

Olivela Drop Ship: Logicbroker Web Portal Instructions

INTRO TO LOGICBROKER

We use Logicbroker, a third-party drop ship solution provider to integrate inventory and transmit order details. Logicbroker has a number of ways to integrate, including browser based and EDI with FTP, API options. With browser based integration you'll use the Logicbroker web portal to manage Olivela drop ship.

The web portal is an ideal starting point as there is very little set-up required. To process orders in the Logicbroker web portal only 2 steps are required: Acknowledging orders [ACK] & Shipping the order in the system. Acknowledgement is required within 1 business day of receipt of an order and shipment is required when the order leaves your facility.

Below are instructions for the basic functions you will need to be familiar with in the web portal: manage users, process orders (ack/ship) and upload inventory.

ACCESS LOGICBROKER

Initially Olivela will request for Logicbroker to add new drop ship vendor contacts to the web portal. After your company is set up in drop ship you can manage adding or removing users internally and access Logicbroker directly using your login. Please note, vendor is required to keep contacts up to date.

Logicbroker web portal: <https://portal.logicbroker.com>

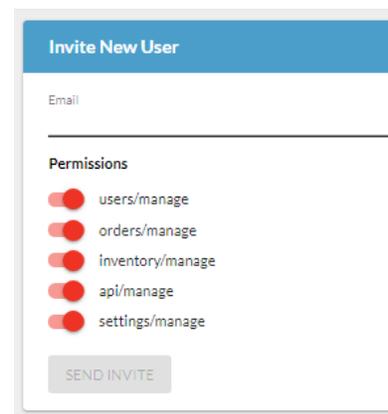
If your initial login contacts are not available, and you don't have access to email accounts connected to logins (to use forgot password /restore password function), then request access directly through the Olivela drop ship team. They will request from Logicbroker on your behalf.

We strongly recommend you have at least 2 users set up within your company with separate logins. Each login corresponds with a specific email and it is important that the new order notifications go to at least 2 active users, this insures orders are processed within the agreed upon fulfilment time-frame.

MANAGE USERS

To add users go to the "Settings" menu, then "Manage Users" from the left panel. In the "Invite New User" area, input email, permissions, and click "Send Invite". An invitation to register to Logicbroker will be emailed, with a link that expires in 48 hours. You can resend the invite as many times as desired.

Once registered, new users will appear in the "Users" section on the same page, where permissions can be edited, and users removed as needed.



Invite New User

Email

Permissions

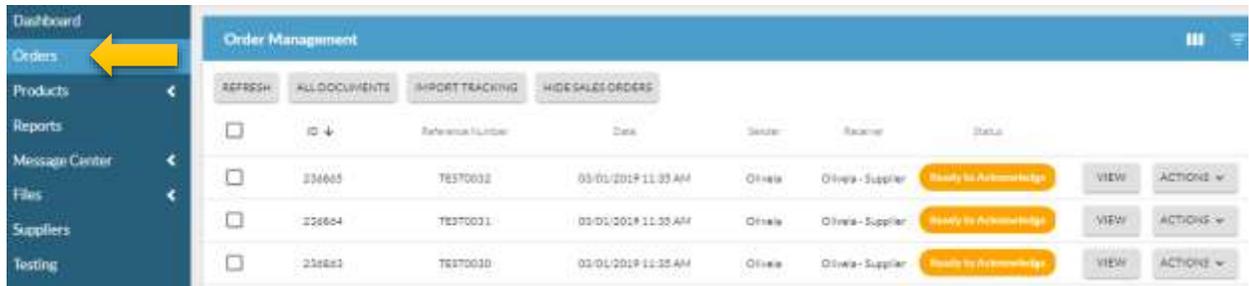
- users/manage
- orders/manage
- inventory/manage
- api/manage
- settings/manage

SEND INVITE

Processing Orders: print packing slip, acknowledge & ship order

PRINT PACKING SLIP

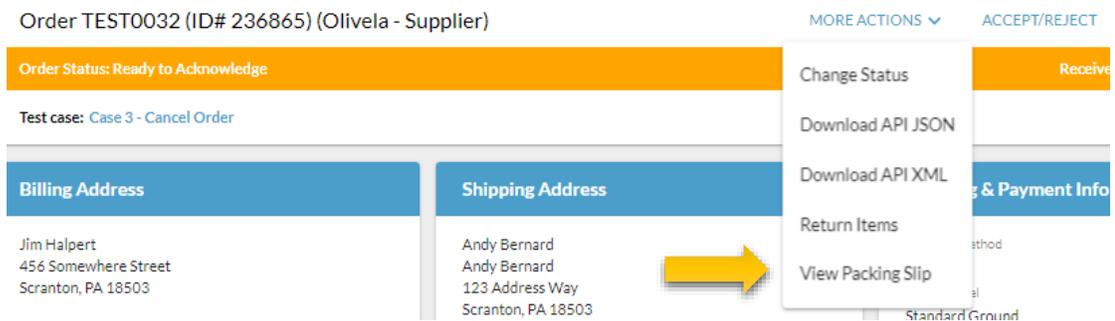
1. When a new order is transmitted, you will receive an email notification. Login to Logicbroker, and navigate to the Order management page by clicking “Orders” on the left panel. Your most recent order will be at the top of the list.



2. To see order details and print out the packing slip, click “View”



3. From the order details page, make note of the Required Ship Date, Order Items and Notes. Once noted, view the packing slip and acknowledge the order by going to the “More Actions” drop down menu at the top of the page.



4. Select “View Packing Slip” in the drop down menu to download and print the packing slip.
5. POWER USER OPTIONS: Print one or multiple packing slips from the order management page by selecting order/s and using the “Export” function.

ACKNOWLEDGE ORDER: ACK

1. From the view order page click “Accept/Reject” at the top to create the acknowledgement;
OR from the Order Management page click “Actions” and “Accept/Reject” from the drop down.
 - a. To process, enter in the estimated ship date and Submit.

Create Acknowledgement For Order TEST0032 CANCEL ALL ITEMS SUBMIT

Acknowledgement Status: Draft Received: 03/01/2019 12:14 PM

Test case: Case 3 - Cancel Order

Billing Address	Shipping Address	General Information
Jim Halpert 456 Somewhere Street Scranton, PA 18503	Andy Bernard Andy Bernard 123 Address Way Scranton, PA 18503	Order ID: TEST0032 Reference Number: TEST0032 Acknowledgement Number: ACK_TEST0032 Charge Reason: Estimated Ship Date: mm/dd/yyyy Signature Required: YES

2. Once you have acknowledged the shipment, the order will move to status “Ready to Ship” & Olivela will be notified that the order is in production.

SHIP ORDER

1. From the Order Management page click “Actions” and “Ship” from the drop down
2. To submit a new shipment 2 items are required: **carrier and tracking number**.
We recommend including your fulfillment address and expected delivery date but not required.
(Note: add your address to the address management area for the first order, so you don't need to manually enter it each time)

Dashboard

Orders

Products

Reports

Message Center

Files

Suppliers

Testing

Help Center

Settings

Sign Out

Create Shipment For Order TEST0032 SUBMIT

Shipment Status: Draft Received: 03/01/2019 12:14 PM

Test case: Case 3 - Cancel Order

Ship From Address	Ship To Address	General Information
Name: LN1: LN2: City: State: ZIP Code: Quantity: Piece: OPEN ADDRESS BOOK	Andy Bernard Andy Bernard 123 Address Way Scranton, PA 18503	Order ID: TEST0032 Reference Number: TEST0032 Shipment Number: TEST0032 Business Delivery Code: mm/dd/yyyy Bill of Lading: Pallet Number: Best Number: Trail Number: Signature Required: YES

Packages ADD BOX ADD PALLET

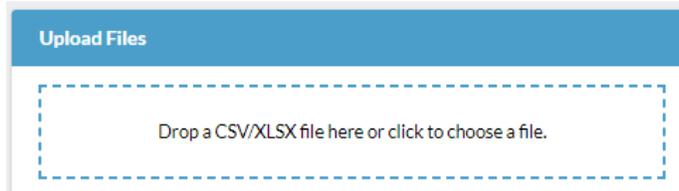
Package #1 (Box)

Height	Width	Length	Weight
Carrier:			
Package Ground			
Tracking Number:			
TEST TRACKING 1254			
Fetch Consumer Code:			

MANUAL INVENTORY UPLOAD

****NOTE: If we use SHOPIFY inventory app – then you will *NOT* update inventory manually****

1. Prepare and save your inventory file in excel or CSV (must be in the correct Logicbroker format; mandatory fields are SupplierSKU and Quantity). If you do not have a template at hand, you can download the standard format from the Inventory Fees page.
2. Go to the Inventory Feeds page [directly](#) or by clicking “Products”, then “Inventory Feeds” from the left panel.
3. To upload file drag and drop file or click to choose from your files.



4. Confirm that file shows in the Events section (below upload area) with the correct # of records.

Events				
Date	Event	Summary	Details	
02/01/2024 12:02 PM	Info	Inventory Imported	User: Marthalu2 Stage: Importar # records from: SAHPLE_ULSHEET.xls	VIEW

5. Success!

If you have any questions contact the Olivela Drop Ship Manager at marthaluz@olivela.com

Feel free to contact Logicbroker support directly at support@logicbroker.com or 203-929-7633