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://mbiz.bf.umich.edu/fulfillmentstoragesvcs/. 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.

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

When finished, click on the Submit button.

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.
- 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.

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

Select a sort order.

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.
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).

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

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)**

**Delivery 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.
Select your product that you will be storing. These drop down menus only show products that you have already set up within your account.

Enter the quantity that will be stored.

When finished, click on the Submit button.

**Product Category** – Clicking on the drop down menu list will allow the user to select a category from the categories that are already established for the user’s account. By choosing a category the system will automatically filter out any products that are not in the category for the “Product” dropdown window.

**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

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 or modify existing products. When adding new product, 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.

**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.

**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.

Use the drop down menu to select Yes or No. If yes is selected, enter the alert quantity in the Stock Alert Qty field.

Select the type of object you would like your product to be stored as.

When complete, click the Update button.

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

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.
Select from two delivery methods:
1. You pick it up.
2. We deliver it to you.

If you have chosen to have U-Attic deliver your product, enter the delivery address here.

**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)

Select the product that you would like shipped.

Enter the quantity of products that will be shipped.

Product Category – Clicking on the drop down list will permit the user to select a category.

Product - Clicking on the drop down menu button will permit the user to select a product within in the selected category.

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

New Order Item – if you have more than one item in the order you may click the button to create as many items as you need.

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.
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).

**Product Category** – Clicking on the drop down list will permit the user to select a category.

**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.

New Order Item – if you have more than one item in the order you may click the button to create as many items as you need.

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.

Add – This button will allow you to create as many new categories as you want.
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.**