

# **Manifest Entry**

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# 1 Manifest Entry

This page will allow the creation of a collection manifest with the ability to add selected orders onto the manifest.

Supplier	9570 : STOKE 1 Distribution Centre	X-Dock Location	DHLMER	Collection Date	26-Jan-2023	<b>Find</b>
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The page will initially display available suppliers (based on restrictions) and a collection date. The user will select a supplier (if only one supplier is available, it will already be selected) and if the supplier uses a cross-dock location, that must also be selected before choosing a collection date from the calendar. Clicking on the 'Find' button will display a list of orders for the selected supplier and collection date:

<p>9570 - STOKE 1 Distribution Centre Birmingham Road, Stoke-on-Trent, ST4 4EK X-Dock Location DHLSTK Collection Date 26-01-2023</p>								
Store No	Purchase Order	In Store Date	Store Name	Postal Region	Planning Region	X-Dock Location	Con Number	Manifest
0860	082180495001	27/01/2023	Newtownabbey	BT	Reg_B	DHLSTK	000010007767	6528
<input type="checkbox"/> Select <input type="button" value="All"/> <input type="button" value="None"/>								
<input type="button" value="Assign To"/> <input type="button" value="New Manifest"/> <input type="button" value="Create Manifest"/>								

Only orders which are not on a 'Closed' manifest will be displayed.

The data fields displayed can be seen in the above screenshot. The data will initially be sorted by Store Name, but clicking on any of the headings will sort by that column.

To add orders to a manifest, the user should tick the required Select boxes.

In the 'Assign To' section the user will have the option to create a new manifest, or they can select 'Existing Manifest' from the drop-down on the screenshot above. If this is selected, another drop-down will appear next to this with a list of 'Open' manifests for the current supplier.

To add/append orders to a manifest, the user should click the 'Create Manifest' button. Note, the text for this button will change to 'Append To Manifest' if an existing manifest is selected.

Once the user has selected to create/append a manifest, they will be taken onto the Manifest Details page where all of the orders on the manifest will be displayed:

<p>Collection Manifest: 6645 [Open] X-Dock Location DHLSTK Collection Date 26-Jan-23 [Close From: 25-Jan-23] 9570 - STOKE 1 Distribution Centre Birmingham Road, Stoke-on-Trent, ST4 4EK Labels Printed: No Manifest Printed: No</p>								
Store No.	Store Name	In Store Date	Purchase Order	Consignment No	DSBAG	PALLET	Locked	
0860	Newtownabbey	27/01/2023	082180495001	000010007767	0	0		
<input type="button" value="Save"/> <input type="button" value="Close Manifest"/> <input type="button" value="Restart"/> <input type="button" value="Restart"/>								
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Collection Manifest: 6645 [Closed] X-Deck Location: DHLSTK Collection Date: 26-Jan-23 9570 - STOKE 1 Distribution Centre Birmingham Road, Stoke-on-Trent, ST4 4EX Label Printed: No Manifest Printed: No				
Store No. 0880	Store Name Newtownabbey	In Store Date 27/01/2023	Purchase Order 082180495001	Consignment No 000010007767 OSBAG PALLET 3 2

Moving the mouse over these lines will highlight the individual orders. Clicking on one of the lines will take the user into the Manifest Order Detail page. See section **Error! Reference source not found.** below.

After closure, at the bottom of the manifest entry page, two buttons will be available:

[Print All Labels](#) [Print Manifest](#)

**Print All Labels** Clicking this button will produce a PDF file containing 'pallet' labels in the required format. A label will be produced for every line item for all orders on the manifest. Once produced the user will be given the option to Open or Save the file. The user can open the file and print using standard Windows functionality.



Example Label

**Print Manifest** Clicking this button will produce a PDF Manifest sheet in the required format. As with the labels, this may be opened or saved.

Collection Manifest: 6645 DHLSTK				
9570 - STOKE 1 Distribution Centre Birmingham Road, Stoke-on-Trent, ST4 4EX				
<hr/>				
Store: 0880 Newtownabbey				
Order No.	Consignment No.	OSBAG	PALLET	
082180495001	10007767	3	2	
Store Total	3	2		

Example Manifest

Ready for **What's Next, Now™**

