

SCP-MOD Quick Reference Guide: Shipments - Buyer

August 2016

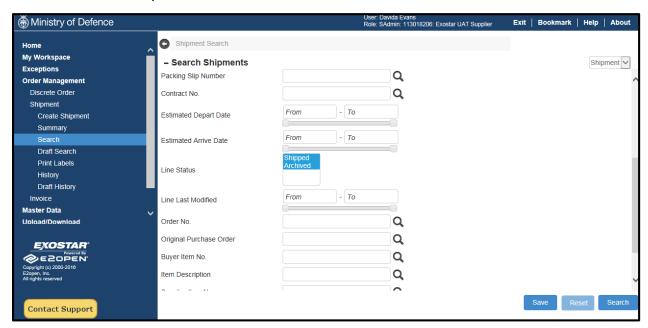
The Shipment workflow in SCP-MOD creates an advance shipment notification. When the supplier 'creates a shipment' in SCP-MOD, an electronic notification of the shipment is sent to MOD's backend systems. It provides details on how and when an order schedule line is being shipped. It can also be used to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

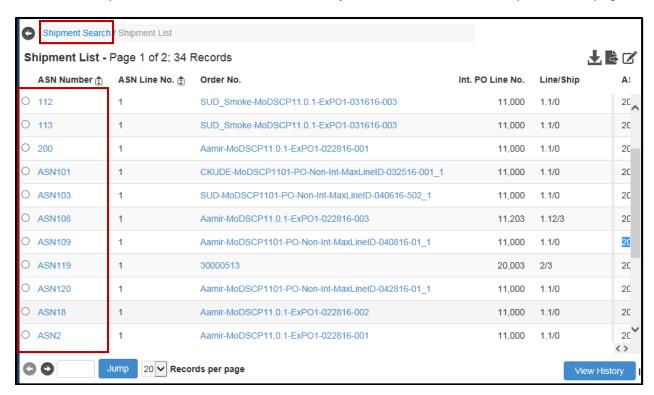


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When the search results appear on the Shipment List page, you can open a shipment to see the details, by clicking on the **ASN Number** link.

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



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.

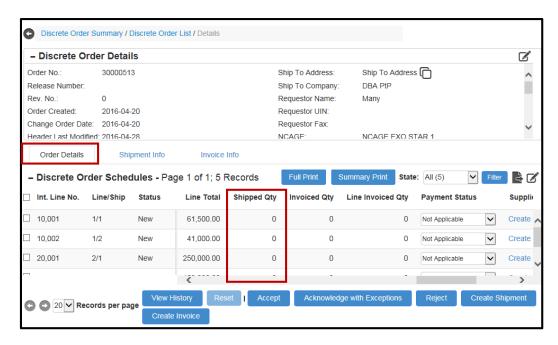
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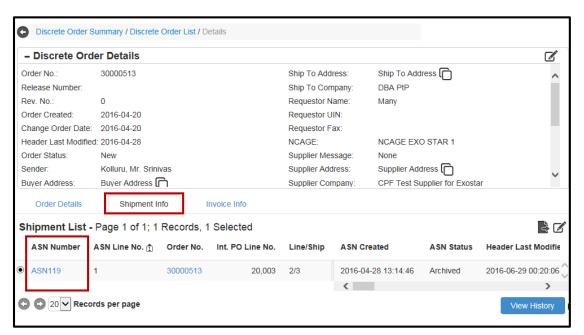
View Status of Shipment for Orders

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.



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.



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