


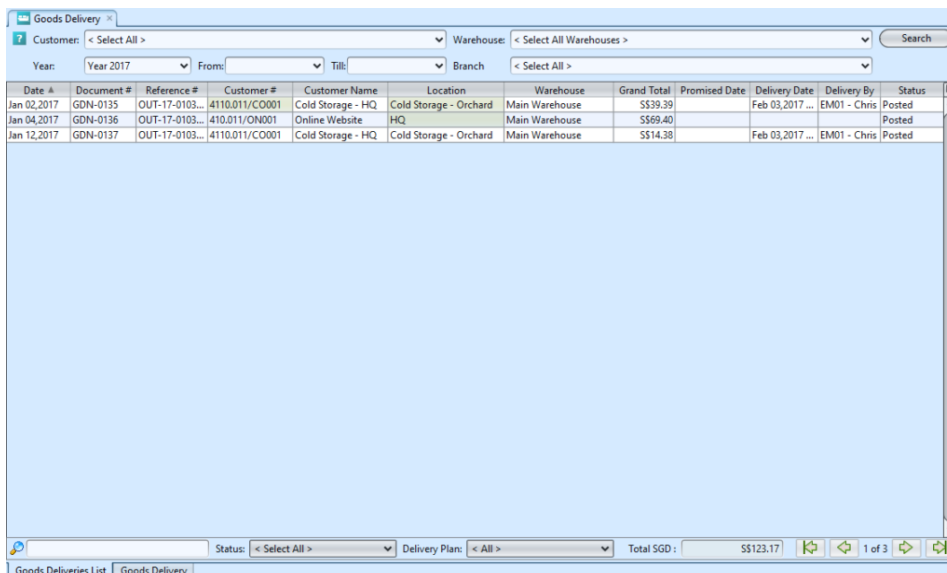


# Goods Delivery

Goods Delivery view allows user to manage and process goods delivery for outbound items after packing process. User can also set date, time, and assign which employee to deliver the goods using **"Delivery Planning"** feature.

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

-  Confirm the goods delivery, save, revert and delete.
-  View and search goods delivery details
-  Manage the delivery planning



The screenshot displays the 'Goods Delivery' application window. At the top, there are several filter fields: 'Customer' (set to '< Select All >'), 'Warehouse' (set to '< Select All Warehouses >'), 'Year' (set to 'Year 2017'), 'From', 'To', and 'Branch' (set to '< Select All >'). A search button is located to the right of the Warehouse field. Below the filters is a table with the following columns: Date, Document #, Reference #, Customer #, Customer Name, Location, Warehouse, Grand Total, Promised Date, Delivery Date, Delivery By, and Status. The table contains three rows of data:

Date	Document #	Reference #	Customer #	Customer Name	Location	Warehouse	Grand Total	Promised Date	Delivery Date	Delivery By	Status
Jan 02,2017	GDN-0135	OUT-17-0103...	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard	Main Warehouse	\$539.39		Feb 03,2017 ...	EM01 - Chris	Posted
Jan 04,2017	GDN-0136	OUT-17-0103...	410.011/ON001	Online Website	HQ	Main Warehouse	\$569.40				Posted
Jan 12,2017	GDN-0137	OUT-17-0103...	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard	Main Warehouse	\$514.38		Feb 03,2017 ...	EM01 - Chris	Posted

At the bottom of the window, there is a status bar showing 'Status: < Select All >', 'Delivery Plan: < All >', and 'Total SGD: \$5123.17'. There are also navigation icons and a page indicator '1 of 3'.

Document Date: 26/07/2016 | Document Number: GDN-0094 | Reference Number: SO-16-030194 | Branch: HQ - Head Office

Customer: 4110.011/WA001 - Watsons - HQ | Currency: SGD | Warehouse: TE01 - Main Warehouse | Staging Locator: W01-Staging

Customer Location: Orchard - Paraqon | Contact Person: Cold Storage - Orchard | Inco Terms: EXW - Ex Works | Shipping Method: [Empty]

Additional Details: Representative: [Empty] | Promised Date: [Empty] | Description: testPromo-CS-2016-0301

#	Product	Description	UOM	Quantity	Unit Cost	Total Amount
3	BD01-003145	Ctrl-A Beauty Balm 40ml	Each - Each	10	S\$11.977000	S\$119.77
6	Loa07	LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Carton-150	3	S\$34.613333	S\$103.84
7	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	4	S\$1.152500	S\$4.61

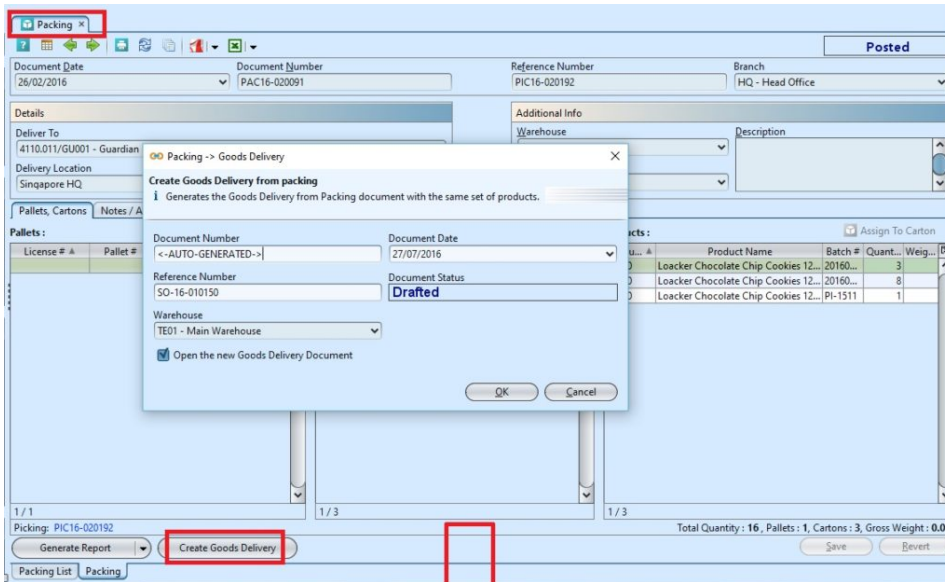
Total Quantity: 17 | Grand Total: S\$228.22

Buttons: Confirm Goods Delivery, Packing: PAC16-040101, Save, Evert, Delete

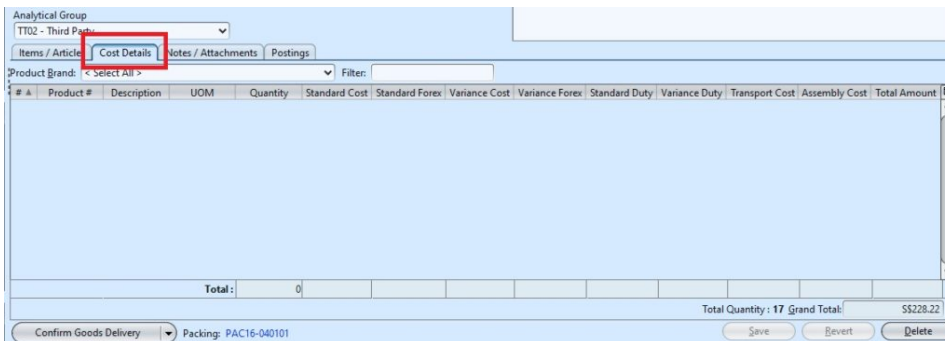
Field Name	Description	Mandatory Information
Document Date	Specify the date	Y
Document Number	Self-explanatory	Y
Reference Number	Reference code for easy search	N
Branch	Self-explanatory	Y
Customer	Self-explanatory	Y
Currency	Currency used by the customer	Y
Warehouse	Self-explanatory	Y
Staging Locator	Staging location of the item(s) in the warehouse	Y
Customer Location	Self-explanatory	Y
Contact Person	Self-explanatory	N
Inco Terms	Self-explanatory	Y
Shipping Methods	Self-explanatory	N
Representative	Self-explanatory	N
Promised dates	Self-explanatory	N
Description	Free text	N
Analytics Group	Group Reporting	N

## Generate Goods Delivery

1. User generate goods delivery document through **"Inventory – (Outbound) Packing"** by clicking **"Create Goods Delivery"** button at the bottom left of screen of the packing document.



2. The cost details for the item will be automatically generated under **“Cost Details”** tab if there is any cost.



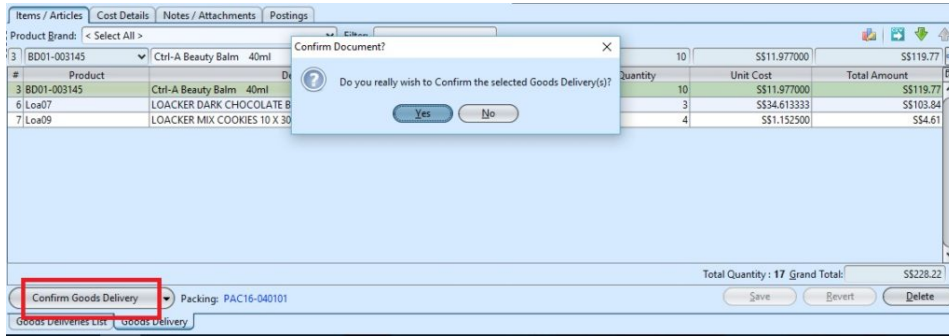
3. Optional: Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment

4. Click **“Save”** button at the bottom right side of screen to save

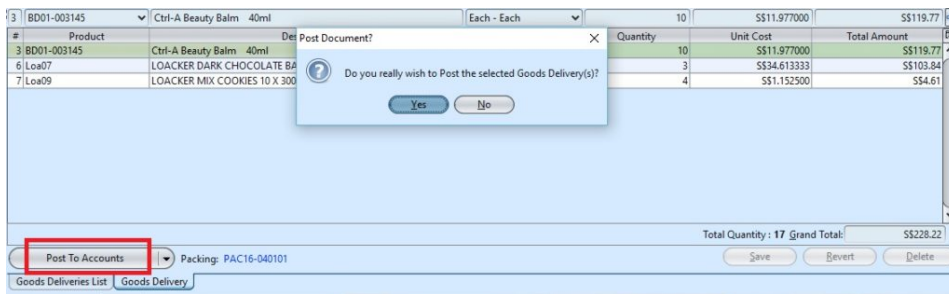


5. Click on **“Confirm Goods Delivery”** button at the

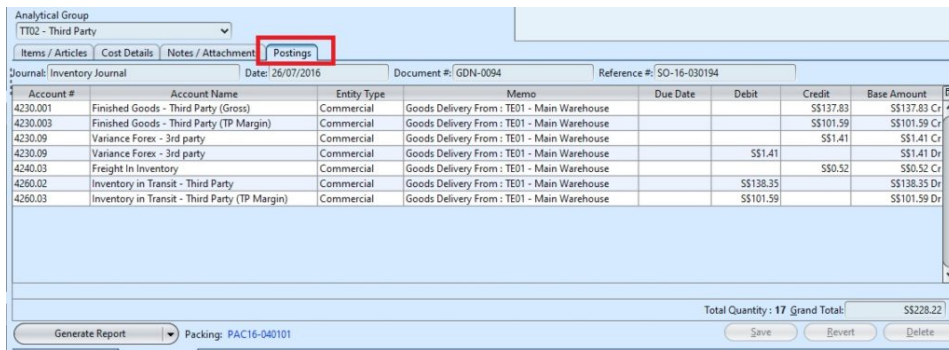
bottom of screen to confirm the the goods delivery.



6. Click on **“Post to Account”** button at the bottom of screen to post to account.



7. Click on **“Posting”** tab at the middle of screen to view the details.



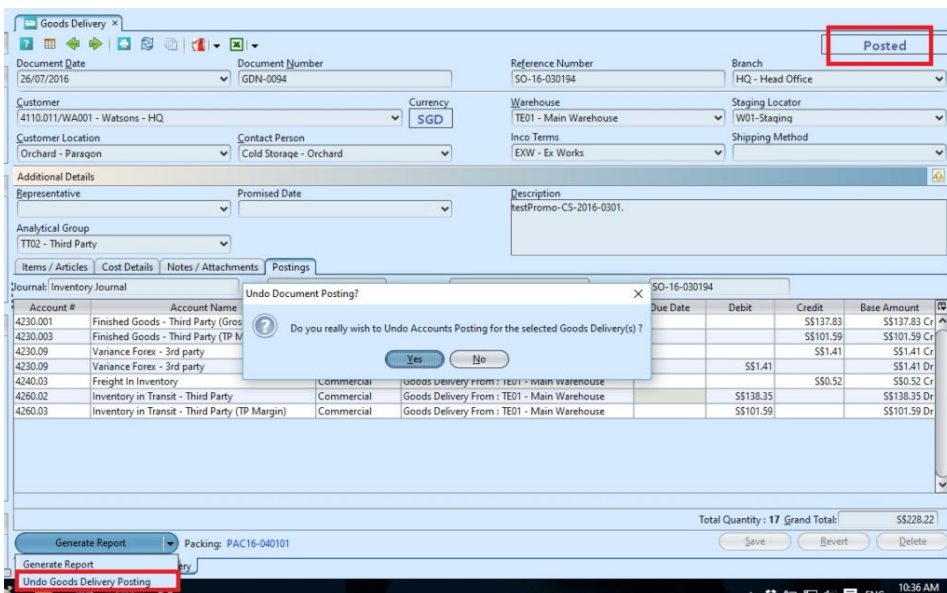
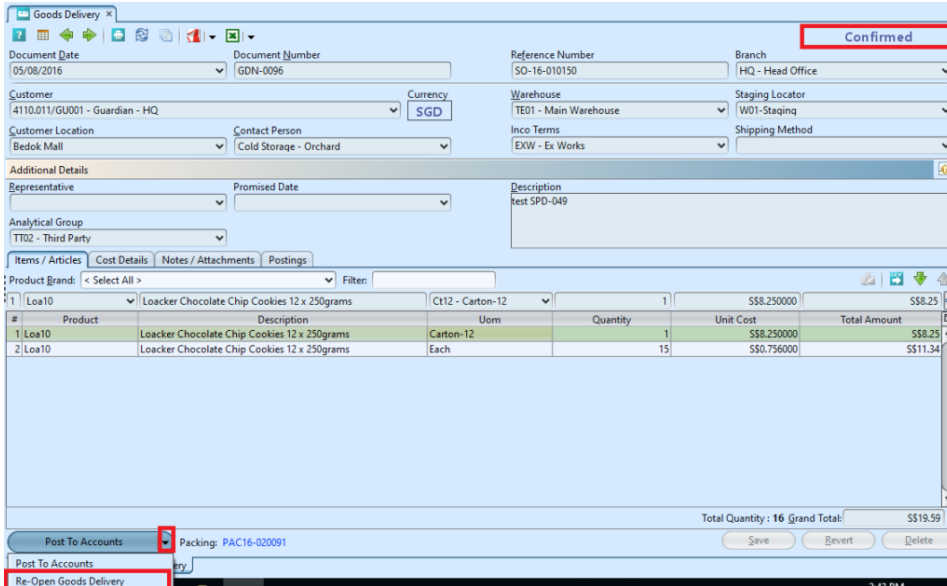
8. Click arrow on **Generate Report** button on bottom left screen to generate report.

## Update Goods Delivery

1. Click on **“Goods Deliveries List”** tab at the bottom of screen

2. Double click on goods delivery document to be

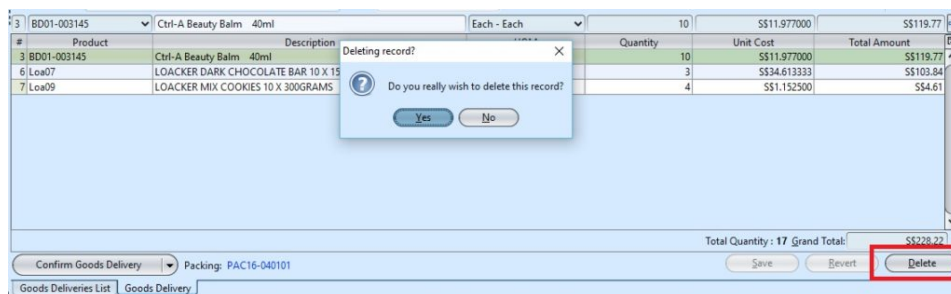
updated, it will bring up the details on **“Goods Delivery”** tab for the selected document. If the goods delivery’s status is **“Posted”** or **“Confirm”**, click arrow on **“Generate Report”** button at the bottom left of screen and reopen / undo approval of the document first.



3. Click **“Save”** button at the bottom right side of screen
4. Click on **“Confirm Goods Delivery”** button at the bottom of screen to confirm the the goods delivery.
5. Click on **“Post to Account”** button at the bottom of screen to post to account.

## Delete Goods Delivery:

1. Click on **"Goods Deliveries List"** tab at the bottom of screen
2. Double click on goods delivery document to be deleted, it will bring up the details on **"Goods Delivery"** tab for the selected document. If the goods delivery's status is **"Posted"** or **"Confirm"**, click arrow on **"Generate Report"** button at the bottom left of screen and reopen / undo approval of the document first.
3. Click on **"Delete"** button at the bottom right side of screen
4. Click on **"Yes"** button on the pop-up window to confirm goods delivery document deletion



## View and Search for Goods Deliveries Details:

1. Click on **"Goods Deliveries List"** tab at the bottom of screen
2. The user will be able to filter the list by Customer, Warehouse, Year and Date range and by Branch.

Date	Document #	Reference #	Customer #	Customer Name	Location	Warehouse	Grand Total	Promised Date	Delivery Date	Delivery By	Status
Jan 02,2017	GDN-0135	OUT-17-0103...	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard	Main Warehouse	\$539.39		Feb 03,2017 ...	EM01 - Chris	Posted
Jan 04,2017	GDN-0136	OUT-17-0103...	410.011/ON001	Online Website	HQ	Main Warehouse	\$569.40				Posted
Jan 12,2017	GDN-0137	OUT-17-0103...	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard	Main Warehouse	\$514.38		Feb 03,2017 ...	EM01 - Chris	Posted

3. User can do a free style search of the delivery and also select the the records from the **"Status"** drop-down list for Drafted / Confirmed, Drafted, Confirmed and Posted.

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

5. Double click on goods delivery to view full details of the document, it will bring up the details on **"Goods Delivery"** tab for the selected document.

## Update Goods Delivery's Delivery Plan:

1. Select **"Goods Deliveries List"** tab at the bottom of screen. From the Goods Delivery List View, select the Goods Deliveries for which you want to update the delivery plan. Please note that this feature is access controlled and you need to have your administrator granting you the relevant access.

2. Select a document line, then right-click and select **'Update Delivery Plan'** option. User can select more than 1 document line to update delivery plan for multiple Goods Delivery documents. This will add **"Delivery Date"** and **"Delivery By"** values to the Goods Delivery document (see list view snapshot below)

Goods Delivery

Customer: < Select All > Warehouse: < Select All Warehouses > Search

Year: Year 2017 From: Title: Branch: < Select All >

Date	Document #	Reference #	Customer #	Customer Name	Location	Warehouse	Grand Total	Promised Date	Delivery Date	Delivery By	Status
Jan 02,2017	GDN-0135	OUT-17-0103...	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard	Main Warehouse	\$539.39		Feb 03,2017 ...	EM01 - Chris	osted
Jan 04,2017	GDN-0136	OUT-17-0103...	410.011/ON001	Online Website	HQ	Main Warehouse	\$569.40				osted
Jan 12,2017	GDN-0137	OUT-17-0103...	4110.011/CO001	Cold Storage - HQ	Cold Storage - HQ		\$514.38		Feb 03,2017 ...	EM01 - Chris	osted

Show Goods Delivery  
 Preview Goods Delivery  
 Confirm Goods Delivery(s)  
 Reopen Goods Delivery(s)  
 Post Goods Delivery(s)  
 Undo Goods Delivery Posting(s)  
 Delete Goods Delivery(s)  
 Update Delivery Plan

Status: < Select All > Delivery Plan: < All > Total SGD: \$5123.17 1 of 3

3. Enter ***“Delivery Date”***, ***“Delivery Time”***, and ***“Delivery By”*** then press ***OK*** button. This will set the status of the good delivery as ***“Planned”***

Delivery Planning

Delivery By required.

Delivery Date: [ ]

Delivery Time: 00:00:AM

Delivery By: [ ]

Undo Delivery Plan OK Cancel



**Delivery Planning**

Delivery Date: 03/02/2017

Delivery Time: 09:00:AM

Delivery By: EM01 - Chris

Buttons: Undo Delivery Plan, OK, Cancel

**Optional:** This can also be used to undo the Delivery Planning, to clear the delivery plan, if user need to cancel or postpone the goods delivery. This will set the status of the good delivery as ***“To Be Planned”*** Click ***“Undo Delivery Plan”*** button to clear the delivery planning fields / values for the selected Goods Delivery document(s).

4. User can then filter the list of Goods Delivery document using the available filter or sort by the ***“Delivery Date”*** or ***“Delivery By”*** column.

Goods Deliveries List | Goods Delivery

Status: < Select All > | Delivery Plan: < All > | Total

Dropdown menu options: < All >, To Be Planned, Planned, < All >