6.2. Sales screens

6.2.1. Open sales orders

The open sales order screen is available through the menu: Produmex > Sales > Open sales orders.

On this screen open sales orders for the selected warehouse are listed. Only sales orders that meet the criteria set on the Open Sales Orders Controller are displayed.



Header
Warehouse:
Select a warehouse from the dropdown list. Sales orders linked to the selected warehouse will be displayed on the grid. Only warehouses managed by Produmex can be selected.

Dock:
Define the loading dock of the proposal(s) by selecting a location from the dropdown list. Every loading dock and location that can be the destination of picking from the warehouse can be selected.

Grid
Document type:
The document type. Possible values are: Sales order, A/R reserve invoice.

Sales doc.:
The document number.

Card Code:
The Card Code of the customer.

Card name:
The name of the customer.

Ship To Code:
The ship-to code copied from the sales document.

Address:
The ship-to address.

Due date:
The due date of the sales document. If the due date is the current date, it is marked with bold letters.

Shipping type:
The shipping type.

Preferred vendor(s):
The code of the preferred vendor.

Customer ref. no.:

The customer reference number copied from the sales document.

Zone type(s):
The zone type.

Open quantity:
The quantity of the sales order that still has to be shipped.

Open volume:
The open volume is calculated based on the open quantity.

Open weight:
The open weight is calculated based on the open quantity.

Open price:
The price of the goods that still has to be shipped.

Total quantity:
The total ordered quantity.

#unique items:
The number of items in the sales order.

Total volume:
The total volume is calculated based on the total ordered quantity.

Total weight:
The total weight is calculated based on the total ordered quantity.

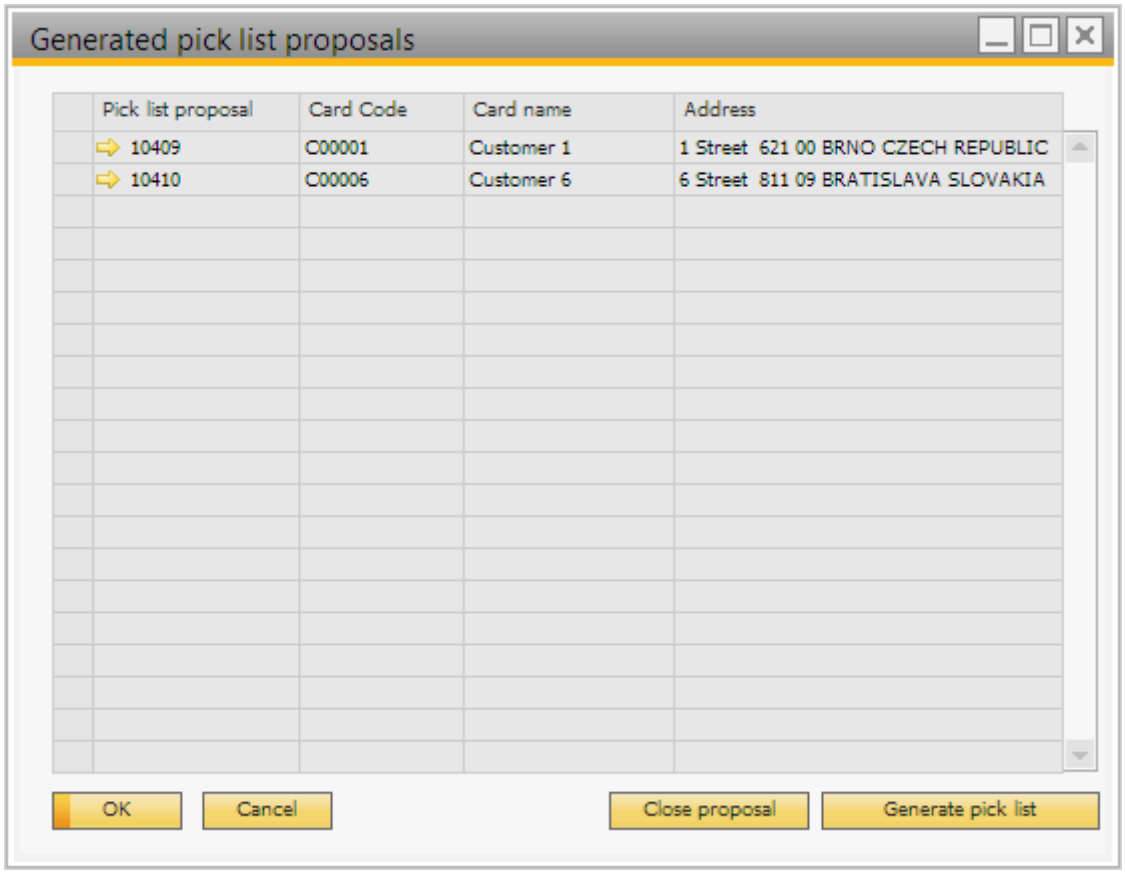
Total price:
The total price of the sales order.

Click on the 'Ok' or the 'Cancel' button to close the screen without making any adjustment. Click on the  icon on the Menu Bar to refresh the screen.

Press the 'Generate pick list proposal' button to create pick list proposal(s) for the open lines of the selected order(s). The generated pick list proposal will open up. When more than one pick list proposal is created, the 'Generated pick list proposals' screen will open up.

When no proposal or only a partial proposal was created for at least one of the selected sales orders, the 'No proposals made for sales documents' screen will be shown too.

6.2.1.1. Generated pick list proposals



Pick list proposal:
The document number of the generated pick list proposal.

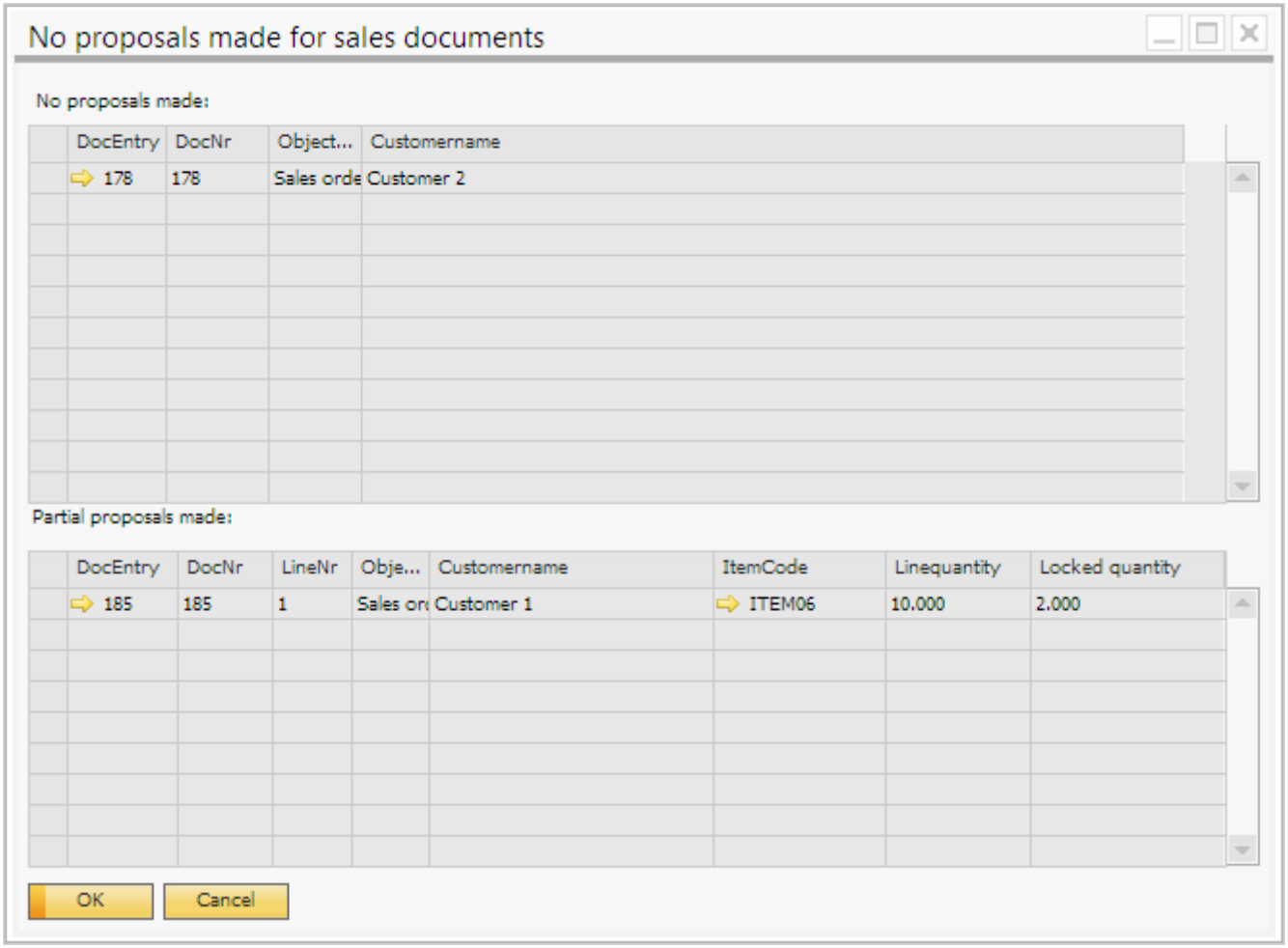
Address:
The ship- to address.

Card Code:
The card code of the customer.

Card Name:
The card name of the customer.

Click on the ‘Ok’ button or the ‘Cancel’ button to close the screen.
Click on the ‘Close proposal’ button to close the selected pick list proposal(s).
Click on the ‘Generate pick list’ button to generate pick list from the selected pick list proposal(s).

6.2.1.2. No proposals made for sales documents



When the system cannot create a proposal for a sales order or sales invoice, it is listed on the *'No proposals made for sales documents'* section.

- *DocEntry*: Link to the base document.
- *DocNr*: The number of the base document.
- *Object Type*: The type of the base document.
- *Customer Name*: The name of the customer linked to the base document.

When the system cannot allocate full stock for a sales order or sales invoice, it is listed on the *'Partial proposals made'* section.

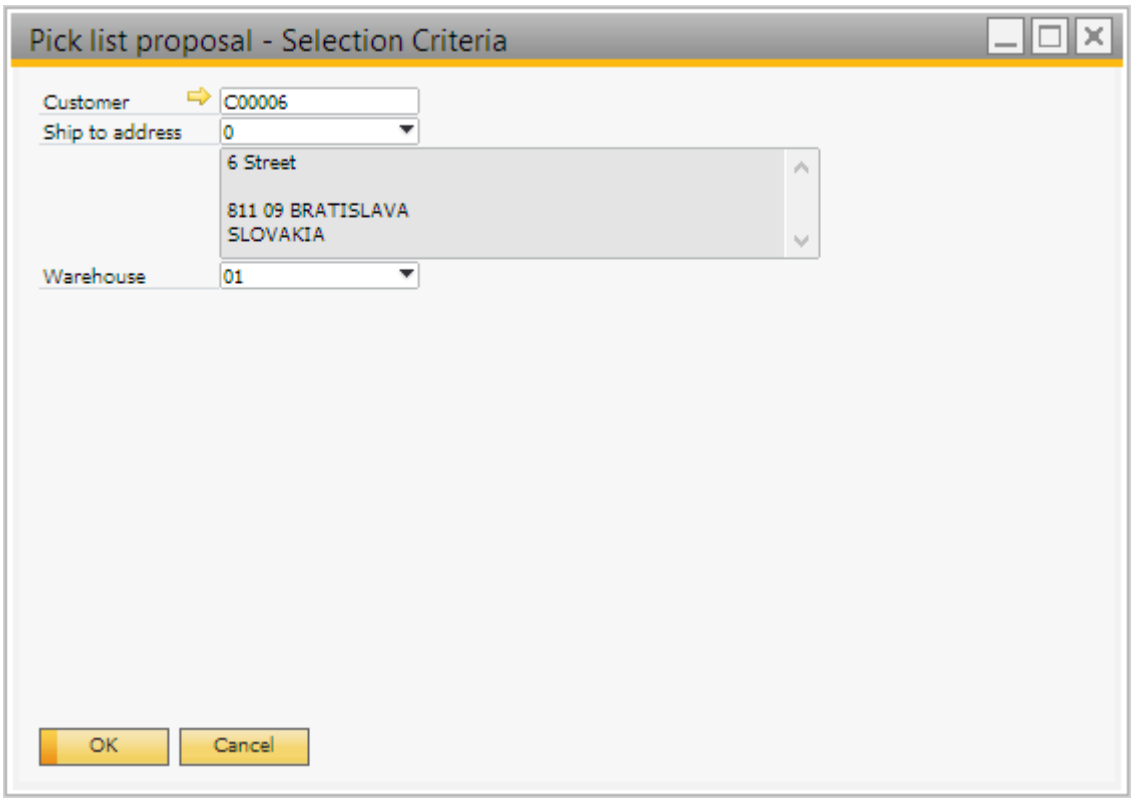
- *DocEntry*: Link to the base document.
- *DocNr*: The number of the base document.
- *LineNr*: The line number of the line in the base document.
- *Customer Name*: The name of the customer linked to the base document.
- *ItemCode*: The code of the item on the line.
- *Linequantity*: The quantity ordered from the item on the base document.
- *Locked quantity*: The quantity locked for the pick list proposal.

6.2.2. Pick list proposal

The pick list proposal screen can be reached through: Produmex > Sales > pick list proposal.

Selection Criteria

On the 'Pick list proposal - Selection Criteria' screen the user can create or open pick list proposals based on the customer, the ship-to address and the warehouse.

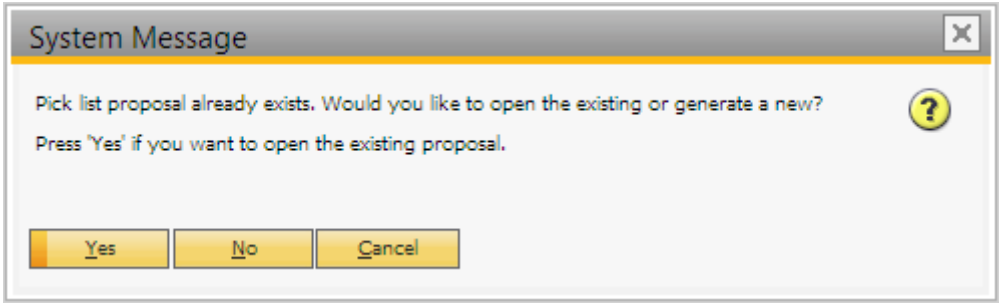


Enter the Card Code of the customer. After the customer was selected, select a ship to address from the dropdown menu.

Select a warehouse from the dropdown list. Only warehouses managed by Produmex will be listed.

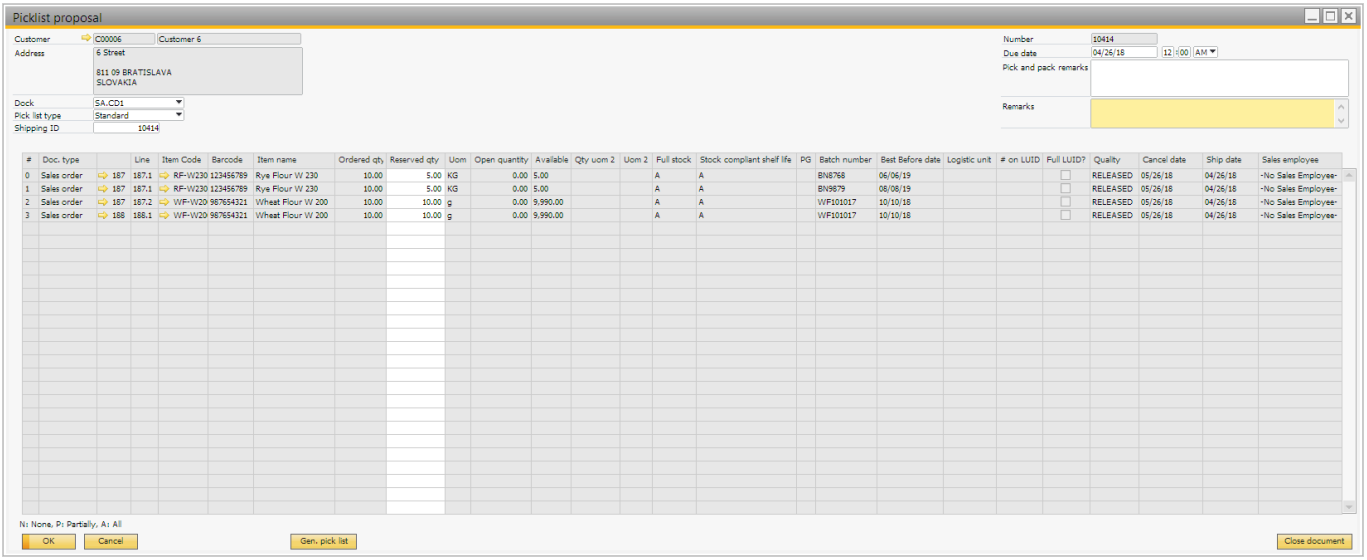
Click on the 'Cancel' button to close the screen.
Click on the 'Ok' button.

If there are already existing pick list proposals for that customer and address in the selected warehouse, the system will ask whether to open the existing proposals or create new ones.



- Click on 'Yes' to open the existing proposal(s).
- Click on 'No' to create new proposal(s).
- Click on 'Cancel' to close the screen without making any adjustments.

Pick list proposal



Header

- *Customer*: The Card Code and the name of the customer.
- *Address*: The ship-to address. (Sales order/ Logistics tab)
- *Dock*: Select a dock from the dropdown list. Every 'Loading' dock and location that can be the destination of picking will be listed from the warehouse of the sales order. The default dock is the first loading dock in alphabetical order. If there is no unloading dock in the warehouse, the default dock is the first bin location that can be the destination of picking in alphabetical order. If there is no loading dock and no bin location that can be the destination of picking, then no pick list proposal can be created.
- *Pick list type*: The pick list type. By default it is the pick list type set for the base document. If there is no pick list type set on the base document, and the base document is a sales order or a sales invoice, the default pick list type is the pick list type set for the business partner. If there is no pick list type set on the base document and the business partner, the default pick list type is 'Standard'.
- *Shipping ID*: The shipping ID of the document.
- *Number*: The pick list proposal number.
- *Due date*: The date the pick list proposal must be picked. By default the due date is the Delivery date or Due Date from the base document. The default due time is 12:00.
- *Pick and pack remarks*: Pick and Pack remarks copied from the base document(s). It is possible to adjust the pick and pack remarks on the pick list proposal and the pick list.
- *Remarks*: Add internal remarks.

If the base document is an Inventory Transfer Request, an additional *'Whs to move location'* field is displayed on the header. Select a destination dock. Every active 'Unloading' type dock from the destination warehouse is listed.

Grid

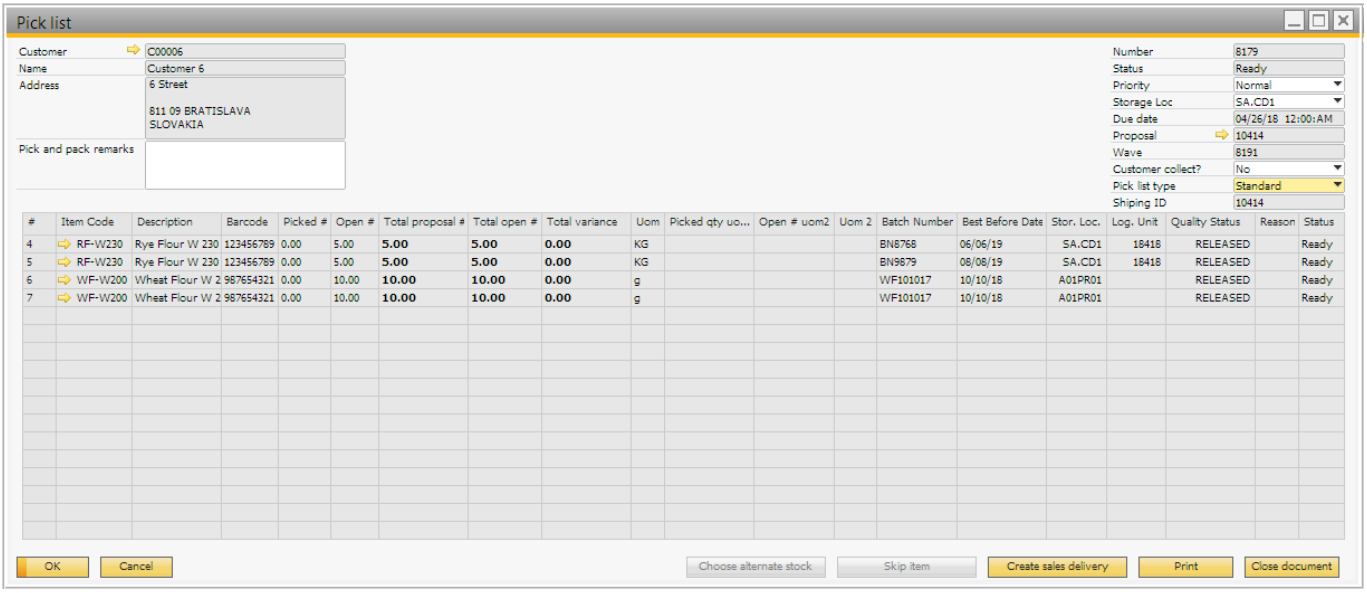
- *Doc. type*: The type of the base document.
- *Line*: The line number of the line in the base document the pick list proposal line refers to.
- *Item Code*: The item code. Different batches are displayed in separate lines.
- *Barcode*: The barcode.
- *Item Name*: The item name.
- *Ordered qty*: The ordered quantity from the base document.
- *Reserved qty*: The quantity locked for the pick list proposal.

- *Uom*: The unit of measurement from the base document.
- *Open qty*: The quantity of the stock that still has to be allocated for the sales order. The open quantity is calculated by: {Ordered quantity – Reserved quantity}.
- *Available*: The available quantity of item in the warehouse of the base document.
- *Qty uom 2*: The reserved quantity measured in the second UoM.
- *Uom2*: The second unit of measurement.
- *Full stock*: The inventory status of the item. Possible values:
  - N - Nothing of this item is in stock
  - P - Some of the items are in stock
  - A - All items are in stock
- *Stock compliant shelf life*: The inventory status checking the shelf life of the item.
  - N - Nothing of this item checking the shelf life is in stock
  - P - Some of the items checking the shelf life are in stock
  - A - All items checking the shelf life are in stock
- *PG*: When this field is empty, no pick list was created based on this proposal. When a pick list has been generated based on the proposal, it is marked with an X.
- *Batch number*: The batch number of the batch that is locked for the proposal.
- *Best Before Date*: The best before date linked to the stock that is locked for the proposal.
- *Logistic Unit*: The reserved LUID.
- *#on LUID*: Quantity of the item linked to the LUID.
- *Full LUID? (Y/N)*: Indicates whether the LUID linked to the locked stock is a full pallet or not.
- *Quality*: The quality status of the reserved item.
- *Cancel date*: The cancellation date copied from the base document.
- *Ship date*: The date of the shipping copied from the base document.
- *Sales employee*: The sales employee assigned for the task.

Click on the ‘Update’ button to apply the changes.
Click on the ‘Cancel’ button to close the screen.
Click on the ‘Gen.pick list’ button to generate the pick list based on the proposal.
Click on the ‘Close document’ button to close the document.

6.2.3. Pick list

To open the pick list screen from the menu, follow the path: Produmex > Sales > Pick list.



Header

- *Customer*: The Card Code of the customer.
- *Name*: The name of the customer.
- *Address*: The destination address copied from the sales order.
- *Pick and pack remarks*: Remarks for the picking and the packing copied from the pick list proposal. It is possible to adjust the remarks.
- *Number*: The number of the pick list.
- *Status*: The status of the pick list.
- *Priority*: The priority of the pick list. The priority can be adjusted.
- *Storage loc.*: The location code of the picking destination. Loading docks and locations that can be the destination of the picking can be selected. The value is copied from the pick list proposal, but it can be adjusted.
- *Due Date*: The due date of the picking.
- *Proposal*: The number of the base pick list proposal.
- *Wave*: The wave number.
- *Customer collect? (Y/N)* Indicates whether the customer will collect the goods or not. The default value is based on the shipping type, but it can be adjusted on the pick list.
- *Pick list type*: The Produmex pick list type. The value is copied from the pick list proposal, but it can be adjusted.
- *Shipping ID*: The Shipping ID copied from the pick list proposal.

If the base document is an Inventory Transfer Request, an additional *'Whs to move location'* field is displayed on the header. The default dock is the dock defined on the pick list proposal, but it is possible to change it. Select a dock from the dropdown list. Every active 'Unloading' type dock from the destination warehouse is listed.

Grid

- *Item Code*: The item code. Different batches and stock located on different locations are displayed in separate lines.
- *Description*: The item description.
- *Barcode*: The barcode.
- *Picked#*: The quantity that is already picked on the line.
- *Open#*: The quantity that is still open on the line.

- *Total proposal#*: The proposed quantity to pick from the item.
- *Total open#*: The open quantity of the item.
- *Total variance*: The difference of the total proposed quantity and the picked quantity of the item. The total variance is calculated when closing the pick list proposal.
- *Uom*: The inventory unit of measurement of the item.
- *Picked qty uom2*: The picked quantity measured in the second unit of measurement.
- *Open # uom2*: The open quantity measured in the second unit of measurement.
- *Uom2*: The second unit of measurement.
- *Batch Number*: The batch number of the stock allocated for the line.
- *Best Before Date*: The best before date of the stock allocated for the line.
- *Stor. Loc.*: The source storage location.
- *Log. Unit*: The reserved LUID.
- *Quality Status*: The quality status of the reserved item.
- *Reason*: The code of the reason why the pick list line is not fully picked.
- *Status*: The status of the line. Possible values: 'Not Ready', 'Ready', 'Picked', 'Partially packed', 'Packed', 'Closed'.

Click on the  icon on the Menu Bar to refresh the screen.

6.2.3.1. Choose alternate stock

Click on the ***"Choose alternate stock"*** button to change the allocated stock on the selected line. The button is active when:

- The form is in **"OK"** mode meaning that there are no unsaved changes to the pick list.
- Exactly one picklist line is selected.
- The selected picklist line has status **"Not ready"** or **"Ready"**.

After clicking on the button, the **"Select alternate stock"** screen will open up. All stock that can be allocated for the pick list (see exception below) will be listed on the screen.

NOTE: Advance locking is not considered as free stock, so it can not be used for alternate stock either when creating or modifying a picklist. Advance locking is only considered during the picklist proposal creation/generation.

The list of alternate items is compiled the same way as on the Picking Flow.



Select a stock line to allocate for the pick list. The quantity to allocate can be adjusted on the *"Quantity"* field. If the *"2Allow over picking"* option is set to true on the General settings tab the system will allow the user to select more than the *"Quantity to pick"* value, otherwise the maximum quantity that can be added is the **"Quantity to pick"** value.

Click on the **"Update"** button to update the pick list with the alternate stock. The status of the selected pick list line will be converted to **"Ready"** and detail level locks are created for the reserved stock.

> **Certain Picklist Controller settings apply when selecting Alternate Stock on the pick**

list:

- Allow alternate stock to pick from bulk locations? (Y/N)
- Copy batch number when selecting alternate item? (Y/N)
- Force first available batch on selecting alternate item? (Y/N)

Also be aware that BBD (Best Before Date) and Location Restrictions apply when selecting Alternate Stock!

6.2.3.2. Adjust quantity for non-inventory items

The quantity for non-inventory items can be changed when the pick list line is in status ‘Ready’.

6.2.3.3. Skip item

Click on the ‘Skip item’ button to skip the stock allocated on the selected line(s).
The button is active when:

- The form is in OK mode meaning there are no unsaved changes to the pick list.
- At least one pick list line is selected.
- All selected pick list lines have status ‘Not ready’ or ‘Ready’.

Select the line(s) then click on the button. The status of the line will be converted to ‘Closed’.

6.2.3.4. Create sales delivery

Click on the ‘Create sales delivery’ button to create the sales delivery. The button is only active when:

- The status of the pick list is ‘Ready’.
- The pick list does not have any products with serial numbers.
- The ‘Do not lock stock on picking’ option is not set on the General settings tab of the Organizational Structure.

When clicking the button, the system will pick, pack, load and deliver the goods on the pick list. It will use the stock details from the pick list.

A sales delivery document or a PMX sales shipping document will be generated, based on the extension set on the Sales delivery note generator.

6.2.3.5. Print

Select a pick list line and click on the ‘Print’ button to print the pick list. The button is only active when the status of the pick list is *‘Not Ready’*. The ‘Select report and printer’ screen will open up. Only pick list type reports can be selected as ‘Report’.

After the pick list was printed, the pick list status is converted to ‘Ready’ and detail level locking is created for the reserved stock.

6.2.3.6. Close document

Click on the close document to close the pick list. The pick list proposal will also be closed.

6.2.4. Create reserve invoices from pick list

Open the screen via the following path: Produmex > Sales > Create Reserve Invoices from Pick Lists.

Create reserve invoices from pick list
Every pick list created for sales orders with ‘Picked’ or ‘Packed’ status are listed on the screen.

When the *‘Group PickList for the same Sales Order?’* option is ticked, pick lists created for the same sales order will be grouped into one sales invoice.

Click on the ‘Ok’ button to create a reserve invoice from the document(s) on the selected line(s). The reserve invoice will only be created when every line has a tax code.

The pick list is relinked to the reserve invoice and the sales order is automatically closed.

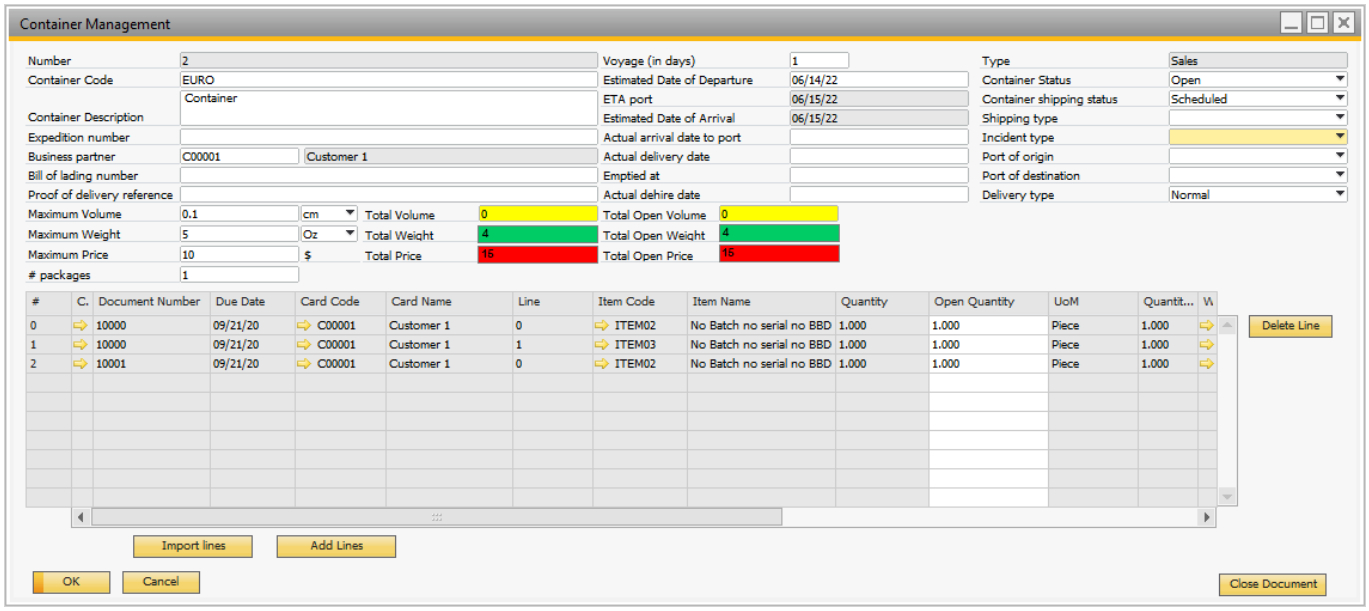
Click on the icon on the Menu Bar to refresh the screen.

Generated Reserve Invoices
The list of the generated reserve invoices will be displayed on the *‘Generated Reserve Invoices’* screen.

- *Document number*: The number of the A/R invoice.
- *Date*: The date of the creation.
- *Client*: The card code of the customer.
- *Client name*: The name of the customer.
- *Ship to address*: The ship-to address.
- *Total*: The total amount of the invoice.

Container Management

The Container Management form can be accessed via Produmex > Sales > Container management. The document type is *Sales* by default.



// Number //
This is the key used to uniquely identify the container.

// Container code //
The code of the container.

// Container description //
The description of the container.

// Expedition number //
The number of the expedition. *This value is for information only.*

// Business partner //
The CardCode and the name of the Business partner. On ‘Sales’ type containers only customers, and on ‘Purchase’ type containers only vendors can be selected. After a business partner has been selected, only documents linked to that partner can be added.
On ‘Route’ type containers no business partner can be selected.

// Bill of lading number //
The number of the Bill of Lading document. *This value is for information only.*

// Proof of delivery reference //
Reference for the proof of delivery. *This value is for information only.*

// Maximum volume (weight, price) //
The maximum volume (weight, price) a container can have. If no check on volume (weight, price) needs to be done, this can be set to 0 (zero). The uom for the volume (weight) can be selected. The

price is the local currency defined in SAP.

// Total volume (weight, price) //
This is the total volume (weight, price) of the document lines linked to the container. The color this control gets, is based on the settings on the Container management controller.

// Total open volume (weight, price) //
This is the total open volume (weight, price) of the document lines linked to the container. The color this control gets, is based on the settings on the Container management controller.

// # packages //
The number of the packages. *This value is for information only.*

// Voyage (in days) //
The length of the voyage in days. When the value in this field is 0, the user can modify the value in the 'Estimated date of arrival' field.

// Estimated date of departure //
The estimated date of departure.

// ETA port //
The estimated time of arrival at the destination port. The field is autofilled based on the following calculation: 'Estimated date of departure' and the 'Lead Time' linked to the selected 'Delivery type' of the 'Port of destination'.
Note that this field is not autofilled if the value of *Voyage (in days)* is 0.

// Estimated date of arrival //
The estimated date of arrival at the warehouse. The default value is calculated based on the 'ETA port' field and the 'Lead Time In Days Between Port And Warehouse' set in the Container management controller. When the value in the 'Voyage(in days)' field is zero, this field can be modified by the user.

// Actual arrival date to port //
The actual date of the arrival to the port.

// Actual delivery date //
The actual date of the delivery.

// Emptied at //
The date when the container was emptied.

// Actual dehire date //
The actual date when the container was dehired.

// Type //
The type of the container. Possible values can be 'Purchase', 'Sales' or 'Route'. Once a line has been added to the container, the type of container cannot be changed anymore.

// Container status //
The status a container can have. Possible values can be 'Open', 'In transit', 'Delivered' or 'Closed'.

- *Open*: All data can be changed except number.
- *In transit*: The container is in transit.

- *Delivered*: The container is delivered.

When the container status is 'In transit' or 'Delivered', only the following data can be changed:

- Container description
- Bill of lading number
- Proof of delivery reference
- Voyage(in days)
- Estimated date of arrival
- Actual arrival date to port
- Actual delivery date
- Emptied at
- Actual dehire date
- Container shipping status
- Incident type

Closed: The container is closed. No more data can be changed.

// Container shipping status //
The shipping status of the container.

// Shipping type //
The shipping type of the container. *This value is for information only.*

// Incident type //
The type of the incident. Every Reason that can be used for containers can be selected.

// Port of origin //
The port of origin. Every port defined in the (PMX_PORT) UDT can be selected.

// Port of destination //
The port of destination. Every port defined in the (PMX_PORT) UDT can be selected.

// Delivery type //
The type of the delivery. The possible values are: Normal/ Express.

// Delete line //
Select one or more lines, and click `Delete line` to delete the lines from the container.

// Close document //
Click button 'Close document' to close the container.

// Cancel //
Click on the button to close the screen.

// Import lines //
Click the `Import lines` button to import lines from a CSV file for containers with Sales type. See documentation here and here.

// Add lines/ Document //
Document lines can be linked to a container.

6.2.5. Inventory locking in advance

Open the screen via the following path: Produmex > Sales > Inventory locking in advance.

On the *'Inventory locking in advance'* screen it is possible to reserve stock in advance for a customer. The inventory lock will be created during the reception.



Select an item to lock in advance. An item can be selected if the *'Allow stock to be locked in advance'* option is flagged on the Produmex Sales tab on the Item Master Data of the item.

After an item was defined, the total ordered quantity from the item grouped by the customer and the warehouse will be listed on the screen.

Left section: list of open sales quantities that are not locked yet

- *Customer code*: The Card Code of the customer.
- *Customer name*: The name of the customer.
- *Open quantity*: The open quantity that is not yet locked.
- *Uom*: The inventory uom.
- *Warehouse*: The warehouse code.

Right section: list of stocks locked in advance

- *Customer code*: The Card Code of the customer.
- *Customer name*: The name of the customer.
- *#to lock*: The locked quantity for the customer from the warehouse.
- *Uom*: The inventory uom.
- *Warehouse*: The warehouse code.

To create an advance inventory lock, select the line with the customer and warehouse in the left section and move it to the right section clicking on the right arrow button.
To lock less than the total ordered quantity, adjust the quantity in the 'Open quantity' field before moving the line or adjust the '#to lock' quantity.
To delete the lock, simply move the lock line from the right section back to the left section.

The sum of the 'Open quantity' and the '#to lock' quantity must equal to the total quantity ordered by the customer from the selected warehouse.

Adjust the order of the locking with the up and down arrows. The sequence of the advance lockings defines the order the stock is reserved during the reception.

Click on the 'Ok' button to create the advanced locking. Inventory locks will be created during the delivery of the item.

6.2.6. Stock allocation

The stock allocation screen is used to allocate stock of 1 item to several sales order (Shipping Type

must be configured) lines or customers.

There are 2 required filter fields that need to be entered:

- Item
- Warehouse

The other filter fields are optional:

- Customer From/To
- Customer group

The grouping option has 2 options:

- Sales document
- Customer

Based on what grouping option has been chosen, the allocation that will be created will be against the sales order or the customer.

Pressing the **Apply filter** button, the grid will be filled with the data.



On the top right there are some summary fields available:

- ***Inventory quantity***: The total inventory quantity
- ***Free quantity***: The current free quantity. This summary takes in account the free quantity in the database, and the unsaved changes in the grid.
- ***Total allocated quantity***: The total quantity that is allocated in the grid. Quantities that are for instance allocated to a pick list, production order, ... are not taken in account for this.

Update
When pressing this button the changes made on the screen are updated to the database.
The are checks that are performed to validate what has been entered. If there is some data that do not pass this validation, the cell 'Error message' will have the explanation about the problem.

Cancel
When pressing this button the changes made on the screen are cancelled and the screen closes.

Clear allocation
This enters a zero in the 'To allocate' column.

Generate pick list proposal
Generates proposals for all selected lines.
This option is only available for grouping option 'Sales document'

Suggest allocation
Suggest an allocation. When no lines are selected, the suggestion will be for all lines in the grid. In case some lines are selected, the suggestion will be for those selected lines. The suggestion works as follows:

- The free quantity is divided over the selected lines **equally**.

- If the quantity to allocate would be more than what is still 'Open # not allocated', the 'To allocate' quantity will be the remaining ''Open # not allocated'
    - The quantity that is not used to allocate for such a line is NOT transferred to other lines.

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