



Multi-Carrier Trailer Manifesting

DAT-MAIL Setup & User Guide Version 4, Created August 12, 2020



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REVISION HISTORY

This section contains a list of any significant changes that were made from the previously published version of this Guide, including a brief description of the change, the type of change made (specifically,-Revision, New, or Deletion), a link to the location in the Guide where the change occurred, and any pertinent details relating to the change.

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Updated section	Revision	LSC DropShip/Copal Requirements, LSC OnePrice Requirements, and King Logistics Requirements	Sibling containers are not supported by LSC or King Logistics.
Updated section	Revision	Adding ALG To Carrier List	Updated Data Exchange tab to reflect updated Site and name of upload folders.
Updated section	Revision	Adding King Logistics To Carrier List	Updated Data Exchange tab to reflect updated name of upload folder.

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BEFORE YOU BEGIN

SYMBOLS YOU SHOULD KNOW

The following symbols appear throughout this document:



Where displayed, this Information icon denotes important information regarding the subject matter at hand. The information is intended to provide helpful hints, references to other locations in the document to help further understanding about the current subject-matter, and/or include special requirements pertaining to specific subject-matter. It is important that the information provided be read and thoroughly understood before proceeding.



Where displayed, this Attention icon is intended to make the reader take special notice as the information provided is critical in nature to the subject matter at hand. It is not intended to lessen the importance of the information provided with the Information icon noted above; but to bring additional attention in situations of extreme necessity.



Where displayed, this Troubleshooting icon denotes helpful hints and tips for the subject matter at hand. The information in the troubleshooting tip is intended to provide helpful hints and resolutions for some of the more common issues that can occur during operation.

PURPOSE

The purpose of this Guide is to provide use setup and use instructions for the Multi-Carrier Trailer Manifesting function in DAT-MAIL.

This Guide is intended to replace all existing multi-job DIME documentation.

INTRODUCTION

DAT-MAIL's Multi-Carrier Trailer Manifesting function is a trailer manifesting program that can be used with all carriers and supports five different trailer types: Consolidation Centers; Commingle Centers; LTL; Direct Trailers (single and multi-stop), and Origin.

In addition, DAT-MAIL currently supports carrier-specific APIs that allows the Multi-Carrier Trailer Manifesting function to communicate directly with those carriers. Currently (August 2020), those carriers are LSC Logistics, ALG Worldwide, and King Logistics. The level of communication supported

Multi-Carrier Trailer Manifesting Setup & User Guide

(specifically, what data/information is able to be communicated) is dependent on the specific carrier API and is addressed further along in this Guide. Window Book does have plans to tie into additional APIs for other carriers at a later date.

DAT-MAIL's Multi-Carrier Trailer Manifesting function also supports the LSC DropShip/Copal functions (multi-job DIME), LSC OnePrice function, and the DIME legacy function (single job DIME).

"LSC DropShip/Copal" refers to the multi-job DIME function. It is <u>not</u> to be confused with the DIME legacy product.

Users should be aware that Window Book intends on sun-setting the DIME legacy option (single job DIME), at which time it will be removed from DAT-MAIL (date to be determined).

What is DIME?

DynaMail Integration and Management Extensions (DIME) is the LSC Logistics (LSC) order-entry and trailer manifesting web API that DAT-MAIL is using to send orders and provide trailer manifest information for palletized, standard, or business mail. It can also be used with DAT-MAIL's Logistics Data Exchange function that support LSC's OnePrice program and DAT-MAIL's wbSCAN program.

Unlike the old or "legacy" DIME product, which only allowed users to plan trailers (specifically, associate a content title ID, add reference information, assign CFIDs, create orders, request trailers, and add pallets to the trailer) one Mail.dat file at a time, the LSC DropShip/Copal option allows users to perform these same functions on pallets from multiple Mail.dat files, saving an enormous amount of time.

What is OnePrice?

OnePrice is an LSC program that helps mailers and mail owners enjoy predictable and economical transportation and postage costs for Standard Class letter mailings. The program uses an optimized mix of drop-shipped, copalletized, and commingled mail that can both reduce costs and meet planned inhome delivery dates.

How does it work?

- Mailers will use DAT-MAIL to send LSC the Mail.dat files for OnePrice jobs.
- LSC will mark the file for optimized shipping and entry indicating which pallets will be drop shipped, copalletized, or commingled.
- DAT-MAIL will automatically download the new Mail.dat file and update it back to the original. It will also move copal mail into a new Mail.dat file so that this information can never be sent to the USPS. The Mailer will get an e-mail to tell them when this process is complete.

At this point the Mailer can print tray tags and pallet placards. The placards will clearly indicate the type (Drop Ship, Commingle or Copal) and to which LSC facility they will be shipped. Though the commingle mail has been split out of the original job it will still be included on the placards and tags in the normal order.

What is wbSCAN?

wbSCAN is Window Book's browser-based scanning system that interacts with DAT-MAIL data in real time. It allows Multi-Carrier Trailer Manifesting users to make produced pallets visible in the Trailer Manifesting and Order Entry user interface, and associate pallets with trailer manifests dynamically, or verify that pallets already associated to a trailer manifest are actually being loaded. wbSCAN can also provide a number of useful functions outside of logistics. For more information, visit the <u>wbSCAN</u> product solution page on Window Book's web site.

GENERAL REQUIREMENTS

- DAT-MAIL software version 21.20.15.07 (or newer) is required for using the features documented in this Guide:
 - ~ Multi-Carrier Trailer Manifesting is automatically included with DAT-MAIL Toolbox.
 - ~ A product registration code that includes the Multi-Carrier Trailer Manifesting feature is required for DAT-MAIL Editor users.
- Mail.dat files must be palletized since the scheduling of loose handling units such as trays and sacks are not accomodated. Clients with DAT-MAIL Toolbox have access to Window Book's Palletization Module that will create pallets for non-palletized mailings. Clients with DAT-MAIL Editor must purchase the optional Palletization Module in order to create pallets for nonpalletized mailings or upgrade to DAT-MAIL Toolbox.

LSC DropShip/Copal Requirements

In addition to the General Requirements documented above, the following is also required to be able to use the LSC DropShip/Copal function in DAT-MAIL:

- DIME user ID, site ID, and password for communication between DAT-MAIL and LSC's DIME system. Contact your LSC representative to obtain these credentials prior to the setup of the LSC DropShip/Copal function in DAT-MAIL.
- Sibling containers are not supported.

LSC OnePrice Requirements

In addition to the general requirements documented above, the following are also required to be able to use the LSC OnePrice function in DAT-MAIL:

- Mail.dat files STD Letters on pallets only (no logical containers).
- All trays must be on pallets or the Courtesy by Entry Point palletization option will be called to put them on courtesy pallets.
- Sibling containers are not supported.

- SFTP credentials Contact your LSC representative for the proper SFTP credentials prior to the setup of the LSC OnePrice function in DAT-MAIL..
- Editing restrictions Cannot make changes or open the Mail.dat file once it is uploaded to LSC. When the Mail.dat file is returned, entry points, pallet types (commingle, dropship or copal) <u>cannot be changed</u> (or anything that would impact postage payment amounts)! DAT-MAIL does assist with the enforcement of these restrictions.

DAT-MAIL users should never attempt to unlock jobs that are locked due to LSC OnePrice processing, nor should users attempt to override DAT-MAIL protected fields for jobs that have been returned from LSC after OnePrice processing is complete.

• If re-assigning pallet or tray barcodes this must be done at import time.

ALG Requirements

In addition to the <u>General Requirements</u> documented above, the following is also required to be able to use the ALG-related functionality in DAT-MAIL:

• ALG SFTP site ID, and login and password information for sending Mail.dat files; as well as, manifests in XML format to ALG from within DAT-MAIL. Contact your ALG representative to obtain these credentials prior to setting up ALG as a carrier in DAT-MAIL.

King Logistics Requirements

In addition to the <u>General Requirements</u> documented above, the following is also required to be able to use the King Logistics-related functionality in DAT-MAIL:

- King Logistics SFTP site ID, and login and password information for sending Mail.dat files to King Logistics from within DAT-MAIL. Contact your King Logistics representative to obtain these credentials prior to setting up King Logistics as a carrier in DAT-MAIL
- Sibling containers are not supported.

GETTING STARTED

The Multi-Carrier Trailer Manifesting function is an option located under DAT-MAIL's **Logistics** menu. The **Multi-Carrier Trailer Manifesting** (MCTM) option is available to all Toolbox users, and Editor users that contain the necessary registration key (refer to <u>GENERAL REQUIREMENTS</u> for more information).

D	DAT-MAIL	Editor with To	olbox				_		×
File	Reports	PostalOne!	Utilities	ToolBox	Other Programs	Logistics Security Help			
1	i 🖉 📑	×		16	Postage Tage Rots	Multi-Carrier Trailer Manifesting			
						wbScan	,		
						TDM Pooled Quotes			
								_	

DAT-MAIL Editor users are able to view their pallet list, which includes access to limited MCTM functions, without a product registration key that includes MCTM. More information is provided in <u>Appendix 1</u> in this document.

The functions or options available via the Multi-Carrier Trailer Manifesting menu is dependent on the carrier being used. DAT-MAIL currently supports carrier-specific APIs that allow the Multi-Carrier Trailer Manifesting function to communicate directly with those carriers. Currently (August 2020), those carriers are LSC Logistics (LSC), ALG Worldwide (ALG), and King Logistics. If the carrier the Client is using is <u>not</u> one of the three listed, the generic navigator-style menu will display when the **Multi-Carrier Trailer Manifesting** option is selected.

Multi-Carrier Trailer Manifesting

Assign Pallets to Manifests

View/Dispatch Manifests

<u>Reports and Exports</u>

Exit

Example: Generic Multi-Carrier Trailer Manifesting menu

If LSC, ALG, or King Logistics is being used, additional setup is required in DAT-MAIL for those carrierrelated functions to be visible/accessible via the Multi-Carrier Trailer Manifesting menu. And if LSC is the carrier of choice, users have two options: LSC DropShip/Copal (referred to as DIME); and LSC OnePrice. As of August 2020, DAT-MAIL's Multi-Carrier Trailer Manifesting function includes options for the multi-job DIME feature and the DIME Legacy (single job) function. Clients should note; however, that the DIME Legacy (single job) function is to be removed from DAT-MAIL (date to be determined).

Which menu options display in the non-generic Multi-Carrier Trailer Manifesting menu (images below), relies on the completion of the setup parameters found in DAT-MAIL.

Examples:



ALG & King Logistics Users Only

LSC DropShip/Copal, ALG, and King Logistics Users

LSC DropShip/Copal, OnePrice, ALG, King Logistics Users

Setup for the Multi-Carrier Trailer Manifesting function is documented below and should occur in the order presented in this Guide, beginning with <u>ADD A CARRIER</u>.

ADD A CARRIER

All users of the Multi-Carrier Trailer Manifesting function (LSC, ALG, King Logistics and/or other carrier (for example, "Generic Carrier ABC") require that the carrier information be added to DAT-MAIL's 'Carrier List'. To add a carrier, go to DAT-MAIL's **File** menu and select **Carrier List**.

D	DAT-MAIL Ed	itor with To	olbox										_		×
File	seports P	o talOne!	Utilities	ToolBox	< C	ther Prog	rams	Logistics	s Security	Help					
	New Mail.da Open Mail.d Delete Mail. Delete Multi Export Mail. Mailing Age Client List (M Job List Permit List Publication Lot/String/P	at Import lat File dat File iple Mail.da dat File ints (Mail P Mail Owner List List	Ctrl-1 Ctrl- Ctrl-D at Files reparers) 's)	insert Enter Pelete	Ø	Postage Rpts	Tags The	2002						3 1	
F	Client Com	intion	List		F						© 2	2020 W	indow B	Book, In	c.
L	Carrier List														

The *Browse the Carrier File* screen will display. Previously added carriers (if any) will display in the list. To add a <u>generic</u> carrier, click **Insert**.

Brow: Code	e the Carrier File Name			E
Code	Name	Contact	Address	City
•	Ţ			,
	Insert Chan	ge Delete	Close	Help

Instructions for adding API-supported carriers are carrier-specific (<u>LSC for DropShip</u>; <u>ALG</u>; <u>King</u> <u>Logistics</u>; and <u>LSC OnePrice</u>) and are provided after this procedure for adding a generic carrier.

Multi-Carrier Trailer Manifesting Setup & User Guide

The Adding a Carrier Record screen will display. <u>At a minimum</u>, in the **General** tab, enter a **Code** for the carrier to identify the generic carrier (in the example being used here, the name of the generic carrier is "Generic Carrier ABC"; therefore, "ABC" is entered for the 'Code'), along with a corresponding carrier **Name'**.

Codes cannot be duplicated. Satisfy any of the remaining fields in the 'General' tab (not required) and click **OK,** when finished. The record will be added, and the screen will close.

i

Adding a Carrier	Record	×	c
General Data Excha	ange		
Co <u>d</u> e: * <u>N</u> ame:	ABC Generic Carrier ABC		
Address: City: Phone: Conjact:	2 Anywhere Place Milwaukee (999) 999-9999 Jane Doe	State: WI ZP: 53005	
DUNS: FAST Scheduler ID: USPS CRID:	0	ŧ	
		OK Cancel Help	

The carrier's address, city, phone, etc. is included on the <u>BOL report</u>).

Received , subject to 'Generi to 49 USC §14101 (b)] in effe contents of package unknown common carrier responsibility essence walving any right of r	Generic Carrier ABC Truck Load Straight E c Carrier ABC' Motor Freight Tariffs, contracts and agreed rates [wa ct on the date of the issue of this bill of lading, the property describe b), marked consigned and destined as shown below, which carrier as pursuant to 49 USC §14706, excluding released value unless agr easonable dispatch for payment within 30 days of presenting a clear	Bill Of Lading iving all other tariffs and conflicting statutes pursuant ad below, except as noted (contents and conditions of grees, without brokering, to carry to destination with a sed to in writing, with scheduled delivery time of the ar delivery receipt. Shipper accepts these terms for
5/11/20 11:25AMPage 1 of	2	Bill of Lading Number 1
Generic Carrier ABC 2 Anywhere Place Milwaukee, WI 53005 (999) 999-9999		
SHIP DATE		
DELIVERY CARRIER	TRAILER / CAR NO.	MANIFEST

The newly entered carrier (for example, ABC - Generic Carrier ABC) will display in the *Browse the Carrier File* screen. At this point, add any additional carriers or click **Close**.

Brow	se the Carrier File			×
Code	Name			
Code	Name George Carrier APC	Contact	Address	City
ABC	denetic Catter Apc			
4				>
	Insert Char	nge Delete	Close	Help

Adding LSC DropShip To Carrier List

The *Adding a Carrier Record* screen will display. <u>At a minimum</u>, in the **General** tab, enter a **Code** for the carrier to identify the carrier as "LSC" along with a corresponding carrier **Name**. Codes cannot be duplicated. Satisfy any of the remaining fields in the **General** tab (not required) and click **OK**, when finished. The record will be added, and the screen will close.

The carrier's address, city, phone, etc. is used in the <u>BOL report</u>. Refer to the procedure for adding a generic carrier for an <u>example image</u>).

Changing a Carr	ier Record	×
General Data Excha	nge	
Co <u>d</u> e: * Name:	LSC for DropShip/Copal	
Address:		
City:	<u>State:</u> <u>Z</u> P: •	
Phone:		
Contact:		
DUNS:	0	
FAST Scheduler ID:		
USPS CRID:	•	

To be able to communicate with LSC's DIME system requires further setup in DAT-MAIL. Instructions for doing this are provided further along in this Guide.

The newly entered carrier (in this example, "LSC for DropShip/Copal") will display in the **Browse the Carrier File** screen. At this point, add any additional carriers (click **Insert**) or click **Close**.

D Brov	vse the Carrier File			×
Code	Name			
Code	Name	Contact	Address	City
LSC	LSC for DropShip/Copal			
<				>
	Insert Change	Delete	Close	Help

Adding ALG To Carrier List

The *Adding a Carrier Record* screen will display. <u>At a minimum</u>, in the **General** tab, enter a **Code** to identify the carrier as "ALG" along with a corresponding carrier **Name**. Codes cannot be duplicated. Satisfy any of the remaining fields in the **General** tab (not required).

The carrier's address, city, phone, etc. is used in the <u>BOL report</u>. Refer to the procedure for adding a generic carrier for an <u>example image</u>).

Select the **Data Exchange** tab. Using the drop-down provided, select **SFTP** for the **Data Exchange Method**. Enter the SFTP **Site or IP** along with the **Login** and **Password** (the SFTP site and credentials information received from ALG). Enter "/MailDat" (no quotation marks) in the **Original Upload Folder** field and "/PalletXML" (no quotation marks) for the **Update Upload Folder** field.

The SFTP site details shown in the screen image below are for demonstration purposes in this document only and are not valid for use (refer to <u>ALG Requirements</u> for more information).

D Changing a Carrier Record X	D Changing a Carrier Record X
General Data Exchange	General Data Exchange
Coge: * ALG	Data Export Method: SFTP Vill Be Returned: Comm. Timeout (min.): 10 🗣
Name: ALG	Site or IP: ftprv.algworldwide.com
Address:	Login: A_Windwobook
City: State: ZIP: O	Password:
Phone:	Folder Dather
Conjact:	Remote Folder Paths Local Folder Paths
DUNS: 0	Original Upload Folder: //MailDat
FAST Scheduler ID:	Original Download Folder:
USPS CRID:	Update Upload Folder: /PalletXML
	Update Download Folder:
	Email Addresses:
	Maller Retrieval :
	Customer Service:
QK Çancel Help	QK Çancel Help

The newly entered carrier (in this example, ALG) will display in the *Browse the Carrier File* screen. At this point, add any additional carriers (click **Insert**) or click **Close**.

돈 Brow	wse the Carrier File			×
Code	Name			
Code	Name	Contact	Address	City
LSC	LSC for DropShip/Copal			
<				>
	Insert Change	Delete	Close	Help

Adding King Logistics To Carrier List

The *Adding a Carrier Record* screen will display. <u>At a minimum</u>, in the **General** tab, enter a **Code**, such as "KING" to identify the carrier as "King Logistics" along with a corresponding carrier **Name**. Codes cannot be duplicated. Satisfy any of the remaining fields in the **General** tab (not required).

The carrier's address, city, phone, etc. is used in the <u>BOL report</u>. Refer to the procedure for adding a generic carrier for an <u>example image</u>).

Select the **Data Exchange** tab. Using the drop-down provided, select **SFTP** for the **Data Exchange Method**. Enter the SFTP **Site or IP** along with the **Login** and **Password** (SFTP site and credentials information received from King Logistics – refer to <u>King Logistics Requirements</u> for more information). Enter "/MailDat" (no quotation marks) in the **Original Upload Folder** field.

The SFTP site details shown in the screen image below are for demonstration purposes in this document only and are not valid for use.

Changing a Carrier Record ×	D Changing a Carrier Record X
General Data Exchange	General Data Exchange
Coge: * KING	Data Export Method: SFTP VII Be Returned: Comm. Timeout (min.): 10 🗘
Name: King Logistics	Site or IP: King_SFTP_Test_Site
Address:	Login: TestUser
City: State: ZIP: 3	Password:
Phone:	Folder Bother
Contact:	Remote Folder Paths Local Folder Paths
DUNS: 0	Original Upload Folder: MailDat
FAST Scheduler ID:	Original Download Folder:
USPS CRID:	Update Upload Folder:
	Update Download Folder:
	Email Addresses:
	Mailer Retrieval :
	Customer Service:
QK Çancel <u>H</u> elp	QK Çancel Help

The newly entered carrier (for example, King Logistics) will display in the *Browse the Carrier File* screen. At this point, add any additional carriers (click **Insert**) or click **Close**.

Brow	wse the Carrier File			×
Code	Name			
Code ALG	Name ALG	Contact	Address	City
LSC	King Logistics LSC for DropShip/Copal			
<				>
	Insert Change	<u>D</u> elete	Close	Help

i

Adding LSC OnePrice To Carrier List

The Adding a Carrier Record screen will display. At a minimum, in the General tab, enter a Code for the carrier to identify the carrier as "LSC OnePrice" (in this example, used "1Price") along with a corresponding carrier Name. Codes cannot be duplicated. Satisfy any of the remaining fields in the General tab (not required).

The carrier's address, city, phone, etc. is used in the BOL landing report).

General Data	rrier Record Exchange	
Co <u>d</u> e: * <u>N</u> ame:	1Price LSC for OnePrice	
<u>A</u> ddress: City: Phone:	State: ZIP:	o

When finished, Select the Data Exchange tab and enter/select the necessary information to facilitate the successful data exchange between DAT-MAIL and LSC's OnePrice system.

The information displayed in the screen below is for demonstration purposes only. It does not represent what mailers should be populating the corresponding screen(s) on their system.

Adding a Carrier F	Record	
eneral Data Excha	inge	
ata Export Method	SFTP	V 🗸 🖉 Files Will Be Returned: Comm. Timeout (min.): 10 🚊
ite or IP:	sftpp3 <i>n</i>	rd.com
Login: 🕴	Window	tk_DLS001
Password	•••••	
-		
folder Paths:)	6
Remote Folder Path	S Loca	I Folder Paths
Original Upload Fol	der:	optimization/in
Original Download	Folder:	optimization/out
Update Upload Fold	der:	copalín
Update Download	Folder:	
Email Addrosooo	6	
Mailer Retrieval :	oneprice	el@isccom.com
Customer Service:	burish®	èwindowbook.com
		QK Cancel Help
Date Ex	oort l	Method U : Select SFTP from the drop down

🚰 Adding a Carrier	Record				—
General Data Exch	ange	~	0		
Data Export Method	SFTP	U,	🔽 Files Will Be Retur	ned: Comm. Tir	neout (min.): 10 🌲
Site or IP:	sftpp3.r	rd.com			
Login: 🕴	Window	bk_DLS0	01		
Password	•••••				
Remote Folder Path Original Upload Fo	hs Loca	l Folder P optimiza	aths tion/in		
Original Download	Folder:	optimiza	tion/out		
Update Upload Fol	lder:	copalin			
Update Download	Folder:				
Email Addresses	6				
Mailer Retrieval :	oneprice	l@lsccor	m.com		
Customer Service:	burish@	gwindow	book.com		
			QK	Gancel	Help

- Files Will Be Returned **2**: Select the checkbox to enable this option.
- Site or IP ${}^{\textcircled{O}}$: Based on the selection of 'SFTP', enter the name of the site and login credentials to be able to communicate with/between the mailer and LSC. This information is provided by LSC.
- **Remote Folder Paths** tab ⁽⁴⁾: Populate the following fields, **Original Upload Folder**, **Original Download Folder**, and **Update Upload Folder** paths based on information provided by LSC.
- Local Folder Paths tab 😏:

Remote Folder Paths Loca	I Folder Paths	
Download Archive Folder:	C:W/B/mail.dat/Logisticsarchive	6
Download Folder:	C:W/B/mail.dat/LogisticsDownload	2
Download Failed Folder:	C:WVB/mail.dat/LogisticsFailed	di la calcularia di la

Using the yellow folder icons provided to the right of each field, navigate to an area on the server where the Mail.dat files should be replaced after they are returned form LSC, imported into DAT-MAIL, or if part of the download processing fails. In the example being used above, local folders have been created in the '\wb\mail.dat' folder on the server.

K In the event a mailer wishes to have these folders reside elsewhere on the network, UNC paths must be used. Do <u>not</u> use mapped drives!

• Email Addresses ⁽¹⁾: Enter the Mailer Retrieval e-mail address provided by LSC. The Customer Service address pertains to the mailer using OnePrice.

Email Addresses	: 🚯
Mailer Retrieval :	onepricel@lsccom.com
Customer Service:	burish@windowbook.com
	QK Gancel Help

Once all the necessary fields have been satisfied, click **OK** to finish creating the Carrier Record and close the screen.

The newly entered carrier (for example, LSC forOnePrice) will display in the *Browse the Carrier File* screen. At this point, add any additional carriers (click **Insert**) or click **Close**.

D Brow	vse the Carrier File			>
Code	Name			
Code	Name	Contact	Address	City
1Price ALG KING LSC	LSC for OnePrice ALG King Logistics LSC for DropShip/Copal			
<				>
	Insert Change	Delete	Close	Help

ADDING DISTRIBUTION CENTERS

Non-LSC users of the Multi-Carrier Trailer Manifesting function (such as generic, ALG, and King Logistics) requires the addition/setup of each carrier's corresponding consolidation centers, commingle facilities, origin post offices, and "placeholders" representing LTL carriers.

Adding/setting up distribution centers specific to LSC is <u>not</u> required here. Adding LSC facilities are addressed later in this document. LSC users should proceed to the appropriate, corresponding setup instructions (specifically <u>DAT-MAIL SETUP: LSC DROPSHIP/COPAL USERS</u> or <u>DAT-MAIL</u> <u>SETUP: LSC ONEPRICE USERS</u>).

From DAT-MAIL's main menu, non-LSC users should select **File > Distribution Center List**.

DAT-MAIL Editory with Tableau		
File Reports PortalOpel Utilities ToolBo	ov Other Programs Logistics Security	
Her Mail dat Impact	The Postage Tags [9602]	
New Mail.dat Import Ctri-Insert	P Rpts 📼 🖉 🕗	🕮 🚹 🗐
Open Mail.dat File Utri-Enter		
Delete Mail.dat File Ctrl-Delete		
Delete Multiple Mail.dat Files		
Export Mail.dat File		
Mailing Agents (Mail Preparers)		
Client List (Mail Owners)		
Job List		
Permit List		
Publication List		
Lot/String/Panel Info		
Client Communication List		
Carrier List		© 2019 Window Book, Inc.
CAPSList		
DMU List		
IB Account List		
Transportation Schemes		
Distribution Center List		
Program Settings		
Dulatur Satur		

The *Browse Distribution Centers...* screen will display. Existing facilities will be displayed (if any). To add a facility, click **Insert**.

st. Center ID	Facility Name	City	State Zip	Phone
_				

The *Update Records...* screen will display. At a minimum, populate the **Dist Center ID** and **Facility Name** fields.

There is no system linkage (yet) between the carrier and the facility name, so Window Book recommends entering a distribution center ID and/or facility name that includes some reference to the carrier it corresponds with. Multiple carriers can have distribution centers in the same location; therefore, a means to differentiate them is necessary.

I For LTL carriers, a "placeholder" consolidation center record is necessary.

If preferred, enter the address for the distribution center being added (not required).

D Update Records	\times
Distribution Center Information Administration Costs	
Dist Center ID: ALG-CHI Facility Name: Chicago	
Address 1:	
OK Cancel Record will be Changed	

Click **OK**, when finished to add the record and close the screen.

DAT-MAIL SETUP: GENERIC CARRIER USERS

Instructions for <u>DAT-MAIL SETUP: API SUPPORTED/NON-LSC USERS</u>, <u>DAT-MAIL SETUP: LSC</u> <u>DROPSHIP/COPAL USERS</u> and <u>DAT-MAIL SETUP: LSC ONEPRICE USERS</u> are provided in their respective sections.

This procedure assumes that the generic or non-API-supported carrier has already been added to the Carrier List (refer to <u>ADD A CARRIER</u> for more information), along with the addition of a corresponding distribution center to the <u>Distribution Center List</u>.

There are a few additional settings for generic or non-API-supported carriers to complete in DAT-MAIL after adding <u>carrier information</u> and <u>distribution center information</u> before they can be used with the Multi-Carrier Trailer Manifesting function.

Getting Started

	Þ	DAT-MAIL Editor with Too	lbox							-		×
	File	Seports PostalOne!	Utilities	ToolBox	Other Progra	ams Logist	ics Securi	ty Help				
From DAT-MAIL's main menu, select File > Program Settings > Program Setup.		New Mail.dat Import Open Mail.dat File Delete Mail.dat File Delete Multiple Mail.dat Export Mail.dat File Mailing Agents (Mail Pre Client List (Mail Owners) Job List Permit List Publication List	Ctrl- Ctrl-E Files sparers)	Insert E Enter – Delete	Postage Rpts				≥ ∈		3	
		Lot/String/Panel Info Client Communication L Carrier List CAPS List DMU List IB Account List Category Maintenance Transportation Schemes Distribution Center List	ist						© 2020 V	Window	Book, Ind	c.
	L	Program Settings		•	Program	Setup						
		E-3		CH X	Save							
		Exit		Ctri-X	Load							

The *Setup* screen will display. Select the **Logistics** tab. Specify how the system should perform job lookups within the **Multi-Carrier Trailer Manifest Job Management** section of the screen. Most non-LSC users would use the **Job Number/Job Description** option; however, if a Client uses both LSC and non-LSC carriers, they will need to enable the **Parsed Historical Header Job ID** option.

The Parsed Historical Header Job ID option is where the first five characters of the Mailer's historical header Job ID (the Job ID created by their presort program) represents a numeric Job ID and the last three characters represents a three character 'List ID' or version.

The Parsed Historical Header Job ID option is required for all LSC users and those Mailers who use <u>both</u> LSC and non-LSC carriers.

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Next, for non-LSC users (both generic and API-supported alike) who export their Mail.dat files, in the *Setup* screen, Select the **Export** tab. Select both: **Auto-calculate CSM gross weight**; and **Export using Historical Job ID** checkboxes.

This Export setup is optional. The need is dependent on each, individual Client's operations, and needs. Exporting using the Historical Job ID is a good way to ensure the field value does not change, remaining consistent.

9142904 • AC			
mport Defaults Mailer Information Plan	alyzer PostalOnel	Statement Gener	ration Start Up Options
laintenance caucing List V	lidation	Logistics	PMOD
Container Tare Weights Export A	chive Advanced	Settings Palle	t Tracking/Intelligent Mail
Drop Export Settings			
Export Path Name			
Expo	rt Format		
Drop Start ID: 0	CSV, tab delimited	O XML	O Pro-Mail 4
Activate Open & Distribute Exports			
PMOD Export Path			
L			
Mail.dat Export Settings			
Mail dat Export Settings Default Export Directory C:1WB	MDV/Data/Export		
Mail dat Export Settings Default Export Directory C:WB	MDV/Data\Export	t to compressed file	
Mail dat Export Settings Default Export Directory C:1W8 Auto-calculate CSM gross weight	MDV/Data\Export	t to compressed fik	
Mail dat Export Settings Default Export Directory C:WB Auto-calculate CSM gross weight	MDV/Data/Export	t to compressed file 19-1 (current)	
Mail.dat Export Settings Default Export Directory C:WB Auto-calculate CSM gross weight Export using Historical JobID	MDVVData\Export Export mail.da Export to version: Create OCI (f	t to compressed file 19-1 (current) or non-PO! full expo	ts only)

Mailers not using LSC at all who do <u>not</u> export their Mail.dat files should perform pallet queries by Job Number, not Historical Header Job ID.

And lastly, in the *Setup* screen, Select the **Pallet Tracking/Intelligent Mail** tab. Select the **Enable Pallet Tracking** checkbox. This will ensure that a 12-character Unique ID is generated, which is not the same as IMb. This also allows for every job imported to have its pallets displayed in the Multi-Carrier Trailer Manifesting system.



Click **OK** to save the changes and close the *Setup* screen. The necessary setup to use the Multi-Carrier Trailer Manifest function for generic or non-API-supported carriers is complete.

At this point, when the **Multi-Carrier Trailer Manifesting** option is selected from within the **Logistics** menu, the corresponding function buttons will appear in the navigator-style menu (if no other carrier setup is performed (such as ALG, King Logistics, and/or LSC)).

D	Multi-Carrier Trailer Manifesting	×
h		
	Assign Pallets to Manifests	
	View/Dispatch Manifests	
	Reports and Exports	
	Exit	

DAT-MAIL SETUP: API SUPPORTED/NON-LSC USERS

Instructions for <u>DAT-MAIL SETUP: GENERIC CARRIER USERS</u>, <u>DAT-MAIL SETUP: LSC</u> <u>DROPSHIP/COPAL USERS</u> and <u>DAT-MAIL SETUP: LSC ONEPRICE USERS</u> are provided in their respective sections.

This procedure assumes that 'ALG' and/or 'King Logistics' has already been added as a carrier in the Carrier List (refer to <u>ADD A CARRIER</u> for more information).

There are a few additional settings for API-supported, non-LSC users (specifically, ALG and King Logistics) to complete in DAT-MAIL after adding <u>carrier information</u> and <u>distribution center information</u> before they can begin using the Multi-Carrier Trailer Manifesting function.

From DAT-MAIL's main menu, select File > Program Settings > Program Setup.

Reports PostalOne	Utilities	ToolBox	Other Progr	ams Logistic	3 DBME	Security	Help		
New Mail.dat Import Open Mail.dat File Delete Mail.dat File Delete Multiple Mail. Export Mail.dat File	Ctrl-In Ctrl-E Ctrl-De dat Files	isert e nter llete	Postage Rots	1000 1000 			88	3	
Mailing Agents (Mail Client List (Mail Own Job List Permit List Publication List Lot/String/Panel Info Client Communicatio Carrier List CAPS List DMU List	Preparers) ers) en List								
Transportation Scher Distribution Center L Program Settings Primer Scop	nes st		Program	Setup					
Foit	Ci Ci	rl-X	Load						

Multi-Carrier Trailer Manifesting Setup & User Guide

The *Setup* screen will display. Select the **Logistics** tab. Depending on what carrier is to be used (for example, ALG or King Logistics), specify the for the 'Carrier for ALG DropShip' or 'Carrier for King Logistics' fields by clicking the field's corresponding browse button and selecting the <u>previously added</u> <u>carrier</u> from the Carrier List.

Example: Selecting ALG

Setup	×	Setup ×
Container Tare Weights Export Archive Advanced Settings Pailet Trac Import Defaults Maler Information Planalyzer PostalOni Character Contained Maintenance Labeling List Validation Logistics	king/intelligent Mall Start Up Options F NOD	Container Tare Weights Export Archive Advanced Settings Pallet TrackingIntelligent IIIal Import Defaults Mailer Information Planalyzer PostalOnel Statement Generation Stat Up Options Maintenance Labeling List Validation Logistics PliOD
Logistics Data Exchange Clear Logistics Data Exchange Carrier for LSC DropShip/Copat Carrier for LSC OnePrice: LSC Courlesy Paletization Profile: Carrier for ALG DropShip Carrier for ALG DropShip Carrier for King Logistics: Multi-Carrier Trailer Manifest Jab Management Filter by Parsed Historical Header Job D Job Number / Job Description Parsed Historical H Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code Nat Code N	Inset Change Delete	Logistics Data Exchange Carrier for LSC DrepShip/Copat Carrier for LSC OnePrice: Darrier for LSC OnePrice: LSC Courtesy Paletization Profile: Carrier for ALS DrepShip ALG Carrier for ALS DrepShip ALG Carrier for ALS DrepShip ALG Multi-Carrier Trailer Mariflest Job Nanapement Filter by Parsed Historical Header Job D Job Namber J Job Description Parsed Historical Header Job D Truck Direct Mail (TDM) Settings LSC DME Settings
	QK Qancel	QK Cancel

Example: Selecting King Logistics

) Setup	× E Setup
Container Tare Weights Export Archive Advanced Settings Pallet Tracking/Intelligent Mail Import Defaults Maler Information Planalyzer Posta/Drog Start Up Options Vaintenance Labeling List Validation Logistics F 10D	Container Tare Weights Export Archive Advanced Settings Pallet Tracking/Intelligent Mail Import Defaults Maler Information Planelyzer PostalOnel Statement Generation Start Up Option Maintenance Labeling List Validation Logistics PMOD
Logistics Data Exchange Clear Logistics Data Exchange: Carrier for LSC DropShip/Cepat Carrier for LSC OnePrice: Carrier for ALG DropShip Carrier for ALG DropShip Carrier for King Logistics:	Logistics Data Exchange Clear Logistics Data Exchange: Carrier for LSC DrepShip/Copat: Carrier for LSC OnePrice: Carrier for LSC OnePrice: Carrier for ALG DrepShip Carrier for ALG DrepShip Carrier for King Logistics: KING King Logistics
Multi-Carrier Trailer Manifest Job Management Discover the Carrier File Filter by Parsed Historical Header Job D O tob Number / Job Description O Job Number / Job Description Parsed Historical Header Job D Truck Direct Mail (TDM) Settings LSC DWE Setting LSC DWE Setting LSC DWE Setting Select Insert	Contact Multi-Carrier Trailer Manifest Job Management Filter by Parsed Historical Header Job D Image: Contact Contact Job Number / Job Description Image: Contact Truck Direct Mail (TDM) Settings LSC DME Settings wbScan Settings

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Also, in the **Logistics** tab, specify how the system should perform job look-ups within the **Multi-Carrier Trailer Manifest Job Management** section of the screen. Most non-LSC users would use the **Job Number/Job Description** option; however, if a Client uses both LSC and non-LSC carriers, they will need to enable the 'Parsed Historical Header Job ID' option.

The 'Parsed Historical Header Job ID' option is where the first five characters of the Mailer's historical header Job ID (the Job ID created by their presort program) represents a numeric Job ID and the last three characters represents a three character 'List ID' or version.

The 'Parsed Historical Header Job ID' option is required for all LSC users and those Mailers who use <u>both</u> LSC and non-LSC carriers.

Fiter by Job Number / Job Description O Parsed Historical Header Job ID	- Multi-Carrier Trailer Manifest Job Manageme	nt
	Fiter by Job Number / Job Description	O Parsed Historical Header Job ID

Next, for API-supported, non-LSC users who export their Mail.dat files, in the *Setup* screen, select the **Export** tab. Select the following option checkboxes: **Auto-calculate CSM gross weight** and **Export using Historical Job ID**.

ort Defaults Mailer Information Plans Intenance Itainer Tare Weights Drop Export Settings	alyzer PostalOnel idation chive Advanced	Statement Generation Logistics	Start Up Options
ntenance tainer Tare Weights Drop Export Settings	idation chive Advanced	Logistics	DUCO
tainer Tare Weights Export Au Drop Export Settings	chive Advanced		PMOD
Drop Export Settings		Settings Pallet Tra	cking/Intelligent Mail
Export Path Name			
Drop Start ID: 0	t Format	0	
	CSV, tab delimited	O XML (Pro-Mail 4
PMOD Export Path			
Mail.dat Export Settings			
Default Export Directory C:1WBN	MDV/Data\Export		
Auto-calculate CSM gross weight	Export mail.da	t to compressed file	
	Export to version:	19-1 (current) 🗸	
Export using Historical JobID	Create OCI (fo	or non-PO! full exports or	ily)
Do Not Export UPA	Use Alpha/Nur	meric File Naming Conver	ition

Mailers not using LSC at all who do <u>not</u> export their Mail.dat files should perform pallet queries by Job Number, not Historical Header Job ID.

And lastly, in the *Setup* screen, select the **Pallet Tracking/Intelligent Mail** tab. Select the **Enable Pallet Tracking** checkbox. This will ensure that a 12-character Unique ID is generated, which is not the same as IMb. This also allows for every job imported to have its pallets displayed in the Multi-Carrier Trailer Manifesting system.

Maintenance Labeling List Validation Logistics PMOD
Container Tare Weights Export Archive Advanced Settings Pallet Tracking/Intelligent Mail

Click **OK** to save the changes and close the *Setup* screen. The necessary setup to use the Multi-Carrier Trailer Manifest function for API-supported, non-LSC users (specifically, ALG and King Logistics) is complete.

At this point when the **Multi-Carrier Trailer Manifesting** option is selected from within the **Logistics** menu, the corresponding function buttons will appear in the navigator-style menu (if no other carrier setup is performed (specifically, LSC-related)).

Multi-Carrier Trailer Manifesting	×
r	1
Send Mail.dat files to Logistics Company	
<u>A</u> ssign Pallets to Manifests	
⊻iew/Dispatch Manifests	
<u>R</u> eports and Exports	
E <u>x</u> it	

DAT-MAIL SETUP: LSC DROPSHIP/COPAL USERS

Instructions for <u>DAT-MAIL SETUP: GENERIC CARRIER USERS</u>, <u>DAT-MAIL SETUP: API</u> <u>SUPPORTED/NON-LSC USERS</u> and <u>DAT-MAIL SETUP: LSC ONEPRICE USERS</u> are provided in their respective sections. There are additional settings for LSC DropShip/Copal users to complete in DAT-MAIL after adding <u>carrier</u> <u>information</u> before they can begin using the Multi-Carrier Trailer Manifesting function.

DAT-MAIL Setup Screen

From DAT-MAIL's main menu, select File > Program Settings > Program Setup.

File	DAT-MAIL Editor with Toolbox Secorts PostalOne! Utilities ToolB	ox	Other Progr	ams	Logistic	s Secu	rity	Help			-		×
	New Mail.dat Import Ctrl-Insert Open Mail.dat File Ctrl-Enter Delete Mail.dat File Ctrl-Delete Delete Multiple Mail.dat Files Export Mail.dat File Mailing Agents (Mail Preparets) Client List (Mail Owners) Job List Permit List Publication List Lot/String/Panel Info	10	Postage Rpts		2002				2	<u></u>		**	
	Client Communication List Carrier List CAPS List DMU List IB Account List Category Maintenance Transportation Schemes Distribution Center List								© 2	020 W	îndow	Book, In	ς.
C	Program Settings		Program	Setup									
	Exit Ctrl-X		Load										

The *Setup* screen will display. In the **Import Defaults** tab, make sure to select the **Allow changes to data during import** checkbox.

The 'Allow changes to data during import' option must be enabled for Clients using the LSC DIME system!



Multi-Carrier Trailer Manifesting Setup & User Guide

Getting Started

	ව Setup						×
	Container Ta	re Weights	Export	Archive	Advanced Settings	Pallet Tracking/Intelli	gent Mail
Select the Logistics tab. Click	Import Defau	ts Mailer In	formation	Planalyzer	PostalOnel Statemer	ot Generation Start U	Up Options
the corresponding browse	Maintenance		Labeling L	ist Validation.	Logistics	FIOD	
ISC DronShin/Conal field	- Looiel	ice Data Evolu					
	Logis	ico Data Excite	ange		Clear Logisti	cs Data Exchange:	×
	Carri	er for LSC Dro	pShip/Copa	t			
	Carri	er for LSC One	ePrice:				
The Browse for Carrier File scre	en 👂	Browse the C	arrier File				×
will display. Highlight the carrie	er Co	de Name					
and click Select.		da Marra			Control	Address	Cau
	1F	Vice LSC for	r OnePrice		Contact	Address	City
If the desired carrier is no	tin	NG King Lo	ogistics DeerShip/	Copal			
the list, it can be inserted	or		Constant and	copar			
added from this screen us	ing 🛛 🗸	1	ŕ –				>
the INSERT button.		Calcal L	luur l	Change	Delay	Charles	Uala
		Select	insert	Lnange	<u>N</u> elete	Liose	нер

The *Browse for Carrier File* screen will close and the select carrier code and name will display in the **Carrier for LSC DropShip/Copal** field in the **Logistics** tab.

Next, select the **Parsed Historical Header Job ID** radio button for **Multi-Carrier Manifest Job Management** to specify how the system should perform job look-ups.

The 'Parsed Historical Header Job ID' option is where the first five characters of the Mailer's historical header Job ID (the Job ID created by their presort program) represents a numeric Job ID and the last three characters represents a three character 'List ID' or version.

			1				
nport Defaults	Maler In	formation	Planalyzer	PostalOne!	Statement	Generation	Start Up Options
laintenance		Labeling I	List Validation		Logistics		PMOD
- Logistics I	Data Excha	inge					
-		-					
				c	lear Logistic	s Data Excha	inge: 🗙
Carrier fo	or LSC Dro	pShip/Copa	It LSC		LSC for Drop	Ship/Copal	
Carrier fo	or LSC One	Price:					
LSC Cou	rtesy Pallel	lization Prof	file:				
Carrier fo	or ALG Dro	pShip					
Carrier fo	or King Log	istics:					
- Multi-Carri	er Trailer M	lanifest Job	Management				
			· · · · · ·				
		storical Hea	der lob D				

The 'Parsed Historical Header Job ID' option is <u>required</u> for all LSC users and those Mailers who use both LSC and non-LSC carriers.

i

Next, LSC site data must be entered to establish communication between DAT-MAIL and DIME for LSC DropShip/Copal users. To do this, click **LSC DIME Settings**.

Login credentials are Mailer-specific and provided by LSC (refer to <u>LSC DropShip/Copal</u> <u>Requirements</u> for more information).

Job Number / Job Description	۱	Parsed Historical Header Job	D	
Truck Direct Mail (TDM) Settings	ſ	LSC DIME Settings	w	bScan Setting

The *Transportation System Access* screen will display. This screen contains the necessary information for connecting with LSC's DIME system.

- **Test Only. Do not access production database.** checkbox: When using LSC DropShip/Copal in production, this option should be left un-checked. If using LSC DropShip/Copal in a test environment, select (check) the option. New users can discuss this option with LSC.
- C The information pertaining to the 'User ID', 'Site ID', and 'Password' is provided by LSC and not Window Book. Contact an LSC support representative to obtain this necessary information. Once the information is provided by LSC, enter it into the corresponding fields.

The following site information (if not already present) <u>must be entered/used</u> to be able to communicate with LSC:

'URL for Test Site':

http://dynamail.lsccom.com/dime/2.2.4/certification/dime.svc/basicText

'URL for Production Site': http://dynamail.lsccom.com/dime/2241/dime.svc/basicText

DIME setup	
Transportation System Ac	cess
I rest only. Do not acce	
User ID:	
Site ID: 🛛 🙆	
Password:	
URL for Test Site:	http://dynamail.lsccom.com/dime/2.2.4/certification/dime.svc/basicText
URL for Production Site:	http://dynamail.lsccom.com/dime/2241/dime.svc/basicText
Keep DIME Request Log	records for: 30 🚦 days 🔇
	OK Cancel

• **Content Content Con**

Click **OK** to close the screen.

In the *Setup* screen, select the *Export* tab. Select (check) the following options:

	Setup ×
 Auto-calculate CSM gross weight checkbox: LSC must have the CSM Gross Weight value of the Client's Pallets, so this option needs to be selected (checked); and 	Import Defaults Mailer Information Planalyzer PostalOne! Statement Generation Start Up Options Maintenance Logistics PMOD Container Tare Weights Export A chive Advanced Settings Pallet Tracking/Intelligent Mail Drop Export Settings Export Path Name Drop Start ID: 0 Export Format © CSV, tab delimited O XML O Pro-Mail 4
select the	Activate Open & Distribute Exports PMOD Export Path
 Export using Historical Job ID checkbox. 	Mail.dat Export Settings Default Export Directory C:W/B/MDV/Data/Export Auto-calculate CSM gross weight Export mail.dat to compressed file Export using Historical Job/D Create OCI (for non-PO! full exports only) Do Not Export UBA Use Alpha/Mumeric File Namina Convention
	Socilare Dil Evont Defeuit: Un un to to an an of the

Keep in mind that selecting (checking) this option means all Mail.dat files will be exported using this value (not just LSC DropShip/Copal exports).

Getting Started

	ව Setup						×
Next, select the Mailer	Container Tare Weig	phts Export	Archive	Advanced	Settings I	Pallet Track	king/Intelligent Mail
Information tab. Make sure	Maintenance		/alidation		Logistics		PMOD
to enter the corresponding	Import Defaults	failer Information	Panalyzer	PostalOnel	Statement G	eneration	Start Up Options
IDEAlliance User License	Mailer Informat	tion					
Code * that coincides with the LSC DropShip/Copal credentials before importing Mail.dat files to be used with the LSC DropShip/Copal system (refer to LSC DropShip/Copal	Mailer Informat Mailer: Address <u>1</u> Address <u>2</u> City: <u>S</u> tate: <u>P</u> hone:	Vindow Book, I 300 Franklin St Cambridge MA Zipcode (617) 395-4529	nc. : 02139	DEAliance Us	Mailer Dun MD: CRID: er License Cod	e: WBLB	55725
<u>Requirements</u> for more information).	CSA ID:	V File Location					

* Mail.dat is now owned by DTAC and the new name will be reflected, when the 21-1 Mail.dat specification change occurs.

And lastly, in the *Setup* screen, select the **Pallet Tracking/Intelligent Mail** tab. Select the **Enable Pallet Tracking** checkbox. This will ensure that a 12-character Unique ID is generated, which is not the same as IMb. This also allows for every job imported to have its pallets displayed in the Multi-Carrier Trailer Manifesting system.

된 Setup								×	
Import Defaults	Mailer In	formation	Planalyzer	PostalOne!	Statemer	nt Generation	Start Up Option	IS	
Maintenance		Labeling I	List Validation		Logistics	_	PHOD	_	Click OK to save the changes
Container Tare W	/eights	Export	Archive	Advanced	Settings	Pallet Track	ing/Intelligent Mail		and close the <i>Setup</i> screen.
Enable	Pallet Trac	sking:]						
🗹 Par	rticipate in	Intelligent M	ail Barcodes						

At this point when the **Multi-Carrier Trailer Manifesting** option is selected from within the **Logistics** menu, the corresponding function buttons will appear in the navigatorstyle menu.



DAT-MAIL SETUP: LSC ONEPRICE USERS

Instructions for <u>DAT-MAIL SETUP: GENERIC CARRIER USERS</u>, <u>DAT-MAIL SETUP: API</u> <u>SUPPORTED/NON-LSC USERS</u> and <u>DAT-MAIL SETUP: LSC DROPSHIP/COPAL USERS</u> are provided in their respective sections.

There are additional settings for LSC OnePrice users to complete in DAT-MAIL after adding <u>carrier</u> <u>information</u> before they can begin using the Multi-Carrier Trailer Manifesting function.

Mailers who wish to use trailer manifesting functions in DAT-MAIL with LSC's OnePrice system need to specify the carrier to use by clicking the corresponding browse button for the **Carrier for LSC OnePrice** field in the **Setup** screen's **Logistics** tab.

Archive	Advanced Settin	ngs	Pallet Tra	cking/intelligent Mail		Maintenance	
mport Defaults	Mailer Information	Planalyzer	PostalOne	Start Up Options	Container Tare Weights		Export
abeling List Va	lidation		Logistics		PMOD		
Logistics	Data Exchange –			Clear Logistic	s Data Exc	hange: 🗙]
Carrier	Data Exchange	pat L	.SC	Clear Logistic	s Data Exc ship/Copal	hange: 🗙]
Carrier	for LSC DropShip/Co	ipat L	.sc	Clear Logistic	s Data Exc ship/Copal	hange: 🔀	

The *Browse for Carrier File* screen will display. Highlight the carrier and click **Select**.

If the desired carrier is not in the list, it can be inserted or added from this screen.

D Brow	rse the Carrier File			×
Code	Name			
Code	Name V	Contact	Address	City
1Price ALG KING LSC	LSC for OnePrice ALG King Logistics LSC for DropShip/Copal			
<				>
Select	Insert Change	Delete	Close	Help

The *Browse for Carrier File* screen will close, and the selected carrier code and name will display in the **Carrier for LSC DropShip/Copal** field in the **Logistics** tab.

Next, select the **Parsed Historical Header Job ID** radio button under **Multi-Carrier Manifest Job Management** to specify how the system should perform job look-ups (if not already selected).

The Parsed Historical Header Job ID option is where the first five characters of the Mailer's historical header Job ID (the Job ID created by their presort program) represents a numeric Job ID and the last three characters represents a three character List ID or version.

The Parsed Historical Header Job ID option is required for all LSC users and those Mailers who use both LSC and non-LSC carriers.

Archive	Advanced Settin	ngs	Pallet Trac	king/Intelligent Mail		Maintenance	
Import Defaults	Mailer Information	Planalyzer	PostalOnel	Start Up Options	Container	Tare Weights	Export
Labeling List Va	lidation		Logistics		PMOD		
Carrier	for LSC DropShip/Co for LSC OnePrice:	opat L	SC (LSC for Onef	s Data Exc ship/Copal Yice	nange:	,]]
LSC Co	urtesy Palletization P	rofile:]
- Multi-Can -Filter k	rier Trailer Manifest y Parsed Historical I Job Number / Job D	Job Manager Header Job I escription	nent D @ Parse	d Historical Header	Job ID		

Getting Started

Next, click the **Export** tab. Select the following checkboxes:

- Auto-calculate CSM gross weight: LSC must have the CSM Gross Weight value of the Client's Pallets, so this option needs to be selected (checked); and the
- Export using Historical Job ID.

mport Defaults Mailer In	formation	Planalyzer	PostalOne!	Statement	Generation	Start Up Option
Maintenance	Labeling L	ist v lidation		Logistics		PMOD
Container Tare Weights	Export	A chive	Advanced	Settings	Pallet Track	ing/Intelligent Mail
Drop Export Settings		-				
Export Path Name						
		Export Format				
Drop Start ID: 0		CSV, tab	delimited	O XML	C	Pro-Mail 4
Activate Onen & Di	stribute Evo	orts				
	an mane map					
PUICE Export Patt	2					
THODEADOLLAD						
Mail.dat Export Settings						
Mail.dat Export Settings	ectory (a\Export			
Mail dat Export Settings Default Export Dir	ectory (a\Export	to compres	sed file	
Mail dat Export Settings Default Export Dir Auto-calculate CSM	ectory (21W61MDV/Dat	a\Export Export mail.da	to compres	sed file	
Mail dat Export Settings Default Export Dir Auto-calculate CSM	ectory (ENWBIMDV/Dat	a\Export Export mail.da int to version:	It to compres	sed file	
Mail dat Export Settings Default Export Dir Auto-calculate CSM	ectory (I gross wei ical JobID	etwBMDV/Dat	a\Export Export mail.da int to version: Create OCI (fi	t to compres 19-1 (curre or non-PO! fu	sed file ent) 🔽 Il exports only	n

Keep in mind that selecting (checking) this option means all Mail.dat files will be exported using this value (not just LSC DropShip/Copal exports).

	Setup						×
Next, in DAT-MAIL's Setup screen, click the Mailer Information tab. Make sure to enter the corresponding IDEAlliance User License Code * that coincides with the LSC DropShip/Copal (DIME) credentials before	Setup Container Tare Weig Maintenance Import Defaults Mailer Informat Mailer; Address 1 Address 2 City: State:	table contraction ion Window Book, Ir 300 Franklin St Cambridge	Archive Validation Panalyzer	Advanced PostalOne!	Settings I Logistics Statement G Mailer Dun MD: CRID:	Pallet Track eneration \$: 0000 24421	MOD Start Up Options
importing Mail.dat files to be used with LSC DropShip/Copal.	State: Phone: CSA ID:	MA Zipcode (617) 395-4529	: 02139 	DEAlliance <u>U</u> se	er License Cod	e: WBLB	

* Mail.dat is now owned by DTAC and the new name will be reflected, when the 21-1 Mail.dat specification change occurs.

Getting Started

Multi-Carrier Trailer Manifesting Setup & User Guide

And lastly, in DAT-MAIL's Setup screen, click the Pallet Tracking /Intelligent Mail tab. Select the Enable Pallet Tracking checkbox to keep track of the Pallets for each Mail.dat file. This will ensure that a 12-character Unique ID is generated which is not the same as IMb.

Click **OK**, when finished.

Setup							
nport Def	auts	Mailer Inform	tion Planaluter P	artelOnel	tart Up Options	Container Tare Weigh	nts Export
Inchive	Advar	nced Settings	Pallet Tracking/Intel	ligent Mail	laintenance	Labeling List Validation	Logistics
		to the local state	(D-I-I-				
	inable	Pallet Trackin	Pallets				
			5				
0	🗸 Pa	rticipate in Inte	ligent Mail Barcodes				
				Mult	i-Carrier Traile	r Manifesting	
				_			
					Upd	ate LSC Content	
			_)	Send Mail.dat	files to Logistics Cor	npany
ier Tr	raile	er Manife	esting				

At this point, when the Multi-Carr option is selected from within the Logistics menu, the corresponding function buttons will appear in the navigatorstyle menu.

K

Multi-Carrier Trailer Manifesting					
	-				
Update LSC Content					
Send Mail.dat files to Logistics Company					
Assign Pallets to Manifests					
View/Dienstch Manifeste					
Vieworspatch manifests					
Reports and Exports					
<u>C</u> opal Upload					
DSMS R <u>e</u> lease					
DIMELECACY					
DIME LEONCT					
Exit					
MCTM MENU – COMPONENT IDENTIFICATION

This section identifies each of the function buttons housed within the Multi-Carrier Trailer Manifesting menu option located under DAT-MAIL's **Logistics** menu; as well as, provides a description of the components of each.



K If the Multi-Carrier Trailer Manifesting menu option does not display when the Logistics menu is selected, the current DAT-MAIL registration does not include it (refer to <u>GENERAL REQUIREMENTS</u> for more information).

The documentation for each function button will include a notation that informs the reader which type of user ('Generic'; 'API-Supported Non-LSC Users'; 'LSC DropShip/Copal'; and 'LSC OnePrice') the function is enabled for, and a link to the corresponding "use" instructions in the Guide.

Images of the Multi-Carrier Trailer Manifesting menu specific to each type of user (such as 'LSC DropShip/Copal', 'LSC OnePrice', 'ALG', and 'King Logistics') are provided in <u>GETTING STARTED</u>.

UPDATE LSC CONTENT BUTTON



Specific to 'LSC DropShip/Copal' and 'LSC OnePrice' carriers only.

D N	fulti-Carrier Trailer Manifesting	Х
		-
	Update LSC Content	1
l	Send Mail.dat files to Logistics Company	1

Clicking **Update LSC Content** launches the *Select Mail.dat Files to DIME Batch Assign Reference Info* screen which displays a list of the available jobs.

This screen is used for assigning Content Title IDs to LSC-related jobs. Content Title IDs associate accurate customer information from LSC's system to the job in DAT-MAIL. A Content Title ID refers to a Client Name and Service Type (for example, DropShip, Copal, Commingle, etc.).

🞇 Select Mail.Dat Files to DIME	Batch Assign Reference Info			×
📲 🗸 🛷 🗶	•			•
by Job Number I hu Import Date	Bu In-Home Deliveru Date Du Historio	al JohD bu JohD		6
		aread by read		
Job Number	Job Name	Total Pieces Est Mail Date	Delivery Date I Winc	Import Date Imp
	1456220104 1503361 affp725 affp767 3 MCTCM Test 01 3 MCTCM Test 02 MCTCM Test 03 PMDD 5DigitMerge	850,822 3/06/2019 233,007 2/15/2019 237,984 3/05/2019 28,315 3/06/2019 16,501 4/01/2019 25,762 4/01/2019 18,484 4/01/2019 2,134 3/14/2019	3/08/2019 3 2/19/2019 3 3/07/2019 3 3/08/2019 3 4/03/2019 3 4/03/2019 3 4/03/2019 3 3/27/2019 3	3/11/2019 2/11/2019 3/01/2019 3/04/2019 3/27/2019 3/27/2019 3/27/2019 4/03/2019
Pieces Selected: 4 0		6	•	Þ.
	5 - Mailer Approved USPS Verified	Assign Referen	nce Info Cancel	Help

- Job List Sorts: The displayed job information can be sorted/viewed based on the tab selected: by Job Number; by Import Date; by In-Home Delivery Date; by Historical Job ID; and by Job ID.
- **C** Filter function: Allows the user to apply pre-defined filters for viewing their job data. Clicking this icon displays a *Browse Filter List* screen where the user can either select an existing filter profile or create and select a new profile. The filter image on the screen changes based on whether a filter has been applied (Filter applied = **T**; No filter applied = **T**).
- Solution of all existing jobs. Jobs displayed are dependent on whether a filter has been applied (see number 2 above). The following detail is provided for each job:
 - Job Number Job Name Total Pieces Est Mail Date Delivery Date Del Window (*Delivery Window*) Import Date Import Time Hist. Job ID (*Historical Header Job ID*) File Set Name Imported From

Select Mail.Dat Files to DIME Batch Assign Reference Info								
3			_					
by Job Number by Import Date	By In-Home Delivery Date by Historic	al JobID by JobID	Y					
Job Number	Job Name	Total Pieces Est Mail Date Delivery Date I'Winc Import Dat	e Im					
	14952004 1503361 aftp725 aftp767 MCTCM Test 01 MCTCM Test 02 MCTCM Test 03 PMOD 5DigitMerge	890.822 3/06/2019 3/06/2019 3 3/04/20 233,007 2/15/2019 2/19/2019 3 2/14/20 237,984 3/05/2019 3/07/2019 3 3/04/20 233,007 2/15/2019 3/07/2019 3 2/14/20 233,007 2/15/2019 3/07/2019 3 3/04/20 233,017 2/15/2019 3/06/2019 3 3/04/20 28,315 3/06/2019 3/06/2019 3 3/04/20 16,501 4/01/2019 4/03/2019 3 3/27/20 25,762 4/01/2019 4/03/2019 3 3/27/20 18,484 4/01/2019 4/03/2019 3 3/27/20 2,134 3/14/2019 3/27/2019 3 4/03/2019	19 19 19 19 19 19 19 19					
Pieces Selected: 4 0	Mailer Approved	Assign Reference Info	elp					

• Pieces Selected: Provides a running total of the number of pieces based on the number of jobs selected.

H offo797	anpr23 -%-727	207,004	2/06/2019	2/10/2013	2	2
MCTCM Test 01	MCTCM Test 01	16,501	4/01/2019	4/03/2019	3	3/
MCTCM Test 02	MCTCM Test 02	25,762	4/01/2019	4/03/2019	3	3
PMOD 5DigitMerge	PMOD 5DigitMerge	2,134	3/14/2019	3/27/2019	3	4/
Pieces Selected: 42,253					-	Þ
- Mailer Approved - USPS Verified Assign Reference Info Cancel						

- **Solution** Mailer Approved/USPS Verified: Color-coding applied to the jobs list for jobs that meet the stated criteria (blue for Mailer Approved or green for USPS Verified).
- **G** Assign Reference Info button: Clicking with a job(s) tagged, displays the *DIME Batch Job Reference Update* screen, from which users can assign a Content Title ID and reference information to jobs (refer to <u>UPDATE LSC CONTENT BUTTON</u> for instructions).

DIME Batch Job Ref	erence Update		×
*Content Title ID: Content Name:	•		
Bill Of Lading:			~
Purchase Order:			~
Invoice Reference 1:			~
Invoice Reference 2:			~
LSC Date Driver:	Postage Payment Date		\sim
		ОК	Cancel

• **7** Cancel button: Aborts the Update LSC Content function and closes the screen.

SEND MAIL.DAT FILES TO LOGISTICS COMPANY

Specific to 'LSC DropShip/Copal', 'LSC OnePrice', 'ALG', and 'King Logistics' carriers only.



Clicking **Send Mail.dat Files to Logistics Company** launches the *Logistics Data Exchange Job Browse* screen, which displays a list of the jobs available for Multi-Carrier Trailer Manifesting.

🞇 Logistics Data Exchange Job	Browse							—
🚽 🗸 🛪 🕱	•						6	
by Job No. by Import Date by In	-Home Delivery Date by Job ID by His	storical Job	ID by First Mail Da	te by Job Name			•	Y
MCTCM	Job Name	Rev.	Carrier Name	LGS Status	LGS Date	Stmt Status	P1 Paid Status	Đ
14352304 1503361 alip725 alip767	14362604 1503361 alfp725 alfp767 MCTCM Lest 01	1				Open Open Open Open	Not paid (0%) Not paid (0%) Not paid (0%) Not paid (0%)	15 15 15
MCTCM Test 02 MCTCM Test 03 PMOD 5DigMerge	MCTCM Test 02 MCTCM Test 03 PMOD 5DigitMerge	1 1 1				Open Open Open	Not paid (0%) Not paid (0%) Not paid (0%)	20 20 20
Pieces Selected:	- Mailer Approved - USPS Verified			(7 Send to C	arrier	Cancel H	• elp

- Job List Sorts: The displayed job information can be sorted/viewed based on the tab selected: by Job No; by Import Date; by In-Home Delivery Date; by Job ID, by Historical Job ID; by First Mail Date; and by Job Name.
- Filter function: Allows the user to apply pre-defined filters for viewing their job data. Clicking this icon displays a *Browse Filter List* screen where the user can either select an existing filter profile or create and select a new profile. The filter image on the screen changes based on whether a filter has been applied (Filter applied = **T**; No filter applied = **T**).

🞇 Logistics Data Exchange Job	Browse							-X
🚽 🗸 🛪 🐱	•						6	.
by Job No. by Import Date by In	Home Delivery Date by Job ID by His	storical Job	by First Mail D	ate by Job Name				Ą
MCTCM Job Number 14952804 1503361 alip725 alip767	Job Name 14962804 1503361 alip725 alip767	Rev.	Carriet Name	LGS Status	LGS Date	Stmt Status Open Open Open Open	P1 Paid Status Not paid (0%) Not paid (0%) Not paid (0%) Not paid (0%)	H 14 15
MCTCM Test 01 MCTCM Test 02 MCTCM Test 03 PMOD 5DigtMerge	MCTOM Test 01 MCTOM Test 02 MCTOM Test 03 PMOD 5DigitMerge	1 1 1				Open Open Open Open	Not paid (=0%) Not paid (=0%) Not paid (=0%) Not paid (=0%)	00 00 00
Pieces Selected: 5 0 Files Selected: 5 0	- Mailer Approved - USPS Verified			(7 Send to C	arrier	Cancel He	r Jp

• ³ The pallet list provides the following information for each pallet:

Job Number	Est Mail Date
Job Name	In Home Date
Rev (job revision number)	First Mail Date
Carrier Name	Piece Count
LGS Status	Delivery Window
LGS Date	Date
Stmt Status (Statement Status)	Time
P1 Paid Status	File Name
Hist Job ID	Job ID
Mail Class	Mail.dat file location on the server
Category	

- **Job lookup**: Users can find jobs faster in the list by entering part or all of the Job Number and then tab out of the field. The cursor will automatically jump the first occurrence in the list it finds.
- **5** Pieces Selected / Files Selected: These fields provide a sum total of each based on the job(s) that is selected (or checked).

alip725	Test 01	afp767 MCTCM Test 01	1		Open Open	Not paid (Not paid (0%)	15
	Test 02 Test 03 DigitMerge	MCTCM Test 02 MCTCM Test 03 PMOD 5DigitMerge	1 1 1		Open Open Open	Not paid (Not paid (Not paid (0%) 0%) 0%)	00 00 00
٠ 🗌		1		I				Þ
Pieces Selecte Files Selected:	edt 42,263 2	- Mailer Approved USPS Verified		Send to	Carrier	Cancel	<u>H</u> e	ak 🔤

• **O** Mailer Approved/USPS Verified: Color-coding applied to the jobs list for jobs that meet the stated criteria (blue for Mailer Approved or green for USPS Verified).

🎇 Logistics Data Exchange Job	Browse							×
🚽 🗸 🛪 🕱	•						6	
by Job No. by Import Date by In	Home Delivery Date by Job ID by His	torical Job	ID by First Mail D	ate by Job Name				Ţ
MCTCM 4 Job Number 14952804 1503361 altp725 altp767	Job Name 14952804 150361 alfp725 alfp725 alfp767	Rev.	Carrier Name	LGS Status	LGS Date	Stmt Status Open Open Open Open	P1 Paid Status Not paid (0%) Not paid (0%) Not paid (0%) Not paid (0%)	H 14 15 15
MCTCM Test 01 MCTCM Test 02 MCTCM Test 03 PMOD 5DigMerge	MCTCM Test 01 MCTCM Test 02 MCTCM Test 03 PMOD 5DigitMerge	1 1 1				Open Open Open Open	Not paid (0%) Not paid (0%) Not paid (0%) Not paid (0%)	00 00 00
Pieces Selected: 6 0 Files Selected: 6 0	- Mailer Approved USPS Verified			•	7 Send to C	arrier	Cancel <u>H</u> e	xlp

• Send to Carrier button: Clicking this button launches the *Browse the Carrier File* screen, where users can choose which carrier to send the selected (checked) job(s)/Mail.dat file(s) (refer to <u>SEND MAIL.DAT FILES TO LOGISTICS COMPANY</u> for instructions).

Brow	se the Carrier File			×
Code	Vame			
Code	Name	Contact	Address	City
1Price ALG KING	LSC for OnePrice ALG King Logistics			
<	1			>
Select	Insert Change	Delete	Close	Help

• **(i)** Cancel button: Clicking this button aborts any OnePrice functions started from this screen and closes the *Logistics Data Exchange Job Browse* screen.

ASSIGN PALLETS TO MANIFEST BUTTON



Þ) м	ulti-Carrier Trailer Manifesting	×
			-
		Update LSC Content	
		Send Mail.dat files to Logistics Company	
	E	Assign Pallets to Manifests	

Clicking Assign Pallets to Manifest launches the *Browse Pallet Database* screen, which displays the list of pallets in the system. The pallets that display is controlled by any filters that may be applied (refer to below -- \Im = No filter has been applied; or Υ = Filter has been applied).

From this screen, users can assign carrier and consolidation facility IDs to pallets, modify specific mailing dates (if necessary) and create orders, generate and print a BOL (Bill of Lading): assign pallets to manifests: update the gross weight of pallets; track pallets; check a pallet's status; and generate and print pallet reports and export or import pallet data.

D Browse Pal	let Database (No r	manifests selected) 1				•			Ă
Eile Tag Palle	ts Reports					5			-
by Mail	Date 😕	v v 4 .	X Pallet	s: 0	Pieces:	0 Mail Weight:	0.0	Gross Weight: 0.0	T.
Job D	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date St	EG ID Manifest	CFName	Entry Point Name	Des
0000003	OnePriceSmall	Test_02	P00020	WBLBP0000004	10/21/2019 0	001	1 ABC Milwauke	SCF BIRMINGHAM, AL 350	352
00000003	OnePriceSmall	Test_02	000947	WBLBP0000005	10/21/2019 0	001	1 ABC Milwauke	SCF BIRMINGHAM, AL 350	352
0000004	55866-023	Test 03	000001	WBLBP000000E	3/20/2019 0	001		SCF DENVER, CO 800	802
00000005	A131511A	Test_04	000002	WBLBP000000H	3/20/2019 0	001		NDC DALLAS, TX 75199	753
00000005	A131511A	Test_04	000003	WBLBP000000I	3/20/2019 00	001		SCF WESTCHESTER, NY 105	106
00000005	A131511A	Test_04	000004	WBLBP000000J	3/20/2019 0	001		SCF WESTERN NASSAU, NY	115115
00000005	A131511A	Test_04	000005	WELEPO00000K	3/20/2019 0	001		SCF BROOKLYN, NY 112	112
00000005	A131511A	Test 04	000000	WBLBP00000L	3/20/2019 0	001		SCE MID ISLAND NV 117	110 110
00000005	A131511A	Test 04	0000008	WBL BP000000N	3/20/2019 0	001		SCE OREENSBORD NC 270	274
00000005	A131511A	Test 04	000000	WBI BP0000000	3/20/2019 0	001		SCE CHARLOTTE NC 280	282
00000005	A131511A	Test 04	000010	WBI BP000000P	3/20/2019 0	001		SCEJACKSONVILLE EL 320	322
00000005	A131511A	Test 04	000011	WBLBP000000Q	3/20/2019 0	001		SCF ORLANDO, FL 328	328
00000005	A131511A	Test 04	000012	WBLBP00000R	3/20/2019 0	001		SCF MIAML FL 331	3315
00000005	A131511A	Test_04	000013	WBLBP000000S	3/20/2019 0	001		SCF WEST PALM BCH, FL 33	334
00000005	A131511A	Test_04	000014	WBLBP000000T	3/20/2019 0	001		SCF TAMPA, FL 335	336
00000005	A131511A	Test_04	000015	WBLBP000000U	3/20/2019 0	001		SCF MANASOTA, FL 342	342
00000005	A131511A	Test_04	000016	WBLBP000000V	3/20/2019 0	001		SCF CLEVELAND, OH 440	441
00000005	A131511A	Test_04	000017	WBLBP000000W	3/20/2019 0	001		SCF CHICAGO, IL 606	606
00000005	A131511A	Test_04	000019	WBLBP000000X	3/20/2019 0	001		SCF SALT LAKE CITY, UT 84	8411
00000006	Entry Point: SCF 1	Test_05	000047	WBLBP000000Y	8/21/2019 0	038		SCF PHILADELPHIA, PA 190	191
<					8				>
Assign CED	Dates/Orders	ROL	Select Ma	nifest Und	ate Gross Weight	Track Pallets Che	ck Pallet Status	Reports & Utilities 0	inse
- adapt of to	Dutcaronden		o o o o o o o o o	opa	and Group Program		on runor orutoa	reports & officer of	7.94

If a manifest(s) has been selected prior to accessing this screen, the name of the manifest(s) will display in the screen's title bar. If a manifest has not been selected, the screen's title bar will read "(No manifests selected)" – see screen image above.

Browse Pal	let Database (No r	manifests selected) 1				•			Ň
Eile Tag Palle	ts <u>R</u> eports					63			9
by Mail	Date 🙎	v v 4	X Pallets:	0	Pieces:	0 Mail Weight:	0.0	Gross Weight: 0.0	T
Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID Manifest	CFName	Entry Point Name	Des
0000003	OnePriceSmall	Test_02	P00020 WB	LBP0000004	10/21/2019	0001 1	ABC Milwaukee	SCF BIRMINGHAM, AL 350	352
00000003	OnePriceSmall	Test_02	000947 WB	LBP0000005	10/21/2019	0001	ABC Milwaukee	SCF BIRMINGHAM, AL 350	352
00000004	55866-023	Test 03	000001 WB	LBP000000E	3/20/2019	0001		SCF DENVER, CO 800	802
00000005	A131511A	Test_04	000002 WB	LBP000000H	3/20/2019	0001		NDC DALLAS, TX 75199	/53
00000005	A131511A	Test_04	000003 WB	LEP0000001	3/20/2019	0001		CCE WESTCHESTER, NY 105	100
00000005	A131511A	Test_04	000004 WB	BP000000	3/20/2019	0001		SCE BDOOKLVN NV 112	112
00000005	A131511A	Test 04	000006 WB	L BP0000000	3/20/2019	0001		SCEWESTERN NASSAU NY 1	19115
00000005	A131511A	Test 04	000007 WB	LBP000000M	3/20/2019	0001		SCF MID-ISLAND, NY 117	115
00000005	A131511A	Test 04	000008 WB	LBP000000N	3/20/2019	0001		SCF GREENSBORO, NC 270	274
00000005	A131511A	Test 04	000009 WB	LBP0000000	3/20/2019	0001		SCF CHARLOTTE, NC 280	282
00000005	A131511A	Test_04	000010 WB	LBP000000P	3/20/2019	0001		SCF JACKSONVILLE, FL 320	322
00000005	A131511A	Test_04	000011 WB	LBP000000Q	3/20/2019	0001		SCF ORLANDO, FL 328	328
00000005	A131511A	Test_04	000012 WB	LBP000000R	3/20/2019	0001		SCF MIAMI, FL 331	331
00000005	A131511A	Test_04	000013 WB	LBP000000S	3/20/2019	0001		SCF WEST PALM BCH, FL 334	334
00000005	A131511A	Test_04	000014 WB	LBP000000T	3/20/2019	0001		SCF TAMPA, FL 335	336
00000005	A131511A	Test_04	000015 WB	LBP000000U	3/20/2019	0001		SCF MANASOTA, FL 342	342
00000005	A131511A	Test_04	000016 WB	LBP000000V	3/20/2019	0001		SCF CLEVELAND, OH 440	4410
00000005	A131511A	Test_04	000017 WB	LBP000000W	3/20/2019	0001		SCF CHICAGO, IL 606	606
00000000	A131511A	Test_04	000019 WB	LBP000000X	3/20/2019	0001		SCF SALT LAKE CITY, UT 840	8411
0000008	Entry Point: SUP 1	rest_up	000047 000	LEPUUUUUU	0/21/2019	0036		SCF PHILADELPHIA, PA 190	191.
<				6					>
Assign CFID	Dates/Orders	s BOL	Select Manife	st Upda	te Gross Weight	Track Pallets Che	ck Pallet Status	Reports & Utilities Clg	se

• C The pallet list can be displayed in various sort orders by selecting a sort option from the list provided. The default is **by Mail Date**.

Browse Pallet Database (No manife File Tao Pallets Reports	sts selected)
by Mail Date	• • • *
by Postage Pmt Date by In-Home Date by UCID 004 by Entry Point 004 by SEG ID 005 by Manifest 004 by Manifest	b Desc Pallel 1 NewDIMETest01 00000 NewDIMETest01 00000 NewDIMETest01 00000 NewDIMETest01 00000 NewDIMETest01 00000
004 by M Bercode 004 by M Bercode 004 by Historical HDR Job ID 004 00223 JobNo NewOMET JobN	NewDIMETest01 00000 NewDIMETest01 00000 ame_NewDIMETest01 00000 ame_NewDIMETest01 00000

• 3 As pallets are selected (checked), the number of 'Pallets' selected, the total number of 'Pieces', the total 'Mail Weight', and the total 'Gross Weight' are calculated; the results of which are displayed in the corresponding fields at the top of the screen.

E	🕈 Browse Pallo	et Database (No n	nanifests selected)								.
E	ile <u>T</u> ag Palle	ets <u>R</u> eports									_
	by Mail	Date	- × 41 4	ĸ	Pollets:	4 Pieces:	21,503	Mail Weight:	462.	3 Gross Weight: 63	2.8 7
	lob ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID N	lanifest	CFName	Entry Point Name	Dest Z 🔺
	0000001	1503361	1503361	000001	WBLBP0000001	8/08/2018	0001			SCF SALT LAKE CITY, UT 840	84199!
	0000001	1503361	1503361	000002	WBLBP0000002	8/08/2018	0001			SCF SAN FRANCISCO, CA 940	948501
	0000001	1503361	1503361	000003	WELEP0000003	8/08/2018	0001			SCF LAS VEGAS, NV 890	89199!
	✓ 01 000001	1503361	1503361	000004	WBLBP0000004	8/08/2018	0001			SCF PORTLAND, OR 970	97218
P	000001	1503361	1503361	000005	WBLBP0000005	8/08/2018	0001			SCF SEATTLE, WA 980	981681
	00000001	1503361	1503361	000006	WELEP0000006	8/08/2018	0001			NDC SEATTLE, WA 98000	980031
	00000001	1503361	1503361	000007	WBLBP0000007	8/08/2018	0001			SCF DENVER, CO 800	802661
	00000001	1503361	1503361	000008	WELEP0000008	8/08/2018	0001			SCF DENVER, CO 800	802660

Browse Pallet Databas	e (No manifests selected)			•	á
Eile Tag Pallets Reports	5			3	U
by Mail Date	2 v v	X Pallets: 0	Pieces: 0	Mail Weight: 0.0	Gross Weight: 0.0
Job ID Job Num	ber Job Desc	Pallet ID UCID	Postage Pmt Date SEG ID	Manifest CFName	Entry Point Name Des
0000003 OnePriceSi	mall Test_02	P00020 WBLBP0000004	10/21/2019 0001	1 ABC Milwauke	SCF BIRMINGHAM, AL 350 352
00000003 OnePriceSr	mall Test_02	000947 WBLBP0000005	10/21/2019 0001	1 ABC Milwauke	SCF BIRMINGHAM, AL 350 352
0000004 55866-023	Test 03	000001 WBLBP000000E	3/20/2019 0001		SCF DENVER, CO 800 8020
00000005 A131511A	Test_04	000002 WBLBP000000H	3/20/2019 0001		NDC DALLAS, TX 75199 753
00000005 A131511A	Test_04	000003 WBLBP0000001	3/20/2019 0001		SCF WESTCHESTER, NY 105 106
00000005 A131511A	Test_04	000004 WBLBP000000J	3/20/2019 0001		SCF WESTERN NASSAU, NY 115115
00000005 A131511A	Test_04	000005 WBLBP000000K	3/20/2019 0001		CCEINECTEDN NACCALL NV 446446
00000005 A131511A	Test_04	000006 WBLBP000000L	3/20/2019 0001		SCE MID ISLAND NV 117 115115
00000005 41315114	Test 04	000007 WBL8P000000N	3/20/2019 0001		SCE OBEENSBORD NC 270 274
00000005 41315114	Test 04	000009 WBI BP0000000	3/20/2019 0001		SCE CHARLOTTE NC 280 282
00000005 A131511A	Test 04	000010 WBI BP000000P	3/20/2019 0001		SCE JACKSONVILLE EL 320 3221
00000005 A131511A	Test 04	000011 WBLBP000000Q	3/20/2019 0001		SCF ORLANDO, FL 328 328
00000005 A131511A	Test 04	000012 WBLBP000000R	3/20/2019 0001		SCF MIAML FL 331 3311
00000005 A131511A	Test 04	000013 WBLBP000000S	3/20/2019 0001		SCF WEST PALM BCH, FL 334 334
00000005 A131511A	Test_04	000014 WBLBP000000T	3/20/2019 0001		SCF TAMPA, FL 335 336
00000005 A131511A	Test_04	000015 WBLBP000000U	3/20/2019 0001		SCF MANASOTA, FL 342 342
00000005 A131511A	Test_04	000016 WBLBP000000V	3/20/2019 0001		SCF CLEVELAND, OH 440 441
00000005 A131511A	Test_04	000017 WBLBP000000W	3/20/2019 0001		SCF CHICAGO, IL 606 606
00000005 A131511A	Test_04	000019 WBLBP000000X	3/20/2019 0001		SCF SALT LAKE CITY, UT 840 8411
00000006 Entry Point:	SCF 1 Test_05	000047 WBLBP000000Y	8/21/2019 0038		SCF PHILADELPHIA, PA 190 191
<			3		<u> </u>
Assign CFID Dates	/Orders BOL	Select Manifest Upd	ate Gross Weight Track	Pallets Check Pallet Status	Reports & Utilities Close

• ⁴ The screen's filter function allows users to limit or control the pallet data that is displayed using various criteria. The filter image on the screen changes based on whether a filter has been applied (∇ = No filter has been applied; or ∇ = Filter has been applied).

🚼 Browse Pallet Database (No manifests selecte	d)									
<u>File</u> <u>T</u> ag Pallets <u>R</u> eports										_0
by Mail Date 💌 🗙	<i>√/ →</i> K	Pollets:	4	Pieces:	21,503	Mail Weight:	462.3	Gross Weight:	632.8	Y

Filter Options:

•	
Filter Pallet List	×
Query Mode	
Hide Manifested Pallets I Hide Origin Pallets	*Pallet UCID:
Hide Pallets Without LSC Title Content	Entry Point:
Payment Dates: thru	Facility Type: All types
Mail Dates: thru	*CF Name: LSC non-LSC
In-Home Dates: thru	*Location:
First date = exact match, both dates = match in range	Type: All 🗸
Job Number:	*IM Barcode:
Job Desc:	Action: All 🗸
Release Status: All	Error: All
Category: All	CSAID:
	* will match partial entries, ie: 111 finds 11141
Reset Filter	<u>O</u> K <u>Cancel</u>

ව Br	owse Pal	let Database (No r	manifests s	elected	•1					6				Ă
Eile .	lag Pallet	s Reports								5				2
3	by Mail	Date 😕	\sim	1	4	X Pallet	s: 0	Pieces:	0	Mail Weight:	0.0	Gross Weight:	0.0	T.
	Job ID	Job Number	Job	Desc		Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Nan	ne	Des
00	000003	OnePriceSmall	Test_02			P00020	WBLBP0000004	10/21/2019	0001	1	ABC Milwauke	SCF BIRMINGHAM, AL	350	352
00	000003	OnePriceSmall	Test_02			000947	WBLBP0000005	10/21/2019	0001	1	ABC Milwauke	SCF BIRMINGHAM, AL	350	352
00	000004	55866-023	Test 03			000001	WBLBP00000E	3/20/2019	0001			SCF DENVER, CO 800		802
00	000005	A131511A	Test_04			000002	WBLBP000000H	3/20/2019	0001			NDC DALLAS, TX 751	99	753
00	000005	A131511A	Test_04			000003	WBLBP000000I	3/20/2019	0001			SCF WESTCHESTER, N	Y 105	106
00	000005	A131511A	Test_04			000004	WBLBP000000J	3/20/2019	0001			SCF WESTERN NASSA	U, NY 11	5115
00	000005	A131511A	Test_04			000005	WBLBP00000K	3/20/2019	0001			SCF BROOKLYN, NY	112	112
00	000005	A131511A	Test_04			000006	WBLBP00000L	3/20/2019	0001			SCF WESTERN NASSA	U, NY 11	5115
00	000005	A131511A	Test_04		•	000007	WBLBP000000M	3/20/2019	0001			SCF MID-ISLAND, NY	117	115
00	000005	A131511A	Test_04	C	,	000008	WBLBP000000N	3/20/2019	0001			SCF GREENSBORO, NO	C 270	274
	000005	A131511A	Test_04			000009	WBLBP0000000	3/20/2019	0001			SCF CHARLOTTE, NC	280	282
00	000005	A131511A	Test_04			000010	WBLBP000000P	3/20/2019	0001			SCF JACKSONVILLE, F	L 320	3220
	000005	A131511A	Test_04			000011	WBLBP000000Q	3/20/2019	0001			SCF ORLANDO, FL 32	8	328
	000005	A131511A	Test_04			000012	WBLBP000000R	3/20/2019	0001			SCF MIAMI, FL 331		331
	000005	A131511A	Test_04			000013	WBLBP000000S	3/20/2019	0001			SCF WEST PALM BCH,	FL 334	334
	000005	A131511A	Test_04			000014	WBLBP000000T	3/20/2019	0001			SCF TAMPA, FL 335		336
	000005	A131511A	Test_04			000015	WBLBP0000000	3/20/2019	0001			SCF MANASOTA, FL 3	\$42	342
	0000005	A131511A	Test_04			000016	WBLBP000000V	3/20/2019	0001			SCF CLEVELAND, OH	440	441
	000005	A131511A	Test_04			000017	WBLBP000000W	3/20/2019	0001			SCF CHICAGO, IL 606		606
	0000005	A131511A	Test_04			000019	WBLBP000000X	3/20/2019	0001			SCF SALT LAKE CITY,	01 840	841
	000006	Entry Point: SCF 1	Test_05			000047	WBLBP000000Y	8/21/2019	0038			SCF PHILADELPHIA, PA	A 190	191.
<							(3						>
			_		_				_					
Ass	sign CFID	Dates/Orders	B	OL		Select Ma	nifest Upda	ate Gross Weight	Track	Pallets Chec	k Pallet Status	Reports & Utilities	Clos	e

• **5** The pallet list provides the following information for each pallet:

Job ID	Mail Weight
Job Number	Gross Weight
Job Desc	Mail Date
Pallet ID	Drop Date
UCID (Unique Container ID)	In-Home Date
Postage Pmt Date (Postage Payment Date)	Action
SEG ID	Location (updated from wbSCAN)
Manifest	Postage RIse Date (Postage Release Date)
CFName (Consolidation Facility Name)	Rlse Time (<i>Release Time</i>)
Entry Point Name	DM Job ID (<i>DAT-MAIL Job ID</i>)
Dest ZIP+4	IM Barcode
CSA ID (Customer Supplier Agreement)	Carrier
Facility Type	Error
Pieces	
Containers	

The 'Browse Pallet Database' screen is re-sizeable, eliminating the need for scrolling left/right to view the various columns of data.

D Browse Pall	et Database (No r	manifests selec	ted) 🚹				•			Ă
Eile Tag Pallet	s <u>R</u> eports						3			9
by Mail	Date 🙎	 ✓ 	#	Reallets:	0	Pieces:	0 Mail W	eight: 0.0	Gross Weight: 0.0	
Job D	Job Number	Job De	sc	Pallet ID	UCID	Postage Pmt Date	SEG ID Mani	fest CFName	Entry Point Name	Des
0000003	OnePriceSmall	Test_02		P00020 V	VBLBP0000004	10/21/2019	0001	1 ABC Milwauke	SCF BIRMINGHAM, AL 350	352
00000003	OnePriceSmall	Test_02		000947 V	VBLBP0000005	10/21/2019	0001	1 ABC Milwauke	SCF BIRMINGHAM, AL 350	352
00000004	55866-023	Test 03		000001 V	VBLBP000000E	3/20/2019	0001		SCF DENVER, CO 800	802
00000005	A131511A	Test_04		000002 V	VBLBP000000H	3/20/2019	0001		NDC DALLAS, TX 75199	753
00000005	A131511A	Test_04		000003 V	VBLBP000000I	3/20/2019	0001		SCF WESTCHESTER, NY 10	5 106
00000005	A131511A	Test_04		000004 V	VBLBP000000J	3/20/2019	0001		SCF WESTERN NASSAU, NY	115115
00000005	A131511A	Test_04		000005 V	VBLBP000000K	3/20/2019	0001		SCF BROOKLYN, NY 112	112
00000005	A131511A	Test_04	-	000006 V	VBLBP000000L	3/20/2019	0001		SCF WESTERN NASSAU, NY	115115
	A131511A A131611A	Test_04	5	000007 0	VELEPO00000M	3/20/2019	0001		SCF MID-ISLAND, NY 117	27.4
00000005	A131511A	Test 04	<u> </u>	000008 V	VBLBP0000000	3/20/2019	0001		SCE CHARLOTTE NC 280	282
00000005	A131511A	Test 04		000010 1	VBI BP000000P	3/20/2019	0001		SCE LACKSONVILLE EL 320	322
00000005	A131511A	Test 04		000011 V	VBL BP0000000	3/20/2019	0001		SCE OPLANDO EL 328	328
00000005	A131511A	Test 04		000012 V	VBI BP000000R	3/20/2019	0001		SCE MIAMI EL 331	331
00000005	A131511A	Test 04		000013 V	VBLBP000000S	3/20/2019	0001		SCF WEST PALM BCH, FL 3	34 334
00000005	A131511A	Test 04		000014 V	VBLBP000000T	3/20/2019	0001		SCF TAMPA, FL 335	336
00000005	A131511A	Test 04		000015 V	VBLBP000000U	3/20/2019	0001		SCF MANASOTA, FL 342	342
00000005	A131511A	Test_04		000016 V	VBLBP000000V	3/20/2019	0001		SCF CLEVELAND, OH 440	4410
00000005	A131511A	Test_04		000017 V	VBLBP000000W	3/20/2019	0001		SCF CHICAGO, IL 606	606
00000005	A131511A	Test_04		000019 V	VBLBP000000X	3/20/2019	0001		SCF SALT LAKE CITY, UT 8	40 8411
0000006	Entry Point: SCF 1	Test_05		000047 V	VBLBP000000Y	8/21/2019	0038		SCF PHILADELPHIA, PA 190	191
Assign CFID	Dates/Orders	BOL		Select Mani	ifest Upda	te Gross Weight	Track Pallets	Check Pallet Status	Reports & Utilities	Cl <u>o</u> se

- ⁶ The button bar at the bottom of the screen contains the following function buttons:
 - Assign CFID: To be used to assign a CFID (Carrier and Container Facility) or change existing settings (refer to <u>ASSIGN CFID</u> for instructions).
 - Dates/Orders: To be used to create an order for a shipment and, if necessary, to set new ship and in-home dates for selected pallets when they don't match the manifest (refer to Dates/Orders Button for instructions). If dates are changed, they will also be changed/updated in the corresponding Mail.dat file(s). However, if postage has already been paid, *PostalOne!* will not receive these date changes.
 - BOL: To be used to add selected (checked) pallets to the bill of lading for a selected manifest (refer to <u>BOL BUTTON</u> for instructions).
 - Select Manifest: To be used to select a manifest. Clicking this button is the equivalent of requesting a truck (refer to <u>Select Manifest Button</u> for instructions).
 - Update Gross Weight: To be used to add or update the gross weight for single and mother pallets, and sibling pallets (refer to <u>Update Gross Weight Button</u> for instructions).
 - Track Pallets: To be used to display the status of a job and the pallets associated with it (refer to <u>Track Pallets Button</u> for instructions).
 - Check Pallet Status: To be used to request detailed transportation status information from LSC's DIME system for tagged pallets. The information that is returned is dependent on where the order is in the DIME process (refer to <u>Check Pallet Status Button</u> for instructions).
 - Reports & Utilities: To be used for generating the "Trailer Pallet Report". In addition, pallet data can be exported and imported, as well (refer to <u>Reports & Utilities Button</u> for instructions).

~ **Close**: To be used to close/exit the *Browse Pallets Database* screen.

The same functions actionable using the buttons located in the button bar along the bottom of

the screen $\mathbf{6}$ are also accessible by right-clicking anywhere in the pallet list.

Additional functions that are NOT included in the button bar ARE available by right-clicking anywhere in the pallet list are:

- ~ Remove from BOL: Removes the selected pallets assigned to a manifest (or BOL).
- ~ Cancel Orders: Cancels previously created orders.
- ~ Uncancel Orders: Revokes a previously issued 'Cancel Order' request.

Browse Pall	et Database (No i ets Reports	manifests selected)									×
by Mai	Date	• • #	🔆 Pallets	K 0	Pleces:	•	Mail Weight:	0.0	Gross Weight	0.0	Y
Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Po	int Name	1.4
1503361	1503361	1503361	000015	VVBLBP000006P	8/08/2018	0001			BOLINGBROOK	IL 60440	E
1503361 1503361 1503361 1503361 1503361 1503361 1505911A 1505911A 1505911A	1503361 1503361 1503361 1503361 1503361 1503361 aftp725 aftp725 aftp725 aftp725	1503361 1503361 1503361 1503361 1503361 1503361 1503361 attp725 attp725 attp725 attp725	000 000 000 000 000 000 000 000 000 00	Assign CFID Dates/Orders BOL Select Manifest Deselect Manife	est 018	0001 0001 0001 0001 0001 0001 0001 000		ABC - Chicago ABC - Chicago ABC - Chicago ABC - Chicago ABC - Chicago	NDC SEATTLE, I SCF DENVER, C SCF DENVER, C SCF KANSAS C BOLINGBROOK SCF ALBUQUEF SCF PORTLAND SCF TACOMA, I SCF NORTH HO	WA 9800 O 800 O 800 O 800 IL 60440 KQUE, NM 870 V OR 970 WA 983 USTON, TX 773	
1505911A 1505911A 1505911A 1505911A 1505911A 1505911A 1505911A 1505911A	attp725 attp725 attp725 attp725 attp725 attp725 attp725 attp725	attp/25 attp/25 attp/25 attp/25 attp/25 attp/25 attp/25 attp/25 attp/25	000 000 000 000 000 000 000 000 000 00	Remove from B Cancel Orders Uncancel Order WBLBP000000S	IOL 018 018 018 018 018 018 018 018 018 018	0001 0001 0001 0001 0001 0001 0001			SCF SAN ANTO SCF OKLAHOM SCF JACKSON SCF ORLANDO, SCF VEST PALL SCF TAMPA, FL SCF TAMPA, FL SCF TRENTON	NIC, LX 780 A CITV, OK 730 /ILLE, FL 320 FL 328 M BCH, FL 334 335 A, FL 342 NJ 085	

VIEW/DISPATCH MANIFESTS BUTTON



Available for all carriers.

D	Multi-Carrier Trailer Manifesting	×
	Update LSC Content	
	Send Mail.dat files to Logistics Company	
	Assign Pallets to Manifests	
	⊻iew/Dispatch Manifests	

Clicking View/Dispatch Manifests launches the Manage Manifests screen, which displays any existing manifests and contains manifest-specific functions.

🏋 Manage Manif	ests							
<u>File</u> <u>U</u> tilities								
Refresh	listbox							
Open, By Manifest	t# Open, By	Scheduled Dispatch Date	/Time Open, B	y CFName	Cancelled	Dispatched, by Dispa	atch Date/Tim	• 1
Manifest ID	Truckload #	Carrier	Type		CFName	Sched Dispato	h Date/Time	Actual Dispatch Date/Time
33		ABC Company	Direct Trailer			06/06/2019	15:51:37	
27 25 21 14 13 8 7 3		LSC for Dropship/Copal LSC for Dropship/Copal LSC for Dropship/Copal ABC Company LSC for Dropship/Copal ABC Company ABC Company ABC Company ABC Company	Consolidator Consolidator Direct Trailer Direct Trailer Consolidator Direct Trailer Consolidator Direct Trailer	LSC_E ABC -	301 Chicago	05/03/2019 06/03/2019 04/25/2019 04/26/2019 04/24/2019 04/23/2019 04/19/2019 04/18/2019 03/27/2019	16:29:45 16:03:41 12:26:40 10:24:38 14:39:05 21:44:03 09:31:03 09:29:52 17:46:19	
Create Manifest	Update Mar	ifest Dispatch Truck	Cancel Manife	est [Palet list	BoL E	biport 8	9 Close

The Refresh button 🖸 allows users to manually refresh the manifest list.

• **O** The *Manage Manifests* screen displays all existing manifests in list form. The list contains the following information for each manifest:

Manifest ID	Total Weight
Truckload #	Pallets
Carrier	Master BOL
Туре	Location ID
CFName (Consolidation Facility Name)	Action
Sched Dispatch Date	Error
Sched Dispatch Time	Sys ID
Actual Dispatch Date	CFID (Consolidation Facility ID)
Actual Dispatch Time	Error Text
Trailer ID	

The information can be sorted and viewed by clicking the corresponding sort tab: **Open**, **By Manifest #**; **Open**, **By Scheduled Dispatch Date/Time**; **Open**, **By CF Name**; **Cancelled**; and **Dispatched**, **by Dispatch Date/Time**.

Ē	🔏 Manage Manif	ests										
1	ile <u>U</u> tilities											
	Refresh	listbox										
	Open, By Manifes	t# Open, By	/ Scheduled Dispatch Date	/Time	Open, By CF	Name	Cancelled	Dispat	ched, by Dispa	atch Date/Tim	-1	
	Manifest ID	Truckload #	Carrier		Туре		CFName		Sched Dispato	h Date/Time	Actual Dispate	:h Date/Time
	33		ABC Company	Direct	Trailer				06/06/2019	15:51:37		
	33 27 25 21 18 14 13 8 7 7 3		ABC Company LSC for Dropship/Copal LSC for Dropship/Copal LSC for Dropship/Copal ABC Company LSC for Dropship/Copal ABC Company ABC Company ABC Company	Direct Conso Direct Direct Conso Direct Direct Conso Direct	Troler didator Trailer Troler didator Troler Troler Midator Trailer	LSC_B ABC -	iol Chicago		06/06/2019 06/03/2019 06/03/2019 04/25/2019 04/26/2019 04/23/2019 04/23/2019 04/19/2019 04/18/2019 03/27/2019	15.51.37 16:29:45 16:03:41 12:26:40 10:24:38 14:39:05 21:44:03 09:31:03 09:29:52 17:46:19		
	Create Manifest	Update Mar	ifest Dispatch Truck	Canc	5 el Manifest	(6 Palet list		7 Bol E	xport 8		, Olose

- Create Manifest button: Used to create a manifest. The user is able to enter the Dispatch Date/Time, enter a Trailer ID, select a Carrier, specify the type of Carrier (for example, Consolidator), enter the Maximum Weight and Maximum number of Pallets. In addition, the user can insert stop information (for example, Entry Point and Zip+4) based on information from the USPS FAST system, and/or change the stop order. Refer to <u>Create Manifests Button</u> for more information.
- **Update Manifeset** button: Allows the user to modify an already requested truck's dispatch information for a selected manifest (refer to <u>Update Manifests Button</u> for more information).
- **Construct Dispatch Truck** button: Used to record a truck as being dispatched <u>after the carrier has</u> <u>picked up the mail</u>. The function allows the user to print the corresponding bill of lading after a truck has been marked as dispatched. Refer to <u>Dispatch Truck Button</u> for more information.
- **Gancel Manifest** button: Used to cancel a manifest.
- **OPallet List** button: Clicking this button launches the **Pallets on Manifest** screen. It provides a list of the pallets associated with a selected manifest. The pallet information provided consists of the associated Job ID, UCID (Unique Container ID), Copies, and Total Weight. A sum of the Total Weight and number of Pallets is also provided (refer to <u>Pallet List Button</u> for more information).
- **V** BoL button: Used to print a hard copy of the bill of lading for a selected manifest (refer to <u>BOL Button</u> for more information).
- **W** Export button: Used to print the pallet information associated with a manifest to a CSV file (refer to EXPORT BUTTON for more information).
- **Use button: Clicking this button closes the** *Manage Manifests* **screen.**

REPORTS AND EXPORTS BUTTON

Available for all carriers.

Clicking **Reports and Exports** displays two options: **Pre-Production Reports**; and **Trailer Exports**.



Pre-Production Report Option

Selecting Pre-Production Reports launches the Pre-Production Report Parameters screen. This screen

allows the user to stipulate parameters for pulling/displaying pre-production data, such as by **Job ID** or **List ID**, or the data in a range using **Postage Mailing Date**.

Once the parameters are selected or entered, click **OK** to run the report (clicking **Cancel** will close the screen without running the report).

Pre-Production Report Paran	neters			
Job ID:	List ID:	 		
Postage Mailing Date From:		To:		
		1	<u>0</u> K	Cancel

Example:

	Pre - Production Report												
PalletiD	Unique ContaineriD	JobiD	ListID	Job Title	Permit	CF	0	Status	Containers	Copi	es Mail Weig	ht Gros	s Weight
Drop Ship													
Postage Paym	ent Date:	4/	30/202	0									
000001	WBLBP000000B	00000	617	Test_01	000001	ALG-CHI	Y	eBOL	(0	17,866	1.1163	20.1163
000002	WBLBP000000C	00000	617	Test_01	000002	ALG-CHI	Y	eBOL	(0	30,707	1.9189	20.9189
000003	WBLBP000000D	00000	617	Test_01	000003	ALG-CHI	Y	eBOL	(0	23,883	1.4926	20.4926
Total By Entry	Point: DES	MOINES	5 IA 503	318						0	72,456	4.5278	61.5278
Total By Posta	age Payment Da	ate: 4/	30/202	D						0	72,456	4.5278	61.5278
Total By All Re	port												
											Total Palle	s:	3
										Tota	I SubContainer	s :	0
	Total Copies: 72,45								72,456				
										Total I	Mail Weight (Ibs):	4.5278
	Total Gross Weight (lbs): 61.5278										ss Weight (Ibs)	:	61.5278

Trailer Exports Option

Selecting **Trailer Exports** launches the *Manage Manifests* screen, which displays the list of existing manifests in the system. This screen is also launched when the <u>View/Dispatch Manifest Button</u> on the Multi-Carrier Trailer Manifesting menu is clicked. From this screen users can export a manifest's information to a CSV file. Refer to <u>Export Button</u> for instructions, report definitions, and examples.

	Manage Manifes	ts					×
<u>F</u> ile	Utilities	-					
3	Send to	ALG					
Оре	en, By Manifest #	Open, By Sc	heduled Dispatch Date/Tir	me Open, By CFNa	me Cancelled	Dispatched, by Dispatch Date/Time	
	Manifest ID	Truckload #	Carrier	Туре	CFName	Sched Dispatch Date/Time	Actual Dispatch Date/Tim
	2		ALG	Origin	ALG Chicago	05/20/2020 10:33:01	
	1		Generic Carrier ABC	Consolidator	ABC Milwaukee	05/18/2020 11:21:52	
<						V	>
Cre	ate Manifest	pdate Manifes	t Dispatch Truck C	ancel Manifest	Pallet list	BoL Export	Cl <u>o</u> se

COPAL UPLOAD BUTTON

D Specific to 'LSC DropShip/Copal' and 'LSC OnePrice' carriers only.

Beports and Exports
<u>C</u> opal Upload
DSMS Release
DIME LEGACY
Egit

Selecting the **Copal Upload** button launches the **Copal Logistics Data Exchange Job Browse** screen, which displays a list of jobs that have copal trays in them. Select (check) all of the jobs to send updates to LSC for and click **Send to Carrier**.

🌠 Copal Logistics Data Exchar	nge Job Browse									×
🛃 🗸 🗶 🐷	<u> </u>									0
by Job No. by Import Date by In	Home Delivery Date by Job ID by His	torical Jo	bID by First Mail	Date by Job Name						P
14275										
л <mark>Ф</mark>										
Job Number	Job Name	Rev.	Carrier Name	LGS Status	LGS Date	Stmt Status	P1 Paid Status	Hist Job ID	Mail Class	Category
OnePriceTest2	OnePriceTest2	7	Window Book, In	Retrieved	4/09/2019	Open	Not paid (0%)	00000372	Standard	Letter
OnePriceTest2	OnePriceTest2	8	Window Book, In	Retrieved	4/18/2019	Open	Not paid (0%)	00000372	Standard	Letter
Long Long Long Long Long Long Long Long										
Pieces Selected: 5 0 Files Selected 5 0	- Mailer Approved 6						<u> </u>	Send to Carrie	r Cano	el <u>H</u> elp

- Job List Sorts: The displayed job information can be sorted/viewed based on the tab selected: by Job No; by Import Date; by In-Home Delivery Date; by Job ID; by Historical Job ID; by First Mail Date; and by Job Name.
- Filter function: Allows the user to apply pre-defined filters for viewing their copal job data. Clicking this icon displays a *Browse Filter List* screen where the user can either select an existing filter profile or create and select a new profile. The filter image on the screen changes based on whether a filter has been applied (Filter applied = T; No filter applied = T).

Copal Logistics Data Exchan	ge Job Browse									9
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by Job No. by Import Date by In-	Home Delivery Date by Job ID by Hist	torical Jo	bblD by First Mail	Date by Job Name	1					Y
1073										
•										
Job Number	Job Name	Rev.	Carrier Name	LGS Status	LGS Date	Stmt Status	P1 Paid Status	Hist. Job ID	Mail Class	Category]
OnePriceTest2	OnePriceTest2	7	Window Book, In	Retrieved	4/09/2019	Open	Not paid (0%)	00000372	Standard	Letter
OnePriceTest2	OnePriceTest2	8	Window Book, In	Retrieved	4/18/2019	Open	Not paid (0%)	00000372	Standard	Letter
I Desired										<u>×</u>
Files Selected 0	USPS Venified						<u> </u>	Send to Carrie	r Can	cel <u>H</u> elp

Uthe pallet list provides the following information for each pallet:

Job Number	Est Mail Date
Job Name	In Home Date
Rev (job revision number)	First Mail Date
Carrier Name	Piece Count
LGS Status (Logistics Update/Retrieval Status)	Delivery Window
LGS Date (Logistics Date Update/Retrieval Date)	Date
Stmt Status (Statement Status)	Time
P1 Paid Status	File Name
Hist Job ID	Job ID
Mail Class	Mail.dat file location on the server
Category	

🕌 Copal Logistics Data Exchar	nge Job Browse										X
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by Job No. by Import Date by In	Home Delivery Date by Job ID by His	torical Jo	obID by First Mail	Date by Job Name							Y
г <mark>Ф</mark>	· · · · · · · · · · · · · · · · · · ·										
Job Number	Job Name	Rev.	Carrier Name	LGS Status	LGS Date	Stmt Status	P1 Paid Status	Hist Job ID	Mail Class	Catego	89
OnePriceTest2 OnePriceTest2	UnePriceTest2 OnePriceTest2	8	Window Book, Ir Window Book, Ir	Retrieved Retrieved	4/09/2019 4/18/2019	Upen Open	Not paid (0%) Not paid (0%)	00000372	Standard Standard	Letter Letter	
.									0		E
Pieces Selected: 5 0 Files Selected 0	- Mailer Approved 6						<u> </u>	Send to Carrie	r Cano	xel}	Help

- **4** Job lookup: Users can find jobs faster in the list by entering part or all of the Job Number and then tab out of the field. The cursor will automatically jump the first occurrence in the list it finds.
- **5** Pieces Selected / Files Selected: These fields provide a sum total of each based on the job(s) that is checked (or selected).

	anpz co alip767 4CTCM Test 01 4CTCM Test 02 4CTCM Test 03 PMOD 5DigitMerge	alip/20 alip/20 MCTOM Test 01 MCTOM Test 02 MCTOM Test 03 PMOD 5DigitMerge	1 1 1 1		Open Open Open Open Open	Not paid (Not paid (Not paid (Not paid (Not paid (0%) 0%) 0%) 0%) 0%)	
Pieces Files S	s Selected: 42,263 Selected: 2	- Mailer Approved - USPS Verified		Send to C	arrier	Cancel	<u>H</u> elp	

- **One of the stated and a stated stated in the stated sta**
- **V** Send to Carrier button: This button is used to send the selected job(s) to LSC for postal optimization (refer to <u>Send to Carrier Button</u> for instructions).
- **(3)** Cancel button: Clicking this button aborts any OnePrice functions started from this screen and closes the *Logistics Data Exchange Job Browse* screen.

DSMS RELEASE BUTTON

I Specific to 'LSC DropShip/Copal' and 'LSC OnePrice' carriers only.

"DSMS" refers to DropShip Management System. The **DSMS Release** function is used once an MSP's jobs are approved for mailing by the USPS, to be released to the carrier before postage is paid.

<u>C</u> opal Upload	
DSMS Release	
DIME LEGACY	
Egit	

Clicking **DSMS Release** launches the *Browse Pallet Database* screen, in which information for all existing pallets is listed.

🞇 Br	rowse Palle	t Database 👩									— ×
File	Tag Palle	ts <u>R</u> eports 🚩						0			6
₫	by Mail	Date 🚹	• • • •	*	Pollets:	0 Pieces:		0 Mail Weight	:	.0 Gross Weight:	
	Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest Z 🔺
	1503361	1503361	1503361	000001	WELEP0000001	8/08/2018	0001			SCF SALT LAKE CITY, UT 840	841995
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1		· · ·									F =
CO_Pr	e⊻iew	7 Release	Log							9	Cl <u>o</u> se

- **U** The pallet list can be displayed in various sort orders by selecting a sort option from the list provided. The default order is **by Mail Date**.
- As pallets are selected (checked), the number of 'Pallets' selected, the total number of 'Pieces', the total 'Mail Weight', and the total 'Gross Weight' are calculated; the results of which are displayed in the corresponding fields at the top of the screen.

🚼 Browse P	allet Database											- ×
<u>File</u> Tag Pa	illets <u>R</u> eports		-				_				_	
by h	all Date		×	Pallets:	4	Pieces:	21	,503 Mail Weight	t 463	2.3 Gross Weight:	632	• T
ob ID	Job Number	Job Desc	Pallet ID	UCID	Postagr	e Pmt Date	SEG ID	Manifest	CFName	Entry Point Name		Dest Z 🔺
	1 1503361 1 1503361	1503361 1503361	000001	WBLBP0000001 WBLBP0000002		8/08/2018 8/08/2018	0001			SCF SALT LAKE CITY, UT SCF SAN FRANCISCO, C/	840 A 940	84199! 94850!
000000	1 1503361	1503361	000003	WELEP0000003		8/08/2018	0001			SCF LAS VEGAS, NV 89	0	891995
	1 1503361	1503361	000005	WELEP0000005		8/08/2018	0001			SCF SEATTLE, WA 980		98168

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3	by Mail	Date 🚹		ж	Pollets:	0 Pieces:	0 Meil Weight:	0.0	Gross Weight:	•• 🕈
	Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date SEG ID	Manifest	CFName	Entry Point Name	Dest Z 🔺
	503361	1503361	1503361	000001	WELEP0000001	8/08/2018 0001		S	IF SALT LAKE CITY, UT 840	841991
	503361	1503361	1503361	000002	WELEP0000002	8/08/2018 0001		50	F SAN FRANCISCO, CA. 940	94850
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H::	503351	1503361	1503351	000004	WELEPU000004	8/08/2018 0001		5	F FORTLAND, OR 970	97218:
Ha	503361	1503361	1503361	0000005	WELEP COLOROS	808/2018 0001		N	C SEATTLE WA 98000	980036
日设	503361	1503381	1503361	010107	WELEP 0000007	8/08/2018 0001		S	CE DENVER CO 800	80256
His	503361	1503361	1503361	000008	WELEP0000008	8/08/2018 0001		S	CF DENVER, CO 800	802660
Πi	503361	1503361	1503361	000009	WELEPOODODO9	8/08/2018 0001		s	F DENVER, CO 800	802560
H 19	505911A	affp725	affp725	000001	WELEPO000000	8/09/2018 0001		S	CF ALBUQUERQUE, NM 870	87101(-
15	505911A	affp725	attp725	000002	WELEPOODOOH	8/09/2018 0001		S	F SACRAMENTO, CA 956	95799(
11	505911A	affp725	affp725	000008	WELEPO00000N	8/09/2018 0001		S	F OKLAHOMA CITY, OK 730	73125!
11	505911A	affp725	affp725	000009	WELEPDODODOO	8/09/2018 0001		S	F JACKSONVILLE, FL 320	32203!
11	505911A	affp725	affp725	000010	WELEP000000P	8/09/2018 0001		S	CF ORLANDO, FL 328	328628
15	505911A	affp725	affp725	000011	WELEPDODODOQ	8/09/2018 0001		S	F WEST PALM BCH, FL 334	33416:
L] 19	505911A	affp725	affp725	000012	WELEPO00000R	8/09/2018 0001		S	CF TAMPA, FL 335	33630!
<u> </u> 15	505911A	affp725	aftp725	000013	WELEPOODOODS	8/09/2018 0001		S	F MANASOTA, FL 342	34260
H13	505911A	aftp725	attp725	000014	WELEP000000T	8/09/2018 0001		50	F TRENTON, NJ 085	08650
님쁥	505911A	amp/25	a11p/25	000015	WELEPU000000	8/09/2018 0001		5	TE NARRIERURG, DA. 470	080319
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		0 0								• •
Pre	vjew	R <u>e</u> lease	Log						9	Cl <u>o</u> se

Solution: The screen's filter function allows users to limit or control the pallet data that is displayed using various criteria. The filter image on the screen changes based on whether a filter has been

applied (∇ = No filter has been applied; or ∇ = Filter has been applied).

Filter Pallet List		
Release Mode Juery Mode		
Job ID:	Release Status: Al	
List ID:	🔜 🔲 Hide UnManifested Pallets	
Payment Dates:	Hide Pallets Without LSC Title Content	
ll n	Filter Pallet List	
	Release Mod : Query Mode	
	Hide Manifested Pallets	Facilty Type: All types
	Only display "Ready" pallets	*Pallet UCID:
	Hide Pallets Without LSC Title Content	Manifest:
	Payment Dates: Ihru	*CF Name:
	Mail Dates: thru	*Location:
Eeset Filter	In-Home Dates: Ihru	Type: All
	First date - exact match, both dates - match in range	*IM Barcode:
	Job ID:	Action: All
	List ID:	Error: All
		* will match partial entries, ie: 111 finds 11141
	Reset Filter	QK Qancel

• **O** The **Reports** menu offers a **Location/Picking Report** option, in which the user can select how the data is to be sorted and grouped by.

Browse Pallet Database	4					
by Mail Date)	X Pallets:	0 Pieces:	0 Mail Weight:	0.0 Gross Weight:	
Job ID Job Num	iber Job Desc 1503361	Pallet ID UCID 000001 WELEP0000001	Postage Pmt Date SEG ID 8/08/2018 0001	Manifest CFName	Entry Point Name SCF SALT LAKE CITY, UT 840	Dest Z 🔺
1903861 1503361 15033861 1503361 15033861 15033861 15033861 15033861 15033861 15033861 15033861 15033861 15033861 15033861 15033861 15033861 15039811 15033861 15059811A arfip725 15059811A arfip725 15059811A arfip725 15059811A arfip725 15059811A arfip725 15059811A arfip725 15059811A arfip725	1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 offp725 off	000002 WBL BP000002 000003 WBL BP000003 00004 WBL BP000004 00005 WBL BP000005 00006 WBL BP000005 00007 WBL BP000007 00008 WBL BP000007 00009 WBL BP000007 000000 WBL BP000000 000001 WBL BP000000 000002 WBL BP000000 000001 WBL BP000000 000010 WBL BP0000000 000011 WBL BP0000000 000012 WBL BP0000000 000013 WBL BP0000000 000014 WBL BP0000000 000015 WBL BP0000000 000014 WBL BP0000000 000014 WBL BP0000007 000014 WBL BP0000007	8/08/2018 0001 8/08/2018 0001 8/08/2018 0001 8/08/2018 0001 8/08/2018 0001 8/08/2018 0001 8/08/2018 0001 8/08/2018 0001 8/09/2018 0001 8/09/2018 0001 8/09/2018 0001 8/09/2018 0001 8/09/2018 0001 8/09/2018 0001 8/09/2018 0001 8/09/2018 0001 8/09/2018 0001		SCF SAN FRANCISCO, CA. 940 SCF LAS VEGAS, NY 690 SCF PORTLAND, CR. 970 SCF SEATTLE, VIA. 9800 NDC SEATTLE, VIA. 9800 NDC SEATTLE, VIA. 9800 SCF DENVER, CO. 800 SCF DENVER, CO. 800 SCF DENVER, CO. 800 SCF DENVER, CO. 800 SCF ACRAMENTO, CA. 956 SCF ORLAHOMA CITY, OK 730 SCF ALCRAMENTO, CA. 956 SCF ORLAHOM, FL. 324 SCF TAMPA, FL. 335 SCF MANASOTA, FL. 342 SCF TRENTON, NJ. 085	94850: 89199: 97218: 980138 802661 802661 802661 871011 957991 322035 328621 33416: 33630: 34260: 086515
1505911A aftp725 1505911A affp725	attp725 attp725	000015 WELEP000000V	8/09/2018 0001 8/09/2018 0001		SCF PHLADELPHIA, PA 190	17107! 19176!
Pre <u>v</u> iew R <u>e</u> lease	Log					Cl <u>o</u> se

• The pallet list provides the following information for each pallet:

Job ID Job Number Job Desc Pallet ID UCID (Unique Container ID) Postage Pmt Date (Postage Payment Date) SEG ID Manifest CFName (Consolidation Facility Name) Entry Point Name Dest ZIP+4 Facility Type Pieces Containers

Mail Weight Gross Weight Mail Date Drop Date In-Home Date Action Location (updated from wbSCAN) Postage RIse Date (*Postage Release Date*) RIse Time (*Release Time*) DM Job ID (*DAT-MAIL Job ID*) IM Barcode Carrier Error

Inte 'Browse Pallet Database' screen is re-sizeable, eliminating the need for scrolling left/right to view the various columns of data.

• Preview button: Allows the appropriate USPS representative to approve pallets for dropshipping. The intials or ID of whomever attempts to approve the pallet for dropshipping must already be included in DAT-MAIL's DMU List. When the release is processed, a "Release Preview Report" is generated (refer to <u>Preview Button</u> for instructions).

The DMU List management occurs via the 'DMU List' option located in DAT-MAIL's main 'File' menu.

Browse Pallet Database	3					
by Mail Date	-	X Pollets:	0 Pieces:	0 Mail Weight:	0.0 Gross Weight:	
Job ID Job Number	Job Desc	Pallet ID UCID	Postage Pmt Date SEG ID	Manifest CFName	Entry Point Name	Dest Z 🔺
1503361 1503361	1503361	000001 WELEP0000001	8/08/2018 0001		SCE SALT LAKE CITY, UT, 840	841995
1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1503361 1505911A aftp725 1505911A 1505911A aft	1903361 1903361 <td< td=""><td>000001 VAELEP0000002 000002 WBLEP0000003 000005 WBLEP0000005 000005 WBLEP0000005 000005 WBLEP0000005 000007 WBLEP0000007 000008 WBLEP0000007 000001 WBLEP0000007 000010 WBLEP0000007 000011 WBLEP0000007 000011 WBLEP0000007 000012 WBLEP0000007 000013 WBLEP0000007 000014 WBLEP0000007 000015 WBLEP0000007 000015 WBLEP0000007 000015 WBLEP0000007 000015 WBLEP0000007 000017 WBLEP0000007</td><td>808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001</td><td></td><td>SCF SAN FRANCESCO, CA 940 SCF SAN FRANCESCO, CA 940 SCF LAS VEGAS, NY 890 NDC SEATTLE, WA 9900 SCF DENVER, CO 800 SCF ALDUAUERQUE, IM 870 SCF SACRAMENTO, CA 956 SCF OKLAHOMA CITY, OK 730 SCF PHLADELPHA, PL 342 SCF TREVTON, NJ 085 SCF SOUTH JERSEY, NJ 080 SCF HARRISBURG, PA 170 SCF PHLADELPHA, PA 190</td><td>301139 948501 851991 972181 96165 90003 802661 802661 802661 802661 802661 802661 802661 802661 802661 334161 336301 342601 086501 086311 171071 191761 • •</td></td<>	000001 VAELEP0000002 000002 WBLEP0000003 000005 WBLEP0000005 000005 WBLEP0000005 000005 WBLEP0000005 000007 WBLEP0000007 000008 WBLEP0000007 000001 WBLEP0000007 000010 WBLEP0000007 000011 WBLEP0000007 000011 WBLEP0000007 000012 WBLEP0000007 000013 WBLEP0000007 000014 WBLEP0000007 000015 WBLEP0000007 000015 WBLEP0000007 000015 WBLEP0000007 000015 WBLEP0000007 000017 WBLEP0000007	808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 808/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001 809/2018 0001		SCF SAN FRANCESCO, CA 940 SCF SAN FRANCESCO, CA 940 SCF LAS VEGAS, NY 890 NDC SEATTLE, WA 9900 SCF DENVER, CO 800 SCF ALDUAUERQUE, IM 870 SCF SACRAMENTO, CA 956 SCF OKLAHOMA CITY, OK 730 SCF PHLADELPHA, PL 342 SCF TREVTON, NJ 085 SCF SOUTH JERSEY, NJ 080 SCF HARRISBURG, PA 170 SCF PHLADELPHA, PA 190	301139 948501 851991 972181 96165 90003 802661 802661 802661 802661 802661 802661 802661 802661 802661 334161 336301 342601 086501 086311 171071 191761 • •

- **Provide a connection** with LSC's system and reports the selected pallets as Released to LSC for pickup (refer to <u>Release Button</u> for instructions).
- **(i)** Log button: When clicked this button launches the *Browse Release Log* screen, which displays a list of Previewed and Released actions that has taken place, including the date/time they occurred, the DMU that performed the action, the number of pallets that the action was applied to, and the number of pallets the action was successful for. In addition, Released items can be unreleased, the corresponding report can be re-printed, an action can be re-submitted, and the pallets that each action applied to can be viewed (refer to Log Button for instructions).
- **Close** button: Clicking this button closes the **Browse Pallet Database** screen.

DIME LEGACY BUTTON

Clicking **DIME Legacy** launches the DIME legacy or single-job DIME function. The functionality contained therein has not changed from past releases. Refer to any

existing DIME documentation for the DIME legacy product.



Ite legacy product is scheduled to be removed from DAT-MAIL in 2020 (date to be determined).



EXIT BUTTON

Clicking the Exit button will close the Multi-Carrier Trailer Manifesting menu.

COMPONENT FUNCTIONALITY

This section of the Guide provides functional information and instructions for the components identified under <u>MCTM MENU – COMPONENT IDENTIFICATION</u>.

UPDATE LSC CONTENT BUTTON

To use the LSC DropShip/Copal function, jobs must be assigned Content Title IDs and have reference information added. Content Title IDs associate accurate customer information from LSC's system to the job in DAT-MAIL. A Content Title ID refers to a Client Name and Service Type (for example, DropShip, Copal, Commingle, etc.).

To assign Content Title IDs, and the necessary reference information, click **Update LSC Content** in the Multi-Carrier Trailer Manifesting menu.

Multi-	Carrier Trailer Manifesting	Х
	Update LSC Content	L
<u>\$</u> e	nd Mail.dat files to Logistics Company	

The *Select Mail.Dat Files to DIME Batch Assign Reference Info* screen will display. Select (check) the Mail.dat files for all versions of the first job being worked on and click **Assign Reference Info**.

A description of the Select Mail.dat Files to DIME Batch Assign Reference Info screen is provided in the LSC DROPSHIP/COPAL MENU section of the Guide; specifically, Update LSC Content Button.

🔏 Select Mail.D	at Files to DIM	E Batch Assign Reference	Info						×
31 ×	41 - X K								
by Job Number	by Import Date	By In-Home Delivery Date	by Historical Jobl) by Jo	bID			7	T
Jot	Number	Job Name	Total	Pieces E	st Mail Date	Delivery Date	lWinc	Import Date	Im
14962804 1503361 alfp767	DINET as 02	14962804 1503361 afip767	82	90,822 99,007 28,315	10/30/2018 10/29/2018 10/30/2018	11/01/2018 10/31/2018 11/01/2018	333	10/29/2018 10/26/2018 10/29/2018	
JobNo_Net JobNo_Net	vDIMETest03 vDIMETest01 vDIMETest02	JobName_NewDIMETest JobName_NewDIMETest	03 1 01 1 02 1	5,047 5,047 5,047	11/12/2018 11/12/2018 11/12/2018	11/20/2018	3	11/05/2018 11/05/2018 11/05/2018	
+	4 525 141		1						۲
	a. 323,141	- Mailer Ap	proved erified	A	ssign Referen	ce Info	Cancel	Help	

Component Functionality

A confirmation dialog will display. Click **Yes** to continue.

The *DIME Batch Job Reference Update* screen will display. In the **Content Title** ID field, click the down arrow to request a list of Content Title IDs from LSC. Then highlight the Content Name for the correct Service Type and click **Select**.

DIME Bat	ch Assign Reference Info	83
?	Are you sure you want to a	do this?
	Yes <u>N</u> o	

	Content Item Listing for Owner ID: 128		×
DIME Batch Job Reference Update	1		
	Content Name ETM WEB APP TEST ((301435))	Service Type Bulk Activ	Status /c
"Content Title ID:	FARM PROGRESS: FARM FUTURES ([112050]) MARVEL ENTERTAINMENT GROUP ([102301])	DropShip Activ Bulk Activ	/e /e
Content Name:	PUBLISHERS CLEARING HOUSE ([301424])	DropShip Activ	/e
Bill Of Lading:	DECORD DUDDOEEE ONLY ((000000)	Comminglo Anti-	
Purchase Order: Novoice Reference 1:	RECORD PURPOSES ONLY ((999900)) RECORD PURPOSES ONLY ((999900)) RECORD PURPOSES ONLY ((999900))	Unknown Activ DropShip Activ CopalStandardMallI Activ	/e /e
Invoice Reference 2:	RECORD PURPOSES ONLY [[999900]] RECORD PURPOSES ONLY [[999900]]	Bulk Activ Unknown Activ	/e /c
LSC Date Driver: Postage Payment Date	TIME WARNER INC ((111686)) TIME WARNER INC ((111686))	CopalStandardMaill Activ DropShip Activ	/e /e
	Request made successfully (17) items returned		Ŷ
	C:\Users\vmuser\AppData\Local\Temp\wbNPSXML\NPSConte	entitemContractP06688T06692	2D2020051415404243.×
	View Selected File Open a Ticket	s	elect Cancel

If an error is returned in the communication between DAT-MAIL and DIME, the corresponding log file will display in the window on the screen. Click the VIEW SELECTED FILE button to view the contents of the log file. A ticket for Window Book's Technical Support Team can be created automatically by clicking the OPEN A TICKET button. The log file will automatically be attached to expedite the troubleshooting process. Click the SUBMIT button to create the ticket. The ticket status and further communications with Window Book can be managed from Window Book's

User C	ontact Information
First N	ame: Last Name: Burish
E	Mal: burish@windowbook.com Phone: (617)395-4529
Ticket	
Sul	yject: WBNPS:ContentItemList224
Ser	rently: Normal V Support Issue: Question V
Exce (17)	ption during select content item :Request made successfully tems returned
Attach	ments:
File N	lame Description

Refer to the information provided under <u>Check Pallet Status Button</u> for a more comprehensive set of instructions on how to open a ticket. The **DIME Batch Job Reference Update** screen will update and display the selected Content Title ID and Name. At this point, users can specify any of the additional reference information included on the screen to appear on the bill of lading by selecting from the list of options from the drop-downs provided. The 'Invoice Reference 1' field **is required**. The 'Invoice Reference 2' field is not.

If a value for the Invoice Reference 1 field is not selected, the order creation process will fail, returning an error message for each pallet selected.

erence Update		×
16431 ±		
PUBLISHERS CLEARING HOUSE ((301424		
	\sim	
	\sim	
<historical header="" id="" job=""></historical>	\sim	L
	•	I.
Postage Payment Date	\sim	
	16431 ± PUBLISHERS CLEARING HOUSE ((301424) CHistorical Header Job ID> Postage Payment Date	Terence Update 16431 PUBLISHERS CLEARING HOUSE ((301424) CHistorical Header Job ID> Postage Payment Date ✓

Using the drop-down, in the LSC Date Driver field, select one of the options. This will provide the date LSC will use to plan the user's shipments based on the Mail.dat selected. The options are: Postage Payment Date; In-Home Date; and Drop Date. When ready, click OK.

DIME Batch Job Refe	erence Update	×
*Content Title ID:	16431 ±	
Content Name:	PUBLISHERS CLEARING HOUSE ((301424	
Bill Of Lading:	v	
Purchase Order:	~	
*Invoice Reference 1:	<historical header="" id="" job=""></historical>	
Invoice Reference 2:	×	
LSC Date Driver:	Postage Payment Date	
	Postage Payment Date	
	Drop Date	
	OK Canc	el

The Content Title ID and reference information will be assigned, and the user will be returned to the **Select Mail.Dat Files to DIME Batch Assign Reference Info** screen where they can select additional files and repeat the Assign Reference Info procedure, as necessary.

LSC and DIME requires that the Historical Job ID must use the following format: The first 5 characters must be numeric and cannot be all zeros. In addition, characters 6-8 cannot be blank. If the Historical Job ID of the selected job does not follow this format, the Selected Jobs List screen will display, showing the affected job and its corresponding Historical Job ID, when OK is clicked on the DIME Batch Job Reference Update screen (image previous page).

Selected Jobs List WARNING! Historical Job ID first 5 characters must be numeric and can not be all zeros. Characters 6-8 can not be blank.					
Hist, Job ID	JobNumber	Job Description	JobID		
00000617	MS093275	Test 01	0000001		
<			>		
			QK Çancel		

The Historical Job ID can be edited by double-clicking on the field.

Selected Jobs List					
Historical Job ID first 5 cha	WARNING! aracters must be numeric and can not be a acters 6-8 can not be blank.	ll zeros.			
Hist, Job ID JobNumber INCONCENTER MS093275	Job Description Test_01	JobID 00000001			

Make the necessary change to the field to conform to the required format and click OK. The system will be updated with the new Historical Job ID for that job, the screen will close, and the user will be returned to the DIME Batch Job Reference Update screen.

SEND MAIL.DAT FILES TO LOGISTICS COMPANY

The **Send Mail.dat Files to Logistics Company** button is used to tag and send jobs to LSC for postal optimization.

D N	fulti-Carrier Trailer Manifesting	×
		1
	Update LSC Content	
	Send Mail.dat files to Logistics Company	

Clicking **Send Mail.dat Files to Logistics Company** launches the *Logistics Data Exchange Job Browse* screen. Using the filter function, display only Standard Letter jobs. Select (check)the job(s) to be sent to LSC and click **Send to Carrier**.

Using the filter function to display only Standard Letter jobs will help avoid tagging jobs that will cause the request to be rejected later.

🞇 Logistics Data Exchange Job Br	rowse								x
🚽 × 🛛 🛪 🕱									_
by Job No. by Import Date by In-H	lome Delivery Date by Job ID by Histo	rical JobID	by First Mail Date	e by Job Name				_ `	7
Π									
45									
Job Number	Job Name	Rev. C	Carrier Name	LGS Status	LGS Date	Stmt Status	P1 Paid	Status	н
1503361	14962604 1503361	1				Open Doen	Not paid [1]	12) 12)	15
1503361	1503361	ż				Open	Not paid ((1%]	15
□ 56911a	56911a	1				Open	Not paid ((12)	00
attp/25	attp/25	1				Upen	Not paid [[12J	15
1 A 🖂					1				i i i
				_		_			
Pieces Selected: 890,822 Files Selected: 1	Mailer Approved				Send to C	arrier	Cancel	Hel	•

The *Browse the Carrier File* screen displays. Highlight the carrier to use and click **Select**.

🔏 Brows	e the Carrier File			.
Code	lame			
Code	Name	Contact	Address	City
1Price	LSC for OnePrice			
•			1	•
Select	Insert Cha	inge	Close	Help

A *Warning...* dialog will display. Click **Yes** to close the dialog and continue with send process (clicking **No** will close the dialog and abort the send process).



A *Progress...* dialog will display.





When the transfer completes, a *Totals of process...* dialog will display, providing information on the success or failure of the upload to OnePrice.

If errors occurred, a log can also be displayed that will provide failure information for the selected jobs (including the Job ID and Name). Click **Show Log** to view the log data.

Once the job has been successfully uploaded or transferred to LSC, it becomes 'locked' in DAT-MAIL and cannot be manipulated in any way by DAT-MAIL users. This is visually discernable in DAT-MAIL's Jobs list browse (see below). The job's line item changes to a color different from other jobs in the list, a message of "Job is in use" is displayed on the screen, and the status and Carrier Name is also provided in the job's line item.

DAT-MAIL users should never attempt to unlock jobs that are locked due to LSC OnePrice processing, nor should users attempt to override DAT-MAIL protected fields for jobs that have been returned from LSC after OnePrice processing is complete.

er data to search for:	- M	laiter Approve ISPS Verified	d					IR .						
P1 Job Number RVA-733103 Statemt Statemt Statemt Statemt	Job Name BEST7 KINB300P KINB300P KINB300P KINB300P	Rev. 1 5 6 7 8	Strint Status Open Open Released Open	Tag Prin Pallets Tr Printed N/P N/P N/P N/P	it Status Jays/Sacks N/P N/P N/P N/P N/P	Class Standard First Class First Class First Class First Class	Category Flat Letter Letter Letter Letter	Total Pieces Pending Spolis 50,002 113,050 113,050 113,050 113,050	Total Pcs Spoiled	Total Mailed 113,050	Carrier Name	LGS Status	LGS Date	Import Date 10/01/2018 8/17/2018 9/10/2018 9/19/2018 10/01/2018
STD-LT024	STD-L1024	Ĭ	Releated	N/P	N/P	Standard	Letter	91,592	1	91,592	LSC Logistics Or	Uploaded	10/25/2016	10/25/2018
TP12698 WBSCAN	TP12698 WBSCAN	1	Open Open	N/P N/P	N/P N/P	Standard	Letter	435,639 237,984	2,383		Λ			9/21/2018 8/31/2018
Vescan 2	WBSCAN2	1	Open	N/P Vajidate	N/P	Standard	Letter View [n	237,984			Û		Job is	8/31/2010
Vesician 2 Jew Validation Log ng Info Statements Co ob Name: STD-LT024 ob ID:	WBSCAN2 Approved Archive Delete privatine(s) for Job		Open	Vajidate	N/P View Bek	Standard eases t	View In View In View 202133	237,984		IM Barcode A	C		Job is Resto	in use
VISUAN 2 (ew Validation Log ob Name STD-L1024 ob Vane STD-L1024 ob Vanber Jan: ar: Han:	WBSCAN2 Approved Apphive Delate antaine(s) for Job 00001241 STD-L1024 Standard 1 T Released 10/25/2018 10/25/2018 10/25/2018 10/25/2018 10/25/2018 10/25/2018 10/25/2018 10/25/2018		Open	Validate D O U H H H H H H V V V V	N/P View Pale Itop Shipped Itigin Zp: 'otal No. off Uighest Ad 2: reight Plan: 'diale Plan: 'diale Plan: 'diale Plan:	Standard eases \$ Pieces: vgt: vgt: 2	Ves [// Ves 02133 91.592 0.0460 0.0460 0.00% No No No No No No	237.394		IM Barcode A Tray/Palet to Overwrite pal Overwrite Tag Assigned/Log Piece barcod Label data ac	Assignments arcodes registered le barcodes: y barcodes: gear at: es registered: kided to IM databas	Yes Yes Inpot No e: No	Job is Restor Container Trays Mother	8/31/2016 in use e to Original Types Present Pallets

The job will remain locked until it is returned from LSC and imported into DAT-MAIL using an <u>AWAM</u> <u>Logistics Download profile</u>.

st It can take up to 24 hours for a job to be returned by LSC.

AWAM Logistics Download Profile

This Guide assumes that AWAM has been activated and set up in DAT-MAIL. Refer to the "<u>AWAM</u> <u>Setup Guide</u>" for instructions.

Creating a Logistics Download profile in AWAM is necessary for the automatic download and import of the Mail.dat files being <u>returned</u> from LSC OnePrice.

From DAT-MAIL's main screen, launch AWAM *Well*. In the AWAM Control Center, click **Edit Profiles**.

👵 DAT-MAIL Adv	🖢 DAT-MAIL Advanced Workflow Automation Manager Control Center - 🗆 🗙							<	
<u>Eile Help</u>									
Activity History Click column headings to sort by column Right click on finished items for more details									
File Name	Job ID	Status	Hist. Job ID		Progress		Profile Name		F
<	1		1						>
START	Start Device is STOPPED Edit profiles Minimize								
					Number of Active Pro	ofiles: 1	© 2019 Window	Book, Inc.	_

In the *Browse Profiles* screen, click Insert and select New Logistics Download Profile.

4	DAT-MAIL AWAM - Browse Profiles			—	
	Profile Name	Profile Type	Import Path W BW7x64Swr_1W69mail def/incoming	Deactivate	
	Constrained Conings	ingoon		Clear Selections	
				Import	
				insert	New Import Profile
				Delete Rename	New Merge Profile New Post Process Profile New Logistics Download Profile
				Change Profile Type	

A **Profile Will Be Added** screen will display. Enter a Profile Name. In the example here, "LSC OnePrice Download" was entered. Click **Select Carrier**.

🔺 DAT-MAIL AWAM - Profile Will Be Added	—
Profile Name: LSC OnePrice Download	
Logistics Download	
Local Download Path:	
Save Processed Files Path:	
Failed Import Path:	
Select Carrier Poling Frequency (minutes): 3	
Mapped drives cannot be used for path names.	OK Cancel
Use UNC path names or local drive letters (if applicable).	<u>Qiv</u> <u>Carloal</u>



The **Browse the Carrier File** screen will close, and the file paths called out in the profile will autopopulate based on what was specified in the Carrier record. The name of the selected carrier will also display in the profile.

🔺 DAT-MAIL AWAM - Profile Will Be Added	🞇 Changing a Carrier Record
Profile Name: LSC OnePrice Download Logistics Download	General Data Exchange
Local Download Path: C:\\wB\mail dat\LogisticsDownload Save Processed Files Path: C:\\wB\mail dat\LogisticsBownload Failed Import Path: C:\\wB\mail dat\LogisticsFailed	Dela Export Method STP V Files Will be Keturned: Comm. Imedia (min.): 10 V Site or IP: sttpp3:rd.com Login: vkindowski_DLS001 Password:
Poling Frequency (minutes)	Folder Paths: Remote Folder Paths Download Archive Folder: C:WB'mail.dst'Logisticsarchive Download Folder: C:WB'mail.dst'LogisticsDownload Download Folder: C:WB'mail.dst'LogisticsPolyneit Download Folder: C:WB'mail.dst'LogisticsPolyneit C:WB'mail.dst'LogisticsPolyneit
	Email Addresses: Mailer Retrieval : onepricel@lsccom.com Customer Service: burish@windowbook.com
Mapped drives cannot be used for path names. Use UNC path names or local drive letters (if applicable).	QK Cancel Help

Click **OK** to finish creating the Logistics Download Profile for OnePrice.

The *Browse Profiles* screen will display. Make sure "LogisticDownloads" is selected for the 'Profile Type Filter'. In the profile list, highlight the newly created "LSC OnePrice Download" profile and click **Activate**.

Profile Name	Profile Type	Import Path	Activate
LSC OnePrice Download	LogistDownload C:W	/Bimail.dat%LogisticsDownload	<u> </u>
Λ			
4 1			Clear Selections
			Profile Type Filter:
			LogistDownload
			Сору
			insert
			Change
			Delete
			Rename
			Change Profile Typ

	🔺 DAT-MAIL AWAM - Browse Profile:	5		— ×-
When the profile	Profile Name	Profile Type	Import Path	Deactivate
is active, click	LSC OnePrice Download	LogistDownload C:WE	/mail.dat/LogisticsDownload	
Close.	仑			Clear Selections

After all the Setup for OnePrice is complete, and the mailer is ready to begin using OnePrice, make sure the AWAM Service is running.

🔕 dat	-MAIL Advanced	Workflow A	utomation M	Manager Control Co	enter	
<u>F</u> ile <u>F</u>	lelp					
Activity	History			Click column head Right click on finishe	ings to sort by column d items for more details	
	File Name	Job ID	Status	Hist. Job ID	Progress	Profile Name
		1				
_				_		
×	STOP	use Ser	vice is RUNN	ING		Edit profiles Minimize
-					Alconduce of Antice Deefilers 2	@ 2019 Window Book Inc.

ASSIGN PALLETS TO MANIFESTS BUTTON

In the Multi-Carrier Trailer Manifesting menu, click Assign Pallets to Manifests.

The Browse Pallet Database screen will display.



Assign CFID Button

This button is used for assigning a Carrier and Consolidation Facility to the selected (checked) pallets. Select (check) the desired pallets from the list and click **Assign CFID**.

D Browse Pall	et Database (No	manifests se	elected)								×
Eile Tag Pallet	s <u>R</u> eports										
by Mail	Date	\sim	× 4	ж	Pallets:	1 Pieces:	43	3 Mail W	leight:	6.7 Gross Weight:	27.8
Job ID	Job Number	Job	Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID M	anifest	CFName	Entry Point Name	Dest ZIP+4 0
00000023	OnePriceSmall	Test_02		P00020	WBLBP0000004	10/21/2019	0001	1	ABC Milwaukee	SCF BIRMINGHAM, AL 350	352039811
00000023	OnePriceSmall	Test_02		000947	WBLBP0000005	10/21/2019	0001	1	ABC Milwaukee	SCF BIRMINGHAM, AL 350 SCF CLEVELAND, OH 440	352039811
0003444	A131511A	Test_04		000017	WBLBP000000W	3/20/2019	0001			SCF CHICAGO, IL 606	606993916
0003444	A131511A	Test_04		000019	WBLBP000000X	3/20/2019	0001			SCF SALT LAKE CITY, UT 840	841999997
	Entry Point: SCF 1	Test_05		000047	WBLBP000000Y	8/21/2019	0038			SCF PHILADELPHIA, PA 190	191769997
											>
Assign CFID	Dates/Order	s B(OL	Select Ma	unifest Upd	ate Gross Weight	Track Pallets	Cher	k Pallet Status	Reports & Utilities	Cl <u>o</u> se

The *Select Carrier and Consolidation Facility* screen will display. Using the corresponding browse buttons, select a **Carrier** and a **Facility** to be associated with the selected pallet(s). Click **OK** when finished (clicking **Cancel** will abort the selection process and close the screen).

Select Carrier and Consolidation Facility								
Carrier: Facility:	ALG ALG ALG ALG Chicago							
	<u>Q</u> K <u>C</u> ance	el						

Warning messages will display if a user attempts to assign a Carrier and Consolidation Facility to a pallet that meets any of the following:

- The pallet(s) has already been added to a manifest;
- The pallet(s) is assigned an LSC Carrier and Origin as the Trailer Type; and
- The pallet(s) is assigned an LSC OnePrice Carrier and Commingle as the Trailer Type and the user attempts to change the consolidation facility.

The *Browse Pallet Database* screen will update, and the corresponding fields will update for the tagged pallet (based on the example used here):

- **CFName** contains a value of "ALG Chicago".
- Carrier contains a value of "ALG".

	Browse Pall	et Database (No	manifests	selected)								×
Eile	Tag Pallet	s <u>R</u> eports										
₹ 1	by Mail	Date	~	× 4	*	Pallets:	1 Pieces:	433	Mail W	eight:	6.7 Gross Weight:	27.8
	Job ID	Job Number	J	b Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID Mai	nifest	CFName	Entry Point Name	Dest ZIP+4 0
	00000023	OnePriceSmall	Test_02		P00020	WBLBP0000004	10/21/2019	0001	1	ABC Milwaukee	SCF BIRMINGHAM, AL 350	352039811
	00000023	OnePriceSmall A131511A	Test_02 Test_04		000947	WBLBP0000005 WBLBP000000V	10/21/2019 3/20/2019	0001	1	ABC Milwaukee	SCF BIRMINGHAM, AL 350 BEF CLEVELAND, OH 440	352039811
$\overline{\mathbf{A}}$	00003444	A131511A	Test_04		000017	WBLBP000000W	3/20/2019	0001		ALG Chicago	S F CHICAGO, IL 606	606993916
	00003444	A131511A	Test_04		000019	WBLBP000000X	3/20/2019	0001			F SALT LAKE CITY, UT 840	841999997
	00399755	Entry Point: SCF 1	Test_05		000047	WBLBP000000Y	8/21/2019	0038			SCF PHILADELPHIA, PA 190	191769997
	_											
<		>										>
A	ssign CFID	Dates/Orden	s I	BOL	Select Ma	nifest Upd	ate Gross Weight	Track Pallets	Chec	k Pallet Status	Reports & Utilities	Close

Dates/Orders Button

This button is used to create an order for a shipment, and if necessary, to set new ship and in-home dates for the selected (checked) pallets when they do not match the manifest. Updating these dates will also change the dates in the Mail.dat file(s); however, if postage has already been paid, *PostalOne!* will not receive these changes.

Pallet dates can be changed as long as the tagged pallets have a carrier and consolidation facility

assigned to them. If the user attempts to use the **Dates/Orders** button for tagged pallets that do not have a carrier and consolidation facility assigned, a *Warning!* dialog will display.

 Warning!
 S3

 Pallet: WBLBP000000G does not have a Carrier or Facility assigned. Do you want to update this info for current and similarly tagged pallets?

 Yes
 No

Click **Yes** to close the dialog and launch the <u>Select Carrier and Consolidation Facility</u> screen

(clicking **No** or **Cancel** will close the dialog and abort the update process).

Assign a carrier and consolidation facility, re-tag the pallets (if necessary) and click **Dates/Orders**.

The **Orders Info** screen will display. Update any dates (if necessary) and click **OK** to close the **Orders Info** screen and create an order.



The *Browse Pallet Database* screen will update and a value of "Create" will display in the Action column when the order is created.

ව Browse Pa	llet Database (No	manifests selected)										×
Eile Tag Palle	ts <u>R</u> eports											
by Mai	i Date	× ×	* *	Pallets:	1 Pie	ces:	433	Mail Weight:	6.7	Gross Weight:	27.8	T
Job ID	Job Number	Job Desc	Pallet ID	UCID	Gross Weight	Mail Date	Drop Date	In-Home Date	Action		Location	Pos
00000023	OnePriceSmall OnePriceSmall	Test_02 Test_02	P00020 000947	WBLBP0000004 WBLBP0000005	225.7		10/21/2019 10/21/2019		Add EBoL Add EBoL	1A1		
00003444	A131511A A131511A	Test_04 Test_04	000016	WBLBP000000V WBLBP000000W	30.4	3/20/2019	3/20/2019		Create			
00003444	A131511A Entry Point: SCF 1	Test_04 Test_05	000019 000047	WBLBP000000X WBLBP000000Y	29.0 772.2	3/20/2019 8/21/2019	3/20/2019 8/21/2019	8/28/2019				
<		·										>
Assign CFID	Dates/Order	s BOL	Select Ma	anifest Upd	ate Gross Weig	nt Track	Pallets	Check Pallet S	itatus Repor	rts & Utilities	Clos	se

Users attempting to add tagged pallets to a BOL where a date discrepancy exists between the pallet dates and the dates associated with a manifest will also generate a Warning! dialog. Click OK to close the dialog and return to the Browse Pallet Database screen for the selected manifest.

Warning!	8
4	Pallet: WBLBP000006B has a mail date: 08/08/2018 that is EARLIER than manifest 200007978's scheduled dispatch date 04/25/2019
	ОК

Re-tag the pallets containing the problem dates (if necessary) and click the Dates/Orders button again.

E B File	rowse Pall Tag Palle	et Database (Man ets Reports	ifest ID: 200007978 Disp	atch: 04/25/2	2019 14:17:13 Typ	oe: Consolidator C	F Name:	: LSC_Bolingbroo	k, IL)		×	
-M	by Mai	Date	• × <i>«</i>	💥 Pallets	K 3	Pieces:	19,460	Mail Weight:	418.4	Gross Weight: 563.6	T	
	Job ID 1 00361 1 00361 1 00361 1 00361 1 00561 1 4962804 1 4962804 1 4962804 1 4962804	Job Number 1503361 1503361 1503361 14962804 14962804 14962804 14962804 14962804	Job Desc 1503361 1503361 14952804 14952804 14952804 14952804 14952804 14952804 14952804	Pallet ID 000000 \ 000002 \ 000107 \ 000108 \ 000108 \ 000109 \ 000110 \ 000111 \	UCID ABLBP000005B WBLBP0000050 WBLBP000005A ABLBP000005A WBLBP000005C WBLBP000005C	Postage Pmt Date 8/08/2018 8/08/2018 4/24/2019 4/24/2019 4/24/2019 4/24/2019 4/24/2019	SEG ID 0001 0001 0001 0001 0001 0001 0001 00	Manifest 200007978 200007978 200007978 200007978 200007978	CFName LSC_Boingbro LSC_Boingbro LSC_Boingbro LSC_Boingbro LSC_Boingbro LSC_Boingbro LSC_Boingbro	Entry Point Name SOF SALT LAKE CITY, UT 840 (SOF SAN FRANCISCO, CA 940 (SOF LAS VEGAS, NV 890 (SOF PALATINE, IL 600 (SOF PALATINE, IL 600 (SOF SUBURBAN, IL 601 (SOF FOX VALLEY, IL 605 (SOF CHICAGO, IL 605	Des 8419 9488 6008 6019 6049 6049 6049 6049	
	Assign CFID Dates/Orders BOL Choose another manifest Track Pallets Cigse											

The Orders Info screen will display. Update the necessary date(s) to match the manifest and click OK.

🎇 Orders Info					×					
Enter a new date for any field you would like to change. If you leave it blank, it will not be changed".										
Postage Payment Date:										
Scheduled Ship Date:										
In-Home Date From:			Thru:							
Drop Date Earliest:			Latest:							
			<u>o</u> k		<u>C</u> ancel					

BOL Button

Once a user selects a specific manifest (clicks on the <u>Select Manifest button</u>), the next step is to select (check) the desired pallet(s) that should be added to the manifest and included on the BOL (Bill of Lading). When the desired pallets are selected, click **BOL**.

If a manifest is not selected, the BOL will be grayed out (it is inactive). The BOL button will only be active/enabled after a manifest is selected.

E Browse Pall	iet Database (Mar	nifest ID: 7	Dispatc	h: 06/01	1/2020 12:	:40:34 Type: Direc	t Trailer)					×
Eile Tag Pallet	s <u>R</u> eports											
by Mail	Date	1	×	<i>4</i> 3	ĸ	Pallets:	1 Piece	s:	433 Mai	Weight:	6.7 Gross Weight:	27.8
Job ID	Job Number MS093275	Test_01	ob Desc		Pallet ID 000001	UCID WBLBP000000B	Postage Pmt Date 4/30/202	SEG ID 0002	Manifest	CFName 2 ALG Chicago	Entry Point Name DES MOINES IA 50318	Dest ZIP+4 0 50318
99999617	MS093275 MS093275	Test_01 Test_01			000002	WBLBP000000C WBLBP000000D	4/30/202 4/30/202	0002		2 ALG Chicago 2 ALG Chicago	DES MOINES IA 50318 DES MOINES IA 50318	50318 50318
0000444	AISISTIA	rest_04			000017	VELSPOUDDUV	5/20/201			Aco chicago	SUP UNICAGO, IL 600	000333310
Assign CED	Dates/Order		BOL	Cho	ose anothe	er manifest Und	ate Gross Weight	Track	Pallets Ch	eck Pallet Status	Reports & Utilities	Close
Addigit of the	Datearonoei	•	001	Gillo	vac unoun	of mannear	ate oreas rreight	TUCK	Children Children	eox ruint orunos	Nuprita di Villina	0.000

If the wrong manifest is accidentally selected, users are able to choose a different manifest by clicking the CHOOSE ANOTHER MANIFEST button (see screen image above).
The screen will update. The main **Browse Pallet Database** screen will display (no manifest selected), and the previously tagged pallets will show their assigned manifest number in the Manifest column. In addition, the Action column will contain a value of 'Add EBoL'.

D Browse Pallet Database (No	manifests selected)					×
by Mail Date	✓ ✓ #	X Pallets:	0 Pieces:	0 Mail Weight:	0.0 Gross Weight:	0.0
Job ID Job Number 00000023 OnePriceSmall 99999617 MS093275 99999617 MS093275 99999617 MS093275 00003444 A131511A 00003444 A131511A 00003444 A131511A 00003444 A131511A 00399755 Entry Point: SCF 1 00003444 A131511A	Job Desc Test_02 Test_02 Test_01 Test_01 Test_04 Test_04 Test_04 Test_04 Test_04 Test_04 Test_04 Test_04	Patiet D UCD P00020 WBLBP000000-000947 000947 WBLBP000000 00001 WBLBP000000 000015 WBLBP000000 000015 WBLBP000000 000016 WBLBP000000 000017 WBLBP000000 000017 WBLBP000000 000017 WBLBP000000 000017 WBLBP000000 000017 WBLBP000000	Postage Pmt Date 5 4 10/21/2019 5 10/21/2019 8 4/30/2020 0 4/30/2020 0 4/30/2020 0 3/20/2019 V 3/20/2019 V 3/20/2019 V 3/20/2019 W 6/03/2020 Pdate Gross Weight	EG D Manifest CFI 0001 1 ABC N 0001 2 ALG C 0002 2 ALG C 0001 2 ALG C 0002 2 ALG C 0001 2 ALG C 0001 2 ALG C 0001 2 ALG C 0001 7 ALG C 0001 7 ALG C	Aame Entry Point Name Name Entry Point Name Name SCF BRMINGHAM, AL 350 Nikoso DES MOINES IA 50318 Nicago DES MOINES IA 50318 SCF MANASOTA, FL 342 SCF CLEVELAND, OH 440 SCF PHILADELPHIA, PA 190 Nicago SCF CHICAGO, IL 606 Status Reports & Utilities	Dest ZIP+4 0 352039811 352039811 352039811 352039811 50318 50318 50318 342805000 441019309 841999997 60595916 > > Cligse
Browse Pallet Database (No	manifests selected)					×
File Tag Pallets Reports	v v 4	Pallets:	0 Pieces:	0 Mail Weight:	0.0 Gross Weight:	0.0
Job ID Job Number 00000023 OnePriceSmall 00000023 OnePriceSmall 9999617 MS093275 9999617 MS093275 00003444 A131511A 00003444 A131511A 00003444 A131511A 00003444 A131511A 0003444 A131511A 0003444 A131511A 0003444 A131511A	Job Desc Test_02 Test_01 Test_01 Test_04 Test_04 Test_04 Test_04 Test_04 Test_04	Pallet D UCID P0020 WBLBP000000 000947 WBLBP000000 00001 WBLBP000000 000015 WBLBP000000 000016 WBLBP000000 000017 WBLBP000000 000016 WBLBP000000 000017 WBLBP000000	Containers Mail Wi 4 31 5 0 B 0 C 0 U 2 V 1 Y 45 W 1	Eight Gross Weight Mail Date 147.0 225.7 1.1 20.1 1.9 20.9 6.2 29.4 9.3 30.4 7.9 20.9 858.7 772.2 8/7 27.8 6/01/2020	Drop Date In-Home Date Activ 10/21/2019 Add EBoL Add EBoL 10/21/2019 Add EBoL Add EBoL 4/30/2020 Skip Skip 3/20/2019 3/20/2019 Skip 3/20/2019 8/28/2015 Skip 3/20/2019 8/28/2015 Add EBoL	14

st Warning messages will display if a user attempts to assign a tagged pallet(s) to a BOL if the pallet(s) meets any of the following:

- The pallet(s) has already been added to a manifest;
- The pallet(s) is assigned an LSC Carrier and Origin as the Trailer Type;
- The pallet(s) has a consolidation facility already assigned that is different than that of the selected manifest (this does not apply to LTL or Direct Trailer manifests); and
- When a date discrepancy exists between the pallet date(s) and a date(s) associated with a manifest (refer to the Troubleshooting information provided under Dates/Orders Button above to resolve the date discrepancy). When the date issue is resolved, the previously tagged pallets will automatically be added to the BOL for the previously selected manifest (no need to click the BOL button again after the date discrepancy has been resolved).

Warning!	×
▲	Pallet: WBLBP000000W has a mail date: 03/20/2019 that is EARLIER than manifest 7's scheduled dispatch date 06/01/2020
	ОК

Select Manifest Button

Selecting a manifest is the equivalent of requesting a truck. It occurs from the main *Browse Pallet Database* screen (no manifest selected).

Browse Pallet Database ()	lo manifests selected)						×	
by Mail Date	v 🗸 🕊	X Pallet	ts: 0 Pie	ces: 0	Mail Weight:	0.0 Gross Weight:	0.0	
Job ID Job Number 00000023 OnePriceSmal 90000023 OnePriceSmal 99999617 MS093275 99999617 MS093275 99999617 MS093275 00003444 A131511A 00003444 A131511A 0003444 A131511A 00039755 Entry Point: S0	Job Desc Test_02 Test_02 Test_01 Test_01 Test_01 Test_04 Test_04 Test_04 Test_04 Test_04	Pallet ID UC P00020 WBLBP0 000947 WBLBP0 000002 WBLBP0 000003 WBLBP0 000014 WBLBP0 000015 WBLBP0 000016 WBLBP0 00017 WBLBP0 00018 WBLBP0 00019 WBLBP0 000147 WBLBP0	D Pestage Pmt D/ 10/21/2/ 1000004 10/21/2/ 10/21/2/ 10/21/2/ 10/00000 000000C 4/30/2/ 10/00000 4/30/2/ 10/20/21/20/20/21/20/20/20/20/20/20/20/20/20/20/20/20/20/	te SEG ID Mani 119 0001 119 0001 120 0002 120 0002 120 0002 120 0002 120 0002 119 0001 119 0001 119 0001 119 0001 119 0001	fest CFName 1 ABC Milwauke 2 ALG Chicago 2 ALG Chicago 2 ALG Chicago	Entry Point Name SCF BRMINGHAM, AL 350 SCF BRMINGHAM, AL 350 DES MOINES IA 50318 DES MOINES IA 50318 DES MOINES IA 50318 SCF MANASOTA, FL 342 SCF CLEVELAND, OH 440 SCF SALT LAKE CITY, UT 840 SCF PHILADELPHIA, PA 190	Dest ZIP+4 0 352039811 352039811 50318 50318 342605000 441019309 841999997 191769997	
Assign CFID Dates/Orders BOL Select Manifest Update Gross Weight Track Pallets Check Pallet Status Reports & Utilities Close								

The *Manage Manifests* screen will display, listing any existing manifests. Users can select an existing manifest by highlighting the manifest and clicking **Select**, or by right-clicking on a manifest and clicking the **Select** option.

	D N	/lanage l	Manifes	ts											×
F	ile	Utilities													
	1	0	Send to	ALG											
	Ope	n, By Mar	nifest #	Open,	By Sch	eduled Dispa	tch Date/T	ime Open, By Cf	FName	Cancelled	Dispatch	ed, by Dispatcl	Date/Time		
		Manife	st ID	Truck	oad #	Carr	e	Туре		CFNam	e	Sched Dispate	:h Date/Time	Actual Dispat	tch Date/Tim
			7	15	Calar			Direct Trailer				06/01/2020	12:40:34		
			6	10	Selec	1		Origin	AL	G Chicago		06/01/2020	12:38:38		
			1		0	Generic Carr	er ABC	Consolidator	AB	G Chicago C Milwaukee	9	05/18/2020	11:21:52	١Ļ	
	<													\mathbf{V}	>
[Crea	ate Manif	est U	pdate N	lanifest	Dispatch	Truck	Cancel Manifest	[Pallet list	Во	L Exp	ort	<u>S</u> elect	Close

When a manifest is selected, the *Manage Manifest* screen closes and the *Browse Pallet Database* screen for the selected manifest displays. All of the pallets available for that particular manifest will be listed. The list can be further condensed (if preferred) by using the screen's filter function.

In addition, after a manifest has been selected, the Select Manifest button label changes to read Choose another manifest. This allows users to select a different manifest, if necessary.

Browse P	Browse Pallet Database (Manifest ID: 8 Dispatch: 06/05/2020 14:58:31 Type: Direct Trailer) ×										
by Ma	ail Date	× *	# 3	*	Pallets:	0 Pieces		0 Mail W	leight:	0.0 Gross Weight:	
Job ID	Job Number	Job Des	5	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+4 (
00003441	TEST_06	TEST_06		000001	ACW8P000000Z	3/20/2019	0001		ALG-ATL	NDC JAXVILLE, FL 32099	320990002
00003441	TEST_06	TEST_06		000002	ACWBP0000010	3/20/2019	0002		ALG-ATL	NDC ATLANTA, GA 31195	303699998
00003441	TEST_06	TEST_06		000003	ACWBP0000011	3/20/2019	0002		ALG-ATL	NDC ATLANTA, GA 31195	303699998
<											
Assign CFI	Dates/Order	rs BOL	Cho	oose anoth	er manifest Jpd	date Gross Weight	Track	Pallets Chec	k Pallet Status	Reports & Utilities	Cl <u>o</u> se

i

① The remaining functions buttons located on the <u>"Manage Manifests" screen</u> (specifically, Update Manifest; Dispatch Truck; Cancel Manifest; Pallet List; BoL; and Export) are documented under VIEW/DISPATCH MANIFESTS BUTTON in this Guide.

Update Gross Weight Button

The gross weight of single and mother pallets, and sibling pallets can be updated/changed by highlighting (not tagging) the pallet and clicking Update Gross Weight.

Gross weight can only be updated/changed one pallet at a time.

D Browse Pa	illet Database (No ets Beports	manifests selected)								×
by Ma	il Date	~ / 4	*	Palets:	0 Pieces		0 Mail W	eight:	0.0 Gross Weight:	0.0
Job D 00000023 00003440 00003440 00003444	Job Number OnePriceSmall 55866-023 55866-023 A131511A	Job Desc Test_02 Test 03 Test 03 Test_04	Pallet ID P00020 000001 000002 000003	UCD WBLBP0000004 WBLBP000000F WBLBP000000F WBLBP0000001	Postage Pmt Date 10/21/2019 3/20/2019 3/20/2019 3/20/2019	SEG ID 0001 0001 0001 0001	Manifest 1	CFName ABC Milwaukee	Entry Point Name SCF BRMINGHAM, AL 350 SCF DENVER, CO 800 DES MOINES IA 50318 SCF WESTCHESTER, NY 105	Dest ZIP+4 0 352039811 802660001 503189997 106101000
Assign CFD Dates/Orders BOL Select Manifest Update Gross Weight Track Pallets Check Pallet Status Reports & Utilities Close										

When the button is clicked an **Update Pallet Weight** screen will display (image below). The highlighted pallet's 'Unique Container ID', whether the pallet is a Sibling, how many 'Pieces' are on the pallet, how many 'Copies' exist, the current 'Mail Weight' and 'Gross Weight' are provided.

To update the gross weight, enter the desired gross weight into the **New Gross Weight** field. When the new weight is entered, the system calculates the **Gross Weight Variance**.

Click **OK** to close the screen and apply the new gross weight.

The updated weight will display in the *Browse Pallet Database* screen, and a value of "Update Gross Weight" will display in the **Action** field.

Browse Pal Update Pallet Weight × File Tag Palle Unique Container ID: WBLBP0000001 -2 by Ma Pallets: Mail Weight: Gross Weight: 0.0 leces: 0 Is Sibling: NO Pieces: D UCID Gross Weight Mail Date Drop Date In-Home Date Job ID 304 Action Location 20 01 WBLBP0000004 10/21/2019 Add EBoL 0000023 225.7 1A1 Copies: 304 3/20/2019 WBLBP000000E 00003440 450.3 3/20/2019 1A1 WBLBP000000F 02 3/20/2019 3/20/2019 00003440 Mail Weight: 4,7120 Gross Weight: 25,8120 New Gross Weight: 30.0000 Gross Weight Variance 16.23 <u>0</u>K Cancel Assign CFID Manifest Update Gross Weight Track Pallets Check Pallet Status Reports & Utilities Close

When the Gross Weight is updated in Multi-Carrier Trailer Manifesting, the Mail.dat is also changed, only if the pallet is a <u>not</u> a sibling. If the pallet is a sibling, the Mail.dat will not be changed.

In addition, the new Gross Weight is considered a "fixed" value and will only be re-calculated by the system only if the count of child containers is changed.

Before changing or updating the gross weight, take care to ensure the selected pallet is indeed the desired or intended pallet, by making sure the 'Unique Container ID' displayed in the Update Pallet Weight screen matches the UCID in the Browse Pallet Database screen.

	Browse Pa	llet Database (No	manifests selected)					1	×
Eile		ts <u>R</u> eports				Update Pallet Weight		-	
⇒	by Mai	Date	~ ~ 4	· 🗶	Pallets: 0	Unique Container ID:	WBLBP0000001	0 Gross Weight:	0.0
	1.1.10		1.1.0	B		Is Sibling:	NO	Refer Balatillana	no ma d
	J00 ID 1 00000023	OnePriceSmall	Job Desc Test_02	Pallet L	0 WBLBP0000004	Pieces:	304	CF BIRMINGHAM, AL 350	352039811
E	00003440 00003440	55866-023 55866-023	Test 03 Test 03	000001	1 WBLBP000000E	Copies:	304	CF DENVER, CO 800 ES MOINES IA 50318	802660001 503189997
	00003444	A131511A	Test_04	000003	WBLBP000000I	Mail Weight:	4.7120	CF WESTCHESTER, NY 105	106101000
						Gross Weight:	25.8120		
<		1		1	1	New Gross Weight:	30.0000		>
	Assign CFID	Dates/Order	rs BOL	Select N	Vanifest Update Gross	Gross Weight Variance: W	16.23	Reports & Utilities	Cl <u>o</u> se
						<u>0</u> K	Cancel		

Component Functionality

Update Pallet Weight	
Unique Container ID:	WBLBP0000001
Is Sibling:	NO
Pieces:	304
Copies:	304
Mail Weight:	4.7120
Gross Weight:	25.8120
New Gross Weight:	30.0000
Gross Weight Variance:	16.23
QK	<u>C</u> ancel

Track Pallets Button

In the *Browse Pallets Database* screen, users can track pallets based on the pallet's corresponding job by selecting (checking) the pallets displayed in the screen and clicking **Track Pallets**.

D	D Browse Pallet Database (No manifests selected)										×		
Eile	File Tag Pallets Reports												
Ż	by Mail	Date	✓ × ✓	*	Pallets:	4 Pie	ces:	28,198	Mail Weight:	556.5 Gros	s Weight:	830.8	T
	Job ID	Job Number	Job Desc	Pallet ID	UCID	Gross Weight	Mail Date	Drop Date	In-Home Date	Action		Location	Pos
Z	0000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	225.7		10/21/2019		Add EBoL	1A1		
Ĭ	0003440	55866-023	Test 03	000001	WBLBP000000F	450.3	3/20/2019	3/20/2019			1A1		
⊻	0003444	A131511A	Test_04	000003	WBLBP000000I	30.0	3/20/2019	3/20/2019		Update Gross Weigh	t 1A1		
	-												
<													
-	Assign CFD Dates/Orders BOL Select Manifest Update Gross Weight Track Pallets Check Pallet Status Reports & Utilities Cigse												

The *Select Job to Track* screen will display. All of the jobs associated with the pallets selected on the *Browse Pallets Database* screen will be listed. Highlight a specific job to track pallet information for and click **Select**.

Select Jo	b to Track				×
ile					
5					
Job ID	DM Job ID	Job Number		Job Desc	
00000023	00000003	OnePriceSmall	Test_02		
00003440	00000004	55866-023	Test 03		
00003444	00000005	A131511A	Test_04		
				Select 0	lose

The *Track Pallets* screen will display, providing pallet detail pertaining to the selected job 0. If not all the pallets associated with the selected job have shipped, a visual notification will display on the screen.

	Lab I	lumbar	14	LID LIC	at Jak ID	Dellate	Dellate Chinese	d Tatal Day	C. b Castalanas	M-31-4	General Valle	# Destag	a Diad 11
A131	1511A	Number	000	00005	3003444	ralets	8 (16.501	5ubcontainers 52	251.67	707.05	# WPostag	0
:								1			ച		,
alletint	0.0.0	hun Data	(da ca an da	a) Du Da	ala na Dest) at a			4	inin Pallets	Dok dis	nlau "Beadu/	" nallets
1000 H H	o byt	iue Diate	laescenan	ај Буго	stage Finit i	2				gint diologi L	_ 010 da	pidy moday	pairo
irtual	Active	Shipped	Released	Pallet ID	Contain	er ID	Rack		Manifest	CFName		Due Date	Pieces
YNYYYYYYYYYYYYYYYYYYYYYYY	z > z z z z z z z z z z z z z z			000012 000003 000004 000005 000005 000005 000008 000009 000010 000012 000012 000013 000014 000015 000014 000016 000017 000019	WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO WBLBPO	000000 1 000000 1 000000 000000 000000 000000 000000 000000	AI		A 7 A	LG NY LG-CHI		3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019	1,15 31 44 44 21 33 55 83 1,00 43 33 35 55 44 55
• ••	• 7	, ,,	, (-	6	

The job's pallets are displayed in a list on the screen 2. The following information is provided for each pallet:

Virtual (Y or N)	Due Date
Active (Y or N)	Pieces
Shipped (Y or N)	Containers
Released (Y or N)	Mail Wt (<i>Mail Weight</i>)
Pallet ID	Gross Wt (Gross Weight)
Container ID	Postage Pmt Date (Postage Payment Date)
Rack	Postage Release Date
Manifest	Postage Release Time
CF Name (Consolidation Facility Name)	-

This pallet list information can be sorted/viewed by selecting one of three corresponding tabs: **Pallet Info**; **By Due Date (descending)**; and **By Postage Pmt Date**.

🖸 Trac	k Palle	ts for His	torical Job	D 00003	3444						palets in t	his job have s	×
1 A13	Job 11511A	Number	Jo 000	ы ID н	list Job ID 10003444	Pallets 1	Pallets Shipped 8 0	Total Pcs 16.501	SubContainers 52	Mail Wt 251.67	Gross Wt 707.08	# w/Postag	e Risd US 0
< Pallet in	s allet info By Due Date (descending) By Postage Pmt Date												
Virtual	Active	Shipped	Released	Pallet ID	Contair	ner ID	Rack		Manifest	CFName		Due Date	Pieces
*N~~~~~~~~~~~~	NYZZZZZZZZZZYZ	N		00002 000003 00004 00005 00006 00007 00008 00009 00009 000010 000012 000013 000014 000015 000016 000017 000019	WBLBPI WBLBPG WBLBPG WBLBPG WBLBPG WBLBPG WBLBPG WBLBPG WBLBPG WBLBPG WBLBPG	00000H 000000 1 00000L 00000L 00000M 00000M 000000P 000000P 000000P 000000P 000000P 000000	AI		а 7 а	LG NY LG-CHI		3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019 3/20/2019	1.19 30 31 50 42 40 27 38 50 82 1.01 44 31 35 50 50
•	4 ? Show al		Show	Only Act	tive Pallets	⊖ Sha	w Only Un-Shippe	d Pallets	O Show Only	Un-Released i	Pallets	Befresh	pallet list Close

If the pallet list is empty when a job is selected (there is no pallet information), make sure to un-check the **Only display "Ready" pallets** option ⁽³⁾. And to omit any origin pallets from displaying in the list, select (check) the **Hide Origin Pallets** option ⁽⁴⁾.

What pallets are displayed can also be controlled by selecting one of the radio button options located along the bottom of the screen (radio buttons: Show all pallets; Show Only Active Pallets; Show Only U-Shipped Pallets; and Show Only Un-Released Pallets).

To make sure the pallet list being viewed is current, click **Refresh pallet list 6**.

Check Pallet Status Button

The **Check Pallet Status** button is specifically for LSC users only. Tagging pallets in the list and clicking this button initiates a communication with the DIME system to retrieve the status of the selected pallets.

D	Browse Pal	let Database (No	manifests selected)								×
Eile	Tag Pallet	ts <u>R</u> eports									
₹	by Mail	Date	✓ × <i>4</i> 3	ĸ	Pallets:	2 Pieces:		15,805 Mail W	/eight:	338.5 Gross Weight:	500.4
	Job ID 00000023	Job Number OnePriceSmall	Job Desc Test_02	Pallet ID P00020	UCID WBLBP0000004	Postage Pmt Date 10/21/2019	SEG ID 0001	Manifest	CFName ABC Milwaukee	Entry Point Name SCF BIRMINGHAM, AL 350	Dest ZIP+4 0 352039811
Ę	00003441 0003441 0003441	TEST_06 TEST_06 55866-023	TEST_06 TEST_06 TEST_06	000001 000002 000001	ACWBP000000Z ACWBP0000010 WBLBP000000E	3/20/2019 3/20/2019 3/20/2019	0001 0002 0001	'	ALG-ATL ALG-ATL Boliophrook	NDC JAXVILLE, FL 32099 NDC ATLANTA, GA 31195 SCE DENVER CO 800	320990002 303699998 802660001
Ž	0003444 0003444 00003444	A131511A A131511A A131511A	Test_04 Test_04 Test_04	000002 000003 000004	WBLBP000000H WBLBP000000I WBLBP000000J	3/20/2019 3/20/2019 3/20/2019	0001 0001 0001		Bolingbrook	NDC DALLAS, TX 75199 SCF WESTCHESTER, NY 105 SCF WESTERN NASSAU, NY 111	753989100 106101000 115999900
<	00003444	A131511A	Test_04	000005	WBLBP000000K	3/20/2019	0001		ALG Frooklyn	SCF BROOKLYN, NY 112	112569604
	Assign CFID	Dates/Order	BOL	Select Ma	anifest Upd	iate Gross Weight	Track	Chec	k Pallet Status	Reports & Utilities	Cl <u>o</u> se

As of August 2020, this button is enabled for all carriers; however, it is specific to LSC since it attempts a communication with DIME. If the button is clicked for non-LSC associated pallets, an error message will be returned from DIME.

The *LSC Pallets Status* screen will display. The screen provides DIME status information for each tagged pallet by way of 'Appointment Status', 'Pickup Status', 'Delivery Status', 'Postage Release Status', 'Transit Matrix Dates', and 'Copal Tray Inbound' information (if applicable). Highlight a pallet in the list to see the status details specific to it.

ist Job D	Unique PalletD	Manifest®	MCB	Appointment Status	Pickup Status
0003440	WBL8P000000E		95M20164100000027584 95M200274000000014609	Appointment Date:	Pickup Date:
	2003846003		and the second second second	Appointment Number:	Scheduled Dispatch Date:
				Error Code* DIME0020.0000	Error Code*: DIME0029.0000
				Delivery Status	Postage Release Status
				Delivery Date:	Postage Released
				Order State: Incomplete	Postage Release Date:
				Transportation Status.	- · · · · · · · · · · · · · · · · · · ·
				None]
				Error Code* DIMERCOLODOD	B Error Code*: DIME0829.00000
				Transit Matrix Dates	
				Consolidation Facility Ship Date:	Postage Statement Mailing Date:
				Origin Ship Date:	Scheduled In-Home Date 1:
				Scheduled Induction Date 1.	Scheduled In-Home Date 2
				Scheduled Induction Date 2	Error Code*: DIWE0025.9999
				Copel Tray Inbound	
				Arrived Date:	Postage Statement Mailing Date:
				Dispatched Date:	Released Date:
				Inventory Date	Pool Run Date:
				Pallet Status: Active	Scheduled in Home Date 1:
				Pool Job Kt	Scheduled in Home Date 2:
-			1		Error Code*: Diversions appa

Any errors returned by DIME are also displayed. Hovering the computer's mouse over an individual Error Code will display the associated error message.

ව LSC Pal	lets Status					×
Error Code: check the is	DIME0020.00001 E ndividual errors on	irror Message: SER each transaction fo	VICE ERROR: RequestOrderDe or more details. One or more of	IveryStatus DIME0000.00004 The requested tracing elements	here were one or more error failed. Please see the individ	s while processing the transactions. Please ual errors for more details.
Hist Job ID	Unique PalletD	ManifestID	MCB	Appointment Status		Pickup Status
00003440 00003444	WBLBP000000E WBLBP000000H		99M20164100000027584 99M200274000000014609	Appointment Date:		Pickup Date:
				Appointment Number:		Scheduled Dispatch Date:
				Error Code*:	DIME0920.00000	Error Code*: DIME0020.00000
				Delivery Status	The specified ord	ler [WBLBP000000E] was not found in the
				Delivery Date:	Indening system.	Postage Released

For troubleshooting purposes, if an error(s) is returned, users can view the communication log that was generated between DAT-MAIL and DIME that contains the error information, by clicking **View File** located at the bottom left of the screen.

If Window Book Technical Support assistance is needed, Clients can click **Open a Ticket**, which allows them to open a Support Ticket with Window Book right from within the *LSC Pallets Status* screen.

<			>	Error Code*: DIME0018.00001
	· · · · ·			*Please, navigate mouse cursor to ErrorCode field to see error message!
Vie	w File Ope	n a Ticket		<u>C</u> lose

An **Open a Ticket** screen will display with the communication log file automatically attached to it, along with additional, pertinent information to help expedite the troubleshooting process **1**. Users can also add additional attachments if they prefer. Clients should modify/change the **User Contact information** fields, if necessary, to ensure a Window Book Support Representative is able to contact the appropriate person regarding the issue **2**. The **Severity** and **Support Issue** options should also be adjusted accordingly, if necessary **3**. When ready, click **Submit** to create the ticket.

First Name:	Laura	•	Last Name: Burish		
E-Mail:	burish@wir	ndowbook.com	Phone: (617)395-4	529	
Ticket					
Subject:	WBNPS:R	equestOrderDeliverySt	atus224		
Severity:	Normal	U 🚯	Support Issue:	Question	~
Pallet ID: V	I: VELBP00000	JOE Error :DIME0020.0	0001		
Attachments			Description		
Attachments File Name C:\Users\v	muser\AppD	iata\Local\Temp\wbN	P NPSOrderDeliveryStatusCon	tractP07624T1214	18D20200528
Attachments File Name C:\Users\v	muser\AppD	lata \Local \Temp \wbN	P NPSOrderDeliveryStatusCon	tractP07624T1214	8D20200528 د

Component Functionality

A confirmation dialog will display. Click **Yes** to close the dialog and create the ticket (clicking **Cancel** will close the dialog and abort the ticket creation process).

WARNING! $ imes$	
Are you sure you want to submit this ticket?	
<u>Y</u> es Cancel	

An e-mail will be sent to the address provided in the *Open a Ticket* screen with detailed information. Users can reply to the e-mail. All correspondence will be saved with the ticket in Window Book's system.

WB techsupport@windowbook.com	← Reply	≪ Reply All	→ Forward	 1:07 AM
Please reply above this line Ticket 86426 This was ticket was updated. You can view these changes by clicking on the ticket link which will direct you to our porta The current status of the ticket is: New	I.			
Description Error during check pallets statusPallet ID: WBLBP000000E Error :DIME0020.00001 Pallet ID: WBLBP000000E Error Subscription period ends in 48 days WMIID : WBI061 RegCode: WBI0615EC6RSG+W3C1PRG+2ANLAZE/WAQMVGZDZZ Machine Name : LBW10X64_2 Contact Name: Laura Burish Contact Phone: (617)395-4529 Address : 300 Franklin SI Cambridge MA File name: NPSOrderDeliveryStatusContractP07624T12148D2020052811513661 xml Description: NPSOrderDelivery	:DIME0020.000 yStatusContract	01 Additional info : P07624T12148D202	: 20052811513661.xr	ni

Reports & Utilities Button

Clicking the **Reports & Utilities** button displays three options: **Report**, **Export**, and **Import**.

<								Ţ		>
Assign CFID	Dates/Orders	BOL Choose	another manifest	Update Gross W	eight Tra	ick Pallets	Check Pallet Status	Reports & Utilities	Rep	Cl <u>o</u> se port L
									Exp	port port

Browse Pallet Database (No n	nanifests selected)		×
Eile Tag Pallets Reports			
by Mail Date	✓ × <i>4 ×</i>	Pallets: 6 Pieces: 50,975 Mail Weight:	1,111.5 Gross
Job ID Job Number	Job Desc Pallet ID	UCID Postage Pmt Date SEG ID Manifest CFName	Entry Point Name Dest ZIP+ A

REPORT OPTION

The **Report** option generates the "Trailer Pallet Report" for pallets that have been selected (checked) in the filtered *Browse Pallet Database* screen.

D	Browse Pal	llet Database (No	manifests selected)								×
Eile	<u>T</u> ag Palle	ts <u>R</u> eports									
з¶	by Mai	Date	~ × <i>«</i>	*	Pallets:	6 Pieces:		50,975 Mail W	/eight: 1,	111.5 Gross Weight:	1,495.8
NNNNNN I I I I	Job ID 0000023 0000023 0003441 0003441 0003444 0003444 0003444 00003444 00003444	Job Number OnePriceSmall OnePriceSmall TEST_06 TEST_06 55866-023 A131511A A131511A A131511A A131511A TEST_04A	Job Desc Test_02 Test_02 TEST_06 TEST_06 Test_04 Test_04 Test_04 Test_04 Test_04 Test_04 TEST_04A	Pallet ID P00020 000947 000001 000002 000001 000002 000003 000004 000005 000007 000008	UCD WBLBP000004 WBLBP000005 ACWBP0000010 WBLBP0000010 WBLBP0000001 WBLBP000001 WBLBP000001 ACWBP000001V	Postage Pmt Date 10/21/2019 10/21/2019 3/20/2019 6/05/2020 6/05/2020 3/20/2019 3/20/2019 3/20/2019 6/05/2020 6/05/2020	SEG ID 0001 0001 0002 0001 0001 0001 0001 000	Manifest 1 1	CFName ABC Milwauked ABC Milwauked ALG-ATL ALG-ATL Bolingbrook Bolingbrook Bolingbrook Bolingbrook	Entry Point Name SCF BIRMINGHAM, AL 35 SCF BIRMINGHAM, AL 35 NDC JAXYULE, FL 32099 NDC ATLANTA, GA 3119 SCF DENVER, CO 800 NDC DALLAS, TX 75199 SCF WESTCHESTER, NY 1 SCF BROOKLYN, NY 117 SCF BROOKLYN, NY 117 SCF GREENBORD, NC 2	Dest ZIP+ 35203981 35203981 32099000 530369999 80266000 75385910 105 10610100 NY 115 1159990 11256960 11599990 70 2748979
	00003444	TEST_04A	TEST_04A	000009	ACWBP000001W	6/05/2020	0001		Bolingbrook	SCF CHARLOTTE, NC 280	28214910
<									- N-		> ~
A	Assign CFID Dates/Orders BOL Select Manifest Update Gross Weight Track Pallets Creck Pallet Status Reports & Utilities Close Report									Close Report Export	
											Import

Pallet Report			
Sort Order:	Job Number		
	QK	Cancel	

When **Report** is selected, a *Pallet Report* screen will display, prompting the user to select a **Sort Order** for the report. The options are: **Job Number**; **Job ID**; **Estimated Ship Date**; and **Postage Statement Mailing Date**.

(clicking **Cancel** will close the screen and abort the report generation process).

Example:	Trailer Pal	let Report s	sorted by	Job Number
----------	-------------	--------------	-----------	------------

Run: 5/28	/20 12:59PM			Trailer Pallet	Report				Pag	e: 1
Pallet ID	IMB	UCID	Job ID and List ID	Mail Date	Ship Date	CFID	Facility	Copies	Mail Weight	Grs Weight
Job Num	ber: 55866-023									
000001	99M20164100000027584	W8L8P00000E	00003 441	6/05/2020	3/20/2019	11141	SCF 802660001	14,614	320.0466	450.340
		Totals:		Pallets	1			14,614	320.0466	450.340
Job Num	ber: A131511A									
000002	99M200274000000014609	W8L8P000000H	00003 441	6/05/2020	3/20/2019	11141	NDC 753989100	1,191	18.4605	50.060
		Totals:		Pallets	1			1,191	18.4605	50.060
Job Num	ber: OnePriceSmall									
P00020	99///898339000000100643	W8L8P0000004	00003 441	10/21/2019		ABC-Mke	SCF 352039811	9,410	147.0313	225.731
000947	99M901264001ZZZZEKE7	W8L8P0000005	00003 441	10/21/2019		ABC-Mke	SCF 352039811	0	0.0000	0.000
		Totals:		Pallets	2			9,410	147.0313	225.731
Job Num	ber: TEST_06									
000001	99M899605000000000001	ACWBP000000Z	00003 441	3/20/2019	3/20/2019	ALG	NDC 320990002	12,927	314.1261	386.026
000002	99M89960500000000002	ACWBP0000010	00003 441	3/20/2019	3/20/2019	ALG	NDC 303699998	12,833	311.8419	383.641
		Totals:		Pallets	2			25,760	625.9680	769.668
		Grand Tot	als:	Pallets	6			50.975	1 111 5064	1 495 806

The 'Mail Date' in the "Trailer Pallet Report" correlates to the 'Postage Pmt Date' in the Browse Pallet Database screen.

EXPORT OPTION

Users can also select one or more pallets in the filtered *Browse Pallet Database* screen and export their corresponding data to a CSV file by using the **Export** option.

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_

A **Pallet Export** screen will display. The default location where the CSV files are saved is '...WB\MDV\Data\Export'. This path can be changed by the user, if preferred by using the corresponding

"...WB\MDV\Data\Export". This path can be changed by the user, if preferred by using the correspondence browse button.

In addition, a file name consisting of "Pallet Export", the date (YYYYMMDD) and the time (HHMMSS).csv is automatically applied (see screen image below). This too can be changed by the user, if preferred. When ready, click **OK** to close the screen and export the data (clicking **Cancel** will close the screen and abort the export pallet data process).

Pallet Export			
Export Path:	C:\WB\MDV\Data\Export		
Export File Name:	PalletExport-20200528_134002.csv		
		<u>о</u> к	Cancel

A confirmation does <u>not</u> display when the export completes. Navigate to the 'Export Path' folder designated in the *Pallet Export* screen on the computer where DAT-MAIL is installed to locate the exported .csv file.

📙 🛃 🚍 🖛 Export				-	□ ×
File Home Share View					~ 🕐
\leftarrow \rightarrow \sim \uparrow \square \rightarrow This PC \rightarrow L	ocal Disk (C:) + WB + MDV + Data + Export		5 V	, Search Export	
> IPS	^ Name	Date modified	Туре	Size	
> 📙 mail.dat	PalletExport-20200528_134002.csv	5/28/2020 1:45 PM	CSV File	1 KB	
> MDRClient	- A				
MDV					
certificates	51				
🗸 📙 Data					
> AWAMCMDFiles	_				

The pallet data that is exported is: Pallet ID In-Home Date End IMB Carrier UCID (Unique Container ID) Manifest ID Job ID and List ID CFID Job Name Facility Type Postage Statement Mailing Date Facility ZIP **Estimated Ship Date** Containers Induction Date Copies Induction Date End Mail Weight In-Home Date Gross Weight

Example:

_																					
	AutoSa	• • • • • • • • • • • • • • • • • • •		PalletExpor	t-20200528_1	34002 -		⊖ Search									Laura	Burish 🛞	· •		×/
	File	Home Insert Page I	Layout Formu	las Data	Review	View	Add-ins H	elp Team											🖒 Share	Comment	1
ľ	r8	▼ : × √ f.	k .																		٠
	A	B	с	D	E	F	G	н	1	J	К	L	м	N	0	Р	Q	R	S	T	
	Pallet			Job ID and		Postage Statement Mailing	Estimated	Induction	Induction	In-Home	In-Home				Facility					Gross	
1	ID	IMB	UCID	List ID	Job Name	Date	Ship Date	Date	Date End	Date	Date End	Carrier	Manifest ID	CFID	Туре	Facility ZIP	Containers	Copies	Mail Weight	Weight	
2		1 99M89960500000000000	ACWBP000000Z	3441	TEST_06	3/20/2019	3/20/2019	3/20/2019					0	ALG	NDC	320990002	35	12927	314.1261	386.0261	
3		2 99M89960500000000002	ACWBP0000010	3441	TEST_06	3/20/2019	3/20/2019	3/20/2019					0	ALG	NDC	303699998	36	12833	311.8419	383.6419	
4	1																				

The major dates reported in the CSV file can be updated/changed. These changes can then be imported back into DAT-MAIL/Multi-Carrier Trailer Manifesting for the same pallets using the **Import** option (refer to <u>IMPORT OPTION</u> for instructions). The major dates as displayed in the .csv export file are: **Postage Statement Mailing Date**; **Estimated Ship Date**; **Induction Date**; and **In-Home Date**.

The "major dates" called out above correlate to the field names found in the Browse Pallet Database screen in Multi-Carrier Trailer Manifesting as:

- Postage Statement Mailing Date = Postage Pmt Date
- Estimated Ship Date = Mail Date
- Induction Date = Drop Date
- In-Home Date = In-Home Date



IMPORT OPTION

Users can use the **Import** option to update any of a pallet's "major dates" displayed in the **Browse Pallet Database** screen with changes made in a previously exported .csv file. Tag the pallets in the **Browse Pallet Database** screen that correspond to those exported to the .csv file (refer to <u>EXPORT OPTION</u> above) and select the **Import** option.

Browse Pa	llet Database (No	manifests selected)											×
Eile Tag Palle	ts <u>R</u> eports												
by Mai	I Date	✓ × #	*	Pallets:	2 Pi	eces:	25,760 M	ail Weight:	626.0	Gross Weight:		769.7	T
Job ID	Job Number	Job Desc	Pallet ID	UCID	Mail Weight	Gross Weight	Mail Date	Drop Date	In-Home Date	Action	-	I	001 A
0000023	OnePriceSmall OnePriceSmall TEST_06	Test_02 Test_02 TEST_06	P00020 000947 000001	WBLBP0000004 WBLBP0000005 ACWBP000000Z	147.0 314.1	225.7 386.0	3/20/2019	10/21/2019 10/21/2019 3/20/2019		Add EBoL Add EBoL CFID		1A1	
0003441	TEST_06	TEST_06	000002	ACW8P0000010	311.8	383.6	3/20/2019	3/20/2019		CFID			
00003440 00003444 00003444 00003444 00003444 00003444	55866-023 A131511A A131511A TEST_04A TEST_04A TEST_04A	Test 03 Test_04 Test_04 TEST_04A TEST_04A TEST_04A	000001 000002 000003 000007 000008 000009	WBLBP000000E WBLBP000000H WBLBP000000I ACWBP000001U ACWBP000001V ACWBP000001W	320.0 18.5 4.7 6.3 4.2 6.0	450.3 50.1 30.0 27.4 25.3 29.2	3/20/2019 3/20/2019 3/20/2019 6/05/2020 6/05/2020 6/05/2020	6/05/2020 6/05/2020 3/20/2019 6/05/2020 6/05/2020 6/05/2020	6/09/2020 6/09/2020 6/09/2020 6/09/2020 6/09/2020	CFID CFID Update Gross W Edit Edit	eight	1A1 1A1	
<													> ¥
Assign CFID	Dates/Order	s BOL	Select Ma	anifest Upd	ate Gross Wei	ght Track I	Pallets	Che :k Pallet :	Status Re	ports & Utilities		Clg	se
				-							Re	port	
											Ex	port	
											In	port	

Pallet Dates Import		
Select Import File Name	Ωκ	<u>C</u> ancel

A *Pallet Dates Import* screen will display. Click Select Import File Name to navigate to and select the updated .csv file to import. Click OK to close the screen and import the updated data (clicking Cancel closes the screen and aborts the import process).

A confirmation does <u>not</u> display when the import completes; however, the **Browse Pallet Database** screen will update with the changed dates.

Before Import Update	e					
Browse Pallet Database (No	o manifests selected)					×
Eile Tag Pallets Reports						
by Mail Date	✓ × #	💥 Pal	lets:	25,760 Mail Weight:	626.0 Gross Weight:	769.7
Job D Job Number 00000023 OnePriceSmall 00000023 OnePriceSmall 000000241 TEST_06 000003441 TEST_06 000003440 S5866-023	Job Desc Test_02 Test_02 TEST_06 TEST_06 TEST_06 Test 03	Pallet D U P00020 WBLBI 000047 WBLBI 000001 ACWB 000002 ACWB 000001 WBLBI	JCID Postage Pmt Date P0000005 10/21/2019 P0000005 33/20/2019 P00000010 3/20/2019 P0000000E 6/05/2020	SEG ID Manifest CFNam 0001 1 ABC Milw 0001 0001 ABC Milw 0001 ALG-ATL 0002 0001 Bolingbroit Bolingbroit	e Entry Point Name aukee SCF BRMINGHAM, AL 350 vaukee SCF BRMINGHAM, AL 350 NDC JAXVILLE FL 32099 NDC ATLANTA, GA 31195 ok SCF DENVER, CO 800	Dest ZIP+ A 35203981 35203981 32099000 30369999 80266000
Browse Pallet Database (No File Tag Pallets Reports	o manifests selected)					×
by Mail Date	X X X	🔆 Pal	lets: 7000	41,565 Mail Weight:	964.5 Gross Weight:	1,270.1
Job ID Job Number 00000023 OnePriceSmall 00000023 OnePriceSmall 00000241 TEST_06	Job Desc Test_02 Test_02 TEST_06	Pallet ID U P00020 WBLB8 000947 WBLB8 000001 ACWB	UCID Postage Pmt Date P0000004 10/21/2019 P0000005 0/05/2020 P0000002 6/05/2020	SEG ID Manifest CFNam 0001 1 ABC Milw 0001 1 ABC Milw 0001 1 ABC Milw 0001 ALG-ATL	e Entry Point Name rauket SCF BIRMINGHAM, AL 350 rauket SCF BIRMINGHAM, AL 350 NDC JAXVILLE FL 32099	Dest ZIP+ ^ 35203981 35203981

Before Import Update...

Γ	돈 Browse Pal	let Database (No	manifests selected)									×
	EileTag Palle	ts <u>R</u> eports										
	by Mail	Date	v × 41 v	ĸ	Pallets:	2 P	lieces:	25,760 M	ail Weight:	626.0	Gross Weight:	769.7
	Job ID	Job Number	Job Desc	Pallet ID	UCID	Mail Weight	Gross Weight	Mail Date	Drop Date	In-Home Date	Action	Loci 🔺
	00000023	OnePriceSmall OnePriceSmall	Test_02 Test_02	P00020	WBLBP0000004 WBLBP0000005	147.0	225.7		10/21/2019		Add EBoL	1A1
	✓ 00003441	TEST_06	TEST_06	000001	ACWBP000000Z	314.1	386.	3/20/2019	3/20/2019		FID	
	✓ 00003441 00003440	TEST_06 55866-023	TEST_06 Test 03	000002	ACWBP0000010 WBLBP000000E	311.8 320.0	383.) 450.3	3/20/2019	3/20/2019		FID	1A1

After Import Update...

Γ	Browse Pal	let Database (No	manifests selected)									×
	File Tag Palle	ts <u>R</u> eports										
-	by Mail	Date	v 🗙 🛷 🗸	ж	Pallets:	4 F	leces:	41,565 N	fail Weight:	964.5	Gross Weight:	1,270.1
	Job D	Job Number OnePriceSmall	Job Desc Test_02	Palet ID P00020	UCID WBLBP0000004	Mail Weight 147.0	Gross Weight 225.7	Mail Date	Drop Date 10/21/2019	In-Home Date	Action Add EBoL	Loci A
	00000023 00003441	OnePriceSmall TEST_06	Test_02 TEST_06	000947	WBLBP0000005 ACWBP000000Z	314.1	386.	6/05/2020	6/05/2020	6/09/2020	dd EBoL FID	
	00003441	TEST_06 TEST 03A	TEST_06 TEST 03A	000002	ACWBP0000010 ACWBP0000015	311.8 320.0	383. 450.5	6/05/2020	6/05/2020	6/09/2020	e fiD e dit	

VIEW/DISPATCH MANIFESTS BUTTON

Manifests are created and managed via the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu. Much of the same functionality is also available via the **Assign Pallets to Manifests** button > <u>Select Manifest</u> button.

🎢 Multi-Ca	arrier Trailer Manifesting	×
	Assign Pallets to Manifests	
<u>ا</u>	View.Dispatch Manifests	
	Barrado and Essente	

Create Manifests Button

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the *Manage Manifests* screen will display. Click **Create Manifest**.

	Manage Manifes	ts							×
Eile	Utilities								
3	Send to /	ALG							
Ope	n, By Manifest #	Open, By Sc	heduled Dispatch Date/Tir	me Open, By CFNa	me Cancelled Dispatch	ied, by Dispatch	Date/Time		
	Manifest ID	Truckload #	Carrier	Туре	CFName	Sched Dispatch	h Date/Time	Actual Dispate	h Date/Tim
	8		ALG	Direct Trailer		06/05/2020	14:58:31		
	7		ALG	Direct Trailer		06/01/2020	12:40:34		
	2		ALG	Origin	ALG Chicago	05/20/2020	10:33:01		
<				1	1	1 1			>
Cre	ate Manifest U	pdate Manifes	t Dispatch Truck C	ancel Manifest	Pallet list Bo	L Expo	rt		Close

Component Functionality

The *Create Manifest* screen will display.

- **Dispatch Date**: Select/specify a date the truck should be dispatched to the user's facility.
- **Dispatch Time**: Users can enter a specific dispatch time, if necessary.
- **Trailer ID**: This field will be auto-populated by the system, if using LSC. It will remain blank for **Non-LSC Users**.

ව Create Mani	fest		×
Dispatch Date:	05/27/2020	Dispatch Time: 14:3	3:30
I railer ID:			
Carrier:	ALG	ALG	
Trailer Type:	Consolidator 🗸	Max Weight:	Max Pallet:
Facility ID:			
Stop #	Er	itry Point	ZIP+4
Insert	<u>C</u> hange <u>D</u> ele	te 🔷 💎	<u>Q</u> K <u>C</u> ancel

• **Carrier**: Using the corresponding browse button, select a carrier to be used. When the browse button is clicked, the **Browse the Carrier** *File* screen will display. Highlight the carrier in the list and click **Select**.

D Brow	se the Carrier File			×
Code N	lame			
Code	Name	Contact	Address	City
1Price ABC	LSC for OnePrice Generic Carrier ABC	Jane Doe	2 Anywhere Place	Milwau
ALGTest KING LSC	ALG Test Carrier King Logistics LSC for DropShip/Copal			
<			1	>
Select	Insert Change	Delete	Close	Help

Carriers can also be added/inserted from this screen if the desired carrier does not display in the list. Refer to <u>ADD A CARRIER</u> for instructions).

• Trailer Type: Use the drop-down provided to specify a trailer type. The options are: Consolidator, LTL, Commingle, Direct Trailer, and Origin.

ව Create Manif	fest				×
Dispatch Date:	05/27/2020	Dispatch Time:	14:33:30		
Trailer ID:					
Carrier:	ALG	ALG			
Trailer Type:	Consolidator	Aax Weight:		Max Pallet:	
Facility ID:	Consolidator				
	Commingle				
Stop #	Direct Trailer Origin	itry Point		ZIP+4	

If "LSC" is selected as the Carrier, the **Trailer Type** field will be grayed out (disabled).

ව Create Mar	ifest			×
Dispatch Date	05/27/2020	Dispatch Time:	14:30:43	
Trailer ID:		AN LSC TRAIL	ER WILL BE	REQESTED
Carrier:	LSC	LSC for DropSh	ip/Copal	
Trailer Type:	Consolidator 🗸	Max Weight:		Max Pallet:
Facility ID.				
Stop #		star Dalat		70.4

Depending on the **Trailer Type** selected, the screen may update and either display more or fewer options.

 Consolidator: The option to select a Facility ID is enabled. Click the corresponding browse button to select a Facility ID. The screen that displays is dependent on the Carrier selected.

Ŋ Create Mani	fest	×
Dispatch Date:	05/27/2020 Dispatch Time: 14:33:30	
Trailer ID:		
Carrier:	ALG ALG	
Trailer Type:	Consoldator V Max Weight: Max P	alet:
Facility ID:		
Stop #	Entry Point	ZIP+4

• **Non-LSC**: The **Browse Distribution Centers**... screen will display. Highlight the desired distribution center and click **Select**.

Browse Dist	tribution Centers					×
ALG Chicago						
Dist. Center ID	Facility Name		City	State	Zip	Phone
ABC-Mke	ABC Milwaukee		Milwaukee	W	53005	9999999999
ALG-CHI	ALG Chicago					
King-CHG	King Logistics Chicago					
<						>
Insert	Change Delete	Select				Close

Ŋ Create Manif	iest				×
Dispatch Date:	05/27/2020	Dispatch Time:	14:33:30		
Carrier:	ALG	ALG			
Trailer Type:	Consolidator 🗸	Max Weight:		Max Pallet:	
Facility ID:	ALG-CHI	ALG Chicago			
Stop #	En	try Point		ZIP+4	1

• **LSC**: A call is made to DIME and the Consolidation Facility Listing screen will display. Highlight the desired facility and click **Select**.

Consolidation	Facility Listing				×	<						
Facility ID 9601 11141	Name Pice Bolingbrook	Address 8200 SLAUSON AVE 1000 WINDHAM PKWY	City PICO RIVERA BOLINGBROOK	State CA	Zip Code 90660-4321 60490-3507	1						
21471 101392 115692 126728 302742	Atlanta Portland DC JOLIET ROAD York Stockton	3370 PANTHERSVILLE F 14950 NE MASON ST 553 S JOLIET RD 301 BUTTERFLY COMM 3837 PRODUCERS DR S	DECATUR PORTLAND BOLINGBROOK YORK STOCKTON	GA OR IL PA CA	30034-3833 97230-4372 50440-3508 17402-7704 95206-4219							
323420 341098	Coppell BOLINGBROOK PARENT T	4255 PATRIOT DR STE 3 E 1000 WINDHAM PKWY	2 GRAPEVINE BOLINGBROOK	TX IL	76051 60490-3507		ව Create Mani	fest				×
341099 341642 325389	Test LSC COMM US LANCASTEI Aurora Commingle Cntr	1000 WINDHAM PKWY 1375 HARRISBURG PIK 2707 N Eola Rd Ste C	BOLINGBROOK E LANCASTER Aurora	IL PA IL	60490-3507 17601-2612 60502		Dispatch Date:	05/27/2020	Dispatch Time	14:33:30		
						Ш	Trailer ID:		AN LSC TRAI	LER WILL BE RE	QESTED	
Request made [12] items retu	e successfully				^		Carrier:	LSC	LSC for DropS	hip/Copal		
(12) 12112 121							Trailer Type:	Consolidator	Max Weight:	· · · · ·	Max Pallet:	
						,	Facility ID:	11141	Bolingbrook			
C:\Users\vmu	ser(AppData\Local\Temp\wbN	PSXML/NPSConsolidation	nFacilityContractP100	80T09732	D202005201454028	B.						
View Selected	d File Open a Ticket			Sel	ect Cancel	i	Stop #		Entry Point		ZIP+4	

 LTL: If a Trailer Type of "LTL" is selected, the option to select a Facility ID is not displayed/required.

🞇 Create Manif	est					×
Dispatch <u>D</u> ate:	04/22/2019		Dispatch <u>T</u> ime:	21:44:03		
Carrier:	LSC		LSC for Dropshi	p/Copal		
Trailer Type:	LTL		Max Weight:		Max Pallet:	
<			>			
Stop #		En	try Point		ZIP+4	

 Origin: If a Trailer Type of "Origin" is selected, the option to select a Facility ID is enabled. Trailer Types of 'Consolidator' and 'Origin' function the same when it comes to the Facility ID; therefore, refer to "Consolidator" above for more information.

ව Create Mani	fest	\times
Dispatch Date:	05/27/2020 Dispatch Time: 14:33:30	
Trailer ID:		
Carrier:	ALG ALG	
Trailer Type:	Origin Max Weight: Max Pallet:	
Facility ID:		
Stop #	Entry Boint ZID+4	_
Stop #		

Direct Trailer: If a Trailer Type of "Direct Trailer" is selected, the option to select a Facility ID is not displayed/required. However, the user <u>IS</u> able to add stops to the manifest by clicking Insert.

🚰 Create Manif	est			×
Dispatch <u>D</u> ate:	04/22/2019	Dispetch Line:	21:44:03	
Trailer ID: Carrier:	100	ABC Company		
Trailer Type:	ABC Direct Trailer	Max Weight:	_	Max Pallet
C Claud		False Daiat		70.4
510p #		Entry Point		ZIP+4
Insert	Change			QK <u>C</u> ancel

A *Record will be added* screen will display.

- **Stop Number**: Stop numbers are automatically generated by the system.
- Physical ZIP+4: Using the corresponding browse button, highlight the appropriate DropShip Zip+4 from the list provided by the USPS FAST system and click Select. Make sure to select the appropriate facility type as designated by the tabs provided near the top of the screen.

🎇 Record Will Be	Added 🖂
<u>F</u> ile <u>E</u> dit	
🗐 🛛	
Stop Number:	1
Physical ZIP+4:	
Entry Facility:	
Facility Type:	
Locale Key	
	QK Cancel

K If a user needs to redirect a shipment (not use the default facility), they should click the SELECT REDIRECTION button versus the SELECT button.

To search	, enter all or p	part of th	e zip code ar	d press TA	в	ñ								
Chg Alt D	ropShip Zip +4 594049391 598019952 600959397 601999997	Label Fac SCF GRE SCF MISS SCF PALA SCF CARI	illy Name AT FALLS, MT OULA, MT 59 ATINE, IL 600 DL STREAM, IL	594 3	City GREAT FALLS MISSOULA PALATINE CAROL STREA	S M M IL N	t Site Code T EZ13197 T EZ13303 EW14362 EW12295	SV Y Y Y Y	Label Zip 594 598 600 601	Facility Type S S S S S	Eff. Start Date 7/01/2013 4/01/2013 4/01/2013 9/23/2005	Eff. End D. 12/31/299 12/31/299 12/31/299 12/31/299 12/31/299	ZIP Codes 604	
	605999701 606993916	SCF FOX SCF CHIC	VALLEY, IL 60 AGO, IL 606	5	FOX VALLEY CHICAGO		EW13018 EW12399	Ŷ	605 606	S S	10/01/2017 9/23/2005	12/31/299 12/31/299		
USPS Red	irections for sele	ted Facili,	y											
DropShip Z	IP+4 Site Code	Nass (SV Label ZIP	Mail Class	Mail Shape	Palet	E≝. Start Date	Eß	. End Date	Label Facility	Name	Ci 🔺	ZIP Codes	*
604999997 604999997	EW12005 EW12005 EW12005 EW12005	604 604 604 604	Y 604 Y 604 Y 604 Y 604 Y 604	PER PSVC PSVCBLM	FLATS FLATS FLATS FLATS	B B B	9/01/2014 9/01/2014 9/01/2014 9/01/2014	12 12 12 12	/31/2999 /31/2999 /31/2999 /31/2999 /31/2999	SOUTH SUB SOUTH SUB SOUTH SUB SOUTH SUB	URBAN URBAN URBAN URBAN	Bi Bi Bi	60417 60422 60423 60425	
604999997												F = 4	60443	-

 The Entry Facility, Facility Type, and Locale Key fields will be auto populated based on the Physical ZIP+4 selected. Click OK.

🏋 Record Will B	e Added	
<u>F</u> ile <u>E</u> dit		
🗐 🛛		
Stop Number:	1	
Physical ZIP+4:	604999997	
Entry Facility:	SCF S SUBUR	3AN, IL 604
Facility Type:	SCF	
Locale Key	LOCW12009	
		QK Cancel

The screen will close, and the stop information will be added to the *Create Manifest* screen.

🞇 Create Manif	iest	×
Dispatch <u>D</u> ate: T <u>r</u> ailer ID:	04/22/2019 Dispatch Time: 21:44:03	
Carrier:	ABC ABC Company	
Trailer Type:	Direct Trailer Max Weight: Max Pallet:	
Stop #	Entry Point ZIP+4	
	SCF S SUBURBAN, L. 604 604999997	
Insert	Qhange Delete 合 💎 🔍 Çancı	al

Add additional stops using the **Insert** button. Once all stops are added, the user can change the stop order if necessary by highlighting the stop to be changed and clicking the UP or DOWN arrows.

🞇 Create Manif	fest	—	🞇 Create Man	ifest	×
Dispatch <u>D</u> ate: Trailer ID: Carrier: Trailer Type:	D4/22/2019 Dispatch Jine: 21:44:03 ABC	Max Pallet:	Dispatch <u>D</u> ate T <u>r</u> ailer ID: Carrier: Trailer Type:	ABC Max Weight:	44.03 Max Pallet:
Stop #	Entry Point SCF S SUBURBAN, IL 604 SCF FOX VALLEY, L 605 SCF CHICAGO, IL 606	ZIP+4 604999997 605999701 606993916	Stop # 1 2 3	Entry Point SCF CHICAGO, IL E05 SCF S SUBURBAN, IL E04 SCF FOX VALLEY, IL 605	ZP+4 606993916 604999997 605999701
Insert	Ghange Delete	QK Qancel	Insert	Change Delete 🛧 💎	QK Gancel

REMINDER: The first stop (stop 1) (mail to be unloaded first) should be placed at the end or back of the trailer, and the final stop should be placed at the nose of the trailer (mail to be unloaded last).

- Max Weight: A maximum weight for the trailer can be entered. As pallets are added to a manifest/trailer, if the total weight of the trailer exceeds the Max Weight entered here, a warning will display.
- **Max Pallet**: A maximum pallet count can be entered. If too many pallets are added to a manifest/trailer, a warning will display.

Dispatch <u>D</u> ate: Trailer ID:	04/22/2019	Dispatch <u>T</u> ime:	21:44:03	
Carrier:	ABC	ABC Company		
frailer Type:	Direct Trailer	🚽 Max Weight:		Max Pallet:
Storut		Entry Daint		710+4
Stop #		Entry Point		ZIP+4
Stop # 1 5 2 5 3 5	SCF CHICAGO, L. 60 SCF S SUBURBAN, L SCF FOX VALLEY, L	Entry Point 6 604 605		ZIP+4 505993315 604999997 605999701

Update Manifests Button

The UPDATE MANIFESTS button is also accessible by clicking the <u>SELECT MANIFEST</u> button from the "Browse Pallet Database (no pallets selected)" screen.

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the *Manage Manifests* screen will display. Highlight the manifest to be updated and click **Update Manifest** button.



Manage Manifes	ts						×
Eile Utilities							
S 🛛							
Open, By Manifest #	Open, By Sc	heduled Dispatch Date/Tin	ne Open, By CFNa	me Cancelled Dis	spatched, by Dispatch	Date/Time	
Manifest ID	Truckload #	Carrier	Туре	CFName	Sched Dispatch	n Date/Time	Actual Dispatch Date/Tim
200013569	000002	LSC for DropShip/Copal	Consolidator	Bolingbrook	05/28/2020	17:25:29	
872		ALG ALG ALG	Direct Trailer Direct Trailer Origin	ALG Chicago	06/05/2020 06/01/2020 05/20/2020	14:58:31 12:40:34 10:33:01	
<							>
Create Manifest	pdate Manifes	t Dispatch Truck C	ancel Manifest	Pallet list	BoL Expo	rt	Cl <u>o</u> se

The *Update Manifest* screen will display. Make the necessary updates to the existing settings and click **OK**. In the example below, a 'Max Pallet' count of "20" was added.

🚼 Update Man	ifest			×	🞇 Update Mani	ifest					×
Dispatch <u>D</u> ate: T <u>r</u> ailer ID:	04/23/2019	Dispatch 1jime:	20:32:40		Dispatch <u>D</u> ate: T <u>r</u> ailer ID:	04/23/2019		Dispatch]jime:	20:32:40		
Carrier:	LSC	LSC for Dropship	Copal		Carrier:	LSC] (LSC for Dropsh	ip/Copal		
Trailer Type:	Consolidator	- Max Weight:	Max Pa	llet:	Trailer Type:	Consolidator	-	Max Weight:		Max Pallet:	20
Facility ID:	LSC_Bol	LSC_Bolingbrook	, L.		Facility ID:	LSC_Bol		LSC_Bolingbroc	k,⊫		
Stop #		Entry Point		ZIP+4	Stop #		Entr	ry Point		ZIP	+4
Insert		Delete	▲ OK		Insert		Delete		•	ØK	Gancel

For manifests created in the DIME Legacy product, when viewing them using the Multi-Carrier Manifesting function, the 'Carrier' field will be empty, but the corresponding browse button in the "Update Manifest" screen (image above) will be enabled. Users can select their LSC carrier and click the OK button. The manifest and related pallets will then have the carrier changed, after which, the manifest will no longer be available in the DIME Legacy product but will be available in the Multi-Carrier Manifesting product.

Dispatch Truck Button

The DISPATCH TRUCK button is also accessible by clicking the <u>SELECT MANIFEST</u> button from the "Browse Pallet Database (no pallets selected)" screen.

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the *Manage Manifests* screen will display.



To dispatch a truck for a specific manifest, highlight the manifest and click **Dispatch Truck**.

Þ	Эм	anage Manifes	ts						×
E	le !	Utilities							
F	1	0							
	Open	By Manifest ≢	Open, By Sc	heduled Dispatch Date/Tin	ne Open, By CFNa	me Cancelled	Dispatched, by Dispatch	Date/Time	
Γ	~	Manifest ID	Truckload #	Carrier	Туре	CFName	Sched Dispato	h Date/Time	Actual Dispatch Date/Tim
		200013570	000003	LSC for DropShip/Copal	Consolidator	Bolingbrook	05/08/2020	17:52:33	
		200013569	000002	LSC for DropShip/Copal	Consolidator	Bolingbrook	05/28/2020	17:25:29	
		8		ALG	Direct Trailer		06/05/2020	14:58:31	
		7		ALG	Direct Trailer		06/01/2020	12:40:34	
		2		ALG	Origin	ALG Chicago	05/20/2020	10:33:01	
	<								>
	Creat	e Manifest U	pdate Manifes	Dispatch Truck	ancel Manifest	Pallet list	BoL Expo	ort	Cl <u>o</u> se

A *Warning!* dialog will display. Click **Yes** to close the dialog and continue with the dispatch process (clicking **No** will close the dialog and abort the dispatch process).

When the dispatch is complete, a *Print Bill of Lading...* dialog will display. Click **Yes** to close the dialog and continue with the print process (clicking **No** will close the dialog and abort the print process).

	Warning! ×
ng ess).	Are you SURE you want to DISPATCH manifest #200013570?
	<u>Y</u> es <u>N</u> o
Print a Bill	of Lading ×
2	Would you like to print a Bill of Lading for this manifest? (#200013570)
	Yes <u>N</u> o

BOLs can be printed at a later date by using the BOL button. Refer to <u>BOL BUTTON</u> for instructions.

Example: Page 1

Received, sub pursuant to 49 conditions of co destination with delivery time of	ject to 'LSC for USC §14101 (I ontents of pack t a common ca the essence w	LSC for [r Dropship/Copi b)] in effect on t age unknown), r nier responsibil raiving any right	Dropship al' Motor Fre he date of the natived cons ity pursuant of reasonable	/Copal Truck Load Stu sight Tariffs, contracts and agree e issue of this bill of lading, the g igned and destined as shown bit to 49 USC §14706, excluding in le dispatch for payment within 3	raight Bill Of d rates (waiving all roperty described slow, which carrier aleased value unle D days of presentin	Lading other tariffs an below, except a agrees, without ss agreed to in g a clear delive	d conflicting statutes as noted (contents and t brokening, to carry to writing, with schedule my receipt. Shipper an	d o ed ccepts
4/23/19 11:24AN	# Page 1of	2				Bill of L	ading Number 200	013570
LSC for Dropship	/Copal							
SHIP DATE 4/23	/2019							
SHIP DATE 4/23	/2019			TRAILER (CAR NO			MANIFEST	
SHIP DATE 4/23 DELIVERY CAR	/2019 RIER		_	TRAILER / CAR NO.			MANIFEST 12	_
SHIP DATE 4/23	72019 RIER			TRAILER / CAR NO.			MANIFEST 12	
SHIP DATE 4/23 DELIVERY CARI	72019 RIER 1signor:			TRAILER / CAR NO.			MANIFEST 12	
SHIP DATE 4/23 DELIVERY CARI Signature of Cor	KIER			TRAILER / CAR NO.			MANIFEST 12	
SHIP DATE 4/23 DELIVERY CARI Signature of Cor Unique ID	RIER nsignor: Order Numb	er Job.List	Job Title	TRAILER / CAR NO.	Destination	Product	MANIFEST 12	Weight
SHIP DATE 4/23 DELIVERY CARI Signature of Cor Unique ID WBLBF0000061	RIER nsignor: Order Numb 1503361	er Job.List	Job Title 1503361	TRAILER / CAR NO.	Destination SCF DENVER	Product	MANIFEST 12 Copies 41,825	Weight 998.0
SHIP DATE 4/23 DELIVERY CARI Signature of Con Unique ID WBLBP000006J WBLBP000006J	2019 RIER nsignor: Order Numb 1503361 1503361	er Job.List 00000009 00000009	Job Title 1503361 1503361	TRAILER / CAR NO.	Destination SCF DENVER SCF DENVER	Product CO 800 CO 800	MANIFEST 12	Weight 9980 1,049.5
SHIP DATE 4/23 DELIVERY CARI Signature of Cor Unique ID WBLBP000006I WBLBP000006J WBLBP000006K	2019 RIER Order Numb 1503361 1503361 1503361	er Job.List 00000009 00000009 00000009	Job Title 1503361 1503361 1503361	TRAILER / CAR NO.	Destination SCF DENVER SCF DENVER SCF DENVER	Product CO 800 CO 800 CO 800	MANIFEST 12 Copies 41,825 44,218 40,130	Weight 998.0 1,049.5 961.6

Example: Page 2

Received, subject to 1LSC for	Dropship/Copal Motor Freight	Tariffs, contracts and agreed rates [waivir	ng all other tariffs and co	onflicting statutes
pursuant to 49 USC §14101 (b	()]in effect on the date of the iss	ue of this bill of lading, the property descri-	bed below, except as n	oted (contents and
conditions of contents of packa	age unknown), marked consigne	d and destined as shown below, which ca	mier agrees, without bro	kening , to carry to
destination with a common car	ner responsibility pursuant to 45	a USC §14705, exclading released value	uriess agreed to in wri	ting, with scheduled
delivery time of the essence w	alving any right of reasonable di-	spatch for payment within 30 days of pres	verting a clear delivery r	eceipt. Shipper accepts
4/23/19 11:24AM Page 2 of 3	?	Destinatio	Bill of Ladi	ng Number 200013570
Unique ID Order Numbe	r Job.List JobTitle		on Product	Copies Weight
Send Freight Bill and Delivery Shipper , Per This certifies no hazardous mater labeled, and in proper condition fr Per	Receipt to LSC for Dropship/ Date ials are shipped and all above d or transportation according to the	Camer, Per camer, Per escribed, described materials are marked e applicable regulations of the DOT	Date	Destination Receip

When a manifest is dispatched it will no longer display in the *Manage Manifest* screen's <u>default view of</u> <u>'Open, By Manifest #'</u>. To be able to view dispatched manifests, click the screen's **Dispatched**, by **Dispatch Date/Time** tab.

	/lanage Manifes	ts					7		×
<u>F</u> ile	Utilities								
₫	0					7	7		
Ope	n, By Manifest #	Open, By Sc	heduled Dispatch Date/Tin	ne Open, By CFNa	me Cancelled	Dispatched, by D	ispatch Date/Time		
	Manifest ID	Truckload #	Carrier	Туре	CFNam	e Sched I	Dispatch Date/Time	Actual Dispate	:h Date/Tim
	200013570	000003	LSC for DropShip/Copal	Consolidator	Bolingbrook	05/08/	2020 17:52:33	05/28/2020	17:55:36
	200013564	000001	LSC for DropShip/Copal	Consolidator	Bolingbrook	06/05/	2020 11:16:50	05/28/2020	17:05:53
<									>
Cre	ate Manifest U	pdate Manifes	at Dispatch Truck C	ancel Manifest	Pallet list	BoL	Export		Close

Cancel Manifest Button

1 The CANCEL MANIFEST button is also accessible by clicking the <u>SELECT MANIFEST</u> button from the "Browse Pallet Database (no pallets selected)" screen.

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the *Manage Manifests* screen will display.

Mula-C	erner i railer Manifesting	
	Assign Pallets to Manifests	
- I	View/Dispatch Manifests	
_ L	Terreshare	

When a manifest is cancelled, the associated truck is cancelled, and the manifest is deleted from the system. To cancel a specific manifest, highlight the manifest in the list and click **Cancel Manifest**.

D	Manage Manifes	ts					×
Eile	Utilities						
3	0						
Op	en, By Manifest #	Open, By Sc	heduled Dispatch Date/	Time Open, By CFN	ame Cancelled Dis	apatched, by Dispatch Date/Time	
	Manifest ID	Truckload #	Carrier	Туре	CFName	Sched Dispatch Date/Time	Actual Dispatch Date/Tim
	8		ALG	Direct Trailer		06/05/2020 14:58:31	
	. 6		ALG	Origin	ALG Chicago	06/01/2020 12:38:38	
	2		ALG	Origin	ALG Chicago	05/20/2020 10:33:01	
			Generic Carrier ABC	Consolidator	ABC Milwaukee	05/18/2020 11:21:52	
<							>
Cre	ate Manifest	pdate Manifes	t Dispatch Truck	Cancel Manifest	Pallet list	BoL Export	Cl <u>o</u> se

If the manifest being cancelled has pallets assigned to it, a *Warning!* dialog will display informing the user that the selected manifest has X number of pallets associated with it and asking to confirm the truck should be cancelled and the manifest deleted. Click **Yes** to close the dialog and proceed with the cancellation/deletion (clicking **No** closes the dialog and aborts the cancellation/deletion).

Warning!		×
?	This manifest has 2 pallet(s) assigned to it. After the cancel, no pallets will be associated with Are you SURE you want to CANCEL this truck and	manifest 1. DELETE manifest# 1?
	This *cannot be undone*.	

Any pallets assigned to the cancelled manifest will be updated accordingly in the *Browse Pallet Database* screen.

Before Cancel Manifest...

Ð	Browse Pallet Database (No manifests selected)									
<u>F</u> ile	ile Tag Pallets Reports									
₹ 1	by Post	tage Pmt Date	v 🗸 🛷	*	Pallets:	0 Pieces:	0 Mail Weight:	0.0 Gross Weight:	0.0	
	Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date SEG ID	Manifest CFName	Entry Point Name	Dest ZIP+ A	
	00003444	TEST_04A	TEST_04A	000017	ACWBP0000024	3/20/2019 0001	200013569 Bolingbrook	SCF CHICAGO, IL 606	60699391	
	00003444	TEST_04A	TEST_04A	000019	ACWBP0000025	3/20/2019 0001	200013569 Bolingbrook	SCF SALT LAKE CITY, UT 840	84199999	
	00003444	A131511A	Test_04	000003	WBLBP0000001	3/20/2019 0001		SCF WESTCHESTER, NY 105	10610100	
	00003444	A131511A	lest_04	1000004	MREPHO000001	3/20/2019 0001		SCF WESTERN NASSAU, NY 118	11299990	

After Cancel Manifest...

1	Browse Pallet Database (No manifests selected)										
F	ile <u>T</u> ag Palle	le Tag Pallets Reports									
1	by Postage Pmt Date 🗸 🗸 🛠 Pallets: 0 Pieces: 0 Mail Weight: 0.0 Gross Weight: 0.0 T										
	Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+ ∧
	00003444	TEST_04A	TEST_04A	000017	ACWBP0000024	3/20/2019	0001			SCF CHICAGO, IL 606	60699391
	00003444	TEST_04A	TEST_04A	000019	ACWBP0000025	3/20/2019	0001			SCF SALT LAKE CITY, UT 840	84199999
	00003444	A131511A A131511A	Test_04 Test_04	000003	WBLBP000000J WBLBP000000J	3/20/2019 3/20/2019	0001			SCF WESTCHESTER, NY 105 SCF WESTERN NASSAU, NY 11	10610100

If the manifest being cancelled does NOT have pallets assigned to it, a *Warning!* dialog will display, requesting the user confirm that the truck should be cancelled, and the manifest deleted. Click **Yes** to close the dialog and proceed with the cancellation/deletion (clicking **No** closes the dialog and aborts the cancellation/deletion).

Warning!	×
?	Are you SURE you want to CANCEL this truck and DELETE manifest# 6? This *cannot be undone*.
	<u>Y</u> es <u>N</u> o

Cancelled/deleted manifests are moved from the **Open** manifest view in the **Managed Manifests** screen to the **Cancelled** tab in the same screen.

D I File	Manage Manifes Utilities	ts				п					×
3	Send to	ALG				ረኦ					
Оре	en, By Manifest #	Open, By So	heduled Dispatch Date/	Time Open, By CFI	Name	Cancelled	Dispatch	ed, by Dispatc	h Date/Time		
	Manifest ID	Truckload #	Carrier	Туре		CFNam	e	Sched Dispate	ch Date/Time	Actual Dispat	ch Date/Tim
	6		ALG	Origin	AL	G Chicago					
	1		Generic Carrier ABC	Consolidator	AB	C Milwaukee	9				
<											>
Cre	ate Manifest	pdate Manifes	st Dispatch Truck	Cancel Manifest		Pallet list	Bo	L Exp	ort		Close

Pallet List Button

The PALLET LIST button is also accessible by clicking the <u>SELECT MANIFEST</u> button from the "Browse Pallet Database (no pallets selected)" screen.

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the *Manage Manifests* screen will display. Multi-Carrier Trailer Manifesting

To identify what pallets are included on a manifest, highlight the manifest, and click **Pallet List**.

ł	🎢 Manage Manife	sts							×
	File Edit <u>H</u> elp								
	3								
	Anna Anthroiteat							1	
	Open, By Manifest	♥ Open, By	Scheduled Dispatch Date	/Time Open, By Cf	Name Cancelled	Dispatched, by Dispa	tch Date/Time		
Ļ	Manifest ID	Truckload #	Carrier	Type	CFName	Sched Dispatch	Date/Time	Actual Dispatch Date/T	ime
L	200007978	000001	LSC for Dropship/Copal	Consolidator	LSC_Bolingbrook, IL	04/25/2019	14:17:13		
	13		ABC Company	Direct Trailer		04/22/2019	21:44:03		- 111
	12		LSC for Dropship/Copal	Consolidator	LSC_Boingbrook, IL	04/23/2019	20:32:40		- 111
	7		ABC Company ABC Company	Consolidator	ABC - Chicago	04/18/2019	09.29.52		- 111
	3		i we company	Direct Trailer	inter entrage	03/27/2019	17:46:19		- 111
									- 111
									- 111
									- 111
	1444 ? >	14 44	٠ 📃						- F
	Create Manifest	Update Man	Ifest Dispatch Truck		Pallet list	BoL Exp	ort	CIQ	se

The **Pallets on manifest #** screen will display (the screen's title bar will include the number of the selected manifest). The pallet list consists of the Job ID, UCID, Copies, and Total Weight for each pallet. A sum of the total weight and number of pallets is provided at the bottom of the screen.

Component Functionalit	y
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Job ID	UCID	Copies	Total Weight
00003440	JAQ1P000006V	14,614	450.35
505911A	WELEP000001	2,039	84.61
505911A	WELEP000001V	2,879	112.75
I505911A	WELEP000001>	3,630	142.78
1505911A	WELEP000001	2,166	92.12
1505911A	WBLBP0000012	3,776	146.58
14962804	WELEP0000059	11,626	471.65
4962804	WBLBP000005/	8,325	335.46
14962804	WELEP000005E	9,744	378.18
4962804	WELEP0000050	5,474	227.51
14962804	WELEP0000050	14,618	568.89
00003441	WELEP0000060	12,927	386.03
00003441	VIELEP000006F	12,833	383.64
		Total Weight:	3,780,55
		rotal froight	-1. 00104

BOL Button

The BOL button is also accessible by clicking the <u>SELECT MANIFEST</u> button from the Browse Pallet Database (no pallets selected) screen.

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the *Manage Manifests* screen will display.

🕺 Multi-C	arrier Trailer Manifesting	×
	Assign Pallets to Manifests	
[View.Dispatch Manifests	
	Bernarde und Frenande	

To print a BOL (Bill of Lading) for a manifest, highlight the manifest and click **BoL**.

To view/print BOLs for manifests that have already been dispatched, select the Dispatched, by Dispatch Date/Time tab on the Manage Manifests screen.

ව Ma	anage Manifes	ts					×
<u>F</u> ile <u></u>	Itilities						
3	Send to .	ALG					
Open,	By Manifest #	Open, By Sc	heduled Dispatch Date/T	me Open, By CFN	ame Cancelled Dispato	ched, by Dispatch Date/Time	
	Manifest ID 8 7	ifest ID Truckload # Carrier		Type Direct Trailer Direct Trailer	CFName	Sched Dispatch Date/Time 06/05/2020 14:58:31 06/01/2020 12:40:34	Actual Dispatch Date/Tim
	2		ALG	Origin	ALG Chicago	05/20/2020 10:33:01	
<							>
Creat	e Manifest U	pdate Manife:	st Dispatch Truck	Cancel Manifest	Palet ist B	ioL Export	Close

A *Warning* dialog will display asking the user if they would like to print a BOL for the selected manifest. Click Yes to close the dialog and continue with the print process (clicking No will close the dialog and abort the print process).

Component	Function	ality
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Warning	×	
1	Would you like to print a Bill of Lading for manifest 2?	
	<u>Y</u> es <u>N</u> o	

		ALG Truck Load	Straight Bill Of Lading		
Received, subject to 2 §14101 (b)] in effect or package unknown), ma carrier responsibility pu waiving any right of rea	ALG' Motor Freight Tar) the date of the issue of irked consigned and de ursuant to 49 USC §14 sonable dispatch for pa	ntrs, contracts and agreed ra of this bill of lading, the prope estined as shown below, whi 706, excluding released val ayment within 30 days of pre	ates (waiwing all other tariffs and conflict erty described below, except as noted (ich carrier agrees, without brokkering, to lue unless agreed to in writing, with sch esenting a clear delivery receipt. Shippe	ting statutes pursuant to 49 US contents and conditions of cor o carry to destination with a co neduled delivery time of the esse ar accepts these terms for him	SC ommon sence iself and
5/28/20 6:14PM Page 1	l of 2			Bill of Lading Number	2
ALG					
SHIP DATE					
				NULLEE OF	
DELIVERY CARRIER		TRAIL	ER / CAR NO.	MANIFEST 2	
·····					
Signature of Consignor	*				
Signature of Consignor:					
IMCB Joi	List Job Number	Job Title	Destination	Copies	Weight
IMCB Jol	99617 MS093275	Job Title Test_01	Destination DES MOINES IA 50318	Copies 8 17,866	Weight 20.1
Signature of Consignor IMCB Joi 99M05572500000000000 999	99617 MS093275 99617 MS093275	Job Title Test_01 Test_01	Destination DES MOINES IA 50311 DES MOINES IA 50311	Copies 8 17,866 8 30,707	Weight 20.1 20.9
Signature of Consignor IMCB Jol 99M0557250000000000 999 99M0557250000000000 999	99617 MS093275 99617 MS093275 99617 MS093275	Job Title Test_01 Test_01 Test_01	Destination DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311	Copies 8 17,866 8 30,707 8 23,883	Weight 20.1 20.9 20.5
Signature of Consigner. IMCB Joi 99M05572500000000000 999 99M05572500000000000 999 99M05572500000000000 999 TRUCK TOTALS 1	Job Number 99617 MS093275 99617 MS093275 99617 MS093275 99617 MS093275 99617 MS093275	Job Title Test_01 Test_01 Test_01 3	Destination DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311	Copies 8 17,866 8 30,707 8 23,883 72,456	Weight 20.1 20.9 20.5 61.5
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Signature of Consigner. IMCB Joi 99M05572500000000000 999 99M05572500000000000 999 99M05572500000000000 999 TRUCK TOTALS Image: Constraint of the second se	b List Job Number 99617 MS093275 99617 MS093275 99617 MS093275 Total Pallets	Job Title Test_01 Test_01 3 ALG Truck Load S	Destination DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311 Straight Bill Of Lading	Copies 8 17,866 8 30,707 8 23,883 72,456	Weight 20.1 20.9 20.5 61.5
IMCB Jol 99M0557250000000000 999 99M0557250000000000 999 99M0557250000000000 999 TRUCK TOTALS Received , subject to ½ §14101 (b)] in effect or package unknown), ma carrier responsibility p waiving any right of rea	ALG' Motor Freight Tar 1 the date of the issue of rked consigned and de irsuant to 49 USC §14 sonable dispatch for pa	Job Title Test_01 Test_01 Test_01 3 ALG Truck Load 3 riffs, contracts and agreed ra of this bill of lading, the prope estined as shown below, whi role, excluding released val ayment within 30 days of pro-	Destination DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311 Straight Bill Of Lading ates [waiving all other tariffs and conflict rity described below, except as noted (ich carrier agrees, without brokering, it ue unless agreed to in writing, with sch esenting a clear delivery receipt. Shippe	Copies 17,866 17,866 17,866 1,800 2,3,882 72,456 ting statutes pursuant to 49 US contents and conditions of cor c arry to destination with a c contents and conditions of cor c arry to destination with a c c accepts these terms for him	Weight 20.1 20.9 20.5 61.5 SC thents of ommon sence iself and
IMCB Jol 99M0557250000000000 999 99M0557250000000000 999 99M0557250000000000 999 TRUCK TOTALS Received , subject to ' \$14101 (b)] in effect or package unknown), ma carrier responsibility pu waiving any right of rea	ALG' Motor Freight Tar the date of the issue of reader to the of the issue of reader to the of the issue of reader of the issue of the issue of reader of the issue of the issue of the issue of reader of the issue of the i	Job Title Test_01 Test_01 3 ALG Truck Load 3 riffs, contracts and agreed ra of this bill of lading, the prope stined as shown below, whi 706 , excluding released val ayment within 30 days of pre-	Destination DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311 Straight Bill Of Lading ates [waiving all other tariffs and conflict erty described below, except as noted (ich carrier agrees, without brokering, to lue unless agreed to in writing, with sch esenting a clear delivery receipt. Shippe	Copies 17,866 17,866 17,866 17,866 23,883 72,456 ting statutes pursuant to 49 US contents and conditions of cor o carry to destination with a ci- neduled delivery time of the ess pr accepts these terms for him Bill of Lating Number	Weight 20.1 20.9 20.5 61.5 61.5
IMCB Joi 99M0557250000000000 999 99M0557250000000000 999 99M0557250000000000 999 TRUCK TOTALS Received , subject to '/ §14101 (b)] in effect or package unknown), ma carrier responsibility pr waiving any right of rea 5/28/20 6:14PM Page 2 IMCB Jot	ALG' Motor Freight Tar 1 the date of the issue of rived consigned and de ursuant to 49 USC §14 sonable dispatch for par 2 of 2 List Job Number	Job Title Test_01 Test_01 3 ALG Truck Load S iffs, contracts and agreed re of this bill of lading, the proper estined as shown below, whi 706, excluding released val ayment within 30 days of pre-	Destination DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311 DES MOINES IA 50311 EXAMPLE INTERNATIONAL INTERNATION INTERNATIONAL INTERNATION INTERNATIONI	Copies 17,866 17,866 10,707	Weight 20.1 20.9 20.5 61.5 SC trents of ommon sence iself and 2 Weight
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IMCB Jol 99M0557250000000000 999 99M0557250000000000 999 99M0557250000000000 999 TRUCK TOTALS Received , subject to ', §14101 (b)] in effect or package unknown), ma carrier responsibility pu waiving any right of rea 5/28/20 6:14PM Page 2 IMCB Jot Send Freight Bill and Do Shipper Per	b List Job Number 99617 MS093275 99617 MS093275 99617 MS093275 Total Pallets ALG' Motor Freight Tar the date of the issue of rked consigned and de irsuant to 49 USC §14 sonable dispatch for particular to	Job Title Test_01 Test_01 3 ALG Truck Load 3 iffs, contracts and agreed ra of this bill of lading, the prop stined as shown below, whi 706, excluding released val ayment within 30 days of pro- Job Title G Date	Destination DES MOINES IA 50311	Copies 17,866 30,707 23,883 72,456 ting statutes pursuant to 49 US contents and conditions of cor o carry to destination with a ci eduled delivery time of the ess er accepts these terms for him Bill of Lading Number Copies	Weight 20.1 20.9 20.5 61.5 61.5 SC Intents of ommon sence uself and 2 Weight

Export Button

The EXPORT button is also accessible by clicking the <u>ASSIGN PALLETS TO MANIFEST BUTTON</u> on the Multi-Carrier Trailer Manifesting menu and then clicking the <u>SELECT MANIFEST</u> button from the Browse Pallet Database (no pallets selected) screen.

This same function (export to a csv file) is also available by selecting the <u>REPORTS AND EXPORTS</u> <u>BUTTON</u> on the Multi-Carrier Trailer Manifesting menu and selecting the <u>Trailer Exports Option</u>.

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the *Manage Manifests* screen will display.

Multi-C	arrier Trailer Manifesting	-X
	Assign Pallets to Manifests	
[View.Dispatch Manifests	
	Barrada and Frenchs	

To export the information for an individual manifest to a CSV file, highlight a manifest and click **Export**.

	Manage Manifes	ts					×
Eile	Utilities						
3	Send to /	ALG					
Ope	en, By Manifest #	Open, By Sc	cheduled Dispatch Date/Ti	me Open, By CFNa	me Cancelled Dispa	atched, by Dispatch Date/Time	
	Manifest ID	Truckload #	Carrier ALG	Type Direct Trailer	CFName	Sched Dispatch Date/Time 06/05/2020 14:58:31	Actual Dispatch Date/Tim
			ALG	Origin	ALG Chicago	05/20/2020 10:33:01	
<		1			1		>
Cre	eate Manifest	pdate Manifes	st Dispatch Truck 0	ancel Manifest	Pallet list	BoL Export	Cl <u>o</u> se

A **Warning!** dialog will display confirming the export of the selected manifest information to CSV. Click **Yes** to close the dialog and continue with the export process (clicking **No** will close the dialog and abort the export process).

Warning!		\times
0	Would you like to export a Manifest 2 to CSV	n
	Yes <u>N</u> o	

Component Functionality

Browse For Folder	Α
Choose directory for export.	С
	a
E Desktop	
Elibraries	
Image: Second	
4 🐘 Computer	
Floppy Disk Drive (A:)	
🗸 💒 Local Disk (C:)	
🏭 Data	
🕌 PerfLogs	
Program Files	A
🛛 🏭 Program Files (:86) 🔹 💌	v
Eolder: Desktop	a "
Make New Folder OK Cancel	u
Export message.	

A **Browse for Folder** screen will display. Select a location on the computer or server where DAT-MAIL should save the CSV file to and click **OK**.

An Export Message will display confirming the export occurred while providing the name of the export file. The saved file will appear in the location selected. The file name format will be 'Manifest_[YYYYMMDD]_[manifest number].csv". For example: 'Manifest_20200528_182258.csv".

Export m	essage. X	
1	Manifest data has been successfully exported to: C:\Users\vmuser\Desktop\Manifest_20200528_182258.csv	
	OK	

The CSV file will <u>not</u> container a header row. The information that is exported is dependent on the Record Type (see below). More than one Record Type can/will be included in an export of a selected manifest.

Field 1 = Record Type (1 – Trailer; 2 – Stop; 3 – Pallet)

```
Export for Record Type = Trailer (1)

Field 2 = Job ID

Field 3 = Carrier

Field 4 = Trailer ID

Field 5 = Manifest Type

Field 6 = Scheduled Dispatch Date

Field 7 = Manifest ID

Field 8 = Destination (this will be the CFID if it is a consolidation center; "blank" if it is LTL; the name of

the distribution center linked to the shipment if it is a commingle center)
```

Export for Record Type = Stop (2) (direct trailers only) Field 2 = Stop Number Field 3 = Locale Key Field 4 = Destination ZIP Field 5 = Entry Facility Type Field 6 = Physical ZIP

Export for Record Type = Pallet (3) Field 2 = DAT-MAIL Job ID (either the historical header ID or the CLASYS ID) Field 3 = Job Number Field 4 = Mail Class Field 5 = Principal Processing Category Field 6 = Pieces Field 7 = Copies Field 8 = Mail Weight Field 9 = Gross Weight Field 10 = Unique Container ID (UCID) Field 11 = IMCB Field 12 = Locale Key Field 13 = Destination ZIP Field 14 = Entry Facility Type Field 15 = Physical ZIP+4 Field 16 = In-Home Date Field 17 = Postage Statement Date Field 18 = OptType (O – dropship; 1 – copal; 2 – commingle)

Example:

These export results (CSV file)...

SI.	A	В	с	D	E	F	G	н	1	1	к	L	м	N	0	Р	Q	R
1	1	200007978	1		Consolidator	4/25/2019	LSC_Bol	0	0									0
2	3	2	affp725	3	LT	2039	2039	53.014	84.614	WBLBP000001V	99M20073900000660971		600	s	600959997	3/07/2019	4/24/2019	0
3	3	2	affp725	3	LT	2879	2879	74.854	112.754	WBLBP000001W	99M20073900000660972		601	S	601999997	3/07/2019	4/24/2019	0
4	3	2	affp725	3	LT	3630	3630	94.38	142.78	WBLBP000001X	99M20073900000660973		604	S	604999997	3/07/2019	4/24/2019	0
5	3	2	affp725	3	LT	2166	2166	56.316	92.116	WBLBP000001Y	99M20073900000660974		605	S	604999997	3/07/2019	4/24/2019	0
6	3	2	affp725	3	LT	3776	3776	98.176	146.576	WBLBP000001Z	99M20073900000660975		606	S	606993916	3/07/2019	4/24/2019	0
7	3	4	14962804	3	LT	11626	11626	377.845	471.645	WBLBP0000059	99M200739000500000365		600	s	600959997	3/08/2019	4/24/2019	0
8	3	4	14962804	3	LT	8325	8325	270.5625	335.4625	WBLBP000005A	99M200739000500000366		601	s	601999997	3/08/2019	4/24/2019	0
9	3	4	14962804	3	LT	9744	9744	316.68	378.18	WBLBP000005B	99M200739000500000367		604	S	604999997	3/08/2019	4/24/2019	0
10	3	4	14962804	3	LT	5474	5474	177.905	227.505	WBLBP000005C	99M200739000500000368		605	S	604999997	3/08/2019	4/24/2019	0
11	3	4	14962804	3	LT	14618	14618	475.085	568.885	WBLBP000005D	99M200739000500000369		606	S	606993916	3/08/2019	4/24/2019	0
12	3	10	56911a	3	LT	12927	12927	314.1261	386.0261	WBLBP000006Q	99M899605000000000001		32099	в	320990002	4/26/2019	3/20/2019	0
13	3	10	56911a	3	LT	12833	12833	311.8419	383.6419	WBLBP000006R	99M89960500000000002		31195	в	303699998	4/26/2019	3/20/2019	0
14	3	12	MCTM Test 02	3	LT	14614	14614	320.0466	450.3466	JAQ1P000006W	99M20164100000027584		800	s	802660001	4/26/2019	3/20/2019	0

...translate to this:

	A	В	с	D	E	F	G	н	1.1	J	к	L	м	N	0	Ρ	Q	R
1	Record Type = Trailer (1)	Manifest ID	Carrier	Trailer ID	Manifest Type	Scheduled Dispatch Date	Destination											
2	1	200007978	1		Consolidator	4/25/2019	LSC_Bol	0	0									0
3	Record Type = Pailet (3)	Job ID	Job Number	Mail Class	Principal Processing Category	Pieces	Copies	Mail Weight	Gross Weight	Unique Container ID (UCID)	ІМСВ	Locale Key	Destination ZIP	Entry Facility Type	Physical ZIP44	In-Home Date	Postage Payment Date	OptType
4	3	2	affp725	3	LT	2039	2039	53.014	84.614	WBLBP000001V	99M20073900000660971		600	s	600959997	3/07/2019	4/24/2019	0
5	3	2	affp725	3	ut	2879	2879	74.854	112.754	WBLBP000001W	99M20073900000660972		601	s	601999997	3/07/2019	4/24/2019	0
6	3	2	affp725	3	LT	3630	3630	94.38	142.78	WBLBP000001X	99M20073900000660973		604	s	604999997	3/07/2019	4/24/2019	0
7	3	2	affp725	3	LT	2166	2166	56.316	92.116	WBLBP000001Y	99M20073900000660974		605	s	604999997	3/07/2019	4/24/2019	0
8	3	2	affp725	3	ut	3776	3776	98.176	146.576	WBLBP000001Z	99M20073900000660975		606	5	606993916	3/07/2019	4/24/2019	0
9	3	4	14962804	3	LT	11626	11626	377.845	471.645	WBLBP0000059	99M200739000500000365		600	s	600959997	3/08/2019	4/24/2019	0
10	3	4	14962804	3	ur	8325	8325	270.5625	335.4625	WBLBP000005A	99M200739000500000366		601	s	601999997	3/08/2019	4/24/2019	0
11	3	4	14962804	3	LT	9744	9744	316.68	378.18	WBL8P0000058	99M200739000500000367		604	s	604999997	3/08/2019	4/24/2019	0
12	3	4	14962804	3	LT	5474	5474	177.905	227.505	WBLBP000005C	99M200739000500000368		605	s	604999997	3/08/2019	4/24/2019	0
13	3	4	14962804	3	ut	14618	14618	475.085	568.885	WBLBP000005D	99M200739000500000369		606	s	606993916	3/08/2019	4/24/2019	0
14	3	10	56911a	3	LT	12927	12927	314.1261	386.0261	WBLBP00006Q	99M89960500000000001		32099	в	320990002	4/26/2019	3/20/2019	0
15	3	10	56911a	3	LT	12833	12833	311.8419	383.6419	WBLBP000006R	99M89960500000000002		31195	в	303699998	4/26/2019	3/20/2019	0
16	3	12	MCTM Test 02	3	u	14614	14614	320.0466	450.3466	JAQ1P000006W	99M20164100000027584		800	5	802660001	4/26/2019	3/20/2019	0

Close button

Clicking the **Close** button closes the **Manage Manifests** screen, returning the user to the Multi-Carrier Trailer Manifesting menu.

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REPORTS AND EXPORTS BUTTON

Information about this functionality is provided under <u>Reports and Exports Button</u>.

COPAL UPLOAD BUTTON

Selecting the **Copal Upload** button launches the **Copal Logistics Data Exchange Job Browse** screen, which displays a list of jobs that have copal trays in them.

Select (check) all of the jobs to send updates to LSC for and click **Send to Carrier**.

Exchange Job Browse										×
by In-Home Delivery Date by Job ID	by Historical Jo	obID by First Mai	Date by Job Name							Y
Job Name	Rev.	Carrier Name	LGS Status	LGS Date	Stmt Status	P1 Paid Status	Hist, Job ID	Mail Class	Categor	w T
OnePriceTest2	7	Window Book, In	Retrieved	4/09/2019	Open	Not paid (0%)	00000372	Standard	Letter	
OnePriceTest2	8	Window Book, Ir	Retrieved	4/18/2019	Open	Not paid (0%)	00000372	Standard	Letter	
0 • Mailer Approved										2
	Contraction of the second sec	Stchange Job Browse	Stchange Job Browse	Stchange Job Browse Image: Job Browse Image: Job Browse Image: Job Name Job Name Diversize Test2 TomePrice Test2 Structure OnePrice Test2 Structure Structure Structure OnePrice Test2 Structure Structure	Stchange Job Browse Image: Job Browse Image: Job Name Job Name Job Name DiscPriceTast2 7 Window Book, In Retrieved 4/18/2019 DiscPriceTast2 8 Window Book, In Retrieved 4/18/2019	Stchange Job Browse Image: Job Browse Image: Job Browse Image: Job Name Job Name Image: Job Name Display Training Status LGS Date Simt Status Display Test OnePriceTest2 8 Window Book, In Retrieved 4/18/2013 Open 0 • Maler Approved	Stchange Job Browse Image: Status by Job ID by Historical JobID by First Mail Date by Job Name Job Name Bev Carrier Name LGS Status LGS Date Strict Status P1 Paid Status DistPrizeTast2 7 Window Book, In Retrieved 4/09/2019 Open Not paid [025] OnePriceTast2 8 Window Book, In Retrieved 4/18/2013 Open Not paid [025] 0 • Mater Approved • Mater Approved • Mater Approved • Mater Approved	Description Description Image: Status Description Job Name Rev. Carrier Name LGS Status UnePriceTest2 7 Window Book, In Retrieved 4/18/2019 OnePriceTest2 8 Window Book, In Retrieved 4/18/2019 Open Not paid [05) 00000372 00000372	Stchange Job Browse Image: Delivery Date by Job ID by Historical JobID by First Mail Date by Job Name Job Name Rev. Carrier Name LGS Status LGS Date Stmt Status P1 Paid Status DistPrizeTest2 7 Window Book, InRetrieved 4/05/2019 Dgen Not paid [05) 00000372 Standard 0 • Mater Approved 8 Window Book, In Retrieved 4/19/2019 Dpen Not paid [05) 00000372 Standard	Stchange Job Browse Image: Status by Job ID by First Mail Date by Job Name Image: Status Job Name Bev. Carrier Name LGS Status LGS Date. Stmt Status P1 Paid Status Hist. Job ID Mail Class Categor Image: DomePriceTest2 7 Window Book, In Retrieved 4/05/2013 Doen Not paid (DS) 00000372 Standard Letter Image: DomePriceTest2 8 Window Book, In Retrieved 4/18/2013 Open Not paid (DS) 00000372 Standard Letter Image: DomePriceTest2 8 Window Book, In Retrieved 4/18/2013 Open Not paid (DS) 00000372 Standard Letter Image: PriceTest2 8 Window Book, In Retrieved 4/18/2013 Open Not paid (DS) 00000372 Standard Letter

W

A *Warning...* dialog will display. Click **Yes** to continue (clicking No will close the dialog and abort the send process).

arming)		-				×
0	Send update	d copal inform	ation on	selected	job(s) to L	SC Logistics	12
		Yes	1	No	7		

A *Process...* dialog will display.

Progress	
Processing job: 00000362 (OnePriceTest2)	100%
Opening job:	
	Cancel



Component Functionality

When the transfer completes, a *Totals of process...* dialog will display, providing information on the success or failure of the upload to LSC.

If errors occurred, a log can also be displayed that will provide failure information for the selected jobs (including the Job ID and Name). Click **Show** Log to view the log data.

DSMS RELEASE BUTTON

"DSMS" refers to DropShip Management System. The DSMS Release function is used once an MSP's (Mail Service Provider) jobs are approved for mailing by the USPS, to be released to the carrier before postage is paid.

At this time (August 2020), using DSMS Release is limited to LSC only.

Preview Button

Clicking the **DSMS Release** button on the Multi-Carrier Trailer Manifesting menu launches the **Browse** Pallet Database screen. All of the MSPs pallets will be listed. From this screen, an appropriate USPS representative (such as a DMU clerk) can approve pallets for drop-shipping. Select (check) the pallets to be previewed by the MSP's DMU and click **Preview**.

🞇 Browse Pallet Database						×
File Tag Pallets Reports						
by Mail Date	💌 🗙 🛷 💥 Pallets	x 3 Pieces:	29,219 Mail Weight:	628.2 Gross	Weight: 788.1	<u>7</u>
Job ID Job Number	Job Desc Pallet ID	UCID Postage Pmt D	ate SEG ID Manifest	CFName	Entry Point Name	
✓ 503361 1503361 1503 ✓ 503361 1503361 1503	3361 000012 3 3361 000013 3	WELEP000000C 8/08/2 WELEP000000D 8/08/2	018 0001 018 0001	ABC - Chicago SCF I ABC - Chicago SCF I	NASHVILLE, TN 370 5 BUFFALO, NY 140 1	
93361 1503361 1503 1503361 1503361 1503 1505911A affp725 affp7 1505911A affp725 affp7	3361 000014 3361 00015 725 000001 725 000002 725 000023 725 000023 725 000024 725 000025 725 000025 725 000025 725 000026 725 000026 725 000027 725 000028 725 000028	Well.BP00000F 808/2 Well.BP0000F 808/2 Well.BP0000F 808/2	018 0001 018 0001	480 - Chicago, SOF BOU SOF SOF SOF SOF SOF SOF SOF SOF SOF SOF	KANSAS CITY, MO 640 F NOBROCK IL 60440 F NOBROCK IL 60440 F ALBUCUERCULE, NM 870 F SACRAMENTO, CA 955 F BAKERSFIELD, CA 932 F COLLIMBIA, SC 290 XMASHINOTON, DC 200 SOUTHERN, MD 207 F BALTINGRE, MD 212 F CHMOND VA 230 L CHORFOUX, VA 233 F	
Prevjew Rejease Log					Close	-

Totals of process... 0 Jobs selected: Failed validation: 0 Failed upload: 0 Successful upload: 1 OK Show Log

View/Dispatch Manifests
Reports and Exports
<u>C</u> opal Upload
DSMS R <u>e</u> lease
DIME LEGACY
E <u>x</u> it



Component Functionality

A USPS Approved by... screen will display. The DMU clerk should enter their initials and click OK.

The initials or ID of whomever attempts to approve the pallet for drop-shipping must already be included in DAT-MAIL's DMU List. The DMU List management occurs via the DMU List option located under DAT-MAIL's main File menu.

USPS Approved by	
Approved By:	LEB
OK	Cancel

When the release is processed, a "Release Preview Report" is generated.

		Release Previe	ew Report					
Unique Pallet1D Container1D Joh1D List1D Joh Title	Permit	CF		0 Status	Containers	Copies	Mall Weight	Gross Weigl
Drop Ship								
Postage Payment Date: 8/08/2018								
000013 WELEP000000D 15033 61 1503361		ABC_CHI			з	1,64	1 35.2816	60.58
Total By Entry Point: SCF BUFFALO, NY 140					з	1,64	35.2815	60.58
000012 V48L8P000000C 15033 61 1503361		ABC_CHI			28	18,00	6 387.1290	464.92
Total By Entry Point: SCF NASHVILLE, TN 370					28	18,00	6 387.1290	464.92
000014 V48L8P000000E 15033 61 1503361		ABC_CHI			18	9,57	2 205.7980	262.58
Total By Entry Point: SCF KANSAS CITY, MO 640					18	9,57	2 205.7980	262.58
Total By Postage Payment Date: 8/08/2018					49	29,21	9 628.2085	788.10
Total By All Report								
						T	otal Pallets :	
						Total Sub	Containers :	
						1	otal Copies:	29,2
						fotal Mail	Weight (lbs):	628.20

Release Button

Clicking the **DSMS Release** button on the Multi-Carrier Trailer Manifesting menu launches the **Browse Pallet Database** screen. All of the MSP's pallets will be listed. From this screen, an appropriate USPS representative (such as a DMU clerk) can release pallets that have already been previewed for dropshipping to LSC. Select (check) the pallets to be released by the MSP's DMU and click **Release**.

🞇 Bri File	owse Palle Tag Palle	t Database ts <u>R</u> eports								×
3	by Mail	Date	- × 4	💥 Pallets:	3	Pieces: 29,	219 Mail Weight:	628.2	Gross Weight: 788.1	Y
	Job ID	Job Number	Job Desc	Pallet ID	UCID VAL BROTOTOTO	Postage Pmt Date SE	GID Manifest	CFName	Entry Point Name	
I I I I I I I I	503361 503361	1503361	1503361	000013 V 000014 V	VELEPODODODD	8/08/2018 00	01	ABC - Chicago ABC - Chicago	SCF BUFFALO, NY 140 SCF KANSAS CITY, MO 640	1
	503361 505911A 505911A 505911A 505911A 505911A 505911A 505911A 505911A	1503361 affp725 affp725 affp725 affp725 affp725 affp725 affp725 affp725 affp725 affp725	1503361 aftp725 aftp725 aftp725 aftp725 aftp725 aftp725 aftp725 aftp725 aftp725	000015 V 000001 V 000002 V 000003 V 000023 V 000024 V 000025 V 000026 V 000026 V	VBLBP000000F VBLBP0000000 VBLBP000000H VBLBP0000012 VBLBP0000013 VBLBP0000013 VBLBP0000014 VBLBP0000015 VBLBP0000015	8/08/2018 00 8/09/2018 00 8/09/2018 00 8/09/2018 00 8/09/2018 00 8/09/2018 00 8/09/2018 00 8/09/2018 00 8/09/2018 00	01 01 01 01 01 01 01 01		BOLINGBROOK IL E0140 SCF ALBUQUERQUE, NM 870 SCF SACRAMENTO, CA 956 SCF BAKERSPIELD, CA 932 SCF OLLIMBIA, SC 290 SCF VALSHINGTON, DC 200 SCF SOUTHERN, MD 207 SCF BALTINGRE, MD 212 SCF BREHMOND, VA 230	
Pre	ežjew	Rglease	Log	lessana			- 1	1) v Dise

A USPS Approved by... screen will display. The DMU clerk should enter their initials and click OK.

The initials or ID of whomever attempts to approve the pallet for drop-shipping must already be included in DAT-MAIL's DMU List. The DMU List management occurs via the 'DMU List' option located under DAT-MAIL's main 'File' menu.

USPS Approved by	
Approved By:	LEB
OK	Cancel

When the release is processed, a "Release Report" is generated.

			Release Repo	rt					
Unique PalletD ContainerID JobID ListI	D Job Title	Permit	CF	0	Status	Containers	Copies	Mail Weight	Gross Weight
Drop Ship									
Postage Payment Date: 8/03/201	18		19C /H				1.64	3100.30	60.591/
Total By Entry Point: SCF BUFFALO, N	1503361 Y 140		V00_01			3	1,64	1 35.2015	60.5815
000012 WBLBP000000C 15033 61	1503361		ABC_CH			28	18,00	6 387.1290	464.929
Total By Entry Point: SCF NASHVILLE,	TN 370					28	18,00	6 387.1290	464.9290
000014 WBLBP000000E 15033 61	1503361		ABC_CH			18	9,57	2 205.7980	262.598
Total By Entry Point: SCF KANSAS CITY	Y, MO 640					18	9,57	2 205,7980	262.5980
Total By Postage Payment Date: 8/08/20	18					49	29,21	9 628.2085	788.108
otal By All Report							1	fotal Pallets :	
							Total Sul	Containers :	4
							т	otal Copies:	29,219
						т	otal Mail	Weight (lbs):	628.208

Log Button

Clicking the **DSMS Release** button on the Multi-Carrier Trailer Manifesting menu launches the **Browse Pallet Database** screen. To view a log of all the DSMS-related functions that have been performed, click Log.

by Mail	Date	• • •	🔆 Poliet	s: 3	Pieces:	29,219	Mail Weight:	628.2	Gross Weight: 788.1
Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Prnt Date	SEG ID	Manifest	CFName	Entry Point Name
1503361	1503361	1503361	000001	WBLBP000006B	8/08/2018	0001		LSC_Boingbro	SOF SALT LAKE CITY, UT 840
1503361	1503361	1503361	000002	WBLBP000006C	8/08/2018	0001		LSC_Bolingbrou	SCF SAN FRANCISCO, CA. 940
1503361	1503361	1503361	000003	WELEPODODOSD	8/08/2018	0001		LSC_Bolingbrou	SCF LAS YEGAS, NV 890
1503361	1503361	1503361	000004	WBLBP000006E	8/08/2018	0001		LSC_Bolingbrou	SCF PORTLAND, OR 970
1503361	1503361	1503361	000005	WELEPODODOSF	8/08/2018	0001		LSC_Bolingbrou	SCF SEATTLE, WA 980
1503361	1503361	1503361	000006	WELEP000006G	8/08/2018	0001		LSC_Bolingbrou	NDC SEATTLE, WA 98000
1503361	1503361	1503361	000007	WELEPODODO6H	8/08/2018	0001		LSC_Bolingbrou	SCF DENVER, CO 800
1503361	1503361	1503361	000011	WELEP000006L	8/08/2018	0001		LSC_Bolingbrou	SCF AUSTIN, TX 786
1503361	1503361	1503361	000012	WELEPODODO5M	8/08/2018	0001		LSC_Bolingbrou	SCF NASHVILLE, TN 370
1503361	1503361	1503361	000015	WELEPODODOF	8/08/2018	0001		LSC_Bolingbrou	BOLINGBROOK IL 60440
1505911A	affp725	affp725	000001	WELEPODODOG	8/09/2018	0001		LSC_Bolingbrou	SCF ALBUQUERQUE, NM 870
1505911A	affp725	affp725	000002	WELEPODODOOH	8/09/2018	0001		LSC_Bolingbrou	SCF SACRAMENTO, CA. 956
1505911A	affp725	affp725	000003	WELEPODODODI	8/09/2018	0001		LSC_Bolingbrou	SCF BAKERSFIELD, CA 932
1505911A	affp725	aftp725	000004	WELEP000000J	8/09/2018	0001		LSC_Bolingbrou	SCF PORTLAND, OR 970
1505911A	affp725	affp725	000005	WELEPODODODK	8/09/2018	0001		LSC Bolingbros	SCF TACOMA, WA 983
		1.							

The Browse Release Log screen will display.

Browse Re	lease Log	1				
le						
4			4 2			
Date	Time	Clerk	Status	Total	Success	Unrelease
4/23/2019	13:02:54	LEÐ	Released	3	0	
4/23/2019	12:39:33	LEB	Released	3	0	Reprint
4/23/2019	12:35:54	LEB	Previewed	2	2	
4/23/2019	12:26:11	LEB	Previewed	3	3	Desident
4/23/2019	12:23:04	LEÐ	Previewed	5	5	Resubmit
4/17/2019	16:40:55	LEB	Previewed	1	1	
4/17/2019	16:39:44	LEB	Previewed	1	1	
4/17/2019	16:37:34	LEB	Previewed	0	0	
4/17/2019	12:33:29	LEB	Previewed	15	15	
4/17/2019	11:54:14	LEB	Previewed	1	1	
4/17/2019	11:52:57	LEÐ	Previewed	0	0	
						Pallets
						Close

This screen provides a list of all Previewed and Released actions that have taken place, including the date/time they occurred, the DMU clerk that performed the action, the number of pallets that the action was applied to, and the number of pallets the action was successful for. In addition, Released items can be unreleased, the corresponding report can be re-printed, an action can be re-submitted, and the pallets that each action applied to can be viewed by clicking the corresponding button.

• **Unrelease** button: Clicking this button un-releases a highlighted item. The highlighted item must have a log status of 'Released' to be able to use this feature. Highlight the released item in the list and click **Unrelease**.

🏋 Browse Re	elease Log	1				×
<u>F</u> ile						
-51						
341						
Dute	Tere	01-1-	Obto	Tatal		
Date	Time	Clerk	Status	Total	Success	Unrelease
4/23/2019	13:02:54	LEB	Released		C	
4/23/2019	12:39:33	LEB	Released	3	0	Reprint
4/23/2019	12:35:54	LEB	Previewed	2	2	(trapents
4/23/2019	12:26:11	LEB	Previewed	3	3	
4/23/2019	12:23:04	LEÐ	Previewed	5	5	Resubmit
4/17/2019	16:40:55	LEB	Previewed	1	1	
4/17/2019	16:39:44	LEÐ	Previewed	1	1	

A **USPS Approved by...** screen will display. The DMU clerk should enter their initials and click **OK**.

USPS Approved by... Approved By: LEB

The 'unrelease' is communicated to LSC. When the process is finished, the Browse Release Log screen updates the item's 'Status' accordingly.

2	Browse Release Log							
E	ile			Л				
-	Date	Time	Clark	- V	Total	Success		
	4/23/2019	13:20:36	LEB	Unreleased	3	0	Unrelease	
	4/23/2019 4/23/2019 4/23/2019 4/23/2019 4/23/2019 4/23/2019	13.02.54 12.39.33 12.35.54 12.26.11 12.23.04	LEB LEB LEB LEB LEB	Released Released Previewed Previewed Previewed	33235	0 2 3 5	Reprint Resubmit	

- **Reprint** button: Clicking this button re-prints the report for the highlighted item. For example, if the selected item has a log status of 'Released', the corresponding <u>"Release Report"</u> will re-print; and if the selected item has a log status of 'Previewed', the corresponding <u>"Previewed Release Report"</u> will re-print.
- **Resubmit** button: Clicking this button will re-submit an item with a log status of 'Released' or 'Unreleased'.
- **Pallets** button: Clicking this button launches the **Browse Pallets Log** screen, which displays the pallets (identified by Unique Container ID or 'UCID') associated with the selected item. Each UCID's corresponding Job ID, List ID, and Status is also displayed, along with an errors that may have occurred when the item was previewed or released. The **Pallets** button can be used for items with any log status.

🔏 Brow	🖁 Browse Pallets Log (Date 04/17/2019 Time 12:33:29 Status Previewed) 🛛 🛛 🕰								
ile									
1									
Job ID	List ID	Status	UCID	Error					
15033	61	Previewed	WELEP0000001						
15033	61	Previewed	WBLBP0000002						
15033	61	Previewed	WELEP0000003						
15033	61	Previewed	WELEP0000004						
15033	61	Previewed	WELEP0000005						
15033	61	Previewed	WELEP0000006						
15033	61	Previewed	WELEP000007						
15033	61	Previewed	WELEP0000008						
15033	61	Previewed	WELEP0000009						
15033	61	Previewed	WELEPO00000A						
15033	61	Previewed	WELEP000000B						
15033	61	Previewed	WELEP000000C						
15033	61	Previewed	WELEP000000D						
15033	61	Previewed	WELEPO00000E						
15033	61	Previewed	WELEP000000F						
-	I ←								
				Cl <u>o</u> se					

DIME LEGACY BUTTON

Clicking the DIME Legacy button launches the DIME legacy or single-job DIME function. The functionality contained therein has not changed from past releases. Refer to any existing DIME documentation for the DIME legacy product. DSMS Release DIME LEGACY Exit

The DIME Legacy product is scheduled to be removed from DAT-MAIL in 2020 (date to be determined).

EXIT BUTTON

Clicking the **Exit** button closes the Multi-Carrier Trailer Manifesting menu.
EXAMPLE WORKFLOWS

LSC DROPSHIP/COPAL USER

The following is an example of the workflow for an LSC DropShip/Copal user:

The following example workflow assumes that the DAT-MAIL <u>setup for the LSC DropShip/Copal</u> function has already been completed.

1. From DAT-MAIL's main screen, select Logistics > Multi-Carrier Trailer Manifesting.



2. The Multi-Carrier Trailer Manifesting menu will display. Click Update LSC Content and assign content title ID and the required reference and date information to selected jobs.

*Content Title ID:	1	
Content Name:		
Bill Of Lading:		\sim
Purchase Order:		\sim
Invoice Reference 1:		\sim
Invoice Reference 2:		\sim
LSC Date Driver:	Postage Payment Date	~

3. After the content title ID and reference information are assigned, in the Multi-Carrier Trailer Manifesting menu, click Assign Pallets to Manifesting.



ым	ulti-Carrier Trailer Manifesting	×
	Update LSC Content	
	Send Mail.dat files to Logistics Company	
Γ	Assign Pallets to Manifests	

Multi-Carrier Trailer Manifesting Setup & User Guide

How It Works

 Select (check)the desired pallets and click Assign CFID to assign a Carrier and Consolidation Facility to the tagged pallets.

🎇 Select I	Carrier and (Consolidation Facility 🛛 🕰
Carrier:	LSC	LSC for Dropship/Copal
Facility:	11141	Bolingbrook
		QK Qancel

- *If an LTL carrier is being used, the user should select the "LTL" distribution center record.*
- 5. Click **Select Manifest**. Select an existing manifest from the list or to create a new manifest, click **Create Manifest** and <u>create a new manifest</u>. Click **OK**, when finished.

ව Create Manif	fest	×
Dispatch Date:	06/01/2020 Dispatch Time: 10:49:22	
Trailer ID:	AN LSC TRAILER WILL BE REQESTED	
Carrier:	LSC LSC for DropShip/Copal	
Trailer Type:	Consolidator V Max Weight: Max Palet:	
Facility ID:	11141 Bolingbrook	
Stop #	Entry Point ZIP+4	
Insert	Change Delete 🔷 🖾 OK Ca	ncel

6. Once the processing completes and the new manifest is created, highlight the newly created manifest (if not already highlighted) and click **Select**.

D	Manage Manifes	ts							×
Eile	Utilities								
₫	0								
Op	en, By Manifest #	Open, By So	heduled Dispatch Date/Tir	ne Open, By CFN	ame Cancelled Di	ispatched, by Dispatch	Date/Time		
	Manifest ID	Truckload #	Carrier	Туре	CFName	Sched Dispatch	h Date/Time	Actual Dispate	:h Date/Tim
	200013572	000004	LSC for DropShip/Copal	Consolidator	Bolingbrook	06/01/2020	10:49:22		
	200013569	000002	LSC for DropShip/Copal	Consolidator	Bolingbrook	05/28/2020	17:25:29		
	8		ALG	Direct Trailer		06/05/2020	14:58:31		
	2		ALG	Origin	ALC Chicago	05/20/2020	12:40:34		
	-		~	ongin	ALG Chicago	03/20/2020	10.55.01		
					1				
<							_		>
Cre	eate Manifest	pdate Manifes	st Dispatch Truck C	ancel Manifest	Pallet list	BoL Expo	rt	Select	Close

7. The user will be returned to the pallet list, with the new manifest selected (the manifest number will be displayed in the screen's title bar). The pallet list will be filtered based on the carrier, trailer type, and CFID associated with the manifest. Only the pallets matching the filter criteria will display in the list;

Consolidation Centers: The Carrier and CFID must match.
 LTL Trailers: The Carriers must match.
 Origin Trailer: The Carrier and CFID must match and the pallets must be origin entry.
 Direct Trailers: The Carrier must match, and the pallets must have an entry point that matches one of the stops.
 Commingle Trailers: The Carrier and CFID must match and the pallets must be flagged as commingled. There is no easy way to do that currently outside of LSC's OnePrice program, but

there will be a method introduced in DAT-MAIL in a future release.

The user should tag the pallets they want put on the trailer and press the **BOL** (Bill of Lading) button;

D Bro	wse Pall	et Databa:e (Mar	nifest ID: 200013572 Dispa	tch: 06/0	1/2020 10:49:22 Tj	/pe: Consolidator (CF Name	: Bolingbrook)	1		×
<u>F</u> ile <u>T</u> a	ig Pallet	s <u>R</u> eports									
3	by Mail	Date	- × <i>«</i> •	ĸ	Pallets:	5 Pieces		1,944 Mail W	leight:	30.1 Gross Weight:	135.6
J	ob ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+4 0
000	03440	55866-023	Test 03	000001	WBLBP00000E	6/05/2020	0001		Bolingbrook	SCF DENVER, CO 800	802660001
000	03444	A131511A	Test_04	000002	WBLBP000000H	6/05/2020	0001		Bolingbrook	NDC DALLAS, TX 75199	753989100
000	03440	TEST 03A	TEST 03A	000001	ACWBP0000015	6/05/2020	0001		Bolingbrook	SCF DENVER, CO 800	802660001
00	03444	TEST_04A	TEST_04A	000002	ACWBP000001P	6/05/2020	0001		Bolingbrook	NDC DALLAS, TX 75199	753989100
V (00	03444	TEST_04A	TEST_04A	000003	ACWBP000001Q	6/05/2020	0001		Bolingbrook	SCF WESTCHESTER, NY 105	106101000
Image: Contract of the second seco	03444	TEST_04A	TEST_04A	000004	ACWBP000001R	6/05/2020	0001		Bolingbrook	SCF WESTERN NASSAU, NY 11	115999900
v 00	03444	TEST_04A	TEST_04A	000005	ACWBP000001S	6/05/2020	0001		Bolingbrook	SCF BROOKLYN, NY 112	112569604
V (00	03444	TEST_04A	TEST_04A	000006	ACWBP000001T	6/05/2020	0001		Bolingbrook	SCF WESTERN NASSAU, NY 11	115999900
	03444	TEST_04A	TEST_04A	000007	ACWBP000001U	6/05/2020	0001		Bolingbrook	SCF MID-ISLAND, NY 117	115999900
00	03444	TEST_04A	TEST_04A	000008	ACWBP000001V	6/05/2020	0001		Bolingbrook	SCF GREENSBORO, NC 270	274989795
	03444	TEST_04A	TEST_04A	000009	ACWBP000001W	6/05/2020	0001		Bolingbrook	SCF CHARLOTTE, NC 280	282149106
000	03444	TEST_04A	TEST_04A	000010	ACWBP000001X	6/05/2020	0001		Bolingbrook	SCF JACKSONVILLE, FL 320	322039996
	03444	TEST_04A	TEST_04A	000011	ACWBP000001Y	6/05/2020	0001		Bolingbrook	SCF ORLANDO, FL 328	328628400
	03444	TEST_04A	TEST_04A	000012	ACWBP000001Z	6/05/2020	0001		Bolingbrook	SCF MIAMI, FL 331	331529997
<											>
Anni		Deter Orden	e BOI Char	an anath	or manifest	late Ocean Weight	Treak	Dellate Char	k Dallet Statue	Departs 2 Utilizes	Class
Assi	gnichib	Dates/Orden	s DOL Cho	use anoth	er mannest Upd	ate Gross Weight	паски	-allets Chec	A Pallet Status	Reports & utilities	ugse

If a Warning! displays notifying the user that a date discrepancy between a pallet and the manifest exists, click OK to resolve the dialog. Then, <u>update the tagged pallets' problem date</u> <u>using the Dates/Orders button</u>.

Warning!	83
4	Pallet: WBLBP0000059 has a mail date: 03/06/2019 that is EARLIER than manifest 200007978's scheduled dispatch date 04/23/2019
	OK

Using the Dates/Orders button will change the pallet date(s). In addition, the dates will be changed in the Mail.dat file(s); however, if postage has already been paid, PostalOne! will not receive these changes.

With the same pallets selected, press the BOL (Bill of Lading) button again.

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8. A screen will display listing the results of the communication between DAT-MAIL and DIME. Click **Close** to continue.

Result of IPS Request	×
Records Processed: 5 Records with Errors: 0	^
	Ŷ
NPSElectronicBillOfLadingContractP05204T00784D2020052910564342.xml	
View Selected File Open a Ticket	Close

If an error is returned in the communication between DAT-MAIL and DIME, the corresponding log file will display in the window on the screen. Click the VIEW SELECTED FILE button to view the contents of the log file. A ticket for Window Book's Technical Support Team can be created automatically by clicking OPEN A TICKET. The log file will automatically be attached to expedite the troubleshooting process. Click SUBMIT to create the ticket. The ticket status and further communications with Window Book can be managed from Window Book's Support Portal.

Refer to the information provided under <u>Check Pallet Status Button</u> for a more comprehensive set of instructions on how to open a ticket.

First Name:	Laura Last Name: Burish	
E-Mail:	burish@windowbook.com Phone: (617)395-4529	
Ticket		
Subject:	WBNPS:ElectronicBilOfLading224	
Severity:	Normal Support Issue: Question	
Records w	th Errors: 0	
Records w	eh Errons: 0	,
Records with Attachments File Name C:\Users\v	th Errors: 0 C Description muser\AppData\Local\Temp\wbNP NPSEectronicBillOfLadingContractP05204T00784D202	005
Records with Attachments File Name C:\Users\with K	th Errons: 0 :: muser\AppData\Local\Temp\wbNP	005

9. The *Browse Pallet Database* screen will update, and the tagged pallets will have the manifest number assigned to them.

D Browse Pal	llet Database (No	manifests selected)								×
Eile Tag Palle	ts <u>R</u> eports									
by Pos	tage Pmt Date	· · · · ·	ĸ	Pallets:	0 Pieces:	0	Mail Weight	t: 0.0	Gross Weight:	0.0
Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG D Mani	fest C	CFName	Entry Point Name	Dest ZIP+ A
00003444	A131511A TEST_06	Test_04 TEST_06	000017 WB	LBP000000W	6/03/2020 6/05/2020	0001	7 ALG ALG	3 Chicago SCF 3-ATL NDC	CHICAGO, IL 606 JAXVILLE, FL 32099	60699391 32099000
00003441	TEST_06 TEST 03A	TEST_06 TEST 03A	000002 ACV 000001 ACV	WBP0000010 WBP0000015	6/05/2020 6/05/2020	0002 0001	ALG	3-ATL NDO ngbrook SCF	CATLANTA, GA 31195 DENVER, CO 800	30369999 80266000
00003444	TEST_04A TEST_04A	TEST_04A TEST_04A	000002 ACV	WBP000001P	6/05/2020	0001 20	0013572 Boli	nabrook NDC ngbrook SCF	WESTCHESTER, NY 105	75398910 10610100
00003444	TEST_04A TEST_04A	TEST_04A TEST_04A	000004 ACV 000005 ACV	WBP000001R WBP000001S	6/05/2020 6/05/2020	0001 20 0001 20	0013572 Bolir 0013572 Bolir	ngbrook SCF ngbrook SCF	WESTERN NASSAU, NY BROOKLYN, NY 112	115 11599990 11256960
00003444	TEST_04A TEST_04A	TEST_04A TEST_04A	000006 ACV 000007 ACV	WBP000001T WBP000001U	6/05/2020 6/05/2020	0001 20	0013572 Boli 0013572 Boli	ngbrook SCF ngbrook SCF	WESTERN NASSAU, NY MID-ISLAND, NY 117	115 11599990 11599990
00003444	A131511A A131511A	Test_04	000003 WB	LBP000000J	8/01/2020	0001		SCF	WESTERN NASSAU, NY	115 11599990
<										> v
Assign CFID	Dates/Order	s BOL	Select Manifes	st Upda	te Gross Weight	Track Pallets	Check Pal	let Status	Reports & Utilities	Cl <u>o</u> se

10. At this point, users can click the **Select Manifest** button to launch the **Manage Manifests** screen, from which they could print a BOL for a specific manifest and/or export information from a specific manifest to CSV file.

APPENDIX 1

This appendix is intended for DAT-MAIL Editor users who do <u>not</u> have a registration key that includes Multi-Carrier Trailer Manifesting (MCTM).

DAT-MAIL EDITOR & MCTM

Window Book's DAT-MAIL Editor software does include some limited MCTM-related functionality, which is documented below.

Pallet List

DAT-MAIL Editor users have access to the *Browse Pallet Database* screen (which shows a list of pallets).

Before this screen is available; however, pallet tracking must be enabled in DAT-MAIL. To do this, from DAT-MAIL's main screen, select **File > Program Settings > Program Setup**.

	DAT-MAIL Editor				_			_		×
File	Reports PostalOne! U	tilities ToolBox	Other Progr	ams Logistic	s Security	Help				
	New Mail.dat Import	Ctrl-Insert	Postage Rots			10	> 🚍			
	Open Mail.dat File	Ctrl-Enter								
	Delete Mail.dat File	Ctrl-Delete								
	Delete Multiple Mail.dat F	iles								
	Export Mail.dat File									
	View Pallets									
	Mailing Agents (Mail Prep	arers)								
	Client List (Mail Owners)									
	Job List									
	Permit List									
	Publication List									
	Lot/String/Panel Info	l l					(C) 20	20 Wind	aw Reak	Inc
	Client Communication Lis	t L					10 20	20 Willia	OW BOOK,	inc.
	Carrier List									
	CAPS List									
	DMU List									
	IB Account List									
	Category Maintenance				_					
	Program Settings	•	Program	Setup						
	Frincer Secup		Save							
	Exit	Ctrl-X	Load							

The *Setup* screen will display. Click the **Pallet Tracking/Intelligent Mail** tab. Select the **Enable Pallet Tracking** checkbox. Click **OK** to close the *Setup* screen when finished.

faintenance		Labeling I	List Validation		Logistics	PMOD
mport Defaults	Mailer Inf	formation	Quick Plan	PostalOne!	Statemer	Contration Clart Up Options
Container Tare W	(alahta	-				
Generat	reignts te Unique ID Pallet Track)'s for Palle	Archive	Advanced	Settings	Pallet Tracking/Intelligent Mail
Generat	ie Unique ID Pallet Traci	Export)'s for Palle	Archive	Advanced	Settings	Pallet Tracking/Intelligent Mail

Once Pallet Tracking has been enabled, the *Browse Pallet Database* screen can be launched by using the pallet icon located in the icon bar on DAT-MAIL's main screen...

% The pallet icon will <u>not</u> display on the screen until the Pallet Tracking option is enabled.

	DAT-MAIL	Editor								-		\times
File	Reports	PostalOne!	Utilities TeelRey O	her Progr	ams Lo	gistics	Security	Help				
*	i 🖉	×		Postage Rpts	Tags 36	602 12		10	2 🚍		⊴ ¶	
			View Pallets									

...or via the **File > View Pallets** menu.

D	DAT-MAIL Editor								-		\times
File	eports PestalOne!	Utilities ToolBo	ix C	Other Progr	ams Logisti	cs Security	Help				
	New Mail.dat Import	Ctrl-Insert	ø	Postage	Tags 3602		10	S		-	
	Open Mail.dat File	Ctrl-Enter	E	Rpts			-				
	Delete Mail.dat File	Ctrl-Delete									
	Delete Multiple Mail.da	at Files									
	Export Mail.dat File										
Г	View Pallets										
	Mailing Agents (Mail P	reparers)									
	Client List (Mail Owner	s)									
	Job List										

The *Browse Pallet Database* screen lists all of the pallets associated with palletized jobs in the system.

	Brow	se Pall	et Database (No	manifests s	elected)								×
E	ile <u>T</u> ag	Pallet	s <u>R</u> eports	~						6			0
	1	by Mail	Date	2~	1 4	*	Pallets:	0 Pieces		0 Mail W	eight:	0.0 Gross Weight:	0.0
	Jot	b ID	Job Number	Jol	Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+ A
	00000 00000 00000 00000 00000 00000 0000	0023 3440 3444 3444 3444 3444 3444 3444	OnePriceSmall OnePriceSmall SS866-023 A131511A A131511A TEST_06 TEST_06 TEST_04A TEST_04A TEST_04A TEST_04A TEST_04A TEST_04A TEST_04A TEST_04A TEST_04A TEST_04A TEST_04A	Test. 02 Test. 02 Test. 04 Test. 04 Test. 04 Test. 06 TEST. 06 TEST. 04A TEST. 04A	4	F00020 000947 000001 000002 000005 000001 000002 000001 000002 000003 000004 000005 000006 000007 000008 000009 000010	WBLEP000000 WBLEP000000 WBLEP000000 WBLEP000000 WBLEP000000 ACWBP000001 ACWBP000001 ACWBP000001 ACWBP000001 ACWBP000001 ACWBP000001 ACWBP000001 ACWBP000001 ACWBP000001 ACWBP000001	10/21/2019 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020 60/52/020	0001 0001 0001 0001 0001 0002 0001 0001	200013572 200013572 200013572 200013572	ABC Miwauked ABC Miwauked Bolingbrook Bolingbrook ALG Brookyn ALG-ATL Bolingbrook Bolingbrook Bolingbrook Bolingbrook Bolingbrook Bolingbrook Bolingbrook Bolingbrook Bolingbrook Bolingbrook Bolingbrook	SCF BIRMINGHAM, AL 350 SCF BIRMINGHAM, AL 350 SCF DENVER, CO 800 NDC DALLAS, TX 75199 SCF BROOKLYN, NY 112 NDC JAXVILLE, FL 32099 NDC ATLANTA, GA 31195 SCF DENVER, CO 800 NDC DALLAS, TX 75199 SCF WESTCHESTER, NY 105 SCF WESTCHESTER, NY 105 SCF WESTCHESTER, NASSAU, NY SCF BROOKLYN, NY 112 SCF WESTERN NASSAU, NY SCF MID-ISLAND, NY 117 SCF MID-ISLAND, NY 117 SCF GREENSBORD, NC 270 SCF CHARLOTTE, NC 280 SCF JACKSONVILLE, FL 320 SCF ORLANDD, FL 328	35203981 35203981 80266000 75398910 11256960 30369999 80266000 75398910 11256960 11599900 11599990 11599900 11599990 1269679 28214910 32203999 32862840 ➤ ✓
			Date					6				Reports & Utilities	Cl <u>o</u> se

The pallets that display can be controlled using the filter function 0 (\forall = No filter has been applied; or 1 = Filter has been applied).

Filter Options:

Filter Pallet List	×
Query Mode	
Hide Manifested Pallets Hide Origin Pallets	*Pallet UCID:
Only display Ready palets	Entry Daint:
Hide Pallets Without LSC Title Content	Endy Point.
Payment Dates: thru	Facility Type: All types V
Mail Dates: thru	*CF Name: LSC non-LSC
In-Home Dates: thru	*Location:
First date - exact match, both dates - match in range	Type: All 🗸
Job Number:	*IM Barcode:
Job Desc:	Action: All V
Release Status: All	Error: All 🗸
Category: All 🗸	CSA ID:
	* will match partial entries, ie: 111 finds 11141
Reset Filter	<u>Q</u> K <u>C</u> ancel

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D Brows	e Pallet Database (N	o manifests selected)								×
<u>File</u> Tag	Pallets <u>R</u> eports	•					6			0
31 🖻	Mail Date	8 ~ ~ #	*	Pallets:	0 Pieces:		0 Mail W	eight:	0.0 Gross Weight:	0.0
Job	D Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+ A
00000	023 OnePriceSmall	Test_02	P00020	WBLBP0000004	10/21/2019	0001		ABC Milwaukee	SCF BIRMINGHAM, AL 350	35203981
00000	123 UnePriceSmall	Test_02	000947	WBLBP0000005	6/05/2020	0001		ABC Milwaukee	SCE DENVER CO 800	35203961
00003	444 A131511A	Test 04	000002	WBLBP000000H	6/05/2020	0001		Bolingbrook	NDC DALLAS, TX 75199	75398910
00003	444 A131511A	Test_04	000005	WBLBP000000K	3/20/2019	0001		ALG Brooklyn	SCF BROOKLYN, NY 112	11256960
00003	441 TEST_06	TEST_06	000001	ACWBP000000Z	6/05/2020	0001		ALG-ATL	NDC JAXVILLE, FL 32099	32099000
00003	441 TEST_06	TEST_06	000002	ACWBP0000010	6/05/2020	0002		ALG-ATL	NDC ATLANTA, GA 31195	30369999
00003	440 TEST 03A	TEST 03A	000001	ACWBP0000015	6/05/2020	0001		Bolingbrook	NDC DALLAS TV 75199	75398910
00003	444 TEST 04A	TEST 04A	000003	ACWBP000001Q	6/05/2020	0001	200013572	Bolingbrook	SCF WESTCHESTER, NY 105	10610100
00003	444 TEST_04A	TEST_04A	000004	ACWBP000001R	6/05/2020	0001	200013572	Bolingbrook	SCF WESTERN NASSAU, NY	11511599990
00003	444 TEST_04A	TEST_04A	000005	ACWBP000001S	6/05/2020	0001	200013572	Bolingbrook	SCF BROOKLYN, NY 112	11256960
00003	444 TEST_04A	TEST_04A	000006	ACWBP000001T	6/05/2020	0001	200013572	Bolingbrook	SCF WESTERN NASSAU, NY	11511599990
00003	444 TEST_04A	TEST_04A	000007	ACWBP000001U	6/05/2020	0001	200013572	Bolingbrook	SCF MID-ISLAND, NY 117	11599990
00003	444 TEST_04A	TEST_04A	000008	ACWBP000001V	6/05/2020	0001		Bolingbrook	SCF GREENSBORD, NC 270	2/4989/9
00003	444 TEST_04A	TEST_04A	000009	ACWBP000001W	6/05/2020	0001		Bolingbrook	SCE LACKSONVILLE EL 320	32203999
00003	444 TEST 04A	TEST 04A	000011	ACWBP000001Y	6/05/2020	0001		Bolingbrook	SCF ORLANDO, FL 328	32862840
<			1							> ~
	Date				6				Reports & Utilities	Cl <u>o</u> se

The pallet list can be sorted by selecting a sort option from the list provided ². The default is **by Mail Date**.

Browse Pallet Database (No manifests selected)



As pallets are selected (checked), the number of 'Pallets' selected, the total number of 'Pieces', the total 'Mail Weight', and the total 'Gross Weight' are calculated; the results of which are displayed in the corresponding fields at the top of the screen **3**.

	D B	rowse Pal	let Database (No	manifests selected)								×
1	ile	<u>T</u> ag Palle	ts <u>R</u> eports									
	1	by Mail	Date	- × <i>*</i> *	ĸ	Palets:	4 Pieces		25,215 Mail W	/eight:	485.5 Gross Weight:	726.1
h		Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+ A
L	v (0000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	10/21/2019	0001		ABC Milwaukee	SCF BIRMINGHAM, AL 350	35203981
	⊻ (0000023	OnePriceSmall	Test_02	000947	WBLBP0000005	10/21/2019	0001		ABC Milwaukee	SCF BIRMINGHAM, AL 350	35203981
	⊻ (0003440	55866-023	Test 03	000001	WBLBP000000E	6/05/2020	0001		Bolingbrook	SCF DENVER, CO 800	80266000
	$\mathbf{\nabla}$	0003444	A131511A	Test_04	000002	WBLBP000000H	6/05/2020	0001		Bolingbrook	NDC DALLAS, TX 75199	75398910
		0003444	A131511A	Test_04	000005	WBLBP000000K	3/20/2019	0001		ALG Brooklyn	SCF BROOKLYN, NY 112	11256960
	0 🔲	0003444	A131511A	Test_04	000006	WBLBP000000L	3/20/2019	0001			SCF WESTERN NASSAU, NY	11599990
	0	0003444	A131511A	Test_04	000007	WBLBP000000M	3/20/2019	0001			SCF MID-ISLAND, NY 117	11599990

Browse Pa	illet Database (No	manifests selected)								×
Eile Tag Pall	ets <u>R</u> eports	•					8			0
by Ma	il Date	2	ĸ	Pallets:	0 Pieces:		0 Mail W	eight:	0.0 Gross Weight:	0.0
Job D	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+ A
00000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	10/21/2019	0001		ABC Milwaukee	SCF BIRMINGHAM, AL 350	35203981
00000023	OnePriceSmall	Test_02	000947	WBLBP0000005	10/21/2019	0001		ABC Milwaukee	SCF BIRMINGHAM, AL 350	35203981
00003440	55866-023	Test 03	000001	WBLBP000000E	6/05/2020	0001		Bolingbrook	SCF DENVER, CO 800	80266000
00003444	A131511A	Test_04	000002	WBLBP000000H	6/05/2020	0001		Bolingbrook	NDC DALLAS, TX 75199	75398910
00003444	A131511A	Test_04	000005	WBLBP000000K	3/20/2019	0001		ALG Brooklyn	SCF BROOKLYN, NY 112	11256960
00003441	TEST_06	TEST_06	000001	ACWBP000000Z	6/05/2020	0001		ALG-ATL	NDC JAXVILLE, FL 32099	32099000
00003441	TEST_06	TEST_06	000002	ACWBP0000010	6/05/2020	0002		ALG-ATL	NDC ATLANTA, GA 31195	30369999
00003440	TEST 03A	TEST 03A	000001	ACWBP0000015	6/05/2020	0001		Bolingbrook	SCF DENVER, CO 800	80266000
00003444	TEST_04A	TEST_04A	000002	ACWBP000001P	6/05/2020	0001		Bolingbrook	NDC DALLAS, TX 75199	75398910
00003444	TEST_04A	TEST_04A	000003	ACWBP000001Q	6/05/2020	0001	200013572	Bolingbrook	SCF WESTCHESTER, NY 105	10610100
00003444	TEST_04A	TEST_04A	000004	ACWBP000001R	6/05/2020	0001	200013572	Bolingbrook	SCF WESTERN NASSAU, NY 1	1511599990
00003444	TEST_04A	TEST_04A	000005	ACWBP000001S	6/05/2020	0001	200013572	Bolingbrook	SCF BROOKLYN, NY 112	11256960
00003444	TEST_04A	TEST_04A	000006	ACWBP000001T	6/05/2020	0001	200013572	Bolingbrook	SCF WESTERN NASSAU, NY 1	1511599990
00003444	TEST_04A	TEST_04A	000007	ACWBP000001U	6/05/2020	0001	200013572	Bolingbrook	SCF MID-ISLAND, NY 117	11599990
00003444	TEST_04A	TEST_04A	000008	ACWBP000001V	6/05/2020	0001		Bolingbrook	SCF GREENSBORO, NC 270	27498979
00003444	TEST_04A	TEST_04A	000009	ACWBP000001W	6/05/2020	0001		Bolingbrook	SCF CHARLOTTE, NC 280	28214910
00003444	TEST_04A	TEST_04A	000010	ACWBP000001X	6/05/2020	0001		Bolingbrook	SCF JACKSONVILLE, FL 320	32203999
00003444	TEST_04A	TEST_04A	000011	ACWBP000001Y	6/05/2020	0001		Bolingbrook	SCF ORLANDO, FL 328	32862840
<										> ~
	Date				6				Reports & Utilities	Cl <u>o</u> se

The pallet list ⁴ provides the following data for each pallet:

Job ID	Containers
Job Number	Mail Weight
Job Desc	Gross Weight
Pallet ID	Mail Date
UCID (Unique Container ID)	Drop Date
Postage Pmt Date (Postage Payment Date)	In-Home Date
SEG ID	Action
Manifest	Location (updated from wbSCAN)
CFName (Consolidation Facility Name)	Postage Rlse Date (Postage Release Date)
Entry Point Name	Rlse Time (<i>Release Time</i>)
Dest ZIP+4	DM Job ID (DAT-MAIL Job ID)
CSA ID (Customer Supplier Agreement)	IM Barcode
Facility Type	Carrier
Pieces	Error

A

The Browse Pallet Database screen is re-sizeable, eliminating the need for scrolling left/right to view the various columns of data.

The button bar at the bottom of the screen 5 contains the following function buttons:

- Dates: To be used to update date information for selected (checked) pallets. If a date(s) is changed, it will also be changed/updated in the corresponding Mail.dat file(s). However, if postage has already been paid, *PostalOne!* will not receive these date changes. For more information, refer to <u>DATES BUTTON</u> below.
- **Reports & Utilities**: To be used for generating the "Trailer Pallet Report". In addition, pallet data can be exported and imported, as well (refer to <u>Reports & Utilities Button</u> for more information and instructions).

 $\overset{\scriptstyle }{\overset{\scriptstyle }{\overset{\scriptstyle }{\overset{\scriptstyle }}}}$ A filter has to be applied to the "Browse Pallet Database" screen in order for the REPORTS & UTILITIES button to be enabled/active (Filter applied = Υ ; No filter applied = Υ).

Browse Pallet Database (No manifests selected)		×
File Tag Pallets Reports		
by Mail Date 🖂 🗙 🛷 💥	Pallets: 6 Pieces: 50,975 Mail Weight: 1,111.5 Gross	
Job D Job Number Job Desc Pallet D	UCID Postage Pmt Date SEG ID Manifest CFName Entry Point Name	Dest ZIP+ A

• Close: To be used to close/exit the Browse Pallets Database screen.

DATES BUTTON

The **Dates** button on the **Browse Pallets Database** screen allows users to change/update certain pallet date information. If a date(s) is changed, it will also be changed/updated in the corresponding Mail.dat file(s). However, if postage has already been paid, *PostalOne!* will not receive these date changes.

Select (check) the desired pallets and click Dates.

Browse Pal	let Database (No	manifests selected)								×
<u>File</u> Tag Palle	ts <u>R</u> eports									
by Mail	Date	 ✓ ✓	ĸ	Pallets:	2 Pieces:		9,410 Mail W	eight:	147.0 Gross Weight:	225.7
Job D	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+ A
✓ 0000023 ✓ 0000023	OnePriceSmall OnePriceSmall	Test_02 Test_02	P00020 000947	WBLBP0000004 WBLBP0000005	10/21/2019 10/21/2019	0001		ABC Milwaukee ABC Milwaukee	SCF BIRMINGHAM, AL 350 SCF BIRMINGHAM, AL 350	35203981 35203981
00003440	55866-023 A131511A	Test_04	000001	WBLBP000000E WBLBP000000H	6/05/2020 6/05/2020	0001		Bolingbrook Bolingbrook	SCF DENVER, CO 800 NDC DALLAS, TX 75199	80266000 75398910
00003444	A131511A A131511A	Test_04 Test_04	000005	WBLBP000000K WBLBP000000L	3/20/2019 3/20/2019	0001		ALG Brooklyn	SCF BROOKLYN, NY 112 SCF WESTERN NASSAU, NY	11256960
00003444	A131511A A131511A	Test_04 Test_04	000007	WBLBP000000N	3/20/2019	0001		Dellasharah	SCF MID-ISLAND, NY 117 SCF GREENSBORO, NC 270	27498979
00003444	TEST_04A	TEST_04A	000009	ACWBP000001V ACWBP000001W	6/05/2020	0001		Bolingbrook	SCF GREENSBORD, NC 270 SCF CHARLOTTE, NC 280	28214910
00003444	TEST_04A	TEST_04A	000011	ACWBP000001X ACWBP000001Y	6/05/2020	0001		Bolingbrook	SCF ORLANDO, FL 328	32862840
<		_								> ~
	Date								Reports & Utilities	Cl <u>o</u> se

The **Orders Info** screen will display. Enter/select the desired date(s) to change. In the example being used here, 'Postage Payment Date', 'Scheduled Ship Date', 'In-Home Date', and 'Drop Date Earliest' are being populated. The existing dates of 10/21/2019 are to be changed to "6/1/2020".

When ready, click **OK**.



The *Browse Pallets Database* screen will update/refresh. Navigate to the previously selected pallets and note the date change(s).

File Tag Pallets Reports	o manifests selected)				>
by Postage Pmt Date	~ × <i>«</i>	Relets:	2 Pieces: 9	,410 Mail Weight: 14	7.0 Gross Weight: 225.7
Job ID Job Number	Job Desc Test_04	Pallet ID UCID 000019 WBLBP000000X	Postage Pmt Date SEG ID	Manifest CFName	Entry Point Name Dest ZIP+ A SCF SALT LAKE CITY, UT 840 84199999
✓ 00000023 OnePriceSmall ✓ 00000023 OnePriceSmall	Test_02 Test_02	P00020 WBLBP0000004 000947 WBLBP0000005	6/01/2020 0001 6/01/2020 0001	ABC Milwaukee	SCF BRMINGHAM, AL 350 35203981 SCF BRMINGHAM, AL 350 35203981 SCF BRMINGHAM, AL 350 35203981
00003441 TEST_06 00003441 TEST_06 00003444 A131511A 00003444 A131511A 00003444 A131511A <	TEST_06 TEST_06 Test_04 Test_04 Test_04 Test_04	000001 ACWBP0000002 000002 ACWBP000001 000002 WBLBP0000001 000004 WBLBP000000J	8/05/2020 0001 6/05/2020 0002 6/05/2020 0001 8/01/2020 0001 8/01/2020 0001	ALG-ATL ALG-ATL Bolingbrook	IDC JAXVILLE, FL 32099 32099000 IDC ATLANTA, GA 31195 30369099 IDC DALLAS, TX 75199 75308910 IDC DALLAS, TX 75199 10610100 IDC WESTERN NASSAU, NY 115 11599990 > ♥
Date					Reports & Utilities Close
D Browse Pallet Database (No	o manifests selected)				>
Eile Tag Pallets Reports	v × 🖋	Relets:	2 Pieces: 9	.410 Mail Weight: 14	
					7.0 Gross Weight 225.7
Job D Job Number 00003444 A131511A	Job Desc Test_04	Pallet ID UCID 000019 WBLBP000000X	Containers Mail Weight Gro 1 7.9	ss Weight Mail Date Drop Da	In-Home Date Action
Job D Job Number 000002444 A131511A 00000023 OnePriceSmall 00000023 OnePriceSmall	Job Desc Test_04 Test_02 Test_02 Test_02	Pallet ID UCID 000019 WBLBP00000000 P00020 WBLBP00000004 000947 WBLBP0000005 000947 WBLBP0000005	Containers Mail Weight Gro 1 7.9 31 147.0 0 0	ss Weight 29.0 3/20/2013 3/20/2013 225.7 6/01/2020 6/01/20 6/01/2020 6/01/20	7.0 Gross Weight 225.7 e In-Home Date Action 13 Gross Weight Action 20 6/03/2020 Remove EBoL 20 6/03/2020 Remove EBoL 20 6/03/2020 Remove EBoL
Job D Job Number 000003444 A131511A ✓ 00000023 OnePriceSmall ✓ 00000023 OnePriceSmall ✓ 0000023 OnePriceSmall ✓ 0000023 OnePriceSmall ✓ 000003441 TEST_06 ○ 00003444 A131511A ✓ 00003444 A131511A ○ 00003444 A131511A	Job Desc Test_04 Test_02 Test_02 Test_02 TEST_06 TEST_06 Test_04 Test_04	Pallet D UCD 000019 WBLBP000000X P00020 WBLBP0000004 000947 WBLBP0000005 000001 ACWBP000002 000002 ACWBP000001 000002 ACWBP000001 000002 ACWBP000001 000002 WBLBP000001 000002 WBLBP000001 000002 WBLBP000001	Containers Mail Weight Gro 1 7.9 30.0 31 147.0 31.1 35 314.1 36 36 311.8 6 1 4.7 1	Ss Weight Mail Date Drop Da 29.0 3/20/2013 3/20/2013 225.7 6/01/2020 6/01/20 386.0 6/05/2020 6/05/20 383.6 6/05/2020 6/05/20 30.0 3/01/2020 6/05/20 30.0 0/01/2020 6/05/20 30.0 8/05/2020 6/05/20 30.0 8/01/2020 8/01/202 30.0 8/01/2020 8/01/202 25.9 8/01/2020 8/01/202	17.0 Gross Weight: 225.7 e In-Home Date Action 20 6/03/2020 Remove EBoL 20 6/03/2020 Remove EBoL 20 6/03/2020 Remove EBoL 20 6/03/2020 Remove EBoL 20 6/09/2020 CFD 20 6/09/2020 CFD 20 6/09/2020 CFD 20 0/09/2020 CFD