Order Entry

<u> Steр#</u>	Instruction	
1	From the homepage select ORDER ENTRY	RETENDED. Home Inventory Activity - Other Long Receipt Entry Order Long Receipt Entry Order Long Parameters.
		+ Interface States 1 Ship In Ship I
2	Select the Green + sign to create a new order Or select the Edit button to adjust an order previously saved as draft.	WL20220504 ID100507 ADDITIONAL FIELDS
3	Fill in the Ship-To fields by either selecting a pre-saved code or filling in a new address. You have the option to save the address for future use when filling in the ship to fields by selecting the SAVE ADDRESS box	Ship To Code: Name: Name: Name 2: Address: Address 2: City/State/Zip: Country: Phone No.: E Maik: Order Information
4	Under References fill in the SO# [Sales Order] used as FBA # for amazon replenishment orders The remaining fields <u>Load, Seal, ISA, ARN</u> and <u>Trailer</u> are user-definable and can be revised upon request. (Note: this is not recommended as these fields copy over to certain reports such as the Vics BOL)	References S0#:
5	Under Order Information Select an <u>expected ship</u> <u>date</u> & enter the carrier info. You can use the carrier Code field or dropdown to select a pre-saved carrier code which will fill in the carrier name. [Ask your CSR to add any missing carriers]	Other Information User Userson High Stein Userson H
6	Leave the Shipment Method & Order Type blank unless directed otherwise by your CSR	Ship Method: Order Type:
7	Next click "Select Inventory" to display inventory This opens the list view as seen in the next tab	+ Inc. time them the three three transitions and the time three three transitions are the time. X Solici heartery 2 X Solici heartery 3
8	Select one or multiple products. Then Press	Control Control Processing Section Control Processing Control Pr
9	Enter the ordered Qty in Eaches, not Cases. (if SKU has 10 Eaches per Case and you want to ship 10 cases of this you'd enter as 100 each) Comments left here will be printed on select reports (Packing list, Vics Bol, or Picking ticket)	List
10	Press SUBMIT ORDER to submit. Or press SAVE AS DRAFT	This allows you to leave the page and revisit without losing progress