Delivery Order

Module Guide: Delivery Order (Surat Jalan)

Module Location

Inventory > Delivery Order

Module Objective

The **Delivery Order** module is used to create the official shipping document or **Delivery Order (DO)** that will be sent along with the goods to the customer. The creation of a Delivery Order is based on a **Sales Order** whose items have already been allocated from stock. This module is the execution step in the goods shipment process.

1. Main View (Delivery Order List)

The main page of this module displays a list of all Delivery Order documents that have been created.

View Explanation

- **View**: This page is a history of all shipments. You can monitor the **Delivery Order No., Reference Document** (Sales Order), **Customer,** and shipping **Status**.
- **Filters**: You can search for a specific document by number, a **Date** range, or **Item/Service Category**.
- **Action Buttons**:

- **[New]** or **[New Direct]**: The primary button to create a new Delivery Order.

2. Steps to Create a Delivery Order

Step 1: Create a New Document

From the Main View, click the **[New]** or **[New Direct]** button to open the **Add Delivery Order** form.

Step 2: Select the Shipping Reference

On the form that appears, the first step is to select the **Shipping Instruction Number**. This usually refers to the Sales Order whose goods have been allocated and are ready to ship. Once selected, the system will automatically load the customer details and the list of items to be shipped.

Step 3: Verify and Input the Ship Quantity

1. The system will display the **Quantity on SO** (the quantity ordered) and **Remaining** (the quantity not yet shipped).

2. In the input column **Receive now** or 'Ship Quantity', enter the quantity that you are physically shipping at this time. This allows you to perform a partial shipment.

3. Select the goods' picking location in the **Bin Name** column.

Step 4: Record Shipping Details

Fill in relevant logistics details such as **Vehicle Number** and **Driver**.

Step 5: Confirm the Shipment

After all data is filled in, click the **[Confirm]** button. This action will finalize the Delivery Order and officially reduce the on-hand stock quantity from your warehouse. This document can then be printed to accompany the shipment.

Tips & Important Notes

- The creation of a Delivery Order is the step that physically and from an accounting perspective **removes the goods from your inventory**.
- After the Delivery Order is created and the goods are shipped, the next step in the sales cycle is the creation of the **Sales Invoice** by the finance team.
- This is a crucial daily work module for the **Shipping Warehouse** team.

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