

# ***Sterling Commerce***

*An IBM Company*

# **Sterling Supply Collaboration: User Guide**

Release 9.0

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## Index





## Intended Audience

This manual is intended to provide assistance to customer service representatives who are using the Application Console to access information about alerts, items, and orders.

## Structure

This manual contains the following sections:

### **Chapter 1, "Supply Collaboration Overview"**

This chapter explains the basic functionality of the Application Console.

### **Chapter 2, "Create Inbound Order Screens"**

This chapter explains the screen references on creating inbound orders and inbound draft orders.

### **Chapter 3, "Inbound Order Console Screens"**

This chapter explains the screen references to view and modify inbound order information.

### **Chapter 4, "Create Inbound Shipment Screens"**

This chapter explains the screen references on how to create an inbound order shipment.

### **Chapter 5, "Inbound Shipment Console Screens"**

This chapter describes the screen references to view and modify inbound shipment information.

# Selling and Fulfillment Foundation Documentation

For more information about Selling and Fulfillment Foundation components, see the following manuals:

- *Selling and Fulfillment Foundation: Release Notes*
- *Selling and Fulfillment Foundation: Installation Guide*
- *Selling and Fulfillment Foundation: Upgrade Guide*
- *Selling and Fulfillment Foundation: Configuration Deployment Tool Guide*
- *Selling and Fulfillment Foundation: Performance Management Guide*
- *Selling and Fulfillment Foundation: High Availability Guide*
- *Selling and Fulfillment Foundation: System Management Guide*
- *Selling and Fulfillment Foundation: Localization Guide*
- *Selling and Fulfillment Foundation: Customization Basics Guide*
- *Selling and Fulfillment Foundation: Customizing APIs Guide*
- *Selling and Fulfillment Foundation: Customizing Console JSP Interface for End User Guide*
- *Selling and Fulfillment Foundation: Customizing the RCP Interface Guide*
- *Selling and Fulfillment Foundation: Customizing User Interfaces for Mobile Devices Guide*
- *Selling and Fulfillment Foundation: Customizing Web UI Framework Guide*
- *Selling and Fulfillment Foundation: Customizing Swing Interface Guide*
- *Selling and Fulfillment Foundation: Extending the Condition Builder Guide*
- *Selling and Fulfillment Foundation: Extending the Database Guide*
- *Selling and Fulfillment Foundation: Extending Transactions Guide*

- *Selling and Fulfillment Foundation: Using Sterling RCP Extensibility Tool Guide*
- *Selling and Fulfillment Foundation: Integration Guide*
- *Selling and Fulfillment Foundation: Product Concepts Guide*
- *Sterling Warehouse Management™ System: Concepts Guide*
- *Selling and Fulfillment Foundation: Application Platform Configuration Guide*
- *Sterling Distributed Order Management™: Configuration Guide*
- *Sterling Supply Collaboration: Configuration Guide*
- *Sterling Global Inventory Visibility™: Configuration Guide*
- *Catalog Management™: Configuration Guide*
- *Sterling Logistics Management: Configuration Guide*
- *Sterling Reverse Logistics™: Configuration Guide*
- *Sterling Warehouse Management System: Configuration Guide*
- *Selling and Fulfillment Foundation: Application Platform User Guide*
- *Sterling Distributed Order Management: User Guide*
- *Sterling Supply Collaboration: User Guide*
- *Sterling Global Inventory Visibility: User Guide*
- *Sterling Logistics Management: User Guide*
- *Sterling Reverse Logistics: User Guide*
- *Sterling Warehouse Management System: User Guide*
- *Selling and Fulfillment Foundation: Mobile Application User Guide*
- *Selling and Fulfillment Foundation: Business Intelligence Guide*
- *Selling and Fulfillment Foundation: Javadocs*
- *Sterling Selling and Fulfillment Suite™: Glossary*
- *Parcel Carrier: Adapter Guide*
- *Visual Modeler™: Application Guide*
- *Selling and Fulfillment Foundation: Multitenant Enterprise Guide*

- *Selling and Fulfillment Foundation: Password Policy Management Guide*
- *Selling and Fulfillment Foundation: Properties Guide*
- *Catalog Management: Concepts Guide*
- *Selling and Fulfillment Foundation: Pricing Concepts Guide*
- *Selling and Fulfillment Foundation: Setting Up Quotes*
- *Sterling Sensitive Data Capture Server, Release 1.0: Configuration Guide*
- *Sterling Sensitive Data Capture Server, Release 1.0: PA-DSS Implementation Guide*
- *Selling and Fulfillment Foundation: Secure Deployment Guide*
- *Business Center: Item Administration Guide*
- *Business Center: Pricing Administration Guide*
- *Business Center: Customization Guide*
- *Business Center: Localization Guide*

## Conventions

The following conventions may be used in this manual:

Convention	Meaning
. . .	Ellipsis represents information that has been omitted.
< >	Angle brackets indicate user-supplied input.
mono-spaced text	Mono-spaced text indicates a file name, directory path, attribute name, or an inline code example or command.
/ or \	Slashes and backslashes are file separators for Windows, UNIX, and Linux operating systems. The file separator for the Windows operating system is "\" and the file separator for UNIX and Linux systems is "/". The UNIX convention is used unless otherwise mentioned.

Convention	Meaning
<INSTALL_DIR>	User-supplied location of the Selling and Fulfillment Foundation installation directory. This is only applicable for Release 8.0 and later.
<INSTALL_DIR_OLD>	User-supplied location of the Selling and Fulfillment Foundation installation directory (for Release 8.0 and later). <b>Note:</b> This is applicable only for users upgrading from Release 8.0 and later.
<SSDCS_DIR>	User-supplied location of the Sterling Sensitive Data Capture Server installation directory.  This is applicable for Selling and Fulfillment Foundation, Release 9.0 and later.
<YANTRA_HOME>	User-supplied location of the Sterling Supply Chain Applications installation directory. This is only applicable for Releases 7.7, 7.9, and 7.11.
<YANTRA_HOME_OLD>	User-supplied location of the Sterling Supply Chain Applications installation directory (for Releases 7.7, 7.9, or 7.11). <b>Note:</b> This is applicable only for users upgrading from Releases 7.7, 7.9, or 7.11.
<YFS_HOME>	For Releases 7.3, 7.5, and 7.5 SP1, this is the user-supplied location of the Sterling Supply Chain Applications installation directory.  For Releases 7.7, 7.9, and 7.11, this is the user-supplied location of the <YANTRA_HOME>/Runtime directory.  For Release 8.0 and later, the <YANTRA_HOME>/Runtime directory is no longer used and has been substituted with the location <INSTALL_DIR>.
<YFS_HOME_OLD>	This is the <YANTRA_HOME>/Runtime directory for Releases 7.7, 7.9, or 7.11. <b>Note:</b> This is only applicable for users upgrading from Releases 7.7, 7.9, or 7.11.
<ANALYTICS_HOME>	User-supplied location of the Sterling Analytics installation directory.  <b>Note:</b> This convention is used only in the <i>Selling and Fulfillment Foundation: Business Intelligence Guide</i> .

Convention	Meaning
<COGNOS_HOME>	User-supplied location of the IBM Cognos 8 Business Intelligence installation directory. <b>Note:</b> This convention is used only in the <i>Selling and Fulfillment Foundation: Business Intelligence Guide</i> .
<MQ_JAVA_INSTALL_PATH>	User-supplied location of the IBM WebSphere® MQ Java components installation directory. <b>Note:</b> This convention is used only in the <i>Selling and Fulfillment Foundation: System Management and Administration Guide</i> .
<DB>	Refers to Oracle®, IBM DB2®, or Microsoft SQL Server® depending on the database server.
<DB_TYPE>	Depending on the database used, considers the value oracle, db2, or sqlserver.

**Note:** The Selling and Fulfillment Foundation documentation set uses the following conventions in the context of the product name:

- Yantra is used for Release 7.7 and earlier.
- Sterling Supply Chain Applications is used for Releases 7.9 and 7.11.
- Sterling Multi-Channel Fulfillment Solution is used for Releases 8.0 and 8.2.
- Selling and Fulfillment Foundation is used for Releases 8.5 and 9.0.

# Supply Collaboration Overview

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Supply Collaboration enables access to inbound orders, typically purchase orders.

*Selling and Fulfillment Foundation: Product Concepts Guide* introduces concepts regarding inbound orders and purchase orders. The *User Guide* builds on that guide and explains how to use the inbound order consoles.

The Supply Collaboration module consists of the following components:

- [Create Inbound Order Screens](#)
- [Inbound Order Console Screens](#)
- [Create Inbound Shipment Screens](#)
- [Inbound Shipment Console Screens](#)





## Create Inbound Order Screens

---

The Create Inbound Order Console enables a user to manually enter orders.

### 2.1 Inbound Order Entry

You can create a purchase order or a transfer order using this screen.

*Table 2–1 Inbound Order Entry*

Fields	
Document Type	Select the type of order document you are creating. For example, Purchase Order or Transfer Order.
Enterprise	Select the Enterprise that is to handle the inbound order.
Buyer	Enter the Buyer placing the inbound order.
Seller	Enter the Seller that the inbound order is being placed from.
Order #	Enter the inbound order number.
Order Type	This field can be customized as needed.
Order Date	Enter the date when the inbound order is being placed.
Order Name	The name of the inbound order.
Currency	Select the currency with which any transactions are to be handled in.

Once the field details are entered, click the `Create Order` button. The [Inbound Order Detail](#) screen displays.

## Inbound Order Console Screens

### 3.1 Inbound Order Search by Status

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

*Table 3–1 Inbound Order Search by Status*

Field	Document
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Buyer	The Buyer of the inbound orders you want to search for, if applicable.
Seller	The Seller of the inbound orders you want to search for, if applicable.
Buyer Account #	The Buyer's account number you want the inbound orders you are searching for to be associated with, if applicable.
Order Line Status	The status range of the inbound orders you want to search for, if applicable.
Held Orders	Select if the inbound orders you are searching for are being held.

**Table 3–1 Inbound Order Search by Status**

Field	Document
Hold Reason Code	If you chose Held Orders, select the reason code the inbound orders you are searching for are associated with.
Order State	Select to search for inbound orders in one of the following conditions: <ul style="list-style-type: none"><li>• Open - inbound orders that have not been closed</li><li>• Recent - all inbound orders (open and closed) that have not yet been sent to the history tables</li><li>• History - inbound orders that have been sent to the history tables</li><li>• All - All Inbound Orders (Open, Recent, and History)</li></ul>
Max Records	The maximum number of inbound orders you want returned from your search.

## 3.2 Inbound Order Search by Item

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–2 Inbound Order Search by Item**

Fields	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Buyer	Enter the Buyer of the inbound orders you want to search for if applicable.
Seller	Enter the Seller of the inbound orders you want to search for, if applicable.
Item ID	Enter the item ID to search for inbound orders containing a specific item, if applicable.
Product Class	Select an item product class to search for inbound orders containing an item that has a specific product class, if applicable.
Unit of Measure	Select an item unit of measure to search for inbound orders containing an item that has a specific unit of measure, if applicable.
Item Description	Enter the item description you want the inbound orders you are searching for to be associated with, if applicable.
Supplier Item ID	Enter the supplier's item ID to search for inbound orders containing an item that has a specific supplier item ID, if applicable.

*Table 3–2 Inbound Order Search by Item*

Fields	
Manufacturer Item ID	Enter the manufacturer's item ID to search for inbound orders containing an item that has a specific manufacturer item ID, if applicable.
Max Records	Enter the maximum number of inbound orders you want returned from your search.

### 3.3 Inbound Order Search by Date

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–3 Inbound Order Search by Date**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Buyer	Enter the Buyer of the inbound orders you want to search for if applicable.
Seller	Enter the Seller of the inbound orders you want to search for, if applicable.
Buyer Account #	Enter the Buyer's account number with the inbound orders you want to search for, if applicable.
Currency	Enter the currency of the inbound orders you want to search for, if applicable.
Total Amount	Enter the total amount of the inbound orders you want to search for, if applicable.
Order Date	Enter the inbound order date range through which you want to search for inbound orders, if applicable.
Requested Ship Date	Enter the requested shipping date range through which you want to search for inbound orders, if applicable.
Requested Delivery Date	Enter the requested delivery date range through which you want to search for inbound orders, if applicable.
Max Records	Enter the maximum number of inbound orders you want returned from your search.

## 3.4 Inbound Order Search for Draft Orders

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–4 Inbound Order Search for Draft Orders**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The draft inbound order number you are searching for, if applicable.
Buyer	Enter the Buyer of the draft inbound orders you want to search for, if applicable.
Seller	Enter the Seller of the draft inbound orders you want to search for, if applicable.
Buyer Account #	Enter a Buyer account number to search for draft inbound orders containing a particular Buyer account number, if applicable.
Max Records	Enter the maximum number of draft inbound orders returned from your search.

## 3.5 Inbound Order List

The Inbound Order List window displays the results of a inbound order search. You can perform actions on a single or multiple orders by selecting the check boxes of the orders you want to perform an action on and choosing the applicable action from the action bar.

**Table 3–5 Inbound Order List**

Actions	
View Details	This action takes you to the <a href="#">Inbound Order Detail</a> screen to view the details for the selected orders.



Table 3–5 Inbound Order List

View Alerts	This action takes you to the <a href="#">Inbound Order Alerts</a> screen where you can view the alerts raised for the selected orders.
View Releases	This actions takes you to the <a href="#">Inbound Order Releases for Inbound Order</a> screen where you can view the order releases.
View Shipments	This action takes you to the <a href="#">Inbound Order Shipments</a> screen to view the shipments and shipment containers for the selected orders.
View Instructions	This action takes you to the <a href="#">Inbound Order Instructions</a> screen to view, add, modify or delete the order instructions.
View Notes	This action takes you to the <a href="#">Inbound Order Notes</a> screen to view, modify or add the order notes.
View Audit	This action takes you to the <a href="#">Inbound Order Audits</a> screen to view the audits for the selected orders.
Schedule	This action schedules the selected orders based on the rules defined in the <i>Sterling Distributed Order Management: Configuration Guide</i> .
Release	This action releases the selected orders that are in a Scheduled Status.
Cancel	Select this action to cancel the order. An alert window pops up to confirm the cancellation. Press OK and the selected orders are cancelled.
Remove	This action can be used to remove the selected <b>Draft</b> orders only.
Confirm	This action can be used to confirm <b>Draft</b> orders only.
View Holds	This action takes you to the <a href="#">View Holds</a> screen where you can view, add or remove the holds for the selected orders.
<b>Fields</b>	
PO #	The inbound purchase order number the order is associated with.
Status	The current status of the inbound order.
Enterprise	The Enterprise organization on the receipt.
Buyer	The Buyer organization on the receipt.

**Table 3–5 Inbound Order List**

Seller	The Seller on the receipt.
Order Date	The date the inbound order was created.
Total Amount	The total amount of extra charges for the inbound order. For example, shipping, handling, and personalization charges.

## 3.6 Inbound Order Line Search by Item

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–6 Inbound Order Line Search by Item**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Buyer	Enter the Buyer of the inbound order lines you want to search for, if applicable.
Seller	Enter the Seller of the inbound order lines you want to search for, if applicable.
Item ID	Enter the item ID to search for inbound order lines containing a specific item, if applicable.
Product Class	Select an item product class to search for inbound order lines containing an item that has a specific product class, if applicable.
Unit of Measure	Select an item unit of measure to search for inbound order lines containing an item that has a specific unit of measure, if applicable.

**Table 3–6 Inbound Order Line Search by Item**

Field	
Item Description	Enter the item description you want the inbound order lines you are searching for to be associated with, if applicable.
Supplier Item ID	Enter the supplier's item ID to search for inbound order lines containing an item that has a specific supplier item ID, if applicable.
Manufacturer Item ID	Enter the manufacturer's item ID to search for inbound order lines containing an item that has a specific manufacturer item ID, if applicable.
Max Records	Enter the maximum number of inbound order lines you want returned from your search.

### 3.7 Inbound Order Line Search by Date

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–7 Inbound Order Line Search by Date**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Buyer	Enter the Buyer of the inbound order lines you want to search for if applicable.
Seller	Enter the Seller of the inbound order lines you want to search for, if applicable.
Buyer Account #	Enter the Buyer's account number with the inbound order lines you want to search for, if applicable.

**Table 3–7 Inbound Order Line Search by Date**

Field	
Order Date	Enter the inbound order date range through which you want to search for inbound order lines, if applicable.
Requested Ship Date	Enter the requested shipping date range through which you want to search for inbound order lines, if applicable.
Requested Delivery Date	Enter the requested delivery date range through which you want to search for inbound order lines, if applicable.
Max Records	Enter the maximum number of inbound order lines you want returned from your search.

### 3.8 Inbound Order Line Search by Status

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–8 Inbound Order Line Search by Status**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Buyer	Enter the Buyer of the inbound order lines you want to search for, if applicable.
Seller	Enter the Seller of the inbound order lines you want to search for, if applicable.
Buyer Account #	Enter the Buyer’s account number with the inbound order lines you want to search for, if applicable.

**Table 3–8 Inbound Order Line Search by Status**

Field	
Order Line Status	Select the status range of the inbound order lines you want to search for, if applicable.
Held Orders	Select if the inbound order lines you are searching for are being held.
Hold Reason Code	If you selected Held Orders, select the reason code the inbound orders you are searching for are associated with.
Max Records	Enter the maximum number of inbound order lines you want returned from your search.

### 3.9 Inbound Order Line Search for Order Lines of a Draft Order

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–9 Inbound Order Line Search for Order Lines of a Draft Order**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Buyer	Enter the Buyer of the inbound order lines for a draft inbound order you want to search for, if applicable.
Seller	Enter the Seller of the inbound order lines of a draft inbound order you want to search for, if applicable.

**Table 3–9 Inbound Order Line Search for Order Lines of a Draft Order**

Field	
Buyer Account #	Enter a Buyer account number to search for inbound order lines of a draft inbound order containing a particular Buyer account number, if applicable.
Max Records	Enter the maximum amount of inbound order lines you want returned from your search.

## 3.10 Inbound Order Line List

The Inbound Order Line List displays the results of a inbound order line search. You can perform actions on a single or multiple order lines by selecting the check boxes of the order lines you want to perform an action on and choosing the applicable action from the action bar.

**Table 3–10 Inbound Order Line List**

Actions	
View Details	This action takes you to the <a href="#">Inbound Order Line Detail</a> screen where you can view the details for the selected order lines.
View Releases	This action takes you to the <a href="#">Inbound Order Releases for Inbound Order Line</a> screen where you can view the releases for the order line.
View Instructions	This action lets you view the <a href="#">Inbound Order Line Instructions</a> screen where you can create, modify or delete the order line instructions.
View Kit Components	This action lets you view the <a href="#">Inbound Order Line Kit Components</a> screen.
View More Addresses	This action lets you view the <a href="#">More Inbound Order Addresses</a> screen.
View Audits	This action takes you to the <a href="#">Inbound Order Line Audits</a> screen where you can view the audits of individual lines.
Fields	
PO #	The inbound purchase order number the order is associated with.
Line #	The inbound order line's line number.

**Table 3–10 Inbound Order Line List**

Item ID	The inbound order line's item ID.
PC	The item's product class.
UOM	The item's unit of measure.
Item Description	The item's description.
Recv Node	The node the inbound order line is received at.
Ship Node	The node the inbound order line is shipped from.
Ship Date	The date the inbound order line is shipped.
Line Qty	The quantity of the line item.
Amount	The cost of the inbound order line.
Status	The current status of the inbound order.

### 3.11 Inbound Order Release Search by Status

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–11 Inbound Order Release Search by Status**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Release #	Enter the inbound order release number of the inbound order release you are searching for if applicable.
Buyer	Enter the Buyer of the inbound order releases you want to search for, if applicable.

**Table 3–11 Inbound Order Release Search by Status**

Field	
Seller	Enter the Seller of the inbound order lines you want to search for, if applicable.
Ship Node	Enter the ship node associated with the inbound order releases you want to search for, if applicable.
Receiving Node	Enter the receiving node associated with the inbound order releases you want to search for, if applicable.
Product Releases / Service Releases	Choose whether to search for releases containing the product items or service items.
Delivery Method	Choose the delivery method used to get the product item to the recipient, if applicable.
Order Release Line Status	Select the status range of the inbound order releases you want to search for, if applicable.
Max Records	Enter the maximum number of inbound order releases you want returned from your search.

## 3.12 Inbound Order Release Search by Date

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–12 Inbound Order Release Search by Date**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Release #	Enter the inbound order release number of the inbound order release you are searching for if applicable.



**Table 3–12 Inbound Order Release Search by Date**

Field	
Buyer	Enter the Buyer of the inbound order releases you want to search for, if applicable.
Seller	Enter the Seller of the inbound order lines you want to search for, if applicable.
Ship Node	Enter the ship node associated with the inbound order releases you want to search for, if applicable.
Receiving Node	Enter the receiving node associated with the inbound order releases you want to search for, if applicable.
Product Releases / Service Releases	Choose whether to search for releases containing the product items or service items.
Delivery Method	Choose the delivery method used to get the product item to the recipient, if applicable.
Order Date	Enter the inbound order date range through which you want to search for inbound order releases, if applicable.
Requested Ship Date	Enter the requested ship date range through which you want to search for inbound order releases, if applicable.
Requested Delivery Date	Enter the requested delivery date range through which you want to search for inbound order releases, if applicable.
Max Records	Enter the maximum number of inbound order releases you want returned from your search.

### 3.13 Inbound Order Release Search by Logistics

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–13 Inbound Order Release Search by Logistics**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Release #	Enter the inbound order release number of the inbound order release you are searching for if applicable.
Buyer	Enter the Buyer of the inbound order releases you want to search for, if applicable.
Seller	Enter the Seller of the inbound order releases you want to search for, if applicable.
Ship Node	Enter the ship node associated with the inbound order releases you want to search for, if applicable.
Receiving Node	Enter the receiving node associated with the inbound order releases you want to search for, if applicable.
Product Releases / Service Releases	Choose whether to search for releases containing the product items or service items.
Delivery Method	Choose the delivery method used to get the product item to the recipient, if applicable.
Carrier	Select the carrier of the inbound order releases you want to search for, if applicable.
Shipping Paid By	Select the organization that paid for the shipment of the inbound order releases you want to search for, if applicable.

**Table 3–13 Inbound Order Release Search by Logistics**

Field	
Carrier Account #	Enter the carrier account number you want the inbound order releases to be associated with, if applicable.
Max Records	Enter the maximum number of inbound order releases you want returned from your search.

## 3.14 Inbound Order Release Search by Item

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–14 Inbound Order Release Search by Item**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Order #	The inbound order number you are searching for, if applicable.
Release #	Enter the inbound order release number of the inbound order release you are searching for if applicable.
Buyer	Enter the Buyer of the inbound order releases you want to search for, if applicable.
Seller	Enter the Seller of the inbound order releases you want to search for, if applicable.
Ship Node	Enter the ship node associated with the inbound order releases you want to search for, if applicable.
Receiving Node	Enter the receiving node associated with the inbound order releases you want to search for, if applicable.
Item ID	Enter the item ID to search for inbound order releases containing a specific item, if applicable.

**Table 3–14 Inbound Order Release Search by Item**

Field	
Unit of Measure	Select an item unit of measure to search for inbound order releases containing an item that has a specific unit of measure, if applicable.
Product Class	Select an item product class to search for inbound order releases containing an item that has a specific product class, if applicable.
Item Description	Enter the item description you want the inbound order releases you are searching for to be associated with, if applicable.
Supplier Item ID	Enter the supplier's item ID to search for inbound order lines containing an item that has a specific supplier item ID, if applicable.
Manufacturer Item ID	Enter the manufacturer's item ID to search for inbound order lines containing an item that has a specific manufacturer item ID, if applicable.
Max Records	Enter the maximum number of inbound order releases you want returned from your search.

## 3.15 Inbound Order Release List

The Inbound Order Release List displays the results of a inbound order release search. You can perform actions on a single or multiple order releases by selecting the check boxes of the order releases you want to perform an action on and choosing the applicable action from the action bar.

**Table 3–15 Inbound Order Release List**

Actions	
View Details	This action takes you to the <a href="#">Inbound Order Release Details</a> screen for the selected order releases. You can view the details of the release, back order items or create shipments in this screen.
View Shipments	This action takes you to the <a href="#">Inbound Order Shipments</a> screen where you can view the shipments for the order releases.

**Table 3–15 Inbound Order Release List**

View More Addresses	This action takes you to the <a href="#">More Inbound Order Addresses</a> screen where you can add or modify the addresses for releases.
View Notes	This action takes you to the <a href="#">Inbound Order Notes</a> screen to add or modify the notes for the selected releases.
Create Shipment	This action lets you create the shipments for selected order releases.
<b>Fields</b>	
PO #	The inbound purchase order number the order is associated with.
Release #	The inbound order release number.
Ship Node	The node the inbound order release is shipped from.
Ship To	The address the inbound order release is to be shipped to.
Expected Delivery Date	The date the inbound order release is expected to be delivered.
Status	The current status of the inbound order release.

## 3.16 Inbound Order Receipt Search by Receipt Attributes

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–16 Inbound Order Receipt Search by Receipt Attributes**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound order shipments you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.

**Table 3–16 Inbound Order Receipt Search by Receipt Attributes**

Field	
Ship Node	Select the ship node you want to search for, if applicable.
Receiving Dock	Select the receiving dock of the inbound receipt you want to search for, if applicable.
Receipt Number	Select the receipt number of the inbound receipt you want to search for, if applicable.
Buyer	Select the Buyer of the inbound receipt you want to search for, if applicable.
Seller	Select the Seller of the inbound receipt you want to search for, if applicable.
Order #	Select the inbound order number of the inbound receipt you are searching for, if applicable.
Shipment #	Select the inbound shipment of the inbound receipt number you are searching for, if applicable.
Receipt Date	Choose the receipt date of the inbound receipt you want to search for, if applicable.
Receipt Status	Select the status range of the inbound shipments you want to search for, if applicable.
Closed Receipts Only	Select if you only want to search for inbound receipts that have been closed, if applicable.
Max Records	Enter the maximum number of inbound receipts you want returned from your search.

## 3.17 Inbound Order Receipt Search by Item

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–17** *Inbound Order Receipt Search by Item*

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound orders you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Ship Node	Enter the ship node you want to search under, if applicable.
Item ID	Enter the item's ID to search for, if applicable.
Product Class	Select the product class to search for, if applicable.
Unit Of Measure	Select the unit of measure to search for, if applicable.
Serial Number	Enter the serial number to search for, if applicable.
Max Records	Enter the maximum number of inbound receipts you want returned from your search.

## 3.18 Inbound Order Receipt Search by Container

**Note:** We recommend that you do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

**Table 3–18 Inbound Order Receipt Search by Container**

Field	
Document Type	Select the appropriate document type to search for, if applicable.
Enterprise	Enter the Enterprise of the inbound order shipments you are searching for or select Across Enterprises to search for inbound orders of any Enterprise.
Ship Node	Select the ship node of the inbound receipts you are searching for, if applicable.
Pallet ID	Enter the pallet ID of the inbound receipts you are searching for, if applicable.
Case ID	Enter the case ID of the inbound receipts you are searching for, if applicable.
Max Records	Enter the maximum number of inbound shipments you want returned from your search.

## 3.19 Inbound Order Receipt List

The Inbound Order Receipt List window displays the results of a inbound order receipt search. You can perform actions on a single or multiple receipts by selecting the check boxes of the receipts you want to perform an action on and choosing the applicable action from the action bar.

**Table 3–19 Inbound Order Receipt List**

Actions	
View Summary	This action takes you to the <a href="#">Receipt Summary</a> screen.
View Details	This action takes you to the Receipt Details screen.
Close Prereceipt	This action closes the prereceipt.
Report / Record Receipt	This action takes you to the <a href="#">Receive</a> screen.



**Table 3–19 Inbound Order Receipt List**

<b>Fields</b>	
Receipt #	The inbound order receipt number.
Shipment #	The inbound order shipment number associated with receipt.
Order #	The inbound order number the receipt is associated with.
Enterprise	The Enterprise organization on the receipt.
Buyer	The Buyer organization on the receipt.
Seller	The Seller on the receipt.
Receipt Start Date	The date the receipt was created.
Receiving Node	The node that received the receipt.
Receipt Open	Indicates if the receipt is still open.
Receipt Status	The current status of the receipt.

## 3.20 Inbound Order Detail

Table 3–20 Inbound Order
















View Icons	
	<b>Active Alerts</b> - This icon takes you to the <a href="#">Inbound Order Alerts</a> screen where you can view the alerts for the order.
	<b>Payment Information</b> - This icon takes you to the <a href="#">Inbound Order Payment Information</a> screen where you can view payment information.
	<b>More Attributes</b> - This icon takes you to the <a href="#">More Inbound Order Attributes</a> screen where you can specify additional attributes for Identification, Shipping and Financials.
	<b>Releases</b> - This icon takes you to the <a href="#">Inbound Order Releases for Inbound Order</a> screen where you can view the list of order releases based on the release number, ship node and status.
	<b>Shipments</b> - This icon takes you to the <a href="#">Inbound Order Shipments</a> screen where you can view the shipment and container details.
	<b>Instructions</b> - This icon lets you view the <a href="#">Inbound Order Instructions</a> screen where you can add, modify or delete the instructions for a order.
	<b>Notes</b> - This icon lets you view the <a href="#">Inbound Order Notes</a> where you can add the notes for an order.  If notes have been added, the  icon is displayed instead.
	<b>More Addresses</b> - This icon takes you to the <a href="#">More Inbound Order Addresses</a> screen where you can add or modify forwarding address.
	<b>Negotiations</b> - Click this icon to go to the <a href="#">Inbound Order Negotiations</a> screen to view the list of order negotiations.
	<b>Related Orders</b> - This icon lets you view the <a href="#">Related Orders</a> screen. For example you can view the Return Orders created from the order console by clicking this icon.


Table 3–20 Inbound Order

	<b>Order Audits</b> - This icon takes you to the <a href="#">Inbound Order Audits</a> screen where you can view the list of audits done for that order.
	<b>Order Dates</b> - This icon takes you to the <a href="#">Inbound Order Dates</a> screen to view the requested, expected and actual date type for the given order.
	<b>Receipts</b> - This icon takes you to the <a href="#">Receipt Summary</a> screen to view receipt information for this order.
	<b>Receiving Discrepancies</b> - This icon takes you to the <a href="#">Receiving Discrepancies</a> screen where you can record any discrepancies found when receiving an order.
<b>Actions</b>	
Schedule	You can schedule an order using this action. This action takes you to the <a href="#">Schedule Inbound Order</a> screen where you can provide the necessary information to schedule the order.
Release	You can release an order using this action. This action takes you to the <a href="#">Release Inbound Order</a> screen where you can provide information for releasing the order.
View Holds	This action lets you view, add or remove order holds. For more information, refer to the <a href="#">View Holds</a> screen for field level descriptions of the screen.
Cancel	This action enables you to cancel the sales order. It pops up a <a href="#">Modification Reason</a> screen to enter the reasons for cancellation.
Confirm	This action lets you confirm the <b>Draft</b> orders.
Unschedule	This action unschedules a scheduled order. Upon selecting this action the screen refreshes and any order line that is in the schedule status in unscheduled. If an order cannot be unscheduled, an error reason is displayed.
Report / Record Receipt	This action takes you to the <a href="#">Receive</a> screen.
<b>Fields</b>	
Enterprise	The Enterprise associated with the inbound order.


**Table 3–20 Inbound Order**

Buyer	The Buyer organization that placed the inbound order. This field can be edited if the inbound order is in <b>Draft Order Created</b> status. In any other status, click this link to view the <a href="#">Organization Details</a> screen of the buyer.
Seller	The Seller organization that is handling the inbound order. This field can be edited if the inbound order is in <b>Draft Order Created</b> status. In any other status, click this link to view the <a href="#">Organization Details</a> screen of the seller.
Order Number	The inbound order number.
Status	The status of the inbound order.
Order Date	The date the inbound order was placed.
Order Type	This field can be customized as needed.
Carrier/Service	The carrier (such as UPS) and service (such as Ground or Next Day Air) for the inbound order.
Requested Delivery Date	The date on which the Buyer wants the items to be delivered.
Document Type	The document type of the inbound order.


**Table 3–21 Ship To**

View Icon	
	<b>Address Details</b> - Choose this icon to view or modify the ShipTo addresses. For more information about the screen that is displayed, refer to <a href="#">Organization Details</a> screen.
The name and address of the person or organization where the order is shipped.	

**Table 3–22 Bill To**


View Icon	
	<b>Address Details</b> - Choose this icon to view or modify the BillTo addresses. For more information about the screen that is displayed, refer to <a href="#">Organization Details</a> screen.
The name and address of the person or organization being debited.	

**Table 3–23 Inbound Order Detail Screen, Charges**





View Icon	
	<b>Charges and Taxes</b> - This icon takes you to the <a href="#">Inbound Order Charge and Tax Summary</a> screen to view the summary of the order charges, discounts and their tax breakup.
Fields	
Line Sub-Total	The total of all of the line item totals.
Total Charges	The total amount of extra charges for the order. For example, shipping, handling, and personalization charges.
Total Tax	The total tax amount for the order.
Total Discount	The total Discount amount that is being applied to the order.
Grand Total	The final total, including all extra charges, taxes, and discounts.

The view icons shown in the [Inbound Order Detail Screen, Inbound Order Lines](#) table appears along the side of each order line before the line number.




**Table 3–24 Inbound Order Detail Screen, Inbound Order Lines**

View Icons	
	<b>Related Lines</b> - This icon identifies an order line that is related to one or more other order lines. By clicking this icon, you can view the associated related order line's related order lines.

**Table 3–24 Inbound Order Detail Screen, Inbound Order Lines**

	<b>Instructions</b> - This icon identifies an order line that has one or more instructions associated with it. By clicking this icon, you can view the order line's instructions. For more information, refer to <a href="#">Inbound Order Line Instructions</a> .
	<b>Kit Components</b> - This icon identifies an order line that is a kit. By clicking this icon, you can view the order line's kit components. For more information, refer to <a href="#">Inbound Order Line Kit Components</a> .
	<b>Dependent Child</b> - This icon takes you to the <a href="#">View Dependency</a> screen.
	<b>Dependent Parent</b> -This icon takes you to the <a href="#">View Dependency</a> screen.
<b>Actions</b>	
View Details	This action takes you to the <a href="#">Inbound Order Line Detail</a> screen for the selected order lines.
View Instructions	This action takes you to the <a href="#">Inbound Order Line Instructions</a> screen to view the instructions for each order line.
View Kit Components	This action takes you to the <a href="#">Inbound Order Line Kit Components</a> screen where you can view the kits that are associated with the product line.
View Audits	This action takes you to the <a href="#">Inbound Order Line Audits</a> screen which stores the audit information for the selected order line.
Line Availability	This action takes you to the <a href="#">Line Availability</a> screen where you can view the product availability and the expected ship date.
Remove Line	This action lets you remove order lines that are in the <b>Draft</b> status. Select the order lines that you want to remove and click this action. An alert screen pops up to confirm the removal of the order line.
Create Dependency	This action lets you create dependency between two order lines. For more information, refer to <a href="#">Create Dependency</a> .

**Table 3–24 Inbound Order Detail Screen, Inbound Order Lines**

Substitute Item	This action takes you to the <a href="#">Item Substitution</a> screen where you can add substitute items for the selected product line.
Add Logical Kit	This action lets you add a logical kit line in the order. For more information, refer to <a href="#">Add Kit Line</a> screen.
<b>Fields</b>	
Click on  to add a new item details.	
Click on  to go to the Add Service Requests screen, if applicable. For more information about the Add Service Requests screen, see the <i>Sterling Distributed Order Management: User Guide</i> .	
Click on  to go to the Associated Service Requests screen, if applicable. For more information about the Associated Service Requests screen, see the <i>Sterling Distributed Order Management: User Guide</i> .	
Line	The order line number.
Item ID	The item ID.
PC	The item classification such as first quality, second quality, or finished good.
UOM	The item's unit of measurement.
Description	A description of the item.
Recv Node	The node that is receiving the order line.
Ship Node	The node that is shipping the order line.
Delivery Date	The date by which the item should be delivered.
Line Qty	The quantity of the line item. Entering 0 indicates a quantity of zero. Leaving this field blank indicates you want to ignore the line.
Amount	The amount the Buyer is charged for the line.
Status	The current status of the order line.

## 3.21 More Inbound Order Attributes

You can view additional information related to an order in this screen.

The order header field descriptions are explained in the [Inbound Order](#) table.

**Table 3–25 More Attributes Screen, Identification**

Fields	
Order Name	The name used to identify the order.
Division	This field can be customized as needed.
Requested Cancel Date	The date the customer has requested the order to be canceled by if the order is not fulfilled.
Priority Code	The priority that the Buyer has given to the order.
Requested Ship Date	The date by which the customer has requested the order to be shipped.
Scheduling Rule	The scheduling rule that is used when the order is scheduled. For more information about scheduling rules, see the <i>Sterling Distributed Order Management: Configuration Guide</i> .
Currency	The monetary currency used for the order. A different currency can be selected from the drop-down list if the inbound order is in <b>Draft Order Created</b> status. Upon currency change, Selling and Fulfillment Foundation re-prices the inbound order automatically. Pre-existing charges and taxes, however, are not converted automatically.
Customer PO Number	Enter the customer's purchase to search for orders containing an item that has a specific customer purchase order number, if applicable.

**Table 3–26 More Attributes Screen, Shipping**

Fields	
Freight Terms	The terms used for calculating transportation costs.
Charge Actual Freight	If the check box is selected, the Buyer is charged exactly what it costs to ship the order.  If the check box is not selected, additional charges can be added in addition to the actual cost to ship the order.
Shipping Paid By	The organization that pays for the shipping costs.



**Table 3–26 More Attributes Screen, Shipping**

Fields	
Carrier Account #	The Carrier organization's account number with your organization.
Ship Complete	If the check box is selected, the order must be shipped as one complete shipment. If the check box is not selected, the order can be shipped in multiple shipments.
Ship Node	The ship node the order is shipped from.
Receiving Node	The node that receives the shipped order line.
Ship To ID	The identification code of the node where the inbound order is being shipped.
Bill To ID	The identification code of the node or organization being debited fro the inbound order.

**Table 3–27 More Attributes Screen, Financials**

Fields	
Terms Code	The terms code.
Price Program	The price program used for order pricing.
Taxpayer ID	The Buyer's tax payer identification number. This number identifies the organization as a tax paying entity.
Tax Exempt	If the check box is selected, the Buyer is exempt from paying taxes.
Tax Exemption Certificate	The ID of the exemption certificate.
Tax Jurisdiction	The tax jurisdiction that the exemption certificate was issued in.

**Table 3–28 More Attributes Screen, Other Attributes**


Fields	
Entered By	This field displays the user ID of the user who entered the order.
Source	The method of order entry. For example, web site, kiosk.
Vendor ID	The vendor's ID.
Notification Type	Indicates the method through which users are notified of special instructions. For example, e-mail.
Notification Reference	A description of the notification.

## 3.22 More Inbound Order Addresses

You can view any additional addresses as needed by your business. For more information about defining additional address types, see the *Sterling Distributed Order Management: Configuration Guide*.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–29 Forward To**

View Icon	
	<b>Address Details</b> - Choose this icon to view or modify the ForwardTo addresses. For more information about the screen that is displayed, see <a href="#">Organization Details</a> .
The name and address of the person or organization where the order is to be forwarded.	

## 3.23 Inbound Order Negotiations

If your business has been set up to have a negotiation process, you can view previous or existing negotiations. The negotiation process can begin at any time within the order pipeline dependent on its configuration. A negotiation always occurs between the order's Buyer (initiator) and Seller (negotiator) organizations. The Buyer and Seller can negotiate various attributes of an order such as price, delivery date, or freight terms.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–30 Inbound Order Negotiations Screen, Negotiation**

Fields	
Negotiation #	The negotiation number.
Initiator	The organization that made the initial offer.
Negotiator	The organization that can accept, counter-offer, or reject the initiators offer.
Status	<p>The current status of the negotiation.</p> <p>The default negotiation statuses are:</p> <ul style="list-style-type: none"> <li>• Offered - The last response on the negotiation was from the initiator organization. The initiator can send another offer before the negotiator organization responds to the original offer.</li> <li>• Counter Offered - The last response on the negotiation was from the negotiator organization. The negotiator can send another counter-offer before the initiator organization responds to the original counter-offer.</li> <li>• Completed - The header and line terms on all of the lines have been negotiated by the two organizations.</li> <li>• Published - The negotiated terms have been published and applied to the original document.</li> </ul>

You can use the Order Negotiations window for viewing the Order Negotiation Details.

## 3.24 Inbound Order Negotiation Details

You can view the negotiation offers and counter offers made between the negotiation initiator and negotiator organizations. You can use this information to make a counter-offer, accept the terms of the negotiations, or cancel the negotiations.

**Note:** If DEFAULT\_QUANTITY has been selected as a Negotiation Rule in the Applications Manager, only the line quantity can be negotiated.

**Table 3–31 Inbound Order Negotiation Details**

Fields	
Order #	The order number the negotiation is being performed against.
Negotiation #	The negotiation number.
Status	<p>The status of the negotiation.</p> <p>The default negotiation statuses are:</p> <ul style="list-style-type: none"> <li>• Offered - The last response on the negotiation was from the initiator organization. The initiator can send another offer before the negotiator organization responds to the original offer.</li> <li>• Counter Offered - The last response on the negotiation was from the negotiator organization. The negotiator can send another counter-offer before the initiator organization responds to the original counter-offer.</li> <li>• Completed - The header and line terms on all of the lines have been negotiated by the two organizations.</li> <li>• Published - The negotiated terms have been published and applied to the original document.</li> </ul>
Enterprise	The Enterprise that owns the negotiating organizations.
Initiator	The organization that made the initial offer.
Negotiator	The organization that counter-offered the initiators offer.
Negotiation Header Attributes	
Last Action By	The organization that performed the last negotiation action.


Table 3–31 Inbound Order Negotiation Details

Fields	
Action	<p>The last negotiation action performed.</p> <p>If you are performing a negotiation, select the appropriate action.</p> <p>The following actions can be performed against a negotiation:</p> <ul style="list-style-type: none"> <li>• Offer - An offer from the initiator. Only the initiator organization can perform this action.</li> <li>• Counter Offer - A counter offer from the negotiator. Only the negotiator organization perform this action.</li> <li>• Reject - A rejection from the negotiator. Only the negotiator organization can perform this action.</li> <li>• Remove - The initiator wants to remove the line from negotiation. Only the initiator can perform this action. This response is available only at the line level. Once a line is removed, it is assumed that the line has been negotiated and no further negotiation is allowed on that line.</li> <li>• Accept - The sending organization accepts the other organization's terms. Both the initiator and negotiator can perform this action. Once a header or line is accepted, it is assumed that the header or line has been negotiated and no further negotiation is allowed on that header or line.</li> </ul>
Attribute	<p>The attribute being negotiated at the header level. For example, freight terms.</p> <p><b>Note:</b> When Counter Offer is selected, the fields become modifiable allowing you to enter your counter offer terms.</p>
Negotiator	The negotiator's offer for a particular attribute.
Initiator	The initiator's offer for a particular attribute.
Response	<p>The counter-offering organizations counter-offer.</p> <p>If you are performing a counter-offer action, select your counter-offer as it pertains to the attribute you are counter-offering.</p>
Negotiation Lines	
Line	The order line being negotiated.

**Table 3–31 Inbound Order Negotiation Details**

Fields	
Action	The last negotiation action performed. When performing a negotiation, select the appropriate action for each negotiation line.
Organization Code	The organization code of the organization performing the negotiation action.
Resp #	The response number.
For Resp #	The response number against which the negotiation action was performed.
Item ID	The item ID of the negotiated line item. You can modify this field if you are performing a counter-offer, if applicable. <b>Note:</b> If DEFAULT_QUANTITY has been selected as a Negotiation Rule in the Applications Manager, this field cannot be modified.
PC	The product class of the negotiated line item. You can modify this field if you are performing a counter-offer, if applicable. <b>Note:</b> If DEFAULT_QUANTITY has been selected as a Negotiation Rule in the Applications Manager, this field cannot be modified.
UOM	The unit of measure of the negotiated line item. You can modify this field if you are performing a counter-offer, if applicable. <b>Note:</b> If DEFAULT_QUANTITY has been selected as a Negotiation Rule in the Applications Manager, this field cannot be modified.
Freight Terms	The terms used for calculating transportation costs of the negotiation line. You can modify this field if you are performing a counter-offer, if applicable. <b>Note:</b> If DEFAULT_QUANTITY has been selected as a Negotiation Rule in the Applications Manager, this field cannot be modified.

**Table 3–31 Inbound Order Negotiation Details**

Fields	
Delivery Date	<p>The date by which the order line must be delivered.</p> <p>You can modify this field if you are performing a counter-offer, if applicable.</p> <p><b>Note:</b> If DEFAULT_QUANTITY has been selected as a Negotiation Rule in the Applications Manager, this field cannot be modified.</p>
Price	<p>The price of the order line.</p> <p>You can modify this field if you are performing a counter-offer, if applicable.</p> <p><b>Note:</b> If DEFAULT_QUANTITY has been selected as a Negotiation Rule in the Applications Manager, this field cannot be modified.</p>
Quantity	<p>The quantity of the order line.</p> <p>When counter-offering, you can split a negotiation line in order to negotiate different terms for different quantity of a line. For example, if a negotiation line has the quantity of 10 that was offered with a price of \$5.99 and you want to counter-offer a different price for 5 of the line items, you can split this line by choosing  and entering a quantity of 5 with a price of \$5.99 and the other quantity of 5 with your desired price.</p>

## 3.25 Inbound Order Negotiation History

You can view a negotiation's history.

**Table 3–32 Negotiation Details**

Field	Description
Negotiation	
Order #	The order number the negotiation is being performed against.
Negotiation #	The negotiation number.

**Table 3–32 Negotiation Details**

Field	Description
Status	<p>The status of the negotiation.</p> <p>The default negotiation statuses are:</p> <ul style="list-style-type: none"> <li>• Offered - The last response on the negotiation was from the initiator organization. The initiator can send another offer before the negotiator organization responds to the original offer.</li> <li>• Counter Offered - The last response on the negotiation was from the negotiator organization. The negotiator can send another counter-offer before the initiator organization responds to the original counter-offer.</li> <li>• Completed - The header and line terms on all of the lines have been negotiated by the two organizations.</li> <li>• Published - The negotiated terms have been published and applied to the original document.</li> </ul>
Enterprise	The Enterprise that owns the negotiating organizations.
Initiator	The organization that made the initial offer.
Negotiator	The organization that counter-offered the initiators offer.
Negotiation Header	
Date	The date the action was performed.
Resp #	The response number.
For Resp #	The response number against which the negotiation action was performed.
Action	The last negotiation action performed.



Table 3–32 Negotiation Details

Field	Description
Action	<p>The last negotiation action performed.</p> <p>If you are performing a negotiation, select the appropriate action.</p> <p>The following actions can be performed against a negotiation:</p> <ul style="list-style-type: none"> <li>• Offer - An offer from the initiator. Only the initiator organization can perform this action.</li> <li>• Counter Offer - A counter offer from the negotiator. Only the negotiator organization perform this action.</li> <li>• Reject - A rejection from the negotiator. Only the negotiator organization can perform this action.</li> <li>• Remove - The initiator wants to remove the line from negotiation. Only the initiator can perform this action. This response is available only at the line level. Once a line is removed, it is assumed that the line has been negotiated and no further negotiation is allowed on that line.</li> <li>• Accept - The sending organization accepts the other organization's terms. Both the initiator and negotiator can perform this action. Once a header or line is accepted, it is assumed that the header or line has been negotiated and no further negotiation is allowed on that header or line.</li> </ul>
Freight Terms	The terms used for calculating transportation costs of the negotiation line.
Payment Terms	The payment terms to be used when settling the order.
User	The user that performed the action.
Reason	The reason the action was performed.
Negotiation Lines	
Line #	The order line being negotiated.
Date	The date the action was performed.
Resp #	The response number.
For Resp #	The response number against which the negotiation action was performed.

**Table 3–32 Negotiation Details**

Field	Description
Action	The last negotiation action performed.
Item ID	The item ID of the negotiated line item.
PC	The product class of the negotiated line item.
UOM	The unit of measure of the negotiated line item.
Freight Terms	The terms used for calculating transportation costs of the negotiation line. The following options are available: CIF - Cost completely paid by either Seller, Enterprise, or Hub CFR - Cost paid by Buyer and either Seller, Enterprise, or Hub FOB - Cost paid by Buyer
Delivery Date	The date by which the order line must be delivered.
Price	The price of the order line.
Quantity	The quantity of the order line.
User	The user that performed the action.
Reason	The reason the action was performed.

## 3.26 Related Orders

An inbound order is related to another order it is either chained to or derived from.

A chained order is linked to a parent and the life cycle of one effects the other. For example, if the order is placed with a Seller who must source an item from a ship node that they do not own, the Inbound Order Fulfillment pipeline may be configured to create another "chained" order that differs from the Sellers regular release process. This allows the owner of the ship node to handle the order according to their own business practices while also allowing the original Seller organization to maintain visibility of the order and in turn reflect any changes such as delivery dates and carrier service to be reflected in the original purchase order.


**Note:** Chained orders are not created for product lines that belong to a delivery request.

In some business scenarios, the Seller of the parent order may become the Buyer of the child. Therefore, the Seller organization associated with the chained order must also be configured as a Buyer organization through the Applications Manager.

A derived order is associated with a parent and the life cycle of one does not necessarily impact the other's. A return order derived from a sales order and an exchange order derived from a return order are both examples of derived orders.

The order header field descriptions can be referred from the [Inbound Order](#) table.

## 3.27 Inbound Order Notes

You can add notes to an order by selecting the  icon in the order header panel of [Inbound Order Detail](#) screen.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–33** Notes Screen, Notes

Fields	
Contact Time	The time at which this note was added to the work order. This is defaulted to the creation time of the Notes pop-up window.
Contact User	The user who created this note. This is defaulted to the logged on user.
Reason Code	The reason code for this note.
Contact Type	The type of contact information on this note, for example phone or e-mail.

**Table 3–33 Notes Screen, Notes**

Fields	
Contact Reference	The contact information on this note. For example, if contact type is phone, the contact's phone number can be entered here. If contact type is e-mail, the contact's e-mail address can be entered.
Add Note	The note for this work order.

Enter the relevant information and click save to create the note.

## 3.28 Inbound Order Audits

You can view audits logged against an order. An audit is logged against an order when any type of modification is made to the order.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–34 Inbound Order Audits Screen, Audits**

Action	
View Details	This action takes you to the <a href="#">Inbound Order Audit Details</a> screen for the selected audits.
Fields	

**Table 3–34 Inbound Order Audits Screen, Audits**

<p>Audit #</p>	<p>The audit identification number. Click on the Expand All button, the audit details for each audit are expanded. If you click on the Collapse All button, the audit details for each audit are collapsed.</p> <table border="1" data-bbox="669 416 1308 1123"> <tr> <td data-bbox="669 416 872 541"> <p>Detail #</p> </td> <td data-bbox="872 416 1308 541"> <p>The audit details identification number. Click this link to go to the <a href="#">Inbound Order Audit Details</a> screen.</p> </td> </tr> <tr> <td data-bbox="669 541 872 921"> <p>Order Line Related Info</p> </td> <td data-bbox="872 541 1308 921"> <p>Any information related to order lines impacted by the modification, including:</p> <ul style="list-style-type: none"> <li>• Item ID - the item associated with the audit.</li> <li>• Item Description - a brief description of the item.</li> <li>• Line Number - the line number associated with the audit. Click this link to view the <a href="#">Inbound Order Line Detail</a> screen.</li> </ul> </td> </tr> <tr> <td data-bbox="669 921 872 1020"> <p>Modification Level</p> </td> <td data-bbox="872 921 1308 1020"> <p>The level of modification for the corresponding audit detail such as header or line.</p> </td> </tr> <tr> <td data-bbox="669 1020 872 1123"> <p>Modification Type</p> </td> <td data-bbox="872 1020 1308 1123"> <p>The type of modification, such as change payment status or change carrier, for the corresponding audit detail.</p> </td> </tr> </table>	<p>Detail #</p>	<p>The audit details identification number. Click this link to go to the <a href="#">Inbound Order Audit Details</a> screen.</p>	<p>Order Line Related Info</p>	<p>Any information related to order lines impacted by the modification, including:</p> <ul style="list-style-type: none"> <li>• Item ID - the item associated with the audit.</li> <li>• Item Description - a brief description of the item.</li> <li>• Line Number - the line number associated with the audit. Click this link to view the <a href="#">Inbound Order Line Detail</a> screen.</li> </ul>	<p>Modification Level</p>	<p>The level of modification for the corresponding audit detail such as header or line.</p>	<p>Modification Type</p>	<p>The type of modification, such as change payment status or change carrier, for the corresponding audit detail.</p>
<p>Detail #</p>	<p>The audit details identification number. Click this link to go to the <a href="#">Inbound Order Audit Details</a> screen.</p>								
<p>Order Line Related Info</p>	<p>Any information related to order lines impacted by the modification, including:</p> <ul style="list-style-type: none"> <li>• Item ID - the item associated with the audit.</li> <li>• Item Description - a brief description of the item.</li> <li>• Line Number - the line number associated with the audit. Click this link to view the <a href="#">Inbound Order Line Detail</a> screen.</li> </ul>								
<p>Modification Level</p>	<p>The level of modification for the corresponding audit detail such as header or line.</p>								
<p>Modification Type</p>	<p>The type of modification, such as change payment status or change carrier, for the corresponding audit detail.</p>								
<p>Date</p>	<p>The date and time the modification was carried out.</p>								
<p>Modified By</p>	<p>The user that performed the modification.</p>								
<p>Reason</p>	<p>The reason the modification occurred and any additional information explaining the modification entered by the user.</p>								
<p>Modification Levels</p>	<p>A comma separated list of all levels of modification for the audit.</p>								
<p>Modification Types</p>	<p>A list of the types of modifications for the audit. There is a maximum of three items shown with an ellipsis on the third line if there are more items.</p>								

## 3.29 Inbound Order Audit Details

You can view more details of an order's audit.

**Table 3–35 Inbound Order Audit Details Screen, Inbound Order Audit**

Fields	
Order #	The order number the modification was performed on.
Enterprise Code	The Enterprise that owns the order.
Audit Date	The date the audit was created.
Modification Level	The level the order was modified at. For example, order or order LINE.
Modification Type	The type of modification performed on the order.
Reason Code	The reason code detailing why the modification was performed.
Reason Text	Additional details about why the modification was performed.
Reference #1	Reference information about the order audit.
Reference #2	Reference information about the order audit.
Reference #3	Reference information about the order audit.
Reference #4	Reference information about the order audit.

**Table 3–36 Inbound Order Audit Details Screen, Inbound Order Audit Details**

Fields	
Audit Type	The type of audit performed.
Identifier	The audit identifier.
Name	The attribute that was modified.
Old Value	The value of the modified attribute prior to modification.
New Value	The value of the modified attribute after modification.

## 3.30 Inbound Order Dates

You can view any custom dates that have been configured for monitoring. For more information about monitoring, see the *Sterling Distributed Order Management: Configuration Guide*.




The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–37 Inbound Order Dates Screen, New Date**

Fields	
Date Type	The custom date type.
Requested	The date this date type has been requested to be met.
Expected	The date this date type is expected to be met.
Actual	The date this date type is to be met.

## 3.31 Receipt Summary

Table 3–38 Receipt

View Icons	
	<b>Instructions</b> - This icon lets you view the <a href="#">Inbound Order Instructions</a> screen where you can add, modify or delete the instructions for a order.
	<b>More Attributes</b> - This icon takes you to the <a href="#">More Inbound Order Attributes</a> screen where you can specify additional attributes for Identification, Shipping and Financials.
	<b>Order Audits</b> - This icon takes you to the <a href="#">Inbound Order Audits</a> screen where you can view the list of audits done for that order.
Actions	
Close Receipt	This action closes the receipt.
Fields	
Receipt #	The receipt number.
Enterprise	The Enterprise associated with the inbound order.
Receipt Start Date	The receipt start date.
Receipt Status	The receipt status.
No Of Pallets	The number of pallets.
Shipment #	The shipment number.
Buyer	The Buyer organization that placed the inbound order.
Receiving Node	The receiving node.
Receipt Open	Indicates whether the receipt is open or not.
No Of Cartons	The number of cartons.
Order #	The inbound order number.
Seller	The Seller organization that is handling the inbound order.



**Table 3–39 Items**

<b>Actions</b>	
View Details	This action takes you to the <a href="#">Item Attributes</a> screen to view item information.
<b>Fields</b>	
Item ID	The item ID.
Item Description	The item's description.
PC	The item classification such as first quality, second quality, or finished good.
UOM	The line item's unit of measure.
Disposition Code	The disposition code.
Order #	The inbound order associated with the inbound order.
Line #	The line number.
Release #	The release number.
Tag	This column displays only if the item is tag-controlled. The column label that displays is the name of the unique identifier you have defined (for example, Lot #). If you have defined more than one unique identifier, the label that displays is Tag #. To view the details associated with the receipt line, click the hypertext link.
Net Weight	The net weight.
Net Weight UOM	The net weight unit of measure.
Quantity	The quantity.

### 3.32 Receipt Instructions

The order header field descriptions can be referred from the **RECEIPT** table.

**Table 3–40 Inbound Order Receipt Instructions**

<b>Fields</b>	
Receipt #	The receipt number.

**Table 3–40 Inbound Order Receipt Instructions**

Shipment #	The shipment number.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer organization that placed the.
Seller	The Seller organization that is handling the.
Receipt Start Date	The start date of the receipt.
Receiving Node	The node that received the receipt.
Receipt Status	The status of the receipt.
Receipt Open	Indicates if the receipt is still open.
No Of Pallets	Indicates the number of pallets.
No Of Cartons	Indicates the number of cartons.
Instructions	
Instruction Type	The type of instruction, such as Gift, Pick, Pack, Ship, or Other. This field can be modified.
Text	The specific instructions to be performed on the inbound order line. This field can be modified.

### 3.33 Receipt Status Audits

The order header field descriptions can be referred from the RECEIPT table.

**Table 3–41 Status Audit List**

Status Audit List	
Modified By	The login ID of the person who performed the modification.
Old Status	The status prior to the modification.
Old Status Date	The date the prior status was updated.
New Status	The new status.
New Status Date	The date the new status was updated.
Reason Code	The reason code for the receipt status modification.
Reason Text	The reason text for the receipt status modification.

### 3.34 Receipt Containers

The order header field descriptions can be referred from the RECEIPT table.

**Table 3–42 Item Container**

Item Container	
Serial #	The serial number.
Quantity	The quantity.

### 3.35 Receiving Discrepancies

You can record any discrepancies found when receiving an order. For example, if you discover broken items, overages, or shortages, you can account for those discrepancies and categorize those situations.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–43 Manage Inbound Order Receiving Discrepancies**

Fields	
Shipment #	The shipment number associated with the discrepancy.
Line	The line associated with the discrepancy.
Item ID	The item ID associated with the discrepancy.
Product Class	The product class associated with the discrepancy.
Unit of Measure	The unit of measure associated with the discrepancy.
Discrepancy Type	The type of discrepancy, for example, shortage.
Discrepancy Quantity	The quantity of the line's discrepancy.
Discrepancy Reason	The reason for the discrepancy. If multiple reasons are applicable for a single line, the line can be split.
Reason Quantity	The quantity associated with the Discrepancy Reason. The sum of the Reason Quantity entries should equal the value of the Discrepancy Quantity.

### 3.36 Schedule Inbound Order

Order scheduling indicates that a node or nodes have sufficient inventory to fulfill an inbound order. Once an inbound order is scheduled it can be released to the applicable node or nodes. A scheduling rule determines the node or nodes that the inbound order can be scheduled with based on inventory availability and node preferences. For more information about scheduling rules, see the *Sterling Distributed Order Management: Configuration Guide*.

While performing this action from the Inbound Order Console, you can select a scheduling rule. You can also choose to release the inbound order immediately after scheduling it. If you do so, you can also choose to override the release date of the inbound order if you want to release it at that moment, regardless of the calculated release date.

For example, an inbound order is using a scheduling rule that schedules the ordered item to a node 100 miles from the ship to address. However, a new node has been added to your Enterprise that supplies the inbound order line items and is only 50 miles away from the ship to address. A new scheduling rule has been created for this node. You may decide that the inbound order should be shipped from a shorter distance and change to the scheduling rule for the new node.

**Table 3–44 Schedule Inbound Order**

Fields	
Scheduling Rule	Select the scheduling rule you want to use to schedule the order.
Release Immediately	Check Release Immediately to automatically release the order to the scheduled node or nodes. If you do not check Release Immediately, you can manually release the order later or allow it to be released via the regular release agent.
Override Release Date	Check Override Release Date if you want the current release date to be overridden by the date calculated by the rule you have selected.

## 3.37 Release Inbound Order

Once an inbound order has been scheduled to a specific node, you can release the inbound order to that node. When you release an inbound order, all of the necessary information (such as ship to address, line item quantity, and carrier service to be used) is sent to the node. Depending on the pipeline, the information may be sent as a release or as a chained order.

**Table 3–45 Release Inbound Order Screen, Release Information**

Fields	
Scheduling Rule	Select the scheduling rule you want to use to schedule the order.
Override Release Date	Check Override Release Date if you want the current release date to be overridden by the date calculated by the rule you have selected.

## 3.38 View Holds

Inbound orders can be placed on hold, preventing them from being processed by certain transactions, and preventing certain modification types from being applied. Using the Applications Manager, you can configure which transactions and modification types are disallowed for an inbound order on a particular hold type. Additionally, hold types can be configured to be applied automatically, for instance on inbound order creation, or upon resolution of another hold. For more information about defining and configuring hold types, see the *Sterling Supply Collaboration: Configuration Guide*.

The inbound order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–46 View Holds Screen, Order Holds**

View Icons	
View History	This icon takes you to the <a href="#">View History</a> screen, where you can view the hold's history.
Action	
Add Holds	This action takes you to the <a href="#">Add Holds</a> screen, where you can add holds to an inbound order.

**Table 3–46 View Holds Screen, Order Holds**

Fields	
Hold Type	The description of the hold.
Hold Status	The status of the hold. Holds can either be in created, resolved, or rejected status.
Hold Comment	The reason for applying this hold to the inbound order, or changing the status of the hold.
Action	Select from the drop-down list the status to which you want to move this hold.
Reason	Enter the reason for changing the status of this hold.

**Table 3–47 View Holds Screen, Resolved Holds**

View Icons	
View History	This icon takes you to the <a href="#">View History</a> screen, where you can view the hold's history.
Fields	
Hold Type	The description of the hold.
Reason	The reason for changing this hold to resolved status.

Click **Save** to update the changes made in the screen, and close it.

### 3.39 Add Holds

You can add a hold to an inbound order, if that hold is not already being applied to the inbound order in *created* or *rejected* status. If you add a hold that was previously applied and now in *resolved* status, it removes that hold from the list of approved holds, and reset its status to *created*. That hold remains its previous history records for that inbound order, and further status modifications are added on to that history.

**Table 3–48 Add Holds Screen, Order Holds**

Fields
--------

**Table 3–48 Add Holds Screen, Order Holds**

Hold Type	Select the hold type you want to apply to the order from the drop-down list.
Reason	Enter the reason for adding this hold to the order.

Click *Save* to close this screen and apply the selected hold to the inbound order.

### 3.40 View History

Every time the status of an inbound order hold changes, useful information regarding the status change is recorded in Selling and Fulfillment Foundation. You can view, in this screen, the history of an inbound order hold.

The inbound order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–49 View History Screen, Order Holds**

Fields	
Hold Type	The hold type for which the history is being displayed.
Date/Time	The date and time when the hold's status changed.
User ID	The user who performed the change on the hold.
Status	The status that the hold was moved to.
Comment	The reason for the hold's creation or status change, if applicable.
Hold Transaction	The transaction responsible for the hold's status change.

### 3.41 Inbound Order Status Breakup

The status breakup enables you to view the status of an inbound order. An inbound order can be in multiple statuses at the same time. For example, one order line can be in Sent to Node status while another order line is in the Backordered status.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–50 Inbound Order Status Breakup Screen, Inbound Order Lines By Status**

Fields	
Line	the order line number.
Release #	The order line release number, if the order line has been released to a node.
Item ID	The item ID.
PC	The item classification such as first quality, second quality, or finished good.
UOM	The line item's unit of measure.
Ship Node	The node that is shipping the order line.
Last Changed On	The date the line last had a status change.
Status	The current status for that part of the order line.
Quantity	The quantity of the line item ordered.
Tag #	The tag number with which the order line is associated. Click the hyperlink to view the tag number details.  <b>Note:</b> This field is only applicable if the item is tag controlled.
ETS	The estimated time of shipment.  To modify, enter the quantity you want to change the estimated time of shipment of in the Quantity field and the new estimated time of shipment in the ETS field.

### 3.42 Inbound Order Charge and Tax Summary

You can view any charges, taxes, and discounts that have been applied to the base amount of an inbound order at both the header and line level.

The order header field descriptions can be referred from the [Inbound Order](#) table.



**Table 3–51 Inbound Order Charge and Tax Summary Screen, Summary**

Fields	
Summary	<p>The summary panel provides the price, discount, charges and taxes for an order and the order line.</p> <p>You can view all of the charges that exist against an order by selecting Overall.</p> <p>You can view only the charges that are still open against the order by selecting Open.</p> <p>You can view only the charges that have been invoiced for the order by selecting Invoiced.</p> <p><b>Important:</b> If you have selected the Overall view, be aware that the amounts displayed are subject to change due to cancellations, over-shipments, over-receipts, and so on.</p>
Price	The price at the header and line levels before any discounts, charges, or taxes have been applied to it.
Discount	Any Discount at the header and line levels. Click the link under the <b>Header</b> level row to view the order charges and select the link under <b>Line</b> level to view the line charges. This link takes you to different screens based on the type of summary selected.
Charges	Any additional charges at the header and line levels. Click the link under the <b>Header</b> level row to view the order charges and select the link under <b>Line</b> level to view the line charges. This link takes you to different screens based on the type of summary selected.
Taxes	Any additional taxes at the header and line levels. Click the link under the <b>Header</b> level row to view the order taxes and select the link under <b>Line</b> level to view the line taxes. This link takes you to different screens based on the type of summary selected.
Totals	The total of Price, Discount, Charges, and Taxes at the header and line levels.

**Table 3–52 Inbound Order Charge and Tax Summary Screen, Line Summary**

Fields	
Line #	The line number. Click this link to view the <a href="#">Inbound Order Line Detail</a> screen.
Item ID	The item ID.
PC	The item classification such as first quality, second quality, or finished good.
UOM	The item's unit of measure.
Quantity	The quantity of the line item that has been ordered.
Unit Price	The price of the line item.
Extended Price	The extended price represents the total of quantity multiplied by the unit price.
Discount	The discount price applied to the associated line. Click the hyperlink to view the <a href="#">Overall Inbound Order Line Charges</a> screen.
Charges	The total charges applied the associated line. Click the hyperlink to view the <a href="#">Overall Inbound Order Line Charges</a> screen.
Tax	The total taxes applied to the order line. Click the hyperlink to view the <a href="#">Overall Inbound Order Line Taxes</a> screen.
Line Total	The total cost of the order line after any additional charges, taxes, and discounts have been applied.

### 3.43 Overall Inbound Order Charges

You can view the header level charges of an order.

**Note:** This window displays all order charges and discount charges against the order header.

The order header field descriptions can be referred from the [Inbound Order](#) table.

*Table 3–53 Overall Order Charges Screen, Charges panel*

Fields	
Charge Category	The name of the charge category.
Charge Name	The name of the charge name.
Charge Amount	The amount of the charge that is applied to the header level.

### 3.44 Overall Inbound Order Taxes

You can view the header level tax information associated with an order.

The order header field descriptions can be referred from the [Inbound Order](#) table.

*Table 3–54 Overall Order Taxes Screen, Taxes*

Fields	
Charge Category	The charge category with which the tax is associated. <b>Important:</b> An order header level tax must be associated with a charge, otherwise it is calculated as 0. <b>Note:</b> An order header level tax cannot be applied to a price value.
Charge Name	The charge name with which the tax is associated. <b>Important:</b> An order header level tax must be associated with a charge, otherwise it is calculated as 0. <b>Note:</b> An order header level tax cannot be applied to a price value.
Charge Amount	The charge amount that is taxed.
Tax Name	The name of the tax. For example, International Tax.
Tax Percentage	The percentage of tax that is applied to the header price.
Tax Amount	The amount of the tax that is applied to the header level.

## 3.45 Overall Inbound Order Line Charges

You can view the header level charges of an order line in this screen.

**Note:** This window displays all order charges and discount charges against the order header.

The order line header field descriptions can be referred from the [Inbound Order Line](#) table.

**Table 3–55 Overall Order Line Charges Screen, Charges panel**

Fields	
Ordered Quantity	The quantity of the line item that has been ordered.
Pricing UOM	The pricing's unit of measure.
Unit Price	The price of the line item.
Extended Price	The total of quantity * unit price.
Charge Category	The name of the charge category.
Charge Name	The name of the charge name.
Per Unit	The amount of the charge applied to an individual line item.
Per Line	The amount of the charge applied to the entire order line.
Charge Amount	The amount of the charge that is applied to the header level.

## 3.46 Overall Inbound Order Line Taxes

You can view the header level tax information associated with an order.

The order header field descriptions can be referred from the [Inbound Order](#) table.

Table 3–56 Overall Order Line Taxes Screen, Taxes

Fields	
Ordered Quantity	The quantity of the line item that has been ordered.
Pricing UOM	The pricing's unit of measure.
Unit Price	The price of the line item.
Extended Price	The total of quantity * unit price.
Apply to Price	Select Apply To Price to create a tax that applies to the unit price of the line <b>Note:</b> A line tax can be applied to either a charge or the price. If you select Apply To Price, charges are not accessible.
Charge Category	The charge category with which the tax is associated. <b>Important:</b> An order header level tax must be associated with a charge, otherwise it is calculated as 0. <b>Note:</b> An order header level tax cannot be applied to a price value.
Charge Name	The charge name with which the tax is associated. <b>Important:</b> An order header level tax must be associated with a charge, otherwise it is calculated as 0. <b>Note:</b> An order header level tax cannot be applied to a price value.
Charge Amount	The charge amount that is taxed.
Tax Name	The name of the tax. For example, International Tax.
Tax Percentage	The percentage of tax that is applied to the header price.
Tax Amount	The amount of the tax that is applied to the header level.

## 3.47 Inbound Order Payment Information

You can view the payment information related to an order.

The order header field descriptions can be referred from the [Inbound Order](#) table details.

**Table 3–57 Inbound Order Payment Information Screen, Payment Information**

Actions	
Add Payment Type	This action takes you to the <a href="#">Add Inbound Order Payment Information</a> screen.
Fields	
Payment Rule	The payment rule used for invoicing, settlement, and collection. For more information about payment rules, see the <i>Sterling Distributed Order Management: Configuration Guide</i> .

### 3.48 Add Inbound Order Payment Information

You can add one or more payment types to collect against an order.

If the payment type selected is in the credit card payment type group, the following fields are displayed:

**Table 3–58 Add Order Payment Information Screen, Credit Card Payment Type**

Fields	
Charge Sequence	When multiple payment types are specified, Charge Sequence specifies the default payment type.  For example, if a Buyer uses a gift certificate and a credit card, by specifying the Charge Sequence of gift certificates as 1 and credits cards as 2, you can collect against any gift certificates before the credit card is collected against.
Credit Card #	Enter the credit card number.
Unlimited Charges	Select the Unlimited Charges if the payment type has no charge limit.
Expiration Date	Enter the expiration date on the credit card.
Max Charge Limit	Enter the maximum amount that can be collected against this payment type.

**Table 3–58 Add Order Payment Information Screen, Credit Card Payment Type**

Fields	
Credit Card Type	Enter the type of credit card, such as VISA or MasterCard.
Name On Card	Enter the name exactly as it appears on the card.
Override Bill To Address	Check this box to override the bill to address on the order. For more information about address details, refer to <a href="#">Table 3–22</a> .

If the payment type belongs to customer account payment type group, the following fields are displayed:

**Table 3–59 Add Order Payment Information Screen, Customer Account Payment Type**

Fields	
Charge Sequence	When multiple payment types are specified, Charge Sequence specifies the default payment type.  For example, if a Buyer uses a gift certificate and a credit card, by specifying the Charge Sequence of gift certificates as 1 and credits cards as 2, you can collect against any gift certificates before the credit card is collected against.
Customer Account #	The Buyer's account number.
Unlimited Charges	Select Unlimited Charges if the payment type has no charge limit.
Customer PO #	The purchase order number placed for the order.
Max Charge Limit	Enter the maximum amount that can be charged against this payment type.
Payment Reference #1	This field can be customized as needed.
Payment Reference #2	This field can be customized as needed.

If the payment type is check or others then both payments fall under the Others payment type group. The field descriptions of both payment types are same.

**Table 3–60 Add Order Payment Information Screen, Check or Other Payment Type**

Fields	
Charge Sequence	When multiple payment types are specified, Charge Sequence specifies the default payment type.  For example, if a Buyer uses a gift certificate and a credit card, by specifying the Charge Sequence of gift certificates as 1 and credits cards as 2, you can collect against any gift certificates before the credit card is collected against.
Payment Reference #1	This field can be customized as needed.
Unlimited Charges	Select Unlimited Charges if the payment type has no charge limit.
Payment Reference #2	This field can be customized as needed.
Max Charge Limit	Enter the maximum amount that can be collected against this payment type.
Payment Reference #3	This field can be customized as needed.

If the payment type selected is in the Stored Value Card (SVC) payment type group, then the following fields are available:

**Table 3–61 Add Order Payment Information Screen, Stores Value Card Payment Type**

Fields	
Stored Value Card #	Enter the Stored Value Card number
Charge Sequence	When multiple payment types are specified, Charge Sequence specifies the default payment type.  For example, if a Buyer uses a gift certificate and a credit card, by specifying the Charge Sequence of gift certificates as 1 and credits cards as 2, you can collect against any gift certificates before the credit card is collected against.
Unlimited Charges	Select Unlimited Charges if the payment type has no charge limit.  This field is not displayed if the ChargeUpToAvailable flag has been enabled in the Applications Manager.
Payment Reference #1	This field can be customized as needed.



**Table 3–61 Add Order Payment Information Screen, Stores Value Card Payment Type**

Fields	
Max Charge Limit	Enter the maximum amount that can be collected against this payment type.
Payment Reference #2	This field can be customized as needed.
Payment Reference #3	This field Can be customized as needed.

Click Save after entering the necessary information for adding a payment type. The [Inbound Order Payment Information](#) screen is populated with the added payment types.

## 3.49 Refund

If the payment rule you are using against this order requires authorization, you can manually refund an amount to be collected with a particular payment type.

**Table 3–62 Refund**

Fields	
Authorization ID	Enter the authorization ID for the refund.
Code	Enter a code for the refund.
Expiration Date	Enter the expiration date for the refund.
Amount	Enter the amount being refunded.

## 3.50 Inbound Order Line Detail

**Table 3–63 Inbound Order Line**











View Icons	
	<b>Releases</b> - This icon takes you to the <a href="#">Inbound Order Releases for Inbound Order Line</a> screen where you can view the list of order releases based on the release number, ship node and status.

Table 3–63 Inbound Order Line

	<b>Instructions</b> - This icon lets you view the <a href="#">Inbound Order Line Instructions</a> screen where you can add, modify or delete the instructions for a order line.
	<b>Kit Components</b> - This icon takes you to the <a href="#">Inbound Order Line Kit Components</a> where you can view the kit components associated with the order line.
	<b>More Addresses</b> - This icon takes you to the <a href="#">More Inbound Order Addresses</a> screen where you can add or modify forwarding address.
	<b>Related Orders</b> - This icon lets you view the Related Order Lines screen. For example you can view the Return Orders created from the order console by clicking this icon.
	<b>Item Attributes</b> - This icon takes you to the <a href="#">Item Attributes</a> screen where you can specify additional attributes for item and delivery.
	<b>Order Line Dates</b> - This icon takes you to the <a href="#">Inbound Order Line Dates</a> screen to view the requested, expected and actual date type for the given order line.
	<b>Inventory Information</b> - This icon takes you to the <a href="#">Inventory Information</a> screen where you can enter the tag identifiers and tag attributes for the order line.
	<b>Receipts</b> - This icon takes you to the <a href="#">Receipt Summary</a> screen to view receipt information for this order.
	<b>Order Line Audits</b> - This icon takes you to the <a href="#">Inbound Order Line Audits</a> screen where you can view the list of audits done for that order line.
<b>Actions</b>	
Unschedule Line	This action unschedules the order line.
Line Availability	This action takes you to the <a href="#">Line Availability</a> screen where you can view the availability of the order line.
<b>Fields</b>	
Order #	The unique identifier of the order. Click this link to view the <a href="#">Inbound Order Detail</a> screen.

**Table 3–63 Inbound Order Line**

Item ID	The product item's ID. Click this link to view the inventory details for the item. For more information about screen reference, see the <i>Sterling Global Inventory Visibility: User Guide</i> .
Description	The description of the item.
Receiving Node	The destination node of the order line.
Document Type	The document type associated with the order line.
Line #	The line number of the order line.
Unit of Measure	The units of measure in which the order line is calculated.
Ship Node	The node from which the order line is carried out.
Line Quantity	The quantity used to measure the ordered item.
Product Class	The item's product class.
Status	The status of the order line. Click this link to view the <a href="#">Inbound Order Line Status Breakup</a> screen.
Requested Delivery Date	The date on which the Buyer wants the order to be delivered.

**Table 3–64 Inbound Order Line Detail Screen, Charges and Taxes**

Fields	
All the fields are tabulated against the overall, open and invoiced prices.	
Extended Price	The total of quantity multiplied by unit price.
Option Price	The price of any additional options associated with the item ordered.
Discount	The discount price applied to the associated line. Click the hyperlink to view the <a href="#">Overall Inbound Order Charges</a> screen.
Charges	The total charges applied the associated line. Click the hyperlink to view the <a href="#">Overall Inbound Order Charges</a> screen.

**Table 3–64 Inbound Order Line Detail Screen, Charges and Taxes**

Fields	
Tax	The total taxes applied to the order line. Click the hyperlink to view the <a href="#">Overall Inbound Order Charges</a> screen.
Totals	The total amount of the associated line after any charges and taxes have been applied.

The Ship To and Forward To panels display the shipping and the forwarding address. For modifying the addresses, refer to the [Ship To](#) and the [Forward To](#) table descriptions.

**Table 3–65 Inbound Order Line Detail Screen, Additional Attributes**

Fields	
Carrier/Service	The carrier (such as UPS) and service (such as Ground or Next Day Air) for the inbound order line. This field can be modified.
Carrier Account #	The carrier's account number.
Shipping Paid By	The organization that pays for shipping the inbound order line. This field can be modified.
Freight Terms	The freight terms used by the carrier. This field can be modified.
Packlist Type	The packlist type. This field can be modified.
Department Code	This field can be customized as needed. This field can be modified.
Requested Ship Date	The date the inbound order must ship.
Reservation ID	If the line is being reserved, an ID for the reservation is displayed.
Unit Price	The unit price. This field can be modified.
Minimum Fill Quantity	The quantity of the inbound order line item that must be scheduled from a single node for the line to begin shipping. For example, if there are 4 items in the inbound order line and the Minimum Fill Quantity has been set to 3, the inbound order line can begin shipping once 3 items have been scheduled to the inbound order.  This field can be modified.

**Table 3–65 Inbound Order Line Detail Screen, Additional Attributes**

Fields	
Distribution Group	The distribution group used for ship node determination. For more information about distribution rules, see the <i>Sterling Distributed Order Management: Configuration Guide</i> . This field can be modified.
Requested Cancel Date	The date the inbound order should be cancelled if not fulfilled.
Line Type	This field can be customized as needed. This field can be modified.
Shipped Quantity	The quantity shipped.
Received Quantity	The quantity received.
Fulfillment Type	The fulfillment type. This field can be modified.

**Table 3–66 Inbound Order Line Detail Screen, Delivery Attributes**

Field	Description
Delivery Method	The method in which this order line reaches its final destination: <ul style="list-style-type: none"> <li>• Delivery - specialized carrier services, such as piano movers.</li> <li>• Pickup - hold items for the customer to retrieve.</li> <li>• Shipping - typical carrier services, such as UPS.</li> </ul>
Carrier Account #	The Carrier organization's account number with your organization.
Associated Delivery Line Number	The line number and link to the associated delivery service order line, if applicable.
Shipping Paid By	The organization that pays for shipping the order line.
Carrier/Service	The carrier (such as UPS) and service (such as Ground or Next Day Air) for the order line.
Freight Terms	The freight terms used by the carrier.

## 3.51 Inbound Order Releases for Inbound Order Line

If some or all of the line has been released, you can view a list of releases including the line.

**Table 3–67 Inbound Order Line**

Fields	
Order #	The unique identifier of the order. Click this link to view the <a href="#">Inbound Order Detail</a> screen.
Item ID	The product item's ID. Click this link to view the inventory details for the item. For more information about screen reference, see the <i>Sterling Global Inventory Visibility: User Guide</i> .
Description	The description of the item.
Receiving Node	The destination node of the order line.
Line #	The line number of the order line.
Unit of Measure	The units of measure in which the order line is calculated.
Ship Node	The node from which the order line is carried out.
Line Quantity	The quantity used to measure the ordered item.
Product Class	The item's product class.
Status	The status of the order line. Click this link to view the <a href="#">Inbound Order Line Status Breakup</a> screen.
Requested Delivery Date	The date on which the Buyer wants the order to be delivered.

**Table 3–68 Inbound Order Releases for Inbound Order Line Screen, Inbound Order Releases**

Action	
View Details	This action takes you to the <a href="#">Inbound Order Release Details</a> screen for the selected order lines.
Fields	
Release #	The line release number. Click this link to view the <a href="#">Inbound Order Release Details</a> screen.

**Table 3–68 Inbound Order Releases for Inbound Order Line Screen, Inbound Order Releases**


Ship Node	The node that is shipping the order release. Click this link to view the Ship Node Details screen.
Requested Ship Date	The date on which the Buyer wants the order release to be shipped.
Status	The current status of the order release. Click this link to view the <a href="#">Inbound Order Release Status Breakup</a> screen.

## 3.52 Inbound Order Line Instructions

You can add special instructions, such as packaging or handling instructions, to a specific line item.

For the order line panel field value descriptions, refer to [Inbound Order Line](#) table descriptions.

**Table 3–69 Instructions**

<b>Action</b>	
Delete Instruction	This action enables you to delete the selected instructions. Upon clicking this action, an alert window appears to confirm the deletion of instructions.
<b>Fields</b>	
Instruction Type	The type of instruction, such as Gift, Pick, Pack, Ship, or Other.
Text	The specific instructions to be performed on the order.  Specify the instruction URL next to the  icon.

## 3.53 Inbound Order Line Kit Components

If the order line item is a kit item. You can view the component items that make up the kit in the screen.

For the order line panel field value descriptions, refer to [Inbound Order Line](#) table descriptions.

**Table 3–70 Kit Components**

Fields	
Item ID	The kit item's ID. Click this link to view the ship node details. For more information about this screen, see the <i>Sterling Global Inventory Visibility: User Guide</i> .
PC	The kit item's classification such as first quality, second quality, or finished good.
UOM	The kit item's unit of measure.
Description	A brief description of the kit item.
Qty Per Kit	The quantity of the item per one kit.
Component Quantity	The total quantity of components in the order line.

## 3.54 Item Attributes

You can add item classifications and additional item attributes in this screen.

For the order line panel field value descriptions, refer to [Inbound Order Line](#) table descriptions.

**Table 3–71 Item Attributes Screen, Item Attributes**

Fields	
Classifications	This panel is described in the <a href="#">Item Attributes Screen, Classifications</a> table.
Other Attributes	This panel is described in the <a href="#">Item Attributes Screen, Other Attributes</a> table.
Customer Item	The customer's item ID.
Customer Item Description	The customer's item description.
Manufacturer Item	The manufacturer's item ID.
Manufacturer Item Description	The manufacturer's item description.



**Table 3–71 Item Attributes Screen, Item Attributes**

Fields	
Supplier Item	The supplier's item ID.
Supplier Item Description	The supplier's item description.

**Table 3–72 Item Attributes Screen, Classifications**

Fields	
NMFC Class	The NMFC Class.
NMFC Code	The NMFC code.
NMFC Description	The NMFC description.
ISBN	The ISBN number.
Harmonized Code	The harmonized code.
Tax Product Code	The tax product code.
ECCN No	The ECCN number.
Schedule B Code	The schedule B code.
UPC Code	The UPC code.

**Table 3–73 Item Attributes Screen, Other Attributes**

Fields	
Country of Origin	The country the item is manufactured in.
Import License No	The import license number.
Import License Validity	The date the import license is valid through.
Product Line	The product line.
Manufacturer	The item's manufacturer.
Unit Cost	The manufacturer's price per unit.
Item Weight	The item's weight.
Item Weight UOM	The weight unit of measure used for the item.

## 3.55 Inbound Order Line Dates

You can enter new custom dates for the order line in this screen.

For the order line panel field value descriptions, refer to [Inbound Order Line](#) table descriptions.

**Table 3–74 Dates**

Field	
Date Type	The custom date type.
Requested	The date this date type has been requested to be met.
Expected	The date this date type is expected to be met.
Actual	The date this date type is to be met.

## 3.56 Inventory Information

You can view an order line's segment information in this screen. Also, if the order line item is tag-controlled, you can view and modify the line item's tag attributes.

For the order line panel field value descriptions, refer to [Inbound Order Line](#) table descriptions.

**Table 3–75 Inventory Information Screen, Inventory Information**

Fields	
Segment Type	The segment type with which the order line is associated.
Segment	The identifier of the segment with which the order line is associated.
Serial #	The order line item's serial number.  <b>Note:</b> This field appears only if the item is defined as having serial numbers tracked in inventory. For more information about serial-tracked items, see the <i>Catalog Management: Configuration Guide</i> .

Table 3–75 Inventory Information Screen, Inventory Information

Fields							
Tag Identifiers	<p>Displays the unique tag identifiers you have specified for the item (for example, Lot #).</p> <p><b>Note:</b> This field appears only if the item is defined as being always or sometimes tag-controlled. For more information about tag-controlled items, see the <i>Catalog Management: Configuration Guide</i>.</p> <table border="1"> <tr> <td>Lot #</td> <td>Enter the Lot number associated with this tag identifier.</td> </tr> <tr> <td>Batch #</td> <td>Enter the Batch number associated with this tag identifier.</td> </tr> <tr> <td>Revision #</td> <td>Enter the Revision number associated with this tag identifier.</td> </tr> </table>	Lot #	Enter the Lot number associated with this tag identifier.	Batch #	Enter the Batch number associated with this tag identifier.	Revision #	Enter the Revision number associated with this tag identifier.
Lot #	Enter the Lot number associated with this tag identifier.						
Batch #	Enter the Batch number associated with this tag identifier.						
Revision #	Enter the Revision number associated with this tag identifier.						
Tag Attributes	<p>Displays any descriptive identifiers you have specified (for example, Manufacture Date).</p> <p><b>Note:</b> This field appears only if the item is defined as being always or sometimes tag-controlled. For more information about tag-controlled items, see the <i>Catalog Management: Configuration Guide</i>.</p> <table border="1"> <tr> <td>Lot Key Reference</td> <td>Enter the Lot key reference associated with this tag attribute.</td> </tr> <tr> <td>Manufacturing Date</td> <td>Enter the manufacturing date for this tag attribute.</td> </tr> <tr> <td>Lot Attribute 1</td> <td>Enter the lot attribute 1 with this tag attribute.</td> </tr> </table>	Lot Key Reference	Enter the Lot key reference associated with this tag attribute.	Manufacturing Date	Enter the manufacturing date for this tag attribute.	Lot Attribute 1	Enter the lot attribute 1 with this tag attribute.
Lot Key Reference	Enter the Lot key reference associated with this tag attribute.						
Manufacturing Date	Enter the manufacturing date for this tag attribute.						
Lot Attribute 1	Enter the lot attribute 1 with this tag attribute.						

### 3.57 Inbound Order Line Audits

You can view audits logged against an Order line. An audit is logged against an Order line when any type of modification is made to the Order line.

The order line panel field level descriptions can be referred from [Inbound Order Line](#) table descriptions.

**Table 3–76 Inbound Order Line Audits Screen, Inbound Order Line Audits**

<b>Action</b>	
View Details	This action takes you to the <a href="#">Inbound Order Audit Details</a> screen for the selected order lines.
<b>Fields</b>	
Audit #	The audit identification number. Click the audit identification number to view the <a href="#">Inbound Order Audit Details</a> screen.
Date	The date and time the modification was carried out.
Modified By	The user that performed the modification.
Reason	The reason the modification occurred and additional information explaining the modification entered by the user.
Modification type	The type of modification performed.


## 3.58 Inbound Order Line Instructions

You can view information related to the personalization of a line, such as the attachment of a gift message or the style of wrapping paper to be used when packing an item.


**Table 3–77 Instructions**

<b>Action</b>	
Delete Instruction	This action enables you to delete the selected instructions. Upon clicking this action, an alert window appears to confirm the deletion of instructions.
<b>Fields</b>	

**Table 3–77 Instructions**

Instruction Type	The type of instruction, such as Gift, Pick, Pack, Ship, or Other.
Text	The specific instructions to be performed on the order.  Specify the instruction URL next to the  icon.

You can also use the Instructions window for:

- Adding an Instruction - Select the  icon to add the instruction lines and enter the relevant information in the fields as discussed in the [Inbound Order Instructions](#) table.

Modify an Instruction - The information in the Order Instructions screen can be modified by entering the modified information and selecting **Save**.

## 3.59 Add Kit Line

You can add logical kits in this screen. Select **Add Logical Kit** in the order line panel of the [Inbound Order Detail](#) screen.

**Table 3–78 Add Kit Line Screen, Inbound Order Line**

Fields	
Order #	The order number. Click this link to view the <a href="#">Inbound Order Detail</a> screen.
Item ID	Enter the item ID for adding a logical kit.
Unit of Measure	Select the unit of measure.
Product Class	Select the product class.
Line Quantity	Enter the line quantity.
Description	Enter the description of the item
Receiving Node	Enter the node that is receiving the product.
Ship Node	Enter the node that is shipping the product.
Requested Delivery Date	Enter the requested delivery date.

**Table 3–79 Add Kit Line Screen, Kit Components**

Field	Description
Item ID	Enter the items that make up the kit.
PC	Select the kit component's product class.
UOM	Select the kit component's unit of measure.
Description	Enter a brief description of the kit component.
Quantity	Enter the quantity of the kit component in the kit.

## 3.60 Create Dependency

You can create a shipping dependency between two or more order lines. A line dependency indicates whether order lines are shipped together, delivered together, or both.

**Note:** You can only create one level of dependency through the user interface.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–80 Create Dependency Screen, Dependent Order Lines**

Fields	
Parent	Select the order line to be identified as the parent line. All other lines in the dependency are dependent on this line. No shipment or delivery (depending on the dependency type) can be made for any of the dependent lines until the parent line is fulfilled according to its minimum fill quantity.
Line	The order line number.
Item ID	The item ID.
PC	The product class.
UOM	The order line item's unit of measure.
Description	A description of the order line item.

**Table 3–80 Create Dependency Screen, Dependent Order Lines**

Fields	
Recv Node	The node the order line is received at.
Ship Node	The node the order line is shipped from.
Ship Date	The date the order line is shipped.
Line Qty	The quantity of the line item. <b>Note:</b> Entering 0 indicates a quantity of zero. Leaving this field blank indicates you want to ignore the line.
Amount	The cost of the order line.
Status	The order line status.

The dependency properties are specified in the following table:

**Table 3–81 Create Dependency Screen, Dependency Properties**

Fields	
Ship Together	Select ship together if you want all of the dependent order lines to be shipped at the same time as the parent order line.
Deliver Together	Select Deliver Together if you want all of the dependent order lines to be delivered at the same time as the parent order line.
Merge Node	If you have order lines coming from multiple nodes and want to consolidate them into one load, enter a node at which you want all of the dependent order lines to be consolidated with the parent order line. <b>Note:</b> Merge Node is only relevant in a Deliver Together dependency.

Once the details are entered select the **Create Dependency** button and you are returned to the Order Detail screen. The parent and child order line now have a dependency icon before the Line #.

## 3.61 Item Substitution

You can substitute items for an existing inbound order line item. For example, if the customer has an item on backorder and they would

rather get another similar item instead of waiting, you may substitute the existing inbound order line item with the new item.

**Note:** An item must be associated with other items as configured in the Catalog Management application in the Applications Manager to perform a substitution. For more information about configuring item substitutions, refer to the *Catalog Management: Configuration Guide*.

**Table 3–82 Item Substitution**

Field	Description
Purchase Order Line	
Order #	The inbound order the order line is associated with.
Line #	The inbound order line number.
Line Quantity	The quantity of the inbound order line item ordered.
Item ID	The item ID.
UOM	The line item's unit of measure.
Product Class	The item classification such as first quality, second quality, or finished good. Orders are placed for a particular classification.
Description	A brief description of the line item.
Status	The current status of the inbound order line.
Receiving Node	The node that receives the shipped inbound order line.
Ship Node	The node that is shipping the inbound order.
Requested Delivery Date	The date on which the Buyer wants the inbound order line to be delivered.
Substitution Items	
Status	If you want to substitute only the quantity of a line that is in a certain status, choose the appropriate status here and choose the GO button.
Quantity	The line quantity of the ordered item.
Quantity To Substitute	Enter the quantity of items you want to substitute and choose the GO button.



**Table 3–82 Item Substitution**

Field	Description
Item ID	The substitution item's item ID.
PC	The substitution item's product class.
UOM	The substitution item's unit of measure.
Description	A description of the substitution item.
Associated Qty	The quantity that has been configured for the associated item in the Applications Manager.
Substitution Qty	The quantity of the new inbound order line if you choose to substitute with this item.

## 3.62 Line Availability

This screen provides the availability of the product line. It also provides an expected delivery date along with any constraints that are present in the order.

The order panel field level descriptions can be referred from [Inbound Order](#) table.

The following table enables you to fine-tune your shipping preferences. Enter the appropriate search criteria in the following fields and choose the Search button.

**Table 3–83 Line Availability Screen, Order Lines Being Shipped**

Action	
Schedule	This action schedules the order line shown in the shipment panel.
Fields	
Optimize On	<ul style="list-style-type: none"> <li>Date - Finds the best options for shipping the product as early as possible.</li> <li>Number of Shipments - Finds the best options for minimizing the number of shipments.</li> </ul>
Delay Window	Enter any delay against the delivery date that can be accepted for adequate sourcing, if applicable.





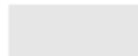
**Table 3–83 Line Availability Screen, Order Lines Being Shipped**

Distribution Rule	Select the distribution rule you want to use for locating the ship nodes the line item ID can be sourced from, if applicable.
SCAC And Service	Select the carrier service you want to use, if applicable.

The Order Lines Being Delivered panel displays the shipment information for each set of items that share the same ship node address and the same delivery address. The following shipment and delivery information is displayed in the Order Lines Being Delivered or Order Lines Being Shipped panels.

The shipment and delivery title bar displays the shipment and delivery number within the set and the date the delivery is expected to be shipped. The icons placed in the calendar is also explained in the following table:

**Table 3–84 Line Availability Screen, Shipment or Delivery**

View Icons	
	This icon signifies the product availability date.
	This icon signifies the expected ship date
	This icon signifies the expected delivery date.
	This icon specifies that the line has some associated constraints.
	This icon specifies the line's non working days.
Fields	
Line	The order line number. Click this link to view the associated <a href="#">Inbound Order Line Detail</a> screen.
Item ID	The item ID of the product or delivery item.

**Table 3–84 Line Availability Screen, Shipment or Delivery**

Quantity	The line quantity of the ordered item.
Calendar	The calendar shows the days the item is available for shipping or delivery.

The unschedulable order lines are represented in the following table if they cannot be scheduled for any reason.

**Table 3–85 Line Availability Screen. Unschedulable Order Lines**

Fields	
Line	The order line number.
Item ID	The item ID of the product or delivery item.
PC	The item's product class.
UOM	The item's unit of measure.
Quantity To Schedule	The line quantity of the ordered item.
Reason	The condition that prevents the item from being schedulable.

### 3.63 Inbound Order Line Status Breakup

You can view the order line's breakup by status.

The order line panel field level descriptions can be referred from [Inbound Order Line](#) table descriptions.

**Table 3–86 Inbound Order Line Status Breakup Screen, Status Breakup**



Fields	
Release #	The line release number.
Ship Node	The node that is shipping the order line.
Receiving Node	The node that is receiving the order line.
Last Changed On	The date the status was last changed.
Status	The current status of the order line.

**Table 3–86 Inbound Order Line Status Breakup Screen, Status Breakup**

ETS	The estimated date the order line is to be shipped.
Quantity	The quantity of the order line item ordered.
Tag #	If the item is tag controlled and tag details were requested for the order, the tag number associated with the order line is displayed.
ETD	The estimated time the order line is to be delivered.

### 3.64 Organization Details

**Table 3–87 Organization Details Screen, Organization Information**

Fields	
Organization Code	The code that identifies the organization.
Organization Name	The name of the organization.
DUNS Number	The unique nine-digit identification sequence which provides unique identifiers of single business entities. Selling and Fulfillment Foundation does not associate any logic with the DUNS number.
Account Number With Hub	If the organization is not the Hub, the account number that the organization has with the Hub.
Primary Enterprise	The primary enterprise of the organization.
Primary URL	Enter the URL of the organization's Internet address, if applicable.
<b>Primary Contact Address</b>	
This inner panel displays the current primary contact address for this organization. Click  to view the <a href="#">Primary Contact Address</a> screen.	
<b>Corporate Address</b>	
This inner panel displays the current corporate address for this organization. Click  to view the <a href="#">Corporate Address</a> screen.	

## 3.65 Primary Contact Address

*Table 3–88 Primary Contact Address*

Fields	
First Name	The primary contact's first name.
Middle Name	The primary contact's middle name.
Last Name	The primary contact's surname.
Company	The primary contact's company.
Day Time Phone	The primary contact's day time phone number.
Evening Phone	The primary contact's evening phone number.
Mobile Phone	The primary contact's mobile phone number.
Fax	The primary contact's fax number.
E-Mail	The primary contact's e-mail address.
Address Line 1	The primary contact's first address line.
Address Line 2	The primary contact's second address line, if applicable.
Address Line 3	The primary contact's third address line, if applicable.
Address Line 4	The primary contact's fourth address line, if applicable.
Address Line 5	The primary contact's fifth address line, if applicable.
Address Line 6	The primary contact's sixth address line, if applicable.
City	The primary contact's city.
State	The primary contact's state.
Postal Code	The primary contact's postal code.
Country	The primary contact's country.

## 3.66 Corporate Address

*Table 3–89 Corporate Address*

Fields	
First Name	The first name.
Middle Name	The middle name.
Last Name	The surname.
Company	The company.
Day Time Phone	The day time phone number.
Evening Phone	The evening phone number.
Mobile Phone	The mobile phone number.
Fax	The fax number.
E-Mail	The e-mail address.
Address Line 1	The first address line.
Address Line 2	The second address line, if applicable.
Address Line 3	The third address line, if applicable.
Address Line 4	The fourth address line, if applicable.
Address Line 5	The fifth address line, if applicable.
Address Line 6	The sixth address line, if applicable.
City	The city.
State	The state.
Postal Code	The postal code.
Country	The country.

## 3.67 Inbound Order Alerts

The order header field descriptions are explained in the [Inbound Order](#) table.

**Table 3–90 Inbound Order Alerts Screen, Alerts**

<b>Actions</b>	
View Details	This action takes you to the order alert detail screen where you can view the details of the order alert. For more information about order alerts, see the <i>Selling and Fulfillment Foundation: Application Platform User Guide</i> .
<b>Fields</b>	
Alert ID	The alert ID. Click this link to view the alert details.
Type	The type of alert raised. For example, ON_FAILURE or FAILED_AUTH.
Description	A brief description of the alert.
Queue	The queue the alert has been assigned to.
Priority	The alert priority.
Owner	The user who is handling the alert.
Raised On	The date the alert was raised.

## 3.68 Inbound Order Releases for Inbound Order

You can view the individual releases that have been sent to the nodes scheduled to fulfill an order.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–91 Inbound Order Releases for Inbound Order Screen, Inbound Order Releases**

<b>Actions</b>	
View Details	This action takes you to the <a href="#">Inbound Order Release Details</a> screen where you can view the details of the order releases.
<b>Fields</b>	
Release #	The release number. Click this link to view the order release details.
Ship Node	The ship node the order has been released to. Click this link to view the Ship Node Detail screen.

**Table 3–91 Inbound Order Releases for Inbound Order Screen, Inbound Order Releases**

Requested Ship Date	The date on which the Buyer wants the order release to be shipped.
Status	The current status of the order release.

### 3.69 Inbound Order Release Status Breakup

You can view a release’s breakup by status.

The order release header panel can be referred from the [Inbound Order Release](#) table.

**Table 3–92 Inbound Order Release Status Breakup Screen, Inbound Order Release by Status**






Fields	
Line #	The order release line number. Click this link to view the <a href="#">Inbound Order Line Detail</a> screen.
Item ID	The item ID.
PC	The item classification such as first quality, second quality, or finished good.
UOM	The line item’s unit of measure.
Ship Node	The node that is shipping the order line.
Last Changed On	The date the line last had a status change.
Status	The current status for that part of the order line.
Quantity	The quantity of the line item ordered.
Tag #	The batch with which the order line is associated. <b>Note:</b> This field is only applicable if the item is lot controlled.
ETS	The estimated time of shipment. To modify, enter the quantity you want to change the estimated time of shipment of in Quantity and the new estimated time of shipment in ETS.



## 3.70 Inbound Order Release Details

The order release details screen lets you create shipments, view shipments, backorder items and view associated addresses and dates.

**Table 3–93 Inbound Order Release**

View Icons	
	<b>Shipments</b> - This icon takes you to the <a href="#">Inbound Order Shipments</a> screen where you can view the shipment details of the order release.
	<b>More Addresses</b> - This icon takes you to the <a href="#">More Inbound Order Addresses</a> screen where you can add or modify order releases addresses.
	<b>Notes</b> - This icon lets you view the <a href="#">Inbound Order Notes</a> screen where you can add the notes for an order release.  If notes have been added, the  icon is displayed instead.
	<b>Order Release Dates</b> - This icon takes you to the <a href="#">Inbound Order Dates</a> screen to view the requested, expected and actual date type for the given order.
Actions	
Back Order	This action lets you backorder the selected order releases.
Create Shipment	This action lets you create shipments for the order releases. Upon clicking this action you are taken to the Shipment details screen where you can enter the shipment details and click Save to create the shipment.
Report / Record Receipt	This action takes you to the <a href="#">Receive</a> screen.
Fields	
Enterprise	The Enterprise associated with the order release.
Buyer	The Buyer organization that placed the order.
Seller	The Seller organization that is handling the order.
Order #	The order that the release belongs to.
Status	The current status of the release.

**Table 3–93 Inbound Order Release**

Created On	The date the release was created.
Order Type	This field can be customized as needed.
Release #	The release number.
Ship Advice #	The ship advice number.

**Table 3–94 Inbound Order Release Details Screen, Additional Attributes**

Fields	
Ship Node	The node the order return has been released to.
Receiving Node	The node that receives the shipped order (if release is being shipped).
Packlist Type	The packlist type (if release is being shipped).
Requested Delivery Date	The date on which the Buyer wants the order release to be delivered (if release is being shipped).
Requested Ship Date	The date on which the Buyer wants the order release to be shipped (if release is being shipped).
Ship Together	Indicates whether an order line dependency has been created for the release lines to be shipped together (if release is being shipped). For more information about order line dependencies, see create dependency screen.
Ship Line Complete	Indicates whether or not the entire line must be shipped together or as items become available (if release is being shipped).
Merge Node	If order lines are coming from multiple nodes and are being consolidated them into one load, this field displays the node at which all of the dependent order lines are consolidated with the parent order line (if release is being shipped).
Carrier/Service	The carrier and carrier service used for shipping the order (if release is being shipped).
Carrier Account #	The Carrier organization's account number with your organization (if release is being shipped).

**Table 3–94 Inbound Order Release Details Screen, Additional Attributes**

Fields	
Shipping Paid By	The organization that pays for shipping the order line (if release is being shipped).
Freight Terms	The freight terms used by the carrier (if release is being shipped).

The Ship To panel can be used to edit the shipping addresses. For more information about the panel details, refer to [Ship To](#) table.

**Table 3–95 Inbound Order Release Details Screen, Order Release Lines**

Action	
View Details	This action takes you to the <a href="#">Inbound Order Line Detail</a> screen.
Fields	
Line	The order release line number. Click this link to view the <a href="#">Inbound Order Line Detail</a> screen.
Item ID	The item ID.
PC	The item classification such as first quality, second quality, or finished good.
UOM	The item's unit of measure.
Description	A description of the item.
Line Qty	The amount of line items that have not yet been scheduled and released. <b>Note:</b> Entering 0 indicates a quantity of zero. Leaving this field blank indicates you want to ignore the line.
Status	The current status of the order line. Click this link to view the <a href="#">Inbound Order Release Status Breakup</a> screen.

### 3.71 Receiving Discrepancies

You can record any discrepancies found when receiving an order. For example, if you discover broken items, overages, or shortages, you can account for those discrepancies and categorize those situations.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–96 Manage Order Receiving Discrepancies**

Fields	
Shipment #	The shipment number associated with the discrepancy.
Line	The line associated with the discrepancy.
Item ID	The item ID associated with the discrepancy.
Product Class	The product class associated with the discrepancy.
Unit of Measure	The unit of measure associated with the discrepancy.
Discrepancy Type	The type of discrepancy, for example, shortage.
Discrepancy Quantity	The quantity of the line's discrepancy.
Discrepancy Reason	The reason for the discrepancy. If multiple reasons are applicable for a single line, the line can be split.
Reason Quantity	The quantity associated with the Discrepancy Reason. The sum of the Reason Quantity entries should equal the value of the Discrepancy Quantity.

## 3.72 Inbound Order Shipments

You can view a more consolidated view of the order shipment information by selecting the drop-down menu next to the displayed screen name.

The order header field descriptions can be referred from the [Inbound Order](#) table.

**Table 3–97 Inbound Order Shipments Screen, Shipments**

Action	
View Details	This action takes you to the Shipment Details screen where you can view the details about the selected shipment.
Fields	
Shipment #	The shipment number. Click this link to view the Shipment Details screen.
Shipper's Ref. #	The shipment company's shipment reference identifier.

**Table 3–97 Inbound Order Shipments Screen, Shipments**

Expected Ship Date	The date the shipment is expected to ship.
Ship Mode	The ship mode used to ship the order.
Ship Node	The ship node shipping the order.
Recv Node	The node receiving the order.
Status	The shipment status.

### 3.73 Inbound Order Instructions

**Table 3–98 Instructions Fields**

Field	Description
Purchase Order	
Enterprise	The Enterprise associated with the inbound order.
Buyer	The Buyer organization that placed the inbound order.
Seller	The Seller organization that is handling the inbound order.
Order #	The inbound order number.
Status	The current status of the inbound order. If a lock icon appears here, the inbound order is on hold.
Order Date	The date the inbound order was placed.
Order Type	This field can be customized as needed.
Carrier/Service	The carrier (such as UPS) and service (such as Ground or Next Day Air) for the inbound order. <b>Note:</b> You can modify this field.
Requested Delivery Date	The date on which the Buyer wants the inbound order to be shipped.
Instructions	
Instruction Type	The instruction classification, such as Gift, Pick, Pack, Ship, or Other.
Text	The specific instructions.

## 3.74 Authorize

*Table 3–99 Authorize*

Field	
Authorization ID	The authorization ID.
Code	The authorization code.
Expiration Date	The date the payment must be collected by before the amount has to be manually authorized again.
Amount	The amount to authorize.

## 3.75 Charge

*Table 3–100 Charge*


Fields	
Authorization ID	The authorization ID.
Code	The authorization code.
Expiration Date	The date the payment type must be charged by before the amount has to be manually charged again.
Amount	The amount to charge.

## 3.76 Receive

*Table 3–101 Receive Screen, Shipment*

Fields	
Receipt #	The receipt number associated with the receipt.
Shipment #	The shipment number associated with the receipt.
Enterprise	The enterprise associated with the shipment.
Buyer	The buyer associated with the receipt.
Seller	The seller associated with the receipt.
Receipt Start Date	The receipt start date.
Receiving Node	The node that received shipment.
Receipt Status	The receipt status.
Receipt Open	Indicates whether or not the receipt is open or closed.
No Of Pallets	The number of pallets.
No Of Cartons	The number of cartons.

*Table 3–102 Receive Screen, Lines to Receive*

Fields	
Tag Details	Click on the  icon, to view and hide tag details. The lot number associated with the tag is displayed, if applicable.

**Table 3–102 Receive Screen, Lines to Receive**

Shipment Line	The shipment line number.
PO #	The purchase order number to which the shipment belongs to.
Release #	The order release number to which the shipment belongs to.
Item ID	The item you are receiving is displayed.
Unit Of Measure	The item's unit of measure.
Product Class	The shipment line item's product class.
Total Quantity	The total quantity contained in the shipment line.
Received Quantity	The total quantity received in the shipment line.
Disposition Code	The disposition code is automatically populated by the system from the receiving rules. Modify the disposition code, if applicable.
Quantity To Be Received	Enter the quantity to be received in the shipment line.

## 3.77 UnReceive

**Table 3–103 Receipt Adjustment, UnReceive**



Fields	
Document Type	Select the appropriate document type. Valid values include Purchase Order and Transfer Order.
Node	Select the node associated with the receipt. The node automatically populates based on the user.
Enterprise	Select the enterprise associated with the receipt you are adjusting.
Receipt #	Enter the receipt number to adjusting receipt against. Choose the field and lookup option to find the specific Receipt you want to use.



**Table 3–103 Receipt Adjustment, UnReceive**

Fields	
Pallet ID	Enter the LPN corresponding to the pallet that you want to adjust receipt of, if applicable. This filters the receipt details in the Adjust Receipt window.
Case ID	Enter the LPN corresponding to the case that you want to adjust receipt of, if applicable. This filters the receipt details in the Adjust Receipt window.
Item ID	Enter the item associated with the receipt that you are adjusting receipt of, if applicable. This filters the receipt details in the Adjust Receipt window. Choose the field and lookup option to find the specific Item you want to use.
Product Class	Select the product class associated with the receipt, if applicable. This filters the receipt details in the Adjustment Details panel.
Unit of Measure	Select the UOM associated with the receipt, if applicable. This filters the receipt details in the Adjust Receipt window.
Serial #	Enter the serial number associated with the receipt, if applicable. This filters the receipt details in the Adjust Receipt window.

### 3.78 View Dependency

If an order line has dependency on another line, you can view the dependency details. Select the child or parent dependency icons (  ,  ) shown in the order lines panel of the [Inbound Order Detail](#) screen to view the dependency details.

The parent order line panel field level definitions can be referred from [Inbound Order Line](#) table descriptions.

**Table 3–104 View Dependency Screen, Dependent Order Lines**

<b>Action</b>	
Break Dependency	This action breaks the dependency of the selected child order lines with the parent order line.
<b>Fields</b>	
Line	The order line number.
Item ID	The item ID.
PC	The product class.
UOM	The order line item's unit of measure.
Description	A description of the order line item.
Recv Node	The node the order line is received at.
Ship Node	The node the order line is shipped from.
Ship Date	The date the order line is shipped.
Line Qty	The quantity of the line item. <b>Note:</b> Entering 0 indicates a quantity of zero. Leaving this field blank indicates you want to ignore the line.
Amount	The cost of the order line.
Status	The order line status.
Dependency Properties	The dependency properties that were defined while creating the dependency can be modified in this screen. Refer to the " <a href="#">Create Dependency Screen, Dependency Properties</a> " table.

### 3.79 Modification Reason

When you modify any information in the order console screen and click Save, the modification reason window pops open for you to select the reason code and enter a reason text.

# 4

## Create Inbound Shipment Screens

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Shipments (ASN) are transmitted to warehouses through EDI downloads, fax, or e-mail, and also when a trailer arrives with no prior notice.

The shipment entry console enables you to manually create shipments from fax, e-mail or telephone conversations, and also for those trailers that arrive with no prior notice.

The Shipment Entry screen enables you to create an inbound shipment.

### 4.1 Shipment Entry

Use this screen to create an inbound shipment.

*Table 4–1 Shipment Entry*

<b>Actions</b>	
Supervisory Overrides	This action takes you to the <a href="#">Shipment Supervisory Overrides</a> screen where you can set up supervisory overrides for an inbound shipment.
<b>Fields</b>	
Document Type	Select the document type associated with the shipment you are creating for. Valid values are 'Purchase Order' or 'Transfer Order'. For an outbound shipment, valid value is 'Sales Order'
Receiving Node	The receiving node where the receipt is being performed.  This is automatically populated by the system based on the user profile.

**Table 4–1 Shipment Entry**

Enterprise	Select the enterprise associated with the shipment you are creating for, if applicable.
Shipment #	Enter the shipment number for the shipment you are creating, if applicable. A unique number is automatically generated by the system, if number is not specified.
Ship Node	Enter the shipping node associated with the shipment. This represents the seller's ship node.
Buyer	Enter the buyer associated with the shipment you want to create, if applicable.
Seller	Enter the seller associated with the shipment you want to create.
PO #	Enter the purchase order number associated with the shipment.
Release#	Enter the release number of the order against which the shipment is being created, if applicable.
Pro#	Enter the PRO number assigned by the carrier to track the shipment you are creating, if applicable.
Carrier/Service	Select the carrier service availed for transporting the shipment, if applicable.
BOL#	Enter the bill of lading number of the shipment you are creating, if applicable.
Trailer#	Enter the trailer number of the shipment you are creating, if applicable.

Click Create Shipment to create an inbound order shipment. For more information, see the *Sterling Warehouse Management System: User Guide*.

## 4.2 Shipment Supervisory Overrides

Use this screen to set up supervisory overrides for an inbound shipment.

**Table 4–2 Shipment Supervisory Overrides**

Fields	
Override Shipment Entry	Select this check box to override shipment entry.
Do not verify Pallet Content	Select this check box to skip pallet content verification for the shipment.
Do not verify Case Content	Select this check box to skip case content verification for the shipment.
Suppress Overage Check	Select this check box to suppress overage check.
Allow receiving unexpected Items on Shipment	Select this check box to allow receiving of unexpected items in the shipment.

Click OK.



## Inbound Shipment Console Screens

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This chapter provides the screen and field descriptions for all Inbound Shipment Console screens.

### 5.1 Inbound Order Shipment Search By Status

Use this screen to search for inbound order shipments that fall under a specified status.

**Table 5–1 Inbound Order Shipment Search By Status**

Fields	
Document Type	Select the appropriate document type for which you want to search.
Enterprise	Select the enterprise for which you want to search.
Across Enterprises	Select this option to search across all enterprises.
Shipment #	Enter the shipment number for which you want to search, if applicable.
PO #	Enter the purchase order number for which you want to search, if applicable.
Customer PO#	Enter the customer's purchase order number for which you want to search, if applicable.
Plan #	Enter the plan number of the inbound shipment for which you are searching, if applicable.
Origin Node	Enter the origin node under which you want to search for inbound shipments, if applicable.
Destination Node	Enter the destination node under which you want to search for inbound shipments, if applicable.

**Table 5–1 Inbound Order Shipment Search By Status**

Fields	
Status	Select the status range of the inbound shipments for which you want to search, if applicable.
Include Closed Shipments	Select this if you want to search for inbound shipments that have been closed, as well as those that are open.
Held Shipments	Check this box if you want to search for inbound shipments that are held.
Max Records	Enter the maximum number of records to be listed as a result of your search.

**Note:** Do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

The [Inbound Order Shipment List](#) screen displays as a result of your inbound shipment search by status.

## 5.2 Inbound Order Shipment Search By Date

Use this screen to search for inbound order shipments that fall within a particular date range.

**Table 5–2 Inbound Order Shipment Search By Date**

Fields	
Document Type	Select the appropriate document type for which you want to search.
Enterprise	Select the enterprise for which you want to search.
Across Enterprises	Select this option to search across all enterprises.
Carrier/Service	Select the carrier or service for which you are searching, if applicable.
Status	Select the shipment status for which you are searching, if applicable



**Table 5–2 Inbound Order Shipment Search By Date**

Fields	
Enter Shipment Dates	Select this check box to enter the shipment date range for which you want to search.
Enter Delivery Dates	Select this check box to enter the delivery date range for which you want to search.
Max Records	Enter the maximum number of records to be listed as a result of your search.

**Note:** Do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

The [Inbound Order Shipment List](#) screen displays as a result of your inbound shipment search by date.

## 5.3 Inbound Order Shipment Search By Carrier

Use this screen to search for inbound order shipments that belong to a specific carrier.

**Table 5–3 Inbound Order Shipment Search By Carrier**

Fields	
Document Type	Select the appropriate document type for which you want to search.
Enterprise	Select the enterprise for which you want to search.
Across Enterprises	Select this option to search across all enterprises.
Shipment Mode	Select the shipment mode of transportation for which you want to search, if applicable
Carrier/Service	Select the carrier or service for which you want to search, if applicable.
BOL #	Enter the bill of lading number for which you want to search, if applicable.
Pro #	Enter the Pro number for which you want to search, if applicable.

**Table 5–3 Inbound Order Shipment Search By Carrier**

Fields	
Trailer #	Enter the trailer number for which you want to search, if applicable.
Status	Select the shipment status for which you want to search, if applicable.
Requires Routing	Select this check box if the shipment requires dynamic routing.
Max Records	Enter the maximum number of records to be listed as a result of your search.


**Note:** Do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

The [Inbound Order Shipment List](#) screen displays as a result of your inbound shipment search by carrier.



## 5.4 Inbound Order Shipment Search By Item

Use this screen to search for inbound order shipments based on the item information such as product class, unit of measure, item ID and so on.

**Table 5–4 Inbound Order Shipment Search By Item**

Fields	
Document Type	Select the appropriate document type for which you want to search.
Enterprise	Select the enterprise for which you want to search.
Across Enterprises	Select this option to search across all enterprises.
Item ID	Enter the item ID of the item for which you want to search, if applicable.  Click  to find the specific item you want to use.
Product Class	Select the item's product class for which you want to search, if applicable.

**Table 5–4 Inbound Order Shipment Search By Item**

Fields	
Unit Of Measure	Select the item's unit of measure for which you want to search, if applicable.
Buyer	Enter the buyer of the shipment for which you want to search, if applicable.  Click  to find the specific buyer you want to use.
Seller	Enter the seller of the shipment for which you want to search, if applicable.  Click  to find the specific seller you want to use.
Status	Select the shipment status for which you want to search, if applicable.
Include Closed Shipments	Select this check box to search for closed shipments, if applicable.
Has Hazardous Items	Select check box to search for inbound shipments that contain hazardous items.
Max Records	Enter the maximum number of records to be listed as a result of your search.

**Note:** Do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

The [Inbound Order Shipment List](#) screen displays as a result of your inbound shipment search by item.

## 5.5 Inbound Order Shipment List

The Inbound Order Shipment List window displays the results of an inbound order shipment search. You can perform actions on a single shipment or multiple shipments by selecting the check boxes next to the shipments you want to perform an action on and then choosing the applicable action from the action bar.

**Table 5–5 Inbound Order Shipment List**

<b>Actions</b>	
View Details	This action takes you to the <a href="#">Inbound Order Shipment Details</a> screen where you can view the shipment details.
Start Receipt	This action takes you to the <a href="#">Start Receipt</a> screen where you can create a receipt to receive the shipment.
Receive	This action takes you to the <a href="#">Receive</a> screen where you can enter the items that you received in to a warehouse, such as a pallet, case, or SKU.
Print	This action takes you to the <a href="#">Print</a> screen where you can print the shipment's documents or labels.
Delete Shipment	This action allows you to delete the selected shipments.
Add To Delivery Plan	This action takes you to the <a href="#">Add Delivery Plan</a> screen where you can add shipments to a delivery plan.
Create Pick List	This action takes you to the <a href="#">Create Picklist</a> screen where you can create a picklist for the selected shipments, if applicable.
Report/Record receipt	This action takes you to the <a href="#">Receive (Report or Record Receipt)</a> screen where you can record paper-based receipt details.
View Holds	This action takes you to the <a href="#">View Holds</a> screen where you can view the holds applied to the shipment.
<b>Fields</b>	
Shipment #	The shipment number. Click this link to go to the <a href="#">Inbound Order Shipment Details</a> screen. Click this link to view the shipment details.
Status	The current status of the shipment.
Expected Ship Date	The date the shipment is expected to ship.
Actual Ship Date	The actual date of shipment.
Expected Delivery Date	The date the shipment is expected to be delivered.
Actual Delivery Date	The actual date the shipment was delivered.
Origin	The shipment's origin node.








*Table 5–5 Inbound Order Shipment List*

Destination	The shipment's destination node.
Mode	The mode of transportation used to ship the shipment.




## 5.6 Inbound Order Shipment Details

The Inbound Order Shipment Details screen provides various information about a single shipment. The actions that can be performed in the Inbound Order Shipment Details screen are explained in the following tables.


*Table 5–6 Inbound Order Shipment Details*

View Icons	
	<b>Loads</b> - This icon takes you to the <a href="#">Loads</a> screen where you can view the loads that are carrying the shipment.
	<b>Containers</b> - This icon takes you to the <a href="#">Containers</a> screen where you can view all packed containers included in the shipment.
	<b>Instructions</b> - This icon takes you to the <a href="#">Inbound Order Shipment Instructions</a> screen where you can view special instructions pertaining to an inbound shipment, such as handling instructions.
	<b>Shipment Audits</b> - This icon takes you to the <a href="#">Shipment Audits</a> screen where you can view audit trail for shipment modifications.
	<b>Shipment Dates</b> - This icon takes you to the <a href="#">Shipment Dates</a> screen where you can modify inbound shipment dates and delivery dates for the selected shipment.
	<b>Alerts</b> - This icon takes you to the <a href="#">Shipment Alerts</a> screen where you can view the alerts for the selected shipments.
	<b>Receiving Discrepancies</b> - This icon takes you to the <a href="#">Shipment Receipt Discrepancy</a> screen where you can view discrepancies, if any, for the received shipment. Valid values include Over Receipt, Under Receipt, and Damaged Receipt.


**Table 5–6 Inbound Order Shipment Details**

	<b>Receipts</b> - This icon takes you to the <a href="#">Receipts</a> screen where you can view a list of shipment receipts.
	<b>Activity Demand</b> - This icon takes you to the <a href="#">Activity Demand</a> screen where you can view the shipment's activity demand.
	<b>Additional Attributes</b> - This icon takes you to the <a href="#">Additional Attributes</a> screen where you can view additional attributes for a shipment.
<b>Actions</b>	
Record Container Details	This action takes you to the <a href="#">Record Container Details</a> screen where you can record container details for a container that is to be received.
Confirm Shipment	This action allows you to confirm the selected shipment.
Start Receipt	This action takes you to the <a href="#">Start Receipt</a> screen where you can create a receipt to receive the shipment.
Receive	This action takes you to the <a href="#">Receive</a> screen where you can enter the items that you received in a warehouse, such as a pallet, case, or SKU.
Print	This action takes you to the <a href="#">Print</a> screen where you can print the shipment's documents or labels.
Create Pick List	This action takes you to the <a href="#">Create Picklist</a> screen where you can create a picklist for the selected shipments, if applicable.
Create Alert	This action takes you to the <a href="#">Create Alerts</a> screen where you can alerts for the selected shipment.
Report/Record Receipt	This action takes you to the <a href="#">Receive (Report or Record Receipt)</a> screen where you can record paper-based receipt details.
View Holds	This action takes you to the <a href="#">View Holds</a> screen where you can view the holds applied to the shipment.
<b>Fields</b>	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.


**Table 5–6 Inbound Order Shipment Details**

Plan #	The number of the delivery plan with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer’s identifier.
Seller	The Seller’s identifier.
Ship Node	The node from which the inbound shipment ships.
Receiving Node	The node that is receiving the shipment.
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment’s status audits. Click the  icon to go to the <a href="#">View Holds</a> screen where you can view holds that are applied to the inbound shipment.
PO #	The purchase order number associated with the shipment.
Has Hazardous Items	Indicates if the shipment contains any hazardous item.
Break Bulk Node	This field displays only if the shipment belongs to a break bulk load. The break bulk node that is receiving the break bulk load displays.

**Table 5–7 Inbound Order Shipment Details Screen, Ship From**

<p>The address from which the shipment is shipped.</p> <p>Click  to go to the <a href="#">Modify Address</a> screen where you can change the ship from address.</p>
--

**Table 5–8 Inbound Order Shipment Details Screen, Ship To**

<p>The address to which the shipment is shipped.</p> <p>Click  to go to the <a href="#">Modify Address</a> screen where you can change the ship to address.</p>
--


**Table 5–9 Inbound Order Shipment Details Screen, Totals**

Fields	
Weight	The total weight of the inbound shipment. This field can be modified.
Volume	The total volume of the inbound shipment. This field can be modified.
No. of Containers	The number of packed containers in an inbound shipment.

**Table 5–10 Inbound Order Shipment Details, Carrier Info**

Fields	
Delivery Method	The delivery method for the shipment.
Ship Mode	Select the mode of transportation for the shipment. Values include 'LTL', 'TL', and 'PARCEL'.
Carrier/Service	Select the carrier service for the outbound shipment.
Trailer #	Enter the outbound shipment's trailer number.
BOL #	Enter the outbound shipment's bill of lading number.
Seal #	Enter the outbound shipment's seal number.
Pro #	Enter the PRO number assigned by the carrier to track the shipment.
Routing Source	Indicates if routing was pre-assigned by the system or specified through an external system.
Load #	The outbound shipment's load number.
Routing Error Code	The routing error code automatically displays by the system, if applicable.
Requested Carrier Service	The requested carrier service for the outbound shipment.

**Table 5–11 Inbound Order Shipment Details, Charges**

View Icon	
	<b>Charges</b> - This icon takes you to the <a href="#">Charges</a> screen where you can enter or modify additional charges imposed to the shipment or container.



**Table 5–11 Inbound Order Shipment Details, Charges**

<b>Fields</b>	
<b>Carrier Account #</b>	<b>Indicates the carrier account number for the shipment.</b>
Freight Terms	Indicates the freight terms used for the shipment. Valid values include COLLECT, PREPAID, TP-COLLECT, and TP-PREPAID.
COD Pay Method	Select the COD payment type for the carrier.
Estimated Shipment Charges	The estimated charge for shipping the outbound shipment.
Actual Shipment Charges	The actual charge for shipping the outbound shipment.
Freight Charge	The charge applied by the carrier for shipping the outbound shipment.

**Table 5–12 Shipment Details, Shipment Lines**

<b>Actions</b>	
View Details	This action takes you to the <a href="#">Inbound Order Shipment Details</a> screen where you can view the shipment line attributes for the selected shipments.
Add Release	This action allows you to add an order release to the shipment. For more information, see the <i>Sterling Distributed Order Management: User Guide</i> .
Remove Line	This action enables you to remove the selected shipment lines from the shipment.
<b>Fields</b>	
Shipment Line #	Enter the outbound shipment line number.  Click this link to go to the <a href="#">Shipment Line Details</a> screen and view the shipment line attributes for the selected shipment line number.
PO #	The purchase order number to which the inbound shipment line belongs.
Line #	The inbound shipment line number.
Release #	The order release number to which the inbound shipment line belongs.

**Table 5–12 Shipment Details, Shipment Lines**

Item ID	The inbound shipment line item's item identifier.
Description	The inbound shipment line item's description.
PC	The inbound shipment line item's product class.
UOM	The inbound shipment line item's unit of measure.
Expected Serial #	The expected serial number for the order. Editable if the order is not available on the system.
Mark For	The mark for address associated with the item.
Quantity	The shipment line's expected quantity. If a receipt is made against the order, quantity is displayed as 0.
Received Quantity	Indicates the quantity received for the item in this shipment. If the receipt is against an order, it indicates the quantity received for the order.

**Important:** To receive inventory for a Level 1 node, choose the Report/Record Receipt button.

## 5.7 Modify Address

Use this screen to modify the address.

**Table 5–13 Shipment Address Details**

Field	
First Name	The first name of the person receiving the shipment.
Middle Name	The middle name of the person receiving the shipment.
Last Name	The surname of the person receiving the shipment.
Company	The name of the company where the shipment is sent.
Day Time Phone	The daytime phone number for the person receiving the shipment.

**Table 5–13 Shipment Address Details**

Field	
Evening Phone	The evening phone number for the person receiving the shipment.
Mobile Phone	The mobile phone number for the person receiving the shipment.
Fax	The facsimile number for the person receiving the shipment.
E-Mail	The electronic mailing address for the person receiving the shipment.
Address Line 1	The first line of the mailing address for the shipment.
Address Line 2	The second line of the mailing address for the shipment.
Address Line 3	The third line of the mailing address for the shipment.
Address Line 4	The fourth line of the mailing address for the shipment.
Address Line 5	The fifth line of the mailing address for the shipment.
Address Line 6	The sixth line of the mailing address for the shipment.
City	The city of the mailing address for the shipment.
State	The state of the mailing address for the shipment.
Postal Code	The postal code of the mailing address for the shipment.
Country	The country of the mailing address for the shipment.

## 5.8 Charges

This screen provides visibility to any additional charges pertaining to the inbound shipment.

**Table 5–14 Charges Screen, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.

**Table 5–14 Charges Screen, Shipment**

Fields	
Plan #	The number of the delivery plan with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer’s identifier.
Seller	The Seller’s identifier.
Ship Node	The node from which the inbound shipment ships.
Destination	The inbound order’s shipment destination.
Status	The inbound shipment status.
Order #	The order associated with the shipment.

**Table 5–15 Charges Screen, Shipment Charges**

Fields	
Charge Category/Charge Name	The name of the additional inbound shipment charge.
Estimated Charge	The estimated additional charge for the inbound shipment.
Actual Charge	The actual additional inbound shipment charge.

**Table 5–16 Charges, Container Charges**

Fields	
Container #	The container number.
Actual Freight Charge	The carrier’s freight charge for shipping the container.

## 5.9 Shipment Line Details

This screen provides visibility to the shipment line details for the selected shipment line number.

**Table 5–17 Shipment Line Details Screen, Shipment Line**

Fields	
Shipment Line #	The shipment line number.
Shipment #	The inbound shipment number.
Enterprise	The Enterprise associated with the shipment.
PO #	The purchase order number to which the inbound shipment line belongs.
Order Line #	The order line number to which the inbound shipment line belongs.
Release #	The order release number to which the inbound shipment line belongs.
Item ID	The inbound shipment line item's item ID.
Description	Description of the item.
Is Hazardous Item	Displays 'Y' if the item is a hazardous item, or 'N' if it is not a hazardous item.
Product Class	The inbound shipment line item's product class.
Unit of Measure	The inbound shipment line item's unit of measure.
Expected Serial #	The serial number expected on the order.
Quantity	The shipment line's expected quantity. If a receipt is made against an order, quantity is displayed as 0.
Received Quantity	Indicates the quantity received for the item in this shipment. If the receipt is against an order, it indicates the quantity received for the order.
Original Qty	Indicates the original quantity on the order for the item.

**Table 5–18 Shipment Line Details Screen, Line Attributes**

Fields	
Segment Type	The segment type of the item. A segment type indicates an inventory category. Typical values are MTC (Made To Customer) or MTO (Made To Order).
Segment	The segment number of the item. A segment holds either the specific buyer or specific order number that requires dedication.
COO	The country of origin.
FIFO #	FIFO number is a date-based inventory attribute that helps understand the order for which stock arrived at the node. This is used to send items in the same order in which they were received into the warehouse (First In - First Out).
Net Weight	The net weight of the item.
Net Weight UOM	The unit of measure used for the net weight.
Wave #	The wave number.
Customer PO #	The customer purchase order number.
Department Code	The department code associated with the shipment line.

## 5.10 Loads

This screen helps you view loads carrying the shipments.

**Table 5–19 Loads Screen, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.

**Table 5–19 Loads Screen, Shipment**

Fields	
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from which the inbound shipment ships. Click this link to go to the <a href="#">Ship Node Detail</a> screen where you can view the node details for the shipment.
Destination	The inbound order's shipment destination.
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment's status audits.
PO #	The inbound shipment purchase order number.

**Table 5–20 Loads Screen, Loads**

Actions	
View Details	This action allows you to view the details of the load. For more information, see the <i>Sterling Logistics Management: User Guide</i> .
Fields	
Load #	The load number to which the inbound shipment belongs.
Load Type	The load type as defined by your business practices.
Carrier/Service	The Carrier or Carrier service that is transporting the load.
Origin	The location of the load's origin.
Destination	The location of the load's destination.
Status	The load status.

## 5.11 Ship Node Detail

This screen provides visibility to the ship node details for the shipment.

**Table 5–21 Ship Node Detail Screen, Ship Node**

Fields	
Ship Node	The ship node associated with the shipment.
Description	A brief description of the ship node.
Interface	The interface that the node uses to communicate with the Sterling WMS.
Parent Organization	The identifier of the organization that owns the ship node.
Parent Organization Name	The name of the organization that owns the ship node.
Identified By Parent As	The node identifier as it is seen by the parent organization.
GLN	The Global Location Number used to identify the ship node as a legal entity.

**Table 5–22 Ship Node Detail Screen, Ship Node Address**

The street address of the ship node sending the shipment.
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**Table 5–23 Ship Node Detail Screen, Contact Address**

The street address for the contact person at the ship node.
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## 5.12 Organization Details



This screen provides visibility to an organization’s details.

**Table 5–24 Organization Details**

Field	Description
<b>Organization Information</b>	
Organization Code	The code that identifies the organization.
Organization Name	The name of the organization.



**Table 5–24 Organization Details**

Field	Description
DUNS Number	The unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 92 million businesses worldwide. The Dun and Bradstreet (D&B) unique nine-digit identification sequence used to identify and keep track of single business entity. The Sterling WMS does not associate any logic with the DUNS number.
Account Number With Hub	If the organization is not the Hub, this is the account number that the organization has with the Hub organization.
Primary Enterprise	The primary enterprise of the organization.
Primary URL	Enter the URL of the organization's Internet address, if applicable.
<b>Primary Contact Address</b>	
This inner panel displays the current street address for the primary contact for this organization. Click  to view the Primary Contact Address Details. For more information about the Primary Contact Address Details window, see <a href="#">Organization Primary Contact Address Details</a> .	
<b>Corporate Address</b>	
This inner panel displays the current corporate street address for this organization. Click  to view the Corporate Address Details. For more information about the Corporate Address Details window, see <a href="#">Organization Corporate Address Details</a> .	

## 5.13 Organization Primary Contact Address Details

This screen provides visibility to the address details for an organization's primary contact.

**Table 5–25 Primary Contact Address Details**

Field	Description
First Name	The first name of the organization's primary contact.
Middle Name	The middle name of the organization's primary contact.

**Table 5–25 Primary Contact Address Details**

Field	Description
Last Name	The surname of the organization's primary contact.
Company	The name of the company where the organization's primary contact can be reached.
Day Time Phone	The phone number where the organization's primary contact can be reached.
Evening Phone	The phone number where the organization's primary contact can be reached in the evening.
Mobile Phone	The mobile phone number for the organization's primary contact
Fax	The facsimile number for the organization's primary contact.
E-Mail	The electronic mailing address for the organization's primary contact.
Address Line 1	The first line of the street address for the organization's primary contact.
Address Line 2	The second line of the street address for the organization's primary contact.
Address Line 3	The third line of the street address for the organization's primary contact.
Address Line 4	The fourth line of the street address for the organization's primary contact.
Address Line 5	The fifth line of the street address for the organization's primary contact.
Address Line 6	The sixth line of the street address for the organization's primary contact.
City	The city for the street address for the organization's primary contact.
State	The state for the street address for the organization's primary contact.
Postal Code	The postal code for the street address for the organization's primary contact.
Country	The country for the street address for the organization's primary contact.

## 5.14 Organization Corporate Address Details

This screen provides visibility to the corporate address details for an organization.

**Table 5–26 Corporate Address Details**

Field	Description
First Name	The first name of the person you are addressing at the organization's corporate site.
Middle Name	The middle name of the person you are addressing at the organization's corporate site.
Last Name	The surname name of the person you are addressing at the organization's corporate site.
Company	The organization's corporate name.
Day Time Phone	The day-time phone number for the person you are contacting at the organization's corporate site.
Evening Phone	The evening phone number for the person you are contacting at the organization's corporate site.
Mobile Phone	The mobile phone number for the person you are contacting at the organization's corporate site.
Fax	The facsimile number for the person you are contacting at the organization's corporate site.
E-Mail	The electronic mailing address for the person you are contacting at the organization's corporate site.
Address Line 1	The first line of the organization's corporate street address.
Address Line 2	The second line of the organization's corporate street address.
Address Line 3	The third line of the organization's corporate street address.
Address Line 4	The fourth line of the organization's corporate street address.
Address Line 5	The fifth line of the organization's corporate street address.
Address Line 6	The sixth line of the organization's corporate street address.

**Table 5–26 Corporate Address Details**

Field	Description
City	The city of the of the organization's corporate street address.
State	The state of the of the organization's corporate street address.
Postal Code	The postal code of the of the organization's corporate street address.
Country	The country of the of the organization's corporate street address.

## 5.15 Containers

This screen provides visibility to packed containers included in an inbound shipment.

**Table 5–27 Shipment Containers Screen, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is sent. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Destination	The inbound order's shipment destination.

**Table 5–27 Shipment Containers Screen, Shipment**

Fields	
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment’s status audits.
PO #	The inbound shipment purchase order number.

**Table 5–28 Shipment Containers Screen, Containers**

Actions	
View Details	This action takes you to the <a href="#">Container Details</a> screen where you can view the container details.
Delete Containers	This action takes you to the <a href="#">Delete Container</a> screen where you can remove the container from the shipment.
Fields	
Container #	The container number.
Tracking #	The container’s tracking number used to track the status and location of the container.
Container SCM	The shipment container marking.
Net Weight	The weight of the container’s content.
Net Weight UOM	The net weight unit of measure associated with the shipment.
Gross Weight	The weight of the container plus its contents.
Gross Weight UOM	The unit of measure used for the gross weight.
Freight Charge	The charge applied by the Carrier for shipping the container.
Received	Indicates whether the shipment was received.

## 5.16 Inbound Order Shipment Instructions

This screen provides visibility to special instructions for an inbound shipment, such as handling instructions.

**Table 5–29 Inbound Order Shipment Instructions Screen, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper’s Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer’s identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller’s identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is sent. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Receiving Node	The node where the inbound shipment is received. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment’s status audits.
Has Hazardous Items	Indicates whether or not the shipment contains hazardous items.

**Table 5–30 Inbound Order Shipment Instructions Screen, Instructions**

Actions	
Delete Instruction	This action allows you to delete the selected instructions.
Fields	
Instruction Type	The type of instruction, such as Gift, Pick, Pack, Ship, or Other. This field can be modified.
Text	The specific instructions to be performed on the order line. This field can be modified.

## 5.17 Shipment Status Audits

This screen provides visibility to status modification details performed against an inbound shipment.

**Table 5–31 Shipment Status Audits, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is sent. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Receiving Node	The node where the inbound shipment is received. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Status	The inbound shipment status. Click this link to go to view the shipment's status audits.
Has Hazardous Items	Indicates whether or not the shipment contains hazardous items.

**Table 5–32 Shipment Status Audits, Shipment Status Audits**

Fields	
Modified By	The user who performed the modification.
Old Status	The inbound shipment status before the status modification.
Old Status Date	The date the inbound shipment entered the old status.

**Table 5–32 Shipment Status Audits, Shipment Status Audits**

Fields	
New Status	The inbound shipment status after the status modification.
New Status Date	The date the status modification was made.
Reason Code	The assigned code for the modification reason.
Reason Text	Additional information as to why the modification was made.

## 5.18 Shipment Audits

This screen provides visibility to status modification details performed against an inbound shipment.

**Table 5–33 Shipment Audits, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is shipped. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Receiving Node	The node where the inbound shipment is received. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.



**Table 5–33 Shipment Audits, Shipment**

Fields	
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment's status audits.
Has Hazardous Items	Indicates whether or not the shipment contains hazardous items.

**Table 5–34 Shipment Audits, Shipment Audits**

Fields	
Date	The date and time on which the shipment was modified.
Modified By	The user who performed the modification.
Context	The modifications carried out against the shipment.
Modification	The attribute that was modified for the shipment.
Old Value	The attribute value before making the modifications.
New Value	The attribute value after it was modified.
Reason Code	The reason for the modification.
Reason Text	Additional information as to why the modification was made.

**Table 5–35 Shipment Audits, Shipment Line Audits**

Fields	
Date	The date and time on which the shipment line was modified.
Modified By	The user who performed the modification.
Context	The modifications carried out against the shipment line.
Line #	The shipment line number that was modified.
Modification	The attribute that was modified for the shipment line.
Old Value	The attribute value before making the modifications.
New Value	The attribute value after it was modified.

**Table 5–35 Shipment Audits, Shipment Line Audits**

Fields	
Reason Code	The reason for the modification.
Reason Text	Additional information as to why the modification was made.

## 5.19 Shipment Dates

This screen allows you to modify inbound shipment dates and delivery dates for the selected shipment.

**Table 5–36 Shipment Dates Screen, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is sent. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Destination	The inbound order's shipment destination.
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment's status audits.
PO #	The inbound shipment purchase order number.

**Table 5–37 Shipment Dates Screen, System Dates**

Fields	
Requested Shipment Date	The requested shipment date associated with the shipment.
Expected Shipment Date	The expected shipment date associated with the shipment.
Actual Shipment Date	The actual shipment date associated with the shipment.
Requested Delivery Date	The requested delivery date associated with the shipment.
Expected Delivery Date	The expected delivery date associated with the shipment.
Actual Delivery Date	The actual delivery date associated with the shipment.

**Table 5–38 Shipment Dates Screen, New Dates**

Fields	
Date Type	The date type. For example, Shipment or Delivery.
Requested	The Buyer requested date for the specified date type. This field can be modified.
Expected	The expected date for the specified date type. This field can be modified.
Actual	The actual date for the specified date type. This field can be modified.

## 5.20 Shipment Alerts

This screen provides visibility to alerts for the selected shipments.

**Table 5–39 Alert List Screen, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.

**Table 5–39 Alert List Screen, Shipment**

Fields	
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is sent. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Destination	The inbound order's shipment destination.
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment's status audits.
PO #	The inbound shipment purchase order number.

**Table 5–40 Alert List Screen, Alert List**

Actions	
View Details	This action allows you to view alert details. For more information about alerts, see the <i>Selling and Fulfillment Foundation: Application Platform User Guide</i> .
Fields	
Alert ID	The alert identifier.
Type	The type of alert raised. For example, ON_FAILURE or FAILED_AUTH. For more information about alerts, see the <i>Selling and Fulfillment Foundation: Application Platform User Guide</i> .
Description	A brief description of the alert.
Queue	The message queue to which the alert has been assigned to.
Priority	The priority of the alert.

**Table 5–40 Alert List Screen, Alert List**

Owner	The user who is handling the alert.
Raised On	The date the alert was raised.

## 5.21 Additional Attributes

This screen provides visibility to additional attributes for a shipment.

**Table 5–41 Additional Attributes Screen, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is sent. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Receiving Node	Indicates the node that is receiving the inbound shipment.
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment's status audits.
Has Hazardous Items	Indicates if the inbound shipment contains hazardous items.

**Table 5–42 Additional Attributes Screen, Additional Attributes**

Fields	
Overage Allowed	Indicates whether a shipment overage is allowed. For outbound shipments, overage means shipping more than was initially intended in a shipment. For inbound shipments, overage means receiving more than the expected quantity in a shipment.
Manually Entered	Indicates whether the shipment was manually entered, or generated automatically.
Order Available On System	Indicates whether the order that is associated with the shipment is available in Selling and Fulfillment Foundation, or if it only exists in an external system.
Case Content Verification Not Required	Indicates whether the case content verification is required for this shipment.
Pallet Content Verification Not Required	Indicates whether the pallet content verification is required for this shipment.
Shipment Entry Overridden	Indicates whether the shipment entry override is allowed.
Gift	Indicates if the shipment has gift items.

## 5.22 Shipment Receipt Discrepancy

This screen provides visibility to view discrepancies for the received shipment.

**Table 5–43 Shipment Receipt Discrepancy Screen, Shipment**

Actions	
Manage Receiving Discrepancies	This action takes you to the <a href="#">Manage Receiving Discrepancies</a> screen where you can manage any discrepancies found in the shipments.
Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.

**Table 5–43 Shipment Receipt Discrepancy Screen, Shipment**

Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is sent. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Destination	The inbound order's shipment destination.
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment's status audits.
PO #	The inbound shipment purchase order number.

**Table 5–44 Shipment Receipt Discrepancy Screen, Receipt Discrepancy**

Fields	
PO #	The purchase order number.
Line	The purchase order's line number.
Item ID	The item identifier.
Product Class	The product class of the item.
Unit of Measure	The unit of measure in which the item is measured.
Discrepancy Type	The type of discrepancy.
Discrepancy Quantity	The quantity of discrepancy.

## 5.23 Manage Receiving Discrepancies

This screen provides management functionality for any discrepancies found in the inbound shipments.

**Table 5–45 Manage Receiving Discrepancies Screen, Shipment**

<b>Actions</b>	
Reason Entry Complete	Click this action to adjust the Discrepancy Reason and Reason Quantity, if the fields are grayed out. The sum of the Discrepancy Reasons and Reason Quantities add up to the Discrepancy Quantity.
Reopen Reason Entry	Click this action if your adjustments add up correctly, then the fields get grayed out. If the adjustments do not add up correctly but you need to close the window, you can finish working with the receiving discrepancies later.
<b>Fields</b>	
PO #	The purchase order number.
Line	The purchase order's line number.
Item ID	The item identifier.
Product Class	The product class of the item.
Unit of Measure	The unit of measure in which the item is measured.
Discrepancy Type	The type of discrepancy.
Discrepancy Quantity	The quantity of discrepancy.
Discrepancy Reason	The reason for the discrepancy.
Reason Quantity	The reason for the discrepancy quantity.

## 5.24 Receipts

This screen provides visibility to receipt details for the selected shipment.

**Table 5–46 Inbound Order Receipt List Screen, List**

<b>Actions</b>	
View Summary	This action takes you to the <a href="#">Receipt Summary</a> screen where you can view the receipt's summary details.
View Details	This action takes you to the <a href="#">Receipt Details</a> screen where you can view the receipt details.
Receive	This action allows you to view containers that are expected to be received in the <a href="#">Receipt Details</a> screen.





**Table 5–46 Inbound Order Receipt List Screen, List**

Close Prereceipt	This action allows you to close prereceipts.
Close Receipt	This action allows you to close receipts.
Report/Record Receipt	This action takes you to the <a href="#">Receive (Report or Record Receipt)</a> screen where you can record paper-based receipt details.
<b>Fields</b>	
Receipt #	The receipt number.
Shipment #	The shipment number associated with the receipt.
Order #	The order number associated with the receipt.
Enterprise	The Enterprise associated with the receipt.
Buyer	The Buyer associated with the receipt.
Seller	The Seller associated with the receipt.
Receipt Start Date	The receipt start date.
Receiving Node	The receiving node associated with the receipt.
Receipt Open	Indicates if the receipt is open.
Receipt Status	The receipt status.


## 5.25 Receipt Summary

This screen provides visibility to the receipt's summary for the selected receipts.

**Table 5–47 Receipt Summary**

<b>View Icons</b>	
	<b>Details</b> - This icon takes you to the <a href="#">Receipt Details</a> screen where you can view receipt details for the shipment.
	<b>Instructions</b> - This icon takes you to the <a href="#">Receipt Instructions</a> screen where you can view special instructions for an inbound shipment, such as handling instructions.

**Table 5–47 Receipt Summary**

	<p><b>Status Audits</b> - This icon takes you to the <a href="#">Receipt Status Audits</a> screen where you can view a list of status audits for the selected receipt.</p>
<p><b>Actions</b></p>	
<p>Inventory View</p>	<p>Click this action to go to the location inventory screen and view inventory details at a location in the warehouse. For more information about this screen, see the <i>Sterling Warehouse Management System: User Guide</i>.</p>
<p>Close Prereceipt</p>	<p>This action allows you to close prereceipts that you selected.</p>
<p>Close Receipt</p>	<p>This action allows you to close receipts that you selected.</p>
<p>Receive</p>	<p>This action allows you to view containers that are expected to be received in the <a href="#">Receipt Details</a> screen.</p>
<p>Report/Record Receipt</p>	<p>This action takes you to the <a href="#">Receive (Report or Record Receipt)</a> screen where you can record paper-based receipt details.</p>
<p><b>Fields</b></p>	
<p>Receipt #</p>	<p>The identifying number of the receipt.</p>
<p>Shipment #</p>	<p>The identifying number of the shipment.</p>
<p>Enterprise</p>	<p>The Enterprise associated with the order.</p>
<p>Buyer</p>	<p>The buyer organization that placed the order. Click this link to go to the <a href="#">Organization Details</a> screen where you can view the seller organization details.</p>
<p>Seller</p>	<p>The seller organization that placed the order. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.</p>
<p>Receipt Start Date</p>	<p>The receipt start date.</p>
<p>Receiving Node</p>	<p>The receiving node. This takes you to the <a href="#">Ship Node Detail</a> screen where you can view the ship node details.</p>
<p>Receiving Dock</p>	<p>The dock location that received the receipt.</p>

**Table 5–47 Receipt Summary**

Receipt Status	The current status of the receipt. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view a list of status audits for the selected receipt.
Receipt Open	Indicates whether the receipt is open or not.
No Of Expected Pallets	The number of pallets expected to receive.
No Of Expected Cartons	The number of cartons expected to receive.

**Table 5–48 Receipt Summary Screen, Items**

<b>Actions</b>	
View Containers	Click this action to go to the Order Receipt Container screen and view the receipt's container details. For more information, see the <i>Sterling Warehouse Management System: User Guide</i> .
Adjust Receipt	Click this action to go to the Adjusting a Receipt screen and adjust a receipt. For more information, see the <i>Sterling Warehouse Management System: User Guide</i> .
Inspect	Click this link to go to the Inspect Inbound Receipts screens and inspect items you received. For more information, see the <i>Sterling Warehouse Management System: User Guide</i> .
<b>Fields</b>	
Item ID	The item identifier.
Item Description	The item's description.
PC	The product classification such as first quality, second quality, or finished good.
UOM	The line item's unit of measure.
Disposition Code	The disposition code to determine the product classification and inventory status.
Order #	The return associated with the inbound order.
Line #	The inbound shipment order line number.
Release #	The release number to which the inbound shipment line belongs.

**Table 5–48 Receipt Summary Screen, Items**

Tag	This column displays only if the item is tag-controlled, and if the receiving node is configured to capture tags when receiving inventory into a warehouse or in all operations performed within the node. For more information about capturing the tag attributes, see the <i>Selling and Fulfillment Foundation: Application Platform Configuration Guide</i> . Click this link to go to the <a href="#">Container Serial Details</a> and view a container's serial details.
Net Weight	The item's net weight.
Net Weight UOM	The unit of measure used for the net weight.
Quantity	The number of items.

## 5.26 Receipt Details

This screen provides visibility to receipt details for the inbound shipment.

**Table 5–49 Inbound Order Receipt Details Screen, Receipt**

Fields	
Receipt #	The identifying number for the receipt.
Shipment #	The identifying number for the shipment.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer organization that placed the order.
Seller	The Seller organization that is handling the order.
Receipt Start Date	The start date of the receipt.
Receiving Node	The node that received the order.
Receiving Dock	The location where the order was received.
Receipt Status	The status of the receipt.
Receipt Open	Indicates if the receipt is still open.
No Of Pallets	Indicates the number of pallets.
No Of Cartons	Indicates the number of cartons.

**Table 5–50 Inbound Order Receipt Details Screen, Receipt Lines**

Fields	
Item ID	The inbound shipment line item identifier.
Item Description	The description of the receipt line item.
PC	The inbound shipment line item's product class.
UOM	The inbound shipment line item's unit of measure.
Disposition Code	The disposition code to determine the product classification and inventory status.
Order #	The order number to which the inbound shipment line belongs.
Line #	The inbound order shipment line number.
Release #	The release number to which the inbound shipment line belongs.
Ship By Date	The date by which the inbound shipment line must ship by.
COO	The container's country of origin.
Serial #	The container's serial number.
Tag	This column displays only if the item is tag-controlled, and if the receiving node is configured to capture tags when receiving inventory into a warehouse or in all operations performed within the node. For more information about capturing the tag attributes, see the <i>Selling and Fulfillment Foundation: Application Platform Configuration Guide</i> .  Click this link to go to the <a href="#">Container Serial Details</a> and view a container's serial details.
Quantity	The number of items received.

## 5.27 Receipt Line Details

This screen provides visibility to inbound order's shipment receipt line details.

**Table 5–51 Receipt Line Details Screen, Container**

Fields	
Receipt #	The inbound order receipt number associated with the receipt.
Shipment #	The inbound order shipment number associated with the receipt.
Order #	The inbound order number associated with the receipt.
Enterprise	The enterprise that received the receipt.
Receiving Node	The node that received the receipt.
Receiving Dock	The dock location that received the receipt.
Receipt Status	The status of the receipt that was received.
Case ID	Case LPN that was received.
Pallet ID	Pallet LPN that was received.

**Table 5–52 Receipt Line Details Screen, Container Details**

Fields	
Item ID	The item identifier of the line item packaged in the container.
Item Description	The description of the item received.
PC	The product classification of the line item packaged in the container such as first quality, second quality, or finished good.
UOM	The unit of measure of the line item packaged in the container.
Disposition Code	The disposition code to determine the product classification and inventory status.
Order #	The order number to which the line item packaged in the container belongs.
Line #	The order line number to which the line item packaged in the container belongs to.
Release #	The order release number to which the line item packaged in the container belongs.
Ship By Date	The date by which the container must be shipped.

**Table 5–52 Receipt Line Details Screen, Container Details**

Fields	
COO	Country of origin associated with the item.
Serial #	The serial number associated with the item.
Tag	This column displays only if the item is tag-controlled, and if the receiving node is configured to capture tags when receiving inventory into a warehouse or in all operations performed within the node. For more information about capturing the tag attributes, see the <i>Selling and Fulfillment Foundation: Application Platform Configuration Guide</i> .  Click this link to go to the <a href="#">Container Serial Details</a> and view a container's serial details.
Quantity	The quantity of the line item packaged in the container.

## 5.28 Receipt Instructions

This screen provides visibility to special instructions for an inbound shipment, such as handling instructions. For more information, see the *Sterling Warehouse Management System: User Guide*.

## 5.29 Receipt Status Audits

This screen provides visibility to a list of status audits for the selected receipt. For more information, see the *Sterling Warehouse Management System: User Guide*.

## 5.30 Receipt Container

This screen provides visibility to items packaged in an inbound order shipment receipt's container. For more information, see the *Sterling Warehouse Management System: User Guide*.

## 5.31 Inspect Inbound Receipt

This screen provides visibility to inspect inbound receipts.

**Table 5–53 Inspect Inbound Receipt**

Fields	
Node	Select the node where the receipt has been received.
Enterprise	Select the enterprise associated with the inbound receipt.
Location	Enter the location where the receipt has been received. Choose lookup option to find the specific Location you want to search for.
Pallet ID	Enter the pallet LPN associated with the container.
Case ID	Enter the case LPN associated with the container.
Item ID	Enter the item ID you want to inspect associated with the receipt. Choose lookup option to find the specific Item ID you want to search for.
Product Class	Select the product class. Product class indicates the item's inventory categorization. Orders are placed for an item and product class.
Unit Of Measure	Select the unit of measure you want to inspect.
Receipt #	Enter the inbound receipt number you want to inspect. Choose lookup option to find the specific Receipt Number you want to search for.
Serial #	Enter the item's serial number you want to inspect, if applicable.
Inventory Status	Select the inventory status of the receipt you want to inspect.

Click **Proceed** to view the Inspect Inbound Receipt Details screen.

## 5.32 Activity Demand

This screen provides visibility to the shipment's activity demand.



**Table 5–54 Shipment Activity Demand Screen, Shipment**

<b>Fields</b>	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is sent. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Destination	The inbound order's shipment destination.
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment's status audits.

**Table 5–55 Shipment Activity Demand Screen, Activity Demand List**

<b>Actions</b>	
Delete	This action allows you to delete the selected activity demands.
<b>Fields</b>	
Shipment Line #	The outbound shipment line number.
Location ID	The item location in the node.
Activity Code	The activity to be performed on items belonging to the work order.
Pallet Id	The pallet LPN that belong to the work order.
Case Id	The case LPN that belong to the work order.
Item ID	The items that belong to the work order.

**Table 5–55 Shipment Activity Demand Screen, Activity Demand List**

Priority	Indicates the priority of the demand.
Demand Quantity	The quantity of the order that was demanded.
Satisfied Quantity	The extent to which the demand is satisfied.
Demand Satisfied	Indicates whether the demand is satisfied or not.

## 5.33 Record Container Details

This screen provides the ability to record container details for a container that is to be received.

**Table 5–56 Pack Container Screen, Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number with which the inbound shipment is associated, if applicable.
Enterprise	The Enterprise associated with the shipment.
Buyer	The Buyer's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the buyer organization details.
Seller	The Seller's identifier. Click this link to go to the <a href="#">Organization Details</a> screen and view the seller organization details.
Ship Node	The node from where the inbound shipment is sent. Click this link to go to the <a href="#">Ship Node Detail</a> screen and view the node details for the shipment.
Destination	The inbound order's shipment destination.
Status	The inbound shipment status. Click this link to go to the <a href="#">Shipment Status Audits</a> screen and view the shipment's status audits.

**Table 5–57 Pack Container Screen, Ship To**

The address to where the container is shipped.
--

**Table 5–58 Pack Container Screen, Inbound Order Container Details**

Fields	
Container Type	Select whether the container is a pallet or a case.
Container SCM	Enter the shipment container marking number of the pallet or carton.
Tracking #	Enter the container's tracking number used to track the container's status and location.
Declared Value	Enter the value used to calculate customs charges. This field is only applicable for international shipments.
Gross Weight	Enter the weight of the container plus its contents.
Net Weight	Enter the weight of the container's contents.
Height	Enter the height of the container.
Width	Enter the width of the container.
Length	Enter the length of the container.

**Table 5–59 Pack Container Screen, Unpacked Items**

Fields	
Tag Details	This column displays only if the item is tag-controlled, and if the receiving node is configured to capture tags when receiving inventory into a warehouse or in all operations performed within the node. For more information about capturing the tag attributes, see the <i>Selling and Fulfillment Foundation: Application Platform Configuration Guide</i> .  Click this link to go to the <a href="#">Container Serial Details</a> and view a container's serial details.
PO #	The purchase order number associated with the unpacked items.
Line #	The order line number to which the line item packaged in the container belongs.
Release #	The order release number to which the unpacked line item belongs.
Item ID	The item identifier of the unpacked line item.
PC	The product classification of the unpacked line item.

**Table 5–59 Pack Container Screen, Unpacked Items**

Fields	
UOM	The unit of measure of the unpacked line item.
Quantity	The quantity associated with the unpacked items.
Pack Quantity	The quantity of the line item that remains unpacked.

## 5.34 Start Receipt

This screen provides the ability to create a new receipt to receive a shipment.

**Table 5–60 Start Receipt**

Fields	
Receipt #	Enter the inbound shipment receipt number associated with the receipt.
Receiving Dock	The dock location that received the receipt.
Receipt Date	The date you create a receipt. To change this date, you can use the Calendar lookup.
Shipment #	The inbound order shipment number.
Enterprise	The Enterprise associated with the shipment.
Expected Delivery Date	The date the shipment is estimated to arrive.
Receiving Node	The node that received the shipment.
Buyer	The buyer associated with the receipt.
Seller	The seller associated with the receipt.
No Of Expected Pallets	The number of pallets in the receipt.
No Of Expected Cartons	The number of cartons in the receipt.

Click **Save** to save the receipt information.

## 5.35 Receive

This [Receipt Details](#) (Execution Console Framework) screen provides the ability to enter items that you received in a warehouse, such as pallet, case, and SKU.

For more information about Execution Console Framework, see the *Sterling Warehouse Management System: User Guide*.

## 5.36 Print

This screen provides print capabilities.

**Table 5–61 Print**

Fields	
Print Service Name	Choose the applicable document or label you want to print.
Printer Name	Choose the printer from which you want to print the document or label.
No. of Copies	Enter the total number of copies of the document or label you want to print.

## 5.37 Create Picklist

This screen provides the ability to create picklist for the selected shipments. When you create a picklist, the status changes to "Shipment Being Picked". For more information, see the [Inbound Order Shipment Details](#) screen.

**Note:** You can create a picklist only if the PRINT\_PICK\_LIST transaction is valid for the shipment at its current status in the shipment pipeline. For more information about transaction details, see the *Sterling Warehouse Management System: Configuration Guide*.

## 5.38 Create Alerts

This screen provides the ability to create alerts for the selected shipment in this screen. For field value descriptions, see [Table 5–39](#) and [Table 5–40](#).


## 5.39 Receive (Report or Record Receipt)

This screen provides the ability to record paper-based receipt details.

**Table 5–62** *Receive, Receipt*

Field	
Receipt #	The receipt number associated with the receipt.
Shipment #	The shipment number associated with the receipt.
Enterprise	The enterprise associated with the receipt.
Buyer	The buyer associated with the receipt.
Seller	The seller associated with the receipt.
Receipt Start Date	The receipt start date.
Receiving Node	The node that received the shipment.
Receipt Status	The receipt status.
Receipt Open	Indicates if the receipt is open.
No Of Pallets	The number of pallets.
No Of Cartons	The number of cartons.

**Table 5–63 Receive, Lines to Receive**

Field					
Pallet ID	<p>This field is displayed only if you are using the Sterling WMS.</p> <p>Click this option button to enter the Pallet ID.</p> <table border="1"> <tr> <td>Pallet ID</td> <td>Enter the Pallet ID.</td> </tr> <tr> <td>Pallet Completely Received</td> <td>Select this check box if the pallet is completely received.</td> </tr> </table>	Pallet ID	Enter the Pallet ID.	Pallet Completely Received	Select this check box if the pallet is completely received.
Pallet ID	Enter the Pallet ID.				
Pallet Completely Received	Select this check box if the pallet is completely received.				
Case ID	<p>This field is displayed only if you are using the Sterling WMS.</p> <p>Click this option button to enter the Case ID.</p> <table border="1"> <tr> <td>Case ID</td> <td>Enter the Case ID.</td> </tr> <tr> <td>Case Completely Received</td> <td>Select this check box if the case is completely received.</td> </tr> </table>	Case ID	Enter the Case ID.	Case Completely Received	Select this check box if the case is completely received.
Case ID	Enter the Case ID.				
Case Completely Received	Select this check box if the case is completely received.				
None	<p>This field is displayed only if you are using the Sterling WMS.</p> <p>Click this option button if neither a pallet nor a case is received.</p>				
Shipment Line #	<p>The shipment line number.</p> <p>Click  to add unexpected items in the shipment.</p>				
PO #	The purchase order number to which the shipment belongs to.				
Release #	The order release number to which the shipment belongs.				
Item ID	The item you are receiving is displayed.				
Unit Of Measure	The item's unit of measure.				
Product Class	The shipment line item's product class.				
Total Quantity	The total quantity contained in the shipment line or order line.				
Received Quantity	The quantity that has been received in the shipment line or order line.				




**Table 5–63** *Receive, Lines to Receive*

Field	
Quantity To Be Received	The total quantity to be received in the shipment line, or the quantity of released items in the order line.
Disposition Code	The disposition code is automatically populated by the system from the receiving rules. Modify the disposition code, if applicable.
Receiving Quantity	Enter the quantity being received in the shipment line.

**Note:** If the item is tag-controlled, additional fields are displayed, depending upon the item's tag attributes.

If the item is serial-controlled, an additional field is displayed to let you enter the serial number.

**Table 5–64** *Receive, Serial Range*

Field	Description
Serial #	Enter the serial number of the item. Click  to add a new serial number. Click  to go to the serial range panel, where you can enter the serial range of the items.
From Serial #	Enter the start serial number.
To Serial #	Enter the end serial number. Click  to add a new serial range.

## 5.40 Add Delivery Plan

This screen provides the ability to add shipments to a delivery plan.



**Table 5–65 Select Delivery Plan Screen, Delivery Plan**

Fields	
Enterprise	The Enterprise associated with the shipment.
Plan #	Enter the delivery plan number to which you want to add the inbound shipment. Choose the field and lookup option to find the specific plan number you want to use.
Plan Name	Enter the delivery plan name to which you want to add the inbound shipment.
Plan Date	Enter the delivery plan date and time through which the delivery plan you are adding the inbound shipment to is valid.

## 5.41 Inbound Order Container Search By All Attributes

This screen helps you search inbound containers by all attributes.

**Table 5–66 Inbound Order Container Search by All Attributes**

Fields	
Document Type	Select the appropriate document type for which you want to search.
PO #	Enter the purchase order number for which you are searching, if applicable.
Shipment #	Enter the inbound shipment number for which you are searching, if applicable.
Container #	Enter the container number for which you are searching, if applicable.
Container Type	Enter the type of containers for which you are searching, if applicable.
Tracking #	Enter the tracking number under which you want to search for containers, if applicable.
Item ID	Enter the item ID included in the containers for which you are searching, if applicable.
Container SCM	Enter the container SCM for which you are searching, if applicable.

**Table 5–66 Inbound Order Container Search by All Attributes**

Fields	
Containers With Logical Kits Only	Select the check box to search for containers only with logical kits, if applicable.
Max Records	Enter the maximum number of inbound shipments you want returned from your search.

**Note:** Do not use spaces before or after any text you enter in the search fields, as this may result in inconsistent or inaccurate results.

## 5.42 Inbound Order Container List

The Container List window displays the results of a container search. You can perform actions on a single container or multiple containers by selecting the check boxes of the containers you want to perform an action on and choosing the applicable action from the action bar.

**Table 5–67 Inbound Order Container List**

Actions	
View Details	This action takes you to the <a href="#">Container Details</a> screen where you can view the container details.
Pack/Unpack	This action takes you to the <a href="#">Pack or Unpack</a> screen where you can pack or unpack a container.
Print	This action takes you to the <a href="#">Print</a> screen where you can print the container's documents or labels.
Delete	This action takes you to the <a href="#">Delete Container</a> screen where you can delete an inbound container.
Fields	
Container #	The container number.
Shipment #	The inbound shipment to which the container belongs.
Status	The container status.
Manifested	Indicates if the container was manifested.


**Table 5–67 Inbound Order Container List**

Container Type	The type of container used. For example, Carton or Pallet.
Tracking #	The container's tracking number used to track the container's status and location.
Container SCM	The shipment container marking.
Ship Date	The date by which the container must ship.
Received	Indicates whether the shipment has been received.

## 5.43 Container Details


The Container Detail screen provides various information about an inbound container. The actions that can be performed in the Container Detail screen are explained in the following tables.

**Table 5–68 Inbound Order Container Details Screen, Container**

<b>View Icon</b>	
	<b>Status Audits</b> - This icon takes you to the <a href="#">Container Status Audits</a> screen where you can view a list of status audits that you modified for an inbound container.
<b>Actions</b>	
Print	This action takes you to the <a href="#">Print</a> screen where you can print the container's documents or labels.
<b>Fields</b>	
Container #	The container number.
Shipment #	The inbound shipment to which the container belongs.
Container Type	The type of container used. For example, Carton or Pallet.
Ship Date	The date by which the container must ship.
Container Group	The container group to which the container belongs. Valid values are: SHIPMENT, LOAD, or INVENTORY.
Received	Indicates whether the shipment has been received.
Ship To	The address to where the container is shipped.

**Table 5–69 Inbound Order Container Details Screen, Ship To**

The address to where the shipment is shipped.

Click  to go to the [Modify Address](#) screen and change the ship to address.

**Table 5–70 Inbound Order Container Details Screen, Container Info**

Fields	
Carrier/Service	The Carrier or Carrier service shipping the container.
Tracking #	The container's tracking number used to track the container's status and location.
Pallet/Carton SCM	The shipment container marking number of the pallet or carton.
Declared Value	The value used to calculate customs charges. This field is only applicable for international shipments.
Gross Weight	The weight of the container plus the contents.
Actual Weight	The weight of just the container.
Size	The size of the container.
Length	The length of the container.
Width	The width of the container.
Height	The height of the container.
Net Weight	The weight of the container's content.

**Table 5–71 Inbound Order Container Details Screen, Container Line Details**

Fields	
Tag Details	This column displays only if the item is tag-controlled, and if the receiving node is configured to capture tags when receiving inventory into a warehouse or in all operations performed within the node. For more information about capturing the tag attributes, see the <i>Selling and Fulfillment Foundation: Application Platform Configuration Guide</i> .  Click this link to go to the <a href="#">Container Serial Details</a> and view a container's serial details.
Order #	The order number to which the line item packaged in the container belongs.
Line #	The order line number to which the line item packaged in the container belongs.
Release #	The order release number to which the line item packaged in the container belongs.
Item ID	The item identifier of the line item packaged in the container.
PC	The product classification of the line item packaged in the container.
UOM	The unit of measure of the line item packaged in the container.
Description	The description of the item.
Ship By Date	The date by which the container line must be shipped by.
Quantity	The quantity of the line item packaged in the container.

**Table 5–72 Inbound Order container Details Screen, Child Containers**

Fields	
Container #	The container number.
Status	The container status.
Container Type	The type of container used. For example, Carton or Pallet.

**Table 5–72 Inbound Order container Details Screen, Child Containers**

Fields	
Tracking #	The container’s tracking number used to track the container’s status and location.
Container SCM	The shipment container marking.

## 5.44 Container Serial Details

You can view a container’s serial details with the help of this screen.

**Table 5–73 Serial Details**

Fields	
Node	Node associated with the item.
Location	Location associated with the item.
Case ID	Case LPN associated with the container.
Pallet ID	Pallet LPN associated with the container.
Serial #	The serial number associated with the container items.

**Table 5–74 Serial Details Screen, Child Serials**

Fields	
Secondary Serial #1	Component serial number of the item.
Secondary Serial #2	Component serial number of the item.
Secondary Serial #3	Component serial number of the item.
Secondary Serial #4	Component serial number of the item.
Secondary Serial #5	Component serial number of the item.
Secondary Serial #6	Component serial number of the item.
Secondary Serial #7	Component serial number of the item.
Secondary Serial #8	Component serial number of the item.
Secondary Serial #9	Component serial number of the item.

## 5.45 Container Status Audits

This screen provides visibility to a list of status audits that you modified for a inbound container.

**Table 5–75 Container Status Audits Screen, Container**

Fields	
Container #	The inbound container number.
Shipment #	The inbound shipment number.
Container Type	The inbound container type.
Ship Date	The date by which the container must ship.
Container Group	The container group to which the container belongs. Valid values are: SHIPMENT, LOAD, or INVENTORY.

**Table 5–76 Container Status Audits Screen, Container Status Audits**

Fields	
Modified By	The user who performed the modification.
Old Status	The inbound shipment status before the status modification.
Old Status Date	The date the inbound shipment entered the old status.
New Status	The inbound container status after the status modification.
New Status Date	The date the status modification was made.
Reason Code	The reason for the modification.
Reason Text	Additional information as to why the modification was made.

## 5.46 Pack or Unpack

This Pack Details (Execution Console Framework) screen provides the ability to pack or unpack containers.

For more information about the Execution Console Framework, see the *Sterling Warehouse Management System: User Guide*.

## 5.47 Delete Container

This screen provides the ability to delete an inbound container.

**Table 5–77 Delete Container**

Fields	
Remove quantity from shipment line	Choose this option to remove the quantity from the shipment line.
Backorder removed quantity	Choose this option to backorder the removed quantity.

Click OK.

## 5.48 Dock Appointment Search By All Attributes

Use this screen to search for dock appointments by all attributes.

**Table 5–78 Dock Appointment Search By All Attributes**

Fields	
Node	The node associated with the docks displays.
Start Date	The start date is defaulted to the current date. Enter the start date of the appointment for which you are searching, if applicable. Choose the calendar lookup to change the date.
Number of Days To Display	Enter the maximum number of days to be displayed on the dock schedule calendar as a result of your search, if applicable. By default, the value displayed is 5.
Location	Enter the dock location, if applicable. Choose the lookup option to search for dock locations.
Inbound Delivery	Check this checkbox to search for inbound docks, if applicable.
Outbound Pickup	Check this checkbox to search for outbound docks, if applicable.
Appointment #	Enter the appointment number for which you are searching, if applicable.



**Table 5–78 Dock Appointment Search By All Attributes**

Fields	
Shipment #	Enter the shipment number for which you are searching for the dock appointment, if applicable.
Order #	Enter the order number for which you are searching for the dock appointment, if applicable.
Load #	Enter the load number for which you are searching for the dock appointment, if applicable.
Carrier	Enter the carrier for which you are searching for the dock appointment, if applicable.
BOL #	Enter the bill of lading number for which you are searching for the dock appointment, if applicable.

The [Dock Schedule Details](#) screen displays as a result of your dock appointment search by all attributes.

## 5.49 Dock Schedule Details

This screen provides visibility to the dock appointment calendar. It displays the inbound, outbound, and both inbound and outbound docks with their:

- Available time slots for creating new appointments.
- Unavailable time slots due to calendar constraints.
- Unavailable time slots due to appointments already taken.





**Table 5–79 Dock Schedule Details, Dock Availability**

Actions	
Manage Dock Group	This action button takes you to the <a href="#">Dock Group Details</a> screen.
Zoom In	Click this action button to view more definitive details of the appointment calendar. Two levels of Zoom In are supported.

**Table 5–79 Dock Schedule Details, Dock Availability**

Zoom Out	Click this action button to view a larger area of the appointment calendar. Two levels of Zoom Out are supported.
Displays the dock locations for the nodes that are of the dock type INBOUND, OUTBOUND, and BOTH.	

**Table 5–80 Dock Schedule Details, Legend**

	Indicates an appointment for the searched criteria. Click a slot to modify an existing appointment. The <a href="#">Dock Appointment</a> screen displays.
	Indicates appointments that do not match the searched criteria. Click a slot to modify an existing appointment. The <a href="#">Dock Appointment</a> screen displays.
	Indicates free slots for which new appointments can be taken. Click a slot to create a new dock appointment. The <a href="#">Dock Appointment</a> screen displays.
	Indicates the unavailable slots due to the calendar constraints.

## 5.50 Dock Appointment

You can create new appointments or modify existing appointments with the help of this screen.

**Table 5–81 Dock Appointment, Appointment Details**

<b>Actions</b>	
Cancel	Click this action button to cancel an appointment.
<b>Fields</b>	

**Table 5–81 Dock Appointment, Appointment Details**

Appointment #	<p>The appointment number associated with the dock displays, if applicable.</p> <p>The appointment number displays only for existing appointments.</p>
Location	<p>The dock location for which you chose to take an appointment displays here.</p>
Appointment Type	<p>By default, the Outbound Pickup appointment type is selected for outbound dock locations, and Inbound Delivery for inbound and both inbound and outbound dock locations.</p>
Start Date	<p>This start date is defaulted with the date of the selected slot.</p> <p>Enter the start date on which you want to take an appointment or choose the calendar lookup to change the date.</p>
Start Time	<p>This start time is defaulted with the time of the selected slot.</p> <p>Enter the start time of the appointment or choose the time lookup to change the time.</p>
Shipment #	<p>Enter the shipment number you want to associate with the dock appointment, if applicable.</p> <p>Choose the lookup icon to search for shipments. The shipment's weight, volume, number of cases and number of pallets automatically displays.</p>
Load #	<p>Enter the load number you want to associate with the dock appointment, if applicable.</p> <p>Choose the lookup icon to search for loads. The number of cases and number of pallets associated with the load automatically displays.</p>
Order #	<p>Enter the order number you want to associate with the dock appointment, if applicable.</p>
BOL #	<p>Enter the bill of lading number you want to associate with the dock appointment, if applicable.</p>
PRO #	<p>Enter the PRO number you want to associate with the dock appointment, if applicable.</p>
Carrier	<p>Select the carrier for which you want to take an appointment, if applicable.</p>

**Table 5–81 Dock Appointment, Appointment Details**

Notes	Enter any additional information associated with the dock appointment, if applicable.
Weight	Enter the weight of the shipment, if applicable.
Volume	Enter the volume of the shipment, if applicable.
No Of Cases	Enter the number of cases contained in the shipment or load, if applicable.
No Of Pallets	Enter the number of pallets contained in the shipment or load, if applicable.
Estimate End Time	Click this button to calculate and display the estimated end time in the End Time field.  The estimated end time is calculated based on SAM defined in the productivity type, which is associated with the task type for trailer loading and unloading activities.
End Time	To specify a pre-determined end time, enter the end time.  Choose the time lookup to change the time.

Click Save to save the dock appointment.


## 5.51 Dock Group Details

You can enter constraints on the maximum number of appointments that can be taken for the group of docks associated with a node.

**Table 5–82 Dock Group Details, Dock Group**

Fields	
Node	The node associated with the docks displays.

**Table 5–83 Dock Group Details, Dock Group Max No. of Appointments**

<b>Action</b>	
Remove	Click this action button to remove the selected appointment constraints.
<b>Fields</b>	
Start Time	Indicates the start time of the time slot for which the maximum number of appointment constraint needs to be created.  Click  to create an appointment constraint.
End Time	Indicates the end time of the time slot for which the maximum number of appointment constraint needs to be created.
Sunday	Enter the maximum number of appointments you can take on this day in the time window across dock locations.
Monday	Enter the maximum number of appointments you can take on this day in the time window across dock locations.
Tuesday	Enter the maximum number of appointments you can take on this day in the time window across dock locations.
Wednesday	Enter the maximum number of appointments you can take on this day in the time window across dock locations.
Thursday	Enter the maximum number of appointments you can take on this day in the time window across dock locations.
Friday	Enter the maximum number of appointments you can take on this day in the time window across dock locations.
Saturday	Enter the maximum number of appointments you can take on this day in the time window.

Click Save to save the maximum number of dock group appointment constraints.

## 5.52 View Holds

You can view holds that are applied to the selected shipments in this screen.

**Table 5–84 View Holds, Inbound Order Shipment**

Fields	
Shipment #	The inbound shipment number.
Shipper's Ref. #	The inbound shipment reference number.
Plan #	The delivery plan number the inbound shipment is associated with.
Enterprise	The enterprise associated with the inbound shipment.
Buyer	The identifier for the buyer.
Seller	The identifier for the seller.
Ship Node	The node from where the inbound shipment is shipped.
Receiving Node	The node that is receiving the inbound shipment.
Status	The inbound shipment status.
Release #	The order release number to which the inbound shipment line belongs.
Has Hazardous Items	Indicates if the inbound shipment contains hazardous items.
Merge Node	<p>If you have order lines coming from multiple nodes and want to consolidate them into one load, enter a node at which you want all of the dependent order lines to be consolidated with the parent order line.</p> <p><b>Note:</b> Merge Node is only relevant in a Deliver Together dependency.</p>

**Table 5–85 View Holds, Shipment Holds**

Actions	
Add Holds	This action takes you to the <a href="#">Add Holds</a> screen where you can add holds to the selected inbound shipment.
Fields	

**Table 5–85 View Holds, Shipment Holds**

Actions	
Hold Description	A brief description of the hold.
Hold Status	The current status of the hold.
Hold Comment	Any additional comments for the hold.
Action	Select the action that you want to apply to the hold from the drop-down list.
Reason	Enter the reason for the hold.

**Table 5–86 View Holds, Resolved Holds**

Fields	
Hold Description	A brief description of the hold.
Reason	The reason for changing this hold to resolved status.

## 5.53 Add Holds

You can add holds to the inbound shipment on this screen.

**Table 5–87 Add Holds, Shipment Holds**

Fields	
Hold Type	Select the hold type associated with the inbound shipment from the drop-down list.
Reason	Enter the reason for the hold.

## 5.54 View History

Every time the status of an order hold changes, useful information regarding the status change is recorded in Selling and Fulfillment Foundation. In this screen, you can view the history of an order hold.

**Table 5–88 View History, Primary Information**

<b>Fields</b>	
Shipment#	The outbound shipment number.
Shipper's Ref. #	The outbound shipper's reference number.
Plan #	The outbound shipment's plan number
Enterprise	The Enterprise associated with the shipment
Buyer	The Buyer's identifier.
Seller	The Seller's identifier.
Ship Node	The node from which the outbound shipment ships.
Receiving Node	The node which receives the outbound shipment
Status	The status of the outbound shipment.
Has Hazardous Items	Indicates if the shipment contains any hazardous item.
Merge Node	The node that has multiple order lines and is consolidated into one shipment.



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