



CONSIGNMENT USER MANUAL

Author

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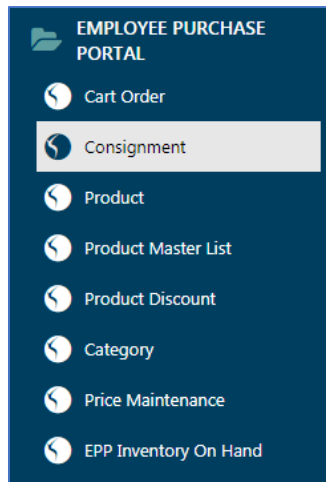
Version

1.0

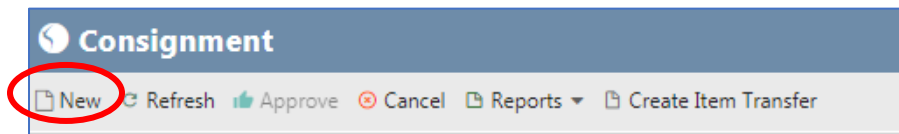
A. Consignment Order

To request items for Consignment, follow the steps below.

1. Click “Consignment Order” sub module under EPP.



2. Click NEW button



3. Enter all required information

- a. Enter the required date, Customer Name, its branch and the specific warehouse where the item will be transfer.

A screenshot of the 'Consignment (New)' form. The form is divided into two main sections: 'General' and 'Detail'. The 'General' section contains fields for Reference ID, CO No., CO Date, Required Date, Customer, Branch, Warehouse, Payment Terms, Total Qty, and Tax Scheme. The 'Detail' section contains a table for item details. The 'Required Date', 'Customer', 'Branch', and 'Warehouse' fields are circled in red. The 'Required Date' field is highlighted in pink. The 'Customer', 'Branch', and 'Warehouse' fields are dropdown menus. The 'Payment Terms' field is also highlighted in pink. The 'Total Qty' field shows 0.00. The 'Tax Scheme' field is set to 'VAT Inclusive'. The 'Detail' section shows a table with columns: SupplierCode, Description, Quantity, UnitPrice, UOM, Free, and Line Total. The table is currently empty, showing 'No Data'.

4. Click "Add Item"

Consignment (New)

Buttons: New, Save, Save & Close, Refresh, Approve, Cancel, Reports, Create Item Transfer

General

Information

Reference ID: -1

CO No.: (Auto)

CO Date: 1/25/2018

Required Date: *

Customer: Select...

Branch: Select...

Warehouse: * Select...

Payment Terms: * Select...

Total

Total Qty: 0.00

Tax Scheme: * VAT Inclusive

DETAIL (0)

	SupplierCode	Description	Quantity	UnitPrice	UOM	Free	Line Total
No Data							

Add Item

i. Input the required quantity per item.

DETAIL (1)

	SupplierCode	Description	Quantity	UnitPrice	UOM	Free	Line Total
	-1071	UA55MU61...	1	0.00	UNIT		0.00

Add Item

ii. Input the COST of the added item

DETAIL (1)

	SupplierCode	Description	Quantity	UnitPrice	UOM	Free	Line Total
	-1071	UA55MU61...	1	100,000.00	UNIT		100,000.00

Add Item

5. Click **SAVE**.
6. The record will be tagged as filed. Subject for approval.

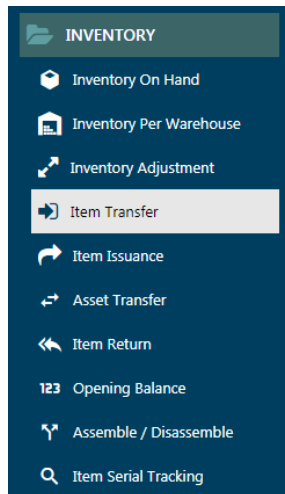
*To print the Consignment Order Form, simple click “Reports” and select “Consignment Order Form”

B. Item Transfer

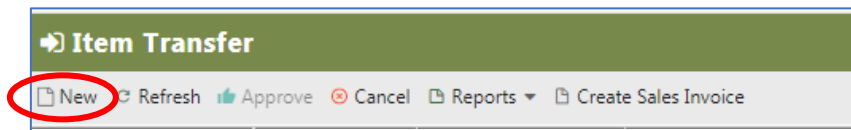
To create Item transfer to the requested warehouse/branch, follow the steps below.

Option 1 – Direct in Item Transfer module:

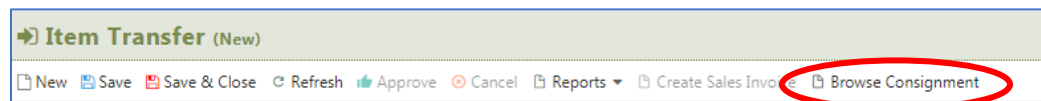
1. Click “Item Transfer” sub module under Inventory module.



2. Click NEW button.



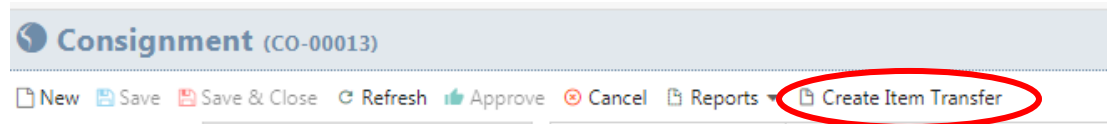
3. Browse the Consignment Order Request by clicking “Browse”, then select the record.
 - It will supply all fields in reference of the Consignment Order Request



4. Input the exact quantity to be transferred
5. Click **SAVE**.
6. The record will be tagged as filed. Subject for approval.

Option 2 – Create from Consignment Module:

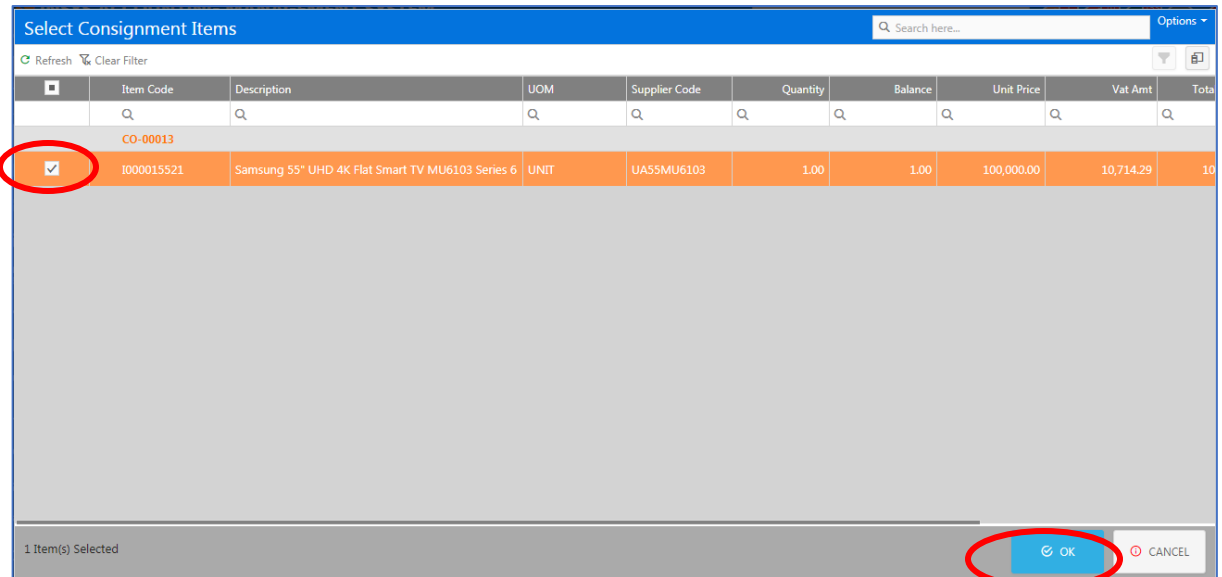
1. Open the approved consignment order and click “Create Item Transfer”.



Consignment (CO-00013)

New Save Save & Close Refresh Approve Cancel Reports **Create Item Transfer**

2. Select the items for transfer and click OK.



Select Consignment Items

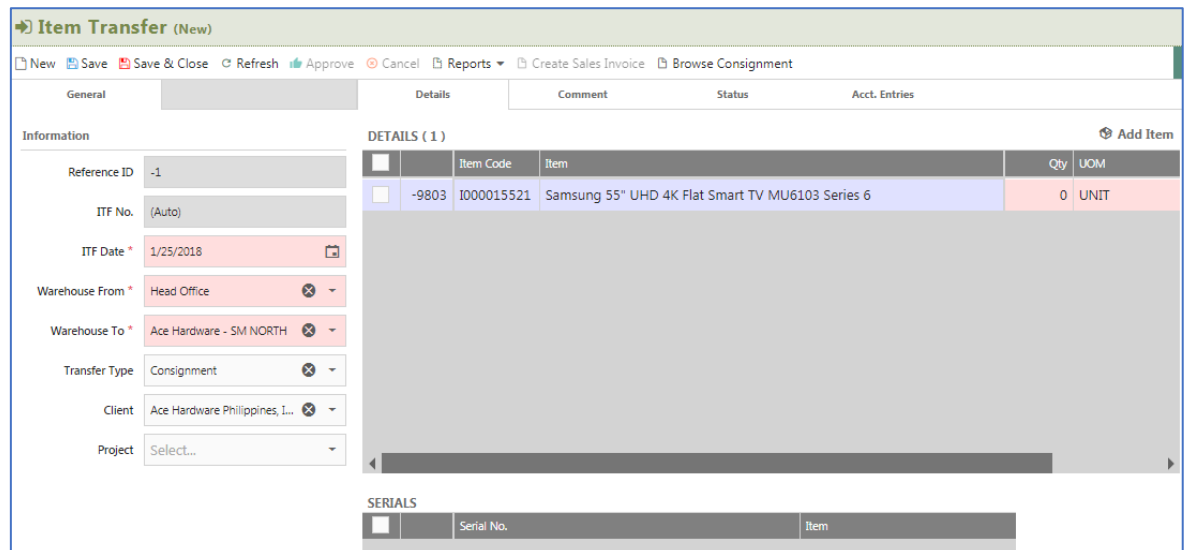
Refresh Clear Filter

	Item Code	Description	UOM	Supplier Code	Quantity	Balance	Unit Price	Vat Amt	Total
	CO-00013								
<input checked="" type="checkbox"/>	I000015521	Samsung 55" UHD 4K Flat Smart TV MU6103 Series 6	UNIT	UA55MU6103	1.00	1.00	100,000.00	10,714.29	10

1 Item(s) Selected

OK CANCEL

3. System will automatically create Item Transfer record pre-loaded with consignment details.



Item Transfer (New)

New Save Save & Close Refresh Approve Cancel Reports Create Sales Invoice Browse Consignment

General Details Comment Status Acct. Entries

Information

Reference ID -1

ITF No. (Auto)

ITF Date * 1/25/2018

Warehouse From * Head Office

Warehouse To * Ace Hardware - SM NORTH

Transfer Type Consignment

Client Ace Hardware Philippines, I...

Project Select...

DETAILS (1)

	Item Code	Item	Qty	UOM
<input type="checkbox"/>	-9803 I000015521	Samsung 55" UHD 4K Flat Smart TV MU6103 Series 6	0	UNIT

SEVERALS

	Serial No.	Item
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4. Fill up the exact quantity to be transferred.
 - a. If the item is serialized, system will display list of serials.

ID	Serial No
Q	Q
<input type="checkbox"/>	ss10
<input type="checkbox"/>	ss3
<input type="checkbox"/>	ss4
<input type="checkbox"/>	ss5
<input type="checkbox"/>	ss6
<input type="checkbox"/>	ss7

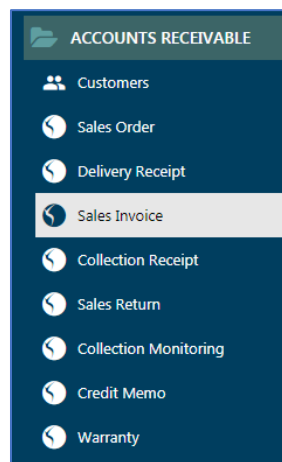
5. Click **SAVE**.
6. The record will be tagged as filed. Subject for approval.

C. Sales Invoice

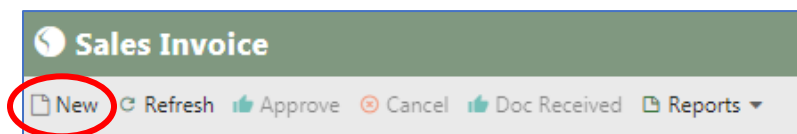
To create Billing for the sold quantity per Warehouse, follow the steps below.

Option 1 – Direct in Sales Invoice module:

1. Click “Sales Invoice” sub module under Accounts Receivable module.



2. Click NEW button.



3. Browse the Item Transfer by clicking “Browse”, then select the record.
 - a. Select the items to be billed only (sold qty)

Sales Invoice (New)

General | **Status** | Details | Particulars | Comment | Down Payments | Payment Breakdown | Acct. Entries | Serial

Information

Reference ID: -1
 SI No.: (Auto)
 SI Date: 1/25/2018
 Ref No.:
 Customer: Robinsons Handyman Inc.
 Branch: CABUYAO
 Payment Term: Select...
 Due Date:
 Tax Scheme: Select...
 Type: Consignment

DETAILS (1)

	Description	Ref Qty	Qty	UOM	Ref No	Line Total	Returned	SR No.
-7654	Samsung 55" UHD 4K Flat Smart TV...	1	1	UNIT	ITF-00269	50,000.00		

4. Input all the required details.
5. Click **SAVE**.
6. The record will be tagged as filed. Subject for approval.

Option 2 – Create from Item Transfer Module:

1. Open the Item Transfer record and click Create Sales Invoice.

Item Transfer

2. Select items to be billed (sold qty).

Select Item Transfer Items

	ID	Item Code	Description	Serial	UOM	Balance	Quantity
<input checked="" type="checkbox"/>	2391	1000015521	Samsung 55" UHD 4K Flat Smart TV MU6103 Series 6	ss9	UNIT	1.00	1.00

1 Item(s) Selected

3. Sales Invoice record will be automatically created.

4. Input the required fields.

5. Click Save and subject for approval.