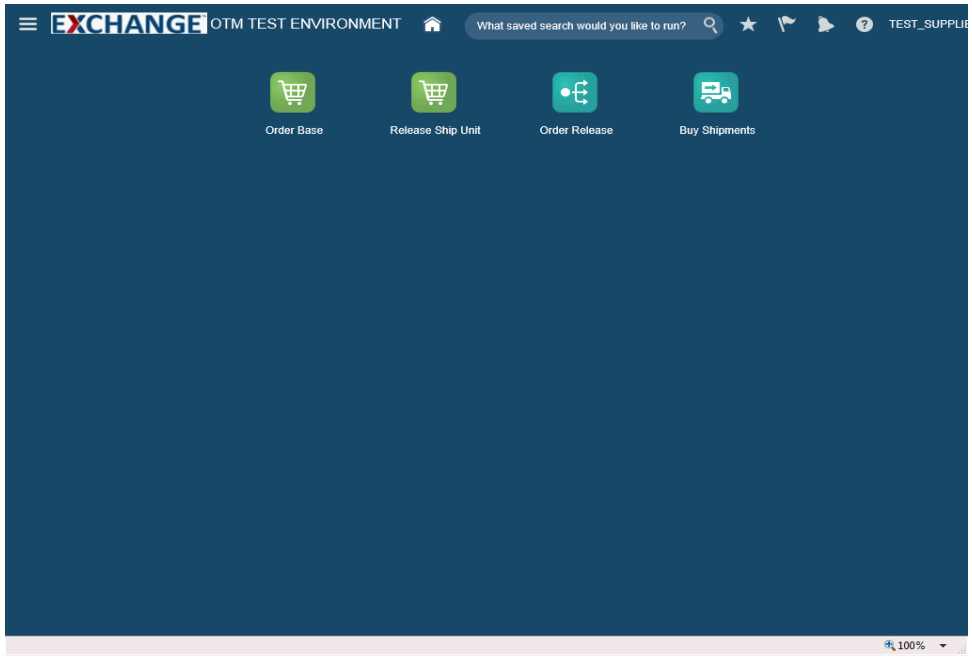
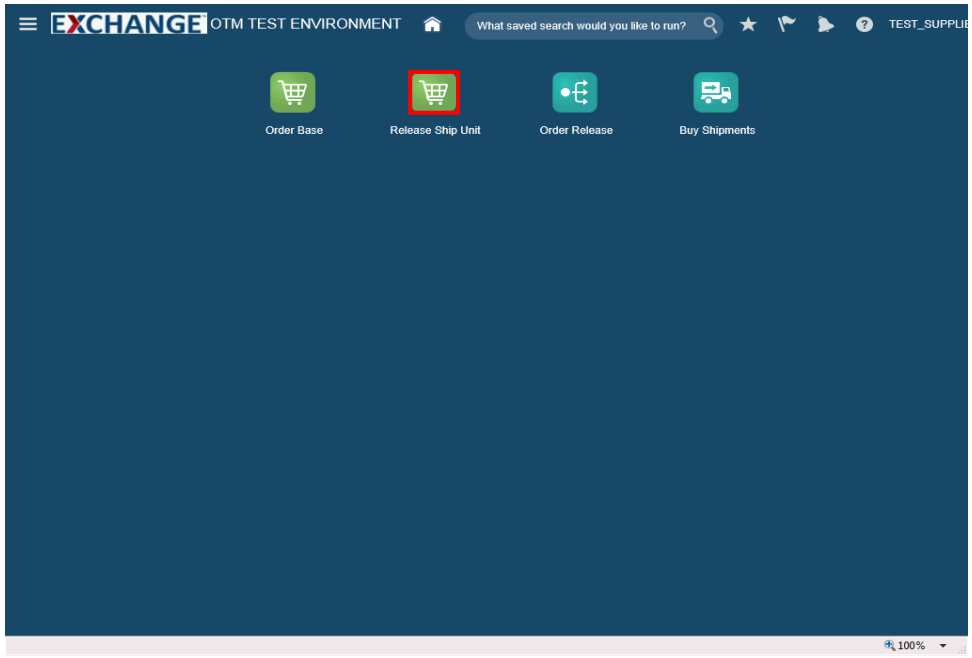
Modify Released Order

Modify Released Order



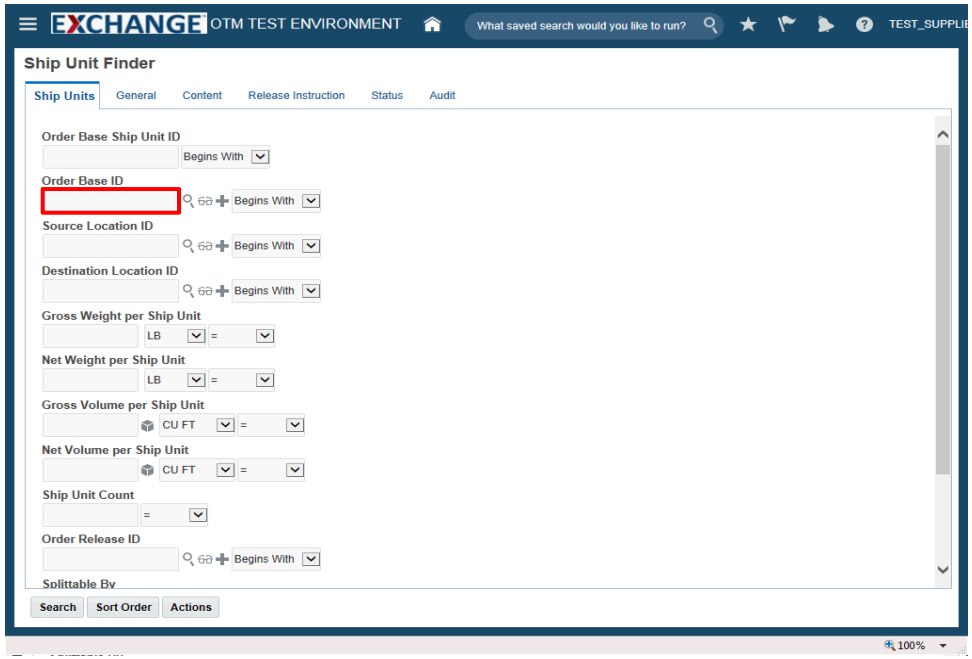
Upon completion of this topic, you will be able to:

- Search orders
- Modify released orders



Step 1

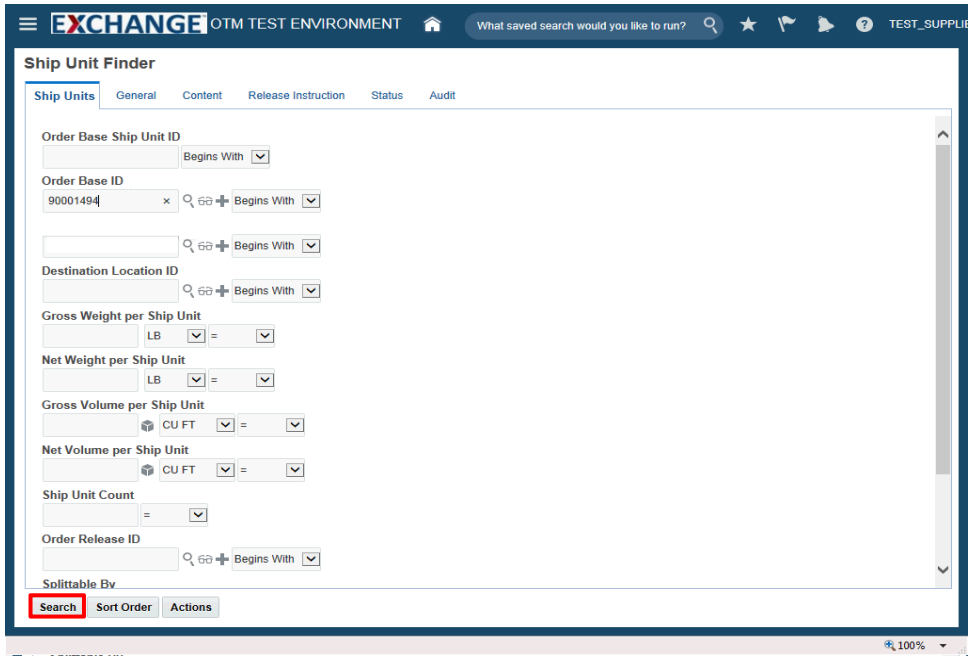
Click the **Release Ship Unit** button.



Step 2

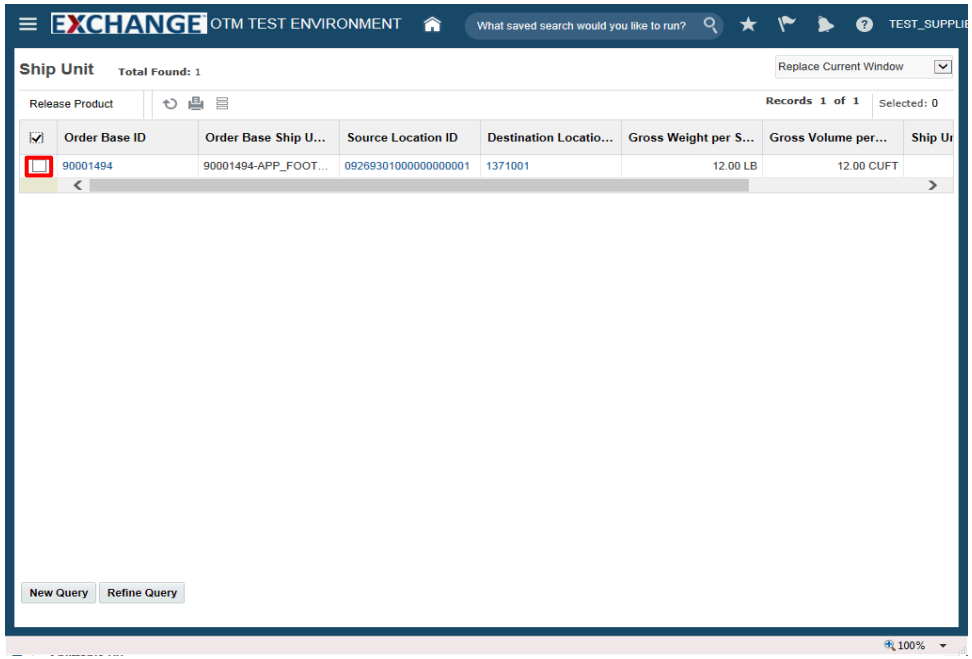
Enter search criteria into the appropriate field(s).

Example: **Order Base ID** field, enter a valid order number, **90001494**



Step 3

Click the **Search** button.

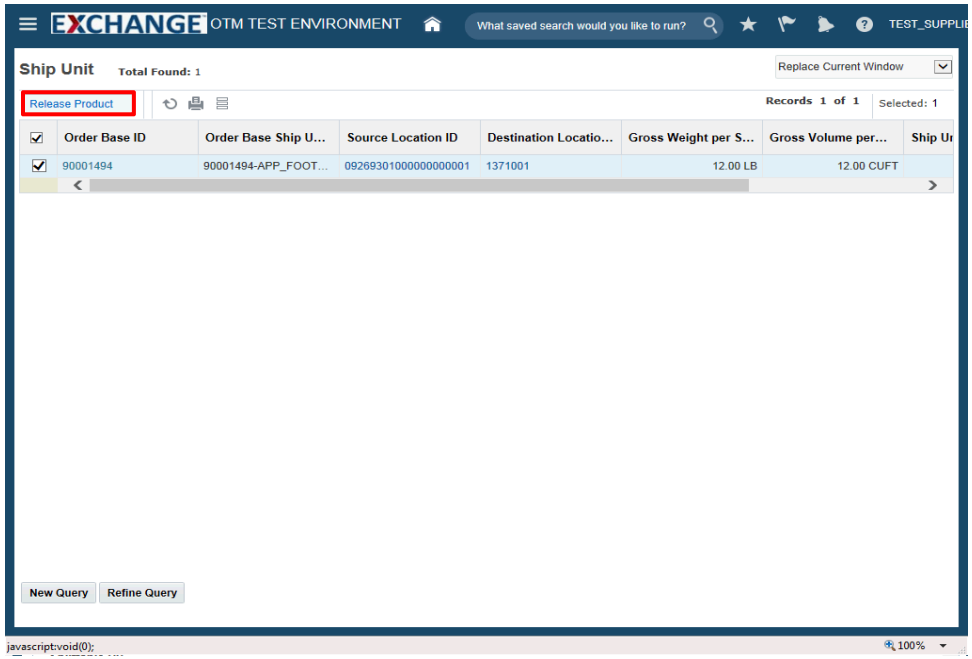


Step 4

Click the checkbox to the left of the Order Base ID.

Example: **90001494**

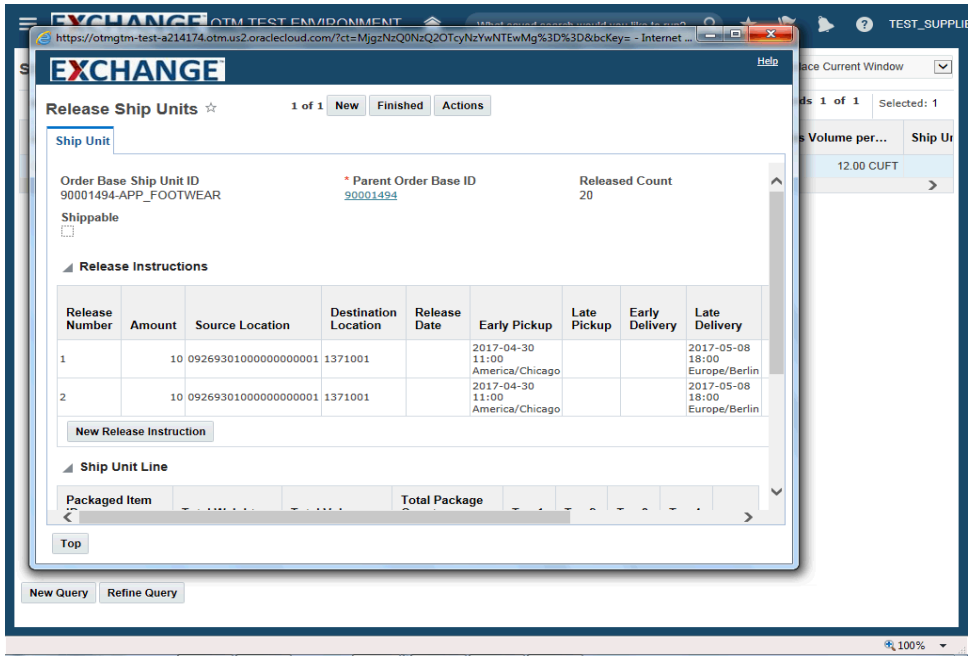
Modify Released Order



Step 5

Click the **Release Product** button.

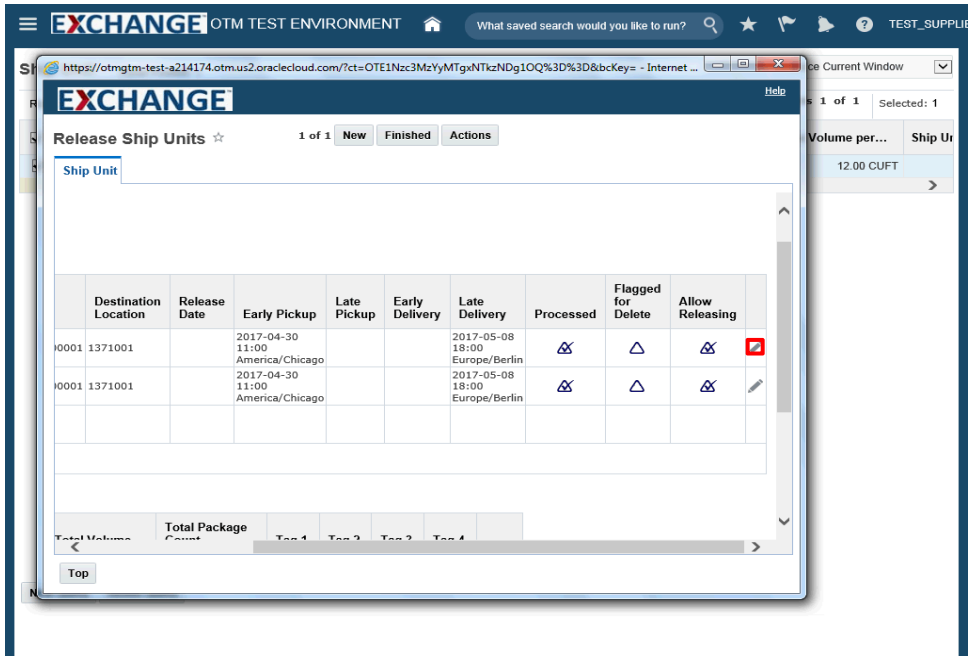
Modify Released Order



Step 6

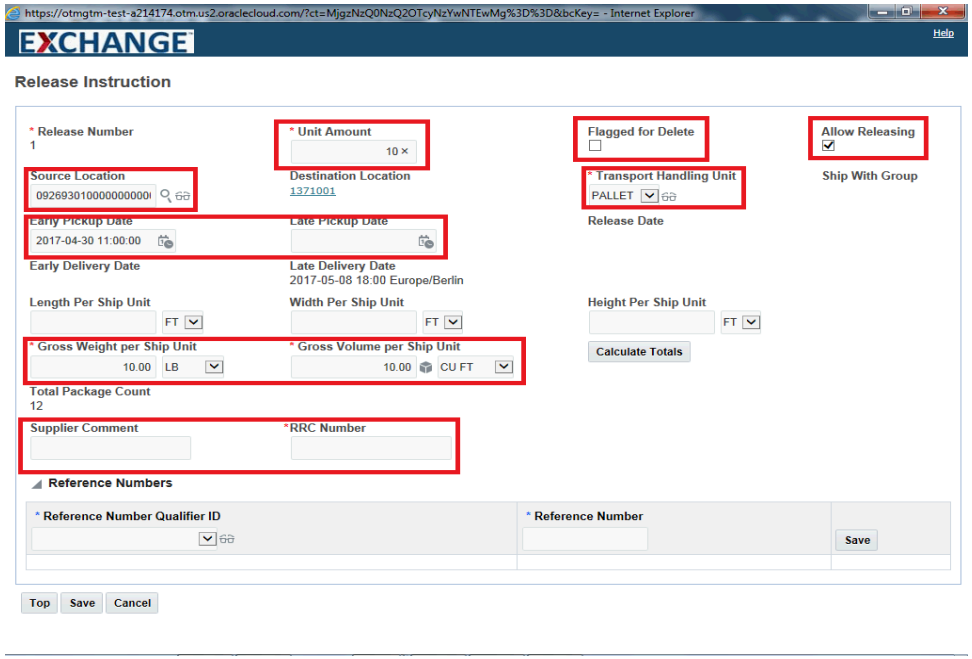
The next steps demonstrate how to modify release instructions.

Modify Released Order



Step 7

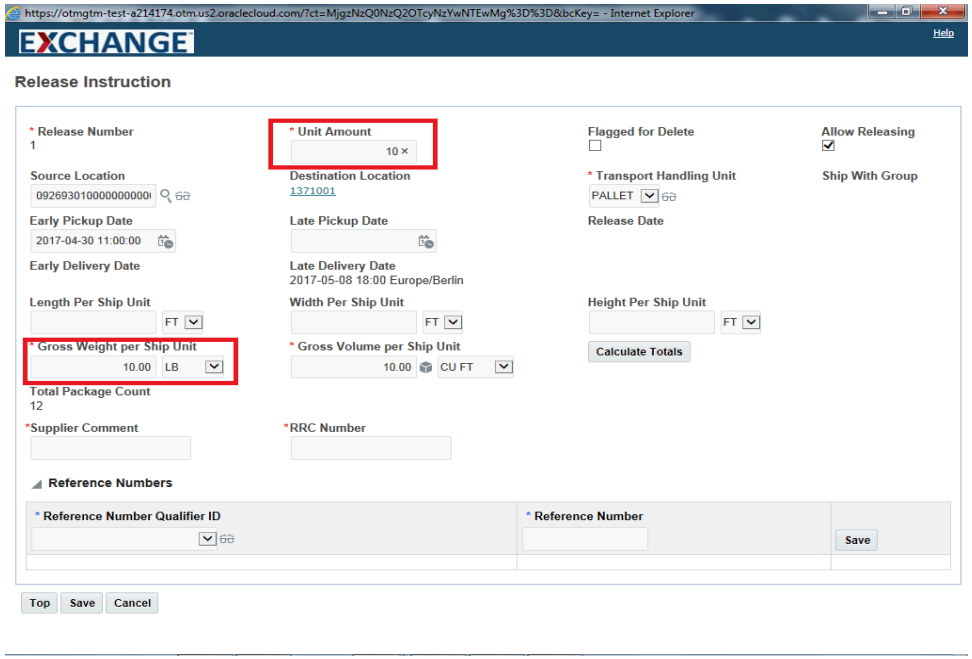
Click the **Pencil** graphic.



Step 8

The highlighted fields can be modified as needed. The following fields require additional consideration prior to modification.

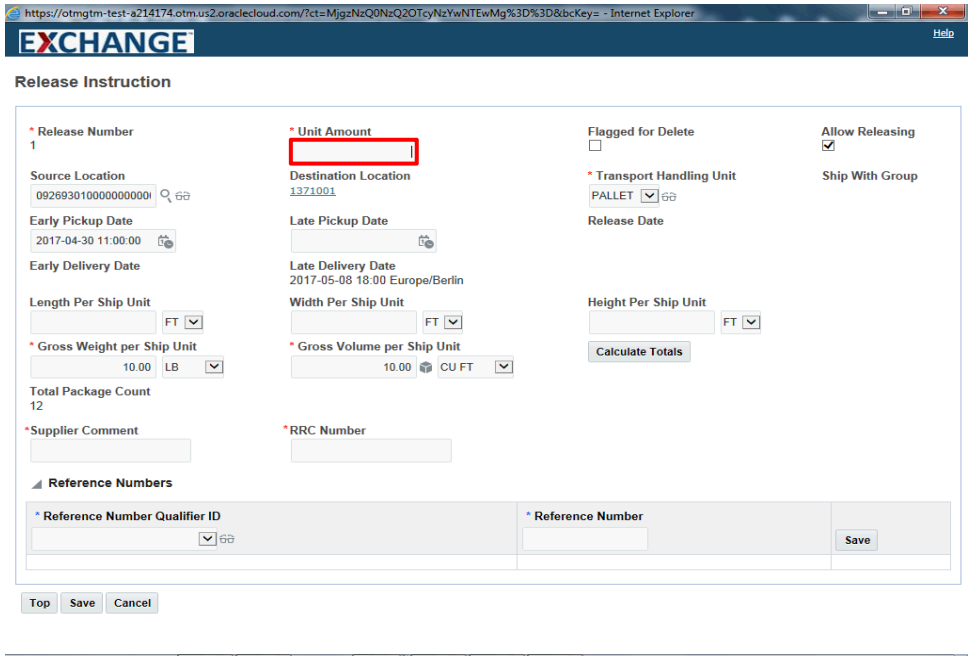
Flagged for Delete - Used to remove previous release instruction for the current release.
Allow Releasing - Must remain checked.
Source Location - A change to source location will result in the order release being placed on hold.



Step 9

In this example the **Unit Amount** and **Gross Weight per Ship Unit** fields are modified.

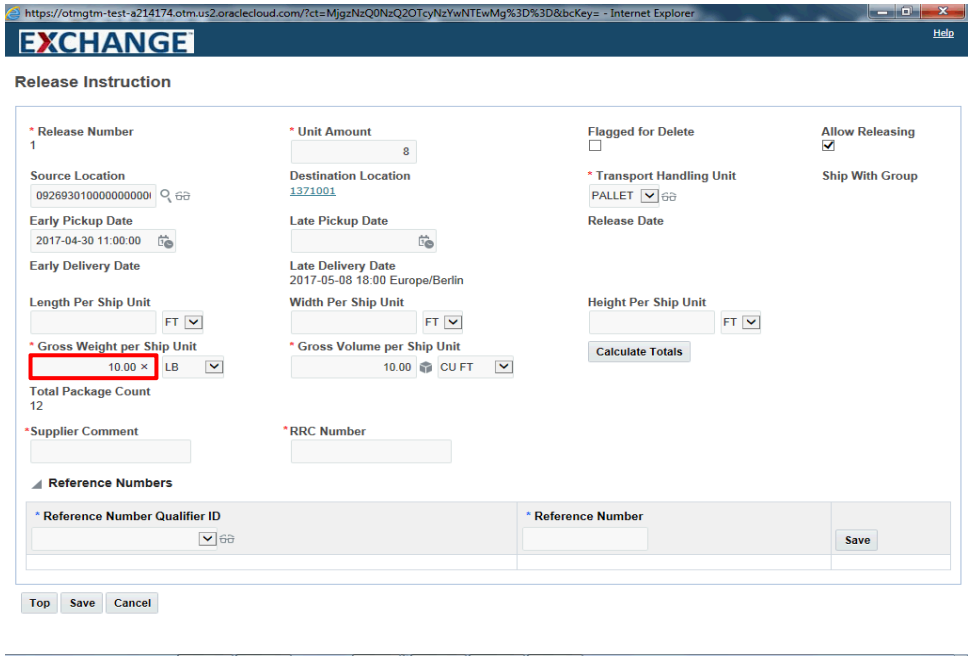
Their current values are 10 and 10 LBS respectively.



Step 10

Enter the appropriate amount into the **Unit Amount** field.

Example: **8**

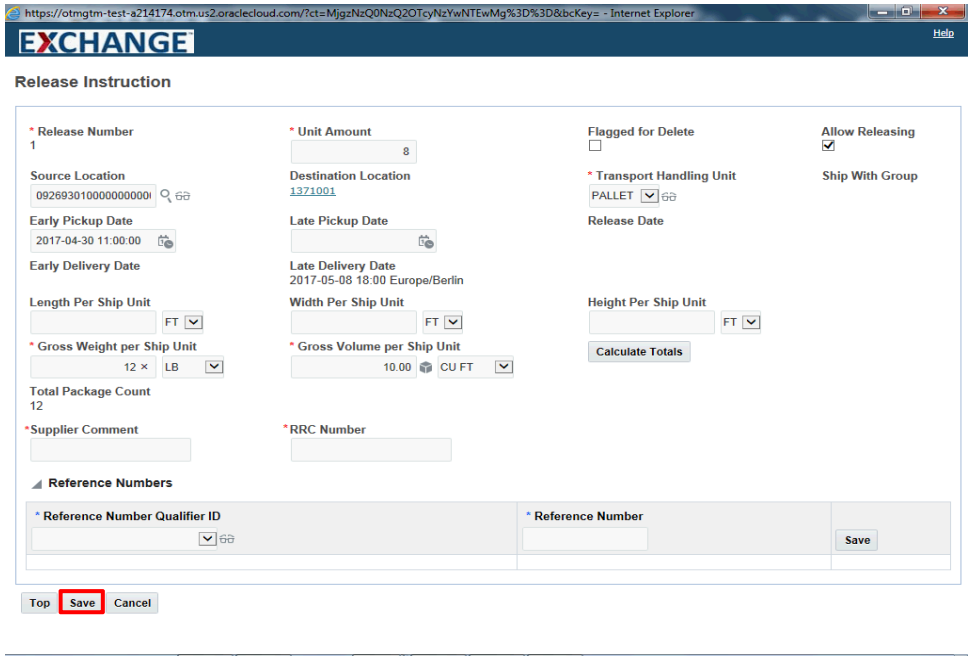


Step 11

Enter the appropriate amount into the **Gross Weight per Ship Unit** field.

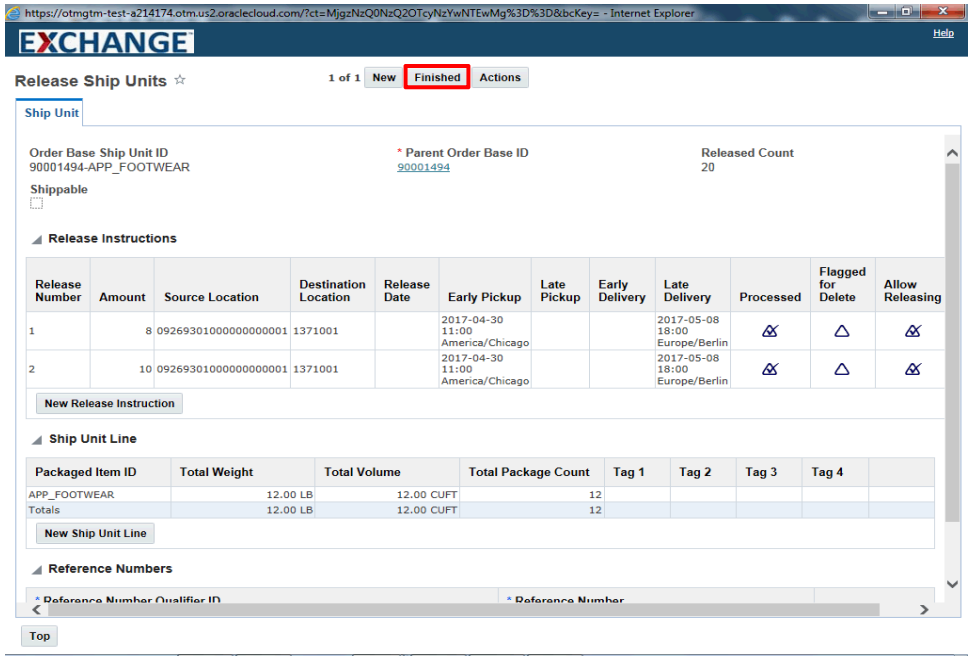
Example: **12**

Modify Released Order



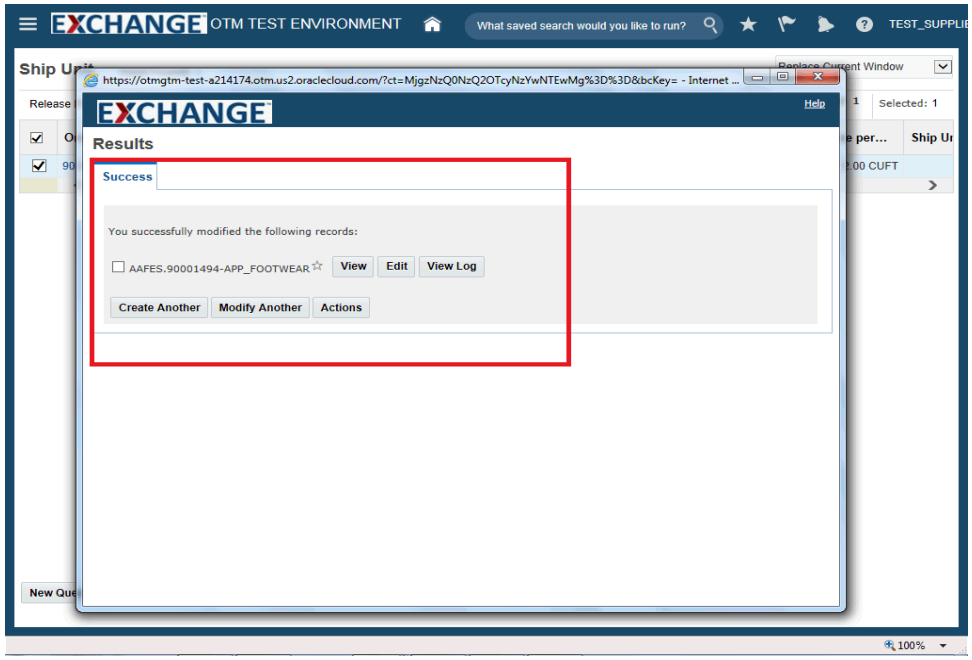
Step 12

Click the **Save** button.



Step 13

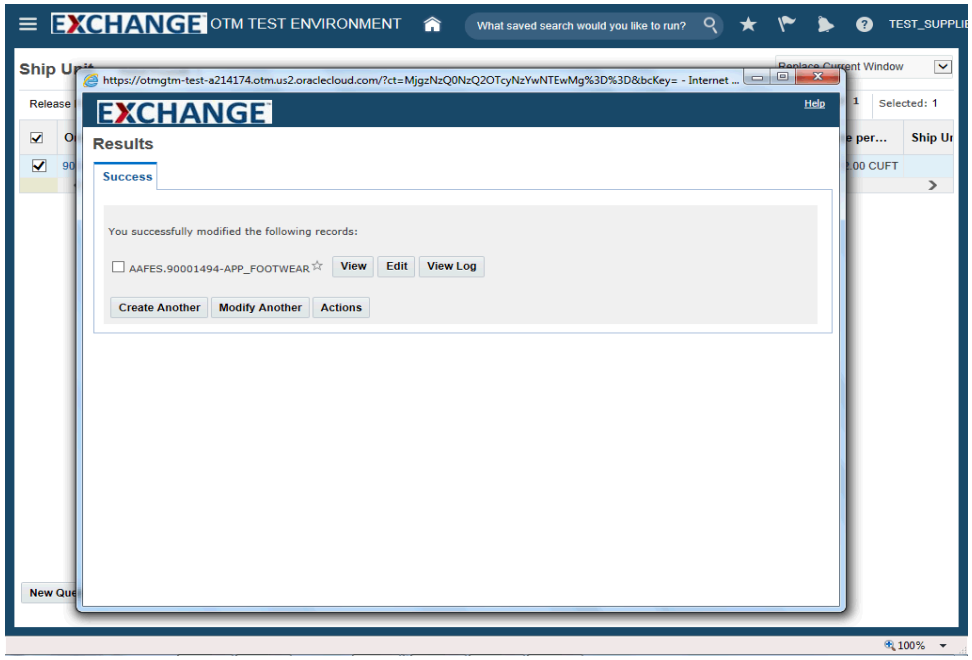
Click the **Finished** button.



Step 14

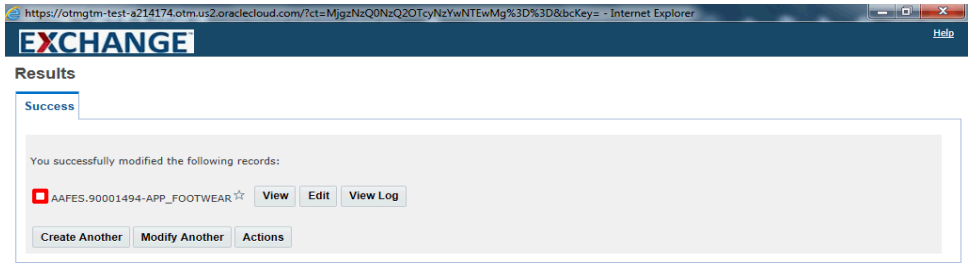
Confirmation the modification was successful is displayed.

If the shipment for which this order release was planned is tender accepted, the modification will not be processed. An e-mail will be sent to the supplier indicating the release instruction modification was not processed.



Step 15

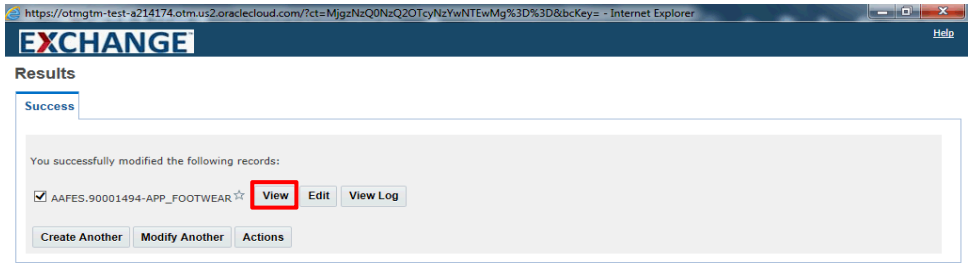
The next steps demonstrate how to review the modification to unit amount.



Step 16

Click the checkbox to the left of the Order Base Ship Unit ID.

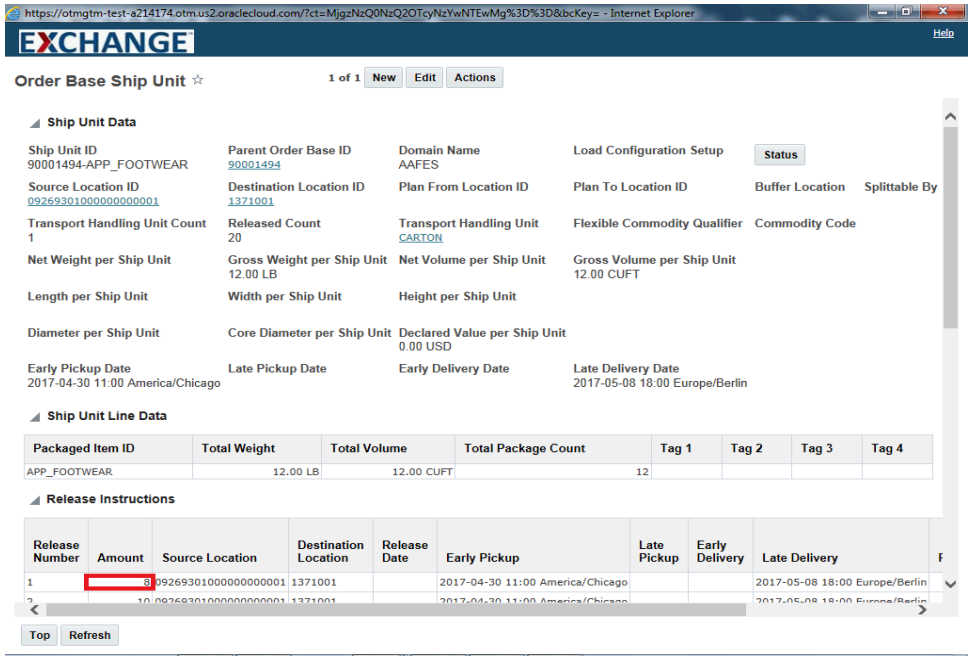
Example: **AAFES.90001494-APP_FOOTWEAR**



Step 17

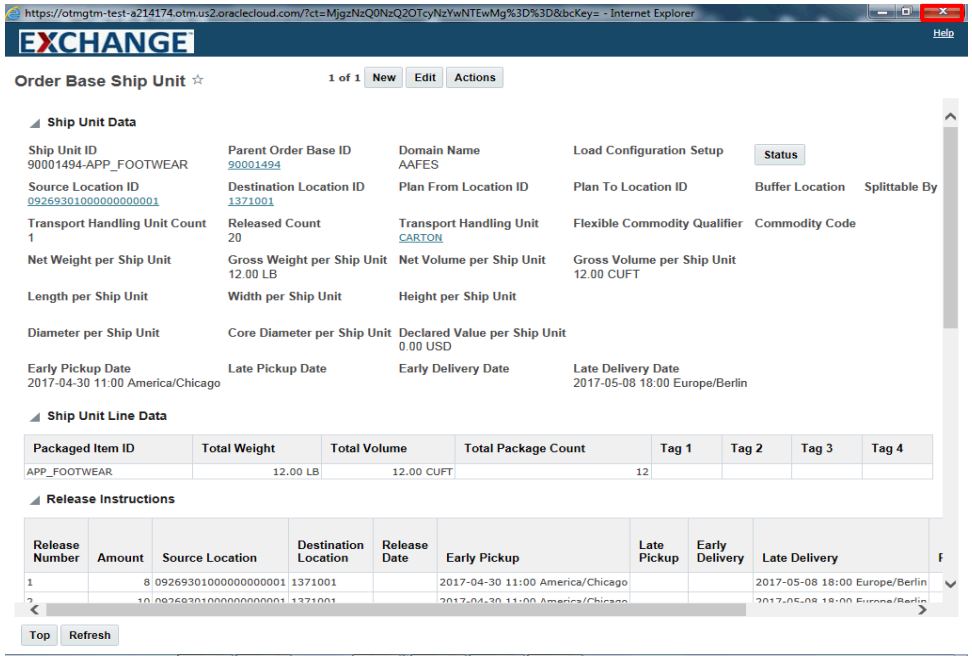
Click the **View** button.

Modify Released Order



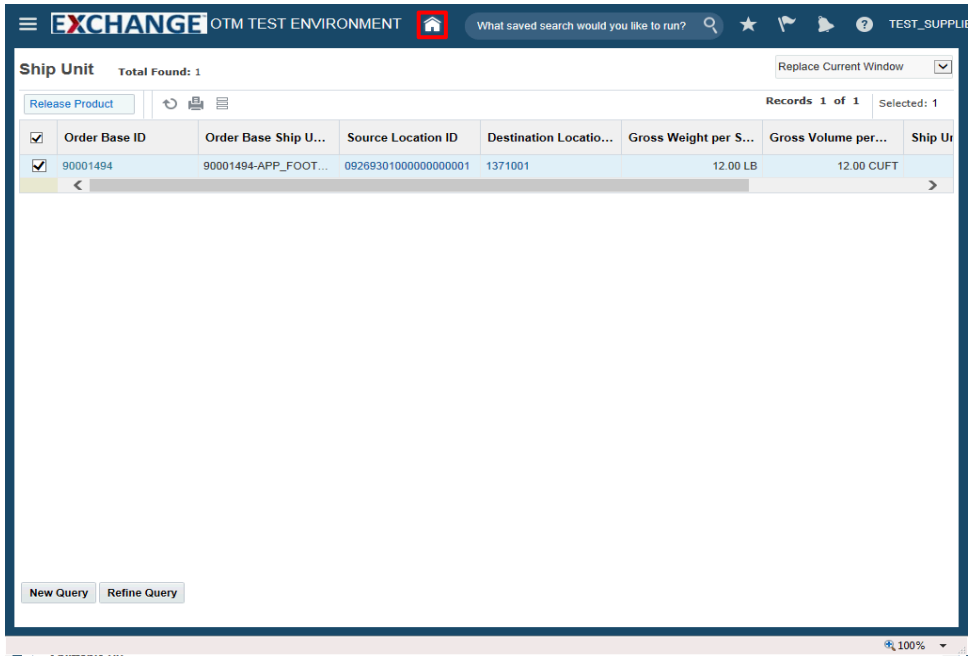
Step 18

The Amount value has been updated.



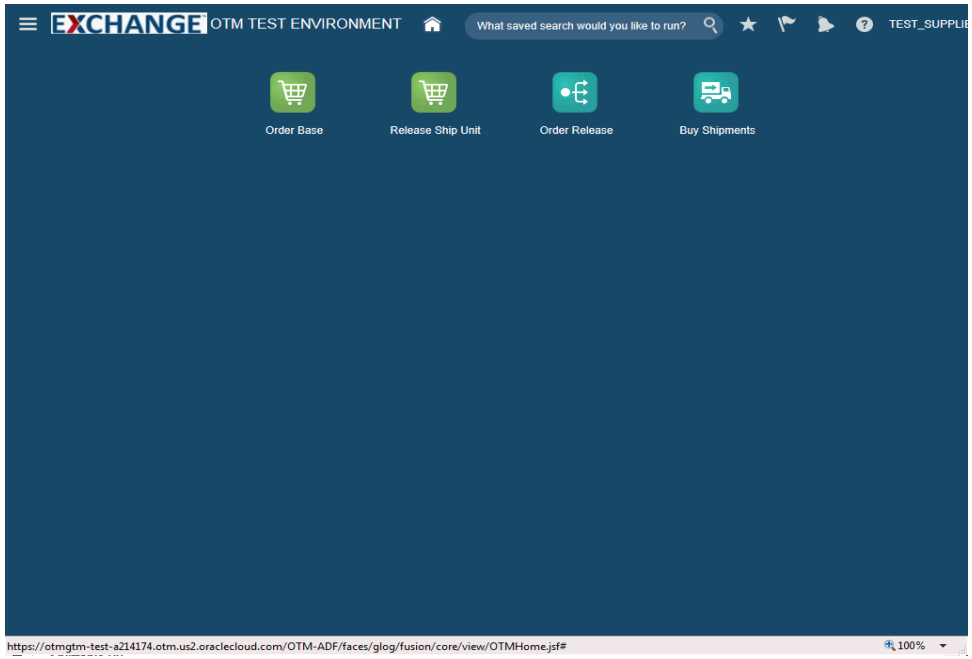
Step 19

Click the **Close** button.



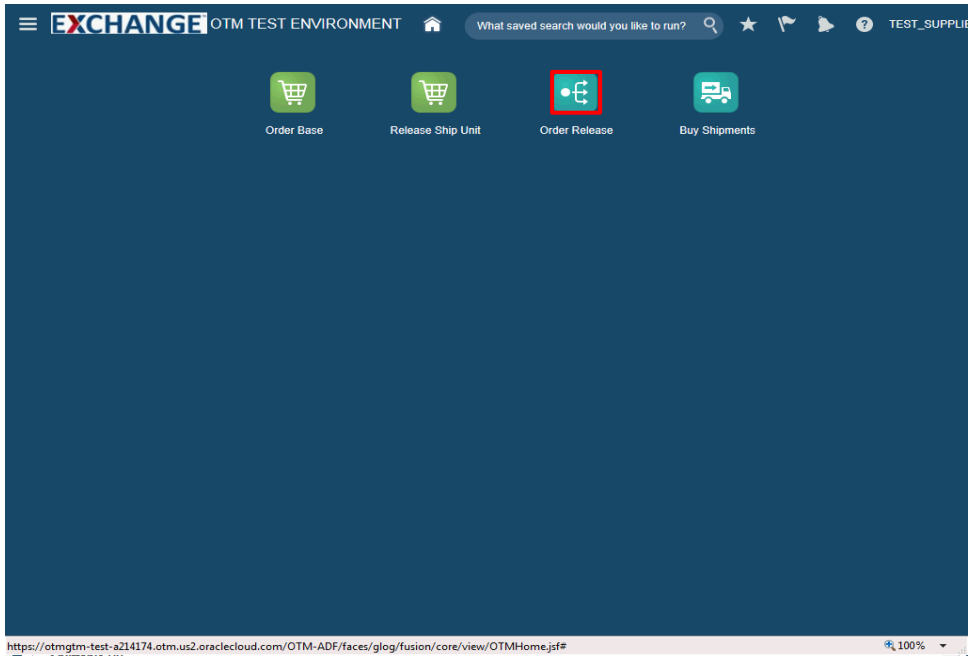
Step 20

Click the **Home** button.



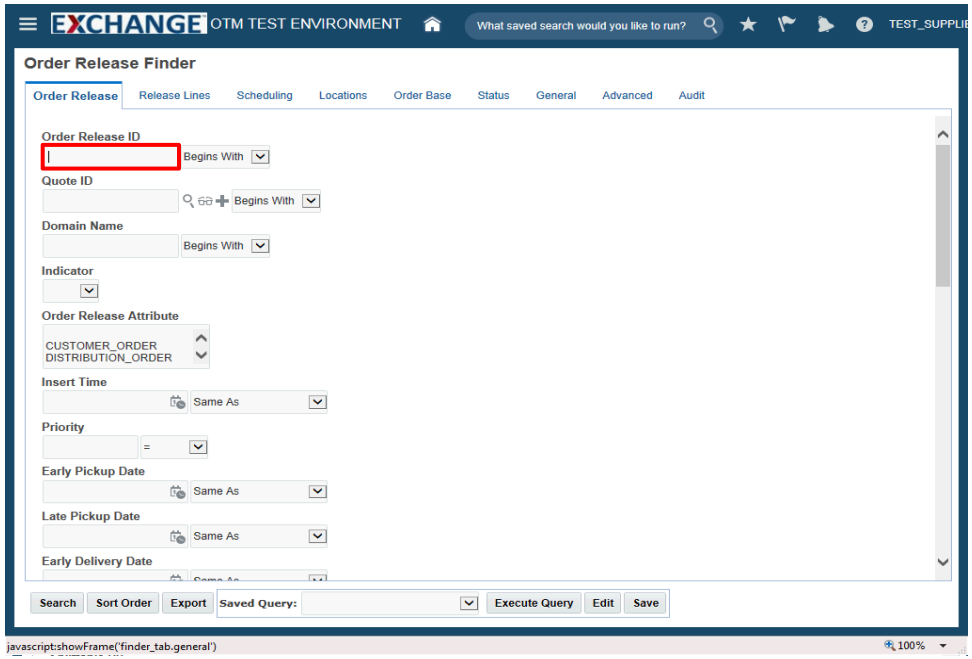
Step 21

The next steps demonstrate how to search and validate order release details.



Step 22

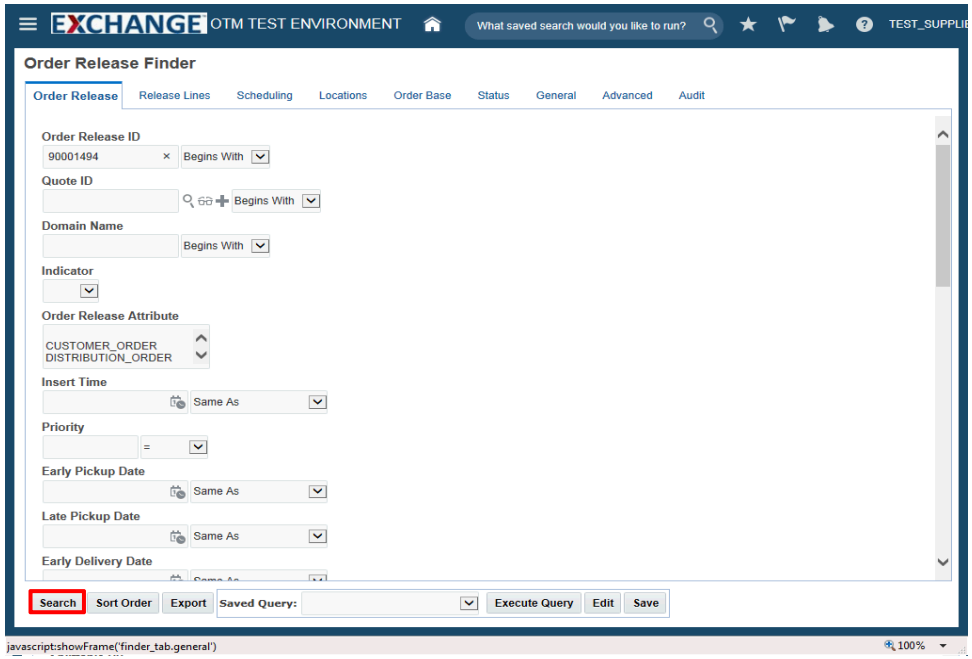
Click the **Order Release** button.



Step 23

Enter search criteria into the appropriate field(s).

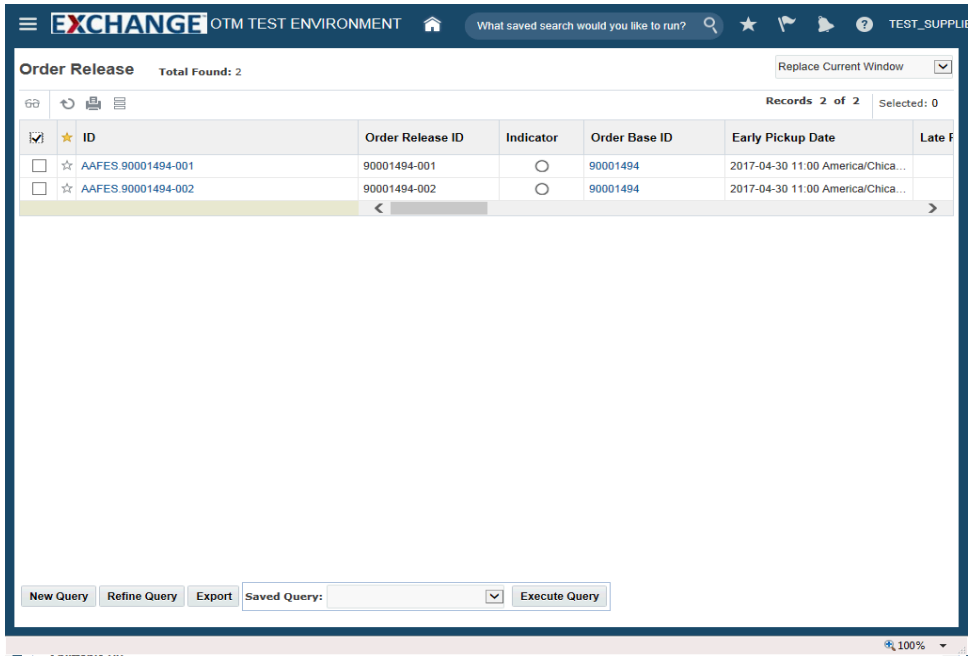
Example: **Order Release ID** field, enter a valid order number, **90001494**



Step 24

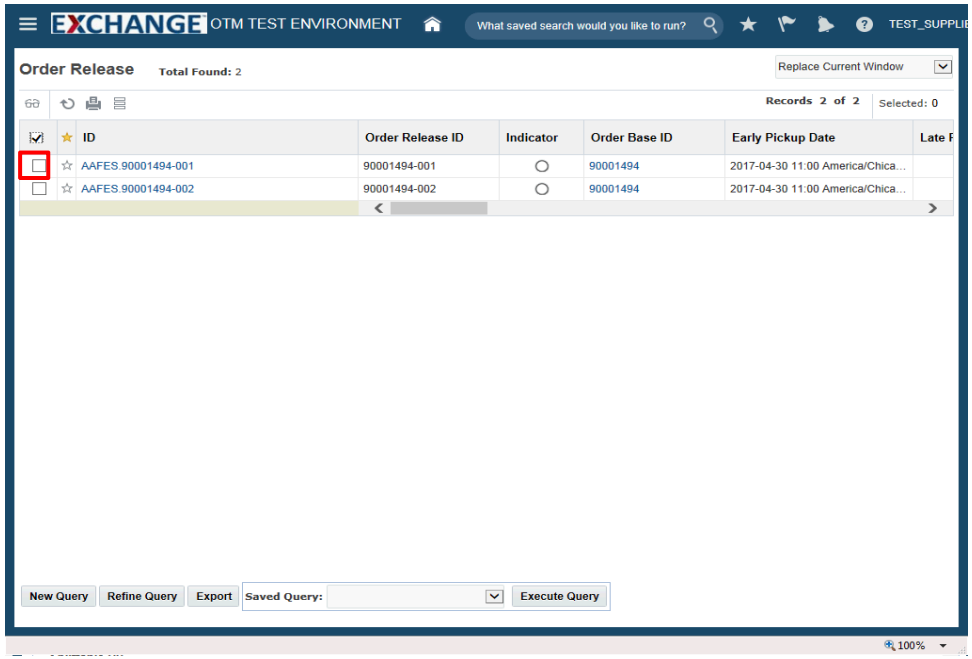
Click the **Search** button.

Modify Released Order



Step 25

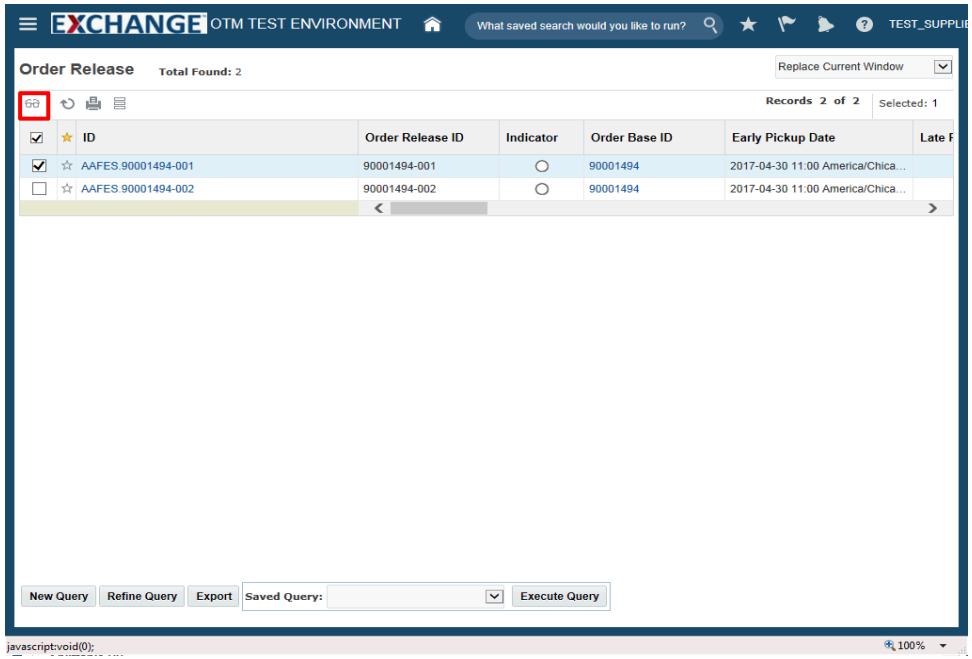
The next steps demonstrate how to view order release details.



Step 26

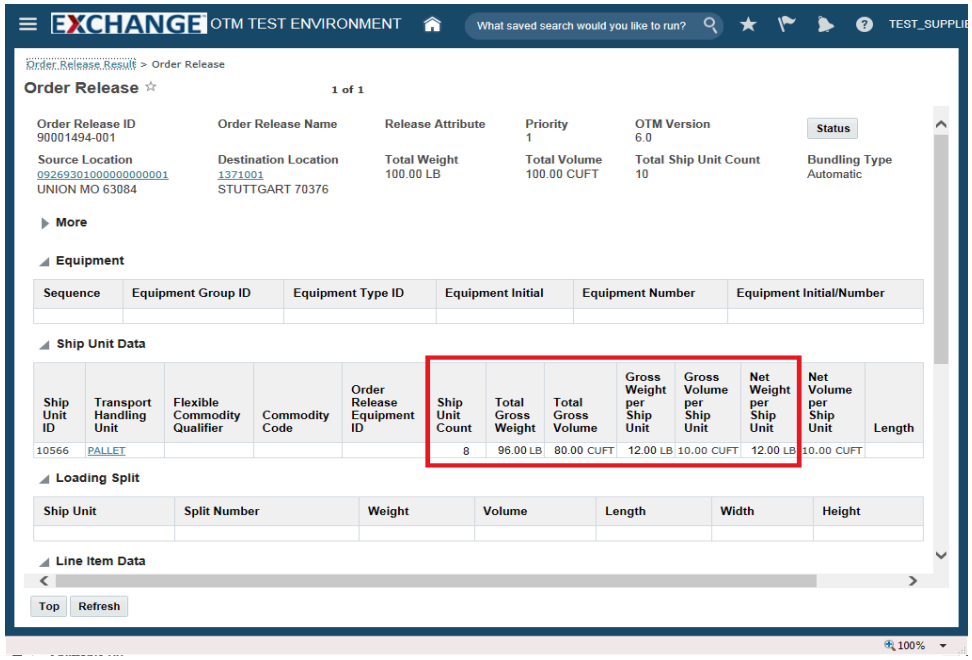
Click the checkbox to the left of the ID.

Example: **AAFES.90001494-001**



Step 27

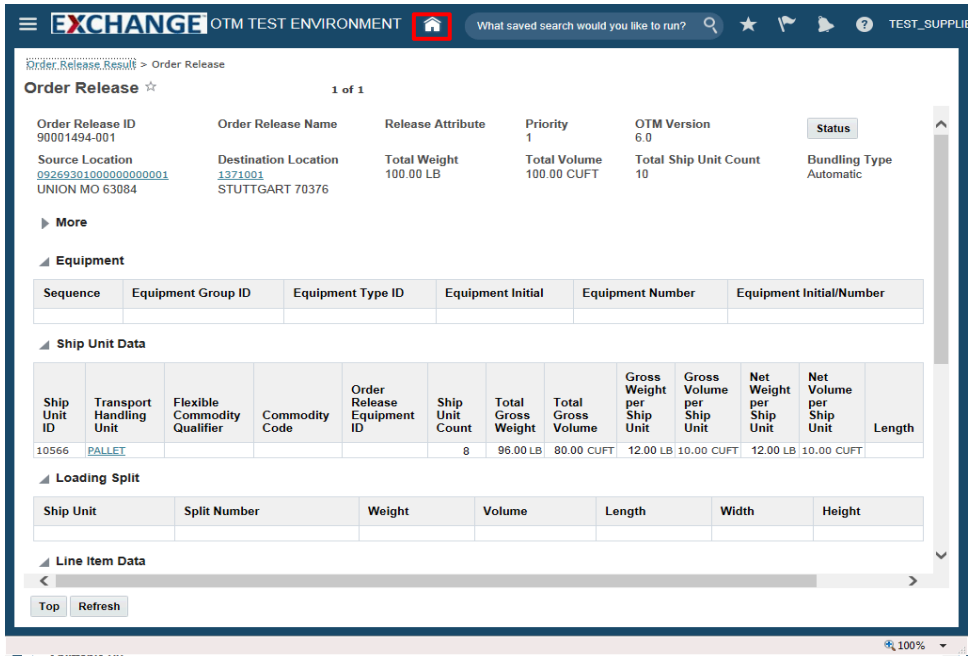
Click the **Glasses** graphic.



Step 28

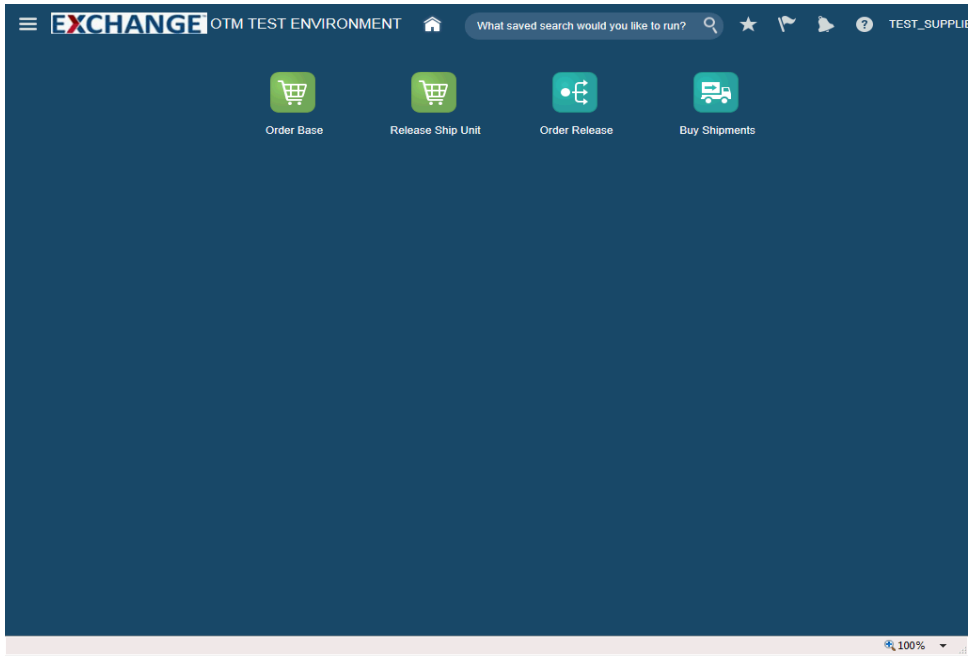
Order Release page is displayed. Shipping information related to the order is shown.

The **Ship Unit Count**, **Total Gross Weight**, **Total Gross Volume, Gross Weight per Ship Unit** and **Net Weight per Ship Unit** fields now reflect the order release modifications completed previously.



Step 29

Click the **Home** link.



Step 30

Congratulations, you have successfully completed **Modify Released Order**.

End of Procedure.