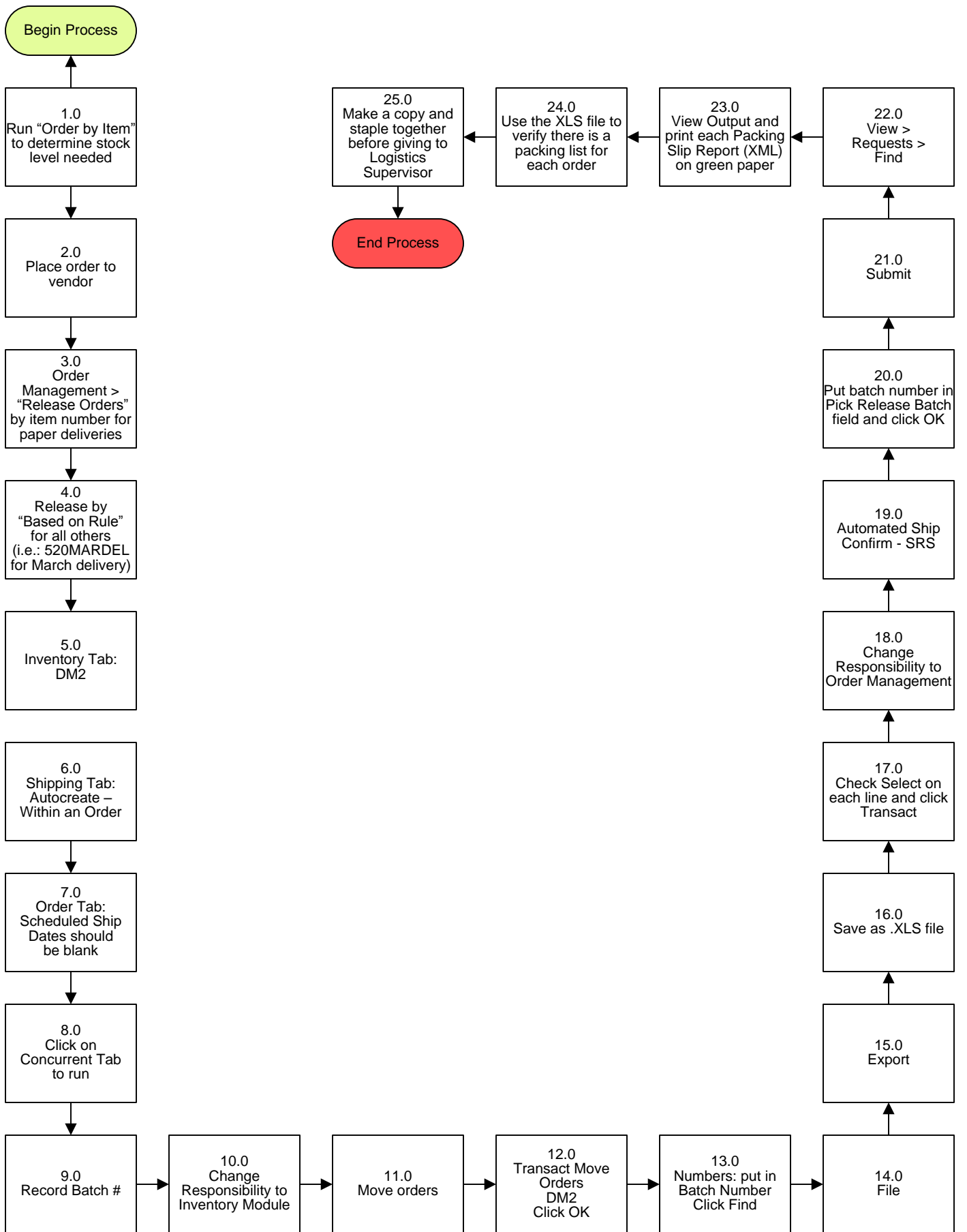


## Supply Warehouse – Automatic Delivery Process



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### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

- Step 1.0: Run "Order by Item" to determine stock level needed**
- Step 2.0: Place order to vendor**
- Step 3.0: Order Management > "Release Orders" by item number for paper deliveries**
- Step 4.0: Release by "Based on Rule" for all others (i.e.: 520MARDEL for March Delivery)**
- Step 5.0: Inventory Tab: DM2**
- Step 6.0: Shipping Tab: Autocreate – Within an Order**
- Step 7.0: Order Tab: Scheduled Ship Dates should be blank**
- Step 8.0: Click on Concurrent Tab to run**
- Step 9.0: Record Batch #**
- Step 10.0: Change Responsibility to Inventory Module**
- Step 11.0: Move Orders**
- Step 12.0: Transact Move Orders DM2 Click OK**
- Step 13.0: Numbers: put in Batch Number Click Find**
- Step 14.0: File**
- Step 15.0: Export**
- Step 16.0: Save as .XLS file**
- Step 17.0: Check Select on each line and click Transact**
- Step 18.0: Change Responsibility to Order Management**
- Step 19.0: Automated Ship Confirm – SRS**
- Step 20.0: Put batch number in Pick Release Batch field and click OK**
- Step 21.0: Submit**
- Step 22.0: View > Requests > Find**
- Step 23.0: View Output and print each Packing Slip Report (XML) on green paper**
- Step 24.0: Use the .XLS file to verify there is a packing list for each order**
- Step 25.0: Make a copy and staple together before giving to Logistics Supervisor**

