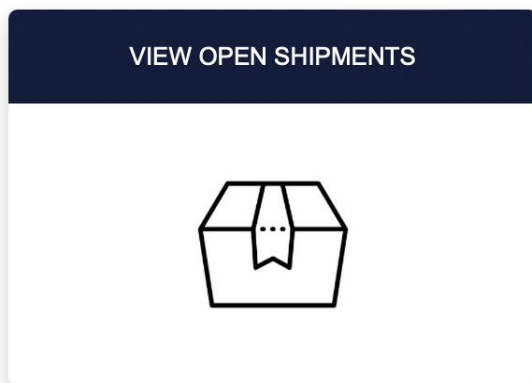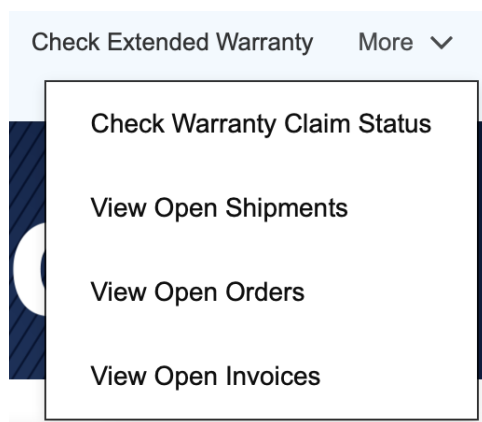# View Open Shipments

View Open Shipments reports allows customers and agency reps to see their shipment information over a selected period. It provides information such as order quantities, tracking numbers, and date shipped.

1. There are two methods to navigate to the View Open Shipments reports:

From the ADP Inside home screen click on the "View Open Shipments" box.

Or click on the dropdown arrow on the navigation bar and select "View Open Shipments".

2. Select the customer's name from the Customer box. If the person logged in is the customer, then there will be only one option. If the person logged in is an agency representative, then there will be multiple options.

Select information to view Open Shipments

* Customer

CHARLESTON INC - 65153

3. Select the From Date and To Date you want to search between.

* From Date

Oct 26, 2022

* To Date

Apr 26, 2023

4. Click on the "Search" button.

🔍 **Search**

5. A new screen will appear with the Open Shipments Reports.

CHARLESTON INC - 65153

Ship-T...	Ship-T...	State	Cust PO	Material	Materia...	Order ...	Ship Qty	Sch Sh...	Ship Date	Tracking	Carrier
CHARLESTON INC	FREMONT	Nebraska	4017685	176799953	PISTON, SIZE 53 10 COUNT	9	9	Apr 05, 2023	Mar 17, 2023	1ZY6686A031	UNITED PARCEL SERVICE
CHARLESTON INC	FREMONT	Nebraska	4017685	176799973	PISTON, SIZE 73 10 COUNT	3	3	Apr 05, 2023	Mar 17, 2023	1ZY6686A031	UNITED PARCEL SERVICE
CHARLESTON INC	LINCOLN	Nebraska	4016996	176799980	PISTON, SIZE 80 10 COUNT	2	2	Jan 20, 2023	Jan 19, 2023	1ZY6686A031	UNITED PARCEL SERVICE
ONETIME CUSTOMER	Kansas City	Kansas	4016527	176702301	ELEC HEAT KIT, 5KW PULL DISCONNE...	1	1	Dec 15, 2022	Dec 13, 2022	1ZY6686A031	UNITED PARCEL SERVICE
CHARLESTON INC	FREMONT	Nebraska	0000000000000053346 4017685	80430214	HG32136A170A0004AP	48	48	Apr 05, 2023	Mar 31, 2023	00000000000	COOPER FREIGHT SERVICE INC
CHARLESTON INC	LA VISTA	Nebraska	4016495	65500909A	ELEC HEAT KIT, 15KW CIRCUIT BREA...	6	6	Dec 12, 2022	Dec 12, 2022	1ZY6686A031	UNITED PARCEL SERVICE
CHARLESTON INC	LINCOLN	Nebraska	4016996	176799953	PISTON, SIZE 53 10 COUNT	8	8	Jan 20, 2023	Jan 19, 2023	1ZY6686A031	UNITED PARCEL SERVICE
CHARLESTON INC	FREMONT	Nebraska	4018041	176799949	PISTON, SIZE 49 10 COUNT	8	8	Apr 07, 2023	Apr 06, 2023	1ZY6686A031	UNITED PARCEL SERVICE

6. Click on the checkbox next to each shipment that you want to generate a report for.

7. Click on the "Export Selected Shipment(s) to Excel" button to download an Excel file with the selected shipment reports.

Export Selected Shipment(s) To Excel

8. A CSV file will download onto your device. The name will be Open Shipment Data. The report will contain the P.O. number, the city and state the items were shipped to, ordered quantity, shipped quantity, tracking information, and the name of the carrier.

ADP Customer Shipments Report											
Date :	04/27/2023										
Sold-To	CHARLESTON INC - 65153										
Ship-To-Party Name	Ship-To City	State	Cust PO	Material	Material Description	Order Qty	Ship Qty	Sch Ship Date	Ship Date	Tracking	Carrier
CHARLESTON INC	FREMONT	Nebraska	4018041	176799949	PISTON- SIZE 49 10 COUNT	8	8	4/7/2023	4/6/2023	https://wwwapps.ups.com/WebTracking/track?track=yes&trackNums=1ZY6686A0310042692	UNITED PARCEL SERVICE
CHARLESTON INC	LA VISTA	Nebraska	4016652	65500911	ELEC HEAT KIT- 20KW CIRCUIT BREAKER	3	3	1/6/2023	1/3/2023	https://wwwapps.ups.com/WebTracking/track?track=yes&trackNums=1ZY6686A0310020787	UNITED PARCEL SERVICE
CHARLESTON INC	FREMONT	Nebraska	4017685	176799976	PISTON- SIZE 76 10 COUNT	3	3	4/5/2023	3/17/2023	https://wwwapps.ups.com/WebTracking/track?track=yes&trackNums=1ZY6686A0310039286	UNITED PARCEL SERVICE

9. Click on the "View Selected Shipment(s) as PDF" to view a PDF report of the shipments.

View Selected Shipment(s) as PDF

10. A PDF file will download onto your device. The name of the file will be Shipments Report.

Ship-To-Party Name	Ship-To City	State	Cust PO	Material	Material Description	Order Qty	Ship Qty	Sch Ship Date	Ship Date	Tracking
CHARLESTON INC	FREMONT	Nebraska	4018041	176799949	PISTON- SIZE 49 10 COUNT	8	8	Apr 07, 2023	Apr 06, 2023	Tracking
CHARLESTON INC	LA VISTA	Nebraska	4016652	65500911	ELEC HEAT KIT- 20KW CIRCUIT BREAKER	3	3	Jan 06, 2023	Jan 03, 2023	Tracking
CHARLESTON INC	FREMONT	Nebraska	4017685	176799976	PISTON- SIZE 76 10 COUNT	3	3	Apr 05, 2023	Mar 17, 2023	Tracking

Filter Open Shipments Report

1. Click on the filter icon.

2. A pop up window will appear.

Use a filter to pare down your report results

Column you would like to filter by
Ship-To-Party Name ▼

Select Criteria
Equals ▼

Value
--Enter Search Value--

Apply Filter   Cancel

3. Select the arrows on the right to see the drop-down menu for Columns to filter by and criteria. Make your filter selections.

4. Enter the value you want to filter by and select the "Apply Filter" button.

Use a filter to pare down your report results

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* Column you would like to filter by

Ship-To City

* Select Criteria

Equals

* Value

FREMONT

Apply Filter   Cancel

5. To clear the filter click on the "Reset Filter" button.

Reset Filter

Error Messages

Incorrect information

1. If the Customer Name and the date range do not return any results then you will receive the error message below.

> **No Open Shipments were found for the values you entered. Please verify the information and try again.**
>
> If you feel this message is an error, please contact ADP at Support@adpnow.com

      a. To resolve this issue, select a different 12-month period to search for the shipment.

2. If the date range is insufficient, you will receive the error message below.

The From date cannot be greater than the To date, and the date range cannot be longer than a year.

      a. To resolve this error, ensure that the dates are no more than 1 year apart and that the "To Date" is greater than the "From Date".

Incorrect Selection

On the report screen there are two options to view the individual reports in either Excel or PDF format.

1. If no boxes are checked when the "Export Selected Shipment(s) to Excel" or "View Selected Shipment(s) as PDF" button is clicked on, then you will receive the error below.

> ⊘ **Error**
> Please select a claim. ✕

      1. To resolve this error, select at least one report to view before clicking on either import button.