# Oracle® Process Manufacturing

Order Fulfillment User's Guide

Release 11*i*

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Oracle® Process Manufacturing Order Fulfillment User's Guide, Release 11*i*

Part No.  A80897-03

# Contents

# 3   Customer Setup

# 5    Shipping Setup

# 6    Tax Setup

## 8    Blanket Sales Orders

# 9 Sales Orders

## 10  Shipment

## 11  Hold Codes

## 12   Invoice History Report

## 13   Order Fulfillment Reports

# A    Appendixes

# Glossary

# Index

# Send Us Your Comments

**Oracle® Process Manufacturing Order Fulfillment User's Guide, Release 11*i***

**Part No.  A80897-03**

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
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- Are the examples correct?  Do you need more examples?
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If you find any errors or have any other suggestions for improvement, please indicate the chapter, section, and page number (if available). You can send comments to us in the following ways:

- FAX: 650-506-7200  Attn:  Oracle Process Manufacturing
- Postal service:
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  Oracle Process Manufacturing
  500 Oracle Parkway
  Redwood City, CA 94065
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- Electronic mail message to appsdoc@us.oracle.com

If you would like a reply, please give your name, address, and telephone number below.

If you have problems with the software, please contact your local Oracle Support Services.

# **Preface**

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

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

## Intended Audience

This guide assumes that you have 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 OPM Order Fulfillment, we suggest you attend one or more of the Oracle Process Manufacturing training classes available through Oracle World Wide Education.

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*.

# About This Guide

This guide contains overviews as well as task and reference information. It includes the following:

| Name | Description |
|---|---|
| Order Fulfillment Overview | Provides an introduction to pricing, ordering and shipping; outlines pricing rule definition, order processing, and sales order shipping |
| Class and Code Setup | Provides information needed to set up classes and codes, including defining ancillary charge tax classes, commission codes, hold reason codes, lock boxes, edit order status descriptions, order type codes, packaged items, sales representative codes, sales representative classes and terms codes |
| Customer Setup | Explains how to define customer information, enter customer carriers, restrict customer items, edit customer information, duplicate a customer record, define customer associations, and define customer/generic items, define sales order allocation criteria, customer classes, customer general ledger classes, customer price classes, customer trade classes, and customer tax exemptions |
| Pricing Setup | Explains how to define price lists, order charges and contracts, search for effectivities, enter mass price changes, select price lists and contracts, and define and edit price reason codes and thresholds |
| Shipping Setup | Explains how to define carriers, set up free on board (FOB) codes, freight bill methods, shipping/receiving ports and shipping methods |
| Tax Setup | Explains how to define and edit tax location codes, tax reporting classes and tax authorities and rates, and how to link locations to tax authorities. Also provides information on defining and editing tax status codes and tax calculation definitions with some calculation preference settings. Explains how to define and edit tax exemption reason codes, and describes additional setup in the manufacturing accounting controller (MAC). |
| Order Profiles | Explains how to copy profiles, enter a new order profile, edit order profile information, look up items, enter order profile additional information and enter line charges |

| Name | Description |
|------|-------------|
| Blanket Sales Orders | Explains how to set up sales agreements for recurring items shipped to customers, and how to release BSOs manually or automatically |
| Sales Orders | Explains how to enter and edit a sales order, header charges, item details, manual allocations, and tax details |
| Shipment | Explains how to select and edit shipping lines, enter backorders, enter shipping line details, enter pending transactions and shipment level information, and how to edit shipments and reprice shipment items manually |
| Hold Codes | Explains how to maintain hold reason codes and change multiple hold codes |
| Invoice History Report | Explains how to generate an invoice history report and view invoice details |
| Order Fulfillment Reports | Explains a series of standard formatted reports |
| Appendix A | Explains typical navigation paths and specific Profile Options that need to be set up |

# Information Sources

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

### Online Documentation

Oracle Applications documentation is available on CD-ROM, except for technical reference manuals. User's guides are available in HTML format and on paper. Technical reference manuals are available on paper only. Other documentation is available on paper and sometimes in 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 on 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.

## Related Documents

Oracle Process Manufacturing shares business and setup information with other Oracle products. You may find the following Oracle Applications user's guides useful:

- *Oracle Applications User's Guide*

- *Oracle Application's Flexfields Guide*

- *Oracle Workflow User Guide*

- *Oracle Applications System Administrator's Guide*

- *Oracle General Ledger User's Guide*

- *Oracle Payables User's Guide*

- *Oracle Receivables User's Guide*

- *Oracle Human Resources North American User's Guide*

- *Oracle Purchasing User's Guide*

## Oracle Process Manufacturing Guides

The following is a list of documentation in each product group for OPM:

**Financials**

- *Oracle Process Manufacturing Accounting Setup User's Guide*

- *Oracle Process Manufacturing Cost Management User's Guide*

- *Oracle Process Manufacturing Manufacturing Accounting Controller User's Guide*

- *Oracle Process Manufacturing and Oracle Financials Integration User's Guide*

**Inventory Control**

- *Oracle Process Manufacturing Intrastat Reporting User's Guide*

- *Oracle Process Manufacturing Inventory Management User's Guide*

- *Oracle Process Manufacturing Physical Inventory User's Guide*

**Logistics**

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

**Process Execution**

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

**Process Planning**

- *Oracle Process Manufacturing Capacity Planning User's Guide*
- *Oracle Process Manufacturing Integration with Advanced Planning and Scheduling User's Guide*
- *Oracle Process Manufacturing MPS/MRP and Forecasting User's Guide*

**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*

**Regulatory**

- *Oracle Process Manufacturing Regulatory Management User's Guide*

**System Administration and Technical Reference**

- *Oracle Process Manufacturing Implementation Guide*
- *Oracle Process Manufacturing System Administration User's Guide*
- Oracle Process Manufacturing Technical Reference Manuals

## Training

Oracle offers a complete set of formal training courses to help you master Oracle Process Manufacturing and reach full productivity quickly. We organize these courses into functional learning paths, so you take only those courses appropriate to your 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's structure, terminology, and data as examples in a customized training session delivered at your own facility.

# Conventions

The following conventions are used in this guide:

**Bolded Text**

Buttons, fields, keys, menus, and selections are bolded in procedures only. For example: To access the next window, 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 window are discussed.

**Field References**

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

**Required Fields**

The word Required appears as the last word in the field description 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." 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 purposes 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**

Most topics contain a procedure with numbered steps. Any actions which are subordinate to a step are assigned letters. You can customize your Oracle Application, therefore, all procedures are suggestive only. Navigate to windows and between responsibilities in a way that works best for your particular setup. Also note that fields may appear in a different order than they are discussed.

**Use of the Word Character**

The word character means an alphanumeric character. Characters that are numeric or alphabetic only are referenced specifically. Depending on your system security profile, you many not have access to all of the windows 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

Oracle Applications tables are interrelated. As a result, 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 not 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.

# 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 and this user's guide.

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

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send an electronic mail message to appsdoc@us.oracle.com

# 1

# Order Fulfillment Overview

This topic provides an introduction to pricing, ordering and shipping flexibility using the Oracle Process Manufacturing Order Fulfillment application. It also outlines pricing rule definition, order processing, and sales order shipping.

The following topic is covered:

- Order Fulfillment Introduction

# 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.

## Defining Pricing Rules

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

## Automating Sales Order Processing

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

## Automating Shipments

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.

# 2

# Class and Code Setup

This topic provides the information needed to set up OPM Order Fulfillment module classes and codes. You will be shown how to define ancillary charge tax classes, commission codes, hold reason codes, lock boxes, edit order status descriptions, define order type codes, packaged items, sales representative codes, sales representative classes and terms codes.

The following topics are covered:

- Defining Ancillary Charge Tax Classes

- Defining Commission Codes

- Defining Hold Reason Codes

- Defining Lock Boxes

- Editing Order Status Descriptions

- Defining Order Type Codes

- Defining Packaged Items

- Defining Sales Representative Codes

- Defining Sales Representative Classes

- Defining Terms Codes

# Defining Ancillary Charge Tax Classes

Use the Ancillary Charge Tax Class window 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** window.

2.  Complete the fields as described.

3.  Save the window.

## Ancillary Charge Tax Classes Field Reference

The fields describe the Ancillary Charge Tax Classes window 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.

# Defining Commission Codes

Use the Commission Codes window 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** window.

2. Complete the fields as described.

3. Save the window.

## Commission Codes Field Reference

The fields describe the Commission Codes window 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 window 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.

# Defining Hold Reason Codes

Use the Hold Reason Codes window 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** window.

2. Complete the fields as described.

3. Save the window.

## Hold Reason Codes Field Reference

The fields describe the Hold Reason Codes window 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.

**Hold From**

### 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.

# Defining Lock Boxes

Use the Lock Box window 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** window.
2. Complete the fields as described.
3. Save the window.

## Lock Box Field Reference

The fields describe the Lock Box window in detail.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

### 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 - Actions Menu Options

The following options are available on the Actions menu for the Lock Box window:

### Address Edit

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

# Editing Order Status Descriptions

Use the Order Status window 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.

## Editing Order Status Descriptions Procedure

To edit order status descriptions:

1. Navigate to the **Order Status** window.

2. Find the order status code that you want to modify.

3. Complete the fields as described.

4. Save the window.

## Order Status Field Reference

The fields describe the Order Status window 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

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** window.
2. Complete the fields as described.
3. Save the window.

## Order Types Field Reference

The fields describe the Order Types window in detail.

### Order Type Code
Enter the order type code. 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.

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).

### Pricing Calculation

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.

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.

# 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** window.

2. Complete the fields as described.

3. Save the window.

## Packaged Items Field Reference

The fields describe the Packaged Item window in detail.

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

### 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.

### Fill Quantity

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

### 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.

### Volume

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

### 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 GML:Ship Volume Unit of Measure profile option. Contact your System Administrator for information on profile options.

**Tare**

### Weight
Enter the weight of the package container.

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

The default unit of measure is specified in the GML:Order Fulfillment Ship Weight Unit of Measure profile option. Contact your System Administrator for information on profile options.

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

### 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.

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

### Weight
Enter the weight of the loading pallet by itself.

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

The default unit of measure is specified in the GML:Order Fulfillment Ship Weight Unit of Measure profile option. Contact your System Administrator for information on profile options.

# Defining Sales Representative Codes

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

You can then enter valid sales representative codes on the Customer window when you define new customers. The sales representative code from the Customer window 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** window.

2. Complete the fields as described.

3. Save the window.

## Sales Representatives Field Reference

The fields describe the Sales Representatives window in detail.

### Company

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 Codes 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.

# Defining Sales Representative Classes

Use the Sales Representative Classes window 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** window.

2. Complete the fields as described.

3. Save the window.

## Sales Representative Classes Field Reference

The fields describe the Sales Representative Classes window in detail.

### Class

Enter the sales representative classification code. Required.

### Description

Enter the description for the sales representative classification. Required.

# 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 window 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** window.

2. Complete the fields as described.

3. Save the window.

## Terms Code Field Reference

The fields describe the Terms Codes window 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.

# 3

# Customer Setup

This topic provides a basic understanding of customer setup, including how to define customer information, enter customer carriers, restrict customer items and edit customer information. You will be shown how to duplicate a customer record, define customer associations, and define customer/generic items. You will also be shown how to define sales order allocation criteria, customer classes, customer general ledger classes, customer price classes, customer trade classes, and customer tax exemptions.

The following topics are covered:

- Understanding Customer Setup

- Defining Customer Information

- Entering Customer Carriers

- Restricting Customer Items

- Editing Customer Information

- Duplicating a Customer Record

- Defining Customer Associations

- Defining Customer/Generic Items

- Defining Sales Order Allocation Criteria

- Defining Customer Classes

- Defining Customer General Ledger Classes

- Defining Customer Price Classes

- Defining Customer Trade Classes

- Defining Customer Tax Exemptions

# Understanding Customer Setup

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 window 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 window 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.

> **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. In OPM, you can only edit or update the following fields on Customer Order and Shipping: To Warehouse, Price Customer, Customer Items Only, and Use Lowest Price.

If you are using Oracle Financials with OPM Order Fulfillment, see the topics or chapters in the following manuals:

- *Customer Synchronization* and *Customer Synchronization - Procedures* topics in the *Oracle Process Manufacturing and Oracle Financials Integration User's Guide* for instructions on how to perform data synchronizations from Oracle Financials to Oracle Process Manufacturing.

- *OPM Setup* in the *Oracle Process Manufacturing Implementation Guide.*

- The *Defining Customers* in the *Oracle Receivables User's Guide.*

## Defining Customer Information Procedure

To enter customer information:

1. Navigate to the **Customer Maintenance** window.

2. Complete the fields as described.

3. Save the window.

## Customer Maintenance Field Reference

**Header**

The fields describe the Customer Maintenance header 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. In OPM, you can only edit or update the following fields on Customer Order and Shipping: To Warehouse, Price Customer, Customer Items Only, and Use Lowest Price.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

> **Note:** You can use Attachments with this window. See *Oracle Applications* for detailed information on attachments and folders.

### 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 is not restricted to a default company.

### Customer Number

Enter the customer code. The customer number and company combination forms a unique key. Unless in the system setup, automatic assignment of customer numbers has been selected, this is a required entry.

### 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) indicates it is a regular customer to which you ship ordered goods.

- Consignment indicates that you ship inventory to the customer's warehouse for storage and then bill the customer for inventory used.

- Transfer indicates that you ship goods to a warehouse within your own organization.

## 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 a shorten form of the customer name that can be used to sort on reports and LOVs.

### Alternate Customer

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

### Phone

Enter the customer's phone number.

### Fax

Enter the customer's facsimile (Fax) number.

### Telex

Enter the customer's telex number.

### E-mail Address

Enter the customer's e-mail address.

### Designate As

Select the kind of customer:

- Ship To

- Bill To

- Inactive

## Classifications

### 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.

## 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).

**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 windows 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 window 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.

**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 window.

### [ ]
The double brackets ([ ]) identify a descriptive flexfield that you can use to add data
fields to this window without programming.

### 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.

# Entering Customer Carriers

Use the Customer Carriers window 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.

## Entering Customer Carriers Procedure

To enter customer carriers:

1. Click **Customer Carriers** on the Customer Maintenance window.

2. Complete the fields as described.

3. Save the window.

## Customer Carriers Field Reference

The fields describe the Customer Carriers window 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 window are accessible.

**Associate Customer With**

### 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.

**Shipping Preferences and Times**

### 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.

# Restricting Customer Items

Use the customer items window 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.

## Restricting Customer Items Procedure

To enter customer items:

1. Click **Customer Items** on the Customer Maintenance window.

2. Complete the fields as described.

3. Save the window.

## Customer Items Field Reference

The fields describe the Customer Items window 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 window.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

> **Note:** You can use Attachments with this window. 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).

### Restrict Ship-From Warehouse

- Select to restrict the item from being picked from (on sales orders or shipments) only the listed warehouses entered in the Customer Items form.

- Clear to allow the selected item to be picked from any warehouse that has the item.

This field does not apply to the header From Warehouse, but will only check the From Warehouse on the order lines.

**Note:** When prompted, you will not be permitted to propagate a header-level From Warehouse to an order line where warehouse restrictions apply.

**Note:** This field is an enhancement to this product. Sales orders saved before this enhancement was implemented will not be affected, unless the from warehouse is changed to invoke validation.

### Min Ship

- Select to perform a check on short-shipment of this item using the tolerance entered in the ship completed field on this window.

- 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 window.

- Clear to avoid applying a maximum ship quantity for the warehouse that ships the customer item.

**Tolerances**

### 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.

> **Note:** With 11.5.1, you can set a global default for the Ship Completed and Max. Ship fields through two new profile options. The default will apply for all Customer, Item (and warehouse, if applicable) combinations that have not been defined. Profile option GML:Minimum Shipping Tolerance is used to set a global default for the Ship Completed field. Profile option GML:Maximum Shipping Tolerance is used to set a global default for the Max. Ship field.

### 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. For example, if you enter 80 (percent), the shipment for an order specifying 1000 kg would be marked complete once the shipment meets a total of 800 kg. If the shipment is less than 800 kg, the system will ask you to create backorders for the remaining quantity. You also have the option of closing a line item that has not met its ship completed tolerance (800 kg. in this example). For shipments of more than 800 kg, the line item will be automatically closed.

### 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. For example, if you enter 20 percent, up to 1200 kg can be shipped for a line item of 1000 kg before the system gives you an warning message that the maximum shipping quantity has been exceeded.

> **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.

## Regulatory Information

### 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.

# 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 window. 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** window.

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 window.

# 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 window.

# Defining Customer Associations

Use the Customer Associations window 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** window.

2. Complete the fields as described.

3. Save the window.

## Customer Associations Field Reference

The fields describe the Customer Associations window 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.

**Associate Customer Information**

### 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.

# Defining Customer/Generic Items

Use the Generic Items window 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 window 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 window 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** window.

2. Complete the fields as described.

3. Save the window.

## Generic Items Field Reference

The fields describe the Generic Items window 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 window).

### Customer Name

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

### Item

Enter the item code used on the Inventory Items window. 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 - Actions Menu Options

The following Customer/Vendor windows are available on the Actions menu for the Generic Items window 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 windows.

### Specifications

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

### Results

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

# Defining Sales Order Allocation Criteria

Use the Allocation Criteria window 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.

### Inventory Setup Required to Define Sales Order Allocation Criteria

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

- Define allocation class codes on the Allocation Class window in Inventory Management Setup.

- Assign allocation class codes to items on the Items window to make the allocation parameters become effective for that item.

See the *Oracle Process Manufacturing Inventory Management User's Guide* or online help topics for detailed information about the Allocation Class and Items windows.

## Defining Sales Order Allocation Criteria Procedure

To define sales order allocation criteria you must begin with allocation classes defined in the setup of the Inventory Control application. Then proceed as follows:

1. Navigate to the **Allocation Criteria** window.

2. Complete the fields as described.

3. Save the window.

4. Assign allocation classes to items on the OPM Inventory Management Items window.

## Allocation Criteria Field Reference

### Allocation Class

Enter the allocation class code from the Allocation Class window 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.

## Allocation Parameters

### 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 Grade

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

# Defining Customer Classes

Use the Customer Classes window 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** window.

2. Complete the fields as described.

3. Save the window.

## Customer Classes Field Reference

### 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.

# Defining Customer General Ledger Classes

Use the Customer General Ledger (GL) Classes window 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** window.

2.  Complete the fields as described.

3.  Save the window.

## Customer General Ledger Classes Field Reference

### 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.

# Defining Customer Price Classes

Use the Customer Price Classes window 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** window.
2.  Complete the fields as described.
3.  Save the window.

## Customer Price Classes Field Reference

### 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.

# Defining Customer Trade Classes

Use the Customer Trade Classes window 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** window.

2. Complete the fields as described.

3. Save the window.

## Customer Trade Classes Field Reference

The fields describe the Customer Trade Classes window 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.

# Defining Customer Tax Exemptions

Use the Customer Tax Exemptions window 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** window.

2. Complete the fields as described.

3. Save the window.

## Customer Tax Exemptions Field Reference

The fields describe the Customer Tax Exemptions window 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.

**Exemption Details**

### Tax Authority

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

### 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 window.

### 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 window.

# 4

# Pricing Setup

This topic provides information on pricing setup. You will be shown how to define price lists, order charges and contracts. You will also be shown how to search for effectivities, enter mass price changes, select price lists and contracts, and define and edit price reason codes and thresholds.

The following topics are covered:

- Pricing Setup Overview
- Defining Price Lists
- Copying Price Lists
- Defining Order Charges
- Copying Order Charges
- Defining Contracts
- Copying Contracts
- Searching Effectivities
- Entering Mass Price Changes
- Entering Mass Item Price Changes
- Selecting Price Lists and Contracts
- Defining Price Reason Codes and Thresholds
- Editing Price Reason Codes

# 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 application 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, 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

- Total order quantity pricing

  - Total order value is 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

- Copying contracts, price lists and charges

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 item. You can define:

- each effectivity for a 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 value; 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 in the Pricing Calculation panel on the Order Types window 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 items on the sales order. Charges and discounts applied to line items can be associated with a customer class and item or an 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 extended price does not include 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 window to search for the lowest available price on the existing price list effectivities.

For each sales order line, price lists and contracts are searched for the lowest available price.

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

# Defining Price Lists

Use the Price Lists window to define the pricing parameters in effect for an item or a group of items identified by a price class. Prices from a price list are used to determine prices on sales orders. You can also define contracts for an organization, customer, or several customers. If a price list has the same effectivity as a contract, the price from the contract will be used on the sales order.

## Defining Price Lists Procedure

To enter price list information:

1. Navigate to the **Price List** window.

2. Complete the fields as described.

3. Save the window.

## Defining Price Lists Field Reference

### Header

The fields describe the Price Lists header region in detail.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

### 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 Details**

The fields describe the Price Lists Price Details region in detail. Double click on a line to open the Price Details Window. After you have finished with your entries and click OK, your entries for each field on the line will be displayed on the Price Lists Window on Price Detail.

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

> **Note:**    You must define at least one price list detail line to save the price list.

**Price List for**

You can define the price list line for either Item or Item Price Class.

- Select Item to define the price list line for an item. Item is then a required field.

- Select Item Price Class to define the price list line for an Item Price Class. Item Price Class is then a required field.

**Item**

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

**Item Price Class**

Enter the item price class code that you are assigning pricing for if the price list line is for a class of items. Item price class is defined in Inventory and is assigned to the item in the item master.

**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.

### UOM

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

- For item pricing, the default is the primary unit of measure for the item. You can override this default.

- For item class pricing, enter the unit of measure code.

**Associate With**

### Warehouse

- Enter the warehouse code to restrict the price list line to a specific warehouse.

- Leave blank if all warehouses apply. Default.

### Grade

- Enter the grade to restrict the price list line to a specific grade. If the item is not grade controlled as specified on the item master, then this field cannot be entered.

- Leave blank if all grades apply. Default.

### Freight Bill Method

- Enter the freight bill method to restrict the price list line to a specific freight bill method.

- Leave blank if all freight bill methods apply. Default.

**Price Breaks**

See the table describing these entries following the description for these fields.

### Entered for

Select either Quantity or Value.

- Select Quantity to yield a price break based on a quantity for each line or for the entire sales order.

- Select Value to yield a price break based on a value (amount) for each line or for the entire sales order.

> **Note:** The Order Type determines whether pricing is calculated for the entire order (Total Order Pricing) or for each line.

### Entered as

Select either Unit Price, Percent Change or Price Change

- Select Unit Price to yield a new unit price for this price break.

- Select Percent Change to yield the percentage specified multiplied by the base price as the price break.

- Select Price Change to add or subtract the specified amount to the base price as the price break.

### Quantity

Enter the quantity of the order or line for which the price break will be effective. The quantity can be for either a line or the entire order, depending on the settings for the order type of the sales order. This field is enterable if Quantity is selected in the Entered For field.

### Value

Enter the value of the order or line for which the price break will be effective. The quantity can be for either a line or the entire order, depending on the settings for the order type of the sales order. This field is enterable if Value has been selected in the Entered For field.

### Unit Price

Enter a replacement price for the base price. The base price will be disregarded and the unit price will be used when the quantity or value is reached on the order or

order line. This field is enterable if Unit Price has been entered in the Entered as field.

### Percent Change

Enter a percentage of the base price. Enter a negative (-) before the entry to subtract the percentage from the base price or a positive entry (number without +) to add the percentage to the base price. For example, if you enter 10 (percent) and the base price is 5.00, the price break will be 0.50 when the value has been reached and the price will be 5.50. If you enter -10, then the price break will also be 0.50 when the value has been reached but the price will be 4.50. If Percent Change has been selected in the Entered As field, then the Percent Change field will be displayed.

### Price Change

Enter an amount by which the price will change when the value has been reached. Enter a negative (-) before the entry if you want to subtract from the base price. For example, if you enter 0.25 and the base price is 5.00, then the new price is 5.25 when the value has been reached. Likewise, if you enter -0.25, the new price will be 4.75 when the price break has been reached. If Price Change has been selected in the Entered As field, the Price Change field will be displayed.

> **Note:** Entries in the Percent Change and Price Change fields must be negative (-) if you want to give discounts for price breaks. If a negative (-) is not entered, the price will be increased as a result.

## Description of Price Break Method Definitions

The following table demonstrates the pricing methods available when selecting the Entered for and Entered As fields:

| Entered For: | | Entered As: | | | |
|---|---|---|---|---|---|
| Quantity | Value | Unit Price | Percent Change | Price Change | Description |
| ✔ | | ✔ | | | This will yield price breaks based on the quantity ordered and the unit price entered will be the price instead of base price. |
| ✔ | | | ✔ | | This will yield price breaks based on the quantity ordered and the price break will be based on a percentage of the base price. Negative entries will yield discounts; positive entries will yield a price higher than the base price. |
| ✔ | | | | ✔ | This will yield price breaks based on the quantity ordered and the price break will be based on the amount plus or minus the base price. If this amount is positive, it is added to the base price, or if it is negative, it is subtracted from the base price. |
| | ✔ | ✔ | | | This will yield price breaks based on the value ordered and the unit price entered will be the price instead of the base price. |
| | ✔ | | ✔ | | This will yield price breaks based on the value ordered and the price break will be based on a percentage of the base price. Negative entries will yield discounts; positive entries will yield a price higher than the base price. |
| | ✔ | | | ✔ | This will yield price breaks based on the value ordered and the price break will be based on the amount entered plus or minus the base price. If this amount is positive, it is added to the base price, or if it is negative, it is subtracted from the base price. |

**Examples**

When entering a price break for a price list you can enter a range of price breaks. For example, the base price is 2.00 per pound and you are entering the following price breaks for the item "12 pound Cheese Wheel" using the Price Method of Quantity and Percent Change, and pricing by order line quantity or value. The first two columns represent what you enter in the Price Detail Window.

| Quantity | Percent Change | Order Quantity | Unit Price with Break | Total line price |
|---|---|---|---|---|
| 0 | 5 | 200 | 2.10 | 420 |
| 1000 | -5 | 1200 | 1.90 | 2280 |
| 2000 | -7 | 2400 | 1.86 | 4464 |
| 4000 | -10 | 4800 | 1.80 | 8640 |
| 8000 | -12 | 10000 | 1.76 | 17600 |

Using the same example, if the Price Method of Value and Percentage is used:

| Value | Percent Change | Order Quantity | Line Value using Base Price | New Unit Price | Total line price |
|---|---|---|---|---|---|
| 0 | 5 | 200 | 400 | 2.10 | 420 |
| 2000 | -5 | 1200 | 2400 | 1.90 | 2280 |
| 4000 | -7 | 2400 | 4800 | 1.86 | 4464 |
| 8000 | -10 | 4800 | 9600 | 1.80 | 8640 |
| 16000 | -12 | 10000 | 20000 | 1.76 | 17600 |

Using the same example, if the Price Method of Quantity and Price Unit is used:

| Quantity | Unit Price | Order Quantity | Total line price |
|----------|-----------|----------------|------------------|
| 0 | 2.10 | 200 | 420 |
| 1000 | 1.90 | 1200 | 2280 |
| 2000 | 1.86 | 2400 | 4464 |
| 4000 | 1.80 | 4800 | 8640 |
| 8000 | 1.76 | 10000 | 17600 |

Using the same example, if the Price Method of Value and Price Unit is used.

| Value | Unit Price | Order Quantity | Line Value Using Base Price | Total line price |
|-------|-----------|----------------|------------------------------|------------------|
| 0 | 2.10 | 200 | 400 | 420 |
| 2000 | 1.90 | 1200 | 2400 | 2280 |
| 4000 | 1.86 | 2400 | 4800 | 4464 |
| 8000 | 1.80 | 4800 | 9600 | 8640 |
| 16000 | 1.76 | 10000 | 20000 | 17600 |

Using the same example, if the Price Method of Quantity and Price Change is used:

| Quantity | Price Change | Order Quantity | Unit Price with Price Break | Total line price |
|----------|--------------|----------------|------------------------------|------------------|
| 0 | 0.10 | 200 | 2.10 | 420 |
| 1000 | -0.10 | 1200 | 1.90 | 2280 |
| 2000 | -0.14 | 2400 | 1.86 | 4464 |
| 4000 | -0.20 | 4800 | 1.80 | 8640 |
| 8000 | -0.24 | 10000 | 1.76 | 17600 |

Using the same example, if the Price Method of Value and Price Change is used:

| Value | Price Change | Order Quantity | Line Value Using Base Price | Unit Price | Total line price |
|-------|-------------|----------------|------------------------------|------------|------------------|
| 0 | 0.10 | 200 | 400 | 2.10 | 420 |
| 2000 | -0.10 | 1200 | 2400 | 1.90 | 2280 |
| 4000 | -0.14 | 2400 | 4800 | 1.86 | 4464 |
| 8000 | -0.20 | 4800 | 9600 | 1.80 | 8640 |
| 16000 | -0.24 | 10000 | 20000 | 1.76 | 17600 |

**Price Effectivities**

Effectivities determine which price list, contract, or order charges to use for pricing an order. 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, a group of customers or make the price list available to all customers.

The fields describe the Effectivities window for price lists in detail.

### Organization

- Select All to make the price list effective for all organizations Default.

- Select One to restrict the effectivity to a single organization. The default organization code and description display automatically. You can edit the organization code.

### Start Date

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

### End Date

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

### Active

- Select to make the pricelist active during the specified time range defined by the start date and end date.
- Clear if you want to make the pricelist inactive regardless of the specified time range.

### Pricelists Effective for

Select either Include All, Customer Price Class, Customer, or Territory

- Select Include All if the pricelist should be available to all customers.
- Select Customer Class to limit the pricelist to a group of customers as defined in customer price classes.
- Select Customer to limit the pricelist to one customer.
- Select Territory to limit the pricelist to a list of customers based on territory.

### Customer 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. Territory is defined for each customer in the customer master.

### Preference

Enter a preference number that indicates the priority of the price list effectivity. This number represents the sequence in which the system will consider the prices linked to the effectivity record. The higher the number, the higher the priority that the system will give it to locate pricing. For example, priority 6 will be searched for prices before priority 3.

**Use for List Price**

- Select if you want to define this price list as one which contains list prices.

- Clear if you do not want to define the price list as the "list".

## Price Lists - Actions Menu Options

The following options are available on the Actions menu for the Price Lists window:

### Mark for Purge

Select if you want to purge the price list. After purging the price list, you can select Undelete to reactivate the price list.

### Edit Text

Select to add a note to the price list.

### Add Effectivities

Select to display the Effectivities window and add new effectivities.

### Edit Effectivities

Select to display the Effectivities window and update existing effectivities.

### Add Price Item

Select to display the Price Detail window and add prices for an item or item price class.

### Edit Price Item

Select to display the Price Detail window and update prices for an existing item or item price class on the price list.

### Copy Pricelist

Select to display the Copy Price List window. You can copy details from the current pricelist to create a new pricelist. You can also copy one effectivity at a time.

# Copying Price Lists

You can create a new price list by copying an existing price list and changing specific field values for the new price list. You can only copy one effectivity of a price list at a time.

## Copy Price Lists Procedure

1. To copy an effectivity, from the **Price Lists** window, place the cursor on the effectivity that you want to copy. If you do not want to copy the effectivity, do not place the cursor on the effectivity. You can add an effectivity later by selecting **Add Effectivities** from the **Actions** menu.

2. Navigate to the **Copy Pricelist** window.

3. Complete the fields as described.

4. Click **OK** to save the new price list.

5. A note confirming that the new price has been saved is displayed. Click **OK**.

6. The **Price Lists** window is displayed.

## Copy Price Lists Field Reference

The fields on this window are:

### Price List
Enter the name of the new price list.

### Description
Enter a description for the price list you are creating.

### 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 lists.

### Copy Text

- Select if you want to copy the text from the price list you are copying.

- Clear if you do not want to copy the text from the price list you are copying.

## Price Changes

### No Price Change

- Select if you want to use the same pricing information as the price list you are copying. Percent change, monetary change, amount to apply and decimal num are not active if you select no price change. Default.

- Clear if you want to specify different information on the price list.

### Percent Change

Select if you want to specify a percentage change from the base price of the price list you are copying.

### Monetary Change

Select if you want to specify a flat amount change from the base price of the price list you are copying.

### Amount to Apply

Enter the amount, either a percentage or flat amount as applicable by the selection of either percent change or monetary change for the base price. If you want to increase the base price, enter a number. If you want to decrease the price, enter a minus (-) before the number. For example, your base price is 3.80 and you want to increase the price by 10 percent. You select percent change and enter 10 in this field. The base price for the new price list is 4.18, an increase of 0.38. If you want to decrease the amount by 10 percent, you enter -10. The base price for the new price list would be 3.42, a decrease of 0.38. You can achieve the same results by selecting Monetary Change and entering .38 or -.38.

### Decimal Num

Enter the number of decimals you want to round the base price. For example, if you enter 2, the base price on the new price list will be rounded off to 2 decimals to the right of the decimal point. For example, the base price for the price list is 4.18 and you increase it 10 percent from the copied price list. If you enter 2, the base price in the price list will be 4.60 and not 4.598. To yield, 4.598, you must enter 3 in this field.

**Effectivity**

> **Note:** Only start date, end date and preference can be entered or edited.

### Copy Effectivity
- Select to copy the effectivity to the new price list you are creating. Default.
- Clear to exclude the effectivity from the new price list you are creating.

### Start Date
Defaults the current date. You can change this date.

### End Date
Defaults the maximum date as set in profile option SY$EFF_MAX_DATE. You can change this date.

### Preference
Enter a preference number that indicates the priority of the price list effectivity. This number represents the sequence in which the system will consider the prices linked to the effectivity record. The higher the number, the higher the priority that the system will give it to locate pricing. For example, priority 6 will be searched for prices before priority 3.

### Copy Text
- Select if you want to copy the text of the effectivity you are copying.
- Clear if you do not want to copy the text of the effectivity you are copying.

### Organization
Defaults the organization from the original effectivity, if applicable.

### Territory
Defaults the territory from the original effectivity, if applicable.

### Customer Class
Defaults the customer class from the original effectivity, if applicable.

**Customer**

Defaults the customer from the original effectivity, if applicable.

# Defining Charge Codes

Use the Charge Codes to define various surcharges and discounts that are levied on a order or line item basis. Charges and discounts are applied automatically based on the effectivities or customer and item associations that you specify. Charges can also be manually entered on an order or order line; unlike price lists or contracts, effectivities are optional when defining charges.

## Defining Charge Code Procedure

To enter charge codes:

1. Navigate to the **Charge Code** window.

2. Complete the fields as described.

3. Save the window.

> **Note:**   Once a charge has been saved, you cannot change the type of the charge or the method of price breaks. You can only change the actual quantities or values for the charges.

## Charge Codes Field Reference

The fields on this window are:

**Header**

The fields describe the Charge Codes header region in detail.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming

### Charge Code

Enter a unique code that identifies this charge or discount. Required.

**Charge Information**

### Description

Enter a description of the charge or discount. Required.

### Charge Type

Depending on the Charge Type you select, the charge will be either subtracted like a discount or added like a surcharge. Select the type of charge:

| Charge Type | Condition | Description |
| --- | --- | --- |
| Allowance | Subtracts | For miscellaneous allowances that you may not classify as a discount. |
| Default Charge Type | Adds | Charge defined by the user. |
| Discount | Subtracts | For miscellaneous discounts |
| Freight | Add | For adding freight charges |
| Tax | Add | For adding miscellaneous taxes |

### Currency

Enter the currency for the charge; the description displays automatically. Required.

> **Note:** Currency exchange rates set in up in the Manufacturing Accounting Controller will calculate the correct amount in the order currency if the currency defined in the Currency field is different from currency used in the order. If exchange rates have not been defined, the charge will not be calculated.

### 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 will display 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 either Total Order or Item.

- Select Total Order to base discounts or charges for the order. Default. You can later assign charge effectivities. No customer and item association can be defined for total order charges.

- Select Item to base discounts or charges on a line item basis. You can later assign customer and item associations for these charges. You cannot create effectivities for line item charges.

> **Note:** Once you have saved the Charge, you can not change or update this field.

**Calculation Rules**

The fields describe the Calculation Rules region in detail.

The Type and Base Percent or Base Flat Amount fields yield either surcharges or discounts, depending on the Charge Type. The surcharge or discount is not dependent on the quantity of the order or order line. You can further define price breaks based on quantities or values. The types of price breaks are set up in the Break On and Charge As fields and amounts are defined in the Quantity, Value, Unit Price, Percent Change and Price Change fields.

### Type

Select either Percent Charge, Per Unit Charge, or Flat Charge.

- Select 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.

- Select 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.

- Select 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 percentage amount. If percent change is selected, then this field is displayed. Depending on the charge type, the percentage amount is either subtracted or added to the base price. For example, with a charge type of allowance, which subtracts from the order or line total, and if the order line total price is 5.00 and the percent charge is 10, then the amount of the charge is 0.50, which will be recorded as a separate line from the order line total.

### Base Flat Amount

Enter a flat amount. The charge will be the flat amount entered in this field and will be either subtracted or added to the order or order line depending on the charge type entered.

### Base Unit Amount

Enter a per unit amount. The charge will be the per unit amount entered in this field multiplied by the quantity of the line or order and will be either subtracted or added to the order depending on the charge type entered.

### UOM

Enter the unit of measure applicable for the charge code. This field is applicable when a Per Unit Charge has been selected or when quantity breaks are entered for the charge. UOM conversions will apply when the UOM on the order line is different from the UOM entered in this field.

### Break On

The Break On and Charge As fields allow you to define breaks for charges similarly to price breaks for price lists. These entries are additional calculations based on the quantity or value of the order line or order, and will modify or substitute the base price or percent of the charge.

Select either Quantity, Value or None to determine how the charge is applied.

- Select None if there is no breakdown of charges based on quantity or value.

- Select Quantity to yield a charge based on a quantity for each line or for the entire sales order.

- Select Value to yield a charge based on a value amount for each line or for the entire sales order.

### Charge As

Select either None, Per Unit Amount, Percent Change, or Amount Change. The appropriate fields will be displayed based on the entries made in the Break On and Charge As fields:

- None if no additional calculation is made.

- Select Per Unit Amount to yield a new amount or percent for the charge.

- Select Percent Change to yield the percentage specified multiplied by the base amount as the price break. You cannot select percent change if you have selected Percent as the type of charge (Type field).

- Select Amount Change to add or subtract the specified amount to the base amount or percent.

### Quantity

Enter the quantity of the order or line for which the charge will be effective. The quantity can be for either a line or the entire order, depending on whether this is a total order or item charge. This field can be entered if Quantity is selected in Break On.

### Value

Enter the value of the order or line for which the charge will be effective. The quantity can be for either a line or the entire order, depending on depending on whether this is a total order or item charge. This field can be entered if Value has been selected in Break On.

### Per Unit Amount

Enter a new amount or percent. Based on whether the break is based on quantity or value, this amount for the charge will be effective when the quantity or value is reached on the order. For example, you have defined a charge to be 1.00. If you have further defined a price break with the quantity of 100 to yield a charge of 0.50, when the order line or order quantity is 100 or more, then the charge is 0.50. This field is entered when Per Unit Amount has been entered in Charge As.

### Percent Change

Enter the percentage from the base amount. The percentage change is either subtracted or added to the base amount based on whether you enter the charge as positive or negative. For example, if you have defined a per unit charge with a base amount of 1.00 and the price break for a quantity of 100 or more as -10 percent, then an order with the quantity of 110 will get a per unit charge of $0.90.

> **Note:** Percent Change cannot been entered in Charge As if Percent Change has been entered in Type.

### Price Change

Enter an amount change from the base amount. The price change amount is either subtracted or added to the base charge. For example, if you have defined per unit charge with a base amount of 1.00 and a price break for a quantity of 100 or more as -0.10, then an order with the quantity of 110 will get a per unit charge of 0.90. This field can be entered if Amount Change has been entered in Charge As.

## Customer/Item Association

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

> **Note:** You can either enter a customer item association or an effectivity. You can not enter both. If you select to base the charge on the total order, you can enter an effectivity. If you select to base the charge on an item, then you can enter a customer item association for the charge.

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

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**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.

**Effectivities**

Effectivities determine which price list, contract, or order charges to use for pricing an order. 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, a group of customers or make it available to all customers.

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

### 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.

### Territory

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

### 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.

### Start Date

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

### End Date

Enter the date and time that this charge effectivity ends.

## Charge Codes - Actions Menu Options

The following options are available on the Actions menu for the Charge Codes window:

### Mark for Purge

Select if you want to purge the charge code. After purging the document, you can select Undelete to reactivate the charge code.

### Edit Text

Select to add a note to the charge code.

### Add Association

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

### Edit Association

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

### Add Effectivities

Select to display the Price Effectivities window and add new effectivities. You will need to define the associated organization, the start- and end-effective dates, and for whom the charge is effective.

### Edit Effectivities

Select to display the Price Effectivities window and update existing effectivities.

### Copy Charge Code

Select to display the Copy Charge Code window. You can copy details from the current pricelist to create a new charge code.

# Copying Charge Codes

You can create a new charge code by copying an existing charge code and changing specific field values for the new contract. You can only copy either one effectivity or one customer item association for a charge code at a time.

## Copy Charge Procedure

1. Select either Total Order or Item. See the field description for Based on in the topic *Copy Charge Field Reference.*

2. Do one of the following based on your selection from the Based on field:

   a. If you have selected to base the charge on the total order:

   From the **Charge Codes** window, place the cursor on the effectivity that you want to copy. If you do not want to copy the effectivity, do not place the cursor on the effectivity. You can add an effectivity later by selecting **Add Effectivities** from the **Actions** menu.

   b. If you have selected to base the charge on an item:

   From the **Charge Codes** window, place the cursor on the customer/item association that you want to copy. If you do not want to copy a customer/item association, do not place the cursor on the effectivity. You can add a customer/item association later by selecting **Add Association** from the **Actions** menu.

3. Navigate to the **Copy Charge** window.

4. Complete the fields as described.

5. Click **OK** to save the new charge code.

6. A note confirming that the new charge code has been saved is displayed. Click **OK**.

7. The **Charge Codes** window is displayed.

## Copy Charge Field Reference

The fields on this window are:

### Charge Code

Enter a code for the charge code you are creating. Required.

### Description

Enter a description for the charge code. Required.

### Charge Type

Defaults from copied charge code. Depending on the Charge Type you select, the charge will be either subtracted like a discount or added like a surcharge. Required. See topic *Defining Charge Codes* for explanations of the available selections.

### Currency

Defaults from the copied charge code. Enter the currency for the charge; the description displays automatically. Required.

### Tax Class

Defaults from the copied charge code. Enter the tax class for this charge if it is subject to tax.

### Billable Charge

Defaults from the copied charge code.

- Select if the charge is billable to the customer. The charge will display on the order invoice. Default.

- Clear if the charge is not passed on to customers. The charge will not display on the invoice.

### Copy Text

- Select if you want to copy the text from the charge code you are copying.

- Clear if you do not want to copy the text from the charge code you are copying. Default.

### Based on

Defaults from the copied charge code.

- Total Order applies discounts or charges for the order. Default. You can later assign charge effectivities. No customer and item association can be defined for total order charges.

- Item applies discounts or charges on a line item basis. You can later assign customer and item associations for these charges. You cannot create effectivities for line item charges.

## Price Changes

### No Price Change

- Select if you want to use the same pricing information as the charge you are copying. Percent change, monetary change, amount to apply and decimal num are not active if you select no price change. Default.

- Clear if you want to specify different information on the price list.

### Percent Change

Select if you want to specify a percentage change from the base price of the charge you are copying.

### Monetary Change

Select if you want to specify a flat amount change from the base amount of the charge you are copying.

### Amount to Apply

Enter the amount, either a percentage or flat amount as applicable by the selection of either percent change or monetary change for the base charge amount. If you want to increase the base amount, enter a number. If you want to decrease the amount, enter a minus (-) before the number. For example, your base amount is 3.80 and you want to increase the amount by 10 percent. You select percent change and enter 10 in this field. The base amount for the new charge is 4.18, an increase of 0.38. If you want to decrease the amount by 10 percent, you enter -10. The amount for the new charge code for a deduction of 10 percent would be 3.42, a decrease of 0.38. You can achieve the same results by selecting Monetary Change and entering .38 or -.38.

### Decimal Num

Enter the number of decimals you want to round the base amount. For example, if you enter 2, the base amount on the new charge will be rounded off to 2 decimal places to the right of the decimal point. For example, the base amount for the new charge is 4.18 and you increase of it 10 percent from the copied charge. If you enter 2, the base price in the new charge code will be 4.6 and not 4.598. To yield, 4.598, you must enter 3 in this field.

## Customer/Item Association

### Copy Association

- Select to copy the customer item association from the copied charge to the new charge you are creating. Default.

- Clear if you do not want to copy the customer item association to the new charge you are creating.

> **Note:**   If you want to specify a different item, customer or price class for the customer item association for the new charge, clear the copy association indicator and enter the applicable effectivities by updating the customer item association for the new charge code.

### Copy Text

- Select if you want to copy the text of the charge code customer item association you are copying.

- Clear if you do not want to copy the text of the charge code customer item association you are copying.

### Item

Defaults the item specified from the original customer item association, if applicable. This field can not be changed and is copied to the new charge. See previous note.

### Customer

Defaults the customer specified from the original customer item association, if applicable. This field can not be changed and is copied to the new charge. See previous note.

### Price Class

Defaults the price class specified from the original customer item association, if applicable. This field can not be changed and is copied to the new charge. See previous note.

**Effectivity**

### Copy Effectivity

- Select to copy the effectivity from the original charge to the new charge you are creating. Default.
- Clear if you do not want to copy the effectivity to the new charge you are creating.

> **Note:** If you want to specify a different organization, customer, territory or customer class for the new charge, clear the copy effectivity indicator and enter the applicable effectivities by updating the effectivity for the new charge code.

### Start Date

Defaults the current date. You can change this date.

### End Date

Defaults the maximum date as set in profile option SY$EFF_MAX_DATE. You can change this date.

### Preference

Enter a preference number that indicates the priority of the charge effectivity. This number represents the sequence in which the system will consider the prices linked to the effectivity record. The higher the number, the higher the priority that the system will give it to locate charges. For example, priority 6 will be searched for prices before priority 3.

### Copy Text

- Select if you want to copy the text of the charge code effectivity you are copying.
- Clear if you do not want to copy the text of the effectivity you are copying.

### Organization

Defaults the organization from the original effectivity, if applicable. This field can not be changed and is copied to the new charge. See previous note.

### Customer

Defaults the customer specified from the original effectivity, if applicable. This field can not be changed and is copied to the new charge. See previous note.

### Territory

Defaults the territory from the original effectivity, if applicable. This field can not be changed and is copied to the new charge. See previous note.

### Customer Class

Defaults the customer class from the original effectivity, if applicable. This field can not be changed and is copied to the new charge. See previous note.

# Defining Contracts

Use the Contracts window 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 you can not define contracts by customer price class or territory. The same contract can be defined for more than one customer by adding effectivities.

Prices from a contract, like price lists, are used to determine prices on sales orders. Additionally, contracts are used in conjunction with blanket sales orders to define pricing for releases of a blanket order. You can define contracts for an organization, customer, or several customers. If a contract has the same effectivity as a price list, the price used by the sales document will be determined using the pricing defined on the contract.

## Defining Contracts Procedure

To define contracts:

1. Navigate to the **Contracts** window.

2. Complete the fields as described.

3. Save the window.

## Contracts Field Reference

The fields on this window are:

**Header**

The fields describe the Contracts header region in detail.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

> **Note:** You must define at least one price list detail line to save the price list.

### Contract Number

Enter the contract number. This number is user defined. Required.

### 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 for payments to be made by the customer. The description displays automatically. Required.

### Exchange Rate

Enter the currency exchange rate from the customer's payment currency, entered in this window, to your base currency. For example, if your customer is paying in Canadian dollars and your base currency is US dollars, and the exchange rate for Canadian dollars to US dollars is 0.65 Canadian for every one US, enter 0.65. Required.

### Multiply/Divide

Select how to calculate the exchange rate. This entry is based on the entry made for exchange rate. The exchange rate either multiplied or divided will equal the amount in your base currency. In the previous example, if an line item is 500 Canadian dollars, the exchange rate 0.65 is multiplied by 500, to yield 325 US dollars.

### Associated Blanket Sales Order

When the contract applies to a blanket sales order, enter its number here. This contract will be used to price releases (sales orders) for the blanket order.

## Effectivities

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 window in detail.

### 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.

### Customer Number

If the effectivity is for a single customer, enter the code for the customer. The customer name displays automatically.

### Start Date

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

### End Date

Enter the date and time that this contract effectivity ends.

### Preference

Enter a preference number that indicates the priority of the pricelist effectivity. This number represents the sequence in which the system will consider the prices linked to the effectivity record. The higher the number, the higher the priority that the system will give it to locate pricing. For example, priority 6 will be searched for prices before priority 3.

### Active

- Select to make the pricelist active during the specified time range defined by the start date and end date.

- Clear if you want to make the pricelist inactive regardless of the specified time range.

**Contract Details**

The fields describe the Contract Details region in detail.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

### Contract for

You can define the contract for either Item or Item Price Class.

- Select Item to define the contract for an item. Item is then a required field.

- Select Item Price Class to define the contract for an Item Price Class. Item Price Class is then a required field.

### Item

Enter the item that you are assigning pricing for if the contract line is for an individual item.

### Item Price Class

Enter the item price class code that you are assigning pricing for if the contract line is for a class of items. Item price class is defined in Inventory and is assigned to the item in the item master.

### Warehouse

- Enter the warehouse code to restrict the contract line to a specific warehouse.

- Leave blank if all warehouses apply. Default.

### Grade

- Enter the grade to restrict the contract line to a specific grade.

- Leave blank if all grades apply. Default.

### Freight Bill Method

- Enter the freight bill method to restrict the contract line to a specific freight bill method.

- Leave blank if all freight bill methods apply. Default.

### Base Price

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

### UOM

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

- For item pricing, the default is the primary unit of measure for the item. You can override this default.

- For item class pricing, enter the unit of measure code.

## Price Breaks

> **Note:** For examples of how to define price breaks, see *Description of Pricing Break Method Definitions* and *Examples* for price lists in this chapter.

### Entered for

Select either Quantity or Value.

- Selecting price by Quantity will yield a price break based on a quantity for each line or for the entire sales order.

- Selecting price by Value will yield a price break based on a value (amount) for each line or for the entire sales order.

> **Note:** The Order Type determines whether pricing is computed for the entire order (Total Order Pricing) or for each line.

### Entered as

Select either Unit Price, Percent Change or Price Change

- Select Unit Price to a new unit price for this price break.

- Select Percent Change to yield the percentage specified multiplied by the base price as the price break.

- Select Price Change to add or subtract the specified amount to the base price as the price break.

### Quantity

Enter the quantity of the order or line for which the price break will be effective. The quantity can be for either a line or the entire order, depending on the settings for the order type of the sales order. For pricing releases of a blanket order, this quantity may represent the accumulated quantities over several releases. For blanket releases, total order quantity pricing is not available. This field is enterable if Quantity is selected in the Entered For field.

### Value

Enter the value of the order or line for which the price break will be effective. The quantity can be for either a line or the entire order, depending on the settings for the order type of the sales order. For pricing releases of a blanket order, this value may represent the accumulated quantities over several releases. For blanket releases, total order quantity pricing is not available. This field is enterable if Value has been selected in the Entered For field.

### Unit Price

Enter a replacement price for base price. The base price will be disregarded and the unit price will be used when the quantity or value is reached on the order or order line. This field is enterable if Unit Price has been entered in the Entered as field.

### Percent Change

Enter a percentage of the base price. Enter a negative (-) before the entry to subtract the percentage from the base price or a positive entry (number without +) to add the percentage to the base price. For example, if you enter 10 (percent) and the base price is 5.00, the price break will be 0.50 when the value has been reached and the price will be 5.50. If you enter -10, then the price break will also be 0.50 when the value has been reached but the price will be 4.50. If Percent Change has been selected in the Entered As field, then the Percent Change field will be displayed.

### Price Change

Enter an amount by which the price will change when the value has been reached. Enter a negative (-) before the entry if you want to subtract from the base price. For example, if you enter 0.25 and the base price is 5.00, then the new price is 5.25 when the value has been reached. Likewise, if you enter -0.25, the new price will be 4.75 when the price break has been reached. If Price Change has been selected in the Entered As field, the Price Change field will be displayed.

Defining Contracts

> **Note:** Entries in the Percent Change and Price Change fields must be negative (-) if you want to give discounts for price breaks. If a negative (-) is not entered, the price will be increased as a result.

## Contracts - Actions Menu Options

The following options are available on the Actions menu from the Contracts window:

### Mark for Purge

Select if you want to purge the pricelist. After purging the document, you can select Undelete to reactivate the pricelist.

### Edit Text

Select to add a note to the pricelist.

### Add Effectivities

Select to display the Effectivities window and add new effectivities.

### Edit Effectivities

Select to display the Effectivities window and update existing effectivities.

### Add Price Item

Select to display the Contract Detail window and add prices for an item or item price class.

### Edit Price Item

Select to display the Contract Detail window and update prices for an existing item or item price class.

### Copy Contract

Select to display the Copy Contract window. You can copy details from the current pricelist to create a new pricelist.

# Copying Contracts

You can create a new contract by copying an existing contract and changing specific field values for the new contract. You can only copy one effectivity for a contract at a time.

## Copy Contract Procedure

To copy a contract:

1. From the **Contracts** window, place the cursor on the effectivity that you want to copy. If you do not want to copy the effectivity, do not place the cursor on the effectivity. You can add an effectivity later by selecting **Add Effectivities** from the **Actions** menu.

2. Navigate to the **Copy Contract** window.

3. Complete the fields as described.

4. Click **OK** to save the contract.

5. A note confirming that the contract has been saved is displayed. Click **OK**.

6. The **Contracts** window is displayed.

## Copy Contract Field Reference

The fields on this window are:

**Contract**

### Contract Number
Enter the number of the new contract.

### Long Desc
Enter the description for the contract you are creating. Defaults from the copied contract.

### Comments
Enter any comments regarding the contract. Defaults from the copied contract.

### Currency

Enter the currency code for payments to be made by the customer. The description displays automatically. Required. Defaults from the copied contract.

### Exchange Rate

Enter the currency exchange rate from the customer's payment currency, entered in this window, to your base currency. For example, if your customer is paying in Canadian dollars and your base currency is US dollars, and the exchange rate for Canadian dollars to US dollars is 0.65 Canadian for every one US, enter 0.65. Required. Defaults from the copied contract. Defaults from the copied contract.

### Short Desc

Enter a short description for the contract. Required. Defaults from the copied contract.

### Multiply/Divide

Select how to calculate the exchange rate. This entry is based on the entry made for exchange rate. The exchange rate either multiplied or divided will equal the amount in your base currency. In the previous example, if an line item is 500 Canadian dollars, the exchange rate 0.65 is multiplied by 500, to yield 325 US dollars. Defaults from the copied contract.

### Associated Blanket Sales Order

When the contract applies to a blanket sales order, enter its number here. This contract will be used to price releases (sales orders for the blanket order).

### Copy Text

- Select if you want to copy the text from the contract you are copying.

- Clear if you do not want to copy the text from the contract you are copying.

## Price Changes

### No Price Change

- Select if you want to use the same pricing information as the contract you are copying. Percent change, monetary change, amount to apply and decimal num are not active if you select no price change.

- Clear if you want to specify different information on the contract.

### Percent Change

Select if you want to specify a percentage change from the base price of the contract you are copying.

### Monetary Change

Select if you want to specify a flat amount change from the base price of the contract you are copying.

### Amount to Apply

Enter the amount, either a percentage or flat amount as applicable by the selection of either percent change or monetary change for the base price. If you want to increase the base price, enter a number. If you want to decrease the price, enter a minus (-) before the number. For example, your base price is 3.80 and you want to increase the price by 10 percent. You select percent change and enter 10 in this field. The base price for the new price list is 4.18, an increase of 0.38. If you want to decrease the amount by 10 percent, you enter -10. The base price for the new contract for a deduction of 10 percent would be 3.42, a decrease of 0.38. You can achieve the same results by selecting Monetary Change and entering.38 or -.38.

### Decimal Num

Enter the number of decimals you want to round the base price. For example, if you enter 2, the base price on the new contract will be rounded off to 2 decimals places to the right of the decimal point. For example, the base price for the new contract is 4.18 and you increase it 10 percent from the copied contract. If you enter 2, the base price in the contract will be 4.60 and not 4.598. To yield, 4.598, you must enter 3 in this field.

**Effectivity**

### Copy Effectivity

- Select to copy the effectivity to the new contract you are creating. Default.

- Clear to exclude the effectivity from the new contract you are creating.

### Start Date

Defaults the current date. You can change this date.

**End Date**

Defaults the maximum date as set in profile option SY$EFF_MAX_DATE. You can change this date.

**Preference**

Enter a preference number that indicates the priority of the contract effectivity. This number represents the sequence in which the system will consider the prices linked to the effectivity record. The higher the number, the higher the priority that the system will give it to locate contracts. For example, priority 6 will be searched for before priority 3.

**Copy Text**

- Select if you want to copy the text of the effectivity you are copying.

- Clear if you do not want to copy the text of the effectivity you are copying.

**Organization**

Displays the organization for which the copied contract is effective, if applicable.

**Customer**

Displays the customer for which the copied contract is effective, if applicable.

# Searching Effectivities

Use the Effectivities Search window to locate price lists, contracts and charge codes that match your criteria. Depending on the criteria specified, the Effectivities window will display active and inactive effectivities from the lowest priority to the highest priority for price lists, contracts and charge codes.

## Searching Effectivities Procedure

To find effectivities:

1. Navigate to the **Effectivities Search** window.

2. Complete the fields as described.

3. Click **OK**. The effectivities that meet your criteria are displayed on the **Effectivities** window.

4. Press **PgDn** to view any additional effectivities that meet your criteria.

## Effectivities Search Field Reference

The fields describe the Effectivities Search window in detail.

### Associated Organization

- Select All to find all organizations (Default).

- Select One to find a single organization.

### Organization

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

### Effective For

Select one of the following effectivities to search on:

- Select Include All (Default) if you want to search for effectivities on all customers in the selected organization or all organizations, as applicable.

- Select Customer Class if you want to limit your search for effectivities to customers belonging to a specified customer class.

- Select Customer Num to search for effectivities for a single customer.

■ Select Territory to search for effectivities for customers belonging to a specific customer territory.

### Customer Class
Enter the customer price class for which you want to find the effectivities. Available when you select customer class.

### Customer Num
Enter the customer code for the customer for which you want to find effectivities. Available when you select customer number.

### Customer Territory
Enter the customer territory for which to find the effectivities. Available when you select territory.

## Effectivities Field Reference

### Preference
Displays the preference rating of the effectivity. This number represents the sequence in which the system will consider the prices linked to the effectivity record. The higher the number, the higher the priority that the system will give it to locate pricing. For example, priority 6 will be searched for prices before priority 3.

### Pricelist
Displays names of price lists.

### Contract Num
Displays contract numbers.

### Charge Code
Displays charge codes.

### Start Date
Displays the start date for the effectivity of the price list, contract or charge code.

### End Date
Displays the end date for the effectivity of the price list, contract or charge code.

**Active**

- If selected, the effectivity is presently active and will be used by sales orders, blanket sales orders and profiles in determining pricing.

- If not selected, the effectivity is not presently active and will not be used by sales orders, blanket sales orders and profiles in determining pricing. Inactive effectivities can be made active unless the date range is no longer effective.

# Entering Mass Price Changes

Use the Mass Price Change window 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** window.

2. Complete the fields as described.

3. Click **OK** and the **Selected Price Lists/Contracts** window is displayed.

## Mass Price Change Field Reference

The fields on this window are:

**Selection Criteria**

### Pricelist

Enter the price list for which you want to make a mass price change. 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 for which you want to make a mass price change. 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.

### 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 Method

- 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 or contract.

### 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 application of 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 application of the change percentage or amount to all of the price breaks for the items in this price list or contract.

# Entering Mass Price Change for an Item

Use the Mass Price Change By Item window to perform mass changes when you must raise or lower prices for an item for all price lists and or all contracts or both. 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. You can specify all warehouses or one warehouse; all grades or one grade; all freight bill methods or one freight bill method.

## Mass Price Change for an Item Procedure

To enter mass price changes:

1. Navigate to the **Mass Price Change by Item** window.

2. Complete the fields as described.

3. Click **OK** and the **Mass Price Change By Item** window is displayed.

4. Complete the fields as described.

5. Click Ok.

6. The **Selected Price List/Contracts** window is displayed listing the applicable price lists and or contracts that apply. Select the price lists and or the contracts that you want to include for the price change.

7. A caution note is displayed. Click OK to make the price change effective for the selected price lists and or contracts.

8. The **Mass Price Change by Item** window is displayed.

## Mass Price Change by Item Field Reference

The fields on this window are:

**Selection Criteria**

### Item

Enter the item for which you want to make the price change.

### Price List

■    Select if you want to apply the price change to price lists for the selected item.

- Clear if you want to exclude price lists from the price change for the selected item.

### Contract
- Select if you want to apply the price change to contracts for the selected item.
- Clear if you want to exclude contracts from the price change for the selected item.

### Warehouse
- Select All if you want to apply the price change to all warehouses on the price lists or contracts.
- Select One if you want to restrict the price change to a single warehouse, and enter the warehouse code in the field on the right.

### Grade
- Select All if you want to apply the price change to all grades on the price lists or contracts.
- Select One if you want to restrict the price change to a single grade for the item you specified; enter the grade in the field on the right.

### Freight Bill Method
- Select All if you want to apply the price change to all freight bill methods on the price lists or contracts.
- Select One if you want to restrict the price change to one freight bill method; enter the freight bill method in the field on the right.

**Price Change**

### 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 item.
- Monetary Change if a specific amount per unit is added or subtracted from either the base unit price or break unit price of the item.

### 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 item.

- Clear to avoid application of the change percentage or amount to the base price of the item.

### Apply to Break Price

- Select to apply the change percentage or amount to all of the price breaks for the item.

- Clear to avoid application of the change percentage or amount to all of the price breaks for the item.

# Selecting Price Lists and Contracts for Price Change

Once you complete the Mass Price Change or Mass Price Change by Item window, use the Selected Price Lists/Contracts window to select the price lists and or contracts for which you want to perform the mass price change.

## Selecting Price Lists and Contracts Procedure

To select lines for mass price change:

1. Once you complete the **Mass Price Change** or **Mass Price Change By Items** window and click **OK**, the **Selected Price Lists/Contracts** window 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 window is redisplayed.

## Selected Price Lists/Contracts Field Reference

The fields on this window are:

### 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 or contracts that meet your criteria.

### Item/Class

Displays the item or item price class that meet 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 Reason Codes and Thresholds

Use the Price Reason Codes window 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.

## Defining Price Reason Codes and Thresholds Procedure

To define reason codes and percentage thresholds:

1. Navigate to the **Price Reason Codes** window.

2. Complete the fields as described.

3. Save the window.

## Price Reason Codes Field Reference

The fields on this window are:

### 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.

# Editing Price 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 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** window.

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 window.

# 5

# Shipping Setup

This topic provides information on defining carriers, free on board (FOB) codes, freight bill methods, shipping/receiving ports and shipping methods.

The following topics are covered:

- Defining Carriers
- Defining Free On Board (FOB) Codes
- Defining Freight Bill Methods
- Defining Shipping/Receiving Ports
- Defining Shipping Methods

# Defining Carriers

Use the Carriers window 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 window Actions menu.

## Defining Carriers Procedure

To enter carriers:

1. Navigate to the **Carriers** window.
2. Complete the fields as described.
3. Save the window.

## Carriers Field Reference

The fields describe the Carriers window 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 - Actions Menu Options

The following option is available on the Actions menu for the Carriers window:

### Address Edit

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

# Defining Free On Board (FOB) Codes

Use the FOB Codes window 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 window. That FOB code becomes the default on the Sales Order header window when you enter orders for the customer.

You can also maintain FOB code addresses from the FOB Codes window Actions menu.

## Defining Free On Board (FOB) Codes Procedure

To enter FOB codes:

1.  Navigate to the **FOB Codes** window.

2.  Complete the fields as described.

3.  Save the window.

## FOB Codes Field Reference

The fields describe the FOB Codes window 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 - Actions Menu Options

The following option is available on the Actions menu for the FOB Codes window:

**Address Edit**

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

# Defining Freight Bill Methods

Use the Freight Bill Methods window 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 window. That freight bill method becomes the default on the Sales Order header window when you enter orders for the customer.

## Defining Freight Bill Methods Procedure

To enter freight bill methods:

1. Navigate to the **Freight Bill Methods** window.

2. Complete the fields as described.

3. Save the window.

## Freight Bill Methods Field Reference

The fields describe the Freight Bill Methods window 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.

# Defining Shipping/Receiving Ports

Use the Shipping/Receiving Ports window 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 window Actions menu.

## Defining Shipping/Receiving Ports Procedure

To enter ports:

1. Navigate to the **Shipping/Receiving Ports** window.

2. Complete the fields as described.

3. Save the window.

## Shipping/Receiving Ports Field Reference

The fields describe the Shipping/Receiving Ports window 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 - Actions Menu Options

The following option is available on the Actions menu for the Shipping/Receiving Ports window:

### Address Edit

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

# Defining Shipping Methods

Use the Shipping Methods window 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** window.
2.  Complete the fields as described.
3.  Save the window.

## Shipping Methods Field Reference

The fields on this window are:

### 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.

# 6

## Tax Setup

This topic provides information on setting up taxes. You will be shown how to define and edit tax location codes, tax reporting classes and tax authorities and rates. You will also be shown how to link locations to tax authorities.

The topic also provides information on defining and editing tax status codes and shows you how to define tax calculations. Some typical tax calculation preference settings are presented. You will also see how to define and edit tax exemption reason codes.

A special topic is provided for additional setup in the manufacturing accounting controller (MAC).

The following topics are covered:

- Tax Setup Overview
- Defining Tax Location Codes
- Editing Tax Location Codes
- Defining Tax Reporting Classes
- Editing Tax Reporting Classes
- Defining Tax Authorities and Rates
- Editing Tax Authorities and Rates
- Linking Locations to Tax Authorities
- Defining Tax Status Codes
- Editing Tax Status Codes
- Defining Tax Calculations
- Typical Tax Calculation Preference Settings

- Defining Tax Exemption Reason Codes
- Editing Tax Exemption Reason Codes
- Additional Setup in Manufacturing Accounting Controller

# 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:

1. Link Location Codes to Customers in Customers Setup.

2. Set up the Charge Class in Classes/Codes Setup.

3. Link Location Codes to Warehouses in Inventory Control.

4. Set up Fiscal Policy, Currency Codes, and Ledger Codes in the General Ledger, Manufacturing Accounting Controller.

5. Define Item Tax Classes in Inventory, assigning items to tax classes.

# Defining Tax Location Codes

The Tax Location Codes window 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** window.

2. Complete the fields as described.

3. Save the window.

## Tax Location Codes Field Reference

The fields describe the Tax Location Codes window 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 Required

- Link location codes to customers in Order Fulfillment Customer Setup. See the Customer Setup topic for detailed information.

- Link location codes to warehouses in the Inventory Control application. See the *Oracle Process Manufacturing Inventory Management User's Guide* or help topics for detailed information.

# 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** window.

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 window.

# Defining Tax Reporting Classes

Use the Tax Reporting Class window 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 window.

## Defining Tax Reporting Classes Procedure

To add tax reporting classes:

1.  Navigate to the **Tax Reporting Classes** window.
2.  Complete the fields as described.
3.  Save the window.

## Tax Reporting Classes Field Reference

The fields describe the Tax Reporting Classes window 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 window.

# 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** window.

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 window.

# Defining Tax Authorities and Rates

Use the Tax Authorities and Rates window 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 window Actions menu.

## Defining Tax Authorities and Rates Procedure

To define tax authority rates:

1. Navigate to the **Tax Authorities and Rates** window.

2. Complete the fields as described.

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 window.

## Tax Authorities and Rates Field Reference

The fields on this window are:

### Header

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

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

### 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 Details**

The fields describe the Tax Authorities and Rates window 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.

## Additional Tax Details

The fields describe the Tax Authorities and Rates window 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 %

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 Amount

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.

## Additional Tax Setup

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

## Tax Authorities and Rates - Actions Menu Options

The following option is available on the Actions menu for the Tax Authorities and Rates window:

### Address Edit

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

# 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** window.

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 window.

# Linking Locations to Tax Authorities

After you have defined tax location codes and tax authority rates, use the Tax Location/Authority Associations window 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** window.

2.  Complete the fields as described.

3.  Save the window.

## Tax Location/Authority Association Field Reference

The fields describe the Tax Location/Authority Association window 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.

### 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 Authorities**

### 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 window.

# Defining Tax Status Codes

Use the Tax Status Codes window 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** form.
2. Complete the fields as described.
3. Save the window.

## Tax Status Codes Field Reference

The fields describe the Tax Status Codes window 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 window.

# 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** window.

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 window.

# 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 window 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 Procedure

To define tax calculations:

1. Navigate to the **Tax Calculations** window.

2. Complete the fields as described.

3. Save the window.

## Tax Calculations Field Reference

The fields describe the Tax Calculations window 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**

### 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**

### Price Includes Tax

This is not currently supported.

### 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 |

# Defining Tax Exemption Reason Codes

When you select tax exemption status for a customer on the Customer Tax Exemptions window, you must select a valid reason code to justify that exemption.

Use the Tax Exemption Reason Codes window 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** window.

2. Complete the fields as described.

3. Save the window.

## Tax Exemption Reason Codes Field Reference

The fields describe the Find Tax Exemption Reason Codes window 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 Tax 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.

# 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** window.

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 window.

# 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 *Oracle Process Manufacturing Manufacturing Accounting Controller* for detailed information.

# 7

# Order Profiles

This topic provides information on entering order profiles. You will be shown how to copy profiles, enter a new order profile, and edit order profile information. You will also be shown how to look up items, enter order profile additional information and enter line charges.

The following topics are covered:

- Entering Order Profile Information Overview
- Copying Profiles
- Entering a New Order Profile
- Editing Order Profile Information
- Looking Up Items
- Entering Order Profile Additional Information
- Entering Line Charges

# 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 window 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** window.

2. Complete the fields as described.

3. Save the window.

## Order Profiles Field Reference

The fields on this window are:

**Header**

The fields describe the Profile header region in detail.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

---

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

---

### Organization

Displays the organization code assigned in your profile options. You cannot edit this field.

### Profile

- If you use automatic document numbering for profiles, the profile option 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**

- Select Customer to make the sales order profile specific to a customer. Default.

- 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.

**Item Quantity**

The following fields are on the Item Quantity line item detail.

**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

**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.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Shipping**

The following fields are on the Shipping line item detail.

### 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

### 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.

### To Warehouse

Enter the warehouse that transferred or consignment items are shipped to.

### From Warehouse

Enter the warehouse that orders created from this profile will be shipped from. Defaults from the ship-to customer.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Customer Item

The fields describe the Customer Item line detail.

### 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

### 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.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Carrier**

The fields describe the Carrier line detail.

### 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

### Carrier

Enter the code for the company that will ship orders created from this profile. Carriers are established on the Carriers window 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.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Inventory**

The fields describe the Inventory line detail.

### 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

### Packaged Item

Displays the packaged item associated with the item on this line only if the item number entered is a packaged item.

### (Inventory) Quantity

Displays the item quantity in the item's primary unit of measure. The default is 0.

### (Inventory) UOM

Displays the primary unit of measure for the item. You can edit the unit of measure.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Other Shipping**

The fields describe the Other Shipping line detail.

### 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

**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.

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Billing**

The fields describe the Billing line detail.

**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

### 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.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Comment

The fields describe the Comment line detail.

### 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

**Line Comment**

Enter any necessary comment about the profile line.

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Weights**

The fields describe the Weights line detail.

**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

**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 GML:Order Fulfillment Ship Weight Unit of Measure profile option. 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 GML:Ship Volume Unit of Measure profile option.

### 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.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Sold To

The fields describe the Sold To line detail.

### 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

### 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 window (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.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Order Profiles - Actions Menu Options

The following options are available on the Actions menu for the Order Profiles window:

### Address Edit

You can associate the appropriate ship to customer street address on the Address Edit window.

### Void

Voids the current order profile.

### Void Line

Voids the selected line item.

### Inventory Summary

Accesses the Inventory Summary window that provides information about available and committed quantities. See the *Oracle OPM Inventory Management Guide* for more information about this window.

# 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** window.

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 Field Reference topic.

4. Save the window.

# Looking Up Items

To look up an item on an Order Profile, proceed as follows:

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 window to add profile-level ship to customer address information, effectivity dates, shipping, billing, charges, sold to, and other ship to information.

### Associate With 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 Procedure

To add additional profile-level information:

1. Click **Additional Info** from the **Order Profiles** window.

2. Complete the fields as described.

3. Click **OK** to save the information and redisplay the **Order Profiles** window.

## Order Profile Additional Information Field Reference

The fields describe the Order Profile Additional Information window 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 window. The name corresponding to the customer number you specified displays automatically. Other default information is from the customer record.

### 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 window.

### Name

Displays automatically when you enter the enter the ship to customer number.

### Address

Enter the customer address. Defaults from the customer record.

## Effective Dates

### Start

Enter the start date and time for the profile effectivity. The current date is the default.

### End

Enter the end date and time for the profile effectivity. The default is set in the profile options.

## Shipping

The fields describe the Order Profile Additional Information window 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.

## Other Ship-To

The fields describe the Order Profile Additional Information window Other Ship-To 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.

**Billing**

The fields describe the Order Profile Additional Information window Billing region in detail.

### Customer

Displays the customer number from the Order Profile window 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.

## Sold To

The fields describe the Order Profile Additional Information window 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 window 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.

## Charges

The fields describe the Order Profile Additional Information window 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 window 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 - Actions Menu Options

The following options are available on the Actions menu for the Order Profile Additional Information window:

**Address Edit**

You can associate the appropriate ship to customer street address on the Address Edit window.

**Void**

Voids the current order profile.

**Inventory Summary**

Accesses the Inventory Summary window that provides information about available and committed quantities. See the *Oracle OPM Inventory Management Guide* for more information about this window.

# Entering Line Charges

Use the Line Charges window 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** window.

2. Complete the fields as described.

3. Click **OK** to save the information and redisplay the **Order Profiles** window.

## Line Charges Field Reference

The fields describe the Line Charges window in detail.

**Item Details**

### Line

Displays line number for the selected line item in the order profile. The total number of lines in the order profile is displayed after "of."

### Item

Displays the item included on the order profile.

### Description

Displays a description of the item included on the order profile.

### Quantity

Displays the item quanity in the item's primary unit of measure.

### Quantity2

Displays the item quantity in the item's secondary unit of measure.

### Customer Item

Displays the customer or generic item number only if one is associated with the item.

**Charges**

### 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 window 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 - Actions Menu Options

The following options are available on the Actions menu for the Line Charges window:

### Inventory Summary

Accesses the Inventory Summary window that provides information about available and committed quantities. See the *Oracle Process Manufacturing Inventory Management Guide* for more information about this window.

# 8

# Blanket Sales Orders

Blanket Sales Orders (BSOs) let you set up sales agreements for recurring items that ship to your customers. You can release BSOs manually or automatically. Released BSOs then become sales orders. The following topics are discussed:

- Blanket Sales Order Overview
- Creating a New Blanket Sales Order
- Completing the Blanket Sales Order
- Setting Up Charges Overview
- Releasing BSOs Overview
- Setting Up the Release Schedule
- Generating a Release Schedule
- Releasing BSOs through Auto Release
- Releasing BSO Lines from Sales Orders
- Blanket Sales Order Actions Menu Options

# Blanket Sales Order Overview

You can set up sales orders so that orders contain multiple release lines or so that each order contains one release line. To determine the orders per release, set up the GML:Number of Sales Orders Per BSO Release profile option.

You can release BSOs in the following ways:

- In Sales Order entry, create a sales order from a BSO that does not have release schedule lines by creating an order from the New/Open Order dialog and selecting Blanket Sales Order as the source.

- On the BSO Release Schedule, select the lines that you want to release automatically when the BSO is saved.

- On the Blanket Order Automatic Release window, specify the criteria that you want to use to select BSO line schedules for release. You can specify ranges for the following fields: Blanket Order Numbers, Customer Contract Numbers, Customer POs, Ship To Customers, From Warehouses, Item Numbers, and Scheduled. Ship Dates.

## BSO Data Flow

When you ship sales order lines generated from a BSO, the activity is recorded against the originating BSO. To determine the pricing of sales order lines created from a BSO, establish a contract to associate with the BSO; or use the standard pricelist pricing when you create the order. If a contract is not associated with the BSO when the order is created, Standard Pricing will try to locate a price.

Data from BSO Flows to order entry when the BSO is released

Order Entry

Order Entry updates the order amount on the BSO when an order is saved or updated

BSO or Contract

Shipping

Shipping updates the BSOs order and shipped quantities

BSO updates prices in the pricing system. These prices are used to price a BSO release.

Pricing

BSO provides validation criteria to pricing

*Figure 8–1    BSO Interaction in Order Processing*

# Creating a New Blanket Sales Order

To create a new BSO, enter a BSO header or copy information from an existing one. Charges, line details, schedule details, and BSO contracts, are optional.

Note that you cannot copy blanket sales orders to create profiles or scratch orders. You also cannot copy profiles, scratch orders, or orders to create BSOs.

## Creating/Copying a New BSO Procedure

To create or copy a new BSO, proceed as follows:

1. In Order Fulfillment, click **Blanket Sales Orders**, then select **Create**. This displays the **Blanket Order - New** window.

2. For the Source, select **New** to create a new BSO or select **Blanket Order** to copy selected information from an existing BSO. If you select BSO go to step 3, if you select New, go to step 4.

3. If you selected **Blanket Order**, select the specific Blanket Order you want to copy. Then select the information that you want to copy from this order. When you are done, click **OK**. This displays the Blanket Orders window with panels that enable you to add additional information as desired. Proceed to step 5.

4. Complete the fields as described and click **OK**. This displays the Blanket Orders window.

5. Complete the appropriate field information in the panels. Optional, you can complete at another time.

6. Click **OK**.

7. Click **Save** to save the BSO header and line detail level information.

8. If necessary, set up a release schedule.

When you complete the Blanket Order dialog box fields and click OK, the Blanket Sales Order window is displayed.

# New Blanket Order Field Reference

The fields on this window are:

### Source

Select New to create a new BSO without copying information from another BSO. Select Blanket Order to create a new BSO by copying information from an existing BSO.

### Blanket Order

BSO numbers uniquely identify BSOs and are used to associate them with and release them for specific organizations. You can type blanket sales order numbers manually or let them be assigned automatically. Required only if you use manual order numbering.

Before you create a blanket sales order, set up document number parameters for automatic or manual blanket sales order numbering in the OPM System application.

### Order Type

Select the default Sales Order Type code for the BSO. When you release BSOs, the Order Type is copied to the Sales Order. A BSO must have an Order Type assigned, if you plan to release it automatically. Set up Order Type Codes on the Order Type window. You can also set up a default Order Type in the System module constants, but the default order type is optional.

### Hold Reason

Select a Hold Reason to keep a BSO and all of its detail lines from being released. For example, you might want to hold a BSO if a customer has a credit problem. Set up Hold Reason codes on the Hold Reason Codes window.

### Enable Auto Release

Click the Enable Auto Release box to ensure that all required fields for Sales Orders are validated before saving a BSO that will have a release schedule or an automatic batch release. You must complete all required fields for sales orders to use a release schedule. Select Enable Auto Release if you plan to use an Automatic Release window or the Release Schedule. If you do not select the Enable Auto Release box now, but you later select a box on the Release Schedule, the Enable Auto Release box will be selected automatically. If all required fields are populated, a release will be made when the BSO is saved.

**Copy From**

### Order

This field is available if you selected Blanket Order as the Source. Type or use the lookup to enter the BSO number that you want to copy the header and other information from for the new BSO.

### Ship Customer

The Ship-to Customer number defaults from the Blanket Order that you specified. The Ship-to customer is not required to create a BSO that is used in manual release, it is required to manually release the BSO.

### Name

The Ship-to Customer name defaults from the Blanket Order that you specified.

**Include In Copy**

You must select to copy the Order Header. The following items are optional:

- Order Text
- Order Charges
- Shipping Address
- Detail Lines
- Line Text
- Line Charges

# Completing the Blanket Sales Order

After you create a new BSO, the window displays the Blanket Order window. This window consists of header and line detail fields on a series of panel. On t he top panels you enter header information. On the bottom panels you enter line detail information. Each BSO must have an effective start and end date; no releases can be made against a BSO before the specified effective start date or after the specified effective end date. You can change either date until the BSO is closed. Once you create the sales order, the BSO is released, and the BSO effectivity dates are disregarded.

Values are not required. If you do not specify values, the BSO does not track them.

## Blanket Order Field Reference

The fields on this window are:

### Enable Auto Release

Select the Enable Auto Release box to ensure that all required fields for Sales Orders are validated before saving a BSO that will have a release schedule or an automatic batch release. You must complete all required fields for sales orders to use a release schedule. Select Enable Auto Release if you plan to use an Automatic Release window or the Release Schedule. If you do not select the Enable Auto Release box now, but you later select a box on the Release Schedule, the Enable Auto Release box will be selected automatically. If all required fields are populated, a release will be made when the BSO is saved.

**Bill To**

### Customer

The Bill-to Customer Number that you specified. The name of the Bill-To customer is displayed in an unlabeled field to the right. Terms Code

### Terms Code

Specify the Payment Terms Code that will be the default on the sales orders created from the BSO release. The Terms Code defaults from the Bill-To Customer. You can override the Payment Terms Code with another valid Terms Code for the BSO.

### Commission Code

Specify the Commission Code used for the sales representative for this BSO.

### Multiply/Divide

Used to calculate the exchange rate. Default. You cannot edit the Multiply∕Divide Sign. 0 = Multiply, 1 = Divide.

### Freightbill Method

Specify the Freight Bill Method that will be the default on the sales orders created from the BSO release. Freight Bill Method defaults from the Ship-To Customer. You can override the Freight Bill Method with another valid Freight Bill Method for the BSO.

### Sales Representative

Specify the code used for the Sales Representative for this BSO.

### Currency

The currency type that will be used when billing the customer defaults from the Bill-To Customer record. You can override the current currency type with another valid currency type for the BSO. Note that you cannot change the currency code after you have released the BSO or on sales orders that results from the BSO release.

### General Ledger Exchange Rate

Exchange Rate defaults from the exchange rate tables for the conversion of billing currency to base currency.

## Ship To

### Customer

The Ship-to Customer Number that you specified on the BSO header. You must associate the Ship-To Customer with the Bill-To Customer. The name of the Ship-To Customer is displayed in the unlabeled field to the right.

### Address

The customers address that you specified. To edit the customer's default ship-to address, select Actions:Address:Edit.

### From Whse

Specify the source warehouse that will be the default on the BSO lines. The default is the warehouse from the ship-to customer.

### To Whse

Specify the warehouse where the goods will be shipped for releases created from this BSO (the default is the ship-to customer warehouse). The To Warehouse is required for Transfer and Consignment orders. The To Warehouse that you specify will become the default on the BSO lines. You cannot change the To Warehouse on the BSO after you generate a release schedule, but you can change the destination warehouse on the sales order created from the release of the BSO.

### Carrier

Specify the carrier that will become the default for the BSO lines. The default is the carrier associated with the ship-to customer (if no carrier is specified, the default comes from the System constants table for Order Fulfillment).

### Ship Method

Specify the Shipping Method that will be the default on the BSO line items and on the BSO header for the sales orders created from the BSO releases. The default is the Shipping Method associated with the ship-to customer (if no shipping method is specified, the default comes from the System Constants table for Order Fulfillment).

## Sold-To

### Customer

Specify the Sold-To Customer or third-party customer that the orders resulting from the BSO are sold to. You must associate the Sold-To Customer with the Ship-To Customer.

### Final Destination

Specify the customer that the Ship-To Customer will forward the order to. This is the default Destination for the orders resulting from the BSO.

### Consignee

Specify the Consignee if this is a consignment BSO. This is the default Consignee for the orders resulting from the BSO.

### Embark Port

Specify the Embarkation Port where the orders resulting from the BSO will be loaded for shipment.

### Debark Port

Specify the Debarkation Port where the orders resulting from the BSO will depart from.

### FOB Code

Specify the Free on Board Code that will become the default for the BSO line items. The Free on Board Code defaults from the Ship-To Customer records.

**Others**

### Contact Name

Specify the Contact Name of an established contact at the customer site. Contact Name defaults from the BSO Header.

### Customer PO

You can specify the customer's purchase order number on the BSO for reference purposes. The BSO Number lookup can also be based on the customer purchase order number tied to the BSO. Customer PO Number defaults from the BSO Header.

### Customer Contract

You can specify the customer's Contract Number on the BSO for reference purposes.

### Hold Reason

Specify a Hold Reason to keep a BSO and all of its detail lines from being released. If you do not specify a Hold Reason Code, the default Hold Reason code set up in the OPM System application will be used.

### Hold Expiration

Specify the Hold Expire Date when the hold on the BSO will expire. Hold Expire Date defaults from the BSO Header.

### Line Comment

Specify any comments that you have regarding the BSO.

**Additional Information**

### Blanket Total Values Maximum

Specify the maximum monetary release value that you can release against the entire BSO. The total value of all the BSO line items cannot exceed the BSO maximum value. The sum of the BSO open value (all open releases) and the shipped value (shipped sales orders released against the BSO) also cannot exceed the BSO maximum value. You cannot release a line that exceeds the BSO maximum value.

### Blanket Total Values Open

Displays the value of all sales orders created from the BSO, but not yet shipped.

### Blanket Total Values Shipped

Displays the value of all shipments made against releases created from the BSO.

### Blanket Total Values BSO Available Value

Displays the remaining value that can be released against the BSO.

### Blanket Total Values Scheduled

Displays the value of all unreleased schedules set up for the BSO.

### Currency

Displays the Currency Type that will be used for all BSO values. Defaults from the Bill-To Customer. You cannot change the Currency Code after you have released the BSO or on sales orders that result from the BSO release.

### Blanket Total Values Releases

The number of releases you want t his BSO to have.

### Effective Dates Start

Specify the opening end of the date range (the default is the current date). You can change this date until the BSO is closed.

### Effective Dates End

Specify the closing end of the date range (the date must be later than the effective start date). The default is the end date established for OPM. You can change this date until the BSO is closed.

**Item Quantity**

### Line

A Line number is assigned to each line item automatically, whether you create a new BSO or copy an existing order. You cannot edit this Line Number.

### Item

You can create a BSO line for a specific item in your inventory. Specify or lookup the Number (item code) that you want to add to the order. The Item Code is entered and stored on the Items window in the Inventory module. Required.

You can select an item from the following lists:

- Item Master - All items established in the Inventory module using the Items window.

- Generic Item - All items established with generic item numbers on the Generic Items window.

- Customer Item - All items established specifically for this customer on the Generic Items window.

- Packaged Item - All items that packaging parameters were established for.

### Qty

Specify the standard quantity for release on this line. The primary unit of measure for the item displays automatically in the adjacent field.

### UOM

The primary unit of measure for the item displays automatically. You can override the primary unit of measure.

### Qty 2

Displays the calculated second quantity if the item being ordered is controlled by dual units of measure. The secondary unit of measure for the item displays automatically in the UOM 2 field.

### UOM 2

Displays the secondary unit of measure for the item.

### [ ]

Descriptive flexfield.

**Billing**

### Commission Code

Specify the Commission Code used for the sales representative for this item.

### Sales Representative

Specify the code used for the Sales Representative for this BSO line.

### Terms Code

Specify the Payment Terms Code that will be the default on the sales orders created from the BSO release. The Terms Code defaults from the Bill-To Customer. You can override the Payment Terms Code with another valid Terms Code for the BSO.

### [ ]

Descriptive flexfield.

**Shipping**

### Customer

The Ship-To Customer Number that you specified on the BSO header. You can override this Customer with another valid Ship-To Customer if an association exists with the Bill-To Customer specified on the BSO header. The customer name displays automatically.

The Ship-To Customer that you specify determines the effective price list or contract that is used to price items for each order line. Customers can be grouped according to customer price classes and price lists, and contracts can be assigned to entire customer price class groups.

If you change the Ship-To Customer for the line item, and the new customer is not in the original price class, the pricelist or contract that the new Ship-To Customer is linked to will be used.

Navigate to the Address window to view or edit the customer's default ship-to address.

### To

Specify the destination warehouse.To Warehouse is available when the Order Type is Transfer or Consignment.

### From

Specify the source warehouse that will be the default on the BSO lines. The default is the warehouse from the Ship-To Customer on the BSO header.

The warehouse you specify determines the effective price list or contract that is used to price items for each order line. Price lists and contracts can be assigned either to all shipping warehouses or to individual warehouses.

If you change the Ship-From Warehouse for the line item, and the new warehouse is not the one that the original price list or contract was effective for, the price list or contract that is effective for the newly-entered warehouse is used.

### [ ]

Descriptive flexfield.

## Contract Quantity

Values and quantities are not required. If you do not specify values or quantities, then the BSO does not track them.

## Quantity

### Minimum

Specify the Line Minimum Quantity that can be released against the BSO line during its lifetime. The Line Minimum Quantity must be entered in Release Units. The Line Minimum Quantity cannot be changed after a release has been made against the line. The BSO line cannot be closed until Line Minimum Quantity is reached.

### Maximum

Specify the Line Maximum Quantity that can be released against the BSO line during its lifetime. The Line Maximum Quantity must be entered in Release Units. The Line Maximum Quantity cannot be changed after a release has been made against the line. You cannot release a line that exceeds the Line Maximum Quantity. The line will automatically be closed if its total released quantity is within the close tolerance percentage.

## Release

### Minimum

Specify the Release Minimum Quantity allowed for any single release. The Release Minimum Quantity must be entered in Release Units.

### Maximum

Specify the Release Maximum Quantity allowed for any single release. The Release Maximum Quantity must be entered in Release Units. You cannot release a line that exceeds the Release Maximum Quantity. After a BSO line item has been released, you cannot change the Release Maximum Quantity.

### [ ]

Descriptive flexfield.

## Contract Value

## Value

### Minimum

Specify the Total Line Minimum Value that can be released against the BSO line during its lifetime. The Line Minimum Value must be entered in the currency specified in the BSO header. The BSO line cannot be closed until Line Minimum Value is reached. The line will automatically be closed if its total released value is within the close tolerance percentage. The Line Minimum Value can be used to report whether a customer is meeting the terms of the BSO.

### Maximum

Specify the Line Maximum Value that can be released against the BSO line during its lifetime. The Line Maximum Value must be entered in the billing-currency specified in the BSO header. The Line Maximum Value cannot be changed after a release has been made against the line. You cannot release a line that exceeds the Line Maximum Value.

### Release Minimum

Specify the Release Minimum Value allowed for any single release. The Release Minimum Value must be entered in the currency specified in the BSO header. The BSO line cannot be closed until Line Minimum Value is reached. The line will automatically be closed if its total released value is within the close tolerance percentage.

### Release Maximum

Specify the Release Maximum Value allowed for any single release. The Release Maximum Value must be entered in the currency specified in the BSO header. You cannot release a line that exceeds the Release Maximum Value. After a BSO line has been released, you cannot change the Release Maximum Value.

### [ ]

Descriptive flexfield.

**Shipping**

### Customer

The Ship-To Customer Number that you specified on the BSO header. This is the line level Ship-To Customer. You can override this Customer with another valid Ship-To Customer.

The Ship-To Customer that you specify determines the effective price list or contract that is used to price items for each order line. Customers can be grouped according to customer price classes and price lists, and contracts can be assigned to entire customer price class groups.

If you change the Ship-To Customer for the line item, and the new customer is not in the original price class, the pricelist or contract that the new Ship-To Customer is linked to will be used.

**To**

Specify the destination warehouse.To Warehouse is available when the Order Type is Transfer or Consignment.

**From**

Specify the source warehouse that will be the default on the BSO lines. The default is the warehouse from the Ship-To Customer on the BSO header.

The warehouse you specify determines the effective price list or contract that is used to price items for each order line. Price lists and contracts can be assigned either to all shipping warehouses or to individual warehouses.

If you change the Ship-From Warehouse for the line item, and the new warehouse is not the one that the original price list or contract was effective for, the price list or contract that is effective for the newly-entered warehouse is used.

**[ ]**

Descriptive flexfield

**Billing**

**Item**

The BSO line for a specific item in your inventory. Specify or lookup the Number (item code) that you want to add to the order. The Item Code is entered and stored on the Items window in the Inventory module. Required.

You can select an item from the following lists:

- Item Master - All items established in the Inventory module using the Items window.

- Generic Item - All items established with generic item numbers on the Generic Items window.

- Customer Item - All items established specifically for this customer on the Generic Items window.

- Packaged Item - All items that packaging parameters were established for.

**Sales Representative**

Specify the code used for the Sales Representative for this line item

### Terms Code

Specify the Payment Terms Code that will be the default on the sales orders created from the BSO release. The Terms Code defaults from the Bill-To Customer. You can override the Payment Terms Code with another valid Terms Code for the line item.

### Commission Code

Specify the Commission Code used for the sales representative for this line item.

### [ ]

Descriptive flexfield

**Carrier**

### Item

The BSO line for a specific item in your inventory. Specify or lookup the Number (item code) that you want to add to the order. The Item Code is entered and stored on the Items window in the Inventory module. Required.

You can select an item from the following lists:

- Item Master - All items established in the Inventory module using the Items window.
- Generic Item - All items established with generic item numbers on the Generic Items window.
- Customer Item - All items established specifically for this customer on the Generic Items window.
- Packaged Item - All items that packaging parameters were established for.

### FOB Code

Specify the Free on Board Code that will become the default for the BSO line item. The Free on Board Code defaults from the Ship-to Customer on the BSO header.

### Carrier

Specify the Carrier that will become the default for the BSO line. The default is the carrier associated with the ship-to customer on the BSO header (if no carrier is specified, the default comes from the System constants table for Order Fulfillment).

### Ship Method

Specify the Shipping Method that will be the default for the BSO line. The default is the Shipping Method associated with the Ship-To Customer on the BSO header (if no shipping method is specified, the default comes from the System Constants table for Order Fulfillment).

### Freightbill Method

Specify the Freight Bill Method that will be the default on the sales orders created from the BSO release. Freight Bill Method defaults from the Ship-To Customer. You can override the Freight Bill Method with another valid Freight Bill Method for the BSO line.

### COA

Select COA if a Certificate of Approval is required. The default is from the Ship-To Customer on the BSO header.

### [ ]

Descriptive flexfield.

## Customer Item

### Item

The BSO line for a specific item in your inventory. Specify or lookup the Number (item code) that you want to add to the order. The Item Code is entered and stored on the Items window in the Inventory module. Required.

You can select an item from the following lists:

- Item Master - All items established in the Inventory module using the Items window.

- Generic Item - All items established with generic item numbers on the Generic Items window.

- Customer Item - All items established specifically for this customer on the Generic Items window.

- Packaged Item - All items that packaging parameters were established for.

### QC Grade

If the ordered item is QC Grade controlled, and the customer requests a specific grade of the item, specify the code for the preferred QC Grade. You cannot edit the QC Grade after a release has been made against the line.

The QC Grade Wanted that you specify can determine the effective price list or contract that is used to price items on the sales order line.

Price lists and contracts can be made specific to certain QC Grades of the items that you sell. If you change the requested QC Grade Wanted on a line that has not yet been released, the price list or contract that is linked to the newly-entered QC grade will be used.

### Customer Item

If a customer item code is associated then it's item code displays.

### [ ]

Descriptive flexfield

## Other Shipping

### Item

The BSO line for a specific item in your inventory. Specify or lookup the Number (item code) that you want to add to the order. The Item Code is entered and stored on the Items window in the Inventory module. Required.

You can select an item from the following lists:

- Item Master - All items established in the Inventory module using the Items window.

- Generic Item - All items established with generic item numbers on the Generic Items window.

- Customer Item - All items established specifically for this customer on the Generic Items window.

- Packaged Item - All items that packaging parameters were established for.

### Final Destination

Specify the customer that the Ship-To Customer will forward the order to. This is the default Destination for the orders resulting from the BSO.

### Debark

Specify the Debarkation Port where the orders resulting from the BSO will depart from.

### Embark

Specify the Embarkation Port where the orders resulting from the BSO will be loaded for shipment.

### [ ]

Descriptive flexfield

## Available Qty/Value

### UOM

The unit of measure in which the item is sold.

### Quantity

The quantity of the item sold for this sales order line.

### Value

The price or monetary value of the item sold in the stated quantity.

### [ ]

Descriptive flexfield

## Hold Status

### Hold Reason Code

Specify a Hold Reason code to keep a BSO and all of its detail lines from being released. For example, you might want to hold a BSO if a customer has a credit problem. Set up Hold Reason codes on the Hold Reason Codes window.

### Hold Expiration Date

Specify the Hold Expire Date when the hold on the BSO will expire. Hold Expire Date defaults from the BSO Header.

### Status

The current status of the hold.

### [ ]

Descriptive flexfield

**Others**

### Customer Contact

Specify the Contact Name of an established contact at the customer site. Contact Name defaults from the BSO Header.

### Customer PO

Specify the customer's purchase order number on the BSO line for reference purposes. The BSO Number lookup can also be based on the customer purchase order number tied to the BSO line. Customer PO Number defaults from the BSO Header.

### Customer Contract

Specify the customer's Contract Number on the BSO line for reference purposes. The Customer Contract Number defaults from the BSO header.

### Minimum Close %

Specify the Minimum Close Percentage tolerance to determine when a line's total release quantity falls below the specified release quantities. The default is zero. The line will automatically be closed if its total released quantity is equal to or above the Minimum Close Percentage tolerance multiplied by the line maximum quantity. If the total released quantity for the line is below the Minimum Close Percentage tolerance, the line will remain open. You do not have to specify a close tolerance. A 0 in this field means that no tolerance is applied.

### [ ]

Descriptive flexfield

**Statistics**

### Open Value

Displays the value of all BSO releases associated with the line, but not yet shipped.

### Shipped Value

Displays the value of all shipments made against the BSO line.

### Open Quantity

Displays the item quantity of releases created from the BSO line, but not yet shipped.

### Shipped Quantity

Displays the item quantity of all shipments made against the BSO line.

### [ ]

Descriptive flexfield

**Line Description**

### Item

Displays the code of the item on the blanket sales order line.

### Description

The description for the designated item defaults from the generic or customer item, the Packaged Item, or the Inventory module.

### [ ]

Descriptive flexfield

# Setting Up Charges

You can set up charges to be applied to line items in the BSO via the Charges window. Charge codes are created when you are setting up pricing.

## Setting Up Charges Procedure

To set up charges, proceed as follows:

1.  Navigate to the **Charges** window.
2.  Complete the fields as described.
3.  Save the window.

## Charges Field Reference

The fields on this window are:

### Charge Code

Specify the code that defines the charge or discount being applied to the BSO. The description displays automatically.

### Charge

The name of the charge type for the Charge Code entered. For example, freight, discount, allowance, or miscellaneous. You cannot edit this field.

### Calculation Type

The type of calculation that the BSO line uses to determine the charge. For example, percent, per unit, or flat charge. Calculation Type defaults from the Charge setup. You cannot edit this field.

### Base Value

Based on the calculation type that you specified, specify the percent, unit of measure, or charge that will be applied to the BSO line. You cannot edit this field.

### Description

The Charge Description for the Charge Code entered. You cannot edit this field

# Releasing BSOs Overview

BSO release schedules consist of a series of delivery dates, associated scheduled ship dates, and quantities that are applied against the BSO line item.

Once a release schedule has been established for any BSO line, you cannot modify the pricing and currency code data. However, you can void or cancel a BSO line or entire BSO after the release schedule has been established.

You can release BSOs using:

- release schedules
- the Blanket Order Automatic Release window
- individual sales orders.

When you save the order, the BSO line information and release status will be updated if you specified value and quantity requirements. If you did not enter values or quantities, they are not tracked. The following fields will be updated:

- BSO Open Value
- BSO Available Value
- Line Open Value
- BSO Available Value
- Line Open Quantity
- Line Available Quantity

# Setting Up the Release Schedule

You can define or modify a release schedule for a BSO line until the line item is closed. You can also add new lines to the schedule until the line is closed.

You set up a release schedule via the Release Schedules window. To create the release schedule, enter the required delivery. The system calculates the scheduled ship dates based on the customer's ship-to lead time. You can override the scheduled ship date by entering another valid scheduled ship date, but the required delivery date will not be recalculated.

You can enter as many release lines as necessary as long as:

- the sum of all release quantities does not exceed the Release Maximum Quantity

- each release line quantity is greater than or equal to the Release Minimum Quantity

## Setting Up the Release Schedule Procedure

To set up the Release Schedule, proceed as follows:

1. Navigate to the **Release Schedule** window.

2. Complete the fields as described or use the Auto Release Schedule window. (You must place the cursor in a line item to access the Auto Release option from the Actions menu.)

3. When you have complete the fields or created the Auto-Release Schedule, select the **Release Indicator** box next to the lines that you want to release.

4. Click **OK**. The Blanket Sales Order window displays.

5. Save the BSO. The selected lines will be released.

## Release Schedules Field Reference

The fields on this window are:

**Quantity**

### Release Indicator

Select to release the line.

### Required Delivery Date

Specify the date when the customer expects delivery. The date must be between the BSO effectivity dates. Required.

### Required Scheduled Ship Date

Displays the date the order is scheduled to be shipped.

### Quantity1

Specify the quantity being ordered on this line. The primary unit of measure for the item displays automatically in the UM1 field.

### UOM1

Displays the primary unit of measure for the item.

### Quantity2

Displays the calculated second quantity if the item being ordered is controlled by dual units of measure. The secondary unit of measure for the item displays automatically in the UM2 field.

### UOM2

Displays the secondary unit of measure for the item.

### Release Status

Displays the status of each line item as the order moves through the processing stages. The status for a new release schedule line is OPEN; and for a released line is CLOSED.

**Shipping**

**Release Indicator**

### Required Delivery date

Specify the date when the customer expects delivery. The date must be between the BSO effectivity dates. Required.

### Schedule Ship Date

Displays the date the line is scheduled to be shipped.

### Carrier

Displays the default carrier associated with the ship-to customer (if no carrier is specified, the default comes from the System constants table for Order Fulfillment).

### From Whse

Displays the source warehouse associated with the Ship-To Customer on the BSO header

### To Whse

The To Warehouse is available when the Order Type is Transfer or Consignment.

### Ship Mthd

Displays the default Shipping Method associated with the Ship-To Customer on the BSO header (if no shipping method is specified, the default comes from the System Constants table for Order Fulfillment).

### Expected Net Price

Displays the expected price for this release based on the specified pricing for the line and the release schedules that you entered.

# Generating a Release Schedule

You can define a system generated release schedule for a BSO line item until the line item is closed. If another manual or automatic schedule has been established, you will be prompted to delete the existing schedule. You must delete the existing schedule to create the new one via the system generated scheduler.

## Generating a Release Schedule Procedure

To generate a release schedule, proceed as follows:

1. Click **Text** on the **Blanket Order Schedule Details** window to enter any notes that you have regarding the release.

2. From the BSO **Actions** menu, select **Release Schedule**. The Release Schedules window displays.

3. Click **Auto**. The Auto Release Schedule window displays.

4. Complete the fields as described.

5. Click **Create Schedule**. The Release Schedules window displays with the system generated release dates.

6. Click **OK**. The Release Schedule window displays.

7. Click the **Release** box next to the lines that you want to release.

8. Click **OK**. The Blanket Sales Order window displays

9. Save the window and the selected lines will be released.

## Auto-Release Field Reference

The fields on this window are:

### Item

Displays the selected item from the BSO detail lines.

### Number of Releases

Specify the number of release schedule lines to generate.

### Frequency of Releases

Specify the frequency of releases to use when generating the schedule such as weekly, monthly, or every number of days.

### First Release Date

Displays the Effective Start Date that defaults from the BSO header. You can specify any date within the BSO effectivity dates. This date will be used on the schedule for the first delivery date.

### Quantity1

Specify the quantity being ordered on this line for each release. You can specify any quantity within the BSO minimum and maximum quantity ranges for the line. The primary unit of measure for the item displays automatically in the UM1 field.

### UM1

Displays the primary unit of measure for the item.

### Quantity2

Displays the calculated second quantity being ordered on this line for each release if the item is controlled by dual units of measure. You can specify any quantity within the BSO minimum and maximum quantity ranges for the line. The secondary unit of measure for the item displays automatically in the UM2 field.

### UM2

Displays the secondary unit of measure for the item.

# Releasing BSOs through Auto Release

You can automatically release one or more BSOs with Release Schedules and specific Release Schedule Lines to sales orders via the Blanket Order Automatic Release window. To use the Auto Release window, select Enable Auto-Release on BSO. In addition, define a release schedule for each BSO line to release orders from the BSO.

When you select Enable Auto Release, you can only release BSOs via the Blanket Order Automatic Release window or the Release Schedule; you cannot release them manually.

On the Blanket Order Automatic Release window, specify a range of BSO Numbers, Contract Numbers, Ship-To Locations, From Warehouses, Item Numbers, and Scheduled Ship Dates to display all BSO release schedule lines that match your criteria. You can then select the BSOs and release schedule lines that you want to open sales orders for.

## Releasing BSOs through the Automatic Release Procedure

To release a BSO through the Automatic Release Procedure, proceed as follows:

1.  Navigate to the **Blanket Order Automatic Release** window.

2.  Complete the fields and select **OK**. This displays the Blanket Release Query Results form.

3.  Clear the check mark from the **Release** box next to the BSO if you do not want to release it.

4.  Double click the drill down box next to the BSO to display individual release schedule lines.

5.  Clear the **Release** box next to any Release Schedule Lines that you want do not want to release, and then click **Release** button to release the selected Release Schedule Lines. The Blanket Release Query Results window redisplays.

6.  When you are done, click **Release** on the Blanket Release Query Results window to release the selected BSOs.

## Blanket Order Automatic Release Field Reference

Note that in the range fields if you leave the To and the From fields blank this indicates you want ALL.

### Blanket Order From

Specify the starting BSO number for the range that you want to locate. The default is all BSO numbers.

### Blanket Order To

Specify the ending BSO number for the range that you want to locate. The default is all BSO numbers.

### Contract From

To restrict the search, specify the starting Customer Contract number for the range that you want to locate. The default is all Customer Contract numbers.

### Contract To

Specify the ending Customer Contract number for the range that you want to locate. The default is all Customer Contract numbers.

### Customer PO From

Specify the starting Customer PO number for the range that you want to locate. The default is all Customer PO numbers.

### Customer PO To

Specify the ending Customer PO number for the range that you want to locate. The default is all Customer PO numbers.

### Ship To From

Specify the starting Ship To Customer name for the range that you want to locate. The default is all Ship To Customer names.

### Ship To To

Specify the ending Ship To Customer name for the range that you want to locate. The default is all Ship To Customer names.

### From Warehouse From

Specify the starting From Warehouse code for the range that you want to locate. The default is all From Warehouse codes.

### From Warehouse To

Specify the ending From Warehouse code for the range that you want to locate. The default is all From Warehouse codes.

### Item From

Specify the starting Item Number for the range that you want to locate. The default is all Item Numbers.

### Item To

Specify the ending Item Number for the range that you want to locate. The default is all Item Numbers.

### Sched Ship Date From

Specify the starting Scheduled Ship Date for the range that you want to locate. The default is all Scheduled Ship Dates.

### Sched Ship Date To

Specify the ending Scheduled Ship Date for the range that you want to locate. The default is all Scheduled Ship Dates.

## Include in Release

### Text

Select to copy any notes from the BSO or line to the Sales Order.

### User Defined Fields

Select to copy the User Defined Fields from the BSO or line to the Sales Order.

## Blanket Order Release Query Results Field Reference

The fields on this window are:

### Release
Defaults to release. Clear to avoid releasing the BSO.

### Blanket Sales Order
Displays the BSOs that meet your search criteria.

### Bill-To
Displays the Bill-To Customer associated with the selected BSO.

### Lines
Displays the number of Detail Lines on the specified BSO that meet your search criteria.

### Schedules
Displays the number of Release Schedule Lines on the BSO that meet your search criteria.

## Blanket Sales Order Lines Field Reference

The fields on this window are:

### Release
Defaults to release. Clear to avoid releasing the BSO.

### Order Line
Displays the BSO line numbers that meet your search criteria.

### Line
Displays the BSO Release Schedule numbers for the lines that meet your search criteria.

### Ship Date
Displays the Scheduled Ship Dates for the lines that meet your search criteria.

# Releasing BSO Lines from Sales Orders

You can release a BSO by creating a sales order with the source Blanket Sales Order. The following conditions apply to the sales order:

- You must complete all fields required to save the sales order.

- The sales order header and line detail information will default from the source BSO; however, you can change the information as necessary.

- All valid BSO lines will be placed onto the sales order. You can add or delete line on the sales order. New sales order lines will be treated like sales order lines and will not be related to the BSO pricing contracts; however you can manually reprice sales order lines.

- When you save the sales order, the BSO line information and release status will be updated if you specified value and quantity requirements. If you did not enter values or quantities, they are not tracked. The following fields will be updated:

  - BSO Open Value

  - BSO Available Value

  - Line Open Value

  - BSO Available Value

  - Line Open Quantity

  - Line Available Quantity

## Releasing BSO Lines from Sales Orders Procedure

See Sales Order Entry for more information on completing sales orders.

1. Select the **Order New** dialog.

2. For the source, select **Blanket Sales Order**.

3. Select the source Blanket Sales Order number and press **Enter**.

4. Select the sales order and line information that you want to copy from the BSO and click **OK**.

5. Complete the sales order as you normally would.

6. Save the sales order and the BSO line information and release status will be updated.

## Manually Releasing BSO Lines from Sales Orders Field Reference

See Sales Order Entry for more information on completing sales orders.

### Source

Select Blanket sales Order to base the order data on an existing BSO.

### Order Type

Displays the type of order you are creating. Defaults from the BSO header.

### Number

Displays NEW for the new sales order being created from the BSO if automatic numbering is used for the sales orders. You must enter a sales order number for manually numbered orders.

### Hold Reason

Defaults from the BSO header Other additional information.

### Scratch Order

Do not use Scratch Orders. Creating scratch orders from BSOs is not supported.

**Selection**

### Blanket Sales Order

Specify the BSO number that the sales order will be based on. The Bill-To Customer and Name fields default from the BSO header.

**Include in Copy**

### Order Header

Select Order Header to copy the header information from the selected BSO.

### Order Text

Select Order Text to copy the header information from the selected BSO.

### Order Charges

Select Order Charges to copy the header information from the selected BSO.

### Line Text

Select Line Text to copy the header information from the selected BSO.

### Line Charges

Select Line Charges to copy the header information from the selected BSO.

**Include Line Items**

### All

Select All to copy all line items from the BSO to the sales order.

### Selected

Select Selected to specify the line items that you want to copy from the BSO to the sales order. To specify the lines, click Choose to display the Choose Items window, and then select the lines that you want to include. When you are done click OK and the lines that you selected will be copied from the BSO to the sales order.

### None

Select None to copy no line items from the BSO to the sales order.

# Blanket Sales Order Actions Menu Options

The following options are available from the Blanket Sales Order Actions menu:

## Completing BSOs and BSO Lines

When you complete a BSO or BSO line, it indicates that the BSO or the line is closed.

### Completing a BSO Line Procedure

You can complete an open or partially shipped BSO or BSO line.

1. From within the BSO, select the detail line that you want to close, select **Actions** then select **Complete Line**.

2. When you are prompted to close the line, select **Yes**.

3. The system closes the line.

### Completing a BSO Procedure

1. From within the BSO select **Actions** then select **Complete Order**.

2. You will be prompted to close the order. Select **Yes**.

3. The order will be closed.

## Voiding BSOs and BSO Lines

You can void an unshipped BSO or BSO line.

### Voiding a BSO Line Procedure

1. From within the BSO, select the **detail line** that you want to close, and then select **Actions** then select **Void Line**.

2. You will be prompted to void the line. Select **Yes**.

3. The line will be voided.

### Voiding a BSO Procedure

1. From within the BSO select **Edit** the select **Void**.

2. You will be prompted to void the order. Select **Yes**.

3. The order will be voided.

## Editing a Customer Address

You can edit a customer address by accessing the Address window from the Actions menu.

### Editing a Customer Address Procedure

To edit a customer address, proceed as follows:

1. Navigate to the **Address** window.

2. Make the desired changes.

3. Save the window.

## Adding BSO Level Text Procedure

The text that you enter becomes the default for the BSO releases.

1. From the Blanket Sales Order window, select Text from the Actions menu. The Text box displays.

2. Enter the appropriate text, and then click **Save**.

## Displaying the Inventory Summary Procedure

The Inventory Summary window lists, by warehouse, both nettable onhand quantities and commitments and pending receipt quantities from production and purchasing for the selected BSO line item.

1. From the Blanket Orders **Actions** menu, select **Inventory Summary**, to view the Inventory Summary for the BSO.

2. Click **OK** to return to the Blanket Sales Order window.

# 9

# Sales Orders

This topic provides information on creating a new sales order, entering header charges, item details, manual allocations, and tax details. You will also be shown how to edit sales orders.

The following topics are covered:

- Creating a New Sales Order
- Entering Header Charges
- Entering Item Details
- Entering Manual Allocations
- Entering Tax Details
- Editing Sales Orders

# Creating a New Sales Order

Use the Sales Order window to create new sales orders. You can also create sales orders from established sales orders or order profiles. Use the Inventory Summary Inquiry window to review available and on-order item quantities before you try to process (allocate) sales orders. Use the Shipping History Inquiry window 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 a New Sales Order 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 - New** window.

2. Complete the fields as described.

3. Click **OK**. The **Sales Orders** window is displayed.

4. Complete the fields as described.

5. Save the window.

## Order - New Field Reference

The fields describe the Order window 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.

- Blanket Sales Order to enter a blanket sales 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

Displays the default organization code assigned to the profile GMA: Default Organization. You can change the default by selecting any valid organization that you have access to from the list of values. This allows you to enter orders for organizations other than the default organization. Valid organization codes are established in the OPM System Administration application and are assigned to each user in User Organization. See: *Oracle Process Manufacturing Implementation Guide.*

### 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 window.

NONE is the pre-loaded default profile option in the GML:Default Hold Reason Code. If you change the default value, add the new value on the Hold Reasons window.

**Selection**

### 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.

### Blanket Order

Enter the blanket sales order number if the source of this sales order has been specified as a blanket sales order.

### 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 window and click OK to redisplay the Order window.

## Sales Orders Field Reference

**Header**

The fields describe the Sales Orders window header region in detail.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

### Organization

Displays the organization code for the sales order. The organization code assigned in your profile options 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.

**Ship To**

The fields describe the Sales Orders window 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 window 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 GML:Default Carrier Shipper Code profile option.

### Ship Method

Enter the shipping method usually used for this customer. Defaults from Customer Shippers or the GML: Default Ship Method 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 Actions menu.

## Bill To

The fields describe the Sales Orders window 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 window. You can edit this field if the Terms Vary flag is selected on the Customer Maintenance window.

### Freight Bill Method

Enter the code for the method usually used to bill shipments to the customer from the Customer Maintenance window.

### Commission Code

Enter the commission plan used for the sales representative for this customer. Defaults from the Customer Maintenance window.

### Sales Representative

Enter the sales representative code. Defaults from the Customer Maintenance window.

### 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 window. 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.

## Other Shipping

The fields describe the Sales Orders window 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 window. 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.

## Contact

The fields describe the Sales Orders window Contact region in detail.

### Contact

Enter the name of an established contact at the customer site. The contact must already be defined on the Contacts window.

### Cust Purchase Order

Enter the customer's purchase order number for the items.

### Hold Reason

Displays the default hold reason code from the profile GML:Default Hold Reason Code. When the order is saved, and if the order type has been activated for credit checking, then the hold reason code may be replaced by one of the values from the following list of profiles:

- GML:Hold Code for Customer Hold

- GML:Hold Code for Customer Limit Exceeded

- GML:Hold Code for No Exchange Rate

- GML:Hold Code for Order Limit Exceeded

- GML:Hold Code for Unsuccessful Credit Check

If the order type selected for the order has not been set up for credit checking:

- 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.

### Comment

Enter any necessary comment about the order line.

**Dates**

The fields describe the Sales Orders window Dates region in detail. All dates default initially to the current date.

### 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 application. They do not account for availability of raw materials or accuracy of replenishment lead times.

**Item Quantity**

The fields describe the Sales Orders window Item Quantity region in detail.

### 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

### 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 application.

### 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. In OPM release 11.5.1, you can edit this field. Prior to this release you could only override the price by navigating to the Override Price Window (Actions: Override Price). You can still override the price through this window. Also, if you change the price, a reason code must be specified for the change in the Reason field (Pricing tab). You have the option of having a default reason code propagate to this field by setting up the new profile option, GML:Default Price Override Reason Code. If you set up a default reason code from the profile option, you can still change the reason code. See the Reason code field reference description.

### 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 price list depending on the value set for the profile option GML:Store Price in Order or Price UOM Indicator.

### Backorder History

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Line Description

The fields describe the Sales Orders window Line Description region in detail.

### 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

### Description

Displays the description of the selected item. You can edit this field.

### Backorder History

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Shipping**

The fields describe the Sales Orders window Line Description region in detail.

### 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

### 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.

### Backorder History

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Customer Item**

The fields describe the Sales Orders window Shipping region in detail.

### 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

### Grade

Enter the preferred grade code if the ordered item is grade controlled and the customer requests a specific grade of the item. You cannot edit the grade after a shipment has been made against the line. The item 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 grade on an order that has not yet been shipped, the new 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 grade. The 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.

### Backorder History

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Carrier

The fields describe the Sales Orders window Carrier region in detail.

### 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

### 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.

**Backorder History**

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Inventory**

The fields describe the Sales Orders window Inventory region in detail.

**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

**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.

**Backorder History**

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Other Shipping

The fields describe the Sales Orders window other Shipping region in detail.

**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

**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.

### Backorder History

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Billing**

The fields describe the Sales Orders window Billing region in detail.

### 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

### Sales Representative

Enter the sales representative code for this order line. Defaults from the Order Header. You can edit this field.

### Commission

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 window.

**Backorder History**

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Dates

The fields describe the Sales Orders window Dates region in detail.

**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

**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.

### Backorder History

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Hold and Status

The fields describe the Sales Orders window Hold and Status region in detail.

### 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

### 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.

**UnAllocat**

Displays the quantity that must still be allocated to fill the order line item. You cannot edit this field.

**Backorder History**

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Pricing**

The fields describe the Sales Orders window Pricing region in detail.

**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

**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

If you change the price in the Net Price field (Item Quantity tab), you must enter a reason code. A default reason code can be set up using the GML:Default Price Override Reason Code profile option. You can also override the default Reason code. The new price must fall within the tolerance range of the Reason code.

### Unit

Displays the net price of the item quantity for the line.

### 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.

### Backorder History

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

### [ ]

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

**Weights**

The fields describe the Sales Orders window Weights region in detail. All weights are in the UOM from the profile option GML:Order Fulfillment Ship Weight Unit of Measure.

**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

**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 window. You can edit this field.

**Pallet**

Displays the default weight of the pallet used for the packaged item from the Packaged Items window. 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 GML:Order Fulfillment Ship Weight Unit of Measure profile option.

**Ship Volume**

Displays the total shipping volume of the line item. Volume is based on the unit of measure specified in the GML:Ship Volume Unit of Measure profile option. You can edit this field.

**Backorder History**

- Selected if there is a backorder history available on the selected line item.

- Clear if there is no backorder history available on the selected line item.

**[ ]**

The double brackets ([ ]) identify a descriptive flexfield that you can use to add data fields to this window without programming.

## Sales Orders Window Order Level - Actions Menu Options

The following options are available on the Actions menu for the Sales Order window at the order level:

### Address Edit

You can edit the ship the customer address for the order on the Address Edit window. 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 window 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 window. Enter charge information for the item. See the Sales Orders Window Order Level - Charges topic for detailed information.

## Sales Orders Window Line Level - Actions Menu Options

The following options are available on the Actions menu for the Sales Order window at the line level:

### Address Edit

You can edit the ship to customer address for the line on the Address Edit window. 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 window 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 window that provides information about available and committed quantities of the selected item. See the *OPM Inventory Management User's 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.

### Manual Allocations

Displays the Manual Allocations window. 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 Window 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 GML:Activate Use Automatic Allocation profile option 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. You can also override the price of line items by editing the Net Price field.

### 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 windows 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 Window 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 window. Enter charge information for the item. See the Sales Orders Window Line Level - Item Details topic for detailed information.

# Entering Header Charges

You can enter Header Charges using the Actions menu. You must begin with the Sales Order window displayed.

## Entering Header Charges Procedure

To enter order level charges:

1. From the sales order line level, select **Charges** on the **Actions** menu. The **Header Charges** window is displayed.

2. Complete the fields as described.

3. Click **OK**. The Sales Order window is redisplayed.

## Header Charges Field Reference

The fields on this window are:

### 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 window 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 window 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 window 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 window. 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.

The fields sections describe the Sales Orders window Line-level regions in detail.

# Entering Item Details

You can enter Item Details from the Sales Orders window. Begin with the Sales Order window displayed, and access the desired item for which you wish to enter details.

## Entering Item Details Procedure

To enter item details:

1. Use one of the following techniques to display the **Item Details** window:

   - Double-click the **Item** from the sales order line level, or

   - Select **Charges** on the **Actions** menu.

2. The **Header Charges** window is displayed. You may need to refer to the Sales Order window.

3. Complete the fields as described.

4. Click **OK**.

## Item Details Field Reference

The fields on this window are:

### 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 window 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 window 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 window 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 window. 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.

# Entering Manual Allocations

You can use the Manual Allocations window to enter the lots that you want to allocate inventory from to fill the order line for location- or lot-controlled items. Begin with the Sales Order window displayed.

## Entering Manual Allocations Procedure

To enter manual allocations proceed as follows:

1. With the desired item selected on the **Sales Order** window, select **Manual Allocations** on the **Actions** menu. The **Manual Allocations** window is displayed.

2. Complete the fields as described.

3. To pick from a list of lots and available item quantities, select **Pick Lots** on the **Actions** menu. The **Allocate Lots/Locations** window 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** window is redisplayed.

7. Click **OK**. The **Sales Orders** window is redisplayed.

8. When you save the window, the items that you entered will be allocated in the amounts that you specified from the lots and sublots that you specified.

## Manual Allocations Field Reference

The fields on this window are:

**Item**
Displays the Item selected on the Sales Order window.

### Planned Qty

- Document Qty - displays the documented planned quantity in the primary unit of measure

- Inventory Qty2 - displays the planned quantity in the secondary unit of measure (if dual unit of measure controlled)

- Inventory Qty - displays the actual onhand quantity in inventory in the primary unit of measure

### Allocation Qty

- Document Qty - displays the documented allocated quantity in the primary unit of measure

- Inventory Qty2 - displays the allocated quantity in the secondary unit of measure (if dual unit of measure controlled)

- Inventory Qty - displays the allocated quantity in inventory

### Unallocated Qty

- Document Qty - displays the documented unallocated quantity in the primary unit of measure

- Inventory Qty2 - displays the unallocated quantity in the secondary unit of measure (if dual unit of measure controlled)

- Inventory Qty - displays the unallocated quantity in inventory

### 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.

### Sub Lot

Enter the sublot that the item will be allocated from if the item is sublot controlled.

### Document Qty

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 window 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.

## Allocate Lots/Locations Field Reference

The fields on this window are:

### Item

Displays the item name and its description.

### Planned Qty

Displays the planned quantity of the item selected in its primary unit of measure.

### Allocation Qty

Displays the allocated quantity of the item selected.

### Unallocated Qty

Displays the unallocated quantity of the item selected.

### Grade

Displays the grade of the allocated lot if the item is grade controlled.

### Warehouse

Displays the warehouse that the item is shipped from the sales order.

**Lot/Sublot Details**

### Lot
Displays a lot of the item selected.

### Sublot
Displays a sublot of the item selected.

### Expiration
Displays the expiration date of the lot/sublot shown.

**Quantity**

### Available
Displays the quantity available for the lot/sublot shown in the primary unit of measure.

### Allocation
Displays the quantity allocated for the lot/sublot shown in the primary unit of measure.

### Qty2
Displays the allocated quantity in the secondary unit of measure.

### UOM
Displays the unit of measure.

### Location
Displays the warehouse location of the lot/sublot.

### Creation Date
Displays the date the lot/sublot was created.

### Grade
Displays the Grade of the Lot/Sublot selected.

**On Hand Qty**

Displays the onhand quantity of the Lot/Sublot selected.

**Committed Qty**

Displays the committed quantity of the Lot/Sublot selected.

**Lot Status**

Displays the lot status of the allocated lot if the item is status controlled.

# Entering Tax Details

Use the Tax Details window to enter the tax authority to which taxes on a line item are paid.

## Entering Tax Details Procedure

To enter manual allocations:

1. Select **Tax Details** on the **Actions** menu. The **Tax Details** window is displayed.

2. Complete the fields as described.

3. Click **OK**. The **Sales Orders** window is redisplayed.

## Tax Details Field Reference

The fields on this window are:

### 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.

> **Note:** To display backorder and shipment quantities, select backorders on the Order Preferences pane on the Customer Maintenance window Order and Shipping Information region.

# Editing and Voiding 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 Sales Orders 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** window.

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 window.

## Voiding a Sales Order Procedure

1. From within the SO select **Edit** the select **Void**.

2. You will be prompted to void the order. Select **Yes**.

3. The order will be voided.

# 10

# Shipment

This topic provides information on creating new shipments. You will be shown how to select and edit shipping lines, enter backorders and enter shipping line details. You will also be shown how to enter pending transactions and shipment level information. The topic also provides information on editing shipments and repricing shipment items manually.

The following topics are covered:

- Creating New Shipments
- Selecting and Editing Shipping Lines
- Entering Backorders
- Entering Shipping Line Details
- Entering Pending Transactions
- Entering Shipment Level Information
- Editing Shipments
- Unreleasing Shipments
- Repricing Shipment Items Manually

# Creating New Shipments

Use the Shipping window 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** window.

2. Enter shipment numbering using one of the following methods:

   - Press Tab or Enter if you use automatic shipment numbering.

   - Enter a **Shipment number** if you use manual shipment numbering.

   The **Shipment Selections** window is displayed.

3. Complete the fields as described. Click **OK**.

4. If more than one carrier was associated with the range of ship to customers in the search, the Customer Carrier window is displayed; go to step 5. Otherwise, the Shipping Lines window 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 window is displayed. If necessary, edit lines or delete lines from the shipment. When you are done, click **OK**. The Shipping window is redisplayed.

7. Complete the fields as described in the **Shipping** window Field Reference topic.

8. Save the window.

## Shipment Selections Window Field Reference

The fields describe the Shipment Selections window in detail. The criteria that you enter determines the open line items that are included in the shipment.

### From Warehouse

- In the "From" field, enter the first warehouse that orders ship from in the range. Enter nothing to include open orders for all warehouses that meet your criteria.

- In the "Through" field, 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

- In the "From" field, 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.

- In the "Through" field, 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 window.

- 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 user 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 and Editing Shipping Lines

Use the Shipping Lines window to edit and delete specific order lines. You can also include all of these lines in the shipment as is. The Shipping Lines window displays all of the order line items that meet the criteria that you specified on the Shipment Selection window.

You can ship one or all lines:

- complete

- short

- on backorder.

See the Entering Backorders topic for additional information on backorders.

## Selecting and Editing Shipping Lines Procedure

1. Begin with the **Shipping** window displayed for the shipment you wish to edit.

2. If all of the lines displayed are exactly as you want them on the shipment go to step 13.

3. To delete a line, go to step 5.

4. To edit a line, go to step 7.

5. 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.

6. Repeat step 5 for as many lines as necessary.

7. 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 window is displayed automatically.

8. Complete the fields as described.

9. Select **Apply** to create the backorder.

10. Repeat steps 7 and 8 for as many lines as necessary.

11. For more extensive edits to the lines, select the line that you want to edit and choose **Line Details** from the **Actions** menu. Complete the fields as described.

12. When all the lines on the Shipping window are the way you want them on the shipment, click **OK**. The Shipment window is displayed.

**13.** Make any shipment level changes on the Shipments window.

**14.** Save the window.

## Shipping Lines Field Reference

The fields describe the Shipping Lines window in detail.

### Bill of Lading Shipment

Displays the organization and the shipment number. If you use automatic document numbering for shipments, the profile option 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 Window displays automatically. See the Create Backorder Quantities Window - Fields topic for detailed information.

> **Note:** Backorders are created based on the backorder check on the Order Preferences panel on the Customer Maintenance window 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 window.

### Line Desc

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 GML:Ship Weight Unit of Measure profile option. 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 GML:Ship Weight Unit of Measure profile option. 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 GML:Ship Volume Unit of Measure profile option. This field is adjusted when you edit shipping volumes.

## Shipping Lines - Actions Menu Options

The following options are available on the Actions menu for the Shipping Lines window.

### Line Details

Displays line detail information. You can edit weights and other information that defaults from the sales order.

### Allocate Line

Select to allocate lot-controlled items with user-initiated auto allocations. 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 window. Use the window 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 window that provides information about available and committed quantities of the selected item. See the *Oracle Process Manufacturing 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 Window 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 Actions menu.

### Complete All

Select Complete All from the Actions menu to reset all lines to their original quantities.

### Cancel Line

Select the line to be canceled and then select Cancel line from the Actions menu.

# Entering Backorders

Use the Create Backorder Quantities window 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 panel of the Customer Maintenance window 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 window.

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 window. 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** window and press **Tab** to go to the next field. Since the shipping quantity is less than the default line quantity, the **Create Backorder Quantities** window displays.

2.  Complete the fields as described.

3.  Select **Apply** to create the backorder and redisplay the **Shipping** window, or select **Reject** to reject the backorder.

## Create Backorder Quantities Field Reference

The fields describe the Create Backorder Quantities window 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 window 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

## Entering Shipping Line Details Procedure

To edit shipping line details:

1. From the **Shipping Lines** window, select the line that you want to display line details for, and then choose **Line Details** from the **Actions** menu.

2. Edit the fields as described.

3. Select **OK** to create the backorder and redisplay the Shipping lines window.

## Shipping Lines Window Field Reference

The fields describe the Shipping Lines window in detail.

**Shipping Lines**

### Shipment

Displays the organization and the shipment number. If you use automatic document numbering for shipments, the profile option default that you set in System Administration 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.

### 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.

**Weights**

### Net

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 GML:Ship Weight Unit of Measure profile option.

### Tare

Enter the tare weight of the shipment in the ship weight unit of measure set in the GML:Ship Weight Unit of Measure profile option.

### Pallet

Enter the pallet weight of the shipment in the ship weight unit of measure set in the GML:Ship Weight Unit of Measure profile option.

### Freight Bill

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**

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 GML:Ship Volume Unit of Measure profile option.

**Shipping Lines**

**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**

Displays the requested ship date from the sales order. You can edit this field.

**Promised To Ship**

Displays the promised ship date from the sales order. You can edit this field.

**Scheduled To Ship**

Displays the scheduled to ship date from the sales order. You can edit this field.

## Shipping Lines - Actions Menu Options

The following option is available on the Actions menu for the Shipping Lines window.

### Inventory Summary

Accesses the Inventory Summary window 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 window 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 window are the sum of the quantities on each transaction line.

> **Note:** If you enter different quantities on the Pending Transactions window and the Shipping Lines window, the Shipping Lines window 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** window by selecting **Transactions** from the Actions menu on the Shipping Lines window.

2. Complete the fields as described.

3. Press **Enter** to insert information for another lot. Repeat as necessary.

4. Save the window. The Shipping Lines window is redisplayed with the Shipping Quantity updated.

## Pending Transactions Field Reference

The Fields describe the Pending Transactions window 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.

### Sublot

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 Procedure

1.  Once you have completed all shipping line level information the **Shipping** window is displayed.

2.  Enter or edit any shipment level information on the **Shipping** window.

3.  Save the window.

## Shipping Field Reference

The fields describe the Shipping window in detail.

### Shipment

Displays the organization and the shipment number. If you use automatic document numbering for shipments, the profile option default set in System Administration 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.

**Totals**

### 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 GML:Ship Weight Unit of Measure profile option.

### Tare Weight

Displays the tare weight of the shipment in the shipping weight unit of measure set in the GML:Ship Weight Unit of Measure profile option.

### Pallet Weight

Displays the pallet weight of the shipment in the shipping weight unit of measure set in the GML:Ship Weight Unit of Measure profile option.

### Volume

Displays the ship volume of the shipment in the volume unit of measure set in the GML:Ship Volume Unit of Measure profile option. 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 Information**

The Fields describe the Shipping window 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.

## Other Information

The Fields describe the Shipping window 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 - Actions Menu Options

The following options are available on the Actions menu for the Shipping window.

**Mailing Address Edit**

You can edit the ship to customer street address for the shipment on the Address Edit window.

**Line Items**

Displays Shipping lines window. You can use to edit or delete line items.

**Release Shipment**

Select to release the entire shipment. Releasing a shipment decreases (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.

# 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** window.

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 window.

# Unreleasing Shipments

You can unrelease released shipments providing the following conditions are met:

- The shipment is in released status

- The shipment data is not yet selected by Accounts Receivable Update to be sent to the accounts receivable interface tables

- The shipment data has not been submitted to the Subsidary Ledger

- The shipment only contains order lines with the inventory transaction type of Normal

## Unreleasing Shipments Procedure

1. Navigate to the shipment that you want to unrelease.

2. Select **Tools** and then **unrelease Shipment**.

3. The **Unrelease shipment reason** dialog box is displayed.

4. Enter the required field and click **OK**.

5. The shipment has been unreleased and the Shipping window is displayed.

## Unrelease Shipment Reason Field Reference

The field describe the Unrelease Shipment Reason window in detail:

### Reason Code

Enter an applicable reason code for the unrelease of the shipment.

> **Note:** Reason codes are defined in the OPM System Administration responsibility. See the topic OPM Integration Implementation, OPM Inventory Module in the *Oracle Process Manufacturing Implementation Guide* on the usages and setup of reason codes.

# Repricing Shipment Items Manually

Use the Re-pricing Shipment Details window 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** window.

2. Enter the **shipment number**. The window displays line item information from that shipment.

3. Complete the fields as described.

4. Save the window.

## Repricing Shipment Details Window Field Reference

The fields describe the Re-pricing Shipment Details window in detail.

### Shipment

Enter the number of the shipment that you want to make price changes for. The default organization is already displayed.

### Lines

#### 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

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.

### Ship Quantity

The ship quantity (and unit of measure) from the selected line.

### Description

The item description from the selected line.

### Extended Price

The item's existing price extension is updated automatically when you change the per-unit price for the item.

# 11

# Hold Codes

This topic provides information on maintaining hold reason codes and changing multiple hold codes.

The following topics are covered:

- Maintaining Hold Reason Codes
- Changing Multiple Hold Codes

# Maintaining Hold Reason Codes

Use the Order Hold Maintenance window 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.

## Maintaining Hold Reason Codes Procedure

To change hold reason codes on items:

1. Navigate to the **Hold Code Selections** window.

2. Complete the fields as described.

3. Click **OK**. The **Order Hold Maintenance** window is displayed.

4. Select the **lines** that you want to change the hold reason code for.

5. Enter the new **hold reason codes** for those lines.

6. Save the window.

## Held Code Selections Field Reference

The fields describe the Hold Code Selections window 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 Field Reference

The fields describe the Hold Code Selections window in detail.

**Customer**

### 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.

**Order Hold Maintenance**

### 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.

### Bill to 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.

### Extended Price
The item's existing price extension.

**Back Order**

When checked, indicates the selected item is on backorder.

**Shipment Number**

The number of the shipment.

# Changing Multiple Hold Codes

Use the Change Hold Codes window 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 window, 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 **Actions** menu. The **Change Hold** Codes window is displayed.

3. Enter the new **hold reason code** and click **OK**. The Order Hold Maintenance Window is redisplayed with the new hold reason code for the selected lines.

4. Repeat steps 1 through 3 as necessary.

5. Save the window.

## Change All Hold Codes Field Reference

The field describes the Change Hold Codes window in detail.

### New Hold Code

Enter the new hold reason code for the selected lines.

## Order Hold Maintenance - Actions Menu Options

The following options are available on the Actions menu for the Order Hold Maintenance window.

### Change All Hold Codes

Changes the hold reason code for all selected lines on the Order Hold Maintenance window.

### Select All

Selects all lines on the Order Hold Maintenance window.

### Clear All

Clears all lines on the Order Hold Maintenance window.

# 12

# Invoice History Report

This topic provides information on generating an invoice history report and viewing invoice details.

The following topics are covered:

- Generating an Invoice History Report
- Viewing Invoice Details

# Generating an Invoice History Report

Use the Sales Order Invoice History window 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** window.

2. Complete the fields as described in the Sales Order Invoice History Window - Fields topic and click **OK**. The Sales Order List window is displayed.

3. Select the **order** that you want to view invoice details for, and then select Invoice Detail from the Actions menu. The Invoice details window is displayed.

## Sales Order Invoice History Field Reference

The fields describe the Sales Order Invoice History window 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 Field Reference

The fields describe the Hold Code Selections window 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.

### 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

Begin with the Sales Order List displayed, and proceed as follows:

1. Choose **Invoice Detail** from the **Actions** menu.

2. The **Invoice Details** window is displayed.

## Invoice Details Field Reference

The fields describe the Invoice Details window in detail.

### Sales Order

Displays the organization code and sales order number.

### Billing Customer

Displays the bill to customer for the order.

**Invoice Details**

### 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 Details

### Payment

Displays the payment.

### Date

Displays the date of the payment.

### Amount

Displays the amount of the payment.

# Order Hold Maintenance - Actions Menu Options

The following options are available on the Actions menu for the Order Hold Maintenance window.

### 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 Window. Enter criteria to display a new Sales Order List.

# 13

# Order Fulfillment Reports

This topic provides 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.

Topics included are:

- Running the Bill of Lading Report
- Running the Order Lines on Hold Report
- Running the Proforma Invoice Report
- Running the Sales Order Acknowledgment Report
- Running the Sales Order Audit Trail Report
- Running the Ship Picklist Report
- Running the Unallocated Orders 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.

## Submitting the Report

To run the Bill of Lading Report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **Bill of Lading Report**. The Parameters window is displayed.

3. Complete the **fields** as described.

4. Complete the **fields** on the Submit Request window and click **Submit Request**. You can then view or print the report.

## Selected Report Parameters

Following are descriptions of the Bill of Lading Report Parameters window 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 (User) Code
- Ship-To Customer

## Bill of Lading Report Field Reference

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.

## Submitting the Report

To run the Order Lines on Hold Report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **Order Lines on Hold Report**. The Parameters window is displayed.

3. Complete the **fields** as described.

4. Complete the **fields** on the Submit Request window and click **Submit Request**. You can then view or print the report.

## Selected Report Parameters

Following are descriptions of the Order Lines on Hold Report Parameters window 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 Field Reference

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.

## Submitting the Report

To run the Proforma Invoice Report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **Proforma Invoice Report**. The Parameters window is displayed.

3. Complete the **fields** as described.

4. Complete the **fields** on the Submit Request window and click **Submit Request**. You can then view or print the report.

## Selected Report Parameters

Following are descriptions of the Proforma Invoice Report Parameters window 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 Field Reference

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.

## Submitting the Report

To run the Sales Order Acknowledgment report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **Sales Order Acknowledgment Report**. The Parameters window is displayed.

3. Complete the **fields** as described.

4. Complete the **fields** on the Submit Request window and click **Submit Request**. You can then view or print the report.

## Selected Report Parameters

Following are descriptions of the Sales Order Acknowledgment Report Parameters window 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 Field Reference

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 to's, inventory items, operators (users), or order change dates.

> **Note:** The Log Audit Trail flag must be activated on the Order Types window for the audit to be generated; only order types with the flag turned on will be included in the report.

## Submitting the Report

To run the Sales Order Audit Trail report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **Sales Order Audit Trail** report. The Parameters window is displayed.

3. Complete the **fields** as described.

4. Complete the **fields** on the Submit Request window and click **Submit Request**. You can then view or print 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.

## Selected Report Parameters

Following are descriptions of the Sales Order Audit Trail Report Parameters window 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 (user) 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 (user) 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 Field Reference

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 (user) 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.

## Submitting the Report

To run the Ship Picklist Report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **Ship Picklist Report**. The Parameters window is displayed.

3. Complete the **fields** as described.

4. Complete the **fields** on the Submit Request window and click **Submit Request**. You can then view or print the report.

## Selected Report Parameters

Following are descriptions of the Ship Picklist Report Parameters window 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 Field Reference

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.

## Submitting the Report

To run the Unallocated Orders report:

1. Navigate to the **Submit Request** window.

2. In the Name field, enter the **Unallocated Orders Report**. The Parameters window is displayed.

3. Complete the **fields** as described.

4. Complete the **fields** on the Submit Request window and click **Submit Request**. You can then view or print the report.

## Selected Report Parameters

Following are descriptions of the Unallocated Orders Report Parameters window 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 Field Reference

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.

# A

# Appendixes

This topic explains typical navigation paths and specific Profile Options that need to be set up.

The following topics are covered:

- Order Fulfillment Navigator Paths
- Profile Options Related to Order Fulfillment

# Order Fulfillment Navigator Paths

Although your System Administrator may have customized your Navigator, typical navigation paths are described in the following tables. In some cases, there is more than one way to navigate to a window. This table provides the most typical default path.

| Window | Path |
|---|---|
| Allocate Line (Sales Orders) | OPM Logistics:OPM Order Fulfillment:Sales Orders:Open:(From Sales Order Line) Actions:Allocate Line |
| Allocate Line (Shipping) | OPM Logistics:OPM Order Fulfillment:Shipments:Shipments:Actions:Line Items:Actions:Allocate Line |
| Allocate Lots/Locations (Shipping) | OPM Logistics:Order Fulfillment:Shipments:Shipments:Actions:Line Items:Actions: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 |
| Auto Release Schedule | OPM Logistics:OPM Order Fulfillment:Blanket Sales Order:Actions:Release Schedule:Auto |
| Bill of Lading Report | OPM Logistics:OPM Order Fulfillment:Reports:Run |
| Blanket Order Release Query Results | OPM Logistics:OPM Order Fulfillment:Auto Release:OK |
| Blanket Orders | OPM Logistics:OPM Order Fulfillment:Blanket Sales Order:Create:OK |
| | OPM Logistics:OPM Order Fulfillment:Blanket Sales Order:Open:Find Blanket Sales Orders:Find |
| Blanket Orders - New | OPM Logistics:OPM Order Fulfillment:Blanket Sales Order:Create |
| Blanket Sales Order Release Lines Query Results | OPM Logistics:OPM Order Fulfillment:Auto Release:Double-click Drill Down Box |
| 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 |

| Window | Path |
|---|---|
| Charge Codes | OPM Logistics:OPM Order Fulfillment:Setup:Pricing:Charges |
| Charges (BSO) | OPM Logistics:OPM Order Fulfillment:Actions:Charges |
| Commission Codes | OPM Logistics:OPM Order Fulfillment:Setup:Classes/Codes:Commission Codes |
| Contract Details | OPM Logistics:OPM Order Fulfillment:Setup:Pricing:Contracts:Actions:Add Contracts |
| Contracts | OPM Logistics:OPM Order Fulfillment:Setup:Pricing:Contracts |
| Copy Charge | OPM Logistics:OPM Order Fulfillment:Setup:Pricing:Charges:Actions:Copy Charge |
| Copy Contract | OPM Logistics:OPM Order Fulfillment:Setup:Pricing:Contracts:Actions:Copy Contract |
| Copy Pricelist | OPM Logistics:OPM Order Fulfillment:Setup:Pricing:Price Lists:Actions:Copy Pricelist |
| Create Backorder Quantities | OPM Logistics:OPM Order Fulfillment:Shipments:Shipments:Actions:Line Items:Change the order quantity to display the window. |
| 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 |

| Window | Path |
|---|---|
| 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: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:Actions: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:Actions:Inventory Summary |
| Inventory Summary (Sales Orders) | OPM Logistics:OPM Order Fulfillment:Sales Orders:Open:Actions:Inventory Summary |
| Inventory Summary (Shipping) | OPM Logistics:Order Fulfillment:Shipments:Shipments:Actions:Line Items:Actions:Shipping History |
| Item Details | OPM Logistics:OPM Order Fulfillment:Sales Orders:Open:(From Sales Order Line) Actions:Charges |

| Window | Path |
|---|---|
| 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 |
| Manual Allocations | OPM Logistics:OPM Order Fulfillment:Sales Orders:Open:(From Sales Order Line) Actions: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) Actions:Complete |
| Order Complete (Line) | OPM Logistics:OPM Order Fulfillment:Sales Orders:Open:(From Sales Order Line) Actions: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:Actions: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) Actions:Void |

| Window | Path |
|---|---|
| Order Void (Line) | OPM Logistics:OPM Order Fulfillment:Sales Orders:Open:(From Sales Order Line) Actions:Void |
| Override Price | OPM Logistics:OPM Order Fulfillment: Sales Orders:Open:(From Sales Order Line) Actions:Override Price |
| Packaged Items | OPM Logistics:OPM Order Fulfillment:Setup:Classes/Codes:Packaged Items |
| Pending Transactions | OPM Logistics:OPM Order Fulfillment:Shipments:Shipments:Actions:Line Items:Actions: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:Actions:Add Price Item |
| Price Effectivities | OPM Logistics:OPM Order Fulfillment:Setup:Pricing:Price Lists:Actions:Add Effectivities |
| Proforma Invoice Report | OPM Logistics:OPM Order Fulfillment:Reports:Run |
| Release Schedules | OPM Logistics:OPM Order Fulfillment:Actions:Release Schedule |
| 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 Invoice History Report | OPM Logistics:OPM Order Fulfillment:Invoice History |
| 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 |

| Window | Path |
|---|---|
| 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) Actions:Select Price |
| Selected Price Lists/Contracts | OPM Logistics:OPM Order 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:Actions:Line Items:Actions:Shipping History |
| Shipping History (Sales Orders) | OPM Logistics:OPM Order Fulfillment:Sales Orders:Open:Actions:Shipping History |
| Shipping (Line Details) | OPM Logistics:OPM Order Fulfillment:Shipments:Shipments:Actions:Line Items:Line Details |
| Shipping (Line Items) | OPM Logistics:OPM Order Fulfillment:Shipments:Shipments:Actions: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) Actions:Tax Details |

| Window | Path |
|---|---|
| Tax Details (Shipping) | OPM Logistics:Order Fulfillment:Shipments:Shipments:Actions:Line Items:Actions: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 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) Actions:View Dates |

# Profile Options Related to Order Fulfillment

During your implementation, you set a value for selected profile options to specify how your Order Fulfillment application controls access to and processes data. Order Fulfillment uses the listed profile options.

- GML:Activate Automatic Allocation

- GML:Allow Partial Automatic Allocation

- GML:Automatic Tax Calculation

- GML:Backorder Token

- GML:Bill to Default

- GML:Default Carrier Code

- GML:Default Hold Reason Code

- GML:Default Order Source

- GML:Default Order Type

- GML:Default Ship Method

- GML:Default Tax Status

- GML:Default UOM for Pricing Calculations

- GML:Disallow Edit of Backorder in Shipping

- GML:Hold Code for Customer Hold

- GML:Hold Code for Customer Limit Exceeded

- GML:Hold Code for No Exchange Rate

- GML:Hold Code for Order Limit Exceeded

- GML:Hold Code for Unsuccessful Credit Check

- GML:Hours Per Production Day

- GML:Minimum Percentage Received to Close PO

- GML:Number of Sales Order Per BSO Release

- GML:Maximum Shipping Tolerance

- GML:Minimum Shipping Tolerance

- GML:Perform  Account Mapping

- GML:Perform Inventory Shortage Check

- GML:Price Override Reason Code

- GML:Reorder Preference for Returns

- GML:Ship Weight Unit of Measure

- GML:Ship Volume Unit of Measure

- GML:Store Price in Order or Price UOM

- GML:Use Accumulated BSO Pricing

- GML:Use Base or List Price for Total Order Pricing

- GML:Use OPM Tax Calculations

- GML:Use Order or Scheduled Ship Price Date for Pricing

- GML:Use Shipment Address on Invoice

You can set up these profile options when you set up other applications prior to your Order Fulfillment implementation. Refer to the other product user's guides for more details on how these products use these profile options.

# Glossary

### Acquisition Cost

A cost associated with purchasing goods, other than the cost of the goods themselves, such as freight or taxes.

### Blanket Sales Order

A type of sales order you accept before you ship. You normally create a blanket sales order to document a long-term customer agreement. A blanket sales order may contain an effective date and an expiration date, a committed amount, and quantity. You use a blanket sales order as a tool for specifying agreed prices and shipment dates for goods.

### OPM

Oracle Process Manufacturing is an enterprise wide manufacturing planning system that combines leading edge, open systems technology with an international business and process manufacturing environment on a global basis.

### Pending Transaction

A record that represents an anticipated or future change to inventory.

### Purchase Order

A request to purchase goods or services from a vendor.

### Purchase Order Receiving Form

Use the Purchase Order Receiving form to receive multiple purchase orders at once or to enter more detailed information than you can enter on a quick receipt. For example, you can enter a receiving location that differs from the receiving warehouse's default receiving location.

**Quick Receipts Form**

Use the Quick Receipts form to receive against a single purchase order. Quick Receipts is the fastest way to receive goods because it involves completing one form that includes limited, required information about the receipt.

**Receipt**

A document that shows that goods have been received and specifies the quantity received.

**Stock Receipt**

A receipt for goods without a purchase order.

**Stock Receipts Form**

Use the Stock Receipts form to record goods received that were not ordered with a purchase order.

**Vendor**

An entity from which you purchase goods or services.

# Index