

# How to Create Outbound Shipment (Picked Lots)?

1. Open Load/Shipment Schedule Screen in new mode.

## Header Entry:

2. Select Shipment Type as Shipment, Transaction Type as Outbound, Source Type as Picked Lots and Transport Mode as Truck.
3. Select Weight Unit.
4. Click on Add Order button.
5. Select corresponding Picked Lot reference.

The screenshot shows the 'Load / Shipment Schedule' window. The 'Add Orders' dialog is open, displaying a table of 21 records. The 'Add Orders' button is highlighted with a red box. The table columns are: PickLot #, Pick Date, Commodity, Location Name, Customer, Sub Location Name, S Contract #, S Contract Seq, and Lot #. The records list various coffee lots from different locations and customers.

## Order tab entry:

6. Orders Tab will be populated with corresponding Sales Contract in Orders section and corresponding Lots in Lots section.

The screenshot shows the 'Load / Shipment Schedule' window with the 'Orders' tab selected. The 'Orders' section displays a table with columns: Customer, Customer Location, Sales Contract, Contract Seq, Customer Ref, Company Loc, Sub Loc, Bundle, Item, Quantity, UOM, Gross, and Tare. The 'Lots' section displays a table with columns: Lot Number, Warehouse Ref #, Quantity, UOM, Gross, Tare, Net, and Weight UOM. The data is populated with information from the selected lot.

## Warehouse Tab:

7. Corresponding warehouse will be pre-populated at the time of selecting Picked Lot reference.
8. Select Service Contract No (will be populated from warehouse rate matrix)

The screenshot shows the 'Load / Shipment Schedule' window with the 'Warehouse' tab selected. The 'Warehouse' section displays a table with columns: Category, Instruction, Print, Rate, Per Unit, Qty, Estimated Amt, and Actual Amt. The 'Containers' section displays a table with columns: Service Contract, Container No, and Service Contract#. The data is populated with information from the selected lot and warehouse.

9. Select Warehouse Instructions by clicking on Add button in warehouse instruction section

The screenshot shows the 'Load / Shipment Schedule' window with the 'Warehouse Services' dialog box open. The 'Add' button in the 'Warehouse Instructions' section is highlighted. The dialog box displays a list of warehouse services with columns for Category, Activity, Unit Rate, and Unit Measure. The 'Add' button is located at the bottom left of the dialog box.

10. It will add selected warehouse instruction.

The screenshot shows the 'Load / Shipment Schedule' window with the 'Warehouse Instructions' section. The 'Add' button is highlighted. The 'Warehouse Instructions' table is visible, showing columns for Category, Instruction, Print, Rate, Per Unit, Qty, Estimated Amt, Actual Amt, Difference, Bill Customer, Bill Amount, and Cost Type. The 'Add' button is located at the bottom left of the 'Warehouse Instructions' section.

Posting:

11. After saving, click on Post button.

12. It will create Outbound-Transit Inventory ready to Invoice and the status will change to Delivered.

The screenshot shows the 'Load / Shipment Schedule - LS-1956' window. The 'Post' button is highlighted. The 'Status' field is set to 'Delivered'. The 'Warehouse Instructions' section is visible, showing columns for Category, Instruction, Print, Rate, Per Unit, Qty, Estimated Amt, Actual Amt, Difference, Bill Customer, Bill Amount, and Cost Type. The 'Post' button is located at the bottom right of the window.