

GlobalShip – Open and Close Manifest

Introduction

GlobalShip is a software product used by the Distribution Centers (DC) Discount Tire works with for distributing products to stores.

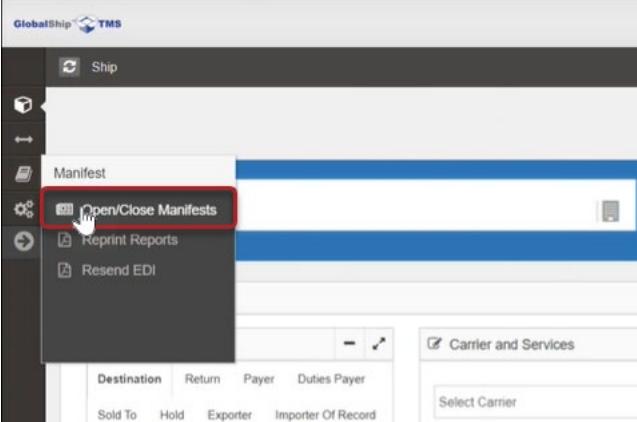
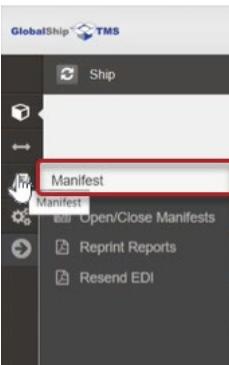
Purpose

The purpose of this document is to show the steps DC employees need to perform at the beginning and end of their shifts in order to be able to ship products. Otherwise, products will not ship. This document includes steps used for additional tasks related to reprinting labels and looking up shipments.

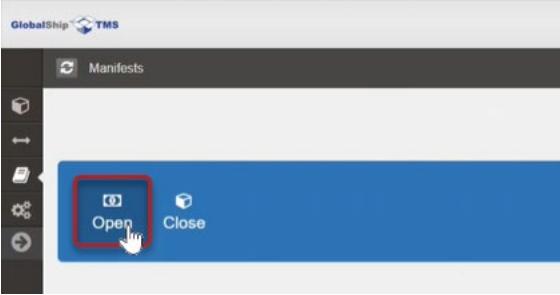
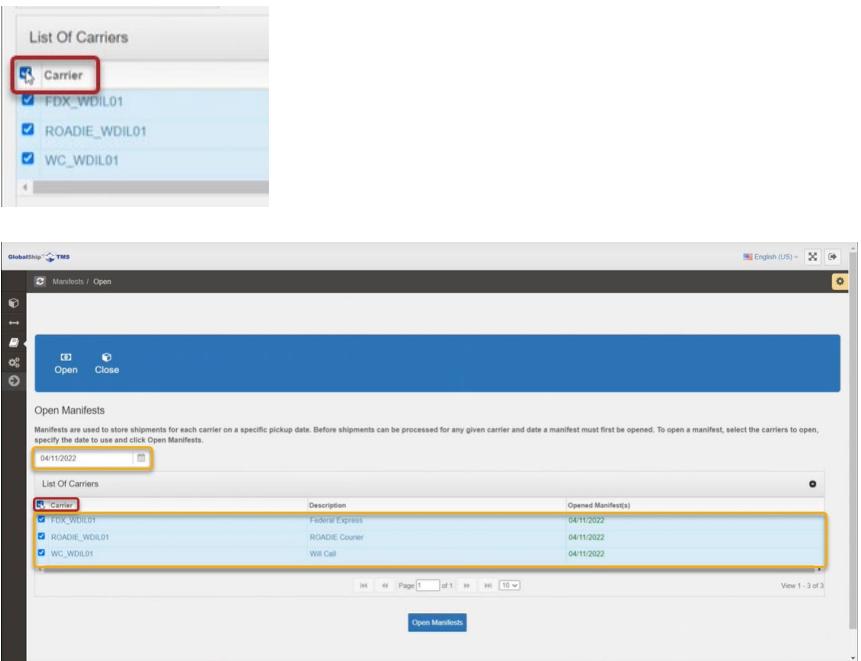
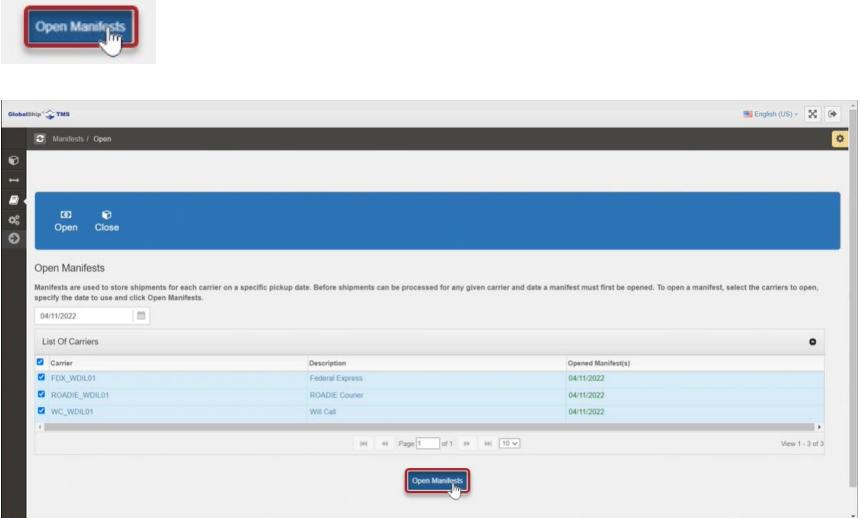
Open Manifest

Follow these steps to open the Manifest at the beginning of the shift:

Step	Action
1	After logging into GlobalShip, use the navigation pane on the left-hand side of the screen; then click Manifest .
2	From the dropdown list, select Open/Close Manifests .



Open Manifest (continued)

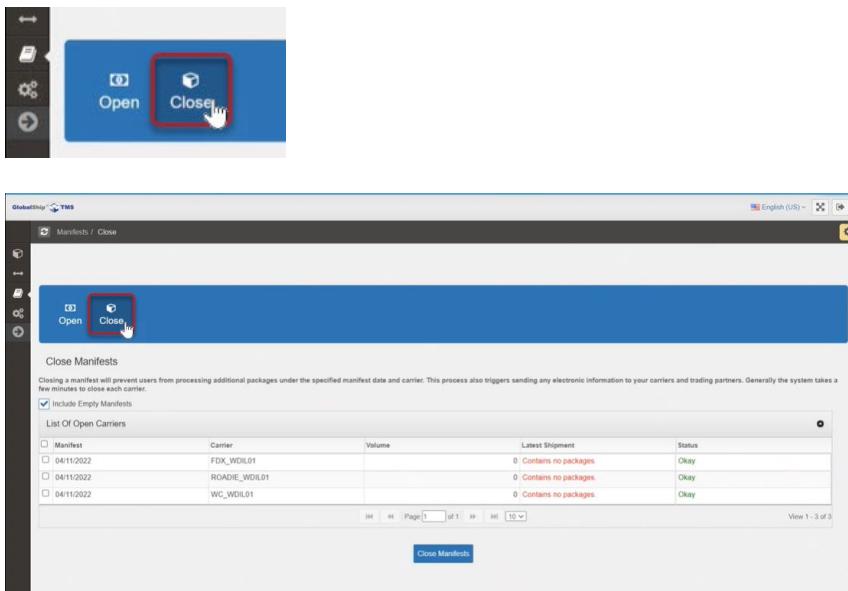
3	<p>Click Open.</p> 
4	<p>The current date shows in the date field. The List Of Carriers table shows all the carriers being used by the Distribution Center. All carriers need to be chosen. To select them, click the checkbox next to Carrier.</p> 
5	<p>Click Open Manifests.</p> 

Open Manifest (continued)

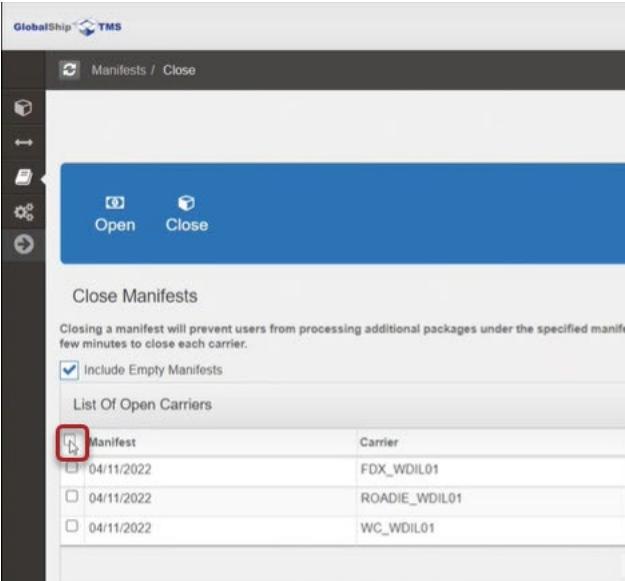
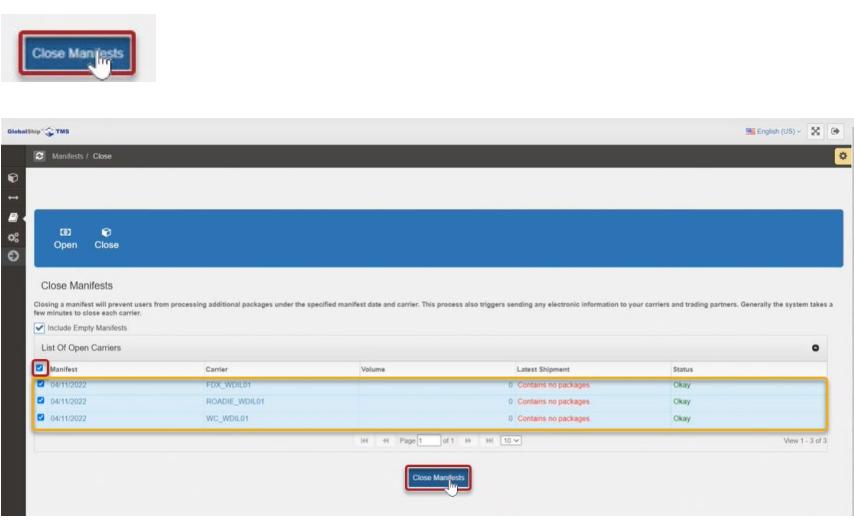
6	<p>Click X to close the Process Complete pop-up window.</p>  <p>Note: If you don't select the carriers before clicking Open Manifests, the system will give an error message stating "Unable to ship order, please open manifest". The error message is not shown here. But if you receive it, close it out and go back to Step 4.</p>
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Close Manifest

Follow these steps to close the Manifest at the end of the shift:

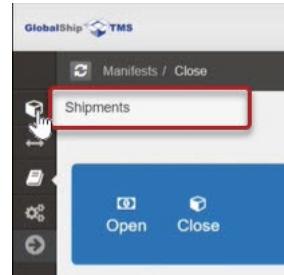
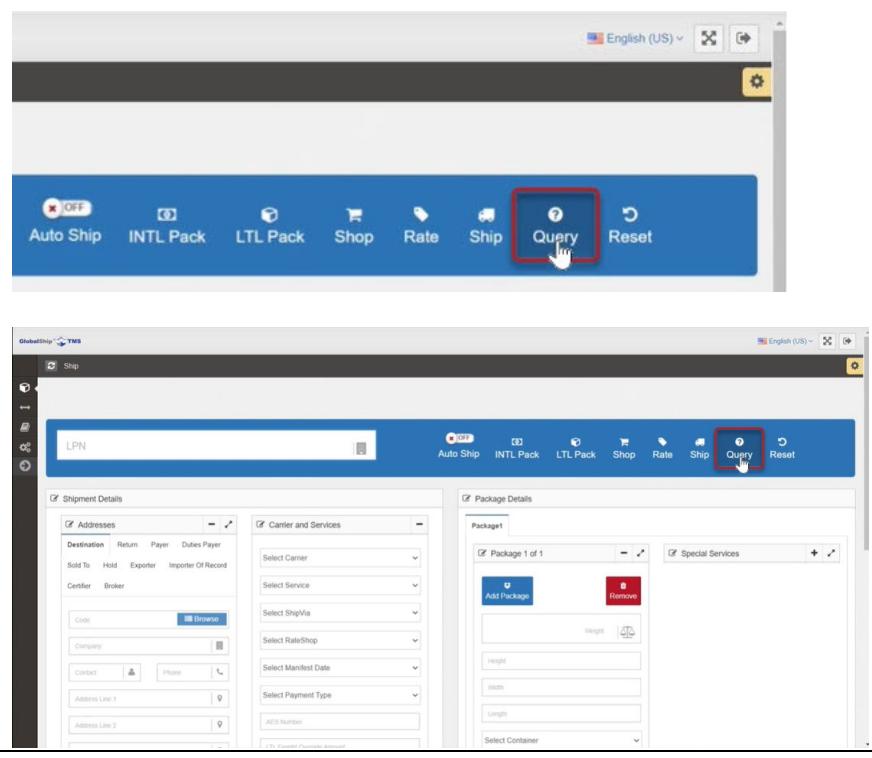
Step	Action
1	<p>Click Close.</p> 

Close Manifest (continued)

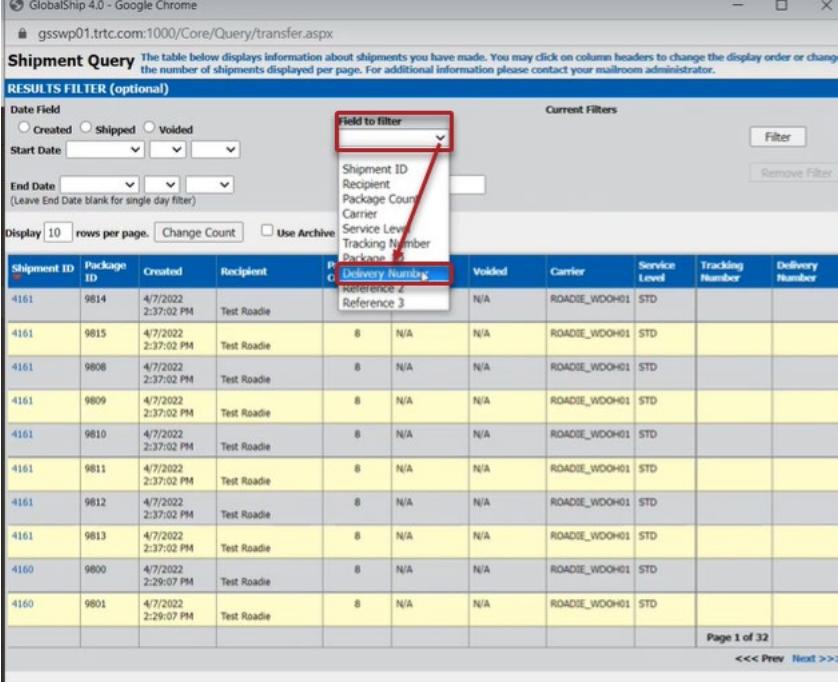
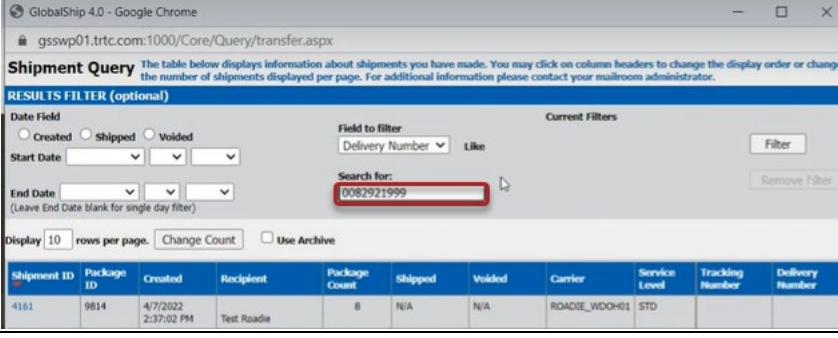
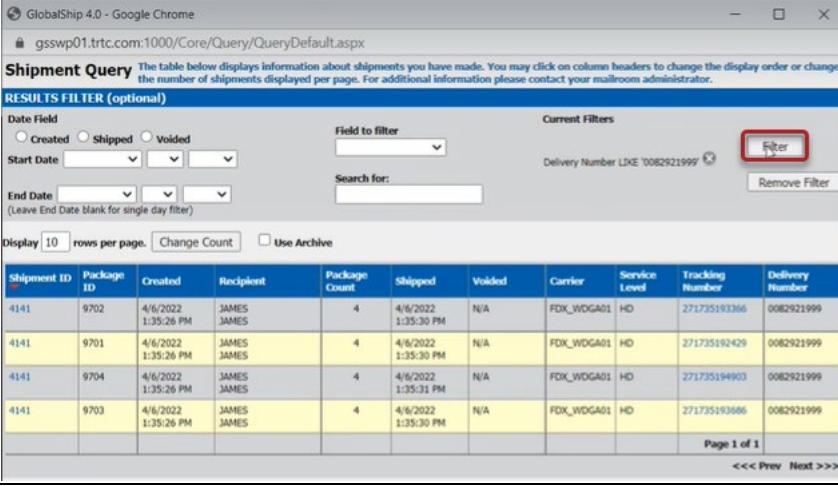
2	<p>Click the checkbox next to Manifest.</p> 
3	<p>Check all the information in the List of Open Carriers table including Carrier and Volume. Click Close Manifest.</p>  <p>Note: This needs to be done every single day at the end of shift to be able to ship. If they don't do this, they won't be able to ship.</p>
4	<p>Click X to close the Process Complete pop-up window.</p>  <p>Note: This screen can error out. In that case, click Close Manifest again, and the process should complete showing the Process Complete pop-up window.</p>

Reprint Labels or Look Up a Shipment

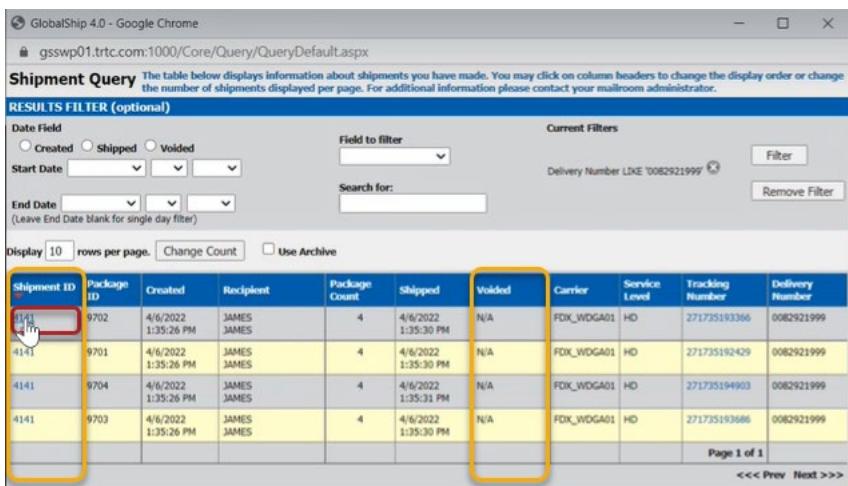
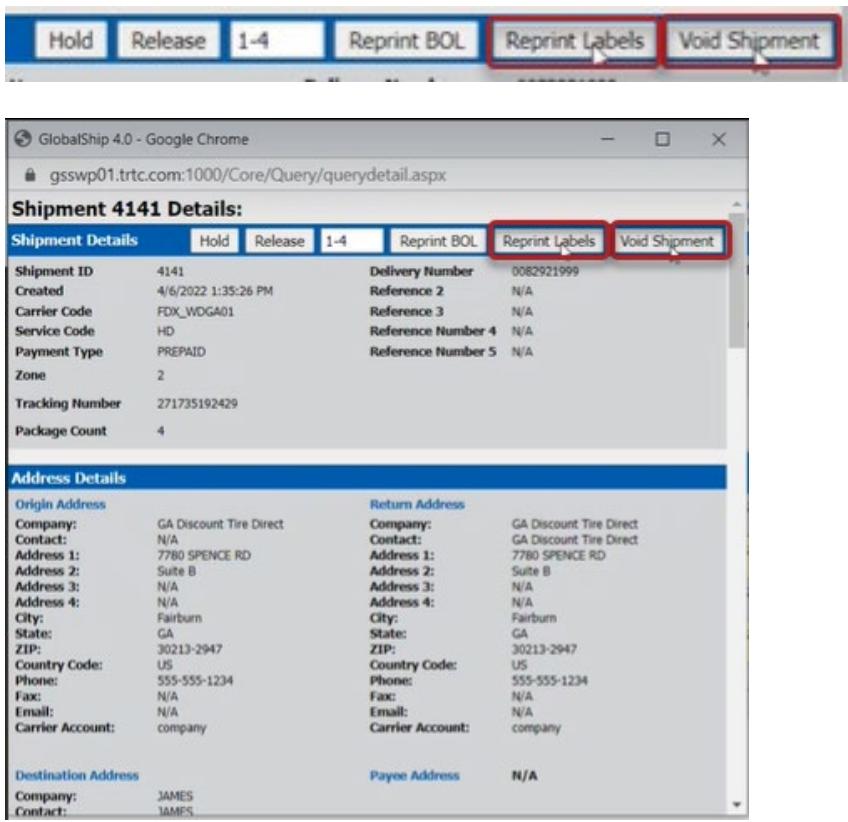
Follow these steps to reprint labels or look up a shipment:

Step	Action
1	<p>Click Shipments.</p> 
2	<p>Click Query.</p> 

Reprint Labels or Look Up a Shipment (continued)

3	<p>In the Shipment Query we need to apply a filter. In order to apply a filter, click the arrow in the field 'Field to filter'. Then select Delivery Number from the dropdown list. This will apply a filter to the Shipment Query pop-up window.</p> 
4	<p>Enter the Delivery Number in the 'Search for' field.</p> 
5	<p>Click Filter.</p> 

Reprint Labels or Look Up a Shipment (continued)

6	<p>On the Shipment Query screen, you will find a Shipment ID that needs to be reprinted or a shipment that needs to be voided. Click the Shipment ID.</p> 
7	<p>In the Shipment ID Details pop-window opens. At this point, you have a choice to reprint the labels or void the shipment.</p> <p>To reprint the labels, click Reprint Labels. This will send the labels to the local printer.</p> <p>To void the shipment, click Void Shipment.</p> 

Reprint Labels or Look Up a Shipment (continued)

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After making the choice to reprint the labels or void the shipment, your steps are complete, there are no other screens that open. Click **X** to close the window.

Contact

Contact the Service Desk at support@discounttire.com or 800-366-4399.