Shipment List

Module Guide: Shipment List

Module Location

Inventory > Shipment List

Module Objective

The **Shipment List** module serves as a center for viewing and consolidating multiple individual shipment documents into a single summary report or master manifest. This module is not used to create new shipment documents, but rather to summarize existing documents, typically for the purpose of organizing a single shipping route that covers multiple destinations.

1. Main View (Shipment Document List)

The main page of this module displays a list of all individual shipment documents that have been created by the system (for example, from the Sales Order process).

View and Main Button Functions

- **View**: This page is a history list of all shipment documents. You can see the **List of Goods Carried Number, Date,** and **Status**.
- **Main Button Function**:
  - **[Summary]**: This button is used to open the screen for creating a combined summary report/manifest.

2. Steps to Create a Shipment Summary Report

Step 1: Open the Summary Screen

From the main page, click the **[Summary]** button to open the **Shipment List Summary** screen.

Step 2: Define the Period

Set the **From** and **To** date range to display all shipment documents that will be sent within that period.

Step 3: Select Shipment Documents

1. The system will display all available shipment documents for that period in two boxes on the left (**Shipment List With Carrier** and **Without Carrier**).

2. Select one or more documents from the left boxes that will be combined into a single manifest.

3. Click the **>>** button to move those documents to the **Selected Shipment List** box on the right.

Step 4: Generate the Report

After all relevant documents have been selected, click the **[Display Report]** or **[Export to MS Excel]** button at the bottom. The resulting report is a **consolidated loading list** or manifest that can be given to the driver/carrier.

Tips & Important Notes

- This module is **not for creating new Delivery Orders**, but rather for summarizing existing ones.

- Use this feature to create a single summary document for one shipping route that covers multiple customers, which simplifies the shipping and handover process.

- This is a crucial tool for a **Logistics Coordinator or Shipping Warehouse Head**.

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