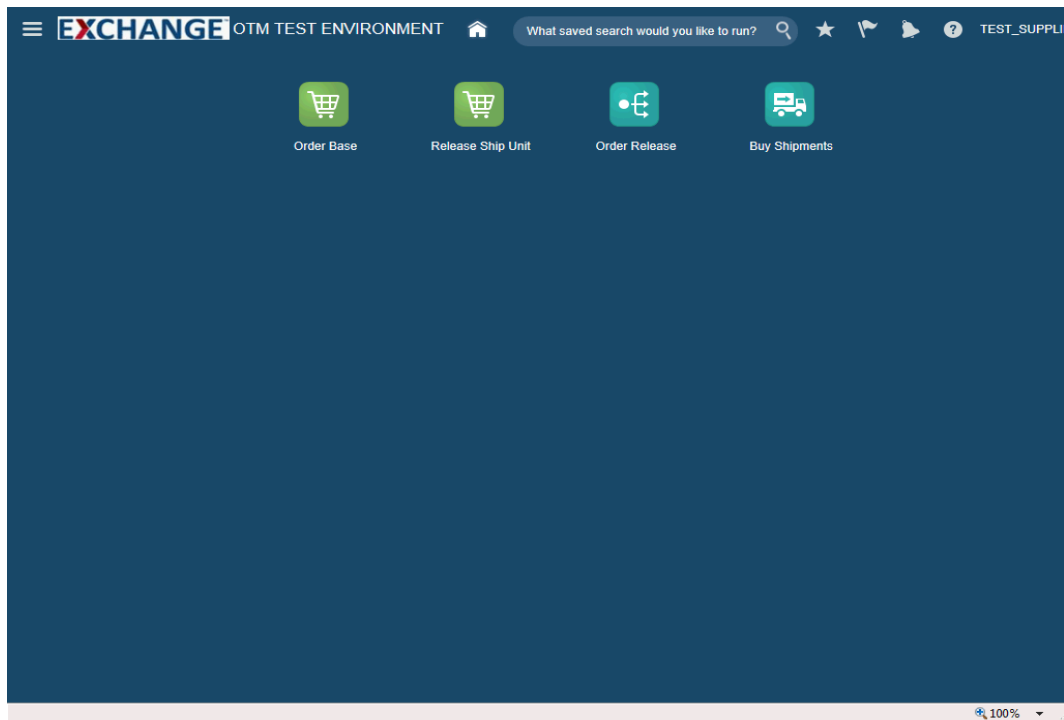


Search / Release Order Base Ship Unit

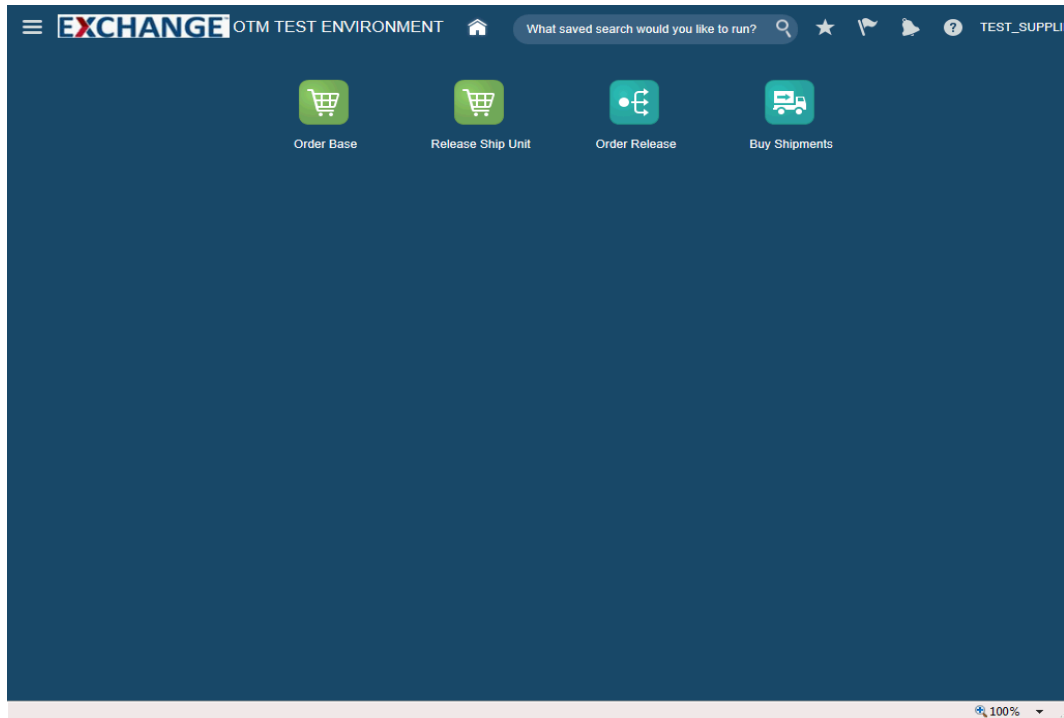
Search / Release Order Base Ship Unit



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

- **Search order base**
- **Release orders**

Search / Release Order Base Ship Unit



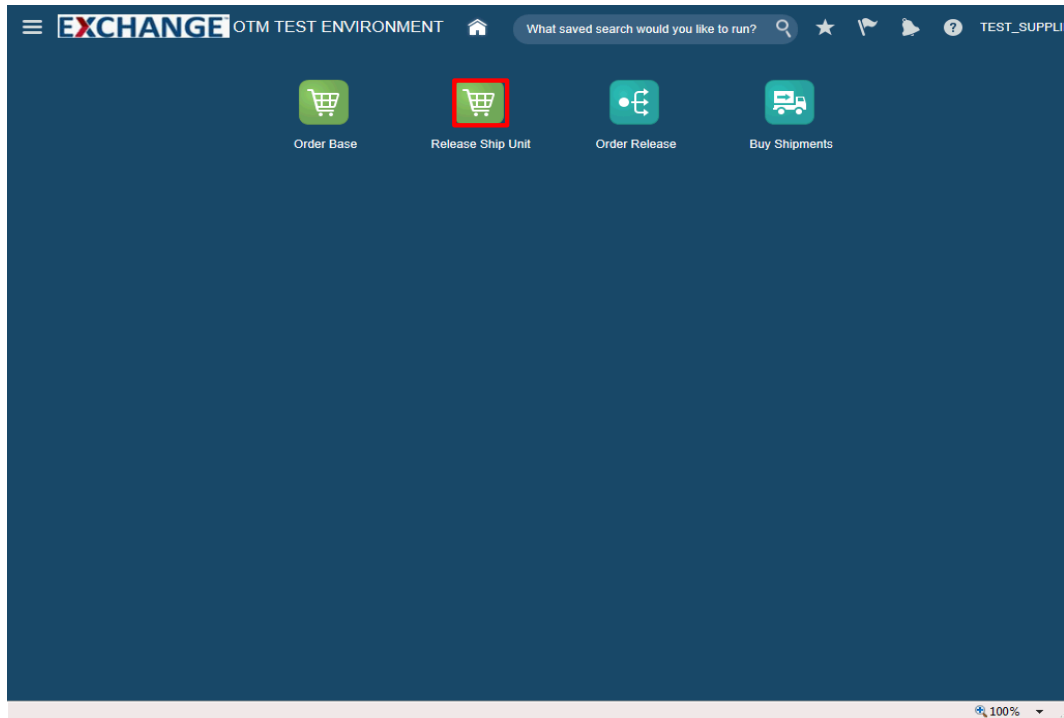
Step 1

The next steps demonstrate how to search order base for existing orders.

Search / Release Order Base Ship Unit

Step 2

Click the **Release Ship Unit** button.



Search / Release Order Base Ship Unit

Step 3

Enter search criteria into the appropriate field(s).

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

The screenshot shows the 'Ship Unit Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The page has a dark blue header with the EXCHANGE logo and 'OTM TEST ENVIRONMENT' text. Below the header, there are navigation tabs: 'Ship Units', 'General', 'Content', 'Release Instruction', 'Status', and 'Audit'. The 'Ship Units' tab is active. The main content area contains several search criteria fields, each with a search icon, a 'Begins With' dropdown, and a plus sign icon. The 'Order Base ID' field is highlighted with a red rectangular box. Below the search criteria, there are buttons for 'Search', 'Sort Order', and 'Actions'. The browser's address bar shows 'javascript:void(1);' and the zoom level is set to 100%.

Search / Release Order Base Ship Unit

Step 4

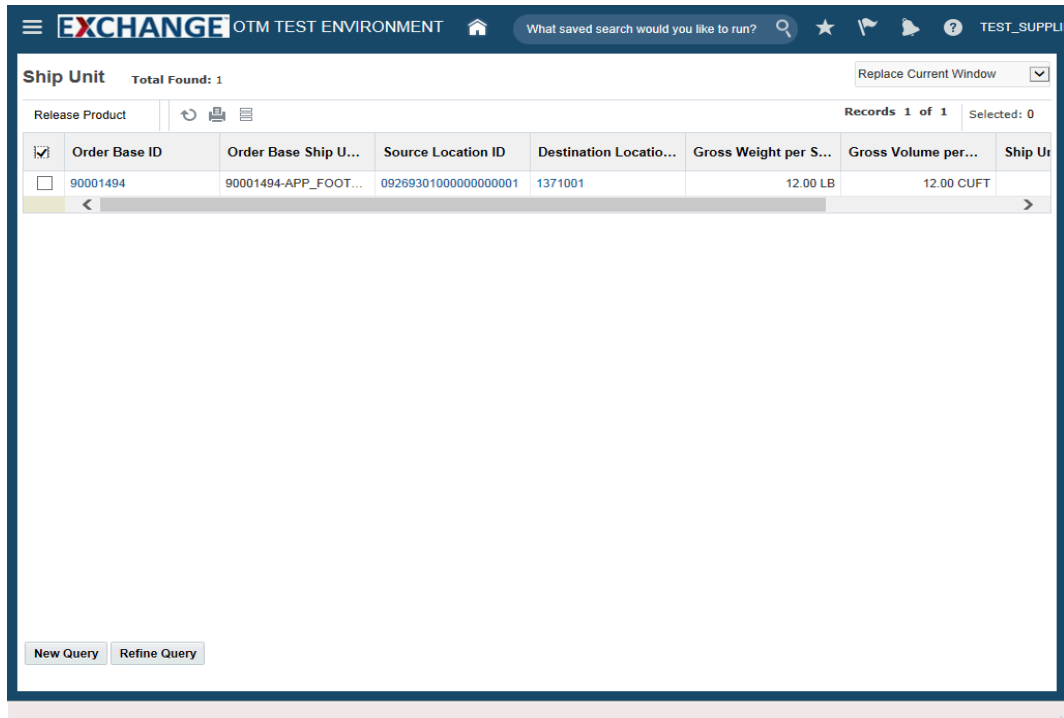
Click the **Search** button.

The screenshot shows the 'Ship Unit Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The page has a dark blue header with the logo and navigation icons. Below the header, there are tabs for 'Ship Units', 'General', 'Content', 'Release Instruction', 'Status', and 'Audit'. The main form contains several input fields and dropdown menus for search criteria: Order Base Ship Unit ID, Order Base ID (with value 90001494), Source Location ID, Destination Location ID, Gross Weight per Ship Unit (with unit LB), Net Weight per Ship Unit (with unit LB), Gross Volume per Ship Unit (with unit CU FT), Net Volume per Ship Unit (with unit CU FT), Ship Unit Count, and Order Release ID. At the bottom of the form, there are three buttons: 'Search', 'Sort Order', and 'Actions'. The 'Search' button is highlighted with a red rectangular box. The browser's address bar at the bottom shows 'javascript:void(1);' and the zoom level is set to 100%.

Search / Release Order Base Ship Unit

Step 5

The next steps demonstrate how to release an order.



The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. At the top, there is a search bar with the text "What saved search would you like to run?". Below the search bar, the page title is "Ship Unit" and it indicates "Total Found: 1". There are navigation icons for "Release Product", "Refresh", "Print", and "List". The table below shows one record with the following data:

<input checked="" type="checkbox"/>	Order Base ID	Order Base Ship U...	Source Location ID	Destination Locatio...	Gross Weight per S...	Gross Volume per...	Ship Ur
<input type="checkbox"/>	90001494	90001494-APP_FOOT...	0926930100000000001	1371001	12.00 LB	12.00 CUFT	

At the bottom of the interface, there are buttons for "New Query" and "Refine Query".

Search / Release Order Base Ship Unit

Step 6

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

Example: **90001494**

EXCHANGE OTM TEST ENVIRONMENT

What saved search would you like to run?

Ship Unit Total Found: 1

Replace Current Window

Release Product

Records 1 of 1 Selected: 0

<input checked="" type="checkbox"/>	Order Base ID	Order Base Ship U...	Source Location ID	Destination Locatio...	Gross Weight per S...	Gross Volume per...	Ship Ur
<input type="checkbox"/>	90001494	90001494-APP_FOOT...	09269301000000000001	1371001	12.00 LB	12.00 CUFT	

New Query Refine Query

Search / Release Order Base Ship Unit

Step 7

Click the **Release Product** button.

This button opens the Release Ship Units page where release instructions are entered.

The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. The main content area displays a table of search results for Ship Units. The table has the following columns: Order Base ID, Order Base Ship U..., Source Location ID, Destination Locatio..., Gross Weight per S..., Gross Volume per..., and Ship Ur. A single record is shown with the following values: Order Base ID: 90001494, Order Base Ship U...: 90001494-APP_FOOT..., Source Location ID: 09269301000000000001, Destination Locatio...: 1371001, Gross Weight per S...: 12.00 LB, Gross Volume per...: 12.00 CUFT, and Ship Ur: (empty). The 'Release Product' button is highlighted with a red box. The interface also includes a search bar at the top, a 'Total Found: 1' indicator, and a 'Replace Current Window' dropdown menu.

<input checked="" type="checkbox"/>	Order Base ID	Order Base Ship U...	Source Location ID	Destination Locatio...	Gross Weight per S...	Gross Volume per...	Ship Ur
<input checked="" type="checkbox"/>	90001494	90001494-APP_FOOT...	09269301000000000001	1371001	12.00 LB	12.00 CUFT	

Search / Release Order Base Ship Unit

Step 8

The next steps demonstrate how to enter release instructions.

The **Release Ship Units** page is displayed. Shipping information related to the order is displayed and the user can create instructions for the release of the order.

EXCHANGE OTM TEST ENVIRONMENT

Release Ship Units ☆ 1 of 1 New Finished Actions

Order Base Ship Unit ID: 90001494-APP_FOOTWEAR
Parent Order Base ID: 90001494
Released Count: 10

Shippable:

Release Instructions

Release Number	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery
1	10	09269301000000000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin

New Release Instruction

Ship Unit Line

Packaged Item ID	Total Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
APP_FOOTWEAR	12.00 LB	12.00 CUFT	12				

Top

Search / Release Order Base Ship Unit

Step 9

Click the **New Release Instruction** button.

The screenshot shows the 'Release Ship Units' page in the EXCHANGE OTM TEST ENVIRONMENT. The page displays details for a ship unit, including Order Base Ship Unit ID (90001494-APP_FOOTWEAR), Parent Order Base ID (90001494), and Released Count (10). A table of Release Instructions is visible, with a 'New Release Instruction' button highlighted in red.

Release Number	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery
1	10	09269301000000000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin

New Release Instruction

Packaged Item ID	Total Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
APP_FOOTWEAR	12.00 LB	12.00 CUFT	12				

Search / Release Order Base Ship Unit

Release Instruction

* Release Number: 1

* Unit Amount: 10 x

Flagged for Delete:

Allow Releasing:

Source Location: 09269301000000000000

Destination Location: 1371001

* Transport Handling Unit: PALLET

Ship With Group

Early Pickup Date: 2017-04-30 11:00:00

Late Pickup Date

Release Date

Early Delivery Date

Late Delivery Date: 2017-05-08 18:00 Europe/Berlin

Length Per Ship Unit: FT

Width Per Ship Unit: FT

Height Per Ship Unit: FT

* Gross Weight per Ship Unit: 10.00 LB

* Gross Volume per Ship Unit: 10.00 CU FT

Calculate Totals

Total Package Count: 12

Supplier Comment

* RRC Number

Reference Numbers

* Reference Number Qualifier ID	* Reference Number

Top Save Cancel

Step 10

Release Instruction page is displayed. The highlighted fields can be modified as needed.

Unit Amount - Number of transport handling units.

Flagged for Delete - Remains unchecked for new orders.

Allow Releasing - Remains checked for new orders.

Source Location - A change to source location will result in the order release being placed on hold.

Transport Handling Unit - How freight is packaged for transportation.

Gross Weight per Ship Unit - Weight of each transport handling unit.

Gross Volume per Ship Unit - Volume of each transport handling unit.

RRC Number – Routing Request Control Number. Unique identifier provided by the supplier at time of release. Required!

Early Pick Up Date – is required to be at least 72 hours out from the date of release.

Note: Maximum Weight and Volume Requirements!

- **Weight:** 45,000 Pounds Total
- **Volume:** 3,000 CUFT Total

Search / Release Order Base Ship Unit

Step 11

In this example the **Unit Amount**, **Transportation Handling Unit**, **Gross Weight per Ship Unit** and **Gross Volume per Ship Unit** information is entered.

The screenshot shows the 'Release Instruction' form in the EXCHANGE OTM TEST ENVIRONMENT. The form is titled 'Release Instruction' and contains the following fields and sections:

- Release Number:** A text input field.
- Unit Amount:** A text input field with the value '1'.
- Source Location:** A text input field with the value '09269301000000000000'.
- Destination Location:** A text input field with the value '1371001'.
- Transport Handling Unit:** A dropdown menu with the value 'CARTON'.
- Flagged for Delete:** A checkbox, currently unchecked.
- Allow Releasing:** A checkbox, currently checked.
- Early Pickup Date:** A date-time picker with the value '2017-04-30 11:00:00'.
- Late Pickup Date:** A date-time picker.
- Early Delivery Date:** A date-time picker.
- Late Delivery Date:** A date-time picker with the value '2017-05-08 18:00 Europe/Berlin'.
- Release Date:** A date-time picker.
- Length Per Ship Unit:** A text input field with a unit dropdown set to 'FT'.
- Width Per Ship Unit:** A text input field with a unit dropdown set to 'FT'.
- Height Per Ship Unit:** A text input field with a unit dropdown set to 'FT'.
- Gross Weight per Ship Unit:** A text input field with a unit dropdown set to 'LB'.
- Gross Volume per Ship Unit:** A text input field with a unit dropdown set to 'CU FT'.
- Calculate Totals:** A button.
- Total Package Count:** A text input field with the value '12'.
- Supplier Comment:** A text input field.
- RRC Number:** A text input field.

At the bottom of the form, there are buttons for 'Top', 'Save', and 'Cancel'. The background shows a browser window with the URL 'https://otmgtm-test-a214174.otm.us2.oraclecloud.com/?ct=MjgzNzQ0NzQ2OTcyNzYwNTEwMg%3D%3D&bcKey=-' and a search bar with the text 'What saved search would you like to run?'.

Search / Release Order Base Ship Unit

Step 12

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

Example: **10**

The screenshot shows the 'Release Instruction' form in the EXCHANGE OTM TEST ENVIRONMENT. The form contains the following fields and values:

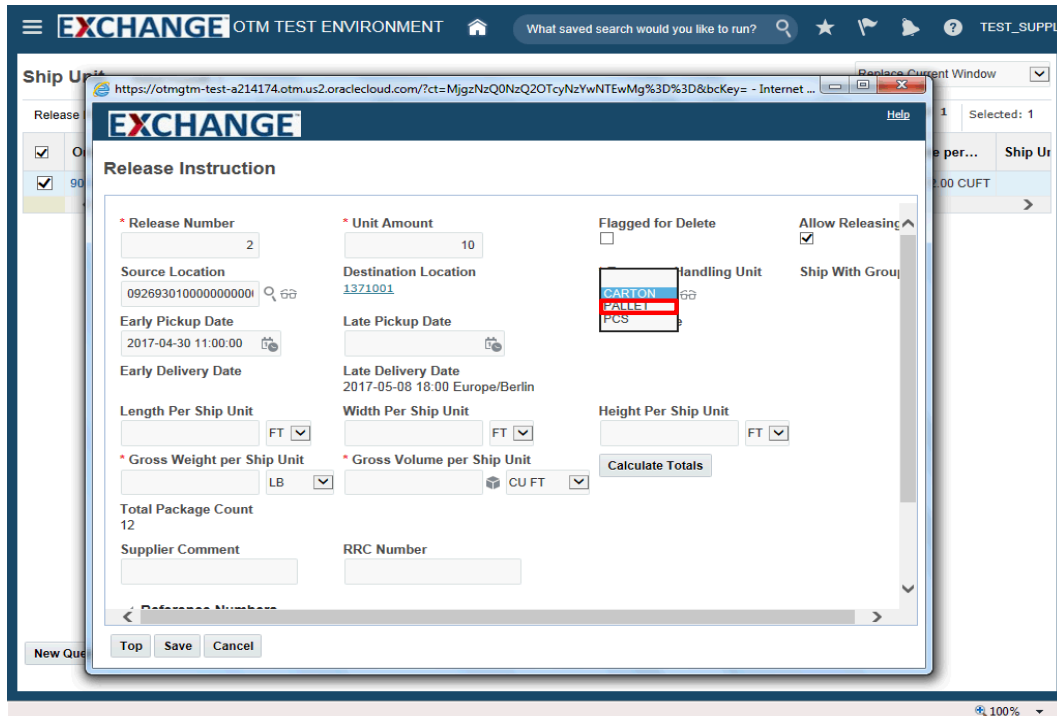
- * Release Number:** 2
- * Unit Amount:** 10 (highlighted with a red box)
- Source Location:** 09269301000000000000
- Destination Location:** 1371001
- Transport Handling Unit:** CARTON
- Flagged for Delete:**
- Allow Releasing:**
- Early Pickup Date:** 2017-04-30 11:00:00
- Late Pickup Date:** (empty)
- Early Delivery Date:** (empty)
- Late Delivery Date:** 2017-05-08 18:00 Europe/Berlin
- Length Per Ship Unit:** (empty) FT
- Width Per Ship Unit:** (empty) FT
- Height Per Ship Unit:** (empty) FT
- * Gross Weight per Ship Unit:** (empty) LB
- * Gross Volume per Ship Unit:** (empty) CU FT
- Calculate Totals:** (button)
- Total Package Count:** 12
- Supplier Comment:** (empty)
- RRC Number:** (empty)

At the bottom of the form, there are buttons for 'Top', 'Save', and 'Cancel'.

Search / Release Order Base Ship Unit

Step 13

Click the **Transport Handling Unit** dropdown and select **PALLET** transport handling unit.



The screenshot displays the 'Release Instruction' form in the EXCHANGE OTM TEST ENVIRONMENT. The form includes the following fields and options:

- Release Number:** 2
- Unit Amount:** 10
- Flagged for Delete:**
- Allow Releasing:**
- Source Location:** 09269301000000000000
- Destination Location:** 1371001
- Handling Unit:** A dropdown menu is open, showing options: CARTON, PALLET (highlighted), and PCS.
- Early Pickup Date:** 2017-04-30 11:00:00
- Late Pickup Date:** (empty)
- Early Delivery Date:** (empty)
- Late Delivery Date:** 2017-05-08 18:00 Europe/Berlin
- Length Per Ship Unit:** (empty) FT
- Width Per Ship Unit:** (empty) FT
- Height Per Ship Unit:** (empty) FT
- Gross Weight per Ship Unit:** (empty) LB
- Gross Volume per Ship Unit:** (empty) CU FT
- Calculate Totals:** Button
- Total Package Count:** 12
- Supplier Comment:** (empty)
- RRC Number:** (empty)

At the bottom of the form, there are buttons for 'Top', 'Save', and 'Cancel'.

Search / Release Order Base Ship Unit

Step 14

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

Example: **10**

The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. A modal window titled "Release Instruction" is open, showing various fields for configuring a release. The "Gross Weight per Ship Unit" field is highlighted with a red box, and the value "10" is entered. The "Gross Volume per Ship Unit" field is also visible, with "CU FT" selected as the unit. The "Transport Handling Unit" is set to "PALLET". The "Unit Amount" is set to "10". The "Release Date" is empty. The "Total Package Count" is "12". The "Supplier Comment" and "RRC Number" fields are empty. The "Calculate Totals" button is visible. The background shows a list of ship units with columns for "Release", "Ship Unit", and "Ship Unit".

Release Instruction	
* Release Number	2
* Unit Amount	10
Source Location	09269301000000000000
Destination Location	1371001
Early Pickup Date	2017-04-30 11:00:00
Late Pickup Date	
Early Delivery Date	
Late Delivery Date	2017-05-08 18:00 Europe/Berlin
Length Per Ship Unit	FT
Width Per Ship Unit	FT
Height Per Ship Unit	FT
* Gross Weight per Ship Unit	10 LB
* Gross Volume per Ship Unit	CU FT
Total Package Count	12
Supplier Comment	
RRC Number	

Search / Release Order Base Ship Unit

Step 15

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

Example: **10**

The screenshot displays the 'Release Instruction' form within the EXCHANGE OTM TEST ENVIRONMENT. The form includes the following fields and values:

- Release Number:** 2
- Unit Amount:** 10
- Source Location:** 09269301000000000000
- Destination Location:** 1371001
- Transport Handling Unit:** PALLET
- Early Pickup Date:** 2017-04-30 11:00:00
- Late Pickup Date:** (empty)
- Early Delivery Date:** (empty)
- Late Delivery Date:** 2017-05-08 18:00 Europe/Berlin
- Length Per Ship Unit:** (empty)
- Width Per Ship Unit:** (empty)
- Height Per Ship Unit:** (empty)
- Gross Weight per Ship Unit:** 10 LB
- Gross Volume per Ship Unit:** 10 CU FT (highlighted with a red box)
- Total Package Count:** 12
- Supplier Comment:** (empty)
- RRC Number:** (empty)

Buttons at the bottom of the form include 'Top', 'Save', and 'Cancel'. A 'Calculate Totals' button is also present near the Gross Volume field.

Search / Release Order Base Ship Unit

Step 16

Click the **Save** button.

The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. A 'Release Instruction' dialog box is open, containing the following fields and values:

- Release Number:** 2
- Unit Amount:** 10
- Source Location:** 09269301000000000000
- Destination Location:** 1371001
- Transport Handling Unit:** PALLET
- Early Pickup Date:** 2017-04-30 11:00:00
- Late Pickup Date:** (empty)
- Early Delivery Date:** (empty)
- Late Delivery Date:** 2017-05-08 18:00 Europe/Berlin
- Length Per Ship Unit:** (empty) FT
- Width Per Ship Unit:** (empty) FT
- Height Per Ship Unit:** (empty) FT
- Gross Weight per Ship Unit:** 10 LB
- Gross Volume per Ship Unit:** 10 x CU FT
- Total Package Count:** 12
- Supplier Comment:** (empty)
- RRC Number:** (empty)

At the bottom of the dialog, there are buttons for 'Top', 'Save' (highlighted with a red box), and 'Cancel'. A 'Calculate Totals' button is also present near the Gross Volume field.

Search / Release Order Base Ship Unit

Step 17

Click the **Finished** button.

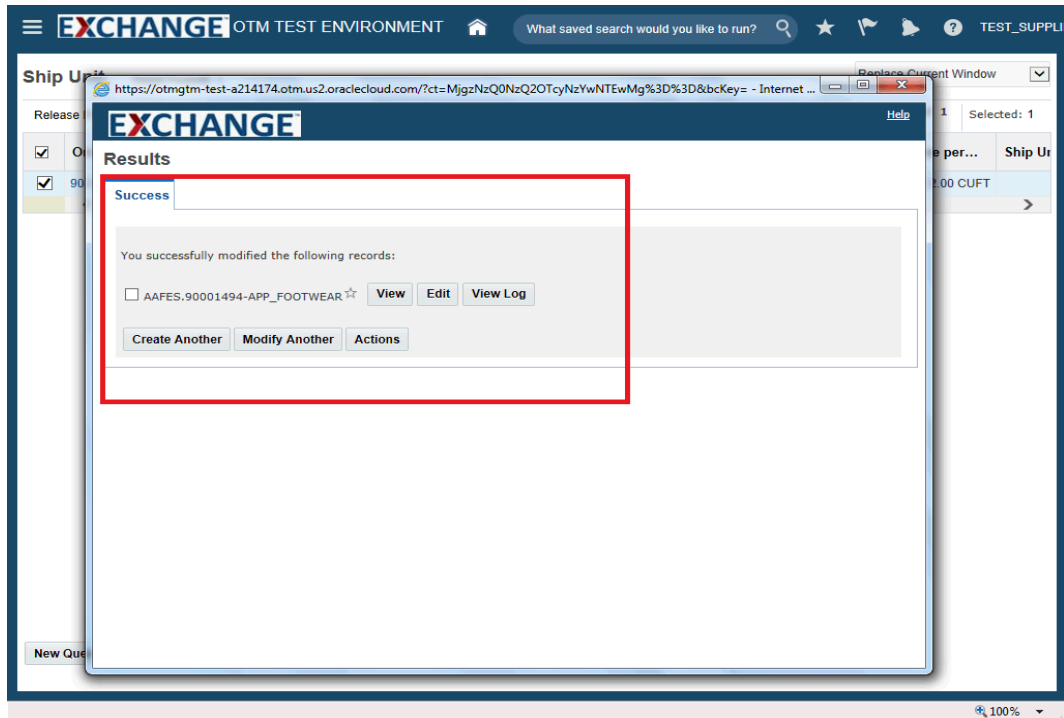
The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. The main window is titled "Release Ship Units" and displays a table of release instructions. The "Finished" button is highlighted with a red box. The table contains the following data:

Release Number	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery
1	10	09269301000000000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin
2	10	09269301000000000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin

Search / Release Order Base Ship Unit

Step 18

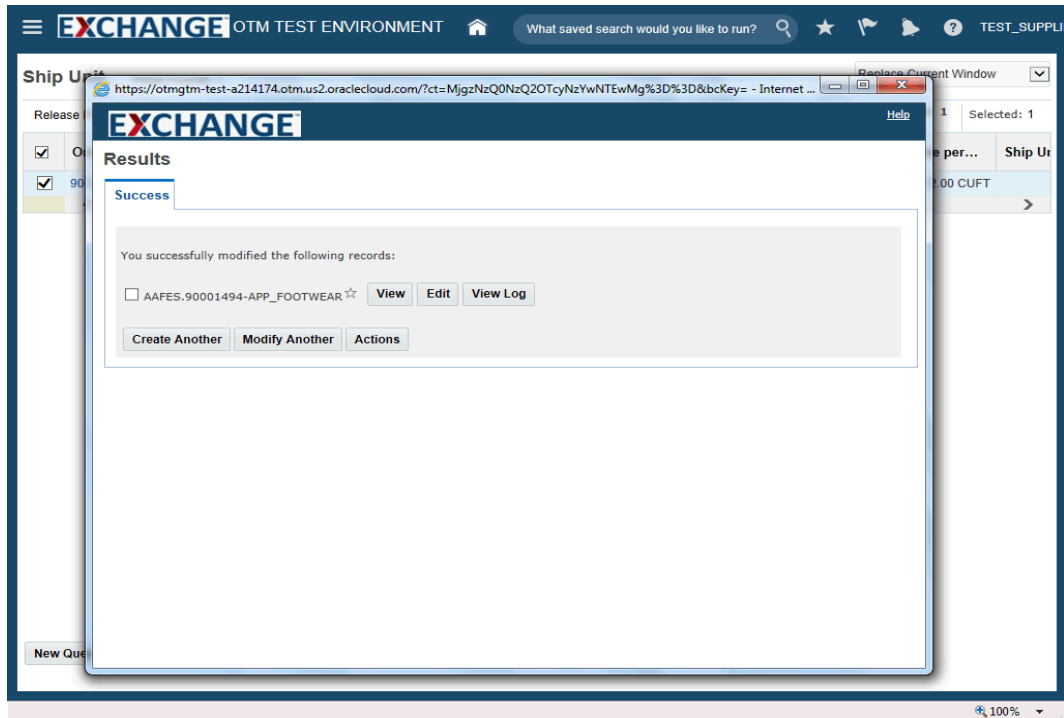
Confirmation of a successful record modification is displayed.



Search / Release Order Base Ship Unit

Step 19

The next steps demonstrate how to view order release instruction.

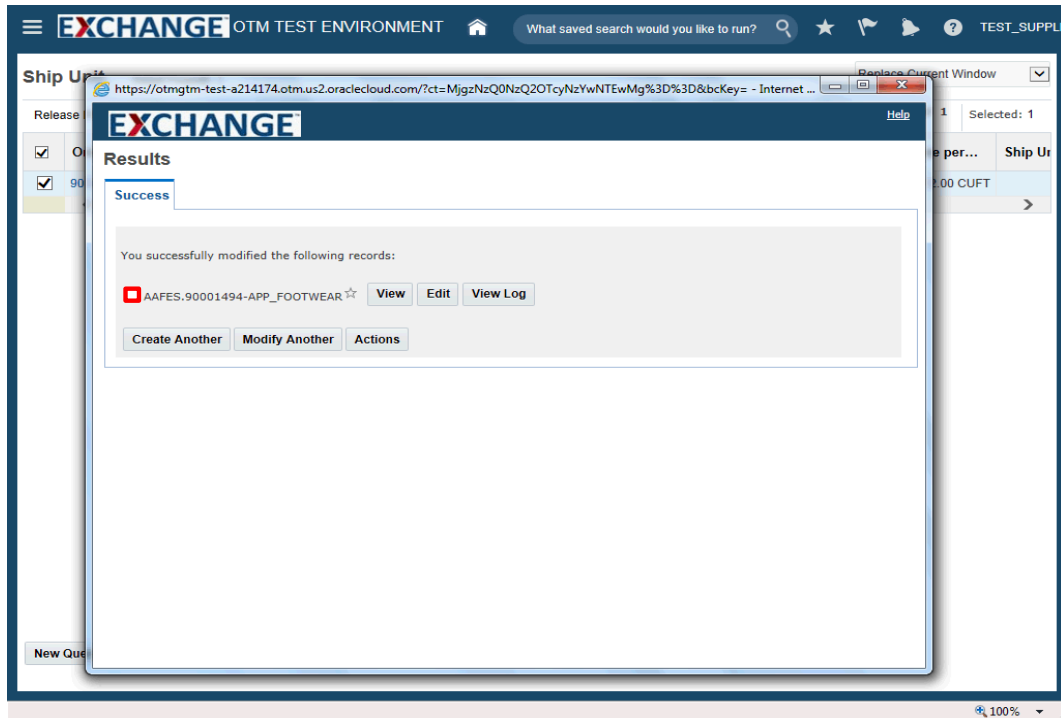


Search / Release Order Base Ship Unit

Step 20

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

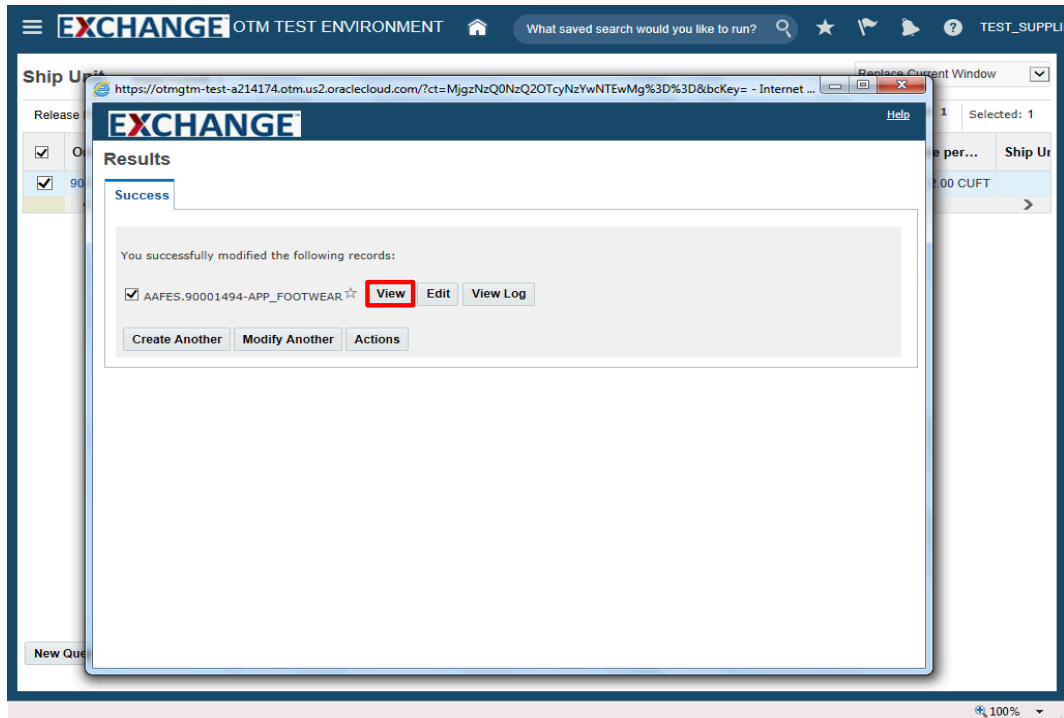
Example: **AAFES.90001494-APP_FOOTWEAR.**



Search / Release Order Base Ship Unit

Step 21

Click the **View** button.



Search / Release Order Base Ship Unit

Step 22

Click the **Maximize** button.

EXCHANGE OTM TEST ENVIRONMENT

What saved search would you like to run?

TEST_SUPPLIE

Ship Unit

Release

Selected: 1

per... Ship Ur

0.00 CUFT

100%

Order Base Ship Unit 1 of 1 New Edit Actions

Ship Unit Data

Ship Unit ID 90001494-APP_FOOTWEAR Parent Order Base ID 90001494 Domain Name AAFES Load Configuration Setup

Source Location ID 0926930100000000001 Destination Location ID 1371001 Plan From Location ID Plan To Location ID

Transport Handling Unit Count 1 Released Count 20 Transport Handling Unit CARTON Flexible Commodity Qualifier

Net Weight per Ship Unit 12.00 LB Gross Weight per Ship Unit Net Volume per Ship Unit Gross Volume per Ship Unit 12.00 CUFT

Length per Ship Unit Width per Ship Unit Height per Ship Unit

Diameter per Ship Unit Core Diameter per Ship Unit Declared Value per Ship Unit 0.00 USD

Early Pickup Date 2017-04-30 11:00 America/Chicago Late Pickup Date Early Delivery Date 2017-05-08 18:00 Europe/Ber

Ship Unit Line Data

Packaged Item ID	Total Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
APP_FOOTWEAR	12.00 LB	12.00 CUFT	12				

Top Refresh

Search / Release Order Base Ship Unit

Step 23

Use the scrollbar to review shipping information.

Order Base Ship Unit ☆ 1 of 1 New Edit Actions

Ship Unit Line Data

Packaged Item ID	Total Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
APP_FOOTWEAR	12.00 LB	12.00 CUFT	12				

Release Instructions

Release Number	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery
1	10	09269301000000000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin
2	10	09269301000000000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin

Accessorials

Special Service Code

Remarks

Remark Qualifier ID	Remark Text
---------------------	-------------

Reference Numbers

Reference Number Qualifier ID	Reference Number
-------------------------------	------------------

Ship Unit Seal

Top Refresh

Search / Release Order Base Ship Unit

Step 24

The Processed column displays a check for release instructions which are successfully processed with an order release created.

1 of 1 [New](#) [Edit](#) [Actions](#)

Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
12.00 LB	12.00 CUFT	12				

Item	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Processed	Flagged for Delete	Allow Releasing
00000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Special Service Code

Special Service

Remark Text

Remark Text

Reference Number

Reference Number

[Top](#) [Refresh](#)

Search / Release Order Base Ship Unit

Step 25

Click the **Close** button.

Order Base Ship Unit ☆ 1 of 1 [New](#) [Edit](#) [Actions](#)

Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
12.00 LB	12.00 CUFT	12				

Item	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Processed	Flagged for Delete	Allow Releasing
00000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Special Service Code

Special Service

Remark Text

Remark Text

Reference Number

Reference Number

[Top](#) [Refresh](#)

Search / Release Order Base Ship Unit

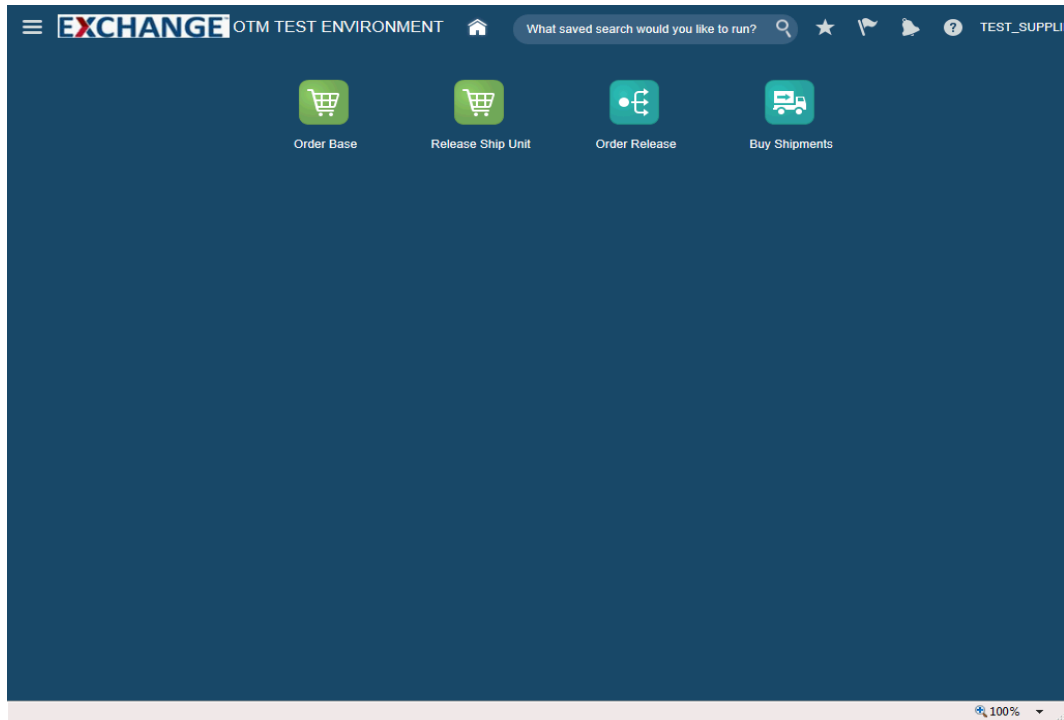
Step 26

Click the **Home** button.

The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. The top navigation bar includes a Home button (house icon) highlighted with a red box. Below the navigation bar, the main content area displays a table with one record. The table has columns for Order Base ID, Order Base Ship U..., Source Location ID, Destination Locatio..., Gross Weight per S..., Gross Volume per..., and Ship Ur. The record shows Order Base ID 90001494, Order Base Ship U... 90001494-APP_FOOT..., Source Location ID 09269301000000000001, Destination Locatio... 1371001, Gross Weight per S... 12.00 LB, and Gross Volume per... 12.00 CUFT. At the bottom left, there are buttons for 'New Query' and 'Refine Query'. The bottom right corner shows a zoom level of 100%.

<input checked="" type="checkbox"/>	Order Base ID	Order Base Ship U...	Source Location ID	Destination Locatio...	Gross Weight per S...	Gross Volume per...	Ship Ur
<input checked="" type="checkbox"/>	90001494	90001494-APP_FOOT...	09269301000000000001	1371001	12.00 LB	12.00 CUFT	

Search / Release Order Base Ship Unit



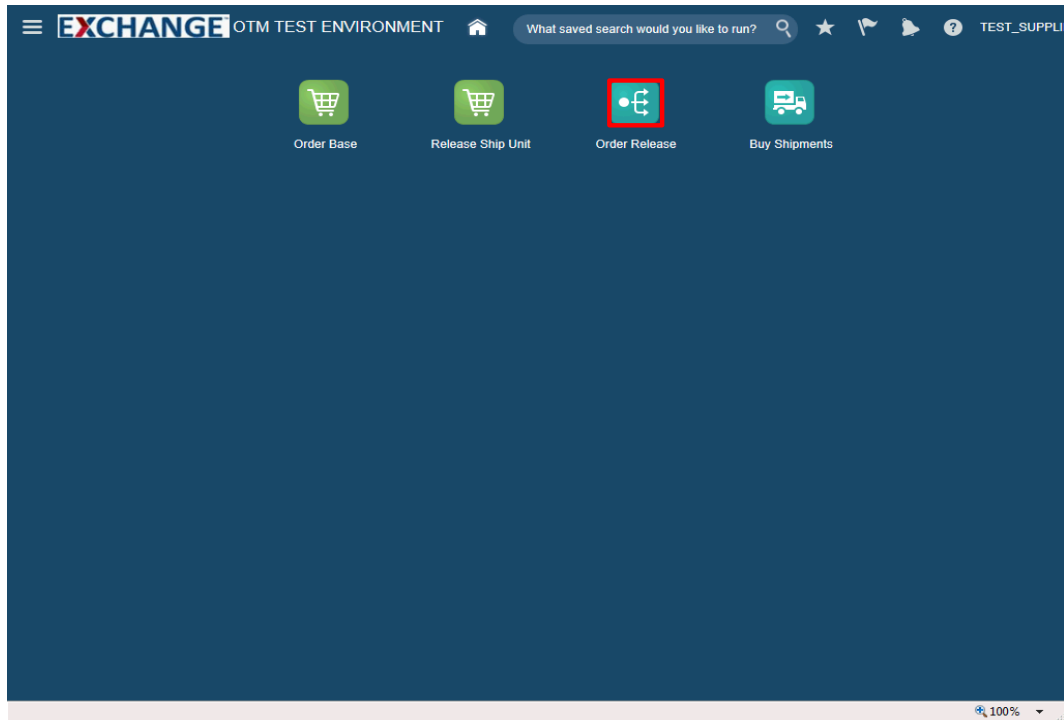
Step 27

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

Search / Release Order Base Ship Unit

Step 28

Click the **Order Release** button.



Search / Release Order Base Ship Unit

Step 29

Enter search criteria into the appropriate field(s).

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

The screenshot shows the 'Order Release Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The 'Order Release ID' field is highlighted with a red box. The interface includes various search filters and a 'Search' button.

Order Release ID: [Red Box] Begins With [v]

Quote ID: [] Begins With [v]

Domain Name: [] Begins With [v]

Indicator: [v]

Order Release Attribute: CUSTOMER_ORDER, DISTRIBUTION_ORDER

Insert Time: [] Same As [v]

Priority: [] = [v]

Early Pickup Date: [] Same As [v]

Late Pickup Date: [] Same As [v]

Early Delivery Date: [] Same As [v]

Buttons: Search, Sort Order, Export, Saved Query: [v], Execute Query, Edit, Save

Search / Release Order Base Ship Unit

Step 30

Click the **Search** button.

The screenshot shows the 'Order Release Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The interface includes a search bar at the top with the text 'What saved search would you like to run?'. Below the search bar, there are several tabs: 'Order Release', 'Release Lines', 'Scheduling', 'Locations', 'Order Base', 'Status', 'General', 'Advanced', and 'Audit'. The 'Order Release' tab is selected. The main area contains various search criteria fields: 'Order Release ID' (with value '90001494'), 'Quote ID', 'Domain Name', 'Indicator', 'Order Release Attribute' (with options 'CUSTOMER_ORDER' and 'DISTRIBUTION_ORDER'), 'Insert Time', 'Priority', 'Early Pickup Date', 'Late Pickup Date', and 'Early Delivery Date'. At the bottom of the form, there are buttons for 'Search', 'Sort Order', 'Export', 'Execute Query', 'Edit', and 'Save'. The 'Search' button is highlighted with a red box.

Search / Release Order Base Ship Unit

Step 31

Click the checkbox to the left of the ID.
For an order that has been released multiple times, multiple order releases are displayed.

Example: **AAFES.90001494-002**

If an order release is on hold the associated Indicator will be yellow.

The screenshot shows a web application interface for 'EXCHANGE OTM TEST ENVIRONMENT'. The main content area displays a table titled 'Order Release' with 'Total Found: 2'. The table has columns for 'ID', 'Order Release ID', 'Indicator', 'Order Base ID', 'Early Pickup Date', and 'Late F'. Two records are listed. The second record, 'AAFES.90001494-002', is highlighted in yellow, and its checkbox is circled in red. The 'Indicator' column for both records shows a white circle, indicating they are not on hold. The interface includes a search bar at the top, a 'Replace Current Window' dropdown, and a footer with 'New Query', 'Refine Query', 'Export', 'Saved Query', and 'Execute Query' buttons.

<input checked="" type="checkbox"/>	★ ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date	Late F
<input type="checkbox"/>	★ AAFES.90001494-001	90001494-001	○	90001494	2017-04-30 11:00 America/Chica...	
<input checked="" type="checkbox"/>	★ AAFES.90001494-002	90001494-002	○	90001494	2017-04-30 11:00 America/Chica...	

Search / Release Order Base Ship Unit

Step 32

Click the **Glasses** graphic.

The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. At the top, there is a search bar with the text "What saved search would you like to run?". Below the search bar, the page title is "Order Release" with "Total Found: 2" and a "Replace Current Window" dropdown. The table below has the following columns: ID, Order Release ID, Indicator, Order Base ID, Early Pickup Date, and Late F. Two records are listed, with the second record selected. A red box highlights the "Glasses" icon in the top left corner of the table area.

<input checked="" type="checkbox"/>	★ ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date	Late F
<input type="checkbox"/>	☆ AAFES.90001494-001	90001494-001	○	90001494	2017-04-30 11:00 America/Chica...	
<input checked="" type="checkbox"/>	☆ AAFES.90001494-002	90001494-002	○	90001494	2017-04-30 11:00 America/Chica...	

At the bottom of the interface, there are buttons for "New Query", "Refine Query", "Export", "Saved Query:" (with a dropdown arrow), and "Execute Query".

Search / Release Order Base Ship Unit

Step 33

Click the **Status** button.

The screenshot displays the 'EXCHANGE OTM TEST ENVIRONMENT' interface. At the top, there is a search bar with the text 'What saved search would you like to run?' and a 'TEST_SUPPLIER' label. Below the search bar, the page title is 'Order Release Result > Order Release'. The main content area is titled 'Order Release' and shows '1 of 1' results. Key information includes: Order Release ID (90001494-002), Order Release Name, Release Attribute, Priority (1), OTM Version (6.0), Source Location (UNION MO 63084), Destination Location (STUTT GART 70376), Total Weight (100.00 LB), Total Volume (100.00 CUFT), Total Ship Unit Count (10), and Bundling Type (Automatic). A red box highlights the 'Status' button. Below this, there are sections for 'Equipment' (with an empty table), 'Ship Unit Data' (with a table containing one row for a pallet), 'Loading Split' (with an empty table), and 'Line Item Data' (with an empty table). At the bottom, there are 'Top' and 'Refresh' buttons.

Order Release ID	Order Release Name	Release Attribute	Priority	OTM Version	Status
90001494-002			1	6.0	

Source Location	Destination Location	Total Weight	Total Volume	Total Ship Unit Count	Bundling Type
092693010000000000001 UNION MO 63084	1321001 STUTT GART 70376	100.00 LB	100.00 CUFT	10	Automatic

Sequence	Equipment Group ID	Equipment Type ID	Equipment Initial	Equipment Number	Equipment Initial/Number
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Ship Unit ID	Transport Handling Unit	Flexible Commodity Qualifier	Commodity Code	Order Release Equipment ID	Ship Unit Count	Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Volume per Ship Unit	Net Weight per Ship Unit	Net Volume per Ship Unit	Length
11561	PALLET				10.00	100.00 LB	100.00 CUFT	10.00 LB	10.00 CUFT	10.00 LB	10.00 CUFT	

Ship Unit	Split Number	Weight	Volume	Length	Width	Height
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Line Item Data

Search / Release Order Base Ship Unit

Step 34

Statuses pop up is displayed.

PLANNING Status Type controls whether order release is available for planning.

Possible Status Values:

PLANNING_NEW: Order is ready for AAFES planning.

PLANNING_PLANNED - HOLD: Result of a change in source location on the order release screen. Requires approval of AAFES planner before execution.

The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. A 'Statuses' pop-up window is open, listing various status types and their corresponding values. The 'PLANNING_NEW' status type is highlighted in red. The background shows a search/release order screen with fields for 'Status', 'Total Ship Unit Count', and 'Bundling Type'. The 'Status' field is set to 'Automatic'. The 'Total Ship Unit Count' field is empty. The 'Bundling Type' field is set to 'Automatic'. The 'Statuses' pop-up window lists the following status types and values:

Status Type	Status Value
BILLED	BILLED_NOT_BILLED
CANCELLED	CANCELLED_NOT_CANCELLED
FLEET ASSIGNMENT OR	FLEET ASSIGNMENT_OR_NOT_ASSIGNED
OR_HD_LOAD_STATUS	OR_NOT_READY_TO_LOAD
ORDER_RELEASE_GUARANTEED	ORDER_RELEASE_GUARANTEED
DELIVERY	DELIVERY_NOT_STARTED
ORDER_DELIVERED	ORDER_DELIVERED_NOT_STARTED
ORDER_MODIFIED	ORDER_MODIFIED_NO_MODIFICATION
ORDER_RELEASE_SKU_LINK	ORDER_RELEASE_SKU_LINK_INACTIVE
PLANNING	PLANNING_NEW
PLANNING_SELL	PLANNING_SELL_NEW
QUANTITY_VALIDATION	QUANTITY_VALIDATION_DESTINATION_NOT_STARTED
QUANTITY_VALIDATION_SOURCE	QUANTITY_VALIDATION_SOURCE_NOT_STARTED
READY_TO_SHIP	READY_TO_SHIP_NEW

Search / Release Order Base Ship Unit

Step 35

Click the **Close** button.

The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. A modal window titled "Statuses" is open, displaying a table of status types and values. The table has two columns: "Status Type" and "Status Value".

Status Type	Status Value
BILLED	BILLED_NOT_BILLED
CANCELLED	CANCELLED_NOT_CANCELLED
FLEET ASSIGNMENT OR	FLEET ASSIGNMENT_OR_NOT_ASSIGNED
OR_HD_LOAD_STATUS	OR_NOT_READY_TO_LOAD
ORDER_RELEASE_GUARANTEED	ORDER_RELEASE_GUARANTEED
DELIVERY	DELIVERY_NOT_STARTED
ORDER_DELIVERED	ORDER_DELIVERED_NOT_STARTED
ORDER_MODIFIED	ORDER_MODIFIED_NO_MODIFICATION
ORDER_RELEASE_SKU_LINK	ORDER_RELEASE_SKU_LINK_INACTIVE
PLANNING	PLANNING_NEW
PLANNING_SELL	PLANNING_SELL_NEW
QUANTITY_VALIDATION	QUANTITY_VALIDATION_DESTINATION_NOT_STARTED
QUANTITY_VALIDATION_SOURCE	QUANTITY_VALIDATION_SOURCE_NOT_STARTED
READY_TO_SHIP	READY_TO_SHIP_NEW

The background interface shows a search results page with various filters and data tables. A "Close" button is visible in the top right corner of the modal window.

Search / Release Order Base Ship Unit

Step 36

Click the **Home** link.

The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. At the top, there is a navigation bar with a Home icon (a house symbol) highlighted with a red box. The main content area displays an "Order Release" result for ID 100000184. The release details include: Order Release Name: 1321001, Destination Location: STUTTGART 70376, Release Attribute: 100.00 LB, Priority: 1, Total Weight: 100.00 LB, Total Volume: 100.00 CUFT, OTM Version: 6.0, Total Ship Unit Count: 10, and Bundling Type: Automatic. Below this, there are several tables: "Equipment Group ID" table, "Data" table with columns for shipping and commodity details, "Unit" table with columns for split number and dimensions, and another "Data" table. At the bottom, there are "Top" and "Refresh" buttons.

ID	Order Release Name	Release Attribute	Priority	OTM Version	Status
100000184	1321001 STUTTGART 70376	100.00 LB	1	6.0	Automatic

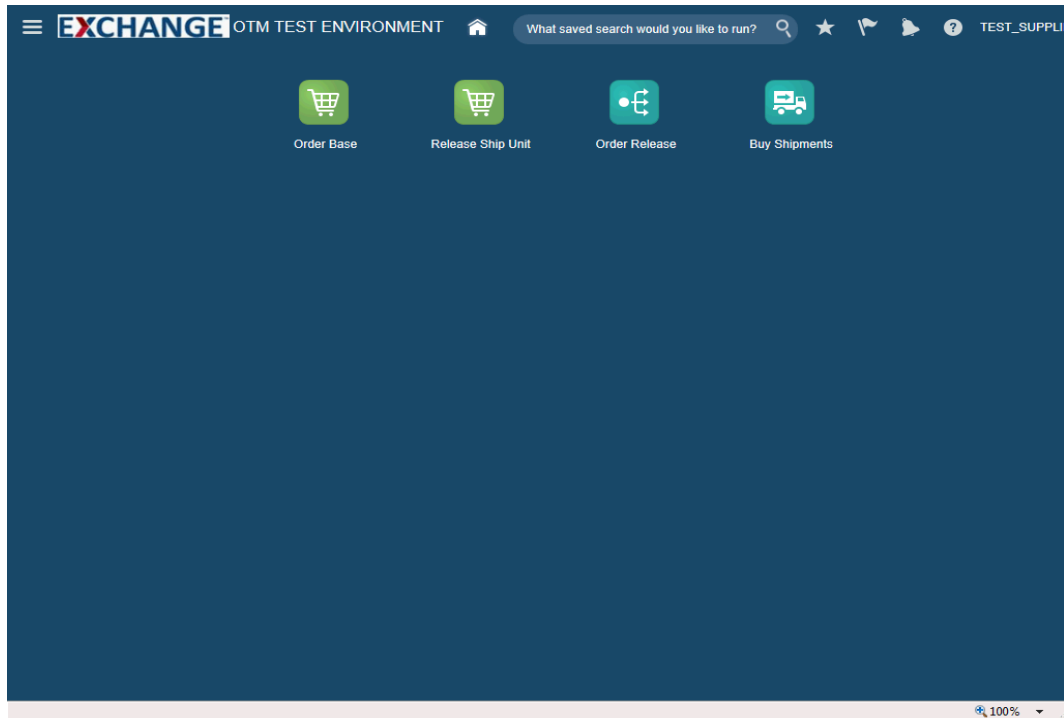
Equipment Group ID	Equipment Type ID	Equipment Initial	Equipment Number	Equipment Initial/Number
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Shipping	Flexible Commodity Qualifier	Commodity Code	Order Release Equipment ID	Ship Unit Count	Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Volume per Ship Unit	Net Weight per Ship Unit	Net Volume per Ship Unit	Length
				10.00	100.00 LB	100.00 CUFT	10.00 LB	10.00 CUFT	10.00 LB	10.00 CUFT	

Unit	Split Number	Weight	Volume	Length	Width	Height
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Buttons: Top, Refresh

Search / Release Order Base Ship Unit



Step 37

Congratulations, you have successfully completed **Search / Release Order Base Ship Unit**.

End of Procedure.