Oracle® Shipping Execution

User's Guide, Release 11i

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Oracle® Shipping Execution User's Guide, Release 11i

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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 Shipping Execution User's Guide
- Postal service:
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  Oracle Oracle Shipping Execution Documentation
  500 Oracle Parkway
  Redwood Shores, CA 94065
  USA

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

Audience for This Guide

Welcome to Release 11i of the Oracle Shipping Execution User's Guide.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User Guide.*

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

This guide contains the information you need to understand and use Oracle Shipping Execution.

This preface explains how this user guide is organized and introduces other sources of information that can help you. This guide contains the following chapters:

- Chapter 1 describes how to set up default shipping parameters for Shipping Execution.

  Note: Implementation information and procedures are contained in this chapter.

- Chapter 2 provides an overview of Shipping Execution and the Shipping Transactions window--a centralized workbench for performing shipping transactions.
- Chapter 3 provides an overview of the Query Manager--a query management and search tool you can use to find trips, deliveries, containers, and delivery lines.
- Chapter 4 describes how to use the Shipping Transaction window to create trips, plan and unplan trips, tender loads, view shipping information, track freight costs, and create Intrastat and Extrastat movement statistics declarations to European Union (EU) government authorities.
- Chapter 5 describes how to create and manage deliveries.
- Chapter 6 describes how to manage delivery lines, assign and unassign delivery lines to a delivery, and auto-create deliveries and trips for delivery lines.
- Chapter 7 describes how to create containers, assign and unassign containers to a delivery, and pack delivery lines into containers using the Packing Workbench.
- Chapter 8 describes how to pick release sales orders.
- Chapter 9 describes how to ship confirm deliveries, and create trips at ship confirm.
- Chapter 10 describes UPS integration with Shipping Execution including calculating shipment rates, selecting services, tracking lines and containers, and validating addresses.

- Chapter 11 provides you with information on standard reports and documents to help you improve productivity and increase control.
- The Appendices provide you with information about item attributes, flexfields that Shipping Execution uses, and navigation paths to all windows in Shipping Execution.

Finding Out What's New

From the HTML help window for Oracle Shipping Execution, choose the section that describes new features or what's new from the expandable menu. This section describes:

- New features in 11*i*. This information is updated for each new release of Oracle Shipping Execution.
- Information about any features that were not yet available when this user guide was printed. For example, if your system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

Other Information Sources

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

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides unless we specify otherwise.

Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.

- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

Related User Guides

Oracle Shipping Execution shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle Shipping Execution.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at http://oraclestore.oracle.com.

User Guides Related to All Products

Oracle Applications User Guide

This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Oracle Shipping Execution (and any other Oracle Applications product).

You can also access this user guide online by choosing *Getting Started and Using Oracle Applications* from the Oracle Applications help system.

Oracle Alert User Guide

Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

Oracle Applications Implementation Wizard User Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Oracle Developer forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Installation and System Administration Guides

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind, and major issues, for Applications-wide features such as Business Intelligence (BIS), languages and character sets, and self-service applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle One-Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One-Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process in general and lists database upgrade and product-specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Using the AD Utilities

Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities.

Oracle Applications Product Update Notes

Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

Oracle Applications System Administrator's Guide

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

Oracle Workflow Guide

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

Training and Support

Training

We offer a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough

training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. We also offer Net classes, where training is delivered over the Internet, and many multimedia-based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Shipping Execution working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle Applications Data

We STRONGLY RECOMMEND that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our guides.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may 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.

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. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling 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 application products, along with related consulting, education and support services, in over 145 countries around the world.

Your Feedback

Thank you for using Oracle Shipping Execution and this user guide.

We value your comments and feedback. This guide contains a Reader's Comment Form you can use to explain what you like or dislike about Oracle Shipping Execution or this user 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 electronic mail to **appsdoc@us.oracle.com**.

1

Setting Up

This chapter tells you everything you need to know about setting up Oracle Shipping Execution, including:

- Related Product Setup Steps
- Setup Flowchart

Overview of Setting Up

This chapter tells you how to set up Oracle Shipping Execution. This consists of several steps that include setting up shipping parameters, transportation calendars, pick slip rules, container-item relationships, suppliers (freight carriers), and document printing.

Oracle Applications Implementation Wizard

If you are implementing more than one Oracle Applications product, it is recommended that you use the Oracle Applications Implementation Wizard (AIW) to coordinate your setup activities. The Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross-product implementation dependencies and reduces redundant setup steps.

You can use the Wizard to see a graphical overview of setup steps, read online help for a setup activity, and open the appropriate setup window. You can also document your implementation, for further reference and review by using the Wizard to record comments for each step.

See Also

Oracle Applications Implementation Wizard User's Guide

Related Product Setup Steps

Setup involves several phases, including setting up other integrated applications such as Oracle General Ledger, Oracle Receivables, Oracle Order Management, and Oracle Inventory. Some setup steps are optional depending on whether an integrating application is installed and whether you use an associated feature. For example, if your business supports drop shipments, you should also set up Oracle Purchasing.

Oracle Applications Technology

The Wizard guides you through the entire Oracle Applications setup, including system administration. However, if you do not use the Implementation Wizard, you need to complete several other setup steps, including:

- Performing system-wide setup tasks such as configuring concurrent managers and printers
- Managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities
- Setting up Oracle Workflow

See Also

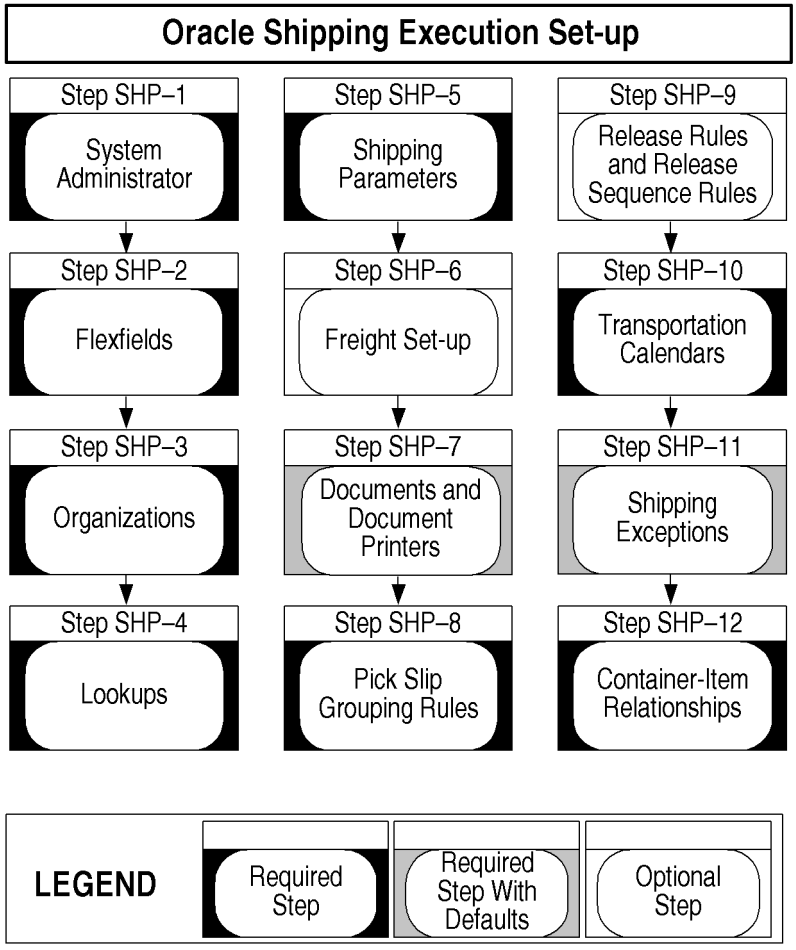
Oracle Applications Implementation Wizard User's Guide

Oracle Applications System Administrator's Guide

Oracle Workflow Guide

Setup Flowchart

Some of the steps outlined in this flowchart and setup checklist are required and some are optional. The *Required Step With Defaults* refers to setup functionality that comes with pre-seeded, default values in the database; however, you should review those defaults and decide whether to change them to suit your business needs. If you want or need to change them, you should perform the step. You need to perform *Optional* steps only if you plan to use the related feature or complete certain business functions.



Setup Checklist

The following table lists setup steps and a reference to their location within the Wizard. For a detailed description of AIW reference levels, see the *Oracle Applications Implementation Wizard User's Guide.*

	Step No.	Required	Step	AIW Reference
	Step 1	Required	Set up System Administrator	
	Step 2	Required	Set up Flexfields	
	Step 3	Required	Define Organization Parameters	
	Step 4	Required	Define Lookups	
	Step 5	Required	Define Shipping Parameters: ■ Define General Parameters ■ Define Pick Release Parameters ■ Define Shipping Transaction Parameters ■ Define Delivery Grouping Parameters	
	Step 6	Required	Define Freight Set-up: ■ Define Freight Carriers ■ Define Carrier Ship Method Relationships ■ Define Freight Cost Types	

	Step No.	Required	Step	AIW Reference
	Step 7	Required (if using document sets)	Define Documents and Document Printers: ■ Define Document Sequences ■ Define Document Categories ■ Assign Document Sequences ■ Define Document Sets ■ Choose Printers	
	Step 8	Optional	Define Pick Slip Grouping Rules	
	Step 9	Required	Define Release Rules and Release Sequence Rules	
	Step 10	Optional	Define Transportation Calendars	
	Step 11	Optional	Define Shipping Exceptions	
	Step 12	Optional	Define Container-Item Relationships	

Setup Steps

Step 1: Set up System Administrator

This step involves the following tasks:

- Define responsibilities. See: *Oracle Applications System Administrator Guide.*
- Set up printers (optional). See Setting Up Your Printers, *Oracle Applications System Administrator Guide.*

Step 2: Set up Flexfields

Define key and descriptive flexfields to capture additional information about orders and transactions. See: *Oracle Application User's Guide.*

Step 3: Define Organization Parameters

Define inventory organizations (warehouses), organization parameters, subinventories, and picking rules in Oracle Inventory. See: *Oracle Inventory User's Guide*.

You must define at least one item validation organization and at least one organization that acts as an inventory source for orders fulfilled internally. If you plan to drop ship some orders, you must also define at least one logical organization for receiving purposes. Your item validation organization can be the same as your inventory source or your logical receiving organization, but you cannot use one organization for all three purposes.

Step 4: Define Lookups

Define Lookups that provide custom values for many lists of values throughout Shipping Execution.

Step 5: Define Shipping Parameters

Define default Shipping Parameters. See: Defining Shipping Parameters, *Oracle Shipping Execution User's Guide.*

Step 6: Define Freight Set-up

Define freight costs and freight carriers to specify on orders. See: Defining Freight Carriers in *Shipping Execution User's Guide.*

Step 7: Define Documents and Document Printers

Define groups of shipping documents that can print to specified printers when you confirm shipments.

Step 9: Define Pick Slip Grouping Rules

Define pick slip grouping rules to determine how released picking lines are grouped onto pick slips. See *Defining Pick Release Parameters*.

Step 8: Define Release Rules and Release Sequence Rules

Define the order in which picking lines are allocated to inventory. See: Defining Release Sequence Rules in *Shipping Execution User's Guide*.

Step 10: Defining Transportation Calendars

Assign a calendar that you created in the Bill of Materials (BOM) application to a shipper, receiver, or carrier. See: *Bill of Materials User's Guide* and Defining Transportation Calendars, *Shipping Execution User's Guide*.

Step 11: Define Shipping Exceptions

You can define exceptions, define processes for exception handling and relate them to appropriate exceptions, log exceptions, associate status to exceptions at various stages in the logging and handling process, start exception handling, and view and track exceptions. See: Defining Shipping Exceptions, *Oracle Shipping Execution User's Guide*.

Step 12: Define Container-Item Relationships

Define the relationship between container items and load items to specify which items can be contained with other items. See: Defining Container-Item Relationships, *Oracle Shipping Execution User's Guide*.

Defining Shipping Parameters

In the Shipping Parameters window, you can define the default values for basic shipping information such as units of measurement, pick release rules, weight and volume calculations, and delivery grouping rules. The parameters are arranged into the following four tabs in the Shipping Parameters window:

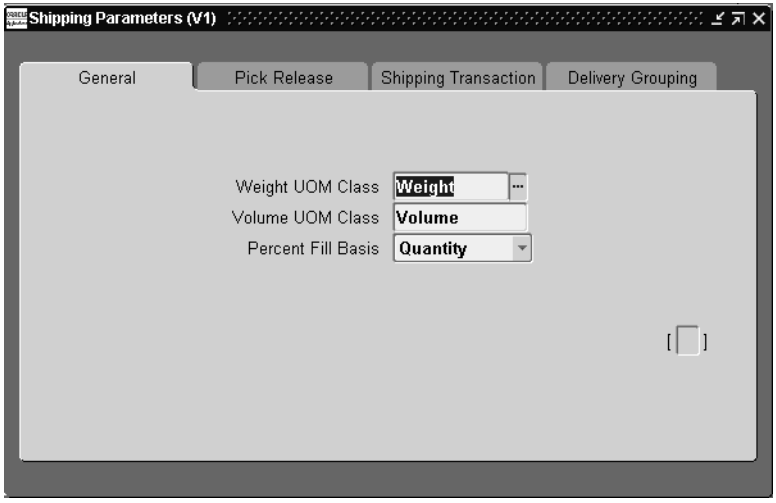
- *General:* You can define shipping units of measurement such as weight, volume, and the unit of measure used for percent fill basis calculations.
- *Pick Release:* You can define release rules, pick slip grouping rules, release sequence rules, and printing parameters.
- *Shipping Transaction:* You can define automatic or manual weight and volume calculations, container volume calculations, container inventory control, and goods dispatched (COGS) account.
- *Delivery Grouping:* You can define how to group delivery lines for a delivery.

Defining General Parameters

You can define unit of measurement (UOM) parameters such as weight and volume, and select the unit of measure used for percent fill basis calculations. The units of measurement you select as the default are used when you calculate the weight, volume, and fill percentage of a delivery.

To define general parameters:

1. Navigate to the Shipping Parameters window.



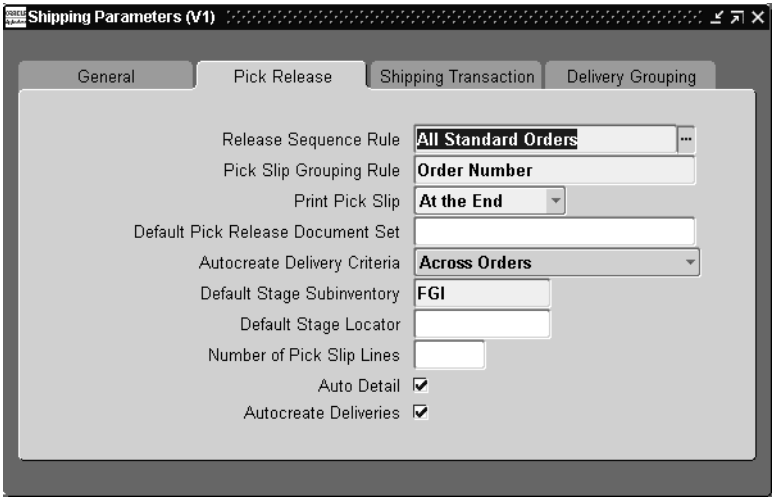
2. Click the General tab.
3. Select the Weight Unit of Measure (UOM) Class.
4. Select the Volume UOM Class.
5. Select the default unit of measure for the Percent Fill Basis of a container. You can select quantity, volume, or weight. Percent Fill Basis is used to determine if containers have met their minimum fill percentage requirements.
6. Save your work.

Defining Pick Release Parameters

You can define default picking criteria that is used at pick release. You can also select the default auto-detail and auto-create deliveries settings.

◗ To define pick release parameters:

1. Navigate to the Shipping Parameters window.



2. Click the Pick Release tab.
3. Select the Release Sequence Rule.
4. Select the Pick Slip Grouping Rule.
5. Select when you want the Pick Slip(s) to be printed.
   - Select At the End to print all pick slips after all pick slips are created.
   - Select Immediate to print pick slips individually as the requirements for each pick slip is filled.
6. Select the default staging location to identify the location where the move order moves materials.
7. Select Auto Detail if you want the order lines detailed immediately after they are created. If you do not select Auto Detail, you must manually detail the order lines later.

If required, the Auto Detail default can be overridden at Pick Release in the Release Sales Order window.

8. Select Auto-create Deliveries if you want to automatically create deliveries at pick release.

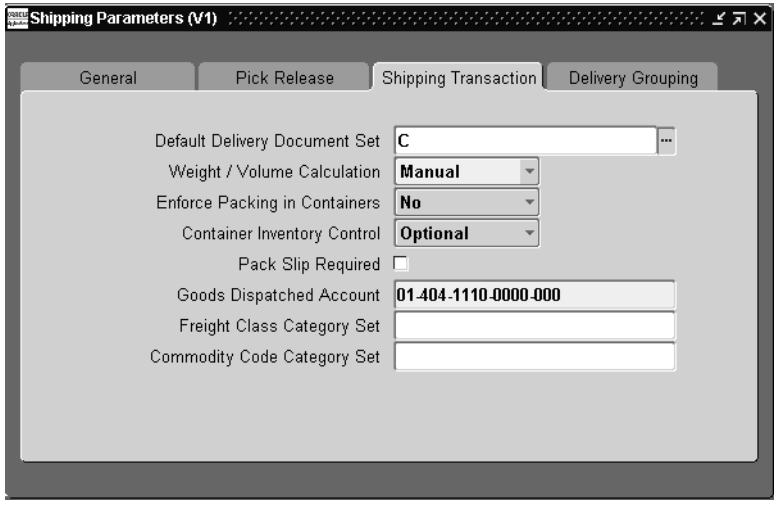
   If required, the Auto-create Deliveries default can be overridden at Pick Release in the Release Sales Order window.

Defining Shipping Transaction Parameters

You can define parameters for your shipping transactions such as automatic or manual weight and volume calculations, container volume calculations, and the goods dispatched account.

To define shipping transaction parameters:

1. Navigate to the Shipping Parameters window.



2. Click the Shipping Transaction tab.
3. Select the default delivery document set that is printed for the delivery.
4. Select the Weight / Volume Calculation:
   - If you select Automatic, the weight and volume is calculated automatically when the status of the trip or delivery is changed to planned and the trip or delivery is packed or ship confirmed. The automatic calculation of weight and volume includes the fill percentage and an estimate of the containers and their quantities based on the delivery line master / detail container items and the Item Relationships.
   - If you select Manual, you must manually calculate the weight and volume by selecting the Calculate Weight / Volume from the Action button.
5. Select if you want to enforce packing in containers:

- If you select Yes, a warning is displayed during Ship Confirm when a delivery or trip is shipped containing unpacked delivery line items.
- If you select No, a warning is not displayed during Ship Confirm if you ship a delivery or trip containing unpacked delivery line items.

6. Select if you want the default container inventory control to be optional or required.
7. Optionally, enable Pack Slip Required if you want a packing slip printed for each shipment.
8. Select the default Goods Dispatched account.
9. Select the freight class category set.
10. Select the commodity code category set.
11. Save your work.

Defining Delivery Grouping Parameters

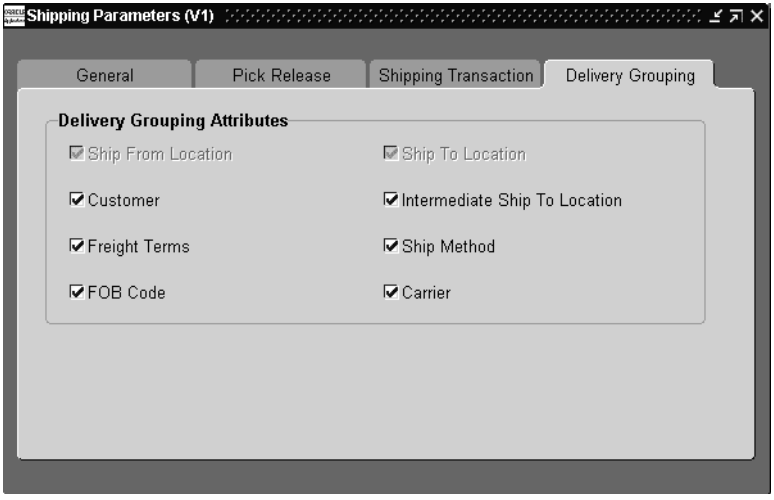
You can define how to group delivery lines for a delivery. The default attributes are Ship From Location and Ship To Location; however, you can select additional attributes that include Customer, Freight Terms, and FOB Code.

The delivery grouping attributes determine how delivery lines are grouped into deliveries when auto-creating deliveries. For example, if you select Customer as a delivery grouping attribute, the delivery lines are grouped into deliveries by customer: for example, deliveries for Customer A are grouped into Delivery A, deliveries for Customer B are grouped into Delivery B.

You can also define your grouping criteria further by selecting more than one grouping attribute. For example, if you select Customer and Carrier as grouping criteria, deliveries are created by grouping delivery lines with matching customer and carrier criteria.

◗ To define delivery grouping parameters:

1. Navigate to the Shipping Parameters window.



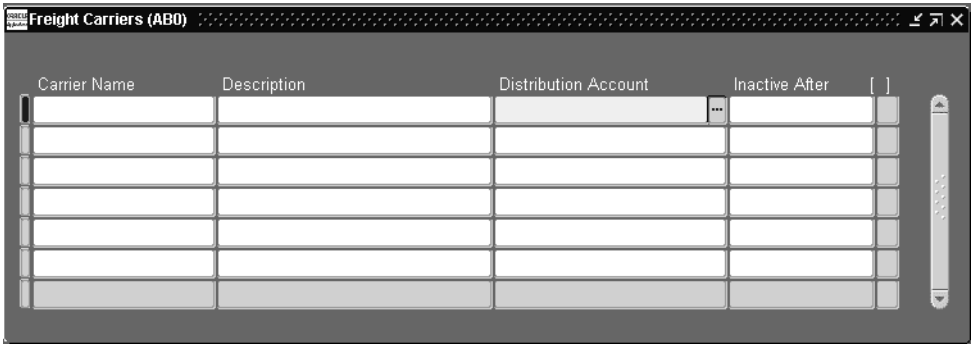
2. Click the Delivery Grouping tab.
3. Choose the attribute(s) for grouping the delivery lines.
4. Save your work.

Defining Freight Carriers

A freight carrier is a commercial company that provides internal shipments between organizations and shipments to and from customers and suppliers. You need to define a freight carrier (supplier) before you can tender a load or create a delivery for that carrier. You must associate a general ledger account with each carrier to collect associated costs. You can assign a carrier to each inter-organization transaction.

◗ To define a freight carrier:

1. Navigate to the Freight Carriers window.



2. Enter a name for the Freight Carrier. The carrier must be assigned to each warehouse.
3. Enter a description of the carrier.
4. In the Distribution Account field, select the general ledger distribution account associated with using this carrier.

   This account can be used when you perform an inter-organization transfer and specify freight charges.
5. Optionally, you can select an Inactive Date. When the Inactive Date starts, the carrier cannot be assigned to any functions until it is reactivated.
6. Save your work.

Defining Freight Carrier Ship Method Relationships

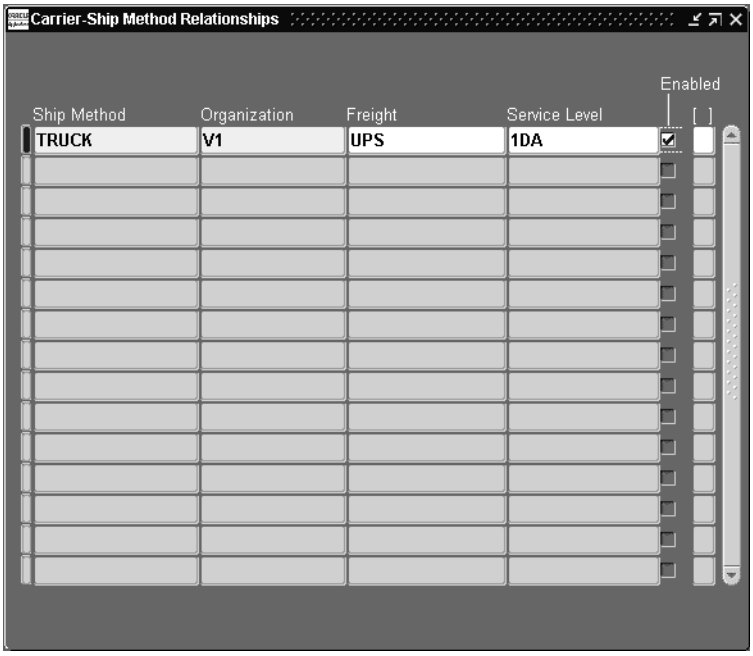
Defining a ship method relationship provides a convenient way of linking a carrier and a specified ship method. For example, if UPS is your carrier for overnight deliveries, you can create a ship method relationship between UPS and a predefined ship method such as *overnight*.

You can create multiple ship method relationships for a carrier or ship method. For example, if you use carrier A and carrier B for overnight shipments, you can have two ship method relationships such as *A-overnight* and *B-overnight*.

Note: It is useful to create ship method names that identify both the carrier and ship method. For example, you could use *UPS-overnight* to identify overnight shipments using UPS.

To define freight carrier ship methods:

1. Navigate to the Carrier-Ship Method Relationships window.



2. Select the ship method, organization, and freight carrier.
3. Select the Enabled box to start the relationship.
4. Save your work.

Defining Freight Costs

You can define allowable freight costs and suggested amounts for shipments. These amounts are applied at ship confirm or once a delivery line is planned. You can add multiple freight costs to a shipment from the list of allowable freight cost types that you define.

> **Note:** If necessary, you can override the freight costs and suggested freight amounts at ship confirm.

You can also define multiple freight costs for a specific freight cost type. For example, if you wanted to track different types of insurance, you can create different insurance costs under the insurance freight cost type such as liability insurance or shipping insurance.

When you add freight costs at ship confirmation for a foreign currency order, you can use either your functional currency or the order's foreign currency. If you use your functional currency, the freight charges are converted to the order currency through Oracle Receivables.

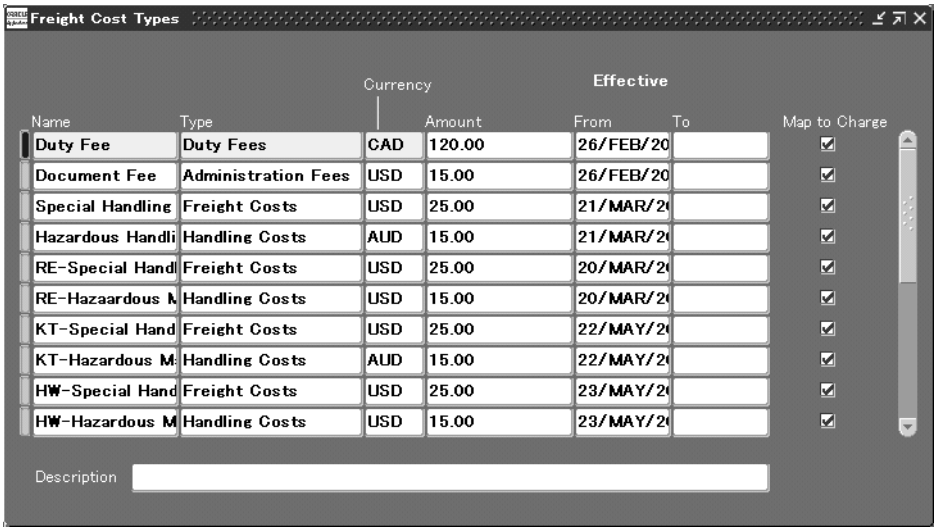
> **Note:** You should define all your freight costs in your functional currency for uniformity. You can then modify the currency to match the order, and modify the amount on the Confirm Shipments window, as necessary.

Prerequisites

- ❑ Define your Freight Cost Type Lookups. See: *Defining Order Management Lookups*.

To define freight costs:

1. Navigate to the Freight Cost Types window.



2. Enter a name for the freight cost.
3. Select the type of freight cost.
4. Select a currency for the freight charge.
5. Enter the amount for the freight charge.

   You can change this amount during ship confirmation. Optionally, enter effective dates for the freight charge.
6. Optionally, select Map to Charge if you want the freight cost passed to Order Management and then applied as a freight charge to the customer.
7. Save your work.

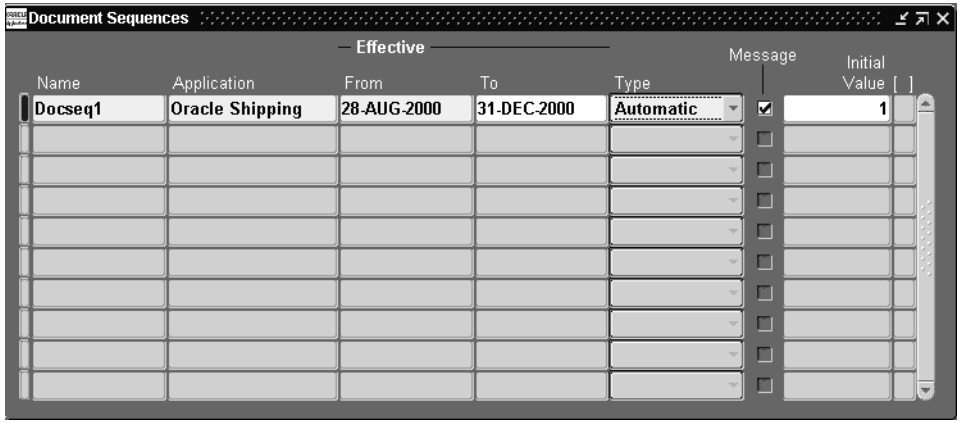
Defining Document Sequences

You can name a new document sequence and define how the sequence numbers each document. A document sequence uniquely numbers documents generated by an Oracle Applications product, for example, invoices generated by Oracle Receivables.

Using the Sequence Assignments window, you assign your sequence to number only those documents that satisfy rules you define. Document sequences ensure that every document your users create can be accounted for.

◗ To define document sequences:

1. Navigate to the Document Sequences window.



2. Define the name and application.

> **Note:** Once the sequence names and application are selected, they cannot be changed.

3. Select the date range over which the sequence is valid.

   The From field automatically defaults to the current date, and once a sequence is defined, the start date cannot be changed. If you leave the To field blank, your document sequence does not expire; and if you enter an end date and define your sequence, the end date cannot be modified later. If there is no end date

defined and there are no active assignments for a sequence, you can disable the sequence by entering the current date as the end date.

4. Select the the type of numbering:

   - **Automatic:** Sequentially assigns, by date and time of creation, a unique number to each document as it is generated.
   - **Manual:** Manual numbering requires a user to assign a number to each document before it is generated.
   - **Gapless:** No gaps in numbering sequence are assigned, and missing numbers are not identified.

   You must enter unique values. However, numerical ordering and completeness is not enforced.

   Note: The Gapless Numbering type is valid only in the context of certain localizations. We recommend that you choose this type only after consulting Worldwide Support, as it may affect the performance of your system.

5. Enable the Message box to have each document display a message to inform the user of the sequence name and value (number). The message displays in the message line near the bottom of the window.

   Note: This check box only applies to sequences with the automatic type of numbering. Messages appear only on form displays, and are not written to a request's log file. Once a sequence is defined, the message choice cannot be changed.

6. Enter an initial value for the first document in your sequence. This field only applies to sequences with automatic or gapless numbering type.

   If you leave this field blank, the first document is automatically assigned a value of *1*. Once a sequence is defined, this initial value cannot be changed.

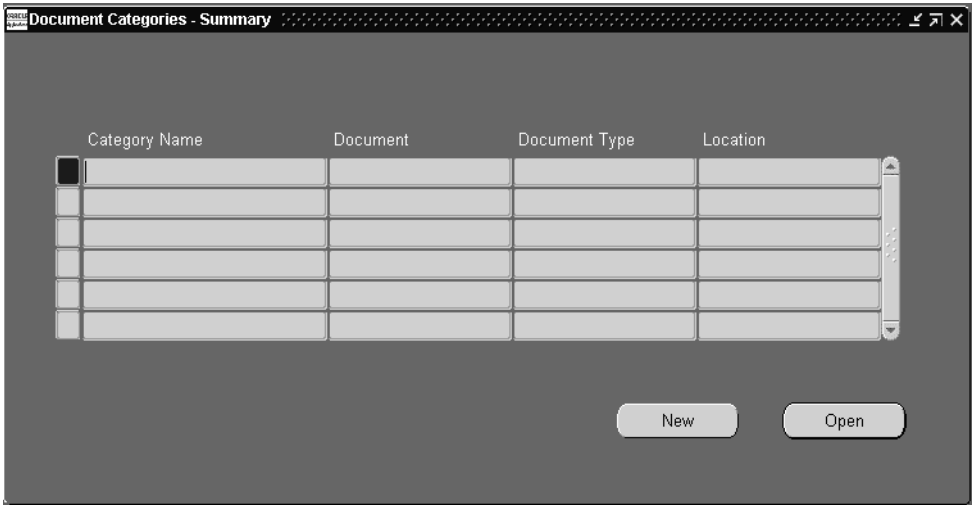
   You can assign valid operating dates for document sequences, and set them to run manually or automatically during ship confirm and pick release. See: *Application Object Library.*

Defining Document Categories

You can create a document category for shipping documents such as a Bill of Lading and assign it to a location or all locations. You can create more than one document category for a document, for example, if each carrier wants to use its own Bill of Lading numbering system, you can set up a unique document category to accomodate the carrier's unique numbering requirements.

◗ To view existing document categories:

1. Navigate to the Document Categories Summary window.

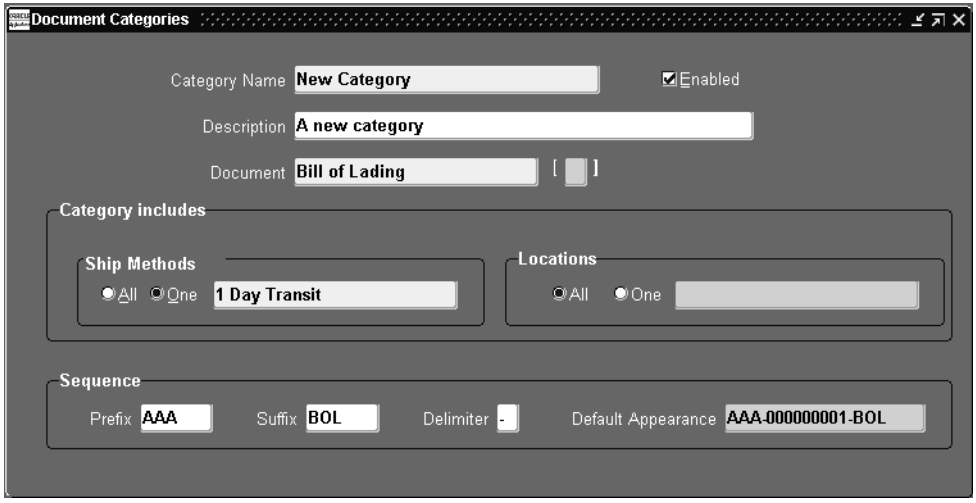


2. Click the Find button to display the list of existing document categories.
3. Select the document category you want to view and click the OK button.

   The selected document category displays in the Document Categories Summary window.
4. Select the document category and choose the Open button.

To define a document category:

1. Navigate to the Document Categories window.



2. Enter a category name and description.
3. Select the document assigned to the category such as Bill of Lading or Packing Slip.

> **Note:** You can override this selection when you create documents; however, selecting a default here provides faster document definitions.

In the Category Includes region, select the following information about the document types and locations to be included in the document category:

4. Select the document type included in the document category.
5. Select the inventory locations for the document types:
   - *All:* All locations are included.
   - *Only:* Only selected locations are included.
6. In the Sequence region, enter the prefix, suffix, and delimiter for the sequence number to be printed on the document.

A preview of the sequence name displays in the Default Appearance field.

7. Save your work.

Defining Shipping Document Sets

You can group related shipping documents and other reports in a set that can be printed at pick release or ship confirm. You can include a variety of shipping documents in a set such as a Bill of Lading and Packing Slip Report and determine the print sequence.

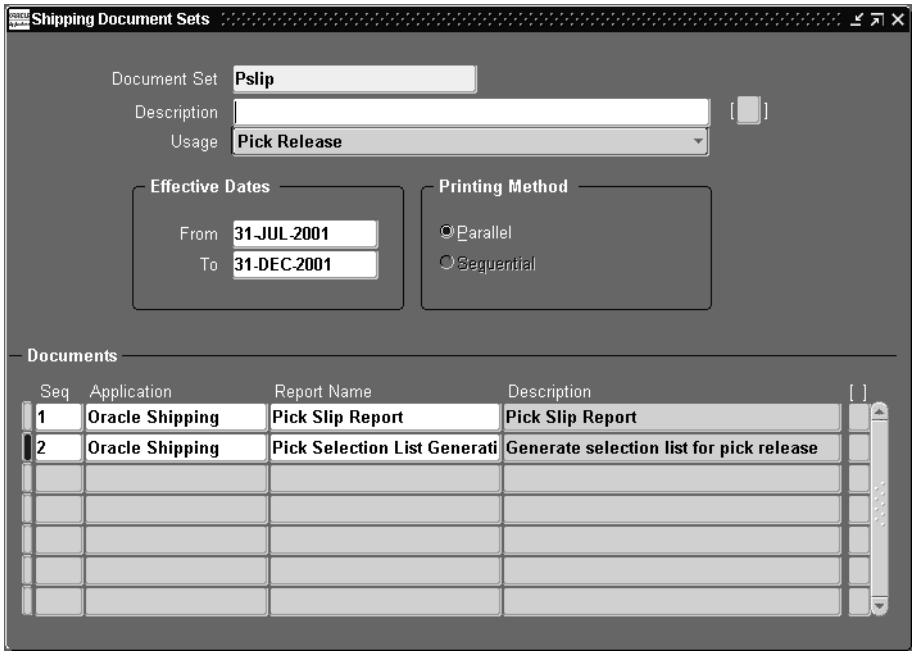
Shipping Execution provides three pre-defined (seeded) document sets:

- *Pick Release documents:* You can set the default Pick Release Document Set in the Pick Release tab of the Shipping Parameters window.
- *All Shipping documents:* You can set the default in the Document Set field of the ship confirm window.
- *Pack Slip only (at ship confirm):* You can set the default in the Document Set field of the ship confirm window.

Note: You can create additional document sets based on your business needs.

To define document sets:

1. Navigate to the Shipping Document Sets window.



2. Enter a name and description for the new document set.
3. Select the usage for the document set:
   - *Pick Release:* For printing at pick release.
   - *Ship Confirm:* For printing at ship confirm.
4. Optionally, enter the effective stop date for the document set.

   The default printing method is parallel. This submits the reports for printing separately, each with a different request ID. If one of the reports in the document set fails to print, the other reports still print.
5. In the Sequence field, enter a number that prioritizes the printing order within the document set. For example, if you enter a 1 in the Sequence field, it is printed first.
6. Select the report name to be included in the document set.

7. Save your work.

To edit document sets:

1. Navigate to the Shipping Document Sets window.
2. Query an existing document set.
3. Edit the existing effective dates, sequence of documents, or documents contained within the document set.
4. Save your work.

Choosing Printers for Shipping Documents and Labels

You can assign shipping documents and selected reports to specific printers for multiple levels. The levels, ranging from most to least specific, are User, Responsibility, Application, and Site--User is the most specific and Site is the most General.

> **Note:** The following levels--Equipment Type, Zone, and Department--can be used when the Oracle Warehouse Management System (WMS) is installed.

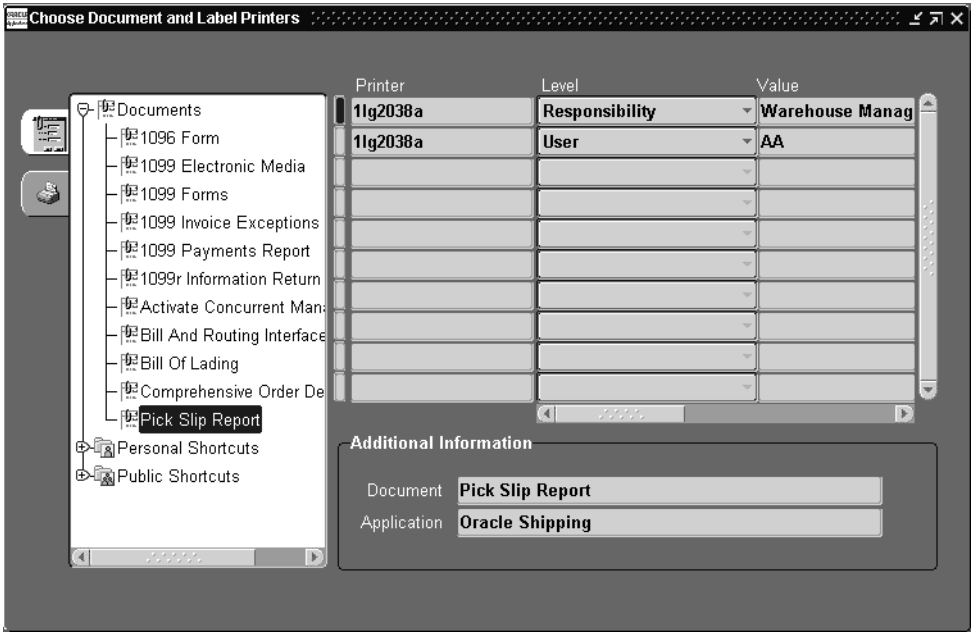
For example, you can assign pick slips and pack slips to your warehouse tractor feed printer, your mailing labels to a tractor feed printer stocked with blank labels, and other documents to a laser printer in your order entry office.

The window consists of a Document and a Printer tab: the Documents tab displays all the documents assigned to a printer, while the Printers tab displays all printers assigned to a document.

If a user or responsibility is not specified, Shipping Execution uses the printer assigned to the application.

◗ To assign documents to a printer:

1. Navigate to the Choose Document and Label Printers window.



2. Choose the Documents icon to display documents currently assigned to printers.
3. Select the document from the Documents list.

   If the document is not listed, select New from the File menu to display documents not yet assigned to a printer. Select the document and click the OK button. The document is added to the Documents list and you can start assigning printers to it.
4. In the Printer field, select the printer you want assigned to the document.
5. In the the Level field, select the operational level for the printer. You can choose from User, Responsibility, Application, and Site.

Note: You must assign the shipping document to at least one printer at the Application level. You can use the following levels--Equipment Type, Zone, and Department--when the Oracle Warehouse Management System (WMS) is installed.

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6. Optionally, enter any comments.
7. Enable the Enabled box to activate the printer assignment.
8. Enable the Default box if you want this printer as the default.

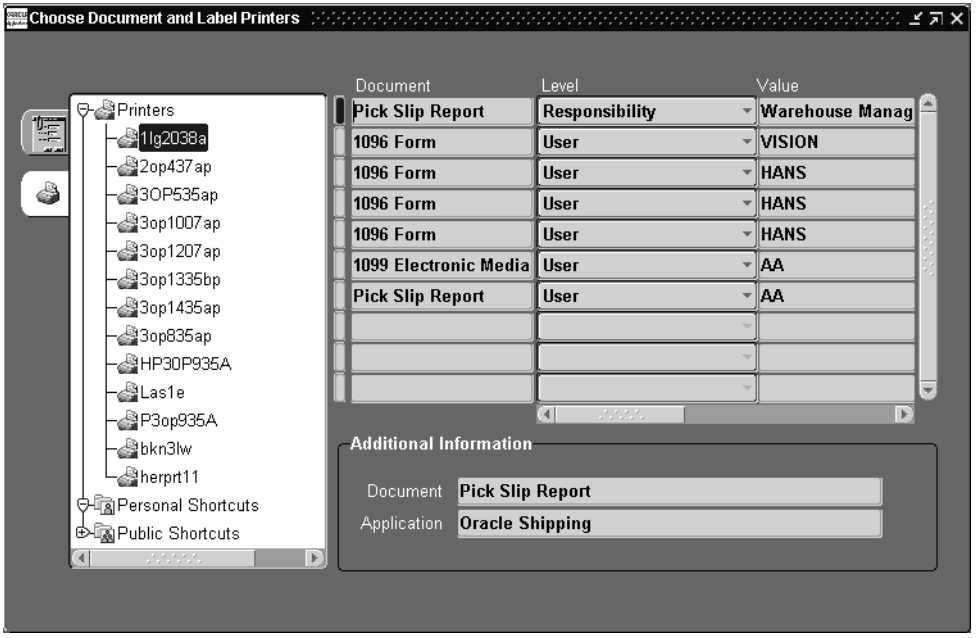
   Only one printer can be used as the default. For example, if a document is printed in multiple printers by one user, only one printer should be assigned as the default.

   Note: The default printer checkbox is visible only in the Document tab.

9. Save your work.

To assign printers to documents:

1. Navigate to the Choose Document and Label Printers window.



2. Choose the Printers icon to display printers currently assigned to documents.
3. Select the printer from the list.

If the printer is not listed, select New from the File menu to display new printers. Select the printer and click the OK button. The printer is added to the Printers list and you can start assigning documents to it.

4. In the Document field, select the document to be assigned to the printer.
5. In the the Level field, select the operational level for the printer. You can choose from User, Responsibility, Application, and Site.

> **Note:** You can use the following levels--Equipment Type, Zone, and Department--when the Oracle Warehouse Management System (WMS) is installed.

6. Optionally, enter any comments.
7. Enable the Enabled box to activate the document/printer assignment.
8. Save your work.

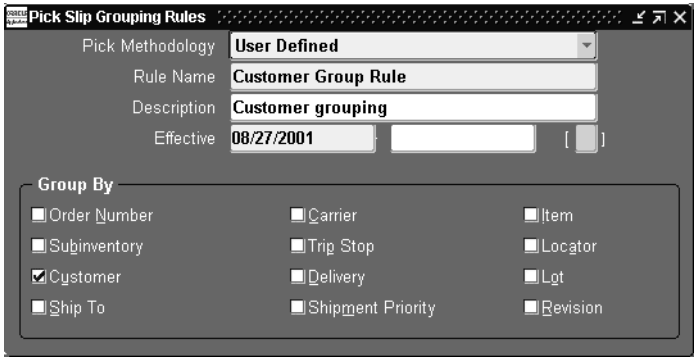
Defining Pick Slip Grouping Rules

You can create grouping rules to organize how picking lines for released sales orders are grouped on to pick slips. For example, if you select Delivery as a grouping criteria, all picking lines for the same delivery are grouped together on a pick slip. If there are multiple deliveries, multiple pick slips are created.

You can also define your grouping criteria further by selecting additional grouping attributes. For example, if you select Delivery and Carrier as grouping criteria, picking lines for the same delivery and carrier are grouped together on a pick slip.

To define pick slip grouping rules:

1. Navigate to the Pick Slip Grouping Rules window.



2. Select a pick methodology:

   - *User Defined:* You can modify the Group By clause with this value. Grouping is done according to the parameters set by the user. A unique pick slip number is generated for each group. All tasks corresponding to a pick slip number is dispatched to a single user.

     You can only use the following Pick Methodologies when the Oracle Warehouse Management System (WMS) is installed:

   - *Order Picking:* Grouping is done by order and a unique pick slip number is generated for each order. The entire order will subsequently be dispatched to a single user.

   - *Zone Picking:* Grouping is done by order and zone. A unique pick slip number is generated for each group and dispatched.

- *Cluster:* No grouping of pick tasks is done. The tasks are ordered by locator and dispatched to the appropriate users.
- *Bulk:* Grouping by item and locator is done. Tasks are consolidated based on this grouping and dispatched to the appropriate users.

3. Enter a name for the grouping rule.
4. Enter a description for the rule.
5. Enter an effective date range for the rule.
6. In the Group By region, select one or more grouping criteria for the pick slips.

   Note: You can use the following grouping criteria--Item, Locator, Lot, and Revision--when the Oracle Warehouse Management System (WMS) is installed.

7. Save your work.

Defining Release Rules

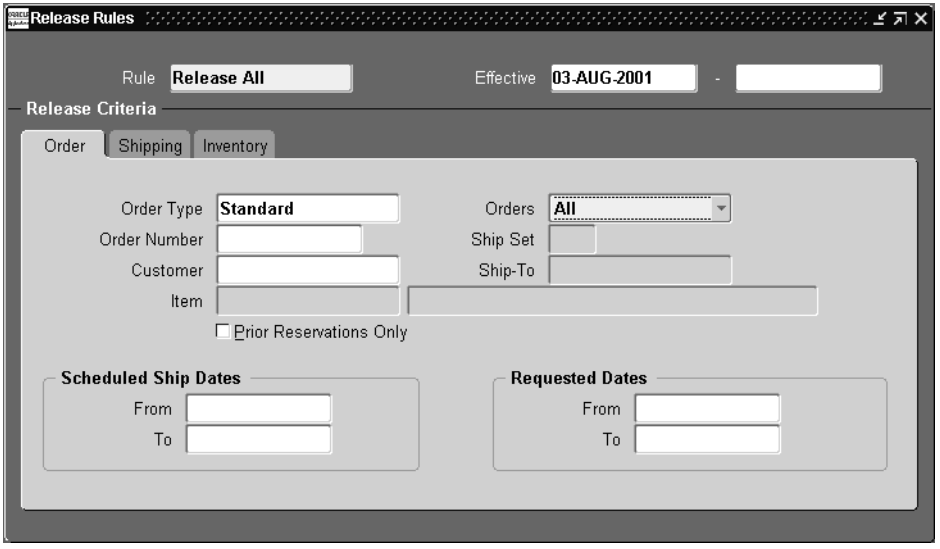
You can create default pick release rules that are applied at pick release. Each rule can be set up with its own set of unique pick release parameters depending on the pick release criteria you require.

When pick release is run, the pick release is performed based on the parameters set up in the selected pick release rule. For example, to pick release only backordered lines, you can create a specific rule that pick releases only backordered lines.

> **Note:** Although you can also enter the pick release criteria at pick release time without creating a rule, creating a rule is more efficient if you frequently do the same pick release.

◗ To define release rules:

1. Navigate to the Release Rules window.



2. Enter a name for the rule and the effective start date. Optionally, you can enter a stop date.

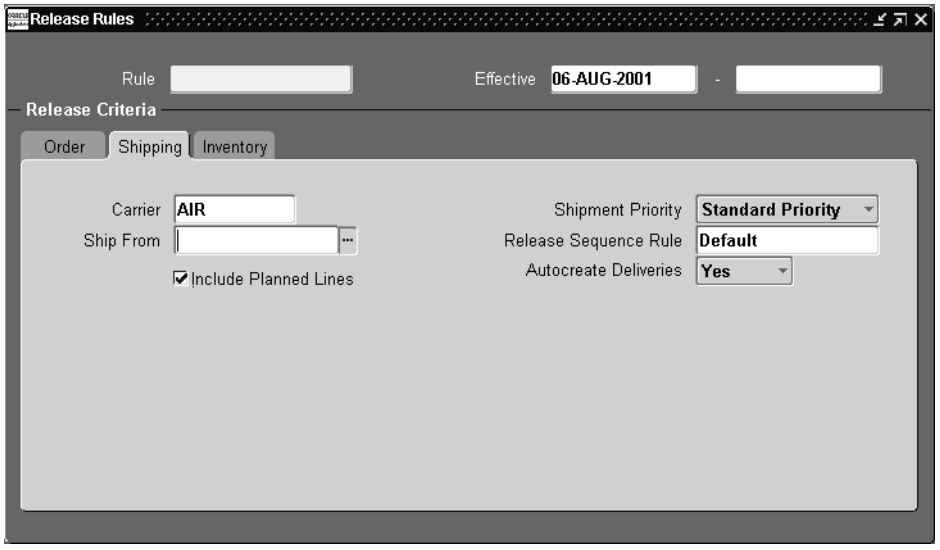
   In the Order, Shipping, and Inventory tabs, select only the criteria required for the pick release.

In the Order tab:

Select one or more of the following criteria for your query. Select only the criteria that you want for the pick release:

3. Select the order type and the orders you want included in the pick release:
   - *Unreleased:* The rule is applied to unreleased orders.
   - *All:* The rule applies to all orders.
   - *Backordered:* The rule applies only to backordered orders.
4. Enter the order number, and select the customer and ship-to location.
5. Enable the Prior Reservations Only box if you want to pick-release prior reservations only.
6. Select the range of scheduled ship dates and requested dates.

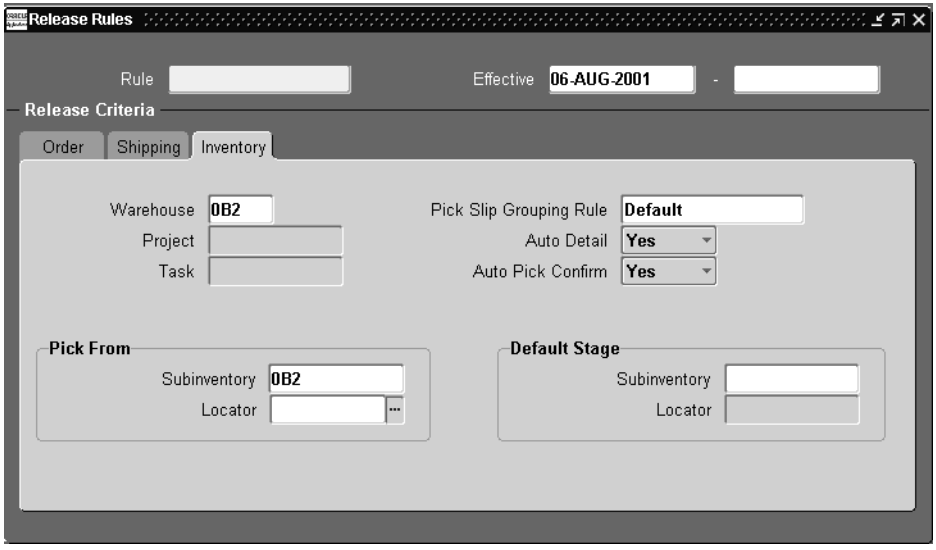
In the Shipping tab:



Select one or more of the following criteria for your query. Select only the criteria that you want for the pick release:

7. Enter the carrier name to pick release by a specified carrier.
8. Select the shipment priority, ship from location, and release sequence rule if required.
9. Enable the Include Planned Lines box if you want to include planned lines in the pick release.
10. Select auto-create deliveries if you want to automatically create deliveries for the order lines at pick release.

In the Inventory tab:



Select one or more of the following criteria for your query. Select only the criteria that you want for the pick release:

11. Select the warehouse and default pick slip grouping rule for grouping the pick slips if required.

12. Select auto-detail if you want to automatically detail the order lines at pick release.

    If auto-detail is selected, order lines are automatically detailed and reserved. If not selected, you must detail the lines and create reservations using the Inventory Transact Move Orders window.

13. Select auto-pick confirm if you want to automatically pick confirm the order lines at pick release.

> **Note:** If auto-detail is not selected, you cannot auto-pick confirm.

If both auto-detail and auto pick confirm are selected, pick confirmation automatically follows the detailing and reservation process.

14. In the Pick From region, select the Subinventory and Locator.
15. In the Default Stage region, select the Subinventory and Locator.
16. Save your work.

Defining Release Sequence Rules

You can define release sequence rules to specify the order in which eligible picking lines are allocated to Inventory during pick release. You can release the picking lines by:

- Order number
- Outstanding Invoice Value
- Schedule Date
- Departure Date
- Shipment Priority

You can assign a priority level to one or more attributes with 1 being the highest priority and 5 being the lowest. You can also define whether you want the picking lines released in ascending or descending order.

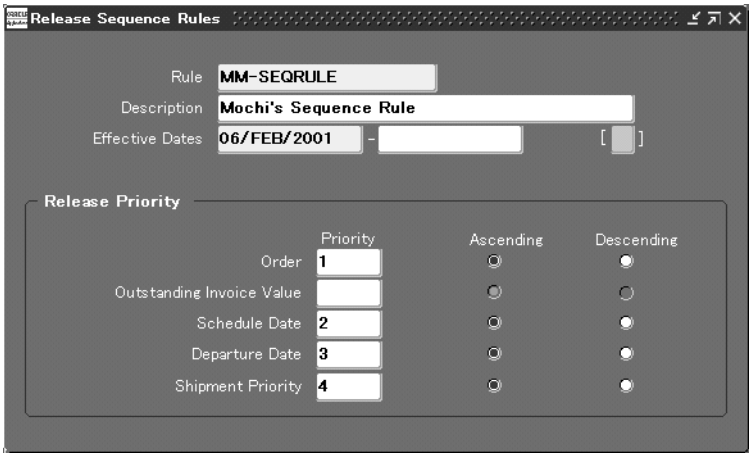
For example, if you select the Ascending button for Order, picking lines are released by ascending order number--Order 1 is released first, then Order 2, Order 3, and so on. If the Descending button is selected, the picking lines are released by descending Order number from highest to lowest--Order 4 is released first, then Order 3, Order 2, and Order 1.

Note: You can define either the Outstanding Invoice Value attribute or the Order attribute for the Release Sequence Rule, but you cannot select both for the same rule. No two attributes can be given the same priority.

You can edit existing release sequence rules, but you cannot change the name of an existing release sequence rule.

To define release sequence rules:

1. Navigate to the Release Sequence Rules window.



2. Enter a name for the rule you want to create.
3. Enter the effective dates for the rule.
4. Specify a Priority (1, 2, 3, 4, or 5 where 1 is the highest priority and 5 is the lowest) for one or all of the following attributes:

   Order Number: Releases picking lines based on order number. If you define a priority for the Order Number attribute, you cannot define a priority for the Outstanding Invoice Value attribute.

   Outstanding Invoice Value: Releases picking lines based on the outstanding invoice value. If you define a priority for the Outstanding Invoice Value attribute, you cannot define a priority for the Order Number attribute.

   Schedule Date: Releases picking lines based on schedule date.

   Departure Date: Releases picking lines based on departure date.

   Shipment Priority: Releases picking lines based on shipment priority.
5. Select the Ascending or Descending toggle next to each attribute.
6. If you select the Ascending toggle next to the Schedule Date attribute, for example, the picking lines with the earliest Schedule Date are released first. If

you select the Descending toggle, the picking lines with the most recent Schedule Date are released last.

7. Save your work.

Defining Transportation Calendars

You can assign a transportation calendar to define valid shipping days and hours to for a shipper, receiver, and carrier. You can define both shipping and receiving calendars to designate when your customers, customer sites, suppliers, supplier's sites, and internal organizations can ship and / or receive.

For example, if you want to ship a delivery on Tuesday to arrive at your customer's site on Wednesday, the system checks the calendar(s) to confirm that:

- Your warehouse can ship for that day and time.
- Your customer can receive goods on Wednesday.
- Your carrier is able to pick up and drop off the deliveries on those days.

> **Note:** If the transportation calendars are not defined, every day and time is assumed to be valid for shipping and receiving.

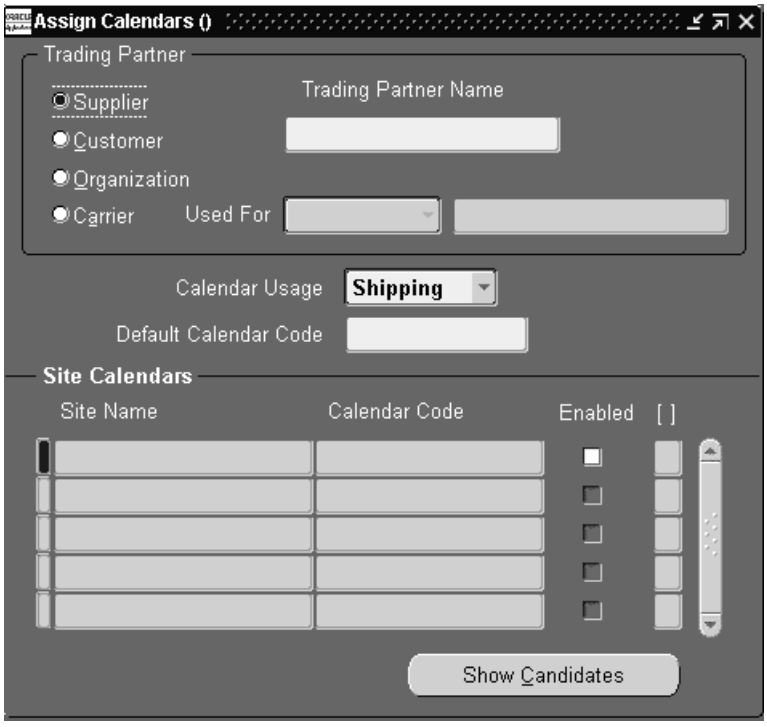
Prerequisites

❑ A calendar must be created and defined in the Oracle Bills of Material (BOM) application as a Workday calendar before it can be assigned to a shipper, receiver, or carrier.

> **Note:** The start and end dates for the calendar and the location's shipping and non-shipping patterns must be defined.

To define a transportation calendar:

1. Navigate to the Assign Calendars window.



2. Select the name of the trading partner to whom you are assigning the calendar.
3. Choose the role of the trading partner: Supplier, Customer, Organization, or Carrier. For example, if the trading partner is a customer, choose the Customer button.

   If you selected Carrier as the trading partner, complete the following:

   - In the Used For fields, select if the carrier is used for a supplier, customer, or organization and then select the name of the supplier, customer, or organization.

4. Select the calendar usage.

   The calendar usage depends on the trading partner you selected. For example, if the trading partner is receiving your goods, create a Receiving Calendar.

5. Select the default calendar code. You can override the default calendar code by selecting a new calendar code for each site as described below.
6. Choose the Show Candidates button to display the sites for the selected trading partner.
7. If you want to override the default calendar code, select the new calendar code in the Calendar code field.
8. Select the Enabled box to activate the calendar for that site.
9. Save your work.

Defining Shipping Exceptions

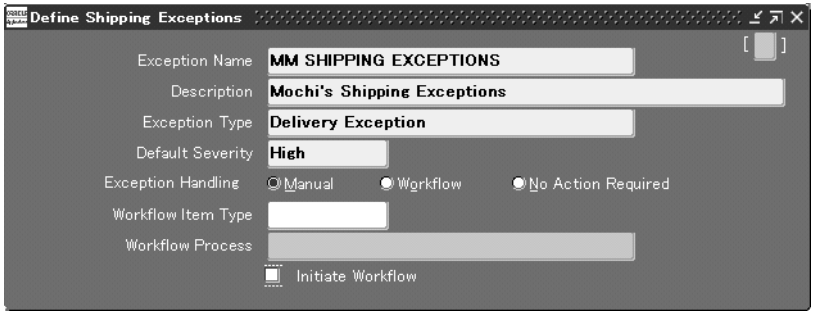
During the shipping and transportation of goods, unforeseen shipping exceptions can occur that conflict with the actual requirements of the shipper, transportation carrier, or customer, for example: if wrong goods are sent to the customer in error.

If these exceptions are not handled promptly or properly, it could result in reduced customer satisfaction and loss of business and revenue for a company. Tracking exceptions can also be helpful to identify and correct defects in the business process.

You can define exceptions and processes for exception handling, log exceptions, associate status to exceptions at various stages in the logging and handling process, start exception handling, and view and track exceptions.

◗ To define shipping exceptions:

1. Navigate to the Define Shipping Exceptions window.



2. Enter a unique exception name to identify the exception.
3. Enter a description of the exception.
4. Select the type of exception that you want to create, for example, a delivery exception.
5. Select one of the following default severity settings:

   High: The exception must be handled before the task can be completed.

   Medium: The exception must be handled before the task can be completed. However, the manager can override it so that the task can be completed.

   Low: A warning is given but the task can be completed.
6. Choose one of the following exception handling methods:

Manual: The exception must be manually corrected and the exception status must be closed.

Workflow: A workflow is used for exception notification and exception handling.

No Action Required: No exception handling method is required.

7. If you select workflow as the exception handling method, enter the workflow item type and enable the Initiate Workflow box.
8. Save your work.

Defining Container-Item Relationships

You can create container-item relationships to specify the maximum number of load items that can be packed into a container item.

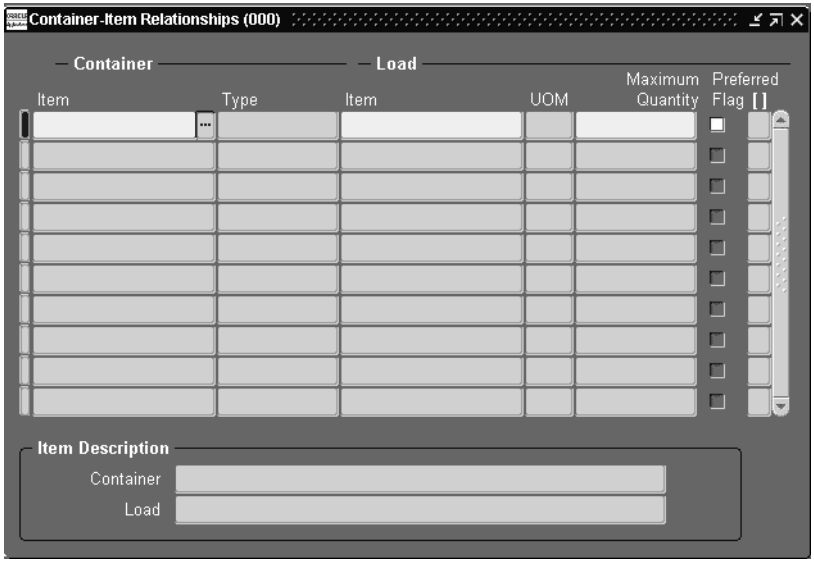
If a container item is loaded into another container, for example, small boxes packed in a larger box, the container item can also be considered a load item. For example, if axles are packed into a box, and the box is loaded onto a vehicle, the box is a container item for the axles but it is also a load item for the vehicle.

This maximum quantity is used to:

- Calculate the fill percentage for containers when the Fill Percentage Shipping parameter is set to Quantity. See: Defining Shipping Parameters.
- Calculate / estimate the number of containers required for delivery lines in a delivery or trip.

◗ To define container-item relationships:

1. Navigate to the Container-Item Relationships window.



2. Select the Container Item from the List of Values.
3. The Container Item and Container Type display in the window.

4. Select the Item from the List of Values that you want to place in the Container Item.
5. Define the Maximum Quantity of Items you can place in the Container Item.
6. Continue defining all your Container-Item relationships until completed.
7. Save your work.

2

Shipping

Overview of Shipping

You can manage shipping information such as trips, trip stops, deliveries, delivery lines, containers, and freight costs in the Shipping Transactions window. In addition, you can complete the following shipping tasks:

Trip and delivery planning:

- Create a trip or delivery.
- Assign delivery lines to a delivery or container.
- Schedule pick-ups and drop-offs.
- Estimate the number of containers required for a shipment.

Pick Release:

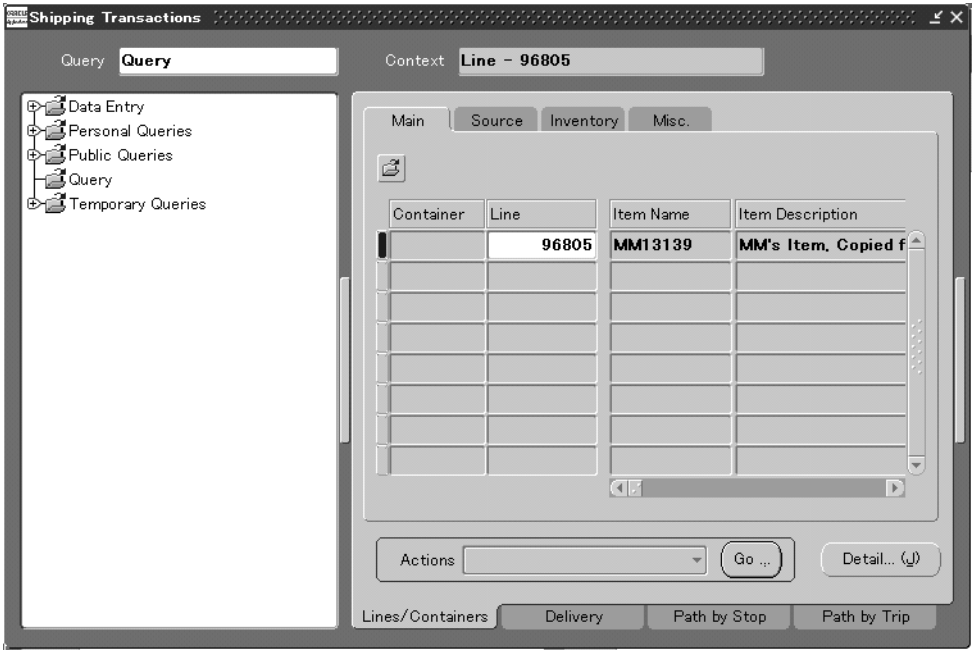
- Release eligible delivery lines based on defined picking criteria.
- Select the Release Sequence Rule to control the order in which picking lines are allocated to inventory.
- Assign freight costs (after pick release).
- Enter or validate shipped quantities, backordered quantities, staged quantities, and inventory control information for delivery lines (after pick release).

Ship Confirm:

- Assign unplanned delivery lines to trips and deliveries.
- Auto-create a trip and close stops.
- Ship confirm or backorder a delivery.

Shipping Transactions window

The Shipping Transactions window provides a consolidated workbench for three major shipping functions: planning, pick releasing, and ship confirming. It enables you to plan and manage trips, stops, deliveries, delivery lines, and containers.



The window consists of a Query Manager and a Data Manager:

Query Manager: Enables you to perform customized searches called queries to find trips, stops, deliveries, delivery lines, and containers. You can use existing queries, manage personal queries, and share queries with other authorized users.

Data Manager: Enables you to manage information about shipping entities, and complete the following tasks:

- plan trips, stops, deliveries, and delivery lines/containers
- confirm a shipment or delivery
- track shipments
- track shipping containers

- handle over and under shipments
- initiate Intrastat (European) transactions
- pick release trip, stop, delivery, delivery lines, and container
- run reports

See Also

Searching with Query Manager on page 3-1.

Creating a Trip on page 4-2.

3

Searching with Query Manager

Query Manager

In Query Manager, you can define and save queries to search for and manage the following shipping entities:

- Trips
- Stops
- Deliveries
- Delivery Lines and Containers
- Containers
- Delivery Lines

You can create customized queries (searches) by entering your search parameters and saving them. Once a query is saved, it can be re-used for future searches. For example, if you create a query named Find My Container to find containers that you are interested in, you can use this query for future searches rather than re-enter the search parameters each time you do the search.

Queries can be shared with other authorized users as Public Queries. This is useful, for example, if you want to centrally manage the queries.

Queries are grouped into the following categories and display in the left pane of the Shipping Transactions window:

Personal Query	Queries you save for your personal use.
Public Query	Queries you save and share with other users.
Temporary Query	For infrequently used queries such as those you use for one session only.

Note: If you want to save a query for future searches you must save it as a Personal or Public Query. Otherwise the query is saved only temporarily for the session. You can use a temporary query to search for all shipping entities.

Creating a Query

If you frequently query the same item, you can save the query and re-use it again for future queries. For example, if you frequently query open deliveries to be shipped from a particular warehouse, you can create and save a query to find open deliveries. Once the query is saved, you can re-use it again for future queries.

◗To create a query:

1. Navigate to the Query Manager window.

2. In the Search For region, choose an entity to query such as Trips or Stops.
3. In the Saved Query region, enter a name and description for the query.
4. Optionally, to share a query with other users, enable the Share box.

Note: A Public Query displays in the Personal Queries folder if you are the query owner, but displays in the Public Queries folder for other authorized users.

You cannot edit a Public Query if you are not the owner. However, you can copy an existing query by selecting the Copy button, and rename.

5. Complete your search criteria in the Main and Additional tabs.

   A checkmark displays in the Shared Query box to indicate that the query is saved. Saved queries are displayed in the left pane of the Shipping Transactions window.

6. Choose the Save button.

7. Choose the Find button to complete your search.

To open an existing query:

1. Navigate to the Shipping Transactions window.

2. Select the existing query from either the Personal Queries, Public Queries, or Temporary Queries folder.

3. The query results display in the Shipping Transactions window.

Finding Trips

You can find an existing trip using the Query Manager.

Prerequisites

❑ A trip must be created when querying a trip.

◗ To find a trip:

1. Navigate to the Query Manager window.

2. In the Search For region, choose Trips.
3. In the Trips tab, select one or more of the following criteria for your query:
   - Trip Names
   - Trip Status and Planned status
   - Ship Method

- Organization of the vehicle for the trip
- Number Prefix
- Numbers for the vehicle

4. Choose the Find button.

   The search results display in the Shipping Transactions window.

Finding Stops

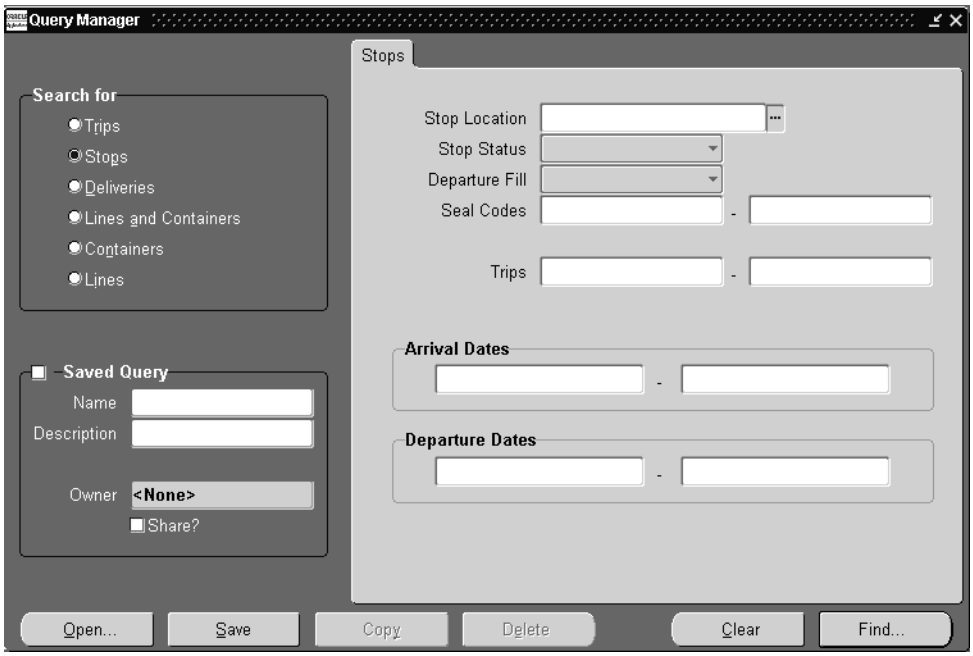
You can find an existing stop using the Query Manager.

Prerequisites

❑ A stop must be created when querying a stop.

◗ To find a stop:

1. Navigate to the Query Manager window.



2. In the Search For region, choose Stops.
3. In the Stops tab, select one or more of the following criteria for your query:
   - Stop Location.
   - Stop Status, Departure Fill, Seal Codes, if applicable.
   - Trip range for the stop.
   - Range for the Arrival and Departure Dates for the stop.

4. Choose the Find button.

   The search results display in the Shipping Transactions window.

Finding Deliveries

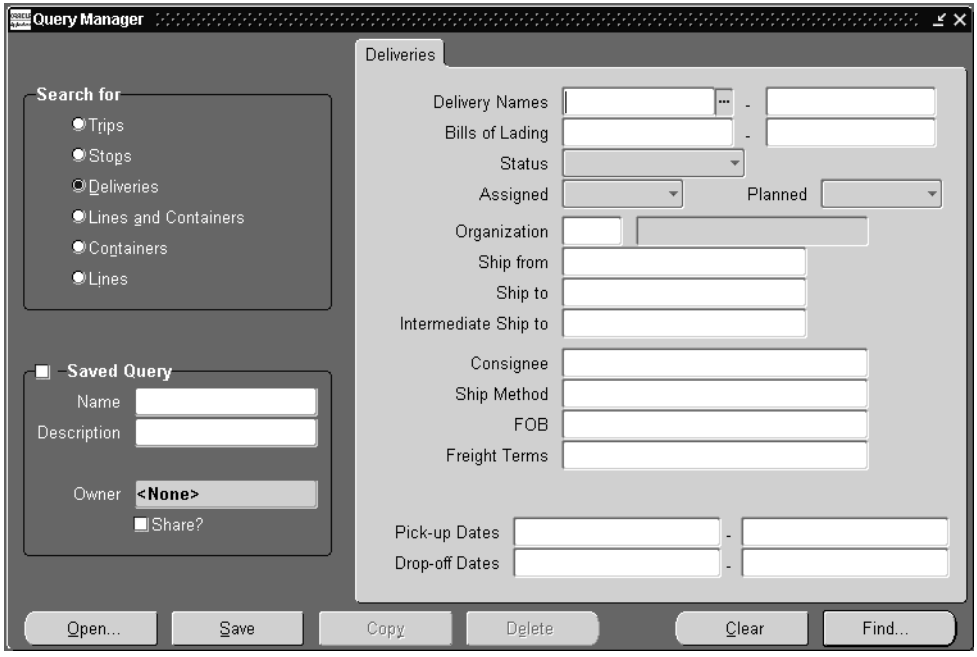
You can find an existing delivery using the Query Manager.

Prerequisites

❑ A delivery must be created when querying a delivery.

◗ To find a delivery:

1. Navigate to the Query Manager window.



2. In the Search For region, choose Deliveries.
3. In the Deliveries tab, select one or more of the following criteria for your query:
   - Delivery Name
   - Bill of Lading
   - Delivery Status

- Assigned, Unassigned, Planned or Unplanned deliveries
- Organization
- Ship From, Ship To, and Intermediate Ship To
- Consignee, Ship Method, FOB, Freight Terms
- Pick-up Dates, Drop-off Dates

4. Choose the Find button.

   The search results are displayed in the Shipping Transactions window.

Finding Delivery Lines and Containers

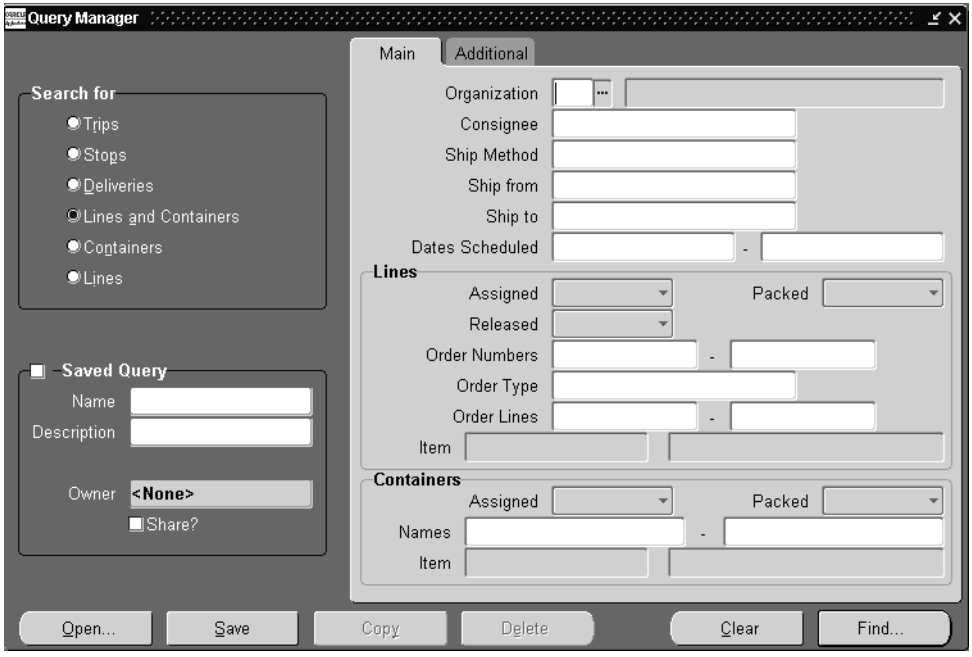
You can find delivery lines and containers by selecting the query criteria for the lines and containers you want. You can find the lines associated with a container or find containers assigned to delivery lines. You can also enter shared criteria to find delivery lines and containers assigned to a particular organization.

Prerequisites

- ❑ Lines and containers must be created when querying delivery lines and containers.

◗ To find delivery lines and containers:

1. Navigate to the Query Manager window.



2. In the Search For region, choose Lines and Containers.
3. In the Main tab, select one or more of the following criteria for your query:
   - Organization

- Consignee
- Ship Method, Ship from, and Ship to dates
- Dates Scheduled
- Assigned, Packed, and Released fields (for delivery lines)
- Order numbers, Order Type, range for the Order Lines
- Item
- Assigned and Packed status (for containers)
- Container Names
- Item

4. When you have completed your entries, click the Additional tab.

In the Additional tab, you can select additional criteria for your query:

- Deliver to and Intermediate Ship to

- FOB, Freight Terms, and Shipment Priority
- Tracking Numbers, and Dates Shipped
- Fill status
- Use Shared Criteria and Include Immediate Contents

5. When you have completed your entries, choose the Find button.

   The search results are displayed in the Shipping Transactions window.

Finding Containers

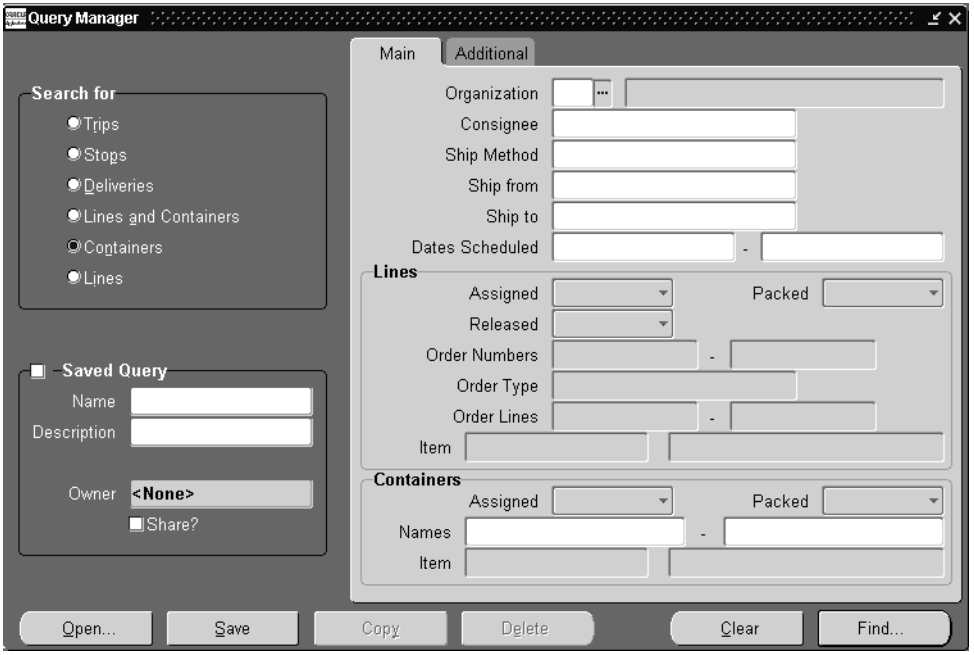
You can find existing containers using the Query Manager.

Prerequisites

- ❑ A container must be created when querying a container.

◗ To find containers:

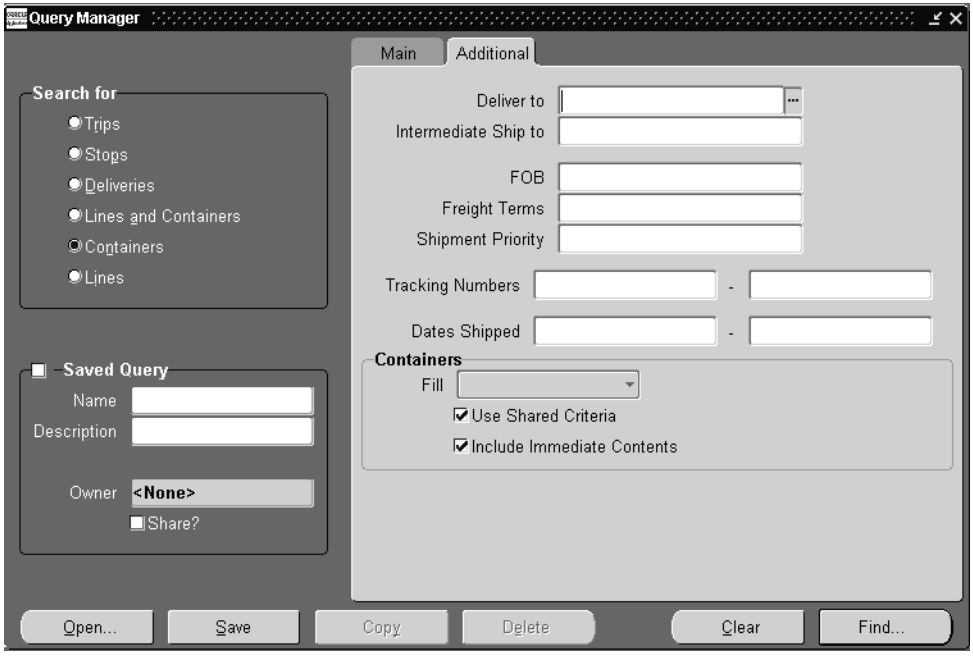
1. Navigate to the Query Manager window.



2. In the Search For region, choose Containers.
3. In the Main tab, select one or more of the following criteria for your query:
   - Organization
   - Consignee
   - Ship Method, Ship from and Ship to dates, Dates Scheduled for delivery
   - Assigned and Packed status

- Container Names
- Item

4. When you have completed your entries, click the Additional tab.



In the Additional tab, you can select from the following additional criteria:

- Deliver to, and Intermediate Ship to
- FOB, Freight Terms, and Shipment Priority
- Tracking Numbers, and Dates Shipped
- Fill status
- Use Shared Criteria and Include Immediate Contents

5. When you have completed your entries, choose the Find button.

The search results are displayed in the Shipping Transactions window.

Finding Delivery Lines

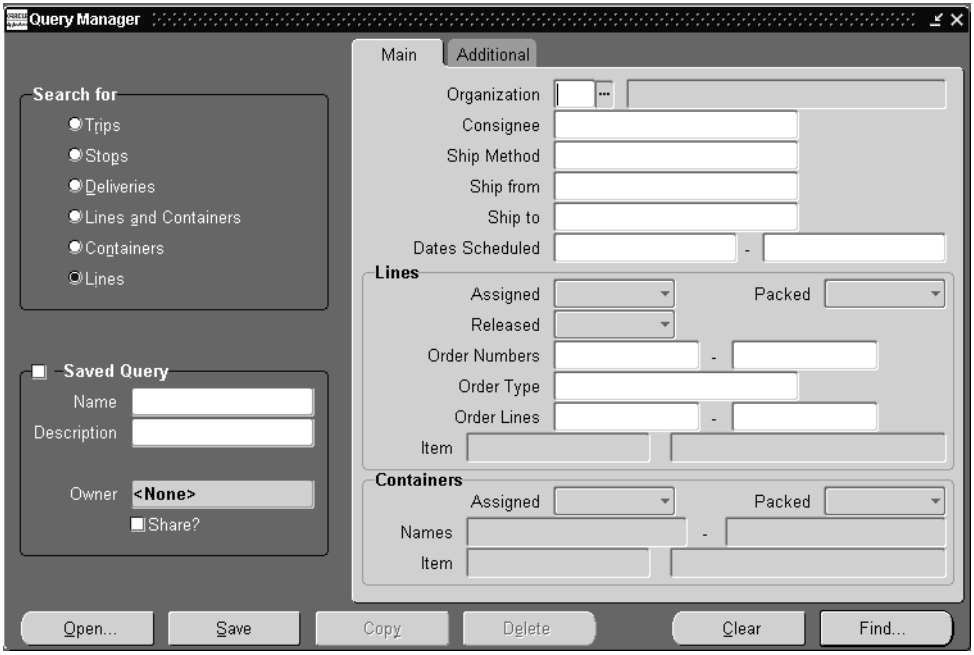
You can find existing delivery lines by using the Query Manager.

Prerequisites

- ❑ A delivery line must be created (for example, an order containing lines must be booked).

◗ To find delivery lines

1. Navigate to the Query Manager window.



2. In the Search For region, choose Lines.
3. In the Main tab, select one or more of the following criteria for your query:
   - Organization
   - Consignee
   - Ship Method, Ship from and Ship to dates

- Dates Scheduled for delivery
- Assigned, Packed, and Released status
- Order Numbers, Order Type, and range of Order Lines
- Item

4. When you have completed your entries, click the Additional tab.

In the Additional tab, you can select additional criteria for your query:

- Deliver to and Intermediate Ship to
- FOB, Freight Terms, and Shipment Priority
- Tracking Numbers, and Dates Shipped
- Fill status
- Use Shared Criteria and Include Immediate Contents

5. When you have completed your entries, choose the Find button.

The search results are displayed in the Shipping Transactions window.

4

Trip Planning

Overview of Trips

A trip is an instance of a specific freight carrier departing from a particular location containing deliveries.

A trip is carrier specific and contains at least two stops such as a stop to pick up goods and another stop to drop off goods, and may include intermediate stops.

Trips can be created automatically or manually.

Creating a Trip

There are several ways to create a trip:

Automatic

If your shipping process does not require advanced planning, you may prefer to automatically create trips:

- *Auto-creating a trip for a delivery:* You can find the delivery you want to ship, and auto-create a trip and related trip stops.
- *Auto-creating a trip for containers and lines:* You can find the lines and containers you want to ship and auto-create a trip which creates a trip, related deliveries, and trip stops.

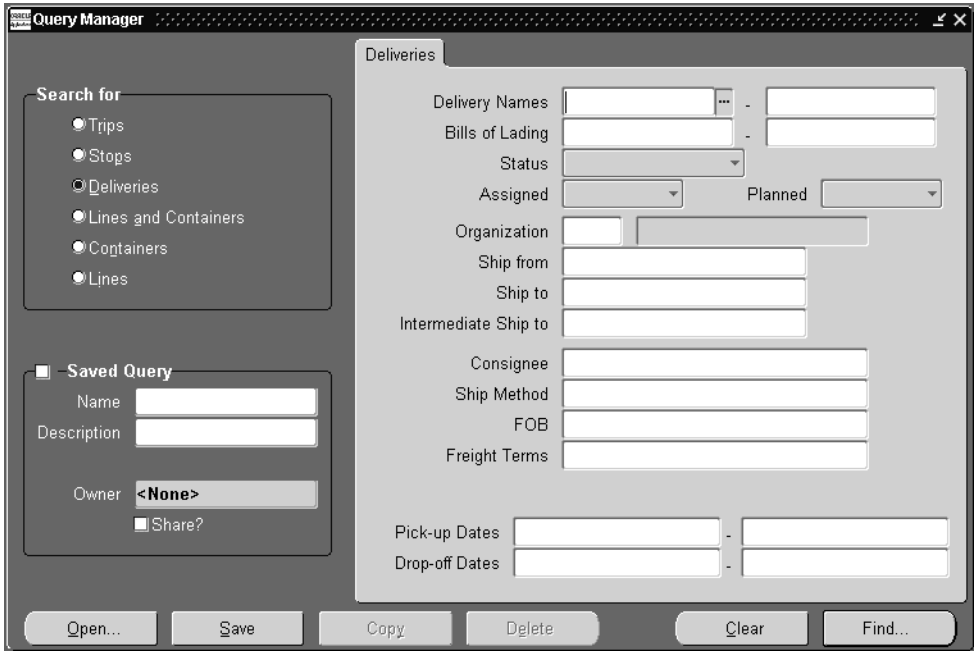
Manual

During transportation planning, you can manually create a trip and later assign delivery lines or find the delivery lines and create a trip. For example, for a regular trip scheduled to depart every Friday, you can manually set up a trip ahead of time and then assign delivery lines.

- When you manually create a trip, you can manually assign stops, deliveries, and delivery lines to that trip.

To auto-create a trip for a delivery:

1. Navigate to the Query Manager window, and find the delivery or group of deliveries. See: Finding Deliveries on page 3-9.



   The delivery(s) displays in the Shipping Transactions window.

2. If more than one delivery displays, select the deliveries.
3. From the Actions menu, select Auto-create Trip.
4. Choose the Go button or press Return.

   At least one trip and its related stops are created based on the deliveries Shipped From and Shipped To criteria.

   You can view information about the trip by choosing the Detail button, the Path by Stop tab, or the Path by Trip tab.

5. Save your work.

To autocreate a trip for delivery lines and containers:

1. Navigate to the Query Manager window, and find the delivery lines and containers.

   The delivery lines and containers display in the Shipping Transactions window.

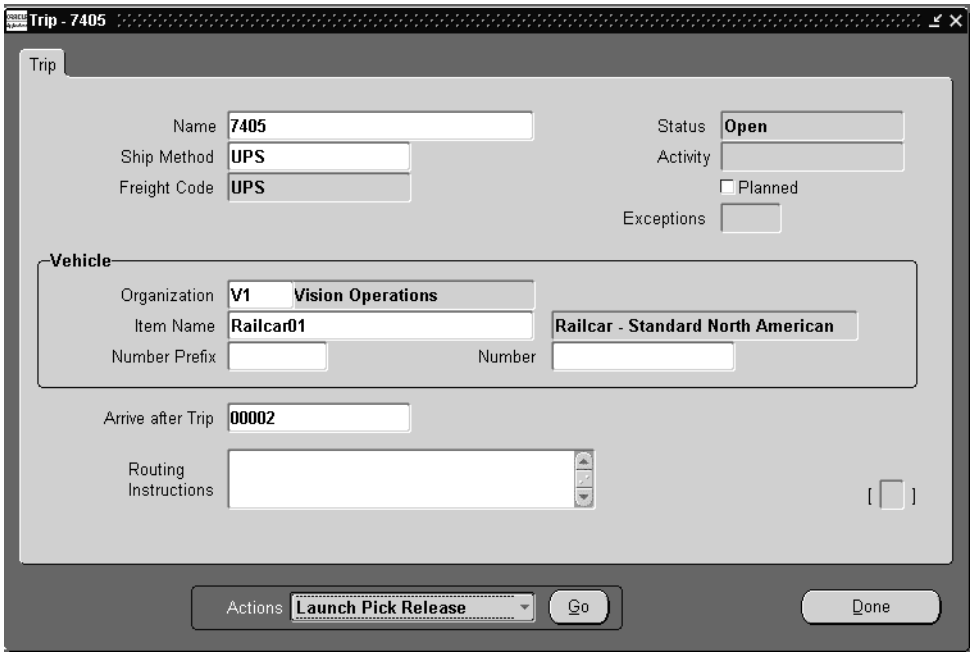
2. Select the delivery lines.
3. From the Actions menu, select Auto-create Trip.
4. Choose the Go button or press Return.
5. At least one trip, stops, and delivery(s) are created for the lines and containers.

   To view additional information about the trip, choose the Detail button, Path by Stop tab, or the Path by Trip tab.

6. Save your work.

To manually create a trip:

1. Navigate to the Trip window.



2. Enter a name for the trip.

> **Note:** If you do not define a name, a default name is assigned by Shipping Execution. Your system administrator can specify the default naming convention.

3. Select the Ship Method.

   For example, for overnight shipments, select the overnight ship method.

4. In the Vehicle region, select an Organization.
5. Select the Item Name for the vehicle such as a railcar.
6. Select the Number Prefix and Number for the selected vehicle.

7. Optionally, select a trip in the Arrive after Trip field if you want the new trip to follow after another trip.

   In the Arrive after Trip field, you can define the order in which trips arrive at their final destination. For example, if you created Trip B and want it to arrive after Trip A, enter Trip A in the Arrive after Trip field.

8. Enter any Routing Instructions.

9. If you want to plan the trip, enable the Planned box.

   You can choose to plan the trip now or later. However, to change trip name or details after the trip is planned, you must unplan the trip first.

10. Click the Done button to save your work.

Planning a Trip

You can plan a trip once deliveries and delivery lines have been assigned to a trip. After you set the status of the trip to planned, you cannot make changes such as adding or removing delivery lines unless you first unplan the trip. When you plan a trip, Shipping Execution:

- Validates that the sequence numbers between the deliveries of the trip are unique for containers within the deliveries.
- Validates that the weight, volume, and fill percentage do not exceed their maximums of containers in the delivery.
- Validates that the minimum fill percentage is met.
- Validates the planned trip date is not in the past.
- Validates pick-up and drop-off dates and times with the Transportation Calendar for the shipper, carrier, and receiver.

> **Note:** When you plan a trip, all deliveries assigned to the trip are also planned.

Prerequisites

❏ At least two stops must be assigned to the trip.

❏ At least one delivery must be assigned to the trip.

❏ At least one delivery line must be assigned to each delivery in the trip.

❏ All delivery lines for the trip must be assigned to a delivery.

◗ To plan a trip:

1. Navigate to the Query Manager window, and find the trip.

   The trip displays in the Shipping Transactions window.

2. From the Actions menu, select Plan.

3. Choose the Go button or press Return to change the status of the trip to Planned.

   A checkmark displays in the Planned box to indicate that the trip is in Planned status.

4. Save your work.

Unplanning a Trip

You can unplan a trip to make changes to a planned trip: for example, if you want to add additional delivery lines or unassign delivery lines from a delivery within a trip. When you unplan a trip, Shipping Execution:

- Sets the status of all deliveries in the trip to Open.
- Sets the status of the trip to Open.

> **Note:** All delivery lines remain assigned to their respective deliveries when you reopen a trip.

Prerequisites

- ❑ Trip status must be set to Planned.
- ❑ Trip status for all deliveries must be set to Planned.

◗ To unplan a trip

1. Navigate to the Query Manager window, and find the trip.

   The trip displays in the Shipping Transactions window. If more than one trip displays, select the trip you want to unplan.
2. From the Actions menu, select Unplan.
3. Choose the Go button to change the status of the trip.
4. Save your work.

Assigning Freight Costs to a Trip

You can assign new freight costs to a specific trip, override the suggested freight costs, or update existing freight costs. For example, if you wanted to add additional costs to a particular vehicle that is used in the trip to deliver goods. A freight cost can also be assigned to a delivery, a stop, a delivery leg, a delivery detail, or a container.

◗ To assign freight costs to a trip:

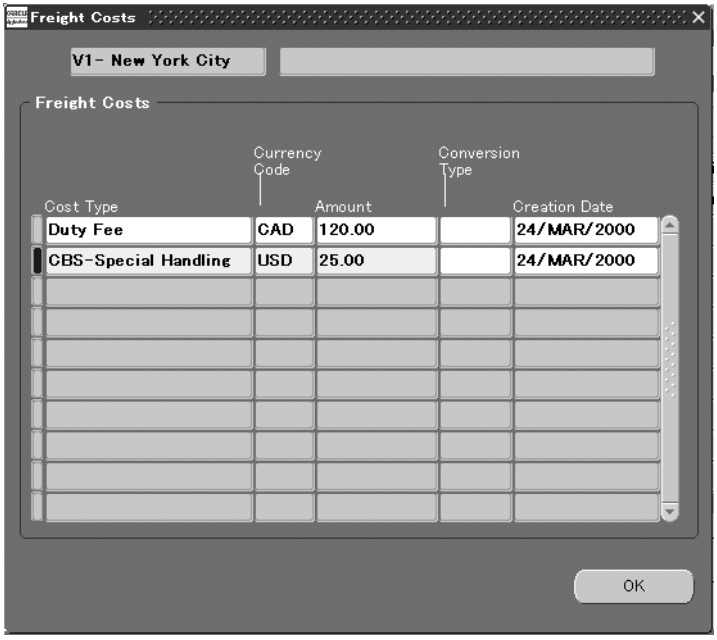
1. Navigate to the Query Manager window, and find the trip.

   The trip displays in the Shipping Transactions window.

2. From the Actions menu, select Freight Costs.

3. Choose the Go button.

   The Freight Costs window appears. In this window, you can enter freight costs for the trip.



4. Enter the Cost Type, Currency Code, Amount, and Conversion Type.

5. Choose the Done button.
6. Save your work.

Printing a Document Set for a Trip

You can print a group of shipping documents and other reports in a set. These document sets can include pick release documents, all shipping documents, and pack slip information.

◗ To print a document set for a trip:

1. Navigate to the Query Manager window, and find the trip.

   The trip displays in the Shipping Transactions window.

2. From the Actions menu, select Print Document Set.
3. Choose the Go button.

   The Document Sets window displays a list of document sets.

4. Select the document set and choose the OK button.

   The document set for the trip is printed.

5. Save your work.

Calculating Weight and Volume for a Trip

The weight and volume of a trip can be automatically or manually calculated. The default setting is set up in the Weight / Volume Calculation field in the Shipping Parameters window:

- If you select Automatic, the weight and volume is calculated automatically when the status of the trip is changed to packed, planned, or ship confirmed. The automatic calculation of weight and volume includes the fill percentage.
- If you select Manual, the weight and volume must be manually calculated by selecting Calculate Weight / Volume from the Actions menu.

When the weight, volume, and fill percentage for a trip is calculated, Shipping Execution:

- Calculates the weight, volume, and fill percentage of each open delivery and adds the values to the trip's current weight, volume, and fill percentage.
- Validates that the maximum load weight, the maximum internal volume, and the maximum fill percentage are not exceeded.
- Validates that minimum fill percentage requirements are attained.
- Calculates (estimates) the number of containers for each delivery line based on container / load relationships and the master / detail container specified on the delivery line.

Note: A vehicle must be assigned to the trip before the actual fill percentage can be calculated.

Prerequisites

- ❑ All delivery lines must be assigned to deliveries.
- ❑ Trip and / or delivery status must be set to Open.
- ❑ The Volume and Weight Unit of Measure fields must be defined for the trip and / or delivery.

◗ To calculate weight and volume for a trip (automatically):

If you selected Automatic in the Weight / Volume Calculation field in the Shipping Parameters window, the weight and volume is calculated automatically. See: Defining Shipping Transaction Parameters on page 1-8.

To calculate weight and volume for a trip (manually):

1. Navigate to the Query Manager window, and find the trip.

   The trip displays in the Shipping Transactions window.

2. From the Actions menu, select Calculate Weight / Volume.

3. Choose the Go button.

   The weight and volume for the trip is calculated and can be viewed in the Stops tab, Contents by Delivery tab, or the Contents by Line / Container.

4. Save your work.

5

Creating Deliveries

Overview of Deliveries

A delivery consists of a set of delivery lines that are scheduled to be shipped to a customer's ship-to location on a specific date and time. In a delivery, you can include items from different sales orders as well as backorders. You can group multiple deliveries together to create a trip.

More than one trip may be required to complete a delivery. For example, a delivery can consist of two trips, the first trip by truck and the second trip by rail.

You can perform the following tasks that include:

- Finding existing deliveries.
- Creating new deliveries.
- Arranging the loading sequence of deliveries.
- Assigning a delivery to a trip.
- Changing a delivery.
- Closing a delivery.
- Planning a delivery (to prevent changes to a delivery).
- Unplanning a delivery (to allow changes to a delivery).
- Re-opening deliveries.
- Pick releasing a delivery.
- Ship confirming deliveries.

You can either manually or automatically group delivery lines to create a delivery. If a delivery is auto-created, the delivery lines are grouped together by the mandatory

default criteria, Ship From Location and Ship To Location. However, additional grouping criteria can be included such as:

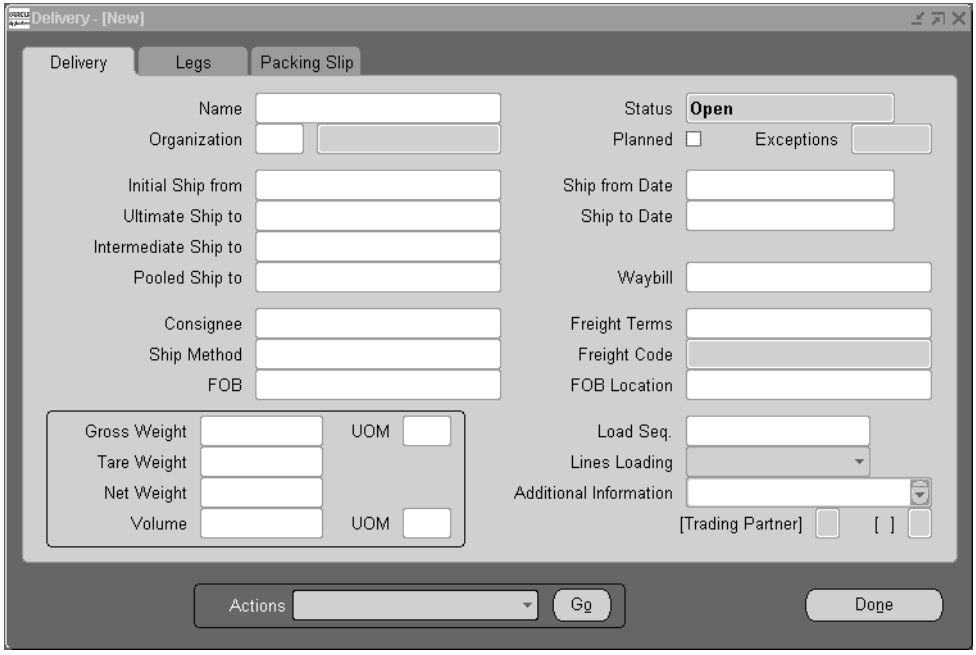
- Customer
- Freight Terms
- FOB Code
- Intermediate Ship To Location
- Ship Method
- Carrier

Creating a Delivery

You can create a delivery in the Delivery window either manually or automatically. Additionally, a delivery can be auto-created at pick release by selecting Auto-create Deliveries in the Shipping Parameters window. See: Defining Pick Release Parameters on page 1-10.

To create a delivery:

1. Navigate to the Delivery window.



2. Enter a name and organization for the delivery.
3. Select the initial ship from location, ship from date, ultimate ship to location, ship to date, intermediate ship to location, and pooled ship to, if applicable.

> **Note:** You must have Oracle Release Management installed to define an Intermediate Ship-To Location.

4. Enter the waybill number.
5. Select the consignee, freight terms, ship method, freight on board (FOB), FOB location, gross weight, unit of measure (UOM) for the gross weight, tare weight, net weight, volume, and the unit of measure (UOM) for the volume.
6. Enter the load sequence number to determine the order in which the delivery is placed on the vehicle.
7. Select the lines loading order in which the delivery lines are placed in containers.

   You can select from Forward, Reverse, Forward-Inverted, or Reverse-Inverted. See: Generating a Loading Sequence on page 5-11.
8. Enter any additional information that may be required.
9. Save your work.

Auto-creating Deliveries

You can automatically create deliveries for delivery lines that are not assigned to a delivery. Additionally, a delivery can be auto-created at pick release by selecting Auto-create Deliveries in the Shipping Parameters window. See: Defining Pick Release Parameters on page 1-10.

One or more deliveries can be created depending on the default delivery grouping criteria set up in the Shipping Parameters. For example, if two groups of delivery lines have different Ship To addresses, a different delivery number is assigned to each group.

Prerequisites

❑ Delivery status must be Open.

◗ To auto-create deliveries:

1. Navigate to the Query Manager window, and find the delivery lines that you want to add to a delivery.

   The delivery lines are displayed in the Shipping Transactions window.

2. Select the delivery lines for which you want to create a delivery.
3. From the Actions menu, select Auto-create Deliveries.
4. Choose the Go button to create a delivery for the selected lines.

   You can view the delivery name created for the delivery lines in the Delivery column in the Lines / Containers tab.

5. Choose the Delivery tab to view or add additional delivery details.
6. Save your work.

See Also

Defining Delivery Grouping Parameters on page 1-14.

Manual Packing Delivery Lines for a Delivery

You can pack delivery lines into containers which prevents changes to containers/lines assigned to containers within the delivery.

Once a delivery is packed, the delivery line information cannot be changed until you unpack the delivery. If the Weight/Volume Calculation in Shipping Parameters is set to Automatic, the weight and volume is calculated when the delivery is packed.

Prerequisites

- ❑ The delivery must be open.
- ❑ At least one delivery line must be assigned to the delivery you want to pack.

◗ To pack an entire delivery without details required:

1. Navigate to the Query Manager window, and find the delivery you want to pack.

   The delivery displays in the Shipping Transactions window.
2. Choose the Contents tab, and select the delivery lines you want to pack.
3. From the Actions menu, select Pack.
4. Choose the Go button.

   The Containers window appears.
5. Select the container.
6. Choose the OK button.

   The delivery lines assigned to the delivery are packed into the container.
7. Save your work.

Auto-packing Delivery Lines assigned to Deliveries into Containers

You can auto-pack delivery lines for a delivery into containers. When you auto-pack a delivery, the delivery lines are grouped together by shared attributes such as the Ship To location, and are packed into containers based on the grouping and container type.

Once a delivery is packed, the delivery line information cannot be changed until you unpack the delivery. If the Weight/Volume Calculation in Shipping Parameters is set to Automatic, the weight and volume is calculated when the delivery is packed.

Prerequisites

- ❑ All delivery lines must be assigned to a delivery.
- ❑ A container-item relationship must defined for the delivery line and container item. See: Defining Container-Item Relationships on page 1-47.

◗ To auto-pack delivery lines assigned to deliveries into containers

1. Navigate to the Query Manager window, and find delivery you want to pack.

   The delivery displays in the Shipping Transactions window.
2. Choose the Contents tab.
3. Select the delivery lines you want to pack.
4. From the Actions menu, select Auto-pack.
5. Choose the Go button.

   The delivery lines assigned to the delivery are packed into containers.
6. Save your work.

Unpacking a Delivery

You can unpack delivery line items if you want to modify the delivery lines assigned to a Packed delivery. Unpacking returns the delivery to the status it held prior to packing, and allows for changes.

Prerequisites

- ❑ Delivery must be Packed.
- ❑ Delivery cannot be in Planned status.
- ❑ Delivery cannot be ship confirmed.

◗ To unpack a delivery:

1. Navigate to the Shipping Transactions window and find the Delivery you want to unpack.
2. From the Actions menu, choose Unpack.
3. Choose the Go button to unpack the delivery.
4. Save your work.

Calculating Weight and Volume for a Delivery

The weight and volume of a delivery can be automatically or manually calculated. The default setting is set up in the Weight / Volume Calculation field in the Shipping Parameters window:

- If you select Automatic, the weight and volume is calculated automatically when the status of the delivery is changed to packed, planned, or ship confirmed. The automatic calculation of weight and volume includes the fill percentage.
- If you select Manual, the weight and volume must be manually calculated by selecting Calculate Weight / Volume from the Actions menu.

When the weight, volume, and fill percentage for a delivery is calculated, Shipping Execution:

- Calculates the weight, volume, and fill percentage of each open delivery and adds the values to the delivery's current weight, volume, and fill percentage.
- Validates that the maximum load weight, the maximum internal volume, and the maximum fill percentage are not exceeded.
- Validates that minimum fill percentage requirements are attained.
- Calculates (estimates) the number of containers for each delivery line based on container / load relationships and the master / detail container specified on the delivery line.

Prerequisites

❑ All delivery lines must be assigned to deliveries.

❑ Delivery status must be set to Open.

❑ The Volume and Weight Unit of Measure fields must be defined for the delivery.

◗ To calculate weight and volume for a delivery (automatically):

If you selected Automatic in the Weight / Volume Calculation field in the Shipping Parameters window, the weight and volume is calculated automatically. See: Defining Shipping Transaction Parameters on page 1-8.

◗ To calculate weight and volume for a delivery (manually):

1. Navigate to the Query Manager window, and find the delivery.

   The delivery displays in the Shipping Transactions window.

2. From the Actions menu, select Calculate Weight/Volume.
3. Choose the Go button.

   The weight and volume for the delivery is calculated and can be viewed in the Deliveries or Contents tab.
4. Save your work.

Generating a Loading Sequence for Delivery Lines in a Delivery

The loading sequence defines the order in which the delivery lines are loaded into containers. You can generate a loading sequence for delivery lines within a delivery by selecting the Generate Loading Sequence item from the Actions menu.

The loading sequence applies to the lowest level of packing (loading). For example, if a Detail container is specified for a delivery line, the loading sequence determines the order the item is loaded into the container. If a container is not specified, the loading sequence determines the order an item is placed in a vehicle.

If an item is loaded into a container first and then into a vehicle, a loading sequence of the items can only be reviewed through the vehicle load sheet. The vehicle load sheet prints the loading sequence in the correct order.

Prerequisites

- ❏ The status of the delivery must be open.
- ❏ The Lines Loading field (located on the Delivery tab of the Delivery Detail window) must be defined for the delivery. The Customer Production Sequence field (located in the Contents tab) must be defined for the delivery lines assigned to the delivery.

  Note: You can manually define the Lines Loading in the Delivery tab. The Customer Production Sequence number can be defined in one of two ways: the number can be defined for the order line at the customer site and the order line can then be imported via Order Import, or you can define the number in the Others tab in the Sales Orders window.

- ❏ You must assign containers to each of the delivery line items.
- ❏ You must calculate the weight and volume of the delivery and/or trip.
- ❏ The Volume and Weight Unit of Measure fields must be defined for the trip and/or delivery.

To generate a loading sequence for delivery lines in a delivery:

1. Navigate to the Delivery window.
2. Select the lines loading order to determine the order the delivery lines are placed in containers.
3. Click the Done button.
4. In the Contents tab of the Shipping Transactions window, select the delivery lines.
5. In the Deliveries tab, select Generate Loading Sequence from the Actions menu to generate a loading sequence for the delivery lines in the delivery.
6. Click the Go button.
7. Save your work.

Example of Loading Sequence Generation

Assume you have the following 6 delivery lines with unique production sequence numbers.

Customer Production Sequence Number	22	23	24	25	26	27
Delivery Line	1	2	3	4	5	6

If each container can only hold 2 items, the following loading sequence will be generated for each given loading order.

Container	**1**	**1**	**2**	**2**	**3**	**3**
Loading Order = Forward	1	2	3	4	5	6
Loading Order = Reverse	6	5	4	3	2	1
Loading Order = Forward Invert	2	1	4	3	6	5
Loading Order = Reverse Invert	5	6	3	4	1	2
Loading Order = Reverse	6	5	4	3	2	1

Printing a Document Set for a Delivery

You can print a group of shipping documents and other reports in a set. These document sets can include pick release documents, all shipping documents, and pack slip information.

◗ To print a document set for a delivery:

1. Navigate to the Query Manager window, and find the delivery.

   The delivery displays in the Shipping Transactions window.

2. From the Actions menu, select Print Document Set.

3. Choose the Go button.

   The Document Sets window displays a list of document sets.

4. Select the document set and choose the OK button.

   The document set for the delivery is printed.

5. Save your work.

Assigning Deliveries to a Trip

You can create a new delivery and assign it to a trip, or assign an existing delivery to a trip. You can assign deliveries to an existing in-transit trip provided that the stops selected for the assignment are in Open or Arrived status.

Note for advanced transportation planners: When a delivery is manually or automatically assigned to a trip, the Shipping Transactions window creates a delivery leg. If a trip for the delivery is created during ship confirmation, a delivery leg is created using the sourcing warehouse as the initial pick-up and the ultimate destination as the drop-off.

Prerequisites

- ❑ Status for the trip must be Open.
- ❑ Status for the Delivery must be Open.

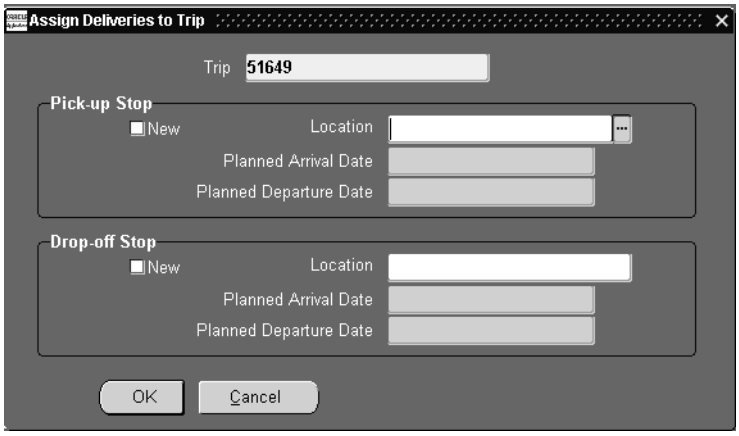
◗ To assign a delivery to a trip:

1. Navigate to the Query Manager window, and find the delivery.

   The delivery displays in the Shipping Transactions window.

2. From the Actions menu, select Assign to Trip.

   The Assign Deliveries to Trip window appears. You can enter the information about the trip to which you want to assign the delivery.



3. Select the trip name that you want the delivery assigned to.

> **Note:** Alternately, for quickly assigning a delivery to a trip, you can select a trip and click the OK button. The delivery's initial pick-up and ultimate drop-off default values are used.

You can add a new pick-up and drop-off stop for the delivery, or alternately, select an existing pick-up and drop-off stop associated with the trip.

- *To assign the delivery to a new stop:* In the Pick-up Stop region, enable the New box if you want to add a new pick-up stop. In the Drop-off region, enable the New box if you want to add a new drop-off stop. Select the location, arrival date, and departure date for each stop.

> **Note:** You can assign deliveries to stops that are in Open or Arrived status.You cannot assign deliveries to stops that are in Closed status.

- *Alternately, to assign the delivery to an existing stop*: Select the location for the pick-up stop and the drop-off stop. The default departure and arrival dates for each stop location are automatically selected.

4. Choose the OK button.

5. Save your work.

Unassigning a Delivery from a Trip

You can unassign a delivery from a trip. For example, if you wanted to reassign a delivery that was already assigned to a trip, you could reassign it from one trip and assign it to another.

Prerequisites

- ❑ Trip status for the delivery you want to unassign must be Open.
- ❑ Delivery status must be Open.

◗ To unassign a delivery from a trip:

1. Navigate to the Query Manager, and find the delivery you want to unassign.

   The delivery displays in the Shipping Transactions window.
2. From the Actions menu, select Unassign from Trip.
3. Click the Go button to unassign the delivery from the trip.
4. Save your work.

Closing a Delivery

You can close an open or planned delivery. When you close a delivery, Shipping Execution sets the status of the delivery to Closed.

Note: Once a delivery is closed, no further actions can be performed on the delivery until it is re-opened.

To close a delivery:

1. Navigate to the Query Manager window, and find the delivery you want to close.

   The delivery displays in the Shipping Transactions window.

2. From the Actions menu, select Close.
3. Choose the Go button to change the status of the delivery to Closed.
4. Save your work.

Planning a Delivery

You can plan a delivery once delivery lines have been assigned to the delivery. Planning a delivery prevents changes from being made to the delivery.

> **Note:** Once a delivery is planned, no further actions can be performed on the delivery until it is unplanned.

Prerequisites

- ❑ At least one delivery line must be assigned to the delivery.
- ❑ Delivery status must be Open.

◗ To plan a delivery:

1. Navigate to the Query Manager window, and find the delivery.

   The delivery displays in the Shipping Transactions window.
2. From the Actions menu, select Plan.
3. Choose the Go button.
4. Save your work.

See Also

Unplanning a Delivery on page 5-21.

Unplanning a Delivery

You can unplan a delivery to unassign delivery lines. When you unplan a delivery, Shipping Execution:

- Deletes any container information for the delivery
- Sets the status of the delivery to Open

> **Note:** All delivery lines remain assigned when you unplan a delivery.

Prerequisites

❑ The delivery cannot be Closed or Cancelled.

❑ All delivery lines assigned to the delivery must be available to release.

◗ To unplan a delivery:

1. Navigate to the Query Manager window, and find the delivery.

   The delivery displays in the Shipping Transactions window.
2. From the Actions menu, select Unplan.
3. Choose the Go button to unplan the delivery.
4. Save your work.

Re-opening a Delivery

You can re-open a ship-confirmed delivery (as long as the Stop containing the delivery is still open) to modify details for the delivery. You can modify and re-ship confirm the delivery.

Prerequisites

- ❑ The delivery must not be Closed.

◗ To re-open a delivery:

1. Navigate to the Query Manager window, and find the delivery.

   The delivery displays in the Shipping Transactions window.
2. From the Actions menu, select Re-open.
3. Choose the Go button.
4. Save your work.

6

Delivery Lines

Overview of Delivery Lines

A booked order line that is eligible to be shipped can be viewed as a delivery line in the Shipping Transaction window. Delivery lines with common attributes such as Ship From and Ship To addresses can be grouped together as a delivery. Delivery lines from different sales orders can be grouped together as a single delivery.

You can manage the following tasks for delivery lines:

- Find delivery lines.
- Split delivery lines.
- Assign delivery lines to a delivery.
- Unassign delivery lines from a delivery.
- Auto-create deliveries for delivery lines.
- Auto-create a trip for delivery lines.
- Assign freight costs to delivery lines.
- Calculate weight and volume for delivery lines.
- Pick Release delivery lines.

Splitting Delivery Lines

You can split shipments for certain customer requirements. For example, an original shipment may need to be split if your customer wants part of the ordered quantity delivered on a different date or to a different location. This is more convenient than reducing the quantity of the original shipment and adding a new shipment.

In another example, if a stock picker finds only a partial quantity when picking inventory to fill a given Order Line, the delivery lines could be split so that the partially processed quantity can progress further through the Order process.

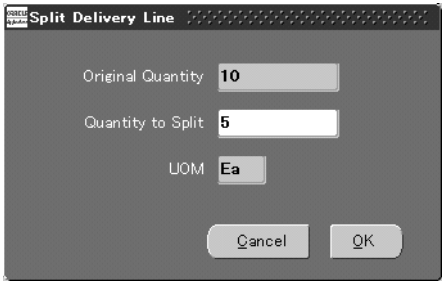
◗ To split delivery lines:

1. Navigate to the Query Manager window, and find the delivery line(s) you want to split.

   The delivery lines display in the Shipping Transactions window.

2. Select the delivery line you want to split.
3. From the Actions menu, select Split Line.
4. Click the Go button.

   The Split Delivery Line window displays the original quantity.



5. Enter the quantity you want to split.

   For example, if you split three 3 items from a delivery line consisting of 10 items, two delivery lines would result: one of seven items, and the second of three.

6. Click the OK button.

   The delivery lines are split into two lines.

7. Save your work.

Assigning Delivery Lines to a Delivery

You can assign delivery lines to an existing delivery.

Prerequisites

- ❑ The delivery lines cannot be assigned to an existing delivery.

◗ To assign delivery lines to a delivery:

1. Navigate to the Query Manager window, and find the delivery lines.

   The delivery lines display in the Shipping Transactions window.
2. Select the delivery lines you want to add.
3. From the Actions menu, select Assign to Delivery.
4. Choose the Go button.

   The Deliveries window appears.
5. Select the delivery to which you want to assign the delivery lines.

   The delivery lines are assigned to the selected delivery.
6. Save your work.

Unassigning Delivery Lines from a Delivery

You can unassign selected delivery lines from a delivery.

❑ The delivery lines must be assigned to an existing delivery.

◗ To unassign delivery lines from a delivery:

1. Navigate to the Query Manager window, and find the delivery lines.

   The delivery lines display in the Shipping Transactions window.

2. Select the delivery lines that you want to unassign from the delivery.

3. From the Actions menu, select Unassign from Delivery.

   This unassigns the delivery lines from the delivery.

   Note: You can also unassign a delivery line from a delivery by deleting the Delivery name from the delivery line in the Delivery Lines for Delivery *(Delivery Name)* window.

4. Save your work.

Auto-creating Deliveries for Delivery Lines

You can automatically create deliveries for delivery lines that have been successfully released for shipment. Lines are grouped onto deliveries based on the grouping attributes specified in the Shipping Parameters window.

Note: The delivery lines cannot be assigned to an existing delivery.

◗ To auto-create deliveries for delivery lines:

1. Navigate to the Query Manager window, and find the delivery lines.

   The delivery lines display in the Shipping Transactions window.

2. Select the delivery lines for which you want to create a delivery.
3. From the Actions menu, select Auto-create Deliveries.
4. Click the Go button.

   The delivery(s) are created for the selected lines based on the delivery grouping rules set up in the Shipping Parameters window.

5. Save your work.

Auto-creating a Trip for Delivery Lines

You can automatically create trips for delivery lines that have not been assigned to an existing delivery or trip. Auto-creating trips automatically creates a trip, stops, deliveries, and delivery legs for selected delivery lines.

Prerequisites

- ❑ The delivery lines cannot be assigned to an existing delivery or trip.

◗ To auto-create a trip for delivery lines:

1. Navigate to the Query Manager window, and find the delivery lines.

   The delivery lines display in the Shipping Transactions window.

2. Select the delivery lines for which you want to create a trip.
3. From the Actions menu, select Auto-create Trip.

   A trip is created for the selected delivery lines. You can view the trip name that has been created for the delivery lines in the Path by Stop tab in the Shipping Transactions window.

4. Save your work.

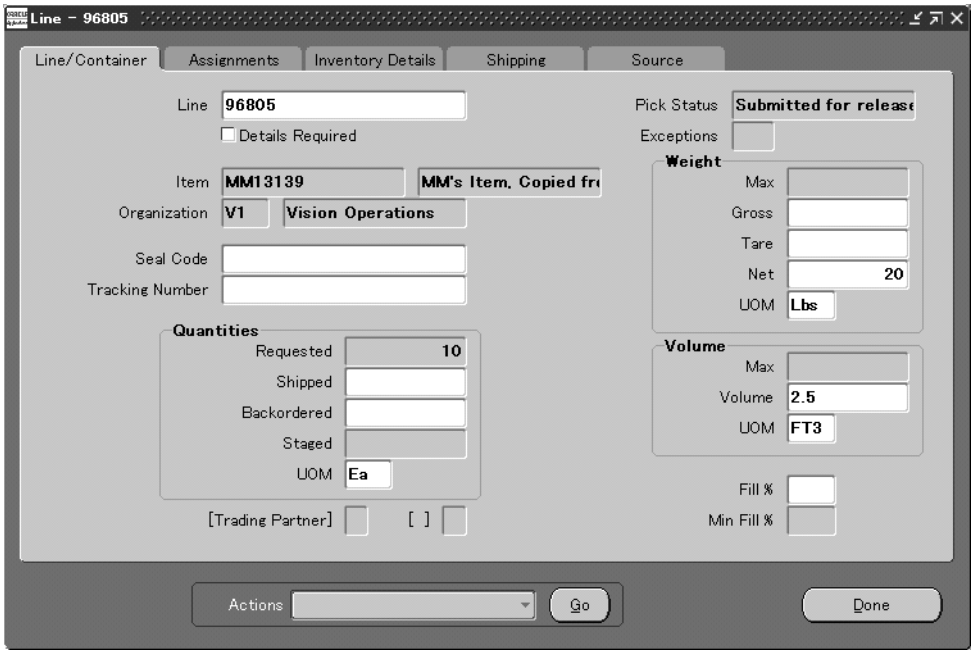
Assigning Freight Costs to Delivery Lines

Freight costs are shipment-related costs such as insurance, duty fee, special handling, or priority service. You can assign freight costs to delivery lines at any time even after ship confirmation. However, costs assigned after ship confirmation are not passed as freight costs to Order Management; instead, they are stored in the shipping system for future reference.

Although freight costs can be defined in any currency, only the currency that is defined is displayed. When costs are passed to Order Management, the currency is converted to the order header currency.

◗ To assign freight costs to delivery lines:

1. Navigate to the Query Manager window, and find the delivery lines.



The delivery lines display in the Shipping Transactions window.

2. From the Actions menu, select Freight Costs.
3. Choose the Go button.

The Freight Costs window appears. In this window, you can enter freight costs for the delivery lines.

4. Enter the Cost Type, Currency Code, Amount, and Conversion Type.
5. Choose the OK button.

   At ship confirmation, the freight cost is applied and the information is transferred to Order Management.

   Note: Costs assigned after ship confirmation are not passed as freight costs to Order Management; instead, they are stored in the shipping system for future reference.

6. Save your work.

Calculating Weight and Volume for Delivery Lines

You can calculate the weight and volume for selected delivery lines.

Prerequisites

- ❑ All delivery lines must be assigned to deliveries.
- ❑ Trip status must be set to Open.

◗ To calculate weight and volume for delivery lines:

1. Navigate to the Query Manager window, and find the delivery lines.

   The delivery lines display in the Shipping Transactions window.
2. Select the delivery lines for which you want to calculate weight and volume.
3. From the Actions menu, select Calculate Weight/Volume.
4. Choose the Go button.

   The weight and volume are calculated for the selected delivery lines.
5. Save your work.

Pick Releasing Delivery Lines

During pick release, delivery lines are released for shipment based on the release and shipping criteria. In addition to pick releasing by trip, delivery, and container, you can also pick release by delivery lines. If the stop and delivery are not specified, only lines which are not assigned to the delivery are selected for release. If stop and delivery are specified, all selected lines meeting the release criteria, whether they are assigned to a delivery or not, are released.

To pick release delivery lines:

1. Navigate to the Query Manager window, and find the delivery lines.

   The delivery lines display in the Shipping Transactions window.

2. Select the delivery lines you want to pick release.
3. From the Actions menu, select Launch Pick Release.
4. Click the Go button.

   The selected delivery lines are pick released and the Messages box displays if the pick release was successful or failed.

See Also

Pick Release on page 8-1.

7

Managing Containers

Overview of Managing Containers

In the Shipping Transactions window, you can create and manage containers at any point in the shipping process, and automatically create and pack containers using container-load relationships established in the Container-Item Relationships window.

You can create containers without assigning them to a delivery. This is useful if you want to create multiple containers of the same type then pack them with unassigned delivery lines.

You can pack multiple containers with multiple lines by using the Packing Workbench to automatically fill the containers using one of the following methods:

- *Equal packing:* splits the delivery lines equally between the selected containers.
- *Sequential packing:* fully packs one container at a time to its capacity (weight, volume, or quantity) before packing the next selected container.

You can complete the following tasks in container management:

- Assign a unique identification number / label (container name) to a new container (automatically or manually).
- Pack containers with or without assigning them to a delivery.
- Estimate and pack the number of containers required for a delivery line / item.
- Pack multiple lines into multiple containers.
- Assign containers to deliveries, and Pick Release containers.
- Automatically create and pack both the detail and master containers required for a delivery line.

Auto-packing Delivery Lines into Containers

You can auto-pack the required number of containers for the delivery line based on either the container-load relationship or the preferred container item. The preferred container item is set up in Oracle Inventory.

Auto-packing creates instances of containers, and assigns and packs the delivery lines into the containers. If a container is specified for a delivery line, that container is used. If not, the container defined in the default container-load relationship is used. The container-load relationship can be created with multiple container-items, and is set by enabling the Preferred box in the Container-Load Relationships window.

If a container is specified for auto-packing, but no container-load relationship is defined between the item and the container, the number of containers is estimated based on the weight and volume restrictions of the container.

Using the Auto-pack Master option

- If you select Auto-pack, then only the detail containers are created and packed.
- If you select Auto-pack Master, the delivery line is packed into the detail container, and the detail container is packed into the parent / master container in one action:

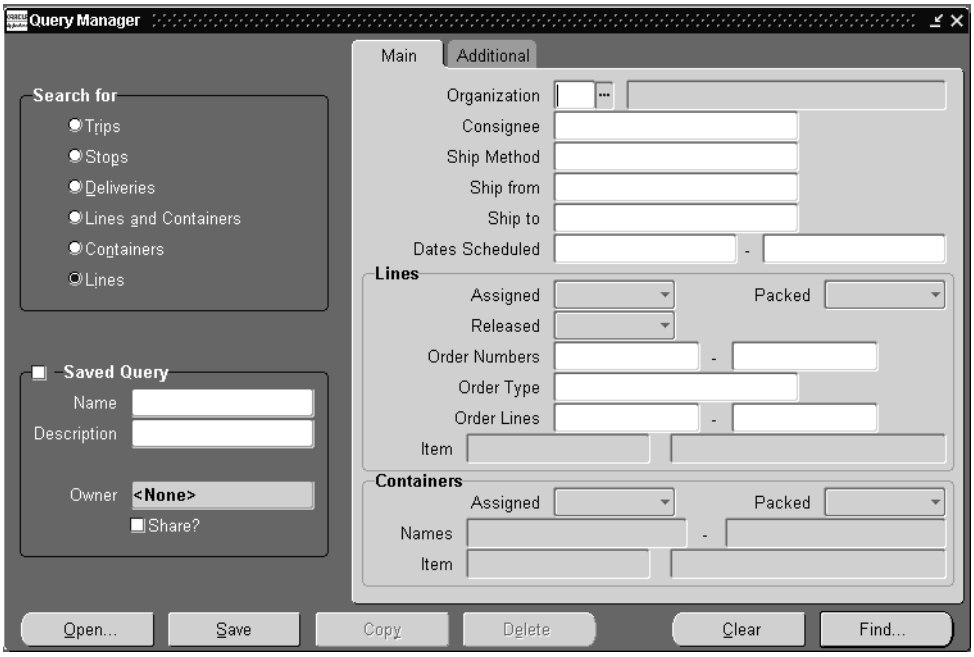
  For example, if you had a delivery line with a quantity of 12 of Item A and a container-load relationship set up so that 6 of Item A fits into Container A and 2 of Container A fits into Container B (the percent fill basis is set to quantity). If you run Auto-pack Master, the line is split into 2 lines of 6, the first line is packed into the first container, the second line is packed into the second container, and the two detail containers (2 Container As) are packed into Container B.
- The Auto-pack Master option is available from the Actions menu in the Lines / Containers tab in the Shipping Transactions window. It is also available at the delivery level.

See Also

Defining Container-Item Relationships on page 1-47.

To autopack delivery lines into containers:

1. Navigate to the Query Manager window, and find the delivery lines.



   The delivery lines display in the Shipping Transactions window.

2. Select one or more lines.
3. From the Actions menu, choose one of the following:
   - Auto-pack
   - Auto-pack Master
4. Click the Go button.

   The lines are auto-packed into containers. If you selected Auto-pack Master, the detail containers are packed into the parent / master containers.
5. Save your work.

Creating a Container

Multiple instances of an existing container type can be created and later assigned to trips or deliveries or packed. This provides flexibility because you can plan and pack ahead of time or as needed. The container instances you create display in the Shipping Transactions window.

Delivery lines that have not been pick-released can be assigned to containers and packed. You can run a pick-release batch by container name which enables you to pack multiple containers with multiple lines in one transaction.

Naming Containers

In the Name Generation region of the Create Containers window, you can assign container names to identify and track individual containers in a delivery. You can enter a container name; however, if a name is not entered, the system generates default container names.

In the example below, ten container instances named VIS1001BOX and ending with VIS1010BOX are created.

Prefix	Base Number	Quantity	Suffix
VIS	10010	10	Box

You can view container information in the Shipping Transactions window.

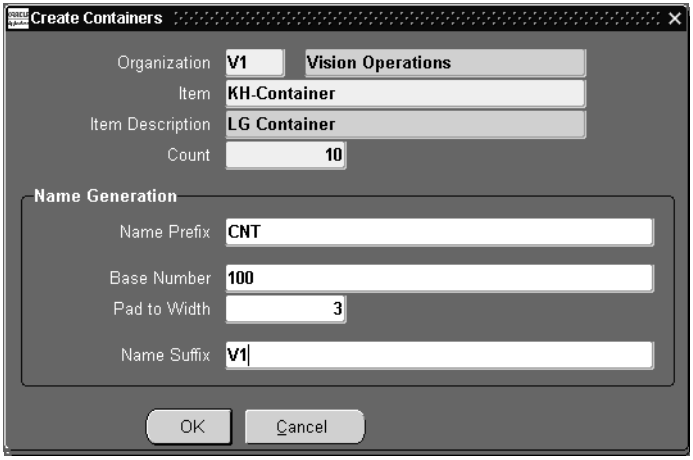
Note: To define a new container type rather than an instance of an existing container type, see Setting Up in *Oracle Inventory*.

◗ To create containers:

1. Navigate to the Shipping Transactions window, and find the lines / containers.

   The lines / containers display in the Shipping Transactions window.

2. From the Actions menu, select Create Containers to display the Create Containers window.



3. Select the organization for the container.
4. Select the container item such as a container, box, or pallet.
5. Enter a count for the number of container instances you want to create. For example, to create ten instances of the LG Container, enter 10 in the Count field.
6. Enter a prefix for the container name.
7. Enter the base number for the container name.

   The numbering starts from the base number and increments by 1. For example, if you enter 100 as the base number for the first instance of a container, the second is numbered 101, the third 102 and so on.
8. The default Pad to Width is the total number of digits between the prefix and suffix. For example, the default Pad to Width for the container name CNT100V1 is 3.

   You can override the default Pad to Width by entering a higher pad to width number. This allows for future creations of containers. For example, if you enter a Pad to Width of 5, the new container name is CNT00100V1.
9. Choose the OK button to create the container instances.
10. Save your work.

Note: You can also create containers from the Shipping Transactions window by clicking on the Container Data Entry folder and then following the steps above.

Assigning Freight Costs to a Container

You can assign new freight costs, override the suggested amounts, or update existing freight costs for a container. For example, you may need to add additional costs like Duty Fee or Priority Handling for a particular container. A freight cost can also be assigned to a delivery, a stop, or a delivery detail.

Prerequisites

- ❑ A container must exist.

◗ To assign freight costs for a container:

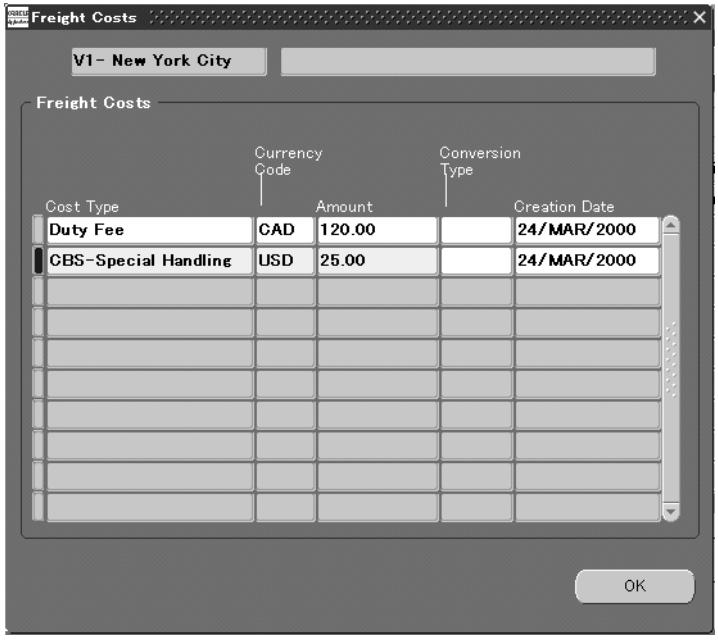
1. Navigate to the Query Manager window, and find the container.

   The container displays in the Shipping Transactions window.

2. From the Actions menu, select Freight Costs.

3. Choose the Go button.

   The Freight Costs window appears. In this window, you can enter freight costs for the container.



4. Enter the Cost Type, Currency Code, Amount, and Conversion Type.
5. Choose the OK button.

> **Note:** Costs assigned after ship confirmation are not passed as freight costs to Order Management; instead, they are stored in the shipping system for future reference.

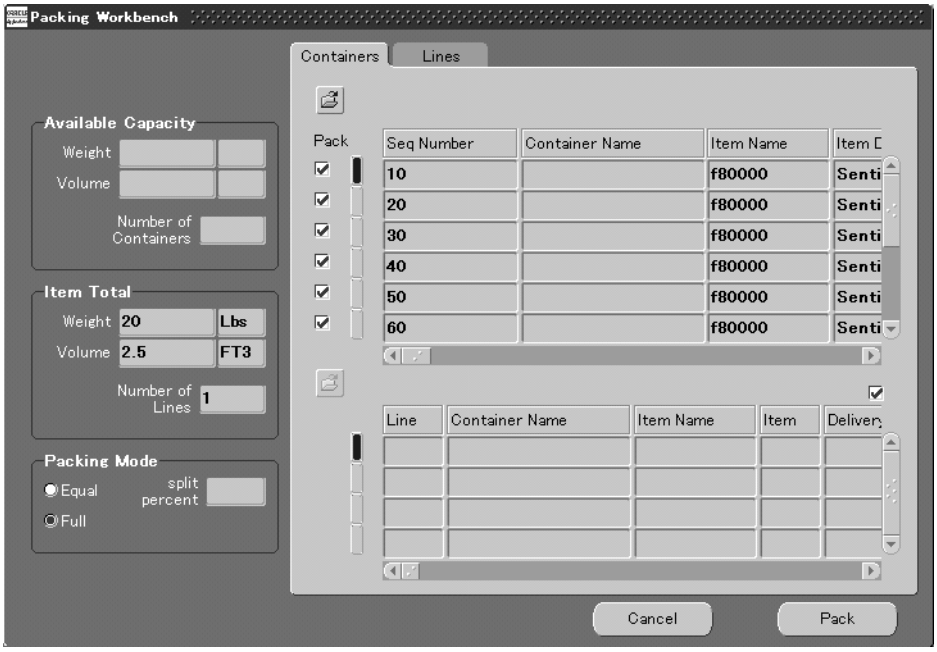
At ship confirmation, the freight cost is applied and the information is transferred to Order Management.

6. Save your work.

Packing Workbench

You can use the Packing Workbench to split the delivery lines between containers or to pack sequentially one container at a time to its full capacity.

The packing workbench window consists of the Containers tab which displays the containers and the Lines tab which displays the delivery lines. The packing workbench displays the tare or filled weight and volume of containers and delivery lines that can help the user determine the number of delivery lines and containers.



The containers and lines multi-record displays have checkboxes next to each record to indicate whether a particular container or line has been selected for packing. As the containers are selected / deselected, the total available weight / volume is recalculated. Similarly when the delivery lines to be packed are selected / deselected, the total net weight / volume of all the lines is re-calculated and displayed.

By matching the total net weight / volume of all lines with the total available weight / volume of the containers, the user can determine whether they can pack the selected delivery lines in the available number of containers. Matching weights and volume does not guarantee that all the selected lines will be packed into the selected

containers. Due to incompatibilities or differences in grouping attributes of the different lines and containers, there could be lines that are unpacked at the end of the packing operation.

To assign / pack a number of lines into one or more containers, the packing can be performed using two different algorithms; one method is based on the sequential packing of the lines into the specified containers, and the other involves an equal packing of all the lines into the containers.

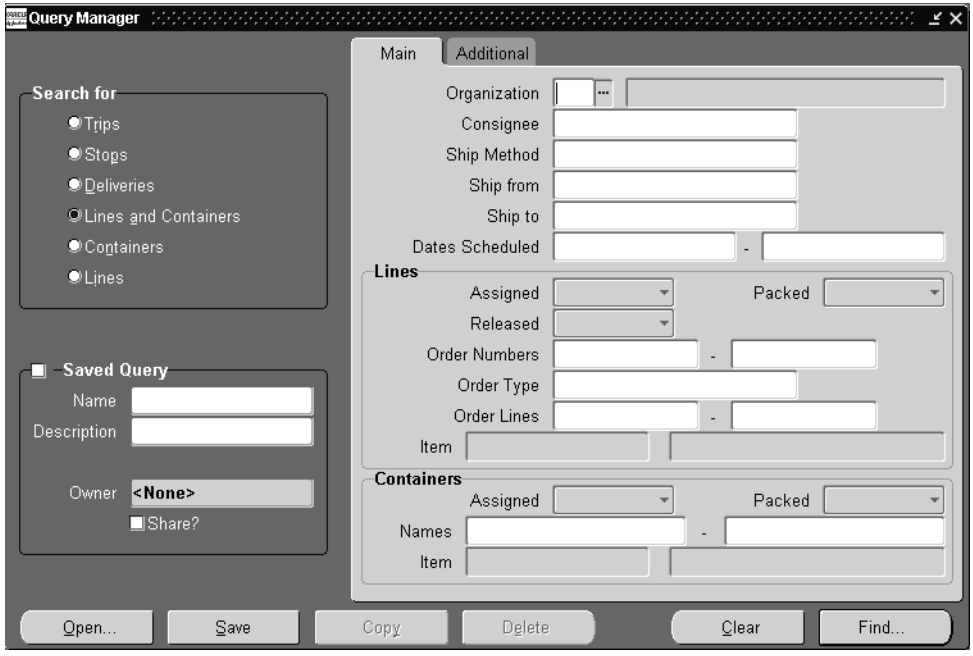
Equal Packing Delivery Lines into Containers

You can split the delivery lines equally between the selected containers so that each of the resulting split lines (from every delivery line) is packed into each available container. This results in a packing in which every container is packed with items from every delivery line. Every container will have the same quantity of a particular delivery line item. This method of packing is useful if you have a number of lines (each with a different item) that are grouped together at shipment time: for example, packing different home computer components into one box for shipping purposes.

A selected delivery line is split equally by the number of containers and every line is packed into all the containers in a one to many relationship, provided the container grouping attributes are satisfied by the line. The preferred container specified on the delivery line or the container load-relationship is ignored. This method of packing could result in a gross over-packing or under-packing. If the containers are over-packed or under-packed, a warning appears. Again, this packing method could result in delivery lines that remain unpacked at the end of the packing operation because of incompatibilities in grouping attributes of lines and containers.

To equally pack delivery lines into containers:

1. Navigate to the Query Manager window, and find the container(s) you want to pack.



   The delivery lines and containers display in the Shipping Transactions window.

2. Select the delivery lines and containers. To select more than one, press the CTRL key and select the lines and containers you want.
3. From the Actions menu, select Packing Workbench.
4. Click the Go button.
5. In the Packing Mode region of the Packing Workbench window, choose Equal.
6. Click the Pack button.
7. Save your work.

Sequential Packing Delivery Lines into Containers

You can fully pack one container and then proceed to pack the next container. When packing multiple lines into multiple containers, the packing is performed one container at a time. The first delivery line is packed into the first container until the container is full or the line is completely packed. If the line is completely packed, then the next line is packed into the same container until the container is full.

If the container is fully packed before the line is completed (only partial quantity fits), then the line is split so that the split line now fills up the first container and the remaining quantity of the original line is packed into the next container. This is continued until all the lines have been packed or all the containers are full. If the containers are full before all the lines can be packed, the remaining lines are left unpacked. A warning will be issued to inform the user that some lines were left unpacked.

◗ To sequentially pack delivery lines into containers:

1. Navigate to the Query Manager window, and find the container(s) you want to pack.

   The container displays in the Shipping Transactions window.

2. From the Actions menu, select Packing Workbench.
3. Click the Go button.

   The Packing Workbench window displays the container.

4. Select the Lines tab where the lines are displayed.
5. Select the delivery lines you wish to pack into the containers.
6. In the Packing Mode region, choose Full.
7. Click the Pack button.

Using the Packing Calculator

Before using the Packing Workbench, you can use the Packing Calculator to help plan your packing requirements. Using the Packing Calculator, you can determine by weight and volume if the delivery lines fit into the selected containers. The packing calculator uses the default weight and volume values for an item or container as defined in Oracle Inventory.

If you select or deselect lines or containers, you can recalculate the displayed values by choosing the Recalculate button.

To use the packing calculator:

1. Navigate to the Shipping Transactions window, and find the delivery lines and containers.
2. Select the lines or containers.
3. Choose the bar located on the right side of the Shipping Transactions window to display the packing calculator.

4. Choose the Recalculate button to display the available capacity of the containers or the weight and volume totals for the items.
5. Choose the bar again to close the Packing Calculator.

Assigning a Container to a Delivery

You can assign a container to an existing delivery by searching for the container and adding it to a delivery.

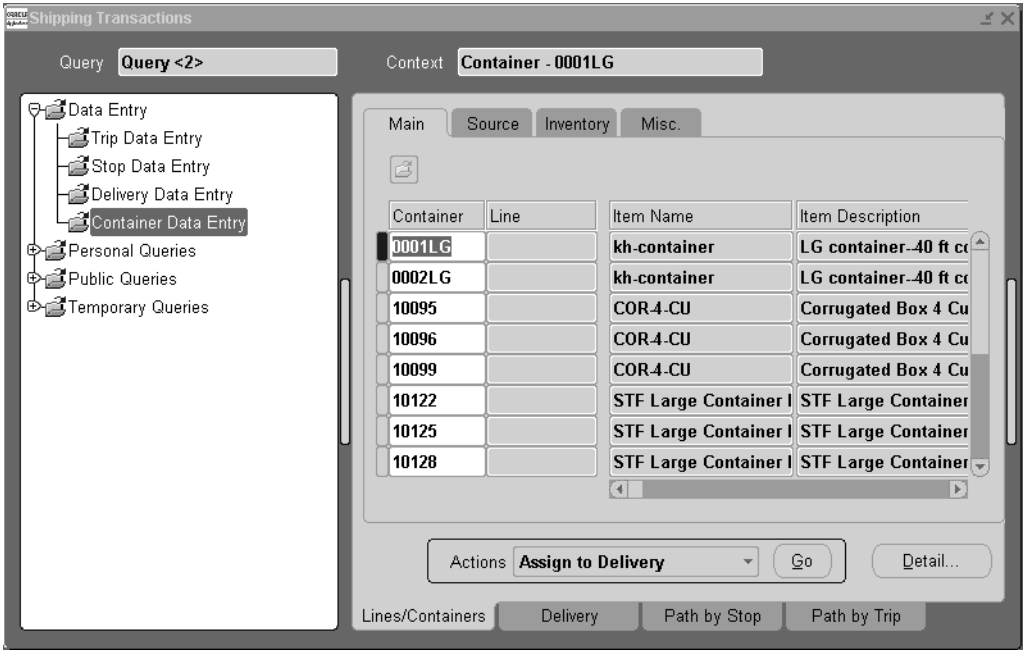
Prerequisites

- ❑ Delivery status must be set to Open.
- ❑ A delivery and container must already be created.

◗ To assign a container to a delivery:

1. Navigate to the Query Manager window, and find the container.

   The container displays in the Shipping Transactions window.



2. From the Actions menu, select Assign to Delivery.
3. Click the Go button. The Deliveries window appears.
4. Select the Delivery to which you want to assign the container.

5. Click the OK button to assign the container to the delivery.

Unassigning a Container from a Delivery

You can unassign a container by searching for the container and unassigning it from a delivery.

Prerequisites

- ❑ Delivery status must be set to Open.

◗ To unassign a container from a delivery:

1. Navigate to the Query Manager window, and find the container.

   The container displays in the Shipping Transactions window.

2. From the Actions menu, select Unassign from Delivery.
3. Click the Go button. The container is unassigned from the delivery.
4. Save your work.

8

Pick Release

Overview of Pick Release

You can pick release by order, trip, stop, container, delivery, warehouse, customer, schedule, or requested dates, shipment priority or combinations of the above criteria. The default release criteria is set up in Shipping Parameters, but you can override the default criteria in the Release Sales Order window at pick release.

Pick Release finds and releases eligible delivery lines that meet the release criteria, and creates Move Orders. The move orders create a reservation, determine the source, and transfer the inventory to staging areas. Pick Slips can be created after the detailing process completes, and the quantity and source can be manually verified at pick confirm. Detailing and pick confirmation can be manually transacted through inventory or set up in Shipping Parameters to occur automatically at pick release.

You can run one or more releases and customize releases to meet your requirements. You can define Release Sequence Rules to specify the order in which eligible delivery lines are released during pick release. You can also define Pick Slip Grouping Rules, which determine how released move order lines are grouped onto pick slips.

Pick Release can be run using the following methods:

- *On-line:* You can pick release one order immediately, thereby eliminating time spent waiting for the order to process through the Concurrent Manager queue. This is done in the Release Sales Orders for Picking window. This window can also be accessed from the Tools menu in the Shipping Transactions window.
- *Concurrent:* You can run pick release in the background, allowing you to run other processes simultaneously. This is done in the Release Sales Orders for Picking window. This window can also be accessed from the Tools menu in the Shipping Transactions window.

- *Standard Report Submission (SRS):* You can run a specific release at the same time every day. SRS runs pick release in the background multiple times. This is done in the Release Sales Orders for Picking SRS window.
- *Shipping Transactions window:* You can run pick release in the Shipping Transactions window by selecting Launch Pick Release from the Actions menu.

Move Orders

A Move Order is a request for a subinventory transfer or account issue. The pick release process creates move orders. These Pick Wave Move Orders are pre-approved requests for subinventory transfers to bring material from its source locations in the warehouse to a staging subinventory. Reservations created for sales orders are automatically updated and transferred for the user as the Move Order is released and transacted.

Picking Rules

Move Orders will use the Picking Rules set up in Oracle Inventory to locate the material required to fulfill the Move Order Line. Together with item-subinventory defaults (required if the staging subinventory is locator controlled), the Picking Rules suggest the staging transfer transaction lines with appropriate source information that will be required to obtain enough material in the staging location for the delivery. The process by which the Picking Engine generates these transaction line suggestions is called Detailing.

Staging Locations

The destination subinventory on the Pick Wave Move Order is the staging location into which the picked material should be deposited. Each organization should designate at least one staging subinventory. Each batch created at pick release will have the same destination staging subinventory. The default staging subinventory and locator to be used for all Pick Wave Move Orders are specified through Oracle Shipping Execution's Shipping Parameters window. This location can be changed at Pick Release. To model different staging lanes within the staging area, facilities may choose to either create different subinventories or designate staging lane locators within one staging subinventory.

Configuring Your Picking Process

You can determine the number of pick release steps the system will prompt to move material from Pick Release to Ship Confirmation. These steps are:

1. Pick Release
2. Move Order Line Detailing
3. Move Order Line Pick Confirmation
4. Ship Confirmation

Pick Release

Oracle Shipping Execution's Pick Release process creates Move Orders. One order is created per pick release batch per organization, so if you pick release across multiple organizations, one move order is generated in each facility. One Move Order line is generated for each order line included in the picking batch. That Move Order line includes the item, quantity, the staging location (the destination subinventory and locator) and a source subinventory and locator if one was specified on the sales order line or on the Release Sales Orders window.

Detailing

To release the Move Order lines created at Pick Release to the warehouse and to print pick slips, the lines must be detailed. The detailing process for a Pick Wave Move Order Line also creates a high level (organization level) reservation for the item(s) if no reservations previously existed. Users can choose to do this immediately after the Move Order Lines are created or to postpone this step until a later point in time.

Postponing the detailing process might be employed by organizations that pick release across multiple warehouses but prefer to allow each warehouse to determine when to release their order lines to the floor. Detailing the order lines immediately after they are created is called auto-detailing. Postponing the detailing process is referred to as manual-detail. You can set up a default detailing mode in the Shipping Parameters window. This default can be overridden at each Pick Release through the Release Sales Orders window.

Pick Confirmation

The Move Order Line Details must be transacted (in Inventory) to confirm the material drop-off in staging. Pick confirmation executes the subinventory transfer that moves the material from its source location in the warehouse to the staging location. Pick Confirmation automatically transfers the high level reservation to a detailed reservation (including lots, subinventory and locators) in the staging location.

At pick confirmation, a user can report a missing quantity or change information if material is picked from a different lot, serial, locator, or subinventory. Auto pick confirm can be set up as the default to occur immediately after the lines are detailed if an organization's picks rarely deviate from the suggested picking lines or the overhead of requiring a Pick Confirmation is unmanageable. Users can set up a default Pick Confirm policy in the Inventory organization parameters. This default can be overridden at each Pick Release.

Note: Even if automatic pick confirm is used, the material is only transacted to the staging subinventory and reserved. A user can still manage any discrepancies found by deleting the reservation and transacting the material back to its original subinventory.

If mobile devices such as bar code scanners are used to perform inventory transactions, it is suggested that you use manual pick confirmation for greatest inventory accuracy and control.

Ship Confirmation

The material picking process ends when the items are ship confirmed out of inventory. Ship confirming the items removes the existing reservations and performs the sales order issue transaction. A user may choose to ship confirm only part of the sales order quantity. In this case, the balance of the sales order may be backordered. Backordering at Ship Confirm automatically splits the sales order into two lines. The first line represents the shipped quantity, and the second line represents the backordered quantity. The backordered line is automatically Pick Released by Oracle Shipping Execution. A Move Order line is automatically generated for the backordered quantity.

You have the following options if the partial inventory quantity shipped is less than the requested quantity:

- When the partial quantity is not available due to inventory discrepancy or damage, you can enter the shipped quantity and the remaining quantity defaults to the backorder field on the line. Upon ship confirmation, the reservation is transferred to cycle count so the discrepant amount is not available to pick.
- You can enter the shipped quantity on the line, then enter the partial quantity in the Stage Quantity field on the line. The partial quantity remains in the staging subinventory with the reservation intact.

Serial Numbers

Detailing can suggest serial numbers to be transacted to fulfill the Pick Wave Move Order Line. A user can change the suggested serial numbers if the picker chose different serials. Some organizations, however, may choose to not suggest serial numbers and require the pickers to enter the numbers they have selected. This option is enabled using a profile option called INV: Detail Serials. If you choose not to detail serial numbers, any Pick Wave Move Order Line for a serialized item will not be automatically pick confirmed and the picker will have to enter the serial

numbers before the material is transacted into staging and becomes eligible for Ship Confirmation.

If all orders should be automatically pick confirmed, the profile option must be set to Yes. No reservations are placed on the specific serial numbers that are pick confirmed so if the picker chooses a serial number that was not recommended by the system, the user can perform a subinventory transfer to move the correct serial number to the staging location and then perform another subinventory transfer to move the erroneous serial number back into the storage location.

At Pick Confirmation, Oracle Shipping Execution collects the serial numbers that were transacted into staging and assigns them to the appropriate delivery line. It is no longer necessary to enter serial numbers at Ship Confirmation unless a change occurs and a user has decided to ship different units than those suggested.

Reservations

The material picking process also manages Supply Chain Reservations for the user. If no reservation was created prior to pick release through Oracle Order Management or Oracle Inventory, a high level (organization wide) reservation is placed on the item for that sales order. When the move order is transacted at pick confirmation, that reservation is transferred to a detail level (including locators, lots, revisions, and the staging subinventory) reservation in the staging location. It is thus advisable to make the staging locations a reservable subinventory.

Identifying Potential Shortages

If the Detailing process was unable to locate enough material to fulfill the Move Order Line, a shortage situation exists. A short Move Order line can be re-detailed through the Move Order Transaction window to allow the picker to direct it to another location or by re-releasing the Sales Order through Pick Release.

See also

Move Orders, *Oracle Inventory User's Guide*

Releasing Sales Orders for Picking

The Release Sales Orders for Picking window specifies the criteria for releasing one or more order lines. You can select order lines based on a number of criteria such as warehouse, shipment request date, and item. Shipping Execution only releases delivery lines which have been booked and have met the prerequisites for Pick Release.

There are two methods for running Pick Release from this window--Online and Concurrent:

Online: Releases an order, Trip, Trip Stop, or delivery immediately, thus eliminating time spent waiting to process through the Concurrent Manager queue. However, if this method is selected, you must wait until pick release completes prior to running other processes.

Concurrent: Releases in the background for multiple orders, Trips, or deliveries, thus allowing you to run other processes simultaneously.

Two rules determine how Pick Release handles order lines / picking lines--Release Sequence Rules and Pick Slip Grouping Rules:

Release Sequence Rules specify the order in which eligible delivery lines are released. The order in which delivery lines are released using a Release Sequence Rule is based on the following attributes: order number, outstanding invoice value, schedule date, departure date, and shipment priority. For example, if you wanted to ensure that delivery line items with the earliest Schedule Ship Dates were released before any other similar items, you could create a Release Sequence Rule that would release items with the earliest schedule dates first and then select that rule during Pick Release. You must specify a Release Sequence Rule.

Pick Slip Grouping Rules define how move order lines are grouped together on a pick slip. You must specify a Pick Slip Grouping Rule.

When you release a partial quantity of a delivery line, Pick Release releases the available quantity and creates a new delivery line consisting of the remaining quantity. For example, if you wanted to release a delivery line consisting of 10 items but only 6 items were available to release, Pick Release would release the 6 items and create a new delivery line consisting of the 4 remaining items.

If reservations are not available for a particular item, Pick Release leaves the item as submitted to inventory. Pick Release uses item attributes you define in Oracle Inventory, such as lot and locator control, to determine which attributes must be maintained when an item is released. If you place a reservation for an item and include some of the necessary inventory attribute information, Pick Release verifies

the existing reservations and adds the outstanding required information. For example, if you are releasing an item under lot and locator controls and you reserve the item on-line to the lot level, Pick Release uses the lot you reserved to and automatically adds the locator to the reservation.

Prerequisites

- ❑ You must book an order (order lines must be shippable and the line must have a shipping Workflow activity).

Note: Credit checking and holds prevent an eligible order line from releasing until the order line is reviewed and removed from hold. For example, you may have a hold on defective products received from your supplier. Shipping Execution prevents release of order lines, even if they have passed all the cycle prerequisites, until the hold is removed.

If credit checking is active at Pick Release, the order is evaluated to see if it violates your credit checking policies. If it does, the order is placed on hold and the lines are not released. If an order was previously on credit hold but no longer violates your credit checking policies, Pick Release automatically releases the order from credit hold and processes the appropriate order lines.

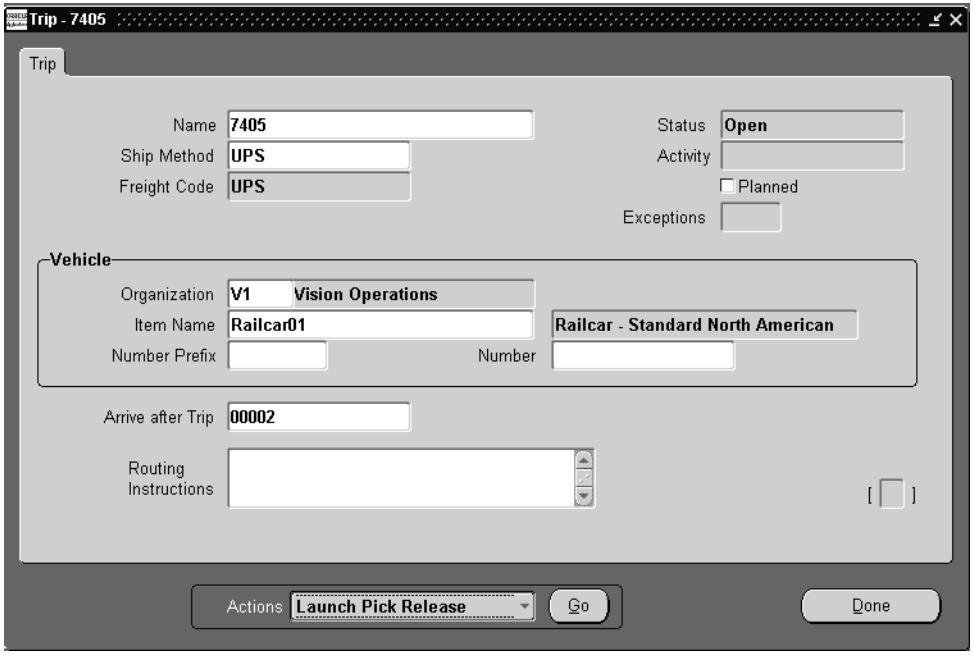
Pick Releasing from the Shipping Transactions window

You can run pick release in the Shipping Transactions window by selecting Launch Pick Release from the Actions menu. From this window, you can pick release trips, stops, deliveries, containers, and lines.

You can pick release an entire trip automatically without having to pick release each warehouse independently. This is convenient if you want to pick release all deliveries and delivery lines assigned to a trip that may originate from more than one warehouse.

◗ To pick release all delivery lines for a trip:

1. Navigate to the Trip window.



2. From the Actions menu, select Launch Pick Release.
3. Choose the Go button.

   Pick Release is launched and pick releases the deliveries and delivery lines for that trip.

4. Choose the Done button.
5. Save your work.

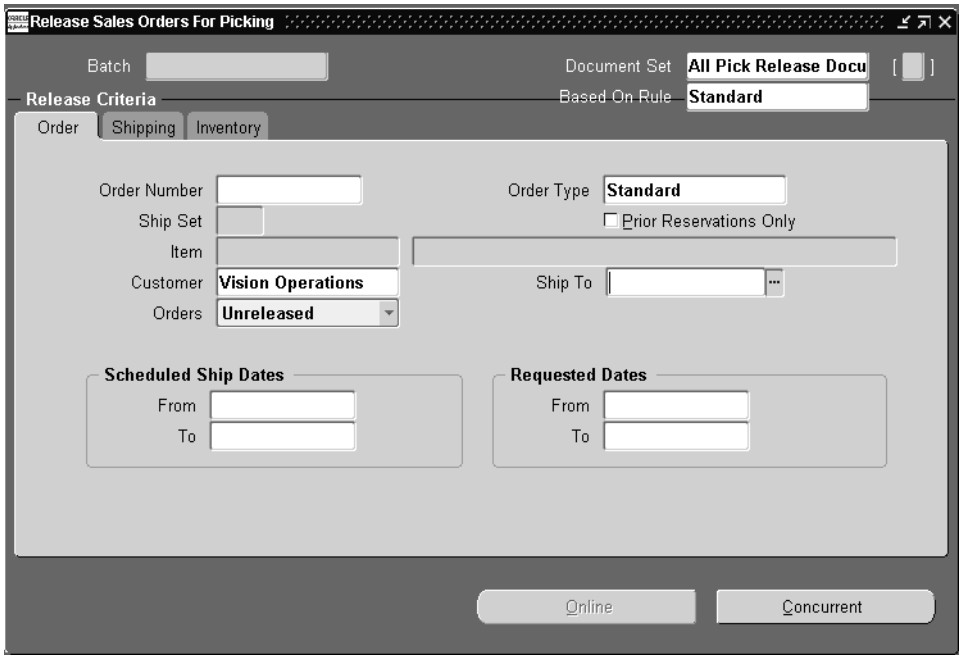
Note: Alternate Pick Release methods:

- If you want to release only those delivery lines for a specific delivery within a trip. When you are in the Delivery window, select Pick Release Form from the Tools menu of the Shipping Transactions window.
- Navigate to the Release Sales Order window. Choose the Online or Concurrent button. You can also select the Release Sales Order SRS window rather than the Release Sales Order window.

To release a sales order:

1. Navigate to the Query Manager, and find the trip.

   The trip displays in the Shipping Transactions window.
2. From the Tools menu, select Pick Release Form.
3. Complete your entries in the Release Sales Order for Picking window or select a Based On Rule to automatically default the remaining criteria.



> **Note:** If you have not created a release rule or do not want to use an existing release rule, do not select a Based on Rule and complete the desired fields. See: Defining Release Rules on page 1-34.

4. Choose the Concurrent or Online button.

   Pick release is launched and pick releases the deliveries and delivery lines for the trip.

5. Save your work.

Order Cancellations

With the new material picking process, a sales order can now be canceled after it has been pick released without requiring the user to backorder in Oracle Shipping Execution. If an order quantity is reduced after pick release, any requested and detailed quantities on the Move Order line are reduced accordingly and any Reservations that exist for the sales order will be updated to reflect the new order quantity. These changes are made automatically and require no intervention from the user.

9

Ship Confirm

Overview of Ship Confirm

Ship Confirm is the process of recording that items have shipped. When you ship confirm a delivery, Shipping Execution confirms that the delivery lines associated with the delivery have shipped.

The options in the Confirm Delivery window provides flexibility for automating many tasks associated with processing deliveries with many delivery lines. For example, when the Ship Entered Quantities, Unspecified Quantities Ship option is selected at ship confirm, the shipped amounts are automatically processed so that each delivery line with a NULL value displays as fully shipped. This saves you from manually entering each item as fully shipped.

During ship confirm, you can also automatically create a trip and related stops for a delivery that has not been assigned to a trip.

Prerequisites

- ❑ Delivery lines must be released.
- ❑ Delivery must be open or packed.
- ❑ At least one delivery line must be assigned to the delivery.

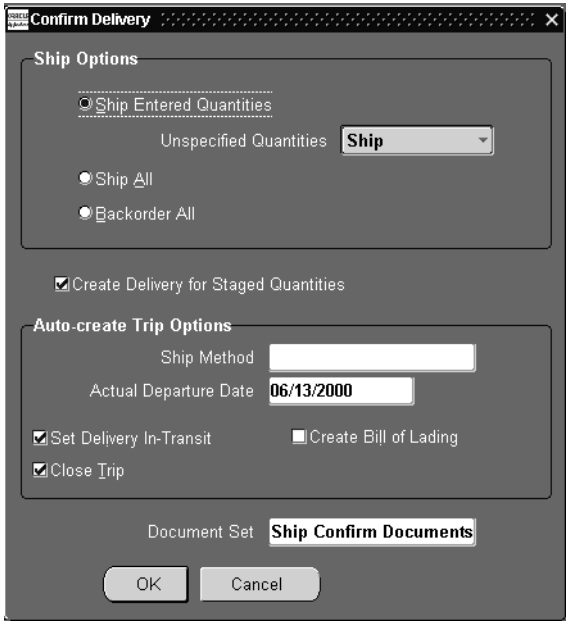
> **Note:** If lines are not released or do not satisfy Inventory controls, a warning appears and they are unassigned from the delivery at Ship Confirm time.

◗ To ship confirm a delivery

1. Navigate to the Query Manager window, and find the delivery.

The delivery displays in the Shipping Transactions window.

2. From the Actions menu, select Ship Confirm to display the Confirm Delivery window.



3. In the Ship Options region, select one of the following ship confirm options:

   - **Ship Entered Quantities, Unspecified Quantities Ship**: Ship confirms the quantity of items specified in the Shipped Quantity field and treats null values as full quantity (shipped quantity = requested quantity). For example, if the Requested Quantity is 10 and the Shipped Quantity field is null (no values entered), the full quantity (10) is shipped and displays in the Shipped Quantity field.
   - **Ship Entered Quantities, Unspecified Quantities Backorder:** Ship confirms the quantity of items specified in the Shipped Quantity field and treats null quantities as full backorders (backorder quantity = requested quantity). For example, if the Requested Quantity is 10 and the Shipped Quantity field is null (no values), the full quantity (10) is backordered and displays in the Backordered Quantity field.

- **Ship Entered Quantities, Unspecified Quantities Stage:** Ship confirms the quantity of items specified in the Shipped Quantity field and treats null values as full quantity in the Stage Quantity field (stage quantity = requested quantity). For example, if the Requested Quantity is 10 and the Shipped Quantity field is null (no values), the full quantity (10) displays in the Stage Quantity field.

  Note: If a non-zero Stage Quantity exists on a line, it is split from the line and unassigned from the delivery. If the Create Delivery for Staged Quantities is enabled, all staged delivery lines are grouped together in a new delivery.

- **Ship All:** Ship confirms the entire quantity regardless of what was entered in the Shipped Quantity field (shipped quantity = requested quantity). For example, if the Requested Quantity is 10 and the Shipped Quantity field is 5, the full requested quantity is shipped (10) and displays in the Shipped Quantity field.
- **Backorder All:** Backorders the entire quantity irrespective of what was entered (shipped quantity = 0, backorder quantity = requested quantity).

  Note: If the delivery is completely backordered, move orders are created for each backordered line. The delivery status is Closed, the delivery is unassigned from all trips and all lines will be unassigned from the delivery.

4. Enable the Create Delivery for Staged Quantities box (default setting), if you want all staged delivery lines grouped together in a new delivery.

   If you do not want to create a trip for the delivery, choose the Go button to ship confirm and save your work.

   Note: Auto-create trip options are dimmed if the selected delivery is already assigned to a trip.

   Optionally, if the delivery is not assigned to a trip, you can auto-create a trip for the delivery by completing the Auto-create Trip Options region:

5. Select the ship method and the actual departure date.

This allows you to specify the stop departure date which also updates Inventory.

The simplest way to ship confirm one or more deliveries is to enable the Set Delivery in-Transit and Close Trip fields in the Confirm Delivery window:

Set Delivery In-transit: Creates a trip and stops for the delivery. Closes first stop of the delivery, but leaves second stop open. Sets status of delivery to In-transit and initiates Order Management (OM) and Inventory interfaces.

Close Trip: Creates a trip and stops for the delivery. Closes trip, all stops, and the delivery.

6. Enable the Create Bill of Lading box if you want to create a Bill of Lading.
7. Select the document set you want printed for the delivery and choose the OK button.

A trip and related stops are created for the delivery. Save your work

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Note: If a delivery is in confirmed status, the pick-up stop has to be closed manually to update Inventory / Order Management (OM). The delivery can be re-opened at any time to make changes as long as the delivery is in confirmed status.

10

Carrier Integration

Overview of Shipping Execution-UPS Integration

Oracle Shipping Execution and United Parcel Service (UPS) are integrated through common APIs (application programming interfaces) to provide common solutions for customers who use both Oracle Shipping Execution and UPS.

The integration allows you to do the following shipping-related tasks:

- Estimate shipping costs for packages.
- Track lines and containers.
- Find time in transit for ground shipments.
- Validate address and postal code information for a shipment.

Calculating UPS Rate and Service Selection for Delivery Lines and Deliveries

In the UPS Rate and Service Selection window, you can calculate rates in US dollars, and select UPS services for deliveries, lines, and containers.

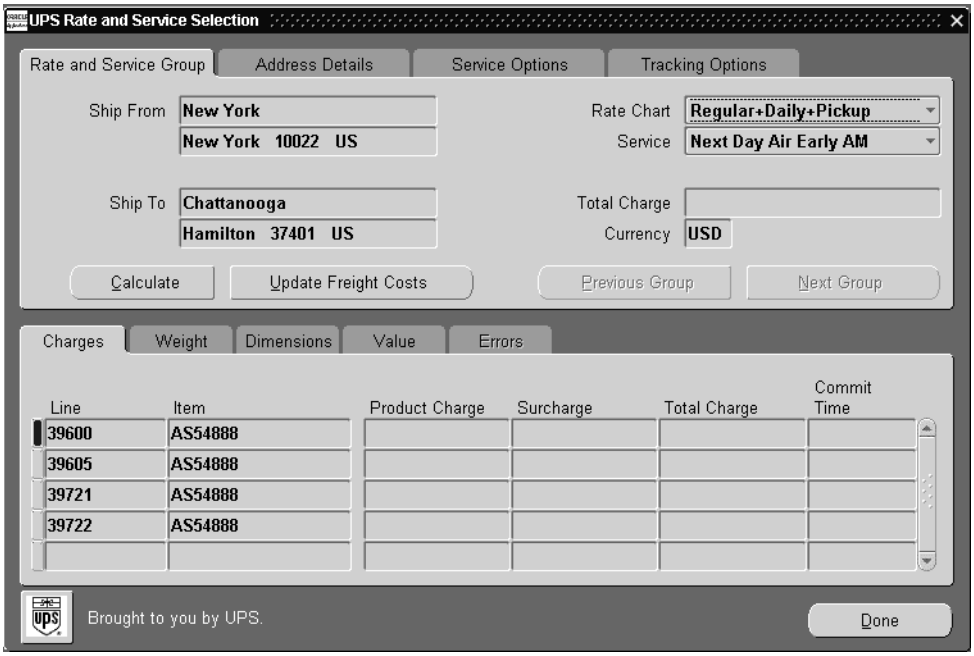
You can update freight cost values for a delivery line. Lines and deliveries with the same Ship From and Ship To address are grouped into Rate and Service Groups, and total charges for each group can be calculated. When you calculate the total charges for a line item, you can also update the freight costs for that item.

Note: Any errors display in the Errors tab.

You can compare charges for different UPS services, for example, between two-day express versus overnight delivery. You can also select different tracking options, view charges, and surcharges for an item, and enter dimensions for an item.

To calculate UPS rate and service costs for a delivery:

1. Navigate to the UPS Rate and Service Selection window.



In the Rate and Service Group tab:

Displays the total freight charges in US dollars for a group and the Ship From and Ship To addresses for a delivery. You can view freight costs for a group or update freight costs for an item after completing your entries in the remaining tabs.

2. Select the rate chart and service such as ground or worldwide express.

In the Address Details tab (view-only):

Displays detailed Ship From and Ship To address information.

In the Service Options tab:

3. Select one or more service options such as Saturday Pickup or Additional Handling.

In the Tracking Options tab:

4. Select the First and Second Ship Notification. Choose None, Domestic, or International.
5. Select the Call Tag.
6. Select the Delivery Confirmation.
7. Enable the Verbal Confirmation box if you want verbal confirmation.
8. Choose the Calculate button to calculate the charges.

In the Charges tab (view-only):

Displays the product charge and surcharge and each line and item.

In the Weight tab:

9. The default weight (from Oracle Inventory) for the line item displays in pounds.

In the Dimensions tab:

10. Optionally, enter the length, width, and height for each line item.

In the Value tab:

11. Select the packaging type and declared value for each item.

In the Errors tab (view-only):

Displays any errors that occur when calculating charges.

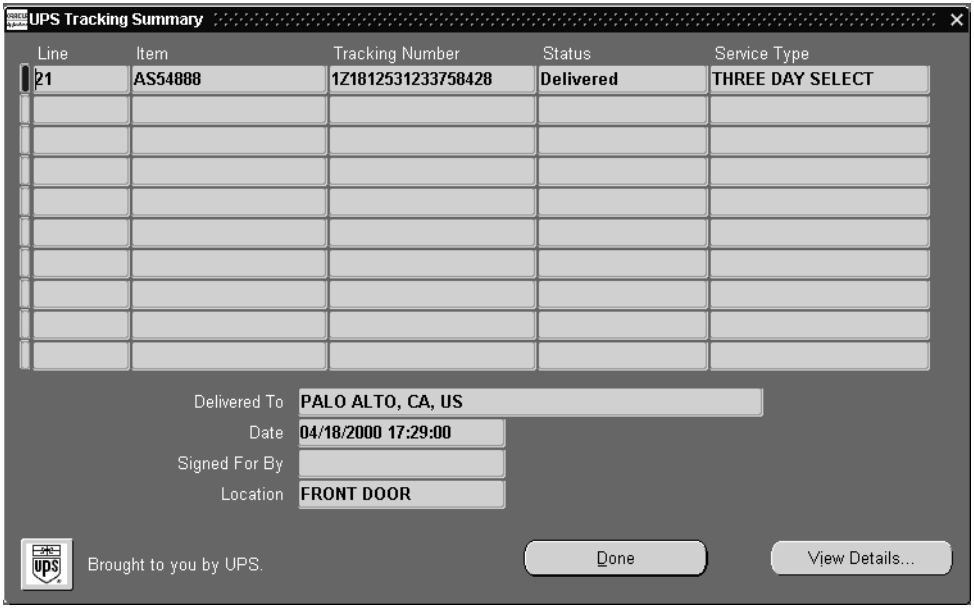
12. Choose the Update Freight Costs button to update freight costs for the delivery lines.
13. Click the Done button to save your work.

Tracking Lines and Containers

You can track UPS ground shipments for lines and containers and view information such as tracking numbers, status, and service type. You can also view detailed tracking information for a selected line such as the date and location where a package was picked up or dropped off. This information displays in the UPS Tracking Detail window.

◗ To track lines and containers:

1. Navigate to the UPS Tracking Summary window.



2. The window displays the most recent tracking information including tracking number, status such as undelivered or delivered, service type, and date.
3. To view tracking details, select a line and choose the View Details button to display the UPS Tracking Detail window. Otherwise, choose the Done button to exit the window.

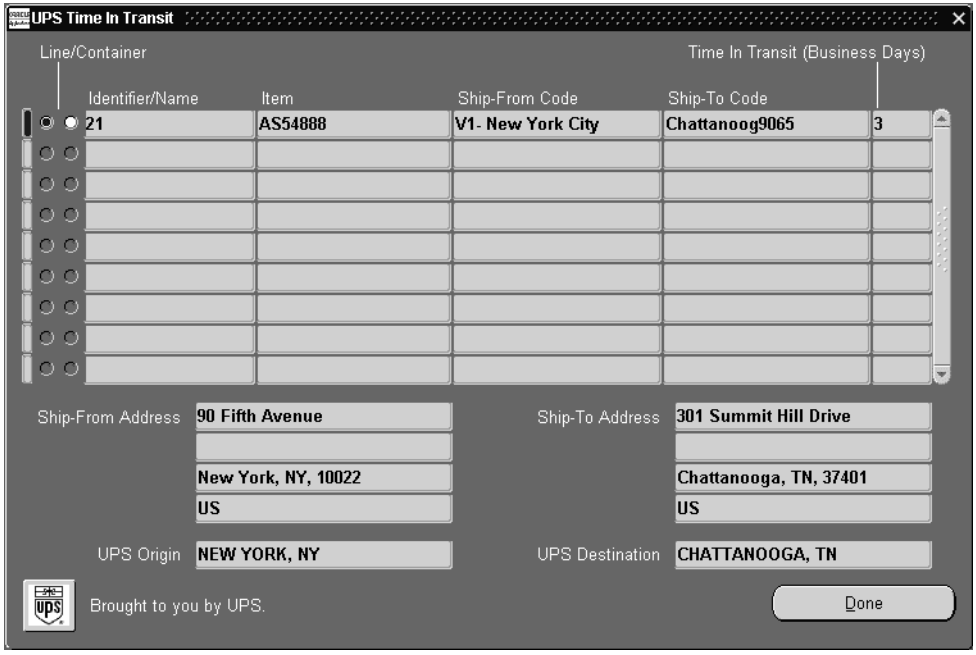
4. The UPS Tracking Detail window displays the package progress including the date, location, and activity such as the arrival and departure scan.
5. Click the Done button.

Calculating Time in Transit for a Delivery

The time in transit refers to the time in business days that it takes to ship between two sites using UPS Ground service. The UPS Time in Transit window displays the time in transit, Ship From and Ship To addresses, and the corresponding origin and destination addresses used by UPS for a delivery.

To view time in transit for a delivery:

1. Navigate to the UPS Time in Transit window.



The UPS Time in Transit window displays the selected items, the Ship From and Ship To codes, and the number of business days in transit.

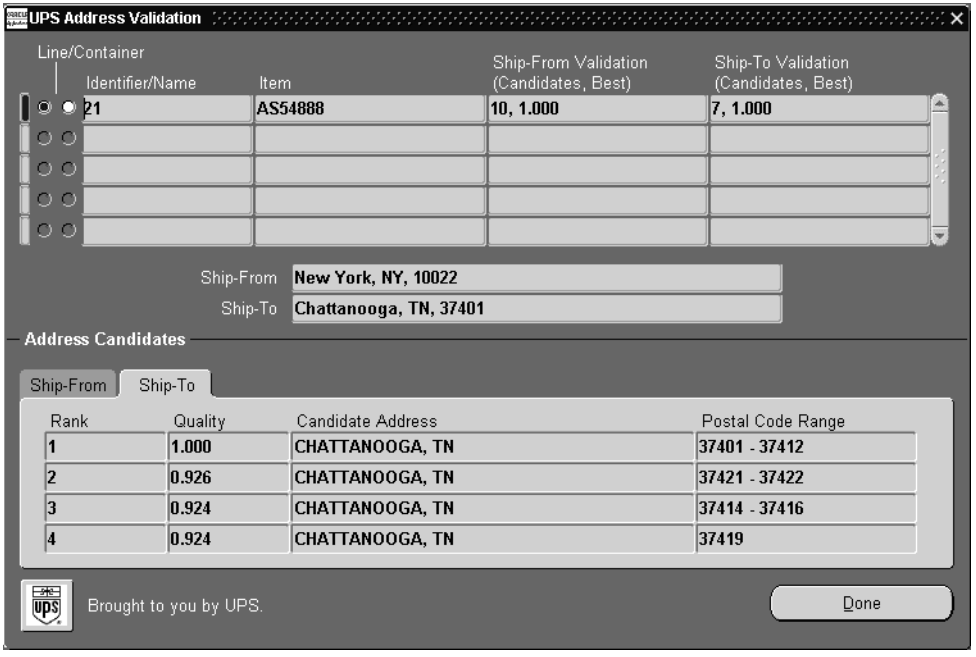
2. Choose the Done button to close the window.

Validating Addresses

The UPS Address Validation window validates the Ship From and Ship To address postal codes for a delivery line and matches it against UPS address information. Matches are ranked using a quality rating system with 1.000 being the closest (highest) match.

To validate an address:

1. Navigate to the UPS Address Validation window.



The top half of the window displays the results of the validation such as the number of address candidates and the accuracy of the validation.

The lower half of the window displays a ranking of matches from highest to lowest for the Ship From and Ship To addresses.

2. Click the Done button.

11

Standard Reports and Documents

Overview of Standard Reports and Documents

Shipping Execution provides you with a variety of flexible and easy-to-use reports to help you improve productivity and increase control.

Shipping-related reports include the following:

- Backorder Detail Report
- Backorder Summary Report
- Bill of Lading
- Commercial Invoice Report
- Mailing Label
- Packing Slip Report
- Pick Slip Report
- Vehicle Load Sheet Details
- Vehicle Load Sheet Summary

Backorder Detail Report

The Backorder Detail Report reviews all customer orders that have been backordered. This report provides details for each order including customer name, order number, order type of each order, all backordered items and their appropriate line numbers, total quantity both ordered and backordered, and monetary amounts of both ordered and backordered quantities.

Submission

In the Shipping Reports and Documents window, select Backorder Detail Report in the Name field.

Parameters

When you request a Backorder Detail Report, Shipping Execution provides you with the following parameters. If you leave any of the non-required parameters blank, this report includes all orders that meet your other parameter criteria.

- **Item:** Enter the number for the backordered item.
- **Item Category Set:** Select the item category set you want printed in this report. If you make a selection for this parameter, select a specific item category.
- **Item Category:** Select the item category you want printed in this report.
- **Transaction Type:** Select the transaction type that you want printed.
- **Order Number (Low/High):** Select the range of order numbers you want printed in this report.
- **Move Order Number (Low/High):** Select the range of move order numbers you want printed in this report.
- **Item Display:** Select Description, Flexfield, or Both depending on whether you want the item name, description, or both the item name and description to be printed in this report.
- **Warehouse:** Select the warehouse where the item is backordered.

Backorder Summary Report

The Backorder Summary Report lists all unshipped orders. This report includes only open orders in an order cycle that includes Pick Release. It displays order information such as order number, customer name and number, order type, purchase order, order date, last shipped date, and the monetary amounts ordered, shipped and outstanding. This report also includes total amounts for customers and currencies. These amounts involve totals for shippable items only because the Backorder Summary Report does not account for non-shippable items.

Submission

In the Shipping Reports and Documents window, select Backorder Summary Report in the Name field.

Parameters

When you request a Backorder Summary Report, Shipping Execution provides you with the following parameters. If you leave any parameters blank, this report includes all unshipped orders that meet your other parameter criteria.

- **Transaction Type:** Select the transaction type that you want printed.
- **Order Number (Low/High):** Select the order number(s) that you want printed in this report.
- **Move Order Number (Low/High):** Select the range of move order numbers you want printed in this report.
- **Warehouse:** Select the warehouse for which you want the report printed.
- **Item Display:** Select Description, Flexfield, or Both depending on whether you want the item name, description, or both the item name and description to be printed in this report.
- **Item Flex Code:** Enter the name of the item flex code for the item.

Bill of Lading

The Bill of Lading prints (on preprinted forms) all sales orders that have been confirmed from a selected delivery. This document lists the ship date, carrier, bill of lading number, delivery name, shipper, ship-to address, carrier name, waybill number, quantity and description of unpacked items, quantity and total of items packed in containers, total quantity of items, and total weight of all items. Any shipping notes you may have created are also printed.

Submission

In the Shipping Reports and Documents window, select Bill of Lading in the Name field.

Parameters

When you request a Bill of Lading, Shipping Execution provides you with the following parameters. If you leave any of the non-required parameters blank, this document includes all picking lines that meet your other parameter criteria.

- **Delivery Date (Low and High):** Enter the range of delivery dates to be included in the shipping report**.**
- **Freight Carrier:** Select the freight carrier you want printed in this shipping report.
- **Delivery Name:** Select the delivery you want printed in this shipping report.
- **Trip Name:** Select the trip you want printed in this shipping report.
- **Bill of Lading Number:** Select the Bill of Lading Number you want printed in this shipping report.
- **Item Display:** Select Description, Flexfield, or Both depending on whether you want the item name, description, or both the item name and description to be printed in this report under the Item column heading.
- **Warehouse:** Select the warehouse for which you want the report printed.

Commercial Invoice Report

The Commercial Invoice Report lists all confirmed shipped items in a delivery. If you specify only a delivery name when defining the parameters of this report, Shipping Execution prints one commercial invoice per delivery within the trip.

This report lists ship date, commercial invoice ID (same as the delivery name), shipper / exporter, ship-to address, exporter identification number, freight carrier, country of origin, all confirmed items within each delivery (including purchase order number, order number, quantity, unit of measure, unit value, and extended value for the items), total packages, total weight, and total value.

You can print order and line level notes on the commercial invoice. However, Shipping Execution maintains a two line maximum for notes at the header or footer to allow space for the fixed footer information that prints at the bottom of this report.

Submission

In the Shipping Reports and Documents window, select Commercial Invoice in the Name field.

Parameters

When you request a Commercial Invoice, Shipping Execution provides you with the following parameters. If you leave any of the non-required parameters blank, this document includes all picking lines that meet your other parameter criteria.

- **Trip Stop:** Select the trip stop code.
- **Departure Date (Low and High):** Enter the range of departure dates for the trip(s) and / or delivery(s) to be printed in this report. If you do not enter a value for this parameter, it is the equivalent of choosing all.
- **Freight Carrier:** Select the freight carrier you want printed in this report.
- **Delivery Name:** Select the delivery.
- **Item Display:** Select Description, Flexfield, or Both depending on whether you want the item name, description, or both the item name and description to be printed in this report.
- **Currency Code:** Select the currency code for the document.
- **Print Customer Item Information:** Select if you want customer item information included in the document.

Mailing Label Report

The Mailing Label Report consists of labels that print at document generation for identifying the ship-to address of the shipment. You will be able to print mailing labels before Ship Confirm since containers can be created without having to be associated to a Delivery. If any delivery and / or trip information is available, it will also appear on the mailing label including customer name, ship to address, carrier name, waybill number, and number of packages in the shipment.

Submission

In the Shipping Reports and Documents window, select Mailing Label in the Name field.

Parameters

When you request a Mailing Label, Shipping Execution provides you with the following parameters. If you leave any of the non-required parameters blank, this report includes all customer addresses that meet your other parameter criteria.

- **Trip Stop:** Select the trip stop for which you want labels printed.
- **Departure Date (Low and High):** Enter the range of dates containing the delivery / deliveries for which labels are printed.
- **Delivery Name:** Select the delivery name for which you want labels printed.
- **LPN:** Select the LPN for which you want labels printed.

Global Packing Slip Report

The Packing Slip Report is a shipping document that lists all the goods that are transported between two points. The transport of goods can be related to sales, outside processing, drop-shipments, consigned inventory, returns to suppliers, internal movements and shows that the goods do not belong to the carrier. In many countries, the packing slip is a common business practice, while in others, it is a mandatory business requirement to issue a shipping document for any shipment that leaves a company to a destination.

The Packing Slip Report prints the following information: the customer's name with both the ship-to and bill-to addresses, ship date, freight and payment terms, order date, and salesperson. Also included are the waybill number, freight type, freight amount, FOB point, freight carrier, and unit of measure.

The Packing Slip lists each ordered item including the line level ship-to contact or order level contact, the purchase order number, the unit of measure, and the quantities ordered, shipped, stockkeeping unit (SKU) of items shipped, and backordered. Among the options when generating a Packing Slip Report the user can cancel, edit, re-print, sort, and sequence Packing Slips.

For internal sales orders, Shipping Execution defaults the internal sales order number and requestor name to the Packing Instructions column.

Note: The Packing Slip Report meets EMEA requirements.

Submission

In the Shipping Reports and Documents window, select Packing Slip Report in the Name field.

Parameters

When you request a Packing Slip Report, Shipping Execution provides you with the following parameters. If you leave any of the non-required parameters blank, this report includes all picking lines that meet your other parameter criteria.

- **Delivery Name:** Select the delivery name for which you want printed.
- **Print Customer Item:** Select if you want to print the customer item.
- **Item Display Option:** Select Description, Flexfield, or Both depending on whether you want the item name, description, or both the item name and description to be printed in this report under the Item column heading.

- **Print mode:** Select if you want to print a draft or final version of the Packing Slip Report.
- **Print All Option:** Select if you want to print a consolidated packing slip report or one for each container.
- **Sort by:** You can sort by Customer Item Number or Inventory Item Number.
- **Delivery Date (From and To):** Enter the range of dates for the trip(s) / delivery(s) to be included in your report.
- **Freight Carrier:** Select the freight carrier for the report you want printed.

Pick Slip Report

The Pick Slip Report prints all picking line details in a picking batch. The pick slip is used in conjunction with Pick Slip Grouping Rules and Pick Release to print consolidated pick slip reports. During Pick Release, Pick Slip Grouping Rules determine how released material is grouped into pick slips. This report is used by the picker in the warehouse to collect all items included in shipments.

The pick slip that is created can be broken down into four sections:

- **General header information:** Lists report date, warehouse, pick slip number, picking batch, and release date.
- **Release criteria:** Lists Pick Slip Grouping Rule name and criteria used in grouping the pick slip such as the order number, subinventory, customer, ship-to location, carrier, delivery name, and shipment priority.

  Note: The following criteria--Subinventory, Customer, Ship-To, Carrier, and Shipment Priority--displays on the pick slip if they were defined for the selected Pick Slip Grouping Rule.

  For example, Customer name and Carrier display on the pick slip if the Pick Slip Grouping Rule with this criteria is selected for Pick Release.

- **Shipping notes:** Lists any associated shipping notes.

  Attention: The shipped quantity on the Pick Slip Report is always zero unless you release a portion of the trip / delivery, run Ship Confirm, and then run Pick Release again (thus creating a new pick slip) on the remaining portion.

The Pick Slip lists each item as well as the line number, unit of measure, quantity requested, and whether the item is required for shipment. This report also lists each sales order, including customer name, shipping address, order number and order date, purchase order number, freight and payment terms, and salesperson associated with the items. Also included are the pick slip number, FOB point, planned freight carrier, requisition number, requestor, and any shipping notes that are associated with the order.

Submission

Once you have run pick release, go to the View menu and select Requests to display the Find Requests window. Choose the Find button to find the requests. The requests are displayed in the Requests window. Select your request and choose the View Output button to view your pick slip.

> **Note:** A printer must be assigned to the Pick Slip Report Document. This is set-up in the Choose Printers for Shipping Documents window.

Parameters

When you request a Pick Slip Report, Shipping Execution provides you with the following parameters:

- **Pick Slip Number (Low/High):** Select the range of pick slip numbers to be included on the report.
- **Sales Order Number (Low/High):** Select the range of sales order numbers to be included on the report.
- **Move Order Number (Low/High):** Select the range of move order numbers to be included on the report.
- **Freight Carrier:** Select the freight carrier for the report you want printed.
- **Warehouse:** Select the warehouse for which you want the report printed.
- **Customer:** Select the customer for which you want the pick slip number printed.
- **Line Status:** Select the status of the delivery lines: All, Picked, or Un-picked.
- **Detailing Date (Low/High):** Enter a date range that for the detailed lines.
- **Item Display:** Select an item display: Description, Flexfield, or Both.

Vehicle Load Sheet Details Report

The Vehicle Load Details report prints the loading sequence of items within a delivery. This report prints the following header information: organization from which the report is running, date the report is created, location from which the items are shipped, and name of the report. This report prints the following information for the delivery: trip and stop information for the delivery, initial ship from date, customer name, delivery name, loading sequence number for the delivery, gross weight and tare weight of the delivery, method used for loading the delivery, waybill number, customer production line to which the delivery is to be shipped, customer receiving dock, intermediate ship-to location, and final ship-to destination. This report also prints the following delivery line information for the delivery: master or detail container name, loading sequence, production sequence, customer sequence number, customer job number, item number, and item description.

Submission

In the Shipping Reports and Documents window, select Vehicle Load Sheet Details in the Name field.

Parameters

When you request a Vehicle Load Sheet Details Report, Shipping Execution provides you with the following parameters.

- **Trip:** Select the trip to be printed in this report.

See Also

Overview of Ship Confirm

Vehicle Load Sheet Summary

The Vehicle Load Sheet Summary Report prints a list of all deliveries assigned to a specific trip. This report prints the following header information: organization from which the report is running, date the report is created, location from which the items are shipped, and name of the report.

This report contains the following trip information: trip date, initial ship from date, whether the trip follows another trip, freight carrier, vehicle type, gross weight and net weight of the trip, and vehicle number.

The report contains the following delivery information within the trip: order in which the deliveries are to be loaded in the trip (load sequence), delivery name, gross weight and net weight of each delivery, waybill number, and customer name.

Submission

In the Shipping Reports and Documents window, select Vehicle Load Sheet Summary in the Name field.

Parameters

When you request a Vehicle Load Sheet Summary, Shipping Execution provides you with the following parameters.

- **Trip:** Select the trip to be printed in this document.

A

Flexfields

Overview of Flexfields

Depending on your system's setup, Shipping Execution may use some or all of the following flexfields. For country-specific information, please see the appropriate country-specific user's guide.

Key Flexfields

Accounting (Oracle General Ledger)

Defining your Accounting key flexfield is part of setting up your sets of books. See: Designing Your Accounting Flexfield, *Oracle General Ledger User's Guide*.

Stock Locators (Oracle Inventory)

If you want to track items by a specific aisle or row, use this key flexfield to capture additional information about inventory stock locators. See: Oracle Inventory Flexfields, *Oracle Inventory User's Guide*.

System Items (Oracle Inventory)

Before you define items, set up this flexfield in order to record and report item information. See: Oracle Inventory Flexfields, *Oracle Inventory User's Guide* and Oracle Order Management Profile Options.

Descriptive Flexfields

Additional Trip Information (WSH_TRIPS)

This descriptive flexfield displays additional trip information.

Additional Stop Information (WSH_TRIP_STOPS)

This descriptive flexfield displays additional stop information.

Additional Automotive Trading Partner Trip Stop Information (WSH_VEA_TRIP_STOPS)

This descriptive flexfield displays additional automotive trading partner trip stop information.

Additional Delivery Information (WSH_NEW_DELIVERIES)

This descriptive flexfield displays additional delivery information.

Additional Automotive Trading Partner Delivery Information (WSH_VEA_NEW_DELIVERIES)

This descriptive flexfield displays additional automotive trading partner delivery information.

Additional Globalization Delivery Information (WSH_NEW_DELIVERIES)

This descriptive flexfield displays additional globalization delivery information.

Additional Delivery Detail Information (WSH_DELIVERY_DETAILS)

This descriptive flexfield displays additional delivery detail information.

Additional Automotive Trading Partner Delivery Detail Information (WSH_VEA_DELIVERY_DETAILS)

This descriptive flexfield displays automotive trading partner delivery detail information.

Additional Picking Batch Information (WSH_PICKING_BATCHES)

This descriptive flexfield displays additional picking batch information.

Additional Picking Rule Information (WSH_PICKING_RULES)

This descriptive flexfield displays additional picking rule information.

Additional Pick Grouping Rule Information (WSH_PICK_GROUPING_RULES)

This descriptive flexfield displays additional pick grouping rule information.

Additional Pick Sequence Rule Information (WSH_PICK_SEQUENCE_RULES)

This descriptive flexfield displays additional pick sequence rule information.

Additional Container Item Information (WSH_CONTAINER_ITEMS)

This descriptive flexfield displays additional container item information.

Additional Shipping Parameter Information (WSH_SHIPPING_PARAMETERS)

This descriptive flexfield displays additional shipping parameter information.

Additional Exception Definition Information (WSH_EXCEPTION_DEFINITIONS)

This descriptive flexfield displays additional exception definition information.

Additional Exception Information (WSH_EXCEPTIONS)

This descriptive flexfield displays additional exception information.

Additional Document Instance Information (WSH_DOCUMENT_INSTANCES)

This descriptive flexfield displays additional document instance information.

Additional Document Category Information (WSH_DOC_SEQUENCE_CATEGORIES)

This descriptive flexfield displays additional document category information.

Additional Calendar Assignment Information (WSH_CALENDAR_ASSIGNMENTS)

This descriptive flexfield displays additional calendar assignment information.

Additional Carrier Ship Method Information (WSH_CARRIER_SHIP_METHODS)

This descriptive flexfield displays additional carrier ship method information.

Additional Freight Cost Information (WSH_FREIGHT_COSTS)

This descriptive flexfield displays additional freight cost information.

B

Windows and Navigator Paths

Shipping Execution Windows and Navigator Paths

For windows described in other manuals:

See...	Refer to this manual for a complete window description:
BOM	*Oracle Bills of Material User's Guide*
Flex	*Oracle Applications Flexfields Guide*
GL	*Oracle General Ledger User's Guide*
INV	*Oracle Inventory User's Guide*
SYS	*Oracle System Administrator's Guide*
User	*Oracle Applications User's Guide*
WSH	*Oracle Shipping Execution User's Guide*

Note: Text in brackets ([ ]) indicates a button.

Window Name	Navigation Path
Account Generator Processes	Shipping > Setup > Flexfields > Key > Accounts
Assign Calendars	Shipping > Setup > Calendars > Assign
Assign Security Rules	Shipping > Setup > Flexfields > Descriptive > Security > Assign > Find Descriptive Flexfield Segment [Find]
Calendar. *See* Assign Calendar and Workday Calendar.	
Carrier-Ship Method Relationships	Shipping > Setup > Freight > Define Carrier Ship Methods

Window Name	Navigation Path
Choose Printers for Shipping Documents	Shipping > Setup > Documents > Choose Printers
Container-Item Relationships	Shipping > Setup > Container Load Details > Organizations > [OK]
Create Containers	Shipping > Transactions >[Data Entry] >[Container Data Entry]
Cross-Validation Rules	Shipping > Setup > Flexfields > Key > Rules
Define Security Rules	Shipping > Setup > Flexfields > Validation > Security > Define > Find Value Set [Find]
Define Shipping Exceptions	Shipping > Setup > Define Exceptions
Delivery	Shipping > Shipping > [Data Entry] > [Delivery Data Entry]
Descriptive Flexfield Segments	Shipping > Setup > Flexfields > Descriptive > Segments
Document Categories	Shipping > Setup > Documents > Document Categories - Summary > [New]
Document Categories-Summary	Shipping > Setup > Documents > Document Categories
Document Sequences	Shipping > Setup > Documents > Document Sequences
Find Key Flexfield Segment	Shipping > Setup > Flexfields > Key > Values
Find Personal Profile Values (*See* **SYS**)	Shipping > Setup > Profiles
Flexfield Qualifiers (*See* **Flex**)	Shipping > Setup > Flexfields
Freight Carriers	Shipping > Setup > Freight > Define Freight Carriers
Freight Costs	Shipping > Transactions > [Actions]
Freight Cost Types	Shipping > Setup > Freight > Define Freight Cost Types
Interfaces. *See* Shipping Interfaces.	
Oracle Shipping Lookups	Shipping > Setup > Lookups
Organization Parameters (*See* **INV**)	Shipping > Setup > Organization Parameters
Packing Workbench	Shipping > Transactions > Container > [Actions]
Personal Profile Values (*See* **SYS**)	Shipping > Setup > Profiles > Find Personal Profile Values [Find]
Pick Release	Shipping > Release Sales Orders > Release Sales Orders SRS
Pick Slip Grouping Rules	Shipping > Setup > Picking > Define Pick Slip Grouping Rules
Query Manager	Shipping > Transactions > [Flashlight icon]
QuickCodes (ITEM_TYPE) (*See* **INV**)	Setup > QuickCodes

Window Name	Navigation Path
Release Rules	Shipping > Setup > Picking > Define Release Rules Form
Release Sales Orders For Picking	Shipping > Release Sales Orders > Release Sales Orders
Release Sequence Rules	Shipping > Setup > Picking > Define Release Sequence Rules
Requests (*See* **User**)	Shipping > Requests > Find Requests [Find]
Rollup Groups	Shipping > Setup > Flexfields > Key > Groups> Find Key Flexfield Segment [Find]
Segment Values	Shipping > Setup > Flexfields > Validation > Values > Find Value Set [Find]
Sequence Assignments	Shipping > Setup > Documents > Assign Sequences
Shipping Document Sets	Shipping > Setup > Documents > Document Sets
Shipping Interfaces	Shipping > Interfaces > Run > Submit a New Request > [OK]
Shipping Parameters	Shipping > Setup > Shipping Parameters
Shipping Reports and Documents	Shipping > Reports and Documents > Submit a New Request > [OK]
Shipping Transactions	Shipping > Transactions
Shorthand Aliases (*See* **Flex**)	Shipping > Setup > Flexfields > Key > Aliases
Submit Request	Shipping > Reports and Documents > Submit a New Request > [OK]
Trip	Shipping > Transactions > [Detail]
UPS Address Validation	Shipping > Transactions > [Actions]
UPS Rate and Service Selection	Shipping > Transactions > [Actions]
UPS Time in Transit	Shipping > Transactions > [Actions]
UPS Tracking Summary	Shipping > Transactions > [Actions]
Value Sets	Shipping > Setup > Flexfields > Validation > Sets
View Exceptions	Shipping > Exceptions
Workday Calendar (*See* **BOM**)	Shipping > Setup > Calendars > Enter

Glossary

A

arrival set

A set of line shipments that are expected to arrive at the same time to an ultimate location, but possibly from different sourcing organizations.

assigned lines

A line which is assigned to a delivery.

B

backorder

An unfulfilled customer order or commitment. Oracle Order Management allows you to create backorders automatically or manually from released order lines. *See* **Pick Release.**

backordered lines

Unfulfilled order line details which have failed to be released at least once by Pick Release or have been backordered by Ship Confirm.

bill of lading

A carrier's contract and receipt of goods transported from one location to another.

C

carrier

See **freight carrier**.

carriers code (SCAC)

The Standard Carrier Alpha Code is required on carrier supplied bills of lading.

consignee name

Show the exact name of the receiver of the goods, whether an individual person, party, firm or corporation. Note: When tendering a Collect on Delivery (COD) shipment, the letters C.O.D. must be inserted before the name of the consignee.

container

The receptacle (box, tank, etc.) in which items to be shipped are placed.

D

delivering carrier

This information should be supplied where shipments may be interlined with other carriers.

delivery

A set of order lines to be shipped to a customer's ship-to location on a given date in a given vehicle. Multiple deliveries can be grouped into a single trip. A single delivery may include items from different sales orders and may include backorders as well as regular orders.

delivery detail

Contains items to be shipped out of a warehouse. This may be a sales order line, an RMA line, a WIP line or a PO line. They can be referred to as deliverables.

delivery leg

A single segment of a delivery. Every delivery consists of at least two legs, when the delivery is picked up and dropped off, but may travel through several intermediate legs.

delivery line

A shippable and booked line from the planning pool which has been allocated to a delivery. After allocation, the line is no longer available in the planning pool. After the delivery is closed, the delivery line will also be considered closed.

F

flexfield segment

One of the parts of your key flexfield, separated from the other parts by a symbol you choose (such as -, /, or \). Each segment typically represents a cost center, company, item family, or color code.

FOB

See **freight on board**.

freight on board (FOB)

The point or location where the ownership title of goods is transferred from the seller to the buyer.

freight carrier

A commercial company used to send item shipments from one address to another.

freight charges

A shipment-related charge added during ship confirmation and billed to your customer.

freight terms

An agreement indicating who pays the freight costs of an order and when they are to be paid. Freight terms do not affect accounting freight charges.

G

gross weight

The weight of the fully loaded vehicle, container, or item, including packed items and packaging material.

I

intermediate ship-to

The delivery point for a shipment prior to an ultimate destination.

N

name of carrier

It is important that the name of the carrier issuing the bill of lading be shown in this space to identify the second party to the bill of lading provisions. It also identifies the carrier who becomes responsible for the shipment and assumes responsibility.

net weight

Weight of the contained load. Commonly calculated as GROSS - TARE, this includes the weight of any packing materials (paper, cardboard separators, Styrofoam peanuts, etc.).

P

pack slip

An external shipping document that accompanies a shipment itemizing in detail the contents of that shipment.

packing instructions

Notes that print on the pack slip. These instructions are for external shipping personnel. For example, you might wish to warn your carriers of a fragile shipment or your customer's receiving hours.

planned lines

Scheduled delivery lines that have been planned for a specific trip.

profile option

A set of changeable options that affect the way your applications run. In general, profile options can be set at one or more of the following levels: site, application, responsibility, and user.

R

release criteria

The criteria specified in the Pick Release window which defines which eligible order lines to pick release.

S

ship confirm

A process in Shipping Execution which allows you to identify shipped quantities, assign inventory control information for released lines, assign freight charges, and specify whether or not to backorder unfulfilled quantities of released line items.

ship confirmation

To enter shipped quantity and inventory controls for specific shippable lines. You can ship confirm the same delivery / trip repeatedly until you close the delivery / trip. Once it is closed, no more changes can be made into a delivery / trip.

ship date

The date upon which a shippable item is shipped.

Ship Partial

An order attribute indicating whether you allow partial shipments of an order. If you enter Yes for the Ship Partial field on an order, individual order lines can be shipped as they are available and you can assign different ship to locations and other order line details to different shipments in an order line. *See* **Ship Together.**

ship set

A group of order lines, linked by a common number, for which you want the full quantity to ship all together.

ship-to address

A location where items are to be shipped.

ship-to location

The delivery point for consolidated shipments, gathered from multiple locations, that will be shipped to an intermediate and / or ultimate ship-to location.

Ship Together

An order attribute indicating that you *do not* allow partial shipments of the order. You can also specify a configuration as Ship Together by setting the *Ship Model Complete* item attribute for the model item to Yes. *See* **Ship Partial, ship together model.**

Ship Together model

A model item with the *Ship Model Complete* item attribute set to Yes. This indicates that the entire configuration must be delivered in the same shipment. If the item attribute is set to No, components can ship separately. ATO items and configurations are inherently Ship Together models. *See* **ship set.**

ship via

See **freight carrier.**

shipment

An individual package sent to a customer. Thus, a shipment might contain an entire order, if all items in that order are pick released and packed together. A shipment might contain just part of an order that is pick released and packed. A shipment might also contain only part of a released order line, where some of the items on the picking slip are not in stock.

shipment priority

A term that indicates the urgency with which an order should be shipped to the customer.

shipment schedule

An itemized list of when, how, where, and in what quantities to ship an order line.

shippable item

An item with the Shippable inventory item attribute set to Yes, indicating that this item will appear on pick slips and pack slips.

shippable lines

Picking line details that have been pick released and are now eligible for Ship Confirm.

shipper bill of lading number

A number that can be pre-assigned by a carrier in the cases where the shipper's system generates the bill of lading.

shippers name

The complete corporate name should be shown in this space. In the event the shipment is being made for someone other than the actual shipper, their name should also appear in this space.

shipping documents

Shipping related reports, such as the Bill of Lading, Commercial Invoice, Mailing Label, Pack Slip, Vehicle Load Sheet Summary, and Waybill.

stop

A point along the route a trip makes to its final destination. This point may also have some activity associated with it. The activity might include picking up a new delivery, dropping off a delivery or both. In Pick Release, stop is a release criteria for releasing items that have initial pick-up locations corresponding to the specified stop, or location.

T

tare weight

The weight of an item, excluding packaging or included items.

trailer number

This number is used to track full truckload shipments.

trip

An instance of a specific Freight Carrier departing from a particular location containing deliveries. The carrier may make other stops on its way from the starting point to its final destination. These stops may be for picking up or dropping off deliveries.

trip planning

The process of planning the necessary vehicles and grouping the scheduled shipments that will be included in a given trip. Planning the trip requires consideration of vehicle load capacities, container capacities and, in certain cases, the loading order for the customer's specified unload order.

trip stop

A location at which the trip is due for a pick-up or drop-off.

U

ultimate ship-to location

The final destination of a shipment.

unit of measure

The unit that the quantity of an item is expressed.

unit of measure class

A group of units of measure and their corresponding base unit of measure. The standard unit classes are Length, Weight, Volume, Area, Time, and Pack.

unreleased lines

Order line details that are unfulfilled by Pick Release.

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W