

The How To Guide For

Shipment Processing

WINMARK®

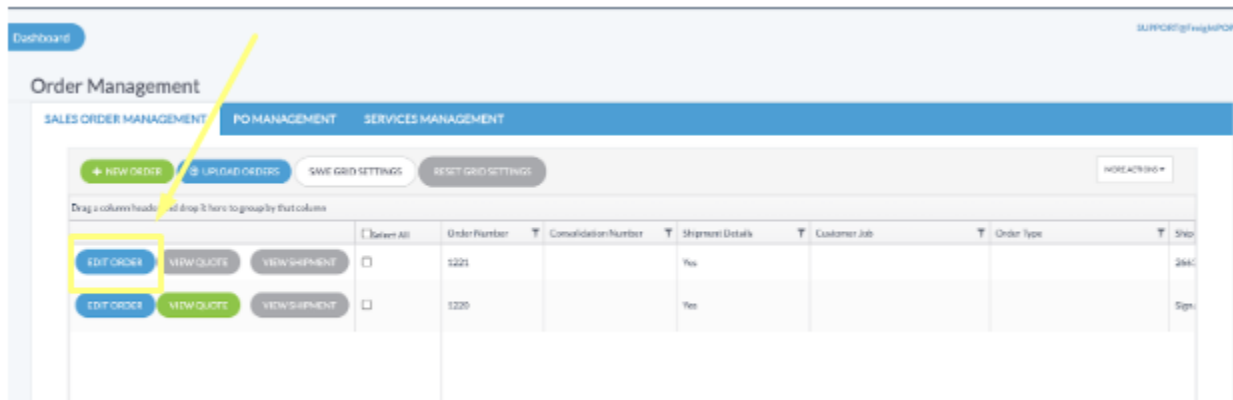


Processing a shipment inside of FreightPOP

So....you got an order via OrderCloud. Now you have to process it so it can get to its destination. Here is how you do it - in FIVE easy steps!

STEP ONE:

1. Sign into FreightPOP
2. You will be on the "Order Management" page
3. Click on "Edit Order" to start the process



STEP TWO:

1. You are on the "Edit Order" page
2. The order number and shipping information will be pre-populated
3. In the "Shipment Details" area, enter the "Quantity", "Dimensions" and "Weight" of the box(s)
4. If there are 2 boxes of the same weight and dimensions, then, enter the "Quantity" as 2
5. If the order needs 2 boxes of different sizes, click on "+ add package" and enter the appropriate weight(s) and dims
6. Once you're done entering that information, click "Get Rates "

SALES ORDER MANAGEMENT PO MANAGEMENT SERVICES MANAGEMENT

EDIT ORDER

DOCUMENTS SAVE ORDER DELETE ORDER CANCEL

ORDER NUMBER 1234

CONSOLIDATION NUMBER NA

LOCATIONS

SHIP FROM [Address Field] [Address Book]

SHIP TO [Address Field] [Address Book]

Verify Addresses (Click on Address Only)

ADDITIONAL/PRODUCT DETAILS

ACCESSORIES/SERVICES [ADD] Varies by carrier

PRODUCT DETAILS [PRODUCT DETAILS] Optional

CARRIER

Fed Ex-SMG FedEx Ground

SHIPMENT DETAILS

WEIGHT TYPE DEFAULT [Pick Piece] [Select Per Case]

QUANTITY 1 TYPE BOX [ENTER PIECES]

DIMENSION 12 12 4 WEIGHT 4 [Units] On Top

FREIGHT CLASS 25

HAZMAT

DESCRIPTION [Description Field]

REFERENCES

DENSITY CUBIC FT

Add Package

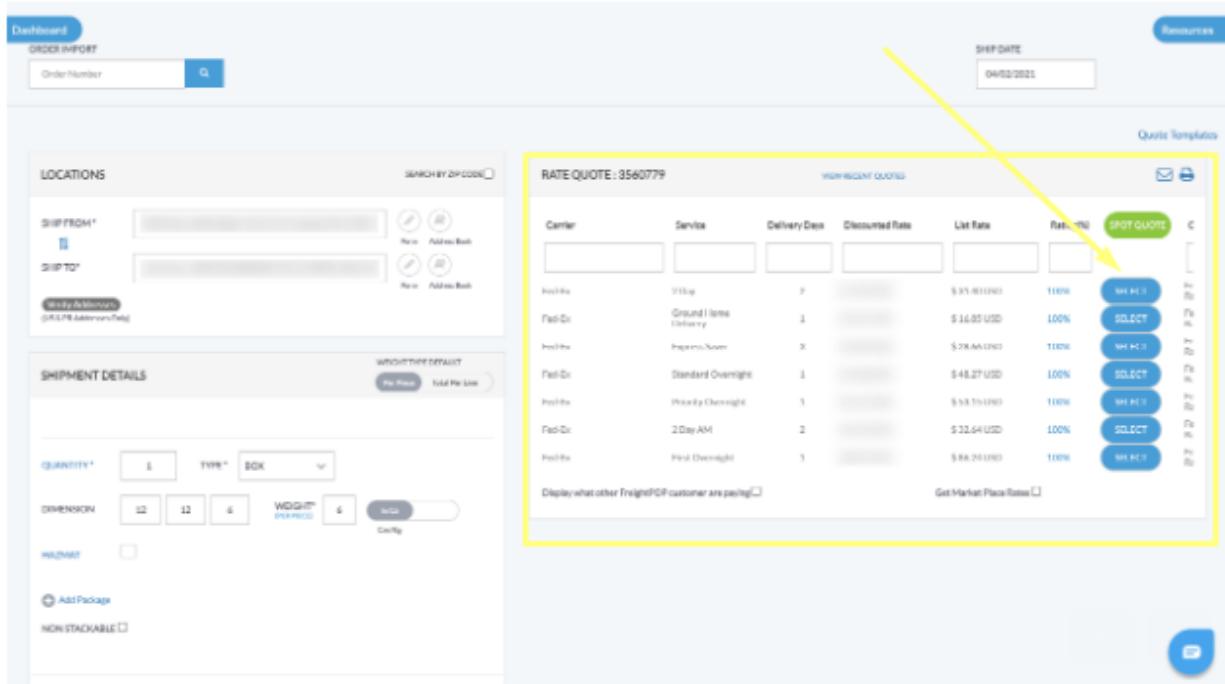
NON STACKABLE

SO NUMBER 1234 PO NUMBER PO Number

SEND CONFIRMATION EMAIL TO: rpen@bore-mark.com

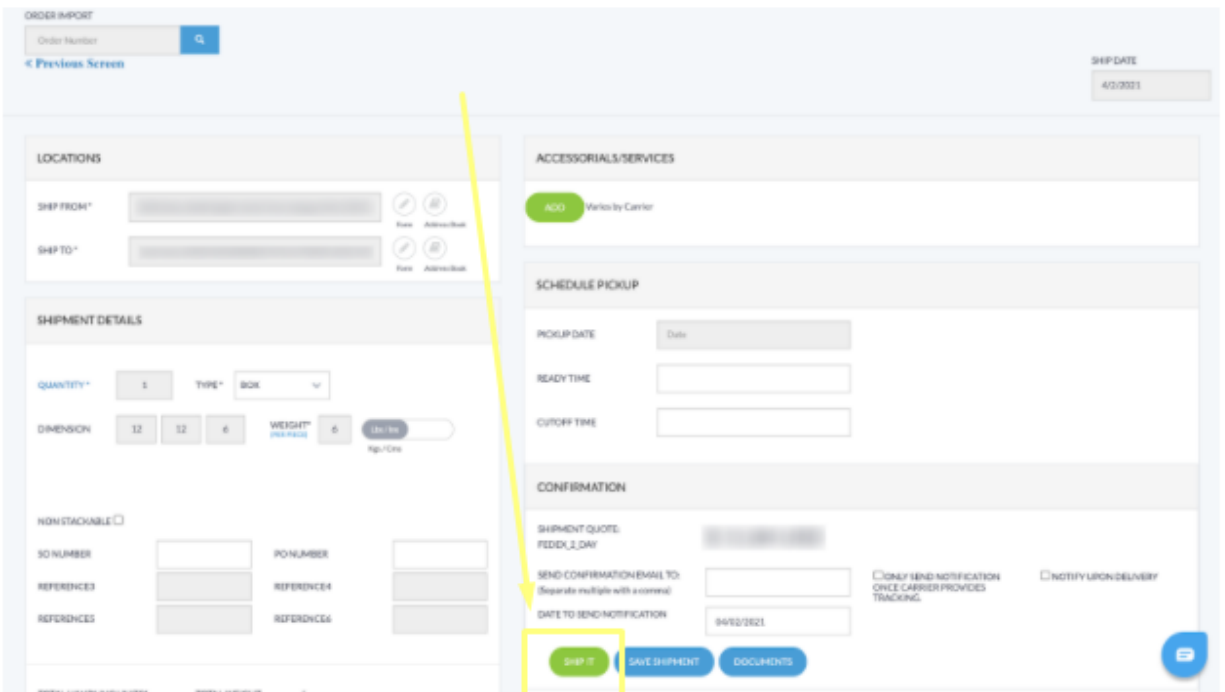
STEP THREE:

1. The lowest cost rate will be at the top of the list - you will also see the associated transit time
2. Found the rate and transit time that fits for the order? Click "Select"



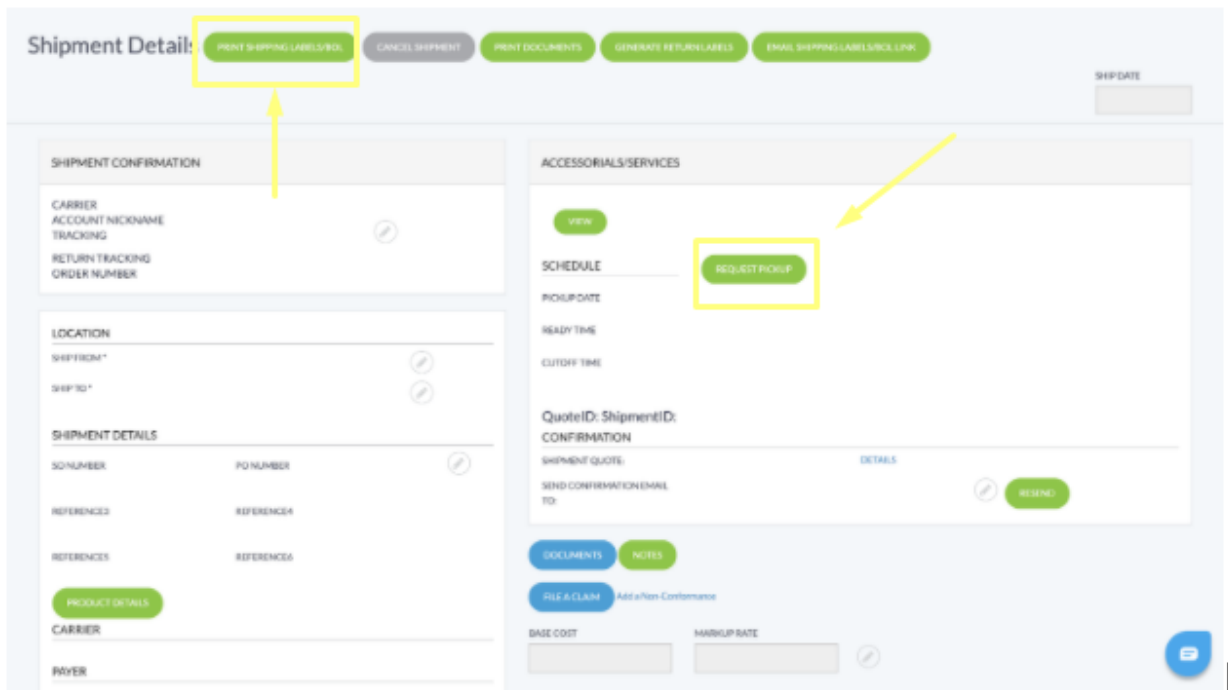
STEP FOUR:

1. You now see the order confirmation page. If it looks right, click "Ship It"!



STEP FIVE:

1. Now you just need to print the shipping label - click on "Print Shipping Labels/BOL"
2. If you don't have a daily pickup, click on "Request Pickup" to get that scheduled



CONGRATS! You just Made Ship Happen!