Shipment Planning Inbox

Module Guide: Shipment Planning Inbox

Module Location

Inventory > Shipment Planning > Shipment Planning Inbox

Module Objective

The **Shipment Planning Inbox** module serves as the approval center for all **Shipment Planning** documents that have been created. Every trip plan or shipping route must be reviewed and approved here by an authorized manager (e.g., a Logistics Manager) before the schedule is considered final and ready for execution.

1. Main View (Plan List)

The main page of this module is an "inbox" that displays all shipment planning documents requiring your action.

View Explanation

This page provides a summary of all shipment plans that are awaiting approval.

- **Filters**: You can search for a specific document by **Shipment Planning Number** or a **Date** range.
- **Plan List**: The table below will display all documents awaiting action, with columns such as **Shipment Planning Number, Goods Shipment Date,** and **Approval Status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Shipment Planning Inbox** module to see the list of plans that require approval.

Step 2: Review the Plan Details

Click on one of the rows in the table to open the detail view of the shipment plan. In the detail page, you can check all the information, such as the route (area), the list of combined Delivery Orders, and the allocated vehicle.

Step 3: Provide Approval

After you review the plan 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 Shipment Planning document is created and confirmed by a logistics planner.
2. The document automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, the trip plan becomes a **final schedule** and can be viewed in the **Trip Activity** module to be executed by the shipping team.

Tips & Important Notes

- This approval process is an important control step to ensure all shipping routes have been planned efficiently and logically before being executed.

- This module is typically accessed by a **Logistics Manager or Head of Shipping**.

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