

Exchange OTM Order Release Training Instructions:

Required Information:

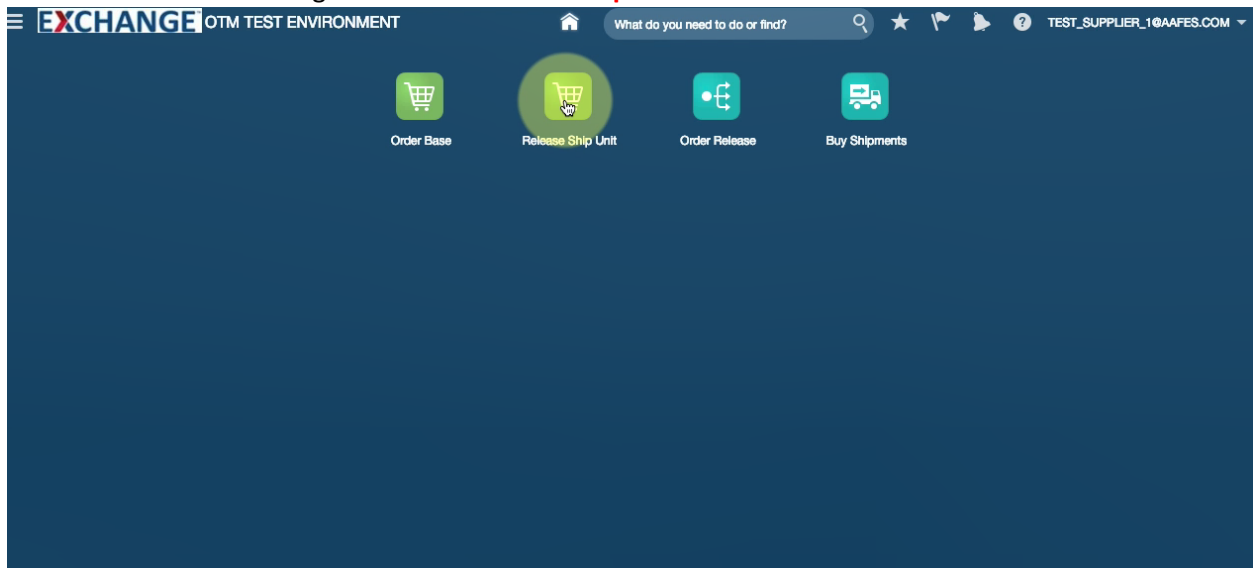
- The weight and cube will be PER SHIP UNIT (i.e. the average weight and cube per pallet, piece, or carton)
- The RCC is a required field and can contain either the Exchange PO or a relevant shipment identification number (PRO NUMBER, REFERENCE NUMBER, etc...)



Information needed to complete an Order Release

- **Unit Amount** - Number of transport handling units.
- **Transport Handling Unit** - How freight is packaged for transportation.
 - Carton
 - PCS
 - Pallet
- **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!

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
 Begins With ▾
 🔍 ⌵ ⌵ ⌵ 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, you will 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	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"/>	

[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

[Top](#)

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

UNIT AMOUNT (number of master cartons or pallets)

TRANSPORT HANDLING UNIT

GROSS WEIGHT per SHIP UNIT (divide the total shipment weight by the pallet or carton i.e. 2,500 LBS/5 pallets = 500)

GROSS VOLUME per SHIP UNIT (divide the total cubic feet by the pallet or carton 300 CUFT/5 pallets = 60)

RCC (Exchange PO or unique shipment identifier)

Click **SAVE**

Release Instruction

* Release Number 3	* Unit Amount 5	Flagged for Delete <input type="checkbox"/>	Allow Releasing <input checked="" type="checkbox"/>
* Source Location 09269301000000000	Destination Location 1371001	* Transport Handling Unit PALLET	Ship With Group
Early Pickup Date 2019-05-14 17:34:00	Late Pickup Date	Release Date	
Early Delivery Date	Late Delivery Date 2018-10-16 00:00 Europe/Berlin		
Length Per Ship Unit FT	Width Per Ship Unit FT	Height Per Ship Unit FT	
* Gross Weight per Ship Unit 500 LB	* Gross Volume per Ship Unit 60 CU FT	Calculate Totals	
Total Package Count 3	* RRC Number 12345678		
Supplier Comment			
Reference Numbers			
* Reference Number Qualifier ID	* Reference Number	Save	

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

1 of 1 **Finished** Release Product

Release Ship Units ☆

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	☒	△	☒
2	1	09269301000000000001	1371001		2019-10-08 17:43 America/Chicago			2018-10-16 00:00 Europe/Berlin	☒	△	☒
3	5	09269301000000000001	1371001		2019-05-14 17:34 America/Chicago			2018-10-16 00:00 Europe/Berlin	△	△	☒

▲ Ship Unit Line

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

▲ Reference Numbers

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

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

Results

Success

You successfully modified the following records:

AAFES.0083776158-DRY_GENERAL ☆