



Boeing Supply Chain Platform (BSCP) Purchase Orders Guide

June 2023





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DOCUMENT VERSIONS

Version	Change Overview	Date	Responsible Party
1	Formatting Updates	02/18/22	Ashleigh Howell
2	Harmony Upgrade	April 2023	Ashleigh Howell

PURCHASE ORDERS OVERVIEW

Purchase Orders (PO or orders) are created in Boeing's backend system and then sent to the Boeing Supply Chain Platform (BSCP) system. The supplier receives an email notification when there are new orders in BSCP. The supplier creates a response in BSCP, and the response is sent to Boeing's system from BSCP. This guide provides information and instructions on managing orders within the BSCP application.

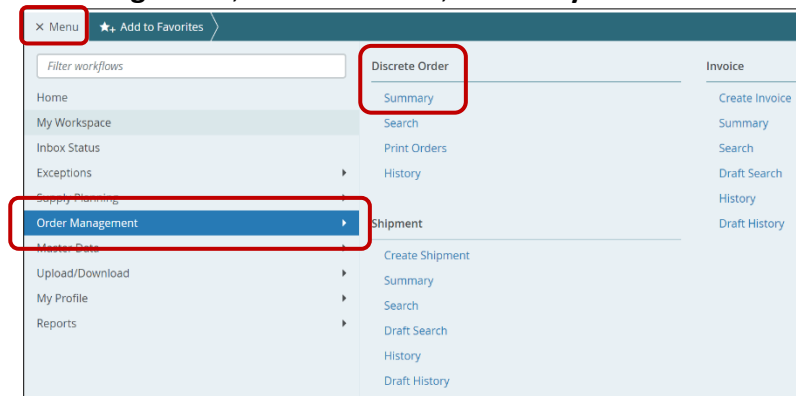
LOCATE ORDERS

This section outlines the different processes used to locate specific orders: from the summary page to locate discrete orders, as well as locating updated or cancelled orders.

Discrete Order from Summary Page

To locate a discrete order from a summary page:

1. Go to **Order Management, Discrete Order, Summary.**



2. Scroll down to the **Results** section. Click the count for the state, and view all orders, or narrow the count by applying search criteria in the top half of the page (i.e., Order Number). Click **Search**.

Results			
State	Count	State	Count
New	1,000+	Acknowledged with Exceptions	17
Updated	72	Accepted	130
In Process	15		

NOTE: When the list page displays, each row represents one order.



- When the **Order List** page displays, click the **Order Number** to open the **Order Details** page or process the schedule lines right from the list page.

Attach	Order Number	Change Order Sequence	Order State	Supplier Name	Supplier Code	Supplier Contact	Buyer Account	Purpose	Purcst
(0)	LB.BSCP.UAT.010616.17	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
(0)	LB.BSCP.UAT.010616.18	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
(0)	LB.BSCP.UAT.010616.19	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
(0)	LB.BSCP.UAT.010616.2	2	Updated	Supplier Name	129-0319648		Exostar.Boeing	Change	Stanc
(0)	LB.BSCP.UAT.010616.20	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
(0)	LB.BSCP.UAT.010616.21	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
(0)	LB.BSCP.UAT.010616.22	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
(0)	LB.BSCP.UAT.010616.24	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
(0)	LB.BSCP.UAT.010616.25	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
(0)	LB.BSCP.UAT.010616.27	2	Updated	Supplier Name	129-0319648		Exostar.Boeing	Change	Stanc

Updated or Cancelled Orders

In BSCP, it is possible for an entire order or just some of the lines within an order to be updated. Also, you can cancel an entire order, or only some of the lines within an order. The different scenarios are explained below.

NOTE: The information below references updated lines, but it works the same for cancelled lines as well.

Scenario 1: ALL Lines are Updated or Cancelled

If Boeing updated ALL lines on an order, the order would have an **Updated** status at the order or header level. The updated order will display on the **Order Summary** page. The **Summary – Header** tab will count this order as 1. When you click into the **Updated** count, you will see the order listed as one row on the list page of results.

Scenario 2: SOME Lines are Updated or Cancelled

If Boeing updated SOME lines on an order, the order status may not show as Updated if another line-level status has a higher priority in the system. Instead, the order will reflect the higher priority status. When there is a change waiting on an order in BSCP, you will receive an email notification or message from Boeing directly. You can then go to the **Order Summary – Header** tab. An order meeting this scenario is NOT listed under the Updated counted on the Summary – Header tab because that tab only counts order status (not line status).

To find the updated lines, access the **Schedule/Line** tab. Each updated line is counted under the **Summary – Schedule/Line** tab. When you click into the **Updated** count, the order lines will be



listed as one row per schedule line on the list page of results. By clicking the **Order Number** link for that order, you can see all the lines, the updated ones, and the other ones with a different status.

ORDER DETAILS

On the Order Details screen, the top half of the page is referred to as the **Header Section**.

Order Management > Discrete Order > Discrete Order Search > Discrete Order List > Details

Discrete Order Details

Order Number 638QCA20591	Order Date 2021-07-27	Order Response Sent to Boeing Yes	Order State Accepted
Change Order Date 2021-08-26	Change Order Sequence 1	Attach 0 (0)	Purpose Change
Blanket Authorization Limit	Supplier Message None	View History View All History	Supplier Ref Number --
Contract Effective Date --	Contract Expire Date --	Purchase Order Type Discrete Purchase Order	PO Reference Ref B
Release Number --	Strategic Agreement Number --	Buyer Company BOEING COMMERCIAL AIRPLANES QA	Buyer Account Boeing Puget Sound ERP LN-BCA
Buyer Address BOEING COMMERCIAL AIRPLANES QA	Buyer Contact CONTACTNAME	Buyer Phone 123-456-7890	Buyer Email Buyer@boeing.com
Bill To Company --	Bill To Address --	Supplier Name Supplier Name	Supplier Code TST151
Supplier Address Supplier Name	Supplier Contact Supplier Contact	Supplier MFRD 54863aea-8399-456e-a32e-094078eb743e	Warehouse 1110WZ
Ship To Company NEW BREED/BCA 787 PROGRAM WH Z1901	Ship To Address NEW BREED/BCA 787 PROGRAM WH Z1901	FOB Description FOB Origin of Shipment	Discount Percent --
Payment Terms Basic	Net Days Due 30	Total Order Amt 1,668.00	Discount Days Due --
Currency U.S. Dollar	Simplified Receiving Data Req No		

The bottom half of the page contains the line items, and schedule lines for that order. Use the right-side and bottom scroll bars to view all data fields.

Order Details | Shipment Info | Invoice Info

Discrete Order Schedules

Page 1 of 1; 11 Records

Line ID	Schedule ID	Schedule State	Invoiced Qty	Contract/Position	DPAS	Drawing/Rev Number	SPL/Rev Number	Engineering Change Level
0001	1	New	0	2191839106-1439				
0002	1	Updated	0	000731574-197				
0003	1	New	0	2191839106-1439				
0004	1	New	0	2191839106-1439				
0005	1	New	0	2191839106-1439				
0006	1	New	0	2191839106-1439				
0007	1	New	0	2191839106-1439				
0008	1	New	0	2191839106-1439				
0009	1	New	0	2191839106-1439				
0010	1	New	0	2191839106-1439				
0011	1	New	0	000731574-197				

Some of the key data fields you will work with on the orders are:

- **Order Number:** A unique ID for each order, often a link in BSCP to go to the **Order Details** page.
- **Line ID:** A unique ID representing each line item of the order.
- **Schedule ID:** A unique ID for each schedule line related back to a line item, each line item can have one or more schedule lines.

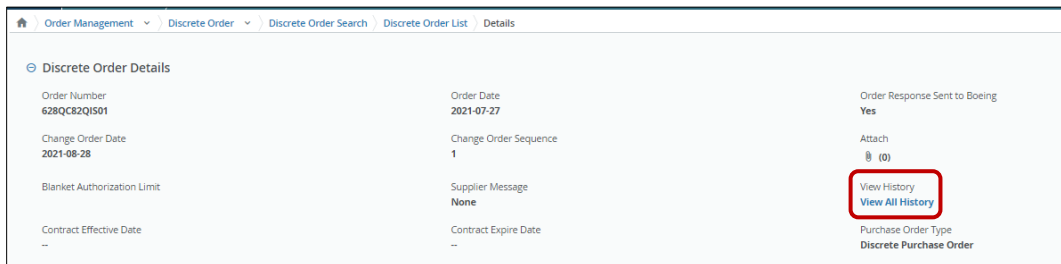
- **Change Order Sequence:** Used to organize and reference the versions of changes to orders.
- **Order State:** Provides a status, such as **New** or **Accepted**.
- **Requested Schedule Qty:** The quantity expected by Boeing for that schedule line.
- **Schedule Date:** The date the schedule line is expected by Boeing.
- **Date Qualifier:** A descriptor to clarify the schedule date. (e.g., Delivery Requested or Requested Delivery Date is the schedule date when the material is required to be delivered at specified ship to location.)
- **Line Total:** The total value of the line (in \$ or specified currency).
- **Supplier Message:** One entry per order becomes a required field if the order response on any line is **Acknowledged with Exceptions**.
- **Shipment Allowed:** Indicates if that line item can be applied to a shipment created in BSCP.
- **E-Invoice:** Indicates if that line item can be applied to an invoice created in BSCP.
- **Manufacturing Batch Number:** If the flag is not displayed (i.e., 'No' or '-' or blank) refer to PO Notes referenced in a PO/POC or Contract for the requirement.

Rearrange or hide data fields by clicking the settings gear. You can access the activities associated with an order (i.e., what was shipped or invoiced), by the two tabs, **Shipment Info** and **Invoice Info**, that display behind the **Order Details** tab on the bottom half of the page.

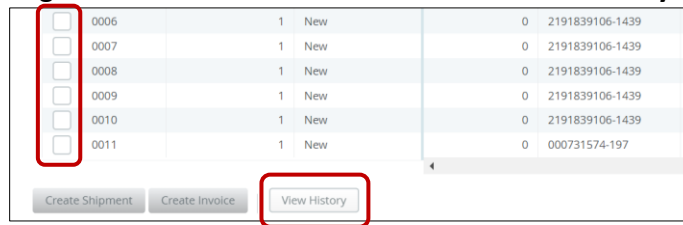
The order details you see on the screen represent most of the order's information, but not all data. To view all data sent by the Buyer for the order, click the **Full Print** button located in the middle of the screen.

VIEW ORDER HISTORY

Most actions and changes made to an order are listed in the **View History** feature available on the **Order Details** page. It is possible to access the history from the **View All History** link at the header.

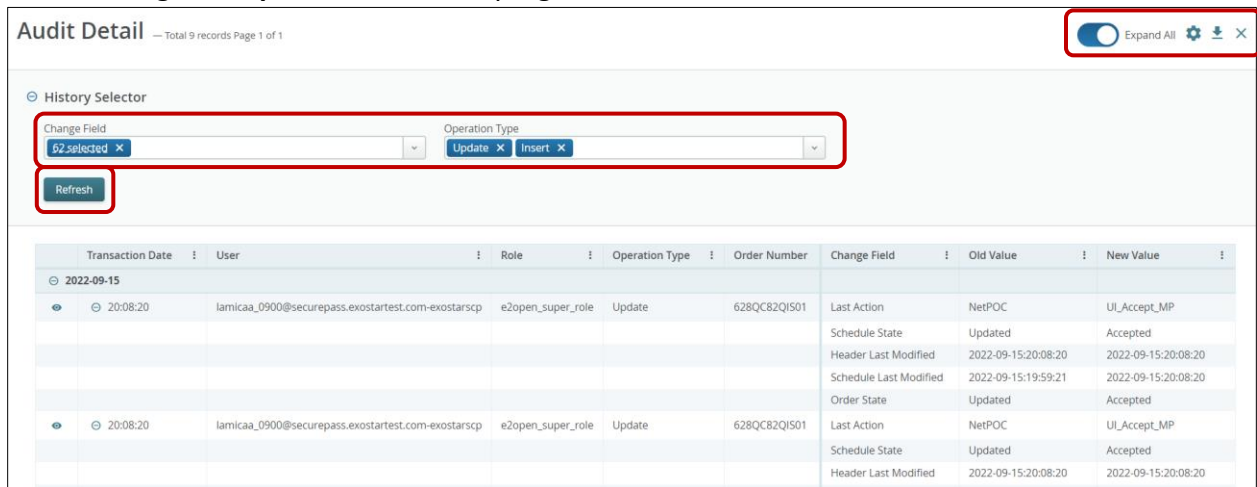


You can also select a single row at the bottom and click the **View History** button.



The history page displays the name and user role of the person or system that made a change to the order. History indicates which field was modified and includes the old value, as well as the new value. The modified data fields, or data fields added with the change are also listed.

Use the **Change Field** option to filter results by a selected data field changed in a transaction. Select **Expand All** and click **Refresh** to open all transactions. Download a copy of the history as a .txt file using the **Export** icon in the top right corner.



PRINT ORDERS

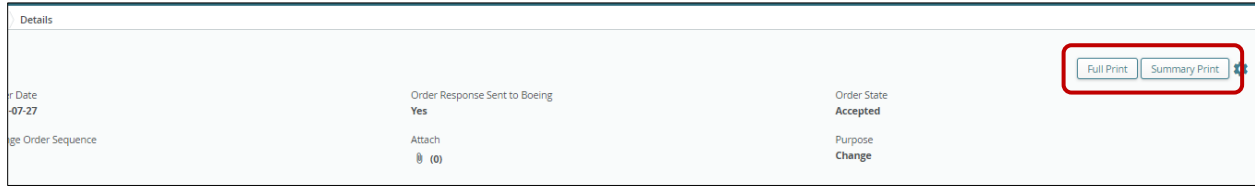
The BSCP system provides the option to print a single order, or multiple orders at once, referred to as batch printing. This section outlines both options. To use the print functionality, you must have the ability to view .pdf formatted documents.

Single Order

To print a single order:

1. Navigate to the desired order. Open the **Order Details** page.

2. Click the **Full Print** or **Summary Print** button.



NOTES:

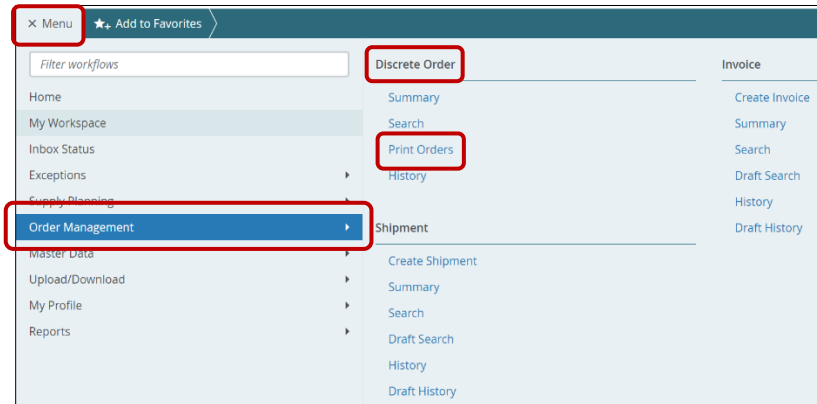
- **Full Print:** This version provides all order data sent into BSCP from the Buyer. It does not contain any supplier response information.
- **Summary Print:** This version only contains a summary of the order's data, including the basic information needed to process the order (i.e., part numbers, quantities, dates, or ship to address). The summary print version includes the response made by a Supplier (i.e., promise date, promise quantity, schedule state etc.).

When using Summary Print, make sure all the order's lines are displayed. Any hidden lines will not display on the printed version. To do this, use the filter drop down list on the right. Select All (#) from the drop-down list and click the **Filter** button.

Batch Print

To print multiple orders at once using batch printing:

1. Navigate to **Order Management, Discrete Order, Print Orders.**



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

Search Discrete Orders

Only schedules which allow invoices will be returned in this search.

Order Number: 621000922182

Line ID:

Supplier Name:

Supplier Code:

Supplier Contact:

Schedule State: 4.selected

Buyer Part Number:

Part Number Description:

Supplier Part Number:

Buyer Account:

Buyer Contact:

Search Reset

3. Select the orders you want to print. Click **Full Print**.

Discrete Order Schedules

Attach	Order Number	Change Order Sequence	Order State	Supplier Name	Supplier Code	Supplier Contact	Buyer Account	Purpose	Purchase On
<input checked="" type="checkbox"/>	628QC82QIS01	1	Accepted	Supplier Name	TSTIS1	SupplierContact	Boeing Puget Sound.ERP LN-BCA	Change	Discrete Purc

Full Print View History

NOTE: In the **Job List** pop-up window, the page will auto-refresh once the **Status** is **Completed**.

4. Click the **File Name** to download.

Request Complete. Click on the file name or status for details.

Job List

Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name
Discrete Order Full Print (Print Orders List)	DiscPOFullPrint.pdf	Completed	2023-01-25:16:40:15	2023-01-25:16:40:22	howella_5272@securepass.exostartest.com-exostarscp	SAdmin: 11400184

5. Depending on your browser, either click the document under your download bar, or select to **Open** or **Save** the file.

NOTE: Users with certain browser versions may see a **Please Wait...** screen when printing. If the screen displays and does not close automatically after 30-60 seconds, manually close it using the **X**. The **Open/Save** pop-up window is located behind the **Please wait...** screen.

CREATE ORDER RESPONSE

There are two options for responding to orders in BSCP. You can respond to the entire order as one action, or you can respond to each schedule line in the order as a separate action. The following response options are available for Suppliers:

- **In Process:** You want to communicate to Boeing you are working on this order.
- **Accept:** You have reviewed the order, it is accurate, and you can fulfill it according to Boeing's requirements without any changes required.

NOTE: Accept is an end state. Once ALL lines in the order move to Accepted, the action buttons no longer display. However, if a change order comes through for any schedule line in that order, the **Accept and Acknowledge with Exceptions** buttons display for all schedule lines. You can move an order from **Acknowledged with Exceptions** to **Accepted** by entering a **Supplier Message** and clicking the **Accept** button on the **Order Details** page.

- **Acknowledge with Exceptions:** You are unable to fulfill the order as it stands and need to suggest some changes to it before accepting. You **MUST** enter an explanation to the Buyer in the **Supplier Message** field. The maximum character length is 4000.

NOTE: If you use Accepted with Exceptions, you must follow up with an email to the Buyer. Exceptions are not Binding unless and until Buyer's Authorized Procurement Representative confirms in writing (e.g., issuing a revision to the Purchase Contract/Purchase Order).

When you click an action button to create your response, all the order lines move to the selected state (except Cancelled lines), and the order state moves to the selected status. The response will go to Boeing, and the **Order Response Sent to Boeing** field in the order header changes to **Yes**.

States applied by Boeing:

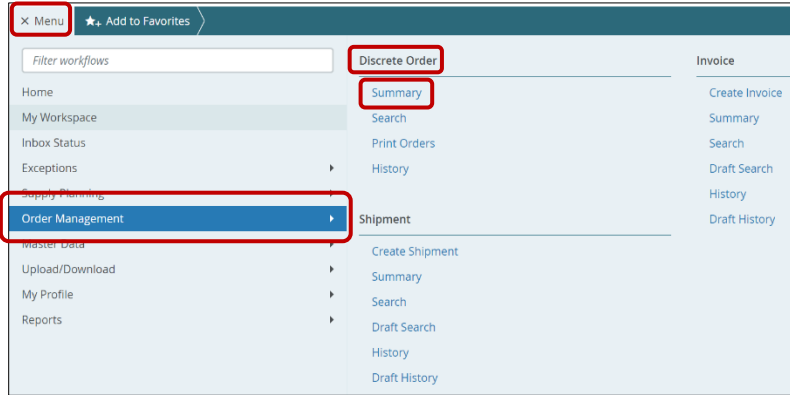
- **Updated:** Means there was a data change sent by Boeing for that schedule line or order. See the *Changes to Discrete Orders help file* for more details.
- **Closed:** You cannot use Closed orders to create shipments or invoices.
- **Cancelled:** You cannot use Cancelled orders to create shipments or invoices. If a line or entire order is cancelled, you receive an email alert. Cancelled orders do not require an action in BSCP by the supplier.

When all order schedule lines are actioned, the **Order State** changes, and the order response is sent to Boeing. The **Order Response Sent to Boeing** flag changes to **Yes**. If the flag is **No**, one or more of the schedule lines on that order is still in a **New** or **Updated** state.

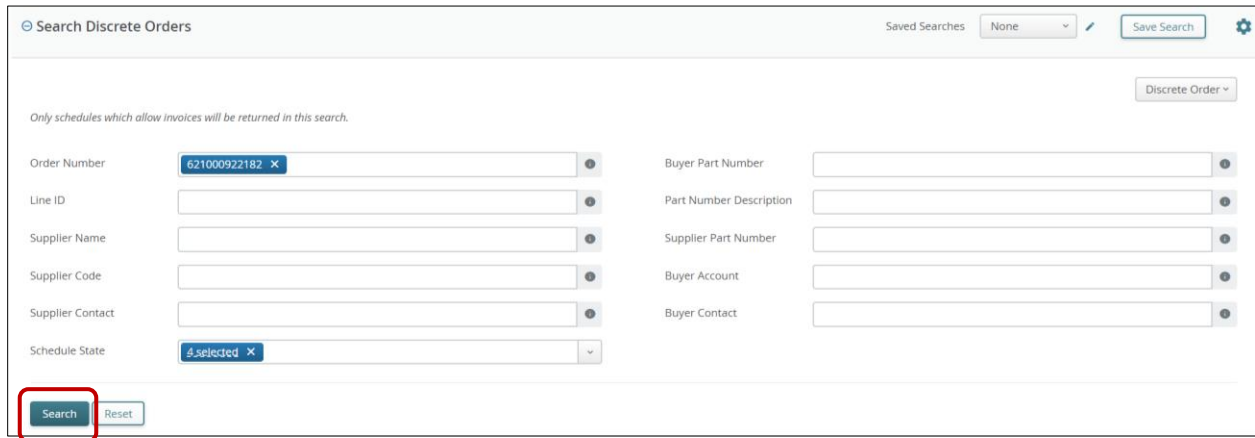
[Respond at the Order Level](#)

To response at the order level:

1. Navigate to **Order Management, Discrete Order, Summary.**



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

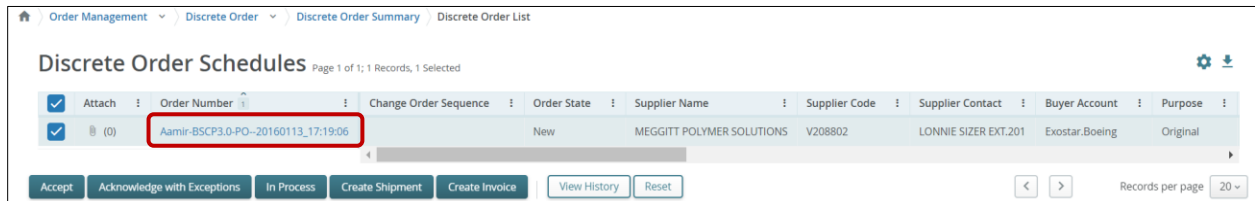


3. In the bottom section of the page, click the number link for **New, Updated, or In Process** orders.

State	Count	State	Count
New	1	Acknowledged with Exceptions	0
Updated	0	Accepted	0
In Process	0		

NOTE: A list page of orders is displayed with one row per order, if you are on the **Header Summary** tab.

4. Click the **Order Number** for an order to go to the **Order Details** page.



5. Select the desired response.

Discrete Order Details

Order Number: Aamer-BSCP3 0-PO-20160113_17:19:06
 Order Date: 2012-09-27
 Order Response Sent to Boeing: No
 Order State: New

Change Order Date: --
 Change Order Sequence: --
 Attach: B (B)

Supplier Message: Create
 View History
 View All History

Purchase Order Type: ReleaseOrDeliveryOrder

Buyer Company: --
 Buyer Phone: 204-831-2814

Supplier Ref Number:

Contract Effective Date: --
 Contract Expire Date: --
 Strategic Agreement Number: --
 Buyer Address: 02
 Buyer Contact: SAN LAST
 Buyer Email: --

Supplier Address: MEGGITT POLYMER SOLUTIONS 02
 Supplier Contact: LORNE SZER EXT.201
 Supplier MPID: 54863ee6-8399-456e-a32e-09407beb743e

Supplier Code: V208802

Warehouse: N/A

Ship To Company: BOEING CANADA OPERATIONS LTD 02
 Ship To Address: BOEING CANADA OPERATIONS LTD 02
 Supplier Name: MEGGITT POLYMER SOLUTIONS

Supplier Code: V208802

Warehouse: N/A

Payment Terms: N/A
 Currency: U.S. Dollar
 Net Days Due: --
 Total Order Amt: 2,869.92

Discount Percent: --
 Discount Days Due: --

Buttons: Accept, Acknowledge with Exceptions, In Process

Respond at Schedule Line Level

If you access order information from **My Workspace** or the **Discrete Orders/Search** workflow, the list page is at the schedule line level. This means each row of data represents one order schedule line.

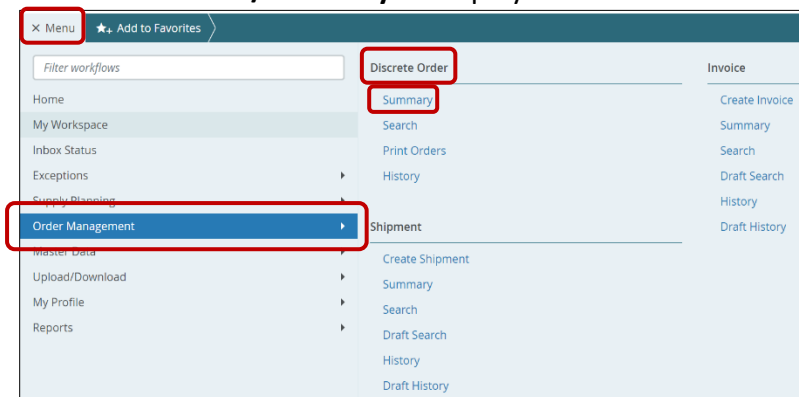
If you select one or more rows, and click **In Process** or **Accept**, or enter a **Supplier Message**, and click **Acknowledge with Exceptions**, you apply that status at the schedule line level.

If you do not respond to all the schedule lines for an order, the order response does not go to Boeing. It is strongly recommended to access orders from the **Discrete Orders/Summary** workflow. The resulting list page or orders are at the order level, and responses are for all lines on that order.

Respond to Multiple Orders

To respond to multiple orders at once:

1. Navigate to **Discrete Orders/Summary** to display the list of orders.



2. Select the orders you want to action. Click **In Process**, **Accept**, or **Acknowledge with Exceptions**.

NOTE: If using Accepted with Exceptions, you must fill in the Supplier Message field and follow up with an email to the Buyer. Exceptions are not Binding unless and until Buyer's Authorized Procurement Representative confirms in writing (e.g. issuing a revision to the Purchase Contract/Purchase Order).

The screenshot shows the 'Discrete Order Schedules' interface. At the top, there are navigation tabs: Order Management, Discrete Order, Discrete Order Summary, and Discrete Order List. Below the tabs, the title 'Discrete Order Schedules' is displayed along with 'Page 1 of 1; 1 Records, 1 Selected'. A table with the following columns is shown: Attach, Order Number, Change Order Sequence, Order State, Supplier Name, Supplier Code, Supplier Contact, Buyer Account, and Purpose. The first row contains: (0), Aamir-BSCP3.0-PO-20160113_17:19:06, New, MEGGITT POLYMER SOLUTIONS, V208802, LONNIE SIZER EXT.201, Exostar.Boeing, and Original. Below the table, there are several buttons: 'Accept', 'Acknowledge with Exceptions', 'In Process', 'Create Shipment', 'Create Invoice', 'View History', and 'Reset'. The 'Accept', 'Acknowledge with Exceptions', and 'In Process' buttons are grouped together and highlighted with a red box. On the right side, there are navigation arrows and a 'Records per page' dropdown set to 20.

CHANGE ORDERS

When Boeing sends a change to some order schedule lines, their state will change to **Updated**. If the change order is an update to all order schedule lines, the entire order will have an Updated order state.

Other states and change orders:

- If an order schedule line is sent for the first time, the status is **New** for that line, and therefore, the status of the entire order is New. If searching for orders from the **Summary – Header** tab, the orders will be under **New**. If you go to the **Schedule Line** tab, you can find the **Updated** lines.
- If the change order only provides changes to some of the order lines, the rest of the lines maintain their current status. This can also affect the order state and searching at the order level.

Acknowledging Multiple Changes to an Order:

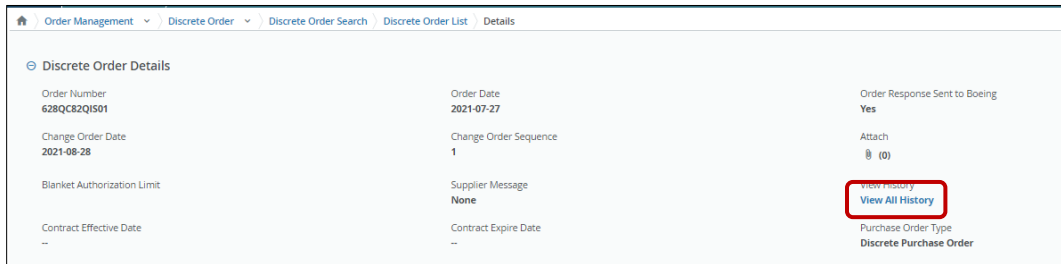
- If there are multiple changes to an order before the Supplier responds, all changes post to BSCP as they are received from the Buyer. To document the Supplier is aware ALL CHANGES are part of the order response; users must agree to a standard statement every time they log into BSCP. This eliminates the need to acknowledge the statement on each order.
- To acknowledge orders, and therefore order responses, include all Buyer change orders to date, you must agree to the Terms and Conditions every time you use BSCP. Click the **I Agree** button as you login to BSCP. If you do not agree, you are denied access to BSCP.

NOTE: Users logging in with a **Shipper** or **Viewer** user role will not see the agreement screen.

Change Order Details

The count displayed in the **Change Order Sequence** field increases with each change. Changes to the **Requested Schedule Qty**, **Schedule Date**, or **Unit Price** will highlight in yellow.

To view changes in more detail, click the **View All History** link (header), or **View History** button (lower section).



You can also see all the changes on the **Full Print** version. BSCP compares the version from your latest response, or the original order if there is not a response yet, to the latest aggregated version in BSCP. Any differences are highlighted with an asterisk on the printout.

WORK WITH LARGE PURCHASE ORDERS

This section provides information and instructions on working with large purchase orders in BSCP. A large purchase order consists of orders of more than 100 lines.

Search for Large Orders

The search functionality in BSCP can return a maximum of 1000 items. You can search on the **My Workspace** page, a **Search** page, or a **Summary** page.

To reduce the number of search results, use date ranges and other data field values as part of your search criteria. Be aware, searching for orders from **My Workspace** or **Order Management** → **Discrete Order** → **Search**, returns the results at the schedule line level. For large orders, the results are across many list pages, with each schedule line as one row of data on the list.

If you use the **Summary** page to search for orders, your search results are one line per order. Go to **Order Management** → **Discrete Order** → **Summary**, and stay on the **Header Summary** tab.

On the search results page, use the settings gear icon in the top right corner of the screen to sort the row order. For example, to go through 300 rows of data, you could sort by order date (earliest or latest), order number, location, etc.



View and Respond to Large Orders

If you have a large order with a PO change posted to it, filter the rows by their line state on the **Order Details** page. This feature allows you to filter to see **New** or **Updated** rows. You can then review and act on those lines.

To filter the lines on an order:

1. At the **State** selection box, select a status of **New** or **Updated**.

State	Count	State	Count
New	1	Acknowledged with Exceptions	0
Updated	0	Accepted	0
In Process	0		

2. Select the desired **Order Number** to open the **Order Details** page.

Order Management > Discrete Order > Discrete Order Summary > Discrete Order List

Discrete Order Schedules

Page 1 of 4; 72 Records

Attach	Order Number	Change Order Sequence	Order State	Supplier Name	Supplier Code	Supplier Contact	Buyer Account	Purpose	Purc
<input type="checkbox"/>	LB.BSCPUAT.010616.17	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
<input type="checkbox"/>	LB.BSCPUAT.010616.18	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
<input type="checkbox"/>	LB.BSCPUAT.010616.19	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
<input type="checkbox"/>	LB.BSCPUAT.010616.2	2	Updated	Supplier Name	129-0319648		Exostar.Boeing	Change	Stanc
<input type="checkbox"/>	LB.BSCPUAT.010616.20	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
<input type="checkbox"/>	LB.BSCPUAT.010616.21	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
<input type="checkbox"/>	LB.BSCPUAT.010616.22	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
<input type="checkbox"/>	LB.BSCPUAT.010616.24	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
<input type="checkbox"/>	LB.BSCPUAT.010616.25	1	Updated	Supplier Name	129-0319648	Seller Contact Name	Exostar.Boeing	Change	Stanc
<input type="checkbox"/>	LB.BSCPUAT.010616.27	2	Updated	Supplier Name	129-0319648		Exostar.Boeing	Change	Stanc

Accept Acknowledge with Exceptions In Process Create Shipment Create Invoice View History

Go To Page Jump Records per page 20

3. Scroll down to the **Order Details** tab, click the **Filter** button.

Order Details Shipment Info Invoice Info

Discrete Order Schedules

Page 1 of 1; 11 Records

State All (11) **Filter**

Line ID	Schedule ID	Schedule State	Invoiced Qty	Contract/Position	DPAS	Drawing/Rev Number	SPL/Rev Number	Engineering Change Level
<input type="checkbox"/>	0001	1 New	0	2191839106-1439				
<input type="checkbox"/>	0002	1 Updated	0	000731574-197				
<input type="checkbox"/>	0003	1 New	0	2191839106-1439				
<input type="checkbox"/>	0004	1 New	0	2191839106-1439				
<input type="checkbox"/>	0005	1 New	0	2191839106-1439				
<input type="checkbox"/>	0006	1 New	0	2191839106-1439				
<input type="checkbox"/>	0007	1 New	0	2191839106-1439				
<input type="checkbox"/>	0008	1 New	0	2191839106-1439				
<input type="checkbox"/>	0009	1 New	0	2191839106-1439				
<input type="checkbox"/>	0010	1 New	0	2191839106-1439				
<input type="checkbox"/>	0011	1 New	0	000731574-197				

Create Shipment Create Invoice View History

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Print Large Orders

Printing resources for BSCP are shared by all users logged on at that time. It is not recommended to print more than 3,000 order lines on one order or set of orders at a time. As an option, see the information in the previous section on how to filter the lines, and use **Summary Print**.