

Product Training Shipments

Where "Lean" principles are considered common sense and are implemented with a passion!



Shipments



Shipments

A shipment can be completed from a firm Sales Order. A shipment will remove items from inventory.

Shipments consist of one shipment header and at least 1 line item. The shipment header contains information for the entire shipment such as the shipment number or customer. The lines contain information for each item on the shipment such as the item and quantity.

Shipment Header

Header Tab

The screenshot shows a software window titled "Shipments" with a "Header" tab selected. The form contains the following fields and values:

Field	Value
Shipment	SH00001012
Customer	C00001-0000 La Trobe University
Delivery Note Number	
Site	DEFAULT
Header	
Sales Order	SO00001054
Date	Jan 4 2008
No of boxes	0
Weight	0.00 LB
Volume	0.00

Buttons for "Save" and "Cancel" are located at the bottom of the form.

Shipment Header

- Shipment Number** – The shipment number is system generated and the next number will automatically come up.
- Customer** – The customer for the shipment.
- Deliver to** – Where the shipment is going to.
- Delivery Number** – A reference field to be used if an alternate delivery number is needed.
- Sales Order** – The sales order for the shipment. If multiple SO's are shipped on the same shipment, the SO with the most line items will be the SO in the header.

SYSTEM SETTING:

The default length of a shipment number is 10 characters. The length of the shipment number can be changed using the Shipments system option **Shipment identifier length**. Enable the option and set the value to the number of characters for the shipment number. Maximum length that can be used is 10 characters.

SYSTEM SETTING:

The default prefix of a shipment number is SH. The prefix of the shipment number can be changed using the Shipments system option **Shipment identifier prefix**. Enable the option and set the value to the new prefix.

Shipment Header

- Date** – The date of the shipment and the date used for accounting purposes.
- No of Boxes** – The number of boxes used in the shipment. Used for information or reference only.
- Weight** – The weight of the shipment. Used for information or reference only.
- Volume** – The volume of the shipment. Used for information or reference only.

SYSTEM OPTION:

By default when shipping by customer and more than 1 order is on the shipment, the sales order field on the shipment will not be used. To have the sales order field populated with the order that has the most lines on the shipment, use the Shipments system option **Populate the Sales Order field with the most popular order in Shipment if it's shipping more than one sales order**. Enable the option and set the value to Y

SYSTEM OPTION:

By default the weight field displays 2 decimals. The number of decimal places that display with the weight field can be configured using the Shipments system option **Number of decimal places to show when displaying weights**. Enable the option and set the value to the number of decimals required. Maximum number of decimals is 6.

SYSTEM OPTION:

By default the volume field displays 2 decimals. The number of decimal places that display with the volume field can be configured using the Shipments system option **Number of decimal places to show when displaying volumes**. Enable the option and set the value to the number of decimals required. Maximum number of decimals is 6.

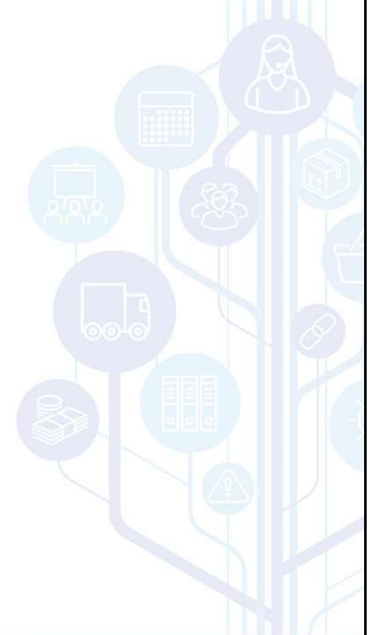
Shipment Header

Carrier Tab

The screenshot shows a software window titled "Shipments" with a "Carrier" tab selected. The form contains the following fields:

- Shipment: SH00001012
- Customer: C00001-0000 (Le Trobe University)
- Delivery Note Number: test
- Site: DEFAULT
- Carrier Information section:
 - Shipping Method: DEFAULTS
 - Freight: BESTWAY
 - Shipping Term: COLLECT
 - Tracking Number: (empty)
 - Cost: \$ 0.00
 - Value: \$ 0.00

Buttons for "Save" and "Cancel" are located at the bottom of the form.



Shipment Header

Carrier Tab

- Shipping method** – The shipping method for the shipment. If shipping by sales order this will default from the sales order. If shipping by customer, this will be the default shipping method from the customer master
- Freight** – The freight method for the shipment. If shipping by sales order this will default from the sales order. If shipping by customer, this will be the default freight method from the customer master.
- Shipping terms** – The shipping terms for the shipment. If shipping by sales order this will default from the sales order. If shipping by customer, this will be the default shipping terms from the customer master.
- Tracking Number** – If the shipping integration is used, this will automatically be populated. If no shipping integration is used, a primary tracking number can be manually entered.
- Cost** – The cost of the freight. Used for reference only. When adding freight manually, this will be the standard cost from the freight method.
- Value** – The value that is to be charged to the customer for freight.

Shipment Header

Adding a New Header

Creating a new Shipment header can be done by one of 2 ways;



- Customer** – this will offer all SO lines available for the specified customer to be received.
- Sales Order** – this will offer all SO lines available for the SO specified to be received.

Note: When using the shipping integration, creating the shipment header will also create the record for the shipping integration to export.

Shipment Header

Delivery Address

The delivery address for the shipment. The delivery address will default from the sales order header or the customer master depending on how the shipment is created.



Shipment Items

Multiple shipment items can be added to a single shipment. Shipment items are added to a shipment by selecting the action Add Item or when a new shipment is created.

Shipment Items

Adding an item

Finalise shipment

Item Selection

Select the items to be shipped

Order R	Item	Quantity	Pick Date	Build To Ship	Due Date	Maximum	Picking Locat	Quantity	Includ	Info
S0000	1007-383	2.00		<input type="checkbox"/>	P	07/13/2007	2.000000		1.00	<input checked="" type="checkbox"/>
S0000	1007-101	5.00		<input type="checkbox"/>	N	07/13/2007	5.000000		5.00	<input checked="" type="checkbox"/>
S0000	1007-715	3.00		<input type="checkbox"/>	N	07/13/2007	3.000000		3.00	<input checked="" type="checkbox"/>

Finalise shipment buttons: Finalise, Cancel

- Open sales order lines can be selected for the shipment by checking the Include column of the line.
- The maximum value to be shipped will be the open quantity on the sales order line. Over shipping can be allowed but the system must be set-up to do so.
- If the build to ship feature for the item is enabled, the item will be back-flushed after the item has been selected.
- If a quantity to ship is less than the outstanding value on the sales line, the Quantity to Ship column can be decreased.
- Inventory for a shipment can only be picked if the batch has an availability of "B"oth or "S"ales

SYSTEM OPTION:

When adding line items, by default no items are selected. All items can be selected by default using the Shipments system option **Include all by default when creating shipment**. Enable the option and set the value to Y to have all items included by default.

Shipment Items

Adding an item

Sales Order Id	Effective Date	Due Date	Quantity o/s	Include																																
SO00001006	18/06/2007	18/06/2007	10.00	<input type="checkbox"/>																																
<table border="1"> <thead> <tr> <th>Ord</th> <th>Item</th> <th>Q</th> <th>UDM</th> <th>Pick</th> <th>Build T</th> <th>Du</th> <th>Maximu</th> <th>Structu</th> <th>Structur</th> <th>Build OS</th> <th>Pickin</th> <th>Picking</th> <th>Q</th> <th>Incl</th> <th>Inf</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>BCT</td> <td>Las</td> <td>10</td> <td>EAC</td> <td><input checked="" type="checkbox"/></td> <td>N</td> <td>18/06</td> <td>10.000000</td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>					Ord	Item	Q	UDM	Pick	Build T	Du	Maximu	Structu	Structur	Build OS	Pickin	Picking	Q	Incl	Inf	S	BCT	Las	10	EAC	<input checked="" type="checkbox"/>	N	18/06	10.000000					0.00	<input type="checkbox"/>	
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Sales Order Id	Effective Date	Due Date	Quantity o/s	Include																																
SO00001010	26/06/2007	26/06/2007	1.00	<input type="checkbox"/>																																
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S	MIC	Micr	1.0	EAC	<input checked="" type="checkbox"/>	N	26/06	1.000000					0.00	<input type="checkbox"/>																						
Sales Order Id	Effective Date	Due Date	Quantity o/s	Include																																
SO00001011	26/06/2007	26/06/2007	2.00	<input type="checkbox"/>																																
SO00001015	17/07/2007	17/07/2007	1.00	<input type="checkbox"/>																																

SYSTEM OPTION:

When shipping by Customer, line items are grouped by sales order. Sales orders need to be expanded to view line items. The grouping by sales order can be turned off and only line items will display using the Shipments system option **Show only the detail grid by default when shipping by customer**. Enable the option and set the value to Y to remove the sales order grouping.

Shipment Items

Over Shipping

Order Ref	Item	Quantit	Pick Bat	Build To Ship	Due Da	MaximumQuantit	PickingLocat	Quantit	Includ	Info
SO00000	1007-383	10.00	<input checked="" type="checkbox"/>	N	06/06/200	10.000000		10.00	<input checked="" type="checkbox"/>	
SO00000	9100-074	5.00	<input checked="" type="checkbox"/>	N	06/06/200	5.000000		0.00	<input type="checkbox"/>	

- To over ship, increase the Quantity to ship column to the over shipment quantity.
- The maximum quantity column will factor the system percentage for over shipments and display the maximum quantity that can be shipped.

SYSTEM OPTION:

By default over shipping is not done in WinMan. Over shipping can be allowed using the Shipments system option **Allow over-shipping**. Enable the option and set the value to Y to allow over shipping.

SYSTEM OPTION:

When over shipping is enabled, a separate Shipments system option **Allow over-shipping of this percentage of the sales order line** is used to control how much overage is allowed. Enable the option and set the value to the percentage that the sales order quantity can be increased by.

Shipment Items

Lot Number	Effective Date	Location Id	Quantity Available	Quantity Allocated	Include
GR00000021-000	01/04/2008	F12801	11.00000	0.00000	<input type="checkbox"/>
GR00000021-000	01/04/2008	F12801	6.00000	0.00000	<input type="checkbox"/>
TEWS	01/11/2008	MAIN	25.00000	5.00000	<input checked="" type="checkbox"/>
	01/15/2008	F12801	7.00000	0.00000	<input type="checkbox"/>
GR00000031-000	02/25/2008	F12801	10.00000	0.00000	<input type="checkbox"/>

- ❑ The Pick Batch column will have a default value from the product master. This setting can be manually changed while selecting the line items to ship. If the Pick Batch column is selected, the user will select the batches to be picked for the shipment.

Note: If using the product option to identify serial numbers when picking, the pick batch dialog will show up automatically.

- ❑ When Pick Batch is not selected, the picking location is determined as follows;
 - If a picking location is specified on a sales order line, the sales order line location will be the only location that the line will be picked from.
 - Locations with the lowest consumable sequence will be selected from first on a FIFO basis until the shipment is filled. Locations with the lowest consumable sequence number will be selected first.

Shipment Items

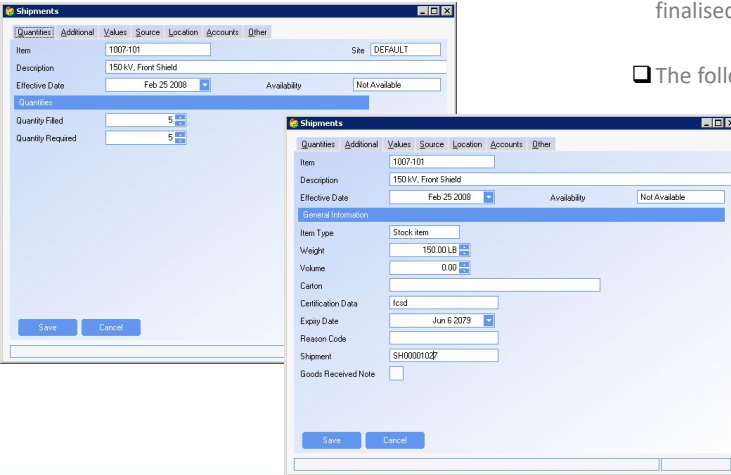
Example: Item Widget A has a sales order for a quantity of 100;

- Location AAA has consumable sequence of 10 and 20 Widget A on hand
- Location BBB has consumable sequence of 20 and 30 Widget A on hand
- Location CCC has consumable sequence of 10 and 15 Widget A on hand
- Location DDD has consumable sequence of 40 and 20 Widget A on hand
- Location EEE has consumable sequence of 10 and 25 Widget A on hand

Result: Location AAA, CCC, EEE and will be pulled from first (sequence of 10), and yields 60 items. Location BBB with the next lowest sequence will then pull 30 items. Location DDD, the highest sequence will then consume the remaining 10.

Shipment Items

Modifying a line



❑ Once a line has been added, it can be modified by right clicking on it and selecting Modify. Once a shipment is finalised it can not longer be modified.

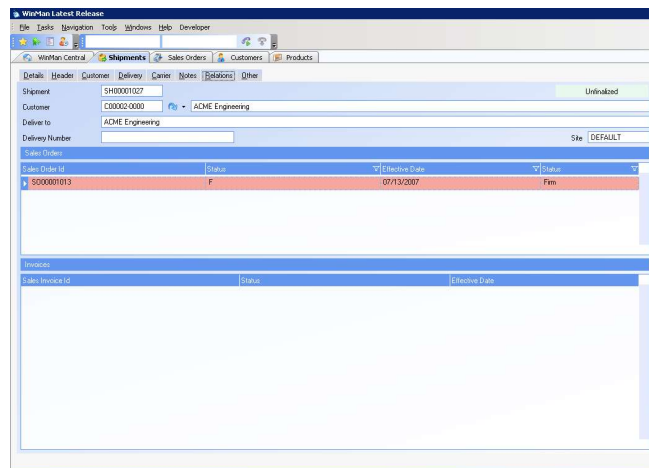
❑ The following fields can be modified on a line

- **Quantity Filled (Quantities Tab)** – How many are to be shipped.
- **Weight (Additional Tab)** – The weight of the line (for reference).
- **Carton (Additional Tab)** – The carton number (for reference only).
- **Certification Data (Additional Tab)** – A certificate number (for reference only).
- **Lot Number (Location Tab)** – The lot number of the batch.

Shipment Header

Relations Tab

- ❑ The relations tab displays sales orders and sales invoices that have been created for a shipment.
- ❑ Right click on line item to drill down to related transaction.



Shipment Actions

Add Freight

The screenshot displays two overlapping windows from a software application. The background window, titled "Shipments", has a sub-header "Freight" and the instruction "Select the freight to be added to this shipment". It features a search box with the text "BESTWAY" and "Back" and "Next" buttons at the bottom. The foreground window, also titled "Shipments", has a sub-header "Price" and the instruction "Enter the price of the freight". It contains a "Price" input field with the value "200" and "Back", "Next", "Finish", and "Cancel" buttons at the bottom.

- Adding freight will add a freight charge to the invoice.
- Select the freight method for the charge and enter the value of the charge.
- The value and freight method can be seen on the Carrier Tab of the header.

Shipment Actions

Look Again

- The Look Again action is used to re-check and issue items from inventory.
- The Look Again action can be used as many times as needed while the shipment remains unfinalised.

Example: A sales order for 20 has been added to a shipment

- o 15 are currently in inventory and have been issued to the shipment, leaving a shortage of 5.
- o A manufacturing order is completed after the 15 have been issued for 5 and are now waiting in inventory
- o Use the Look Again function to check inventory and issue any available items

Shipment Actions

Finalise

- Finalising a shipment will set the shipment ready for invoicing. It will also mark the items on the sales order as shipped.
- Once a shipment has been finalised no changes can be made.
- Select the date for finalisation. This is also the invoice date for the shipment.
- If using the product option to serial number when shipping, the serial numbering dialog will come up to assign serial numbers to the products being shipped



SYSTEM SETTING:

When using serial numbers, if the serial numbering option Serial number on MO Completion is used, the serial will have to be assigned when the MO is completed and again when the shipment is finalised. To not be prompted the second time in shipping, use the Shipments system option **If the product shipped is serialised on manufacturing then don't prompt for a new serial number at shipping**. Enable the option and set the value to Y to not re-enter serial numbers when shipping.

Shipment Actions

Invoice this Shipment

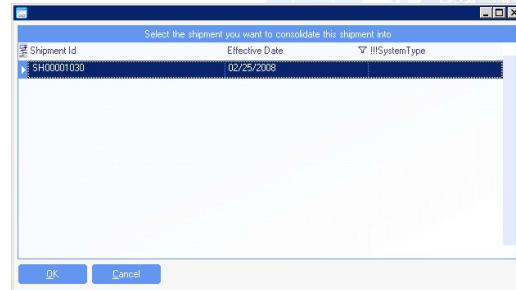


- Invoicing this shipment will create the sales invoice for the shipment.
- An option is provided to create the invoice as finalised. If not selected an un-finalised invoice will be created. Un-finalised invoices can be reviewed and modified if required.
- If a finalised invoice is created the invoice can also be printed.

Shipment Actions

Consolidate Shipment

- Applies only when shipping by Customer (Not used when shipping by Sales Order).
- If another open shipment for the customer exists and has the same delivery address, the shipments can be consolidated into one shipment.
- The current sales order will have its line items moved to the shipment selected to be consolidated into.



Shipment Actions

Tools



- Users with Admin authority in the shipment program can select the option to un-finalised a shipment if any changes need to be made.
- This function can only be used if the shipment transaction have not been posted to the GL.

Shipment Actions

Track Shipment

- Provides a direct link to the shipping web-sites for real time package tracking.
- Freight** – method tracking information must be set-up and tracking numbers must be in the system for real time tracking.

