



WMS -Shipping a Sales Order

SOP 254

Revision I/R, 03/19/2018

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PURPOSE: Use RF scanner to Ship Inventory for a Sales Order – This is mainly used for shipping Inter-Company Transfers. This is done by cycling through to review all reserved Lots and Quantities for all Parts in the SO. Note: Shipping a Sales Order requires **NO SCANNING**. You did all that during Reserving. Shipping in the scanner is **JUST REVIEWING** whether we Reserved the correct lots and quantities before the shipment drives away.

PROCESS STEPS:

1. Sign onto the scanner and choose the correct facility
2. Select 'Ship Sales Order'
3. Click **Continue**
4. **Scan Sales Order barcode**, or enter **Sales Order** Number
5. Push the **ENT**
6. Click **Next** to cycle through everything reserved.
 - a. If you want to actually reserve more items to this Sales Order, click **Reserve** button to switch into the Reserve function.
7. Click **Save** when you're done reviewing and ready to Ship
8. Click **Exit** to cancel and back out to the Choose Action screen
9. After reviewing, you can enter info into the following optional fields:
 - a. Confirmation
 - b. Notes
 - c. In-Transit
 - d. Actual Freight
 - e. Billed Freight
10. Click **Save**
11. Review the table of all **Lots** and **Qty's** for all Parts set to Ship
12. Click **Save**
13. Review the table of **Qty** (totals) for all Parts set to Ship
14. Click **Save**
15. Click **OK** on the confirmation screen

REVISIONS

Rev	Date	Change
I/R	03/13/2018	New