WiseLearning

PTM023:

How do I ship a package using the Desktop App?

The video shows you how to ship a package using Transtream's Desktop App. Complete the activities in this workbook to develop fluency in this topic.

Activity One

Ship a package domestically.

1. From within the Desktop app, click on Ship a Package.
2. In the Shipment Details screen click on the Ship From tab and enter/review:

    a. **From**
    b. **Company**
    c. **Address**
    d. **City**
    e. **State**
    f. **Zip**
    g. **Country**
    h. **Phone**
    i. **Email**

> **Note:** the app recognizes your company's address details and populates the information in the fields under the Ship From tab. This information can be changed if required by entering the information manually, or by selecting a previously saved address by clicking on the **Search** icon within the From field.

3. Click on the Ship To tab, and enter:

    a. **Attention**
    b. **Company**
    c. **Address**
    d. **City**
    e. **State**
    f. **Country**
    g. **Phone**

> **Note:** if the address required has previously been saved within your system click on the **Address Book** icon to locate the address within the Address Book window.

4. Click on the **VALIDATE** button.
5. Moving across to the right, select:

    a. **Carrier**
    b. **Service**
    c. **Package**

6. Click on the Accounting and References tab, and if required, enter:

Helpful Hints

Red asterisk:
Fields with a red asterisk next to them are mandatory, and you can't proceed until the required information is entered.

Domestic vs International:
Once the Ship To details are entered, the system recognizes if it is a domestic or international shipment. If an international address is entered, you're required to enter additional information, see Activity Two.

VALIDATE button:
This checks that the address entered is correct, minimizing post-shipment adjustments.

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   a. **Cost Center**
   b. **Company Code**
   c. **Account Code**
   d. **Shipper Reference**
   e. **Reference 1**
   f. **Reference 2**

7. Click on the Additional References tab and enter any additional references if required.
8. In the Package Manger section review the number of packages.
9. Click on the Package tab, and enter:

   a. **Weight**
   b. **Dimensions**
   c. **Carton Selection**
       this allows you to select a pre-defined carton dimension
   d. **Delivery Confirmation**
   e. **Content Type**

10. Click on the **SPECIAL SERVICES** button.
11. In the Special Services window select all required special services and click on the **OK** button.
12. Continue to enter:

   a. **Shipping Notes**
   b. **Content Description**

13. Moving back to the Package Manger section click on the **+ ADD** button to ship multiple packages and repeat the process of entering the weight and dimensions
14. Click on the **RATE** button.
15. At the bottom of the window, review:

   a. **Packages**
   b. **Weight**
   c. **Costs**

16. Click on the **PRINT** button.
17. In the Print window review the carrier shipping label, and click on the **Print** button.

Activity Two

Ship a package internationally.

1. Complete steps 1 – 2 from Activity One.
2. Click on the Ship To tab, and enter an address within a different country
3. Repeat steps 5– 11 from Activity One.
4. Continue to enter:

   a. **Shipping Notes**
   b. **Content Description**

> **Note:** for international shipments it is mandatory that a general description of the contents of the package are entered within the Content Description field.

5. Click on the International tab, and confirm the populated information is correct.
6. Moving to the bottom of the screen, click on the **+ ADD ROW** button.
7. In the first line that opens, enter:

   a. **Quantity**
   b. **Units of Measure**
   c. **Part Number**

> d. **Description**
> e. **Weight**

8. Continue to enter any additional information required for the receiving country's Customs authority.
9. Repeat steps 13 – 17 from Activity One.

Note: all the necessary labels, and international documentation, including the Certificate of Origin will be generated.