



Exchange OTM Order Release Training Instructions:

- This guide will provide you with training on how to access the Exchange LG OTM system to release your purchase orders when they are ready to be shipped.
- Should you require any assistance with this process, please contact: ServiceNow at: <https://aafes.service-now.com/csm>

Required information needed to complete an Order Release

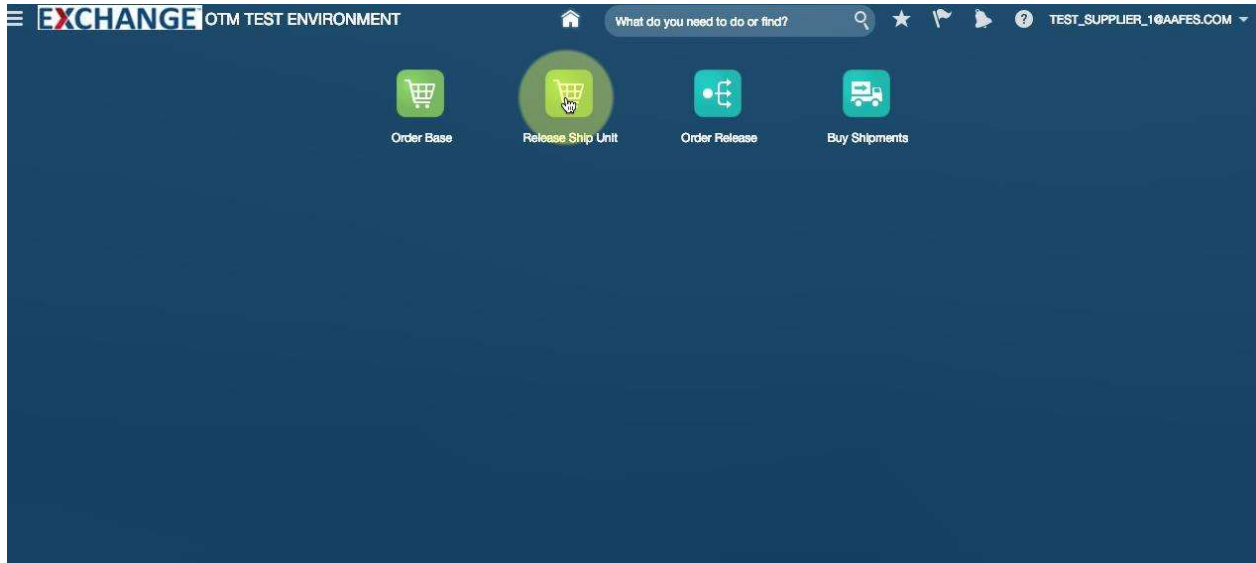
- **Unit Amount**-Number of transport handling units
- **Transport Handling Unit** – How the freight is packaged for transportation.
 - Carton
 - Pieces
 - Pallet
- **Gross Weight and Volume PER SHIP UNIT** – Weight and volume (in cubic feet) for each transport handling unit. The weight and cube will be PER SHIP UNIT (i.e. the average weight and cube per pallet, piece, or carton)

Weight and cube values cannot be “0.” If either is less than 1, enter 1 as the total value. The maximum allowable weight is 45,000 LB, and the maximum cube is 3,000 CFT. If the actual values exceed these limits, please contact LG Routing via the ServiceNow portal for release guidance.
- **Early Ship Date** – The date the order will be available to ship. (Must be a future date at least 72 hours (3 days) in the future 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...)

Failure to enter correct information (i.e., weight, cube, date, RCC, or units) may result in a vendor nonconformance claim.

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
 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...	09269301000000000001	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"/>	<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"/>	<input checked="" type="checkbox"/>	0083776158	0083776158-DRY_GEN...	09269301000000000001	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 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					
Totals	24,225.40 LB	5,396.71 CUFT	3					

New Ship Unit Line

Reference Numbers

* Reference Number Qualifier ID	<input type="text"/>	* Reference Number	<input type="text"/>	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)
*Weight and cube values cannot be "0." If either is less than 1, enter 1 as the total value. The maximum allowable weight is 45,000 LB, and the maximum cube is 3,000 CFT. If the actual values exceed these limits, please contact LG Routing via the ServiceNow portal for release guidance.
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** must fall within the 7-day shipping window (i.e., 3 days before or after the contractor's ship date). Additionally, this must be a future date at least 72 hours (3 days) in the future from the date the order is being released.
6. **RCC** (Exchange PO or unique shipment identifier)
*Failure to enter correct information (i.e., weight, cube, date, RCC, or units) may result in a vendor nonconformance claim.

Click **SAVE**

Release Instruction

* Release Number 3	* Unit Amount 5	Flagged for Delete <input type="checkbox"/>	Allow Releasing <input checked="" type="checkbox"/>
* Source Location 0926930100000000	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	△	△	⊗	✎

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					
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"/>	Save

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

Results

Success

You successfully modified the following records:

☐ AAFES.0083776158-DRY_GENERAL ☆

View

View Log

Modify Another

Actions

**Thank you for reviewing the Exchange OTM Order Release
Training Instructions!**

**Should you require any assistance with this process, please
contact:**

ServiceNow at: <https://aafes.service-now.com/csm>