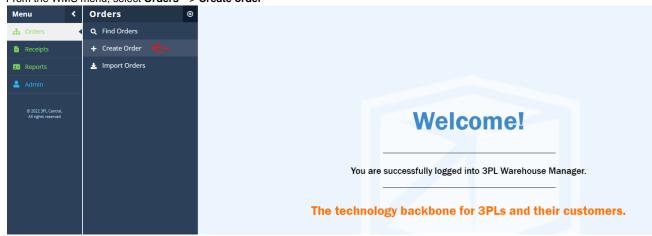
Create/Edit an Order Manually

Here you will learn step by step how to create and edit an order on 3PLC. Please note that this includes both FBA and FBM instructions. Please read the information in the blue highlighted sections for additional insight.

- Create the order /
- Order Line items
- Warehouse Instructions
- Attaching Documents
- Editing an order

Create the order /

1. From the WMS menu, select Orders---> Create order



- 2. From the drop down menu select your customer name.
- 3. The reference number must be unique. You must use the designated number associated with the order if for an FBA or a single FBM order. If you are creating an order that will encompass a **Batch** of single orders, save the reference number indicating it is a batch (*Batch* 1 or *Batch ID0436*).

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🚓 Orders			
🖹 Receipts	ORDER INFORMATION		
📴 Reports	Customer*	Warehouse *	Reference Number *
💄 Admin		▼	▼ FBA
© 2022 3PL Central, All rights reserved	Test Customer		

- 4. You can click on any of the Blue tabs on the upper left menu tabs, to navigate to different sections of the order.
- 5. In the "Order Contact Details" tab, fill in the shipping destination**. If we will be creating a label for the order, this information must be accurate to generate a label.
- *It is important to note the shipping destination is irrelevant if you are not creating a label associated with the order. However, the fields with the asterisk's are required in order for you to "save" and "mark as complete". If you are creating an order and are attaching labels, please just fill in any address and it should save/auto populate on the next order. If not label is being created, the only thing that needs to be filled in this section are the fields highlighted in yellow.

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Order Line items

1. Navigate to "Order Line Items" tab and select +Add

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- 2. From the Drop down Menu select your SKU.
- 3. Please Note the Quantity you choose must correspond to the primary unit of measure used to track the item which is reflected in parenthesis. Therefore, if you have an order for a full case of ten, you would have to enter 10, as we track these by the "Each". If we you only sold full cases, we would track these by the "Carton" and that would be reflected in parenthesis; in that instance you would enter a QTY of 1.

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Select a SKU		
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Hat - Hat Example	SKU : Item #123	
Item #123 - Small		
ltem #456 - Mediu	Description : Small gloves	
ltem #578 - Large		
ltem #578 - Large		
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- 4. If we are creating the label, you don't need to go any further but please read below. More info on Marking orders as complete in Step 4 of the next section "Attaching documents". **See info**
- ** If this is an FBM (single order) and we are creating the label(s), the last step would be to to select the Mark as Complete button on the upper right menu tabs. This will tell the system to notify our team that you have just entered an order that is ready for fulfillment. If this is an FBA order or you are simply just attaching labels for your single orders, please proceed to the next section "Attaching Documents"
- Mark as complete

Very important to note that once you have marked an order as complete, you <u>cannot</u> go back and edit the order. So please only save the order until you are certain it is ready to be fulfilled by our team. More on this in the next section.

Warehouse Instructions

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Attaching Documents

- 1. Navigate to the upper right Menu tabs and select Documents **See info**.
- ** FBM (Single Orders)- If you are attaching labels for a Batch of single orders, please confirm you have selected the correct SKUS and the correct Total Pick Quantity for the Batch. <u>Please make sure either the labels clearly state the SKU and Quantity for the order or</u> <u>packing lists are attached as well. Otherwise we will not be able to indicate which label is for which order.</u>

FBA Orders- If you are attaching labels for an FBA order, again please confirm you have selected the correct SKUS and the correct Total Pick Quantity for the order. Please attach 3 separate PDF's, one for FNSKU product labels (if applicable), FBA carton labels, and Pallet labels.

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2. From the Drop down menu select Attach Files.

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- 4. Once you have attached your documents and you have double checked that everything is correct, you MUST select Mark as Complete** button so the system can notify our team that you have just entered an order.
- ** IMPORTANT- Please note that once you have marked as complete, you cannot go back and edit the order, you would have to email our team and let us know any changes that need to be made. It is always best not to mark as complete if you are unsure if you will be adding to/ editing the order. But please do not forget to "Mark as complete" once you are done, as this will generate a notification on our end to begin fulfillment.

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5. If you are not ready to mark as complete, and plan on coming back to the order, click Save and Close.

Editing an order

- 1. Navigate to left Main Menu, select the ${\it Orders}$ tab and select ${\it Find \ orders.}$
- 2. You can use the blue Options tab in the top right corner to adjust the columns you want reflected on the screen.

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3. You can use the left scrolling menu to search for specific orders by Date, Order status**, Reference Number, SKU, etc. <u>Please note that</u> the system let's you know when search filters are applied as you can see below. Hit the **Refresh** button above to clear all search filters.

1 Please see below for definition of Order Status.

Open- This means the order has been created and saved, but is not yet ready to be worked on. These are the only orders, you as the customer, are allowed to go back and edit.

Complete- This means the order was marked as complete, and the Warehouse was notified. An order in this state is typically being worked on.

Closed- This means the order was closed by a the Warehouse and has been shipped. *Customers do not have permissions to close orders.*

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4. Select the order you wish to edit. Select the **Manage** tab from the upper right menu. (**Pro tip: Right click on any order to get the same upper right menu options**). Then select "Edit order in a new tab".

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5. You are now back to the original order view and can edit the order as you please. Don't forget to mark as complete once finished! 😀