



21st Century Programming

Custom Software Solutions for the Recycling Industry

1051 E. Wardlow Road • Long Beach, CA 90807 • (562) 981-1030/FAX (562) 981-1040

Industrial Scale Functions - Shipping

Name: _____



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Creating a Simple Shipment

Note: It is recommended that an SO is created in ROM to tie to this shipment

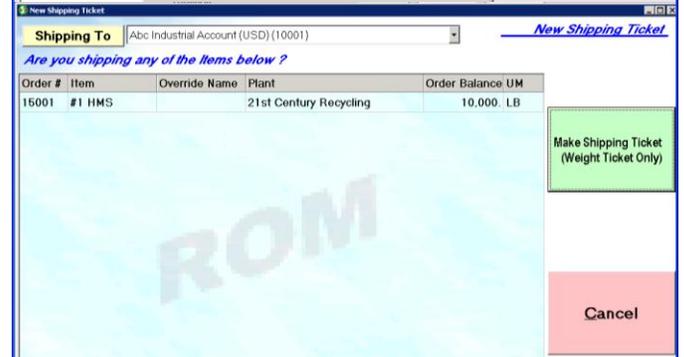
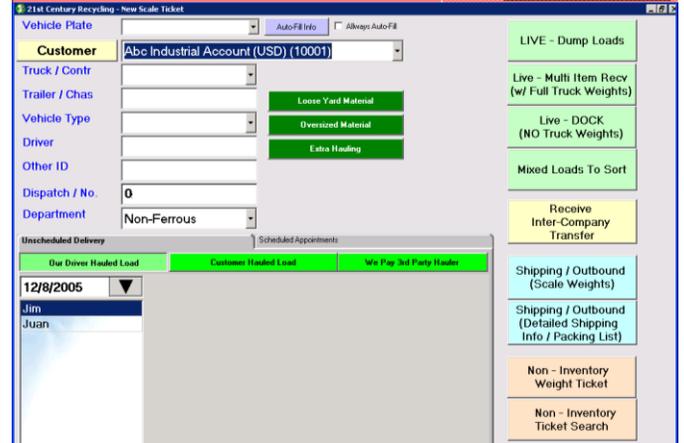
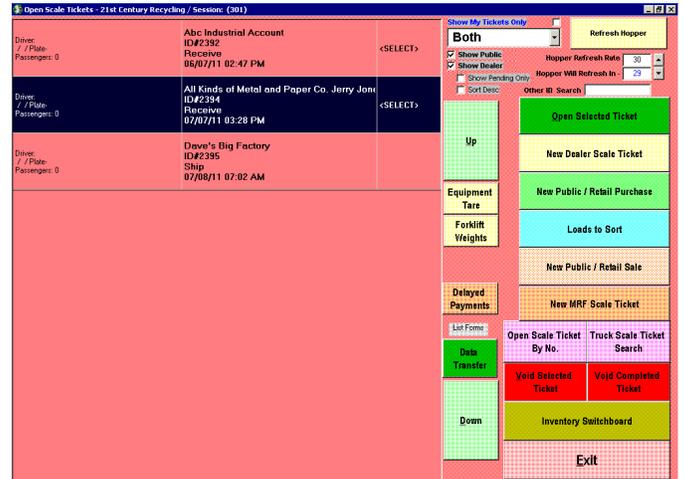
1. Click on **New Dealer Scale Ticket**

2. Add the customer name.
3. The additional fields should be filled as required by company process.

4. Click on **Shipping / Outbound (Scale Weights)**

5. Select item from an existing Sales Order, if applicable.

6. Click on **Make Shipping Ticket (Weight Ticket Only)**





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7. Enter the Lite (Tare) Weight
8. Click on **Save & Close**.

9. Click on **Keep Ticket Open for Another Big Scale Weight**.

Once the load is picked up and the truck is back at the scale.

10. Select the ticket
11. Click on **Open Selected Ticket**.



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12. Enter the Heavy Weight.

13. Complete the "More Info" tab where applicable

- View Chain of Custody - This button only pertains to companies using the WIP system and most of the time it will not be on this.

- More Contr / Booking Detail Info - Enter Container Number, Container Type, Seal #1 and #2 if used, Trucking Co/Carrier, Driver Name, and add a Booking if needed.

- Click on Save & Close.
- Click Keep Ticket Open for Another Big Scale Weight.



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Creating a Packing List

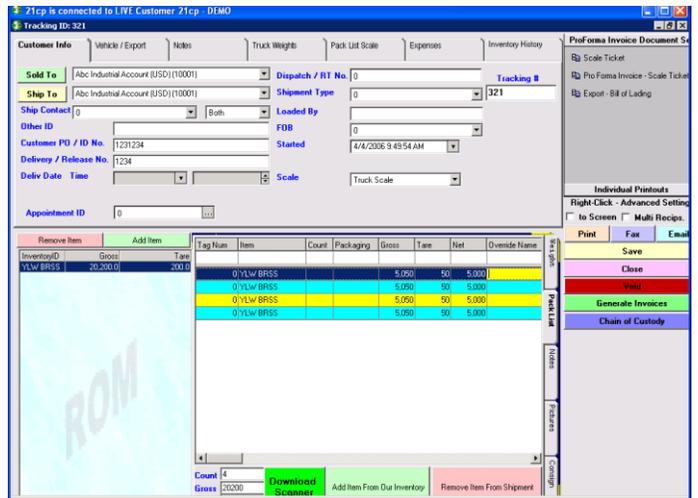
NOTE: This has to be done prior to completing the scale ticket.

1. From the main menu; go to Scale Management → Detailed Shipping Ticket
2. Enter the ticket number and click on **Open Ticket**.
 - a. If the Shipping Ticket is from the same date as in the date field, the user just needs to highlight the Scale Ticket and click **Open Selected Ticket**, or double click the highlighted button.



- b. This option is another way of searching for the Shipping Ticket created at the scale and if user is looking for a Shipping Ticket and only knows the number.

3. Click on the “Pack List” tab.
4. Enter tag number and item is brought up.
 - a. The tag can also be obtained from the scanner gun by clicking on **Download Scanner**. There is a separate write up for the scanner gun download
 - b. Manual entry can be done at this screen by placing a zero as the tag number, item, and weights.



- c. Click “Add Item From Our Inventory”; select the item from the item tree on the left; the Finished Goods tags will appear in the grid at the bottom; double click on a tag to add it to the Tags to Add section on the right or click **Add All >>>**; Click “Add Selected to Shipment and Return to Scale Ticket Screen”; Yes.



5. Save and close the ticket.



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5. Select the container type from the dropdown and add the seal information as needed
6. If not done at first screen add the Container/Truck ID.

7. Click on "Pack List" tab.
8. Enter tag number and item is brought up.
 - a. The tag can also be obtained from the scanner gun by clicking on **Download Scanner**. There is a separate write up for the scanner gun download
 - b. Manual entry can be done at this screen by placing a zero as the tag number, item, and weights
 - c. Click "Add Item From Our Inventory"; select the item from the item tree on the left; the Finished Goods tags will appear in the grid at the bottom; double click on a tag to add it to the Tags to Add section on the right or click **Add All >>>**; Click "Add Selected to Shipment and Return to Scale Ticket Screen"; Yes.

InventoryID	Gross	Tare
0-AL BOR	10.100	1000
0-AL BOR	5.050	50
0-AL BOR	5.050	50

9. Save and close the ticket. The booking is applied to the shipping ticket.