3 AdvancePro 11.00.0.1102* - Admin -	
Advance Pro My Workspace Admin Customers Vendors Products Warehouse Returns Reports Sales Reps QuickBooks Web MFG MCR	9
Customers New Order POS Vew Orders Vew Orders Vew Orders Vew Orders Vew Orders Add Outsomer Add Outsomer Vew Orders Vew Order	
c c	*

1. Enable Advance Shipping module. ADMIN>>UTILITIES

2. Select CREATE PALLET. Enter information of Pallet

AdvancePro 11.000,1102* - Admin	×
Advance Pro My Workspace	B
Customers Create/Edit Pallet POS View Order POS View Custom Add Custome Weight Height With Lengh Dimension MM Dation	Â
View Orders No Descript Weight Height With Langth Dimensil Type View Vendors 1 Piekt 3 3000 3 0000 18 0000 18 2000 19 Weight View Vendors 2 Piekt 3 40000 3 0000 18 0000 18 20000 19 Weight View Vendors 2 Piekt 3 40000 2 00000 18 0000 as Weight Manage Invert 2 Piekt 3 40000 2 0000 2 0000 as Weight View Products 2 Piekt 3 40000 2 0000 2 0000 as Weight View Products 2 Piekt 4 0000 16 0000 as Weight View Products 2 Piekt 2 Piekt 16 000 Quick Searcl 2 Piekt 2 Piekt 10 000 Select tem- 2 Close Pight Footer Text Pight Footer Text Unlines 2 Close 2 Close 2	
Log Out	

3. Go to Warehouse>>BOL SETTINGS. Enter additional column information you want shown.

AdvancePro 11.00.0.110	2* - Admin													E	×
Advance Pro My Workspace	Admin	Customers	Vendors	Products	Warehouse	Returns	Reports	Sales Reps	QuickBooks	Web	MFG	MCR			0
Customers Action Market Action Action			BOL Setting	Setting Name 1 Name 2 Name 3 Name 4 Name 5 Name 6	West Total Number of C Pallet Court	8969	Regular S Vis Vis Vis Vis	Ware	nouse m Setting Close	Manaq BC Cri View View Multip	Other ge Warehou L. Settings eate Pallet eate Pallet w All Pallets	se History			
Log Out							© 2016, Advar	icePro Technologie	s. All rights reserve	d.					

4. Select CREATE PALLET

AdvancePro 11.00.0.1	102* - Admin													
Advance Pro My Workspace	Admin	Customers	Vendors	Products	Warehouse	Returns	Reports	Sales Reps	QuickBook	s Web	MFG	MCR		0
Customers New Order POS View Orders View Orders Add Customer Add Customer New Orders New Order View Orders								Wareł	nouse					^
View Vendors					Shippir	ıg		Receiving		C	ither			
Add Product Manage Inventory View Products					<u>3</u> Order	s To Pick	Q	Orders to R	eceive	Manage BOL	Warehouse Settings			
Q Quick Search					0 Order	s To Pack	<u>32</u>	Vendor O	rders	Crea View	ite Pallet All Pallets			
Select Item					2 Order	s To Ship	Q	Customer F	leturns	View Multiple	e Transfer Hi	story		
_					0 Vendo	or Returns	Q	Transfers to	Receive					
					0 Transf	fers to Pick								
Log Out	<					6	9 2016, Advanc	ePro Technologies	All rights reserv	ed.				*

5. Select the CUSTOMER, CARRIER, WAREHOUSE and select PRODUCT FOR PALLET to display products that meet the criteria

AdvancePro 11.00.0.110	02* - Admin												
Advance Pro My Workspace	Admin	Customers	Vendors	Products	Warehouse	Returns	Reports	Sales Reps	QuickBooks	Web	MFG	MCR	0
S Customers New Order POS View Orders View Orders Add Customer Add Customer Wendors New Order View Order								Wareł	nouse				ĥ
View Vendors					Shippir	ıg		Receiving		0	ther		
Add Product Manage Inventory View Products					<u>3</u> Order	s To Pick	Q	Orders to R	eceive	Manage BOL S	Warehouse Settings		
Q Quick Search					0 Order	s To Pack	<u>32</u>	Vendor O	rders	Creat	te Pallet		
Select Item					2 Order	s To Ship	Q	Customer F	leturns	View Multiple	Transfer His	story	
					0 Vendo	or Returns	Q	Transfers to	Receive				
					0 Transf	fers to Pick							
						0	2016, Advanc	ePro Technologies	All rights reserved	i.			v
Log Out	(. (

NOTE: Order MUST BE in the TO SHIP STAGE and MUST HAVE a CARRIER

6. Select the PALLET you want to use. You will get a warning if you exceed weight limit. You can override this.

AdvancePro 11.00.0.1102*	- Admin									-	×
Advance Pro My Workspace	Admin Customers	Vendors Products	Warehouse Reti	urns Reports Sa	iles Reps C	QuickBooks	Web	MFG MC	R		0
Customers New Order POS View Orders View Customers Add Customer Pow Orders View Orders View Orders View Vendors View Vendors View Venducts Add Product Add Product Add Products Q Quick Search Select tem O G O Open Windows Create Pallet			Create Pallet Locate Customer Customer Pallet Pallet Pallet #	Tutty Foulty Flat Rate Warehouse 1 Pallet 4 # Product Acole Drance Banana Graces AdvancePro So C	SKU FO0001 F00002 F00003 F00004 F00005	According to the second s	Counter Weight nension tuct for Pallet 18 0 21 0 15 0 12 0 12 0 18 0 12 0 18 0	12 10 2000 Save			
Log our				e zo to, Advancer to	Teoninologies, Al	inginita reserve	20.				 _

7. Enter PALLET NAME and SAVE

Advance Pro My Workspace	Admin Customers	Vendors Proc	ts Warehouse Returns Reports Sales Reps QuickBooks Web MFG MCR	0
Customers New Order POS View Orders View Customers Add Customer New Order New Order View Vendors View Vendors			Create Pallet Locate Customer Tutty Fully Carrier Fall Rate Warehouse Warehouse Pallet	
Products Add Product Manage Inventory View Products Q. Quick Search Select Rem- Go Optit			No. Ref # D # Product for Patie Save	

8. Go to VIEW ALL PALLETS

AdvancePro 11.00.0.11	02* - Admin													
Advance Pro My Workspace	Admin (Customers	Vendors	Products	Warehouse	Returns	Reports	Sales Reps	QuickBook	s Web	MFG	MCR		0
Customers New Order POS View Orders View Customers Add Customer Add Customer New Orders New Order View Orders								Wareł	nouse					^
View Vendors					Shippi	g		Receiving		0	ther			
Add Product Manage Inventory					3 Order	s To Pick	Q	Orders to R	eceive	Manage BOL	Warehouse Settings			
Q Quick Search					0 Order	s To Pack	<u>32</u>	Vendor O	rders	Crea View	te Pallet	_		
Open Windows					2 Order	s To Ship	٥	Customer F	leturns	View Multiple	Transfer Hi	story		
					0 Vendo	r Returns	Q	Transfers to	Receive					
					0 Trans	ers to Pick								
Log Out	c					đ	9 2015, Advanc	ePro Technologies	. All rights reserve	ed,				×

Q AdvancePro 11.00.0.1	102* - Admin													-	×
Advance Pro My Workspace	Admin	Customers	Vendors	Products	Warehouse	Returns	Reports	Sales Reps	QuickBooks	Web	MFG	MCR			
Customers	All Pallet	s (Warehouse)	e e e e e e e e e e e e e e e e e e e											~	X
New Order												A	To Ship Shipped	and 2/31/2016 1/31/	2017 - 0
POS		Pallet ID Pi	allet No	Customer	Carrie	r								2/3//2010	
View Orders							Que								
View Customers	No	Pallet ID	Pallet No		Customer		Carrier		Shipped	Qty		Weight	Dimension	Status	_
Add Customer	1		<u>123</u>		Boardz		Flat Rat	e	1	5		5	0	To Ship	
	2 2		APPLE - 18 lbs		Tutty Fruity		Flat Rat	e		6		18	0	To Ship	
New Order															
View Vendors															
Add Product															
Manage Inventory															
View Products															
Q. Quick Search															
Select Item															
Doon Windows															
W All Pallets															
M. Ant and a															
														1	
Log Out	A Prin	t Shinning Manif	est 🔽 With S	N										A Print BOI	Close

9. Select the PALLET(s) you want to print and hit PRINT NEW

10. You can change the NOTES and fill in other information needed. Hit PRINT once set.

Advancerto 11.00.0.1102 - Admin				
Advance Pro My Workspace Admin Customers Vendors Products	Warehouse Returns Reports	Sales Reps QuickBooks We	b MFG MCR	0
All Pallets (Warehouse) Statomers All Pallets (Warehouse) New Order Pois View Orders View Orders View Orders Pallet ID Pallet ID Pallet ID Pallet ID Pallet ID Point BOL Special Instructions View Orders View Orders View Orders View Orders View Orders View Vendors Products Add Product Manage Inventory View Orders View Orders View Orders Quick Search View Orders Open Windows Print BOL Wind Pallets Disclamer Pallet Ibm Pallet ID Open Windows Pallet ID Pallet Boll Disclamer Pallet Boll Pallet ID	nologies Carrier # Des Shoped Carrier # Des Shoped I 1/31/2017 Carrier # Des Shoped I 1/31/2017 Carrier # International Internation BLE GOODS - DO NOT DE Total Number of Case I Total Number of Case I Total Number of Case I Case Only Useight II8 Case Status Useight II8 Case Status I	Career Route Career Route Career Route Fiel Rate Cases 6 Pallets	All To Ship Ship ight Dimen Pallet Count To mood Close	Setvean and Ded 12/31/2016 V 1/31/2017 V Sion Status To Ship V To Ship V
Log Out Print Shinning Manifest 🔽 With SN				A Print BOL Close

11. Bill of Lading

View/Print/Export Report					 - 0 X	
	1 /1 🚜 🔍 +				8	8
Main Report						
	From Shipper AdvancePro Technologies 1661 Flint Road Toronto, M3 2 W8 Canada	BILL OF LADIN	I G To Consi Tutty Fru	31-Jan-2017 ignee		~
	Shipper No.: Carrier	No.: Carrier Name:	Ship Date:	Route:		
	Special Notes:	PERISHABLE GOODS - DO	NOT DELAY!			
	Weight	Total Number of Case	s	Pallet Count		
	18	1 Case Only		1		
	Received, subject to dassifications and law described in the Original Bil Of Lading, the contents of packages unknown), marked, throughout the contract as meaning any p place of delivery at said destination, if on any agreed as to each carrier of all or any of , turiform Domastic Straight Bill Of Ladings or a raik-water shipment, or (2) in the appli- certifies that he is familiar with the all the ti governs the transportation of this shipmer and his assigns. —This is certify that the above name	Total Weight: 18.00 Total hulp field suffin in effect on the date of the issue property discribed above in apparent good or consigned, and destined as indicated above, who is not apparent of a sufficient of the propert is route, otherwise to deliver to another carrier all or any portion of a data route el orsh (1) in Unform Freight Classfladions ine able modro amire adastification or tare adable modro amire adastification or tare adable modro amires and conditions are hereby ut and the said terms and conditions are hereby di materials are properly desoffied, described, pare	Cases: 6.00 T of receipt by the carrier of the p er, except as noted (contents an h said carrier (the word carrier y under the contract) agrees to the route to said destination. It to destination and as to each p be subject to all terms and coon feet on the date hereori, if this is motor carrier shippent. Shippent and the shipper and as kaged, marked and labeled, an	Total Pallets: 1 roperty and condition of being understood carry to its susual is mutually with at any time before the end of hereby which d are in proper		*
Current Page No.: 1	Total Page	e No.: 1		Zoom Factor: 100%		