

# Order Status

Every order has a status or state from the moment it is created. An order status is associated with business rules as defined below.

## Outbound Order Status

### •OPEN

oThis is the initial state of an order.

oLine items may be added to an open order but tasks for an open order cannot be created and an open order cannot be picked.

oWhen orders are created through EDI, they will have a status of OPEN.

oAn OPEN order can be cancelled, but not CLOSED or SHIPPED.

oThe next logical status for an OPEN order is RELEASED.

### •RELEASED

oTasks can be generated for an Outbound order with a status of RELEASED.

oThese tasks can be assigned to forklift operators for picking goods & staging the order.

oA RELEASED order status can be changed to OPEN or cancelled.

oThe next logical status for a RELEASED order is PICKING.

### •PICKING

oWhen any one of the pick, split or put-back task is completed and the SKU/container is moved to the Staging Area for an Outbound order, the order status changes to PICKING.

oAn order with the status of PICKING cannot undergo a status change other than STAGED while any associated SKU/Container is in a Staging Area.

oThe picked Containers must first be returned to a Storage Location to change from the PICKING status to an OPEN status.

oThe next logical state for an order with the status of PICKING is STAGED.

### •STAGED

oAn order has STAGED status when all the SKUs for the Outbound order have been moved to the Staging Location.

oAn order with the status of STAGED cannot undergo a status change other than LOADED while any associated SKU is in the Staging Area.

oThe picked SKUs must first be returned to a Storage Location to change from the STAGED status to a RELEASED status.

oThe next logical state for an order with the status of STAGED is LOADED.

### •LOADED

oAn order had LOADED status when all the SKUs for the Outbound order have been moved to the dock door/truck.

oAn order with the status of LOADED cannot undergo a status change other than SHIPPED while any associated SKU is loaded in the truck or in a Staging Area.

oThe picked SKUs must first be returned to a Storage Location to change from the LOADED status to RELEASED status.

oThe next logical state for an order with the status of LOADED is CLOSED or IN TRANSIT.

### •IN TRANSIT

oA warehouse transfer order that has been shipped will have a status as CLOSED.

oA new inbound order corresponding to the outbound order is created in the destination warehouse with IN-TRANSIT status.

oWhen the receiving warehouse closes the Inbound order, the status of the order will change to CLOSED.

### •CLOSED

oAll orders when shipped or received will change status to "CLOSED". If an order is canceled, the status is changed to "CANCELED"

oWhen an order is CLOSED, the order records are archived but it is still possible to reprint the BOL from the BOL Archive Manager.

## Inbound Order status

### •IN TRANSIT

oAn Inbound order has an initial status of IN TRANSIT when there is a warehouse transfer.

oThe next logical state for an order with the status of IN TRANSIT is CHECK IN.

•OPEN

oAn Inbound order has an initial status of OPEN when there is a new purchase order.

oThe next logical state for an order with the status of OPEN is CHECK IN.

•CHECK IN

oWhen any SKU has been moved to a Staging Area, the status of an Inbound order is changed to CHECK IN.

oThe next logical state for an order with the status of CHECK IN is PUT AWAY which occurs after all the SKUs have been checked in.

•PUT AWAY

oWhen all the SKUs have been checked in, the status of an Inbound order is changed to PUT AWAY.

oThe next logical state for an order with the status of PUT AWAY is CLOSED.

•CLOSED

oWhen all the SKUs have been moved out of the Staging Area and into a Storage Location, the Inbound order can be 'Received', thus closing and archiving the order.