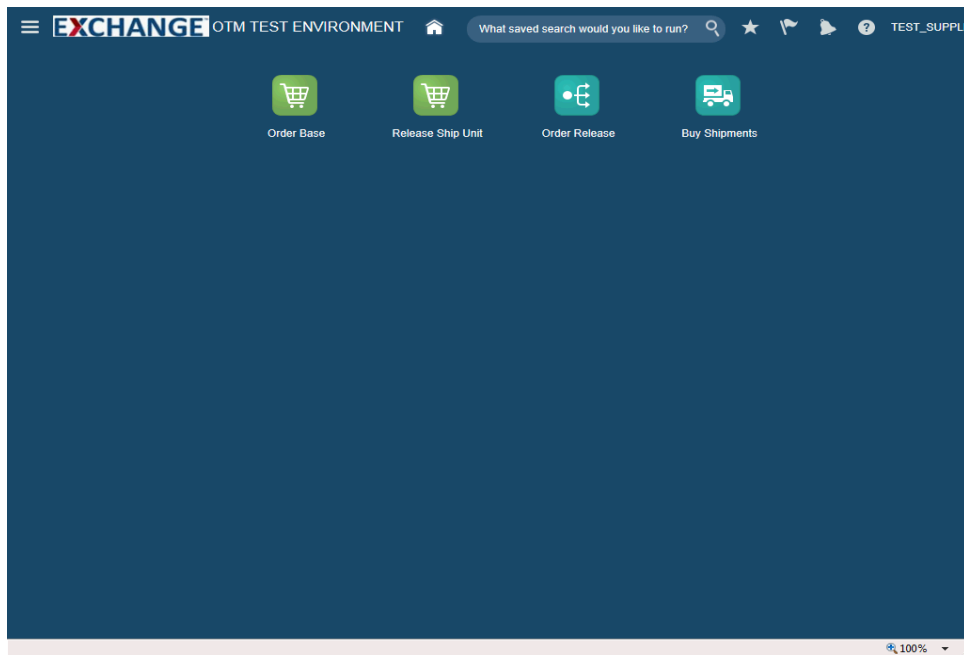


Search / Release Order Base Ship Unit

Search / Release Order Base Ship Unit



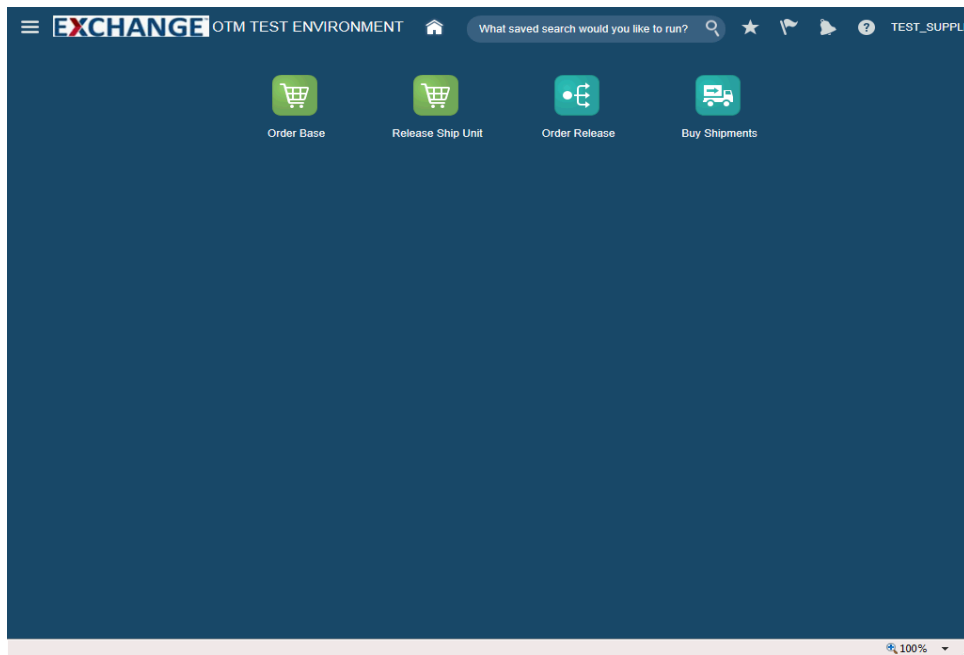
Upon completion of this topic, you will be able to:

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

Search / Release Order Base Ship Unit

Step 1

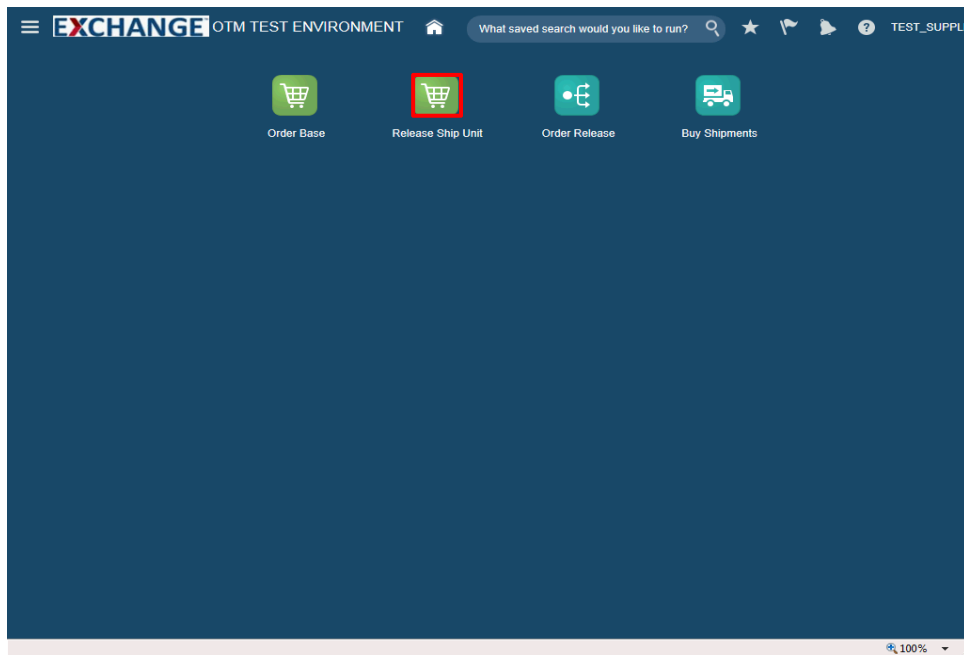
The next steps demonstrate how to search order base for existing orders.



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' application interface. At the top, there is a navigation bar with the 'EXCHANGE' logo and 'OTM TEST ENVIRONMENT'. Below the navigation bar, there are tabs for 'Ship Units', 'General', 'Content', 'Release Instruction', 'Status', and 'Audit'. The main content area contains several search criteria fields, each with a search icon and a 'Begins With' dropdown menu. The 'Order Base ID' field is highlighted with a red box. Below the search criteria, there are sections for 'Gross Weight per Ship Unit', 'Net Weight per Ship Unit', 'Gross Volume per Ship Unit', and 'Net Volume per Ship Unit', each with a unit selection dropdown and an equals sign. At the bottom, 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 a search bar containing the text 'What saved search would you like to run?'. Below the header, the 'Ship Unit Finder' title is followed by tabs for 'Ship Units', 'General', 'Content', 'Release Instruction', 'Status', and 'Audit'. The main content area contains several search criteria sections, each with a text input field, a search icon, and a 'Begins With' dropdown menu. The 'Order Base ID' field is populated with '90001494'. Below these fields are sections for 'Gross Weight per Ship Unit', 'Net Weight per Ship Unit', 'Gross Volume per Ship Unit', and 'Net Volume per Ship Unit', each with a unit dropdown (LB or CU FT) and an equals sign. At the bottom, there is a 'Ship Unit Count' field and an 'Order Release ID' field. A 'Solittable By' label is positioned above the 'Search', 'Sort Order', and 'Actions' buttons. The 'Search' button is highlighted with a red rectangular box. The browser's status bar at the bottom shows 'javascript:void(1);' and a zoom level of '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 navigation bar with the EXCHANGE logo, a search bar containing the text "What saved search would you like to run?", and several utility icons. Below the navigation bar, the main content area is titled "Ship Unit" and indicates "Total Found: 1". A "Release Product" section is visible with a refresh icon and a "Records 1 of 1" indicator. The main data 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 displayed 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). At the bottom left, there are buttons for "New Query" and "Refine Query".

<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	

Search / Release Order Base Ship Unit

Step 6

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

Example: **90001494**

The screenshot shows a web application interface for 'EXCHANGE OTM TEST ENVIRONMENT'. The main content area displays a table titled 'Ship Unit' with 'Total Found: 1'. 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. The first row contains the values: 90001494, 90001494-APP_FOOT..., 09269301000000000001, 1371001, 12.00 LB, 12.00 CUFT, and Ship Ur. A red box highlights the checkbox in the first column of the first row. The interface also includes a search bar at the top, a 'Release Product' button, and 'New Query' and 'Refine Query' buttons at the bottom.

<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	Ship Ur

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 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 "Total Found: 1". A "Release Product" button is highlighted with a red box. To the right of the button, there are icons for refresh, print, and list. Below the button, there is a table with 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. The table contains one row with the following data: 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). At the bottom of the interface, there are buttons for "New Query" and "Refine Query".

Order Base ID	Order Base Ship U...	Source Location ID	Destination Locatio...	Gross Weight per S...	Gross Volume per...	Ship Ur
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.

The screenshot displays the 'Release Ship Units' page in the EXCHANGE system. The page title is 'Release Ship Units' and it shows '1 of 1' records. The main content area is divided into several sections:

- Ship Unit Details:** Order Base Ship Unit ID: 90001494-APP_FOOTWEAR, Parent Order Base ID: 90001494, Released Count: 10. A 'Shippable' checkbox is present.
- Release Instructions Table:**

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

Below the table is a 'New Release Instruction' button.

- Ship Unit Line Table:**

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				

The page also includes a 'Top' button at the bottom left and a 'New Queue' button at the bottom right.

Search / Release Order Base Ship Unit

Step 9

Click the **New Release Instruction** button.

The screenshot shows the 'Release Ship Units' window in the EXCHANGE OTM Test Environment. The window title is 'Release Ship Units' and it contains the following information:

- 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:** A button highlighted with a red box.
- 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				

Search / Release Order Base Ship Unit

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!

Release Instruction

* Release Number: 1

* Unit Amount: 10 x

Source Location: 09289301000000000001

Destination Location: 1371001

Flagged for Delete:

Allow Releasing:

* Transport Handling Unit: PALLET

Ship With Group

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: 10.00 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

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 displays the 'Release Instruction' form within the EXCHANGE OTM TEST ENVIRONMENT. The form is titled 'Release Instruction' and contains the following fields and values:

- Release Number:** [Empty field]
- Unit Amount:** 1
- Flagged for Delete:**
- Allow Releasing:**
- Source Location:** 09269301000000000000
- Destination Location:** 1371001
- Transport Handling Unit:** CARTON
- Ship With Group:** [Empty field]
- Release Date:** [Empty field]
- Early Pickup Date:** 2017-04-30 11:00:00
- Late Pickup Date:** [Empty field]
- Early Delivery Date:** [Empty field]
- Late Delivery Date:** 2017-05-08 18:00 Europe/Berlin
- Length Per Ship Unit:** [Empty field] FT
- Width Per Ship Unit:** [Empty field] FT
- Height Per Ship Unit:** [Empty field] FT
- Gross Weight per Ship Unit:** [Empty field] LB
- Gross Volume per Ship Unit:** [Empty field] CU FT
- Calculate Totals:** [Button]
- Total Package Count:** 12
- Supplier Comment:** [Empty field]
- RRC Number:** [Empty field]

At the bottom of the form, there are buttons for 'Top', 'Save', and 'Cancel'. The background shows a list of ship units with columns for 'Release', 'Ship Unit', and 'CUFT'.

Search / Release Order Base Ship Unit

Step 12

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

Example: **10**

The screenshot displays the 'Release Instruction' form within 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:** 092693010000000000
- Destination Location:** 1371001
- Transport Handling Unit:** CARTON
- Early Pickup Date:** 2017-04-30 11:00:00
- Late Pickup Date:** (empty)
- Release 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
- Total Package Count:** 12
- Supplier Comment:** (empty)
- RRC Number:** (empty)

Buttons at the bottom include 'Top', 'Save', and 'Cancel'. The 'Unit Amount' field is highlighted with a red box, and the example value '10' is shown in red text to the right of the form.

Search / Release Order Base Ship Unit

Step 13

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

The screenshot shows the 'Release Instruction' form in the EXCHANGE OTM Test Environment. The 'Handling Unit' dropdown menu is open, and the 'PALLET' option is highlighted with a red box. The form contains the following fields and values:

- Release Number: 2
- Unit Amount: 10
- Source Location: 0926930100000000000
- Destination Location: 1371001
- Early Pickup Date: 2017-04-30 11:00:00
- Late Pickup Date: (empty)
- Early Delivery Date: 2017-05-08 18:00 Europe/Berlin
- 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: LB
- Gross Volume per Ship Unit: CU FT
- Total Package Count: 12
- Supplier Comment: (empty)
- RRC Number: (empty)

Buttons at the bottom: Top, Save, 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 shows a web browser window displaying 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 contains the value '10'. Other visible fields include 'Release Number' (2), 'Unit Amount' (10), 'Source Location' (09269301000000000000), 'Destination Location' (1371001), 'Transport Handling Unit' (PALLET), and 'Total Package Count' (12). The 'Gross Weight per Ship Unit' field has a unit dropdown set to 'LB'. The 'Gross Volume per Ship Unit' field has a unit dropdown set to 'CU FT'. The 'Calculate Totals' button is visible below these fields. The browser's address bar shows the URL: https://otmgtm-test-a214174.otm.us2.oraclecloud.com/?ct=MjgzNzQ0NzQ2OTcyNyYwNTEwMg%3D%3D&bcKey=-. The browser's search bar contains the text 'What saved search would you like to run?'. The browser's title bar shows 'TEST_SUPPLI...'. The browser's status bar shows '100%' zoom level.

Search / Release Order Base Ship Unit

Step 15

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

Example: **10**

The screenshot shows a web browser window displaying the 'EXCHANGE OTM TEST ENVIRONMENT' interface. A 'Release Instruction' form is open, with the following fields and values:

- Release Number: 2
- Unit Amount: 10
- Source Location: 09269301000000000000
- Destination Location: 1371001
- 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 CU FT (highlighted with a red box)
- Total Package Count: 12
- Supplier Comment: (empty)
- RRC Number: (empty)

Buttons at the bottom include 'Top', 'Save', and 'Cancel'.

Search / Release Order Base Ship Unit

Step 16

Click the **Save** button.

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

- Release Number:** 2
- Unit Amount:** 10
- Flagged for Delete:**
- Allow Releasing:**
- Source Location:** 092693010000000000
- Destination Location:** 1371001
- Transport Handling Unit:** PALLET
- Ship With Group:** (empty)
- Early Pickup Date:** 2017-04-30 11:00:00
- Late Pickup Date:** (empty)
- Release 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
- Calculate Totals:** (button)
- Total Package Count:** 12
- Supplier Comment:** (empty)
- RRC Number:** (empty)

At the bottom of the form, there are three buttons: 'Top', 'Save' (highlighted with a red box), and 'Cancel'.

Search / Release Order Base Ship Unit

Step 17

Click the **Finished** button.

The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. A modal window titled "Release Ship Units" is open, showing details for a ship unit. The "Finished" button in the top right corner of the modal is highlighted with a red box. The modal contains the following information:

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

Ship Unit

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
2	10	09269301000000000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin

Ship Unit Line

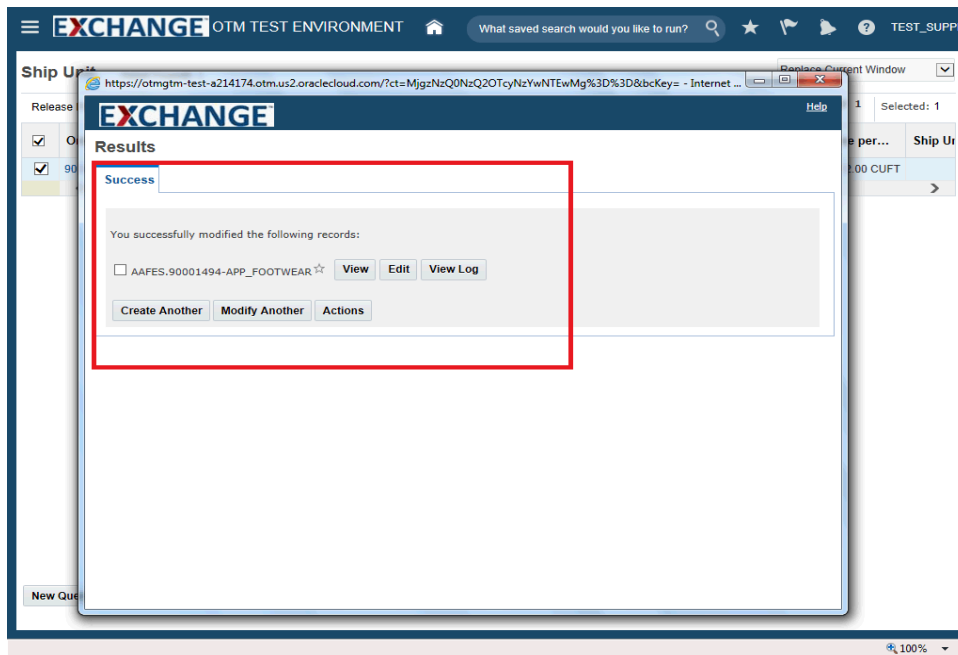
Packaged Item	Total Package

Buttons: New Release Instruction, Top

Search / Release Order Base Ship Unit

Step 18

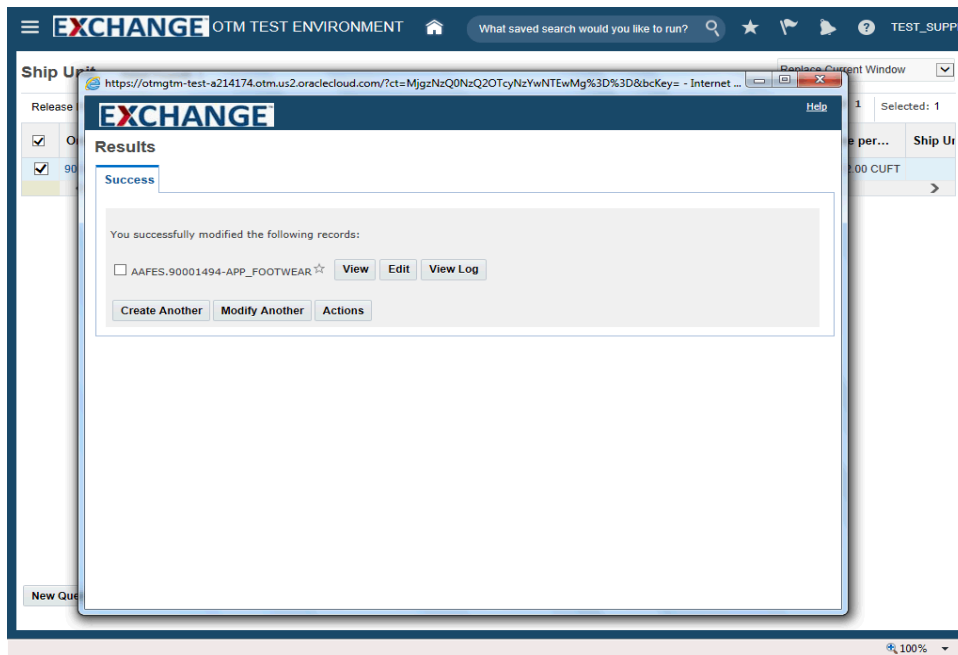
Confirmation of a successful record modification is displayed.



Search / Release Order Base Ship Unit

Step 19

The next steps demonstrate how to view order release instruction.

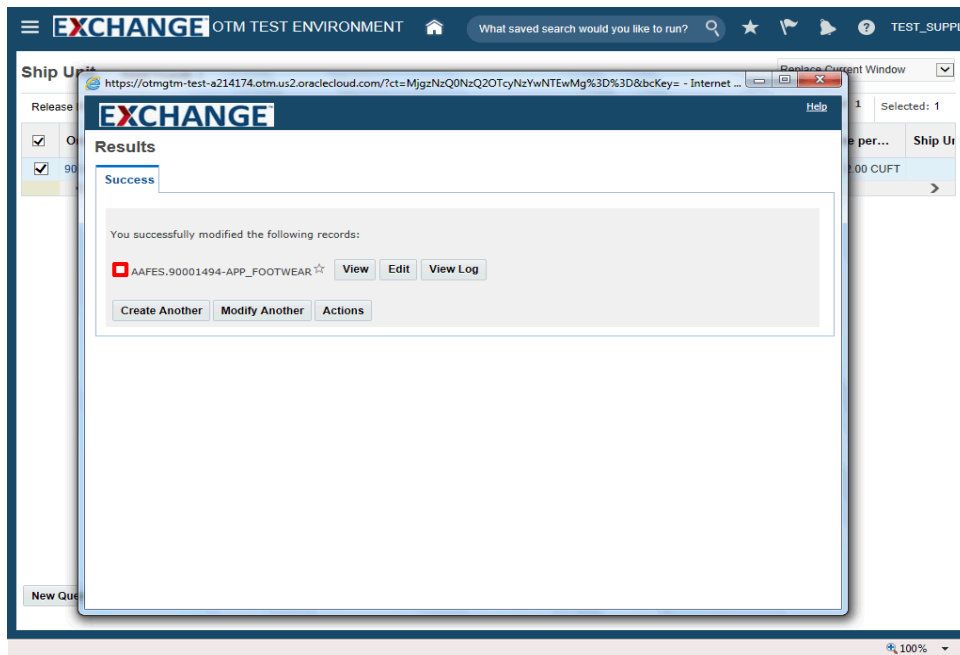


Search / Release Order Base Ship Unit

Step 20

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

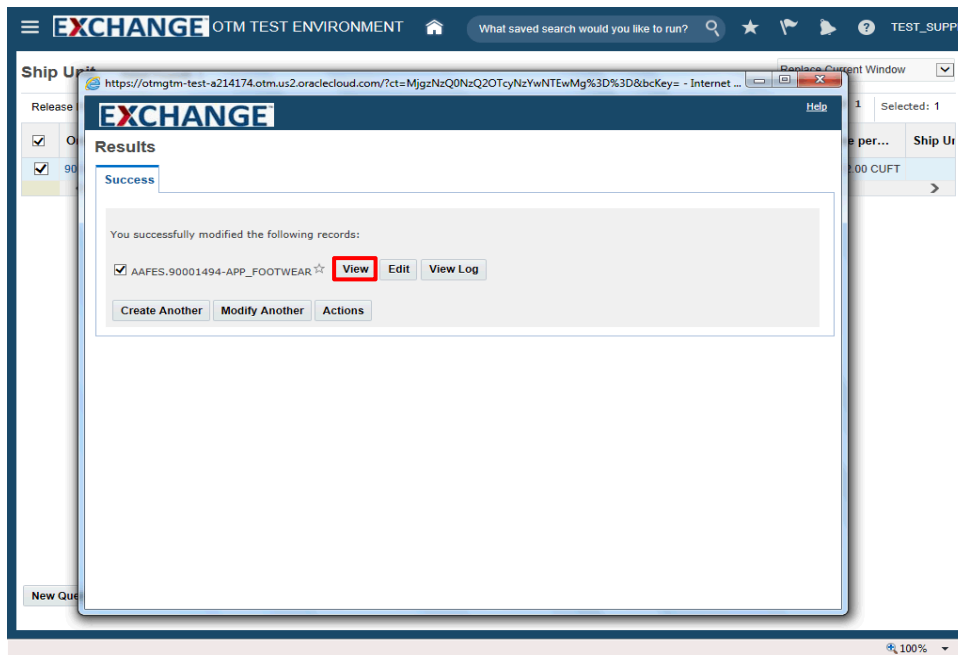
Example: **AAFES.90001494-APP_FOOTWEAR.**



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?

https://otmgtm-test-a214174.otm.us2.oraclecloud.com/?ct=MjgzNzQ0NzQ2OTcyNzYwNTEwMg%3D%3D&bcKey=-

EXCHANGE

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: 09269301000000000001
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: 12.00 LB
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
Late Delivery Date: 2017-05-08 18:00 Europe/Berlin

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

Accessorials

Special Service Code

Special Service

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
100000001	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"/>
100000001	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.

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
100000001	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"/>
100000001	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.

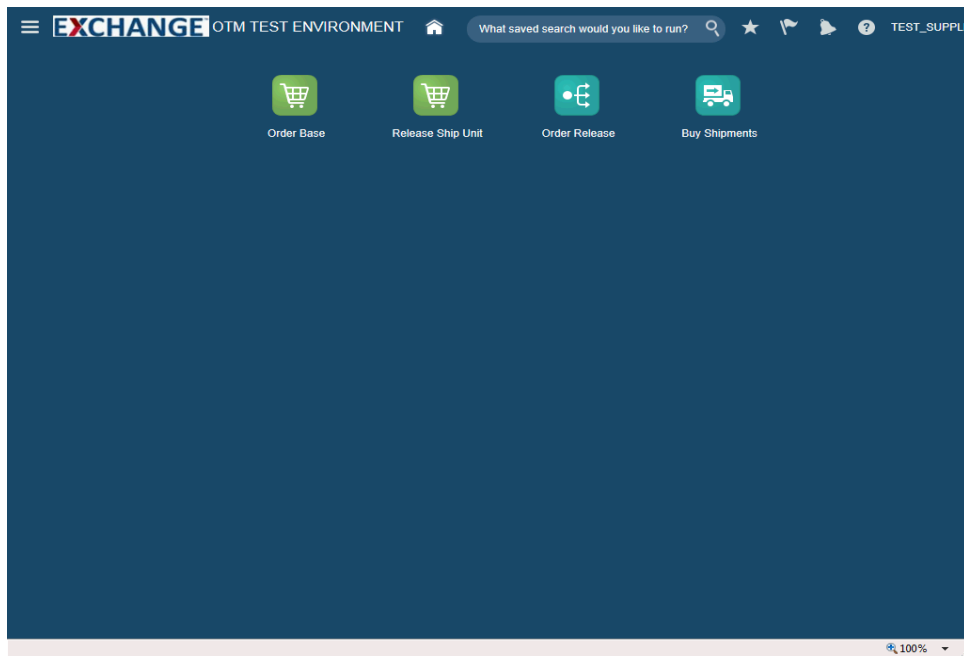
The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. At the top, there is a navigation bar with a home button (a house icon) highlighted in a red box. Below the navigation bar, the main content area shows a search result for "Ship Unit". The search results are displayed in a table with 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. The table contains one record 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 interface also includes a search bar at the top with the text "What saved search would you like to run?", a "Replace Current Window" dropdown, and buttons for "New Query" and "Refine Query" at the bottom left. The zoom level is set to 100% at the bottom right.

Order Base ID	Order Base Ship U...	Source Location ID	Destination Locatio...	Gross Weight per S...	Gross Volume per...	Ship Ur
90001494	90001494-APP_FOOT...	09269301000000000001	1371001	12.00 LB	12.00 CUFT	

Search / Release Order Base Ship Unit

Step 27

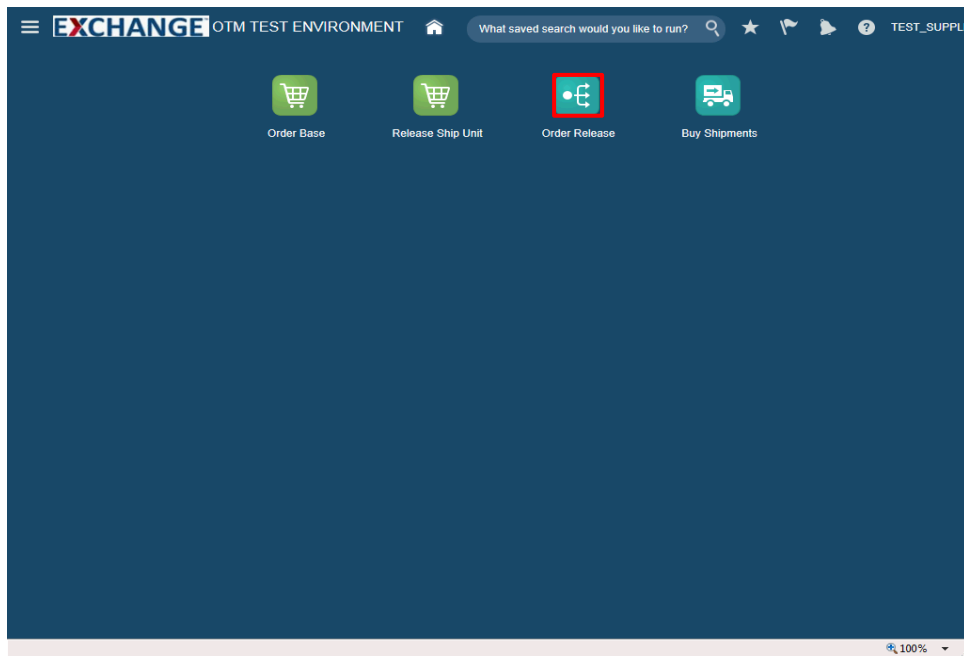
The next steps demonstrate how to search for and validate an order release.



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 buttons at the bottom.

Order Release Finder

Order Release | Release Lines | Scheduling | Locations | Order Base | Status | General | Advanced | Audit

Order Release ID: Begins With

Quote ID: Begins With

Domain Name: Begins With

Indicator:

Order Release Attribute: CUSTOMER_ORDER | DISTRIBUTION_ORDER

Insert Time: Same As

Priority: =

Early Pickup Date: Same As

Late Pickup Date: Same As

Early Delivery Date: Same As

Saved Query:

Search / Release Order Base Ship Unit

Step 30

Click the **Search** button.

The screenshot shows the 'Order Release Finder' interface in a web browser. The browser's address bar shows 'EXCHANGE OTM TEST ENVIRONMENT' and a search bar with the text 'What saved search would you like to run?'. The page title is 'Order Release Finder'. Below the title, 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 content area contains several search criteria fields: 'Order Release ID' (with value '90001494'), 'Quote ID', 'Domain Name', 'Indicator', 'Order Release Attribute' (with a dropdown menu showing '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', 'Saved Query:', 'Execute Query', 'Edit', and 'Save'. The 'Search' button is highlighted with a red box. The browser's status bar at the bottom right shows '100%' zoom level.

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 the 'EXCHANGE OTM TEST ENVIRONMENT' interface. The main content area is titled 'Order Release' and shows 'Total Found: 2'. Below this is a table with the following columns: ID, Order Release ID, Indicator, Order Base ID, Early Pickup Date, and Late f. The table contains two rows. The first row is 'AAFES.90001494-001' with an empty indicator. The second row is 'AAFES.90001494-002' with an empty indicator and a yellow background. A red box highlights the checkbox in the first column of the second row. At the bottom of the interface, there are buttons for 'New Query', 'Refine Query', 'Export', 'Saved Query:' (with a dropdown arrow), and 'Execute Query'. The zoom level is set to 100%.

ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date	Late f
AAFES.90001494-001	90001494-001	○	90001494	2017-04-30 11:00 America/Chica...	
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. The main content area is titled "Order Release" and displays a table with two records. The table has columns for "ID", "Order Release ID", "Indicator", "Order Base ID", "Early Pickup Date", and "Late f". The first record is "AAFES.90001494-001" with "Order Release ID" 90001494-001, "Indicator" (radio button), "Order Base ID" 90001494, and "Early Pickup Date" 2017-04-30 11:00 America/Chica... The second record is "AAFES.90001494-002" with "Order Release ID" 90001494-002, "Indicator" (radio button), "Order Base ID" 90001494, and "Early Pickup Date" 2017-04-30 11:00 America/Chica... A red box highlights the "50" icon in the top left corner of the table area. The interface also includes a search bar at the top, a "Replace Current Window" dropdown, and a "Selected: 1" indicator. At the bottom, there are buttons for "New Query", "Refine Query", "Export", "Saved Query:" (with a dropdown), and "Execute Query".

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

Search / Release Order Base Ship Unit

Step 33

Click the **Status** button.

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?' and a search icon. The main content area is titled 'Order Release' and shows a summary of an order release with the following details:

- Order Release ID: 90001494-002
- Order Release Name: (blank)
- Release Attribute: (blank)
- Priority: 1
- OTM Version: 6.0
- Source Location: 09269301000000000001 (UNION MO 63084)
- Destination Location: 1371001 (STUTT GART 70376)
- Total Weight: 100.00 LB
- Total Volume: 100.00 CUFT
- Total Ship Unit Count: 10
- Bundling Type: Automatic

A red box highlights the 'Status' button in the top right corner of the summary area. Below the summary, there are several expandable sections:

- Equipment**: A table with columns: Sequence, Equipment Group ID, Equipment Type ID, Equipment Initial, Equipment Number, Equipment Initial/Number.
- Ship Unit Data**: A table with columns: 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.
- Loading Split**: A table with columns: Ship Unit, Split Number, Weight, Volume, Length, Width, Height.
- Line Item Data**: A section with a scroll bar and a 'Refresh' button.

At the bottom of the interface, there are 'Top' and 'Refresh' buttons, and a zoom level indicator set to 100%.

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 shows the EXCHANGE OTM TEST ENVIRONMENT interface. A 'Statuses' pop-up window is open, displaying a table of status types and values. The 'PLANNING_NEW' status type is highlighted in red. The background shows a search/release order screen with various fields and a table of ship units.

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 DELIVERY	ORDER_RELEASE GUARANTEED 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 DESTINATION	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 DELIVERY	ORDER_RELEASE GUARANTEED 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 DESTINATION	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 bar at the top with the text "What saved search would you like to run?". Below the search bar, there are several sections including "Statuses" (with a "Status" button), "Equipment Number" and "Equipment Initial Number" fields, and a table with columns for "Gross Volume per Ship Unit", "Net Weight per Ship Unit", "Net Volume per Ship Unit", and "Length". The table contains one row of data: "10.00 LB 10.00 CUFT", "10.00 LB", "10.00 CUFT".

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 highlighted in a red box. Below the navigation bar, the page title is "Order Release Result > Order Release". The main content area displays an "Order Release" summary for ID "n 000001 84". The summary includes fields for Order Release Name, Release Attribute, Priority, OTM Version, and Bundling Type. Below the summary, there are two tables: "Equipment" and "Data". The "Equipment" table has columns for Equipment Group ID, Equipment Type ID, Equipment Initial, Equipment Number, and Equipment Initial/Number. The "Data" table has columns for Reporting, 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, and Length. The "Data" table contains one row with values: 10.00, 100.00 LB, 100.00 CUFT, 10.00 LB, 10.00 CUFT, 10.00 LB, 10.00 CUFT. Below the "Data" table, there is a "Split" table with columns for Split Number, Weight, Volume, Length, Width, and Height. At the bottom of the interface, there are "Top" and "Refresh" buttons.

ID	Order Release Name	Release Attribute	Priority	OTM Version	Status
n 000001 84	Destination Location 1371001 STUTT GART 70376	Total Weight 100.00 LB	1	6.0	Automatic

Equipment Group ID	Equipment Type ID	Equipment Initial	Equipment Number	Equipment Initial/Number

Reporting	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	

Split Number	Weight	Volume	Length	Width	Height

Search / Release Order Base Ship Unit

Step 37

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

End of Procedure.

