



Hold for Warehouse Orders





Hold for Warehouse Orders

HW Sales Order

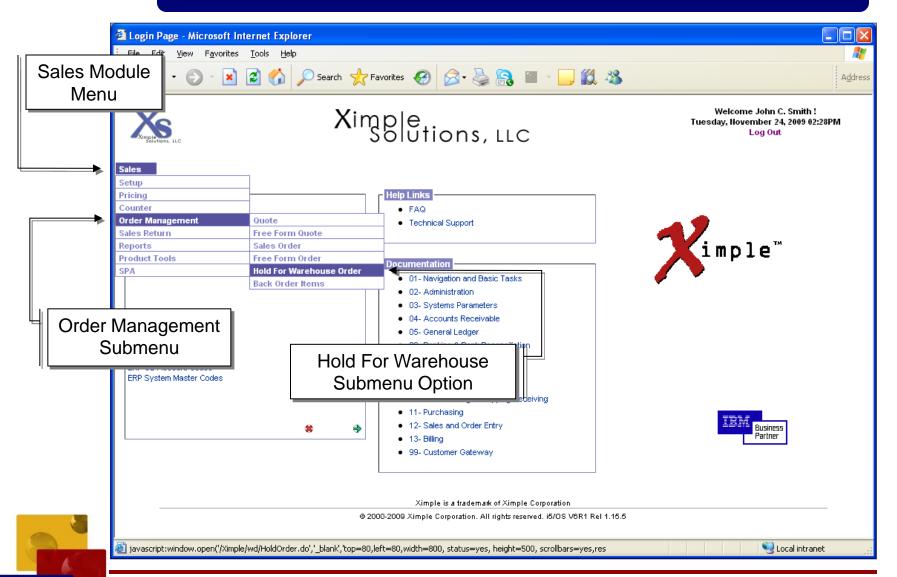
- Enter HW Order
- Book HW Order
- Release Items
- Release Order
- Book WIP Sales Order
- Picking Process
- Dispatch or Trip Delivery

The Hold for Warehouse Order option allows for a mock sales order to be generated by the system. This order can commit existing stock quantity to the order to put aside for a customer. The order/items can then be released in stages, as the release occurs, an actual sales order is generated by the system, and the full sales order process takes place.

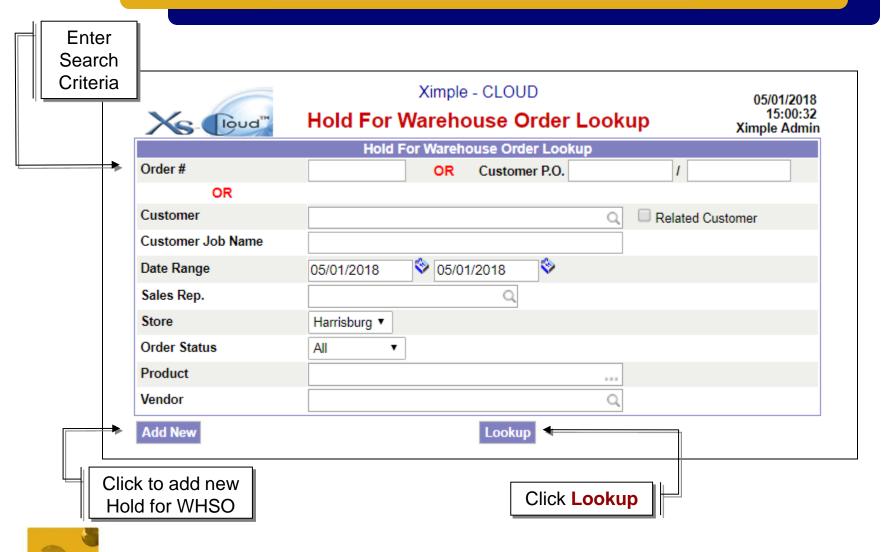
The Hold for Warehouse is to be used for those customers who have large jobs and items that need to be held in the warehouse until they are ready to be used/released to the customer. The billing process for these orders does not occur until the items have been released and the actual order for the released items is completed.















Popup Menu:

View: View hold for warehouse order.

Edit: Edit/release hold for warehouse order items.

Book: Book hold for warehouse order.

Release: Create sales order w/ released items.

Copy: Copy hold for warehouse order.

Print: Print hold for warehouse order info (generates pdf file)

Delete: Delete a hold for warehouse order that's yet to be booked

Cancel: Cancel hold for warehouse order that's been booked



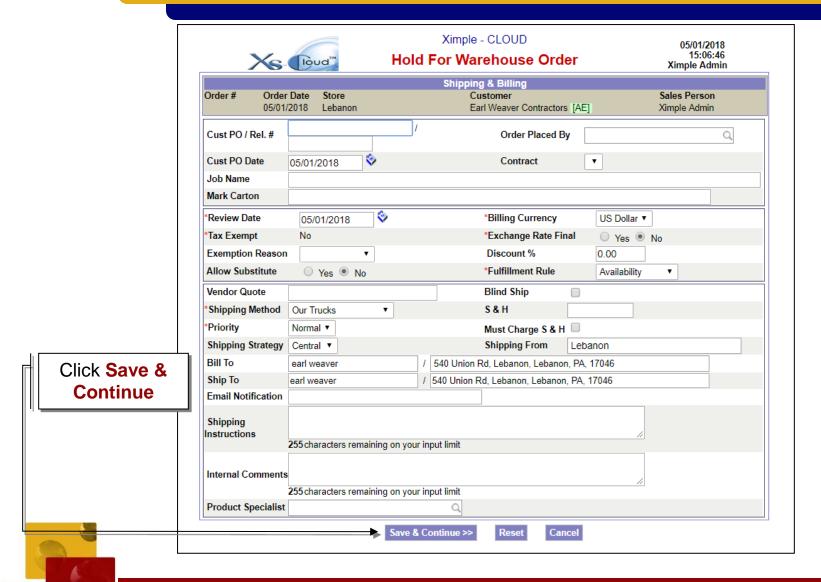
Add New



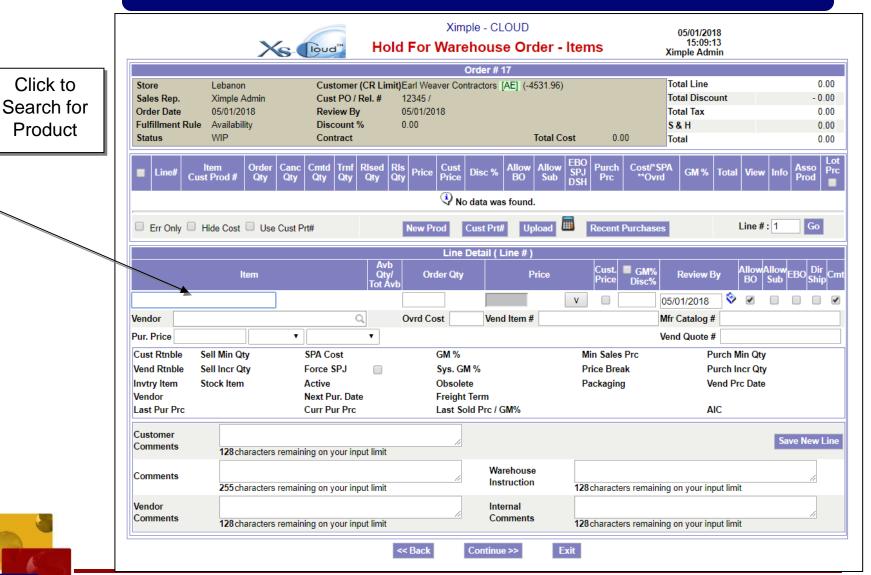




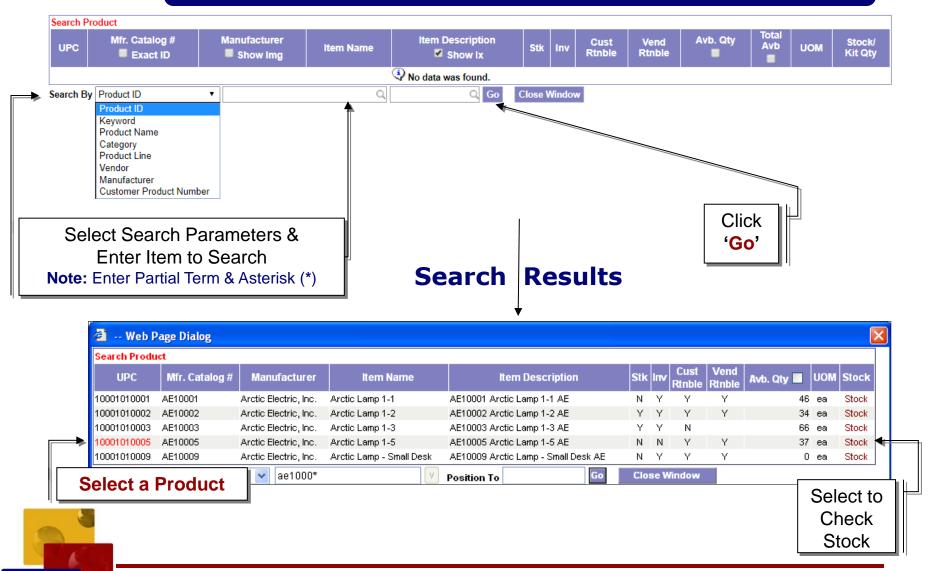




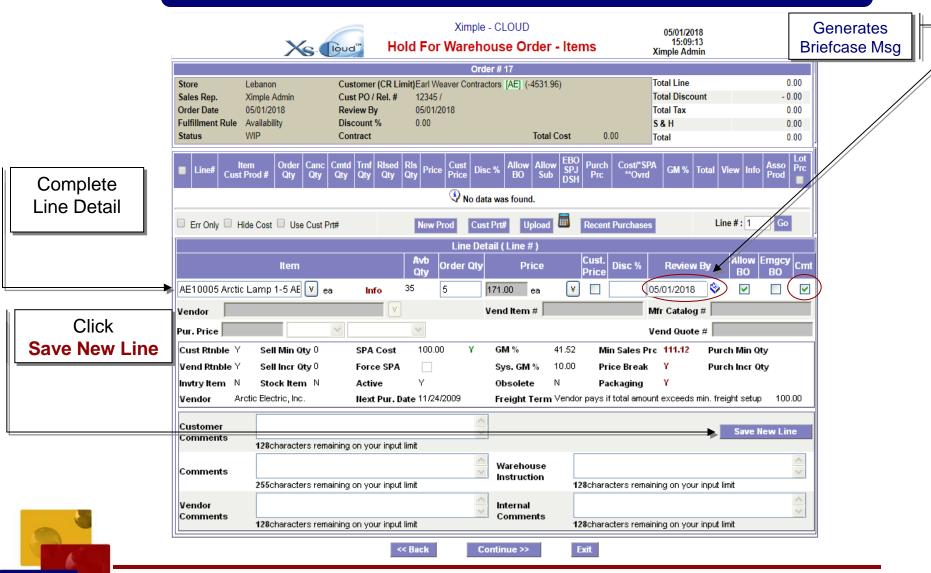




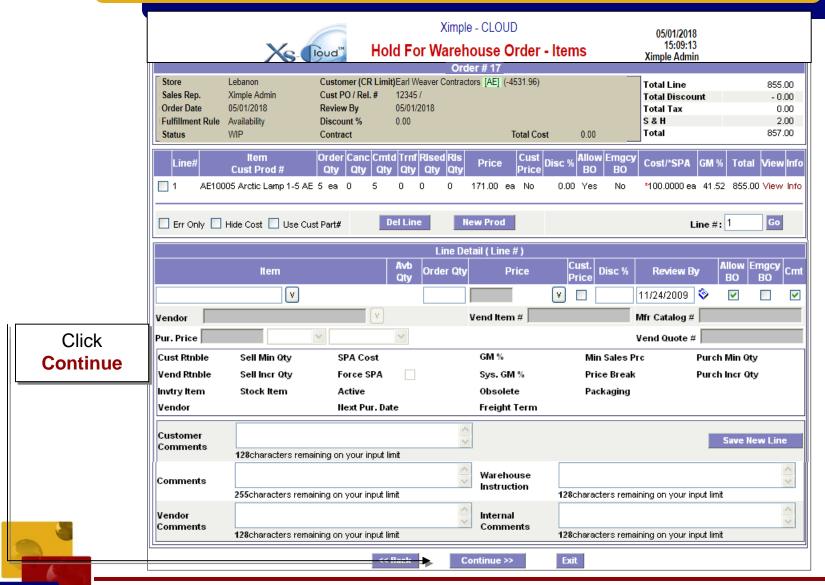




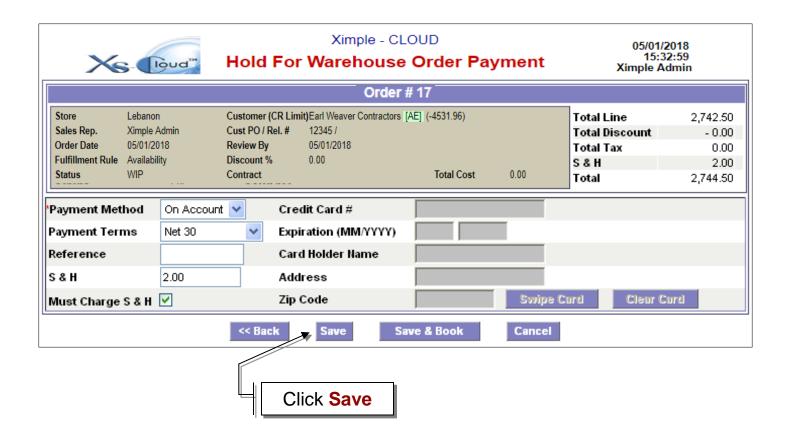
















Book Hold for Warehouse SO



Note: Booking Hold for WHSO does not generate any EBO.



2 Steps to Release Hold for WHSO

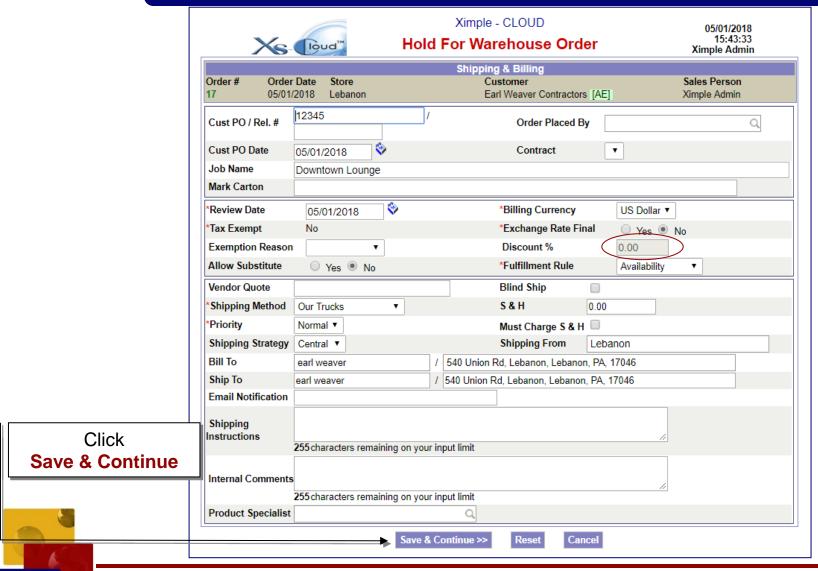
You MUST follow these steps:

- **1. Release Qty:** Edit order and enter in qty to be released for each line in the order.
- 2. Release Order: Creates an actual sales order with the qty you selected to release (step 1).
- Note: Hold for WHSO will remain open until ALL qty in the order has been released.

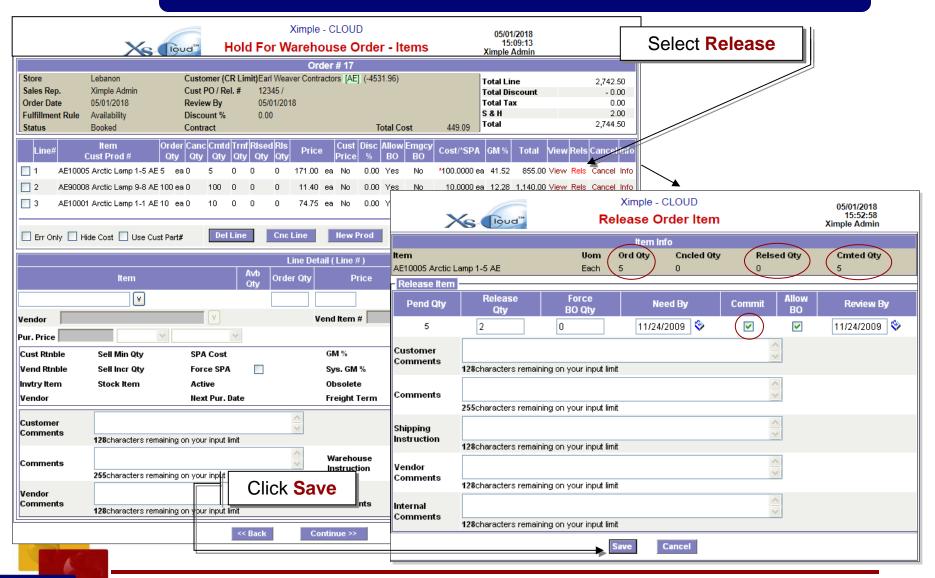




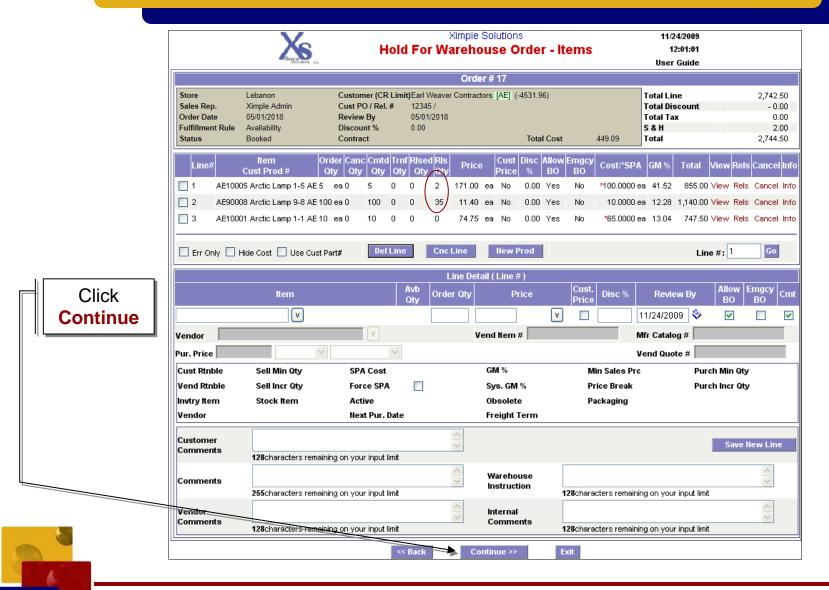














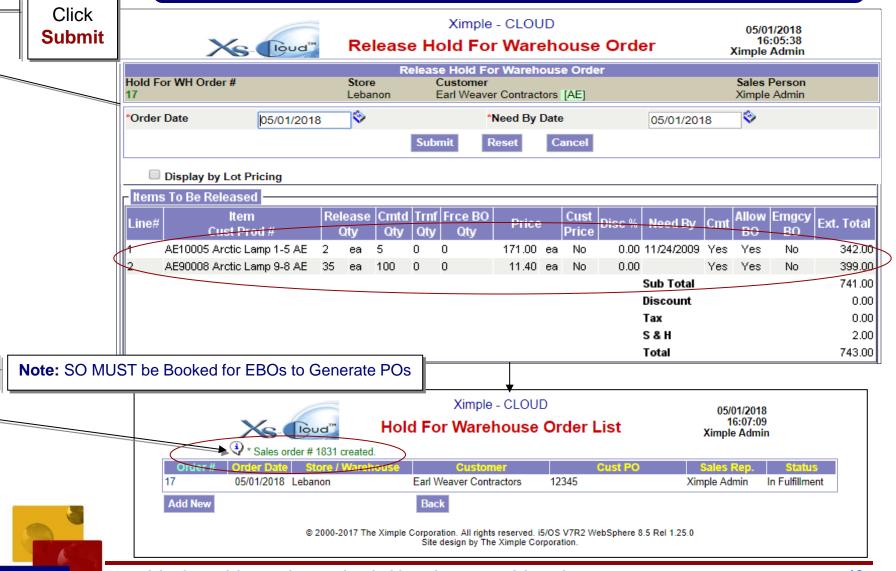






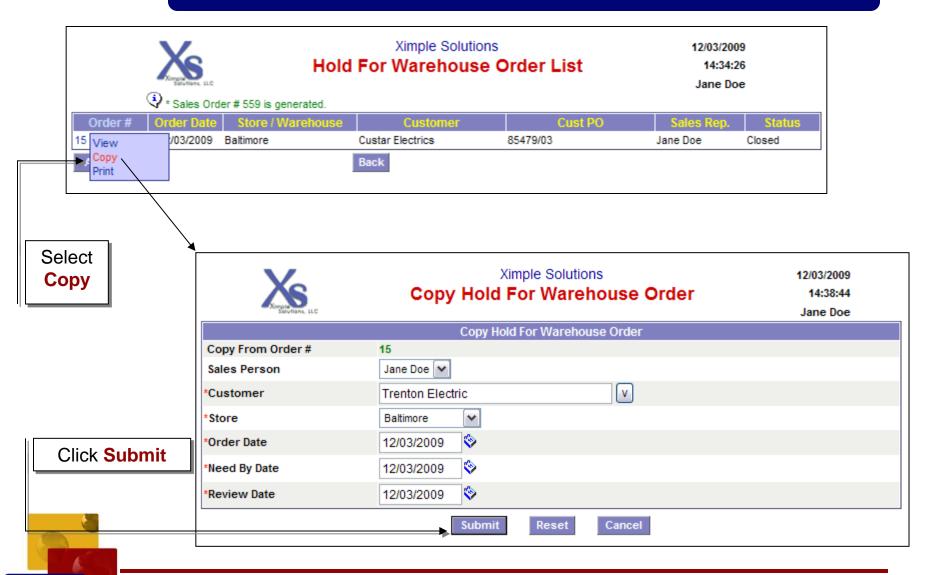
Release







Copy Hold for Warehouse SO





Hold for WHSO - Certification

- 1. Search for HW Orders
- 2. Enter HW Order
 - Commit Qty
 - Don't Commit Qty
 - EBO
- 3. Release HW Order
- 4. Copy HW Order
- 5. Cancel HW Order
- 6. Assistance to Others





END Hold for Warehouse Order Entry Overview

