


Consignment Order


Consignment Order is an administrative order to transfer consignment items to / from customer (e.g. Retail store) on consignment terms (e.g. stock still belong to the company until consignment sales is completed). This will then generate Stock Transfer document for logistic staff to process.

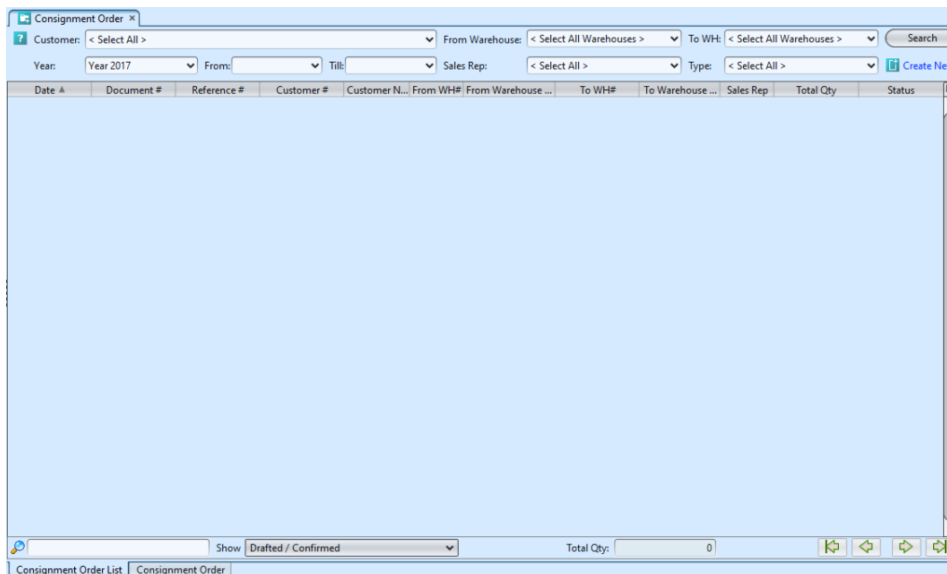
Consignment Order handles stock transfer between company warehouse and consignment warehouse (which could be at customer's store) or between 2 consignment warehouses / stores.

Note: for non-consignment related transfer orders, use "Warehouse Order" (Purchase module)

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

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

 Top Up (replenishment) service for store's warehouse



Consignment Order

Type: CO01 - Merchandise from Warehouse to Store Drafted

Document Date: 13/06/2017 Document Number: <-AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

Customer: Currency: SGD

Partner Location: Contact Person: From Warehouse: To Warehouse:

Representative: Promised Date: Description:

Items / Articles Notes / Attachments

Product Brand: < Select All > Filter:

#	Product #	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount
1				1				

Total Qty: 0 Grand Total:

Generate Documents Confirm Consignment Order Create New Save Revert Delete

Consignment Order List Consignment Order

Consignment Order

Type: CO01 - Merchandise from Warehouse to Store Drafted

Document Date: 22/03/2017 Document Number: <-AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

Customer: Currency: SGD

Partner Location: Contact Person: From Warehouse: To Warehouse:

Representative: Promised Date: Description:

Items / Articles Notes / Attachments

Title	File Size	By User	On Date

Title: Description: File Name: Size: bytes (1)

Create New Save Revert Delete

Total Qty: 0 Grand Total:

Generate Documents Confirm Consignment Order Create New Save Revert Delete

Consignment Order List Consignment Order

Field Name	Description	Mandatory Information
Document Type	Type of the consignment order document	Y
Document Date	Date of the consignment order document	Y
Document Number	Number of the consignment order document	Y
Reference Number	A unique number as reference number of the document	Y
Branch	Company's branch	Y
Customer	Consignment customers	Y
Partner Location	Customer company's location	Y
Contact Person	Contact person from the customer's company	N
Representative	Internal representative who handle the customer	N
Promised Date	Date to deliver the products	N
From Warehouse	Origin Warehouse	Y

To Warehouse	Destination Warehouse	Y
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
Items/Articles – Unit Price	Self-explanatory	Y
Items/Articles – Discount	A deduction from the usual cost of something.	N
Items/Articles – Nett Price	Price after deduction of discount from the unit price	Y
Items/Articles – Total Amount	Total amount of items value	Y

Create New Consignment Order

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

The screenshot shows the 'Consignment Order List' interface. At the top, there are several dropdown menus for 'Customer', 'From Warehouse', 'To WH', 'Year', 'From', 'To', 'Sales Rep', and 'Type'. A 'Search' button is on the right. Below these is a table with columns: Date, Document #, Reference #, Customer #, Customer Name, From WH#, From Warehouse Name, To WH#, To Warehouse Name, Sales Rep, Total Qty, and Status. The 'Create New' button is highlighted in red in the top right corner.

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 consignment order.

The screenshot shows the 'Consignment Order' form. The 'Type' dropdown menu is open, showing options: 'CO01 - Merchandise from Warehouse to Store', 'CO02 - Merchandise from Store to Warehouse', 'CO03 - Merchandise from Store to Store', and 'CO04 - Concessionaire Fill Up'. The 'CO01' option is selected and highlighted. The form also includes fields for 'Document Date', 'Document Number', 'Customer', 'Partner Location', 'Contact Person', 'Representative', 'Promised Date', and 'Currency'.


3. Select a customer from the **“Customer”** drop-down list on top left side of screen. It will fill up the form with the customer’s info. **“From Warehouse”** and **“To Warehouse”** list will filter out consignment warehouses that were not assigned to the selected

customer. List of products will also be filter to only take products from Sales Price List / Trading Terms assigned to the customer.

4. Fill up consignment order' information on the top half of screen. Make sure a consignment warehouse record was created and assigned to the customer (use **"Inventory module – (Masters) Warehouse"**)

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

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

7. Enter the product's info and click "  " button to add the product into the consignment order*
Unit Price of the product is the Retail Sales Price (RSP) as defined in the application default sales settings.

#	Product #	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount
1	BD01-003146	esuty Balm SPF 25 (50ml)	Each - Each	8	\$546.00		\$546.00	\$5276.00
1	BD01-003145		Each	8	\$540.00		\$540.00	\$5320.00
2	BD01-003148		Each	10	\$526.00		\$526.00	\$5260.00

Total Qty: 18 Grand Total: \$5580.00

8. Repeat steps 6-7 to add more products into the consignment order*

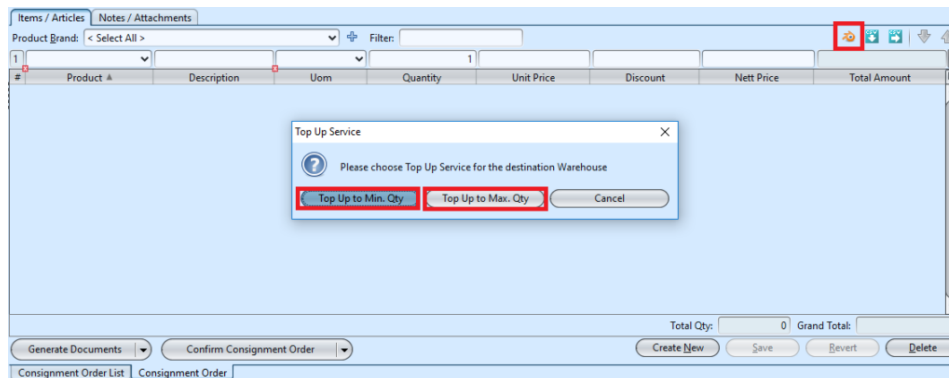
***Note:** Alternatively, user can use the **"Top Up"** service to populate the item table with stock replenishment lines.

Click on the "  " button on the right side of the

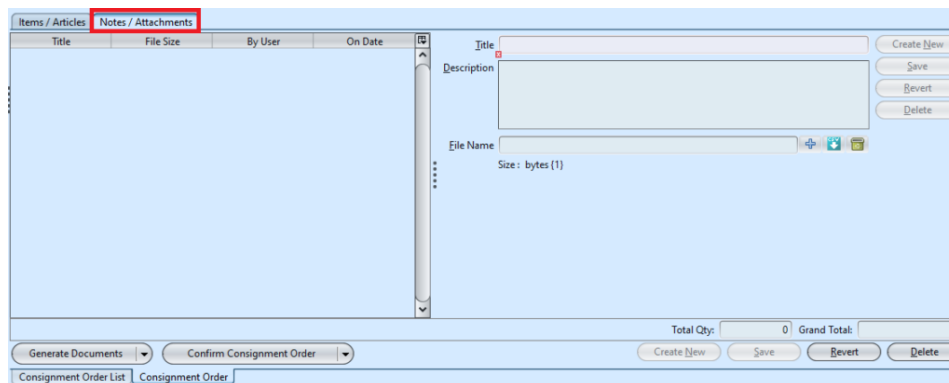
screen, it will show **“Top Up Service”** dialog window.

Select **“Top Up to Min. Qty”** or **“Top Up to Max. Qty”**, this will fill up the item table with stock replenishment lines.

The quantity generated were based on the products and stock level defined in the **“Store Model”** minus the closing stock balance in the **“Store Register”** for the selected store’s warehouse.



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



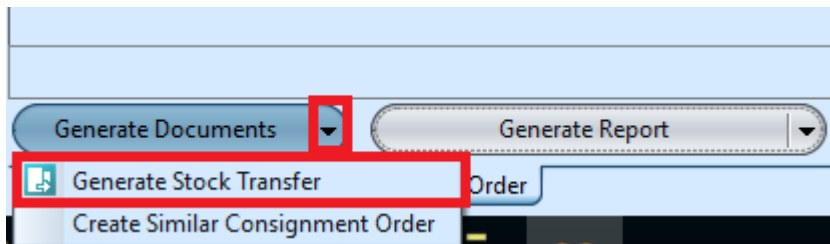
10. Click on **“Save”** button at the bottom right of screen to save

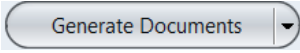
11. Click on **“Confirm Consignment Order”** button at the bottom of screen to confirm the consignment order

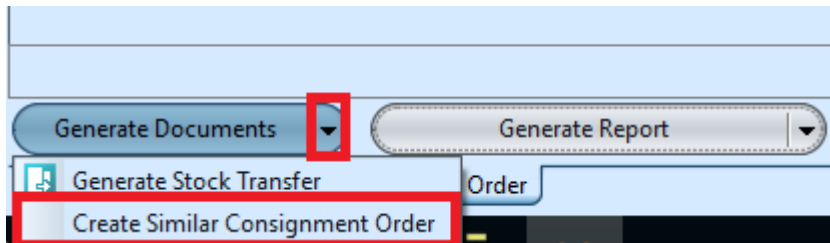
12. Click on **“Approve Consignment Order”** button at the bottom of screen to approve the consignment order

13. Click arrow on **Generate Documents** button and select **“Generate Stock Transfer”** option to generate a new **“Stock Transfer”** transaction (Inventory module –

Logistics) to process delivery order for the consignment order. This process is to transfer the consignment products' inventory between company's warehouse to the consignment warehouse, or between 2 consignment warehouses

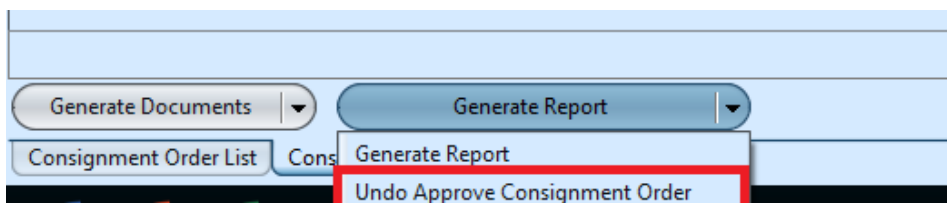
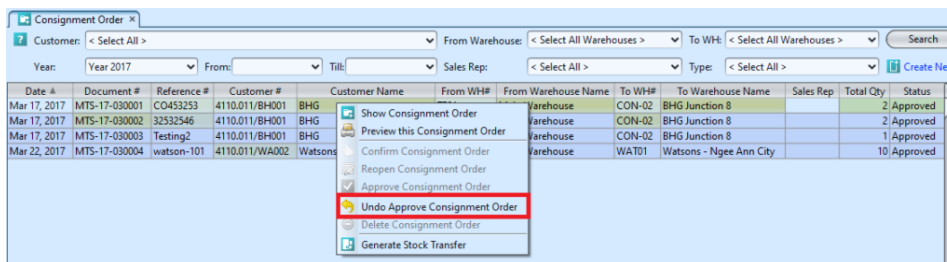
A screenshot of a 'Generate Stock Transfer' dialog box. The title bar says 'Generate Stock Transfer'. Below the title bar, there's a section 'Create Stock Transfer from Warehouse Order' with a description: 'Generates the Stock Transfer document from Warehouse Order with same set of products.' The form contains several fields: 'Document Number' with a value '< -AUTO-GENERATED->', 'Document Date' with a value '22/03/2017', 'Reference Number' with a value 'watson-101', and 'Document Status' with a value 'Drafted'. There is a checkbox labeled 'Open the newly created Stock Transfer Document' which is checked. At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.A screenshot of the 'Stock Transfer' form within the 'Inventory Explorer' application. The form is titled 'Type: ST01 - Warehouse to Store Transfer Order' and has a status of 'Drafted'. It contains fields for 'Document Date' (22/03/2017), 'Document Number' (RTCO0317-030003), 'Reference Number' (watson-101), and 'Branch' (HQ - Head Office). The 'Stock Transfer Details' section shows 'From Warehouse' (TED1 - Main Warehouse) and 'To Warehouse' (WAT01 - Watsons - Ngce Ann City). Below this is a table with columns: 'Product Brand', 'Product', 'Description', 'UOM', 'Quantity', 'Unit Cost', and 'Line Total'. The table contains two rows: 1. Product: 1 B002-002131, Description: Mint Tea Shower Gel 250ml, UOM: Each, Quantity: 5, Unit Cost: 5, Line Total: 25. 2. Product: 2 B002-002130, Description: Jasmine Shower Gel 250ml, UOM: Each, Quantity: 5, Unit Cost: 5, Line Total: 25. At the bottom, there's a 'Consignment Order' field with value 'MTS-17-030001' and a 'Picking' field with value 'Stock Receipt'. There are buttons for 'Confirm Stock Transfer', 'Save', 'Revert', and 'Delete'. The 'Confirm Stock Transfer' button is highlighted with a red rectangular box.

14. Click arrow on  button and select ***“Create Similar Consignment Order”*** option to generate a new copy of the consignment order form



Update Consignment Order Details

1. Click on **"Consignment Order List"** tab at the bottom of screen
2. Double click on consignment order to be updated, it will bring up the details on **"Consignment Order"** tab for the selected order. If a consignment 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 consignment 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 Consignment Order"** button at the

bottom of screen to confirm the consignment order

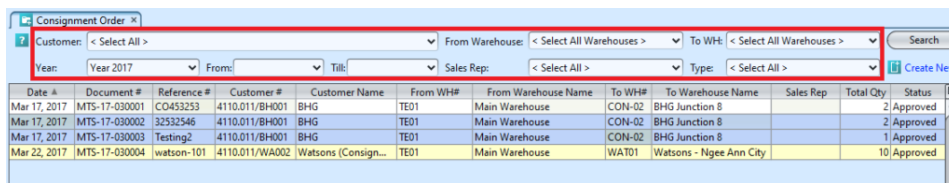
7. Click on **“Approve Consignment Order”** button at the bottom of screen to approve the consignment order

Delete Consignment Order

1. Click on **“Consignment Order List”** tab at the bottom of screen
2. Double click on consignment order to be deleted, it will bring up the details on **“Consignment Order”** tab for the selected order. If a consignment 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 consignment order deletion

View and Search for Consignment Order Details

1. Click on **“Consignment Order 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



The screenshot shows the 'Consignment Order' window. At the top, there are search filters: 'Customer' (set to '< Select All >'), 'From Warehouse' (set to '< Select All Warehouses >'), 'To WH' (set to '< Select All Warehouses >'), 'Year' (set to 'Year 2017'), 'From' (empty), 'To' (empty), 'Sales Rep' (set to '< Select All >'), and 'Type' (set to '< Select All >'). A 'Search' button is on the right. Below the filters is a table with columns: Date, Document #, Reference #, Customer #, Customer Name, From WH#, From Warehouse Name, To WH#, To Warehouse Name, Sales Rep, Total Qty, and Status. The table contains four rows of data.

Date	Document #	Reference #	Customer #	Customer Name	From WH#	From Warehouse Name	To WH#	To Warehouse Name	Sales Rep	Total Qty	Status
Mar 17, 2017	MTS-17-030001	CO453253	4110.011/BH001	BHG	TE01	Main Warehouse	CON-02	BHG Junction 8		2	Approved
Mar 17, 2017	MTS-17-030002	32532546	4110.011/BH001	BHG	TE01	Main Warehouse	CON-02	BHG Junction 8		2	Approved
Mar 17, 2017	MTS-17-030003	Testing2	4110.011/BH001	BHG	TE01	Main Warehouse	CON-02	BHG Junction 8		1	Approved
Mar 22, 2017	MTS-17-030004	watson-101	4110.011/WA002	Watsons (Consign...	TE01	Main Warehouse	WAT01	Watsons - Ngee Ann City		10	Approved

3. Result can be sorted alphabetically by clicking

the fields' columns

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

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

- White: Consignment Order document created / approved
- Yellow: Consignment Order approved and in progress, not yet receipt / completed
- Blue: Consignment Order process has been completed until Transfer Receipt's Putaway

Consignment Order											
Customer: < Select All >		From Warehouse: < Select All Warehouses >		To WH: < Select All Warehouses >		Search					
Year: Year 2017		From:		To:		Sales Rep: < Select All >		Type: < Select All >		Create New	
Date	Document #	Reference #	Customer #	Customer Name	From WH#	From Warehouse Name	To WH#	To Warehouse Name	Sales Rep	Total Qty	Status
Mar 17, 2017	MTS-17-030001	CO453253	4110.011/BH001	BHG	TE01	Main Warehouse	CON-02	BHG Junction 8		2	Approved
Mar 17, 2017	MTS-17-030002	32532546	4110.011/BH001	BHG	TE01	Main Warehouse	CON-02	BHG Junction 8		2	Approved
Mar 17, 2017	MTS-17-030003	Testing2	4110.011/BH001	BHG	TE01	Main Warehouse	CON-02	BHG Junction 8		1	Approved
Mar 22, 2017	MTS-17-030004	watson-101	4110.011/WA002	Watsons (Consign...	TE01	Main Warehouse	WAT01	Watsons - Ngee Ann City		10	Approved