Order Entry III

# Objective:

User should already have a basic understanding order entry, using message lines for communication and adding charges. After finishing this course, user will be able to enter a direct ship order completely and be able to acknowledge different order types. User should be able to obtain freight estimates through various freight distributors as needed.

User should fully understand the concept of using shipping calculator, and freight estimates as they pertain to order entry.

## Pre-Reading:

* Freight Estimates (LTL)
* Schluter shipping details
* Order Types & Handling
* Direct Ship Order entry

## Lesson Plan – Direct Ship Order Entry

* Review Freight Options
	1. UPS Ozlink for shipment for smaller items (example)
	2. Review CH Robinson site for LTL freight estimates (example)
	3. Discuss Adding 35% to freight estimates on most shipping estimates
* Shipping calculator Resource:
	1. Vendor charges and policies relating to direct shipments
	2. Vendor zip code for freight estimate
* Review Direct ship order entry from Order Manager
	1. Discuss policies & header details related to Direct ship order entry
		+ Absence of physical LTD warehouse
		+ Required Supplier field entry
		+ Ship Via type needed for specific order
		+ Discuss “one vendor only” for direct ship orders
		+ Confirming ship to address
* Add line items needed to ticket
* Obtain weight of product that needs to ship out
* Add freight & handling to ticket using Macro Messages (lines 9966+)
* Review additional freight estimate options
	1. Discuss and review CH Robinson freight rate in Navigator (example)
* Discuss Schluter shipping details & policies
* Discuss difference in End-of-order options for Direct ship orders

## Lesson Plan – Expedited Ship to Branch

* Discuss reasons for expedited ship to branch and differences/similarities between this order entry method and direct ship order entry.
	+ Material would ship to warehouse instead of 3rd party address
	+ Ticket isn’t limited to one supplier
	+ Freight charges will apply
	+ Ship via on header will reflect how customer gets material from LTD.
	+ The line item will have a separate ship via for expedited product to arrive to the warehouse.
* Begin basic order entry and select a special-order material
* Direct attention to manual inventory selection
* Discuss Add Line menu
	+ Select Special Order
	+ Select freight method for supplier to send material
	+ Add material to ticket
* Follow up with an email to Corp. Purchasing about the expedited ship to method for your product.
* Add freight costs to ticket (line 9966)
* If necessary, explain that message line can be added to ticket informing customer of additional freight costs related to item, using C\* note.