

SCP-MOD Quick Reference Guide: Shipments - Buyer

August 2016

The Shipment workflow in SCP-MOD creates an advance shipment notification. When the supplier 'creates a shipment' in SCP-MOD, an electronic notification of the shipment is sent to MOD's backend systems. It provides details on how and when an order schedule line is being shipped. It can also be used to print shipping labels.

Each order line needs to be a unique shipment in SCP-MOD. A shipment can be created by a supplier against an order line that is in any order status with the exception of Archived and Rejected.

Locate Shipment Information in SCP-MOD

To locate an existing shipment in the system:

1. From the navigation tree, go to **Order Management, Shipment** and then **Search**.
2. Enter your search criteria.
 - Be sure to use asterisks for searching (*123*).
 - Searching is case sensitive.
 - You can search by ASN Number, Order Number, or Item Number etc.
 - Using a comma with no spaces between multiple entries is an 'or' statement. For example, Buyer Item No. = *3*,*5* will show all shipments with a 3 or a 5 in the buyer item number.

Ministry of Defence

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Shipment Search

- Search Shipments

Shipment

Packing Slip Number

Contract No.

Estimated Depart Date

Estimated Arrive Date

Line Status

Line Last Modified

Order No.

Original Purchase Order

Buyer Item No.

Item Description

Shipped

Archived

Save

Reset

Search

When the search results appear on the Shipment List page, you can open a shipment to see the details, by clicking on the **ASN Number** link.

Note: To edit your search criteria, click on the **Shipment Search** link at the top of the list page.

ASN Number	ASN Line No.	Order No.	Int. PO Line No.	Line/Ship	Actions
112	1	SUD_Smoke-MoDSCP11.0.1-ExPO1-031616-003	11,000	1.1/0	2C
113	1	SUD_Smoke-MoDSCP11.0.1-ExPO1-031616-003	11,000	1.1/0	2C
200	1	Aamir-MoDSCP11.0.1-ExPO1-022816-001	11,000	1.1/0	2C
ASN101	1	CKUDE-MoDSCP1101-PO-Non-Int-MaxLineID-032516-001_1	11,000	1.1/0	2C
ASN103	1	SUD-MoDSCP1101-PO-Non-Int-MaxLineID-040616-502_1	11,000	1.1/0	2C
ASN108	1	Aamir-MoDSCP11.0.1-ExPO1-022816-003	11,203	1.12/3	2C
ASN109	1	Aamir-MoDSCP1101-PO-Non-Int-MaxLineID-040816-01_1	11,000	1.1/0	2C
ASN119	1	30000513	20,003	2/3	2C
ASN120	1	Aamir-MoDSCP1101-PO-Non-Int-MaxLineID-042816-01_1	11,000	1.1/0	2C
ASN18	1	Aamir-MoDSCP11.0.1-ExPO1-022816-002	11,000	1.1/0	2C
ASN2	1	Aamir-MoDSCP11.0.1-ExPO1-022816-001	11,000	1.1/0	2C

Navigation: Shipment Search | Shipment List | Page 1 of 2; 34 Records | Download | Print | Edit

Footer: Jump [] Records per page [20] | View History

Archiving and Purging Shipments

- Shipments transition to an 'Archived' status in SCP-MOD after 60 days.
- Shipments in an Archived status will purge from SCP-MOD after 240 days.

View Status of Shipment for Orders

To view status of a shipment for an order:

1. On the Order Details page, the **Order Details** tab shows the 'Shipped Qty' for each schedule line.

Discrete Order Summary / Discrete Order List / Details

- Discrete Order Details

Order No.: 30000513 Ship To Address: Ship To Address
 Release Number: Ship To Company: DBA PIP
 Rev. No.: 0 Requestor Name: Many
 Order Created: 2016-04-20 Requestor UIN:
 Change Order Date: 2016-04-20 Requestor Fax:
 Header Last Modified: 2016-04-28 NCAGE: NCAGE EXO STAR 1

Order Details Shipment Info Invoice Info

- Discrete Order Schedules - Page 1 of 1; 5 Records Full Print Summary Print State: All (5) Filter

Int. Line No.	Line/Ship	Status	Line Total	Shipped Qty	Invoiced Qty	Line Invoiced Qty	Payment Status	Supplier
10,001	1/1	New	61,500.00	0	0	0	Not Applicable	Create
10,002	1/2	New	41,000.00	0	0	0	Not Applicable	Create
20,001	2/1	New	250,000.00	0	0	0	Not Applicable	Create

Records per page: 20 View History Reset Accept Acknowledge with Exceptions Reject Create Shipment Create Invoice

The **Shipment Info** tab shows shipment lines against that order. By scrolling to the right, you can see a summary of shipment information, such as the arrival date and tracking information. You can click the 'ASN Number' link to open the shipment details page in a new window.

Discrete Order Summary / Discrete Order List / Details

- Discrete Order Details

Order No.: 30000513 Ship To Address: Ship To Address
 Release Number: Ship To Company: DBA PIP
 Rev. No.: 0 Requestor Name: Many
 Order Created: 2016-04-20 Requestor UIN:
 Change Order Date: 2016-04-20 Requestor Fax:
 Header Last Modified: 2016-04-28 NCAGE: NCAGE EXO STAR 1
 Order Status: New Supplier Message: None
 Sender: Kolluru, Mr. Srinivas Supplier Address: Supplier Address
 Buyer Address: Buyer Address Supplier Company: CPF Test Supplier for Exostar

Order Details Shipment Info Invoice Info

Shipment List - Page 1 of 1; 1 Records, 1 Selected View History

ASN Number	ASN Line No.	Order No.	Int. PO Line No.	Line/Ship	ASN Created	ASN Status	Header Last Modified
ASN119	1	30000513	20,003	2/3	2016-04-28 13:14:46	Archived	2016-06-29 00:20:06

Records per page: 20 View History