

View Orders Planned as Parcel Shipment

Role Based Trainings
SCHOLASTIC START

SCHOLASTIC DISCLAIMER

The content of this course is intended only for Scholastic employees and authorized contractors, who for purposes of this training we refer to as the “Scholastic Family.” If you are not in the Scholastic Family, you should not participate in this training and we respectfully ask you to leave or disconnect.

If you are in the Scholastic Family, we welcome the opportunity to share with you Scholastic confidential and proprietary information. We expect you to follow our policies in sharing any information discussed. Inappropriate disclosures could harm Scholastic. Disrespect of these conditions for sharing will be dealt with accordingly. No reproduction of this material in written, audio or electronic format is permitted without the expressed written consent of the Scholastic content owner.

INTRODUCTION

Welcome to this OTM course

This course provides an overview of the key actions that need to be performed in order to view orders that have been planned as Parcel shipments 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, Update Order Release Shipment Details Training Module

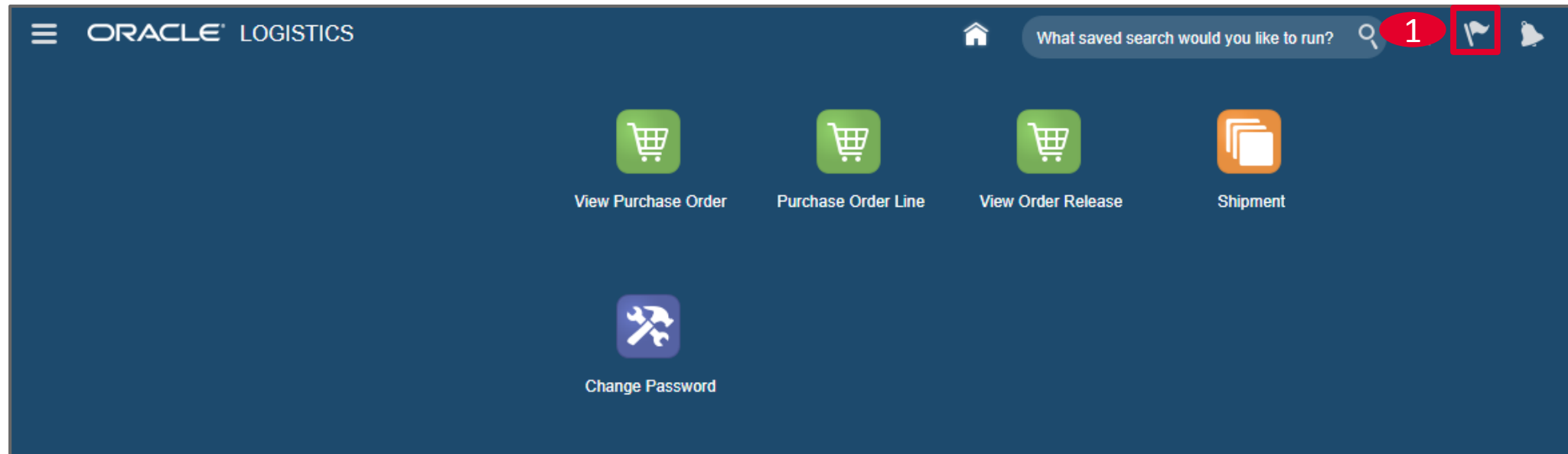
Course Duration:

15 minutes

VIEW ORDERS PLANNED AS PARCEL SHIPMENT

From the OTM Home Page use the Flag Icon to access the Business Monitor (BM)

- 1 Click on the Flag Icon on the home page of the OTM menu to access the Business Monitor (BM)



VIEW ORDERS PLANNED AS PARCEL SHIPMENT

Search for Orders that have been planned as Parcel Shipments

- 1 The Business Monitor screen will appear. Click on the hyperlink below the Number of Matching field to view the Order Release/s

ORACLE

Business Monitor

Time of Last Refresh
2017-09-21 09:37 America/Chicago

Time of Next Refresh
2017-09-21 10:37 America/Chicago

Saved Query Name	Query Type	Number of Matching	Number of Previous Matching
OR - ORDER PLANNED FOR SUPPLIER	ORDER_RELEASE	1	1

Refresh Replace Current Window ▾

 *At any point, the users can manually refresh the information by clicking on the Refresh button at the bottom left of the screen*

VIEW ORDERS PLANNED AS PARCEL SHIPMENT

- 1 The Order Release screen will appear. Click on the “+” symbol to view additional details related to the Order Release
- 2 Click on the arrow to view detailed information

Order Release		Total Found: 1		
Actions				
ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date
<input checked="" type="checkbox"/> + ☆	START.JDE-572398-001	JDE-572398-001	JDE-572398	
Total				

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

Order Release		Total Found: 1		
Actions				
ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date
<input checked="" type="checkbox"/> - ☆	START.JDE-572398-001	JDE-572398-001	JDE-572398	
Order Bases				
Buy Shipments				



The Green Indicator denotes the Order Release has been planned

VIEW ORDERS PLANNED AS PARCEL SHIPMENT

1 Click on the Shipment ID to view details related to this shipment

Order Release Total Found: 1

Actions ▾

<input checked="" type="checkbox"/>	+	★	ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date	Late Pickup Date
<input checked="" type="checkbox"/>	-	☆	START.JDE-572398-001	JDE-572398-001	●	JDE-572398		

▼ Order Bases

- ▶ START.JDE-572398

▼ Buy Shipments

- 1** START.20170920-000005
- ▶ Shipment Stops

VIEW ORDERS PLANNED AS PARCEL SHIPMENT

- 1 The Buy Shipment screen will appear and display all the details related to this shipment
- 2 Scroll the cursor down to view all the information related to this shipment

ORACLE

Order Release Result > Buy Shipment

Buy Shipment ☆ 1

1 of 1 Actions

Shipment ID 20170920-000005	Service Provider ID GNC	Transport Mode TL	Domain Name START	Status
Total Trans Cost	Original Invoice Cost	Total Matched Invoice Cost	Total Approved Cost	
Number Of Orders 1	Number Of Stops 2	Driver ID	Secondary Driver ID	
Power Unit ID	Work Assignment ID	Total Pieces of Equipment Ordered		

► More

► Booking Information

► Route Execution

▲ Reference Numbers

Reference Number Qualifier ID	Reference Number	Reference Number Qualifier Description
SHIPMENT-ID	20170920-000005	CARRIER OR OTM SHIPMENT ID

▲ Infeasibilities

Feasibility Code ID

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	N/A	N/A

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
Doug Jow	United States	Domestic Logistics Coordinator	djow-consultant@scholastic.com
Noah Clark	Canada	Traffic & Customs Specialist	nclark@scholastic.ca

THANK YOU