Navigate to: https://otmgtm-a214174.otmgtm.us-phoenix-1.ocs.oraclecloud.com

Search / Release Order Base Ship Unit



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

- Search order base

- Release orders



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.

hip Unit Find	ler	
Ship Units Ger	eral Content Release Instruction Status Audit	
Order Base Ship	Unit ID	
	Begins With 🔽	
Order Base ID		
1	🔍 60 🕂 Begins With 🔽	
Source Location	10	
	Q 60 ₱ Begins With ♥	
Destination Loca	ation ID	
	Q 60 + Begins With ♥	
Gross Weight pe	r Ship Unit	
	LB 💙 = 🔽	
Net Weight per !	hip Unit	
Gross Volume p	er Ship Unit	
Net Volume per	Ship Unit	
Ship Unit Count		
Order Release II		
	Q 68 💠 Begins With	
Solittable By		
	ter tetere	

Step 3

Enter search criteria into the appropriate field(s).

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

Search / Release Order Base Ship Unit

hip Unit Finder			
Ship Units General	Content Release Instruction Status Audit		
Order Base Ship Unit I			,
	Begins With 💌		- 1
Order Base ID			
90001494	Q 60 + Begins With ▼		
Source Location ID			
	🔍 63 🕂 Begins With 🔽		
Destination Location I			
	🔍 60 🕂 Begins With 🔽		
Gross Weight per Ship	Jnit		
LB	v = v		
Net Weight per Ship U	A		
LB	v = v		
Gross Volume per Ship	Unit		
0 0	FT 🔽 = 🔽		
Net Volume per Ship U	it in the second second		
80			
Ship Unit Count			
Order Deleges ID			
Order Release ID	O sid the Bengins With		
Solittable By			
Juniarow DV			

Step 4

Click the Search button.

nip	Unit Total Found:	1				Replace Current Window	w 🖣	
letea	ise Product 🐑 i	₽ 8				Records 1 of 1 Sele	ected: 0	
8	Order Base ID	Order Base Ship U	Source Location ID	Destination Locatio	Gross Weight per S	Gross Volume per	Ship U	
3	90001494	\$0001494-APP_FOOT	09269301000000000001	1371001	12.00 LB	12.00 CUFT	т	
	<						>	

Step 5

The next steps demonstrate how to release an order.

Search / Release Order Base Ship Unit

ip Unit	Total Found:	1				Replace Current Win	fow 9
elease Produ	a Or	5 H				Records 1 of 1 5	elected: 0
Order E	Base ID	Order Base Ship U	Source Location ID	Destination Locatio	Gross Weight per S	Gross Volume per	Ship
9000149	94	90001494-APP_FOOT	09269301000000000001	1371001	12.00 LB	12.00 CU	FT
<							>

Step 6

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

Example: 90001494

≡ [EXCHANG	OTM TEST ENVIR	ONMENT 🟫 🌘	What saved search would ye	nu likui ta run? 🭳 ★	* * 0	IEST_SUPPL
Ship	Unit Total Found:	1				Replace Current Winds	w Y
Rele	ase Product 🔍)	⊕ ⊟				Records 1 of 1 Se	lected: 1
2	Order Base ID	Order Base Ship U	Source Location ID	Destination Locatio	Gross Weight per S	Gross Volume per	Ship Ur
M	90001494	90001494-APP_FOOT	0926930100000000001	1371001	12.00 LB	12.00 CUP	r
New	Quey Refine Query						

Click the Release Product button.

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

Search / Release Order Base Ship Unit

E	XCF	IAN	GE									1	sele	1 5
Re	lease S hip Unit	hip Uni	ts☆	1 of	New Fini	ished Acti	ons							o per
5	Order Bas 0001494. hippable	e Instruct	ID WEAR		* Parent (90001494	Order Base	D		Relea 10	ised Cou	int		^	
	Release Number	Amount	Source Locatio		Destination	Release	Earl	ly Pickup	Late Pickup	Early Deliv	ery C	ate ielivery		
1		10	09269301000000	000001	1371001		2017- 11:00 Amer	04-30 ca/Chicago			20 18 Eu	17-05-08 :00 rope/Berlin		
	New Rel	ease Instru	tion											
	A ship U Packaged ID	litem	Total Weight	Total	Volume	Total Packa Count	ige	Tag 1	Tag 2	Tag 3	Tag 4			
4	PP_FOOTV	EAR	12.00 LB		12.00 CUPT		12		_				~	

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.

	VCL		GE									1	Hele	R.
	ACI		GL		Marcal Minute									e per
Re	lease S	Ship Uni	ts 🕾	1 of 1	New Pinis	shed Acta	pris							100 0
s	hip Unit													F
	Order Base	e Ship Unit	ID		* Parent C	order Base I	D		Releas	sed Count			^	
	90001494-	APP_FOOT	WEAR		90001494				10					
	shippable													
	A Releas	e Instructi	ions										L	
11														
	Release	Amount	Source Location		Destination Location	Release Date	Early	Pickup	Late Pickup	Early Delivery	Late	very		L
	Release Number	Amount	Source Location	n 00001	Destination Location	Release Date	Early 2017-0	Pickup	Late Pickup	Early Delivery	Late Deliv	ery 05-08		L
1	Release Number	Amount 10	Source Location	n 00001	Destination Location	Release Date	Early 2017-0 11:00 Americ	Pickup 14-30 a/Chicago	Late Pickup	Early Delivery	Late Deliv 2017-0 18:00 Europe	very 05-08 e/Berlin		
	Release Number	Amount 10 ease Instruc	Source Location	n 00001	Destination Location	Release Date	Early 2017-0 11:00 Americ	Pickup 14-30 a/Chicage	Late Pickup	Early Delivery	Late Deliv 2017-0 18:00 Europe	very 05-08 6/Berlin		
	Release Number New Rel	Amount 10 ease Instruc	Source Location	n 00001	Destination Location	Release Date	Early 2017-0 11:00 Americ	Pickup 14-30 a/Chicage	Late Pickup	Early Delivery	Late Deliv 2017-0 18:00 Europe	very 05-08 to/Berlin		
	Release Number New Rel Ship U Packaged	Amount 10 ease Instruc nit Line	Source Location	n 00001	Destination Location	Release Date	Early 2017-(11:00 Americ	Pickup 14-30 a/Chicage	Late Pickup	Early Delivery	Late Deliv 2017-0 18:00 Europe	rery 05-08 6/Berlin		

Click the **New Release** Instruction button.

Search / Release Order Base Ship Unit

lease Instruction			
Release Number	* Unit Amount 10 ×	Flagged for Delete	Allow Releasing
ource Location 99269301000000000 익 다	Destination Location	PALLET V (c)	Ship With Group
any Pickup Date 2017-04-30 11:00:00	Late Pickup Date	Release Date	
arly Delivery Date	Late Delivery Date 2017-05-08 18:00 Europe/Berlin		
ength Per Ship Unit	Width Per Ship Unit	Height Per Ship Unit	
Gross Weight per Ship Unit 10.00 LB 💌	* Gross Volume per Ship Unit 10.00 @ CU FT	Calculate Totals	
otal Package Count 2		_	
upplier Comment	*RRC Number		
A Reference Numbers			
* Reference Number Qualifier ID		* Reference Number	
~ 60			Save

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.

Note: Maximum Weight and Volume Requirements!

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

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!

Late Pick Up: Should be blank

EXCHAN	GE				tiste
Release Instruct	tion				
renease mourae					
* Release Number	< C	* Unit Amount		Flagged for Delete	Allow Releasing A
Source Location 09269301000000000	0 Q @	Destination Location		* Transport Handling Unit CARTON V 68	Ship With Group
Early Pickup Date 2017-04-30 11:00:00	50	Late Pickup Date		Release Date	
Early Delivery Date		Late Delivery Date 2017-05-08 18 00 Europe/B	erlin		
Length Per Ship Un	R	Width Per Ship Unit		Height Per Ship Unit	
	FT 💌	FT	~	FT 💌	į
* Gross Weight per	Ship Unit	* Gross Volume per Ship I	Juit (M	Calculate Totals	
Total Package Cour 12	1				
Supplier Comment		RRC Number			

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

= EX	CHANGE or	M TES	ST E	NVIRONMENT		seved	search would you like to n	#17 Q	* *		1 1	ST_SUPPL
Ship Ur	ta https://otmgtm-test-a21/	4174.otm	un2.o	raclecloud.com/?ct=Mjgzf	N#Q0N#Q2OT	cyNaYv	NTEwMg%3D%3D&bcKey	z - Intern	et		Window	K
Release	EXCHAN	GE								sta 1	Sele	cted: 1
1 o										e pi	H	Ship Ur
N =	Release Instructi	on								100	CUFT	
	* Release Number			Unit Amount	1		Flagged for Delete		Allow Releasin	•		
	Source Location	9.00		Destination Location			Transport Handling	Juit	Ship With Grou			
	Early Pickup Date	-		Late Pickup Date	12		Release Date			ш		
	Early Delivery Date	0		Late Delivery Date 2017-05-08 18:00 Euro	oe Berlin					ш		
	Length Per Ship Unit	FT S	2	Width Per Ship Unit	FT		Height Per Ship Unit	FT V		ш		
	* Gross Weight per S	hip Uni	t	Gross Volume per S	ship Unit		Calculate Totals					
		LB	*		CUFT	Y	Calculate rotars					
	Total Package Count 12									11		
	Supplier Comment			RRC Number								
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New Que	Top Save Cancel	0										
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Step 12

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

Example: 10

EVCHAN	CE		- ngi ngi o	.,	,,		ticla	
Release Instructi	ion							e per
* Release Number		* Unit Amount		1	lagged for Delete		Allow Releasing	F
2	2	1	0	1			~	
Source Location 09269301000000000	4 Q 60	Destination Locatio	n		CARTON 60	Unit	Ship With Group	
Early Pickup Date		Late Pickup Date			PCS			
2017-04-30 11:00:00	00		00					
Early Delivery Date		Late Delivery Date 2017-05-08 18:00 Eu	rope/Berlin					
Length Per Ship Unit	t	Width Per Ship Unit		1	leight Per Ship Unit			
	FT 💌		FT 💌			FT 💌		
* Gross Weight per S	Ship Unit	* Gross Volume per	Ship Unit		Calculate Totals			
	LB [*	@ CUFT	Y				
Total Package Count 12							- 1	
Supplier Comment		RRC Number						
							`	

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

Search / Release Order Base Ship Unit

p Ur	https://otmgtm-test-s214174.otm.un2.or	acledoud.com/?ct::MjgsNsQQNa0	Q2OTcyNzYw	NTE=Mg%3D%3D&bcKey	z - Intern		ant Windo	- E
19454	EXCHANGE					1502	541	sted: 1
0	Palassa Instruction						e per	Ship
90	Release mount						1.00 CUFT	
1	* Release Number	* Unit Amount		Flagged for Delete		Allow Releasing A)
	Source Location 092693010000000000 Q Go	Destination Location		* Transport Handling	Jult	Ship With Group		
	Early Pickup Date	Late Pickup Date		Release Date				
	2017-04-30 11:00:00	60						
	Early Delivery Date	Late Delivery Date 2017-05-08 18:00 Europe/Berl	in					
	Length Per Ship Unit	Width Per Ship Unit		Height Per Ship Unit		_		
	FT 💌	FT N	-		FT 💌			
	Gross Weight per Ship Unit	Gross Volume per Ship Uni	R Dark	Calculate Totals				
	Total Package Count	9 00				- 1		
	Supplier Comment	RRC Number						
	<							
Que	Top Save Cancel							
-					_			

Step 14

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

Example: 10

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Release Instructio	on							e per
* Release Number		-	Unit Amount		Flagged for Delete		Allow Releasing A	1.00 CU
2 Source Location 09269301000000000	୧.୦୦	1	10 Destination Location 1371001		Transport Handling PALLET So	Unit	Ship With Group	
Early Pickup Date 2017-04-30 11:00:00	00	1	Late Pickup Date		Release Date			L
Early Delivery Date		1	Late Delivery Date 2017-05-08 18 00 Europe/Berlin					
Length Per Ship Unit	FT 💌	1	Width Per Ship Unit		Height Per Ship Unit	FT 💌		
• Gross Weight per St	hip Unit		Gross Volume per Ship Unit	-	Calculate Totals			
10 Total Package Count	LB	~	G CUP	T 💌				
Supplier Comment		1	RRC Number					
							~	

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

Example: 10

Search / Release Order Base Ship Un

EXCHAN	GE							tiste	1
Release Instructi	on								e per
* Release Number			* Unit Amount			Flagged for Delete		Allow Releasing A	Г
Source Location 09269301000000000	୧ଚ		Destination Location			* Transport Handling	Juit	Ship With Group	
Early Pickup Date 2017-04-30 11:00:00	5		Late Pickup Date	0°0		Release Date			L
Early Delivery Date			Late Delivery Date 2017-05-08 18:00 Europ	e/Berlin					L
Length Per Ship Unit	FT S	•	Width Per Ship Unit	FT 💌		Height Per Ship Unit	FT 💌		L
Gross Weight per S 10	hip Uni	t	Gross Volume per Sh	alp Unit	Y	Calculate Totals			
Total Package Count 12									L
Supplier Comment			RRC Number						
								Ň	

Step 16

Click the Save button.

[XCI	IAN	GE						H	icte	1 Sele	ected: 1
2	elease S	Ship Uni	ts ☆ 1 of	New Finis	hed Acti	ons					e per	Ship
1	Ship Unit									_	COPT	>
	Order Bas 90001494-	e Ship Unit	ID WEAR	* Parent 0 90001494	vder Base	D	Releas 10	ed Count		^		
	Shippable											
	A Releas	e Instruct	ions									
	Release	Amount	Source Location	Destination Location	Release Date	Early Pickup	Late	Early Delivery	Late Delivery			
	1	10	09269301000000000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin	1		
	2	10	09269301000000000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin			
	New Rel	ease Instruc	tion									
	⊿ Ship U	Init Line										

Click the Finished button.

Search / Release Order Base Ship Unit

EXCHANGE		194	1 54
Results			e per
Success			
You successfully modified the following reco	rds:		
	View Edit ViewLop		
C. MPLS.NWIMPHINT_TOUTINDE			
Create Another Modify Another Ac	lions		

Step 18

Confirmation of a successful record modification is displayed.

EXCHANGE OTM TEST ENVIRONMENT	9 * 1* 1	0 "	ST_SUPPLI
Ship Ur the https://otmgtm-test-a214174.otm.us2.orsciedoud.zom/?cts:MigsNsQ0NrQ2OTcr/st/wNTEwMg%3D%3D8bbcKeys - In	ternet	ent Window	
	Hele	1 Sele	cted: 1
Results		e per	Ship Ur
Success		100 CUFT	,
You successfully modified the fullowing records: ArtES.50001494-APP_POTWEAR № Were Edit Create Another Modify Acother Actions			

The next steps demonstrate how to view order release instruction.

Search / Release Order Base Ship Unit

EXCHANGE OTM TEST ENVIRONMENT 🍙 What saved search would you like to num? 🭳 ★	r 🕨 😧 test_sum
Ship Ur - https://otmgtm-test-a214174.otm.us2.oracledoud.com/?tst:MgsNaQ0NaQ0OTcyNaYwNTEwMg%30%30&bocKeys - internet	Bastara Compet Window
	Hola ¹ Selected: 1
Results	e per Ship U
Success	>
You successfully modified the following records:	
AAPES.90001494-APE_FOOTWEAR ¹ View Edit ViewLog	
Create Another Modify Another Actions	
	_
New Gut	
The second se	

Step 20

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

Example: AAFES.90001494-APP_FOOTWEAR.

= =)	CHANGE OTM TEST ENVIRONMENT 🍙 What saved search would you like to run? 🍳 ★ 🎌 🕨	0	TEST_SUPPLI
Ship U	ta 👩 https://otmgtm-test-a214374.otm.us2.onscied.oud.com/?ct::MjgsNaQNicQ2OTcyNcYANTEwMg%3D%3D8.bCKay::-Internet	ent Win	dow 💌
Release	EXCHANGE		elected: 1
R o	Results	e per	. Ship Ur
	Success	1.00 CU	
New Gas	You successfully modified the following records: AAFES.50001494-APP_FOOTWEAR ^S View Edit View Log Create Another Modify Another Actions		

Click the View button.

Search / Release Order Base Ship Unit

EXCHA	NGE						_	ticle	1 50
Order Base St	ip Unit 🗟	1 of 1 New E	dit Actions						per
⊿ Ship Unit Dat								^	
Ship Unit ID 90001494-APP_FC	OTWEAR 2	arent Order Base ID 2001494	Domain Name AAFES		Load C	onfigura	tion Setup		
Source Location	D D	estination Location	ID Plan From Locati	on ID	Plan To	o Locatio	n ID	ш	
Transport Handlin 1	g Unit Count Ro	eleased Count	Transport Handlin	ng Unit	Flexibi	e Commo	dity Quali	fic	
Net Weight per Sl	ip Unit G	ross Weight per Shi 2.00 LB	p Unit Net Volume per S	hip Unit	Gross 12.00 0	Volume p	er Ship Ur	nit	
Length per Ship U	nit W	fidth per Ship Unit	Height per Ship U	nit					
Diameter per Ship	Unit C	ore Diameter per Sh	ip Unit Declared Value p 0.00 USD	er Ship Un	it				
Early Pickup Date 2017-04-30 11:00	Li America/Chicago	ate Pickup Date	Early Delivery Da	te	Late De 2017-0	elivery Da 5-08 18:0	ite Europe/B	er	
🚽 Ship Unit Lin	Data								
Packaged Item II	Total Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4		
APP_FOOTWEAR	12.00	LB 12.00 CUFT		2				Ň	
Packaged Item II APP_FOOTWEAR	Total Weight	LB 12.00 CUFT	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4	~	L

Step 22

Click the Maximize button.

der Ba	se Ship	Unit 🕸		1 of 1	New Edit	Actio	ins		1. wyr an we or i an i				,
Packaged	litern ID	Total Weight		Total V	olume	Tot	tal Package Count	Tag	1 Tag	2	Tag 3	Tag 4	
PP_FOOTV	VEAR	12	.00 LB		12.00 C	JFT	-	12			-		
Releas	e Instruct	ions											
Release Number	Amount	Source Location	Dest	ination ition	Release Date	Early	Pickup	Late Pickup	Early Delivery	Late	Delivery		6
	10	0926930100000000000	13710	01		2017-04	I-30 11:00 America/Chicago			2017-	05-08 18:00	Europe/Berlin	
	10	0926930100000000000	13710	01		2017-04	I-30 11:00 America/Chicago			2017-	05-08 18:00	Europe/Derin	
Acces	sorials						⊿ Special Service Code	•					
Accessor	ials						Special Service						
A Remar	ks												1
Remark C	Qualifier ID						Remark Te	st					
A Refere	nce Numb	ers											
Reference	e Number (Qualifier ID					Referen	ce Numbe	ĸ				
< Shin Li	nit Seal												۰.
7												>	

Step 23

Use the scrollbar to review shipping information.

Search / Release Order Base Ship Unit

	base Ship	Unit a	10	1 1 10100 1	Edit Ac						
Neight	Total	Volume	Total Package Co	unt	Tag	1 Taj	2 Ta	g 3 Tag 4			
12	-00 LB	12.00 0	UFT		12						
ion	Destination Location	Release	Early Pickup		Late Pickup	Early Delivery	Late Deliv	very	Processed	Flagged for Delete	Allow Releasing
00000001	1371001		2017-04-30 11:00 Amer	rica/Chicago			2017-05-04	18:00 Europe/Berli	8		æ
0000001	1371001		2017-04-30 11:00 Amer	rica/Chicego			2017-05-06	18:00 Europe/Berli	8		86
			⊿ Special Se	ervice Code							
			Special Servi	ce							
				Remark Tex	a						
				Reference	e Numbe	м					

Step 24

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

Order I	Base Ship	Unit 🕸		1 of 1 New Ed	Sit Ac	tions	-					
Weight	Total V	olume	Total Package	Count	Tag	1 Ta	g 2	Tag 3	Tag 4			
12	00 LB	12.00 Ci	FT	1	2							
ion	Destination Location	Release	Early Pickup	ļ	Late Pickup	Early Delivery	Lab	• Delivery		Processed	Flagged for Delete	Allow
0000001	1371001		2017-04-30 11:00 A	merica/Chicago			2017	-05-08 18:00	Europe/Berlin	æ		æ
00000001	1371001		2017-04-30 11:00 A	merica/Chicago			2017	-05-08 18:00	Europe/Berlin	æ		æ
			⊿ Special	Service Code								
			Special Se	ervice								
				Remark Text								
				Reference	Numbe	м						
1												

Step 25

Click the Close button.

Search / Release Order Base Ship Unit

=	EXCHAN	GE OTM TEST ENVIR	ONMENT 🔝 🌘		nu takun ta run? 🍳 ★	* * • •	EST_SUPPL
Shi	p Unit Total Fo	und: 1				Replace Current Windo	R.
Re	lease Product	u 🖨 🗉				Records 1 of 1 Se	lected: 1
	Order Base ID	Order Base Ship U	Source Location ID	Destination Locatio	Gross Weight per S	Gross Volume per	Ship Ur
R	90001494	90001494-APP_FOOT	69269301000000000001	1371001	12.00 LB	12.00 CUF1	,
Net	er Query Refine Que	a.					

Step 26

Click the Home button.



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.

EACHANG	96	to mil TES	I LAVIRONI		What so	ved search w	oula yeu lika	tio ruit?	× *	~~~~	*	•	TEST_SUPP
der Release Find	ler												
rder Release Release	e Line	s Schedu	ing Location	Order Base	Status	General	Advance	d Audi					
Order Release ID													^
	Beg	ins With 🔽											
Quote ID													
	9,6	ið 🕂 Begins V	with 👻										
Domain Name													
	Beg	ins With 💌											
Indicator													
~													
Order Release Attribut	8												
CUSTOMER_ORDER		2											
Insert Time													
(6 5	arte As	~										
Priority													
-	Y	2											
Early Pickup Date													
1	è s	arne As	~										
Late Pickup Date													
1	6 5	ame As	~										
Early Delivery Date													~
	2.0	AMA #A	144										
Search Sort Order	Expor	t Saved Qu	ery:		V Exe	ute Query	Edit Sa	we					

Step 29

Enter search criteria into the appropriate field(s).

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

Search / Release Order Base Ship Unit

EXCHANC	E	TM TEST	ENVIRONN	IENT 🕋	What say				*	۴	۶	0	TEST_SUPP
rder Release Find	ler												
Order Release Release	Lines	Schedulin	g Locations	Order Base	Status	General	Advance	d Aud					
Order Release ID													~
90001494 ×	Begins	with 💌											
Quote ID													
	9,60+	Begins Wi	m 💌										
Domain Name													
	Degins	With 💌											
Indicator													
~													
Order Release Attribute	è												
CUSTOMER_ORDER DISTRIBUTION_ORDER	0												
Insert Time													
6	à Same	As	~										
Priority													
	~												
Early Pickup Date													
6	ò Same	e As	~										
Late Pickup Date													
6	b Same	a As	~										
Early Delivery Date													~
	2. O.m.		14.0										
					second in our last								

Step 30

Click the Search button.

Total Foundi 2					L.
a 인 🖷 🗏				Records 2 of 2 Select	ted: 0
ai 🛊 10	Order Release ID	Indicator	Order Base ID	Early Pickup Date	Late
	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	
-	<				>

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.

Search / Release Order Base Ship Unit

		L John			· ·				our fui en		<u> </u>	^		~	•		
rder Rel	ease Total	Found: 2											Repk	ce Curr	ent Wir	dow	
e e e													Record	s 2 of	2	Select	ed: 1
w \star 10				Ord	er Releas	e ID	Indica	tor	Order Bas	e ID		Early	Pickup	Date			Late
□ ☆ A4	FES 90001494-00	и		9000	1494-001		0	>	90001494			2017-0	4-30 11	00 Arre	rica/Ch	ica	
	FES.90001494-00	2					(2	00001101				4-30 11	100 Ame	rica/Ch	ica	
				9000	1494-002			/	90001494			2017-0					
				9000	1404-002				50001494			2017-4					>
				9000	1494-002				50001404			2017-0					>

Step 32

Click the Glasses graphic.

	reidas	u 20			1 07 1									
Order Release ID Order Release Nation 0001494-002			Release Nam	e Rele	ase Attribut	e Pri	prity	OTM V 6.0	ersion		Status			
Fource Location Destination Local S24930100000000001 1371001 JNION MO 63084 STUTTGART 703			nation Locatio	n Tota 100	l Weight 00 LB	Total Volume Total Ship U 100.00 CUFT 10			hip Unit Co	ount	Bundling Automatic	Гуре	l	
Mor	•													l
Seque	nce	Equip	ment Group ID	Equip	nent Type ID	Equip	ment Initial	Equi	pment Num	ber	Equipment	Initial/Num	ber	
a Shij	p Unit D	ata												
Ship Unit ID	Trans Handli Unit	port	Flexible Commodity Qualifier	Commodity	Order Release Equipmen	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	
1561	PALLET					10.0	0 100.00 LB	100.00 CUP	10.00 LB	10.00 CUPT	10.00 LB	10.00 CUPT		
⊿ Loa	ding Spi	lit												
	Init		Split Numbe	м	Weight		Volume	,	ength	W	dth	Height		
Ship U														

Step 33

Click the Status button.

Search / Release Order Base Ship Unit

- autoro							
Status Type	Status Value	D D	fersion		Status		
SILLED CANCELLED	BILLED_NOT_BILLED	otal 5	Ship Unit Co	unt	Bundling	Type	
PLEET ASSIGNMENT OR	FLEET ASSIGNMENT OR NOT ASSIGNED	P			Automatic		
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 HODIFIED	ORDER MODIFIED_NO MODIFICATION						
ORDER RELEASE SKU LINK	ORDER RELEASE SKU LINK INACTIVE						
PLANNING	PLANNING_NEW	Nur	aber I	Equinment	InitialNum	ther	
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	pss light	Gross Volume per	Net Weight per	Net Volume per		
		Pat	Ship Unit	Ship Unit	Ship Unit	Length	
		00 LB	10.00 CUPT	10.00 LB	10.00 CUPT		
Split Number	Weight Volume Li	ength	Wie	tth	Height		

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.



Step 35

Click the Close button.

Search / Release Order Base Ship Unit

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Order	Release Result >	Order Release												
Orde	er Release	âr (
ID	Order	Releas	e Prie 1	Priority 1		OTM Version 6.0			Status			^		
e 300000 84	Desti 13710 STUT	Total V 100.00	Total Weight 100.00 LB			Total Volume Total Ship Unit 100.00 CUFT 10			Count Bundling Type Automatic					
Equi	pment Group ID	Equipm	ent Type ID	Equip	ment Initial	Equ	aipment Num	iber	Equipment	Initial Nu	mber			- 11
lata														- 11
sport ling	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	Leng	th		
:				10.0	100.00 LB	100.00 CU	PT 10.00 LB	10.00 CU	PT 10.00 LB	10.00 CU	т			- 11
NR														- 11
	Split Numbe	er	Weight		Volume		Length	v	Vidth	Heigh	e.			- 11
iata														~
Тор	Refresh													

Step 36

Click the Home link.



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

End of Procedure.

Thank you for reviewing the Search Release Order Base Unit!

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

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