

Shipping and Invoicing Module

How to Create and Process a Waybill with Inventory Already Reserved or Assembled

What is the Waybill Program?

The Waybill program is used to ship products to customers. When a waybill is saved, the system adjusts the stock on hand for the shipped product(s) and generates a waybill document (aka Bill of Lading), packing slip, customer invoice, and a shipment record.

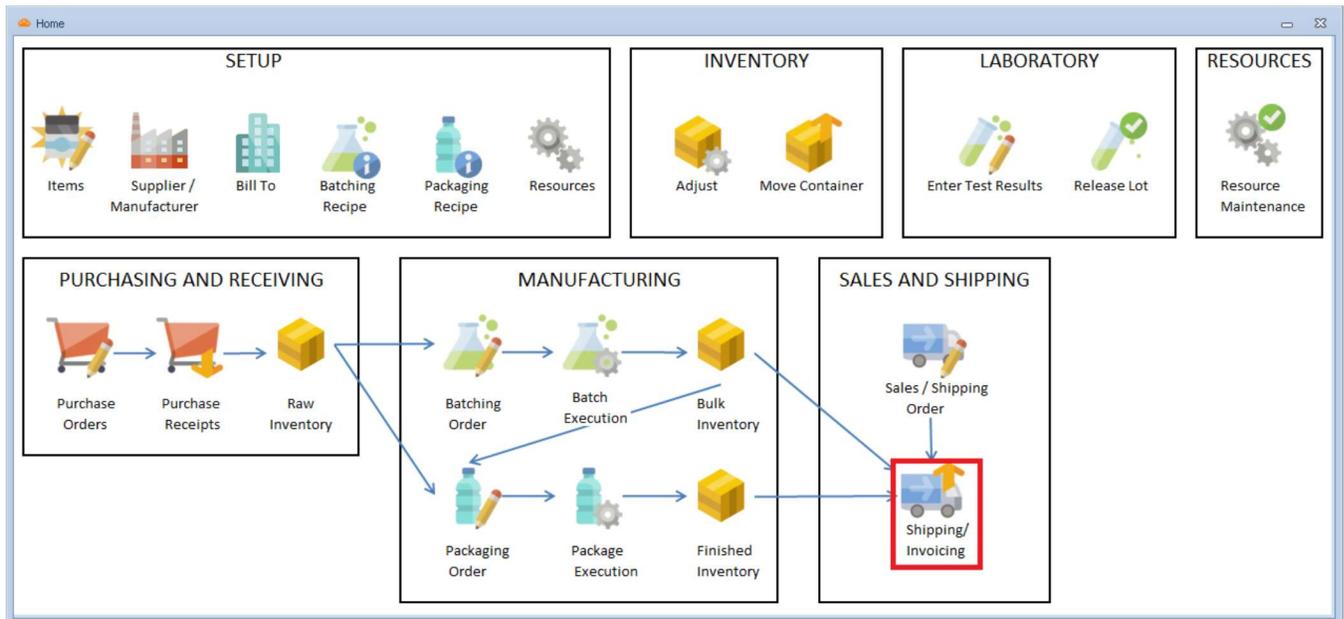
If the shipping order has no further products to ship, the system automatically completes the shipping order, i.e. changes the status of the shipping order to "CMP".

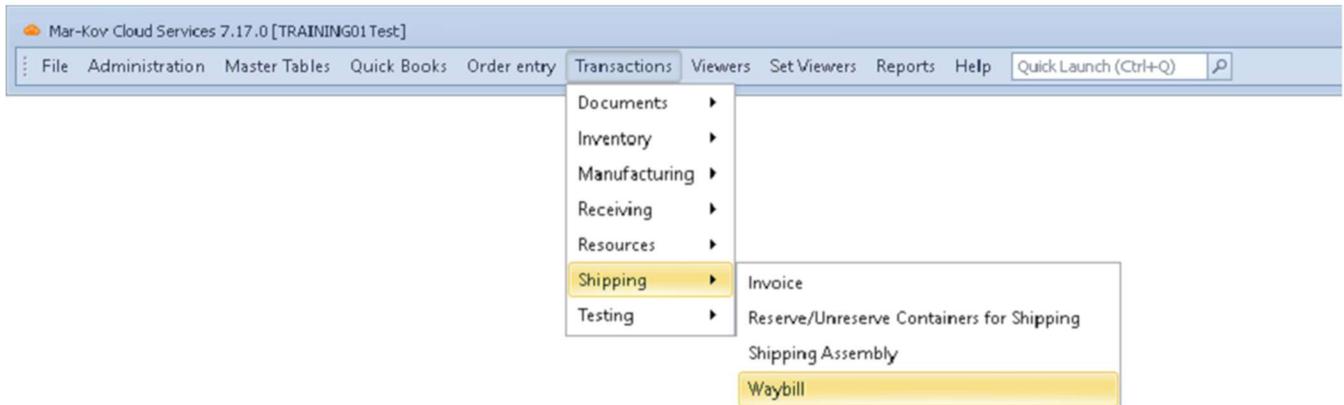
What is Assembled/Reserved Inventory?

Assembled/reserved inventory is inventory that has been reserved to a shipping order via the **Shipping Assembly** and/or **Reserve Containers for Shipping** programs.

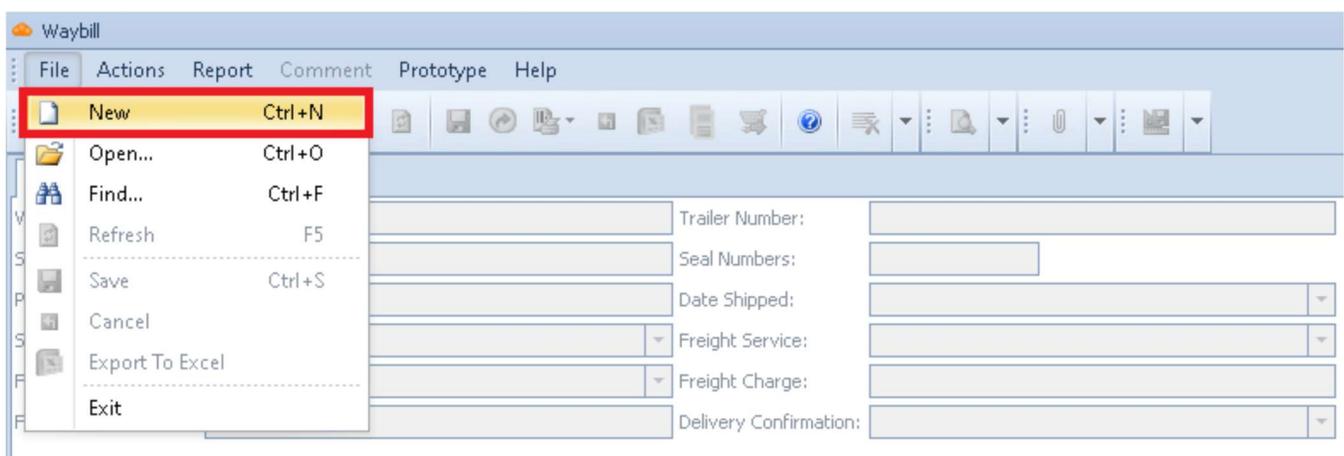
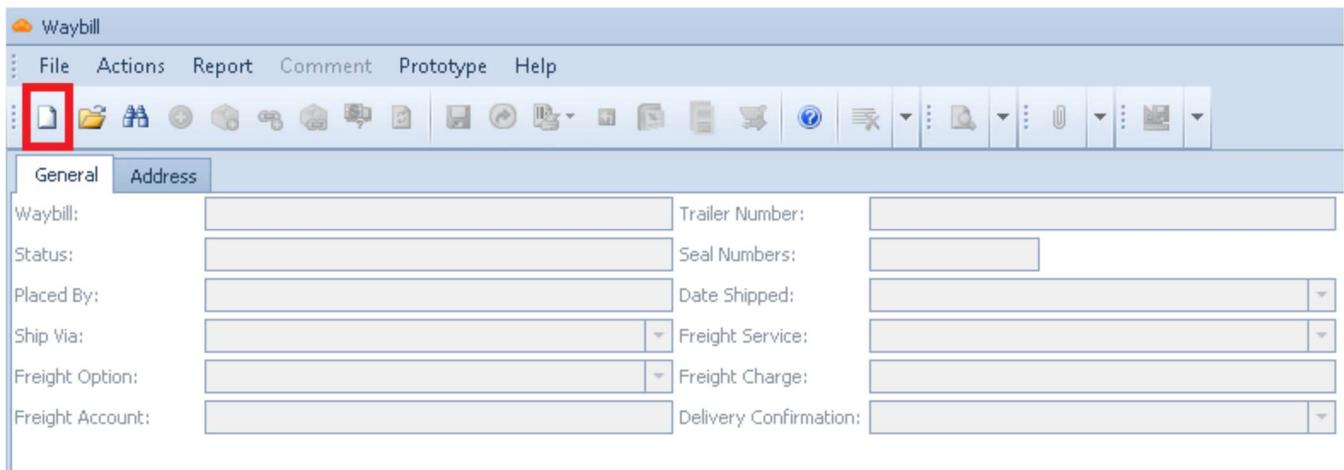
How to Create a Waybill with Inventory Already Reserved or Assembled?

1. Open the Waybill program by clicking the Shipping/Invoicing button on the Home screen or by clicking 'Transactions-> Shipping-> Waybill' on the main toolbar.

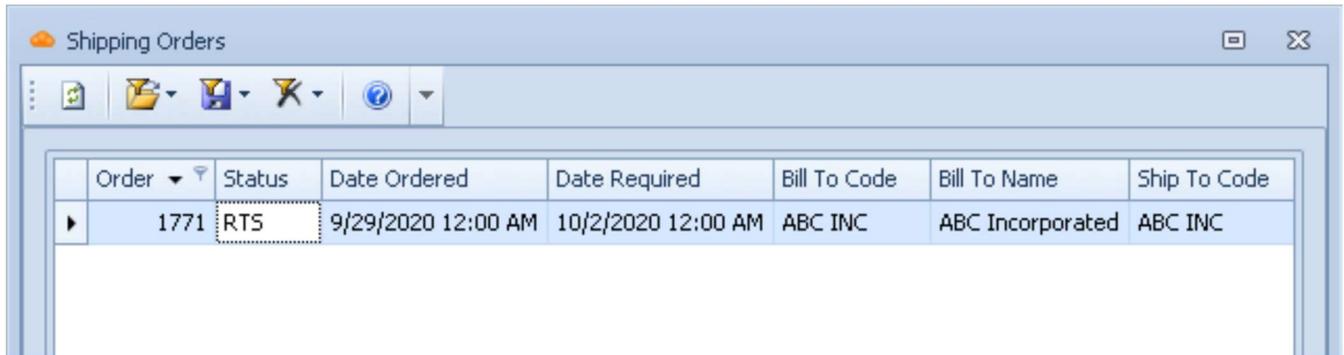




2. Click the New button on the Waybill form's toolbar or click 'File-> New'.



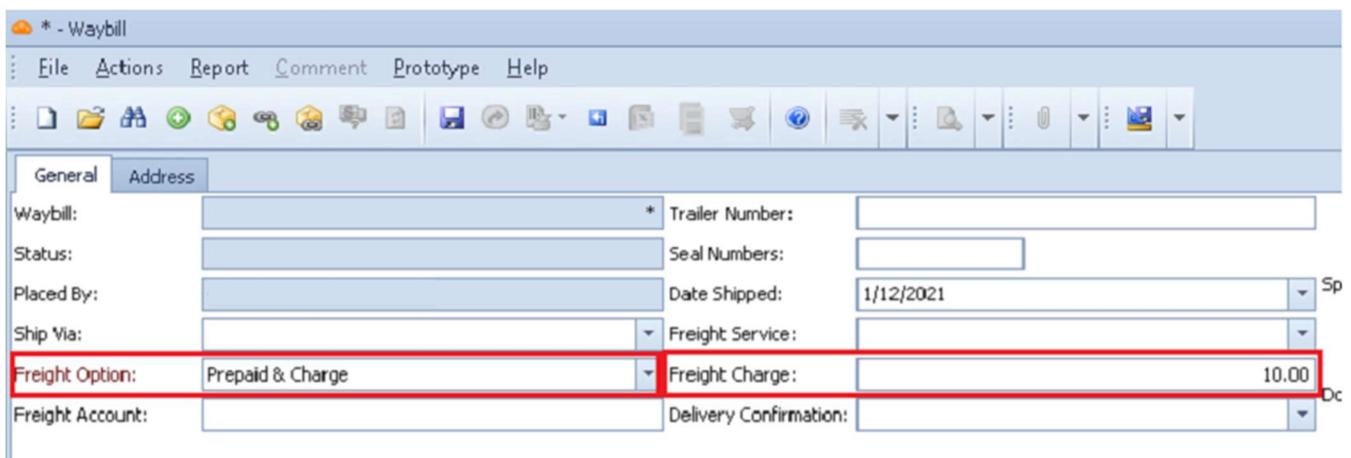
3. Select a shipping order with inventory already reserved or assembled from the list of open shipping orders and double-click your left mouse button to load the order in the Waybill form.



Order	Status	Date Ordered	Date Required	Bill To Code	Bill To Name	Ship To Code
1771	RTS	9/29/2020 12:00 AM	10/2/2020 12:00 AM	ABC INC	ABC Incorporated	ABC INC

4. To add a freight or delivery charge to the customer's invoice, set the 'Freight Option' field to "Prepaid & Charge", then specify a freight charge in the 'Freight Charge' field.

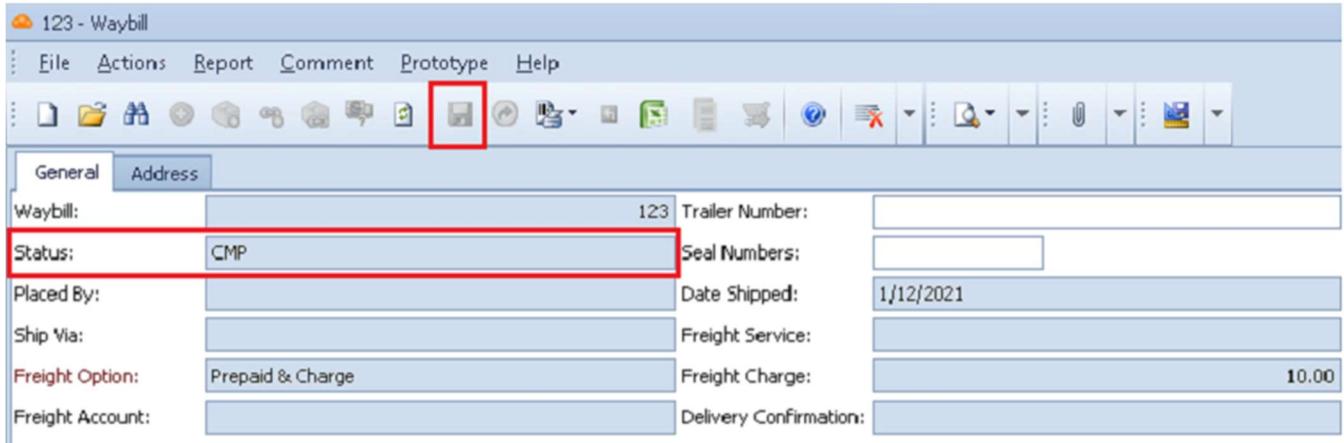
Note: If you do not want to add a freight charge to the customer's invoice, leave the 'Freight Option' field as "Prepaid & Charge" and do not specify a value in the 'Freight Charge' field.



Waybill:		* Trailer Number:	
Status:		Seal Numbers:	
Placed By:		Date Shipped:	1/12/2021
Ship Via:		Freight Service:	
Freight Option:	Prepaid & Charge	Freight Charge:	10.00
Freight Account:		Delivery Confirmation:	

- Click the Save button on the toolbar to complete the waybill and ship the assembled and/or reserved products to the customer.

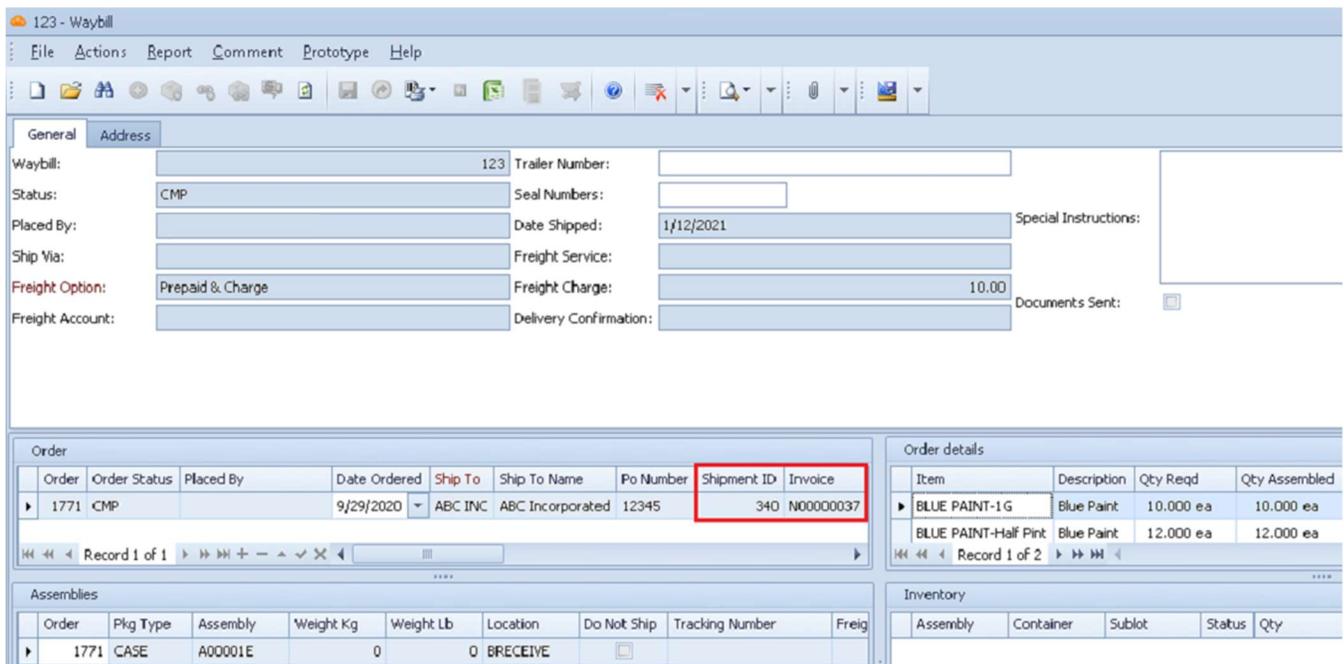
Note: After completing a waybill, the stock on hand for each product will be reduced by the quantity shipped and the 'Status' field will be set to "CMP" for completed.



The screenshot shows the '123 - Waybill' form with the 'Status' field highlighted in red. The form includes fields for Waybill, Status, Placed By, Ship Via, Freight Option, Freight Account, Trailer Number, Seal Numbers, Date Shipped, Freight Service, Freight Charge, and Delivery Confirmation.

Waybill:	123	Trailer Number:	
Status:	CMP	Seal Numbers:	
Placed By:		Date Shipped:	1/12/2021
Ship Via:		Freight Service:	
Freight Option:	Prepaid & Charge	Freight Charge:	10.00
Freight Account:		Delivery Confirmation:	

- After completing a waybill, the system will generate a packing slip, invoice, and shipment ID.



The screenshot shows the '123 - Waybill' form with the 'Shipment ID' and 'Invoice' fields highlighted in red. The form includes fields for Waybill, Status, Placed By, Ship Via, Freight Option, Freight Account, Trailer Number, Seal Numbers, Date Shipped, Freight Service, Freight Charge, and Delivery Confirmation. Below the form are sections for Order, Order details, Assemblies, and Inventory.

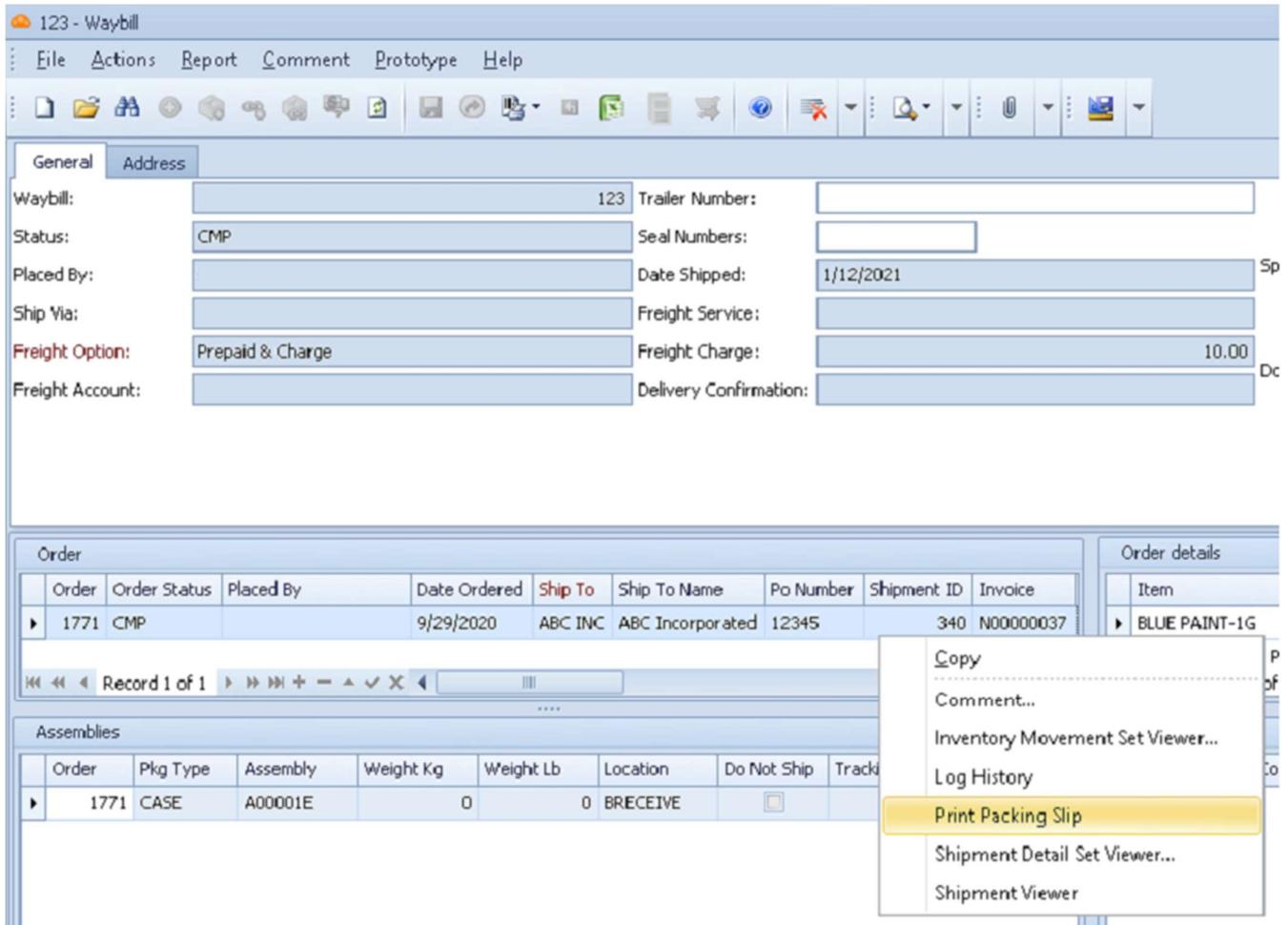
Waybill:	123	Trailer Number:	
Status:	CMP	Seal Numbers:	
Placed By:		Date Shipped:	1/12/2021
Ship Via:		Freight Service:	
Freight Option:	Prepaid & Charge	Freight Charge:	10.00
Freight Account:		Delivery Confirmation:	

Order	Order Status	Placed By	Date Ordered	Ship To	Ship To Name	Po Number	Shipment ID	Invoice
1771	CMP		9/29/2020	ABC INC	ABC Incorporated	12345	340	N00000037

Item	Description	Qty Reqd	Qty Assembled
BLUE PAINT-1G	Blue Paint	10.000 ea	10.000 ea
BLUE PAINT-Half Pint	Blue Paint	12.000 ea	12.000 ea

Order	Pkg Type	Assembly	Weight Kg	Weight Lb	Location	Do Not Ship	Tracking Number	Freig
1771	CASE	A00001E	0	0	BRECEIVE	<input type="checkbox"/>		

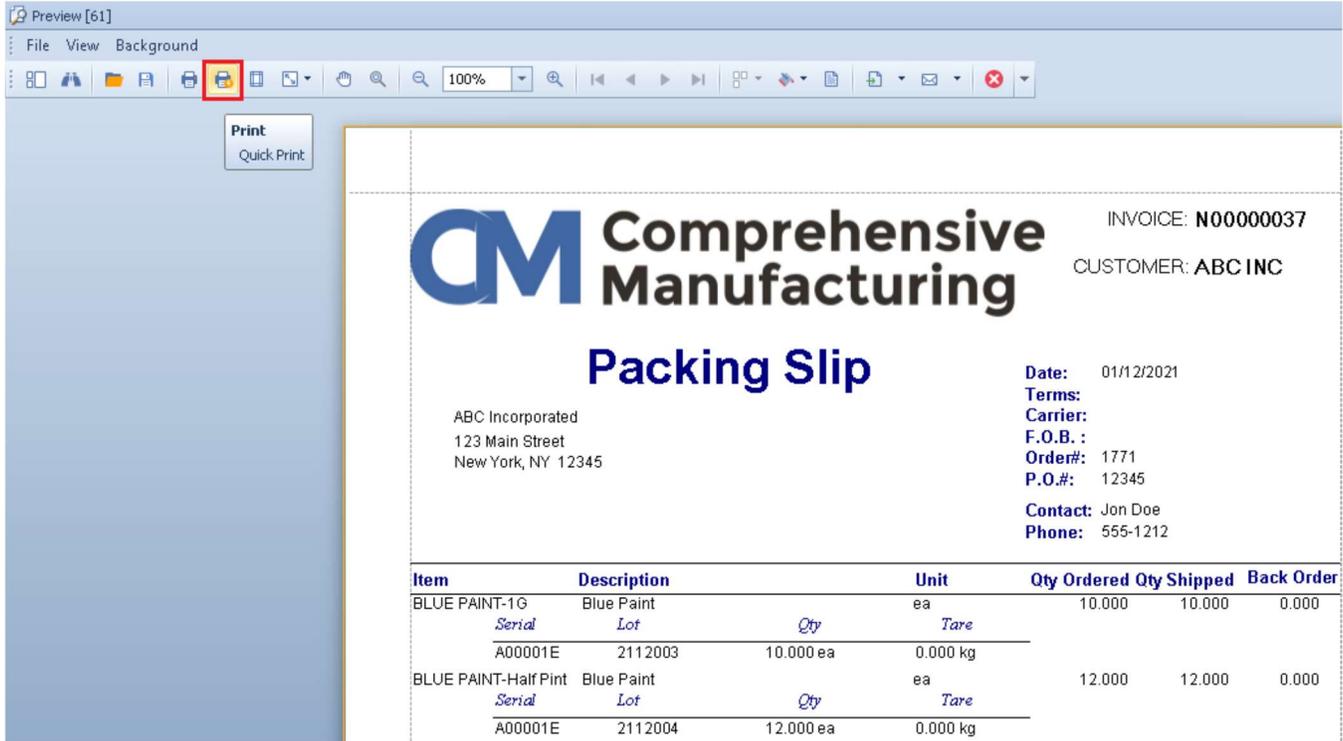
- To view or print the packing slip, right-click the number listed in the 'Shipment ID' column and select 'Print Packing Slip'.



The screenshot displays the '123 - Waybill' window. The 'General' tab is active, showing fields for Waybill (123), Status (CMP), Placed By, Ship Via, Freight Option (Prepaid & Charge), and Freight Account. The 'Address' tab is also visible. Below the form is an 'Order' table with columns: Order, Order Status, Placed By, Date Ordered, Ship To, Ship To Name, Po Number, Shipment ID, and Invoice. A context menu is open over the 'Shipment ID' column, listing options: Copy, Comment..., Inventory Movement Set Viewer..., Log History, **Print Packing Slip**, Shipment Detail Set Viewer..., and Shipment Viewer.

Order	Order Status	Placed By	Date Ordered	Ship To	Ship To Name	Po Number	Shipment ID	Invoice
1771	CMP		9/29/2020	ABC INC	ABC Incorporated	12345	340	N00000037

Order	Pkg Type	Assembly	Weight Kg	Weight Lb	Location	Do Not Ship	Track
1771	CASE	A00001E	0	0	BRECEIVE	<input type="checkbox"/>	



CM Comprehensive Manufacturing

Packing Slip

INVOICE: **N00000037**
CUSTOMER: **ABC INC**

ABC Incorporated
123 Main Street
New York, NY 12345

Date: 01/12/2021
Terms:
Carrier:
F.O.B. :
Order#: 1771
P.O.#: 12345
Contact: Jon Doe
Phone: 555-1212

Item	Description	Unit	Qty Ordered	Qty Shipped	Back Order
BLUE PAINT-1G	Blue Paint	ea	10.000	10.000	0.000
	<i>Serial</i> <i>Lot</i>	<i>Qty</i>	<i>Tare</i>		
	A00001E 2112003	10.000 ea	0.000 kg		
BLUE PAINT-Half Pint	Blue Paint	ea	12.000	12.000	0.000
	<i>Serial</i> <i>Lot</i>	<i>Qty</i>	<i>Tare</i>		
	A00001E 2112004	12.000 ea	0.000 kg		

- To view or print the invoice, right-click the number listed in the 'Invoice' column and select 'Print Invoice'.

123 - Waybill

File Actions Report Comment Prototype Help

General Address

Waybill: 123 Trailer Number:

Status: CMP Seal Numbers:

Placed By: Date Shipped: 1/12/2021

Ship Via: Freight Service:

Freight Option: Prepaid & Charge Freight Charge: 10.00

Freight Account: Delivery Confirmation:

Order	Order Status	Placed By	Date Ordered	Ship To	Ship To Name	Po Number	Shipment ID	Invoice
1771	CMP		9/29/2020	ABC INC	ABC Incorporated	12345	340	N00000037

Record 1 of 1

Order	Pkg Type	Assembly	Weight Kg	Weight Lb	Location	Do Not Ship	Tracking Number	Fre
1771	CASE	A00001E	0	0	BRECEIVE	<input type="checkbox"/>		

Order details

Item

BLUE PAINT-1G

- Copy
- Comment...
- Invoice
- Invoice Set Viewer...
- Log History
- Print Invoice

Preview [59]
 File View Background
 98%

Print
Quick Print

CM Comprehensive Manufacturing

Invoice

INVOICE: N00000037
 CUSTOMER: ABC INC

Date: 01/12/2021
 Carrier:
 F.O.B.
 Order #: 1771

ABC Incorporated
 123 Main Street
 New York, NY 12345

Ship to: ABC Incorporated
123 Main Street
New York, NY 12345

Terms: PO #: 12345 Contact: Jon Doe Phone: 555-1212

Description	Qty Ordered	Qty Shipped	Price Per	Value
BLUE PAINT-1G Blue Paint	10 ea	10 ea	25.0000 ea	250.0000
Lot _____ Expiry Date _____ 2112003				
BLUE PAINT-Half Pint Blue Paint	12 ea	12 ea	10.0000 ea	120.0000
Lot _____ Expiry Date _____ 2112004				
Sub Total				370.00
Freight Charge				10.00
All amounts are in US Dollars				380.00