

Sales Order Process

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Contents

1 Sales Order Process.....	1
1.1 SOP Flow Within the Warehouse - Order Status.....	1
2 Standard Sales Order Process.....	2
2.1 Sales Order Entry (SOS1110).....	2
2.2 Order Allocation.....	13
2.3 Pick List Report (WHSORA020).....	20
2.4 Pick List Reprint Report (WHSORA025).....	21
2.5 Pick List Confirmation (WHS1714).....	23
2.6 Despatch Confirmation (WHS1910).....	28
3 Optional Processes.....	31
3.1 Multi-Level Order Packing (WHS1945).....	31
3.2 Order Packing Maintenance (WHS1944).....	35
3.3 Shipment Pallets.....	38
3.4 Change Order Status (SOS1270).....	41
3.5 Split Order (SOS5100).....	42
3.6 POD Confirmation (SOS3000).....	43

1 Sales Order Process

This document is intended to show the full Sales Order operational processes within the Calidus WMS 3PL system. This includes optional processes and alternative mechanisms of taking the orders through each stage.

1.1 SOP Flow Within the Warehouse - Order Status

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



2 Standard Sales Order Process

2.1 Sales Order Entry (SOS1110)

This screen allows you to create or amend the header record for the sales order.

All information entered on this screen relates to the customer details for this order and the delivery information. The header can be created either manually or via EDI.

The screen has multiple tabs and options available.

2.1.1 Order Details Tab

Sales Order Header Maintenance

Company: DHL Department: FNSR 04-DEC-2012

Order Details | Change Delivery Address | Invoice Address | Warehouse Transfers | Misc Charges | Totals | Reference | Order Specific | Rapid Entry

Entered By: [] Complete Delivery: []

Int Audit No: [] Order Entry Date: [] Balance: []

Owner: XXXA 001 Order Value: 0.00 Credit Limit: []

Customer: [] Service Level: []

Request Type: [] Delivery Mode: []

Pricing Band: [] Route/Load: +

Order Priority: [] Start Due: []

Order No.: [] End Due: []

Order Type: [] Book Date/Time: []

Reference: [] Book Ref: []

Customer Ref.: [] Sales Type: [] Direct Delivery: []

Haulier Code: [] Depot Code: []

Carrier Code: [] Contact Surname: []

Routing Code: [] Main Tel.No.: []

Select Type: [] Sales Region: []

Return Indicator: [] COD Flag: []

Order Status: [] COD Cash Amt: []

COD Reference: []

Line Details | Select Pallets | Cancel Order | Create Del Addr | Create Inv Addr | Invoicing | POD | Edit Out | Order Notes | Invoice Notes

Field Name	Description	Options
<i>Entered By</i>	The user name (login) of the person who is entering the order	No entry allowed - will default to the login id
<i>Int Audit No</i>	The internal system generated audit number	No entry allowed - system generated
<i>Owner **</i>	The owner code of the order - note, if you have owner prompt maintenance default set to ?N? you can enter any owner other than that logged in under as long as it is created against the user id	Must have been set up in owner maintenance - LOV available
<i>Customer **</i>	The customer code that defines who and where the order will be sent to	Must have been set up in customer maintenance - LOV available
<i>Request Type **</i>	The type of order - this will determine what processing can be used during the outbound cycle	S - Sales Order (default) C - Collection Order
<i>Pricing Band</i>	Used for invoicing (not migrated)	Blank
<i>Order Priority **</i>	Used for cross docking and for prioritising orders. Can be used during pick wave to group high priority orders together. Note, if the start due date is set to today + 1 the order will be classed as an	Must have been set up in order priority maintenance - LOV available



Field Name	Description	Options
	express order and a warning message will appear notifying you the system will default the order priority to ?1? for express orders	
Order No **	Can either be a system generated order or a manually entered one	To determine which one is used, you need to set the ?system generated o/n? flag in owner maintenance
Order Type **	U Under bond IWT T Transfer between warehouse S Ships Store O Other N Navy ships K Kit Assembly H Home Use E Export D Diplomatic Privilege C Community A Authorised Destruction H - home use	
Reference **	A unique identifier for this order (normally a customer order number) - the system will warn you if another order exists with the same order reference	20 character free text field
Customer Ref	An additional customer reference that relates to this order (not mandatory or validated)	20 character free text field
Haulier Code	The haulier code for the order	Must have been created in haulier maintenance
Carrier Code	The carrier code for this order. Note, if this field is populated and the owner related flag on carrier maintenance is set to ?Y? an IFTMIN and IFTMBF message will be generated	Must have been created in carrier codes maintenance - LOV available
Routing Code	Client specific functionality for lhub/Ohub functionality and auto carrier population - not migrated	N/A
Select Type	An additional field used to group orders together - not migrated	N/A
Return Indicator	Client specific functionality to determine whether the order requires returns form production at packing. The value entered here is validated against a returns matrix which dictates what text is produced	X,C,N,A or blank
Order Status	Displays the status of the order as it moves through the sales order process	0 - Entered 1 - Committed 4 - Allocated 5 - On pick list 6 - Pick Confirmed F - Awaiting POD Confirmation 9 - Complete I - Invoiced
Complete Delivery	Client specific functionality which prevents an order from being allocated if the complete delivery flag is set to ?Y? and there is not enough stock to fulfil the order - used in conjunction with edi allocation of sales orders	Y,N or left blank
Order Entry Date	This field is for information only and indicates when the order was created.	N/A
Balance	If pricing is in use this information-only field will show the balance outstanding on the order.	N/A
Order Value	If pricing is in use, this information-only field will display the order value.	N/A
Credit Limit	If pricing is in use, this information-only field will display the customer?s credit limit.	N/A
Service Level	Used in conjunction with carrier code and routing code - defines the carrier?s service level this order needs to be delivered on	Must have been created in service level maintenance
Delivery	Indicates how this order will be delivered. Note, if you enter ?T?	T - trucking



Field Name	Description	Options
<i>Mode **</i>	the order will be designated as a trunking order and will have to be despatched through the trunking screen	D - direct order
<i>Route/Load</i>	If the customer code contains a postcode linked to routing information then a route/load can be selected. Will default to the first route code including this customer's post code.	Must have been created in route codes maintenance - LOV available - note, if the order has been assigned to a route and load in pick wave, the load number will also display
<i>Start Due</i>	The date the order is due to be delivered	Must be a valid date
<i>End Due</i>	The last date the order has to be delivered by	Must be a valid date
<i>Book date/Time</i>	If the order must be delivered according to a booking, enter the date and time.	Must be a valid date and time or left blank
<i>Book Ref</i>	If the order is to be delivered as a booking, enter the booking reference	10 character free text field or left blank
<i>Sales Type</i>	Used for client specific telesales functionality - not migrated	Will default to ?I? no entry allowed
<i>Direct Delivery</i>	An additional field used specify whether orders will be delivered direct to the end point - not migrated	Will default to ?N?
<i>Contact Surname</i>	The surname of the person expecting the delivery - this text will appear on the pick labels	25 character free text field - will default to the customers address
<i>Phone</i>	The telephone number of the customer receiving the order	15 character free text field or left blank
<i>Sales Region</i>	Used in load allocation functionality to specify a route load (not migrated)	N/A
<i>COD Flag</i>	Determines whether the order is ?cash on delivery? - if yes, the information entered will appear on the waybill and the IFTMIN edi message	Y, N or left blank
<i>COD Cash Amount</i>	If a COD order, the amount of money to be paid - will appear on the waybill and the IFTMIN	0 - 9999999.99
<i>COD Reference</i>	If a COD order, the reference number for the COD transaction - will appear on the waybill and the IFTMIN	35 character free text field or left blank

2.1.2 Change Delivery Address Tab

It is possible to change the delivery address while the order header is at status 0: Entered. Once line details have been entered and the order saved this tab is no longer available for amendment.

Select the Yes radio button of the Change Address field to make the right-hand panel available for data entry.



Sales Order Header Maintenance

Company: DHL Department: FNSR 04-DEC-2012

Order Details Change Delivery Address Invoice Address Warehouse Transfer Misc Charges Totals Reference Order Specific Rapid Entry

Owner: XXA 001 Warehouse Id: XX1
 Order Number: XXA0000000000000000122
 Change Address: Yes No **NP Address**

Delivery Address Code: MRTIZ00004
 Name: Mr Tintwhistle
 Delivery Address: 77 Long Lane
 Walton
 Liverpool
 County/State:
 Post Code: L34 321
 Country: GB

New Name:
 New Delivery Address:
 County/State:
 Post Code:
 Country:
 Email Address :

☐ Save Address for Customer

Field Name	Description	Options
<i>New Name **</i>	Enter the new name of the customer	35 character free text field
<i>New Delivery Address **</i>	Enter up to three address lines, excluding the county or state; lines 1 & 2 are mandatory	3 lines of up to 35 characters per line
<i>County / State</i>	Enter the county or state	35 character free text field
<i>Postcode</i>	Enter the postcode	10 character free text field
<i>Country **</i>	Select the country code	Must have been created in countries maintenance - LOV available
<i>Save Address for Customer</i>	Check this box to save the address	
Buttons		
NP Address	Allows the user to view, amend or add to the notify party address	

2.1.3 Miscellaneous Charges Tab

If SOP invoicing is to be used, this screen allows you to add and amend miscellaneous charges for this order.



Sales Order Header Maintenance

Company: DHL Department: FNSR 04-DEC-2012

Order Details Change Delivery Address Invoice Address Warehouse Transfers Misc Charges Totals Reference Order Specific Rapid Entry

Customer: 000091 001 Owner: XXXA 001
Order No.: XXA0000000000000000124 Entered By: LEN

Charge Code	Date Set	Charge Rate	Total	Return Indicator (Detail Level)

Field Name	Description	Options
<i>Charge Code **</i>	The charge code to be applied to this order	Must have been created in charge codes maintenance - LOV available
<i>Charge Rate **</i>	The charge rate (%) to be applied to this order	Will default to the rate set against the charge code
<i>Total</i>	The total charges raised against the order	System generated calculation
<i>Return Indicator (Detail Level)</i>	Specifies at order detail level whether that line has text to be reported on the returns form - the text to be produced is validated against the returns matrix	Check box

2.1.4 Totals Tab

This screen displays the totals per product type on the order



Sales Order Header Maintenance

Company: DHL Department: FNSR 04-DEC-2012

Order Details Change Delivery Address Invoice Address Warehouse Transfers Misc Charges Totals Reference Order Specific Rapid Entry

Product Type	Total Cases/Units	GRM	MTQ	Pallets Required	Route / Load	Status
1	4/ 0	160.000	0.000	1.00	+	00000 1
Test						
	4/ 0	160.000	0.000	1.00		

Enquiry

Field Name	Description	Options
<i>Product Type</i>	The product type of the order detail line.	
<i>Total Cases/Units</i>	The total number of cases and units for that product type.	
<i>Total Weight</i>	The total weight of the products under that product type .	
<i>Total Volume</i>	The total volume of the products for that product type .	
<i>Pallets Required</i>	Uses the same calculation as the number of pallets required for the IFTMBF based on the number of cases per product on a pallet.	
<i>Route</i>	Will display the defaulted route code for that customer - this can be changed at a detail level. If the order has been assigned to a load in pick wave, the load number will display also.	
<i>Status</i>	Displays the current status of the order .	
Buttons		
Enquiry	The Enquiry button will take the user to the sales order enquiry screen ENQSOON01A .	

2.1.5 Reference Tab

Allows the user to enter reference text for documentation relating to the order



Field Name	Description	Options
<i>Carrier Code</i>	Will default to the carrier code entered at order header	
<i>Master Document No</i>	The master airway bill number for the order - will appear on the waybill and the IFTMIN. Can be entered or will auto populate once assigned in Trunking/consolidation screen.	
<i>Master Document Date</i>	The date the master airway bill number was assigned	
<i>Document Reference</i>	The house airway bill number for the order - will appear on the waybill and the IFTMIN. Can be entered or will auto populate once assigned in Trunking/consolidation screen.	If no MAWB entered, will default to the system generated order no.
<i>Transport Reference</i>	The reference number for this order assigned by the carrier.	
<i>Transport Date</i>	The date the order is due to be shipped .	
<i>Transport Terms</i>	Who pays for the transport of the order. Note, if ?3? is entered an additional field will display prompting for the account number of the carrier.	Options are:-1. Consignor - 2. Consignee - 3. Third Party
<i>Container No</i>	The container number the goods are being shipped onto - this will appear on the waybill and IFTMIN.	
<i>Warrant Number</i>		
<i>Delivery Description</i>		
<i>Despatch Ref</i>		

Buttons

Exit Return to the *Order Details* tab

2.1.6 Order Specific Tab

This screen allows you to enter some order-specific information against the order.



Field Name	Description	Options
Mobile Tel no		
Work Tel No		
Store Code		
Store Description		
Reference		
Block Exchange		No, Yes

Buttons

Exit Return to the *Order Details* tab

2.1.7 Options

The following buttons are available from the *Order Details* tab:

Button Name	Description
Line Details	Takes the user to the detail screen in order to enter stock codes and quantities to be ordered (see SOS1117).
Cancel Order	If pressed, the order will be cancelled. The status will change to ?C? and no further processing will be allowed.
Create Del Addr	If pressed, the user is taken to a similar screen as the ?Change Delivery Address? tab - the user can add additional delivery addresses here for the customer. This is the Partner Address Maintenance screen PFS1810.
Create Inv Addr	If pressed, the user is taken to a similar screen as the ?Change Delivery Address? tab - the user can add additional invoice addresses here for the customer. This is the Partner Address Maintenance screen PFS1810, preset for address type INV.
Invoicing	Displays the invoicing charges currently applied to the order on screen WHS7093. The user also has the ability to enter additional charges (see SOP Invoicing guide for details)
POD	Allows the user to enter POD information
EDI Out	
Order Notes	Allows the user to enter pick, despatch and carrier instructions that will appear on the pick list, despatch note and carrier labels. This will be through a pop-up screen SOS1111, with multiple tabs for each of the instructions.



Button Name	Description
Invoice Notes	Allows the user to enter text that will be produced on the invoice print. This will be through a pop-up screen SOS1135.

2.1.8 Sales Order Details (SOS1117)

The detail screen holds the product and quantity information for the order.

Each line can also have different processing values (line Type) which dictates how the stock is allocated at a later stage.

Information messages will provide details of the amount of available stock, if the order quantity exceeds the available quantity and for the calculated price.

Field Name	Description	Options
<i>Line Type</i>	The line type allows stock preferences within a product to be specified, for example, stock with particular rotation details.	Default is ?1? which allows the system to dictate which pallet should be used based on the allocation rules. (See Allocation).
<i>Stockist</i>	The owner code of the order. Note, if you have owner prompt maintenance default set to ?N? you will be able to enter any owner code assigned to your user id.	
<i>Product Code</i>	The product code and description of the stock being order.	Must have been setup in Stock Codes Maintenance.
<i>Description</i>	The description of the product selected	display only
<i>Rotation</i>	If using line type ?3? the rotation field will become enabled for you to enter a system rotation.	Must have been booked onto the system previously
<i>Pick Mode</i>	The picking mode to be used if pallet levelling is in operation (not used)	
<i>Pallet</i>	If using line type ?4? the system pallet id field will become enabled for you to order by a specific pallet id.	Must have been booked onto the system previously .
<i>Identifier</i>	If using line type ?5? the Identifier field will become enabled for you to order by customer rotation.	
<i>Reason</i>		



Field Name	Description	Options
	If the customer allows the ordering of held stock, a reason code can be entered here. If the stock code exists on the WMS held under that reason code, the order can be raised (not migrated)	Must have been setup in reason codes maintenance .
<i>Customer Ref</i>	A customer specific reference number for the order.	
<i>Cases</i>	The quantity of cases to be ordered .	
<i>Units</i>	If the two unit of measure flag is set to ?Y? in owner maintenance, the units field will become enabled. The user can then order in either cases or units.	
<i>Price</i>	The price of the stock. Will default to the price set up in stock maintenance, or can be overridden here if owner maintenance SOP/Charging tab is set to ?Y? for price change allowed.	
<i>SAP Order Line No:</i>	Client specific functionality to uniquely identify the order line (used for outbound commercial invoice.	
<i>Return Indicator</i>	Check this box to indicate if this item can be returned.	Will default to returns matrix for detail level text on the returns form.
Buttons		
Pick Instr.	The Pick Instr. Button takes the user to an additional pop-up screen where they can enter picking instructions. These will appear on the pick list.	
Cancel	The Cancel Line button enables the user to cancel an individual line instead of the whole order.	

You can exit back to the Sales Order Header maintenance screen using the **Exit** toolbar button, the **X** in the corner of the screen or by pressing F4.

2.1.9 Rapid Order Entry

As an alternative to the standard order entry screen there is also an option of using the Rapid Order Entry Screen, which allows for an order to be created with the minimum of data entry.

This is a variant tab on the existing Sales Order Header Maintenance screen, which can only be accessed direct from the menu.

All orders will automatically be created with a Line Type of '1' by default.




Field Name	Description	Options
<i>Customer Code</i> **	The customer code	An LOV is available
<i>Reference</i>	The customer reference	
<i>Transfer Order</i>	Whether this is considered a transfer order	Option select - Yes or No, defaulting to No
<i>Order Specific Desc</i>	An order specific description field - an alternative reference.	
<i>Start Date</i>	Start Date, End Date and Booking Date will all default to the current system date as you tab through them, but can be modified.	
<i>End Date</i>	Start Date, End Date and Booking Date will all default to the current system date as you tab through them, but can be modified.	
<i>Booking Date</i>	Start Date, End Date and Booking Date will all default to the current system date as you tab through them, but can be modified.	

Once the header section has been completed then you must enter in the stock details,

Field Name	Description	Options
<i>Line No</i>	The unique order line number.	This is automatically generated for you when the line is created.
<i>Stock Code</i>	The stock being ordered. The description of the stock code is displayed once selected	An LOV is available
<i>Cases</i>	The quantity of cases to be ordered.	Enter as required
<i>Units</i>	If the two unit of measure flag is set to ?Y? in owner maintenance, the units field will become enabled. You can then order in either cases or units.	Enter as required

Once complete, the order will then be moved through the system via the normal processes.

 **Note:** It is only possible to create orders using this option. To amend or view existing orders then the standard Order Entry Screen must be used (SOS1110).

2.1.10 Additional Functionality within Rapid Order Entry

Placing orders automatically on Hold dependent on customer authorisation



By setting the Dispute Code to '9' (Disputed), then all orders created for this customer will automatically be placed on hold.

To release orders for allocation the user will need to use the [Change Order Status Screen \(SOS1270\)](#).

There is also the option to create an internal job that will automatically delete any orders at status Held after a pre-determined number of days. See [EDI Setup and Processing](#).

Note: The Hold function will only work when using the Rapid Order Entry screen - this functionality has not been built in to the standard order entry screen.

2.2 Order Allocation

Orders can be allocated via either the [Pick Wave Maintenance](#) or from the Order Allocation screen.

2.2.1 Sales Order Allocation (WHSORA010)

To enable an order to be processed through the warehouse, the first step is to allocate stock to the order placed.

Allocation can be organised by a route/load number, by a specific order number or, by a range of order numbers.

The following screen details the information required to enable the allocation process to begin. You may also generate a pick list from here.

Note: The sequence in which stock is allocated is governed by the allocation rules as set up in [Owner Maintenance](#).



Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Sales Order Allocation

Owner: ROB Warehouse: NFT 24-JUN-2025 WHSORA010 v4.92

Route/Load or Order Number: Order Number

Route/Load:

Owner: ROB 001

Order No. From: To:

Reject Orders that require replens: No

Force Alloc Allocate View Log

FRM-41830: List of Values contains no entries.

Record: 1/1 ... List of Valu... <OSC>

Field Name	Description	Options
<i>Route/Load or Order Number</i>	Selection method dependent on how orders are allocated.	Note, as pick wave has the ability to allocate from its own screen, allocation will very rarely happen from here for a route/load.
<i>Route/Load</i>	If Route/Load is the selected method, enter the route and load number here. This option will disable <i>Order Number From / To</i> entry.	LOVs are available.
<i>Owner</i>	If <i>Order Number</i> is the selected method, enter the owner code. This option will disable <i>Route / Load</i> entry.	May default according to user profile; otherwise select.
<i>Order Number From / To</i>	Enter either a range of orders or a single order	LOV available
Reject Orders that require Replens	Whether orders that require replenishment moves will not be allocated in this run.	DDL, Options No (the default) or Yes
Buttons		
Allocate	Starts the Allocation process	
View Log	Allows the user to view a log file of the allocation process. The log file can be automatically sent to screen or called via the button. The options are controlled in Warehouse Set Up and Owner Ware Parameters	
Force Alloc		

Dependent on the setting for Allocation Rule 4 in [Owner Maintenance](#) Sales Order Tab it is possible to run the pick list option once the allocation run has completed



Field Name	Description	Options
<i>Include Zero Picks</i>	Whether zero pick lines are to be included on the pick note	Yes/No
<i>Print Pallet Labels Y/N</i>	Are pallet labels to be produced	Yes/No, default is taken from Owner Maintenance / Format tab
<i>Marshalling Location</i>	The marshalling location the order or route load is to be picked to	Mandatory field, can be defaulted in (Location set in System Parameters or Owner Ware Parameters) or can be selected from a LOV. Must be a valid Marshalling Location
<i>Label Format</i>	If picking labels are required, enter the picking label format here.	
<i>RDT Priority</i>	If the WCS system is enabled for this warehouse, the RDT priority will be prompted for here.	
<i>Picker</i>	If the WCS system is enabled for this warehouse, the Picker will be able to be entered here, allocating these pick tasks directly to that picker.	An LOV is available.
<i>Pick Format:</i>	What pick list format is to be used.	Select from the DDL provided.

Buttons	Description
Cancel	Cancel the pick list operation. This can then be run manually through the Pick List Generation screen
Generate Pick List	Perform the pick list processing and generate the pick list. If WCS is enabled for this warehouse, the picking tasks will be interfaced to the system for picking.
Options	Options for the pick format

2.2.1.1 Pick Wave Maintenance (LAS0312)

The pick wave maintenance screen allows the user to ?group? orders together as a route load. The various selection criteria you see here (Order status, order priority, product type etc) are mandatory determined by whether the owner rules - PW01-PW13 are set.



2.2.1.1.1 Selection Tab

Field Name	Description	Options
<i>Route/Load or Order Number</i>	A selection of whether to find routes/loads/orders and in what way. By selecting Route/orders, you can create new loads from this screen.	Select from the DDL provided - <i>Route/Load or Order Number</i>
<i>Route **</i>	The route code the orders will be assigned to.	The route code must exist in route codes maintenance. This is always required, even when entering by Order Number. An LOV is available.
<i>Load Date</i>	The date of the load that was generated	Only enabled when selecting by <i>Route/Load</i> .
<i>Load Status</i>	The status of the load generated	Select from the DDL provided: <i>All, Despatched, Open, Being Picked, Pick Confirmed</i> . Only enabled when selecting by <i>Route/Load</i> .
<i>Load</i>	The unique load number	If one is not entered, a new load will be generated. The load number will be automatically generated once orders have been assigned to the route. If selected, then an LOV is available to select any existing load numbers.
<i>TMS Trip ID</i>	If CTMS is being used, then the TMS trip ID can be provided here instead of the load number.	Only enabled when selecting by <i>Route/Load</i> .
<i>Owner **</i>	The owner code of the orders	Must exist in owner maintenance - if owner prompt maintenance default is set to ?N? you may use any owner set up against your login id
<i>Order Status</i>	Allows the user to select orders based on the order status - I.e. all orders not yet allocated = status	Must be a valid order status
<i>Order Priority</i>	Allows the user to select orders based on the order priority	Must have been created in order priority maintenance - LOV available
<i>Product Type</i>	Allows the user to select orders based on the product type within each order detail	A pop-up window will show all of the product types.



Field Name	Description	Options
		These must have been created in product types maintenance Tick boxess are provided to select multiple product types
Order No. From / To	Allows the user to select orders within an order number range	An LOV is available
Depot Code	The Depot Code of the Order, and he description if selected	An LOV is available
Area Code	Area code for where the stock is to be picked from, and the area description if selected.	Only valid for orders which are at status 4 allocated, and will have a location code to pick the stock from. Used to aid with picking efficiency An LOV is available
Booking Date	The booking date of the order	Display only, note, the orders will be sequenced by booking date then order number order
Shipment id	Shipment id of the order	Free text field
Customer Ref	Allows the user to select orders on the customer reference field	-
Address Line 1	Allows the user to select orders on the address line of the customers address	-
Country	Country Code	LOV on valid country codes
Carrier Code	Allows the user to select orders on the carrier code of the order entered in order maintenance	Must have been created in carrier codes maintenance - LOV available
Routing Code	Allows the user to select orders on the routing code entered in order maintenance	Must have been created in routing codes maintenance - LOV available
Customer Code	Allows the user to select orders on the customer code of the order entered in order maintenance.	An LOV is available.
Request Type	Allows the user to select orders on the select type entered in order maintenance	Must have been created in select types maintenance - LOV available
Order Lines Filter	Selection criteria for single or multiple line orders to aid with picking speeds	Select from the DDL provided: <ul style="list-style-type: none"> • No Filter by Lines • Single Line Orders • Multiple Line Orders Only • Multiple Line Single Product Type • Multiple Line an Product Types
Pick By Date	The Pick By Date on the order header.	Valid date
End Delivery Date	The End Delivery Date on the order header	Valid date
Channel		
No of Areas		
Order Stock Type		
Reject orders that require replenishments		
		Select from the DDL provided: <ul style="list-style-type: none"> • Select Any Order • Unit Pick (Whole Orders) • Case Picks (Whole Orders) • Mixed Orders (Whole Orders) • Case Picks (Product Type) • Unit Picks (Product Type) • Mixed Orders (Product Type)
		Select from options Yes or No (the default
Buttons	Description	Options
Find	This button starts the process of finding the orders based on the selection criteria entered	-

Once found, the loads and orders matching the selection criteria are displayed in the *Details* tab.



2.2.1.1.2 Details Tab

Calidus (3PL) v610.020.13

Action Edit Query Block Record Field Window Help

Pick Wave Control

Company: JP1 Department: 0000 24-JUN-2025 LAS0312 v6.163

Selection Details Load Enquiry

Route/Load: R1 / Status: O Open

Configure Assigned / Maximum Totals - Orders: 0 / 0

Reset Sort Refresh Data Order Lines: 0 / 0

Volume: 0.00 CBM

Prio	Order Num	Type	Sta	Booking Date	Booking Time	End Del Date	End Del Time	Cases	Units	Ord Lines	Volume	Order Re
1	D1P00000000000000502	1	6	25-MAY-2006	00:00	25-MAY-2006	00:00	50	0	1	0.00	502
1	D1P00000000000000652	1	6	21-JUN-2006	00:00	21-JUN-2006	00:00	6	0	1	0.80	652
1	D1P00000000000000654	1	6	21-JUN-2006	00:00	21-JUN-2006	00:00	10	0	1	1.00	654
1	D1P00000000000000658	1	6	23-JUN-2006	00:00	23-JUN-2006	00:00	29	0	1	0.00	REF 658
1	D1P00000000000000667	1	5	26-JUN-2006	00:00	26-JUN-2006	00:00	2	0	1	0.00	667
1	D1P00000000000000602	1	5	06-JUN-2006	00:00	06-JUN-2006	00:00	60	0	1	0.00	602
1	D1P00000000000000643	1	5	29-JUN-2006	00:00	29-JUN-2006	00:00	10	0	1	0.00	REF 643
1	D1P00000000000000650	1	6	21-JUN-2006	00:00	21-JUN-2006	00:00	6	0	1	0.80	REF 650
1	D1P00000000000000978	1	5	30-AUG-2006	00:00	30-AUG-2006	00:00	800	0	0	0.01	REF 978
1	D1P000000000000001446	1	5	16-JAN-2007	00:00	16-JAN-2007	00:00	2	0	1	0.00	DESP CONF TEST
1	D1P000000000000001477	1	5	23-JAN-2007	22:22	23-JAN-2007	00:00	1	1	1	0.00	0000000000EC76
1	D1P000000000000001478	1	5	23-JAN-2007	22:22	23-JAN-2007	00:00	4	1	1	0.00	0000000000EC77
1	D1P000000000000001413	1	5	02-JAN-2007	00:00	02-JAN-2007	00:00	50	0	1	0.00	YOY
1	D1P000000000000001508	1	5	30-JAN-2007	00:00	30-JAN-2007	00:00	10	0	1	0.00	REF 1508
1	D1P000000000000001512	1	5	30-JAN-2007	00:00	30-JAN-2007	00:00	10	0	1	0.00	REF 1512
1	D1P000000000000001663	1	5	15-FEB-2007	00:00	15-FEB-2007	00:00	10	0	1	0.00	DAVESTEST200
1	D1P000000000000001675	1	5	15-FEB-2007	00:00	15-FEB-2007	00:00	5	0	1	0.00	DAVESTEST200A
1	D1P000000000000001536	1	5	07-FEB-2007	00:00	07-FEB-2007	00:00	10	0	1	0.00	DAHTEST1
1	D1P000000000000001658	1	5	14-FEB-2007	00:00	14-FEB-2007	00:00	10	0	1	0.00	DAVESTEST100
1	D1P000000000000001689	1	5	16-FEB-2007	00:00	16-FEB-2007	00:00	5	0	1	0.00	DAVES300 TEST

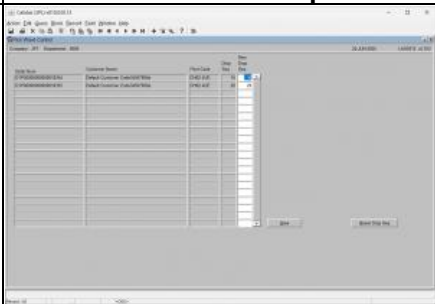
Assign All De-assign All Assign No Assign Number Batch Drop Seg Add to Existing Split

Record 1/7481 <OSC>

Note: By clicking on the buttons above the columns it is possible to re-sort the data to improve the order display and to aid with selection.

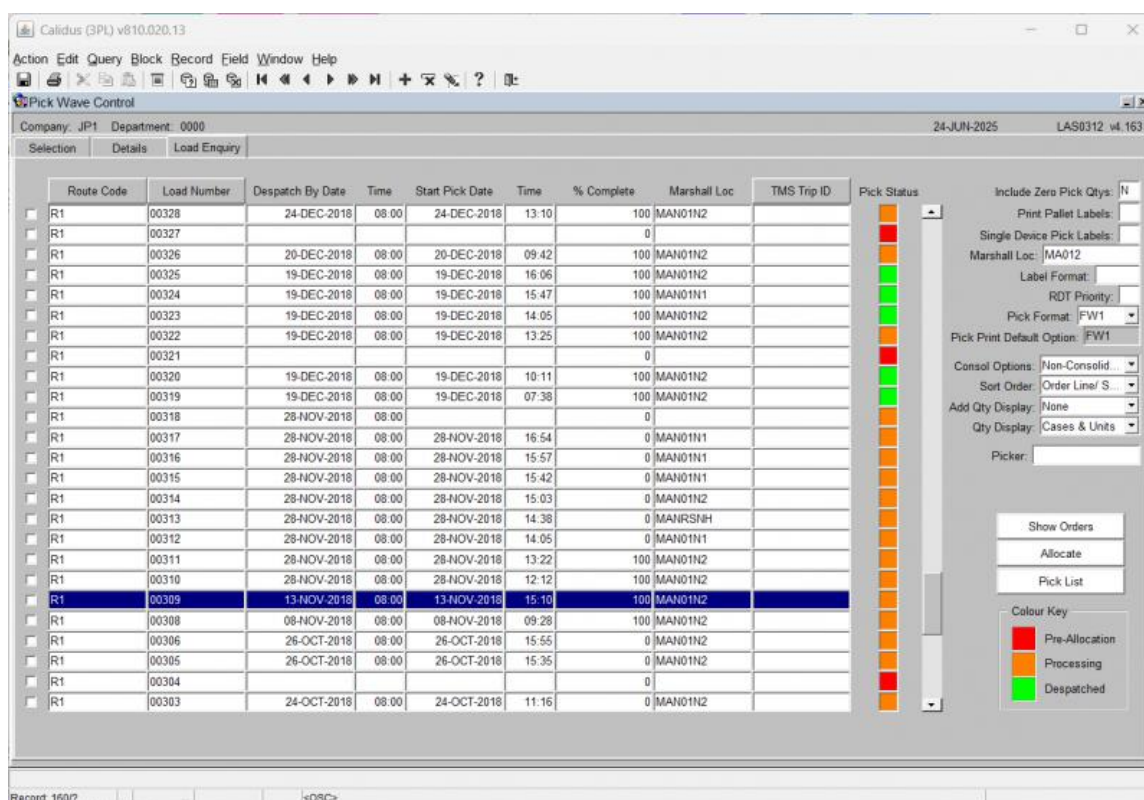
Display Values	Description	Options
Assigned/maximum totals	This field will display how many order lines have been assigned so far out of the maximum allowed	Display only, the maximum orders and order line levels are set in Owner Maintenance, Sales Order Tab
Orders	The total number of orders allowed for a route load	Display only
Ord Lines	The total number of order lines for that order	Display only
Buttons	Description	Options
Configure	To allow the screen to be configured to a specific operation or user	This will display the Program Layout Configuration screen WHS0909 , where you can select the columns displayed in this form.
Reset Sort	Will reset the sort sequence to the values that were originally returned	
Refresh Data	Requery the orders and loads again using the existing criteria entered in the <i>Selection</i> tab.	
Assign All	Allows the user to assign all orders selected to the route load	
Deassign All	Allows the user to de-assign all orders selected from the route load	
Assign Number	Will create a Pick Wave with the number of orders entered in the Assign Number field	
Batch	Will create multiple Pick Waves, each pick wave will have the number of orders entered in the Assign Number field	If there are a 100 orders displayed from the original selection criteria, if you then enter 10 into the Assign Number field and select Assign Batch, then ten Pick Waves will be created each with 10 orders.



Buttons	Description	Options
Drop Seq	Allows you to modify the drop sequence within the selected load. A new window will open showing the orders in the load, which may then be modified through the entry of the new sequence column. You can then save your changes with the Save button, or reset to the pre-existing sequence. Saving will return you to the <i>Details</i> tab.	
Add to Existing	Allows the user to move orders to existing route loads as long as the status matches	-
Send to Allocation	Enables the user to allocate the orders selected	This option will only be enabled if the orders selected are at status ?1?
Split	Split selected orders from an existing load.	

2.2.1.1.3 Load Enquiry Tab

This allows you to see loads that have already been created, and manage them.



Field Name	Description	Options
<i>Route Code</i>	The Route Code	
<i>Load Number</i>	The load number	
<i>Despatch By Date/Time</i>	When the orders on this pick wave are expected to be despatched.	
<i>Start Pick Date/Time</i>	When the orders on this pick wave are expected to start picking	
<i>% Complete</i>	The percentage complete of all of the lines/pages on the pick wave.	
<i>Marshall Loc</i>	The assigned marshalling location	
<i>TMS Trip ID</i>	The TMS Trip ID (if CTMS is in use).	
<i>Pick Status</i>	A RAG column showing the basic status of the processing of the pick wave. The key is displayed on the bottom right of the form.	

You have the facility to action the existing loads here.



Button Name	Description
Show Orders	Show all orders on this load in the Details tab of the form
Allocate	Allocate the selected load(s) using the options specified (see below)
Pick List	Pick List the load(s) specified.

The options required for allocation and pick listing are generally defaulted from settings, but must be entered.

Field Name	Description	Options
<i>Include Zero Pick Qtys</i>	Whether zero pick lines are to be included on the pick note	Yes/No
<i>Print Pallet Labels</i>	Are pallet labels to be produced	Yes/No, default is taken from Owner Maintenance / Format tab
<i>Single Device Pick Labels</i>	Whether a single device is used for all labels	Yes/No
<i>Marshall Loc</i>	The marshalling location the order or route load is to be picked to	Mandatory field, can be defaulted in (Location set in System Parameters or Owner Ware Parameters) or can be selected from a LOV. Must be a valid Marshalling Location
<i>Label Format</i>	If picking labels are required, enter the picking label format here.	
<i>Pick Format</i>	What pick list format is to be used.	Select from the DDL provided.
<i>Pick Print Default Option</i>	The default pick list format for this owner.	Display Only
<i>Consol Options</i>	Whether and how to consolidate pick lines into picked pallets.	Select from the DDL Provided: <ul style="list-style-type: none"> • <i>Non-Consolidated</i> (the default) • <i>Consolidated</i> Select from the DDL provided: <ul style="list-style-type: none"> • <i>Order Line/System Rotation/Pallet ID</i> • <i>Product Type/Stock Code/System Rotation/Pallet ID</i> • <i>Aisle Seq/Pick Seq/Order Line/System Rotation/Pallet ID</i> • <i>Aisle Seq/Pick Seq/Product Type/Stock Code/System Rotation/Pallet ID</i>
<i>Sort Order</i>	How the orders are sorted.	Select from the DDL provided: <ul style="list-style-type: none"> • <i>None</i> (the default) • <i>Volume and Weight (Net)</i> • <i>Volume and Weight (Gross)</i> Select from the DDL provided: <ul style="list-style-type: none"> • <i>Cases & Units</i> • <i>Unit Equivalent Quantity</i>
<i>Add Qty Display</i>	Whether and how additional quantities are displayed	
<i>Qty Display</i>	How pick quantities are displayed.	
<i>Picker</i>	If the WCS system is enabled for this warehouse, the Picker will be able to be entered here, allocating these pick tasks directly to that picker.	An LOV is available.

2.3 Pick List Report (WHSORA020)

If not sending an order to pick within the pick wave functionality, the Pick List screen can be used to produce the pick list print and advance the status of the order from ?4? to ?5?.



Field Information:

- **Route/Load or Order Number:** Select whether the process is to produce the pick list by order number sequence or route/load number. The selection criteria here will determine whether the Route/Load From or Order Number From/To fields are enabled.
- **Order Owner:** The owner code of the orders to be printed. This will default to current owner.
- **Order Priority From/To:** Allows you to select a subset of orders from within the method selected.
- **Include Zero Pick Qtys Y/N?:** Indicate if the pick list should contain lines that could not be allocated.
- **Picker:** For RF purposes, enables you to enter a valid employee code in order to send the order to a specific picker via RF.
- **Marshalling Location:** Allows you to define a different marshalling location to the default if required. Must have been set up as a use type ?6? location in Location Codes Maintenance.
- **Pick Format:** A pre defined pick list format hard coded. This will default to the pick format set up in Owner Maintenance
- **Print Pallet Labels Y/N?:** Specifies whether pick labels are to be produced. This will default to the value set in owner maintenance, format tab.
- **Label Format:** Select a format for the pick labels if required. This must be a pre defined hard coded label format.
- **Generate Pick:** Click the **Generate Pick** button to begin printing. This will take you through the printing process.

2.4 Pick List Reprint Report (WHSORA025)

This screen is used to re-generate a pick list again if required. This is only normally used if an error occurred at first print.

Note: The order has to be status ?5? for this to work.



Field Information:

- **Route/Load or Order Number:** Select whether the user is to produce pick list by order number sequence or route/load number. The selection criteria here will determine whether the Route/Load From or Order Number From/To fields are enabled .
- **Order Owner:** The owner code of the orders to be printed. Will default to current owner .
- **Pick Page From/To:** Enables the user to select specific pages within a pick list.
- **Picker:** For RF purposes, enables the user to enter a valid employee code in order to send the order to a specific picker via RF.
- **Include Zero Pick Qtys Y/N?:** Indicate if the pick list should contains lines that could not be allocated .
- **Pick Format:** A pre defined pick list format hard coded. Will default to the pick format set up in Owner Maintenance .
- **Print Pallet Labels Y/N?:** Specifies whether pick labels are to be produced. Will default to the value set in owner maintenance, format tab.
- **Label Format:** Select a format for the pick labels if required. Must be a pre defined hard coded label format.
- **RDT priority:** used for RF purposes. Determines what the priority of this pick is in relation to others.

Buttons:

- **Reprint Labels** - this reprints the labels associated to the selected orders or route/load, in the label format selected.
- **Run Report** - this re-runs the pick list in the format selected.
- **Options** - this allows you to specify some additional options for the standard format.

Additional options:



- *Pick Print Default Options for* - This shows the format for which the options are being configured, as selected in the previous window.
- *Consolidation Option* - Select from a DDL, options:
 - ◆ *Non-Consolidated* (the default)
 - ◆ *Consolidated*
- *Sort Order* - How the orders are sorted. Select from the DDL provided:
 - ◆ *Order Line/System Rotation/Pallet ID*
 - ◆ *Product Type/Stock Code/System Rotation/Pallet ID*
 - ◆ *Aisle Seq/Pick Seq/Order Line/System Rotation/Pallet ID*
 - ◆ *Aisle Seq/Pick Seq/Product Type/Stock Code/System Rotation/Pallet ID*
- *Quantity Display* - How pick quantities are displayed. Select from the DDL provided:
 - ◆ *Cases & Units*
 - ◆ *Unit Equivalent Quantity*
- *Additional Quantity Display* - Whether and how additional quantities are displayed. Select from the DDL provided:
 - ◆ *None* (the default)
 - ◆ *Volume and Weight (Net)*
 - ◆ *Volume and Weight (Gross)*

2.5 Pick List Confirmation (WHS1714)

Once the picker has completed picking, this screen enables the warehouse supervisor to confirm the pick details.

Select Route/Load or Order Number to pick confirm a range of orders or an individual order. Once completed, the order will move onto status ?6? and the stock will move from its original picking location to a marshalling location.



Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Pick Confirmation

Owner: D1P Warehouse: NPT 25-JUN-2025 WHS1714 u4.147

Show All Orders: ☐ No ☐ Yes

Choose By: Route/Load

Route/Load: DEF001 00528

Owner:

Order From: Order To: End Orders

Order	Prod Type	Page No	Picker	Checker	Pick Date	Pick Start	Finish	Confirm
D1P00000000000024011	1 Food	1	001	002	04-JUN-2024	08:28	08:30	N
D1P00000000000024012	1 Food	1	001	002	04-JUN-2024	08:35	08:35	N
D1P00000000000024013	1 Food	1	001	002	04-JUN-2024	08:49	08:49	Y
D1P00000000000024015	0 General Stock	1						N
D1P00000000000024015	0 General Stock	2						N
D1P00000000000024015	0 General Stock	3						N
D1P00000000000024015	1 Food	0						N
D1P00000000000024015	1 Food	4						N
D1P00000000000024015	1 Food	5						N
D1P00000000000024015	1 Food	6						N
D1P00000000000024015	1 Food	7						N
D1P00000000000024015	1 Food	8						N
D1P00000000000024015	1 Food	9						N

Options

Record: 1/1 -OSC>

Field Information:

- **Show All Orders:** Allows you to select orders at status ?5? only or all orders at status ?5? and above.
 - ◆ Y = status 5 and over
 - ◆ N - status 5 only
- **Choose By:** Enables the selection of orders to confirm by route/load or by order number. Route load will enable the route/load field, order number will enable the order from/to fields.
- **Route/Load:** The route and load containing the orders you wish to confirm. An LOV is available in both fields. This is only prompted for if you *Choose By Route/Load*.
- **Owner:** The owner code of the orders you wish to confirm. Will default to the current owner
- **Order From/To:** The range of orders that you wish to confirm. An LOV is available in both fields. This is only prompted for if you *Choose By Order Number*.

The **Find Orders** button will trigger the population of orders in the table based on the selection criteria entered.

The table then displays:

- **Order:** Display only, the order number of the order to be confirmed
- **Prod Type:** the product type of the order line. Display only
- **Page No.** The pick list page number. Note, if a page number ?0? is seen, this is a zero allocation. Display only.
- **Picker:** The employee code of the person who picked the order. Must have been setup in employee codes maintenance.
- **Checker:** The employee code of the person who verified the picked order. Must have been setup in employee codes maintenance.
- **Pick Date:** The date the order was physically picked.
- **Pick Start:** The time the order started to be picked.
- **Finish:** The time the order pick was completed.
- **Confirm:** Displays the current confirmation status of the order - note it is possible to ?toggle? this status between assigned and unconfirmed if you want to only assign certain lines.

When you click the **Options** button, the screen as shown is displayed.



[illegible]

This gives you additional options during pick confirmation. Options are:-

- **All Pick Details:** This will display a popup screen allowing you to enter *Picker, Checker, Pick Date, Start* and *End* times for all lines. You can then **Enter** them or **Cancel** entry and return to the main screen.
- **Assign:** This flags the order as ready for confirmation.
- **Confirm All:** After confirmation, this option completes confirmation of all assigned orders.
- **Detail Screen:** Takes you into the order line level information to make amendments - see below for details.
- **Owner Charges:** This will take you to the Detail Handling Charges screen **WHS0168**. Here you will be able to enter charges for the order.
- **Show All Options:** shows additional options - see below for details.
- **Exit Options:** Takes you back to the main screen.

When you click the **Show All Options** button the screen as shown is displayed.



This gives you additional options during pick confirmation. Options are:

- **Good Pallets:** Produces a pop up box to allow you to enter how many good and bad pallets are on the orders/route load. This information will be produced on the outbound documentation. You can also **Refresh** the automatically produced values here.
- **Transport Details:** The screen will display a pop-up window asking for entry of *Trailer No*, *Container Seal No*, *Freight Reference*, *Freight Charge Terms* (a DDL is provided) and the *Load Ref* for the selected orders. When entered, you can click **Return** to return to the main window.
- **View Log:** The screen will display a pop-up window showing a log of all the confirmation details that have been processed. You can browse through this (if there are any errors that need to be corrected) and return to the main window using the **Exit** button.
- **Order Notes:** The Customer Invoice and Delivery Details screen SOS1111 will display. This allows you to enter *Picking*, *Despatch* and *Carrier Instructions* for the selected order.
- **Despatch Receipt:** This will give you the option of printing labels for despatch receipt. You can select the number of labels required, then **Print**. If not required, you can **Close** to return to the main window.
- **Toggle Confirm Flag:** Changes individual lines from ?C? to ?N? and vice versa allowing the user to confirm specific order lines.
- **Ancillary Charges:** Allows you to enter additional charge information for the order(s). Note that you can only run this if the warehouse down-dates stock at pick confirmation. If not (i.e. it downdates at Despatch instead) then this option will not be allowed here.
- **COD Details:** Allow you to add or amend *COD Amount* and *Reference* information entered at order entry. When complete, you can click **Return** to return to the main window.
- **References:** The screen will display a popup window to enter the *Container Number* for the selected orders. When complete, you can click **Return** to return to the main window.
- **Cancel Order:** This option will cancel the selected order, after requesting confirmation from you. **Warning:** If Edi PICK messages are to be used, this will trigger a zero quantity cancellation pick message.
- **Reject:** As per the **Toggle Confirm Flag** button, this sets the status of all orders at status ?C? back to ?N?
- **Pick Container:** This displays a popup screen showing the container ID into which the goods have been picked. You can change this here. You can then **Save** or **Exit Without Saving**.

2.5.1 Pick List Confirmation Details (WHS1710A)

In this screen, you can make changes to the quantities picked.

Note, this screen can also be used to append an order line.



NOTE, this will free the original stock.

If there is no stock there, or it is damaged, Stock Control should put this pallet on hold or adjust the pallet until an investigation can be carried out.

Otherwise the stock will be once more available for future orders.

In order to append a line, you need to click the **+** button in the toolbar. The cursor will then move to the next line for entry. The Line numbers must be sequential. The header information will be defaulted from the previous screen.

[illegible]

- **Line:** The line number of the order for this product / pallet combination. Display only unless appending a new line.
- **Pallet:** The system pallet id of the stock line to be confirmed / amended. Display only unless appending a new line.
- **Stockist:** The owner code and sub code of the stock line to be confirmed / amended. Display only unless appending a new line.
- **Stock:** The owner code and sub code of the stock line to be confirmed / amended. Display only unless appending a new line.
- **Location:** The location code of the stock line to be confirmed / amended. Display only unless appending a new line.
- **Check Digit:** Allows the user to enter check digits. Only enabled if check digits are turned on in System Parameters.
- **Rotation:** The system rotation of the stock line to be confirmed / amended. Display only unless appending a new line.
- **Customer Batch:** The customer rotation (batch) of the stock line to be confirmed / amended. Display only unless appending a new line.
- **Customer Pallet:** The customer's pallet ID (or SSCC ID) of the stock line to be confirmed/amended. Display only.
- **UOS:** The defined Unit of Sale for the customer. Display only.
- **Weight:** The weight of the item, and the weight unit (usually KGM). Display only.
- **UOM:** The Unit of Measure. Display only.
- **Pick Quantity:** The quantity to be pick confirmed. Note, this can be amended to a value equal or less than the

amount shown i.e. for a short pick of 1, the quantity above would be taken to 1.


- **Alloc Qty:** The quantity of stock allocated to the order. Any amendments can only be made up to this quantity. Display only.
- **Reason:** A reason code for the amendment of the pick quantity - the field will only be enabled if the pick quantity has been changed or if a new line is being appended.
- **Picked:** An indicator as to whether the line has already been marked as picked and confirmed.

Buttons:

- **Check Digits:** The **Check Digits** button will take you to the C/D field in order to enter check digits.
- **Catch Weight:** Allows you to enter the catch weights of each pallet (or carton) if required. Determined by the catch weight flag of the product in stock maintenance.
- **Pallet Exchange:** Allows you to 'substitute' one pallet for another (similar to substitution at pick confirmation.)
- **Confirm:** Pick confirms the specific page.
- **Serials:** Determined by the serial numbering flags on stock maintenance, this button will take you either to a serial number selection or entry screen. For more details on serial entry, see the Goods receipt user guide.
- **Return:** takes you back to the main pick confirmation page.

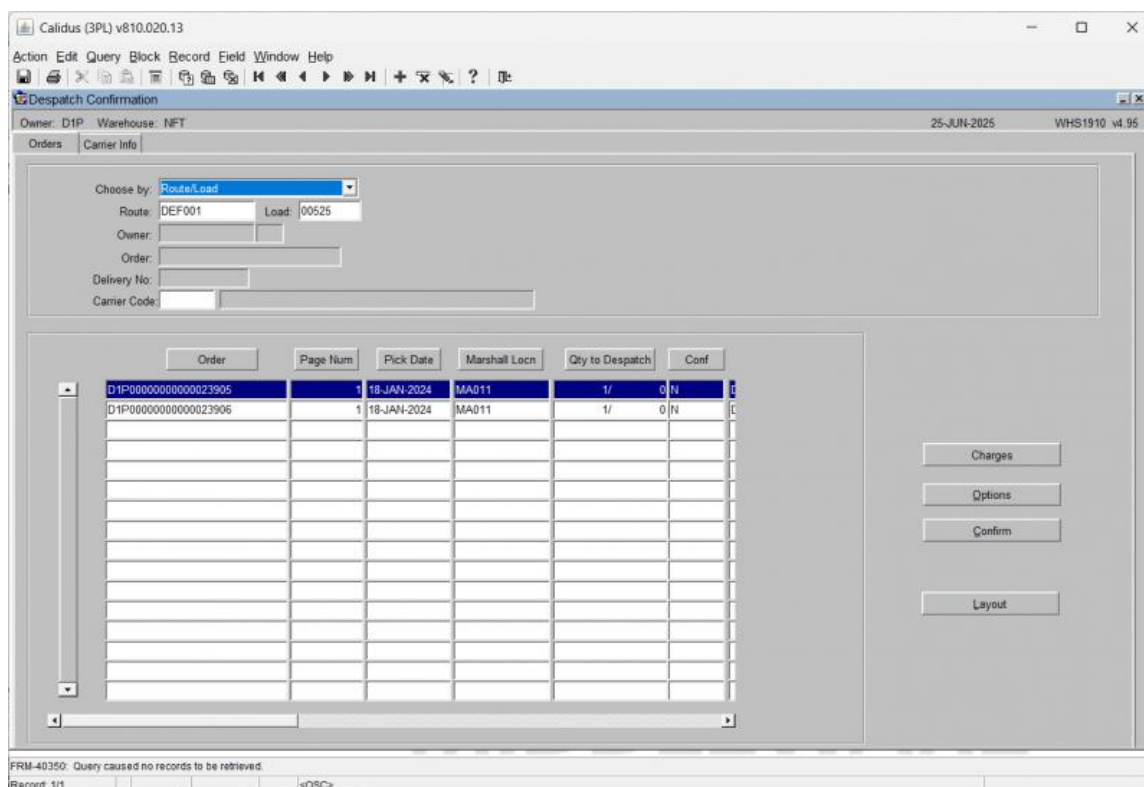
2.6 Despatch Confirmation (WHS1910)

The despatch confirmation screen allows the user to despatch the order from the warehouse. In system terms, the stock will be removed from the marshalling location and warehouse. A negative stock transaction will take place with a type of 'SALE'.

 **Warning:** This is an incomplete guide.

The screen is located in **Warehousing/Sales Allocation & Picking/Despatch by Route/Load**

The standard screen is shown below:



Order	Page Num	Pick Date	Marshall Locn	Qty to Despatch	Conf
D1P00000000000023905	1	18-JAN-2024	MA011	1/	0 N
D1P00000000000023906	1	18-JAN-2024	MA011	1/	0 N

The screen will begin by showing the *Orders* tab.



To despatch a route or order you must first select either *Carrier*, *Route/Load* or *Order Number* from the *Choose By* drop down box.

- If you select *Route/Load*, you will be prompted to enter the route and load. A lookup is provided that allows you to select unconfirmed or confirmed loads,
- If you select *Order Number*, you will be prompted for *Owner* and *Order*.
 - ◆ The *Owner* will default, but you can change this to another owner if you want to - an LOV is provided.
 - ◆ The *Order* provides an LOV to help you find the order you are after.
- If you select *Carrier*, you will be prompted to enter the carrier code. An LOV is provided.

Enter the carrier, route/load or order number you wish to despatch and press the **Execute Query** button. The screen will display matching records in the table below, as in the screenshot above, where this was selected by *Route/Load*.


The fields displayed are:

- *Order* (always displayed)
- *Route/Load*
- *Page Num*
- *Pick Date*
- *Marshall Locn*
- *Qty to Despatch*
- *Conf*
- *Route Code*
- *Load No*
- *Order Num*
- *Booked Date*

Note that you can change the fields in this table using the **Layout** button provided. You will be taken to the Program Layout Configuration screen [WHS0909](#) to select the fields, widths, order, etc.

You can view, enter or amend handling charges using the **Charges** button - you will be taken to the Detail Handling Charges screen [WHS0168](#), where you can automatically apply charges, produce a miscellaneous invoice or enter charges.

Further optional are available to you using the **Options** button, which will display a new panel of options:

- **Deassign Order** - this will deassign the selected order from this load.  **Warning:** There is no confirmation when you press this - be sure this is what you want to do.
- **Delivery Refs**
- **Commercial Invoice Input**

You can close this panel with the **Exit Options** button provided.

To despatch the order, press the **Confirm** button.

The system will now require a date and time (these can be in the past). If you press the **TAB** key over each of the fields, the date and time will default to the current system date/time.



[illegible]

Press the **Confirm** button to confirm the despatch (you can cancel the despatch using the **Cancel** button). The screen will confirm that despatch confirmation is complete.

The order has now been despatched and will have a system status of 9.



3.1 Multi-Level Order Packing (WHS1945)

Dependent on the values set in the **Order Packing Maintenance** certain parameters will automatically be set when the user enters the Packing Screen.

Field Name	Description	Options
<i>Pack Lane</i>	Specifies which pack lane the order will be packed into. Note, this field is system generated and no entry is allowed.	Pack lane population is specified by the setup in packing parameters maintenance -
<i>Pack Ref</i>	Depends on the number of levels of packing, the pack ref will be populated with the reference number of the outside carton. This will be system generated. Entry will only be allowed if querying a previously entered pack.	The generation of the pack ref is specified by the setup in packing parameters maintenance
<i>Pack List No</i>	A unique system generated pack list number. Entry will only be allowed if querying a previously entered pack.	Based on the last number type ?PACK? in warehouse document numbering maintenance
<i>Order No</i>	The order number to be packed	Note, the order number will only be enabled if packing is set to ?single order packing? in packing parameters maintenance
<i>Printed</i>	Has the pack list been printed?	Y or N - display only
<i>Label Printer</i>	The defined label printer for pack labels at this station.	May default. An LOV is provided to select a printer.
<i>Pack Levels</i>		

Field Name	Description	Options
	The number of different sub levels of packing i.e. carton within a box within a crate etc	1 - 9 - number of packing level determined by the default pack levels flag in packing parameters maintenance
Packing Type	How the goods will be packed. Note, if despatching by shipment pallet, this has to be set to ?By Pallet?	By Order Line By Stock Code By Pallet By Rotation - determined by the default pack levels flag in packing parameters maintenance
Interfaced	Used for client specific functionality to determine whether a pack has been scanned through the transport system and the relevant edi file uploaded	Y or N - display only
Pack Details	Specifies whether you require detail level packing information	Y or N - determined by the default pack levels flag in packing parameters maintenance
Carrier Code	If carrier information is required, the carrier code.	
Carrier Reference	If carrier information is required, the carrier reference.	
Print Format	The Pack List format being used	Defaulted from settings
Customer Order Number	The customer's order number for the order selected	Display only.
Pack No	The number of detail records for the pack. This will be system generated by the number of pack references generated.	0001 - 9999
Pack Reference	The pack ref will be populated with the reference number of the outside carton. This will be system generated. Entry will only be allowed if querying a previously entered pack.	The pack ref will either be populated with the SSCC number if used or a sequential number based on the pack list no.
Type	The package type the goods will be packed into Based on pallet types.	Must have been created in pallet types maintenance - LOV available
Container		
Temperature Monitor	If temperature monitors are required, the TM Type.	An LOV is provided
TM Quantity	If temperature monitoring is required, the quantity of TMs.	
Serial Number	If unique TM monitoring is required, the serial number of the TM	
Net	The net weight of the pallet and products for this pack ref	System generated
Gross	The gross weight of the pallet and products for this pack ref	System generated
Volume	The volume of the pallet and the products associated with the pack ref.	System generated Based on the LxWxH of the products and the pallet type selected
Packed Cases	The quantity of cases to be packed based on the order detail records associated with the pack ref. System generated - will change if the packed quantities are amended.	Display only
Packed Units	The quantity of cases to be packed based on the order detail records associated with the pack ref. System generated - will change if the packed quantities are amended.	Display only
Haz	Field that displays whether the product(s) to be packed are hazardous or not	Y or N - based on the hazardous flag on stock maintenance - display only
Full Pallet Pick	Field that displays whether the quantity to be packed equals a full pallet	Y or blank - based on a calculation on quantity of cases to a pallet in stock maintenance
Status	The status of the pack. This will be updated when the user clicks ?Confirm Pack?	O - Open C - Closed
Buttons		
Label	Produces a label for the pack.	
Detail	Takes you to the detail (the contents) of the pack.	
Serials	If Serials are required for this stock code, this button will allow you to identify them.	



Field Name	Description	Options
SSCC	If SSCC is required, this will allow you to enter the information.	
Button	Description	
Start Pack	Starts the packing process for the required order	
Close List	Sets the pack status to ?C? and enables the printing of the pack list and pack labels. If required, updates client specific tables with carrier information	
Re-Open List	If configured, allows you to re-open a closed pack list.	
Print	Allows you to reprint the pack list and pack labels if required	
Close Pack	Closes the specific pack selected	
Re-open Pack	Sets the status of the pack back to ?O? and allows you to re-close the pack	
SSCC Label	Allows you to print detail level labels if required	
Detail	Takes you to the detail level screen	
Rollback Order	Rollback the whole order so that you can start again.	
Tracking Ref	The Tracking Reference	
TM Serials	If required, shows you the Temperature Monitor serials.	

The process is highly configurable and complex, and requires training.

In general, however, the process to pack an order is as follows:

- The screen automatically starts expecting you to enter a new order to pack.
 - ♦ If you want to find an existing order or pack list, click **Enter Query**, enter an order reference or known pack list number and then **Execute Query**.
- Enter an Order Reference - an LOV is available.
- The screen will display details of the order.
- Click **Start Pack** - you will start defining the box you are packing into.
 - ♦ The unique Pack No and pack reference will be generated for you.
 - ♦ You will be prompted to select the Pallet Type - an LOV will automatically show.
 - ♦ If temperature monitors are required, you will be forced to enter one now.
 - ♦ If Serial Numbers are required, you may enter them now.
- Optionally click
 - ♦ **Label** - print the pack label.
 - ♦ **SSCC** - enter SSCC information for the pack.
- Click **Detail** - this allows you to identify the lines packed and shows the Order Packing Detail screen WHS1946, below.
- Enter all details packed in this pack.
- Optionally enter any additional details such as serials.
- Optionally produce pack labels.
- Close the pack
- Create as many packs are required.
- Once complete, close the list.
- Print the packing list and pack labels as required.

3.1.1 Multi-Level Order Packing Detail (WHS1946)

Multi-level order packing allows you to break down lines across orders into a single pack.



[illegible]

Field Name	Description	Options
<i>Pack No</i>	The pack number the details are associated with	Display only
<i>Box No.</i>	Relates to line number in the header screen	Display only
<i>Pack Ref</i>	The pack reference (pack detail reference) of the pack header	Display only
<i>Box Ref</i>	The pack reference (pack detail reference) of the box	Display only
<i>Status</i>	The pack status - this will change from ?Open? to ?Closed? when the close button is pressed	Display only
<i>Box Type</i>	The description of the packing material. Will default to the description of the pallet type entered in the pack header screen	Display only
<i>Order Num</i>	The order number to be packed	Dependant on the ?pack by? flag will determine whether the order number will be displayed or entered
<i>Order Line No</i>	The line no of the product within the order detail record	Display only
<i>Stockist Code/Sub Code</i>	The owner code and sub code of the product within the order detail record	Display only
<i>Stock Code</i>	The stock code of the order to be packed. The description will also be displayed.	Display only
<i>Rotation No</i>	The rotation number (batch) of the product to be packed	Display only
<i>Pallet Id</i>	The pallet id to be packed	Dependant on the ?pack by? flag will determine whether the order number will be displayed or entered
<i>Order Owner / sub code</i>	The owner code and sub code of the product within the order detail record	Display only
<i>Line ID</i>	The Line ID	Display only
<i>Packed Cases</i>	Quantity of cases to be packed	Cannot exceed the total number of picked cases for the pallet
<i>Packed Units</i>	Quantity of units to be packed	Cannot exceed the total number of picked units for the pallet
<i>Hazardous</i>	Field that displays whether the product(s) to be packed	Y or N - based on the hazardous flag on stock

Field Name	Description	Options
	are hazardous or not	maintenance - display only
Buttons		
Serials	Takes the user to an additional screen in order to add/amend serial numbers for the product, if required	
Labels	Allows the user to print packing detail labels	
Button	Description	
Re-Open Pack	Reopens the pack once closed to enable the user to make changes to the pack details	
Close	Closes the pack ready for the main pack to be closed	
Print SSCC	Print an SSCC label if required	

3.2 Order Packing Maintenance (WHS1944)

The Order Packing Maintenance screen allows for the parameters for the packing screen to be defined, including user prompts and formatting of of any documentation that will be produced from the system.

Field Name	Description	Options	Generic Value
<i>Stockist Code</i>	The Owner code for the packing operation	LOV available to select a valid owner code	Will default to the working Owner Code
<i>Single Order Packing **</i>	Whether to allow multiple orders to be packed together	Yes or No	Defined by client (Normally Yes)
<i>Status Flag **</i>	Orders status to allow packing	Pick List Pick Confirmed Pick Confirmed with Order Priority Defined by client	
		Prompt on Closure	



Field Name	Description	Options	Generic Value
<i>Order Validation</i> **	Whether to allow the order to be sent to the customer short packed	Force Full Order Pack Allow Short Order Pack Defined by client	
<i>Lane Capture</i> **	To capture who or where the order was packed for auditing	Location User Id Not Required Defined by client	
<i>References</i> **	How to generate reference numbers for the pack	Generate Manual Not Required Defined by client	
<i>Default Pack Levels</i> **	Number of levels that you can pack down to i.e. a pack within a pack would have a level of 2	1-9	Defined by client
<i>Default Pack Type</i> **	How to select and identify the product for packing	By Order By Order Line By Pallet By Rotation By Stock Code Defined by client	
<i>Default Pack Details</i> **	Whether capture packing details	Yes or No	
<i>Weight Capture</i> **	To indicate whether weight is to be automatically calculated and displayed for the pack. Net weight is the sum of the stock packed, and the gross weight is the sum of the stock packed plus the weight of the package type.	Yes or No	Defined by client
<i>Packing List Required</i> **	Indicate whether a pick list is to be produced and if so how	Auto Print List Multiple Copies Do Not Print List Auto Print Multiple Copies Print List Defined by client	
<i>Interface Required</i> **	Functionality not migrated	Yes or No	
<i>Detail Label Required</i> **	To produce Detailed Labels and at what level	Print at all Levels Do Not Print Labels Print Labels Defined by client	
<i>Package Label Required</i> **	To produce Package Labels and at what level	Print at all Levels Do Not Print Labels Print Labels Defined by client	
<i>Auto Package Label Production</i> **	Whether the user is to be prompted to manually generate Package Labels or for the system to automatically produce the labels	Yes or No	Defined by client
<i>Streamlined Entry</i> **	Designed to move the user through both the header and the detail packing screens with the minimum of data entry	Yes or No	Defined by client
<i>Allow Consolidated Pallets</i> **	Functionality not migrated	Yes or No	Defined by client



Field Name	Description	Options	Generic Value
<i>Generate Carrier Labels **</i>	Whether a carrier label is to be produced	Yes or No	Defined by client
<i>Stop Short Packing</i>	Whether an order can be short packed	Yes or No	Defined by client
<i>Use Consumable Containers</i>	Does the client require/allow the use of consumable containers?	Yes or No	Defined by client
<i>Pack Before Despatch</i>	Must pack be completed before despatch confirmation is allowed?	Yes or No	Defined by client
<i>Validate Carrier</i>	Must the carrier be validated during packing?	Yes or No	Defined by client
<i>Reference Validation</i>	Does the packing system require validation of SSCC IDs?	SSCC Validation	
<i>Reopen Closed Pack List</i>	Is the user allowed to re-open a closed pack list?	Yes or No	
<i>Volume Capture **</i>	To indicate whether volume is to be automatically calculated and displayed for the pack. The calculation is for the product only and does not include the package type.	Yes or No	Defined by client
<i>Packing List Format **</i>	Format of the Packing List	Formats Include - FWL (default) SIG (client specific) Defined by client if required	
<i>Interface Format</i>	Functionality not migrated	Formats Include - FWL (default)	Defined by client if required
<i>Detail Label Format</i>	Format of the Detailed Label	Formats Include - FWL (default)	Defined by client if required
<i>Package Label Format</i>	Format of the Package Label	Formats Include - FWL (default)	Defined by client if required
<i>Default Qty **</i>	Whether to pack by the pack type or by a case at a time.	Remaining to Pack Single Case	Defined by client
<i>Detail Packing Format</i>	Format of the Detailed Packing List	Formats Include - FWL (default) SIG (client specific) Defined by client if required	
<i>Auto Close</i>	If set to Yes, the system will automatically close the pack once the final product has been packed. Dependent on printing requirements and setup, labels and notes will also be automatically produced.	Yes or No	Defined by client
<i>Carrier Required **</i>	If set to yes the user will be prompted to add a Carrier Code and Carrier Reference, another screen will be displayed displaying a list of carrier codes and services to be selected from, if required carrier labels can also be produced. (Client specific)	Yes or No	Defined by client (default is No)
<i>Default Package Type</i>	A value must be entered if packing with RF	LOV on Pallet Types	Defined by client if required
<i>Use Consumable Temp Monitors</i>			
<i>One Box Order</i>			



3.3 Shipment Pallets

Shipment Pallets are used in combination with or stand-alone from Packing and/or WCS functionality.

3.3.1 Shipment Pallet Label Production

Setup: In order to use the shipment pallet despatch functionality, a shipment label must first be produced. These labels use the last number type ?SHPP? in warehouse document numbering to determine the range to be incremented by 1. These labels are then put onto the despatch pallet and used to scan packs onto in order to despatch packs rather than orders.

3.3.1.1 Warehouse Document Numbering (WHS9020)

Type	Description	Min Nos	Max Nos	Last Nos
SHPP	Shipment Pallet Label	1	9,999,999	1

Ensure a Type value of SHHP has been entered.

3.3.1.2 Default Printer Maintenance (WHS0002)

Program	Description	Printer	Default
WHS0150	Goods Receipt Confirmation	zebra	N
WHS0150_LEN	Goods Receipt Confirmation	zebra	Y
WHS0915_LEN	Pallet Enquiry	pdfps	Y
WHS1714_LEN	Pick List Confirmation	zebra	Y
WHS1910_LEN	Despatch Confirmation	zebra	Y
WHS1925_LEN	Despatch Label Print	zebra	Y
WHS1945_BAR_LEN	CIPD Printer	dummy	Y
WHS1945_LEN	Packing	zebra	Y
WHS1941_LEN	Shipment Label Print	zebra	Y



Ensure a Default Printer value has been set up for all relevant users - see [Default Printers Maintenance \(WHS0002\)](#)

3.3.1.3 Shipment Label Print (WHS1941)

This screen allows you to print shipment pallet labels.

To produce the labels, enter the number of labels required followed by the start number.

Field Name	Description	Options
<i>Number of Pallet Labels</i>	The number of shipment pallet labels to be produced	0 - 999
<i>Shipment Pallet Id</i>	The specific shipment pallet id a label is to be reproduced for	Must be within the SHPP last number range (i.e. already had a label produced for it)
Buttons	Description	
Create	Updates the last number in warehouse document numbering and generates the labels	
Reprint	Reprints the selected number of labels or the label of the specific shipment pallet id selected	

3.3.2 Shipment Pallet Maintenance (WHS1942)

This screen allows you to maintain shipment pallets created from packing.



[illegible]

Field Name	Description	Options
<i>Search By</i>	Determines how the selection of packages will be made. The next field will display the shipment pallet number related to the selection criteria	Pack List No Order Number Package Id Shipment Pallet
<i>Pack List No</i>	Displays the pack list no assigned to the shipment pallet	Display only
<i>Package Ref</i>	Displays the pack ref of the order assigned to the shipment pallet	Display only
<i>Pack Status</i>	Displays the pack status for the pack list	Display only
<i>Shipment Pallet</i>	The shipment pallet number the package is assigned to	Display only
<i>Pallet Location</i>	The default shipment pallet location the package has been stored in prior to despatch	Must have been created in location codes maintenance
<i>Interfaced</i>	Displays the interface status of the package as to whether the carrier interface has been populated (client specific)	Y or blank
<i>Order Number</i>	The order number relating to the package id	Display only
<i>Order Status</i>	The status of the order	Display only
<i>Invoice</i>	Determines whether a commercial invoice has been received for the order (client specific)	Y or blank
<i>Priority</i>	The order priority of the package - note, dependant on the settings for the sharing of order priorities, some order priorities cannot be mixed on a shipment pallet	Display only
<i>Carrier</i>	The carrier code of the order associated with the package id	Display only
Buttons	Description	Options
Add Package	Enables the user to add specific packages to the selected shipment pallet	A popup box will appear prompting for pack ref - LOV available
Move Package	Allows the user to move selected packages onto other existing shipment pallets	-
Move Pallet	Moves all packages for this shipment pallet onto another existing shipment pallet	-

[illegible]

Field Name	Description	Options
<i>Order Num</i>	The order number of the selected pack ref	Display only
<i>Line No</i>	The order detail line no for the package	Display only
<i>Rotation No</i>	The system rotation (batch) for this package	Display only
<i>Pallet Id</i>	The system pallet id for this package	Display only
<i>Haz</i>	Displays a flag to determine whether the product on the package is hazardous or not	Y or N
<i>Packed Cases</i>	The quantity of cases for the pack ref	Display only
<i>Packed Units</i>	The quantity of units for the pack ref	Display only
<i>Stockist Code/Sub Code</i>	The owner code and sub code of the order	Display only
<i>Stock Code</i>	The product code of the goods packed on this pack ref	Display only

The Change Order Status screen allows the user to Hold or release an order dependent on its status.

It will not be possible to split an order that has gone beyond status '1', i.e. has been allocated. Once the new order has been created, it will not be possible to transfer the order lines back to the original order.

An optional process, if a record for Proof of Delivery is required, the following screen can be used to confirm how many cases/units have actually been delivered to the end customer.

43

Customer Wizard

Owner: XXA Warehouse: XX1 01-AUG-2011 WHSORA035 v4.29

Partner Code: A-0092DF 001	Credit Limit: 0.00
Full Name: Mr Tintwhistle	Current Order Balance: 0.00
Currency: GBP British Pound	Remaining Credit: 0.00

Delivery Details Invoice Address SOP Details Customer Restrictions

Customer Type:

Part Of Desp Order: Yes

Part Of Desp Item: Yes

Priority Code:

Payment Set:

Paying Office:

Paying Office Ac No:

Payment Terms:

Package Labels Required: Print Labels

Detail Labels Required: Print Labels

Transport Labels Required: No simplified labels required

Area Manager:

Weekly Invoicing: No

VAT Applied: No

Automatic Charge Code:

Customer Proof of Delivery Required: Yes

Depot Proof of Delivery Required: No

Only accept Complete Backorder:

Special Pack Message Id:

Last Order Date:

Edi Identifier:

Prevent Entry of Sales Orders: No

Client Account Code 1:

Client Account Code 2:

Client Account Code 3:

SSCC No. Required: No

Allocation Pre-Pass:

Repalletise:

Allow Allocation of Held Stock: No

Maximum Order Qty:

Credit Limits Apply:

Use Cust Stock AKA: ☐

Dispute Code 9 Disputed

Orders must despatched and be at the correct status to allow for them to be POD confirmed, i.e. status 'F'



POD Confirmation By Order Number

Company: JP1 Department: 0000 01-AUG-2011 SOS3000 v4.15

Order Owner Code: 001 Order:

Customer Code: 001 Mr Tintwhistle Addr No:

Despatch Date: Pod Received:

Date/Time Delivered: 00:00 Signed By:

Date/Time Received: 00:00 Driver/Intake Ref:

Expected Rtn Date: Goods Return Note:

ETA Date: On Time:

Carrier Code: Carrier Reference:

Totals

Ordered: Despatched: Proved Del:

Product	Description	Rotation No	Despatched	Delivered	Weight Despd	Del Weight	Line Qty	Discrepancy
E2	Standard Code	DSF787	2	2	0.00	0.00	N	
E1	Non Pallet Pick Face	+	3	3	0.00	0.00	N	

Proof Delivery POD Reason Codes Confirm POD Cancel

Field Name	Description	Options
Order Owner Code **	The owner of the order to be POD confirmed - will default to current	Must have been created in owner maintenance - LOV available
Order **	The order number to be pod confirmed	Must be at status ?F?
Customer Code	The customer code the order was raised against	Display only
Addr No	The address number the order was delivered to	Display only
Despatch Date	The date the order was despatch confirmed	Display only
Date/Time Delivered **	Prompts for a date and time for actual physical delivery to the end customer	Must be a valid date and time
POD Received **	Prompts for confirmation that the POD was actually received from the end customer	Y or N
Date/Time Received **	The date and time the POD was received	Must be a valid date and time
Signed By **	The name of the person who signed for the delivery	20 character free text field
Expected Rtn Date	The date the stock is due to be returned to the warehouse (if a return is required)	Must be a valid date
Goods Return Note	The return note reference number the order will be returned on	30 digit numerical field
ETA Date	The estimate time the goods will arrive at the warehouse	Must be a valid time
On Time	Specifies whether the order was delivered on time	Y or N
Totals: Ordered	The total ordered quantity	Display only
Totals: Despatched	The total quantity despatch confirmed	Display only
Totals: Proved Del	The actual quantity received on the POD - note this will default to the same as the despatched quantity unless amended	Display only
Product	The stock code of the order line	Display only
Rotation No	The system rotation number (batch) of the order line	Display only
Weight Despd	The total weight of the despatch confirmed quantity	Display only
Description	The product description of the stock ordered	Display only



Field Name	Description	Options
<i>Delivered</i>	The quantity received on the POD - note this will default to the same as the despatched quantity unless amended	Display only
<i>Del Weight</i>	The total weight of the quantity on the POD - will update if the quantity is amended	Display only
Buttons	Description	
Proof Delivery	Takes the user to POD text which allows them to enter specific information received on the POD 5 x 70 character free text fields	
POD Reason Codes	Takes the user to an additional screen to enter reason codes if the quantity to be POD confirmed is different to the despatched quantity. This will then put the missing stock into a virtual location for investigation	
Confirm POD	Confirms the totals entered as POD confirmed. Once actioned, cannot be reversed	
Cancel	Cancels the POD confirmation (not migrated)	

POD Reason Code

POD Confirmation By Order Number

Company: JP1 Department: 0000 01-AUG-2011 SOS3000 v4.15

Stock Code: E2 Standard Code

Rotation No: DSF787

Reason	Description	Not Delivered	Good/Bad	Invoice Flag
QA	Quality Assurance	1	G	N

Return

Field Information -

- *Reason* - Reason Code and description which can be either directly entered or selected from a LOV. The description will be displayed once selected.
- *Not Delivered* - The quantity of stock not delivered
- *Good/Bad* - Type of reason code, Good means the stock will be returned to the warehouse
- *Invoice Flag* - display only

