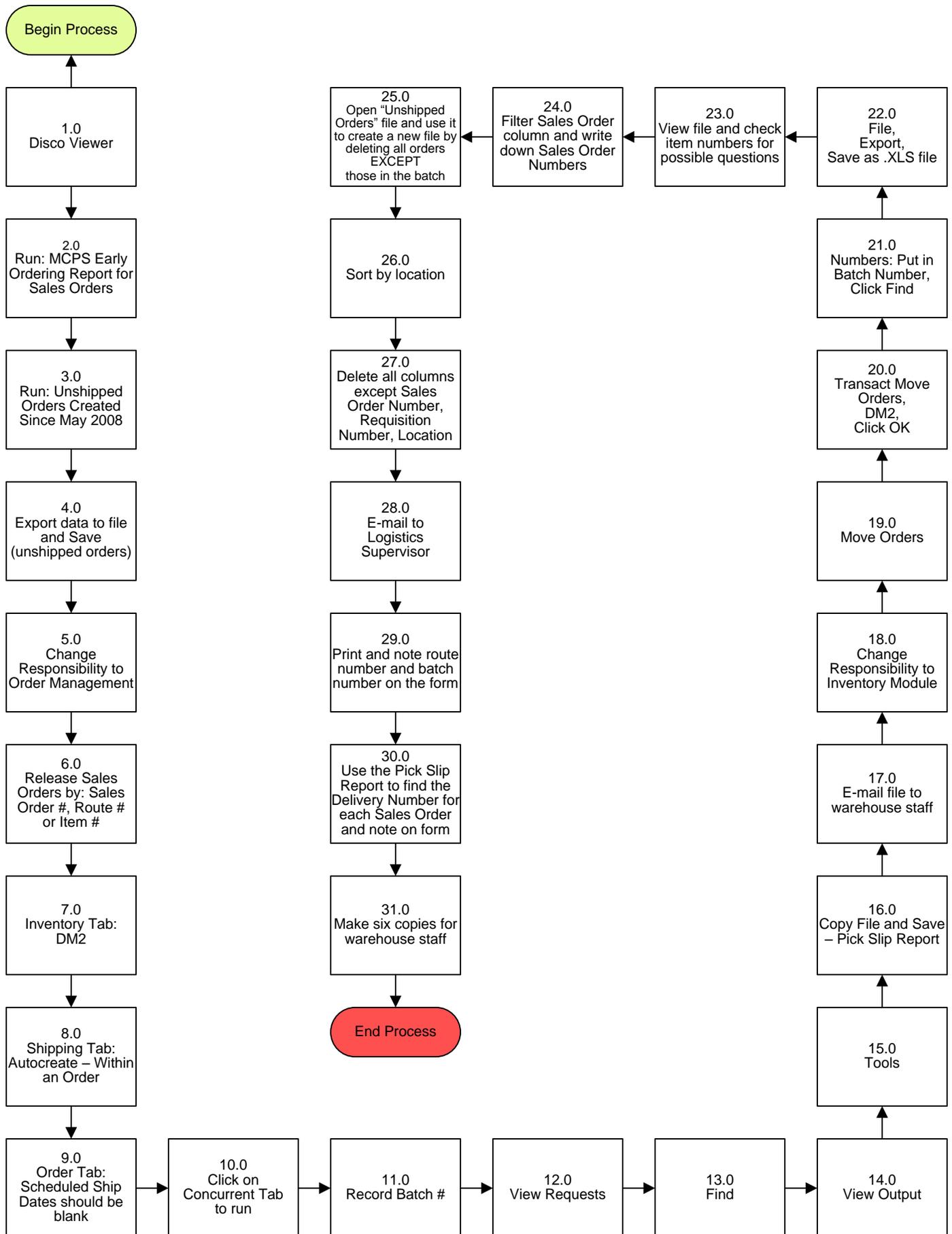


Supply Warehouse – Release Orders Process



Supply Warehouse – Release Orders Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Disco Viewer

Step 2.0: Run: MCPS Early Ordering Report for Sales Orders

Step 3.0: Run: Unshipped Orders Created Since May 2008

Step 4.0: Export data to file and Save (unshipped orders)

Step 5.0: Change Responsibility to Order Management

Step 6.0: Release Sales Orders by: Sales Order #, Route # or Item #

Releasing by Sales Order # is usually due to an emergency request to expedite delivery on an order. If requestor only gives requisition number, must query by requisition number in Order Management > Order Organizer to find Sales Order # before releasing.

Step 7.0: Inventory Tab: DM2

Step 8.0: Shipping Tab: Autocreate – Within An Order

Step 9.0: Order Tab: Schedules Ship Dates should be blank

Step 10.0: Click on Concurrent Tab to run

Step 11.0: Record Batch #

Step 12.0: View Requests

Step 13.0: Find

Step 14.0: View Output

Step 15.0: Tools

Step 16.0: Copy File and Save – Pick Slip Report

Step 17.0: E-mail file to warehouse staff

E-mail this file to the operations supervisors and the supply services supervisor.

Step 18.0: Change Responsibility to Inventory Module

Step 19.0: Move Orders

Step 20.0: Transact Move Orders, DM2, Click OK



To Details Page 2



Return to Key Process

Step 21.0: Numbers: Put in Batch Number, Click Find

Step 22.0: File, Export, Save as .XLS file

Step 23.0: View file and check item numbers for possible questions

Step 24.0: Filter Sales Order column and write down Sales Order Numbers

Step 25.0: Open "Unshipped Orders" file and use it to create a new file by deleting all orders EXCEPT those in the batch

Step 26.0: Sort by location

Step 27.0: Delete all columns except Sales Order Number, Requisition Number, Location

Step 28.0: E-mail to Logistics Supervisor

Step 29.0: Print and note route number and batch number on the form

Step 30.0: Use the Pick Slip Report to find the Delivery Number for each Sales Order and note on form

Step 31.0: Make six copies for warehouse staff

 [Return to Details Page 1](#)

 [Return to Key Process](#)