

Shipping

The shipping module will record items shipped to the jobsite or to an outside process. The ship status of a shipping assembly can be seen at the Home | View Ship Pc(s) menu selection or printed using the menu selection Home | Reports | Ship Piece Status.

A printed shipping ticket with piece descriptions and weights to be sent with the shipping load can be printed.

The company name and address listed on the printed shipping tickets will be the data entered at the "Company Name" tab using the Maintenance | Miscellaneous menu selection.

For job site shipping tickets, the Sold To and Ship To information will come from the Sold/Ship To tab at the Home | Edit | Job Title menu selection.

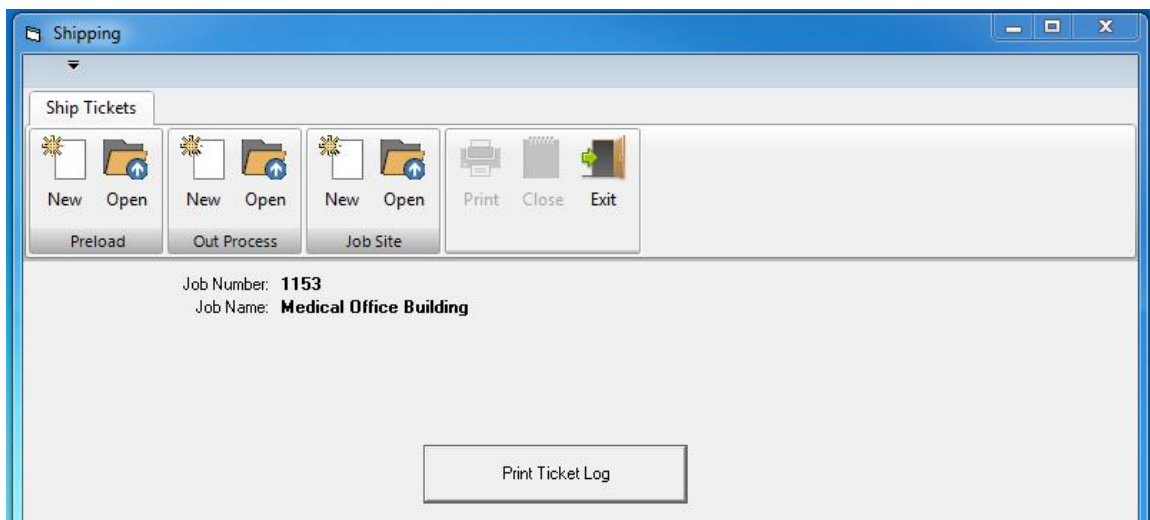
For Outside Process tickets, the Processor and Forward Address information will come from the Outside Processes tab at the Home | Edit | Job Title menu selection.

Two types of shipping documents can be generated to produce the shipping ticket. Additionally a preload list can be generated to pre-stage your shipments and can also be used to generate shop cutting lists.

Items can be added to a load manually or selected from a list of shipping assemblies that have not been placed on a previous load.

All lists or shipping tickets are similar in creation and data entry. Ticket numbers are numeric only and can be up to 10 digits in length.

The "Print Ticket Log" button can be used to print a list of all Out Process, Preload, and/or Job Site shipping tickets.



Preload List

The preload list can be used to pre-stage your shipping loads or to create a shop cutting list.

If jobsite space is limited where the job must be erected as it is unloaded from the trailer, you can enter the items onto the loading list in the order that they will be erected. You could then print the load list in reverse order so the loading crew can load in the printed order so the load can be unloaded in erection order. If the input order must be maintained on the printed preload list, you must manually enter the items rather than using the pick list.

The preload list can also be used to create a shop cutting batch that include only the items from the preload list. If you need to put specific items into the shop without regard to which drawing or shipping sequence the pieces are on, you can create one or more preload lists then created the shop cutting batch to only include items on the selected preload list(s). Note, the preload list must be posted without errors before it can be used to create a shop cutting batch.

A preload list can be converted to a jobsite shipping load or can be deleted. It is not necessary to create a preload list in order to create a shipping ticket.

Shipping

Ship Tickets

New

Open

Preload

New

Open

Out Process

New

Open

Job Site

Print

Close

Exit

Job Number: 1153

Job Name: Medical Office Building

Preload Number: 2

Load Weight: 43862

1) Title

2) Load List

3) Note

Scheduled Ship Date: 01/03/20

Ship Via: Our Truck

Remark: Load #2

	ENTRIES	WEIGHT
POSTED:	0	-1
UNPOSTED:	25	43863
	=====	=====
TOTAL:	25	43862

Delete Ticket

Convert to Ship Ticket

Print

Okay

Post List

Close

Job Site Tickets

As the name implies, these are for shipments going to the job site. They can be created from a preload list or can be created independent of a loading list. Job Site Tickets are created as a load. After a load is built, you convert it to a shipped state using the “Ship” button on the Title tab of an open shipping ticket. Typically, you would not set the ticket status to shipped until it has actually shipped. A load could sit on the yard for a few days before it is actually shipped.

The status of an item will list quantities preloaded, loaded and shipped. When you check the status of an item, you can see the exact quantities loaded and the quantities shipped. The total quantity of preloaded, loaded and shipped cannot exceed the quantity of the shipping assembly.

Outside Process Tickets

These tickets are similar to the Job Site Tickets in that they are initially entered as a load list before being converted to a shipping ticket. Preload lists cannot be converted to an Outside Process ticket. You can, however, copy an outside process ticket to a shipping ticket. This would be the case if the materials do not need to come back to the shop after processing by an outside vendor. Quantities of a shipping assembly can be listed on an outside process ticket as well as a Job Site ticket.

Shipping List Data Entry

You have two options to add shipping assemblies to a ticket:

Manual data entry

The first is to manually enter the quantity, ship mark and sequence (if required). Use the Enter key or the Right Arrow to complete each entry. Some error will be caught on entry. Trying to ship more pieces than available to ship will not be caught until you post the list.

1) Title		2) Load List	3) Note
QTY	MARK		WEIGHT EACH
1	22B4		1275
3	24B4		756
0	27B2		ERROR-Invalid Quantity
7	27T0		ERROR-Ship Mark Not Found
4	24B6		794
2	25B1		794
1	25B4		1611

Pick List data entry

The second option is to select the items to add to a ticket using the pick list. Click the “Use Pick List” button on the Load List tab. You will be prompted to select the drawings (and sequences if required) to pick from. You will then be presented with a list of all shipping assemblies that are not on another preload list, or shipping ticket plus the shipping assemblies on the current ticket. The first column lists the quantities on the current load. You can enter a quantity in that column, click on the “+” in the second column to add to the load or click on the “-” in the third column to take one quantity off the load. If the load has been posted, all items will be unposted.

Shipping Pick List

Job Number: **1153**
 Job Name: **Medical Office Building**

Job Site Ship Ticket 9068 Load Weight: **43746**

Load	<-- -->	Avail	Mark	Description	Length	Wt. Each
	<-- -->	144	1B1	1 1/4 x 2 1/2 Anc Bolt		1
	<-- -->	52	1B2	1 x 13 Anc Bolt		0
	<-- -->	8	1B3	1 1/4 x 18 Anc Bolt		0
	<-- -->	12	1B4	1 x 24 Anc Bolt		0
	<-- -->	8	1B5	1 x 17 Anc Bolt		0
1	<-- -->	0	2C1			2327
1	<-- -->	0	2C2			2327
1	<-- -->	0	4C2			2315
1	<-- -->	0	5C1			2323
2	<-- -->	0	5C2			2340
1	<-- -->	0	9C1			2327
1	<-- -->	0	9C2			2336
1	<-- -->	0	19B5			1612
1	<-- -->	0	21B1			1743
1	<-- -->	0	21B2			1612
1	<-- -->	0	21B5			1606
1	<-- -->	0	22B1			1276
1	<-- -->	0	22B2			1688
1	<-- -->	0	22B3			1694

Okay Cancel

Click "Okay" to save all changes or "Cancel" to discard any changes made in the current session.

Posting

A load is not complete until all items on the list have been posted. Posting updates the status of the shipping assembly. You can post or unpost an individual item or an entire list. If you unpost an item, it will remove it from the shipping assembly status. You cannot delete an item from the list if it is posted – you must first unpost the item. You cannot print a completed shipping ticket unit it has been posted complete.

Printing

You have several several options when printing a load list/ship ticket.

Sorted Shipping Ticket – This is the report that can be sent with the shipment. It includes addresses, weights, etc. The report is only available for a Job Site or Out Process ship tickets.

Load List (input order) – This document can be used to load the truck. The item list is printed in the same order that it was input. This might be helpful if the shipment must be loaded so it can be erected directly off the truck.

Load List (reverse order) – Same as the previous but the list is printed in reverse input order.

Check Printout – Used for data input checking purposed only. Does not include weights or descriptions.

The “Sorted Shipping Ticket” is only available for a Job Site or Out Process ticket that has a status of shipped. It is a document that can be sent with the delivery.

You also have options as to what to include on the printouts such as; weights, line spacing, bold font and which data fields to include.

Print Job Site Shipping Ticket

Job Number: 1153
Job Name: Medical Office Building
Shipping Ticket Number: 9046

Report Type:

- ☒ Sorted Shipping Ticket
- ☐ Load List (input order)
- ☐ Load List (reverse order)
- ☐ Load List (sorted order)
- ☐ Check printout
- ☐ Pay Item Summary

☒ Print Weights

☐ Double Space

☐ Use Bold Printer Font

☐ Print REMARK Field

☐ Print PO REF Field

Printer Setup

pdfFactory
Orientation: Portrait

Copies: 1

Cancel

OK (Print)

