


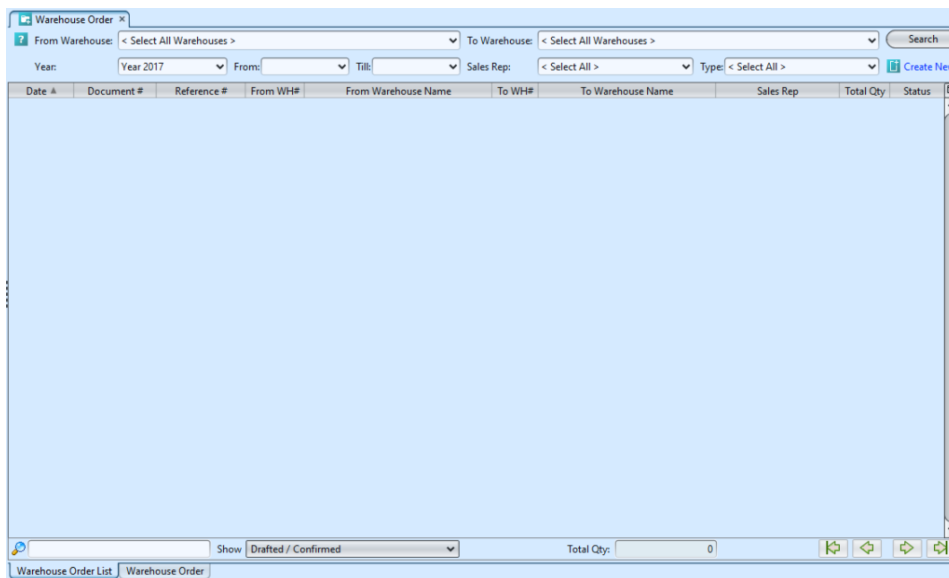
# Warehouse Order

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

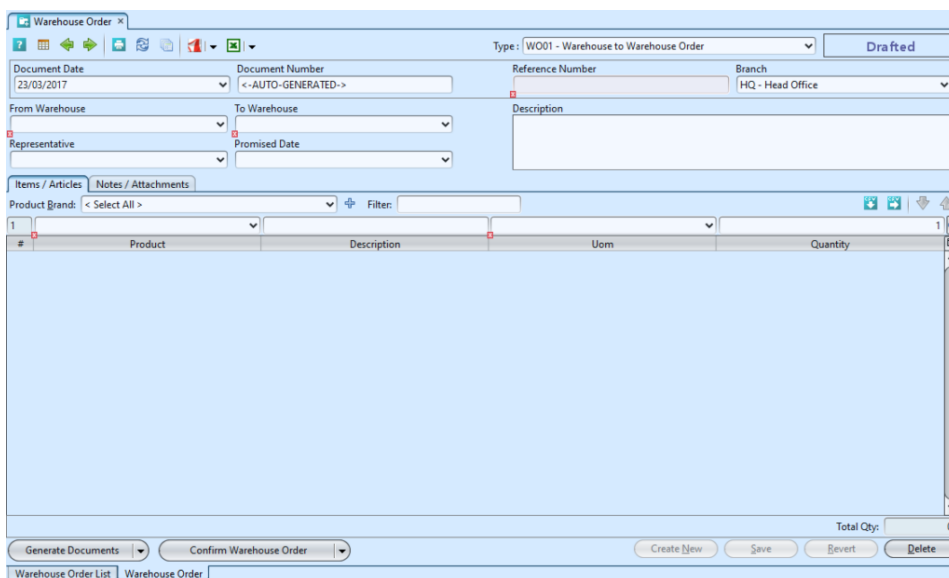
**Note:** for consignment related transfer orders, use "Consignment Order" (Sales module)

Below actions are available under **"Warehouse Order"**:

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



The screenshot shows the 'Warehouse Order List' interface. At the top, there are search filters: 'From Warehouse' (dropdown), 'To Warehouse' (dropdown), 'Year' (Year 2017), 'From:' (dropdown), 'To:' (dropdown), 'Sales Rep:' (dropdown), and 'Type:' (dropdown). A 'Search' button and a 'Create New' button are also present. Below the filters is a table with columns: Date, Document #, Reference #, From WH#, From Warehouse Name, To WH#, To Warehouse Name, Sales Rep, Total Qty, and Status. The table is currently empty. At the bottom, there is a 'Show' dropdown set to 'Drafted / Confirmed' and a 'Total Qty' field showing '0'.

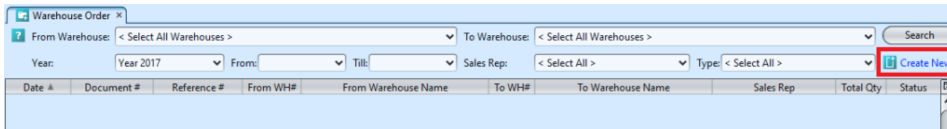


The screenshot shows the 'Warehouse Order Detail' interface. At the top, there are fields for 'Document Date' (23/03/2017), 'Document Number' (<- AUTO-GENERATED->), 'Reference Number', and 'Branch' (HQ - Head Office). Below these are 'From Warehouse' and 'To Warehouse' dropdowns, and 'Representative' and 'Promised Date' dropdowns. A 'Description' text area is also present. Below the form fields is a section for 'Items / Articles' with a 'Product Brand' dropdown and a 'Filter' field. Below this is a table with columns: #, Product, Description, Uom, and Quantity. The table is currently empty. At the bottom, there are buttons for 'Generate Documents', 'Confirm Warehouse Order', 'Create New', 'Save', 'Evert', and 'Delete'. A 'Total Qty' field shows '0'.

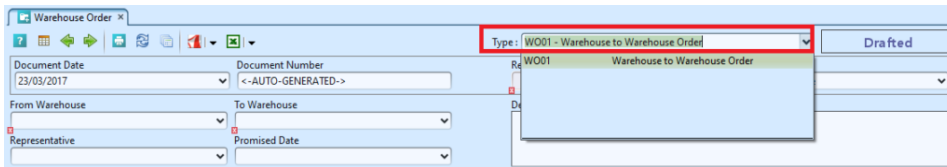
Field Name	Description	Mandatory Information
Document Type	Type of the warehouse order document	Y
Document Date	Date of the warehouse order document	Y
Document Number	Number of the warehouse order document	Y
Reference Number	A unique number as reference number of the document	Y
Branch	Company's branch	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.

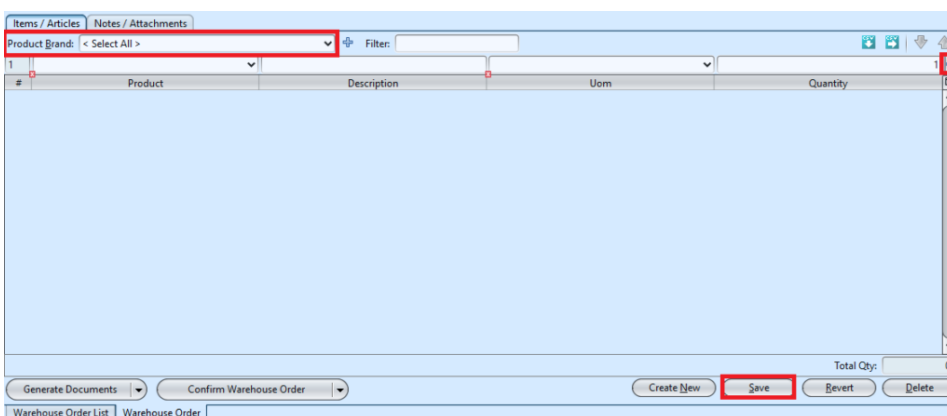


3. Fill up warehouse order' information on the top half of screen.

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



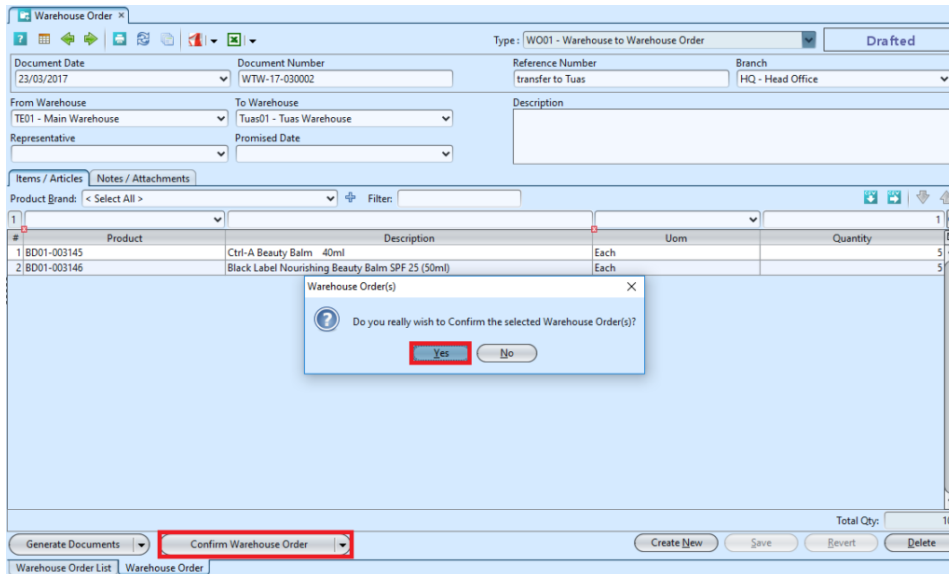
7. Repeat steps 5-6 to add more products into the warehouse order

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

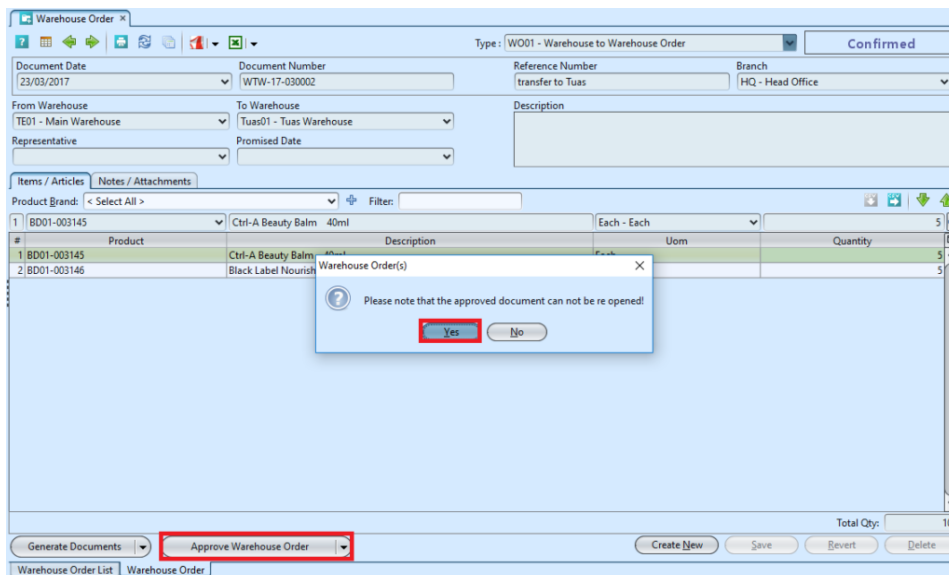
warehouse order

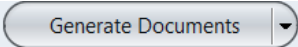
9. Click on **“Save”** button at the bottom right of screen to save

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

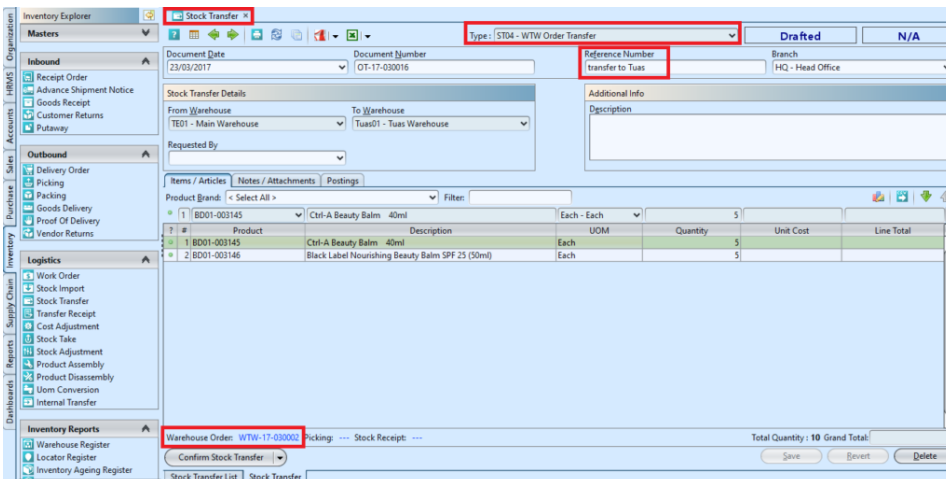
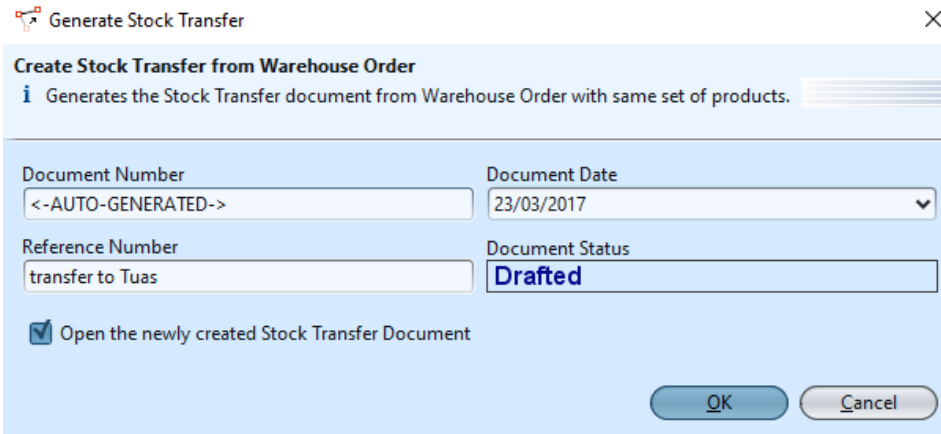
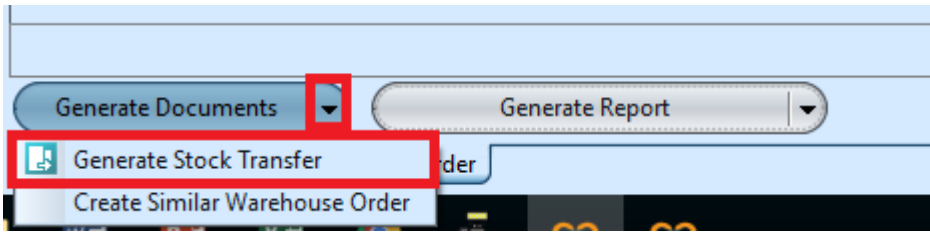


11. Click on **“Approve Warehouse Order”** button at the bottom of screen to approve the warehouse order

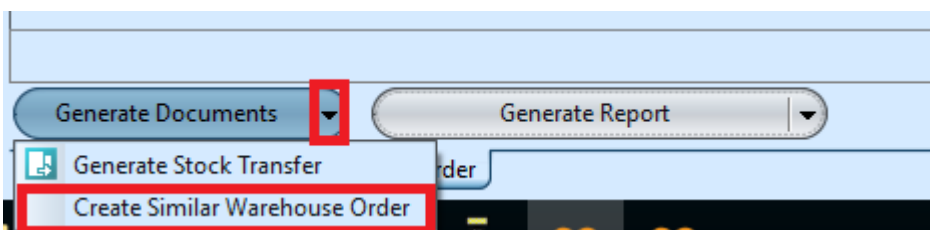


12. Click arrow on  button and select **“Generate Stock Transfer”** option to generate a new **“Stock Transfer”** transaction (Inventory module – Logistics) to process delivery order for the warehouse order. This process is to transfer the

products' inventory between 2 company's warehouses

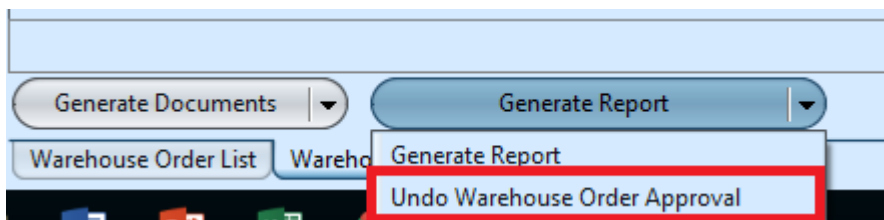
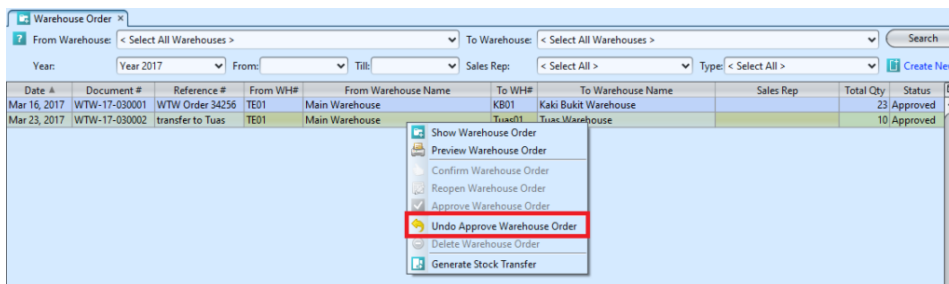


13. Click arrow on **Generate Documents** button and select **"Create Similar Warehouse Order"** option to generate a new copy of the warehouse order form



# 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)

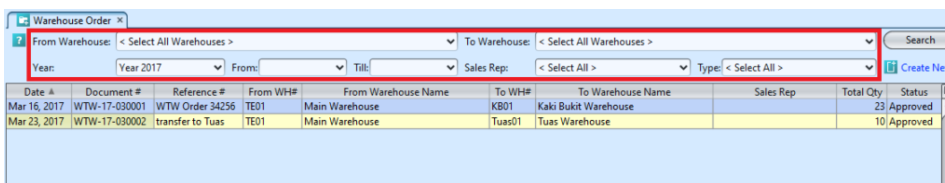
3. Click on **“Delete”** button at the bottom right side of screen

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



The screenshot shows a software interface for viewing warehouse orders. At the top, there are search filters: 'From Warehouse' (set to '< Select All Warehouses >'), 'To Warehouse' (set to '< Select All Warehouses >'), 'Year' (set to 'Year 2017'), 'From' (set to 'From:'), 'Title' (set to 'Title:'), 'Sales Rep' (set to '< Select All >'), and 'Type' (set to '< Select All >'). There is a 'Search' button and a 'Create New' button. Below the filters is a table with the following data:

Date	Document #	Reference #	From WH#	From Warehouse Name	To WH#	To Warehouse Name	Sales Rep	Total Qty	Status
Mar 16, 2017	WTW-17-030001	WTW Order 34256	TE01	Main Warehouse	KB01	Kaki Bukit Warehouse		23	Approved
Mar 23, 2017	WTW-17-030002	transfer to Tuas	TE01	Main Warehouse	Tuas01	Tuas Warehouse		10	Approved

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

Warehouse Order										
From Warehouse:		< Select All Warehouses >			To Warehouse:		< Select All Warehouses >			Search
Year:	Year 2017	From:	Title:	Sales Rep:	< Select All >	Type:	< Select All >	Create New		
Date	Document #	Reference #	From WH#	From Warehouse Name	To WH#	To Warehouse Name	Sales Rep	Total Qty	Status	
Mar 16, 2017	WTW-17-030001	WTW Order 34256	TE01	Main Warehouse	KS01	Kali Bukit Warehouse		23	Approved	
Mar 23, 2017	WTW-17-030002	transfer to Tuas	TE01	Main Warehouse	Tuas01	Tuas Warehouse		10	Approved	