Goods Shipment

Module Guide: Goods Shipment (Shipment Order)

Module Location

Inventory > Goods Shipment

Module Objective

The **Goods Shipment** module is used to create the **Sales Delivery Order** (`Surat Jalan`), which is the official document for the shipment of goods to a customer. This process is based on a Sales Order that already exists and is ready to be shipped.

1. Main View (Shipment Order List)

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

View Explanation

- **View**: This page is a history of all shipments. You can monitor the **Shipment Order Number**, the related **Sales Order Number**, and the **Customer**.
- **Filters**: Use the **Shipment order type** filter to select **Sales Delivery Order** and filter by a date range.
- **Action Buttons**:

- **[Create Goods Shipment]**: The primary button to create a new Delivery Order document.

2. Steps to Create a Delivery Order

Step 1: Create a New Document

From the Main View, click the **[Create Goods Shipment]** button to open the **New** form.

Step 2: Select the Sales Order

On the form that appears, the first step is to select the **Customer** and then the **Sales Order (SO) Number** that will be shipped. After you select the SO, the system will automatically load the list of ordered items into the table below.

Step 3: Verify and Input the Ship Quantity

1. The system will display the **SO Qty.** (the quantity ordered).
2. In the **Receive now** input column, enter the quantity that you are physically shipping at this time. This allows you to perform a partial shipment.
3. Select the **Warehouse** where the goods are being picked from.

Step 4: Confirm the Shipment

After all data is filled in, click the **[Save]** or **[Save and Arrange Label]** button to finalize the Delivery Order. This action will officially reduce the stock quantity from your warehouse.

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** for a customer.

- After the Delivery Order is created, 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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