Prepare Open Batch for Shipping (Manifest Consolidation)
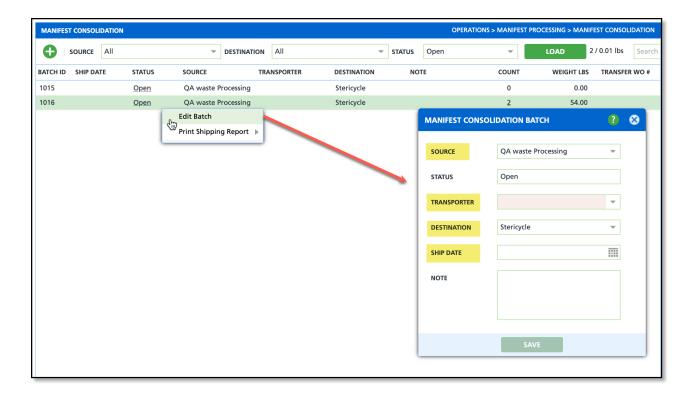
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Pathway: *Operations > Manifest Processing > Manifest Consolidation*

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.

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

Workflow Next Step

[Shipment Receipt and Processing](#)