Shipment Note History

Module Guide: Direct Selling Delivery Order (Shipment Note)

Module Location

Direct Selling > Direct Sales Shipment Note > Shipment Note History

Module Objective

The **Direct Selling Delivery Order (Shipment Note)** module is the order fulfillment stage in the direct selling workflow. Its purpose is to create the official shipping document (Delivery Order) based on an approved Direct Selling Sales Order. This document authorizes the warehouse to release the goods and serves as valid proof of shipment.

1. Main View (Delivery Order List)

The main page of this module displays a list of all Direct Selling Delivery Orders that have been created.



View Explanation & Filters

This page is the center for viewing and managing all shipping documents.

- **Filters**: You can search for a specific Delivery Order by **Shipment Note Number**, **Item Category**, **Shipment Note Type**, or a date range (**Date From / Date To**).

- **Delivery Order List**: The table below will display all documents that match the filters, with columns such as **Shipment Note Number**, **Shipment Note Date**, **Sales Order Number**, **Customer**, and **Delivery Status**.

Button Functions

- **Create Shipment Note**: The primary button to create a new Delivery Order.

2. Steps to Create a Direct Selling Delivery Order

Step 1: Create a New Delivery Order

From the Main View, click the **Create Shipment Note** button to open the **Add Shipment Note** form. 



Step 2: Select the Sales Order

On the form that appears, the most important first step is:

- Select the **Sales Order Number** from the dropdown or search field. This action will automatically pull all related order data, including the **Customer** and item details.

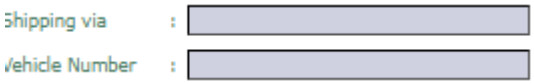
Step 3: Detail the Shipping Quantity

The detail table will display all items from the selected Sales Order.

- In the **Deliver Now** column, enter the quantity of goods that will be shipped at this time. You can ship partially or in full from the SO Quantity.

Step 4: Complete Logistics Info

Fill in shipping details such as **Shipping via** and **Vehicle Number** if required.



Step 5: Save and Confirm

After all data is filled in, use the buttons in the bottom-left section:

- **Save**: To save the Delivery Order as a draft. 

- **Confirm**: To finalize the document. After confirmation, the system will reduce the inventory stock. 

- **Cancel**: To cancel the entry. 

Workflow & Integrated Business Process

1. The process begins with an approved Direct Selling Sales Order.
2. Based on that SO, a Direct Selling Delivery Order is created in this module.
3. A confirmed Delivery Order will become the basis for the creation of a **Direct Selling Receipt** or invoice.

Tips & Important Notes

- To ensure data consistency from order to shipment, always create a Delivery Order based on a valid **Sales Order Number**.

- This document is the official proof of goods release from the warehouse and must always accompany the goods when they are shipped.

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