

Create Warehouse Shipment

Quick Reference Guide

This document explains how to create a warehouse shipment from a sales order.

Prerequisites

Location setup

1. Select the Search icon , enter **Locations**, and then choose the related link.



The **Locations** list page opens.



2. Select the required **Code**. The **Location Card** page opens.

Location Card	- 🖉 - I	e +	İ	~5	aved	a 2
$MAIN\cdotMain\;Wai$	rehous	se				
Online Map 💿 Resource Locations	Zones 📰 B	ins 🛛 🕌 Invent	ory Posting Se	tup 🖷 Warehouse Em	ployees	
General >					1	IAIN
Address & Contact >					905.361	2841
Warehouse >				Yes	Yes	Yes
Bins >				REC	EIVE	SHIP
Bin Policies >				Never Check Capacity	No	Yes
Aptean Process Manufacturing OE	E>					

3. On the Warehouse FastTab, turn on the Require Shipment toggle.

Warehouse		
Require Receive	Default Bin Selection · · · · · · Fixed Bin	~
Require Shipment	Outbound Whse. Handling	
Require Put-away	Inbound Whse. Handling Ti	
Use Put-away Worksheet	Base Calendar Code	~
Require Pick	Customized Calendar No	
Bin Mandatory	Use Cross-Docking	
Directed Put-away and Pick · · · ·	Cross-Dock Due Date Calc.	
Require License Plate Tracki	Packaging Location · · · · · · MAIN-PACK	~

Note: You can perform step 3 when there is no ongoing activity at the specified location. This step depends on there being no internal picks assigned to the location.

The location is now set up for warehouse shipment.



Warehouse Employees setup

1. On the Location Card page, on the action bar, select Warehouse Employees.



The Warehouse Employees page opens.

Wareh	ouse Employees				√ Saved		ď	Ľ
,₽ s	earch 💽 Analyze 🕂 Ne	ew 🐺 E	dit List 🔟 Delete			Ŀ	∇	
	User ID ↑		Location Code 1	Default	User Zone Code			
\rightarrow	ADMIN	:	MAIN					
	ADMIN		MAIN_LP					
	APTEANDRT 1		MAIN					
	APTEANDRT 1		MAIN_LP					
	BOSS HOG		MAIN					
	USER_0C4161983B1E412590		MAIN					
	USER_8CCE71E44B6143D0A		MAIN					

- 2. On the action bar, select New.
- 3. Enter User ID and Location Code.

 Select the **Default** checkbox to specify that this is the only location where the employee can perform warehouse activities. The Warehouse Employees Setup is configured.

Create Warehouse Shipment

1. Select the Search icon , enter **Sales Orders**, and then choose the related link.

Tell me what you want to do							
sal	es orders						
Go	Go to Pages and Tasks						
>	> Sales Orders						
> Sales Return Orders							
>	Blanket Sales Ord	ers					

The Sales Orders list page opens.

Sales Orders							Д	с,
\times Help us	cont	inue to improve	our service by sharing your data	. It's completely an	onymous. Allow sharing Show de	tails		v
₽ Search	•	Analyze -	New Manage Home 🕒	Release 🗸 🛛 🕍 F	Post V Print/Send Order ····		e 7	•
No.†		Sell-to Customer No.	Sell-to Customer Name	Business Postin Type Code	9 Business Posting Type Description	External Document No.	Location Code	Assi ID
<u>5000066</u>		599991	Kroger	-	-		MAIN	
SO00068		C00001	Kroger	-	-		MAIN	
SO00073		C00002	Costco Wholesale	-	-		MAIN	
SO00074		C00001	Kroger	-	-		MAIN	
SO00075		C00002	Costco Wholesale	-	-		MAIN	

2. Select the required **No.** The **Sales Order** card page opens.



Create Warehouse Shipment | Quick Reference Guide

Sales Order				√ Sav	red 🗳
SO00066 · Kroge	er				
imes Item catalog is mandatory	for Customer No. C00001.The custom	er item catalog does r	not contain a line with	Item No. (FG956) and Unit of Me	asure
Home Prepare Print/Send	Request Approval Order Compl	iance Documents Re	eport More option	ns	
& Change Status Mgmt Status	s 🕃 Release 🗸	🔓 Create Inventor	ry Put-away/Pick	set Outstanding Lines as Und	lerdelivery
				_	
Dost 🗸	훩 Create Warehouse Shipment	🔡 Archive Docum	nent	🔓 Sana Commerce	
General	🏠 Create Warehouse Shipment	🔠 Archive Docum	ient	Sana Commerce	Show less
Image: Post V General Customer No.	Create Warehouse Shipment	Archive Docum	ent	2/17/2023	Show less
General Customer No. Customer Name	Create Warehouse Shipment C00001 Kroger	Archive Docum V Due Date Requeste	ent d Delivery Date	 2/17/2023 1/31/2023 	Show less
Image: Post General	Create Warehouse Shipment C00001 Kroger -	Due Date Requeste Promised	ent d Delivery Date	 Z/17/2023 1/31/2023 1/31/2023 	Show less
init Post > General	Create Warehouse Shipment C00001 Kroger	Due Date Requeste Promised External [d Delivery Date I Delivery Date Document No	Sana Commerce Z/17/2023 I/31/2023 I/31/2023	Show less
	Create Warehouse Shipment C00001 Kroger	Archive Docum Due Date Requeste Promised External I Sales Cor	d Delivery Date Delivery Date Document No	Sana Commerce Z/17/2023 I/31/2023 I/31/2023 I	Show less

3. On the action bar, select Home > Create Warehouse Shipment.

Home Prepare Print/Send Re	equest Approval Order Compliance Document
逡 Change Status Mgmt Status	麊 Create Warehouse Shipment 🗳 Set (
🛅 Post 🗸	🔓 Create Inventory Put-away/Pick 🔋 🖨 Sana
Release 🗸	archive Document

The system displays a dialog box confirming the creation of warehouse shipment header.

4. Click OK.

The Warehouse Shipment is created.

5. On the action bar, select **Related** > **Warehouse** > **Warehouse** Shipment Lines.



The Whse. Shipment Lines page opens.

Whse. Shipment Lines							
		Analyze	🗋 Show Do	cument More c	options		12 7 ≣
Source No. ↑ ▼		Source Line No.↑	Item No.	Variant Code	Description	Quantity	Qty. Outstanding
<u>SO00066</u>	÷	10000	FG956		FRENCH APPLE PIE (10 PCs)	100	100

6. Select the **Source No.** to access the warehouse shipment. The **Warehouse Shipment** page opens.

No	SH000055			Assigned	User ID · · · ·			\sim	
General									. 1
🚰 Create Pick	🕃 Release 🗸 🗸	e.	set Out	standing Li	ines as Under	delivery			~0
🚟 Transfer Scan Data	🚺 Post Shipment	~ 5	Autofill	Qty. to Shi	p ~				~
Home Prepare Print/	Send Shipment	More op	otions						()
SH000055)								
Warehouse Shipment	(Ø	Ŕ	+	۱.		√ Saved	Ľ	2

You can view the Warehouse Shipment document.

