



**Stop Wasting Time Manually Coordinating Multiple Shipping Systems**





## Contents

Overview .....	3
Manifesting a Standard Order .....	4
Consolidating multiple orders to one shipment .....	7
E-Commerce Fulfillment .....	11
Best Way Shipment.....	13
Shipping one order with two cartons with separate carriers .....	18
Installation of Latitude Manifest System - Manifest Console .....	20



## Overview

In our demonstration, we will walk you through four scenarios.

- Install of the Latitude Manifest System - Manifest Console
- Consolidating multiple orders to one shipment
- E-Commerce fulfillment
- Utilizing the Best Way to auto pick a carrier
- Shipping one order with two cartons using separate carriers

## Manifesting a Standard Order

In this scenario, we will show you the basics of how quick and easy it is to manifest an order.

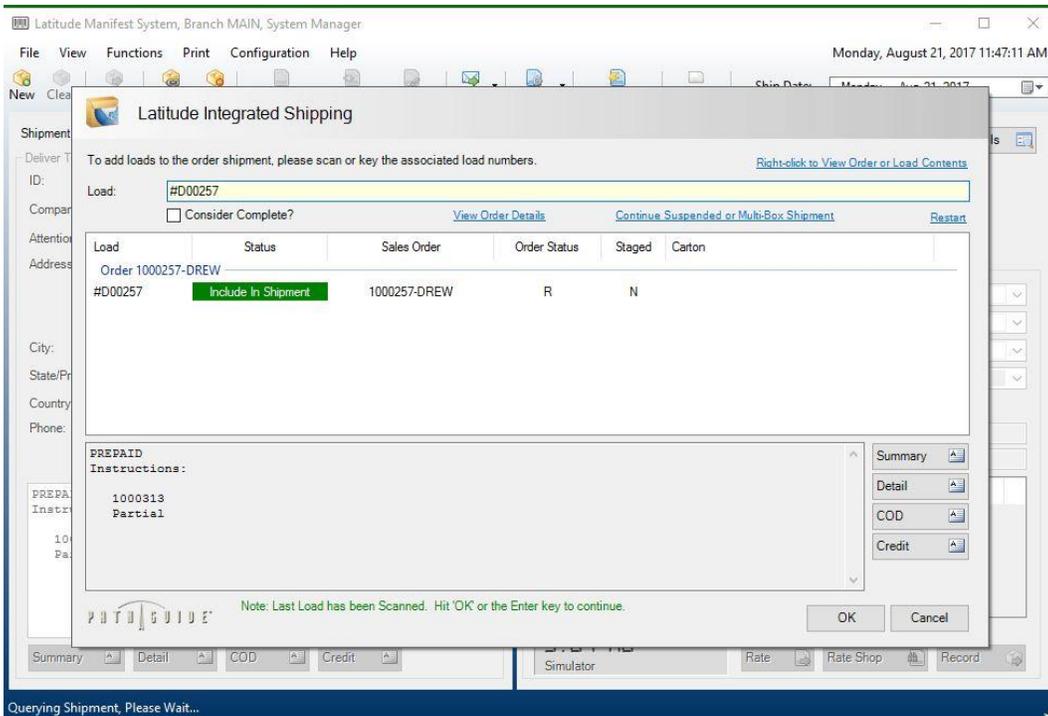
Customer: 100553  
Starting Order: 1000257-Drew  
Load #D00257

1. Start by scanning in the order, load or type it in either on the Shipment ID line and press ENTER on the keyboard.  
(In this test environment, we will not be using scanners)

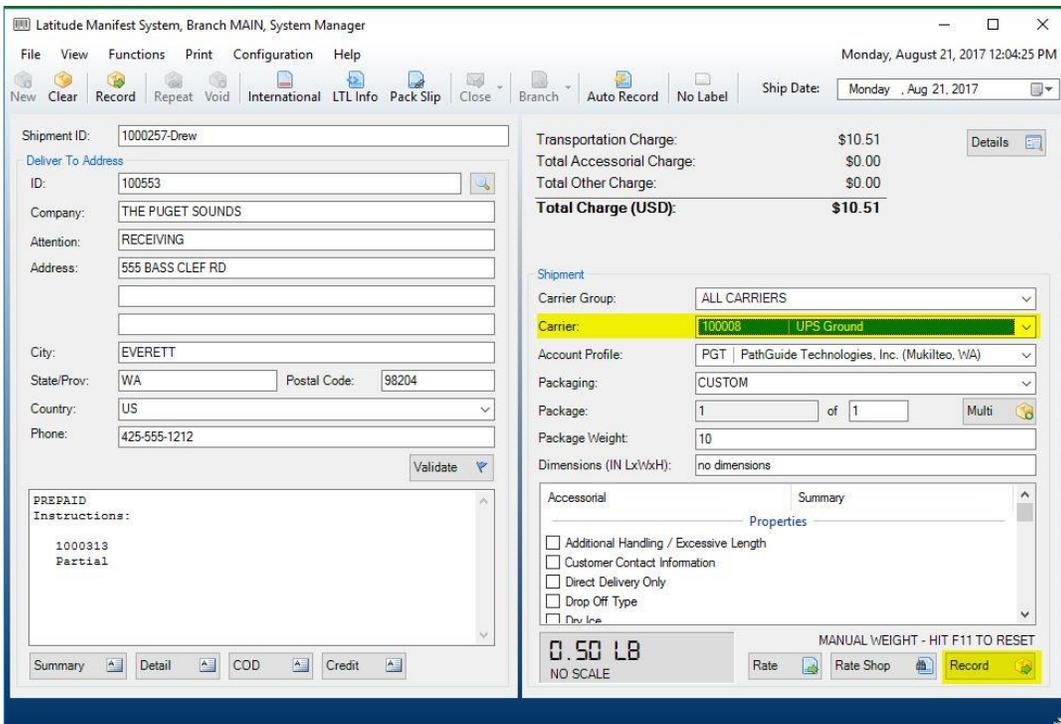
The screenshot displays the 'Latitude Manifest System, Branch MAIN, System Manager' interface. The window title bar includes the date and time: 'Monday, August 21, 2017 11:46:04 AM'. The menu bar contains 'File', 'View', 'Functions', 'Print', 'Configuration', and 'Help'. The toolbar includes icons for 'New', 'Clear', 'Record', 'Repeat', 'Void', 'International', 'LTL Info', 'Pack Slip', 'Close', 'Branch', 'Auto Record', and 'No Label'. A 'Ship Date' field is set to 'Monday, Aug 21, 2017'. The main area is divided into several sections:

- Shipment ID:** 1000257-Drew
- Deliver To Address:** Fields for ID, Company, Attention, Address, City, State/Prov, Postal Code, Country, and Phone. A 'Validate' button is located below these fields.
- Carrier and Packages:** Carrier: UPS SMALL PARCEL; Packages: 6. A 'Details' button is next to this section.
- Shipment:** Fields for Carrier Group (ALL CARRIERS), Carrier (UPS GND | UPS Ground), Account Profile (PGT | PathGuide Technologies, Inc. (Mukilteo, WA)), Packaging (CUSTOM), Package (0 of 0), Package Weight (0), and Dimensions (CM LxWxH) (no dimensions).
- Summary:** A table with columns 'Accessorial' and 'Summary'.
- Weight:** 25.96 KG Simulator
- Buttons:** Summary, Detail, COD, Credit, Rate, Rate Shop, Record.

- Scan or enter the Load Number and press Enter. You will see that the load will now be included.



- Select a carrier from the drop-down menu
- Then click Record



If we Look at the order in Latitude Web we can see that Latitude Manifest System passed all the information recorded at the Manifest Console.

**REVIEW SALES ORDERS - LATITUDE WMS**

MENU MY MENU FUNCTIONS

YOU HAVE ONE UNREAD PRIORITY MESSAGE!

Sales Order: 1000257-Drew

CUSTOMER	ADDRESSES	SHIPPING	NOTES	DETAILS	PROPERTIES	LINE ITEMS	TRACKING	INCIDENTS	COMBINED	CLASSES	AUDIT
		PACKING SLIP	BOX	METHOD		TRACKING NUMBER	WEIGHT	FREIGHT			
			0			TOTAL FREIGHT	10	0.00			
			1	100008		<a href="#">1Z1235550300000369</a>	10	10.51			

## Consolidating multiple orders to one shipment

In this scenario, we will show you how Integrated shipping will allow you to combine multiple orders for the same customer, together

Customer: 100551

Starting Order: 1000247-Drew

Load #D00247

Order to include: 1000259-Drew

Load: #D00259

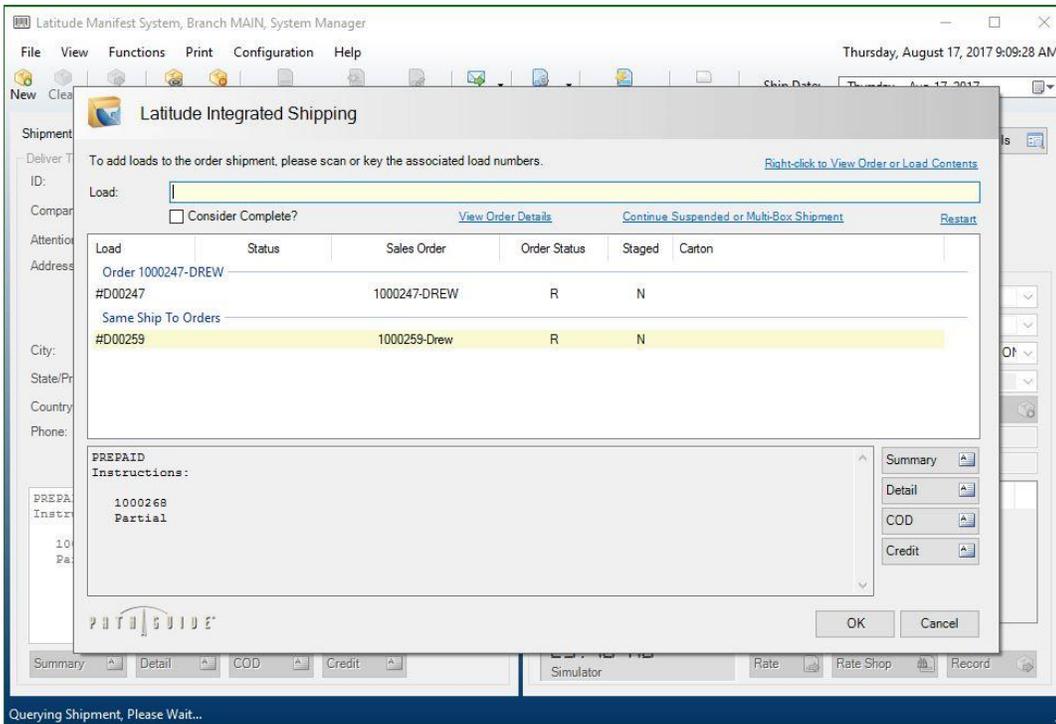
5. Start by scanning in the order, load or type it in either on the Shipment ID line and press ENTER on the keyboard.  
(In this test environment, we will not be using scanners)

The screenshot displays the 'Latitude Manifest System, Branch MAIN, System Manager' interface. The window title bar shows the date and time: 'Thursday, August 17, 2017 9:08:11 AM'. The menu bar includes 'File', 'View', 'Functions', 'Print', 'Configuration', and 'Help'. The toolbar contains icons for 'New', 'Clear', 'Record', 'Repeat', 'Void', 'International', 'LTL Info', 'Pack Slip', 'Close', 'Branch', 'Auto Record', and 'No Label'. The 'Ship Date' is set to 'Thursday, Aug 17, 2017'. The main form is divided into several sections:

- Shipment ID:** 1000247-Drew
- Deliver To:** Fields for ID, Company, Attention, Address, City, State/Prov, Postal Code, Country, and Phone.
- Carrier:** No Shipments
- Shipment:** Carrier Group: ALL CARRIERS; Carrier: UPS GND | UPS Ground; Account Profile: CA1 | CA PathGuide Technologies, Inc. (Mississauga, ON); Packaging: CUSTOM; Package: of; Package Weight: ; Dimensions (CM LxWxH): no dimensions.
- Accessorial Summary:** A table with columns for 'Accessorial' and 'Summary'.
- Weight:** 6.02 KG Simulator
- Buttons:** Summary, Detail, COD, Credit, Rate, Rate Shop, Record.

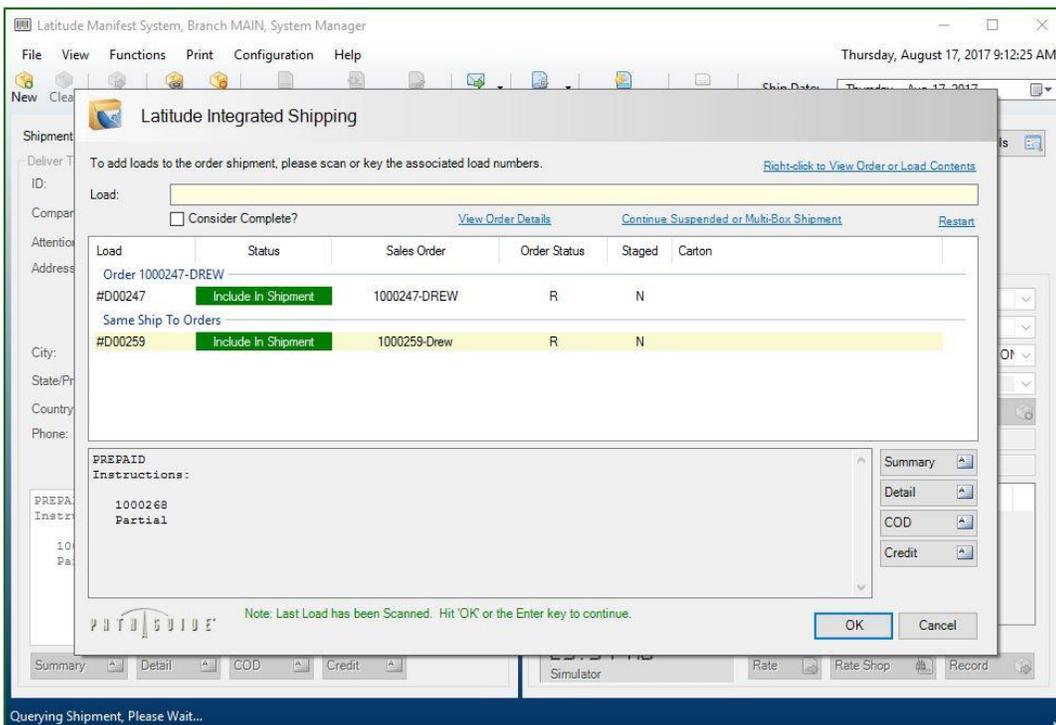
Once you enter in the order LMS, Integrated Shipping will search for other orders that are for the same customer and being shipped to the same location.

Integrated Shipping will then display the result of its search.



6. Scan or type in each load, that will be included in the shipment and press Enter after each.

You will see a confirmation that the load will be included.



7. Verify and correct the package count. In this example, we will be shipping 2 boxes.

Latitude Manifest System, Branch MAIN, System Manager

Friday, August 18, 2017 8:08:16 AM

Ship Date: Friday, Aug 18, 2017

Shipment ID: 1000247-Drew

Deliver To Address

ID: 100551

Company: ROGER WATERS

Attention: RECEIVING

Address: 101 MAIN ST

City: EVERETT

State/Prov: WA Postal Code: 98208

Country: US

Phone: 206-568-2323

PREPAID Instructions:

1000268  
Partial

Transportation Charge: \$29.34

Total Accessorial Charge: \$0.00

Total Other Charge: \$0.00

**Total Charge (USD): \$29.34**

Shipment

Carrier Group: ALL CARRIERS

Carrier: 100008 UPS Ground

Account Profile: PGT PathGuide Technologies, Inc. (Paramus, KS)

Packaging: CUSTOM

Package: 1 of 2 Multi

Package Weight: 13.43

Dimensions (CM LxWxH): no dimensions

Accessorial Summary

Services

Carbon Neutral

Delivery Confirmation

Exchange Collect

Hazardous Materials

Import Control Services

10.26 KG Simulator

Summary Detail COD Credit

Rate Rate Shop Record

8. Click the Multi button

You will see the first carton scanned. Click the add button at the bottom to add a second Carton

1000247-Drew Transportation Charge: \$29.34

Multiple Packages

Package Details

ID	Weight	Dimensions	Package Type	Reference 1	Reference 2	PID
1	12.41		CUSTOM	1		0

Add Edit Delete

Details

OK Cancel

Hazardous materials

Import Control Services

Here you would add the package weight or click ok.

Package 2 Detail

Package Detail

Packaging: CUSTOM

Package Weight: 13

Dimensions (IN LxWxH): no dimensions

Accessory

Summary

- Hazardous Materials
- Insurance or Declared Value
- Notification Services
- Product Exchange Services
- Refrigeration
- UPS Premium Care
- UPS Proactive Response® / ...
- USPS Endorsement

Billing Options

C.O.D.

Freight Quote

OK Cancel

Click OK once you have completed all packages.

Multiple Packages

Package Details

ID	Weight	Dimensions	Package Type	Reference 1	Reference 2	PID
1	12.41		CUSTOM	1		0
2	13.00		CUSTOM	1		0

Add Edit Delete Details

OK Cancel

You will now see that you have 2 of 2 on the main screen of the Manifest console.

Shipment

Carrier Group: ALL CARRIERS

Carrier: 100008 | UPS Ground

Account Profile: PGT | PathGuide Technologies, Inc. (Paramus, KS)

Packaging: CUSTOM

Package: 2 of 2 Multi

Package Weight: 23.20

Dimensions (CM LxWxH): no dimensions

You can now click record and you are ready for the next shipment.

# E-Commerce Fulfillment

In this scenario, we will show how an Order is shipped for E-Commerce. For this customer, an order has been placed through Amazon for our sample company's products.

Customer: 100550  
Starting Order: 1000258-Drew  
Load #D00258

1. Enter in the sales order number or load.

Latitude Manifest System, Branch MAIN, System Manager  
Friday, August 18, 2017 8:25:16 AM

File View Functions Print Configuration Help  
New Clear Record Repeat Void International LTL Info Pack Slip Close Branch Auto Record No Label Ship Date: Friday, Aug 18, 2017

Shipment ID: 1000258-Drew  
Carrier: UPS SMALL PARCEL Packages: 3  
Details

Deliver To Address  
ID:  
Company:  
Attention:  
Address:  
City:  
State/Prov: Postal Code:  
Country:  
Phone:

Validate

Carrier Group: ALL CARRIERS  
Carrier: UPS GND | UPS Ground  
Account Profile: CA1 | CA PathGuide Technologies, Inc. (Mississauga, ON)  
Packaging: CUSTOM  
Package: 0 of 0  
Package Weight: 3.37  
Dimensions (CM LxWxH): no dimensions

Accessorial	Summary
-------------	---------

16.57 KG  
Simulator Rate Rate Shop Record

2. Enter the load as in previous examples.

Latitude Integrated Shipping

To add loads to the order shipment, please scan or key the associated load numbers. [Right-click to View Order or Load Contents](#)

Load:   
 Consider Complete? [View Order Details](#) [Continue Suspended or Multi-Box Shipment](#) [Restart](#)

Load	Status	Sales Order	Order Status	Staged	Carton
Order 1000258-DREW					
#D00258	Include In Shipment	1000258-DREW	R	N	

PREPAID  
Instructions:  
1000314  
Partial

Summary  
Detail  
COD  
Credit

PATHGUIDE Note: Last Load has been Scanned. Hit 'OK' or the Enter key to continue. OK Cancel

You will notice that it will commerce for Amazon. This will generate labels and packing slips With the Amazon logo and return information.

The screenshot shows the Latitude Manifest System interface. The window title is "Latitude Manifest System, Branch MAIN, System Manager". The date and time are "Friday, August 18, 2017 8:27:14 AM". The menu bar includes "File", "View", "Functions", "Print", "Configuration", and "Help". The toolbar contains icons for "New", "Clear", "Record", "Repeat", "Void", "International", "LTL Info", "Pack Slip", "Close", "Branch", "Auto Record", and "No Label". The "Ship Date" is set to "Friday, Aug 18, 2017".

The main form is divided into several sections:

- Shipment ID:** 1000258-Drew
- Deliver To Address:**
  - ID: 100550
  - Company: ABCMUSIC PROMOTIONS
  - Attention: RECEIVING
  - Address: 101 MAIN ST
  - City: EVERETT
  - State/Prov: WA, Postal Code: 98208
  - Country: US
  - Phone: 206-762-9599
- PREPAID Instructions:**
  - 1000314
  - Partial
- Charges:**
  - Transportation Charge: \$16.34
  - Total Accessorial Charge: \$0.00
  - Total Other Charge: \$0.00
  - Total Charge (USD): \$16.34**
- Shipment:**
  - Carrier Group: ALL CARRIERS
  - Carrier: ECF | eCommerce Fulfillment Carrier
  - Account Profile: AMZ | Amazon.com (Bothell, WA)
  - Packaging: CUSTOM
  - Package: 1 of 1
  - Package Weight: 16.11
  - Dimensions (CM LxWxH): no dimensions
- Accessorial Services:**
  - Carbon Neutral
  - Delivery Confirmation
  - Exchange Collect
  - Hazardous Materials
  - Insect Control Services
- Weight:** 4.12 KG Simulator
- Buttons:** Summary, Detail, COD, Credit, Rate, Rate Shop, Record

## Best Way Shipment

In this scenario, we will show you how Integrated shipping and the Best Way feature will automatically pick a Carrier for you.

Customer: 100552  
Starting Order: 1000237-Drew  
Load #D00237

1. Enter in the sales order number or Load.

The screenshot shows the 'Latitude Manifest System, Branch MAIN, System Manager' interface. The 'Shipment ID' field contains '1000237-Drew'. The 'Carrier' is 'UPS SMALL PARCEL' and 'Packages' is '3'. The 'Ship Date' is 'Friday, Aug 18, 2017'. The 'Deliver To Address' section includes fields for ID, Company, Attention, Address, City, State/Prov, Postal Code, Country, and Phone. The 'Shipment' section includes 'Carrier Group' (ALL CARRIERS), 'Carrier' (UPS GND | UPS Ground), 'Account Profile' (PGT | PathGuide Technologies, Inc. (Mukilteo, WA)), 'Packaging' (CUSTOM), 'Package' (0 of 0), 'Package Weight' (0), and 'Dimensions (CM LxWxH)' (no dimensions). The 'Accessorial' and 'Summary' sections are empty. The bottom status bar shows '0.23 KG NO SCALE' and buttons for 'Rate', 'Rate Shop', and 'Record'.

In this scenario, we will be selecting “continue Suspended or Multi-Box Shipment” for demonstration of Voiding An order later

The screenshot shows the 'Integrated Shipping' interface. A red arrow points to a button labeled 'Continue Suspended or Multi-Box Shipment' which is highlighted in yellow. Other buttons visible include 'View Order Details' and 'Restart'. The interface also displays a table with columns for 'Status', 'Sales Order', 'Order Status', 'Staged', and 'Carton'.

Notice when you have accepted the load and the order populates that Best way was chosen for weight

Latitude Manifest System, Branch MAIN, System Manager

Friday, August 18, 2017 4:43:28 PM

Ship Date: Friday, Aug 18, 2017

Shipment ID: 1000237-Drew

Deliver To Address

ID: 100552

Company: ACM MUSIC

Attention: RECEIVING

Address: 11828 NE 112TH

City: KIRKLAND

State/Prov: WA Postal Code: 98033-4511

Country: US

Phone: 425-253-8821

Transportation Charge: \$7.83

Total Accessorial Charge: \$0.00

Total Other Charge: \$0.00

**Total Charge (USD): \$7.83**

Shipment

Carrier Group: ALL CARRIERS

Carrier: 100077 | Best Way By Weight

Account Profile: PGT | PathGuide Technologies, Inc. (Mukilteo, WA)

Packaging: CUSTOM

Package: 1 of 1

Package Weight: 0.23

Dimensions (CM LxWxH): no dimensions

Accessorial Summary

Properties

Additional Handling / Excessive Length

After Hours Delivery

Alcohol

Appointment Delivery

Certificate Of Mailing

0.23 KG  
NO SCALE

Rate Rate Shop Record

If you wish to see what carrier it chose click Details to see the shipping details.

Friday, August 18, 2017 4:45:15 PM

Ship Date: Friday, Aug 18, 2017

Transportation Charge: \$7.83

Total Accessorial Charge: \$0.00

Total Other Charge: \$0.00

**Total Charge (USD): \$7.83**

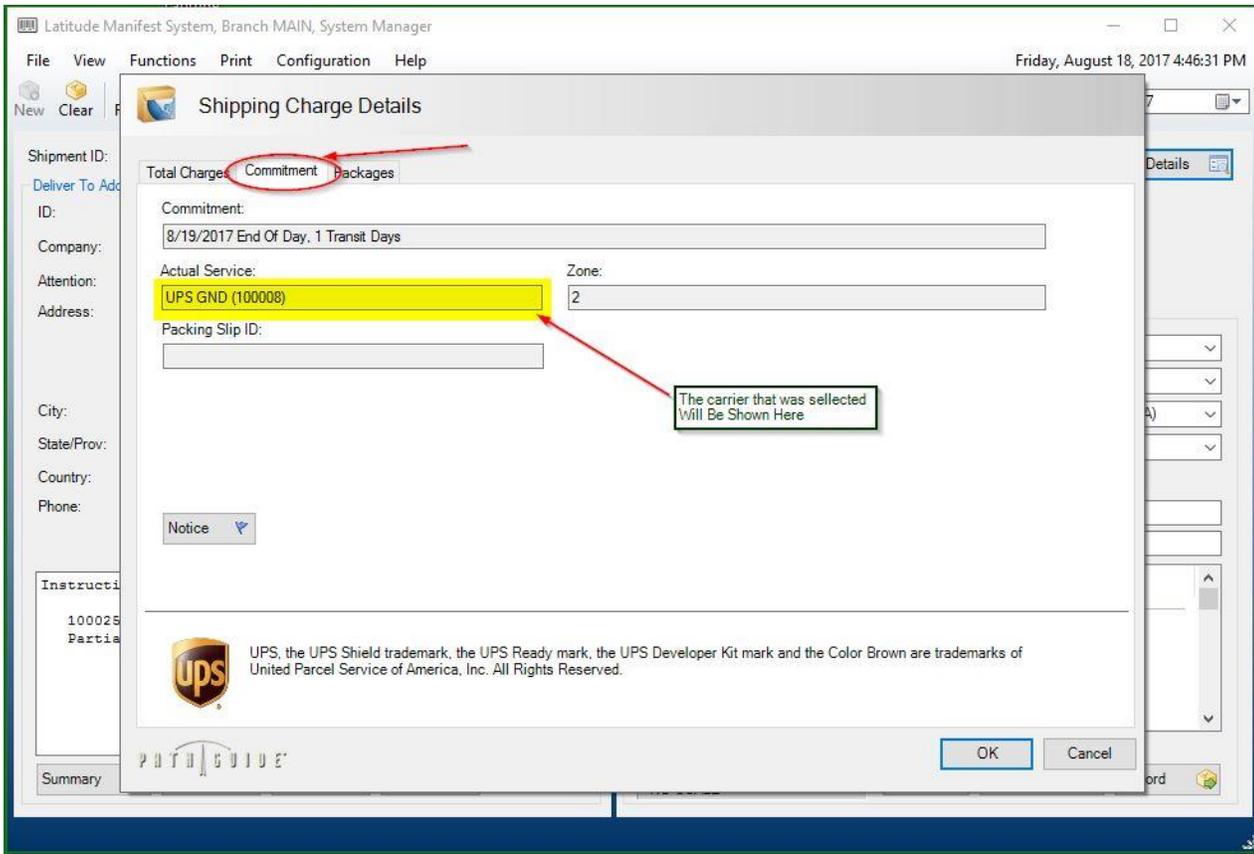
Details

Shipment

Carrier Group: ALL CARRIERS

Carrier: 100077 | Best Way By Weight

Then click the Commitment tab to see the carrier. In this case It chose UPS Ground.



Try changing the Weight to see what happens. Below I have changed the weight to 10 pounds. You will see that the pricing updates. Now let's click the details tab and check the carrier.

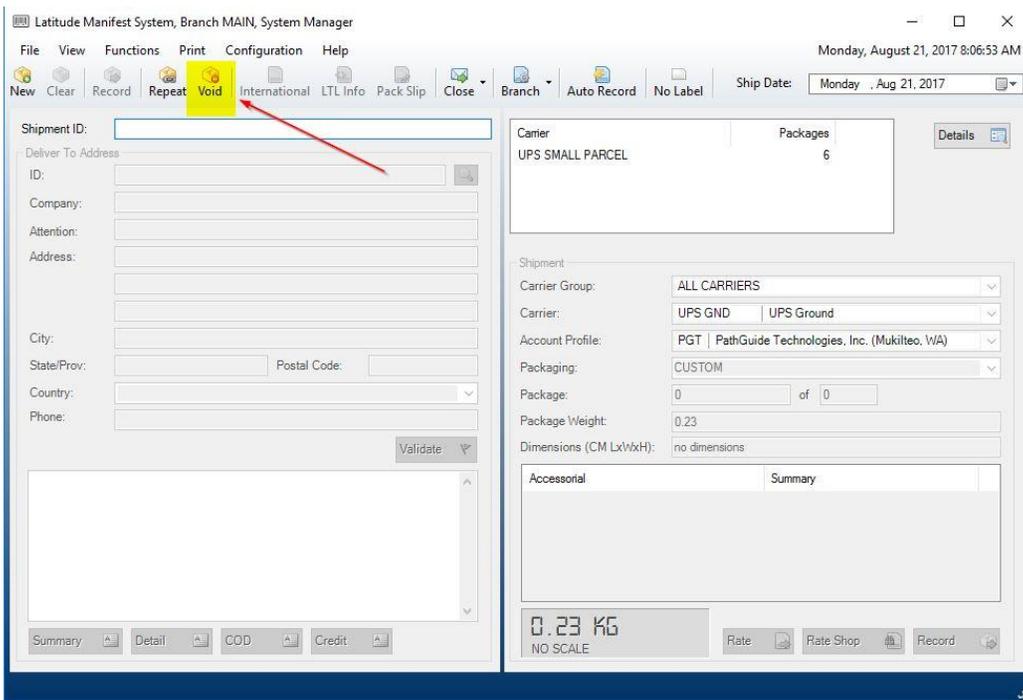
The screenshot shows the 'Latitude Manifest System, Branch MAIN, System Manager' window. The 'Deliver To Address' section contains the following information: ID: 100552, Company: ACM MUSIC, Attention: RECEIVING, Address: 11828 NE 112TH, City: KIRKLAND, State/Prov: WA, Postal Code: 98033-4511, Country: US, and Phone: 425-253-8821. The 'Charges' section is highlighted in yellow and shows: Transportation Charge: \$38.50, Total Accessorial Charge: \$0.00, Total Other Charge: \$0.00, and Total Charge (USD): \$38.50. The 'Shipment' section shows Carrier Group: ALL CARRIERS, Carrier: 100077 Best Way By Weight, Account Profile: PGT | PathGuide Technologies, Inc. (Mukilteo, WA), Packaging: CUSTOM, Package: 1 of 1, and Package Weight: 10. The 'Dimensions (CM LxWxH):' field is set to 'no dimensions'. The 'Accessorial' section has several checkboxes, all of which are unchecked. The 'Summary' section shows a weight of 0.23 KG and 'NO SCALE'. The 'Ship Date' is Friday, Aug 18, 2017.

You will notice that Best Way has chosen FedEx to be the shipper.

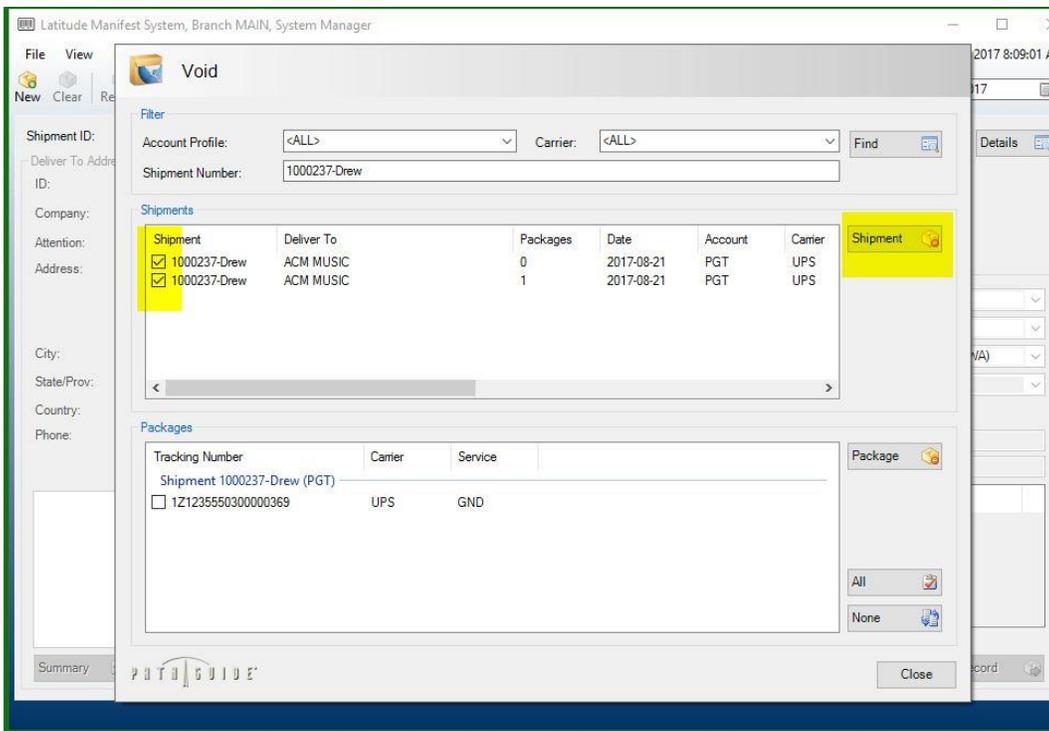
The screenshot shows the 'Shipping Charge Details' dialog box. The 'Commitment' field is set to 'TUE 2017-08-22 16:30:00 (2 Business Transit Days)'. The 'Actual Service' field is highlighted in yellow and contains 'FedEx 2D (FedEx 2D)'. The 'Zone' field is set to '02'. A red arrow points from a text box that says 'Carrier Changed based on weight setting in Bestway' to the 'Actual Service' field. The 'Packing Slip ID' field is empty. The 'FedEx' logo is visible at the bottom of the dialog box, along with the text 'FedEx service marks are owned by Federal Express Corporation and are used by permission.' The 'OK' and 'Cancel' buttons are at the bottom right.

With this order, we will demonstrate how to void the order so that it can be manifested a different way.

Select Void at the top of the Menu bar



Then select the shipments and and then click SHIPMENT on the right  
Then close.



## Shipping one order with two cartons with separate carriers

In this scenario, we will show you how easy it is to ship an order out separate carriers without having to change shipping software.

Customer: 100552  
Starting Order: 1000237-Drew  
Load #D00237

1. Enter the order number or load as we have done previously.
2. Select a carrier or let Best Way choose for you.
3. Set the Box count to the number of boxes being shipped. In this case 2
4. Click Record.

The screenshot below is shipping the 1<sup>st</sup> box FedEx 2 Day Air

The screenshot displays the Latitude Manifest System interface. The main window is titled "Latitude Manifest System, Branch MAIN, System Manager". The menu bar includes File, View, Functions, Print, Configuration, and Help. The toolbar contains buttons for New, Clear, Record, Repeat, Void, International, LTL Info, Pack Slip, Close, Branch, Auto Record, and No Label. The "Ship Date" is set to "Monday, Aug 21, 2017".

The "Deliver To Address" section includes the following fields:  
Shipment ID: 1000237-Drew  
ID: 100552  
Company: ACM MUSIC  
Attention: RECEIVING  
Address: 11828 NE 112TH  
City: KIRKLAND  
State/Prov: WA Postal Code: 98033-4511  
Country: US  
Phone: 425-253-8821

The "Transportation Charge" section shows:  
Transportation Charge: \$38.50  
Total Accessorial Charge: \$0.00  
Total Other Charge: \$0.00  
**Total Charge (USD): \$38.50**

The "Shipment" section includes:  
Carrier Group: ALL CARRIERS  
Carrier: 100077 Best Way By Weight  
Account Profile: PGT | PathGuide Technologies, Inc. (Mukilteo, WA)  
Packaging: CUSTOM  
Package: 1 of 2 (the number 2 is highlighted in yellow)  
Package Weight: 10  
Dimensions (CM LxWxH): no dimensions

The "Accessorial" section has a "Summary" tab and a "Services" section with the following options:  
 Canadian Border Fee  
 Carbon Neutral  
 Certified Mail  
 Construction, Utility Site  
 Convention Center / Exhibition Site

The bottom of the interface shows a weight field with "0.23 KG" and "NO SCALE". A "MANUAL WEIGHT - HIT F11 TO RESET" message is displayed. The "Record" button is highlighted in yellow.

It will then record the 1<sup>st</sup> carton and then display the second carton.

5. Now select the desired carrier, for this example we choose UPS Ground
6. Click Record.

You have now manifested 2 cartons to ship 2 different carriers.

The screenshot displays the 'Latitude Manifest System, Branch MAIN, System Manager' interface. The window title bar shows the date and time: 'Monday, August 21, 2017 8:03:01 AM'. The menu bar includes 'File', 'View', 'Functions', 'Print', 'Configuration', and 'Help'. The toolbar contains icons for 'New', 'Clear', 'Record', 'Repeat', 'Void', 'International', 'LTL Info', 'Pack Slip', 'Close', 'Branch', 'Auto Record', and 'No Label'. The 'Ship Date' is set to 'Monday, Aug 21, 2017'.

**Shipment ID:** 1000237-Drew

**Deliver To Address:**

- ID: 100552
- Company: ACM MUSIC
- Attention: RECEIVING
- Address: 11828 NE 112TH
- City: KIRKLAND
- State/Prov: WA | Postal Code: 98033-4511
- Country: US
- Phone: 425-253-8821

**Transportation Charge:** \$15.83  
**Total Accessorial Charge:** \$0.00  
**Total Other Charge:** \$0.00  
**Total Charge (USD):** \$15.83

**Shipment:**

- Carrier Group: UPS
- Carrier: 100008 | UPS Ground
- Account Profile: PGT | PathGuide Technologies, Inc. (Mukilteo, WA)
- Packaging: CUSTOM
- Package: 2 of 2 | Multi
- Package Weight: 15.00
- Dimensions (CM LxWxH): no dimensions

**Accessorial Services:**

- Carbon Neutral
- Delivery Confirmation
- Exchange Collect
- Hazardous Materials
- Import Control Services

**Instructions:**

1000259  
Partial

**Summary:** 0.23 KG  
NO SCALE

**MANUAL WEIGHT - HIT F11 TO RESET**

Buttons at the bottom: Summary, Detail, COD, Credit, Rate, Rate Shop, Record.

## Installation of Latitude Manifest System - Manifest Console

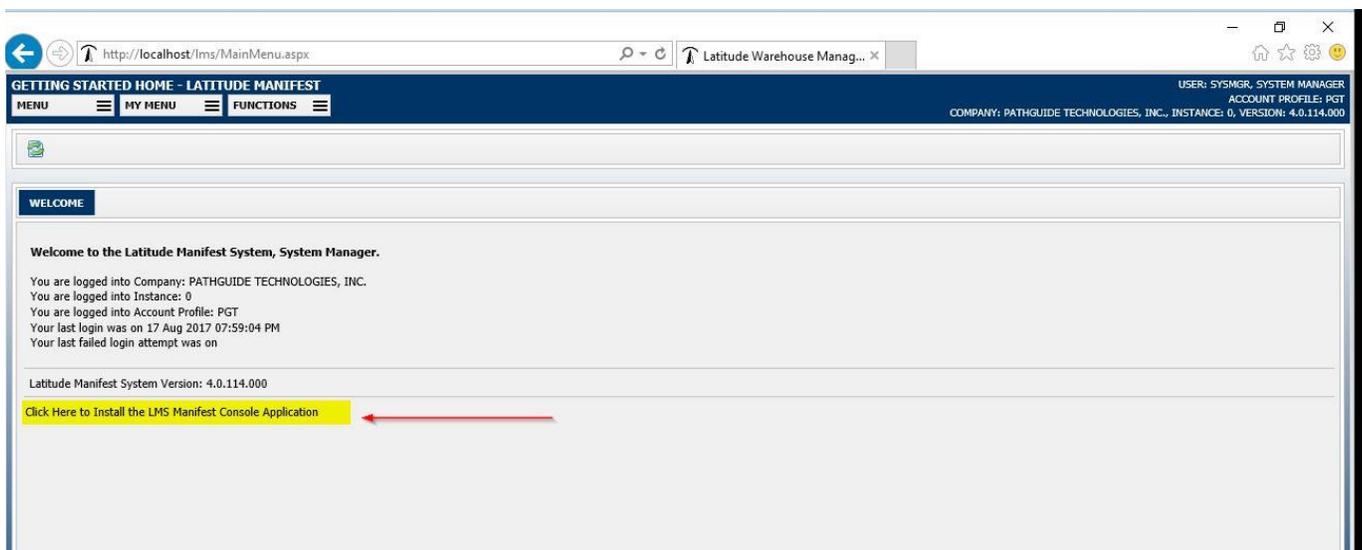
In this section, we will walk you through the installation of the Manifest Console.

The Manifest Console, being part of LMS can be run as a standalone product at any location, with or without Latitude, as your shipping solution.

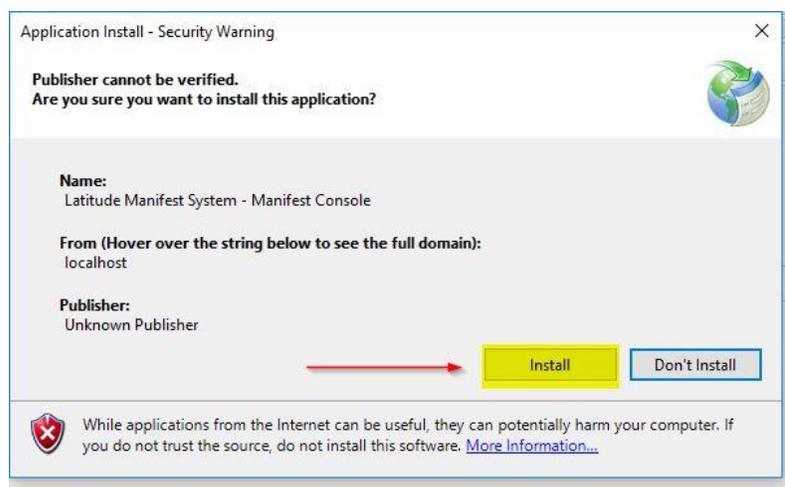
Installation is simple and can be completed in just minutes. Being a part of LMS it will auto-update when you upgrade LMS so you no longer need to update every station individually.

To Begin the installation

1. Launch the LMS web
2. Click the "Click here to install the LMS manifest console application" link



3. Click Install and the manifest station will install and launch



The Latitude Manifest System - Manifest Console should now be installed and a Icon showing on the desktop



Thank you for your participation. Please feel free to contact Me or any of the PathGuide Support Engineers should you have any questions.

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