



User Guide

.Net Shipping Program
V21.1.0200

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EFI PrintStream | V21.1.0200 .Net Shipping Program

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Introduction

Overview

This document provides user instructions for the EFI PrintStream .Net Shipping Program.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream-support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

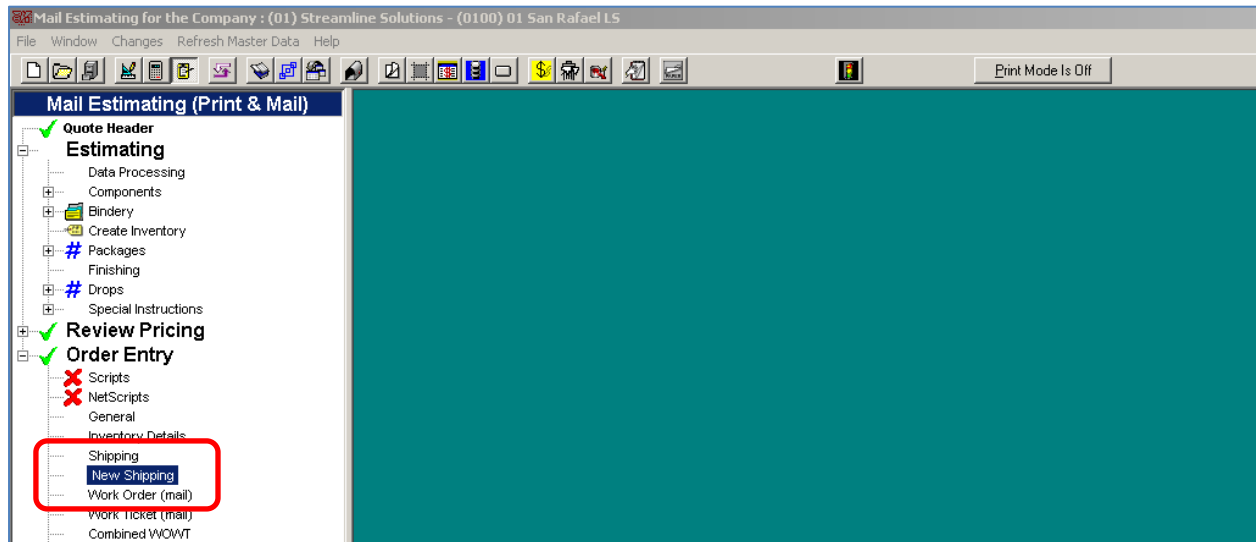
US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

Job Shipments

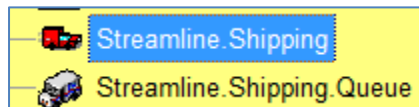
You can activate the EFI PrintStream .Net Shipping application for use in Print and Mail Estimating / Order Entry. Use this module to add shipments as part of the order entry stage or use as a standalone module. Please contact your EFI PrintStream support person to activate this feature for you.

Mail Estimating: Use New Shipping Screen	<input checked="" type="checkbox"/>
--	-------------------------------------

Once this feature has been activated you will see an option called **New Shipping** in Print and Mail Estimating > Order Entry.



.Net Shipping standalone module



Upon opening .Net Shipping two panels are displayed. The left panel of the program has two menus; **PrintStream Shipping** and **Reports**. The PrintStream Shipping menu includes applications to create new job shipments or search for and edit existing job shipments. Additionally, there are places for notes and an import feature to import shipments from an Excel spreadsheet and copy/clone a shipment from a job. Shipping methods can be set up in the Shipping Methods application, and Bills of Lading (BOL) can be created right from the Shipping module.

Job Shipments

Job Shipments allows users to create new job shipments, delete existing job shipments, locate and edit existing job shipments, access job and customer shipping notes, and import shipments. These controls are located in the top horizontal icon toolbar.

Users begin by entering a known job number in the **Enter Job #** field and clicking on **Load Shipments** to locate existing shipments for a single job. As the job number is entered, a dropdown will begin to locate the job. Users may either enter the job number or use the dropdown to locate and select the job.

Once the job field is populated, click the **Load Shipments** button to get all shipments that have been created for the job. The Load Shipments button will display in red text when the job number is entered or selected and if there are existing shipments for that job. Clicking the Load Shipments button will call all shipments into a grid in the lower half of the window where users can review, edit or print the shipment documents.

Shipping, Company: 01 --- Plant: 0100 --- User: LS

My Page

Shipping Menu

Reports

Exit Application

Minimize the Ribbon

Shipping Report

My Group

Job Shipments x

Job Shipments

New Shipment

Delete Shipment

Find Shipment

Job Shipping Notes

Customer Shipping Notes

Import

Select Job

Enter Job #1508

Load Shipments

Job Info

CustomerAbba Inc.

Job DescriptionStreamline Manual

Shipping Status

Flag as Final Shipped

Job Qty1,000

Shipment HoldNo

Job's First Delivery10/2/2010

Job's Last Delivery10/2/2010

Selected Job Shipments

Drag a column header here to group by that column

		Delivery#	Shipmen	Backorder ShipmentID	Estimated Ship Date	Actual Ship Date	Total Qty	Company	Address	ZIP	State	Stage	Freight Cost	Batch #	Select for Printing
--	--	-----------	---------	----------------------	---------------------	------------------	-----------	---------	---------	-----	-------	-------	--------------	---------	---------------------

Job Shipment

Drag a column header here to group by that column

		Delivery#	Shipmen	Backorder ShipmentID	Estimated Ship Date	Actual Ship Date	Total Qty	Company	Address	ZIP	State	Stage	Freight Cost	Batch #	Select for Printing
<div>Edit</div>	<div>...</div>	64	100		3/30/2012	4/4/2012	7,800	Nelsen, Esparza and Forney	5331 W. Pasadena Road LINCOLN, NE 68524	68524	NE		\$200.00		<div></div>

Edit a Job Shipment

Click **Edit** in the job shipment line. The View/Edit Shipment screen will open.

Drag a column header here to group by that

	Delivery #	Ship men
Edit	64	100

View/Edit Shipment

Save Ship Add Item Delete Item Package Notes View Web Packages Create Backorder Print Package/Components

Shipment Information

Packing Slip #: 64 Shipment ID: 100 BOL: Date: 6/4/2012 1:49 PM

Customer #: NELS Customer: Nelsen, Esparza and Forney Ready To Ship

Job #: 1584 Job Description: Cost Accounting Class Is Last Shipment

Ship To Address

Select Address Hold Contact

Contact: Skyler Forney

Phone: 402-555-1212

Company: Nelsen, Esparza and Forney

Address1: 5331 W. Pasadena Road

Address2:

City: LINCOLN State: NE

County: LANCASTER ZIP: 68524

Country: USA Clear Address

Main Reference Third Party Billing

Responsible: 3rd Party Acct:

Email: Hold Acct# when selecting a new address

Ship Method: Tracking #:

Ship Type: Ship To Weight: 0

Stage: Packages: 0

Billing Type: No. of Skids: 0

Cost Code: Customer PO:

Ship Cost: 200

Shipment Line Items

Description	Version	Bind Style	ISBN #	Estimated Qty	Actual Qty	Back Order Qty	Item Type	Tax	Job Qty	
> Cost Accounting Class				100,000	7,800	92,200				Labels

Icon Toolbar - left to right, the following will detail each of the icons.

- **Save** will save the changes to the shipment.
- **Ship** will change the shipment from a planned shipment to a shipped shipment.
- **Add Item** to add a second item to an existing planned shipment.
- **Delete Item** to delete an item from the planned shipment.
- **Package** select this to ship by package.
- **Notes** displays or adds Packing Slip Notes and Internal Notes.
- **View Web Packages** displays packages from the Web.
- **Create Backorder** will create a shipment for the Back-Order Qty.
- **Print** to Print/Preview the shipments which can then be emailed or printed using several file type options.
- **Package/Components** displays each package and component for the package in a grid format showing quantity to ship.

Shipment Information

This section of the Shipment screen provides details of the shipping document selected. In the example above, we have the Packing Slip number, Customer account number and name, job number and description, Shipment ID, BOL number, Date and Time the shipment was created.

The **Ready to Ship** checkbox can be selected to indicate this shipment is ready to go. When this box is checked, in the Shipping Queue program these shipments can then be tagged to ship in bulk or one at a time.

The **Is Last Shipment** checkbox indicates the shipment is the final shipment and the job is now ready to be billed.

Ship to Address

This area displays the default shipping address as defined in Master File Customer for this record. An alternate address can be selected by clicking the dropdown to the right of the **Select Address** field. Select **Hold Contact** to keep the contact name when an alternate address is selected that may or may not have a different contact name set up in Master File Customer. The **Clear Address** button clears the fields in the Ship to Address section of the View/Edit Shipment screen. The contact name and phone number will be retained if the Hold Contact is checked. If unchecked, all fields will be cleared.

Billing/Reference Section

In this section, there are three tabs: Main – which includes the billing and shipping details for the job shipment; Reference – which provides reference information for the shipment such as delivery options, any declared value and five Reference fields for user-defined freeform text; and Third Party Billing – to record a third party that is responsible for the payment of the shipment.

Shipment Line Items

This section provides a line-by-line accounting of all shipments to include description, quantity and item type data. The box that displays Labels when single clicked will bring up the Print Labels screen where users can select the label format and enter the number of labels to print.

After making any changes to the shipments, please click the Save button in the top left of the screen.

New Shipment

To create a new job shipment

1. Enter the job number in the **Job #** field then click **New Shipment** (first icon in the horizontal toolbar) to open the View/Edit screen.
2. The Customer account number and name, job number and description display. The date defaults to the First Mail Date or Due Date of the job. This date can be changed using the dropdown calendar when clicking on the down arrow to the right of the Date field.

The Estimated Quantity will pull in as the Job Quantity.

Shipment Line Items										
Description	Version	Bind Style	ISBN #	Estimated Qty	Actual Qty	Back Order Qty	Item Type	Tax	Job Qty	
> Shipping Documentation				100,000	0	100,000		<input type="checkbox"/>	<input type="checkbox"/>	Labels

3. To ship by package, click **+** at the left of the Description. A Packages tab will display.

Description	Qty Per Package	Number Of Packages	Total Qty	Package Weight	Qc Ref

4. Right-click the white space below the column header to add a package or delete a package from the shipment.

Description	Qty Per Package	Number Of Packages	Total Qty	Package Weight	Qc Ref
Shipment by Package	25000	1	25000	125	
Shipment by Package	32000	1	32000	156	

5. When all shipment details are entered, click **Save**.

Additional Columns added in the Planned Shipment Grid

Per requested changes to the Planned Shipments Grid screen, we have added the following

- Initials field at the header
- User Initials & Signed Time Stamp fields to the grid lines

Planned Shipments Grid

Load Grid Save Ship Load # Preview Grid Save Grid Layout

Search Options

Destination: BMC PITTSBURGH, PA Load #: (Select) Ship Method: (Select)

Initials

Initials: [Redacted]

Shipments

Drag a column header here to group by that column

Pallet Name	Mail Date	Ship Method	Load Number	Piece Weight	Planned Weight	Actual Weight	Total Load Weight	Variance Percentage	Variance In Pieces	User Initials	Signed Time Stamp

To populate the initials to the loaded lines, the user will enter in the initials at the header and as the user checks the loaded boxes, the initials provided at the header will flow to each of the lines

Planned Shipments Grid X

Planned Shipments Grid

Load Grid Save Ship Load # Preview Grid Save Grid Layout

Search Options

Destination: BMC PITTSBURGH, PA Load #: (Select) Ship Method: (Select)

Initials

Initials: BP

Shipments

Drag a column header here to group by that column

Loaded	Ready to Ship	Job No	User Initials	Signed Time Stamp	Shipment ID	Customer Name	Job Description	Destination	Drop Number	Drop Name	Mail Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	102040	BP		6784	BP_BP_25	Shipping job	BMC PITTSBURGH, PA			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	102040	BP		6785	BP_BP_25	Shipping job	BMC PITTSBURGH, PA			

Save the changes, the time stamp field will populate with the current date.

Planned Shipments Grid X

Planned Shipments Grid

Load Grid Save Ship Load # Preview Grid Save Grid Layout

Search Options

Destination: BMC PITTSBURGH, PA Load #: (Select) Ship Method: (Select)

Initials

Initials: BP

Shipments

Drag a column header here to group by that column

Loaded	Ready to Ship	Job No	User Initials	Signed Time Stamp	Shipment ID	Customer Name	Job Description	Destination	Drop Number	Drop Name	Mail Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	102040	BP	6/11/2020 ...	6784	BP_BP_25	Shipping job	BMC PITTSBURGH, PA			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	102040	BP	6/11/2020 ...	6785	BP_BP_25	Shipping job	BMC PITTSBURGH, PA			

Search Shipment

- Address search by customer addresses or across all customer addresses, dot net search can be done on any field in the address field to narrow the search results.
- Can view the Mail Package screen to either create shipments by packages or components within packages.
- Notes can be entered for Packing Slip as well as Internal Shipping notes which are displayed on the ticket.
- If shipping screen is used in conjunction with third party shipping applications like Proship or Clippership you can view all the related tracking numbers and package detail for shipped packages.

Net Shipping now saves new addresses into Customer Master Address File

We have added a “Save for Customer” button. When a new address is entered for the “Ship to Address” section, the user can now save the new address.

The screenshot shows the 'View/Edit Shipment' window. The 'Ship To Address' section is active, displaying contact information for Brian P. and a new address: 56 Tampa Ave, Suite 45, RIVERVIEW, FL 33569, USA. A red arrow points to the 'Save for Customer' button, which is highlighted in green. The 'Shipment Information' section shows a Packing Slip #, Shipment ID, BOL, Date (5/15/2020), and Time (12:00 AM). The 'Shipment Line Items' table at the bottom shows a single item with description 'test for inv reference #', estimated quantity 0, actual quantity 0, and back order quantity 0.

The system will ask the user for confirmation for the save.

This screenshot shows the same 'View/Edit Shipment' window, but with a confirmation dialog box titled 'Shipping' open. The dialog box contains the message: 'Do you want to save this shipping address as a new entry in the Customer Address File?'. It has 'OK' and 'Cancel' buttons. A red arrow points to the 'Save for Customer' button in the background window. The 'Ship To Address' section and 'Shipment Line Items' table are visible behind the dialog box.

The new address will be added within the “Select Address” pulldown.

View/Edit Shipment

Save Ship Add Item Delete Item Package

Notes View Web Packages Create Backorder Print Package/Components

Shipment Information

Packing Slip # Shipment ID BOL Date 6/15/2020 12:00 AM

Customer # BP_BP_25 Customer BP_BP_25 Ready To Ship

Job # 102043 Job Description test for inv reference # Is Last Shipment

Vendor # (Select) Vendor Name

Ship To Address

Main Reference Third Party Billing

Select Address Hold Contact Save for Customer Responsible: BRIAN 3rd Party Acct:

Contact Search for this customer only Search All Customers

Drag a column header here to group by that column

Company	Contact	Address 1	Address 2	City	County
BP_BP_25 aka 25	Brian P	56 Tampa Ave	Suite 45	RIVERVIEW	HILLSBOROUGH
BP_BP_25 aka 25	Brian P	56 Jack Ave	Suite 45	RIVERVIEW	HILLSBOROUGH
BP_BP_25	Brian P	265 Jive ave	Suite 45	PAWTUCKET	PROVIDENCE

Shipment List

test for inv reference #

It will also appear for the customer in Master Files Customer under the Address section.

Addresses

File

Active	Type	No	Name of the Address
Active		0	BP_BP_25
Active	S	0	BP_BP_25 aka 25
Active	S	0	BP_BP_25 aka 25
Active	S	999999	BP_BP_25

Save Addresses Order Preferences

No: 0 Active Address

Name: BP_BP_25 aka 25

Address: 56 Tampa Ave Suite 45

Zip: 33569

City: RIVERVIEW

County: HILLSBOROUGH

State: FL Country: USA UNITED STATES

Verify Address For Tax Engine

Acct#: Third Party Billing

Phone: 650-100-2222

Fax:

Email:

Contact Title:

Contact Name: Brian P

Date Entered: 8/31/2020

Date Edited: 8/31/2020

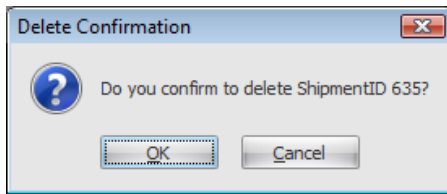
Address Type

Default Billing Shipping Mailing

Clone Add Save Close

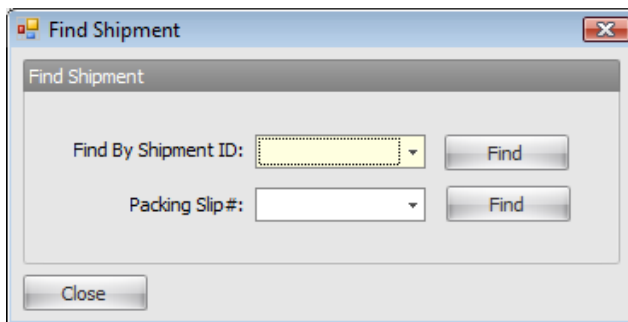
Delete Shipment

Highlight the shipment in the job shipment grid then select the **Delete Shipment** button. A message will display to confirm the shipment deletion.



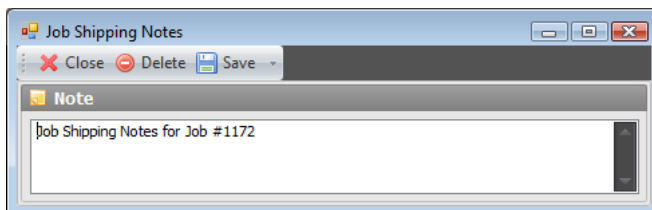
Find Shipment

Select the **Find Shipment** button and enter the Shipment ID or Packing Slip # and click **Find**.



Job Shipping Notes

Enter Job Shipping Notes as needed and click **Save**. When Job Shipping Notes are populated the **Job Shipping Notes** button will display as underlined.

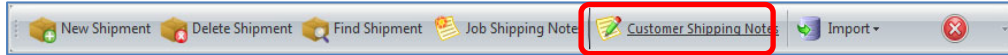


They will display as shown below in the Shipping Notes area of the Combo WT.

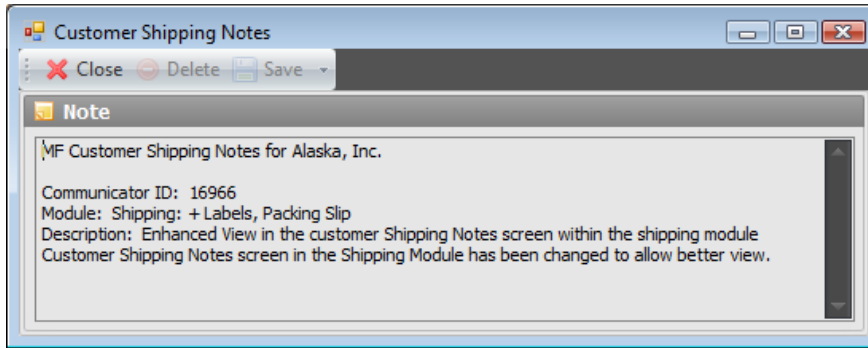
Shipping					
Shipping Notes		Job Shipping Notes for Job #1172			
Xr Alaska Inc. Attn: 1234567890123456789012345 Loading Dock 12300 S Alley Way SALEM, UT 84653 Phone #: 801 444 5555			Date: 03/30/2012 Note:		
#	Description	Version	Estimated Qty	Actual Qty	Back Order
1	Copy of SSI Test		20,000	0	20,000

Customer Shipping Note

If customer shipping notes are populated for this customer in Master File Customer, the **Customer Shipping Notes** button will display as underlined as shown below, if not populated it will display as normal.



Select the **Customer Shipping Notes** button to view notes.



Import

The **Import** button allows for shipments to be imported using a formatted Excel spreadsheet or to clone shipments from another job.

Import Shipments from Excel

From the Import Shipments screen, you can select an Excel file to import by clicking the '...' button to search for the formatted spreadsheet. You can also enter the shipment detail in the grid below. When complete select the green check Import Shipments icon. This will import the shipping information you selected.

Import Shipments

✓ Import Shipments Reload Selected Excel File Cost Code (Select)

File Selection

Select Excel File to Import

Shipments to Import

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Record Type	Ship Date	Company Name	Attention	Address1	Address2	City	State	Zip	Tax County	Country	Phone	Fax	Response
1														
2														
3														
4														
5														

Reload Selected Excel File allows you to reload a spreadsheet and then select only the shipments you want to be imported.

Note To create a formatted shipping import spreadsheet, open the Import Shipments screen and copy and paste from the spreadsheet grid; Row 1 Column A through Column BJ, into a new excel worksheet and save as the file. You can then populate the spreadsheet and use it to import. Required columns are; A, C, E, G, H, and I.

An example of an import spreadsheet is shown below. Spreadsheet can be setup to import multiple shipments as well as to include all the package details, cartons, weight, and pieces per carton.

Import Shipments

✓ Import Shipments Reload Selected Excel File Cost Code (Select)

File Selection

Select Excel File to Import K:\Rob\Travel Guides Shipments.xls

Shipments to Import

	A	B	C	D	E	F	G	H	I	J	K
	RecordType	ShipDate	CompanyName	Attention	Address1	Address2	City	State	Zip	TaxCounty	Country
2	H	5/3/2010	Alaska Inc.	John Rodgers	123456 Alaskan Highway		Anchorage	AK	99501	Anchorage	USA
4	H	5/5/2010	Alaska Inc.	Jack Lee	1000 Main Street	Suite 105	Mesa	AZ	85201	Maricopa	USA
6	H	5/7/2010	Alaska Inc.	Dan Higgins	1010 Civic Center Drive	Suite 100	San Rafael	CA	94903	Marin	USA

Clone Shipments from Job

Select the Job to have shipments cloned from, either check the box for each shipment to be cloned or click **Select All**, then select **Cloned Selected**.

You can also edit the ship date, time, and description, then select **Apply Defaults** and click **Cloned Selected**.

Clone Shipments

Clone Selected Select All Clear All

Shipments Cloning from Selected Job

Select Job # to clone from

Job # 1128 Description Test First Delivery 4/1/2011

Customer Alaska Inc. Last Delivery 4/1/2011

Defaults for cloned shipments

Estimated ship date 4/2/2012 12:00 AM Item Description Copy of SSI Test2 Apply Defaults

Shipments from selected Job

Press column header here to group by that column

Clone	Delivery #	Estimated Ship Date	Ship Item Description	Total Qty	Address	ZIP	State	Stage	Freight Cost	EMail	Packing Slip Notes
<input checked="" type="checkbox"/>		4/2/2012	Copy of SSI Test2	0	Loading Dock 12300 S Alley Way SALEM, UT 84653	84653	UT	Non Defined	\$0.00	davec@printstream.com	

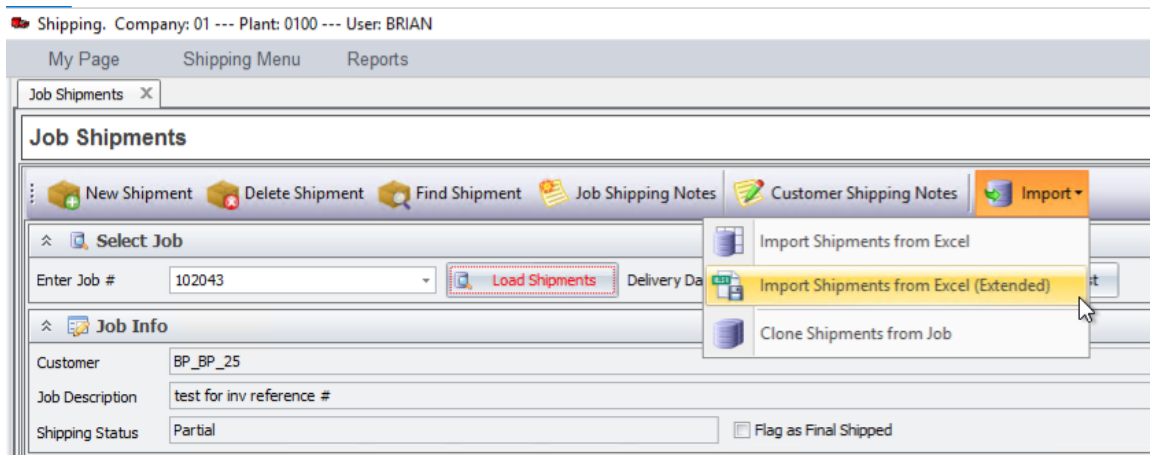
Shipping Module Planned Shipment Grid Enhancements

Five changes have been made to the Shipping Module Planned shipment. The changes that have been added are enhancements to the importing of files and changes to the grid.

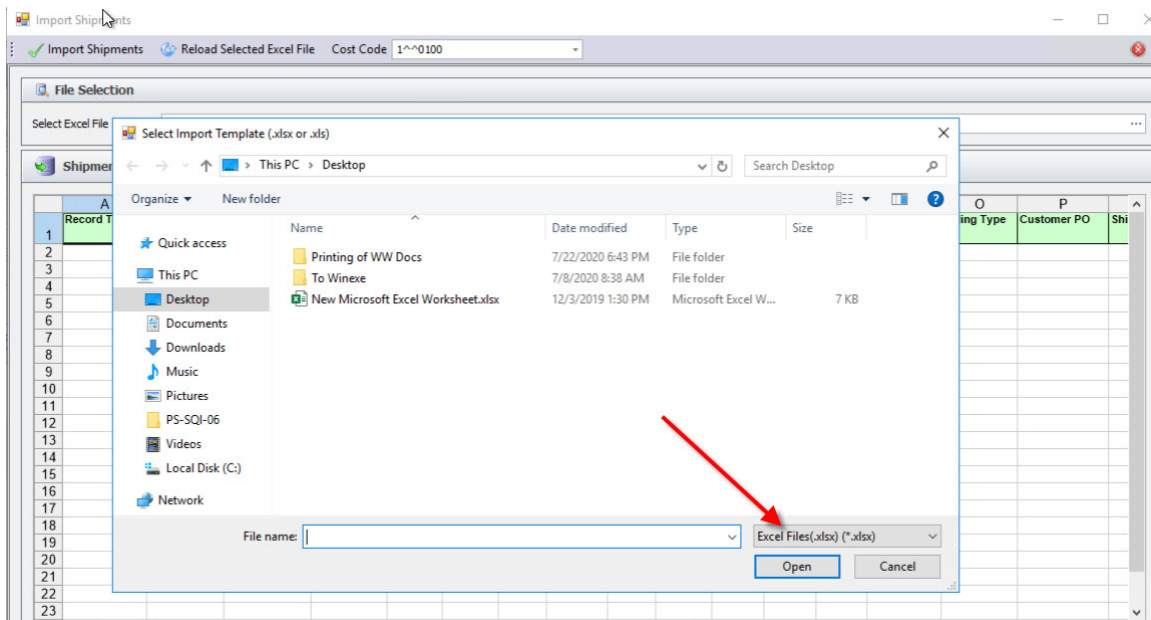
- Import File Selection Box to Default to XLSX Type
- Import to Select Multiple Template Files
- Planned Shipments Grid Column Name Changes
- Planned Shipments Grid Load Number Mass Update
- Shipments Multiple Delete Functionality

Enhancement #1 - Import File Selection Box to Default to XLSX Type

Select Import Shipments from Excel (Extended) . . .

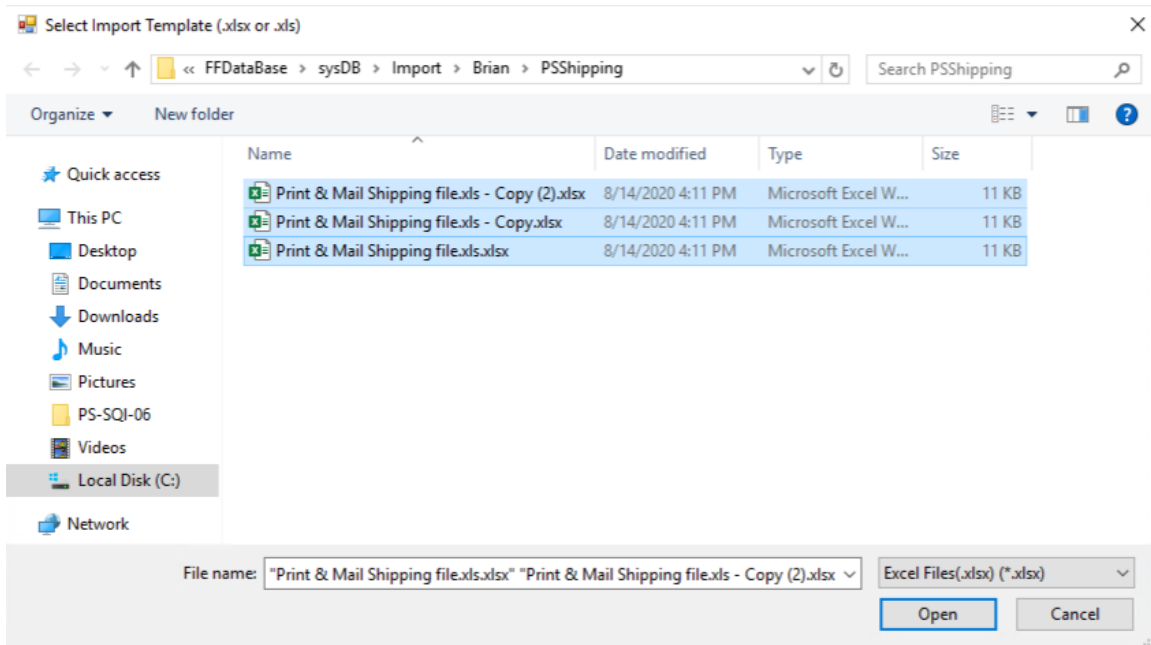


Import File Type now defaults to **XLSX**.

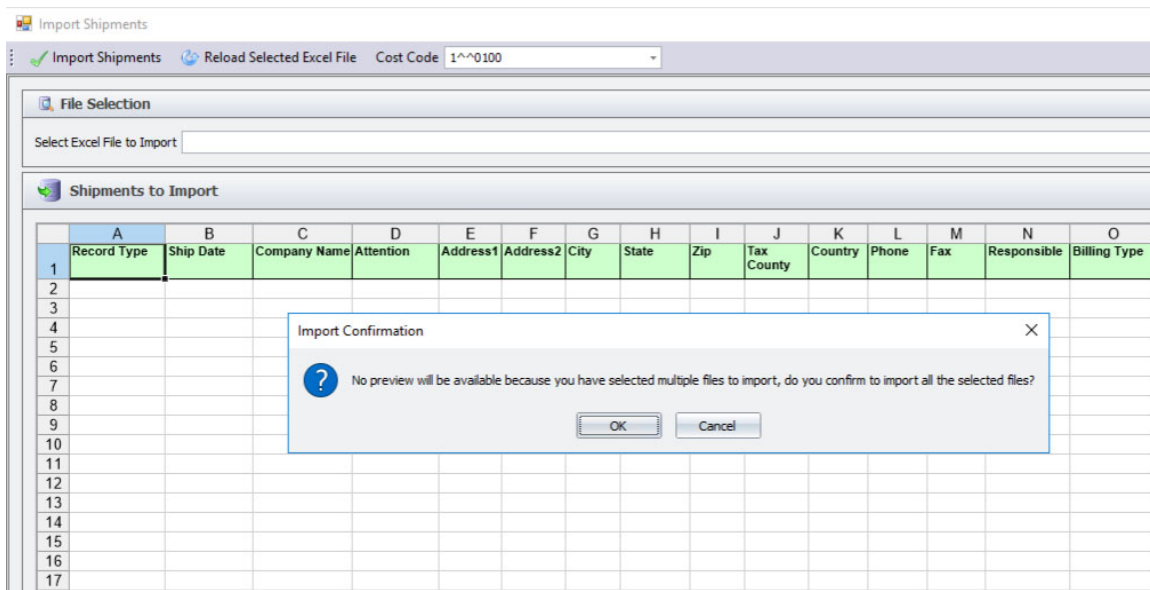


Enhancement #2 - Import to Select Multiple Template Files

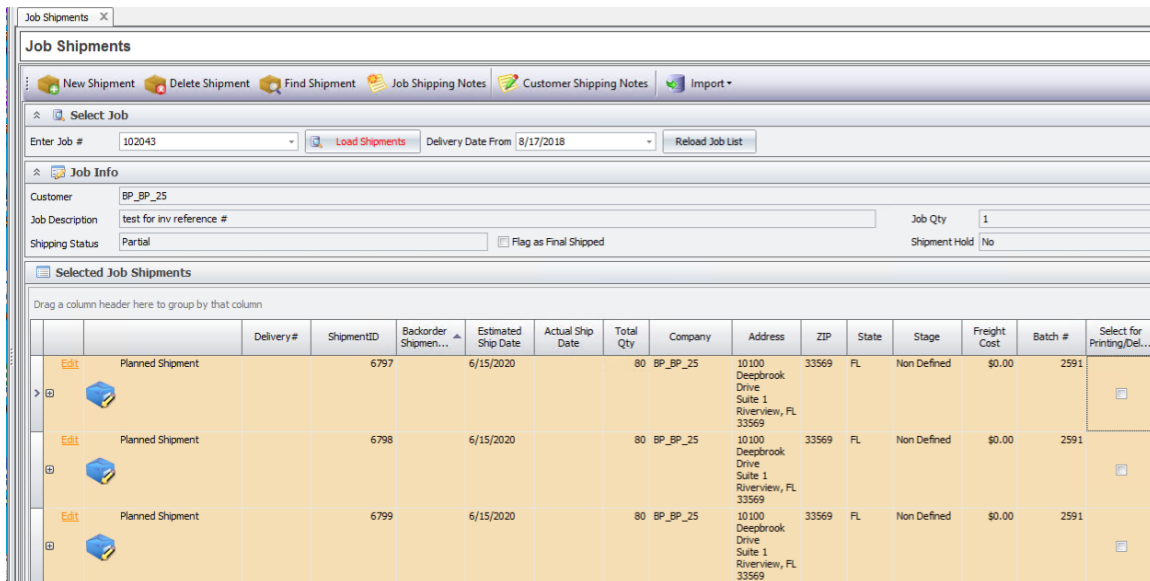
Added ability to select multiple Excel files to import by using Ctrl + Left Mouse button.



Message saying that when importing multiple files, the preview grid will not display.

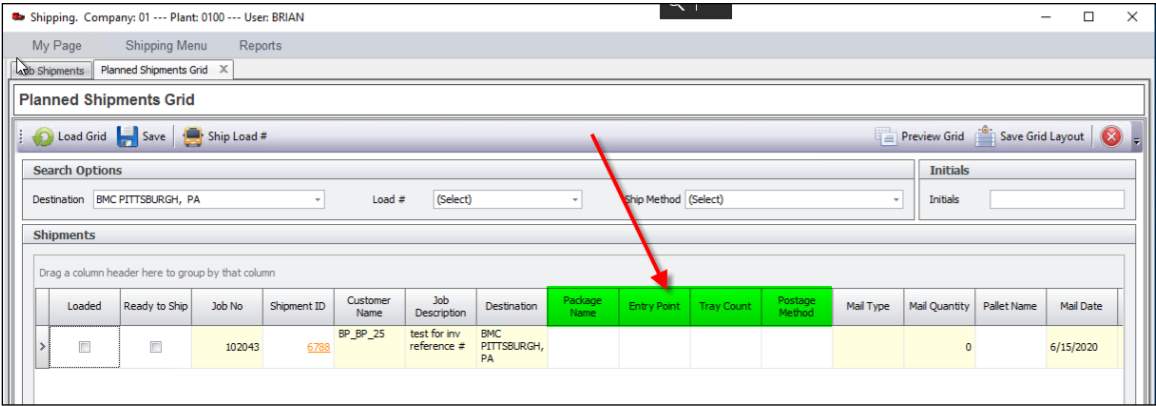


Multiple Shipments are imported.

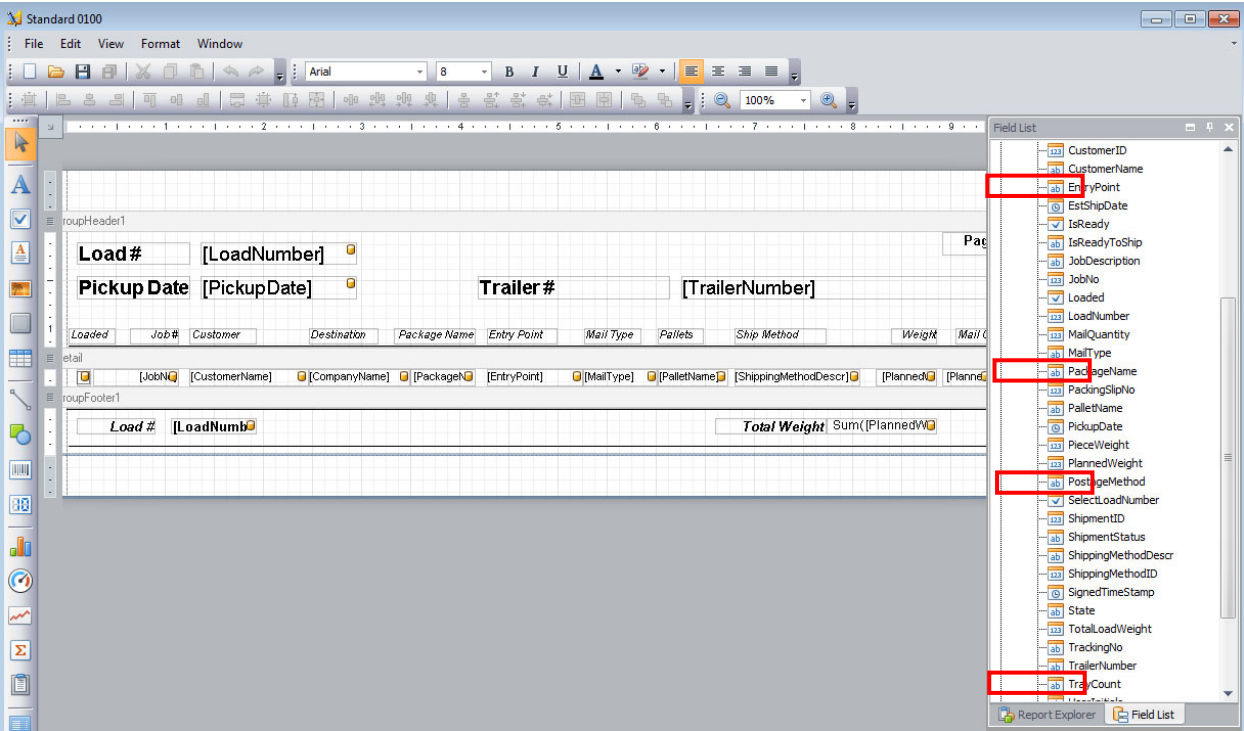


Enhancement #3 - Planned Shipments Grid Column Name Changes

Changed and added column names; **Package Name**, **Entry Point**, **Tray Count**, and **Postage Method**.



Planned Shipment Report Dataset also includes these new column names.



Enhancement #4 - Planned Shipments Grid Load Number Mass Update

Added ability to mass update Load Number by first entering a Load Number in the top cell . . .

The screenshot shows the 'Planned Shipments Grid' window. At the top, there are buttons for 'Load Grid', 'Save', and 'Ship Load #'. Below these are 'Search Options' with dropdowns for 'Destination' (BMC PITTSBURGH, PA), 'Load #' (Select), and 'Ship Method' (Select). The main table has columns: Loaded, Ready to Ship, Job No, Shipment ID, Customer Name, Job Description, Destination, Package Name, Entry Point, Tray Count, Mail Type, Load Number, Postage Method, Mail Quantity, Pallet Name, and Mail Date. The first three rows of data are visible, all with a Load Number of 0.

Loaded	Ready to Ship	Job No	Shipment ID	Customer Name	Job Description	Destination	Package Name	Entry Point	Tray Count	Mail Type	Load Number	Postage Method	Mail Quantity	Pallet Name	Mail Date
<input type="checkbox"/>	<input type="checkbox"/>	102043	6789	BP_BP_25	test for inv reference #	BMC PITTSBURGH, PA					0		0		6/15/2020
<input type="checkbox"/>	<input type="checkbox"/>	102043	6790	BP_BP_25	test for inv reference #	BMC PITTSBURGH, PA					0		0		6/15/2020
<input type="checkbox"/>	<input type="checkbox"/>	102043	6791	BP_BP_25	test for inv reference #	BMC PITTSBURGH, PA					0		0		6/15/2020

then hold down the Shift key in that cell, then Left Mouse button to select the ending range of the same Load Numbers.

This screenshot shows the same 'Planned Shipments Grid' window, but the 'Load Number' column for the first three rows has been updated to 1. The first row's 'Load Number' cell is highlighted with a blue border, indicating it was the starting point for the mass update. The 'Ready to Ship' column for the first row is also highlighted.

Loaded	Ready to Ship	Job No	Shipment ID	Customer Name	Job Description	Destination	Package Name	Entry Point	Tray Count	Mail Type	Load Number	Postage Method	Mail Quantity	Pallet Name	Mail Date
<input type="checkbox"/>	<input type="checkbox"/>	102043	6789	BP_BP_25	test for inv reference #	BMC PITTSBURGH, PA					1		0		6/15/2020
<input type="checkbox"/>	<input type="checkbox"/>	102043	6790	BP_BP_25	test for inv reference #	BMC PITTSBURGH, PA					1		0		6/15/2020
<input type="checkbox"/>	<input type="checkbox"/>	102043	6791	BP_BP_25	test for inv reference #	BMC PITTSBURGH, PA					1		0		6/15/2020

Enhancement #5 - Shipments Multiple Delete Functionality

Added ability to mass delete Shipments. Use Right Mouse click just below the Select for Printing/Deleting column. Then choose **Select All** . . .

Job Shipments

Job Shipments

New Shipment

Delete Shipment

Find Shipment

Job Shipping Notes

Customer Shipping Notes

Import

Select Job

Enter Job #102043Load ShipmentsDelivery Date From8/14/2018Reload Job List

Job Info

CustomerBP_BP_25

Job Descriptiontest for inv reference #

Shipping StatusPartial

Flag as Final Shipped

Job Qty1

Shipment HoldNo

Selected Job Shipments

Drag a column header here to group by that column

	Delivery#	ShipmentID	Backorder Shipment...	Estimated Ship Date	Actual Ship Date	Total Qty	Company	Address	ZIP	State	Stage	Freight Cost	Batch #	Select for Printing/Del...
<div>Edit</div>		6789		6/15/2020		0	BMC PITTSBURGH, PA	PO BOX 1000 WARRENDAL E, PA 15095-1000	15095...	PA	Advanced	\$0.00	0	<input type="checkbox"/>
<div>Edit</div>		6790		6/15/2020		0	BMC PITTSBURGH, PA	PO BOX 1000 WARRENDAL E, PA 15095-1000	15095...	PA	Advanced	\$0.00	0	<input type="checkbox"/>
<div>Edit</div>		6791		6/15/2020		0	BMC PITTSBURGH, PA	PO BOX 1000 WARRENDAL E, PA 15095-1000	15095...	PA	Non Defined	\$0.00	0	<input type="checkbox"/>

Edit Shipment

New Shipment

Clone Shipment without Notes

Clone Shipment with Notes

Print Selected Shipments

Print All

Delete Selected Shipment

Delete All (Selected by checkbox column)

Select All

Clear All

Then choose **Delete All (Selected by checkbox column)** . . .

Job Shipments

Job Shipments

New Shipment

Delete Shipment

Find Shipment

Job Shipping Notes

Customer Shipping Notes

Import

Select Job

Enter Job #102043Load ShipmentsDelivery Date From8/14/2018Reload Job List

Job Info

CustomerBP_BP_25

Job Descriptiontest for inv reference #

Shipping StatusPartial

Flag as Final Shipped

Job Qty1

Shipment HoldNo

Selected Job Shipments

Drag a column header here to group by that column

	Delivery#	ShipmentID	Backorder Shipment...	Estimated Ship Date	Actual Ship Date	Total Qty	Company	Address	ZIP	State	Stage	Freight Cost	Batch #	Select for Printing/Del...
<div>Edit</div>		6789		6/15/2020		0	BMC PITTSBURGH, PA	PO BOX 1000 WARRENDAL E, PA 15095-1000	15095...	PA	Advanced	\$0.00	0	<input checked="" type="checkbox"/>
<div>Edit</div>		6790		6/15/2020		0	BMC PITTSBURGH, PA	PO BOX 1000 WARRENDAL E, PA 15095-1000	15095...	PA	Advanced	\$0.00	0	<input checked="" type="checkbox"/>
<div>Edit</div>		6791		6/15/2020		0	BMC PITTSBURGH, PA	PO BOX 1000 WARRENDAL E, PA 15095-1000	15095...	PA	Non Defined	\$0.00	0	<input checked="" type="checkbox"/>

Edit Shipment

New Shipment

Clone Shipment without Notes

Clone Shipment with Notes

Print Selected Shipments

Print All

Delete Selected Shipment

Delete All (Selected by checkbox column)

Select All

Clear All

A confirmation message will appear . . .

Job Shipments

New Shipment Delete Shipment Find Shipment Job Shipping Notes Customer Shipping Notes Import

Select Job

Enter Job # 102043 Load Shipments Delivery Date From 8/14/2018 Reload Job List

Job Info

Customer BP_BP_25

Job Description test for inv reference # Job Qty 1

Shipping Status Partial Flag as Final Shipped Shipment Hold No

Selected Job Shipments

Drag a column header here to group by that column

	Delivery #	ShipmentID	Backorder Shipmen...	Estimated Ship Date	Actual Ship Date	Total Qty	Company	Address	ZIP	State	Stage	Freight Cost	Batch #	Select for Printing/Del...
		6789						PO BOX 1000 WARRENDAL PA 15095-1000	15095...	PA	Advanced	\$0.00	0	<input checked="" type="checkbox"/>
		6790						PO BOX 1000 WARRENDAL PA 15095-1000	15095...	PA	Advanced	\$0.00	0	<input checked="" type="checkbox"/>
		6791						PITTSBURGH, WARRENDAL E, PA 15095-1000	15095...	PA	Non Defined	\$0.00	0	<input checked="" type="checkbox"/>

Select OK and the selected Shipments are removed.

Job Shipments

New Shipment Delete Shipment Find Shipment Job Shipping Notes Customer Shipping Notes Import

Select Job

Enter Job # 102043 Load Shipments Delivery Date From 8/14/2018 Reload Job List

Job Info

Customer BP_BP_25

Job Description test for inv reference # Job Qty 1

Shipping Status Partial Flag as Final Shipped Shipment Hold No

Selected Job Shipments

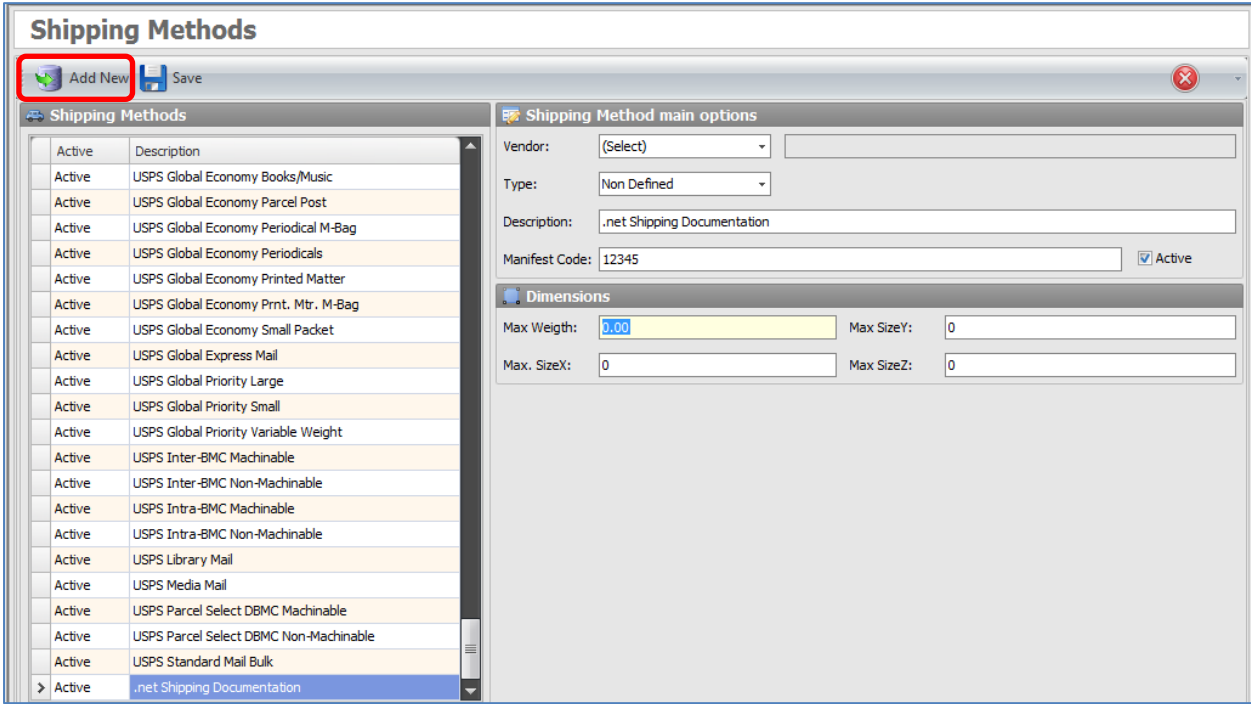
Drag a column header here to group by that column

	Delivery #	ShipmentID	Backorder Shipmen...	Estimated Ship Date	Actual Ship Date	Total Qty	Company	Address	ZIP	State	Stage	Freight Cost	Batch #	Select for Printing/Del...
		6792						PO BOX 1000 WARRENDAL PA 15095-1000	15095...	PA	Advanced	\$0.00	0	<input type="checkbox"/>

Shipping Methods

Shipping Methods can be added or edited using this application. Click **Add New** to create a new shipping method or single click the shipping method description on the left to have it displayed on the right.

Make any changes to the dimensions, vendor, type description, etc. and then click **Save**. Exit the application by clicking the red circle with the white x in the upper right of the screen.



BOL (Bill of Lading)

The BOL is now integrated with .Net Shipping so you can create Bill of Ladings at the same time you process your shipments. Click the BOL barcode icon to access the Bill of Lading program. This program provides the means to create a bill of lading with multiple shipments as long as the shipments have the same destination.

In fact, you can add planned shipments to a new BOL and ship the shipments at the same time you create the BOL, no need to ship the shipments first before adding them to the BOL.

New BOL - creates a BOL # Edit Ship Date, select Shipping Method, enter Tracking # and Special Instructions as needed. Select the Packing Slip # and Add to BOL button and Save.

Delete BOL - to delete the Bill of Lading

Preview - to print BOL including Packing Slips

Remove Shipment from BOL - removes the shipment from the BOL

Select Non-Shipped Only - check to display only non-shipped shipments

Ship BOL - ships BOL as Partial or Final shipment

Shipping Report

The shipping report lets you easily create different shipping reports for internal and customer use. Shipments can be filtered by customer, Job number, CSR, Salesrep, and Shipment status. Once the shipping grid has been populated you can sort by or group by any column to create custom shipping reports for your customers.

Shipping - Company: 01 --- Plant: 0100 --- User: LS

My Page Shipping Menu Reports

Job Shipments Bill of Lading Shipping Report x

Shipping Report

Load Grid Print Grid

Shipment Selection Options

Customer #: (Select)

Job #: (Select)

CSR: (Select) Salesrep: (Select) Shipment Status: Planned

Shipment List

Drag a column header here to group by that column

		Customer Name	Job #	Job Description	Delivery #	Estimated Ship Date	Actual Ship Date	Total Qty	Address	CSR	Freight Cost	Total Estimated
>	Edit	Alaska Inc.	1521	XML Job Master		2/20/2013		0	1010 Civic Center Drive Suite 100 San Rafael, CA 94903		\$0.00	0
	Edit	Alaska Inc.	1521	XML Job Master		2/1/2013		0	1000 Main Street Suite 105 Mesa, AZ 85201		\$0.00	0
	Edit	Alaska Inc.	1525	May Stitched Booklet		2/8/2013		0	123456 Alaskan Highway Anchorage, AK 99501		\$0.00	0
	Edit	Alaska Inc.	1525	May Stitched Booklet		2/7/2013		0	1000 Main Street Suite 105 Mesa, AZ 85201		\$0.00	0
	Edit	Alaska Inc.	1526	Multi State Mailer		2/10/2013		9,983	1010 Civic Center Drive Suite 100 San Rafael, CA 94903		\$0.00	9,983
	Edit	Alaska Inc.	1527	Multi State Mailers		2/1/2013		4,958	1000 Main Street Suite 105 Mesa, AZ 85201	Claude	\$0.00	4,958
	Edit	Alaska Inc.	1527	Multi State Mailers		2/4/2013		9,983	1010 Civic Center Drive Suite 100 San Rafael, CA 94903	Claude	\$0.00	9,983
	Edit	Alaska Inc.	1527	Multi State Mailers		1/24/2013		0	7200# S. 900 E.	Claude		11,140

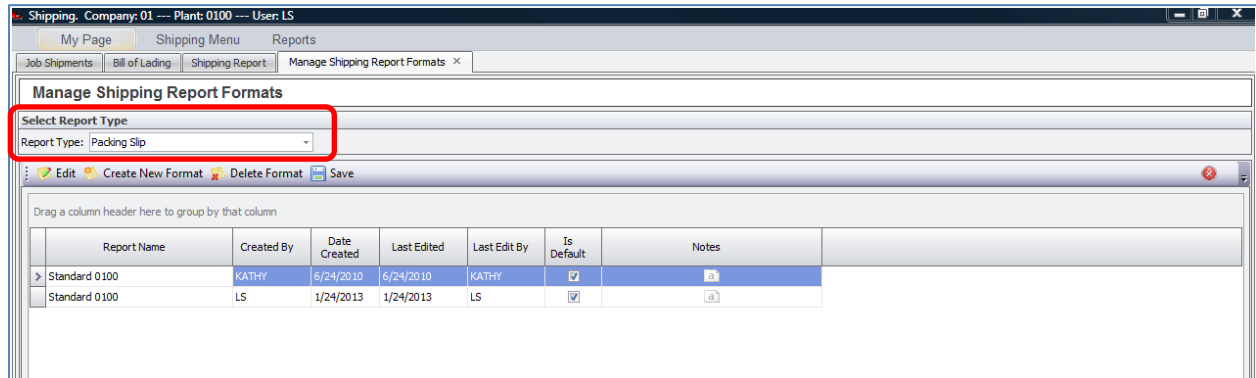
Shipping report group by job and customer

		Customer Name	Delivery#	Estimated Ship Date	Actual Ship Date	Total Qty	Address	Freight Cost	Salesrep	CSR	Total Estimated Qty
Job #: 203											
	Edit	Alaska Inc.		8/28/200		0	12401 S 450 E suite A-1 Draper, UT 84020	\$0.00	House Ac		75,000
Job #: 794											
	Edit	Alaska Inc.		7/15/200		50,00	7200# S. 900 E. Suite B Sandy, UT 84117		Chris Kin	Kathy Di	50,000
Job #: 829											
	Edit	Alaska Inc.		9/15/200		0	7200# S. 900 E. Suite B Sandy, UT 84117		Chris Kin	Kathy Di	10,000
Job #: 1018											
	Edit	Alaska Inc.		9/15/200		10,00	12401 S 450 E suite A-1 Draper, UT 84020		Chris Kin	Andrea C	10,000
	Edit	Alaska Inc.		10/6/200		1	7200# S. 900 E. Suite B MURRAY, UT 84117		Chris Kin	Andrea C	1
Job #: 1517											
	Edit	Alaska Inc.	56	3/28/201	3/28/201	4,489	123456 Alaskan Highway Anchorage, AK 99501	\$0.00	Chris Kin		4,489
	Edit	Alaska Inc.	57	3/28/201	3/28/201	4,958	1000 Main Street Suite 105 Mesa, AZ 85201	\$0.00	Chris Kin		4,958
		Alaska Inc.					1010 Civic Center Drive				

Manage Report Formats

Users can now create their own custom reports for Packing Slips, BOL's and Shipping Labels using the .Net report writer DevExpress. Not only can you create your own reports you can also have multiple formats of each report based on different customer's requirements.

Select the **Report Type** and **Report Name** and **Edit** to open the report. Check **Is Default** as needed.



Packing Slip report Standard 0100 opens in the DevExpress report designer. Edit as needed and **File > Save As** to create a new report.

