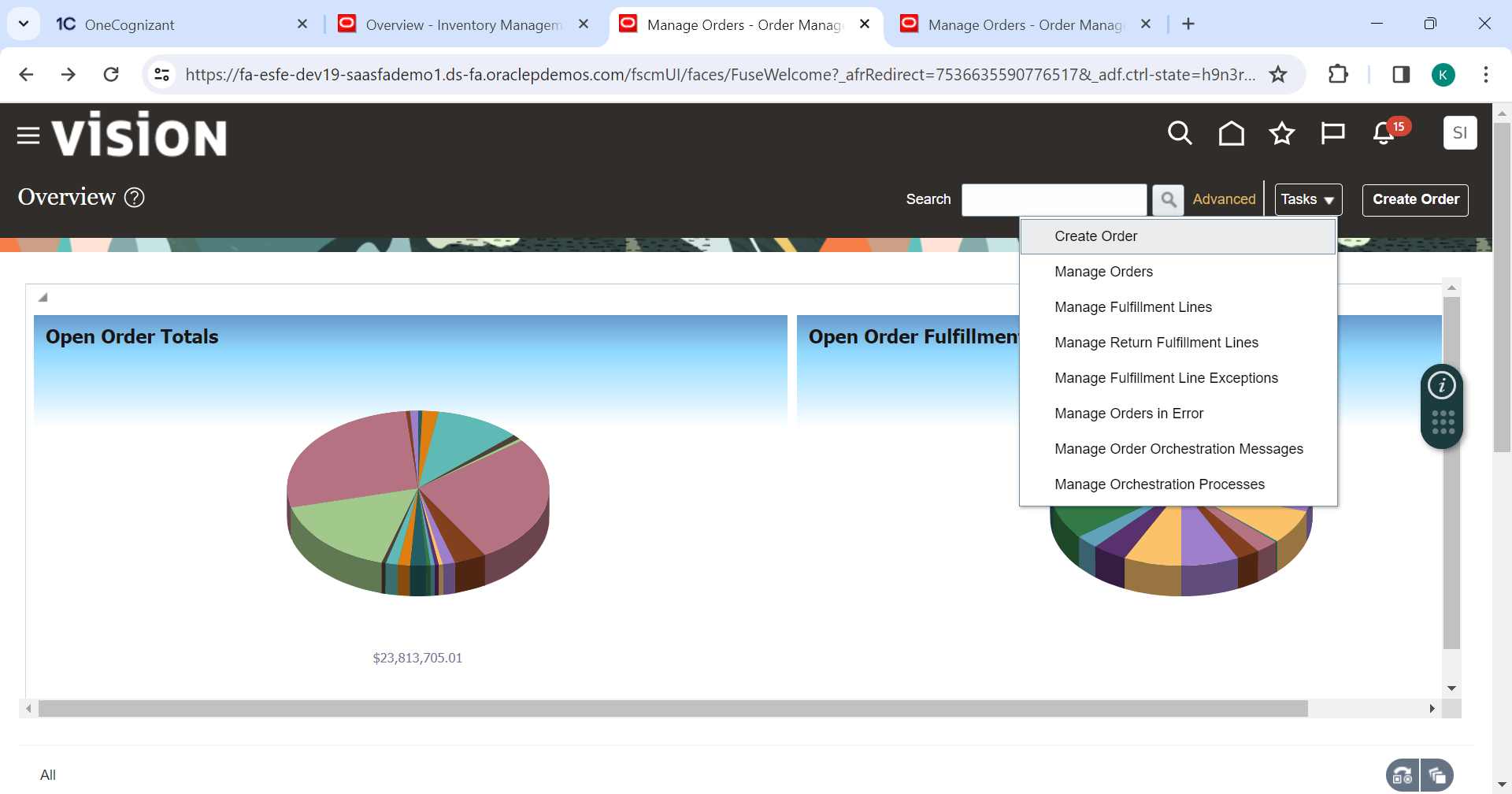
OTC Flow

Click on Order Management tile

A screenshot of a computer

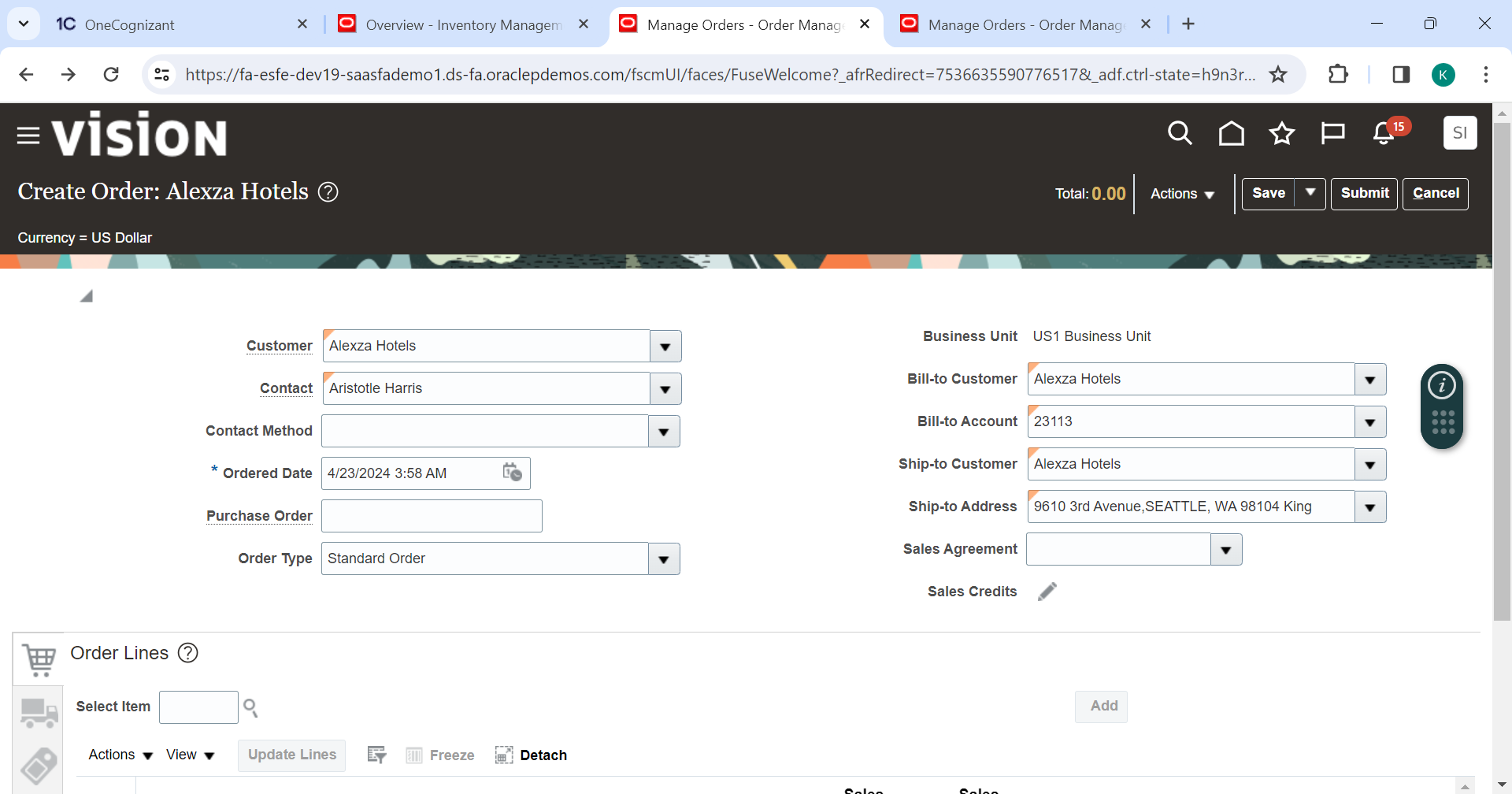
Description automatically generated

Task > Create Order



Create Sales Order with detail as below

Header



Line

Entered item as Cooking Oil

A screenshot of a computer

Description automatically generated

Click Add

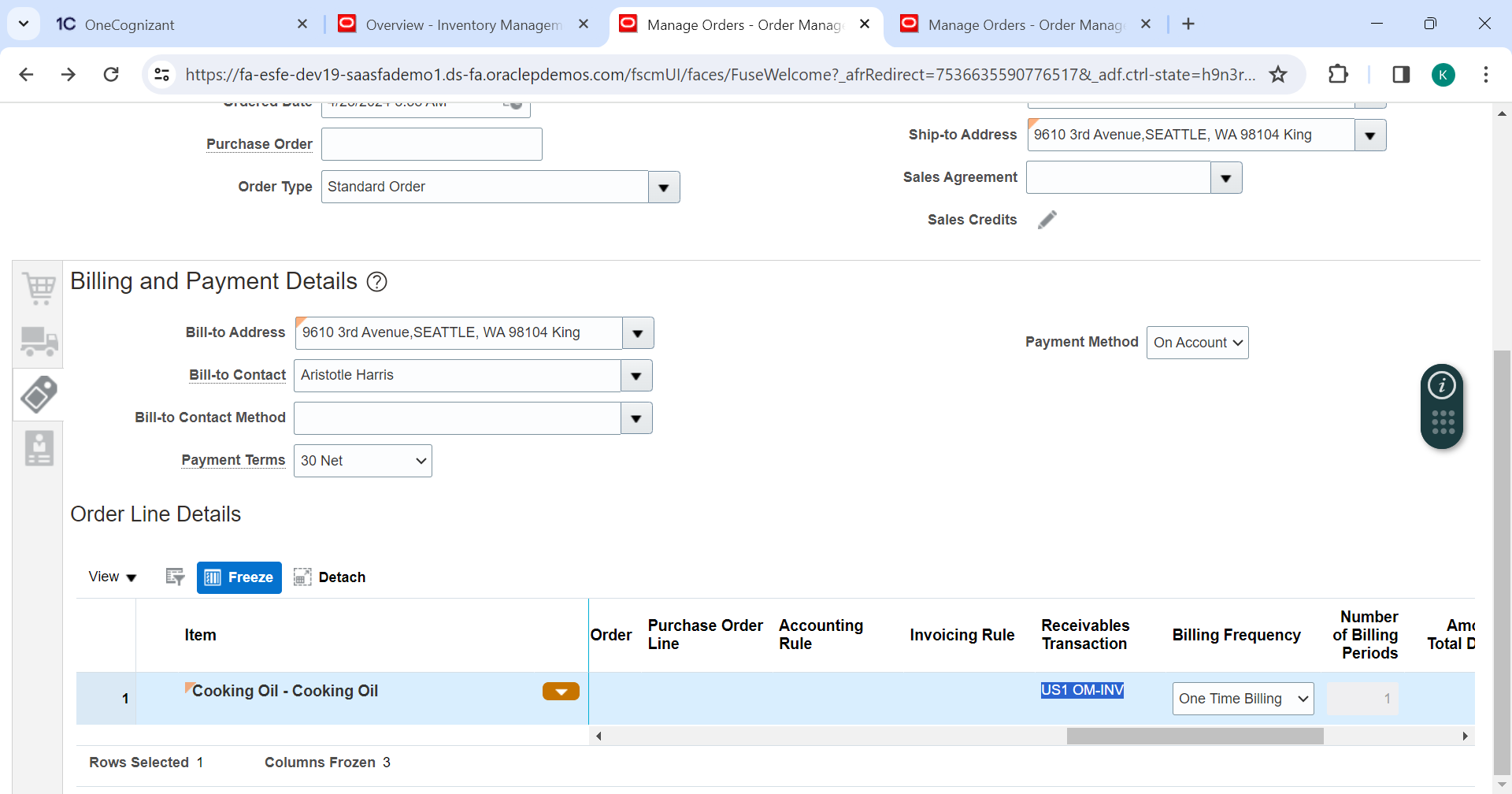


Enter Warehouse under Shipment detail

A screenshot of a computer

Description automatically generated

Verify receivables transaction is populated under Billing & Transaction detail



Verification of on hand quantity for selected item

Navigate to Inventory Management

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

More than Sufficient quantity is present on hand to proceed with the transaction

A screenshot of a computer

Description automatically generated

On the create order screen save and submit the transaction

A screenshot of a computer

Description automatically generated

A screenshot of a computer

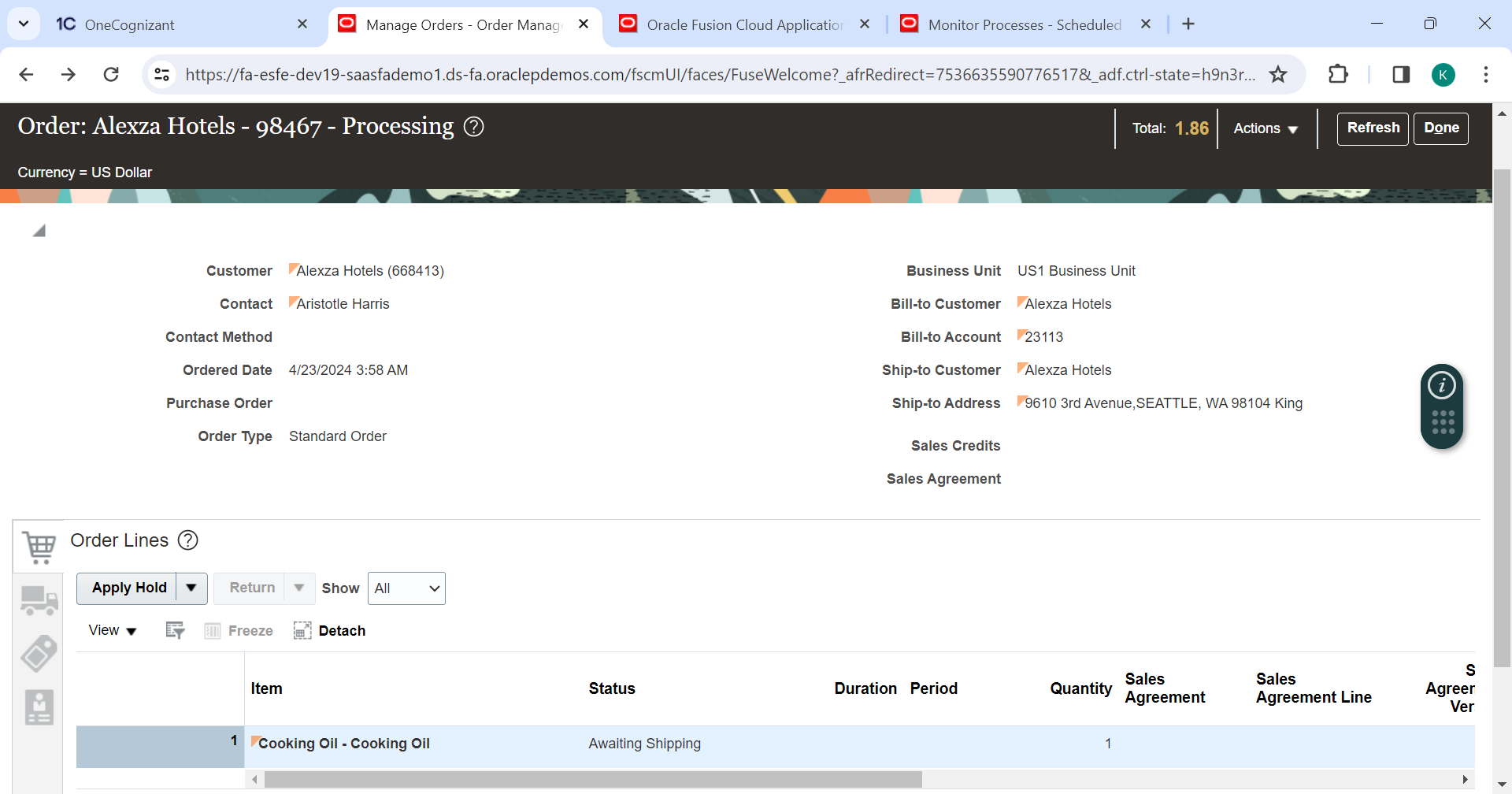
Description automatically generated

Click Ok

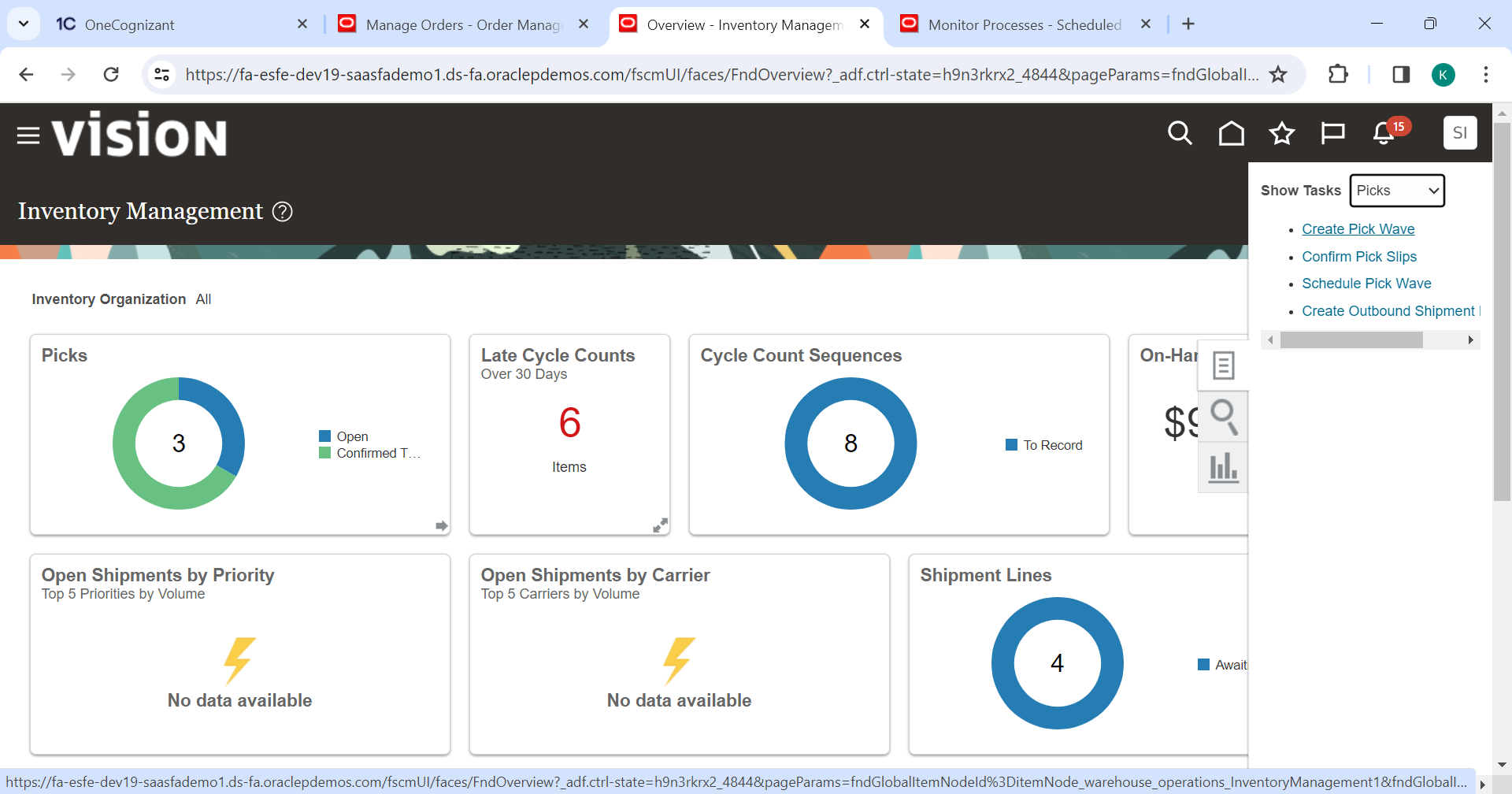
A screenshot of a computer

Description automatically generated

Status got flipped to Awaiting Shipping



Navigate to Inventory and perform pick wave



Provide Ship Form org, Sales Order#

A screenshot of a computer

Description automatically generated

Click Show More

Enable highlighted checkboxes and entries.

A screenshot of a computer

Description automatically generated

Then click Release now in the top

A screenshot of a computer

Description automatically generated

Navigate back to Manage Orders and check the status flipped to Shipped (May take couple of minutes)

A screenshot of a computer

Description automatically generated

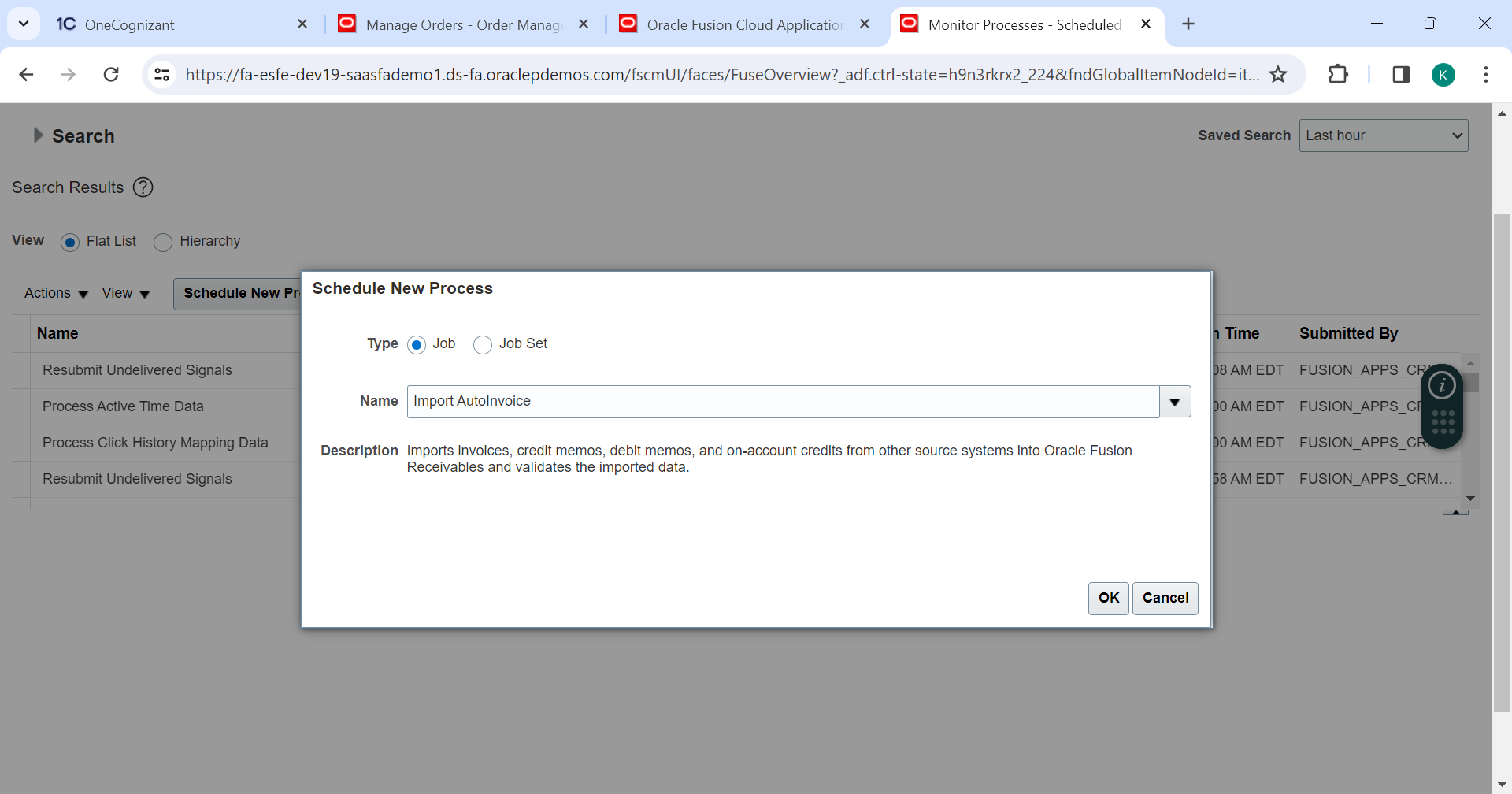
Refresh again

A screenshot of a computer

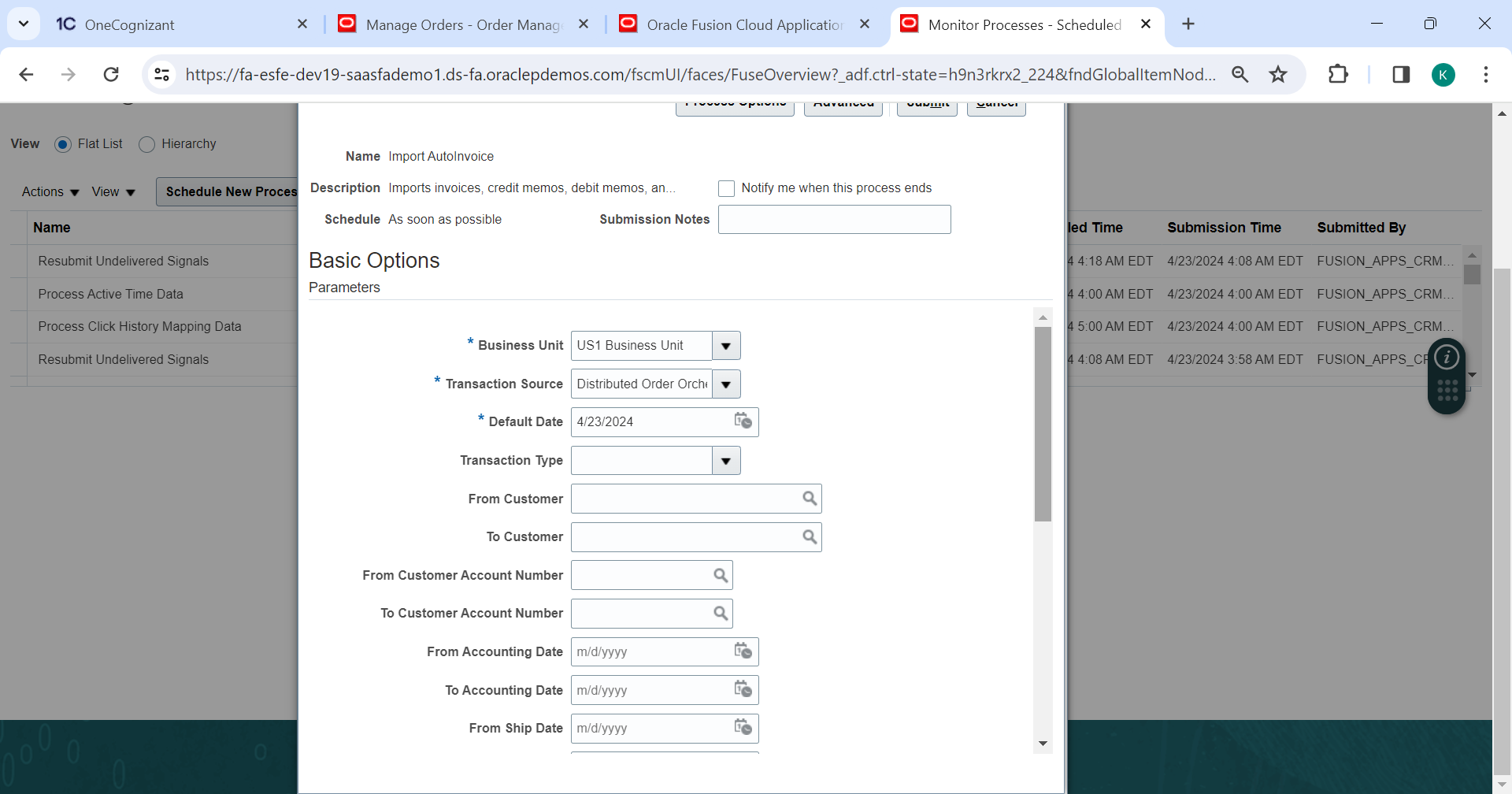
Description automatically generated

Status will get flipped to Awaiting Billing.

Navigate to Tools > Scheduled Process > Create New Process > Import Autoinvoice

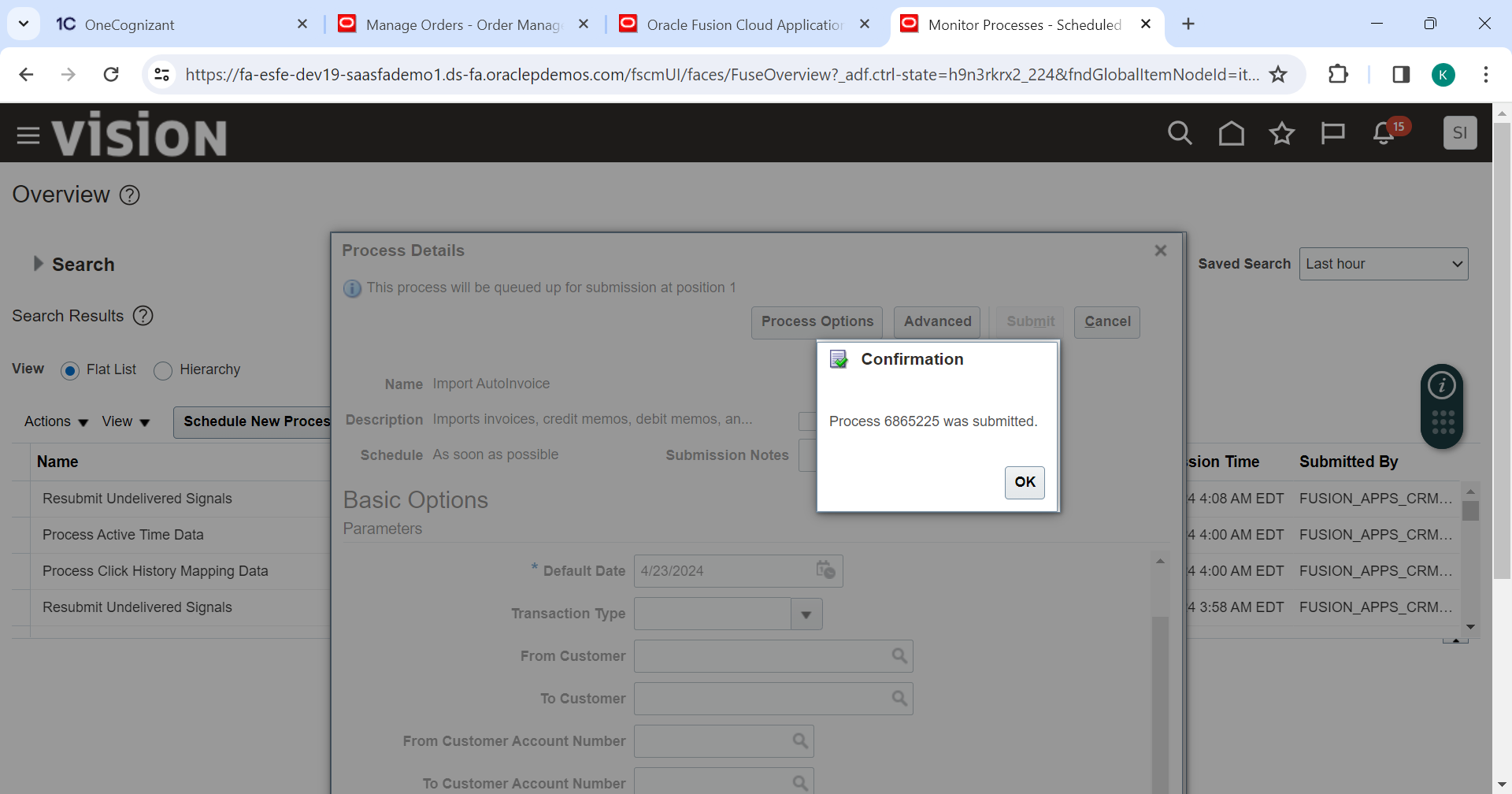


Enter BU, Transaction Source, From & To Sales Order # and Click Submit



A screenshot of a computer

Description automatically generated



A screenshot of a computer

Description automatically generated

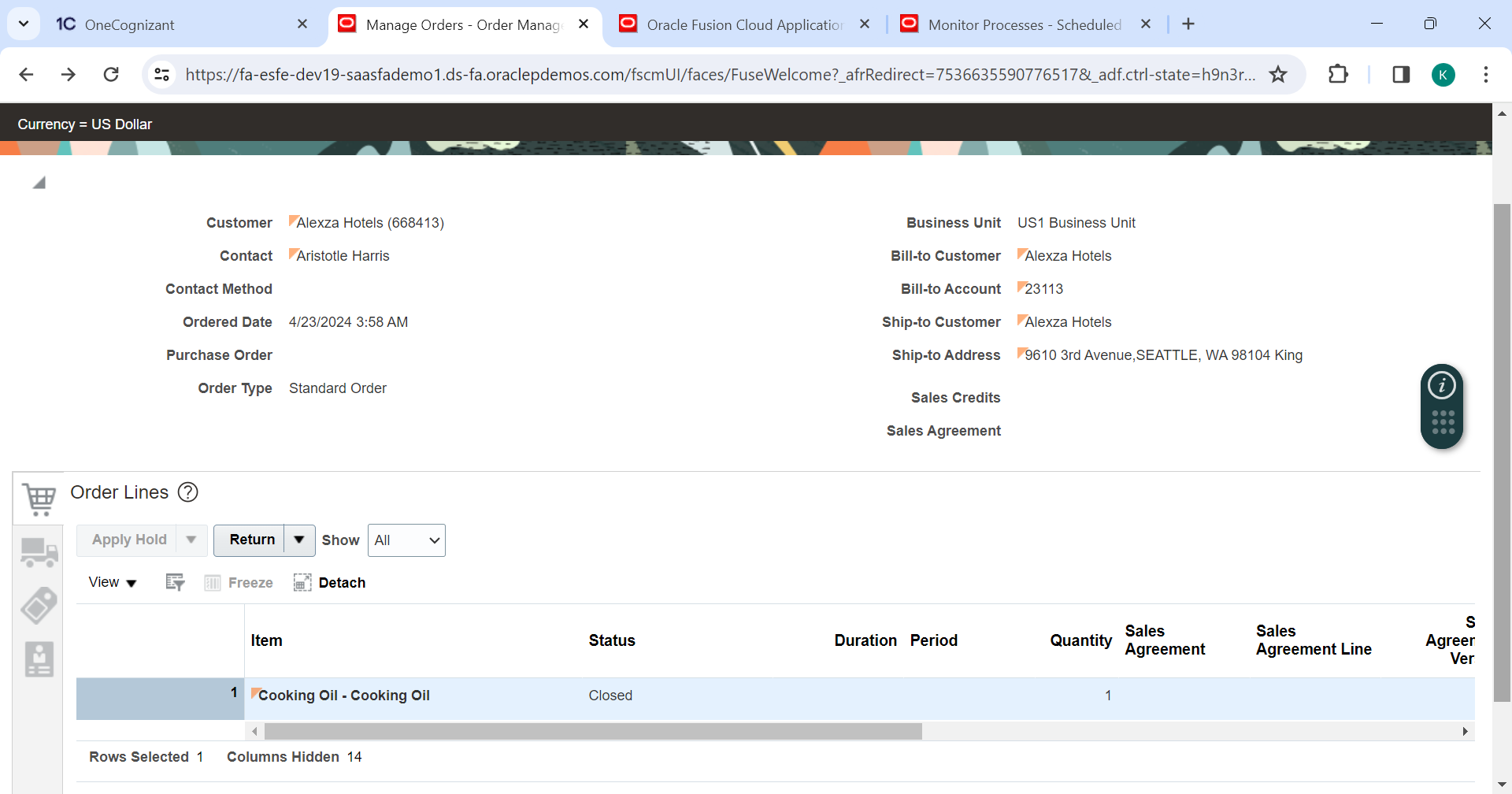
Navigate back to Manage order and provide the sales order #

Status now should be billed

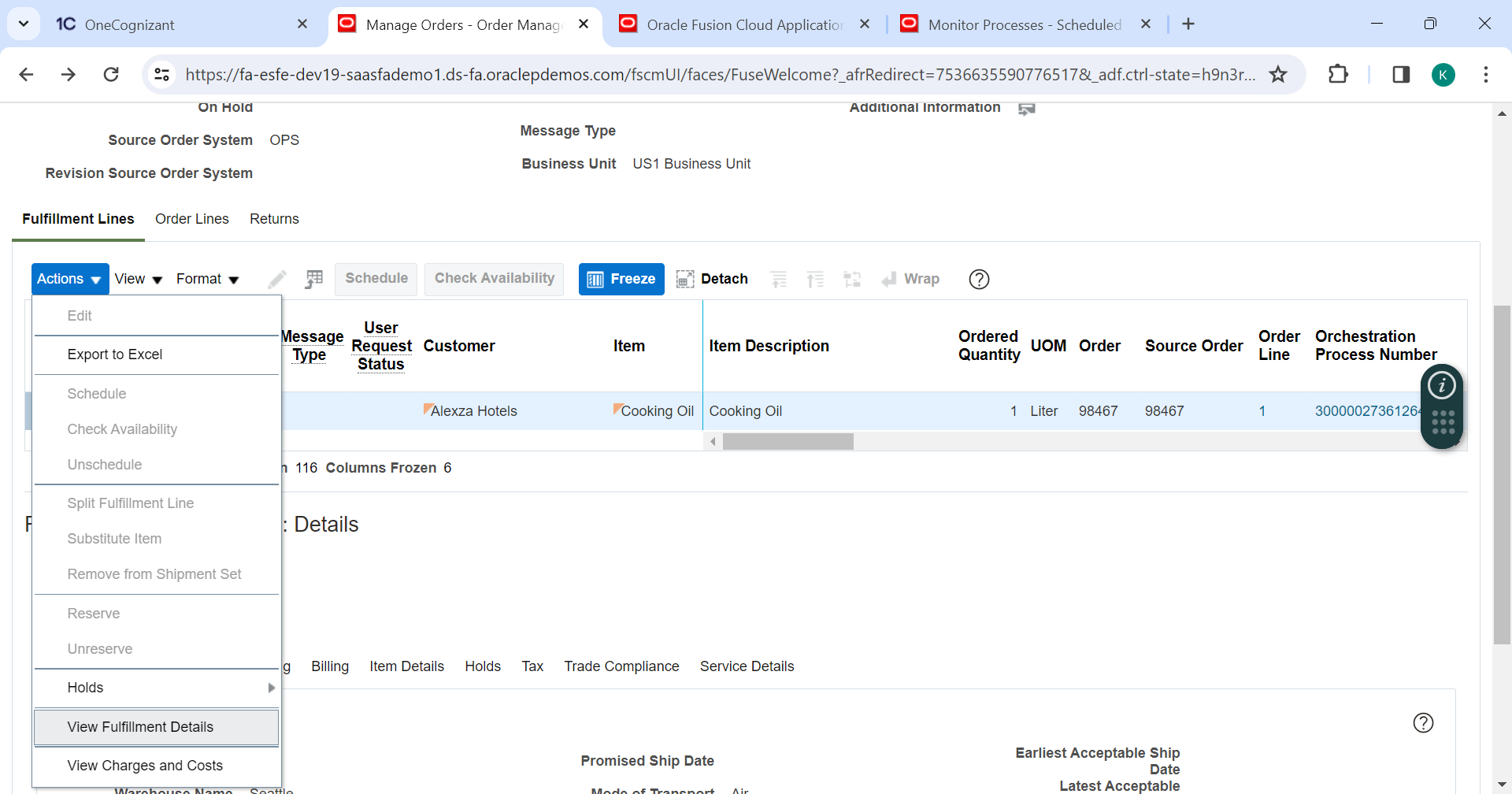
A screenshot of a computer

Description automatically generated

Upon refreshing again status will be Closed.



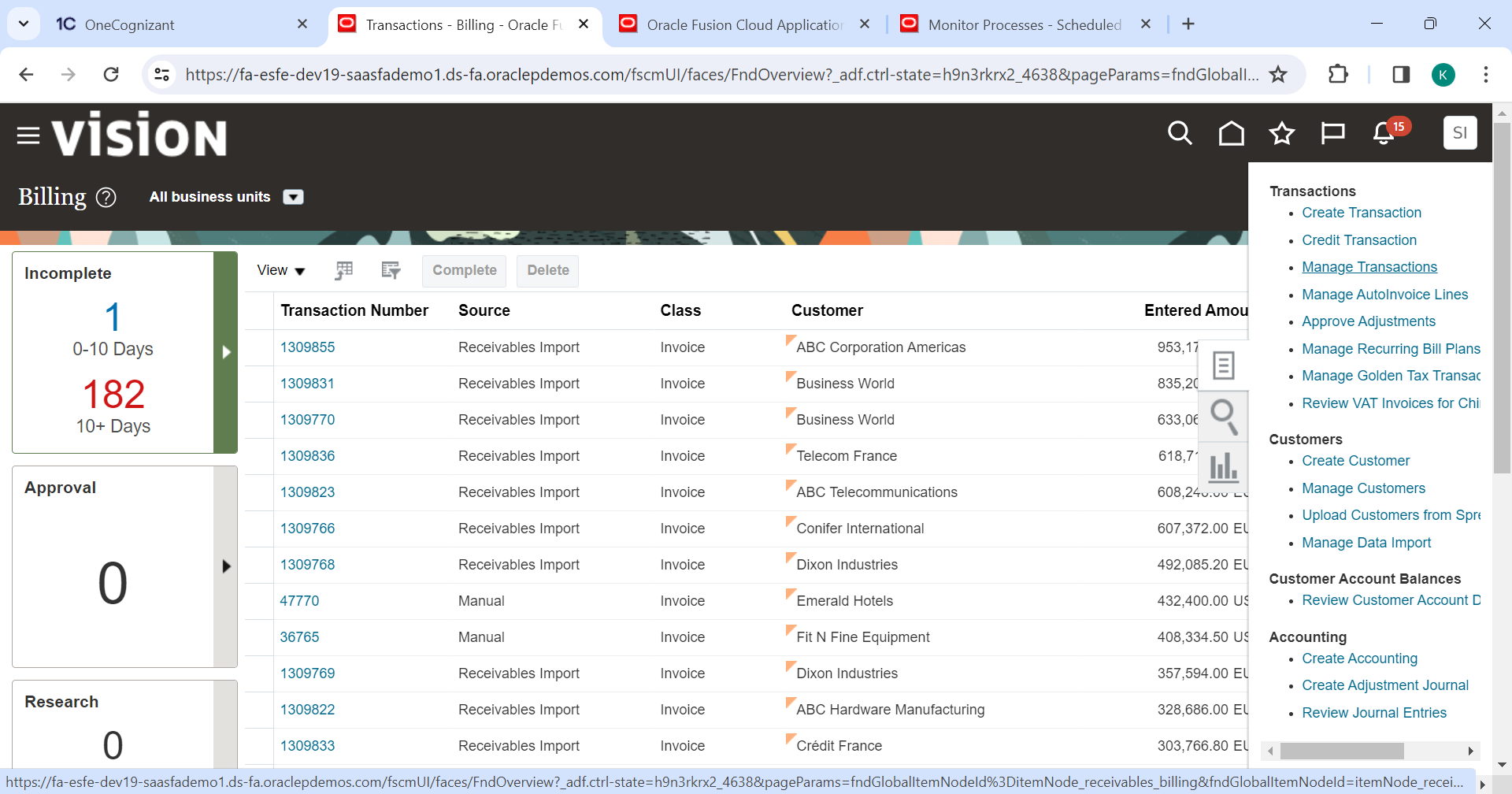
Actions > Switch to Fulfillment View



A screenshot of a computer

Description automatically generated

Verifying the invoice # in receivables (Navigate to Receivables > Billing)



Provide invoice # in transaction# field and hit search

A screenshot of a computer

Description automatically generated

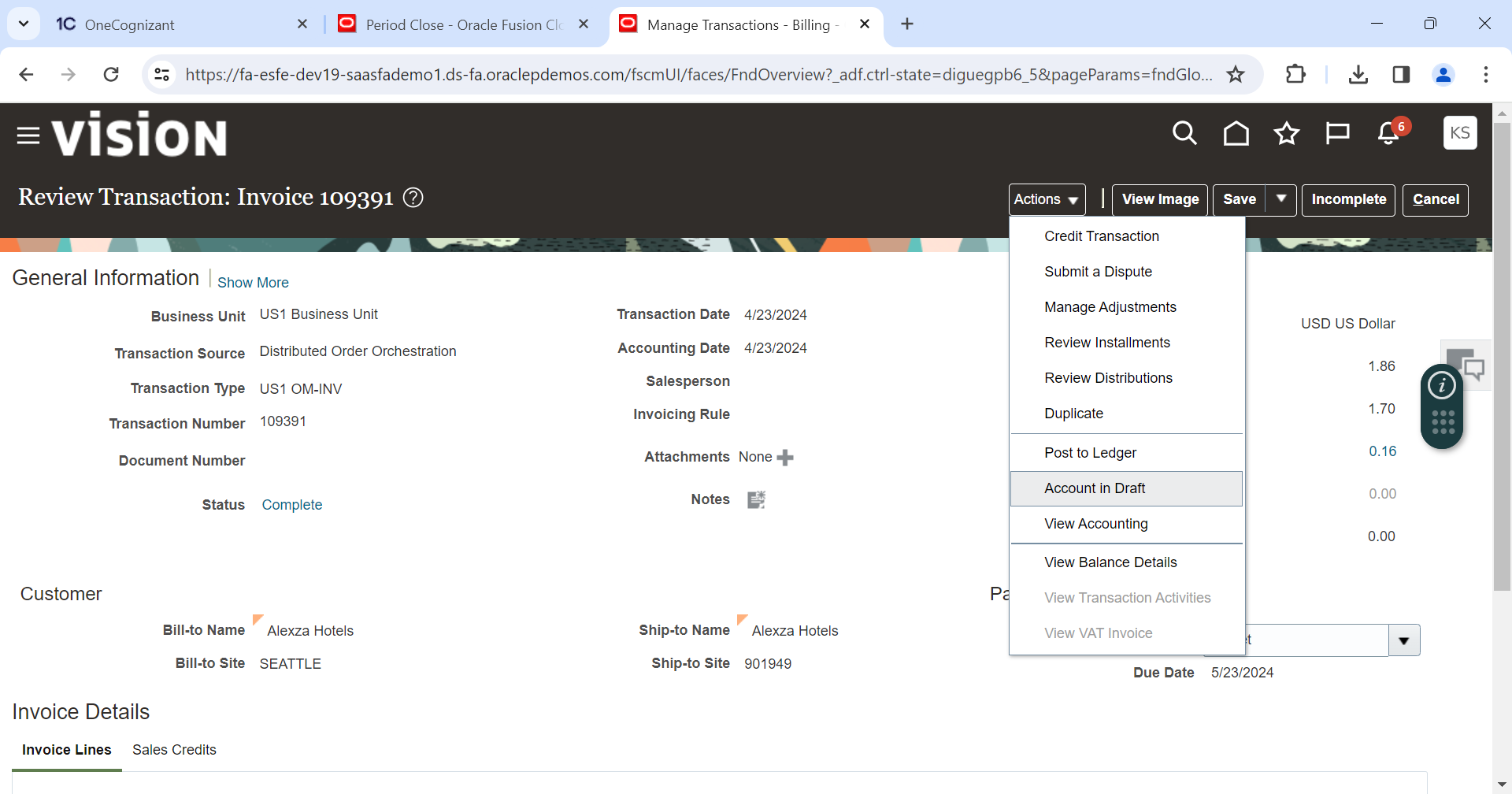
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View Accounting



Click Account in Draft

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Description automatically generated

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