

# Inbound Order Header

User will get this screen after clicking on the 'New' button of Inbound manager screen. Order header allows to create a new order of any Inbound type.

Inbound Order has the following Menus and tabs:

## Menu

Menu	Usage
Save	To Save the order changes
Receive Order	To complete the receiving, once received the order will be removed from the manager screen
Undo	To undo last event
Refresh	To Reload the data
Close	To Close the manager screen

**Tabs:** The following tabs are available in an Inbound order

- Details - The Order Header Details are available under Details
- Items - The Item details and SKU details are available under this
- Put-away Tasks - All the tasks are available under this
- Receiving Document - The summary of Receiving document is available under this

The Order header has the following controls:

Field	Description
Order Type	The Order type can be a Purchase order, Sales Return, Work Order Production Return and Inbound Warehouse Transfer
Order No	Order Number to be entered by user or can be auto generated to
Order Status	The status of the order will be displayed in a readonly format
Vendor Order Number	The supplier's order number
Reference Number	Reference Number of the Order number
Owner	The Owner of the material to be selected from the drop down. User should be allowed to select only the materials of selected Owner
No of Cheps	Enter the number of CHEP
Total Pallets	Enter the total number of Pallets
Created by EDI	Check box to display if the Order was received via EDI
Pro No	The shipment tracking number

Ship From	Displays the Ship From Address
Ship To Address	Displays destination address (by default the currently logged in warehouse is the destination location)
Staging Location	Select the Staging Unit. It displays all the units of the type WH_Staging
Terms	Select the Terms of payment
Required Arrival Date	Select the Required Arrival Date
Truck ID	Select the Truck ID
Pro No	Enter the Pro Number
Comment	Enter the Comments