

User Manual

Proses Packing dan Internal Transfer Pallet di Odoo

Project:

ODOO Implementation for PT Canopus Konverta Industri

Created by:

Riri

Created on:

28 Februari 2025

Approval		Department	Sign	Date
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Document Change History

Release Date	Revision Number	Action Taken (Add/Del/ Change)	Revision Description
28 Feb 2025	0.0	Initial Document	

Contents

1	Deskripsi.....	4
2	Tujuan	4
3	Transaksi.....	5
3.1	Packing Area Slitting	5
3.2	Internal Transfer Pallet Slitting dan Unpack	7
3.2.1	Internal Transfer Pallet Slitting	7
3.2.2	Unpack	11
3.3	Packing di Gudang Finished Good	12

1 Deskripsi

- **Packing di Area Slitting** adalah proses pengemasan produk setelah melalui tahap slitting dan Quality Control (QC). Finished Goods (FG) yang telah lolos QC akan diletakkan di pallet untuk kemudian dipindahkan ke Gudang Finished Goods (FG).
- **Internal Transfer Pallet Slitting** adalah proses pemindahan paket dari Storage Location (Sloc) Slitting ke Sloc Finished Goods untuk memastikan produk siap untuk tahap berikutnya.
- **Unpack** adalah proses pembongkaran atau pemisahan produk yang sebelumnya dikemas dalam satu paket (package/bundle) menjadi item individual.
- **Packing di Gudang Finished Goods** adalah proses pengemasan produk jadi (Finished Goods) yang telah berada di gudang FG. Setelah dikemas, produk siap untuk dikirimkan kepada pelanggan..

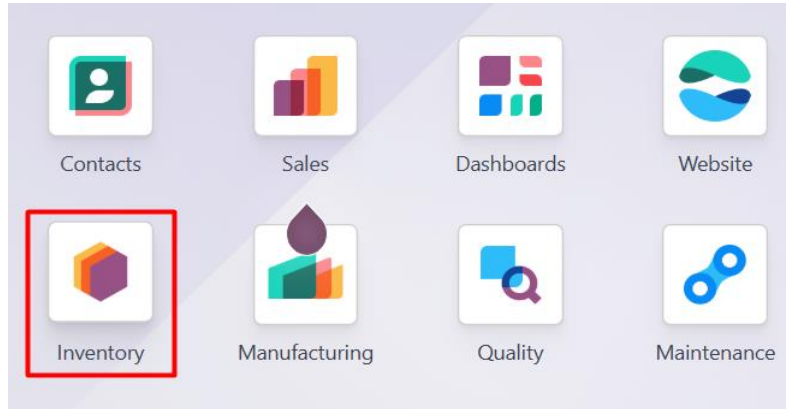
2 Tujuan

- Panduan ini bertujuan untuk membantu pengguna memahami langkah-langkah dalam melakukan **Packing di Area Slitting** di Odoo, sehingga proses packing pada area slitting dapat dilakukan secara terstruktur dan sesuai dengan prosedur perusahaan.
- Panduan ini bertujuan untuk membantu pengguna memahami langkah-langkah dalam melakukan **Internal Transfer Pallet dan Unpack** di Odoo, sehingga proses pemindahan paket dan pembongkaran produk dapat dilakukan dengan efisien serta sesuai dengan prosedur perusahaan.
- Panduan ini bertujuan untuk membantu pengguna memahami langkah-langkah dalam melakukan **Packing di Gudang Finished Goods** di Odoo, sehingga proses pengemasan di gudang finished goods dapat berjalan dengan terstruktur dan sesuai standar operasional Perusahaan.

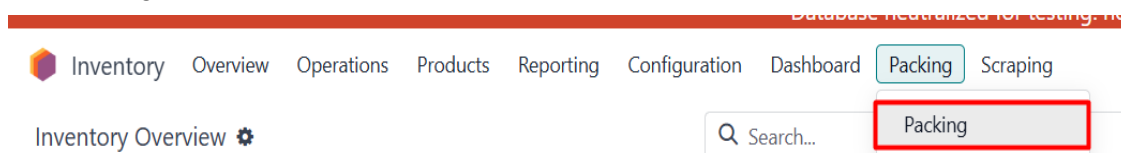
3 Transaksi

3.1 Packing Area Slitting

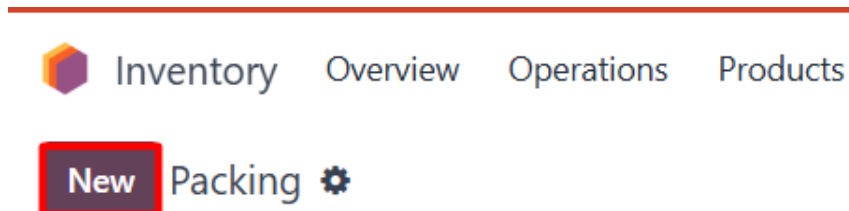
- ❖ Pilih menu Inventory



- ❖ Klik Packing



- ❖ Klik New



- ❖ Langkah-langkah membuat packing baru:

1. Inputkan Operator
2. Inputkan Package Type
3. Inputkan Lokasi Gudang
4. Inputkan Product
5. Inputkan Notes
6. Inputkan Lot
7. Klik Validate

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Packing New

Validate 7

1 Operator Siddiq Nugeraha (R)

2 Package Type Pallet 20 Roll (R)

3 Lokasi Gudang CKI/SLoc SLT (R)

4 Product [FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513 (R)

5 Notes Packing with pallet (R)

6 (R)

Lot	Product
CD17250102X010101	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010102	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010103	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010104	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010105	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010106	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
Add a line	

❖ Proses selanjutnya, ikuti Langkah berikut:

1. Setelah itu akan terbentuk nomor packingnya.
2. Pilih print untuk dicetak secara fisik

New Packing PACK/2025/00001437

Print 2

1

PACK/2025/00001437

Operator Siddiq Nugeraha

Package Type Pallet 20 Roll

Lokasi Gudang CKI/SLoc SLT

Product [FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513

Notes Packing with pallet

Lot	Product
CD17250102X010101	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010102	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010103	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010104	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010105	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010106	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513

3.2 Internal Transfer Pallet Slitting dan Unpack

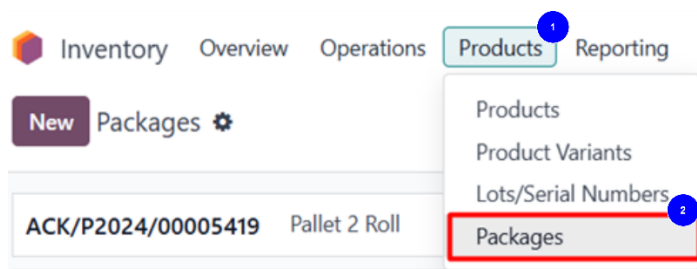
3.2.1 Internal Transfer Pallet Slitting

- ❖ Pilih menu Inventory



- ❖ Langkah-langkah untuk memantau laporan manufacturing orders:

1. Pilih Products
2. Pilih Packages

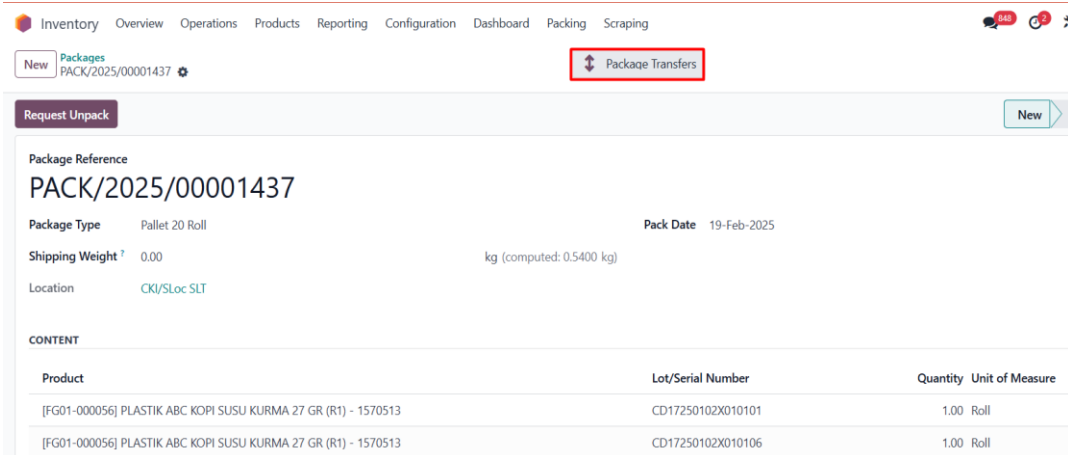


- ❖ Pilih Package yang telah dibuat sebelumnya



New Packages 							
Q Search... 							
1-80 / 10000+							
☐ Display Name	Package Ty...	Product	Location	Status ...	Pack Date	Tanggal Lot Terlama	Status Re
☐ PACK/2025/000014...	Pallet 20 Roll	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	CKI/SLoc SLT	Pass	19-Feb-2025	17-Feb-2025 09:20:21	New

❖ Pilih Package Transfer untuk memindahkan package dari gudang SLT ke gudang FG



Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Packages PACK/2025/00001437 **Package Transfers**

Request Unpack New

Package Reference
PACK/2025/00001437

Package Type Pallet 20 Roll Pack Date 19-Feb-2025

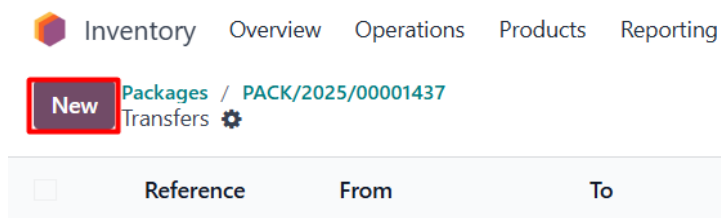
Shipping Weight 0.00 kg (computed: 0.5400 kg)

Location CKI/SLoc SLT

CONTENT

Product	Lot/Serial Number	Quantity	Unit of Measure
[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	CD17250102X010101	1.00	Roll
[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	CD17250102X010106	1.00	Roll

❖ Pilih New



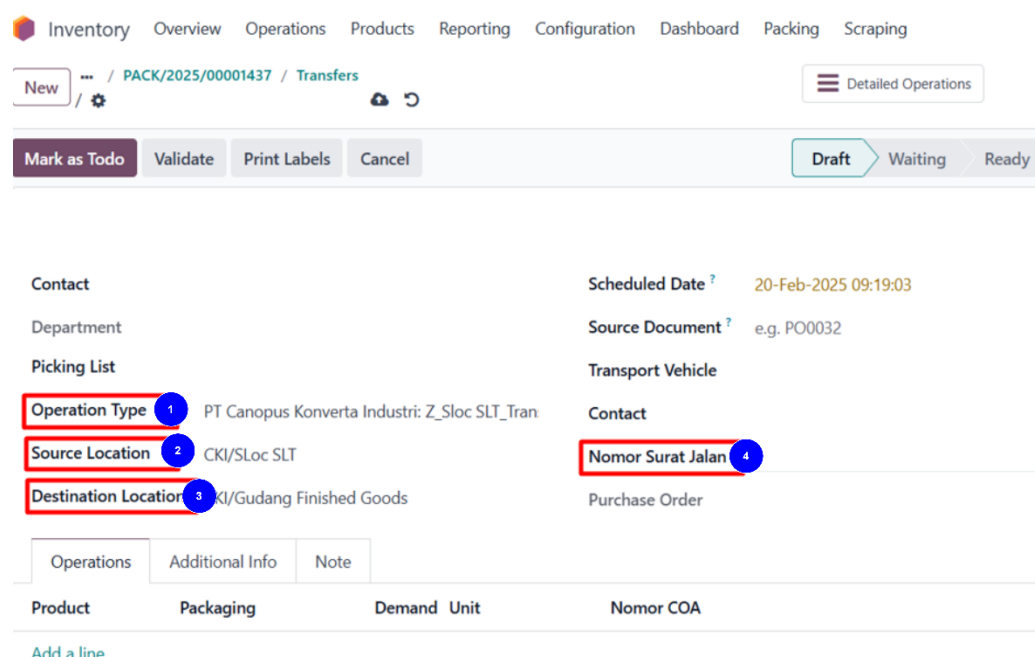
Inventory Overview Operations Products Reporting

New Packages / PACK/2025/00001437 Transfers

Reference From To

❖ Langkah-langkah membuat Package baru:

1. Inputkan Operation Type
2. Inputkan Source Location
3. Inputkan Destination Location
4. Inputkan Surat Jalan



Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New / PACK/2025/00001437 / Transfers Detailed Operations

Mark as Todo Validate Print Labels Cancel Draft Waiting Ready

Contact Scheduled Date 20-Feb-2025 09:19:03

Department Source Document e.g. PO0032

Picking List Transport Vehicle

Operation Type 1 PT Canopus Konverta Industri: Z_Sloc SLT_Tran

Source Location 2 CKI/SLoc SLT

Destination Location 3 CKI/Gudang Finished Goods

Contact Nomor Surat Jalan 4

Purchase Order

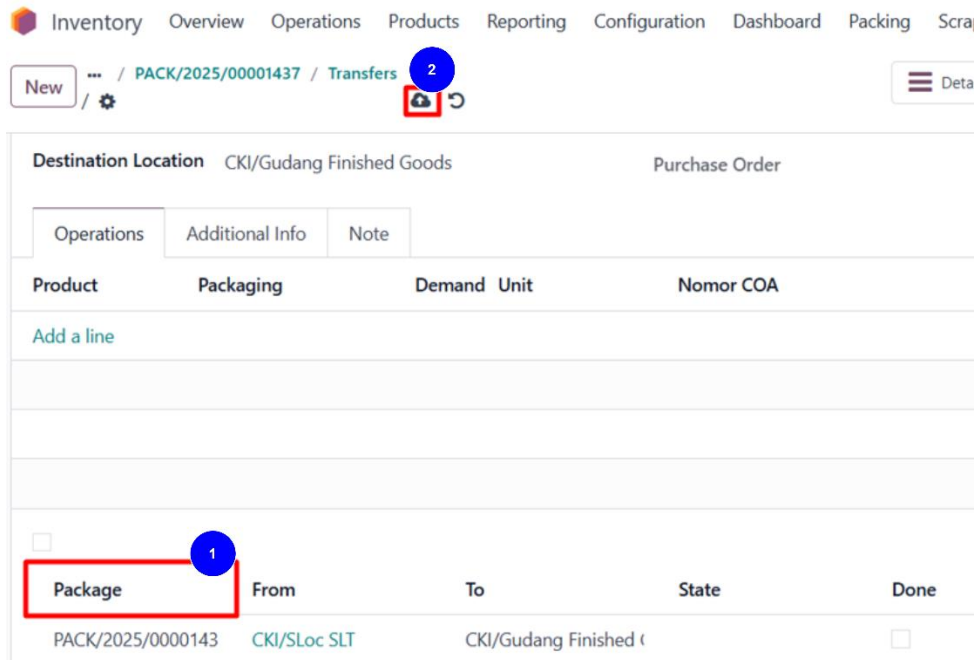
Operations Additional Info Note

Product Packaging Demand Unit Nomor COA

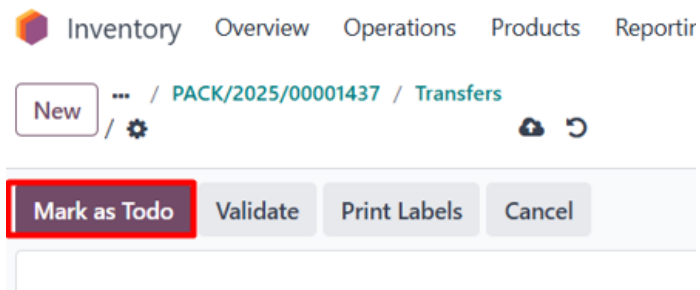
Add a line

❖ Selanjutnya ikuti Langkah berikut:

1. Scroll kebawah dan inputkan no. package
2. Pilih save



❖ Pilih 'Mark as Todo'



❖ Selanjutnya, ikuti langkah berikut:

1. Pastikan status (state) sudah *Confirmed*.
2. Centang pada kolom *Done* untuk menyelesaikan proses

New ... / PACK/2025/00001437 / Transfers
CKI/INT/2025/00112879

Destination Location CKI/Gudang Finished Goods

Operations Additional Info Note

Product	Packaging	Demand	Quantity	Unit	Nomor COA
Add a line					

☐

Package	From	To	State	Done
PACK/2025/00001437	CKI/SLoc SLT	CKI/Gudang Finished Goods	Confirmed	☒
Add a line				

❖ Pilih validate

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New ... / PACK/2025/00001437 / Transfers
CKI/INT/2025/00112879

Validate Print Print Labels Cancel

Draft Waiting Ready Done

☆ CKI/INT/2025/00112879

Contact	Scheduled Date ? 20-Feb-2025 11:44:53
Department	Source Document ? e.g. PO0032
Picking List	Transport Vehicle
Operation Type PT Canopus Konverta Industri: Z_Sloc SLT_Transfer_Finished Goods	Contact
	Nomor Surat Jalan SJ000015

❖ Pastikan transfer sudah berada pada tahap Done

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New ... / PACK/2025/00001437 / Transfers
CKI/INT/2025/00112879

Print Labels Print Return

Packages Traceability Detailed Operations Valuation

Draft Waiting Ready Done

☆ CKI/INT/2025/00112879

Contact	Scheduled Date ? 20-Feb-2025 11:44:53
Department	Effective Date ? 20-Feb-2025 11:45:27
Picking List	Source Document ?
Operation Type PT Canopus Konverta Industri: Z_Sloc SLT_Transfer_Finished Goods	Transport Vehicle
Source Location CKI/SLoc SLT	Contact
Destination Location CKI/Gudang Finished Goods	Nomor Surat Jalan SJ000015
	Purchase Order

- ❖ Scroll ke bawah untuk memastikan *Package State* berstatus *Reserved*

Package	From	To	State	Done
PACK/2025/00001437	CKI/SLoc SLT	CKI/Gudang Finished G.	Reserved	☒

[Add a line](#)

3.2.2 Unpack

- ❖ Untuk melakukan *unpack*, ikuti langkah-langkah berikut:
 1. Pastikan paket telah berhasil dipindahkan dari *Sloc Slitting* ke *Sloc Finished Good* sebelum melakukan proses *Unpack*
 2. Pilih *Request Unpack*

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Packages PACK/2025/00001437 Package Transfers

Request Unpack 2

Package Reference
PACK/2025/00001437

Package Type Pallet 20 Roll Pack Date 19-Feb-2025

Shipping Weight ? 0.00 kg (computed: 0.5400 kg)

Location CKI/Gudang Finished Goods 1

CONTENT

Product	Lot/Serial Number	Quantity	Unit of Measure
[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	CD17250102X010101	1.00	Roll
[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	CD17250102X010106	1.00	Roll
[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	CD17250102X010104	1.00	Roll
[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	CD17250102X010105	1.00	Roll
[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	CD17250102X010102	1.00	Roll
[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	CD17250102X010103	1.00	Roll

- ❖ Pilih *Approve*

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Packages PACK/2025/00001437 Package Transfers

Approve

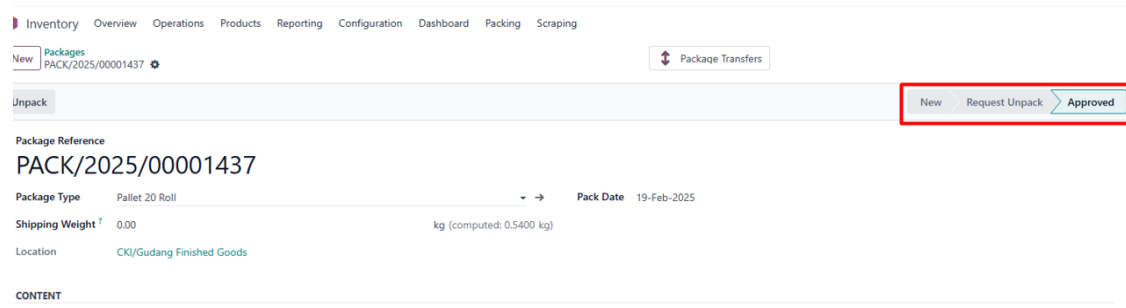
Package Reference
PACK/2025/00001437

Package Type Pallet 20 Roll Pack Date 19-Feb-2025

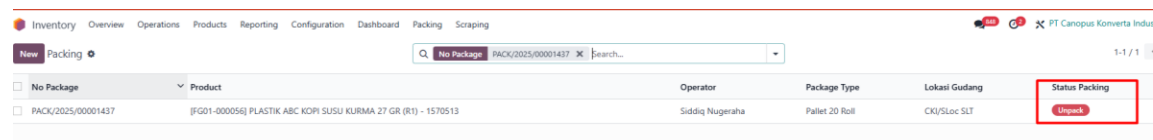
Shipping Weight ? 0.00 kg (computed: 0.5400 kg)

Location CKI/Gudang Finished Goods

- ❖ Apabila sudah disetujui (*approved*), maka proses *unpack* telah selesai dilakukan

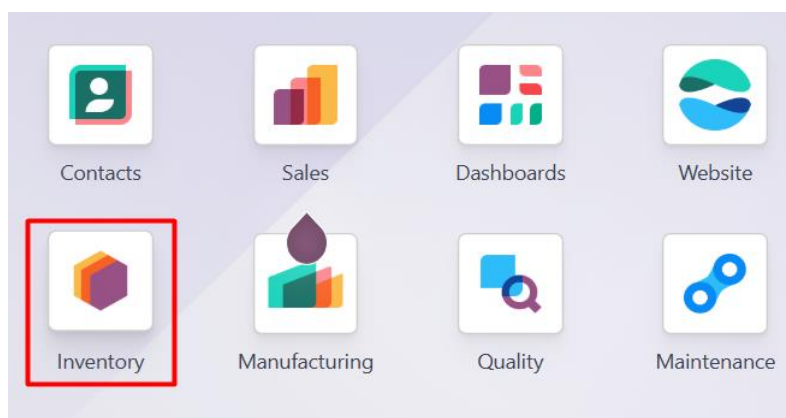


- ❖ Cek pada fitur *Packing* untuk melihat status *packing* dan memastikan apakah sudah berhasil di-*unpack*

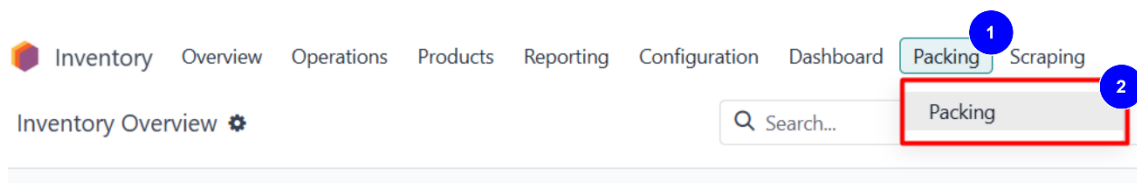


3.3 Packing di Gudang Finished Good

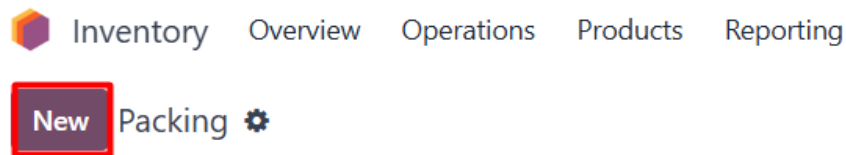
- ❖ Pilih menu Inventory



- ❖ Klik Packing

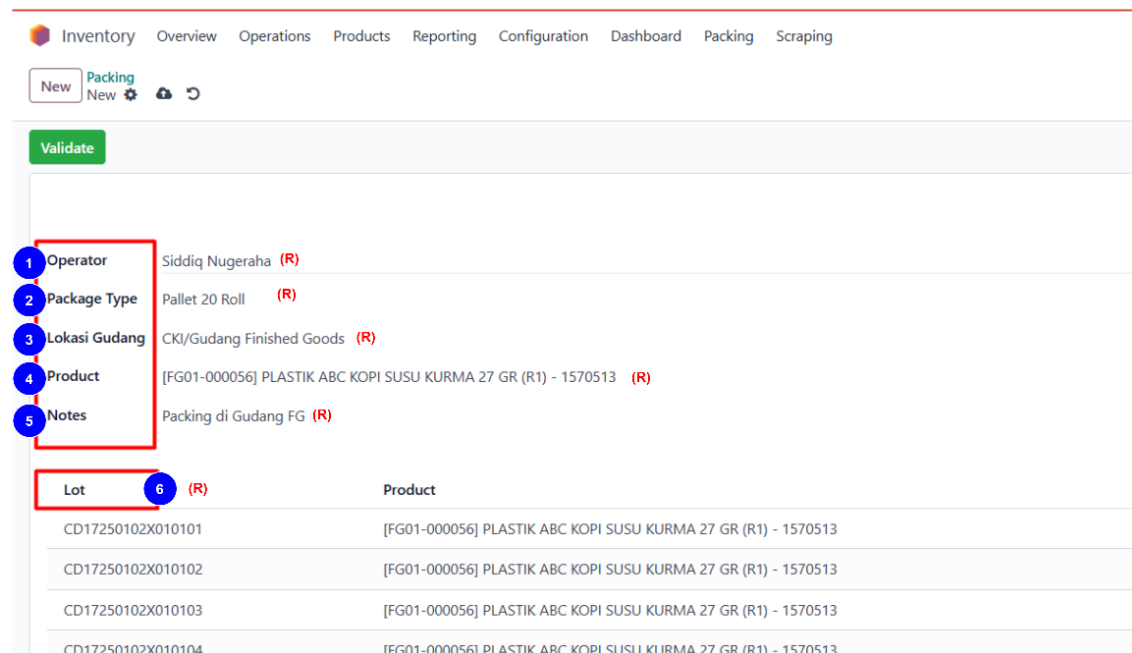


❖ Klik New



❖ Langkah selanjutnya, ikuti prosedur berikut:

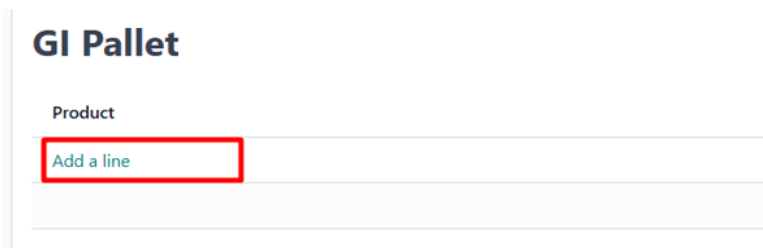
1. Inputkan Operator
2. Inputkan Package Type
3. Inputkan Lokasi Gudang
4. Inputkan Product
5. Inputkan Notes
6. Inputkan Lot



The screenshot shows the 'New Packing' form. The fields are numbered 1 to 6, corresponding to the steps in the previous list. The 'Lot' field is highlighted with a red box.

Lot	Product
CD17250102X010101	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010102	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010103	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513
CD17250102X010104	[FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513

❖ Pada GI Pallet, inputkan product dengan klik “Add a line”



The screenshot shows the 'GI Pallet' form. The 'Add a line' button is highlighted with a red box.

❖ Pilih product palletnya

Search: Product

Product pallet Search...

1-10 / 10

Internal Reference	Name	Varian...	Sales Price	Cost	On Hand	For
☆ RP0-050000	PALLET KAYU 4 WAY uk 98cm x 98cm x 14 cm		1.00	76,000.00	155.00	659
☆ RP0-050001	PALLET KAYU 4 WAY uk 98cm x 98cm x 14 cm		1.00	175,000.00	0.00	0
☆ RP0-050010	PALLET MULTI LINE - HARDBOARD / Plywood		1.00	47,000.00	320.00	680
☆ RP0-050020	PALLET KAYU 4 WAY uk 106cm x 71cm x 15 cm		1.00	118,000.00	0.00	45
☆ RP0-050021	PALLET MULTI LINE - Topren 106cm		1.00	65,000.00	0.00	45
☆ RP0-050030	PALLET MULTI LINE uk. 132cm x 53cm x 15cm		1.00	108,000.00	41.00	41
☆ RP0-050031	PALLET MULTI LINE - Topren		1.00	35,000.00	75.00	75
☆ RP0-050040	PALLET KAYU 4 WAY uk 92cm x 92cm x 17 cm (EXPORT)		1.00	155,000.00	103.00	103
☆ RP0-050041	PALLET KAYU 4 WAY uk 46cm x 92cm x 17 cm (EXPORT)		1.00	155,000.00	0.00	0
☆ RP0-050042	PALLET KAYU 4 WAY uk 138cm x 92cm x 17 cm (EXPORT)		1.00	200,000.00	55.00	55

New Close

❖ Setelah itu tentukan quantitynya

GI Pallet

Product

[RP0-050000] PALLET KAYU 4 WAY uk 98cm x 98cm x 14 cm

Quantity 1.00

Add a line

❖ Pilih validate untuk membuat nomor package baru

Inventory Overview Operations Products Reporting Configuration

New Packing New

Validate

❖ Pilih print untuk dicetak secara fisik

Inventory Overview Operations Products Reporting Configuration Dashboard Packing Scraping

New Packing PACK/2025/00001440

Print

PACK/2025/00001440

Operator Siddiq Nugeraha

Package Type Pallet 20 Roll

Lokasi Gudang CKI/Gudang Finished Goods

Product [FG01-000056] PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513

Notes Packing di Gudang FG

❖ Hasil cetak packing



 1570513	PCS 6
PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513	

Packing List

No. Pallet

PACK/2025/00001440

Customer

PT. Santos Jaya Abadi

Product

PLASTIK ABC KOPI SUSU KURMA 27 GR (R1) - 1570513

Isi

6 Roll

Tanggal

20/02/25 14:44:43

Tipe Pallet

Pallet 20 Roll

Packing di Gudang FG

CD17250102X010101

CD17250102X010102

CD17250102X010103

CD17250102X010104

CD17250102X010105

CD17250102X010106