



Shipment Summary Page Overview

The Shipment Summary Page can be filtered by Vendors, Acknowledged Status and Date Range in which the shipment was registered in RevCascades Portal. These filters will efficiently assist with tracking shipment information by vendor.

To navigate to the Shipments Page select the shipments button at the top of the screen, next to the Orders button

Shipments

Orders ▾ **Shipments 1312** Invoices 685 Returns Credits Cancels 39 Pickups

Brand ▾ Registered ▾ Acknowledged ▾ Search Tracking Number or PO #.

1. Getting to Know your Shipments Screen

a. Tracking Number Column

The Tracking Number column contains the tracking number provided in the shipment information. If there are multiple cartons shipping within an order there will be multiple lines for each tracking number referencing the same PO #

Tracking Number	Brand	Carrier	Shipping Method	PO #	Label Eligible?	Registered	Acknowledged At	Picked Up	Delivered
9374327	Vendor A	- Not Tracked -	FedEx Ground	190410	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -
4389632	Vendor B	- Not Tracked -	FedEx Ground	104019	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -

b. Vendor Name Column

The Brand Column contains the Vendor's Name to identify whom the order(s) belongs to

Tracking Number	Brand	Carrier	Shipping Method	PO #	Label Eligible?	Registered	Acknowledged At	Picked Up	Delivered
9374327	Vendor A	- Not Tracked -	FedEx Ground	190410	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -
4389632	Vendor B	- Not Tracked -	FedEx Ground	104019	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -



c. Shipping Method Column

The Shipping Method column contains the type of shipping on the order(s) used by the Vendor. (This information can differ from what method type was applied on the order when first created) *i.e. Typically this method changes from Small Parcel to LTL on products that were imported with the incorrect “Ship Via” attribute of Small Parcel when product is actually too large to ship small parcel and must be picked up by freight or Trucking Carrier*

Tracking Number	Brand	Carrier	Shipping Method	PO #	Label Eligible?	Registered	Acknowledged At	Picked Up	Delivered
9374327	Vendor A	- Not Tracked -	FedEx Ground	190410	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -
4389632	Vendor B	- Not Tracked -	FedEx Ground	104019	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -

d. Purchase Order Number Column

The Purchase Order column contains the PO # pertaining to the order. This number should be referenced on all inquiries with the RevCascade Support Team for order assistance

Tracking Number	Brand	Carrier	Shipping Method	PO #	Label Eligible?	Registered	Acknowledged At	Picked Up	Delivered
9374327	Vendor A	- Not Tracked -	FedEx Ground	190410	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -
4389632	Vendor B	- Not Tracked -	FedEx Ground	104019	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -

e. Registered Column

The Registered Column contains the Date and Time Stamp of when the shipment information was created and/or added within the RevCascade portal.

Tracking Number	Brand	Carrier	Shipping Method	PO #	Label Eligible?	Registered	Acknowledged At	Picked Up	Delivered
9374327	Vendor A	- Not Tracked -	FedEx Ground	190410	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -
4389632	Vendor B	- Not Tracked -	FedEx Ground	104019	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -

f. Acknowledged At Column

The Acknowledged At column contains the Date and Time Stamp of when the shipment information was pulled in by the Retailer and “Acknowledged” by the Retailers Internal system.

Tracking Number	Brand	Carrier	Shipping Method	PO #	Label Eligible?	Registered	Acknowledged At	Picked Up	Delivered
9374327	Vendor A	- Not Tracked -	FedEx Ground	190410	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -
4389632	Vendor B	- Not Tracked -	FedEx Ground	104019	No	Apr 10, 2019	Apr 10, 2019	- Not Tracked -	- Not Tracked -

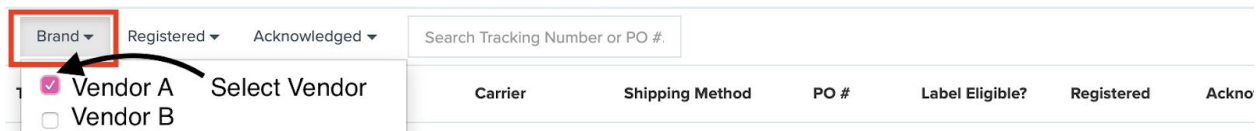
.....Continue to Next Page for Filtering order Options.....



2. Shipment Filtering Options

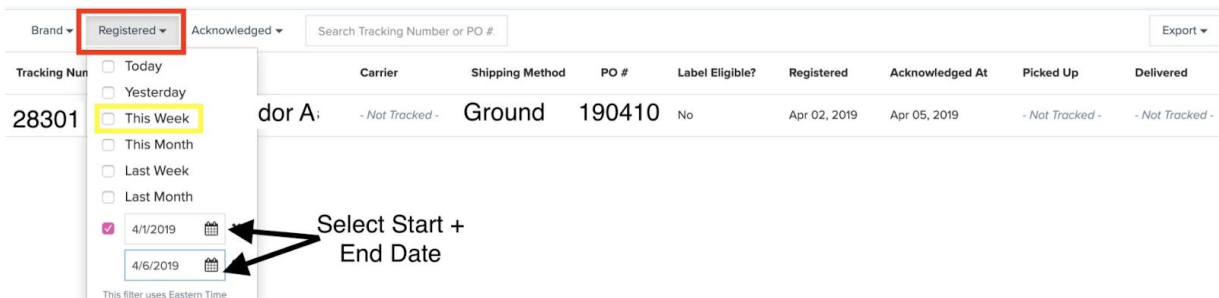
a. Filter Shipments by Brand

To filter your Shipments screen by vendor, click the **Brand** filter widget in the top left-hand corner of the page to begin filtering. Once you have selected the vendor(s) you wish to view, the order(s) pertaining to those specific vendors will be displayed.



b. Filter Shipments by Registered Date Range

To filter your Shipments screen by a specific Date Range, click the **Registered** filter widget in the top left-hand corner of the page to begin filtering. If you are searching for shipments within the last week, you can choose a Start and End Date Range or simply check the box for “This Week”



c. Acknowledged

To filter your Shipments screen by a specific Date Range you acknowledged, click the **Acknowledged** filter widget in the top left-hand corner of the page to begin filtering. If you are searching for shipments registered within the last week, you can choose a Start and End Date Range or simply check the box for “This Week”

