



# WEB ORDER ENTRY MANUAL

REV 1109.1



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## Full Cycle Global Supply Management Services.

Whether your shipment is international or domestic, requires one step or many, our full cycle global supply management services, backed by experienced and customer-focused support specialists, will ensure your goods are securely delivered to the right place at the right time and at the right price.

### Storage Trailers

For Sale or Lease

Please contact your sales representative or Dave Clare at (716)447-1960 for pricing and availability



## 60 Years

INDUSTRY EXPERIENCE

Decades of Industry Experience

Formerly "Speed Transportation", Carl T. Savarino is the third generation CEO of this Western New York based, family-owned business. [Our History.](#)

- MY SPEED LOGIN
- INTERNATIONAL TRACKING
- TRACK A PRO
- TRACK PAPS RELEASE
- CONTACT US

Go to [www.speedgs.com](http://www.speedgs.com) , Select MY SPEED LOGIN

## Full Cycle Global Supply Management Services.

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### User Login

User Name:

Password:

[Terms of Use](#)

If you do not currently have a login for our data center, please contact our sales department at [sales@speedgs.com](mailto:sales@speedgs.com).

Enter User Name and Password (CASE SENSITIVE) and select Log In Now



### [Warehouse Services](#)

View Order History,  
Tracking Information,  
Realtime Inventory,  
Receipt History, and  
Personal Views



### [Warehouse Tools](#)

Submit New Orders,  
Impending Receipt  
Information and  
Document Retrieval



### [Transportation Services](#)

Check Delivery Status  
and Freight Bill Charges.  
View Proof of Delivery and  
Bills of Lading

Please Note: Charges listed in the data center are for informational purposes only.  
Internal handling fees & charges are not included, and the information contained on this  
site does not replace your Invoice.

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Select Warehouse Tools



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▼ **Warehouse Tools**

- ▶ [ASN Entry](#)
- ▶ [ORDER Entry](#)
- ▶ [Document Retrieval](#)

Select ORDER Entry

**Account Information**

Account Code TESCOM  
 Order Number 123456 P.O # 987654

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**Billing Information**

Bill To TEST COMPANY ADDR Customer TESBUF - TEST COMPANY ADDRESS123 MAIN ST  
 Address 123 MAIN ST  
 Address   
 City BUFFALO State NY Postal Code 14226  
 Country United States  
 Phone   
 Email Address order@speedgs.com

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**Shipping Information**  Same as Bill To

Ship To TEST COMPANY ADDR Customer TESBUF - TEST COMPANY ADDRESS123 MAIN ST  
 Address 123 MAIN ST  
 Address   
 City BUFFALO State NY Postal Code 14226  
 Country United States  
 Phone   
 Email Address order@speedgs.com

**Order Number** – Assign your order number, this is a required field and is searchable within the Order Status menu should you need to obtain information or status once the order is entered

**PO#** - This field is optional

**Billing Information** – This section is your customer information, manually enter name and address information or use the drop down box to select

**Shipping Information** – You may select “Same as Bill To”, manually enter the name and address or use the drop down box to select

Please note; we are able to import your customer database if desired. Contact [raugustine@speedgs.com](mailto:raugustine@speedgs.com) for assistance

### Shipping

Carrier  Terms  Delivery Type

Account#:

Requested Ship Date  Shipment Cancel Date

Allow Backorders

COD Amount \$  Payment Type

Send Email

Reference1  Reference2

### Freight Bill To

Name

Address

Address

City  State  Postal Code

Country

Phone

**June, 2008**

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: June 23, 2008

**Carrier** – use drop down to select carrier

**Terms** – if Prepaid you will be billed by Speed for freight charges incurred, if Collect the consignee (ship to) will be billed and an account number is required, if Third Party Billed an account number is required and the name and address of the party being billed

**Delivery Type** – Please select Commercial or Residential

**Scheduled Dates** – Requested ship date and cancel date are not required and only needed if the requirements for your order are outside the standard order processing business rules established for your account

**Allow Backorders** – If this box is checked backorders will be allowed if inventory levels cannot fill the order complete

**Send Email** – This field will default to an email address attached to the Bill to or Ship to information. You may override it and enter an email address. Be sure to check the “send email” box – this will activate automatic email notifications with UPS and Fedex only

**COD** – Only if applicable, not a required field

<b>Warehouse Special Instructions</b>
PLEASE INCLUDE CATALOG WITH THIS ORDER
<b>Packing Slip Comments</b>
THANK YOU FOR YOUR BUSINESS. VISIT US AT WWW.OURWEBSITE.COM
<b>Insurance</b>
Declared Value \$ <input type="text"/> (Whole dollar amounts only.)
<input type="button" value="Add Items"/>

The **Warehouse Special Instructions** field is to communicate any requirements outside the standard business rules for your account to our warehouse personnel.

**Packing Slip Comments** allows you to communicate information to your customer

**Insurance** – Not required. The declared value is only if you wish to have your shipment insured, additional charges apply for insurance

Select **Add Items** – the system will perform a validation process to ensure all required fields have been completed, if not complete it will return you to the header screen and indicate the fields required with an **asterisk \***

Warehouse Tools

- ▶ ASN Entry
- ▶ **ORDER Entry**
- ▶ Document Retrieval

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Item Code	<input type="checkbox"/> Auto Clear Item	Lot NO	Total Qty	Available Qty	
SELECT	<input type="checkbox"/>		1		Submit Line Item
Customer Item					
					Complete Order

**Item Code** – If you are entering an order with multiple items check the “auto clear items” box. If you are entering an with multiple lines for the same item leave this box unchecked and it will hold the item number for each line. This is especially helpful when you are entering multiple lines of the same item with different lot numbers.

Item Code	<input type="checkbox"/> Auto Clear Item	Lot NO	Total Qty	Available Qty	
20080618	<input type="checkbox"/>	Any	1	2375.00000	Submit Line Item
					Complete Order

When the Item Code is entered, the system shows the total available quantity

When a Lot Controlled item is selected the **Lot No** field will activate. It is defaulted to “any” – if left as any, the system will select the lot to be picked based on FIFO. If a specific lot is entered, the system shows the available quantity for that lot.

The **total quantity** field is defaulted to one (1) – change quantity if needed and select **Submit Line Item**

Item Code	<input type="checkbox"/> Auto Clear Item	Lot NO	Total Qty	Available Qty	
20080618	<input type="checkbox"/>	5462315	100	390.00000	Submit Line Item
					Complete Order

Item Code <input type="checkbox"/> Auto Clear Item	Lot NO	Total Qty	Available Qty	<input type="button" value="Submit Line Item"/>
SELECT <input type="button" value="v"/>	Any <input type="button" value="v"/>	1	0	

	LINE	Item	Lot	Quantity
<a href="#">Delete</a>	1.00000	20080618	5462315	100.00000
<a href="#">Delete</a>	2.00000	178117		100.00000

You will see the details of the line items as you enter them, giving you an opportunity to **Delete** lines and confirm your entry. When you are satisfied with your entry, select Complete Order


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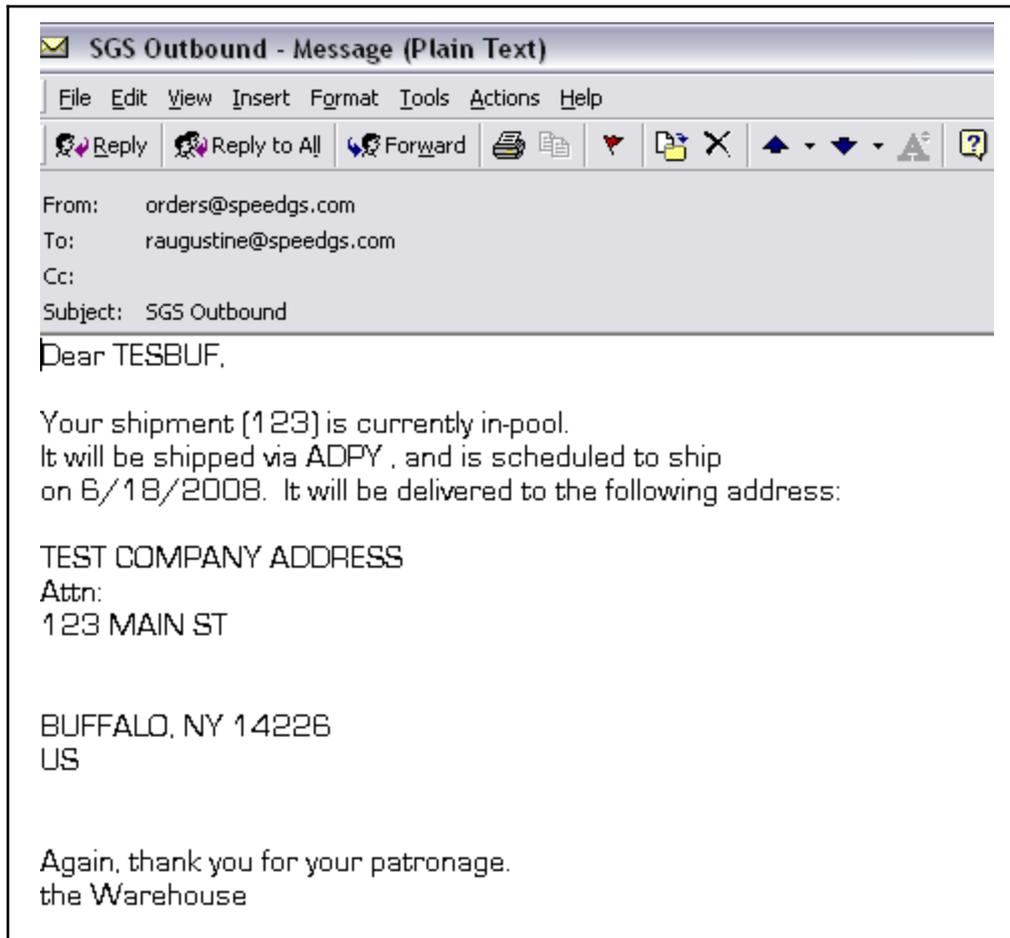
▼ Warehouse Tools

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The Data was Successfully Inserted.

This message displays when an order has been successfully transmitted

If you have additional orders, select ORDER Entry and begin again



An auto email alert will be sent within 30 minutes of entry during normal business hours, confirming your order has been received.

After hour orders will be confirmed on the following business day.

If you do not receive a confirmation email, please contact our Client Relations Department at [service@speedgs.com](mailto:service@speedgs.com) or 716-447-0522 x290