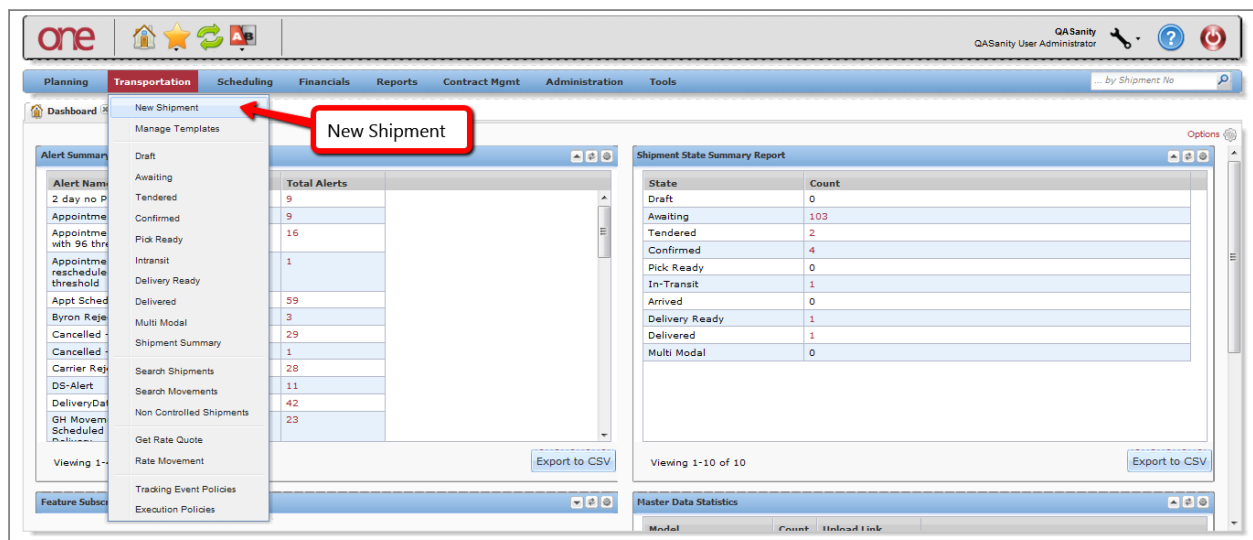


Introduction

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

The screenshot shows the 'New Shipment' screen with the 'Header' tab selected. The form includes fields for Shipper (One Bellevue Enterprises), Consignee, Shipment No. (with an Auto Generate button), Freight Terms (Prepaid), Allowance, Ship From (Site), Ship To (Site), Bill To (Site), Equipment (Dry Van), Size, Equipment No., Pickup, Target Pickup, Delivery, Target Delivery, Service Level, Ship With Group, and Order No. There are also buttons for 'Actions', 'Save', and 'Next'.

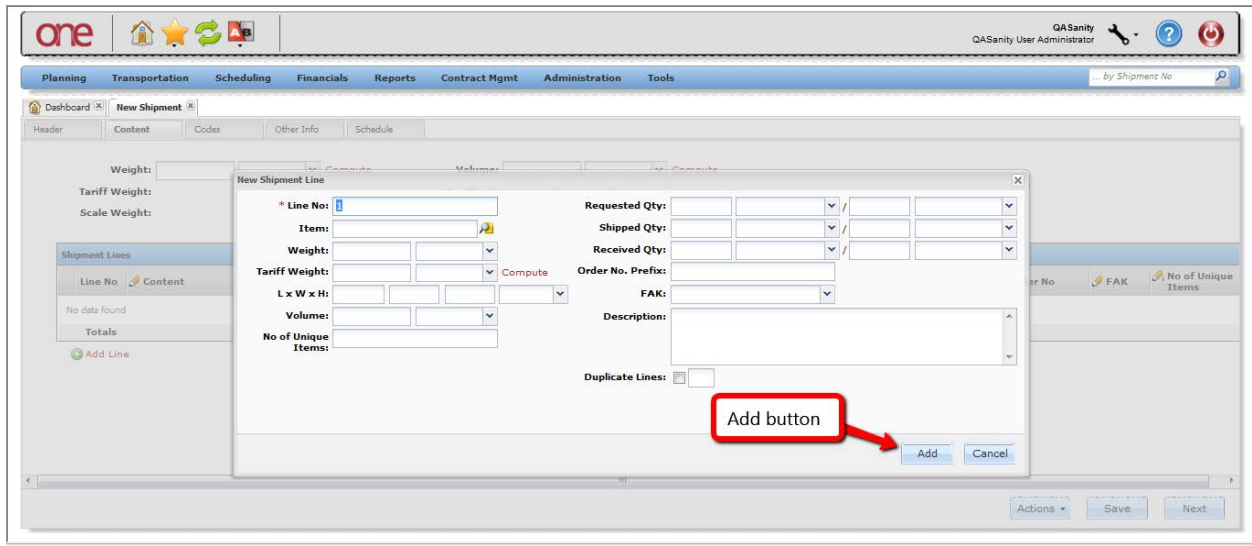
4. Click on the **Content** tab in order to enter information pertaining to the shipment lines.

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

The screenshot shows the 'New Shipment' screen with the 'Content' tab selected. The form includes fields for Weight, Volume, Tariff Weight, Scale Weight, L x W x H, and Declared Value. Below these fields is a table for 'Shipment Lines' with columns for Line No, Content, Description, Shipped Qty, Requested Qty, Volume, L x W x H, Weight, Order No, FAK, and No of Unique Items. The table is currently empty, and there is an 'Add Line' link at the bottom left of the table. A red arrow points to the 'Add Line' link, which is highlighted with a red box and labeled 'Add Line link'. At the bottom right, there are 'Actions', 'Save', and 'Next' buttons.

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

The screenshot displays the QASanity web application interface. At the top, there is a navigation bar with tabs for Planning, Transportation, Scheduling, Financials, Reports, Contract Mgmt, Administration, and Tools. A success message "Shipment successfully created" is visible. The main content area is divided into four sections: Pickup Appointment, Delivery Appointment, Pickup Schedule, and Delivery Schedule. Each section contains input fields for Partner, Partner Profile, Commodity Code, Appointment Code, and Load Type, along with a checkbox for "Appt Required". The Pickup Schedule section shows planned dates from July 15, 2013, 8:00 AM to 11:00 AM. The Delivery Schedule section shows planned dates from July 19, 2013, 1:00 PM to 4:00 PM. At the bottom right, there are buttons for "Actions", "Save", and "Next".

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.