



## Completing PO Shipments Tab

1. The system automatically generates a line number for each line you create. Remember though that this is the number of the shipment line for the purchase order line you were originally in.
2. The system will default your inventory organization.
3. The system will enter the ship-to location for the shipment from the ship-to information entered on the purchase order header, which you can override using the list of values.
4. The default is the quantity from the corresponding purchase order line. If you decrease this quantity, the UFS Purchasing module will automatically fill in the next line so that both lines equal the total quantity ordered and that you have not yet placed on the shipment line. The UOM is displayed to the left of the quantity.
5. Enter the **date** when the requester needs the item.

The Shipments screen must be completed for each line of the purchase order. It consists of three regions:

### Shipments

Allows you to split the shipment of the items on that line of the purchase order to different site addresses

Allows you to specify different need-by dates for items on that line of the purchase order, e.g. ordered 20 items, and you want 10 this week and 10 the next.

### More

The invoice matching rules can be reviewed

### Status

Useful screen for information purposes

Num	Org	Ship-To	UOM	Quantity	Promised Date	Need-By	Original Promise
1	KAA	KA	Each	4		20-DEC-2013 00:00	

Line Num  Item