

Wright Line- SmartSCM Training: Inside Sales

1. Logging On:

Production Link (live): <http://www.smartscm.com/smartLMS/>
Then enter the username and password.

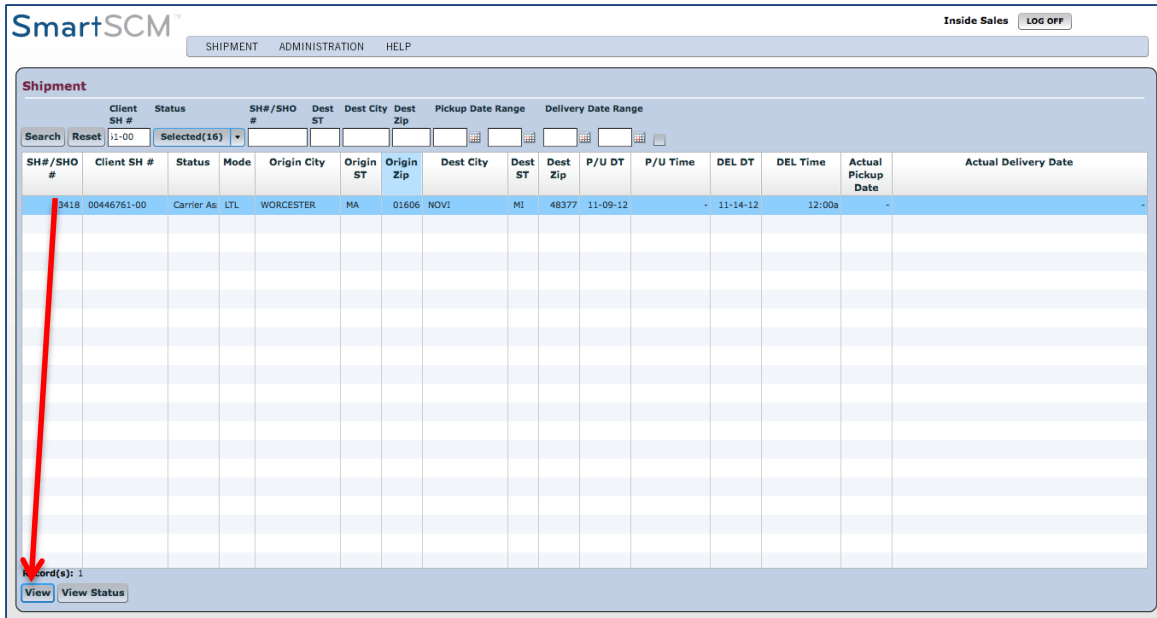
2. How To Search For Shipments:

1. To search ALL Wright Line shipments simply hit "SEARCH." There will be a shipment total at the bottom left of the screen ("records").
2. To search for a shipment by SOF#- Enter the SOF# in the CLIENT SHIPMENT # field and hit SEARCH
3. To search for a shipment based on some other criteria (Origin City, Date, etc.)- There are several quick search fields that allow users to find a shipment by entering one or more criteria. They are circled below in red.

SH#/SHO #	Client SH #	Status	Mode	Origin City	Origin ST	Origin Zip	Dest City	Dest ST	Dest Zip	P/U DT	P/U Time	DEL DT	DEL Time	Actual Pickup Date	Actual Delivery Date
3418	00446761-00	Carrier As	LTL	WORCESTER	MA	01606	NOVI	MI	48377	11-09-12	-	11-14-12	12:00a	-	-
3419	00446585-00	Created	LTL	WORCESTER	MA	01606	PHOENIX	AZ	85024	11-02-12	12:00a	11-13-12	12:00a	-	-
3420	00446461-00	Created	LTL	WORCESTER	MA	01606	WESTLAKE VLG	CA	91362	11-01-12	12:00a	11-09-12	12:00a	-	-
3421	00446737-00	Created	LTL	WORCESTER	MA	01606	WESTLAKE VLG	CA	91362	11-01-12	12:00a	11-09-12	12:00a	-	-
3422	00446664-00	Created	LTL	WORCESTER	MA	01606	FORT LEWIS	WA	98433	11-02-12	12:00a	11-13-12	12:00a	-	-
3423	00446224-00	Created	LTL	WORCESTER	MA	01606	Jacksonville	FL	32209	12-18-12	12:00a	12-28-12	12:00a	-	-
3424	00446662-00	Created	LTL	WORCESTER	MA	01606	FORT LEWIS	WA	98433	11-01-12	12:00a	11-13-12	12:00a	-	-
3425	00446647-00	Created	LTL	WORCESTER	MA	01606	FORT LEWIS	WA	98433	11-06-12	12:00a	11-15-12	12:00a	-	-
3427	00446128-00	Created	LTL	Haverhill	MA	01835	Columbus	OH	43232	10-22-12	12:00a	10-29-12	12:00a	-	-
3428	00446115-00	Carrier As	TL	WORCESTER	MA	01606	Piano	TX	75075	10-23-12	12:00a	10-31-12	12:00a	-	-
3429	00446781-00-030	Created	LTL	LUDINGTON	MI	49431	FORT LEWIS	WA	98433	11-30-12	12:00a	12-11-12	12:00a	-	-
3430	00446780-00-030	Created	LTL	LUDINGTON	MI	49431	FORT LEWIS	WA	98433	12-07-12	12:00a	12-18-12	12:00a	-	-
3431	00446738-00-030	Created	LTL	EAST LYME	CT	06333	MIAMI	FL	33122	11-15-12	12:00a	-	-	-	-
3432	00446784-00-030	Created	LTL	DURHAM	NC	27703	PHOENIX	AZ	85024	11-02-12	12:00a	11-13-12	12:00a	-	-
3433	00446783-00-030	Created	LTL	LINCOLN	NE	68521	WESTLAKE VLG	CA	91362	11-01-12	12:00a	11-09-12	12:00a	-	-
3434	00446782-00-030	Created	LTL	LUDINGTON	MI	49431	FORT LEWIS	WA	98433	11-29-12	12:00a	12-11-12	12:00a	-	-
3435	00446689-00-030	Created	LTL	EAST LYME	CT	06333	RANCHO CORDOV	CA	95670	11-26-12	12:00a	12-06-12	12:00a	-	-
3436	00446753-00	Created	LTL	WORCESTER	MA	01606	HAYWARD	CA	94544	11-02-12	12:00a	11-14-12	12:00a	-	-
3437	00446114-00-030	Created	LTL	DURHAM	NC	27703	WORCESTER	MA	01606	11-06-12	12:00a	11-19-12	12:00a	-	-
3438	00442367-00	Created	LTL	WORCESTER	MA	01606	Arlington	TX	76011	11-26-12	12:00a	12-04-12	12:00a	-	-
3439	00446293-00	Dispatche	LTL	WORCESTER	MA	01606	Jersey City	NJ	07306	11-10-12	-	11-15-12	12:00a	-	-
3440	00445271-00	Created	LTL	WORCESTER	MA	01606	Woods Cross	UT	84087	10-19-12	12:00a	10-30-12	12:00a	-	-

3. How To View Shipment Details:

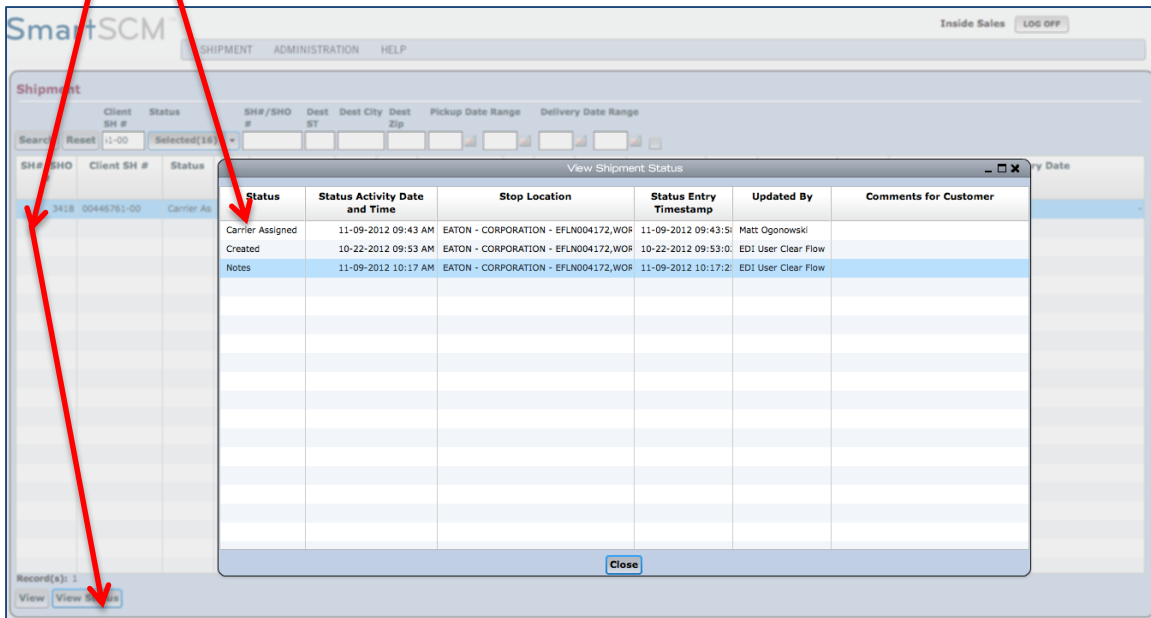
1. Double click on the shipment or click on the shipment (make sure it is highlighted blue) and click VIEW at the bottom of the screen



2. Once opened in VIEW mode, the line item detail can be viewed in the Shipping Items tab and account information can be viewed on the AR/AP tab.

4. How To View Shipment Status:

1. Highlight the shipment and click VIEW STATUS at the bottom of the screen
2. You will be able to see all the status updates in chronological order and who the status was updated by



4. Status Descriptions: Below is a brief description of what the main statuses (and the only ones you Wright Line users need to be concerned with) mean:
 - i. Created: A 204-00 has been sent to Clearflow and the shipment has been created
 - ii. Carrier Assigned: The Carrier has been assigned (no 214 sent)
 - iii. Picked Up: A 214 will be sent when the shipment has been Picked Up at the Origin
 - iv. Delivered: A 214 will be sent when the final stop is marked delivered