Shipment Note Inbox

Module Guide: Direct Selling Delivery Order Inbox (Shipment Notes Inbox)

Module Location

Direct Selling > Direct Selling Delivery Order > Delivery Order Inbox

Module Objective

The **Direct Selling Delivery Order Inbox (Shipment Notes Inbox)** module serves as the approval center for all Delivery Order documents created through the direct selling workflow. This module is used by a superior or manager to conduct a review and provide approval before the shipping document is considered final.

1. Main View (Delivery Order List)

The main page of this module is an "inbox" that displays all Direct Selling Delivery Orders requiring your action.



View Explanation & Filters

This page provides a summary of all shipping documents that are awaiting approval.

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

- **Request List**: The table below will display all documents awaiting action. The table currently shows "...NO RECORDS...".

Column Explanation

- **Shipment Note Number**: The unique number of the submitted Delivery Order document.

- **Sales Order Number**: The reference number from the initial Sales Order.

- **Customer**: The name of the destination customer for the shipment.

- **Status / Approval Status**: Icons that indicate the document's status and the approval process status.

- **Delivery Status**: The delivery status of the document.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Direct Selling Delivery Order Inbox** module to see the list of documents that require approval.

Step 2: Review the Delivery Order Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the product details, quantity, and shipping address.

Step 3: Provide Approval

After you open and review the Delivery Order details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

1. **Submission**: A user creates a document in the **Direct Selling Delivery Order** module and clicks **[Confirm]**.
2. **Entering the Queue**: The confirmed Delivery Order automatically enters the queue in this **Direct Selling Delivery Order Inbox** module.
3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.
4. **Next Process**: After approval, the Delivery Order becomes a valid document and the basis for the next stage: the creation of a **Direct Selling Receipt**.

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