

User Manual

Transfer Deliveries

Project:

ODOO Implementation for PT Canopus Konverta Industri

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Created on:

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Document Change History

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

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1 Deskripsi

Deliveries adalah proses pengiriman barang / mengeluarkan Qty stock ke Customer.

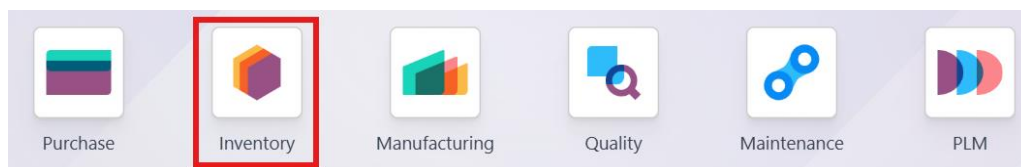
2 Tujuan

Deliveries bertujuan untuk memberikan pemahaman kepada pengguna mengenai bagaimana cara mengirimkan stock ke Customer

3 Deliveries

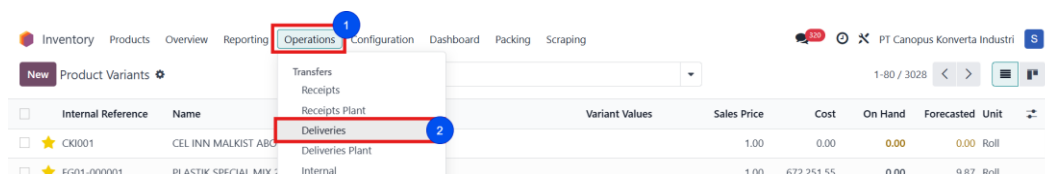
3.1 Deliveries Non FG

- ❖ Pilih Aplikasi Inventory

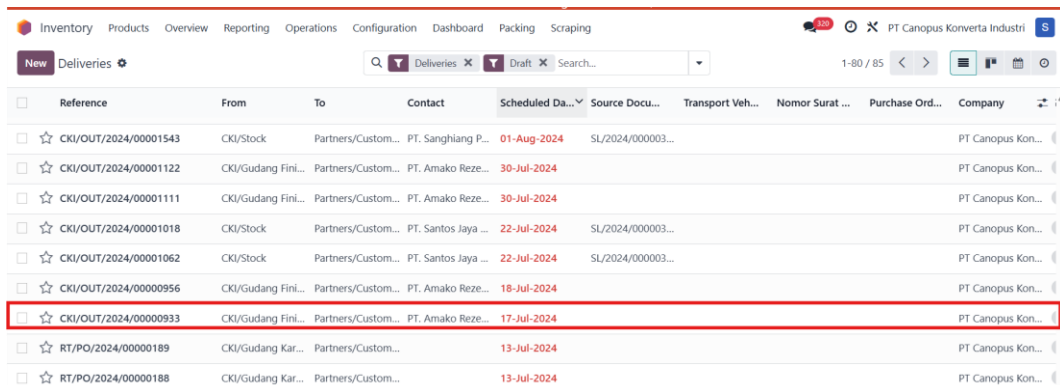


- ❖ Langkah-langkah memilih Transfer Deliveries:

1. Pilih Operations
2. Pada submenu pilih Deliveries



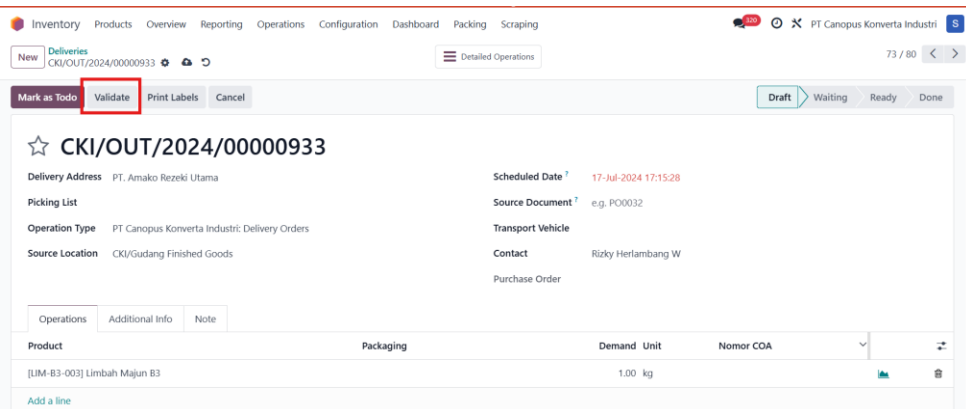
- ❖ Pilih salah satu data yang berada pada deliveries



The screenshot shows a table of deliveries. The table has columns: Reference, From, To, Contact, Scheduled Da..., Source Docu..., Transport Veh..., Nomor Surat..., Purchase Ord..., and Company. One row is highlighted with a red box.

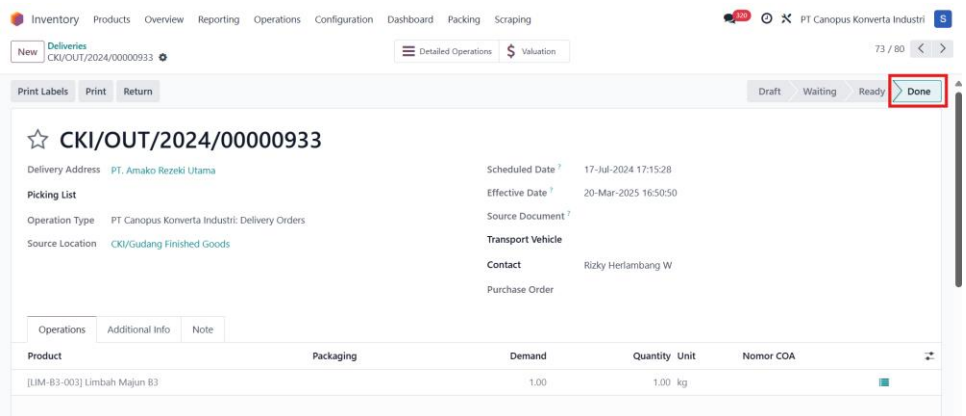
Reference	From	To	Contact	Scheduled Da...	Source Docu...	Transport Veh...	Nomor Surat ...	Purchase Ord...	Company
CKI/OUT/2024/00001543	CKI/Stock	Partners/Custom...	PT. Sanghiang P...	01-Aug-2024	SL/2024/000003...				PT Canopus Kon...
CKI/OUT/2024/00001122	CKI/Gudang Fini...	Partners/Custom...	PT. Amako Reze...	30-Jul-2024					PT Canopus Kon...
CKI/OUT/2024/00001111	CKI/Gudang Fini...	Partners/Custom...	PT. Amako Reze...	30-Jul-2024					PT Canopus Kon...
CKI/OUT/2024/00001018	CKI/Stock	Partners/Custom...	PT. Santos Jaya ...	22-Jul-2024	SL/2024/000003...				PT Canopus Kon...
CKI/OUT/2024/00001062	CKI/Stock	Partners/Custom...	PT. Santos Jaya ...	22-Jul-2024	SL/2024/000003...				PT Canopus Kon...
CKI/OUT/2024/00000956	CKI/Gudang Fini...	Partners/Custom...	PT. Amako Reze...	18-Jul-2024					PT Canopus Kon...
CKI/OUT/2024/00000933	CKI/Gudang Fini...	Partners/Custom...	PT. Amako Reze...	17-Jul-2024					PT Canopus Kon...
RT/PO/2024/00000189	CKI/Gudang Kar...	Partners/Custom...		13-Jul-2024					PT Canopus Kon...
RT/PO/2024/00000188	CKI/Gudang Kar...	Partners/Custom...		13-Jul-2024					PT Canopus Kon...

❖ Klik validate untuk melakukan validasi



The screenshot shows the 'Deliveries' section for CKI/OUT/2024/00000933. The 'Validate' button is highlighted with a red box. The interface includes a top navigation bar with 'Inventory', 'Products', 'Overview', 'Reporting', 'Operations', 'Configuration', 'Dashboard', 'Packing', and 'Scraping'. Below the navigation bar, there are tabs for 'Mark as Todo', 'Validate', 'Print Labels', and 'Cancel'. The 'Validate' tab is active. The main content area displays the delivery details for CKI/OUT/2024/00000933, including Delivery Address (PT. Amako Rezeki Utama), Scheduled Date (17-Jul-2024 17:15:28), Source Document (e.g. PO0032), Operation Type (PT Canopus Konverta Industri: Delivery Orders), Source Location (CKI/Gudang Finished Goods), Transport Vehicle, Contact (Rizky Herlambang W), and Purchase Order. Below the details, there is a table with columns: Product, Packaging, Demand, Unit, and Nomor COA. The table contains one row: [LIM-B3-003] Limbah Majun B3, 1.00 kg. There is also an 'Add a line' button.

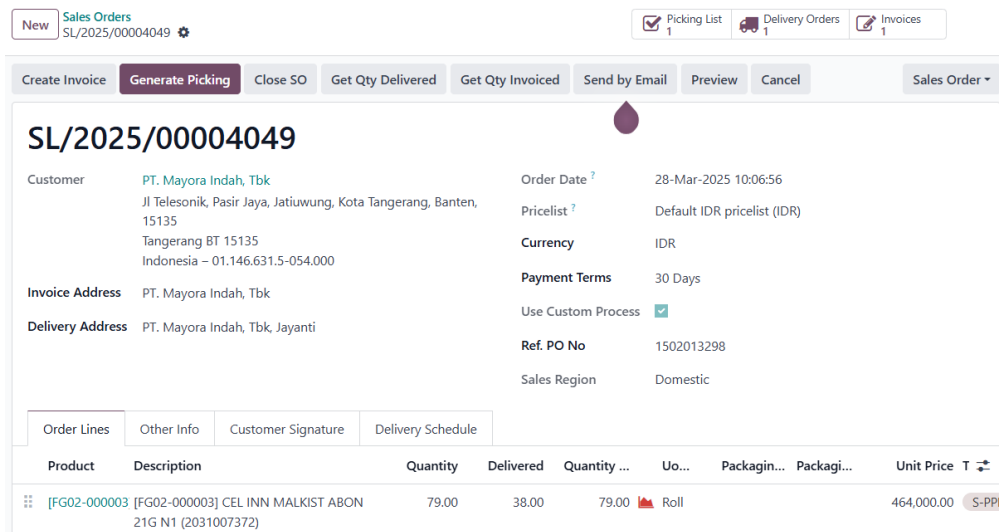
❖ Maka status berubah menjadi Done



The screenshot shows the 'Deliveries' section for CKI/OUT/2024/00000933. The 'Done' button is highlighted with a red box. The interface includes a top navigation bar with 'Inventory', 'Products', 'Overview', 'Reporting', 'Operations', 'Configuration', 'Dashboard', 'Packing', and 'Scraping'. Below the navigation bar, there are tabs for 'Print Labels', 'Print', 'Return', and 'Done'. The 'Done' tab is active. The main content area displays the delivery details for CKI/OUT/2024/00000933, including Delivery Address (PT. Amako Rezeki Utama), Scheduled Date (17-Jul-2024 17:15:28), Effective Date (20-Mar-2025 16:50:50), Source Document, Operation Type (PT Canopus Konverta Industri: Delivery Orders), Source Location (CKI/Gudang Finished Goods), Transport Vehicle, Contact (Rizky Herlambang W), and Purchase Order. Below the details, there is a table with columns: Product, Packaging, Demand, Quantity, Unit, and Nomor COA. The table contains one row: [LIM-B3-003] Limbah Majun B3, 1.00, 1.00 kg. There is also an 'Add a line' button.

3.2 Deliveries FG

❖ Cek Sale Order



The screenshot shows the 'Sales Orders' section for SL/2025/00004049. The 'Generate Picking' button is highlighted with a red box. The interface includes a top navigation bar with 'Inventory', 'Products', 'Overview', 'Reporting', 'Operations', 'Configuration', 'Dashboard', 'Packing', and 'Scraping'. Below the navigation bar, there are tabs for 'Picking List', 'Delivery Orders', and 'Invoices'. The 'Picking List' tab is active. The main content area displays the sales order details for SL/2025/00004049, including Customer (PT. Mayora Indah, Tbk), Order Date (28-Mar-2025 10:06:56), Pricelist (Default IDR pricelist (IDR)), Currency (IDR), Payment Terms (30 Days), Invoice Address (PT. Mayora Indah, Tbk), Delivery Address (PT. Mayora Indah, Tbk, Jayanti), Use Custom Process (checked), Ref. PO No (1502013298), and Sales Region (Domestic). Below the details, there is a table with columns: Product, Description, Quantity, Delivered, Quantity ..., Uo..., Packagin..., Packagi..., Unit Price, and T. The table contains one row: [FG02-000003] [FG02-000003] CEL INN MALKIST ABON 21G N1 (2031007372), 79.00, 38.00, 79.00, Roll, 464,000.00. There is also an 'Add a line' button.

❖ Generate Picking

New Sales Orders SL/2025/00004049

☒ Picking List ☒ Delivery Orders ☒ Invoices

Create Invoice **Generate Picking** Close SO Get Qty Delivered Get Qty Invoiced Send by Email Preview Cancel Sales Order ▾

SL/2025/00004049

Customer **PT. Mayora Indah, Tbk**
 Jl Telesonik, Pasir Jaya, Jatiuwung, Kota Tangerang, Banten,
 15135
 Tangerang BT 15135
 Indonesia – 01.146.631.5–054.000

Order Date ? 28-Mar-2025 10:06:56

Pricelist ? Default IDR pricelist (IDR)

Currency IDR

Payment Terms 30 Days

Use Custom Process ☒

Ref. PO No 1502013298

Sales Region Domestic

Invoice Address PT. Mayora Indah, Tbk

Delivery Address PT. Mayora Indah, Tbk, Jayanti

Order Lines	Other Info	Customer Signature	Delivery Schedule
Ceklis Pi...	Tanggal	Product	Qty Sched... UoM No Picking Status Deli... No Deliver... No COA Is Picked Company
☒	30-Apr-2025	[FG02-00000...	38.00 Roll PKL/2025/00... Done CKI/OUT/202... COA/2025/0... ☒ PT Canopus ...
☐	10-Apr-2025	[FG02-00000...	32.00 Roll ☐

❖ Delivery Order

New Sales Orders / SL/2025/00004049 Delivery Orders

Q Search...

1-2 / 2 < >

Reference	From	To	Contact	Scheduled Date	Source Document	Transport Vehicle	Nomor Surat Jalan	Purchase Order	Company	Status
☐ CKI/OUT/2025/00006120	CKI/Gudang Finished Goods	Partners/Customers	PT. Mayora Indah, Tbk, Jaya...		SL/2025/00004049	B 8639 FQ			PT Canopus Konverta Indus...	Done
☐ CKI/OUT/2025/00006121	CKI/Gudang Finished Goods	Partners/Customers	PT. Mayora Indah, Tbk, Jaya... Today		SL/2025/00004049				PT Canopus Konverta Indus...	Waiting

New ... / SL/2025/00004049 / Delivery Orders

☒ CKI/OUT/2025/00006121

Detailed Operations

Check Availability Validate Print Labels Cancel

Draft **Waiting** Ready Done

☆ CKI/OUT/2025/00006121

Delivery Address PT. Mayora Indah, Tbk, Jayanti

Picking List PKL/2025/00005155

Operation Type PT Canopus Konverta Industri: Delivery Orders

Source Location CKI/Gudang Finished Goods

Scheduled Date ? 08-Apr-2025 13:51:03

Product Availability ? Available

Source Document ? SL/2025/00004049

Transport Vehicle

Contact

Purchase Order

Operations	Additional Info	Note
Product	Packaging	Demand
[FG02-000003] CEL INN MALKIST ABON 21G N1 (2031007372)		32.00
Quantity	Unit	Nomor COA
0.00	Roll	COA/2025/00005149
Add a line		
Package	From	State
Done		
Add a line		

❖ Input Package dan Checklist dibawah kolom Done

New / SL/2025/00004049 / Delivery Orders
CKI/OUT/2025/00006121

Check Availability Validate Print Labels Cancel

Draft **Waiting** Ready Done

★ CKI/OUT/2025/00006121

Delivery Address PT. Mayora Indah, Tbk, Jayanti
Picking List PKL/2025/00005155
Operation Type PT Canopus Konverta Industri: Delivery Orders
Source Location CKI/Gudang Finished Goods

Scheduled Date ? 08-Apr-2025 13:51:03
Product Availability ? Available
Source Document ? SL/2025/00004049
Transport Vehicle
Contact
Purchase Order

Operations Additional Info Note

Product	Packaging	Demand	Quantity	Unit	Nomor COA
[FG02-000003] CEL INN MALKIST ABON 21G N1 (2031007372)		32.00	0.00	Roll	COA/2025/00005149
Add a line					

Package	From	State	Done
PACK/2025/00007567	CKI/Gudang Finished Goods		

❖ Klik Save dan Validate

New / SL/2025/00004049 / Delivery Orders
CKI/OUT/2025/00006121

Validate Print Print Labels Cancel

Draft Waiting **Ready** Done

★ CKI/OUT/2025/00006121

Delivery Address PT. Mayora Indah, Tbk, Jayanti
Picking List PKL/2025/00005155
Operation Type PT Canopus Konverta Industri: Delivery Orders
Source Location CKI/Gudang Finished Goods

Scheduled Date ? 08-Apr-2025 13:51:03
Product Availability ? Available
Source Document ? SL/2025/00004049
Transport Vehicle
Contact
Purchase Order

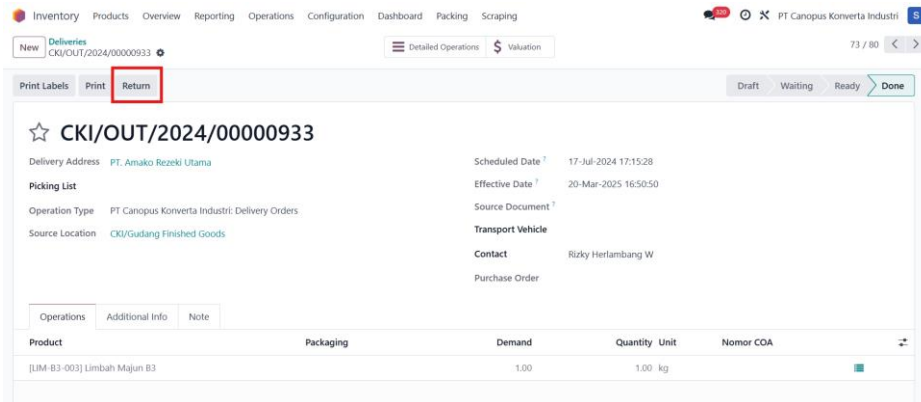
Operations Additional Info Note

Product	Packaging	Demand	Quantity	Unit	Nomor COA
[FG02-000003] CEL INN MALKIST ABON 21G N1 (2031007372)		32.00	32.00	Roll	COA/2025/00005149
Add a line					

Package	From	State	Done
PACK/2025/00007567	CKI/Gudang Finished Goods	Reserved	☒

3.3 Return Deliveries

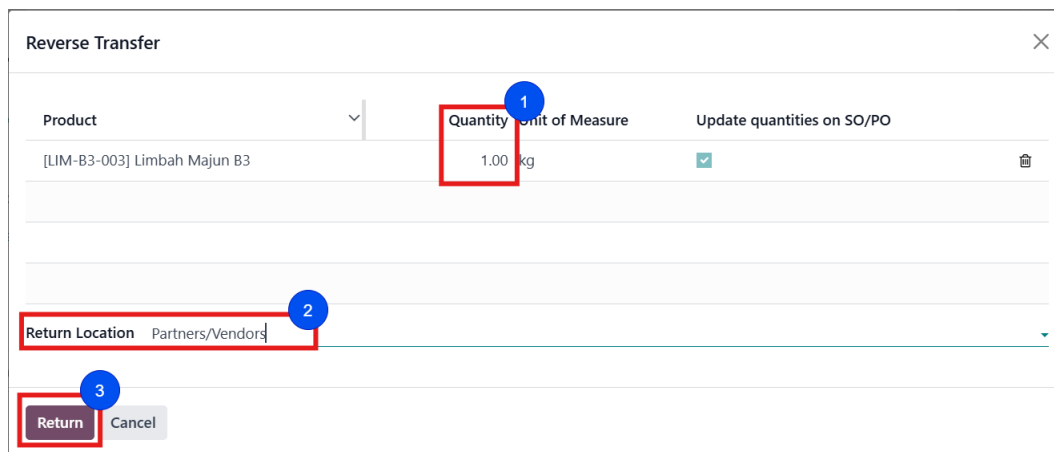
- ❖ Apabila ada produk yang ingin di return maka klik return



The screenshot shows the 'Return' button highlighted with a red box in the document header of the CKI/OUT/2024/00000933 document. The document details include Delivery Address (PT. Amako Rezeki Utama), Picking List, Operation Type (PT Canopus Konverta Industri: Delivery Orders), Source Location (CKI/Gudang Finished Goods), Scheduled Date (17-Jul-2024 17:15:28), Effective Date (20-Mar-2025 16:50:50), Source Document, Transport Vehicle, Contact (Rizky Herlambang W), and Purchase Order.

- ❖ Lalu lakukan reverse transfer dengan langkah-langkah sebagai berikut:

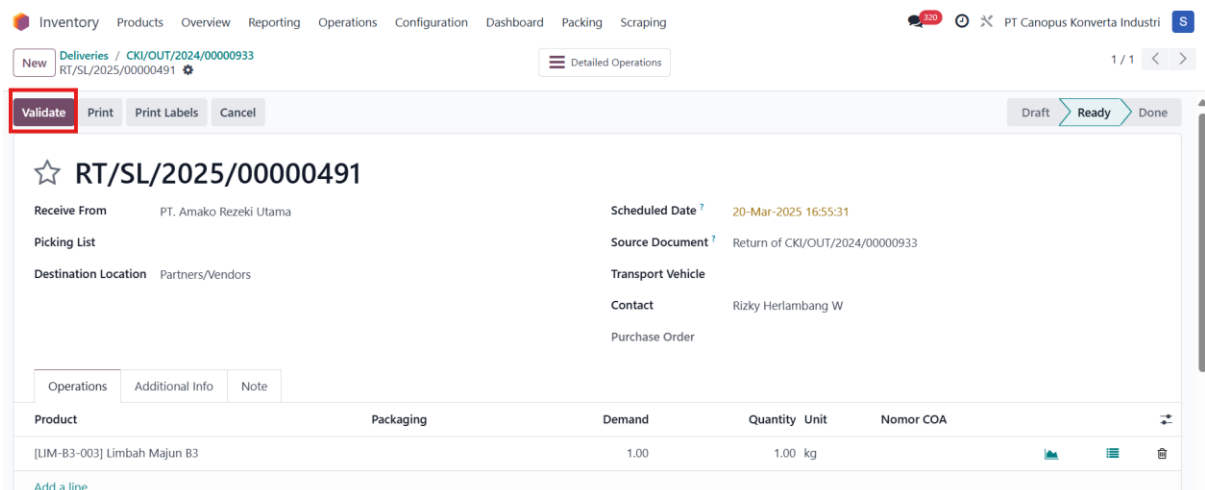
1. Sesuaikan jumlah quantity yang ingin di return
2. Lalu pilih return location
3. Klik return



The screenshot shows the 'Reverse Transfer' dialog box. Step 1 points to the 'Quantity' field (1.00) in the table. Step 2 points to the 'Return Location' dropdown menu (Partners/Vendors). Step 3 points to the 'Return' button.

Product	Quantity	Unit of Measure	Update quantities on SO/PO
[LIM-B3-003] Limbah Majun B3	1.00	kg	☒

- ❖ Setelah itu klik Validate



The screenshot shows the 'Validate' button highlighted with a red box in the document header of the RT/SL/2025/00000491 document. The document details include Receive From (PT. Amako Rezeki Utama), Picking List, Destination Location (Partners/Vendors), Scheduled Date (20-Mar-2025 16:55:31), Source Document (Return of CKI/OUT/2024/00000933), Transport Vehicle, Contact (Rizky Herlambang W), and Purchase Order.

❖ Maka status akan berubah menjadi Done

Inventory
Products
Overview
Reporting
Operations
Configuration
Dashboard
Packing
Scraping

PT Canopus Konverta Industri

New
RT/SL/2025/00000491

Detailed Operations
Valuation

1 / 1

Print Labels
Print

Draft
Ready
Done

☆
RT/SL/2025/00000491

Receive From
PT. Amako Rezeki Utama

Department

Picking List

Operation Type
PT Canopus Konverta Industri: Z_Sales Return

Destination Location
Partners/Vendors

Scheduled Date ?
20-Mar-2025 16:55:31

Effective Date ?
21-Mar-2025 08:16:16

Source Document ?
Return of CKI/OUT/2024/00000933

Transport Vehicle

Contact
Rizky Herlambang W

Nomor Surat Jalan

Purchase Order

Operations
Additional Info
Note

Product	Packaging	Demand	Quantity	Unit	Nomor COA
[LIM-B3-003] Limbah Majun B3		1.00	1.00	kg	