

ITW DRAWFORM Supplier Requirement	Instruction #:	TI935
	Revision:	B
	Effective Date:	4/1/04
Subject: Web-based packing slip system Outside Processors	Page #:	1 of 4

Purpose:

To provide supplier packing slip information in a bar-coded format. This will help ITW Drawform to receive product in a timely and accurate method. Supplier cooperation to provide this information is expected. ITW Drawform is providing the tools to meet this requirement with a web-based program. Instructions on how to use the program follow. If the Supplier has other means to provide the same information or would like to discuss EDI alternatives, please contact Hugh Bartels.

E-mail: hughb@drawform.com

Phone: 616-748-8102

Requirements:

A computer with a Web browser and a laser printer (or good inkjet printer). The preferred browser is Internet Explorer version 6.0 or higher. A high speed internet connection is recommended (DSL, Cable or higher).

Instructions:

Browse to www.drawform.com

Click on the Links button

Click on Supplier Packing Slips – Outside Processors

This will direct you to <https://www.drawform.com/PackingSlips/>

You will see a login page. Your user name (OP ID) is the same as your 4-letter Drawform location code. Your password was assigned when you started this process. Both are case sensitive. This is a sample of the login page:

Login Required

OP ID

Password

New Password

If you wish to change your password (we recommend it be changed regularly for security, but changing it is not required), you must enter your user name and old password. Then enter the password you wish to use in the "New Password" box, and click the "Change Password" button below it. If your old password is correct, you will be notified that the change was successful. Otherwise you will be notified that your attempted login failed.

If you forget your password, Drawform can reset it for you. We cannot tell you what the current one is, however, due to the way it's stored. Call or e-mail the contact listed above.

If your login fails, you will be notified. Correct your user name, password or both (whichever are incorrect) and try again.

Once you are logged on, you will see the first screen.

**Packing Slip
can be no
more than 6
characters.**

Begin a shipment

Packing Slip #:

If you do not have a shipment currently in progress, this screen will allow you to enter your packing slip number (maximum 6 characters for now; all letters will be converted to uppercase). When you hit Submit, you will be taken to the new empty shipment that was just created. If you do have a shipment in progress, then you will be taken to that shipment.

**New
Shipment
example**

Work area

Select the DF part number and enter quantity that you wish to add.

DF Part Number	Quantity
<input style="width: 95%; height: 20px;" type="text" value="DF170-02"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input type="button" value="Add Another"/>	<input type="button" value="Remove Last"/>

Packing Slip Items

The top area of the screen (above the horizontal line) is a "Work Area" where you can enter any number of line items before committing all of them to the shipment. The "**Add another**" and "**Remove last**" buttons (the two that are inside the table) modify the list of line items that will eventually be added to the shipment.

Tip: Use this area to build your list of items shipped, it is quicker than adding Parts to the Packing Slip one at a time. The "**Add items to shipment**" button is required before the shipment's line items are saved.

Note: If a prospective line item (on the top) has its quantity box blank, it will be skipped when you click "Add items to shipment".

Work area

Select the DF part number and enter quantity that you wish to add.

DF Part Number	Quantity
HT102-01 <input type="button" value="v"/>	14400
HT102-06 <input type="button" value="v"/>	28800

The bottom area of the screen (below the horizontal line) is where you see the contents of the current shipment, as stored on our server. When the packing slip is generated, it will contain one entry for each line item shown in this area. In this example, there are two line items.

The "**Remove**" buttons in that area remove the line item that they are positioned next to.

Packing Slip Items







DF Part Number	Quantity	
HT102-01	14400	<input type="button" value="Remove"/>
HT102-06	28800	<input type="button" value="Remove"/>







The "**Save and log out**" button takes you back to the login page. Your shipment can be resumed for 24 hours after you originally create it. Closing the browser window does the same thing: after 20 minutes, your session will be logged out automatically, and the shipment can be resumed until 24 hours after it was originally created. Only the line items listed above the logout button can be saved.

The "**Generate packing slip**" button is the "point of no return". Clicking it marks your shipment as shipped so that it can't be modified, and takes you to a page with the bar-coded packing slip. **This page MUST be printed** – do not close the browser before doing so! A sample packing slip for the two line items above is shown below:

Supplier Packing Slip

Print this page and attach it to your shipment.

P. O. # (K):  7230-0		FROM LOC:  SSPE	
PACKING SLIP #:  ABCDEF		QTY: (EQ)  14400	
PART #: (P)  HT102-01		TO LOC:  41	

P. O. # (K):  7230-0		FROM LOC:  SSPE	
PACKING SLIP #:  ABCDEF		QTY: (EQ)  28800	
PART #: (P)  HT102-06		TO LOC:  41	

Click on the Print button or use your Browser's Print button to print out this document. Attach this to your Packing Slip.

If you have more shipments, click on the "Start over" button, else click on the "Log out" button to end.