Boeing 787 SCMP
Shipments Guide

July 2023

CONTENTS

2

DOCUMENT VERSIONS

| Version	Change Overview	Date	Responsible Party
1	Formatting Updates	08/01/22	Ashleigh Howell
2	Harmony Upgrade	07/07/23	Ashleigh Howell

SHIPMENTS OVERVIEW

This guide provides information and instructions on the Shipments function in the Boeing 787 SCMP application. To include:

- Manage Shipments
- Download
- Print
- Receiver Reference Number
- Returns Management
- Return Shipment Manifest
- Repair/Replacement Shipments

SHIPMENTS VISIBILITY SOLUTION

The Providing Partner creates a Shipment and prints the Advanced Shipment Notice (ASN) to facilitate transportation, logistics and receiving functionality. Boeing and the Consuming Partner can view the ASN for inventory and supply planning purposes.

PMI:

Boeing — Consuming Partner — Providing Partner

(Masked Visibility)

⑤ Shipment

Direct to Boeing:

Boeing — Partner
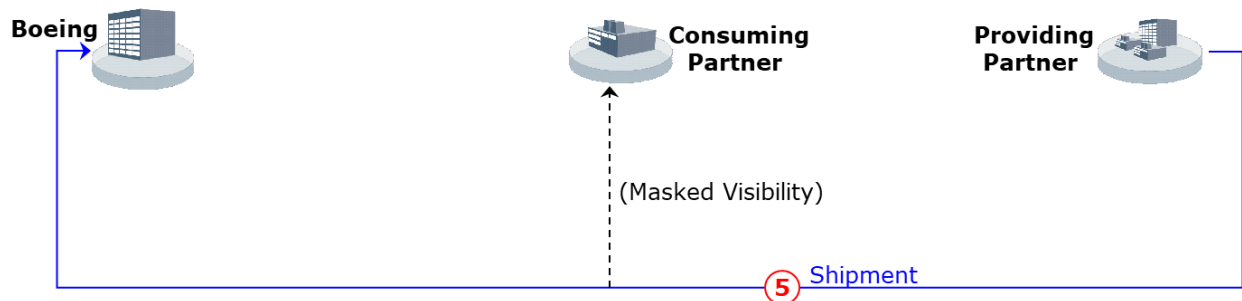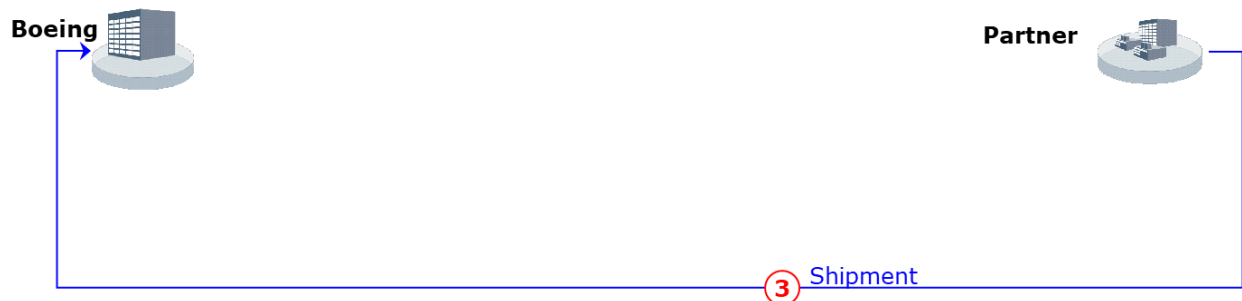
③ Shipment

DIRECT PROCUREMENT PROCESS

Direct shipments are created by Suppliers for shipments directly to Boeing locations (where the Ship-To MPID is Boeing's MPID). However, shipments received at Boeing's receiving locations do not send a receipt document to SCMP; hence, the received shipment lines cannot be moved to the Receipt Complete state.

- These shipment lines remain in the Sent state, displaying as if they are open to be received.

To alleviate this concern, direct shipments that satisfy any of the following conditions automatically move to the Archived state:

- All direct-shipped shipment lines in the Sent state, and with an Estimated Arrival Date older than 60 days compared to the current date (today).
- All shipments in Receipt Complete state, and with Last Modified Date (i.e. date when shipment was directly or indirectly modified) older than 60 days compared to current date (today).
- All shipments in Cancelled state, with Last Modified Date (i.e. date when the shipment was directly or indirectly modified) older than 60 days compared to the current date (today).

Auto transition occurs once a week; every Saturday at 03:30 UTC.

STATES

All shipment states are visible to all users.

Shipment Status	Boeing	Consuming Partner	Providing Partner
Sent	Visible	Visible	Send Shipment button
Receipt Complete	Visible	Create Receipt button	Visible
Archived	Visible	Visible	Visible
Cancelled	Visible	Visible	Cancel Shipment button

CREATE

Suppliers can create shipments only for purchase order lines in the following states:

- Processing
- Accepted
- Acknowledged with Exceptions.

B2B or EDI/Flat File Suppliers CANNOT create a shipment for the following states:

- Completed
- Rejected
- Cancelled

The Partner can use the same shipment to ship material for one or more orders and/or one or more order lines. All line items within a shipment are required to have the same Ship To Site and identical address information. PO lines with different Ship To Address on a single PO require separate shipments.

Fully received shipment line items are moved to Receipt Complete state upon Receipt creation.

In the Shipment Creation workflow, the list of purchase orders is sorted based on the earliest to the latest Requested Delivery Date by default. The Schedule Date shown is pulled from the discrete/blanket PO, not from the planning schedule. Select the PO based on the earliest on-dock delivery date.

Shipment Levels and Fields

Shipment Level	Required Field*	Field Name
Header	Auto Created	Shipment Number
Header	Auto Created	Shipment Created
Header	Auto Created	Supplier Name
Header	Auto Created	Supplier Code
Header	Auto Created	Supplier MPID
Header	Auto Created	Buyer Account
Header	*	Purpose
Header		Ship to Company
Header		Container Part Number
Header	*	Carrier Company
Header		Carrier Company Other
Header	*	Actual Ship Date
Header		RFID
Header	*	Estimated Arrival Date
Header		Total Packages
Header		Shipping Days
Header	*	Tracking Number
Header	*	Packing Slip Number
Header		Bill of Lading
Header	*	# of Handling Units (HU)
Header		Shipment Payment Method
Header		Gross Weight

Header		Weight UOM
Header		Package ID
Header		Hazard Code
Header		Package Type
Header		Package Type Other
Header		Special Handling Code
Header		Special Handling Code Other
Header		Certificate of Conformance Agreement
Header		Notes
Line	Auto Created	ASN Line
Line	Auto Created	Purchase Order
Line	Auto Created	PO Line
Line	Auto Created	Item Number
Line	Auto Created	Item Description
Line	*	Shipped Quantity
Line		UOM
Line		Handling Unit Number
Line		HU Tracking Number
Line		HU Gross Weight
Line		HU Gross Weight UOM
Line		HU Container Type
Line		HU Container ID
Line		Container RFID
Line		HU Length
Line		HU Width
Line		HU Height
Line		HU Dimension UOM
Line		Manufacturing Country of Origin
Line		Manufacturing Batch Number
Line	*	Receiver Reference Number
Line		Mgf. Line #
Line		Serial Number(s)
Line		Asset Mgmt Tag(s)
Line		Hazardous Class Code
Line		Haz Regulation Code
Line		Haz Regulation Code Other

Create Header

To begin the shipment creation process:

8

1. Select **Order Management** → **Shipments** → **Create Shipment** from the menu.
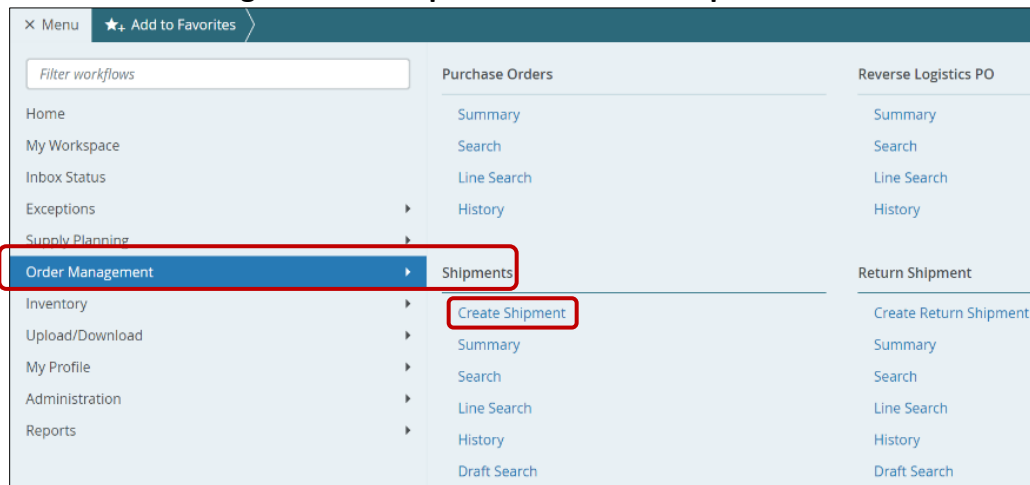
2. Enter Purchase Order search criteria. Click **Search**.
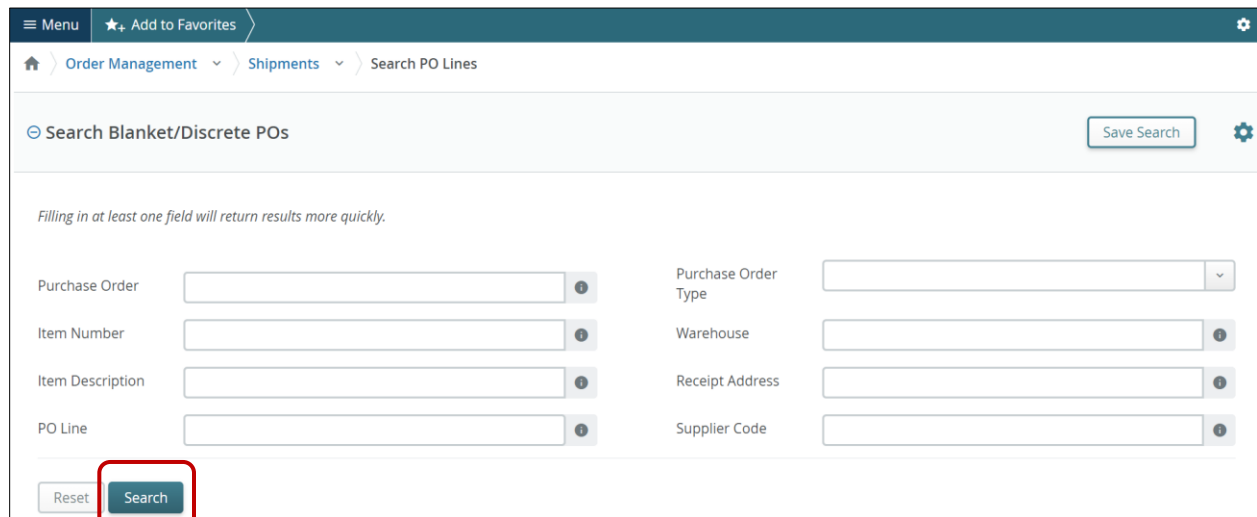
NOTE: All line items within a shipment are required to have the same Ship To Site and identical address information. PO lines with different Ship To Address on a single PO will require separate shipments. In the example below, two separate shipments (1), (2) will be required:

	Ship-To Address	Ship-To Address 2	Ship-To Address 3	Ship-To Address 4	Ship-To City	Warehouse
1	STRADA PROVINCIALE		GROTTAGLIE MONTEASI 83		GROTTAGLIE	PM0029
2	STRADA PROVINCIALE 83				GROTTAGLIE	PM0029
1	STRADA PROVINCIALE		GROTTAGLIE MONTEASI 83		GROTTAGLIE	PM0029
1	STRADA PROVINCIALE		GROTTAGLIE MONTEASI 83		GROTTAGLIE	PM0029
2	STRADA PROVINCIALE 83				GROTTAGLIE	PM0029
1	STRADA PROVINCIALE		GROTTAGLIE MONTEASI 83		GROTTAGLIE	PM0029
2	STRADA PROVINCIALE 83				GROTTAGLIE	PM0029
1	STRADA PROVINCIALE		GROTTAGLIE MONTEASI 83		GROTTAGLIE	PM0029
2	STRADA PROVINCIALE 83				GROTTAGLIE	PM0029

3. Complete the **Shipment Details** header section (the fields listed below are required, but all fields can be populated):
   a. **Carrier Company**: Use the drop-down list to select a carrier. Follow Boeing Transportation Management System (TMS) and Transportation Logistics and Warehousing (TWL) requirements.
   b. **Tracking Number**: This is required by process. Input Carrier Company's provided tracking number.
   c. **Packing Slip Number**: To facilitate improved payment terms, Boeing requests you enter the Packing Slip Number.
   d. **# of Handling Units (HU):** Must be 1 or greater. This field determines how many labels to print.
   e. **Actual Ship Date**: Pre-filled to the current date and can be changed by the Providing Partner
   f. **Estimated Arrival Date**: Pre-filled to the current date and can be changed by the Providing Partner. Estimated Arrival Date = Actual Ship Date + Shipping Days. Cannot be earlier than the current date when the shipment is being created or updated.

NOTE: Estimated Arrival Date and Shipping Days can be changed independently; however, when one is changed, the other is automatically adjusted according to the formula above.

g. **Purpose**: Defaults to Original but can be changed.
h. **Certificate of Conformance Agreement**: Not required, but useful to satisfy Boeing's PO Notes for providing conformity evidence.

Header Abbreviations

Shipment Method:	
Consignee is responsible for the payment of the cash on delivery…	An indication that the consignee is responsible for the payment of the cash on delivery service charge.
Consignor is responsible for the payment of the cash on delivery…	An indication that the consignor is responsible for the payment of the cash on delivery service charge.
Buyer's private carriage picks up the goods as a return load to…	Buyer's private carriage picks up the goods as a return load to the buyer's facility.
The freight is collected but has been paid by the shipper and will…	The freight is collected but has been paid by the shipper and will be credited to that party.
Consignor is responsible for the payment of the insurance costs…	An indication that the consignor is responsible for the payment of the insurance costs.

11

Consignee is responsible for the payment of the insurance costs…	An indication that the consignee is responsible for the payment of the insurance costs.
Payment in advance of charges prior to delivery, usually by…	Payment in advance of charges prior to delivery, usually by shipper at point of origin.
Seller of goods makes payment to carrier for freight charges…	Seller of goods makes payment to carrier for freight charges prior to shipment.
The consignment is shipped on a service basis and there is no…	The consignment is shipped on a service basis and there is no freight charge.
A third party is identified as responsible for payment of…	A third party is identified as responsible for payment of shipping charges.
Customer is responsible for payment of pickup charges at…	Customer is responsible for payment of pickup charges at shipping point.
The freight charge for returning the container is paid by…	The freight charge for returning the container is paid by the supplier.
Charge Type:	
The total for items other than those primarily reported upon…	The total for items other than those primarily reported upon in the message.
Allowance is related to a line item. It can override a default…	Allowance is related to a line item. It can override a default allowance.

Create Line Items

Once you complete the head section, scroll down to the **Shipment List** and complete the line items:

1. Input the **Shipped Quantity**, as this is a mandatory field on every line of the shipment.

2. Scroll to the right and select the **Receiver Reference #** from the drop-down list**,** as this is a mandatory field on every line of the shipment.

NOTE: The values provided in the drop-down were previously entered by the Consuming Partner into the planning schedule PIT data. If no value is provided in the Planning Schedule Quantity or by the Integrated Partner, or if it is not a PMI item, choose N/A. For B2B or EDI/Flat File Suppliers, a blank field will show as N/A in the user interface.

NOTE: All other fields are optional.

3. Once you complete all required fields, click the **Send Shipment** button.

NOTE: A shipment creation confirmation displays. Click the hyperlinked **Shipment Number** to view.

13

SHIPMENT CANCELLATIONS

The Boeing Role, ERPLN_super_buyer_role can cancel a shipment from the Sent or Receipt Complete states. The complete shipment will be cancelled. Once cancelled, shipments cannot be recovered back to the original state; hence this step should be performed with utmost caution. For cancelled shipments, there is no validation on the shipment line items for the receipt quantity.

DOWNLOAD SHIPMENTS

There are two download options: Shipment Download and Shipments UI Export. The following sections provide instructions to complete both.

Shipment Download

To complete a Shipment download:
1. From the menu, select **Upload/Download → Downloads → Download Shipments**.
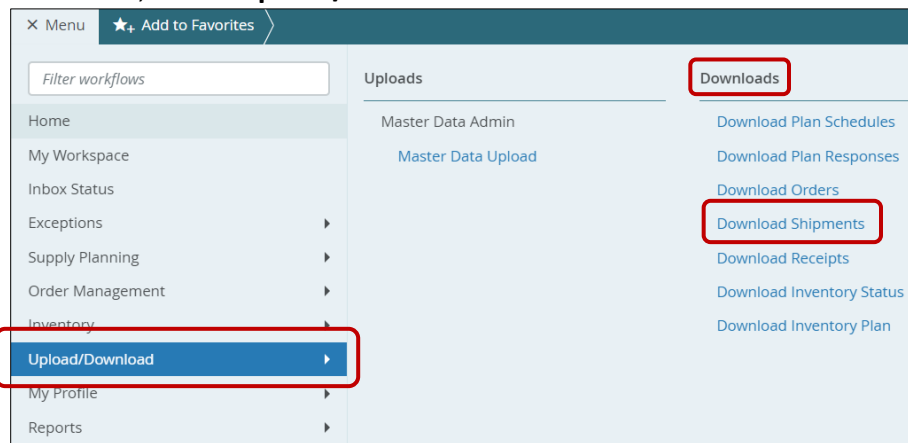
2. From the drop-down menu, choose **Shipment** or **Return Shipment Manifest**. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.

14
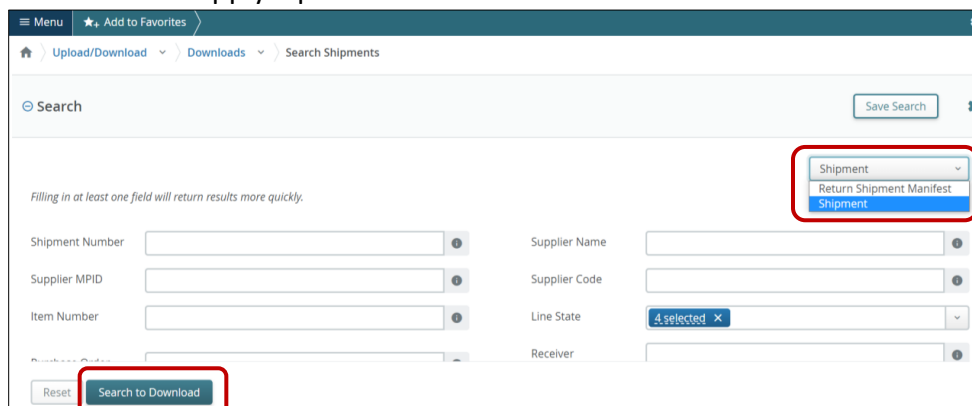
3. The Document Type is defaulted on **Shipment Download**. Enter optional download **Comments**. Click **Next**.

NOTE: For example, if you execute multiple downloads, entering "last 30 days" then "30-90 days", helps to differentiate downloads.

4. On the **Inbox Status** page, select the **File Name** to open or download once the **Status** says **Completed**.

Shipments UI Export

The Shipments UI Export option allows users to pre-define search criteria using a Default Export selection or a My Favorite Templates selection.

Shipment Default Export

To download Shipments using the UI Default Export option:

1. From the menu, select **Upload/Download → Downloads → Download Shipments**.
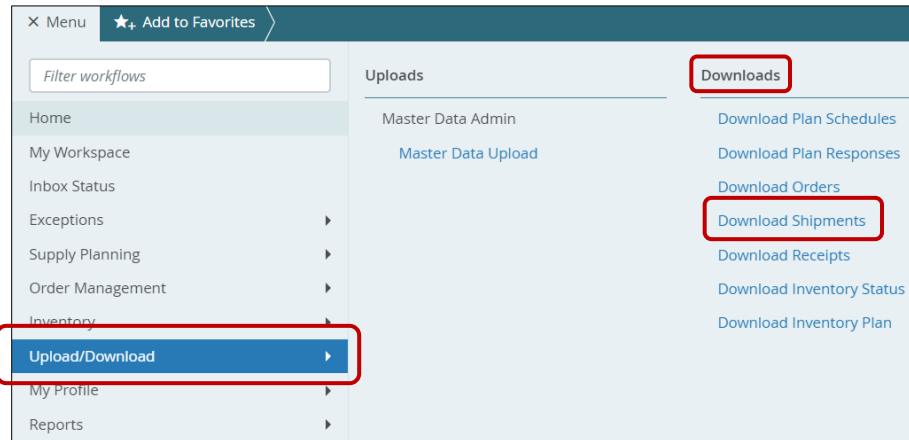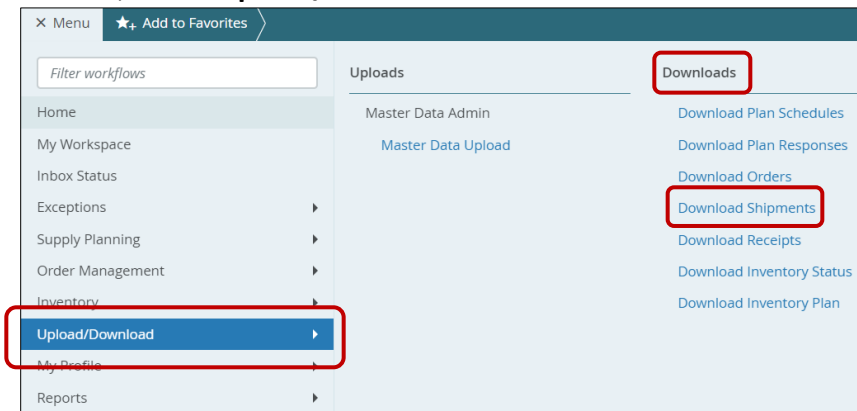
2. From the drop-down menu, choose **Shipment** or **Return Shipment Manifest**. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.

3. Select **Shipments UI Export from** the **Document Type** drop-down menu to display a **Download Settings** drop-down menu. **Default Export** is automatically selected.

4. Optionally, add download **Comments**. Click **Next**.

NOTE: For example, if you execute multiple downloads, entering "Item 123", then "Item 789", will help you to differentiate your downloads.

5. The **Job List** page displays the status of your download. Once **Completed**, click the **File Name** to open.

My Favorite Templates

To download Shipments using the UI Templates Export option:

17

1. From the menu, select **Upload/Download** → **Downloads** → **Download Shipments**.

2. From the drop-down menu, choose **Shipment** or **Return Shipment Manifest**. Enter your search criteria or apply a pre-saved filter. Click the **Search to Download** button.

18

3. Select **Shipments UI Export from** the **Document Type** menu to display a **Download Settings** drop-down menu. Select from an existing **My Favorite Templates** and skip down to Step 9.

4. To create a new template, select **Create my setting…** from the **Download Settings** drop-down, or select the **Edit** icon to open the **Download Configurator** screen.

5. On the **Download Configurator** screen, click the **Save** button to save changes to an existing template, or select **Save As New Setting** from the **Save** drop-down to create a new template.

19

6. Name the new template.

NOTE: You must complete the configurator sections prior to clicking the **Save** button.

7. In the **Columns and Sorting** section, place checkmarks next to desired **Available Fields** and use the arrow buttons to move them into the **Download Fields** and **Sort Order** sections.

NOTE: The double arrow buttons move ALL fields left or right. The **Sort Order** sections only allows for five items.

8. Scroll back to the top. Click **Save**.

9. Select your template from the drop-down menu. Enter optional download **Comments**. Click **Next**.

NOTE: For example, if you execute multiple downloads, entering "Item 123", then "Item 789", will help you to differentiate your downloads.

10. The **Job List** page displays the status of your download. Once **Completed**, click the **File Name** to open.

Status Column
- **Queued**: The system is working on other files and will get to your file momentarily.
- **In Process**: The system is still writing the data file.
  - If the Queued or In Process status displays, the system automatically updates the status every ten seconds. You can also click the Refresh icon (R) to manually refresh.
- **Completed**: The system is done writing the data file.
  - If the Completed status displays, the file was successfully written on the server.
  - If the Completed with Errors status displays (S) with an exclamation point icon, an error occurred in processing the data file. In that case, click the icon to view the error file that explains the problem.

UPLOAD MASTER DATA

While you may see Master Data Upload as a menu option, Boeing is not using this capability, so please disregard.

PRINT SHIPPING LABELS

You can only print shipping labels after the Send Shipment button is clicked and the shipment record is generated in SCMP. Please note Shipments in Draft cannot be printed. To print a shipping label:

1. From the menu, select **Order Management → Shipments → Summary**.

NOTE: You can navigate to the desired shipment via other pathways.

2. Scroll down to the **Results** section. Click the **Total** number for desired **Shipment Status**.

NOTE: You can also enter search criteria. Click **Search**.

3. Select the desired **Shipment Number**.

4. Click the **Print Label PMI** button, **Print Label (5x7)** button, or the **Print Label (4x6)** button.

5. Open the PDF file that downloaded to your local drive. Click the **Print** button.

PRINT SHIPMENT

Suppliers can print the complete shipment. If Boeing requires the Partner to print and stick shipping labels on the packages, the Partner uses the print functionality in SCMP to generate the shipping labels:

- These shipping labels have bar-codes that facilitate efficient tracking and receipt processing.
- Depending on the end route, the Partner chooses the appropriate template.

Shipping to non-Boeing site (e.g., PM warehouse) use PMI Reference Label. Shipping to Boeing site (e.g., Z1901 or NB) use Boeing 2-up Shipping Label.

To print a complete shipment:

1. From the menu, select **Order Management → Shipments → Summary**.

NOTE: You can navigate to the desired shipment via other pathways.

2. Scroll down to the **Results** section. Click the **Total** number for desired **Shipment Status**.

NOTE: You can also enter search criteria. Click **Search**.

3. Select the desired **Shipment Number**.

4. Click the **Print ASN** button.

5. Open the PDF file that downloaded to your local drive. Click the **Print** button.

RECEIVER REFERENCE NUMBER

A Receiver Reference Number helps a Consuming Partner relate a shipment from a Providing Partner to the Consuming Partner's internal system. The Consuming Partner provides the Receiver Reference Number in the planning schedule for each time bucket. The Providing Partner includes Receiver Reference Number in the shipment. The Consuming Partner uses the Receiver Reference Number to receive goods and match them with their internal system, outside of SCMP. The Consuming Partner creates a receipt in SCMP, which transmits the goods receipt document to Boeing. Please see the Planning Schedule Guide or Planning Schedule section of MyExostar for more information.

RETURNS MANAGEMENT

PMI Returns Management Business Process
1. Boeing creates a reverse logistics PO to Providing Partner after non-conformance process determines item is dispositioned as RETURN TO SUPPLIER.
2. Providing Partner indicates response of Accept, Reject, or Acknowledge with Exceptions.
3. Providing Partner creates return shipment manifest (RSM) document and moves it to the Actual state to authorize the return.
4. Consuming Partner inputs the return shipment date and then moves the return shipment manifest to the Completed state.
5. Providing Partner creates repair/replacement shipment for shipping replacement part to Consuming Partner.

Direct Procurement Business Process
1. Boeing creates BPO or discrete PO for fulfillment by Providing Partner to ship to Boeing's site/warehouse.
2. Providing Partner sends back a BPO/PO response to Boeing.
3. Providing Partner creates a shipment based on PO schedule or Master Schedule available on CDS and sends to Boeing.

Reverse Logistics POs
A New or New Change reverse logistics PO loaded into SCMP will follow the same lifecycle as any other PO.
- Providing Partner can Accept, Reject, or Acknowledge with Exceptions the PO at the header level.

26

- If you do anything other than Accept the PO, please contact your Boeing buyer and discuss before acting.

Reverse logistics PO lines can have both negative and positive quantities.
- A negative quantity line indicates a return of goods or credit adjustment.
- A positive quantity line indicates a replacement request for replacement parts.
- Providing Partner can only create shipments for lines with a positive quantity.

Like blanket/discrete POs, Consuming Partners have visibility to a masked reverse logistics POs.

Return Shipment Manifest

Providing Partner creates a return shipment manifest (RSM) to authorize return shipments by the Consuming Partners.

- A single return shipment manifest can only contain lines where the ship to address fields are the same.
- Return shipment manifest lines cannot mix lines from a reverse logistics PO and a blanket/discrete PO in a single shipment due to differences in ShipTo Address fields.
- A return shipment manifest cannot be created against a reverse logistics PO in the 'New' state.
- All return shipment manifest lines are created in the Planned state.

The actual return shipments and the receipt of the replacement parts happen outside of SCMP.

Actions
Providing Partners authorize the return shipment manifest (RSM) by moving the RSM into the Actual state.

RSMs cannot be cancelled once they have been moved to the Actual state.
- RSMs will need to be Completed if they have been moved to the Actual state in error.

Consuming Partners complete the return shipment manifest by moving the RSM into the Completed state.
- Completed lines cannot be updated.

Repair/Replacement Shipments
A repair/replacement shipment follows the same lifecycle as any other shipment.

RETURN SHIPMENT MANIFEST

View

To view a return shipment manifest:

1. From the menu, select **My Workspace** or **Order Management** → **Return Shipment** → **Summary**.

2. On the **Return Shipment Manifest Summary** page, scroll down to the **Results** section. For the desired category, click the **Total** number.

3. From the results list, click the **Shipment Number** you want to view in more detail.

Create

To create a return shipment manifest:

1. From the menu, select **Order Management** → **Return Shipment** → **Create Return Shipment**.

2. Enter search criteria. Click the **Search** button.

3. Click the **Order Number** checkbox to select the desired item. Click the **Next** button.

4. Enter the **Document Header** data. Revise the **Ship To** information. The **Ship To** information defaults to the original Consuming Partner. For returns, **Ship To** must be revised to the Providing Partner location.

5. Enter the **Document Line** Items data.

NOTE: **Returned Quantity** must be less than zero, or an error occurs.

6. Remove or duplicate line items from the return shipment by clicking the ellipses next to a row in the create shipment form.

NOTES:
- All values from the copied line carry over to the duplicate line.
- If there is more than one line item, the Remove Line option displays.
- Once the return shipment is sent, you can no longer duplicate/remove line items. However, you can duplicate/remove line items from draft return shipments.

7. Click the **Send Shipment** button.

NOTE: To delay sending, use **Save Draft** instead.

8. To view the return shipment details, click the **Shipment Number** in the **Creation Status** window.

31

Create Draft

To hold a return shipment as a draft version (and delay sending), when you are on the Create form, click Save Draft instead of Send Shipment. You cannot print a draft version or create labels for a draft. All required data fields must be populated before you can save a draft (you can edit the data later).

To locate and publish a return shipment manifest draft:
1. Go to **Order Management → Return Shipment → Draft Search**.
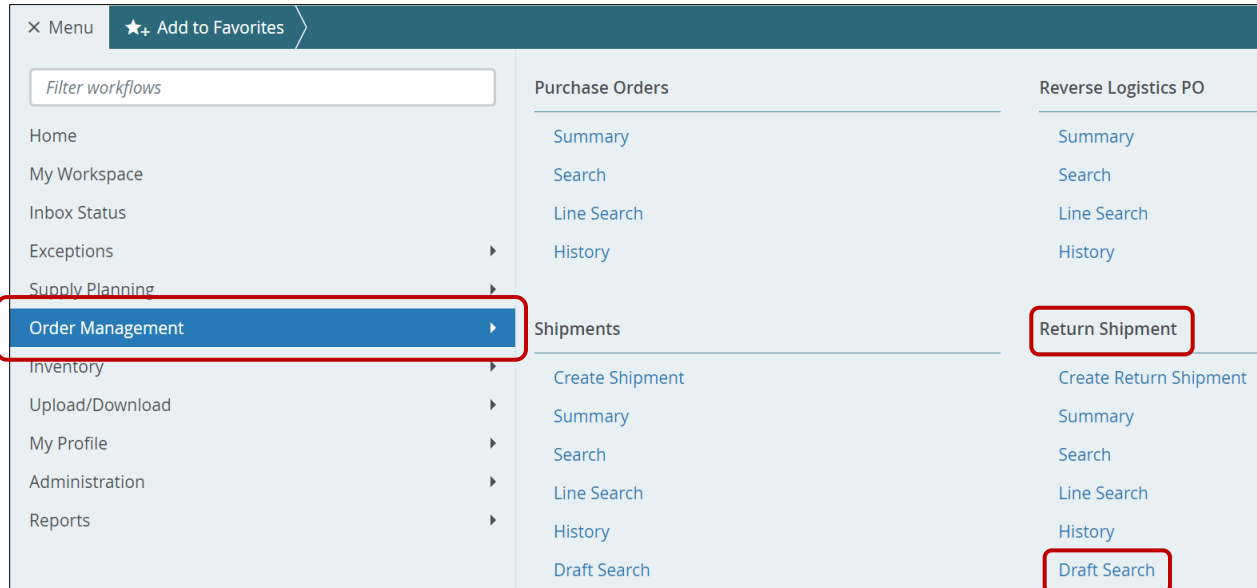
2. Enter search criteria. Click **Search**.
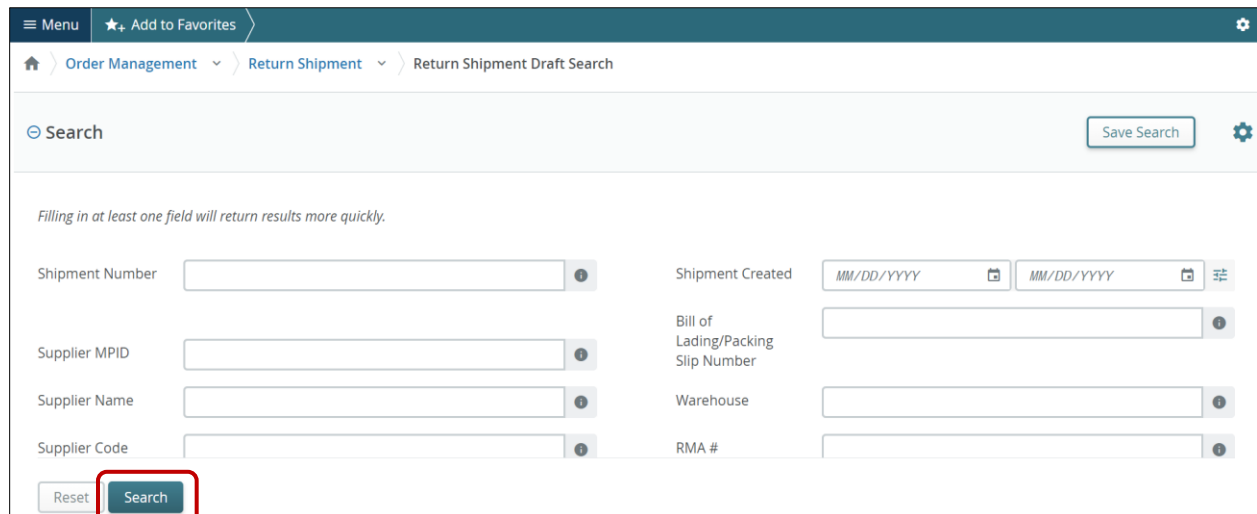
3. From the **Return Shipment Draft List** page, click the **Shipment Number** link to edit the data on the **Details** page.

NOTE: From this list page, you can also delete the draft by selecting a row and clicking **Delete Draft**.

4. Once the return shipment data is complete, click **Send Shipment**.

NOTES:

- You can also delete or update the draft version from the draft details page.
- Draft versions are not visible by users with other roles. If a draft is created by a user with a different role, it will not be visible until the document is moved out of draft status.

Complete

To complete a return shipment manifest:

1. From the menu, select **My Workspace** or **Order Management → Return Shipment → Summary**.

2. Scroll down to the Results section. Click the **Total** number from the **Shipment** category.

3. Select the desired **Shipment Number** to open the shipment.

4. Enter or edit the **Actual Ship Date**.

NOTE: Return date as **Actual Ship Date** must be today or a future date; not a past date. If no return date is entered, an error occurs.

5. Click the **Line ID** checkbox to select it and click **Complete Line** (change the state to **Completed**) or click **Complete** (leave in **Sent** state but commit the date change).

Update

To following fields are editable in the Detail page:

Shipment Level	Field Name
Header	Bill of Lading/Packing Slip Number
Header	Shipping Instruction
Header	Notes
Header	Ship to Company
Header	Ship to Address
Header	Ship to Address 2
Header	Ship to Address 3
Header	Ship to State
Header	Ship to Zip
Header	Ship to Country
Header	Ship to City
Line	Returned Qty
Line	Receiver Reference
Line	Serial Number
Line	EPD#
Line	RMA#
Line	Carrier Company
Line	Carrier Authorization #
Line	Hazardous Class Code
Line	Haz Regulation Code
Line	Haz Regulation Code Other

1. From the menu, select **My Workspace** or **Order Management** → **Return Shipment** → **Summary**.

2. Scroll down to the Results section. Click the **Total** number from the **Shipment** category.

3. Select the desired **Shipment Number** to open the shipment.

4. Enter or edit the **Actual Ship Date**.

NOTE: Return date as **Actual Ship Date** must be today or a future date; not a past date. If no return date is entered, an error occurs.

5. Click the **Line ID** checkbox to select it and click **Complete Line** (change the state to **Completed**) or click **Update** (leave in **Sent** state but commit the date change).

REPAIR/REPLACEMENT SHIPMENTS

View

To view a repair or replacement shipment:

1. From the menu, select **Order Management** → **Repair/Replacement Shipment** → **Summary**.

2. Scroll down to the **Results** section. For the desired category, click the **Total** number to view a Repair/Replacement Shipment List.

37

NOTE: Optionally, enter search criteria to refine the results. Click **Search**.

3. From the results list, click the **Shipment Number** you want to view in more detail.

Create

To create a repair or replacement shipment:

1. From the menu, select **Order Management** → **Repair/Replacement Shipment** → **Create Shipment**.
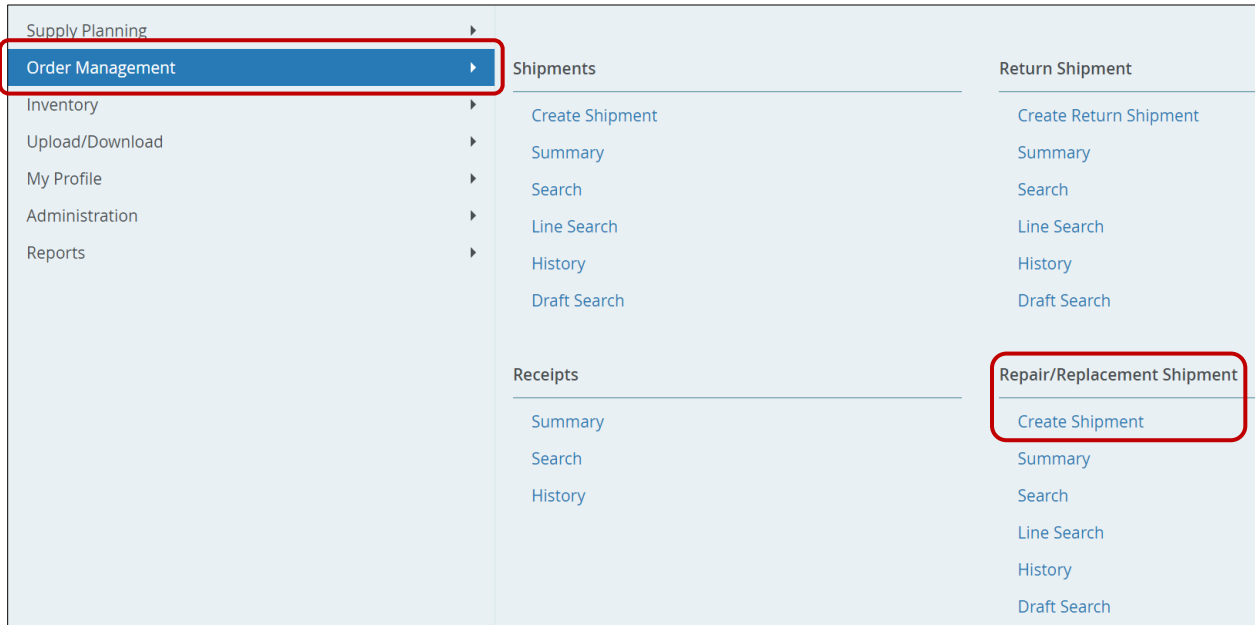
2. Enter your search criteria. Click the **Search** button.
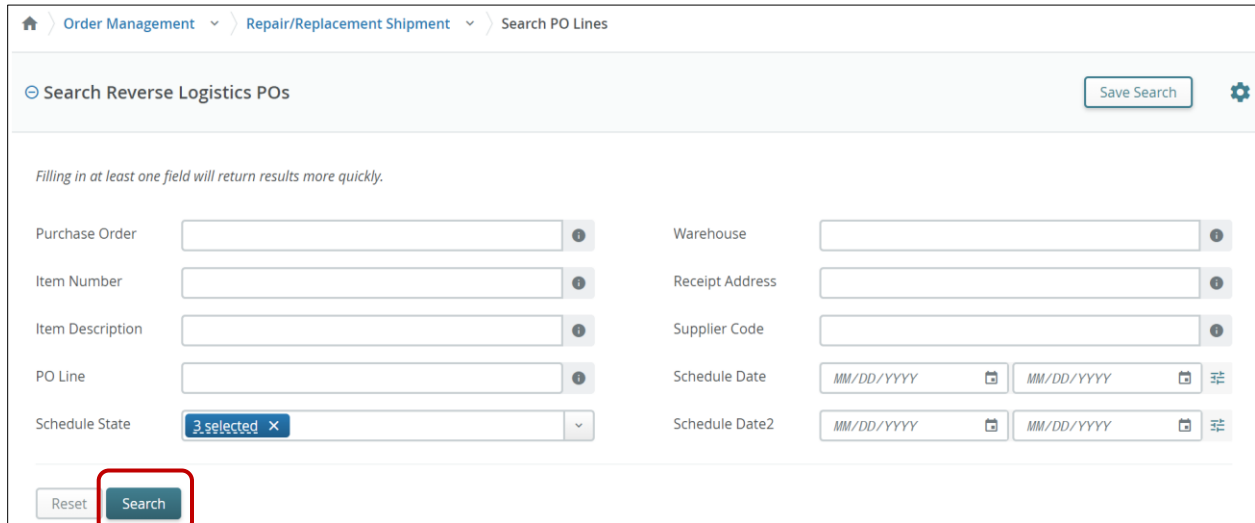
3. Click the **Order Number** checkbox to select the desired item. Click the **Next** button.

NOTE: By default, the list of POs is sorted based on the earliest to the latest **Schedule Date**; therefore, select the correct PO based on the earliest on-dock delivery date of the shipment.

4. Enter your **Shipment Details** in the header. The red asterisk (*) denotes a required field:
   a. **Carrier Company**
   b. **Packing Slip Number**: Enter this instead of a Bill of Lading number.
   c. **# of Handling Units (HU)**: This is linked to the number of shipping labels (e.g., Box 1 of 4).
   d. **Actual Ship Date**
   e. **Estimate Arrival Date**: This = Actual Ship Date + Shipping Days
   f. **Purpose**: Defaults to Original.

5. Enter your Line Items data The red asterisk (*) denotes a required field:

a. **Quantity Shipped:** You can set a value in the top line and click the fill down button to copy the value to all the lines below.

b. For **Receiver Reference Number,** choose the value from the menu.

NOTES:
- You can duplicate or remove line items from the repair/replacement shipment by clicking the Duplicate/Remove Lines icon next to a row in the create shipment form. All values from the copied line carry over to the duplicate line.
- If there is more than one line item, the **Remove Line** option displays.
- Once the shipment is sent, you can no longer duplicate/remove line items. However, you can duplicate/remove line items from draft shipments.

6. Click the **Send Shipment** button.
NOTE: To delay sending, use **Save Draft** instead.

NOTE: To view the shipment details or print shipping labels, in the **Creation Status** window, click the **Shipment Number**.

41

Create Draft

To hold a repair/replacement shipment as a draft version (and delay sending), when you are on the Create form, click Save Draft instead of Send Shipment. You cannot print a draft version or create labels for a draft. All required data fields must be populated before you can save a draft (you can edit the data later).

To locate and publish a draft shipment:

1. From the menu, select **Order Management → Shipments → Draft Search**.

2. Enter search criteria to locate the draft. Click **Search**.

42

3. From the **Shipment Draft List** page, click on the **Shipment Number** link to edit the data (this will take you to the details page).

4. Optionally, from this list page, place a checkmark next to the desired draft. Click **Delete Draft** to remove it from the list.

5. Once the shipment data is complete, click **Send Shipment**.

NOTES:
- You can also delete or update the draft version from the draft details page.
- Draft versions are not visible by users with other roles. If a draft is created by a user with a different role, it will not be visible until the document is moved out of draft status.

Update Sent Shipment

To update a repair/replacement shipment in a sent status:

43

1. From the menu, select **Order Management → Repair/Replacement Shipment → Search**.

2. From the **Search** page, enter the **Repair/Replacement Shipment Number** in the Shipment Number field. Click the **Search** button.

NOTE: Fields are case sensitive. You can also complete a wildcard search using the asterisk (*).

3. Based on the search criteria entered previously, the shipment list displays. Click the hyperlinked **Shipment Number** to open the shipment you wish to update.

4. On the **Shipment Details** page, you will see the fields available for update. Update any editable header or line level fields as needed.

5. For your updates to be accepted, ASN Lines must be selected. Place a check in the box next to ASN Line.

NOTE: If no ASN lines are selected the user will receive an alert that one or more rows from the list need to be selected and the update will not be accepted.

6. Click the **Update Shipment** button after updates have been made and you are ready to re-send the updated Shipment to Boeing.

Archive Outdated Repair/Replacement Shipments

A repair/replacement shipment is transitioned to an Archived state in SCMP when:
- Shipment Line State is Receipt Complete AND Estimated Arrival Date is older than 120 days.
- Shipment Line State is Sent AND Header Level Estimated Arrival Date is 60 days old AND created with the following Boeing MPIDs:
  - a1d8e6d8-7802-1000-bfb4-ac16042a0001
  - e78ab758-78a0-1000-b1a4-0a1c0c090001

Purge Outdated Repair/Replacement Shipments

A Repair/Replacement Shipment is purged (removed) from SCMP when:
- Header State is Archived AND none of the lines under the header have been modified for the past 90 days (Current Date minus Shipment Line Last Modified Date field > 90 days).

A Draft Shipment is purged from SCMP when:
- Current Date minus the latest Last Modified Date > 60 days.

NOTE: When a Repair/Replacement Shipment is considered a candidate for purging, audit data corresponding to that Shipment is also considered for purging at that time.

Purge criteria for shipments include not only the states and time of inactivity factors, but also dependent objects factor.
- States and Time of inactivity factors: Any shipment whose header state is Archived such that none of the lines under the header have been modified for the past 90 days, based on (Last Modified Date) field on the shipment line level is considered a candidate for purging.

Example: If a shipment contains 10 lines such that its header state is archived and none of the lines have been modified in the past 90 days, it is considered a candidate for purging. Dependent

Objects factor: Only those shipments that have none of the lines referencing any active receipts are considered candidates for purging.

Example: If a shipment is referenced by a receipt which is active (i.e. not purged), that shipment is not considered a candidate for purging. When a shipment is considered a candidate for purging, audit data corresponding to that shipment is also considered for purging at that time.