

Update Order Release Shipment Details

Role Based Trainings
SCHOLASTIC START

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INTRODUCTION

Welcome to this OTM course

This course provides an overview of the key actions that need to be performed in order to update order release shipment details in OTM

Target Audience:

- Scholastic Domestic Vendors (US & Canada), Other

Pre-requisites:

Basic Navigation for Vendors Training Module, Create Order Release Training Module, Create Order Release (Order Base Line Packing) Training Module

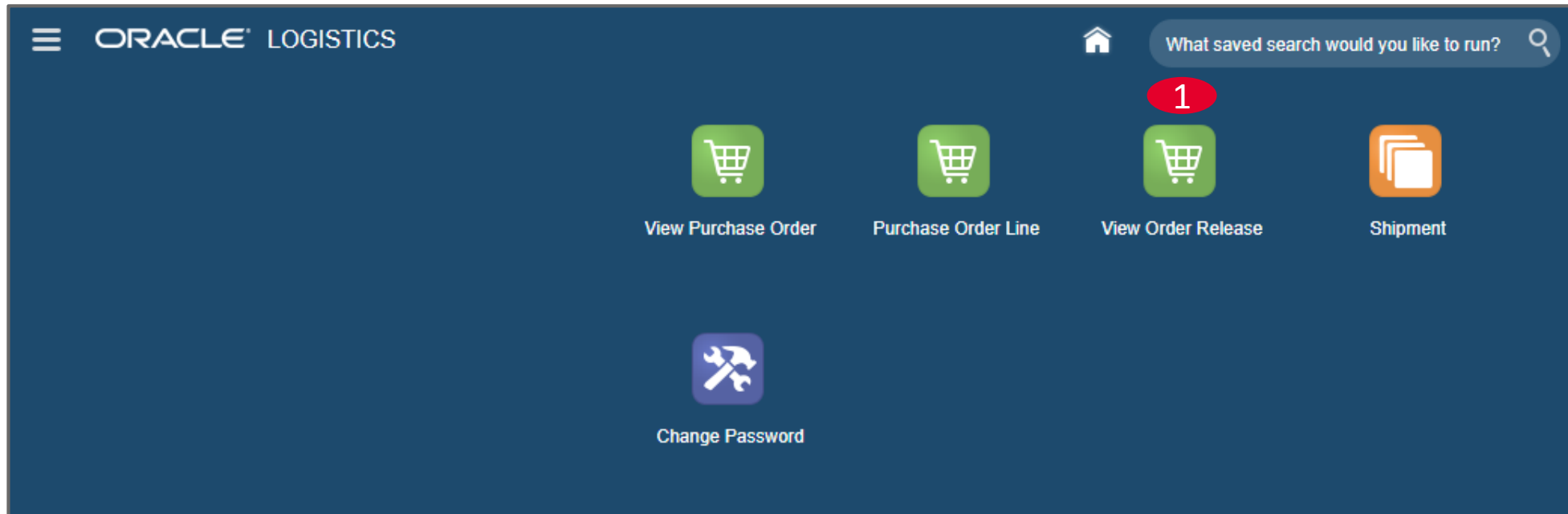
Course Duration:

15 minutes

UPDATE ORDER RELEASE SHIPMENT DETAILS

From the OTM menu use **View Order Release** to search for the Order Release ID

1 Click on the View Order Release Icon on the home page of the OTM menu



UPDATE ORDER RELEASE SHIPMENT DETAILS

Search without Order Release ID

- 1 The Order Release Finder screen will appear. The drop down menu should default to "Contains". Click on Search at the bottom left of the screen.
- 2 The Order Release screen will appear and displays all Order Releases available in OTM

2 **Order Release** Total Found: 272

Actions ▼					
<input checked="" type="checkbox"/>	+	☆	ID	Order Release ID	Indicator
<input type="checkbox"/>	+	☆	START.JDE-553994-001	JDE-553994-001	●
<input type="checkbox"/>	+	☆	START.JDE-552319-001	JDE-552319-001	●
<input type="checkbox"/>	+	☆	START.JDE-553430-001	JDE-553430-001	○

INDICATORS LEGEND	
ORDER RELEASE (OR)	Primary Indicator
OR Created	○
OR Planned	●
OR Failed to Plan	■
OR Hot	N/A
OR Unassigned	▲

1 **Order Release ID**

1 **Contains**

1 **Search**

UPDATE ORDER RELEASE SHIPMENT DETAILS

Search with Order Release ID

- 1 The Order Release Finder screen will appear. Enter the Order Release ID. The drop down menu should default to "Contains". ID: JDE-555630-010 has been used for illustration.
- 2 Click on Search at the bottom left of the screen
- 3 The Order Release screen will appear

3

Order Release		Total Found: 1	
ID	Order Release ID	Indicator	Order Base ID
START.JDE-555630-010	JDE-555630-010	○	JDE-555630
Total			

INDICATORS LEGEND	
ORDER RELEASE (OR)	Primary Indicator
OR Created	○
OR Planned	●
OR Failed to Plan	■
OR Hot	N/A
OR Unassigned	▲

ORACLE LOGISTICS

Order Release Finder

Order Release | Status

1 Order Release ID: JDE-555630-010 | 1 Contains

Indicator: []

Early Pickup Date: [] Same As []

Late Pickup Date: [] Same As []

Early Delivery Date: [] Same As []

Late Delivery Date: [] Same As []

Total Gross Weight: [] LB = []

Payment Method Code ID: 3RD

2 Search | Sort Order | Actions | Export | Saved Query: []

UPDATE ORDER RELEASE SHIPMENT DETAILS

Update Early Pickup Date

- 1 Click on the Order Release ID checkbox and double click on the field below Early Pickup Date
- 2 Click on the calendar icon and select the time and date as applicable
- 3 Click on the OK button

Order Release Total Found: 1

Actions	ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date
<input checked="" type="checkbox"/>	+ ☆ START.JDE-555630-010	JDE-555630-010	○	JDE-555630	

Select Date and Time

July 2017

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

14 : 30

Early Pickup Date

Early Pickup Date

OK Cancel

Please note: Select both time and date to ensure that the changes are successfully updated.

UPDATE ORDER RELEASE SHIPMENT DETAILS

Update Total Gross Weight

- 1 Click on the Order Release ID checkbox and double click on the field below Total Gross Weight
- 2 Input the weight as applicable and click on the OK button

The screenshot displays the Oracle Logistics interface. At the top, there is a navigation bar with the Oracle Logistics logo, a home icon, and a search bar. Below the navigation bar, the main content area shows an 'Order Release' table with 'Total Found: 1'. The table has columns for 'ID', 'Early Delivery Date', 'Late Delivery Date', 'Total Gross Weight', 'Source Location ID', and 'Source Location N...'. A red circle with the number '1' highlights the checkbox in the 'ID' column for the first row, which contains the ID 'START.JDE-555630-010'. Another red circle with the number '1' highlights the 'Total Gross Weight' field in the same row, which currently shows '0.00 LB'. Below the table, a dialog box titled 'Total Gross Weight' is open. It contains a text input field with '30.00 x' and a dropdown menu set to 'LB'. A red circle with the number '2' highlights the 'OK' button in the dialog box.

1	ID	Early Delivery Date	Late Delivery Date	Total Gross Weight	Source Location ID	Source Location N...
<input checked="" type="checkbox"/>	START.JDE-555630-010			0.00 LB	1099817	DONNALY

Total Gross Weight

Total Gross Weight

30.00 x LB

2 OK Cancel

UPDATE ORDER RELEASE SHIPMENT DETAILS

Update Plan From Location ID

- 1 Click on the Order Release ID checkbox and double click on the field below Plan From Location ID
- 2 Click on the Search Icon button

The screenshot shows the Oracle Logistics interface. At the top, there is a navigation bar with the Oracle Logistics logo and a search bar. Below the navigation bar, the 'Order Release' section is displayed, showing 'Total Found: 1'. A table with columns 'ID', 'Source Location ID', 'Source Location N...', 'Plan From Location ID', and 'Plan From Location Name' is shown. The first row of the table has a checkbox in the 'ID' column (circled with a red '1'), the value 'START.JDE-555630-010' in the 'ID' column, '1099817' in the 'Source Location ID' column, 'DONNALY' in the 'Source Location N...' column, and a blue field in the 'Plan From Location ID' column (circled with a red '1'). A dialog box titled 'Plan From Location ID' is open, showing a text input field (circled with a red '2') and a search icon button (circled with a red '2'). The dialog box also has 'OK' and 'Cancel' buttons.

ID	Source Location ID	Source Location N...	Plan From Location ID	Plan From Location Name
START.JDE-555630-010	1099817	DONNALY		

UPDATE ORDER RELEASE SHIPMENT DETAILS

Update Plan From Location ID (Continued)

- 3 The Location Finder screen will appear. Click on the Address tab. Enter the ship from address in Address Line 1. The drop down menu should default to “Contains”. Click on the Search button at the bottom left of the screen. Address: Grand Valley has been used for illustration.
- 4 The Location Screen will appear and display all the relevant Locations as per the search criteria. Select the Location ID applicable to this shipment and click on the Finish button at the top right of the screen.

The screenshot shows the 'Location Finder' interface. The 'Address' tab is selected and highlighted with a red box and a '3' in a red circle. The 'Address Line 1' field contains 'GRAND VALLEY' and is highlighted with a red box and a '3'. The dropdown menu next to it is set to 'Contains' and is also highlighted with a red box and a '3'. The 'Search' button at the bottom left is highlighted with a red box and a '3'. Other tabs like 'Location', 'Role', 'Contact', 'General', and 'Audit' are visible at the top.

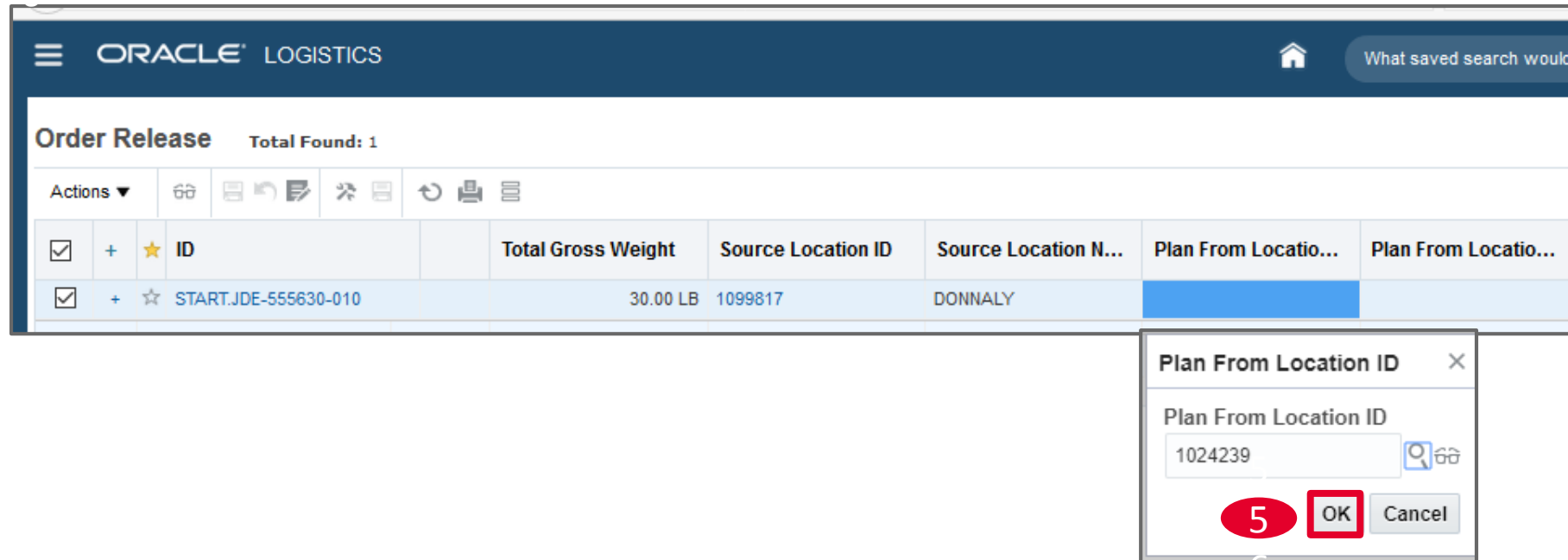
The screenshot shows the 'Location' screen with 'Total Found: 2'. A 'Finish' button at the top right is highlighted with a red box and a '4'. The table below has columns for 'ID', 'Location ID', 'Location Name', and 'Location Description'. The first row is selected, with its radio button highlighted by a red box and a '4'. The table data is as follows:

ID	Location ID	Location Name	Location Description
★ START.1024239	1024239	GRAND VALLEY MIDD...	GRAND VALLEY MIDD...
○ ★ START.AB-1024239	AB-1024239	GRAND VALLEY MIDD...	GRAND VALLEY MIDD...

UPDATE ORDER RELEASE SHIPMENT DETAILS

Update Plan From Location ID (Continued)

- 5 Click on the OK button on the Plan From Location ID screen



The screenshot shows the Oracle Logistics interface. At the top, there is a navigation bar with the Oracle Logistics logo and a search bar. Below the navigation bar, the main content area displays 'Order Release' with 'Total Found: 1'. A table with columns for 'ID', 'Total Gross Weight', 'Source Location ID', 'Source Location N...', 'Plan From Location...', and 'Plan From Location...' is shown. The first row contains the data: 'START.JDE-555630-010', '30.00 LB', '1099817', 'DONNALY', and two empty 'Plan From Location...' cells. A dialog box titled 'Plan From Location ID' is open, showing a search input field with the value '1024239' and a search icon. Below the input field, there are two buttons: 'OK' and 'Cancel'. A red circle with the number '5' is placed over the 'OK' button, indicating the step to click on it.

Actions	ID	Total Gross Weight	Source Location ID	Source Location N...	Plan From Location...	Plan From Location...
<input checked="" type="checkbox"/>	+ ☆ START.JDE-555630-010	30.00 LB	1099817	DONNALY		

Plan From Location ID

Plan From Location ID

1024239

5 OK Cancel

UPDATE ORDER RELEASE SHIPMENT DETAILS

Update Destination Location ID

- 1 Click on the Order Release ID checkbox
- 2 Double click on the field below Destination Location ID (next to the hyperlink)
- 3 The Destination Location ID screen will appear. Delete the existing Destination Location ID and click on the Search Icon button.

ORACLE LOGISTICS

Order Release Total Found: 1

Records 1 of 1

Actions	ID	Location ID	Source Location Name	Plan From Location ID	Plan From Location Na...	Destination Location ID	Destination Location N...	Destination City
<input checked="" type="checkbox"/>	START.JDE-555630-010		DONNALY	1024239	GRAND VALLEY MIDDLE SC...	US-DC-JEFFERSON-CITY	JEFFERSON CITY	JEFFERSON CITY
Total								

Destination Location ID

Destination Location ID

US-DC-JEFFERSON-CITY

OK Cancel

UPDATE ORDER RELEASE SHIPMENT DETAILS

Update Destination Location ID (Continued)

- 4 The Location Finder screen will appear. Click on the Address tab. Enter the Destination Location address in Address Line 1 . The drop down menu should default to “Contains”. Click on the Search button at the bottom left of the screen. Address: Newark has been used for illustration.
- 5 The Location Screen will appear and display all the relevant Locations as per the search criteria. Select the Location ID applicable to this shipment and click on the Finish button at the top right of the screen.

The screenshot shows the 'Location Finder' interface. The 'Address' tab is selected. The 'Address Line 1' field contains 'NEWARK' and the dropdown menu is set to 'Contains'. The 'Search' button is highlighted. Red circles with the number '4' are placed over the 'Address' tab, the 'Address Line 1' field, the dropdown menu, and the 'Search' button.

The screenshot shows the 'Location' search results screen. The 'Total Found: 24' is displayed. The 'Finish' button is highlighted. A red circle with the number '5' is placed over the first row of the table, which is selected.

ID	Location ID	Location Name	Location De...	Address Line 1
★ START.APN_LOC_100021342	APN_LOC_100021342			2442 W BELOTT NEWARK RD
○ ★ START.APN_LOC_100033858	APN_LOC_100033858			9700 MORRIS DIDO NEWARK RD
○ ★ START.APN_LOC_100056739	APN_LOC_100056739			203 NEWARK AVE

UPDATE ORDER RELEASE SHIPMENT DETAILS

Update Destination Location ID (Continued)

6 Click on the OK button on the Destination Location ID screen

The screenshot displays the 'Order Release' interface with a table of shipment details. A modal dialog titled 'Destination Location ID' is open, showing the current value 'APN_LOC_100021342' and an 'OK' button highlighted with a red box and the number 6.

Actions	ID	Source Location N...	Plan From Locatio...	Plan From Location Name	Destination Location ID	Destination Locati...	Destination City	Destinati...
<input checked="" type="checkbox"/>	START.JDE-555630-010	ONNALY	1024239	GRAND VALLEY MIDDLE SCHOO	US-DC-JEFFERSON-CITY	CD JEFFERSON CITY	JEFFERSON CITY	MO
Total								

Destination Location ID

APN_LOC_100021342


6 OK Cancel

UPDATE ORDER RELEASE SHIPMENT DETAIL

- 1 Click on the Order Release ID checkbox and click on the Save All Changes button to save the changes
- 2 Upon successfully saving the changes, you will see the Order Release ID color turn to green
- 3 Close the window after the Order Release ID turns green

ORACLE LOGISTICS


Order Release Total Found: 1

Actions **1** 

<input checked="" type="checkbox"/>	+	★	ID	Order Base ID	Early Pickup Date	Late...	Early...	Late...	Total Gross Weight	Sou...	Sour...
1 <input checked="" type="checkbox"/>	+	☆	START.JDE-555630-010	JDE-555630	2017-07-01 14:30:00...				30.00 LB	1099...	DONN...

ORACLE LOGISTICS

Order Release Total Found: 1

Actions **1** 

<input checked="" type="checkbox"/>	+	★	ID	.ocation N...	Plan From Locatio...	Plan From Locatio...	Destination Locati...
<input type="checkbox"/>	+	☆	START.JDE-555630-010		1024239		APN_LOC_100021342

Saving...

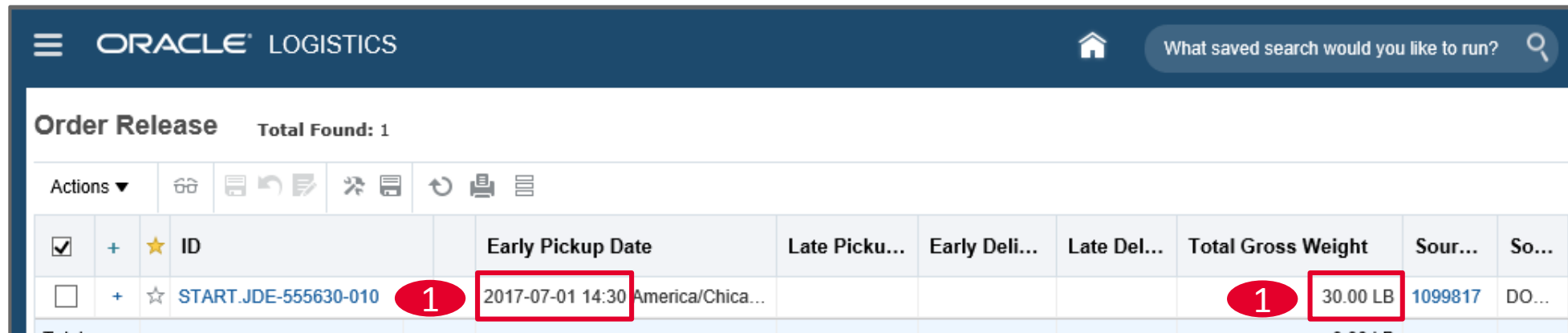
2 1. START.JDE-555630-010

Cancel **3** Close

UPDATE ORDER RELEASE SHIPMENT DETAIL

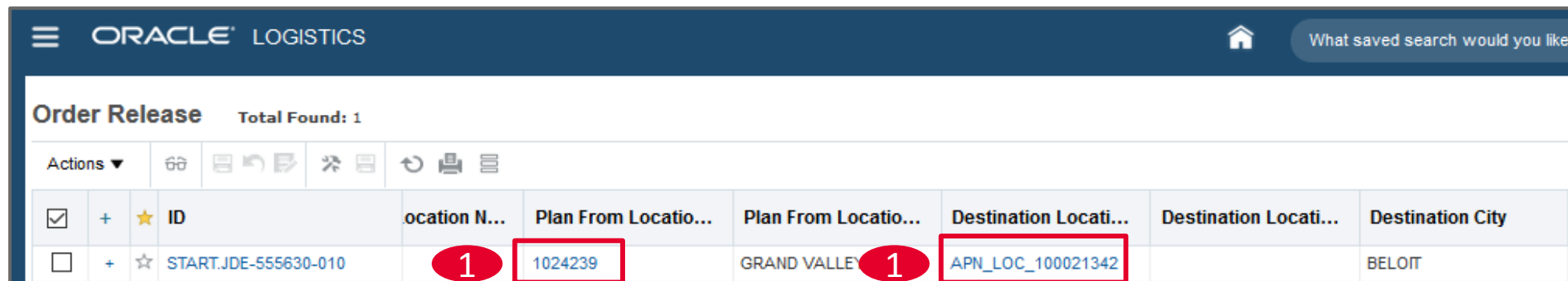
Upon successfully saving the changes, you will see the updated information

- 1 Early Pickup Date, Total Gross Weight, Plan From Location ID and Destination Location ID are updated as per the inputs provided



The screenshot shows the Oracle Logistics interface with a table of Order Release details. The table has columns for ID, Early Pickup Date, Late Picku..., Early Deli..., Late Del..., Total Gross Weight, Sour..., and So... The row for ID START.JDE-555630-010 shows an updated Early Pickup Date of 2017-07-01 14:30 and a Total Gross Weight of 30.00 LB. Red boxes and a circled '1' highlight these updated values.

Actions	ID	Early Pickup Date	Late Picku...	Early Deli...	Late Del...	Total Gross Weight	Sour...	So...
<input checked="" type="checkbox"/>	START.JDE-555630-010	2017-07-01 14:30	America/Chica...			30.00 LB	1099817	DO...



The screenshot shows the Oracle Logistics interface with a table of Order Release details. The table has columns for ID, Location N..., Plan From Locatio..., Plan From Locatio..., Destination Locati..., Destination Locati..., and Destination City. The row for ID START.JDE-555630-010 shows updated Plan From Location ID of 1024239 and Destination Location ID of APN_LOC_100021342. Red boxes and a circled '1' highlight these updated values.

Actions	ID	Location N...	Plan From Locatio...	Plan From Locatio...	Destination Locati...	Destination Locati...	Destination City
<input checked="" type="checkbox"/>	START.JDE-555630-010		1024239	GRAND VALLEY	APN_LOC_100021342		BELOIT

ERROR TROUBLESHOOTING

If an error occurs, it could be because of one of the below reasons:

Number	Cause of Error	Recommended Course of Action
1	Early Pickup Date is in the past	Update Early Pickup Date to a future date

QUESTIONS



For any questions relating to this training module, please contact the OTM Inbound Super-User responsible for your country:

Name	Country	Title	Email ID
John Boyle	United States	Global Inbound Logistics Manager	jboyle@scholastic.com
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THANK YOU