

Tracking Number on Ship Docs

Last Modified on 05/18/2022 11:05 am EDT

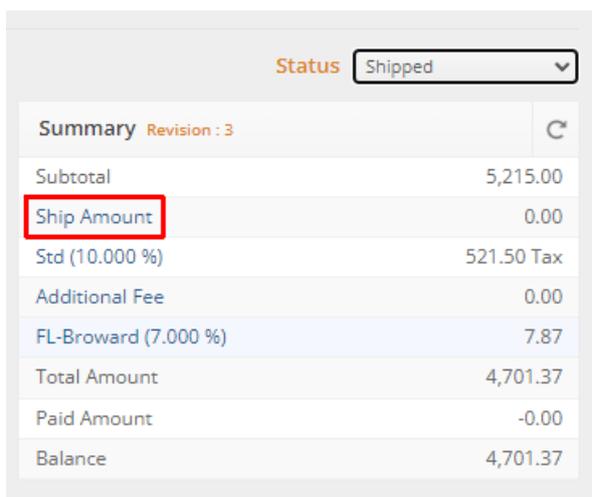
Overview

Adding shipping tracking numbers to Ship Docs in Order Time.

Solution

Follow the instructions below to add a tracking number to a Ship Doc.

- First open any existing Ship Doc by going to Open Full List and clicking Ship Docs in the list
- On the Ship Doc page click Ship Amount in the Summary section



The screenshot shows a 'Summary' section for a 'Shipped' status. The 'Ship Amount' row is highlighted with a red box. The table lists various financial items and their amounts.

Summary <small>Revision : 3</small>	
Subtotal	5,215.00
Ship Amount	0.00
Std (10.000 %)	521.50 Tax
Additional Fee	0.00
FL-Broward (7.000 %)	7.87
Total Amount	4,701.37
Paid Amount	-0.00
Balance	4,701.37

- If a shipping carrier has already been selected, then click the name of the shipping carrier in the Summary section

Status Shipped ▼

Summary Revision : 3	
Subtotal	5,215.00
UPS	5.00Tax
Std (10.000 %)	521.50 Tax
Additional Fee	0.00
FL-Broward (7.000 %)	8.22
Total Amount	4,706.72
Paid Amount	-0.00
Balance	4,706.72

- On the Ship Method screen you can select the Ship Method from the drop down
- Then you can select the Ship Sales Tax Code
- Enter the Ship Amount
- Enter the Tracking No. of the shipped order
- After you are finished click Save

Ship Method ✕

Ship Method

Ship Sales Tax Code

Ship Amount

Tracking No

- To lookup the tracking number on an existing Ship Doc
 - Open the Ship Doc and click the shipping carrier name
 - The Ship Method popup will open, and you can view the Tracking No.

Ship Doc - 1000866

[EDIT](#) [Create PDF](#) [Export](#) [Print Label](#) [Signature](#)

Status Payment Pending

General

No. 1000866
Customer A SHORE THING
(CHARLESTOWN) [Change](#)
Date 3/29/2022
Customer PO 342342346
Contact
SO No. 2033
Total Weight 17.00

Bill Address [map](#)

A SHORE THING (CHARLESTOWN)
2183 MATUNUCK SCHOOL HOUSE RD 4581 SHERIDAN
CHARLESTOWN, RI 02813

Ship Address [map](#)

A SHORE THING (CHARLESTOWN)
2183 MATUNUCK SCHOOL HOUSE RD 4581 SHERIDAN
CHARLESTOWN, RI 02813
US

Summary Revision : 3

Subtotal	5,215.00
UPS	12.00Tax
Std (10.000 %)	521.50Tax
Additional Fee	0.00
FL-Broward (7.000 %)	8.71
Total Amount	4,714.21
Paid Amount	-0.00
Balance	4,714.21

Ship Method

Ship Method

Ship Sales Tax Code

Ship Amount

Tracking No

[Save](#) [Cancel](#)

Items

Details

Name/Number

QUANTITY ITEM

1.00 1111

S

Sencorp:oring

Summary

PROFIT CUSTOMER PART NO PACK SIZE TPN ACTIONS

55 90.00 4

[Print](#) [Refresh](#)