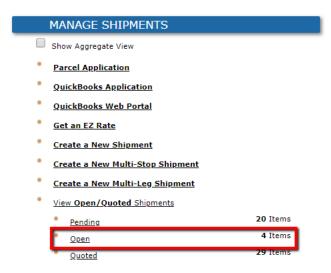


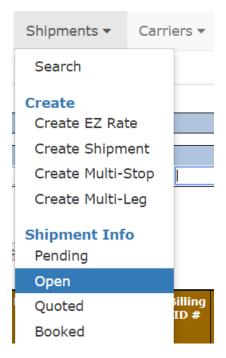
## **Completing an Open Shipment**

A shipment is sent to the Open status until a quote is received from a carrier. If the Shipment remains in the Open status for a period of time then there is an error with the Shipment and it will be unable to obtain rates.

To access Open Shipments users can select the option from the Manage Shipments screen.



Users can also select the Open Shipments from the Shipments dropdown





Once the user has been navigated to the Open Shipments table view they can select "details" to review the shipment. EZ Rates as well as Multi Masters will be called out within this view.



It may be helpful to review the notes section of the Shipment to determine if this order was placed into this status for any certain reason.



Ensure the required fields, indicated by the red asterisk, are completed. These fields include the following

- Origin and Destination Address Data
- Origin and Destination Dock Name
- Pickup and Delivery Date
- Product Quantity, Type, Weight and Class
- Shipping Unit Quantity

Proceed with rating the shipment by selecting "Get Rates"

Status: OPEN

Get Rates Mark an Issue Combine Loads Change Status Cancel Load Copy Load Change Client Backorder Load