

# ***ORDER POWER!***

## Using LOGISTICS PRO™ with ***ORDER POWER!***

**User Guide**



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**Using LOGISTICS PRO™ with ORDER POWER!**

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# Using Logistics PRO™ with ORDER POWER!

**ORDER POWER!** offers you the option to interface with a third-party product, LOGISTICS PRO™ by *The Summit Group, Inc.*, to handle manifesting and rate shopping.

Because LOGISTICS PRO™ itself is a powerful and complex product, this document describes only the **ORDER POWER!** interface to LOGISTICS PRO™. We strongly recommend **ORDER POWER!** users receive support from *The Summit Group, Inc.* on the full capabilities of their product.



**ORDER POWER!** automatically detects whether or not you have installed LOGISTICS PRO™. Many of the fields and panels referred to in this Guide do not display if LOGISTICS PRO™ is not installed.

## Setting up ORDER POWER! for LOGISTICS PRO™

You will need set up several areas in **ORDER POWER!** for compatibility with LOGISTICS PRO™. Complete all of the following procedures:

- To enable rate shopping in **ORDER POWER!** see page 1
- To set up **ORDER POWER!** Items for Logistics PRO™ see page 1
- To match **OP!** Ship Vias to **Logistics PRO™** Carriers see page 2
- To match **OP!** Warehouses to **Logistics PRO™** Origins see page 3

### To enable rate shopping in ORDER POWER!

1. From the **ORDER POWER! Main Menu**, select: **Work with Files > Company Profile** to display the *Profile Inquiry menu*.
2. Press **F15** (Maint), then select **Order Entry**. Press **Enter** six times to display *Profile Inquiry panel 4.5*.
3. In the **Rate Shopping** field, type the **D**(isplay choices), then press **Enter** to update.

### To set up ORDER POWER! Items for Logistics PRO™

1. In **ORDER POWER!**, from the **ORDER POWER! Main Menu**, select **Work with Files → Items** to display the *Item Selection panel*.

2. Complete any field on the panel, then press **Enter** to display the *Item Inquiry panel*.
3. On the *Item Inquiry panel*, type **2** (Change) beside the **Item** you want to work with, then press **Enter** four times to display the *Item Update panel 4* (figure 1).

```

** CSI 3.3 Development Co 1 **
Item Update

Item      A31
Description First wives club

Item:
Selling weight 2.500
Volume _____
Dimensions:
Length _____
Width _____
Height _____

Pallet Count 8.000

Outer Pack/Case:
Weight _____
Volume _____
Quantity _____

Inner Pack:
Quantity _____

?Country of Origin _____
?Harmonized Code 0106.00.0000
Freight Class _____

Last Maintenance Date 10/15/99
Delete _

F1=Help F3=Exit F4=?List F9=Retrieve F12=Cancel F23=User F24=More keys

```

*Item Update panel 4 (figure 1)*

4. Complete the following field in the **Item** record to pass necessary information to **LOGISTICS PRO™**:

**Item: Selling Weight**  
Type the **Item**'s weight.

5. Press **Enter** to update the **Item** record.

**To match OP! Ship Vias to LOGISTICS PRO™ Carriers**

1. From the **ORDER POWER! Main Menu**, select: **Logistics Pro Menu**, then press **Enter** to display the *Logistics Pro Traffic Menu*.
2. Following the instructions in your LOGISTICS PRO™ Users Guide, create one (*only one*) LOGISTICS PRO™ Carrier for each **ORDER POWER! Ship Via**.
3. Back at the **ORDER POWER! Main Menu**, select: **Work with Files > Ship Via Codes**, then press **Enter** to display the *Ship Via Inquiry panel*.
4. Type **2** (Change) beside the **Ship Via** you want to work with, then press **Enter** to display *Ship Via Update panel* (figure 2).



Remember: You must establish a 1-to-1 relationship between your **ORDER POWER! Ship Vias** and **LOGISTICS PRO™ carriers**.

```

OP! Development - Company 001
Ship Via Update

Ship Via
UPS
Description  UPS Ground
Allow COD Tender N
?Manifest Code  UPS      Barcode Ship Via  XX
?Logistic Pro Carrier  UPSGND SVR

Ship Zone Calculation Method  Characters of zip  3
State                          N
Country                        N

?Shipping/Handling Calculation Method  3      Chart Id A
?Alternate Method                  -      Chart Id -
Add-On Charge                      -      Amt/Pct -

Override all Shipping/Handling Calculation Methods  Y
Shipping Message  REMEMBER ADD DIMENSIONS

F1=Help  F3=Exit  F4=?List  F12=Cancel
Delete _

```

Ship Via Update panel (figure 2)

**To match OP! Warehouses to LOGISTICS PRO™ Origins**

1. From the **ORDER POWER! Main Menu**, select: **Logistics Pro Menu**, then press **Enter** to display the *Logistics Pro Traffic Menu*.
2. Following the instructions in your LOGISTICS PRO™ Users Guide, create a LOGISTICS PRO™ Origin and Warehouse for each **ORDER POWER! Warehouse**. The Origin and Warehouse must have the same name as each other.

Although it is possible to create a non-identical Origin and Warehouse within LOGISTICS PRO™, it is not recommended.

## How to use LOGISTICS PRO™ with ORDER POWER!

### Rate Shopping in Order Entry

The **Rate Shopping** feature in **Order Entry** allows the order taker to request rates from all your defined carriers and then pick the most desirable combination of price and delivery options.

### To use Rate Shopping

1. Press **F4** (?List) on the ?S/H field of the *Order Totals panel* in **Order Entry** to display the *Rate Shopping Request window*.
2. Type **Y**(es) in the **Rate shop?** field, then press **Enter** to display the *Rate Shopping Prompt window* (figure 3).

Order # 73169		Computer Solutions, Inc.	
Customer # 9473		Order Totals	
CSI'S FAVORITE CUSTOMER		Save as Bid <input type="checkbox"/> Y/N	
Tender \$	Tender Number	Exp	Bank
Auth for Release Approved by OE		Decline Code	Add'l Labels
Ship Complete	<input type="checkbox"/> Y/N ?Priority Code		
Hold	<input type="checkbox"/> Y/N ?Hold Code		
Apply Discount	1.250	Amt/Pct A A/P	Discountable 125.99
Merchandise	8.800 Lbs. ?S/H		
Insurance			
Miscellaneous	?Discount		
Country Tax			
Sales Tax			
Total			
Total Amount Tendered			
F1=Help	F2=Unprotect	F1=Help	F3=Exit F12=Cancel
F15=Orders	F16=Cust		
F20=Pay Plan	F21=Hdr		

**Rate Shopping Prompt**

Request Delivery (Optional):

On \_\_\_\_\_ By \_\_\_\_\_ After \_\_\_\_\_

Press Enter to Continue

es  
y  
no

Rate Shopping Prompt window (figure 3)

3. Complete the **On**, **By**, and **After** fields if you want to specify time and date of delivery, then press **Enter** to display the *Logistics PRO Rate Request window* (figure 4).



```

Computer Solutions, Inc.
-----
Rate Request
Origin . . . . . : TOC      Ship on date . . . . . : 8/15/00
Order number . . : 00000000073169
Order type . . . . :          Ship to: 6187 NW 167TH ST STE H33
                                   MIAMI FL 33051-4353
Type options, press Enter.
  1=Select  5=Display
Opt  Carrier      Customer  Days to  Error
   -- Airborne - DO NOT MODIFY      2.39
   -- Federal Express - DONOT MODIFY 2.39
   -- UPS Ground          4.83  3
   -- UPS GroundSaver      4.83  3
   -- UPS Ground (residential) 5.57  3
   -- UPS GroundTrac       5.58  3
                                   +
F8=Actual charge  F12=Cancel  F18=Sort by actual charge
F20=Pay Plan  F21=Hdr
-----
ns

```

Logistics PRO Rate Request window (figure 4)

4. Type **1** (Select) beside the **Carrier** (that's a **Ship Via** in **ORDER POWER!**) you want to use, then press **Enter** to select the **Carrier/Rate** and redisplay the *Order Totals panel*.

### Shipping a parcel - (Ship Confirmation)

Shipping a parcel refers to the process of giving LOGISTICS PRO™ and **ORDER POWER!** the specific information regarding shipper, shipping costs, and the identifiers used to track a package after it leaves your warehouse. **Ship Confirmation** produces the appropriate label, either hardcopy manifest or can perform an EDI transmission of the manifest.

#### To ship a parcel

1. From the **ORDER POWER! Main Menu**, select: **Order Processing > Ship Confirmation** to display the *Ship Confirm Selection panel* (figure 5).

```

OP! Development - Company 001
Ship Confirm Selection

?Warehouse ..... MIA
Confirm Type ..... 1      1=Order   2=Barcode   3=Logistics Pro
Positive Pick Verification.. N

Use Current Printer Defaults Y Y/N
Save Changes ..... N Y/N

F1=Help  F3=Exit  F4=?List  F12=Cancel

```

Ship Confirm Selection panel (figure 5)

- Type **3** (Logistics Pro) in the **Confirm Type** field, then press **Enter** to display the *Ship Confirmation Order Select panel* (figure 6).

```

OP! Development - Company 001
Ship Confirmation Order Select

Ship as Expected   Y
Scan Package ID Barcode _____

F1=Help   F3=Exit/No Post   F15=Exit/Manifest/Post

```

*Ship Confirmation Order Select panel (figure 6)*

- Complete this field:

**Scan Package ID Barcode**

Either scan the **Package ID Barcode**

- or -

Type **99999999999** (11 nines), or any invalid **Package ID** to indicate a “dummy” order.



A “dummy” order is used when you need to ship a package that is not an **ORDER POWER!** order, for example sending samples to your retail store.

- Press **Enter**. If you are shipping an international package, the LOGISTICS PRO™ *International Information panel* displays. Complete this panel as directed in your LOGISTICS PRO™ Users Guide.

```

OP! Development - Company 001
International Information
?Intermediat Consignee: _____ ?Freight Forwarder #: _____
OR Enter Address Information:      OR Enter Address Information:
_____|_____
_____|_____
_____|_____
_____|_____
_____|_____
ATTN
?Export Carrier: U15 _____ Forwarder Ord#: _____
Vessel : _____ Cust Tax ID : _____
?Loading Port : _____ Importer : _____ (E/S/B)
Loading Pier : _____ Payment Terms : _____ (C/D/L/O)
Discharge Port: _____ ?Incoterms : _____
Containerized : N Related: N Documents Only: N
NAFTA Certificate of Origin Valid License : _____
Preference Criterion: ECCN: _____
Producer: ?Reason: _____
General Merchandise Desc : _____

F1=Help   F3=Exit   ?F4=List   F12=Cancel

```

*International Information panel (figure 7)*

- 3b. Press **Enter**. If you are shipping a “dummy” order, the *Shipping Information window* (figure 8) displays. (For **ORDER POWER!** orders, the shipping information is passed from the order, so this window is not displayed. If you ARE shipping an **ORDER POWER!** order, and this window displays, you have entered an invalid **Package ID**, possibly a typo or a misread by the scanner.)

```

OP! Development - Company 001
Ship Confirmation Order Select

Ship
Scan Package Package ID      9999999999000
Name           _____
Address        _____
              _____
City, ?State   _____ , ____
Zip Code,?Country _____ , ____
?Carrier       _____

F1=Help F3=Exit/No Post F4=?List F12=Cancel
F1=Help F3=Exit/No Po
  
```

*Shipping Information window (figure 8)*

- 3c. Complete all the shipping information fields. Be sure to use a **Carrier** that you have set up for LOGISTICS PRO™.
4. Press **Enter** to display the *Logistics PRO™ Order Maintenance Panel* (figure 9).

```

TOC   TOE550   10 test                ANDREA   8/28/00
TOC   DSP108S1                Order Maintenance                11:49:05

Order number . . . . : 9999999999001X   me
Order type . . . . . :                   Order status . . . . : R      Open

Carrier . . . . .    UPSGNSVR           UPS GroundSaver
Service level . . . .
Ship account . . . . : 99999999         Postal code . . . . . : 33180
Pro number . . . . .
Actual charge . . . . . 16.89          Plan number . . . . . :
Customer charge . . . . .
Freight terms . . . . . PPD           Deliver on/by/after . . . . . 0/00/00
Total Parcels/cartons : 1 / 1         Ship on date . . . . . 8/28/00
Total weight . . . . . : 45.00

Parcel Entry -----
| Parcel ID . . . . . »
| Parcel weight . . . . .           Notes . . . Parcel of
| Tracking # . . . . .             Pallet of cartons
| Override carrier . . . . . »     Pcl type » NMFC » DUMMY
| Label quantity . . . . .         Last Parcel's charge . . . :

F3=Exit F4=Prompt F5=Refresh F7=Rate shop F8=Accessorials
F10=Multiple Pcls F15=Order functions Enter=Add Parcel F24=More keys
  
```

*LOGISTICS PRO™ Order Maintenance Panel (figure 9)*

5. For each parcel you are shipping, put the parcel on your scale to automatically complete this panel, then press **Enter** to print the shipping label. Multiple parcels in the same order do not need to be processed or shipped together.
6. Press **F3** (Exit) to redisplay the *Ship Confirmation Order Select* panel (figure 6).

7. Press **F15** (Exit/Manifest/Post) to complete the shipping.

### About Backorders and Voids

You cannot backorder or void a pick ticket for an order that has already been manifested in LOGISTICS PRO™. In order to do so, you must first delete it from LOGISTICS PRO™.

### To Backorder or Void a Pick Ticket

1. From the **ORDER POWER! Main Menu**, select: **Order Processing > Ship Confirmation** to display the *Ship Confirm Selection panel (figure 5)*.
2. Type **3** (Logistics Pro) in the **Confirm Type** field, then press **Enter** to display the *Ship Confirmation Order Select panel (figure 6)*.
3. Complete this field:

#### Scan Package ID Barcode

Scan the **Package ID Barcode** .

4. Press **Enter** to display the *Logistics PRO™ Order Maintenance Panel (figure 9)*.
5. Press **F15** (Order Functions) to display the *Logistics PRO™ Order Functions window (figure 10)*.

```

TOC   TOE550   10 test                ANDREA   9/01/00
TOC   DSP108S1 Order Maintenance        13:18:25

Order number . . . . : 00020848801001   CSI'S FAVORITE CUSTOMER
Order type . . . . . :                   Order status . . . . : R      Open
-----
:                                     Order Functions
:
: Option . . . . . DO
:
: DO Delete order                    BL Bill of lading maintenance
: SC Ship confirm order              PI Parcel inquiry
: PB Print bill of lading            LI Order lines inquiry
: EX Export documentation            OC Order comments
: AS Advance ship notice info.      PL Pallet inquiry
: PP Print domestic packing list     LB Load build maintenance
:
: F12=Cancel
:
:-----
F3=Exit  F4=Prompt  F5=Refresh  F7=Rate shop  F8=Accessorials
F10=Multiple Pcls  F15=Order functions  Enter=Add Parcel  F24=More keys

```

*LOGISTICS PRO™ Order Functions window (figure 10)*

6. Type **DO** (Delete order) in the Option field, then press **Enter** to delete the package from LOGISTICS PRO™.

You can now return to **ORDER POWER!** to backorder the picked **Item**, or void the pick ticket.