

Entering Shipments from the Shipping Log

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Warning: This will create a shipment record with *no link to existing orders or purchase orders*. To create a record that is linked to the order, create the shipment from Order module Shipping tab.

1. Navigate to **Order Management > Shipping Log**.
2. In the menu bar, click **New > Outgoing**.
3. Enter the shipment details.

The screenshot shows the 'Shipping Log' application window. At the top, it displays 'Shipment: 50008' for 'Highbridge Academy' dated '12/21/2017' with a status of 'PENDING'. Below this is the 'Outgoing Shipment' tab. The form is divided into several sections: 'Shipped To' (Company: Highbridge Academy, Contact: Stephanie Medina, Value: 0.00), 'Shipment Info' (Courier Service: FedEx 3 Day Freight, Account #: 123456789, Cost: 15.00, Package Type: FedEx Box, Dimensions: 6x8x10, Weight: 0, Tracking #: 123456, Delivery Date: 12/21/17), and 'Description' (Outgoing shipment for replacement texts). A 'Packing List' table is visible below, with one entry: Line 1, Item Code TB-FRNCH3, Description J'Apprends: I Learn French 3rd, Order 50026, Exp Qty 10, Quantity 10, Weight 0. The bottom of the window shows a status bar with 'Assigned By: Caitlin Nascher', 'Assigned To: Kristie Hernandez', and 'Tracking Status: Ready to Pick'. A 'Save' button is located in the bottom right corner.

4. Click **Save**.

Note: To mark a pending shipment as shipped, use the menu bar **Actions > Mark Shipment as Shipped**.