

100-07 GEA Delivers: Manifest Print Options

GE Appliances Standard Operating Requirements 100-07 GEA Delivers: Manifest Print Options Issue Date: 03/19/2021

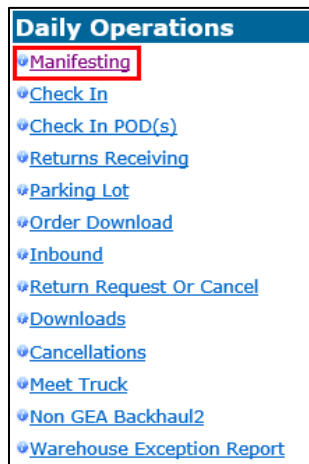
1. **Introduction:** With the implementation of the driver app, most forms of paperwork will be digitally generated. However, if you have a scenario in which you need to print paperwork, this document will show you how.

2. Context:

- Legacy equivalent:
 - Key print options for printing manifest and DMS notes have been expanded for ERP to include PODs, staging list, and an expanded manifest option that combines truck manifest with DMS notes and POD information (weight, services, etc.)
- When:
 - Most functionality has been moved to the app, but if there is an issue with accessing the app this screen can be used to produce physical paperwork for the driver teams
- Who to contact if there is an issue:
 - Input a “general” case type in the agent communication tool

3. Process:

Step 1: Login to GEA Delivers and click the **Manifesting** link.



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Step 2: Click **PRINT MANIFEST, NOTES and STAGING** to print a hard copy summary list by truck to the driver teams with their necessary information.

The screenshot shows the 'ASSIGN TRUCKS' interface. It includes a 'Show' section with radio buttons for 'ALL' (selected), 'UNASSIGNED', and 'ASSIGNED TO TRUCK'. There are dropdown menus for 'INV ORG Location' (13N), 'Orders for Date' (03-18-2021), and 'Using Truck'. A 'Show only rows containing' field has '6409' entered. A checkbox for 'Direct To Consumer (DTC) Orders' is present. Below these are buttons for 'COPY', 'ASSIGN', 'SAVE', and 'RESCHEDULE'. A 'Truck and Time to Selected rows' section has dropdowns for 'Truck' and 'Duration' (4 Hours). A 'Print Selected PODs' button is on the left, and a red-bordered button labeled 'PRINT MANIFEST, NOTES, STAGING and PODS' is on the right.

Step 3: Select the appropriate **Print** option:

The screenshot shows a 'Print' options menu. At the top, it displays 'INV ORG Location: 13N' and 'Date: 03-18-2021'. Below this is a list of radio button options: 'Truck Manifest and DMS Notes', 'Truck Manifest Only', 'Truck Manifest - Expanded', 'DMS Notes Only', 'Haulaways Only', 'Staging List', 'Driver Outbound Exception', 'PODs (carbonless paper)', and 'CSO Labels (Avery labels) [Test only - not for production]'. At the bottom, there are 'BACK' and 'PRINT' buttons.

- **Truck Manifest and DMS Notes** – list of stops and any related notes from DMS.
- **Truck Manifest Only** – list of stops.
- **Truck Manifest – Expanded** – includes POD information with truck manifest. Recommended for app outage situation.
- **DMS Notes Only** – related notes for the stops as loaded in DMS.
- **Haulaways Only** – for the driver teams that do not have access to the iPhone app.
- **Staging List** – for the office/warehouse to be printed daily. List of products and their EBS line status. Used to stage product for outbound truck loads.
- **Driver Outbound Exception** – this report captures products that are in the wrong line status for delivery
- **PODs (carbonless paper)** – if the driver app is having issues or you have a need for physical paperwork, this prints PODs for all assigned stops
- **CSO Labels (Avery labels)** [Test only – not for production – COMING SOON but not usable yet

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Step 4: Select the driver(s) by clicking the appropriate check boxes in the **Select** column. Click the **Select** column heading to select or deselect all.

Select	Truck	Driver Name	Number of Stops	Number of Orders	Status
<input checked="" type="checkbox"/>	1	REPLACEMENT DELIVERER	15	15	Ready to Print
<input type="checkbox"/>	10	REPLACEMENT DELIVERER	16	16	Ready to Print

Step 5: Click **PRINT**. A PDF file will generate and can be printed.

INV ORG Location: 13N Date: 03-18-2021

Print Truck Manifest and DMS Notes
 Truck Manifest Only
 Truck Manifest - Expanded
 DMS Notes Only
 Haulaways Only
 Staging List
 Driver Outbound Exception
 PODs (carbonless paper)
 CSO Labels (Avery labels) [Test only - not for production]

Note: *The iPhone app has the vendor phone numbers listed for replacement orders. To print a hard copy for the driver teams, use the Replacement Contact hyperlink on the Print Manifest screen to generate a listing.*

Step 6: Your browser will download the file and display at the bottom of the screen. Click to open, then click **File > Print**. A system popup will appear; check the settings as needed, then click **Print** again.

End of process.