Shipping Instruction

Report Module Guide: Daily Shipping Instruction Schedule

Module Location

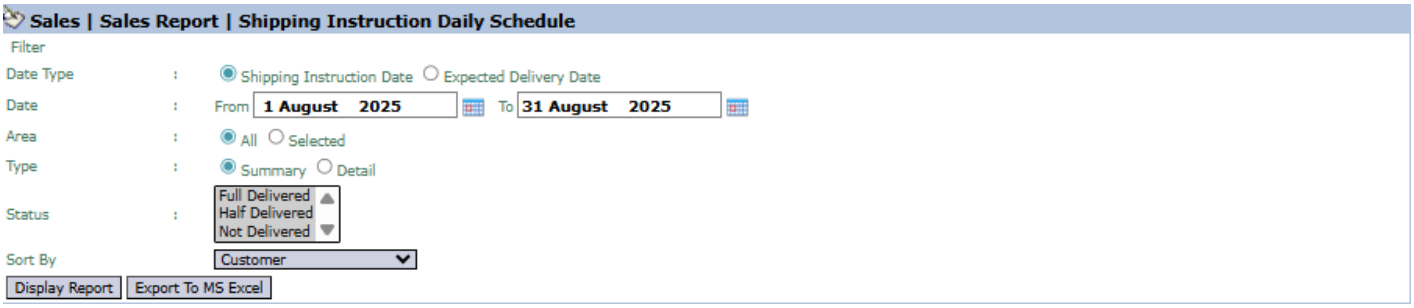
Sales > Reports > Shipping Reports > Daily Shipping Instruction Schedule

Module Objective

The **Daily Shipping Instruction Schedule** report module is used to generate a daily or periodic shipping schedule. This report is a primary operational work tool for the logistics and warehouse teams to plan, monitor, and execute all goods shipment activities to customers based on Shipping Instruction documents.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the schedule that will be generated.



Here is an explanation for each parameter:

- **Date Type**:

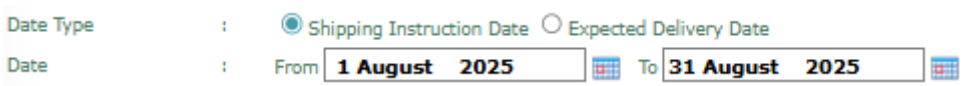
- A key filter to determine the basis for pulling the data:
- **Shipping Instruction Date**: Displays the schedule based on the date the instruction document was created.
- **Expected Delivery Date**: Displays the schedule based on the estimated date the goods will arrive at the customer.

- **Date**:
  - Specify the **From** and **To** date range to define the schedule's period (e.g., August 1, 2025, to August 31, 2025).
- **Status**:
  - Use this list box to filter by shipping status, such as **Full Delivered**, **Half Delivered**, or **Not Delivered**.
- **Type / Sort By**:
  - Select the report's level of detail (**Summary** or **Detail**) and sort the results by a specific criterion (e.g., Customer).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially defining the **Date Type**, the **Date** range, and the **Status** to get the relevant schedule.

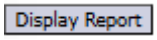




Step 2: Generate the Report

After all parameters are set, click one of the two buttons in the bottom-left section of the page:

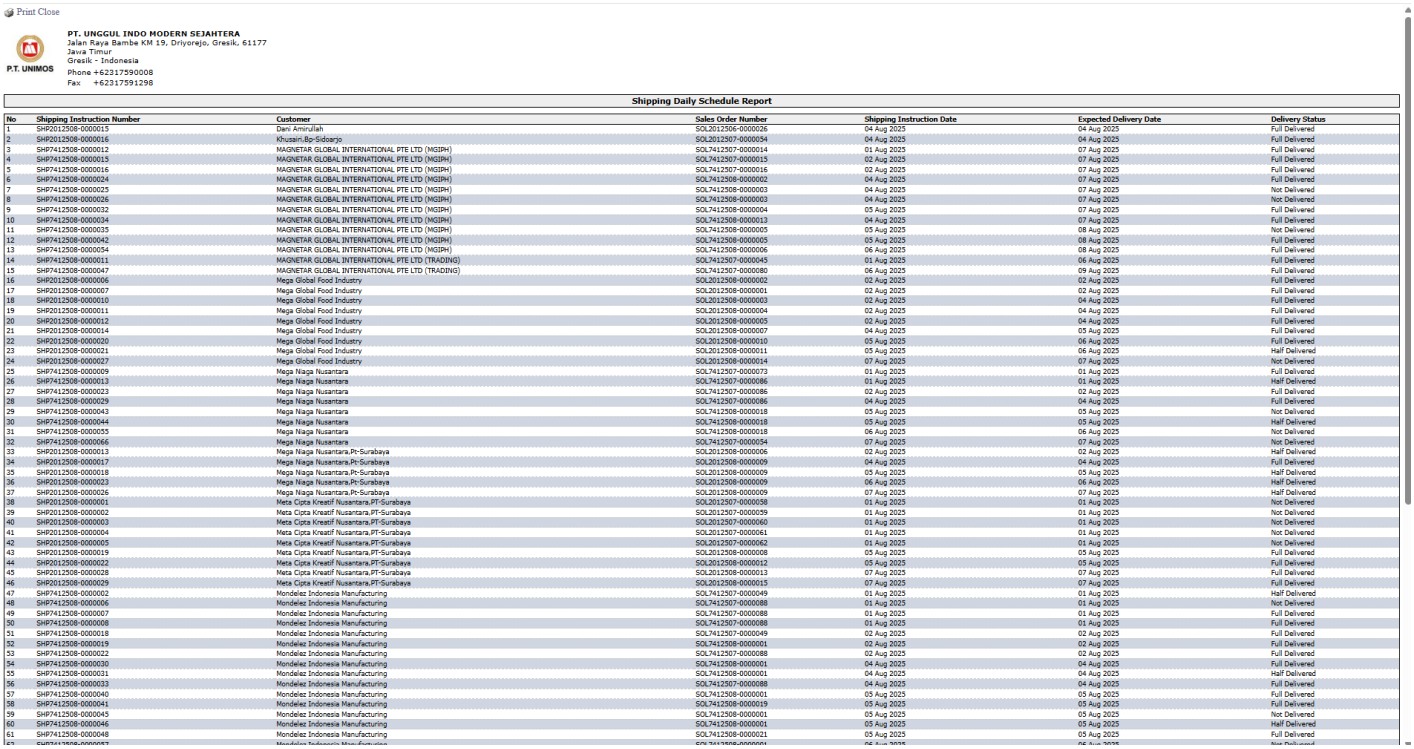
- **Display Report**: To preview the shipping schedule directly on your screen.

- **Export To MS Excel**: To download the schedule data in an Excel file format. 

3. Example of the Report View

After you click, the system will generate a detailed report like the following, which functions as a shipping work schedule.



Print Close

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P.T. UNIMOS

Shipping Daily Schedule Report

No	Shipping Instruction Number	Customer	Sales Order Number	Shipping Instruction Date	Expected Delivery Date	Delivery Status
1	SHP2012508-0000015	Dani Amirullah	SOL2012506-0000026	04 Aug 2025	04 Aug 2025	Full Delivered
2	SHP2012508-0000016	Khusairi,Bp-Sidoarjo	SOL2012507-0000034	04 Aug 2025	04 Aug 2025	Full Delivered
3	SHP7412508-0000012	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412507-0000014	01 Aug 2025	07 Aug 2025	Full Delivered
4	SHP7412508-0000015	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412507-0000015	02 Aug 2025	07 Aug 2025	Full Delivered
5	SHP7412508-0000016	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412507-0000016	02 Aug 2025	07 Aug 2025	Full Delivered
6	SHP7412508-0000024	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412508-0000002	04 Aug 2025	07 Aug 2025	Full Delivered
7	SHP7412508-0000025	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412508-0000003	04 Aug 2025	07 Aug 2025	Not Delivered
8	SHP7412508-0000026	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412508-0000003	04 Aug 2025	07 Aug 2025	Not Delivered
9	SHP7412508-0000032	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412508-0000004	05 Aug 2025	07 Aug 2025	Full Delivered
10	SHP7412508-0000034	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412508-0000013	04 Aug 2025	07 Aug 2025	Full Delivered
11	SHP7412508-0000035	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412508-0000005	05 Aug 2025	08 Aug 2025	Not Delivered
12	SHP7412508-0000042	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412508-0000005	05 Aug 2025	08 Aug 2025	Full Delivered
13	SHP7412508-0000054	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (MGIPH)	SOL7412508-0000006	06 Aug 2025	08 Aug 2025	Full Delivered
14	SHP7412508-0000011	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (TRADING)	SOL7412507-0000045	01 Aug 2025	06 Aug 2025	Full Delivered
15	SHP7412508-0000047	MAGNETAR GLOBAL INTERNATIONAL PTE LTD (TRADING)	SOL7412507-0000080	06 Aug 2025	09 Aug 2025	Full Delivered
16	SHP2012508-0000006	Mega Global Food Industry	SOL2012508-0000002	02 Aug 2025	02 Aug 2025	Full Delivered
17	SHP2012508-0000007	Mega Global Food Industry	SOL2012508-0000001	02 Aug 2025	02 Aug 2025	Full Delivered
18	SHP2012508-0000010	Mega Global Food Industry	SOL2012508-0000003	02 Aug 2025	04 Aug 2025	Full Delivered
19	SHP2012508-0000011	Mega Global Food Industry	SOL2012508-0000004	02 Aug 2025	04 Aug 2025	Full Delivered
20	SHP2012508-0000012	Mega Global Food Industry	SOL2012508-0000005	02 Aug 2025	04 Aug 2025	Full Delivered
21	SHP2012508-0000014	Mega Global Food Industry	SOL2012508-0000007	04 Aug 2025	05 Aug 2025	Full Delivered
22	SHP2012508-0000020	Mega Global Food Industry	SOL2012508-0000010	05 Aug 2025	06 Aug 2025	Full Delivered
23	SHP2012508-0000021	Mega Global Food Industry	SOL2012508-0000011	05 Aug 2025	06 Aug 2025	Half Delivered
24	SHP2012508-0000027	Mega Global Food Industry	SOL2012508-0000014	07 Aug 2025	07 Aug 2025	Not Delivered
25	SHP7412508-0000009	Mega Niaga Nusantara	SOL7412507-0000073	01 Aug 2025	01 Aug 2025	Full Delivered
26	SHP7412508-0000013	Mega Niaga Nusantara	SOL7412507-0000086	01 Aug 2025	01 Aug 2025	Half Delivered
27	SHP7412508-0000023	Mega Niaga Nusantara	SOL7412507-0000086	02 Aug 2025	02 Aug 2025	Full Delivered
28	SHP7412508-0000029	Mega Niaga Nusantara	SOL7412507-0000086	04 Aug 2025	04 Aug 2025	Full Delivered
29	SHP7412508-0000043	Mega Niaga Nusantara	SOL7412508-0000018	05 Aug 2025	05 Aug 2025	Not Delivered
30	SHP7412508-0000044	Mega Niaga Nusantara	SOL7412508-0000018	05 Aug 2025	05 Aug 2025	Half Delivered
31	SHP7412508-0000055	Mega Niaga Nusantara	SOL7412508-0000018	06 Aug 2025	06 Aug 2025	Not Delivered
32	SHP7412508-0000066	Mega Niaga Nusantara	SOL7412507-0000054	07 Aug 2025	07 Aug 2025	Not Delivered
33	SHP2012508-0000013	Mega Niaga Nusantara,Pt-Surabaya	SOL2012508-0000006	02 Aug 2025	02 Aug 2025	Half Delivered
34	SHP2012508-0000017	Mega Niaga Nusantara,Pt-Surabaya	SOL2012508-0000009	04 Aug 2025	04 Aug 2025	Full Delivered
35	SHP2012508-0000018	Mega Niaga Nusantara,Pt-Surabaya	SOL2012508-0000009	05 Aug 2025	05 Aug 2025	Half Delivered
36	SHP2012508-0000023	Mega Niaga Nusantara,Pt-Surabaya	SOL2012508-0000009	06 Aug 2025	06 Aug 2025	Half Delivered
37	SHP2012508-0000026	Mega Niaga Nusantara,Pt-Surabaya	SOL2012508-0000009	07 Aug 2025	07 Aug 2025	Half Delivered
38	SHP2012508-0000001	Meta Cipta Kreatif Nusantara,PT-Surabaya	SOL2012507-0000058	01 Aug 2025	01 Aug 2025	Not Delivered
39	SHP2012508-0000002	Meta Cipta Kreatif Nusantara,PT-Surabaya	SOL2012507-0000059	01 Aug 2025	01 Aug 2025	Not Delivered
40	SHP2012508-0000003	Meta Cipta Kreatif Nusantara,PT-Surabaya	SOL2012507-0000060	01 Aug 2025	01 Aug 2025	Not Delivered
41	SHP2012508-0000004	Meta Cipta Kreatif Nusantara,PT-Surabaya	SOL2012507-0000061	01 Aug 2025	01 Aug 2025	Not Delivered
42	SHP2012508-0000005	Meta Cipta Kreatif Nusantara,PT-Surabaya	SOL2012507-0000062	01 Aug 2025	01 Aug 2025	Not Delivered
43	SHP2012508-0000019	Meta Cipta Kreatif Nusantara,PT-Surabaya	SOL2012508-0000008	05 Aug 2025	05 Aug 2025	Full Delivered
44	SHP2012508-0000022	Meta Cipta Kreatif Nusantara,PT-Surabaya	SOL2012508-0000012	05 Aug 2025	05 Aug 2025	Full Delivered
45	SHP2012508-0000028	Meta Cipta Kreatif Nusantara,PT-Surabaya	SOL2012508-0000013	07 Aug 2025	07 Aug 2025	Full Delivered
46	SHP2012508-0000029	Meta Cipta Kreatif Nusantara,PT-Surabaya	SOL2012508-0000015	07 Aug 2025	07 Aug 2025	Full Delivered
47	SHP7412508-0000002	Mondelez Indonesia Manufacturing	SOL7412507-0000049	01 Aug 2025	01 Aug 2025	Half Delivered
48	SHP7412508-0000006	Mondelez Indonesia Manufacturing	SOL7412507-0000088	01 Aug 2025	01 Aug 2025	Not Delivered
49	SHP7412508-0000007	Mondelez Indonesia Manufacturing	SOL7412507-0000088	01 Aug 2025	01 Aug 2025	Full Delivered
50	SHP7412508-0000008	Mondelez Indonesia Manufacturing	SOL7412507-0000088	01 Aug 2025	01 Aug 2025	Full Delivered
51	SHP7412508-0000018	Mondelez Indonesia Manufacturing	SOL7412507-0000049	02 Aug 2025	02 Aug 2025	Full Delivered
52	SHP7412508-0000019	Mondelez Indonesia Manufacturing	SOL7412508-0000001	02 Aug 2025	02 Aug 2025	Full Delivered
53	SHP7412508-0000022	Mondelez Indonesia Manufacturing	SOL7412507-0000088	02 Aug 2025	02 Aug 2025	Full Delivered
54	SHP7412508-0000030	Mondelez Indonesia Manufacturing	SOL7412508-0000001	04 Aug 2025	04 Aug 2025	Full Delivered
55	SHP7412508-0000031	Mondelez Indonesia Manufacturing	SOL7412508-0000001	04 Aug 2025	04 Aug 2025	Half Delivered
56	SHP7412508-0000033	Mondelez Indonesia Manufacturing	SOL7412507-0000088	04 Aug 2025	04 Aug 2025	Full Delivered
57	SHP7412508-0000040	Mondelez Indonesia Manufacturing	SOL7412508-0000001	05 Aug 2025	05 Aug 2025	Full Delivered
58	SHP7412508-0000041	Mondelez Indonesia Manufacturing	SOL7412508-0000019	05 Aug 2025	05 Aug 2025	Full Delivered
59	SHP7412508-0000045	Mondelez Indonesia Manufacturing	SOL7412508-0000001	05 Aug 2025	05 Aug 2025	Not Delivered
60	SHP7412508-0000046	Mondelez Indonesia Manufacturing	SOL7412508-0000001	05 Aug 2025	05 Aug 2025	Half Delivered
61	SHP7412508-0000048	Mondelez Indonesia Manufacturing	SOL7412508-0000021	05 Aug 2025	05 Aug 2025	Full Delivered

Report Explanation: This report displays a detailed list of all shipping instructions that match your filters.

Key Columns:

- **Shipping Instruction Number**: The instruction's reference number.
- **Customer**: The destination customer.
- **Shipping Instruction Date**: The date the instruction was created.
- **Expected Delivery Date**: The estimated arrival date of the goods.
- **Delivery Status**: The current shipping status.

Tips & Important Notes

- Use this report **every day** to create a shipping worklist for the **Warehouse and Logistics teams**.
- The **Date Type** filter is very useful. Select **Shipping Instruction Date** to see what needs to be prepared today, and select **Expected Delivery Date** to monitor shipments that are supposed to arrive at the customer's location.
- Filtering by **Status** with the **'Not Delivered'** option will effectively give you a to-do list of pending shipments.

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