Despatch by RouteLoad

Contents

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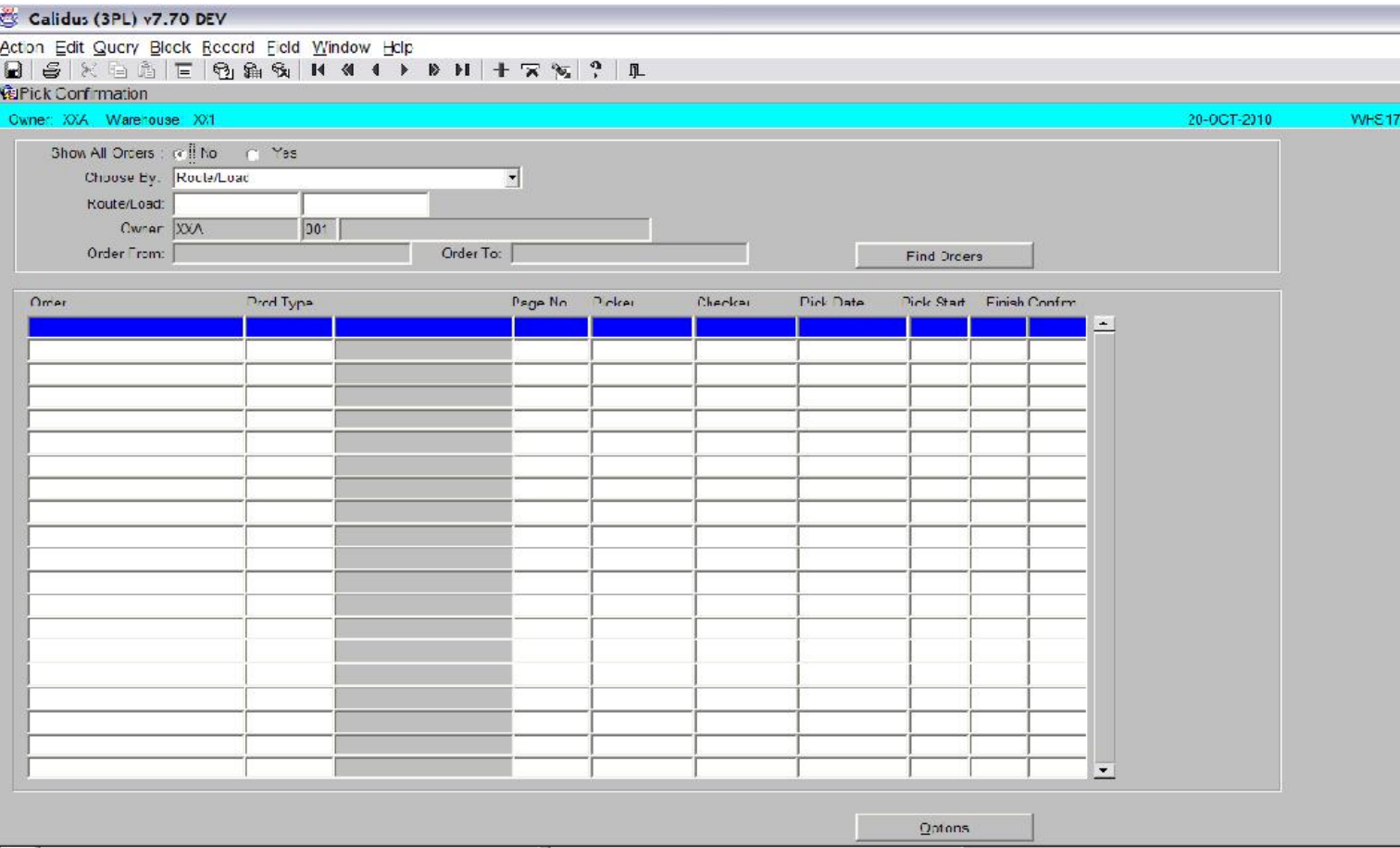## 1.1 Goods Out - Despatch by Route/Load

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The Despatch by Route/Load screen is used to confirm the despatch of order from the warehouse.

The system will reduce the stock from warehouse.

The Despatch by Route/Load screen is located in the Sales Allocation & Picking folder.

The following section covers how to despatch a single order. <br\>

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Select ?Order Number? from the ?Choose By? drop down box. The ?Route/Load? field will now be greyed out. <br\>

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Enter the order you wish to despatch in the ?Order? field. Note: You can use the list of values icon to select your order.
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Press the execute query icon to bring up the detail for the order. <br\>

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Press the ?Confirm? button (see screen shot above) <br\>
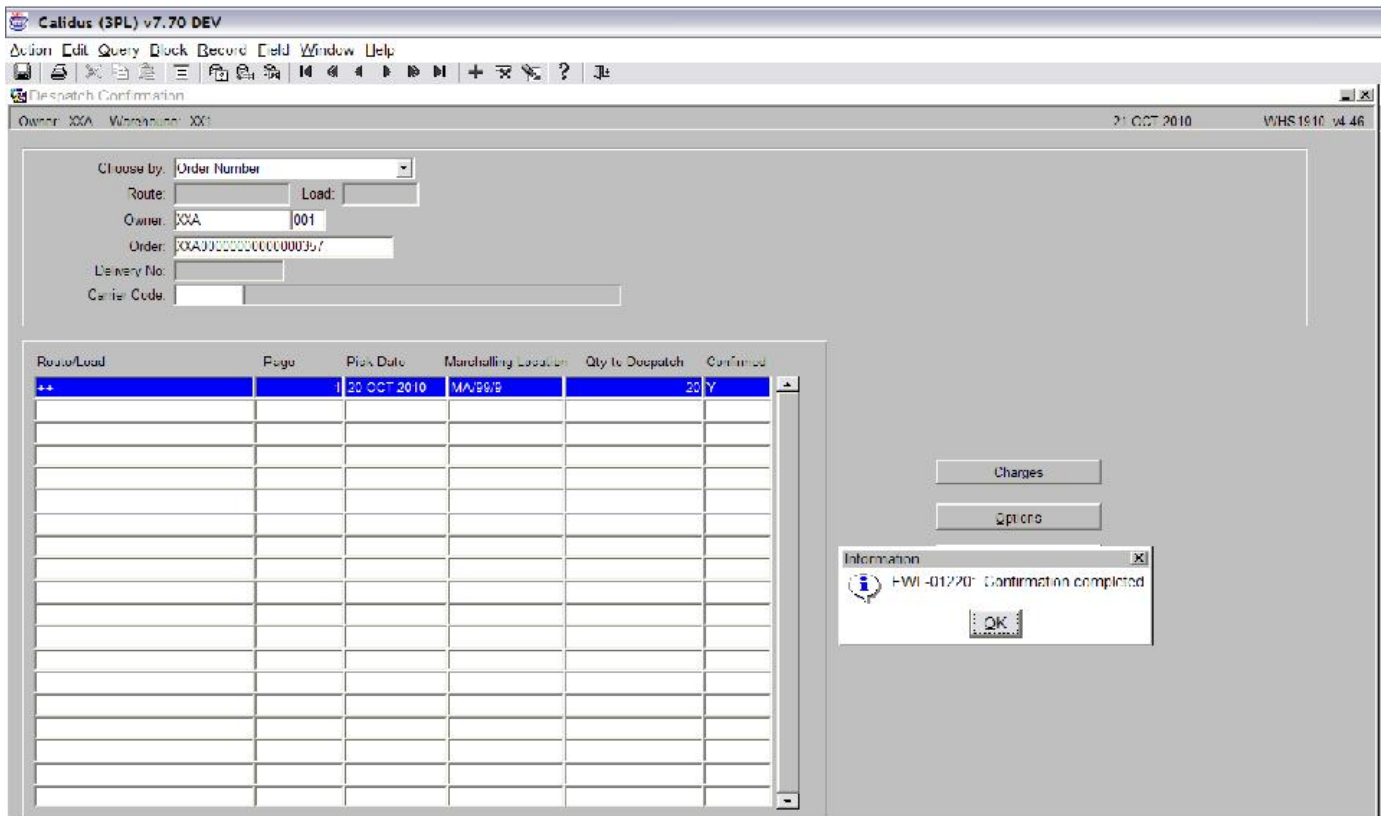

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Enter the despatch date and time. You can tab through the fields if you wish to default to today?s date and time. Press the Confirm button to despatch the order. <br\>

A message will be displayed showing that the order has been dispatched. <br\>

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2 Document History

Version	Date	Status	Reason	Initials
Version 1	09/11/2010	Released		LBW

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