

INTERSOFT



Intelligent Shipper

Shipment Scanning
User Guide

Version 1.0

PUBLIC

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UNCONTROLLED WHEN PRINTED

1. Document Control

OWNER	Haroon Shah
APPROVER	Laura Price
CLASSIFICATION	Public
DATE OF ISSUE	29.04.2025
VERSION	1.0
REASON FOR ISSUE/UPDATE	Ready for publication
NEXT REVIEW	29.04.2026
DISTRIBUTION	Ishipper users and customers
REFERENCE DOCUMENTS	Upload shipments in bulk: S:\Business Analyst\Business Analysis\User Guides\Core System\Core System User Guides PDF

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE
V0.1	Anna Diaz	Initial Document	18.06.2018
V0.2	Alexandra Hall	Screenshots updated to reflect latest screen layout	19.08.2019
V0.2	Laura Lyonette	Reviewed and added comments	20.08.2019
V1.0	Laura Lyonette	Final version ready for publication	20.08.2019
V1.0	Haroon Shah	Added the document cover page and classified the document as per the ISO classification requirements	29.04.2025

Document release:

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2. Introduction

This user guide describes the steps to scan shipments in Intelligent Shipper to trigger the automatic label production. The 'shippers reference field' from the bulk import template or the API call, is used in the scanning process, this value should be converted for the scanning purpose.

This can be used in conjunction with bulk uploading csv files or importing files via the API. This process can be improved further when used in conjunction with the Silent Printing application. Shipment scanning.

3. Scan shipments

1. To get to the “Shipment Scanning” page, click “Shipment Processing” followed by “Scanning”

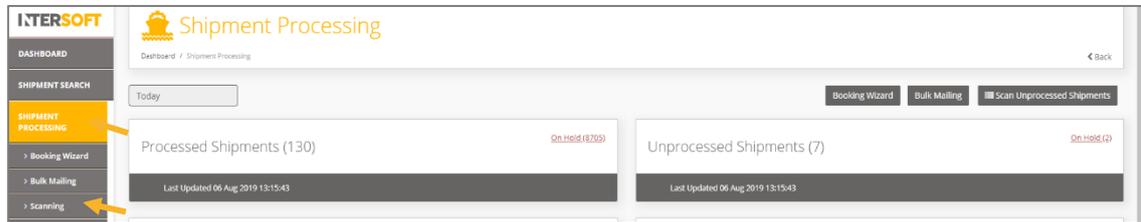


Figure 1 Shipment Processing Screen

2. Before scanning shipments, these need to be in Unprocessed state. Please refer to the “Bulk Upload Shipments 3.0” user guide for additional information on uploading shipments to Unprocessed state.

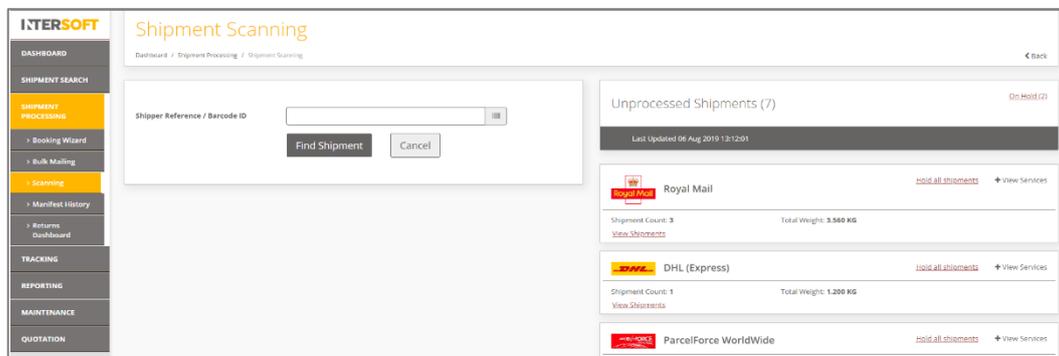


Figure 2 Shipment Processing Scanning Screen, Unprocessed Shipments

3. Scan the “Shipper Reference” using the handheld scanning device or type it in the “Barcode” field. To find the “Shipper Reference” click on View Shipments and copy it to clipboard and paste it in “Barcode”. (Steps 3 and 4 can be avoided, and the label printed without any further intervention, directly to the designated printer when used in conjunction with the silent printing application)

