

Project Delivery Order Inbox

Module Guide: Project Delivery Order Inbox

Module Location

Project > Project Delivery Order > Project Delivery Order Inbox

Module Objective

The **Project Delivery Order Inbox** module serves as the approval center for all **Project Delivery Order** documents. Every goods shipment document for project purposes must be reviewed and approved here by an authorized manager before the shipment is officially authorized and the stock is issued from the system.

1. Main View (Delivery Order List)

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

View Explanation

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

- **Filters:** You can search for a specific document by **Delivery Order Number** or a **Date** range.
- **Document List:** The table below will display all documents awaiting action, with columns such as **Delivery Order Number**, the reference **Project Activity Completion Number**, **Project Name**, and **Approval Status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Project 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 check all the information, such as what items will be shipped, their quantity, and for which project and activity the goods are intended.

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 Project Delivery Order document is created and submitted.
2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, the **stock is finally reduced** from inventory, and the **warehouse team gets the authorization** to perform the physical shipment.

Tips & Important Notes

- The approval here is the **final authorization** before the goods are physically and from an accounting perspective issued from the warehouse for project purposes.
- This module is typically accessed by a **Project Manager or Logistics Manager**.

Revision #1

Created 16 October 2025 14:54:31 by Sayu

Updated 16 October 2025 14:55:53 by Sayu