

Shipping Instruction

Module Guide: Shipping Instruction

Module Location

Sales > Shipping Instruction

Module Objective

The **Shipping Instruction** module serves as a bridge between the sales process and the logistics/warehouse process. Its purpose is to create an official command document for the warehouse team to prepare, pick, and ship goods to a customer based on an approved Sales Order (SO).

1. Main View (Shipping Instruction List)

The main page of this module displays a list of all Shipping Instructions that have been created.

| No. | Document Number | Request Date | Status | Customer | Expected Delivery Date | Close |
|-----|--------------------|--------------|--------|--|------------------------|-------|
| 1. | SHP2012508-0000019 | 05-Aug-2025 | FD | Meta Cipta Kreatif Nusantara.PT-Surabaya | 05-Aug-2025 | X |
| 2. | SHP2012508-0000018 | 05-Aug-2025 | NO | Mega Niaga Nusantara.PT-Surabaya | 05-Aug-2025 | X |
| 3. | SHP2012508-0000017 | 04-Aug-2025 | FD | Mega Niaga Nusantara.PT-Surabaya | 04-Aug-2025 | X |
| 4. | SHP2012508-0000012 | 02-Aug-2025 | NO | Mega Niaga Nusantara.PT-Surabaya | 02-Aug-2025 | X |
| 5. | SHP2012508-0000007 | 02-Aug-2025 | FD | Mega Global Food Industry | 02-Aug-2025 | X |
| 6. | SHP2012508-0000006 | 02-Aug-2025 | FD | Mega Global Food Industry | 02-Aug-2025 | X |
| 7. | SHP2012508-0000005 | 01-Aug-2025 | NO | Meta Cipta Kreatif Nusantara.PT-Surabaya | 01-Aug-2025 | X |
| 8. | SHP2012508-0000004 | 01-Aug-2025 | NO | Meta Cipta Kreatif Nusantara.PT-Surabaya | 01-Aug-2025 | X |
| 9. | SHP2012508-0000003 | 01-Aug-2025 | NO | Meta Cipta Kreatif Nusantara.PT-Surabaya | 01-Aug-2025 | X |
| 10. | SHP2012508-0000002 | 01-Aug-2025 | NO | Meta Cipta Kreatif Nusantara.PT-Surabaya | 01-Aug-2025 | X |
| 11. | SHP2012508-0000001 | 01-Aug-2025 | NO | Meta Cipta Kreatif Nusantara.PT-Surabaya | 01-Aug-2025 | X |

View Explanation & Filters

This page is for viewing and managing all shipping commands.

- **Filters:** You can search for a specific instruction by **Document Number**, **Item Category**, **Status**, or a **Date From** and **Date To** range.


- **Instruction List:** The table below displays all shipping instructions that match the filters, with columns such as **Document Number**, **Request Date**, **Status (FD, ND, HD)**, **Customer**, and **Expected Delivery Date**.

Button Functions

- **New:** The primary button to create a new Shipping Instruction.
- **Change Status:** To change the status of a selected instruction.
- **Print:** To print the details of a selected instruction.
- **Upload DO:** Likely functions to upload the Delivery Order document that has been signed by the customer as proof of receipt.

2. Steps to Create a Shipping Instruction

Step 1: Create a New Instruction

From the Main View, click the **New** button to open the Shipping Instruction creation form. This form consists of several sections such as **Document Information** and **Detail Sales Order**. 

Step 2: Select the Sales Order

On the form that appears, the first step is to select the **Document Source**, which is the number of the approved Sales Order that is ready to be shipped. Once selected, the system will automatically fill in the **Customer** data, **Ship To Address**, and the item details.

Customer : Mondelez Indonesia Manufact...
Document Source : SOL2012505-0000007
Ship To Address : CJ KOREA EXPRESS CIBITUNG
Jl. Selayar II, Telajung, Cikarang Barat, Bekasi, Jawa Barat 17530
Bekasi Kabupaten(Cikarang)

Step 3: Complete Shipping Information

In the **Document Information** section, fill in the necessary logistics details:

- **Expected Delivery Date:** The estimated date the goods will arrive at the customer's location.

Expected Delivery Date : 5 August 2025 13:33

- **Ekspedisi (Shipping Service):** Select the shipping service or courier that will be used. Ekspedisi : . ETRANS UNIMOS

- **Vehicle:** Enter the type of vehicle being used (e.g., CDD).

Vehicle : CDD

- **Vehicle Number, Seal Number:** Enter the vehicle number and seal number if any.

Vehicle Number :
Seal Number :

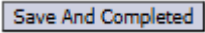
Step 4: Verify Item Details

Move to the **Detail Sales Order** section to double-check the list of items and the quantities (**Quantity** and **Remaining Quantity**) that must be prepared by the warehouse team for shipment.

Step 5: Save the Instruction

After all data is filled in, use the buttons at the bottom:

- **Save:** To save the instruction as a draft.

- **Save And Completed:** To finalize the instruction and send it to the next workflow (ready to be processed by the warehouse). 

Tips & Important Notes

- This module is the crucial link between the **Sales** and **Warehouse** teams.
- To avoid picking and shipping errors, ensure you select the correct **Document Source (Sales Order)**.
- The **Upload DO** button on the main page is very useful for archiving the proof of a signed Delivery Order, as evidence that the goods have been received in good condition.

Revision #1

Created 5 August 2025 13:31:46 by Muhammad Ali Akbar

Updated 5 August 2025 13:39:00 by Muhammad Ali Akbar