

Enter Manual Orders On A Mnfest

PROGRAM NAME: SAENTMAN

MENU OPTION TITLE: Enter Manual Orders On A Mnfest

MAIN MODULE: MANIFEST PROCESSING

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program is used to ship items (not necessarily from orders within your inventory system) through your UPS approved manifest system. This program will let you charge for the item(s), enter a discount and a deposit, and charge for postage. Also, you can charge sales tax on this order. The rest of this program works just like the actual UPS manifest system.

NOTE: You must run this program from the shipping computer(s) and its local printers.

PROGRAM OPERATION

Please enter computer # (1 or 2): This prompt asks which computer you are going to use. Each computer is referred to as either number <1> or <2>. Enter <1> if you are the first person to use the system for shipping. If your system uses two computers and someone is using the first computer, you must always answer <2> and press <ENTER>. The reason for this is that the system is designed to automatically load the next valid C.O.D. tag number based on the spool of tags attached to either PC1 or PC2's printer. This keeps the numbering system separate for each printer and PC. The first person to get into the manifest processing will always be computer (#1) regardless of which computer they are using. If someone else needs to use a manifest computer and they are the second person to use the manifest system at the same time, they must log in as the 2nd computer.

CALL TAG: <N> is automatically loaded. If you have a call tag, type <Y> and then <Enter>.

CALL TAG #: You will only need to fill in this field if you answered <Y> in the previous field.

ORDER #: You can assign a new order number as determined from the system setup file, just like when processing a valid order on the system. That new number will be displayed into this screen automatically. You will return by this field to automatically assign the new number. It will display after the customer information is entered.

CUSTID: If you are shipping to a customer that has already been entered into the customer data please enter their {CUST ID} in this field.

NAME: Enter the name of the party you are sending this package to, in this field. This field will be filled in for you if you entered in a valid {CUSTID}.

ADDRESS:

CITY:

STATE:

ZIP: Enter the shipping address where the package is to be shipped. This field will be filled in if you entered in a valid {CUSTID}.

COMPANY#: < > Enter the company number you are processing the order for. After the first order has been entered the company number last used will fill in automatically. Be sure to enter the correct company.

MANIFEST #: The first time you use the manifest system, the number is automatically loaded from the menu option "Sales System MultiCo Setup"/<SACOMPAN>, entered in from the UPS manifest book in affect. When you have accumulated enough orders to ship and close that days manifest, the next time you fire up the manifest system it loads the last manifest number used, in this field. If you try to use that same number, you will see a message at the bottom of the screen **Manifest found in history, use new number**. You **MUST** change the manifest number, at this point, to the next consecutive number. Enter the next manifest number to be used and press <ENTER>. You will be prompted at the bottom of the screen **Do you really want to change manifest #? (Y/N) N**. Press <ENTER> for no or press **Y** and <ENTER> to confirm. You can escape from the manifest program and when you restart the program, that current number automatically comes into the field until it has been sent to history.

AOD: Type an <X> if you need Acknowledgement Of Delivery or leave blank.

Do you want to input a foreign zone? (Needs description)

(What comes after this?)