User's Guide for Delivery Notes

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About this document

Objectives

The objectives of this book are to describe the purpose of delivery notes, what you can accomplish using them, and how to set up and use them.

Intended Audience

This book is intended for those who want to learn how to use delivery notes and to set up the delivery note functionality in the way that best serves their purposes. Both end users and users on administrator level will find the information they require.

Assumed Knowledge

Familiarity with the business processes involved in handling outbound goods in the warehouse, and general knowledge of the ERP LN functionality will help you understand this book. In addition, Warehouse Management training courses are available to give you a headstart.

Document summary

The first chapter, *Introduction*, describes the purpose and the general characteristics of delivery notes.

The following chapaters deal with master data and parameter setup, describe how delivery notes are created and linked to shipments, and delivery note maintenance.

This book describes procedures that users carry out using delivery notes and provides some information on the underlying processes that ERP LN carries out. The most important session windows and fields involved are discussed, but a full description of all software components is outside the scope of this book. For details, refer to the online Help.

How to read this document

This document was assembled from online Help topics. As a result, references to other sections in the manual are presented as shown in the following example:

For details, refer to *How to print delivery notes*.

Please refer to the Table of Contents to locate the referred section.

Underlined terms indicate a link to a glossary definition. If you view this document online and you click on underlined text, you jump to the glossary definition at the end of this document. Non underlined references do not represent a link to glossary definitions or other elements.

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Chapter 1
Introduction

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Delivery notes

A delivery note is a transport document that provides information on a consignment contained in one truck (or other vehicle) and refers to an order or a set of orders for one consignee at a delivery address. If the truck load contains shipments for various business partners, the load includes more than one delivery note.

The information on a delivery note includes the delivery date and address, the customer's name, the contents of the consignment, and so on. In Italy, a delivery note is a legally required document, where it used to be called BAM (Bolla Accompagnamento Merci). Currently it is called DDT (Documento di Trasporto). In Portugal and Spain delivery notes are also used, but there they do not have the same legal status as in Italy.

A <u>delivery note</u> is one of the shipping documents that can be part of a <u>shipment procedure</u>. Various parameter settings control if and how the delivery note functionality is used.

Chapter 2
Delivery note settings

How to set up delivery notes

To make sure that the delivery notes functionality works in the preferred way, various parameters must be set and data must be defined in Warehouse Management and, if Freight Management is used, in Freight Management as well. For information on delivery note setup for Freight Management, see *Delivery note setup in Freight Management (p. 2-3)* .

Step 1: Enable delivery notes functionality

To enable the user to use the delivery notes functionality, in the **Concepts** tab of the Implemented Software Components (tccom0100s000) session, check the **Delivery Notes** check box.

Step 2: Define Reasons

In the **Reason** field of the Reasons (tcmcs0105m000) session, define two reasons, one with reason type **Delivery Code** and one with reason type **Motive of Transport**.

The delivery code indicates the party that is to pay for the transportation of the goods listed on the delivery note. For example, you can define delivery code reasons such as Customer, Supplier, Shipper, and so on. The motive of transport indicates the reason why transportation takes place, for example, Sales, Scrap Yard, Repair, and so on. In addition, ERP LN uses the motive of transport and the delivery code to allocate delivery notes to shipments and to combine shipments in loads.

Users can enter these reason codes in sales order lines, sales schedules, service orders, and maintenance sales orders. The reason codes will be defaulted on a delivery note when the delivery note is created. If not entered in these orders, the reason codes can be entered in warehousing orders and shipments. You can define default reason codes for order types and warehouses. This is discussed in the following steps.

Step 3: Define default reasons for order types

In the Default Order Types by Origin (whinh0120m000) session, you can define default delivery codes and motives of transport for warehousing order types that are linked to particular order types of originating orders. What you accomplish in this way, is that a delivery code or motive of transport is defaulted on a warehousing order that is created for a particular type of originating order if the user did not enter a delivery code or motive of transport on the originating order. ERP LN then passes on the delivery code or motive of transport to the shipment, the load, and the delivery note.

Step 4: Set delivery note parameters

In the Inventory Handling Parameters (whinh0100s000) session, select the required values for the following fields:

- **Print Cost/Service Item on Delivery Note**
- **Print Manufactured Item or Components on Delivery Note**
- **Number Group**
- **Series**

Step 5: Set user profiles

In the User Profiles (whwmd1140s000) session, select the required values for the following fields:

- **Device for Delivery Notes**
- **Series for Delivery Notes**

Step 6: Add print delivery note to shipment procedure

To enable delivery notes to be printed, in the Activities by Procedure (whinh0106m000) session, define the Print Delivery Notes (whinh4477m000) session as an activity for the shipment procedures in which delivery notes are required.

Step 7: Enable or disable delivery notes for warehouses

For each warehouse, you must specify whether for items issued from the warehouse, delivery notes must be printed.

These settings overrule the warehousing procedure settings (see previous step). This means that if you specify that delivery notes must not be printed for a particular warehouse, no delivery notes are printed for orders requiring the issue of items from this warehouse even though the warehousing procedure for these orders includes delivery notes.

For this purpose, select the required values for the following fields in the Warehouse (whwmd2100s000) session:

- **Transport Document**
- **Suppress Printing Packing Slip**
- **Reset Delivery Note Number**

Step 8: Adjust print delivery note activity for order activities

If the Print Delivery Notes (whinh4477m000) session is defined as an activity for a particular shipment procedure, in the Activities by Warehousing Order (whinh2104m000) session, you can adjust the following settings of the activity for an individual warehousing order that uses this shipment procedure:

- Select or clear the **Automatic** check box
- Select a printer from the **Output Device** list

Note, however, that warehouse procedure settings that control delivery notes can be overruled by delivery note settings for warehouses, which is described in the previous step.

Step 9: Adjust print delivery note activity for order line activities

If the Print Delivery Notes (whinh4477m000) session is defined as an activity for a particular shipment procedure, in the Activities by Outbound Order Line (whinh2124m000) session, you can adjust the following settings of the activity for an individual warehousing order line that uses this shipment procedure:

- Select or clear the **Automatic** check box
- Select a printer from the **Output Device** list

Note, however, that warehouse procedure settings that control delivery notes can be overruled by delivery note settings for warehouses, which is described in step 7.

Delivery note setup in Freight Management

A delivery note is one of the shipping documents optionally created when the shipment procedure is carried out. Parameter settings control if and how the delivery note functionality is used.

If the delivery note functionality is used, Freight Management adds the following delivery note attributes to the criteria used to group freight orders for freight planning or freight order clustering purposes:

- **Motive of Transport**
- **Delivery Code**

In this way, clusters created from freight orders are grouped by delivery note, and shipments created from freight orders are grouped by delivery note and load. A load can contain more than one group of shipments-by-delivery-note, but a delivery note cannot refer to more than one load. If more than one load is needed to contain the shipments, for each additional load, a new delivery note is created.

Delivery codes and motives of transport are entered on originating orders and passed on to freight orders, or defaulted on the freight order from the Freight Order Type - Defaults (fmfmd0165m000) session if not entered on the originating orders. You can also manually enter these attributes on freight orders.

Delivery notes are created and maintained in Warehouse Management. For further information, see *Delivery notes (p. 1-1)* .

Setup

To make sure that delivery codes and motives of transport are used to select freight orders for freight planning or freight order clustering in the preferred way, take the following steps:

Step 1: Define default values for freight order types

In the Freight Order Type - Defaults (fmfmd0165m000) session, you can define default delivery codes and motives of transport for freight order types. What you accomplish in this way, is that a delivery code or motive of transport is defaulted on a freight order that is created for a particular type of originating order if the user did not enter a delivery code or motive of transport on the originating order. ERP LN then passes on the delivery code or motive of transport to the shipment, the load, and the delivery note created from the freight order.

Step 2: Define plan matrix

In the Plan Matrix (fmfoc1120m000) session, you can define delivery codes and motives of transport as criteria to retrieve planning groups for freight order lines.

Step 3: Define shipping office matrix

In the Shipping Office Matrix (fmfoc1140m000) session, you can define delivery codes and motives of transport as criteria to retrieve shipping offices for freight orders. For further information, see Freight order grouping and The use of shipping offices and planning groups.

Chapter 3
Creating delivery notes

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How delivery notes are created

A delivery note is automatically created when a shipment is created, unless various data of the shipment match the data of a delivery note created earlier. In such cases, ERP LN links the shipment to the existing delivery note. As a result, a delivery note can refer to more than one shipment, and via the shipment, to more than one <u>originating order</u>.

Delivery note data and preliminary/definite ID numbers

When a delivery note is created, the data of the delivery note is copied from the shipment. The delivery note obtains a preliminary delivery note number, which is also displayed on the shipments to which the delivery note refers.

The definite delivery note number is generated if at least one of the shipment lines to which the delivery note refers is frozen or confirmed. For further information, see Shipment and load statuses.

After a delivery note is created, you can maintain the delivery note and print preliminary and final versions.

Chapter 4
Delivery notes and shipments

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How shipments are linked to existing delivery notes

ERP LN links a shipment to an existing delivery note if the following values match:

Ship-from data
- **Ship-from Code**
- **Ship-from Type**
- **Ship-from Address**

Ship-to data
- **Ship-to Type**
- **Ship-to Code**
- **Ship-to Address**
- **Carrier/LSP**
- **Route**
- **Motive of Transport**
- **Delivery Code**
- **Terms of Delivery**
- **Sold-to Business Partner**
- **Invoice-to Business Partner**
- The weight of the shipment does not cause the **Total Weight** of the load to exceed the **Maximum Weight** of the load.

How shipments are combined into loads

If the delivery notes functionality is used, shipments that are allocated to the same delivery note are grouped into a load. A load can contain more than one group of shipments-by-delivery-note, but a delivery note cannot refer to more than one load. If more than one load is needed to contain the shipments, for each additional load, at least one new delivery note is created.

To combine shipment lines into shipments, the following criteria are added:

- **Motive of Transport**
- **Delivery Code**

To combine shipments into loads, the following criterion is added:

- The weight of the shipment does not cause the **Total Weight** of the load to exceed the **Maximum Weight** of the load.

Move a shipment to another load

If a shipment is moved to another load, ERP LN checks if the shipment data matches the delivery note data of a shipment present on the load. If yes, the shipment is allocated to that delivery note. If not, a delivery note is created for the shipment that is moved.

Manually created shipments

In addition to generating shipments for warehousing orders, ERP LN enables you to manually create shipments and shipment lines. Manual shipments are used to ship goods without performing ERP LN warehousing procedures and related financial transactions.

You can use manual shipment and shipment lines to register goods transports for items not registered in ERP LN, and/or goods transports for which no warehouse orders exist. For example, transports of rejected goods to the junk yard.

For manually created shipments, you can print delivery notes.

To create and maintain manual shipments

To manually create a shipment, click ⬚ on the toolbar of the Shipments (whinh4130m000) session or the Shipments (whinh4630m000) session.

In these sessions, the following fields are mandatory:

- **Ship-from Address**
- **Ship-from Type** Note that for manual shipments, only Work Center and Warehouse are available.
- **Ship-from Code**
- **Series**
- **Ship-to Address**
- **Ship-toType**

- **Ship-to Code**

Because warehouse processing is not performed for manual shipments in ERP LN, you are not required to enter a shipment procedure in the **Warehousing Procedure** field.

Note that you can replace the default series in the **Series** field.

You can link a manual shipment to a load. If you do not link the shipment to a load, ERP LN creates a load for the shipment when the shipment is confirmed. To link the shipment to a load, in the **Load** field, select the required load. As a result, the data from the load is copied to the shipment.

If you do not select a <u>delivery note</u> for the shipment in the **Preliminary Delivery Note** field, ERP LN creates a delivery note for the shipment when the shipment is confirmed, provided that the use of delivery notes is enabled for the ship-from/ship-to warehouse defined for the shipment.

For a manual shipment, ERP LN does not create an <u>advance shipment notice</u>.

To update manual shipments

You can update the following fields for manual shipments:
- **Hazardous Material**
- **Class of Risk**

The status of manual shipments are updated as a result of the freeze or confirm shipment process. For further information, see Shipment and load statuses.

The weight of a manual shipment is updated from the weight of the shipment lines added to the shipment.

The loading list sequence for the shipment is updated when the loading list is generated for the load to which the shipment is allocated.

To delete manual shipments

You can delete manual shipments in the Shipments (whinh4130m000) session or the Shipments (whinh4630m000) session if the shipment status is **Open**. In the Remove Confirmed Shipments/Loads (whinh4250m000) session, you can delete manual shipments with status **Confirmed**.

To create manual shipment lines

You can create manual shipment lines for both generated shipments and manually created shipments.

On a manual shipment line, you can enter an item present in ERP LN or an item that does not exist in the application.

For example, you can use a manual shipment line to register a delivery in addition to the ordered delivery, such as a free gift, that is not listed on the order but must

be listed on the delivery note: for each computer that you deliver you give a mouse pad for free.

To manually create a shipment line, click ⬚ on the toolbar of the Shipment Lines (whinh4131m000) session or the Shipments (whinh4630m000) session.

For manual shipment lines, the same attributes are available as for generated shipment lines, except that you cannot:

■ Generate lot and serial numbers
■ Generate handling units
■ Create packing structures

Chapter 5
Delivery note maintenance

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To maintain delivery notes

Delivery notes are maintained in the Delivery Notes (whinh4135m000) session. In this session, you can maintain delivery note data if the delivery note has a status other than **Completed**. For further information, see *Delivery Note Status (p. 5-1)* .

You can delete a delivery note if the status is **Inactive** or **Completed**, provided that all orders relating to the delivery note are completely processed.

Delivery Note Status

- **Inactive**
  The delivery note does not refer to any shipment.

- **Open**
  At least one of the shipments to which the delivery note refers has status **Open**.

- **Frozen**
  At least one of the shipments to which the delivery note refers has status **Frozen**, and none of these shipments has status **Open**.

- **Confirmed**
  All of the shipments to which the delivery note refers have status **Confirmed**.

- **Completed**
  The load to which the delivery note refers has status **Confirmed** and the final version of the delivery note is printed.

To print delivery notes

If printing delivery notes is included in a shipment procedure, delivery notes are printed automatically or manually for shipments to which the shipment procedure applies. You can manually print preliminary or final versions for delivery notes in the Print Delivery Notes (whinh4477m000) session.

Appendix A
Glossary

A

advance shipment notice

A notification that a shipment has been sent. Advanced shipment notices are sent and received by means of EDI. You can receive advance shipment notices from your supplier informing you that goods are to arrive at your warehouse, and/or you can send advance shipment notices to your customers that the goods they ordered are about to be delivered.

Synonym: shipment notice

Abbreviation: ASN

ASN

See: *advance shipment notice (p. A-1)*

delivery code

A reason code that indicates who is to pay for the transportation of the goods.

delivery note

A transport document that provides information on a consignment contained in one truck (or other vehicle) and refers to an order or a set of orders for one consignee at a delivery address. If the truck load contains shipments for various business partners, the load includes more than one delivery note. The information on a delivery note includes the delivery date and address, the customer's name, the contents of the consignment, and so on. In Italy, a delivery note is a legally required document, where it used to be called BAM (Bolla Accompagnamento Merci). Currently it is called DDT (Documento di Trasporto). In Portugal and Spain delivery notes are also used, but there they do not have the same legal status as in Italy.

motive of transport

A reason code that indicates why transportation takes place, for example, Repair, Sales, Transfer, and so on.

originating order

The order from which an order is created. For example, if a warehousing order is created from a sales order, the sales order is the originating order of the warehousing order.

shipment notice

See: *advance shipment notice (p. A-1)*

shipment procedure

A procedure that is carried out when a warehouse order or a shipment is processed for transportation. In a shipment procedure, you can specify which transport documents (packing list, packing slip, or Bill of Lading) must be printed when the shipment is transported. For each shipment, a shipment procedure is defined. If a shipment obtains the **Confirmed** status, the documents specified in the shipment procedure are printed.

warehousing procedure

A procedure to handle warehousing orders and handling units. A warehousing procedure comprises various steps, also called activities, that a warehousing order or a handling unit must take to be received, stored, inspected, or issued. A warehousing procedure is linked to a warehousing order type, which in turn is allocated to warehousing orders.

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