


# Proof Of Deliveries

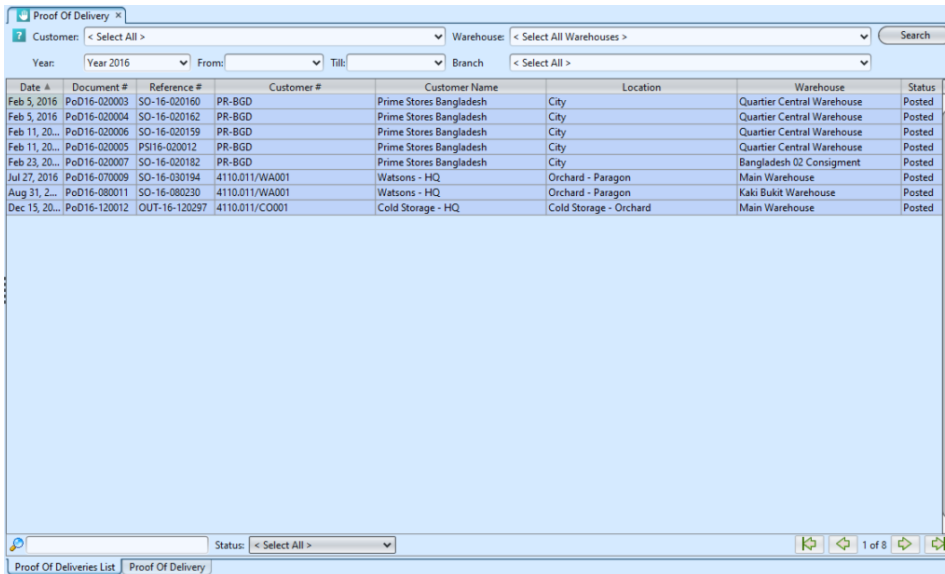
It refers to receipt signed by a consignee or recipient, confirming delivery of a shipment in good order and condition. The proof of deliveries view allows the user to view the list of all deliveries that has been completed.

\*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 **"Proof Of Deliveries"** :

 Confirm, save, revert and delete the proof of delivery.

 View and search proof of delivery details



Date	Document #	Reference #	Customer #	Customer Name	Location	Warehouse	Status
Feb 5, 2016	PoD16-020003	SO-16-020160	PR-BGD	Prime Stores Bangladesh	City	Quartier Central Warehouse	Posted
Feb 5, 2016	PoD16-020004	SO-16-020162	PR-BGD	Prime Stores Bangladesh	City	Quartier Central Warehouse	Posted
Feb 11, 20...	PoD16-020006	SO-16-020159	PR-BGD	Prime Stores Bangladesh	City	Quartier Central Warehouse	Posted
Feb 11, 20...	PoD16-020005	PS16-020012	PR-BGD	Prime Stores Bangladesh	City	Quartier Central Warehouse	Posted
Feb 23, 20...	PoD16-020007	SO-16-020182	PR-BGD	Prime Stores Bangladesh	City	Bangladesh Q2 Consignment	Posted
Jul 27, 2016	PoD16-070009	SO-16-030194	4110.011/WA001	Watsons - HQ	Orchard - Paragon	Main Warehouse	Posted
Aug 31, 2...	PoD16-080011	SO-16-080230	4110.011/WA001	Watsons - HQ	Orchard - Paragon	Kaki Bukit Warehouse	Posted
Dec 15, 20...	PoD16-120012	OUT-16-120297	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard	Main Warehouse	Posted

**Proof Of Delivery**

Document Date: 11/02/2016 Document Number: PoD16-02006 Reference Number: SO-16-020159 Branch: HQ - Head Office

Customer: PR-BGD - Prime Stores Bangladesh Currency: USD Warehouse: QCW - Quantier Central Warehouse Staging Locator: BLD01-Staging

Customer Location: Contact Person: Inco Terms: EXW - Ex Works Shipping Method: Lorry

Additional Details

Representative: EM01 - Chris Promised Date: 17/02/2016 Description:

Analytical Group: TT02 - Third Party

Items / Articles Cost Details Notes / Attachments Postings

Product Brand: < Select All > Filter:

#	Product	Description	UOM	Delivered Qty	Confirmed Quantity	Return Reason	Unit Cost	Total Amount
1	LG-003	Lego Jungle Feast	Each	60	60		\$528.571500	\$51,714.29
1	LG-003	Lego Jungle Feast	Each	60	60		\$528.571500	\$51,714.29
2	LG-001	Lego Medieval	Each	36	36		\$528.571389	\$51,028.57
3	LG-002	Lego Age of Discovery	Each	60	60		\$528.571500	\$51,714.29

Total Quantity: 156 Grand Total: \$54,457.15

Generate Report Show Goods Delivery Show Sales Invoice Save Revert Delete

Proof Of Deliveries List Proof Of Delivery

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 Proof of Deliveries

1. The proof of delivery will be generated automatically through **“Inventory – (Outbound) Goods Delivery”** after approval of the goods delivery document. Open the proof of delivery document by clicking the **“Show Proof of Delivery”** link in the goods delivery document at the

bottom of screen.

Goods Delivery

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 - Paraon Contact Person: Cold Storage - Orchard Inco Terms: EXW - Ex Works Shipping Method:

Additional Details

Representative: Promised Date: Description: testPromo-CS-2016-0301.

Analytical Group: TT02 - Third Party

Items / Articles Cost Details Notes / Attachments Postings

Product Brand: < Select All > Filter:

#	Product	Description	UOM	Quantity	Unit Cost	Total Amount
3	BD01-003145	Ctrl-A Beauty Balm 40ml	Each - Each	10	\$511.977000	\$5119.77
3	BD01-003145	Ctrl-A Beauty Balm 40ml	Each	10	\$511.977000	\$5119.77
6	Lea07	LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Carton-150	3	\$534.613333	\$5103.84
7	Lea09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	4	\$51.152500	\$54.61

Total Quantity: 17 Grand Total: \$5228.22

Generate Report Packing: PAC16-040101 Show Proof Of Delivery :PoD16-070009 Save Revert Delete

Proof Of Delivery

Document Date: 27/07/2016 Document Number: PoD16-070009 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 - Paraon Contact Person: Cold Storage - Orchard Inco Terms: EXW - Ex Works Shipping Method:

\*Note: The Proof of Delivery will generate automatically only if the “Requires Proof of Delivery” checkbox under the “Customer (Accounts-Master)” module have been ticked.

Accounts Explorer

Customer: Assigned Branches Chart Notes / Attachments

Customer Name: Watsons - HQ Customer Code: 4110.011/WA001 Reference Code: 53575326 Tax Number:

Currency: SGD - Singapore Dollar Grouping Account: 4110.011 - Trade Debtors - SGD Credit Used: \$53,215.97 Dr Language:

Settings

Payment Terms: 60D-EOM - 60 Days End Of Month Account Settings: Sales Third Party - SGD Analytical Group: B01/0101 - Watson Customer Type: Trade Debtor

Sales Representative: Payment Collector: Flat Discount %: 0 Default Bank Account: 4010.02 - Bank - OCBC

Payee Customer: Invoice Rule: Priority: Medium Commercial Note: Price List Type: Trading Terms

Inter Company Organization: 00 - Non Inter Company Entity Type: Risk Category: Is Payment Party: Manage Offtake Sales

Requires Proof of Delivery

2. In the “Note / Attachment” tab the user is allowed to attached electronic form of note to the record.

Analytical Group  
TT02 - Third Party

Items / Articles Cost Details **Notes / Attachments** Postings

Title Description On Date

Title Description

File Name

Size : bytes (1)

Create New Save Revert Delete

Total Quantity : 17 Grand Total: S\$228.22

Confirm Proof Of Delivery Show Goods Delivery Save Revert Delete

Proof Of Deliveries List Proof Of Delivery

3. Click **"Save"** button at the bottom right side of screen to save

#	Product	Description	UOM	Delivered Qty	Confirmed Quantity	Return Reason	Unit Cost	Total Amount
6	Loa07	LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Carton-150	3	3		S\$34.613333	S\$103.84
7	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	4	4		S\$1.152500	S\$4.61

Total Quantity : 17 Grand Total: S\$228.22

Confirm Proof Of Delivery Show Goods Delivery **Save** Revert Delete

Proof Of Deliveries List Proof Of Delivery

4. Click on **"Confirm Proof of Delivery"** button at the bottom of screen to confirm it.

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

Do you really wish to Confirm the selected Goods Delivery(s)?

Yes No

Total Quantity : 17 Grand Total: S\$228.22

**Confirm Proof Of Delivery** Show Goods Delivery Save Revert Delete

Proof Of Deliveries List Proof Of Delivery

5. Click on **"Post to Inventory"** button at the bottom of screen to post the proof of delivery.

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

Do you really wish to Post the selected Goods Delivery(s)?

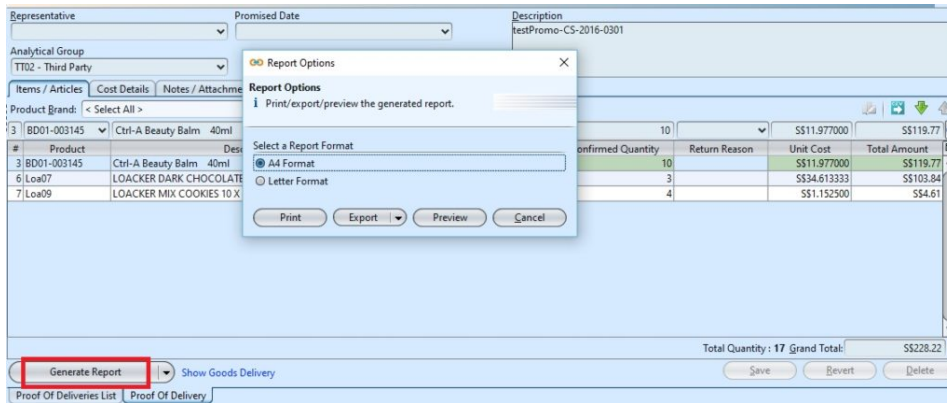
Yes No

Total Quantity : 17 Grand Total: S\$228.22

**Post To Inventory** Show Goods Delivery Save Revert Delete

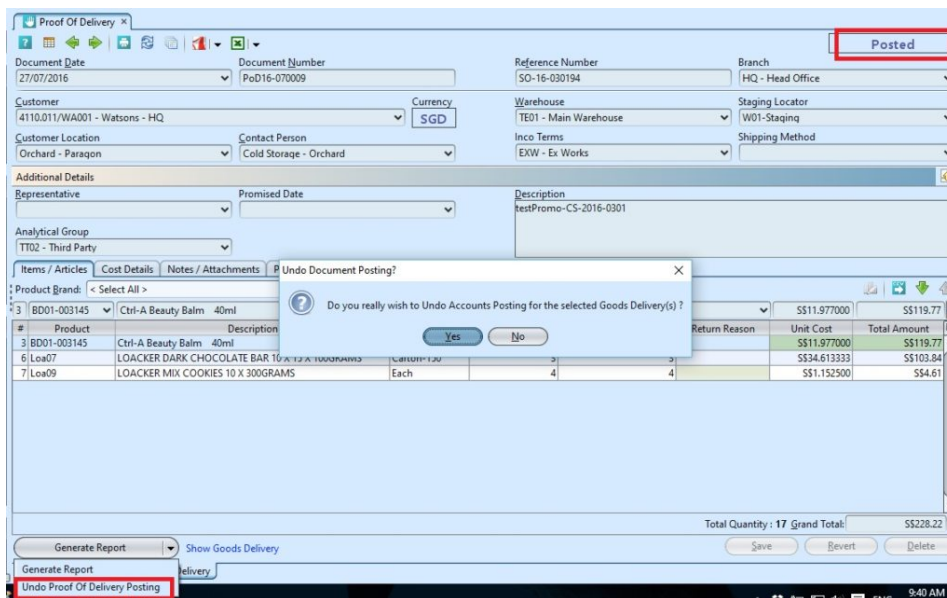
Proof Of Deliveries List Proof Of Delivery

6. Click on **"Generate Report"** button at the bottom of screen to generate report, export or print the document.



## Update Proof of Delivery Details:

1. Click on ***"Proof of Deliveries List"*** tab at the bottom of screen
2. Double click on Proof of Delivery to be updated, it will bring up the details on ***"Proof of Delivery"*** tab for the selected document. If a proof of delivery's status is ***"Confirmed"*** or ***"Posted"***, click the ***"Generate Report"*** button at the bottom left of screen and select reopen / undo approval of the proof of delivery first.



3. Make change(s) on the information
4. Click on ***"Save"*** button at the bottom right of screen to save

5. Click on **“Confirm Proof of Delivery”** button at the bottom of screen to confirm it.

6. Click on **“Post to Inventory”** button at the bottom of screen to post the proof of delivery.

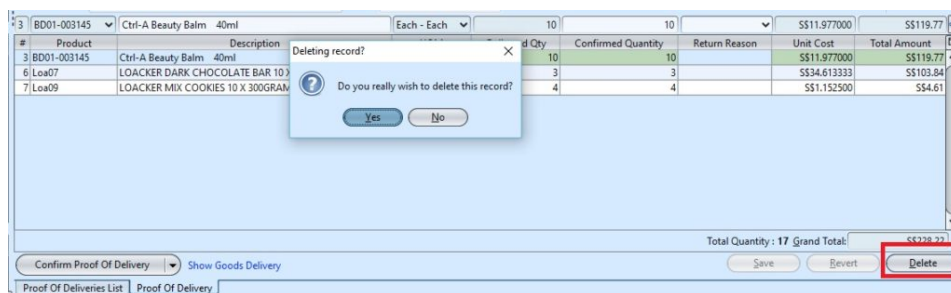
## Delete Proof of Delivery:

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

2. Double click on proof of delivery to be deleted, it will bring up the details on **“Proof of Delivery”** tab for the selected document. If a proof of delivery’s status is **“Confirmed”** or **“Posted”**, click the **“Generate Report”** button at the bottom left of screen and select reopen / undo approval of the proof of delivery first.

3. Click on **“Delete”** button at the bottom right side of screen to save

4. Click on **“Yes”** button on the pop-up window to confirm deletion of the document



## View and Search for Proof of Delivery Details:

1. Click on **“Proof of Delivery 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 **“Customer”** text field box or select from drop-down list

Proof Of Delivery

Customer: < Select All >

Warehouse: < Select All Warehouses >

Search

Year: Year 2016

From:

To:

Branch: < Select All >

Date	Document #	Reference #	Customer #	Customer Name	Location	Warehouse	Status
Feb 5, 2016	PoD16-020003	SO-16-020160	PR-BGD	Prime Stores Bangladesh	City	Quartier Central Warehouse	Posted
Feb 5, 2016	PoD16-020004	SO-16-020162	PR-BGD	Prime Stores Bangladesh	City	Quartier Central Warehouse	Posted
Feb 11, 20...	PoD16-020006	SO-16-020159	PR-BGD	Prime Stores Bangladesh	City	Quartier Central Warehouse	Posted
Feb 11, 20...	PoD16-020005	PSI16-020012	PR-BGD	Prime Stores Bangladesh	City	Quartier Central Warehouse	Posted
Feb 23, 20...	PoD16-020007	SO-16-020182	PR-BGD	Prime Stores Bangladesh	City	Bangladesh Q2 Consignment	Posted
Jul 27, 2016	PoD16-070009	SO-16-030194	4110.011/WA001	Watsons - HQ	Orchard - Paragon	Main Warehouse	Posted
Aug 31, 2...	PoD16-080011	SO-16-080230	4110.011/WA001	Watsons - HQ	Orchard - Paragon	Kaki Bukit Warehouse	Posted
Dec 15, 20...	PoD16-120012	OUT-16-120297	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard	Main Warehouse	Posted

Search Engine

Status: < Select All >

1 of 8

Proof Of Deliveries List

Proof Of Delivery

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

Proof Of Delivery

Customer: < Select All >

Warehouse: < Select All Warehouses >

Search

Year: Year 2016

From:

To:

Branch: < Select All >

Date	Document #	Reference #	Customer #	Customer Name	Warehouse	Grand Total	Status
Feb 5, 2016	PoD16-020003	SO-16-020160	PR-BGD - Prime Stores Bangladesh	Quartier Central Warehouse		\$51,285.71	Posted
Feb 5, 2016	PoD16-020004	SO-16-020162	PR-BGD - Prime Stores Bangladesh	Quartier Central Warehouse		\$51,714.28	Posted
Feb 5, 2016	PoD16-020005	SO-16-020162	PR-BGD - Prime Stores Bangladesh	Quartier Central Warehouse		\$51,714.28	Posted

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