Delivery Order Inbox

Module Guide: Delivery Order Inbox

Module Location

Inventory > Delivery Order > Delivery Order Inbox

Module Objective

The **Delivery Order Inbox** module serves as the approval center for all **Delivery Order** documents that have been created. Before goods are physically shipped out of the warehouse and the stock is permanently reduced, a manager (e.g., a Warehouse Head) must review and give final approval to the shipping document.

1. Main View (Delivery Order List)

The main page of this module is an "inbox" that displays all Delivery Order documents requiring your approval.

View Explanation

This page provides a summary of all shipping documents that are awaiting approval.

- **Filters**: You can search for a specific document by **Delivery Order Number**, a **Date** range, **Item/Service Category**, or **Shipping Status**.

- **Document List**: The table below will display all Delivery Orders awaiting action, with columns such as the **Delivery Order Number**, the related **Sales Order Number**, the

Customer, and the **Approval Status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Delivery Order Inbox** module to see the list of shipments that require approval.

Step 2: Review the Shipment Details

Click on one of the rows in the table to open the detail view of that Delivery Order. In the detail page, you can re-check the conformity of the items, quantity, customer, and shipping address before the goods depart.

Step 3: Provide Approval

After you review the Delivery Order details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Delivery Order document is created and confirmed by a warehouse staff.

2. The document automatically enters the queue in this **Inbox**.

3. A manager reviews and approves it.

4. After approval, the Delivery Order is considered final, and the process of **permanently reducing the stock** is executed by

the system. This document also becomes the basis for the finance team to create the **Sales Invoice**.

Tips & Important Notes

- This approval process is the **final control step** before the goods physically leave the warehouse.
- This is an important module for the **Shipping Warehouse Head** to ensure there are no shipping errors.

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