BlueScope Connect

Shipment search

Quick Reference Guide

How to search for a shipment

① **From Click the Order Management and select 'Shipments'**

② **Search for a Shipment <u>via Filters</u>**

    Step 1 Select the Customer from the drop-down list

    Step 2 Click, Select or Enter the details in any of the filter boxes

    Step 3 Click Filter

    Step 4 Click on the Shipment ID Hyperlink for more details

③ **Search for a Shipment <u>via Page Search</u>**

    Step 1 Add the shipment details in the search box - located on left hand side under the thick blue line

    Step 2 Click the 'Search Icon' 🔍

    If you only have part of the shipment **Add an asterisk (*)** before and after. This will only search the columns that are underlined when you hover over them.

④ **Sort Shipment Data – Once you have your data**

    Step 1 Click the column heading you want to sort (the arrow indicates if its ascending or descending)

    Step 2 Click the column heading again if you want to change the sort from ascending to descending

⑤ **Download Despatch Note**

    Step 1 Click on the Shipment ID Hyperlink for more details

    Step 2 Click on PDF document under the Documents section to view the despatch note

    Step 3 Print or Save PDF document to your local directory

⑥ **Export Shipment Data**

    Step 1 Click Export

    Step 2 Save Microsoft Excel report to local directly

Hints & tips

- Anywhere you see the wildcard pop-up box (shown right) with the message 'To search on partial text, use the asterisk (*) wildcard character':

- Add an asterisk (*) on either side to search for the character before and after the data. Add an asterisk (**)** after the number will only search data where other characters appear after the numbers only