# Chapter 2:
# Shipper Processing

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                            Option ___
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## Shipping Overview

Keywords to access menu SC3: SHIP, SHIPPING

Before accessing shipper entry:

- A company number must be established in the control file which is accessed from the System Maintenance menu.

- Master files needed must be entered. The master files needed depend on whether the shipper(s) are being created from processed requirements or not and whether they are being created in release or non-release entry.

- A beginning shipper number must be entered in the forms control file which is accessed from the System Maintenance menu.

- If User Defined Forms are being used access the application control file (USERSHP). Different screens display depending on if this record is turned on or off.

- Extract of shippers cannot be performed for OEM HONDA until all requirement processing is done.

Creating a Shipper

## Ways to Create a Shipper

The four ways to create a shipper are listed below.

- **Release Entry, from "processed" requirements:** Requirements have been processed into the load file (from an OEM menu, the AutoMap requirement display, manual or express requirement entry, or order entry). The needed master files have been entered, or the "process" would not have been successful.

- **Release Entry, where no requirements have been processed:** A function key is used from the parts selection screen to add parts when no requirements have been processed for this customer, destination and part. A requirement master and related files must be entered. And, therefore, all master files needed to create a requirement master must be entered.

- **Non-release shipping:** No requirement master is needed, however, a customer, destination and carrier files must be entered. A function key is used from the parts selection screen to add parts to the shipper. Shipping history records are created; NO ASNs are created. Invoices are created for non-release shippers.

- **Release or Non Release - No parts; only miscellaneous charge or comment:** A function key is used from the parts selection screen to add or change a miscellaneous charge or comment. Then the shipper is created using F5 Create Shipper from the parts selection screen. A requirement master and related files must be entered if using Release Entry. A requirement master is not required in Non-Release.

Creating a Shipper in a Live Environment

This section describes creating a shipper in a live production environment from processed requirements. It is assumed that the control file and master files are entered and requirements are being processed following the procedures outlined in the Data Basics training, where error reports are being read and corrections are being made where needed. This section does not explain everything that takes place when each option is taken. A detailed explanation of every option, screen, field and function key is found later in this chapter.

To create a shipper, follow the steps below.

1. The Cust/Dest Select screen is the first shipper screen displayed in shipper entry. Enter the company number, customer abbreviation, and destination abbreviation that match the requirement master where the processed requirements are stored. The function keys available from this screen include:

   - Display previously entered shippers to change or delete
   - Display a list of customer & destination abbreviations with requirements
   - Limit the requirements to be displayed from the load file by a range of selection criteria
   - Access the "non-release" shipping screens

2. Press Enter to access the header screen.

3. Input or change header fields.

4. Press Enter to accept.

5.  The function keys available from this screen include:

    - Display export options.
    - Access the carrier file to change the carrier for this shipment.
    - The Seal Number field is accessed from the header screen after a shipper is created and a shipper number assigned, when reviewing a shipper. A seal number cannot be entered until after the shipper is created.
    - Access the destination file to change the destination for this shipment.
    - Display other customer/destination combinations and their addresses to change for this shipment.

6.  The parts selection screen displays. There are two ways to select parts for this shipper:

    - Enter "1" next to the requirement(s) to display the parts detail screen and view or change the detail fields.
    - Enter "9" next to the requirement(s) to select them "as is." The quantity and all default data is not changed.

**Note:** It is possible to create a shipper with no parts and just a miscellaneous charge or comment. In this case, the invoice is extracted into the electronic invoice files.

A function key from the parts selection screen is used to enter the charge or comment, then press F5 to create the shipper.

Functions available from this screen through function keys include:

- Add a part to this shipper that currently has no requirement in the load file

- Display more detail pertaining to the requirements

- Override the consignee warehouse and location fields for all parts on this shipper

- Change the selection criteria of the parts displayed on this screen

- Change the package quantity displayed on this screen to a net quantity

- Add a shipper comment/charge to the beginning or end of the shipper and/or invoice

- Change the sort order of the part selection on this screen

7.  The parts detail screen displays if parts are selected with "1" to modify from the parts selection screen. The quantity to ship, as well as other detail fields, can be changed for this shipment. Make the necessary modifications and press Enter to perform calculations and edit checking. Required detail fields that are invalid or missing data are highlighted. Some of these are warnings only and data can be accepted with errors. Press F5 to continue.

Functions available from this screen through function keys:

    - Access the Container file to change the container for this shipment. A new container can be entered as a separate line item from this screen.
    - Enter lot/location data for this shipment.
    - Access the price code inquiry to change the price code for this shipment.
    - Display additional fields that require no editing.
    - Add a miscellaneous charge or comment that will follow this line item. (Not a beginning or ending comment or charge).

- Change the RAN for this requirement.
- Change DLR/DOR Number (Ford Customer Service).

8. If the additional info screen is accessed from the parts detail screen, data can be entered or changed for the fields that are not edited. Make changes and press F12 to return to the parts detail screen.

   Functions available from this screen through function keys:

   - Override the consignee warehouse and location fields for this line item on this shipper
   - Access the commodity code file to change the commodity for this line item.

9. After all parts are selected for this shipper, the parts detail screen indicates selected, error-free requirements with the > symbol. "E" next to a line item indicates a requirement that was selected with errors. Press F5 to create the shipper and display the ASN information screen.

   **Note:** There are two ways to identify the errors:

   - Select those line items with "1" and press Enter. Fields in error are highlighted.
   - Print the Edit Entered Shippers report from the Shipper Processing menu.

10. The ASN Information screen displays the supplier code that is printed on the shipper and invoice and is used in the ASN file. This code defaults from the requirement master of the first part selected for this shipper. If all parts selected did not have the same supplier code an error message was displayed when the part was selected. The supplier code can be changed for this shipment and an intermediate destination can be entered.

11. Press F5 to create the shipper. The Customer/Destination screen is re-displayed and the shipper number and status display in the lower left corner.

12. Print shippers by taking the option Select Shipment to Print. A selection screen is displayed where a batch ID can be entered and default values can be changed. Pool bills and export documents may be printed immediately following the shippers without taking a separate option. Make changes or accept the defaults and press Enter. The selection screen displays listing all shippers with "ship" status that have been assigned the batch ID entered on the previous screen. If no batch ID was entered, all shippers with "ship" status are available to be selected. Select shippers to print with "1" and press Enter or select all with F6.

13. If pool bills and export documents were not printed with shippers, take the options to print them before the "extract" is taken.

14. After shippers are printed and the reprint shipper prompt is answered with "N" and after pool bills and export documents are printed, take the option Extract ASNs. The extract runs interactively through the variable length file create, then returns to the Shipper Processing menu. A break message displays beneath the menu: "ASN Extract complete, file update submitted." At that point, the ASN file can be created and transmitted. The "extract" proceeds to create the invoice and interface files and to update the history files, requirement master, and load file. Another break message displays when the "Extract" is complete. At that point, invoices can be printed and processed from the Invoice Processing menu.

# 1. Shipper Maintenance

This option is used to create, modify, or delete shippers. A shipper can be changed until the reprint shipper prompt is answered with "N." It remains accessible from the review screen until it is deleted or extracted. A shipper can be deleted until it is extracted.

**Cust/Dest Select Screen**

```
                      CREATE SHIPPER/BILL OF LADING


             Company .................. xx
             Customer Abbreviation...... _____
             Destination Abbreviation... _____

  F3=Exit  F4=Prompt  F7=Prompt Cust/Dest Abbrev  F11=Requirement Selection
  F20=Enter Non-Release
```

| | | |
|---|---|---|
| Customer Abbrev | - | Abbreviation used in the Requirement and Parts Cross Reference Files. |
| Destination Abbrev | - | Abbreviation used in the Requirement and Parts Cross Reference Files. |

**Note:** If only the Customer and Destination Abbreviations are entered, all requirements in the Load File for those abbreviations are accessible from the parts selection screen. The requirements can be limited further by pressing F11 and entering a date, time, RAN, order number, line feed (for Ford), release number, VIN, PO number or part number ranges.

| | | |
|---|---|---|
| F3 - Exit | - | Returns to the Shipper Processing Menu. |
| F4 - Prompt | - | Displays a list of all shippers created, to review, change or delete them. Shippers display until the "Extract" option is taken. The example of the review screen accessed from this function screen displays later in this chapter, after creating a shipper and returning to the Cust/Dest Select screen. Following the review screen, see the section Steps to Change/Update an Existing Shipper. |
| F7 - Prompt Cust/Dest Abbrev | - | Displays a list of all customer/destination combinations with requirements. |
| F11 - Requirement Selection | - | Displays a window to further limit the requirements that display on the parts selection screen. |

| F20 - Enter Non-Release | - | Displays the shipping screens for "non-release" entry to create shippers without entering all master files. The "non-release" shipping screens are similar to the release shipping screens except "NON-RELEASE" displays in the upper right corner. No ASN is created. Shipping history is kept. Pool bills and export papers can be printed and an invoice file is created. The only master files that must be entered are Customer, Destination, and Carrier. For more information see the section "Steps to Create a Non-Release Shipper" later in this chapter. |

## Prompt Cust/Dest Abbrev

Press F7 from the Cust/Dest Select screen to display the customer/destination combinations that have requirements to ship in the Load File.

**Cust/Dest Combination Selection Screen**

```
                    CREATE SHIPPER/BILL OF LADING
                    Destinations with requirements

 Option: 1=Select

 Opt Co Cust    Dest     Opt Co Cust    Dest     Opt Co Cust    Dest
 _  01 CHRYS    WINDS     _  01 FORD     LORAIN   _  01 FORD     NORFO
 _  01 CHRYS    LIV       _  01 FORD     CHIC     _  01 NISS     SMYRNA
 _  01 CHRYS    NEWRK     _  01 FORD     CLEVE
 _  01 CHRYS    PILLE     _  01 FORD     DEARB


 F12=Return
```

| 1 Select | - | Enter "1" next to the customer/destination combination and press Enter to create the header. |
| F12 | - | Return - Returns to Cust/Dest Select screen. |

## Requirement Selection

Press F11 from the Cust/Dest Select screen to display a window to further limit the requirements that display on the parts detail screen.

**Cust/Dest Combination Selection Screen**

```
                        Requirement Selection


 Date/Time Selection Range:
                        Beginning          End
 Requirement Date ..... 0/00/00            99/99/99
 Requirement Time ..... _____             _____
 Display past due requirements? (Y/N) Y


 Additional Selection Ranges:
 Planner Number ....... ____            ____         Select:
 Part Number .......... _____  _____   Nissan RAN
 PO Number ............ _____  _____   1st Pos Value
 RAN Number or ........ _____  _____   _ _ _ _
 Sls Order #/PO Line # 0000000000 00000    0000000000 99999
 RackId (Nissan ILVS).. _____
 Line Feed ............ _____ _____
 Release Number ....... _____        _____
 VIN Number ........... _____        _____
 Manifest Number ...... _____  _____
 Detail Dock........... _____        _____
 Dealer Order # ....... _____        _____


 F12=Return
```

| | | |
|---|---|---|
| Requirement Date | - | Enter a date range or leave blank to display all parts with requirements for all dates. All requirements with a date prior to the system date are also displayed. |
| Requirement Time | - | If the time is transmitted or entered in manual entry, a time range can be entered and only requirements within the time range and the date range display. |
| Display past due requirements | - | If a range of requirements is entered: The default is "Y" to include past due requirements (all requirements prior to the beginning range entry). Enter "N" to display only requirements within the range and no past due requirements. |

Planner Number                    -         Enter a planner number range (or a single planner number in
                                            both positions) to limit the parts displayed to those from
                                            Requirement Master records that have been assigned a
                                            planner number within that range.

Part Number                       -         Enter the first and last in-house part numbers to limit the parts
                                            selection display to a range of in-house part numbers.

Nissan RAN 1st Pos Value          -         Filters RAN numbers by first character. Up to four first characters
                                            may be entered. If this field is used a RAN Number range must
                                            also be entered. This field displays for Nissan of Tennessee (S)
                                            only.

PO Number                         -         Enter the first and last Purchase Order Numbers to limit the
                                            parts selection display to a range of Purchase Order Numbers.

RAN Number                        -         Enter the first and last RAN to limit the parts selection display to a
                                            range of Receipt Authorization Numbers.

Sales Order /PO Line #            -         This range displays requirements entered through Order Entry.
                                            Enter the first and last sales order number or the first and last PO
                                            line number to display requirements within this range.

RackId (Nissan ILVS)              -         Enter for Nissan ILVS only. Rack ID must be entered if multiple
                                            racks are used for the same PDSN group code.

Line Feed                         -         Enter the first and last line feed number to limit the parts selection
                                            display to a range of line feed numbers (for those OEMs that
                                            send line feed numbers).

Release Number                    -         Enter the first and last release number to limit the parts selection
                                            display to a range of release numbers (for those OEMs that send
                                            release numbers).

VIN Number                        -         Enter the first and last VIN (Vehicle Identification Number) to limit
                                            the parts selection display to a range of VINs (for those OEMs
                                            that send VINs).

Manifest Number                   -         Enter a range of manifest numbers. Manifest numbers are used
                                            by Toyota Motor Manufacturing.

Detail Dock                       -         Enter the same dock number in both detail dock fields.
                                            **Ford Consolidated Shipments Note:** Ford consolidated
                                            shipments require one dock per shipper.

Dealer Ord#                       -         Enter a range of Dealer Order Numbers. Dealer Order Numbers
                                            are used by Volvo Direct Ship.

F12 - Return                      -         Returns to Cust/Dest Selection screen.

## Header Screen

The header screen displays after entering a company number, Customer Abbreviation and Destination Abbreviation from the Cust/Dest Select screen or from using F7 and selecting from the list on the Cust/Dest Combination Selection screen.

```
RSDM1000B              CREATE SHIPPER/BILL OF LADING    Company 01  Status H
CUSTOMER    TOYO           10000016     DESTINATION  TOY862          20000016
Name        TOYOTA CORP                 Name 1       TOYOTA PLANT2
Address 1   76897 VENWOOTH              Name 2
Address 2                               Address 1    6567 BANANA
Address 3                               Address 2
City/State CHICAGO          IL          Address 3
Zip Code   58888                        City/State   CHICAGO         MI
Country                                 Zip Code     65999
                                        Country


Batch ID...............                 Carrier .   10 ADVANCED TRANS COPMANY
Conveyance Number .....
Shipper Date/Time .....  6/11/98        Equip. Initial ... CETR SCAC .... ADTC
Arrival Date/Time .....  0/00/00        Conv/Rte/Pool Loc. LT
OEM Code .............. TM              Remarks ..........
No Charge Invoice (Y/N) N               FOB ............. FOB FOR TOYOTA
Payment Type: X Coll   PP   PPI   Other AETC .............
Alt. Description.                       Appt Number ......
Terms ..........                        Seal Number ......
Routing ........
F7=Ford Export Options   F8=Export Options      F9=Prompt Carrier  F12=Return
F13=Seal Number Maint    F15=Prompt Dest Number  F16=Prompt Sold-To/Ship-To
```

Most of the fields on the header screen contain data from the master files. However, some data is entered at shipper entry time. Most fields on this screen can be changed at this time; or, press Enter to accept the data and display the parts selection screen.

Dealer Code displays only for OEMs that require it.

| | | |
|---|---|---|
| Status | - | H = Hold, S = Ship. The default is S. |
| Cust Name | - | Defaults from the Customer Master File. Can be changed for this shipper. |
| Cust Address | - | Defaults from the Customer Master File. Can be changed for this shipper. |
| Destination Name | - | Defaults from the Destination Master File. Can be changed for this shipper. |

| | | |
|---|---|---|
| Destination Address | - | Defaults from the Destination Master File. Can be changed for this shipper. |
| Dealer Code | - | Enter the dealer code to print on the shipper for General Motors SPO dealer direct shipments. This field displays ONLY when the Destination Abbreviation is TCASE. |
| Batch ID | - | User-defined alphanumeric code. Optional. This code is used to group shippers into a batch. When the option Select Shipments to Print is taken, this code may be entered and only those shippers with a status of "S" that have been assigned to this batch display. If no batch ID is assigned, all shippers with a status of "S" display when selecting shippers to print. |
| Carrier | - | The carrier number defaults from the Carrier Preference field in the Destination File. The carrier name associated with this carrier is displayed next to the carrier number. To change the carrier for this shipment, change the carrier number. Use F9 to access a list of carriers entered in the Carrier File. |
| Conveyance Number | - | This field is only entered at shipper time for most OEMs. Enter a trailer number, rail number, or enter the air freight bill number to be transmitted in the ASN file. |
| | | **Ford Note:** If this is a Ford JIT destination a Ford Destination Code and Route Code must be entered in the Destination File and "Y" must be entered in the JIT Location field. 00xxyy defaults as the conveyance number, where xx = the 3rd and 4th positions of the Ford Destination Code and yy = the route code. |
| Shipper Date/Time | - | Date defaults to system date. Time can be entered and is transmitted in the ASN file. If time is blank, the system time when the "Extract" option is taken is transmitted in the ASN file. |
| | | **Note:** The ASN ship time can be adjusted to account for time zone differences when the CPU is located in one time zone and parts are shipped from a plant in another time zone. Leave this field blank, and use the Ship Time Adj field in the Control File (accessed from the System Maintenance menu) to input the number of hours to adjust. FIELD (+) PLUS adds hours, FIELD (-) MINUS subtracts hours from the system time when the "Extract" option is taken. If a time is entered here, on the Shipper header screen, it is used and no adjustments are made. |
| Equipment Initial | - | Defaults from the Carrier File. |
| SCAC | - | Carrier abbreviation (SCAC code) which defaults from the Carrier Abbreviation field in the Carrier File. |

Arrival Date/Time     -     Enter the arrival date/time in MM-DD-YY format if required to be transmitted in the ASN file.

**Caterpillar Note:** Arrival Date is required for OEM code "P."
Conv - Conveyance Code from the Carrier File.

Rte Code     -     Defaults from the Route Code field in the Destination File. When a route code is entered and the JIT Location field in the Destination File is marked with "Y," the shipper number is changed to the route code, followed by the month and day.

Pool Location Code     -     Defaults from the Carrier File.

OEM Code     -     Defaults from the Requirement Master.

Remarks     -     Enter a brief remark that will print in the remark box in the header section of the shipper and invoice.

No Charge Invoice     -     The default is "N" which creates an invoice with prices. If no price is found at this time, it must be entered in the Price File before the Print and Process Invoice option is taken to avoid errors at invoice print time.

Enter "Y" to create an invoice for this shipment with no prices. The price in the Price File is ignored and an invoice is created with all amounts equal to zero. This eliminates error messages when the Print and Process Invoice option is taken when an invoice is not needed.

FOB     -     Freight on Board. Defaults from the Control File. Prints in the header section of the shipper.

Payment Type     -     Valid values include "Coll" (Collect), "PP" (Pre-paid), "PPI" (Pre-Paid Invoice), or "Oth" (Other). The value defaults from the Payment Type in the Destination Master File. If there is no entry in Destination Master, the value defaults from the Control File. The "X" displays in the appropriate box on the shipper and invoice.

AETC     -     Authorized Excess Transportation Code is entered at this time.

**Chrysler Note**: Chrysler AETC Codes must be preceded by a code to designate whether the additional cost is the supplier's responsibility or Chrysler's responsibility. Enter the prefix before the AETC Number. It is transmitted in the ETD segment in the ASN file.

Supplier Responsibility Prefix: SSR
Chrysler Expense Prefix: ACE
Carrier Responsibility ZCR

If the prefix is not present, the ASN is rejected. The Application Advice will issue Error Code 309, "AETC Number Incomplete. Responsibility Code missing or incorrect".

**Mack Truck Note:** Mack Truck uses this field for the PRO number to be transmitted in the REF*CN segment.

**New Venture Gear Note:** New Venture Gear AETC Codes must be preceded by a code to designate whether the additional cost is the supplier's responsibility or New Venture Gear's responsibility. Enter the prefix before the AETC Number. It is transmitted in the ETD segment in the ASN file.

Supplier Responsibility Prefix: S
New Venture Gear Expense Prefix: A

| | | |
|---|---|---|
| Alt. Description | - | The alternative payment method description. This description displays on the shipper and invoice. The description defaults from the Destination Master File and is not maintainable on this screen. |
| Appt Number | - | Enter appointment number if Supplier Type in Destination File is "P" for primary metal supplier. |
| Terms | - | Defaults from the Infor Customer File if terms are entered there. If not, it defaults from the Control File. |
| Routing | - | Enter a routing remark to print in the header section of the shipper. |

**ASC Note:** If the OEM Code is "AS" for ASC and the Conveyance Code begins with "A" (to indicate air freight), enter the flight number in the first 10 positions of the Routing field. It is transmitted in the TD3 segment in the ASN file.

**Chrysler Note:** If the OEM Code is "C" for Chrysler and the Conveyance Code begins with "A" (to indicate air freight), enter the flight number in the first 10 positions of the Routing field. It is transmitted in the TD3 segment in the ASN file.

| | | |
|---|---|---|
| Seal Number | - | Enter a single seal number. If there is more than one seal number associated with this shipper, use F13 from the review header screen, to enter additional seal numbers to be transmitted in the ASN file.<br>**Mack Truck** Enter the dealer assigned requisition number for drop ship |

**Note**: orders. The requirement number is transmitted in the BIG segment in the Mack Truck electronic invoice file.

| | | |
|---|---|---|
| F7 | - | Ford Export Options - Displays the Ford Export Option screen. The appropriate Assist Statement and the appropriate Purpose Statement may be selected to be printed on the Ford Commercial Invoice. Press Enter from this screen to display the Export Options screen from the Destination Master File. |
| F8 - Export Options | - | Displays the Export Options screen from the Destination File. |
| F9 - Prompt Carrier | - | Displays a window, with a list of carriers entered in the Carrier File. A different carrier may be selected. |
| F12 - Return | - | Returns to the Cust/Dest Select screen. If changes have been made, a warning message displays:<br><br>Warning: Pressing F12 again will delete any work done on this shipper. |
| F15 - Prompt Dest Number | - | Displays a window with a list of destinations entered in the Destination File. A different destination may be selected. |
| F16 - Prompt Sold to / Ship to | - | There may be more than one customer and/or destination address for the same Customer and/or Destination Abbreviation. When this occurs, those with the lowest customer/destination numbers display on the header screen. This function key displays other customer/destination numbers and their addresses. Enter " "1" next to the combination to be used.<br><br>**Note:** When the header screen displays when reviewing a shipper, an additional function (F13 Seal Number Maintenance) displays. |
| F13 - Seal Number Maint. | - | If there is more than one seal number, use this key to access Seal Number Maintenance. The shipper number must be assigned. |

## Ford Export Options

Press F7 from the header screen to display Ford export options. Ford requires that a commercial invoice be presented for all shipments entering the US. Ford commercial invoicing may be used for other trading partners. However, the commercial invoice prints in a different format.

```
                         Assist Statement
1 - Prototype tooling and engineering assists not included in
    invoice value.
2 - Ford provided assists which are not included in invoice price, but
    such assists are reported by Ford to US Customs separately.
3 - All assists are included in the invoice price.
4 - No assists apply.


4 Select Proper Assist Statement


                      Purpose Statement
1 - Prototype parts for motor vehicles.
2 - Pre-Production build -- motor vehicles.
3 - For production of motor vehicles.
4 - For service of motor vehicles.
5 - Other.


5 Select Proper Purpose Statement

F12=Return
```

If an assist statement was previously selected the previous assist statement is defaulted. If an assist statement was not selected four (4) is defaulted. If a purpose statement was previously selected the previous purpose statement is defaulted. If a purpose statement was not selected five (5) is defaulted. Select the Assist and Purpose Statements to print on the commercial invoice. Press Enter.

## Ford Export Document Options

Press F8 from the header screen or Enter from the Ford Export screen to display the default values entered in the Destination File for this destination for export papers. The default values can be changed for this shipment. To be changed permanently, the changes must be made in the Destination File.

**Export Screen**

```
                      EXPORT DOCUMENT OPTIONS
 Export Documents (Y/N) .......... _
 Country of Ultimate Dest ........ _____
 Parties to Trans. (Y/N) ......... _
        Direct Sale (Y/N) .............. _
        Plant Code .................... ____
        Port of Exit .................. _____ __
        Release Office Name/Phone# ..... _____

                      EXPORT INVOICE OPTIONS
        E.I.N.# ........................ _____
        F.O.B. (Plant or Dest?)(P/D) .... _
        Bill Customs Charges to (S/C/B) . _
        Shipper Included (Y/N) .......... _
        Port of Entry .................. _____
        Mode of Trans    Road _    Rail _    Water _    Air _    Other _
        Comments

            _____
            _____


        F1=Help F12=Return
```

| | | |
|---|---|---|
| Export Documents | - | "Y" - Export documents are created for this destination. |
| | | "N" - Export documents are not created for this destination. |
| | | **Volvo Note:** Volvo ocean-going shipments require "Y" in "Export Documents" and X next to "water" in "Mode of Trans". |
| Country/Ult/Dest | - | The country of ultimate destination will print on the Export Declaration. |
| Parties to Trans | - | Enter "Y" if exporting to a related company and "X" is placed in the appropriate box (Parties to Transaction) on the Shipper's Export Declaration. |
| Direct Sale (Y/N) | - | Enter "Y" if not related to the shipping destination. The words Direct Sale print on the Canadian Customs Invoice. |

Fields used on the Automotive Report and Release documents include the following. (U.S. to Canada shipments for Chrysler, Ford and General Motors)

| | | |
|---|---|---|
| Plant Code | - | Enter the OEM assigned code of the destination plant which prints on the Automotive Report and Release Document. |
| Port of Exit - City | - | Enter the city of the U.S. border crossing point which prints on the Automotive Report and Release Document. |
| Port of Exit - State | - | Enter the two-position state abbreviation of the U.S. border crossing point which prints on the Automotive Report and Release Document. |
| Release Office Name | - | The name of the customs office where goods are released which prints on the Automotive Report and Release Document. |
| Release Office Phone# | - | The phone number of the customs office where goods are released which prints on the Automotive Report and Release Document. |

Export fields for shipments originating in Canada include the following.

| | | |
|---|---|---|
| EIN # | - | This is the Export Identification Number of the destination (the ship-to location). It prints above the ship-to name and address on Canada to U.S. export papers. |
| | | **Note**: This is NOT the exporter's EIN that is found in the company Control File. |
| FOB (P/D) | - | "P" - places an "X" in the FOB: PLANT box on the John V. Carr & Son Proforma Invoice. |
| | | "D" - places an "X" in the FOB: DESTINATION box on the John V. Carr & Son Proforma Invoice. |
| Bill Customs Chgs | - | "S" - places an "X" in the BILL CUSTOM CHARGES TO: SHIPPER box on the broker's proforma invoice. |
| | | "C" - places an "X" in the BILL CUSTOM CHARGES TO: CONSIGNEE box on the broker's proforma invoice. |
| | | "B" - places an "X" in the BILL CUSTOM CHARGES TO: BUYER box on the broker's proforma invoice. |
| Shipper Included | - | "Y" - places an X in the SHIPPER (EXPORTER) INCLUDED box on the F. W. Myers & Company and the C.J. Tower Proforma Invoices. |
| | | "N" - places an "X" in the SHIPPER (EXPORTER) NOT INCLUDED box on the F. W. Myers & Company and the C.J. Tower Proforma Invoices. |
| Port of Entry | - | The port of entry to print on the John V. Carr & Son and the F. W. Myers & Company proforma invoices. |

| | | |
|---|---|---|
| Mode /Transportation | - | Enter "X" next to one of the five choices and "X" is placed in the corresponding box on the John V. Carr & Son and the F. W. Myers & Company proforma invoices. If no selection is entered, the Conveyance Code determines the mode of transportation. **Volvo Note:** Volvo ocean-going shipments require "Y" in "Export Documents" and X next to "water" in "Mode of Trans" to transmit CN as the Equipment Description in the 856 file. |
| Comments | - | Two 50 position comment lines to print on the broker's proforma invoices (John V. Carr & Son, F. W. Myers & Company and C.J. Tower). |

## Prompt Carrier

Press F9 from the header screen to access the Carrier File to obtain an alternate carrier and its associated carrier number to change the carrier for this shipment. To change the carrier permanently for this destination, the preferred carrier must be changed in the Destination Master File.

**Header Screen**

```
 Company .. 01              CREATE SHIPPER/BILL OF LADING          Status ... S


 CUSTOMER   CHRYS                400   DESTINATION WINDS                      41
 Cust Name  CHRYSLER CORPORATION       Dest Name   WINDSOR ASSEMBLY PLANT

                              Carrier File
 Options:  1=Select          Company 13              Find Name: 1234567890

 Opt Carrier Name            Address                      Phone/Zip Abrv Nbr
  _   CENTRAL TRANSPORT       44213 Parkway                3133335555 CETR 100
  _   CONSOLIDATED FREIGHTWAYS 14125ECORSE ROAD            3135552255 CETR 200
  _   UNITED PARCEL SERVICE   P. O. BOX 1030               3135551212 CETR 300
  _   YELLOW FREIGHT          4431 South Avenue            5136448239 CUOT 400



 F7=Alternate View F12=Return

 Routing......_____ Seal Number .... _____
 F7=Ford Export Options F8=Export Options F9=Prompt Carrier F12=Return
 F13=Seal Number Maint. F15=Prompt Dest Number F16=Prompt Sold to/Ship to
```

Enter "1" next to the carrier to be used for this shipment instead of using the default carrier on the header screen and press Enter. Enter a partial name in the Find Name field to position the first record that matches the entry at the top of the window. If there is no exact match, the next record, alphabetically displays at the top of the window.

## Alternate View

Press F7 from the Carrier window to display the second carrier name line, complete address and phone number.

**Alternate View Screen**

```
 Company .. 01            CREATE SHIPPER/BILL OF LADING           Status ... S


                                Carrier File
  Options:  1=Select              Company 13           Find Name: 1234567890

  Opt Carrier Name               Address                  Phone/Zip Abrv Nbr
   _    CENTRAL TRANSPORT         44213 PARKWAY            3133335555 CETR 100
        2ND LINE CARRIER NAME     WARREN                   MI   48054
   _    CONSOLIDATED FREIGHTWAYS  14125 ECORSE ROAD        3135552255 CETR 200
        2ND LINE CARRIER NAME     TAYLOR                   MI   48180
   _    UNITED PARCEL SERVICE     PO BOX 1030              3135551212 CETR 300
        2ND LINE CARRIER NAME     COLUMBUS                 OH   43216
   _    YELLOW FREIGHT            4431 SOUTH AVENUE        5136448239 CUOT 400
      2ND LINE CARRIER NAME       TOLEDO                   OH   43615


  F7=Alternate View F12=Return

  Routing......_____ Seal Number ....  _____
  F7=Ford Export Options F8=Export Options F9=Prompt Carrier F12=Return
  F13=Seal Number Maint. F15=Prompt Dest Number F16=Prompt Sold to/Ship to
```

Enter "1" next to the carrier to be used for this shipment instead of using the default carrier on the header screen and press Enter.

Enter a partial name in the Find Name field to position the first record that matches the entry at the top of the window. If there is no exact match, the next record, alphabetically displays at the top of the window.

## Prompt Dest Number

Press F15 from the header screen to display all the destination numbers and names, available for the Customer and Destination Abbreviations entered.

**Destination Selection Screen**

```
 Options:  1=Select               SELECT DESTINATION


      Position to Dest Name 1:  _____

 Opt Dest Nbr  Dest Name 1            Dest Name 2
  _   000000555
  _   000038328
  _   000099992
  _   000112233
  _   000000001 A DEST 1     NAME 1    DESTINATION 1 NAME 2
  _   000003861 AMBRAKE
  _   000003799 AMERICAN HONDA MOTOR CO.  C/O NK PARTS IND.
  _   000001445 APS                   MEI #1
  _   000004138 ARCHER BROTHERS INC.   ATTN: BOBBY ARCHER
  _   000004037 ASC                   ATTN: JIM HEADINGS


 F9=Sort Order F12=Cancel
```

Enter "1" next to a destination number to display a specific address.

F9 - Sort Order                    -            Toggles between and alphabetical listing or a numerical listing.

## Prompt Sold To/Ship To

Press F16 from the header screen to display all the sold-to and ship-to numbers and names, available for the Customer and Destination Abbreviations entered.

**Sold to/Ship to Combination Screen**

```
 Option: 1=Select    Available Sold-To/Ship-To Combinations


 Opt Customer (Sold-To)         Destination (Ship-To)
  _     XXX   XXXXXXXXXX         XX    XXXXXXXXX
        XXX   XXXXXXXXXX         XX    XXXXXXXXX
  _     XXX   XXXXXXXXXX         XX    XXXXXXXXX
        XXX   XXXXXXXXXX         XX    XXXXXXXXX

 F7=More Info F12=Return
```

| | | |
|---|---|---|
| 1 Select | - | Enter "1" to select a record, and press Enter. |
| F7 - More Info | - | Displays the complete address of both Customer and Destination. |
| F12 - Return | - | Returns to the header screen. |

## More Info

Press F7 from the Sold to/Ship Combination screen to display the full address of all Sold-to/Ship-to combinations.

**Sold to/Ship to Screen**

```
 Option: 1=Select     Available Sold To/Ship To Combinations


 Opt   Customer (Sold-To)                  Destination (Ship-To)
  _    400   CHRYSLER CORPORATION          41    CHRYSLER CORPORATION
             P.O. BOX 1896                       WINDSOR ASSEMBLY PLANT
                                                 2199 Chrysler Centre
             DETROIT                             WINDSOR, ONTARIO
             MI 48050                            CANADA


  _    400   CHRYSLER CORPORATION          42    CHRYSLER CORPORATION
             P.O. BOX 1896                       WINDSOR ASSEMBLY PLANT
                                                 P.O. BOX 1344
             DETROIT                             WINDSOR, ONTARIO
             MI 48050                            CANADA

 F7=More Info F12=Return
```

F7 - More Info                     -          Returns to the Sold to/Ship to Combination screen.

F12 - Return                       -          Returns to the header screen.

## Parts Selection Screen

Press Enter from the header screen to display the Parts Selection Screen.

```
 RSDM1000D                CREATE SHIPPER/BILL OF LADING           Status      Ship
  Co/Cust ML  CCABV
  Dest    CDABV            Position to Part Number

 Options:  1=Select   4=Delete   9=Ship As-Is                   Sorted by Part #
                                              Pkg Qty   BC
 Opt     Part Number    MY   Trn  Req Date / Time   Required   VR RAN/DON Number
  _      CPART01INT          862   5/15/06             34200    Y
  _      CPART01INT          862   9/30/06 10:00a       1000    Y
  _      CPART02INT          862   5/15/06             35300    Y
  _      CPART02INT          862   9/30/06 10:00a       2000    Y



                                                                      Bottom
 F5=Create    F6=Add Part  F7=Alt View  F8=Ovr Values    F9=Auto Shp As Is
 F11=Chg Req Sel  F12=Return  F13=Net  F14=Com/Chrgs  F15=Sort Reqmnts
```

This screen lists all parts with requirements in the Load File for the customer and destination entered on the Cust/ Dest screen that also match selection criteria entered using F11 (Requirement Selection) from the Cust/Dest screen.

The F23 function key displays only if the Application Control record with keyword NMBJOBSQ is entered in the Application Control File (accessed from the system maintenance menu). The RAN/DON Number column heading changes to Manifest Number when the OEM code is Y for Toyota Motor Manufacturing.

**Timken Note:** The RAN/DON Number column displays the Item Release Number.

Enter a partial part number in the "Position to part number" field to search the list and position the first match found at the top of the screen (following parts that have been selected). Parts already selected (marked with ">" or an error code: "E," "R," "S," or "W") display first.

Note that when processing the first record that is over 10,000 the following message displays:

```
10,000 records read. Press F1 to reposition to the beginning of file.
```

At this point, users can either continue processing records over 10,000 or press F1 to reposition the cursor to the beginning of the file.

All work done on this shipper is done in a work file. Press F12 to exit this shipper, and the work file is deleted and the shipper is not created.

"1," "4," or "9" may be entered in the selection field for each of the parts listed:

1 - Select - Displays the parts detail screen where the quantity, as well as other fields, may be changed. Possible error messages include:

```
"Supplier Code for part selected is different
than parts already on shipper."
```

```
"Warning – Cust/Dest numbers on part selected
are different than shipper header".
```

To correct these errors, modify the Requirement Master records containing the incorrect data.

```
"Items Without Requirement Master Records are
Highlighted & Cannot be Selected."
```

This error occurs if the customer part number in the Parts Cross Reference File does not match the customer part number in the Requirement Master. To correct this error, modify the Parts Cross Reference File.

The shipper may be created with errors however. Press **ENTER** to bypass warning messages. The Shipper Edit Report may be printed, using the option Edit Entered Shippers on the Shipper Processing menu. This will identify the different supplier codes and the different customer/destination numbers. Then the shipper can be modified.

4 - Delete                                    -            Will remove a previously selected line item from the work file.

9 - Ship as is                              -            Will use the quantity that displays on this screen and accepts all data from the master files. The parts detail screen is not displayed.

After selecting parts with "1," "4," or "9" press Enter.

**Note:** It is possible to create shipper with no parts; just a miscellaneous charge or comment. Press F14 from the parts selection screen to enter the charge or comment, then press F5 to create the shipper.

The > symbol displays between the option column and the part number to indicate the part has been selected after pressing Enter, if the option "9" was used, or after returning from the parts detail screen if the option "1" for modify was used.

In place of the > symbol, an error code (E, R, S or W) may be displayed. These are warning messages only and the part is still added to the shipper.

"E"                                            -            The part has been selected but may have a required field missing on the parts detail screen. Either display the parts detail screen and press Enter to display the error or continue with F5 to create the shipper with errors, and print the list of errors using the option Edit Entered Shippers on the Shipper Processing menu.

"R"                                            -            Duplicate RAN (Receipt Authorization Number). The RAN on the part selected was found either on the same shipper or on another existing shipper. One requirement must be deleted.

"S"                                            -            The supplier code from the Requirement A record for this part is different than the supplier code for the first part selected for this shipper. This is a warning only. The supplier code can be changed for this shipment on the ASN Information screen which displays when F5 (Create Shipper) is pressed.

                                                            The shipper may be created with errors and the list of errors may be printed, using the option Edit Entered Shippers on the Shipper Processing Menu. This will identify the different supplier codes, and then the shipper can be modified.

"W"                                            -            The customer and/or destination number in the Requirement A record for this part is different from the customer and/or destination number on the header screen.

The shipper may be created with errors and the list of errors may be printed, using the option Edit Entered Shippers on the Shipper Processing Menu. This will identify the different customer and destination numbers, and then the shipper can be modified.

| | | |
|---|---|---|
| F5 - Create | - | Creates the shipper, using all parts selected with the ">" symbol and those displaying an error code ("E," "R," "S," or "W"). |
| F6 - Add Part | - | Displays the Add Part window to add a part to the shipper even though there are no requirements in the Load File. A Requirement Master must be entered. |
| F7 - Alt View | - | Displays the customer part number Purchase Order Number, VIN number, PO line number and release number. |
| | | **GM CAMI Note:** If CAMI is entered in the OEM division field of the Requirement Master the SID number displays. |
| F8 - Override Values | - | Displays a window where one consignee warehouse and location can be entered and be applied to ALL parts on the shipper. Or, a flag can be marked to remove all consignee warehouse and location codes from all parts on this shipper. An override RAN can be entered to apply to ALL parts on the shipper. |
| F9 - Auto Ship As Is | - | Selects all parts within the date and time range entered with "S" for "Ship As Is", without displaying the parts detail screen. |

If the number of parts to be shipped "as is" exceeds 9,998, the following process must be used:

1. Press F9 to select the first 9,998 parts to ship "as is." Although the shipper may contain an indefinite number of parts, the shipper program is limited to only presenting 9,998 parts due to screen file constraints.

2. Create a new shipper and select the remaining parts to be shipped "as is" on the new shipper.

3. Move the parts from the second shipper to the first using the Move Shipper Line Items option on the Shipper Processing menu. Once all items are moved from the second shipper to the first, the second shipper will be deleted automatically.

| | | |
|---|---|---|
| F11 - Chg Req Selection | - | Displays a window to change the range of part numbers displayed for selection. |
| F12 - Return | - | Returns to the header screen. |
| F13 - Net | - | Changes the heading "Pkg Qty Required" to "Net Qty Required" and displays the net quantities, as found in the Load File. |

| F14 - Com/Chg | - | Displays the Comment/Charges screen. Comments and charges may be added to print at the beginning or end of the shipper. (These charges and comments WILL NOT be attached to a specific part number or line item). If charges or comments were entered from the file maintenance menu using either the Detail Remarks or Miscellaneous Charge options, entries with selection criteria matching this shipper, that were assigned to print at the beginning or end of the shipper, is accessed and can be modified for this shipper. (Detail Remarks can also be entered from Order Entry and Manual Requirement Entry). |
| | | **Note:** It is possible to create shipper with no parts; just a miscellaneous charge or comment. Press F14 from the part selection screen to enter the charge or comment, then press F5 to create the shipper. |
| F15 - Sort Req. - | - | Displays a window to select a different sort order. The default is (in-house) part number. Other sorting options include RAN, VIN (Vehicle Identification Number), requirement date, PO Number, release number, customer part number, requirement date/RAN, manifest number, detail dock, Ford ILVS non-9000, Ford ILVS 9000 only, Ford ILVS both, dealer order number (VD), dealer program number (VD), and Nissan 866 (ILVS). |
| F23 - FBO | - | This function accesses an optional feature that may be used by Ford FBO suppliers to select FBO parts by job sequence number. Prerequisites to use FBO include: - All component parts must be identified with "J" (for job sequence number) in the Special Processing Window of the Requirement File. - An Application Control record must be entered to identify the number of component parts in this job sequence series. To use FBO: - A job sequence number range window displays. Enter a range or leave blank for all. Press Enter. All job sequence numbers display for this customer and destination. Select with "1" (Select) or "9" (Ship As Is). If selected with "1," all parts display and the container displays (which can be overridden). Press Enter to continue. The Application Control File is accessed to verify the number of features per job sequence series. If the number of items does NOT match, an error message is displayed and the line items are NOT created. |
| Enter | - | Displays the detail screen. |

## Add Part

Press F6 from the parts selection screen to display entry fields to add a part to this shipper when there are no requirements for the part in the Load File.

**Add Part Screen**

```
                              ADD PART
  Part Number ..                   M/Y ..            Tran Type ..

                                 Optional

                 Req Date (MMDDYY) ..  _____
                 Req Time (HHMM) ....  ____
                 PO Number .........  _____
                 RAN Number ........  _____
                 Eng Rev ...........

  F12=Return
```

A Requirement Master must exist. Enter the in-house part number, the transaction type and any other field required by the OEM. Press Enter to display the parts detail screen.

## Alt View

Press F7 from the parts selection screen to display the customer part number, Purchase Order Number, VIN number, PO line number, and release number for the requirements listed.

**Alt View Screen**

```
 RSDM1000D               CREATE SHIPPER/BILL OF LADING          Status    Ship
  Co/Cust ML  CCABV
  Dest    CDABV           Position to Part Number


  Options:  1=Select  4=Delete  9=Ship As-Is                    Sorted by Part #
                                               Pkg Qty   BC
  Opt      Part Number     MY   Trn   Req Date / Time  Required  VR RAN/DON Number
           CPART01INT            862   5/15/06            34200   Y
           CPART01INT            862   9/30/06 10:00a      1000   Y
           CPART02INT            862   5/15/06            35300   Y
           CPART02INT            862   9/30/06 10:00a      2000   Y




                                                                        Bottom
  F5=Create    F6=Add Part  F7=Alt View  F8=Ovr Values    F9=Auto Shp As Is
  F11=Chg Req Sel  F12=Return  F13=Net  F14=Com/Chrgs  F15=Sort Reqmnts
```

The RAN/DON Number column heading changes to Manifest Number when the OEM code is "Y" for Toyota Motor Manufacturing.

**GM CAMI Note:** If CAMI is entered in the OEM division field of the Requirement Master, the SID number displays.

**Volvo Direct Ship Note:** The Dealer Program Number and the Dealer Order Number are also listed.

When F7 is pressed, the customer part number, Purchase Order Number, VIN number, PO line number and release number display below each line item. If F7 is pressed again, the screen will return to the original format.

The sort order being used for the current display is indicated, on the screen, to the right of the options.

## Override Values

Press F8 from the parts selection screen to display the consignee/warehouse window. Data entered here is applied to ALL parts on this shipper. A field can be marked to remove all consignee data from ALL parts on the shipper.

**More Info Screen**

```
 Company 13                   CREATE SHIPPER/BILL OF LADING        Status       Ship
 Cust CHRYS
 Dest WINDS


 Options: 1=Select  4=Delete   9=Ship As-Is                 Sorted by Part #


 Opt       Part                       OVERRIDE VALUES
  _        413
  _        413      OVERRIDE CONSIGNEE WAREHOUSE/LOCATION
  _        413      Consignee Warehouse ...  _____
                    Consignee Location ....  _____
                    Remove Consignee Whs/Loc from all line items? (Y/N) _

                    The Consignee Whs/Loc shown above is used for all
                    part numbers on this shipper, regardless of what has
                    been entered in the Part Cross Reference File or on
                    the part detail screen


                    OVERRIDE RAN NUMBER
                    Override RAN Number ......  _____


                    The RAN Number shown above is used for all part
                    numbers on this shipper.


                    F12=Return


 F5=Create F6=Add F7
 F11=Chg Req Sel  F12=Return F13=Net   F14=Com/Chg F15=Sort Req.
```

| | | |
|---|---|---|
| Override Cons Whs | - | The consignee warehouse code entered here is assigned to all parts on this shipper, regardless of what is entered on the parts detail screen or in the Parts Cross Reference File. |
| | | Shippers with a consignee warehouse, and when the ASN code is NOT "O," are placed in the consignee invoice file (SCPINVxC) during the Extract, so they are not printed with the invoice file (SCPINVx). |

|  | | When a consignee warehouse has been entered, two records are |
|--|--|--|

When a consignee warehouse has been entered, two records are (continued) created during the "Extract" to use in an interface:
- A negative inventory transaction is made to remove the parts from the shipping warehouse/location.
- A positive inventory transaction is made to move the parts into the consignee warehouse/location.

**Outside Processing Note:**
Shippers with an ASN code of "O" for outside processing, are not written to an invoice file.

Override Consignee Loc          -          The code representing the location, within the consignee warehouse, to be passed to the BPCS interface.

Shippers with a consignee warehouse or consignee location, and when the ASN code is NOT "O," are placed in the consignee invoice file (SCPINVxC) during the extract, so they are not printed with the invoice file (SCPINVx).

**Outside Processing Note:** Shippers with an ASN code of "O" for outside processing, are not written to an invoice file.

Remove Cons Whs/Loc          -          Enter "Y" to remove the consignee warehouse and consignee location codes from all line items on this shipper, regardless of what is entered on the parts detail screen or in the parts cross reference file.

Override RAN          -          Enter a RAN (or other OEM specific identification number used by this field such as DON) to apply to ALL parts on this shipper.

## Chg Req Selection

Press F11 from the parts selection screen to display a window with the defaults that were entered on the Cust/Dest Selection screen.

**Change Selection Screen**

```
 Company 01                CREATE SHIPPER/BILL OF LADING        Status      Ship
 Cust    CHRYS
 Dest    WIN
                                    Requirement Selection
 Our Part Nu
 Opt Cust Pa    Date/Time Selection Range:
   _   328                           Beginning          End
         0032    Requirement Date ..... _____         _____
   _   328       Requirement Time ..... _____            _____
         0032    Display past due requirements? (Y/N) _
   _   328
         0032    Additional Selection Ranges:
   _   328       Planner Number ....... ____             ____        Select:
         0032    Part Number .......... _____  _____  Nissan RAN
   _   413       PO Number ............ _____    _____     1st Pos Value
         0041    RAN Number or ........ _____    _____
   _   413        Sls Order #/PO Line # _____ _____  _____ _____
         0041    Line Feed ............ _____            _____
                 Release Number ....... _____        _____
                 VIN Number ........... _____  _____
                 Manifest Number....... _____  _____
                 Detail Dock.......... _____         _____
 F5=Create
 F11=Chg Req     F12=Return
```

To change the range of parts displayed, input or change the range fields in the window and press Enter.

These fields are defined in detail earlier in this chapter where this window was first accessed from the Cust/Dest Selection screen.

## Comment/Charge

Press F14 from the parts selection screen to display the Comment/Charge screen. Miscellaneous charges and detail remarks entered from the File Maintenance menu can be accessed. Only charges and remarks that were marked to print at the beginning and/or ending of the shipper are accessed from this screen. (No line item charges or remarks). The charges and/or remarks can be viewed and modified for this shipper. (The permanent files accessed from the File Maintenance menu will NOT be changed).

**Note:** It is possible to create a shipper with no parts; just a miscellaneous charge or comment. Press F14 from the parts selection screen to enter the charge or comment, then press F5 to create the shipper.

**Shipper Comment/Charge Screen**

```
Company 13                   CREATE SHIPPER/BILL OF LADING
Cust    CHRYS                 Shipper Misc Charges/Comments
Dest    WINDS


Options:  1=Change   4=Delete


Opt Quantity   Description                        Price     UofM     PO Number
   No Miscellaneous Charges or Comments exist for this shipper



 F8=Enter Misc Charge F9=Enter/Maintain Misc Comments F12=Return
```

Previously entered remarks or charges (entered through file maintenance, order entry or requirement manual entry) entered as beginning or ending remarks and entered with selection criteria matching this shipper, display on this screen to be accessed and modified for this shipper. Select with "1" to modify a record for this shipper. Select with "4" to delete a record from this shipper. Press F8 to enter a new charge for this shipper. Press F9 to enter a new remark for this shipper.

**F8 - Enter Misc Charge**            -    Displays the Shipper Charge window. Charges may be added to print at the beginning or end of the shipper. (These charges WILL NOT be attached to a specific part number or line item). If charges were entered from the file maintenance menu using the Miscellaneous Charge option, entries that were assigned to print at the beginning or end of the shipper are accessed and can be modified for this shipper.

**F9 - Enter Misc Comments**    -    Displays the Shipper Comment window. Comments may be added to print at the beginning or end of the shipper. (These comments WILL NOT be attached to a specific part number or line item). If comments were entered from the file maintenance menu, order entry or requirement manual entry, entries that were assigned to print at the beginning or end of the shipper are accessed and can be modified.

## Enter Miscellaneous Charge

Press F8 from the Misc Chg/comm screen to display the Shipper Charge Window. Charges may be added to print at the beginning or end of the shipper. (These charges WILL NOT be attached to a specific part number or line item). If charges were entered from the file maintenance menu using the Miscellaneous Charge option, entries that were assigned to print at the beginning or end of the shipper, with selection criteria matching this shipper, are accessed and can be modified for this shipper.

Only the quantity, description and purchase order number are printed on the shipper. The price and extension are also printed on the invoice.

**Shipper Charge Window**

```
                         SHIPPER CHARGES
     Charge Type _ Beginning X End
     Quantity ............ _____
     Description ........ _____
     Price (6)........... _____
     Purchase Order Number _____
     Unit of Measurement . ___
     G/L Account # ....... _____Calc chg based on:
     AIAG Code .......... ____ _ tax rate
     Spec Service Code ... _____
     Credit Memo ........ N
     Credit Memo Number .. _____
     G & S Tax Rate (2) .. __
     G & S Tax Account ... _____
     Tax Code _____ Tax Rate .00000 Tax Qualifier

     F12=Return
```

Charge Type                      -    Enter "X" next to Beginning or End to print the charge, one time, at the beginning or end of the shipper. Charges entered from this screen cannot be attached to a line item. The charge is calculated based on the quantity and price entries on this screen.

Quantity                              -          The quantity entered is multiplied by the price entered on this
                                                 screen to calculate the charge to print at the beginning or end of
                                                 this shipper.

Description                           -          Enter a description to print on the shipper and invoice.

                                                 **Chrysler ERS Note:** If the Canadian Goods and Service (GST)
                                                 tax applies to this charge, enter: GSTxxxx (xxxx = the purchase
                                                 order clause number) If the Canadian Goods and Service (GST)
                                                 tax does not apply to this charge, but there is a clause number
                                                 associated with this charge, enter:

                                                 CLSxxxx (xxxx = the purchase order clause number)
                                                 (Example: CLS092 for expendable packaging, CLS092A when
                                                 charging for pallets. Use a valid code; it may be less than four
                                                 positions).

                                                 Leave blank if there is an AIAG code entered in the AIAG Code
                                                 field.

                                                 **Chrysler Non-ERS Note:** If there is a clause number associated
                                                 with this charge, enter:
                                                 CLSxxxx (xxxx = the purchase order clause number)
                                                 (Example: CLS092 for expendable packaging, CLS092A when
                                                 charging for pallets. Use a valid code; it may be less than four
                                                 positions).

                                                 If there is a cost code associated with this charge, enter:
                                                 COSxxxx (xxxx = the cost code)

                                                 Leave blank if there is an AIAG code entered in the AIAG Code
                                                 field.

                                                 **John Deere / Paccar Note:** Enter the Method of Handling code
                                                 in the first two (2) positions of the Description field. Valid codes
                                                 are:
                                                 02 From invoice
                                                 06 To be paid by customer
                                                 Enter the description of this charge in positions 3-30 of the
                                                 Description field.

Price (6)                             -          If entering decimal positions, enter the price WITH the decimal
                                                 point and up to six (6) decimal positions. If entering a whole
                                                 number (no decimal places), it is not necessary to enter the
                                                 decimal point. This is entered as a positive number (using the
                                                 FIELD + key). Enter "Y" in the credit memo field if this amount is
                                                 an allowance.

                                                 **Chrysler ERS Note:** Enter the price per piece to six decimal
                                                 places.

PO Number                          -          Enter the purchase order number to print on the shipper and
                                              invoice.

Unit of Measurement                -          Enter a valid unit of measure as found in the unit or measure file.
                                              (Required).

                                              **Chrysler ERS Note:** Chrysler requires the abbreviation EA, so
                                              EA is used in the transmission when the OEM code is "C,"
                                              regardless of the entry in this field.

G/L Account #                      -          Enter the general ledger account number.

Calc chg                           -          If a tax to the entire invoice or a header level miscellaneous
                                              charge Tax Rate has been based on previously assigned in the
                                              miscellaneous charge/tax file, X is displayed in the tax rate field.
                                              The previously assigned tax code displays with the tax rate and
                                              qualifier that were retrieved from the tax rate file.

                                              To change the tax - Enter a different tax code. Press Enter.

                                              To enter a tax on the entire invoice - Enter X next to tax rate under
                                              "Calc Chg based on" and enter the tax code. The tax code must
                                              be entered in the tax rate file. Press Enter.

                                              To enter a tax on a miscellaneous charge - Select the
                                              miscellaneous charge with 1. Press F14 (Enter Tax Charge). All
                                              fields from the miscellaneous charge are defaulted to the tax
                                              record. Enter X next to tax rate under "Calc Chg based on" and
                                              enter the tax code. Press Enter.

AIAG Code                          -          Enter a valid AIAG charge code if required by the OEM to be
                                              transmitted in the electronic invoice file.

                                              **Chrysler ERS Note:** Either a charge code or a clause number is
                                              required. Acceptable charge codes:
                                              PAF - Price Deviation
                                              TTB - Transportation Direct Billing

                                              Leave blank if there is a clause number associated with this
                                              charge, entered in the Description field.

                                              **Chrysler Non-ERS Note:** Either a charge code, or a clause
                                              number or a cost code is required. Acceptable charge codes are:
                                              PAF - Price Deviation
                                              TTB - Transportation Direct Billing
                                              Leave blank if there is an AIAG code entered in the AIAG Code
                                              field.

Spec Service                       -          Enter the special service code, if required by the OEM, to be
                                              transmitted in the Code electronic invoice file.

Credit Memo                          -          Enter "Y" if this is an allowance, rather than a charge. It will print
                                                as a negative on the hard copy invoice even though the price is
                                                entered here as a positive number.

                                                Enter "N" if this is a charge. It will print as a positive number on
                                                the hard copy invoice.

Credit Memo Number                   -          Enter the credit memo number associated with this credit. Not
                                                used by Chrysler ERS.

G&S Tax Rate                         -          Defaults from the price file. The Canadian Goods and Service tax
                                                rate. Enter the tax percentage.

G&S Tax Account                      -          Defaults from the price file. If entered, this account number prints
                                                on the invoice. The Invoice Register will itemize invoice amounts
                                                by G & S Account number. If there is no G & S account number, it
                                                will itemize by credit account number.

Tax Code                             -          If a tax to the entire invoice or a header level miscellaneous
                                                charge has been previously assigned in the miscellaneous
                                                charge/tax file, the previously assigned tax code displays with the
                                                tax rate and qualifier that were retrieved from the tax rate file. X is
                                                also displayed in the tax rate field.

                                                To change the tax: Enter a different tax code. Press Enter. To
                                                enter a tax on the entire invoice: Enter X next to tax rate under
                                                "Calc Chg based on" and enter the tax code. The tax code must
                                                be entered in the tax rate file. Press Enter.

                                                To enter a tax on a miscellaneous charge: Select the
                                                miscellaneous charge with 1. Press F14 (Enter Tax Charge). All
                                                fields from the miscellaneous charge are defaulted to the tax
                                                record. Enter X next to tax rate under "Calc Chg based on" and
                                                enter the tax code. Press Enter.

## Enter/Maintain Misc Comments

Press F9 from Misc Chg/comm screen to display the comments window. Comments may be added to print at the
beginning or end of the shipper. (These comments are NOT attached to this specific line item.) Comments entered
from the file maintenance menu, order entry or requirement manual entry, matching the selection criteria for this
shipper is accessed and can be modified.

**Comments Window**

```
                         SHIPPER REMARKS        Print         Remark
                                                Options       Type
                                                S=Shipper     B=Beg
                                                I=Invoice     E=End

        Beginning/End Shipper Remarks B=Both
     --------------------------------------------------

     _____      B             E
     _____      B             E
     _____      B             E
     _____      B             E
     _____      B             E
     _____      B             E
     _____      B             E
     _____      B             E
     _____      B             E
                                                     More...
     F10=Delete All Comments F12=Return
```

A beginning and/or ending remark may be entered to print on the shipper, invoice or both. If a detail remark was entered through file maintenance, order entry or requirement manual entry, it can be accessed and modified for this shipper only. (The permanent file accessed from the File Maintenance menu will NOT be changed).

Every line must indicate the "print option" ("S" for shipper, "I" for invoice or "B" for both). Every line must indicate the "remark type" ("B" for beginning, "E" for end). Both a beginning and ending remark may be entered on one screen by identifying the lines with the appropriate remark type.

Use the roll keys if additional comment lines are needed.

Remarks entered on this screen are NOT attached to a line item.

F10 - Delete All Comments          -          Deletes all comments for this shipper. The Detail Remark file is
                                              not affected.

## Sort Requirements

Press F15 from the parts selection screen to display a window to select a different sort order to display requirements on the parts selection screen.

```
            RSDM1000P     Select Sort Order


      Sort by: Part Number .......... _
               RAN Number ........... _
               VIN Number .......... _
               Req Date ............. _
               PO Number ........... _
               Release Number ....... _
               Cust Part Number ..... _
               Req Date/RAN ......... _
               Manifest# ........... _
               Detail Dock.......... _
               Ford ILVS Non 9000 ... _
               Ford ILVS 9000 Only .. _
               Ford ILVS Both ....... _
               Dealer Order # ....... _
               Dealer Program....... _
               Honda Small Lot....... _


         F12=Return
```

The default order to display requirements on this screen is (in-house) part number. Remove the "1" next to Part Number and enter "1" (although any character is accepted) next to an alternate sort order.

**Note:** The number in the RAN field could be a RAN (Receipt Authorization Number), DON (Delivery Order Number), KANBAN, sales order number (if the requirement was entered from the order entry system), blend number (Ford ILVS), or another OEM specific number.

**Ford ILVS Note:** Ford ILVS 866 requirements may be sorted in three ways:

- Ford ILVS Non 9000 - Sorts and displays only NON 9000 series blend numbers
- Ford ILVS 9000 Only - Sorts and displays only 9000 series blend numbers
- Ford ILVS Both - Sorts and displays all blend numbers

**Ford Consolidated Shipments Note:** Ford consolidated shipments require each dock to have a unique shipper. Sort by detail dock for Ford consolidated shipments.

**Volvo Direct Ship Note:** Volvo Direct Ship requirements can be sorted by Dealer Program Number or Dealer Order Number.

**Honda of America Small Lot Note:** This sort option **must** be used when shipping Honda Small Lot quantities.

For each part selected with "1," a Parts Detail screen displays. All fields that require edit checking are found on this screen. Additional fields associated with this part that require no edit checking may be accessed using F13 (Additional Info).

**Parts Detail Screen**

```
Company 01              CREATE SHIPPER/BILL OF LADING          Status   Ship
Cust xxxxxx
Dest xxxxxx                  Req Date xxxxxxxx      PO # xxxxxxxxx
Part xxxxx                   Req Time              RAN # xxxxxx
MY                           Tran Typ xxx          Eng Rev xxxxxx

Cust Part Number ..... xxxxxxxxxxxx      Desc xxxxxx
Qty Required ........ _____         ASN Type ............... _
Credit Qty (Y/N) ..... _               ASN Ctn Desc ........... _____
                                       ASN Pallet Desc ........ _____
Total # of Containers. _____
# of Loose Ctn ....... _____           Container Desc ......... _____
# of Pallets ......... ___             Pallet Desc ............ _____
Net Weight ........... _____           Container Part Number .. _____
Tare Weight .......... _____           Returnable Ctn (Y/N) ... _
Gross Weight ......... xxxxx           Honda Route Code ....... ___
                                       Price Code ............. _
Dock Code ............ _____       Invoice Toyota-Ky (Y/N) _
Gross Meters (2) ..... _____       Unit of Measure ........ ___

F5=Continue F7=Chg Ctn Part  F9=Lot/Loc Info   F11=Price Code Inq  F12=Return
F13=Additional Info F14=Misc Chg/Comm   F15=Chg RAN    F22=DLR/DOR Numbers
F17=Enter Serial IDs
```

The field "Credit Qty" displays only if the "Allow Negative Quantity Shipped?" field in the control file is marked "Y." The Eng Rev field changes to Manifest Number when the OEM code is "Y" for Toyota Motor Manufacturing.

| | | |
|---|---|---|
| Qty Req | - | Defaults the value displayed on the parts selection screen. The quantity may be changed at this time. Press Enter and net, tare, gross weights, and the number of containers and pallets are recalculated. The quantity required MUST be a positive number. |
| | | To automatically update the Lot/Location quantities for items with only one Lot/Location, add the application control record AUTOLOTS. Quantities are then updated when users press F5 from the Create Shipper/Bill of Lading screen. For more information, see the Application Control File Maintenance section in Chapter 11, System Maintenance, of the AutoRelease manual. |

| Qty Req | - | **Note:** It is important to press Enter immediately after changing the quantity or container part number, before changing any other fields. This recalculates the number of containers and pallets and the net, tare and gross weights based on the weights and capacities entered in the parts cross reference, container and requirements master files. |
| | | |
| | | If the package quantity or container weight is different than what is entered in the master files, the number of containers and pallets can be changed. Press Enter again. Next the net and tare weights can be changed. Press Enter again to recalculate the gross weight. |

The other fields on this screen can be changed at any time. Press F5 to accept the changes and continue.

| ASN Type | - | Defaults from the destination file. Valid ASN types are:<br>Y - Fixed length ASN.<br>V - Variable length ASN without bar code verification.<br>C - Variable length ASN with bar code verification. The bar code file is transmitted with the ASN. The Bar Code Verification field must contain "Y."<br>B - A GM code requiring two fixed length ASNs to be sent: a permanent ASN to the issuer and a temporary ASN to the destination.<br>O - Outside Processing; no ASN record or invoice record is created. When the ASN from the outside processor is processed, the invoice file is created.<br>N - No ASN is created. |
| | | |
| | | If the ASN type entered here does not match the ASN type entered in the destination file, a warning message displays. |
| Credit Qty (Y/N) | - | This field displays only if the "Allow Negative Quantity Shipped?" field in the control file is marked with "Y." Enter "Y" and the amount in the Qty Required field is considered a negative number. The amount entered in the Qty Required field MUST be entered as a positive number. However, if "Y" is entered in this field, it is passed through the system as a negative quantity. All reports and inquiries that display this data print as negative (-). The shipper and invoice are created with a negative quantity and the inventory file, to be passed to an interface, is created as a negative quantity. If the ASN type is not "N," a message displays and the ASN type is changed to "N," so no ASN file is created. Negative quantities are not passed to an electronic invoice file. |

Credit Qty (Y/N)   -   **Note**: Negative quantities print on the shipper, invoice, pool bills, Shipping History Report, Shipping Analysis, Forwarding Report and Line Up Report. CUM shipped never becomes a negative quantity. Negative quantities are NOT printed on the export papers. Enter "N" and the credit quantity feature is NOT activated. The amount entered in the Qty Required field is a positive number.

ASN Ctn Desc   -   A valid AIAG standard description consisting of 3 alpha characters followed by 2 numeric characters. This code is transmitted in the ASN file. (See Appendix A for a list of valid codes).

ASN Pallet Desc   -   A valid AIAG standard description consisting of three (3) alpha characters, followed by two (2) numeric characters. This code is transmitted in the ASN file.

Total # of Containers   -   Calculated based on the package quantity entered in the requirement A record.

**Note:** The number of containers is not calculated when the "No Container Calculations" flag in the requirement file, Special Processing Window is marked with "Y."

# of Loose Ctn   -   The number of loose containers prints on the shipper under the heading "Loose". (The number of loose containers is subtracted from the total number of containers and that difference prints under the heading that matches the container description).

Container Desc.   -   Optional. Enter the container description to print on the shipper and pool bill if different from the ASN container description. If blank, the ASN container description is used.

# of Pallets   -   Calculated based on quantity shipped divided by pallet capacity (entered in the container file).

Pallet Desc   -   Optional. Enter the pallet description to print on the shipper and pool bill if different from the ASN pallet description. If blank, the ASN pallet description is used.

Net Weight   -   Calculated based on quantity and weight entered in the parts cross reference file.

**Toyota of Japan Note:** The net weight is recalculated during the "extract" to calculate the net weight to two (2) decimal places.

Tare Weight   -   Calculated based on container and pallet weights entered in the container and/or bill of material files.

**Note:** Tare weight is not edited when the "No Container Calculations" flag in the requirement file, Special Processing Window is marked with "Y."

Container Part Number            -            Container part number entered in the container file.

Gross Weight                     -            Calculated by adding net and tare weights. This field cannot be maintained but is recalculated when quantity, net weight, tare weight, number of containers and/or number of pallets are changed and Enter is pressed.

Honda Route Code                 -            Defaults from the requirement B record (D & HA).

**GM Note:** The GM SPO dealer direct schedule code is processed into the Honda Route Code field and can be changed to be returned in the 856 file.

Returnable Ctn                   -            Enter "Y" if this is a returnable container. The appropriate code is extracted to the ASN file for this OEM. Enter "N" if this is not a returnable container.

Dock Code                        -            Defaults from requirement A record.

**Ford Consolidated Shipments Note:** This field cannot be maintained when the Process EDI Dock (Ford) field in the OEM miscellaneous file is marked with Y. The dock code can be changed only in the requirement B record where it is processed from Ford. A matching machine readable destination file must exist before such changes are made.

Price Code                       -            Defaults from price file. If no record is entered in the price file, a warning message displays. Press Enter to continue. Enter a price record or enter the price using invoice maintenance before the option Print and Process Invoices is taken.

Invoice Toyota-Ky                -            Defaults from the requirement master file, from the requirement C record. Y - When the Print and Process Invoice option is taken, and N is entered to the reprint invoice prompt, all records with "Y" in this field are marked for electronic invoicing for Toyota Motor Manufacturing (formerly Toyota of Kentucky) and are placed on hold. A Toyota Motor Manufacturing invoice can be created even when the OEM code is not "Y." The OEM code is changed to "Y" for Toyota Motor Manufacturing for invoicing.

**Note:** "Y" must be manually entered in the requirement C record. (This field can be mass changed from the requirement processing menu for existing requirement C records; the mass change will not create a requirement C record).

|  |  |  |
|---|---|---|
|  |  | N or blank - means this record is not to be marked for Toyota Motor Manufacturing electronic invoicing. |
| Gross Meters | - | Enter gross meters to be transmitted on the ASN if required by the OEM. |
| Unit of Measure | - | Defaults from the requirement master which must match an abbreviation entered in the unit of measure file. |
| F5 - Continue | - | Enters this part into the work file and displays the next part (if multiple parts were selected). Or, returns to the parts selection screen, where the part is flagged as selected with the > symbol. |
| F7 - Chg Ctn Part | - | Displays a container window to select an alternate container for this shipment. |
| F9 - Lot/Loc Info | - | Displays the Lot/Loc Entry screen. |
| F11 - Price Code Inq | - | Displays the Price Code File Inquiry for this part. |
| F12 - Return | - | Cancels all work done on this part and re-displays the part selection screen. |
| F13 - Additional Info | - | Displays more detail fields pertaining to this part that require no edit checking. |
| F14 - Misc. Chg/Comm | - | Displays the Miscellaneous Charge/Comment screen. Charges and comments may be added to print following this line item on the shipper. (These charges and comments will not be beginning or ending shipper charges and comments, but are attached to the line item being created from this detail record). If charges or comments were entered from the file maintenance menu using either the Detail Remarks or Miscellaneous Charge options, entries that were assigned to line items (rather than beginning or ending charges or comments), with selection criteria matching this line item, are accessed and can be modified for this shipper. (Detail Remarks can also be entered from Order Entry and Manual Requirement Entry). |
| F15 - Chg RAN | - | This field contains a number associated with this requirement. Depending on the OEM, it may be a RAN (Receipt Authorization Number), DON (Delivery Order Number), KANBAN, Sales Order Number or another OEM specific number. This function key accesses the code in the RAN # field so it can be changed. When the shipper is created the requirements in the load file, requirements file and requirements history file are updated with the new number. |

| F17 - Enter Serial IDs | - | Displays a window where major component serial numbers can be entered to be transmitted to the trading partner. This may be required by Volvo suppliers. The serial numbers are transmitted with the 856 file. |
|---|---|---|
| F22 - DLR/DOR Numbers | - | Displays a window where the Ford Customer Service Dealer Code (DLR) and Dealer Order Reference Number (DOR) may be entered or changed. The DLR and DOR display in the RAN # field in the upper right section of the part detail screen. Because the RAN field is only 15 positions, the first "D" is not displayed, but is passed to the ASN file. |

## Change Container Part

Press F7 from the Parts Detail screen to access the container file to select a different container for this shipment. A function key (F6) is available from this window to add a container record that will create a separate line item on this shipper.

**Container Selection Screen**

```
 Company 13                       CREATE SHIPPER/BILL OF LADING        Status    Ship
 Cust    CHRYS

                                  CONTAINER SELECTION           Position to Container:
                                                                _____

 Options: 1=Select

 Opt  Container Nbr   Cust Abv  Dest Abv   Customer Container Number
  _    CC10                                CC10
       100                                 100



                                                                         Bottom
  F12=Return F6=Add Container as Separate Line

 F13=Additional Info F14=Misc Chg/Comm F15=Chg RAN  F22=DLR/DOR Numbers
 F17=Enter Serial IDs
```

Enter "1" next to the container that is used for this shipment.

| F6 - Add Container as Separate Line | - | Displays a window to add a container as a separate line for this shipper. |
|---|---|---|

## Add Container as Separate Line

Press F6 from the Container Selection screen to display an entry screen to add a container as a separate line for this shipper.

```
                          ADD CONTAINER


  Container Nbr      Customer Container Number    Returnable Ctn        Rel Inv
  _____     _____  _ (Y/N)              _ (Y/N)
  Ctn Weight (5): _____   ASN Ctn Desc: _____   Ctn Desc: _____
  Plt Weight (2): _____     ASN Plt Desc: _____   Pallet Desc: _____
  Plt Capacity:   _____

  _____     _____   (Y/N)                (Y/N)
  Ctn Weight (5): _____   ASN Ctn Desc: _____   Ctn Desc: _____
  Plt Weight (2): _____     ASN Plt Desc: _____   Pallet Desc: _____
  Plt Capacity:   _____



  F12=Return
```

Enter data in the fields as it would be entered in the container file. The field definitions are the same.

| | | |
|---|---|---|
| Container Number | - | In-house number assigned to this container. This container must be entered in the requirement master file. |
| Container Weight | - | The weight of the empty container, entered to 5 decimal positions. DO NOT enter the decimal point. This is used to calculate the tare weight. Leave blank if retrieving weights of component parts from the Bill of Material Dunnage file (F13 from container key screen). |
| ASN Container Desc | - | A valid AIAG standard description consisting of 3 alpha characters followed by 2 numeric characters. This code is transmitted in the ASN file. (See Appendix A for a list of valid codes) |
| Container Desc | - | Optional. Enter the container description to print on the shipper, invoice and export documents if different from the ASN container description. If blank, the ASN container description is used. |
| Pallet Weight (2) | - | If the containers are placed on a pallet, enter the pallet weight to 2 decimal positions. DO NOT enter the decimal point. This is used to calculate the tare weight. |
| ASN Pallet Desc | - | A valid AIAG standard description consisting of three (3) alpha characters, followed by two (2) numeric characters. This code is transmitted in the variable length ASN file. |

| Pallet Desc | - | Optional. Enter the pallet description to print on the shipper, invoice and export documents if different from the ASN pallet description. If blank, the ASN pallet description is used. |
| Pallet Capacity | - | Number of containers to be placed on a pallet. This is used to calculate the number of pallets required, which is needed to calculate tare weight. |

## Lot/Location

Press F9 from the Parts Detail screen.

**Lot/Location Screen**

```
Co     01                    CREATE SHIPPER/BILL OF LADING        Status     Hold
Cust   CHRYS Lot/Location
Dest   WINDS
Part # 00413314              Req Date x/xx/xx      P.O. # xxxxxxx
M/Y                          Req Time 11:00a       RAN/DON #
Cust Part # .. 413                                 Eng. Rev. xxx
ASN Cont Desc.. CTN90                              Qty Required.. xxxx


Lot             Location  Quantity              Lot           Location  Quantity
xxxxxxxxxxxxxx  xxxxxxx   xxxxxxxx       xxxxxxxxxxxxxx  xxxxxxx   xxxxxxxx
xxxxxxxxxxxxxx  xxxxxxx   xxxxxxxx       xxxxxxxxxxxxxx  xxxxxxx   xxxxxxxx
xxxxxxxxxxxxxx  xxxxxxx   xxxxxxxx       xxxxxxxxxxxxxx  xxxxxxx   xxxxxxxx
xxxxxxxxxxxxxx  xxxxxxx   xxxxxxxx       xxxxxxxxxxxxxx  xxxxxxx   xxxxxxxx


F5=Continue F12=Return F15=Inventory
```

The lot numbers, location numbers, and quantities entered are printed on the shipper and may be passed to an interface.

| Lot Number | - | The lot number assigned to a group of parts. |
| Location Number | - | The location number representing the storage location within the warehouse. |
| Quantity | - | The number of parts associated with this lot and location. |
| F5 - Continue | - | Accepts data and returns to the parts detail screen. A warning message displays if lot quantities do not equal the quantity shipped. Press F5 to accept, or correct errors and press F5 again. |
| F12 - Return | - | Returns to parts detail screen. |

F15 - Inventory                              -           Accesses an inventory interface application to retrieve lot location
                                                         data directly, without manually keying it in. This feature must be

## Price Code Inquiry

Press F11 from the Parts Detail screen to access the price file inquiry for this part to obtain alternate price codes for this shipment. To change the price code permanently, the Price Code field must be changed in the requirement master file.

**Price Code Inquiry Screen**

```
                         PRICE FILE INQUIRY


Company:              01
Part Number:          APART
Model Year:
Customer Abbrv:       CHRYS
Destination Abbrv:    WINDS
Purchase Order #:


Price                                       Lower     Upper
Code    Comment                 Eff Date    Quantity  Quantity
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
C                               9/27/xx         1   99999999
R                               000000          1   99999999



F12=Return
```

All price codes for this customer, destination, and part display.

F12 - Return                                -           Returns to Parts Detail screen

## Additional Information

Press F13 from the Parts Detail screen to display additional detail fields pertaining to this part that require no edit checking.

**Additional Info Screen**

```
 Company 01                   CREATE SHIPPER/BILL OF LADING        Status    Ship
 Cust    CHRYS
 Dest    WINDS                 Req Date 8/04/95          PO # JITADEFPO
 Part    APART                 Req Time                  RAN # RN4
 MY                            Tran Typ 862              Eng Rev


 FCSD Eng Part Number .
 Ship Warehouse ....... _____           Funds Type......... ___
 Release Number ....... _____       Funds Type Desc.... _____
 Commodity Code ....... ____             Supplier Ship Mthd. ___
 Ending KANBAN Number . _____           Ship Complete (Y/N) N
 CR Account Number .... _____  G&S Tax Acct. No.... _____
 Heat Code Number ..... _____ G&S Tax Rate (2) ... __
 Theoretical Weight ... _____         Country of Origin .. _____


 Bar Code Verif. (Y/N/C/S) . N           Case Number ........ _____
 VIN....................._____ Line Item Sts (CASE) __
 RAN....................._____


 F8=Consignee Whs/Loc F12=Return F13=Commodity Code Maintenance
```

The Eng Rev field changes to Manifest Number when the OEM code is "Y" for Toyota Motor Manufacturing.

Fields in bold print display only if certain conditions exist. See field definitions.

| | | |
|---|---|---|
| FCSD Eng Part # | - | Displays only if OEM Division (in Requirement A) is FCSD. For visual verification. Not maintainable. |
| Ship Warehouse | - | Warehouse location to be passed to an interface. |
| Release Number | - | Defaults from the requirement detail (B) record. |
| Commodity Code | - | Defaults from the requirement A record. Use F13 to access the commodity file to select a different commodity code for this part. |
| Ending Kanban # | - | Defaults from the requirement B record. |
| CR Account # | - | Defaults from parts cross reference file if entered there. If not, defaults from company control file, and may be passed to an interface. |

Heat Code Number                    -          Enter Heat Code Number if supplier type in destination master is "P" for Primary Metal Supplier.

Theoretical Weight                  -          Enter theoretical weight if supplier type in destination master is "P" for Primary Metal Supplier.

Bar Code Verif                      -          Defaults from the destination master file. "Y" - verifies bar code data with shipper data when shippers are printed. For those OEMs that DO NOT require it. Bar code can be entered or uploaded from the bar code menu (accessed from the shipper menu).

**Note:** A record must be entered in the identification code file, with OEM code M for miscellaneous and a "dummy" plant ID. This record is used during the "upload" to determine whether or not Smart labels is to be used.

Bar code verification occurs during the shipper print. If the bar code file and the shipper file do not match, the shipper print will end without printing shippers. An error report will print. Errors must be corrected and the print option must be taken again. Bar code verification must contain "Y" if the ASN type is "C" to create a variable length ASN with bar code verification. When the ASN type is "N," which means no ASN file is created, the bar code data is selected when "N" is entered to the reprint shipper prompt. Bar code data WILL NOT be deleted when "N" is entered to the shipper prompt, if the ASN code is "C" or if the OEM code is D for Honda.

"C" - Enter "C" for create if using AutoScan to Scan-to-Create. This creates line items for the shipper after the data is scanned when the "create" function (F5) is taken.

"S" (Save) - Allows scanned barcode records to be saved when the shipper is finalized if the ASN code is "V."

VIN                                 -          Default from requirement B record.

RAN                                 -          Default from requirement B record.

The following fields display only for order entry, non-release and container lines:

| | | |
|---|---|---|
| Funds Type | - | Displayed only for non-release entry, order entry 850s and returnable containers. A funds type entered here is passed to an interface. |
| | | Only data entered in order entry or the destination file will default to this field. |
| | | **Note:** Shippers other than order entry with order price and non-release use the funds type in the price file, however, that data is not displayed on this screen and, therefore cannot be changed, but is passed to the appropriate files, during the "extract." |
| Funds Type Desc | - | Displayed only for non-release entry, order entry 850s and returnable containers. A funds type description will print below the total on the invoice and export documents. (Example: US Dollars, Canadian Funds, etc.). Only data entered in order entry or the destination file defaults to this field. |
| | | **Note:** Shipper other than order entry with order price and non-release use the funds type description in the price file, however, that data is not displayed on this screen and, therefore cannot be changed, but is retrieved during the "extract" to print the description beneath the total on the invoice. |
| Supplier Ship Meth | - | Displayed only for non-release entry, order entry 850s and returnable containers. The supplier ship method is a payment code for GM that defines the type of shipment. This code is returned in the ASN file. Only order entry data defaults to this field. |
| Ship Complete | - | Displays only for 850 requirements. The default is "N." The requirement will remain in the requirement and load files to be shipped complete at a later time, or until it is deleted. Enter "Y" if this quantity was partially shipped, to remove it from the requirement and load files during the extract. |
| G&S Tax Acct. No | - | Displayed only if this is a non-release or order entry record. |
| G&S Tax Rate (2) | - | Displayed only if this is a non-release or order entry record. |
| Country of Origin | - | Displayed only if this is a non-release record. |
| Case Number | - | Displayed only for NDLA Service; OEM code = NA and "Supplier Type" in destination file = S. |
| Line Item Sts | - | Displayed only if this is OEM CC (Case Corporation). |
| F8 - Consignee Whs/Loc | - | Displays a window where a consignee warehouse and/or location can be entered for this line item. |

F12 - Return                          -          Returns to parts detail screen.

F13 - Commodity Code Maintenance      -          Displays a list of commodity records entered in the commodity
                                                 code file. A different commodity code can be selected for this
                                                 part.


## Consignee Warehouse/Location

F8 from the Additional Info screen to display the consignee/warehouse window with the default values entered in
the parts cross reference file. The default values displayed can be changed for this line item of this shipment. To
change them permanently, they must be changed in the parts cross reference file.

**Consignee Warehouse/Location Window**

```
 Company 01                     CREATE SHIPPER/BILL OF LADING        Status      Ship
 Cust    CHRYS
 Dest    BRAM                         Req Date 8/15/95    PO # 112369
 Part    706                          Req Time            RAN #
 MY                                   Tran Typ 862        Eng Rev

                                          CONSIGNEE WHS/LOC MAINTENANCE
 Ship Warehouse ....... xxxxxx                                         .. N
 Release Number         211-4
 Commodity Code         100
 Ending KANBAN Number . 123456

 CR Account Number .... C┌─────────────────────────────────────────────┐
 Heat Code Number .....  │        CONSIGNEE WHS/LOC MAINTENANCE         │
 Theoretical Weight ... _│                                             │
                         │  Consignee Warehouse ......  _____         │
 Bar Code Verification (Y│  Consignee Location .......  _____         │
                         │                                             │
                         │  F12=Return                                 │
                         └─────────────────────────────────────────────┘

 F8=Consignee Whs/Loc F12=Return F13=Commodity Code Maintenance
```

Data in these fields defaults from the parts cross reference file.

Consignee Whs                         -          The consignee warehouse code entered here is attached to this
                                                 part number (or line item) not the entire shipper.

                                                 Shippers with a consignee warehouse or consignee location, and
                                                 when the ASN code is NOT "O," are placed in the consignee
                                                 invoice file (SCPINVxC) during the extract, so they will not be
                                                 printed with the invoice file (SCPINVx).

When a consignee warehouse has been entered, two records are created during the "extract" for use in an interface:
- A negative inventory transaction is made to remove the parts from the shipping warehouse/location.
- A positive inventory transaction is made to move the parts into the consignee warehouse/location.

**Outside Processing Note:** Shippers with an ASN code of "O" for outside processing, will not be written to an invoice file.

Consignee Loc                              -              The code representing the location, within the consignee warehouse, to be passed to the BPCS interface.

Shippers with a consignee warehouse or consignee location, and when the ASN code is NOT "O," are placed in the consignee invoice file (SCPINVxC) during the extract, so they will not be printed with the invoice file (SCPINVx).

**Outside Proc Note:** Shippers with an ASN code of "O" for outside processing, will not be written to an invoice file.

## Miscellaneous Charge Comments

Press F14 from the Parts Detail screen to display the Miscellaneous Charge/Comment screen. Miscellaneous charges and detail remarks entered from the File Maintenance menu can be accessed. Only "line item" charges and remarks are accessed from this screen. (No beginning and ending charges or remarks).

The charges and/or remarks can be viewed and modified for this shipper. (The permanent files accessed from the File Maintenance menu will NOT be changed).

**Miscellaneous Charge/Comment Screen**

```
 Company 01                    CREATE SHIPPER/BILL OF LADING
 Cust    CHRYS                 Miscellaneous Charges/Comments
 Dest    WINDS
 Part    413
 MY


 Options: 1=Change   4=Delete


 Opt Quantity     Description                      Price        U/M        PO Number
  _      1      xxxxxxxxxxxxxxx                  10.000000     EA
  _      2      xxxxxxxxxxxxxxx                  20.000000     EA
  _      1      xxxxxxxxxxxxxxxxxxxxxxxxxxxxx     1.112345     EA



 F8=Enter Misc Charge    F9=Enter/Maintain Misc Comments    F12=Return
```

If previously entered remarks or charges (that were entered through file maintenance, order entry or requirement manual entry) were NOT entered as beginning or ending remarks and were entered with selection criteria matching this line item, they display on this screen to be accessed and modified for this line item, on this shipper only. The charges and/or remarks print following this line item only. Press F8 to enter a new charge. Press F9 to enter a new remark.

| | | |
|---|---|---|
| F8 - Enter Misc Charge | - | Displays the charge screen. Line item charges may be calculated three ways: # of containers times price, line item quantity times price or quantity entered on charge screen times price. (These charges are NOT beginning or ending charges, but are attached to this specific line item). If charges were entered from the file maintenance menu, entries matching the selection criteria for this line item are accessed and can be modified. |
| F9 - Enter Maintain Misc Comments | - | Displays the comment screen. Comments may be added to print following this line item. (These comments are NOT beginning or ending comments, but are attached to this specific line item). If comments were entered from the file maintenance menu, order entry or requirement manual entry, entries matching the selection criteria for this line item are accessed and can be modified. |

## Enter Miscellaneous Charge

Press F8 from the Misc Charge/Comment screen to display the Charge screen. Line item charges may be calculated three ways:

- # of containers times price
- line item quantity times price
- quantity entered on Charge screen times price.

(These charges are NOT beginning or ending charges, but are attached to this specific line item). If charges were entered from the file maintenance menu, entries matching the selection criteria for this line item are accessed and can be modified for this shipper.

Only the quantity, description and purchase order number will print on the shipper. The price and extension will also print on the invoice.

**Charge Screen**

```
MISCELLANEOUS CHARGE/CREDIT MEMO
Quantity ............ _____
Description ........ _____
Price (6)........... _____
Purchase Order Number _____
Unit of Measurement . ____
G/L Account # ....... _____    Cal chg based on:
AIAG Code .......... ____              _ tax rate
Spec Service Code ... _____        _ container quantity
Credit Memo ........ N                 _ part quantity
Credit Memo Number .. _____           _ charge quantity
G & S Tax Rate ...... __
G & S Tax Account ... _____
Tax Code ____  Tax Rate .00000    Tax Qualifier
 F12=Return
```

| | | |
|---|---|---|
| Quantity | - | Enter the quantity only if the method of calculation marked is "Qty from charge." |
| Description | - | Enter a description to print on the shipper and invoice. |
| | | **Chrysler ERS Note:** If the Canadian Goods and Service (GST tax applies to this charge, enter: GSTxxxx (xxxx = the purchase order clause number). If the Canadian Goods and Service (GST) tax does not apply to this charge, but there is a clause number associated with this charge, enter: CLSxxxx (xxxx = the purchase |

order clause number). For example: CLS092 for expendable packaging, CLS092A when charging for pallets. Use a valid code; it may be less than four positions). Leave blank if there is a clause number associated with this charge, entered in the Description field.

**Chrysler Non-ERS Note:** If there is a clause number associated with this charge, enter: CLSxxxx (xxxx = the purchase order clause number). For example: CLS092 for expendable packaging, CLS092A when charging for pallets. Use a valid code; it may be less than four positions. If there is a cost code associated with this charge, enter: COSxxxx (xxxx = the cost code). Leave blank if there is an AIAG code entered in the AIAG Code field.

**John Deere and Paccar Note:** Enter the Method of Handling code in the first two positions of the Description field. Valid codes include:
02 From invoice
06 To be paid by customer

Enter the description of this charge in positions 3-30 of the Description field.

| | | |
|---|---|---|
| Price (6) | - | If entering decimal positions, enter the price WITH the decimal point and up to six (6) decimal positions. If entering a whole number (no decimal places) it is not necessary to enter the decimal point. |

This is entered as a positive number (using the FIELD + key). Enter "Y" in the Credit Memo field if this amount is an allowance.

**Chrysler ERS Note:** Enter the price per piece to six decimal places.

| | | |
|---|---|---|
| PO Number | - | Enter the purchase order number to print on the shipper and invoice. |
| U of M | - | Enter a valid unit of measure as found in the unit of measure file. (Required). |

**Chrysler ERS Note:** Chrysler requires the abbreviation EA, so "EA" is used in the transmission when the OEM code is "C," regardless of the entry in this field.

| | | |
|---|---|---|
| G/L Acct # | - | Enter the general ledger account number. |
| AIAG Code | - | Enter a valid AIAG charge code if required by the OEM to be transmitted in the electronic invoice file. |

**Chrysler ERS Note:** Either a charge code or a clause number is required. Leave blank if there is a clause number associated with this charge, entered in the Description field. Valid charge codes include:
PAF - Price Deviation
TTB - Transportation Direct Billing

**Chrysler Non-ERS Note:** Either a charge code, or a clause number or a cost code is required. Acceptable charge codes include:
PAF - Price Deviation
TTB - Transportation Direct Billing

Leave blank if there is an AIAG code entered in the AIAG Code field.

Spec Service                    -        Enter the special service code, if required by the OEM, to be transmitted Code in the electronic invoice file.

Credit Memo                     -        Enter "Y" if this charge is an allowance, rather than a charge. It prints as a negative on the hard copy invoice even though the price is entered here as a positive number. Enter "N" if this is a charge. It prints as a positive number on the hard copy invoice.

Credit Memo Number              -        Enter the credit memo number associated with this credit. Not used by Chrysler ERS.

G&S Tax Rate                    -        Defaults from the price file. The Canadian Goods and Service tax rate. Enter the tax percentage.

G&S Tax Account                 -        Defaults from the price file. If entered, this account number prints on the invoice. The Invoice Register will itemize invoice amounts by G & S Account number. If there is no G & S account number, it itemizes by credit account number.

Tax Code                        -        If a tax to the part or a detail level miscellaneous charge has been previously assigned in the miscellaneous charge/tax file, the previously assigned tax code displays with the tax rate and qualifier that were retrieved from the tax rate file. X is also displayed in the "tax rate" field.

**To change the tax:** Enter a different tax code. Press Enter.

**To enter a tax on a part:** Enter X next to tax rate under "Calc Chg based on" and enter the tax code. The tax code must be entered in the tax rate file. Press Enter.

**To enter a tax on a miscellaneous charge:** Select the miscellaneous charge with 1. Press F14 (Enter Tax Charge). All fields from the miscellaneous charge are defaulted to the tax record. Enter X next to tax rate under "Calc Chg based on" and enter the tax code. Press Enter.

**Volvo Note:** Volvo Dealer Direct shipments may require an invoice, part or miscellaneous charge to be taxed.

| | | |
|---|---|---|
| Calculate charge based on | - | Enter "X" (although any character is accepted) next to the method to be used to calculate the miscellaneous charge that is attached to the line item(s) matching the selection criteria. (A method of calculation is NOT selected if this is a beginning or ending charge). |

**Tax Rate** - The default tax rate is X if a tax (part or detail miscellaneous charge) has been assigned to this part or a detail level miscellaneous charge in the miscellaneous charge/tax file. See "Tax Code" for instructions to enter or change a tax.

**Container quantity** - The number of containers on each line item matching the selection criteria is multiplied by the price entered on the next screen.
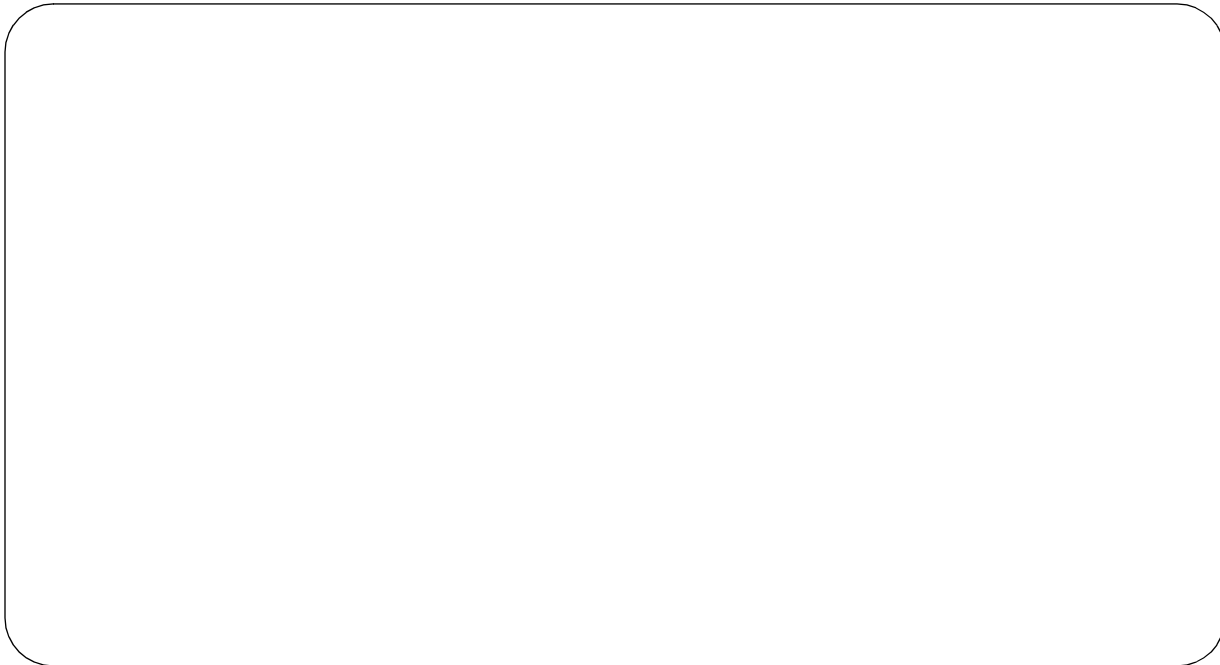
**Part quantity** - The quantity of parts shipped on each line item matching the selection criteria is multiplied by the price entered on the next screen. This method is used for Chrysler clause pricing where a different piece price is not based on the container.

**Charge quantity** - The quantity entered on the next screen is multiplied by the price entered on the next screen. This charge is attached to each line item matching the selection criteria.

Press Enter to accept this charge. Then press F12 to return.

## Enter and Maintain Miscellaneous Comments

Press F9 From The Misc Charges/comment screen to display the Comment screen. Comments may be added to print following this line item. (These comments are NOT beginning or ending comments, but are attached to this specific line item). Comments entered from the file maintenance menu, order entry or requirement manual entry, matching the selection criteria for this line item are accessed and can be modified.

**Comment Screen**

A remark to follow this line item, may be entered to print on the shipper, invoice or both. If a detail remark was entered through file maintenance, order entry or requirement manual entry, matching this selection criteria, it can be accessed and modified for this line item only. The permanent file accessed from the File Maintenance menu is NOT changed.

Every line must indicate the "print option" (S for shipper, I for invoice or B for both).

Use the roll keys if additional comment lines are needed.

Press Enter to accept the comment. Press F12 to return to the Miscellaneous Charge/ Comment screen.

F10 - Delete All Comments            -            Deletes all comments for this shipper. The Detail Remark file is not affected.

## Maintain RAN

Press F15 from the Parts Detail screen to display the Maintain RAN window. Through this window a RAN can be entered or changed. The RAN field contains a number associated with this requirement. Depending on the OEM, It may be a RAN (Receipt Authorization Number), DON (Delivery Order Number), KANBAN, Manifest Number, Sales Order Number, or another OEM specific number.

**Maintain RAN Screen**

```
             MAINTAIN RAN NUMBER COMMENTS/REMARKS          Print
                                                           Options
    Manifest Number ........  _____             S=Shipper
                                                           I=Invoice
        Miscellaneous Comments/Remarks                     B=Both
  F12=Return
  -------------------------------------------------
```

## DLR and DOR Numbers

Press F22 from the Parts Detail screen to display the DLR/DOR window used by Ford Customer Service Division.

**DLR and DOR Window**

```
       Maintain DLR and DOR Numbers

  F10=Delete All Comments F12=Return
   Dealer Number ............  _____

   Dealer Order Number .......  _____

   F12=Return
```

Enter or change the DLR in the Dealer Number field. Enter or change the DOR in the Dealer Order Number field. After DLR and DOR numbers are entered, they display in the RAN # field in the upper right section of the part detail screen. Because the RAN field is only 15 positions the first "D" is not displayed but is passed to the ASN file.

After modifying data on the part detail screen, the parts selection screen displays again.

**Parts Selection Screen**

```
 RSDM1000D              CREATE SHIPPER/BILL OF LADING        Status      Ship
  Co/Cust ML   CCABV
  Dest    CDABV              Position to Part Number

  Options:  1=Select   4=Delete   9=Ship As-Is                 Sorted by Part #
                                            Pkg Qty   BC
  Opt       Part Number     MY   Trn   Req Date / Time  Required  VR RAN/DON Number
       CPART01INT            862   5/15/06              34200    Y
       CPART01INT            862   9/30/06 10:00a        1000    Y
       CPART02INT            862   5/15/06              35300    Y
       CPART02INT            862   9/30/06 10:00a        2000    Y



                                                                      Bottom
  F5=Create     F6=Add Part   F7=Alt View   F8=Ovr Values     F9=Auto Shp As Is
  F11=Chg Req Sel  F12=Return  F13=Net  F14=Com/Chrgs  F15=Sort Reqmnts
```

Selected parts display at the top of the list and are marked with ">" between the option column and the part number to indicate the part has been selected.

Enter an in-house part number in the "Position to part number" field to search the list and position the requirements for the next part number to follow parts already selected (marked with ">" or an error code: E, R, S or W).

Other warning symbols that may be displayed in this position on this screen are E, R, S and W. These warning errors display when "9" is entered on the parts selection screen to ship as is rather than when "1" is entered and the Parts Detail screen is accessed. These errors are explained in detail earlier in this chapter where this screen was first accessed.

When this screen displays again, after modifying the detail records, critical errors have already been corrected. This screen indicates the records selected for this shipper. More parts can be selected. Or, if selection is complete, press F5 to create the shipper.

## ASN Information Screen

After pressing F5 (Create) from the parts selection screen after parts have been selected, the ASN Information screen displays. This screen is not displayed if the OEM code is "M" for miscellaneous or PO for order entry.

```
RSDM1000L                    ASN INFORMATION                  Status    Hold
Company 01                                                   Shipper 120
Cust   CHRYS
Dest   BELV


          Supplier Code ............. 38751_____


          Intermediate Destination ... _____


          Ship From ID................ _____


          Logistics #................. _____



     F5=Update Shipper    F12=Return    F13=Factura# Update
```

|  |  |  |
|---|---|---|
|  |  | **Ford Customer Service Note-**If this is an FCSD 830 Dealer Direct shipment, the intermediate consignee address displays and can be maintained. F15 "Prompt Dest Number" displays only for FCSD shipments to access the destination file to select an alternate destination. |
| Supplier Code | - | Defaults from the requirement A record of the first part selected for this shipper. This is the supplier code or DUNs number that prints on the shipper and invoice and is used in the ASN file. It can be changed for this shipment. To change it permanently, change the requirement master file. |
| Intermediate Destination | - | Enter the destination code if this shipment is being shipped to one location before proceeding to the ultimate destination. This field is used by Chrysler, but may be used by other OEMs. |
|  |  | **Toyota Sales Motor Note-**When creating a shipper for a Distribution Center shipment, enter the code as instructed on the routing slip (received from TMS) in the Intermediate Destination field. |
| Ship From ID | - | Ship From ID defaults from the requirement file. It can be changed for this shipment before the shipper and ASN are created. |

Logistics #                        -        Enter the Logistics Number if required by the OEM. This number can also be entered during ASN or DESADV maintenance or create.

F5 - Update Shipper               -        Create the shipper and return to the Cust/Dest Selection screen.

F12 - Return                       -        Return to the parts selection screen.

F13 - Factura# Update             -        Displays the Factura Maintenance Add window, from which users can assign a Factura number to the shipper. Note that this function key only displays for customers who have purchased the Factura component.

                                            For more information, refer to Forms Control File Maintenance in Chapter 11: System Maintenance.

Press Enter from the ASN Information screen to create the shipper and re-display the shipper selection screen.


## Shipper Selection Screen

```
                    CREATE SHIPPER/BILL OF LADING


         Company ................... __
         Customer Abbreviation ..... _____
         Destination Abbreviation .. _____



 F3=Exit   F4=Prompt  F7=Prompt Cust/Dest Abbrev  F11=Requirement Selection
 F20=Enter Non-Release


 Shipper 000624 created, status S
```

A message in the lower left corner will display the shipper number assigned from the forms control file and indicates the shipper status.

F4 - Prompt                        -        Displays the review screen to review, change, or delete shippers that have been created. Shippers display until the "extract" option is taken.

## Review Shipper Screen

Press F4 from the Cust/Dest Selection screen to display the Review Shipper screen. From this screen, all shippers that have been created but not extracted can be viewed or changed.

```
                    REVIEW SHIPPER/BILL OF LADING
                         Review Shippers


  Options: 1=Select   3=Hold   4=Delete   6=Release


                                             Ship        Car
  Opt  Co Shp #   Ship To  Dest   Sold To   Cust  OEM    Date   Time  #    Trailer #
  EQ   13   _____   ___   _____
  _  S  13     34 000001122 ****** 000000000 ******       169501          100
  1  V  13     44 000000041 WINDS  000000400 CHRYS  C     119507          100
  _  S  13     51 000000041 BRAM   000000400 CHRYS  C     91895           100
  _  H  13     53 000000041 LORAIN 000000400 FORD   F     91995           100
  _  P  13     43 000000027 FLINT  000000016 GM     G     69507           100


                                                                       Bottom
   F5=Refresh                          F12=Return    F13=Additional Selections

   Warning: This shipper is being viewed by another user
```

Shippers that have been printed have a status of "P" (Printed) and cannot be reviewed or changed. A "Printed" status can be deleted before the extract option is taken and shipping history is updated. The shipper number is not used. A deleted shipper report prints listing deleted records. Shippers that are being viewed by another user have a status of "V." These shippers can be viewed, but should only be done so if the shipper has been suspended in "View" status by a power failure or an abnormal end to the shipper entry program. A warning message displays when Enter is pressed to review a record that is in use. Customer and destination abbreviations display as ****** for non-release shippers.

| | | |
|---|---|---|
| 1 Select | - | Displays Header data which can be changed. Then displays the parts screen listing only the parts selected for this shipper. Line items can be added, changed or deleted. F5 updates the shipper. |
| 3 Hold | - | Changes status from Ship to Hold. |
| 4 Delete | - | Displays the delete confirmation window listing the selected record(s). Press Enter to delete or F12 to return. The shipper number is considered used and is not used by another shipper. A Deleted Shippers Report prints listing deleted shipper numbers. A Bill of Lading Part Records Deleted Report prints listing each line item from the deleted shipper. |
| 6 Release | - | Changes status from Hold to Ship. |

F5 - Refresh                          -          Updates the screen with changes that have occurred since this
                                                 screen was accessed (or since F5 was last pressed).

F13 - Additional Selections           -          Displays additional selection criteria entry lines to search for
                                                 multiple criteria.

To view a shipper select it with "1." The Review Shipper/Bill of Lading screen displays. For an explanation of fields
see the section "Header Screen" on page 13.

```
 RSDM1000B              REVIEW SHIPPER/BILL OF LADING    Company 01  Status S
 CUSTOMER                          1     DESTINATION   VXX             1
 Name                                    Name 1        VERIFY
 Address 1   1                           Name 2
 Address 2                               Address 1    123 ROAD
 Address 3                               Address 2
 City/State                              Address 3
 Zip Code                                City/State    NOWHERE           UT
 Country                                 Zip Code      48999
                                         Country       USA


 Batch ID...............                 Carrier .   45 ANR FREIGHT SYSTEM
 Conveyance Number .....
 Shipper Date/Time .....                 Equip. Initial ... CUOT SCAC .... ANRF
 Arrival Date/Time .....                 Conv/Rte/Pool Loc. C
 OEM Code ..............                       Remarks ..........
 No Charge Invoice (Y/N)                    FOB ..............
 Payment Type:   Coll   PP   PPI   Other AETC .............
 Alt. Description.                        Appt Number ......
 Terms ...........                        Seal Number ......
 Routing .........
 F7=Ford Export Options   F8=Export Options      F9=Prompt Carrier  F12=Return
 F13=Seal Number Maint    F15=Prompt Dest Number  F16=Prompt Sold-To/Ship-To
```

## The Query Bar

Use the Query Bar to limit the list of records displayed to those meeting the criteria entered. The Query Bar is the
first line beneath the column headings. Enter an option, and the fields to be compared in the search, and press
Enter.

Options available to search the file using the Query Bar:

- EQ - Equal to
- GE - Greater than or equal to
- GT - Greater than
- LE - Less than or equal to

- LT - Less than

- NE - Not equal to

Multiple search criteria may be entered. Use F13, Additional Selections, where up to six additional selection combinations can be entered using an AND relationship. Also, OR can be entered on the next line to indicate an OR relationship with the criteria on the following line.

## Additional Selections

Press F13 from the Shipper Selection screen to display six lines where multiple selection criteria can be entered for the search.

**Print/Process Selection Screen**

```
                    SHIPPER PRINT/PROCESS SELECTION
                       Select Shipper(s) or All


                                          Ship      Car
 Opt Co Shp # Ship To   Dest   Sold To   Cust  OEM Date Time  #    Trailer #
 EQ 01 _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____



 F5=Refresh F12=Return
```

Enter additional selection criteria for the search. Options and search data can be entered on all six lines. An AND relationship is assumed. The selection(s) found will meet all selection criteria entered. The search can also be made using an OR relationship. Enter the first selection on line 1, enter the option OR on line 2 leaving the fields blank, and enter the 2nd selection on line 3.

## Change/Update an Existing Shipper

DO NOT attempt to change a shipper with a status of "In Use." To change a shipper, follow the steps below.

1. Select with "1" from the review screen.

2. Header data displays and can be changed.

3. Press Enter to accept header changes and display the parts selection screen.

4. Parts can be added, deleted or changed from this screen:

   - Use F6 to add a part to this shipper.

- Enter "4" next to a line item to be deleted. The delete confirmation window is displayed, listing the selected record(s). Press Enter to delete or F12 to return.
  - Select an existing part with "1" for modify to display the parts detail screen.
5. Change fields on the parts detail screen. Press Enter to recalculate containers and weights if necessary. The same rules apply as when changing default values when creating a shipper.

6. Use function keys to enter or change miscellaneous charges, comments, lot/location data, or consignee/warehouse data.

7. Press F5 to continue and the parts selection screen is re-displayed.

8. Press F5 to update the shipper. The review screen is re-displayed and the lower left corner states: "Shipper updated".

## Non-Release Entry

Non-release entry was designed to create shipping papers to accompany a non-automotive shipment such as transporting office furniture to another location, without creating all master files. It may also be used when shipping sample or proto-type parts. Only the customer, destination and carrier files are required. No ASN is sent. Shipping history is created. Pool bills and export papers can be printed and an invoice file are created during the "extract".

**Note:** It is possible to create shipper with no parts; just a miscellaneous charge or comment. Press F14 from the parts selection screen to enter the charge or comment, then press F5 to create the shipper.

## Steps to Create a Non-Release Shipper

To create a non-release shipper, follow the steps below.

1. The Cust/Dest Select screen is the first shipper screen displayed in shipper entry. From this screen, press F20 to display the Non-Release Entry screen.

   **Non-Release Entry Screen**

```
                      CREATE SHIPPER/BILL OF LADING          NON-RELEASE


          Company.  ................... 01
          Customer Number............ _____
          Destination Number........ _____




 F3=Exit   F4=Prompt   F7=Prompt Cust/Dest Abbrev   F11=Requirement Selection
 F20=Enter Release
```

   Most non-release screens have the words "NON-RELEASE" in the upper right corner. The screens are similar to the shipping screens although some fields and function keys may be omitted.

2. Enter the company number, and customer and destination numbers to display the header screen.

3. Input or change header fields and press Enter to accept.

4.  The parts detail screen displays. Press F6 to add a part to this non-release shipper. The part number is the only required field. Press Enter and the parts detail screen is displayed.
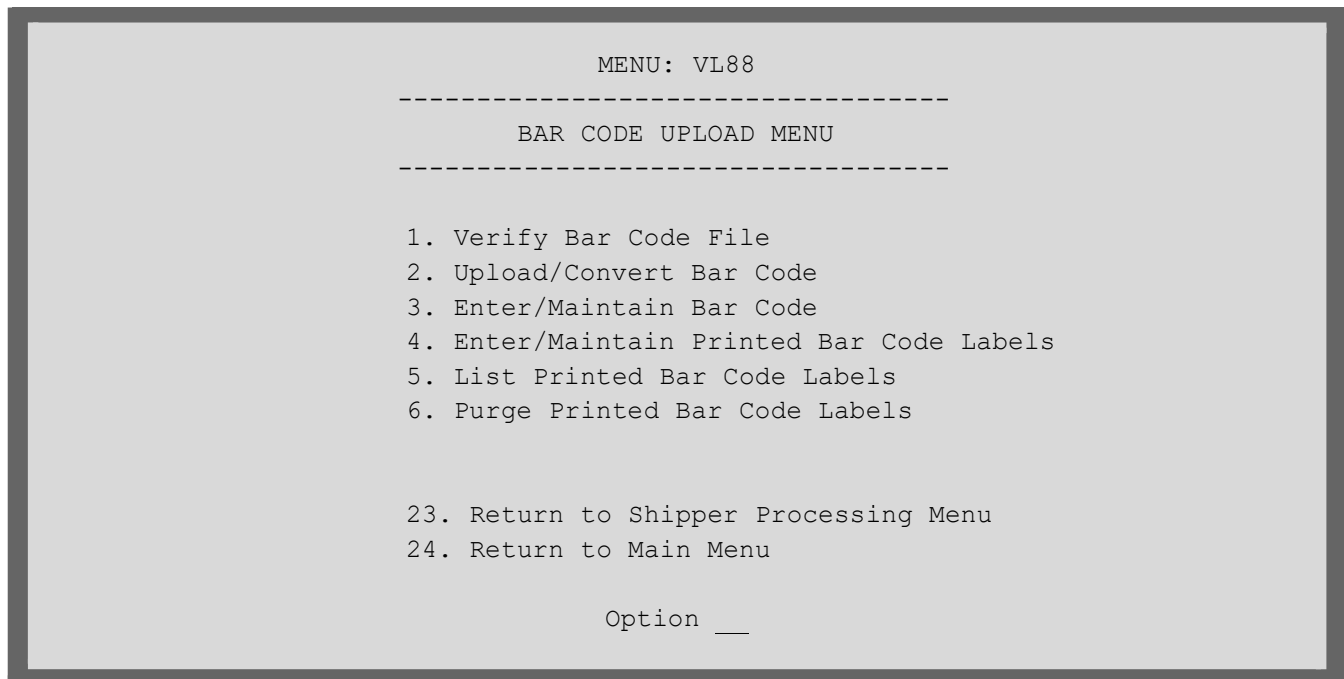
    **Note:** It is possible to create shipper with no parts; just a miscellaneous charge or comment. Press F14 from the parts selection screen to enter the charge or comment, then press F5 to create the shipper.

5.  Enter the detail needed for the shipper and invoice and press Enter. Detail fields usually required that are missing are highlighted. Press F5 to accept with errors. The part selection screen is re-displayed.

6.  Press F5 to create the shipper. The Customer/Destination screen is re-displayed and the shipper number and status display in the lower left corner.

When a non-release shipper is created, it is then available to review or print. After the reprint shipper prompt is answered with "N" for no an invoice is created the next time the "extract" option is taken.

# 2. Bar Code Menu

```
                         MENU: VL88
           -----------------------------------
                    BAR CODE UPLOAD MENU
           -----------------------------------


           1. Verify Bar Code File
           2. Upload/Convert Bar Code
           3. Enter/Maintain Bar Code
           4. Enter/Maintain Printed Bar Code Labels
           5. List Printed Bar Code Labels
           6. Purge Printed Bar Code Labels



          23. Return to Shipper Processing Menu
          24. Return to Main Menu


                        Option __
```

## Overview

The Bar Code Upload Menu is used for OEMs that do not require ASNs or OEMs that do not require bar code data transmitted with the ASN file. Therefore the bar code options cannot be found on the individual OEM menus.

Auto Release users that have NOT purchased the AutoScan module see only options 1-6 on menu VL88. When the AutoScan module is purchased and applied, options 7-12 display on menu VL88. See the AutoScan supplement for a description of options 7-12.

Options 2 through 6 on the Bar Code menu perform the same basic functions as the options found on the OEM ASN menus. DO NOT use these generic options for OEMs that have these options on their individual menus, as their special requirements are specifically handled using the OEM option.

The field Bar Code Verification in the destination master file must contain "Y" to verify bar code data for these miscellaneous OEMs. When "Y" is entered in this field, bar code verification will take place at shipper print time, even when the ASN code is "N," "V," "Y," or "B."

A miscellaneous identification code file record must be created which is used by all miscellaneous OEMs using bar code verification. Create a record with an OEM code of "M" for miscellaneous and enter a "dummy" Plant ID. This record is used during the "upload" to determine whether or not Smart Labels is to be used.

Requirement Processing cannot be preformed for OEM HONDA until all extract of shippers is done.

# Verify Bar Code File

(Option 1 on the Bar Code Upload Menu)

The bar code file may be verified with the shipper file prior to taking the print option by selecting this option. This verification can be used for any OEM.

The company selection displays if the user has authority to multiple companies.

If the ASN code is "C," or the Bar Code Verification field in the destination master contains "Y," bar code data that was scanned or entered manually is verified against the ship file when the print option is taken. If there are terminal errors, the shipper print will not continue. Errors must be corrected and the "print" option must be taken again. A Bar Code Verification Report prints with headings only if there are no errors. All terminal errors must be corrected before printing shippers.

When printing shippers with mixed labels the warning message "W-Pallets scanned does not equal pallets shipped" prints on the Bar Code Verification report in some situations when mixed labels are included in the shipment. To prevent this message from printing, add the SCANMX application control record to the Application Control file as described below.

| | |
|---|---|
| **Company:** | CO or * |
| **Application Name:** | SCAN |
| **Keyword:** | SCANMX + OEM |
| **Length:** | 1 |
| **Infor Data:** | Y |

To prevent the "W-Pallets scanned does not equal pallets shipped" message from printing on the Barcode Verification Report, regardless of the type of labels that have been scanned, add the "SCANAL + OEM" application control record as shown below.

| | |
|---|---|
| **Company:** | Company or ** |
| **Application Name:** | SCAN |
| **Keyword:** | SCANAL + OEM |
| **Length:** | 1 |
| **Infor Data:** | Y |

For more information on adding application control records, see Chapter 11 of the AutoRelease manual.

# Upload / Convert Bar Code

(Option 2 on the Bar Code Upload Menu)

This option uploads and converts the label data from the scanning device into the bar code file for:

- Miscellaneous OEMs

- OEMs that do not have these options on their individual OEM menus (mapped OEMs)

- OEMs with a VL8 menu (Upload/Convert Bar Code is the only option that may be used)

If using the Smart Label System:

- The identification code file record for OEM "M" for miscellaneous is checked to determine if the Smart Label System is being used.
- The file VARUPBAR is searched and the part number, quantity and supplier code are retrieved and placed in the bar code file (SCPBCODE).

A screen will prompt for company number. When the screen displays 3 columns of 10 blank lines each, take the option on the scanning device to start uploading the data.

**Upload Bar Code Data**

```
                         UPLOAD BAR CODE DATA


   _____    _____    _____
   _____    _____    _____
   _____    _____    _____
   _____    _____    _____
   _____    _____    _____
   _____    _____    _____
   _____    _____    _____


   F3=Exit      Enter=To Complete Processing
```

When data has been uploaded, press Enter to accept the data on the last screen and then press F3 to return to the menu. This places the bar code data into the bar code file. It also prints an error report showing duplicates or errors in the bar code data. If a label number is on the report, it is not uploaded. It must then be entered into the system manually.

If using the Smart Label System, the Bar Code Label Upload Report prints indicating errors.

**Note**: If the upload option is taken again, after correcting errors, the original error free labels are not upload, and are listed on the report as duplicates.

# Enter Maintain / Bar Code

(Option 3 on the Bar Code Upload Menu)

This option is used to add, change or delete bar code records. The information in this file must match the corresponding shipper and ASN. If scanning ability is not available, bar code data may be entered manually.

A screen will prompt for company number.

## Bar Code Selection

```
                        BAR CODE MAINTENANCE


    Company Number  ........xx
    Identification Number.. _____
    Sequence Number........ _____


    F3=Exit   F4=Prompt    F7=Ford Format   F21=Print  F22=Review Transmitted
    F23=Review Open     F24=Barcode History
```

| | | |
|---|---|---|
| Ident Num | - | Enter the shipper number to six positions. If the shipper number is 213, enter it as 000213. Leading zeroes are required. |
| Sequence Num | - | This is the sequence number assigned by the system or when data is manually entered. Use F23 to review the bar code file and select the label to update. |
| F3 - Exit | - | Returns to menu. |
| F4 - Prompt | - | Displays a list of bar code records previously entered or uploaded (transmitted and open) to view, change or delete. |
| F7 - Ford Format | - | Used only by Ford. |
| F21 - Print | - | Prints the bar code file. A selection screen prompts to include transmitted data and/or create a report for bar code history. |
| F22 - Review Transmitted | - | Displays the Bar Code review screen, listing "transmitted" records only to select the record to view or display. |
| F23 - Review Open | - | Displays the bar code review screen listing "open" records (records that have not been transmitted) to select the record to display or update. |
| F24 - Barcode History | - | Displays the Bar Code History Inquiry screen. From this screen users can view the history of selected bar code records. |

## Bar Code History

```
                       BAR CODE HISTORY INQUIRY


                 Enter Identification #  _____

 Options: 1=Select


 Opt Co Ident No      Seq    Customer Part Number         Serial No  Lbl   Cod
  _   01 001215       00001  MYPART1                      WP00008     S
  _   01 001215       00001  MYPART1                      WP00008     S
  _   01 001216       00001  MYPART1                      WP00009     S
  _   01 001216       00001  MYPART1                      WP00009     S
  _   01 001217       00001  MYPART1                      WP00010     S
  _   01 001217       00001  MYPART1                      WP00010     S
  _   01 001218       00001  MYPART1                      WP00011     S
  _   01 001221       00001  MYPART1                      WP00020     S


 F12=Return F21=List
```

```
                       BAR CODE HISTORY INQUIRY


                 Company Number. ......... 01
                 Identification Number... 001217
                 Sequence Number. ........ 00001

 Label Serial Number.... WP00010          Associated Master/Mixed Serial
 Label Type ............ S
 Package Quantity.       000000100
 Customer Part Number... MYPART1
 RAN Number............
 Returnable Container ..
 Purchase Order Number..
 IPP Tag Number 1.......               IPP Reason Code 1...
 IPP Tag Number 2.......               IPP Reason Code 2...
 OEM (NC/TM) /Label Type               (C=Container M=Master X=Mixed)
 User Defined Field ....
 User Defined Field ....
 User Defined Field ....
 User Defined Field ....


 F12=Return
```

Press Enter from the Bar Code Selection screen to display the remaining fields.

## Bar Code Maintenance

```
                          BAR CODE MAINTENANCE


                    Company Number. .........13
                    Identification Number... 000209
                     Sequence Number. ........00001


  Label Serial Number....                      Associated Master/Mixed Serial
  Label Type ............ __                              _____
  Package Quantity....... _____
  Customer Part Number... _____
  RAN Number............. _____
  Returnable Container .. _____
  Purchase Order Number.. _____
  IPP Tag Number 1....... _____    IPP Reason Code 1... __
  IPP Tag Number 2....... _____    IPP Reason Code 2... __
  OEM (NC/TM) /Label Type __ _ _____        (C=Container M=Master X=Mixed)
  User Defined Field .... _____
  User Defined Field .... _____
  User Defined Field .... _____
  User Defined Field .... _____


  F10=Delete F12=Return
```

| | | |
|---|---|---|
| Label Serial Number | - | Serial number from the bar code label. |
| Associated Master/Mixed Serial | - | The master/mixed serial number associated with this label is retrieved from the SCPBCODE file. This field must be entered whether the label is a master/mixed or a single. If this is a master/mixed label this field will match the label serial number field. |
| Label Type | - | M or 4S - Master Label<br>S - Single Label<br>G or 5S - Mixed Label<br><br>**Nissan North America Note: "**S" must be entered for Nissan North America.<br><br>**Toyota Motor Sales Note:** Not used by Toyota Motor Sales. |
| Package Quantity | - | The total quantity per label type. If the label type is "M" or "4S" this is the total number of pieces for this master label. If the label type is "S," enter the number of pieces for a single container. |
| Customer Part Number | - | The OEM's part number. |

| | | |
|---|---|---|
| RAN Number | - | RAN number associated with the label scanned if required by the OEM. |
| Returnable Container | - | Returnable container number associated with the label scanned if required by the OEM. |
| Purchase Order Number | - | Used by Toyota Motor Sales only. The purchase order number is retrieved from the requirement records when the label is printed if the SCANPOTM application control record contains PRINT or PRINTVER in the Infor Data field. The user is prompted for the purchase order number when scan-to-verify or pallet staging is performed if the SCANPOTM application control record contains PROMPTVER in the Infor Data field. |
| IPP Tag Number | - | ITT tag number associated with the label scanned (Honda Only). |
| IPP Tag Number | - | The initial part production number associated with the label scanned (Honda Only - D & HA. The IPP tag number is required the first time a part is shipped. |
| Reason Code 1 | - | Reason Code associates with IPP Tag Number 1 (Honda HA). |
| IPP Tag Number 2 | - | Honda may require a second IPP Tag Number for a single part (Honda HA). |
| Reason Code 2 | - | Reason Code associates with IPP Tag Number 2 (Honda HA). |
| OEM (NC/TM)/Label Type | - | Used by Nissan North America and Toyota Motor Sales only. Enter the OEM code. |

**Nissan North America Note:** Enter "C" if this is a single label. If this record is a loose single it must be entered first. The single record may be entered after a NC mixed or NC master record, to represent the singles under that mixed or master record. Enter "M" for NC master labels. Enter "X" for NC mixed labels.

**Toyota Motor Sales Note:** Label qualifiers are NOT used for Toyota Motor Sales, the label type field identifies the type of label being created. Valid label types include:
C - Container Label
M - Master Label
X - Mixed Label

| | | |
|---|---|---|
| User Defined Field | - | Data entered in this field is user-defined (may originate from the printed (four fields) label file, VARUPBAR) and is carried through to the SCPBCODE file. |
| F10 - Delete | - | Deletes this bar code record. This function will display only when displaying an existing record, not when adding a record. |

F12 - Return                    -           Returns to Selection or review screen (the screen that called it).

## Bar Code Review

Press F4 (Prompt) from the Bar Code Selection screen to display a list of ALL bar code records (Open and transmitted) to view or maintain.

```
                         BAR CODE MAINTENANCE

                Enter Identification # _____


 Options:  1=Select  4=Delete


 Opt Co Ident No    Seq Customer Part Number        Serial No Lbl Cod
 --- -- ----------- --- -------------------------- --------- --- ---
 _  XX XXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XXX
 _  XX XXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XXX
 _  XX XXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XXX
 _  XX XXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XXX

 F12=Return
```

Enter the identification number to display the list of records from that identification number.

1 Select                        -           Enter "1" next to the record to maintain.

4 Delete                        -           Enter "4" next to the record(s) to delete. The delete confirmation
                                            window is displayed, listing the selected record(s). Press Enter to
                                            delete or F12 to return.

F12 - Return                    -           Returns to bar code selection screen.

## Bar Code Listing

Press F21 (Print) from the Bar Code Selection screen to print a list of bar code records.

```
                         BAR CODE LISTING


 Print Transmitted Bar Code Data? (Y/N) N

 F3=Exit
```

The default is "N" which prints only bar code data that has been uploaded, but not yet transmitted. Enter "Y" to print the entire bar code file, including transmitted records that have not been purged. This prints the same list as when the option List Bar Code Data is taken.

F3 - Exit - Returns to selection screen.

## Bar Code Review - Transmitted

Press F22 (Review Transmitted) from the Bar Code Selection screen to display a list of all bar code records with a status of "T" for transmitted. A record can be selected to display or maintain.

```
                        BAR CODE MAINTENANCE

                  Enter Identification #  _____

 Options:  1=Select  4=Delete


 Opt Co Ident No        Seq   Customer Part Number          Serial No Lbl Cod
 --- -- -------------   -----  ------------------------------ ------ --- --- ---


 _  XX   XXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX   T
 _  XX   XXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX   T
 _  XX   XXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX   T
    XX   XXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX   T

 F12=Return
```

Enter the identification number to display the list of records from that identification number.

| | | |
|---|---|---|
| 1 Select | - | Enter "1" next to the record to maintain. |
| 4 Delete | - | Enter "4" next to the record(s) to delete. The delete confirmation window is displayed, listing the selected record(s). Press Enter to delete or F12 to return. |
| F12 - Return | - | Returns to bar code selection screen. |

## Bar Code Review - Open

Press F23 (Review Open) from the Bar Code Selection screen to display a list of all open (not marked as transmitted) bar code records to view or maintain.

```
                          BAR CODE MAINTENANCE


                   Enter Identification #  _____

  Options: 1=Select 4=Delete


  Opt Co Ident No Seq Customer Part Number Serial No Lbl Cod
  --- -- ------------ --- -------------------------- --------- --- ---


  _  xx xxxxxxxxxxxx xxx xxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxx xxx xxx
  _  xx xxxxxxxxxxxx xxx xxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxx xxx xxx
  _  xx xxxxxxxxxxxx xxx xxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxx xxx xxx
  _  xx xxxxxxxxxxxx xxx xxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxx xxx xxx


  F12 = Return
```

Enter the identification number to display the list of records from that identification number.

| | | |
|---|---|---|
| 1 Select | - | Enter "1" next to the record to maintain. |
| 4 Delete | - | Enter "4" next to the record(s) to delete. The delete confirmation window displays, listing the selected record(s). Press Enter to delete or F12 to return. |
| F12 - Return | - | Returns to bar code selection screen. |

# Enter Maintain / Printed Bar Code Labels

(Option 4 on the Bar Code Upload Menu)

This option is used only if labels are printed using the Smart Label System to add, change or delete printed bar code labels from the file (VARUPBAR) that was uploaded from the Smart Label System.

The company selection displays if the user has authority to multiple companies.

## Label Selection

```
                    BAR CODE MAINTENANCE OF PRINTED LABELS


            Company Number.............. __
            Label Serial Type .......... __
            Label Serial Number........ _____



  F3=Exit    F4=Prompt    F10=Purge
```

| | | |
|---|---|---|
| Label Serial Type | - | M or 4S- Master Label |
| | | S - Single Label |
| | | G or 5S - Mixed Label |
| | | |
| Label Serial Number | - | Serial number from the bar code label. |

Press Enter and the remaining fields display.

| | | |
|---|---|---|
| F3 - Exit | - | Returns to menu. |
| | | |
| F4 - Prompt | - | Displays the a list of printed bar code labels to select to view, change or delete. |
| | | |
| F10 - Purge | - | Displays the Purge Bar Code screen, if the user is authorized to purge for the companies entered. |

## Label Maintenance

```
                    BAR CODE MAINTENANCE OF PRINTED LABELS


                     Company  .................... XX
                     Label Serial Type ..........
                     Label Serial Number ....... S1


 Supplier Number........  _____
 Package Quantity.......  _____
 Customer Part Number...  _____
 RAN Number............  _____
 Purchase Order Number .  _____
 Model Year............  ____
 Date Printed (MMDDYY)..  _____
 User Defined Field ....  _____
 User Defined Field ....  _____
 User Defined Field ....  _____
 User Defined Field ....  _____
 OEM (NC/TM) /Label Type __                    (C=Container M=Master X=Mixed)


 Transmitted (Y/N) ..... N  ** Press ENTER to reactivate a transmitted record.
 F10=Delete   F12=Return
```

| | | |
|---|---|---|
| Supplier Number | - | Identification code assigned by the OEM. |
| Package Quantity | - | Quantity shipped / scanned. |
| Customer Part Number | - | The OEM's part number. |
| RAN Number | - | Receipt Authorization Number if required by OEM |
| Purchase Order Number | - | Used by Toyota Motor Sales only. The purchase order number is retrieved from the requirement records when the label is printed if the SCANPOTM application control record contains PRINT or PRINTVER in the Infor Data field. |
| | | The user is prompted for the purchase order number when scan-to-verify or pallet staging is performed if the SCANPOTM application control record contains PROMPTVER in the Infor Data field. |
| Model Year | - | Model Year if required by the OEM. |
| Date Printed | - | Date the bar code labels were printed. |

| | | |
|---|---|---|
| User Defined Field | - | Data entered in this field is user-defined and is carried through to the (four fields) VARUPBAR and SCPBCODE files. |
| OEM (NC/TM) / Label Type | - | Used by Nissan North America and Toyota Motor Sales only. Enter the OEM code. |

**Nissan North America Note:** Enter "C" if this is a single label. If this record is a loose single it must be entered first. The single record may be entered after a NC mixed or NC master record, to represent the singles under that mixed or master record. Enter "M" for NC master labels. Enter "X" for NC mixed labels.

**Toyota Motor Sales Note:** Label qualifiers are NOT used for Toyota Motor Sales, the label type field identifies the type of label being created. Valid label types include:
C - Container Label
M - Master Label
X - Mixed Label

| | | |
|---|---|---|
| Transmitted (Y/N) | - | "Y" defaults if the label has been uploaded from the Smart Label system. The "transmitted" field and the note that follows displays only when displaying an existing record, not when adding a record. |
| F12 - Return | - | Returns to the Selection or review screen (the screen that called it). |

## Labels Review

Press F4 (Prompt) from the Label Selection screen to display the printed bar code label records to view or maintiain. Enter the date to display the file from the date entered.

```
                    PRINTED BAR CODE LABELS

 Options:  1=Select   4=Delete                    Enter Date: _____

 Opt Serial #   Typ Quantity  Customer Part #  Date       Supplier     Flg

 _   1157       B   10         DSDS-QQ23183     02/18/xx    55876
 _   115        S   100        PART#1           02/16/xx    8877554
 _   110        S   47         PART#            02/15/xx    554Q
 _   117        S   41         HONDAPART#       02/10/xx    775

 F12=Return
```

1 Select                          -          Enter "1" next to the record to maintain.

4 Delete                          -          Enter "4" next to the record(s) to delete. The delete confirmation
                                             window is displayed, listing the selected record(s). Press Enter to
                                             delete or F12 to return.

F12 - Return                      -          Returns to Selection screen.

# List Printed Bar Code Labels

(Option 5 on the Bar Code Upload Menu)

This option is used only if labels are printed using the Smart Label System. It prints a list of the printed bar code
label file that was uploaded from the Smart Label System.

The company selection displays if the user has authority to multiple companies.

Press Enter, and a screen will prompt to include transmitted data on the list.

```
                         LIST PRINTED BAR CODE LABELS


  Enter All of the Following or Select Whether to Print Transmitted
  Labels.


             From Bar Code Label Date(MDY).... _____
             To Bar Code Label Date (MDY)..... _____


  Include Printed Transmitted Bar Code Labels? (Y/N)



  F3=Exit
```

Enter the date range in MM-DD-YY format of printed Bar Code Labels to be included on the report.

Include Transmitted Bar Code Labels?    -    Enter "Y" to include transmitted bar code data which has not been
                                             purged. The default is "N" to print only bar code data that has |
                                             been uploaded or entered, but not yet transmitted.

F3 - Exit                          -         Returns to menu.

# Purge Printed Bar Code Labels

(Option 6 on the Bar Code Menu)

This option is used only if labels are printed using the Smart Label System. This option removes printed bar code labels that have been flagged as uploaded from the file VARUPBAR. The company selection displays if the user has authority to multiple companies.

```
VLD8350A
                            PURGE BAR CODE


                 Label Date ...          (MMDDYY)
            and (O)  Serial# Range.            to
            Purge Labels NOT Flagged as Uploaded ...  N  (Y/N)
            Purge Honda Batch Files ................  N  (Y/N)
            Purge Scanned Barcode File (SCPBCODE)...  N  (Y/N)


     ** Note:  All bar code labels with a label date less than
               or equal to the date entered and flagged as
               uploaded will be purged unless you specify 'Y'
               to purge labels not flagged as uploaded then all
               bar code labels with a label date less than or
               equal to the date entered will be purged.

               If serial number range is entered then labels
               are purged within that range through the date entered.
               Note: Serial number may include OEM code.

               SCPBCODE purge causes orphaned records to be removed.
               Orphaned records are those with no matches on either the
  F3=Exit      printed barcode file (VARUPBAR) or the ASN file (VLPASN)
               or the Shipper Header file (RSPSHPA).
```

| | | |
|---|---|---|
| Label Date | - | Required. Enter the label date in MM-DD-YY format and press Enter. All records in the ASN file with action code of "T" (transmitted), up to and including this date and the associated bar code data, are purged. |
| Serial# Range | - | Optional. Enter a range of label serial numbers to be purged. A report prints listing the records that were purged. |
| Purge Labels Not Uploaded | - | Required. The default is "N" for no. Usually records that have not been uploaded are not ready to be purged. Enter "Y" for yes if records NOT uploaded with a label date up to or including the date entered, are to be purged. |

Purge Honda Batch Files              -        Optional. Enter "Y" to remove the printed bar code labels
                                              from the Honda Batch files.

Purge Scanned Barcode File (SCPBCODE)-        Optional. Enter "Y" to purge orphaned records on the Scanned
                                              Barcode File.

F3 - Exit                            -        Returns to menu.

# 3. Edit Entered Shippers

This option prints the Shipper Edit Report which lists the errors found on shippers created with errors. An error code ("E," "R," or "W") displays next to the part on the parts selection screen when errors are found. It is recommended that the errors be corrected before taking the "extract" option. If the shipper is printed with errors, and the "extract" option is taken, correct the errors through ASN maintenance or invoice maintenance, before transmitting ASNs or printing invoices.

The company selection displays if the user has authority to multiple companies.

## Possible Errors

Possible errors are listed below.

- When a "no charge invoice" is to be created, an informational message will print on this report to indicate that it is a no charge invoice and that no prices is associated with the shipper/invoice.

- When a shipper is created without a valid price or price code, the error message "Price Missing on Shipper" will print on the edit report. Enter the price in the price file then review the shipper, select the part and use F5 to update the shipper to retrieve the correct price.

- When a shipper is created which contains part numbers that have different customer/destination numbers (error code "W") or supplier codes (error code "S") in the requirement A record than the shipper header, warning messages will print.

- When a duplicate RAN (Receipt Authorization Number) is found on the shipper or on another existing shipper (error code "R") a warning message will print.

# 4. Change Shipment Status

This option is used to change Hold (H) status shipments to Ship (S) status by date range or batch ID. It is also used to change Ship (S) status shipments to Hold (H) status.

The company selection displays if the user has authority to multiple companies.

## Change Ship Status

```
                    CHANGE SHIPMENT STATUS


         1. Change Shipment Status from H to S

         2. Change Shipment Status from S to H


                       Option _
```

Enter "1" to change all Hold (H) status shipments to Ship (S) status. Enter "2" to change all Ship (S) status shipments to Hold (H) status. Enter "1" from the Change Ship Status screen to display the Hold-To-Ship screen.

## Hold-To-Ship

```
                    SELECT SHIPPERS TO RELEASE


         Shippers of HOLD status are changed to SHIP status



            Shipper Date Range: _____  Beginning Date
             (Blank for All) _____  Ending Date


                    Batch ID: ___
               (Blank for All)



        F3=Exit
```

Enter a date range to change only records within the date range. Or, leave blank for all. Enter a batch ID to change only records assigned to a specific batch. Or, leave blank for all. Enter "2" from the Change Ship Status screen to display the Ship-To-Hold screen.

## Ship-To-Hold

```
                      SELECT SHIPPERS TO HOLD


         Shippers of SHIP status are changed to HOLD status


           Shipper Date Range: _____  Beginning Date
              (Blank for All) _____   Ending Date


                     Batch ID: ___
                 (Blank for All)



         F3=Exit
```

Enter a date range to change only records within the date range. Or, leave blank for all. Enter a batch ID to change only records assigned to a specific batch. Or, leave blank for all.

# 5. Select Shipments to Print

This option is used to print shippers created using the option Shipper Maintenance. Pool bills can be printed with the shippers, or can be printed separately after the shippers have been printed and finalized (No to reprint shipper prompt). If pool bills are printed with shippers, when the reprint shipper prompt is answered with "N," both shippers and pool bills are finalized and cannot be printed again, until after the "extract" when the shipper and associated documents can be reprinted from history.

Export papers can be printed with the shippers, or can be printed separately before or after shippers are finalized. Export documents can be printed until "N" is answered to the reprint invoice prompt. After that, shippers and their associated documents can be reprinted from history.

## Print Methods

Print methods are determined by application control records, version number, and defaults entered through the configurable interface, as follows:

- **User Defined Forms (UDF) –** An AutoRelease feature. UDF forms are stored in the FUTCP library and print on a dot matrix printer using preprinted, multiple part forms. Data fields, positions and content can be changed but customization of the form itself is not possible. Preprinted forms are necessary and data must be formatted to print in the pre-designated fields. Instructions on how to make changes to UDF forms are included in a separate document called "User Defined Forms."

- **Adobe –** Pre-designed forms are provided and stored in the FUTADOBE library. Multi-part forms are NOT used. Without user intervention, Adobe merges the data and the form to print on 8 1/2 x 11 paper on a laser printer. Adobe requires a specific "printer type" to be entered on the Output Queue Selection screen. The printer type must be compatible with the printer drivers. Monochrome HP and Lexmark printers are supported.

The company selection window displays if the user has authority to multiple companies.

**Shipper Print Selection**

```
                        SHIPPER PRINT/PROCESS SELECTION


  Batch ID (leave blank for all)                    ___


  Print Shippers Interactively                      N


  Output Queue for Shippers                         PRT01


  Print Pool Bill Documents                         N


  Print Export Documents                            N


  Output Queue for Exports                          PRT01


  F3=Exit
```

The Output Queue for Exports field displays only if UDF or Adobe is activated with the application control record USERSHP.

| | | |
|---|---|---|
| Batch ID | - | Enter the user-defined Batch ID if one was assigned at shipper entry time. All shippers with this Batch ID and with a "ship" status of "S" display. Leave blank to display ship records that were not assigned a batch ID. |
| Print Shippers Interactively | - | "Y" - Prints shippers and related reports interactively. "N" - Prints shippers and related reports from the job queue. The default is "N." |
| Output Queue for Shippers | - | Displays the output queue selected when signing on to AutoRelease. This can be changed to print the shipper from a different output queue. If Adobe is being used to print, a printer type must be associated with the output queue. If no printer type is found, no forms are created.<br><br>**Output Queue Note:** When using Adobe and moving forms from one output queue to another, both output queues must be identified with a valid printer type. The printer types in all output queues used must match the printer type of the output queue used to print. |
| Print Pool Bill Documents | - | Displays the default value entered in the control file. It can be changed for this shipment. |

"Y" - Prints pool bills immediately after shippers print. When "N" is entered to the "Reprint Shipper" prompt, the pool bill number is assigned and both shippers and pool bills are finalized.

"N" - Pool bills are not printed at this time. After shippers are printed and the reprint shipper prompt is answered with "N," take the option Print Pool Bill Documents. Pool bills may be printed until "N" is answered to the reprint invoice prompt. After that shippers and associated documents may be reprinted from history.

Print Export Documents          -          "Y" - Prints export documents immediately after shippers print. The export document selection screen displays, followed by the appropriate selection screens for the type of export documents to be printed.

"N" - Export documents are not printed at this time. Export papers may be printed using the option "Print Export Documents" before or after shippers are finalized ("N" to reprint shipper prompt).

Export documents may be printed until "N" is answered to the reprint invoice prompt. After that shippers and associated documents may be reprinted from history.

Output Queue for Exports          -          Displayed when the application control record USERSHP is activated for the use of UDF or Adobe print programs. Displays the output queue selected when signing on to AutoRelease. This can be changed to print the export forms from a different output queue. When using Adobe, all output queues used must be identified with a valid printer type.

## Shipper Selection

Press Enter and the Shipper Selection screen displays all shippers with status of "S" (within the batch ID entered).

```
                     SHIPPER PRINT/PROCESS SELECTION
                        Select Shipper(s) or All

  Option: 1=Select


                                         Ship      Car
  Opt Co Shp #  Ship To   Dest   Sold To    Cust  OEM Date    Time    #   Trailer #
  EQ  01 _____ _____ _____ _____ _____ __ _____  ____  ___  _____
  _   01 xxxxxx xxxxxxxxx xxxxxx xxxxxxxxxx xxxxxx xx xxxxxx         xxx
  _   01 xxxxxx xxxxxxxxx xxxxxx xxxxxxxxxx xxxxxx xx xxxxxx         xxx
  _   01 xxxxxx xxxxxxxxx xxxxxx xxxxxxxxxx xxxxxx xx xxxxxx         xxx xxxxxxxxxx
      01 xxxxxx xxxxxxxxx xxxxxx xxxxxxxxxx xxxxxx xx xxxxxx         xxx

  F5=Refresh   F6=Select All Records    F12=Return   F13=Additional Selections
```

Enter "1" next to those shippers to print and press Enter. Or, Press F6 to print all shippers with a status of S in this batch.

| | | |
|---|---|---|
| F5 - Refresh | - | Updates the screen with changes that have occurred since this screen was accessed (or since F5 was last pressed). |
| F6 - Select all records | - | Selects all shippers in this batch to print and returns to menu. |
| F12 - Return | - | Returns to menu. |
| F13 - Additional Selections | - | Displays additional selection criteria entry lines to search for multiple criteria. |

## The Query Bar

Use the Query Bar to limit the list of records displayed, to those meeting the criteria entered. The Query Bar is the first line beneath the column headings (shown in bold on this page). Enter an option, and the fields to be compared in the search and press Enter.

Options available to search the file using the Query Bar include:

- EQ - Equal to
- GE - Greater than or equal to
- GT - greater than
- LE - Less than or equal to
- LT - Less than
- NE - Not equal to

Multiple search criteria may be entered. Use F13, Additional Selections, where up to six additional selection combinations can be entered using an AND relationship. Also, OR can be entered on the next line to indicate an OR relationship with the criteria on the following line.

# Print Process Selection

Press F13 (Additional Info) from the Shipper Selection screen to display six lines where multiple selection criteria can be entered for the search.

```
                    SHIPPER PRINT/PROCESS SELECTION
                       Select Shipper(s) or All

 Option: 1=Select

                                           Ship        Car
 Opt Co Shp #   Ship To    Dest   Sold To  Cust OEM Date  Time #  Trailer #
 EQ  01 _____  _____  _____ _____ _____ __ _____ ____ ___ _____
 __  __ _____  _____  _____ _____ _____ __ _____ ____ ___ _____
 __  __ _____  _____  _____ _____ _____ __ _____ ____ ___ _____
 __  __ _____  _____  _____ _____ _____ __ _____ ____ ___ _____
 __  __ _____  _____  _____ _____ _____ __ _____ ____ ___ _____
 __  __ _____  _____  _____ _____ _____ __ _____ ____ ___ _____

        F5=Refresh F12=Return
```

Enter additional selection criteria for the search. Options and search data can be entered on all six lines. An "AND" relationship is assumed. The selection(s) found will meet all selection criteria entered. The search can also be made using an OR relationship. Enter the first selection on line 1, enter the option OR on line 2 leaving the fields blank, and enter the 2nd selection on line 3.

A display station message prompts "Reprint Shippers? (Y/N)." If "Y" is entered, the shippers remain with a ship status of "S." Changes can be made using the Shipper Maintenance option. If "N" is entered, the ship status is changed to "P" for printed. Shippers with a "P" status cannot be changed. They can be deleted using the Shipper Maintenance option and shipping history is not updated. Shippers remain accessible with a "P" status until the "extract" is taken. Do not respond with "N" to this message until shippers have been printed. If the message is answered "N" and the printer has a forms jam, extra steps are required to reprint shippers from history.

When the shippers are next in line in the queue to print, a system operator message prompts to load form type "BOFLFORM". Load the forms and respond to the message.

**Note**: Immediately after all shippers print, Hazardous material documents are printed (if a shipper contains a hazardous part). A system operator message prompts to change forms to "HAZARDFORM". Load the forms and respond to the message.

**GM SPO Note**: Immediately after SPO shippers print, the associated SPO universal packing slip (GO) is sent to the user's outqueue. The packing slip is called PCKSLIP, and must be enclosed in the packing slip envelope of every shipment to SPO Ship Direct destination. A special form is not need to print the PCKSLIP, it may be printed on standard 8 1/2 X 11 paper.

**Honda Note**: Immediately after Honda shippers print, the Master Packing List prints. A system (D & HA) operator message prompts to change forms to 8 1/2 x 11. Load the forms and respond to the message.

**Nummi Note**: Immediately after Nummi shippers print, the Nummi Trailer Contents List prints. A message to change forms to 8 1/2 x 11 is received by QSYSOPR.

## OEM-Specific Shipper Print Requirements

Special print requirements take place to meet individual trading partner requirements. Some occur only when a specific flag is marked, some require an OEM Division entered in the requirement master and some occur for specific OEM codes. The following is a partial list of special print requirements.

**Ford Note:** Print plant code with destination name and address.

**Ford Body & Assembly Note:** Multiple line items with the same part number are combined.

**FBO Note:** The number of feature parts from the Bill of Material are printed on the shipper for FBO end parts. 866s only - Combine same part line items and list RANs & VINs together.

**FCSD Note:** Prints country of origin. Do not print CUM shipped.

**Shipments to Mexico Note:** Extend price.

**ILVS Note:** If OEM Division Code = ILVS and transaction set is 866, the range of blend and rack numbers is printed on the shipper and invoice.

**Freightliner:** One summary line is printed for Freightliner when there are multiple lines for the same part. 866s only - Combine same part line items and list RANs & VINs together.

**General Motors Dealer Direct Note:** Dealer Code (from Destination DUNs field in requirement A) and the Schedule Code (processed into Honda Route Code field, in requirement A) are printed on the shipper. On a GM dealer direct shipper, Immediately following the detail line items of shipped parts and before the charges and comments, the parts not shipped, associated with the same GM control number, prints under the heading "Back-ordered". This information is included in the 856 and the 810 files.

**Saturn Note:** Combine line items for same part.

**Truck & Bus Note:** Prints SID before the shipper number.

**Cami Note:** Prints SID number next to each line item.

**Mazda Note:** Print the Mazda ASN number (shipper number with first two positions replaced with the arrival month) beneath the page number.

**Mercedes Service Note:** The Customer Order Number is printed on the shipper instead of the Engineering Revision Level. The Release Number is printed on the shipper instead of the RAN.

**NDLA Note:** Print the case number (from the RAN field) after each line item.

**Nippondenso Note:** Print the case number (from the RAN field) after each line item.

**Nummi Note:** Print Kanban information.

**Paccar Note:** 866s only - Print one line item for each part/purchase order combination and list RANs & VINs together. **RAN / KANBAN Print:** When a file is received without the REF*DP segment a summary line with the RAN/KANBAN range is printed on shippers and invoices. When the REF*DP segment is received the KANBAN numbers are printed.

**Toyota of Canada (TC):** RAN and KANBAN are printed on the shipper.

**Toyota Motor Sales Note:** When there is a case number (in the RAN field) print the case number after each line item. For example: CASE: RAN12345, If there is no case number, check the bar code file; print all serial numbers and case quantities associated with each line item as case numbers. For example: CASE: SERIAL #1 QTY: 100.

**Volvo Note:** 866s only - Combine same part line items and list RANs & VINs together.

**Western Star Note:** Multiple 866 line items for the same part are combined on shippers and invoices. Parts are summarized by RAN on shippers, invoices and export documents.

## Error Messages

If a shipper is selected and a part on that shipper is also found on another shipper that has been previously selected but has not completed printing, and both parts requirements are from the same requirement master, the error displays:

```
"Cannot select shippers for Req. Master already selected."
```

This shipper can therefore not be printed until the first shipper has finished printing. A shipper that uses the same requirement master cannot be selected until printing is complete to insure the CUM Shipped is updated accurately in the shipper file.

Common causes of this error include:

- The reprint shipper prompt was not answered.
- Two users are attempting to print shippers with a part from the same requirement master at the same time.

Resolution of this error is to wait until the previously selected shipper has been printed and the reprint shipper prompt is answered. Then select the shipper again.

# 6. Move Shipper Line Items

This option is used to move a line item from one shipper to another. Both shippers must be available to be maintained (created, but not answered "N" to reprint shippers). Both shippers must have the same company number, customer abbreviation and destination abbreviation.

**Note:** The separate container line item associated with the part being moved, is moved also.

A screen will prompt for company number to verify security.

## Selection Screen

```
                    MOVE SHIPPER ITEMS
          Company Number.......... __
          From Shipper Number..... _____
          To Shipper Number....... _____

 Display by RAN # or Cust Part Number? C (R/C)



   F3=Exit
```

| | | |
|---|---|---|
| From Shipper Number | - | Enter the shipper number that contains the line item to be moved. |
| To Shipper Number | - | Enter the shipper number to receive the line item that is being moved. |
| Display by RAN/Cust Part# | - | Enter "R" to display shippers, meeting the selection criteria in RAN order. Press Enter with "C" as the default, to display shippers meeting the selection criteria, in customer part number order. |

```
                         MOVE SHIPPER LINE ITEMS
   Shipper # ....    1957
   Customer ..... CHRYS                    Position to: _____
   Destination .. WINDS
   Arv Date/Time 0/00/00
   Options: 1=Select


   Opt      Customer Part Number         Ran Number      Req Date Time    Quantity
   ------------------------------------------------------------------------------
   _   328-328                                            7/18/xx              100
   _   413-413                                            7/18/xx              450
   _   516-516                                            7/18/xx              150



   F7=More Information F12=Return
```

Enter a partial part number in the "Position to" field to search the list and position the first match found at the top of the screen.

The line items from the shipper entered in the "From Shipper Number" field display. A partial part number can be entered in the "Position to" field and the first customer part number that matches displays at the top of the screen.

| | | |
|---|---|---|
| 1 Select | - | Enter "1" next to the line item to be moved, and press Enter. If there are no errors, the line item is moved to the shipper number entered in the "To Shipper Number" field on the selection screen. Press F12 to exit after line item(s) are moved. |
| F7 - More Info | - | Displays the in-house part number below the customer part number. |
| F12 - Return | - | Returns to selection screen. |

## Factura Numbers

Factura numbers can be entered in shippers for customers who have purchased the Factura component. Factura numbers are transferred with shipper line items when all of the following are true:

- The "From" shipper is assigned a Factura number.
- The "To" shipper is not assigned a Factura number.
- All of the "From" shipper line items are being transferred to the "To" shipper.

For more information, see the section "ASN Information Screen" in this document, Chapter 5 of the AutoRelease main manual, or the appropriate trading partner supplement.

# 7. Print Pool Bill Documents

Pool bills may be printed for all carriers that contain "P" in the "Pool Carrier" field of the carrier file.

Shippers are selected to be included in a pool bill. Shippers may be displayed three ways:

- Shippers (that have been created but not yet extracted) that require a pool bill, where the pool bills have NOT yet been created.
- Shippers (that have been created but not yet extracted) that require a pool bill, and the pool bills have been created. This can be used to recreate a pool bill in the case of a forms jam.
- Both; all shippers that have been created but not yet extracted whether they have been included on a pool bill or not. This can be used if a shipper was not included on the original pool bill. A new pool bill number is assigned.

**Note:** When reprinting a shipper and its associated pool bill from history, the original pool bill, with the original number is created with all the original data; plus the information from the recreated pool bill is retrieved and included also.

**Note:** Remarks on pool bills can only be entered and printed using this option. The remarks are not available to be entered and will not print on pool bills created when printing shippers from either the 'Select Shipments to Print' or 'Reprint Shippers from History' menu option.

Pool bills can be printed immediately following the shippers without taking this option if the Print Pool Bills w/ Shippers field is marked with "Y" in the control file, or if this default is changed when shippers are printed. If the default is "N," and it is not changed when shippers are printed, pool bills must be printed using this option.

Pool bills MUST be printed and the reprint pool bill prompt must be answered with "N" before the "extract".

**Note:** If a pool bill was not created in AutoRelease, but a pool bill number must be transmitted in the ASN file, the pool bill number can be added to the shipper file using the Pool Bill Number option on the additional file maintenance menu (RC15). The pool bill number is extracted when the shipper it is associated with is extracted.

**Chrysler Note:** The Chrysler Reference Number (also called the Chrysler Master Bill of Lading) will print above the pool bill number on pool bills. The Chrysler Reference Number is the first shipper number when there is only one destination. If there is more than one destination, the Chrysler Reference Number is the pool bill number followed by the julian date of the first shipper.

The company selection displays if the user has authority to multiple companies.

Next, a screen will prompt to enter the carrier number.

```
                         POOL BILL PRINT SELECTION


           Option: 1=Select

           _ Pool Bills (not) generated

           _ Pool Bills generated

           _ Both

           Batch ID (leave blank for all)      ___

           Print Pool Bills Interactively

           Output Queue for Printed Documents _____

       Remarks
       _____
        _____
        _____
        _____


       F3=Exit
```

| | | |
|---|---|---|
| Pool Bills (not) Generated | - | Shippers (that have been created but not yet extracted) that require a pool bill, where the pool bills have NOT yet been created. |
| Pool Bills Generated | - | Shippers (that have been created but not yet extracted) that require a pool bill, and the pool bills have been created. This can be used to recreate a pool bill in the case of a forms jam. |
| Both | - | All shippers that have been created but not yet extracted whether they have been included on a pool bill or not. This can be used if a shipper was not included on the original pool bill. A new pool bill number is assigned. |
| Batch ID | - | Enter the user-defined Batch ID if one was assigned at shipper entry time. All shippers with this Batch ID and with a "ship" status of "S" are displayed. Leave blank to display ship records that were not assigned a batch ID. |
| Print Pool Bills Interactively | - | "Y" - Prints shippers and related reports interactively. "N" - Prints shippers and related reports from the job queue. (The default is "N") |

Output Queue for Printed Documents    -    Displays the output queue selected when signing on to AutoRelease. This can be changed to print pool bills from a different output queue.

Remarks    -    Enter Remarks that will print in the header section of the pool bill.

When using RPG programs to print, and the pool bills are next in line in the queue, a system operator message will prompt to load form type "PBILLFORM". Load the forms and respond to the message to continue.

When using UDF or Adobe to print, and the pool bills are next in line in the queue, the program does NOT stop for loading forms (because forms are printed on 8 1/2 x 11 paper). The form type displayed in the output queue is "POOLBILL."

# Pool Bill Selection

```
                         POOL BILL PRINT SELECTION
                        Select Pool Bill(s) or All


   Option: 1=Select
               Car
   Opt Co   #   Shpr #  Dest       Ship To  Cust      Sold To  OEM Trailer #   Sts
   EQ  13 ___                                          _____          _____
    _  13 100      84   WINDS          41   CHRYS          400  C                Prt
    _  13 100      93   WINDS          41   CHRYS          400  C                Prt
    _  13 100      94   WINDS          41   CHRYS          400  C                Prt
    _  13 100      95   WINDS          41   CHRYS          400  C                Prt
    _  13 100      97   WINDS          41   CHRYS          400  C                Shp
    _  13 100      99   WINDS          31   FORD           300  F                Shp




   F5=Refresh F6=Select All Records F12=Return F13=Additional Selections
```

F5 - Refresh    -    Updates the screen with changes that have occurred since this screen was accessed (or since F5 was last pressed).

F6 - Select All Records    -    Selects all shippers in this batch to print and returns to menu.

F12 - Return    -    Returns to selection screen.

F13 - Additional Selections    -    Displays additional selection criteria entry lines to search for multiple criteria.

# The Query bar

Use the Query bar to limit the list of records displayed to those meeting the criteria entered. The Query Bar is the first line beneath the column headings. Enter an option, and the fields to be compared in the search, and press Enter.

Options available to search the file using the Query Bar include:

- EQ - Equal to
- GE - Greater than or equal to
- GT - Greater than
- NE - Not equal to
- LE - Less than or equal to
- LT - Less than

Multiple search criteria may be entered. Use F13, Additional Selections, where up to six additional selection combinations can be entered using an AND relationship. Also, OR can be entered on the next line to indicate an OR relationship with the criteria on the following line.

# Print/Process Selection Screen

Press F13 (Additional Info) from the Shipper Selection screen to display the Print/Process Selection screen. from which multiple selection criteria can be entered for the search.

```
                    SHIPPER PRINT/PROCESS SELECTION
                       Select Shipper(s) or All


 Option: 1=Select


                                         Ship        Car
 Opt Co Shp # Ship To    Dest  Sold To   Cust  OEM  Date Time  #    Trailer #
 EQ 01 _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____

 __ __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____


 F5=Refresh F12=Return
```

Enter additional selection criteria for the search. Options and search data can be entered on all six lines. An "AND" relationship is assumed. The selection(s) found will meet all selection criteria entered. The search can also be made using an OR relationship. Enter the first selection on line 1, enter the option OR on line 2 leaving the fields blank, and enter the 2nd selection on line 3.

# Pool Bill Numbers

If a pool bill is not final, users can set up the application control record "POLREUSE" to designate that the Control Number file resets itself to the Pool Bill number it was assigned at the beginning of the run. Note that this record is not valid if:

- users have more than one PRTSHPFRM interface or more than one PRTBOLFRM interface designated to run.

- more than one user requests shippers or pool bills for the same company(s) at the same time.

**Company:**              Company or **
**Application Name:**     *ALL
**Keyword:**              POLREUSE
**Length:**               1
**Decimal:**              Blank
**Infor Data:**           Y

# 8. Print Haz. Material Documents

This option is used to print hazardous material documents for all shippers that use a commodity with hazardous material text (which was entered in the commodity code file). The hazardous material documents print immediately following shippers.

Hazardous material documents may be printed before the shipper is printed, or at any time before the "extract" option is taken. After the extract, shippers and their associated documents can be reprinted from history.

The company selection displays if the user has authority to multiple companies.

## Selection Screen

```
              Hazardous Material Form Print - Shipper Selection


                                          Search for Co #: __
   Options:   1=Select                           Shipper#: _____


   Opt Shpr#   Status   Type   Co Cust    Dest    Conv   Carrier
    _    000165 Ship       R    01 NIPP    WEST     M     950 YELLOW FREIGHT
    _    000166 Ship       R    01 TOYOTA TOYOTA   LT     100 CENTRAL  TRANSPORT
    _    000169 Ship       R    01 NAVIS  CHATM    LT     100 CENTRAL  TRANSPORT
    _    000228 Printed    R    01 CHRYS  WINDS    C      200 ROADWAY  PACKAGE SYSTEM
         000235 Ship       R    01 MAZDA  MAZDA    C      300 CONSOLIDATED FREIGHT


   F5=Select All F12=Return
```

All shippers, containing a part identified as a hazardous commodity, that have not been extracted display. A hazardous commodity is identified by the hazardous text entered in the commodity code file.

Enter "1" next to the line item to select individual items or press F5 to select all.

When using RPG programs to print, and the hazardous material documents are next in line in the queue, a system operator message will prompt to load form type "HAZARDFORM." Change forms and respond to the message.

When using UDF or Adobe to print, and the hazardous material documents are next in line in the queue, the program does NOT stop for loading forms (because forms are printed on 8 1/2 x 11 paper). The form type displayed in the output queue is "HAZMATFRM."

Search for Co #                    -         Enter a company number to search for entries for a specific
                                             company number. The cursor is positioned at the first entry for the
                                             company number entered.

Shipper #                        -        Enter a shipper number to search the file for a specific shipper
                                          number and the cursor is positioned at that shipper number.

F5 - Select all                  -        Selects all shippers to print hazardous material documents.

F12 - Return                     -        Returns to menu.

# 9. Print Export Documents

This option is used to print export papers and commercial invoices for shipments going to other countries.

The destination file indicates whether or not export papers are created for each destination. Export papers can be printed before or after shippers are finalized (Type "N" to reprint shipper prompt). The papers can be printed and reprinted until "N" is entered to the reprint invoice prompt. After invoices are finalized, shippers and their associated documents can be reprinted from history.

The company selection displays if the user has authority to multiple companies.

**Important Print Method Note:** Methods available for printing export documents are UDF and Adobe. For each method, the initial Selection screen displays. Then, a different series of screens and options displays depending on which print method you use, beginning with the Export Document Selection screen on page 103.

When you enter **9**, the *Enter the companies to be Processed* screen appears:

```
              Enter the companies to be processed


        __  __  __  __  __  __  __  __  __  __


        __  __  __  __  __  __  __  __  __  __




             F3=Exit    F7=Select All Authorized
```

Either type in the company codes or press F7 to select all codes authorized. Press **Enter** to continue with the selected company codes or F3 to exit without saving, returning to the Shipper Processing menu.

When you press **Enter**, the following selection screen appears:

# Selection Screen

```
                    EXPORT DOCUMENT PRINT SELECTION



                     Status of Shipper: S
                         S=Ship
                         E=Extracted
                         I=Invoice
                         A=All (S/E/I)


            Batch ID (leave blank for all)       ___


            Output Queue for Printed Documents  ___


            Print Export Papers Interactively   ___



            F3=Exit
```

| | | |
|---|---|---|
| Status | - | Enter **S**, **E**, **I**, or **A** (for **All**) to display export records to be selected. |
| | | Records with a status of **S** include:<br>S10 - Shipper created<br>S20 - Shipper selected to print |
| | | Records with a status of **E** include:<br>E10 - Reprint shipper prompt answered **N**<br>E20 - Selected for Extract<br>E40 - Lot History Updated<br>E50 - Fixed length ASN created<br>E60 - Variable length ASN created<br>E70 - CUM updated / recalculated load file<br>E80 - Updated shipping history<br>E99 - Consignee invoice created |
| | | Records with a status of **I** include:<br>I10 - Invoice created<br>I20 - Invoice selected to print |
| Batch ID | - | User-defined alphanumeric code. Optional. Used to group shippers into a batch. Entering this code when the option *Select Shipments to Print* is taken, displays only those shippers with a status of **S** that are assigned to this batch display. If no Batch ID is assigned, all shippers with a status of **S** display when selecting shippers to print. |

Output Queue for Printed Documents      -      Displays the output queue selected when signing on to AutoRelease. This can be changed to print export documents from a different output queue.

Print Export Papers Interactively      -      Enter **Y** to print export papers interactively. Enter **N** to print export papers batch.

# UDF or Adobe Print Methods

When you press **Enter** on the Export Selection screen, the Export Document Selection screen displays if the application control record USERSHP is activated for UDF or Adobe.

## Export Document Selection Screen

```
                USER DEFINED EXPORT DOCUMENT SELECTION              DISPLAY

Options:  1=Select      Other: _____
     Form
Opt Code Keyword    Form Description

 _  CI   COMMINV   Original Commercial Invoice

    CI   FCOMMINV  Ford Commercial Invoice

 _  CN   AUTORPT   Canada Automotive Report & Release

 _  CN   BILINGUA  Canada Customs Invoice - Bilingual

 _  CN   CERTORIG  Canada Certificate of Origin

 _  CN   DECLAR    Canada Export Declaration

 _  CN   ENGLISH   Canada Customs Invoice - English
                                                              More...
                                                         F12=Return
```

All export forms display. This screen can be modified to display only forms that are used.

The list of Run Programs in the Interface Mapping Tool for the Interface "PRTEXPFRM" is used with a blank company and a blank version to create the list of Export Documents for selection. Only Run Programs with a run flag of **Y** display.

Form Code                          -              Displays the first two positions of the Run Program

Keyword                            -              Displays the last eight positions of the Run Program

Form Description                   -              Displays the description of the Run Program

## Export Print Selection Screen

Press **Enter** to display the Export Print Selection screen:

```
                         EXPORT DOCUMENT PRINT SELECTION
                         Select Export Document(s) or All
                                                              Status: S
        Option:   1=Select

                                                        Car
        Opt Co     Dest       Ship To       Cust       Sold To     Shpr #    #      Sts

        _    01    CLEV#1         1      AECLEV             1       6252     45     Hld
        _    01    CAT            1      CAT                1        138     45     Hld
        _    01    DEST1          1      CHYRS              1        151     45     Hld
        _    01    0117A          1      FORD               1        112     45     Hld
        _    01    AP02A        101      FORD             101       6229      1     Hld


        F5=Refresh   F6=Select All Records   F12=Return   F13=Additional Selections
```

Use the Query Bar to limit the displayed records to those meeting the criteria entered. The Query Bar is the first line beneath the column headings. Enter an option and the fields to be compared in the search, then press **Enter**.

Options available to search the file using the Query Bar:

- EQ - Equal to
- GE - Greater than or equal to
- GT - Greater than
- LE - Less than or equal to
- LT - Less than
- NE - Not equal to

Select individual records to print by typing **1** next to the records and pressing **Enter**. To print export papers for all records, press **F6**.

F5 - Refresh                       -              Updates the screen with changes that occurred since this
                                                  screen was accessed (or since F5 was last pressed).

F6 - Select All Records            -              Selects all records to print and returns to the menu.

F12 - Return                        -          Returns to the menu.

F13 - Additional Selections         -          Displays additional selection criteria entry lines to search for
                                               multiple criteria.

Enter - Print Selected             -          Selects records marked with **1** to print and returns to the menu.

## Additional Selections

Press F13 (Additional Selections) from the Export Print Selection screen to display the Additional Selection window, from which multiple selection criteria can be entered for the search.

```
                         ADDITIONAL SELECTIONS


                                                              Car
        Opt  Co  Dest    Ship To   Cust   Sold To   Shp #      #
        EQ   01           _____  _____ _____ _____    ___

        __   __  _____   _____  _____ _____ _____    __
        __   __  _____   _____  _____ _____ _____    __
        __   __  _____   _____  _____ _____ _____    __
        __   __  _____   _____  _____ _____ _____    __
        __   __  _____   _____  _____ _____ _____    __

     F5=Refresh F12=Return
```

Enter additional selection criteria for the search. Options and search data can be entered on all six lines. An "AND" relationship is the default. The selections found will meet all selection criteria entered.

Alternatively, the search can also be made using an "OR" relationship. To do this, enter the first selection on line 1, enter the option **OR** on line 2 leaving the fields blank, and enter the second selection on line 3.

F5 - Refresh                        -          Updates the screen with changes that have occurred since this
                                               screen was accessed (or since F5 was last pressed).

F12 - Return                        -          Returns to the menu.

Multiple search criteria may be entered. Use F13 - Additional Selections, where up to six additional selection combinations can be entered using an AND relationship. Also, OR can be entered on the next line to indicate an OR relationship with the criteria on the following line.

# 10. Print Multi-Company Pool Bill

This option is used to combine pool bill data for more than one company on a single pool bill form.

Pool bills for each company must be printed, individually, using the option "Print Pool Bill Documents". Pool bills being combined must be for the same date and must use the same destination number and carrier number. When each company's pool bills are finalized ("N" to the reprint pool bills prompt) the data is added to the multi-company pool bill file if the destination record contains "Y" in the Multi-Company Pool Bill Destination field.

After all pool bills are printed individually, for all companies to be included on the multi-company pool bill, take this option to print the combined pool bill.

```
          PRINT MULTI-COMPANY MASTER POOL DOCUMENTS

       Companies to join on one Pool document:


           xx xx __ __ __ __ __ __ __ __
                 __ __ __ __ __ __ __ __ __ __


                  Date .......... _____

                  Destination # . _____

                  Carrier # ..... ___


          F3=Exit
```

| | | |
|---|---|---|
| Date | - | Enter the date of the individual pool bills, in month-day-year (MMDDYY) format. |
| Destination # | - | Enter the destination number used by the pool bills being combined. |
| Carrier # | - | Enter the carrier number used by the pool bills being combined. |

When using RPG print programs, the pool bills are next in line in the queue to print, a system operator message will prompt to load form type "MBILLFORM." Load the forms and respond to the message.

When using UDF or Adobe to print, and the pool bills are next in line in the queue, the program does NOT stop for loading forms (because forms are printed on 8 1/2 x 11 paper). The form type displayed in the output queue is "POOLBILL."

# 11. Extract

The "Extract" option extracts data from the shipping files (from records with a status of "P") to create the ASN file, the invoice file, the consignee invoice file, and inventory files. Shipping records acquire a status of "P" when NO is answered to the reprint shipper prompt. The extract also updates the affected history files, requirement files and the load file and prints the update reports.

Pool bills, hazardous material documents and export documents should be printed before the extract is performed. However, export papers can be printed and reprinted after the extract and until "N" is entered to the reprint invoices prompt.

**Note:** All shipping documents (except the Honda Master Packing List) can be reprinted from history using the option "Reprint Shippers from History" by reprinting the shipper associated with document after shipping history has been updated.

Multiple users can take the extract option and multiple ASN create jobs can be submitted simultaneously. However, once an ASN record is selected by one user, it is unavailable to all other users.

When the ASN file has been created, the Shipper Processing menu is re-displayed, and ASNs are ready to be created and transmitted, while the update procedures continue to run in batch.

The extract performs the following functions:

- Assigns invoice number.
- Updates lot/location history.
- Creates the fixed length ASN file.
- Creates the variable length ASN file.
- Updates requirement B record; recalculates package quantity & load file.
- Updates Shipping History.
- Updates CUM Required History.
- Creates interface file to relieve inventory.
- Creates invoices and consignee invoice files.

The extract runs interactively through the variable length ASN file create, then returns to the Shipper Processing menu. A message displays at the bottom of the screen:

```
ASN extract completed, file update submitted
```

The extract continues and performs the update functions in batch. ASNs can be maintained and/or transmitted while the update programs are running.

As soon as the update steps have completed, a break message displays:

```
EXTUPDATE Completed Normally
```

The following reports print:

- **Lot# History File Update** - Lists records that were updated to the lot/location file.

- **Requirements Removed During Shipping** - Lists those requirements that are removed from the requirement file during the "extract" rather than during the "shift." These shift exceptions are detailed in Chapter 1, Shift Requirement menu. The report also lists requirements that were reduced.

- **Requirement File Update** - Lists the number of shipping records that were updated to the requirement file. If a requirement master cannot be found, the number of records not processed are listed.

- **Shipping History File Update** - Lists records that were updated to the shipping history file.

**Note to BPCS Users:** If BPCS is installed on your system, and you have marked the correct fields needed for the Inventory Interface in the control file, two interface files are created at this time. The first file created (NIN) is used by the BPCS system to relieve inventory by the quantity shipped. The second file (KFM) will relieve forecast information placed in the KMR (BPCS Forecast File) when the Infor Create MRP Requirements option is taken.

The company selection displays if the user has authority to multiple companies.

```
                    EXTRACT SELECTION


    Batch ID (leave blank for all) ___


    Output Queue for Extract PRT01


    F3=Exit
```

Batch ID                              -          Enter the user-defined Batch ID if one was assigned at shipper
                                                 entry time. All shippers with this Batch ID, that were answered
                                                 NO to the reprint shipper prompt display. Leave blank to display
                                                 ship records that were not assigned a batch ID.

Output Queue                          -          Displays the output queue selected when signing on to
                                                 AutoRelease. This can be changed to print the extract reports
                                                 from a different output queue.

```
                          EXTRACT SELECTION
                       Select Shipper(s) or All

   Option: 1=Select


                                            Ship           Car
   Opt Co  Shp #   Ship To   Dest  Sold To  Cust  OEM   Date   Time   #    Trailer #
   EQ  13 _____ _____ _____ _____ _____ __ _____ _____ ___ _____
   _     01 xxxxxx xxxxxxxxx xxxxxx xxxxxxxxx xxxxxx xx   xxxxxx xxxxxx xxx
   _     01 xxxxxx xxxxxxxxx xxxxxx xxxxxxxxx xxxxxx xx   xxxxxx xxxxxx xxx
   _     01 xxxxxx xxxxxxxxx xxxxxx xxxxxxxxx xxxxxx xx   xxxxxx xxxxxx xxx
         01 xxxxxx xxxxxxxxx xxxxxx xxxxxxxxx xxxxxx xx   xxxxxx xxxxxx xxx



   F5=Refresh F6=Select All Records F12=Return F13=Additional Selections
```

Select records to extract either by placing "1" next to the record or records to select and press Enter, or use F6 to extract all records.

Multiple users can access this screen simultaneously. However, once a record is selected by one user, it is unavailable to all other users.

# CHKJITA Application Control Record

This record is optional. The record creates a message at extract time if manual requirements have been entered and not processed. When the extract is taken, manual entry is checked for a matching company number, customer abbreviation, destination abbreviation part number and model year.

**Application Name:**    \*ALL
**Keyword**:    CHKJITA
**Length:**    01
**Decimal:**    Blank
**Infor Data:**    Enter Y

# The Query bar

Use the Query bar to limit the list of records displayed, to those meeting the criteria entered. The Query Bar is the first line beneath the column headings. Enter an option, and the fields to be compared in the search, and press Enter.

Options available to search the file using the Query Bar:

- EQ - Equal to
- GE - Greater than or equal to
- GT - Greater than
- LE - Less than or equal to
- LT - Less than
- NE - Not equal to

Multiple search criteria may be entered. Use F13, Additional Selections, where up to six additional selection combinations can be entered using an AND relationship. Also, OR can be entered on the next line to indicate an OR relationship with the criteria on the following line.

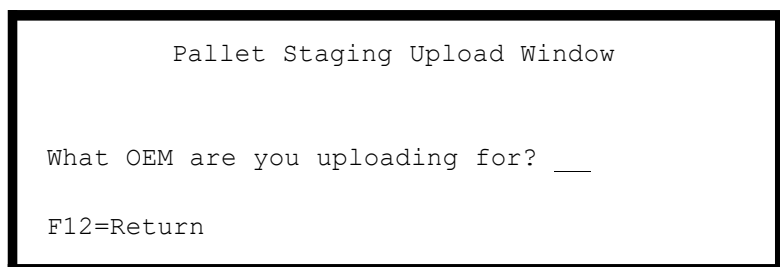| | | |
|---|---|---|
| F5 - Refresh | - | Updates the screen with changes that have occurred since this screen was accessed (or since F5 was last pressed). |
| F6 - Select All Records | - | Selects all records. |
| F12 - Return | - | Returns to menu. |
| F13 - Additional Selections | - | Displays additional selection criteria entry lines to search for multiple criteria. |

# 12. Pallet Staging Upload

This option is used to upload data from the scanning device to the pallet staging file (VARPALLT). Master and single serial numbers must be scanned. (For Honda, returnable containers and IPP Tag Numbers may also be required).

**Note**: For Honda, all single labels not associated with a master label must be scanned at staging time and uploaded to the pallet staging file. All NON-Honda suppliers can scan these single labels at bar code upload time.

The company selection displays if the user has authority to multiple companies.
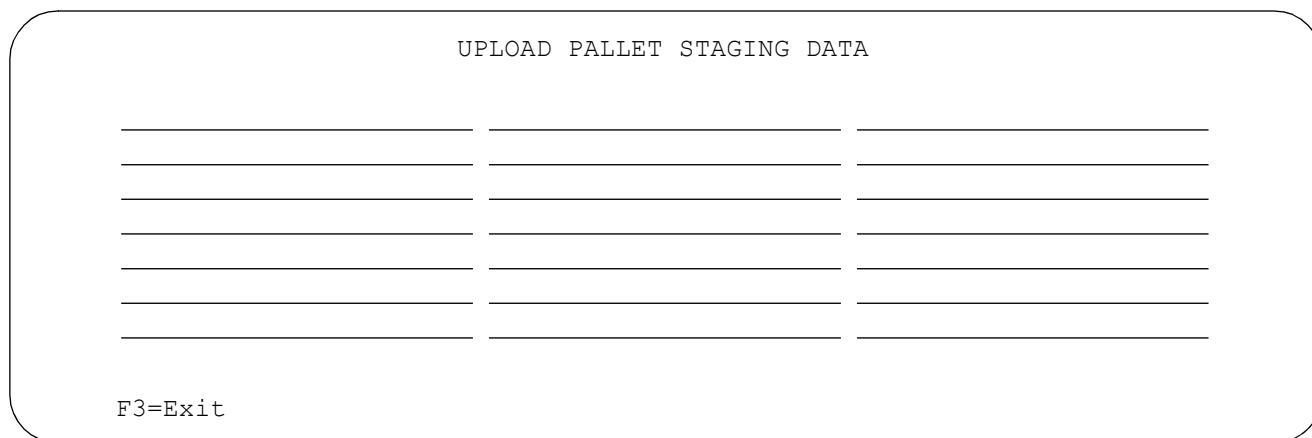
Enter the OEM code on the window that displays.

```
        Pallet Staging Upload Window


What OEM are you uploading for?  __

F12=Return
```

When the screen displays three columns of 10 blank lines each, take the option on the scanning device to start uploading the data.

```
                        UPLOAD PALLET STAGING DATA


    _____    _____    _____
    _____    _____    _____
    _____    _____    _____
    _____    _____    _____
    _____    _____    _____
    _____    _____    _____
    _____    _____    _____


    F3=Exit
```

When the data has been uploaded, press Enter to accept the data on the final screen, and then press F3. An Edit Report prints listing all records uploaded to the pallet staging file as well as errors found in the data during the upload.

**Note**: After correcting errors take the option Pallet Staging Upload again. The original error free labels are not upload a second time, but are listed on the report as duplicates.

## Additional Selections

Press F13 from the Shipper Selection screen to display the Additional Selection window. From this window multiple selection criteria can be entered for the search.

**Additional Selection Window**

```
                             ADDITIONAL SELECTIONS


                                                         Car
    Opt   Co   Cust    Ship To    Dest   Sold To   Shp #   #
    EQ    01           _____   _____ _____ _____  ___
    __    __   _____   _____   _____ _____ _____  ___
    __    __   _____   _____   _____ _____ _____  ___
    __    __   _____   _____   _____ _____ _____  ___
    __    __   _____   _____   _____ _____ _____  ___
    __    __   _____   _____   _____ _____ _____  ___


    F5=Refresh F12=Return
```

Enter additional selection criteria for the search. Options and search data can be entered on all six lines. An "AND" relationship is assumed. The selection(s) found will meet all selection criteria entered. The search can also be made using an OR relationship. Enter the first selection on line 1, enter the option OR on line 2 leaving the fields blank, and enter the 2nd selection on line 3.

# 13. Process Recovery

The "Process Recovery" option is used to restart shipper and invoice print jobs and extract jobs that did not complete normally. Each record is identified with a status code within the program to indicate the last step that completed normally, so the recovery will begin where the program left off for each record. No procedure that was completed in the first attempt is duplicated in the recovery.

The company selection displays for users with authority to multiple companies.

The Process Recovery screen displays listing all shipper print and extract jobs that have been submitted, are in progress or that have ended abnormally. The status column identifies which jobs are in the job queue (*JOBQ), which jobs are active (*ACTIVE), jobs that have ended abnormally (*ABNORMAL) and jobs that have ended abnormally but a spool file has been created and exists in an output queue (*ABN/OUTQ)

**Process Recovery Screen**

```
                         PROCESS RECOVERY


  1=Select   2=Change Outq   4=Cancel/Reset
  Opt    Date      Time    User        Company  Process                  Status
        1/21/98 15:16:18 KOTIK       21      EXTRACT-Shipping History *ABNORMAL
        3/25/98 15:56:37 GUYH        21      EXTRACT-Shipping History  *ABNORMAL
        2/06/02  8:17:04 BRENDAH     SK      EXTRACT-Variable Length   *ABNORMAL
        6/19/02 11:05:19 SALLY       SK      Invoice Print - Rerun 'NO *ABNORMAL
       10/24/03 12:05:52 LJTEST      DN      EXTRACT-Variable Length   *ABNORMAL
       10/24/03 12:13:08 LJTEST      DN      EXTRACT-Shipping History   *ABNORMAL
        3/17/04 13:16:58 SALLYK      SK      EXTRACT-Lot History        *ABNORMAL
        3/17/04 13:27:18 SALLYK      SK      EXTRACT-Lot History        *ABNORMAL
        5/25/04 14:29:08 ROCHELLES   RS      Invoice Print Selected    *ABNORMAL
       11/22/04  8:57:29 GAYLE       DG      EXTRACT-Variable Length   *ABNORMAL
        9/22/05 10:31:48 DENNISG     DG      EXTRACT-Variable Length   *ABNORMAL
        1/18/06  8:38:12 SANGITAK    46      Shipper Print              *ABNORMAL
        2/28/06  9:35:24 DONNA       DG      Invoice Print - Rerun 'NO *ABNORMAL
  *     3/10/06 13:05:10 MARYH       ML      Invoice Print Selected    *ABNORMAL
  *     3/10/06 13:11:19 MARYH       ML      Invoice Print Selected    *ABNORMAL
  *     3/10/06 13:16:53 MARYH       ML      Invoice Print Selected    *ABNORMAL
                                                                          More...
  F3=Exit    F5=Refresh   F7=Show/Hide OUTQ
  JOB(s) with '*' have an INVALID OUTQ
```

Select the abnormally ended job with "1" to begin the recovery. Jobs with an ACTIVE or JOBQ status cannot be selected with "1." Each record is processed based on the status code assigned to that record that indicates the last procedure that completed normally. A procedure that has been completed is not duplicated.

If the application control record "USERSHP" is active in the Application Control File, option 2 (Change Outq) and F7 (Show/Hide Invalid Outq Jobs) display. Use option 2 to change the outqueues associated with jobs and F7 to hide or show jobs with invalid outqueues, which display with an asterisk to the left. Set up the "USERSHP" record only if using User-Defined or Adobe forms. Set up the record as shown below. For more information about adding application control records, see Chapter 11 of the AutoRelease main manual.

| | |
|---|---|
| **Application Name:** | *ALL |
| **Keyword:** | USERSHP |
| **Length:** | 1 |
| **Decimal:** | Blank |
| **Infor Data:** | Y |

Print jobs that ended abnormally can be removed without being recovered. Enter "4" next to the line item and press Enter. No confirmation window displays. All records selected for this job are reset so they are available again to be selected to print. Jobs with an ACTIVE or JOBQ status cannot be selected with "4." Print jobs (where the reprint prompt has been answered with no), process and extract jobs that ended abnormally cannot be cancelled and must be recovered.

The "Process" column indicates the process that is currently running for an active job and the process that was interrupted for a job that ended abnormally. There are seven processes that can be recovered:

- Shipper Print/Process
- Invoice Print
- Shipper Print from History
- Invoice Print from History
- ASN Extract
- ASNs from Invoice
- Outside Processing

The "Status" column displays the status code for the last procedure that completed normally for an active job and displays a status code of ABNORMAL or ABN/OUTQ for a job that ended abnormally.

As each step of an active shipper print, invoice print, and/or extract job is performed, a status is attached to the record to assist with recovery if needed. This ensures that a recovery job does not duplicate a task that has already completed. This status is not visible to the user.

## Status Codes for Inactive Jobs

Status codes for inactive jobs include:

- ABNORMAL - Job has ended abnormally. Either recover it or delete it (only print jobs can be deleted. ASN jobs must be recovered.
- JOBQ - Job is in a job queue waiting to begin. Jobs with this status cannot be selected with "1" or "4."

- ABN/OUTQ - There is a spool file in an output queue from an abnormally ended job waiting to be printed or deleted.
- ACTIVE - A job that is currently running. Jobs with ACTIVE status cannot be selected with "1" or "4."

# Status Codes for Active Jobs

Status codes for active jobs include:

- S10 - Shipper created
- S20 - Shipper selected to print
- E10 - Reprint shipper prompt answered N
- E20 - Selected for Extract
- E40 - Lot History Updated
- E50 - Fixed length ASN created
- E60 - Variable length ASN created
- E70 - CUM updated / recalculated load file
- E80 - Updated shipping history
- E99 - Consignee invoice created
- I10 - Invoice created
- I20 - Invoice selected to print
- I99 - Invoice history updated
- S99 - Shipping history updated
- D99 - Deleted - Shipper (S1) or Invoice (I1)
- A99 - Adjustment - in history
- C99 - Shipping history record created during conversion

# 14. Reprint Shippers from History

The Reprint Shippers from History option is used to reprint shippers, invoices, export documents, pool bills, hazardous material forms, and other OEM specific forms such as the Nummi Trailer Contents List after they have been printed, finalized (No to reprint shipper prompt), and extracted. Invoices and export documents cannot be printed from history until the reprint invoice prompt is answered with "N."

**Honda Note:** The Honda master packing list is NOT reprinted when the associated (D & HA) shipper is printed. The data originally printed on this form is retrieved from scanned bar code data that was uploaded into the system. The uploaded bar code data is not stored in ship history and, therefore, is unavailable for reprinting.

Documents can be reprinted from shipping history or invoice history as long as the history resides on the system. Documents cannot be changed, but are reprinted with the data in the selected history file.

**Note:** A shipper is reprinted exactly as it was originally printed if shipping history is used. However, if invoice history is used and a change was made in invoice maintenance, the reprinted shipper is NOT a duplicate of the original. The reprinted shipper reflects the changes made in invoice maintenance. Adjustments associated with this shipper number are NOT reflected in the reprinted shipper. If the adjustment was attached to a specific shipper number, it may be viewed when shipping history is accessed for that shipper number.

**Pool Bill Note:** When reprinting a shipper and its associated pool bill from history, the original pool bill, with the original number is created with all the original data; plus the information from the recreated pool bill is retrieved and included also.

Shippers are available to be reprinted as long as the history resides on the system.

The company selection displays if the user has authority to multiple companies.

```
              REPRINT SHIPPERS: History File Selection


           Do you wish to reprint shippers from:

                 1. Shipping History

                 2. Invoice History

                       Option: 1


      F3=Exit
```

The default is "1" to reprint the selected documents from shipping history. Enter "2" to reprint the selected documents from invoice history.

A warning screen displays if a shipper is reprinted from invoice history. If changes were made in invoice maintenance, the reprinted shipper will NOT be a duplicate of the original shipper.

If reprinting a shipper from the invoice file, a warning displays. The reprinted shipper is not a duplicate of the original shipper if changes were made in invoice maintenance. Invoices created in invoice maintenance with no original shipper are not available for selection.

```
                      REPRINT SHIPPERS


        Warning:     You have chosen to reprint shippers from
                     Invoice History. If changes were made to
                     this shipper in Invoice Maintenance, the
                     reprinted shipper will not match the original
                     printed shipper.

                     Invoices created via Invoice Maintenance
                     with no original Shipper, will not be
                     available for selection.

                     Press F5 to continue with the reprint, F12
                     to return to the history file selection
                     screen, or F3 to exit to the Shipper
                     Processing Menu.



        F3=Exit    F5=Continue    F12=Cancel
```

F3 - Exit                          -          Returns to the menu.

F5 - Continue                      -          Continues and reprints the selected shipper(s) from the invoice file.

F12 - Return                       -          Returns to the History Selection screen to select shipping history.

# Shipper Reprint Screen

```
                      SHIPPER REPRINT (INV HISTORY)

          Batch ID (leave blank for all)  ___

          Print Shippers Interactively N

          Output Queue for Shippers PRT01

          Print Pool Bill Documents N

          Print Export Documents N

          Output Queue for Exports DOC1


      F3=Exit
```

The Output Queue for Exports field displays only if UDF or Adobe is activated with the application control record USERSHP.

| | | |
|---|---|---|
| Batch ID | - | Enter the user-defined Batch ID if one was assigned at shipper entry time. All shippers with this Batch ID and with a "ship" status of "S" display. Leave blank to display ship records that were not assigned a batch ID. |
| Print Shippers Interactively | - | "N" prints shippers and related documents as a batch job from the job queue (the default is "N"). The job is placed in the job queue immediately when Enter is pressed. The terminal is available. Batch jobs use less system resources than interactive jobs. "Y" prints shippers and related documents interactively. Interactive jobs execute immediately and the terminal is unavailable to do other work until the jobs are completed. Interactive jobs use more system resources than batch jobs. |
| Output Queue for Shippers | - | Displays the output queue selected when signing on to AutoRelease. This can be changed to print the shipping documents using a different output queue. |
| Print Pool Bill Documents | - | Displays the default value entered in the control file. It can be changed for this shipment. "Y" prints pool bills immediately after shippers print. "N" specifies that pool bills are not printed at this time. |

| Print Export Documents | - | "Y" prints export documents immediately after shippers print. The Export Document Selection screen displays, followed by the appropriate selection screens for the type of export documents to be printed. "N" specifies that export documents are not printed at this time. |
|---|---|---|
| Output Queue for Exports | - | Displayed when the application control record USERSHP is activated for the use of UDF or Adobe print programs. Displays the output queue selected when signing on to AutoRelease. This can be changed to print the export forms from a different output queue. When using Adobe to print, all output queues used must be identified with a valid printer type. |

Press Enter and the shipper selection screen displays all shippers with a status of "S" (within the batch ID entered).

## Shipper Reprint Selection Screen

Shippers are available to be reprinted from the time the extract is complete until the history is purged.

```
                         SHIPPER REPRINT (SHP HISTORY)
                           Select Shipper(s) or All

     Option: 1=Select


                                                       Ship Car
     Opt   Co Shp #   Ship To    Dest   Sold To   Cust OEM  Date    #  Trailer #
     GE
      _    xx    44        41 xxxxxx      400 xxxxx xx          100
      _    xx    56        41 xxxxxx      400 xxxxx xx   927xx  100
      _    xx    57        41 xxxxxx      400 xxxxx xx   927xx  100
      _    xx    58        41 xxxxxx      400 xxxxx xx   927xx  100
      _    xx    59        41 xxxxxx      400 xxxxx xx   927xx  100
      _    xx    60        41 xxxxxx      400 xxxxx xx   927xx  100
      _    xx    66        41 xxxxxx      400 xxxxx xx  1002xx  100
      _    xx    72        41 xxxxxx      400 xxxxx xx  1003xx  100
      _    xx    73        41 xxxxxx      400 xxxxx xx  1003xx  100


     F5=Refresh   F6=Select All Records   F12=Return   F13=Additional Selections
     F15=Sort by Descending Shp #
```

Select records to print export papers either by placing "1" next to the record or records to select and press Enter, or use F6 to select all records.

| F5 - Refresh | - | Updates the screen with changes that have occurred since this screen was accessed (or since F5 was last pressed). |
|---|---|---|

| F6 - Select All Records | - | Selects all records to print and returns to menu. |
| F12 - Return | - | Returns to menu. |
| F13 - Additional Selections | - | Displays additional selection criteria entry lines to search for multiple criteria. |
| F15 - Sort by Descending/Ascending Shp # | - | Sorts by shipper number order. Users can toggle between sorting by descending and ascending order. |
| Enter - Print Selected | - | Selects records marked with "1" to print and returns to menu. |

## F13 - Additional Selections Window

Press F13 (Additional Selections) from the Shipper Selection screen to display six lines where multiple selection criteria can be entered for the search.

```
                    SHIPPER PRINT/PROCESS SELECTION
                       Select Shipper(s) or All


  Option: 1=Select
                                               Ship      Car
  Opt Co Shp #  Ship To    Dest   Sold To  Cust OEM Date  Time #   Trailer #
  EQ  01 _____ _____ _____ _____ _____ __ _____ ____ ___ _____

  __  __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____
  __  __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____
  __  __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____
  __  __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____
  __  __ _____ _____ _____ _____ _____ __ _____ ____ ___ _____


          F5=Refresh F12=Return
```

Enter additional selection criteria for the search. Options and search data can be entered on all six lines. An "AND" relationship is assumed. The selection(s) found will meet all selection criteria entered. The search can also be made using an OR relationship. Enter the first selection on line 1, enter the option OR on line 2 leaving the fields blank, and enter the 2nd selection on line 3.

| F5 - Refresh | - | Updates the screen with changes that have occurred since this screen was accessed (or since F5 was last pressed). |
| F12 - Return | - | Returns to menu. |

## The Query Bar

Use the Query Bar to limit the selection displayed to specific criteria defined by the user, such as a single customer, destination or carrier or any combination of criteria.

Use the query bar to limit the list of records displayed to those meeting the criteria entered. The query bar is the first blank line beneath the column headings (shown in bold on the previous page). Enter an option and the fields to be compared in the search and press Enter.

Options available to search the file using the query bar are the following:

> EQ - Equal to
> GE - Greater than or equal to
> GT - Greater than
> NE - Not equal to
> LE - Less than or equal to
> LT - Less than

Multiple search criteria may be entered. Use F13 (Additional Selections) to search up to six selection combinations using an "AND" relationship. Also, "OR" can be entered on the next line to indicate an "OR" relationship with the criteria on the following line.

# 15. Resequence ILVS Racks

This option resequences ILVS racks in the JIT, Load, or Shipper files, and prints a report.

Ford and Nissan ILVS assigns sequence numbers that are required to print on the rack labels. The sequence numbers that have been extracted are stored in the Rack Set ID file, and subsequent numbers are assigned to ILVS racks each time inbound Ford or Nissan ILVS requirements are received. Sequence numbers are incremented by "1" after a rack has been completely filled. When a shipper is extracted, the Rack Set ID file is updated with the last rack sequence number used.

On the Select Rack Resequence Starting Point screen, select an option for resequencing with "1." Note that records can be additionally filtered by Company, Customer Abbreviation, and/or Destination Abbreviation. If a value is entered in any or all of the additional selections fields, only those records that match the values entered are sequenced.

**Note:** If pre-staging shippers, run the Resequence ILVS Racks option every day, choosing the third option on the Select Rack Sequence Starting Point screen ("Requirements not already on a shipper and all requirements on a shipper that have not been extracted") before printing any shippers or labels.

```
  RSDU9061A

                    Select Rack Resequence Starting Point


    1 = Select one of the following options
    _ Requirements not already on a shipper


    _ Requirements not already on a shipper and
      requirements on unprinted shippers or
      printed with Reprint = Y


    _ Requirements not already on a shipper and
      all requirements on shippers that are not extracted


    Additional selections:
            Company................
            Customer Abbrev........
            Destination Abbrev.....


  F3=Exit
```

# 16. Maintain / Print Weight Form

This file is used to print a weight distribution report (on 8 1/2 x 11 paper) for air shipments to be used by the person responsible for the distribution of weight on the aircraft. Weights are identified by pounds (lb) or kilograms (kg). Containers and/or pallets are required to be weighed using a certified scale.

```
          PALLET/CONTAINER WEIGHT INFORMATION MAINTENANCE



          Company Number.......: 01
          Shipper Number.......: _____
          Unit of Weight ......: __  (lb/kg)




     F3=Exit    F4=Prompt    F7=Prompt Available Shippers
```

Enter the shipper number. Identify the unit of weight: pounds (lb) or kilograms (kg).

| | | |
|---|---|---|
| F3 - Exit | - | Returns to the Shipper Processing Menu. |
| F4 - Prompt | - | Prompt displays all available weight distribution forms, for the company number entered, that have been entered into the weight information file. |
| F7 - Prompt Available Shippers | - | This prompt displays all available shippers, for the company number entered, that have been entered into the shipper header file (RSPSHPA). |

## Shipper Selection Screen

Press F4 (Prompt) from the Pallet/Container Weight Information Maintenance screen to select an existing weight form from the weight information file.

```
                REVIEW ALL THE SHIPPERS FROM PALLET/CONTAINER
                           WEIGHT INFORMATION FILE


  Options: 1=Select   4=Delete
                            Position to:  _____
  Opt      Shipper
   _          134
   _          135
   _          136
   _          137
   _          140


  F12=Return     F17=Top     F18=Bottom
```

Enter a shipper number in the "Position to" field to search the list and position that shipper number at the top of the screen. If not found, it will find the next greater shipper number.

| | | |
|---|---|---|
| 1 Select | - | Select a an existing weight form to maintain weight information for that shipper. |
| 4 Delete | - | Select a shipper to delete the entire shipper from the weight file. A confirmation window displays. |
| F12 - Return | - | Returns to the previous screen. |
| F17 - Top | - | Positions list at the beginning. |
| F18 - Bottom | - | Displays the last records in the list. |

Enter or maintain the weight information for the selected shipper.

## Pallet/Container Maintenance Screen

```
              PALLET/CONTAINER WEIGHT INFORMATION MAINTENANCE          Add/Upd
                    Company: 13     Shipper#:     123

                          Position to ID:

 Pallet/Container ID              Type (P/C/LC)              Weight      U/W
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
 _____      __                       _____   LB
                                                                       More...

  F6=Add/Update      F12=Return      F21=Print
```

Press F6 to create (or update) the weight distribution file.

| | | |
|---|---|---|
| Pallet/Container ID | - | If there is bar code data in the SCPBCODE file, serial numbers display so that weights may be entered. If not using bar code, enter a user-defined number (serial number, customer part number, etc.). |
| Type | - | Indicates if this is a pallet, container or loose container. P = Pallet C = Container on a pallet LC = Loose Container |
| Weight | - | When entering weight for: - A container - enter the total of container and parts. - A pallet - enter the total for the pallet, containers on the pallet and parts. - A loose container - enter the total of container and parts. |
| U/W | - | Defaults the unit of weight from the Weight Information Maintenance screen. |
| F6 - Add/Update | - | Updates changes that have been made. |
| F12 - Return | - | Returns to the previous screen. |

F17 - Top                              -           Positions list at the beginning.

F18 - Bottom                           -           Displays the last records in the list.

F21 - Print                            -           The weight distribution data is sent to an output queue to be
                                                   printed on 8 1/2 x 11 paper.


## Weight Distribution Report

Press F21=Print from the Pallet/Container Maintenance screen. The weight distribution data is sent to an output queue to be printed on 8 1/2 x 11 paper.

```
**************************************************************************
                 WEIGHT INFORMATION FOR SHIPPER# 1065
**************************************************************************
   Pallet/Container ID                        Weight        Weight      U/M
   ------------------------------              ----------    ----------  ---
   PA106956                        Pallet                ②  79.00 LB
     CA5683345                       Ctn on Pallet ①  6.00              LB
     CA4594258                       Ctn on Pallet    9.00              LB
     CA7894567                       Ctn on Pallet   11.00              LB
     CA8943311                       Ctn on Pallet    6.00              LB
     CA9562215                       Ctn on Pallet    7.00              LB
     CA4934583                      Ctn on Pallet    10.00              LB
   LA5658614                       Loose Ctn           ③  12.00 LB
   PA456153                        Pallet                  75.00 LB
     456812                          Ctn on Pallet    5.00              LB
     786153                          Ctn on Pallet    6.00              LB
     789114                          Ctn on Pallet    6.00              LB
     789134                          Ctn on Pallet    5.00              LB
     235694                          Ctn on Pallet    6.00              LB



        Total Number of Pallets:      2
        Total Weight of Shipper:            ④ 166.00 LB
        Material Weighed with Certified Scale
```

Weight Calculations:

1.  Container weights (listed in the first weight column) consist of both the container weight and the part weight.

2.  The pallet weight (listed in the second weight column) is the total weight of the pallet plus containers and parts on the pallet.

    Example:

    Parts + Container + Pallet = Pallet weight

3.  Loose container weights are included in the total weight of the shipper.

4.  The total weight of the shipper is pallet (plus container and parts on the pallet) and loose container weights (the total of column two).

# 17. Interface Shipper Create

This option is used to create shipping documents from an ERP system. This option is configured by Infor Professional Services Organization (PSO). Contact Infor PSO for more information.

# 18. Create ASN from Ship History

The Create ASN from Ship History option allows users to create ASNs from shippers in the Shipper History file. The option displays the Shipping History Inquiry screen. Complete the fields on this screen to display the Shipping History Inquiry selection screen.

```
                      SHIPPING HISTORY INQUIRY



            Company number .............  __
            Customer abbreviation ......  _____
            Destination abbreviation ...  _____
            Internal part number .......  _____
            Model year ................  ____


                         - OR -


                    Beginning            Ending
       Shipper Range ... _____              _____
       Pool Bill Range . _____             _____
       RAN Range ....... _____       _____
       Purchase Order .. _____       _____
       VIN Number ...... _____     _____



    F3=Exit F4=Prompt
```

# Review Shippers

Press F4 from the Shipping History Inquiry screen to display the Review Shippers screen.

```
                          Shipping History Inquiry
                             Review Shippers
   Options:   1=Select     6=Print


   Opt   Co    Cust   Dest         In-house Part      Customer Part              MY
   EQ    13    ____   _____       _____           _____            ____
   _     13    CHRYS  000001122    BRAM               000206319 34 100          Shp
   _     13    CHRYS  000000041    WINDS              000000400 57 100          Shp
   _     13    GM     000000027    FLINT              000000016 43 100          Shp




   F5=Refresh   F8=Range Selections   F12=Return   F13=Additional Selections
```

## The Query Bar

Use the Query Bar on this screen to limit the selection displayed to specific criteria, such as a single customer, destination or carrier or any combination of criteria. The Query Bar is the first line beneath the column headings. Enter an option, and the fields to be compared in the search, and press Enter.

Options available to search the file using the Query Bar:

- EQ - Equal to
- GE - Greater than or equal to
- GT - Greater than
- LE - Less than or equal to
- LT - Less than
- NE - Not equal to

Multiple search criteria may be entered. Use F13, Additional Selections, where up to six additional selection combinations can be entered using an AND relationship. Also, OR can be entered on the next line to indicate an OR relationship with the criteria on the following line.

| | | |
|---|---|---|
| 1 Select | - | Enter "1" next to the record or records to view and press Enter. The Shipping History Inquiry selection screen displays. |
| 6 Print | - | Enter "6" next to the record or records to print the history for the part selected and press Enter. |

F5 Refresh                          -          Updates the screen with changes that have occurred since this
                                               screen was accessed (or since F5 was last pressed).

F8 Range Selection                  -          Displays the range fields to further limit the display. Enter a
                                               company number and one range to further limit the history
                                               records to review. The range selection is optional.

**Range Selection Window**

```
                              RANGE SELECTIONS


          Company .........  __
                             Beginning              Ending
          Shipper Range ...  _____                 _____
          Pool Bill Range .  _____                 _____
          RAN Range .......  _____         _____
          Purchase Order ..  _____         _____
          VIN Number ......                         _____


          F12=Return
```

F12 Return                          -          Returns to menu.

F13 Additional Selections           -          Displays additional selection criteria entry lines to search for
                                               multiple criteria. Enter additional selection criteria for the search.
                                               Options and search data can be entered on all six lines. An
                                               "AND" relationship is assumed. The selection(s) found will meet
                                               all selection criteria entered.

                                               The search can also be made using an OR relationship. Enter the
                                               first selection on line 1, enter the option OR on line 2 leaving the
                                               fields blank, and enter the 2nd selection on line 3.

                                               Each time OR is entered as an option, a new and separate set of
                                               selection criteria begins.

# Shipping History Inquiry Selection

Press Enter from the Shipping History Inquiry screen to display the Shipping History Inquiry selection screen. Or select a record on the Review Shippers screen. The Shipping History Inquiry selection screen displays all ship history and adjustment records shipped against the specified requirement master.

```
                         Shipping History Inquiry
 Company: 13   Cust: CHRYS    Dest: WINDS    Part Number: 413                 MY:

 Options: 1=Create ASN    7=Shipper Header   8=Detail Remarks
                 Adjustment Description /               Quantity
    Date    Shp#   Inv#   PO Number       Ran Number        Shipped    New Cum
 _  10/26/xx 000014  ADJUSTMENT                               90-       20665
 _  10/26/xx 000015  ADJUSTMENT                              150-       20755
 _  10/26/xx 000015  000015 1256                             750        20905
 _  10/26/xx 000014  000014 1256                             900        20155
 _  10/26/xx 000013  ERROR - SHIPPER  HAD WRONG QTY           50-       19255
 _  10/26/xx 000013  000013 1256                             450        19305

 F7=More Info F8=Lot/Loc F9=Charges F12=Return F13=Date Selection F21=Print
```

The column heading changes between RAN Number and Part Number depending on the selection entered on the selection screen.

The shipping history inquiry displays the part number instead of the RAN number when inquiring by pool bill, PO number or VIN.

| | | |
|---|---|---|
| 1 Create ASN | - | Creates an ASN from shipper history. |
| 7 Shipper Header | - | Displays the shipper header information used to create the shipper represented by this line item. |

## Shipping History Inquiry Header screen

```
Company 13              Shipping History Inquiry                Shipper    113
  CUSTOMER   CHRYS              400      DESTINATION   WINDS                41
 Name      CHRYSLER CORPORATION          Name 1 CHRYSLER CORPORATION
 Address 1  P. O. BOX 1896               Name 2 WINDSOR ASSEMBLY PLANT
 Address 2  ADDRESS LINE 2               Address 1 2199 CHRYSLER CENTER
 Address 3  ADDRESS LINE 3               Address 2
 City/State DETROIT MI Address 3 WINDSOR, ONTARIO
 Zip Code   48080                        City/State
 Country    USA                          Zip Code L6T 4Y6
                                         Country CANADA


 Batch ID...............               Carrier 100 CENTRAL TRANSPORT #1
 Conveyance Number .....                           CENTRAL TRANSPORT #2
 Shipper Date/Time ..... 11/15/xx 11:22  Equip. Initial ... INIT
 Arrival Date/Time ..... 11/15/xx        Conv/Rte/Pool Loc. C POOLCOD
 OEM Code .............. C               Remarks ..........
 No Charge Invoice (Y/N) N               FOB .............. FREIGHT ON BOARD>
 Payment Type (X): Coll X PP PPI         AETC .............
 Terms ........... TERMS FROM CUSTOMER   Appt Number ......
 Routing .........                       Seal Number ......


 F8=Remarks   F9=Charges   F11=More Info   F12=Return
```

| | | |
|---|---|---|
| F8 - Remarks | - | Displays beginning and ending remarks that were attached to this shipper. |
| F9 - Charges | - | Displays the miscellaneous charge inquiry. The charge selection screen (when accessed from the shipper header screen), displays with the company number and shipper number defaulted from the header record. The selection screen may be changed. |
| F11 - More Info | - | Displays additional information associated with this header record: pool bill number, "Create Invoice" flag marked, "Remove no-chg ret cont" flag marked. |

8 Detail Remarks                          -          Displays the detail remarks associated with this line item. Beginning and Ending remarks can be viewed from the shipper header screen.

F7 More Info                              -          Displays additional information pertaining to each line item: carrier, previous CUM, release number, container description, gross weight, engineering revision level, number of pallets, number of containers, seal number, ending Kanban, transaction set number, conveyance bill number, retro price, AETC number and customer part number.

F8 Lot/Loc                                -          The Lot/Location Selection screen displays with default data entered from the record selected. Press Enter to display lot/ location data associated with this record. The selection screen may be changed.

F9 Charges                                -          Accesses the Miscellaneous Charge Inquiry to display miscellaneous charges associated with this part. The Charge Selection screen (when accessed from the Inquiry Detail screen) displays with the company number, customer, destination, part number and model year defaulted to access the charge detail for this specific part. The selection screen may be changed.

F12 Return                                -          Returns to menu.

F13 Date Selection                        -          The date selection window is used to limit the records displayed by date range and change the display order. The default order is Descending (most recent first). Change the "Descending Order" flag to N to print the oldest records first.

F21 Print                                 -          Prints the history of a selected part.