

How to reprint the shipping label for Transfer Orders

1. Open up NAV "HomeOffice Receiving" and go to Transfer order –From.

Role Center - Retail Store

W0001 Home

ACTIONS

Pack Line Scanning Receive Line Scanning Item Journals Report Item Journal Reprint Refresh

General Page

Role Center

- Purchase Orders - Langley
- Transfer Orders - To Langley
- Transfer Orders - From Langley
- Staff List - Langley
- Staff Discounts - Langley
- Released Sales Orders - Today
- Posted Sales Shipments - Today
- Expected Purchase Orders - To...
- Posted Purchase Receipts - To...
- Inventory Picks - Today
- Inventory Put-aways - Today

Role Center - Retail Store Shipping and Receiving

Activities

Outbound - Today

Released Sales Orders - Today: 0

Posted Sales Shipments - Today: 0

Pack Line Scanning
New Misc. Package
New Transfer Order

Inbound - Today

Receive Line Scanning

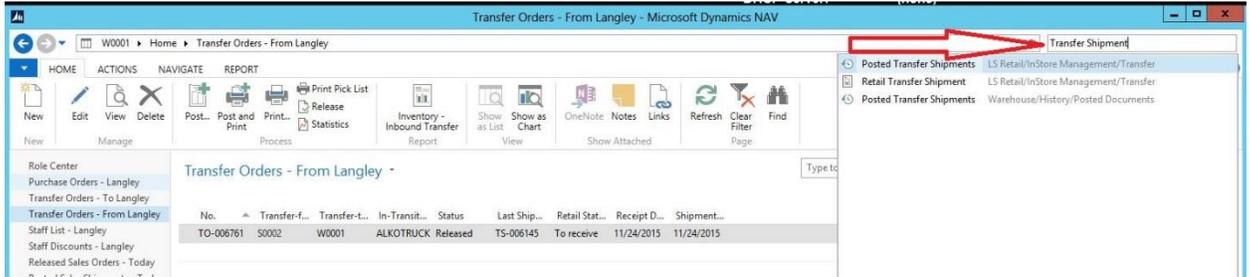
2. Select the Transfer Order that you need to reprint the label for. Look at the Last Shipment column. Write down the number that you see in that column.

Transfer Orders - From Langley



No.	Transfer-f...	Transfer-t...	In-Transit...	Status	Last Ship...	Retail Stat...	Receipt D...	Shipment...
TO-006761	S0002	W0001	ALKOTRUCK	Released	TS-006145	To receive	11/24/2015	11/24/2015

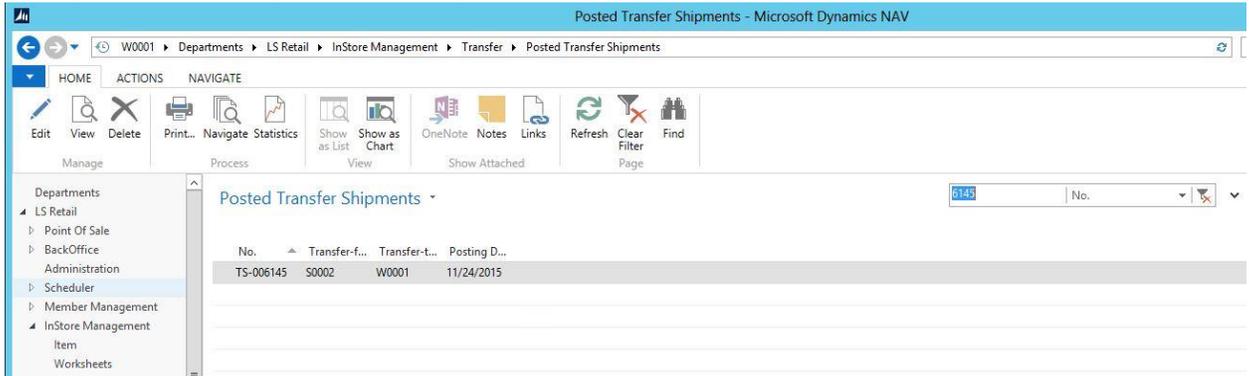
- In the top right hand corner of NAV in the search field type in Transfer Shipments and select Posted Transfer Shipments when it comes up.



- Once at the Transfer Shipment list type in the Transfer shipment number that you wrote down from before in the filter box and make sure the filter is set to No.



- Once your Transfer Shipment comes up double click on it to open it up:



6. Once the Transfer shipment windows opens up go to Navigate and then click on E-Ship

The screenshot shows the 'Edit - Posted Transfer Shipment - TS-006145' window. The 'NAVIGATE' tab is selected, and the 'E-Ship' option under 'Dimensions' is highlighted with a red arrow. The 'General' section shows the following fields:

No.:	TS-006145	Transfer Order Date:	11/24/2015
Transfer-from Code:	S0002	Posting Date:	11/24/2015
Transfer-to Code:	W0001	Store Code:	
In-Transit Code:	ALKOTRUCK	Channel Code:	
Transfer Order No.:	TO-006761		

The 'Lines' section shows a table with the following data:

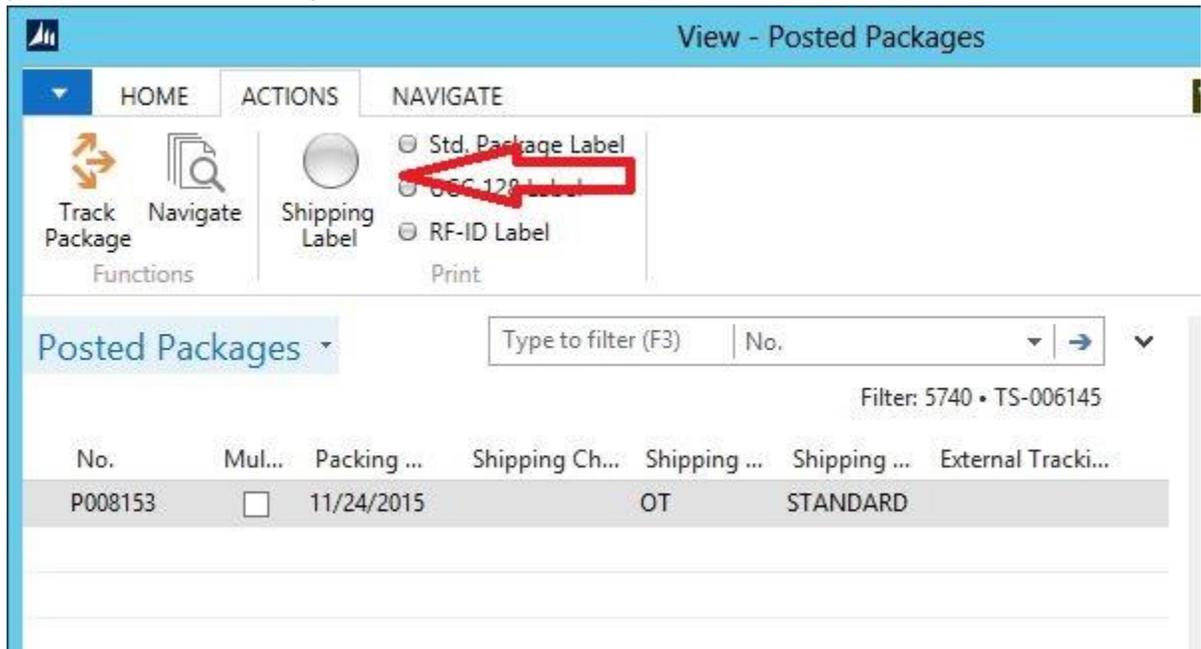
Line	Item No.	Description	Quantity	Unit of Mea...	Shipping Ti...
	GREKHP-9000	HALLOWEEN NURSES TOPS	20	EA	
	COS799HAL...	HALLOWEEN NURSES TOP	8	EA	
	LAN475/129...	NURSES PRINT JACKET	1	EA	
	GRE9000/HA...	HALLOWEEN NURSES TOPS	6	EA	

7. Once you click on E-Ship a drop down box will appear with an option to select Packages. Click on Packages:

The screenshot shows the 'Edit - Posted Transfer Shipment' window. The 'E-Ship' dropdown menu is open, showing the 'Packages' option highlighted with a red arrow. The 'General' section shows the following fields:

No.:	TS-006145	Transfer Order Date:	
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8. Once the Package windows opens up go to Actions and then click on Shipping Label. This will print out the label. Then you can close out of all of the windows.



The screenshot shows the 'View - Posted Packages' interface. The 'ACTIONS' tab is selected, and the 'Shipping Label' button is highlighted with a red box. Below the navigation bar, there is a filter section for 'Posted Packages' with a search box and a dropdown menu. A table of package data is visible below the filter section.

No.	Mul...	Packing ...	Shipping Ch...	Shipping ...	Shipping ...	External Tracki...
P008153	<input type="checkbox"/>	11/24/2015		OT	STANDARD	