

Project Delivery Order

Module Guide: Project Delivery Order

Module Location

Project > Project Delivery Order

Module Objective

The **Project Delivery Order** module is used to create a goods shipment document (Delivery Order) that is specifically intended for a project. Unlike a regular sales Delivery Order, this document references a **Project Activity Completion** document to ensure the shipped goods match the needs of the project activity that has been recorded.

1. Main View (Delivery Order List)

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

View Explanation

- **View:** This page is a history of all Project Delivery Orders. You can see the **Delivery Order No.**, the reference **Project Activity Completion Number Status**, and the related **Project Name**.
- **Action Buttons:**
 - **[Create Delivery Order]:** The primary button to create a new Project Delivery Order.

2. Steps to Create a Project Delivery Order

Step 1: Create a New Document

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

Step 2: Select the Reference (Important!)

On the form that appears, search for and select the **Project Activity Completion Number**. This is the document that records the actual goods requirement for a project activity.

Step 3: Fill in Shipment Details

1. After you select the reference, the system will automatically load the customer details and the list of required items into the table below.
2. In the **Receive now** column, enter the quantity you are physically shipping.
3. Select the picking **Warehouse** and **Bin Name** (if needed).
4. Fill in logistics details such as the **Vehicle Number**.

Step 4: Confirm the Shipment

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

Tips & Important Notes

- This module ensures that the goods shipped for a project match what was recorded as the **actual need** at the time of

activity completion.

- This is a goods shipment execution step that is directly tied to the management of **project progress and cost**.
- This module is typically used by **Project Administrators or Warehouse Staff** who handle project logistics.

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