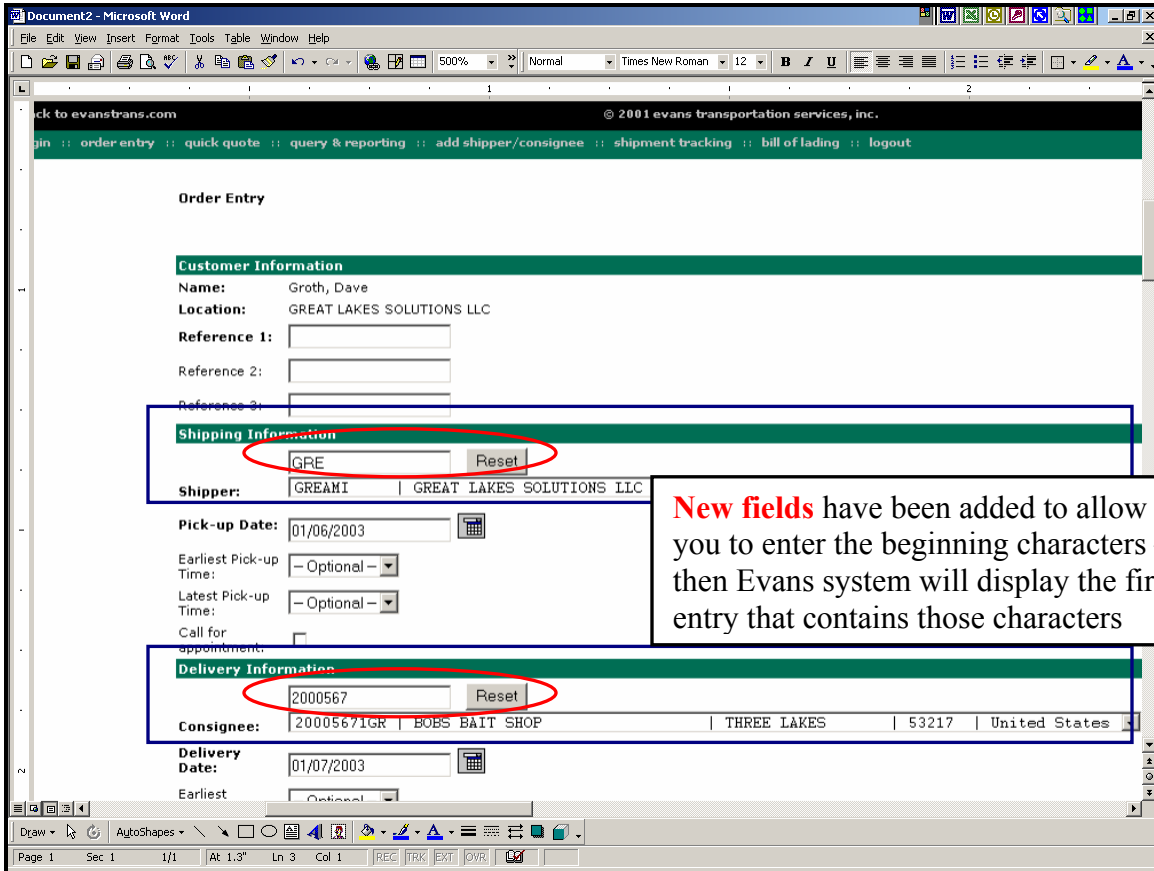


## Shipper and Consignee Dropdowns

### Overview

The Order Entry screen has been enhanced to make it faster and easier for you to identify Shippers and Consignees. This document contains user guidelines for this practical new search tool.



Document2 - Microsoft Word

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in :: order entry :: quick quote :: query & reporting :: add shipper/consignee :: shipment tracking :: bill of lading :: logout

**Order Entry**

**Customer Information**

Name: Groth, Dave  
 Location: GREAT LAKES SOLUTIONS LLC  
 Reference 1:   
 Reference 2:   
 Reference 3:

**Shipping Information**

Shipper: GREAMI | GREAT LAKES SOLUTIONS LLC

Pick-up Date: 01/06/2003

Earliest Pick-up Time: - Optional -  
 Latest Pick-up Time: - Optional -  
 Call for appointment:

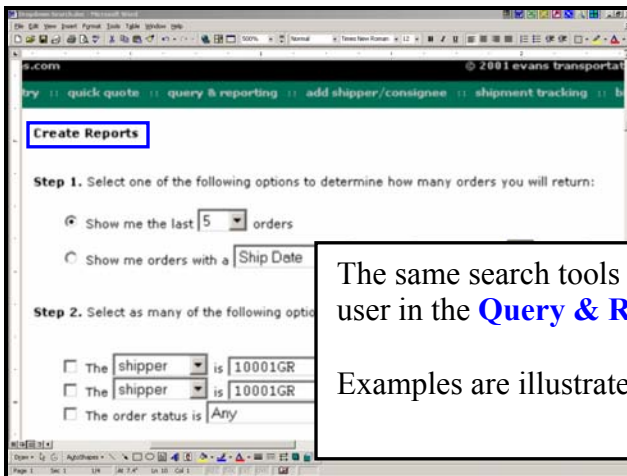
**Delivery Information**

Consignee: 20005671GR | BOBS BAIT SHOP | THREE LAKES | 53217 | United States

Delivery Date: 01/07/2003

Earliest:

**New fields** have been added to allow you to enter the beginning characters – then Evans system will display the first entry that contains those characters



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ry :: quick quote :: query & reporting :: add shipper/consignee :: shipment tracking :: b

**Create Reports**

Step 1. Select one of the following options to determine how many orders you will return:

Show me the last 5 orders  
 Show me orders with a Ship Date

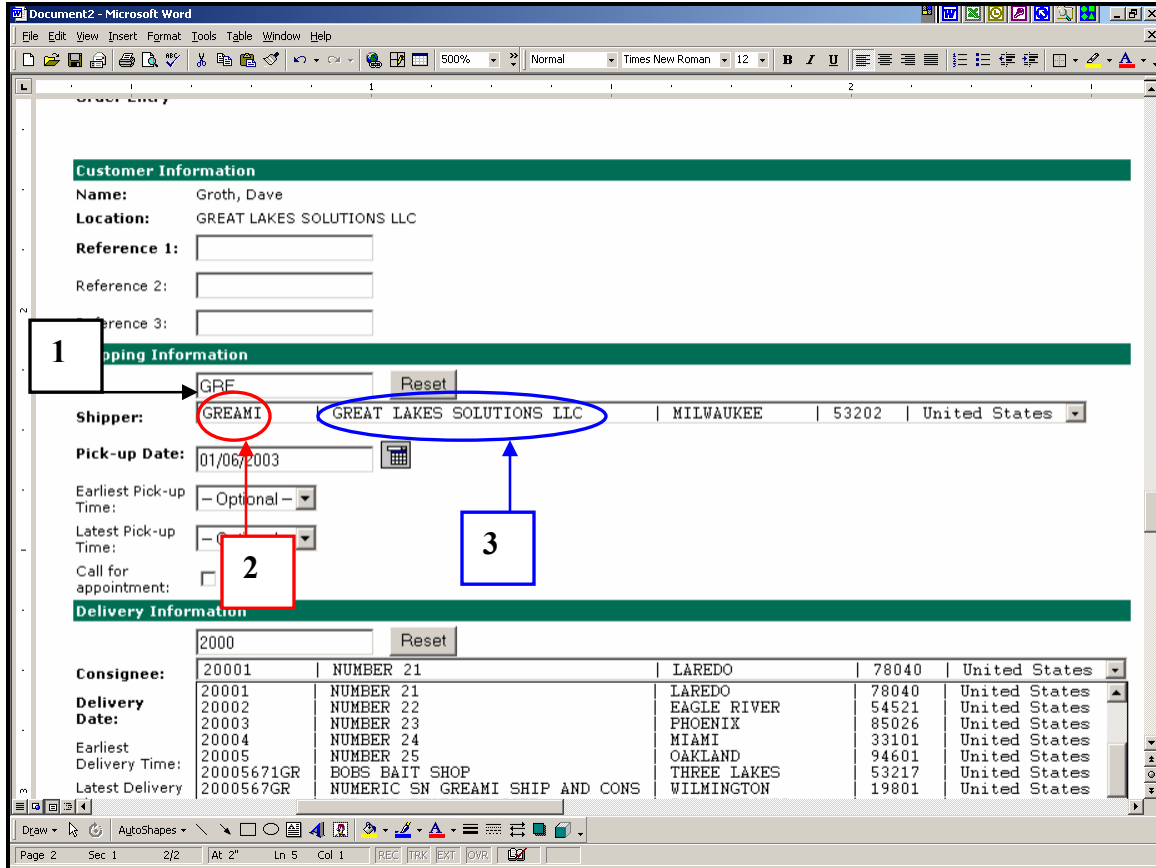
Step 2. Select as many of the following optio

The shipper is 10001GR  
 The shipper is 10001GR  
 The order status is Any

The same search tools are also available for the user in the **Query & Reporting** segment.  
 Examples are illustrated on the following page.

## Shipper and Consignee Dropdowns

### Examples



The screenshot shows a Microsoft Word document with a shipping form. The form is divided into sections: Customer Information, Shipping Information, and Delivery Information. In the Shipping Information section, the Shipper field contains 'GRE' (highlighted with a red box labeled '1'). Below it, a dropdown list shows 'GREAMI' (highlighted with a red box labeled '2') and 'GREAT LAKES SOLUTIONS LLC' (highlighted with a blue box labeled '3'). The form also includes fields for Pick-up Date, Earliest Pick-up Time, Latest Pick-up Time, and Call for appointment. The Delivery Information section includes a Consignee field with a dropdown list showing various locations like LAREDO, EAGLE RIVER, PHOENIX, MIAMI, OAKLAND, THREE LAKES, and WILMINGTON.

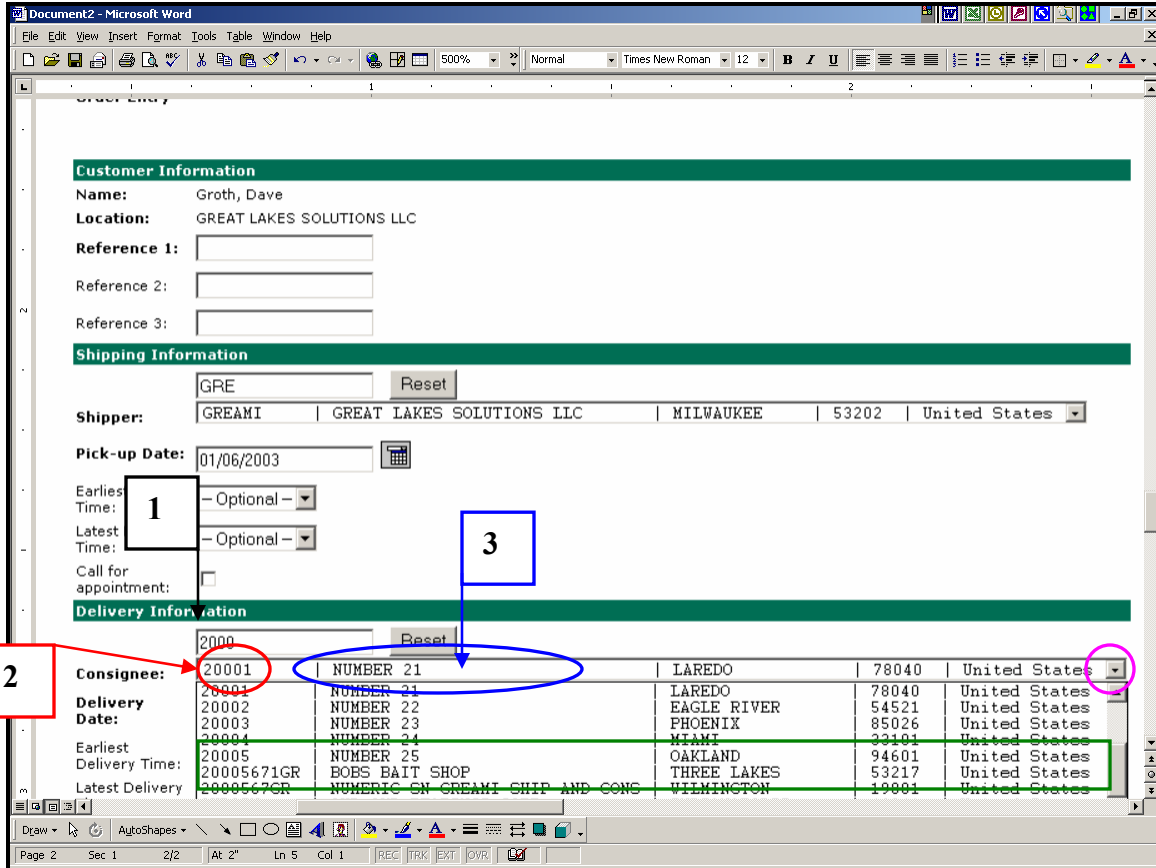
### Shipper Example

1. In this example, the user entered the beginning characters 'GRE' in the Shipper find field. The user may enter up to 10 characters
2. Evans Order Entry displayed the first Shipper **Short Name** that begins with 'GRE'
3. The Short Name GREAMI belongs to **Company Name** Great Lakes Solutions LLC

For this example, Great Lakes Solutions LLC **is** the Shipper for this order. The user continues with the order entry process.

## Shipper and Consignee Dropdowns

### Examples



**Customer Information**

Name: Groth, Dave  
 Location: GREAT LAKES SOLUTIONS LLC  
 Reference 1:   
 Reference 2:   
 Reference 3:

**Shipping Information**

GRE

Shipper: GREAMI | GREAT LAKES SOLUTIONS LLC | MILWAUKEE | 53202 | United States

Pick-up Date: 01/06/2003

Earliest Time: **1** - Optional -  
 Latest Time: - Optional -  
 Call for appointment:

**Delivery Information**

2000

<b>Consignee:</b> 20001	NUMBER 21	LAREDO	78040	United States	
<b>Delivery Date:</b> 20001	NUMBER 21	LAREDO	78040	United States	
20002	NUMBER 22	EAGLE RIVER	54521	United States	
20003	NUMBER 23	PHOENIX	85026	United States	
20004	NUMBER 24	MIAMI	33101	United States	
Earliest Delivery Time: 20005	NUMBER 25	OAKLAND	94601	United States	
20005671GR	BOBS BAIT SHOP	THREE LAKES	53217	United States	
Latest Delivery	2000567GR	NUMERIC ON GREAMI SHIP AND CONG	WILMINGTON	19801	United States

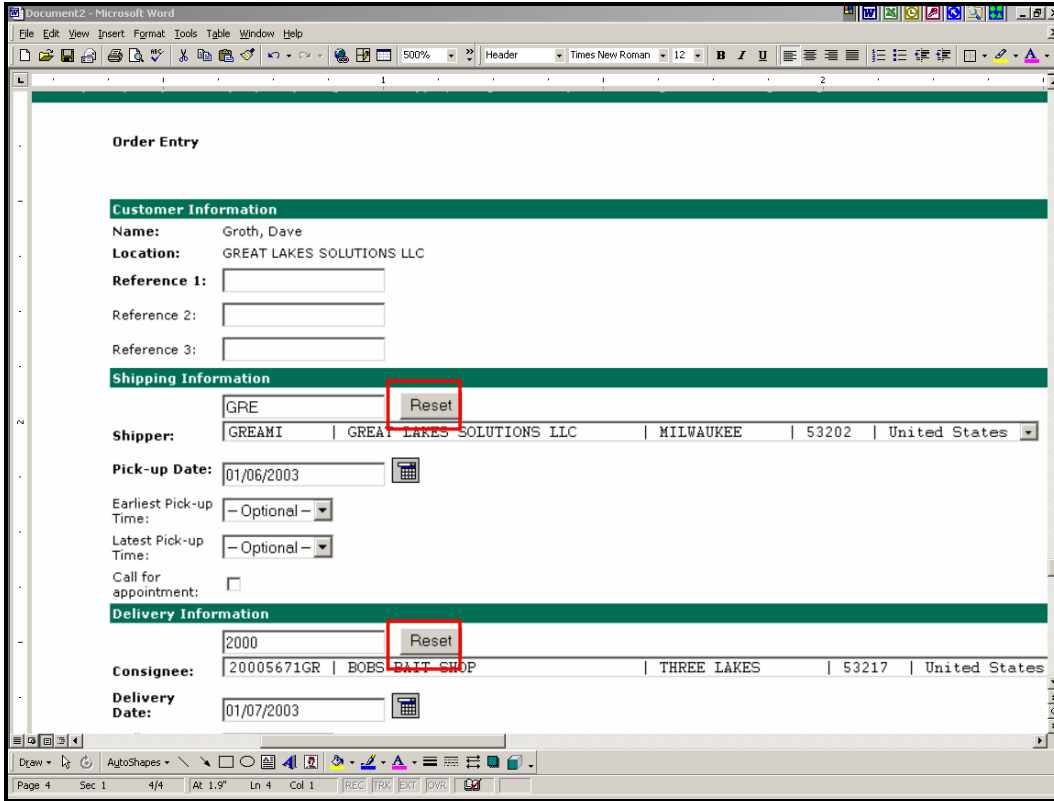
### Consignee Example

1. In this example, the user entered the beginning characters '2000' in the Consignee find field. The user may enter up to 10 characters
2. Evans Order Entry displayed the first Consignee **Short Name** that begins with '2000'
3. The Short Name 20001 belongs to **Company Name** Number 21

For this example, Number 21 **is not** the Consignee for this order. The user wants the Consignee Bobs Bait Shop. To quickly locate **Bobs Bait Shop**, the user **opens the dropdown window**, scrolls down and selects Bobs Bait Shop.

## Shipper and Consignee Dropdowns

### Examples



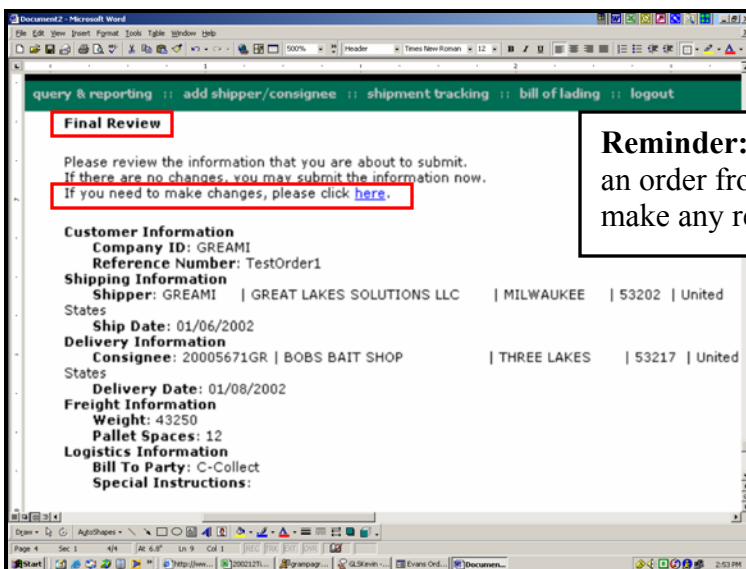
**Order Entry**

**Customer Information**  
 Name: Groth, Dave  
 Location: GREAT LAKES SOLUTIONS LLC  
 Reference 1:   
 Reference 2:   
 Reference 3:

**Shipping Information**  
 Shipper: GREAMI | GREAT LAKES SOLUTIONS LLC | MILWAUKEE | 53202 | United States  
 Pick-up Date: 01/06/2003  
 Earliest Pick-up Time: - Optional -  
 Latest Pick-up Time: - Optional -  
 Call for appointment:

**Delivery Information**  
 Consignee: 2000 | 20005671GR | BOBS BAIT SHOP | THREE LAKES | 53217 | United States  
 Delivery Date: 01/07/2003

The user must verify that the desired entries have been selected. If a change is required, the **Reset** button will clear the existing entry, and allow a new search.



query & reporting :: add shipper/consignee :: shipment tracking :: bill of lading :: logout

**Final Review**

Please review the information that you are about to submit.  
 If there are no changes, you may submit the information now.  
 If you need to make changes, please click [here](#).

**Customer Information**  
 Company ID: GREAMI  
 Reference Number: TestOrder1

**Shipping Information**  
 Shipper: GREAMI | GREAT LAKES SOLUTIONS LLC | MILWAUKEE | 53202 | United States  
 Ship Date: 01/06/2002

**Delivery Information**  
 Consignee: 20005671GR | BOBS BAIT SHOP | THREE LAKES | 53217 | United States  
 Delivery Date: 01/08/2002

**Freight Information**  
 Weight: 43250  
 Pallet Spaces: 12

**Logistics Information**  
 Bill To Party: C-Collect  
 Special Instructions:

**Reminder:** The user may also return to an order from the **Final Review** screen to make any required changes.