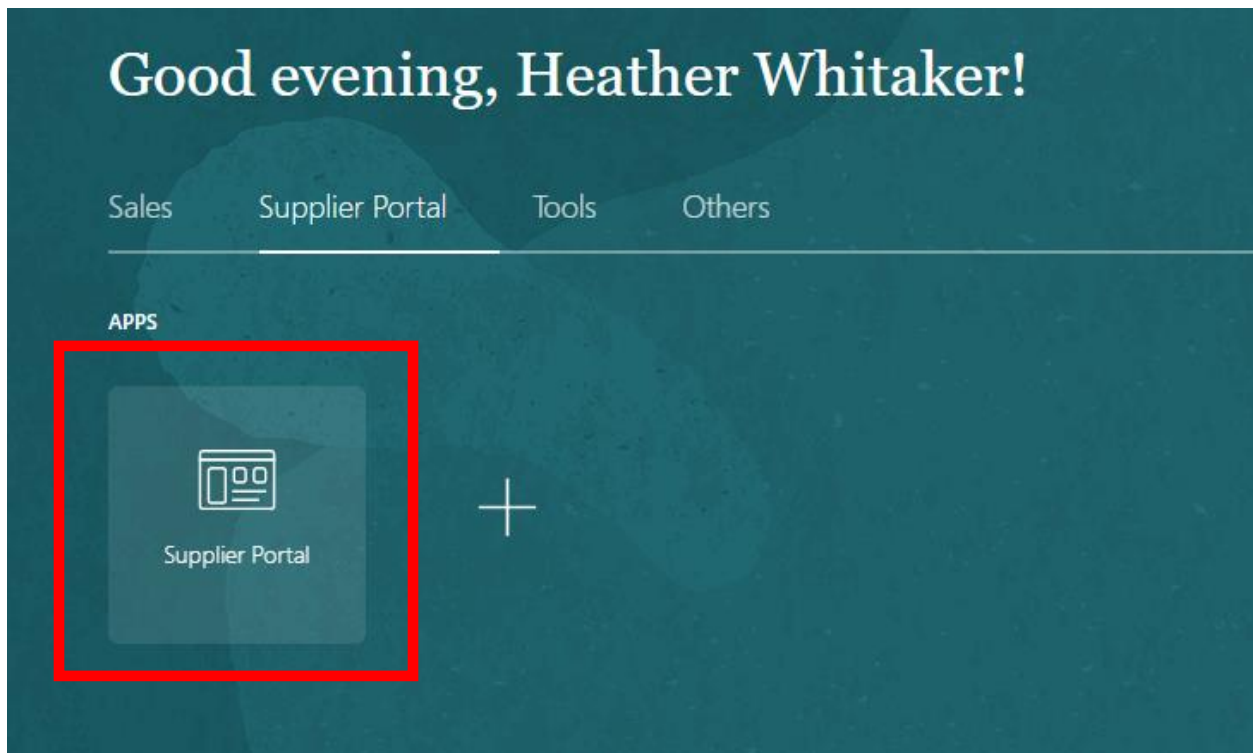# Manage Shipments User Guides

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.
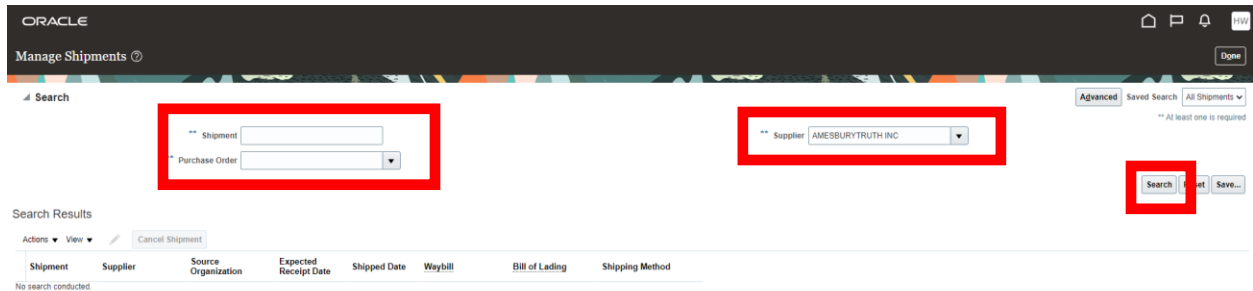
Step 3

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.

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.

Edit Shipment: 1 ⓘ

Cancel Shipment | Save | Save and Close | Cancel

⊿ Header

Shipment	1
Supplier	AMESBURY TRUTH INC
Shipped Date	7/12/22 4:12 PM
* Expected Receipt Date	7/12/22 4:12 PM
Ship-to Location	
Freight Terms	
Shipping Method	UPSN
Bill of Lading	12
Packaging Code	

Special Handling Code	
Tare Weight	
Tare Weight UOM	
Net Weight	
Net Weight UOM	
Packing Slip	
Number of Packing Units	
Comments	
Waybill	

⊿ Lines

Actions ▾ | View ▾ | Cancel Shipment Line | View Details

Shipment Line	Item	Item Description	Quantity Shipped	Received	UOM Name	Line Status	Packing Slip
1	30902	*s-962 BT 31H ...	80	0	Each	Expected	