


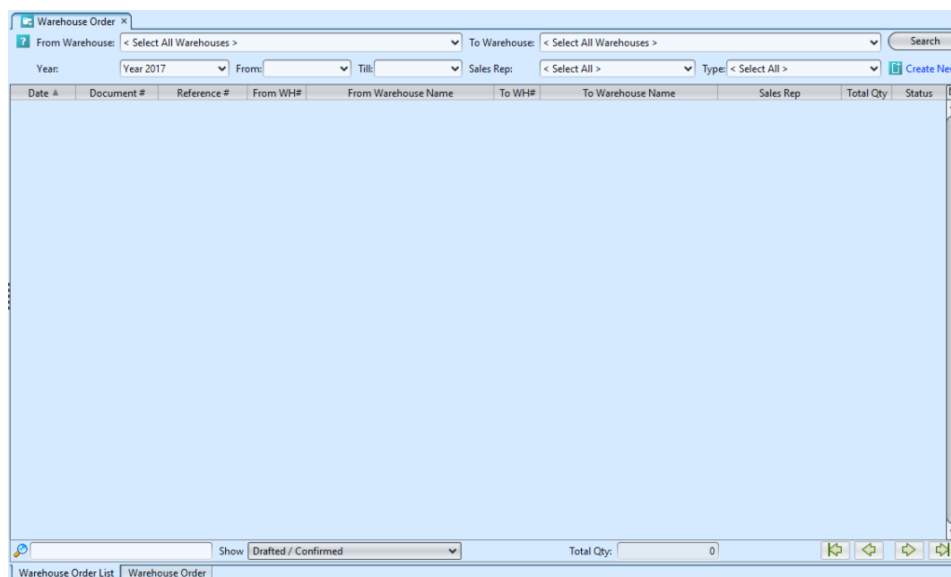
# Warehouse Order

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



Warehouse Order List

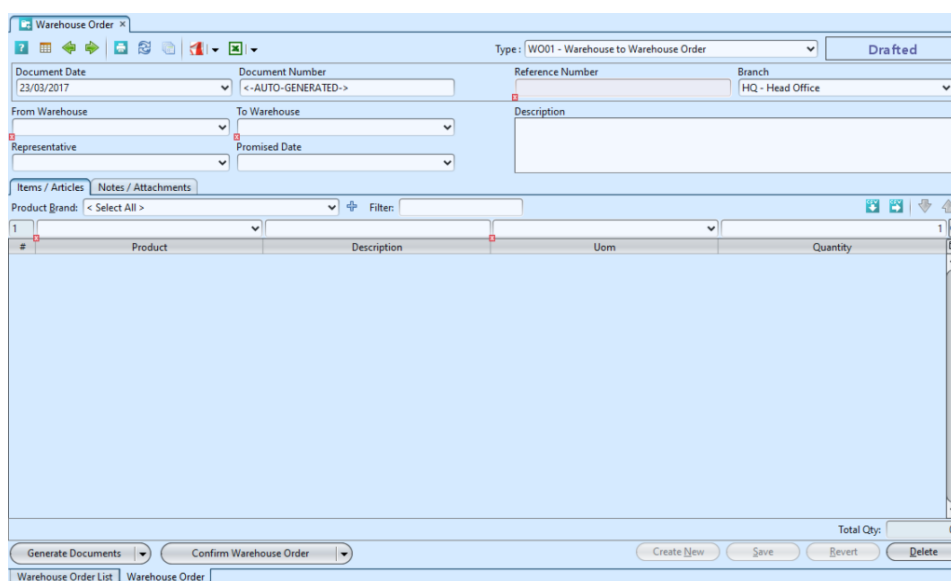
From Warehouse: < Select All Warehouses > To Warehouse: < Select All Warehouses > Search

Year: Year 2017 From: Till: 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
------	------------	-------------	----------	---------------------	--------	-------------------	-----------	-----------	--------

Show: Drafted / Confirmed Total Qty: 0

Warehouse Order List Warehouse Order



Warehouse Order

Type: WO01 - Warehouse to Warehouse Order Drafted

Document Date: 23/03/2017 Document Number: < -AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

From Warehouse: To Warehouse: Description:

Representative: Promised Date:

Items / Articles Notes / Attachments

Product Brand: < Select All > Filter:

#	Product	Description	Uom	Quantity
---	---------	-------------	-----	----------

Total Qty: 0

Generate Documents Confirm Warehouse Order Create New Save Revert Delete

Warehouse Order List Warehouse Order

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

Warehouse Order

From Warehouse: < Select All Warehouses > To Warehouse: < Select All Warehouses > Search

Year: Year 2017 From: To: 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
------	------------	-------------	----------	---------------------	--------	-------------------	-----------	-----------	--------

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.

Warehouse Order

Type: WO01 - Warehouse to Warehouse Order **Drafted**

Document Date: 23/03/2017 Document Number: < -AUTO-GENERATED->


From Warehouse: To Warehouse:

Representative: Promised Date:

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

Items / Articles Notes / Attachments

Product Brand: < Select All > Filter:

#	Product	Description	Uom	Quantity
---	---------	-------------	-----	----------

Total Qty: 0

Generate Documents Confirm Warehouse Order Create New **Save** Revert Delete

Warehouse Order List 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

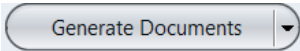
9. Click on **“Save”** button at the bottom right of screen to save

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

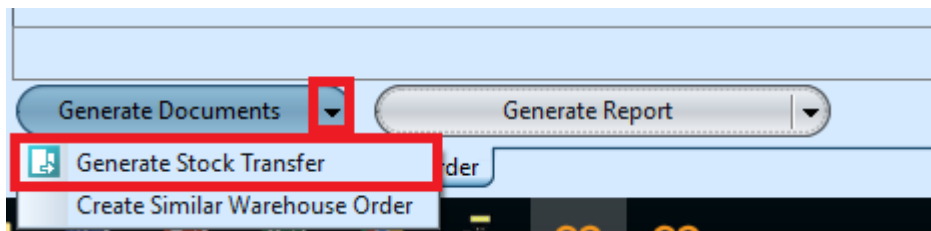
The screenshot shows the 'Warehouse Order' form in a 'Drafted' state. The form includes fields for Document Date (23/03/2017), Document Number (WTW-17-030002), Reference Number (transfer to Tuas), Branch (HQ - Head Office), From Warehouse (TE01 - Main Warehouse), To Warehouse (Tuas01 - Tuas Warehouse), Representative, and Promised Date. A table lists items: 1. BD01-003145 Ctrl-A Beauty Balm 40ml, Uom: Each, Quantity: 5; 2. BD01-003146 Black Label Nourishing Beauty Balm SPF 25 (50ml), Uom: Each, Quantity: 5. A modal dialog box is open with the message 'Do you really wish to Confirm the selected Warehouse Order(s)?' and 'Yes' and 'No' buttons. The 'Confirm Warehouse Order' button is highlighted in the bottom toolbar.

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

The screenshot shows the 'Warehouse Order' form in a 'Confirmed' state. The form fields are the same as in the previous screenshot. A modal dialog box is open with the message 'Please note that the approved document can not be re opened!' and 'Yes' and 'No' buttons. The 'Approve Warehouse Order' button is highlighted in the bottom toolbar.

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



**Generate Stock Transfer**

Create Stock Transfer from Warehouse Order

Generates the Stock Transfer document from Warehouse Order with same set of products.

Document Number: <-AUTO-GENERATED-> Document Date: 23/03/2017

Reference Number: transfer to Tuas Document Status: Drafted

☒ Open the newly created Stock Transfer Document

OK Cancel

Inventory Explorer

Masters

Inbound

Receipt Order

Advance Shipment Notice

Goods Receipt

Customer Returns

Putaway

Outbound

Delivery Order

Picking

Stock Transfer

Transfer Receipt

Cost Adjustment

Stock Take

Stock Adjustment

Product Assembly

Uom Conversion

Internal Transfer

Logistics

Work Order

Stock Import

Stock Transfer

Transfer Receipt

Cost Adjustment

Stock Take

Stock Adjustment

Product Assembly

Uom Conversion

Internal Transfer

Inventory Reports

Warehouse Register

Locator Register

Inventory Ageing Register

Document Date: 23/03/2017 Document Number: OT-17-030016

Type: STD4 - WTW Order Transfer

Reference Number: transfer to Tuas

Branch: HQ - Head Office

Stock Transfer Details

From Warehouse: TE01 - Main Warehouse To Warehouse: Tuas01 - Tuas Warehouse

Requested By:

Additional Info

Description:

Items / Articles / Notes / Attachments / Postings

Product Brand	Product	Description	UOM	Quantity	Unit Cost	Line Total
1	BD01-003145	Ctrl-A Beauty Balm 40ml	Each - Each	5		
1	BD01-003145	Ctrl-A Beauty Balm 40ml	Each	5		
2	BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each	5		

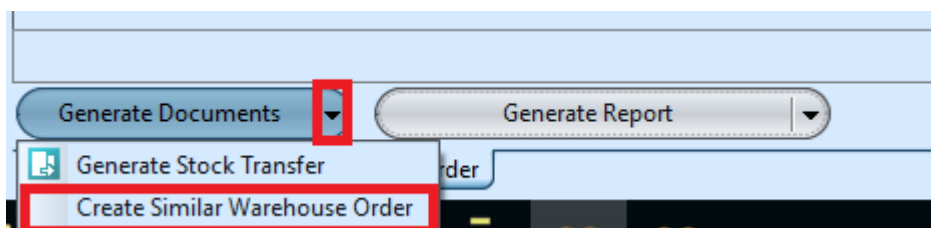
Warehouse Order: WTW-17-030003 Picking: Stock Receipt:

Confirm Stock Transfer

Save Revert Delete

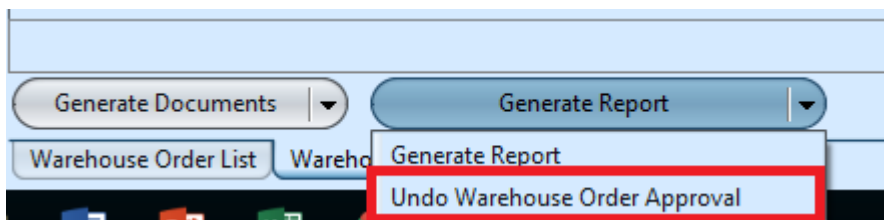
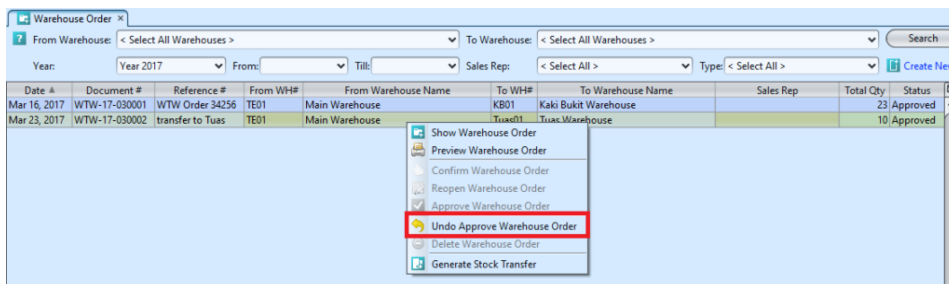
Total Quantity: 10 Grand Total:

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)

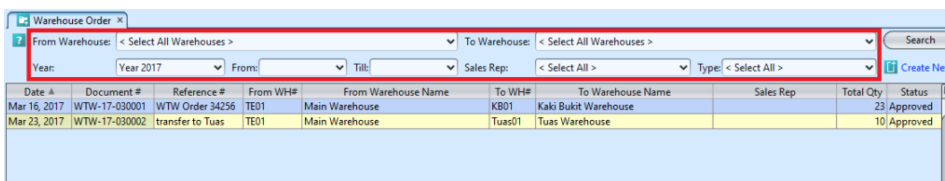
3. Click on **“Delete”** button at the bottom right side of screen

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



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:	To:	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	KB01	Kaki Bukit Warehouse		23	Approved
Mar 23, 2017	WTW-17-030002	transfer to Tuas	TE01	Main Warehouse	Tuas01	Tuas Warehouse		10	Approved