



# Infor System21 Advanced Shipping

Product Guide

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## About this guide

The purpose of this document is to describe the functions that can be used within the AS Advanced Shipping Module.

## Intended audience

The guide is intended for any users of the AS Advanced Shipping business module.

## Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 9.

## Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from [docs.infor.com](https://docs.infor.com) or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).



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# Chapter 1 Overview

## Introduction

Advanced Shipping provides the following functions, which are described more fully later:

- Master File Maintenance
- Build and Maintain Shipping [Consignments](#)
- Stock Reservation
- [ASNs](#) and ANSIX12 856 [ASNs](#)

Advanced Shipping is an advanced business module and this overview assumes that you are familiar with the following:

- A knowledge of how the server operates
- A knowledge of how the System21 modules work
- An understanding of Customer Scheduling in a repetitive manufacturing environment
- Knowledge of how goods are collated and despatched

## Master File Maintenance

The Advanced Shipping module aims to cater for the special requirements of repetitive supply chain industries, for example in the automotive sector.

The module allows you to manage and monitor complex supply contracts. Advanced Shipping provides the following maintenance tasks which are explained in more detail later in this section:

- Company
- Customer
- Contract

These are repetitive functions which filter the default values down from company to customer and from customer to contract level. This minimises the amount of keying involved in setting up a new contract whilst allowing the flexibility of overrides at the lower levels.

Advanced Customer Scheduling calls Advanced Shipping Maintenance default windows when you enter new contracts and customers. These defaults are also maintained within Advanced Shipping. Other key Advanced Shipping master files are:

- Name and Address
- The EDI Trading Partner details for sending Advanced Shipping Notices ([ASNs](#)) to be sent by EDI are defined.
- Pack and Pallet Information
- The parameters of a particular pack type, a particular pallet type and the relationship of a customer/item with a specific pack and pallet are defined.

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# Chapter 1 Maintenance

## Introduction to Advanced Shipping

You use Advanced Shipping to cater for the special requirements of repetitive supply chain industries, for example, the automotive or white goods sectors.

You use Advanced Shipping to manage and monitor complex supply contracts. You can:

- Build and maintain shipping [consignments](#)
- Confirm despatches and [consignments](#)
- Manage [consignment stocks](#) and self billing
- Create pack and pallets automatically
- Source from multiple stockrooms and reserve stock
- Maintain special rules for shipping receipt advice notification ([RAN](#)) requirements
- Simulate the load
- Use multiple invoice consolidation levels
- Produce Advanced Shipping Notes ([ASNs](#)) including ANSI X12 856 [ASNs](#)

## Customer/Delivery Point Defaults [1/ADM]

You can specify Advanced Shipping defaults at company, customer and contract level. This minimises the amount of information you need to enter to set up a new contract. You can override all the defaults at each level.

You use this task to enter the defaults for a customer and delivery address.

When a [consignment stockroom](#) is entered, it must not have been defined as a [consignment stockroom](#) in Inventory/Sales Order Processing.

**Note:** Before you use this task, you must set up the company default parameters in the company profile.

For each customer and address, you can specify:

- Despatch defaults
- Billing defaults
- Standard charges
- Packaging defaults

## Customer Defaults Selection Window

To display this window, select the Customer/Del. Point Defaults task.

Use this window to select the customer and address for which you want to enter the defaults.

### **Fields**

#### **Customer**

Enter the customer and delivery sequence.

You can use the prompt facility to select from the Customer Scan pop-up.

Press Enter to display the Customer Contract Defaults window.

## Customer Contract Defaults Window

To display this window, enter the customer and delivery sequence and then press Enter on the Customer Defaults Selection window.

Use this window to define defaults for the customer delivery sequence.

### **Fields**

#### **Sales Administrator Code**

Enter a code to group contracts together for review purposes.

Alternatively, use the prompt facility to select from the SACD Sales Administrator Code pop-up.

#### **Country of Origin**

Enter the country of origin of the goods. This is the default for the contract header and appears on the ASN.

Alternatively, use the prompt facility to select from the CTRY Country Code pop-up.

#### **Self Billing**

Use this checkbox as follows:

Unchecked (default) - If a standard SOP invoice is to be generated for this customer and, therefore, [self-billing](#) is not required

Checked - If this customer uses [self-billing](#)

If you **check** this field, the software does not generate a regular invoice.

### **Pack Rounding %**

You can only use this field if you **check** the Pack Rounding field. Enter the pack rounding percentage (0-99%). Normally, pack rounding increases the despatch quantity to the next available pack size. However, if the despatch quantity is less than this percentage larger than a pack, it rounds the despatch quantity down.

Example:

The maximum number of items per pack is 100, the pack rounding percentage is 20, and the requirement is 219. As 19/100 is less than 20/100, the software allocates two packs. If you set the pack rounding percentage to 10, the software would allocate three packs, as 19/100 is greater than 10/100.

Enter **100** to round down always, unless you enter an exact number of packs. Enter **0** to round up always, unless you enter an exact number of packs.

### **Pack Rounding**

Use this checkbox as follows:

Unchecked (default) - If you do not require pack rounding

Checked - If you do require pack rounding. This increases or decreases the despatch quantity to the next available pack size, depending on the setting of the next field.

### **Create Pack Details**

Use this checkbox as follows:

Unchecked (default) - If you do not require pack details when you create a [consignment](#)

Checked - If you want pack details to be generated when you create a [consignment](#)

### **Transmit ASNs**

Use this checkbox as follows:

Unchecked (default) - If you do not send [ASNs](#) by EDI

Checked - If you do send [ASNs](#) by EDI

### **Ship Only on Working Days**

Select one of the following:

0 - If you can despatch to this customer on any day

1 - If you can only despatch goods to this customer on defined working days. Only working days are used to calculate shipping lead times.

2 - If you can only despatch goods on defined working days, but shipping lead time calculations take all days into account (including non-working days).

### Detailed Packaging/Print Shipping Labels

Select one of the following:

0 - If you want to use a single level of packaging and no labelling

**Note:** If you set any labelling options on for the customer, item or pack, the software treats the customer as a detailed mode customer, even if [simple packaging](#) is used for the customer.

1 - If you want to use [detailed packaging](#), which is dual level packaging, and produce shipping labels

2 - If you want to use [detailed packaging](#) mode but do not want to produce shipping labels

You can use dual level packaging, but not all the fields and functions relating to shipping labels are displayed.

### Shipping Rules to Apply

Select the shipping rule to use for this [consignment](#) as follows:

0 - If [RAN](#) requirements are to be ignored

1 - If only [RAN](#) requirements are to be included

### Ship Lead Time in Days

Enter the number of days it takes to deliver goods to the customer site. You can leave this field blank. The value you enter here is taken into account when determining suggested shipping requirements.

### Calendar Code

Enter the default calendar used to determine the customer requirement dates. You must have defined this calendar using the Calendar/Year Maintenance task (Utilities).

Alternatively, use the prompt facility to select from the Calendar Selection pop-up.

### Despatch Profile

Enter a despatch profile to provide the list of stockrooms used to source the goods during [consignment](#) build. You define these using the Despatch Profile task.

Alternatively, use the prompt facility to select from the Despatch Profile Selection pop-up.

### Stockroom

Enter the stockroom from which you source and allocate goods during [consignment](#) build.

**Note:** You must complete either the Stockroom field or the Despatch Profile field, not both.

### Generate Invoice No. As Consignment Ref.

Use this checkbox as follows:

Unchecked - If you do not use the [consignment](#) reference as the invoice number

Checked - To use the [consignment](#) reference as the invoice number



**Invoice No. Policy**

If you use Sales Order Processing invoicing, specify the invoice policy here.

Enter one of the following:

- 01 (default) - For one invoice per [consignment](#)
- 02 - For one invoice per contract and [consignment](#)
- 03 - For one invoice per [RAN consignment](#) and contract
- 04 - For order entry invoice consolidation level

You can use the prompt facility to select from the INLV Invoice Number Policy pop-up.

**Send Cumulative Totals**

Enter one of the following:

- 00 - If you do not send cumulative totals
- 01 - If the cumulative totals you send include the current ASN
- 02 - If the cumulative totals you send exclude the current ASN

You can use the prompt facility to select from the SCUT Send Cumulative Totals pop-up.

**Consignment Stockroom**

Enter the code for the stockroom where the customer receives [consignment stock](#). The [consignment stockroom](#) must be unique for each customer.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

**Customer's Supplier Code**

Enter the reference the customer uses to identify the supplying company.

**Functions****Add Standard Charges (F13)**

Use this to display the Standard Charges window. You use this window to assign default standard charges to a customer to be used in the calculation of default standard charges to be added to each shipment made to the selected customer.

**Additional Functions (F15)**

Use this to display the List of Additional Functions pop-up. You can use this to select the [self-billing](#) defaults for maintenance

Press Enter to validate the information. If you checked either of the Create Pack Details or Transmit [ASNs](#) fields, the Customer Defaults ASN and Pack Details window is displayed. If both of these fields are unchecked, select **Update (F8)** to save the details and leave this task.

## Standard Charges Window

To display this window, select **Add Standard Charges (F13)** on the Customer Contract Defaults window.

You use this window to enter standard charges that apply to each shipment made to the selected customer.

The customer name and address code is displayed. If your company supports multi-currency processing, the customer's currency is also displayed.

### **Fields**

#### **Charge**

This is the code of the standard charge. To add a standard charge, enter the code in this field. Standard charges are set up using the Summary Charge Maintenance task. For more information on standard charges, see the Utilities chapter of this product guide.

You can use the prompt facility to select from the SUNC Miscellaneous Charge Codes pop-up.

#### **Code/Description**

This field displays the description of the standard charge.

#### **Amount**

This field displays the value of the standard charge in the customer's currency, taken from the Sundry Charge file. You can amend this value for each customer, if required.

#### **Tax**

This field displays the tax code assigned to the standard charge.

#### **Tax% Rate**

This field displays the tax rate that applies to the charge and is taken from the tax code.

#### **Address Type**

This field displays the address type code set up in the Inventory Descriptions file, under major type ASAD. You use these address codes to set up additional information that may be required when transmitting [ASNs](#) by EDI.

#### **Chg**

This is the charge type field.

Enter one of the following:

- 1 (default) - To apply the standard charge once per [consignment](#)
- 2 - To apply the standard charge per contract on a [consignment](#)

#### **Schedule Type (Untitled)**

Enter one of the following:

- 0 - If this charge is applied to Release type contracts

- 1 - If this charge is applied to [DCI](#) type contracts
- 2 - If this charge is applied to [RAN](#) type contracts
- 9 - If this charge is applied to all contracts

### **Address Code**

Enter one of the address codes that are attached to the address type. You set up address codes in the ASN Names and Addresses maintenance task.

This field is only displayed if you select **Expand/Summary (F15)**.

### **Options**

#### **Delete**

Use this against a standard charge to delete it.

### **Functions**

#### **Copy Charges (F6)**

Use this to copy the standard charges from another customer. The Customer Scan pop-up is displayed. Enter the customer code and then press Enter to copy the charges from that customer. (The Select Customer pop-up will also be displayed if you enter a customer number for which there is more than one delivery sequence.)

#### **Expand/Summary (F15)**

Use this to display or hide the Address Code field.

Select **Update (F8)** to save any changes that you have made to the standard charges and re-display the Customer Contract Defaults window.

## List of Additional Functions Pop-up

To display this pop-up, select **Additional Functions (F15)** on the Customer Contract Default window.

Use this pop-up to select the additional functions that you want to maintain for the selected customer.

### **Fields**

#### **Select (Untitled)**

Enter **1** to select the additional function that you want to maintain.

Press **Enter** to display the Self Billing Defaults pop-up.

## Customer Self Billing Defaults Pop-up

To display this pop-up, enter 1 in the Selection field and then press Enter on the List of Additional Functions pop-up.

You use this pop-up to maintain the defaults that apply to *all* delivery points for the selected customer (when not overridden for a delivery point).

**Note:** You can only maintain [self-billing](#) defaults if the customer has been flagged as [self-billing](#) on the Customer Contract Defaults window.

The text **\*\*Override exists for the delivery address\*\*** appears when override settings have been defined for this customer/delivery address. These can be accessed or added by selecting **Override (F15)**.

If no override exists, the text **\*\*Override exists for the delivery address\*\*** is replaced with **\*Delivery Address Overrides may be created\***, but only if the Allow Multiple Delivery Address field is left unchecked.

**Note:** You can only add overrides if the Allow Multiple Delivery Address field is left unchecked and if the customer-level defaults already exist and have been committed in the main Customer Contract Defaults window by selecting **Update (F8)**. Initially, the overrides default to the customer-level defaults.

### **Fields**

#### **Allow Multiple Delivery Address**

Use this checkbox as follows:

Unchecked (default) - If separate self-bill invoices are to be supplied for each of a customer's delivery points

Checked - If one self-bill invoice is to be supplied for all a customer's delivery points

Each invoice line will normally quote the delivery point or plant to which the delivery was made.

**Note:** If a customer only has a single delivery point, leave this field unchecked.

#### **Invoice Line Value Tolerance**

Enter the maximum percentage variance in value between the customer invoice and the value of Goods Despatched Not Yet Invoiced that you are prepared to accept when matching the self-bill invoice.

#### **Invoice Quantity Tolerance**

Enter the maximum percentage variance in quantity between the customer invoice and the value of Goods Despatched Not Yet Invoiced that you are prepared to accept when matching the self-bill invoice.

#### **Invoice Matching Rule**

Enter the invoice matching rule that you want to use. These rules are defined in the Inventory Descriptions file, under major type SBMR.

You can enter one of the following:

- 100 - To match invoices by System21 [Consignment](#) Number
- 200 - To match invoices by Customer's Delivery Reference
- 300 - To match invoices by [Call Off/RAN](#) reference

You can use the prompt facility to select from the SBMR Self Bill Matching Rule pop-up.

**Caution:** Matching Rule 000 (Manual Match) should not be used.

### Manual Match GNI Sequence by Item

This field determines the order in which Goods Despatched but Not Invoiced lines are displayed when you are manually matching self-bill invoices in Order Entry. You should choose the sequence that matches the order in which lines are displayed on the customer's self bill invoice.

Use this checkbox as follows:

Unchecked (default) - To display invoice lines in customer delivery point/delivery reference/customer item number sequence

Checked - To display the lines in customer delivery point/customer item number/delivery reference sequence

### Functions

#### **Override (F15)**

Use this to display the Customer Self Billing Override window. You use this window to define settings for this specific delivery address.

Select **Update (F8)** to save your changes and re-display the Customer Contract Defaults window.

## Customer Self Billing Override Pop-up

To display this pop-up, select **Override (F15)** on the Customer Self Billing Defaults Pop-up.

You use this pop-up to add or maintain settings that apply to this specific delivery address for the selected customer.

**Note:** *You can only add overrides if the Allow Multiple Delivery Address field is left unchecked and if the customer-level defaults have already been created. Initially, the overrides default to the customer-level defaults.*

### Fields

Validation, prompting etc. are as per the Customer Self Billing Defaults Pop-up, except that the Allow Multiple Delivery Address field is not relevant here.

### Functions

### **Delete (F11)**

Use this to remove the overrides for this delivery address and revert to the customer defaults. Confirmation is required.

Select **Update (F8)** to save your changes and re-display the Customer Self Billing Defaults pop-up.

## Customer Defaults ASN and Pack Details Window

To display this window, press Enter on the Customer Contract Defaults window.

**Note:** This window is only displayed if you checked either the Create Pack Details or the Transmit [ASNs](#) field on the Customer Contract Defaults window.

Use this window to enter the customer default packaging information.

### **Fields**

#### **Consignee**

Enter the customer's internal reference for the final delivery point. This field is only mandatory if you **checked** the Transmit [ASNs](#) field on the Customer Contract Defaults window.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

References are set up in the Inventory Descriptions file, under major type CGEE.

#### **Carrier Code**

Enter the carrier.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

Carriers are set up in the Inventory Descriptions file, under major type CARR.

#### **Final Deliv**

Enter the final delivery point. These can be gate numbers or dock numbers.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

Final delivery points are set up in the Inventory Descriptions file, under major type FDEL.

#### **Freight Forwarder**

Enter the freight forwarder.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

Freight forwarders are set up in the Inventory Descriptions file, under major type FFWD.

#### **Add Dest**

Enter an additional destination number, or assembly line number.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

Additional destinations are set up in the Inventory Descriptions file, under major type ADES.

### Vehicle Capacity

Enter the vehicle capacity, as a volume.

### Final Delivery Address

The settings of the following two fields will be used as the defaults on the schedule header and individual schedule requirements.

They will also be used in Fastpath [Consignment](#) Build to:

- Determine which schedule requirements are to be included (based on their final delivery address) if the Combine On [Consignments](#) flag is **unchecked** (off)
- And to specify the final delivery address that is to be optionally printed on the despatch note

### Combine on Consignments

You use this field to specify whether all requirements should be combined on a [consignment](#) regardless of final delivery address, or whether only requirements with the same final delivery address should be combined in Fastpath [Consignment](#) Build.

Use this checkbox as follows:

Unchecked - If only requirements with the same specified final delivery point (or a blank final delivery point) are to be combined on [consignments](#) in Fastpath [Consignment](#) Build

Checked - If all requirements are to be combined regardless of final delivery point

The setting of this flag is used as the default in Fastpath [Consignment](#) Build.

### Print on Despatch Note

Use this checkbox as follows:

Unchecked - If the final delivery address is not to be printed on the despatch note

Checked - If the final delivery address is to be printed on the despatch note

The setting of this flag is used as the default in Fastpath [Consignment](#) Build.

### Consignee Country

Enter the consignee country. You define these in the Inventory Descriptions file, under major type CTRY.

Alternatively, use the prompt facility to select from the CTRY Country Code pop-up.

### Mode of Transport

You must enter the mode of transport. You define these in the Inventory Descriptions file, under major type MODE.

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

### Volume UOM

Enter the unit of measure for the vehicle capacity.

### Print Cums Code

If you are printing [ASNs](#), you can print the cumulative despatch record as well.

Enter one of the following:

- 0 - If you do not want to print the cumulative despatch record
- 1 - To print the cumulative despatch total and include this shipment in the cumulative record
- 2 - To print cumulative despatch record but not include this shipment in the record

**Type:**

**Pack**

Enter the default pack type. You define these using the Pack Types task.

Alternatively, use the prompt facility to select from the Pack Type Selection pop-up.

**Pallet**

Enter the default pallet type. You define these using the Pallet Types task.

Alternatively, use the prompt facility to select from the Pallet Type Selection pop-up.

**Label:**

You only use the following two fields if [detailed packaging](#) is active for this company.

**Pack**

Enter the default pack label format. You must have defined this format to Document Processing.

Alternatively, use the prompt facility to select from the Pack Type Selection pop-up.

If you specify a pack, you must enter a value in the Labels/Pack field.

**Pallet**

Enter the default pallet label format. You must have defined this format to Document Processing.

Alternatively, use the prompt facility to select from the Pallet Type Selection pop-up.

If you specify a pack, you must enter a value in the Labels/Pallet field.

**Labels/Pack**

Enter the number of labels per pack, which must be between 1 and 999. If you leave this field blank, it defaults to the value entered for the pack type.

**Labels/Pallet**

Enter the number of labels per pallet, which must be between 1 and 999. If you leave this field blank, it defaults to the value entered for the pallet type.

**Complete Layers**

Use this checkbox as follows:

Unchecked (default) - If you do not need complete pallet layers

Checked - If you must have complete pallet layers - the software creates dummy packs to complete the pallet layer.



**Safety Critical Flag**

Use this checkbox as follows:

Unchecked - If the item is not safety critical

Checked - If the item is safety critical

**Odd Packs**

Use this checkbox as follows:

Unchecked (default) - If you must ship all packs on a pallet - the software creates dummy packs to satisfy the complete or minimum layer flags.

Checked - If you can ship odd packs without a pallet

**Containers on Invoice**

Use this checkbox as follows:

Unchecked - If returnable containers do not appear on the invoice

Checked - If returnable containers should appear on the invoice as line items

**Transmit ANSIX12 856s**

Use this checkbox as follows:

Unchecked - If you want to use European [ASNs](#)

Checked - If you want to send 856 [ASNs](#)

**Default ASN Map Sequence & 856 Hierarchical Levels**

Enter a sequence number. This defaults to the number set up on the company profile. For more details, refer to the Company ASN and Pack Details Defaults Window section.

You can use the prompt facility to select from the ASN Map Sequences and Hierarchies pop-up.

**Functions****ASN Map Seqs & Hierarchies (F14)**

You can only use this if you **checked** the Transmit ANSIX12 856s field. Use this to maintain the hierarchical option for the ASN. The ASN Map Sequences and Hierarchies pop-up is displayed.

**Additional Address Codes (F21)**

Use this to enter maintain extra delivery addresses for this window. The ASN and Pack Details Defaults Additional Address Codes window is displayed.

**Additional ASN Defaults (F22)**

Use this to maintain more defaults for the ASN using the Additional ASN Defaults pop-up.

Press **Enter** to validate the information and then select **Update (F8)** to save your changes. The Customer Selection window is displayed.

## ASN Map Sequences and Hierarchies Pop-up

To display this pop-up, select **ASN Map Seq and Hierarchies (F14)** on the Customer Defaults ASN and Pack Details window.

Use this pop-up to maintain ASN hierarchies or 856 [ASNs](#). You must create the default sequence (00) on the company profile.

### **Fields**

#### **Select (Sel)**

Select one of the following:

Select (1) - To select a hierarchy for this customer

Delete (4) - To delete a hierarchy

#### **Seq**

Enter the sequence number for this hierarchy.

You can use the prompt facility to select from the ASN Map Sequences and Hierarchies pop-up.

#### **ASN Map Sequence Description**

Enter the sequence description. This is a free-format field.

#### **Hierarchy**

Use these fields to specify the customer hierarchy.

Enter one of the following codes:

I - Item

O - Order

P - Pack

T - Tare

You can use the prompt facility on all but the first of these fields to select from the HLCO Hierarchy Levels pop-up.

The customer hierarchy defines the order in which details are printed on Advanced Shipping Notes. These codes are defined in the Inventory Descriptions file, under major type HLCO.

### **Functions**

#### **Add (F6)**

Use this to add more hierarchies. This displays more blank entry lines.

Press Enter to accept the selected hierarchy and display the Customer Defaults ASN and Pack Details window.

## ASN and Pack Details Defaults Additional Address Codes Window

To display this window, select **Additional Address Codes (F21)** on the Customer Defaults ASN and Pack Details window.

Use this window to maintain additional address details.

### **Fields**

#### **Consignee**

This field defaults from the Customer Defaults ASN and Pack Details window. For more information, refer to the Customer Defaults ASN and Pack Details Window section.

#### **Carrier Code**

This field defaults from the Customer Defaults ASN and Pack Details window. For more information, refer to the Customer Defaults ASN and Pack Details Window section.

#### **Final Delivery**

This field defaults from the Customer Defaults ASN and Pack Details window. For more information, refer to the Customer Defaults ASN and Pack Details Window section.

#### **Freight Forwarder**

This field defaults from the Customer Defaults ASN and Pack Details window. For more information, refer to the Customer Defaults ASN and Pack Details Window section.

#### **Additional Destination**

This field defaults from the Customer Defaults ASN and Pack Details window. For more information, refer to the Customer Defaults ASN and Pack Details Window section.

#### **Supplier**

Enter the supplier. You define these in the Inventory Descriptions file, under major type SUPP.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

#### **Type Code**

Enter the address type. You define these in the Inventory Descriptions file, under major type ASAD.

Alternatively, use the prompt facility to select from the ASAD AS Address Type Codes pop-up.

**Note:** *You can enter each type code only once.*

#### **Address Code**

You must enter the associated address for each type code. You define the address codes for each type using the ASN Names and Addresses maintenance task.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

Select **Update (F8)** to save your changes and re-display the Customer Defaults ASN and Pack Details window.

## Additional ASN Defaults Pop-up

To display this pop-up, select **Additional ASN Defaults (F22)** on the Customer Defaults ASN and Pack Details window.

Use this pop-up to maintain additional ASN defaults.

### **Fields**

#### **Transmission No. Last Used**

Enter the last used transmission number.

#### **Transport No. Last Used**

Enter the last used transport number.

**Note:** *Once you start using Advanced Shipping, the software increments these Last Used fields and you cannot change them.*

#### **Freight Payment (ICMM) Term**

You must enter the freight payment term that identifies who pays the freight.

Alternatively, use the prompt facility to select from the ICMM Freight Payment (INCO) Terms pop-up.

#### **Means of Transport Detailed**

You must enter the means of transport, for example, road freight or carrier transport.

Alternatively, use the prompt facility to select from the MOTD Means of Transport - Detailed pop-up.

Press Enter to save the details and re-display the Customer Defaults ASN and Pack Details window.

## Contracts Maintenance [2/ADM]

Use this task to create the individual contract requirements for Advanced Shipping.

**Note:** *You create the contracts in Advanced Customer Scheduling. For more information, refer to the Advanced Customer Scheduling product guide.*

Before you can add the contract requirements, you must set up your customer and delivery point defaults using the Customer/Delivery Point Defaults task.

## Contract Maintenance Selection Window

To display this window, select the Contract Maintenance task.

Use this window to select the contract for which you want to enter more details.

### **Fields**

#### **Customer**

You can optionally enter a customer and delivery address code in order to search for all contracts for that customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

#### **Item Number**

You can optionally enter an item code in order to search for contracts for that item.

Alternatively, use the prompt facility to select from the Item Scan pop-up.

#### **Customer Part**

You can optionally enter a customer part reference in order to search for contracts that contain that reference.

#### **Item Model Year**

You can optionally enter the item model year in order to search for contracts that contain that item model year.

#### **Contract Number**

You can optionally enter the number of the contract for which you want to maintain details. If you enter a contract, you must leave the other fields blank.

**Note:** *This field is not displayed when you select **Additional Search (F10)**.*

The following additional fields are displayed when you select **Additional Search (F10)**:

#### **Internal Sales Administrator**

You can optionally enter the internal sales administrator code in order to search for contracts assigned to that sales administrator.

Alternatively, use the prompt facility to select from the SACD Sales Administrator Code pop-up.

#### **Customer Order Number**

You can optionally enter a customer order number in order to search for contracts for that order number.

#### **Customer Contact Name**

You can optionally enter a customer contact name in order to search for contracts that contain that contact name.

### **Article Status**

You can optionally enter an article status code in order to search for contracts that contain that code.

Alternatively, use the prompt facility to select from the ASTA Article Status Code pop-up.

### **Final Delivery Point**

You can optionally enter a final delivery point code in order to search for contracts that contain that delivery point.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

### **EDI Link Field 1**

You can optionally enter an EDI link reference in order to search for contracts that contain that reference.

## **Functions**

### **Additional Search (F10)**

Use this to display more search criteria that you can use with the main search criteria to find the contract.

Press Enter. If you entered search criteria, the Contract Scan window is displayed. If you entered a contract number, the Contract Defaults window is displayed.

## Contract Scan Window

To display this window, enter search criteria and then press Enter on the Contract Maintenance Selection window.

Use this window to select the contract for which you want to maintain details. For each contract, the type, number, start date, end date and customer order number are displayed.

## **Options**

### **Select**

Use this to select the contract you want to maintain.

### **Enquiry**

Use this to display the Advanced Customer Scheduling Contract Enquiry window.

## **Functions**

### **Additional Search (F10)**

Use this to re-display the Contract Maintenance Selection window with all the search criteria fields displayed.

**Fold/Drop (F14)**

Use this to toggle the display between one and two lines of information for each contract.

**All Contracts (F17)**

Use this to display all contracts, both active and inactive. This is only displayed if you are displaying the active contracts.

Select a contract to display the Contract Defaults window.

## Contract Defaults Window

To display this window, enter a contract and then press Enter on the Contract Maintenance Selection window, or select a contract on the Contract Scan window.

Use this window to enter specific contract processing parameters. The status of the contract is displayed at the top of the window. This is Demand, Ship or Demand/Ship. The customer details, item details and contract quantity unit of measure are displayed at the top of the window.

**Note:** *Most of these fields default to the values entered for the company and customer.*

**Fields****Sales Administrator Code**

Enter the code used to group contracts for review purposes.

Alternatively, use the prompt facility to select from the SACD Sales Administrator Code pop-up.

**Country of Origin**

Enter the country of origin of the goods. This defaults from the contract header and is displayed on the ASN.

Alternatively, use the prompt facility to select from the CTRY Country Code pop-up.

**Calendar Code**

Enter the default calendar used to determine the customer requirement dates. You must have defined this calendar using the Calendar/Year Maintenance task (Utilities).

Alternatively, use the prompt facility to select from the Calendar Selection pop-up.

**Allow Zero Price**

Use this checkbox as follows:

Unchecked (default) - If zero prices are not allowed when you are using contract pricing

Checked - If zero prices are allowed - you must define a zero price line on the contract price profile. For more information, refer to the Contract Pricing section of the Advanced Customer Scheduling product guide.

**Pack Rounding**

Use this checkbox as follows:

Unchecked (default) - If you do not require pack rounding

Checked - If you do require pack rounding

This changes the despatch quantity to a multiple of the pack size.

### **Pack Rounding %**

You can only use this field if you **check** the Pack Rounding field. Enter the pack rounding percentage (0-99%). Normally, pack rounding increases the despatch quantity to the next available pack size. However, if the despatch quantity is less than this percentage larger than a pack, it rounds the despatch quantity down.

Example:

The maximum number of items per pack is 100, the pack rounding percentage is 20, and the requirement is 219. As 19/100 is less than 20/100, the software allocates two packs. If you set the pack rounding percentage to **10**, the software would allocate three packs, as 19/100 is greater than 10/100.

Enter **100** to round down always, unless you enter an exact number of packs. Enter **0** to round up always, unless you enter an exact number of packs.

### **Direct Ship Override Code**

You can use this field and the following field to override the [consignment stockroom](#) on a contract and deliver direct to a customer, for a specified period of time.

Enter one of the following:

0 (default) - If you do not want to override the [consignment stockroom](#)

1 - If you want to override the [consignment stockroom](#) to deliver direct to the customer

### **Direct Ship Override Date**

Enter or select the direct delivery expiry date. This is the last despatch date for which deliveries are to be made direct to the customer, rather than from the [consignment stockroom](#).

### **Ship Lead Time in Days**

Enter the number of days it takes to deliver goods to the customer site. You can leave this field blank. The number of days entered here will be taken into account when determining suggested shipping requirements when raising a [consignment](#).

### **Ship Only on Working Days**

Select one of the following:

0 - If you can despatch to this customer on any day

1 - If you can only despatch goods to this customer on defined working days. Only working days are used to calculate shipping lead times.

2 - If you can only despatch goods on defined working days, but shipping lead time calculations take all days into account (including non-working days).



### **Consignment Stockroom**

If the customer receives [consignment stock](#), enter the stockroom used.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

### **Despatch Profile**

Enter a despatch profile to provide the list of stockrooms used to source the goods during [consignment](#) build. You define these using the Despatch Profile task.

### **Stockroom**

Enter the stockroom from which you source and allocate goods during [consignment](#) build.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

**Note:** You must complete either the Stockroom or the Despatch Profile field, not both.

### **Functions**

#### **Add/Revise Standard Charges (F13)**

Use this to maintain the standard charge details. The Standard Charges Maintenance window is displayed.

Select **Update (F8)** to save any changes and display the Contract Maintenance Selection window.

## Standard Charges Window

To display this window, select **Standard Charges (F13)** on the Contract Defaults window.

You use this window to enter standard charges that are used as defaults for each shipment made against the selected contract.

The customer name and address code and the contract number are displayed. If you are using in multiple currencies, the currency code for the customer is also displayed.

### **Fields**

#### **Charge**

This field displays the code of the standard charge. To add a standard charge, enter the code in this field. Standard charges are set up in the Inventory Descriptions file, under major type SUNC.

Alternatively, use the prompt facility to select from the SUNC Miscellaneous Charge Codes pop-up.

#### **Code/Description**

This field displays the description of the standard charge.

#### **Amount**

This field displays the value of the standard charge. You can amend this value for each contract if required.

**Tax**

This field displays the tax code assigned to the standard charge for information only.

**Tax% Rate**

This field displays the tax rate that applies to the charge and is taken from the tax code.

**Address Type**

This field displays the address type code set up in the Inventory Descriptions file, under major type ASAD. You use these address codes to set up additional information that may be required when transmitting [ASNs](#) by EDI.

**Address Code**

Enter one of the address codes that are attached to the address type. You set up address codes using the ASN Names and Addresses maintenance task. This field is only displayed if you select **Expand/Summary (F15)**.

**Charge Type (Chg)**

This should always be set to **2** to apply the standard charge per contract on a [consignment](#). This is the default value.

**Options****Delete**

Use this against a standard charge to delete it.

**Functions****Expand/Summary (F15)**

Use this to display or hide the Address Code field.

Select **Update (F8)** to save any changes that you have made to the standard charges and re-display the Contract Defaults window.

## Pack Types [3/ADM]

You can supply products in customer-specified packaging, which is then loaded onto pallets. Use this task to define pack types, which represent any container or packaging used to deliver an item to a customer. You can use pack types to calculate [consignment](#) weights and volumes.

You enter all weights in the unit of measure defined on the Advanced Shipping company profile.

You enter all quantities in the contract unit of measure taken from the item master when you set up the contract.

Pack and pallet are generic terms for the two outermost shipping containers, such as boxes (pack) in a crate (pallet). If you use a container as both a pack and a pallet, you must define this container in both the Pack Types and Pallet Types tasks.

If you are using single level packaging (that is, there is only one container), you must also define this in both the Pack Types and Pallet Types tasks.

## Pack Type Maintenance Selection Window

To display this window, select the Pack Types task.

Use this window to select the pack type you want to maintain.

### **Fields**

#### **Pack Type**

Enter the pack type that you want to maintain. To create a new pack type, enter a unique three-character code.

Alternatively, use the prompt facility to select from the Pack Type Selection pop-up.

Press Enter to display the Pack Type Maintenance window.

## Pack Type Maintenance Window

To display this window, enter the pack type and then press Enter on the Pack Type Maintenance Selection window.

Use this window to maintain the pack type details.

### **Fields**

#### **Pack Type**

You must enter a description for this pack type.

#### **Tare Weight**

You must enter the tare, or the empty weight, of the pack.

#### **Capacity Weight**

Enter the capacity weight. This is the maximum weight the pack can safely contain.

#### **Volume**

You must enter the gross volume of the pack.

#### **Volume UOM**

This field displays the unit of measure for the volume. This defaults from the company profile.

#### **Length/Depth/Width**

You must enter the pack dimensions.

### **Length UOM**

You must enter the unit of measurement for the length of the package.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

### **Number of Labels**

Enter the number of labels to print for this pack. If you enter a default label format, you must enter a number here.

### **Default Label Format**

Enter the default label format. If you are using [simple packaging](#), you define this format in the Inventory Descriptions file

If you use [detailed packaging](#), you must have defined this format in Document Processing.

You can use the prompt facility to select from the LABL Label Format Type pop-up.

### **Pack Cost**

Enter the cost of the packaging. This is a memo field.

### **Deposit Value**

If this is a returnable package, enter the deposit value. This is a memo field.

### **Returnable**

This is a memo field.

Use this checkbox as follows:

Unchecked - If the pack is non-returnable

Checked - If the pack is returnable

### **Pack Supplier**

Enter a pack supplier. You must have defined this supplier to Accounts Payable.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

### **Item**

If the pack is returnable, enter the item reference number. You must assign an Inventory item number to a returnable pack.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

### **Comments**

Enter any free-format comments regarding this pack type.

## **Functions**

### **856 Container Defaults (F13)**

Use this to display the 856 Container Defaults pop-up. You use this to enter the different references all your customers use for this container.

### Language Descriptions (F23)

Use this to maintain the pack description in different languages.

Select **Update (F8)** to save your changes and leave this task.

## Pallet Types [4/ADM]

You can supply products in customer-specified packaging, which is then loaded onto pallets. Use this task to define the pallet types, which represent any container or packaging used to deliver an item to a customer. You can use pallet types to calculate [consignment](#) weights and volumes.

You enter all weights in the unit of measure defined in the Advanced Shipping company profile.

You enter all quantities in the contract unit of measure taken from the item master when you set up the contract.

Pack and pallet are generic terms for the two outermost shipping containers, such as boxes (pack) in a crate (pallet). If you use a container as both a pack and a pallet, you must define this container in both the Pack Types and Pallet Types tasks.

If you are using single level packaging (that is, there is only one container) you must also define this in both the Pack Types and Pallet Types task.

## Pallet Type Selection Window

To display this window, select the Pallet Types task.

Use this window to select the pallet type you want to maintain.

### **Fields**

#### **Pallet Type**

Enter the pallet type that you want to maintain. To create a new pallet type, enter a unique three-character code.

Alternatively, use the prompt facility to select from the Pallet Type Selection pop-up.

Press Enter to display the Pallet Type Maintenance window.

## Pallet Type Maintenance Window

To display this window, enter or select a pallet type and then press Enter on the Pallet Type Selection window.

Use this window to maintain the pallet type definitions.

## **Fields**

### **Pallet Type**

You must enter a description for this pallet type.

### **Tare Weight**

You must enter the tare, or the empty weight, of the pallet.

### **Capacity Weight**

Enter the capacity weight. This is the maximum weight the pallet can safely hold.

### **Volume**

You must enter the gross volume of the pallet.

### **Volume UOM**

This field displays the unit of measure for the volume. This defaults from the company profile.

### **Length/Depth/Width**

You must enter the pallet dimensions.

### **Length UOM**

You must enter the unit of measure for the length of the pallet.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

### **Number of Labels**

Enter the number of labels to print for this pallet. If you enter a default label format, you must enter a number here.

### **Default Label Format**

Enter the default label format. If you are using [simple packaging](#), you define this format in the Inventory Descriptions file.

If you use [detailed packaging](#), you must have defined this format in Document Processing.

You can use the prompt facility to select from the LABL Label Format Type pop-up.

### **Pallet Cost**

Enter the cost of the pallet. This is a memo field.

### **Returnable**

This is a memo field.

Use this checkbox as follows:

Unchecked - If the pallet is non-returnable

Checked - If the pallet is returnable

### **Deposit Value**

If this is a returnable pallet, enter the deposit value. This is a memo field.

**Controlled Pallet**

This is a memo field.

Use this checkbox as follows:

Unchecked - If you do not control this pallet

Checked - If you control this pallet

**Pallet Supplier**

Enter the supplier. You must have defined this supplier to Accounts Payable.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

**Item**

If the pallet is returnable, enter the item reference number. You must assign an Inventory item number to a returnable pallet.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

**Comments**

Enter any free-format comments regarding this pallet.

**Functions****856 Container Defaults (F13)**

Use this to display the 856 Container Defaults pop-up where you can enter the different references all your customers use for this container.

Select **Update (F8)** to save your changes and leave this task.

## 856 Container Defaults Pop-up

To display this pop-up, select **856 Container Defaults (F13)** on either the Pallet Type Maintenance window or the Pack Type Maintenance window.

You use this pop-up to enter the defaults that show how different companies refer to this container. All the references are recorded on the 856 message, so they can be recognised by the relevant handlers.

**Fields****UCC 128 Packaging Type Code**

Enter the UCC (Universal Container Code) to show the pack numbers you use.

Alternatively, use the prompt facility to select from the UCPT UCC 128 Packaging Type Code pop-up.

**UCC 128 Manufacturer Code**

Enter the manufacturer of the container.

**UCC Container Code**

Enter the container code.

**Shipper's Container Code**

Enter the code used by the shipper.

**Carrier's Container Code**

Enter the code used by the carrier.

**Pallet Exchange Code**

Enter the code that indicates whether you want the container returned for re-use. You set up these codes in the Inventory Descriptions file, under major type PAEC.

Alternatively, use the prompt facility to select from the PAEC Pallet Exchange Code pop-up.

Press Enter to save the details and return to the Pallet Maintenance window.

## Customer/Item/Pack/Pallet Relationships [5/ADM]

Use this task to define the relationship between an item, its pack type and pallet type for a specific customer. You can define several relationships, or packaging profiles, for each customer and item. The software uses these records to calculate packing information automatically when you process an ASN.

**Note:** When you first define a relationship, most of the fields default from the customer ASN and pack defaults. For more information, refer to the Customer/Delivery Point Defaults section.

## Customer/Item Selection Window

To display this window, select the Customer/Item/Pack/Pallet Relationships task.

Use this window to select the customer and item for which you want to define a relationship.

**Fields**

**Customer**

Enter a customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

**Item**

Enter an item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.



**Packaging Profile**

Enter a packaging profile.

Alternatively, use the prompt facility to select from the Packaging Profiles pop-up.

If you do not enter a packaging profile, the Customer Item Cross-Reference Maintenance window will be displayed.

Press Enter. If you left the Packaging Profile field blank, the Customer/Item Cross-Reference Maintenance window is displayed. If you entered a packaging profile, the Customer/Item Packaging Profile window is displayed.

## Customer/Item Cross-Reference Maintenance Window

To display this window, enter a customer and item, leave the Packaging Profile field blank and then press Enter on the Customer/Item Selection window.

Use this window to define the valid packaging profiles for this customer and item. If you have already defined packaging profiles for this customer, they are listed in the bottom half of this window. For each profile, the packaging profile code, pack, pallet, customer and pack reference are displayed.

**Fields****Customer Item Ref**

Enter the matching customer item reference for this item.

**Auto Pack Inbound Match**

Use this field to specify what the software matches the customer pack reference on the inbound schedule against.

Select one of the following:

No match (0) - If you do not want the software to attempt a match

Pack (1) - To match the customer pack reference to the customer pack reference on the packaging profile

Pallet (2) - To match the customer pack reference to the customer pallet reference on the packaging profile

Profile (3) - To match the customer pack reference to the packaging profile code for the customer and item

**Default Packaging**

This field displays the default packaging profile. Initially, this is the first packaging profile created for the customer, but it can be amended.

**Safety Critical Flag**

Use this checkbox as follows:

Unchecked (default) - If the item is not safety critical

Checked - If the item is safety critical. If you **check** this field, you must then specify the pack label format or pallet label format or both on the Customer Item Packaging Profile window.

### **Comments**

Enter any comments you wish to make relating to this packaging profile. This is a free-format field.

### **Options**

#### **Select**

Use this to maintain the packaging profile.

The Customer/Item Packaging Profile window is displayed.

#### **Assign as Default**

Use this to use the selected profile as the default packing profile for this customer and item.

#### **Delete**

Use this to delete this profile (you must confirm the deletion).

### **Functions**

#### **Add (F6)**

Use this to add a new packaging profile. The Customer/Item Packaging Profile window is displayed.

Select a packaging profile to display the Customer/Item Packaging Profile window.

## Customer/Item Packaging Profile Window

To display this window, select a packaging profile on the Customer/Item Cross-Reference Maintenance Selection window.

Alternatively, select **Add (F6)** on the Customer/Item Cross-Reference Maintenance Selection window.

Use this window to define the details for the packaging profile.

### **Fields**

#### **Packaging Profile**

Enter an eight-character packaging profile code.

If you are maintaining an existing profile, you cannot change this field.

#### **Customs Preference Status**

Enter the customs preference status code.

#### **Pack Type**

You must enter the pack type.

Alternatively, use the prompt facility to select from the Pack Type Selection pop-up.

**Note:** *To use a single level of packaging for this item, enter the same pack and pallet type.*

**Item**

Enter the Inventory item number for this pack.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

**Customer Pack Reference**

Enter the reference by which the customer identifies a pack.

**Pack Label Format**

Enter the pack label format. If you enter a format, you must also complete the No. of Labels/Pack field. If you leave this field blank, it defaults to the format defined for the entered pack type.

If you are using [detailed packaging](#), you must have defined this format to Document Processing.

You can use the prompt facility to select from the LABL Label Format Type pop-up.

**No of Labels/Pack**

Enter the number of labels to print per pack. If you leave this field blank, it defaults to the value defined for the entered pack type.

**Max. Items/Pack**

Enter the maximum number of this item you can include in this pack. This number must be greater than zero.

**Note:** *If you use pack rounding on a contract, this quantity is used in the pack rounding calculation.*

**Pack Type Owner**

Select one of the following:

- 0 - If the supplier owns this pack type
- 1 - If the customer owns this pack type
- 2 - If a third party owns this pack type

**Pallet Type**

You must enter the pallet type.

Alternatively, use the prompt facility to select from the Pallet Type Selection pop-up.

**Customer Pallet Ref**

Enter the customer reference for a pallet.

**Pallet Label Format**

Enter the pallet label format. If you enter a format, you must also complete the No. of Labels/Pallet field. If you leave this field blank, it defaults to the format defined for the entered pallet type.

If you are using [detailed packaging](#), you must have defined this format to Document Processing.

You can use the prompt facility to select from the LABL Label Format Type pop-up.

**No of Labels/Pallet**

Enter the number of labels printed per pallet. If you leave this field blank, it defaults to the value defined for the entered pallet type.

If you are using only a single level of packaging for this item (that is, the pack type and pallet type are the same), you must set this field to **0**.

**Pallet Stackability**

Enter the maximum number of pallets you can stack. This must be greater than zero.

**Maximum Packs/Layer**

Enter the maximum number of packs needed to complete a layer on this pallet.

If you use a single level of packaging for this item (that is, the pack type and pallet type are the same), set this field to **1**.

**Minimum Layers**

You must enter the minimum number of layers you must have on a pallet. This must be greater than 1 and less than or equal to the maximum number of layers.

**Maximum Layers**

You must enter the maximum number of layers you can have on a pallet. This defaults to **1**. This must be greater than or equal to the minimum number of layers.

If you use one level of packaging for this item (that is, the pack type and pallet type are the same), set this field to **1**.

**Complete Layers**

Use this checkbox as follows:

Unchecked - If you can have incomplete layers on the pallet

Checked - If all layers on a pallet must be complete

**Odd Packs**

Use this checkbox as follows:

Unchecked - If you can only ship complete pallet layers - you make up the minimum layers by including empty packs.

Checked - If you can ship individual packs

**Add Pack+Pallet Volume**

Use this checkbox as follows:

Unchecked - If you do not combine the pack and pallet volumes when calculating the [consignment](#) volume

Checked - If you combine the pack and pallet volumes when calculating the [consignment](#) volume

**Pallet Type Owner**

Select one of the following:

- 0 - If the supplier owns this pallet type
- 1 - If the customer owns this pallet type
- 2 - If a third party owns this pallet type

**Returnable Packing Code**

Select one of the following:

- No (0) - If the packaging is non-returnable
- Pallet (1) - If the pallet is returnable
- Pack (2) - If the pack is returnable
- Both (3) - If both the pallet and the pack are returnable

**Functions****Copy (F6)**

This is only available when you add a new profile. Use this to create a new profile based on an existing profile. The Copy Packaging Profile pop-up is displayed.

Select **Update (F8)** to save your changes for the packaging profile. The Customer/Item Cross-Reference Maintenance window is displayed.

## Copy Packaging Profile Pop-up

To display this pop-up, select **Copy (F6)** on the Customer/Item Packaging Profile window. Use this pop-up to specify which packaging profiles you want to list on the next window.

**Fields****Customer**

Use this checkbox as follows:

- Unchecked - Not to list all packaging profiles for this customer
- Checked - To list all packaging profiles for this customer

**Delivery Seq**

Use this checkbox as follows:

- Unchecked - Not to list all packaging profiles for this delivery address
- Checked - To list all packaging profiles for this delivery address

### **Item Number**

Use this checkbox as follows:

Unchecked - Not to list all packaging profiles for this item number

Checked - To list all packaging profiles for this item number

Press Enter to display the Packaging Profiles Selection window.

## Packaging Profiles Selection Pop-up

To display this pop-up, press Enter on the Copy Packaging Profile pop-up.

Use this pop-up to select the packaging profile you want to copy. For each profile, the packaging profile, pack, pallet, and customer pack reference codes are displayed.

### **Options**

#### **Select**

Use this to select the packaging profile you want to use as the basis for the new profile.

Select a profile to display the Customer/Item Packaging Profile window showing the details of this profile.

## Assigning Calendars to Stockrooms [6/ADM]

Use this task to assign calendars to stockrooms. This then defines the working and non-working days in each stockroom.

**Note:** *You define the calendars using the Calendar/Year Maintenance task.*

## Assign Calendars to Stockrooms Selection Window

To display this window, select the Assign Calendars to Stockrooms task.

Use this window to select the stockroom to which you want to assign a calendar. For each stockroom, the stockroom code, description and assigned calendar are displayed.

### **Options**

#### **Select**

Use this to select the stockroom required.

Select a stockroom to display the Assign Calendars to Stockrooms window.

## Assign Calendars to Stockrooms Window

To display this window, select a stockroom on the Assign Calendars to Stockrooms Selection window.

Use this window to assign a valid calendar to the selected stockroom. The stockroom code and description are displayed.

### **Fields**

#### **Calendar Code**

Enter the calendar you want to assign to this stockroom.

Alternatively, use the prompt facility to select from the Calendar Selection pop-up.

***Note:** If you use the prompt facility, as well as the calendar code, the start date and the template showing the working days are displayed.*

Select **Update (F8)** to save the details. The Assign Calendars to Stockroom Selection window is re-displayed.

## ASN Names and Addresses [7/ADM]

If you send [ASNs](#) by EDI, depending on customer or EDI message standard, you may need to include additional names and addresses. Use this task to define that extra information.

You can define details for many different address types, such as carrier details, extra destination addresses and shipping company details.

## Name and Address Maintenance Selection Window

To display this window, select the ASN Names and Addresses task.

Use this window to select the address type for which you want to maintain details.

### **Fields**

#### **Type Code**

Enter an address type. You define these in the Inventory Descriptions file, under major type ASAD.

Alternatively, use the prompt facility to select from the ASAD AS Address Type Codes pop-up.

#### **Address Code**

Enter an address code, using a maximum of 20 characters.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up. Press Enter to display the Name and Address Maintenance window.

## Name and Address Maintenance Window

To display this window, enter the type and address codes and then press Enter on the Name and Address Selection window.

Use this window to enter the details for the additional address.

### **Fields**

#### **Name**

You must enter the customer name.

#### **Address Lines 1-5**

Enter up to five lines of address detail. The first line is mandatory.

#### **Post Code**

You can optionally enter the postcode or zip code.

#### **Telephone Number**

You can optionally enter the telephone number.

#### **Extension Number**

You can optionally enter the extension number.

#### **Fax Number**

You can optionally enter the fax number.

#### **Internal ID**

You can optionally enter an internal ID code. You use this additional code to identify the address type.

#### **Telex Number**

You can optionally enter the telex number.

#### **Teletext Number**

You can optionally enter the teletext number.

#### **Contact Name**

You can optionally enter the name of your contact.

#### **Department Code**

You can optionally enter the department for your contact.



**Comments**

This is a free-format field. You can optionally enter any relevant comments.

**Functions****Language Descriptions (F23)**

Use this to enter a description for this address in a different language.

Select **Update (F8)** to save your changes.

## Despatch Profile [8/ADM]

Use this task to set up standard despatch profiles. You use these profiles during the [consignment](#) build process to determine where you source requirements. You can specify multiple stockrooms and dictate the sequence in which the software should try to source the item.

You can define these profiles as defaults on the company, customer or contract.

## Despatch Profile Maintenance Selection Window

To display this window, select the Despatch Profile task.

Use this window to select the despatch profile you want to maintain. For each existing profile, the profile code, description and calendar code are displayed.

**Options****Select**

Use this to select the profile you want to maintain.

**Functions****Add (F6)**

Use this to add a new despatch profile. The Despatch Profile Maintenance window is displayed.

Select a despatch code to display the Despatch Profile Maintenance window.

## Despatch Profile Maintenance Window

To display this window, either select **Add (F6)** or select a despatch profile on the Despatch Profile Maintenance Selection window.

Use this window to enter the details for the despatch profile.

## **Fields**

If you are creating a new profile, enter the unique three-character despatch profile code in the first field. You cannot maintain this field for existing profiles.

In the second field, enter a description for the despatch profile.

### **Calendar Code**

Enter the calendar to attach to this despatch profile code. You define the calendar using the Calendar/Year Maintenance task.

Alternatively, use the prompt facility to select from the Calendar Selection pop-up.

### **Sequence**

Enter the sequence number. You use this to specify the order in which the software checks the stockrooms when sourcing an item.

### **Stockroom**

Enter the stockroom you want to use with this despatch profile.

Select **Update (F8)** to save your changes.

## Items [9/ADM]

Use this task to enter default measurements against items that you include in 856 [ASNs](#).

## 856 Item Measurements Selection Window

To display this window, select the Items task.

Use this window to select the item for which you wish to enter default measurements.

### **Fields**

#### **Item**

Enter the item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to display the 856 Item Measurements Maintenance window.

## 856 Item Measurements Maintenance Window

To display this window, enter an item and then press Enter on the 856 Item Measurements Selection window.

Use this window to enter default measurements against the selected item.

### **Fields**

#### **Group**

Enter the measurement group. You define these in the Inventory Descriptions file, under major type MEGR.

Alternatively, use the prompt facility to select from the MEGR Measurement Group pop-up.

#### **Type**

Enter the type. You define these in the Inventory Descriptions file, under major type METY.

Alternatively, use the prompt facility to select from the METY Measurement Type pop-up.

#### **Value**

Enter the value for this group and type.

#### **Range Min.**

Enter the minimum value for this group and type.

#### **Range Max.**

Enter the maximum value for this group and type.

### **Options**

#### **Delete**

Use this to delete an item measurement record.

### **Functions**

#### **Add (F6)**

Use this to display additional blank record lines so that you can add more default measurements against items.

#### **Pack Type Summary (F9)**

Use this to enter the company item defaults. The Company Item Defaults Pack Summary pop-up is displayed.

Select **Update (F8)** to save your changes and return to the 856 Item Measurements Selection window.

## Company Item Defaults Pack Summary Pop-up

To display this pop-up, select **Pack Type Summary (F9)** on the 856 Item Measurements window.

Use this pop-up to enter pack summary data.

### **Fields**

#### **Pack**

Enter the pack code.

Alternatively, use the prompt facility to select from the Pack Type Selection pop-up.

The type is displayed alongside this field.

#### **Supplier Units Size**

Enter the supplier unit size.

#### **UOM**

Enter the unit of measurement.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

### **Options**

#### **Delete**

Use this to delete an item measurement default record.

### **Functions**

#### **Add (F6)**

Use this to display additional blank lines so that you can add more default measurements for this item.

Press Enter to save the data and re-display the 856 Item Measurements Maintenance window.

## Hazardous Materials Class Code [10/ADM]

Use this task to maintain hazardous materials class codes. If you send [ASNs](#) by EDI, you sometimes need to include these on an ANSI X12 856 message.

## 856 Hazardous Materials Class Code Maintenance Window

To display this window, select the Hazardous Materials Class Codes task.

Use this window to maintain the details for hazardous materials class codes.

### **Fields**

#### **Qualifier**

Enter the qualifier code. You should enter the ANSI standard code.

#### **Class Code**

Enter the class code. You should use the ANSI standard for these codes.

Alternatively, use the prompt facility to select from the HACCC Hazardous Material Class Code pop-up.

#### **Description**

Enter any additional information.

### **Options**

#### **Delete**

Use this to delete a hazardous material code.

### **Functions**

#### **Add (F6)**

Use this to enter additional hazardous material class codes. The Add New Hazardous Materials Class Code pop-up is displayed.

Select **Update (F8)** to save the data and leave the task.

## Add New Hazardous Materials Class Code Pop-up

To display this pop-up, select **Add (F6)** on the 856 Hazardous Materials Class Code Maintenance window.

Use this pop-up to enter the details for a new hazardous material class code.

### **Fields**

#### **Qualifier**

Enter the qualifier code. You should use the ANSI standard code.

#### **Class Code**

Enter the class code. You should use the ANSI standard for these codes.

Alternatively, use the prompt facility to select from the HACCC Hazardous Material Class Code pop-up

#### **Description**

Enter any additional information.

Press Enter to save the details and re-display the 856 Hazardous Materials Class Maintenance Code window.

## Override Despatch Credit Check [11/ADM]

Use this task to allow credit checks within Fastpath Shipping to be treated as warnings. By default, the checks on entry and after [consignment](#) build should prevent continuation if the customer's credit limit is exceeded or would be exceeded by the built [consignment](#). The override will normally only be applied temporarily. The override is at customer level, irrespective of delivery sequence, and has an expiry date.

## Override Despatch Credit Check Selection Window

To display this window, select the Override Despatch Credit Check task.

Use this window to select the customer to which you want to apply a credit check override.

### **Fields**

#### **Customer**

You must enter a customer that has existing AC contracts.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Press Enter to display the Override Entry window.

## Override Entry Window

To display this window, select a customer and then press enter on the Override Despatch Credit Check Selection window.

Use this window to maintain the override details for the selected customer.

**Note:** *If no override has been maintained against a customer, the override is assumed to be inactive.*

### **Fields**

#### **Customer**

The customer code and name (from delivery sequence 000) are displayed.

#### **Override Active**

Use this checkbox as follows:

Unchecked (default) - If the override is to be inactive

Checked - If the override is to be active

### **Expiry Date**

If the Override Active field is **checked**, you must enter or select a value, which must be today's date or later.

If the Override Active field is **unchecked**, this field is set to zeroes on update.

The override will only be active prior to and including this expiry date.

Select **Update (F8)** to update the override.





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## Chapter 2 Processing

### Low Level Allocation and AS Lot Allocation Policy

For a Location Control stockroom, Automatic Lower Level (Batch) Allocation is set on in the IN stockroom profile. Normally, the tasks for Allocation at Batch Level, Lot Level and Serial Level should also set on, although this is not mandatory. These flags affect the way that Event Allocations work in the context of Fastpath shipping and confirmation.

The Lot Allocation Policy flag on the AS company profile, can conflict with the Batch Allocation approach assumed for Location Control. This setting still influences the processing for non-Location Control stockrooms but is ignored for Location Control stockrooms in most situations.

The Lot Allocation settings are:

- 01 - User decides at [consignment](#) build
- 02 - Auto allocation by WH or [Consignment](#) build
- 03 - User entered at Confirmation of Despatch

Generally, Location Control with Pick Notes acts like option 02 when **Confirm Planned Despatch (F8)** is selected in **Fastpath shipping [3/ADP]**. However, if the setting is 01 (and Pick Notes are in use), the Lot Entry window is presented to allow the user to pre-allocate the lots if required. These allocations are the starting point for the automated allocation of Lots/Locations for the pick note.

### Sleeper Processing

The following sleeper processes are started and stopped via the Generic Subsystems Control tasks **(10 & 20/L1S)** and are necessary to support some aspects of the Advanced Shipping processing.

#### **Confirm Despatch Updates Sleeper**

This is a background task that is vital to the Fastpath Shipping and Confirmation processes.

#### **Shipping Labels Print Sleeper**

This is a background task that is required for the printing of shipping labels.

## **ASN EDI Send Sleeper**

This is a background task that is required for the sending of [ASNs](#) via EDI.

## Fastpath Shipping [3/ADP]

Fastpath shipping is the way to create and confirm [consignments](#).

The credit check on commencement of a [consignment](#) build gives a warning if the credit limit is exceeded, and the override is set (and has not expired) for that customer.

In the Create Shipment Details window, upon selection of **Confirm Planned Despatch (F8)** or **Confirm Despatch (F9)**, an error message is given if the override is not set (or has expired).

The [consignment](#) is cancelled if a newly built [consignment](#) cannot be completed because of the exceeding of the credit limit.

**Note:** *You can confirm despatch and amend details of existing [consignments](#) using the Fastpath Confirmation task.*

## Advanced Shipping Fastpath Selection Window

To display this window, select the Fastpath Shipping task.

Use this window to select the [consignments](#) you want to maintain or create.

### **Fields**

#### **Customer**

Enter the customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

#### **Item**

Enter the item, if required.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

#### **Consignment No**

Enter the [consignment](#) number.

Alternatively, use the prompt facility to select from the [Consignments](#) pop-up.

If you enter this, leave all the other fields blank. When you press Enter, the Create Shipment Details window is displayed.

**Despatch Cut-Off Date**

Enter or select the despatch cut-off date. Any outstanding items to be despatched up to this date are considered for selection. This defaults to the current date plus the number of days in the Forward Delivery Time Fence parameter in the Inventory Descriptions MISC/FDTF Limit field (if present).

**Despatch Time**

Enter the despatch cut-off time. This defaults to the current time.

**Display Individual or Summarised Requirements**

Use this to specify how item requirements are displayed on the Create Shipment Details window.

Use this checkbox as follows:

Unchecked - To display a breakdown of item requirements

Checked - To display a summary of item requirements

**Functions****Add Consignment (F6)**

Use this to add a new [consignment](#). The Fastpath [Consignment](#) Header window is displayed.

**Add Consignment with Overrides (F17)**

Use this to add a new [consignment](#) and override some customer defaults. The Selection Overrides window is displayed.

Enter the selection criteria and then press Enter to display the Create Shipment Details window.

## Fastpath Consignment Header Window

To display this window, either select **Add [Consignment](#) (F6)** on the Advanced Shipping Fastpath Selection window or select **Update (F8)** on the Selection Overrides window.

Use this window to enter the header details for a [consignment](#). The [consignment stockroom](#), supplier and final delivery point are displayed on this window.

**Fields****Description (Untitled)**

Enter a description for the [consignment](#) using a maximum of 35 characters.

**Mode of Transport**

Enter the mode of transport. You define these in the Inventory Descriptions file, under major type MODE.

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

**Despatch Date**

Enter or select the date of the despatch. This defaults to the current date.

**Despatch Time**

Enter the despatch time.

**Est. Arrival Date**

Enter or select the estimated arrival date for this [consignment](#).

**Est. Arrival Time**

Enter the estimated arrival time for this [consignment](#).

**Plant Number**

Enter the plant used for this [consignment](#). You define the plants using the ASN Names and Addresses task.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

**Print on Despatch**

This field picks up its initial value from the customer defaults, but can be overridden.

Use this checkbox as follows:

Unchecked - To print the customer address on the [consignment](#) note

Checked - To print the final delivery point displayed on this window on the [consignment](#) note

**Additional Dest. Code**

Enter any additional destination for this [consignment](#).

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

**Freight Forwarder**

Enter the freight forwarder used for this [consignment](#).

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

**Carrier Code**

Enter a carrier for this [consignment](#).

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

**Vehicle Registration**

Enter the registration number of the vehicle transporting this [consignment](#).

**Trailer Reference**

Enter the trailer reference number of the transport container for this [consignment](#).

**Functions**

### Selection Criteria (F17)

Use this to override the customer defaults using the Selection Overrides window.

**Note:** If you are adding a new [consignment](#), select **Update (F8)** to display the [consignment](#) number and status.

Select **Update (F8)** to save your changes. The Create Shipment Details window is displayed.

## Selection Overrides Window

To display this window, either select **Add New [Consignment With Overrides \(F17\)](#)** on the Fastpath Selection window or select **Selection Criteria (F17)** on the Fastpath [Consignment](#) Header window.

You can use this window to override the customer defaults used for selecting shipping requirements. The settings of the fields on this window will be used to select the shipping requirements for the new [consignment](#).

### Fields

#### Despatch Cut Off Date

Enter or select the despatch cut-off date. This defaults from the Advanced Shipping Fastpath Selection window (which takes into account the default Forward Delivery Time Fence from Inventory Description MISC/FDTF). Requirements to be shipped up to and including this date are selected.

This may be further extended by the additional Forward Delivery Time Fence setting (below).

#### Despatch Time

Enter the despatch time.

#### Forward Delivery Time Fence

Enter the forward delivery time fence, in days, to extend the Despatch Cut-off Date for the inclusion of outstanding requirements. Effectively it extends the Despatch Cut-off Date further into the future. It is additive to any default time fence already included in the cut-off date.

#### Shipping Rules to Apply

The value for this field defaults from the Customer Contract Defaults, but can be amended.

Select one of the following to indicate the shipping rule to use for this [consignment](#):

Optional Reference Number (0) - To include Release and [DCI](#) requirements only

[RAN](#) Reference Numbers (1) - To include [RAN](#) requirements only

#### Requirement Reference Number From/To

Enter the item requirement reference [range](#). You must enter a [range](#) if you use collection documents.

**Route/Consolidation Code**

This field is not used at present.

**Final Delivery Point**

If you want to select only shipping requirements for a specific delivery point, you can enter the code in this field. If any final delivery point has been specified on the Customer Contract Defaults, it is displayed in this field.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Include All Delivery Points**

The setting of this field is used in selecting shipping requirements.

Use this checkbox as follows:

Unchecked - To select only those requirements for the same delivery point as specified in the field above

Checked - To select shipping requirements for all final delivery points for the selected customer

**Despatch Profile/Despatch Stockroom**

Enter either the despatch profile or the stockroom from where you source the items. You cannot enter both.

You can use the prompt facility to select from the Despatch Profile Selection or the Stockroom Selection pop-up.

**Consignment Stockroom**

Enter the stockroom where the customer receives [consignment stock](#).

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

**Functions****Direct Delivery Override (F20)**

Use this to enter the direct delivery details. The Direct Delivery Override pop-up is displayed.

Select **Update (F8)** to save the changes. The Fastpath [Consignment](#) Header window is displayed.

## Direct Delivery Override Pop-up

To display this pop-up, select **Direct Delivery Override (F20)** on the Selection Overrides window.

Use this pop-up to override the defaults used for items delivered directly to the customer. The contract number and current values are displayed at the bottom of the pop-up.

**Fields**

**Contract Item Number**

Enter the item number used on the contract. If you enter the item number, you cannot enter a customer part number.

You can use the prompt facility on this field to select from the Contract Scan pop-up.

**or**

**Customer Part Number**

Enter the part number used by the customer. If you enter the customer part number, you cannot enter the item number.

You can use the prompt facility on this field to select from the Contract Scan pop-up.

**Direct Ship Override Code**

Enter the direct ship override code.

**Expiry Date**

Enter or select the date after which this information is no longer valid.

Select **Update (F8)** to save the changes and re-display the Selection Overrides window.

## Create Shipment Details Window

To display this window, either select the [consignment](#) and then press Enter on the Advanced Shipping Fastpath Selection window or select **Update (F8)** on the [Consignment](#) Header window.

Use this window to maintain the items included on this [consignment](#). This window lists all items that have been selected by the system as due for shipment, based on the selection criteria supplied. For each item the following information is displayed:

- Item number and description
- Contract
- Stockroom
- Required, available and confirmed quantity

**Fields****Select**

Enter one of the following:

1 - To confirm details of this line when you select **Confirm Planned Despatch (F8)** or **Confirm Despatch (F9)**

2 - To add text to this item

This text is printed on shipping documentation.

3 - To view the requirements for this item

The Breakdown of Requirements window is displayed.

4 - Cust.Item Details

Customer Item Details window is displayed.

### **Confirm Qty**

If necessary, amend the default quantity to despatch. You cannot enter a negative figure; you can only add quantities to a [consignment](#).

**Note:** *When the Confirm Qtys default to zero, confirmation is not allowed if a Confirm Qty is entered but the Confirm Details option is not selected for that line. Either the Confirm Details option should be selected or the quantity should be cleared to zero to correct this.*

**Note:** *The default despatch quantity will be dependent upon the setting in the Inventory Descriptions file of code CNFQ (Confirm Despatch Quantity) under major type MISC. These are as follows:*

**Note:1** - *To default to the quantity you need*

**Note:2** - *To default to the available quantity*

**Note:3** - *To default to zero quantity*

**Note:** *Any other value, or missing Descriptions entry, is treated as per 3.*

## **Functions**

### **Confirm Despatch (F9)**

Use this to confirm the shipment details and despatch the goods in one step. The Fastpath Build Shipment Exit Options pop-up is displayed.

This function is disabled if the despatch date is beyond the current date plus the Rate value in Inventory Description MISC/FDTF. This prevents excessively early despatch.

When Location Control is active, no pick notes are produced, or suggestions made. The standard Location Entry window is displayed for each line. If batches/lots are applicable, the Location Entry window will appear for each batch/lot, following the Batch/Lot window. The locations should be entered as each item (or lot/batch) is confirmed. Locations only need to be entered for multi-location items; and the default location will automatically appear initially. However, if a line was previously built for pick with **Confirm Planned Despatch (F8)**, the confirmation will inherit the event allocations previously created.

### **Header Maint. (F10)**

Use this to maintain the [consignment](#) header on the Fastpath [Consignment](#) Header window.



**Cust.Item (F13)**

Use this to toggle between Item and Customer Item.

**Summary Requirements/Individual Requirements (F15)**

Use this to toggle between displaying the list of individual requirements and a summary of the requirements.

**Select All '1' (F16)**

Use this to enter 1 (Confirm Details) alongside all the items.

**Consignment Enquiry (F19)**

Use this to display the item details on the [Consignment](#) Enquiry Item Summary Details window.

**Address Override (F21)**

Use this to amend the customer delivery address details on the Fastpath Name and Address Maintenance window.

Select **Confirm Planned Despatch (F8)** to save the details. The Fastpath Build Shipment Exit Options pop-up is displayed.

When Location Control is active for the stockroom, after creation/amendment of a [consignment](#), the system automatically makes suggestions (event allocations) of the locations from which to pick the items. If applicable, it will also suggest the lots/batches, taking into account any user-entered pre-allocations (if the Lot Allocation Policy is 01). These suggestions are printed on the pick notes in order of location code and are carried forward as the defaults for Despatch Confirmation. They only occur when pick notes are being used.

## Fastpath Build Shipment Exit Options Pop-up

To display this pop-up, enter 1 against a [consignment](#) line and then select **Confirm Planned Despatch (F8)** on the Create Shipment Details window.

You use this pop-up to specify the final processing options for the selected [consignment](#). The settings of the fields on this window depend on the customer defaults and the items on the [consignment](#).

**Fields****Add Simple Packaging Information**

If the selected customer uses [simple packaging](#), you can use this field to specify whether [simple packaging](#) information is used and add to the [consignment](#).

Use this checkbox as follows:

Unchecked - To omit [simple packaging](#) information from the [consignment](#)

Checked - To add [simple packaging](#) information

If the customer uses [detailed packaging](#) this field is **unchecked** and cannot be amended.

### **Process Lot Allocations**

This checkbox is set as follows:

Unchecked - If there are no lot-controlled items on the [consignment](#)

Checked - If the [consignment](#) contains lot-controlled items and cannot be amended

In this case, when you select **Continue (F8)** the Allocate Stock against Lots/Batches window will be displayed.

### **Build Consignment for Later Confirmation**

If you selected **Confirm Planned Despatch (F8)** on the Create Shipment Details window, this field will be **checked** and cannot be amended. If you selected **Confirm Despatch (F9)** this field will be **unchecked**.

### **Build and Confirm Consignment**

This checkbox is set as follows:

Unchecked - If you selected **Confirm Planned Despatch (F8)**

Checked - If you selected **Confirm Despatch (F9)** on the Create Shipment Details window

In this case, it cannot be amended.

### **Add Consignment Charges**

For customers that have standard charges assigned to them, this checkbox is used as follows and cannot be amended:

Unchecked - For [self-billing](#) customers

Checked - If you have standard charges assigned to a customer

For customers that do not have standard charges assigned to them you can use this checkbox as follows:

Unchecked - If you do not want to add charges to the [consignment](#)

Checked - If you want to add charges to the [consignment](#)

### **Extract Consignment to SPEX**

You can only amend the setting of this field if you are using [SPEX](#).

Use this checkbox as follows:

Unchecked - If you do not want to produce the export documentation for the [consignment](#)

Checked - If you want to use [SPEX](#) to produce the export documentation for this [consignment](#)

You must be using World Trade to do this.

### **Add Detailed Packaging Information**

You can only amend this field if the customer has been defined as using [detailed packaging](#).

Use this checkbox as follows:

Unchecked - If you do not want to add [detailed packaging](#) information to the [consignment](#)

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Checked - To add [detailed packaging](#) information to the [consignment](#)

Select **Continue (F8)** to display the [Consignment](#) Charges window. You can then complete the [consignment](#) in the same way as in [Consignment](#) Maintenance.

**Note:** *If you have lot-controlled items on the [consignment](#), the Allocate Stock Against Lots/Batches pop-up will be displayed first.*

## Allocate Stock against Lots/Batches Pop-up

This pop-up will be displayed on selecting **Continue (F8)** on the Fastpath Build Shipment Exit Options pop-up, if you have lot-controlled items on the [consignment](#).

You use this pop-up to allocate any lot-controlled items that have been included on the [consignment](#). The title of this pop-up depends on whether you are allocating stock against lots or batches.

The following details are displayed for allocation to be made:

The stockroom number and description

The item number and description

The lot or batch number

The physical and available quantities

The quantity allocated and the suggested action quantity

### **Fields**

#### **Select (Untitled)**

Select one of the following:

Allocate (1) - To allocate the suggested action quantity

De-allocate (2) - To de-allocate any previously allocated amount

Allocations (3) - To view any previous allocations

C of C Reference (4) - To view the Certificate of Conformance reference, if any exists

Lot Header Details (5) - To view lot header details

#### **Action Qty**

This field displays the amount to be actioned for the shipment, but can be amended.

Select **Update (F8)** to allocate the required amount of stock, and to display the [Consignment](#) Charges window. You can then complete the [consignment](#) in the same way as in [Consignment](#) Maintenance.

## Fastpath Name and Address Maintenance Window

To display this window, select **Address Override (F21)** from the Create Shipment Details window.

Use this window to make changes to the customer delivery address and contact details. The [consignment](#) details are displayed at the top of the window.

### **Fields**

#### **Address Tab**

##### **Name**

You must enter the name.

##### **Address Lines 1-5**

Enter up to five lines of address. The first line is mandatory.

#### **Other Details Tab**

##### **Post Code**

You can optionally enter the postcode.

##### **Country Code**

You can optionally enter the country for this address.

Alternatively, use the prompt facility to select from the CTRY Country Code pop-up.

##### **Telephone Number**

You can optionally enter the telephone number.

##### **Extension Number**

You can optionally enter the extension number.

##### **Fax Number**

You can optionally enter the fax number.

##### **Internal ID**

You can optionally enter an internal identification. You can use this code to identify the address type by a code agreed by both the consignee and consignor.

##### **Telex Number**

You can optionally enter the telex number.

##### **Teletext Number**

You can optionally enter the teletext number.

##### **Contact Name**

You can optionally enter the name of your main contact at this address.

### Department Code

You can optionally enter the contact's department.

### Comments

You can optionally enter any additional information here. This is a free-format field.

Press Enter to save the details and return to the Create Shipment Details window.

## Fastpath Confirmation [4/ADP]

Use this task to confirm [consignments](#) and amend quantities against [consignments](#). You must have created these [consignments](#) using the Fastpath Shipping task.

When you confirm a [consignment](#), Inventory values are updated and invoice records are created. The status of the [consignment](#) changes to Confirmed.

A [consignment](#) cannot be confirmed if its despatch date is beyond the current date plus the Rate value in Inventory Description MISC/FDTF. This prevents excessively early despatch.

## Fastpath Confirmation Window

To display this window, select the Fastpath Confirmation task.

Use this window to select the [consignment](#) for which you want to confirm despatches.

### Fields

#### Customer

Enter a customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

#### From Consignment Date/To Consignment Date

Enter or select the date [range](#) for the [consignments](#) required.

or

#### Consignment Number

Enter the [consignment](#) number.

Alternatively, use the prompt facility to select from the [Consignments](#) pop-up.

If you enter this, you must leave the other fields blank.

**Note:** To display the Item field, select **Additional Search (F10)**.

**Item**

Enter the item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

**Functions****Additional Search (F10)**

Use this to display the Item field so that you can find all [consignments](#) for an item.

Press Enter to display the Fastpath Confirm Despatch window.

## Fastpath Confirm Despatch Window

To display this window, enter the selection criteria but no [consignment](#) number and then press Enter on the Fastpath Confirmation Selection window.

Use this window to select the [consignment](#) for which you want to amend or confirm despatch. For each [consignment](#), this window displays:

- The customer
- [Consignment](#)
- Despatch date and time

[Consignments](#) with a despatch date beyond the current date plus the Rate value in Inventory Description MISC/FDTF are not shown. They are beyond the Forward Delivery Time Fence. This prevents excessively early despatch.

**Fields****Select (Sel)**

Select one of the following:

Confirm in Full (1) - To confirm the despatch of this [consignment](#) fully when you select **Confirm Despatch (F8)**

Amend Quantities (2) - To amend the details for this [consignment](#)

The Confirm Shipment Details window is displayed.

Delete (4) - To delete this [consignment](#)

**Functions****Additional Search (F10)**

Use this to display the Fastpath Confirmation window with the Item field displayed.

**Select All '1' (F16)**

Use this to enter **Confirm in Full** alongside all [consignments](#).

When you select **Confirm Despatch (F8)**, all the [consignments](#) are confirmed. When Location Control is active, the standard Location Entry window is displayed for each line. This allows the confirmation of location details against each item (or lot/batch) being confirmed. The suggestions from the pick note are presented as the defaults (from the event allocations).

If a location, quantity or batch/lot differs from the original suggestion, the locations and quantities should be amended appropriately in the Location Control window after amending any batch/lot.

If pick notes are not used, the default location is assumed and should be replaced as necessary by the actual location(s) and quantities actually taken from stock.

Locations only need to be entered for multi-location items.

Select **Confirm Despatch (F8)** to confirm the despatch of all [consignments](#) with Confirm in Full in the Selection field. The [Consignment](#) Confirm Pack window is displayed.

## Confirm Shipment Details Window

To display this window, select Amend Quantities in the Selection field on the Fastpath Confirm Despatch window.

Use this window to amend the despatched quantity of items. This window displays the customer and [consignment](#) details. For each item on the [consignment](#), the following is displayed:

- Item number and description
- Contract number
- Despatch and confirm quantity

### **Fields**

#### **Confirm Qty**

If required, amend the planned despatch quantity to reflect the actual despatched quantity. You cannot enter a negative figure. You confirm the despatch of this item when you select **Confirm Despatch (F8)**.

### **Options**

#### **Text**

Use this to enter text for this item.

### **Functions**

#### **Header Maintenance (F10)**

Use this to maintain the [consignment](#) header details on the Fastpath [Consignment](#) Header window.

#### **Revise Charges (F13)**

Use this to add or maintain charges. The [Consignment](#) Charges window is displayed.

**Address Override (F21)**

Use this to maintain the customer delivery address and contact details. The Fastpath Names and Address Maintenance window is displayed.

Select **Confirm Despatch (F8)** to confirm the despatch. If you need to enter pack details, the [Consignment](#) Confirm Pack Details window is displayed.

## ASN Maintenance and Send [5/ADP]

Use this task to maintain and send [ASNs](#).

[ASNs](#) are electronically transmitted messages (usually via EDI) with advance information about shipments or [consignments](#). Normally an ASN contains hierarchical information about the shipment, the orders, schedules, items or packaging.

You normally transmit the ASN to the delivery customer but you can also transmit it to other parties, such as the carrier.

Original equipment manufacturers (OEMs) often want suppliers to transmit [ASNs](#) to them, within a specified time of the shipment leaving the plant. This time limit can be as small as fifteen minutes.

Many manufacturers use the information contained in the ASN to streamline their goods receiving processes. The ASN information can include details of bar-coded packaging labels. When you receive the goods, you can read the bar-coded labels using hand-held scanners; and you can automatically check the goods against expected receipts information provided by the ASN.

## ASN Maintenance and Send Date Selection Window

To display this window, select the ASN Maintenance and Send task.

Use this window to select a despatch date.

**Fields****Despatch Dates Starting From**

Enter or select the date from which you want to start the list of [consignments](#). The default date is fourteen days before the current date.

Press Enter to display the ASN Maintenance and Send window.



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## ASN Maintenance and Send Window

To display this window, press Enter on the ASN Maintenance and Send Date Selection window.

Use this window to maintain or transmit an ASN. The completed shipments are listed in customer and [consignment](#) sequence. For each [consignment](#) the following is displayed:

- The customer
- [Consignment](#)
- Despatch date and time
- Status - R (ready to pass to EDI)

### **Fields**

#### **Position to Customer**

Enter a customer to re-position the list of [consignments](#) beginning with those for that customer.

#### **Position to Consignment**

Enter a [consignment](#) to re-position the list beginning with that [consignment](#).

#### **Select**

Select one of the following:

Maintain Details (1) - To maintain the details of the ASN on the ASN Maintenance Header window

Send (2) - To select a [consignment](#) for transmission by EDI

Cancel ASN/856 Pre-send (4) - To cancel an ASN

If you select **Cancel ASN/856 Pre-send**, the status is updated to Not Sent and the [consignment](#) is removed from the display. You can re-send an ASN with a Not Sent status.

### **Functions**

#### **Add a Manual ASN (F6)**

Use this to create an ASN without checking the data against schedule and sales order data. You must manually adjust Inventory and contract cumulative records. The ASN Maintenance Header window is displayed.

#### **Transmit ASN (F8)**

Use this to transmit all [ASNs](#) with **Send** in the Selection field. These [ASNs](#) are kept in the Application Interface until you start the ASN EDI Send background job. This sends the [ASNs](#) using EDI.

The process of sending an ASN is an Application Interface function. The process sends the details of the ASN to a data queue and prevents you from maintaining this ASN until you complete the Send function. You cannot use the Send function until the previous send has been completed.

**Consignments by Item (F14)**

Use this to select [consignments](#) by item. You enter the item in the displayed window and then this window is re-displayed showing the [consignments](#) for the entered item. The selected item is displayed at the top of the window.

**Select All '2' (F16)**

Use this to enter **Send** in the Selection field for all [consignments](#). You can then select **Transmit ASNs (F8)** to send the [ASNs](#) for all of the [consignments](#).

Select Maintain Details against a [consignment](#) and then press Enter to display the ASN Maintenance Header window.

## ASN Maintenance Header Window

To display this window, select Maintain Details against a [consignment](#) and then press Enter on the ASN Maintenance and Send window.

Use this window to enter the header details for the ASN. The [consignment](#) number and customer details are displayed.

**Fields****Description (Untitled)**

Enter the [consignment](#) description.

**Mode of Transport**

Enter the mode of transport. You define these in the Inventory Descriptions file.

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

**Despatch Date**

Enter or select the date of despatch.

**Despatch Time**

Enter the time of despatch using the 24-hour clock.

**Est Arrival Date**

Enter or select the estimated arrival date. This must be the same as or later than the despatch date.

**Est Arrival Time**

Enter the estimated arrival time using the 24-hour clock.

**Supplier Code**

Enter the supplier. For manual [ASNs](#), this defaults to the customer default supplier. Otherwise, it defaults to the supplier defined on the [consignment](#) header.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Plant Number**

Enter a valid plant number. This defaults to the customer default for this type of address code.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Final Delivery Point**

Enter a final delivery point. This defaults to the customer default for this type of address code.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Additional Dest. Code**

Enter an additional destination code. This defaults to the customer default for this type of address code.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Freight Forwarder**

Enter a freight forwarder code. This defaults to the customer default for this type of address code.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Carrier Code**

Enter the carrier or type of truck. This defaults to the customer default.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Vehicle Registration**

Enter the registration number of the vehicle transporting this [consignment](#).

**Trailer Reference**

Enter the trailer reference number of the transport container for this [consignment](#).

**Note:** If you are maintaining a [consignment](#), all fields default from the [consignment](#) details.

**Functions****Additional ASN Details (F10)**

Use this to enter more information for this ASN on the ASN Additional Details pop-up.

**Weights and Totals (F14)**

Use this task to override the software-calculated weights and totals for this [consignment](#). The ASN Maintenance Weights and Totals window is displayed.

**Items (F15)**

Use this to display the items on the [consignment](#). The ASN Maintenance Item Summary window is displayed.

### **Name and Addresses (F21)**

Use this to maintain the name and address details. The ASN Maintenance Name and Addresses window is displayed.

### **ASN Text (F22)**

Use this to enter text for this ASN.

Select **Update (F8)** to save your changes. If you print shipping labels, the Print Shipping Labels window is displayed. Otherwise, the ASN Maintenance and Send window is displayed.

## ASN Additional Details Pop-up

To display this pop-up, select **Additional ASN Details (F10)** on the ASN Maintenance Header window.

Use this pop-up to enter additional data for this [consignment](#).

### **Fields**

#### **Authentication**

Enter the authentication details.

#### **Conveyance Reference**

Enter a conveyance reference.

#### **Transport Document Number**

Enter the transport document number.

#### **Method of Transport - Detailed**

Enter the method of transport. You define this in the Inventory Descriptions file, under major type MOTD.

Alternatively, use the prompt facility to select from the MOTD Means of Transport - Detailed pop-up.

#### **Freight Payment (ICMM) Term**

Enter the freight payment term. You define this in the Inventory Descriptions file, under major type INCO.

Alternatively, use the prompt facility to select from the ICMM Freight Payment (INCO) Terms pop-up.

#### **Carriage Payment Terms**

Enter the carriage payment terms. You define these in the Inventory Descriptions file, under major type PAYT.

Alternatively, use the prompt facility to select from the PAYT Payment Terms pop-up.

**Packing List Date**

Enter or select the packing list date.

**Type of Truck**

Enter the type of truck code.

Press Enter to validate the entries and then press Enter again to save the details and re-display the ASN Maintenance Header window.

## ASN Maintenance Weights and Totals Window

To display this window, select **Weights and Totals (F14)** on the ASN Maintenance Header window.

Use this window to maintain the software-calculated ASN totals. The software calculates this from all the packs and pallets on the ASN. It then summarises [consignment](#) pack and pallet totals, which you can override. The [consignment](#), customer, despatch details, and units of measure are displayed at the top of the window.

The second section of the window displays the pallet type, the number of packs and pallets, also the calculated net weight, gross weight and volume.

**Fields****Actual**

Enter the actual net weight, gross weight and volume of this [consignment](#). These default to the software-calculated values.

**Vehicle Capacity**

Enter the vehicle capacity in gross weight and volume. These default to the software-calculated values.

Press Enter to validate the data and then press Enter again to save the details and re-display the ASN Maintenance Header window.

## ASN Maintenance Item Summary Window

To display this window, select **Items (F15)** on the ASN Maintenance Header window.

This window displays the items, contracts, lots, despatch quantities, and [call off](#), Kanban and [RAN](#) references on an ASN.

You can use this window in two modes:

- Use the restricted mode to select items to maintain packaging details.
- Use the amend mode to change all the details, including quantities and regenerate packaging details. If you do change the quantity details, you must enter separate amendments to invoice, stock, order and contract details.

**Note:** Select **Item and Qty Changes/Restricted Mode (F9)** to toggle the window between the two modes.

## **Fields**

### **Select**

Select one of the following:

Detail (1) - To enter more details on the Additional 856 Item Level Details window

This option is only displayed when you are maintaining 856 [ASNs](#).

4 - To remove this item from the [consignment](#)

This option is only available in Amend mode.

References (5) - To enter the reference information

The Requirement References pop-up is displayed.

**Note:** You can only edit the following fields in Amend mode.

### **Contract/Order**

Enter the contract or order number for this item.

### **Lot**

Enter the lot number for this item.

### **Despatch Quantity**

Enter the quantity of this item despatched.

### **Kanban**

Enter the Kanban reference code.

## **Functions**

### **Maintain Packs and Pallets (F5)**

Use this to maintain the packaging details on the Confirm Pack window.

### **Add (F6)**

Use this to add a new item to the [consignment](#). The Add New Item pop-up is displayed. This is displayed only in Amend mode.

### **Item and Qty Changes/Restricted Mode (F9)**

Use this to toggle the window between Restricted and Amend mode. You can use Restricted mode only if you have the correct authority level on your User ID.

### **Expand/Summary (F15)**

Use this to toggle the window between showing one and two lines of ASN information.

Select **Verify Details (F8)** to calculate the total pack quantity and save the details. Then select **Exit (F3)** to leave the task.

## Requirement References Pop-up

To display this pop-up, select References against an item on the ASN Maintenance Item Summary window.

Use this pop-up to enter the references for this item. The item and contract are displayed.

### Fields

#### **Reference**

Enter the item reference.

#### **Kanban**

Enter the Kanban reference.

#### **Material Handling**

Enter the material handling reference.

#### **Revision Number**

Enter the Design revision number.

Press Enter to save the details and re-display the ASN Maintenance Item Summary window.

## Add New Item Pop-up

To display this pop-up, select **Add (F6)** on the ASN Maintenance Item Summary window.

Use this pop-up to enter the details of the new item.

### Fields

#### **Item**

Enter the new item. This item must be defined to a contract.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

#### **Contract**

Enter the contract number.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

#### **Lot**

Enter the lot number.

**Despatch Quantity**

Enter the quantity to despatch.

**Reference**

Enter the item reference.

**Kanban**

Enter the Kanban reference.

**Material Handling**

Enter the material handling reference.

**Auto Pack Profile**

Enter the packaging profile used for this item. You define these profiles using the Customer/Item/Pack/Pallet Maintenance task.

Alternatively, use the prompt facility to select from the Packaging Profiles pop-up.

Press Enter to save the details and re-display the ASN Maintenance Item Summary window.

## ASN Maintenance Name and Addresses Window

To display this window, select **Name and Addresses (F21)** on the ASN Maintenance Header window.

This window lists the name and address details attached to the [consignment](#). You use the name and address details to enter information about the parties who can receive an ASN, such as the consignee, the consignor, and the carrier. You define the types of names and address codes on the Inventory Descriptions file, under major type ASAD. For each existing name and address, the type, description and address code is displayed.

**Fields****Type Code**

To add a new address type to this [consignment](#), enter an address type code.

Alternatively, use the prompt facility to select from the ASAD AS Address Type Codes pop-up.

**Address Code**

Enter the address code.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

**Options****Details**

Use this to maintain the address code details on the Names and Address Maintenance window.



**Delete**

Use this to delete this address type for this [consignment](#). You cannot delete address type CGEE. Select **Exit (F3)** to leave the task.

## Re-send ASNs and Re-send ANSIX12 856s [6/ADP, 8/ADP]

Use these tasks to re-send all [ASNs](#) you have sent or cancelled using the ASN Maintenance and Send task or the ANSIX12 856 Maintenance and Send task. You can maintain the details or re-send the ASN.

The windows displayed in this task are the same as ASN Maintenance and Send task or the ANSIX12 856 Maintenance and Send task, except that the selection window lists only those [ASNs](#) which you have previously sent or cancelled. You can send [ASNs](#) up to a maximum of eight times.

**Note:** *Using this task does not enable you to cancel an ASN or add a manual ASN.*

## ANSIX12 856 Maintenance and Send [7/ADP]

Use this task to maintain, send and cancel ANSIX12 856 [ASNs](#).

Advanced Shipping Notifications ([ASNs](#)) are electronically transmitted messages which provide advance information about the details of shipments or [consignments](#).

The ANSIX12 856 ASN is similar to a European ASN; however, it uses hierarchical levels and does not have a fixed structure. You can set up the hierarchical levels in any sequence for each shipment. You can also miss out any of the levels. You should agree the structure you use with your customer.

You use this ASN when trading with clients in North America. The 856 ASN is only available if your system has been specifically set up to transmit this type of ASN.

## ASNSIX12 856 ASN Maintenance and Send Date Selection Window

To display this window, select the [ASNSIX12](#) 856 Maintenance & Send task.

Use this window to select a despatch date.

**Fields**

**Despatch Dates Starting From**

Enter the date from which you want to start the list of [consignments](#). The default date is fourteen days before the current date.

Press Enter to display the ANSIX12 856 ASN Maintenance and Send window.

## ANSIX12 856 ASN Maintenance and Send Window

To display this window, press Enter on the ANSIX12 856 ASN Maintenance and Send Date Selection window.

Use this window to send and maintain ANSIX12 856 [ASNs](#). The completed [consignments](#) are listed in customer and [consignment](#) sequence. For each [consignment](#) the following is displayed:

- The customer
- [Consignment](#)
- Despatch date and time
- Status - R (ready to pass to EDI)

**Fields****Position to Customer**

Enter a customer to re-position the list of [consignments](#) beginning with those for that customer.

**Position to Consignment**

Enter a [consignment](#) to re-position the list beginning with that [consignment](#).

**Select**

Select one of the following:

Maintain Details (1) - To maintain the details of the 856 ASN on the 856 ASN Maintenance Header window

Send (2) - To select a [consignment](#) for transmission by EDI

Cancel ASN/856 Pre-send (4) - To cancel an 856 ASN

If you select **Cancel ASN/856 Pre-send**, the status is updated to Not Sent and the [consignment](#) is removed from the display. You can re-send an 856 ASN with a Not Sent status.

**Functions****Add a Manual 856 (F6)**

Use this to create an 856 ASN without checking the data against schedule and sales order data. You must manually adjust Inventory and contract cumulative records. The 856 Maintenance Header window is displayed.

### **Transmit 856s (F8)**

Use this to transmit all 856 [ASNs](#) with Send in the Selection field. These 856 [ASNs](#) are kept in the Application Interface until you start the ASN EDI Send background job. This sends the 856 [ASNs](#) using EDI.

The process of sending an 856 ASN is an Application Interface function. The process sends the details of the 856 ASN to a data queue, and prevents you from maintaining this 856 ASN until you complete the Send function. You cannot use the Send function until the previous send has been completed.

### **Consignments by Item (F14)**

Use this to select [consignments](#) by item. You enter the item in the displayed window and then this window is re-displayed showing the [consignments](#) for the entered item. The selected item is displayed at the top of the window.

### **Select All '2' (F16)**

Use this to enter **Send** in the Selection field for all [consignments](#). You can then select **Transmit 856s (F8)** to send the 856 ASN for all of the [consignments](#).

Select Maintain Details against a [consignment](#) and then press Enter to display the 856 Maintenance Header window.

## 856 Maintenance Header Window

To display this window, select Maintain Details against a [consignment](#) and then press Enter on the ANSIX12 856 ASN Maintenance and Send window

Use this window to maintain the header details. The [consignment](#) number, customer and the 856 hierarchy used for this [consignment](#) are displayed.

### **Fields**

#### **Description (Untitled)**

Enter the [consignment](#) description.

#### **Mode of Transport**

Enter the mode of transport. You define these in the Inventory Descriptions file.

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

#### **Despatch Date**

Enter or select the date of despatch.

#### **Despatch Time**

Enter the time of despatch using the 24-hour clock.

**Est. Arrival Date**

Enter or select the estimated arrival date. This must be the same as or later than the despatch date.

**Est. Arrival Time**

Enter the estimated arrival time using the 24-hour clock.

**Supplier Code**

Enter the supplier. For manual [ASNs](#), this defaults to the customer default supplier. Otherwise, it defaults to the supplier defined on the [consignment](#).

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Plant Number**

Enter a plant number. This defaults to the customer default for this type of address code.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Final Delivery Point**

Enter a final delivery point. This defaults to the customer default for this address.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Additional Dest. Code**

Enter an additional destination code. This defaults to the customer default for this type of address code.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Freight Forwarder**

Enter a freight forwarder code. This defaults to the customer default for this type of address code.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**Carrier Code**

Enter the carrier or type of truck. This defaults to the customer default.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**SCAC code**

Enter the SCAC code.

You can use the prompt facility to select from the Name and Address Selection pop-up.

**PRO number**

Enter the PRO number.

**Vehicle Registration**

Enter the registration number of the vehicle transporting this [consignment](#).

### Trailer Reference

Enter the trailer reference number of the transport container for this [consignment](#).

**Note:** If you are maintaining a [consignment](#), all fields default from the [consignment](#) details.

### ASN Map Sequence & 856 Hierarchical Levels

Enter a sequence number.

You can use the prompt facility to select from the ASN Map Sequences and Hierarchies pop-up.

### Functions

#### **Additional 856 Details (F10)**

Use this to enter more information for this 856 ASN on the Additional 856 Details pop-up.

#### **Weights and Totals (F14)**

Use this to override the software-calculated weights and totals for this [consignment](#). This displays the ASN Maintenance Weights and Totals window.

#### **Items (F15)**

Use this to display the items on the [consignment](#). The ASN Maintenance Item Summary window is displayed.

#### **Name and Addresses (F21)**

Use this to maintain the name and address details. The ASN Maintenance Name and Addresses window is displayed.

#### **856 Text (F22)**

Use this to enter text for this ASN.

Select **Update (F8)** to save your changes. The ANSIX12 856 ASN Maintenance and Send window is displayed.

## Additional 856 Details Pop-up

To display this pop-up, select **Additional 856 Details (F10)** on the 856 Maintenance Header window.

Use this pop-up to select the additional data you want to add to this 856 ASN. The 856 ASN details you need to specify depend on your trading relationship. The fields and their names match the names used by the 856 ASN message.

### Options

#### **Select**

Use this to select the type of details you want to maintain.

Select a type of additional detail to display the associated window.

## Additional Shipment Level Details Window

To display this window, select Additional Shipment Level Details on the Additional 856 Details pop-up.

Use this window to add additional shipment details to send with the 856 ASN.

### **Fields**

#### **Original Carrier**

Enter the original carrier. This defaults to the carrier entered on the [consignment](#) header.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

#### **Type**

Enter the carrier type.

Alternatively, use the prompt facility to select from the CATY Carrier Type pop-up.

#### **Carrier Name**

Enter the carrier name.

#### **Status**

Enter the carrier status.

Alternatively, use the prompt facility to select from the CAST Carrier Status pop-up.

#### **Carrier Location**

Enter the carrier location. This is a free-format field.

#### **Type**

Enter the carrier location type.

Alternatively, use the prompt facility to select from the CALO Carrier Location Type pop-up.

#### **Mode**

Enter the transport mode. This defaults to the mode entered on the [consignment](#) header.

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

#### **Service**

Enter the carrier service level.

Alternatively, use the prompt facility to select from the CASL Carrier Service Level pop-up.

#### **Transit Time**

Enter the transit time.

**Type**

Enter the carrier transit time type.

Alternatively, use the prompt facility to select from the CATT Carrier Transit Time Type pop-up.

**1st After Original/2nd After Original**

Use the 1st After Original and 2nd After Original lines to add additional carrier details.

**Equipment****Type**

Enter the equipment type.

Alternatively, use the prompt facility to select from the EQTY Equipment Type pop-up.

**Initial**

Enter the equipment initial. This is a free-format field.

**Number**

Enter the equipment number. This is a free-format field.

**Functions****Transport Charges and Goods Title (F10)**

Use this to enter and amend additional specific transport charges. The Transport Charges pop-up is displayed.

Select **Update (F8)** to validate the data you have entered and re-display the Additional 856 Details pop-up.

## Transport Charges Pop-up

To display this pop-up, select **Transport Charges and Goods Title (F10)** on the Additional Shipment Level Details window.

Use this pop-up to enter additional transport charges specific to this shipment.

**Fields****Payment Terms**

Enter the payment terms.

Alternatively, use the prompt facility to select from the TRCG Transport Chgs - Payment Terms pop-up.

**Responsibility Location Type**

Enter the type of location of the party responsible for the transport charges.

Alternatively, use the prompt facility to select from the LCTY Location Type pop-up.

**Location**

Enter the location. This is a free-format field.

**Payment Terms Identification**

Enter the payment terms identification.

Alternatively, use the prompt facility to select from the PAID Payment Terms ID pop-up.

**Payment Type Code**

Enter the payment type code.

Alternatively, use the prompt facility to select from the PATY Payment Type Codes pop-up.

**Title of Goods**

**Change Location Type**

Enter the carrier location type.

Alternatively, use the prompt facility to select from the CALO Carrier Location Type pop-up.

**Change Location**

Enter the change location description. This is a free-format field.

**Premium Transport**

**Reason for Use Code**

Enter the reason for using the premium transport.

Alternatively, use the prompt facility to select from the REPT Reason for Premium Transport pop-up.

**Responsibility for Excess**

Enter the party responsible for the excess charges relating to the use of premium transport.

Alternatively, use the prompt facility to select from the REEX Responsibility for Excess pop-up.

**Authorisation for Excess**

Enter the authorisation reference. This is a free-format field.

Press Enter to save the details and re-display the Additional Shipment Level Details window.

## Additional Tare Container References Window

To display this window, select Additional Tare Level Details on the Additional 856 Details pop-up.

Use this window to enter additional specific 856 ASN tare information.

**Fields**



**UCC Serial No.**

Enter the UCC (Universal Container Code) standard shipping serial number.

**Shipper's Reference**

Enter the shipper's reference. This is a free-format field.

**Carrier's Reference**

Enter the carrier's reference. This is a free-format field.

Select **Update (F8)** to save your changes and re-display the Additional 856 Details pop-up.

## Additional Order Level Details Window

To display this window, select Additional Order Level Details on the Additional 856 Details pop-up.

Use this window to associate reason codes with each order on the [consignment](#).

**Fields****Reason Code**

Enter the reason for using premium transport.

Alternatively, use the prompt facility to select from the REPT Reason for Premium Transport pop-up.

**Resp. for Excess**

Enter the party responsible for the excess charges.

Alternatively, use the prompt facility to select from the REEX Responsibility for Excess pop-up.

**Auth. for Excess**

Enter the authority reference for the excess charges. This is a free-format field.

Select **Update (F8)** to save your changes and re-display the Additional 856 Details pop-up.

## Additional Pack Container References Window

To display this window, select Additional Pack Level Details on the Additional 856 Details pop-up.

Use this window to enter additional pack container details.

**Fields****UCC Serial No.**

Enter the UCC (Universal Container Code) standard shipping serial number.

### **Shipper's Reference**

Enter the shipper's reference. This is a free-format field.

### **Carrier's Reference**

Enter the carrier's reference. This is a free-format field.

**Note:** To display the following fields, select **Show/Hide Additional Details (F15)**.

### **Assigned Pack ID**

Enter the assigned pack ID. This is a free-format field.

### **Size of Suppliers Units**

Enter the size of the supplier's units. This is a free-format field.

### **UOM**

Enter the unit of measure.

## **Functions**

### **Show/Hide Additional Details (F15)**

Use this to toggle the window between showing and hiding the additional details.

Select **Update (F8)** to save your changes and re-display the Additional 856 Details pop-up.

## Additional 856 Item Details Pop-up

To display this pop-up, select Additional Item Level Details on the Additional 856 Details pop-up.

Use this pop-up to select the item for which you want to maintain additional details.

## **Options**

### **Select**

Use this to select the item you want to maintain.

Select an item to display the Additional Item Level Details window.

## Additional Item Level Details Window

To display this window, select an item on the Additional 856 Details pop-up.

Use this window to enter the additional details for this item. The shipment number and item details are displayed at the top of the window.

## **Fields**

**Size of Supplier Units in a Pack**

Enter the size of supplier units in a pack.

**UOM**

Enter the unit of measurement code.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

**Number of Customer Selling Units per Pack**

Enter the number of customer selling units per pack.

**Item Dimensions Unit of Measure**

Enter the unit of measure for this item's dimensions.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

**Item Chemistry Unit of Measure**

Enter the item's chemistry unit of measure.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

**Item Shipment Status**

Enter the item's shipment status.

Alternatively, use the prompt facility to select from the ITSS Item Shipment Status pop-up.

**Item Expiration Date**

Enter or select an item expiration date. This must be a future date.

**Premium Transport****Reason for Use Code**

Enter the reason for using the premium transport.

Alternatively, use the prompt facility to select from the REPT Reason for Premium Transport pop-up.

**Responsibility for Excess**

Enter the party responsible for the excess charges relating to the use of premium transport.

Alternatively, use the prompt facility to select from the REEX Responsibility for Excess pop-up.

**Authorisation for Excess**

Enter the authorisation reference. This is a free-format field.

**Functions****Pack Type Summary (F9)**

Use this to enter pack details for this item. The Company Item Defaults Pack Summary window is displayed.

**Measurements (F10)**

Use this to enter measurement details. The AS 856 Item Measurements pop-up is displayed.

Select **Update (F8)** to validate the data you have entered and re-display the 856 Item Details Selection window.

## AS 856 Item Measurements Pop-up

To display this pop-up, select **Measurements (F10)** on the Additional Item Level Details window.

Use this pop-up to enter the item measurement details.

**Fields****Group**

Enter the measurement group. You define these in the Inventory Descriptions file, under major type MEGR.

Alternatively, use the prompt facility to select from the MEGR Measurement Group pop-up.

**Type**

Enter the measurement type. You define these in the Inventory Descriptions file, under major type METY.

Alternatively, use the prompt facility to select from the METY Measurement Type pop-up.

**Value**

Enter the value for this measurement.

**Range Min./Range Max.**

Enter the minimum and maximum value for this measurement type.

**Note:** Enter either a value or a [range](#), not both.

**Options****Delete**

Use this to delete this measurement definition.

**Functions****Add (F6)**

Use this to display more blank lines at the bottom of the window, so that you can enter more measurement details.

Press Enter to save the details and then press Enter again to re-display the Additional Item Level Details window.

---

## 856 References Window

To display this window, select References on the Additional 856 Details pop-up.

Use this window to add specific reference details to any level of the 856 ASN hierarchical structure.

**Note:** *The exact fields displayed when you access this window depend upon your 856 hierarchy.*

### **Fields**

#### **Tare Reference**

Enter the tare reference.

#### **Order/Contract**

Enter the order or contract.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

#### **Item**

Enter the item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

#### **Pack**

Enter the pack.

**Note:** *Enter the required hierarchical level and then press Enter to display the following fields.*

#### **Pack Type**

If you are entering references for item or order level, enter the pack type.

Alternatively, use the prompt facility to select from the Pack Type Selection pop-up.

#### **Type**

Enter the type.

#### **Reference**

Enter the reference. This is a free-format field.

### **Options**

#### **Delete**

Use this to delete a line.

### **Functions**

#### **Add (F6)**

Use this to display more lines so that you can add more references.

#### **Hide/Show Descriptions (F15)**

Use this to toggle the window between hiding and displaying the second line of the description.

Select **Update (F8)** to save the data and re-display the Additional 856 Details pop-up.

## Charges and Allowances Window

To display this window, select Charges and Allowances on the Additional 856 Details pop-up.

Use this window to add specific charges and allowances to any level of the 856 ASN hierarchical structure.

**Note:** *The exact fields displayed when you access this window depend upon your 856 hierarchy.*

### **Fields**

#### **Tare Reference**

Enter the tare reference.

#### **Order/Contract**

Enter the order or contract.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

#### **Item**

Enter the item.

Alternatively, use the prompt facility to select from the Item Master pop-up.

#### **Pack**

Enter the pack.

**Note:** *Enter the required hierarchical level and then press Enter to display the following fields.*

#### **Ind**

Enter an indicator code.

Alternatively, use the prompt facility to select from the SCID Service/Charge Indicator pop-up.

#### **Type**

Enter a type code.

Alternatively, use the prompt facility to select from the SCTY Service/Charge Type pop-up.

#### **Agency**

Enter the agency code.

Alternatively, use the prompt facility to select from the SCAG Service Code Agency pop-up.

**Code**

Enter the charge code.

Alternatively, use the prompt facility to select from the CGCD Charge Code pop-up.

**Amount**

Enter the value. This is a free format field.

**Options****More Details**

Use this to enter more details for this item.

The Charges and Allowances Additional Details pop-up is displayed.

**Delete**

Use this to delete a line.

**Functions****Add (F6)**

Use this to add a new line.

Select **Update (F8)** to save the data and re-display the Additional 856 Details pop-up.

## Charges and Allowances Additional Details Pop-up

To display this pop-up, select More Details against a charge on the Charges and Allowances window.

Use this pop-up to enter more details for this charge or allowance.

**Fields****Charge Percentage**

Enter the charge percentage.

**Charge Percentage Based On**

Enter the charge percentage basis. You define these codes in the Inventory Descriptions file, under major type CHPC.

Alternatively, use the prompt facility to select from the CHPC Charge Percentage Basis pop-up.

**Charge Monetary Rate**

Enter the charge monetary rate.

**UOM**

Enter the unit of measurement.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

**Charge Quantity**

If the charge quantity differs from the despatch quantity, enter the charge quantity.

**Free Quantity**

Enter the quantity of free goods.

**Method of Handling Code**

Enter the handling method.

Alternatively, use the prompt facility to select from the MHCD Method of Handling Code pop-up.

**Reference**

Enter a reference. This is a free-format field.

**Option Number**

Enter an option number. This is a free-format field.

**Description**

Enter a description. This is a free-format field.

Press Enter to save the data and re-display the 856 Charges and Allowances window.

## Hazardous Materials Window

To display this window, select Hazardous Materials on the Additional 856 Details pop-up.

Use this window to add specific hazardous materials codes to any level of the 856 ASN hierarchical structure.

***Note:** The exact fields displayed when you access this window depend upon your 856 hierarchy.*

**Fields**

**Tare Reference**

Enter the tare reference.

**Order/Contract**

Enter the order or contract.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

**Item**

Enter the item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.



**Pack**

Enter the pack.

**Note:** Enter the required hierarchical level and then press Enter to display the following fields.

**Qualifier**

Enter a qualifier code.

Alternatively, use the prompt facility to select from the Hazardous Materials Qualifier/Class Code pop-up.

**Class Code**

Enter a class code.

Alternatively, use the prompt facility to select from the Hazardous Materials Qualifier/Class Code pop-up.

**Handling Code**

Enter a handling code.

Alternatively, use the prompt facility to select from the SPHC Special Handling Code pop-up.

**Options****Delete**

Use this to delete this line.

**Functions****Add (F6)**

Use this to add a new code. You must enter the qualifier, class code, handling code and description.

Select **Update (F8)** to save your data and re-display the Additional 856 Details pop-up.

## Product/Service Identification Window

To display this window, select Product/Service Identification on the Additional 856 Details pop-up.

Use this window to add specific product/service identifiers to any level of the 856 ASN hierarchical structure.

**Note:** The exact fields displayed when you access this window depend upon your 856 hierarchy.

**Fields****Tare Reference**

Enter the tare reference.

### **Order/Contract**

Enter the order or contract.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

### **Item**

Enter the item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

### **Pack**

Enter the pack.

**Note:** Enter the required hierarchical level and then press Enter to display the following fields.

### **Identifier Type**

Enter the identifier type code.

Alternatively, use the prompt facility to select from the PSTY Product/Service Type pop-up.

### **Identifier Code**

Enter the identifier code. This is a free-format field.

### **Options**

#### **Delete**

Use this to delete a line.

### **Functions**

#### **Add (F6)**

Use this to add a new line. You must enter the identifier type and code.

Select **Update (F8)** to save your data and re-display the Additional 856 Details pop-up.

## Product Characteristics Window

To display this window, select Product Characteristics on the Additional 856 Details pop-up.

Use this window to add specific product characteristics detail to any level of the 856 ASN hierarchical structure.

**Note:** The exact fields displayed when you access this window depend upon your 856 hierarchy.

### **Fields**

#### **Tare Reference**

Enter the tare reference.

**Order/Contract**

Enter the order or contract.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

**Item**

Enter the item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

**Pack**

Enter the pack.

**Note:** Enter the required hierarchical level and then press Enter to display the following fields.

**Desc. Type**

Enter the description type.

Alternatively, use the prompt facility to select from the DETY Description Type pop-up.

**Character Code**

Enter the characteristics code.

Alternatively, use the prompt facility to select from the CHCD Characteristics Code pop-up.

**Agency**

Enter the agency.

Alternatively, use the prompt facility to select from the SCAG Service Code Agency pop-up.

**Description Code**

Enter the description code.

Alternatively, use the prompt facility to select from the DECD Description Code pop-up.

**Note:** Either enter this code or complete the Desc field.

**Desc**

Enter the description.

**Position Code**

Enter the position.

Alternatively, use the prompt facility to select from the POCD Positional Code pop-up.

**Options****Delete**

Use this to delete a line.

**Functions**

### **Add (F6)**

Use this to add a new line. You must enter a description type, character code, agency, and description code.

Select **Update (F8)** to save your data and re-display the Additional 856 Details pop-up.

## Subline Details Window

To display this window, select Subline Details on the Additional 856 Details pop-up.

Use this window to add specific subline details to any level of the 856 ASN hierarchical structure. You normally add the subline information to the pack or item levels.

**Note:** *The exact fields displayed when you access this window depend upon your 856 hierarchy.*

### **Fields**

#### **Tare Reference**

Enter the tare reference.

#### **Order/Contract**

Enter the order or contract.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

#### **Item**

Enter the item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

#### **Pack**

Enter the pack.

**Note:** *Enter the required hierarchical level and then press Enter to display the following fields.*

#### **Subline ID**

You must enter the unique subline identifier.

#### **Rel to Line**

Enter the relationship to the line.

Alternatively, use the prompt facility to select from the RECD Relationship to Code pop-up.

#### **Despatch Qty**

You must enter the quantity to despatch.

**UOM**

Enter the unit of measure.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

**Unit Price**

You can optionally enter the unit price in this free format field.

**Price Basis Code**

Enter the price basis code.

Alternatively, use the prompt facility to select from the PRBA Price Basis pop-up.

**Rel to Line Price**

Enter the relationship to the line price code.

Alternatively, use the prompt facility to select from the RECD Relationship to Code pop-up.

**Options****Subline Identifiers**

Use this to add up to 10 subline identifiers using the Product/Service Identification window.

**Delete**

Use this to delete a line.

**Functions****Add (F6)**

Use this to add a new line.

Select **Update (F8)** to save your data and re-display the Additional 856 Details pop-up.

## VICS Product Marks/Package Specifications Window

To display this window, select VICS Product Marks/Package Specification on the Additional 856 Details pop-up.

Use this window to add specific product or package marks details to any level of the 856 ASN hierarchical structure. You normally add this information to item or pack levels.

**Note:** *The exact fields displayed when you access this window depend upon your 856 hierarchy.*

**Fields****Tare Reference**

Enter the tare reference.

**Order/Contract**

Enter the order or contract.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

**Item**

Enter the item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

**Pack**

Enter the pack.

**Note:** Enter the required hierarchical level and then press Enter to display the following fields.

**Product/Package Mark**

Enter the product or package mark code.

Alternatively, use the prompt facility to select from the VICS Product/Package Marks pop-up.

**Options**

**Delete**

Use this to delete the line.

**Functions**

**Add (F6)**

Use this to add a new line.

Select **Update (F8)** to save your data and re-display the Additional 856 Details pop-up.

## Record Consignment Stock Consumption [10/ADP]

Use this task to record manually goods taken by customers from a [consignment](#) warehouse.

You should only need to use this when you cannot receive EDI messages.

## Record Consignment Stock Consumption Window

To display this window, select the Record [Consignment Stock](#) Consumption task.

Use this window to select a customer and [consignment stockroom](#) for which you want to record stock consumption manually.

**Fields**

**Customer**

Enter a customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

### **Consignment Stockroom**

Enter the [consignment stockroom](#).

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

**Note:** *If you enter the customer number, you need to enter a valid stockroom number.*

Press Enter to display the Record [Consignment Stock](#) Consumption Details window.

## Record Consignment Stock Consumption Details Window

To display this window, press Enter on the Record [Consignment Stock](#) Consumption window.

Use this window to enter the details of the stock removed from the [consignment stockroom](#). For each existing item, the item description, movement quantity, lot number, UOM and price per unit is displayed.

For non-self-billed customers, the production of an invoice may be requested; alternatively the invoice production may be delayed and batched if required (see Invoice [Consignment Stock](#) Consumption below).

**Note:** *If invoicing is requested, any outstanding [consignment stock](#) consumption transactions for the customer/stockroom are invoiced, in addition to the ones entered in this session.*

### **Fields**

#### **Item Ref.**

Select one of the following:

Customer - To use the customer reference for the item

Supplier - To use the supplier reference for the item

#### **Item**

Enter the item number.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

#### **Movement Qty**

Enter the quantity taken from the [consignment stockroom](#).

#### **Lot**

Enter the lot number. This is mandatory if the item is lot-controlled.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

**Quantity Units**

Enter the unit quantity code.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

**Reason Code**

You can optionally enter the reason for the consumption of the goods.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

**Delivery Reference**

You can optionally enter the number to identify the transaction.

**Date**

Enter or select the delivery date.

Select **Update (F8)** to save the details. When the customer is not [self-billing](#), on completion, a pop-up is presented to allow you to request that invoices be produced for the customer.

## Confirm Packaging and Labels [11/ADP]

Use this task if you need to create packs and print labels, if you are using labels, before you confirm despatch.

You can create pack and pallet details for an entire [consignment](#), or for selected lines within the [consignment](#).

Once you have created the pack and pallet details, you can print shipping labels for the [consignment](#). You can also print a packing control log. This is a printed summary of which items or packs belong on which pallets.

## Confirm Pack Selection Window

To display this window, select the Confirm Packaging & Labels task.

**Fields****Customer**

Enter a customer and delivery sequence code.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

**Despatch Date**

Enter or select the despatch date.



or

### Consignment No

Enter the [consignment](#) number. If you enter this, leave the other fields blank.

Alternatively, use the prompt facility to select from the [Consignments](#) pop-up.

Enter the [consignment](#) and then press Enter to display the Confirm Pack window.

## Confirm Pack Window

To display this window, select the [consignment](#) you want to confirm pack for and then press Enter on the Confirm Pack Selection window.

Use this window to select the item for which you want to maintain pack details. This window displays the customer and [consignment](#) details. It also displays the following for each item:

- Item number
- Contract number
- Lot reference
- Ship, packed and despatch quantity

**Note:** *If you enter this window from the ASN Maintenance and Send task, a lot number is displayed for each line.*

### Fields

#### **Packed Quantity**

Enter the quantity packed. You can only maintain this field if the [consignment](#) is not confirmed.

**Note:** *You cannot confirm the pack until the Packed Quantity and Despatched Quantity are the same.*

### Options

#### **Maintain Pack Details**

Use this against an item and contract to maintain pack details. The Manual Packing Maintenance window is displayed.

### Functions

#### **Create Pack/Pallet Details (F6)**

Use this to create or regenerate the pack and pallet details for this [consignment](#). If this item is batch/lot-controlled you must enter the lot numbers for this [consignment](#).

#### **Update/Print Ship Labels (F9)**

Use this to update the pack and pallet details, and prints shipping labels for the [consignment](#).

This is only available if shipping labels are required by this customer for this [consignment](#). It is unavailable if you accessed this window via the ASN Maintenance and Send task, because you must update the ASN before printing labels.

When you are confirming the pack details, if some items are batch-controlled/lot-controlled, you will see the Batch/Lot Number window. You must enter the batch or lot numbers to be assigned to the [consignment](#).

### **Detail/Summary (F13)**

Use this to toggle the display between showing one and two lines of information for each item.

Select Maintain Pack Details against an item to display the Manual Packing Maintenance window.

## Manual Packing Maintenance Window

To display this window, select Maintain Pack Details against an item on the Confirm Pack window.

Use this window to maintain pack and pallet details for this item and contract. This window displays the [consignment](#) and customer details and the packaging profile information. The packaging profile defaults to the profile on the first shipment line for this item. For each pallet the following is displayed:

- Pallet reference and type
- Pack number [range](#)
- Pack type
- Quantity per pack
- Lot number

### **Options**

#### **Maintain Range**

Use this to maintain the packaging [range](#) details on the Packaging [Range](#) pop-up.

#### **Maintain Pallet**

Use this to maintain the pallet details on the Pallet Details pop-up.

#### **Delete**

Use this to delete this pallet reference.

#### **856 Pallet Codes**

Use this to enter tare references on the Additional Tare Container References window.

This option is only available for 856 [ASNs](#).

#### **856 Pack Codes**

Use this to enter container references on the Additional Pack Container References window.

This option is only available for 856 [ASNs](#).

## **Functions**

### **New Range (F6)**

Use this to enter a new packaging [range](#). The Packaging [Range](#) pop-up is displayed.

### **New Pallet (F7)**

Use this to enter a new pallet. The Pallet Details window is displayed.

Select **Confirm Changes (F8)** to save the changes and display the Confirm Pack window.

## Packaging Range Pop-up

To display this pop-up, either select Maintain [Range](#) against a pallet or select **New [Range](#) (F6)** on the Manual Packing Maintenance window.

Use this pop-up to maintain the pack [range](#) for the displayed pallet number.

## **Fields**

### **Pallet No.**

Enter a pallet number. This must be within the pallet [range](#).

### **No. of Packs**

Enter the number of packs on this pallet.

### **Pack Range/To**

Enter the pack number [range](#).

### **Pack Type**

Enter the pack type.

Alternatively, use the prompt facility to select from the Pack Type Selection pop-up.

The pack weight and volume are automatically calculated.

### **Qty per Pack**

Enter the quantity of items per pack.

### **Label Format**

Enter the pack label format. This defaults to the label format specified when you set up the pack type.

You can use the prompt facility to select from the LABL Label Format Type pop-up.

### **Lot Number**

If the item is batch-controlled or lot-controlled, enter the lot number.

### **Weight Net**

Enter the net weight. Leave this field blank if you want the software to calculate the weight.

**Gross**

Enter the gross weight. Leave this field blank if you want the software to calculate the weight.

**Volume**

Enter the volume. Leave this field blank if you want the software to calculate the volume.

**Pack Marks**

Enter the mark used to identify a pack uniquely.

**Kanban**

Enter the Kanban codes, if used.

**Material Handling Code**

Enter the material handling codes, if used.

Select **Update (F8)** to save the details and re-display the Manual Packing Maintenance window.

## Pallet Details Maintenance Pop-up

To display this pop-up, select Maintain Pallet against a pallet or select **New Pallet (F7)** on the Manual Packing Maintenance window.

Use this pop-up to enter the details for a pallet.

**Fields**

**Pallet No.**

Enter a pallet number. This must be within the pallet [range](#).

**Pallet Type**

Enter the pallet type. The pallet weight and volume are automatically calculated.

Alternatively, use the prompt facility to select from the Pallet Type Selection pop-up.

**Label Format**

Enter the pallet label format. This defaults to the label format specified when you set up the pallet type.

You can use the prompt facility to select from the LABL Label Format Type pop-up.

**Tracking Ref.**

Enter the unique tracking reference for this pallet.

Select **Update (F8)** to save the details and re-display the Manual Packing Maintenance window.

---

## Print Shipping Labels Window

To display this window, select **Update/Print Ship Labels (F9)** on the Confirm Pack window.

Use this window to select the shipping labels you want to print. The customer, [consignment](#), and despatch details are displayed. For each shipping label, the label format code, description, number of copies, total labels and number of unprinted labels are displayed.

### **Fields**

#### **Select (Sel)**

Enter **1** to select the label for printing. This is the default. Once you have printed the labels, these are blank, except for the one against the Packing Control Log, which stays at **1** until you change it.

#### **Packing Control Log**

The Packing Control Log is an audit report of the [consignments](#) you have packed, in pallet within [consignment](#) order. It prints a record of the [range](#) numbers, contract numbers, items, and so on.

### **Functions**

#### **Print All Labels (F8)**

Use this to print all labels.

#### **Print Unprinted Only (F9)**

Use this to print only the unprinted labels.

## Non-self-bill Invoice Creation [12/ADP]

Use this task to select a specific customer (or all), to request the production of invoices for [Consignment Stock](#) Consumption transactions that have not yet been invoiced. It will only process transactions that were posted whilst a customer was non-self-billed.

## Create Invoices for Consignment Stock Consumed (non Self-Bill) Window

To display this window, select the Non-self-bill Invoice Creation task.

This task can also be used to produce invoices for consumption received via EDI.

One invoice is produced for each customer delivery reference associated with the consumption lines. Therefore, all lines for various items/quantities within the same customer/stockroom/reference are grouped together in a single invoice, which has a Customer Order Reference equal to the Customer Delivery Reference.

The invoices need to be printed and posted as usual.

### **Fields**

#### **Customer**

Enter a customer and address code.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Select **Submit (F8)** to process the invoices.

## Adjust Goods Despatched Not Invoiced [13/ADP]

Use this task to present the GDNI records for a customer and item, allowing them to be enquired on and selected for amendment or deletion. It is relevant to self-billed customers only.

This task should only be used in exceptional circumstances, when the problem cannot be resolved within the [Self-billing](#) functions, or by posting [consignment](#) consumption.

## Adjust Goods Despatched Not Invoiced Selection Window

To display this window, select the Adjust Goods Despatched Not Invoiced task.

This window allows selection of a customer and delivery sequence and an item code and/or customer part number.

### **Fields**

#### **Customer**

Enter the customer and sequence. This need not necessarily be a self-billed customer.

You can use the prompt facility to select from the Customer Scan pop-up.

In addition, a wild card, for example CUS\*, can be entered for use in the contract scan.

This field can be left blank if the contract scan is used.

#### **Item**

Enter the item code.

You can use the prompt facility to select from the Item Scan pop-up.

In addition, a wild card, for example ITE\*, can be entered for use in the contract scan.

This field can be left blank if the contract scan is used or if an entry is made in the Customer Part field.

#### **Customer Part**

Enter the customer part number.

No prompt facility is available, but a wild card, for example CIT\*, can be entered for use in the contract scan.

This field can be left blank if the contract scan is used or if an entry is made in the Item field.

Press Enter to validate the entries.

If sufficient valid entries have been, the Adjust Goods Despatched Not Invoiced Details window will be displayed. Otherwise, the Contract Scan window will be displayed first.

## Adjust Goods Despatched Not Invoiced Details Window

To display this window, press enter on the Goods Despatched Not Invoiced Selection window. Alternatively, select a contract from the Contract Scan window.

This window shows outstanding GDNI records for the selected customer, item and/or customer part.

If no GDNI details are found to match the selection criteria, this is indicated by a message.

Any criteria left blank are ignored when selecting the lines to display.

### **Fields**

#### **Stockroom**

This field displays the despatch stockroom for a direct shipment or the [consignment stockroom](#) where a stock transfer and [consignment](#) consumption apply. This field is highlighted for a [consignment stockroom](#) where the customer is **not** self-billed.

#### **Consignment/Delivery Reference**

For direct shipments, this field displays the [Consignment](#) Number.

For [consignment](#) consumption, this field displays the Customer Delivery Reference.

#### **Value**

This field displays the prime value of the transaction.

### **Options**

#### **Amend**

Use this to amend the quantity to be invoiced on the Goods Not Invoiced Transaction Details Amendment pop-up.

#### **Enquire**

Use this to view the details on the Goods Not Invoiced Transaction Details Enquiry pop-up.

Make a selection against a line and press Enter to display the next pop-up.

## Goods Not Invoiced Transaction Details Amendment Pop-up

To display this pop-up, select a GDNI line using Amend on the Goods Despatched Not Invoiced Details window.

The literal “non-Self-Billed” is shown and highlighted if the transaction was posted for a [consignment stockroom](#) when the customer was not self-billed.

### **Fields**

#### **Quantity**

You can amend the delivered quantity. It cannot be zero or negative.

#### **Reason**

You must enter some narrative describing the reason for the adjustment. This is recorded on the audit file.

### **Functions**

#### **Delete (F11)**

Use this to delete the record. A warning is given if the quantity has been changed. A confirmation window is presented which requires further selection of **Delete (F11)** to confirm the deletion.

Once a line has been deleted, it is shown with ‘\*\*\* DELETED \*\*\*’ in the Cons/Delivery Ref field of the Goods Despatched Not Invoiced Details window and can no longer be selected.

Select **Update (F8)** to update the quantity in the GDNI record and record the change in the audit file. This will not be possible if the Quantity field has not been changed. The Goods Despatched Not Invoiced Details window is re-displayed after the update.

## Goods Not Invoiced - Transaction Details Enquiry Pop-up

To display this pop-up, select a GDNI line using Enquire on the Goods Despatched Not Invoiced Details window.

This pop-up is the same as the Goods Not Invoiced Transaction Details Amendment pop-up but without any update capability.

Select **Previous (F12)** to return to the Adjust Goods Despatched Not Invoiced Details window.



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## Chapter 3 Enquiries and Reports

### Enquire on Shipping Requirements [1/ADE]

This enquiry displays a summary of the shipping requirements for a particular customer, sequenced by item or date. You can view more information by item.

This enquiry shows what you must ship to a particular customer, on or by a specified date. You can limit the enquiry by customer, stockroom, item or contract. You can include all outstanding requirements, or just those not allocated by a [consignment](#).

### Requirements Enquiry Selection Window

To display this window, select the Enquire on Shipping Requirements task.

Use this window to select the customer, stockroom or item for which you want to display requirement details.

#### **Fields**

##### **Customer**

Enter a customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

**Note:** For the following fields, leave the **From** field blank to include everything up to and including the [range](#) end. Leave the **To** field blank to include only the **To** field.

##### **Preferred Stockroom From/To**

Enter a stockroom or a [range](#) of stockrooms.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

**Note:** If you use despatch profiles, the preferred stockroom is the first stockroom in the relevant despatch profile sequence.

### **Item Range**

Enter an item or a [range](#) of items.

You can use the prompt facility in the first field to select from the Item Scan pop-up.

### **Contract Range**

Enter a contract or a [range](#) of contracts.

You can use the prompt facility in the first field to select from the Select Contract pop-up.

### **Primary Sequence By**

Select one of the following:

Date (0) (default) - To display the records in date sequence

Item (1) - To display the records in item sequence

### **Outstanding Build Req.s Only?**

This field applies to the whole of the enquiry session.

Use this checkbox as follows:

Unchecked - To display all item requirements for the customer or date, regardless of the quantities left to allocate or build

Checked (default) - To display only the customer and item requirements not yet fully allocated or built

Press Enter to display the Shipping Requirements Enquiry window.

## Requirements Enquiry Window

To display this window, enter a customer and press Enter on the Requirements Selection window.

This window displays the items sorted by either date or item. The top of the window displays the selection criteria entered on the previous window. For each item the following are displayed:

- Ship date
- Item number
- Contract number
- Stockroom
- The Exclusion field, which indicates whether the Shipping on Demand flag is On or Off on active contracts
- Outstanding ship quantity
- Quantity built

### **Options**

**Show Detail**

Use this to display more details for the item on the Requirements Enquiry Details window.

**Despatch Profile**

Use this to display the despatch details on the Despatches pop-up.

**Functions****Expand/Summary (F15)**

Use this to toggle between showing one and two lines of detail. The second line displays the item description and the [RAN](#) or call-off reference.

**Consignment Prompt (F19)**

Use this to display the [Consignment](#) Enquiry Header Details window.

Select Show Detail against an item to display the Requirements Enquiry Details window.

## Requirements Enquiry Details Window

To display this window, select Show Detail against an item on the Requirements Enquiry window.

This window displays the selection criteria entered on the first window and the item and contract number. It also shows the total outstanding, built, in transit, on pick and cumulative despatched quantities.

For each ship date, the following are displayed:

- Call-off reference
- Outstanding ship quantity
- Built quantity
- Pack and pallet required
- Despatched quantity
- Reserved quantity

**Functions****Customer/Internal (F13)**

Use this to toggle the window between displaying customer and internal information.

**Despatches (F14)**

Use this to display the despatch details on the Despatches pop-up.

**Expand/Summary (F15)**

Use this to toggle the window between displaying requirements in summary or detail.

### **Stock Availability (F19)**

Use this to display the Inventory Stock Availability Enquiry.

Select **Despatches (F14)** to display the Despatches pop-up.

## Despatches Pop-up

To display this pop-up, select **Despatches (F14)** on the Requirements Enquiry Details window, or select Despatch Profile against a record on the Requirements Enquiry window.

This pop-up displays the following details for each despatch:

- Despatch number
- Despatch date
- Despatch quantity
- Customer's goods receive note number

Select **Previous (F12)** to return to the Requirements Enquiry Details window.

## Enquire on Consignment [2/ADE]

Use this enquiry to view [consignment](#) header details, item summary details and packing details (if created).

You can specify a [consignment](#) or use the customer, despatch date and item to select the [consignment](#). You can list outstanding [consignments](#) only, or all [consignments](#).

## Consignment Enquiry Invite Window

To display this window, select the Enquire on [Consignment](#) task.

Use this window to select the [consignment](#) for which you want to display details.

### **Fields**

#### **Customer**

Enter a customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

#### **Despatch Date**

Enter or select a despatch date.

**Item**

Enter an item.

Alternatively, use the prompt facility to select from the Item Scan pop-up.

or

**Consignment No**

Enter a [consignment](#) number. If you complete this field, leave the other fields blank.

Alternatively, use the prompt facility to select from the [Consignments](#) pop-up.

**O/S Consignments Only**

Use this checkbox as follows:

Unchecked - To include all [consignments](#)

Checked (default) - To exclude completed or cancelled [consignments](#)

Press Enter to display the [Consignment](#) Enquiry Header Details window.

## Consignment Enquiry Header Details Window

To display this window, enter your criteria and then press Enter on the [Consignment](#) Enquiry Invite window.

The information displayed on this window includes the following:

- [Consignment](#) number
- Customer details
- Despatch date and time
- Estimated arrival date and time
- Transport details

**Functions****Weights and Totals (F14)**

Use this to display the weights and totals information on the [Consignment](#) Enquiry Weights and Totals window. This is only available when pack and pallet details exist.

**Item Summary (F15)**

Use this to display the item summary information on the [Consignment](#) Enquiry Item Summary window.

### **Names and Addresses (F21)**

Use this to display the name and address details on the [Consignment](#) Enquiry Name and Address Details window.

Select a function to display the appropriate window or select **Exit (F3)** to leave the task.

## Consignment Enquiry Weights and Totals Window

To display this window, select **Weights and Totals (F14)** on the [Consignment](#) Enquiry Header Details window.

The information displayed on this window includes:

- [Consignment](#) details
- Customer details
- Despatch details
- Pallet details
- Calculated and actual weight and volume
- Vehicle capacity

Select **Previous (F12)** to return to the [Consignment](#) Enquiry Header Details window.

## Consignment Enquiry Item Summary Details Window

To display this window, select **Item Summary (F15)** on the [Consignment](#) Enquiry Header Details window.

This window displays the [consignment](#) number, customer and despatch details. For each item, the item number and the ship, packed and despatch quantities are displayed.

### **Options**

#### **Lot & Stockroom Details**

Use this to display the [Consignment](#) Enquiry Lot and Stockroom Details window.

#### **Pack & Pallet Details**

Use this to display the Weights and Totals window for pack and pallet details.

### **Functions**

#### **Expand/Summary (F15)**

Use this to toggle between displaying one and two lines of details for each item.

Select Lot & Stockroom Details against an item to display the [Consignment](#) Enquiry Lot and Stockroom Details window.

## Consignment Enquiry Lot and Stockroom Details Window

To display this window, select Lot & Stockroom Details against an item on the [Consignment](#) Enquiry Item Summary window.

This window displays the [consignment](#) and customer details and the total ship, pack and despatch quantities. It also displays the stockroom and the ship, pack, and despatch quantities for each lot.

Select **Exit (F3)** to leave the enquiry.

## Consignment Enquiry Name and Address Details Window

To display this window, select **Names and Addresses (F21)** on the [Consignment](#) Enquiry Header Details window.

The information displayed on this window includes the following:

- [Consignment](#) and despatch details
- Customer name and address
- Contact details

### **Field**

#### **Type Code**

Enter a type code to display the details for another name and address.

Select **Exit (F3)** to leave the enquiry.

## Enquire on Goods Despatched Not Invoiced [3/ADE]

Use this task to enquire on the GDNi records for a customer and item. It is relevant to self-billed customers only.

## Goods Despatched Not Invoiced Enquiry Selection Window

To display this window, select the Enquire on Goods Despatched Not Invoiced task.

This window allows selection of a customer and delivery sequence and an item code and/or customer part number.

### **Fields**

#### **Customer**

Enter the customer number and delivery sequence. This need not necessarily be a self-billed customer.

You can use the prompt facility to select from the Customer Scan pop-up.

In addition, a wild card, for example CUS\*, can be entered for use in the contract scan.

This field can be left blank if the contract scan is used.

#### **Item**

Enter the item code.

Alternatively, use the prompt facility to select from the Item Scan pop-up.

In addition, a wild card, for example ITE\*, can be entered for use in the contract scan.

This field can be left blank if the contract scan is used or if an entry is made in the Customer Part field.

#### **Customer Part**

Enter the customer part number.

No prompt facility is available, but a wild card, for example CIT\*, can be entered for use in the contract scan.

This field can be left blank if the contract scan is used or if an entry is made in the Item field.

Press Enter to validate the entries.

If sufficient valid entries have been made, the Adjust Goods Despatched Not Invoiced Details window will be displayed. Otherwise, the Contract Scan window will be displayed first.

## Goods Despatched Not Invoiced Details Window

To display this window, press Enter on the Goods Despatched Not Invoiced Selection window. Alternatively, select a contract on the Contract Scan window.

This window shows outstanding GDNI records for the selected customer, item and/or customer part.

If no GDNI details are found to match the selection criteria, this is indicated by a message.

Any criteria left blank will be ignored when selecting the lines to display.

### **Fields**



### Stockroom

This field displays the despatch stockroom for a direct shipment or the [consignment stockroom](#) where a stock transfer and [consignment](#) consumption apply. This field is highlighted for a [consignment stockroom](#) where the customer is **not** self-billed.

### Consignment/Delivery Reference

For direct shipments, this field displays the [Consignment](#) Number.

For [consignment](#) consumption, this field displays the Customer Delivery Reference.

### Value

This field displays the prime value of the transaction.

### Options

#### Enquire

Use this to view the details on the Goods Not Invoiced Transaction Details Enquiry pop-up.

Select Enquire against a line to display the Goods Not Invoiced - Transaction Details Enquiry pop-up.

## Goods Not Invoiced - Transaction Details Enquiry Pop-up

To display this pop-up, select Enquire against a GDNI line on the Goods Despatched Not Invoiced Details window.

This pop-up is the same as the Goods Not Invoiced Transaction Details Amendment pop-up but without any update capability.

Select **Previous (F12)** to return to the Adjust Goods Despatched Not Invoiced Details window.

## Report Shipping Requirements [11/ADE]

Use this task to print the shipping requirement details enquiry. You can use this report as a work-to list and update the system retrospectively.

The report lists the following:

- Customer
- Item
- Contract
- Ship date and time
- Despatch profile or preferred stockroom

- Quantity to be allocated to a [consignment](#)
- Call-off reference

You can also list stock availability for an item, and list open [consignments](#) for customers.

## Shipping Requirements Report Selection Window

To display this window, select the Report Shipping Requirements task.

### **Fields**

#### **Customer**

You can optionally enter a customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

#### **Seq**

Enter the order in which you want items listed on the report. 1 is the first sort group, 2 the second and so on.

#### **Required Ship Date Range**

You can optionally enter or select a date [range](#). To select requirements with a required ship date on or before today, leave the first date blank and enter today's date in the second field.

#### **Item Range**

You can optionally enter an item or an item [range](#).

You can use the prompt facility on the first field to select from the Item Scan pop-up.

#### **Contract Range**

You can optionally enter a contract or a contract [range](#).

You can use the prompt facility on the first field to select from the Select Contract pop-up.

#### **Reference**

You can optionally enter the requirement reference numbers.

#### **Preferred Stockroom**

You can optionally enter a stockroom or [range](#) of stockrooms.

You can use the prompt facility on the first field to select from the Stockroom Selection pop-up.

#### **Outstanding Build Requirements Only?**

Use this checkbox as follows:

Unchecked - To include completed or cancelled [consignments](#)

Checked (default) - To exclude completed or cancelled [consignments](#)

**Summarised Requirement Details**

Use this checkbox as follows:

Unchecked - To print individual requirement lines

Checked (default) - To print consolidated requirement lines

**Print Availability/Consignment Detail**

This flag determines whether to print availability and [consignment](#) details after each break (on change of item).

Use this checkbox as follows:

Unchecked - Not to print availability and [consignment](#) details

Checked (default) - To print availability and [consignment](#) details after each break (on change of item)

Select **Submit Job (F8)** to submit the report to print.

## Reprint Consignment Note [12/ADE]

Use this task to re-print a Picking Note or Despatch Note for a specified [Consignment](#) Number.

## Consignment Reprint Window

To display this window, select the Reprint [Consignment](#) Note task.

**Fields****Picking Note (P)/Despatch Note (D)**

To choose the type of note to be re-printed, select one of the following:

Picking Note (P) - To re-print the picking note

Despatch Note (D) (default) - To re-print the despatch note

**Consignment Number**

Enter the [consignment](#) number for which you want to re-print a note.

Enter the [consignment](#) number and then press Enter to proceed with the re-print.

## Report Goods Not Invoiced [21/ADE]

Use this task to produce one of the following reports:

- All goods despatched but not invoiced
- All goods consumed but not invoiced
- All goods not invoiced

## Goods Not Invoiced Report Window

To display this window, select the Report Goods Not Invoiced task.

Use this window to select the type of report you want to submit.

### **Fields**

#### **Select Report to Submit**

Select one of the following:

Goods despatched not invoiced (1)

Goods consumed not invoiced (2)

All goods not invoiced (3)

Select **Submit Job (F8)** to generate the selected report.

## Standard Charges Report [30/ADE]

Use this task to generate a list of standard charges set up for each customer site or contract, or both.

You can specify the [range](#) of customers for which you want to produce this report.

## Standard Charges Report Selection Window

To display this window, select the Report Standard Charges task.

You use this window to select the customers you want to include in the report.

### **Fields**

#### **Customer Account From/To**

Enter the [range](#) of customers and delivery sequences that you want to include in your report.

You can use the prompt facility on these fields to select from the Customer Scan pop-up.

### **Charge Code Types**

Use this field to specify how much detail should be printed on the report.

Select one of the following:

Customer (0) - To print customer standard charges

Contract (1) - To print contract standard charges

Both (2) (default) - To print both customer and contract standard charges

Press Enter then and select **Submit (F8)** to submit the report.

## Report on Contracts with Arrears [31/ADE]

Use this task to create a report which highlights contracts that have overdue shipments and shows the total overdue quantity for the contract. It allows selection by Sales Administrator code and is sequenced by Item within Customer within Sales Administrator.

## Report on Contracts with Arrears Selection Window

To display this window, select the Report on Contracts with Arrears task.

Use this window to select a [range](#) of sales administrators. Within the [range](#) selected, details of contracts with arrears are printed on the report. Only lines with an outstanding quantity greater than zero are shown.

### **Report Content**

The report shows the following fields:

#### **Headings**

- The [range](#) of sales administrators selected or \*ALL
- The date selected in Shipping Date Before

For each new sales administrator, a sub-heading shows:

- Sales administrator code
- Sales administrator description

#### **Detail**

The report shows the fields below, for the selected sales administrators, for all contracts where the outstanding reconciled requirements have a Date Shipment Required which is prior to the selected Shipping Date Before:

- Customer

- Delivery Sequence
- Customer Name
- Item Code
- Item Description
- Contract Number
- Stockroom
- Quantity Outstanding (the total of all overdue outstanding quantities on the reconciled release/[DCI/RANs](#))

Only lines with a Quantity Outstanding greater than zero are shown.

**Note:** Where a contract uses [DCIs](#) or [RANs](#), only requirements for the [DCI](#) or [RAN](#) are considered for the report. If the contract only uses Releases, the Release requirements are considered.

## **Fields**

### **Sales Administrator From**

This is the starting point for the [range](#) of sales administrators to be shown on the report.

If this field is left blank, all sales administrators from the beginning up to the value specified in the Sales Administrator To field are shown on the report.

### **Sales Administrator To**

This is the end point for the [range](#) of sales administrators to be shown on the report.

If this field is left blank and there is a value in Sales Administrator From, only that sales administrator is selected.

If both fields are left blank, all sales administrators are selected.

You can use the prompt facility on these fields to select from the SACD Sales Administrator Code pop-up.

### **Shipping Dates Before**

This field defaults to the current date. It may be changed to a future or past date. For the sales administrator [range](#) selected, all reconciled schedules with outstanding requirements having a ship date [before](#) this date are shown on the report.

Select **Submit (F8)** to submit the report.

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## Chapter 4 Utilities

### Company Profile Maintenance [1/ADU]

Use this task to enter Advanced Shipping company profile defaults.

Use the company profile to define the default operation for Advanced Shipping.

**Note:** *You must complete all the company default windows when you first set up a company.*

### Company Profile Maintenance Selection Window

To display this window, select the Company Profile Maintenance task.

Use this window to select the company for which you want to maintain the defaults.

#### **Fields**

##### **Enter Company Code**

Enter the company you want to maintain.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Press Enter to display the Advanced Shipping Company window.

### Advanced Shipping Company Window

To display this window, enter or select a company and then press Enter on the Company Profile Maintenance Selection window.

**Note:** *If you use Advanced Customer Scheduling, this window is automatically displayed when you select **Update (F8)** when setting up the Advanced Shipping company profile for the first time.*

#### **Fields**

**Last Consignment Reference**

Enter the last [consignment](#) number used. This defaults to 00000000 when you first install the software. Once you start using the software, this field is system-maintained.

**Contract Defaults****Sales Administrator Code**

Enter an administrator code.

Alternatively, use the prompt facility to select from the SACD Sales Administrator Code pop-up.

You use these codes to group contracts together for review purposes. You define these codes in the Inventory Descriptions file, under major type SACD.

**Country of Origin**

Enter the country of origin of the goods.

Alternatively, use the prompt facility to select from the CTRY Country Code pop-up.

**Shipping Weight UOM**

You must enter the default weight unit of measure for all shipping weights.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

**Shipping Volume UOM**

You must enter the default unit of measurement for the volume of the [consignment](#).

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

**Calendar Code**

Enter a valid calendar code.

Alternatively, use the prompt facility to select from the Calendar Selection pop-up.

**Self Billing**

Use this checkbox as follows:

Unchecked (default) - If you do not use [self-billing](#)

Checked - If you use [self-billing](#)

**Pack Rounding**

Use this checkbox as follows:

Unchecked (default) - If you do not use pack rounding

Checked - If you use pack rounding

**Pack Rounding %**

If you **checked** the Pack Rounding field, enter the pack rounding percentage (0-99%). Normally, pack rounding increases the despatch quantity to the next available pack size. However, if the despatch quantity is a small percentage over a pack, you can round the despatch quantity down.



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If you always want to round up, unless there are an exact number of packs, leave this field **unchecked**.

Example:

The number of items per pack is 100, the pack rounding percentage is 20, and the despatch quantity is 219. Do you send two or three packs?

As  $19/100$  is less than  $20/100$ , the software allocates two packs.

If you were to set the pack rounding percentage to 10, the software would allocate three packs.

### **Transmit ASNs**

Use this checkbox as follows:

Unchecked (default) - If you do not want to use EDI to send [ASNs](#)

Checked - If you use EDI to send [ASNs](#)

### **Create Pack Details**

Use this checkbox as follows:

Unchecked (default) - If you do not want to create pack details during confirmation of despatch

Checked - If you want to create pack details during confirmation of despatch

### **Display Qtys as Integers**

This field applies to Advanced Customer Scheduling and Advanced Shipping.

Use this checkbox as follows:

Unchecked - To show quantities using up to three decimal places

Checked (default) - To show quantities as whole numbers only

### **Ship Lead Time in Days**

If you want to adjust the forecast requirement for ship lead-time, enter the number of lead time days. This defaults to **0**.

### **Ship Only on Working Days**

Select one of the following:

0 - If you can despatch to this customer on any day

1 - If you can only despatch goods to this customer on defined working days. Only working days are used to calculate shipping lead times.

2 - If you can only despatch goods on defined working days, but shipping lead time calculations take all days into account (including non-working days).

### **Despatch Profile**

Enter a default despatch profile for [consignment](#) building.

Alternatively, use the prompt facility to select from the Despatch Profile Selection pop-up.

**Note:** You must enter either a despatch profile or a stockroom, but not both.

### **Stockroom**

Enter a default stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

### **Invoice No. Policy**

Enter one of the following:

- 01** (default) - If you want one invoice per [consignment](#).
- 02** - If you want one invoice per contract or [consignment](#)
- 03** - If you want one invoice per [RAN](#), contract or [consignment](#)
- 04** - To use the sales order processing invoice consolidation level

You can use the prompt facility to select from the INLV Invoice Number Policy pop-up.

### **Send Cumulative Totals**

Enter one of the following: to indicate the way in which you want to calculate cumulative totals during the despatch process:

- 00** (default) - If you do not send cumulative totals
- 01** - If the cumulative total includes this ASN
- 02** - If the cumulative total does not include the ASN

You can use the prompt facility to select from the SCUT Send Cumulative Totals pop-up.

### **Lot Allocation Policy**

This flag identifies the policy on allocating lot numbers.

Enter one of the following:

- 01** (default) - If you allocate lot numbers when you maintain the [consignment](#)
- 02** - If the lot numbers are automatically allocated, by Warehousing or during [consignment](#) maintenance
- 03** - If you allocate lot numbers when you confirm the despatch

You can use the prompt facility to select from the LALP Lot Allocation Policy pop-up.

You cannot use this field if you **checked** the Create Pack Details field.

Press Enter to validate the data. If you checked either of the Create Pack Details field or Transmit [ASNs](#) fields, the Company ASN and Pack Details Defaults window will be displayed.

---

## Company ASN and Pack Details Defaults Window

To display this window, check either the Create Pack Details field or the Transmit [ASNs](#) field and then press Enter on the Advanced Shipping Company window.

Use this window to enter the ASN and pack detail default values.

### **Fields**

#### **Default Pack Type**

You can optionally enter the pack type.

Alternatively, use the prompt facility to select from the Pack Type Selection pop-up.

#### **Default Pallet Type**

You can optionally enter the pallet type.

Alternatively, use the prompt facility to select from the Pallet Type Selection pop-up.

#### **Pack Label Format**

Enter the pack label format.

Alternatively, use the prompt facility to select from the LABL Label Format Type pop-up.

If you are using [simple packaging](#) mode, you define the format in the Inventory Descriptions file, under major type LABL.

If you are using [detailed packaging](#) mode, you must have defined the format in Document Processing.

#### **Pallet Label Format**

Enter the pallet label format.

Alternatively, use the prompt facility to select from the LABL Label Format Type pop-up.

If you are using [simple packaging](#) mode, you define the format in the Inventory Descriptions file, under major type LABL.

If you are using [detailed packaging](#) mode, you must have defined the format in Document Processing.

#### **No. of Labels per Pack**

Enter the number of labels (1-999) you want to print for each pack.

#### **No. of Labels per Pallet**

Enter the number of labels (1-999) you want to print for each pallet.

#### **Complete Layers**

This field indicates whether pallets are generated with complete layers, which may require dummy packs to be generated.

Use this checkbox as follows:

Unchecked (default) - If you do not need complete pallet layers

Checked - If you must have complete layers on a pallet - in this case, the software generates empty (dummy) packs to complete a part layer.

### **Safety Critical Flag**

Use this checkbox as follows:

Unchecked (default) - If the items are not safety critical

Checked - If the items are safety critical

### **Transmit ANSI X12 856s**

Use this checkbox as follows:

Unchecked - If you do not transmit ANSI X12 856 [ASNs](#)

Checked - If you transmit ANSI X12 856 [ASNs](#)

### **UCC Manufacturers Code**

If you use 856 [ASNs](#), enter the UCC 128 container code you send when required.

### **856 Hierarchical Levels**

Enter the default hierarchical level for 856 [ASNs](#). This determines what [consignment](#) details you send and the sequence of the details. You can override this default at [consignment](#) and customer level. You can enter one of the following:

**S** (Shipping) - This is fixed in the first position.

**T** (Tare) - Pallet details

**O** - Order details

**I** - Item details

**P** - Packing details

You can use the prompt facility on these fields to select from the HLCO Hierarchy Levels pop-up.

**Note:** You can enter any combination of T, O, I and P in any order.

### **Default Packing Type Code**

Enter the default packing type for the company. The software uses this if a pack or pallet type does not have a UCC (Universal Container Code) packing type code.

Alternatively, use the prompt facility to select from the UCPT UCC 128 Packaging Type Code pop-up.

You set up packing type codes using the Reference Numbers task in Inventory Management, under the reference code PALLET PACK. You use these codes as prefixes for label numbers; for example, you can set up one prefix for each customer.

## AS Shipping Labels Enabled in Document Processing

Use this checkbox as follows:

Unchecked - If you do not want to produce or print shipping labels

Checked - If you want to produce or print shipping labels. You must use Document Processing to do this. For further information, please refer to the Document Processing product guide.

Press Enter to validate the information and then select **Update (F8)** to save the details.

## Calendar/Year Maintenance [2/ADU]

To use Advanced Shipping, you must use this task to set up multiple calendars and calendar/year records. You use the calendars to specify the number of periods, calendar days in each period, start date of the year, normal start day of the week, working week templates, standard holidays and the alternative week templates for specified date [ranges](#).

You assign calendars to the company profile, stockroom and despatch profiles and customers and contracts. When you assign a calendar, the software checks that you have defined at least one calendar/year record.

If you set up a specific contract for customer scheduling, you should create the next year calendar as well as the current year calendar. If you do not set up a next year calendar, when you receive a schedule with next year's requirements, the schedule will not be accepted as current.

## Calendar/Year Maintenance Selection Window

To display this window, select the Calendar/Year Maintenance task.

Use this window to select the calendar and year you want to maintain. For each existing calendar, the code, year, description, work days and year start date are displayed.

### **Fields**

#### **Enter Calendar Code**

To define a new calendar, enter a two-character calendar code.

#### **Year**

If you are defining a new calendar, enter the year, using two digits.

**Note:** *The combination of calendar code and year must be unique.*

**Based on Calendar Profile**

If you want to base the new calendar on an existing calendar, enter the calendar code and year you want to use as a base for the new one.

**Options****Select**

Use this to maintain an existing calendar on the Calendar/Year Maintenance Details window.

**Print**

Use this to print this calendar profile.

Select a calendar or enter a calendar code and then press Enter to display the Calendar/Year Maintenance Details window.

## Calendar/Year Maintenance Details Window

To display this window, select a calendar or enter a calendar code and then press Enter on the Calendar/Year Maintenance Selection window.

Use this window to Enter the details for the calendar.

**Fields****Description (Untitled)**

Enter the description of the calendar.

**Number of Periods per Year**

Enter the number of periods, up to a maximum of 13.

**Normal Start Day of the Week**

Select the day on which the week starts.

**Start Date of the Year**

Enter the first date of this year. If you based this calendar on an existing calendar, this field defaults to the last date of the existing calendar plus one day.

**Note:** A warning is displayed if the start date leaves a gap or overlaps the end date of the calendar/year.

**Period Name**

Enter the name for each period.

**Days**

Enter the number of calendar days for each period.

**Note:** The total number of days in all the periods for a year should be in the [range](#) 357-371.

### Standard Week Template

Enter the default working week template by entering one of the following in each field:

D - Working day

N - Non-working day

**Note:** *If you assign this calendar to a stockroom, D is a despatch day. If assigned to a contract, D is a delivery day.*

Press Enter to save the data and display the Calendar/Year Maintenance Additional Details window.

## Calendar/Year Maintenance Additional Details Window

To display this window, press Enter on the Calendar/Year Maintenance Details window.

Use this window to enter your customer's holiday periods and to include any alternative weekly templates. The calendar code, description and standard week template are displayed.

### Fields

#### Holidays

Enter or select the date [range](#) for each holiday. If the holiday is a single day, only complete the From field.

#### Alternative Week Templates

Enter up to five alternative working week templates using the following values for each day of the week:

D - Working day

N - Non-working day

**Note:** *If you assign this calendar to a stockroom, D is a despatch day. If you assign this calendar to a contract, D is a delivery date.*

#### From Date/To Date

Enter the date [range](#) for which each alternative template applies.

Select **Update (F8)** to save the details.

## Summary Charge Maintenance [3/ADU]

Use this task to summarise your sundry charges into a maximum of 10 summary charge groups. You define the summary charge groups by company.

Sundry charges are additional charges applied against a [consignment](#) when you confirm the despatch. These charges are additional invoice amounts above the selling price of the product for which you bill a customer. You can assign these charges for many different reasons, such as freight, handling, special packaging and so on.

You can assign up to 88 sundry charges. You can set up these charges as standard charges against a customer delivery sequence or contract, or you can apply them as additional charges when you despatch an item.

If fewer than ten sundry charges are required, it is not mandatory to set up summary charge groups.

## Summary Charges Window

To display this window, select the Summary Charge Maintenance task.

Use this window to enter up to 10 summary charge codes. For each existing charge code, the description, Tax Only flag and tax code are displayed.

### **Fields**

#### **Charge Group**

Enter the charge group code.

Alternatively, use the prompt facility to select from the SUNC Miscellaneous Charge Codes pop-up.

You define these as sundry charge codes on the Inventory Descriptions file, under major type SUNC. You can specify a maximum of 10 unique charge group codes.

To delete a charge group code, blank the existing field. This automatically unassigns any charges assigned to the group.

If you enter a new charge group code over an existing charge group code, all attached sundry charge codes are assigned to the new group. If you assign sundry charges to a charge group, they must have the same tax code.

**Note:** *If there is a conflict between the charge group and one or more assigned charges, an asterisk is displayed next to the charge code.*

### **Functions**

#### **Sundry Charges (F13)**

Use this to enter sundry charges on the Sundry Charge Code Assignment pop-up.

Select **Update (F8)** to save your changes and leave the task.



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## Sundry Charge Code Assignment Pop-up

To display this pop-up, select **Sundry Charges (F13)** on the Summary Charges Group window.

Use this pop-up to assign a charge to a summary group. This pop-up lists all sundry charge codes defined in the Inventory Descriptions file. For each charge, the code, description, Tax Only flag and tax code are displayed.

### **Fields**

#### **Group**

Enter the group charge code under which you want to summarise this charge. The group charge must have the same Tax Only flag and tax code as the charge code.

If you do not specify a group, the charge code is not summarised.

Select **Update (F8)** to save your changes and leave this task.

## Group Charge Conflict Pop-up

This pop-up is displayed if you assign a charge to a charge group with a different Tax Only flag or tax code.

Use this pop-up to specify how you want to deal with the group charge conflict. The charge group and code are displayed.

### **Fields**

#### **Tax Code**

Select one of the following:

Group (1) - To assign the tax code from the group charge code to the attached sundry charge code in the Inventory Descriptions file

Detail (2) - To assign the tax code from the sundry charge code to the group charge code

Do Not Change (3) - Not to change the tax code

If you select **Do Not Change**, you must assign the sundry charge to a different charge group.

#### **Tax Only Flag**

If the charge group and charge code Tax Only status are not the same, enter one of the following:

Group (1) - To assign the Tax Only flag from the group charge code to the attached sundry charge code in the Inventory Descriptions file

Detail (2) - To assign the Tax Only flag from the sundry charge code to the group charge code

Do Not Change (3) (default) - Not to change the Tax Only field

If you select **Do Not Change**, you must assign the sundry charge to a different charge group.

**Note:** *If you change the Tax Only flag or Tax Code field, a conflict is created if you do not change all the charges attached to a group. **Update (F8)** is not displayed until you have resolved all conflicts.*

Select **Continue (F8)** to update the Inventory Descriptions file with any changes.

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## Chapter 5 Application Interface

### Introduction to Application Interface

The Application Interface tasks you can use are determined by the stockroom profile settings and by the type of reporting that you choose. You can generate a report on all transactions processed by EDI, or on only the exceptions.

You retrieve EDI message data from the Application Interface files and after you have completed the transaction, the data is deleted from the files.

If you leave the corresponding [Consignment Stock](#) EDI Updates flag unchecked in Inventory Management Stockroom Profile, the software does not perform any stock updates. If you checked the field, the software updates the Inventory stock records.

### Stock Movements [1/ADAI]

Use this task to process the EDI transactions and generate a report on stock movement information. You receive this information through EDI messaging.

The report shows how many transactions were sent and how many of these transactions are valid.

### Receive EDI Stock Movements Window

To display this window, select the Stock Movements task.

Use this window to define the information you want to include in the Stock Movements report.

#### **Fields**

##### **Print EDI Stock Movements Control List**

Select one of the following:

All Transactions (1) - To include all transactions in the report

Exceptions Only (2) - To include only those items with exceptions

Select **Submit (F8)** to process the EDI transactions and generate the report.

## Stock Balances [2/ADAI]

Use this task to process the EDI transactions and generate a report on the stock balance information received.

The report shows how many transactions were sent and how many of these transactions are valid.

## Receive EDI Stock Balances Window

To display this window, select the Stock Balances task.

Use this window to select the information you want to include in the Stock Balances report.

### **Fields**

#### **Print EDI Stock Balances Control List**

Select one of the following:

All Transactions (1) - To include all transactions in the report

Exceptions Only (2) - To include only those items with exceptions

Select **Submit (F8)** to process the EDI transactions and generate the report.

## Confirmed Receipts [3/ADAI]

Use this task to process the EDI transactions and generate a report on the stock consumption information received.

The report shows how many transactions were received and how many of these transactions are valid.

## Receive EDI Stock Consumption Window

To display this window, select the Confirmed Receipts task.

Use this window to define the information you want to include in the Confirmed Receipts report.

### **Fields**

#### **Print EDI Stock Consumption Control List**

Select one of the following:

All Transactions (1) - To include all transactions in the report

Exceptions Only (2) - To include only those items with exceptions

Select **Submit (F8)** to process the EDI transactions and generate the report.

## Self-Billed Invoices [4/ADAI]

Use this task to receive self-billed invoices via EDI. The invoices may relate to either AS or OE [self-billing](#) customers.

**Note:** You will need to establish the customer as a Trading Partner in the AI application (3/AI) and also define it as an Interface Trading Partner (6/AI). Also, a CMAP entry is required in Inventory Descriptions (Tax Code = V if VDA standard is required).

The report shows how many transactions were sent and how many of these transactions are valid.

## Receive EDI Self Billed Invoices Window

To display this window, select the Self-Billed Invoices task.

Use this window to define the information you want to include in the Self-billed Invoice report.

### **Fields**

#### **Print EDI Self Billed Invoices Control List**

Select one of the following:

All Transactions (1) - To include all transactions in the report

Exceptions Only (2) - To include only those items with exceptions

Select **Submit (F8)** to receive the invoices and generate the report.



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## Appendix A Glossary

### Arrears Processing Method

You specify this on the contract and use it in the reconciliation process. You can enter:

**01 - Normal** - The customer either states a cumulative arrears figure or states individual past due requirements with their past due date.

**02 - Assumed** - The customer assumes the supplier knows what the arrears figure is and that the supplier will send them automatically.

**03 - Restated** - The customer will not state arrears figures but will restate any arrears as new current or future dated requirements.

### Advanced Shipment Notifications

An ASN is an EDI message transmitted when a shipment leaves a supplier's premises. The message informs the customer of the shipment details.

### ASNs

An ASN is an EDI message transmitted when a shipment leaves a supplier's premises. The message informs the customer of the shipment details.

### Authorisation Method

You specify this on the contract. It states how the supplier identifies which authorisation period each schedule requirement belongs to. You can enter one of the following:

**01 - Customer Sent**

**02 - Date Horizons** - The customer states date horizons for each authorisation period.

**03 - Cumulative Quantity** - The customer states cumulative cut off points for each authorisation period. The requirements are read in date sequence. Requirements which cross the break-off point are put into the earlier authorisation period.

**04 - Fixed Horizons** - The authorisation period end dates are a fixed number of days, specified on the contract.

### Authorisation Periods

You can enter up to five authorisation periods. You normally use three: **Firm**, **Material**, and **Forecast**. Accepted practice is that the customer is contractually obliged to pay the item price for Firm requirements and the raw material cost for Material requirements. There is no contractual obligation associated with Forecast requirement.

### **Call Off**

The quantity required by a customer for a specific delivery

### **Consignment**

All items despatched to a customer in one delivery

### **Consignment Stock**

You use consignment stock processing when a supplier transfers goods to a holding area, known as a consignment warehouse, instead of to a customer. The goods, or consignment stock, remain the property of the supplier. You do not update Inventory invoice details. You convert the shipment to a transfer order.

The customer can take the goods from the warehouse and notifies the supplier that they have consumed these goods. When the suppliers receive this notification, they update Inventory and raise an invoice.

### **DCI**

The Daily Call In (DCI) is a short-term (typically the next 7 - 14 days) mini release, specifying Firm requirements only

### **Detailed Packaging**

You can run Advanced Shipping in two packaging modes, simple and detailed. Simple packaging gives you only one level of packaging. Detailed packaging gives you two levels of packaging (for example, pack within pallet), and you can also print shipping labels.

You decide which mode you want to use in Inventory, in the Descriptions file, under the major type DFLT. Select the code ASPACK, and in the Limit field, enter **0** for simple packaging and **1** for detailed.

### **RAN**

A Receipt Advice Notification (RAN) is a special DCI with a unique RAN identifier. You quote this on all despatch documentation. They are discrete authorisations to ship, of which you must ship all on a single consignment. There are no arrears with RANs; if missed or short despatched, the customer restates demand in a new RAN.

### **Retrospective Invoicing**

The ability to impose historical price increases, or reductions, on to a customer

### **Self-billing**

Self-billing is commonly used in the Automotive Industry to reduce the cost of matching supplier-raised invoices to goods received information. The customer calculates the expected invoice from the supplier directly from the goods received information. They then notify the supplier with details of this self-calculated invoice, and pay it, usually by Electronic Funds Transfer. The supplier can rely upon the self-billed invoice being paid without query, but the onus for checking that it accurately covers all goods despatched falls back onto the supplier.

### **Simple Packaging**

For more information, refer to Detailed Packaging.

### **SPEX**

This is third party software used to produce export documentation. You use this with World Trade.



