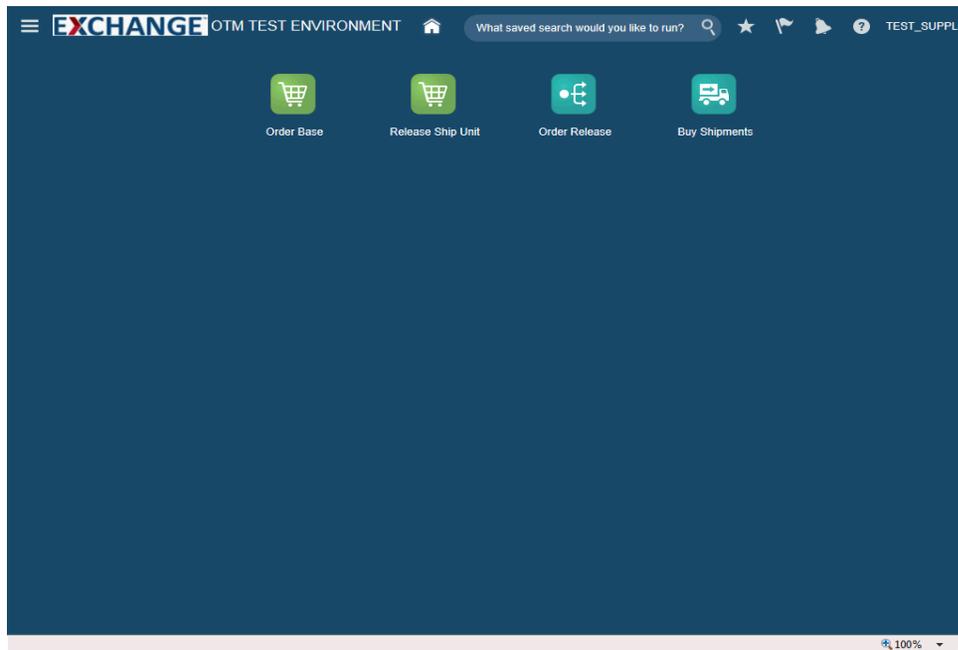


Search / View Order Base

## Search / View Order Base



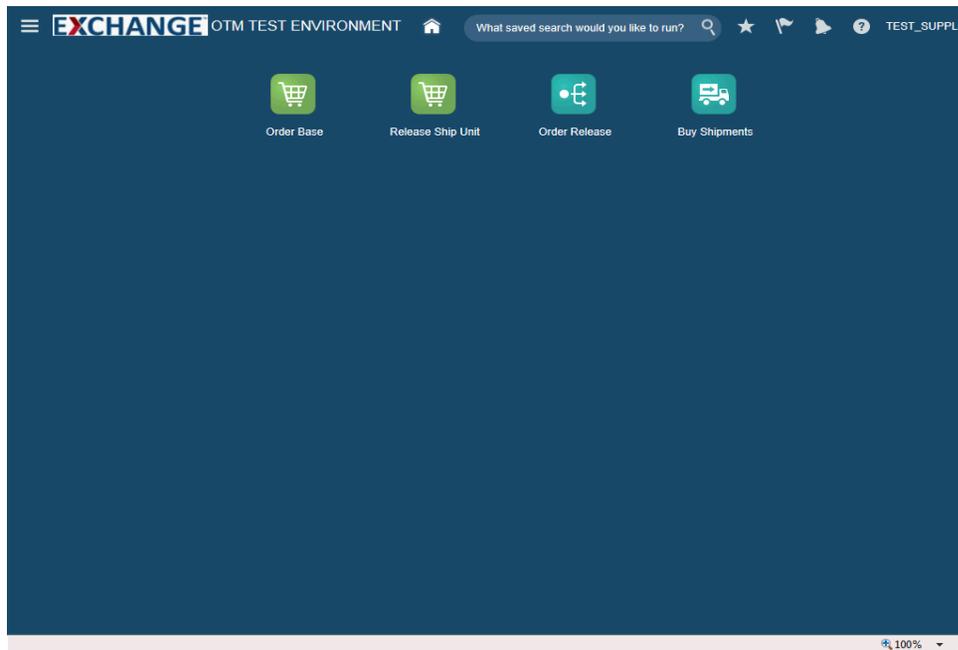
Upon the completion of this topic you will be able to:

- **Search for orders**
- **View orders**

## Search / View Order Base

### Step 1

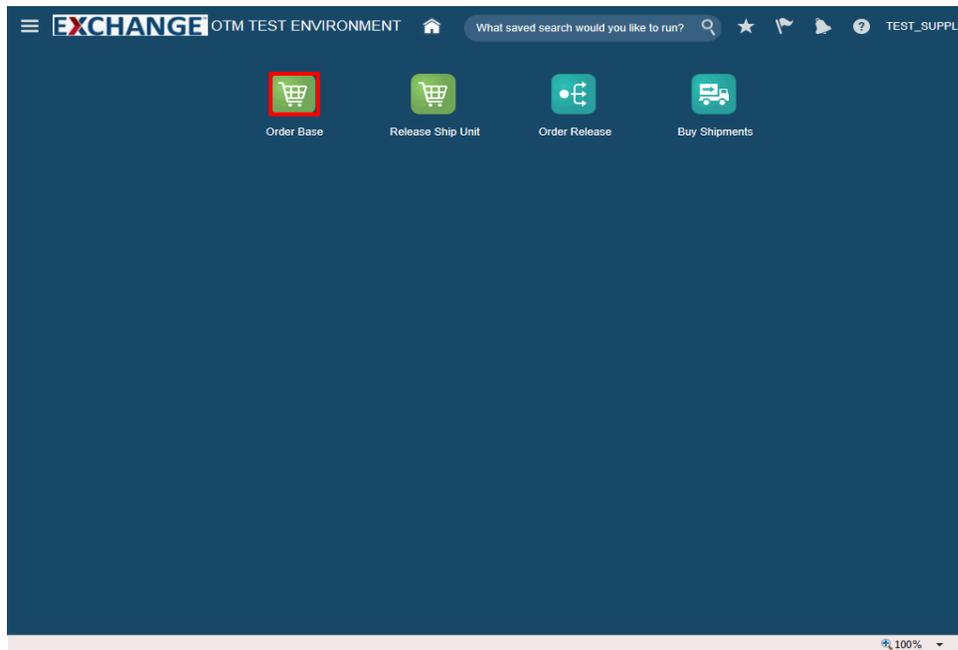
The next steps demonstrate how to search and review Order Base for an existing order.



## Search / View Order Base

### Step 2

Click the **Order Base** button.



## Search / View Order Base

### Step 3

Enter search criteria into the appropriate field(s).

Example: **Order Base ID** field, enter a valid order number, **90001498**

The screenshot shows the 'OB\_ORDER\_BASE Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The interface includes a search bar at the top with the text 'What saved search would you like to run?'. Below the search bar, there are several tabs: 'Order Base', 'Shipping Units', 'Lines', 'Scheduling', 'Status', 'General', 'Advanced', and 'Audit'. The 'Order Base' tab is selected. The main area contains various search criteria fields:

- Order Base ID**: A text input field with a red box around it, followed by a 'Begins With' dropdown menu.
- Domain Name**: A text input field with a 'Begins With' dropdown menu.
- Indicator**: A dropdown menu.
- PO Number**: A text input field with a 'Begins With' dropdown menu.
- Order Base Reference Number Qualifier**: A dropdown menu with 'AAFES\_PARTNER' and 'AO' as options.
- Order Base Reference Number**: A text input field with a 'Begins With' dropdown menu.
- Order Type**: A text input field with a search icon, a plus sign, and a 'Begins With' dropdown menu.
- Priority**: A text input field with an equals sign and a dropdown menu.
- Order Release ID**: A text input field with a search icon, a plus sign, and a 'Begins With' dropdown menu.
- Total Gross Weight**: A text input field.

At the bottom of the interface, there are buttons for 'Search', 'Sort Order', 'Export', 'Saved Query:' (with a dropdown arrow), 'Execute Query', 'Edit', and 'Save'. The browser's zoom level is set to 100%.

## Search / View Order Base

Step 4

Click the **Search** button.

The screenshot shows the 'OB\_ORDER\_BASE Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The interface includes a search bar at the top with the text 'What saved search would you like to run?' and a search icon. Below the search bar, there are several tabs: 'Order Base', 'Shipping Units', 'Lines', 'Scheduling', 'Status', 'General', 'Advanced', and 'Audit'. The 'Order Base' tab is selected. The main area contains various search criteria fields:

- Order Base ID:** 90001498 (with a close button 'x') and a 'Begins With' dropdown.
- Domain Name:** (empty) and a 'Begins With' dropdown.
- Indicator:** (empty) and a dropdown.
- PO Number:** (empty) and a 'Begins With' dropdown.
- Order Base Reference Number Qualifier:** A dropdown menu showing 'AAFES\_PARTNER' and 'AO'.
- Order Base Reference Number:** (empty) and a 'Begins With' dropdown.
- Order Type:** (empty) and a 'Begins With' dropdown.
- Priority:** (empty) and a dropdown.
- Order Release ID:** (empty) and a 'Begins With' dropdown.
- Total Gross Weight:** (empty).

At the bottom of the form, there is a row of buttons: 'Search', 'Sort Order', 'Export', 'Saved Query:' (with a dropdown arrow), 'Execute Query', 'Edit', and 'Save'. The 'Search' button is highlighted with a red box. The bottom right corner of the window shows a zoom level of 100%.

## Search / View Order Base

### Step 5

The next steps demonstrate how to view order information.

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 a user profile icon labeled "TEST\_SUPPLI". Below the navigation bar, the main content area shows a table titled "OB\_ORDER\_BASE" with "Total Found: 1". The table has columns for "ID", "Order Base ID", "Indicator", "PO Number", "Total Gross Weight", and "Total G". A single record is displayed with the following values: ID "AAFES.90001498", Order Base ID "90001498", Indicator "O", PO Number, and Total Gross Weight "12.00 LB". The interface includes a "Replace Current Window" dropdown menu, a "Records 1 of 1" indicator, and a "Selected: 0" status. At the bottom, there are buttons for "New Query", "Refine Query", "Export", "Saved Query:" (with a dropdown arrow), and "Execute Query". The browser's status bar at the bottom shows "javascript:void(1);" and a zoom level of "100%".

ID	Order Base ID	Indicator	PO Number	Total Gross Weight	Total G
AAFES.90001498	90001498	O		12.00 LB	

## Search / View Order Base

### Step 6

Click the checkbox to the left of the ID.

Example: **AAFES.90001498**

The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. At the top, there is a navigation bar with the EXCHANGE logo, a search bar, and a user profile. Below the navigation bar, the main content area displays a table titled "OB\_ORDER\_BASE" with "Total Found: 1". The table has columns for "ID", "Order Base ID", "Indicator", "PO Number", "Total Gross Weight", and "Total G". The first row contains the data: "AAFES.90001498", "90001498", "O", and "12.00 LB". The "ID" cell is highlighted with a red box. Below the table, there are buttons for "New Query", "Refine Query", "Export", "Saved Query:", and "Execute Query".

ID	Order Base ID	Indicator	PO Number	Total Gross Weight	Total G
AAFES.90001498	90001498	O		12.00 LB	

## Search / View Order Base

### Step 7

Order details are displayed. Use the scrollbars to view additional details about the order.

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?' and a search icon. The main content area is titled 'Order Base' and shows details for a specific order base. The details include:

- Order Base ID: 90001498
- Domain: AAFES
- Order Type: [PURCHASE\\_ORDER](#)
- Incoterms: (empty)
- Payment Method ID: [COI](#)
- Number Of Ship Units: 1
- Priority: 1

Below these details, there are expandable sections:

- More**
- Scheduling**
- Reference Numbers**

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001498
<a href="#">SOURCE_SYSTEM</a>	MANUAL
- Involved Parties**

Involved Party Contact	Communication Method	Involved Party Qualifier
- Involved Parties**

Involved Party Location	Communication Method	Involved Party Qualifier
- Contacts**

Contact	Event	Communication Method	Stylesheet Profile

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

## Search / View Order Base

### Step 8

Click the **Status** button.

The screenshot displays the 'EXCHANGE OTM TEST ENVIRONMENT' interface. The main content area is titled 'Order Base' and shows details for a specific order base. The 'Status' button is highlighted with a red box.

**Order Base** ☆ 1 of 1

Order Base ID 90001498	Domain AAFES	Order Type <a href="#">PURCHASE_ORDER</a>	Incoterms	Payment Method ID <a href="#">COI</a>	<b>Status</b>
Number Of Ship Units 1	Priority 1				

► More

► Scheduling

▲ Reference Numbers

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001498
<a href="#">SOURCE_SYSTEM</a>	MANUAL

▲ Involved Parties

Involved Party Contact	Communication Method	Involved Party Qualifier

▲ Involved Parties

Involved Party Location	Communication Method	Involved Party Qualifier

▲ Contacts

Contact	Event	Communication Method	Stylesheet Profile

Top Refresh

## Search / View Order Base

### Step 9

Statuses pop up is displayed. Details of the order's status within the process is shown.

Status Type of **RELEASE CONTROL** determines if order is eligible for release.

**RELEASE CONTROL\_ALLOW RELEASING:** Open for release.

**RELEASE CONTROL\_HOLD RELEASING:** Cannot be released.

**RELEASE CONTROL\_CLOSED:** Cannot be released.

**RELEASE CONTROL\_CANCELED:** Cannot be released.

The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. A 'Statuses' pop-up window is displayed over the main order details page. The pop-up window contains a table with the following data:

Status Type	Status Value
CREDIT APPROVAL	CREDIT APPROVAL_UNKNOWN
OB_HD_LOAD_STATUS	OB_NOT_READY_TO_LOAD
ORDER_BASE GUARANTEED DELIVERY	ORDER_BASE GUARANTEED DELIVERY_NOT STARTED
ORDER_BASE MODIFIED	ORDER_BASE MODIFIED_NO MODIFICATION
ORDER_BASE SKU LINK	ORDER_BASE SKU LINK_INACTIVE
RELEASE_WINDOW	RELEASE_WINDOW_VALID
RELEASE CONTROL	RELEASE CONTROL_ALLOW RELEASING

The background page shows the following details:

- Reference Number: AAFES.90001498
- Involved Party Qualifier: MANUAL
- Contacts table with columns: Contact, Event, Communication Method, Stylesheet Profile

## Search / View Order Base

Step 10

Click the **Close** button.

The screenshot shows a web application interface for 'EXCHANGE OTM TEST ENVIRONMENT'. A modal window titled 'Statuses' is open, displaying a table with the following data:

Status Type	Status Value
CREDIT APPROVAL	CREDIT APPROVAL_UNKNOWN
OB_HD_LOAD_STATUS	OB_NOT_READY_TO_LOAD
ORDER_BASE GUARANTEED DELIVERY	ORDER_BASE GUARANTEED DELIVERY_NOT STARTED
ORDER_BASE MODIFIED	ORDER_BASE MODIFIED_NO MODIFICATION
ORDER_BASE SKU LINK	ORDER_BASE SKU LINK_INACTIVE
RELEASE_WINDOW	RELEASE_WINDOW_VALID
RELEASE CONTROL	RELEASE CONTROL_ALLOW RELEASING

The background form includes the following elements:

- Payment Method ID:** COI
- Reference Number:** AAFES.90001498, MANUAL
- Involved Party Qualifier:** (Two empty input fields)
- Contacts:** A table with columns: Contact, Event, Communication Method, Stylesheet Profile.

At the bottom of the modal window, there are 'Top' and 'Refresh' buttons. The browser's address bar shows the URL: <https://otmgtm-test-a214174.otm.us2.oraclecloud.com/?ct=ODMONj...>

## Search / View Order Base

### Step 11

Navigate to the **Order Base Result** page to execute a new query.

Click the **OB\_ORDER\_BASE Result** link.

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?' and a search icon. The main content area is titled 'Order Base' and shows '1 of 1' results. The data is presented in a table-like format with the following fields:

Order Base ID	Domain	Order Type	Incoterms	Payment Method ID	Status
90001498	AAFES	<a href="#">PURCHASE_ORDER</a>		<a href="#">COI</a>	
Number Of Ship Units	Priority				
1	1				

Below the main data, there are several expandable sections:

- More**
- Scheduling**
- Reference Numbers**

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001498
<a href="#">SOURCE_SYSTEM</a>	MANUAL
- Involved Parties**

Involved Party Contact	Communication Method	Involved Party Qualifier
- Involved Parties**

Involved Party Location	Communication Method	Involved Party Qualifier
- Contacts**

Contact	Event	Communication Method	Stylesheet Profile

At the bottom left, there are 'Top' and 'Refresh' buttons. The bottom right corner shows a zoom level of 100%.

## Search / View Order Base

Step 12

Click the **New Query** button.

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 a user profile icon labeled "TEST\_SUPPLI". Below the navigation bar, the main content area shows a table titled "OB\_ORDER\_BASE" with "Total Found: 1". The table has columns for "ID", "Order Base ID", "Indicator", "PO Number", "Total Gross Weight", and "Total G". A single record is displayed with "ID" AAFES.90001498, "Order Base ID" 90001498, "Indicator" (empty circle), and "Total Gross Weight" 12.00 LB. At the bottom of the interface, there is a control bar with buttons for "New Query", "Refine Query", "Export", "Saved Query:" (with a dropdown arrow), and "Execute Query". The "New Query" button is highlighted with a red rectangular box. A zoom level of "100%" is visible in the bottom right corner.

ID	Order Base ID	Indicator	PO Number	Total Gross Weight	Total G
AAFES.90001498	90001498	○		12.00 LB	

## Search / View Order Base

### Step 13

Enter search criteria into the appropriate field(s).

Example: A blind query which will return all of the supplier's orders.

The screenshot shows the 'OB\_ORDER\_BASE Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The interface includes a search bar at the top with the text 'What saved search would you like to run?' and a search icon. Below the search bar, there are several tabs: 'Order Base', 'Shipping Units', 'Lines', 'Scheduling', 'Status', 'General', 'Advanced', and 'Audit'. The 'Order Base' tab is selected. The main area contains various search criteria fields:

- Order Base ID:** A text input field with a 'Begins With' dropdown menu.
- Domain Name:** A text input field with a 'Begins With' dropdown menu.
- Indicator:** A dropdown menu.
- PO Number:** A text input field with a 'Begins With' dropdown menu.
- Order Base Reference Number Qualifier:** A dropdown menu with 'AAFES\_PARTNER' and 'AO' as options.
- Order Base Reference Number:** A text input field with a 'Begins With' dropdown menu.
- Order Type:** A text input field with a search icon, a plus sign, and a 'Begins With' dropdown menu.
- Priority:** A text input field with an equals sign and a dropdown menu.
- Order Release ID:** A text input field with a search icon, a plus sign, and a 'Begins With' dropdown menu.
- Total Gross Weight:** A text input field.

At the bottom of the interface, there are buttons for 'Search', 'Sort Order', 'Export', 'Saved Query:' (with a dropdown arrow), 'Execute Query', 'Edit', and 'Save'. The bottom right corner shows a zoom level of 100%.

## Search / View Order Base

Step 14

Click the **Search** button.

The screenshot shows the 'OB\_ORDER\_BASE Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The interface includes a search bar at the top with the text 'What saved search would you like to run?'. Below the search bar, there are several tabs: 'Order Base', 'Shipping Units', 'Lines', 'Scheduling', 'Status', 'General', 'Advanced', and 'Audit'. The 'Order Base' tab is selected. The main area contains various search criteria fields, each with a 'Begins With' dropdown menu. The fields are: Order Base ID, Domain Name, Indicator, PO Number, Order Base Reference Number Qualifier (with a dropdown menu showing 'AAFES\_PARTNER' and 'AO'), Order Base Reference Number, Order Type, Priority, and Order Release ID. There is also a 'Total Gross Weight' field. 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 bottom right corner of the interface shows a zoom level of 100%.

## Search / View Order Base

### Step 15

The next steps demonstrate how to select multiple orders for review.

OB\_ORDER\_BASE Total Found: 1000 Replace Current Window

Records 25 of 1000 More All Selected: 0

<input checked="" type="checkbox"/>	+	★	ID	Order Base ID	Indicator	PO Number	Total Gross Weight	Total
<input type="checkbox"/>	+	★	AAFES.90001498	90001498	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.90001494	90001494	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.90001472	90001472	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.90001431	90001431	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.90001413	90001413	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.90001403	90001403	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.90001398	90001398	○		24.00 LB	
<input type="checkbox"/>	+	★	AAFES.78630067	78630067	○		21.00 LB	
<input type="checkbox"/>	+	★	AAFES.78630043	78630043	○		280.00 LB	
<input type="checkbox"/>	+	★	AAFES.78621694	78621694	○		622.00 LB	
<input type="checkbox"/>	+	★	AAFES.78621665	78621665	○		14,445.00 LB	
<input type="checkbox"/>	+	★	AAFES.78621663	78621663	○		318.00 LB	
<input type="checkbox"/>	+	★	AAFES.78621603	78621603	○		35.00 LB	
<input type="checkbox"/>	+	★	AAFES.78620267	78620267	○		70.00 LB	
<input type="checkbox"/>	+	★	AAFES.78620248	78620248	○		31.00 LB	
<input type="checkbox"/>	+	★	AAFES.78620232	78620232	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.78620211	78620211	○		90.00 LB	
<input type="checkbox"/>	+	★	AAFES.78580865	78580865	○		1,151.00 LB	

New Query Refine Query Export Saved Query: Execute Query

100%

## Search / View Order Base

### Step 16

Click the checkbox to the left of the ID.

Example: **AAFES.90001498**,  
**AAFES.90001494**, **AAFES.90001472**,  
**AAFES.90001431** and  
**AAFES.90001413**

OB\_ORDER\_BASE Total Found: 1000

Records 25 of 1000 More All Selected: 0

<input checked="" type="checkbox"/>	+	★ ID	Order Base ID	Indicator	PO Number	Total Gross Weight	Tota
<input type="checkbox"/>	+	★ AAFES.90001498	90001498	○		12.00 LB	
<input type="checkbox"/>	+	★ AAFES.90001494	90001494	○		12.00 LB	
<input type="checkbox"/>	+	★ AAFES.90001472	90001472	○		12.00 LB	
<input type="checkbox"/>	+	★ AAFES.90001431	90001431	○		12.00 LB	
<input type="checkbox"/>	+	★ AAFES.90001413	90001413	○		12.00 LB	
<input type="checkbox"/>	+	★ AAFES.90001403	90001403	○		12.00 LB	
<input type="checkbox"/>	+	★ AAFES.90001398	90001398	○		24.00 LB	
<input type="checkbox"/>	+	★ AAFES.78630067	78630067	○		21.00 LB	
<input type="checkbox"/>	+	★ AAFES.78630043	78630043	○		280.00 LB	
<input type="checkbox"/>	+	★ AAFES.78621694	78621694	○		622.00 LB	
<input type="checkbox"/>	+	★ AAFES.78621665	78621665	○		14,445.00 LB	
<input type="checkbox"/>	+	★ AAFES.78621663	78621663	○		318.00 LB	
<input type="checkbox"/>	+	★ AAFES.78621603	78621603	○		35.00 LB	
<input type="checkbox"/>	+	★ AAFES.78620267	78620267	○		70.00 LB	
<input type="checkbox"/>	+	★ AAFES.78620248	78620248	○		31.00 LB	
<input type="checkbox"/>	+	★ AAFES.78620232	78620232	○		12.00 LB	
<input type="checkbox"/>	+	★ AAFES.78620211	78620211	○		90.00 LB	
<input type="checkbox"/>	+	★ AAFES.78580865	78580865	○		1,151.00 LB	

New Query Refine Query Export Saved Query: Execute Query

100%

# Search / View Order Base

Step 17

Click the **Glasses** graphic.

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 "OB\_ORDER\_BASE" is displayed, along with "Total Found: 1000" and a "Replace Current Window" dropdown menu. A red box highlights the "GO" button in the top left corner of the table area. The table has columns for "ID", "Order Base ID", "Indicator", "PO Number", "Total Gross Weight", and "Total". The first five rows are selected, indicated by checked checkboxes in the first column. The table is paginated, showing "Records 25 of 1000" and "Selected: 5". At the bottom of the table, there are buttons for "New Query", "Refine Query", "Export", "Saved Query:" (with a dropdown arrow), and "Execute Query".

<input checked="" type="checkbox"/>	+	★	ID	Order Base ID	Indicator	PO Number	Total Gross Weight	Total
<input checked="" type="checkbox"/>	+	★	AAFES.90001498	90001498	○		12.00 LB	
<input checked="" type="checkbox"/>	+	★	AAFES.90001494	90001494	○		12.00 LB	
<input checked="" type="checkbox"/>	+	★	AAFES.90001472	90001472	○		12.00 LB	
<input checked="" type="checkbox"/>	+	★	AAFES.90001431	90001431	○		12.00 LB	
<input checked="" type="checkbox"/>	+	★	AAFES.90001413	90001413	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.90001403	90001403	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.90001398	90001398	○		24.00 LB	
<input type="checkbox"/>	+	★	AAFES.78630067	78630067	○		21.00 LB	
<input type="checkbox"/>	+	★	AAFES.78630043	78630043	○		280.00 LB	
<input type="checkbox"/>	+	★	AAFES.78621694	78621694	○		622.00 LB	
<input type="checkbox"/>	+	★	AAFES.78621665	78621665	○		14,445.00 LB	
<input type="checkbox"/>	+	★	AAFES.78621663	78621663	○		318.00 LB	
<input type="checkbox"/>	+	★	AAFES.78621603	78621603	○		35.00 LB	
<input type="checkbox"/>	+	★	AAFES.78620267	78620267	○		70.00 LB	
<input type="checkbox"/>	+	★	AAFES.78620248	78620248	○		31.00 LB	
<input type="checkbox"/>	+	★	AAFES.78620232	78620232	○		12.00 LB	
<input type="checkbox"/>	+	★	AAFES.78620211	78620211	○		90.00 LB	
<input type="checkbox"/>	+	★	AAFES.78580865	78580865	○		1,151.00 LB	

## Search / View Order Base

### Step 18

The orders of interest are grouped and can now be viewed individually.

The screenshot displays the 'EXCHANGE OTM TEST ENVIRONMENT' interface. At the top, there is a navigation bar with a search bar containing the text 'What saved search would you like to run?'. Below the navigation bar, the main content area is titled 'Order Base' and shows details for Order Base ID 90001498. The details include: Order Base ID (90001498), Domain (AAFES), Order Type (PURCHASE\_ORDER), Incoterms, Payment Method ID (COL), and Status. There are also sections for 'More', 'Scheduling', 'Reference Numbers', 'Involved Parties', and 'Contacts'. A red box highlights the '1 of 5' and 'Next' buttons in the top right corner of the main content area.

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001498
<a href="#">SOURCE_SYSTEM</a>	MANUAL

Involved Party Contact	Communication Method	Involved Party Qualifier

Involved Party Location	Communication Method	Involved Party Qualifier

Contacts	First	Communication Method	Contact Profile

## Search / View Order Base

Step 19

Click the **Next** button.

The screenshot shows the 'EXCHANGE OTM TEST ENVIRONMENT' interface. The main content area displays 'Order Base' details for Order Base ID 90001498. The 'Next' button is highlighted with a red box. Below the main details, there are sections for 'Reference Numbers', 'Involved Parties', and 'Contacts'. The 'Reference Numbers' section contains a table with columns 'Reference Number Qualifier ID' and 'Reference Number'. The 'Involved Parties' section contains a table with columns 'Involved Party Contact', 'Communication Method', and 'Involved Party Qualifier'. The 'Contacts' section contains a table with columns 'Contact Name', 'First Name', 'Communication Method', and 'Contact Profile'. At the bottom left, there are 'Top' and 'Refresh' buttons. At the bottom right, there is a zoom level of 100%.

Order Base ID: 90001498  
Domain: AAFES  
Order Type: PURCHASE\_ORDER  
Incoterms:   
Payment Method ID: COL  
Status:   
Number Of Ship Units: 1  
Priority: 1

▶ More  
▶ Scheduling

▲ Reference Numbers

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001498
<a href="#">SOURCE_SYSTEM</a>	MANUAL

▲ Involved Parties

Involved Party Contact	Communication Method	Involved Party Qualifier
------------------------	----------------------	--------------------------

▲ Involved Parties

Involved Party Location	Communication Method	Involved Party Qualifier
-------------------------	----------------------	--------------------------

▲ Contacts

Contact Name	First Name	Communication Method	Contact Profile
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Top Refresh

100%

## Search / View Order Base

Step 20

Click the **Next** button.

The screenshot shows the 'EXCHANGE OTM TEST ENVIRONMENT' interface. The main content area displays details for an 'Order Base' with ID 90001494. The page includes a pagination control at the top with 'Previous', '2 of 5', and 'Next' buttons. The 'Next' button is highlighted with a red box. Below the main details, there are sections for 'Reference Numbers', 'Involved Parties', and 'Contacts', each with a table of related data.

**Order Base** ☆ Previous 2 of 5 **Next** Status

Order Base ID: 90001494  
Domain: AAFES  
Order Type: [PURCHASE\\_ORDER](#)  
Incoterms:   
Payment Method ID: [COL](#)  
Number Of Ship Units: 1  
Priority: 1

► More  
► Scheduling

▾ Reference Numbers

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001494
<a href="#">SOURCE_SYSTEM</a>	MANUAL

▾ Involved Parties

Involved Party Contact	Communication Method	Involved Party Qualifier
------------------------	----------------------	--------------------------

▾ Involved Parties

Involved Party Location	Communication Method	Involved Party Qualifier
-------------------------	----------------------	--------------------------

▾ Contacts

Contact	First	Communication Method	Contact Profile
---------	-------	----------------------	-----------------

Top Refresh

100%

## Search / View Order Base

Step 21

Click the **Next** button.

The screenshot shows the 'EXCHANGE OTM TEST ENVIRONMENT' interface. The main content area displays details for an 'Order Base' with ID 90001472. The page includes a header with navigation icons and a search bar. Below the header, there are several sections: 'Order Base' details, 'More', 'Scheduling', 'Reference Numbers', 'Involved Parties' (two sections), and 'Contacts'. The 'Reference Numbers' section contains a table with two rows of data. The 'Involved Parties' sections contain empty tables. At the bottom of the page, there are 'Top' and 'Refresh' buttons. The pagination controls at the top of the main content area show 'Previous', '3 of 5', and 'Next' buttons, with the 'Next' button highlighted in red.

Order Base ID: 90001472  
Domain: AAFES  
Order Type: PURCHASE\_ORDER  
Incoterms:   
Payment Method ID: COL  
Status:   
Number Of Ship Units: 1  
Priority: 1

More  
Scheduling

Reference Numbers

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001472
<a href="#">SOURCE_SYSTEM</a>	MANUAL

Involved Parties

Involved Party Contact	Communication Method	Involved Party Qualifier
------------------------	----------------------	--------------------------

Involved Parties

Involved Party Location	Communication Method	Involved Party Qualifier
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Contacts

Contact Name	First Name	Communication Method	Contact Profile
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Top Refresh

## Search / View Order Base

Step 22

Click the **Next** button.

The screenshot shows the 'EXCHANGE OTM TEST ENVIRONMENT' interface. The main content area displays 'Order Base' details for Order Base ID 90001431. The page includes a pagination control with 'Previous', '4 of 5', and 'Next' buttons. The 'Next' button is highlighted with a red box. Below the main details, there are sections for 'Reference Numbers', 'Involved Parties', and 'Contacts'. The 'Reference Numbers' section contains a table with the following data:

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001431
<a href="#">SOURCE_SYSTEM</a>	MANUAL

The 'Involved Parties' section contains two empty tables with headers: 'Involved Party Contact', 'Communication Method', and 'Involved Party Qualifier'. The 'Contacts' section contains one empty table with headers: 'Contact Name', 'First Name', 'Communication Method', and 'Contact Profile'. At the bottom of the page, there are 'Top' and 'Refresh' buttons. The browser's zoom level is set to 100%.

## Search / View Order Base

### Step 23

You can view the status of any order of interest by clicking the **Status** button.

The screenshot displays the 'Order Base' details page in the EXCHANGE OTM TEST ENVIRONMENT. The page includes a search bar at the top with the text 'What saved search would you like to run?' and a search icon. The main content area shows the following details:

- Order Base ID:** 90001413
- Domain:** AAFES
- Order Type:** PURCHASE\_ORDER
- Incoterms:** (empty)
- Payment Method ID:** COL
- Number Of Ship Units:** 1
- Priority:** 1

A 'Status' button is located in the top right corner of the details section, highlighted with a red box. Below the details, there are expandable sections for 'More', 'Scheduling', 'Reference Numbers', 'Involved Parties', and 'Contacts'. The 'Reference Numbers' section is expanded, showing a table with the following data:

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001413
<a href="#">SOURCE_SYSTEM</a>	MANUAL

The 'Involved Parties' section is also expanded, showing a table with the following data:

Involved Party Contact	Communication Method	Involved Party Qualifier

The 'Contacts' section is also expanded, showing a table with the following data:

Contact	First	Communication Method	Contact Profile

At the bottom of the page, there are 'Top' and 'Refresh' buttons. The browser's zoom level is set to 100%.

## Search / View Order Base

Step 24

Click the **Status** button.

The screenshot shows the 'EXCHANGE OTM TEST ENVIRONMENT' interface. The main content area displays 'Order Base' details for Order Base ID 90001413. The 'Status' button is highlighted with a red box. Below the main details, there are sections for 'Reference Numbers', 'Involved Parties', and 'Contacts'. The 'Reference Numbers' section contains a table with columns 'Reference Number Qualifier ID' and 'Reference Number'. The 'Involved Parties' section contains a table with columns 'Involved Party Contact', 'Communication Method', and 'Involved Party Qualifier'. The 'Contacts' section contains a table with columns 'Contact Name', 'First Name', 'Communication Method', and 'Contact Profile'. At the bottom of the page, there are 'Top' and 'Refresh' buttons.

Order Base ID	Domain	Order Type	Incoterms	Payment Method ID	Status
90001413	AAFES	<a href="#">PURCHASE_ORDER</a>		<a href="#">COL</a>	Status

Number Of Ship Units: 1  
Priority: 1

▶ More  
▶ Scheduling

▲ Reference Numbers

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001413
<a href="#">SOURCE_SYSTEM</a>	MANUAL

▲ Involved Parties

Involved Party Contact	Communication Method	Involved Party Qualifier
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▲ Involved Parties

Involved Party Location	Communication Method	Involved Party Qualifier
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▲ Contacts

Contact Name	First Name	Communication Method	Contact Profile
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Top Refresh

## Search / View Order Base

Step 25

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 background page shows order details, including a "Reference Number" section with values "AAFES.90001413" and "MANUAL", and an "Involved Party Qualifier" section. The browser address bar shows the URL: https://otmgtm-test-a214174.otm.us2.oraclecloud.com/?ct=ODMONj...

Status Type	Status Value
CREDIT APPROVAL	CREDIT APPROVAL_UNKNOWN
OB_HD_LOAD_STATUS	OB_NOT_READY_TO_LOAD
ORDER_BASE GUARANTEED DELIVERY	ORDER_BASE GUARANTEED DELIVERY_NOT STARTED
ORDER_BASE MODIFIED	ORDER_BASE MODIFIED_NO MODIFICATION
ORDER_BASE SKU LINK	ORDER_BASE SKU LINK_INACTIVE
RELEASE_WINDOW	RELEASE_WINDOW_VALID
RELEASE CONTROL	RELEASE CONTROL_ALLOW RELEASING

## Search / View Order Base

Step 26

Click the **Home** link.

The screenshot shows the 'EXCHANGE OTM TEST ENVIRONMENT' interface. The top navigation bar includes a home icon (highlighted with a red box), a search bar, and utility icons. The main content area displays the 'Order Base' details for Order Base ID 90001413. The 'Home' link in the top navigation bar is highlighted with a red box.

**Order Base** ☆ Previous 5 of 5

Order Base ID: 90001413  
Domain: AAFES  
Order Type: [PURCHASE\\_ORDER](#)  
Incoterms:   
Payment Method ID: [COL](#)  
Status:   
Number Of Ship Units: 1  
Priority: 1

▶ More

▶ Scheduling

▲ Reference Numbers

Reference Number Qualifier ID	Reference Number
<a href="#">GLOG</a>	AAFES.90001413
<a href="#">SOURCE_SYSTEM</a>	MANUAL

▲ Involved Parties

Involved Party Contact	Communication Method	Involved Party Qualifier

▲ Involved Parties

Involved Party Location	Communication Method	Involved Party Qualifier

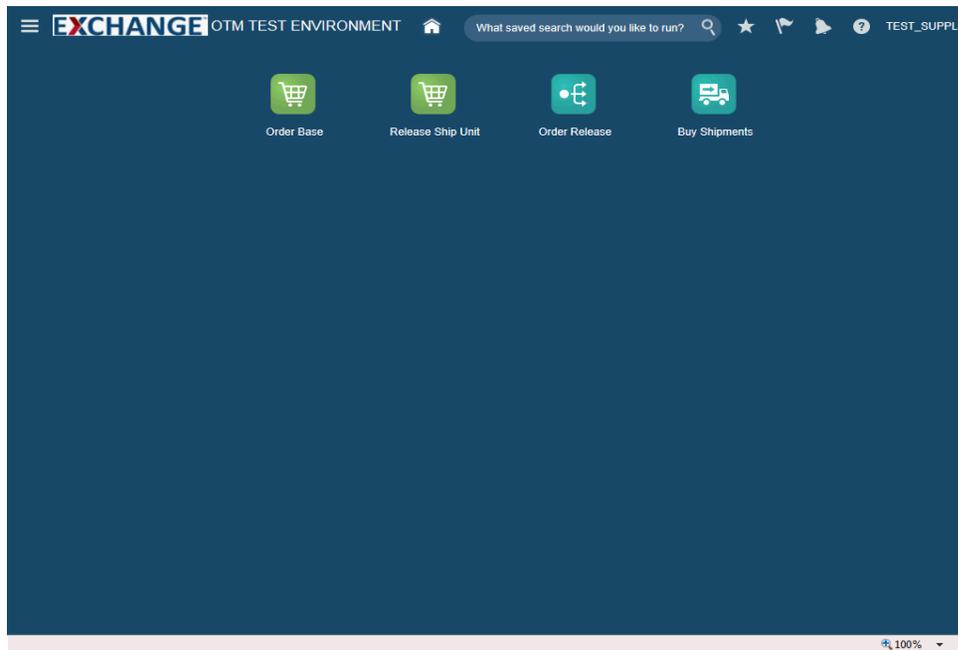
▲ Contacts

Contact	First	Communication Method	Contact Profile

[Top](#) [Refresh](#)

100%

## Search / View Order Base



### Step 27

Congratulations, you have successfully completed **Search / View Order Base**.

**End of Procedure.**