

# **Eclipse Carton Packing for Eterm**

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Release 8.7.9

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# Carton Packing Overview

Carton packing and carton loading assist in order and delivery accuracy. These utilities help verify order and packed quantities, as well as track packed cartons through the entire delivery process. This verification and tracking ensures that the warehouse ships the correct product and quantity to customers and that the orders reach your customers in full.

**Note:** If you want to track cartons through the packing process only, you can use Order Packing without Carton Loading.

## Order Packing

Carton packing verifies picked quantities when packing orders. Instead of using a paper-based environment to check off packed quantities, record packed quantities for each order's cartons in the system. If order quantity discrepancies occur, the system forces you to resolve the discrepancies before shipping the order. After packing orders, print out and attach carton labels to indicate carton contents.

## Carton Loading

Carton loading is an RF (radio frequency) function that verifies the all cartons packed for an order are loaded onto the correct delivery vehicle as assigned to the order's manifest. Also load each carton in reverse-delivery sequence, so that orders delivered last are loaded first and orders delivered first are loaded last.

## Orders Inquiries

Inquire about orders through both Order Packing and Carton Loading by viewing current order and carton statuses, carton contents, and carton locations. If needed, you edit the information.

You can manage order packing from different system locations, such as Sales Order Entry, queues, and Carton Packing Maintenance.

## Setting Up

Before using Order Packing or Carton Loading, perform the following setup tasks:

- Set control maintenance records and authorization keys.
  - Set ship vias for Order Packing and Carton Loading.
  - Define Order Packing label printing options.
-

## Carton Statuses for Carton Packing

Carton statuses indicate in which stage an order's cartons are during the carton packing process. The system assigns the following statuses to cartons during the different stages of packing and delivery.

**Note:** The system ignores manifest picking restrictions when Carton Packing is being used.

Status	Description
<b>InPack</b>	Carton created and in the process of being picked.
<b>Packed</b>	Carton completely packed.
<b>Staged</b>	Carton packed and staged for delivery.
<b>Loaded</b>	Carton loaded onto delivery vehicle using carton loading.
<b>Shipped</b>	Manifest on which the carton exists has been closed from the Shipping Manifest Queue and the carton has been shipped.

## Setup Requirements for Carton Packing

Following are the control maintenance records and authorization keys used for Order Packing and Carton Loading.

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**Important:** You *must* enable each ship via with which to use the Carton Packing functionality.

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### Control Maintenance Records

- Carton Packing To Default To Status Screen When Other Totes Staged
- Master Carton Package Type - This control maintenance record must be set to enable master carton functionality.
- Order Packing Pop-Up When Confirming To PACKING
- RF Manifest Report to Run After Truck Loading
- Send Carton Packing Detail in EDI 856
- UCC 128 Assigned Vendor Number
- Valid Package Types

### Authorization Keys

- CARTON.EDIT
  - CONVERT.TOTE.TO.CARTON
  - PACK.BACK.ORDER.KEY
  - PACK.ORDER.CANCEL
  - PACK.PARTIAL.PICKED.ORDER
-

## Setting Up Ship Vias for Carton Packing

Before using Order Packing and Carton Loading, you *must* enable each ship via with which to use the functionality. The system determines whether orders must be processed through Order Packing and Carton Loading based on the ship via assigned to the order in Order Entry. If you add orders to a manifest that are not the same ship via as the manifest, the Carton Loading packer is *not* prompted to scan the actual ship via of the order to validate the load. Instead, they are prompted to scan the ship via of the manifest to load.

In addition, users cannot cancel orders assigned to ship vias enabled for Order Packing unless they are assigned the PACK.ORDER.CANCEL authorization key.

**Note:** For more information about editing orders packed through Order packing, see *Editing Cartons*.

If you enable a ship via for Order Packing and Carton Loading, you can also set up the following:

- Packed carton staging location - Define a staging location to indicate where to stage all cartons packed for the ship via.
- Ship ticket printing options - Define when to print ship tickets for orders on the ship via during the carton loading process.

### To set up a ship via for Order Packing:

1. From the **Files > Branch** menu, select **Branch** to display the Branch Maintenance screen.
2. In the **Branch ID/New** field, enter the branch for which to set up a ship via.
3. Use the **ShipVia** hot key to display the Ship Via Branch Overrides/Auto Scheduling screen.
4. Select the ship via to set up for Order Packing and use the **Addl** hot key to display the Branch Shipvia Additional Data.
5. Populate the fields, as needed:

Field	Description
<b>Use Order Packing/Verification</b>	Enter <b>Y</b> or <b>N</b> to indicate whether to enable Order Packing for the ship via. <ul style="list-style-type: none"> <li>• For RF warehouse environments, when you enter <b>Y</b> in this field, also enter <b>Y</b> in the <b>Prevent Close During Staging</b> field to prevent users from closing staged totes. If you enter <b>N</b> in the <b>Prevent Close During Staging</b> field and users close staged totes, then packers must pack cartons as if in a manual warehouse environment. For more information, see <i>Packing Orders in Different Warehouse Environments</i> in this document.</li> </ul>
<b>Carton Staging Location</b>	Enter a staging location to define where to stage all cartons packed for the ship via.



Field	Description
<b>Carton Loading Print Option</b>	<p>Define one of the following form printing options to use during the carton loading process for the ship via:</p> <ul style="list-style-type: none"><li>• <b>No Print</b> - Forms do not print during carton loading.</li><li>• <b>As Loaded</b> - Ship ticket prints for each manifest stop when all cartons for the stop are loaded.</li><li>• <b>Manifest</b> - Ship tickets print for all orders on a manifest when the manifest report is printed.</li></ul> <p><b>Note:</b> Manifest reports print when all cartons on the manifest are loaded. Define the type of manifest to print in the <b>RF Manifest Report To Run After Truck Loading</b> control maintenance record.</p> <p><b>Note:</b> Carton Loading is an RF function.</p>
<b>Ship Ticket</b>	Transfer forms print as defined in the <b>Carton Loading Print Option</b> field.

6. Press **Esc** to save changes and exit the screen.

## Defining Carton Packing Printing Options

You can leverage activity trigger system logic to configure at the shipping branch level to auto-print the labels needed for all packages shipped at that branch. You can override formats and labels for specific customers, if needed.

**Note:** The system ignores manifest picking restrictions when Carton Packing is being used.

To print labels automatically from Carton Packing, define the printing options for each entity. Define these options before using Carton Packing to pack entities' orders.

- Set activity triggers to indicate when to print labels from Carton Packing, such as after a carton is completely packed.
- Decide the label type to print from Carton Packing when the defined activity trigger occurs.
- Select label formats on which to print shipping labels, product labels, and carton labels.

### To define Carton Packing printing options:

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. In the **Customer/New** field, enter the entity for whom to define printing options.
3. Use the **Add'l Info** hot key and then the **Activity Trigger** hot key to display the Activity Trigger Maintenance screen.
4. In the **Trigger Description** column, press **F10** and select **Carton Packing Labels**.
5. In the **Activity Description** column, press **F10** and select one of the activities to trigger the system to print labels from Carton Packing Maintenance:

Activity Description	Trigger
<b>Carton Created</b>	Carton packing label prints when carton is created in the Carton Packing Maintenance.  <b>Note:</b> If you set up carton labels to print before all items are packed for an order, the system does not include the carton's number out of the total number of cartons for the order.
<b>Item Packed</b>	Carton packing label prints when each item is packed into the carton in the Carton Packing Maintenance.
<b>Carton Packed</b>	Carton packing label prints when the packer indicates that the carton is completely packed in the Carton Packing Maintenance.
<b>Order Packed</b>	Carton packing labels print when the packer indicates the order is completely packed in the Carton Packing Maintenance.

6. With the cursor still positioned on the line item, use the **Activity Props** hot key to display the Packing Labels screen.
7. In the **Label Type** column, press **F10** and select one of the label types to print for the activity:

Label Type	Description
<b>Ship Carton Label</b>	Prints shipping labels for all cartons on the order with the following information: <ul style="list-style-type: none"> <li>• Ship-from address.</li> <li>• Carton number.</li> <li>• Ship-to address.</li> <li>• Ship via being used for the order.</li> <li>• Customer P/O number, if applicable.</li> <li>• Customer Release #</li> <li>• Order number for the order in the carton.</li> <li>• Carton number out of the total number of cartons for the order, for example, carton 1 of 3.</li> </ul> <p><b>Note:</b> The system prints the carton number out of the total number of cartons only if the label is set up to print after the order is completely packed</p>
<b>Detail Carton Label</b>	Prints a carton label with the following information: <ul style="list-style-type: none"> <li>• Carton number.</li> <li>• Order number for the order in the carton.</li> <li>• Products and quantity in the carton.</li> <li>• Total number of items in the carton.</li> </ul>
<b>Product Label</b>	Prints a product label for each product being packed into the carton.

8. In the **Label Format** column, press **F10** and select the format on which to print the selected label type.
9. Repeat steps 4-8 for each activity trigger you want to define.
10. Press **Esc** to save changes and exit the screen.

## About Packing Orders with Carton Packing

Order Packing helps you pack and confirm product quantity for orders in both RF and manual warehouse environments. After picking orders, either with RF Picking or pick tickets, place the ordered product in stations to be packed. Access Carton Packing Maintenance from your warehouse terminal to begin the packing process.

For each order that you pack, use the following process:

- **New Carton** - Create new cartons with unique IDs in which to pack orders. You can pack orders into as many cartons as needed.

For each carton, define detailed information to better identify the carton and its contents. We recommend setting up the system to assign unique UCC 128 vendor numbers to each new carton to better track orders. Set up the **UCC 128 Assigned Vendor Number** control maintenance records to use system-assigned UCC 128 vendor numbers as carton IDs.

**Note:** UCC 128 vendor numbers identify a shipment by the vendor, content, and location.

- **Add Quantity** - For each product on the order, indicate the quantity that you pack into the carton. This quantity confirmation verifies that the correct amount of product was picked for an order.

You can edit carton quantity during and after the order packing process as long as you do not exceed the originally ordered quantity. If order quantity discrepancies occur, research the reason for the discrepancy and resolve it by doing one of the following:

- For *shortages*, either pick the remaining quantity and pack it, or back order product that is not available from Carton Packing Maintenance, if authorized.
- For *overages*, return the excess quantity to inventory.
- **Print Labels** - Print necessary product, carton, and shipping labels. Also re-print shipping tickets, as needed, to pack with the carton's contents. You can set up the system to automatically print Carton Packing labels or you can manually print these labels from Carton Packing Maintenance.
- **Stage the carton for delivery** - Once staged for delivery and if part of a manifest, cartons can be loaded onto delivery vehicles using carton loading.

After packing orders, you can monitor carton status from various utilities, as well as load cartons for delivery using Carton Loading.

## How Backorders Work from Carton Packing

When a quantity is short and there is no inventory available, a packer can backorder the shorted amount so the order and carton reflect accurate quantities. For example, if a picker mis-picked the quantity and the user packing the carton is now short, the user can create a backorder. The system creates a backorder for the original sales order to fulfill the shorted amount.

If a user tries to backorder product when a sales order originally had a status of **Call When Complete**, **Ship When Complete**, or **Ship Line Complete** the system displays a warning about the status and confirms that you want to continue to backorder. This makes sure users do not violate the "complete" statuses without warning.

**Note:** The **RF Defaults To Customer Backorder Status** control maintenance record settings still apply during carton packing.

**To backorder items from Carton Packing:**

1. Display the carton on which items need to be backordered.
2. In the **Available to Pack** column, right-click and select **Backorder Quantity**.
3. At the prompt, enter the quantity you need to backorder and click **OK**.

The system creates a back order for the original sales order and removes the product from the **Available to Pack** column.

**Note:** You must have the PACK.BACK.ORDER.KEY authorization key to create backorders while packing cartons.

## Entering Carton Header Information

The Carton Header defines detailed carton information. The system updates carton header information in real-time so that you can view the most current detail, such as a carton's current status or weight.

Set up the system to automatically assign carton numbers in the **UCC 128 Assigned Vendor Number** control maintenance records. Use the **Valid Package Types** control maintenance record to define carton types.

All other information on the Carton Header is either optional or view-only. For example, you can assign a UPS tracking number to a carton. Use this unique number instead of the UCC 128 vendor number to more easily track the carton.

**Note:** UCC 128 vendor numbers identify a shipment by the vendor, content, and location.

### To enter carton header information:

1. From the **Whse Mgt > Warehouse Maintenance** menu, select **Carton Packing Maintenance** to display the Carton Packing screen.
2. Display the carton for which to enter carton header information.
3. Use the **Header** hot key to display the Carton Header.

**Note:** The Carton Header automatically displays when you create a new carton.

4. View and populate the fields, as needed.

Field	Description
<b>Ctn#</b>	Carton number as assigned by the system. You can edit the system-assigned number, as needed. You must manually enter a carton number in this field if you did not get up the system to automatically assign carton numbers. <b>Note:</b> Set up the system to automatically assign carton numbers in the <b>Create UCC 128 Shipping Label ID</b> and <b>UCC 128 Assigned Vendor Number</b> control maintenance records.
<b>Ctn Type</b>	Type of carton that you are packing. You must define a carton type for each carton. Press F10 to select a carton type. <b>Note:</b> Define carton types in the <b>Valid Package Types</b> control maintenance record.
<b>Tracking #</b>	Enter a tracking number to assign to the carton, as needed, such as a USPS or FedEx tracking number to locate the package in transit. User-created tracking number to assign to a carton for informational purposes.
<b>Ctn Weight *</b>	Total weight of the carton's contents. The system calculates carton weight using each product's weight as defined in Product Maintenance.
<b>Manifest # *</b>	If the carton being viewed is on a manifest, the system displays the manifest number on which the order exists. <b>Note:</b> An order must be on a manifest if you are using Carton Loading for the order.

Field	Description
<b>Packer</b>	User who is packing the carton. You can change the packer name, if needed. For example, if another user completes a carton for someone else, you can change the packer's name to correspond with the user that finished it.
<b>Status</b>	Current status assigned to the carton. Change the status, as needed.
<b>Staging Locn</b>	Location in which to stage the carton after it is packed. Enter or edit the staging location, if needed. The system prompts the user for the staging location defined for the order's ship via.

\* View Only

5. Press **Esc** to save the information and return to Carton Packing.

## Packing Orders from Carton Packing Maintenance

Carton Packing helps you pack and confirm product quantity for orders in both RF and manual warehouse environments. When packing cartons, use the following basic flow:

- Select the order to pack.
- Define detailed carton information.
- For each product on the order, indicate the quantity that you pack into the carton.
- Print necessary product, carton, and shipping labels.
- Stage the carton for delivery.

During the packing process, the system updates the carton information, such as the remaining quantity to be packed and the carton status, so that you can monitor an order's packing status.

### To pack an order from Carton Packing:

1. From the **Whse Mgt** menu, select **Carton Packing** to display the Carton Packing screen.

**Note:** If you are using the Warehouse Picking Confirmation Queue to process orders and depending on the setting in the **Order Packing Popup When Confirming To PACKING** control maintenance record, the system either automatically displays or prompts to display the Carton Packing screen from the queue when the order's status updates to Packing.

2. In the **Branch** field, enter the shipping branch for the order you are packing.
3. In the **Order** field, enter the order number for the order or scan the tote ID for the tote you are packing.

The system displays a list of the order's cartons on the Order Status screen.

Make sure your tote is staged. The system warns you if the order has not been completely picked. You must be assigned the PACK.PARTIAL.PICKED.ORDER authorization key to pack partial orders.

4. After you have selected a carton and order to pack, one of the following occurs:
  - If you are creating a new carton in which to pack the order, the Carton Header screen displays. Enter all required header information and press **Esc** to return to the Carton Packing screen.
  - If you selected an existing carton, the system displays the carton information on the Carton Packing screen.
5. Review the fields and columns and adjust information, as needed.

Field/Column	Description
<b>Cust</b>	Entity to whom the order is being sent.
<b>Status</b>	Carton's current status.



Field/Column	Description
<b>Ctn Type</b>	Type of carton you are packing as indicated on the Carton Header screen.  <b>Note:</b> Define carton types in the <b>Valid Package Types</b> control maintenance record.
<b>Order ID</b>	Order on which the product to be packed exists. Use the <b>Change View</b> hot key to display or hide this column.
<b>Product</b>	Product to pack for the order.
<b>ToPak Qty</b>	Quantity remaining to be packed for the line item. This quantity represents to-be-packed quantity for all carton into which the order is being packed. It updates as quantity is <i>packed into</i> or <i>unpacked from</i> any of the order's cartons.
<b>Pack Qty</b>	Quantity packed for the line item in the currently display carton only.
<b>Tote</b>	If picked using RF, the tote into which the product was picked. Totes must be staged before you can begin packing their content. When any quantity from a tote is packed into a carton, that quantity is removed from the tote and a new line item is created for the packed quantity. This new line item for the packed quantity no longer displays the tote in the <b>Tote</b> field. The in-process record is split, as needed, and closed. The quantity remaining in the tote displays on another line with the tote still displayed in the <b>Tote</b> field. <b>Note:</b> This field is blank if the order was picked in a manual warehouse environment or if the in-process record for the order was closed in an RF warehouse environment.
<b>Lbl</b>	Number of product labels to print for the line item, as set up in Additional Price Maintenance. If you need to manually print labels for the product, use the <b>Lbl Prd</b> hot key.

7. In the **Pack Qty** field, enter the number of items for the product that you are packing into the current carton.

The system reduces the numbers displayed in the **ToPak Qty** and **Lbl** fields by the number indicated as packed.

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**Important:** If you see a negative quantity, the item has been over-packed. In the event that a Tote is consolidated while it is being packed or a line item is modified while being packed, the carton shall retain the quantity the user indicates. However, if the carton is viewed or edited after this overpacking condition, the To Pack Qty field could display negative quantities. To correct this, unpack the overpacked quantity.

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8. Repeat step 7 for each item that you are packing into the current carton.
9. After you have packed the carton, press **Esc**.  
The system displays a prompt asking if the carton is completely packed.
10. At the prompt, enter **Y** to indicate that the carton is completely packed and to display the Carton Staging screen.
11. In the **Directed Locn** field, enter the location into which you are staging the packed carton and press **Esc** to stage the carton.

The system updates the carton's status to Staged.

12. If there are not anymore to-be-packed quantities for the order, the system displays a prompt asking if the order is completely packed. At the prompt, enter **Y** to update the order's status to Packed.

**Note:** If the system does not display the prompt asking if the order is completely packed, to-be-packed quantities for the order remain. Continue packing the rest of the order in a new carton or have another packer complete the order.

13. Press **Esc** to exit the screen.

### More Options from the Carton Packing Screen

The Carton Packing screen also offers these options.

Hot Key	Function
<b>Lbl Ctn</b>	Prints a carton content label for the currently displayed carton.
<b>Lbl Shp</b>	Prints a carton shipping label for the currently displayed carton.
<b>Lbl Prd</b>	Prints a product label for the product on which the cursor is placed.
<b>Header</b>	Displays the Carton Header screen for the currently displayed carton
<b>Find</b>	Displays the Find Product screen. Use to find a line item on the Carton Packing screen as follows: <ul style="list-style-type: none"> <li>• In the screen, enter the line item to select and press <b>Esc</b>.</li> <li>• The system places the cursor on the selected line item.</li> </ul>
<b>Setup</b>	Displays the Setup Display screen. Use to define the number of lines to display for each line item.
<b>Sort</b>	Displays the Sort Options screen. Use to sort the line items on the screen by one of the following options: <ul style="list-style-type: none"> <li>• <b>OE Order</b> - Sorts line items in the sequence they were entered on the original order.</li> <li>• <b>Packed Quantity Descending</b> - Sorts line items by highest packed quantity to lowest packed quantity.</li> <li>• <b>Product Description</b> - Sorts line items by product.</li> <li>• <b>Pick Sequence By Tote</b> - Sorts line items by the sequence in which they were picked by tote.</li> <li>• <b>Reverse Pick Sequence By Tote</b> - Sorts line items by the reverse sequence in which they were picked by tote.</li> </ul>

Hot Key	Function
<b>Inq</b>	<p>Displays the Carton Inquiry screen with the following options:</p> <ul style="list-style-type: none"> <li>• <b>Future Ledger</b> - Displays the Future Ledger screen for the line item on which the cursor is placed.</li> <li>• <b>History Ledger</b> - Displays the Inventory History Ledger screen for the line item on which the cursor is placed.</li> <li>• <b>Product Location Maintenance</b> - Displays the Product Location Maintenance screen for the line item on which the cursor is placed.</li> <li>• <b>Inventory</b> - Displays the Inventory Inquiry screen for the line item on which the cursor is placed.</li> <li>• <b>Queue Immediate Cycle Count</b> - Queues an immediate cycle count for the line item on which the cursor is placed.</li> </ul> <p><b>Note:</b> Immediate cycle counts apply to RF warehouse environments only.</p> <ul style="list-style-type: none"> <li>• <b>View Order</b> - Displays the order on which the cursor is placed in view-only mode.</li> <li>• <b>Edit Order</b> - Displays the order on which the cursor is placed in edit mode.</li> </ul>
<b>Status</b>	<p>Displays the Order Status screen for the line item on which the cursor is placed. You can:</p> <ul style="list-style-type: none"> <li>• View further detail for the carton or tote.</li> <li>• Edit the contents of the carton or tote.</li> <li>• Pack all of a tote's contents without item verification.</li> <li>• Pack only a single tote for an order.</li> </ul>
<b>Next Carton</b>	Creates a new carton in which to pack an order.
<b>Ship Ticket</b>	Prints a shipping ticket for the order generation on which the cursor is placed.
<b>Log</b>	Displays the Carton Activity Log Viewing screen. Use this screen to view all activity for the currently displayed carton.
<b>Change View</b>	Displays the View Options screen. Use this screen to display or hide the <b>Order ID</b> column.

## Packing Orders in Different Warehouse Environments

You can use Order Packing in both RF and manual warehouse environments. Order Packing functions the same in both environments, except for how you process the order up to the packing process and how you access Carton Packing Maintenance and select an order to pack.

Once you access Carton Packing Maintenance for the order you are packing, the order packing process is exactly the same in both environments.

### Packing Cartons in RF Warehouse Environments

When packing orders in an RF warehouse environment, follow the normal RF picking process. After picking the order, stage a tote holding the order at a packing station.

**Note:** Do not close orders after staging them. If you close an order from RF, you need to pack the order as you would in a manual warehouse environment. We recommend that you set up ship vias with which you are using Order Packing to prevent orders from being closed during staging. For more information, see *Setting Up Ship Vias for Carton Packing* in this document.

Begin packing the order by displaying the Carton Packing screen and scanning the tote or totes holding the order. Totes must be in the STAGED status before you can pack them. Once you have selected an order to pack, follow the normal flow for packing orders.

**Note:** For more information about the normal order packing process, see *Packing Cartons from Carton Packing Maintenance* in this document.

#### To pack an order in an RF warehouse environment:

1. Pick the order into totes using RF Picking, and stage the totes holding the order in the packing station using RF Staging.

**Note:** For more information about RF picking and staging, see *Picking Non-Manifest Orders in RF* and *Staging and Closing Non-Manifest Orders in RF* in the RF Warehouse Management documentation.

2. From the **Warehouse Management** menu, select **Carton Packing** to display the Carton Packing screen.
3. In the **Branch** field, enter the shipping branch for the order you are packing.
4. In the **Order** field, scan the order or tote you are packing.

If you scan a tote and more than one order is in the tote, the system prompts you to select the order to pack. At the select order prompt, select the order to pack.

**Note:** The system warns you if the order has not been completely picked. You must be assigned the PACK.PARTIAL.PICKED.ORDER authorization key to pack partially picked orders. For more information, see *Packing Orders for Different Scenarios*.

## Packing Cartons in Manual Warehouse Environments

When packing orders in a manual warehouse environment, follow the normal picking process. After picking the order, stage it at a packing station.

- Order Packing *without* the Warehouse Picking Confirmation Queue - Display the Carton Packing screen and enter the order number for the order to pack. Once you have selected an order to pack, follow the normal flow for packing orders.
- Order Packing *with* the Warehouse Picking Confirmation Queue - Display the Warehouse Picking Confirmation Queue for the order to pack. Confirm the order status to Packing to display the Carton Packing screen with all order information populated. Follow the normal flow for packing orders.

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**Important:** Before using order packing with the confirmation queue, you need to check the *Order Packing Pop-Up When Confirming to PACKED Order Packing Pop-Up When Confirming to PACKED* control maintenance record. In addition, activate all ship vias with which to use Order Packing and define the Packing status for each activated ship via.

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**Note:** For more information about the normal order packing process, see *Packing Cartons from Carton Packing Maintenance*.

### To pack an order in a manual environment:

1. Pick the order using the pick ticket, and stage the order in the packing station.

**Note:** For more information, see *Picking and Shipping Different Orders in a Manual Warehouse* in the Warehouse Management documentation.

2. From the **Whse Mgt > Warehouse Maintenance** menu, select **Carton Packing** to display the Carton Packing screen.
3. In the **Branch** field, enter the shipping branch for the order you are packing.
4. In the **Order** field, enter or scan the order number for the order to pack.
5. Use the **New** to create a new carton to pack.

**Note:** The system displays the Order Status screen after selecting the order to pack. From the Order Status screen, you can create a new carton in which to pack the order. For more information, see *Managing Order Packing from the Order Status Screen* in this document.

6. Pack the order.
7. Press **Esc** to save changes and exit the screen.

### To pack an order using the Warehouse Picking Confirmation Queue:

1. Pick and stage the order in the packing station.
2. From the **Whse Mgt > Warehouse Queues** menu, select **Warehouse Confirmation Queue** to display the Warehouse Picking Confirmation screen.
3. In the **Order #** field, enter the order number for the order to pack.
4. Use the **Confirm** hot key to confirm the order to the Packing status.

- If the **Order Packing Popup When Confirming To PACKING** control maintenance record is set to Auto Popup, the Carton Packing screen displays.
- If the **Order Packing Popup When Confirming To PACKING** control maintenance record is set to Prompt, the system prompts whether to display the Carton Packing screen. At the prompt, enter **Y** to display the Carton Packing screen.

The Carton Packing screen displays with the selected order and its information.

5. Pack the order.

After you have packed the order, the system re-displays the Warehouse Picking Confirmation screen with the updated packing information.

6. Press **Esc** to save changes and exit the screen.

**Note:** For more information about the Warehouse Picking Confirmation Queue, see *Tracking Sales and Transfer Orders through the Warehouse* in the Warehouse Management documentation.

## Packing Orders into Multiple Cartons

With Carton Packing, you can pack one order into multiple cartons. For example, you have an order for 100 shower heads. Only 25 shower heads fit into one carton. Pack the order into four separate cartons.

### To pack one order into multiple cartons:

1. From the **Whse Mgt** menu, select **Carton Packing Maintenance** to display the Carton Packing screen.
2. Scan order or tote and generate the first carton to be packed.
3. Pack the first carton following the normal order packing flow.
4. Use the **Next Carton** hot key to pack the next carton.

The system displays the **Carton Header** screen.

5. Enter all required header information and press **Esc** to return to the Carton Packing screen.

The system displays the remaining product and to-pack quantity for the order.

6. Pack the carton following the normal order packing flow.
7. Repeat steps 4-6 for each carton until the order is completely packed.

**Note:** Use the Order Status to view each carton into which the order is packed. For more information, see *Managing Order Packing from the Order Status Screen* in this document.

8. Press **Esc** to save changes and exit the order.

## Packing Tote Contents Without Item Verification

If packing speed is more of a concern than accuracy, you can pack all of the tote's contents without verifying each product and its quantity.

For example, you are shipping an order for 100 sink faucet handles. You pick all 100 faucet handles into Tote-12. When you pack the contents on Tote-12, use the Quick Pack functionality in Carton Packing Maintenance to pack all 100 faucet handles at once instead of verifying each faucet handle while packing. Configure the Order Status to always display. Then when you scan tote-12, the order status displays with the Tote-12 checked, allowing users to click **Quick Pack**. When you use the Quick Pack functionality, the system updates all quantity on the tote to packed in Carton Packing Maintenance. The system also closes all in-process records for the tote.

**Note:** You must be assigned the CONVERT.TOTE.TO.CARTON authorization key to use the Convert Tote functionality.

Use one of the following options when converting tote content to packed without verification:

- Convert the tote directly into a carton, using the tote's ID as the carton number.

**Note:** This functionality is currently not available.

- Create a new carton with a system-assigned UCC 128 vendor number.

**Note:** UCC 128 vendor numbers identify a shipment by the vendor, content, and location.

### To pack a tote's contents without verifying product and quantity:

1. From the **Whse Mgt** menu, select **Carton Packing** to display the Carton Packing screen.
2. Scan or enter the order or tote to pack.

The system displays the Order Status screen.

3. With the tote(s) to pack selected, use the **Convert Tote** hot key to display the Convert Tote screen.

**Note:** Before you can pack a tote, it must be staged. Also, you must be assigned the CONVERT.TOTE.TO.CARTON authorization key to use the Convert Tote functionality.

4. Use one of the following hot keys to pack the tote:

Hot Key	Function
<b>Convert Tote</b>	Displays the Carton Header with the tote's ID as the carton number.
<b>New Carton</b>	Displays the Carton Header with a system-assigned UCC 128 vendor number as the carton number. <b>Note:</b> Set up the system to automatically assign carton numbers in the <b>Create UCC 128 Shipping Label ID</b> and <b>UCC 128 Assigned Vendor Number</b> control maintenance records.

5. Enter all required header information and press **Esc** to return to the Carton Packing screen.

**Note:** For more information, see *Entering Carton Header Information* in this document.



The system does the following:

- Creates a new carton in which to pack the order, using the ID defined on the Carton Header screen.
  - Automatically reduces the amount in the **ToPak Qty** column to **0** for the line item.
  - Automatically increases the amount in the **Pack Qty** column to the amount ordered for the line item.
6. In the **Pack Qty** field, confirm that the correct packed quantity is displayed and press **Enter**.
  7. Press **Esc** to complete packing the carton.

## Packing a Single Order Tote

If you want to pack only a single tote on an order, use the Pack Tote functionality in Carton Packing Maintenance. This functionality displays only the selected tote's contents so that you do not have to search for a tote's line items in a large order.

For example, you need to pack a large order, which has been picked into three different totes. Instead of displaying the entire order on the Carton Packing screen and searching through all line items to find those specific to the tote you are packing, display only the line items for the tote you are packing.

### To pack a single tote on an order:

1. From the **Whse Mgt** menu, select **Carton Packing Maintenance** to display the Carton Packing screen.
2. Scan the order for the tote to pack.  
The system displays the Order Status screen.
3. With the tote to pack selected, use the **Pack Tote** hot key to display the Carton Header.  
**Note:** Before you can begin packing a tote's contents, the tote must be staged.
4. Enter all required header information and press **Esc** to return to Carton Packing.  
The system creates a new carton in which to pack the tote's contents.
5. Pack the tote following the normal order packing flow.
6. Press **Esc** to save changes and exit the order.

## Packing Partially Picked Orders

You can pack partially picked orders from Carton Packing Maintenance to speed up the packing process.

For example, you are packing a large order. Instead of waiting for the entire order to be picked and staged before packing it, pack each tote for the order as it is staged. By packing each tote as it is ready, you will be able to complete packing the order more quickly.

**Note:** Totes must be staged before you can pack their contents. You must be assigned the `PACK.PARTIAL.PICKED.ORDER` authorization key to pack orders that have not been completely picked.

### To pack a partially picked order:

1. From the **Whse Mgt** menu, select **Carton Packing** to display the Carton Packing screen.
2. Display the carton and order to pack.

The system warns you that not all items have been picked for the order.

3. At the prompt, enter **Y** to continue packing the order.

**Note:** You must be assigned the `PACK.PARTIAL.PICKED.ORDER` authorization key to pack orders that have not been completely picked.

4. Pack the tote following the normal order packing flow .
5. Press **Esc** to save changes and exit the order.

## Carton Packing Inquiries

Order Packing provides the following functions for managing orders packed through Carton Packing and loaded with Carton Loading:

- **RF Carton Inquiry** - From your RF guns, use to view a carton's information, such as its current status and location. In addition, use Carton Inquiry to relocate a carton for pre-staging or staging before loading onto delivery vehicles.
- **Order Entry Carton Inquiry** - From Order Entry, use to view and manage an order's packing information, such as each carton into which an order is currently packed, as well as the product packed into the carton. In addition, use to resolve any order packing or shipping discrepancies.
- **Order Status** - From Carton Packing Maintenance, use to view packing status for orders packed in Carton Packing Maintenance. For example, use to view each carton and its status into which an order is currently packed, as well as the number of line items remaining to be packed.

In addition to viewing an order's packing status, you can use Order Status to pack an order, edit a carton's contents for an order, or view more detailed information for a single carton or tote.

- **Will Call Order Status** - From the Warehouse Picking Confirmation Queue or the Open Order Status Review Queue, use to view packing status for will call orders packed in Carton Packing Maintenance. For example, use to view when an order is completely packed so that it can be picked up by the customer.

In addition to viewing a will call order's packing status, you can use Order Status to view more detailed information for a single carton or tote.

- **Manifest Status** - From the Shipping Manifest Queue, use to view packing status for a manifest. For example, use to view each carton into which all of a manifest's orders are currently packed, as well as the status of each carton.

**Note:** Carton Packing does not update the Open Order Status Review Queue when all items are packed.

## Viewing and Relocating Cartons in RF

Use RF Carton Inquiry to view real-time information for a carton packed in Carton Packing Maintenance. In addition, use RF Carton Inquiry to relocate a carton for pre-staging or staging purposes. The system updates a carton's location when relocated using Carton Inquiry.

**Note:** You can access Carton Inquiry from your RF gun.

### To view and relocate a carton using Carton Inquiry:

1. From the **RF Main Menu > RF Load** menu, select **Carton Maintenance** to display the Carton Inquiry screen.
2. In the **Brch** field, edit the branch in which the carton exists, as needed.
3. In the **Carton** field, scan the carton to view or locate.

The system displays the following information about the carton:

Field	Description
<b>Ord#</b>	Order packed in the carton.
<b>Cust</b>	Customer to whom the carton is being delivered.
<b>Via</b>	Ship via being used to deliver the order for which the carton was packed.
<b>Type</b>	Carton type, as defined on the Carton Header.
<b>Stat</b>	Carton's status, such as Staged.
<b>Loc</b>	Location in which the carton currently exists if the carton has been scanned into a location.

4. In the **Loc** field, scan the location in which to relocate the carton.
5. Press **Esc** to save changes and exit the carton.
6. Press **F12** to exit the screen.

## Using the Pack Order Status for Carton Packing

Use the Pack Carton Status screen to manage the ship via assigned to the order. You can monitor all cartons or totes into which the order is packed, as well as any parts of the order that are not assigned to a carton or tote and the status and location for each carton or tote. In addition, you can see which user who packed each carton or tote and the pick group from which the items came from in the corresponding tote. The system displays the number of line items in each carton or tote, or parts of the order that are not yet assigned to a carton or tote and the carton types into which the order is packed.

From Pack Order Status, you can pack an order, edit a carton's contents for an order, or view more detailed information for a single carton or tote from any of the following depending on your warehouse needs: Carton Packing , Warehouse In Process Status Queue, Warehouse Picking Confirmation Queue , and Open Order Status Review Queue.

### Carton Packing Using Pack Order Status

From carton packing you can view and edit an order's current packing information.

**Note:** The following statuses are used on the Pack Carton Status screen to indicate the status of the pack process, not the carton status: **Unpacked**, **In Process**, and **Not In Process**.

#### To display the Pack Order Status from Carton Packing Maintenance:

1. From the **Whse Mgt** menu, select **Carton Packing** to display the Carton Packing screen.
2. Enter the tote or order to view.

The system displays the Order Status screen.

3. Use the **Status** hot key to display the Order Status screen if the screen does not automatically display.

The system displays the Pack Order Status information for the scanned order or tote.

Field / Column	Description
<b>Carton/Tote</b>	The order or tote number you scanned or entered.
<b>Status</b>	The current status for the order or tote, such as PACKING.
<b>User</b>	The user managing the line item or packing the carton.
<b>Location</b>	The current warehouse location.
<b>Pick Group</b>	Pick Group assigned to the location.
<b>Lines</b>	The number of products in the respective carton or tote.
<b>Type</b>	The type of carton being used. Use the <b>Valid Package Types</b> control maintenance record to add or edit carton types.

4. Do one of the following:
  - Select a tote and use the **Convert Tote** hot key to pack all items displayed without verification.

- Use the **Pack Tote** hot key to pack items individually to manually check each item while packing in the carton packing screen.
  - Use the **Inq** hot key to access the following: Future Ledger, History Ledger, Product Location Maintenance, Inventory Inquiry, Queue Immediate Cycle Count, or the original sales order.
5. Press **Esc** to save your changes and exit the screen.

**Note:** The system prints shipping labels based on your system activity triggers. You can use the **Shipping Labels** button to print additional labels or reprint labels, if needed.

## Warehouse In Process Status Queue

From the Warehouse In Process Status Queue, you can view an order's current packing information. If you access the Pack Order Status from the Warehouse In Process Status Queue, you cannot edit an order's packing information.

### To display the Pack Order Status from the Warehouse In Process Status Queue:

1. From the **Whse Mgt > Warehouse Queues** menu, select **Warehouse In Process Status** to display the Warehouse In Process Status.
2. In the **Branch** field, enter the branch from which the order is being shipped.
3. In the **Pick Group** field, enter the pick group assigned to the order to view activity for that pick group only. Leave the field blank to view activity for all pick groups.
4. In the **Operation** field, press **F10** and select an operation for the order to view.
  - **All** - Displays all warehouse activities for all orders defined for your branch.
  - **Picking** - Displays picking activities only.
  - **Auditing** - Displays auditing activities only.
  - **Loading** - Displays loading activities only.

**Note:** You can also use the **Operations** hot key to enter multiple warehouse operations to view at one time.

5. Select the order to view on the Order Status.
6. Use the **CtnStatus** hot key to display the Order Status.

**Note:** The **CtnStatus** hot key is only activated for orders. You cannot use the hot key for shipments, manifest, or replenishment tasks.

**Note:** The system displays the Order Status in view-only mode when accessed from the Warehouse In Process Status Queue.

7. Use the Order Status screen to manage the order, as needed.

## Monitoring Order Packing for Will Call Orders

Use Order Packing's Order Status to monitor the packing status of will call orders. This functionality is useful in determining if an order is ready for customer pick-up and where the order's cartons are staged.

Use the Will Call Queue to view the packing status of will call orders to determine whether an order is ready for customer pick-up. For example, a customer arrives at the sales counter, ready to pick up an order. Use the Will Call Queue to view the order's packing status. If the order is completely packed, process the order; and if the order is not completely packed, view at what packing stage the order exists to determine the best course of action to quickly process the order. In addition, use the Will Call Queue to monitor all will call orders throughout the day. The queue displays all will call orders and their packing statuses.

Use the Warehouse Picking Confirmation Queue to view the packing status of will call orders that you are processing and to then process the orders. For example, a customer arrives at the sales counter, ready to pick up their order. You display their order in the Warehouse Picking Confirmation Queue to begin processing the order, but discover that it is not completely packed. From the queue, display the Order Status screen to view how much of the order has been completely packed and how much remains to be packed. Alert your warehouse to make the order a priority, and retrieve the order once it is packed. Finish processing the order from the Warehouse Picking Confirmation Queue.

### To monitor a will call order's packing status from the Warehouse Picking Confirmation Queue:

1. From the **Whse Mgt > Warehouse Queues** menu, select **Warehouse Confirmation Queue** to display the Warehouse Picking Confirmation screen.
2. In the **Order #** field, enter the will call order to process.
3. Use the **Carton Status** hot key to display the Order Status screen.
4. View the order's packing status.
5. Using the order's packing information, determine the appropriate action to take, such as retrieving the packed cartons for the customer.
6. From the Order Status screen, press **Esc** to return to the Warehouse Picking Confirmation screen.
7. Finish processing the order, if needed.
8. Press **Esc** to save changes and exit the screen.



## Viewing Carton Packing Information for Manifests

The Shipping Manifest Queue helps you track carton loading progress through the warehouse. Use the Manifest Status to view all cartons or totes into which the stop is packed, as well as any parts of a stop that are not picked or assigned a carton or tote. You can also see the type of carton into which the stop is packed, the status and location for each carton or tote, and the pick group assigned to any parts of a stop not yet picked. In addition, the system displays the number of line items for each carton, tote, or parts of that stop not yet assigned to a carton or tote.

**Note:** If you add orders to a manifest that are not the same ship via as the manifest, the Carton Loading packer is *not* prompted to scan the actual ship via of the order to validate the load. Instead, they are prompted to scan the ship via of the manifest to load.

### To view order packing information for a manifest:

1. From the **Whse Mgt > Warehouse Queues** menu, select **Shipping Manifest Queue** to display the Shipping Manifest Queue.
2. Display the manifest for which to view Order Packing information.
3. Use the **Stat** hot key to display the Manifest Status screen.
4. Review the order packing information for the manifest.

Field	Description
<b>Manifest #</b>	Manifest for which you are viewing order packing information.
<b>Svia</b>	Ship via assigned to the manifest.
<b>Stp</b>	Stop number for each line item.
<b>Order#</b>	Order and generation for which you are viewing packing information.
<b>Carton/Tote</b>	Carton or tote into which the order and generation is packed. If any part of the order has not yet been picked, <b>Unpicked</b> displays in this field.
<b>CTyp</b>	Type of carton, such as Box, into which the order and generation is packed.
<b>Status</b>	Status of the carton or tote, or unpicked part of the stop.
<b>Location</b>	Location in which the carton or tote currently exists.
<b>PkGrp</b>	Pick group assigned to unpicked parts of the stop, if any. <b>Note:</b> An asterisk (*) displays if a pick group is not assigned to the carton, tote, or unpicked part of the order.
<b>Lns</b>	Number of line items packed into the carton or tote, or remaining line items for the unassigned part of the stop.

5. Press **Esc** to exit the screen and return to the Shipping Manifest Queue.

**More Options from the Manifest Status screen**

The Manifest Status screen also offers these options.

Hot Key	Function
Sort	Sorts the information displayed on the screen either by stop number or status. <b>Note:</b> Line items with the Unpicked status always sort to the top of the screen.
Refresh	Refreshes the information displayed on the screen to the most current packing information.

---

## Handling Order Packing from Sales Order Entry

Use Carton Inquiry to view and manage an order's packing information from Sales Order Entry. For example, a customer tells you that they did not receive all ordered quantity. Display the customer's order in Sales Order Entry, and then access Carton Inquiry. Use Carton Inquiry to research the cartons into which the order was packed, along with each carton's content. Use this information to resolve the customer's order discrepancy.

Display Carton Inquiry from an order's body or status screen. If you use Electronic Data Interchange (EDI) for your document processing, you can set the **Send Carton Packing Detail in EDI 856** control maintenance record to include carton packing detail.

**Note:** For transfer orders, you can only display the Carton Inquiry from Transfer Order Entry Status screen.

In addition to using Carton Inquiry to resolve order discrepancies, use the functionality to edit cartons used for an order. For orders that are packed, you cannot cancel the order unless you first delete all cartons containing the order. You must also be assigned the PACK.ORDER.CANCEL authorization key.

### To display the Carton Inquiry screen from the Sales Order Entry Body:

1. Display the order's body
    - From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry Body screen.
    - From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry Body screen.
    - From the **Xfers** menu, select **Transfer Order Entry** to display the Transfer Order Entry Body screen.
  2. Use the **Inq** hot key, select **Carton Inquiry** to display the Carton Inquiry screen.

The system displays the products from the order and the corresponding carton information.
-

## Viewing Carton Packing Logs

The Carton Packing Log records the movements of cartons through the system along with the ID of the user who performed the action. You can track, if needed, carton movements, such as who packed or unpacked a carton when discrepancies occur.

### To view the carton packing log:

1. From the **Whse Mgt** menu, select **Carton Packing** to display the Carton Packing window.
2. Enter or scan the Order ID to display the carton packing information.
3. Close the Pack Order Status window, if displayed.
4. Use the **Log** hot key.

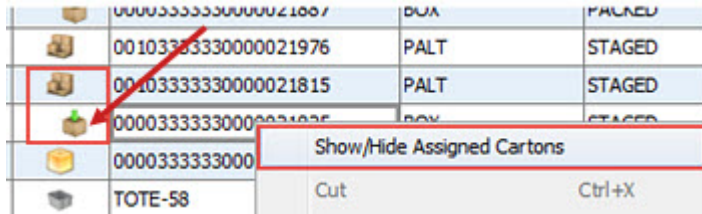
The system displays the following information:

Field	Description
User	In the header, by default is left blank. If the log is lengthy, you can enter a user here to limit the log view to the actions taken with that User ID. Enter the User ID and click <b>Refresh</b> .
As of Date	In the header, by default is left blank. To limit the queue to actions after a specific date, enter that date and click <b>Refresh</b> .
User	The user ID responsible for the action in the <b>Description</b> column, such as <i>Carton created</i> .
Date	The date on which the action occurred.
Time	The time at which the action occurred.
Description	The action that occurred, such as <i>Carton created</i> or <i>Status changed from INPACK to STAGED</i> .

## Reviewing Carton Packing Manifests

In conjunction with the Shipping Manifest Queue, use the Pack Manifest Status to review what cartons and totes are contained on a manifest. The Pack Manifest displays current information, such as order numbers, carton types, users, locations, and lines contained on the manifest.

The system displays carton contents in the Detail Pane at the bottom of the window. You can hide this display, if needed, using the **Options > Show Detail** option. Additionally, master cartons' nested or sub-cartons display beneath the master carton line. . You can right-click and hide that display, if needed.



	00003333330000021887	BOX	PACKED
	00103333330000021976	PALT	STAGED
	00103333330000021815	PALT	STAGED
	00003333330000021835	BOX	STAGED
	0000333333000		
	TOTE-58	Cut	Ctrl+X

To review carton packing manifests:

1. Display the Shipping Manifest Queue for the manifest you want to review.
2. From the **File** menu, select **Pack Manifest Status**.

The system displays the default view-only columns:

Column	Description
<b>Stp</b>	The order for warehouse or building at which the truck delivers the items on the manifest.
<b>Order#</b>	The sales order ID, including generation, included on the manifest.
<b>Carton/Tote</b>	The carton or tote number containing the order.
<b>CTyp</b>	The type of carton, such as box or pallet.
<b>Status</b>	The state of the carton or tote, such as packed or loaded.
<b>Location</b>	The location of the carton or tote in the warehouse.
<b>PkGrp</b>	A location or group of locations that consolidate items for picking.
<b>Lines/Pkgs</b>	<p>The number of products in the respective carton or tote. If you have the same product picked out of more than one location, the system adds the number that displays for lines.</p> <p>If you are using master cartons, the system counts the number of regular and nested cartons, plus the package count for the items and products. Use the <b>Carton Packing Forms Configuration</b> control maintenance record to indicate how you want the system to count the totals for master cartons.</p>

3. Use the **Sort** hot key to adjust the list, if needed. Use the **Refresh** hot key to re-display the status information.

## About Carton Labels

You can print a carton packing content label to display all items packed on the carton label for easy scanning. An indicator on the shipping label may contain a reverse-toned transfer order number followed by \*P\* to indicate there is at least one procured item in the box.

If a user prints the label before packing is complete and the carton contains procured and non-procured items in the **Avail-to-Pack** column the system uses the \*P\* indicator even if the item is not currently in the carton or has been removed. The user must reprint the carton label at the end of packing to make sure the indicator is correct.

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## Carton Loading Overview

Use Carton Loading to load manifests by cartons onto delivery vehicles. When you select a manifest for Carton Loading, the system directs you to load each of the manifest's cartons in reverse-delivery sequence. Cartons being delivered last are loaded first and cartons being delivered first are loaded last.

Carton Loading is an RF application, and it is much like RF Tote Loading. You can use any method to pick orders being loaded through Carton Loading, but you must be an RF warehouse to use Carton Loading. In addition, you can only load orders that are part of a manifest. To use Carton Loading, a manifest's cartons must be packed using Carton Packing.

With Carton Loading, the system directs you to load cartons on a manifest in reverse-delivery sequence. However, you can change the sequence in which to load a manifest by selecting a different carton to load – as long as it is on the same manifest. After loading a carton out of reverse-delivery sequence, you can continue to load a manifest with either system-directed or user-directed loading.

You can only load one manifest at a time with Carton Loading. After you load one manifest, you can select another manifest to load. You can also alternate between Carton Loading and Tote Loading for different manifests. You *cannot* alternate between the two types of loading on the same manifest, however.

Before loading a manifest, the following statuses must be assigned to its orders and cartons:

- Orders must have a PACKED status.

**Note:** The system does not update an order's status to Packed until all picks for the order are complete. For example, if you do not pick pipe until right before loading trucks, the system will not update the pipe's order to Packed until the pipe is picked and packed.

- Cartons must have PACKED or STAGED status.

As soon as you load a carton, the system updates its status to Loaded. The system also closes an order as soon as you have loaded all of its cartons. When you close a manifest from the Shipping Manifest Queue, the system updates the status of all cartons on the manifest to Shipped.

During the carton loading process, the system prints ship tickets or generates based on the following:

- Settings defined for the ship via onto which the manifest is being loaded. For more information, see *Setting Up Ship Vias for Order Packing and Carton Loading* in this document.
- Settings defined in the **RF Manifest Report To Run After Truck Loading** control maintenance record for the branch in which the manifest is being loaded.

Before using Carton Loading, enable all ship vias with which to use the functionality. For more information, see *Setting Up Ship Vias for Order Packing and Carton Loading* in this document.

## Loading Cartons onto Delivery Trucks

After you pack orders into cartons for a manifest, use Carton Loading to load the manifest onto a delivery vehicle.

The system directs you to load a manifest's cartons in reverse-delivery sequence. Cartons being delivered last are loaded first and cartons being delivered first are loaded last. If you cannot or do not want to load a manifest's cartons in reverse-delivery sequence, you can determine the sequence in which to load the manifest's cartons.

For example, you cannot find the carton the system is directing you to load. It is possible that another warehouse operator moved the carton without recording the move in the system. Instead of stopping the loading process to find the carton, continue loading the rest of the manifest by skipping the missing carton. After loading all other cartons for the manifest, you can take the time to find the missing carton.

With user-directed loading, you *must* select cartons on the same manifest. After loading a carton out of reverse-delivery sequence, you can continue to load the manifest through system-directed loading or through user-directed loading.

You can also select to permanently alter the sequence of system-directed loading by using the **Skip** hot key on the Truck Load screen. When you use this hot key, the system places the skipped carton at the bottom of the carton list for the manifest. It then displays the next carton on the manifest to load. After you have loaded all other cartons for the selected manifest, the system re-displays the skipped carton for you to load. You must load all skipped cartons before moving onto the next manifest. If you skip more than one carton, the system groups the cartons together at the bottom of the list.

If packing and shipping master cartons, the RF Load functionality directs users to load only the master cartons or any unnested, regular cartons. Users are not required to scan and load packed and nested cartons onto master cartons separately. When the master carton is loaded, the nested cartons are automatically updated to a LOADED status.

**Note:** Before using Carton Loading, enable all ship vias with which to use the functionality.

### To load a manifest's cartons:

1. From the **RF Main Menu > RF Load** menu, select **Load Carton** to display the Truck Load screen.

**Note:** If prompted, log in to the character-based Eclipse system.

2. At the **Br** prompt, enter the manifest's shipping branch.
3. In the **Ctn** field, scan the first carton, manifest ID, or staging location to indicate the manifest that you want to load.

**Note:** If you scan a staging location and more than one manifest has been staged in the location, the system prompts you to select the manifest to load. Select the manifest and press **Enter**.

The system displays the first carton for the manifest to load based on reverse-delivery sequence, along with additional information in the header:

Field	Description
-------	-------------



<b>Manifest</b>	Manifest that you currently have selected to load.
<b>Stop #</b>	Stop number for the displayed carton.
<b>Via</b>	Ship via being used to transport the manifest.
<b>Locn</b>	Location in which the displayed carton is staged.
<b>Ord #</b>	Order on which the displayed carton exists.

4. Go to the location displayed in the **Locn** field and scan the carton displayed in the **Ctn** field.

You can load a carton other than the one displayed, if needed. Do one of the following:

- Go to the location at which the carton you want to load is staged and scan the carton to load.  
If this carton is out of delivery sequence, the system warns you and prompts whether to continue loading the carton. At the prompt, enter **Y** to load the carton out of delivery sequence. If the carton is for the same stop as the directed carton, the system permits the load without displaying a warning.
- Use the **Up** or **Down Arrow** keys to select a carton to load. Go to the location displayed in the **Locn** field and scan the carton displayed in the **Ctn** field.
- Use the **Skip** hot key to skip the displayed carton. The system displays the next carton on the manifest to load. Go to the location displayed in the **Locn** field and scan the carton displayed in the **Ctn** field. We recommend using this selection only if the other two selections do not work.

After you have loaded all other cartons for the selected manifest, the system re-displays the skipped carton for you to load.

**Note:** Once you scan a carton to load, the system locks that carton to your user ID. No one else can select this carton to load.

5. In the **Truck ID** field, scan the truck onto which you are loading the carton.

If you scan the incorrect truck ID, the system places the cursor back in the **Truck ID** field prompting you to scan the correct truck. Scan the correct truck ID as displayed in the **Via** field.

6. Load the carton onto the truck.  
7. Repeat steps 4-6 for each carton on the manifest.

**Note:** If the system displays a carton still needing to be loaded for the manifest but you cannot find the carton to load, you must research why the carton is not available to load. If the material in the carton is not going to be shipped with this manifest, authorized personnel must remove the carton and material from the order generation. If the material is going to be shipped with this manifest, load it as soon as it is available.

8. Press **Esc** to save changes and exit the screen.

1. Pack carton as usual
2. Shipping manifest queue is just show the unique shipping pieces (only the master carton)
3. pack Manifest status queue display all details.
4. Load function is the same as in RF. - truck Load branch; when you load the master - it loads all the associated sub-cartons.

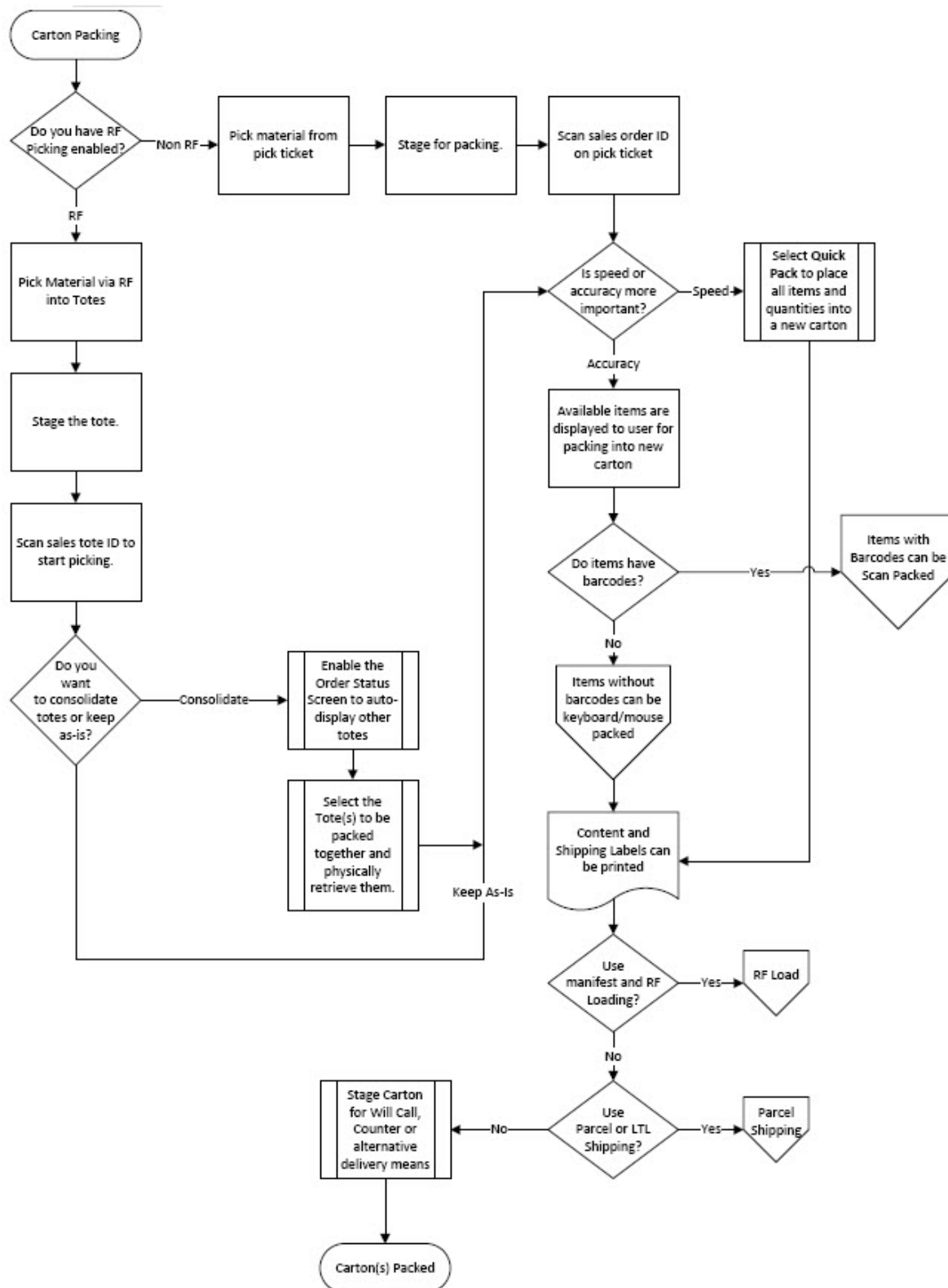
## About Carton Labels

You can print a carton packing content label to display all items packed on the carton label for easy scanning. An indicator on the shipping label may contain a reverse-toned transfer order number followed by \*P\* to indicate there is at least one procured item in the box.

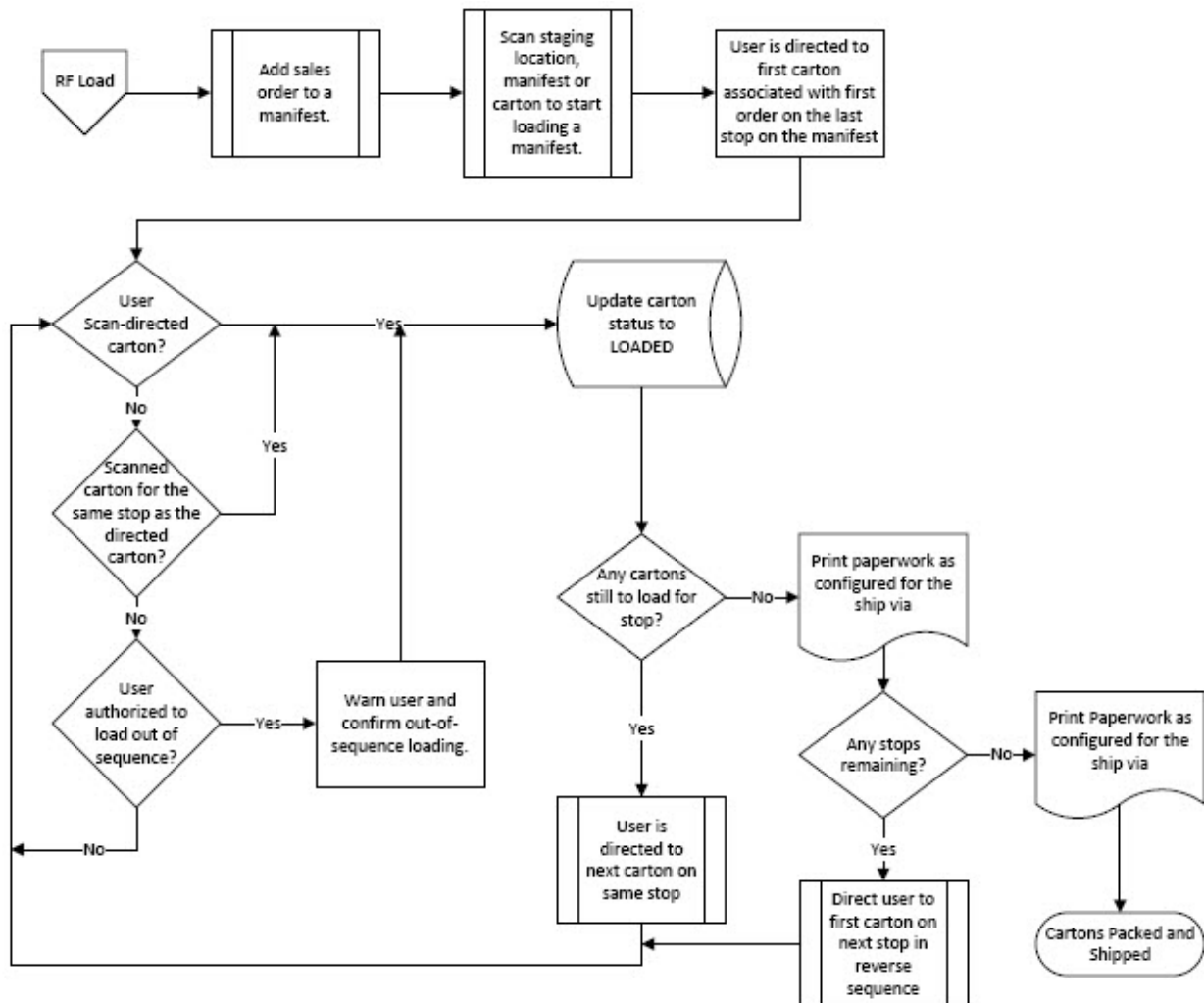
If a user prints the label before packing is complete and the carton contains procured and non-procured items in the **Avail-to-Pack** column the system uses the \*P\* indicator even if the item is not currently in the carton or has been removed. The user must reprint the carton label at the end of packing to make sure the indicator is correct.

---

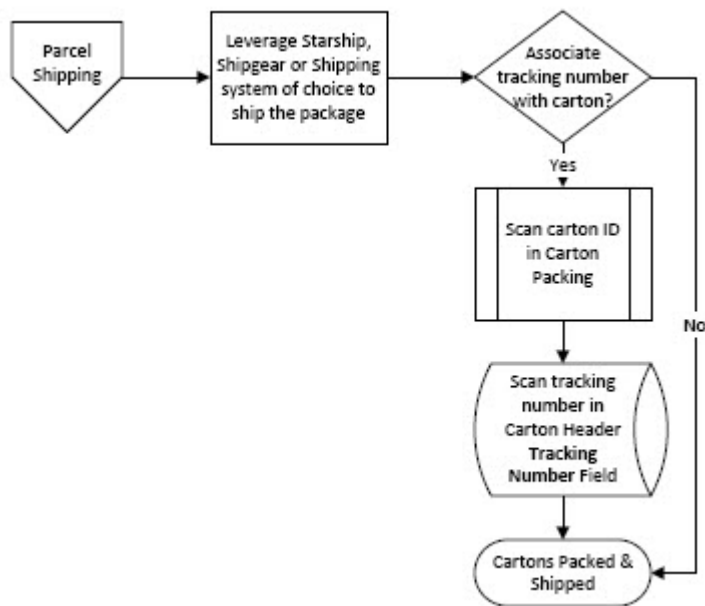
## Carton Packing Workflow



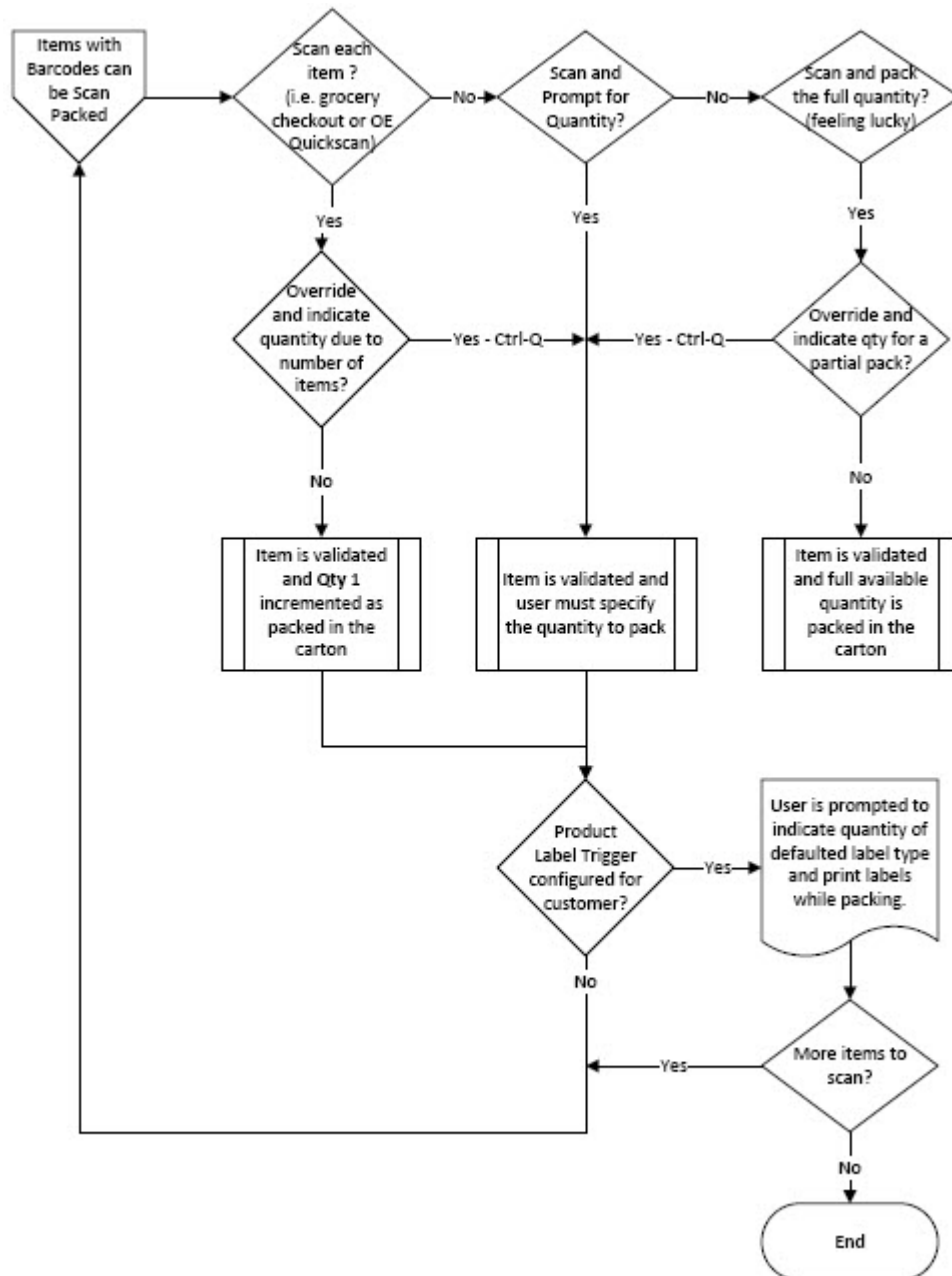
## Carton Packing Using RF Loading Workflow



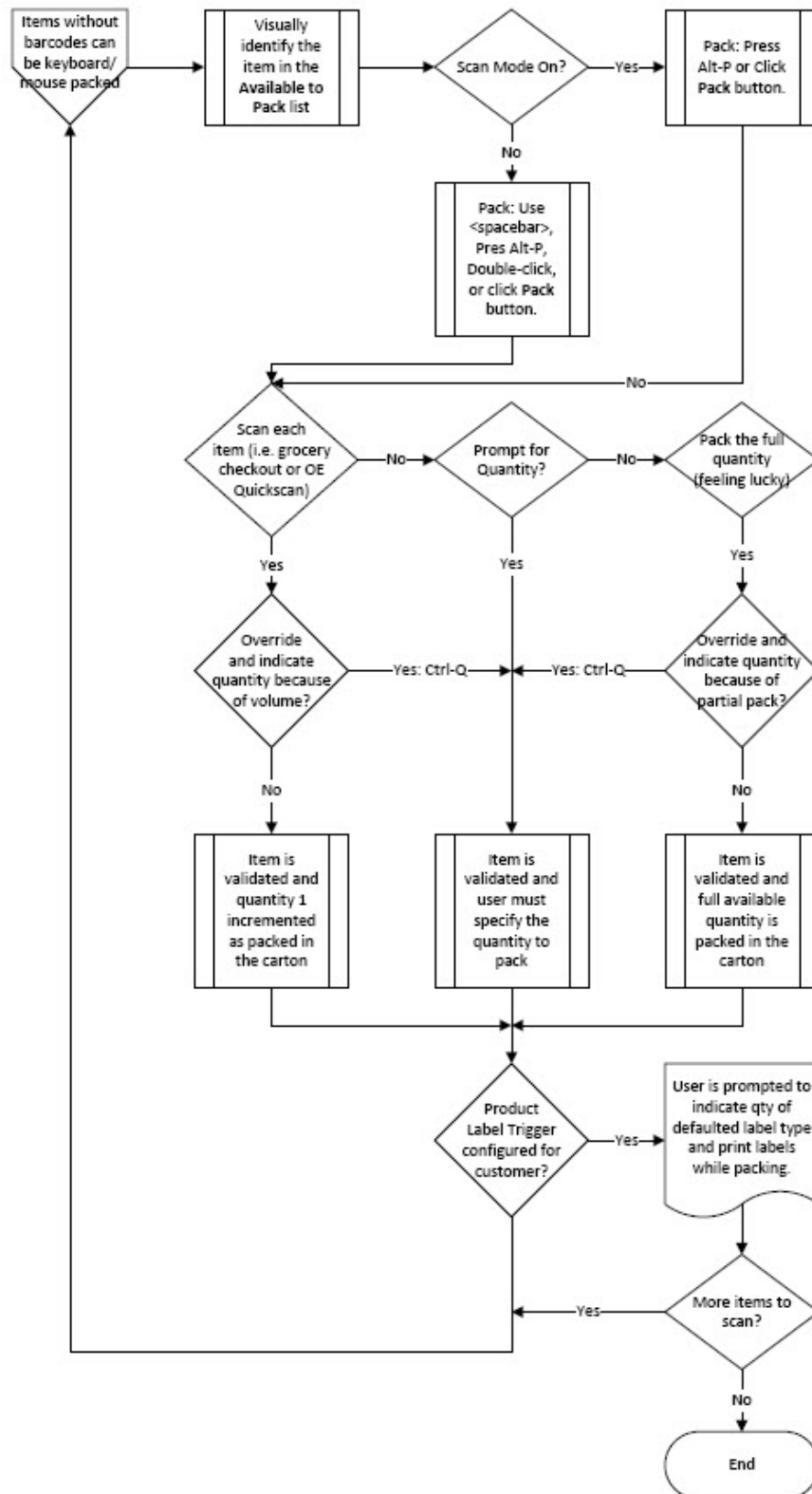
## Carton Packing Parcel Shipping



## Carton Packing Items with Barcodes



## Carton Packing Items without Barcodes







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