SCP-MOD Quick Reference Guide: Shipments Supplier

Updated November 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 against an order line that is in any order status, with the exception of 'Archived' and 'Rejected'.

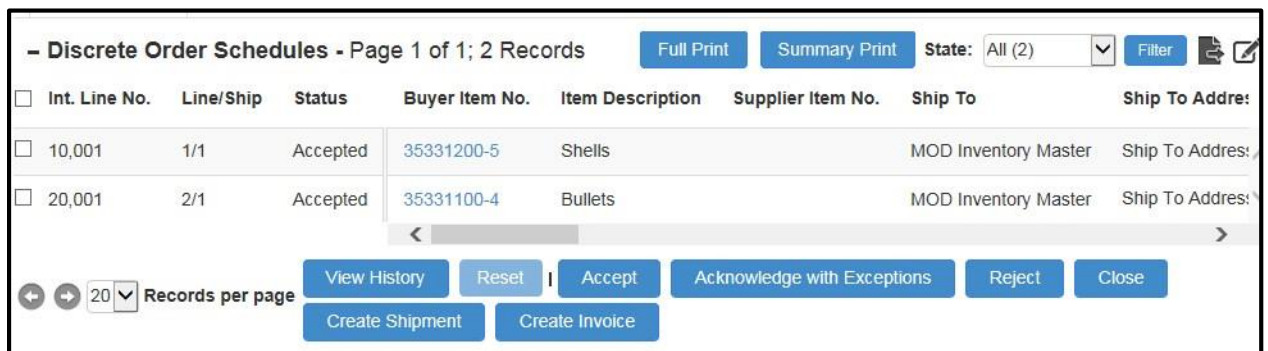## Step 1: Locate order line to be shipped

- On the navigation tree, go to **Order Management,** select **Discrete Orders**, and click **Search**.

- Enter search criteria (i.e. Order Number).

- Click **Search**.

- The order's lines are displayed on a list page.

Step 2: Create shipment

- On the Discrete Order List page (or from the Order Details page if you click on the Order Number link to view the details), use the checkbox to select the order line.

Note: Only one line item is permitted per shipment notification. The actual shipment of goods can include multiple items.

- Click the **Create Shipment** button.

- The shipment form is generated in SCP-MOD and displayed on the screen (see next page for an example). Most of the information is carried over from the order.
- Review the 'Shipment Header' data.
- Required fields are indicated with a red asterisk. Confirm that they are filled in and correct.
- The required fields are:
  o Total Packages – the number of packages indicated will automatically determine the number of copies for the shipping labels
  o Estimated Depart Date – defaults to today's date but can be modified and can be in the past, uses a YYYY-MM-DD format
  o Estimated Arrive Date – must be equal or later than the depart date but it can be in the past, uses a YYYY-MM-DD format

- Review and update the optional fields where applicable.
- Review the 'Shipment Line Items' data at the bottom of the form.
- Required fields are indicated with a red asterisk. Confirm that they are filled in and correct.
- The required fields are:

  o URRI – 1 (Mandatory *only* if the 'URRI' field is populated on the order)

  o Shipped Qty

- Review and update the optional fields where applicable.
- You can only create one line per shipment. You will need to click **Send Shipment** to send the shipment notification to the buyer, or **Save Draft** to save and resume working on the shipment later (see next section for details).
- Once the shipment is sent, you will receive a creation status notice.
- Note: Once you select to 'send the shipment', the form can no longer be modified in SCP-MOD.

Shipment Line Items

ASN Line No.	Request Deliver Date	Order No.	URRI	URRI - 1	Int. PO Line No.	Line/Ship	SPC	Buye
1	9999-12-31 00:00:00	11122211	TO_BE_CHANGED	▽	10,001	1/1		3533

Cancel   Save Draft   Send Shipment

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.

(Optional) Create a Draft Shipment

If you need to hold onto a shipment notification as a draft until you are ready to send it to the buyer, click the **Save Draft** button when you are creating the shipment in SCP-MOD. The system displays a confirmation. The draft of the shipment information is stored in a separate workflow in SCP-MOD.

To complete and send the shipment notification:

- Go to the **Draft Search** workflow (left navigation tree).

- Search for the draft shipment.

- Open the shipment for editing by clicking on the 'ASN Number' link on the list page.

- Fill in or edit the data and then click **Send Shipment**.

- SCP-MOD will send the shipment notification to the buyer, and the form can no longer be modified. *Note: You cannot print shipping labels for draft shipments.*

Step 3: Print Shipping Labels

Shipping labels can be printed for an individual shipment (from the Shipment Details page), or for multiple shipments at one time (by using the 'Print Labels' workflow). Both of these options are described below.

You must send the shipment before you will be able to print the shipping labels. The labels are printed in a pdf format. The number of copies for the label will match the 'Total Packages' number that was entered on the shipment form. There are two different label formats, based on whether the shipped item is inventory or non-inventory.

The barcode on the label can be scanned by the MOD when the shipment arrives at their location. To maintain the quality of the barcode, make sure that your printer is NOT set up as 'print to fit' to the page.

Print Labels for One Shipment:

- If you need to locate the shipment in SCP-MOD:
  - On the navigation tree, go to **Order Management**, select **Shipmen**, and click **Search**.
  - Enter search criteria (i.e. Order Number).
  - Click **Search**.
  - On the list page, select a shipment by clicking on the **ASN Number** link or you can get to the Shipment from the **Shipment Info** tab on the Order Details page.
- On the Shipment Details page, click the **Print Labels** button.
- Select to 'Open' or 'Save' the file.

Note: If there is a 'Please Wait…' screen, close the screen and you will see the Open/Save pop-up window behind it.

Print Labels for Multiple Shipments:

- Navigation Tree: **Order Management**, select **Shipment**, and click **Print Labels**.
- Enter search criteria (i.e. Order Numbers with commas in between, or 'ASN Created' date range).
- Click **Search**.
- From the 'Shipment List' page, select the shipments that need labels printed. Click **Print Labels**.

- Select to open or save the file

View Status of Shipment on Orders

On the Order Details page, the **Order Details** tab shows the 'Shipped Qty' for each schedule line. You will need to scroll to the right to review this information.

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.