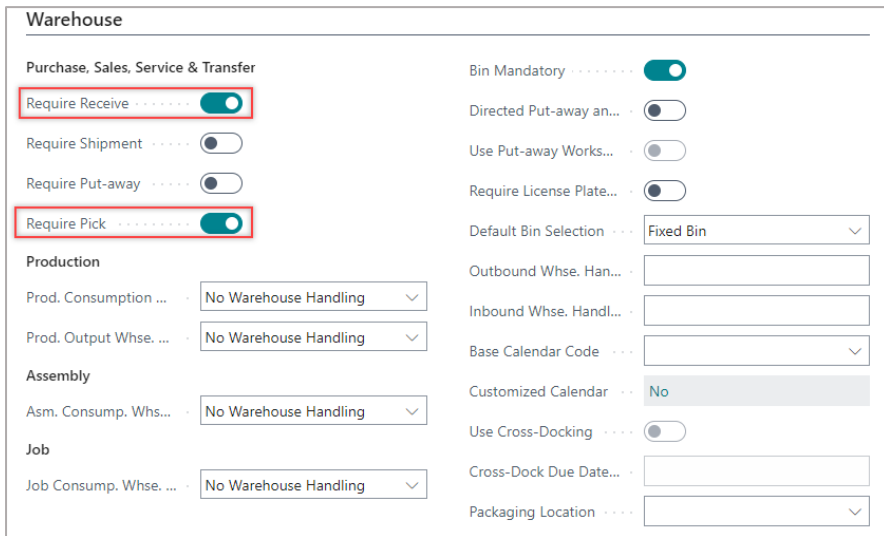


This guide is a walkthrough on creating warehouse shipment and pick and printing bill of lading (BoL).

Prerequisites

On the **Locations** Card page select a location and, on the **Warehouse** FastTab, you must enable the **Require Receive** and **Require Pick** toggles to create picking documents.



Warehouse

Purchase, Sales, Service & Transfer

- Require Receive
- Require Shipment
- Require Put-away
- Require Pick

Production

- Prod. Consumption ... No Warehouse Handling
- Prod. Output Whse. ... No Warehouse Handling

Assembly

- Asm. Consump. Whs... No Warehouse Handling

Job

- Job Consump. Whse. ... No Warehouse Handling

Bin Mandatory

Directed Put-away an...

Use Put-away Works...

Require License Plate...

Default Bin Selection ... Fixed Bin

Outbound Whse. Han...

Inbound Whse. Handl...

Base Calendar Code ...

Customized Calendar ... No

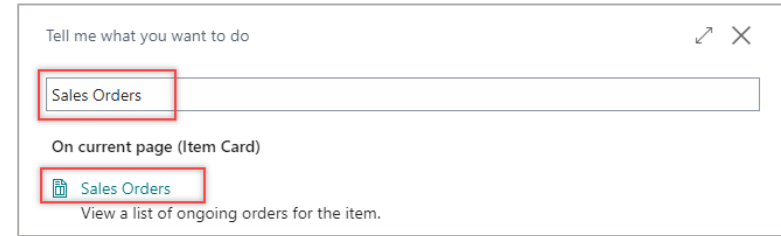
Use Cross-Docking

Cross-Dock Due Date...

Packaging Location ...

Picking documents

1. Select the Search icon , enter **Sales Orders**, and then choose the related link.



Tell me what you want to do

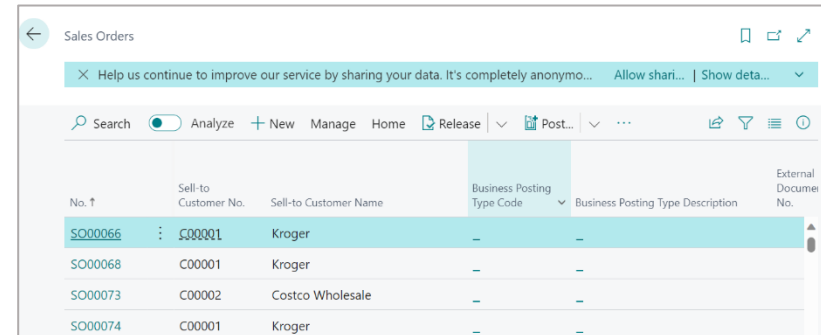
Sales Orders

On current page (Item Card)

Sales Orders

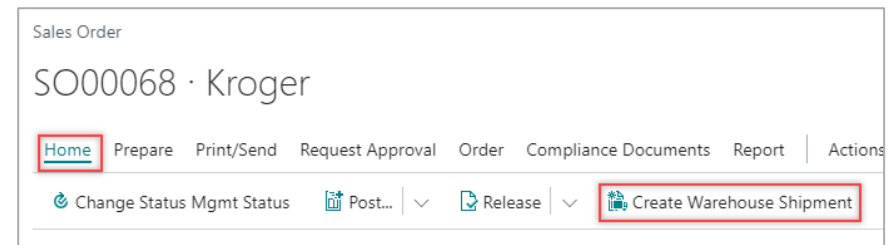
View a list of ongoing orders for the item.

The **Sales Orders** list page opens.



No. ↑	Sell-to Customer No.	Sell-to Customer Name	Business Posting Type Code	Business Posting Type Description	External Document No.
SO00066	C00001	Kroger	-	-	
SO00068	C00001	Kroger	-	-	
SO00073	C00002	Costco Wholesale	-	-	
SO00074	C00001	Kroger	-	-	

2. Create a new sales order or open an existing sales order you want to work with.
3. On the **Sales Order** page, on the action bar select **Create Warehouse Shipment**.



Sales Order

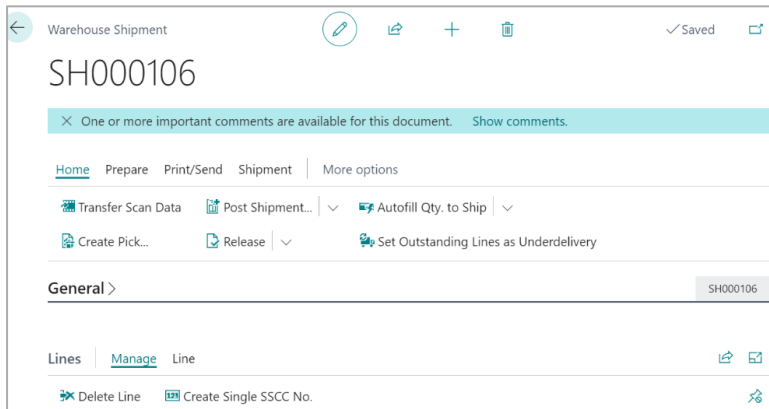
SO00068 · Kroger

Home Prepare Print/Send Request Approval Order Compliance Documents Report Actions

Change Status Mgmt Status Post... Release **Create Warehouse Shipment**

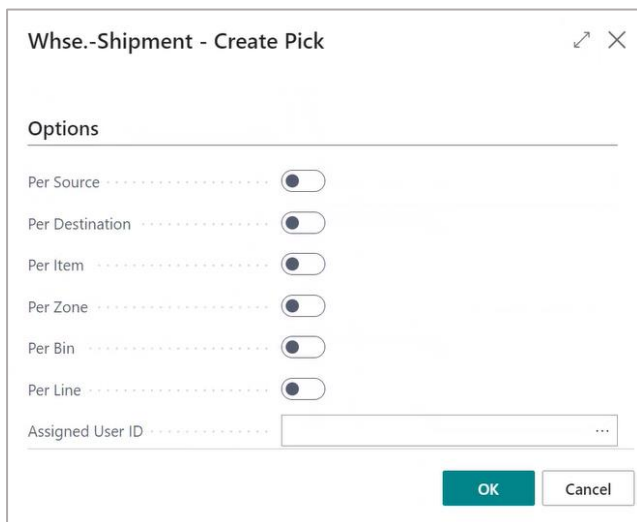


The **Warehouse Shipment** page opens.

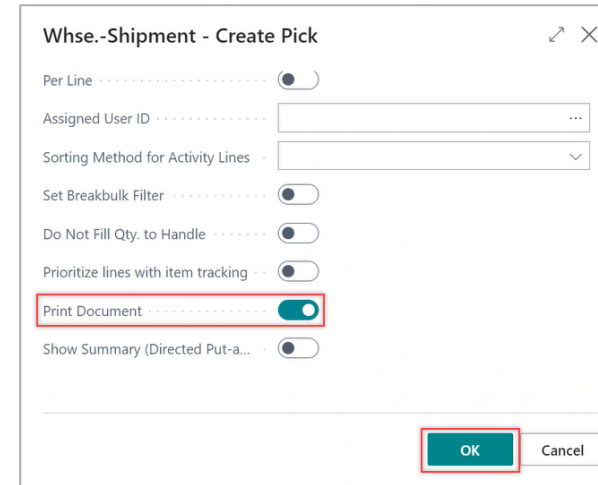


4. On the action bar, select **Home > Create pick**.

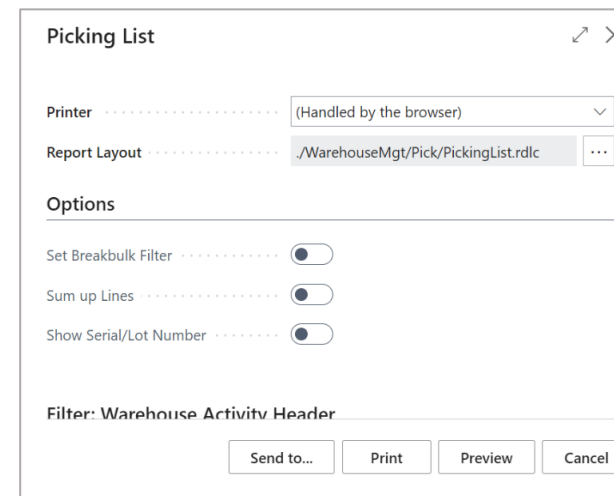
The **Whse. Shipment Create Pick** card page opens.



5. On the **Whse. Shipment Create Pick** card page, enable **Print Document** and select **OK**.



The **Picking List** card page opens.



6. Click **Preview/Print**.

The Picking List document is printed.



Source Document	Destination	Destination No.	Due Date	Action Type	Item No.	Description	Variant Code	Zone Code	Bin Code	Qty. (Base)	Qty. Handle	Unit of Measure	Qty. Handled
Sales O SO00073	Customer C00002		01/31/23	Take	FG001	Frozen Party Rolls			PRODUCTIO	50	50	EA	
Sales O SO00073	Customer C00002		01/31/23	Place	FG001	Frozen Party Rolls			SHIP	50	50	EA	

Whse. Ship Bill of Lading

Printer: (Handled by the browser)

Report Layout: RDLCL Layout for Non UK localization

Use default values from: Last used options and filters

Options

Print Lot Information:

Filter: Warehouse Shipment Header

× No.: SH000002

+ Filter...

Filter totals by:

+ Filter...

Filter: Inteeer

Bill of Lading

Bill of Lading (BoL) is a legal document provided to a shipper by a carrier, or transportation company, and it contains information about the kind, quantity, and destination of the goods being transported. When the carrier delivers the goods at a specified location, a bill of lading also functions as a shipment receipt.

1. On the **Warehouse Shipment** page, on the action bar select **Print/Send > Print**.

Warehouse Shipment

SH000106

Home Prepare Print/Send Shipment | More options

Print...

The **Ware. Ship Bill of Lading** card page opens.

2. Select **Print**.

SHIP FROM		SHIP TO		Customer ORDER INFORMATION	
Yellow Warehouse		Adatum Corporation Robert Evans 192 Market Square Atlanta, GA 31172 USA		Bill of Lading No.: SH000002 Carrier Name: Federal Express Corporation External Document No.: S-ORD101011 Freight Charge Terms: Cost and Freight	
Customer PO No.	# Cases	Weight	No. Pallets	Pallets/Case	Additional Shipper Info
S-ORD101011	15	143.25	Y	N	
GRAND TOTAL		15	143.25	15	
CARRIER INFORMATION					
HANDLING UNIT	PACKAGE	Weight	COMMODITY DESCRIPTION	NMFC #	LTL ONLY CLASS
QTY	TYPE	QTY	TYPE		
GRAND TOTAL					
SHIPPER SIGNATURE / DATE			SHIPPER SIGNATURE / PICKUP DATE		
This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.			Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the OCS emergency response guidebook or equivalent documentation in the vehicle.		

The Bill of Lading is posted.

