



**eCotton Product Documentation**

# **Basic Warehouse Functions**

## Table of Contents

Begin New Season.....	3
Entity Selection.....	3
Entity Copy.....	3
Basic Warehouse Procedures.....	4
Public Warehouse .....	4
WHBALES.DAT .....	4
Create EWRs .....	5
Satellite Dish Icon .....	5
IRIS .....	5
Set Up Shippers .....	6
Import Shipping Orders .....	6
IRIS .....	6
Source path .....	6
File Wildcards .....	6
Scheduling Shipping Orders .....	7
Print Reports .....	7
Cross anniversary date .....	8
Process Shipping Orders .....	8
Enter bales .....	8
Ship The Order .....	8
Shipping Order Options .....	9

## Begin New Season

### Warehouse

*(Important: Create a backup of your cotton data prior to performing this operation.)*

During the ginning season, the eCotton Warehouse program uses data set up in an 'entity'. The current entity name is displayed on the blue title bar.

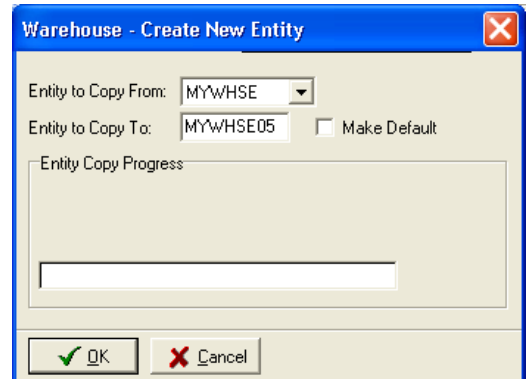
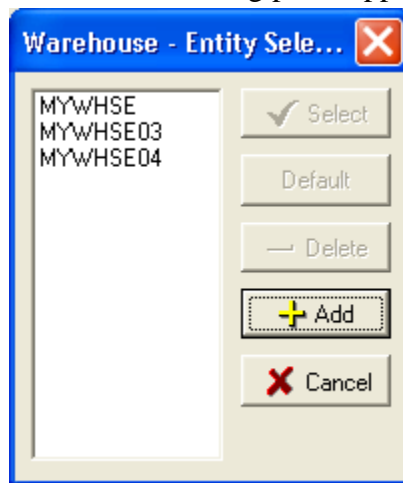


A new entity needs to be created for the upcoming crop year. To retain all the Warehouse setup data that is contained in the current entity, do the following.

Copy the entity to a name for the new crop year. Follow the instructions below. Click **Entity** → **Entity Selection...** The following panel appears.

Click the + Add button. The create new entity panel appears.

The entity to copy from is the current entity. The entity to copy to is the current entity name with the previous year's date.



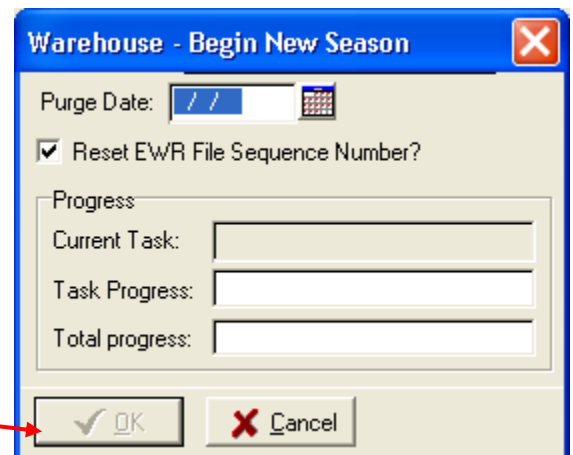
*For example;*

Assuming MYWHSE is the current entity. Copy the MYWHSE entity to MYWHSE07. By doing so, all the data in the current entity is copied to a new entity. Do not make the MYWHSE07 entity the default. MYWHSE07 is going to be used as an archive for the previous year's season.

To Begin New Season, do the following.

***Make sure that the current entity MYWHSE is selected and displays on the title bar.***

Click on **Utilities** → **Begin New Season..** Enter the date to purge warehouse records. (Approximately 4 to 6 weeks prior to the current date). Click OK.



## Basic Warehouse Procedures

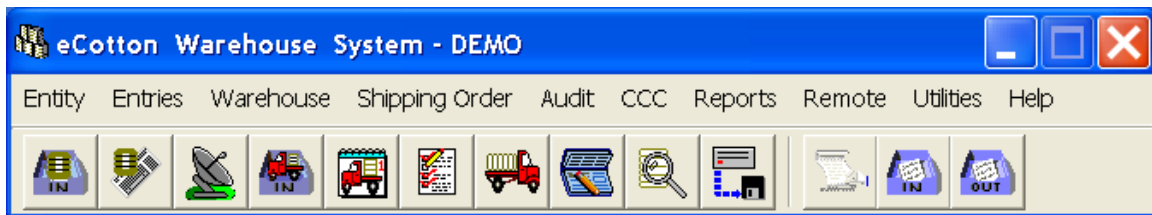
The following steps are a guideline for performing basic Warehouse functions. Your Warehouse may require additional or unique functions that are not explained in this document. The screen examples are for display only. Your drive letters and other identifiers may differ.

Look for this icon on your PC desktop. Warehouse icon.



Double-click the icon and click on the

## Public Warehouse

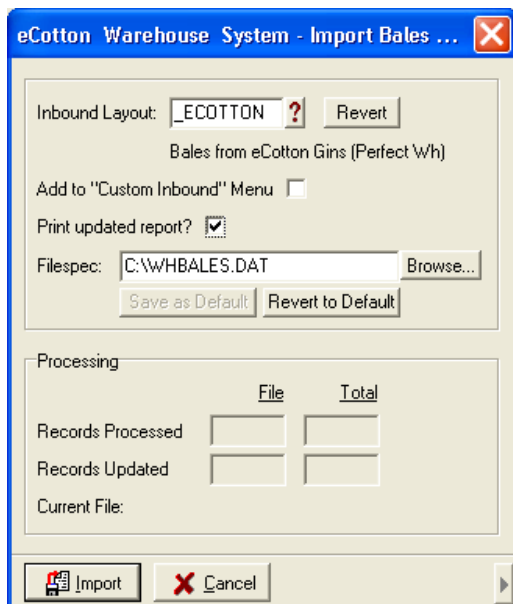


The warehouse system is set up with systems parameters, tariffs and other requirements. The 'begin new season' process is completed and your warehouse is ready to receive bales from the Gin.

Gins using the eCotton Gin System transmit bale data files. These files are transmitted via email attachment or using the eCotton STAMP utility.

Refer to the *STAMP Users Guide* for instructions. The file the GIN created during the outbound process is WHBALES.DAT (unless renamed).

Click the 'import bales from gin' icon.



Click the Import button to read in the data within the WHBALES.DAT file sent from the GIN.

Print the import list to make sure it matches the number of bale records exported.

Update locations from the scanner or enter bale locations.

Click on the satellite dish icon.

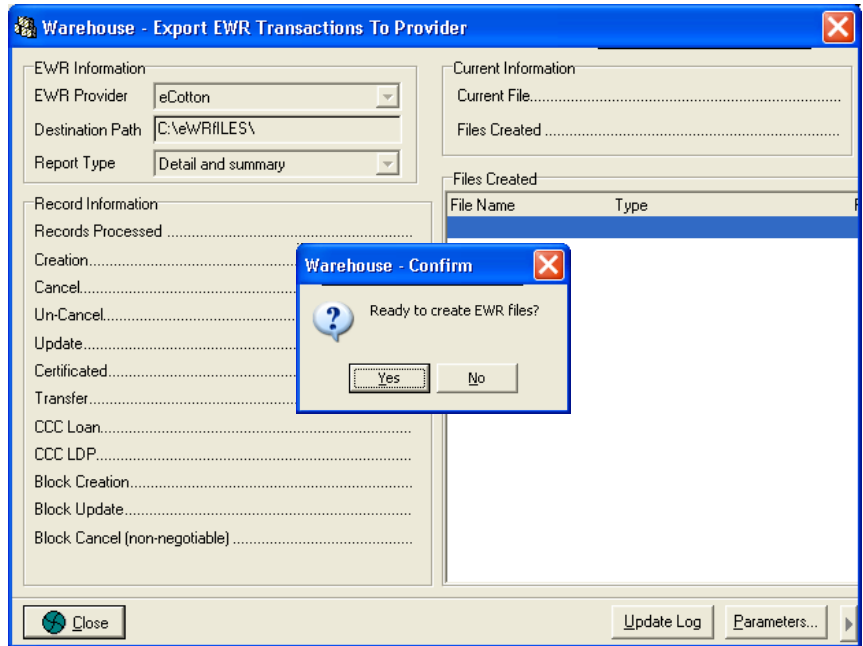


Click on the Yes button on the Confirm box to create EWR files to export the bale records to the Provider System.

Print the reports:

EWR Transmission Summary and  
EWR Detail Listing

Another confirm box appears to confirm transmitting to the EWR provider system.



Acknowledgments:

**EWR, Inc. using IRIS**

- Acknowledgement appears as a success or failure (with explanation).

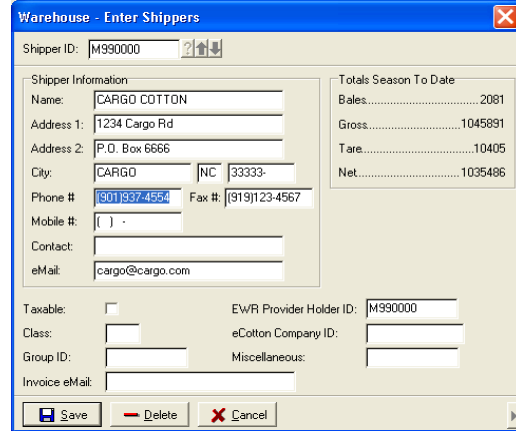
## Set Up Shippers

Shippers make requests to ship bales via the EWR provider system. When connected to the provider system using IRIS, the file is auto-stripped and placed on the PC to be imported. Set up **shippers** prior to importing shipping orders.

Set up the shippers. Go to **Entries** → **Shippers...** to enter shipper information.

Enter the data for the shipper.

Click the Save button to save the shipper data.



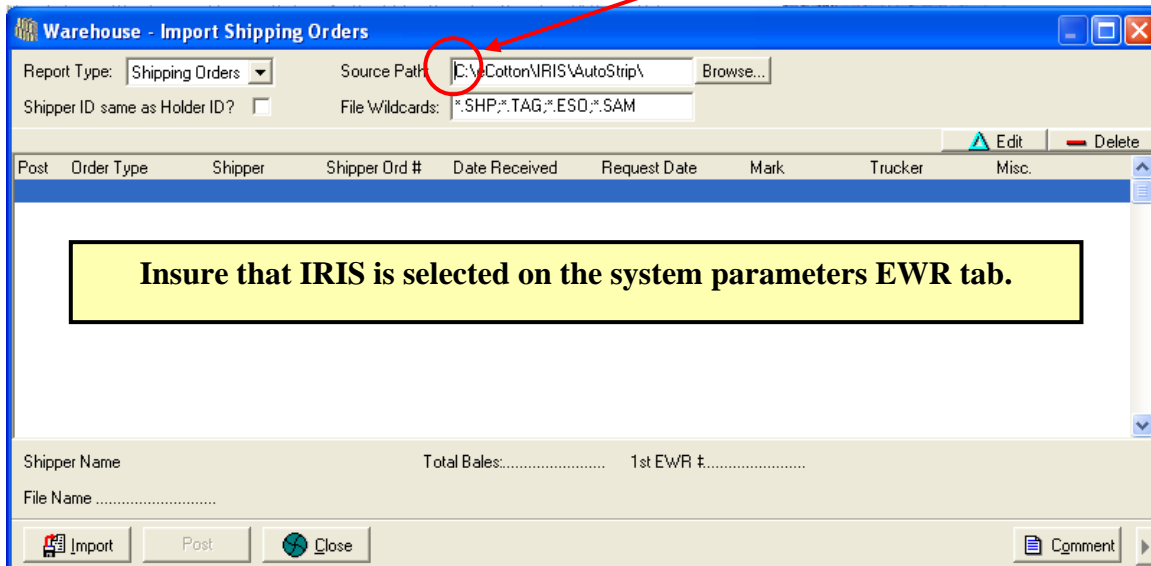
## Import Shipping Orders

Click on the import shipping order icon



The Import Shipping Orders screen displays.

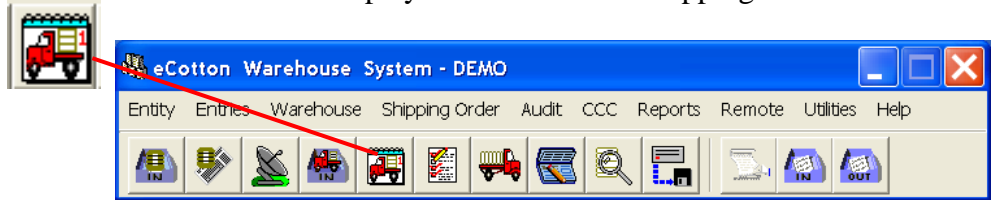
Verify the drive for the source path.



Click the Import button to import shipping orders. When the shipping orders display in the import shipping order screen, click the Post button to post the orders.

## Scheduling Shipping Orders

After the shipping orders are posted from the Import Shipping Order... screen, a view of the scheduled and unscheduled orders can be displayed. Click on the Shipping Order Scheduling icon.

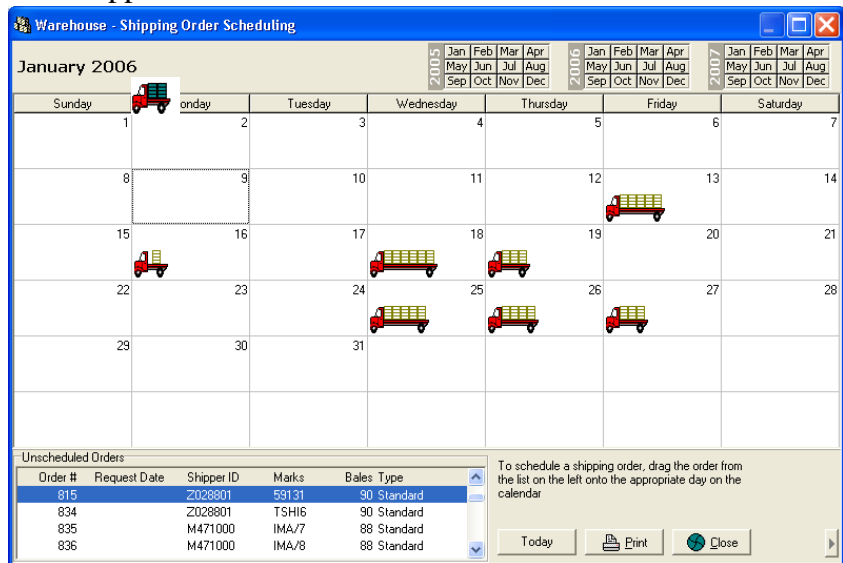


The shipping order scheduling screen appears.

Each bale on the truck represents a shipping order scheduled for shipment on that day.

The unscheduled orders appear in the list box below.

To schedule an order, simply click on the entry in the list box and hold down the mouse button to drag and drop the order onto the calendar.



To unschedule, reverse this process.

Shipped orders appear as dark-green colored bales.

Change the month by clicking in the boxes above the calendar for the desired month.

To change the schedule date of a shipping order, drag and drop the truck icon from the current date to the new date. If more than one order is scheduled, a confirm dialogue box lets you choose the desired order.

Click on the Print button to select a print or report option.

Calendar  
 Shipment Schedule Report...  
 Current Week Shipment Location Summary  
 Calendar Fit To Page

**Note:** If the reschedule of a shipping order crosses an anniversary date, an information box displays indicating the loss or gain of storage revenue.

## Process Shipping Orders

Shipping orders that were imported and posted have order numbers already assigned.

Click the Enter Shipping Order icon.



The Enter Shipping Order screen displays. Click on the ? to select an existing order. Press the TAB key to create a new shipping order.

Review the information on the Enter Shipping Order screen for accuracy.

Click the Bales tab.

For orders that were imported and posted, the list of bales already exists. To manually enter bales, click the + Insert button.

Or, add by clicking the Sample Order or Import button to add bales.

Warehouse - Enter Shipping Orders

Shipping Order #: 1

Shipping Order | Bales | Tariffs | Shipping Requirements | Ship Order

Order type: Standard Order Code: ?

Shipper ID: M420000 ?

CARGO COTTON Marks: 14YT

Shipper's Order #: 63961 Ship Via: ?

Received Date: 09/10/2004 Trucker ID: ?

Request Date: / / Trucker Notified:

Scheduled Date: 10/04/2004 Released to Ship:

Ready Date: / / Color Flag: ?

Pickup Point: ?

Destination: ?

Miscellaneous: ? Miscellaneous: ?

Save Delete Cancel

Ship Comment Print

---

Warehouse - Enter Shipping Orders

Shipping Order #: 1

Shipping Order | Bales | Tariffs | Shipping Requirements | Ship Order

Max Bales: 90

Hash Total: 5363586

+ Insert - Delete

Bale #	Weight
48554	526
48558	542
48570	519
48612	538
48641	504
50234	508
50262	494
50629	507
50649	487
50653	508
51055	493
51328	505
51332	488
51342	489
52284	490
52288	499

- Add By

Sample Order

Import

Change Bale Locations

Save Delete Cancel

Ship Comment Print

## Ship the Order

When all the required data is entered and any additional tariffs identified and/or shipping requirements met, the order is ready to be shipped.

Click on the Ship Order tab.

Click the Ship button. The Invoice date, Date Shipped and the Stop Storage date are displayed. Check for accuracy.

Click the Save button.

Warehouse - Enter Shipping Orders

Shipping Order #: 1

Shipping Order | Bales | Tariffs | Shipping Requirements | Ship Order

Invoice date: 01/09/2006

Date Shipped: 01/09/2006

Stop Storage Date: 01/09/2006

Credit amount: ?

Credit Comment: ?

Equipment Tracking: ?

Save Delete Cancel

Ship Comment Print

Invoice Preview

Shipping Order

Reprint Invoice

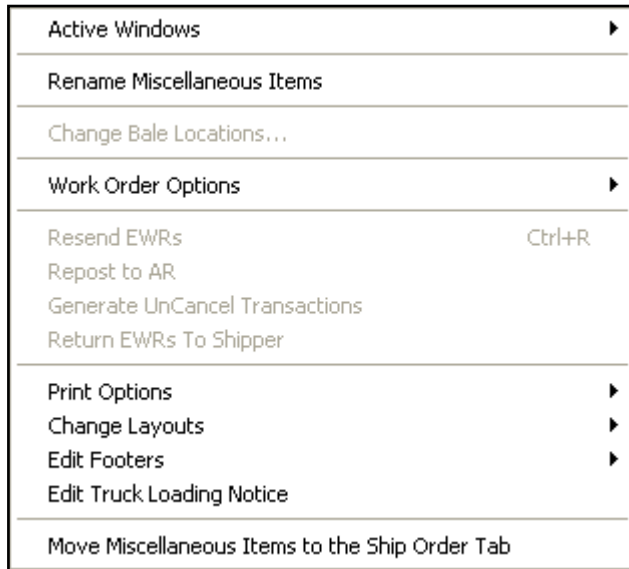
Truck Loading Notice



Click on the additional options arrow button.



Select from the additional options to alter shipping order settings



Click the Print button to print the Invoice Preview, Shipping Order or the Truck Loading Notice.

Here is a shipping order sample printout.

Report View

Demo Gin and Warehouse  
Shipping Order

123456  
Demo Gin and Warehouse  
P.O. Box 999  
123 W. Cotton Blvd.  
Cottontown NC 12345  
(919)123-4567

Shipping order #: 000001  
Shipper's order #: 63961  
Shipper ID: M420000  
Order type: Standard  
Order code:  
Marks: 14YT  
Trucker ID:  
Request date: / /  
Received date: 09/10/2004  
Miscellaneous:

Shipper:  
CARGO COTTON  
1234 Cargo Rd  
P.O. Box 6666  
CARGO, NC 33333

Wh Bale #	Wh Bale #	Wh Bale #	Wh Bale #	Wh Bale #	Wh Bale #	Wh Bale #	Wh Bale #
48554	51332	53901	59769	61058	62139	65485	67135
48558	51342	53950	59967	61077	65302	67054	67140
48570	52284	53974	60211	61125	65400	67055	67142
48612	52288	54043	60231	62092	65426	67100	67353
48641	52362	55869	60238	62104	65435	67104	67367
50234	52365	56630	60922	62109	65444	67117	67450
50262	52369	56653	60924	62112	65446	67119	
50629	52379	56704	60931	62113	65460	67120	
50649	52392	59056	60980	62120	65468	67125	
50653	52397	59741	61013	62124	65471	67128	
51055	52400	59746	61015	62129	65474	67129	
51328	53193	59748	61017	62136	65482	67134	

**Bales: 90 Wt: 44962**

Print Close

Cancel the receipts on the provider system

