

HOW TO MANIFEST IN OMNIPARCEL



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HOW TO MANIFEST

All parcels need to be manifested in OmniParcel for the parcel data to be passed on to the final mile carrier, if this is not done then carriers will not receive the data and parcels are likely to be lost in their network, as they will not be able to update tracking events against that parcel.

For US domestic parcels the manifest should be handed off to the final mile carrier with the freight.

Process

The below link also gives a high-level overview of how to do this.

https://helpdesk.omniparcel.com/knowledge-base/reprint-and-manifest/

You will need to ensure you are on the correct carrier site. You can change this by clicking on the customer name in the top right-hand corner of the OmniParcel screen and selecting 'Switch Site' from the drop down menu. You will be prompted to type in the customer name

Adminstration -	Supply CS, 👤 - William Harley
search to switch	L Profile
	Settings
	≫Switch Site
Total Kg Units	U Logout

 Once you are in the correct customer site, you will want to click on 'Reprint & Manifests' along the top selection bar.

OmniPa	rcel 📌 Create 🗸 Reprint & Mar	nifests Exports - Imp	orts - Bulk Printing -	RTS ▼	Tracking & History	Reports -
Manifest						
Carrier	OMNI - Domestic Express (18)	~				
Destination Port	All (18)	~				
Queued Shipr	nents					



• You will then need to select the carrier you are reprinting for, typically you will have the following options based on the services that are set up (the number in the brackets next to the carrier setup is the number of non-manifested shipments):

SEKO ECOMMERCE

- 'OMNI Domestic Express'
- 'OMNI Domestic Standard'
- 'OMNI eCommerce Standard Tracked'
- 'OMNI eCommerce Express Tracked'

Om	nniPar	cel 😽 Create -	Reprint & Manifests	Exports -	Imports -	Bulk Printing -	RTS ▼	Tracking & History	Reports 🗸	Parcel Point -
Ma	nifest									
	Carrier	OMNI - Domestic Express (18))	~						
D	estination	OMNI - Domestic Express (18)								
	Port	DHL Domestic(0)								
Que	ued Shipn	DHL eCommerce(0)								
	Connote	OMNI - eCommerce Standard	Tracked(0)	tress			Parts	Generated	Picke	d
	938356990350	OMNI - eCommerce Standard	Tracked(0)	IWEN	KSVILLE , PA		1	Today 10:43 AM	1	
	938356990350	5997236072 GAIL MC	ELROY	LAGUNA	NIGUEL , CA		1	Today 09:14 AM	1	

 You then want to select all the parcels you want to manifest and click 'Send Manifest' – this ensures the parcel data is sent to the end mile carrier.

	nipments							
onnote	Destination	Address	Parts	Generated	Picked	Manifest Number	Generated	
383569903505998243994	DEBBY MCFARLAND	SCHWENKSVILLE , PA	1	Today 10:43 AM		no records found		
383569903505997236072	GAIL MCELROY	LAGUNA NIGUEL , CA	1	Today 09:14 AM				
383569903505997222723	CHRISTINA CORBETT	BRUNSWICK , ME	1	Today 09:11 AM				
383569903505997197922	STEPHANIE WOOD	BAKERSFIELD , CA	1	Today 09:08 AM				
383569903505997099950	STEPHANIE BRAYMAN	NEWPORT , MI	1	Today 09:01 AM				
383569903505997073202	MARY ELLEN REESE	SOUTH ABINGTON TOWNSHIP , PA	1	Today 08:56 AM				
383569903505997049580	CHRISTEN CAMPBELL	BENTON , AR	1	Today 08:53 AM				
383569903505996503533	KATLYN SHAND	PEPPER PIKE , OH	1	Today 07:47 AM				
383569903505996488243	ANIKKA ROUNBEHLER	CHERRY HILL , NJ	1	Today 07:45 AM				
383569903505996463363	JACKSON COATES	NORFOLK , VA	1	Today 07:43 AM				
383569903505996345874	JESSICA CRANE	NEW BRITAIN , CT	1	Today 07:29 AM				
383569903505996327290	KENDRA OLSON	SNOHOMISH , WA	1	Today 07:27 AM				
383569903505996313187	LAURA REESE	ANN ARBOR , MI	1	Today 07:25 AM				
383569903505996302488	STACEY BESWICK	LAKEWAY , TX	1	Today 07:23 AM				
383569903505996266100	CLAIRE SCHEILING	DALLAS , TX	1	Today 07:15 AM				
383569903505996261761	STACEY EMMETT	NORTH ANDOVER , MA	1	Today 07:12 AM				
383569903505996254954	SEAN BURDOCK	SACRAMENTO , CA	1	Today 07:11 AM				
383569903505996245297	BRIAN RAHM	ITHACA, NY	1	Today 07:09 AM				



• To reprint historic manifests, along the right-hand side you will see previously manifested shipments. Clicking on the manifest number will prompt your computer to download the file.

Omn	iPar	cel 📬	Create - Reprint & Ma	nifests Exports - Impor	s → Bulk Printing →	RTS -	Tracking & History	Reports -	Parcel Point -	Adminstration	•	Supply CS.
Manife	st										sea	ch to switch sites (admin only)
	Carrier	DHL Domestic	(0)	~								
Dest	nation Port	All (0)		~								
Queue	d Shipm	ients									Recent Manifes	ts
	Connote		Destination	Address	Parts	Generated		Picked			Manifest Number	Generated
											UXU000637	Today 10:49 AM
											UXU000635	Yesterday 04:12 PM
											UXU000632	10-Dec-2020 12:46 PM
											UXU000631	09-Dec-2020 08:05 PM
											UXU000629	08-Dec-2020 07:04 PM
											UXU000628	08-Dec-2020 07:04 PM
											UXU000626	08-Dec-2020 12:47 PM
											UXU000625	08-Dec-2020 12:44 PM
											UXU000623	07-Dec-2020 01:27 PM
											UXU000622	07-Dec-2020 01:26 PM
											UXU000619	04-Dec-2020 11:36 AM
											UXU000618	04-Dec-2020 11:35 AM
											UXU000616	03-Dec-2020 11:50 AM
											UXU000609	27-Nov-2020 03:48 PM
											Latest 14 records I	sted