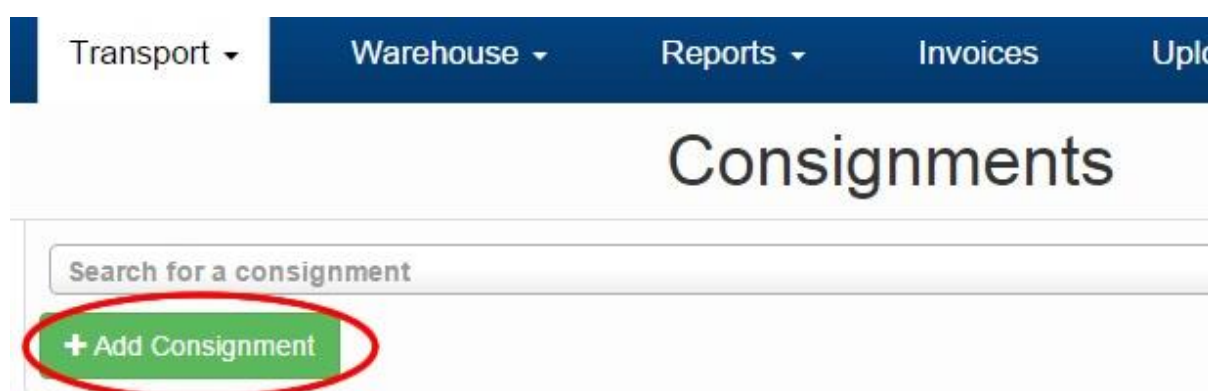


Consignments are used for straight transport jobs or if you have created a purchase order for stock you need us to collect and bring back to our depot.

Adding a new Consignment

Click on Transport->Consignments on the Top Navigation menu, then click the green button, 'Add Consignment'.



You'll now see the Add Consignment screen.

Reference: This is your own reference field which is meaningful to you. It could be your Invoice Number to the Customer, or some other identifier so you can tell which consignment is which.

All Consignment References must be unique, duplicate reference numbers are not allowed. If you are sending the 2nd part of an order and wish to use the same reference number, we recommend adding something to the end, for example '-A'. So reference 0028376 would become 0028376-A.

Service: To select the service type and related charges.

- **General:** For transport jobs completed on your standard rate card.
- **Hourly:** For ad hoc deliveries/afterhours/short notice jobs requiring hourly rate charges
- **Pallet Transfer:** Used when we have set pallet transfer pricing setup on your rate card (ie full load from the brewery to PST)
- **Pickup:** Not applicable – do not use.

Pickup address: Where we are collecting the goods from

Delivery address: Where we are dropping the goods to

Special instructions: For our driver if required

Invoice Value: N/A, leave blank

Advanced Options: Can select the date required if needing specific day for collection.

Consignment Items:

Type quantities of the stock to be collected (don't need specifics of products as this will be on the purchase order) just the type of items required.

Code:

CTN(Carton), PLT (Pallet), DPLT (Double Pallet)

KEG (Keg), KP (Keg Pallet), EK (Empty Keg)

Once quantities added, go back to the "Details" Tab and click "approve now"

Consignments >> Consignment 2534

[i Details](#) [Customer Invoices](#) [Consignment Items](#) [\\$ Charges](#) [Errors](#) [History](#)

Watch Out! This consignment is **Draft**, you must approve it to complete the booking. [Approve Now](#)

[Print Labels](#) [Edit](#) [Delete](#) [Print Connote](#)

Basics

Reference:	Test1
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