



# Manifests

A manifest is required by the state to ship or receive product with TraceWeed you can create, edit and submit your manifests to the state. Prepopulate your vendors and delivery vehicles before creating a manifest.

## Create a new vendor and add a delivery vehicle

Before you create a manifest, there are two main preparatory steps. You need to:

- Ensure that you add the intended recipient to your preferred vendor list. The preferred vendor list allows you to control the lists of vendors from which you select for manifests and samples.
- Enter and save delivery vehicle information for the vehicle(s) making your deliveries.

## Add a vendor

Vendor Management										Add New Preferred Vendor
Name ▲▼	Address	City ▼	License	UBI		Type ▼	Contact	Email	Phone	
Dauntless software Lab	123b sfdpa AVE	Redmond	9999		<a href="#">View/Edit</a> <a href="#">Remove</a>	QALab				
Dauntless software Processor	123b sfdpa AVE	Redmond	980086	9800000860000001	<a href="#">View/Edit</a> <a href="#">Remove</a>	Processor				
Dauntless software Producer	123b sfdpa AVE	Redmond	980085	9800000850000001	<a href="#">View/Edit</a> <a href="#">Remove</a>	Producer				
Dauntless software ProducerProc	123b sfdpa AVE	Redmond	980026	9800000260000001	<a href="#">View/Edit</a> <a href="#">Remove</a>	Producer/Processor				
Dauntless software Retailer	123b sfdpa AVE	Redmond	980087	9800000870000001	<a href="#">View/Edit</a> <a href="#">Remove</a>	Retailer		info@daun		

[Export to Excel](#) [Exit](#)

1. On the **Shipping and Receiving** tab, click **Vendors** to see your preferred vendors.
2. If your vendor is not on the list, click **Add New Preferred Vendor**, then select and save the vendor you want. If you don't see the vendor you need, contact Dauntless to trigger a vendor update.
3. View the list to confirm the new vendor is included.

## Add a delivery vehicle

To add a new vehicle, complete all required fields in the **Vehicle Management > Add New Vehicle** window.

1. On the **Shipping and Receiving** tab, click **Vehicles** to open the **Vehicle Management** page.
2. Click **Add New Vehicle** to add a vehicle.
3. Enter and save all requested vehicle information.
4. The new vehicle now appears on the **Vehicle Management** page.

## Add a vendor pick up vehicle

Manifests being picked up by the recipient (rather than delivered by the sender or a courier) still require vehicle and driver information. You can enter these either on the Vehicles page or on the create/edit manifest page. The recipient of the manifest should provide their driver and vehicle information. TraceWeed stores this information for your future use.

1. On the **Shipping and Receiving** tab, click **Vehicles** to open the **Vehicle Management** page.
2. Click **Vendor Pickup** to switch to the vendor vehicle list.
3. Click **Add New Vehicle**.
4. Enter and **Save** the vendor-vehicle information. The vehicle now appears on the vendor **Vehicle** list.
5. Click **Save Changes**.

## Create a manifest

Each shipment requires a manifest with a StateID to be legal. Follow these steps to create a manifest.

**Create a new manifest**

Steps: 1) [Optional] Scan a new tag to enable quick manifest access  
2) Name the manifest (to help identify it later)  
3) Enter the required fields (\*)

Manifest status: \_\_\_\_\_ Item Count: \_\_\_\_\_

Manifest ID:  Manifest Name:  \*

Manifest Tag:  Method:  \*

Vendor Name:  \* Vehicle:  \*

Vendor License:  Driver:

Vendor Email:

Dropdown Notes:  
Only vendors set as preferred (in vendor management) will show up.  
Only vendors eligible to receive items currently in the manifest will show up.  
Only current vehicles (in vehicle management) will show up.  
Only employees over 21 (in employee management) will show up.

Intra-Company Transfer Manifest

1. On the **Shipping and Receiving** tab, click **Shipping**.
2. On popup window, choose a Shipping Action and click **Create Manifest**.
3. On the **Create a new manifest** page, enter or select the following:
  - a. Select a **Vendor Name** from the list. Ensure you have the correct vendor by verifying their license number. Validate carefully, some vendors have multiple locations under the same name.
  - b. Enter a unique manifest name. This is a TraceWeed-only name and helps you find the specific manifest later. Many people use the recipient name and ship date. Use any unique name that's relevant to your business.
  - c. Select a delivery **Method** option
    - i. **Deliver** – Select the previously entered vehicle and driver information. The driver must be entered in TraceWeed as an employee; their name and birth date should match their driver's license.
    - ii. **Pickup** – enter the **Vehicle** and **Driver** information. If you have already entered the information for that driver and/or vehicle it appears on the list. Click the related buttons add the information if needed. This is recipient-provided information.
    - iii. **Third Party** – Select your third-party transport. Transporters have their driver and vehicle information on file with the state.
4. Click **Create Manifest** to open a new, empty manifest. See the Add items to the manifest section below. **Note:** Manifests are not uploaded until submitted to the state.

## Reopen an existing manifest

You can reopen and modify a pending manifest. Once you complete your edits, see the [Submit a manifest](#) section below.

**Scan a valid Manifest Tag or Select a name from the drop-down**

Steps: 1) [Optional] Scan a new tag to enable quick manifest access  
2) Name the manifest (to help identify it later)  
3) Enter the required fields (\*)

Manifest status: Item Count:

Manifest ID:

Manifest Tag:

Vendor Name:  \*

Vendor License:

Vendor Email:

Manifest Name:  \*

Method:  \*

Vehicle:  \*

Driver:

Dropdown Notes:  
Only vendors set as preferred (in vendor management) will show up.  
Only vendors eligible to receive items currently in the manifest will show up.  
Only current vehicles (in vehicle management) will show up.  
Only employees over 21 (in employee management) will show up.

Intra-Company Transfer Manifest

1. On the **Please choose one of the following Shipping Actions** popup, click **Edit Manifests**.
2. From the manifest list, select the manifest you'd like to edit.  
**Note:** You can change anything on this page (Vendor, Method, Driver, or Vehicle), however you must click **Save Changes** before you can open the manifest.
3. Click **View/Edit Contents**.

## Add items to a manifest

**Add Inventory to the Manifest**

Product Type:

Select Product type and press 'Search For'.  
For each desired item, enter Amount and (optionally) total Price, then press Add. Repeat for more items.  
When finished adding items, press Done.

State ID	Strain Name	Product Name	Location	Available	Mfg Date	Amount	Ttl.Price	
WAJDAUNT6.IN12AI	Rich Tea 6	Usable Marijuana		1000 @ 0.000g	2/19/2018	<input type="text" value="1000"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Add"/>
WAJDAUNT6.IN199I	Demo Purple	Usable Marijuana		700 @ 2.000g	4/18/2018	<input type="text" value="700"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Add"/>
WAJDAUNT6.IN1WIY	Rich Aay	Usable Marijuana 10		1 @ 10.000g	6/20/2018	<input type="text" value="1"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Add"/>
WAJDAUNT6.IN1WSJ	Mixed	Usable Marijuana		14 @ 1.000g	7/2/2018	<input type="text" value="14"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Add"/>
WAJDAUNT6.INP6E	Rich Aay	Usable Marijuana		1800 @ 0.250g	3/1/2018	<input type="text" value="1800"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Add"/>
WAJDAUNT6.INXMT	Rich Aay	Usable Marijuana		51 @ 1.000g	2/13/2018	<input type="text" value="51"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Add"/>

Print New Label if StateID changes

1. Open a new or existing manifest to add items.
2. Click **Add Inventory** in the upper-right corner. The **Add Inventory to the Manifest** page opens.
3. Select a **Product Type** from the list and click **Search For** to see a list of products of that type in your inventory.
4. For each line item you add to the manifest, enter the **Amount** and the **Ttl.Price** (required before you can submit the manifest) and then click **Add**. Repeat until you have added each item of that type.

**Notes:**

- If you add less than the full inventory amount, TraceWeed automatically splits off the amount you are adding into a subplot, which gets a new State ID.



- At the bottom of the page, the default selected **Print New Label if StateID changes** checkbox automatically opens a **Print Label** page if the item added to the manifest gets a new StateID.
  - All items require prices except samples.
5. To add other **Product Types**, repeat steps 3 and 4.
  6. Click **Done**. Until you submit a manifest, you can add items to it.

## Submit a manifest

When you submit a manifest, it is transmitted to Leaf.

Just a few more details and your manifest is completed. Once you 'Submit to State' you can immediately 'Ship' this manifest as there is NO LONGER a 24 hour quarantine period.

Estimated Leave:	<input type="text" value="05 Jul 2018 01:36 PM"/>	*	Manifest Name:	demo
Estimated Arrival:	<input type="text" value="05 Jul 2018 01:37 PM"/>	*	Manifest ID:	ID will be assigned after State Submission
Current Time:	05 Jul 2018 01:31:47 PM		Sale Price:	<input type="text" value="\$1260"/>

**All Items have passed QA, where required.**

1. Verify all needed items are on the manifest, the counts are correct, there's a total for each line. **Note:** The price shown on a manifest is the total for all items on that line. It is not a per each unit price.
2. Click **Submit Manifest**. This will open a popup.
  - a. Enter your best estimate for delivery departure and arrival times (see above).
  - b. Confirm the total price is the expected price matches the manifest total.
  - c. Check the **All Items have passes QA, where required** box.
3. Click **Submit to State**.

## More information

TraceWeed automatically generates a manifest and opens it in your default PDF viewer once the manifest successfully submits. The manifest is added to the **Waiting To Ship or Shipped but not yet Accepted** page waiting for you to ship it. Generated manifests are stored on the computer on which they were created in the **Documents \ TW Manifest** folder.

## Shipping notification

When the shipment is ready to leave your premises, you must click **Ship It** on the **Waiting To Ship or Shipped but not yet Accepted** page to notify the state that it is in transit and allow the recipient to accept it.



Waiting to Ship or Shipped but not yet accepted Update Status

View manifests waiting to be shipped or to be accepted.  Show hidden manifests

Select or Search for a manifest that is ready to ship.  Search

State ID	Name	Vendor	Driver	Scheduled	Estimated Departure	Unaccepted (Hide)
WAJDAUNT6.IT45W	Rich B	Dauntless software ProducerProc	Rich Knowles Badge	2/14/2018 5:36:39 PM	2/15/2018 5:34:44 PM	Unaccepted (Hide)
WAJDAUNT6.IT7OT	GIANT A	Dauntless software ProducerProc	Carol Lee	8/12/2018 1:41:17 AM	3/2/2018 12:19:37 AM	Ship it
WAJDAUNT6.IT7YN	Diana Test No Quarantine	12/12 GARDENS	The Hub Card	3/8/2018 4:30:42 PM	3/9/2018 4:35:26 PM	Unaccepted (Hide)
WAJDAUNT6.ITABR	KM Test Manifest 4/23	Dauntless software Retailer	Kent McClure	7/5/2018 1:43:12 PM	4/23/2018 2:51:05 PM	Unaccepted (Hide)
WAJDAUNT6.ITAAT	Rich - Edu Sample	Dauntless software Retailer	Rich Knowles	4/28/2018 2:34:18 AM	4/25/2018 4:51:21 PM	Unaccepted (Hide)
WAJDAUNT6.ITAFV	Rich Giant A	Dauntless software Retailer	Rich Knowles	4/28/2018 2:57:15 AM	4/28/2018 2:47:00 AM	Unaccepted (Hide)
WAJDAUNT6.ITAG1	Rich Retail DD		Rich Knowles - Leaf	4/30/2018 1:58:36 AM	4/30/2018 1:47:00 AM	Unaccepted (Hide)
WAJDAUNT6.ITAG2	Rich Retail EE	Dauntless software Retailer	Rich Knowles - Leaf	4/30/2018 1:53:30 AM	4/30/2018 1:54:56 AM	Unaccepted (Hide)
WAJDAUNT6.ITAG4	Rich Retail EE	Dauntless software Retailer	Rich Knowles - Leaf	4/30/2018 3:19:36 AM	4/30/2018 2:20:26 AM	Unaccepted (Hide)

Print Manifest View/Edit/Print Labels Change Transporter Void Manifest Rollback Manifest Exit

1. Go to the **Shipping and Receiving** tab, **Waiting To Ship or Shipped but not yet Accepted** page.
2. Select the manifest and click **Print Manifest**. Print at least 2 copies of the submitted manifest: one goes with the shipment and the other is for your records.
3. To print labels, select the manifest and click **View/Edit/Print Labels** to open the manifest. Click **Print Label** to print labels for the row. You can also remove items from the manifest without re-submitting by clicking **Remove**.
4. Click **Ship it**. This notifies the state the order is in transit and allows your customer to receive it. The manifest will remain on the **Waiting To Ship or Shipped but not yet Accepted** page until the manifest shows in Leaf as accepted.

**Note:** There are some cases where, because of an error in leaf or other third party systems, manifests were never marked 'received' in leaf and will remain on this page. To hide these manifests, click the **Unaccepted (Hide)** checkbox. To view hidden lines, click the **Show Hidden Manifests** checkbox above.

## Manifest Management/Waiting to Ship pages features and functionality

At the bottom of the **Manifest Management** and **Waiting To Ship or Shipped but not yet Accepted** pages, you have access to several buttons and functionality to enhance your efficiency.

Operations Harvesting & Processing Shipping & Receiving Reports Log Out

**Manifest Management**

Name: demo Status: being Created Add Inventory

	State ID	Description	Strain	Amount	Total Price	Location	Date
Remove Print Label	WAJDAUNT6.IN1M15	Usable Marijuana 8.300g - Usable M	Demo Kush	20 @ 8.300g	\$10.00		4/18/2018 11:20:13 AM -07:0
Remove Print Label	WAJDAUNT6.INP6D	Usable Marijuana 0.250g - Usable M	Rich Aay	1580 @ 0.250g	\$1,250.00		2/17/2018 1:03:13 AM -08:0C

Print Manifest Print Pick List Void Manifest Rollback Manifest Submit Manifest Exit

**Print label** – Prints a label for the specific line item.

**Print Manifest** – Generates and displays a manifest in PDF format. A Manifest ID is present if the manifest was submitted to the state. If the manifest hasn't been submitted, "Pending Submission" appears in this space. A Pending Submission manifest is not valid for transport, and product cannot be received. You should only print manifests from the **Waiting To Ship** page.

**Print Pick List** – Generates a pick-list PDF listing the items on the manifest and opens in your PDF reader. The pick list helps you easily gather manifest items.

**Void Manifest** – Cancels the submitted manifest and returns material to inventory, but doesn't undo sub-lotting.

**Rollback Manifest** – Cancels the current manifest, voids it with the state, and re-creates it as an unsubmitted manifest. This button is only available for manifests submitted to the state that have not been accepted.

**Submit Manifest** – Submit manifest to the state system; opens a confirmation page requesting estimated departure and arrival times, verify the total price of the shipment and a checkbox to confirm that the items on the manifest have either passed QA or do not require it. See the Submit Manifest section for more information.

