SOP Work Flow

Contents

1 SOP Work Flow

SOP Flow Within the Warehouse - Order Statuses

The Sales Order Process goes through a number of stages.

Each stage is represented by a different status, and must be followed in order:

- 0 - Entered (Order header entered only - no detail lines). This does not affect stock on the system.
- 1 - Committed. The product will be flagged as having a committed quantity, this may affect availability for future orders.
- 4 - Allocated. This is where the system will specify a particular pallet in the warehouse determined on the order type (see Order Entry).
- 5 - Pick List. The next status after allocation. Shows that the order has had a pick list printed.
- 6 - Pick Confirmed. After pick list, the pick confirmation process ?moves? the stock virtually from its allocated location to a predefined marshalling location. The user can change the location at this point.
- F/G - Awaiting Customer POD Confirmation/ Depot POD Confirmation. (set against Partners/ Customers.) The stock moves from the marshalling location to a POD location if setup in Default locations.
- 9 - Complete. At this point, the stock has been ?removed? from the system (if you have setup to downdate at despatch rather than pick confirmation) .

Other Statuses which are not as commonly used are:

- I - Awaiting Invoice
- 3 - Back Order
- H - Held
- S - Suspended
- C - Cancelled
- E - Enquiry

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┌─────────────────────────────────┐
│       Sales Order Entry         │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│           Pick Wave             │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐         ┌──────────────────────┐
│       Order Allocation          │ ──────▶ │    Allocation Log     │
│ (By Route/Load No. or Order     │         └──────────────────────┘
│          number)                │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐         ┌──────────────────────┐
│        Pick List Print          │ ──────▶ │    Despatch print     │
│   (By Route/Load No. or         │         │  (By Route/Load or    │
│       Order number)             │         │    Order number)      │
└─────────────────────────────────┘         └──────────────────────┘
                │
                ▼
┌─────────────────────────────────┐         ┌──────────────────────┐
│        Pick Confirmation        │ ──────▶ │    Despatch Print     │
│ (By Route/Load No. or Order     │         │  (By Route/Load or    │
│          number)                │         │    Order number)      │
└─────────────────────────────────┘         └──────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│           Packing               │
│   (Only If setup to require)    │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐         ┌──────────────────────┐
│     Despatch Confirmation       │ ──────▶ │    Despatch Print     │
│ (By Route/Load, Order number,   │         │  (By Route/Load or    │
│  Shipment Pallet or Trunk)      │         │    Order number)      │
└─────────────────────────────────┘         └──────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│        POD Confirmation         │
│   (Only If setup to require)    │
└─────────────────────────────────┘
```

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