

- stock receiving
- stock delivery
- stock returnstock list
- SLOCK IISL
- settings

Edit logistics documents like delivery orders or receive report



Logistics module



Logistics functions control the flow of items.

You can edit receiving and delivery reports based on products and services available.

There are 3 types of transactions:

- stock receiving
- stock delivery
- stock return

Create





- stock receiving stock delivery stock return

Doooiving	Receiving list sh status of receiv orders	ng		
Receiving list N	IISC ew receiving			Filter by date, supplier and status
Filter				
from: 2015-06 Reset	-01 to: 2015-07-30 supplier	Teng Kwang Industries	Sdn Bhd 🔹 An	Y
number	Reference	Issued by Dat	e Delivery	Status
MVL-RR-15-07-TK	-6 Teng Kwang Industries Sdn Bhd A-BR-1_11-BP-319	My Company Ltd 201	5-07-02 2015-07-02	open Edit 💌
	Document unique reference lick to view details in browser	and references	Status of the document	Action menu
open •	Edit Print and share Excel download Delete Clone	P	rinted Post q Print a Excel c C	uantities nd share lownload lone
If the receiving is printed, status is op pen status allows and Delete	not ened. to Edit	Once printed, the cannot be edited of anymore. Quantities receive posted to stock (a stock availat	receiving r deleted d can be added to ble)	At anytime, you can clone a document. Clone will duplicate similar operation wit different receiving re Number for recurrin operations

List



- stock delivery
- stock return

View in Html format

View





TOTAL QUANTITIES:

600 Pcs

Authorized signatory

Correspondence address:address line 1 address line 2 778686668, Goldcity, SINGAPORE Tel: 777777 Fax:+709823400



- stock return





- stock receiving
- stock delivery
- stock return

Post

Posting is a process to confirm receiving and adjust stock accordingly

number	Reference	Issued by	Date	Delivery	Status	
MVL-RR-15-07-TKI-6	Teng Kwang Industries Sdn Bhd A-BR-1_11-BP-319	My Company Ltd	2015-07-02	2015-07-02	printed	Post quantities 🔹
						After printing, the status changes and quantities can be

Post quantities

Post data for ref. MVL-RR-15-07-TKI-6

300 966 B966 THEO WALL CLOCK SQ 14 EG6082

300 967 B967 THEO WALL CLOCKSQ 20 EG6961

Post

To post quantities, confirm number of units per item and click 'Post' Quantities will be added to the stock

Quantities received have been posted to stock balance.

Posted status is set. Document can only be printed, downloaded or cloned

posted

number	Reference	Issued by	Date	Delivery	Status	
MVL-RR-15-07-TKI-6	Teng Kwang Industries Sdn Bhd A-BR-1_11-BP-319	My Company Ltd	2015-07-02	2015-07-02	posted •	Print and share 💌



stock receiving stock delivery stock return

Excel format download

	A	В	С	D	E	F	G	H	I	J	K	L	M
1													
2		My	Company	/ Ltd									
3		add	ress line 1							000			
4		add	ress line 2							.060			
5													
6		Tel	3333333										
7		Fax	+7098234	00									
8								REC	ΕV	ING I	REF	POF	۲s
9								ref:MVL-	RR-15	-07-TKI-6			
10													
11								date:201	5-07-0	02			
12		fro	m:										
13													
14													
15													
16		Att	ention to:										
17													
18													
19													
20								Order ref	erence	e: GG9344	4		
21			ltem cod	Descriptio	on		Barcode			Ref. code	Price	Quanti	ties
22				THEO WAL	L CLOCK S	Q 14							
22		1	B966	EG6082 THEO WAI	L CLOCKS	0.20	9555444800	224 4434531	11	443453		300	Pcs
23		2	B967	EG6961	2 0200110	4 20	9555444800	231 443454		443454		300	Pcs
24		то	TAL QUAN	ITITIES:			•					600	
25		Or	dered:										
26		De	livery ratio	0:								~%	
27													
28													
29													
30													
31		ser	nt by						recei	ved by by			
32													
33													
34													
35													
36													
37													
												1	
38					Corres	pondance	address: addre	ss line 1 add	ress lin	e 2			
38 39					Corres	pondance 778686	address: addre	ss line 1 add	ress lin :	e 2			



- stock delivery
- stock return

Cloned receiving form

Edit receiving

Template receiving order based on ref. MVL-RR-15-07-TKI-6 . A new order will be generated.

Header *	Α	Allocated *		
My Company Ltd 👻		My Company Ltd 👻		
	S	select an entity for which the receiving is done		
supplier *				
Teng Kwang Industries Sdn Bhd]			
receiving date *				
2015 07 02				
2013-07-02				
new stock				
Project *				
Project *				
Project * 319 open A-BR-1_11-BP new folder		•		
Project * 319 open A-BR-1_11-BP new folder		•		
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444		•		
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444		•		
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444		•		
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444		•		
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444 Items Add item		•		
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444 Items Add item		•		
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444 Items Add item		•	Quantities	delete
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444 Items Add item Items			Quantities	delete
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444 Items Add item Items 966 B966 THEO WALL CLOCK SQ 14 EG6082			Quantities 300	delete
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444 Items Add item Items 966 B966 THEO WALL CLOCK SQ 14 EG6082	0		Quantities 300	delete
Project * 319 open A-BR-1_11-BP new folder DO ref.: GG93444 Items Add item 966 8966 THEO WALL CLOCK SQ 14 EG6082			Quantities 300	delete

Record



- stock delivery

- stock return

Stock delivery documents flow follows the same logic of receiving documents

Create





- stock delivery
- stock return



Status of the Tags and references Action Click to view details document menu in browser Edit Invoice Print and share Print and share printed open Excel download Excel download Delete Clone Clone At anytime, you can clone a document. Clone will duplicate a Once printed, the delivery similar operation with cannot be edited or deleted If the delivery is not printed, different delivery ref. anymore. status is opened. number for recurring Quantities delivered can be Open status allows to Edit invoiced (convert DO to operations and Delete invoice)

Filter by date, client

and status

Apply

Print and share 💌

-

Delivery

2015-07-02

Any

Status

posted

Ŧ

Delivery list shows

status of delivery

orders

to: 2015-07-30

Reference

Alpha et Omega

A-BR-1_11-BP-319

client [‡]

Alpha et Omega

My Company Ltd

Date

2015-07-02

Issued by

Delivieries list

from: 2015-06-01

MVL-DO-15-07-AO-2484

Document unique reference

Reset

number

New order

Delivery list

Filter



- stock delivery

- stock return

View in Html format

View list Select view options and click 'Display' MVL-DO-15-07-AO-2484 If there is no custom Options template, the default design 🔲 signature: is selected stamp Ino: ○ original: ○ copy: template: default - addressed to: Brown Display -+ Excel + Pdf Use buttons to extract document in Excel or Pdf formats My Company Ltd LOG (A488) address line 1 address line 2 778686668, MALAYSIA Tel:2333333, Fax:+709823400 DELIVERY ORDER MVL-DO-15-07-AO-2484 Delivery date: 2015-07-02 Delivery to: ALPHA ET OMEGA Upper floor, Gold Tower Money street Zong town, 58218, , Almerica Tel:989-5548552, Fax:989-5548558 Mrs. Brown New delivery PO123456 Description Item code Barcode Ref. code Price Qtias **B926** TOOTHBRUSH HOLDER-BLUE 9555444800477 31713074001 1.75 10 Pcs 1 2 **B967** THEO WALL CLOCKSQ 20 EG6961 9555444800231 443454 18.4 10 Pcs Our ref. A-BR-1_11-BP-319 TOTAL QUANTITIES: 20 Pcs Ordered: 20 Pcs 100 % Ratio: Authorized signatory Correspondence address:address line 1 address line 2 778686668, Goldcity, SINGAPORE

Tel: 777777 Fax:+709823400



- stock receiving - stock delivery

- stock return





stock receiving stock delivery stock return

Invoice

New invoices

Convert delivery order ref. MVL-DO-15-07-AO-2484 .

My Company Ltd	Allocated * My Company Ltd select an entity for which the invoice is o	Client * Alpha et Omega	•
Date * 2015-07-02	Title *	•	
Project * 319 open A-BR-1_11	-BP new folder		
Common and +	Exchange rate	Account payment *	
- Select -		– Select –	

If sales module is available, the Delivery order can be converted to invoice

Description		Account	Units		Value	delete	tax	Line to
936 B936 TOOTHBRUSH HOLDER-BLUE	0	– Select –	-	10	1.75			17.
967 B967 THEO WALL CLOCKSO 20 EG6961	0	– Select –	-	10	13.4			134.
tems total								
tems total								151.
tems total								151



stock receivingstock delivery

- stock return

	/	In	voice list in <mark>sale</mark>	es module			
Reference	Issued by	Date	Due	Value	Payment date	Status	
MVL-I-15-07-AO-4 Alpha et Omega A-BR-1_11-BP-319	My Company Ltd	2015-07-02	2015-07-02	USD 151.50	-	unpaid	Edit •

Invoice

Delivieries list





stock receivingstock delivery

- stock return

Post

Posting is a process to **confirm** delivery and adjust stock accordingly

Post quantities

Post data for ref. MVL-DO-15-07-AO-2484



Posted status is set. Document can only be printed, downloaded or cloned

Reference	Issued by	Date	Delivery	Status	
MVL-DO-15-07-AO-2484 Alpha et Omega A-BR-1_11-BP-319	My Company Ltd	2015-07-02	2015-07-02	posted •	Print and share

from the stock



stock receivingstock delivery

- stock return

Stock return flows is strictly similar to stock receiving flow except it will increment stock units in stock balance.

Use return process when a previously delivered items are returned to the organization

Returning list

Returning list New return order					
▼ Filter					
from: 2015-06-03 to: 201	5-07-03 client : - Select -		▼ Open ▼	Apply	
Reference	Issued by	Date	Delivery	Status	
No receiving order available.					



Stock list

Stoc	k list	Stock list can by key word (barcode or de Or sorted by (see Produ service	be sorted item code, escription) item tags icts and es)		
Fille	1				
Sea	rch with item code				
Enti	ty. My Company	td - Status: Any			
T	Any Company				
Tags	• Any	Any V		1	
A	oply Reset		Stock		
	Expor	list in excel exp	oressed in tem unit		
хрон					
Id	Item Code	Name		Stock	
31	81030			6276 Pcs	
32	81031			0270 PCs	
24	B1032			4040 FCS	
34	B1033			2032 PCS	
35	81034	BLOOMING DAT BATH TOWEL 24440IN		8152 PCs	
27	81035			3354 FCS	
20	81030			3402 FCS	
20	B1037			3150 PCS	
39	81038			2010 Pcs	
40	61039	LICARO 2W528A 20C1 204LDI2H :REDE		2850 Pcs	
		«first oprevious 1 2 3 4 5 6 7 8	9 ne:	xt) last»	

Click on item code to open item card (Products and services)



Stock list

Items stock list

noma	Stook list								
ITEM CO	COMPANY	DESCRIPTION 1	SUPPLIER	ACTIVE	STOCK	STOCK UN SIZE	PACK SIZ	QUANTIT BARCODES	SELLING PRICE
B428	My Company Ltd	METAL PERSONNAL DIGITAL SCALE ZJ-H012		Yes		0 Pcs		9555444104032	32.83
B429	My Company Ltd	animal wall tile sticker		Yes		0 Pcs		9555444103073,00300800	16
B430	My Company Ltd	GEOMETRY WALL TILE STICKER		Yes		0 Pcs		9555444103080	16
B431	My Company Ltd	FLORAL (B) WALL TILE STICKER		Yes		0 Pcs		9555444103097	16
B432	My Company Ltd	FLORAL (S) WALL TILE STICKER		Yes		0 Pcs		9555444103103	16
B433	My Company Ltd	CHILDREN WALL TILE STICKER		Yes		0 Pcs		9555444103110,00300830	20
B434	My Company Ltd	FROSTED GLASS SHEET 9103		Yes		0 Pcs		9555444103561	24
B435	My Company Ltd	FROSTED GLASS SHEET 9758		Yes		0 Pcs		9555444103578	24
B436	My Company Ltd	FROSTED GLASS SHEET 9759		Yes		0 Pcs		9555444103585	0
B447	My Company Ltd	Floor Covering Wood 6pcs 7082		Yes	-	9 Pcs	9	9 9555444600725,00394584	11.83
B449	My Company Ltd	CHILDREN FOLDING CHAIR		Yes		0 Pcs		9555444105381	15.5
B456	My Company Ltd	PVC BATH SET 4 PCS		Yes		0 Pcs		9555444105466	8.44
B457	My Company Ltd	PERSONNAL ROUND DIGITAL SCALE ZJH006		Yes		0 Pcs		9555444104001,00298757	27
B464	My Company Ltd	MESH IRONING BOARD 1343H5-19 45 x 13		Yes	9	6 Pcs		9555444106470,321041	48.92
B467	My Company Ltd	DISH BRUSH FH8103 BLUE		Yes	61	2 Pcs		9555444105527,31540009	0.9
B468	My Company Ltd	DISH BRUSH FH8103 GREEN		Yes		0 Pcs		9555444105725	2.69
B469	My Company Ltd	DISH BRUSH FH8103 PINK		Yes	116	4 Pcs		9555444105923,31540011	0.9
B470	My Company Ltd	DISH BRUSH 80290 BLUE		Yes	13	6 Pcs		9555444105534,3154001200	1 1.18
B471	My Company Ltd	DISH BRUSH 80290 GREEN		Yes		0 Pcs		9555444105732	1.69
B472	My Company Ltd	DISH BRUSH 80290 PINK		Yes	43	2 Pcs		9555444105930,3154001400	1 0.9
B473	My Company Ltd	GLASS BRUSH 80447 BLUE		Yes	-3	6 Pcs		9555444105541,3154001500	1 2.49
B474	My Company Ltd	GLASS BRUSH 80447 GREEN		Yes	8	4 Pcs		9555444105749	2.49
B475	My Company Ltd	GLASS BRUSH 80447 PINK		Yes	-4	8 Pcs		9555444105947,3154001700	1 2.49
B476	My Company Ltd	CLOTH BRUSH 80311 BLUE		Yes	15	6 Pcs		9555444105558,3154101300	1 3.59
B477	My Company Ltd	CLOTH BRUSH 80311 GREEN		Yes	43	2 Pcs		9555444105746	3.59
B478	My Company Ltd	CLOTH BRUSH 80311 PINK		Yes	49	2 Pcs		9555444105954,3154101900	1 3.59
B479	My Company Ltd	FLOOR BRUSH 80248 BLUE		Yes		0 Pcs		9555444105565	4.99
B480	My Company Ltd	FLOOR BRUSH 80248 GREEN		Yes	12	0 Pcs		9555444105763	4.99
B481	My Company Ltd	FLOOR BRUSH 80248 PINK		Yes	-1	2 Pcs		9555444105961	4.99
B482	My Company Ltd	FLOOR BRUSH 80337 BLUE		Yes		0 Pcs		9555444105572,3154501200	1 4.49
	1							I T	

Excel view



Settings

Settings Edit orders * before print only	For security purpose, you can modified the step where orders can be changed (quantities edited) 3 choices: - before printing document only - after printing - after invoicing (use this option with care)			
Browse No file selected. Upload a new pdf form template. Only files with a ".ir	Custom document templated upload and remove			
Browse No file selected. Upload a new excel form template. Only files with a ".	inc" extension is allowed			

Delete pdf template "no_price_delivery_pdf.inc"

Record







Forms design

Use the forms design to customize elements of Pdf templates

Design document

	receiving v Reset			
	▶ 1 of 1 -	+ 70% ÷	e 6	■ »
	LOGO	My Company Ltd. estassave address line 1 address line 2 Golddiy, A8722 MALAYSIA est1234675 text1234675		
		DOCUMENT	Previe	ew window
		Receiving No: Receiving date:	ABC-01-01-123 With Sa 2020-04-21	ample data
	Received from: CLIENT NAME coresor-11 address line 1 address line 2 112113, City State, Country Tei: 123-123-4567, Fax: 123-123-4567 jdoe@example.com Document No: 122456 tem soc@escription 1 cost-1 litem soc@escription 2 cost-2 2 cost-2 Lotem (soum dato sit amet, consection address ret dolor at a dolor at a dolor at amet.	Bansode Ref. code diss diss 1234557351012 scode-1 12 intt n 1224557551015 s-code-2 3	alivared Pcs Box	~
Preview Sav	re			
Preview Sav	ve			
Preview Sav Document style Document header	style		Available settings adjustment	
Preview Sav Document style Document header Border visible No v Left margin 2 Column 1: 50	style		Available settings adjustment	



