



Surface Visibility Essentials

DMT-102

Drop Shipments

Drop shipments should be checked in and closed out on the SV IMD using the Appointment ID found on the 8125. It is important to complete the entire drop shipment arrival process so the data that is collected can be transferred to FAST and PostalOne! and associated to the proper appointment and Mailer.

Arrive Scheduled Drop Shipment

From the DMT Main Menu:

1. Select Arrivals.
Users can select the appointment from the Scheduled Arrivals screen as well.
2. Select Drop Ship Management.
3. Manually enter an Appointment ID or scan a 99M Mailer Placard bar code.
4. Select Search.
The appointment data will be populated on the screen.
5. Select Arrive.
A message box will appear to confirm the Arrival Time.
6. Select Yes.
The IMD will prompt the user to create a 99Z Temporary Trailer bar code.



The screenshot shows the 'Drop Shipment Search' window. The 'Search By' section has 'Appt ID' selected. The search field contains '103817130'. The search button is highlighted with a red star and the number 4. Below the search field, the following information is displayed: Appointment ID: 103817130, Shipper: HARTE-HANKS, Scheduled Arrival: 02/18 15:30, Arrival: (blank), Dock Assign: (blank), Unload Start: (blank), Unload End: (blank), Status: (blank). The 'Arrive' button is highlighted with a red star and the number 5. At the bottom, there are buttons for 'Appt Irreg', 'Unsched', and 'Menu'.

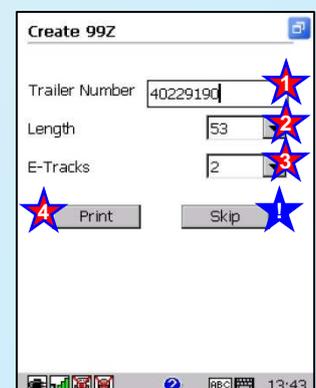


The screenshot shows a dialog box titled 'Appointment Arrived'. It contains a question mark icon and the text: 'Do you want to record the arrival time of Appointment #103817130 now?'. The 'Yes' button is highlighted with a red star and the number 6. At the bottom, there are buttons for 'Appt Irreg', 'Unsched', and 'Menu'.

99Z Temporary Trailer Bar Code

If a permanent Trailer bar code is not available, a unique 99Z Temporary Trailer bar code should be used for each drop shipment appointment.

1. Enter the Trailer Number.
2. Enter the trailer Length.
3. Enter the trailer E-Tracks.
4. Select Print.



The screenshot shows the 'Create 99Z' window. The 'Trailer Number' field contains '40229190', the 'Length' field contains '53', and the 'E-Tracks' field contains '2'. The 'Print' button is highlighted with a red star and the number 4. The 'Skip' button is also highlighted with a red star and the number 4. At the bottom, there are buttons for 'Appt Irreg', 'Unsched', and 'Menu'.

 **Note:** If 99Z Temporary Trailer bar code has already been printed, select Skip.



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★ **Note:** An **Unscheduled Drop Shipment** should only be created if a drop shipment cannot be arrived by an Appointment ID because it is unknown and unavailable on the 8125. Scheduled drop shipments must be arrived using the correct Appointment ID.

★ *Unscheduled Drop Shipments*

From the Arrivals Menu:

1. Select Drop Ship Management.
2. Select the Unshed button.
3. Select the Arrival date and time.
4. Enter the Scheduler ID.

★ **Note:** A valid Scheduler ID must be entered in order to create a drop shipment appointment that will properly transfer to FAST and associate to the correct Mailer.

If the driver does not know the Scheduler ID, they should be instructed to contact their dispatcher in order to obtain it. For first-time mailers without a Scheduler ID, enter a single "0" (zero) in the Scheduler ID field.

5. Select Save.
A message box will appear to confirm the save.
6. Select OK.
An Appointment ID will be generated and the user will be navigated back to the Drop Shipment Search screen.
7. Select Arrive.

The screenshot shows the 'Drop Shipment Search' window. The 'Search By' section has 'Appt ID' selected. The search field contains '103817130'. Below the search field are fields for Appointment ID, Shipper, Scheduled Arrival, Arrival, Dock Assign, Unload Start, Unload End, and Status. At the bottom, there are buttons for 'Arrive' and 'Details', and a menu bar with 'Appt Irreg', 'Unshed', and 'Menu'.

The screenshot shows the 'Unscheduled Trip' window. It has fields for Origin, Dest, Service Type (set to 'Drop Shipment'), Arr (3/6/2008), Route (100), Trip (DROF), and Scheduler ID (1234). There is an 'Edit' button for comments and 'Save' and 'Cancel' buttons at the bottom. Red stars with numbers 3, 4, and 5 are placed over the Arr, Scheduler ID, and Save buttons respectively.

The screenshot shows the 'Drop Shipment Search' window with search results. The search field still contains '103817130'. The results show Appointment ID: 103817130, Shipper: HARTE-HANKS, and Scheduled Arrival: 02/18 15:30. The 'Arrive' button is highlighted with a red star.



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Dock Assign

After capturing and confirming the Arrival Time for the drop shipment, the user will be directed to the Dock Assign screen:

1. Scan the Trailer bar code.
2. Scan a Dock Door bar code or select a dock door from the drop-down menu.

The Dock Assign button will be enabled.

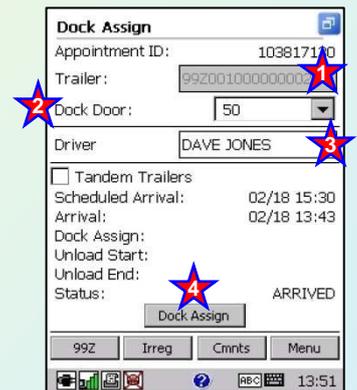
3. Manually enter the driver's name.

The driver name is not required, but can be entered at this time.

4. Select the Dock Assign button.

A message box will appear to confirm the Dock Assign time.

5. Select Yes.



Pallet Unload

1. If pallets are labeled with 99M Mailer Placard bar codes, scan each bar code as the pallet is unloaded from the trailer.
2. Select Unload Start if 99M Placards are not available.

The Unload Start button will be disabled.

 **Note:** The Unload Start time will be recorded as the earliest time of either the first Unload scan or when the Unload Start button was selected.

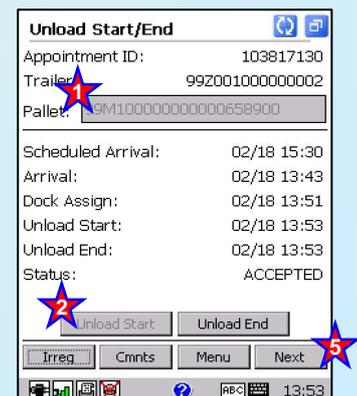
3. Complete all Unload scans or select the Unload End button after all pallets have been unloaded.

A message box will appear to confirm the Unload End time.

4. Select Yes.

5. Select Next to proceed to the Drop Shipment Summary screen.

 **Note:** If Unload scans were performed, selecting the Unload End button is not required as the Unload End time will be automatically populated.





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Note: A "Container Needs to be Resolved" message box will appear when 99M Mailer Placards are Unload scanned before the trailer has been associated to an appointment. A trailer arrive is required to associate the trailer to the appointment. Scans will not be lost as long as the trailer arrive is performed.

Appointment Irregularities

If there are appointment-level irregularities to report:

1. Select the Irreg button.
The Irregularity Reporting screen will display.
2. Select each applicable appointment irregularity for the drop shipment and select Save.

Appointment Closeout

Appointment ID: 777700005
 Unload Start: 02/20 14:35
 Unload End: 02/20 15:49
 Status: ACCEPTED

Appt Sts	Mil Cts	Ctr Cnt	HU Cnt
Accepted Containers		1	
Rejected Containers		0	
Unresolved		6	

% Bed Load 0 % Load 0

Buttons: Ctr Sts, Add Ctr, Ctr Irreg, Save, Back, Irreg, Menu, Close

Irregularity Reporting

General | Trailer/Vehicle | Contents

Past In Home Date
 Past In Home End Date
 Dead On Arrival
 No Paperwork w/ Shipment
 Incorrect Facility
 Incorrect Appt Type
 Mailings Not Separated By 8125
 Multiple Appts Associated to Load
 Other

Buttons: Save, Reject, Cancel

Note: If the drop shipment arrives with multiple appointment numbers for the same shipment, it should be recorded on the Multi Appt tab of the Irregularity Reporting screen, which can be accessed by clicking on the right arrow.

Container Irregularity

1. If there are any container-level irregularities to report, select Ctr Irreg.
The Container Irregularity Reporting screen will appear. Enter the 99M Mailer Placard bar code and report the container irregularities and select Save.
2. If any containers or pallets need to be rejected, select Ctr Sts.
The Container Status screen will appear listing all containers that have been scanned or added to the drop shipment. Select containers to reject as necessary.

Appointment Closeout

Appointment ID: 777700005
 Unload Start: 02/20 14:35
 Unload End: 02/20 15:49
 Status: ACCEPTED

Appt Sts	Mil Cts	Ctr Cnt	HU Cnt
Accepted Containers		1	
Rejected Containers		0	
Unresolved		6	

% Bed Load 0 % Load 0

Buttons: Ctr Sts, Add Ctr, Ctr Irreg, Save, Back, Irreg, Menu, Close

Container Irregularity Reporting

Ctr 99M1234567777777024 Add

Placard ID Scan Time

Dead on Arrival Past in Home Dtrn
 Ovrwght Pallet Past In Home End
 Improper Load Pallet Too Tall
 Broken Pallet Wet Mail
 Unscannable

Buttons: Clear, Save, Cancel, Comments



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Report Drop Shipment Contents

Mailers are required to provide details about what they expect to deliver when they create drop shipment appointments. When the shipment arrives at a USPS facility, users should report what was actually received. It is important to record accurate information so that actual versus expected appointment content can be reconciled.

From the Drop Shipment Summary screen:

1. Select the Appt Sts tab to edit the % Bed Load and % Load.

2. Select the MI Cls tab to specify the mail classes.

3. Select the Ctr Cnt tab to adjust container counts, if necessary.

This tab will be pre-populated with the values the Mailer entered when creating the appointment.

5. Select the HU Cnt tab to adjust bed loaded handling unit counts, if necessary.

This tab is used to report any items, other than pallets, that were received. It is also pre-populated with the values the Mailer entered when creating the appointment. Up to four-digit entries are allowed.

6. Select Save.

A message box will appear to confirm that the information has been saved.

7. Select OK

Appt Sts	MI Cls	Ctr Cnt	HU Cnt
Accepted Containers		12	
Rejected Containers		0	
Unresolved		0	
% Bed Load		0	% Load 50

Appt Sts	MI Cls	Ctr Cnt	HU Cnt
Containers w/ Trays			345
Containers w/ Sacks			0
Containers w/ Parcels			0
Containers w/ Bundles			0



Note: Information recorded on the Ctr Cnt and HU Cnt tabs will be sent back to FAST; therefore, it is very important to record accurate information.



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Close Drop Shipment

After the actual contents of the drop shipment have been reported, the Drop Shipment can be closed:



Note: No changes can be made to an appointment after it is closed.

1. Select Close.

A message box will appear to confirm the Close.

2. Select Yes.

The appointment has been closed and the container count and irregularities will be sent to FAST along with the Arrival, Unload Start and Unload End times. Only the Arrival, Unload Start, and Unload End times will populate in TIMES.



Scan the 8125

The Advanced Shipment Notification (ASN) bar code on the 8125 must also be scanned, in a process outside the Drop Ship Management functions. This customer service scan can be performed using the SV IMD. From the DMT Menu:

1. Select Scanner Main Menu.
2. Select Other Scanning.
3. Select Cust Service.
4. Scan the bar code on the 8125.

A message box will appear to confirm that the shipment is complete.

5. Select Yes or No, as appropriate.

The scanned bar code will populate in the data grid.

6. Select Transmit.



Note: There is no need to transmit between each 8125 bar code scan. To scan additional bar codes before transmitting, repeat steps 4-5.

