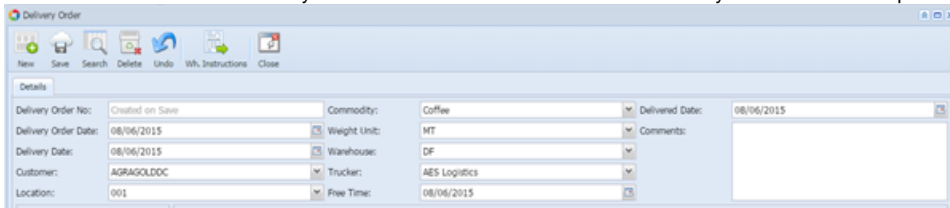


How to create a new Delivery Order?

Here are the steps on how to create a Delivery Order:

1. Go to **Logistics module> Delivery Order**. If there's an existing Delivery Order batch, **Search Delivery Order** screen will open. Otherwise, **New Delivery Order** screen will open automatically.
2. Click on the new button of Delivery Order search screen and a new fresh Delivery Order screen will open.

A screenshot of a software application window titled "Delivery Order". The window has a menu bar with "New", "Save", "Search", "Delete", "Undo", "Wh. Instructions", and "Close". Below the menu bar is a "Details" tab. The form contains several fields: "Delivery Order No:" with a value of "Created on Save", "Commodity:" with a dropdown menu showing "Coffee", "Delivered Date:" with a date field showing "08/06/2015", "Delivery Order Date:" with a date field showing "08/06/2015", "Weight Unit:" with a dropdown menu showing "MT", "Comments:" with a text area, "Delivery Date:" with a date field showing "08/06/2015", "Warehouse:" with a dropdown menu showing "DF", "Customer:" with a dropdown menu showing "AGRAGOLDCC", "Trucker:" with a dropdown menu showing "AES Logistics", "Location:" with a dropdown menu showing "001", and "Free Time:" with a date field showing "08/06/2015".

3. Select/enter the Delivery Order Date, Delivery Date, Customer, Location, Commodity, Warehouse, weight unit, trucker, free time, Delivered date in the header portion. (**Note**- the Delivery Order No Ref# will be system generated).