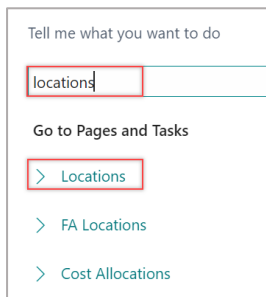


This document explains how to create a warehouse shipment from a sales order.

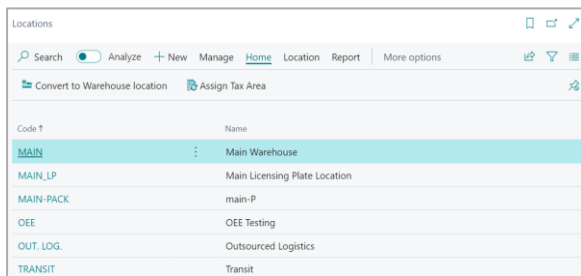
Prerequisites

Location setup

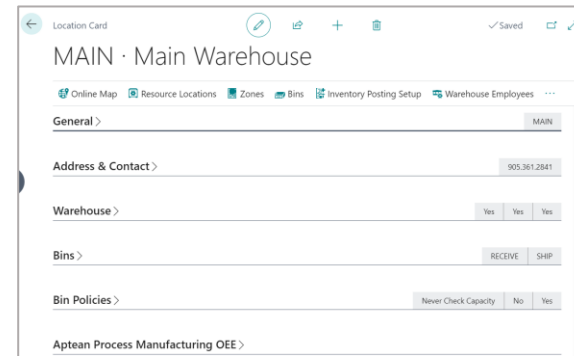
1. Select the Search icon , enter **Locations**, and then choose the related link.



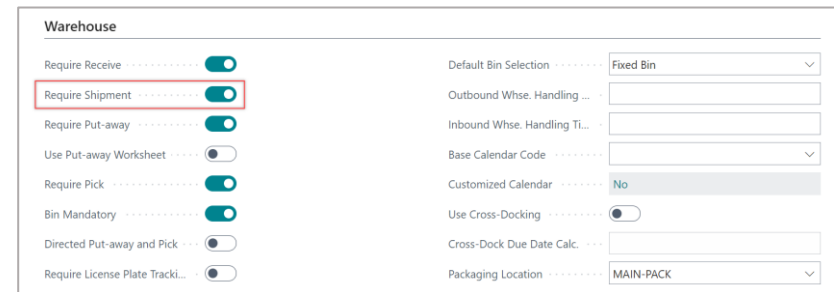
The **Locations** list page opens.



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



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



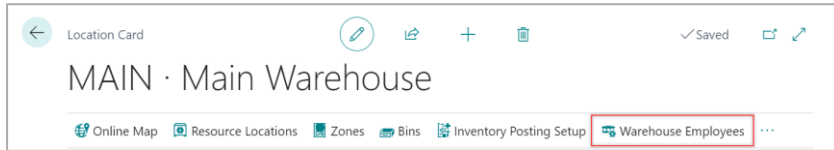
Note: You can perform step 3 when there is no ongoing activity at the specified location. This step depends on there being no internal picks assigned to the location.


The location is now set up for warehouse shipment.

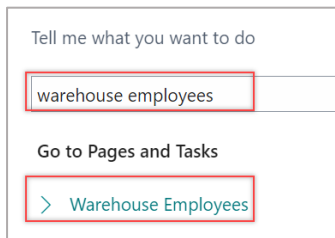


Warehouse Employees setup

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



Alternatively, select the Search icon , enter **Warehouse Employees**, and then choose the related link.




The **Warehouse Employees** page opens.

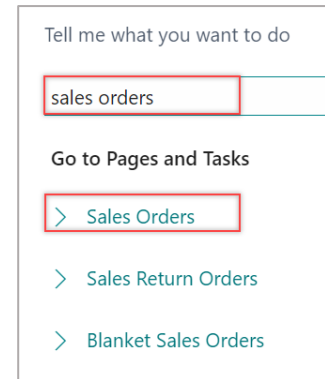
User ID ↑	Location Code ↑	Default	User Zone Code
→ ADMIN	MAIN	<input type="checkbox"/>	
ADMIN	MAIN_LP	<input checked="" type="checkbox"/>	
APTEANDRT 1	MAIN	<input checked="" type="checkbox"/>	
APTEANDRT 1	MAIN_LP	<input type="checkbox"/>	
BOSS HOG	MAIN	<input checked="" type="checkbox"/>	
USER_OC4161983B1E412590...	MAIN	<input type="checkbox"/>	
USER_8CCE71E44B6143D0A...	MAIN	<input checked="" type="checkbox"/>	

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

4. 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.

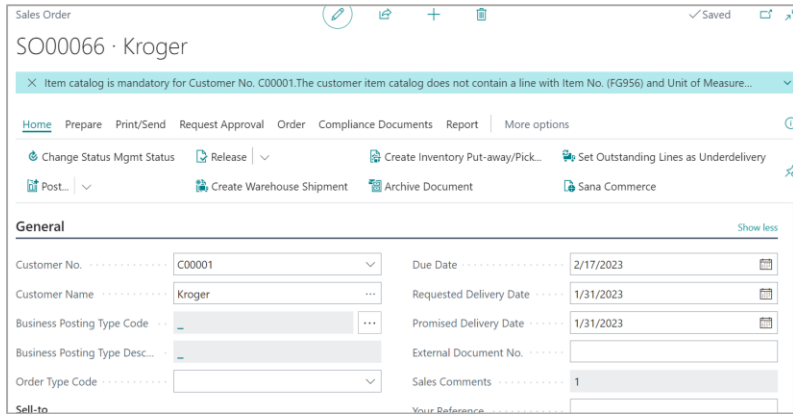


The **Sales Orders** list page opens.

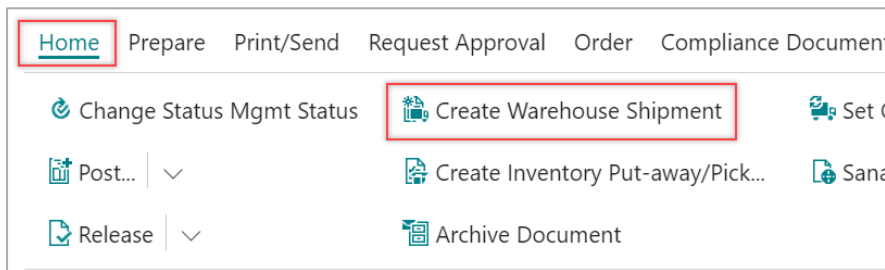
No. 1	Sell-to Customer No.	Sell-to Customer Name	Business Posting Type Code	Business Posting Type Description	External Document No.	Location Code	Ass ID
SO00096	C00001	Kroger	-	-		MAIN	
SO00068	C00001	Kroger	-	-		MAIN	
SO00073	C00002	Costco Wholesale	-	-		MAIN	
SO00074	C00001	Kroger	-	-		MAIN	
SO00075	C00002	Costco Wholesale	-	-		MAIN	

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





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

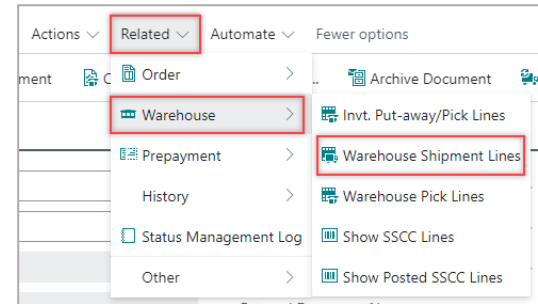


The system displays a dialog box confirming the creation of warehouse shipment header.

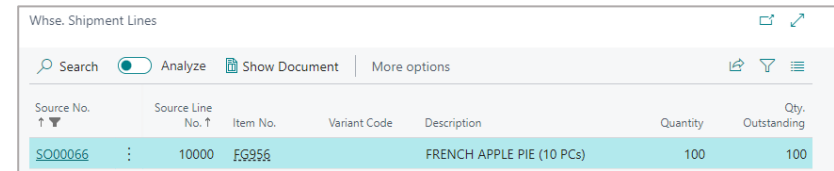
4. Click **OK**.

The Warehouse Shipment is created.

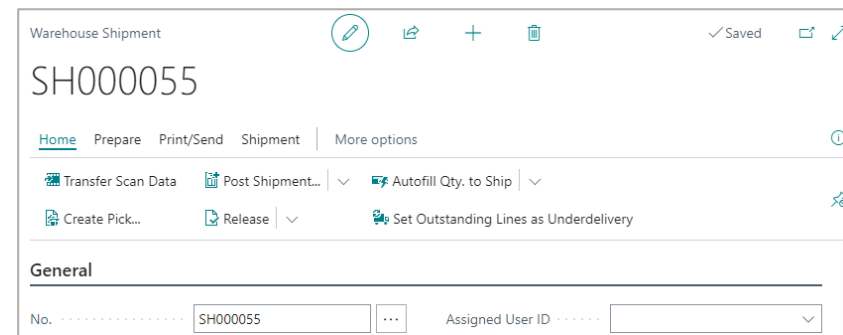
5. On the action bar, select **Related** > **Warehouse** > **Warehouse Shipment Lines**.



The **Whse. Shipment Lines** page opens.



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



You can view the Warehouse Shipment document.

