

# INTRODUCTION

This Quick Guide is designed for your Daily Operations, such as preparing and printing Consignment Notes and Labels.

With that in mind, the Quick Guide will provide you with a brief step by step guide to starting **SupplyMaster**<sup>®</sup>, preparing Consignment Notes and Labels, and extracting Electronic Manifest.

This Guide presumes that you have previously set up a receiver/sender and charge To details, as well as Carrier Services and Rates, and the various options and defaults.

For more detailed information and for information not covered in this guide, you should refer to the **SupplyMaster**<sup>®</sup> Manual.



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# A QUICK GUIDE TO SUPPLYMASTER®



**SupplyMaster®** is a total freight management system tailor-made to cater for your needs.

**SupplyMaster®** has an easy to use icon system where you can, with your mouse pointer, click on a particular icon and go to that field or window with ease.

**SupplyMaster®** makes it easier for you to move between fields.

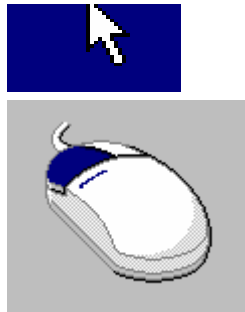
AND

With the aid of HELP icons, the software is entirely user-friendly.



# STARTING SUPPLYMASTER®

**DOUBLE LEFT CLICK** with your **MOUSE POINTER**



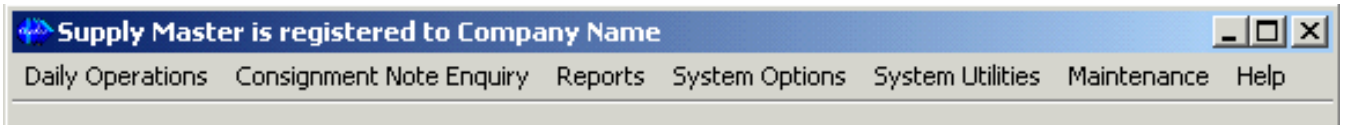
on the **SupplyMaster®** ICON on the Windows desktop. As illustrated below, an icon is a visual presentation of a function.



**SupplyMaster®** will prompt you to enter a USER NAME and a PASSWORD. Type in your USER NAME and your PASSWORD and click on OK.

The inserted USER NAME will change to capital letter automatically therefore the "Caps Lock" on the keyboard shall be off. Furthermore, the password field is case sensitive.

You will be taken to the **SupplyMaster**<sup>®</sup> Main Menu.



With your MOUSE POINTER click on Daily Operations and the following features will be displayed.

- 1) Prepare Consignments
- 2) Consolidated Consignment
- 3) Print Connotes & Labels in Batch Mode
- 4) Create/Print Group Labels & Connotes
- 5) Generate Consignment Manifest
  - I) Print, Extract & Transfer Manifest
  - II) Reprint Manifest
  - III) Re-Extract & Transfer Manifest
  - IV) Transmit Manifest to Wand
- 6) Exit

## PREPARE CONSIGNMENT NOTE




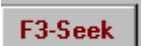






Click with your Mouse Pointer on Prepare consignment and the following screen will come up.



The screenshot shows the 'Prepare Consignment' window with the following fields and controls:

- Title Bar:** Prepare Consignment(Ver:6.06.050810)
- Buttons:** First, Prior, Next, Last, Insert, Delete, Edit, Save, Cancel
- Input Fields:** Consignment Date (dropdown), Consignment No (text), Reference No (text), Consignment Category (radio buttons: Dangerous, Food, Others)
- Receiver Section:** Code (dropdown), Name (text), Cust Dets (checkbox)
- Sender Section:** Code (dropdown)
- Charge To Section:** Code (dropdown)
- Carrier Section:** Carrier Code (dropdown), Name (text), Service Code (dropdown), Name (text)
- Special Instructions:** Text area
- No of Items:** Text field
- Weight:** Text field
- Cubic:** Text field
- Packer Section:** Packer (dropdown), Name (text), Account No (text)
- Insurance Section:** Basic Cover (dropdown), Insur Class (dropdown), Insur Amount (text), Misc Charge (text), Use COD (checkbox), COD Amount (text)
- Summary Section:** Basic, Freight, Insurance, Misc, GST, Total
- Footer Buttons:** F1-Help, F2-Lookup, F3-Seek, F4-Insert, F5-Edit, F6-Delete, F7-Cons, F8-Details, F9-Print, F10-Save, Return Connote

Click on the “F4-Insert” button at the bottom or the “Insert” button on the top in order to create a new consignment.

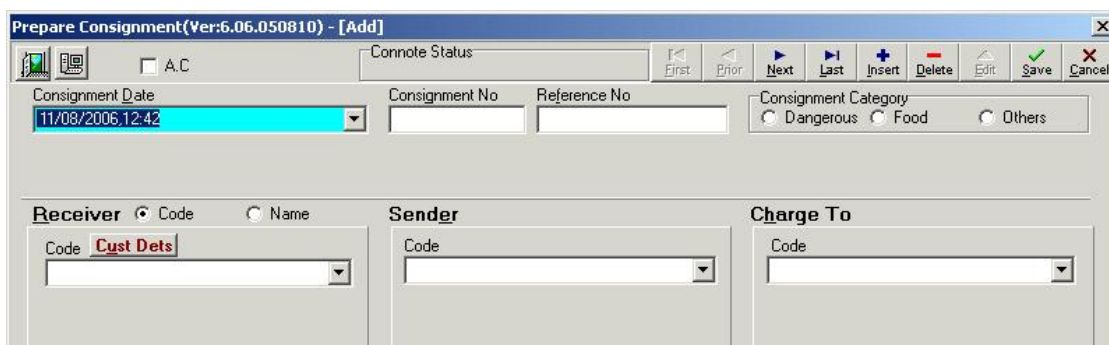
## BUTTONS

	This button is used to QUIT or leave the Window
	Help button will act as a guide if you are not sure about anything.
	The Lookup button allows you to view the Connote detail.
	The Seek button is used to seek for a particular connote. If there is no consignment note, it will return an empty table.
	Click the Insert button to allow user to create a consignment note.
	The Edit button allows user to edit a consignment note previously entered. It is unable to edit the connote if it has been manifested.
	The Delete button allows you to delete a connote entry. It is unable to delete the connote if it has been manifested.
	The Details button allows you to get goods details for a particular consignment.
	The Print button allows to print labels or connotes (depending on the connote option) for the consignment that is currently on the screen.
	By clicking on this button, you can consolidate a consignment for a particular Receiver.


	<p>Once you have filled with all the required data, click on the Save button to save the consignment.</p>
	<p>It is used to create a return connote if necessary.</p>

To start with, enter the Receiver, Sender and Charge to codes.

You can create Receiver/Sender/Charge To codes, names and addresses by adding them to the Receiver/Sender and Payparty Maintenance files. To do this go to the Maintenance menu on



**SupplyMaster<sup>®</sup>** and with your mouse pointer, click on the respective icon.

After completing the above fields, you can then proceed to type in the Carrier and the Service Codes. In fact, once you have set up your Carrier and Sender Maintenance Files, all you need to do is to go to the PICKLIST ICON (the arrow to the right of the field ) and select.

Carrier Code <b>UTK</b>	Name <b>TRANSPORT UNITED</b>	Special Instructions		No of Items	Weight
Service Code	Name			Cubic	
Packer	Name	Basic Cover	Insur Class	Insur Amount	
Account No		0	0	0	
		Misc Charge	<input type="checkbox"/> Use COD	COD Amount	
				0.00	
				<b>Basic:</b>	<b>0.00</b>
				<b>Freight:</b>	<b>0.00</b>
				<b>Insurance:</b>	<b>0.00</b>
				<b>Misc:</b>	<b>0.00</b>
				<b>GST:</b>	<b>0.00</b>
				<b>Total:</b>	<b>0.00</b>
<b>F1-Help</b> <b>F2-Lookup</b> <b>F3-Seek</b> <b>F4-Insert</b> <b>F5-Edit</b> <b>F6-Delete</b> <b>F7-Cons</b> <b>F8-Details</b> <b>F9-Print</b> <b>F10-Save</b> Return Connote					

Type in the Special Instructions or select from the picklist icon.

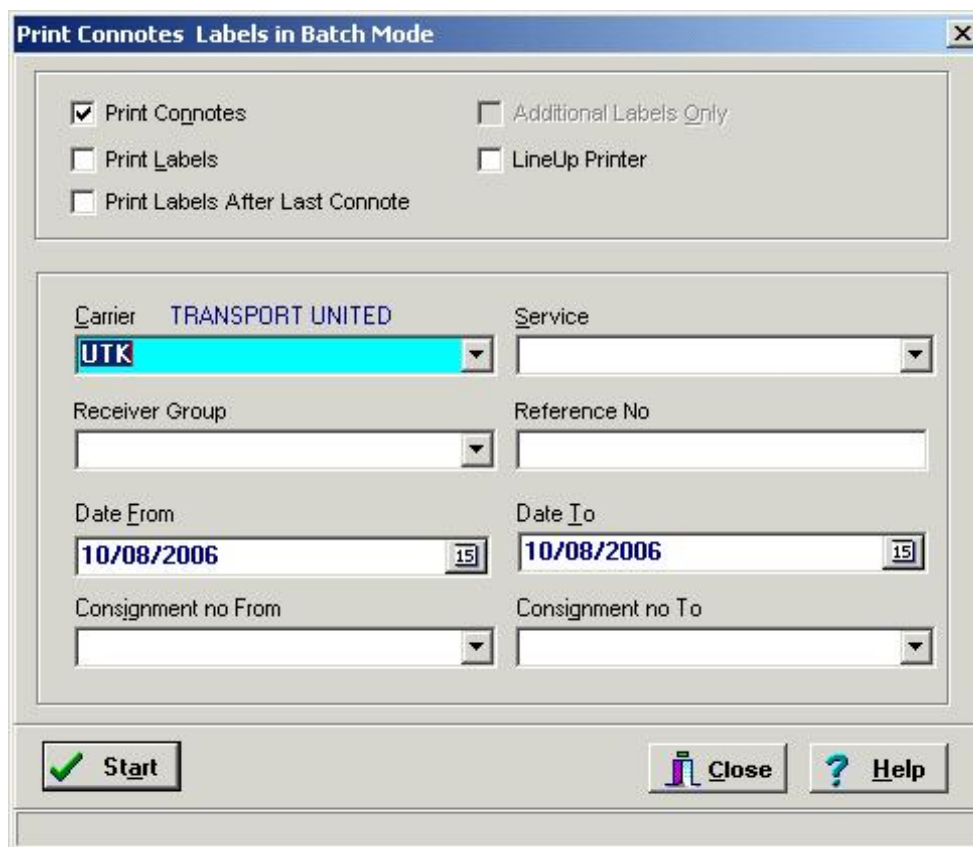
For the Goods Details, type in the No. of Items, Weight and the Measurement of the consignment and click on the SAVE icon. Your Consignment note is now SAVED.

There are also options such as Insurance and Packer Codes. These are optional features, which may be used if required but are not mandatory. Remember that the system will calculate the total cost of freight based on number of item, size and the weight of the consignment.

Once you save the consignment, the system will print either the consignment or label (or both) depending on the options that are set (to change these, see the **SupplyMaster**<sup>®</sup> Manual).

## PRINT CONNOTES & LABELS IN BATCH MODE

To Print Connotes and a label in a batch mode, click on the "Print Connotes & Labels in Batch Mode" under Daily Operation and the following screen will appear.

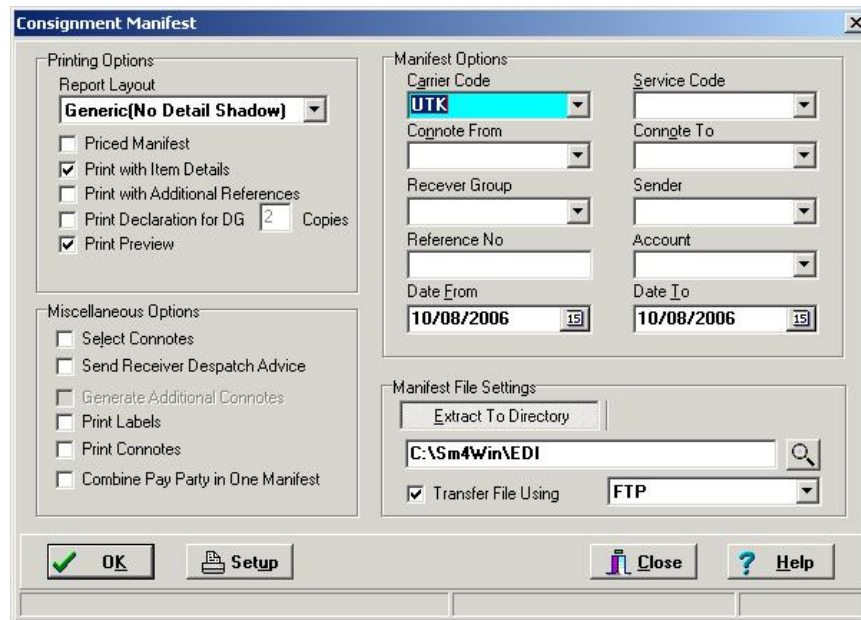


With your MOUSE POINTER, select Print Connotes or Print Labels. First, select in the Carrier code from the picklist (others are optional). By default, the date is set to the date of today.

When you have completed the form, just click on the "START" button and the LABELS or/and CONNOTES will be printed on your printer.

## CREATE CONSIGNMENT MANIFEST

The Electronic manifest is a listing of connotes on a file that can be sent to the carrier.



First of all, carrier code is needed to be selected from the picklist. Next click on the OK button. If print preview check box is checked, a manifest preview window will be displaying on the screen.

Click on the "Print" button to print a manifest. Then click on the close button to continue.

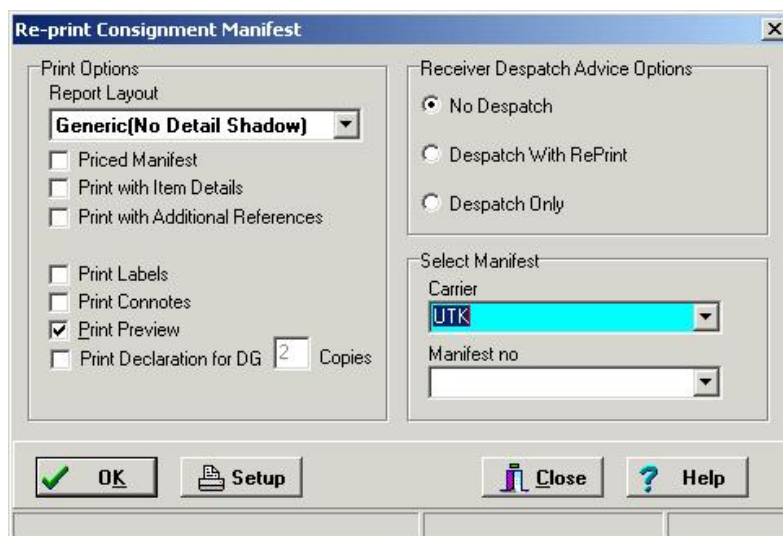
Once the close button is pressed, a question will be asked, "Is the manifest printed correctly or not?".

If the "Yes" button is clicked, the manifest connotes will be sent to the carrier (if the transfer file using check box is checked) and all the connotes in the manifest will no longer be able to

modify or delete. In addition, manifest number and extracted ID is set to those connotes.

On the other hands, if the “No” button is clicked, users are still able to modify/delete connotes and no manifest number and extracted ID is set to those connotes. Once corrections have been made you may create the manifest again.

## **REPRINT MANIFEST**

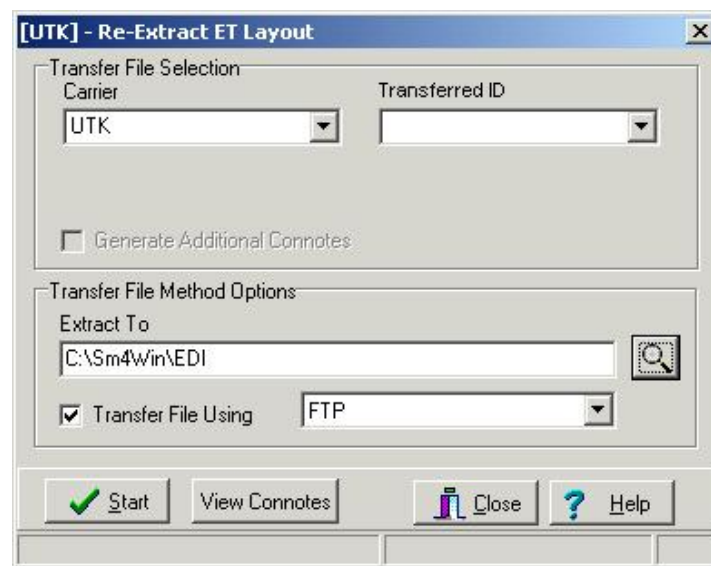


Once a manifest is created, the manifest can be reprinted. Click on the OK button and manifest will be transmitted electronically to carrier.

## RE-EXTRACT MANIFEST

Manifest can be re-extracted to the carrier if something went wrong.

Carrier code and the correct transmission ID are required to select from the picklist before the Start button is pressed.



The action status can be viewed at the left bottom corner (Under the Start button).

# HELP DESK



If you have any queries, please contact Compdata Technology Services help desk on (02) 9450-1655.

It is helpful that prior to calling us, you can be in front of a computer and have notes on the problem on hand. These steps will allow us to answer your questions much more quickly and more efficiently.



Alternatively, you can e-mail us at:  
[compdata@compdata.com.au](mailto:compdata@compdata.com.au)