Oracle® Spares Management

Concepts and Procedures

Release 11*i* (11.5.2)

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Preface

Welcome to the Oracle Customer Relationship Management , Release 11i (11.5.2), suite of applications.

This Concepts and Procedures provides information and instructions to help you work effectively with Oracle Spares Management.

This preface explains how Concepts and Procedures is organized and introduces other sources of information that can help you.

Intended Audience

This guide is aimed at the following users:

- Technical Service Representatives (TSR)
- Customer Service Representatives (CSR)
- System Administrators (SA), Database Administrators (DBA), and others with similar responsibility.

Structure

This manual contains the following chapters:

“Understanding Oracle Spares Management" provides overviews of the application and its components, explanations of key concepts, features, and functions, as well as the application’s relationships to other Oracle or third-party applications.

“Using Oracle Spares Management” provides process-oriented, task-based procedures for using the application to perform essential business tasks.

Related Documents

For more information, see the following manuals:

- *Implementing Oracle Spares Management*
- *Oracle Inventory User's Guide*

Understanding Oracle Spares Management

This topic group provides overviews of the application and its components, explanations of key concepts, features, and functions, as well as the application's relationships to other Oracle or third-party applications.

Topics covered are:

- Oracle Spares Management Overview
- Integration with Field Service
- Spares Logistics
- Spares Planning
- Summary of Product and Key Features

Oracle Spares Management Overview

Oracle Spares Management is a new product for release 11i. Drawing on core functionality found in Oracle Inventory, the product provides the additional Logistics and Planning features required to manage a service parts inventory in a multi-location environment.

Spares Management is closely integrated with the Field Service group of products. Management of the field service task requires that the parts operation be closely coordinated with the scheduling and dispatch of service representatives. Orders for parts, status of orders, and location of parts inventories are issues of special interest to the field service organization.

As part of the Service Group of products, Spares Management is classified as an Installable Module provided with the Field Service solution. Oracle Inventory is the only prerequisite product specifically required for implementation. Oracle Inventory provides the essential foundation functionality for the Item Master, organizations, sub-inventories, balance tracking, cycle counting and so forth.

The following sections will describe in additional detail the Integration with Field Service, Logistics, and Planning functionality:

- Integration with Field Service
- Spares Logistics
- Spares Planning

Integration with Field Service

The dispatch and arrival of both the service representative and parts needs to be closely monitored and managed in the fast cycle service environment. Easy to use parts reporting procedures for the service representative are also a key requirement where accurate, up-to-date information on inventories is a priority component of the service organization.

Key integration features with Field Service include:

- View Inventory Balances
- Create Move Orders
- View Move Order Status
- Parts Usage and Recovery Transactions

View Inventory Balances

A detailed view of inventory balances by part and location is accessible from Field Service Report. This view of inventory can be organized into a customized search hierarchy for easy to use point and click parts searches across geographical nodes.

Create Move Orders

The move order can be created directly from the search hierarchy. Find the part, order the part. Relevant data is populated into the Move Order form directly from the search hierarchy. The move order functionality includes the ability to enter a special ship-to address when for shipment to an address other than a standard sub-inventory is required.

View Move Order Status

The view of Move Order Status from Field Service provides a detailed step by step view of the order as it goes through the pick, pack, ship and receive activity.

Parts Usage and Recovery Transactions

The Field Service Report form includes parts reporting capabilities the service representative or dispatcher uses to record parts used and recovered. Disposition instructions are automatically provided for the recovered part.

Spares Logistics

The positioning and maintenance of service parts inventories at required levels is essential to insure that service level and cost expectations of the field service organization are met. If the right parts are not available at the right place at the right time, additional cost and customer dissatisfaction will be the result.

Spares Management provides the functionality required to track both usable and defective inventory, Spares Tracking. When a recovered part is reported by the service representative, a transaction is automatically created to place the defective part in the service representative's designated defective sub-inventory. When parts usage is reported, the transaction to reduce the designated usable sub-inventory is automatically created.

Inventories intransit from one sub-inventory to another are also tracked as part of the total view of inventory.

Spares Management supports Order Processing and fulfillment processes for both sub-inventory replenishment and field engineering orders, Spares Replenishment. For replenishment orders, maximum consolidation with cost effective results is the primary objective. For field engineering orders, speed and precision in delivery are the primary objectives.

The Spares Management replenishment process uses the following steps:

- Create Move Order
- Manual Reservation (optional)
- Create Pick List
- Confirm Pick List
- Create Packing List
- Confirm Shipment
- Receive (optional)

Create Move Order

The move order can be generated automatically from the min-max replenishment routine. The move order can also be generated manually by the field engineering organization to support a service request task or by the planner who may require a special replenishment order to supplement min-max activity.

Manual Reservation

The manual reservation is the link between the move order and the inventory. This functionality is typically used to insure that the move order which has been generated to support a service task will be shipped as a priority if inventories are limited.

Create Pick List

The pick list is used to execute the physical pick at the source location. The picks can be organized so that service task move orders pick separately and more frequently to facilitate faster execution and potentially, a different method of transport.

Confirm Pick List

The confirm pick list step is required to verify the exact quantity picked.

Create Packing List

The packing list is used to execute the physical shipment and can include single or multiple pick lists depending on consolidation opportunities. The shipment can be organized by container with a packing list for each container.

Confirm Shipment

A confirm ship step is included to report that the physical shipment has occurred. The confirm ship is used to relieve the inventory at the source location and increment the intransit.

Receive

Receiving is executed by packing list and provides for the entry of the physical receipt quantity if different than shipped quantity. The auto receipt feature can be set for either the location or the move order and if used will cause the receipt to automatically occur at the destination location. The auto receipt mode is often used for drop ship orders to service representatives when intransit control is not necessary.

Spares Planning

Demanding service level agreements often require that service parts inventories be deployed in numerous locations across a broad geography as close to the anticipated point of use as is economically feasible. As a result, opportunities to implement physical consolidation strategies as a way to reduce inventory may be limited. On the other hand, the financial pressures to reduce the cost of carrying inventory dictates that the inventories must be tightly controlled with respect to overall quantity and positioning.

Oracle Spares Management supports planning at both the aggregate and location level. In Spares Management aggregate or multi-location planning is referred to as Loop Planning.

Reviewed in more detail is:

- Loop Planning
- Location Planning
- Planner's Desktop

Loop Planning

At the aggregate level, Spares Management supports the approach where individual sub-inventories are organized into Planning Loops for control of the total inventory. The Loop becomes the primary planning entity which is used to coordinate planning and execution activities across multiple locations.

Spares Management has the flexibility to configure multiple, non-overlapping planning loops within a single service organization. The number of unique loops can be tailored to meet the specific needs of the organization.

Spares Management uses a Master Stock List to define the stocking plan for the Loop. The MSL defines the parts and total quantities to be stocked in the loop. In addition the MSL provides for a minimum usable quantity to insure that the loop maintains a reasonable balance of usable parts.

Notifications will be generated automatically when the total available is above or below plan conditions. Notifications will also be generated when the level of usable parts has dropped below the minimum on-hand level as designated in the MSL.

Location Planning

Effective management of the service parts inventory requires that inventories be well planned at the location level. Planning at the location is primarily determined by parts cost and usage activity, however, inventories are also planned and

deployed based on customer requirements or Service Level Agreements (SLA). In many cases these SLA inventories would not be supported by actual usage activity.

Spares Management uses an Authorized Stock List (ASL) to define the stocking plan for each location. Using the min-max approach, the ASL defines the parts and quantities required for stocking at each location, including the service representative truck stock.

In the Spares Management ASL, a replenishment location is designated for each part. While it is often the case that most items would be replenished from the same location, this feature provides for the exceptions that are often needed. Strategies that call for replenishment directly from suppliers would use this.

Planner's Desktop

The Planner's Desktop provides for an organized presentation of the functionality used for planning and execution at the location and loop levels. Included on the desktop are the loops, reporting hierarchies and notifications. The desktop also includes the Master Stock Lists and the Authorized Stock Lists. The view of part availability data for the loop, location and hierarchy is on the desktop.

Forecasting

A forecasting tool is available on the planner's desktop to aid the planner in the aggregate and location planning processes. Multiple forecasting techniques are provided and the forecast for the part is viewable by location, loop, and reporting hierarchy.

Reporting Hierarchy

The planner's desktop also includes the Reporting Hierarchy. Reporting nodes, designed around the organizational reporting structure, can be created with sub-inventories attached to the appropriate nodes. The reporting hierarchy can be used to summarize inventory, on-order, usage and forecast information.

Summary of Product and Key Features

Spares Management is introduced in Release 11*i* to serve the specific needs of a field service organization where service parts support is required. It is a broad based product that covers essential process functionality in both planning and logistics. Integration with field service covers the key operational activities associated with creating and viewing the move order status, viewing inventories and processing parts transactions from the service representative. Oracle Inventory provides foundation logistics functionality.

Key features include:

- Integration with Field Service
- Logistics
- Planning

Integration with Field Service

- Detailed status of move orders can be seen from Field Service
- Can create Move Orders from the Field Service Report form
- Parts reporting in the Field Service Report form for consumption and recovery of defective parts
- Hierarchical View of inventories for point and click parts search

Logistics

- Tracking parts at the warehouse, sub-inventory, or locator levels
- Visibility of inventory across multiple locations with point and click parts search function
- Tracking defective parts using sub-inventory controls
- Order processing suitable for both replenishment and service task move orders
- Drop shipment capability to special ship to addresses
- Capability to track serial nos., lots, revisions and locators
- Point and click for pick, pack, ship and receive

Planning

- Planning Loops using the Master Stock List

- Location Planning using the Authorized Stock List
- Planner's Desktop includes presentation of usage history and forecast
- Reporting hierarchies can be structured to facilitate a parts search
- Notifications for the planner when loop inventories out of tolerance from plan

Using Oracle Spares Management

This topic group provides process-oriented, task-based procedures for using the application to perform essential business tasks.

Topics covered are:

- Planning Spares Management
  - Defining Calculation Rules
  - Defining Forecasting Rules
  - Creating and Modifying a Parts Loop
  - Creating and Modifying a Stock List
  - Creating and Modifying a Reporting Hierarchy
  - Generating and Viewing Data
- Performing Spares Logistics
  - Creating Move Orders
  - Changing or Canceling a Move Order
  - Creating Manual Reservations
  - Printing Picklists
  - Confirming Picklists
  - Creating Packing Lists, Boxes, and Pick Lines
  - Receiving Parts
  - Viewing Move Orders

Planning Spares Management

Perform the following tasks to set up and plan spares management:

- Defining Calculation Rules
- Defining Forecasting Rules
- Creating and Modifying a Parts Loop
- Creating and Modifying a Stock List
- Creating and Modifying a Reporting Hierarchy
- Generating and Viewing Data

For background and general features of Oracle Spares Management, refer to Oracle Spares Management Overview in the Understanding section for the application.

Defining Calculation Rules

Use this procedure to define the calculation rule that the application uses to:

- Determine the current loop quantity for an item
- Generate notifications when the current loop quantity is outside the tolerance level specified in the master stock list for the item
- Populate values for items such as open repair orders and open work orders in the item view and the location view

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Define Calculation Rules**.
2. Enter or edit values for the calculation rule name, description, tolerance percent, and time fence.

   The tolerance percent is used to specify a range above an below loop quantity for creating notifications.

   The time fence, defined in days, is used to exclude orders beyond a specified point in future.

3. Select the sources of supply and demand that you want to use in computing loop quantity.
4. Click **Save**.

Defining Forecasting Rules

Use this procedure to define the forecast rule that applies to a parts loop.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Define Forecast Rules**.
2. If the Organizations window appears, select or find an organization, and click **OK**.
3. Enter a rule name and description.
4. Enter the parameters for the forecast rule.
5. Click **Save**.

Creating and Modifying a Parts Loop

Perform the following tasks to create and modify a parts loop:

- Creating a Parts Loop
- Modifying a Parts Loop
- Adding a Sub-inventory
- Modifying a Sub-inventory

Creating a Parts Loop

Use this procedure to create a new node for a parts loop in the Navigator.

Prerequisites

You must have defined the calculation rule and the forecast rule for the parts loop. Refer to Defining Calculation Rules and Defining Forecasting Rules.

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. If the Organizations window appears, select or find an organization, and click **OK**.

   The Navigator window appears.
3. In the Parts Loop tab of the Navigator, select and right-click **Parts Loops**.
4. From the pop-up menu, choose **Create Parts Loop**.
5. In the Loop Details tab, enter a name and other parameters for the parts loop.
6. Click **Save**.

Guidelines

After you have defined the node for the parts loop, set up the Master Stock List for the parts loop and the parameters that define how to manage it.

Modifying a Parts Loop

Use this procedure to modify the definition of an existing parts loop.

Prerequisites

None.

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. In the Parts Loop tab of the Navigator, open the Parts Loops folder.
3. Click the parts loop that you want to modify.
4. In the Loop Details tab, modify the parameters as required.
5. Click **Save**.

Adding a Sub-inventory to a Parts Loop

Use this procedure to add a sub-inventory to a parts loop.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. In the Parts Loop tab of the Navigator, open the Parts Loops folder.
3. Select and right-click the parts loop to which you want to add a sub-inventory.
4. From the pop-up menu, choose **Add Sub-inventory**.

   The Location Details tab becomes active.
5. Enter the parameters required for the sub-inventory.
6. Click **Save**.

Modifying a Sub-inventory

Use this procedure to modify a sub-inventory in a parts loop.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. In the Parts Loop tab of the Navigator, open the Parts Loops folder.
3. Double-click the parts loop that contains the sub-inventory that you want to modify.
4. Click the sub-inventory that you want to modify.
5. In the Details tab, modify the parameters as necessary.
6. Click **Save**.

Creating and Modifying a Stock List

Perform the following tasks to create and modify a stock list:

- Creating a Master Stock List
- Modifying a Master Stock List
- Creating an Authorized Stock List
- Modifying an Authorized Stock List
- Copying an Authorized Stock List

Creating a Master Stock List

Use this procedure to create a Master Stock List.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. In the Parts Loop tab of the Navigator, open the Parts Loops folder.
3. Click the parts loop for which you want to define a master stock list.
4. In the Master Stock List tab, enter the items and other parameters.
5. Click **Save**.

Modifying a Master Stock List

Use this procedure to modify a Master Stock List.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. In the Parts Loop tab of the Navigator, open the Parts Loops folder.

3. Click the parts loop whose master stock list you want to modify.
4. In the Master Stock List tab, modify the parameters as necessary.
5. Click **Save**.

Creating an Authorized Stock List

Use this procedure to create an authorized stock list for a sub-inventory in a Parts Loop.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. In the Parts Loop tab of the Navigator, open the Parts Loops folder.
3. Click the parts loop that contains the sub-inventory that you want to modify.
4. Click the sub-inventory to which you want to add an authorized stock list.
5. In the Authorized Stock List tab, enter the items and other parameters.
6. Click **Save**.

Modifying an Authorized Stock List

Use this procedure to modify an Authorized Stock List.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. In the Parts Loop tab of the Navigator, open the Parts Loops folder.
3. Click the parts loop that contains the sub-inventory that you want to modify.
4. Click the sub-inventory whose authorized stock list you want to modify.
5. In the Authorized Stock List tab, modify the parameters as necessary.

6. Click **Save**.

Copying an Authorized Stock List

Use this procedure to copy an authorized stock list from one location to another.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. In the Parts Loop tab of the Navigator, open the Parts Loops folder.
3. Click the parts loop that contains the sub-inventory with the authorized stock list you want to copy.
4. In the Navigator, right-click the sub-inventory whose stock list you want to copy.
   - To copy a single ASL line, depress control key and click on the line to be copied.
   - To copy multiple ASL lines in sequence, depress control key and click on the first line to be copied. Depress Control and Shift key and click on last line to be copied.
5. Click on **Tools** from the Menu Bar, and click on **Copy Authorized Stock List Items**.
6. Click the sub-inventory to which you want to copy the stock list.
7. Click on **Tools** from the Menu Bar, and click on **Paste Authorized Stock List**.
8. Click **Save**.

Creating and Modifying a Reporting Hierarchy

Perform the following tasks to create and modify a reporting hierarchy:

- Creating a Reporting Hierarchy
- Adding a Sub-inventory to a Reporting Hierarchy

Creating a Reporting Hierarchy

Use this procedure to create a Reporting Hierarchy.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.
2. In the Reporting Hierarchy tab of the Navigator, open the Reporting Hierarchy folder.

   The top nodes of existing hierarchies appear.
3. Right-click on Reporting Hierarchy folder.
4. From the pop-up menu, choose **Create Reporting Hierarchy**.

   The Hierarchy Details tab becomes active.
5. Enter node name.
6. Click **Save**.

Adding a Sub-inventory to a Reporting Hierarchy

Use this procedure to add a sub-inventory to a Reporting Hierarchy.

Prerequisites

None

Steps

1. Navigate to **Spares Planning > Planner's Desktop**.

2. In the Reporting Hierarchy tab of the Navigator, open the Reporting Hierarchy folder.

   The top nodes of existing hierarchies appear.

3. Click the top hierarchy node to which you want to add a sub-inventory.
4. Right-click the Hierarchy node.
5. From the pop-up menu, choose **Add Subinventory**.
6. In the Location Detail tab, enter the location details.
7. Click **Save**.

Generating and Viewing Data

Perform the following tasks to generate and view data:

- Creating Part Availability Data
- Viewing Parts Status
- Viewing and Updating Notification Status

Creating Part Availability Data

This procedure runs a concurrent program that organizes the Part Availability Data for viewing in a Planning Loop or Reporting Hierarchy.

Prerequisites

You must have defined the calculation rule that the application uses for the parts loop. Refer to **Defining Calculation Rules.**

Steps

1. Navigate to **Spares Planning > Create Part Availability Data**.
2. Click **Submit.**

Guidelines

For additional information, refer to the generic online help for the windows used in this topic.

Viewing Parts Status

Use this procedure to view the information on supply, demand, history, and forecast for an item across a parts loop, a reporting hierarchy, or a sub-inventory.

Prerequisites

If you wish to refresh the part status, then perform the steps defined in Creating Part Availability Data.

Steps

1. Navigate to **Planner's Desktop**.

2. In either the Parts Loop tab or the Reporting Hierarchy tab of the Navigator, click the **Parts Status** tab.

   The Find window appears.

3. Select the item that you want to view, and click **Find** or click **Find** and all items will appear.

4. To view the history and forecast for the item, click the Item.

   The history and forecast information are displayed for the item at the selected node or sub-inventory.

Viewing and Updating Notification Status

Use this procedure to view and update notification status.

Prerequisites

None

Steps

1. Navigate to **Planner's Desktop**.
2. In the Notifications tab of the Navigator, open the Notifications folder.
3. Click on a parts loop.
4. Click on a Notification type: Above, Below, or Not Enough Usable Parts.
5. Select the item number.
6. Click the **Details** tab to view the notification.
7. Click on the appropriate action and update the Notification Status.
8. Click **Save**.

Performing Spares Logistics

Perform the following tasks for spares logistics:

- Creating Move Orders
- Changing or Canceling a Move Order
- Creating Manual Reservations
- Printing Picklists
- Confirming Picklists
- Creating Packing Lists, Boxes, and Pick Lines
- Receiving Parts
- Viewing Move Orders

For background and general features of Oracle Spares Management, refer to Oracle Spares Management Overview in the Understanding section for the application.

Creating Move Orders

Use this procedure to create a move order for a part from another sub-inventory within the same organization.

Prerequisites

None

Steps

1. Navigate to **Create Move Orders**.
2. Select an organization from the list of values, and click **OK**.
3. In the tabs, enter the required information.

   The Destination Sub-inventory must be setup in either a Loop or Hierarchy.
4. If you require special shipping instructions, then click **Special Shipment to**, and enter the required information.
5. Click **Save**.

Changing or Canceling a Move Order

Use this procedure to cancel or otherwise change a move order.

Prerequisites

None.

Steps

1. Navigate to **Spares Logistics > Create Move Order**.

   The Find window appears.

2. Enter the criteria that you want to use to limit the results of your search.
3. Click **Find**. The Move Order window opens.
4. Click on **Tools** to cancel the request or enter other changes that are available.
5. Click **save**.

Creating Manual Reservations

Use this procedure to make a manual reservation for a move order.

Prerequisites

None

Steps

1. Navigate to **Spares Logistics > Create Reservations**.

   The Find Move Order Lines window appears.

2. Enter the number for the desired move order.
3. Click **Find**.

   The Create Reservations window appears and shows the designated move order.

4. Click **View/Update Details**.

   The Transact Move Order Line Details window appears.

5. Enter the reservation quantity in the Ouantity field.
6. Click **Update**.

7. Click **Save**.

Printing Picklists

Use this procedure to print a picklist.

Prerequisites

None

Steps

1. Navigate to **Spares Logistics > Print Picklists**.

   The Find window appears.

2. Enter the criteria that you want to use to limit the results of your search.
3. Click **Submit** to print the picklist.

Confirming Picklists

Use this procedure to confirm a picklist.

Prerequisites

None

Steps

1. Navigate to **Spares Logistics > Confirm Picklists**.

   The Find Picklists window appears.

2. Enter the picklist number, and click **Find**.

   The Confirm Pick window appears and is populated with data from the selected picklist.

3. Correct the quantity picked as necessary.
4. If you need to enter lot and serial numbers, then click **Lot/Serial**, and enter the required information.
5. If you need to split an order line, then click **Split Line**, and enter the required information.
6. Click **Confirm Pick**.

Creating Packing Lists, Boxes, and Pick Lines

Perform the following respective task to create a packing list, a box, or a pick line.

- Creating a Packing List
- Creating a Box
- Assigning a Pick Line

Creating a Packing List

Use this procedure to create a packing list.

Prerequisites

None

Steps

1. Navigate to **Spares Logistics > Create Pack List**.
2. If the Organizations window appears, then select an organization, and click **OK**.

   The Navigator for packing lists appears.
3. Open the Packing Lists folder.

   The Packing Lists folder expands to display the Open, Received, and Shipped folders.
4. Select the Open folder, and then right-click it.

   A pop-up menu appears.
5. From the menu, choose **Create Packing List**.

   The Define Packlist window appears with the Details tab displayed.
6. In the Details tab, enter the required data.
7. Click **Save**.

Creating a Box for a Packing List

Use this procedure to create a box for a packing list.

Prerequisites

Create a packing list to which you can assign a box.

Steps

1. Navigate to **Spares Logistics > Create Packlists**.

   The Navigator for packing lists appears.

2. Open the Packing Lists folder.

   The Packing Lists folder expands to display the Open, Received, and Shipped folders.

3. Open the Open folder.

   A list of packing lists appears.

4. Select the desired packing list, and then right-click it.

   A pop-up menu appears.

5. From the menu, choose **Create Box**.

   The Define Box window appears with the Details tab displayed.

6. Enter the desired data.

7. Click **Save**.

Assigning Pick Lines to a Box

Use this procedure to assign a pick line to a shipping box.

Prerequisites

Create a box to which you can assign a pick line.

Steps

1. Navigate to **Spares Logistics > Create Packlists**.

   The Navigator for packing lists appears.

2. Open the Packing Lists folder.

   The Packing Lists folder expands to display the Open, Received, and Shipped folders.

3. Open the Open folder.

A list of packing lists appears.

4. Open the desired packing list.
5. Click the desired box.

   The Define Box window appears

6. Click the **Picked Items tab**.

   The Find Picklists window appears.

7. Enter the required picklist number.
8. Click **Find**.

   The Picked Items tab of the Define Box window is populated with line details of the picklist.

9. Select a pick line that you want to add to a box.
10. In the Navigator, if the target box is not already selected, then select the target box.
11. Click **Add**.

    The selected pick line disappears from the Picked Items tab and is transferred to the selected box.

12. Repeat steps 5 through 11 as needed to assign all the pick lines to boxes.
13. To print the completed packing list, select the packing list in the Navigator, and click the **Print** button on the menu bar.
14. To confirm the shipment, click **Confirm Ship** in the Details tab.

Receiving Parts

Use this procedure to confirm receipt of spare parts that you have ordered.

Prerequisites

None

Steps

1. Navigate to **Spares Logistics > Receive Shipments**.
2. In the Find window, enter a Packlist and click **Find**, or click **Find** to open all open Packlist lines.
3. Click **Find** to populate the Receive Parts window with a list of shipments that match your search criteria.
4. If the quantity due was received, select the line and click **Confirm Receipt**.

   The quantity received defaults to the quantity shipped, and the shipping status defaults to the closed state.
5. Change the received quantity on a line as follows:
   a. Click the balance due quantity.
   b. Edit the quantity received.
   c. Click **Receive**.
6. Click **Save**.

Viewing Move Orders

Use this procedure to view move orders and their status.

Prerequisites

None

Steps

1. Navigate to **Spares Logistics > View Move Order Status**.

   The Find Move Orders window appears.

2. Enter the criteria that you want to use to limit the results of your search.

3. Click **Find** to populate the View Move Orders window with a list of the records that match your search criteria.