BellHawk Ship Order User Manual

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Introduction

This manual describes how to use the features that are available in the Ship Order (SO) module of the BellHawk software.

The base BellHawk inventory tracking system allows system users to record the shipment of materials to customers. Essentially this is a material withdrawal with the selection of the customer and the entry of a tracking number, such as a PO number, as a text field.

The SO module expands upon these capabilities to enable:

1. The entry of customer names, as well as multiple bill-to and ship-to addresses and tracking of customer contacts.
2. The entry of customer ship orders for inventoried items plus non-inventoried items, such as shipping charges, and the sending of order acknowledgements.
3. Conversion between customer part numbers and host-company part numbers, including conversions of quantities.
4. The generation of make-to-order jobs from Ship Order lines.
5. With the Unified Picking module:
    a. The generation of barcoded picking sheets from the customer orders.
    b. The recording of materials picked and packed against these pick orders, including the generation of packing lists.
    c. The recording of materials shipped against these pick orders.
6. Editing and approval of each shipped order before export to an ERP or accounting system or the generation of ASN (Advanced Shipment Notice) or EDI data to be sent to customers. This includes the ability to edit the cost and quantity of non-inventoried items, such as shipping charges.

In addition this module gives the ability to track the status of customer orders and to edit the shipment records before they are exported to an ERP or accounting system.

Customer and order information can be:

1. Entered through the setup screens in BellHawk
2. Imported through Excel Spread sheets
3. Imported into BellHawk using the MilramX toolset.

The status of customer orders and shipments can be:

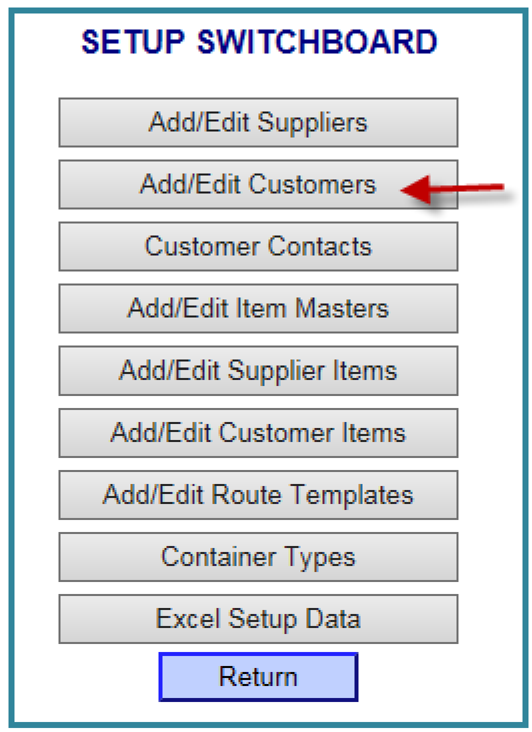
1. Viewed as on-screen reports that can be printed
2. Exported as Excel spreadsheets
3. Exported to an external ERP or accounting system using MilramX
4. Exported to an external reporting database using MilramX so users can generate their own reports.

Setting up Customers

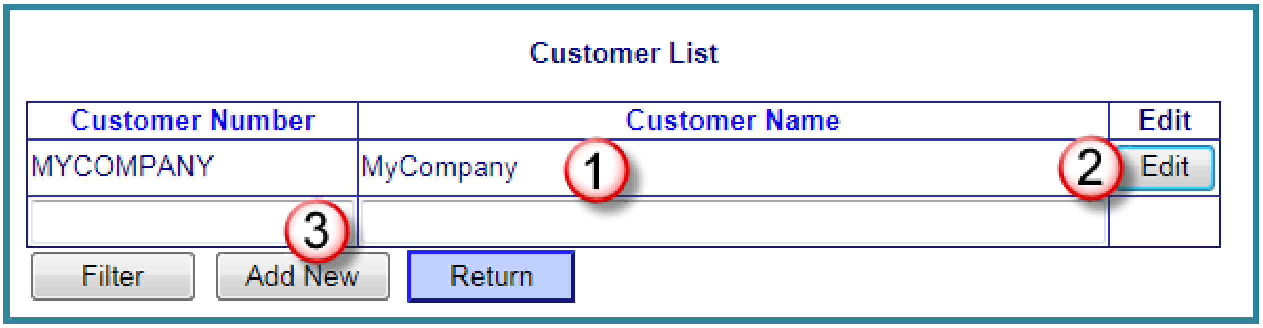
The ability to enter customers through the setup screens in BellHawk is part of the basic inventory tracking system but is repeated here for convenience.

For details about how to use the basic setup facilities of BellHawk, please see the BellHawk Setup User's Manual.

The process of setting up new customers starts by selecting the "Add/Edit Customers" button from the Setup Switchboard, which is reached from the main BellHawk switchboard.



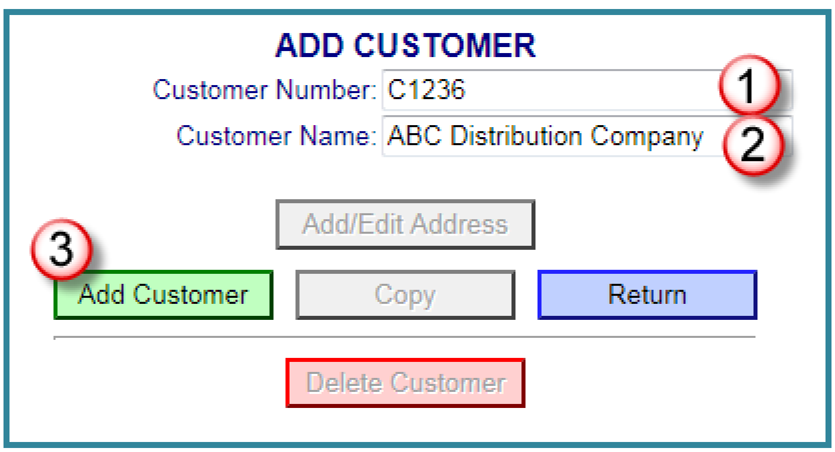
When you first open up the list of customers, you will see a single entry for your Company (1). Each customer has a "Customer Number" which is an alphanumeric string used to lookup the customer in the BellHawk database and a customer name, which is what appears on reports and the like.



The reason that your company appears in the customer list is that you may make things for your company and your company will probably own its own raw materials, but some materials may also be made for other customers and owned by other customers.

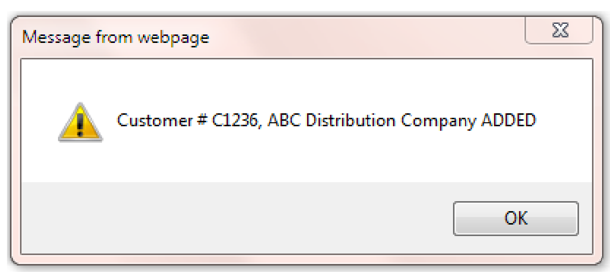
The actual name for your company may have already been changed by your systems administrator, through the systems administration screen, or it can be changed by selecting the edit button (2) from this screen.

To add a new customer, select the Add New button (3), which will bring up the following screen:



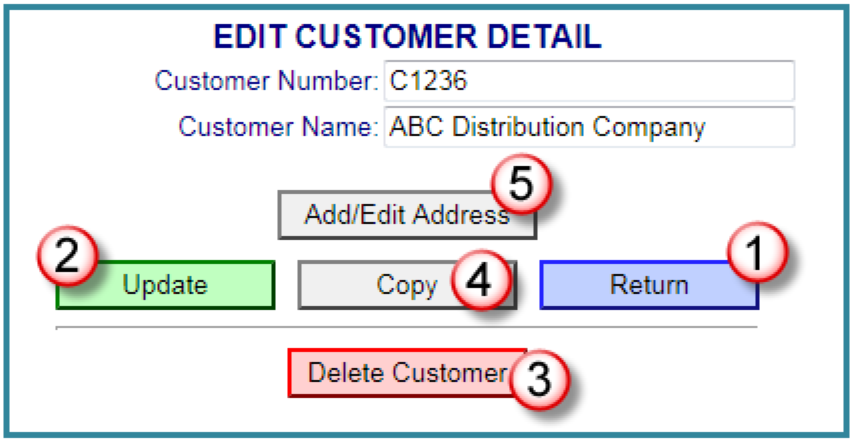
On this screen, enter a unique "Customer Number" (1) to identify the customer, which can only contain alphabetic and numeric characters and a Customer Name (2), which can contain any printing character in the extended ASCII Latin 1 character set, including punctuation characters but not any non-printing characters or any Unicode characters.

Then select the Add Customer Button (3) which will confirm that you have correctly entered the information, by showing a pop-up confirmation screen as shown at left (or it may show an error message, if you have made a mistake, such as reusing an existing Customer Number).



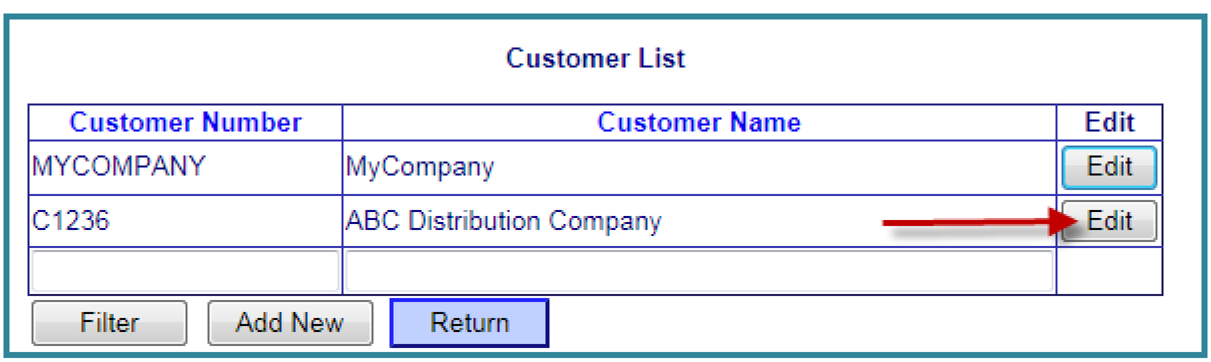
If you click OK, it will then bring you to the information you entered, in Edit mode:

From here you can edit the customer information, as follows:



1. Return (1) to the list of customers, where you should see the customer you just entered added to the list of customers.
2. Change the Customer Name and then select Update (2) to update the database record for this customer.
3. Delete the record for this customer (3) after conforming that you really wish to delete this record. Please note that this record in not physically deleted from the database but is simply marked deleted so as to maintain referential integrity whereby reports or other data can still refer to this record, even though it will no longer be visible in the list of customers.
4. Make a copy (4) of the existing record but with changing the Customer Number.
5. Add or Edit the Addresses for this customer.

This screen can be reached for any existing customer in the list of customers by selecting the Edit button for that customer:



Setting Up the My Company Address

The MYCOMPANY name and address is typically setup on the BellHawk system administrator screen. When entered there it is placed in two BellHawk database tables:

1. It becomes the name for the company in the list of customer names and the address becomes the primary company address in the list of addresses for my company.
2. It becomes the name of the primary DBA (Doing Business As) and the address becomes the primary address in the list of addresses for that DBA.

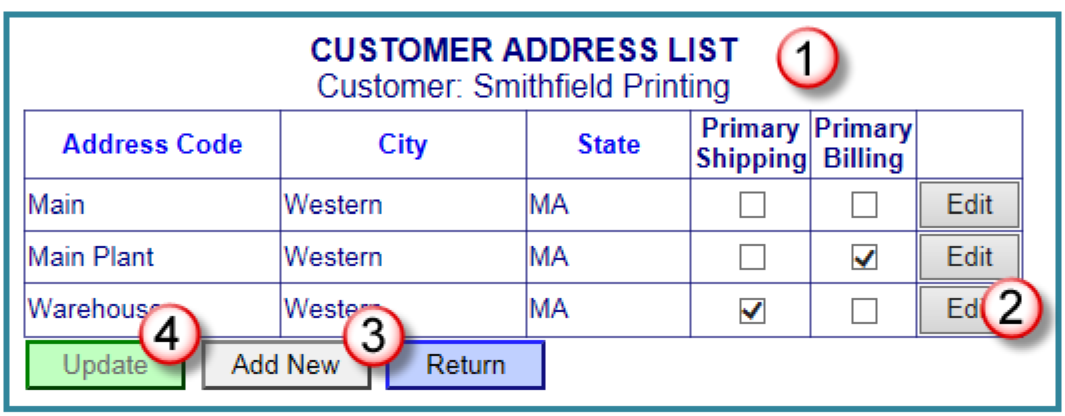
The DBA name and address is associated with customer orders and appears on packing slips that are created by BellHawk for orders.

If the third party logistics (3PL) option has been licensed, then multiple DBA name and addresses can be setup and orders can be picked, packed and shipped as if they came from a selected DBA company. By default, there is only one DBA and that is the one setup through the Edit Company Name screen shown here.

Setting up Customer Addresses in BellHawk

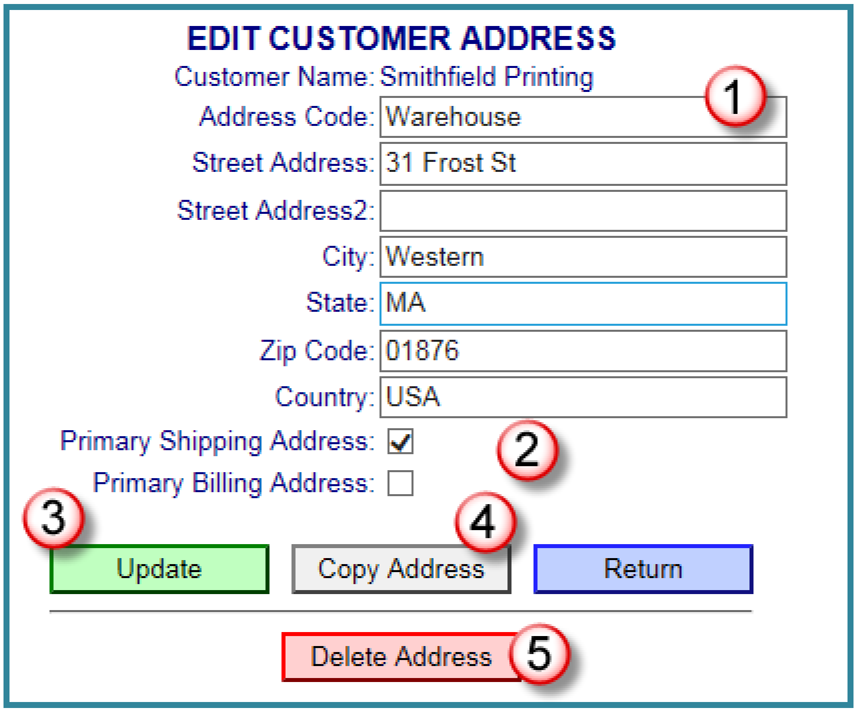
BellHawk does not require customer addresses to be setup in BellHawk. These addresses will, however, not appear on picking sheets and packing lists, if they are not setup and associated with each order.

Entering or editing customer addresses starts from the detail screen for a customer (see page 4). Selecting the [Add/Edit Addresses] button on this customer detail screen brings up a list of list of addresses for that customer, as shown here: screen, as shown here:



On this screen, you can see a list of the addresses for the selected customer, with their city and state, and whether they are the primary shipping or billing address. From this screen, you can edit (2) an existing address or add a new address (3). You can also change the primary billing and primary shipping addresses using the check boxes on this screen and then select the [Update] button (4).

If you add or edit a new address, you will see a screen like the one shown below:



The address code (1) is how BellHawk uniquely identifies the customer address within the customer. It must be a unique alphanumeric code for that customer and may contain spaces but no other punctuation

It is important to make this customer address code meaningful, especially where you have customers who have multiple addresses, as this address code will be included as part of the address on order acknowledgements, packing lists, bill-of-lading and typically as part of exports to ERP and accounting systems. Thus, in the above example the address will appear on forms as:

> Smithfield Printing
> Warehouse
> 31 Frost St
> Western, MA 01876
> USA

The primary shipping address (2) is the Ship-To address that is associated with the customer order by default, but other addresses may be associated with an order, at the time that the order is entered. So we might have a company with a Main address and a Warehouse. If we are shipping to the Warehouse then this needs to appear on the order as well as the packing slip, the shipping label, and the bill of lading in meaningful form.

Bill-To addresses are not strictly required as part of the operational setup for BellHawk, unless invoices are directly generated by BellHawk, but they are often required for MilramX to export shipment data to ERP and accounting systems, or to send EDI information, especially if the Ship Orders are entered directly into BellHawk.

After the address information has been entered, selecting the [Add] or [Update] button (3) will save the data in the BellHawk database.

If you attempt to add more than one primary shipping or billing address, then BellHawk will warn you when you save the new address. You can then change the primary shipping or billing address on the list of customer addresses by checking or un-checking the shipping and billing check boxes on the above screen and selecting the Update button.

Addresses can also be copied, using the [Copy Address] button (4) and given a new address code. This can be very useful where you want to setup different Ship-To and Bill-To addresses for the same overall facility.

Unused addresses can also be marked as deleted using the [Delete] button (5). Please note, however, that these are simply made invisible to maintain referential integrity in the database with shipments previously made to these addresses.

Please note that the Bill-To and Ship-To addresses are selected from those addresses setup as described here, when entering Ship Orders in BellHawk. At the time of order entry, the address information is copied directly into the Ship Order header. This information is then used on order acknowledgements, packing slips and the like.

This prevents subsequent changes to customer addresses from impacting information relating to prior shipped orders. It also enables E-Commerce system to send customer orders directly to BellHawk, complete with Bill-To and Ship-To addresses without the need to set these up ahead of time in BellHawk.

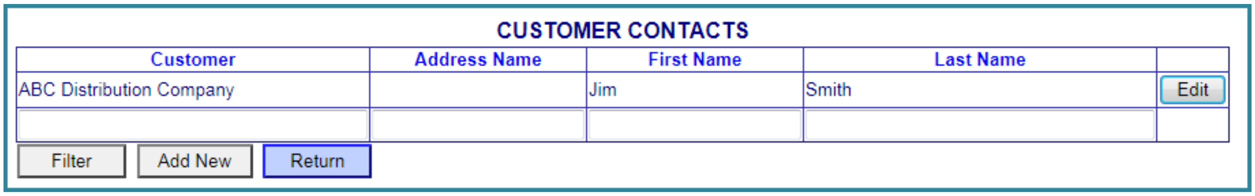
Exchanging Customer Information with an ERP or Accounting System

Unless BellHawk is being run as a stand-alone system, Customer information is typically entered into an ERP or accounting system and then automatically transferred to BellHawk using the MilramX framework. This is because accounting and ERP systems typically carry a large amount of financial information about customers, such as credit limits, which has to be setup before orders can be taken for those customers.

Many accounting systems only support a single address for a customer. As a result multiple customer Ship-To addresses are often directly entered into BellHawk.

Setting up Customer Contacts

BellHawk can maintain a list of Customer Contacts. This is reached through the Customer Contact button on the Setup switchboard and shows a list of customer contacts:



The filter boxes can be used to find contacts for a specific company as described in the "BellHawk Introductory User's Manual". New contacts can be added using the Add New button, which brings up the screen shown here:

On this screen, the user selects the customer and the address name with which the contact is associated (1) then the address is automatically filled in (although it can be over-ridden).

Once the contact is saved (2), then this contact can be looked up, as needed.

This contact information may be imported from a CRM system using MilramX.

Also this contact information may be used as part of custom mechanisms to automatically Email order acknowledgements as well as shipment notifications.

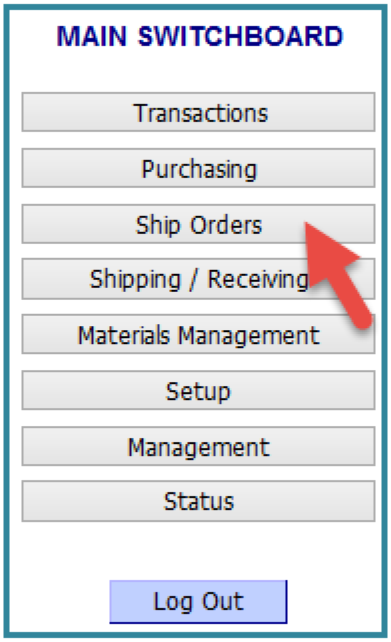
Please note that entry of customer contacts is not required for the operation of the SO module unless some custom feature or export depends on it.

Ship Order Entry

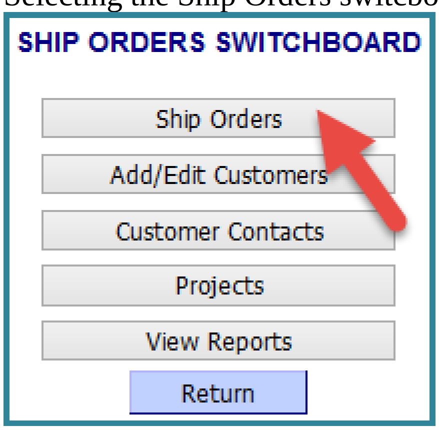
Ship Orders

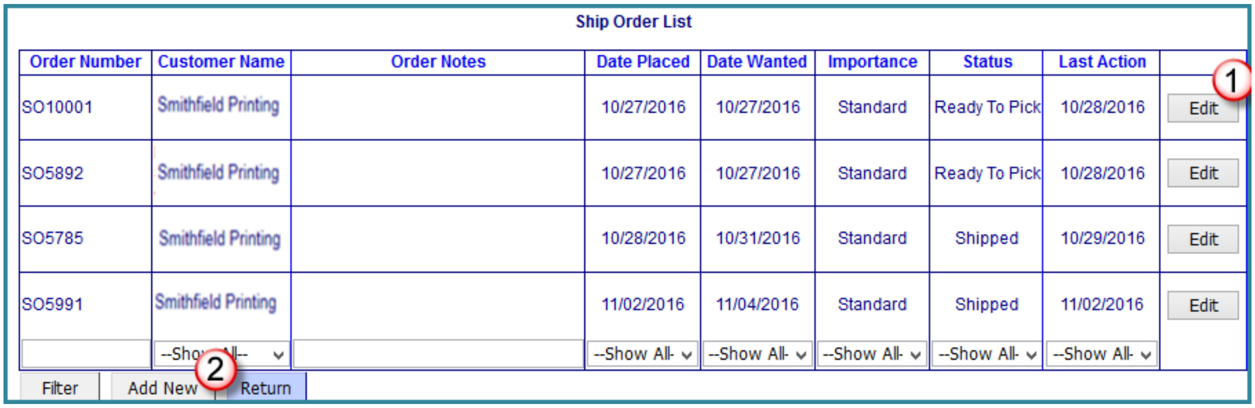
Ship Orders are entered, reviewed and edited through the Ship Order button on the Main Switchboard.

This leads to the customer order switchboard shown below:



Selecting the Ship Orders switcboard brings up a list of customer Ship Orders as shown below:





Ship Order List

Order Number	Customer Name	Order Notes	Date Placed	Date Wanted	Importance	Status	Last Action	
SO10001	Smithfield Printing		10/27/2016	10/27/2016	Standard	Ready To Pick	10/28/2016	Edit
SO5892	Smithfield Printing		10/27/2016	10/27/2016	Standard	Ready To Pick	10/28/2016	Edit
SO5785	Smithfield Printing		10/28/2016	10/31/2016	Standard	Shipped	10/29/2016	Edit
SO5991	Smithfield Printing		11/02/2016	11/04/2016	Standard	Shipped	11/02/2016	Edit
	--Show All--		--Show All-	--Show All-	--Show All-	--Show All-	--Show All-	

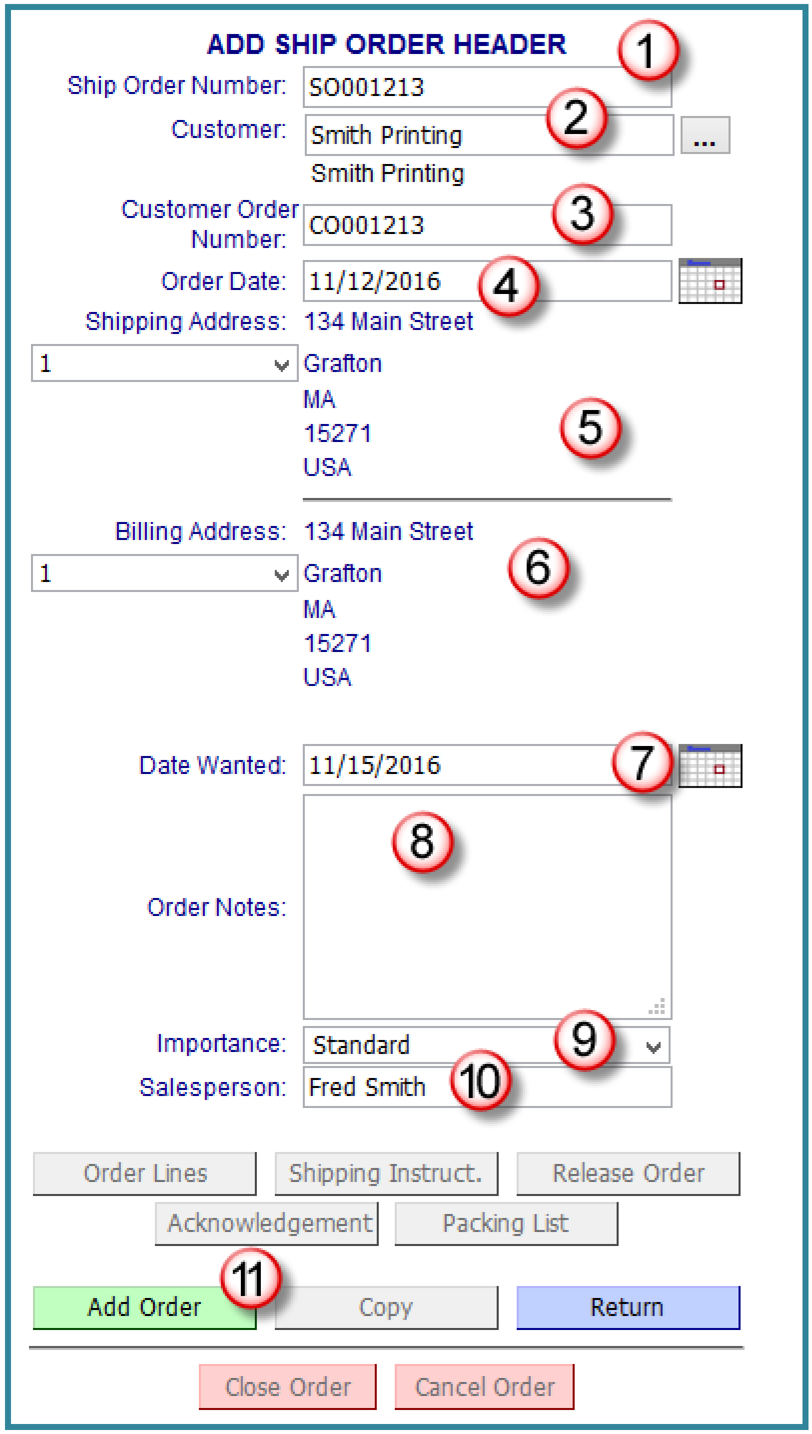
Filter | Add New | Return

This list can be filtered to show just the needed orders, and then orders can be viewed in detail and edited (1) or new orders can be added (2).

Ship Order Status

Not Released- Itially created by a sales staff user
Released- Ship Order released by a staff user
Ready to Pick- Once order lines are created by a staff user
Being Picked- Items are in the process of being picked
Pick- Items have been picked and are ready to be shipped
Loading- Items are being loaded onto the truck (Shipping Dock Option)
Shipped- Items been pick shipped. This status only appears if the items were pick shipped not just shipped.
Cancelled- Cancelled the Ship Order
Closed- Closed the Ship Order

When the "Add New" customer order button is selected, the screen below appears:



In this screen:

1. You can enter a unique order number (1) or have BellHawk generate one for you. If a unique number is auto-generated, you can over-ride this. Please note, however, that once you have saved the order then this number cannot be changed.

2. You can select the company name (2). This can either be from the drop-down list or using the ellipses to select from a list of customers, with filters.

3. You can enter to Customer's purchase order number and date – which is different from the host company's internal Ship Order number (1) and the date on which the Ship Order was entered into BellHawk. These are not required for the operation of BellHawk but appear on Packing Slips and Order Acknowledgements and may be critical to upstream communications with Customer systems, such as by EDI.

4. You can select the date at which it was ordered by the customer based on the Customer Order Number. (4)

5. Once the company is selected, then the default Ship-To and Bill-To addresses appear. The selected entries can be changed using the drop-down list selectors (based on Address Codes setup for each address) in (5) and (6) respectively.

6. The Date Wanted (7) is then selected, typically using the calendar control at right. It is used as the default date wanted for Ship Order line items

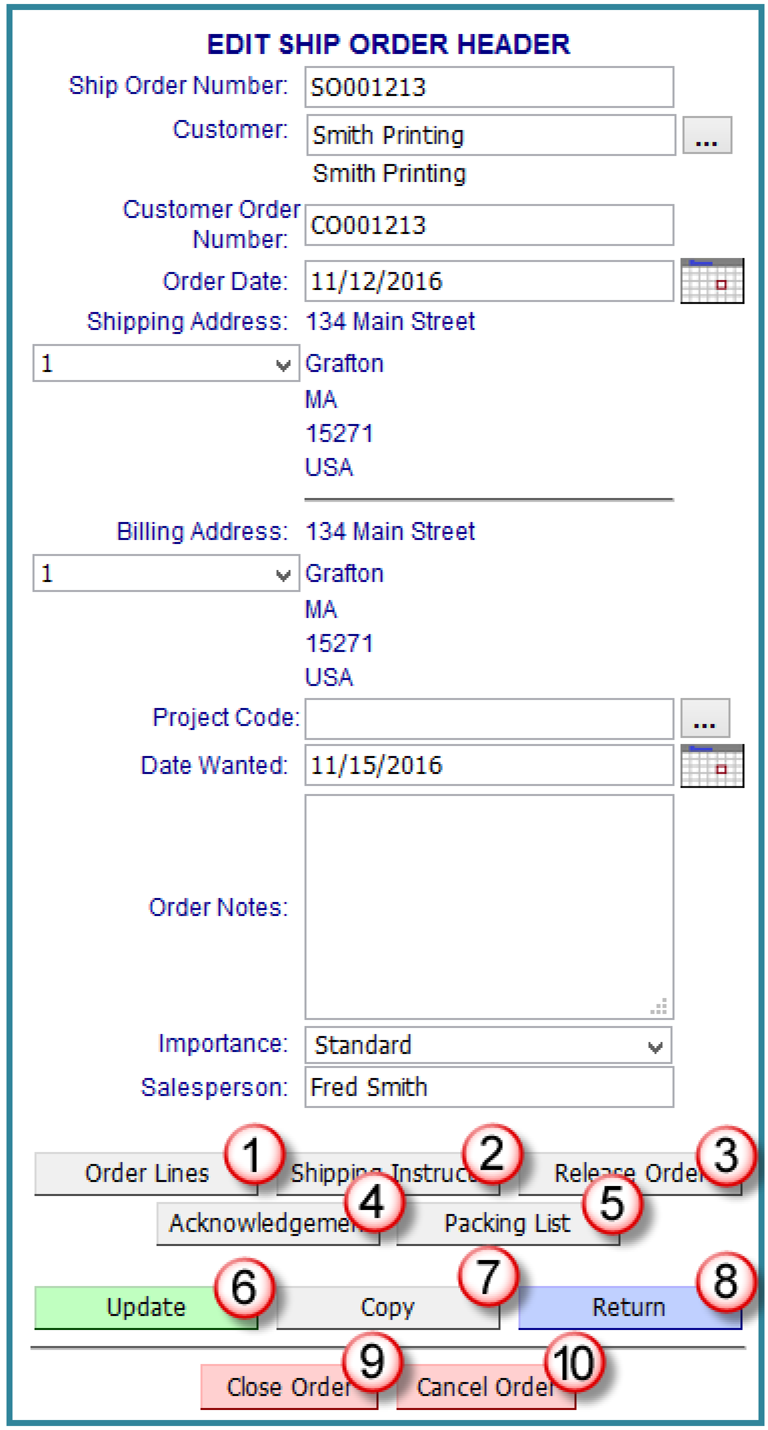
7. Order notes (8) and Importance (9), along with the date wanted (7), are used for guidance by the Shipping supervisor and appear on order acknowledgements and order picking sheets.

They are used as the part of the data for any made-to-order jobs generated from the Ship Order lines and appear on the job traveler.

8. Optionally the sales person who sold the customer order can be recorded (10).

9. Finally the order can be added (11).

After adding an order, a number of options are available:



1. View, Add and Edit Line Items for the Order (1)

2. Add shipping instructions to the Ship Order (2).

3. Release the Order for Picking (3) – an order cannot be picked until it is released. This is a safety feature that enables the order to be reviewed for good credit, for example, before it is released for picking and shipment.

4. Generate and Print an Order Acknowledgement (4) to be sent to the Customer

5. Print a Packing List for this order, once it has been picked and shipped (5). This is so that sales people can see what was actually shipped to the customer.

6. Update the Customer Order Header, if subsequently changed (6). Note that the assigned Ship Order number itself cannot be changed.

7. Copy and existing Order and the order lines and assign a new order number to the new order (7). This can save significant data entry for repeated orders with the same or similar line items.

8. Return to the prior page (8) either with or without updating. If you changed an item and then try to

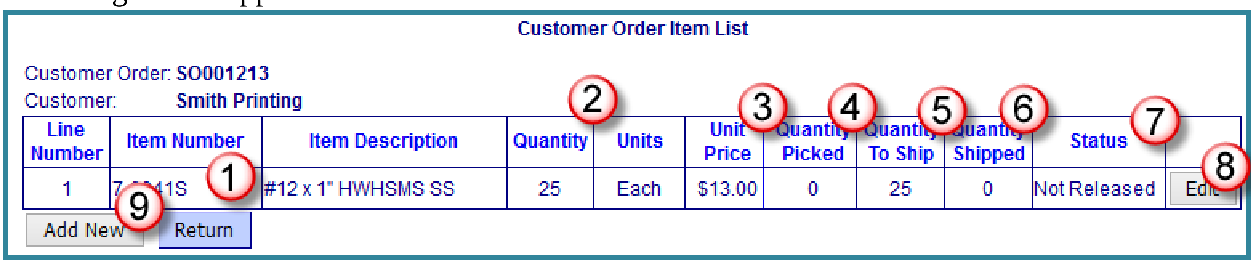
return without updating a message will appear notifying you that hitting OK will revert the change instead of accepting it.

9. Close the Order (9). Once closed, no further pick orders can be generated against this Ship Order, all outstanding Pick Orders for this Ship Order are closed, and no further picking is allowed. Shipments of materials already picked against this order are, however, permitted.

10. Cancel the Order (10). The effect is similar to a close order, except that the order is marked as cancelled rather than closed. All Pick Orders are immediately closed and all shipments against the Order are prohibited.

Ship Order Lines

When the Order Lines button is selected from the Edit Customer Order Header screen the following screen appears:



On this screen:

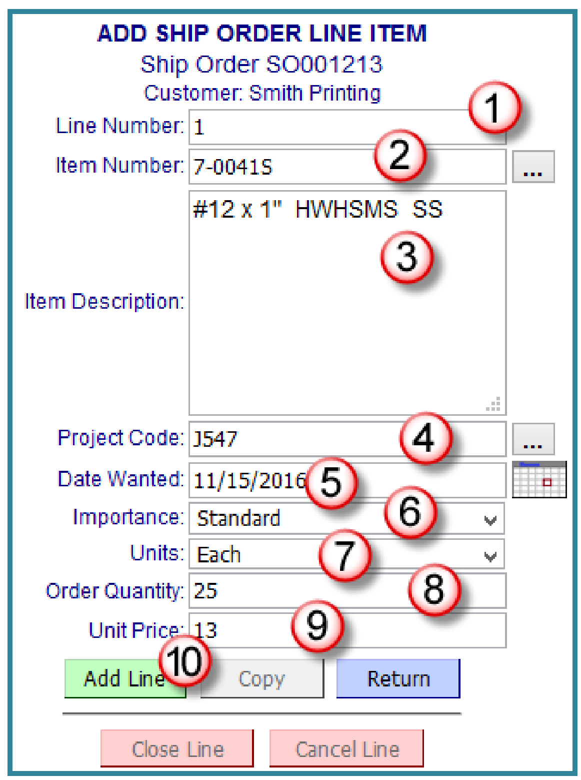
1. You can see the status of each line item for the order, with the Item Number and Description (1), the Quantity Ordered (2) along with the Units of Measure and Unit Price (3), the Quantity Already Picked (4), the Quantity remaining to be Shipped (5) and the Quantity already Shipped (6) against this order line item, as well as the Status (7) of the order, such as Open or Closed.

2. You can edit the order line item (8) or select Add New (9) to add a new line item.

When Add New is selected, the screen shown at right appears. On this screen:

1. You can enter a unique line number (1) for the order. This field can be alphabetic, as in line 2a but cannot contain any punctuation characters.

2. You can enter the Item Number or select the item from a list, with filters, using the ellipses (2).



3. Once the item is selected, the description from the item master record (3) appears. This can be changed if needed to reflect what the customer has ordered.

4. The Project Code (4) will appear when the Project Module is active in order to track the Ship Orders related to a Project.

5. The Date Wanted (5) and Importance (6) default to that set for the whole order but can be changed if needed.

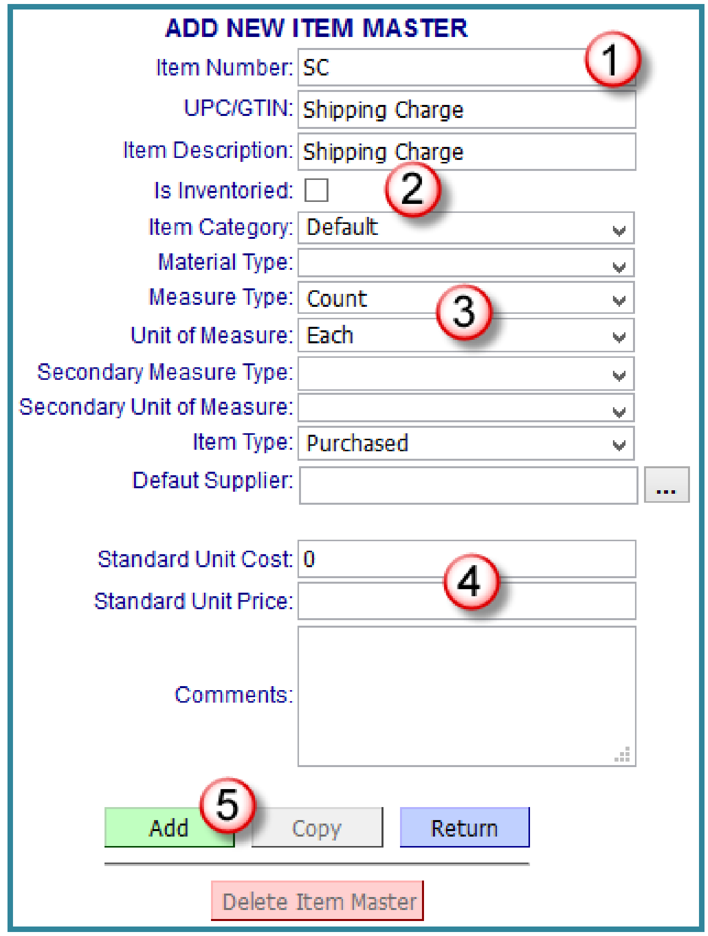
6. Then you can select the Units of Measure (7) and enter the order line item quantity.

7. The Unit Price from the item master record will be shown by default (8), if one is specified in the item master record. You can over-ride this for each line item.

8. If you have the (9) UDP Module more information can be recorded along with the Ship Order line item such as Length, Width, Color and other parameters.

9. Finally you can add the line item for the order (10).

Handling Non-Inventoried Items such as Shipping Charges



The first step in adding shipping charges to an order is to setup an Item Master record for the shipping or other charges, as shown here.

If these shipping charges are to be exported as part of a shipment or invoice to an ERP or accounting system the Item Number (1) needs to correspond to one setup in the chart of accounts for the shipping charges.

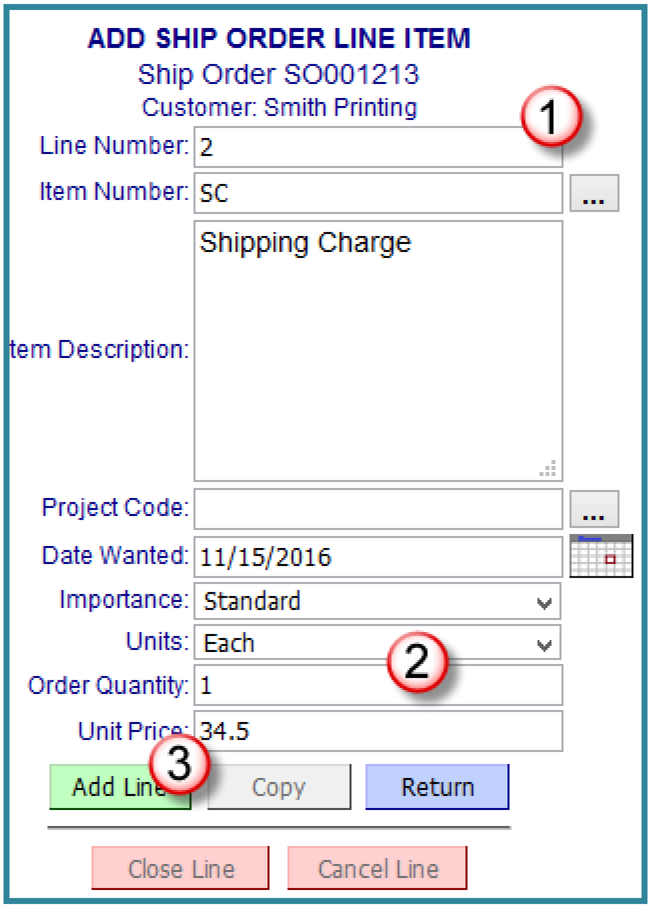
The corresponding item description is what will appear by default on a Ship Order.

Unclick the Is Inventoried checkbox (2) so this will not be treated as a physical entity.

Set the Measure Type to Count and the Unit of Measure to Each (3).

The standard unit price can be specified here (4) but is usually set on an order by order basis.

Finally save the shipping charges (5).



The shipping charges can then be added to the Ship Order like any other line item, as shown here (1).

Typically the order quantity will be 1 with the Unit Price of the Shipping (2). But the quantity can be specified when the shipping cost for the order will be the Order Quantity times the Unit Price.

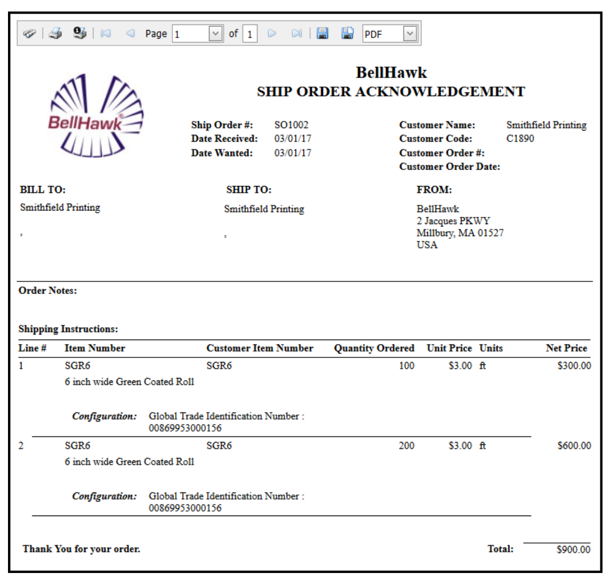
Finally Add the Line Item (3) just like any other Line Item.

Please note that these non-inventoried line items will not appear on the Picking sheet for the order or the Packing slip or the Bill-of-Lading as they are not physical entities.

They do, however appear on the shipped container screen so the shipping charges can be adjusted to those actually charged before export to an ERP or accounting system.

Once the Ship Order is complete it can be released using the [Release Order] button on the Ship Order Header Screen (see page 11). Also an order acknowledgement printed out or saved as a PDF file for Emailing to the customer using the [Acknowledgement] button on this same screen.

Then the action shifts from the Sales Person to the Production Manager and Shipping Supervisor, except for monitoring progress on making, picking and packing the order, which can be done by the Sales Person from the Customer Orders switchboard.



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BellHawk
SHIP ORDER ACKNOWLEDGEMENT

Ship Order #: SO1002
Date Received: 03/01/17
Date Wanted: 03/01/17

Customer Name: Smithfield Printing
Customer Code: C1890
Customer Order #:
Customer Order Date:

BILL TO:
Smithfield Printing
,

SHIP TO:
Smithfield Printing
,

FROM:
BellHawk
2 Jacques PKWY
Millbury, MA 01527
USA

Order Notes:

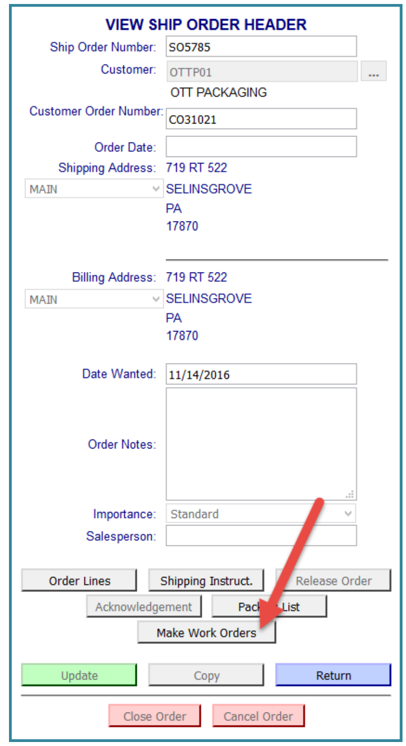
Shipping Instructions:

Line #	Item Number	Customer Item Number	Quantity Ordered	Unit Price	Units	Net Price
1	SGR6 6 inch wide Green Coated Roll ***Configuration:*** Global Trade Identification Number : 00869953000156	SGR6	100	$3.00	ft	$300.00
2	SGR6 6 inch wide Green Coated Roll ***Configuration:*** Global Trade Identification Number : 00869953000156	SGR6	200	$3.00	ft	$600.00

Thank You for your order. **Total:** $900.00

Creating Make-to-Order Jobs

The Production Manager has access to Ship Orders through his switchboard and can create Make to Order Jobs from the Ship Order Line screens, as shown here:

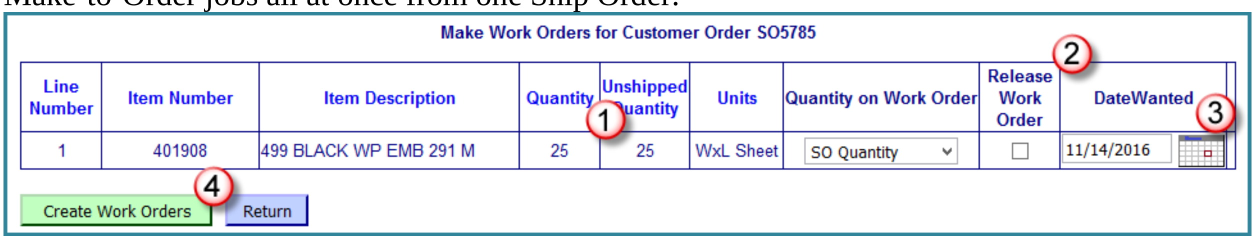


The Production Manager can mark a job as make-to-order or uncheck this box, if the sales person marked it as a make-to-order item but the order is to be fulfilled from stock.

As the Make-to-Order job is being processed, its production status is shown, in summary, on the Ship Order line screen, as shown below, so that a sales person can monitor its progress without needing to get into the minutiae of the production process.

The Production Manager would go into the Customer Order button. The Production Manager would then enter into the Ship Order using the "View Order" button. A new button will appear if there are make to order jobs associated to the Ship Order.

The button "Make Jobs" will appear and allow the Production Manager to double check and the Make-to-Order jobs all at once from one Ship Order.



Make Work Orders for Customer Order SO5785

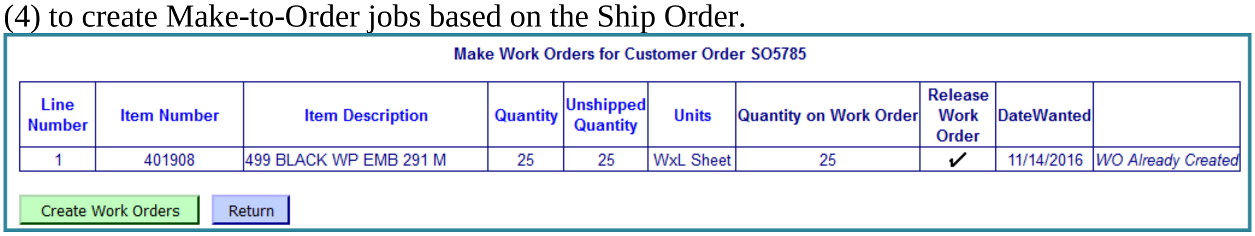
Line Number	Item Number	Item Description	Quantity	Unshipped Quantity	Units	Quantity on Work Order	Release Work Order	DateWanted
1	401908	499 BLACK WP EMB 291 M	25	25	WxL Sheet	SO Quantity	☐	11/14/2016

Quantity on a Job (1) allows the Production Manager to decide whether the quantity is (a) Ship Order Quantity or (b) Unshipped Quantity.

When the check box of Release Job(2) is selected the job is release for the operator to start work on the job.

Date Wanted (3) is used to say when this job is needed to be done by.

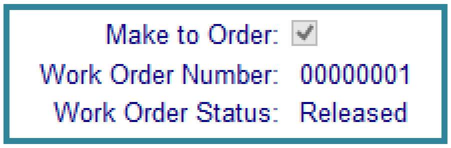
Once everything is ready to be created the Production Manager will click on Create Jobs button (4) to create Make-to-Order jobs based on the Ship Order.



Make Work Orders for Customer Order SO5785

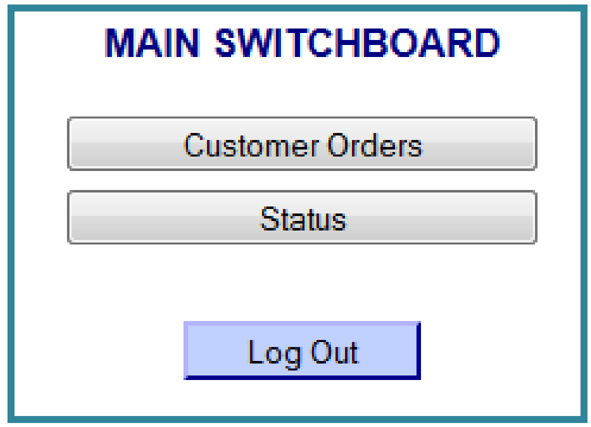
Line Number	Item Number	Item Description	Quantity	Unshipped Quantity	Units	Quantity on Work Order	Release Work Order	DateWanted	
1	401908	499 BLACK WP EMB 291 M	25	25	WxL Sheet	25	✓	11/14/2016	*WO Already Created*

This allows him to manage all jobs from one screen instead of going into each order line and creating a job from each individual order line.



Staff User with only Sales Privileges on Make-to-Order Jobs

Staff users who only have Ship Order entry privileges cannot initiate production jobs.



Sales entry people can check the Make-to-Order checkbox before releasing the order to production but cannot initiate, modify or control jobs.

Jobs can only be created from Ship Order lines by Production Managers from the Production Switchboard.

Sales people can see the job status on the Ship Order line but cannot see the job status directly.

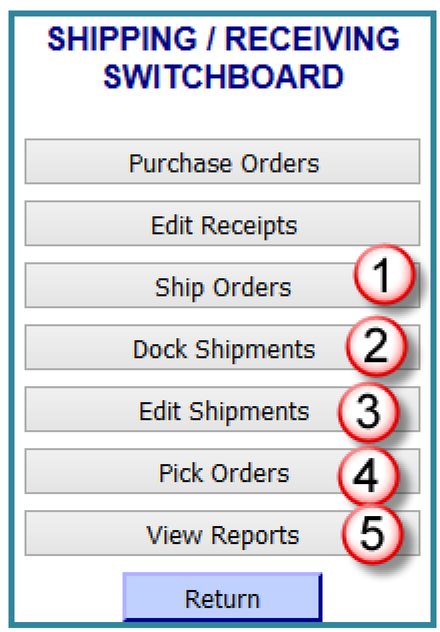
Refer to page 15 for Make-to-Order Process.

Picking and Shipping

Shipping/Receiving Supervisor's Switchboard

Once the order has been made and/or needed items are in stock then the action shifts to the Shipping Supervisor who has their own Switchboard in BellHawk. From this switchboard, the shipping supervisor can:

1. Review the status if customer orders (1) and generate Pick Orders to pick and pack materials for customer orders.
2. Process Dock Shipments (2) if the Shipping Dock Option is in use.
3. Edit Shipped Orders (3)
4. View the Status of Pick Orders (4)
5. View Reports showing materials in stock and where they are located (5)



Generating Pick Orders

When the [Customer Orders] button is selected then the following screen appears:

Ship Order List

Order Number	Customer Name	Order Notes	Date Placed	Date Wanted	Importance	Status	Last Action	1	2
78983	ABOX PACKAGING COMPANY		09/22/2016	07/06/2016	Standard	Released	09/22/2016	View Order	Pick Order
79018	ADVANCE PAPER BOX CO		09/22/2016	07/06/2016	Standard	Released	09/22/2016	View Order	Pick Order
78027	AKZO NOBEL CAR REFINISHES USA		09/22/2016	11/23/2015	Standard	Released	09/22/2016	View Order	Pick Order
78231	AKZO NOBEL CAR REFINISHES USA		09/22/2016	01/22/2016	Standard	Released	09/22/2016	View Order	Pick Order
78588	ALLSTATE PAPER BOX		09/22/2016	12/31/2016	Standard	Released	09/22/2016	View Order	Pick Order

From this screen, the shipping supervisor can view (1) the status of an order, including drilling-down to see the status of line items that became make-to-order jobs.

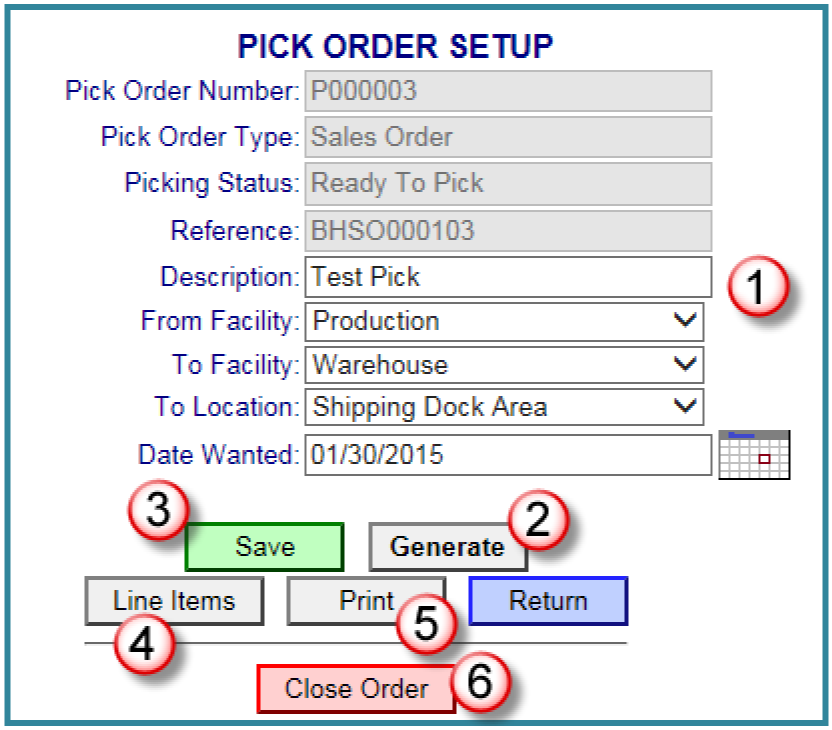
When the Ship Order option is being used in conjunction with the Unified Picking Option, the shipping supervisor can also select the [Pick Order] button for the selected order. This then leads to the Pick Order Setup screen, from which a Pick Order can be created, or the current Pick Order edited.

Please note that there is only one Pick Order open at any one time per Ship Order. Once a Pick Order is created, it remains open until the order is shipped via a Ship Picked transaction or by closing the shipping dock after using the Pick Order to record the loading of a truck/trailer. Once the material is shipped, then a new pick order can be created for the balance of the material to be shipped on the Ship Order by selecting [Pick Order] again.

The Pick Order Setup screen enables the shipping supervisor to enter the picking related data (1) when creating a new Pick Order or to view and change the picking related data for an existing Pick Order.

The shipping supervisor can use the [Generate] button (2) to create a new Pick order from the Ship Order or to update the existing Pick Order so that it corresponds to the current state of the Ship Order.

The updated pick order will include new line items for items added to the Ship Order since the Pick Order was generated. It will also zero out the quantities to be picked for line items subsequently deleted from the Ship Order.



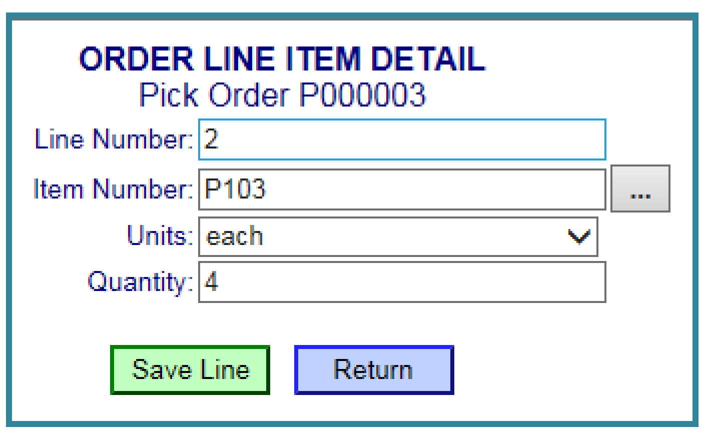
If the picking related data, such as the wanted date, is changed then the changes can be saved using the [Save] button (3). The shipping supervisor can also manually view and edit Pick Order Line Items using the [Line Items] button, which leads to a list of line items, as shown below:


List of Pick Order Lines
Pick Order Number: P000003

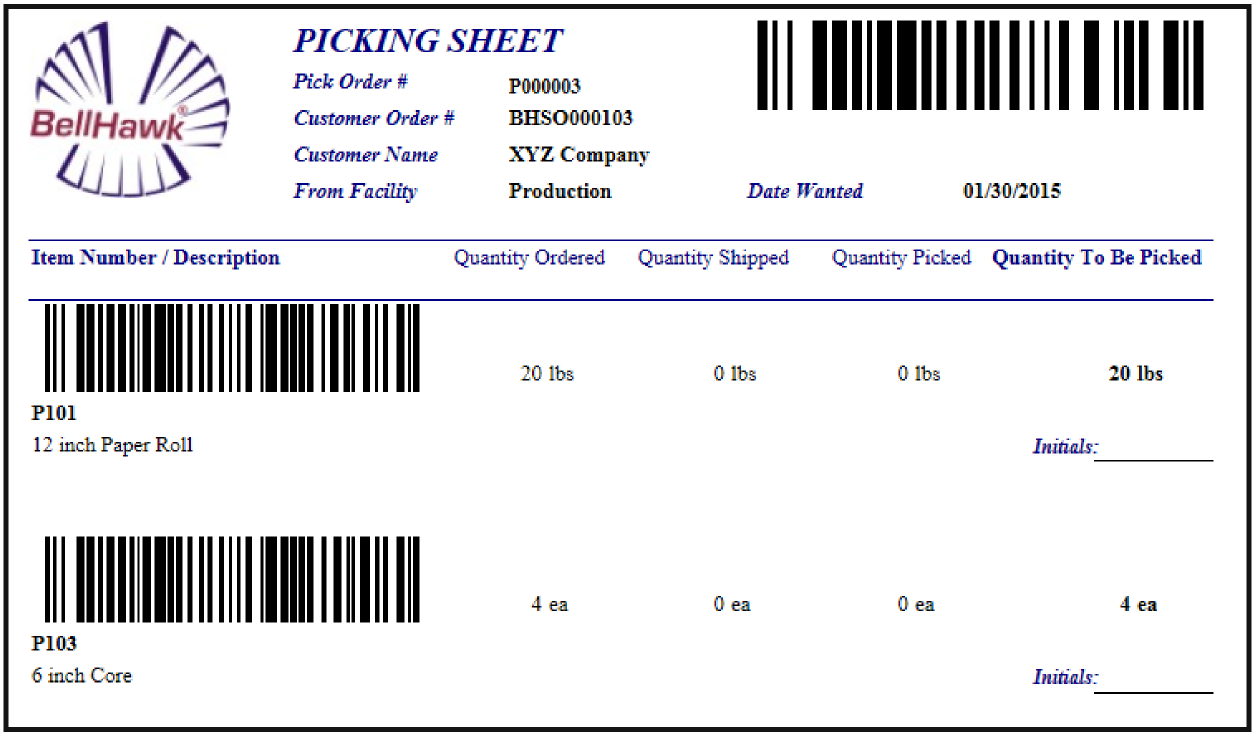
Line Number	Item Number	Item Description	Quantity	Unit Name	Quantity Picked	To Be Picked	
1	P101	12 inch Paper Roll	20	pounds	0	20	Edit
2	P103	6 inch Core	4	each	0	4	Edit
				--Show All--			

Pleasee note that the lines on a Pick Order only include inventoried items and do not include any non-inventoried items, such as shipping charges, that may be included on the Ship Order.

From the above screen, the shipping supevisor can Add (1) a new inventoried item to be picked or Edit (2) and existing line item, which leads to the screen at right. This screen enables editing all aspects of the Pick Order line before using the [Save Line] button.



On the Pick Order Setup Screen, the [Print] button (5) can be used to print a barcoded Pick Order as shown below:



PICKING SHEET

Pick Order #	P000003
Customer Order #	BHSO000103
Customer Name	XYZ Company
From Facility	Production
Date Wanted	01/30/2015

Item Number / Description	Quantity Ordered	Quantity Shipped	Quantity Picked	Quantity To Be Picked
P101 12 inch Paper Roll	20 lbs	0 lbs	0 lbs	**20 lbs**
				Initials: ________
P103 6 inch Core	4 ea	0 ea	0 ea	**4 ea**
				Initials: ________

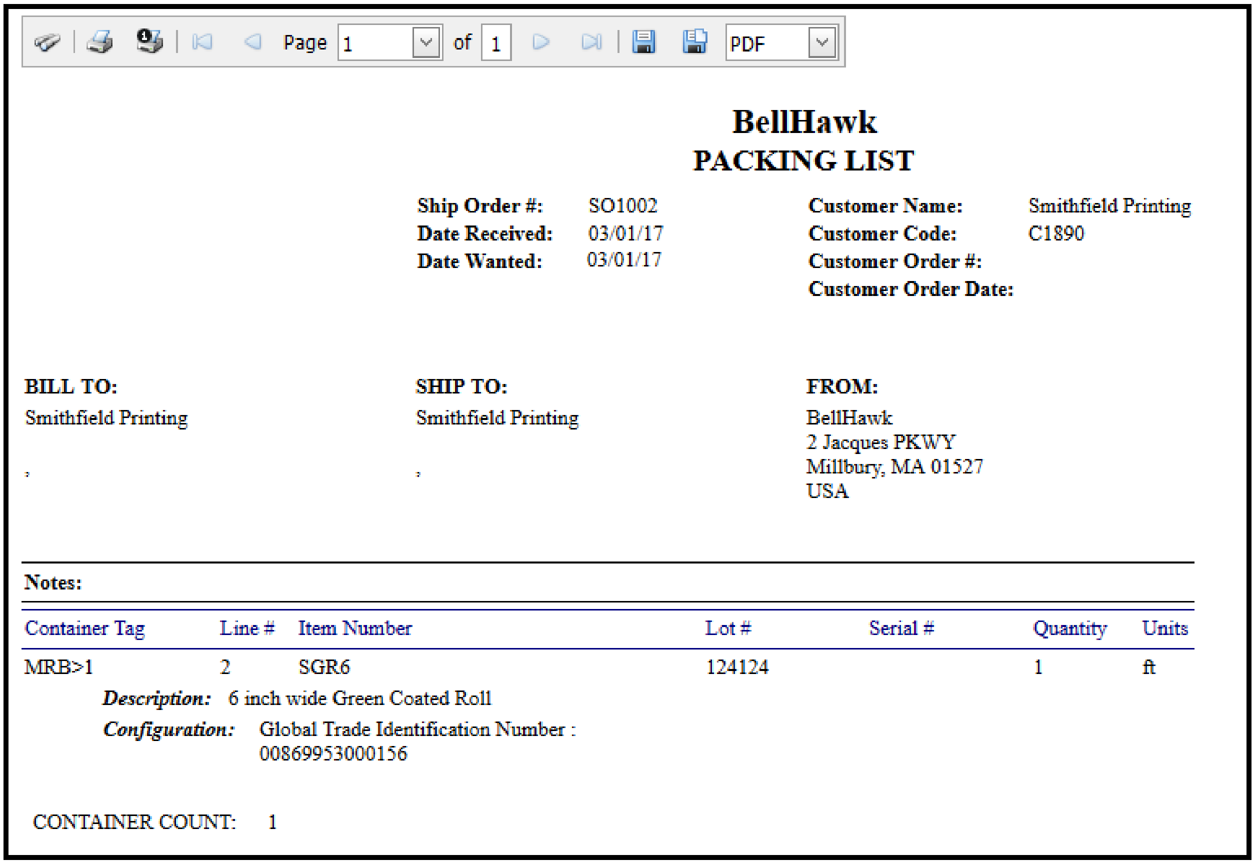
This picking sheet can then be used with the [Pick] and [Ship Picked] transactions, as described in the Unified Picking User Manual, to record the picking and shipping of material against the order.

Finally the [Close Order] button (6) on the Pick Order Setup screen can be used to close the Pick Order. This prohibits any further picking against the Pick Order but does allow material already picked to be shipped or unpicked.

Print Packing List

Once an order has been picked then a packing list can be generated by a material handler from the Shipping Transactions switchboard, using the [Print Packing List] button. This calls up the screen shown here, into which the pick sheet barcode scan be scanned (1) or the pick order selected (2) and then the packing list can be viewed (3) and printed, as shown below:

The packing list lists the containers shipped, with the inner and outer container tags, the item number, lot number, serial number and quantity shipped, and is ready to be placed in the shipping carton.



Page 1 of 1 PDF

BellHawk
PACKING LIST

Ship Order #: SO1002
Date Received: 03/01/17
Date Wanted: 03/01/17

Customer Name: Smithfield Printing
Customer Code: C1890
Customer Order #:
Customer Order Date:

BILL TO:
Smithfield Printing
,

SHIP TO:
Smithfield Printing
,

FROM:
BellHawk
2 Jacques PKWY
Millbury, MA 01527
USA

Notes:

Container Tag	Line #	Item Number	Lot #	Serial #	Quantity	Units
MRB>1	2	SGR6	124124		1	ft

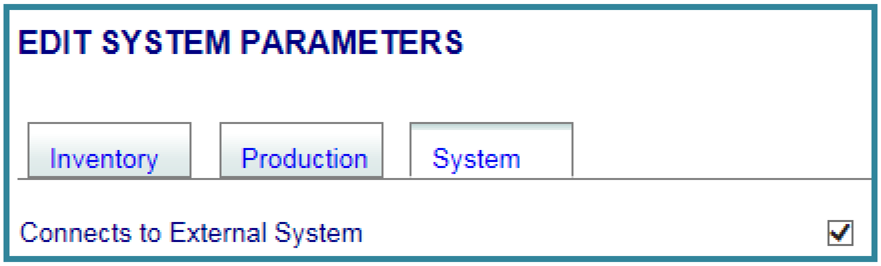
Description: 6 inch wide Green Coated Roll
Configuration: Global Trade Identification Number : 00869953000156

CONTAINER COUNT: 1

Please note that the host company logo can be substituted for the BellHawk logo on the packing list by replacing CostomerLogo.jpg with the customers own logo in the /Graphics folder of the BellHawk website. This also applies to the picking sheet and the Bill-of-Lading (if the shipping dock option is used).

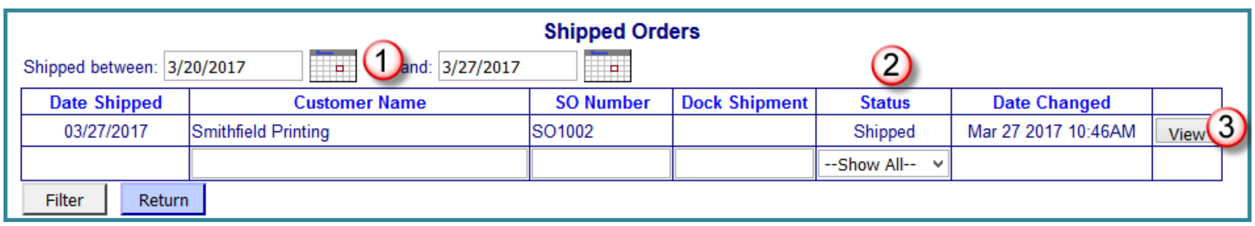
Editing the Shipment

If the data for shipped orders is to be exported to an accounting or ERP system then the “Connects to External System” checkbox should be set in the system parameters as shown below. This enables shipped containers to be marked as approved.



If the shipped order data is to be exported to an ERP or accounting system or the data is to be sent as an Advanced Shipment Notice to the customer, via MilramX, then it is important for the shipping supervisor to review and approve each shipped order before the data is exported.

This is done using the [Edit Shipped Orders] on the shipping supervisor’s switchboard. Selecting this button brings up a screen showing a list of Shipped Orders between specified dates. Here a shipped order corresponds to one Ship Order shipped at the same time. Note that, over time, there may be multiple shipped orders for one ship order.



On this screen:

1. The user can select the applicable date range (1)
2. See its Status, whether it has been Shipped or Approved (2)
3. View details of the Shipped order (3)

When the View button (3) is selected, a list of the shipped containers is shown:

On this screen:

1. Line items are automatically added for shipping charges (1) and other non-inventoried items from the Ship Order. These did not appear on the pick order or packing list but are automatically added back here by the system.

2. If the system parameter "Connects to External System" is checked then a column (2) is shown. This column of checkboxes enables each container, as well as the shipping charges, to be approved by selecting the check box on its line and then selecting the [Approve All Checked] button (3). Please note that all the checkboxes can be selected at the same time by selecting the checkbox in the column header.

3. Individual entries can be viewed using the [Edit] buttons (4).

4. A Packing List can be printed for the order (5) after it has shipped for record keeping purposes.

5. If the entry is for loose material or a non-inventoried item then there will be no container tag.

6. If the material is in a parent container then the parent container tracking barcode will be shown in the parent container column.

7. A parent container will be shown in its own row with no item number.

If the entry for an inventoried container is edited, the screen shown at right appears. On this screen:

1. The quantity in the container (1) can be edited. This is grayed out if this is an individually barcoded item, with a defined quantity of one.

2. If the quantity is changed, then the shipped container record can be Updated (2). Also the container can be removed from the shipment record using the [Remove] button (4).

3. The shipped container record can be approved (3).

Please note:

1. The shipped order and the shipped containers for that order are stored in separate tables from the ship order or the containers tracked for operational purposes. Changing the quantity for a

shipped container does not change the inventory in BellHawk; it only impacts the data exported to upstream systems. As such, if the quantity of material in a shipped container is changed (such as to correct a data recording error in quantity picked) then a corresponding inventory adjustment must be made in BellHawk to the quantity in the container from which the materials were withdrawn.

2. Similarly if the shipped container were withdrawn from the shipped container record then a separate transaction must be made to record the return of the material to BellHawk inventory.

3. The non-inventoried items also appear in the Shipped Container record ready for export to an upstream system.

When a non-inventoried item is selected for editing, the screen shown here appears. On this screen, both the quantity (1) and price (2) can be edited before updating (3) this line item. This is beneficial for adjusting shipping charges for partial shipments when the shipping quantity and price may differ from that for the overall Ship Order.

If needed, the shipping charges, or other non-inventoried service charges can be removed (4) from the shipped order. Line items can also be approved for export (5) from this screen.

When the Shipped Materials are edited, the corresponding fields on the Ship Order are adjusted, as shown below but the corresponding inventory records in BellHawk still have to be adjusted manually.

Customer Order Item List

Customer Order: **BHSO000103**
Customer: **XYZ Company**

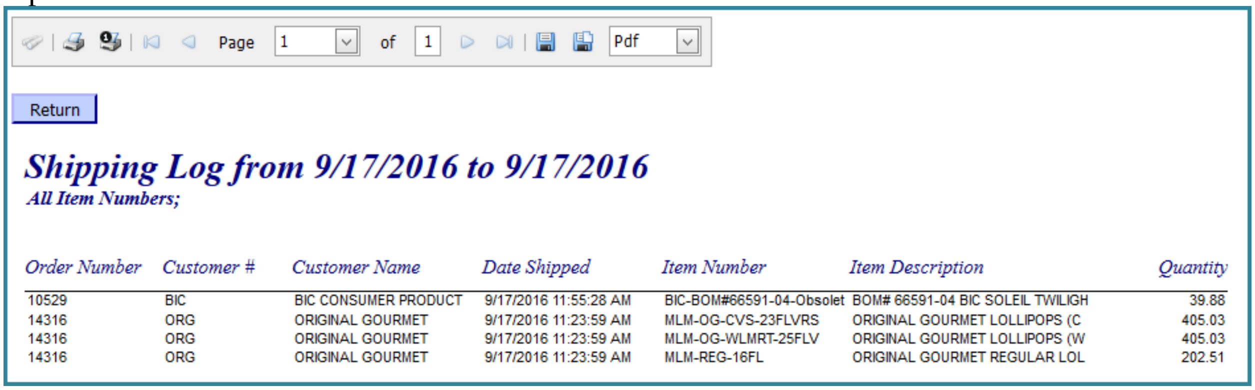
Line Number	Item Number	Item Description	Quantity	Units	Unit Price	Quantity Picked	Quantity To Ship	Quantity Shipped	Status	
1	P101	12 inch Paper Roll	20	pounds	$30.00	10	10	10	Open	Edit
2	P103	6 inch Core	4	each	$2.00	4	0	4	Open	Edit
3	SC	Shipping Charges	2	each	$7.50	0	1	1	Open	Edit

Add New Return

When all the line items (that have not been removed) are approved, then the status on the shipped order changes from Shipped to Approved. This is normally the signal for MilramX that the shipped order data is ready for export to an ERP or accounting system for the purpose of generating an invoice.

Reports

The shipments that have taken place between selected dates can be viewed as the Shipping Log report:

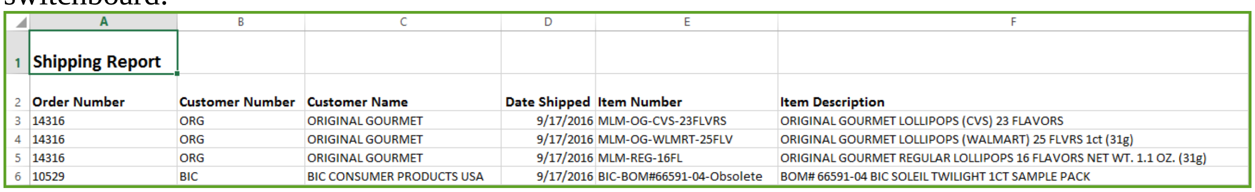


Shipping Log from 9/17/2016 to 9/17/2016

All Item Numbers;

Order Number	Customer #	Customer Name	Date Shipped	Item Number	Item Description	Quantity
10529	BIC	BIC CONSUMER PRODUCT	9/17/2016 11:55:28 AM	BIC-BOM#66591-04-Obsolet	BOM# 66591-04 BIC SOLEIL TWILIGH	39.88
14316	ORG	ORIGINAL GOURMET	9/17/2016 11:23:59 AM	MLM-OG-CVS-23FLVRS	ORIGINAL GOURMET LOLLIPOPS (C	405.03
14316	ORG	ORIGINAL GOURMET	9/17/2016 11:23:59 AM	MLM-OG-WLMRT-25FLV	ORIGINAL GOURMET LOLLIPOPS (W	405.03
14316	ORG	ORIGINAL GOURMET	9/17/2016 11:23:59 AM	MLM-REG-16FL	ORIGINAL GOURMET REGULAR LOL	202.51

Alternately, this report can be exported as an Excel spreadsheet, from the Management switchboard:



	A	B	C	D	E	F
1	**Shipping Report**					
2	**Order Number**	**Customer Number**	**Customer Name**	**Date Shipped**	**Item Number**	**Item Description**
3	14316	ORG	ORIGINAL GOURMET	9/17/2016	MLM-OG-CVS-23FLVRS	ORIGINAL GOURMET LOLLIPOPS (CVS) 23 FLAVORS
4	14316	ORG	ORIGINAL GOURMET	9/17/2016	MLM-OG-WLMRT-25FLV	ORIGINAL GOURMET LOLLIPOPS (WALMART) 25 FLVRS 1ct (31g)
5	14316	ORG	ORIGINAL GOURMET	9/17/2016	MLM-REG-16FL	ORIGINAL GOURMET REGULAR LOLLIPOPS 16 FLAVORS NET WT. 1.1 OZ. (31g)
6	10529	BIC	BIC CONSUMER PRODUCTS USA	9/17/2016	BIC-BOM#66591-04-Obsolete	BOM# 66591-04 BIC SOLEIL TWILIGHT 1CT SAMPLE PACK

Full details of past shipments are maintained in the BellHawk database, so that these can be included in custom reports, as needed.

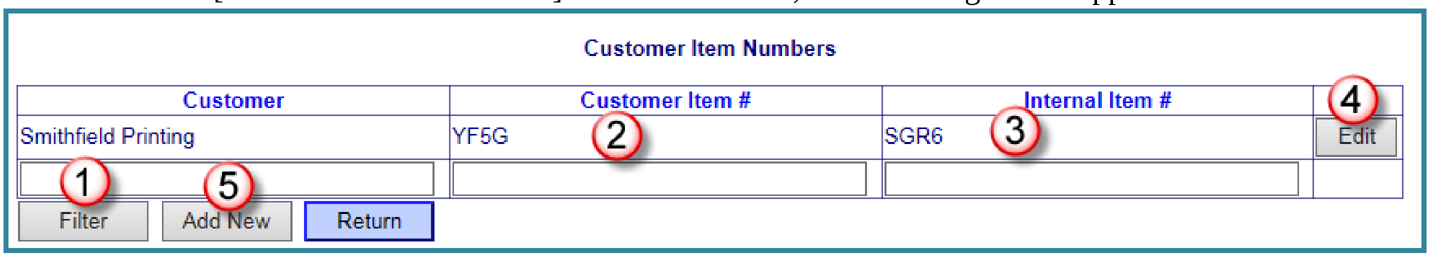
Customer Items

Sometimes customers wish to order items in terms of their own part numbers. For example, a customer may order a box of 5 rolls of coated paper and give it their specific part number by which they order it. Yet, at the same time the host company tracks the same rolls of paper as individually barcoded items.

This can be very important when customer items are being made under contract or as private label products. It can also be very important when the host company system is automatically exchanging order and shipment data with their customer's supply chain system, which only work in terms of the customer's part numbers.

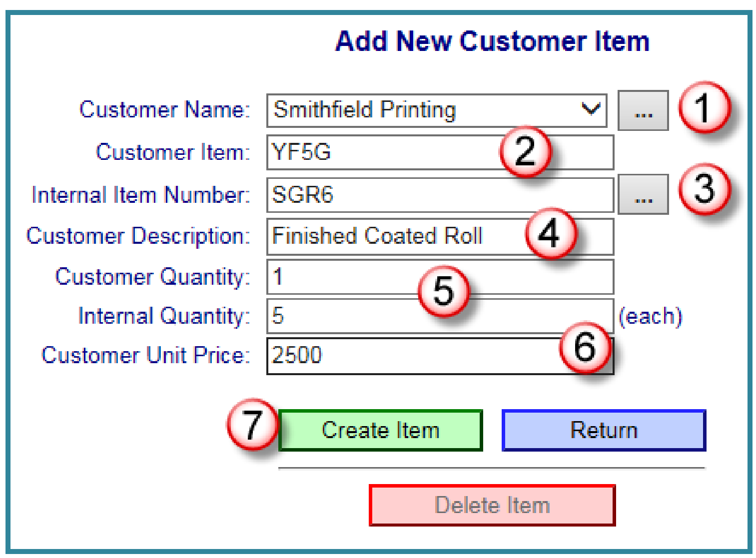
Customer Items are setup on the main Setup Switchboard using the [Add/Edit Customer Items] button or they can be imported from an Excel spreadsheet using the [Excel Setup Data] button.

When the [Add/Edit Customer Items] button is selected, the following screen appears:



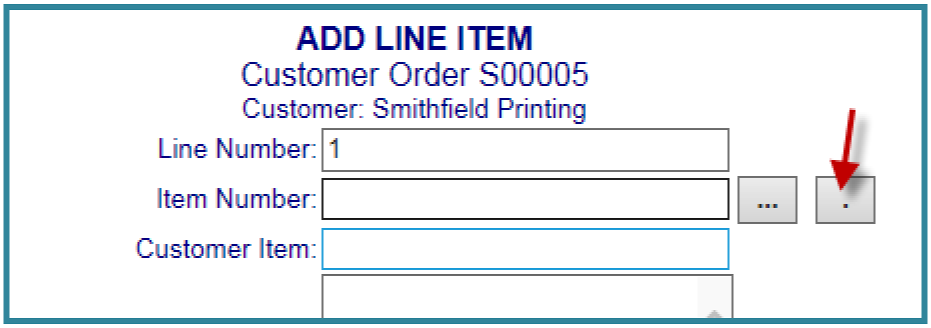
This screen lists customer item numbers by customer and can be filtered, using the Filter box (1) to those for a specific customer. The list shows the customer item (2) and the corresponding internal item (3), along with an [Edit] button (4) for each entry and an [Add/New] button (5).

When the Add/New button is selected, the screen shown here appears. On this screen:



1. The Customer Name can be selected from a drop down list or through a subsidiary screen with ellipses (1).
2. The customer part number (2) can be entered.
3. The corresponding internal part number can be entered or selected from a subsidiary screen (3).
4. The customer description (4) defaults to the internal item description but can be changed if needed.
5. The relationship between the customer's part quantity and the internal part quantity can be specified (5) along with the price to the customer (6).
6. The [Create Item] button (7) then creates a Customer Item with data as to how it relates to an internal part number.

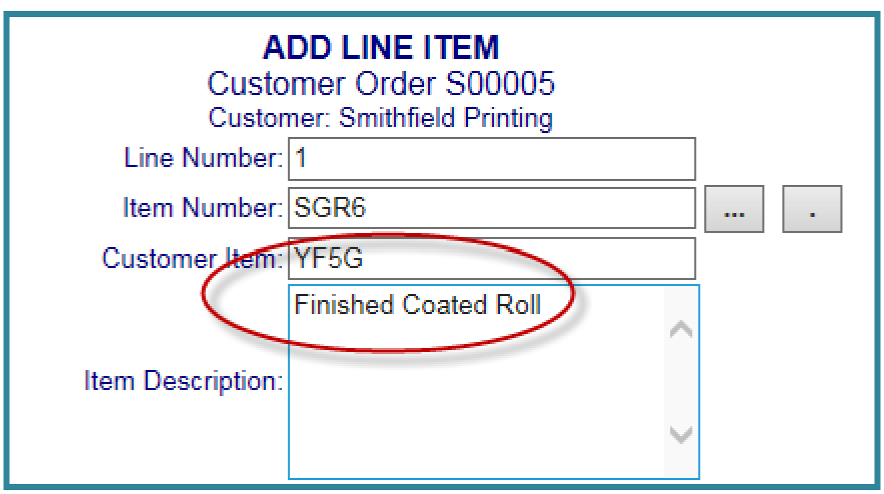
When a Ship Order line is being entered and there are Customer Items defined for the customer, an additional [.] button appears, as shown here, which is used to select the Customer Item Number.



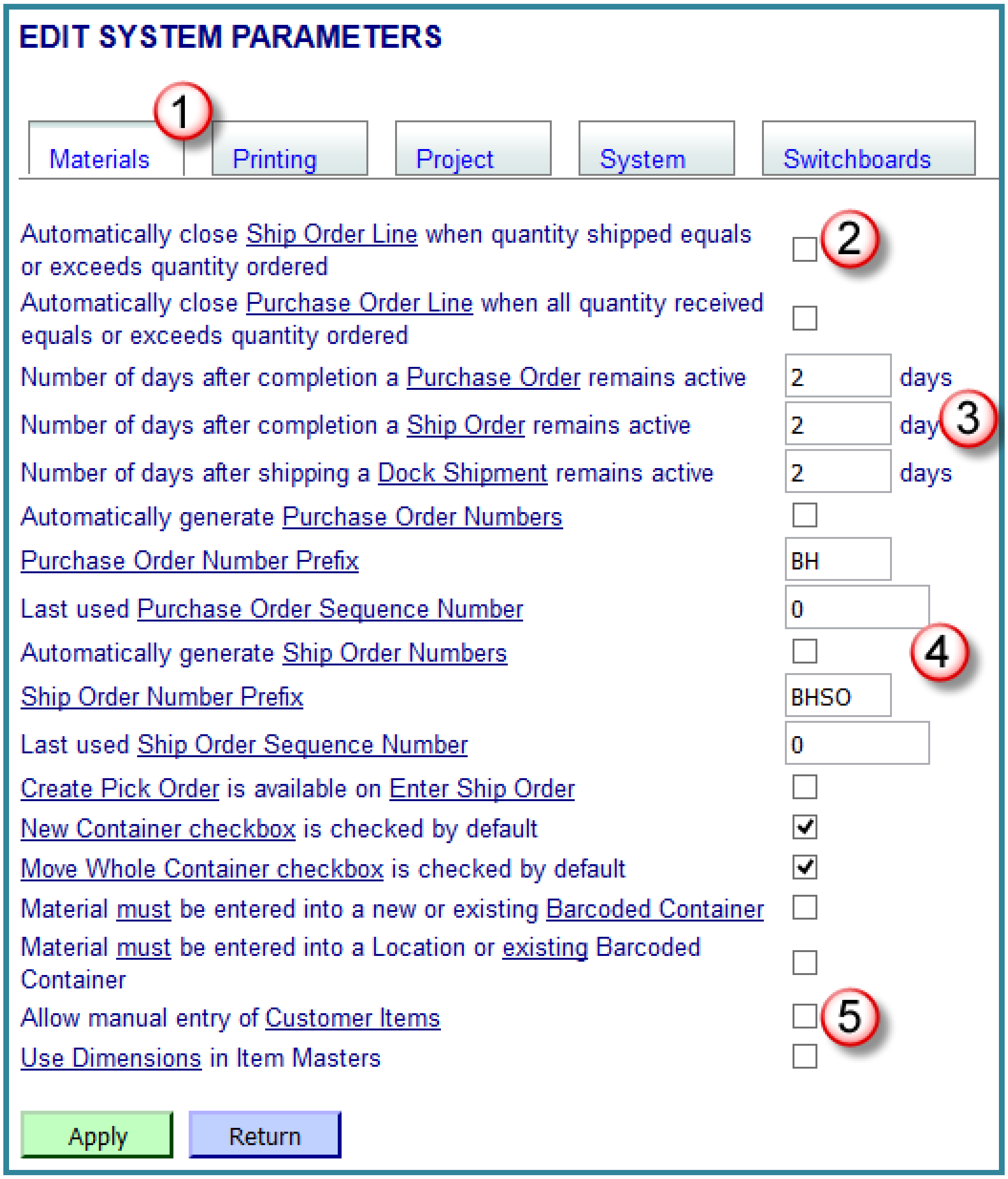
When this button is selected a list of Customer Items for the Customer appears as shown here:

When this is selected then the Customer Item Number and the Customer Item Description are transferred to the Ship Order line item setup screen:

The Customer Item Number and Description are then carried to the Ship Order acknowledgement and packing slip and can be used when sending Advanced Shipment Notices and Invoices to the Customer.



System Administration Parameters



On the Inventory Tab (1), the administrator can set Ship Order lines to automatically close when the quantity shipped equals or exceeds the quantity ordered (2). In this case, when all the line items for inventoried items are closed then the order is automatically closed. In most cases, the customer orders are left open until manually closed on the Ship Order detail screen.

To avoid cluttering the list of customer orders, the system administrator can set the number of days (3) a customer order remains visible on the screens that list orders, once the order is closed.

In some situations, such as in distribution applications, it is desirable to be able to generate a Pick Order directly from the Ship Order entry screen (3).

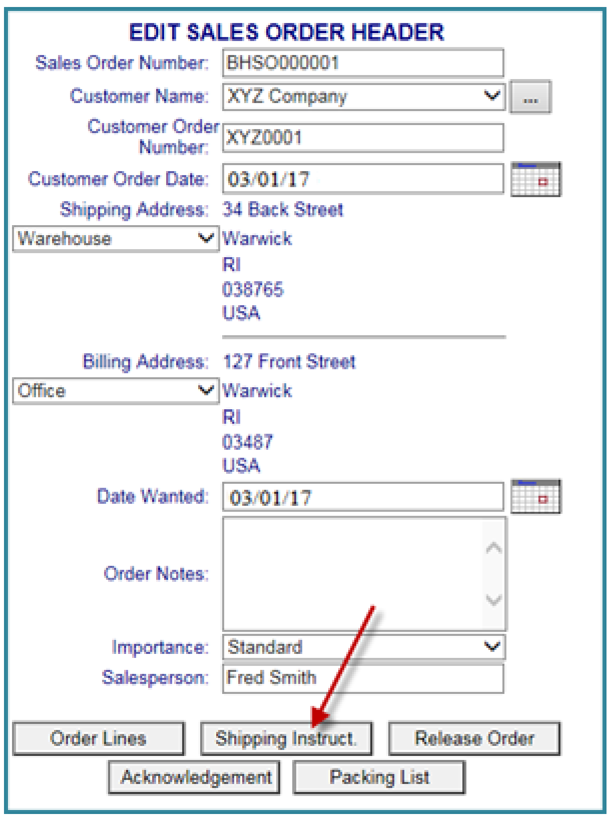
The system can automatically generate a unique number for each Ship Order, if the checkbox (4) is checked. In this case, the Ship Order number consists of the following Ship Order Prefix, followed by a 6 digit number, whose value is incremented from the last used Ship Order number, and stored back. Once a starting number is selected, it is important not to manually adjust this otherwise duplicate Ship Order Numbers may be produced.

If the checkbox for Allow Manual Entry of Customer Items (5) is checked then the Customer Item number can be manually entered for a Ship Order and does not have to be setup ahead of time but can simply be typed into the text box.

Addendum for Shipping Instructions

On the Ship Order entry screen, a new Shipping Instructions button has been added:

Once a Ship Order has been added, this button then leads to a screen for entering shipping instructions:



Here the user can enter (1) multiple lines of shipping instructions and Save (2) them. These are then available through the Ship Order screen for the Production Manager and Shipping Supervisor. They also appear on the Order Acknowledgement, Picking Sheet, and Packing Slip.

