

SEKO ECOMMERCE

HOW TO
MANIFEST IN OMNIPARCEL



SEKOLOGISTICS.COM

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.

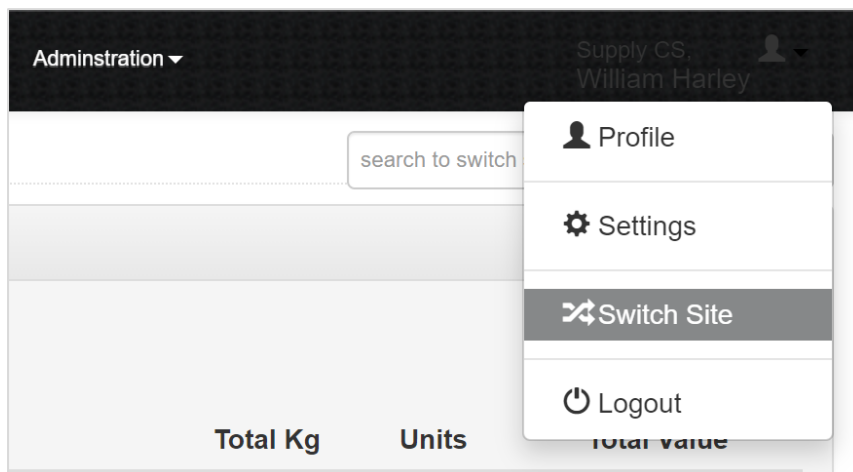
For US domestic parcels the manifest should be handed off to the final mile carrier with the freight.

Process

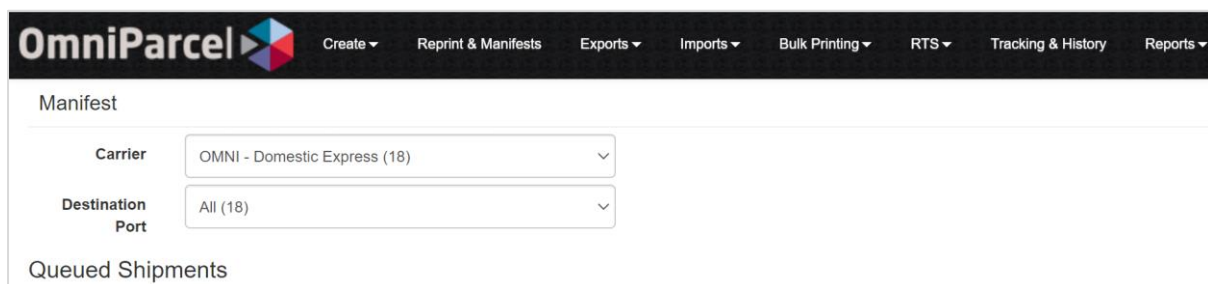
- The below link also gives a high-level overview of how to do this.

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

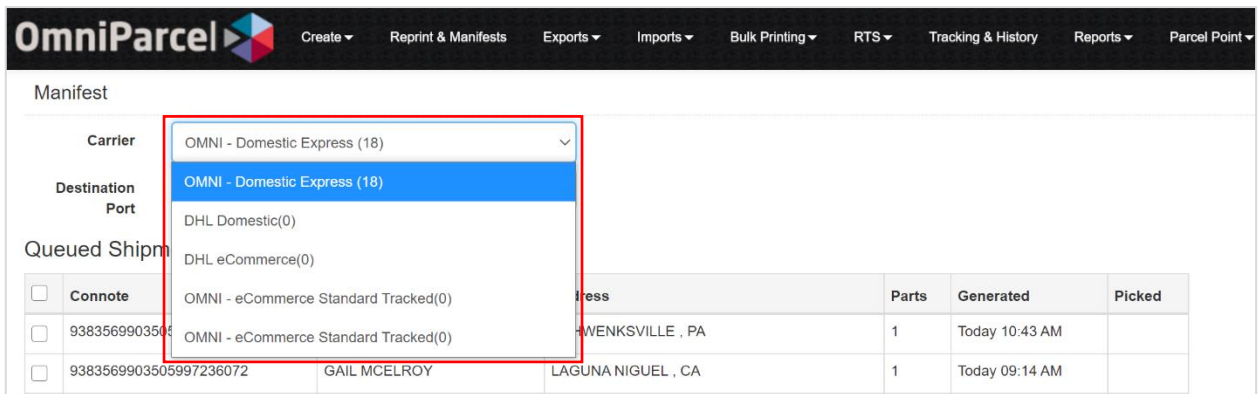
- You will need to ensure you are on the correct carrier site. You can change this by clicking on the customer name in the top right-hand corner of the OmniParcel screen and selecting 'Switch Site' from the drop down menu. You will be prompted to type in the customer name



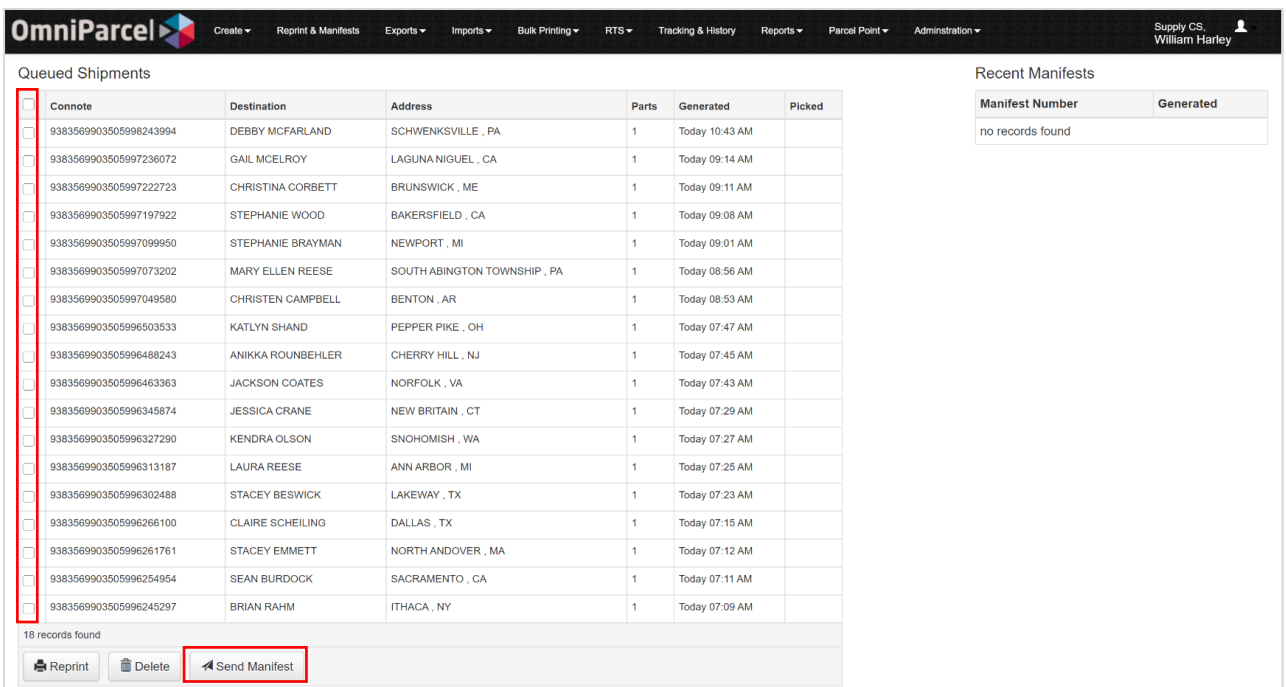
- Once you are in the correct customer site, you will want to click on 'Reprint & Manifests' along the top selection bar.



- 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):
 - ♦ 'OMNI – Domestic Express'
 - ♦ 'OMNI – Domestic Standard'
 - ♦ 'OMNI – eCommerce Standard Tracked'
 - ♦ 'OMNI – eCommerce Express Tracked'



- 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.





- 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.

OmniParcel Create Reprint & Manifests Exports Imports Bulk Printing RTS Tracking & History Reports Parcel Point Administration Supply CS. William Harley

Manifest search to switch sites (admin only) ...

Carrier: DHL Domestic(0)

Destination Port: All (0)

Queued Shipments

<input type="checkbox"/>	Connote	Destination	Address	Parts	Generated	Picked
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Recent Manifests

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 listed