

ELECTRONIC SHIPPING TOOLS

HOW TO IMPORT ORDER ITEMS

- ✓ Click on **File**
- ✓ Select **New Shipment**
- ✓ Click on the **Ship** tab
- ✓ Click on **Data Maintenance** on the top bar menu
- ✓ Select **Order Items**
- ✓ Click on **Import**
- ✓ Click the down arrow in the **Look In** box
- ✓ Select the appropriate drive
- ✓ Click on the appropriate file. Click for information on import [File Formats](#).
- ✓ Click on **Open**
- ✓ A pop up screen appears saying **Import was successful**

HOW CREATE AND PROCESS A DISTRIBUTION LIST OF IMPORTED ORDERS

- ✓ Click on **Data Maintenance**
- ✓ Select **Distribution List of Imported Orders**
- ✓ Click on **New**
- ✓ Enter the name of the new **Distribution List**
- ✓ Click **OK**
- ✓ Click on **Add**
- ✓ Click on **Search**
- ✓ Click on **>>** to bring over **all** items to Selected Orders
- ✓ Click on **Apply**
- ✓ Click on **Close**
- ✓ Select country **Canada** on the Shipping Screen
- ✓ Enter a **Weight**
- ✓ Select the **Service** tab
- ✓ Select the applicable **Service** using the drop down menu
- ✓ Check off applicable **Options**
- ✓ Select the **Ship** tab
- ✓ Click on **Distribution List**
- ✓ Click on the down arrow under **Imported Orders** and select the appropriate file
- ✓ Click on **Process**

TIP- Click on **Window** on the menu bar to switch between the EST desktop and the Shipping screen

At the end of day

- ✓ Click **Opened** manifest on EST desktop screen
- ✓ Highlight the first line of the manifest
- ✓ Click on the **Finalize** button at the bottom of the screen
- ✓ Click on **Finalized Manifest**
- ✓ Highlight the first line of the manifest
- ✓ Click on the **Transmit** button at the bottom of the screen
- ✓ A pop up box will appear
- ✓ Input your password
- ✓ Click **OK**
- ✓ A pop up box will appear telling you that the manifest has been successfully transmitted
- ✓ 3 copies of the manifest will print
- ✓ Repeat process for all manifests

How to void an item within a manifest

- ✓ Click on **Tools** on EST desktop screen
- ✓ Select **Search and Manage Orders**
- ✓ Search by date, manifest, order ID or by status
- ✓ Click on the **Search** button
- ✓ Highlight the item you wish to delete
- ✓ Click on the **Void** button
- ✓ A pop up box will appear asking if you are sure?
- ✓ Click **Yes**

**DO NOT CLICK THE DELETE BUTTON ON THE SHIPPING SCREEN
UNLESS YOU WANT TO DELETE THE ENTIRE MANIFEST**