


# 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.

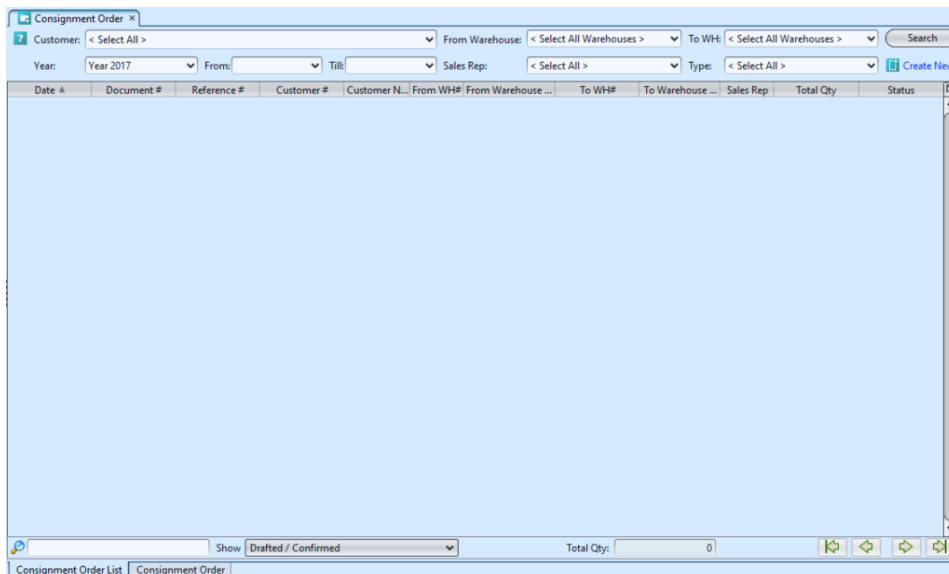
Consignment Order handles stock transfer between company warehouse and consignment warehouse (which could be at customer's store) or between 2 consignment warehouses / stores.

**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 | From Warehouse: | To Warehouse: | Description:

Partner Location: | Contact Person: | Representative: | Promised Date:

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 | From Warehouse: | To Warehouse: | Description:

Partner Location: | Contact Person: | Representative: | Promised Date:

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

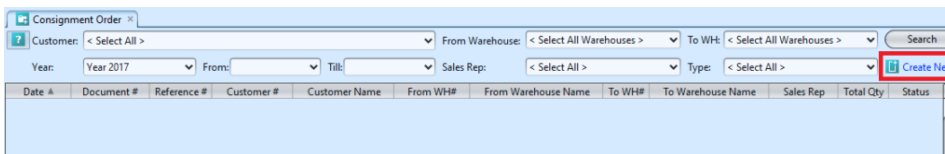
Consignment Order List | Consignment Order

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

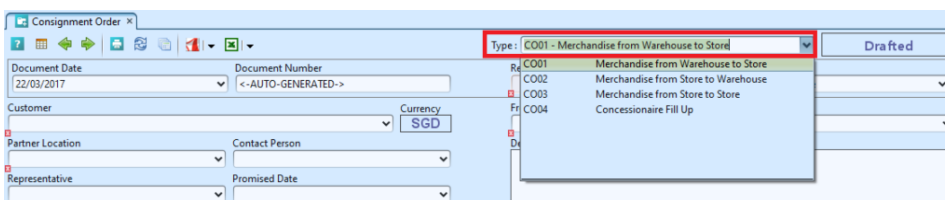
To Warehouse	Destination Warehouse	Y
Description	Self-explanatory	N
Items/Articles – Product	Name of product	Y
Items/Articles – Description	Description of product	Y
Items/Articles – UOM	Type of item – Unit of Measure	Y
Items/Articles – Quantity	Self-explanatory	Y
Items/Articles – Unit Price	Self-explanatory	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

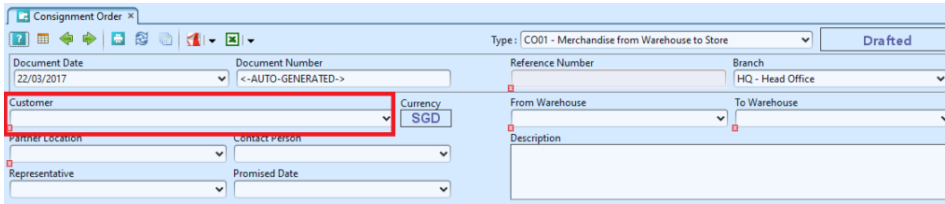


2. Select a document type from the **“Type”** drop-down list on top right side of screen. This will indicate the system to use the corresponding document sequence for the consignment order.



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.

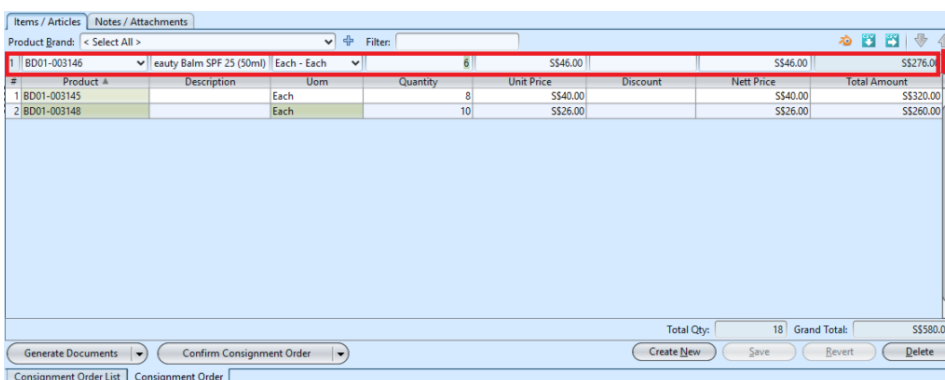


4. Fill up consignment order' information on the top half of screen. Make sure a consignment warehouse record was created and assigned to the customer (use **"Inventory module – (Masters) Warehouse"**)

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.



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

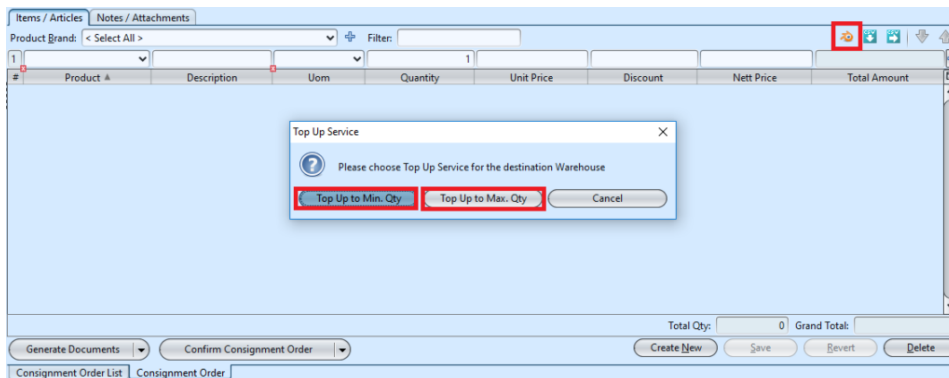
\***Note:** Alternatively, user can use the **"Top Up"** service to populate the item table with stock replenishment lines.

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

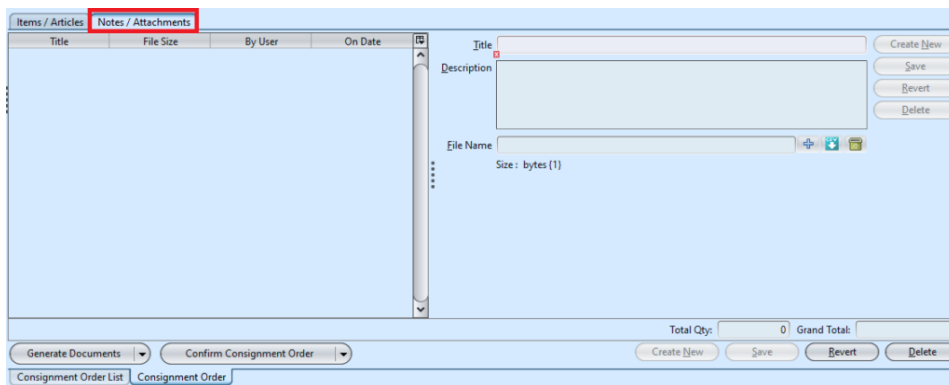
screen, it will show **“Top Up Service”** dialog window.

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.



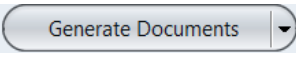
9. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the consignment order



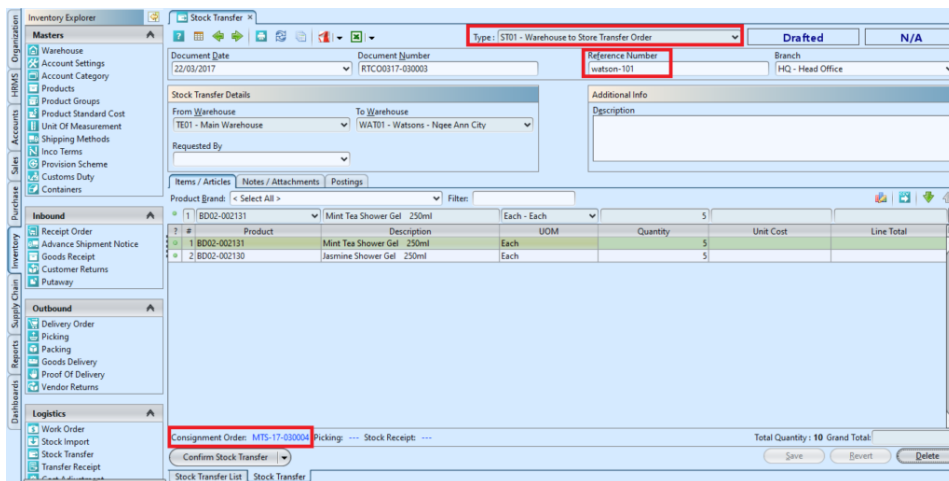
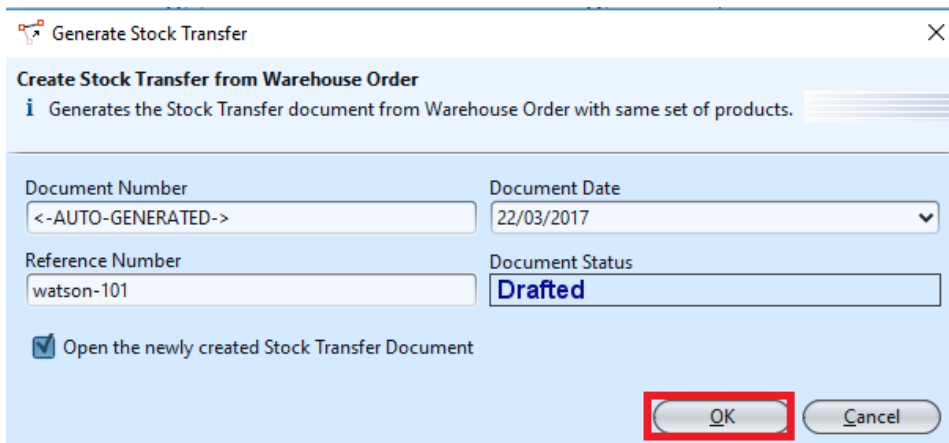
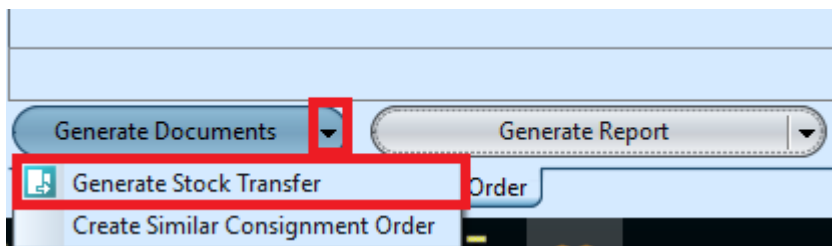
10. Click on **“Save”** button at the bottom right of screen to save

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

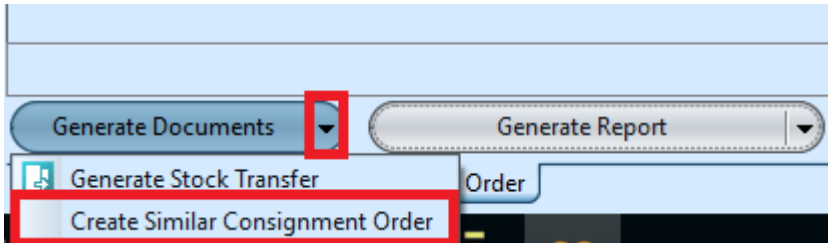
12. Click on **“Approve Consignment Order”** button at the bottom of screen to approve the consignment order

13. Click arrow on  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

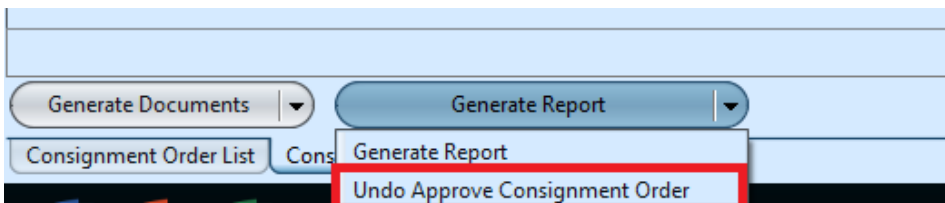
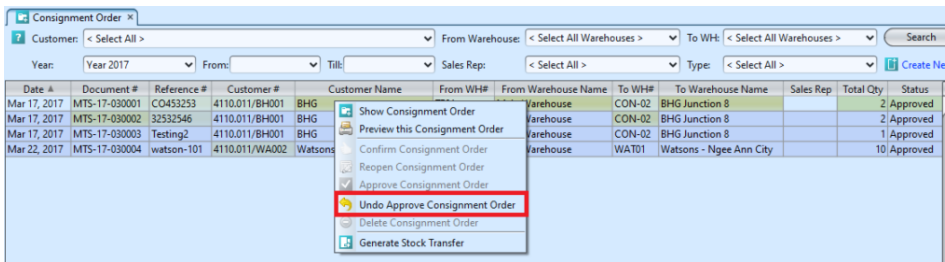


14. Click arrow on **Generate Documents** button and select **“Create Similar Consignment Order”** option to generate a new copy of the consignment order form



## 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

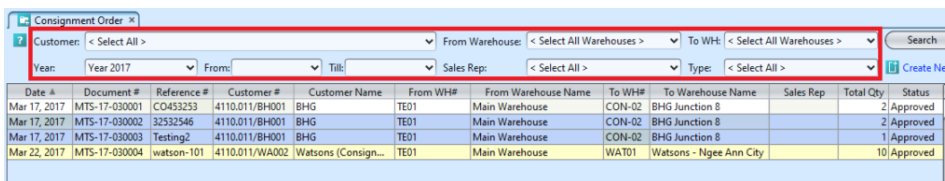
7. Click on **“Approve Consignment Order”** button at the bottom of screen to approve the consignment order

## 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 List' interface. At the top, there are search filters: 'Customer: < Select All >', 'From Warehouse: < Select All Warehouses >', 'To WH: < Select All Warehouses >', 'Year: Year 2017', 'From:', 'Till:', 'Sales Rep: < Select All >', and 'Type: < Select All >'. 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

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