

Goods Shipment Inbox

Module Guide: Goods Shipment Inbox

Module Location

PPIC > Material Requisition > Goods Shipment Inbox

Module Objective

The **Goods Shipment Inbox** module serves as the approval center for all **Goods Shipment** documents that were created to fulfill internal material requests. Every issuance of goods from the warehouse to production must be reviewed and approved here by an authorized manager before the stock is officially issued.

1. Main View (Shipment List)

The main page of this module is an "inbox" that displays all internal goods shipment documents requiring your action.

View Explanation

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

- **Filters:** You can search for a specific document by **Shipment Code** or a **Date** range.
- **Document List:** The table below will display all documents awaiting action, with columns such as **Shipment Code**, **Shipment Date**, **Shipment Status**, and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Goods Shipment 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 the shipment document. In the detail page, you can check what item is being issued, its quantity, and for which requisition and Work Order (SPK) the goods are intended.

Step 3: Provide Approval

After you review the shipment 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.

3. Workflow & Integrated Business Process

1. A Goods Shipment document is created and submitted by a warehouse staff.
2. The document automatically enters the queue in this **Inbox**.
3. A manager (e.g., Warehouse Head or Production Supervisor) reviews and approves it.
4. After approval, the stock reduction in the warehouse is finalized, and the material cost is officially charged to the

Production Work Order (SPK).

Tips & Important Notes

- This approval process is the last control step before materials are physically and from an accounting perspective moved from the warehouse to the production floor.
- This module is typically accessed by the **Warehouse Head or Production Supervisor**.

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