

## Overview

This web page allows fulfillment and storage customers to remotely view their inventory, place orders for shipment, storage, and destruction (recycling/shredding) of inventory. Additionally, this service will allow customers to update their account information.

## Accessing the web page

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Mail Service Business System' web page. The address bar shows the URL <http://fulfillmentstorage.bf.umich.edu/>. The page features a University of Michigan banner at the top with the text 'Enter ShortCode and Password here.' and 'Fulfillment Operation'. Below the banner, the text reads 'Welcome to the UM Mail Services eFulfillment System'. The page is divided into two main sections: 'Current Customers' and 'New Customers'. The 'Current Customers' section includes a form with 'ShortCode:' and 'Password:' input fields and a 'Submit' button. The 'New Customers' section includes a 'New customer' button and a link to 'here' for more information. At the bottom of the page, there are two links: 'Fulfillment Service Rate Structure' and 'Fulfillment user's operation manual'. Several callout boxes with arrows point to these elements: a yellow box points to the 'Enter ShortCode and Password here.' text; an orange box points to the 'New customer' button; a green box points to the 'here' link; a cyan box points to the 'Fulfillment Service Rate Structure' link; and a yellow box points to the 'Fulfillment user's operation manual' link.

To access the web page, open your browser window and type in the following URL address: <http://fulfillmentstorage.bf.umich.edu/>. This will open the window pictured above. Enter your ShortCode and Password in their respective fields. If establishing a new account, click on the *New Customer* button.

## Create Account Information

After clicking on the *New Customer* button the following window will open.

**Note:** The individual creating the account should be the administrator for said account. This is necessary to allow administrative password maintenance.

The screenshot shows a web browser window titled "Edit Account Information - Microsoft Internet Explorer". The address bar shows the URL: [http://www.mailservice.bf.umich.edu/cfm/management/fulfillment\\_create\\_new\\_customer.cfm](http://www.mailservice.bf.umich.edu/cfm/management/fulfillment_create_new_customer.cfm). The page header features the University of Michigan logo and "Mail Service Fulfillment Operation". Below the header, the text reads: "Please fill in the following fields as much as you can:". The form contains the following fields:

ShortCode	123456	Department	Mail Service
Contact Name	Phul Phil	Contact Phone	4-1234
Contact Fax	4-1234	Contact Email	phulphil@umich.edu
Contact Password	<small>(System generates a temporary admin password and will send it to contact email address. Person with admin password will be allowed to create contact password for other users within your organization)</small>		
Building	Printing Service	Address2	Suite A
Address1	1919 Green Rd	State/Province	MI
City	Ann Arbor	Campus Zip	2564
Zip	48109-2564		

Below the form is a blue "Submit" button. Two callout boxes provide instructions:

- A green box with a blue arrow pointing to the form fields: "Tab through the fields, inputting your account information."
- A yellow box with a blue arrow pointing to the "Submit" button: "When data entry is complete, click on the Submit button."

Carefully complete all the required information necessary for creating a fulfillment account. Upon completion, an Email containing the account password will be generated to the contact Email address. After logging in with this password, the account administrator will be able to create multiple passwords for users within his/her organization. Clicking on the *Edit Account Info* button on the eFulfillment Service Center page can do this.

## Edit Existing Account Info

After clicking on the *Edit Account Info* button the following window will open.

The screenshot shows a web browser window titled "Mail Service Business System - Microsoft Internet Explorer" displaying the "Edit Account Information" page. The page header includes the University of Michigan logo and "Mail Service Fulfillment Operation". The form contains the following fields:

ShortCode	123456	Department	Mail Service
Name	Phul Phil	Contact Phone	4-1234
Contact Password	jeff23;walker2;inazb4	Contact Email	phulphil@umich.edu
City	Ann Arbor	Address2	Suite A
Zip	48109-2564	State/Province	MI
Admin Password	password	Campus Zip	2564
Authorized Inventory People	Jane Doe; John Doe; Spot		

Callout boxes provide instructions:

- Yellow box: "Enter additional passwords for your account (separate the passwords with a ;)." (points to Contact Password)
- Orange box: "We recommend that you change your administrator password at this time." (points to Admin Password)
- Green box: "When finished, click on the Submit button." (points to Submit)
- Orange box: "Enter the names of those department members authorized to view files (separate the names with a ;)." (points to Authorized Inventory People)

Additional account passwords may be added in the Contact Password field. A semicolon (;) should separate each password. It is highly recommended that the administrator change his/her password at this time.

In order to ensure the security of stored documents, the Authorized Inventory People field permits the Administrator to input various individuals who are authorized to view or access stored files or products. *If his/her name is not on this list, he/she will not be granted access to files. University of Michigan Id will be required.*

The account administrator may use this page to edit changes in the existing account information fields. When all changes are complete, clicking on the *Submit* button will return the user to the eFulfillment Services login screen.

## eFulfillment Service Center for Your Account

The first page found upon login is the account operations window.

**Current Open Orders**  
This area of the window displays the status and order type for open orders on your account.

**Service Options**  
These buttons are links to the various inventory options available.

**Current Open Orders**

Fulfillment Order Number (Click below to view detailed information about this order)	Your Internal Order Number	Status	Order Type
<a href="#">1000750</a>	MS1008	New	Ship Inventory

Each Fulfillment Order Number can be clicked on to access detailed order information.

In addition to viewing the status of open orders, this page allows the user to select from the following service options:

- View Inventory – View an up-to-date account of your inventory.
- View Pallets – View a list of and total count of your pallets.
- Store Inventory – Place an order for inventory to be stored in U-Attic.
- Ship Inventory – Place an order for inventory to be mailed or shipped out of U-Attic.
- Edit Account Info – Edit and update account information such as contact, phone number, Email address, etc.
- New Inventory Category – Create a new category for inventory to be stored under.
- New Inventory Item – Create a new inventory item to be stored in U-Attic.

To select any of the service options simply click on the option desired. Let's start with View Inventory.

## View Fulfillment Inventory

**View Fulfillment Inventory**

Department: [Mail Service](#)  
ShortCode: [123456](#)

All Categories  (hide parts with zero onhand quantity )

Sort by:  Product ID /  Product Name

You may click the product ID to view the list of objects

Cust. Product ID	Product Name	Total Onhand Quantity	Total Packages
<a href="#">Big Candy</a>	BIG CANDY	2400	2
<a href="#">CAKE</a>	CAKE	222	0
	Doritos - Extra Cheesy	8	2
	BBQ Fritos	24	4
	PAYDAY CANDY	0	0
<a href="#">PIZZA001</a>	Cottage Inn	2	2
<a href="#">POWer Bar</a>	Double Shot Chocolate Bar	0	0
<a href="#">SODA001</a>	Coca-Cola	12	1
<a href="#">SODA002</a>	Dr Pepper	36	3
<a href="#">SODA003</a>	7-UP	60	5
<a href="#">YAMMY PIZZA</a>	YAMMY PIZZA FROM PIZZA HUT	0	0
<a href="#">comm-501</a>	choc	0	0

**Callout Boxes:**

- Yellow:** Narrow your search by selecting a product category or hiding products with an onhand quantity of zero.
- Green:** View the total number of pieces and total number of packages of each product of your inventory.
- Orange:** Select a sort order.
- Teal:** Click on a product ID to view a detailed list of each product's objects.

This page allows the user to closely monitor the piece counts of each product in his/her inventory. Also, the user can alter the sort and category of the objects shown. Future plans for this screen include the ability to add products to a Fulfillment shopping cart.

To return to the eFulfillment Service Center, scroll to the bottom of the inventory list and click on the *Go Back to the Operation Screen* button.

## View Pallets

UNIVERSITY OF MICHIGAN  
Mail Service  
Fulfillment Operation

**View Fulfillment Inventory**

Department: **Digestive Disorders**  
ShortCode: **123456**

You may click the pallet ID to view the list of objects

Pallet ID
<a href="#">1759</a>
<a href="#">1888</a>
<a href="#">1889</a>
<a href="#">1890</a>
<a href="#">1891</a>
<a href="#">1892</a>

Total Pallets: 6

[Back to operation menu](#)

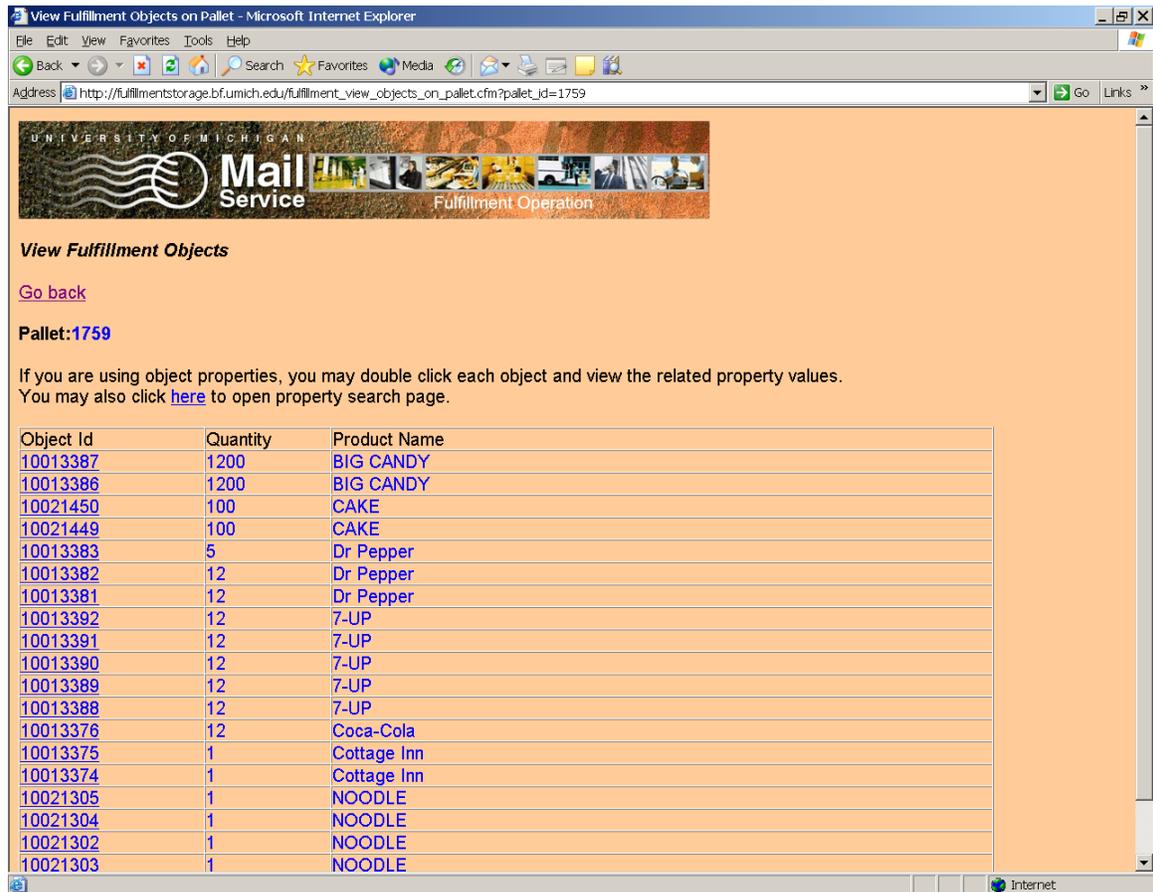
Click on a Pallet ID to view a detailed list of each Pallet's contents.

From this page the user can view his/her Pallet IDs and obtain a total pallet count.

To view a detailed list of the items stored on each pallet, click on the individual *Pallet ID*.

To return to the eFulfillment Service Center, scroll to the bottom of the inventory list and click on the *Back to operation menu* button.

## View Pallet Objects



View Fulfillment Objects on Pallet - Microsoft Internet Explorer

Address: [http://fulfillmentstorage.bf.umich.edu/fulfillment\\_view\\_objects\\_on\\_pallet.cfm?pallet\\_id=1759](http://fulfillmentstorage.bf.umich.edu/fulfillment_view_objects_on_pallet.cfm?pallet_id=1759)

**UNIVERSITY OF MICHIGAN**  
**Mail Service**  
Fulfillment Operation

**View Fulfillment Objects**

[Go back](#)

**Pallet:1759**

If you are using object properties, you may double click each object and view the related property values.  
You may also click [here](#) to open property search page.

Object Id	Quantity	Product Name
<a href="#">10013387</a>	1200	BIG CANDY
<a href="#">10013386</a>	1200	BIG CANDY
<a href="#">10021450</a>	100	CAKE
<a href="#">10021449</a>	100	CAKE
<a href="#">10013383</a>	5	Dr Pepper
<a href="#">10013382</a>	12	Dr Pepper
<a href="#">10013381</a>	12	Dr Pepper
<a href="#">10013392</a>	12	7-UP
<a href="#">10013391</a>	12	7-UP
<a href="#">10013390</a>	12	7-UP
<a href="#">10013389</a>	12	7-UP
<a href="#">10013388</a>	12	7-UP
<a href="#">10013376</a>	12	Coca-Cola
<a href="#">10013375</a>	1	Cottage Inn
<a href="#">10013374</a>	1	Cottage Inn
<a href="#">10021305</a>	1	NOODLE
<a href="#">10021304</a>	1	NOODLE
<a href="#">10021302</a>	1	NOODLE
<a href="#">10021303</a>	1	NOODLE

After clicking on a pallet id, the user can view the objects and products stored on his/her pallet.

To return to the view pallets screen, click on *Go back*.

## Create Fulfillment Receiving Order (page 1 of 3)

**Create Fulfillment Receiving Order**

Customer: Digestive Disorders

Customer Order# (you may leave this blank)

Your Name

Estimated Sending In Date (mm/dd/yyyy)

Your Email

Sending In /Pickup Time

Stock Pickup Method

Pick-up Service

**Pickup From Address** (Please fill in only if you would like us to pick-up products for you)

Contact Person

Department

Address1

State/Province

Contact Phone

Company

Address2

Zip

Contact Email

Building

City

Country

**Detail Information Regarding Product to Be Stored** (you must have the product information created before you can create the receiving orders. To create new parts you can select the operation on the fulfillment main screen.)

Product	Quantity
(None)	<input type="text"/>

[Go back](#)

If desired, you may enter an order number for your reference or records here.

Enter your desired date for the pick-up of your product by U-Attic, or the estimated date of your product's arrival at U-Attic.

Enter a time frame for the pick-up of your product (example: 8am to 12:30pm).

This page is used when creating orders for products to be stored in the U-Attic storage facility. The user can choose between having U-Attic pick-up the items from a designated location or providing one's own method of delivering the items to U-Attic.

**Customer Order #** - This field can be used to enter an order number for one's own reference.

**Date** - The date field should be completed with the desired date for U-Attic pick-up or the estimated date of the product's arrival at U-Attic.

**Time** - The time field should be completed with the frame of time for which the product will be available for pick-up.

## Create Fulfillment Receiving Order (page 2 of 3)

**Create Fulfillment Receiving Order**

Customer: Digestive Disorders

Customer Order# (you may leave this blank)  Estimated Sending In Date (mm/dd/yyyy)  Sending In /Pickup Time

Your Name  Your Email  Stock Pickup Method  Pick-up Service

Notes (up to 2000 characters)

**Pickup From Address** (Please fill in only if you would like us to pick-up products for you)

Contact Person  Contact Phone  Contact Email

Department  Company  Building

Address1  Address2  City

State/Province  Zip  Country  USA

**Detail Information Regarding Product to Be Stored** (you must have the product information created before you can create the receiving orders. To create new parts you can select the operation on the fulfillment main screen.)

Product	Quantity
(None)	<input type="text"/>

[Go back](#)

Select from two delivery methods:

1. We pick it up.
2. You have it delivered to us.

If you have chosen to have U-Attic pick-up your product for storage, enter the pick-up from address here.

**Pick-Up Methods** - Clicking on the drop down menu button will allow the user to select either Pick-up Service (indicating that the customer wishes to have U-Attic pick-up the items) or Customer Drop-off (indicating that the customer will provide the delivery service).

**Pick-Up From Address** - If U-Attic is going to be picking up the products for storage, enter the pick-up address in these fields.

## Create Fulfillment Receiving Order (page 3 of 3)

**Create Fulfillment Receiving Order**

Customer: Digestive Disorders

Customer Order# (you may leave this blank)  Estimated Sending In Date (mm/dd/yyyy)  Sending In /Pickup Time

Your Name  Your Email  Stock Pickup Method

Contact Person  Contact Phone  Contact Email

Department  Company  Building

Address1  Address2  City

State/Province  Zip  Country

**Detail Information Regarding Product to Be Stored** (you must have the product information created before you can create the receiving orders. To create new parts you can select the operation on the fulfillment main screen.)

Product	Quantity
(None)	<input type="text"/>

[Go back](#)

**Product** - Clicking on the drop down menu button will permit the user to select a product from the products that are already established for the user's account. If the user is attempting to store a new product, he/she must first add the product to his/her account's product list. Returning to the operation screen and clicking on the *New Inventory Category* button can do this.

**Quantity** - Enter the quantity of the product that will be arriving.

**Submit** - The *Submit* button must be clicked after the user has completed the entry of new products. **If the *Submit* button is not clicked** and the user clicks the *Go Back to the Operation Screen* button, **all of the entered data will be lost.**

## Adding new products to your list (page 1 of 5)

Adding new products to your list - Microsoft Internet Explorer

Address: http://fulfillmentstorage.bf.umich.edu/fulfillment\_add\_new\_parts.cfm

### Adding New Products To Your List

Your existing list of products as defined in the system:

Your Internal Product ID	Product Description	Typical number of pieces in each box	HIPPA Item	Stock Alert	Alert Qty	Object Type
BUTTERSCOTCH	BUTTERSCOTCH CANDY	100	N	Y	90	Pallet
PIE-1001	Pumpkin Pie	1	N	Y	16	Box
POWerBar-001	Double Shot Chocolate Bar	15	N	Y	60	Box
NM-Delights	Enchilada con juevos	20	N	Y	100	Box
BigCandy-505	BIG CANDY	1200	N	Y	10	Box
CAKE-002	CAKE	100	N	Y	10	Box
SODA002	Dr Pepper	12	N	Y	20	Box
SODA003	7-UP	12	N	Y	35	Box
SODA001	Coca-Cola	12	N	N	15	Box
CHIP001	Doritos - Extra Cheesy	4	N	Y	10	Box
CHIP002	BBQ Fritos	6	N	N	30	Box
PIZZA001	Cottage Inn	1	N	Y	18	Box
PAYDAY007	PAYDAY CANDY	1000	N	Y	30	Box
YAMMYPIZZA-222	YAMMY PIZZA FROM PIZZA HUT	1	N	N	5000	Box
	Morning Grind	123	Y	Y	1212	Box
	Fair Trade Dark Roast	234	N	N	2323	Piece
	Bran Muffins	6	N	N	1000	Box
	Chippy Chips	12	N	Y	400	Piece
	Carnitas y Red Chili	1	N	Y	2	Pallet
	Sweet Potato Chips	4	N	N	1	Box
	Pieces of Potatoe Chips	123	N	N	3	Box
	NOODLE	1	N	N	10	Box
	Buzzzzzzzzz	0	N	Y	400	Box

In order for you to use our online fulfillment, we need to know some information regarding your product to be stored in our facility. Please use the following form to add to your product information:

Your Internal Product ID	Product Category	Product Description	Typical number of pieces in each box	HIPPA Item	Object Type	Need Stock Alert	Stock Alert Qty
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>

Done Internet

Type in your product ID here. We suggest that your Internal Product ID be an alpha-numeric code that is unique to each product.

On this page the user can add new products to his/her account. When doing so, the user will assign a Product ID, Product Category, Product Description, Standard Piece Count, and Standard Weight (if known).

**Product ID** - The Product ID is an ID number assigned by the user and should be unique to each product in the user's account.

## Adding new products to your list (page 2 of 5)

Adding new products to your list - Microsoft Internet Explorer

Address: http://fulfillmentstorage.bf.umich.edu/fulfillment\_add\_new\_parts.cfm

### Adding New Products To Your List

Your existing list of products as defined in the system:

Your Internal Product ID	Product Description	Typical number of pieces in each box	HIPPA Item	Stock Alert	Alert Qty	Object Type
BUTTERSCOTCH	BUTTERSCOTCH CANDY	100	N	Y	90	Pallet
PIE-1001	Pumpkin Pie	1	N	Y	16	Box
POWerBar-001	Double Shot Chocolate Bar	15	N	Y	60	Box
NM-Delights	Enchilada con huevos	20	N	Y	100	Box
BigCandy-505	BIG CANDY	1200	N	Y	10	Box
CAKE-002	CAKE	100	N	Y	10	Box
SODA002	Dr Pepper	12	N	Y	20	Box
SODA003	7-UP	12	N	Y	35	Box
SODA001	Coca-Cola	12	N	N	15	Box
CHIP001	Doritos - Extra Cheesy	4	N	Y	10	Box
CHIP002	BBQ Fritos	6	N	N	30	Box
PIZZA001	Cottage Inn	1	N	Y	18	Box
PAYDAY007	PAYDAY CANDY	1000	N	Y	30	Box
YAMMYPIZZA-222	YAMMY PIZZA FROM PIZZA HUT	1	N	N	5000	Box
CAFFEINE002	Morning Grind	123	Y	Y	1212	Box
CAFFEINE001	Fair Trade Dark Roast	234	N	N	2323	Piece
MUFFIN-01	Bran Muffins	6	N	N	1000	Box
POTATO POTATOE	Chippy Chips	12	N	Y	400	Piece
NM-Delights	Carnitas y Red Chili	1	N	Y	2	Pallet
CHIP004	Sweet Potato Chips	4	N	N	1	Box
C	otatoe Chips	123	N	N	3	Box
N		1	N	N	10	Box
C		0	N	Y	400	Box

In order for you to use our online fulfillment, we need to know some information regarding your product to be stored in our facility. Please use the following form to add to your product information:

Your Internal Product ID	Product Category	Product Description	Typical number of pieces in each box	HIPPA Item	Object Type	Need Stock Alert	Stock Alert Qty
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>

Enter your product description here.

Select a product category.

**Product Category** - The Product Category is a categorizing system established by the user. Categories need to be established prior to adding products to one's inventory. There is a screen for adding/editing categories that can be accessed by clicking on the *New Inventory Button* on the operation screen.

**Product Description** – This field is determined by the user and should consist of a concise yet explanatory description of the product to be stored.

## Adding new products to your list (page 3 of 5)

Adding New Products To Your List

Your existing list of products as defined in the system:

Your Internal Product ID	Product Description	Typical number of pieces in each box	HIPPA Item	Stock Alert	Alert Qty	Object Type
BUTTERSCOTCH	BUTTERSCOTCH CANDY	100	N	Y	90	Pallet
PIE-1001	Pumpkin Pie	1	N	Y	16	Box
PowerBar-001	Double Shot Chocolate Bar	15	N	Y	60	Box
NM-Delights	Enchilada con huevos	20	N	Y	100	Box
BigCandy-505	BIG CANDY	1200	N	Y	10	Box
CAKE-002	CAKE	100	N	Y	10	Box
SODA002	Dr Pepper	12	N	Y	20	Box
SODA003	7-UP	12	N	Y	35	Box
SODA001	Coca-Cola	12	N	N	15	Box
CHIP001	Doritos - Extra Cheesy	4	N	Y	10	Box
CHIP002	BBQ Fritos	6	N	N	30	Box
PIZZA001	Cottage Inn	1	N	Y	18	Box
PAYDAY007	PAYDAY CANDY	1000	N	Y	30	Box
YAMMY		1	N	N	5000	Box
CAFFE		123	Y	Y	1212	Box
CAFFE		234	N	N	2323	Piece
MUFFIN		6	N	N	1000	Box
POTATO		12	N	N		
NM-Deli		1	N	N		
CHIP00		4	N	N		
CHIP00		123	N	N		
NOODLE	NOODLE	1	N	N		
CAFFEINE003	Bu/////	0	N	N		

Key in the number of pieces contained in each box.

**Note:** Accurate inventory control can only be maintained by having standardized packaging per each product.

Use the drop down menu to select Yes if the product is a HIPPA item or select No if the product is not.

In order for you to use our online fulfillment, we need to know some information regarding your product to be stored in our facility. Please use the following form to add to your product information:

Your Internal Product ID	Product Category	Product Description	Typical number of pieces in each box	HIPPA Item	Object Type	Need Stock Alert	Stock Alert Qty
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>

**Standard Pack** - The standard pack is the standard number of pieces stored in each box. This number is essential to maintaining accurate inventory counts. Many queries and calculations are written to utilize this field (example 10 Boxes of 100 = 1,000 pieces).

**HIPPA Item** – This field will indicate if a product needs to be stored in our HIPPA area. Additionally, it will be used when determining how a product or file will be handled during recycling/shredding.

## Adding new products to your list (page 4 of 5)

Adding New Products To Your List

Your existing list of products as defined in the system:

Your Internal Product ID	Product Description	Typical number of pieces in each box	HIPPA Item	Stock Alert	Alert Qty	Object Type
BUTTERSCOTCH	BUTTERSCOTCH CANDY	100	N	Y	90	Pallet
PIE-1001	Pumpkin Pie	1	N	Y	16	Box
POWerBar-001	Double Shot Chocolate Bar	15	N	Y	60	Box
NM-Delights	Enchilada con huevos	20	N	Y	100	Box
BigCandy-505	BIG CANDY	1200	N	Y	10	Box
CAKE-002	CAKE	100	N	Y	10	Box
SODA002	Dr Pepper	12	N	Y	20	Box
SODA003	7-UP	12	N	Y	35	Box
SODA001	Coca-Cola	12	N	N	15	Box
CHIP001	Doritos - Extra Cheesy	4	N	Y	10	Box
CHIP002	BBQ Fritos	6	N	N	30	Box
PIZZA001	Cottage Inn	1	N	Y	18	Box
PAYDAY007	PAYDAY CANDY	1000	N	Y	30	Box
YAMMYPIZZA-222	YAMMY PIZZA FROM PIZZA HUT	1	N	N	5000	Box
CAFFEINE002	Morning Grind	123	Y			
CAFFEINE001			N			
MUFFIN-01			N			
POTATO POTATOE			N			
NM-Delights			N			
CHIP004			N			
CHIP005	Pieces of Potatoe Chips	123	N			
NOODLE	NOODLE	1	N			
CAFFEINE003	Buzzzzzzzzzz	0	N			

In order for you to use our online fulfillment, we need to know some information regarding your product to be stored in our facility. Please use the following form to add to your product information:

Your Internal Product ID	Product Category	Product Description	Typical number of pieces in each box	HIPPA Item	Object Type	Need Stock Alert	Stock Alert Qty
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>
<input type="text"/>	CANDY	<input type="text"/>	<input type="text"/>	No	Carton	No	<input type="text"/>

Annotations:

- Select the type of object you would like your product to be stored as.
- Use the drop down menu to select Yes or No. If yes is selected, enter the alert quantity in the Stock Alert Qty field.

**Object Type** – By selecting an object type, the user is identifying the method with which the product will be stored and shipped. For example, if the user selects cartons, the product will only be available to ship in carton quantities as opposed to pieces or pallets.

**Need Stock Alert and Stock Alert Quantity** – If Need Stock Alert is set to Yes, an email will be sent to the user when the quantity on hand drops below the predetermined Stock Alert Quantity.



## Create Fulfillment Shipping Order (page 1 of 3)

If desired, you may enter an order number for your reference or records here.

Enter the desired date for the delivery of your product by U-Attic or the date you would like to pick-up your product from U-Attic.

Enter a time frame for the pick-up of your product (example: 8am to 12:30pm).

**U-Attic Fulfillment Operation**

**Create Fulfillment Shipping Order**

**Customer:** Digestive Disorders

Customer Order# (you may leave this blank)  Requested Delivery Date (mm/dd/yyyy)  Shipping/Pickup Time

Your Name  Your Email  Delivery Method

Notes (up to 2000 characters)

**Deliver To:**

Contact Person  Contact Phone  Contact Email

Department  Company  Building

Address1  Address2  City

State/Province  Zip  Country

**Detail Information:**

Product	Quantity
(None)	<input type="text"/>

[Go back](#)

This page is used when creating orders for products to be shipped from the U-Attic storage facility. The user can choose between having U-Attic deliver the items to a designated location or providing one's own method of picking up the items from U-Attic.

**Customer Order #** - This field can be used to enter an order number for one's own reference.

**Date** - The date field should be completed with the desired date for U-Attic pick-up or the estimated date of the product's arrival at U-Attic.

**Time** - The time field should be completed with the frame of time for which the product will be available for pick-up.

## Create Fulfillment Shipping Order (page 2 of 3)

**Create Fulfillment Shipping Order**

Customer: Digestive Disorders

Customer Order# (you may leave this blank)  Requested Delivery Date (mm/dd/yyyy)  Shipping/Pickup Time

Your Name  Your Email  Delivery Method

Notes (up to 2000 characters)

**Deliver To:**

Contact Person  Contact Phone  Contact Email

Department  Company  Building

Address1  Address2  City

State/Province  Zip  Country

**Detail Information:**

Product	Quantity
<input type="text" value="(None)"/>	<input type="text"/>

[Go back](#)

**Delivery Method** - Clicking on the drop down menu button will allow the user to select either Delivery Service (indicating that the customer wishes to have U-Attic deliver the items) or Customer Pick-up (indicating that the customer will provide the delivery service).

**Deliver To Address** - If U-Attic is going to be delivering the products, enter the address in these fields.

## Create Fulfillment Shipping Order (page 3 of 3)

**Service Fulfillment Operation**

### Create Fulfillment Shipping Order

Customer: Digestive Disorders

Customer Order# (you may leave this blank)  Requested Delivery Date (mm/dd/yyyy)  Shipping/Pickup Time

Your Name  Your Email  Delivery Method

Notes (up to 2000 characters)

**Deliver To:**

Contact Person  Contact Phone  Contact Email

Department  Company  Building

Address1  Address2  City

State/Province  Zip  Country

**Detail Information:**

Product	Quantity
(None)	<input type="text"/>

[Go back](#)

When finished, click on the Submit button.

**Product** - Clicking on the drop down menu button will permit the user to select a product.

**Quantity** - Enter the quantity of the product to be shipped.

**Submit** – The *Submit* button must be clicked after the user has completed the entry of new products. **If the *Submit* button is not clicked** and the user clicks the *Go Back to the Operation Screen* button, **all of the entered data will be lost.**

## Create Fulfillment Destroy Order (page 1 of 2)

If desired, you may enter an order number for your reference or records here.

Enter the desired date for the destruction of your product.

**Create Fulfillment Destroy Order**

*Warning: You are about to create an order to destroy your items currently stored at our facility.*

**Customer: Digestive Disorders**

Customer Order#  Requested Destroy Date (mm/dd/yyyy)  Your Name

Your Email

Notes/Instructions

**Detail Information Regarding Product To Be Destroyed**

Product	Quantity to Destroy	Destroy Method
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)

**Submit**

[Back to operation menu](#)

This page is used when creating orders for products to be destroyed. The user can choose between having their product recycled (non-confidential items) or shredded (confidential/HIPPA items).

**Customer Order #** - This field can be used to enter an order number for one's own reference.

**Date** - The date field should be completed with the desired date of destruction.

**Destroy Method** – Click on the drop down menu to select either Recycle Product (non-confidential items) or Shred Product (confidential/HIPPA items).

## Create Fulfillment Destroy Order (page 2 of 2)

Create Fulfillment Destroy Order - Microsoft Internet Explorer

Address: http://fulfillmentstorage.bf.umich.edu/fulfillment\_create\_destroy\_order.cfm

UNIVERSITY OF MICHIGAN  
Mail Service Fulfillment Operation

Create Fulfillment Destroy Order

**Warning: You are about to create an order to destroy your items currently stored at our facility.**

Customer: Digestive Disorders

Destroy Date:

Notes/Instructions (up to 2000 characters):

Detail Information Regarding Product To Be Destroyed

Product	Quantity to Destroy	Destroy Method
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)
(None)	<input type="text"/>	Recycle Product (Non Confidential)

[Back to operation menu](#)

When finished, click on the Submit button.

Select recycle or shred product.

**Product** - Clicking on the drop down menu button will permit the user to select a product.

**Quantity** - Enter the quantity of the product to be destroyed.

**Object Type** - Clicking on the drop down menu button will permit the user to select from the following three object types: Box, Pallet, or Piece.

**Submit** - The *Submit* button must be clicked after the user has completed the entry of new products. **If the *Submit* button is not clicked** and the user clicks the *Go Back to the Operation Screen* button, **all of the entered data will be lost.**

## Adding new product categories to your list

Adding new products to your list - Microsoft Internet Explorer

Address: [http://www.mailservice.bf.umich.edu/cfm/management/fulfillment\\_add\\_new\\_part\\_category.cfm](http://www.mailservice.bf.umich.edu/cfm/management/fulfillment_add_new_part_category.cfm)

UNIVERSITY OF MICHIGAN  
**Mail Service**  
Fulfillment Operations

**Adding new product categories to your list**

Your existing list of product categories defined in the system:

Category
CANDY
PIZZA
MUFFIN
BEVERAGE
SNACKS

In order for you to use our online fulfillment, we need to know some information regarding your product category to be stored in our facility. Please use the following form to add your category information:

Category

<input type="text"/>

View your account's existing categories.

Type in additional categories that are applicable to your product.

When finished, click on the Submit button.

This page is used when creating categories that products may be listed under. These categories will facilitate the user's ability to quickly sort and identify inventory stored in U-Attic. For example, each of the various types of envelopes (No. 10, 10x13, Monarch) would be categorized as Envelope.

**Category** – Enter the categories of products here. Remember, categories are utilized for narrowing down one's inventory searching/sorting capabilities.

**Submit** – The *Submit* button must be clicked after the user has completed the entry of new products. **If the *Submit* button is not clicked** and the user clicks the *Go Back to the Operation Screen* button, **all of the entered data will be lost.**