

Packaging Move Pomona 3PL to Shed Quick Guide

- NYAS Production Planning Initiates the Move based on request from Shed that needs packaging
 - Check Bin Contents inventory at Pomona3PL to ensure there is adequate packaging to fulfill order
- Pomona3PL Picks the Warehouse Shipment
- NYAS Back Office Invoices Sales Order

Create Sales Order (NYAS)

- Enter the Customer Name as the Shed that the packaging is transferring too. (NYAS is selling them the packaging – they are the customer)
- Enter the requested delivery date – this would be the date we would expect Pomona to ship the order
- In the sales lines
 - Enter each packing item and the quantity to ship.
 - Enter the location code as POMONA3PL.
- When lines are completed, Release the sales order
- PDF the Picking List by Order Report and send to Pomona (Main Ribbon → Report → Picking List by Order)
- Create Warehouse shipment. (Main Ribbon → Actions → Warehouse → Create Warehouse Shipment)
- Send Email to Pomona with Picking List by Order Report and Warehouse Shipment No.

← Sales Order ✓ Saved

SO-1010027 · EMPIRE FRUIT

✕ Inventory Account is missing in Inventory Posting Setup. [Set up missing account](#)

Process Report Release Posting Prepare Order Request Approval Print/Send Navigate EDI Actions Related Reports Fewer options

General

Customer Name EMPIRE FRUIT Requested Delivery Date 8/15/2022

Contact External Document No. NA

Posting Date Status **Open**

Order Date 8/12/2022 Percent Shipped

Lines | Manage Line Order Fewer options

Type	No.	Item Refe... No.	Description	Location Code	Quantity	Qty. to Ship	Qua... Ship...	Unit of Measu... Code	Planned Delivery Date	Unit Price Excl. Tax	Line Amount Excl. Tax	Shipment Date	Planned Shipment Date	FFI Inclusion Type
→ Item	:	PKG0910	Walmart Gala 3lb Poly	POMONA3PL	84,000			EA	8/15/2022	*	*	8/15/2022	8/15/2022	Include

Warehouse Shipment (Pomona3PL)

- Go to Warehouse Shipments List and select warehouse shipment number
- In the Lines section, select Shed Pick

Warehouse Shipment
WS0000006

Process | Print/Send | Release | Posting | Shipment | Navigate | Actions | Related | Fewer options

Autofill Qty. to Ship | Use Filters to Get Src. Docs... | Get Source Documents... | Create Pick...

Zone Code
Bin Code MAIN
Document Status
Status Open
Posting Date 8/12/2022

Assignment Time
Sorting Method
Bill of Lading Count
Recorder No.
Seal No.

Lines | Manage | Line | Fewer options

Delete Line | **Shed Pick**

Source Document	Source No.	Item No.	Description	Quantity	Shed Pick Qty	Qty. to Ship	Qty. Shipped	Qty. Outstanding	Due Date
→ Sales Order	SO-1010027	PKG0910	Walmart Gala 3lb Poly	84,000	84,000.00	84,000	0	84,000	8/15/2022

- In the Shed Pick table enter the quantity picked. Note a LP No. is not required. There should only be one pick per packaging item.
- Back arrow to the shipment screen.
- Continue to pick for all items.

Shed Pick

Search | + New | Edit List | Delete

LP No.	Item No.	Lot No.	Quantity	UOM	Bulk Item	Item Description	Source Item No.
→	PKG0910		84,000.00	EA	No	Walmart Gala 3lb Poly	PKG0910

- When all items are picked, Post and Print Bill of Lading (Actions → Post and Print Bill of Lading). Click OK
- A PDF will download.
 - Email BOL to: Andrea@yesapples.com, Lynda@yesapples.com. Note you can drag the PDF into the body of the email and it will copy over.
 - Print BOL and give to driver.

