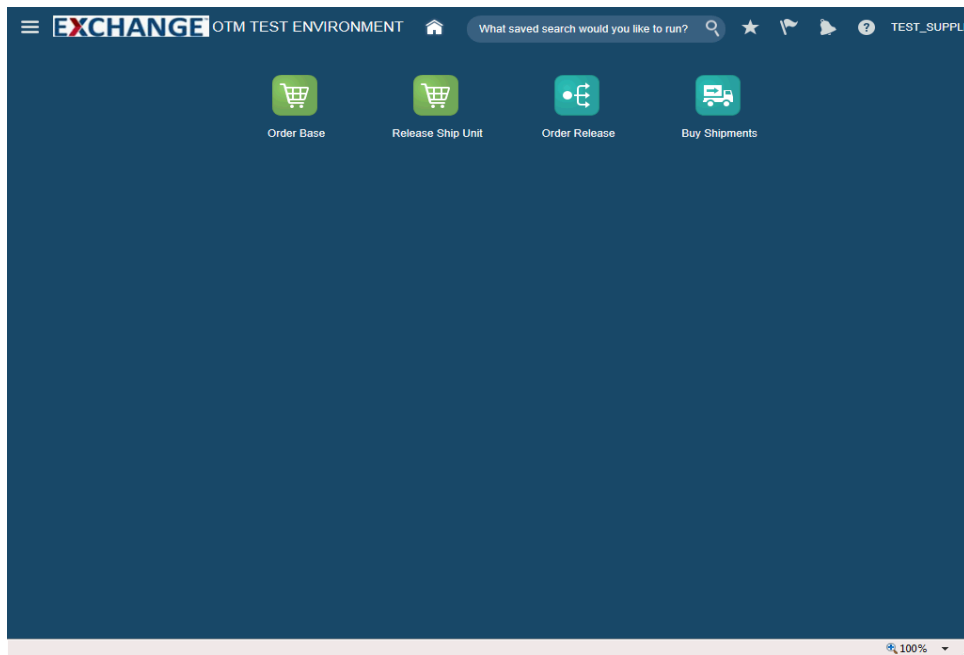


Search / Release Order Base Ship Unit

Search / Release Order Base Ship Unit



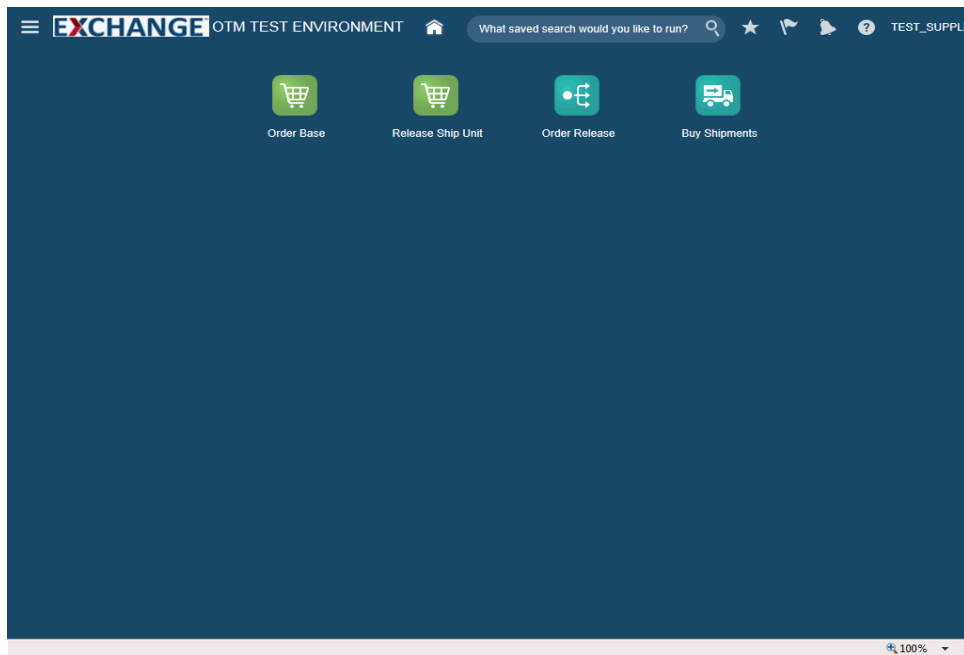
Upon completion of this topic, you will be able to:

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

Search / Release Order Base Ship Unit

Step 1

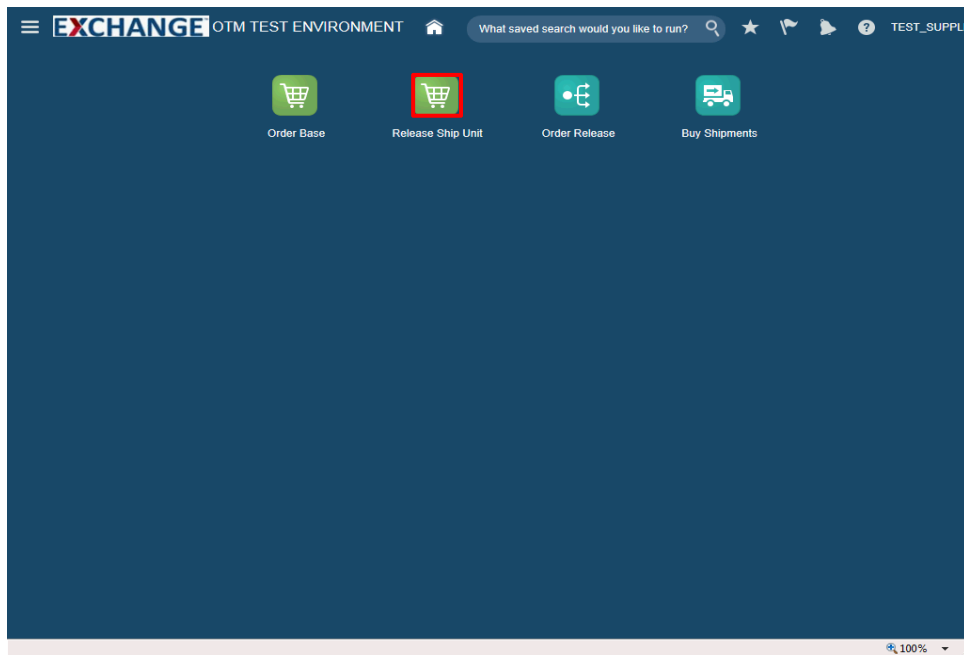
The next steps demonstrate how to search order base for existing orders.



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 'Order Base ID' field is highlighted with a red box. The interface includes various search filters and buttons for 'Search', 'Sort Order', and 'Actions'.

Search criteria fields:

- Order Base Ship Unit ID: [] Begins With [v]
- Order Base ID: [] Begins With [v]
- Source Location ID: [] Begins With [v]
- Destination Location ID: [] Begins With [v]
- Gross Weight per Ship Unit: [] LB [v] = [] [v]
- Net Weight per Ship Unit: [] LB [v] = [] [v]
- Gross Volume per Ship Unit: [] CU FT [v] = [] [v]
- Net Volume per Ship Unit: [] CU FT [v] = [] [v]
- Ship Unit Count: [] = [] [v]
- Order Release ID: [] Begins With [v]

Buttons: Search, Sort Order, Actions

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 navigation icons and a search bar. Below the header, there are 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 criteria include: Order Base Ship Unit ID, Order Base ID (with the value '90001494' entered), Source Location ID, Destination Location ID, Gross Weight per Ship Unit (with units 'LB' and '=' selected), Net Weight per Ship Unit (with units 'LB' and '=' selected), Gross Volume per Ship Unit (with units 'CU FT' and '=' selected), Net Volume per Ship Unit (with units 'CU FT' and '=' selected), 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 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 shows "Total Found: 1". A "Release Product" section is visible with a refresh icon and a "Records 1 of 1 Selected: 0" indicator. A table with the following columns is displayed: 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). At the bottom of the interface, there are two buttons: "New Query" and "Refine Query".

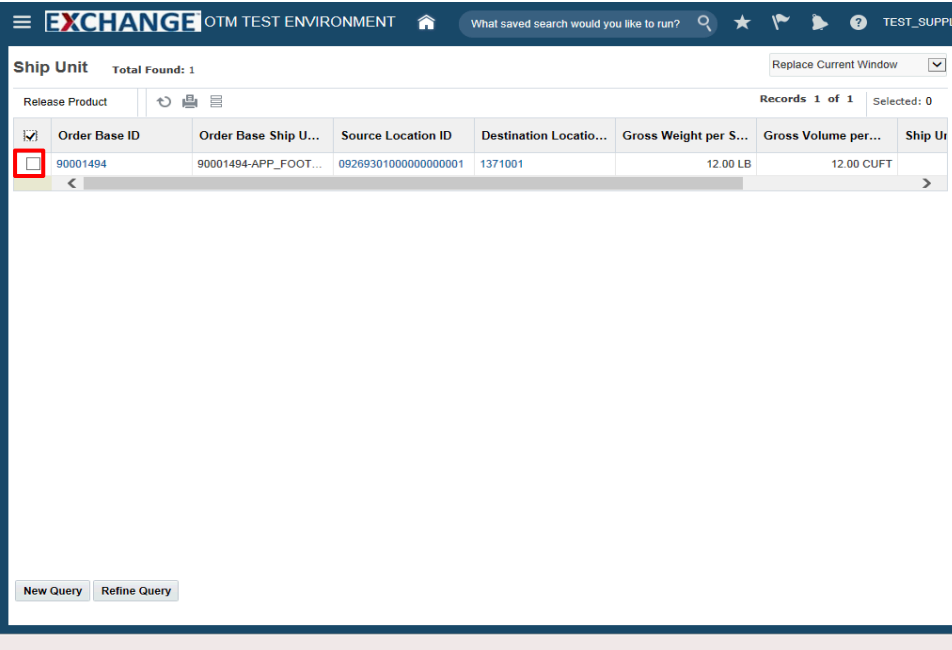
<input checked="" type="checkbox"/>	Order Base ID	Order Base Ship U...	Source Location ID	Destination Locatio...	Gross Weight per S...	Gross Volume per...	Ship Ur
<input type="checkbox"/>	90001494	90001494-APP_FOOT...	09269301000000000001	1371001	12.00 LB	12.00 CUFT	

Search / Release Order Base Ship Unit

Step 6

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

Example: **90001494**



The screenshot shows 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 title "Ship Unit" is displayed, along with "Total Found: 1" and a "Replace Current Window" button. The main area contains 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 first row of the table has the following values: 90001494, 90001494-APP_FOOT..., 09269301000000000001, 1371001, 12.00 LB, 12.00 CUFT, and Ship Ur. A red box highlights the checkbox to the left of the Order Base ID "90001494". At the bottom of the interface, 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 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.

EXCHANGE OTM TEST ENVIRONMENT

What saved search would you like to run? TEST_SUPPLI

Release Ship Units

Release

Selected: 1

per... Ship Ur

000 CUFT

Release Ship Units

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				

New Que

Top

100%

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!

The screenshot shows a web browser window with the URL <https://otmgtm-test-a214174.otm.us2.oraclecloud.com/?ct=MjgzNzQ0NzQ2OTcyNzYwNTEwMg%3D%3D&bcKey=->. The page title is "EXCHANGE" and the sub-header is "Release Instruction". The form contains the following fields and values:

- 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:** (checkbox)
- 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:** 10.00 LB
- Gross Volume per Ship Unit:** 10.00 CU FT
- Total Package Count:** 12
- Supplier Comment:** (empty)
- RRC Number:** (empty)

At the bottom, there is a "Reference Numbers" section with a table:

Reference Number Qualifier ID	Reference Number
(empty)	(empty)

Buttons at the bottom: 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', 'Unit Amount', 'Transportation Handling Unit', 'Gross Weight per Ship Unit', and 'Gross Volume per Ship Unit'. The first row is selected, showing a unit amount of 1 and a gross volume of 0.00 CUFT.

Search / Release Order Base Ship Unit

Step 12

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

Example: **10**

The screenshot shows a web browser window displaying the EXCHANGE OTM TEST ENVIRONMENT. A modal window titled "Release Instruction" is open, showing a form for creating a release instruction. The "Unit Amount" field is highlighted with a red box. The form contains the following fields and values:

Field	Value
Release Number	2
Unit Amount	10
Source Location	092693010000000000
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	LB
Gross Volume per Ship Unit	CU FT
Total Package Count	12
Supplier Comment	
RRC Number	

Buttons at the bottom of the form include "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 shows the 'Release Instruction' form in the EXCHANGE OTM Test Environment. The 'Handling Unit' dropdown menu is open, and the 'PALLET' option is selected and highlighted with a red box. The form contains 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: 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. 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 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 Volume per Ship Unit" field is currently empty.

* Release Number	2	* Unit Amount	10	Flagged for Delete	<input type="checkbox"/>	Allow Releasing	<input checked="" type="checkbox"/>
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	* Gross Volume per Ship Unit	CU FT	Calculate Totals			
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 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 Volume 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 is set to 10 LB. The 'Gross Volume per Ship Unit' field is set to 10 CU FT. The 'Calculate Totals' button is visible next to the volume field.

Search / Release Order Base Ship Unit

Step 16

Click the **Save** button.

The screenshot shows the 'Release Instruction' dialog box in the EXCHANGE OTM Test Environment. The dialog contains the following fields and controls:

- 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 dialog, 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

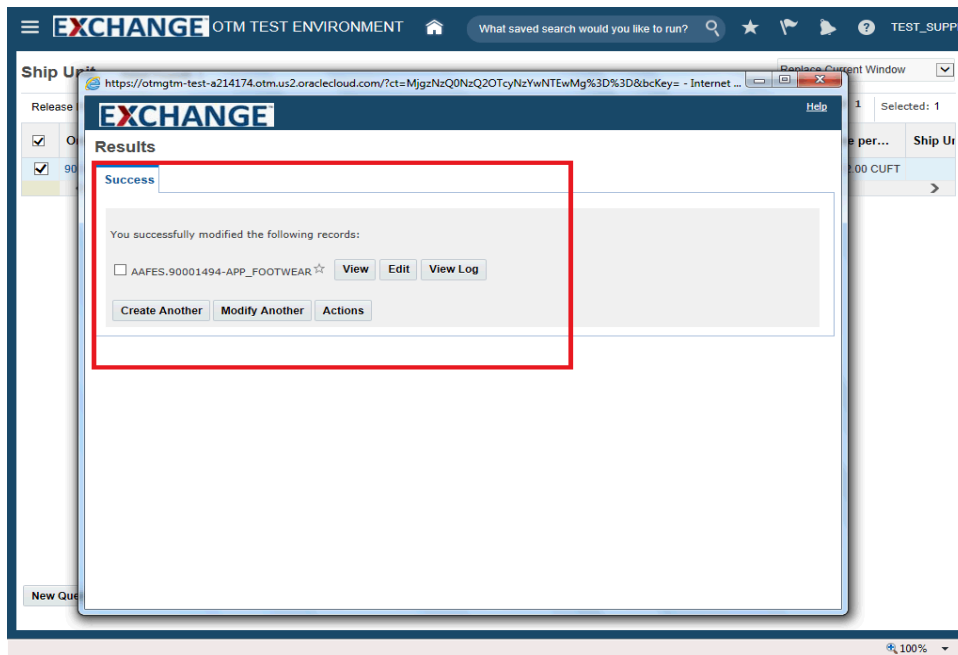
Packaged Item	Total Package

Buttons: New Release Instruction, Top

Search / Release Order Base Ship Unit

Step 18

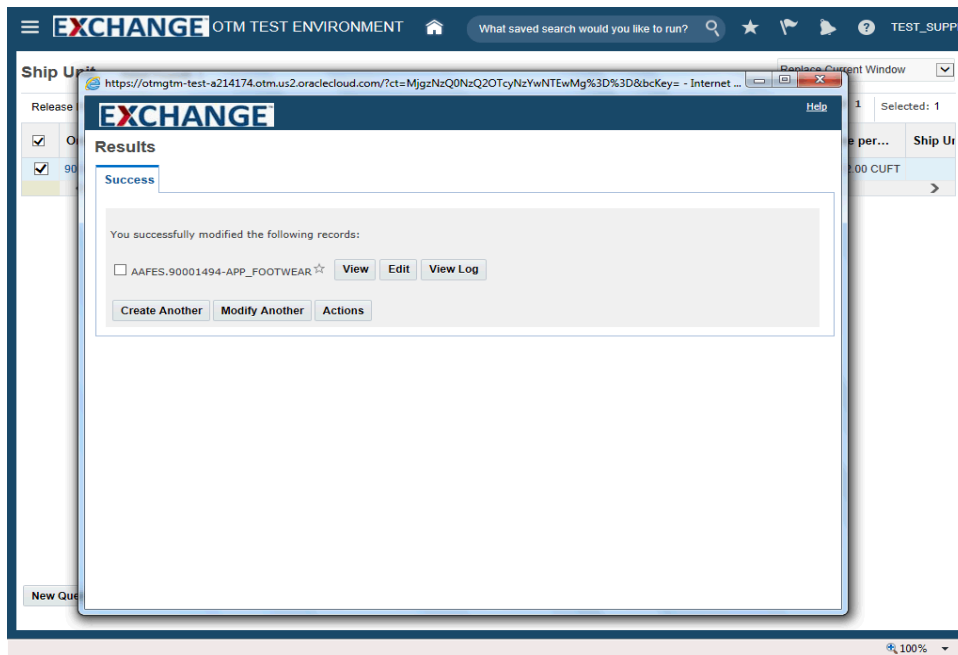
Confirmation of a successful record modification is displayed.



Search / Release Order Base Ship Unit

Step 19

The next steps demonstrate how to view order release instruction.

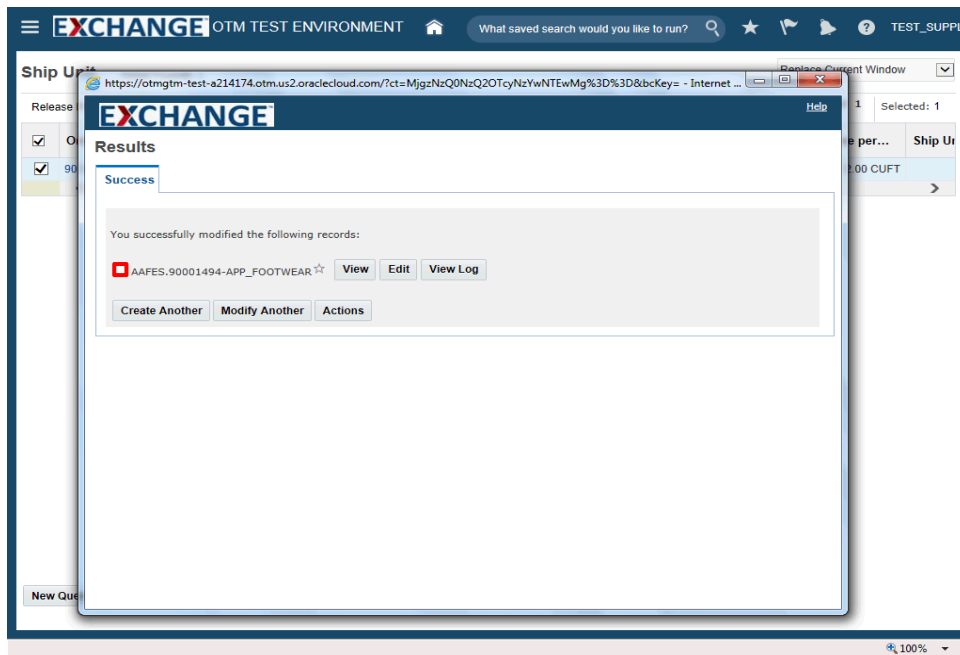


Search / Release Order Base Ship Unit

Step 20

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

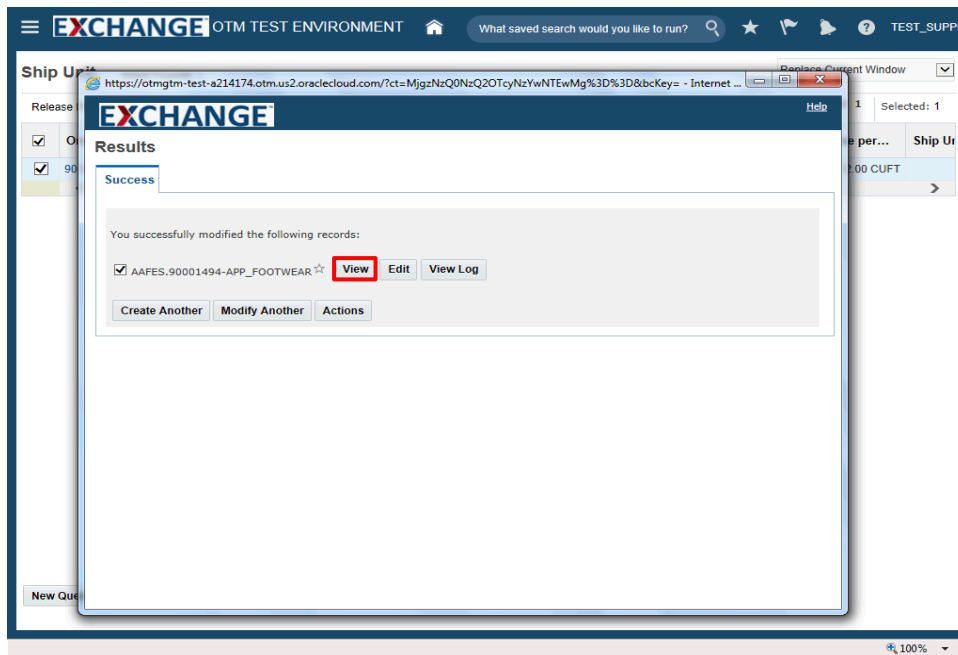
Example: **AAFES.90001494-APP_FOOTWEAR.**



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?

Release Current Window

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/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

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.

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
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.

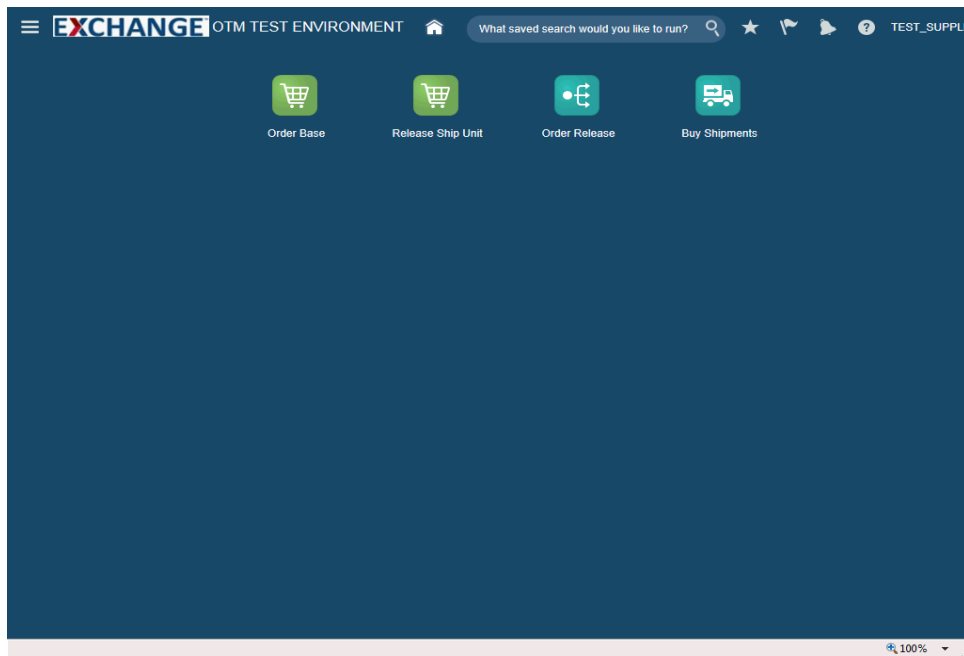
The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. At the top, there is a navigation bar with a home icon (a house symbol) highlighted in a red box. Below the navigation bar, the main content area is titled "Ship Unit" and shows "Total Found: 1". A table with the following columns is visible: 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 "Home" button in the navigation bar is the target for the instruction.

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

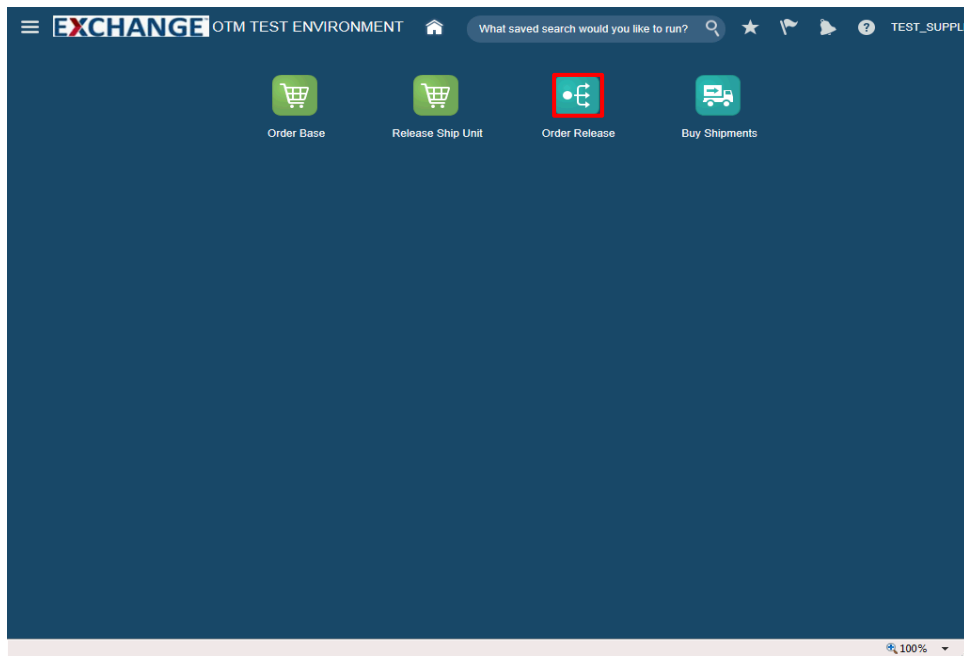
The next steps demonstrate how to search for and validate an order release.



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' application window. The top navigation bar includes the 'EXCHANGE' logo, 'OTM TEST ENVIRONMENT', and a search bar. The main content area is titled 'Order Release Finder' and contains several search criteria sections: 'Order Release ID' (with a red box around the input field), 'Quote ID', 'Domain Name', 'Indicator', 'Order Release Attribute' (with a dropdown menu), 'Insert Time', 'Priority', 'Early Pickup Date', 'Late Pickup Date', and 'Early Delivery Date'. At the bottom, there are buttons for 'Search', 'Sort Order', 'Export', 'Saved Query:', 'Execute Query', 'Edit', and 'Save'. The browser's zoom level is set to 100%.

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 application has a dark blue header with a home icon, a search icon, and a user profile icon labeled 'TEST_SUPPLI'. Below the header is a navigation menu with 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 sections: 'Order Release ID' with a text input containing '90001494' and a 'Begins With' dropdown; 'Quote ID' with a text input and a 'Begins With' dropdown; 'Domain Name' with a text input and a 'Begins With' dropdown; 'Indicator' with a dropdown menu; 'Order Release Attribute' with a dropdown menu showing 'CUSTOMER_ORDER' and 'DISTRIBUTION_ORDER'; 'Insert Time' with a 'Same As' dropdown; 'Priority' with an equals sign and a dropdown; 'Early Pickup Date' with a 'Same As' dropdown; 'Late Pickup Date' with a 'Same As' dropdown; and 'Early Delivery Date' with a 'Same As' dropdown. At the bottom of the form is a row of buttons: 'Search' (highlighted with a red box), 'Sort Order', 'Export', 'Saved Query:' with a dropdown, 'Execute Query', 'Edit', and 'Save'. The browser's status bar at the bottom right shows '100%' zoom.

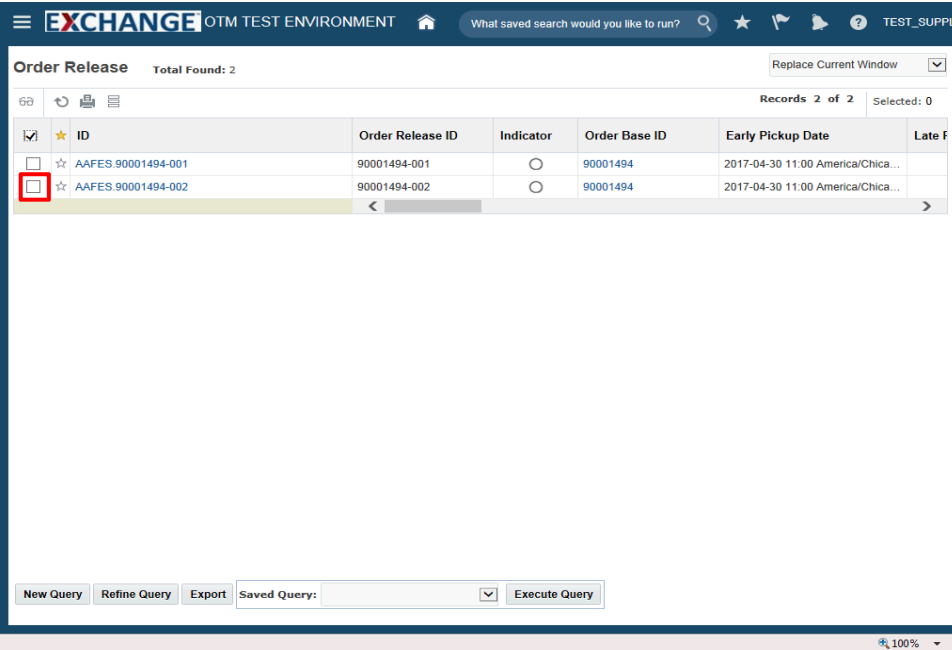
Search / Release Order Base Ship Unit

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 window is titled 'Order Release' and shows 'Total Found: 2'. The table below contains two records. The second record, 'AAFES.90001494-002', is highlighted in yellow, indicating it is on hold. A red box highlights the checkbox to the left of this record's ID.

<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 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 displays the 'EXCHANGE OTM TEST ENVIRONMENT' interface. The main content area is titled 'Order Release' and shows 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' 0, and 'Order Base ID' 90001494. The second record is 'AAFES.90001494-002' with 'Order Release ID' 90001494-002, 'Indicator' 0, and 'Order Base ID' 90001494. The 'Early Pickup Date' for both is '2017-04-30 11:00 America/Chica...'. The table is currently showing 'Records 2 of 2' and 'Selected: 1'. A red box highlights the '50' icon in the top left corner of the table area. 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 browser status bar at the bottom shows 'javascript:void(0);' and '100%' zoom.

ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date	Late f
AAFES.90001494-001	90001494-001	0	90001494	2017-04-30 11:00 America/Chica...	
AAFES.90001494-002	90001494-002	0	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?". Below the search bar, the page title is "Order Release" and the breadcrumb is "Order Release Result > Order Release". The main content area displays the following information:

Order Release ☆ 1 of 1

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

Below this, there are sections for "More", "Equipment", "Ship Unit Data", "Loading Split", and "Line Item Data".

Equipment

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

Ship Unit Data

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	

Loading Split

Ship Unit	Split Number	Weight	Volume	Length	Width	Height

Line Item Data

At the bottom of the interface, there are "Top" and "Refresh" buttons. The browser's zoom level is 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 displayed, 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 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" with details: Destination Location "1371001", Total Weight "100.00 LB", Total Volume "100.00 CUFT", Total Ship Unit Count "10", and Bundling Type "Automatic". Below this, there are two tables. The first table, titled "Equipment", has columns: Equipment Group ID, Equipment Type ID, Equipment Initial, Equipment Number, and Equipment Initial/Number. The second table, titled "Data", has columns: 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 row shows 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 is a "Split" table with columns: Split Number, Weight, Volume, Length, Width, and Height. At the bottom, there are "Top" and "Refresh" buttons and a zoom level of 100%.

Search / Release Order Base Ship Unit

Step 37

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

End of Procedure.

