

# **Order Entry - WMS**

Aptean Ltd  
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# Contents

<b>1 Order Entry - WMS.....</b>	<b>1</b>
1.1 Customer.....	1

# 1 Order Entry - WMS

The WMS Order Entry page can be used to enter sales orders on the *Calidus* WMS system. The page will initially be displayed as follows:

## 1.1 Customer

If a default customer is set against the user/group, then it will initially be selected, otherwise the user can select (or change) the customer for the order:

### 1.1.1 Product

From this section, the user can enter the item details for the order.

The user can find stock by catalogue, product code or description. Once the stock is selected they can enter the quantities against the required stock lines:

Customer		Detail Menu				
Customer 01		Customer	Product	Address	Overview	
Image	Stock Code	Description	Item/Asset	Available	Order Qty	Order UOM
	BAROLO	Barolo - Italian	1	4052	0	U
	CABERNET	Cabernet Sauvignon	1	108	0	CASE
	CAVA	Cava - Spanish	1	50	0	CASE
	CHIANTI	Chianti - Italian	1	30	0	CASE
	CLARET	Claret	1	7	0	CASE
	LIEBFAUMLICH	Liebfaumlisch - German	1	150	0	CASE
	MAUBEC	Maubec - Argentina	1	140	0	CASE
	PINOT GRIGIO	Pirot grigio	1	20	0	CASE
	PROSECCO	Prosecco - Italian	1	199	0	CASE
	SYRAH	Syrah - Chile	1	44	0	CASE

If a stock image is available, hovering over the Image will display a thumbnail. Clicking on the image will display the image in a new window.

### 1.1.2 Address

The user can use the default address for the selected customer, their own default address as stored against the user or a new address which will be written onto the *Calidus* WMS free type address file.



Address: Default Customer ▼

Name	Customer 01
Location Line 1	ad1
Location Line 2	ad2
Location Line 3	
Town	town
County	
Address Line 7	
Address Line 7	
Country	Great Britain ▼
Postcode	PO CODE

### 1.1.3 Overview

The overview section is used to enter order references, order text/instructions, select a delivery type (or specify a date if available) and submit the order or delete/cancel the order:

Customer		Detail Menu			
Customer 01		Customer	Product	Address	Overview

  

Additional Information				
Customer: CUST01	Reference: ORDER123	Customer Reference: REF123	Delivery Type: 3 Day Delivery ▼	Delivery Date: 17-04-2023

  

Delivery Address	Pick Text	Despatch Text
Customer 01		
ad1		
ad2		
town		
PO CODE		
GB Great Britain		

  

Order Details						
Stock Code	Description	Item/Asset	Available	Order Qty	Order UOM	Options
CABERNET	Cabernet Sauvignon	n/a	108	1	CASE	Deata Line
CAVA	Cava - Spanish	n/a	50	3	CASE	Deata Line
LIEBPRAUMILCH	Liebptraumlich - German	n/a	150	2	CASE	Deata Line

  

[Save Information](#)
[Delete Order](#)
[Submit Order](#)

Submitting the order will show the order summary/confirmation page detailing the generated order number on the *Calidus* WMS system:

**Order Request Submitted**

**OBS Order number:**  
SPE00000000000001363

OK

Print Summary

The user (if configured) will also receive an email with the order details:



<b>Order Number</b>	SPE / SPE00000000000001363
<b>Created</b>	2023-04-12 14:33:36.0 14:33
<b>Created By</b>	GR
<b>Order Ref</b>	r532452435
<b>Customer Ref</b>	c45235342
<b>Customer</b>	CUST01 - Customer 01
<b>Delivery Date</b>	17-04-2023
<b>Status</b>	Committed

ADDRESS
Customer 01
ad1
ad2
town
PO CODE
GB Great Britain

Stock Code	Description	Ordered Qty
CHIANTI	Chianti - Italian	1 / 0
MALBEC	Malbec - Argentina	1 / 0
SYRAH	Syrah - Chile	2 / 0

