

# Delivery Order

The Delivery Order view allows the user to view and manage the company's outbound orders. The following is the complete cycle of goods delivery process:

**Delivery Order → Picking → Packing → Goods Delivery ( → *Proof Of Delivery\** ) → Sales Invoice**

\*Note: Proof of Delivery process is optional, it depend on whether this is set as requirement in the customer's record, "**Account – (Masters) – Customers**". Tick "**Requires Proof of Delivery**" checkbox if the customer requires it.

Below are available actions for the user from "**Delivery Order**" :



Generate new delivery order



View all orders or selected orders based on a date range or warehouse or Deliver to location.

Delivery Order										
Deliver To: < Select All >		Warehouse: < Select All Warehouses >		Search						
Year:	Year 2016	From:		To:		Doc/Ref #:				
Date	Document #	Reference #	Partner #	Partner Name	Wh #	Warehouse Name	Promised Date	Priority	Branch	
Jan 14, 2016	SO-16-010151	tres	4110.011/CO001	Cold Storage - HQ	TE01	Main Warehouse		Medium	Head Office	
Feb 23, 2016	SO-16-020180	PO-201602-Lux123	4110.011/CO001	Cold Storage - HQ	TE01	Main Warehouse		Medium	Head Office	
Mar 7, 2016	SO-16-030186	Allow Discount By X Spent	4110.011/CO001	Cold Storage - HQ	TE01	Main Warehouse		Medium	Head Office	
Mar 7, 2016	SO-16-030187	Test Promotion Close Function	4110.011/CO001	Cold Storage - HQ	TE01	Main Warehouse		Medium	Head Office	
May 12, 2016	PSI16-050017	SO-16-050202	4110.011/SE002	7-11 - HQ	TE01	Main Warehouse	May 4, 2016	Medium	Head Office	

Show: Picking Not Created

Branch: < Select All >

Delivery Orders List (5) | Delivery Order

**Delivery Order**

Date: 05/02/2016 Document #: PSI16-020012 Reference #: SO-16-020158 Branch: HQ - Head Office

**Partner Details**

Deliver To: PR-BGD - Prime Stores Bangladesh

Ship To Location: City: Contact Person: Promised Date: 08/02/2016 Inco Terms: EXW - Ex Works

**Other Details**

Warehouse: QCW - Quartier Central Warehouse Receive Via: Lorry

Representative: EM01 - Chris Description: Priority: Medium

Items / Articles Notes / Attachments

Product Brand: < Select All > Filter:

#	Product #	Description	UOM	Quantity
1	LG-001	Lego Medieval	Each	10
2	LG-002	Lego Age of Discovery	Each	10
3	LG-003	Lego Jungle Feast	Each	10
4	YK-S001	Yankee Candle Small Lavander	Each	20
5	YK-M001	Yankee Candle Medium Lavander	Each	20
6	YK-L001	Yankee Candle Large Lavander	Each	20

Generate Report Picking: PIC16-020177 Total Quantity: 90

Delivery Orders List (46) Delivery Order

Field Name	Description	Mandatory Requirement
Date	Delivery date	Y
Document No.	Self-explanatory	Y
Reference No.	Self-explanatory	N
Branch	Company's branch initiating the D0	Y
Deliver To	Self-explanatory	N
Ship to	Self-explanatory	N
Contact Person	Self-explanatory	N
Promised Date	Self-explanatory	N
Inco Terms	Self-explanatory	Y
Warehouse	Self-explanatory	Y
Receive Via	Self-explanatory	N
Representative	Self-explanatory	N
Description	Self-explanatory	N
Priority	Indicate the Urgency	N

## Generate New Delivery Order

1. Generate new delivery order (D0) through **Sales module (Sell In Transactions)** from **"Sales Order"** or **"Proforma Invoice"**. D0 document can also be generated through **Purchase module (Transactions)** from **"Debit Note"**. Delivery order document will be automatically generated after approval of the source document. Click the delivery order link at the bottom left of screen above **"Generate Documents"** button

**Proforma Invoice**

Document Date: 12/05/2016 Document Number: **PSI16-050017** Reference Number: SO-16-050202 Branch: HQ - Head Office

Customer: 4110.011/SE002 - 7-11 - HQ Currency: SGD Deliver To: 4110.011/SE002 - 7-11 - HQ

Customer Location: HQ - AMK Contact Person: HQ Delivery Location: City Hall MRT

**Additional Details**

Ship From: TE01 - Main Warehouse Ship Via: Representative: EM04 - Noe Saglio Delivery Date: 04/05/2016

Payment Term: Net 30 Days - Net 30 Days Inco Terms: EXW - Ex Works Bank Account:

Analytical Group: TT02 - Third Party Tax: Price Excludes Tax Priority: Medium

Items / Articles Taxes Notes / Attachments Reserved Stock

Product Brand	Loa	Description	Uom	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Change Reason	Expense Type
1	Loa0	LOACKER MIX COOKIES 10 X 300GRAMS	Each	10	\$54.80		\$54.80	\$548.00	Sales Tax Account 7%		
1	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	10	\$54.80		\$54.80	\$548.00	Sales Tax Account 7% SR		
2	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	10	\$53.99		\$53.99	\$539.90	Sales Tax Account 7% SR		

Delivery Order: **PSI16-050017** Total [Qty: 20, Amount: \$587.90 - Discount: + Tax: \$56.15] = Grand Total: \$594.05

Generate Report Create New Save Revert Delete

Proforma Invoices List Proforma Invoice

**Delivery Order**

Date: 12/05/2016 Document #: **PSI16-050017** Reference #: **SO-16-050202** Branch: HQ - Head Office

Partner Details: Deliver To: 4110.011/SE002 - 7-11 - HQ

**Other Details**

Warehouse: TE01 - Main Warehouse Receive Via:

**Sales Order**

Document Date: 17/06/2016 Document Number: **SO-16-060219** Reference Number: test CRLimit - NIL Branch: HQ - Head Office

Customer: 4110.011/SE002 - 7-11 - HQ Currency: SGD Deliver To: 4110.011/SE002 - 7-11 - HQ

Customer Location: HQ - AMK Contact Person: HQ Delivery Location: HQ - AMK

**Additional Details**

Ship From: TE01 - Main Warehouse Ship Via: Representative: Invoice Rule: After Delivery

Payment Term: Net 30 Days - Net 30 Days Inco Terms: EXW - Ex Works Priority: Medium

Analytical Group: TT02 - Third Party Tax: Price Excludes Tax

Items / Articles Taxes Notes / Attachments Reserved Stock Applied Promotions

Product Brand	Loa	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Change Reason	Expense Type
1	Loa07	LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Each	3	3	\$50.96		\$50.96	\$52.88	Sales Tax Account 7%		
2	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	3	3	\$54.80		\$54.80	\$514.40	Sales Tax Account 7%		

Delivery Order: **SO-16-060219** Total [Qty: 6, Amount: \$517.28 - Discount: + Tax: \$51.21] = Grand Total: \$518.49

Generate Documents Show Invoice Create New Save Revert Delete

Sales Orders List Sales Order

**Delivery Order**

Date: 17/06/2016 Document #: **SO-16-060219** Reference #: test CRLimit - NIL Branch: HQ - Head Office

Partner Details: Deliver To: 4110.011/SE002 - 7-11 - HQ

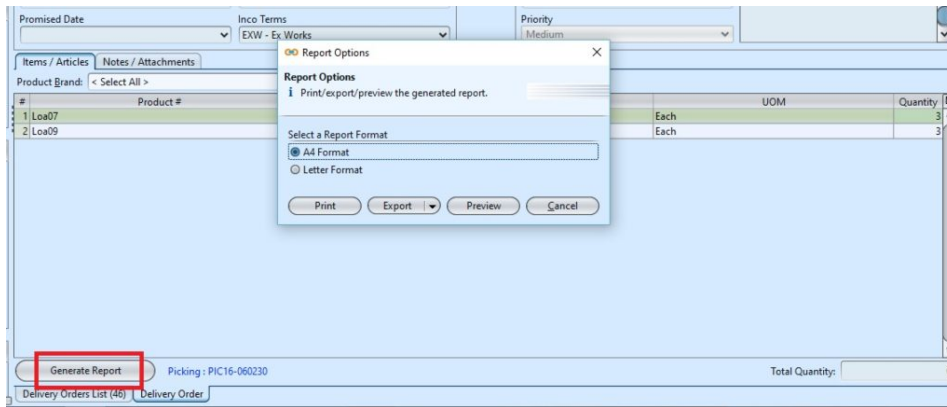
**Other Details**

Warehouse: TE01 - Main Warehouse Receive Via:

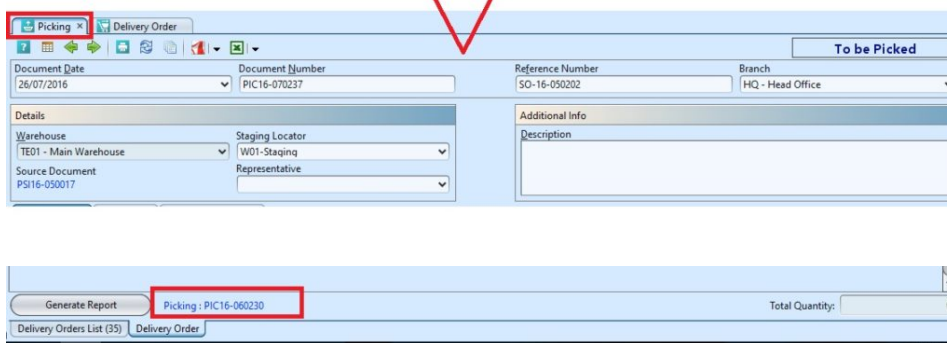
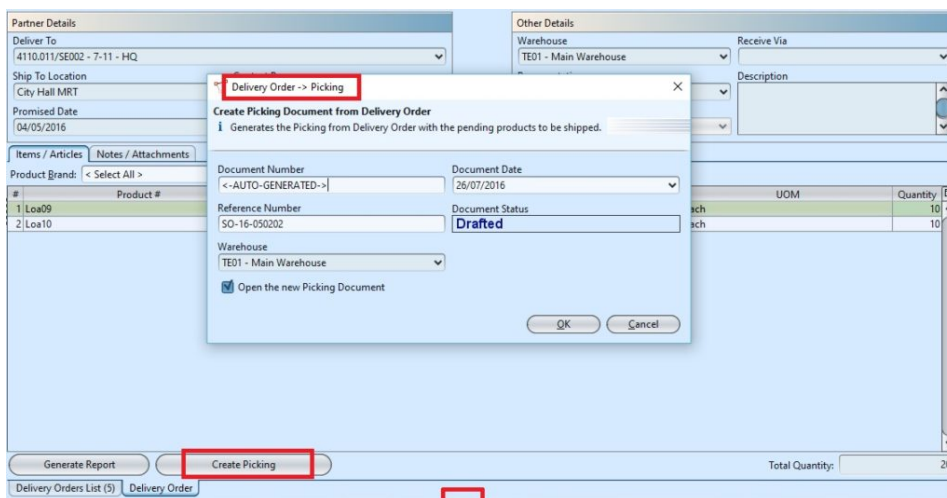
Ship To Location: Contact Person:

Representative: Description:

2. Click arrow on **Generate Report** button at the bottom left of screen to print the delivery order.



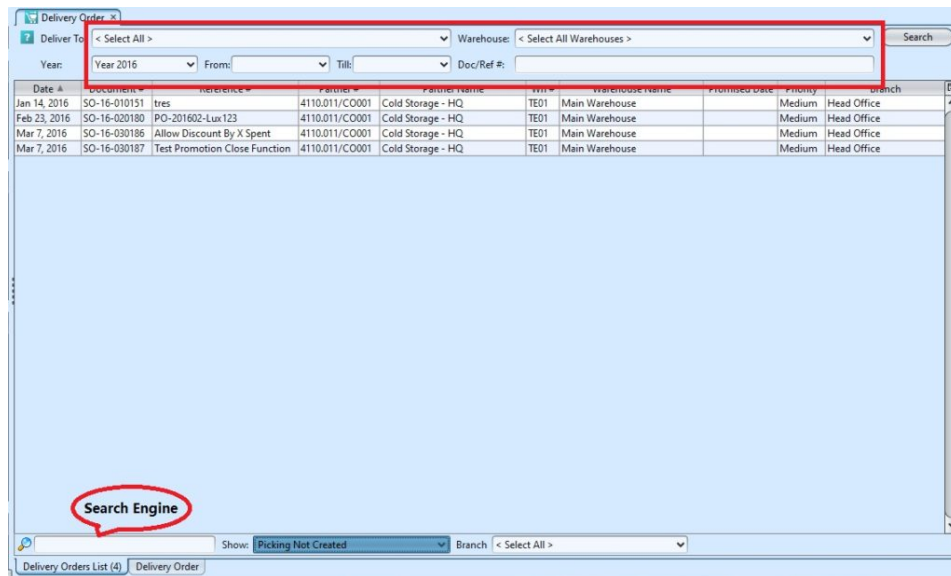
3. Click **“Create Picking”** button at the bottom left of screen to generate picking. A link to show the picking document will replace the button.



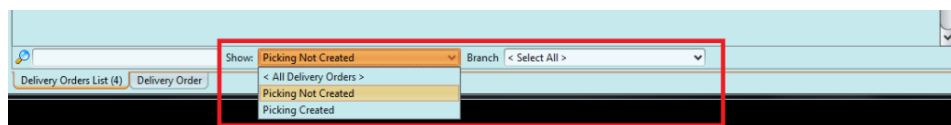
## View and Search for Delivery Order

1. Click on **“Delivery Orders List”** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e.

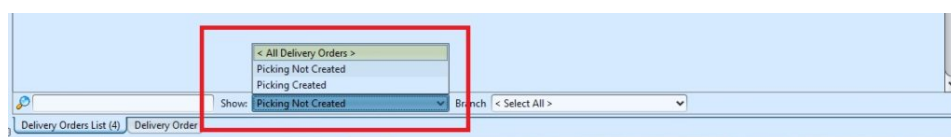
type in which customer to search for in the  
“Warehouse” text field box or select from drop-down  
list



3. User can filter the list to show D0 with picking created or not created from “**Show**” drop-down list at bottom of screen.



4. Result can be sorted alphabetically by clicking the fields' columns.



5. Double click on delivery order document to view full details of the order, it will bring up the details on “**Delivery Order**” tab for the selected order.