

How to Add a Ship Via Entity

1. On the user's menu panel, go to Common Info then click **Ship Via**
2. On Ship Via search screen, click **New** button
3. Enter details on **Create New Entity** screen then click **Find Duplicates**
4. On Duplicate Entities screen, click the **Add** toolbar button
5. The default entity types of Ship Via are Ship Via and Vendor. Enter the necessary details on the screen. Note that **Name, Contact Name, Location Name, Location Name**, are required fields.

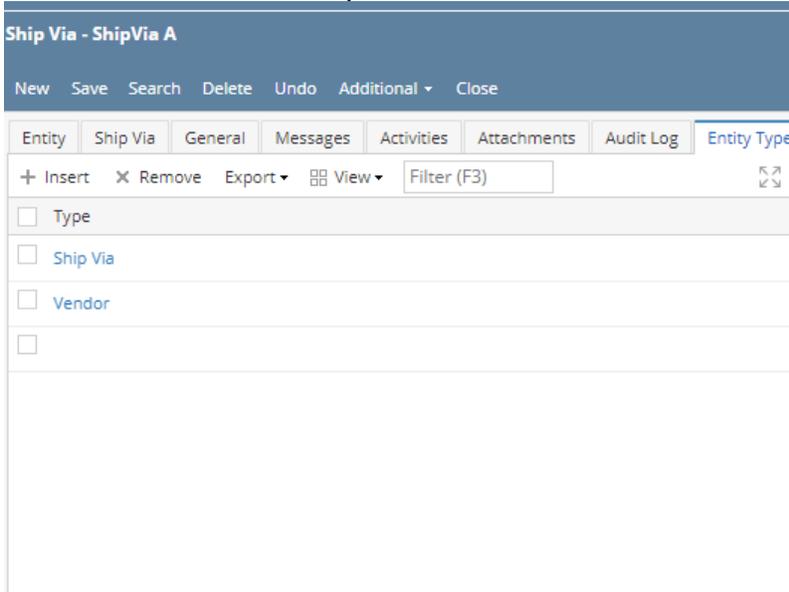
The screenshot shows the 'Ship Via - ShipVia A' form in the 'General' tab. The form includes fields for Name (ShipVia A), Contact Name (Ship Con), Location Name (Ship Loc), Address (Fort Wayne Avenue), City (Indianapolis), State (IN), Country (United States), and Time Zone ((UTC-04:00) Eastern Daylight Time). There is also a section for Line of Business and an Internal Notes field. The status bar at the bottom indicates '2.8s Edited' and '1 of 1'.

6. Click the **Ship Via** tab and enter the necessary details. Note that **Ship Via, Ship Service, and Freight Billed By** are required fields.

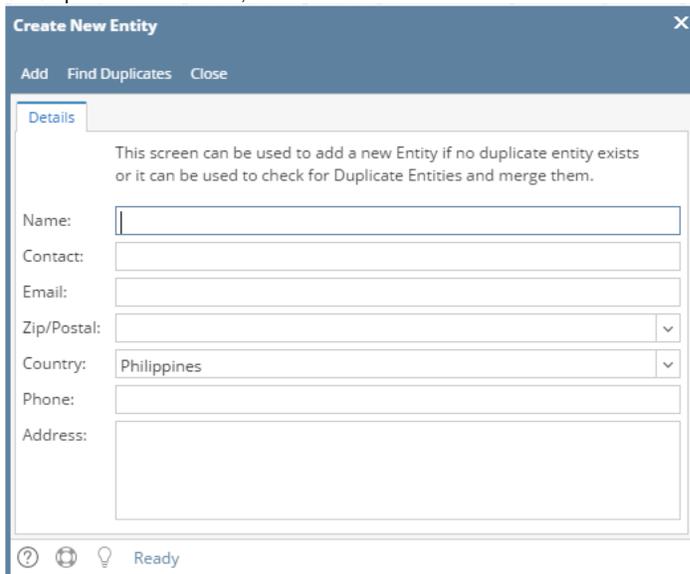
The screenshot shows the 'Ship Via - ShipVia A' form in the 'Ship Via' tab. The form includes fields for Ship Via (ShipVia A), Ship Service (DHL Express 1030), Federal ID (FED01), Transporter License (TL01), Motor Carried IFTA (MCI), Transportation Mode (Summary Information), Freight Billed By (Others), and Company Owned Carrier (checked). The status bar at the bottom indicates '2.8s Edited' and '1 of 1'.

7. Before saving the setup, all required fields should be filled in.

8. Click **Save** toolbar button. Vendor Entity will also be created



1. On the user's menu panel, go to Common Info then click **Ship Via**
2. On Ship Via search screen, click **New** button



3. Enter details on **Name, Contact, Email, Phone, Address, Zip/Postal**

 To go to Entity screen without checking for duplicates click Add button or Close button on Create New Entity screen

4. Click **Add** toolbar button

- The default entity types of Ship Via entity is Ship Via and Vendor. Enter the necessary details on the screen. Note that **Name, Contact Name, Location Name, Timezone, Terms** are required fields.

The screenshot shows the 'Entity - 158-Ent' form with the 'General' tab selected. The 'Entity Type' section on the right side of the form has two options: 'Ship Via' and 'Vendor'. Both are selected, and this section is highlighted with a red rectangular box. Other fields include Name (158-Ent), Contact Name (158-Ent), Location Name (158-Ent Location), and various address and contact information fields.

- Click the **Ship Via** tab and enter the necessary details. Note that **Ship Via** and **Ship Service** are required fields.

The screenshot shows the 'Entity - 158-Ent' form with the 'Ship Via' tab selected. The 'Detail' section contains the following fields: Ship Via (158-Ent), Ship Service (DHL Express 1030), Federal ID (001), Transporter License (001), Motor Carried IFTA (Test), Transportation Mode (Truck), and Freight Billed By (Vendor).

- Before saving the setup, all required fields should be filled in.
- Click **Save** toolbar button.

- On the user's menu panel, go to Common Info then click **Ship Via**
- On Ship Via search screen, click **New** button

The screenshot shows the 'Create New Entity' dialog box with the 'Details' tab selected. It contains a message: 'This screen can be used to add a new Entity if no duplicate entity exists or it can be used to check for Duplicate Entities and merge them.' Below the message are input fields for Name, Contact, Email, Phone, Address, and Zip/Postal. The dialog also has 'Add', 'Find Duplicates', and 'Close' buttons at the top and a 'Ready' status at the bottom.

- Enter details on **Name, Contact, Email, Phone, Address, Zip/Postal**



To go to Entity screen without checking for duplicates click Add button or Close button on Create New Entity screen

4. Click **Add** toolbar button
5. The default entity types of Ship Via entity is Ship Via and Vendor. Enter the necessary details on the screen. Note that **Name, Contact Name, Location Name, Timezone, Terms** are required fields.

The screenshot shows the 'Entity - 113-Ent' form. The 'Entity' tab is active. The form contains the following fields and sections:

- Name:** 113-Ent
- Contact Name:** 113-Ent
- Location Name:** 113-Ent Location
- Address:** 113-Ent address
- Zip/Postal:** 46772
- City:** MONROE
- State/Province:** IN
- Country:** United States
- Timezone:** (UTC-11:00) Coordinated Universal Time-11
- Entity Type:** A list with 'Vendor' and 'Ship Via' options. 'Ship Via' is highlighted with a red box.

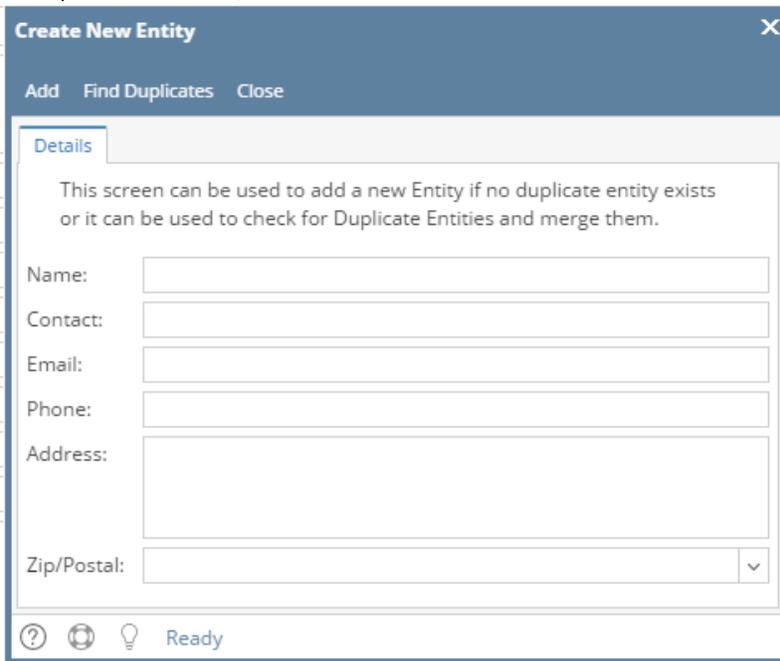
6. Click the **Ship Via** tab and enter the necessary details. Note that **Ship Via** and **Ship Service** are required fields.

The screenshot shows the 'Entity - 113-Ent' form with the 'Ship Via' tab selected. The form contains the following fields:

- Ship Via:** 113-Ent Ship
- Ship Service:** DHL Express 1030
- Federal ID:** 0100
- Transporter License:** 1001
- Motor Carried IFTA:** Test
- Transportation Mode:** Truck
- Freight Billed By:** Vendor

7. Before saving the setup, all required fields should be filled in.
8. Click **Save** toolbar button.
1. On the user's menu panel, go to Common Info then click **Ship Via**

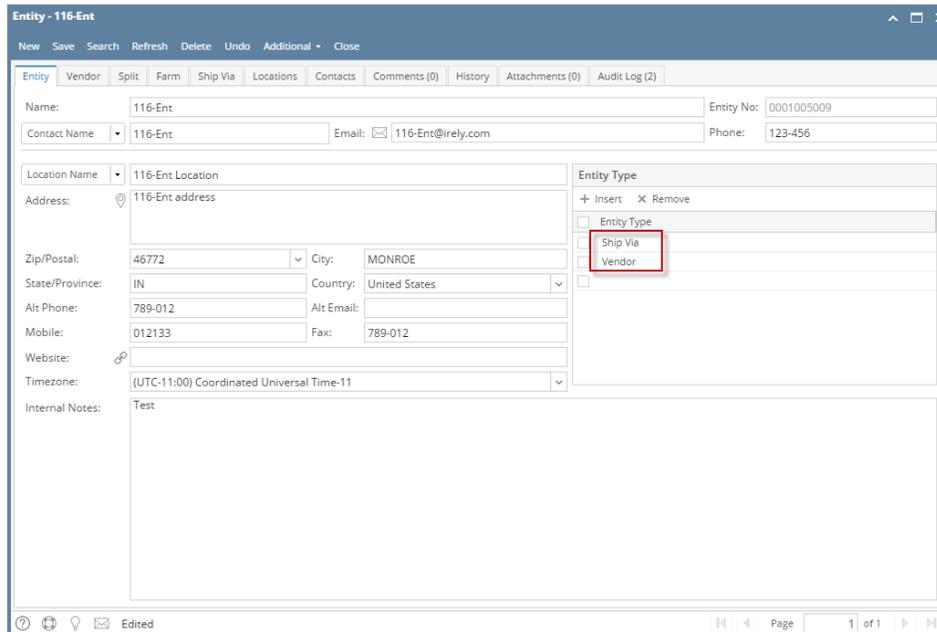
2. On Ship Via search screen, click **New** button



3. Enter details on **Name, Contact, Email, Phone, Address, Zip/Postal**

 To go to Entity screen without checking for duplicates click Add button or Close button on Create New Entity screen

4. Click **Add** toolbar button
5. The default entity types of Ship Via entity is Ship Via and Vendor. Enter the necessary details on the screen. Note that **Name, Contact Name, Location Name, and Terms** are required fields.



6. Click the **Ship Via** tab and enter the necessary details. Note that **Ship Via** and **Ship Service** are required fields.

The screenshot shows a software window titled "Entity - 116-Ent". At the top, there is a menu bar with options: New, Save, Search, Refresh, Delete, Undo, Additional, and Close. Below the menu bar is a tabbed interface with tabs for Entity, Vendor, Split, Farm, Ship Via (which is selected), Locations, Contacts, Comments (0), History, Attachments (0), and Audit Log (2). Under the "Ship Via" tab, there are two sub-tabs: "Detail" and "Tariff". The "Detail" sub-tab is active, displaying a form with the following fields:

| | |
|----------------------|------------------|
| Ship Via: | 116-Ent Ship |
| Ship Service: | DHL Express 1030 |
| Federal ID: | 001 |
| Transporter License: | Test |
| Motor Carried IFTA: | Test |
| Transportation Mode: | Barge |
| Freight Billed By: | Internal |

7. Before saving the setup, all required fields should be filled in.
8. Click **Save** toolbar button.