Undo Fulfillment Request

Core-

In some cases orders may need to be adjusted after they have undergone some of the fulfillment steps. Demand lines that have been pre-allocated, lot allocated, soft reserved, or promised but not yet picked, can be moved to the previous state using the **Undo Fulfillment Request** process. For example, this process can be used to move a demand line in the **Releasable** state back to the **Unfulfilled** state. The run control can be configured to change one or a large grouping of demand lines.

Demand lines in a **Shipped**, **Confirmed**, **Released**, or **Releasable** fulfillment state can be moved to a previous state, all in one page. Demand lines in the **Depleted** state cannot be undone. In this topic the user creates a Run Control and runs the **Undo Fulfillment Request** to move an MSR from **Released** back to **Releasable**.

Procedure

Navigation: Inventory > Fulfill Stock Orders > Undo Fulfillment Request

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Step	Action
1.	The Undo Fulfillment Request process is kicked off manually. Add a new Run Control ID if this is the first time running it.
	Enter UNDO_FULFILL into the Run Control ID field.

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Step	Action
2.	Click the Add button.
	Add

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Step	Action
3.	Request ID is a required field.
	Enter UNDO into the Request ID field.
4.	Enter the appropriate BU if it hasn't defaulted.
	Enter DOT36 into the Business Unit field.
5.	Click the Save button to save this Run Control prior to entering the specifics that would normally be entered each time this process is run.
6.	Click the Action list. <select action="" an=""></select>

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Step	Action
7.	Choose the status the Fulfillment Request(s) needs to be returned to.
	- Return to Confirmed – Return the selected lines to the Confirmed fulfillment state. This action can only be used by demand lines in the Shipped fulfillment state.
	- Return to Releasable – Return the selected demand lines to the Releasable fulfillment state. This action can only be used by demand lines in the Released, Confirmed, or Shipped fulfillment states.
	- Return to Released – Return the selected demand lines to the Released fulfillment state. This action can only be used by demand lines in the Confirmed or Shipped states.
	 - Return to Unfulfilled – Return the selected demand lines to the Unfulfilled state. This action can only be used by demand lines in the Releasable, Released, Confirmed or Shipped fulfillment states.
8.	Click the Return to Releasable list item to return an MSR from Released to Releasable . Return to Releasable

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Step	Action
9.	The Selection Criteria section allows the user to control what Orders will be processed.
	When the Return to Releasable action parameter is selected, the Select Unfulfilled and Select Releasable checkboxes become inactive as orders in those states have not progressed past releasable.
	Select Released is automatically checked. The user has the option to select orders that have processed further.
10.	Click the Select Criteria Options list.

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Step	Action
11.	The options are:
	- Advanced Selection Criteria –displays all of the search criteria fields
	- All (default) – displays the following selection criteria – pick batch ID or range of pick plan ID's, release instance, shipping ID or range of shipping ID's, and last process instance
	Specific - select this option to display a second field to choose to search by a specific value. Values include specific carrier, item id, order or range of orders, route code or route group, TMS ID, ship to customer or location, or ship method (ship via)

Step	Action
12.	Click the Specific list item.
	Specific

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Step	Action
13.	An additional Drop-down menu displays.
	Click the Options list.

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Step	Action
14.	Click the Order Number list item. Order Number
15.	Click the Demand Source list.

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Step	Action
16.	Click the Material Request list item. Material Request
17.	Enter DOT36 into the Source Unit field.
18.	Click the Look up Order Number button.
19.	Click the MSR13283 link. MSR13283
20.	Click the Run button.
21.	Click the OK button.

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Step	Action
22.	Click the Process Monitor link. Process Monitor



Step	Action
23.	Once the Process Instance displays Success and Posted the request has been returned to the previous state as defined in the run control.
24.	Click the Fulfill Stock Orders link to confirm the order has been moved back to releasable. Fulfill Stock Orders



Step	Action	
25.	Click the Review Fulfillment Status menu.	
	🗎 Review Fulfillment Information	Þ

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Step	Action					
26.	Click the Fulfillment Status menu.					
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Step	Action
27.	Click the Search menu.

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Display total allocated qt	y .		Defer Deplete lines on	ly			
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Step	Action
28.	The Business Unit, Demand Source, Source Bus Unit, and Order No. have been entered.
	Click the OK button.

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Step	Action
29.	The Fulfillment Status page confirms this order is in Releasable state.
30.	
	End of Procedure.