

Manage Shipments User Guides

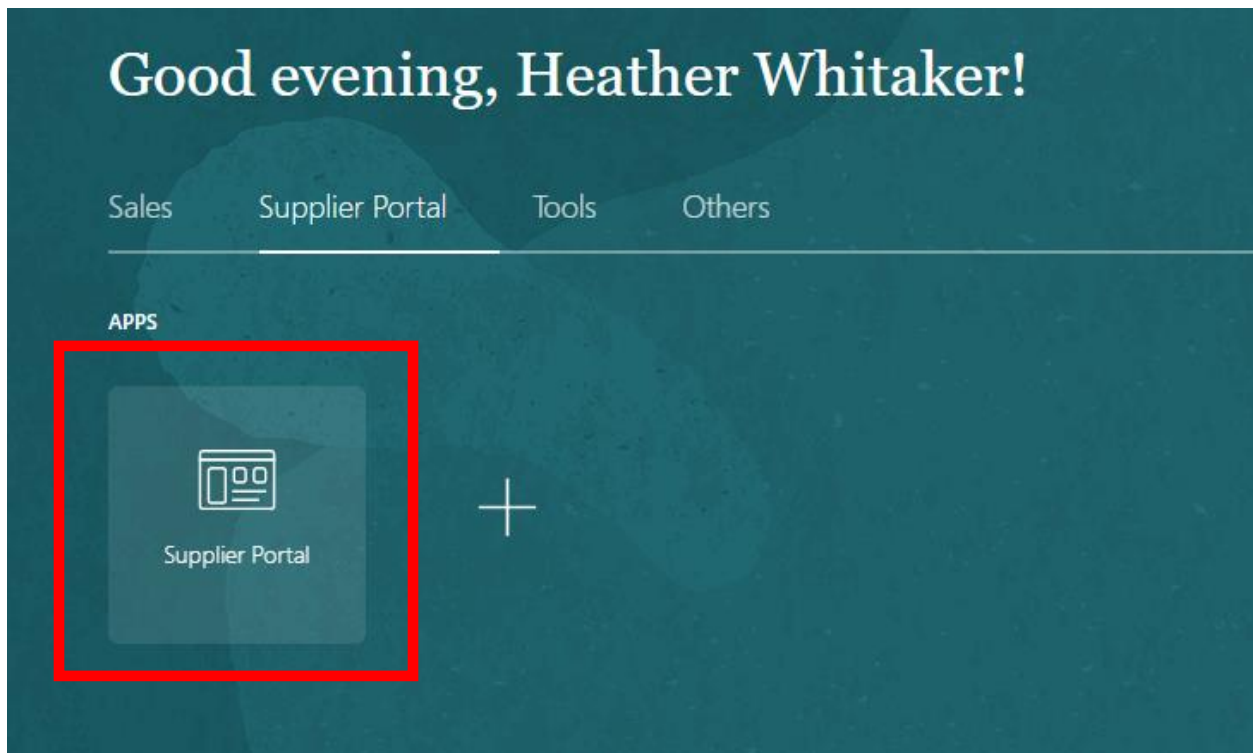


Manage Shipments

You will learn how to manage shipments that you have shipped to ODL. From here you will be able to view the shipment in detail as well as change or cancel the shipment.

Step 1

From the landing page, select the Supplier Portal Button.



Step 2

Once on the dashboard, select the Manage Shipments link in the task list on the left side of the screen.

ORACLE
Supplier Portal

Search Order Number

Tasks

- Contract Manufacturing**
 - Manage Production Reports
- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments**
 - Create ASN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments

Requiring Attention

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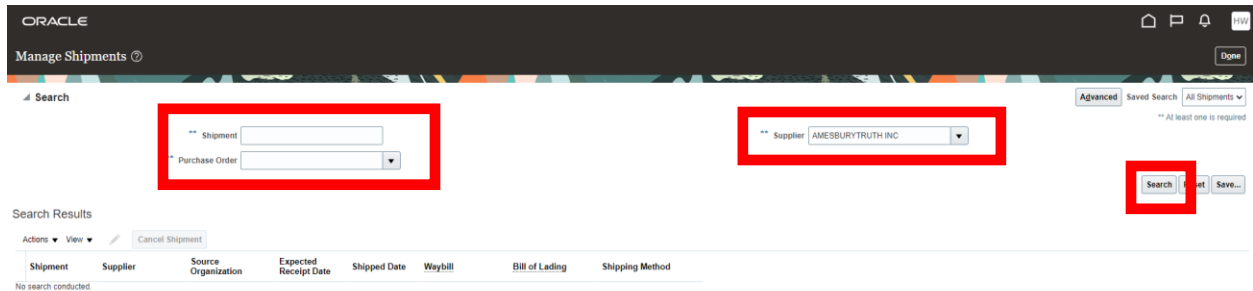
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Schedules Overdue or Due Today

Supplier News

Step 3

On this page, you may enter the shipment number, purchase order number, or supplier. After you fill out the needed information, you can click search.



ORACLE
Manage Shipments

Search

Shipment

Purchase Order

Supplier AMESBURYTRUTH INC

Search Save...

Search Results

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
No search conducted.							

Step 4

Once you click search, your results should be displayed. If you would like to view the shipment in detail, you can click the shipment number highlighted in blue.

Step 5

From here, you may edit the shipment or cancel it. Once you are finished with your changes, click on save and close to ensure that your changes are saved.



Header

Shipment:	1	Special Handling Code:	
Trailer:	4022228-75274100	Doc Weight:	
Shipped Date:	11/02/14 10:00	Tax Weight Code:	
Expanded Receipt Date:	11/02/14 10:00	Net Weight:	
Ship To Location:		Net Weight Code:	
Freight Terms:		Packing No:	
Shipping Method:	CPDN	Number of Packing Units:	
Bill of Lading:	IS	Comments:	
Package Code:			

LINES

Actions: View | Cancel Shipment Line | View Details

Shipment Line	Item	Item Description	Quantity	UOM Name	Line Status	Packing Slip
1	00000	7492 07 000	01	Each	Entered	