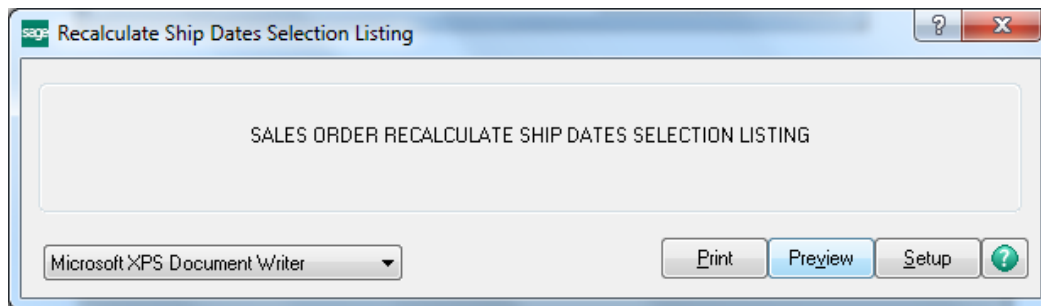
IIG Recalculate Sales Order Ship Date Utility

The **IIG Recalculate Sales Order Ship Date Utility** has been added under the Sales Order Utilities menu.



Select the Sales Order(s) for which you want the Utility to work and click the **Proceed** button. Scanning will be performed through the Sales Order Header file and Ship Dates will be recalculated based on the Order Date for Standard Orders that are not invoiced.

Click the **Print** button.



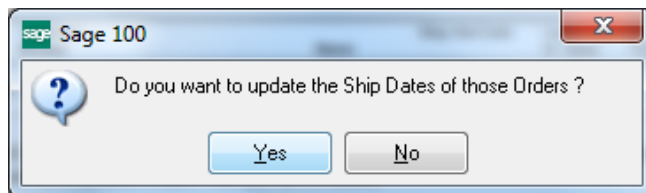
The report displays the Orders that are being updated with their old and new Ship Dates.

Order Number	Customer Number	Name	Ship Via Code	Lead Time In Days	Cut Off Old Time?	Ship Date	New Ship Date
0000202	01-ABF	American Business Futures	UPS RED	0	Yes	11/30/2015	12/01/2015
0000203	01-ABF	American Business Futures	MAIL	0	Yes	11/30/2015	12/01/2015
0000212	01-ABF	American Business Futures	UPS RED	0	Yes	11/30/2015	12/01/2015
0000220	01-ABF	American Business Futures	UPS RED	0	Yes	11/30/2015	12/01/2015
0000221	01-ABF	American Business Futures	UPS RED	0	Yes	11/30/2015	12/01/2015
0000224	01-ABF	American Business Futures	UPS RED	0	Yes	11/30/2015	12/01/2015

Selected Orders: 6

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

After closing the report the following message box will be displayed:



Purge Unshipped Sales Orders

The **Purge Unshipped Sales Orders** program has been added to the **Sales Order Utilities** menu to allow removing sales orders.

The **Select Orders on Hold** and **Select Depositless Orders** options are additional filters applied to the selection.

Select Depositless Orders – if unchecked, allows selecting also Sales Orders with Deposit Amount. In this case password entry is required.

Purge Unshipped Orders (ABC) 11/30/2015

Select Orders on Hold

Select Depositless Orders Password

Select Field	Operand	Value		
Sales Order Number	All			
Sales Order Date	All			
Customer Number	All			

Clear Proceed Cancel Print

Press Proceed to load the Sales Orders meeting current selection criteria:

Purge Unshipped Orders (ABC) 11/30/2015

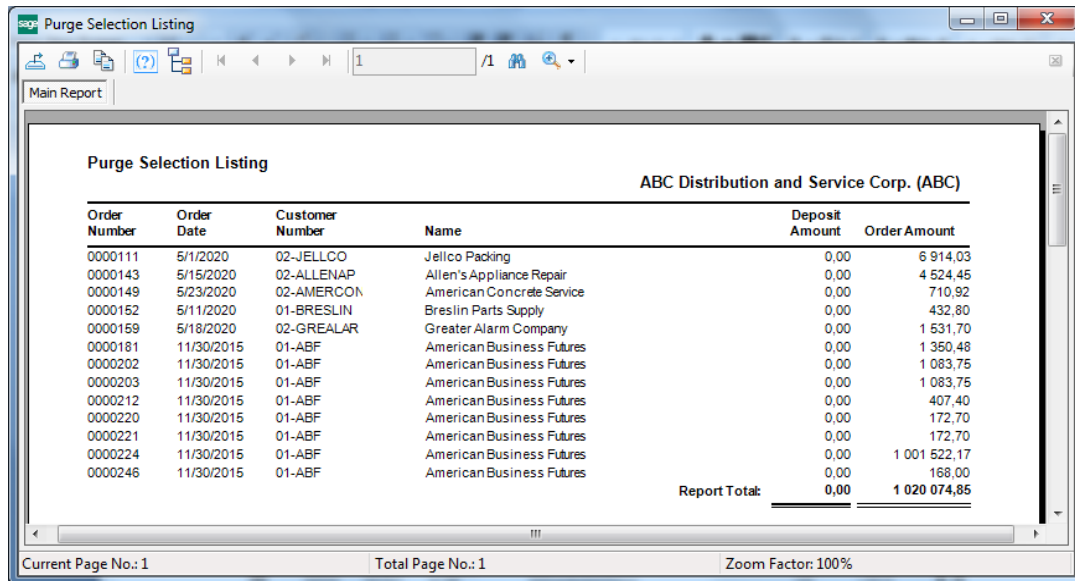
Select Orders on Hold

Select Depositless Orders

Select Field	Operand	Value		
Sales Order Number	All			
Sales Order Date	All			
Customer Number	All			

Clear Proceed Cancel Print

After the records are selected, press **Print** button to print/preview the list of orders to be removed.

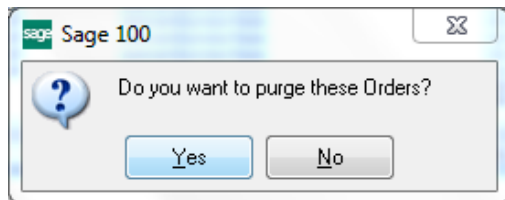


The screenshot shows a Sage 100 report window titled "Purge Selection Listing" for "ABC Distribution and Service Corp. (ABC)". The report displays a table of orders with columns for Order Number, Order Date, Customer Number, Name, Deposit Amount, and Order Amount. The data is as follows:

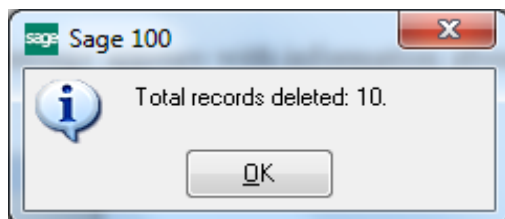
Order Number	Order Date	Customer Number	Name	Deposit Amount	Order Amount
0000111	5/1/2020	02-JELCO	Jelco Packing	0,00	6 914,03
0000143	5/15/2020	02-ALLENAP	Allen's Appliance Repair	0,00	4 524,45
0000149	5/23/2020	02-AMERCON	American Concrete Service	0,00	710,92
0000152	5/11/2020	01-BRESLIN	Breslin Parts Supply	0,00	432,80
0000159	5/18/2020	02-GREALAR	Greater Alarm Company	0,00	1 531,70
0000181	11/30/2015	01-ABF	American Business Futures	0,00	1 350,48
0000202	11/30/2015	01-ABF	American Business Futures	0,00	1 083,75
0000203	11/30/2015	01-ABF	American Business Futures	0,00	1 083,75
0000212	11/30/2015	01-ABF	American Business Futures	0,00	407,40
0000220	11/30/2015	01-ABF	American Business Futures	0,00	172,70
0000221	11/30/2015	01-ABF	American Business Futures	0,00	172,70
0000224	11/30/2015	01-ABF	American Business Futures	0,00	1 001 522,17
0000246	11/30/2015	01-ABF	American Business Futures	0,00	168,00
Report Total:				0,00	1 020 074,85

At the bottom of the window, it shows "Current Page No.: 1", "Total Page No.: 1", and "Zoom Factor: 100%".

After printing the list of Orders a prompt appears allowing the user to confirm the deletion of records:



At the end of the process a message appears with information about the number of records removed:



Address Verification

Malvern Interface Maintenance

If the **Use Address Verification** option is turned on in the **IIG Shipping Automation Options**, address verification will process in the Customer Maintenance, Customer Ship-To Address Maintenance, Sales Order and Invoice Data Entries.

The screenshot shows the 'IIG Shipping Automation Options (ABC) 11/30/2015' window. It has two tabs: '1.Shipping Automation' and '2.Bill of Lading'. The '1.Shipping Automation' tab is active. The window is divided into several sections:

- Billing Options:** Charge Actual Freight (checked), Charge COD Fee Extra (unchecked), Charge Handling Fee (checked), Default Declared Value (checked), Zero Invoice No Charge (unchecked), Prepaid Freight Allowed (checked), \$0.00 Per Parcel (checked), Default Signature Req (checked).
- List/Discount:** A dropdown menu set to 'List'.
- Export:** Export License (text field), License Expires (calendar icon), Shipper EIN (text field).
- Collect On Delivery Options:** C.O.D. Terms Code (00), C.O.D. "Secured Funds" Terms Code (03).
- Rate Shopping Options:** Maximum Weight (0.00), Rating Mark Up % (.00).
- Default Warehouse:** 001.
- Integration:** CLIPPERSHIP Installed (unchecked), Malvern Site Server Installed (checked).
- Other Options:** Check for Duplicate Tracking No (checked), Enable LTL Processing (checked), Require Box Distribution (checked), Print Invoice at Manifest (checked), Turn on Trace Logging (checked), Use Inventory Weights (unchecked), Close Manifest By Batch (checked), Subtract B/D Qty from Qty to Ship (checked), Play WAV sound on some ship errors (checked), Calculate Ship Date from Ship Via Code (unchecked), **Use Address Verification (checked and highlighted)**, Uppercase Address (unchecked), Don't Recalculate Freight at Shipping (unchecked).

At the bottom, there are buttons for 'Manual', 'Accept', 'Cancel', and a printer icon.

In order to have Address Verification processed normally it is necessary to have the Malvern **Server IP Address** and **Validator Port Number** setup in the **IIG Malvern Interface Maintenance** for the **Default Warehouse** specified in the **Shipping Automation Options**.

The screenshot shows a software window titled "IIG Malvern Interface Maintenance (ABC) 11/30/2015". The window contains several data entry sections:

- Warehouse Number:** 000, with a search icon and navigation arrows. The text "CENTRAL WAREHOUSE" is displayed to the right.
- Shipper Address:** Name: CTR; Address: Central Av. 12; ZIP Code: 54125; City: Goodman; State: WI; Country: USA (with a search icon and "United States" text); Telephone: (empty); Contact: John Emmory.
- Shipper Account Data:** Malvern Meter Code, Release Auth. No., Currency Code, Next FedEx Bundle Number (all empty).
- Site Server Data:** Server IP Address: 192.168.1.159; Validator Port Number: 1022.

At the bottom of the window, there are buttons for "FedEx COD Return Address", "Accept", "Cancel", "Delete", and a printer icon.

Skip Address Check

The **Skip Address Check?** option is available on the Address tab of Customer Maintenance, Sales Order and Invoice Data Entries as well as on the Customer Ship- To Address Maintenance.

The screenshot displays the Sage Customer Maintenance software interface for customer '01-ABF American Business Futures'. The 'Address' tab is active, showing the following details:

- Address: 2131 N. 14th Street, Suite 100, Accounting Department
- ZIP Code: 53205-1204
- Country: USA (United States)
- Residential Addr:
- Salesperson: 0100 (Jim Kentley)
- Telephone: (414) 555-4787, Ext: 219
- E-mail Address: artie@abf.com
- URL Address: www.abf.com

On the right side, the 'Skip Address Check?' checkbox is checked, with a tooltip that reads: "Check this to skip address verification for this billing address." Other fields include Terms Code (01 - Net 30 Days), Primary Contact (ARTIE JOHN - Artie Johnson), Ship Code (UPS BLUE), Primary Ship To (2 - American Business Future), Tax Schedule (WI MILMIL - Milwaukee), and Credit Limit (120,000.00).

The screenshot shows a software window titled "Customer Ship-To Address Maintenance". At the top, there's a search bar with "2" and navigation icons. Below that, the "Name" field contains "American Business Futures" and a "Primary" checkbox is checked. The "Address" section includes "Racine Warehouse" and "5411 Kendrick Place". The "ZIP Code" is "53120" and "Skip Address Check?" is unchecked. A tooltip over the "City" field says "Check this to skip address verification for this location.". Other fields include "Country" (USA), "Telephone" ((414) 555-4319), "Fax", "E-mail Address", "Contact" (JOHN QUINN), "Warehouse" (001), "Salesperson" (0100), and "Ship Via" (UPS RED). At the bottom, there's a "Sales Tax" section with "WI" and "Wisconsin", and an "Exemptions..." button. Action buttons at the very bottom are "Accept", "Cancel", "Delete", a printer icon, and a refresh icon.

The **“Skip Address Check”** flag is automatically set to “Y” if in a result of address verification:

- anything is changed on the address segment t (address lines, city, zip code,...). In this case the entry will not be accepted and the focus will fall on the Address tab to allow the user to see what has been changed.
- Nothing is changed on the address segment.

The **“Skip Address Check”** flag is set to “N” if during entry something is changed in the address segment (including customer number change or ship to address change) so that to validate the address upon clicking Accept.

Sage Sales Order Entry (ABC) 11/30/2015

Order Number: 0000248

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: Useriig

Customer No. 01-ABF American Business Futures

Bill To Address:

Name: American Business Futures
 Address: 2131 N. 14th Street
 Suite 100
 Accounting Department
 ZIP Code: 53205-1204 Skip Address Check?
 City: Milwaukee State: WI
 Country: USA United States

Ship To Address:

Ship To: 2 Residential Address
 Name: American Business Futures
 Address: 2131 N. 14th Street
 Suite 100
 Accounting Department
 ZIP Code: 53205-1204 Skip Address Check?
 City: Milwaukee State: WI
 Country: USA United States

Print Order... Print Pick... Recalc Price Accept Cancel Delete

Sage S/O Invoice Data Entry (ABC) 11/30/2015

Invoice No. 0000248 Batch 00095

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

Customer No. 01-ABF American Business Futures

Bill To Address:

Name: American Business Futures
 Address: 2131 N 14TH Street
 Suite 100
 Accounting Department
 ZIP Code: 53205-1204 Skip Address Check?
 Country: USA United States

Ship To Address:

Ship To: 2
 Name: American Business Futures
 Address: 2131 N. 14th Street
 Suite 100
 Accounting Department
 ZIP Code: 53205-1204 Skip Address Check?
 City: Milwaukee State: WI
 Country: USA United States

Check this to skip address verification for this Bill To address.

Quick Print Accept Cancel Delete

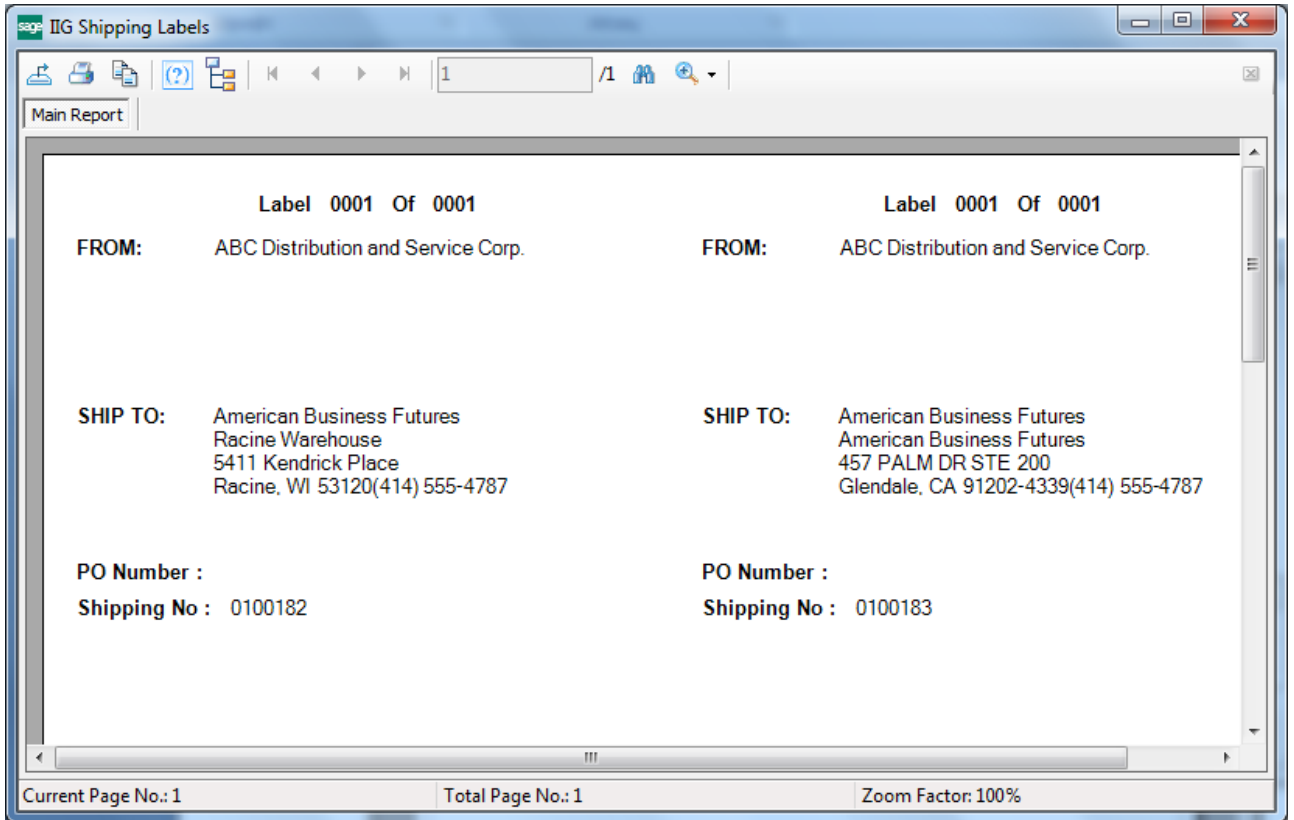
Printings

IIG Shipping Label Printing

The **IIG Shipping Label Printing** program has been added under the **Shipping** menu of the **Sales Order** module to enable **Shipping Labels** printing.

Select Field	Operand	Value
Shipping/Invoice Number	All	
Warehouse Code	All	

Selections by **Shipping/Invoice** number and **Warehouse Code** are available.
Here is an example of printout:



Note: Paperless Office is provided for IIG Shipping Label Printing. It will work only if the PDF Directory field is specified and Invoice is selected as Document in the Form Maintenance of PL module.

IIG Pallet Labels Printing

The **IIG Pallet Label Printing** program has been added under the **Shipping** menu of the **Sales Order** module to enable **Pallet Labels** printing.

Select Field	Operand	Value
Shipping/Invoice Number	All	
Warehouse Code	All	

Selections by **Shipping/Invoice** number and **Warehouse Code** are available.
Here is an example of printout:

The screenshot shows a software window titled "Pallet Labels Printing" with a standard Windows interface. The window contains a report titled "Main Report" with a scroll bar on the right. The report displays shipping information for four pallets, arranged in two columns and two rows. Each pallet entry includes the following details:

- Pallet:** 0001 of 0001
- FROM:** ABC Distribution and Service Corp.
- SHIP TO:** American Business Futures, Racine Warehouse, 5411 Kendrick Place, Racine, WI 53120(414) 555-4787
- PO Number :**
- Shipping No :** 0100060 (left column) or 0100094 (right column)

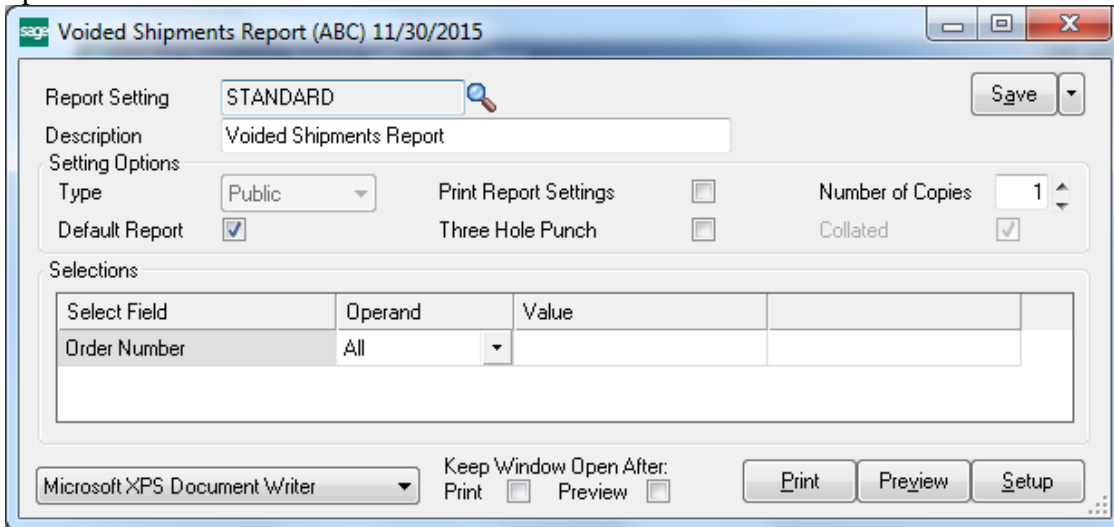
At the bottom of the window, there is a status bar with the following information:

- Current Page No.: 1
- Total Page No.: 1+
- Zoom Factor: 100%

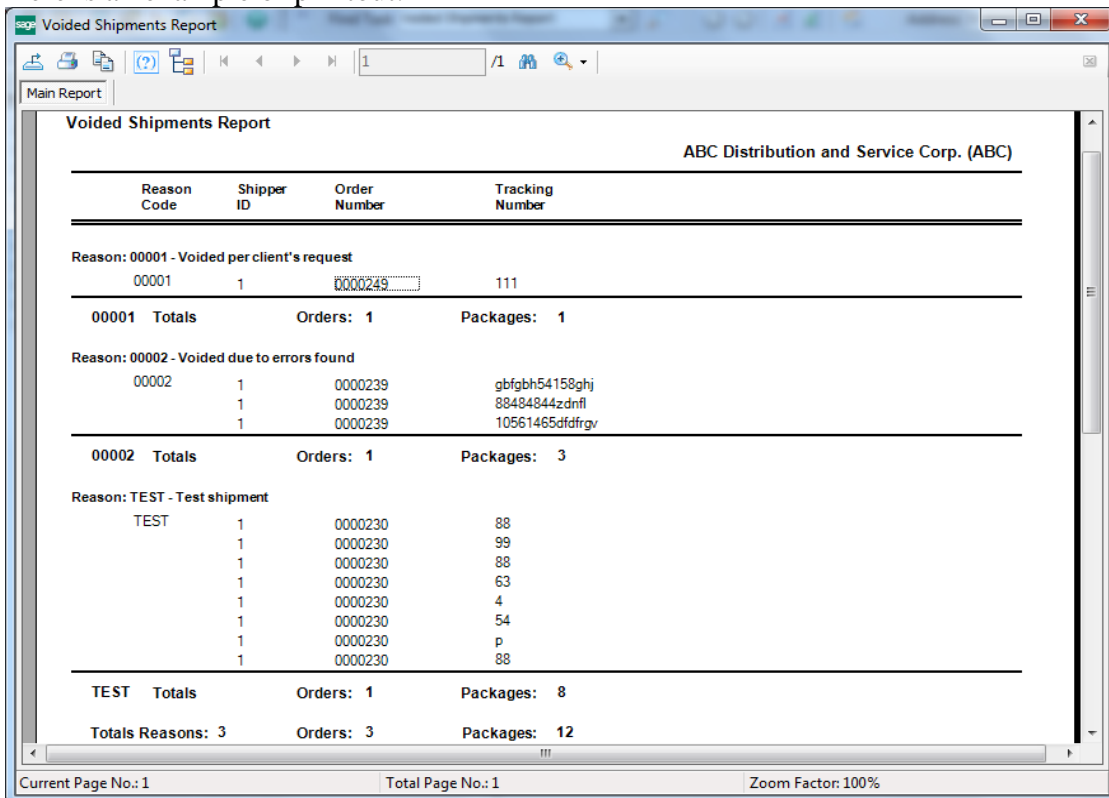
Note: Paperless Office is provided for **IIG Pallet Label Printing**. It will work only if the **PDF Directory** field is specified and Invoice is selected as **Document** in the **Form Maintenance** of PL module.

Voided Shipments Report

The **Voided Shipments Report** has been added to the **Reports** menu of the **Sales Order** module to allow printing the shipments that have been voided while the IIG Manifest is open.



After the Manifest is closed no data is available for printing. Here is an example of printout:



IIG Freight Fields Update Utility

The **IIG Freight Fields Update Utility** menu item has been added to the Inventory Management Utilities.

IIG Freight Fields by Range Utility (ABC) 11/30/2015

Options

NMFC Code Harmonized Tariff Code

Sub Class New Valuation

BOL Description

Selections

Select Field	Operand	Value
Item Code	All	
Product Line	All	
COLOR	All	
SIZE	All	
STYLE	All	
CATALOGUE REF#	All	

Proceed Cancel

Select the **NMFC Code**, **Sub Class** or/and **BOL Description** check boxes and specify the range below.

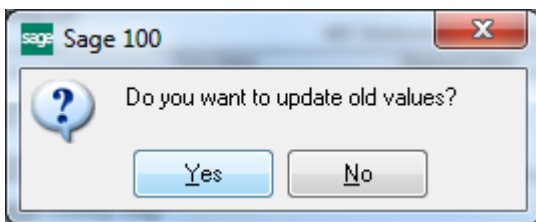
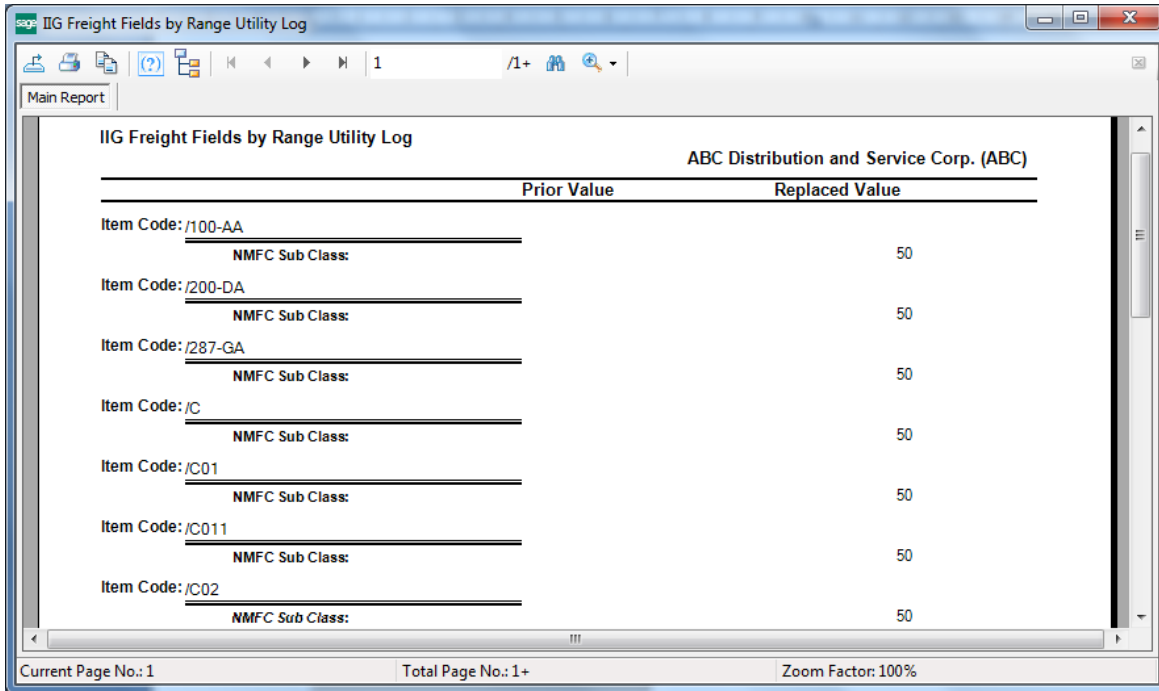
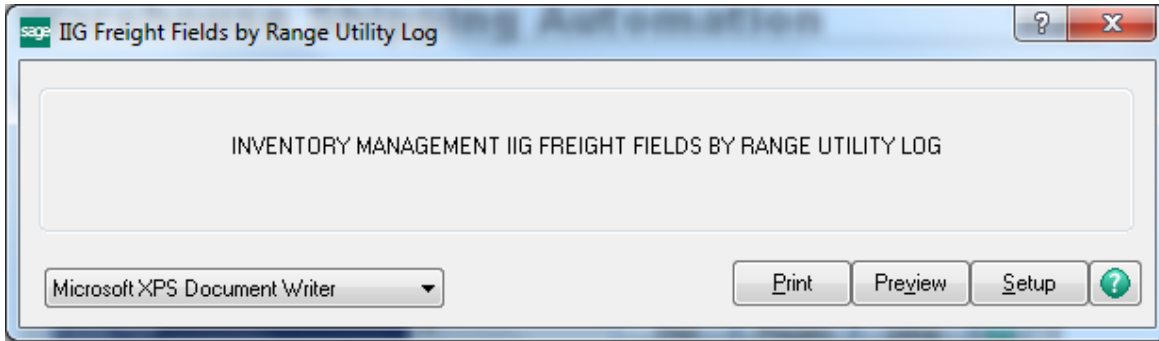
NMFC Code – makes the field uppercased.

Sub Class – If the number specified in the Sub Class field does not belong to the fixed values, the program changes it to the one specified here. Here is the list of the values: "50|55|60|65|70|77.5|85|92.5|100|110|125|150|175|200|250|300|400|500|".

BOL Description – Makes the Bill of Lading (BOL) description field uppercased, and limits to 30 characters. If blank, no change occurs to the item's BOL description field.

Harmonized Tariff Code – Enter the Harmonized Tariff Code for specified item(s). Harmonized Tariff Code field uppercased, and limits to 15 characters. If blank, no change occurs to the item's Harmonized Tariff Code field.

Upon clicking the **Proceed** button the IIG Freight Fields by Range Utility Log printing screen is opened allowing the user to print/preview the changes prior to applying them.



Select **Yes** to update the Item Freight additional fields' old values with the desired ones. Open the **IIG Item Freight Additional Fields** screen from **Item Maintenance** to see the updated values.

The screenshot shows the 'IIG Item Freight Additional Fields' dialog box. The title bar includes the Sage logo and the text 'IIG Item Freight Additional Fields'. The dialog is divided into several sections:

- Item Code:** 1001-HON-H252
- Freight Class:** AINFORMA (with a search icon)
- NMFC Code:** 50 (with a search icon)
- BOL Description:** INFORMATION COMMODITY
- HAZMAT:**
 - Packing Group: Group 1 (dropdown)
 - UN/NA Code: AAA1
 - HM Class: BBB2
 - HM Division: CCC3
 - Cargo Aircraft Only?
 - HM Exemption No: 11111111
 - HM Shipping Name: (empty)
 - Emergency Contact: (empty)
 - Contact Phone: (123) 456-7878
- Export Data:**
 - Country of Origin: USA (with a search icon) United States
 - Commodity Code: (empty)
 - Tariff Code: TARIF#00001111
 - ECCN: LLL
 - SED Sched B Code: LLL
 - NAFTA Producer Code: No 1 (dropdown)
 - NAFTA CO Preference Criterion Code: A
 - NAFTA Certificate of Origin Net Cost?
 - Comm Inv Prod Desc 1: (empty)
 - Comm Inv Prod Desc 2: (empty)

Buttons for 'I are Processing', 'OK', and 'Cancel' are located at the bottom of the dialog.

Appendix A: Clippership Carrier List*

<u>Carrier Code</u>	<u>Carrier Description</u>	
A01	Airborne Express	*For all codes, enter a "C" (minus quotes) in the Service Type field.
A02	Airborne Express Letter	
A03	Airborne Second Day	
A04	Airborne Second Day Letter	
A05	Airborne NAS	
A06	Airborne NAS Letter	
A07	Airborne Deferred	
A08	Airborne Deferred Letter	
A09	Airborne Express Zone	
A10	Airborne Express Letter Zone	
A11	Airborne Second Day Zone	
A12	Airborne Second Day Letter Zone	
A13	Airborne NAS Zone	
A14	Airborne NAS Letter Zone	
A15	Airborne Deferred Zone	
A16	Airborne Deferred Letter Zone	
B01	BAX Global Overnight	
B02	BAX Global Overnight Letter	
B03	BAX Global Second Day	
B04	BAX Global Deferred	
D01	DHL Worldwide Priority Express (Non-Doc)	
D02	DHL Int'l Document Service (Package)	
D03	DHL Int'l Document Service (Exp-Doc)	
D04	DHL USA Overnight (Package)	
D05	DHL USA Overnight (Exp-Doc)	
F01	FedEx Priority Overnight	
F02	FedEx Priority Overnight Letter	
F03	FedEx Priority Overnight Pak	
F04	FedEx Priority Overnight Box	
F05	FedEx Priority Overnight Tube	
F06	FedEx Standard Overnight	
F07	FedEx Standard Overnight Letter	
F08	FedEx Standard Overnight Pak	
F09	FedEx Standard Overnight Box	
F10	FedEx Standard Overnight Tube	
F11	FedEx 2 Day	
F14	FedEx Express Saver	
F15	FedEx Overnight Freight (1 Day)	
F16	FedEx Economy 2 Day Freight (2 Day)	
F17	FedEx ES Distance Based Freight (3 Day)	
F18	FedEx First Overnight	
F19	FedEx First Overnight Letter	
F20	FedEx 2 Day Letter	
F21	FedEx 2 Day Pak	
F60	FedEx International First Letter	
F61	FedEx International First Pak	
F62	FedEx International First	
F63	FedEx International Priority Letter	

Carrier Code**Carrier Description**

F64	FedEx International Priority Pak	*For all codes, enter a "C"
F65	FedEx International Priority	(minus quotes) in the Service
F69	FedEx International Economy	Type field.
F71	FedEx International Priority 10KG Box	
F72	FedEx International Priority 25KG Box	
P01	USPS First Class Regular	
P02	USPS First Class Presort	
P03	USPS First Class Priority	
P04	USPS Express (PO to Address)	
P05	USPS First Class Priority Flat Rate	
P06	USPS Express (PO to Address) Flat Rate	
P32	USPS Standard A Bulk	
P41	USPS Standard B Machinable	
P42	USPS Standard B Non-Machinable	
P43	USPS Standard B Intra-BMC	
P44	USPS Standard B Destination BMC	
P45	USPS Standard B Special	
P46	USPS Standard B Library Rate	
P47	USPS Bound Printed Matter (single)	
P48	USPS Bound Printed Matter (bulk)	
P60	USPS International Air Letter	
P61	USPS International Air Small Packet	
P62	USPS International Air Printed Matter	
P63	USPS International Air Parcel Post	
P64	USPS International Air Books/Music	
P65	USPS International Air Periodicals	
P66	USPS International Air Prnt. Mtr. M-Bag	
P67	USPS International Air Bks/Music M-Bag	
P68	USPS International Air Periodicals M-Bag	
P69	USPS International Surf Small Packet	
P70	USPS International Surf Printed Matter	
P71	USPS International Surf Parcel Post	
P72	USPS International Surf Books/Music	
P73	USPS International Surf Periodicals	
P74	USPS International Surf Prnt. Mtr. M-Bag	
P75	USPS International Surf Bks/Music M-Bag	
P76	USPS International Surf Periodical M-Bag	
P77	USPS International Custom Express	
P78	USPS International Demand Express	
P79	USPS International Global Priority Std	
P80	USPS International Global Priority Small	
P81	USPS International Global Priority Large	
R01	RPS Prepaid Air	
R02	RPS Prepaid Ground	
R04	RPS Prepaid Canada	
R06	RPS Collect Air	
R07	RPS Collect Ground	
R09	RPS Collect Canada	

Carrier Code**Carrier Description**

R13	RPS Prepaid Ground Mexico	*For all codes, enter a "C"
R17	RPS Multiweight Ground	(minus quotes) in the Service
R18	RPS Multiweight Air	Type field
R19	RPS Prepaid Europe	
R20	RPS Multiweight Europe	
R21	RPS Multiweight Mexico	
R22	RPS Prepaid 3-Day	
R23	RPS Collect 3-Day	
R24	RPS Multiweight 3-Day	
S01	Shipped With Other Goods (post shipment)	
S02	Shipped With Other Goods (pre shipment)	
U01	UPS Next Day Air	
U02	UPS Next Day Air Letter	
U07	UPS 2nd Day Air	
U08	UPS 2nd Day Air Letter	
U11	UPS Ground	
U16	UPS GroundSaver	
U20	UPS Hundredweight Ground	
U21	UPS 3 Day Select	
U24	UPS Hundredweight 3 Day Select	
U25	UPS Hundredweight 2nd Day Air	
U26	UPS Hundredweight Next Day Air	
U35	UPS 2nd Day Air A.M.	
U36	UPS 2nd Day Air Letter A.M.	
U43	UPS Next Day Air Saver	
U44	UPS Next Day Air Saver Letter	
U45	UPS Hundredweight 2nd Day Air A.M.	
U46	UPS Hundredweight Next Day Air Saver	
U48	UPS Shipment Standard Service to Can	
U49	UPS Shipment Express Service Intl	
U54	UPS Shipment Expedited Service Intl	
U60	UPS Early A.M.	
U61	UPS Early A.M. Letter	
U63	UPS Shipment Express Plus Service Intl	
U64	UPS Express Service Intl 10KG Box	
U65	UPS Express Service Intl 25KG Box	
U66	UPS Express Plus Service Intl 10KG Box	
U67	UPS Express Plus Service Intl 25KG Box	
U68	UPS Express Service Intl Letter	
U69	UPS Express Plus Service Intl Letter	

Appendix B: Malvern Carrier Setup

Note: You must purchase and configure each carrier code that you will be using. Do not set up codes that you have not purchased as the Malvern server will reject the transaction.

Carrier Codes

Carrier	Code
DHL International	DHL
DHL Globmail	GBM
Eastern Connection	ENC
FedEx	FDX
FedEx SmartPost	FSP
Golden State Overnight	GSO
Landmark	LDM
Lasership	LSR
Lone Star Overnight	LSO
Less Than Truckload	LTL
Newgistics	NGS
Norco Delivery	NOR
OnTrac	CON
SpeeDee Delivery	SPE
United Parcel Service	UPS
UPS Mail Innovations	UMI
US Postal Service	USP

Domestic Service Level Codes

Carrier	Code	Description
DHL	EXP	DHL Express
	NAS	DHL Next Day Afternoon
	SDS	DHL 2nd Day Air
	GDS	DHL Ground
FDX	FOV	FedEx First Overnight
	PRT	FedEx Priority Overnight
	STD	FedEx Standard Overnight
	ECO	FedEx Economy
	XSV	FedEx Express Saver
	GND	FedEx Ground
	HOM	FedEx Home Delivery
		➤ Express Freight Services

FDX	FRO	FedEx 1Day Freight	
	FRE	FedEx 2Day Freight	
	FRX	FedEx 3Day Freight	
	FRZ	FedEx Economy Freight	
	FFO	First Overnight Freight	
	FFP	Freight Priority	
	FFE	Freight Economy	
	FSP	PPT	Parcel
		STD	Standard A
		BPM	Bound Printed Matter
GSO	MED	Media Mail	
	PDS	Priority Delivery Service	
	EPA	Early Priority Service	
	NPS	Noon Priority Service	
	SDS	Saturday Delivery Service	
	ESS	Early Saturday Service	
LDM	CPS	California Parcel Service	
	STD	Standard	
	EXP	Express	
LSR	GND	Ground	
LSO	PRE	Priority Early	
	PRB	Priority Basic	
	PRS	Priority Saturday	
	ECO	Economy Overnight	
	GND	Deferred End of Day	
	LTL	GND	LTL/TL Ground. LTL carriers require the SCAC code.
	NGS	PPS	Parcel Select
		STD	Standard
NOR	NDO	Next Day Overnight	
	EON	Early Overnight	
	MON	Morning Overnight	
	SON	Saturday Overnight	
	OON	One Overnight	
	NDR	Next Day Remote	
	2DR	2 nd Day Remote	
	CON	CTS	CalTrac Service
GDS		Sunrise Gold Service	
SRS		Sunrise Service	
HVW		Heavyweight	
SPE	GND	SpeeDee Ground	
UPS	EAM	UPS Next Day Early A.M.	
	1DY	UPS Next Day Air	
	1SV	UPS Next Day Saver	
	2AM	UPS 2nd Day Air Early AM	
	2DY	UPS 2nd Day Air	
	3DY	UPS 3-Day Select	

UPS	GND	UPS Ground
	SPS	UPS SurePost
	SPM	UPS SurePost Media
	SPB	UPS SurePost BPM
UMI	PCS	Parcels
	FLT	Flats
	BPM	Bound Printed Matter
USP	MED	Media Mail.
	1CL	First Class Mail
	BPM	Bound Printed Matter
	EXP	Express Mail
	LIB	Library
	MED	Media Mail
	PPT	Parcel Post
	PRT	Priority Mail

International Service Level Codes

Carrier	Code	Description	
DHL	IXP	DHL International Express	
FDX	PRT	FedEx Priority Overnight	
	ECO	FedEx 2-Day	
	GND	FedEx Ground (to Canada)	
		➤ Expedited Freight services	
GBM	FRY	FedEx Priority Freight	
	FRZ	FedEx Economy Freight	
	BPR	Business Priority	
	BST	Business Standard	
	PPR	Parcel Priority	
	PST	Parcel Standard	
	PTR	Parcel Direct	
	PDE	Parcel Direct Express	
	PKT	Packet Plus	
	PKP	Packet Priority	
	PKS	Packet Standard	
	LDM	STD	Standard
		EXP	Express (Canada only)
UMI	GPM	Priority Mail International	
	AML	Economy International	
UPS	STD	UPS Standard to Canada	
	STM	UPS Standard to Mexico	
	XPD	UPS Worldwide Expedited	
	XPS	UPS Worldwide Saver	

UPS	XPR	UPS Worldwide Express
	XPP	UPS Worldwide Express Plus
USP	GGN	Global Express Guaranteed
	EXP	Express Mail International
	GPM	Priority Mail International
	AML	First-Class Mail International


*** see Malvern Manual 3.11, pages 58-59 **

Appendix C: Setting Up Thermal Label Printers

UNC Method

Where the thermal printer is run from a print server or is an IP based printer, you can use the UNC path to print to the thermal printer. To use this, obtain the UNC share from your network administrator of the printer. It must be shared with full rights to the users authorized to access this printer resource. If the printer is connected to the shipping workstation it must be shared with full rights for any user.

Steps to set up:

1. Install the Thermal Label printer using the device driver provided by the manufacturer.
2. Share this printer. We recommend that you change the share name to remove spaces and shorten. Good: *eltron_lp2844*. Bad: *Eltron LP2844 on Shipping 2*.
3. From the workstation that will be the shipping station select the [Shipping Terminal Maintenance](#) from the Sales Order Setup menu.
4. Click on the  button to load the current terminal ID.
5. Enter the description, location, scale port (if used), auto increment, and ship from warehouse information.
6. Check Print TAWB, set the label format code.
7. Enter the printer UNC share for the TWB printer.
8. Enter the printer UNC for the doc printer if Malvern will be printing international documentation. This will be shared laser printer that Malvern should have access to.

Typical shares: \\192.168.1.201\eltron_lp2844
 \\workstationshare\printer_sharename

IIG Shipping Terminal Maintenance (ABC) 12/28/2014

Terminal ID: T101

Description: Shipping station 1

Terminal Data

Location: Small Parcel Dock

Scale Port: USB

Auto Increment Quantity?

Ship From Whse: 001

Printer Data

Print TAWB? Label Format Type Code: 199

TWB Printer: \\BOBLAPTOPM6700\Eltron_LP2844

Doc Printer:

Accept Cancel Delete

Note: Due to the steadily increasing Windows security updates, this can fail without warning. Windows does a silent share disconnect that can lead to the UNC share failing with an error 15. Below are links related to this issue.

<http://blogs.msdn.com/b/oldnewthing/archive/2011/02/23/10132889.aspx>


<http://support.microsoft.com/default.aspx?scid=kb:en-us:Q297684>

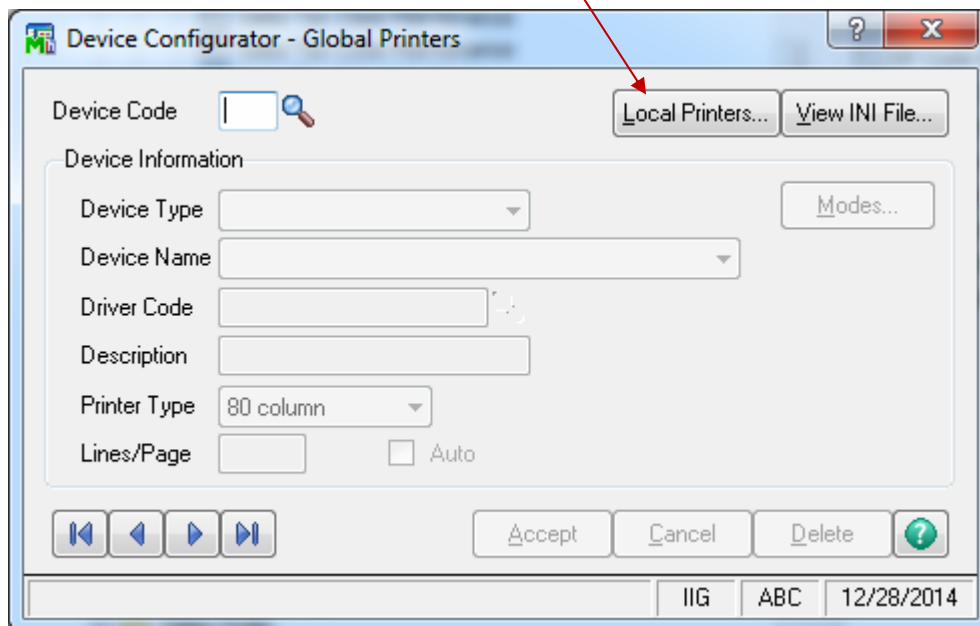
<http://technet.microsoft.com/library/Cc960471>

Device Configurator Method

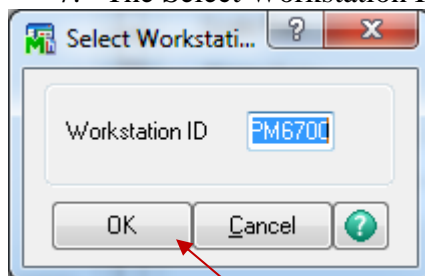
This is the recommended method to reliably configure the thermal label printer for the shipping station, particularly if the printer is directly connected to the shipping station.

Steps to set up:

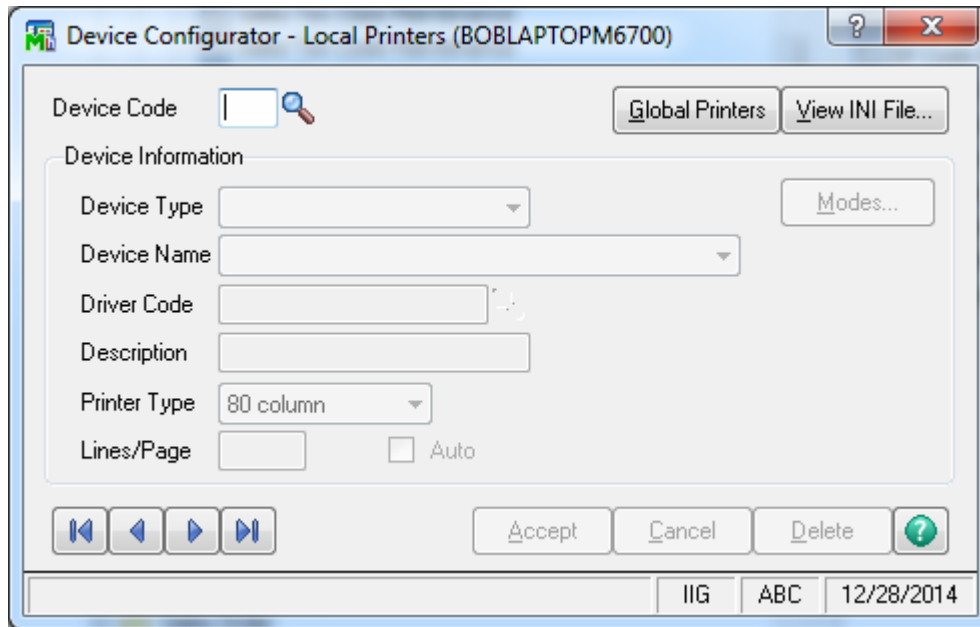
1. From the workstation that will be the shipping station select the [Shipping Terminal Maintenance](#) from the Sales Order Setup menu.
2. Click on the  button to load the current terminal ID.
3. Enter the description, location, scale port (if used), auto increment, and ship from warehouse information.
4. Check Print TAWB, set the label format code.
5. Leave this dialog open and select the Device Configurator from the Library Master Setup menu.
6. Click on the Local Printers button.



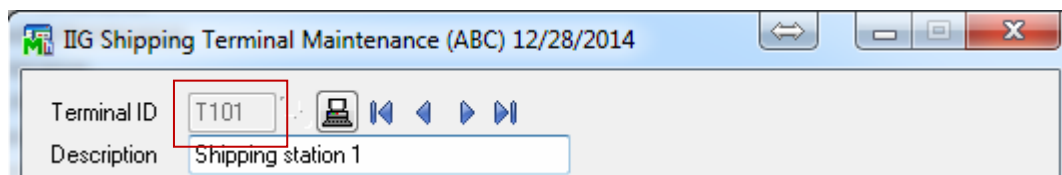
7. The Select Workstation ID will display.



8. Click OK.



9. Refer back to the IIG Shipping Terminal Maintenance screen for the terminal ID.



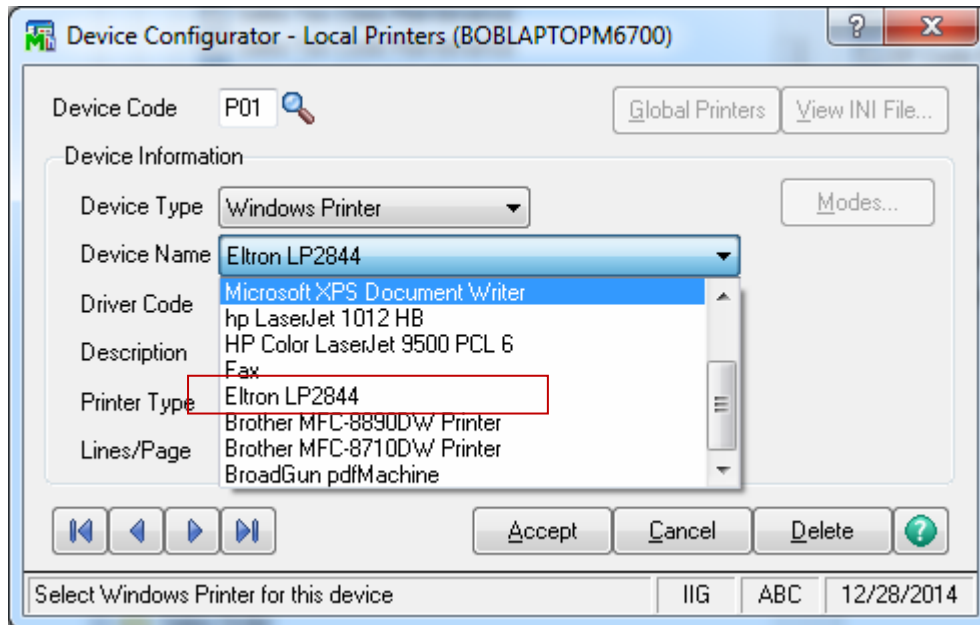
10. We normally recommend that you would build the printer ID using the last two digits of the terminal ID. In this example we would use P01 as the new printer ID. However, due to some of the vagaries on how Sage assigns terminal IDs, you will need to adjust under certain circumstances. Printer IDs must be unique in the system if they are not a share global resource. So for the following terminal IDs use the following printer IDs:

- a. T101-T199 – P01-P99
- b. T201-T299 – PA1-PA9
- c. T301-T399 – PB1-PB9
- d. T401-T445 – PC1-PC9

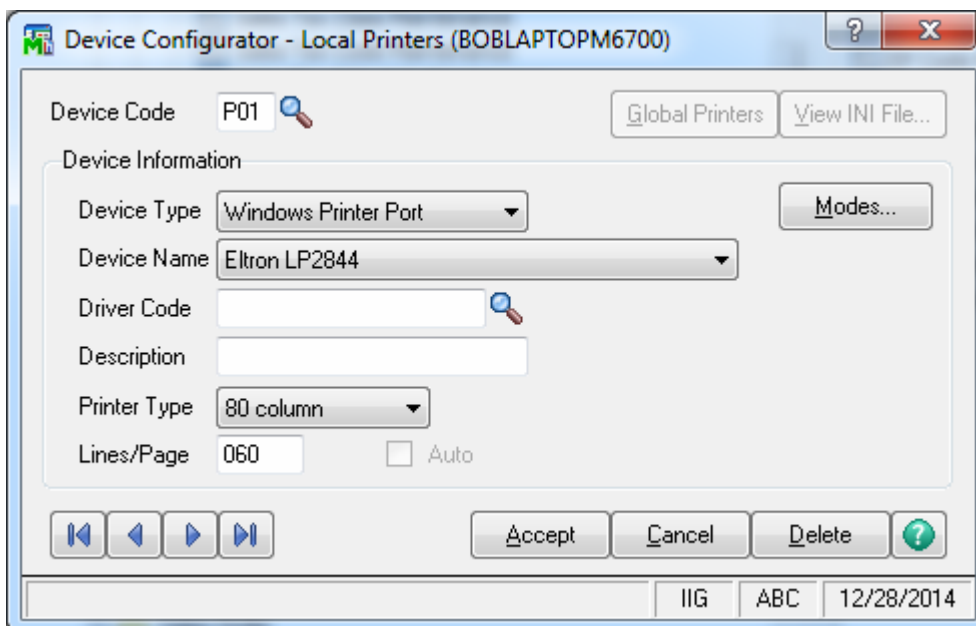
11. Enter the selected printer ID in the Device Code field.

12. In the Device Type, select *Windows Printer Port* in the drop down list.

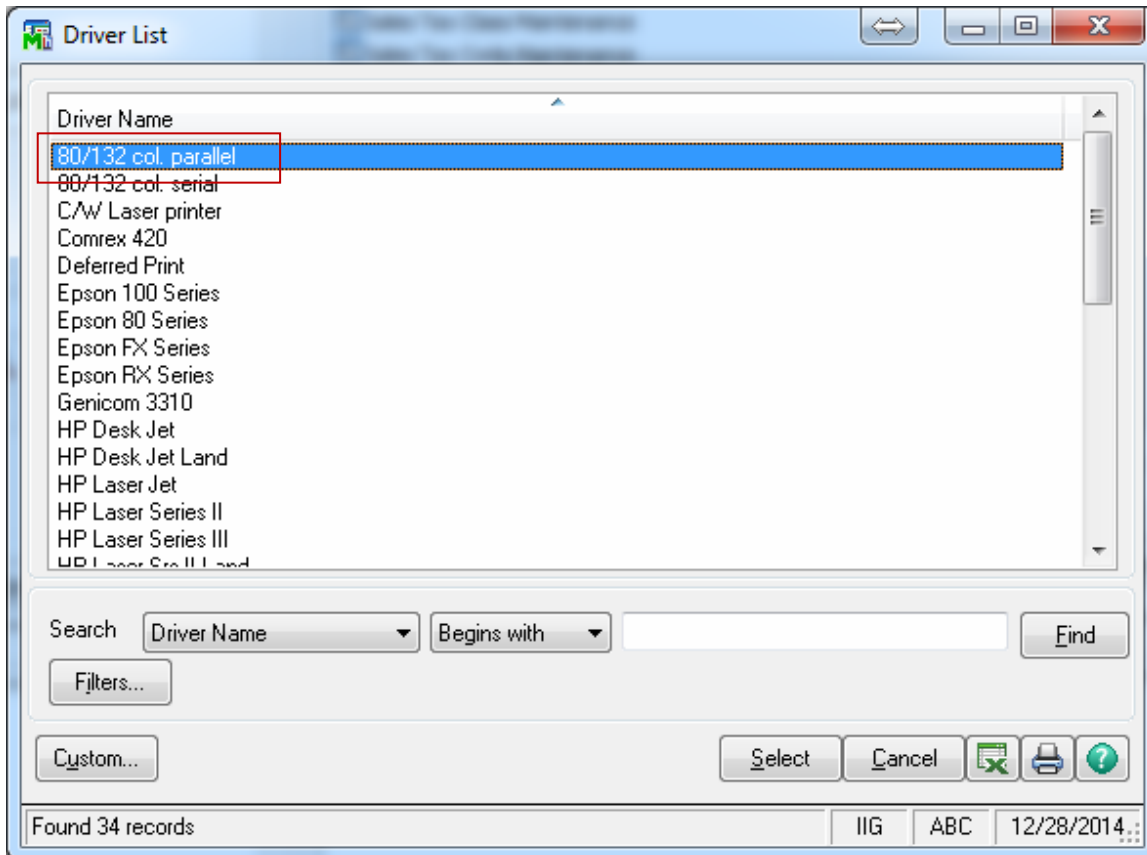
13. In the Device Name drop list you should be able to see the thermal label printer installed.



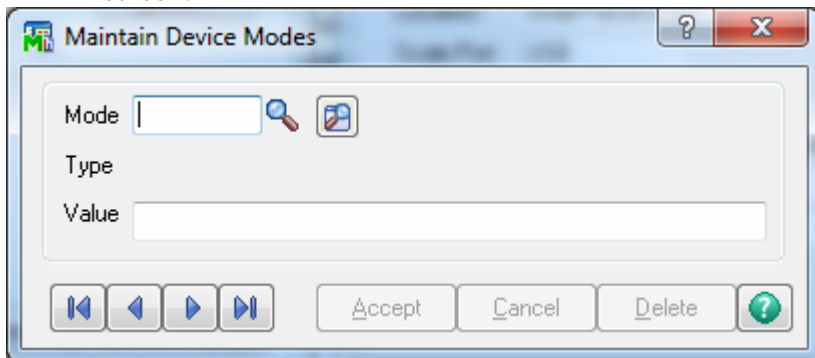
14. Select the printer. In this case it will be the *Eltron LP2844*.






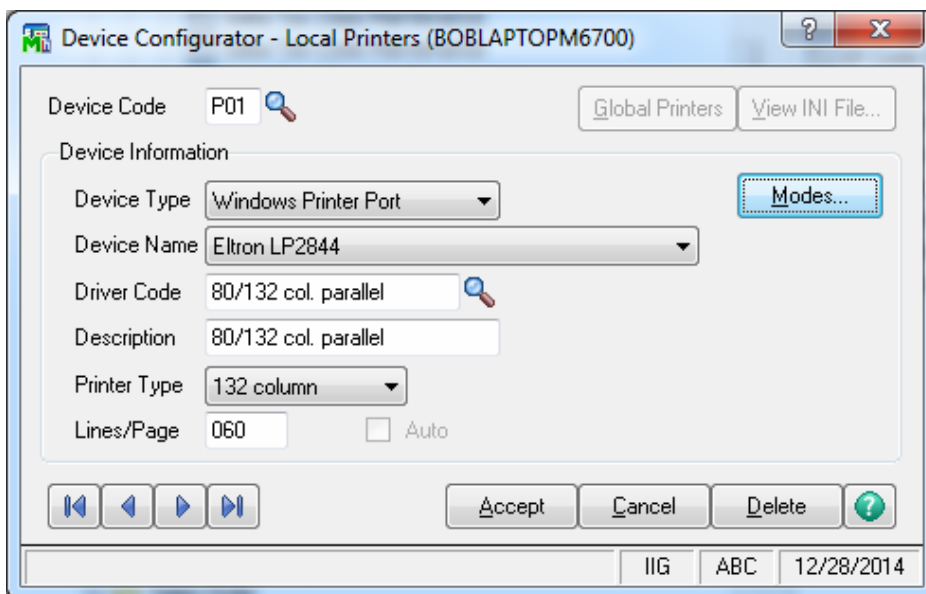
15. Using the Driver code lookup, select *80/132 col parallel*.




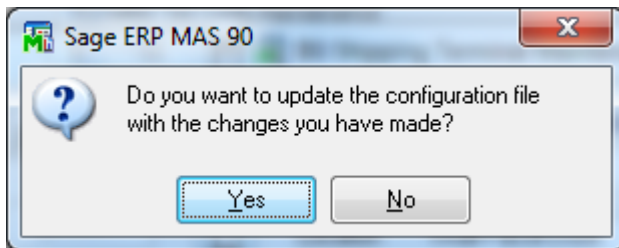
16. Leave the **Description** field as is.
17. Change the **Printer Type** to *132 Column*.
18. Leave the **Lines/Page** at *060*.
19. Click on the **Modes...** button which will open the **Maintain Device Modes** screen.



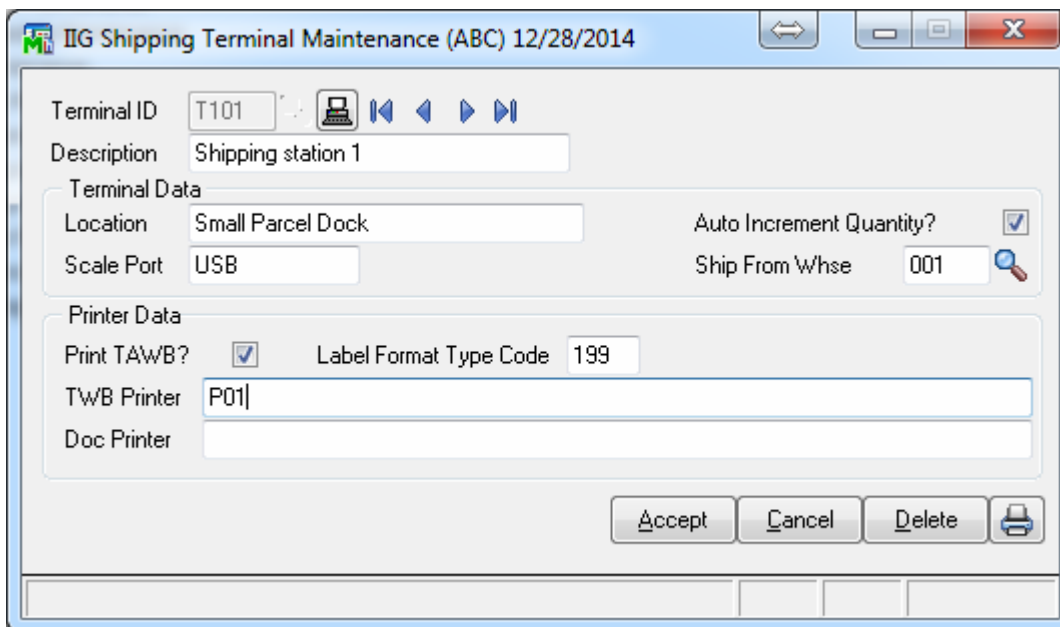
20. Use the lookup  or the beginning button  to select the *CP* record. From this record make the following changes by stepping through each record.
 - a. *CP* – change the **Value** field to *20* and click **Accept**. Go to the next record.
 - b. *CPCOLS* – Leave at *255*. Skip to the next record.
 - c. *CR* – No change. Skip to the next record.
 - d. *SP* – Change the **Value** field to *20* and click **Accept**. Go to the next record.
 - e. *SPCOLS* – Change the **Value** field to *255* and click **Accept**.
 - f. Click the  button to close this dialog.
21. The Device Configurator screen should look similar to this:



22. Click **Accept** to write the printer configurator record. The program will switch back into the Global printer mode.
23. Click on the  to exit this screen. The program will display this message:



24. Click **Yes** to update the configuration screen.
25. Switch back over to the IIG Terminal Maintenance screen.
26. Enter the printer ID you just created. In this example it is P01.



27. Click **Accept** and close this screen. The workstation is now configured to use the printer associated with P01.