

Overview of 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

Edit receiving

Receiving list | **New receiving**

Options

Header * My Company Ltd

Allocated * My Company Ltd
select an entity for which the receiving is done

supplier * Teng Kwang Industries Sdn Bhd

receiving date * 2015-07-02

new stock

Project * 319 | open | A-BR-1_11-BP | new folder...

DO ref.: GG93444 | **Sender ref.**

Items

Add item | Click 'Add' to add item in the list

Item	Quantities	delete
966 B966 443453 THEO WALL CLOCK SQ 14 EG6082	300	
item code, barcode, description	units	

Item from products and services module

Quantity received

remove last item | Click 'Remove' to remove last item in the list

Record

To create a receiving document, go to 'New receiving' tab

The receiving can be allocated to different entities in multi-companies configuration

Supplier must be available in the address book

If project management module is available, the document can be linked to a project for management follow-up

- stock receiving
- stock delivery
- stock return

Receiving list

Receiving list New receiving

Filter

from: 2015-06-01 to: 2015-07-30 supplier: Teng Kwang Industries Sdn Bhd Any Apply

Reset

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	open	Edit

Receiving list shows status of receiving orders

Filter by date, supplier and status

Document unique reference
Click to view details in browser

Tags and references

Status of the document

Action menu

List

open

- Edit
- Print and share
- Excel download
- Delete
- Clone

If the receiving is not printed, status is opened. Open status allows to **Edit and Delete**

printed

- Post quantities
- Print and share
- Excel download
- Clone

Once printed, the receiving cannot be edited or deleted anymore. Quantities received can be **posted to stock** (added to stock available)

At anytime, you can clone a document. Clone will duplicate a similar operation with different receiving ref. Number for recurring operations

- stock receiving
- stock delivery
- stock return

View in
Html
format

View

[list](#)

MVL-RR-15-07-TKI-6

Options

signature:

stamp

no: original: copy:

template: default

LOGO

My Company Ltd

(A493)
address line 1
address line 2
778686668, MALAYSIA
Tel:3333333, Fax:+709823400

RECEIVING REPORT

MVL-RR-15-07-TKI-6
Receive date: 2015-07-02

Delivery from:

TENG KWANG INDUSTRIES SDN BHD
53A lorong Aka Kanan Satu Lucky Garden
Kuala Lumpur, 59100, , Malaysia
Tel:60331950275, Fax:330952741

Mr Liew

new stock

	Item code	Description	Barcode	Ref. code	Price	Qty delivered	
1	B966	THEO WALL CLOCK SQ 14 EG6082	9555444800224	443453		300	Pcs
2	B967	THEO WALL CLOCKSQ 20 EG6961	9555444800231	443454		300	Pcs

Our ref. A-BR-1_11-BP-319

TOTAL QUANTITIES: **600** Pcs

Authorized signatory

Select view options and click 'Display'
If there is no custom template, the default design is selected

Use buttons to extract document in Excel or Pdf formats

- stock receiving
- stock delivery
- stock return

Print and mail

[list](#)

MVL-RR-15-07-TKI-6

Options

signature:

stamp

no: original: copy:

template: default

Select printing options and click 'Print in pdf' to display document.

If there is no custom template, the default design is selected

Share this document via email

user@myco

Please review

You can email a copy of document within the organization

1 of 1 Automatic Zoom

LOGO

My Company Ltd
(A433)
address line 1
address line 2
778888888, MALAYSIA
tel:3333333
fax:+709823400

RECEIVING REPORT

Receiving No: MVL-RR-15-07-TKI-6
Receiving date: 2015-07-02

Received from: Teng Kwang Industries Sdn Bhd
53A lorong Aka Kanan Satu Lucky Garden
Kuala Lumpur
, 50100, Malaysia
Tel: 60331950275 Fax: 330952741
new stock

Item code	Description	Barcode	Ref. code	Qtyes delivered	
1 B966	THEO WALL CLOCK SQ 14 EG6082	9555444800224	443453111	300	Pcs
2 B967	THEO WALL CLOCKSQ 20 EG6961	9555444800231	443454	300	Pcs
TOTAL QUANTITIES:				600	Pcs

Click here to open in separate window

The document is displayed and can be printed or saved

Once printed the document status changes automatically to 'printed' and quantities can be posted

Print or save in Pdf

Share

- stock receiving
- stock delivery
- stock return

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 posted

Post quantities

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

<input type="text" value="300"/>	966 B966 THEO WALL CLOCK SQ 14 EG6o82
<input type="text" value="300"/>	967 B967 THEO WALL CLOCKSQ 2o EG6961

Post

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

Post

Posting is a process to confirm receiving and adjust stock accordingly

✓ Quantities received have been posted to stock balance.

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

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	B	C	D	E	F	G	H	I	J	K	L	M
1													
2			My Company Ltd										
3			address line 1										
4			address line 2										
5													
6			Tel:3333333										
7			Fax:+709823400										
8													
9													
10													
11													
12			from:										
13													
14													
15													
16			Attention to:										
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													
33													
34													
35													
36													
37													
38													
39													
40													

Item cod	Description	Barcode	Ref. code	Price	Quantities
1 B986	THEO WALL CLOCK SQ 14 EG6082	9555444800224 443453111	443453		300 Pcs
2 B987	THEO WALL CLOCKSQ 20 EG6981	9555444800231 443454	443454		300 Pcs
TOTAL QUANTITIES:					600
Ordered:					
Delivery ratio: ~%					

sent by	received by
---------	-------------

Correspondance address: address line 1 address line 2	
778888888 ,Goldcity ,SINGAPORE	
Tel 777777 , Fax +709823400	

- stock receiving
- 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.

Options

Header *

My Company Ltd

Allocated *

My Company Ltd

select an entity for which the receiving is done

supplier *

Teng Kwang Industries Sdn Bhd

receiving date *

2015-07-02

new stock

Project *

319 | open | A-BR-1_11-BP | new folder...

DO ref.:

Items

Quantities

delete

966 B966 THEO WALL CLOCK SQ 14 EG6082 <input type="text"/>	300	<input type="checkbox"/>
967 B967 THEO WALL CLOCKSQ 20 EG6961 <input type="text"/>	300	<input type="checkbox"/>

Record

- stock receiving
- stock delivery
- stock return

Stock delivery documents flow follows the same logic of receiving documents

Create

Edit delivery

Delivery list
New order

Options

Header *
My Company Ltd

Client *
abc

Delivery date *
2015-07-02

New delivery

Project *
319 | open | A-BR-1_11-BP | new folder...

Client PO ref.: PO123456

Allocated *
My Company Ltd
select an entity for which the delivery is done

Ordered quantities: 20

Items

Add item

Items	Price type	Quantities	Unit price	delete	Line
936 B936 9555444800477 TOOTHBRUSH HOLDER-B	normal	1	1.75		1
b967	-	units	0		line total
967 B967 9555444800231 THEO WALL CLOCKSQ 20 EG6961					
967 B967 443454 THEO WALL CLOCKSQ 20 EG6961					
Items total					1.75

Record

To create a receiving document, go to 'New order' tab

The receiving can be allocated to different entities in multi-companies configuration

Client must be available in the address book

If project management module is available, the document can be linked to a project for management follow-up

Total ordered quantity can be added to calculate delivery order ratios

Order ref. From client

Items can be selected from Products and services list. If prices are set in products and services, the unit price is automatically set based on price type

Leave price type blank to input a manual price

- stock receiving
- stock delivery
- stock return

Deliveries list

Delivery list shows status of delivery orders

Delivery list

Filter by date, client and status

Filter

from: 2015-06-01 to: 2015-07-30 client: Alpha et Omega Any Apply

Reset

number	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	<input type="button" value="Print and share"/>

Document unique reference
Click to view details in browser

Tags and references

Status of the document

Action menu

List

open

- Edit
- Print and share
- Excel download
- Delete
- Clone

If the delivery is not printed, status is opened. Open status allows to **Edit and Delete**

printed

- Invoice
- Print and share
- Excel download
- Clone

Once printed, the delivery cannot be edited or deleted anymore. Quantities delivered can be **invoiced** (convert DO to invoice)

At anytime, you can clone a document. Clone will duplicate a similar operation with different delivery ref. number for recurring operations

- stock receiving
- stock delivery
- stock return

View in
Html
format

View

[list](#)

MVL-DO-15-07-AO-2484

Options

signature:

stamp

no: original: copy:

template: default addressed to: Brown Display

+Excel +Pdf

LOGO

Use buttons to extract document in Excel or Pdf formats

My Company Ltd

(A488)
address line 1
address line 2
778686668, MALAYSIA
Tel:3333333, 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, 58318, , Almerica
Tel:989-5548552, Fax:989-5548558

Mrs. Brown

New delivery
PO123456

Item code	Description	Eancode	Ref. code	Price	Qty	Units delivered
1	B986 TOOTHBRUSH HOLDER-BLUE	9555444800477	81713074001	1.75	10	Pcs
2	B967 THEO WALL CLOCKSQ 20 EG6961	9555444800231	448454	12.4	10	Pcs

Our ref. A-BR-1_11-BP-319

TOTAL QUANTITIES: **20** Pcs
Ordered: **20** Pcs
Ratio: **100** %

Authorized signatory

Select view options and click 'Display'
If there is no custom template, the default design is selected

- stock receiving
- stock delivery
- stock return

Print and mail

[list](#)

MVL-DO-15-07-AO-2484

Options

signature:

stamp

no: original: copy:

template: default addressed to: Brown

Share this document via email

Select printing options and click 'Print in pdf' to display document.

If there is no custom template, the default design is selected

If address book as multiple contacts, you can select the preferred contact card

You can email a copy of document within the organization

Click here to open in separate window

Print or save in Pdf

Share

Once printed the document status changes automatically to 'printed' and **do can be converted to invoice**

The document is displayed and can be printed or saved

LOGO

My Company Ltd
(A433)
address line 1
address line 2
778888888,MALAYSIA
tel:3333333
fax:+709823400

DELIVERY ORDER

D.O. No: MVL-DO-15-07-AO-2484
Delivery date: 2015-07-02

Deliver to: Alpha et Omega
Upper floor, Gold Tower
Money street
Zong town, 58318, Almerica
Tel: 989-5548552 Fax: 989-5548558

New delivery
PO123456

Item code	Description	Barcode	Ref. code	Price	Qties delivered
1	B936 TOOTHBRUSH HOLDER-BLUE	9855444800477	31713074001	31713074001.175	10 Pos
2	B967 THEO WALL CLOCKSQ 20 EG6961	9855444800231	443454	443454	13.4 10 Pos
TOTAL QUANTITIES:					20 Pos

- stock receiving
- stock delivery
- stock return

New invoices

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

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

Options

Header * My Company Ltd

Allocated * My Company Ltd
select an entity for which the invoice is done

Client * Alpha et Omega

Date * 2015-07-02

Title * Invoice

Project * 319 | open | A-BR-1_11-BP | new folder...

Currency * - Select -

Exchange rate

Account payment * - Select -

Tax: ex. sales tax % Percent

Terms: on receipt days

MVL-DO-15-07-AO-2484

Invoice

Items

Add item

Description	Account	Units	Value	delete	tax	Line total
936 B936 TOOTHBRUSH HOLDER-BLUE	- Select -	10	1.75	<input type="checkbox"/>	<input type="checkbox"/>	17.50
967 B967 THEO WALL CLOCKSQ 20 EG6961	- Select -	10	13.4	<input type="checkbox"/>	<input type="checkbox"/>	134.00
Items total						151.50
Tax payable						0.00
Total invoice						151.50

- stock receiving
- stock delivery
- stock return

Invoice

Invoice list in sales 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 ▾

Deliveries list

Delivery list New order

Filter

number	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	invoiced	Post quantities ▾

Once invoiced, the delivery status is changed. Quantities delivered can be posted (deduct quantities from stock)

- stock receiving
- stock delivery
- stock return

Post quantities

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

<input type="text" value="10"/>	936 B936 TOOTHBRUSH HOLDER-BLUE
<input type="text" value="10"/>	967 B967 THEO WALL CLOCKSQ 20 EG6961

Post

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

Post

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

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 ▼

- stock receiving
- stock 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: 2015-07-03 client: * - Select - Open Apply

Reference	Issued by	Date	Delivery	Status
No receiving order available.				

Stock list

Stock list can be sorted by key word (item code, barcode or description) Or sorted by item tags (see Products and services)

▼ Filter

Search with item code

Entity: My Company Ltd ▼ Status: Any ▼

Tags: Any ▼ Any ▼

Apply Reset

Export list in excel format

Stock expressed in item unit

[Export](#)

Id	Item Code	Name	Stock
31	B1030	SHODA BASIC SHOWER CRTN PLAIN COLOR	6516 Pcs
32	B1031	SHODA BASC SHOWER CRTN PRINTED	6276 Pcs
33	B1032	SHODA MED SHOWER CRTN PLAIN	4548 Pcs
34	B1033	SHODA MED SHOWER CRTN PRINTED	5832 Pcs
35	B1034	BLOOMING DAY BATH TOWEL 24X48IN	8152 Pcs
36	B1035	PICABO SM3376B SOAP BOX :BLUE	3354 Pcs
37	B1036	PICABO SM2323 SKIDPROOF CUP :BLUE	3462 Pcs
38	B1037	PICABO SM2203 MULTIFUNCTION HOLDER :BLUE	3150 Pcs
39	B1038	PICABO SM2328 SKIDPROOF T.BRUSH HOLDER :BLUE	2616 Pcs
40	B1039	PICABO SM2389 SUCT SOAPDISH :BLUE	2850 Pcs

« first < previous 1 2 3 4 5 6 7 8 9 ... next > last »

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

Items stock list											
ITEM CODE	COMPANY	DESCRIPTION 1	SUPPLIER	ACTIVE	STOCK	STOCK U	SIZE	PACK SIZE	QUANTITY	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	96 Pcs					9555444106470,321041	48.92 --
B467	My Company Ltd	DISH BRUSH FH8103 BLUE		Yes	612 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	1164 Pcs					9555444105923,31540011	0.9 --
B470	My Company Ltd	DISH BRUSH 80290 BLUE		Yes	136 Pcs					9555444105534,31540012001	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	432 Pcs					9555444105930,31540014001	0.9 --
B473	My Company Ltd	GLASS BRUSH 80447 BLUE		Yes	-36 Pcs					9555444105541,31540015001	2.49 --
B474	My Company Ltd	GLASS BRUSH 80447 GREEN		Yes	84 Pcs					9555444105749	2.49 --
B475	My Company Ltd	GLASS BRUSH 80447 PINK		Yes	-48 Pcs					9555444105947,31540017001	2.49 --
B476	My Company Ltd	CLOTH BRUSH 80311 BLUE		Yes	156 Pcs					9555444105558,31541013001	3.59 --
B477	My Company Ltd	CLOTH BRUSH 80311 GREEN		Yes	432 Pcs					9555444105746	3.59 --
B478	My Company Ltd	CLOTH BRUSH 80311 PINK		Yes	492 Pcs					9555444105954,31541019001	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	120 Pcs					9555444105763	4.99 --
B481	My Company Ltd	FLOOR BRUSH 80248 PINK		Yes	-12 Pcs					9555444105961	4.99 --
B482	My Company Ltd	FLOOR BRUSH 80337 BLUE		Yes	0 Pcs					9555444105572,31545012001	4.49 --

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)

No file selected.

Upload a new pdf form template. Only files with a ".inc" extension is allowed.

Custom document templated upload and remove

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**"



AREA
Systems

AK