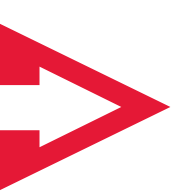


RED<>LINK™

User's Guide

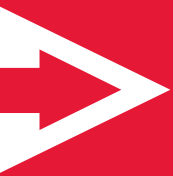




RED<>LINK™ Table of Contents

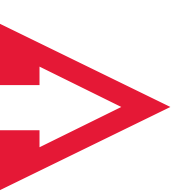
- ▶ Create Orders 1-2
- ▶ Create Returns 2-2
- ▶ Create Transfers 3-2
- ▶ Depot Self-Invoicing 4-2
- ▶ Process Repair 5-2
- ▶ Process Sort 6-2
- ▶ Trailer Management: Create a Trailer. 7-2
- ▶ Trailer Management: Ship a Trailer 7-6





CREATE ORDERS





Create Orders

Usage

Placing orders for pallets, typically Renter

Instructions

Using the screenshot below as a guide, follow the steps on the next page

Create Orders

Ship To: Your Company - 99999 **2**

Customer PO No: **Required** **3**

PO Line No: **4**

Ordered By: Your ID **5**

Delivery Date: 3/4/2021 **6**

Delivery Time: 6:00 am to 12:00 pm Custom Delivery **7**

Method: Delivery Customer Pick-Up **8**

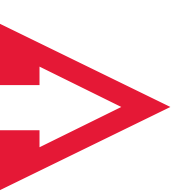
Order Comments: **9**

Delivery Comments: **10**

Pallet Type: Choose a Type **11**

Quantity: **Required** **12**

ADD **13**



Create Orders *continued*

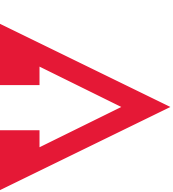
► Usage

Placing orders for pallets, typically Renter

► Instructions

Using the screenshot on the previous page as a guide, follow the steps below

Step	Field	Comment
1	Create Orders (Menu)	Select from the General menu.
2	Ship To	Will populate based on your User ID & permissions. If multiple locations are available, click on drop-down menu for choice and click on location.
3	Customer PO No.	Required field. Enter in Customer PO Number. If no entry is made, transaction will not process, and you will receive a warning message.
4	PO Line No.	Optional field. Customer can enter a PO Line Number if their organization requires it.
5	Ordered By	Will populate based on your User ID.
6	Delivery Date	Required field. Defaults to 72 business hours out from date of transaction being entered. Date cannot be prior to today, or you will receive warning message. If date is same day, warning message will indicate “This Order is requested to be delivered or picked up in less than 24 hours. An expediting fee may be added.”
7	Delivery Time	Default value is determined by Customer card setting in Navision. However, can be changed by user via drop-down menu. If Custom is selected, actual delivery time should be entered into Order Comments field.
8	Method	Default value is determined by Customer card setting in Navision. However, can be changed by user via radio button.
9	Order Comments	Optional field. Will be passed through to Planning screen and display via mouse over.
10	Delivery Comments	Optional field. Will be passed through to Shipping screen and display via mouse over as well on BOL.
11	Pallet Type	Default value is determined by Customer card setting in Navision. However, can be changed by user via drop-down menu.
12	Quantity	Required field. Default value is determined by Customer card setting in Navision for deliveries. However, can be changed by user via CPU option.
13	Add (Button)	Values entered above will then be queued in the staging table.



Create Orders *continued*

► Usage

Placing orders for pallets, typically Renter

► Instructions

Using the screenshot below as a guide, follow the steps

Create Orders

Ship To: Your Company - 99999

Customer PO No: Required

PO Line No:

Ordered By: Your ID

Delivery Date: 3/4/2021

Delivery Time: 7:00AM to 11:00PM Custom Delivery

Method: Delivery Customer Pick-Up

Order Comments:

Delivery Comments:

Pallet Type: BLOCK

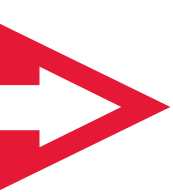
Quantity: 540

ADD

	Ship To	Customer PO	PO Line No.	Delivery Date	Delivery Time	Method	Order Comment	Delivery Comment	Pallet Type	Quantity	
14	Edit Delete	Your Company - 99999	12345	10	3/4/2021	7:00AM to 11:00PM	Delivery	For SKU 032478	Take to West Dock door 42	BLOCK	540
	Edit Delete	Your Company - 99999	12345	20	3/5/2021	7:00AM to 11:00PM	Delivery	For SKU041975	Take to East Dock door 45	BLOCK	540

15 **SUBMIT**

Step	Field	Comment
14	Staging Table	Area where previous data is stored for review and can be Edited or Deleted prior to submitting.
15	Submit (Button)	Once clicked, will take all transactions in staging table and process.



Create Orders *continued*

► Usage

Placing orders for pallets, typically Renter

► Instructions

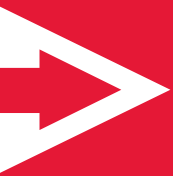
Using the screenshot below as a guide, follow the steps

Create Orders

These Order(s) Have Just Been Submitted

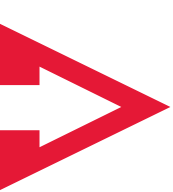
IS Number	Ship To	Customer PO	PO Line No.	Delivery Date	Delivery Time	Method	Order Comment	Delivery Comment	Pallet Type	Quantity
IS1179035	Your Company - 99999	12345	10	3/4/2021	7:00AM to 11:00PM	Delivery	For SKU 032478	Take to West Dock door 42	BLOCK	540
IS1179036	Your Company - 99999	12345	20	3/5/2021	7:00AM to 11:00PM	Delivery	For SKU041975	Take to East Dock door 45	BLOCK	540

Step	Field	Comment
16	Confirmation	Your confirmation of Order(s) being submitted will be displayed along with the IS Number (IS).



CREATE RETURNS





Create Returns

Usage

Entering return shipments, typically from a Distributor to a Depot

Instructions

Using the screenshot below as a guide, follow the steps on the next page

Search...

Home
Help
General
Challenge
Create Returns (1)
Open Transactions
Reversal

Transaction Processing
Reports
Your Session

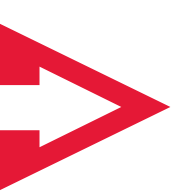
HELP User: Distributor RED<>LINK® LOGOUT

PECO PALLET

Create Returns

Pickup From : Your Company - 99999 (2)
Expected Depot Default Depot - 12345 (3)
Load Status Drop Trailer Ready Pallets ready- no drop trailer to load Standing return Live load Pickup (4)
Carrier Trailer No 123 (5)
Shipper Ref. No 456 (6)
Pickup Date 3/15/2021 (7)
Delivery Comments At Door #42 (8)
Default Quantity 540
Quantity Required (9)

ADD (10)



Create Returns *continued*

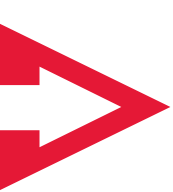
► Usage

Entering return shipments, typically from a Distributor to a Depot

► Instructions

Using the screenshot on the previous page as a guide, follow the steps below

Step	Field	Comment
1	Create Returns (Menu)	Select from the General menu.
2	Pickup From	Will populate based on your User ID & permissions. If multiple locations are available, click on drop-down menu for choice and click on location.
3	Expected Depot	Will populate based on Customer card in Navision, but location can be changed in Plan screen.
4	Load Status	Select one of the options.
5	Carrier Trailer No.	Required field. Enter in Carrier BOL Number. If no entry is made, transaction will not process, and you will receive a warning message.
6	Shipper Ref. No.	Required field. Enter in Shipper Reference Number. If no entry is made, transaction will not process, and you will receive a warning message.
7	Pickup Date	Required field. Enter in Pickup date. If no entry is made, transaction will not process, and you will receive a warning message. Will not allow prior to current date.
8	Delivery Comments	Optional field.
9	Quantity	Required field. Enter in Quantity. If no entry is made, transaction will not process, and you will receive a warning message.
10	Add (Button)	Values entered above will then be queued in the staging table.



Create Returns *continued*

► Usage

Entering return shipments, typically from a Distributor to a Depot

► Instructions

Using the screenshot below as a guide, follow the steps

Create Returns

Pickup From :

Expected Depot

Load Status Drop Trailer Ready Pallets ready- no drop trailer to load Standing return Live load Pickup

Carrier Trailer No

Shipper Ref. No

Pickup Date

Delivery Comments

Default Quantity

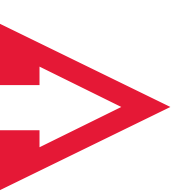
Quantity

ADD

	Pickup From	Pick Up Date	Method	Delivery Comment	Carrier Trailer No	Shipper Ref. No	Quantity
Edit Delete	Your Company - 99999	3/15/2021	Peco Pick-Up	At Door #42	123	456	540

SUBMIT

Step	Field	Comment
11	Staging Table	Area where previous data is stored for review and can be Edited or Deleted prior to submitting.
12	Submit (Button)	Once clicked, will take all transactions in staging table and process.



Create Returns *continued*

► Usage

Entering return shipments, typically from a Distributor to a Depot

► Instructions

Using the screenshot below as a guide, follow the steps

Search... HELP ⓘ User: Distributor RED<>LINK® LOGOUT

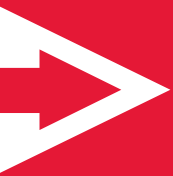
Home
Help
General
Challenge
Create Returns
Open Transactions
Reversal
Transaction Processing
Reports
Your Session

Create Returns

These Returns(s) Have Just Been Submitted [RETURN HOME](#) [CREATE ANOTHER](#)

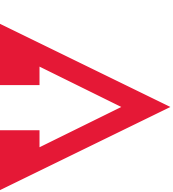
R Number	Pickup From	Pick Up Date	Method	Delivery Comment	Carrier Trailer No	Shipper Ref. No	Quantity
R1121632	Your Company - 99999	3/15/2021	Peco Pick-Up	At Door #42	123	456	540

Step	Field	Comment
13	Confirmation	Your confirmation of Return(s) being submitted will be displayed along with the R Number (R).



CREATE TRANSFERS





Create Transfers

Usage

Entering shipments, typically from a Renter to a Distributor

Instructions

Using the screenshot below as a guide, follow the steps on the next page

Search...

Home
Help
General
Challenge
Create Orders
Create Transfers 1
Open Transactions
Reversal

Reports
Your Session

HELP ? User: Renter RED<->LINK® LOGOUT

PECO PALLET

Create Transfers

NEW DISTRIBUTORS ECS Coffee Inc Ginsbergs Institutional Food J Polep Distribution Services Mile Hi Foods

Transfer From : Your Company - 99999 2

Transfer To : Your Customer - 77777 3 CANNOT FIND LOCATION 4

Carrier BOL : 123 5

Shipper Ref. No : 456 6

Customer PO No : 789 7

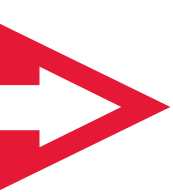
Ordered By : Your ID 8

Shipment Date : 3/11/2021 9

Pallet Type : Block 10

Quantity : 13 11

ADD 12



Create Transfers *continued*

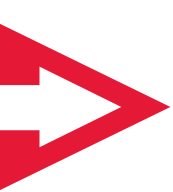
► Usage

Entering shipments, typically from a Renter to a Distributor

► Instructions

Using the screenshot on the previous page as a guide, follow the steps below

Step	Field	Comment
1	Create Transfers (Menu)	Select from the General menu.
2	Transfer From	Will populate based on your User ID & permissions. If multiple locations are available, click on drop-down menu for choice and click on location.
3	Transfer To	Start typing in location name and hit Enter; drop-down menu will display only those locations. Click on choice.
4	CANNOT FIND LOCATION	Need helping finding a location? Click and enter in some additional information here to search for available locations.
5	Carrier BOL No.	Required field. Enter in Carrier BOL Number. If no entry is made, transaction will not process, and you will receive a warning message.
6	Shipper Ref. No.	Required field. Enter in Shipper Reference Number. If no entry is made, transaction will not process, and you will receive a warning message.
7	Customer PO No.	Required field. Enter in Customer PO Number. If no entry is made, transaction will not process, and you will receive a warning message.
8	Ordered By	Will populate based on your User ID.
9	Shipment Date	Required field. Enter in Shipment date. If no entry is made, transaction will not process, and you will receive a warning message.
10	Pallet Type	Choose a pallet type used for each shipment.
11	Quantity	Required field. Enter in Quantity. If no entry is made, transaction will not process, and you will receive a warning message.
12	Add (Button)	Values entered above will then be queued in the staging table.



Create Transfers *continued*

► Usage

Entering shipments, typically from a Renter to a Distributor

► Instructions

Using the screenshot below as a guide, follow the steps

Create Transfers

NEW DISTRIBUTORS: Dan Valley Food, ECS Coffee Inc, Ginsbergs Institutional Food, J Polep Distribution Services

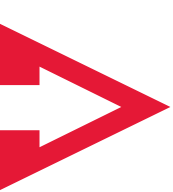
Transfer From: Your Company - 99999
 Transfer To: Your Customer - 77777 **CANNOT FIND LOCATION**
 Carrier BOL: Required
 Shipper Ref. No: Required
 Customer PO No: Required
 Ordered By: Your ID
 Shipment Date: 3/11/2021
 Pallet Type: Block
 Quantity: Required

ADD

Transfer From	Transfer To	Customer PO	Shipment Date	Carrier BOL	Shipper Ref. No	Pallet Type	Quantity
Edit Delete Your Company - 99999	Your Customer - 77777	789	3/11/2021	123	456	Block	13

SUBMIT

Step	Field	Comment
13	Staging Table	Area where previous data is stored for review and can be Edited or Deleted prior to submitting.
14	Submit (Button)	Once clicked, will take all transactions in staging table and process.



Create Transfers *continued*

► Usage

Entering shipments, typically from a Renter to a Distributor

► Instructions

Using the screenshot below as a guide, follow the steps

Search... HELP ? User: Renter RED<->LINK®LOGOUT

Home
Help
General
Challenge
Create Orders
Create Transfers
Open Transactions
Reversal
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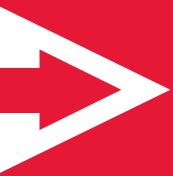
Create Transfers

NEW DISTRIBUTORS River Valley Foods BBL Whole Sale LLC Colabor Dan Valley Food

These Transaction(s) Have Just Been Submitted [RETURN HOME](#) [CREATE ANOTHER](#)

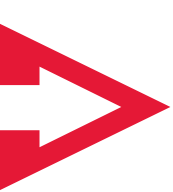
Transaction Number	Transfer From	Transfer To	Customer PO	Shipment Date	Carrier BOL	Shipper Ref. No	Pallet Type	Quantity
RDT40005655	Your Company - 99999	Your Customer - 77777	789	3/11/2021	123	456	Block	13

Step	Field	Comment
15	Confirmation	Your confirmation of transaction(s) being submitted will be displayed along with the Transaction Number (RDT, RRT, etc.).



DEPOT SELF-INVOICING





Depot Self-Invoicing

Usage

Allows for Depot Self Invoicing of repairs, typically entered by a Depot

Instructions

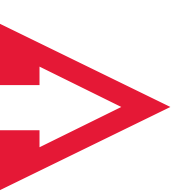
Using the screenshot below as a guide, follow the steps on the next page

Depot Self Invoice

Location: 2
 Country Code: 3
 Depot Invoice #: 4

Date	Trans #	Ref #	Trans Type	Pallet Type	Description	Quantity	Unit Price	Total	Currency	✓
2/1/2021	REP109298		Repair Output	Block	Block Replacement	923.00	\$X.XXX	\$X,XXX.XX		✓
2/1/2021	REP109298		Repair Output	Block	B2-Bottom Chamf. Bd. (11/16 x 5 1/2 x 36 7/8 KDP)	536.00	\$X.XXX	\$X,XXX.XX		✓
2/1/2021	REP109298		Repair Output	Block	T1-Top Lead Board (11/16 x 5 1/2 x 39 7/8 KDP)	280.00	\$X.XXX	\$X,XXX.XX		✓
2/1/2021	REP109298		Repair Output	Block	Stringerboard Replacement	112.00	\$X.XXX	\$X,XXX.XX		✓
2/1/2021	REP109298		Repair Output	Block	BK2-Small Block (3 1/2 x 5 x 3 3/4 KDP)	176.00	\$X.XXX	\$X,XXX.XX		✓
2/1/2021	REP109298		Repair Output	Block	T3-Interior Top Board (RECYCLED)	349.00	\$X.XXX	\$X,XXX.XX		✓
2/1/2021	SRT1031822		Sort	Mixed	Sort Charge	540.00	\$X.XXX	\$X,XXX.XX		✓
Total:									\$X,XXX.XX	

SUBMIT 6



Depot Self-Invoicing *continued*

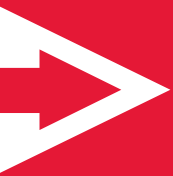
► Usage

Allows for Depot Self Invoicing of repairs, typically entered by a Depot

► Instructions

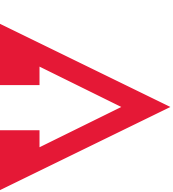
Using the screenshot on the previous page as a guide, follow the steps below

Step	Field	Comment
1	Depot Self Invoice (Menu)	Select from the General menu.
2	Location	Will populate based on your User ID & permissions. If multiple locations are available, click on drop-down menu for choice and click on location.
3	Country Code	Select country for invoicing.
4	Depot Invoice #	Required Field. Depot's internal Invoice Number.
5	Checkbox	Checked will process, unchecked will remain open for future invoicing.
6	Submit (Button)	Once clicked, will take all transactions checked in staging table and process.



PROCESS REPAIR





Process Repair

Usage

Allows for processing of repairs, typically entered by a Depot

Instructions

Using the screenshot below as a guide, follow the steps on the next page

Search...

Home

Help

General

- Challenge
- Depot Self Invoice
- Dock Scheduler
- Invoice History
- Manual Invoicing
- OFM Approve Invoice
- Open Issues
- Open Returns
- Open Stock Transfers
- Open Transactions
- Repairs**
- Reverse Sort / Repair

Transaction Processing

Reports

Tools

Your Session

HELP User: depot RED<->LINK LOGOUT

PECO PALLET

Repairs

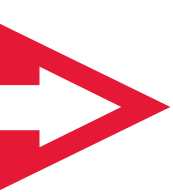
Location: Your Company - 99999

Equipment: [select equipment]

WIP Balance: ###,###

Repair Date: 3/16/2021

Web User ID: Your ID



Process Repair *continued*

► Usage

Allows for processing of repairs, typically entered by a Depot

► Instructions

Using the screenshot on the previous page as a guide, follow the steps below

Step	Field	Comment
1	Repairs (Menu)	Select from the General menu.
2	Location	Will populate based on your User ID & permissions. If multiple locations are available, click on drop-down menu for choice and click on location.
3	Equipment	Select from drop-down menu options of Block Heat Treat.
4	WIP Balance	Is perpetual and based on Process Sort quantities.
5	Repair Date	Will default to today's date.
6	Web User ID	Will populate based on your User ID.

Process Repair *continued*

► Usage

Allows for processing of repairs, typically entered by a Depot

► Instructions

Using the screenshot below as a guide, follow the steps on the next page

- Dock Scheduler
- Invoice History
- Manual Invoicing
- OFM Approve Invoice
- Open Issues
- Open Returns
- Open Stock Transfers
- Open Transactions
- Repairs
- Reverse Sort / Repair

- Transaction Processing
- Reports
- Tools
- Your Session

Repairs

Location

Equipment

WIP Balance 2577

Repair Date

Web User ID Your ID

Pallets	Repaired
RFU	<input type="text" value="577"/>
HTR	<input type="text"/>

Components Per Repair

Total Usage: 4.28

ACTIVITIES

Description	Quantity	Unit Rate	Total
Block Replacement	475	\$X.XXX	\$X,XXX.XX
Board Replacement	1711	\$X.XXX	\$X,XXX.XX
Stringerboard Replacement	287	\$X.XXX	\$X,XXX.XX

PAINT

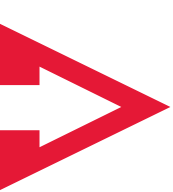
Description	Starting Inventory	Ending Inventory	Usage
Paint Tote - Gallons - PAINT (GALLONS)	900.00	850	50

FULL PALLET - NEW COMPONENTS

Description	Starting Inventory	Ending Inventory	Usage	Unit Rate	Total
B1-Bottom Chamf. Bd. (11/16 x 5 1/2 x 39 7/8 KDP) - B1	18,919	18500	419	\$X.XXX	\$X,XXX.XX
B2-Bottom Chamf. Bd. (11/16 x 5 1/2 x 36 7/8 KDP) - B2	38,552	38000	552	\$X.XXX	\$X,XXX.XX
BK1-Large Block (3 1/2 x 5 x 7 1/2 KDP) - BK1	14,680	14500	180	\$X.XXX	\$X,XXX.XX
BK2-Small Block (3 1/2 x 5 x 3 3/4 KDP) - BK2	71,021	70750	271	\$X.XXX	\$X,XXX.XX
CB-Springer Board (3/4 x 5 x 47 7/8 KDP) - CB	8,776	8500	276	\$X.XXX	\$X,XXX.XX
T1-Top Lead Board (11/16 x 5 1/2 x 39 7/8 KDP) - T1	8,554	8250	304	\$X.XXX	\$X,XXX.XX
T3-Interior Top Board (11/16 x 3 1/2 x 39 7/8 KDP) - T3	20,355	20000	355	\$X.XXX	\$X,XXX.XX

Total
\$X,XXX.XX

SUBMIT



Process Repair *continued*

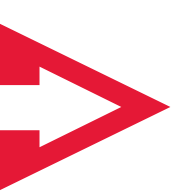
► Usage

Allows for processing of repairs, typically entered by a Depot

► Instructions

Using the screenshot on the previous page as a guide, follow the steps below

Step	Field	Comment
7	Variant Quantity	Enter total quantity of pallets repaired for RFU and HTR.
8	Description (Table)	Will populate Description and Unit Rate based on Resource description and pricing in Navision entity pricing for location. Enter quantity for each resource; itemized and total pricing will automatically calculate.
9	Submit (Button)	Once clicked, will take all transactions in Description table and process.



Process Repair *continued*

Usage

Allows for processing of repairs, typically entered by a Depot

Instructions

Using the screenshot below as a guide, follow the steps on the next page

Search... HELP ? User: depot RED<>LINK® LOGOUT

Home
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- Challenge
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- Dock Scheduler
- Invoice History
- Manual Invoicing
- OFM Approve Invoice
- Open Issues
- Open Returns
- Open Stock Transfers
- Open Transactions
- Repairs
- Reverse Sort / Repair

Transaction Processing
Reports
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Your Session

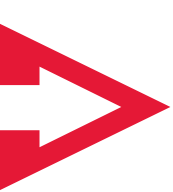
Location: Your Company - 99999
Equipment: Block
Remaining WIP: 10100
Balance:
Repair Date: 3/16/2021
Transaction #: REP109491 **10**
Web User Id: Your ID

Variant	Quantity
RFU	577

Description	Unit Price	Quantity	Total
Block Replacement	\$X,XXX	XXXX	\$X,XXX,XXX
Board Replacement	\$X,XXX	XXXX	\$X,XXX,XXX
Springerboard Replacement	\$X,XXX	XXXX	\$X,XXX,XXX
Paint Tote - Gallons	\$X,XXX	XXXX	\$X,XXX,XXX
B1-Bottom Chamf. Bd. (11/16 x 5 1/2 x 39 7/8 KDP)	\$X,XXX	XXXX	\$X,XXX,XXX
B2-Bottom Chamf. Bd. (11/16 x 5 1/2 x 36 7/8 KDP)	\$X,XXX	XXXX	\$X,XXX,XXX
BK1-Large Block (3 1/2 x 5 x 7 1/2 KDP)	\$X,XXX	XXXX	\$X,XXX,XXX
BK2-Small Block (3 1/2 x 5 x 3 3/4 KDP)	\$X,XXX	XXXX	\$X,XXX,XXX
CB-Stringer Board (3/4 x 5 x 47 7/8 KDP)	\$X,XXX	XXXX	\$X,XXX,XXX
T1-Top Lead Board (11/16 x 5 1/2 x 39 7/8 KDP)	\$X,XXX	XXXX	\$X,XXX,XXX
T3-Interior Top Board (11/16 x 3 1/2 x 39 7/8 KDP)	\$X,XXX	XXXX	\$X,XXX,XXX
B1-Bottom Chamf. Bd. (RECYCLED)	\$X,XXX	XXXX	\$X,XXX,XXX
B2-Bottom Chamf. Bd. (RECYCLED)	\$X,XXX	XXXX	\$X,XXX,XXX
BK1-Large Block (RECYCLED)	\$X,XXX	XXXX	\$X,XXX,XXX
BK2-Small Block (RECYCLED)	\$X,XXX	XXXX	\$X,XXX,XXX
CB-Stringer Board (RECYCLED)	\$X,XXX	XXXX	\$X,XXX,XXX
T1-Top Lead Board (RECYCLED)	\$X,XXX	XXXX	\$X,XXX,XXX
T3-Interior Top Board (RECYCLED)	\$X,XXX	XXXX	\$X,XXX,XXX
Total			\$X,XXX,XXX

Create a new repair invoice - Approve submitted expenses **12**

11



Process Repair *continued*

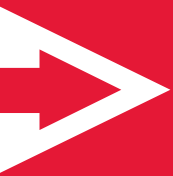
► Usage

Allows for processing of repairs, typically entered by a Depot

► Instructions

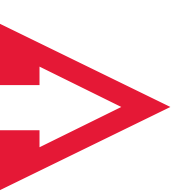
Using the screenshot on the previous page as a guide, follow the steps below

Step	Field	Comment
10	Transaction #	Your confirmation of the Repair being submitted will be displayed with an REP #.
11	Preview (Table)	Once repairs have been submitted, only items with quantities are listed and summary invoice is displayed.
12	Approve – Submitted Expenses	Click on link and repair expenses have been sent for processing in Depot Self Invoicing. Note: remaining WIP balance is now showing less inventory.



PROCESS SORT





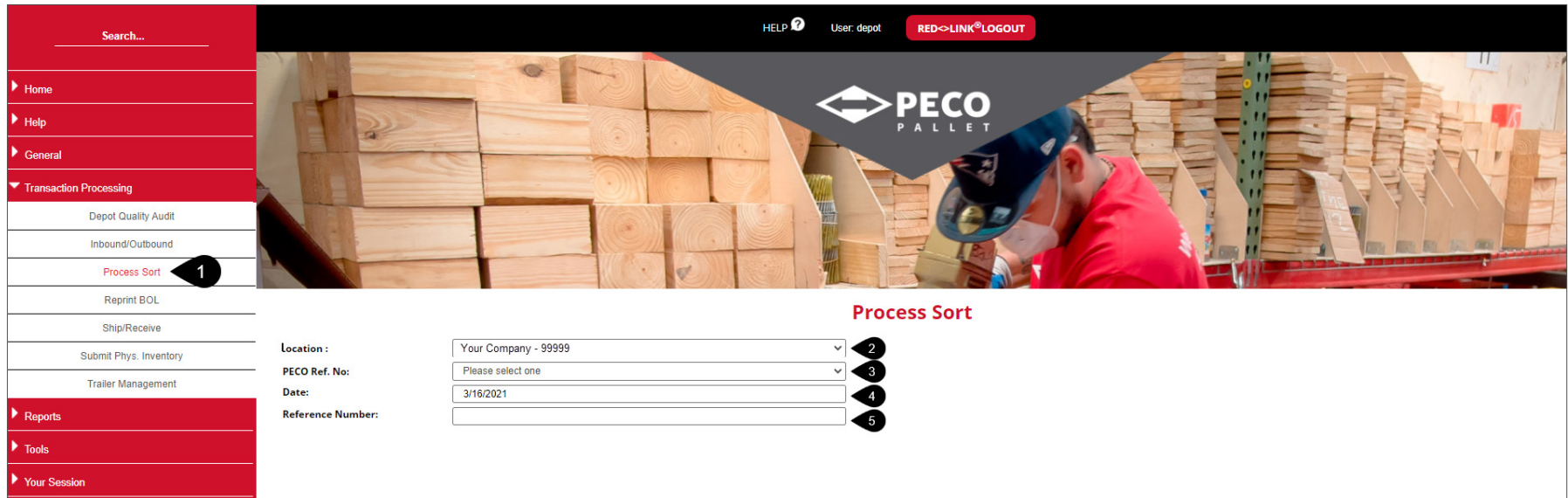
Process Sort

Usage

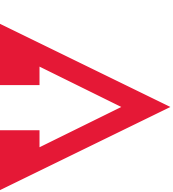
Allows for processing a sort, typically from a Return from a Distributor to a Depot

Instructions

Using the screenshot below as a guide, follow the steps



Step	Field	Comment
1	Process Sort (Menu)	Select from the Transaction Processing menu.
2	Location	Will populate based on your User ID & permissions. If multiple locations are available, click on drop-down menu for choice and click on location.
3	PECO Ref. No	Select Return for this location from drop-down menu.
4	Date	Will default to today's date.
5	Reference Number	Will match the PECO Ref. No.



Process Sort *continued*

► Usage

Allows for processing a sort, typically from a Return from a Distributor to a Depot

► Instructions

Using the screenshot below as a guide, follow the steps on the next page

Process Sort

location :

PECO Ref. No:

Date:

Reference Number:

Total Quantity of Unsorted Pallet: 6

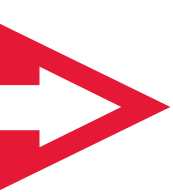
Sorted Types

BLOCK-RFU	<input type="text" value="500"/>
BLOCK-WIP	<input type="text" value="40"/>
Other-IGPS	<input type="text"/>
Other-White	<input type="text"/>
Other-Blue	<input type="text"/>
HALF-BLOCK-RFU	<input type="text"/>
HALF-BLOCK-WIP	<input type="text"/>

Total Quantity Sorted: 8

Total Qty: 9

SUBMIT 10



Process Sort *continued*

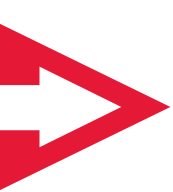
► Usage

Allows for processing a sort, typically from a Return from a Distributor to a Depot

► Instructions

Using the screenshot on the previous page as a guide, follow the steps below

Step	Field	Comment
6	Total Quantity of Unsorted Pallets	This quantity will default to quantity indicted on the Return.
7	Sorted Type	Determine quantity of pallets for each Sort Type.
8	Total Quantity Sorted	This number is dynamic and will update based on quantity entered in Sorted Type Table. Please note that the quantities MUST match, or you will receive a warning message that "The total quantity does not match the total sorted quantity."
9	Total Quantity	Total quantity of pallets.
10	Submit (Button)	Click to process transaction.



Process Sort *continued*

► Usage

Allows for processing a sort, typically from a Return from a Distributor to a Depot

► Instructions

Using the screenshot below as a guide, follow the steps

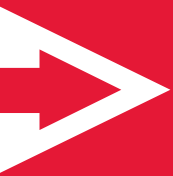
The screenshot shows the 'Process Sort' screen in the PECO PALLET system. The left navigation menu includes options like Home, Help, General, Transaction Processing, Reports, Tools, and Your Session. The main content area features a form with the following fields:

- Location: Your Company - 99999
- PECO Ref. No: Please select one
- Date: 3/16/2021
- Reference Number: R1120779

Below the form, a confirmation message states: "Sort SRT1034299 Submitted. Transaction R1120779(540 Pallets) have been sorted." This is followed by a table showing the breakdown of sort variants and quantities:

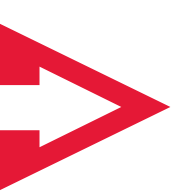
Type - Variant	Quantity
BLOCK-RFU	500
BLOCK-WIP	40

Step	Field	Comment
11	Confirmation (Display)	Confirmation of the Sort being submitted with SRT number, Transaction number and quantity indicated.
12	Confirmation Detail (Table)	Breakdown of sort variants and quantities.



TRAILER MANAGEMENT





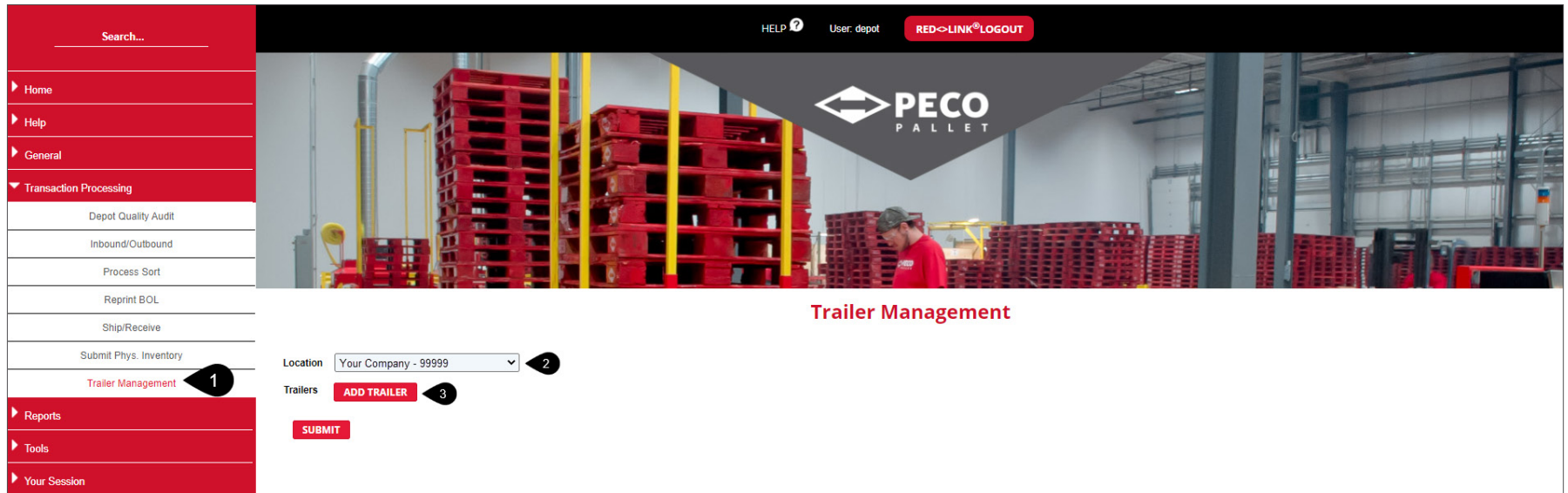
Trailer Management: Create a Trailer

Usage

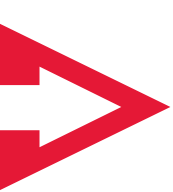
Allows for Depot create and ship trailers, typically entered by sort only Depot

Instructions

Using the screenshot below as a guide, follow the steps



Step	Field	Comment
1	Trailer Management (Menu)	Select from the Transaction Processing menu.
2	Location	Will populate based on your User ID & permissions. If multiple locations are available, click on drop-down menu for choice and click on location.
3	Add Trailer (Button)	Once clicked, will create table for trailer information.



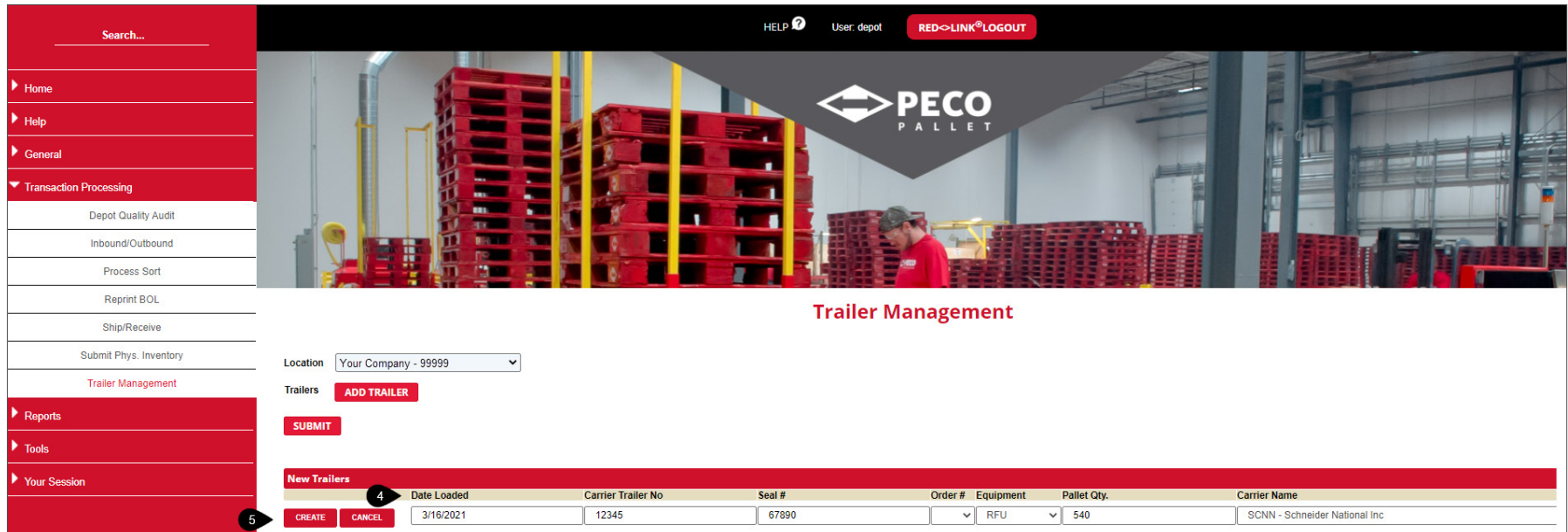
Trailer Management: **Create a Trailer** *continued*

► Usage

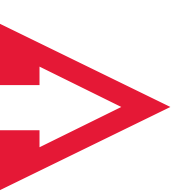
Allows for Depot create and ship trailers, typically entered by sort only Depot

► Instructions

Using the screenshot below as a guide, follow the steps



Step	Field	Comment
4	New Trailers (Table)	Enter information for: <ul style="list-style-type: none"> • Date Loaded (defaults to today's date) • Trailer # • Seal # • Order (leave blank) • Equipment (select from list) • Pallet Qty (typically 540) • Carrier Name (select from list)
5	Create (Button)	Create will queue the trailer for future shipment. Cancel will delete the trailer.



Trailer Management: Ship a Trailer

Usage

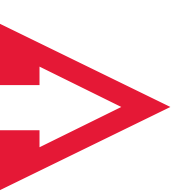
Allows for Depot create and ship trailers, typically entered by sort only Depot

Instructions

Using the screenshot below as a guide, follow the steps

The screenshot shows the PECO PALLET web application interface. On the left is a navigation menu with options like Home, Help, General, Transaction Processing, Reports, Tools, and Your Session. The 'Trailer Management' option is highlighted with a callout box labeled '1'. The main content area features a header with the PECO PALLET logo and a 'Trailer Management' title. Below the title is a 'Location' dropdown menu set to 'Your Company - 99999', with a callout box labeled '2'. Underneath is a table of trailers with columns for Date Loaded, Carrier Trailer No, Seal #, Peco Ref. No, Equipment, Pallet Qty, Carrier Name, Age, Re-Planned, Ship, Delivery Date, Last Modify By, and Last Modify Date. A row of data is visible with an 'EDIT' button highlighted by a callout box labeled '3'. Other buttons include 'ADD TRAILER', 'SUBMIT', 'EDIT', and 'DELETE'.

Step	Field	Comment
1	Trailer Management (Menu)	Select from the Transaction Processing menu.
2	Location	Will populate based on your User ID & permissions. If multiple locations are available, click on drop-down menu for choice and click on location.
3	Edit (Button)	If a trailer has already been created and ready for shipment, it will be listed. Click on the Edit button to add a PECO Ref. No.



Trailer Management: Ship a Trailer *continued*

► Usage

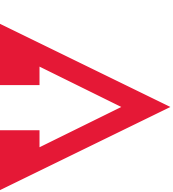
Allows for Depot create and ship trailers, typically entered by sort only Depot

► Instructions

Using the screenshot below as a guide, follow the steps

The screenshot shows the 'Trailer Management' section of the PECO PALLET system. The left sidebar contains navigation options like Home, Help, General, Transaction Processing, Reports, Tools, and Your Session. The main content area features a table with columns: Date Loaded, Carrier Trailer No, Seal #, Peco Ref. No, Equipment, Pallet Qty, Carrier Name, Age, Re-Planned, Ship, Delivery Date, Last Modify By, and Last Modify Date. A dropdown menu is open for the 'Peco Ref. No' field, showing options like 'IS1179037 - 03/22/2021 - Customer Order'. Callout box 4 points to the 'UPDATE' button, and callout box 5 points to the 'CANCEL' button.

Step	Field	Comment
4	PECO Ref. No	Select an Order (IS) or Return ('R) that has been planned from the drop-down menu.
5	Update (Button) Cancel (Button)	Clicking Update on this will assign the PECO Ref. No to the transaction. Clicking Cancel on this will revert to original settings of the transaction.



Trailer Management: Ship a Trailer *continued*

► Usage

Allows for Depot create and ship trailers, typically entered by sort only Depot

► Instructions

Using the screenshot below as a guide, follow the steps

The screenshot shows the 'Trailer Management' page in the PECO PALLET system. The left sidebar contains navigation options like Home, Help, General, Transaction Processing, and Reports. The main content area features a form for adding a trailer. The form includes a dropdown for 'Location' (set to 'Your Company - 99999') and an 'ADD TRAILER' button. Below this is a table with columns for various trailer attributes. The 'Ship' column has a checkbox with a circled '6' next to it. A 'SUBMIT' button with a circled '7' is located at the bottom left of the form area.

Step	Field	Comment
6	To Submit (Checkbox)	Mark box with checkmark to ship that trailer.
7	Submit (Button)	Once clicked, will take transaction in staging table and ship it, removing it from the screen.