

Tutorial:

STAGING SKIDS FOR DELIVERY

Create, record and manage packing information for shipment staging and delivery.

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Managing the staging process

Shipment staging tracking provides greater visibility, accountability and accuracy to better manage customer shipments and inventory levels.

OnRamp enables users to record and manage packing information for shipment staging prior to delivery.

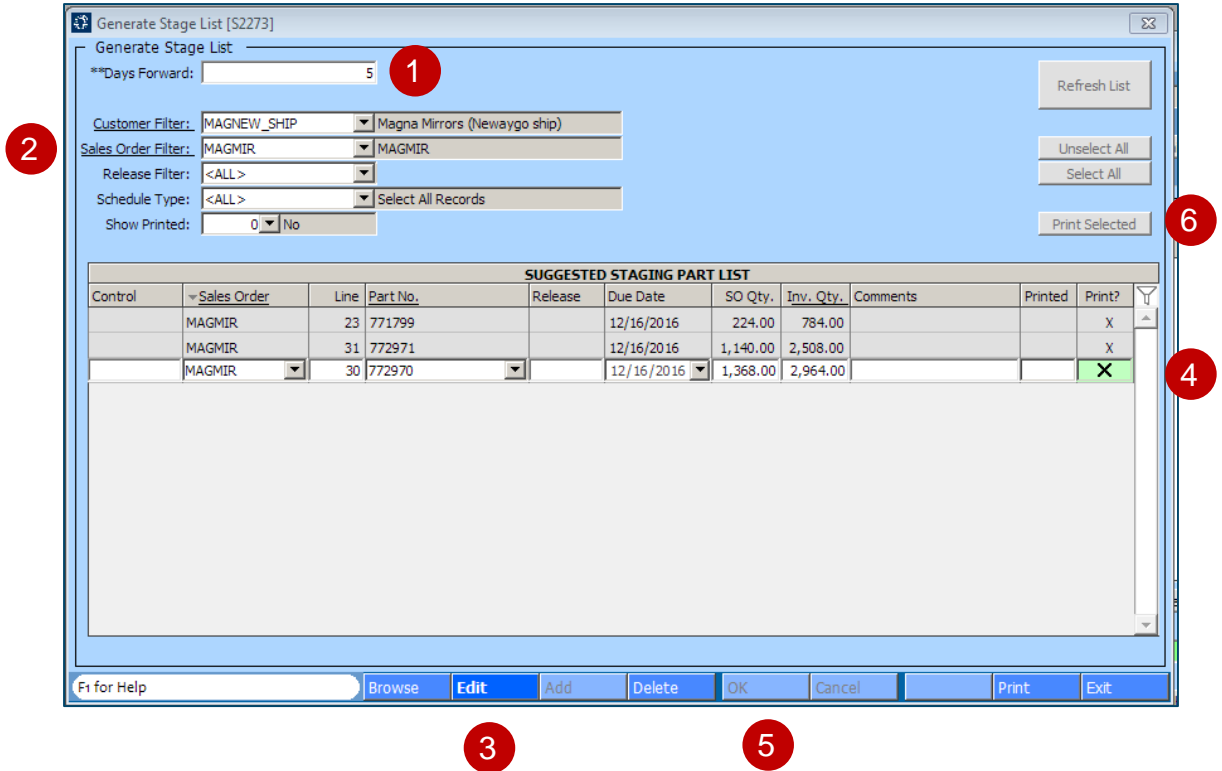


Task 1: Generating the staging list

Open the **Generate Stage List [S2273]** Screen.

1. Enter the amount of days forward you need in the **Days Forward** field.
2. Select the customer from the **Customer Filter** drop down menu. Use additional filter if needed
3. Click on the part you want to print out a pick sheets for. Click the **Edit** button in the bottom menu.
4. Click on the green **Print** field to select the part.
5. Click the **OK** button. (*Repeat steps 4, 5 and 6 to add additional parts.*)
6. When complete, click the **Print Selected** button.

The staging pick sheets for all the parts will now be printed out.



Task 2: Adding a pallet to be staged

Open the **Manage Staged Containers by Serial [S2803]** Screen.

1. Click on the **Create Staging Pallet** frame.
2. Select the customer from the **Ship To** drop down menu.
3. Click on the **Add Pallet** button. The remaining fields will be loaded with additional information.

Manage Staged Containers By Serial [S2803]

Create Staged Pallet

Container Barcode :

Ship To: **MAGNEW_SHIP** Manna Mirrors (Newayno ship)

Staged Pallet ID: **ST39 **Add Pallet** **Delete Pallet**

Current Location: **STAGED

Container Type: **PLT **WOOD PALLET**

Current Sched. Type:

Created By: **dbardsley** Created On: **1/16/2017 4:11:16 PM**

Pack To Pallet (Barcode)

Control ID:

Remaining Qty: Sched. Type:

Total Qty:

Std. Cont. Qty: Use Std. Cont Qty?: **No**

Container Type:

Serial No.: Pulled From/WO: **Stage**

Quantity Pulled:

Location:

Pallet Contents

Structure						
Component ID	Quantity	Type	Package	Sales Order	SO Line	SO Type

LABEL PROFILES		
Type	Label	Description

Label Multiplier:

Fi for Help

Task 3: Creating the staging pallet

4. Click on the **Pack To Palette (Barcode)** screen.
5. Click in the **Control ID** field and use your bar code scanner to scan a part from the **Staging Pick Sheet** that was printed out. You can also select the part form the drop down menu.

The fields with the container information will be loaded with the details from the **Sales Order** upon selection.

Manage Staged Containers By Serial [S2803]

Create Staged Pallet

Container Barcode :

Ship To: MAGNEW_SHIP Magna Mirrors (Newaygo ship)

**Staged Pallet ID: ST40 Add Pallet Delete Pallet

Print Pallet Sheet

**Current Location: STAGED STAGED

**Container Type: PLT WOOD PALLET

Current Sched. Type:

Created By: dbardsley Created On: 1/16/2017 4:12:31 PM

Pack To Pallet (Barcode)

Control ID: C10033 772971

Remaining Qty: 1,140.00 Sched. Type: DS Discrete

Total Qty: 1,140.00

Std. Cont. Qty: 300 Use Std. Cont Qty?: No

Container Type: a1 23-5/8 X 22-1/8 X 14-3/8

Serial No.: Pulled From/WO: PLANT

Quantity Pulled: 300.00 Stage

Location: BANDSAW

Pallet Contents

Component ID	Quantity	Type	Package	Sales Order	SO Line	SO Type
772971	300	B	a1	MAGMIR	31	DS 352

LABEL PROFILES

Type	Label	Description
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Label Multiplier: Print Selected Label

Unstage Selected Print All Labels

F1 for Help Browse Edit Add Delete OK Cancel Print Exit

Task 4: Pack to pallet

If no additional packing information has loaded, manually enter the container quantity and type.

6. Enter the container quantity into the **Std. Cont. Qty** field.
7. Click in the **Serial No.** field and use your scanner to scan the part or select the part location from the **Pulled From/WO** drop down menu.
8. Enter the **Quantity Pulled** from the location.
9. Click the **Stage** button. The **Pallet Contents** frame will be loaded with the packaging details.

Manage Staged Containers By Serial [S2803]

Create Staged Pallet

Container Barcode :

Ship To: MAGNEW_SHIP Magna Mirrors (Newwaygo ship)

**Staged Pallet ID: ST40

**Current Location: STAGED STAGED

**Container Type: PLT WOOD PALLET

Current Sched. Type:

Created By: dbardsley Created On: 1/16/2017 4:12:31 PM

Pack To Pallet (Barcode)

Control ID: C10033 772971

Remaining Qty: 1,140.00 Sched. Type: DS Discrete

Total Qty: 1,140.00

Std. Cont. Qty: 300 Use Std. Cont Qty?: No

Container Type: a1 23-5/8 X 22-1/8 X 14-3/8

Serial No.: 772971 Pulled From/WO: PLANT

Quantity Pulled: 300.00

Location: BANDSAW

Pallet Contents

Component ID	Quantity	Type	Package	Sales Order	SO Line	SO Type
772971	300	B	a1	MAGMIR	31	DS 352

Unstage Selected

Fi for Help

Task 5: Splitting delivery into multiple containers

You can also change the standard container quantity by splitting it into different container sizes.

1. Enter the amount you want in each container in the **Std. Cont. Qty** field.
2. Change the **Use Std. Cont. Qty** value from No to **Yes**.
3. Select the **Container Type** from the drop down menu.
4. Click in the **Serial No.** field and use your scanner to scan the part or select the part location from the **Pulled From/WO** drop down menu.
5. Click the **Stage** button. The total quantity pulled will be split into multiple containers.

Manage Staged Containers By Serial [S2803]

Create Staged Pallet

Container Barcode :

Ship To: MAGNEW_SHIP Magna Mirrors (Newygo ship)

**Staged Pallet ID: ST40

**Current Location: STAGED STAGED

**Container Type: PLT WOOD PALLET

Current Sched. Type:

Created By: dbardsley Created On: 1/16/2017 4:12:31 PM

Pack To Pallet (Barcode)

Control ID: C10033 772971

Remaining Qty: 1,140.00 Sched. Type: DS Discrete

Total Qty: 1,140.00

Std. Cont. Qty: 5 Use Std. Cont Qty?: Yes

Container Type: a1 23-5/8 X 22-1/8 X 14-3/8

Serial No.:

Quantity Pulled: 500.00 Pulled From/WO: PLANT

Location: BANDSAW

Pallet Contents

Component ID	Quantity	Type	Package	Sales Order	SO Line	SO Type
772971	50	B	a1	MAGMIR	31	DS 353
772971	50	B	a1	MAGMIR	31	DS 354
772971	50	B	a1	MAGMIR	31	DS 355
772971	50	B	a1	MAGMIR	31	DS 356
772971	50	B	a1	MAGMIR	31	DS 357
772971	50	B	a1	MAGMIR	31	DS 358
772971	50	B	a1	MAGMIR	31	DS 359
772971	50	B	a1	MAGMIR	31	DS 360
772971	50	B	a1	MAGMIR	31	DS 361
772971	50	B	a1	MAGMIR	31	DS 362

LABEL PROFILES

Type	Label	Description
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Label Multiplier:

Fit for Help

Task 6: Selecting a shipper

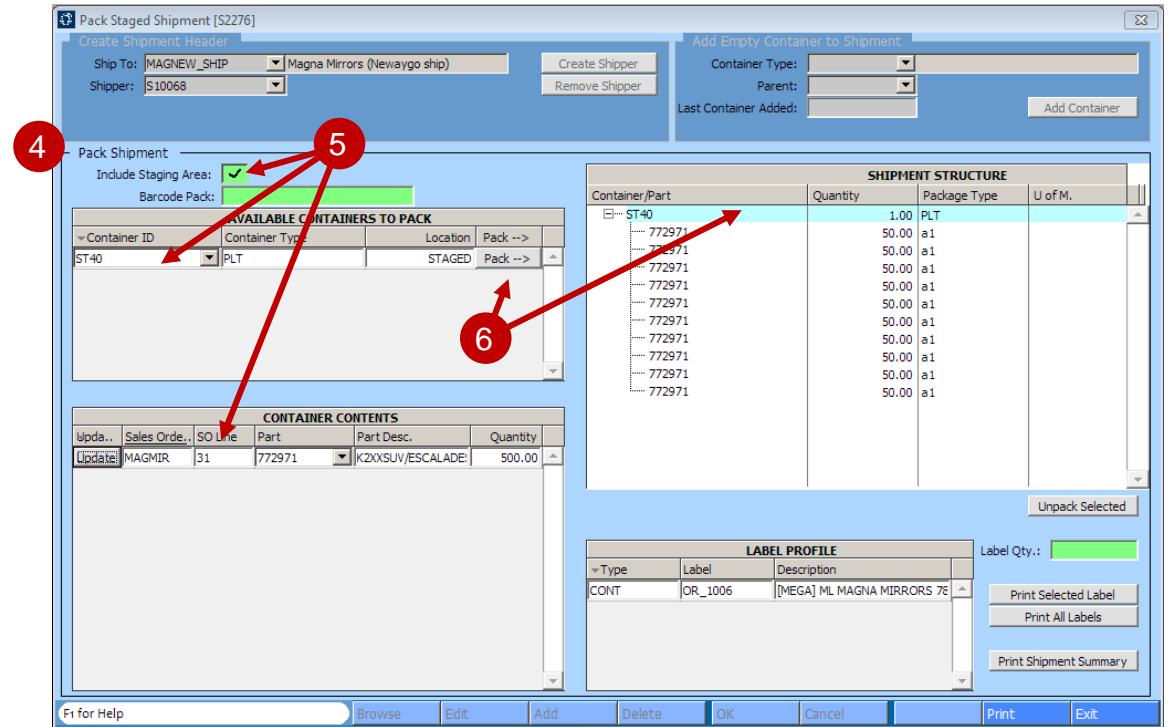
Open the **Pack Staged Shipment [S2276]** screen.

1. Click on the **Create Shipment Header** frame.
2. Select the customer from the **Ship To** drop down menu.
3. Click on the **Create Shipper** button.

The screenshot shows the 'Pack Staged Shipment [S2276]' window. The 'Create Shipment Header' section includes a 'Ship To' dropdown menu with 'Magna Mirrors (Newaygo ship)' selected, a 'Shipper' dropdown menu, and 'Create Shipper' and 'Remove Shipper' buttons. The 'Add Empty Container to Shipment' section includes 'Container Type', 'Parent', and 'Last Container Added' dropdowns, along with an 'Add Container' button. The 'Pack Shipment' section contains 'Include Staging Area' and 'Barcode Pack' fields. Below these are three tables: 'AVAILABLE CONTAINERS TO PACK', 'CONTAINER CONTENTS', and 'LABEL PROFILE'. The 'SHIPMENT STRUCTURE' table is also visible. At the bottom, there are buttons for 'Unpack Selected', 'Print Selected Label', 'Print All Labels', and 'Print Shipment Summary'. The status bar at the very bottom includes 'F1 for Help', 'Browse', 'Edit', 'Add', 'Delete', 'OK', 'Cancel', 'Print', and 'Exit'.

Task 7: Packing the shipment

4. Click on the **Pack Shipment** frame.
5. Click the **Include Staging Area** box to show the tick icon.
6. When you click on the **Include Staging Area** box the **Available Containers to Pack** and **Container**
7. Contents details will be loaded with the packing information from the previous screens.
8. Click the **Pack button**. The **Shipment Structure** window will be loaded with the shipment information.



Task 8: Finalize customer shipment

Open the **Finalize Customer Shipment [S1276]** screen.

1. Click on the **Finalize Customer Shipment** frame.
2. Select the customers **Shipment ID** from the drop down menu.
3. Select your customers **Ship To** name from the drop down menu.
4. Select the **Carrier** from the drop down menu.
5. Click the **Finalize** Shipment button to finish.

The screenshot shows the 'Finalize Customer Shipment' window with the following fields and values:

- Shipment ID:** S10068 (highlighted with a red circle 2)
- Ship To:** MAGNEW_SHIP (highlighted with a red circle 3)
- Carrier:** COURTBEY (highlighted with a red circle 4)
- Date Created:** 01/17/2017
- Freight Charges:** CC
- Full Truck:** No
- Broker:** N/A
- Tracking ID (Optional):** (empty)
- Broker Charges:** (empty)
- Mode of Transport:** Road
- Containerized:** No
- Part Weight (lbs):** 12.45
- Package Weight (lbs):** 20.00
- Place of Exit (Export):** (empty)
- Total Weight (lbs):** 32.45
- No. of Packages (Export):** (empty)
- Type of Packages (Export):** (empty)
- Subtotal:** 253.45

Below the main form is a 'SHIPMENT SUMMARY' table:

Part Number	Part Description	Revision	Total Qty	UM
772971	KZXSUV/ESCALADESAILGASKET-LH	AB	500.00	ea

At the bottom right, the 'Finalize Shipment' button is highlighted with a red box and a red circle 5.

Task 9: Reviewing shipment documents

To review any of the associated shipping documents, click on the Shipping Documents frame. Double click inside the field of any field which has an underlined title.

Finalize Customer Shipment [S1276]

Finalize Customer Shipment

**Shipment ID: S10068

Ship To: MAGNEW_SHIP Date Created: 01/17/2017 **Freight Charges: CC

ZIP/Postal: 49337

Carrier: COURTBAY Full Truck: No Broker: N/A

Trailer Number: Tracking ID (Optional): Broker Charges: [empty]

Serial: Part Weight (lbs): 12.45 Mode of Transport: Road

SCAC Code: NONE Package Weight (lbs): 20.00 Containerized: No

Send ASN: Total Weight (lbs): 32.45 Place of Exit (Export): [empty]

Subtotal: 253.45 No. of Packages (Export): [empty]

Type of Packages (Export): [empty]

Alternate Address: [empty]

Inv Comments: [empty] Invoice BOL No.: [empty]

BOL Comments: [empty]

PS Comments: [empty]

CI Comments: [empty]

SHIPMENT SUMMARY				
Part Number	Part Description	Revision	Total Qty	UM
772971	K2XXSUV/ESCALADESAILGASKET-LH	AB	500.00	ea

Print All Label Preview Finalize Shipment

Shipping Documents

Shipper: S10068 Inv Filename: PREVIEW_S10068.pdf Customs Invoice Filename: PREVIEW_S10068_ICP.pdf

ASN Sent: No Email Status: [empty] Export Declaration: [empty]

Ship Summary: shipStructure.pdf Email Invoice to Customer: [empty] Create Export Declaration

Cert. Compl: [empty] PS Filename: PREVIEW_S10068_PS.pdf Email PS PS Status: [empty]

Print All BOL Filename: PREVIEW_S10068_BOL.pdf Email BOL BOL Status: [empty]

Carrier

**Carrier ID: [empty] Carrier Code: Yes

Carrier Name: [empty] SCAC Code: [empty]

F1 for Help Browse Edit Add Delete OK Cancel Print Exit