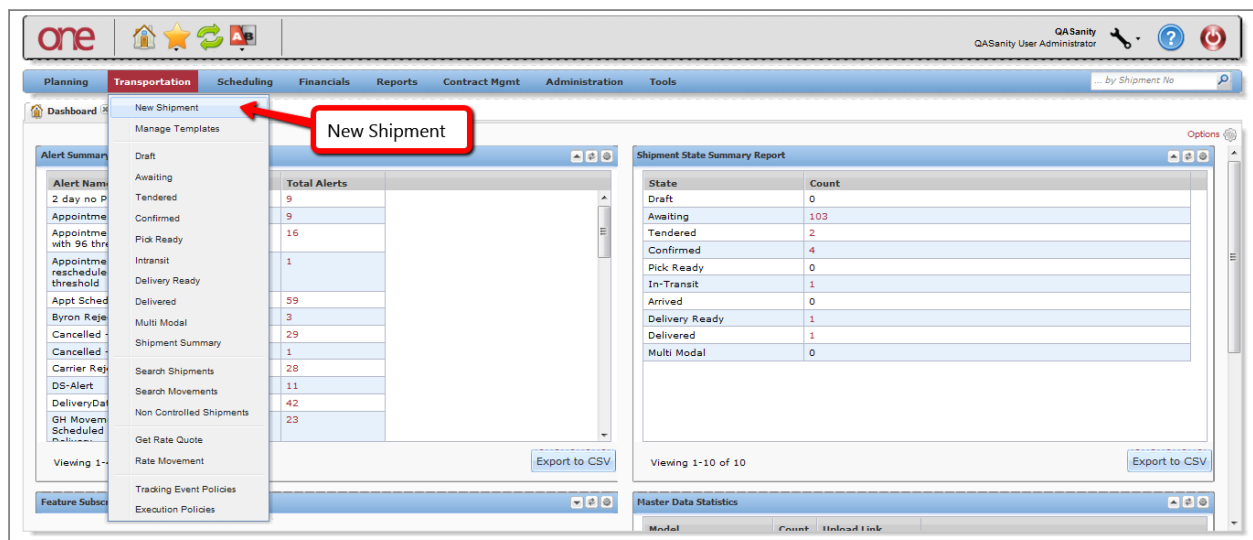# Quick Guide to Creating a Shipment

Introduction

This document provides a quick guide explaining how to create a Shipment in the One Network System.

Creating a Shipment

1. Login to the One Network System.

2. Select Transportation -> New Shipment to open the **New Shipment** screen.

3. The **New Shipment** screen will be displayed with the **Header** tab selected.

Enter information details on the **Header** tab:
   a. Shipment Number (note – can have the system auto generate if desired)
   b. Ship From Site (note – Shipper will populate based on this information entered)
   c. Ship To Site (note – Consignee will populate based on this information entered)
   d. Equipment
   e. Pickup Date Range
   f. Delivery Date Range

4. Click on the **Content** tab in order to enter information pertaining to the shipment lines.

Press the **Add Line** link to display the **New Shipment Line** popup in order to enter the line information.

5. On the **New Shipment Line** popup, enter the shipment line information:
    a. Line Number (auto-generated)
    b. Item
    c. Weight
    d. Volume
    e. Shipped Quantity and Quantity Unit of Measure

    After entering the shipment line information, press the **Add** button on the popup.
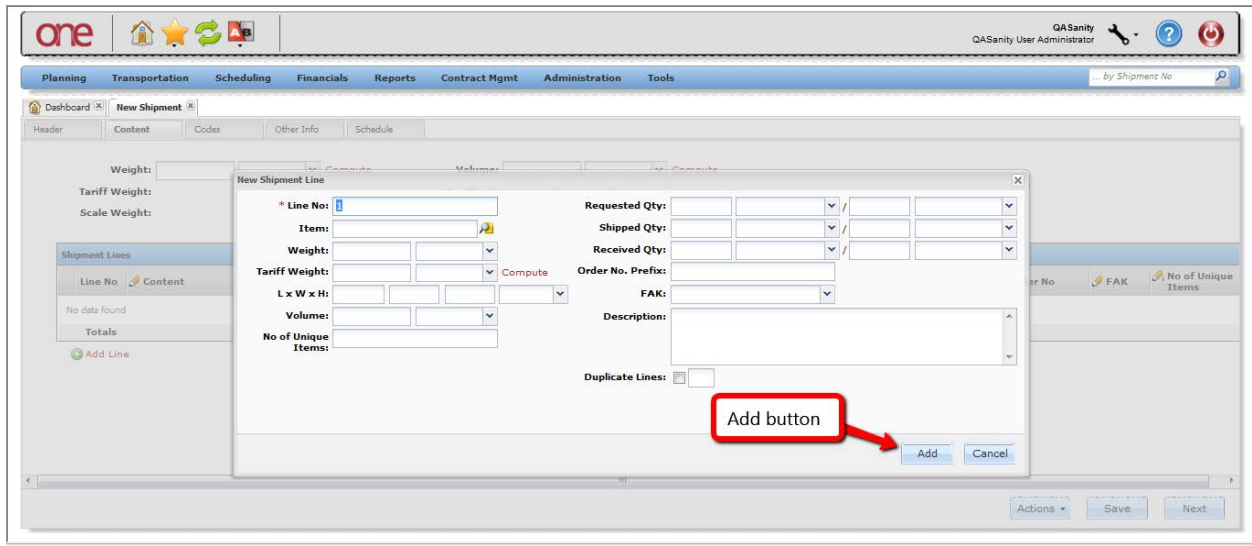
    Repeat this process to add additional shipment lines.

6. Click on the **Schedule** tab to enter shipment attribute information:
   a. Appointment Required (checkbox)
   b. Partner
   c. Partner Profile
   d. Commodity Code
   e. Appointment Code
   f. Load Type

7. After all shipment information has been entered on the various tabs, press the **Save** button on the bottom of the screen to create the shipment.

   A success message will be displayed indicating the shipment has been created.