

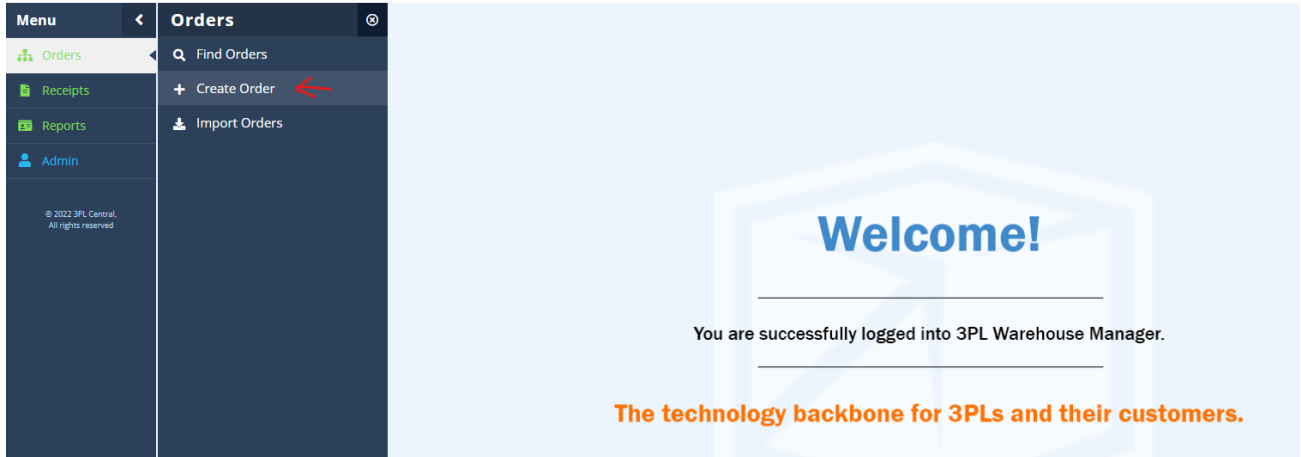
# Create/Edit an Order Manually

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.

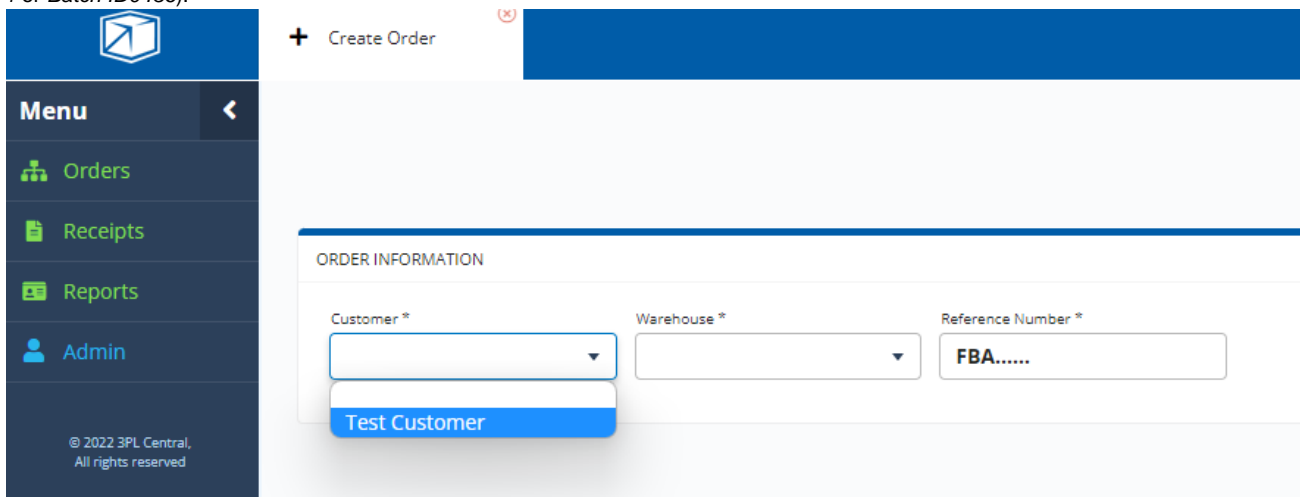
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## Create the order /

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*).



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.**

**i** \*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**.

Edit Order  
 Ref: FBAH76XXXXXXXXXXXXXX  
 Trans: 12773

Order Contact Details | Order Line Items | Carrier and Routing

Documents | Save | Mark as Complete | Close

**ORDER INFORMATION**  
 Customer: Test Customer | Warehouse: TC Logistics | Reference Number: FBAH76XXXXXXXXXXXXXX | Transaction ID: 12773 | Purchase Order: Please Select | Earliest Ship Date: | Ship Cancel Date:

**ORDER CONTACT DETAILS**  
 Shipping Destination | Billing Information | Sold To Information

Shipping Destination Favorites  
 Look up contacts by code or company name | Advanced Lookup

**CONTACT INFORMATION**  
 Contact Code: | Add to favorites:

Company Name: TC Logistics | Recipient Name: | Phone: | Email:

Address 1: 2207 Radcliffe St | Address 2:

Country: United States | State/Province/Region: Unspecified | City/Town/Village: Bristol | Postal Code: 19007

## Order Line items

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

Order Contact Details | Order Line Items | Carrier and Routing

Documents | Save | Close

**ORDER INFORMATION**  
 Customer: Test Customer | Warehouse: TC Logistics | Reference Number: FBAH76XXXXXXXXXXXXXX | Transaction ID: 12773 | Purchase Order: Please Select | Earliest Ship Date: | Ship Cancel Date:

**ORDER LINE ITEMS**  
 Select all | **+ Add** | + Mass Add | Edit | Delete | Options

RESULTS	SELECTED							
SKU	QUANT...	PRIMARY UNITS	SECONDARY QTY	SECONDARY UNITS	WEIGHT	VOLUME	ORDER UNIT	...

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.*

## ADD ORDER LINE ITEM



GENERAL

⚠ Adding or editing a line item resets custom order totals for weight and volume to system-generated defaults.

SKU Quantity (Each)

Item #123

Volume (in<sup>3</sup>)

Select a SKU

- Coffee Maker - Exa...
- Hat - Hat Example
- Item #123 - Small ...**
- Item #456 - Mediu...
- Item #578 - Large ...
- Masks - Example it...
- Mouse Pads - Exa...

SKU : Item #123  
Description : Small gloves

Custom notes

Close

+ Add

- 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\*\***

**i** **\*\*** If this is an FBM (single order) and we are creating the label(s), the last step would be 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 cannot 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

Order Contact Details | Order Line Items | **Carrier and Routing** | Order Charges

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ORDER INFORMATION

Customer \* Warehouse \* Reference Number \* Transaction ID Purchase Order

Test Customer TC Logistics FBAH76XXXXXXXXXXXXX 14761 Please Select

**Warehouse Instructions** Carrier Instructions

Please make sure to dimensions of pack for SKU 123 are under 17"... Please cover barcodes on carton... Please make 2pk for SKU 456

**i** Please use the "Warehouse Instructions" box to let us know if anything special needs to be done to the orders. For example, certain product needs to be in a specific dimension limit, a certain SKU will need to be made into packs, covering barcodes on cartons, etc.

## Attaching Documents

1. Navigate to the upper right Menu tabs and select **Documents** **\*\*See info\*\***.

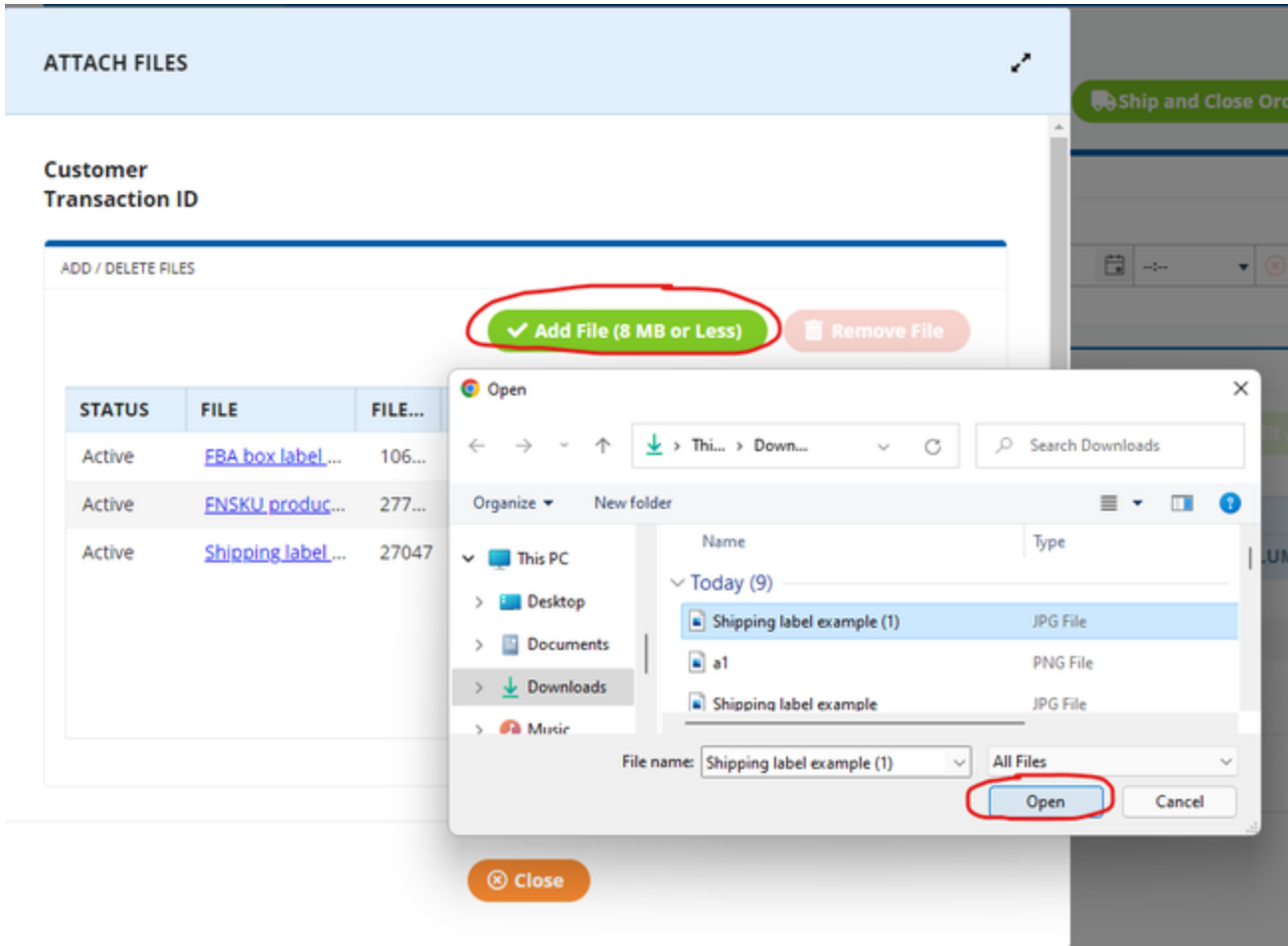
**i** **\*\* FBM (Single Orders)-** If you are attaching labels for a Batch of single orders, please confirm you have selected the correct SKUS and the correct Total Pick Quantity for the Batch. Please make sure either the labels clearly state the SKU and Quantity for the order or packing lists are attached as well. Otherwise we will not be able to indicate which label is for which order.

**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.

The screenshot shows the 'Edit Order' page with the 'Documents' dropdown menu open. The 'Attach Files' option is highlighted. Below the menu, there is a table with columns: CTED, SOR#, SKU, QUANTITY, PRIMARY UNITS, SECONDARY QTY, SECONDARY UNI..., WEIGHT, VOLUME, and ORDER UNIT. The table contains two rows of data.

CTED	SOR#	SKU	QUANTITY	PRIMARY UNITS	SECONDARY QTY	SECONDARY UNI...	WEIGHT	VOLUME	ORDER UNIT
			10	Each			0	0	
			50	Each			0	0	

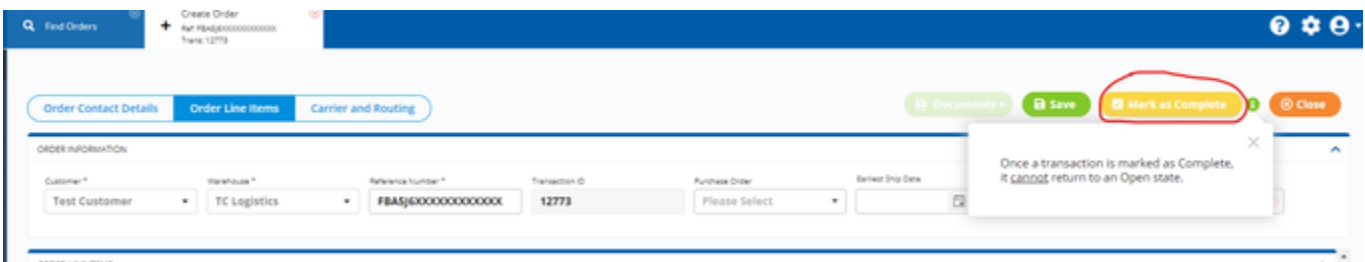
2. From the Drop down menu select **Attach Files**.



3. Please attach any labels that correspond to the type of order you are creating.

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.**



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 **Orders** tab and select **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.



Find Orders

Refresh Clear Save View

NOTE: Search Filters applied

SEARCH BY GENERAL

Customer: Test Customer

Warehouse: TC Logistics

SEARCH BY STATUS

Status: All

Select all

Manage Create Documents Import Options

Reference Number	Status	Warehouse	Transaction ID	Customer
FBAH76000000000000000000	Open	TC Logistics	12773	Test Customer
FBAJ50000000000000000000	Complete	TC Logistics		Test Customer
FBA99500000000000000000-CANCELLED...	Closed	TC Logistics		Test Customer

- Manage
  - Edit order
  - Edit order in new tab
  - Summary
  - Edit carrier and routing
  - Mark orders Complete
  - Cancel
  - Transfer Orders
- Documents
- Copy

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!** 😊