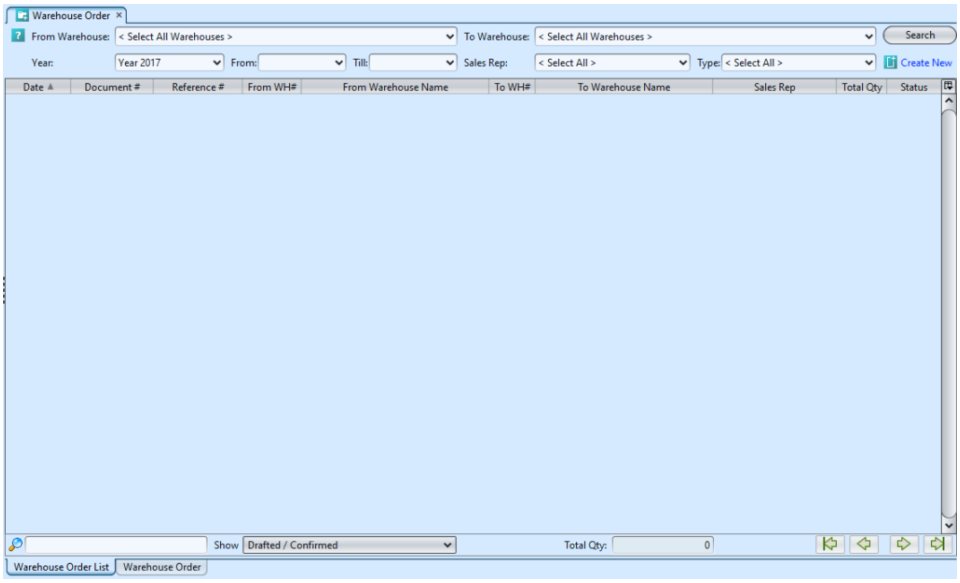
Warehouse Order

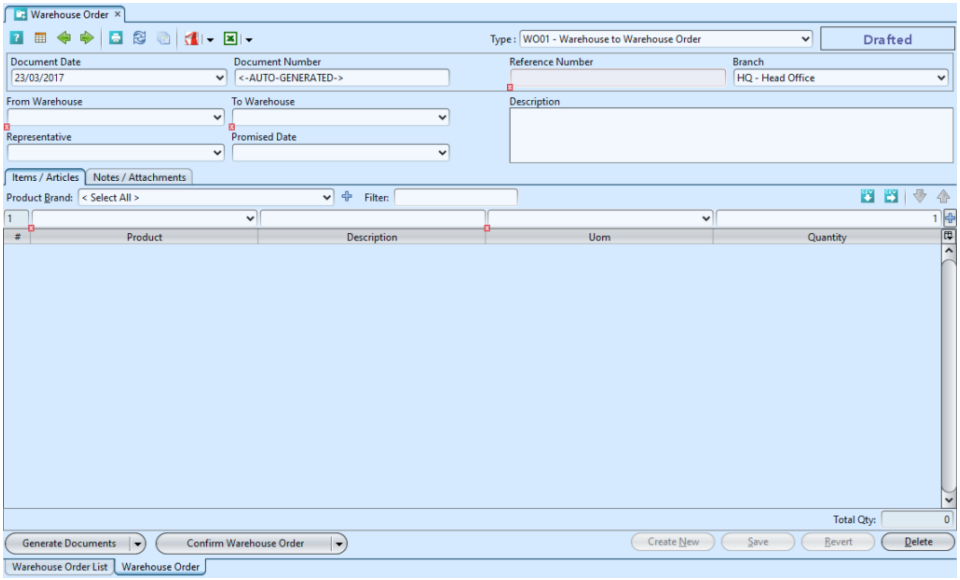
Warehouse Order is an administrative order to transfer items between warehouses. This will then generate Stock Transfer document for logistic staff to process.

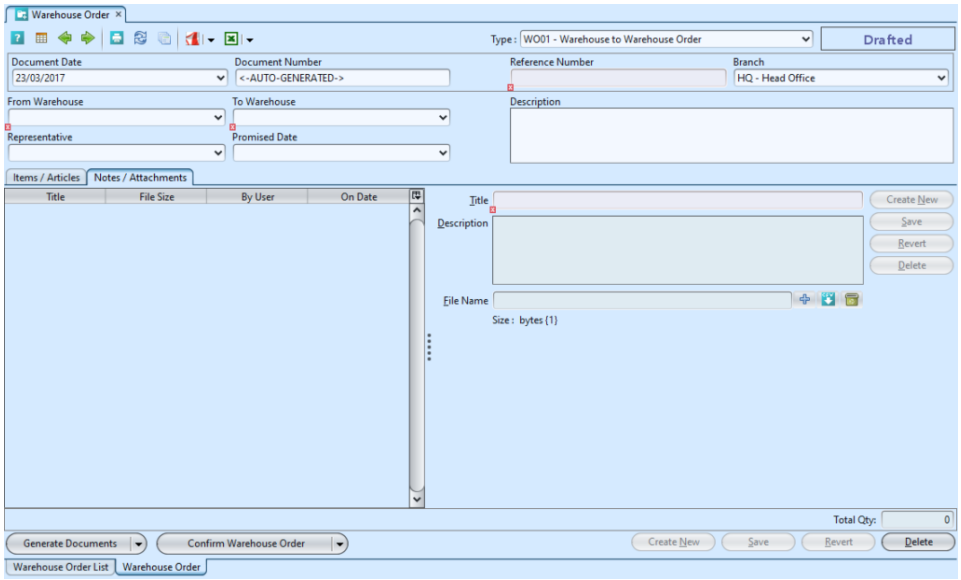
Note: for consignment related transfer orders, use “Consignment Order” (Sales module)

Below actions are available under ***“Warehouse Order”:***

🔗 Create new warehouse order; update, delete, view and search for warehouse order details



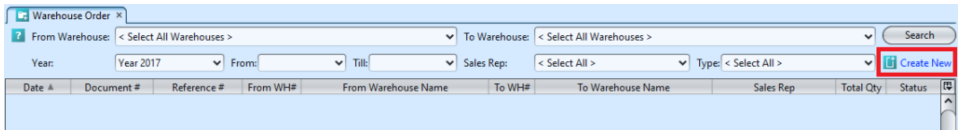




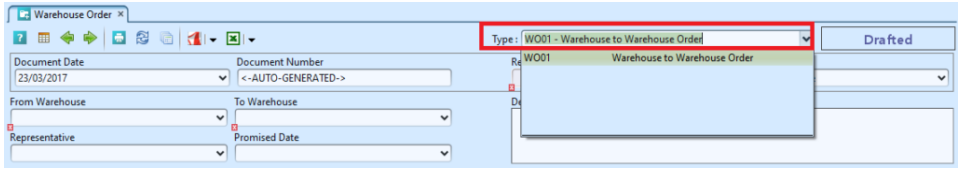
Field Name	Description	Mandatory Information
Document Type	Type of the warehouse order document	Y
Document Date	Date of the warehouse order document	Y
Document Number	Number of the warehouse order document	Y
Reference Number	A unique number as reference number of the document	Y
Branch	Company’s branch	Y
From Warehouse	Origin Warehouse	Y
To Warehouse	Destination Warehouse	Y
Representative	Internal representative who handle the order	N
Promised Date	Date to deliver the products	N
Description	Self-explanatory	N
Items/Articles – Product	Name of product	Y
Items/Articles – Description	Description of product	Y
Items/Articles – UOM	Type of item – Unit of Measure	Y
Items/Articles – Quantity	Self-explanatory	Y

Create New Warehouse Order

1. Click on ***“Create New”*** at the top right of screen of ***“Warehouse Order List”*** tab, it will open ***“Warehouse Order”*** tab with empty form



2. Select a document type from the ***"Type"*** drop-down list on top right side of screen. This will indicate the system to use the corresponding document sequence for the warehouse order.

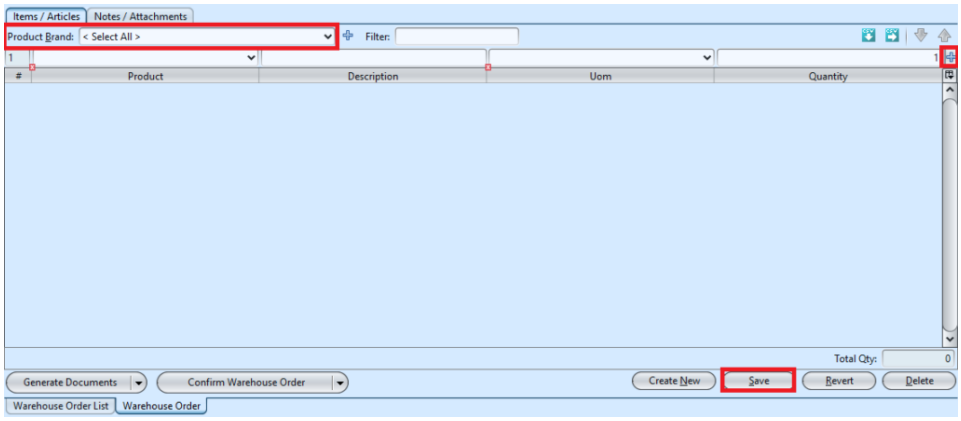


3. Fill up warehouse order' information on the top half of screen.

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

5. Filter the products list by selecting a brand from ***"Product Brand"*** drop-down list. Add product into the warehouse order by searching for the product from the product drop-down list in the table on ***"Items / Articles"*** tab

6. Enter the product's info and click "  " button to add the product into the warehouse order



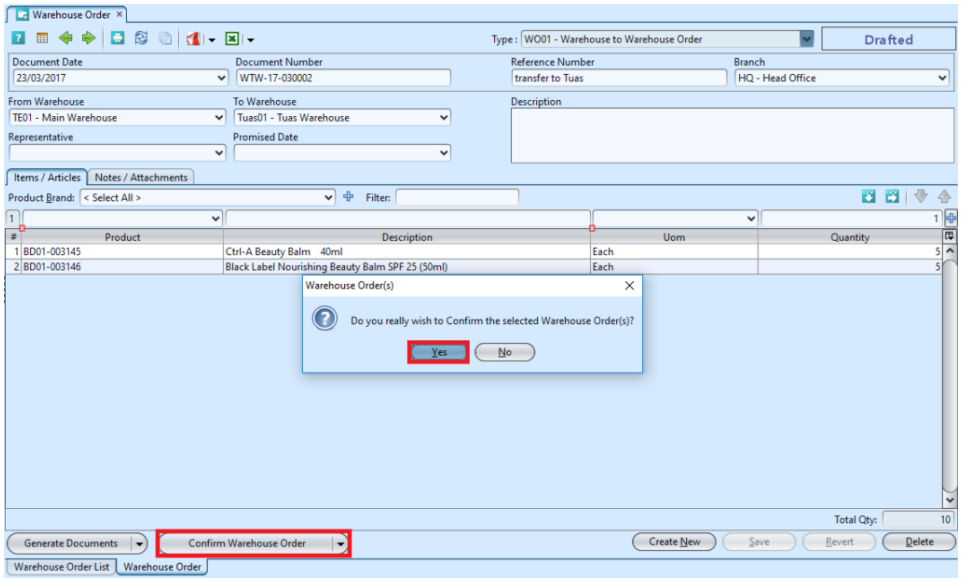
7. Repeat steps 5-6 to add more products into the warehouse order

8. Click on ***"Notes / Attachments"*** tab at the middle of screen to add notes or files attachment for the

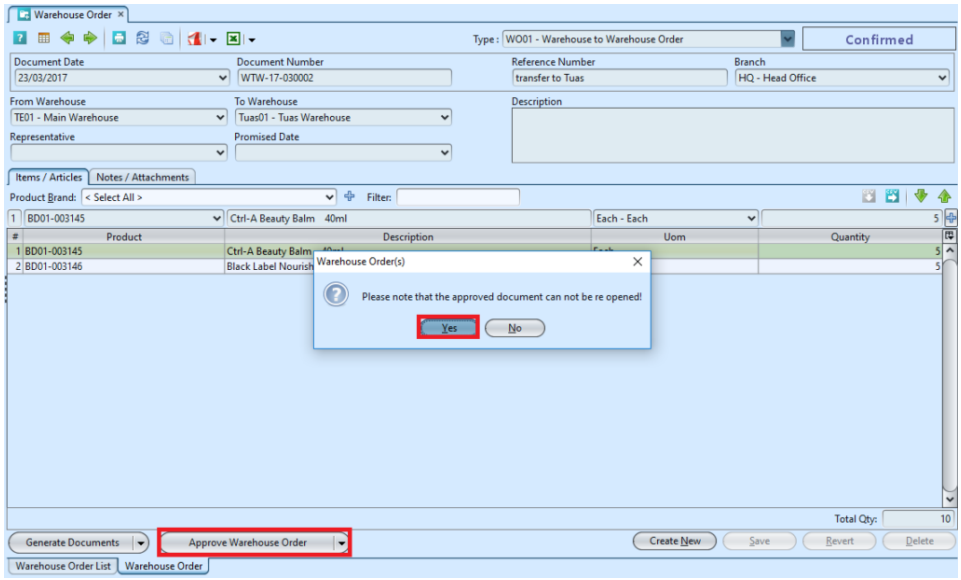
warehouse order

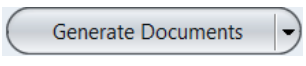
9. Click on ***"Save"*** button at the bottom right of screen to save

10. Click on ***"Confirm Warehouse Order"*** button at the bottom of screen to confirm the warehouse order



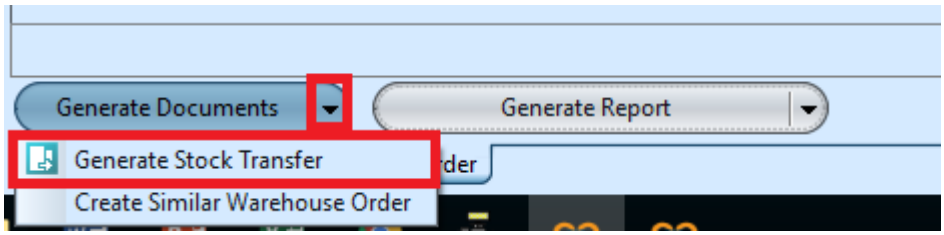
11. Click on ***"Approve Warehouse Order"*** button at the bottom of screen to approve the warehouse order

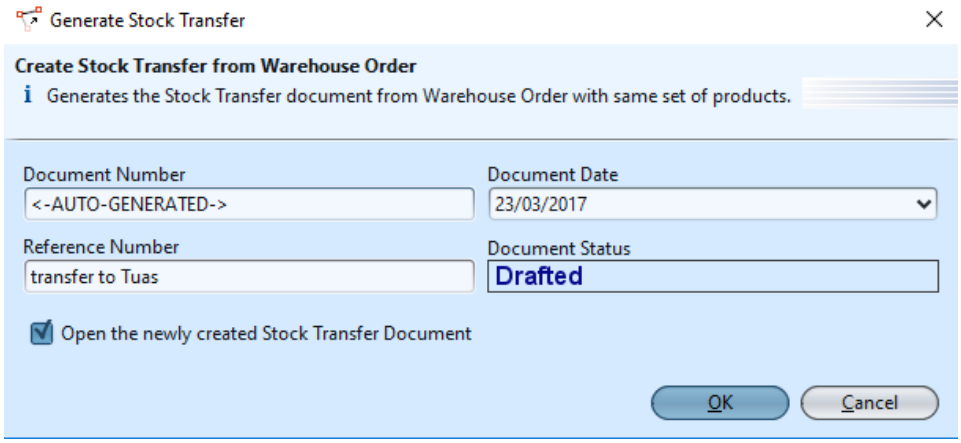


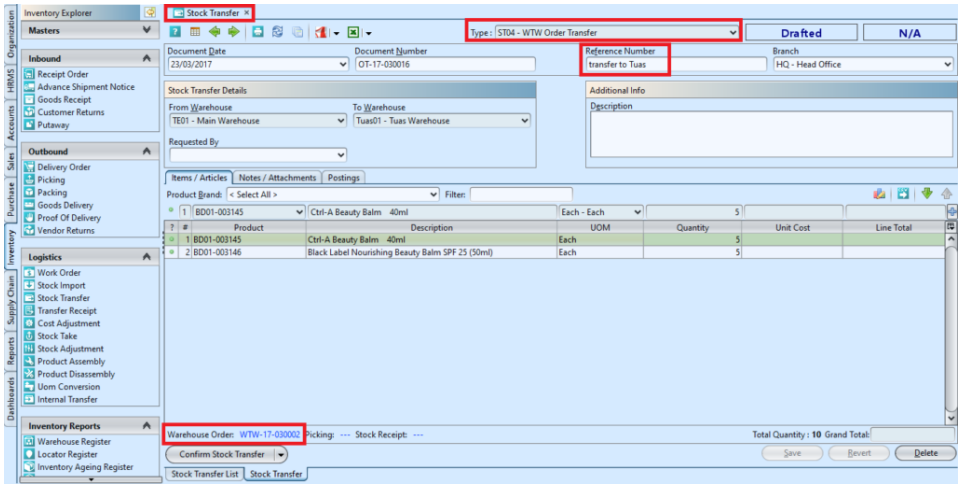
12. Click arrow on 

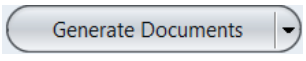
button and select ***"Generate Stock Transfer"*** option to generate a new ***"Stock Transfer"*** transaction (Inventory module – Logistics) to process delivery order for the warehouse order. This process is to transfer the

products’ inventory between 2 company’s warehouses

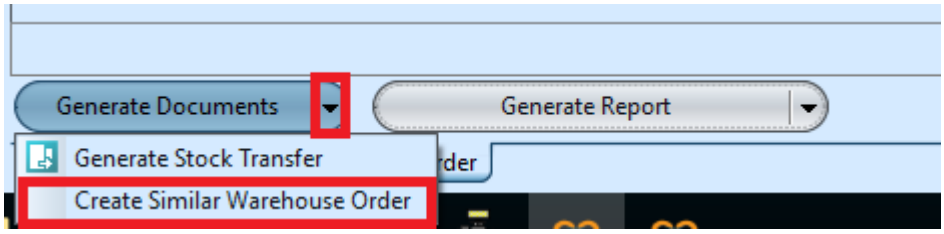






13. Click arrow on 

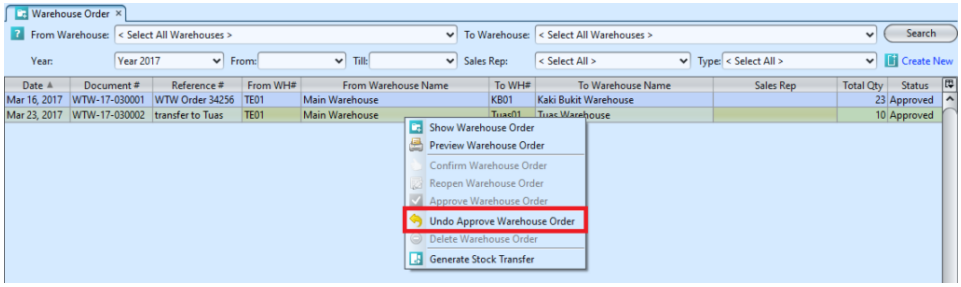
button and select ***“Create Similar Warehouse Order”*** option to generate a new copy of the warehouse order form

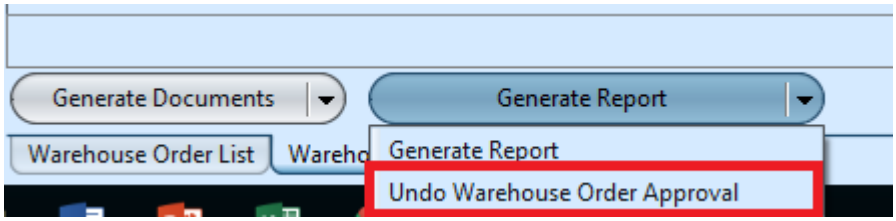


Update Warehouse Order Details

1. Click on ***"Warehouse Order List"*** tab at the bottom of screen

2. Double click on warehouse order to be updated, it will bring up the details on ***"Warehouse Order"*** tab for the selected order. If a warehouse order' status is ***"Confirmed"*** or ***"Approved"***, right click on the order and reopen / undo approval of the order first (or undo from the opened document)





3. Make change(s) on the warehouse order information

4. Click on ***"Save"*** button at the bottom right of screen to save

5. Click on ***"Revert"*** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on ***"Confirm Warehouse Order"*** button at the bottom of screen to confirm the warehouse order

7. Click on ***"Approve Warehouse Order"*** button at the bottom of screen to approve the warehouse order

Delete Warehouse Order

1. Click on ***"Warehouse Order List"*** tab at the bottom

of screen

2. Double click on warehouse order to be deleted, it will bring up the details on ***"Warehouse Order"*** tab for the selected order. If a warehouse order' status is ***"Confirmed"*** or ***"Approved"***, right click on the order and reopen / undo approval of the order first (or undo from the opened document)

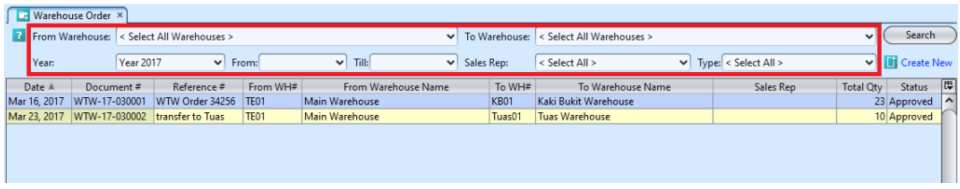
3. Click on ***"Delete"*** button at the bottom right side of screen

4. Click on ***"Yes"*** button on the pop-up window to confirm warehouse order deletion

View and Search for Warehouse Order Details

1. Click on ***"Warehouse Order List"*** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in which destination warehouse to search for in the "***To Warehouse***" text field box or select from drop-down list



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

4. Double click on warehouse order to view full details of the order, it will bring up the details on ***"Warehouse Order"*** tab for the selected order

5. User can see the different status of the warehouse orders from the list view color codes:

- White: Warehouse Order document created / approved

- Yellow: Warehouse Order approved and in progress, not yet receipt / completed
- Blue: Warehouse Order process has been completed until Transfer Receipt’s Putaway

