

Standard Operating Procedures for:
Creating Distributor Shipment

AgWorks pursues a policy of continuous, ongoing development that ensures the highest quality standards combined with advanced, state-of-the-art technology for AgWorks products. For this reason, the features described in this Manual could differ from those in your current work environment.

Please contact AgWorks Support for any clarification needed
at (309) 623-4604, opt. 2 or support@agworks.net.

Revisions:

Date	Author	Description
7/20/2012	Katie Bergthold	Creation of document.

Summary/Overview:

The following guide is to assist the user through the creation of Distributor Shipment.

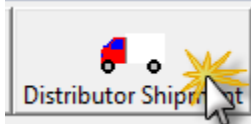
Warning/Notice:

This document assumes PO Manager is disabled.

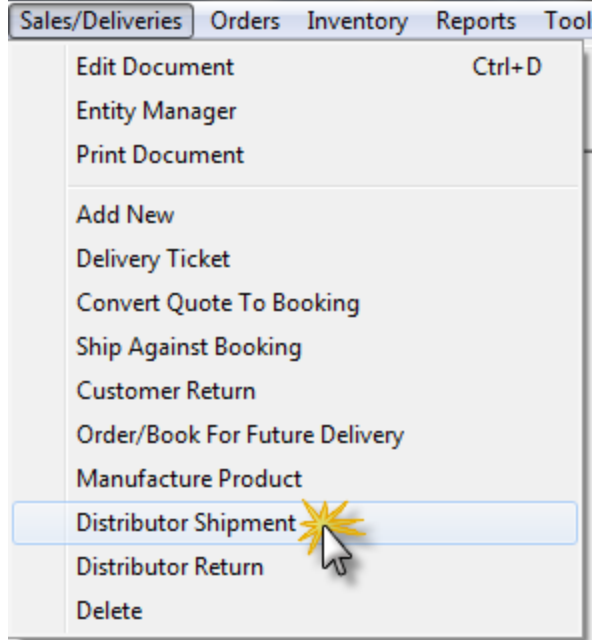
Procedures:

1. Create a Distributor Shipment

- Within Delivery Doc select Distributor Shipment quick button

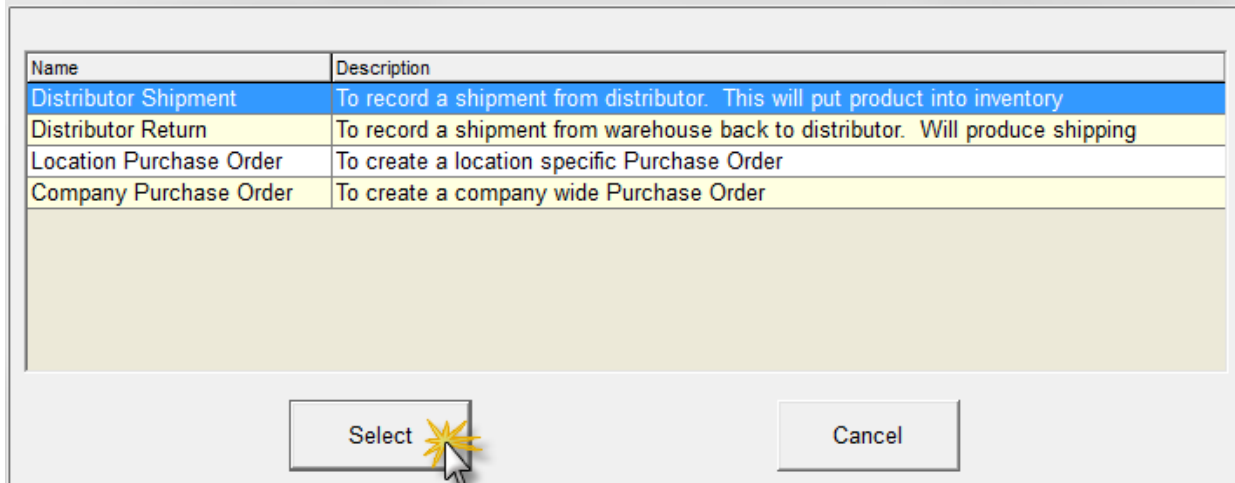


- Within Delivery Doc navigate to Sales/Deliveries> Distributor Shipment



- Navigate to Sales/Deliveries> Add New to select Distributor operation then select Distributor Shipment.

Delivery Document Subcategories



2. Select desired Distributor

Select Distributor company


ID	Name	LocationCode
7	Abbott	
233	Aceto Agriculture Chem.	
23	Acme	
254	Active Minerals International, LLC	
231	Advan	
204	Ag Alumni	
222	Ag Concepts Corp.	
172	AgraQuest, Inc.	
223	AgraSyst LLC	

acme

Show One Location

Search by

Name... ID...

Select  Cancel

3. Input Bill of Lading number

4. Update Distributor Shipment information

New Document

1601

Originated at: Miles Warehouse (Location: MILES) Shipping Terminal: ...

From: Acme

Type: Distributor operation Distributor Shipment

Product Name	Quantity	Cost	Subtotal

Total: \$0.00

Add Scan Edit Delete

Comments:

Changes Log:

View

MSDS LABEL WPS

Print Changes Log

OK Print Cancel

Misc

Created on 2/9/2012 8:30:00 AM by Clyde

Modified on 2/9/2012 8:30:00 AM by Clyde

Invoiced

Delay Invoicing

Quantities were changed

PO: ...

BOL: 1234

Freight: Flat Rate per Unit

Surcharge: 0 %

- a. Select a Product enter the Quantity, Base Cost, Freight, Surcharge, and other necessary details

Quantity for 10-34-0 [BULK] (ProductID=584)

tons

Base Cost: \$ 775 per tons Freight: \$ 0 Surcharge: \$ 0

BULK tons

Expected Quantity:
 tons

Product Lot:

Serial Number:

Consigned to:

OK Cancel

5. Following screen will depend if location has Automated PO selection enabled or disabled.
- If Automated PO selection is enabled Distributor Shipment will automatically pull from a Purchase Order without prompting.
 - If Automated PO selection is disabled the user will need to select desired Purchase Order the Distributor Shipment should pull from.
 - i. If user selects *Ignore* not Distributor Shipment will be pulled from.
6. Input PO in PO field if available
7. Select OK to close and complete this task