

Outbound Order

The 'Outbound Order' tab contains the Outbound Order header data along with three action buttons. Mandatory fields are marked with asterisks (*) for easy identification. The 'Outbound Order Editor' screen opens as shown below on double-clicking any of the rows or by clicking the 'New Outbound Order' button and selecting the required type of order:

blocked URL

Figure : Outbound Order Detail Screen

The fields present in the 'Outbound Order' tab are listed below:

Field	Description	Type	Example	Validation
Customer Order No	Enter the Customer Order Number	Text Box	88223-000 OP	Optional
Reference No	Enter the Reference Number	Text Box	Quote 1216452	Optional
EDI Order	Check box to display if the Order was received via EDI	Check Box	Marked ()	NA
Shipper	Enter the Shipper name	Text Box	Harris Foods USA	Optional
Total Pallets	Enter the total number of Pallets	Text Box	5	Mandatory
Material Owner	Select the Material Owner	Drop-down list	Empirical	Mandatory
Ship From Address	Displays the source address. By default the currently logged in factory is displayed	Display Text	Harris Tea Company	NA
Ship To Address	Select the destination address	Drop-down list	NEW ENGLAND COFFEE CO INC	Mandatory
Freight Payment Address	Select the Freight Payment Address	Drop-down list	Harris Foods USA	Optional
Terms	Select the Terms ID and Terms	Drop-down list	PREPAID	Mandatory
Freight Charge	Enter the Freight charges	Text Box	1200	
Staging Unit	Select the Staging Unit	Drop-down list	OUTBOUND	Mandatory
Required Arrival Date	Select the Required Arrival Date	Calendar	03-02-2012	NA
Truck ID	Select the Truck ID	Drop-down list	new century_731217	Mandatory
PRO No	Enter the Pro Number; this number (typically 9 digit) is used to identify a freight bill	Text Box	030428344	Optional
General Instruction	Enter the General Instructions	Text Box		Optional
Delivery Information	Enter the Delivery Information	Text Box	INSTR: m-f 8AM-noon DELIVER 3/2/12. CFA Necessary: See Contact, Phone and Hours Below KAREN M. 7818731535 24.	Optional
Last Update By	Displays the name of the person who made the last update	Display Text	Jonathan	NA
Last Update On	Displays the date on which the last update was made	Display Text	29-02-2012 02:34:19	NA

The buttons present in this tab are listed below:

Button	Description
Save Order	Saves an Order
Release Order	Releases an Order
Cancel Order	Cancels an Order

Important:

- All mandatory fields must be filled to save an order.
- If an order has been shipped or received previously, then it cannot be edited
- Release order button is enabled only when a line item is added.
- An Order cannot be cancelled if it is associated with any Task. Tasks must first be deleted before cancelling an order.