Material Requisition Shipment

Module Guide: Material Requisition Shipment

Module Location

Project > Material Requisition > Material Requisition Shipment

Module Objective

The **Material Requisition Shipment** module is a transactional module used by the warehouse team to execute a **goods issue** based on an approved `Project Material Requisition` document. This module is used to officially record that goods have been taken from stock and delivered to the requesting project team.

1. Main View (Shipment List)

The main page of this module displays a list of all shipment documents that have been created to fulfill project material requests.

View Explanation

- **View**: This page is a history of all internal goods shipment documents. You can see the **Shipment Requisition Code**, which refers to the original **Material Requisition Code**, as well as the related project details.

- **Action Buttons**:

- **[New]**: The primary button to create a new shipment document.

2. Steps to Perform a Goods Shipment

Step 1: Create a New Shipment Document

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

Step 2: Select the Requisition to be Fulfilled (Important!)

On the form that appears, in the **Material Requisition** section, search for and select the approved **Material Requisition Code** that you are going to fulfill.

Step 3: Verify and Input the Ship Quantity

1. After you select the requisition, the system will display the requested item details in the table below, including the **Order Quantity**.
2. Prepare the goods physically from the warehouse.
3. Enter the quantity you are issuing from the warehouse into the **Receive now** column (which means "quantity being shipped now").
4. Select the picking location in the **Bin Name** column.

Step 4: Confirm the Shipment

After all items and quantities are correct, click the **Confirm** button (after saving) to finalize the goods issue process. This action will reduce the stock quantity in the system.

Workflow & Integrated Business Process

- This module is the **execution step** by the warehouse, performed after a **Material Requisition** is approved in the **Material Requisition Inbox** module.
- Completing a transaction here will reduce the stock and fulfill the request made by the project team.

Tips & Important Notes

- This is a daily work module for **Warehouse Staff** who are responsible for issuing goods for internal or project needs.
- Always be sure to select the correct **Material Requisition Code** to ensure the issued goods match what was requested and approved.

Revision #1
Created 16 October 2025 14:24:20 by Sayu
Updated 16 October 2025 14:26:24 by Sayu