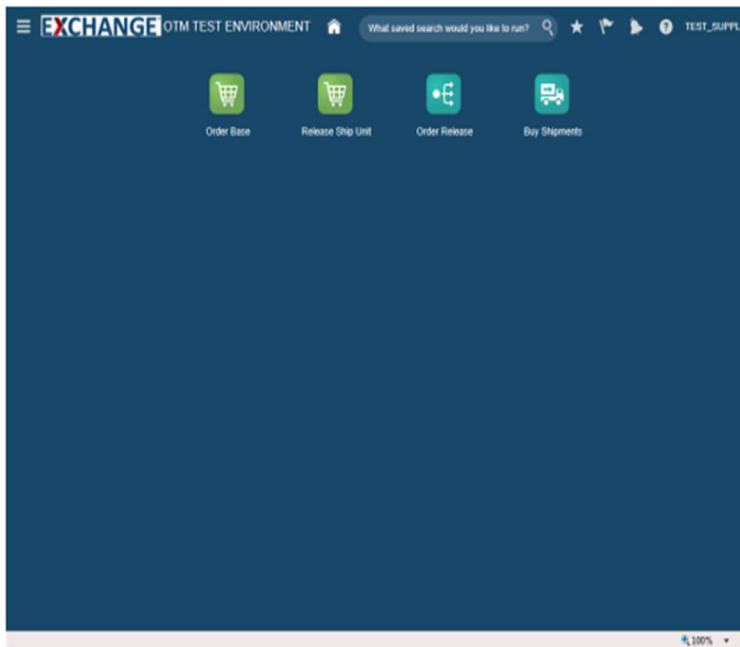


Search / Release Order Base Ship Unit

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

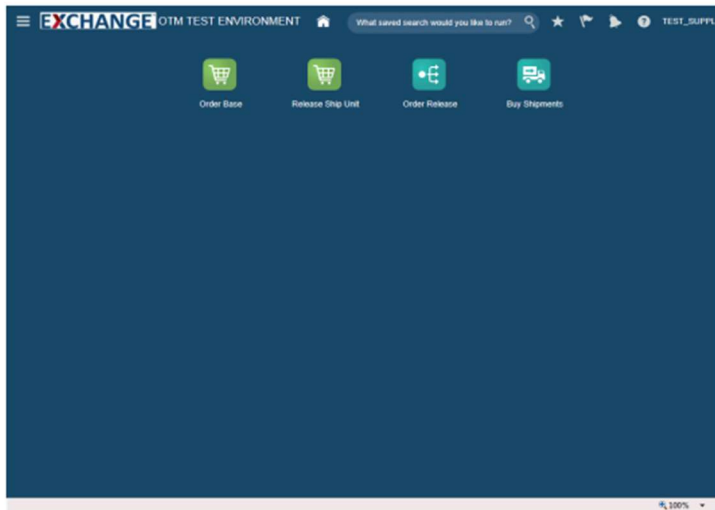
Search / Release Order Base Ship Unit



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

- Search order base
- Release orders

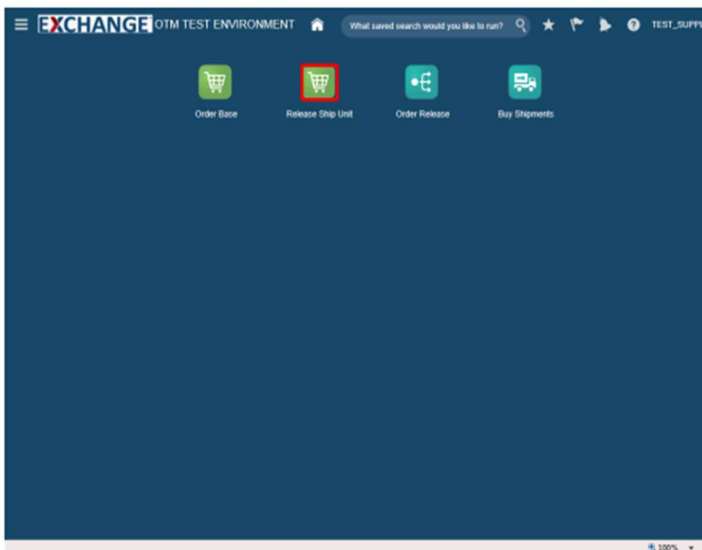
Search / Release Order Base Ship Unit



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' form in the 'EXCHANGE OTM TEST ENVIRONMENT'. The 'Order Base ID' field is highlighted with a red rectangle. The form includes tabs for 'Ship Units', 'General', 'Content', 'Release Instruction', 'Status', and 'Audit'. Below the tabs are various input fields: 'Order Base Ship Unit ID' with a 'Begins With' dropdown, 'Order Base ID' (highlighted), 'Source Location ID' with a 'Begins With' dropdown, 'Destination Location ID' with a 'Begins With' dropdown, 'Gross Weight per Ship Unit' with 'LB' and '=' dropdowns, 'Net Weight per Ship Unit' with 'LB' and '=' dropdowns, 'Gross Volume per Ship Unit' with 'CU FT' and '=' dropdowns, 'Net Volume per Ship Unit' with 'CU FT' and '=' dropdowns, 'Ship Unit Count' with an '=' dropdown, and 'Order Release ID' with a 'Begins With' dropdown. At the bottom are 'Search', 'Sort Order', and 'Actions' buttons.

Search / Release Order Base Ship Unit

Step 4

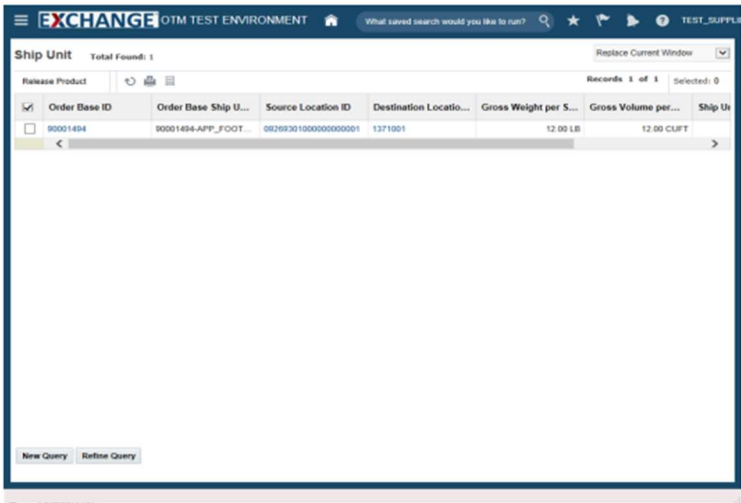
Click the **Search** button.

This screenshot shows the same 'Ship Unit Finder' form as the previous one, but with the '90001494' value entered into the 'Order Base ID' field. The 'Search' button at the bottom left is now highlighted with a red rectangle. All other fields and the form structure remain the same.

Search / Release Order Base Ship Unit

Step 5

The next steps demonstrate how to release an order.

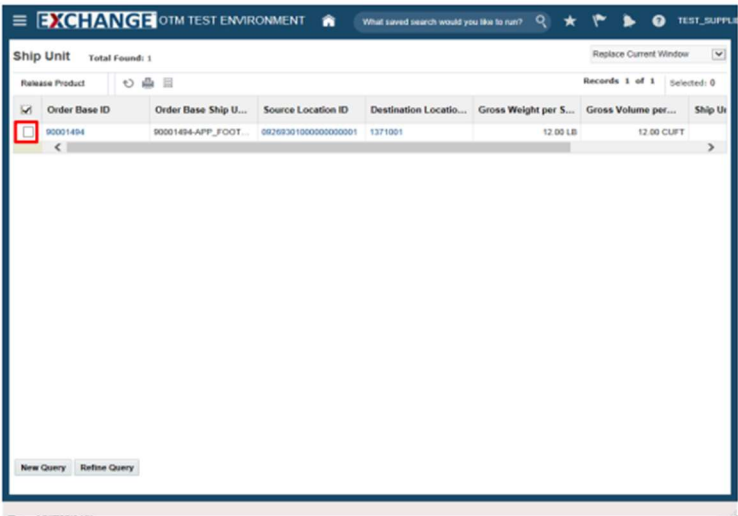


Search / Release Order Base Ship Unit

Step 6

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

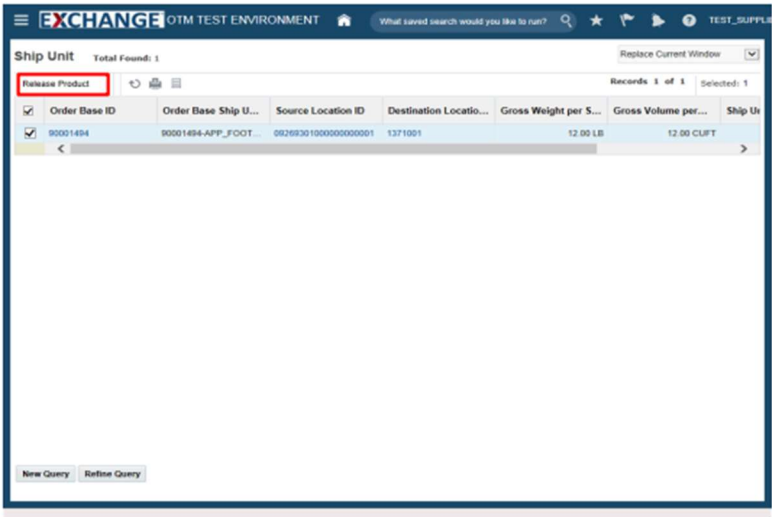
Example: **90001494**



Step 7

Click the **Release Product** button.

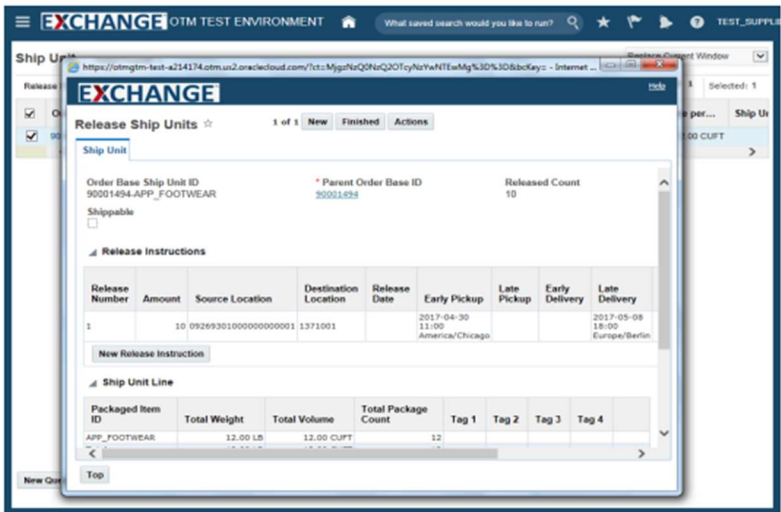
This button opens the Release Ship Units page where release instructions are entered.



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.



Search / Release Order Base Ship Unit

Step 9

Click the **New Release Instruction** button.

Search / Release Order Base Ship Unit

Step 10

Release Instruction page is displayed. The highlighted fields can be modified as needed.

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

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

Search / Release Order Base Ship U

EXCHANGE OTM TEST ENVIRONMENT

What saved search would you like to run?

Release Instruction

* Release Number

* Unit Amount 1

Flagged for Delete

Allow Releasing

Source Location 08269301000000000000

Destination Location 13721001

* Transport Handling Unit CARTON

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 LB

* Gross Volume per Ship Unit CU FT

Calculate Totals

Total Package Count 12

Supplier Comment

RRC Number

Release Number

Top Save Cancel

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.

EXCHANGE OTM TEST ENVIRONMENT

What saved search would you like to run?

Release Instruction

* Release Number 2

* Unit Amount 10

Flagged for Delete

Allow Releasing

Source Location 08269301000000000000

Destination Location 13721001

* Transport Handling Unit CARTON

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 LB

* Gross Volume per Ship Unit CU FT

Calculate Totals

Total Package Count 12

Supplier Comment

RRC Number

Release Number

Top Save Cancel

Step 12

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

Example: 10

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 'Transport Handling Unit' dropdown is highlighted with a red box, showing 'PALLET' as the selected option. Other fields include Release Number (2), Unit Amount (10), Source Location (082693010000000000), Destination Location (1271001), and various date and weight/volume fields.

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 the 'Release Instruction' form in the EXCHANGE OTM TEST ENVIRONMENT. The 'Gross Weight per Ship Unit' field is highlighted with a red box, showing the value '10'. The 'Transport Handling Unit' dropdown is also visible, showing 'PALLET' as the selected option.

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 the 'Release Instruction' form in the EXCHANGE OTM TEST ENVIRONMENT. The form includes fields for Release Number (2), Unit Amount (10), Source Location (002003010000000000), Destination Location (1271001), Early Pickup Date (2017-04-30 11:00:00), Late Pickup Date, Early Delivery Date, Late Delivery Date (2017-05-00 18:00 Europe/Berlin), Transport Handling Unit (PALLET), Ship With Group, Length Per Ship Unit (FT), Width Per Ship Unit (FT), Height Per Ship Unit (FT), Gross Weight per Ship Unit (10 LB), and Gross Volume per Ship Unit (10 CU FT). The 'Gross Volume per Ship Unit' field is highlighted with a red box. The 'Calculate Totals' button is visible at the bottom right of the form.

Search / Release Order Base Ship Un

Step 16

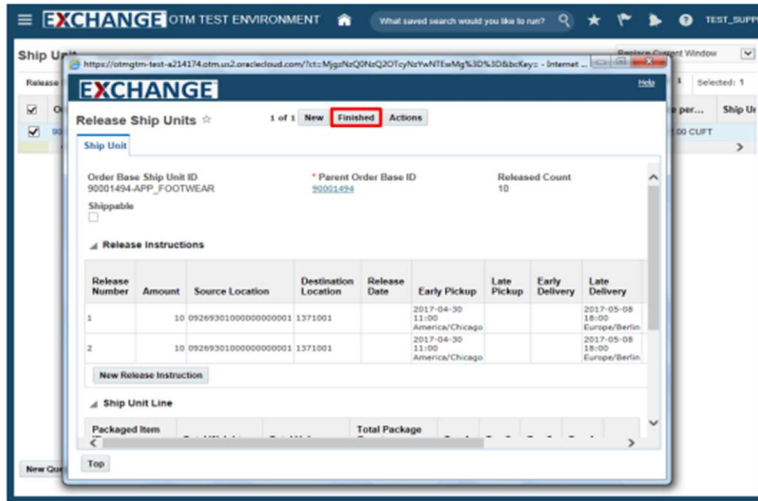
Click the **Save** button.

The screenshot shows the 'Release Instruction' form in the EXCHANGE OTM TEST ENVIRONMENT. The 'Gross Volume per Ship Unit' field now contains the value '10' and is followed by a multiplier 'x' and the unit 'CU FT'. The 'Save' button at the bottom left of the form is highlighted with a red box.

Search / Release Order Base Ship Unit

Step 17

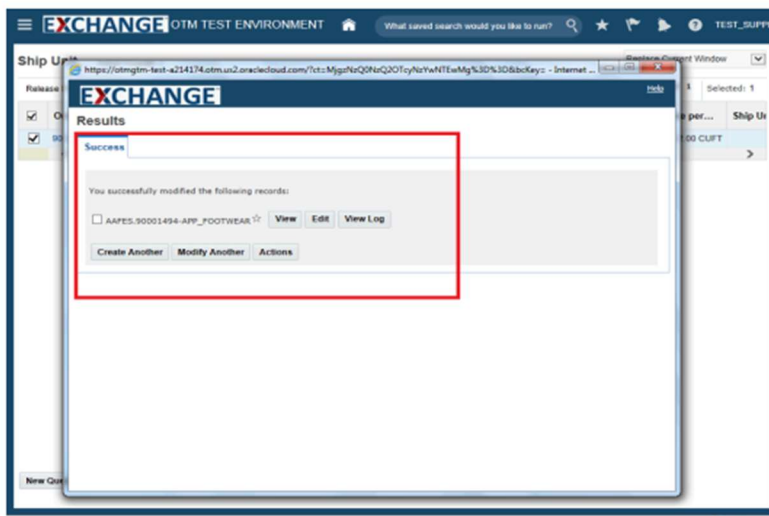
Click the **Finished** button.



Search / Release Order Base Ship Unit

Step 18

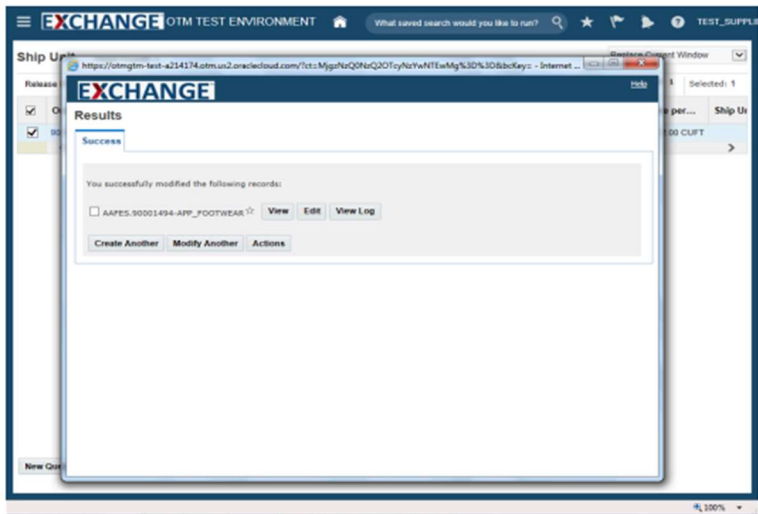
Confirmation of a successful record modification is displayed.



Search / Release Order Base Ship Unit

Step 19

The next steps demonstrate how to view order release instruction.

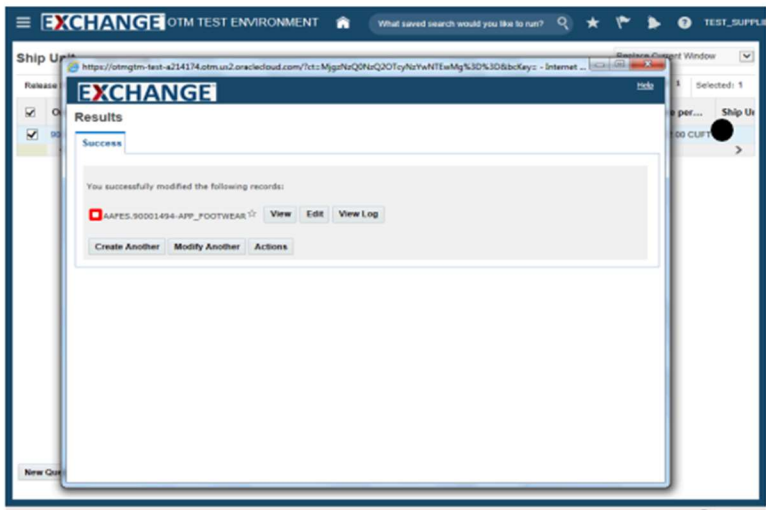


Search / Release Order Base Ship Unit

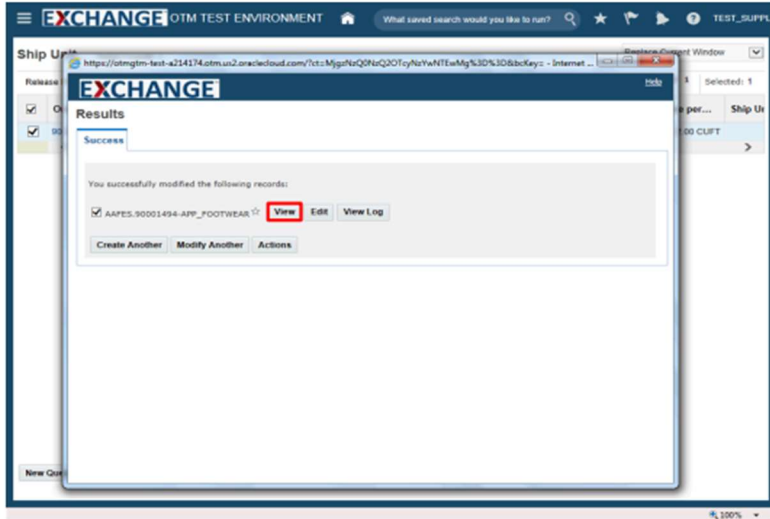
Step 20

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

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



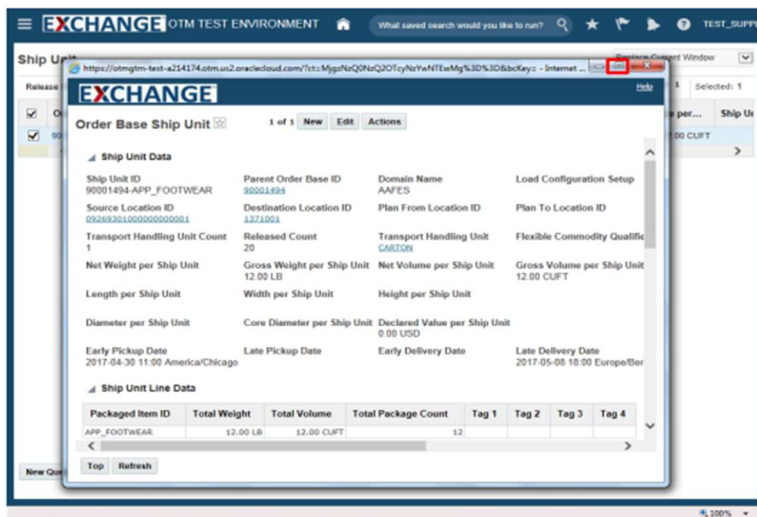
Search / Release Order Base Ship U



Step 21

Click the **View** button.

Search / Release Order Base Ship Unit



Step 22

Click the **Maximize** button.

Search / Release Order Base Ship Unit

Step 23

Use the scrollbar to review shipping information.

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 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

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.

Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
12.00 LB	12.00 CUFT	12				

Release Number	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 type="checkbox"/>
100000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Search / Release Order Base Ship Unit

Step 25

Click the **Close** button.

The screenshot shows the 'Order Base Ship Unit' form in the EXCHANGE OTM TEST ENVIRONMENT. The form includes a header with the EXCHANGE logo and a navigation bar with 'New', 'Edit', and 'Actions' buttons. Below the header, there are summary fields for Weight (12.00 LB), Total Volume (12.00 CUFT), and Total Package Count (12). The main section contains a table with columns for Location, Destination Location, Release Date, Early Pickup, Late Pickup, Early Delivery, Late Delivery, Processed, Flagged for Delete, and Allow Releasing. There are also sections for Special Service Code, Remark Text, and Reference Number. At the bottom, there are 'Top' and 'Refresh' buttons.

Weight	Total Volume	Total Package Count	Tag 1	Tag 2	Tag 3	Tag 4
12.00 LB	12.00 CUFT	12				

Location	Destination Location	Release Date	Early Pickup	Late Pickup	Early Delivery	Late Delivery	Processed	Flagged for Delete	Allow Releasing
00000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin			
00000001	1371001		2017-04-30 11:00 America/Chicago			2017-05-08 18:00 Europe/Berlin			

Special Service Code

Special Service

Remark Text

Reference Number

Top Refresh

Search / Release Order Base Ship Unit

Step 26

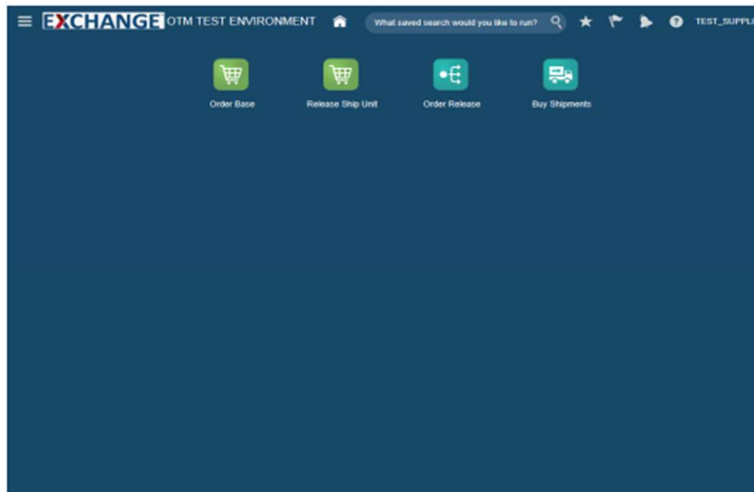
Click the **Home** button.

The screenshot shows the 'Ship Unit' table in the EXCHANGE OTM TEST ENVIRONMENT. The table has columns for Order Base ID, Order Base Ship U..., Source Location ID, Destination Location..., Gross Weight per S..., Gross Volume per..., and Ship U... 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 Location...: 1371001, Gross Weight per S...: 12.00 LB, Gross Volume per...: 12.00 CUFT, and Ship U...: . At the bottom, there are 'New Query' and 'Refine Query' buttons.

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

New Query Refine Query

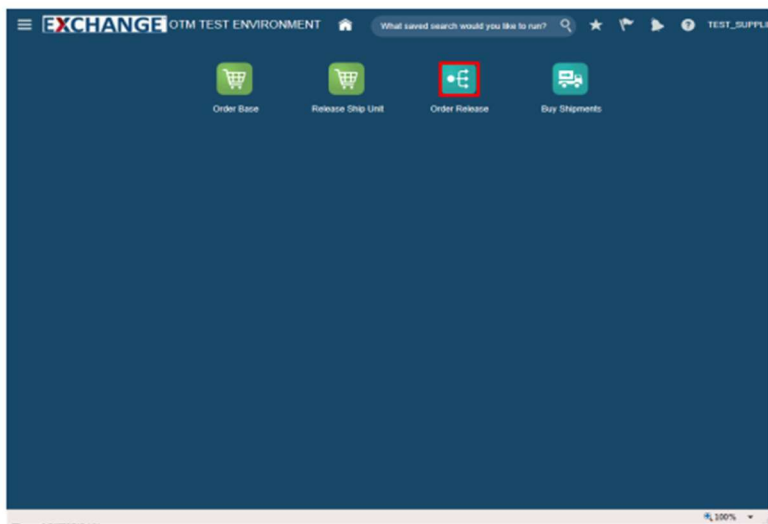
Search / Release Order Base Ship Unit



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**

EXCHANGE OTM TEST ENVIRONMENT

What saved search would you like to run?

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

Insert Time Same As

Priority

Early Pickup Date Same As

Late Pickup Date Same As

Early Delivery Date

Search | Sort Order | Export | Saved Query: | Execute Query | Edit | Save

Search / Release Order Base Ship Unit

Step 30

Click the **Search** button.

EXCHANGE OTM TEST ENVIRONMENT

What saved search would you like to run?

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

Insert Time Same As

Priority

Early Pickup Date Same As

Late Pickup Date Same As

Early Delivery Date

Search | Sort Order | Export | Saved Query: | Execute Query | Edit | Save

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.

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

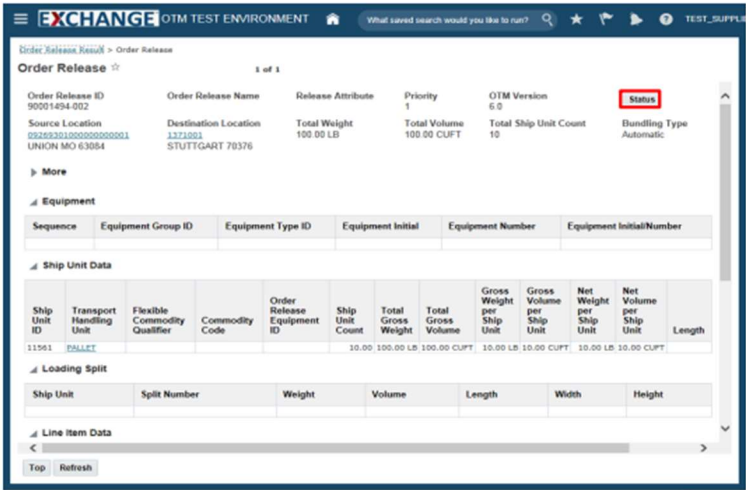
Click the **Glasses** graphic.

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 33

Click the **Status** button.



Search / Release Order Base Ship Unit

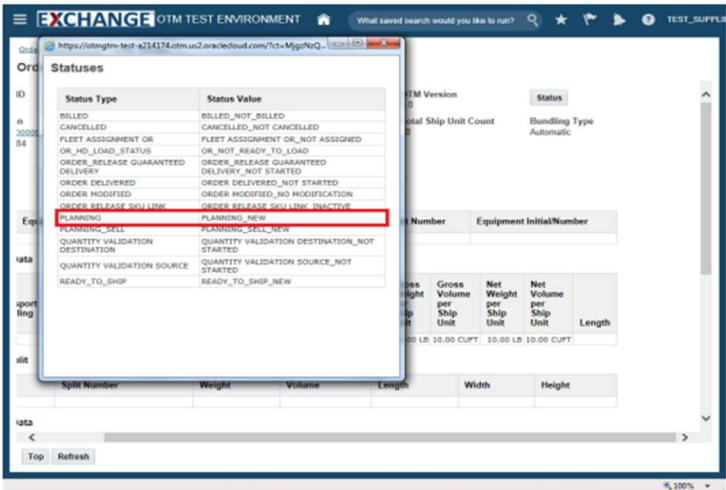
Step 34

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.

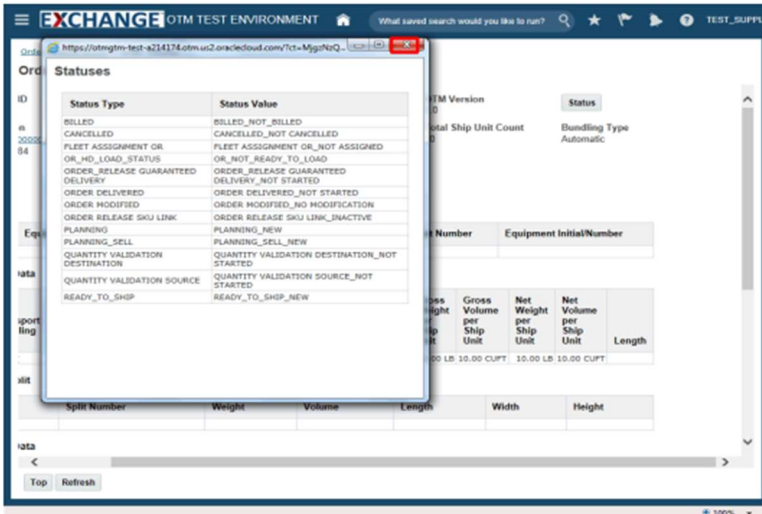
PLANNING_PLANNED - HOLD: Result of a change in source location on the order release screen. Requires approval of AAFES planner before execution.



Search / Release Order Base Ship Unit

Step 35

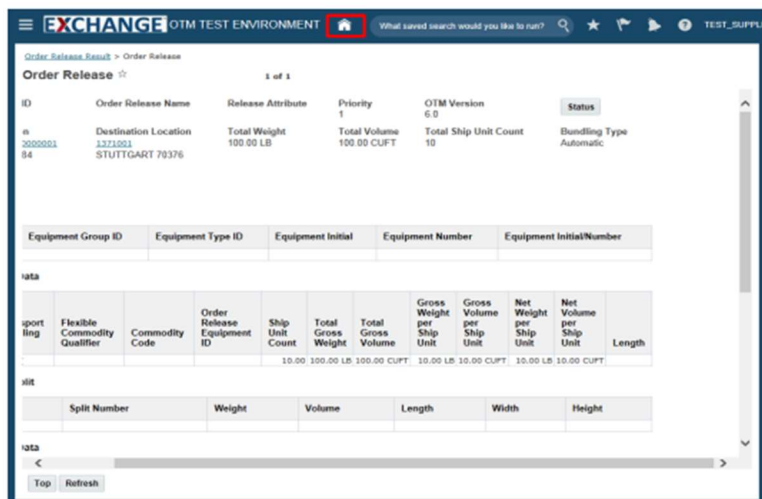
Click the **Close** button.



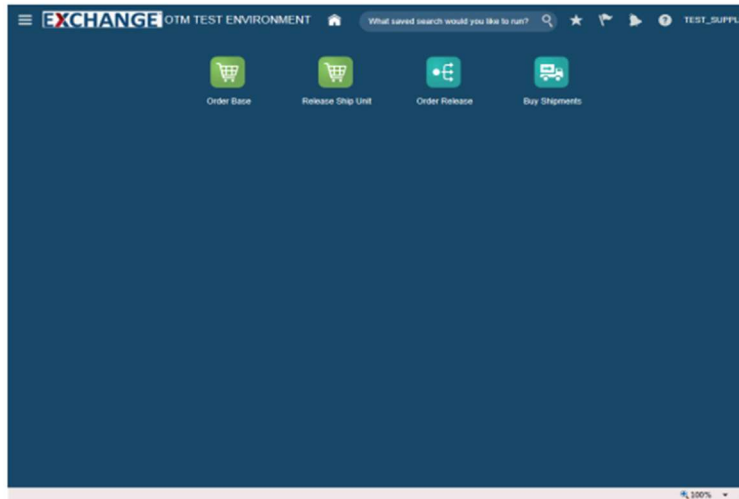
Search / Release Order Base Ship Unit

Step 36

Click the **Home** link.



Search / Release Order Base Ship Unit



Step 37

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>