



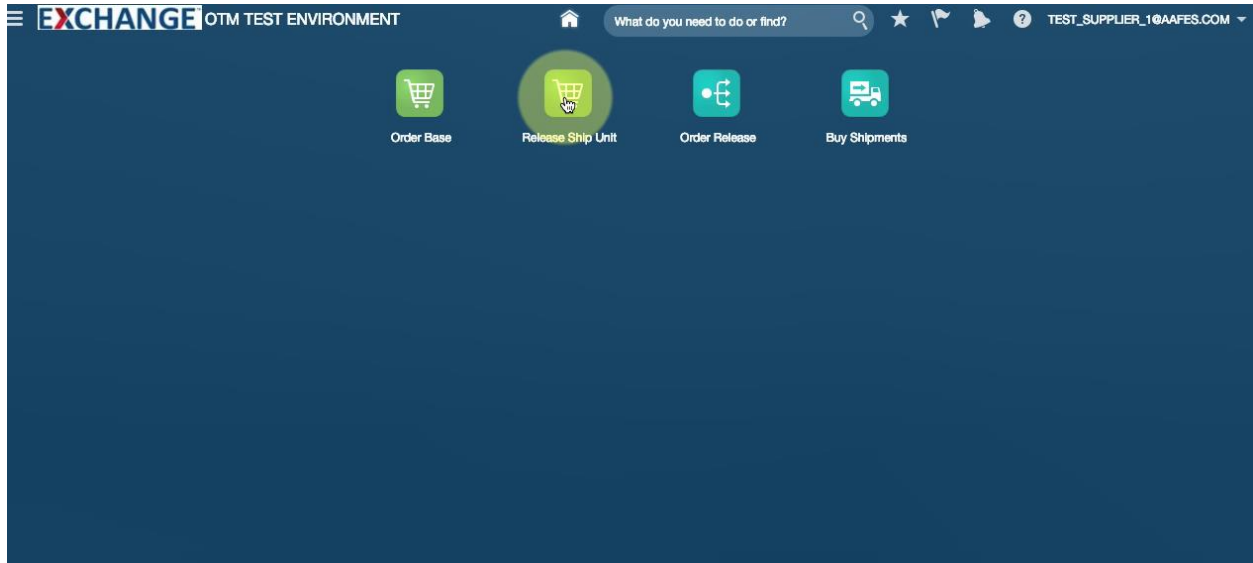
## Exchange OTM Order Release Training Instructions:

### Required information needed to complete an Order Release

- **Unit Amount**-Number of transport handling units
- **Transport Handling Unit** – How the freight is packaged for transportation.
  - Carton
  - Pieces
  - Pallet
- **Gross Weight and Volume PER SHIP UNIT** – Weight and volume (in cubic feet) for each transport handling unit. The weight and cube will be PER SHIP UNIT (i.e. the average weight and cube per pallet, piece, or carton)
- **Early Ship Date** – The date the order will be available to ship. (Must be a future date at least 3 days from the date the order is being released).
- **RRC Number** – Routing Request Control Number. Unique identifier provided by the supplier at the time of the release. This field can contain either the Exchange PO or a relevant shipment identification number (PRO NUMBER, REFERENCE NUMBER, etc...)

## INSTRUCTIONS:

To release a PO for routing click on the **Release Ship Unit Icon**



There are two ways to view orders pending release:

First, to view orders one at a time, simply type in the **PO Number** ready for release

### Order Base Ship Unit Finder

**Ship Units** | General | Content | Release Instruction | Status | Audit

**Order Base Ship Unit ID**  
 Begins With ▾

**Order Base ID**  
 🔍 ⚙️ + Begins With ▾

**Source Location ID**  
 🔍 ⚙️ + Begins With ▾

**Destination Location ID**  
 🔍 ⚙️ + Begins With ▾

**Gross Weight per Ship Unit**  
 LB ▾ = ▾

**Net Weight per Ship Unit**  
 LB ▾ = ▾

**Gross Volume per Ship Unit**  
 CU FT ▾ = ▾

**Net Volume per Ship Unit**  
 CU FT ▾ = ▾

**Ship Unit Count**  
 = ▾

**Order Release ID**  
 🔍 ⚙️ + Begins With ▾

**Splittable By**  
Bulk  
Count  
Individual

**Domain Name**  
 Begins With ▾

Then click **Search** at the bottom of the screen

### Order Base Ship Unit Finder

**Ship Units** | General | Content | Release Instruction | Status | Audit

**Order Base Ship Unit ID**  
0083776158 Begins With ▾  
0083776158 🔍 ⌕ + Begins With ▾

**Source Location ID**  
🔍 ⌕ + Begins With ▾

**Destination Location ID**  
🔍 ⌕ + Begins With ▾

**Gross Weight per Ship Unit**  
LB ▾ = ▾

**Net Weight per Ship Unit**  
LB ▾ = ▾

**Gross Volume per Ship Unit**  
CU FT ▾ = ▾

**Net Volume per Ship Unit**  
CU FT ▾ = ▾

**Ship Unit Count**  
= ▾

**Order Release ID**  
🔍 ⌕ + Begins With ▾

**Splittable By**  
Bulk  
Count  
Individual

**Domain Name**  
Begins With ▾

**Search** | **Sort Order** | **Actions**

This will take you to the order base where you can release the order

**Order Base Ship Unit** Total Found: 1 Always Open in New Window ▾

Release Product Records 1 of 1 Selected: 0

<input checked="" type="checkbox"/>	★	Order Base ID	Order Base Ship Uni...	Source Location ID	Destination Locatio...	Gross Weight per S...	Gross Volume per S...	Ship Unit Count	Domain Name
<input type="checkbox"/>	☆	0083776158	0083776158-DRY_GEN...	0926930100000000001	1371001	24,225.40 LB	5,396.71 CUFT	1	AAFES

If the weight and volume (cube) is incorrect and requires modification, check the box next to the PO and select the **RELEASE PRODUCT** box

**Order Base Ship Unit** Total Found: 1 Always Open in New Window

Release Product ↻ 🖨 ☰ Records 1 of 1 Selected: 1

<input checked="" type="checkbox"/>	★ Order Base ID	Order Base Ship Uni...	Source Location ID	Destination Locatio...	Gross Weight per S...	Gross Volume per S...	Ship Unit Count	Domain Name
<input checked="" type="checkbox"/>	☆ 0083776158	0083776158-DRY_GEN...	0926930100000000001	1371001	24,225.40 LB	5,396.71 CUFT	1	AAFES

To modify the weight and volume click on **NEW RELEASE INSTRUCTIONS**

**Release Ship Units** ☆ 1 of 1 Finished Release Product

**Ship Unit**

Order Base Ship Unit ID: 0083776158-DRY\_GENERAL \* Parent Order Base ID: 0083776158 Released Count: 11

Shippable

▲ Release Instructions

Release Number	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Processed	Flagged for Delete	Allow Releasing	
1	10	0926930100000000001	1371001		2018-10-10 00:00 America/Chicago			2018-10-16 00:00 Europe/Berlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	1	0926930100000000001	1371001		2019-10-08 17:43 America/Chicago			2018-10-16 00:00 Europe/Berlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

[New Release Instructions](#)

▲ Ship Unit Line

Packaged Item ID	Total Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
DRY_GENERAL	24225.40 LB	5396.71 CUFT	3				
Totals	24,225.40 LB	5,396.71 CUFT	3				

[New Ship Unit Line](#)

▲ Reference Numbers

* Reference Number Qualifier ID	* Reference Number	Save
<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>

[Top](#)

On this page you will be required to fill in all values with a **RED ASTERISK OR ARROW**.

1. **UNIT AMOUNT** (number of master cartons or pallets)
2. **TRANSPORT HANDLING UNIT** (pallet, carton, or pieces)
3. **GROSS WEIGHT per SHIP UNIT** (divide the total shipment weight by the pallet or carton i.e. 2,500 LBS/5 pallets = 500)
4. **GROSS VOLUME per SHIP UNIT** (divide the total cubic feet by the pallet or carton 300 CUFT/5 pallets = 60)
5. **EARLY PICKUP DATE** (This date must be within the 7 day ship window (i.e. 3 days before or after the contractor ship date). This date must also be a future date (at least 3 days after the day the order is being released).
6. **RCC** (Exchange PO or unique shipment identifier)

Click **SAVE**

### Release Instruction

<b>* Release Number</b> 3	<b>* Unit Amount</b> 5	<b>Flagged for Delete</b> <input type="checkbox"/>	<b>Allow Releasing</b> <input checked="" type="checkbox"/>
<b>* Source Location</b> 0926930100000000	<b>Destination Location</b> 1371001	<b>* Transport Handling Unit</b> PALLET	<b>Ship With Group</b>
<b>Early Pickup Date</b> 2019-05-14 17:34:00	<b>Late Pickup Date</b>	<b>Release Date</b>	
<b>Early Delivery Date</b>	<b>Late Delivery Date</b> 2018-10-16 00:00 Europe/Berlin	<b>Height Per Ship Unit</b>	
<b>Length Per Ship Unit</b> FT	<b>Width Per Ship Unit</b> FT	<b>Calculate Totals</b>	
<b>* Gross Weight per Ship Unit</b> 500 LB	<b>* Gross Volume per Ship Unit</b> 60 CU FT		
<b>Total Package Count</b> 3	<b>* RRC Number</b> 12345678		
<b>Supplier Comment</b>			
<b>Reference Numbers</b>			
<b>* Reference Number Qualifier ID</b>	<b>* Reference Number</b>		<b>Save</b>

Top Save Cancel

This will take you back to the **RELEASE SHIP UNIT SCREEN** where you can view the revised totals and click **FINISHED** to release the order

**EXCHANGE** Help

Release Ship Units ☆ 1 of 1 **Finished** Release Product

**Ship Unit**

Order Base Ship Unit ID  
0083776158-DRY\_GENERAL

\* Parent Order Base ID  
[0083776158](#)

Released Count  
11

Shippable

▲ Release Instructions

Release Number	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Processed	Flagged for Delete	Allow Releasing
1	10	09269301000000000001	1371001		2018-10-10 00:00 America/Chicago			2018-10-16 00:00 Europe/Berlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	1	09269301000000000001	1371001		2019-10-08 17:43 America/Chicago			2018-10-16 00:00 Europe/Berlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	5	09269301000000000001	1371001		2019-05-14 17:34 America/Chicago			2018-10-16 00:00 Europe/Berlin	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

New Release Instruction

▲ Ship Unit Line

Packaged Item ID	Total Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
DRY_GENERAL	24225.40 LB	5396.71 CUFT	3				
<b>Totals</b>	<b>24,225.40 LB</b>	<b>5,396.71 CUFT</b>	<b>3</b>				

New Ship Unit Line

▲ Reference Numbers

* Reference Number Qualifier ID	* Reference Number
<input type="text"/>	<input type="text"/>

Clicking **FINISHED** will take you to the **RESULTS** screen

**Results**

**Success**

You successfully modified the following records:

AAFES.0083776158-DRY\_GENERAL ☆