

Order Entry

This document describes the procedures for customers to **Enter Orders**.

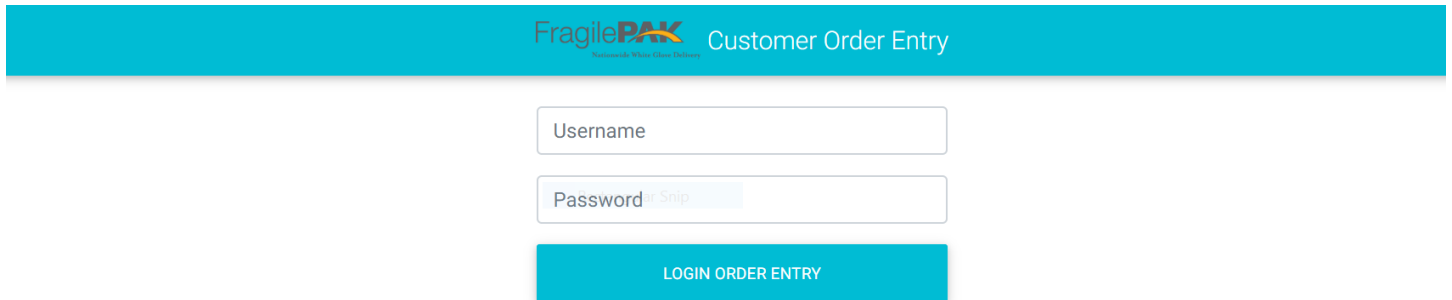
Procedure Overview:

- 1. Enter the Order Information**
- 2. Review the Order**
- 3. Submit the Order**
- 4. Copy the Pro Number**
- 5. Track the Order**

Accessing Order Entry

You will need to log into Customer Order Entry at:

<http://order.progisticsdistribution.com>



FragilePAK Customer Order Entry

Username

Password or Snip

LOGIN ORDER ENTRY

Enter the Order Information – Step 1

Select the Transportation Requirements and the Service Level, and enter an amount if you want to purchase additional insurance for the Order.

FragilePAK Customer Order Entry PLACE AN ORDER QUICK QUOTE ORDER LOOKUP

Order Entry Steps

1 Order Setup 2 Address Data 3 Additional Information 4 Review Order

Step 1 - Order Setup

Please let us know who is placing this order.
esmith

Please select transportation requirements
Choose Transportation Requirements ▼

Please select service level
Select Service Level ▼

If you would like to purchase additional insurance, please declare valuation. Leave blank if declining.
\$00.00

Service Level:
(Select a service)

[PROCEED TO ADDRESS STEP >>](#)

Enter the Order Information – Step 2

Enter the details for the Origin and Destination Points, then complete the Ship Window information.

FragilePAK Customer Order Entry PLACE AN ORDER QUICK QUOTE ORDER LOOKUP

Order Entry Steps

1 Order Setup 2 Address Data 3 Additional Information 4 Review Order

Step 2 - Address Points

Origin <p>Origin Name - You may lookup previously used address point by typing partial match and then pressing enter. Origin Name</p> <p>Origin Address - Type for autocomplete, select validated address. Origin Address</p> <p>Origin - Address 2 Address 2</p> <p>Origin - City City</p> <p>Zipcode</p>	Destination <p>Destination Name - You may lookup previously used address point by typing partial match and then pressing enter. Destination Name</p> <p>Destination Address - Type for autocomplete, select validated address. Destination Address</p> <p>Destination - Address 2 Address 2</p> <p>Destination - City City</p> <p>Zipcode</p>
Origin Contact <p>Origin - Contact Phone Number 8005551234 x123</p> <p>Origin - Contact Mobile Phone Number 8005551234</p> <p>Origin - Contact Email email@company.com</p> <p>Origin - Contact Name Contact Name</p>	Destination Contact <p>Destination - Contact Phone Number 8005551234 x123</p> <p>Destination - Contact Mobile Phone Number 8005551234</p> <p>Destination - Contact Email email@company.com</p> <p>Destination - Contact Name Contact Name</p>
Ship Window <p>Ready for Pickup mm/dd/yyyy</p> <p>Warehouse / Dock Hours OPEN: Warehouse / Dock Hours CLOSE:</p> <p>--:-- --:--</p> <p>« PREVIOUS</p>	<p>Choose a date. Between ___ and ___.</p> <p>NEXT »</p>

Enter the Order Information – Step 3

Add the Freight Item(s), any Special Instructions, and any References.

FragilePAK Customer Order Entry PLACE AN ORDER QUICK QUOTE ORDER LOOKUP

Order Entry Steps

1 Order Setup 2 Address Data **3 Additional Information** 4 Review Order

Step 3 - Additional Information

Freight Items

You may lookup previously shipped items by typing a partial description or Sku in the Freight Description field and then press enter to search.

Freight Description	Freight SKU (Optional)	Qty	Weight	Length	Width	Height
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ ADD ITEM](#)

Special Instructions for Pickup

Pickup Instructions

Note

[+ ADD PICKUP INSTRUCTION](#)

Special Instructions for Delivery

Delivery Instructions

Note

[+ ADD DELIVERY INSTRUCTION](#)

References

Reference Type	Reference
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

[← PREVIOUS](#) [NEXT →](#)



Enter the Order Information – Step 4

Review the Order information.

FragilePAK Customer Order Entry

[PLACE AN ORDER](#)
[QUICK QUOTE](#)
[ORDER LOOKUP](#)

Order Entry Steps

1
Order Setup

2
Address Data

3
Additional Information

4
Review Order

Step 4 - Order Review

Basic Info

Ordered By: esmith	Distance: 262 mi
Service Level: White Glove	Transportation: Linehaul
Reference1:	Reference2:

<h4>Origin</h4> <p>CA004 Great American Logistics & Dist. 13565 Larwin Circle, Santa Fe Springs, CA 90670 P: 800-555-1212 M: 8005551212</p> <p>Test Shipper h@h.com</p> <p>Ready Window: 07/10 08:00 - 22:00</p>	<h4>Destination</h4> <p>Test Consignee 2270 Corporate Cir, Henderson, NV 89074 P: 702-555-1212 M:</p> <p>Test Consignee h@h.com</p>
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Freight Items

Freight Description	SKU	Qty	Weight	Length	Width	Height
BelmontModularSectionalSet-ArmlessSofaPiece	PRM-OUTD-BEL-MS-3A-GRY	2	38	37	32	34



Enter the Order Information – Step 4 Continued

Review the Order information.

Notes

Note Code	Note
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Quote

QuoteID: 999Q64429

Customer Valuation:

Service	Price
Transportation Charge	\$0
Last Mile Charge	\$129 [Zone A]
Beyond Charge	\$0
Fuel Surcharge	\$0
Insurance	\$0
Total Charges	\$129

« PREVIOUS ORDER SUBMIT 🚚

When ready, click the Order Submit Button. Write down the tracking number (Pro Number), or print the Order confirmation – you will need the number for printing labels (See CUST-SOP-2.0 Order Onboarding).

Order Success!

Your tracking number is: [999U64428](#)

Maintain origin location for next order.

[PLACE ANOTHER ORDER](#) [PRINT ORDER CONFIRMATION](#) [PRINT PDF LABELS](#) [PRINT BOL](#)

« PREVIOUS ORDER SUBMIT 🚚

You can place another Order, and if it is shipping from the same Origin, check the box to maintain the location information for the next Order.

Note: You can click on the tracking number to bring up the Order Tracking page for it.

THE END

