

Planning Process for Warehouse Miami Next Day Delivery

Step 1: Check which orders were left pending from the day before for rescheduling. Verify with sales reps and inquire with drivers.

Step 2: Open Logistics Dashboard and LTL Delivery Tab. Company Files/Logistics/Logistics Dashboard.

LTL Deliveries

Full Loads

PickUp

To Do

Returns

Transfers

Direct Ship

Capacities

Today is1/10/2024

Next Biz Day1/11/2024

LTL Delivery Orders

(Less than Truckload)

When

Future

Late

Next Biz Day

Today

Shipping

Deliver Before 1...

Delivery Before ...

(blank)

Boom Savannah

Deliver 8-10 AM

Branch

Miami

Savannah

Warehouse

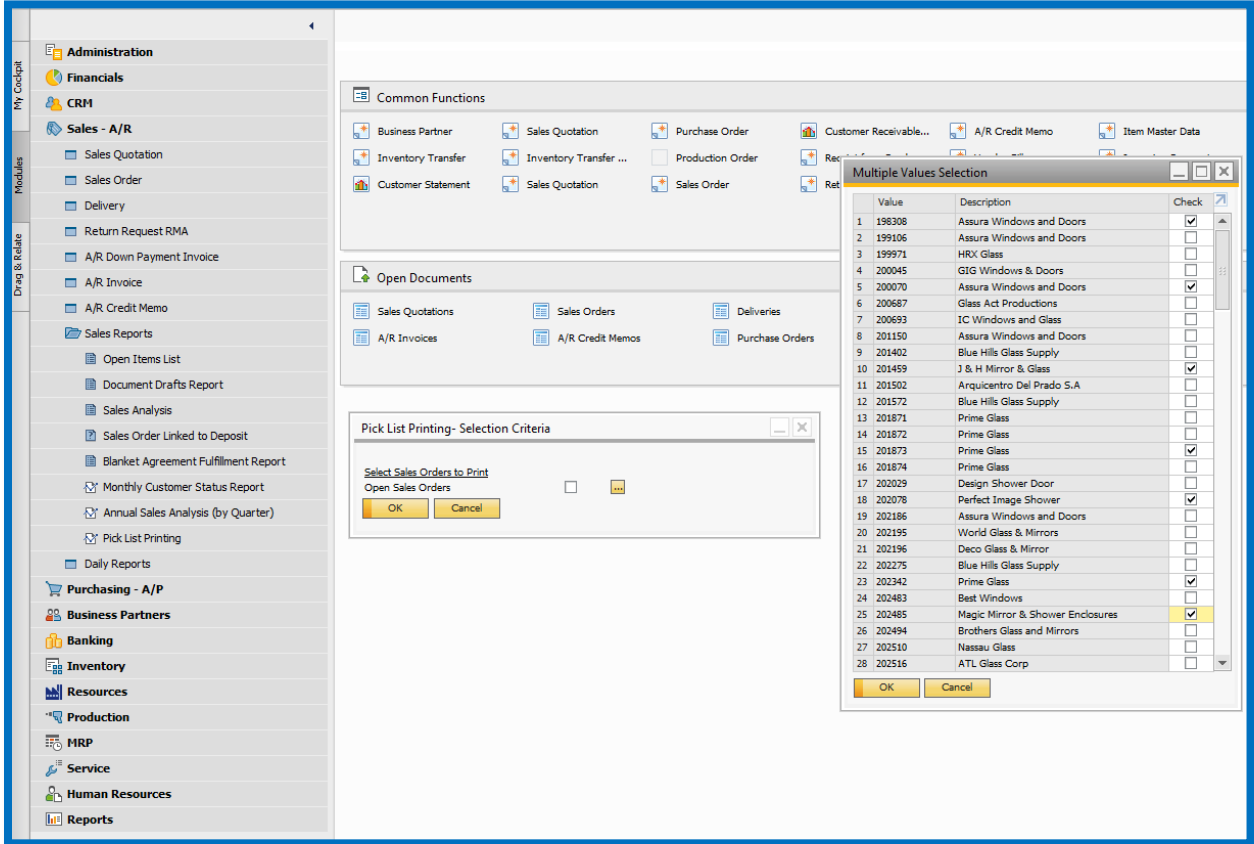
Miami

Savannah

Deliver	SO#	SO	Related Docs	Customer	Warehouse	Status	SalesRep	Shipping	Contents	Packing	Hours
1/11/24	202510	202510		Nassau Glass	Miami	Check To Do	Daniela Duque		[Glass] [Hardware] [Split/Str	Wood	9:00 AM to 4:00 PM
1/11/24	203564	203564		Artistic Glass & Mirror of Miami	Miami	In Stock	Alejandro Soto			Case	10:00 AM to 4:30 PM
1/11/24	204074	204074		Glass Design of Miami	Miami	In Stock	Alejandro Soto		[Glass]	Case	8:00 AM to 3:30 PM
1/11/24	204104	204104		Dolphin Glass Specialists Miami	Miami	In Stock	Alejandro Soto		[Glass]	Case	7:00 AM to 3:00 PM
1/11/24	204514	204514		Wendy's Glass & Window Miami	Miami	In Stock	Fabiana Zulli		[Glass]	Loose	to
1/11/24	204657	204657		AJJ Glass Work	Miami	In Stock	Alejandro Soto	Delivery Before 8 AM	[Glass]	Case	6:30 AM to 3:30 PM
1/11/24	204708	204708		Naples Glass & Mirror	Miami	In Stock	Fabiana Zulli		[Glass]	Case	to
1/11/24	204713	204713		Wendy's Glass & Window Miami	Miami	In Stock	Fabiana Zulli		[Glass]	Loose	to
1/11/24	204728	204728		Sun Shower Styles	Miami	Check To Do	Valentina Restrepo		[Glass] [Split/Strip]	Loose	to
1/11/24	204730	204730		Heritage Carpet & Tile	Miami	In Stock	Valentina Restrepo		[Hardware]	Loose	to
1/11/24	204736	204736		Gulf Bay Glass	Miami	In Stock	Fabiana Zulli		[Doors]	Loose	to
1/11/24	204749	204749		The Glass Company of Na Miami	Miami	In Stock	Fabiana Zulli		[Glass]	Loose	to
1/11/24	204756	204756		The Mirror Man of Naples Miami	Miami	In Stock	Fabiana Zulli		[Glass] [Hardware]	Loose	to
1/11/24	204759	204759		Top Quality Glass and Mir Miami	Miami	In Stock	Valentina Restrepo		[Hardware]	Loose	to
1/11/24	204770	204770		Custom Glass Designs	Miami	In Stock	Valentina Restrepo		[Glass]	Loose	7:30 AM to 4:00 PM
1/11/24	204776	204776		The Glass Professionals	Miami	In Stock	Valentina Restrepo	Deliver Before 12pm	[Glass]	Case	8:00 AM to 2:00 PM
1/11/24	204778	204778		Builders Glass of Bonita	Miami	Check To Do	Fabiana Zulli		[Glass] [Hardware] [Split/Str	Case	to
1/11/24	204794	204794		M & M Mirror & Glass Inc Miami	Miami	In Stock	Valentina Restrepo		[Glass] [Doors]	Loose	to
1/11/24	204818	204818		APT Construction Service Miami	Miami	In Stock	Alejandro Soto			Loose	9:00 AM to 5:00 PM
1/11/24	204819	204819		APT Construction Service Miami	Miami	In Stock	Alejandro Soto			Loose	9:00 AM to 5:00 PM

1. Filter Warehouse (Miami)
2. Filter Next Business Day
3. Print List

Step 3: Print Pick Lists from LTL List

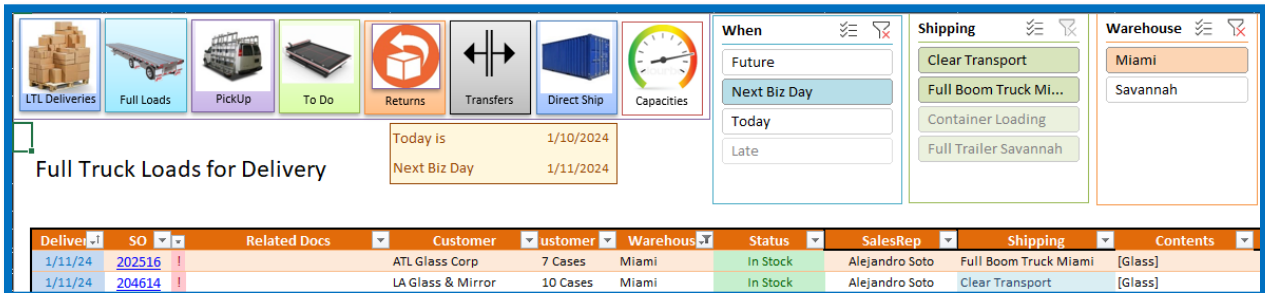


The screenshot shows the SAP Sales A/R interface. On the left is a navigation menu with categories like Administration, Financials, CRM, Sales - A/R, Purchasing - A/P, Business Partners, Banking, Inventory, Resources, Production, MRP, Service, Human Resources, and Reports. The 'Sales - A/R' menu is expanded, showing options like Sales Quotation, Sales Order, Delivery, Return Request RMA, A/R Down Payment Invoice, A/R Invoice, A/R Credit Memo, Sales Reports, Open Items List, Document Drafts Report, Sales Analysis, Sales Order Linked to Deposit, Blanket Agreement Fulfillment Report, Monthly Customer Status Report, Annual Sales Analysis (by Quarter), and Pick List Printing. The 'Pick List Printing' option is selected. In the center, the 'Pick List Printing- Selection Criteria' dialog is open, showing 'Select Sales Orders to Print' and 'Open Sales Orders' with checkboxes and buttons for OK and Cancel. On the right, the 'Multiple Values Selection' table is displayed, listing various items with their values, descriptions, and checkboxes for selection.

Value	Description	Check
1 198308	Assura Windows and Doors	<input checked="" type="checkbox"/>
2 199106	Assura Windows and Doors	<input type="checkbox"/>
3 199971	HRX Glass	<input type="checkbox"/>
4 200045	GIG Windows & Doors	<input type="checkbox"/>
5 200070	Assura Windows and Doors	<input checked="" type="checkbox"/>
6 200687	Glass Act Productions	<input type="checkbox"/>
7 200693	IC Windows and Glass	<input type="checkbox"/>
8 201150	Assura Windows and Doors	<input type="checkbox"/>
9 201402	Blue Hills Glass Supply	<input type="checkbox"/>
10 201459	J & H Mirror & Glass	<input checked="" type="checkbox"/>
11 201502	Arquicentro Del Prado S.A	<input type="checkbox"/>
12 201572	Blue Hills Glass Supply	<input type="checkbox"/>
13 201871	Prime Glass	<input type="checkbox"/>
14 201872	Prime Glass	<input type="checkbox"/>
15 201873	Prime Glass	<input checked="" type="checkbox"/>
16 201874	Prime Glass	<input type="checkbox"/>
17 202029	Design Shower Door	<input type="checkbox"/>
18 202078	Perfect Image Shower	<input checked="" type="checkbox"/>
19 202186	Assura Windows and Doors	<input type="checkbox"/>
20 202195	World Glass & Mirrors	<input type="checkbox"/>
21 202196	Deco Glass & Mirror	<input type="checkbox"/>
22 202275	Blue Hills Glass Supply	<input type="checkbox"/>
23 202342	Prime Glass	<input checked="" type="checkbox"/>
24 202483	Best Windows	<input type="checkbox"/>
25 202485	Magic Mirror & Shower Enclosures	<input checked="" type="checkbox"/>
26 202494	Brothers Glass and Mirrors	<input type="checkbox"/>
27 202510	Nassau Glass	<input type="checkbox"/>
28 202516	ATL Glass Corp	<input type="checkbox"/>

1. SAP in Sales A/R > Sales Reports > Pick List Printing
2. Select each check box needed
3. Click Ok
4. Match printed pick lists with the LT documents list
5. Print Pick List in Landscape mode

Step 4: Open Full Loads Tab






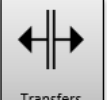




The screenshot shows the SAP Full Loads interface. At the top, there are icons for LTL Deliveries, Full Loads, PickUp, To Do, Returns, Transfers, Direct Ship, and Capacities. Below these icons, the 'Full Truck Loads for Delivery' section is displayed, showing 'Today is 1/10/2024' and 'Next Biz Day 1/11/2024'. To the right, there are tabs for 'When' (Future, Next Biz Day, Today, Late), 'Shipping' (Clear Transport, Full Boom Truck Mi..., Container Loading, Full Trailer Savannah), and 'Warehouse' (Miami, Savannah). At the bottom, a table lists delivery details.

Deliver	SO	Related Docs	Customer	Customer	Warehouse	Status	SalesRep	Shipping	Contents
1/11/24	202516	I	ATL Glass Corp	7 Cases	Miami	In Stock	Alejandro Soto	Full Boom Truck Miami	[Glass]
1/11/24	204614	I	LA Glass & Mirror	10 Cases	Miami	In Stock	Alejandro Soto	Clear Transport	[Glass]

1. Filter Warehouse Miami
2. Print Pick Lists in SAP

Step 5: Check List to see RMAs, Pos for picking and add into route.

 LTL Deliveries
  Full Loads
  PickUp
  To Do
  Returns
  Transfers
  Direct Ship
  Capacities

Open Returns

Today is 1/10/2024
 Next Biz Day 1/11/2024

Pickup Date
 Late
 Next Biz Day
 Today

Warehouse
 Miami
 Savannah

RMA	Pickup	CardCod	Customer	Item	Item Details3	OpenQty	UOM
2131	1/11/2024	C0423	A-Rite Glass	BA-5000905	Spear Point Drill Bit 3/16"	200	Unit
2131	1/11/2024	C0423	A-Rite Glass	BA-5000906	Spear Point Drill Bit 1/4"	200	Unit
2132	1/11/2024	C0134	J & Y Glass Services	O-6C84130	1/4" (6mm) Clear Glass 84" x 130"	20	Lites

Step 6: Group Picklists Geographically/Territory

1. Miami- Dade
2. Broward
3. Palm Beach
4. SouthWest Coast
5. NorthWest Coast
6. Central Florida

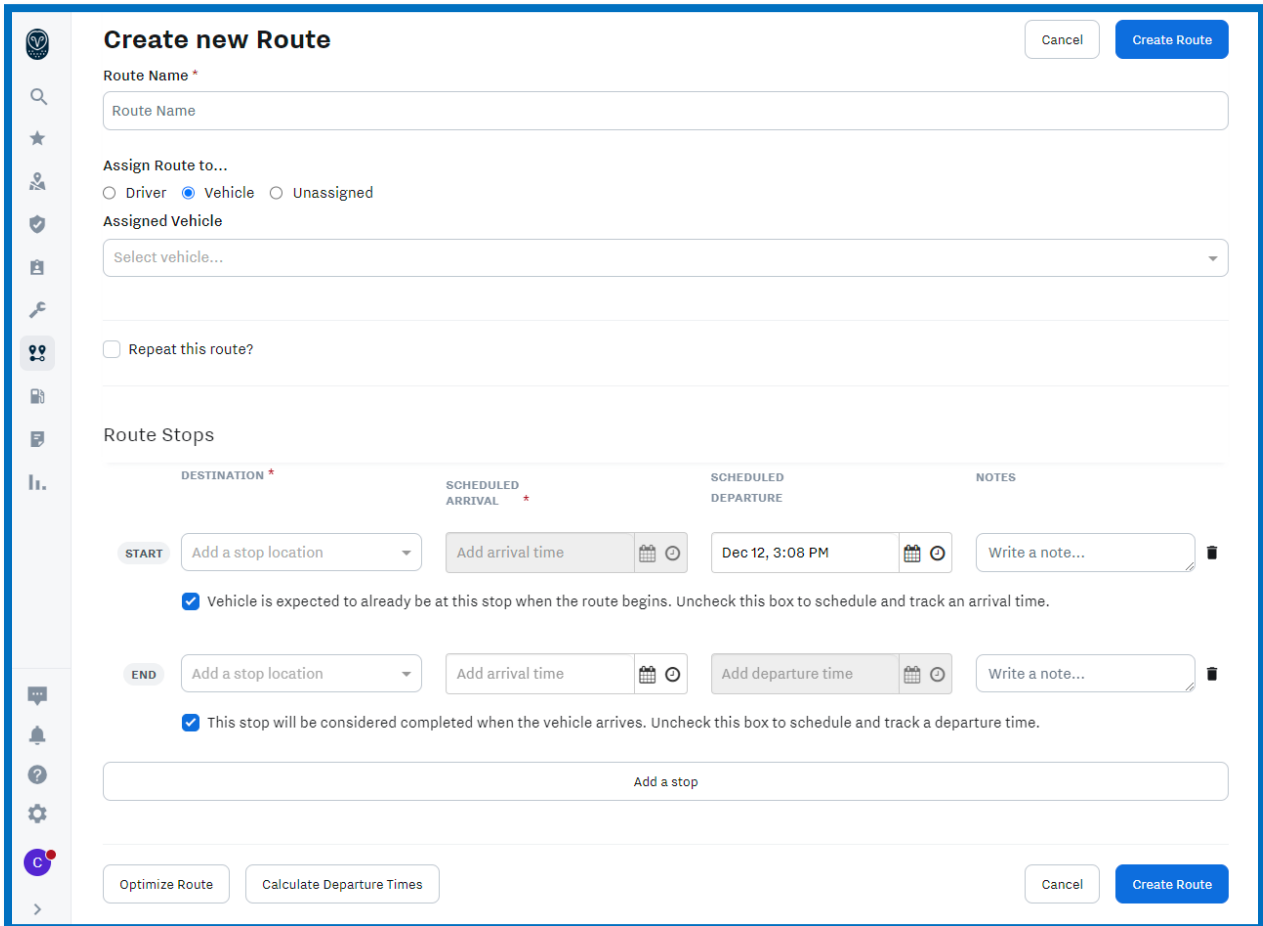
Step 7: Check Driver Day Off and Vacations

Step 8: Check Truck Availability

Step 9: Start Planning Process:

1. Begin with largest routes
2. Limit number of cases
3. Organize by small to large lites
4. Optimize Route using Samsara

Step 10: Create a new route in Samsara for the next business day, using the driver's name and selecting the truck to use. The start and end addresses are both Interglass Miami.



Create new Route Cancel Create Route

Route Name *

Route Name

Assign Route to...

☐ Driver ☒ Vehicle ☐ Unassigned

Assigned Vehicle

Select vehicle...

☐ Repeat this route?

Route Stops

	DESTINATION *	SCHEDULED ARRIVAL *	SCHEDULED DEPARTURE	NOTES
START	Add a stop location	Add arrival time	Dec 12, 3:08 PM	Write a note...
	<input checked="" type="checkbox"/> Vehicle is expected to already be at this stop when the route begins. Uncheck this box to schedule and track an arrival time.			
END	Add a stop location	Add arrival time	Add departure time	Write a note...
	<input checked="" type="checkbox"/> This stop will be considered completed when the vehicle arrives. Uncheck this box to schedule and track a departure time.			
	Add a stop			

Optimize Route Calculate Departure Times Cancel Create Route

1. Click on Create new route
2. Route name is the assigned drivers name
3. Assign route to... vehicle and select vehicle/truck #
4. Start and End address is Interglass Miami Branch Location
5. Schedule departure date and time is the next business day and 6:30am, unless is a second route/truck for a driver
6. Add customer name and verify to ship to address
7. When finish click optimize route

Step 11: Add a Logistics Planning Template with the Sales Order number in the order of deliveries.

Logistics Delivery Planning Template

	Truck	Trailer	Driver	Clock-In	
	12-Boom/ S-Rack144		Alexander De Roux	6:00 AM	
#	Stops	SO #	Delivery Type	Notes	Slp
1	Oscar's Award Glass and M	203650			Fab
2	Artistic Mirrors of Pinellas	203689			Fab
3	Global Glass Innovations	203801			Fab
4	Tempered Glass Industries	203673			Fab
5					
6					
7					
8					
9					
10					

	Truck	Trailer	Driver	Clock-In	
	14-Boom/ D-Rack		Leonardo Caicedo	6:00 AM	
#	Stops	SO #	Delivery Type	Notes	Slp
1	Manor Mirror Company	203806			Val
2	Glass USA	203749			Val
3	Joe Roth Glass	203780			Val
4	Heritage Carpet & Tile	203797			Val
5	Heritage Carpet & Tile	203823			Val
6	Precision Glass & Mirror	203779			Val
7	Fosters Glass	203845			Val
8	Chauncey's Glass of the Ea	203622			Val
9	Grand Partners Glass Indus	203825			Val
10	Glass Works	203841			cju

	Truck	Trailer	Driver	Clock-In	
	15-Boom Truck		Eriel Soca	6:00 AM	
#	Stops	SO #	Delivery Type	Notes	Slp
1	New Generation Glass and	203784	Full Boom Truck Miami		Ale
2	Interglass Miami	c1500	Pickup		
3	Brothers Glass and Mirrors	202493	Full Boom Truck Miami		Ale
4					
5					
6					
7					
8					
9					
10					

Delivery Date: Monday, December 11, 2023

	Truck	Trailer	Driver	Clock-In	
	06-Boom/ S-Rack130		David Patino	6:00 AM	
#	Stops	SO #	Delivery Type	Notes	Slp
1	Display Miami	203586			Ale
2	JE Services	203804			Val
3	Max Glass & Mirrors	203809			Val
4	ICU Mirror & Glass	203775	Deliver Before 12pm		Val
5	J & Y Glass Services	203708	Full Boom Truck Miami		Fab
6					
7					
8					
9					
10					

	Truck	Trailer	Driver	Clock-In	
	17-Boom S-Rack		Javier Paez	6:00 AM	
#	Stops	SO #	Delivery Type	Notes	Slp
1	StudioGlass Miami	203742			Val
2	Tactical Glass	203813			Ale
3	Glass Suppliers & Installers	203212			Fab
4	HDN Glass	203821			Ale
5	Edge Glass and Mirrors	203824			Ale
6	Green America Glass and N	203802			Ale
7					
8					
9					
10					

	Truck	Trailer	Driver	Clock-In	
	13-Boom/ D-Rack		Javier Paez	12:00 PM	
#	Stops	SO #	Delivery Type	Notes	Slp
1	Closet Factory	203750			Ale
2	Elegant Shower and Glass	203790			Ale
3	World Glass & Mirrors	202194			Ale
4					
5					
6					
7					
8					
9					
10					

1. To return to the warehouse to load a second route add code: C1500.
2. To pick up an RMA add customer code, example: C0264.
3. To pick up a PO add vendor code, example: V027.
4. Click button Export to PDF
5. Send PDF to miami@interglassusa.com, Logistics manager and Drivers WhatsApp group.