Oracle® Process Manufacturing

OrderFulfillment

Release11.0

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Oracle® Process Manufacturing Order Fulfillment

Part No. A69961-01

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Order Fulfillment Preface

Order Fulfillment Welcome

Welcome to *Order Fulfillment.*

This user's guide includes the information you need to work with Oracle Process Manufacturing (OPM) Order Fulfillment effectively.

This preface explains how this user's guide is organized and introduces other sources of information that can help you.

About Order Fulfillment

This guide contains overviews as well as task and reference information about OPM Order Fulfillment. This guide includes the following chapters:

- Order Fulfillment Overview
- Setting Up Classes and Codes
- Customer Setup
- Order Pricing Setup
- Shipping Setup
- Tax Setup
- Entering Order Profile Information
- Creating Sales Orders
- Shipping
- Order Hold Maintenance
- Invoice History
- Order Fulfillment Reports
- Appendixes

Audience for Order Fulfillment

This guide assumes that you have a working knowledge of your business area's processes and tools. It also assumes that you are familiar with OPM Order Fulfillment. If you have never used Order Fulfillment, we suggest you attend one or more of the Oracle Process Manufacturing training classes available through World Wide Education. For more information about OPM Order Fulfillment and Oracle training see Other Information Sources.

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

Conventions

Bolded Text

Buttons, fields, keys, menus, and selections are bolded in procedures only. For example: To access the next form click **OK**. Otherwise, references to these features appear in regular type.

Additional Menu Options

Only nonstandard menu options are discussed. Standard menu bar options (such as Save) are not discussed. These standard options are described in the Oracle Applications User’s Guide. Only menu options unique to the use of the specific form are discussed.

Field References

References to fields within procedures are in bold type. References within the body of this guide appear in regular type.

Keyboard Mapping

Some keyboards have an Enter key, while some have Return key. All references to this key appear as Enter.

Required Fields

The word "Required" appears as the last word in the field descriptions of all required fields. When the field is required contingent on the entry in another field, or only in specific situations, "Required if..." is the last sentence of the field description.

Fields Reserved for Future Use

Fields with no current processing implications are referenced by the statement, "This field is not currently used" or "Reserved for future use" is shown. Do not use these fields for your own reference data, because there are plans to link future functionality to these fields. Fields intended for informational use only are referenced by the statement, "This field is for informational purposes only".

Pending/Completed Transactions

Discussions about processing transactions that use the words 'pending' and 'completed' refer to the status of a transaction. Pending and completed do not refer to the database tables that are updated as a result of transactions (for example, some completed transactions are stored in the Pending Transactions table).

Procedures

Each chapter contains a procedure with numbered steps. Any actions which are subordinate to a step are assigned letters.

Note: You can customize your Oracle Application, therefore, all procedures are suggestive only. Navigate to forms and between responsibilities in a way that works best for your particular setup. Also note that fields may appear on your screen in a different order than they are discussed in this guide.

Oracle Process Manufacturing Glossaries

A module-specific glossary is included.

Use of Word "Character"

The word "character" means an alphanumeric character. Characters that are numeric or alphabetic only are referenced specifically.

Note: Depending on your system security profile, you may not have access to all of the forms and functions described in this guide. If you do not see a menu option described in this guide, and you want access to it, contact your System Administrator.

Do Not Use Database Tools to Modify Oracle Applications Data

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. If you modify the Oracle Applications data using anything other than Oracle Applications, you could change a row in one table without making corresponding changes in related tables. If your tables are synchronized with each other, you risk retrieving erroneous information and receiving unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also track who changes information. If you enter information into database tables using database tools, you could store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Consequently, we strongly recommend that you never use SQL*Plus or any other tool to modify Oracle Applications data unless otherwise instructed by Oracle Support Services.

Information Sources Related Order Fulfillment

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding Order Fulfillment.

Online Documentation

All Oracle Applications documentation is available online on CD-ROM, except for technical reference manuals.

All user's guides are available in HTML and paper. Technical reference manuals are available in paper only. Other documentation is available in paper and sometimes PDF format.

The content of the documentation remains the same from format to format. Slight formatting differences could occur due to publication standards, but such differences do not affect content. For example, page numbers are included in paper, but are not included in HTML.

The HTML documentation is available from all Oracle Applications windows. Each window is programmed to start your web browser and open a specific, context-sensitive section. Once any section of the HTML documentation is open, you can navigate freely throughout all Oracle Applications documentation. The HTML documentation also ships with Oracle Information Navigator (if your national language supports this tool) which enables you to search for words and phrases throughout the documentation set.

Other Information Sources

OPM Order Fulfillment shares business and setup information with other Oracle products. The following Oracle Applications guides might be useful when you are setting up and using OPM Order Fulfillment.

- Oracle Applications User's Guide

  This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

- Oracle Applications Flexfields Guide

  This guide provides flexfields planning, setup and reference information for the implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

- Oracle Workflow

  This guide provides information about the Oracle Workflow product. It provides guidance and assistance for automating and routing information of any type according to business rules.

- Oracle Applications System Administrators Guide

  This guide provides planning and reference information for the Oracle Applications System administrator. It contains information on how to define security, customize menus and online help text, and manage processing.

Oracle Process Manufacturing Guides

The following is a list of the documentation in each product group of OPM release 11.0.

System Administration and Technical Reference

- *Oracle Process Manufacturing Implementation Guide*
- *Oracle Process Manufacturing Technical Reference Manuals*

OPM Inventory Control

- *Oracle Process Manufacturing Inventory Management User's Guide*
- *Oracle Process Manufacturing Physical Inventory User's Guide*
- *Oracle Process Manufacturing EC Intrastat User's Guide*

OPM Process Execution

- *Oracle Process Manufacturing Production Management User's Guide*
- *Oracle Process Manufacturing Process Operations Control User's Guide*

OPM Product Development

- *Oracle Process Manufacturing Formula Management User's Guide*
- *Oracle Process Manufacturing Laboratory Management User's Guide*
- *Oracle Process Manufacturing Quality Management User's Guide*

OPM Logistics

- *Oracle Process Manufacturing Order Fulfillment User's Guide*
- *Oracle Process Manufacturing Purchase Management User's Guide*

OPM Process Planning

- *Oracle Process Manufacturing Forecasting User's Guide*
- *Oracle Process Manufacturing Capacity Planning User's Guide*
- *Oracle Process Manufacturing MPS/MRP User's Guide*

OPM Financials

- *Oracle Process Manufacturing Cost Management User's Guide*
- *Oracle Process Manufacturing, Manufacturing Accounting Controller User's Guide*
- *Oracle Process Manufacturing Accounting Setup User's Guide*
- *Oracle Process Manufacturing and Oracle Financials Integration*
- *Oracle Process Manufacturing and Oracle Financials Implementation Guide*

Other Sources

Training

We offer a complete set of formal training courses to help you and your staff master OPM Order Fulfillment and reach full productivity quickly. We organize these courses into functional learning paths, so you take only those courses appropriate to your job's area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle Education Services at any one of our many Education Centers, or you can arrange for our trainers to teach at your facility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education and support services in over 140 countries around the world.

Thank You

Thank you for choosing Oracle Process Manufacturing Order Fulfillment and this user's guide.

We value your comments and feedback. At the beginning of this guideis a Reader's Comment Form you can use to explain what you like or dislike about Order Fulfillment or user's. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager
Oracle Corporation
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U.S.A.

Order Fulfillment Overview

Order Fulfillment Introduction

OPM Order Fulfillment was designed to simplify sales order entry and reduce order cycle time while providing the most accurate sales order processing possible. Predefined pricing schedules and order templates reduce order entry time and overall order cycle time.

Order processing lets your order entry personnel inform your customers of scheduled delivery dates and pricing (including discounts, allowances, surcharges, taxes, and commissions) during order entry. Your customers benefit by knowing when an order will be delivered and what it will cost at the beginning of the sales order process.

Pricing, Ordering, and Shipping Flexibility

OPM Order Fulfillment provides many pricing options such as:

- Establishing order and line-level charges, discounts, and allowances on a percentage, flat-rate, or per-unit basis:
- Granting discounts on an as-needed basis which allows you the flexibility to give the best possible price to each customer.
- Applying mass price changes so you can quickly reflect broad-based price modifications in an entire price list.
- Setting Order Fulfillment to select the lowest available price effective for selected ship-to customers.
- Setting up order types that allow you to determine the level of processing for each order. For example, a sample order type can be set to skip pricing during processing. Pro-forma invoices provide the shipping documents used for international environments.
- Setting up tax information that allows you to calculate tax liabilities incurred as a result of the sale of taxable goods.
- Setting up sales representative and commission information that is linked to customers which enables you to automatically generate commission information on your sales orders.

Pricing

You can define pricing rules by applying:

- Pricing by customer, customer class, or territory
- Total order quantity pricing
- Line item discounts and charges
- Order level discounts and charges
- Global price list changes
- Freight bill method charges
- Lowest price available pricing (for ship-to customers only)
- Specific charges during sales order entry
- Tax calculations

Ordering

You can automate your sales order processing by:

- Establishing order types to determine which processing steps are appropriate for orders
- Creating new orders using information from other sources such as order profiles and existing orders
- Calculating scheduled ship dates based on carrier lead time
- Establishing audit trails

Shipping

You can automate sales order shipping by:

- Setting close tolerances for line items
- Using the transfer order type to ship goods to your own warehouses.

Setting Up Classes and Codes

Setting Up Classes and Codes - Overview

You can define the following items in Order Fulfillment Classes/Codes Setup:

- Charge Classes
- Commission Codes
- Hold Reason Codes
- Lock Boxes
- Order Status
- Order Types
- Packaged Items
- Sales Representatives
- Sales Representative Classes
- Terms Codes

Defining Ancillary Charge Tax Classes

Use the Ancillary Charge Tax Class form to define classifications for the taxes that you collect on ancillary charges on a sales order, such as freight, handling, and insurance.

Defining Ancillary Charge Tax Classes - Procedure

To enter ancillary charge tax classes:

1. Navigate to the **Ancillary Charge Tax Classes** form.
2. Complete the fields as described in the Ancillary Charge Tax Class Form - Fields topic.
3. Save the form.

Ancillary Charge Tax Classes Form - Fields

The fields describe the Ancillary Charge Tax Classes form in detail.

Class

Enter the code for the ancillary charge tax class. For example, enter ACINS for insurance charges. Required.

Description

Enter the description for the ancillary charge tax class. Required.

Finding Ancillary Charge Tax Classes

Use the Find Ancillary Charge Tax Classes form to locate the ancillary charge tax classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Ancillary Charge Tax Classes - Procedure

To find ancillary charge tax classes:

1. Navigate to the **Ancillary Charge Tax Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Ancillary Charge Tax Classes Form - Fields topic.
4. Click **Find**. The ancillary charge tax classes that meet your criteria are displayed on the Ancillary Charge Tax Classes form.

Find Ancillary Charge Tax Classes Form - Fields

The fields describe the Find Ancillary Charge Tax Classes form in detail.

Class

Enter the code for the ancillary charge tax class. For example, enter ACINS for insurance charges.

Marked for Deletion

- Select Yes to display ancillary charge tax classes that are marked for deletion.
- Select No if you do not want to display ancillary charge tax classes that are marked for deletion.

Defining Commission Codes

Use the Commission Codes form to define the commission codes that indicate the commission terms in effect for each sales representative and each kind of commission event such as sales promotions. Each commission code and its associated terms can be assigned to multiple sales representatives.

Defining Commission Codes - Procedure

To enter commission codes:

1. Navigate to the **Commission Codes** form.
2. Complete the fields as described in the Commission Codes Form - Fields topic.
3. Save the form.

Commission Codes Form - Fields

The fields describe the Commission Codes form in detail.

Commission Code

Enter a code to identify the commission plan you are defining. You can assign the commission code to one or more sales representatives. Required.

Sales Representative Code

Enter a valid sales representative code. To assign the same commission code to one or more sales representatives, save the form for each different sales representative with the same commission code entered for each of them. Required.

Commission Event Type

Enter the code that describes the event related to the commission such as a promotion or sale. Event types are user-defined.

Event Allocation

Enter the percentage commission to be paid to the sales representatives for this event as a decimal. For example enter .7 for 70 percent. Required.

Comment

Enter any necessary comment regarding the commission plan.

Finding Commission Codes

Use the Find Commission Codes form to locate the commission codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Commission Codes - Procedure

To find commission codes:

1. Navigate to the **Commission Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Commission Codes Form - Fields topic.
4. Click **Find**. The first commission code that meets your criteria is displayed on the Commission Codes form. Press **PgDn** to view any additional commission codes that meet your criteria.

Find Commission Codes Form - Fields

The fields describe the Find Commission Codes form in detail.

Commission Code

Enter a code to identify the commission plan.

Sales Representative Code

Enter a valid sales representative code.

Commission Event Type

Enter the code that describes the event that the commission is being offered for.

Marked for Deletion

- Select Yes to display commission codes that are marked for deletion.
- Select No if you do not want to display commission codes that are marked for deletion.

Defining Hold Reason Codes

Use the Hold Reason Codes form to define the hold reason codes that indicate situations where inventory commitments, picking, shipping, and invoicing of ordered goods should be halted. You can place a hold on an entire order or on individual order lines.

Defining Hold Reason Codes - Procedure

To enter hold reason codes:

1. Navigate to the **Hold Reason Codes** form.
2. Complete the fields as described in the Hold Reason Codes Form - Fields topic.
3. Save the form.

Hold Reason Codes Form - Fields

The fields describe the Hold Reason Codes form in detail.

Hold Reason

Enter the code that identifies the reason that an order or line will be placed on hold. Required.

Reason Description

Enter the description for the hold reason. Required.

Inventory Commit

Indicates whether the line should be included in the Committed Sales balance in the Inventory Summary.

- Clear to allow inventory commitment and allocation (default).
- Select to prevent an inventory commitment for an order or line. A pending inventory transaction will be saved to record demand, but available inventory balances will not include this line's quantity. You cannot allocate inventory for lines when this hold is selected.

Picking

Indicates whether the order or line can be included on a shipment.

- Clear to include the order or line on a shipment (default).
- Select to place the order or line on hold to avoid placing it on a shipment.

Shipping

Indicates whether shipments can be released.

- Clear if shipments can be released (default).
- Select to prevent the release of shipments.

Invoicing

Indicates whether or not invoices can be generated for the order or line.

- Clear if orders can be invoiced
- Select to prevent invoice generation for a sales order or order line.

Release Blanket Order

This feature will be supported in a later release. Indicates whether sales orders can be created (released) from a blanket sales order.

- Clear if sales orders can be released (default).
- Select if sales orders cannot be created from blanket sales orders.

Finding Hold Reason Codes

Use the Find Hold Reason Codes form to locate the hold reason codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Hold Reason Codes - Procedure

To find hold reason codes:

1. Navigate to the **Hold Reason Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Hold Reason Codes Form - Fields topic.
4. Click **Find**. The first hold reason code that meets your criteria is displayed on the Hold Reason Codes form. Press **PgDn** to view any additional hold reason codes that meet your criteria.

Find Hold Reason Codes Form - Fields

The fields describe the Find Hold Reason Codes form in detail.

Hold Reason

Enter the code that identifies the reason that an order will be placed on hold.

Inventory Commit

- Select No to display hold reason codes that allow inventory commitment and allocation.
- Select Yes to display hold reason codes that prevent an inventory commitment for an order or line.

Picking

- Select No to display hold reason codes that include inventory picked for the order line in the shipment.
- Select Yes to display hold reason codes that place the inventory picked for the order on hold for the shipment.

Shipping

- Select No to display hold reason codes that allow shipments to be released.
- Select Yes to display hold reason codes that prevent the release of shipments.

Invoicing

- Select No to display hold reason codes that allow orders to be invoiced.
- Select Yes to display hold reason codes that prevent invoice generation for a sales order or order line.

Release Blanket Order

This feature will be supported in a later release.

- Select No to display hold reason codes that allow sales orders to be released.
- Select Yes to display hold reason codes that prevent sales orders from being created from blanket sales orders.

Marked for Deletion

- Select Yes to display hold reason codes that are marked for deletion.
- Select No if you do not want to display hold reason codes that are marked for deletion.

Defining Lock Boxes

Use the Lock Box form to define the lock boxes that your customers send payments to for your organization.

Defining Lock Boxes - Procedure

To enter lock boxes:

1. Navigate to the **Lock Box** form.
2. Complete the fields as described in the Lock Box Form - Fields topic.
3. Save the form.

Lock Box Form - Fields

The fields describe the Lock Box form in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Lockbox Code

Enter a unique lock box code. Required.

Description

Enter the description for the lock box. Required.

Comment

Enter any necessary comment regarding the lock box.

Lock Box Form - Special Menu Options

The following options are available on the Special menu for the Lock Box form:

Address Edit

You can associate the appropriate street address for the lock box on the Address Edit form.

Finding Lockboxes

Use the Find Lockboxes form to locate the lock boxes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Lockboxes - Procedure

To find lockboxes:

1. Navigate to the **Lock Box** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on Find Lockboxes Form - Fields topic.
4. Click **Find**. The first lock box that meets your criteria is displayed on the Lock Box form. Press **PgDn** to view any additional lock boxes that meet your criteria.

Find Lockboxes Form - Fields

The fields describe the Find Lockboxes form in detail.

Lockbox Code

Enter a unique lock box code.

Marked for Deletion

- Select Yes to display lock boxes that are marked for deletion.
- Select No if you do not want to display lock boxes that are marked for deletion.

Finding Order Status Codes

Use the Find Order Status form to locate the order status codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Order Status Codes - Procedure

To find order status codes:

1. Navigate to the **Find Order Status** form.
2. Complete the appropriate fields as described on the Find Order Status Form - Fields topic.
3. Click **Find**. The first order status code that meets your criteria is displayed on the Order Status form. Press **PgDn** to view any additional order status codes that meet your criteria.

Find Order Status Form - Fields

The fields describe the Find Order Status form in detail.

Order Status Code

Enter the order status code.

Order Status Code	Description
CLOSED	Closed/Ended Order
INVOICED	Completely Invoiced
OPEN	Open
PICKED	Picked for Shipping
PTLYINVOICED	Partially Invoiced
PTLYSHIPPED	Partially Shipped
SCRATCH	Scratch Order
SHIPPED	Completely Shipped
VOIDED	Canceled/Voided

Language Code

Enter the language code.

Marked for Deletion

- Select Yes to display order status codes that are marked for deletion.
- Select No if you do not want to display order status codes that are marked for deletion.

Editing Order Status Descriptions

Use the Order Status form to enter or edit descriptions for status codes. OPM Order Fulfillment provides you with a series of predefined order status codes that indicate the processing stage for a sales order such as inventory allocated. You can edit the descriptions for these codes so that they fit your enterprise's order processing procedures.

See the *Finding Order Status Codes* topic for detailed information.

Editing Order Status Descriptions - Procedure

To edit order status descriptions:

1. Find the order status code that you want to modify. The code is displayed the **Order Status** form.
2. Complete the fields as described in the Order Status Form - Fields topic.
3. Save the form.

Order Status Form - Fields

The fields describe the Order Status form in detail.

Order Status Code

The order status code such as allocated is displayed. You cannot edit this field.

Order Status Code	Description
CLOSED	Closed/Ended Order
INVOICED	Completely Invoiced
OPEN	Open
PICKED	Picked for Shipping
PTLYINVOICED	Partially Invoiced
PTLYSHIPPED	Partially Shipped
SCRATCH	Scratch Order
SHIPPED	Completely Shipped
VOIDED	Canceled/Voided

Language Code

Displays the default language code for the OPM environment. You cannot edit the language code.

Description

The description originally linked to the order status code displays. You can edit the description.

Defining Order Type Codes

You can define or edit the order types that determine which processing steps you apply to orders. Order Fulfillment provides you with one

predefined default order type code called SO. Other examples of order types are:

- Normal orders
- Samples
- Transfer orders

You can specify the processing functions that you want to occur for each order type such as :

- Which inventory transaction type to use
- How to process orders for shipping
- Whether to calculate taxes for orders
- Whether to perform a credit check or provide an audit trail
- Whether to create invoices for orders
- How to price orders: automatically by line or order total; or manually
- Whether to produce pick list and pro forma invoice reports

Note: Order type code and language code together produce the order type key. Each order type code/language code combination must be unique.

Defining Order Type Codes - Procedure

To define or edit order type codes:

1. Navigate to the **Order Types** form.
2. Complete the fields as described in the Order Types Form - Fields topic.
3. Save the form.

Order Types Form - Fields

The fields describe the Order Types form in detail.

Order Type Code

Enter the order type code. Required.

Language Code

Enter a valid language code for the language the order type is expressed in. Required.

Description

Enter the description for the order type.

Order Lead Time

Enter the lead time in days that orders of this type generally require. The default is 0 days.

Inventory Transaction Type

Select the kind of inventory transactions that will be generated for orders of this type:

- **Normal** means that regular pending and completed inventory transactions will be generated when orders are saved and shipped (default).
- **Interplant** means that orders are warehouse transfers within an organization.
- **Consignment** means that orders are shipped to consignment warehouses and you own the inventory until it is sold by the consignee to a customer.

Note: For both interplant and consignment transaction types, a double-sided inventory transaction is written when the shipment is released. Therefore, on-hand inventory is reduced in the shipping warehouse (from warehouse) and increased in the receiving warehouse (to warehouse).

Order Total Pricing/Order Line Pricing

Select the kind of pricing that will be used for orders of this type:

- **By Order Line** means that prices are determined based on the quantity or base value for a line.
- **By Order Total** means that prices are determined based on the quantity or base value of the entire order (all order lines entered).
- **No Prices Calculated** means that automatic order pricing will not be used for orders of this type.

Note: Select By Order Line or By Order Total to display prices on sales orders. If you select No Prices Calculated, zeroes will be displayed on sales orders instead of calculated prices.

Sales Order Processing

Select the kind of options that will be used for processing orders of this type. Clear items that you do not want to use.

- **Calculate Tax** means that taxes on sales orders will be calculated automatically during order entry (the default is selected).
- **Credit Checking** means that holds will be automatically placed on orders of this type if a customer exceeds an established sales order credit limit (the default is cleared).

Note: For OPM Order Fulfillment integrated with Oracle Financials, Oracle Receivables credit checking is used. If Oracle Receivables is not used, the customer credit limit on the OPM Customer Master is checked.

- **Log Audit Trail** means that an audit trail will be generated automatically for orders of this type so you can maintain an audit trail of all changes to the order.(the default is cleared).
- **Produce Shipment** means that orders of this type will produce shipments (the default is cleared).
- **Invoice** means that an invoice will be generated automatically after sales order items are shipped (the default is selected).

Reports

Select the reports that you want to produce:

- **Pick List** means that a Pick List report can be generated for orders that have been placed on a shipment.
- **Proforma Invoice** means that the Proforma Invoice report can be generated for orders that have been placed on a shipment.

Finding Order Type Codes

Use the Find Order Types form to locate the order types that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Order Type Codes - Procedure

To find order types codes:

1. Navigate to the **Order Types** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Order Types Form - Fields topic.
4. Click **Find**. The first order type that meets your criteria is displayed on the Order Types form. Press **PgDn** to view any additional order types that meet your criteria.

Find Order Types Form - Fields

The fields describe the Find Order Types form in detail.

Order Type Code

Enter the order type code.

Language Code

Enter a valid language code for the language the order type is expressed in.

Marked for Deletion

- Select Yes to display order types that are marked for deletion.
- Select No if you do not want to display order types that are marked for deletion.

Defining Packaged Items

Define or edit the containers that bulk items will be packaged in, the bulk item fill quantities, and the package configuration for the loading pallet.

Defining Packaged Items - Procedure

To enter or edit packaged items:

1. Navigate to the **Packaged Items** form.
2. Complete the fields as described in the Packaged Items Form - Fields topic.
3. Save the form.

Packaged Items Form - Fields

The fields describe the Packaged Item form in detail.

Note: Define item units of measure in the OPM System Administration module before you use Order Fulfillment. For more information see the *OPM Implementation Guide* or the online help for the appropriate forms.

Packaged Item

Enter the packaged item code. Required.

Description

Enter the description for the packaged item. If you specified an existing packaged item, the corresponding description displays automatically. Required.

Use Description on Order

- Select if the package description should be displayed on sales orders for this packaged item.
- Clear if the package description should not be displayed on sales orders for this packaged item.

Item Number

Enter a valid bulk item that will be included in this package. Required.

Item Fill Quantity

Enter the quantity of the bulk item that will be included in the package container.

Item Fill UOM

Enter the unit of measure that the bulk item quantity is measured by for this package.

Per Package UOM

Enter the unit that the package will be measured by. For example, if the package is a drum, DRUM. Required.

Per Package Volume

Enter the volume of the package container. For example, if the drum holds 55 gallons, enter 55. Required.

Per Package Volume UOM

Enter the unit of measure that the packaged volume will be measured by. For example, if the drum is measured in gallons, GA.

Note: The default unit of measure is specified in the OP$SHIPVOL_UM profile value. Contact your System Administrator for information on profile values.

Tare Weight

Enter the weight of the package container.

Tare UOM

Enter the unit of measure that the package container's weight is measured by. Defaults from OPM System Administration. Required.

Note: The default unit of measure is specified in the OP$SHIPUOM profile value. Contact your System Administrator for information on profile values.

Tare Deviation High

Enter the deviation percentage over the normal tare weight of the container that is acceptable for this packaged item.

Tare Deviation Low

Enter the deviation percentage under the normal tare weight of the container that is acceptable for this packaged item.

Pallet Volume

Enter the total volume of the pallet.

Pallet Packages Per

Enter the number of packages that would normally be loaded onto a pallet.

Pallet Weight

Enter the weight of the loading pallet by itself.

Pallet UOM

Enter the unit of measure that the pallet weight is measured by. Defaults from OPM System Administration. Required.

Note: The default unit of measure is specified in the OP$SHIPUOM profile value. Contact your System Administrator for information on profile values.

Finding Packaged Items

Use the Find Packaged Items form to locate the packaged items that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Packaged Items - Procedure

To find packaged items:

1. Navigate to the **Packaged Items** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Packaged Items Form - Fields topic.
4. Click **Find**. The first order type that meets your criteria is displayed on the Packaged Items form. Press **PgDn** to view any additional packaged items that meet your criteria.

Find Packaged Items Form - Fields

The fields describe the Find Packaged Items form in detail.

Packaged Item

Enter the packaged item code.

Marked for Deletion

- Select Yes to display packaged items that are marked for deletion.
- Select No if you do not want to display packaged items that are marked for deletion.

Defining Sales Representative Codes

Use the Sales Representatives form to create a record that defines each representative's territory and commission plan.

You can then enter valid sales representative codes on the Customer form when you define new customers. The sales representative code from the Customer form becomes the default on the Sales Order Header.

If OPM Order Fulfillment is integrated with Oracle Financials, sales representative codes must be established in Oracle Receivables. They are saved to OPM when you run Data Synchronization.

Defining Sales Representatives - Procedure

To define sales representative codes:

1. Navigate to the **Sales Representatives** form.
2. Complete the fields as described in the Sales Representatives Form - Fields topic.
3. Save the form.

Sales Representatives Form - Fields

The fields describe the Sales Representatives form in detail.

Company

You can link this sales representative to the default company defined for the established organization code in the system profile value SY$DEFAULT_ORGN. To view or edit the sales representative record, you must have access to the default company. To restrict the representative to a default company, enter an appropriate company code; the corresponding company description displays automatically. Leave the field blank if the representative will not be restricted to users with access to the specified default company.

Code

Enter a code to identify the sales representative throughout OPM. Required.

Name

Enter the sales representative's name. Required.

Type

Enter a code defining the type classification that this representative fits into. This code is for reporting purposes and your reference only.

Class

Enter the sales representative class that this representative fits into. The sales representative class groups representatives for reporting purposes.

Manager Code

Enter a valid sales representative code to identify the representatives manager.

Commission Code

Enter the code that indicates the default commission plan for this representative. See the *Defining Commission Code*s topic for detailed information.

Territory

Enter the code for the sales representative's territory such as NE for northeast. This code is for your reference and for reporting purposes.

Phone1

Enter the primary telephone number (including area codes and dashes) where this representative can be contacted.

Phone2

Enter the secondary telephone number (including area codes and dashes) where this representative can be contacted.

Finding Sales Representative Codes

Use the Find Sales Representatives form to locate the sales representative codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Sales Representative Codes - Procedure

To find sales representative codes:

1. Navigate to the **Sales Representatives** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on Find Sales Representatives Form - Fields topic.
4. Click **Find**. The first sales representative code that meets your criteria is displayed on the Sales Representatives form. Press **PgDn** to view any additional sales representative codes that meet your criteria.

Find Sales Representatives Form - Fields

The fields describe the Find Sales Representatives form in detail.

Company

Enter the company code that the sales representative is restricted to.

Code

Enter a code that identifies the sales representative throughout OPM.

Name

Enter the sales representative's name.

Type

Enter a code defining the type classification that this representative fits into.

Class

Enter the sales representative class that this representative fits into.

Manager Code

Enter a valid sales representative code to identify the representatives manager.

Commission Code

Enter the code that indicates the commission plan for this representative such as a marketing promotion.

Marked for Deletion

- Select Yes to display sales representative codes that are marked for deletion.
- Select No if you do not want to display sales representative codes that are marked for deletion.

Defining Sales Representative Classes

Use the Sales Representative Classes form to define the sales representative classes that you will use to group sales representatives for reporting purposes. The grouping criteria is completely at your discretion. You can assign a sales representative classification code to each sales representative you define.

Defining Sales Representative Classes- Procedure

To define sales representative classes:

1. Navigate to the **Sales Representative Classes** form.
2. Complete the fields as described in the Sales Representative Classes Form - Fields topic.
3. Save the form.

Sales Representative Classes Form - Fields

The fields describe the Sales Representative Classes form in detail.

Class

Enter the sales representative classification code. Required.

Description

Enter the description for the sales representative classification. Required.

Finding Sales Representative Classes

Use the Find Sales Representative Classes form to locate the sales representative classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Sales Representative Classes - Procedure

To find sales representative classes:

1. Navigate to the **Sales Representative Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Sales Representative Classes Form - Fields topic.
4. Click **Find**. The sales representative classes that meet your criteria are displayed on the Sales Representative Classes form.

Find Sales Representative Tax Classes Form - Fields

The fields describe the Find Sales Representative Classes form in detail.

Class

Enter the sales representative classification code.

Marked for Deletion

- Select Yes to display sales representative classes that are marked for deletion.
- Select No if you do not want to display sales representative classes that are marked for deletion.

Defining Terms Codes

Use the Terms Codes define the standard period of time when payment is due from your customers. You can also define discounts for customers when you receive their payments within a designated discount period.

If OPM Order Fulfillment is integrated with Oracle Financials, terms codes must be established in Oracle Payables. They are saved to OPM when you run Data Synchronization. The Terms Code form displays terms codes that were established in Oracle Financials , but does not allow you to edit them.

Defining Terms Codes - Procedure

To define terms codes:

1. Navigate to the **Terms Codes** form.
2. Complete the fields as described in the Terms Codes Form - Fields topic.
3. Save the form.

Terms Code Form - Fields

The fields describe the Terms Codes form in detail.

Code

Enter the code that identifies this set of payment terms. Required if there is no integration with Oracle Financials.

Description

Enter the description for the payment terms. For example, if a five percent discount is in effect for payment within seven business days with net due in 30 days, enter 5% disc 7 days/ net 30. Required.

Discount Percent

Enter the percent discount applied when you receive payment during the discount period. The default is zero.

Discount Days

Enter the number of days that the customer qualifies for the discount percent you specified in the Discount Percent field. For example, if the payment terms are net payment within thirty days, but the customer gets the discount for payment within ten days, enter 10. The default is zero.

Net Days

Enter the number of days when full payment for an order is due. For example, if payment of the complete balance is due in 30 days regardless of discount terms, enter 30.

Oracle Financials Terms Code

If terms codes were created in Oracle Payables, they are displayed.

Finding Terms Codes

Use the Find Terms Code form to locate the terms codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Terms Codes - Procedure

To find terms codes:

1. Navigate to the **Terms Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Terms Code Form - Fields topic.
4. Click **Find**. The terms codes that meet your criteria are displayed on the Terms Codes form.

Find Terms Code Form - Fields

The fields describe the Find Terms Code form in detail.

Code

Enter the code that identifies this set of payment terms.

Marked for Deletion

- Select Yes to display terms that are marked for deletion.
- Select No if you do not want to terms codes that are marked for deletion.

Customer Setup

Customer Setup - Overview

Define customers, customer associations, generic items, allocation criteria; customer trade, price, and general ledger classifications; and customer tax exemptions for sorting and reporting purposes in Order Fulfillment Customers Setup. You can also define relationships between a billing customer and one or more shipping customers.

Many of the values you associate with each customer such as shipping information and classification codes become defaults on the sales order header and order lines. The Sales Order Header form must always contain a ship to and bill to customer number.

If OPM Order Fulfillment is integrated with Oracle Financials, most of the customer and carrier information is entered through Oracle Receivables. It is saved to OPM when you run Data Synchronization.

You cannot edit the information required by Oracle Receivables, but you can edit information that is unique to OPM Order Fulfillment.

You can define the following items in Order Fulfillment Customers Setup if you are not integrated with Oracle Financials.

- Customers
- Customer Associations
- Generic Items
- Allocation Criteria
- Customer Classes
- Customer General Ledger Classes
- Customer Price Classes
- Customer Trade Classes
- Customer Tax Exemptions

You can define the following items in Order Fulfillment Customers Setup if you are integrated with Oracle Financials.

- Generic Items
- Allocation Criteria
- Customer Classes
- Customer General Ledger Classes
- Customer Price Classes
- Customer Trade Classes
- Customer Tax Exemptions

Defining Customer Information

Use the Customer Maintenance form to define or edit your customer information, designate the customer as a ship-to or bill-to; enter the corresponding addresses; specify default ordering, shipping, and billing information; customer-specific items; and contacts at the customer site.

Defining Customer Information - Procedure

To enter customer information:

1. Navigate to the **Customer Maintenance** form.
2. Complete the fields as described in the Customer Maintenance Form -Fields topic.
3. Save the form.

Customer Maintenance Form - Header

The fields describe the Customer Maintenance header region in detail.

Notes: If OPM is integrated with Oracle Financials, most of the customer and carrier information is entered through Oracle Receivables and synchronized to the OPM Customer table. You can access only these fields on the Customer Maintenance form: Sort Name, Alternate Customer, Text, Standard Point Location Code, and Descriptive Flexfields.

You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Company

Enter the company code to link the customer to the default company defined for the established organization code in the system profile value SY$DEFAULT_ORGN. The corresponding company description displays automatically.

To view or edit the customer record, you must have access to the default company. Leave the Company field blank if the customer is not restricted to a default company.

Customer Number

Enter the customer code. The customer number and company combination forms a unique key. Required.

Type

Select the type of ship to customer. The order type determines the order processing parameters regardless of the ship to customer type selected.

- Normal (the default) means that this is a regular customer that you ship ordered goods to.
- Consignment means that you ship inventory to the customer warehouse for storage and then bill the customer for inventory used.
- Transfer means that you ship goods to a warehouse within your own organization.

Customer Maintenance Form - Customer Information

The fields describe the Customer Information region in detail.

Customer Name

Enter the name that you want to associate with the customer number.

Sort Name

Enter the name used to sort the customer name on reports and LOVs. The default is the name in the Name field shortened to 16 characters.

Alternate Customer

If you identify this customer by another name, enter that name for your reference.

Phone

Enter the customer's phone number (up to 20 characters).

FAX

Enter the customer's FAX number (up to 20 characters).

Telex

Enter the customer's telex number (up to 20 characters).

E-mail Address

Enter the customer's e-mail address.

Designate As

Select the kind of customer:

- Ship To
- Bill To
- Inactive

Standard Industry Classification Code

Enter the Standard Industry Classification (SIC)Code that identifies the your customer's industry or business for your reference.

Standard Point Classification Code

Enter Standard Point Location Code (SPLC) that represents the specific location within your sales territory for freight and traffic rate management and for your reference.

Customer Maintenance Form - Order and Shipping

The fields describe the Order and Shipping information region in detail.

Note: If OPM is integrated with Oracle Financials, most of the customer and carrier information is entered through Oracle Receivables and synchronized to the OPM Customer table. You can access only these fields on OPM Customer Ordering and Shipping: To Warehouse, Price Customer, Customer Items Only, and Use Lowest Price.

From Warehouse

Enter the default warehouse that inventory is expected to be picked from to fill this customer's orders.

To Warehouse

Enter the warehouse that transferred or consigned items will be shipped to. You can only access this field if the customer is a consignment or transfer customer in the Type field on the Customer Maintenance header.

FOB Code

Enter the code for the shipping FOB point where the title to the ordered goods transfers to the customer. This is the default for orders and shipments for this customer, but can be overridden for specific documents.

Price Class

Enter the price class code that the customer will be grouped into for a specific price classification if they will be grouped by price class. When pricing is established for an entire price class, all customers assigned to that price class share that pricing.

Price Customer

Displays the new customer code. This code is used to determine the pricing table this customer. Enter another customer code to use established pricing for another customer.

Freight Bill Method

Enter the code for the freight billing method used for this customer. This is the default for orders and shipments for this customer, but can be overridden for specific documents.

Sales Representative

Enter the code for the sales representative assigned to this customer.

Commission Code

Enter the code for the commission plan that will be in affect for sales orders to this customer.

Order Preferences

Select the methods that can be used to produce sales orders for this customer:

- Backorders means that backorders are created when an order is short-shipped.
- Use Lowest Price means that the lowest pricing available will be used to price sales order for ship to customers only.
- Customer Items Only means that the customer is limited to ordering specific items established in customer items.
- Electronic Orders means that information can be transmitted electronically (for use in a later release).

Customer Carriers Form - Billing and Other

The fields describe the Billing and Other information region in detail.

Note: If OPM is integrated with Oracle Financials, most of the customer and carrier information is entered through Oracle Receivables and synchronized to the OPM Customer table. You can access only the Trade Class field on Billing and Other.

Lock Box

Enter the lock box number that your customer sends payments to for your organization.

Currency

Enter the currency that billings to this customer will be based on. Required.

Credit Limit

Enter the maximum amount of credit on one order for the customer, based on the currency that you specified. This credit limit can be used to perform simple order credit checking if Oracle Financials is not integrated with OPM.

General Ledger Class

Enter a general ledger (GL) classification to group customers with the same general ledger account characteristics for general ledger account mapping and reporting purposes.

Trade Class

Enter a trade classification to group customers with the same trade requirements for reporting purposes.

Customer Class

Enter the customer classification code that you want to use to group this customer for reporting purposes.

Customer Territory

Enter the customer's territory for reporting and pricing purposes.

Tax Location

Enter the tax location code and the description displays automatically. The customer pays taxes for sales and shipments based on the tax authority associated with this tax location code. Use the Location Codes and Location-Authority Associations forms in Order Fulfillment Setup to establish the appropriate tax jurisdiction for each location.

Tax Calculation

Enter the tax calculation code and the description displays automatically. The tax calculation code indicates the tax calculations that will occur for sales to this customer. Use the Tax Calculations form in Order Fulfillment Setup to define your tax calculations.

Payment Terms

Select the terms code that reflects the credit and payment terms in effect for bill to customers. This is the default on this customer's sales orders and shipments. You can override payment terms on individual documents if you select Terms Vary:

- Terms Vary means that the payment terms you specified for this customer can be overridden on individual orders.
- Send monthly statement means that a monthly billing statement should be mailed to this customer instead of an individual billing for each order (not currently supported).
- Service charges means that a billing service charge will be levied against the customer (not currently supported).

Terms Code

Displays the specific terms code and description in effect for the selected bill to customer. Default.

Customer Carriers Form - Contacts

The fields describe the Contacts information region in detail.

Note: If OPM is integrated with Oracle Financials, most of the customer and carrier information is entered through Oracle Receivables and synchronized to the OPM Customer table. You can access only Place Orders on the Customer Contacts form.

You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Name

Enter the contact name.

Type

Enter a user-defined code for the type of contact at the customer site.

Phone

Enter the contact's phone number (up to 20 characters).

Fax

Enter the contact's FAX number (up to 20 characters).

Place Orders

- Select if the contact places sales orders at the customer site.
- Clear if the contact does not place sales orders at the customer site.

Email Address

Enter the contact's e-mail address.

Customer Carriers Form

Use the Customer Carriers from to specify the carriers who ship orders to the customer site. You can indicate multiple carriers for delivery from each shipping warehouse with corresponding shipping preferences and times for each.

Customer Carriers Form - Procedure

To enter customer carriers:

1. Click **Customer Carriers** on the Customer Maintenance form.
2. Complete the fields as described in the Customer Carriers Form - Fields topic.
3. Save the form.

Customer Carriers Form - Fields

The fields describe the Customer Carriers form in detail.

Note: If OPM is integrated with Oracle Financials, most of the customer and carrier information is entered through Oracle Receivables and synchronized to the OPM Customer table, all of the fields on the OPM Customer Carriers form are accessible.

Warehouse

Enter the warehouse that items are shipped from when the carrier delivers to the customer. You can assign the carrier as being preferred by the customer only when ordered goods are shipped from a specific warehouse.

Item Ship Class

Enter an item ship class code to restrict the preference status of the carrier to items assigned to that class. The ship class groups items with similar shipping characteristics. Define ship classes in Inventory Management Setup. The carriers that you list for the customer can ship items assigned to the ship class that you designate here.

Carrier

Enter the established carrier being associated with this customer.

Method

Enter the method by which the carrier ships items to the customer such as air or truck.

Preference

Enter the numeric preference rating for each carrier that delivers orders to this customer when you use multiple carriers. A preference number cannot be repeated. The default is 0.

Transit Time

Enter the average number of days that the carrier requires to ship orders to this customer.

Freight Zone

Enter the freight zone where the carrier delivers orders to the customer.

Customer Items Form

Use the customer items form to restrict orders from the customer to specific items or to control the shipment quantity of items.

You can indicate the items that this customer will be restricted to on sales orders; restrict the customer item to shipments from a specific warehouse; and specify shipping quantity tolerances that allow the item to be marked as complete if the ship quantities fall within a specified range.

Customer Items Form - Procedure

To enter customer items:

1. Click **Customer Items** on the Customer Maintenance form.
2. Complete the fields as described in the Customer Items Form - Fields topic.
3. Save the form.

Customer Items Form - Fields

The fields describe the Customer Items form in detail.

Note: If OPM is integrated with Oracle Financials, most of the customer and carrier information is entered through Oracle Receivables and synchronized to the OPM Customer table. If OPM is integrated with Oracle Financials, you can access all the fields on the Customer Items form.

You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Item

Enter the item code and the description will be displayed automatically.

Packaged Item

Enter the packaged item code and the description will be displayed automatically (optional).

Min Ship

- Select to perform a check on short-shipment of this item using the tolerance entered in the ship completed field on this form.
- Clear to avoid applying a minimum ship quantity for the warehouse that ships the customer item.

Max Ship

- Select to perform a check on overshipment on this item using the max ship field on this form.
- Clear to avoid applying a maximum ship quantity for the warehouse that ships the customer item.

Whse

Enter the warehouse code to restrict the customer item to shipments from a specific warehouse. A warehouse code cannot be repeated for a customer item.

Preference

Enter the numeric preference rating for each customer item in the event to this customer when you have multiple items. A preference number cannot be repeated for a customer item. The default is 0.

Ship Completed

You can specify a shipping quantity tolerance percentage that allows shipments of the customer item to be marked as complete if the shipped quantity meets or exceeds the percentage you specify. The default is 100.

Max Ship

Enter the maximum percentage over and above the ordered quantity that can be shipped on any specific order line for each warehouse that ships the customer item. The default is 100.

Note: The Date Sent, Version, and Required fields let you specify Material Safety Data Sheet (MSDS) information for your reference.

Date Sent

Enter the date that the latest MSDS was sent to the customer for this item.

Version

Enter the version number of the latest MSDS sent to the customer for this item.

Required

- Select if a regulatory document is required for the customer item when it is shipped from the warehouse.
- Clear if no regulatory documents are required for the customer item when it is shipped from the warehouse.

Finding Customers

Use the Find Customers form to locate the customers that match your criteria. If OPM is integrated with Oracle Financials, the Find Customers form is displayed when you select the Customer Maintenance form.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Customers - Procedure

To find customers:

1. Navigate to the **Customer Maintenance** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Customers Form - Fields topic.
4. Click **Find**. The first customer that meets your criteria is displayed on the Customer Maintenance form. Press **PgDn** to view any additional customers that meet your criteria.

Find Customers Form - Fields

The fields describe the Find Customers form in detail.

Company

Enter the company code for the company that the customer is linked to.

Customer Number

Enter the customer code.

Customer Name

Enter the customer name associated with the customer number.

Sort Name

Enter the name used to sort the customer name.

Phone

Enter the customer's phone number (up to 20 characters).

Sales Order

Enter the customer sales order number.

Profile Number

Enter the customer profile number.

Customer Purchase Order

Enter the customer purchase order number.

Customer Item

Enter the customer item number.

Item Number

Enter the item number.

Generic Item

Enter the generic item number.

Mark for Deletion

- Select Yes to display customers that are marked for deletion.
- Select No if you do not want to display customers that are marked for deletion.

Editing Customer Information

To edit customer information, first query the customers that meet your criteria, and then change the information in any fields necessary for those customers.

If OPM is integrated with Oracle Financials, you can only access some fields on the Customer Items form. See the *Defining Customer Information* fields topics for detailed information.

Editing Customer Information - Procedure

To edit customer information:

1. Once you have queried and found customers, the first customer that meets your criteria is displayed on the **Customer Maintenance** form.
2. For multiple records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Defining Customer Information - Fields topics.
4. Save the form.

Duplicating a Customer Record

You can create a new customer record by duplicating an existing record to save steps.

Duplicating a Customer Record - Procedure

To duplicate a customer record:

1. Go to the **customer record** that you want to duplicate.
2. Select **New Record** from the Edit menu and a blank new record is displayed.
3. Select **Duplicate Record Above** from the Edit menu and the new duplicate record is displayed.
4. Enter the **Customer Number** and change any necessary customer information.
5. Save the form.

Defining Customer Associations

Use the Customer Associations form to define the following customer associations:

- Bill-to and ship-to customers
- Sold-to and ship-to customers
- Corporate (parent) and ship-to/bill-to customers

The first two relationships are currently supported in OPM Order Fulfillment.

If OPM Order Fulfillment is integrated with Oracle Financials, sales representative Customer Associations codes must be established in Oracle Receivables. They are saved to OPM when you run Data Synchronization.

Defining Customer Associations - Procedure

To define a customer association:

1. Navigate to the **Customer Associations** form.
2. Complete the fields as described in the Customer Associations Form -Fields topic.
3. Save the form.

Customer Associations Form - Fields

The fields describe the Customer Associations form in detail.

Company

Enter the company code to link the customer association to an established company. The corresponding company description displays automatically.

To view or edit the customer record, you must have access to the default company. Leave the Company field blank if the customer association is not restricted to a default company.

Association Type

Select the type of company association that you want to define. Required.

- Ship To means that you are linking one or more ship-to customers to the bill-to customer that you specified. If the customer number that you specified is not for a bill-to customer, a warning is displayed.
- Sold To means that you are linking one or more ship-to customers to the sold-to customer you specified.
- Corporate means that you are linking corporate customers to subsidiaries. This association is for your reference and reporting purposes only.

Customer

Enter the existing bill-to or sold-to customer that you want to associate ship-to customers to. The customer name displays automatically. Required.

Number

Enter the ship-to customer that you are linking to either the bill-to, sold-to, or corporate customer.

Name

Displays the customer name that corresponds to the customer number. You cannot edit this field.

Finding Customer Associations

Use the Find Customer Associations form to locate customer associations that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Customer Associations - Procedure

To find customer associations:

1. Navigate to the **Customer Associations** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Customer Associations Form - Fields topic.
4. Click **Find**. The customer associations that meet your criteria are displayed on the Customer Associations form.

Find Customer Associations Form - Fields

The fields describe the Find Customer Associations form in detail.

Company

Enter the company code that the customer is linked to.

Customer

Enter the bill-to or sold-to customer that is associated to the ship-to customer.

Associate Type

Select the type of company association:

- Ship To
- Sold To
- Corporate

Marked for Deletion

- Select Yes to display customer associations that are marked for deletion.
- Select No if you do not want to display customer associations that are marked for deletion.

Defining Customer/Generic Items

Use the Generic Items form to cross reference Inventory item names with customer and generic item names.

Customers can reference items that you sell by different item codes than those established on the Items form in Inventory Management when they order from you. You must create a customer-specific cross reference between each customer item number and its corresponding Inventory item number.

When you create the cross reference, use either the customer number or define a third customer specific item number that is recognizable to both you and the customer, and then cross reference the established Inventory item number.

When items are referenced by all customers by item codes that are different from the Inventory item codes, create generic item codes. Generic item codes cross reference Inventory item codes the same way as the customer-specific item codes except that no customer is specified in the cross reference. All customers can then share the generic item cross references.

For example, the Inventory item code for Marvelous Cookies is MRV100, but customers refer to them as item MARVELOUS when ordering. To create the generic cross reference, use the Generic Items form to create an association between MRV100 and MARVELOUS.

Defining Customer/Generic Items - Procedure

To define customer-specific or generic items:

1. Navigate to the **Generic Items** form.
2. Complete the fields as described in the Generic Items Form - Fields topic.
3. Save the form.

Generic Items Form - Fields

The fields describe the Generic Items form in detail.

Generic/Customer Item

Enter the common code that you and a specific customer (customer-specific items) or all customers (for generic items) use to identify the Inventory item. Required.

Company

Enter the company code for the customer that this customer item applies to. The corresponding company description displays automatically.

To view or edit the customer item, you must have access to the default company. Leave the Company field blank if the item is generic.

Customer

If the code you entered in the previous field will be the generic item reference for all customers, leave this field blank. To make this item code reference a customer-specific item code reference, enter the appropriate customer number (the customer name displays automatically from the Customer form).

Customer Name

The customer name displays automatically when the customer number is entered.

Item

Enter the item code used on the Inventory Items form. The item description displays automatically. Required.

Item Description

Displays the item description.

Description

Enter a description for the generic or customer-specific item code. Required.

Use On Order

Select Yes to display or print the generic or customer-specific description from the Description field on sales orders for the item.

Select No to avoid printing the generic or customer-specific description from the Description field on sales orders for the item.

Generic Items Form - Special Menu Options

The following Customer/Vendor forms are available on the Special menu for the Generic Items form when an existing record is displayed. The options are not available for new records.

See the *OPM Quality Management* user's guide or online help topics for detailed information about the Customer/Vendor forms.

Specifications

Displays the Quality Management Customer/Vendor Specifications form, where you can associate specifications to the items that you sell to a specific customer. You can enter different specifications for the same item if they are specific to effective date ranges.

Samples

Displays the Quality Management Customer/Vendor Samples form, where you can record information about item samples sent to your customer prior to a purchase.

Results

Displays the Quality Management Customer/Vendor Results form, where you can record the results of assay tests based on the specifications entered on the Customer/Vendor Specifications form.

Finding Generic/Customer Items

Use the Find Generic Items form to locate generic or customer items that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Generic/Customer Items - Procedure

To find generic or customer items:

1. Navigate to the **Generic Items** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Generic/Customer Items Form - Fields topic.
4. Click **Find**. The generic or customer items that meet your criteria are displayed on the Generic Items form.

Find Generic/Customer Items Form - Fields

The fields describe the Find Generic Items form in detail.

Generic/Customer Item

Enter the common code that you and a specific customer or all customers use to identify the Inventory item.

Company

Enter the company code that links the item to an established company.

Customer

Enter the customer that the item is linked to.

Item

Enter the item code used on the Inventory Items form.

Marked for Deletion

- Select Yes to display the generic or customer items that are marked for deletion.
- Select No if you do not want to display the generic or customer items that are marked for deletion.

Defining Sales Order Allocation Criteria

Use the Allocation Criteria form to automatically allocate inventory to sales orders or shipments when they are saved.

Sales allocation parameters are required for automatic allocations of inventory lots to sales orders and shipments. Allocation parameters can be in effect for all customers or restricted to one customer. In addition, allocation parameters indicate whether orders for an item must be filled completely or if they can be filled partially and if more than one lot can be used to fill an order.

Defining Sales Order Allocation Criteria - Inventory Setup Required

Before OPM can allocate lot-controlled items to sales orders or shipments, you must first group items into allocation classes in Inventory Management.

- Define allocation class codes on the Allocation Class form in Inventory Management Setup.
- Assign allocation class codes to items on the Items form to make the allocation parameters become effective for that item.

See the *OPM Inventory Management* user's guide or online help topics for detailed information about the Allocation Class and Items forms.

Defining Sales Order Allocation Criteria - Procedure

To define sales order allocation criteria:

1. Define allocation classes in Inventory Management Setup.
2. Navigate to the **Allocation Criteria** form.
3. Complete the fields as described in the Allocation Criteria Form - Fields topic.
4. Save the form.
5. Assign allocation classes to items on the OPM Inventory Management Items form.

Allocation Criteria Form - Fields

Allocation Class

Enter the allocation class code from the Allocation Class form in Inventory Management that identifies the appropriate customer order/shipment allocation parameters.

Company

Enter the company code for the customer that these parameters apply to. The corresponding company description displays automatically.

To view or edit the allocation parameters, you must have access to the default company. Leave the Company field blank if the allocation parameters will not be restricted to one customer.

Customer

Enter the customer code to restrict the allocation parameters to a specific customer. Leave the Customer field blank if the allocation parameters will not be restricted.

Customer Name

Displays the customer name automatically when you enter the customer code.

Method

Select the automatic method used to allocate lots of inventory for orders:

- First In First Out (FIFO) uses the lot creation date to decide which lot to select first.
- First Expired First Out (FEFO) uses the lot expiration date to determine which lot to select first.

Type

Select the allocation type for the allocation class/customer:

- User-initiated auto allocation occurs when you select the Allocate option from within a sales order or shipment.
- Automatic allocation of inventory occurs automatically when you save an order or a shipment.

Shelf Days

Enter the number of days required between the scheduled or actual ship date and the lot expiration date. The shelf days provide a buffer so that ordered goods do not expire before the customer receives them.

Lots that expire within this buffer range will not be allocated for shipment for sales orders. For example, if you enter 14 days, lots that will expire within 14 days of the ship date are not allocated. The default is 0 days, which means that no shelf life consideration applies.

Horizon (Days)

Specify the number of days into the future that inventory can be allocated. Goods for shipment of an order are not allocated past this number of days. The horizon is calculated as the difference between the current date and the scheduled ship date.

For example, if you enter 7 days, goods in the specified allocation class will not be scheduled to ship more than 7 days in the future. The default is 0.

Lot Selection

Select one of the following lot selection options:

- Single Lot restricts allocation of inventory to a single lot to fill the customer order.
- Multiple lots does not restrict the number of lots that can be used to fill an order. Default.

Partial Allocation

Select a partial allocation option:

- Allowed means that a partial order line item allocation is permitted when insufficient inventory exists to fill the order completely. For example, if an order is for 100 and 80 are available, then 80 are allocated and the remaining 20 are backordered during the shipping cycle.
- Not allowed if partial allocations are not allowed. For example, if an order is for 100 and 80 are available, none of the ordered quantity is allocated. Default.

Preferred QC Grade

Enter the QC grade that the customer prefers if the allocation class is for items that are controlled by QC grades. If you do not specify a preferred grade, any grade is used to fill the customers orders.

Finding Sales Order Allocation Criteria

Use the Find Allocation Criteria form to locate specific sales order allocation criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Sales Order Allocation Criteria - Procedure

To find sales order allocation criteria:

1. Navigate to the **Allocation Criteria** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Allocation Criteria Form - Fields topic.
4. Click **Find**. The allocation criteria is displayed on the Allocation Criteria form.

Find Allocation Criteria Form - Fields

The fields describe the Find Allocation Criteria form in detail.

Allocation Class

Enter the allocation class code from the Allocation Class form in Inventory Management that identifies the appropriate customer order/shipment allocation parameters.

Company

Enter the code for the company that the allocation parameters are linked to.

Customer

Enter the customer code that the allocation parameters are linked to.

Allocation Method

Select the automatic method used to allocate lots of inventory for orders:

- First In First Out (FIFO).
- First Expired First Out (FEFO).

Allocation Type

Select the allocation type for the allocation classes or customers:

- User-initiated
- Automatic

Marked for Deletion

- Select Yes to display sales order allocation criteria that are marked for deletion.
- Select No if you do not want to display sales order allocation criteria that are marked for deletion.

Defining Customer Classes

Use the Customer Classes form to define the class codes that you use to group customers with similar characteristics and requirements.

Defining Customer Classes - Procedure

To enter customer classes:

1. Navigate to the **Customer Classes** form.
2. Complete the fields as described in the Customer Classes Form - Fields topic.
3. Save the form.

Customer Classes Form - Fields

Class

Enter the customer class code. A customer class is a category of customers that share similar requirements. Required.

Description

Enter the description for the customer class. Required.

Finding Customer Classes

Use the Find Customer Classes form to locate customer classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Customer Classes - Procedure

To find customer classes:

1. Navigate to the **Customer Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Customer Classes Form - Fields topic.
4. Click **Find**. The customer classes that meet your criteria are displayed on the Customer Classes form.

Find Customer Classes Form - Fields

The fields describe the Find Customer Classes form in detail.

Customer Class

Enter the customer class code.

Marked for Deletion

- Select Yes to display customer classes that are marked for deletion.
- Select No if you do not want to display customer classes that are marked for deletion.

Defining Customer General Ledger Classes

Use the Customer General Ledger (GL) Classes form to define customer general ledger class codes that you use to group customers that share the same MAC account mapping requirements. You can then assign GL Classes to customers in OPM.

If OPM Order Fulfillment is integrated with Oracle Financials, assign GL classes to customers in Oracle Receivables. They are saved to OPM when you run Data Synchronization.

Defining Customer General Ledger Classes - Procedure

To enter customer general ledger (GL) classes:

1. Navigate to the **Customer General Ledger (GL) Classes** form.
2. Complete the fields as described in the Customer General Ledger Classes Form -Fields topic.
3. Save the form.

Customer General Ledger Classes Form - Fields

Class

Enter a customer general ledger class. A customer general ledger class is a category of customers with the same account mapping requirements. Required.

Description

Enter the description for the customer general ledger class. Required.

Finding Customer General Ledger Classes

Use the Find Customer GL Classes form to locate customer general ledger classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Customer General Ledger Classes - Procedure

To find customer general ledger classes:

1. Navigate to the **Customer General Ledger Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Customer GL Classes Form - Fields topic.
4. Click **Find**. The customer general ledger classes that meet your criteria are displayed on the Customer General Ledger Classes form.

Find Customer GL Classes Form - Fields

The fields describe the Find Customer GL Classes form in detail.

Customer GL Class

Enter the customer general ledger class code.

Marked for Deletion

- Select Yes to display customer general ledger classes that are marked for deletion.
- Select No if you do not want to display customer general ledger classes that are marked for deletion.

Defining Customer Price Classes

Use the Customer Price Classes form to define customer price class codes that you use to group customers that share the same pricing information.

Defining Customer Price Classes - Procedure

To enter customer price classes:

1. Navigate to the **Customer Price Classes** form.
2. Complete the fields as described in the Customer Price Classes Form -Fields topic.
3. Save the form.

Customer General Ledger Classes Form - Fields

Class

Enter a customer price class. A customer price class is a category of customers with the same pricing information. Required.

Description

Enter the description for the customer price class. Required.

Finding Customer Price Classes

Use the Find Customer Price Classes form to locate customer price classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Customer Price Classes - Procedure

To find customer price classes:

1. Navigate to the **Customer Price Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Customer Price Classes Form - Fields topic.
4. Click **Find**. The customer price classes that meet your criteria are displayed on the Customer Price Classes form.

Find Customer Price Classes Form - Fields

The fields describe the Find Customer Price Classes form in detail.

Customer Price Class

Enter the customer price class code.

Marked for Deletion

- Select Yes to display customer price classes that are marked for deletion.
- Select No if you do not want to display customer price classes that are marked for deletion.

Defining Customer Trade Classes

Use the Customer Trade Classes form to define customer trade class codes that you use to group customers that share the same trade requirements.

Defining Customer Trade Classes - Procedure

To enter customer trade classes:

1. Navigate to the **Customer Trade Classes** form.
2. Complete the fields as described in the Customer Trade Classes Form -Fields topic.
3. Save the form.

Customer Trade Classes Form - Fields

The fields describe the Customer Trade Classes form in detail.

Class

Enter a customer trade class. A customer trade class is a category of customers with the same trade requirements. Required.

Description

Enter the description for the customer trade class. Required.

Finding Customer Trade Classes

Use the Find Customer Trade Classes form to locate customer trade classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Customer Trade Classes - Procedure

To find customer trade classes:

1. Navigate to the **Customer Trade Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Customer Trade Classes Form - Fields topic.
4. Click **Find**. The customer trade classes that meet your criteria are displayed on the Customer Trade Classes form.

Find Customer Trade Classes Form - Fields

The fields describe the Find Customer Trade Classes form in detail.

Customer Trade Class

Enter the customer trade class code.

Marked for Deletion

- Select Yes to display customer trade classes that are marked for deletion.
- Select No if you do not want to display customer trade classes that are marked for deletion.

Defining Customer Tax Exemptions

Use the Customer Tax Exemptions form to enter the appropriate exemption information for tax exempt customers and link it to tax authority codes. The tax authority codes should then be linked with tax location codes. When you assign tax location codes to customers, you associate the tax exempt status linked to the location code.

Defining Customer Tax Exemptions - Procedure

To enter tax exemptions:

1. Navigate to the **Customer Tax Exemptions** form.
2. Complete the fields as described in the Customer Tax Exemptions Form - Fields topic.
3. Save the form.

Customer Tax Exemptions Form - Fields

The fields describe the Customer Tax Exemptions form in detail.

Company

Enter the company code to link the customer tax exemptions to an established company. The corresponding company description displays automatically.

To view or edit the customer tax exemptions , you must have access to the default company. Leave the Company field blank if the customer tax exemptions will not be restricted.

Customer

Enter the customer code that you are defining the tax exemption for. The corresponding customer name displays automatically. Required.

Tax Authority

Enter the tax authority code that the customer is subject to. You must first define tax authorities on the Tax Authority form.

Exemption Certificate

Enter the customer's federal tax exemption certification number.

Exemption Date

Specify the date that the customer's federal tax exemption certification was issued.

Reason Code

Enter the reason code for this tax exemption. You must first define tax exemption reason codes on the Exempt Reason Codes form.

Status

Enter the tax status code that identifies the customer as exempt, non-taxable, or an exporter. You must first define tax status codes on the Tax Status form.

Finding Customer Tax Exemptions

Use the Find Customer Tax Exemptions form to locate customer tax exemptions that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Customer Tax Exemptions - Procedure

To find customer tax exemptions:

1. Navigate to the **Customer Tax Exemptions** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Customer Tax Exemptions Form - Fields topic.
4. Click **Find**. The customer tax exemptions that meet your criteria are displayed on the Customer Tax Exemptions form.

Find Customer Tax Exemptions Form - Fields

The fields describe the Find Customer Tax Exemptions form in detail.

Company

Enter the company code that the tax exempt customer is linked to. The corresponding company description displays automatically.

Customer

Enter the customer code that you are defining the tax exemption for. The corresponding customer name displays automatically.

Marked for Deletion

- Select Yes to display customer tax exemptions that are marked for deletion.
- Select No if you do not want to display customer tax exemptions that are marked for deletion.

Pricing Setup

Pricing Setup - Overview

Order Fulfillment Pricing setups include defining price lists, contracts, and charges (both order-level and item-level). All pricing becomes active when effectivities are established. Reason codes are required when you override system-generated prices.

The OPM Order Fulfillment module offers the following options for calculating the prices charged to customers for products:

- Maintain price lists to price by individual item, item class, warehouse, item QC grade, and freightbill method, while also allowing quantity and order value breaks.
- Maintain contracts
- Pricing by customer, customer class, or territory
- Order-level discounts and charges
  - Per unit
  - Flat amount
  - Percentage of order value
- Total order quantity pricing
  - Total order value and quantity are calculated based on a base price, and before line item and order-level discounts and charges are applied
- Mass (global) price changes
- Line item pricing
- Calculation of line item discounts and charges
- Lowest price available

OPM Pricing lets you maintain date range effectivities for price lists and contracts. Price lists can be linked to an entire group of product items, identified by item price class, or they can be restricted to a specific product item. You can define:

- each effectivity for a whole group of customers, a single customer, or a customer territory.
- price list effectivities in advance to account for seasonal price changes.
- price lists that offer breaks based on order line item value for a product item; pricing can be established as a discount or surcharge that is factored off of a base rate.

Total Order Quantity Pricing

Pricing in OPM Order Fulfillment allows each order line item to be priced based on the quantity or value ordered on the entire sales order. This pricing method allows you to give customers the best possible price based on the entire order. Select By Order Total Order in the Pricing Calculation pane on the Order Types form to activate total order quantity pricing.

For example; an industrial customer places an order for 150 KG of Product A and 300 KG of product B.

- If pricing is at an individual line item level, the price for Product A is .95 per KG.
- If pricing is based on total order quantity, the price per KG for Product A is .85 (450 total unit on the order, Product A plus Product B).

Price List	Industrial Price List
Customer Class	Industrial Customers
Price List in Effect	7/1/97 - 9/1/97
Currency	USD
Product	Product A
Unit of Measure	KG
Base Price	$1.00
Pricing Method	Quantity
100-199	.95
200-299	.90
300-999	.85

Line Item Discounts and Charges

Line item discounts and charges are based on the items being ordered. Charges and discounts applied to line items are defined based on the customer or customer class and item or item class.

Each charge or discount can be defined in one of three ways:

- Percentage amount applied to the item's extended price
- Amount per unit applied to the item quantity ordered
- Flat amount

The item's extended price is calculated based on the quantity ordered and the unit price from the price list or contract. The item's net amount is calculated based on the extended price plus or minus any item discounts, charges, or allowances.

Lowest Price Available Pricing

Select Use Lowest Price Available on the Order and Shipping Information region of the Customer Maintenance form to search for the lowest available base price on the existing price list effectivities. Following is the search hierarchy:

1. Organization and ship-to customer number
2. Organization and bill-to customer number
3. Organization and sold-to customer
4. All organizations, and the ship-to customer
5. All organizations, and the bill-to customer
6. All organizations and sold-to customers

For each sales order line the price lists are searched for the lowest available base price. Blanket sales orders and standard contracts are not searched.

Effectivity preferences are ignored when searching for lowest available price. If two or more effectivities provide pricing matches, the first effectivity with the lowest base price is used.

If no effectivity match is found from the search of the lowest price available hierarchy, then the normal search begins for a price effectivity match.

Defining Price Lists

Use the Price Lists form to define the pricing parameters in effect for an item or a group of items identified by a price class.

Defining Price Lists - Procedure

To enter price list information:

1. Navigate to the **Price List** form.
2. Complete the fields as described in the Price Lists Form - Fields topic.
3. Save the form.

Price Lists Form - Header

The fields describe the Price Lists header region in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Price List

Enter the price list code. Required.

Description

Enter a description for the price list code. Required.

Sort Name

Enter a name which can be used to sort price lists. The default is the name in the Price List field.

Currency

Enter the currency that pricing is based on for this price list. Required.

Comments

Enter any necessary comments regarding the price list.

Price Lists Form - Price Details

The fields describe the Price Lists Price Details region in detail.

Notes: You must define at least one price list detail line to save the price list.

You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Item/Item Price Class

- Select Item to make the price list specific to a single item.
- Select Item Price Class to make the price list specific to a group of items with the same item price class code.

Item

Enter the item that you are assigning pricing for if the price list is for an individual item. Required.

Price Class

Enter the item price class code that you are assigning pricing for if the price list is for a class of items. The item price class is setup in Inventory and assigned t the item on the Items form. Required.

Description

Displays the description of the item or item price class that you specified. You cannot edit this field.

UOM

Enter the unit of measure that pricing for the item or item class is based on. The description of the specified unit of measure displays automatically. Required.

- For item pricing, the default is the item's primary unit of measure. You can override the default.
- For item class pricing, enter the unit of measure code.

Base Price

Enter the base price per unit for the item or item class in the currency in the Price List unit of measure. Required.

Associate With Warehouse

- Enter the warehouse code to restrict the price list to a specific warehouse.
- Enter nothing if all warehouses apply. Default.

Associate With QC Grade

- Enter the QC grade to restrict the price list to a specific grade.
- Enter nothing if all grades apply. Default.

Associate With Freight Bill Method

- Enter the freight bill method to restrict the price list to a specific freight bill method .
- Enter nothing if all freight bill methods apply. Default.

Price Breaks Entered For

Select one of the following:

- None if no price breaks are given for this price item.
- Quantity if price breaks are given based on the quantity of items ordered.
- Value if the price breaks are based on the value of the items.

Price Breaks Entered As

Select one of the following:

- None if no breaks on a sales order will be entered.
- Unit Price if per-unit prices are established for each break.
- Percent Change if the price break is a discount or unit percentage added to the base price.
- Price Change to establish deltas off of the base price.

Quantity

Enter the sales quantity that triggers the change in price if you specified the break type as Quantity. Ordered quantities that fall below the lowest break quantity are charged at the base price.

Note: List break quantities in ascending order to simplify subsequent inquiry and addition of new price breaks.

Value

Enter the sales order line value that triggers the change in price if you specified Value as the break price type. Order values that fall below the lowest break value are charged at the base price.

Unit Price

Enter the new item price that will replace the base price when the associated quantity or value is reached

Percent Change

Enter the percent difference (+ or -) from the base price.

Price Change

Enter the price difference (+ or -) from the base price.

Price Lists Form - Price Effectivities Form

Effectivities determine which price list, contract, or order charges to use for order pricing for customers or groups of customers. You can define an effectivity for all organizations in your enterprise or a single organization. You can also restrict the effectivity to a single customer or make it available to all customers.

The fields describe the Price Effectivities form for price lists in detail.

Associated Organization

- Select All to make the price list effective for all organizations Default.
- Select Single to restrict the effectivity to a single organization. The default organization code and description display automatically. You can edit the organization code.

Effective Start Date

Enter the date and time this price list effectivity begins. The default is the current date and time.

Effective End Date

Enter the date and time that this price list effectivity ends.

Active

- Select if the price list is effective during the specified time range. Default.
- Clear if the price list is not effective during the specified time range.

Pricelist Effective For

Select one of the following:

- All if the charge effectivity applies to all customers. Default.
- Customer Price Class to restrict the effectivity to a customer class. Available only if this effectivity is for a single organization.
- Customer to restrict the effectivity to a single customer.
- Territory to restrict the effectivity to a single territory. Available only if this effectivity is for a single organization.

Customer Price Class

Enter the code for the customer class that the effectivity applies to if you indicated that the price list effectivity applies to a specific customer class. The description for the classification displays automatically. Required.

Customer

Enter the code for the customer that the effectivity applies to if you indicated that the price list effectivity applies to a specific customer. The customer name displays automatically. Required.

Territory

Enter the code for the territory that the effectivity applies to if you indicated that the price list effectivity applies to a specific territory.

Preference

Enter the priority that each effectivity is considered if two or more price list effectivity lines share the same parameters. The higher number indicates the preferred effectivity. Required.

Use For List Price

- Select to indicate this effectivity is for a “price list”. Default.
- Clear to indicate this effectivity is not considered a “list price”.

Price Lists Form - Special Menu Options

The following options are available on the Special menu for the Price Lists form:

Add Effectivities

Select to display the Price Effectivities form and add new effectivities.

Edit Effectivities

Select to display the Price Effectivities form and replace existing effectivities.

Add Price Item

Select to display the Price Detail form and add a new item or item price class.

Edit Price Item

Select to display the Price Detail form and replace an existing item or item price class.

Finding Price Lists

Use the Find Price Lists form to locate the price lists that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Price Lists - Procedure

To find price lists:

1. Navigate to the **Price Lists** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Price Lists Form - Fields topic.
4. Click **Find**. The first price list that meets your criteria is displayed on the Price Lists form. Press **PgDn** to view any additional price lists that meet your criteria.

Find Price Lists Form - Fields

The fields describe the Find Price Lists form in detail.

Price List Code

Enter the price list code.

Currency

Enter the currency that pricing is based on for this price list.

Marked for Deletion

- Select Yes to display price lists that are marked for deletion.
- Select No if you do not want to display price lists that are marked for deletion.

Defining Order Charges

Use the Charge Codes from OPM to define the default charges and discounts that are levied on a per-order or line item basis. Charges and discounts are applied automatically based on the effectivities or customer/item associations that you specify. You can also enter charges manually on the sales order header and line detail. Charges can also be manually entered on an order; unlike price lists or contracts, effectivities are optional with charges.

Defining Order Charges - Procedure

To enter order charges:

1. Navigate to the **Charge Codes** form.
2. Complete the fields as described in the Charge Codes Form - Fields topic.
3. Save the form.

Charge Codes Form - Header

The fields describe the Charge Codes header region in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Charge Code

Enter a unique code that identifies this charge or discount.

Description

Enter a description of the charge or discount. Required.

Charge Type

Select the type of charge or discount:

- Allowance
- Default (added charge)
- Discount
- Freight
- Tax

Currency

Enter the currency that this charge is based on; The description displays automatically. Required.

Tax Class

Enter the tax class for this charge if it is subject to tax.

Billable Charge

- Select if the charge is billable to the customer. The charge displays on the order invoice. Default.
- Clear if the charge is not passed on to customers. The charge will not display on the invoice.

Based On

Select one of the following:

- Total Order to base discounts or charges on the total order value or quantity across all line items. Default. You can later assign charge effectivities. No customer/item association can be defined for total order charges.
- Item to base discounts or charges on a line item basis. You can later assign customer/item associations for these charges. You cannot create effectivities for line item charges.

Charge Codes Form - Calculation Rules

The fields describe the Calculation Rules region in detail.

Type

Select one of the following:

- Percent Charge if this charge is based on a percentage of the order value either for the total order or the line item. You must then enter the charge percentage in the Base Percent field.
- Per Unit Charge if an amount per ordered unit is charged. You must then enter the per-unit charge in the Base Unit Amount field in the unit of measure displayed in the UOM field.
- Flat Charge if a flat charge is levied against the entire order or line item regardless of order value or quantity ordered. You must then enter that charge in the Base Flat Amount field.

Base Percent

Enter a positive percentage amount if you selected percent charge as the charge type.

Base Unit Amount

Enter a positive base unit amount if you selected per unit charge as the charge type.

Base Flat Amount

Enter a positive base flat amount if you selected flat charge as the charge type.

UOM

Enter the unit of measure that the base percentage, base unit amount, or flat amount is charged in.

Break On

Select one of the following to base the charge on:

- Quantity if the quantity ordered determines he amount of the charge. You must then enter the quantity and the unit price or price change.
- Value if the value of the order determines the amount charged. You must then enter the value and the percent change.
- None if there is no breakdown of charges based on quantity or value.

Charge As

Select one of the following and the appropriate fields are displayed for entering your charge calculation:

- None if no additional calculation is made.
- Per Unit Amount if the base unit amount or the base flat amount is replaced by the specified value or the base percent is replaced by the percent specified.
- Percent Change if the base unit amount or the base flat amount is incremented or decremented by the specified percentage. You cannot select percent charge and percent change.
- Amount Change if the base unit amount or the base flat amount is changed by the specified value or the base percent is changed by the percent specified.

Quantity

Enter the quantity if you selected break on quantity.

Value

Enter the value if you selected break on value.

Unit Price

Enter the unit price if you selected charge as per unit amount.

Percent Change

Enter the percent change if you selected charge as percent change.

Price Change

Enter the price change if you selected charge as amount change.

Charge Codes Form - Customer/Item Association

You can make charges and discounts at the item or item class level for all customers or a single customer.

The fields describe the Customer/Item Association region in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Item Association

- Select item if the charge or discount applies to a specific item.
- Select item price class if the charge or discount applies to an item class.

Item

Enter the item code that the charge or discount is linked to for a single item.

Item Price Class Code

Enter the item price class code that the charge or discount is linked to for a class of items.

Description

Displays the selected item or item price class code description automatically. You cannot edit this field.

Customer Association

- Select one customer if the charge or discount applies to a specific customer.
- Select all customers if the charge or discount applies to all customers.

Customer

Enter the customer code that the charge or discount applies to if one customer is selected. Required.

Name

Displays the selected customer name automatically.

Charge Codes Form - Price Effectivities Form

Effectivities determine which price list, contract, or order charges to use for order pricing for customers or groups of customers. You can define an effectivity for all organizations in your enterprise or a single organization. You can also restrict the effectivity to a single customer or make it available to all customers.

The fields describe the Price Effectivities form for Charge Codes in detail.

Associated Organization

- Select All to make the charge effective for all organizations (Default).
- Select Single to restrict the effectivity to a single organization. The default organization code and description display automatically. You can edit the organization code.

Effective Start Date

Enter the date and time this charge effectivity begins. The default is the current date and time.

Effective End Date

Enter the date and time that this charge effectivity ends.

Active

- Select if the charge is effective during the specified time range. Default.
- Clear if the charge is not effective during the specified time range.

Charge Effective For

Select one of the following:

- All if the charge effectivity applies to all customers. Default.
- Customer Price Class to restrict the effectivity to a customer class if this effectivity is for a single organization.
- Customer to restrict the effectivity to a single customer.
- Territory to restrict the effectivity to a single territory if this effectivity is for a single organization.

Customer Price Class

Enter the code for the customer class that the effectivity applies to if you indicated that the charge effectivity applies to a specific customer class. The description for the classification displays automatically. Required.

Customer

Enter the code for the customer that the effectivity applies to if you indicated that the charge effectivity applies to a specific customer. The customer name displays automatically. Required.

Territory

Enter the code for the territory that the effectivity applies to if you indicated that the charge effectivity applies to a specific territory.

Preference

Enter the priority that each effectivity is considered if two or more charge effectivity lines share the same parameters. All charges will be placed on an order, regardless of preference. Required.

Charge Codes Form - Special Menu Options

The following options are available on the Special menu for the Charge Codes form:

Add Association

Select to display the Charge Details form and add a new customer or item association.

Edit Association

Select to display the Charge Details form and replace an existing a new customer or item association.

Add Effectivities

Select to display the Price Effectivities form and add new effectivities.

Edit Effectivities

Select to display the Price Effectivities form and replace existing effectivities.

Finding Charge Codes

Use the Find Charge Codes form to locate the charge codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Charge Codes - Procedure

To find charge codes:

1. Navigate to the **Charge Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Charge Codes Form - Fields topic.
4. Click **Find**. The first charge code that meets your criteria is displayed on the Charge Codes form. Press **PgDn** to view any additional charge codes that meet your criteria.

Find Charge Codes Form - Fields

The fields describe the Find Charge Codes form in detail.

Charge Code

Enter a unique code that identifies this charge or discount.

Charge Type

Select the type of charge or discount:

- Allowance
- Default Charge Type
- Discount
- Freight
- Tax

Tax Class

Enter the tax class for this charge if it is subject to tax.

Currency

Enter the currency that this charge is based on.

Marked for Deletion

- Select Yes to display charge codes that are marked for deletion.
- Select No if you do not want to display charge codes that are marked for deletion.

Defining Contracts

Use the Contracts Form to define the pricing parameters in effect for items or groups of items identified by item price classes. Contracts are similar to price lists except that they can apply only to one customer.

Defining Contracts - Procedure

To define contracts:

1. Navigate to the **Contracts** form.
2. Complete the fields as described in the Contracts Form - Fields topic.
3. Save the form.

Contracts Form - Header

The fields describe the Contracts header region in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Contract

Enter the contract code.

Long Desc

Enter a long description for the contract. Required.

Short Desc

Enter a short description for the contract. Required.

Comments

Enter any necessary comments regarding the contract.

Currency

Enter the currency code that pricing for this contract is based on. The description displays automatically. Required.

Exchange Rate

Enter the currency exchange rate. Required.

Multiply/Divide

Select how to calculate the exchange rate. Required.

- Multiply
- Divide

Associated Blanket Sales Order

Entering the blanket sales order number will be supported in a future release.

Contracts Form - Contract Details

The fields describe the Contract Details region in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Item Association

- Select item if the contract applies to a specific item.
- Select item price class if the contract applies to an item class.

Item

Enter the item code that the contract is linked to if the contract is being defined for an individual item. Required.

Item Price Class Code

Enter the item price class code that the charge or discount is linked to if the contract is effective for an entire class of items. The item price class is setup in Inventory and assigned to the item on the Items form. Required.

Description

Displays the selected item or item price class code description automatically. You cannot edit this field.

UOM

Enter the unit of measure code that pricing for the item or item class is based on. For item pricing, the default is the item's primary unit of measure; you can override the primary UOM. For item class pricing, no default exists. Displays the description for the unit of measure automatically. You cannot edit the description.

Base Price

Enter the base price per unit for the item or item class in the currency listed on the header.

Associate With Warehouse

- Enter the warehouse code to restrict the contract to a specific warehouse.
- Enter nothing if all warehouses apply. Default.

Associate With QC Grade

- Enter the QC grade to restrict the contract to a specific grade.
- Enter nothing if all grades apply. Default.

Associate With Freight Bill Method

- Enter the freight bill method to restrict the contract to a specific freight bill method .
- Enter nothing if all freight bill methods apply. Default.

Price Breaks Entered For

Select one of the following:

- None if no price breaks are given for this contract.
- Quantity if price breaks are given based on the quantity of items ordered.
- Value if the price breaks are based on the value of the items.

Price Breaks Entered As

Select one of the following:

- None if no breaks on a sales order will be entered.
- Unit Price if per-unit prices are established for each break.
- Percent Change if the price break is a discount or unit percentage added to the base price.
- Price Change to establish deltas off of the base price.

Quantity

Enter the sales quantity that triggers the change in price if you specified the break type as Quantity. Ordered quantities that fall below the lowest break quantity are charged at the base price.

Note: List break quantities in ascending order to simplify subsequent inquiry and addition of new price breaks.

Value

Enter the sales order line value that triggers the change in price if you specified Value as the break price type. Order values that fall below the lowest break value are charged at the base price.

Unit Price

Enter the new item price that will replace the base price when the associated quantity or value is reached

Percent Change

Enter the percent difference (+ or -) from the base price.

Price Change

Enter the price difference (+ or -) from the base price.

Contracts Form - Effectivities Form

Effectivities determine which price list, contract, or order charges to use for order pricing for customers or groups of customers. You can define an effectivity for all organizations in your enterprise or a single organization. You can also restrict the effectivity to a single customer or make it available to all customers.

The fields describe the Contracts Effectivities form in detail.

Associated Organization

- Select All to make the contract effective for all organizations (Default).
- Select Single to restrict the effectivity to a single organization. The default organization code and description display automatically. You can edit the organization code.

Effective Start Date

Enter the date and time this contract effectivity begins. The default is the current date and time.

Effective End Date

Enter the date and time that this contract effectivity ends.

Active

- Select if the contract is effective during the specified time range. Default.
- Clear if the contract is not effective during the specified time range.

Customer Number

Enter the code for the customer that the effectivity applies to. The customer name displays automatically. Required.

Preference

Enter the priority that each effectivity is considered if two or more charge effectivity lines share the same parameters. The higher number indicates the preferred effectivity. Required.

Contracts Form - Special Menu Options

The following options are available on the Special menu for the Contracts form:

Add Effectivities

Select to display the Effectivities form and add new effectivities.

Edit Effectivities

Select to display the Effectivities form and replace existing effectivities.

Add Contract

Select to display the Contract Details form and add a new item or item price class.

Edit Contract

Select to display the Contract Details form and replace an existing item or item price class.

Finding Contracts

Use the Find Contracts form to locate the contracts that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Contracts - Procedure

To find contracts:

1. Navigate to the **Contracts** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Contracts Form - Fields topic.
4. Click **Find**. The first contract that meets your criteria is displayed on the Contracts form. Press **PgDn** to view any additional contracts that meet your criteria.

Find Contracts Form - Fields

The fields describe the Find Contracts form in detail.

Contract

Enter the contract code.

Short Desc

Enter a short description for the contract.

Marked for Deletion

- Select Yes to display contracts that are marked for deletion.
- Select No if you do not want to display contracts that are marked for deletion.

Searching Effectivities

Use the Effectivities Search form to locate the contracts or price lists that match your criteria.

Searching Effectivities - Procedure

To find effectivities:

1. Navigate to the **Effectivities Search** form.
2. Complete the fields as described in the Effectivities Search Form - Fields topic.
3. Click **OK**. The effectivities that meet your criteria is displayed on the Effectivities form. Press **PgDn** to view any additional effectivities that meet your criteria.

Effectivities Search Form - Fields

The fields describe the Effectivities Search form in detail.

Associated Organization

- Select All to find all organizations (Default).
- Select One to find a single organization.

Organization

Displays he default organization code and description automatically. You can edit the organization code.

Customer Number

Enter the code for the customer that the effectivity applies to. The customer name displays automatically. Required.

Effective For

Select one of the following effectivities to search on:

- All (Default)
- Customer Class
- Customer Num
- Territory

Customer Class

Enter the customer price class that you want to find the effectivities for Available when you select customer class. The description displays automatically.

Customer Num

Enter the customer number that you want to find the effectivities for. Available when you select customer number. The description displays automatically.

Territory

Enter the customer territory that you want to find the effectivities for. Available when you select territory.

Entering Mass Price Changes

Use the Mass Price Change form to perform mass price list changes when you must raise or lower prices on all items for a price list or contract. Make price changes based on percentages of the base or break prices of items or enter monetary values to be added or subtracted to the base or break prices.

Entering Mass Price Changes - Procedure

To enter mass price changes:

1. Navigate to the **Mass Price Change** form.
2. Complete the fields as described in the Mass Price Change Form - Fields topic.
3. Click **OK** and the Selected Price Lists/Contracts form is displayed.

   See the *Selecting Price Lists and Contracts* topic for detailed information.

Mass Price Change Form - Fields

Pricelist

Enter the price list that you want to make a mass price change to. You can skip this field if the mass price change is for a contract. Required if you are not entering a contract number.

Contract Num

Enter the contract number that you want to make a mass price change to. You can make the price change effective for price lists and contracts. Required if you are not entering a price list.

Item Price Class

- Select all if the price change is for all item price classes on the specified price list or contract. Default.
- Select one to restrict the price change to a single item price class and enter the item price class code in the field on the right.

Item

- Select all if the price change is for all items on the specified price list or contract. Default.
- Select one to restrict the price change to a single item and enter the item code in the field on the right.

Warehouse

- Select all if the price change is for all warehouses on the specified price list or contract. Default.
- Select one to restrict the price change to a single warehouse and enter the warehouse code in the field on the right.

QC Grade

- Select all if the price change is for all quality control grades on the specified price list or contract. Default.
- Select one to restrict the price change to a single quality control grade and enter the quality control grades in the field on the right.

Freight Bill Mthd

- Select all if the price change is for all freight bill methods on the specified price list or contract. Default.
- Select one to restrict the price change to a single freight bill method and enter the freight bill method in the field on the right.

Price Change

Select one of the following:

- Percent change if the mass price change is based on a percentage of either the base unit price or break unit price of the items on this price list or contract.
- Monetary change if a specific amount per unit is added or subtracted from either the base unit price or break unit price of the items on this price list orcontract.

Amount to Apply

Enter the percent or monetary amount to apply to either the base price or break price of the items in this price list or contract. Required.

Decimal Num

Enter the number of decimal places that the new price (either base or breaks) should include. For example, if the new prices should be in the format 99.999,enter 3 for the three places to the right of the decimal. Required.

Apply to Base Price

- Select to apply the change percentage or amount to the base price of the items in this price list or contract.
- Clear to avoid applying the change percentage or amount to the base price of the items in this price list or contract.

Apply to Break Price

- Select to apply the change percentage or amount to all of the price breaks for the items in this price list or contract.
- Clear to avoid applying the change percentage or amount to all of the price breaks for the items in this price list or contract.

Selecting Price Lists and Contracts

Once you complete the Mass Price Change form, use the Selected Price Lists/Contracts form to select the lines that you want to perform the mass price change on.

Selecting Price Lists and Contracts - Procedure

To select lines for mass price change:

1. Once you complete the **Mass Price Change** form and click **OK**, the Selected Price Lists/Contracts form displays.
2. Clear each line that you do not want to include in the mass price change.
3. When you are done, click **Save**.
4. The Perform mass price change y/n? message displays. Click **OK**.
5. The mass price change is applied and the Mass Price Change form is redisplayed.

Selected Price Lists/Contracts Form - Fields

Ind

- Select to perform the mass price change on the line. Default.
- Clear to avoid performing the mass price change on the line.

Selected Price Lists/Contracts

Displays the price lists and contracts that meet your criteria.

Item/Class

Displays the item or item price class that meets your criteria.

Base Price

Displays the original base price of the item or item price class.

New Base

Displays the new base price of the item or item price class, after applying the change specified on the previous window.

Defining Price Change Reason Codes and Thresholds

Use the Price Reason Codes form to define reason codes and percentage thresholds for overriding established pricing during order entry. When you override prices you must enter valid reason codes to authorize your changes. Percentage thresholds establish acceptable price differential ranges so that you cannot override prices outside of the acceptable range.

Define Price Change Reason Codes and Thresholds - Procedure

To define reason codes and percentage thresholds :

1. Navigate to the **Price Reason Codes** form.
2. Complete the fields as described in the Price Reason Codes Form - Fields topic.
3. Save the form.

Price Reason Codes Form - Fields

Price Reason

Enter the price change reason code. Required.

Description

Enter a description for the price change reason. Required.

High Tolerance

Enter the percentage above the generated price that is accepted on a price override. For example, if the generated price is $200.00, and the high tolerance is 5%, an override price of more than $210.00 is not accepted. If you do not enter a tolerance, then the tolerance is 0.

Low Tolerance

Enter the percentage below the generated price that is accepted on a price override. For example, if the generated price is $200.00, and the low tolerance is 2%, an override price of less than $196.00 is not accepted. If you do not enter a tolerance, then the tolerance is 0.

Finding Price Change Reason Codes

Use the Find Price Reason Codes form to locate the price change reason codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Price Reason Codes - Procedure

To find price change reason codes:

1. Navigate to the **Price Reason Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Price Reason Codes Form - Fields topic.
4. Click **Find**. The first price change reason code that meets your criteria is displayed on the Price Reason Codes form. Press **PgDn** to view any additional codes that meet your criteria.

Find Price Reason Codes Form - Fields

The fields describe the Find Price Reason Codes form in detail.

Price Reason

Enter the price change reason code.

Marked for Deletion

- Select Yes to display price change reason codes that are marked for deletion.
- Select No if you do not want to display price change reason codes that are marked for deletion.

Editing Price Change Reason Codes

To edit price change reason codes and thresholds, first query the price change reason codes that meet your criteria, and then change the information in any fields necessary for those codes.

Editing Price Change Reason Codes Information - Procedure

To edit price change reason codes and thresholds:

1. Once you have queried and found price change reason codes, the first code that meets your criteria is displayed on the **Price Reason Codes** form.
2. For multiple records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Defining Price Change Reason Codes and Thresholds topics.
4. Save the form.

Shipping Setup

Shipping Setup Overview

You can define the following items in the Order Fulfillment Shipping Setup:

- Carriers
- Free on Board Codes
- Freight Bill Methods
- Shipping and Receiving Ports
- Shipping Methods

Defining Carriers

Use the Carriers form to define the carrier codes that identify companies that ship orders.

If OPM Order Fulfillment is integrated with Oracle Financials, define carriers in Order Fulfillment and equivalents will be established automatically in Oracle Purchasing.

You can also maintain carrier addresses from the Carriers form Special menu.

Defining Carriers - Procedure

To enter carriers:

1. Navigate to the **Carriers** form.
2. Complete the fields as described in the Carriers Form - Fields topic.
3. Save the form.

Carriers Form - Fields

The fields describe the Carriers form in detail.

Oracle Financials Carrier Code

- Enter the code that you use to identify the carrier in Oracle Purchasing when OPM Order Fulfillment is integrated with Oracle Financials.
- Displays the Order Fulfillment Carrier Code when OPM Order Fulfillment is not integrated with Oracle Financials.

Code

- Displays the Oracle Purchasing carrier code, truncated to a unique four character code, when OPM Order Fulfillment is integrated with Oracle Financials.
- Enter the carrier code when OPM Order Fulfillment is not integrated with Oracle Financials.

Description

Enter the description for the carrier code. Required.

Carriers Form - Special Menu Options

The following option is available on the Special menu for the Carriers form:

Address Edit

For each carrier you define, you can associate the appropriate street address on the Address Edit form.

Finding Carriers

Use the Find Carriers form to locate the carriers that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Carriers - Procedure

To find carriers:

1. Navigate to the **Carriers** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Carriers Form - Fields topic.
4. Click **Find**. The carriers that meets your criteria are displayed on the Carriers form. Press **PgDn** to view any additional carriers that meet your criteria.

Find Carriers Form - Fields

The fields describe the Find Carriers form in detail.

Carrier Code

Enter the carrier code.

Marked for Deletion

- Select Yes to display carriers that are marked for deletion.
- Select No if you do not want to display carriers that are marked for deletion.

Defining Free On Board Codes

Use the FOB Codes form to define the points where titles to goods being shipped to customers pass from sellers to buyers.

If OPM is integrated with Oracle Financials, FOB codes must be established in Oracle Payables. They are saved to OPM when you run Data Synchronization.

You can enter an FOB code for each customer on the Order and Shipping region of the Customer Maintenance form. That FOB code becomes the default on the Sales Order header form when you enter orders for the customer.

You can also maintain FOB code addresses from the FOB Codes form Special menu.

Defining Free On Board Codes - Procedure

To enter FOB codes:

1. Navigate to the **FOB Codes** form.
2. Complete the fields as described in the FOB Codes Form - Fields topic.
3. Save the form.

Free On Board Codes Form - Fields

The fields describe the FOB Codes form in detail.

Oracle Financials FOB Code

- Displays FOB codes that were defined in Oracle Payables. You cannot edit this field when OPM Order Fulfillment is integrated with Oracle Financials.
- Displays the Order Fulfillment FOB Code when OPM Order Fulfillment is not integrated with Oracle Financials.

Code

- Displays the Oracle Payables FOB code when OPM Order Fulfillment is integrated with Oracle Financials.
- Enter the FOB code when OPM Order Fulfillment is not integrated with Oracle Financials such as POLA for Port of Los Angeles.

Description

Enter the description for the FOB code. Required.

FOB Codes Form - Special Menu Options

The following option is available on the Special menu for the FOB Codes form:

Address Edit

For each FOB code you define, you can associate the appropriate street address on the Address Edit form.

Finding FOB Codes

Use the Find FOB Codes form to locate the FOB codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding FOB Codes - Procedure

To find FOB codes:

1. Navigate to the **FOB Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find FOB Codes Form - Fields topic.
4. Click **Find**. The FOB codes that meet your criteria are displayed on the FOB Codes form. Press **PgDn** to view any additional FOB codes that meet your criteria.

Find FOB Codes Form - Fields

The fields describe the Find FOB Codes form in detail.

FOB Code

Enter the FOB code.

Marked for Deletion

- Select Yes to display FOB codes that are marked for deletion.
- Select No if you do not want to display FOB codes that are marked for deletion.

Defining Freight Bill Methods

Use the Freight Bill Methods form to define the methods of freight payment for ordered goods shipped to your customers.

If OPM Order Fulfillment is integrated with Oracle Financials, freight bill methods must be established in Order Fulfillment and are automatically saved to Oracle Payables.

You can assign a freight bill method to each customer on the Order and Shipping region of the Customer Maintenance form. That freight bill method becomes the default on the Sales Order header form when you enter orders for the customer.

Defining Freight Bill Methods - Procedure

To enter freight bill methods:

1. Navigate to the **Freight Bill Methods** form.
2. Complete the fields as described in the Freight Bill Methods Form - Fields topic.
3. Save the form.

Freight Bill Methods Form - Fields

The fields describe the Freight Bill Methods form in detail.

Oracle Financials Freight Bill Method

- Enter the code that you use to identify this freight bill method in Oracle Payables.
- Displays the Order Fulfillment Freight Bill Method when OPM Order Fulfillment is not integrated with Oracle Financials.

Method

- Displays the Oracle Payables freight bill method, truncated to a unique four character code, when OPM Order Fulfillment is integrated with Oracle Financials.
- Enter the freight bill method when OPM Order Fulfillment is not integrated with Oracle Financials.

Description

Enter the description for the freight bill method. Required.

Finding Freight Bill Methods

Use the Find Freight Bill Methods form to locate the freight bill methods that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Freight Bill Methods - Procedure

To find freight bill methods:

1. Navigate to the **Freight Bill Methods** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Freight Bill Methods Form - Fields topic.
4. Click **Find**. The freight bill methods that meet your criteria are displayed on the Freight Bill Methods form. Press **PgDn** to view any additional FOB codes that meet your criteria.

Find Freight Bill Methods Form - Fields

The fields describe the Find Freight Bill Methods form in detail.

Freight Bill Method

Enter the freight bill method.

Marked for Deletion

- Select Yes to display freight bill methods that are marked for deletion.
- Select No if you do not want to display freight bill methods that are marked for deletion.

Defining Shipping/Receiving Ports

Use the Shipping/Receiving Ports form to define the embarkation ports that you ship goods from and the debarkation ports that you ship goods to. You can also maintain shipping/receiving port addresses from the Shipping/Receiving Ports form Special menu.

Defining Shipping/Receiving Ports - Procedure

To enter ports:

1. Navigate to the **Shipping/Receiving Ports** form.
2. Complete the fields as described in the Shipping/Receiving Ports Form - Fields topic.
3. Save the form.

Shipping/Receiving Ports Form - Fields

The fields describe the Shipping/Receiving Ports form in detail.

Port Code

Enter the port code. Required.

Port Description

Enter the description for the port. Required.

Port Comment

Enter any necessary comments regarding the port.

Shipping/Receiving Ports Form - Special Menu Options

The following option is available on the Special menu for the Shipping/Receiving Ports form:

Address Edit

For each port code you define, you can associate the appropriate street address on the Address Edit form.

Finding Shipping/Receiving Ports

Use the Find Shipping/Receiving Ports form to locate the shipping/receiving ports that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Shipping/Receiving Ports - Procedure

To find freight bill methods:

1. Navigate to the **Shipping/Receiving Ports** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Shipping/Receiving Ports Form - Fields topic.
4. Click **Find**. The first shipping/receiving port that meets your criteria is displayed on the Shipping/Receiving Ports form. Press **PgDn** to view any additional shipping/receiving ports that meet your criteria.

Find Shipping/Receiving Ports Form - Fields

The fields describe the Find Shipping/Receiving Ports form in detail.

Port Code

Enter the port code such as PONY for Port of New York.

Marked for Deletion

- Select Yes to display shipping/receiving ports that are marked for deletion.
- Select No if you do not want to display shipping/receiving ports that are marked for deletion.

Defining Shipping Methods

Use the Shipping Methods form to define the codes for how orders are shipped such as overland, air, or sea. You can also define the shipping route.

Defining Shipping Methods - Procedure

To define shipping methods:

1. Navigate to the **Shipping Methods** form.
2. Complete the fields as described in the Shipping Methods Form - Fields topic.
3. Save the form.

Shipping Methods Form - Fields

Shipping Method

Enter the code for the shipment method you are adding such as AIR for delivery by air freight. Required.

Description

Enter the description for the shipping method. Required.

Comment

Enter any necessary comments about the shipping method.

Routing

Enter the route that shipments travel using this shipping method. This field is for information purposes only, and can be any text up to 70 characters.

Carrier Code

Enter the code for the carrier that transports orders via the shipping method. Required.

Finding Shipping Methods

Use the Find Shipping Methods form to locate the shipping methods that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Shipping Methods - Procedure

To find shipping methods:

1. Navigate to the **Shipping Methods** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Shipping Methods Form - Fields topic.
4. Click **Find**. The first shipping method that meets your criteria is displayed on the Shipping Methods form. Press **PgDn** to view any additional shipping methods that meet your criteria.

Find Shipping Methods - Fields

The fields describe the Find Shipping Methods form in detail.

Shipping Method

Enter the shipping method code such as AIR for delivery by air freight.

Carrier Code

Enter the code for carrier that transports orders via the shipping method.

Marked for Deletion

- Select Yes to display shipping methods that are marked for deletion.
- Select No if you do not want to display shipping methods that are marked for deletion.

Tax Setup

Tax Setup - Overview

OPM Order Fulfillment Tax Setup lets you define the tax codes, tax rates, and the associations between them so that you can calculate tax liabilities during sales order entry. You can edit specific tax amounts at the shipping or invoicing stages of order processing.

The location and tax authority codes and their associations identify the tax jurisdictions and rates that you assign to customers, warehouses, sales orders, and invoices. The Tax Status and Reason codes identify the tax exemption statuses assigned to tax-exempt customers such as government agencies.

Tax Set-up Process

To complete Tax Setup follow the steps below in order:

1. Set up Tax Location Codes
2. Set up Reporting Classes
3. Set up Tax Authority Codes and corresponding Tax Rates and associate the appropriate Reporting Classes
4. Associate Location Codes with Tax Authority Codes
5. Set up Tax Status Codes
6. Set up Tax Calculation Sequences
7. Set up Reason Codes for tax-exempt customers

Additional Tax Setup Process

To define codes required for Tax in addition to Tax setup, follow these steps:

- Link Location Codes to Customers in Customers Setup
- Set up the Charge Class in Classes/Codes Setup
- Link Location Codes to Warehouses in Inventory Control
- Set up Fiscal Policy, Currency Codes, and Ledger Codes in the General Ledger, Manufacturing Accounting Controller
- Define Item Tax Classes in Inventory, assigning items to tax classes.

Defining Tax Location Codes

The Tax Location Codes form lets you define the jurisdictions that you can use to apply taxes to your customers or warehouses. Each tax location code represents a jurisdiction that collects taxes.

Once you have defined tax location codes in Tax Setup, link the codes to customers in Customers Setup and warehouses in Inventory Management to apply the appropriate tax rates to them by jurisdiction. You can assign tax location codes to all of your customers and warehouses.

Defining Tax Location Codes - Procedure

To add or edit tax location codes.

1. Navigate to the **Tax Location Codes** form.
2. Complete the fields as described in the Tax Location Codes Form - Fields topic.
3. Save the form.

Tax Location Codes Form- Fields

The fields describe the Tax Location Codes form in detail.

Location Code

Enter the code for the tax jurisdiction such as NYS for New York State.

Description

Enter the description for the tax jurisdiction such as New York State for NYS.

Tax Location Codes - Additional Setup

- Link location codes to customers in Order Fulfillment Customer Setup. See *Customer Setup* for detailed information.
- Link location codes to warehouses in Inventory Control. See the *Inventory Management* users guide or help topics for detailed information.

Finding Tax Location Codes

Use the Find Tax Location Codes form to locate the tax location codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Tax Location Codes - Procedure

To find tax location codes:

1. Navigate to the **Tax Location Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Tax Location Codes Form - Fields topic.
4. Click **Find**. The tax location codes that meet your criteria are displayed on the Tax Location Codes form. Press **PgDn** to view any additional tax location codes that meet your criteria.

Find Tax Location Codes Form - Fields

The fields describe the Find Tax Location Codes form in detail.

Location Code

Enter the code for the tax jurisdiction such as NYS for New York State.

Description

Enter the description for the tax jurisdiction such as New York State for NYS.

Marked for Deletion

- Select Yes to display tax location codes that are marked for deletion.
- Select No if you do not want to display tax location codes that are marked for deletion.

Editing Tax Location Codes

To edit tax location code information, first query the tax location codes that meet your criteria, and then change the information in any fields necessary for those codes.

Editing Tax Location Codes Information - Procedure

To edit tax location codes:

1. Once you have queried and found tax location codes , the codes that meet your criteria are displayed on the **Tax Location Codes** form.
2. For additional records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Defining Tax Location Codes topics.
4. Save the form.

Defining Tax Reporting Classes

Use the Tax Reporting Class form to define the tax classification codes that you use to group information from various tax authorities on tax reports. First define tax reporting classes, then assign them to the appropriate tax authority on the Tax Authorities and Rates form.

Defining Tax Reporting Classes - Procedure

To add tax reporting classes:

1. Navigate to the **Tax Reporting Classes** form.
2. Complete the fields as described in the Tax Reporting Classes Form - Fields topic.
3. Save the form.

Tax Reporting Classes Form - Fields

The fields describe the Tax Reporting Classes form in detail.

Class

Enter the code for the tax reporting class such as California for all taxes paid to California tax authorities.

Description

Enter the description for the tax reporting class such as California tax authorities for California.

Tax Reporting Classes - Additional Tax Setup

Link the tax reporting classes to the appropriate tax authorities when you define tax authorities and rates on the Tax reporting Classes form.

Finding Tax Reporting Classes

Use the Find Tax Reporting Classes form to locate the tax reporting classes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Tax Reporting Classes - Procedure

To find tax reporting classes:

1. Navigate to the **Tax Reporting Classes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Tax Reporting Classes Form - Fields topic.
4. Click **Find**. The tax reporting classes that meet your criteria are displayed on the Tax Reporting Classes form. Press **PgDn** to view any additional tax reporting classes that meet your criteria.

Find Tax Reporting Classes Form - Fields

The fields describe the Find Tax Reporting Classes form in detail.

Class

Enter the code for the tax reporting class such as California for all taxes paid to California tax authorities.

Description

Enter the description for the tax reporting class such as California tax authorities for California.

Marked for Deletion

- Select Yes to display tax reporting classes that are marked for deletion.
- Select No if you do not want to display tax reporting classes that are marked for deletion.

Editing Tax Reporting Classes

To edit tax reporting class information, first query the tax reporting classes that meet your criteria, and then change the information in any fields necessary for those classes.

Editing Tax Reporting Classes - Procedure

To edit tax reporting classes:

1. Once you have queried and found tax reporting classes, the classes that meet your criteria are displayed on the **Tax Reporting Classes** form.
2. For additional records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Defining Tax Reporting Classes topics.
4. Save the form.

Defining Tax Authorities and Rates

Use the Tax Authorities and Rates form to define tax rates and apply them to different item classes and ancillary charge tax classes; define effective dates and thresholds for tax authorities to determine when tax rates change; and define maximum tax amounts for single order transactions.

You can also tax authority addresses from the Tax Authorities and Rates form Special menu.

Defining Tax Authorities and Rates - Procedure

To define tax authority rates:

1. Navigate to the **Tax Authorities and Rates** form.
2. Complete the fields as described in the Tax Authorities and Rates Form - Fields topic.
3. Complete the appropriate rows of tax detail for the Tax Authority, such as additional effectivity date ranges, item classes, or charge classes.
4. If necessary, place additional restrictions on the tax rate you have defined on the current detail line, such as defining a transaction threshold or designating the highest possible amount of tax per transaction for the item class or charge class within the tax authority.
5. Save the form.

Tax Authorities and Rates - Header

The fields describe the Tax Authorities and Rates form Header region in detail.

Note: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets [ ]. See the *Oracle Applications Flexfields Guide* for detailed information.

Tax Authority

Enter the code for the tax authority rates such as New York State for all taxes paid to New York State tax authorities. Required.

Description

Enter the description for the tax authority rates such as Standard New York State tax.

Tax Reporting Class

Enter the tax reporting class that you want to link to the tax authority for reference and report sorting purposes.

Active Indicator

Tax rates can be active or inactive during the Effectivity dates:

- Select Yes if the tax rates are active during the Effectivity dates.
- Select No if the tax rates are inactive during the Effectivity dates.

Tax Authorities and Rates - Tax Details

The fields describe the Tax Authorities and Rates form Tax Details region in detail.

Effective Date

Enter the opening date for the range when the tax authority rates are effective. The default is today's date.

End Date

Enter the expiration date when the tax rates are no longer effective. The default is the effective date.

Item Class

Enter a valid item tax class for which you are assigning a tax rate. Enter either an item class or a charge class; do not enter both.

Charge Class

Enter a valid charge class for the ancillary charge related to the item's sale, such as freight. You can use a charge class once for each identical effectivity date range. Enter either a charge class or an item class; do not enter both.

Base Rate %

Enter a base rate % for the tax authority if the tax rate effective on this line is based on a percentage of a transaction amount such as 7 for a state sales tax rate of 7% of the total purchase price. The default is 0. Enter either a base rate % or a flat tax amount; do not enter both.

Flat Tax Amount

Enter a flat tax amount for the tax authority if the tax rate effective on this line remains the same regardless of the balance of the transaction being taxed. Enter either a flat tax amount or a base rate %; do not enter both.

Tax Authorities and Rates - Additional Tax Details

The fields describe the Tax Authorities and Rates form Additional Tax Details region in detail.

Base Tax Limit

Displays the transaction amount on the invoice or sales order that triggers a change in the base tax percentage specified on the Tax Authority/Rate line. For example, if the base percentage is 6% on the first 5,000 dollars of a transaction, enter 5,000. Then, any transaction amount over 5,000 dollars is taxed based on the excess percent rate.

Excess Percent

Displays the rate of tax for any transaction amount that exceeds the base tax limit figure that you specified. For example, if transaction amounts over 5,000 dollars are taxed at 5%, enter 5. Only the transaction amount over the base tax limit is taxed at this excess percent rate.

Max Tax Amt

You can set a tax amount limit for any single sales order taxed within this tax authority. Enter the maximum tax amount for any individual transaction.

Tax Authorities and Rates - Additional Tax Setup

Link location codes to the tax authority rates on the Tax Location/Authority Associations form.

Tax Authorities and Rates Form - Special Menu Options

The following option is available on the Special menu for the Tax Authorities and Rates form:

Address Edit

For each tax authority you define, you can associate the appropriate street address on the Address Edit form.

Finding Tax Authorities and Rates

Use the Find Tax Authorities and Rates form to locate the tax authorities that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Tax Authorities and Rates - Procedure

To find tax authorities and rates information:

1. Navigate to the **Tax Authorities and Rates** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Tax Authorities and Rates Form - Fields topic.
4. Click **Find**. The first set of tax authorities with rates that meets your criteria is displayed on the Tax Authorities and Rates form. Press **PgDn** to view any additional tax authorities and rates that meet your criteria.

Find Tax Authorities and Rates Form - Fields

The fields describe the Find Tax Authorities and Rates form in detail.

Tax Authority

Enter the code for the tax authority rates such as New York State for all taxes paid to New York State tax authorities.

Description

Enter the description for the tax authority rates such as Standard New York State tax.

Tax Reporting Class

Enter the tax reporting class linked to the tax authority for reference and report sorting purposes.

Active Indicator

Select whether the tax rates are active or inactive during the Effectivity dates:

- Select Yes if the tax rates are active during the Effectivity dates.
- Select No if the tax rates are inactive during the Effectivity dates.

Marked for Deletion

- Select Yes to display tax authorities that are marked for deletion.
- Select No if you do not want to display tax authorities that are marked for deletion.

Editing Tax Authorities and Rates

To edit tax authorities and rates, first query the tax authorities that meet your criteria, and then change the information in any fields necessary for those authorities.

Editing Tax Authorities and Rates - Procedure

To edit tax authorities and rates:

1. Once you have queried and found tax authorities, the tax authorities and rates that meet your criteria are displayed on the **Tax Authorities and Rates** form.
2. For additional records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Defining Tax Authorities and Rates topics.
4. Save the form.

Linking Locations to Tax Authorities

After you have defined tax location codes and tax authority rates, use the Tax Location/Authority Associations form to associate the tax rates to the location codes. You can link a Tax Authority Rate to an individual location or make the tax rate specific to a source warehouse and destination customer combination.

Linking Locations to Tax Authorities - Procedure

To link tax authority rates to tax locations:

1. Navigate to the **Tax Location/Authority Association** form.
2. Complete the fields as described in the Tax Location/Authority Association Form - Fields topic.
3. Save the form.

Tax Location/Authority Association Form - Fields

The fields describe the Tax Location/Authority Association form in detail.

Tax Location Code To

Enter the source tax location that you are linking the tax authority to. Typically the location code is assigned to the ship-to customer. The location code description displays automatically. Required.

Tax Location Code From

Enter the source tax location code that you are linking the tax authority to. Typically assigned to the from warehouse that the ordered goods are shipped from. The location code description displays automatically. Required.

Tax Authority

Enter the tax authority that is in effect for transactions between the location codes that you specified. Transactions between these two locations are taxed at the rate defined for this tax authority.

Sequence

Enter the numeric sequence to use for the tax authority on this line if the tax rate for the tax codes that you specified involve calculations from more than one tax authority. You can enter each of the tax authorities used in the tax calculation and assign each of them a sequence number.

Description

Displays the appropriate tax authority description automatically based on the specified tax authority.

Link Locations to Tax Authorities - Additional Tax Setup

Define tax status codes to indicate whether customers or orders have tax-exempt status on the Tax Status Codes form.

Finding Tax Location/Authority Associations

Use the Find Tax Location/Authority Associations form to locate the tax location/authority associations that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Tax Location/Authority Associations - Procedure

To find tax location/authority associations:

1. Navigate to the **Tax Location/Authority Associations** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Tax Location/Authority Associations Form - Fields topic.
4. Click **Find**. The first set of tax location codes with authority associations that meets your criteria is displayed on the Tax Location/Authority Associations form. Press **PgDn** to view any additional tax location/authority associations that meet your criteria.

Find Tax Location/Authority Associations Form - Fields

The fields describe the Find Tax Location/Authority Associations form in detail.

Tax Location Code To

Enter the source tax location that you are linking the tax authority to.

Tax Location Code From

Enter the source tax location code that you are linking the tax authority to.

Marked for Deletion

- Select Yes to display tax location/authority associations that are marked for deletion.
- Select No if you do not want to display tax location/authority associations that are marked for deletion.

Defining Tax Status Codes

Use the Tax Status Codes form to define tax status codes to indicate whether customers or individual sales orders are taxable, or tax exempt. You can also define export tax status codes.

Defining Tax Status Codes - Procedure

To define tax statuses:

1. Navigate to the **Tax Status Codes** from
2. Complete the fields on the Tax Status Codes form as described in the Tax Status Codes Form - Fields topic.
3. Save the form.

Tax Status Codes Form - Fields

The fields describe the Tax Status Codes form in detail.

Tax Status

Enter the code for the tax status. Required.

Description

Enter the description for tax status. Required.

Taxable

- Select if customers, items, or orders assigned to this tax status are taxable.
- Clear if they are tax exempt. Required.

Export

- Select if this tax status is for export customers, items, or orders.
- Clear if they are taxable.

Exempt

- Select if this is a tax-exempt status.
- Clear if the status is taxable.

Defining Tax Status Codes - Additional Tax Setup

Define the reasons why your customers are tax exempt such as, if they are government agencies, on the Tax Exemption Reason Codes form.

Finding Tax Status Codes

Use the Find Tax Status Codes form to locate the tax status codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Tax Status Codes - Procedure

To find tax status codes:

1. Navigate to the **Tax Status Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Tax Status Codes Form - Fields topic.
4. Click **Find**. The tax status codes that meet your criteria are displayed on the Tax Status Codes form. Press **PgDn** to view any additional tax status codes that meet your criteria.

Find Tax Status Codes Form - Fields

The fields describe the Find Tax Status Codes form in detail.

Tax Status

Enter the code for the tax status. If you enter an existing code, the corresponding tax status information displays in the remaining fields. Required.

Description

Enter the description for tax status.

Taxable

- Select Yes if customers, items, or orders assigned this tax status are taxable.
- Select No if they are tax exempt. Required.

Export

- Select Yes if the this tax status is for export customers, items, or orders.
- Select No if they are taxable.

Exempt

- Select Yes if this is a tax-exempt status.
- Select No if the status is taxable.

Marked for Deletion

- Select Yes to display tax status codes that are marked for deletion.
- Select No if you do not want to display tax status codes that are marked for deletion.

Editing Tax Status Codes

To edit tax status code information, first query the tax status codes that meet your criteria, and then change the information in any fields necessary for those codes.

Editing Tax Reporting Classes - Procedure

To edit tax status codes:

1. Once you have queried and found tax status codes, the codes that meet your criteria are displayed on the **Tax Status Codes** form.
2. For additional records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Defining Tax Status Codes topics.
4. Save the form.

Defining Tax Calculations

When you process a sales order, you can determine the taxes due based on the tax rates that are linked to the customer's tax location. You can also set additional preferences to determine whether to compute taxes before or after any term discounts have been figured into a sales price and determine whether taxes that have already been calculated are subject to tax.

Use the Tax Calculations form to define the broad guidelines that you use to calculate taxes. You can later assign each set of tax calculation parameters to the appropriate customers. You can modify tax amounts at the line item level on sales orders. See *Customers Setup* for detailed information on assigning tax calculation codes to customers.

You can select the following parameters to establish each set of tax calculations:

- Calculate item taxes before or after the items are discounted.
- Include previous tax computation results in an item price before or after additional taxes are calculated.
- Use the selling or wholesale price of an item to calculate taxes.

Defining Tax Calculations - Procedures

To define tax calculations:

1. Navigate to the **Tax Calculations** form.
2. Complete the fields as described in the Tax Calculations Form - Fields topic.
3. Save the form.

Tax Calculations Form - Fields

The fields describe the Tax Calculations form in detail.

Tax Calculation Code

Enter the code that identifies this set of tax calculation parameters. You can assign this code to one or more customers. OPM will then calculate taxes on sales order transactions for customers based on the parameters you establish here.

Description

Enter the description for the set of tax calculation parameters.

Compute Goods Amount

This feature will be supported in a later release.

- Select Before Terms Discount to calculate the cost of completed goods on an invoice before applying term discounts. Default.
- Select After Terms Discount to calculate the completed goods cost on an invoice after applying the term discounts.

Compute Tax Amount

- Select Before Applying Terms Discount to calculate taxes before applying term discounts. Default.
- Select After Applying Terms Discount to calculate taxes after applying the term discounts.

Include Lower Level Tax in Calculation

- Select to include the results of previous tax computations in this tax calculation.
- Clear to avoid including the results of previous tax computations in this tax calculation. Default.

Default Calculation Code

You can establish one set of default tax calculation parameters that are in effect on sales order transactions if no tax calculation code was assigned to the customer that the sale was made to.

- Select to make this the set of default tax calculation rules.
- Clear if these are not the default tax calculation parameters. Default.

Adjust Tax at Payment based on terms discount

This is not currently supported.

- Select to adjust tax at payment based on the terms discount.
- Clear to avoid adjusting tax at payment based on the terms discount. Default.

Tax Point Date

This is not currently supported.

- Select Invoice Date to use the invoice date as the tax point date.
- Select Payment Date to use the invoice date as the tax point date.

Price Includes Tax

This is not currently supported.

- Select to if taxes are already included in the price of the item
- Clear if taxes included have not been in the price of the item.

Tax Calculation

- Select Use Selling Price to use the selling price of an item when calculating taxes. Default.
- Select Use Wholesale Price to use the base (wholesale) price of an item when calculating taxes.

Typical Tax Calculation Preference Settings

The following table lists the typical tax calculation settings for the United States, Canada, and the United Kingdom.

Tax Calc Code Flag	United States	Canadian PST	Canadian GST	United Kingdom VAT
Default Calc	Yes	No	No	No
Comp Goods Amt	Before	After	Before	After
Comp Tax Amt	Before	After	Before	Before
Incl Other Tax	No	No	Yes	No
Price Incl Tax	No	No	No	No
Use Sale Price	Yes	Yes	Yes	Yes
Adjust Tax	Later Release	Later Release	Later Release	Later Release
Tax Point Inv	Yes	Yes	Yes	Yes
Tax Point Pay	Later Release	Later Release	Later Release	Later Release

Finding Tax Calculations

Use the Find Tax Calculations form to locate the tax calculations that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Tax Calculations - Procedure

To find tax calculations:

1. Navigate to the **Tax Exemption Reason Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Tax Calculations Form - Fields topic.
4. Click **Find**. The first tax calculation that meets your criteria is displayed on the Tax Calculations form. Press **PgDn** to view any additional tax calculations that meet your criteria.

Find Tax Calculations - Fields

The fields describe the Find Tax Calculations form in detail.

Tax Calculation Code

Enter the code that identifies the set of tax calculation parameters.

Description

Enter the description for the set of tax calculation parameters.

Marked for Deletion

- Select Yes to display tax calculations that are marked for deletion.
- Select No if you do not want to display tax calculations that are marked for deletion.

Defining Tax Exemption Reason Codes

When you select tax exemption status for a customer on the Customer Tax Exemptions form, you must select a valid reason code to justify that exemption.

Use the Tax Exemption Reason Codes form to enter reason codes to explain the tax exempt status of customers such as, government agencies that you do business with.

Defining Tax Exemption Reason Codes - Procedure

To define reason codes for tax exemptions:

1. Navigate to the **Tax Exemption Reason Codes** form.
2. Complete the fields as described in the Tax Exemption Reason Codes Form - Fields topic.
3. Save the form.

Tax Exemption Reason Codes Form - Fields

The fields describe the Find Tax Exemption Reason Codes form in detail.

Code

Enter the code for the tax exemption. You can then assign the reason code to the appropriate customers to explain their tax exempt status. Required.

Description

Enter the description for the selected tax exemption reason code such as government agency for GOVT. The description displays automatically if you are editing an existing record. Required.

Tax Exemption Reasons - Additional Setup

- Link location codes to customers in Customer Setup. See *Customer Setup* for detailed information.
- Link tax exempt reason codes to customers in Customer Setup. See *Customer Setup* for detailed information.

Finding Tax Exemption Reason Codes

Use the Find Tax Exemption Reason Codes form to locate the tax exemption reason codes that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Tax Exemption Reason Codes - Procedure

To find tax exemption reason codes:

1. Navigate to the **Tax Exemption Reason Codes** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Tax Exemption Reason Codes Form - Fields topic.
4. Click **Find**. The first tax exemption reason code that meets your criteria is displayed on the Tax Exemption Reason Codes form. Press **PgDn** to view any additional tax exemption reason codes that meet your criteria.

Find Tax Exemption Reason Codes - Fields

The fields describe the Find Tax Exemption Reason Codes form in detail.

Code

Enter the code for the tax exemption reason.

Description

Enter the description for the selected tax exemption reason code such as government agency for GOVT.

Marked for Deletion

- Select Yes to display tax exemption reasons that are marked for deletion.
- Select No if you do not want to display tax exemption reasons that are marked for deletion.

Editing Tax Exemption Reason Codes

To edit tax exemption reason code information, first query the tax exemption reason codes that meet your criteria, and then change the information in any fields necessary for those codes.

Editing Tax Exemption Reason Codes - Procedure

To edit tax exemption reason codes:

1. Once you have queried and found tax exemption reason codes, the first code that meets your criteria is displayed on the **Tax Exemption Reason Codes** form.
2. For additional records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Defining Tax Exemption Reason Codes topics.
4. Save the form.

Tax Management Setup - Additional Setup in Manufacturing Accounting Controller

Set up currency codes, ledger codes, and fiscal policy parameters in Manufacturing Accounting Controller to complete the Tax setup. See *OPM Manufacturing Accounting Controller* for detailed information.

Entering Order Profile Information

Entering Order Profile Information - Overview

Use order profiles to create templates that can be used to reduce the amount of data entry required to create new sales orders. Profiles contain information about the types and quantities of items that customers typically order.

Profiles can contain both profile header and line detail information or profile header-level information only. The profile template can contain data required on sales orders, including information on overall order charges and default shipping information.

You can create, update, or delete a profile. You can also add, update, or delete lines within a profile.

Create an order profile for a single customer or for all customers within a specific customer trade class. To create a profile for a single customer, define that customer record on the Customer form before entering the order. You must enter a valid customer trade class to establish a customer class order profile.

Order profiles do not have statuses associated with them, and they are never closed, but they can be voided. Order profiles are available to create sales orders for specified time periods defined by established effectivities.

Many of the profile edits and validations are similar to those for sales order entry, however, order profiles do not:

- Commit inventory
- Perform lot allocations
- Include item pricing or perform pricing calculations
- Calculate total order quantities such as weights and dollar amounts
- Contain order, shipping, or delivery dates
- Perform packaging calculations
- Calculate tax
- Produce documentation used for shipments or invoices

Copying Profiles

Copy profiles to create new sales orders. You can copy header and/or detail data from order profiles. In addition, you can copy detailed instructions for customer service representatives to sales orders such as discounts, charges, allowances, and special handling requirements.

Order Profile Order-Level Information

Order profiles contain the following data at the order level:

- Organization
- Profile Identification Number and Description
- Customer Number or Trade Class and Name
- Ship-To Customer Name and Address (if the profile is specific to a single customer)
- Start and End Dates
- Shipping and Other Shipping information
- Billing information
- Sold to Information
- Charges
- Descriptive Flexfields

Order Profile Line-Level Information

Order profiles contain the following data at the line level:

- Item Quantities
- Shipping and Other information
- Customer Item information
- Carrier
- Billing information
- Charges
- Comments
- Sold to Information
- Descriptive Flexfields

Entering a New Order Profile

Use sales order profiles to specify global order information and specific line-level detail for items. The global entries become defaults for the subsequent profile line items. You can override the defaults by-line.

You can make sales order profiles available for specific customers or Customer Trade Classes When you make sales order profiles available for specific customers, then most of the profile's defaults are contained in the Ship-To Customer record. When all customers share the same sales order requirements make the profile available for all customers in a particular trade class.

Entering a New Order Profile - Procedure

You can save a profile that contains only Header and Item Quantity information. You can return to that order profile another time to add profile-level information on shipping, billing, and charges; and line-level information.

Note: Before you create profiles, you must establish document number parameters for automatic or manual numbering of profiles in OPM System Administration.

To create a sales order profile:

1. Navigate to the **Order Profiles** form.
2. Complete the fields as described in the Order Profiles Form - Fields topics.
3. Save the form.

Order Profiles Form - Header

The fields describe the Profile header region in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

You can use Attachments with this form. See *Oracle Applications* for detailed information on attachments and folders.

Organization

Displays the organization code assigned in your profile values. You cannot edit this field.

Profile

- If you use automatic document numbering for profiles, the SY$NEW profile value default that you set displays in this field. For example, NEW is the default value. When you save the profile, a profile number is then assigned and displayed. You cannot edit this field.
- If you use manual document numbering for profiles, enter the new profile number.

Description

Enter a description for the profile. Required.

Associate With Customer

Select customer to make the sales order profile specific to a customer. Default.

Associate With Trade Class

Select trade class to make the profile effective for all customers in a specific trade class.

Note: Some fields are inaccessible when you select trade class because they pertain to individual customers; specify this data during order entry.

Number

Enter a valid customer number if you selected customer. The description displays automatically. Required.

Class

Enter a valid trade class code if you selected trade class. The description displays automatically. Required.

Order Profiles Form Line Detail - Fields

The fields sections describe the Profile form line detail regions.

Note: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Line

Displays line numbers for each line in the order profile.

Item

Enter the item that you want to include on the order profile. This item number can be from one of the following:

- An item number from the OPM item master
- A generic or customer item established in Order Fulfillment Setup Customer/Generic Items
- A packaged item from OPM Setup Packaged Items

Order Profiles Form Line Detail - Item Quantity

The fields describe the Item Quantity line detail.

Description

Displays the item description automatically.

Quantity

Enter the item quantity in the item's primary unit of measure. The default is 0.

UOM

Displays the primary unit of measure for the item. You can edit the unit of measure.

Quantity 2

Enter the secondary quantity if the item is dual unit of measure controlled. You are notified when items are outside of their deviation thresholds.

UOM2

Displays the secondary unit of measure if the item is dual unit of measure controlled. You cannot edit this field.

Order Profiles Form Line Detail - Shipping

The fields describe the Shipping line detail.

Ship To Customer

Enter the ship-to customer that orders created from the profile will be shipped to if the profile is associated with a specific customer. The default is the customer number from the Order Profile header.

From Warehouse

Enter the warehouse that orders created from this profile will be shipped from. Defaults from the ship-to customer.

To Warehouse

Enter the warehouse that transferred or consignment items are shipped to.

Order Profiles Form Line Detail - Customer Item

The fields describe the Customer Item line detail.

Preferred QC Grade

Enter the preferred QC grade code if the ordered item is QC grade controlled, and the customer requests a specific grade of the item.

Customer Item

Displays the customer or generic item number only if one is associated with the item.

Order Profiles Form Line Detail - Carrier

The fields describe the Carrier line detail.

Carrier

Enter the code for the company that will ship orders created from this profile. Carriers are established on the Carriers form in Order Fulfillment Setup.

Ship Method

Enter the code to indicate how orders created from this profile will be shipped to customers such as truck, ship, or plane.

FOB

Enter the free on board code representing the point where the title for the goods being shipped transfers from you to the customer. Defaults from the ship-to customer.

Freight Bill Method

Enter the freight method that is used for orders created from this profile.

Order Profiles Form Line Detail - Inventory

The fields describe the Inventory line detail.

Packaged Item

Displays the packaged item associated with the item on this line only if the item number entered is a packaged item.

Quantity

Displays the item quantity in the item's primary unit of measure. The default is 0.

UOM

Displays the primary unit of measure for the item. You can edit the unit of measure.

Order Profiles Form Line Detail - Other Shipping

The fields describe the Other Shipping line detail.

Final Destination

Enter the customer where shipped orders eventually are forwarded from the ship-to customer.

Embarkation Port

Enter the point (port, loading dock) that shipments created from this order profile are sent from.

Debarkation Port

Enter the point (port, loading dock) where shipments created from this order profile are received.

Order Profiles Form Line Detail - Billing

The fields describe the Billing line detail.

Sales Representative

Enter the sales representative most likely to be responsible for sales orders created from this profile.

Commission Code

Enter the code for the commission plan by which the sales representative for this profile will be compensated.

Terms Code

Enter the code representing the terms that are used to pay for sales orders created from this profile . For example, if a five percent discount applies for payments made within thirty days of order invoice, enter the code that represents those terms. The default is from the bill-to customer.

Order Profiles Form Line Detail - Comment

The fields describe the Comment line detail.

Line Comment

Enter any necessary comment about the profile line.

Order Profiles Form Line Detail - Weights

The fields describe the Weights line detail.

Net

Displays the computed net weight of the item quantity for the line in the ship weight unit of measure. You can edit this field.

Gross

Displays the total weight of the line.

UOM

Displays the unit of measure for the item if it is different from the default set in the OP$SHIP_UOM profile value. You cannot edit this field.

Ship Volume

Displays the computed shipping volume of the item in the ship volume unit of measure. You can edit this field.

UOM

Displays the shipping volume unit of measure set in the OP$SHIPVOL_UOM profile value.

Certificate of Analysis Required

This indicator function is not currently supported.

- Select if the ship to customer requires a certificate of analysis.
- Clear if the ship to customer does not require a certificate of analysis.

Order Profiles Form Line Detail - Sold To

The fields describe the Sold To line detail.

Sold-To

Enter the third-party customer for the sales orders created from this profile.

Consignee

Enter the consignee responsible if the ship-to customer on this profile is shipped the ordered goods on a consignment basis.

Contact

Enter someone at the customer site who can be contacted regarding orders created from this profile. The contact must already be defined on the Contacts form (see the Identify Customer Contacts discussion).

Hold Reason

Enter the anticipated hold reason if sales orders for this customer will be subject to hold prior to delivery.

Order Profiles Form - Special Menu Options

The following options are available on the Special menu for the Order Profiles form:

Address Edit

You can associate the appropriate ship to customer street address on the Address Edit form.

Void

Voids the current order profile.

Void Line

Voids the selected line item.

Inventory Summary

Accesses the Inventory Summary form that provides information about available and committed quantities. See the *Oracle OPM Inventory Management Guide* for more information about this form.

Finding Order Profiles

Before you can edit existing order profile information, use the Find Order Profiles form to locate the order profiles that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Order Profiles - Procedure

To find order profiles:

1. Navigate to the **Order Profiles** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Order Profiles form - Fields topic.
4. Click **Find**. The first order profile that meets your criteria is displayed on the Order Profiles form.

Find Order Profiles Form - Fields

The fields describe the Find Order Profiles form in detail.

Profile Number

Enter the profile number.

Customer

Enter a valid customer number.

Class

Enter a valid trade class code. The description displays automatically. Required.

Start Date

Enter the start date and time for the profile effectivity.

End Date

Enter the end date and time for the profile effectivity.

Editing Order Profile Information

To edit order profile information, first query the order profiles that meet your criteria, and then change the information in any fields necessary on those order profiles.

Editing Order Profile Information - Procedure

To edit order profile information:

1. Once you have queried and found order profiles, the first profile that meets your criteria is displayed on the **Order Profiles** form.
2. For multiple records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Entering Order Profiles - Fields topics.
4. Save the form.

Looking Up Items

1. Select the **kind of item** that you want to include on the order profile. This item number can be from one of the following:
   - An item from the OPM item master.
   - A generic or customer item established in Order Fulfillment Setup Customer/Generic Items.
   - A packaged item from OPM Setup Packaged Items.
2. The Item list is displayed. Select the **item** that you want to include on the order profile and click **OK**.
3. The item is displayed on the profile. You can then enter any necessary detail information about the item.

Entering Order Profile Additional Information

Use the Order Profile Additional Information form to add profile-level ship to customer address information, effectivity dates, shipping, billing, charges, sold to, and other ship to information.

For a Customer

For each profile for a specific customer you can enter the shipping address, billing address, charges, and information on the party to whom the orders are sold. Some of the default information is from the specified customer record. These values become line item detail defaults for each line on the profile; you can then modify them on a line-item basis as needed. You can also enter comments.

For a Trade Class

For each profile for a trade class you can enter charges, comments, and Descriptive Flexfields.

Entering Order Profile-Level Additional Information

To add additional profile-level information:

1. Click **Additional Info** from the **Order Profiles** form.
2. Complete the fields as described in the Order Profile Additional Information Form - Fields topics
3. Click **OK** to save the information and redisplay the **Order Profiles** form.

Order Profile Additional Information Form - Fields

The fields describe the Order Profile Additional Information form and regions in detail.

Ship To Customer

If the profile is for a specific customer, enter the ship-to customer to which orders created from this profile will be shipped. The default is the customer number from the Order Profile form. The name corresponding to the customer number you specified displays automatically. Other default information is from the customer record.

Ship To Customer Number

Enter the ship to customer that orders created from this profile will be shipped to if the profile is for a specific customer. Defaults from the customer number on the Order Profile form.

Ship To Customer Name

Displays automatically when you enter the enter the ship to customer number.

Ship To Customer Address

Enter the customer address. Defaults from the customer record.

Effective Start Date

Enter the start date and time for the profile effectivity. The current date is the default.

Effective End Date

Enter the end date and time for the profile effectivity. The default is set in the profile values.

Order Profile Additional Information Form - Shipping

The fields describe the Order Profile Additional Information form Shipping region in detail.

From Warehouse

Enter the warehouse that orders created from this profile will be shipped from. The default is from the ship-to customer.

To Warehouse

Enter the warehouse that transferred or consigned items will be shipped to.

Carrier

Enter the code for the company that will ship orders created from this profile.

Ship Method

Enter the code to indicate how orders created from this profile will be shipped to customers such as truck, ship, or plane.

FOB Code

Enter the free on board code for the point where the title to goods being shipped transfers from you to the customer. The default is from the ship to customer.

Comment

Enter any necessary comment about the ship to customer.

Certificate of Analysis Required

This indicator function is not currently supported.

- Select if the ship to customer requires a certificate of analysis.
- Clear if the ship to customer does not require a certificate of analysis.

Order Profile Additional Information Form - Other Shipping

The fields describe the Order Profile Additional Information form Other Shipping region in detail.

Final Destination

Enter the final destination customer name if shipped orders will eventually be forwarded from the ship to customer to another customer.

Name

Displays the destination name automatically.

Consignee

Enter the consignee responsible if the ship to customer on this profile is shipped the ordered goods on a consignment basis.

Name

Displays the consignee name automatically.

Embarkation Port

Enter the port where shipments created from this order profile are sent.

Debarkation Port

Enter the port where shipments created from this order profile are received.

Order Profile Additional Information Form - Billing

The fields describe the Order Profile Additional Information form Billing region in detail.

Customer

Displays the customer number from the Order Profile form if the profile is for a specific customer and that customer is also a bill to or has an associated bill to customer.

Name

Displays the customer name for the bill to customer.

Currency

Enter the currency that payments for orders created from this profile should be made in. The default is the currency established for the bill-to customer.

Sales Representative

Enter the sales representative most likely to be responsible for sales orders created from this profile.

Terms Code

Enter the code representing the terms that are used to pay for sales orders created from this profile. For example, if a five percent discount applies for payments made within thirty days of order invoice, enter the code that represents those terms. The default is from the bill-to customer.

Commission Code

Enter the code for the commission plan that is used to compensate the sales representative for this profile.

Freight Bill Method

Enter the freight method that will be used for orders created from this profile.

Proforma Invoice

This indicator is for your reference only.

- Select if proforma invoices will be generated for sales orders created from this profile.
- Clear if proforma invoices will not be generated for sales orders created from this profile.

Order Profile Additional Information Form - Sold To

The fields describe the Order Profile Additional Information form Sold To region in detail.

Sold To

Indicate the third-party customer for the sales orders created from this profile.

Name

Displays the name of the third-party customer automatically.

Contact

Enter someone at the customer site who can be contacted regarding orders created from this profile. The contact must already be defined on the Contacts form for the ship to customer.

Hold Reason

Enter the anticipated hold reason code if sales orders for this customer are subject to hold prior to delivery.

Order Profile Additional Information Form - Charges

The fields describe the Order Profile Additional Information form Charges region in detail.

Charge Code

Enter the code for any charges that will be levied for freight or discounts to be applied on orders created from this profile. Define charge codes on the Charge Codes form in Order Fulfillment Pricing Setup.

Percent

Enter the percentage if the charge will be based on a percentage of the ordered price.

Per Unit

Enter the charge amount per unit (plus or negative) if the charge will be levied on each unit ordered.

UOM

Enter the unit of measure that the per unit charge is based on.

Flat Amount

Enter the flat amount if a flat amount will be charged on the entire order regardless of the quantity ordered.

Billable

- Select if the charge will appear on the invoice for orders created from this profile.
- Clear if the charge will not appear on the invoice for orders created from this profile.

Description

Displays the charge code description.

Additional Information Form - Special Menu Options

The following options are available on the Special menu for the Order Profile Additional Information form:

Address Edit

You can associate the appropriate ship to customer street address on the Address Edit form.

Void

Voids the current order profile.

Inventory Summary

Accesses the Inventory Summary form that provides information about available and committed quantities. See the *Oracle OPM Inventory Management Guide* for more information about this form.

Entering Line Charges

Use the Line Charges form to add line-level charges to the order profile.

Entering Line Charges - Procedure

To enter line-level charges:

1. Click **Line Charges** from the **Order Profiles** form.
2. Complete the fields as described in the Line Charges Form - Fields topics
3. Click **OK** to save the information and redisplay the **Order Profiles** form.

Line Charges Form - Fields

The fields describe the Line Charges form in detail.

Charge Code

Enter the code for any charges that will be levied for freight or discounts to be applied on orders created from this profile. Define charge codes on the Charge Codes form in Order Fulfillment Pricing Setup.

Percent

Enter the percentage if the charge will be based on a percentage of the ordered price of the item.

Per Unit

Enter the charge amount per unit (plus or negative) if the charge will be levied on each unit ordered for the item.

UOM

Enter the unit of measure that the per unit charge is based on.

Flat Amount

Enter the flat amount if a flat amount will be charged on the entire order for the item regardless of the quantity ordered.

Billable

- Select if the charge will appear on the invoice for orders created from this profile item.
- Clear if the charge will not appear on the invoice for orders created from this profile item.

Description

Displays the charge code description.

Line Charges Form - Special Menu Options

The following options are available on the Special menu for the Line Charges form:

Inventory Summary

Accesses the Inventory Summary form that provides information about available and committed quantities. See the *Oracle OPM Inventory Management Guide* for more information about this form.

Creating Sales Orders

Creating Sales Orders - Overview

Use the Sales Order form to enter new sales orders or create orders from established sales orders or order profiles. Use the Inventory Summary Inquiry form to review available and on-order item quantities before you try to process (allocate) sales orders. Use the Shipping History Inquiry form to review the shipment history to-date on existing order lines.

Define basic global sales order information on order headers to set defaults for individual line items. Then enter the items and quantities being ordered on each line. You can modify line item details for line items as necessary.

Creating New Sales Orders - Procedure

Note: Before you create sales orders, you must establish document number parameters for automatic or manual numbering of sales orders in OPM System Administration.

To create a new sales order manually or from another order or profile:

1. Navigate to the **Order** form.
2. Complete the fields as described in the Order Form - Fields topic.
3. Click **OK**. The Sales Orders form is displayed.
4. Complete the fields as described in the Sales Order Form - Fields topics.
5. Save the form.

Order Form - Fields

The fields describe the Order form in detail.

Source

Select how you want to create the sales order:

- New to enter the sales order manually.
- Profile to copy data from an existing profile.
- Sales Order to copy data from an existing order.

Note: To create a new sales order from a scratch order, convert the scratch order to a regular order, and then create a new order using that order as the source.

Order Type

Enter the type of order you are creating such as regular sales order, sample sales order, consignment. SO is the system default sales order. Required.

Order

- If you use automatic document numbering for sales orders, the SY$NEW profile value default that you set displays in this field. For example, NEW is the default value. When you save the order, an order number is then assigned and displayed. You cannot edit this field.
- If you use manual document numbering for sales orders, enter the new order number.

Scratch Order

A scratch order lets you retain order entries until the required information is completed.

- Select if the order has no inventory commitment or does not have all required information completed.
- Clear if the order has inventory committed or if all required information is completed. Default.

Hold Reason

Enter a valid hold reason code to prevent commitment, picking, shipping, or invoicing of the sales order inventory such as when inventory is insufficient or customers have credit problems.

Transactions are prevented based on how you defined each hold reason code on the Hold Reasons form.

Note: NONE is the pre-loaded default profile value in the OP$HOLDREAS_CODE. If you change the default value, add the new value on the Hold Reasons form.

Profile

Enter the profile number that the new order will be based on if you are creating the order from a profile. Required.

Order

Enter the sales order number that the new order will be based on if you are creating the order from an existing sales order. Required.

Ship Customer

Displays the ship to customer code and name automatically from the profile or order.

Bill Customer

Displays the bill to customer code and name automatically from the profile or order.

Include In Copy

Accessible if the new order is based on a profile or an existing sales order. Select the portions of the profile or existing order that should be copied to the new sales order being created.

Order Header

- Select to copy header information from the designated order or profile. Default.
- Clear if the header information should not be copied.

Order Text

- Select to copy text from the designated order or profile.
- Clear if text should not be copied.

Order Charges

- Select to copy charges from the designated order or profile.
- Clear if charges should not be copied.

Line Text

- Select to copy line-level text from the designated order or profile.
- Clear if the line text should not be copied.

Line Charges

- Select to copy line charges from the designated order or profile.
- Clear if line-level charges should not be copied.

Include Line Items

The fields in Include Line Items are accessible if the new order is based on a profile or an existing sales order. Select the lines that should be copied to the new sales order being created.

- **All**

  Select to copy all line items from the order or profile.
- **Selected**

  Select to copy selected lines from the order or profile.
- **None**

  Select to copy no line items from the order or profile.

Choose

Click choose to select the sales order lines that you want to copy to the new order if you selected to include selected line items. Select each item that you want to include on the Choose Items form and click OK to redisplay the Order form.

Sales Orders Form - Header

The fields describe the Sales Orders form header region in detail.

Notes: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Organization

Displays the organization code for the sales order. The organization code assigned in your profile values is the default. You cannot edit this field.

Order

Displays the sales order number. You cannot edit this field.

Type

Displays the type of order such as regular sales order, sample sales order, consignment. You cannot edit this field.

Status

Displays the status of the order as it moves through the processing stages. For example, the status for a new sales order is OPEN. You cannot edit this field.

Scratch Order

Displays whether the order is a scratch order. You cannot edit this field.

Sales Orders Form Order Level - Ship To

The fields describe the Sales Orders form Ship To region in detail. If an order is created from a profile or an existing sales order, most of these fields will contain values which can be edited.

Customer

Enter the Ship To customer for the order. The customer name and address displays automatically. This is the default ship to customer for the order.

From Whse

Enter the warehouse that the ordered item will be shipped from; this is the default ship from warehouse for the order. Displays the default warehouse from the Customer Maintenance form if this has been established.

To Whse

Enter the warehouse where the order will be shipped; for consignment or internal orders.

Carrier

Enter the code for the carrier that usually ships orders to the customer. Defaults from Customer Shippers or the OP$SHIPPER_CODE profile option.

Ship Method

Enter the shipping method usually used for this customer. Defaults from Customer Shippers or the OP$SHIP_MTHD profile option.

Address

Displays automatically based on the ship to customer. You can edit the Ship To address via the Address Edit option under the Special menu.

Sales Orders Form Order Level - Bill To

The fields describe the Sales Orders form Bill To region in detail.

Customer

Enter the bill-to customer from the Sales Order header; the customer name displays automatically. This is the default bill-to customer for the rest of the sales order. Defaults from Customer Association or if Ship To customer is also a bill to.

Terms Code

Displays the payment terms code assigned to the customer from the Customer Maintenance form. You can edit this field if the Terms Vary flag is selected on the Customer Maintenance form.

Freight Bill Method

Enter the code for the method usually used to bill shipments to the customer from the Customer Maintenance form.

Commission Code

Enter the commission plan used for the sales representative for this customer. Defaults from the Customer Maintenance form.

Sales Representative

Enter the sales representative code. Defaults from the Customer Maintenance form.

Multiply/Divide

Select whether to multiply or divide the exchange rate.

Currency

Displays the currency for billing the customer. This currency defaults from the Customer form. You can edit this field.

General Ledger Exchange Rate

Displays the exchange rate from the exchange rate tables for conversion of the billing currency to the base currency. You can edit this field unless you are using EMU or EURO currencies. EMU currencies have fixed rates to EURO currencies and cannot be changed.

Sales Orders Form Order Level - Other Shipping

The fields describe the Sales Orders form Other Shipping region in detail.

Sold To

Enter the customer that the order was sold to.

Final Destination

Enter the final destination customer name if shipped orders will eventually be forwarded from the ship to customer to another customer.

Consignee

Enter the consignee responsible if the ship to customer on this order is shipped the ordered goods on a consignment basis. This consignee is the default for the order lines.

Embark Port

Enter the port where the order will be loaded for shipment.

Debark Port

Enter the port where the order will be unloaded for delivery.

FOB Code

Displays the free-on-board point for this customer from the Customer Maintenance form. You can edit this field.

Certificate of Analysis

This indicator function is not currently supported.

- Select if the ship to customer requires a certificate of analysis.
- Clear if the ship to customer does not require a certificate of analysis.

Sales Orders Form Order Level - Contact

The fields describe the Sales Orders form Contact region in detail.

Contact Name

Enter the name of an established contact at the customer site. The contact must already be defined on the Contacts form.

Cust Purchase Order

Enter the customer's purchase order number for the items.

Hold Reason

Enter the hold reason code if the order is subject to hold prior to delivery or invoicing.

Hold Expire Date

Enter the date the hold expires. Defaults to the value of SY$MAX_DATE.

Comment

Enter any necessary comment about the order line.

Sales Orders Form Order Level - Dates

All dates default initially to the current date.

The fields describe the Sales Orders form Dates region in detail.

Order Date

Enter the date the order was entered.

Requested Ship

Enter the requested ship date if the customer wants the order shipped on a specific date. This date is for reference only.

Schedule to Ship

Enter the date the order is scheduled to be shipped. This is the date used to determine automatic allocation, P/MRP requirements, and pricing. See the *Scheduled Ship Date Calculations* topic.

Delivery Required

Enter the date the customer expects delivery. The delivery required date can be used to calculate the scheduled ship date.

Promised Ship

Enter the promised ship date if you promised to ship the order on a specific date. This date is for reference only.

Dates

The scheduled ship date is calculated from the required delivery date, using the default carrier's shipping lead time (established in Customer Carriers) and the administrative lead time for the order (established in Order Types). More advanced date calculations can be evaluated on the View Dates screen for each line item.

The following information is calculated on View Dates:

- The date each line item must be shipped based on the customer's requested delivery date and the freight carrier's lead time.
- Carrier lead time is subtracted from the delivery required date to derive the scheduled ship date.
- Alternative dates are presented if the order cannot be processed or shipped by the scheduled ship date.
- Dates are displayed for each line, with several alternatives:
    - A quantity available alternative if there is enough inventory to allocate to the item.
    - Scheduled ship dates and delivery dates using the purchase, transfer, or manufacture lead times established for the item if insufficient inventory exists for allocation.
- The appropriate lead time is added to the order date to produce a new ship date.
- Carrier lead time is added back to produce a promised delivery date.

Note: Replenishment lead times are defined in the OPM Inventory module. They do not account for availability of raw materials or accuracy of replenishment lead times.

Sales Orders Form Order Level - Charges

To enter order level charges:

1. From the sales order line level, select **Charges** on the Special menu. The Item Details form is displayed.
2. Complete the fields as described below.
3. Click **OK**. The sales order is redisplayed.

Charge Code

Enter the code that defines the charge or discount being applied to this order. The description displays automatically.

Percent

Displays the charge or discount from the Charges form if the charge calculation is defined as a percentage. You can edit this field.

Per Unit

Displays the per-unit charge or discount from the Charges form if the charge calculation is defined as per-unit. You can edit this field.

UOM

Displays the UOM for a per-unit charge or discount. Defaults from the charges definition. You can edit this field.

Flat Amount

Displays the flat charge or discount amount from on the Charges form if the charge calculation is defined as flat. You can edit this field.

Billable

Select whether the charge displays on the invoice. You can edit this field.

- Displays selected if the charge is billable to the customer on the Charges form. Default.
- Displays cleared if the charge on this line is not passed on to customers.

Description

Displays the charge description for the order. You cannot edit this field.

Extended Amount

Displays the computation of the charge, using the total order quantity or value, as appropriate, of all of the order-level charges.

Sales Orders Form Line Level - Fields

The fields sections describe the Sales Orders form Line-level regions in detail.

Note: You can define Descriptive Flexfields for this form. A Descriptive Flexfield looks like a box within square brackets ([ ]). See the *Oracle Applications Flexfields Guide* for detailed information.

Line

Displays line numbers for each line in the order.

Item

Enter the item that you want to include on the order. You can select from the following lists of items:

- Item Master lists all items established in the Inventory module using the Items form.
- Generic lists all items established with generic item numbers on the Generic Items form.

- Packaged lists all items for which packaging parameters were established.
- Customer lists all items established specifically for this customer on the Generic Items form.

Sales Orders Form Line Level - Item Quantity

The fields describe the Sales Orders form Item Quantity region in detail.

Qty

Enter the quantity being ordered on the line in the order unit of measure.

UOM

Displays the primary unit of measure for the item automatically. You can edit this field if you have established a conversion to the new unit of measure in the Inventory Management module.

Quantity 2

Displays the calculated second quantity in the secondary unit of measure. if the item being ordered is dual unit of measure controlled. You can edit this field.

UOM2

Displays the secondary unit of measure if the item being ordered is dual unit of measure controlled. You cannot edit this field.

Net Price

Displays the net price of the item quantity for the line. You cannot edit this field.

UOM

Displays the unit of measure for the net price. You cannot edit this field. This field will either display the first order uom or the uom from the pricelist depending on the value set for the profile option OP$PRICEUM_IND.

Sales Orders Form Line Level - Line Description

The fields describe the Sales Orders form Line Description region in detail.

Description

Displays the description of the selected item. You can edit this field.

Sales Orders Form Line Level - Shipping

The fields describe the Sales Orders form Line Description region in detail.

Ship To Customer

Displays the ship-to customer from the order header. You can edit this field if an association exists with the bill-to customer specified on the order.

The ship to customer helps determine which effective price list or contract will be selected to price items on each order line. Customers can then be grouped according to customer price classes. In addition, price lists and contracts can be assigned to entire customer price class groups.

If you later enter a different ship-to customer for the item, and this new customer is not linked to the price list or contract, a different price list or contract will be selected to price the item. The new price list or contract is the one that the new ship-to customer is linked to.

To Warehouse

Enter the warehouse where the order will be shipped; for consignment or internal orders.

From Warehouse

Enter the warehouse that the ordered item will be shipped from. The ship warehouse from the Order Header is the default.

The warehouse helps determine which effective price list or contract will be selected to price items on each order line. Price lists and contracts can be assigned to all shipping warehouses or to specific warehouses.

If you later enter a different ship from warehouse for the item, and the new warehouse is not one that the original price list or contract was effective for, a different price list or contract will be selected to price the item. The new price list or contract is the one effective for the newly-entered warehouse.

Sales Orders Form Line Level - Customer Item

The fields describe the Sales Orders form Shipping region in detail.

QC Grade

Enter the preferred QC grade code if the ordered item is QC grade controlled and the customer requests a specific grade of the item. You cannot edit the QC grade after a shipment has been made against the line. The item QC grade helps determine which effective price list or contract to select to price items on the sales order line.

Price lists and contracts can be made specific to certain grades of the items that you sell. If you subsequently change the requested item QC grade on an order that has not yet been shipped, the new QC grade can dictate that a different price list or contract is used automatically. The price list or contract that OPM selects will be linked to the newly-entered QC grade. The QC grade, if entered, may also be used for automatic inventory allocation.

Customer Item

Displays the generic or customer item code if you entered a generic or customer item in the Item field. You cannot edit this field.

Sales Orders Form Line Level - Carrier

The fields describe the Sales Orders form Carrier region in detail.

FOB Code

Enter the free on board code for the point where the title to goods being shipped transfers from you to the customer. Defaults from the Order Header.

Ship Method

Enter the shipment method for this line item such as air or truck. Defaults from the Order Header.

Carrier

Enter the carrier who will deliver the order. Defaults from the Order Header.

Freight Bill Method

Enter the code for the method usually used to bill shipments to this customer. Defaults from the Order Header.

Sales Orders Form Line Level - Inventory

The fields describe the Sales Orders form Inventory region in detail.

Packaged Item

Displays the packaged item code if you specified a packaged item in the Item field. You cannot edit this field.

Quantity

Displays the quantity being ordered on the line in the order of measure. You cannot edit this field.

UOM

Displays the order unit of measure that was entered in the Item Qty region. You cannot edit this field.

Sales Orders Form Line Level - Other Shipping

The fields describe the Sales Orders form other Shipping region in detail.

Final Destination

If this order line is to be forwarded, enter the customer who will be the final destination of the order line. The default is from the Order Header.

Embark Port

Enter the port at which the order line will be loaded for shipment. The default is from the Order Header.

Debark Port

Enter the port at which the order line will be unloaded for delivery. The default is from the Order Header.

Sales Orders Form Line Level - Billing

The fields describe the Sales Orders form Billing region in detail.

Sales Representative

Enter the sales representative code for this order line. Defaults from the Order Header. You can edit this field.

Commission Code

Enter the commission plan used for the sales representative for this order line. Defaults from the Order Header. You can edit this field.

Terms Code

Displays the payment terms code from the Order Header. You can edit this field if the Terms Vary is selected on the Customer Maintenance form.

Sales Orders Form Line Level - Dates

The fields describe the Sales Orders form Dates region in detail.

Delivery Required

Displays the date the customer expects delivery. The default is from the Order Header.

Scheduled

Displays the date the order is scheduled to be shipped. Defaults from the Order Header.

Requested

Displays the date the customer wants the order shipped. Defaults from the Order Header.

Promised

Displays the date you promised to ship the order. Defaults from the Order Header.

Sales Orders Form Line Level - Hold and Status

The fields describe the Sales Orders form Hold and Status region in detail.

Hold

Displays the hold reason code from the Order Header. You can edit this field to indicate that allocation (inventory commitment), picking, shipping, or invoicing for the order should be prevented in situations such as when there is a customer credit problem. An inventory commitment hold may be placed on an order to be shipped at a future period.

Hold Expiration

Displays the date that the hold on the line item will expire from the Order Header. You can edit this field.

Status

Displays the status of the order line as it moves through the processing stages. For example, the status for a new sales order is OPEN. You cannot edit this field.

Allocated

Displays the item quantity that has been allocated to this line item. You cannot edit this field.

Unallocated

Displays the quantity that must still be allocated to fill the order line item. You cannot edit this field.

Sales Orders Form Line Level - Pricing

The fields describe the Sales Orders form Pricing region in detail.

Extended

Displays the extended price based on the order quantity from the line item. This is the order quantity multiplied by the unit price (with appropriate UOM conversions).

Source

Displays the price list, contract, or override used to determine the price for the line.

Reason

Displays the reason code that justifies or authorizes the price change from the Override Price form.

Unit

Displays the per-unit price that the customer will be charged for the item or item class in the pricing unit of measure from the price list, contract, or override.

List

Displays the list price for the item or item class from the price list. If no list price has been established, then 0 is displayed.

Base

Displays the base price per unit for the item from the price list or contract. This is the price before quantity or value breaks have been applied.

System

Displays the price for the item from a price list or contract, after quantity or value breaks have been applied.

Sales Orders Form Line Level - Weights

The fields describe the Sales Orders form Weights region in detail. All weights are in the UOM from the profile option OP$SHIPUOM.

Net

Displays the default net weight calculated using the item quantity from the line item. You can edit this field.

Tare

Displays the default tare weight of the container from the Packaged Items form. You can edit this field.

Pallet

Displays the default weight of the pallet used for the packaged item from the Packaged Items form. You can edit this field.

Gross

Displays the total weight of the line by adding the net item, tare, and pallet weights. Weight is based on the unit of measure specified in the OP$SHIPUOM profile value.

Ship Volume

Displays the total shipping volume of the line item. Volume is based on the unit of measure specified in the OP$SHIPVOL_UM profile value. You can edit this field.

Sales Orders Form Line Level - Item Details

To enter item details:

1. Double-click the item from the sales order line level.

   OR

2. Select **Charges** on the Special menu. The Item Details form is displayed.
3. Complete the fields as described below.
4. Click **OK**. The sales order is redisplayed.

Item

Displays the item from the sales order line.

Order Qty 1

Displays the order quantity of the item in the sales order unit of measure. The unit of measure displays automatically.

Order Qty 2

Displays the order quantity of the item in the item's secondary unit of measure. The unit of measure displays automatically.

Shipping Qty 1

Displays the shipped quantity of the item in the sales order unit of measure.

Shipping Qty 2

Displays the shipping quantity of the item in the item's secondary unit of measure if the item is dual unit of measure controlled.

Sold To

Displays the sold to customer from the sales order. You can edit this field for the item.

Consignee

Displays the consignee from the sales order if the ship to customer on the order is shipped the ordered goods on a consignment basis. You can edit this field for the item.

Currency

Displays the currency type for billing the customer from the Customer form. You can edit this field.

Cust Purchase Order

Displays the customer's purchase order number from the sales order. You can edit this field for the item.

Contact

Displays the contact from the sales order. You can edit this field for the item.

Comment

Enter the comment for the sales order line.

Charge Code

Enter the code that defines the charge or discount being applied to this order. The description displays automatically.

Percent

Displays the charge or discount from the Charges form if the charge calculation is defined as a percentage. You can edit this field.

Per Unit

Displays the per-unit charge or discount from the Charges form if the charge calculation is defined as per-unit. You can edit this field.

UOM

Displays the UOM for a per-unit charge or discount. Defaults from the charges definition. You can edit this field.

Flat Amount

Displays the flat charge or discount amount from on the Charges form if the charge calculation is defined as flat. You can edit this field.

Billable

Select whether the charge displays on the invoice. You can edit this field.

- Displays selected if the charge is billable to the customer on the Charges form. Default.
- Displays cleared if the charge on this line is not passed on to customers.

Description

Displays the charge description for the current line. You cannot edit this field.

Extended Amount

Displays the computation of order line charge, using the line quantity or value, as appropriate.

Sales Orders Form Line Level - Manual Allocations

Use the Manual Allocations form to enter the lots that you want to allocate inventory from to fill the order line for location- or lot-controlled items.

To enter manual allocations:

1. Select **Manual Allocations** on the Special menu. Manual Allocations form is displayed.
2. Complete the fields as described below.
3. To pick from a list of lots and available item quantities, select Pick Lots on the Special menu. The Allocate lots/Locations form is displayed.
4. Enter the **allocation quantity** for any necessary lots and sublots. Qty 2 is displayed automatically if the item is dual unit of measure controlled.
5. Click **Default Quantity** to display the allocation quantity from the sales order. You can edit the quantity.
6. Click **OK**. The Manual Allocations form is redisplayed.
7. Click **OK**. The Sales Orders form is redisplayed.
8. When you save the form, the items that you entered will be allocated in the amounts that you specified from the lots and sublots that you specified.

Transaction Date

Display's the current date and time.

Location

Enter the location that the item will be allocated from.

Lot

Enter the lot that the item will be allocated from if the item is lot controlled.

Sublot

Enter the sublot that the item will be allocated from if the item is sublot controlled.

Document Quantity

Enter the quantity of the item to be allocated from the lot in the order unit of measure. The unit of measure displays automatically.

Note: To allocate partial quantities of lots, an item must be defined as “divisible”. The indivisible indicator on the Items form in Inventory Management must be set to No.

Qty2

If the item is dual unit of measure controlled, enter the quantity of the item to be allocated in the item's secondary unit of measure. The secondary unit of measure displays automatically.

Reason Code

Enter the reason code for the manual allocation. This is set up in the OPM Systems module.

Lot Status

Displays the lot status of the allocated lot if the item is status controlled.

Grade

Displays the grade of the allocated lot if the item is QC grade controlled.

Warehouse

Displays the warehouse that the item is shipped from the sales order.

Inventory Quantity

Displays the quantity in the item’s primary until of measure inventory. The inventory unit of measure displays automatically.

Sales Orders Form Line Level - Tax Details

Use the Tax Details form to enter the tax authority that taxes on this line item are paid to.

To enter manual allocations:

1. Select **Tax Details** on the Special menu. Tax Details form is displayed.
2. Complete the fields as described below.
3. Click **OK**. The Sales Orders form is redisplayed.

Authority

Enter the code for the tax authority that the line will be taxed under.

Status

Enter a valid tax status code.

Rate

Displays the default tax rate for the tax authority. You can edit this field.

Amount

Displays the default tax amount to be collected under the tax authority. You can edit this field.

Description

Displays the tax authority description. You cannot edit this field.

Sales Orders Form Order Level - Special Menu Options

The following options are available on the Special menu for the Sales Order form at the order level:

Address Edit

You can edit the ship the customer address for the order on the Address Edit form. The address change is for the order only.

Order Totals

Displays calculated price, weight, and volume totals and accounts for discounts, taxes, freight, and charges to produce the order price total. In addition, line item weights and volumes are totaled to produce the total order weight and volume. Weight and volume are recalculated when a line is shipped, therefore backorders are included in the totals.

Inventory Summary

Accesses the Inventory Summary form that provides information about available and committed quantities of the selected item. See the *OPM Inventory Management Guide* for detailed information.

Enter the item number to see if an order for the order can be filled completely pending production and purchase of new inventory if available on-hand quantities fall short.

Void

Voids the sales order that you specify. In addition, enter a valid reason code to explain why the order is being voided and any necessary comments regarding the void.

Complete

Completes the sales order that you specify. In addition, enter a valid reason code to explain why the order is being completed and any necessary comments regarding the completion.

Show All Order Lines

Displays all open and shipped order lines.

Charges

Displays the Item Details form. Enter charge information for the item. See the *Sales Orders Form Order Level - Charges* topic for detailed information.

Sales Orders Form Line Level - Special Menu Options

The following options are available on the Special menu for the Sales Order form at the line level:

Address Edit

You can edit the ship to customer address for the line on the Address Edit form. The modified address is for the order line only.

Select Price

Displays pricing information for the item. You can select the pricing that you want to use to price the line and enter the price reason code to justify or authorize the price selection.

Note: To calculate the lowest available price for an item on an order line, select Use Lowest Price in the Order Preferences pane on the Customer Maintenance form Order and Shipping Information region.

Order Totals

Displays calculated price, weight, and volume totals and accounts for discounts, taxes, freight, and charges to produce the order price total. In addition, line item weights and volumes are totaled to produce the total order weight and volume. Weight and volume are recalculated when a line is shipped, therefore backorders are included in the totals.

Inventory Summary

Accesses the Inventory Summary form that provides information about available and committed quantities of the selected item. See the *Oracle OPM Inventory Management Guide* for detailed information.

Use the Inventory Summary to see if an order for an item can be filled completely pending production and purchase of new inventory if available on-hand quantities fall short.

Shipping History

Displays details for sales order line item shipments that have been shipped out of the warehouse or plant.

Note: To display backorder and shipment quantities, select backorders on the Order Preferences pane on the Customer Maintenance form Order and Shipping Information region.

Manual Allocations

Displays the Manual Allocations form. Enter the lots that you want to allocate inventory from to fill the order line for lot-controlled items that have not been assigned allocation classes. See the *Sales Orders Form Line Level - Manual Allocations* topic for detailed information.

Allocate Line

Select to allocate lot-controlled items with user-initiated auto allocations.

You can auto-allocate items without selecting Allocate Line by defining the item with an allocation class and allocation parameters, and setting the OP$USE_AUTO_ALLOC profile value to 1 or 3.

Lot controlled and non-lot controlled items with fully-automatic allocations are allocated when the line items are saved. Lot controlled items are allocated based on the allocation class parameters linked to the item. Non-lot controlled items are allocated from general inventory.

Override Price

Lets you change the established unit price of an ordered item on a line-by-line basis. After you enter the new unit price for the line, enter a valid reason code to justify or authorize the price change.

View Dates

Displays separate ship dates for each line item based on if the quantity is available, purchased, transferred, or produced. The lead time is subtracted from the delivery required date to calculate the scheduled ship date.

Note: Define lead times for an item on the Warehouse Rules, Production Rules, and Transfer Rules forms in the Inventory Management.

Tax Details

Lets you enter the tax authority that taxes on this line item are paid to. See the *Sales Orders Form Line Level - Tax Detail* topic for detailed information.

Void

Voids the sales order line that you specify. In addition, enter a valid reason code to explain why the order line is being voided and any necessary comments regarding the void.

Complete

Completes the sales order line that you specify. In addition, enter a valid reason code to explain why the order line is being completed and any necessary comments regarding the completion.

Show All Order Lines

Displays all open order lines at the line level.

Charges

Displays the Item Details form. Enter charge information for the item. See the *Sales Orders Form Line Level - Item Details* topic for detailed information.

Finding Sales Orders

Use the Find Sales Orders form to locate the sales orders that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Sales Orders - Procedure

To find sales orders:

1. Navigate to the **Find Sales Orders** form.
2. Complete the appropriate fields as described on the Find Sales Orders Form - Fields topic.
3. Click **Find**. The first sales order that meets your criteria is displayed on the sales orders form. Press **PgDn** to view any additional codes that meet your criteria.

Find Sales Orders Form - Fields

The fields describe the Find Sales Orders form in detail.

Organization

Displays the organization code for the sales order. The organization code assigned in your profile values is the default. You cannot edit this field.

Order Status

Displays the status of the order as it moves through the processing stages. For example, the status for a new sales order is OPEN. You cannot edit this field.

Order

Enter the sales order number that new order will be based on if you are creating the order off of an existing sales order. Profile

Order Date

Enter the date the order was entered.

Customer Purchase Order

Enter the customer's purchase order number.

Sold Customer

Enter the sold to customer code for the order.

Bill Customer

Enter the bill to customer code for the order.

Item

Enter the item that is included on the order.

Shipment

Enter the shipment number for the line items that were shipped.

Ship Customer

Enter the ship to customer code for the order.

Ship Date

Enter the ship date for the order.

Editing Sales Orders

To edit sales orders, first query the orders that meet your criteria, and then change the information in any fields necessary on an order.

Editing Price Change Reason Codes Information - Procedure

To edit a sales order:

1. Once you have queried and found the sales order, the first code that meets your criteria is displayed on the **Sales Order** form.
2. For multiple records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Creating Sales Orders topics.
4. Save the form.

Shipping

Shipping - Overview

The Shipping functionality lets you pick, allocate, and ship existing sales orders and sales order lines. You can base shipments on a variety of criteria. For example, you can select all open order line items for a ship to customer, but limit orders to those shipped from a specific warehouse.

Creating New Shipments

Use the Shipping form to create a shipment that includes the open sales order lines that you specify. When you create a shipment, first enter the selection criteria that you want to use to locate open sales order line items to include in the shipment. You can specify a combination of the following criteria: warehouses, activity dates, carriers, shipping methods, shipping classes, shipping customers, organizations, order numbers. After the lines are selected, you can remove any lines that you do not want to include in the shipment.

Note: You cannot create a shipment for an order type that forbids shipments to be created such as a scratch order. You also cannot create a shipment for an order or line that is on hold for picking or on hold from committing inventory.

Creating New Shipments - Procedure

To record new shipments for open sales orders:

1. Navigate to the **Shipping** form.
2. Press **Tab** or **Enter** if you use automatic shipment numbering.

   OR

   Enter a **Shipment number** if you use manual shipment numbering. The Shipment Selections form is displayed.
3. Complete the fields as described in the Shipment Selections Form - Fields topic and click **OK**.
4. If more than one carrier was associated with the range of ship to customers in the search, the Customer Carrier form is displayed; go to step 5. Otherwise, the Shipping Lines form is displayed; go to step 6.
5. Select the **carrier** that you want to include in the shipment and click **OK**.
6. The Shipping Lines form is displayed. If necessary, edit lines or delete lines from the shipment. When you are done, click **OK**. The Shipping form is redisplayed.
7. Complete the fields as described in the Shipping Form - Fields topics
8. Save the form.

Shipment Selections Form - Fields

The fields describe the Shipment Selections form in detail. The criteria that you enter determines the open line items that are included in the shipment.

From From Warehouse

- Enter the first warehouse that orders ship from in the range.
- Enter nothing to include open orders for all warehouses that meet your criteria.

To From Warehouse

- Enter the last warehouse that orders ship from in the range.
- Enter nothing to include open orders for all warehouses that meet your criteria.

Activity From

- Enter the earliest shipping activity date to include in the shipment. The current date is the default. All orders scheduled to ship on or after this date on the sales order are included in the shipment.
- Enter nothing to include open orders for all dates that meet your criteria.

Activity Thru

- Enter the latest shipping activity date to include in the shipment. The current date is the default. All orders scheduled to ship on or before this date on the sales order are included in the shipment.
- Enter nothing to include open orders for all dates that meet your criteria.

Carrier Code

- Enter a carrier code to restrict the shipment to orders for a specific carrier.
- Enter nothing to include open orders for all carriers that meet your criteria.

Shipping Method

- Enter a shipping method to restrict the shipment to orders for a specific shipping method.
- Enter nothing to include open orders for all shipping methods that meet your criteria.

Ship Class

- Enter a shipping class to restrict the shipment to orders for a specific shipping class assigned items on the order. Shipping class is defined in OPM Inventory Management and assigned to the item on the items form.
- Enter nothing to include open orders for all shipping classes that meet your criteria.

Ship Customer

- Enter a customer to restrict the shipment to orders for a specific Ship To customer.
- Enter nothing to include open orders for any customers that meet your criteria.

Organization

- Enter an organization code to restrict the shipment to orders for a specific organization. The organization linked to the operator is the default.
- Enter nothing to include open orders for any organizations that meet your criteria.

Order Number

- Enter an order number to restrict the shipment to line items for a specific sales order.
- Enter nothing to include all open line items that meet your criteria.

Selecting a Carrier

Use the Customer Carrier Selections form to select a carrier if multiple carriers are included in the search results from the Shipment Selections form. This form is not displayed when you create a shipment unless multiple carriers are associated with the ship to customers in your search.

Selecting a Carrier - Procedure

To select a customer and carrier:

1. Click **any field** in the row of information for the customer and carrier that you want to select. The current recorder indicator is selected for that carrier.
2. Click **OK**. The shipment lines that meet your criteria for that carrier is displayed on the Shipping Lines form.

Customer Carrier Selections Form - Fields

The fields describe the Customer Carrier Selections form in detail.

Customer

Displays the customer name on the order line retrieved from the shipment search.

Code

Displays the carrier code on the order line retrieved from the shipment search.

Method

Displays the shipping method on the order line retrieved from the shipment search.

Selecting and Editing Shipping Lines

Use the Shipping Lines form to edit and delete specific order lines. You can also include all of these lines in the shipment as is. The Shipping Lines form displays all of the order line items that meet the criteria that you specified on the Shipment Selection form.

You can ship one or all lines complete, ship one or more lines short, and backorder them. See the *Entering Backorders* topic.

Selecting and Editing Shipping Lines - Procedure

1. If all of the lines displayed are exactly as you want them on the shipment go to step 10.
2. To delete a line, go to step 4.
3. To edit a line, go to step 6.
4. Click **any field** in the row of information for the line. The current recorder indicator is selected for that line. Choose **Delete Record** on the Edit menu. The line is removed from the list.
5. Repeat step 4 for as many lines as necessary.
6. You can edit the **Ship Quantity** and source **Warehouse** fields for each shipment line displayed. When you decrease a shipping quantity the Create Backorder Quantities form is displayed automatically.
7. Complete the fields as described in the Create Backorder Quantities Form - Fields topic and select **Apply** to create the backorder.
8. Repeat steps 6 and 7 for as many lines as necessary.
9. For more extensive edits to the lines, select the line that you want to edit and choose **Line Details** from the Special Menu. Complete the fields as described in the Shipping Lines Form - Fields topics
10. When all the lines on the Shipping form are the way you want them on the shipment, click **OK**. The Shipment form is displayed.
11. Make any shipment level changes on the Shipments form.
12. Save the form.

Shipping Lines Form - Fields

The fields describe the Shipping Lines form in detail.

Bill of Lading Shipment

Displays the organization and the shipment number. If you use automatic document numbering for shipments, the SY$NEW profile value default that you set displays in this field. When you save the shipment, a

shipment number is then assigned and displayed. You cannot edit the organization or the shipment number.

Line

Displays the shipment line number. You cannot edit this field.

Ship Quantity

Displays the shipment quantity from the sales order. You can edit this field for each shipment line displayed.

Note: When you reduce the ship quantity, the Create Backorder Quantities Form displays automatically. See the *Create Backorder Quantities Form - Fields* topic for detailed information.

Backorders are created based on the backorder check on the Order Preferences pane on the Customer Maintenance form Order and Shipping Information region. When backorders is selected, it means that the customer accepts backorders.

Order Quantity

Displays the order quantity from the sales order in the sales order unit of measure. You cannot edit this field.

Ship Quantity2

Displays the shipment quantity in the secondary unit of measure from the sales order if the item is dual unit of measure controlled. This field can be edited when you edit the ship quantity.

Item

Displays the item code from the sales order. You cannot edit this field.

Warehouse

Displays the source warehouse from the sales order. You can edit this field for each shipment line displayed. You can also edit this field on the Shipping Lines detail form.

Line Description

Displays the line description from the sales order. You cannot edit this field.

Generic Item

Displays the generic item code from the sales order. You cannot edit this field.

Order Number

Displays the sales order number for the line. You cannot edit this field.

Order Line

Displays the item line number from the sales order. You cannot edit this field.

Ship Weight

Displays the shipping weight for the shipment in the unit of measure established in the OP$SHIP_UOM profile value. This field is adjusted when you edit shipping quantities.

Ship Date

Displays the Scheduled Ship Date from the sales order. You cannot edit this field.

Ship Customer

Displays the ship to customer code from the sales order. You cannot edit this field.

Total Weight

Displays the total weight of the shipment in the unit of measure established in the OP$SHIP_UOM profile value. This field is adjusted when you edit shipping quantities.

Total Volume

Displays the total volume of the shipment in the unit of measure established in the OP$SHIP_UOM profile value. This field is adjusted when you edit shipping volumes.

Shipping Lines Form - Special Menu Options

The following options are available on the Special menu for the Shipping Lines form.

Line Details

Displays line detail information. You can edit weights and other information that defaults from the sales order. See the *Entering Shipping Line Details* topic for detailed information.

Allocate Line

Select to allocate lot-controlled items with user-initiated auto allocations.

You can auto-allocate items without selecting Allocate Line by defining the item with an allocation class and allocation parameters, and setting the OP$USE_AUTO_ALLOC profile value to 1 or 3.

Lot controlled items with fully-automatic allocations are allocated when the line items are saved. Lot controlled items are allocated based on the allocation class parameters linked to the item. Items must be lot controlled to be eligible for automatic allocation.

Transactions

Accesses the Pending Transactions form. Use the form to enter shipping quantities and specify lots and locations for lot and/or location controlled items.

Shipping History

Displays details for sales order line item shipments that have been shipped out of the warehouse or plant.

Inventory Summary

Accesses the Inventory Summary form that provides information about available and committed quantities of the selected item. See the *Oracle OPM Inventory Management Guide* for detailed information.

Use the Inventory Summary to see if an order for an item can be filled completely pending production and purchase of new inventory if available on-hand quantities fall short.

Tax Details

Lets you enter the tax authority that taxes on this line item are paid to. See the *Sales Orders Form Line Level - Tax Detail* topic for detailed information.

Pick Lots

Select to display a list of available lots. To allocate inventory from the displayed list, enter a quantity next to each lot.

Complete Line

Select the line that you want to reset to the original quantity and then select Complete line from the Special menu.

Complete All

Select Complete All from the Special menu to reset all lines to their original quantities.

Cancel Line

Select the line to be canceled and then select Cancel line from the Special menu.

Entering Backorders

Use the Create Backorder Quantities form to enter backorder quantities for shipment lines. When you don't have enough stock to fill a sales order shipment line completely, enter the available stock and backorder the balance of the order line quantity. Later, when you have sufficient stock to fill the balance of the order line, you can create a new shipment to satisfy the line shipment requirements.

Note: Backorders must be selected on the Order Preferences pane of the Customer Maintenance form Order and Shipping to allow the ship to customer to backorder items.

Sample Backorder

If you have a sales order line item for 200 units of an item, the order quantity of 200 becomes the default shipping quantity for the shipment line on the Shipping Lines form.

Before you try to fill the shipment, confirm that you have enough stock in the designated shipping warehouse to fill the shipment on the Inventory Summary form. If you have only 90 units in stock, you can short-ship the line and create a backorder for the remaining 110 units.

Entering Backorders - Procedure

To create a backorder quantity:

1. Reduce the **shipment quantity** on the **Shipping Lines** form and press **Tab** to go to the next field. Since the shipping quantity is less than the default line quantity, the **Create Backorder Quantities** form displays.
2. Complete the fields as described in the Create Backorder Quantities Form - Fields topic.
3. Select **Apply** to create the backorder and redisplay the Shipping lines form.

Create Backorder Quantities Form - Fields

The fields describe the Create Backorder Quantities form in detail.

Backorder Quantity

Displays the balance quantity for the backorder. The quantity is calculated by subtracting the actual shipment quantity from the ordered quantity for the line item. You cannot edit this field.

Backorder Quantity2

Displays the balance quantity for the backorder in the item's secondary unit of measure if the item is dual unit of measure controlled. You cannot edit this field.

Tare Weight

Enter the weight of the package container.

Pallet Weight

Enter the total weight of the loading pallet for the shipment.

Reason Code

Enter an established code that explains the reason for the backorder. Reason codes are established in OPM System Administration.

Note: You can create multiple backorders for a sales order line when you create a shipment for the backorder and short-ship that line. Each backorder line is actually another order line, so changes to one backorder do not affect other backorder lines for the same order line.

Entering Shipping Line Details

Use the Shipping Lines form to edit selected sales order lines included in the shipment until the shipment line is released. You can edit the following fields:

- Net weight
- Tare weight
- Pallet weight
- Freight Bill weight
- Ship weight
- Ship Volume
- Carrier Code
- Shipping Method
- From Warehouse
- To Warehouse
- FOB Code
- Requested To Ship date
- Promised To Ship date
- Scheduled To Ship date

Enter Shipping Line Detail - Procedure

To edit shipping line details:

1. From the Shipping Lines Form, select the line that you want to display line details for, and then choose **Line Details** from the Special menu.
2. Edit the fields as described in the Shipping Lines Form - Fields topic.
3. Select **OK** to create the backorder and redisplay the Shipping lines form.

Shipping Lines Form - Fields

The fields describe the Shipping Lines form in detail.

Shipment

Displays the organization and the shipment number. If you use automatic document numbering for shipments, the SY$NEW profile value default that you set displays in this field. When you save the order, an order number is then assigned and displayed. You cannot edit the organization or the shipment number.

Shipment Line

Displays the shipment line number. You cannot edit this field.

Ship Customer

Displays the ship to customer code and name from the sales order. You cannot edit this field.

Item

Displays the item code from the sales order. You cannot edit this field.

Order Number

Displays the sales order number for the line. You cannot edit this field.

Line

Displays the item line number from the sales order. You cannot edit this field.

Order Qty1

Displays the order quantity from the sales order in the sales order unit of measure. You cannot edit this field.

Quantity1

Displays the shipment quantity in the sales order unit of measure. You cannot edit this field.

Order Qty2

Displays the order quantity from the sales order in the item's secondary unit of measure. You cannot edit this field.

Quantity2

Displays the shipment quantity in the secondary unit of measure from the sales order if the item is dual unit of measure controlled.

Order Primary Qty

Displays the order quantity from the sales order in the item's primary unit of measure. You cannot edit this field.

Ship Primary Qty

Displays the shipment quantity in the item's primary unit of measure. You cannot edit this field.

Net Weight

Displays the net weight of the shipment. You can edit this field. Net weight is the item quantity converted to the OPM ship weight unit of measure set in the OP$SHIPUOM profile value.

Tare Weight

Enter the tare weight of the shipment in the ship weight unit of measure set in the OP$SHIPUOM profile value.

Pallet Weight

Enter the pallet weight of the shipment in the ship weight unit of measure set in the OP$SHIPUOM profile value.

Freight Bill Weight

Displays the freight bill weight of the shipment in the ship weight unit of measure. All the weight fields are totaled to produce the total freight bill weight.

Ship Weight

Displays the shipping weight of the shipment in the ship weight unit of measure. You can edit this field.

Ship Volume

Enter the ship volume of the shipment in the ship volume unit of measure set in the OP$SHIPVOL_UOM profile value.

Carrier Code

Displays the carrier code from the sales order. You can edit this field.

Shipping Method

Displays the shipping method from the sales order. You can edit this field.

From Warehouse

Displays the ship from warehouse from the sales order. You can edit this field.

To Warehouse

Displays the to warehouse from the sales order. You can edit this field.

FOB Code

Displays the FOB code from the sales order. You can edit this field.

Requested To Ship Date

Displays the requested ship date from the sales order. You can edit this field.

Promised To Ship Date

Displays the promised ship date from the sales order. You can edit this field.

Scheduled To Ship Date

Displays the scheduled to ship date from the sales order. You can edit this field.

Shipping Lines Form - Special Menu Options

The following option is available on the Special menu for the Shipping Lines form.

Inventory Summary

Accesses the Inventory Summary form that provides information about available and committed quantities of the selected item. See the *Oracle OPM Inventory Management Guide* for detailed information.

Use the Inventory Summary to see if an order for an item can be filled completely pending production and purchase of new inventory if available on-hand quantities fall short.

Entering Pending Transactions

If you are entering or editing a shipment, use the Pending Transactions form to allocate the quantities to ship of each lot for lot controlled items, and the ship to location for location controlled items. If you are entering information for multiple lots, when you complete a row of lot information, press Enter to insert information for the next lot.

The allocated quantities displayed on the Pending Transactions form are the sum of the quantities on each transaction line.

Note: If you enter different quantities on the Pending Transactions form and the Shipping Lines form, the Shipping Lines form is updated with the new quantity.

Entering Pending Transactions - Procedure

To enter lot and location control information for received items:

1. Navigate to the **Pending Transactions** form by selecting **Transactions** from the Special menu on the Shipping Lines form.
2. Complete the fields as described in the Entering Lot and Location Control Information for Received Items - Fields topic.
3. Press **Enter** to insert information for another lot. Repeat as necessary.
4. Save the form. The Shipping Lines form is redisplayed with the Shipping Quantity updated.

Pending Transactions Form - Fields

The Fields describe the Pending Transactions form in detail.

Item

Displays the item code and description for the item that you are shipping.

Planned Document Qty

The quantity on the shipment in the unit of measure on the shipment.

Planned Document Qty2

If the item is dual unit of measure controlled, the quantity on the shipment in the item's secondary unit of measure.

Planned Inventory Qty

The quantity on the shipment in the item's primary unit of measure.

Allocation Document Qty

The allocated quantity for the item on the shipment in the sales order unit of measure.

Allocation Document Qty2

If the item is dual unit of measure controlled, the allocated quantity of the item entered on the shipment in the item's secondary unit of measure.

Allocation Inventory Qty

The allocated quantity for the item entered on the shipment in the item's primary unit of measure.

Unallocated Document Qty

The difference between the planned quantity and the allocated quantity on the shipment in the sales order unit of measure.

Unallocated Document Qty2

If the item is dual unit of measure controlled, the difference between the planned quantity and the allocated quantity, in the item's secondary unit of measure.

Unallocated Inventory Qty

The difference between the planned quantity and the allocated quantity in the item's primary unit of measure.

Transaction Date

Displays the transaction date and time.

Location

Displays the warehouse location that the item is shipped from.

Lot

Enter the lot that the item is shipped from if the item is lot controlled. Required.

Sub Lot

Enter the sub lot that the item is shipped from if the item is sub lot controlled. Required.

Document Qty

Enter the quantity of the lot/location that is being shipped in the order unit of measure. The unit of measure displays automatically.

Qty2

If the item is dual unit of measure controlled, enter the quantity of the lot/location that is being shipped in the item's secondary unit of measure. The secondary unit of measure displays automatically.

Reason Code

Enter the reason code that identifies the reason for the transaction.

Status

Displays the status of the lot that is being shipped. You cannot edit this field.

Warehouse

Displays the warehouse where the item is being shipped. You cannot edit this field.

Inventory Qty

Displays the inventory quantity being shipped for the current lot in the item's primary unit of measure.

Entering Shipment Level Information

Use the Shipping for to enter or edit Shipment level information.

Entering Shipment Level Information

1. Once you have completed all shipping line level information the **Shipping** form is displayed.
2. Enter or edit any shipment level information on the Shipments form.
3. Save the form.

Shipping Form - Fields

The Fields describe the Shipping form in detail.

Shipment

Displays the organization and the shipment number. If you use automatic document numbering for shipments, the SY$NEW profile value default that you set displays in this field. When you save the order, an order number is then assigned and displayed. You cannot edit the organization. If you use manual document numbering, enter a shipment number.

Ship Customer

Displays the ship to customer code and name from the sales order. You cannot edit this field.

Order Number

Displays the sales order number for the shipment. You cannot edit this field.

From Warehouse

Displays the ship from warehouse from the sales order. You cannot edit this field.

Address One

Displays the first line of the customer's address from the sales order. You cannot edit this field.

Address Two

Displays the second line of the customer's address from the sales order. You cannot edit this field.

Net Weight

Displays the net weight of the shipment. You cannot edit this field. Net weight is the item quantity converted to the OPM ship weight unit of measure set in the OP$SHIPUOM profile value.

Tare Weight

Displays the tare weight of the shipment in the shipping weight unit of measure set in the OP$SHIPUOM profile value.

Pallet Weight

Displays the pallet weight of the shipment in the shipping weight unit of measure set in the OP$SHIPUOM profile value.

Volume

Displays the ship volume of the shipment in the volume unit of measure set in the OP$SHIPVOL_UOM profile value. All the weight fields are totaled to produce the total freight bill weight and shipping volume.

Lines Selected

Displays the number of lines selected for shipment.

Shipping Form - Shipping Information

The Fields describe the Shipping form Shipping Information region in detail.

Date Shipped

Enter the date the shipment will be shipped. Required to release the shipment.

Bill of Lading Ship Weight

Displays the bill of lading weight of the shipment in the shipping weight unit of measure. All the weight fields are totaled to produce the total bill of lading weight for the shipment.

Carrier Code

Displays the carrier code from the sales order. You can edit this field.

Shipping Method

Displays the shipping method from the sales order. You can edit this field.

Waybill Number

Enter the waybill number for the shipment.

Trailer Number

Enter the trailer number for the shipment.

Shipping Form - Other Information

The Fields describe the Shipping form Other Information region in detail.

Embark Port

Enter the port where the order will be loaded for shipment.

Debark Port

Enter the port where the order will be unloaded for delivery.

Drop-off Time

Enter the drop-off date and/or time. You can edit this field. This date/time can be used to calculate demurrage.

Pickup Time

Enter the pick-up date and/or time. You can edit this field. This date/time can be used to calculate demurrage.

Demurrage Currency

Displays the currency from the sales order. Enter the currency the demurrage fee is paid in if it is different from the default.

Demurrage Amount

Enter the amount of the fee paid for delays in loading or unloading the shipment.

Comments

Enter any necessary comments about the shipment.

Shipping Form - Special Menu Options

The following options are available on the Special menu for the Shipping form.

Mailing Address Edit

You can edit the ship to customer street address for the shipment on the Address Edit form.

Line Items

Displays Shipping lines form. You can use to edit or delete line items. See the *Selecting and Editing Shipping Lines* topic for detailed information.

Release Shipment

Select to release the entire shipment. Releasing a shipment decrements on-hand inventory based on the inventory allocations and completes the shipping process. You can view released shipments, but you cannot edit them.

Cancel Shipment

Select to cancel the entire shipment. You can cancel a shipment after it has been saved, but before it has been released. Canceling a shipment allows the lines to be placed on another shipment.

Finding Shipping Details

Use the Find Shipping Details form to locate the shipments that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding Shipping Details - Procedure

To find shipping details:

1. Navigate to the **Shipping** form.
2. Choose **Find** from the Query menu.
3. Complete the appropriate fields as described on the Find Shipping Details Form - Fields topic.
4. Click **Find**. The first shipment that meets your criteria is displayed on the Shipping form. Press **PgDn** to view any additional shipments that meet your criteria.

Find Shipping Details Form - Fields

The fields describe the Find Shipping Details form in detail.

Shipment

Enter the shipment number. Displays the default organization automatically.

Ship Customer

Enter the ship to customer code.

Order Number

Enter the order number.

From Warehouse

Enter the warehouse that items ship from.

Delete Mark

- Select Yes to display shipping details that are marked for deletion.
- Select No if you do not want to display shipping details that are marked for deletion.

Editing Shipments

.To edit shipments, first query the items that meet your criteria, and then change the information in any fields necessary on a shipment.

Editing Shipments - Procedure

To edit a shipment:

1. Once you have queried and found the shipment, the first shipment number that meets your criteria is displayed on the **Shipping** form.
2. For multiple records, press the **down arrow** to locate the record that you want to edit.
3. Enter or change the **information** in any fields that are necessary as described in the Creating Shipments topics.
4. Save the form.

Repricing Shipment Items Manually

Use the Re-pricing Shipment Details form to manually reprice ordered items on shipments up to and after they have been released. You can change the shipment per-unit item price after the shipment has been released and before it has been invoiced.

If OPM Order Fulfillment is integrated with Oracle Financials, you can change the shipment per-unit item price before the shipment is sent to Receivables via the update.

Repricing Shipment Items Manually - Procedure

To reprice a shipment item:

1. Navigate to the **Re-pricing Shipment Details** form.
2. Enter the **shipment number**. The form displays line item information from that shipment.
3. Complete the fields as described in the Re-pricing Shipment Details Form - Fields topic.
4. Save the form.

Re-pricing Shipment Details Form - Fields

The fields describe the Re-pricing Shipment Details form in detail.

Shipment

Enter the number of the shipment that you want to make price changes for. The default organization is already displayed.

Line

Displays the shipment line number.

Item

Displays the number of the item to be shipped.

Old Price

Displays the existing unit price of the item to be shipped.

New Price

Enter the new price per unit for the item. You can edit this price up to and after the shipment is released and before it has been invoiced. Required.

Reason

Enter a reason code to explain the change in the unit cost of the item. Required. Reason codes are established in Order Fulfillment Pricing Setup.

Comments

Enter any necessary comments about the shipment line.

Order Number

Displays the sales order number and organization code that the shipment line was generated from.

Bill Customer

The bill-to customer (and description) from the order line

Ship Customer

The ship-to customer (and description) from the order line

Description

The item description from the selected line

Ship Qty

The ship quantity (and unit of measure) from the selected line

Extended Price

The item's existing price extension is updated automatically when you change the item's per-unit price.

Finding a Shipment Number

Use the Find Shipping Details form to locate the shipments that match your criteria.

There are several options for locating a record and populating a form. The List of Values option displays a dialog box with the appropriate records. The Query Find option displays a separate block called the Find form where you enter your search criteria.

Finding a Shipment Number - Procedure

To find a shipment number:

1. Navigate to the **Re-pricing Shipment Details** form.
2. Choose **Find** from the Query menu.
3. Select a **shipment number** and click **OK**. The shipment is displayed on the Re-pricing Shipment details form.

Maintaining Hold Code Selections

Maintaining Hold Reason Codes - Overview

Use the Order Hold Maintenance form to change hold reason codes for the sales order lines that meet your criteria. You can add or remove holds from selected orders, from one or more ship-to or bill-to customers, order numbers, orders for specific items, or shipments. You can also remove holds on orders for one item or a range of items.

If OPM Order Fulfillment is integrated with Oracle Receivables, holds can be placed on sales orders if certain conditions exist. For example, holds can be placed on all orders for a billing customer who has exceeded the established credit limit. Holds can prevent processing orders at different stages. See the *Hold Code Selections Form -Fields* topic.

Maintaining Hold Reason Codes - Procedure

To change hold reason codes on items:

1. Navigate to the **Hold Code Selections** form.
2. Complete the fields as described in the Hold Code Selections Form - Fields topic and click **OK**. The Order Hold Maintenance form is displayed.
3. Select the **lines** that you want to change the hold reason code for.
4. Enter the new **hold reason codes** for those lines.
5. Save the form.

Hold Code Selections Form - Fields

The fields describe the Hold Code Selections form in detail.

Organization

Displays the default organization code and name. You cannot edit this field.

Bill Customer From

Enter the first bill to customer in the range. If no bill to customers are entered, then all are located. Enter one bill to customer in the range to find only items for that customer.

Bill Customer To

Enter the last bill to customer in the range. If no bill to customers are entered, then all are located. Enter one bill to customer in the range to find only items for that customer.

Ship Customer From

Enter the first ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to find only items for that customer.

Ship Customer To

Enter the last ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to find only items for that customer.

Order Number From

Enter the first order number in the range. If no order numbers are entered in the range, then all are located. Enter one order number in the range to find only items for that order.

Order Number To

Enter the last order number in the range. If no order numbers are entered in the range, then all are located. Enter one order number in the range to find only items for that order.

Item From

Enter the first item number in the range. If no item numbers are entered in the range, then all are located. Enter one item number in the range to find only that item.

Item To

Enter the last item number in the range. If no item numbers are entered in the range, then all are located. Enter one item number in the range to find only that item.

Hold Reason From

Enter the first hold reason code in the range. If no hold reason codes are entered in the range, then all are located. Enter one hold reason code in the range to find only items with that code.

Hold Reason From

Enter the last hold reason code in the range. If no hold reason codes are entered in the range, then all are located. Enter one hold reason code in the range to find only items with that code.

Shipment Number From

Enter the first shipment number in the range. If no shipment numbers are entered in the range, then all are located. Enter one shipment number in the range to find only items for that shipment.

Shipment Number To

Enter the last shipment number in the range. If no shipment numbers are entered in the range, then all are located. Enter one shipment number in the range to find only items for that shipment.

Order Hold Maintenance Form - Fields

The fields describe the Hold Code Selections form in detail.

Ind

- Select to change the hold reason code.
- Clear to avoid changing the hold reason code.

Bill

Displays the bill to customer for the item.

Ship

Displays the ship to customer for the item.

Organization

Displays the organization related to the order number.

Order No

Displays the order number for the item.

Line

Displays the item's line number on the sales order.

Item

Displays the item number.

Hold Code

Displays the current hold reason code for the item.

New Hold Code

Enter the new hold reason code for the item either to remove the current hold or place a new hold on the line.

Changing Multiple Hold Codes

Use the Change Hold Codes form to change the hold code for all selected items.

Changing Multiple Hold Codes - Procedure

To change the hold reason code for multiple lines:

1. On the Order Hold Maintenance form, select all of the **lines** that you want to change to a specific new hold reason code.
2. Choose **Change all Hold Codes** from the Special menu. The Change Hold Codes form is displayed.
3. Enter the new **hold reason code** and click **OK**. The Order Hold Maintenance Form is redisplayed with the new hold reason code for the selected lines.
4. Repeat steps 1-3 as necessary.
5. Save the form.

Change Hold Codes Form - Fields

The field describes the Change Hold Codes form in detail.

New Hold Code

Enter the new hold reason code for the selected lines.

Order Hold Maintenance Form - Special Menu Options

The following options are available on the Special menu for the Order Hold Maintenance form.

Change All Hold Codes

Changes the hold reason code for all selected lines on the Order Hold Maintenance form.

Select All

Selects all lines on the Order Hold Maintenance form.

Clear All

Clears all lines on the Order Hold Maintenance form.

Generating an Invoice History Report

Generating an Invoice History Report - Overview

Use the Sales Order Invoice History form to generate a specific Sales Orders List based on the criteria that you entered.

If OPM Order Fulfillment is integrated with Oracle Receivables, you can generate a report that lists invoice details for the sales orders that you specify. You can restrict the report to one or a range of sales orders, order dates, shipment numbers, and customers.

Generating an Invoice History Report - Procedure

To generate an Invoice History report:

1. Navigate to the **Sales Order Invoice History** form.
2. Complete the fields as described in the Sales Order Invoice History Form - Fields topic and click **OK**. The Sales Order List form is displayed.
3. Select the **order** that you want to view invoice details for, and then select Invoice Detail from the Special menu. The Invoice details form is displayed.

Sales Order Invoice History Form - Fields

The fields describe the Sales Order Invoice History form in detail.

Sales Order Organization From

Enter the first organization code in the range. If no organization codes are entered in the range, then all are located. Enter one organization code in the range to find only orders for that organization.

Sales Order Organization To

Enter the last organization code in the range. If no organization codes are entered in the range, then all are located. Enter one organization code in the range to find only orders for that organization.

Sales Order From

Enter the first order number in the range. If no order numbers are entered in the range, then all are located. Enter one order number in the range to find only that order.

Sales Order To

Enter the last order number in the range. If no order numbers are entered in the range, then all are located. Enter one order number in the range to find only that order.

Sales Order Date From

Enter the first order date in the range. If no order dates are entered in the range, then all are located. Enter one order date in the range to find only orders for that date.

Sales Order Date To

Enter the last order date in the range. If no order dates are entered in the range, then all are located. Enter one order date in the range to find only orders for that date.

Shipping Organization From

Enter the first shipping organization code in the range. If no organization codes are entered in the range, then all are located. Enter one organization code in the range to find only orders from that organization.

Shipping Organization To

Enter the last shipping organization code in the range. If no organization codes are entered in the range, then all are located. Enter one organization code in the range to find only orders from that organization.

Shipment From

Enter the first shipment number in the range. If no shipment numbers are entered in the range, then all are located. Enter one shipment number in the range to find only orders for that shipment.

Shipment To

Enter the last shipment number in the range. If no shipment numbers are entered in the range, then all are located. Enter one shipment number in the range to find only orders for that shipment.

Customer From

Enter the first bill to customer in the range. If no bill to customers are entered, then all are located. Enter one bill to customer in the range to find only items for that customer.

Customer To

Enter the last bill to customer in the range. If no bill to customers are entered, then all are located. Enter one bill to customer in the range to find only items for that customer.

Sales Order List Form - Fields

The fields describe the Hold Code Selections form in detail.

Organization

Displays the organization related to the order.

Sales Order

Displays the sales order number.

Sales Order Date

Displays the date of the sales order.

Billing Customer

Displays the bill to customer for the order.

Total Amount

Displays the total amount of the order.

Item

Displays the item number.

Currency

Displays the order currency.

Hold

Displays the hold reason code for the order if a hold is on the order.

Viewing Invoice Details

Displays invoice details for the selected sales order on the Sales Order List if OPM Order Fulfillment is integrated with Oracle Receivables.

Viewing Invoice Details - Procedure

- On the sales order List, choose Invoice detail on the Special menu. The Invoice details form is displayed.

Invoice Details Form - Fields

The fields describe the Invoice Details form in detail.

Sales Order

Displays the organization code and sales order number.

Billing Customer

Displays the bill to customer for the order.

Invoice

Displays the invoice numbers for the order.

Type

Displays the invoice types for the order.

Date

Displays the invoice dates for the order.

Amount

Displays the invoice amounts for the order.

Currency

Displays the invoice currencies for the order.

Terms

Displays the invoice terms for the order.

Balance Amount

Displays the balance amount for the order.

Payment

Displays the payment.

Date

Displays the date of the payment.

Amount

Displays the amount of the payment.

Order Hold Maintenance Form - Special Menu Options

The following options are available on the Special menu for the Order Hold Maintenance form.

Invoice Detail

Displays invoice details for the selected sales order on the Sales Order List if OPM Order Fulfillment is integrated with Oracle Receivables. See the *Viewing Invoice Details* topic for detailed information.

Select List

Displays the Sales Order Invoice History Form. Enter criteria to display a new Sales Order List. See the *Sales Order Invoice History Form - Fields* topic for detailed information.

Running Order Fulfillment Reports

Order Fulfillment Reports - Overview

OPM Order Fulfillment offers a series of standard reports, already formatted for you to generate. For each report you can enter criteria to limit the information displayed in the report.

Running the Bill of Lading Report

Use the Bill of Lading report to create documentation for goods to be shipped. The Bill of Lading report is available only for orders that have been placed on shipments. You can restrict the report by shipment number.

See "Running Oracle Applications Reports and Programs" and "Monitoring Oracle Applications Reports and Programs" in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Running the Bill of Lading Report - Procedure

To run the Bill of Lading Report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **Bill of Lading Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the Bill of Lading Report - Parameters topic and click **OK**. The Submit Request form is displayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

Bill of Lading Report - Parameters

Following are descriptions of the Bill of Lading Report Parameters form fields.

From Shipment No

Enter the first shipping number in the range. If no shipping numbers are entered in the range, then all are located. Enter one shipping number in the range to restrict the report to that shipment.

To Shipment No

Enter the last shipping number in the range. If no shipping numbers are entered in the range, then all are located. Enter one shipping number in the range to restrict the report to that shipment.

Sort Order

Select what you want to sort the report by at the first level:

- Item Number
- Operator Code
- Ship-To Customer

Bill of Lading Report - Fields

The following fields are displayed on the Bill of Lading Report.

Report Date

Displays the date and time that the report is printed.

Page

Displays the page number of the report such as 1 of 27.

Shipment

Displays the shipment number, the organization code, and the shipping date.

Ship To

Displays the ship to address for the shipment.

Ship Weight

Displays the total shipping weight for the shipment in the shipping weight unit of measure.

WayBill

Displays the waybill number.

Trailer

Displays the trailer number.

Carrier

Displays the carrier code.

Ship Method

Displays the shipping method code.

Line

Displays the shipment line number of the item.

Item

Displays the item number.

Quantity1

Displays the quantity in the shipment unit of measure.

UOM

Displays the shipment unit of measure.

Quantity2

Displays the quantity in the secondary unit of measure.

UOM

Displays the secondary unit of measure.

Running the Order Lines on Hold Report

Use the Order Lines on Hold report to list sales orders that have been placed on hold. You can restrict the report to orders placed on one or more specific types of hold.

See "Running Oracle Applications Reports and Programs" and "Monitoring Oracle Applications Reports and Programs" in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Order Lines on Hold Report - Procedure

To run the Order Lines on Hold Report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **Order Lines on Hold Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the Order Lines on Hold Report - Parameters topic and click **OK**. The Submit Request form is displayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

Order Lines on Hold Report - Parameters

Following are descriptions of the Order Lines on Hold Report Parameters form fields.

From Hold Reason

Enter the first hold reason code in the range. If no hold reason codes are entered in the range, then all are located. Enter one hold reason code in the range to restrict the report to orders with that hold reason.

To Hold Reason

Enter the last hold reason code in the range. If no hold reason codes are entered in the range, then all are located. Enter one hold reason code in the range to restrict the report to orders with that hold reason.

From Bill Customer

Enter the first bill to customer in the range. If no bill to customers are entered in the range, then all are located. Enter one bill to customer in the range to restrict the report to orders with that bill to customer.

To Bill Customer

Enter the last bill to customer in the range. If no bill to customers are entered in the range, then all are located. Enter one bill to customer in the range to restrict the report to orders with that bill to customer.

From Ship Customer

Enter the first ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to orders with that ship to customer.

To Ship Customer

Enter the last ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to orders with that ship to customer.

From Ship Date

Enter the first scheduled ship date in the range. If no ship dates are entered in the range, then all are located. Enter one ship date in the range to restrict the report to orders with that date.

To Ship Date

Enter the last scheduled ship date in the range. If no ship dates are entered in the range, then all are located. Enter one ship date in the range to restrict the report to orders with that date.

Sort Order 1

Select what you want to sort the report by at the first level:

- Bill-To Customer
- Carrier Code
- Order Number
- Ship-To Customer

Sort Order 2

Select what you want to sort the report by at the second level:

- Bill-To Customer
- Carrier Code
- Order Number
- Ship-To Customer

Sort Order 3

Select what you want to sort the report by at the third level:

- Bill-To Customer
- Carrier Code
- Order Number
- Ship-To Customer

Sort Order 4

Select what you want to sort the report by at the fourth level:

- Bill-To Customer
- Carrier Code
- Order Number
- Ship-To Customer

Order Lines on Hold Report - Fields

The following fields are displayed on the Order Lines on Hold Report.

Report Date

Displays the date and time that the report is printed.

Page

Displays the page of the report such as 1 of 27.

Hold Reason

Displays the hold reason code for the order line.

Bill-To Customer

Displays the bill to customer for the order line.

Ship-To Customer

Displays the ship to customer for the order line.

Order Number

Displays the sales order number for the line.

Line

Displays the sales order line number for the item.

Whse

Displays the ship from warehouse for the item.

Item

Displays the item number.

Sched Ship Date

Displays the scheduled ship date of the item.

Unit

Displays the item's sales order unit of measure.

Qty Ordered

Displays the order quantity of the item.

Line Value

Displays the total price of the line.

Billing Currency

Displays the currency entered on the sales order.

Running the Proforma Invoice Report

Use the Proforma Invoice report as a shipping document in the international environment. The Proforma Invoice report will print only for those orders where the Proforma invoice indicator is set for the order type. In addition the order must be placed on a shipment. You can restrict invoices for a specific range of sales orders, customers, shipments, and carriers.

See "Running Oracle Applications Reports and Programs" and "Monitoring Oracle Applications Reports and Programs" in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Running the Proforma Invoice Report - Procedure

To run the Proforma Invoice Report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **Proforma Invoice Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the Proforma Invoice Report - Parameters topic and click **OK**. The Submit Request form is displayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

Proforma Invoice Report - Parameters

Following are descriptions of the Proforma Invoice Report Parameters form fields.

From Shipping No

Enter the first shipping number in the range. If no shipping numbers are entered in the range, then all are located. Enter one shipping number in the range to restrict the report to that shipment.

To Shipping No

Enter the last shipping number in the range. If no shipping numbers are entered in the range, then all are located. Enter one shipping number in the range to restrict the report to that shipment.

From Order Number

Enter the first order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to that order.

To Order Number

Enter the last order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to that order.

From Ship Customer

Enter the first ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to that ship to customer.

To Ship Customer

Enter the last ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to that ship to customer.

From Bill Customer

Enter the first bill to customer in the range. If no bill to customers are entered in the range, then all are located. Enter one bill to customer in the range to restrict the report to that bill to customer.

To Bill Customer

Enter the last bill to customer in the range. If no bill to customers are entered in the range, then all are located. Enter one bill to customer in the range to restrict the report to that bill to customer.

From Carrier Code

Enter the first carrier code in the range. If no carrier codes are entered in the range, then all are located. Enter one carrier code in the range to restrict the report to that carrier.

To Carrier Code

Enter the last carrier code in the range. If no carrier codes are entered in the range, then all are located. Enter one carrier code in the range to restrict the report to that carrier.

Sort Order

Select what you want to sort the report by:

- Bill-To Customer
- Carrier Code
- Order Number
- Ship-To Customer

Proforma Invoice Report - Fields

The following fields are displayed on the Proforma Invoice Report.

Date

Displays the date and time that the report is printed.

Page

Displays the page number of the report such as 1 of 27.

Invoice Date

Displays the date of the invoice.

Ship Number

Displays the shipment number.

Ship To

Displays the ship to address for the shipment.

Bill To

Displays the bill to address for the shipment.

Ship To

Displays the ship to customer code for the shipment.

Ship Mthd

Displays the shipping method for the shipment.

FOB

Displays the FOB code for the shipment.

Frtbill

Displays the freight bill method for the shipment.

Cust PO

Displays the customer's PO number for the shipment.

Currency

Displays the currency for the shipment.

Line Item

Displays number of the shipment line item and the item code.

Description

Displays the item description.

Unit

Displays the item's shipping unit of measure.

Quantity Shipped

Displays the shipment quantity of the item.

Price

Displays the unit price of the item.

Total

Displays the total price of the item.

Charge Description

Displays the description of any shipping charges for the line.

Text Line

Displays any notes about the shipment.

Order Number

Displays the order number for the item.

Running the Sales Order Acknowledgment Report

Use the Sales Order Acknowledgment report as an agreement between you and your customers for the purchase of a quantity of goods at a set price.

See "Running Oracle Applications Reports and Programs" and "Monitoring Oracle Applications Reports and Programs" in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Running the Sales Order Acknowledgment Report - Procedure

To run the Sales Order Acknowledgment report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **Sales Order Acknowledgment Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the Sales Order Acknowledgment Report - Parameters topic and click **OK**. The Submit Request form is displayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

Sales Order Acknowledgment Report - Parameters

Following are descriptions of the Sales Order Acknowledgment Report Parameters form fields.

From Order Number

Enter the first order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to that order.

To Order Number

Enter the last order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to that order.

From Order Date

Enter the first order date in the range. If no order date are entered in the range, then all are located. Enter one order date in the range to restrict the report to that order.

To Order Date

Enter the last order date in the range. If no order date are entered in the range, then all are located. Enter one order date in the range to restrict the report to that order.

From Sold Customer

Enter the first sold to customer in the range. If no sold to customers are entered in the range, then all are located. Enter one sold to customer in the range to restrict the report to that sold to customer.

To Sold Customer

Enter the last sold to customer in the range. If no sold to customers are entered in the range, then all are located. Enter one sold to customer in the range to restrict the report to that sold to customer.

From Bill Customer

Enter the first bill to customer in the range. If no bill to customers are entered in the range, then all are located. Enter one bill to customer in the range to restrict the report to that bill to customer.

To Bill Customer

Enter the last bill to customer in the range. If no carriers are entered in the range, then all are located. Enter one carrier code in the range to restrict the report to that carrier.

Exclude On Hold

- Select yes to avoid including acknowledgments for sales orders that are on hold. Default.
- Select no to include acknowledgments for sales orders that are on hold.

Exclude Printed

- Select yes to avoid including acknowledgments for sales orders that have already been printed. Default.
- Select no to include acknowledgments for sales orders that have already been printed.

Sort Order 1

Select what you want to sort the report by at the first level:

- Order Number
- Order Date
- Sold-To
- Bill-To

Sort Order 2

Select what you want to sort the report by at the second level:

- Order Number
- Order Date
- Sold-To
- Bill-To

Sort Order 3

Select what you want to sort the report by at the third level:

- Order Number
- Order Date
- Sold-To
- Bill-To

Sales Order Acknowledgment Report - Fields

The following fields are displayed on the Sales Order Acknowledgment Report.

Date

Displays the date and time that the report is printed.

Page

Displays the page number of the report such as 1 of 27.

Order Date

Displays the date of the order.

Order Number

Displays the order number.

Ship To

Displays the ship to address for the order.

Bill To

Displays the bill to address for the order.

Sold To

Displays the sold to address for the order.

FOB

Displays the FOB code for the order.

Frgt Mth

Displays the freight bill method for the order.

Ship Date

Displays the scheduled ship date of the order.

Cust PO

Displays the customer's PO number for the order.

Terms

Displays the payment terms of the order.

Currency

Displays the currency for the order.

Line

Displays the order line number.

BO

Indicates whether the line is backordered.

Item

Displays the item number and description.

UM

Displays the item's sales order unit of measure.

Qty Ordered

Displays the order quantity of the item.

Price

Displays the unit price of the item ordered.

Total

Displays the total price of the item ordered.

Net

Displays the net weight of the item ordered.

Pallet

Displays the pallet weight of the item ordered.

Tare

Displays the tare weight of the item ordered.

Total

Displays the total weight of the item ordered.

Running the Sales Order Audit Trail Report

This report lists all sales order changes recorded for the range of orders that you specify. You can restrict the list to a range of orders, or orders for a range of ship tos, inventory items, operators, or order change dates.

Note: The Log Audit Trail flag must be activated on the Order Types form for the audit to be generated; only order types with the flag turned on will be included in the report.

See "Running Oracle Applications Reports and Programs" and "Monitoring Oracle Applications Reports and Programs" in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Sales Order Audit Trail Report - Parameters

Following are descriptions of the Sales Order Audit Trail Report Parameters form fields.

From Ship Customer

Enter the first ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to orders with that ship to customer.

To Ship Customer

Enter the last ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to orders with that ship to customer.

From Order Number

Enter the first order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to that order.

To Order Number

Enter the last order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to that order.

From Change Date

Enter the first change date in the range. If no change dates are entered in the range, then all are located. Enter one change date in the range to restrict the report to orders changed on that date.

To Change Date

Enter the last change date in the range. If no change dates are entered in the range, then all are located. Enter one change date in the range to restrict the report to orders changed on that date.

From Item Number

Enter the first item number in the range. If no item numbers are entered in the range, then all are located. Enter one item in the range to restrict the report to orders for that item.

To Item Number

Enter the last item number in the range. If no item numbers are entered in the range, then all are located. Enter one item in the range to restrict the report to orders for that item.

From Operator Code

Enter the first operator code in the range. If no operator codes are entered in the range, then all are located. Enter one operator code in the range to restrict the report to orders by that operator.

To Operator Code

Enter the last operator code in the range. If no operator codes are entered in the range, then all are located. Enter one operator code in the range to restrict the report to orders by that operator.

Sort Order 1

Select what you want to sort the report by at the first level:

- Change Date
- Item Number
- Operator Code
- Ship-To Customer

Sort Order 2

Select what you want to sort the report by at the second level:

- Change Date
- Item Number
- Operator Code
- Ship-To Customer

Sort Order 3

Select what you want to sort the report by at the third level:

- Change Date
- Item Number
- Operator Code
- Ship-To Customer

Sort Order 4

Select what you want to sort the report by at the fourth level:

- Change Date
- Item Number
- Operator Code
- Ship-To Customer

Sales Order Audit Trail Report - Fields

The following fields are displayed on the Sales Order Audit Trail Report.

Report Date

Displays the date and time that the report is printed.

Page

Displays the page number of the report such as 1 of 27.

Ship-To

Displays the ship to customer for the order line.

Change Date

Displays the date of the change for the order line.

Name

Displays the ship to customer name for the order line.

Carrier

Displays the carrier code from the sales order.

Sched Ship Date

Displays the scheduled ship date of the item.

Grade

Displays the preferred QC grade of the item if the item is QC grade controlled and this information was entered or changed on the order line.

Order No

Displays the sales order number for the item.

From Whse

Displays the ship from warehouse for the item.

Line No

Displays the sales order line number for the item.

To Whse

Displays the receiving warehouse for the item.

Item Number

Displays the item number.

Hold Reason

Displays the hold reason code for the order line.

Quantity

Displays the order quantity of the item.

Line Status

Displays the order status of the line.

UOM

Displays the item's sales order unit of measure.

Net Price

The unit price of the item.

Operator

Displays the operator code for the person who created the order.

Running the Ship Picklist Report

Use the Ship Picklist report to list the item quantities required to fill order shipment demands and the inventory available to meet those demands. The Ship Picklist also lists any actual allocations that have been made. You can restrict the report to picking requirements for selected shipments, orders, customers, warehouses, and dates.

The Picklist report is restricted to those order shipments created for the organization of the user who is logged on. Also, only orders in the process of being shipped are included whether allocations have been made or not. Order lines on hold for picking are not included.

See "Running Oracle Applications Reports and Programs" and "Monitoring Oracle Applications Reports and Programs" in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Running the Ship Picklist Report - Procedure

To run the Ship Picklist Report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **Ship Picklist Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the Ship Picklist Report - Parameters topic and click **OK**. The Submit Request form is displayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

Ship Picklist Report - Parameters

Following are descriptions of the Ship Picklist Report Parameters form fields.

From Shipping No

Enter the first shipping number in the range. If no shipping numbers are entered in the range, then all are located. Enter one shipping number in the range to restrict the report to that shipment.

To Shipping No

Enter the last shipping number in the range. If no shipping numbers are entered in the range, then all are located. Enter one shipping number in the range to restrict the report to that shipment.

From Order Number

Enter the first order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to that order.

To Order Number

Enter the last order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to that order.

From Ship Customer

Enter the first ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to that ship to customer.

To Ship Customer

Enter the last ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to that ship to customer.

From Warehouse

Enter the first warehouse in the range. If no warehouses are entered in the range, then all are located. Enter one warehouse in the range to restrict the report to items for that warehouse.

To Warehouse

Enter the last warehouse in the range. If no warehouses are entered in the range, then all are located. Enter one warehouse in the range to restrict the report to items for that warehouse.

From Sched to Ship

Enter the first scheduled ship date in the range. If no ship dates are entered in the range, then all are located. Enter one ship date in the range to restrict the report to items with that date.

To Sched to Ship

Enter the last scheduled ship date in the range. If no ship dates are entered in the range, then all are located. Enter one ship date in the range to restrict the report to items with that date.

Sort Order 1

Select what you want to sort the report by:

- Order Number, Line
- Shipping Number, Line
- Warehouse, Location, Item Code

Ship Picklist Report - Fields

The following fields are displayed on the Ship Picklist Report.

Report Date

Displays the date and time that the report is printed.

Page

Displays the page number of the report such as 1 of 27.

Order Number

Displays the sales order number for the item.

Line

Displays the sales order line number for the item.

Ship-To Customer

Displays the ship to customer for the item.

Ship Method

Displays the shipping method for the item.

Carrier Code

Displays the carrier code for the item.

Sched Ship Date

Displays the scheduled ship date of the item.

Item Code

Displays the item number.

Quantity 1

Displays the quantity in the item's shipping unit of measure.

Unit

Displays the shipping unit of measure.

Quantity 2

Displays the quantity in the item's secondary unit of measure.

Unit

Displays the secondary unit of measure.

Shipping Number

Displays the shipment number.

Warehouse

Displays the shipping warehouse.

Location

Displays the location in the shipping warehouse if the item is location controlled.

Lot

Displays the lot for lot controlled items.

Sublot

Displays the sublot for sublot controlled items.

Running the Unallocated Orders Report

Use the Unallocated Orders report to list sales order lines for which inventory allocations have not yet been performed. You can restrict the report to unallocated orders for specific ship-to customers, items, or warehouses.

See "Running Oracle Applications Reports and Programs" and "Monitoring Oracle Applications Reports and Programs" in the *Oracle Applications User's Guide* or the online help topics for detailed information on running reports.

Running the Unallocated Orders Report - Procedure

To run the Unallocated Orders report:

1. Navigate to the **Submit Request** form.
2. In the Name field, enter the **Unallocated Orders Report**. The Parameters form is displayed.
3. Complete the **fields** as described in the Unallocated Orders Report - Parameters topic and click **OK**. The Submit Request form is displayed.
4. Complete the **fields** on the Submit Request form and click **Submit Request**. You can then view or print the report.

Unallocated Orders Report - Parameters

Following are descriptions of the Unallocated Orders Report Parameters form fields.

From Warehouse

Enter the first warehouse in the range. If no warehouses are entered in the range, then all are located. Enter one warehouse in the range to restrict the report to unallocated orders for that warehouse.

To Warehouse

Enter the last warehouse in the range. If no warehouses are entered in the range, then all are located. Enter one warehouse in the range to restrict the report to unallocated orders for that warehouse.

From Item Number

Enter the first item number in the range. If no item numbers are entered in the range, then all are located. Enter one item in the range to restrict the report to unallocated orders for that item.

To Item Number

Enter the last item number in the range. If no item numbers are entered in the range, then all are located. Enter one item in the range to restrict the report to unallocated orders for that item.

From Order Number

Enter the first order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to unallocated items for that order.

To Order Number

Enter the last order number in the range. If no order numbers are entered in the range, then all are located. Enter one order in the range to restrict the report to unallocated items for that order.

From Ship Customer

Enter the first ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to unallocated orders for that ship to customer.

To Ship Customer

Enter the last ship to customer in the range. If no ship to customers are entered in the range, then all are located. Enter one ship to customer in the range to restrict the report to unallocated orders for that ship to customer.

Ship Date

Enter a shipping date to the restrict the report of unallocated order lines based on that ship date cutoff. Only orders scheduled for shipment up to and including the ship date cutoff are listed. The default is the current date.

Sort Order 1

Select what you want to sort the report by at the first level:

- Item Number
- Order Number
- Scheduled Ship Date
- Ship-To Customer
- Warehouse

Sort Order 2

Select what you want to sort the report by at the second level:

- Item Number
- Order Number
- Scheduled Ship Date
- Ship-To Customer
- Warehouse

Sort Order 3

Select what you want to sort the report by at the third level:

- Item Number
- Order Number
- Scheduled Ship Date
- Ship-To Customer
- Warehouse

Sort Order 4

Select what you want to sort by the report at the fourth level:

- Item Number
- Order Number
- Scheduled Ship Date
- Ship-To Customer
- Warehouse

Unallocated Orders Report - Fields

The following fields are displayed on the Unallocated Orders Report.

Whse

Displays the ship from warehouse for the order line.

Item Number

Displays the item number.

Ship Date

Displays the scheduled ship date for the order line.

Order Number

Displays the order number for the order line.

Line

Displays the line number.

Ship To Customer

Displays the ship to customer for the order line.

Unit

Displays the sales order unit of measure for the order line.

Order Quantity

Displays the order quantity for the line.

Unallocated Inventory Quantity

Displays the inventory quantity for the line.

Unallocated Available Quantity

Displays the available quantity for the line.

Appendixes

Navigation Paths

Although your System Administrator may have customized your Navigator, typical navigation paths are described in the following table. In some cases, there is more than one way to navigate to a form. This table provides the most typical default path.

Form	Path
Allocate Line (Sales Orders)	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Line) Special > Allocate Line
Allocate Line (Shipping)	OPM Logistics > OPM Order Fulfillment > Shipments > Shipments > Special > Line Items > Special > Allocate Line
Allocate Lots/Locations (Shipping)	OPM Logistics > Order Fulfillment > Shipments > Shipments >Special > Line Items > Special > Pick Lots
Allocation Criteria	OPM Logistics > OPM Order Fulfillment > Setup > Customers > Allocation Criteria
Ancillary Charge Tax Classes	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Charge Classes
Bill of Lading Report	OPM Logistics > OPM Order Fulfillment > Reports > Run
Carriers	OPM Logistics > OPM Order Fulfillment > Setup > Shipping > Carriers
Change Hold Code	OPM Logistics > OPM Order Fulfillment > Change Order Hold > Hold Code Selection > Order Hold Maintenance
Charge Codes	OPM Logistics > OPM Order

Form	Path
	Fulfillment > Setup > Pricing > Charges
Commission Codes	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Commission Codes
Contract Details	OPM Logistics > OPM Order Fulfillment > Setup > Pricing > Contracts > Special > Add Contracts
Contracts	OPM Logistics > OPM Order Fulfillment > Setup > Pricing > Contracts
Create Backorder Quantities	OPM Logistics > OPM Order Fulfillment > Shipments > Shipments > Special > Line Items > Change the order quantity to display the form.
Customer Associations	OPM Logistics > OPM Order Fulfillment > Setup > Customers > Customer Associations
Customer Classes	OPM Logistics > OPM Order Fulfillment > Setup > Customers > Customer Classes
Customer General Ledger Classes	OPM Order Fulfillment > Setup > Customers > Customer GL Classes
Customer Carriers	OPM Logistics > OPM Order Fulfillment > Setup > Customers > Customers > Find Customers > Customer Maintenance > Customer Carriers
Customer Items	OPM Logistics > OPM Order Fulfillment > Setup > Customers > Customers > Find Customers > Customer Maintenance > Customer Items
Customer Maintenance	OPM Logistics > OPM Order Fulfillment > Setup > Customers > Customers > Find Customers > Customer Maintenance
Customer Price Classes	OPM Logistics > OPM Order Fulfillment > Setup > Customers > Customer Price Classes
Customer Tax Exemptions	OPM Logistics > OPM Order Fulfillment > Setup > Customers > Customer Tax Exempt
Customer Trade Classes	OPM Logistics > OPM Order Fulfillment > Setup > Customers >

Form	Path
	Customer Trade Classes
Effectivities	OPM Logistics > OPM Order Fulfillment > Setup > Pricing > Effectivities Search > Effectivities
Effectivities Search	OPM Logistics > OPM Order Fulfillment > Setup > Pricing > Effectivities Search
FOB Codes	OPM Logistics > OPM Order Fulfillment > Setup > Shipping > FOB Codes
Freight Bill Methods	OPM Logistics > OPM Order Fulfillment > Setup > Shipping > Freight Bill Methods
Generic Items	OPM Logistics > OPM Order Fulfillment > Setup > Customers > Generic Items
Header Charges	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > Special > Charges
Hold Code Selections	OPM Logistics > OPM Order Fulfillment > Change Order Hold
Hold Reason Codes	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Hold Reason Codes
Inventory Summary (Profiles)	OPM Logistics > OPM Order Fulfillment > Profiles > Special > Inventory Summary
Inventory Summary (Sales Orders)	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > Special > Inventory Summary
Inventory Summary (Shipping)	OPM Logistics > Order Fulfillment > Shipments > Shipments > Special > Line Items > Special > Shipping History
Item Details	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Line) Special > Charges
Items Lookup	OPM Logistics > OPM Order Fulfillment > Profiles > (from the item field) > Edit > LOV
Line Charges	OPM Logistics > OPM Order Fulfillment > Profiles > Line Charges
Lockboxes	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Lock Boxes

Form	Path
Manual Allocations	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Line) Special > Manual Allocations
Mass Price Change	OPM Logistics > OPM Order Fulfillment > Setup > Pricing > Mass Change
Order Complete (Header)	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Header) Special > Complete
Order Complete (Line)	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Line) Special > Complete
Order - New	OPM Logistics > OPM Order Fulfillment > Sales Orders > Create
Order Hold Maintenance	OPM Logistics > OPM Order Fulfillment > Change Order Hold > Hold Code Selections
Order Lines on Hold Report	OPM Logistics > OPM Order Fulfillment > Reports > Run
Order Profile Additional Information	OPM Logistics > OPM Order Fulfillment > Profiles > Additional Information
Order Profiles	OPM Logistics > OPM Order Fulfillment > Profiles
Order Status	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Order Status > Find Order Status
Order Totals	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > Special > Order Totals
Order Types	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Order Types
Order Void (Header)	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Header) Special > Void
Order Void (Line)	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Line) Special > Void

Form	Path
Override Price	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Line) Special > Override Price
Packaged Items	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Packaged Items
Pending Transactions	OPM Logistics > OPM Order Fulfillment > Shipments > Shipments > Special > Line Items > Special > Transactions
Price Lists	OPM Logistics > OPM Order Fulfillment > Setup > Pricing > Price Lists
Price Reason Codes	OPM Logistics > OPM Order Fulfillment > Setup > Pricing > Price Reason Code
Price Detail	OPM Logistics > OPM Order Fulfillment > Setup > Pricing > Price Lists > Special > Add Price Item
Price Effectivities	OPM Logistics > OPM Order Fulfillment > Setup > Pricing > Price Lists > Special > Add Effectivities
Proforma Invoice Report	OPM Logistics > OPM Order Fulfillment > Reports > Run
Re-pricing Shipment Details	OPM Logistics > OPM Order Fulfillment > Shipments > Shipment Re-pricing
Sales Order Acknowledgment Report	OPM Logistics > OPM Order Fulfillment > Reports > Run
Sales Order Audit Trail Report	OPM Logistics > OPM Order Fulfillment > Reports > Run
Sales Orders	OPM Logistics > OPM Order Fulfillment > Sales Orders > Create
Sales Representative Classes	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Sales Rep. Classes
Sales Representatives	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Sales Representatives
Select Price	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Line) Special > Select Price
Selected Price Lists/Contracts	OPM Logistics > OPM Order

Form	Path
	Fulfillment > Setup > Pricing > Price Lists > Complete Mass Price Change.
Shipment Selections	OPM Logistics > OPM Order Fulfillment > Shipments > New
Ship Picklist Report	OPM Logistics > OPM Order Fulfillment > Reports > Run
Shipping	OPM Logistics > OPM Order Fulfillment > Shipments > Shipments
Shipping History (Shipping)	OPM Logistics > Order Fulfillment > Shipments > Shipments > Special > Line Items > Special > Shipping History
Shipping History (Sales Orders)	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > Special > Shipping History
Shipping Lines (Details)	OPM Logistics > OPM Order Fulfillment > Shipments > Shipments > Special > Special > Line Items > Line Details
Shipping Lines (Items)	OPM Logistics > OPM Order Fulfillment > Shipments > Shipments > Special > Line Items
Shipping Methods	OPM Logistics > OPM Order Fulfillment > Setup > Shipping > Shipping Methods
Shipping/Receiving Ports	OPM Logistics > OPM Order Fulfillment > Setup > Shipping > Ports
Tax Authorities and Rates	OPM Logistics > OPM Order Fulfillment > Setup > Tax > Tax Authority/Rates
Tax Calculations	OPM Logistics > OPM Order Fulfillment > Setup > Tax > Tax Calculations
Tax Details (Sales Orders)	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Line) Special > Tax Details
Tax Details (Shipping)	OPM Logistics > Order Fulfillment > Shipments > Shipments > Special > Line Items > Special > Tax Details
Tax Exemption Reason Codes	OPM Logistics > OPM Order Fulfillment > Setup > Tax > Exempt Reason Codes
Tax Location Codes	OPM Logistics > OPM Order Fulfillment > Setup > Tax > Location

Form	Path
	Codes
Tax Location/Authority Associations	OPM Logistics > OPM Order Fulfillment > Setup > Tax > Location Associations
Tax Reporting Classes	OPM Logistics > OPM Order Fulfillment > Setup > Tax > Reporting Classes
Tax Status Codes	OPM Logistics > OPM Order Fulfillment > Setup > Tax > Tax Status Codes
Terms Codes	OPM Logistics > OPM Order Fulfillment > Setup > Classes/Codes > Terms Codes
Unallocated Orders Report	OPM Logistics > OPM Order Fulfillment > Reports > Run
View Dates	OPM Logistics > OPM Order Fulfillment > Sales Orders > Open > (From Sales Order Line) Special > View Dates

Profile Options

These are profile options for the Order Fulfillment module. Refer to the *Oracle Applications System Administrators Guide* for additional information.

- OP$BACKORDER
- OP$CHK_NOT_SUCCESS
- OP$CUST_HLD
- OP$CUST_LIMIT_EXCEED
- OP$DEFPRICE_UM
- OP$GEMMSTAX
- OP$HOLDREAS_CODE
- OP$HOURS_PER_DAY
- OP$INVCHK
- OP$NO_EXCHG_RTE
- OP$ONE_TIME_SHIPTO
- OP$ORD_LIMIT_EXCEED
- OP$PARTIAL_ALLOC
- OP$PICK_ALLOC_QTY2_CHANGE
- OP$PRICE_DATE
- OP$PRICEFIELD
- OP$PRICEUM_IND
- OP$SHIPPER_CODE
- OP$SHIPUOM
- OP$SHIP_MTHD
- OP$SHIPVOL_UM
- OP$TAX_STATUS
- OP$TOTALORD
- OP$USE_AUTO_ALLOC
- TX$AUTOTAXOE
- TX$MAX_TAX_AUTH
- GL$CUST_DELIMITER
- GL$FINANCIAL_PACKAGE

Glossary

Ancillary Charge Tax Class

Classification for taxes you collect on ancillary charges on a sales order or line, such as freight, handling, and insurance; assigned to sales orders during invoicing.

Backorders

An order line quantity balance defined for later delivery when you don't currently have enough stock to fill a sales order shipment line completely.

Charge Code

Code entered on invoices and credit and debit memos to indicate charges for freight, taxes, or miscellaneous charges.

Completed Inventory Transaction

Indicates an actual change to inventory on-hand balances. For example, when a sales order is shipped, a completed transaction is created to indicate that the ordered goods have actually been removed from the finished goods inventory.

Customer Association

A link defined if a customer has more than one ship-to address; the association between the billing address and shipping addresses is referenced.

Customer Class

Groups customers with similar characteristics for reporting purposes.

Customer General Ledger Class

Groups customers with similar accounting characteristics. Used with third-party financial posting software such as Oracle General Ledger for mapping sales figures to general ledger accounts.

Customer Price Class Grouping

Allows you to group together customers who have the same price effectivity requirements; a price list effectivity may then be assigned to an entire class of customers.

Customer Trade Class

Categorizes customers, based on trade, for reporting purposes.

Customer Type

Identifies a ship-to customer as Normal, Consignment, or Transfer customer.

Customer/Item Association

Means by which item-level charges or discounts can be made specific to a single customer, or an entire item class.

Direct Memo

A memo created to directly credit or debit a customer account rather than a sales order or invoice.

Flat Tax

A fixed tax amount that is paid to a tax authority regardless of the amount of the sales transaction.

FOB Code

Indicates point at which title to ordered goods transfers to the customer. See also Free on Board Code.

Free on Board Code

Indicates the point at which the title to goods being shipped to a customer passes from the seller to the buyer. See also FOB Code.

Freight Bill Method

The method of payment for ordered goods shipped to your customers For example, COD - Cash on Delivery.

Hold Reason Code

Indicates situations where commitments, picking, shipping, and invoicing of ordered goods should be halted; can be placed on an entire order, or on individual order lines.

Inventory Transaction Type

Indicates the kind of transaction that will occur for sales orders of a specific sales order type such as Normal, Interplant, or Consignment inventory transactions.

Lock Box

Destination to which a customer may send payments to your organization.

Mass Pricing Change

Means by which all prices in a price list can be modified by either a percentage or a fixed amount.

Memo Reason

Indicates reason for a debit or credit memo (for example, returns of stock for credit memos). For return credit memos, you can indicate if the returned inventory should be returned to stock automatically.

Order Status Code

A predefined code that indicates the process stage of a sales order.

Order Type Code

Identifies the order as normal , emergency, sample, or interplant.

Organization

A component in a corporate hierarchy that you can assign resources, warehouses, and accounts to. An organization can be a plant (a production facility) or a company (a component in the corporate hierarchy that maintains a balanced set of books).

Packaged Item

Item that identifies both the bulk item, and the container in which it is shipped. Also includes pallet weight and configuration.

Pending Inventory Transaction

Indicates an anticipated change to inventory; causes changes in stock commitment levels, but no change in inventory quantity takes place. Stock committed through a pending transaction may not be used (committed) for any other purpose.

Preferred QC Grade

The specific grade of an item that the customer prefers to fill a sales order.

Price Breaks

Points at which item unit prices change; may be based on either item quantity or value.

Price Change Reason Code

Entry that is required during order entry if you attempt to override a price generated by OPM.

Price Class

Item price grouping that allows multiple customers to share the same pricing schedule for an item.

Price Effectivities

Determine which price list or contract will be used to price sales orders for customers or groups of customers. Can be defined for an entire organization, restricted to a single customer price class within the organization, or restricted to a single customer in the organization.

Price List

Defines pricing parameters in effect for a product item, or a group of items, in the absence of special contract pricing. Price lists can include discounts based on quantity ordered, or monetary value of an order line for a product. Discounts can be fixed prices, or can be based on a percentage, factored off of the items' base price. Each price list is represented by Header information (including basic data such as price list currency) and detail data (the actual item base price and pricing break structure).

Pricing Effectivities

Allow OPM to decide which price list or contract charges to use for all customers, a single customer, or a group of customers.

Proforma Invoice

Shipping document used in the international environment.

Sales Order Horizon

The number of days into the future that inventory can be allocated for sales (the number of days beyond which OPM will not allocate goods for shipment for an order).

Sales Order Profile

Template for the subsequent creation of sales orders; used to reduce entry time during sales order entry.

Sales Representative Classes

Classifications into which sales representatives are grouped for reporting purposes.

Tax Authority

The government body that receives the sales taxes collected from customers. A tax authority can be a country, state, province, city, town, or county. One or more tax rate schedules can be associated with each tax authority.

Tax Calculation Code

The Code that indicates how a customer's taxes are calculated. The tax calculation code preferences are effective for the customer regardless of the tax authorities involved in a sales transaction.

Tax Exempt

The status given to customers who are not liable for taxes such as non-profit and religious organizations.

Tax Jurisdiction

A geographic location that represents where the tax will be levied and collected. This location can collect taxes for several tax authorities. A tax location usually represents multiple tax authorities. See also Tax Location.

Tax Location

A geographic location that represents where the tax will be levied and collected. This location can collect taxes for several tax authorities. A tax location usually represents multiple tax authorities. See also Tax Jurisdiction.

Tax Reporting Class

The classification that you assign to customers or items to group them by tax reporting class for reporting purposes.

Tax Status

Specified on the customer record. Indicates whether the customer is taxable or exempt from taxes.

Terms Code

Defines the standard period of time when payment is due from your customer.

Total Order Quantity Pricing

Pricing method in which each order line is priced based on the quantity or value for the entire sales order.

Warehouse

The area where you stock your inventory (bulk materials, containers, finished goods, or packaged items).

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