

Prepare Open Batch for Shipping (Manifest Consolidation)

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Pathway: *Operations > Manifest Processing > Manifest Consolidation*

Manifest Consolidation is the process of combining waste material into one manifest for transfer to a location where it will be destroyed. This article details the process users should follow to prepare open batches for shipping.

Prepare For Shipping

When a user has identified a truck is full and ready to ship, the status of the open batch must be updated to 'Ready to Ship.' A 'Ready to Ship' status stops the system from assigning additional items to the batch and creates a transfer work order.

The screenshot displays the 'MANIFEST CONSOLIDATION' interface. At the top, there are filters for SOURCE (All), DESTINATION (All), and STATUS (Open), along with a 'LOAD' button and a search field. Below the filters is a table with columns: BATCH ID, SHIP DATE, STATUS, SOURCE, TRANSPORTER, DESTINATION, NOTE, COUNT, WEIGHT LBS, and TRANSFER WO #. Two rows are visible: 1015 (Open, QA waste Processing, Stericycle, 0, 0.00) and 1016 (Open, QA waste Processing, Stericycle, 2, 54.00). A right-click context menu is open over row 1016, showing 'Edit Batch' and 'Print Shipping Report'. A red arrow points from 'Edit Batch' to a 'MANIFEST CONSOLIDATION BATCH' editor popup. The popup contains fields for SOURCE (QA waste Processing), STATUS (Open), TRANSPORTER (empty), DESTINATION (Stericycle), SHIP DATE (calendar icon), and a NOTE field. A 'SAVE' button is at the bottom.

Step 1. Edit Open Batch

1. Select 'Open' from the **Status** filter to search for the Open batch. Apply additional filters as needed to limit what batches are returned. Then select **Load**.
2. Right-click on the batch you would like to prepare for shipping and select **Edit Batch**. The *Manifest Consolidation Batch* popup editor will display.
3. Enter a **Source**, **Transporter**, **Destination** and **Ship Date** into the batch editor and select **Save**. This will close the Manifest Consolidation Batch editor.

Step 2. Mark Ready to Ship

1. After *Edit Batch* is complete, right click on the batch again and select '**Mark Ready to Ship**.' Upon selection the batch will be updated and a transfer work order created.

Step 3. Print Documents for Driver

1. Update the Manifest Consolidation screen's **Status** filter to 'Ready to Ship.'

2. Right-click on the batch that is now in a "Ready to Ship" status and print the following documents for the driver:

- Print Manifest
 - Print Shipping Report
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Workflow Next Step

[Shipment Receipt and Processing](#)
