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

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.*

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.

Callout (yellow): Enter additional passwords for your account (separate the passwords with a ;).

Callout (orange): We recommend that you change your administrator password at this time.

Callout (green): When finished, click on the Submit button.

Callout (orange): Enter the names of those department members authorized to view files (separate the names with a ;).

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.

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

Narrow your search by selecting a product category or hiding products with an onhand quantity of zero.

Mail Service Business System - Microsoft Internet Explorer

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.edu/fulfillment_view_inventory.cfm

M I C H I G A N

Mail Service Fulfillment Operation

View Fulfillment Inventory

Department: Mail Service
ShortCode: 123456

[All Categories ▾]   **Search Again**   (hide parts with zero onhand quantity ☐)

View the total number of pieces and total number of packages of each product of your inventory.

Sort by: ◉ Product ID / ○ Product Name   **Sort**

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

Select a sort order.

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

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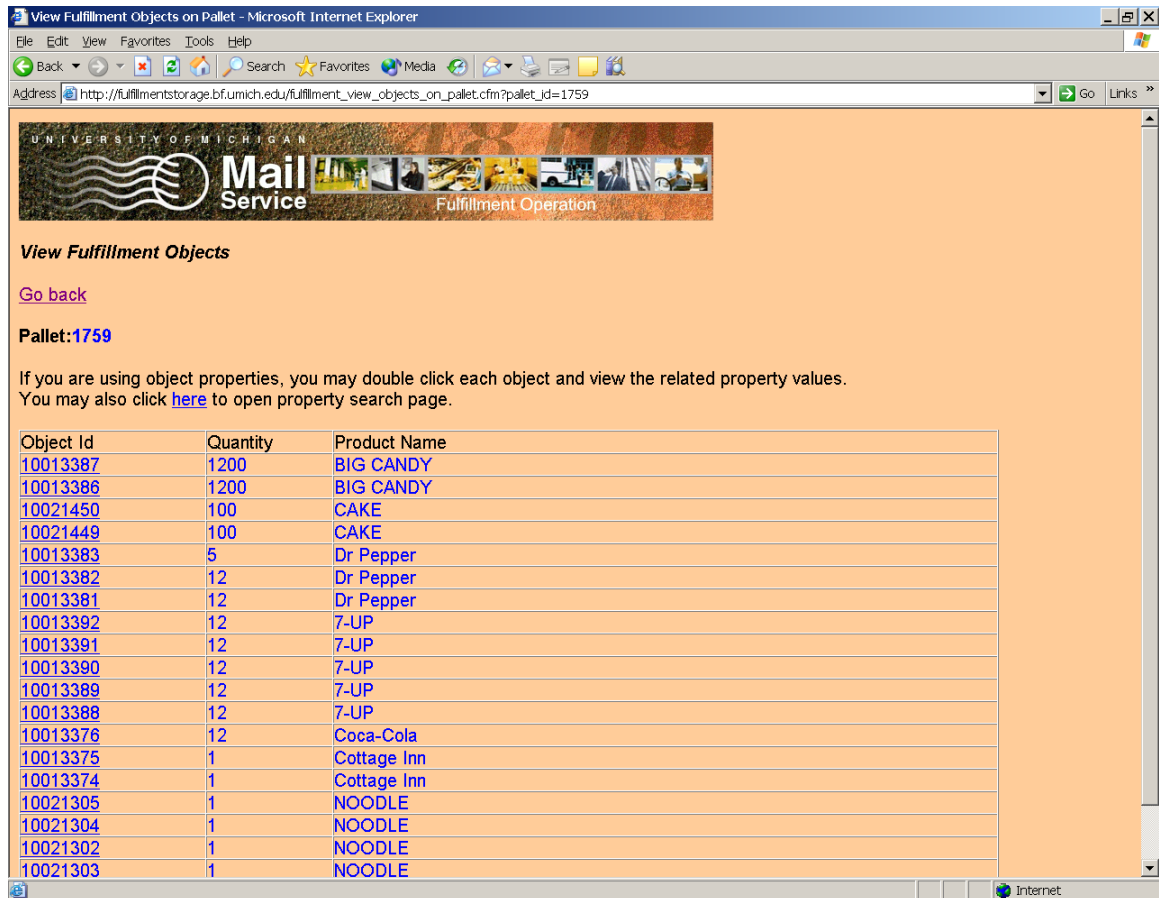
Click on a product ID to view a detailed list of each product's objects.

🔵 Internet

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

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

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 - Microsoft Internet Explorer

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Address http://fulfillmentstorage.bf.umich.edu/fulfillment_create_receiving_order.cfm   Go   Links »

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

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.

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

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

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)	
(None)	
(None)	
(None)	
(None)	
(None)	
(None)	

Submit

Go back

Done   Internet

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)

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)

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)

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Address http://fulfillmentstorage.bf.umich.edu/fulfillment_add_new_parts.cfm   Go   Links »

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
CAFFEINE003	Buzzzzzzzzzzz	0	N	Y	400	Box

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

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
	CANDY ▾			No ▾	Carton ▾	No ▾	
	CANDY ▾			No ▾	Carton ▾	No ▾	
	CANDY ▾			No ▾	Carton ▾	No ▾	
	CANDY ▾			No ▾	Carton ▾	No ▾	
	CANDY ▾			No ▾	Carton ▾	No ▾	

Done   Internet

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)

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.

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)

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.

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

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Address http://fulfillmentstorage.bf.umich.edu/fulfillment_add_new_parts.cfm

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
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
CHIP005	Pieces of Potatoe Chips	123	N	N	3	Box
NOODLE	NOODLE	1	N	N	10	Box
CAFFEINE003	Bu//////////	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

When complete, click the Submit button.

D	Product Category	Product Description	Typical number of pieces in each box	HIPPA Item	Object Type	Need Stock Alert	Stock Alert Qty
	CANDY			No	Carton	No	
	CANDY			No	Carton	No	
	CANDY			No	Carton	No	
	CANDY			No	Carton	No	
	CANDY			No	Carton	No	
	CANDY			No	Carton	No	
	CANDY			No	Carton	No	

Submit

Go back to the operation screen

Done   Internet

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 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).

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 — Delivery Service

Notes (up to 2000 characters)

Deliver To:

Contact Person	Contact Phone	Contact Email
Department	Company	Building
Address1	Address2	City
State/Province	Zip	Country USA

Detail Information:

Product — (None) / (None) / (None) / (None) / (None) / (None) / (None)

Quantity

Submit

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)

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)

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 - Microsoft Internet Explorer

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nt_create_destroy_order.cfm

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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

Customer Order#
(you may leave this blank)

Requested Destroy Date
(mm/dd/yyyy)

Your Name

Your Email

Notes/Instructions
(up to 2000 characters)

Detail Information Regarding Product To Be Destroyed

Product	Quantity to Destroy	Destroy Method
(None)		Recycle Product (Non Confidential)
(None)		Recycle Product (Non Confidential)
(None)		Recycle Product (Non Confidential)
(None)		Recycle Product (Non Confidential)
(None)		Recycle Product (Non Confidential)
(None)		Recycle Product (Non Confidential)
(None)		Recycle Product (Non Confidential)

Submit

Back to operation menu

Done   Internet

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)

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

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.**