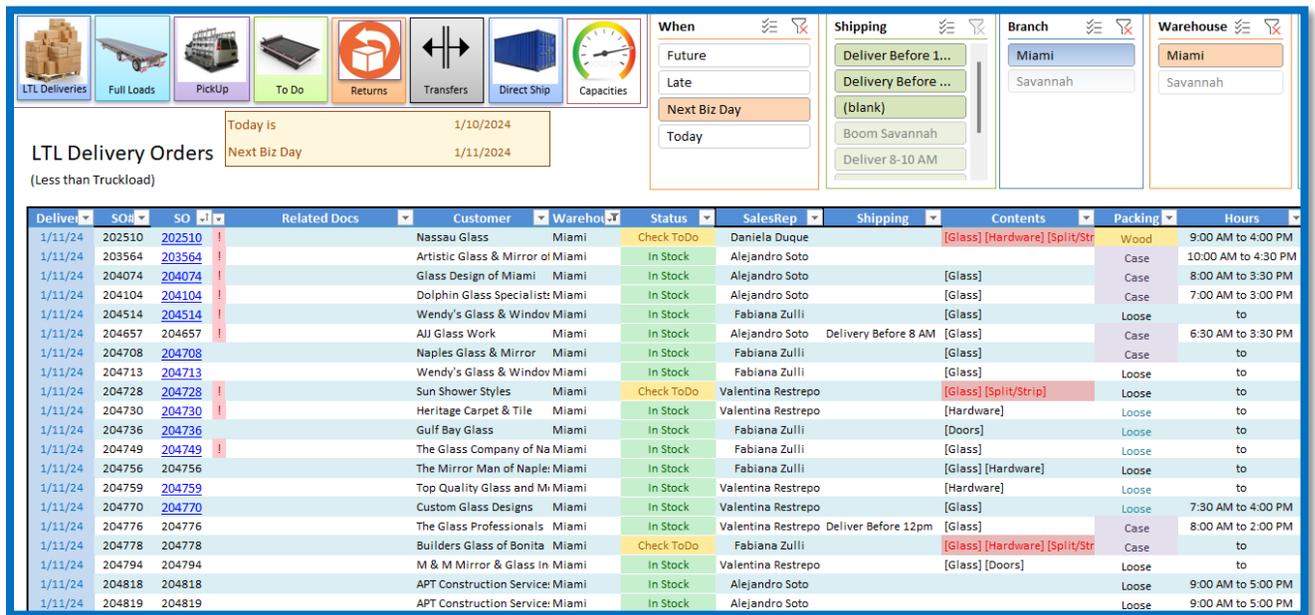


Planning Process for Warehouse Miami Next Day Delivery

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

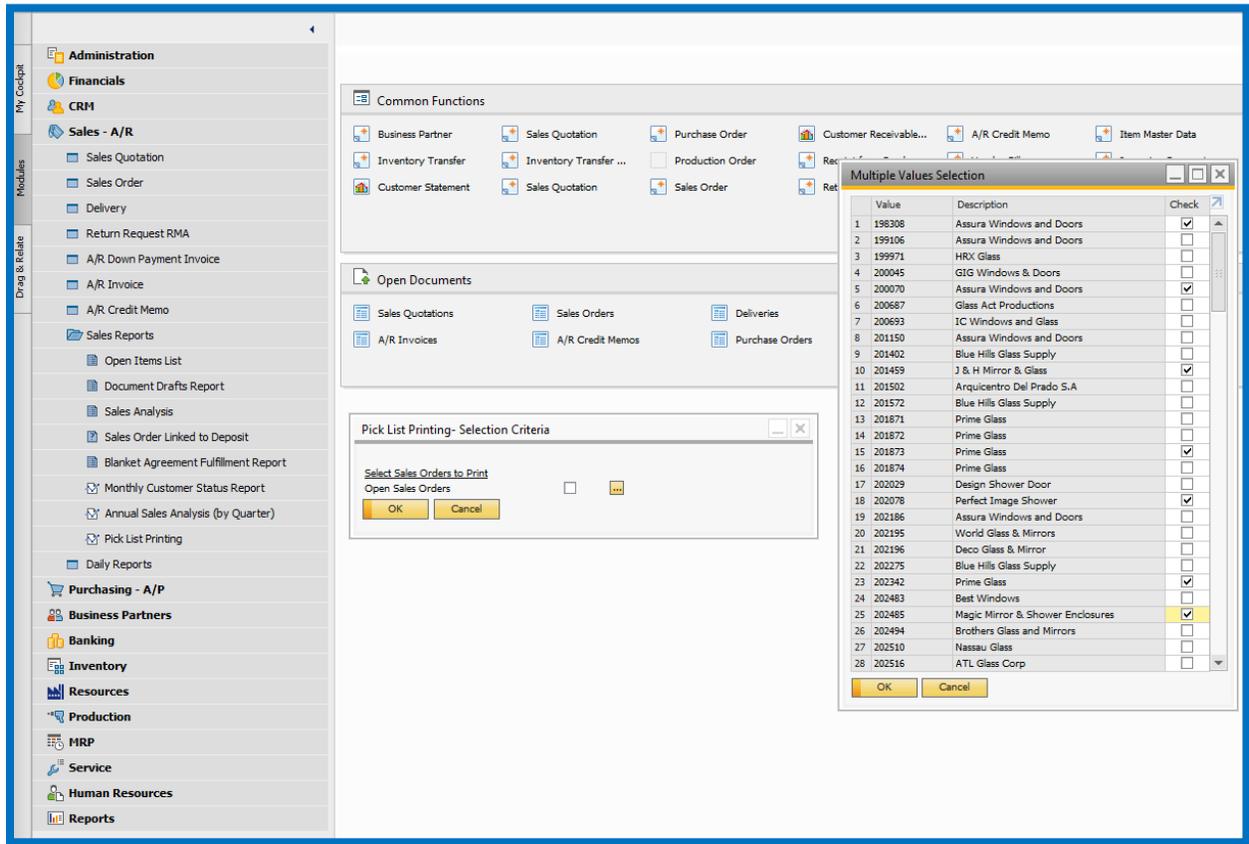
Step 2: Open Logistics Dashboard and LTL Delivery Tab. Company Files/Logistics/Logistics Dashboard.



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	In Stock	Alejandro Soto		[Glass]	Case	7:00 AM to 3:00 PM
1/11/24	204514	204514		Wendy's Glass & Window	Miami	In Stock	Fabiana Zulli		[Glass]	Loose	to
1/11/24	204657	204657		AJ 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	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	In Stock	Fabiana Zulli		[Glass]	Loose	to
1/11/24	204756	204756		The Mirror Man of Naple	Miami	In Stock	Fabiana Zulli		[Glass] [Hardware]	Loose	to
1/11/24	204759	204759		Top Quality Glass and M	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 In	Miami	In Stock	Valentina Restrepo		[Glass] [Doors]	Loose	to
1/11/24	204818	204818		APT Construction Service	Miami	In Stock	Alejandro Soto			Loose	9:00 AM to 5:00 PM
1/11/24	204819	204819		APT Construction Service	Miami	In Stock	Alejandro Soto			Loose	9:00 AM to 5:00 PM

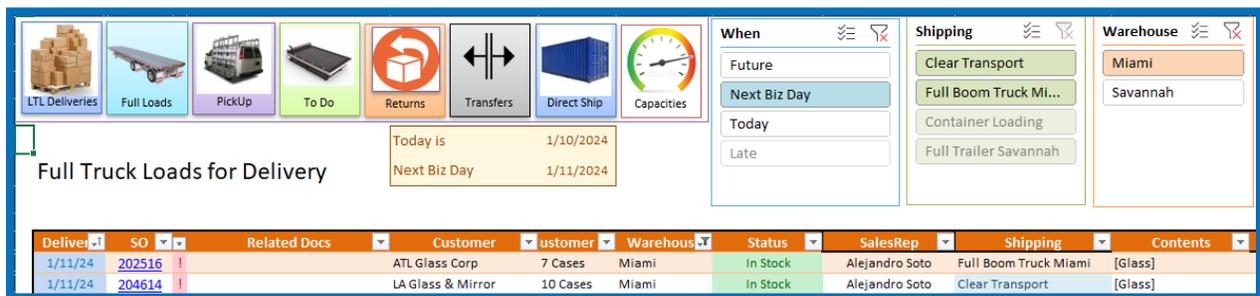
1. Filter Warehouse (Miami)
2. Filter Next Business Day
3. Print List

Step 3: Print Pick Lists from LTL List



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



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

Pickup Date ☰ ✕

Warehouse ☰ ✕

Open Returns

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

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

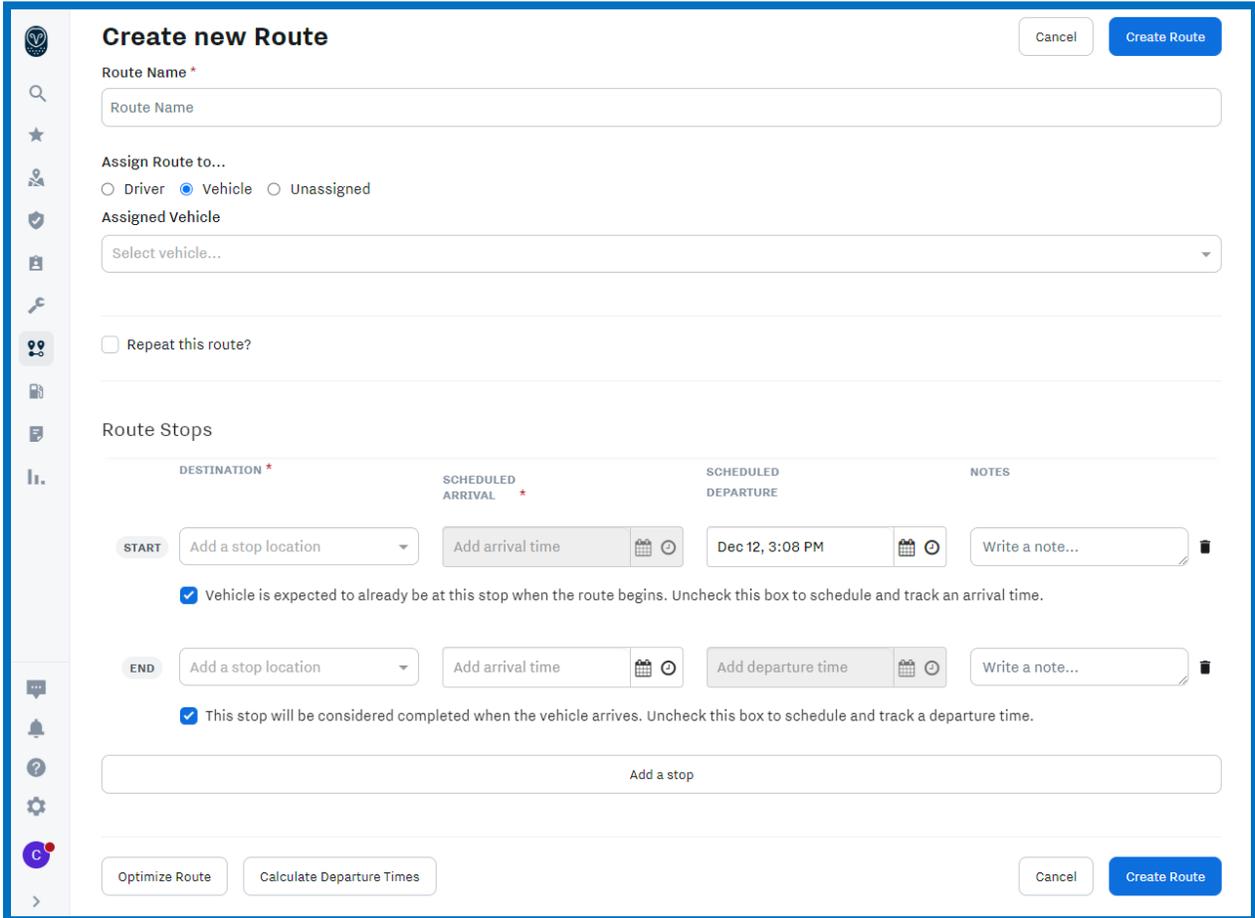
Step 7: Check Driver Day Off and Vacations

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						Delivery Date: Monday, December 11, 2023					
Truck		Trailer		Driver		Clock-In					
12-Boom/ S-Rack144				Alexander De Roux		6:00 AM					
#	Stops	SO #	Delivery Type	Notes	Slp	#	Stops	SO #	Delivery Type	Notes	Slp
1	Oscar's Award Glass and M	203650			Fab	1	Display Miami	203586			Ale
2	Artistic Mirrors of Pinellas	203689			Fab	2	JE Services	203804			Val
3	Global Glass Innovations	203801			Fab	3	Max Glass & Mirrors	203809			Val
4	Tempered Glass Industries	203673			Fab	4	ICU Mirror & Glass	203775	Deliver Before 12pm		Val
5						5	J & Y Glass Services	203708	Full Boom Truck Miami		Fab
6						6					
7						7					
8						8					
9						9					
10						10					
Truck		Trailer		Driver		Clock-In					
14-Boom/ D-Rack				Leonardo Caicedo		6:00 AM					
#	Stops	SO #	Delivery Type	Notes	Slp	#	Stops	SO #	Delivery Type	Notes	Slp
1	Manor Mirror Company	203806			Val	1	StudioGlass Miami	203742			Val
2	Glass USA	203749			Val	2	Tactical Glass	203813			Ale
3	Joe Roth Glass	203780			Val	3	Glass Suppliers & Installers	203212			Fab
4	Heritage Carpet & Tile	203797			Val	4	HDN Glass	203821			Ale
5	Heritage Carpet & Tile	203823			Val	5	Edge Glass and Mirrors	203824			Ale
6	Precision Glass & Mirror	203779			Val	6	Green America Glass and M	203802			Ale
7	Fosters Glass	203845			Val	7					
8	Chauncey's Glass of the Ea	203622			Val	8					
9	Grand Partners Glass Indus	203825			Val	9					
10	Glass Works	203841			cju	10					
Truck		Trailer		Driver		Clock-In					
15-Boom Truck				Eriel Soca		6:00 AM					
#	Stops	SO #	Delivery Type	Notes	Slp	#	Stops	SO #	Delivery Type	Notes	Slp
1	New Generation Glass and	203784	Full Boom Truck Miami		Ale	1	Closet Factory	203750			Ale
2	Interglass Miami	c1500	Pickup			2	Elegant Shower and Glass	203790			Ale
3	Brothers Glass and Mirrors	202493	Full Boom Truck Miami		Ale	3	World Glass & Mirrors	202194			Ale
4						4					
5						5					
6						6					
7						7					
8						8					
9						9					
10						10					
Truck		Trailer		Driver		Clock-In					
13-Boom/ D-Rack				Javier Paez		12:00 PM					
#	Stops	SO #	Delivery Type	Notes	Slp	#	Stops	SO #	Delivery Type	Notes	Slp
1	Closet Factory	203750			Ale	1	Closet Factory	203750			Ale
2	Elegant Shower and Glass	203790			Ale	2	Elegant Shower and Glass	203790			Ale
3	World Glass & Mirrors	202194			Ale	3	World Glass & Mirrors	202194			Ale
4						4					
5						5					
6						6					
7						7					
8						8					
9						9					
10						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.