

Online Shipping Orders

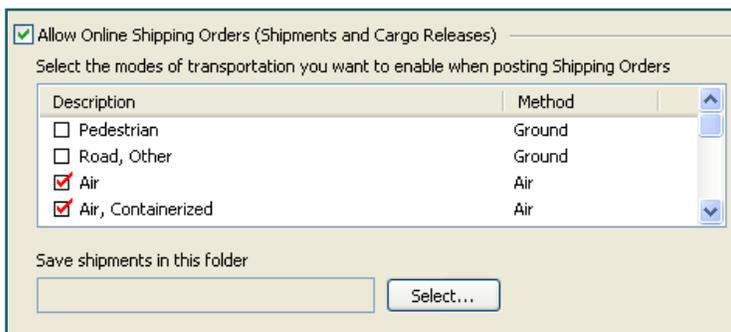
With the Online Shipping Orders feature, your customers can place shipping orders and instructions by using Magaya LiveTrack 24 hours a day, 7 days a week for air, ocean, or ground shipments, cargo releases, and pickup orders. Customers can build their shipment from on-hand items in the warehouse, or request more with a Pickup Order when on-hand merchandise is low. When you receive the order in your Magaya system, the information can be grouped by Houses to create consolidations.

This tip will explain first how to set up your Magaya system for Online Shipping Orders; second, how your customers place orders in Magaya LiveTrack; and third, how you process the order. The Online Shipping Orders can be used to create Pickup Orders, Cargo Releases, and Shipments. This tip uses an air shipment as an example.

1. Set Up Online Shipping Orders in Your Magaya System:

To configure your Magaya system to process Online Shipping Orders, follow these steps:

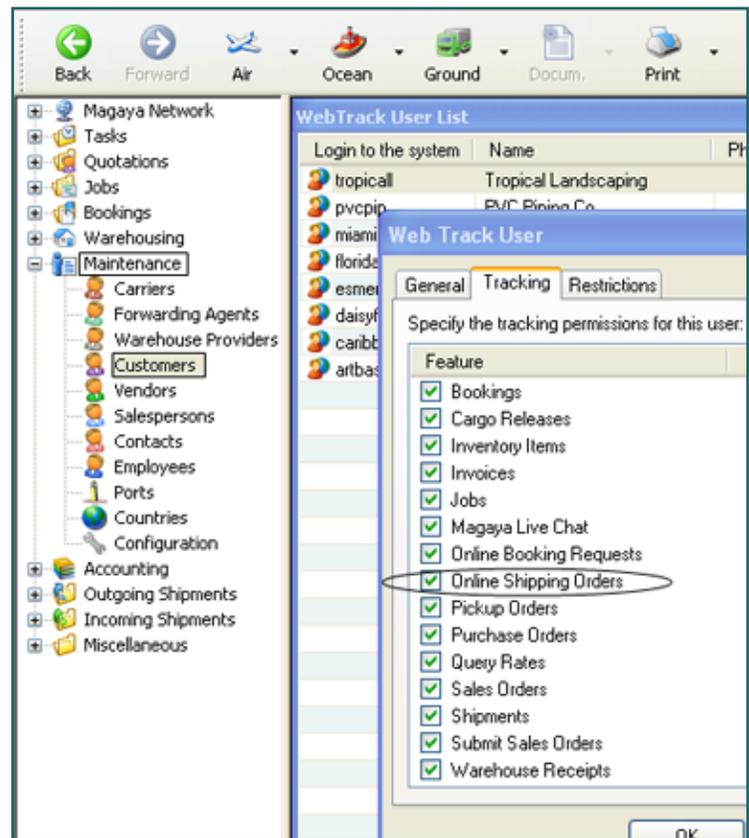
- a.) In Magaya Explorer, go to Maintenance > Configuration.
- b.) Click on Online Shipping Orders.



- Check the box to allow online shipping orders (shipments and cargo releases).
- Select the modes of transportation you want to enable.
- If you want to save the shipments in a different folder in your Magaya system other than the existing one, click on the "Select" button to navigate to the folder you want.

- c.) Click the Save button when you are done.

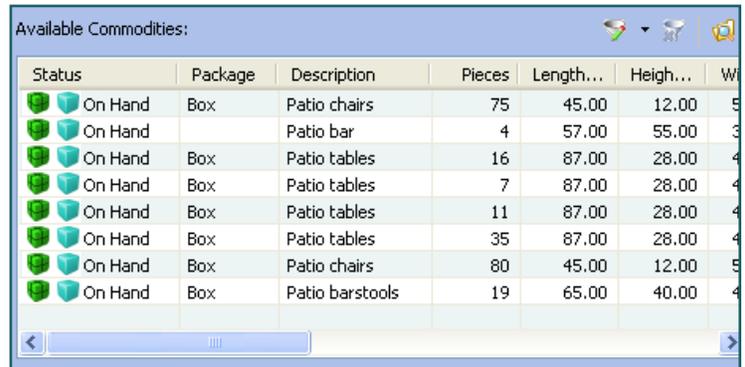
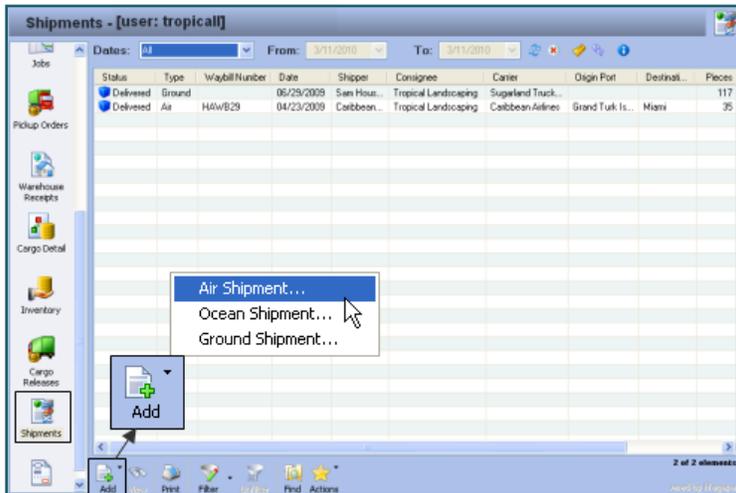
- d.) Activate the Online Shipping Orders feature for individual customers: Go to Maintenance > Customers > Actions button and select Web Track User List. Open the Web Track user's profile for the customer (or contact) that you want to have access, and click on the Tracking tab. Check the box for Online Shipping Orders.



2. How Customers Use Online Shipping Orders:

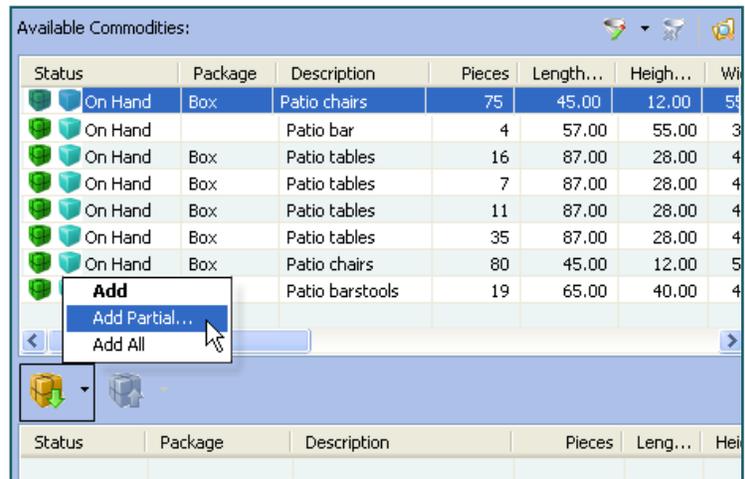
To place a Shipping Order online, your customers first log into the online tracking (Magaya LiveTrack) and then follow the steps below.

- a.) Click on the Shipment icon in the menu.
- b.) Click on the Add button and select the type of shipment: Air, Ocean, or Ground. The screens for air, ocean, and ground shipments are similar. This example shows an air shipment.



Click on a commodity to select it.

Click on the arrow on the side of the button to add commodities and select from the pop-up menu:

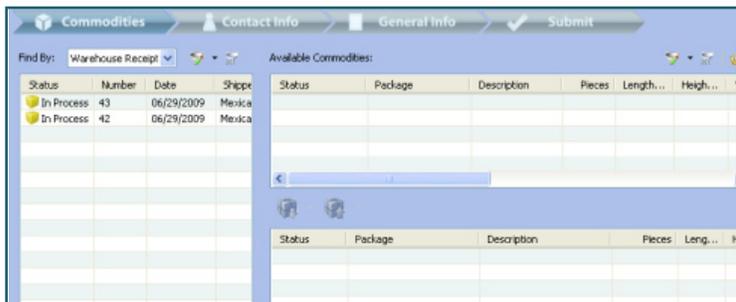


The options in the pop-up menu are:

- To add all the items in the selected package, use "Add".
- To add a partial number of items from the selected package, use "Add Partial" and enter the number of pieces in the dialog box.
- To add all the packages in the Warehouse Receipt, do not select a package. Just select "All".

To delete a package, select it and click on the arrow on the side of the button to delete commodities. Choose from the pop-up menu to delete an item or all items:

The screen that opens first is the Commodities screen:



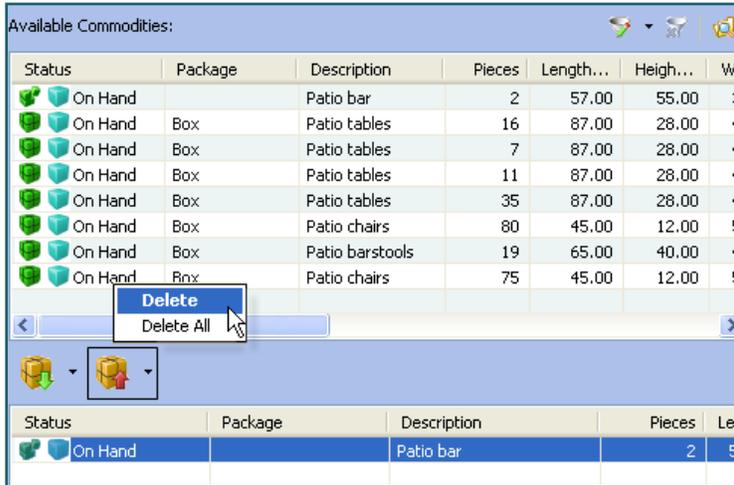
c.) To enter Commodities: Select from the "Find By" dropdown to choose Consignee, Part numbers, Pickup Order number, or Warehouse Receipt number:



This example uses Warehouse Receipts.

Click on one of the Warehouse Receipts to see the items on hand.

They will appear in the Commodities section of the screen:



Click on the Next button when you are done entering commodities.

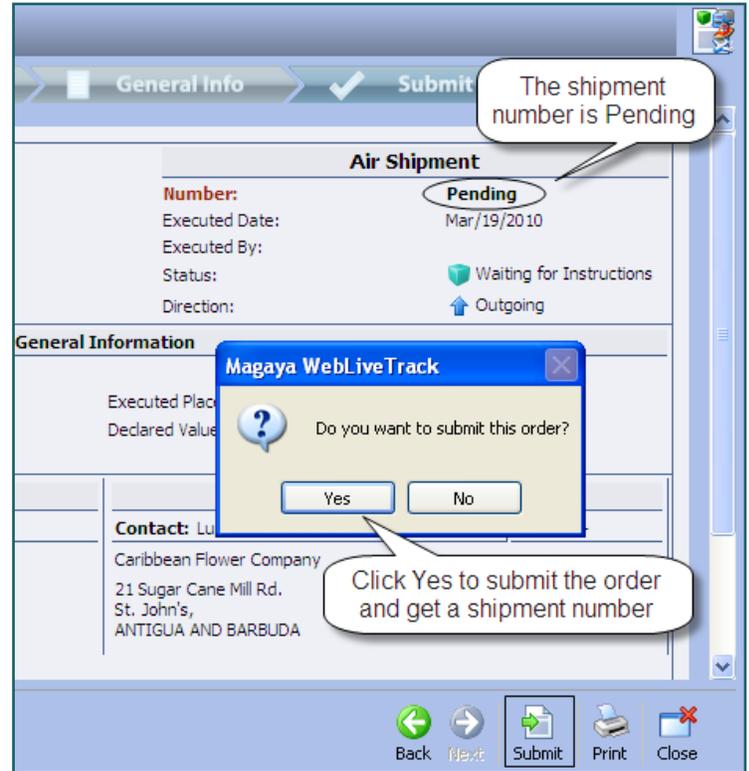
d.) The Shipper information will be filled in automatically. Enter contact information for the Consignee, the location where the cargo will be delivered.

e.) Enter a description of the goods in the General Info screen. You can enter preferred ports for loading and unloading, and select a mode of transport.



f.) Review the Summary screen. The order number is "Pending" until you submit the order.

Click the Submit button. A confirmation dialog box appears.



When you click Yes in the confirmation dialog box, the system will assign a number to the shipment:



All the information in the order is saved and processed.

3. Process the Shipping Order in Your Magaya System:

When the customer's order is received in your system, follow these steps to process the order:

- a.) Go to the Messages Inbox (or Shipment folder you assigned in the Configuration set up) of your Magaya Explorer.
- b.) In the shipment, verify all the data entered by the customer. Since this order from the customer is a House shipment, create the Master and move this House into the consolidation by right-clicking on it to cut and paste it in the correct Master consolidation folder.

Option: To load Houses more quickly, click on the arrow on the side of the Houses button in the Shipment Toolbar and select "Load Houses from the Online Shipment Folder". In the dialog box that opens, click on the Houses in the list and click OK.



As the status of the shipment changes, the status column is updated in real time in your Magaya system and in Magaya LiveTrack.

Customers can also view Events related to the shipment as they are updated.