

Shipping Different Quantity than Picked

Shipping Document

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Click the Add a New Value tab

[Add a New Value](#)

1. Enter Business Unit. Enter “_____”

Leave Next as Shipping ID

Click the Add button

[Add](#)

2. Click the Search button

[Search](#)


3. Click the Select Box next to the MSR you are working

4. Click the Return button

[Return](#)

5. Click the Select Box next to the MSR you are working

6. Change the Ship Action to 1. Ship/Include

7. Click the Magnifying Glass with Plus Sign at the end line 

 for Select, for Shipped, for Include in Ship ID, for Direct Invoicing, IN for Demand Source, UMSTR for Source Bus Unit, and MSR2441569 for Order No. There is a magnifying glass icon at the end of the row." data-bbox="116 665 902 728"/>

Select	Shipped	Include in Ship ID	Direct Invoicing	Demand Source	Source Bus Unit	Order No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN	UMSTR	MSR2441569

8. Click Line Details and the end of the line on the new page 

 for Selected, for Ship Items, for Include in Ship ID, 1 for Order Line, 1.00 for Sch Line, 1 for Demand Line No, and 117866 for Item ID. There is a line details icon at the end of the row." data-bbox="116 786 902 864"/>

Selected	Ship Items	Include in Ship ID	Order Line	Sch Line	Demand Line No	Item ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1.00	1	117866

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9. Find the line you need to change and change the Qty Shipped

Order Details

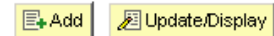
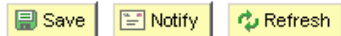
Demand Source: IN **Source Bus Unit:** UMSTR **Order No:** MSR2441569

Order Line Information Find | View All First 1 of 1 Last

Order Line: 1	Sch Line: 1.00	Demand Line: 1	<input type="checkbox"/> Export	<input type="checkbox"/> Ship Items	<input type="checkbox"/> Include in Ship ID
Item ID: 117866	<input checked="" type="checkbox"/> Cancel Backorder				
CATH FOLEY 3CC 8FR #0165PL08					
Earliest Ship Date: 10/03/2009 12:35PM	Location: 2047100	Override Address			
Qty Requested: 2.0000 EA	Sched Arrv: 10/03/2009 12:35PM				
Qty Picked: 2.0000 EA	Qty Backordered: 0.0000 EA				
Qty Shipped: <input type="text" value="0.0000"/>	Base Quantity Packed: 0.0000 EA				
Carrier ID: <input type="text"/>	Load ID: <input type="text"/>	Detail			
Ship Via: <input type="text"/>					
Freight Trm: <input type="text"/>					
Pro Number: <input type="text"/>					
Reason Code: <input type="text"/>					
CIF Paid:					
Customer PO:					

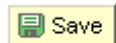
[Picking Details](#) [Export Proforma Comments](#)

[Order Summary](#) [Detail Summary](#)



10. Continue until you have changed all lines needed

11. Click the Save button



NOTE: If you receive the following message simply click the OK button until all of the warnings have cleared.

Warning -- The Schedule Arrival Date is earlier than the Ship Date (11100,689)



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Order Summary

Unit: ELWHS Shipping ID: 0000016100

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Ship Action:



Select	Shipped	Include in Ship ID	Direct Invoicing	Demand Source	Source Bus Unit	Order No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IN	ELWHS	MSR0534932

[Choose Container](#)
[Default Shipment Fields](#)
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Click the Print Icon



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Click the IN Shipping Document Link

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https://pswebtest.lsuhsoc.edu/psreports/fscnv/4963/INC6503-_8597.PDF - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address: https://pswebtest.lsuhsoc.edu/psreports/fscnv/4963/INC6503-_8597.PDF

69%

Report ID: INC6503

Origin: Earl K. Long - Warehouse
5825 Airline Highway

Baton Rouge LA 70805

PeopleSoft Inventory
SHIPPING DOCUMENT

Location/Destination:
2053100
Environmental Services
5825 Airline
1st floor

Baton Rouge LA 70805

Business Unit: ELWHS
Shipping ID: 0000016100

Intermit ID:

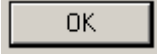
Ship Line No	Order Number	Demand Src/ Source BU	Order Line	Schedule Line/ Reason Code	Ship Date/ Ship Time	Item ID/Description	Qty Shipped - Ordering UOM	Contract ID	Route/ Route Stop
1.00	MSR0534932	IN ELWHS	1	1.00 3/15/2007	9:59:04 AM	115790 BAG PLASTIC 33 X 40 4L5F3340XW	2.0000 CS		
2.00	MSR0534932	IN ELWHS	2	1.00 3/15/2007	9:59:04 AM	115789 BAG PLASTIC 38 X 58 4L5F3858XW	1.0000 CS		
3.00	MSR0534932	IN ELWHS	3	1.00 3/15/2007	9:59:04 AM	118496 TISSUE TOILET 2 PLY RECYCLED	4.0000 CS		
4.00	MSR0534932	IN ELWHS	4	1.00 3/15/2007	9:59:04 AM	114427 TOWEL PAPER MULTIFOLD	10.0000 CS		
5.00	MSR0534932	IN ELWHS	5	1.00 3/15/2007	9:59:04 AM	114463 BLEACH GALLON 6 GAL/CS	2.0000 GAL		
6.00	MSR0534932	IN ELWHS	6	1.00 3/15/2007	9:59:04 AM	118501 BAG RED LRG 325X34 #AC110SM	1.0000 CS		
7.00	MSR0534932	IN	7	1.00 3/15/2007		117504	3.0000 CS		

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Click the Printer Icon.



Click the OK button



Click the X on the corner of the document to close the document.

