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Objective

To provide a step-by-step how-to guide for **Logistics Users** who are creating and processing Outbound Deliveries with reference to Stock transfer Orders (STO), to plan the transfer of the inventory items from the supplying plant/storage location to the receiving plant/storage location. This document is also intended for **Receiving Users** responsible for performing the goods receipt against the Outbound Delivery in the receiving mission.

Trigger

The Stock Transport Order process is triggered by the requirement of goods not available in the mission inventory. The Outbound Delivery is created by the **Logistics User** in a Mission with reference to an approved **Stock Transport Order**. The delivery items are received by the Receiving User with reference to the Outbound Delivery in the receiving mission.

Overview

In Umoja, the transferring of supplies, materials, and equipment is accomplished through the **Stock Transport Order (STO) process**. The STO is a special procurement type that is used to transfer goods from one mission to another mission. The STO is used to capture costs, collect funding from the requesting mission, track the shipment, and generate the required accounting entries. The **Outbound Delivery** is created by the **Logistics User** with reference to an approved STO in the sending Mission. The **Warehouse Senior / User** in the issuing mission performs the picking and packing for the Outbound Delivery. The **Receiving User** in the requesting Mission posts the goods receipt with reference to the Outbound Delivery.

Outbound Delivery Structure

The Outbound Delivery is a document with 3 main components:

Header Section – with values that apply to all items; the Delivery header is subdivided in multiple Tabs.

Items Overview Section – with an overview of the detailed information at the item level; it is subdivided in multiple Tabs.

Items Details Section – with details specific for each item; it is subdivided in multiple Tabs.

Here below are described the main tabs of the Item Overview Section.

Item Overview Tab

Outbound delivery – Item Overview tab	
Material Code	Copied from PO at creation
Quantity	Copied from PO at creation, but it can be changed. If the quantity is manually reduced, the remaining quantity can be then processed with a further delivery. The quantity should not be increased even though the system allows to.
Item category	System value, determines the follow on steps and accounting entries

Valuation Type	Relevant only if material is split valued. See Annex 1 table with the cases that have to be considered.
Open quantity	Not used
Staging Date	System automatically populates it. Not currently used. Material Staging/Availability Date The date by which sufficient quantities of the item must be available for picking to begin.
Other relevant fields: Plant / Storage Location	These are the issuing plant / storage location, automatically copied from the PO.

Picking Tab

Replenishment Div. 80001242 Change: Overview

Post Goods Issue

Outbound deliv. 80001242 Document Date 24.03.2017
 Ship-to party IQ20 UN Assistance Mission for Iraq // Baghdad

Item Overview **Picking** Loading Transport Status Overview Goods Movement Data

Pick Date/Time 24.03.2017 00:00 OvrllPickStatus A Not yet picked
 Warehouse No. J01 UNAMI - BAGHDAD W1 OverallWMStatus A WM Trnsf order reqd

Item	Material	Plant	Storage Location	Deliv. Qty	Un	Picked Qty	Un	Batch	B.	P	V	Stag. Date	Matl ...	Val. Type	Description
10	1500005105	IQ20	2101 2		EA	0	EA					24.03.2017	00:00	NEW_SUPP	Computer:Laptop

Outbound delivery – Picking Tab	
Warehouse No	The system derives the warehouse, based on the receiving storage location indicated in the STO
Material Code	Copied from PO at creation
Other relevant fields: Plant / Storage Location	These are the issuing plant / storage location, automatically copied from the PO.
Quantity	SAME as Item Overview: Note, the full delivery quantity is to be picked.
Valuation Type	Relevant only if material is split valued. See Annex 1 table with the cases that have to be considered.
Staging Date	System automatically populates it. Not currently used. Material Staging/Availability Date The date by which sufficient quantities of the item must be available for picking to begin.

Transport Tab

Replenishment Dlv. 80001242 Change: Overview

Post Goods Issue

Outbound deliv. 80001242 Document Date 24.03.2017
 Ship-to party IQ20 UN Assistance Mission for Iraq // Baghdad

Item Overview Picking Loading **Transport** Status Overview Goods Movement Data

TransptnPlang 24.03.2017 00:00 Route Z00001 UN General Route
 Trns.plan.stat. A Open transp.planning Route Schedule

Item	Material	Gross Weight	Un	Volume	V...	Deliv. Qty	Un	Description
10	1500005105	2	KG			2	EA	Computer:Laptop

Outbound delivery – Transport

Route	Relevant for deliveries that are going to be included in a shipment. The only value is Z00001. This is specified by the user.
-------	---

Goods Movement Tab

Replenishment Dlv. 80001242 Change: Overview

Post Goods Issue

Outbound deliv. 80001242 Document Date 24.03.2017
 Ship-to party IQ20 UN Assistance Mission for Iraq // Baghdad

Item Overview Picking Loading Transport Status Overview **Goods Movement Data**

Pl. gds mvmt 24.03.2017 00:00... TotalGdsMvtStat A Not yet started
 Act. gds mvmt

Item	ItCa	Plnt	SLoc	Material	Deliv. Qty	Un	M...	N Batch	B..	Val. Type
10	NLN	IQ20	2101	1500005105	2	EA	641			NEW_SUPP

Outbound delivery – Goods Movement

Movement Type	Note the movement type that will be used at point of goods issue; automatically determined by the system based on the item type.
---------------	--

Status Overview Tab

Outbound delivery – Status Overview Overall and at item level	
OPS	Overall Picking Status
WM	Warehouse Transfer Order status
GM	Goods Movement Status
TS	Transportation Status

Dates in Outbound Delivery

Planned GI date: initially derived from PO delivery date; the user can update it to indicate the expected goods issue date, if different.

Actual GI date: the date of the actual goods issue: the system will populate it at GI posting or, the user can enter the required/actual Goods Issue date (when posting the goods issue, the system would use this as posting date).

Pick Date/Time: initially derived from PO delivery date; the user can update to indicate the expected picking date, if different from default.

Item Overview		Picking	Loading	Transport	Statu
TransptnPlanng	24.03.2017	00:00			
Trns.plan.stat.	A	Open transp.planning			
All Items					
Itm	Material	Gross Weight			
10	1500005105	2			

Transportation Planning Date: The date by which you must arrange transportation so that the delivery can reach the customer on time.

Delivery Date (Delivery Header): this is the date by which the delivery should be received by the customer. This should be updated in order to inform about the expected receipt. The other dates may need to be updated accordingly, considering the lead times.

Outbound Delivery Processing for STOs

Outbound Deliveries are created for the below scenarios.

- Issuing Goods to an STO – detailed in this Job Aid
- Issuing goods against a Sales Order – refer to the below Job Aids
 - Processing Outbound Deliveries from Sales Orders - Inventory
 - Processing Outbound Deliveries from Sales Orders – Warehouse

Below is the high-level steps involved in processing an Outbound Delivery for an STO



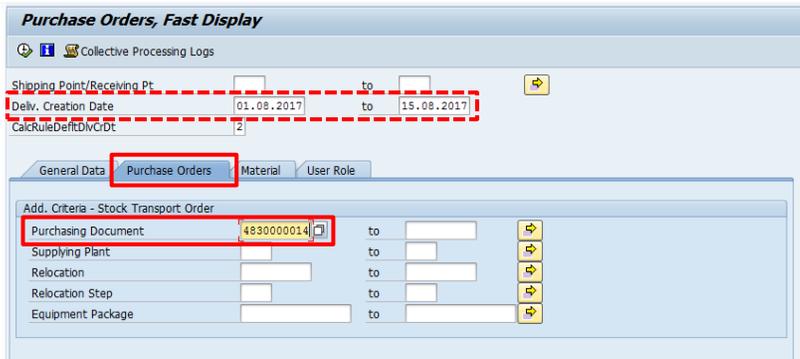
Create Outbound Delivery

Business Process Context

Once the STO is released, the Logistics User of the source Mission / SDS Warehouse creates the outbound delivery which facilitates the Issue of Inventory.

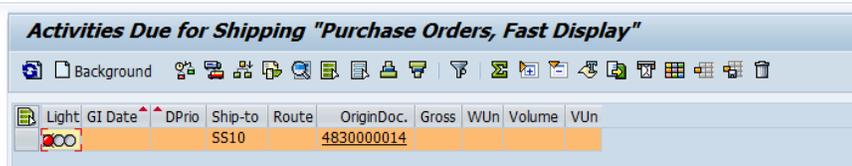
Step-by-Step Instructions

1. Enter T-Code **VL10B** in the Command field and click the Enter icon. This transaction will copy through the Valuation Classes of the materials form the STO.
2. In the 'Purchase Order Items' screen, select the tab 'Purchase Orders'
3. Enter the STO number in the 'Purchase Document' field and click execute .

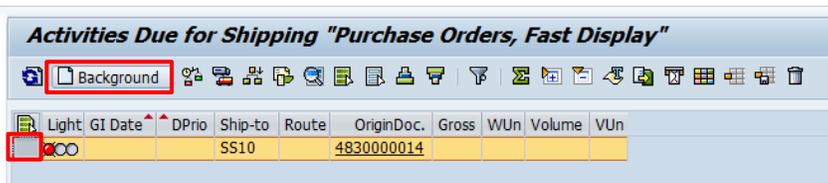


Note : Since that the Delivery Date (Deliv. Date) of the STO needs to be within the date range specified on 'Deliv. Creation Date' of the above screen, change this date range accordingly.

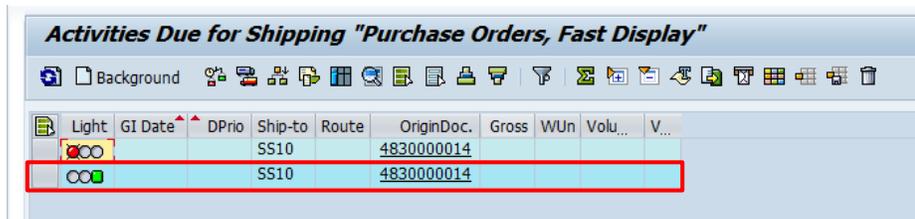
- On the 'Activities Due for Shipping "Purchase Orders, Fast Display' screen, the STO will be displayed. This is at the header level.



- Select the line and click the Background button [Background].

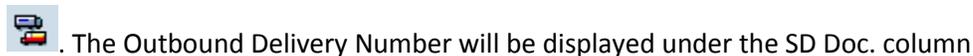


- An additional line will be added to the bottom of the line for the Delivery created. If the Outbound Deliveries were created successfully, a green indicator will be displayed at the beginning of the line.



Note : One Outbound Delivery will have only one STO.

- To display the Outbound Delivery Numbers created, click on the 'Show/Hide Delivery' button



Activities Due for Shipping "Purchase Orders, Fast Display"

Light	Goods Issue	DPrio	Ship-to	Route	OriginDoc.	Gross	WUn	Volume	VUn	SD Doc.
12.08.2017			SS10		4830000014	0	KG			80001070
			SS10		4830000014					

It is possible to click on the Outbound Delivery Document number and navigate into the Delivery Document.

Note that the correct outbound delivery type / item type / movement type is derived automatically, based on the STO document type.

STO Type	Delivery Type	Item Category	Movement Type
ZSDS	ZZNL – Delv Budget Rel STO	ZLN	Z51
ZBUD	ZZNL – Delv Budget Rel STO	ZLN	Z51
ZNBD	NL – Replenishment Delivery	NLN	641
ZINT	NL – Replenishment Delivery	NLN	641

Replenishment Div. 80001070 Change: Header Details

Post Goods Issue

Ship-to party: SS10 UN Mission Rep. of South Sudan // Juba

Processing | Picking | Loading | Shipment | Foreign Trade/Customs | Financial Processing | Administration | Partner

Organization

Ext. Delivery: Free Usage

Shipping Point: IT01 Italy Shipping Point

Sales Org.: 1000 United Nations

Sales Office:

Document Editing

Created by: SDIAS Created on: 14.08.2017 20:04:48

Changed by:

Control

Delivery Prior.

Delivery block:

Delivery Type: NL Replenishment Div.

Document cat.: J Delivery

Complete div.

Order Combinat.

CD Process:

Replenishment Div. 80001070 Change: Overview

Post Goods Issue

Outbound deliv.: 80001070 Document Date: 14.08.2017

Ship-to party: SS10 UN Mission Rep. of South Sudan // Juba

Item Overview | Picking | Loading | Transport | Goods Movement Data

Planned GI: 12.08.2017 00:0... Total Weight: 8 KG

Actual GI date: No. of packages:

Item	Material	Deliv. Qty	Un	Description	B.	ItCa	P/V	Batch	Val. Type	Open Qty	Un	Stag. Date
10	1500004261	2	EA	Blanket		NLN	A A			0	EA	14.08.2017
20	1500005105	2	EA	Computer:Laptop		NLN	A A		NEW_SUPP	0	EA	14.08.2017
30	1500005105	2	EA	Computer:Laptop		NLN	A A		OLD_SUPP	0	EA	14.08.2017
40	2100000967	2	EA	Earth Station:Satellite		NLN	A A			0	EA	14.08.2017

Also note that the Valuation Types have been copied through to the Delivery from the STO.

Change Outbound Delivery

- In the change mode of the Outbound Delivery (or using the T-Code **VL02N** – Change Outbound Delivery), click the ‘Header Details’ button and go to the ‘Shipment’ tab.
 - Route** : Enter Z00001 – ‘UN General Route’ (required to include the delivery in transport document)
 - BillOfLad.** : Enter the Bill of Lading of the delivery

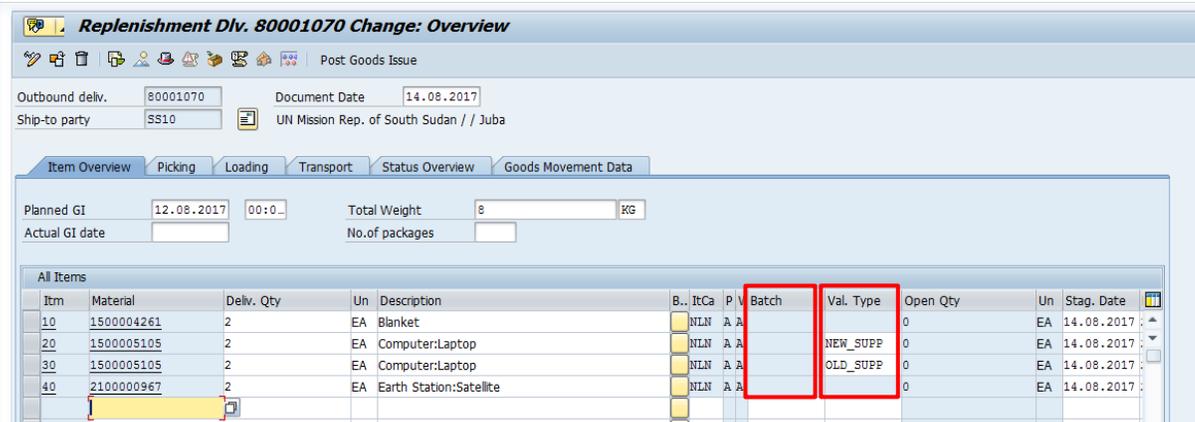
The screenshot shows the SAP 'Replenishment Div. 80001070 Change: Header Details' window with the 'Shipment' tab selected. The 'Route' field is highlighted with a red box and contains 'Z00001 UN General Route'. The 'BillOfLad.' field is also highlighted with a red box and is currently empty. Other fields include 'ShippingPt' (IT01 Italy Shipping Point), 'TrnsPlnSta' (A Open transp.planning), 'ShpmtBIRsn', 'GR/GI Slip', 'MnsTransTy', 'TrnsIDCode', 'Mns of tr.', 'Shpg Cond.' (01 standard), and 'Ship.type'. The 'Dates' section shows 'TransptnPlanng', 'Loading', and 'Planned GI' all set to 12.08.2017. The 'Goods to be loaded' section includes 'ContainsDG', 'DGMgmtProf', and 'Trans. Grp' (0001 On pallets). The 'Ship-to party' section shows 'UN Mission Rep. of South Sudan // Juba' and 'Delivery Date' (12.08.2017 Saturday).

In the **Shipment Tab**, the Logistics User can specify the estimated delivery date at receiving plant. This will be used by the R&I department in the receiving plant for monitoring incoming goods from stock transfers:

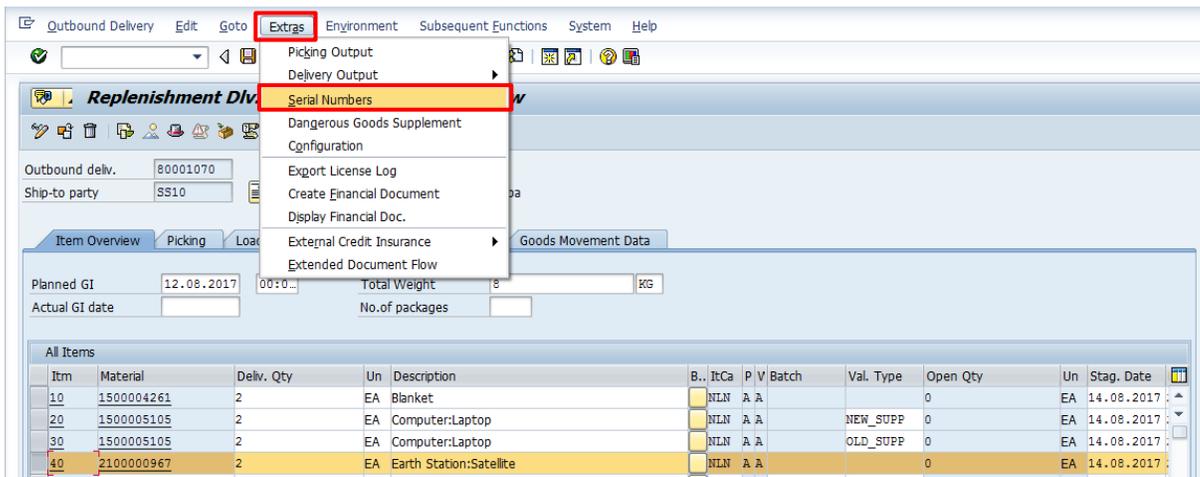
This screenshot is similar to the previous one but shows the 'Delivery Date' field highlighted with a red box. The date is now 17.07.2017 (Monday). The 'Route' field is no longer highlighted. The 'Dates' section shows 'TransptnPlanng', 'Loading', and 'Planned GI' all set to 17.07.2017. The 'Goods to be loaded' section remains the same. The 'Ship-to party' section shows 'UN Mission Rep. of South Sudan // Juba' and 'Delivery Date' (17.07.2017 Monday).

Once these are entered, click the back button to get to the ‘Overview’ screen

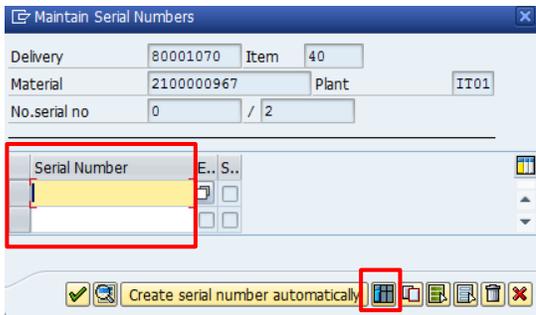
9. In the Delivery Change: Overview screen, enter:
 - **Batch** for Batch Managed Materials where relevant.
 - **Valuation Type** (for Split Valued Materials) will be copied through from the STO.



10. For Serialised Materials, the serial numbers could be entered at this point. However, entering the serial numbers once the items are picked would be more convenient. To update the serial numbers at this point, select the line item, and on the menu, select 'Extras' → 'Serial Numbers'.

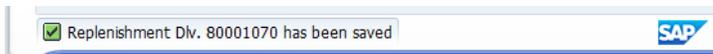


The 'Maintain Serial Numbers' pop-up screen would appear. If the serial numbers are known, enter the serial numbers directly or click the 'Select serial numbers' button (). This will provide a selection screen similar to IH08 (Display Equipment List) to search for the serial numbers (Equipment).



NOTE : **Do not click** the 'Create Serial Numbers automatically' button to populate the serial numbers.

Once the required details are entered, click  to save the Outbound Delivery. A confirmation message like the below will be displayed.

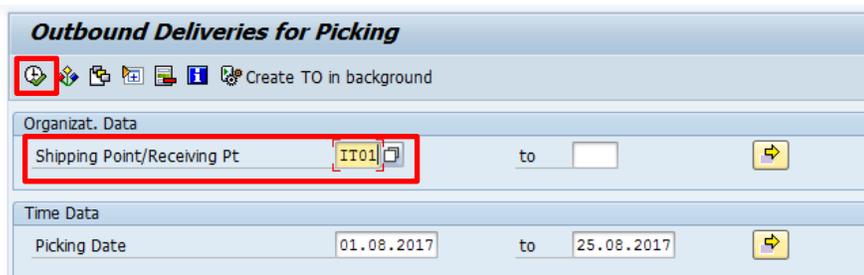


List Outbound Deliveries for Picking

Execute the transaction **VL06O** (note: the third character is a 'zero' and the last is the letter 'O'); the system will display a selection screen where the following buttons will be displayed:



Click on 'For Picking' button. The system will display a selection screen where the following selection criteria have to be specified:



- Enter the Shipping Point (same as the plant)
- Picking date: the date by which picking must begin for the delivery item to reach the customer on time. You can leave these fields blank in order to list all deliveries for picking.
- In the section Picking Data the system defaults “Both Picking Types”; do not change the default settings

Click execute

The Outbound Deliveries due for picking will be listed.

ShPt	Pick Date	Delivery	GI Date	DPrio	Route	Total Weight	WUn	Volume	VUn	ProcTime	Nr Items	OPS	WM	Nr Items
IT01	11.08.2017	80001069	10.08.2017			8 KG		8 KG		0.00	4	A	A	4
IT01	14.08.2017	80001070	12.08.2017		Z00001	8 KG		8 KG		0.00	4	A	A	4

Note that for the selected delivery the WM fields is populated with “A”; this identifies this delivery as relevant for Warehouse.

Select the line and click on the button.

The Outbound Delivery document generated earlier will be displayed in change mode.

Click on the 'Picking' tab. Review or enter the **Storage Location** from where the stock is to be picked. If the Storage Location has "Warehouse Management" (WM) enabled, then the '**Picked Qty**' will be **greyed out (disabled for data entry)**. The Picked Qty would be updated by the Confirmation of the 'Transfer Order' that would be created subsequently. Also note that the 'Overall WM Status' would change from <Blank> to 'A' - WM Trnsf order reqd. if a Storage Location is relevant for WM.

Replenishment Div. 80001070 Change: Overview

Outbound deliv. 80001070 Document Date 14.08.2017

Ship-to party SS10 UN Mission Rep. of South Sudan / / Juba

Pick Date/Time 14.08.2017 20:0... OvrPickStatus A Not yet picked

Warehouse No. Q01 UNGSC - BRINDISI W1 OverallWMStatus A WM Trnsf order reqd

Item	Material	Plant	SLoc	Deliv. Qty	Un Picked Qty	Un Batch	B.. P V	Stag. Date	Matl.	Val. Type	Description
10	1500004261	IT01	2301	2	EA 0	EA	A A	14.08.2017	20:0		Blanket
20	1500005105	IT01	2301	2	EA 0	EA	A A	14.08.2017	20:0	NEW_SUPP	Computer:Laptop
30	1500005105	IT01	2301	2	EA 0	EA	A A	14.08.2017	20:0	OLD_SUPP	Computer:Laptop
40	2100000967	IT01	2301	2	EA 0	EA	A A	14.08.2017	20:0		Earth Station:Satellite

Note 1: The Storage Locations will be the location where the inventory will be picked from and deducted. This would be where the inventory is currently available; this information is derived from the STO.

Note 2: If available, the Batches & Serial Numbers would need to be updated on the delivery and the Valuation Type will be derived from the STO. The fields for 'Valuation Type' & 'Batch' are shown above with dotted lines. To update the Serial numbers, click on Extras (on the menu) and Serial numbers.

In order to identify the Warehouse Location for picking there are several reports. Please see below the WM Stock report (to execute it, type transaction code /nLX02, specify the relevant material and warehouse data); you find details on LX02 and other WM stock reports in the user guide SC340 –Umoja Warehouse Management, Reports Section6; the User Guide is available at the following link: https://www.unumoja.net/download/attachments/58589621/SC340_Umoja_Warehouse_Management_ILT_v3.4.pdf?version=2&modificationDate=1430500841756&api=v2

WM Stock with Material Description

Warehouse Number: Q01

Material	Plant	SLoc	S	Batch	S	Special Stock Number	Material Description	Typ	StorageBin	Available stock	BU	GR Date
1500004261	IT01	2301					Blanket	RET	0000010211	496	EA	03.07.2017
1500005105	IT01	2301		OLD_SUPP			Computer:Laptop	RET	0000010211	996	EA	03.07.2017
1500005105	IT01	2301		NEW_SUPP			Computer:Laptop	RET	0000010211	95	EA	03.07.2017
1500005105	IT01	2301		NEW_SUPP			Computer:Laptop	911	0000010108	1	EA	03.07.2017
2100000967	IT01	2301					Earth Station:Satellite	RET	0000010211	16	EA	03.07.2017

Click on save. A message as below would be displayed if the delivery was saved successfully.

Replenishment Div. 80001070 has been saved

Create Transfer Order with reference to the Outbound Delivery

The **Warehouse Senior** User processes the picking with reference to the Outbound Delivery. Execute the transaction LT03; the system will display a selection screen where the following selection criteria have to be populated:

Create Transfer Order for Delivery Note: Initial Screen

Warehouse Number: Q01
 Plant: IT01
 Delivery: 80001070
 Group:
 Control
 Activate Item
 Foreground/Backgrnd: System-Guided
 Adopt Pick Quantity:
 Adopt putaway qty:
 Putaway TO proc.:

- Warehouse Number: this is the code of the warehouse from where the goods have to be picked; example: Q01, ON1, US1, EC1.
- Plant: this is the plant from where the goods will be issued, example: IT01.
- Delivery: enter the delivery note number created and updated in the previous steps.

Press Enter. The system will display a new screen:

Click on Generate Stock Removal Foreground push button.

Create TO for Delivery 8000037 000010: Prepare for Stock Removal

Generate + Next Mat.

Material: 1500000114 Basket:Waste
 Plant/Stor.loc.: KE00 S101 Movement Type: 601 GI to delivery note
 Stock Category: Destination Bin: 916 0080000037
 Special Stock:

Storage type search
 Storage Type: ***

Quantities
 Stock rem. qty: EA
 Open Quantity:
 Total TO items:

Items

Itm	Source	targ.qty	Typ	Sec	Source Bin	Batch	Source storage unit	T

The system will display a screen with the proposed “From” warehouse storage type / section / bin (based on “First In – First Out” (FIFO) strategy). You can leave the system proposed values or change them as/if appropriate:

Create Transfer Order for Delivery: Generate TO Item

Requested qty: 2 EA Basket:Waste
 Stor. Unit Type: Material: 1500000114
 Certificate No.: Plant/Stor.loc.: KE00 5101
 Confirm:
 Printer: Stock Category:
 Special Stock:
 TO item: 1

Movement data

Typ	Sec	Stor. Bin	Target quantity	AUn
From				
001	001	XBOS00001	2	EA
Quant		4132		
Destinat.				
916	001	008000037	2	EA
Quant				

Note: the destination warehouse storage type / section and bin are system staging areas for goods issue; you cannot change them.

Press Enter and Save; please ignore the system warning message “Check your Entries”.

Upon saving, the system will issue a message to inform on the Transfer Order created, example: “Transfer order 0000001431 created”.

List and Print Transfer Order

The **Warehouse User** can list and print the Transfer Orders using t-code **LT23**.

For further details on how to display, list, print a Transfer Order, please refer to the Umoja User Guide SC340 –Umoja Warehouse Management, section “Transfer Order Processing”, available at the following link:

https://www.unumoja.net/download/attachments/58589621/Umoja_Warehouse_Management_UserGuide_v08.5.pdf?version=1&modificationDate=1432171696675&api=v2

Confirm Transfer Order

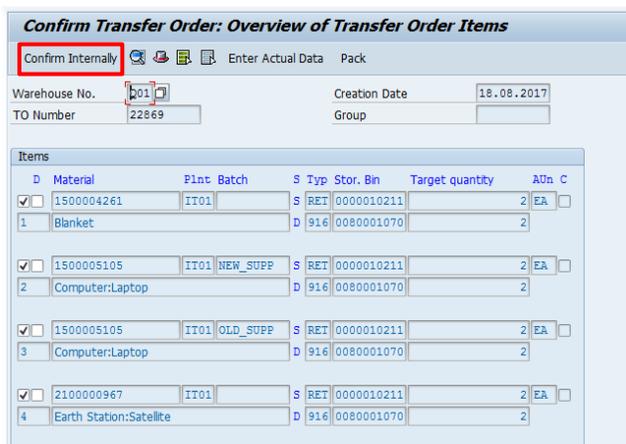
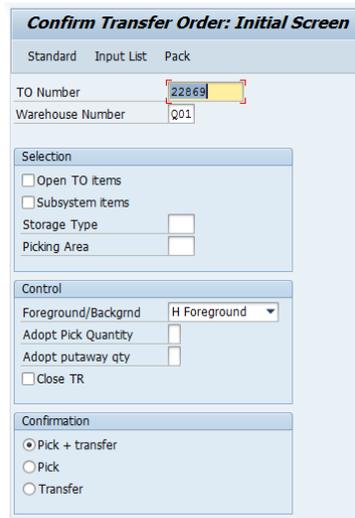
The **Warehouse User** executes the transaction LT12 (Confirm Transfer Order - Single Document); the system will display a selection screen where the following selection criteria have to be populated:

- Transfer Order number: this is the Transfer Order number created in previous steps
- Warehouse Number: this is the Warehouse from which the goods have to be picked (examples: EC1, ON1, US1)

Press Enter

Note: if you receive a message "Transfer order XXXXXXXXX already confirmed...", the Transfer Order may have been automatically confirmed.

In the following screen the system will display the Transfer Order items to be confirmed. Click on "Confirm Internally" push button in the top left corner of the screen.



Click on Save Button (posting) to confirm Transfer Order.

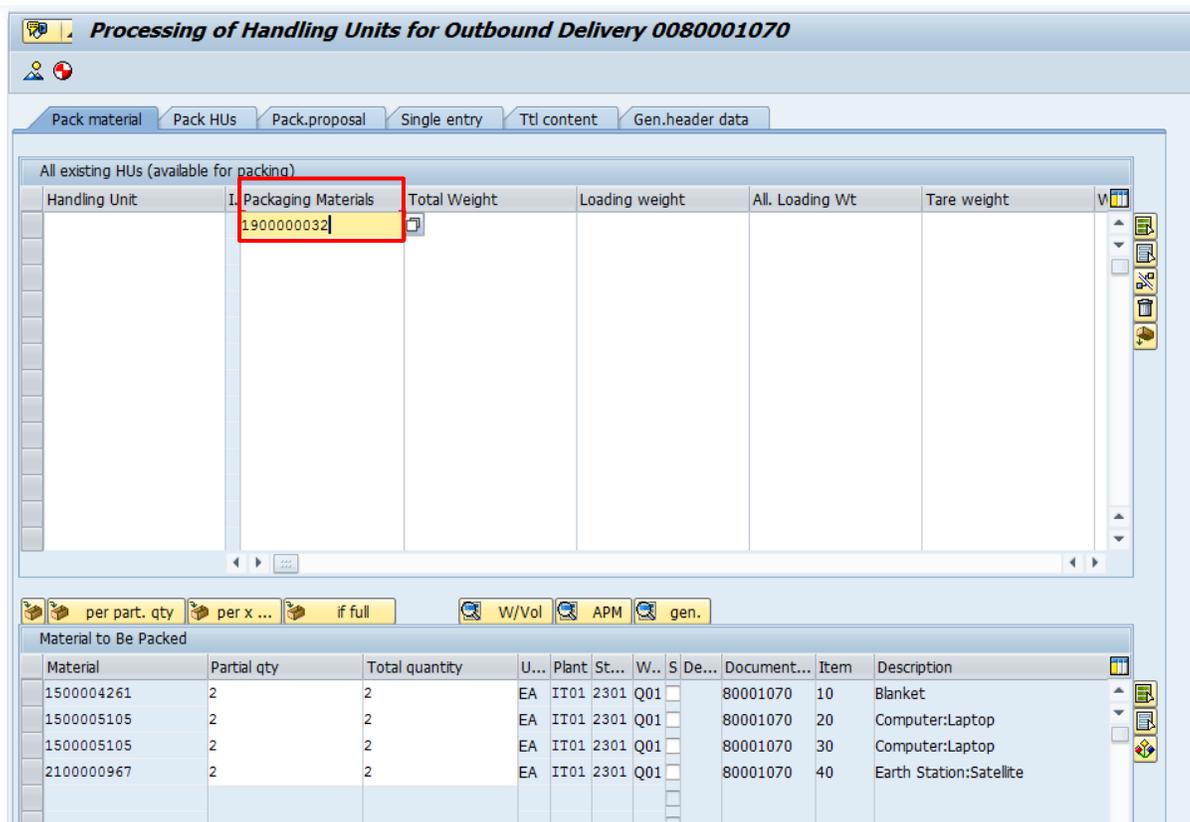
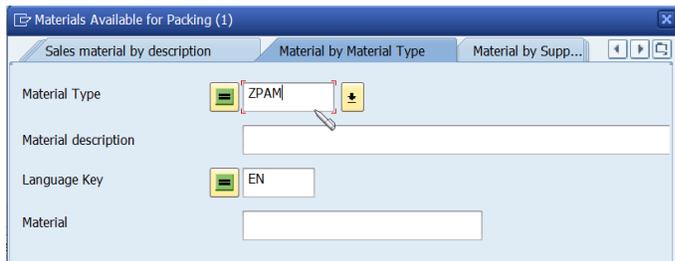


For further details on how to confirm a Transfer Order, please refer to the Umoja User Guide SC340 – Umoja Warehouse Management, section “Transfer Order Processing”, available at the following link: [https://www.unumoja.net/download/attachments/58589621/Umoja Warehouse Management UserGuide_v08.5.pdf?version=1&modificationDate=1432171696675&api=v2](https://www.unumoja.net/download/attachments/58589621/Umoja_Warehouse_Management_UserGuide_v08.5.pdf?version=1&modificationDate=1432171696675&api=v2)

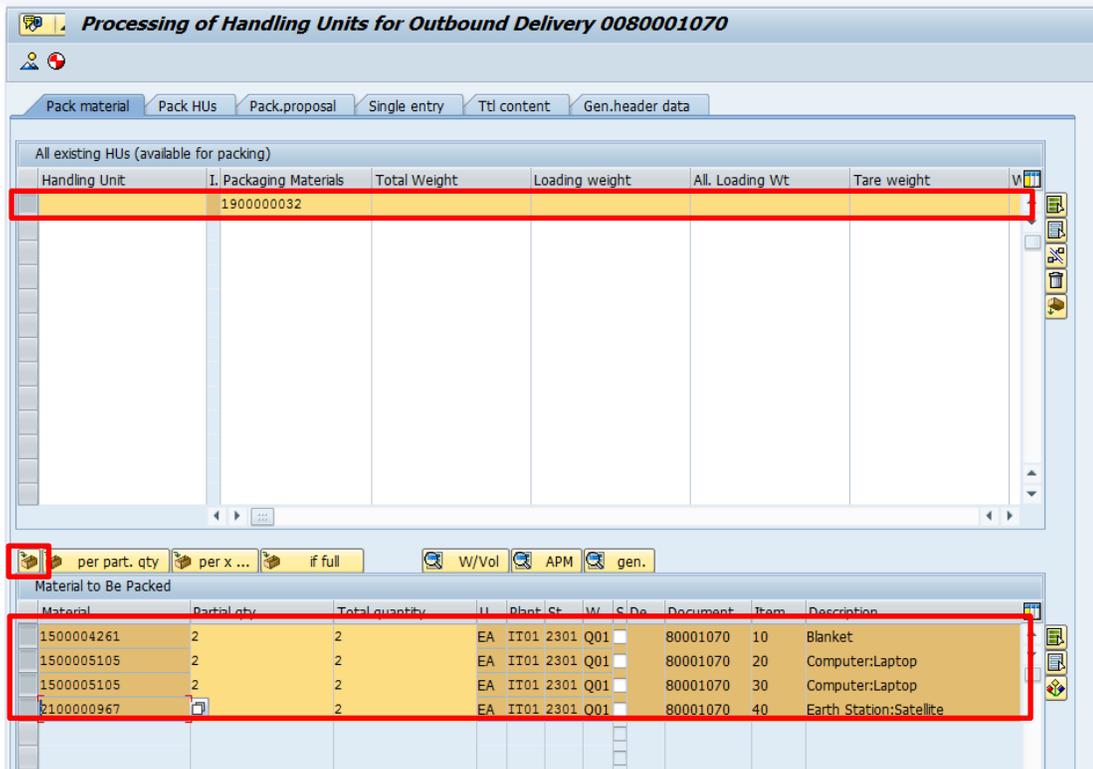
Perform Packing on an Outbound Delivery

This function is normally with **Warehouse Senior / Users**, but the **Logistics Users** has also access to packing for Outbound Delivery.

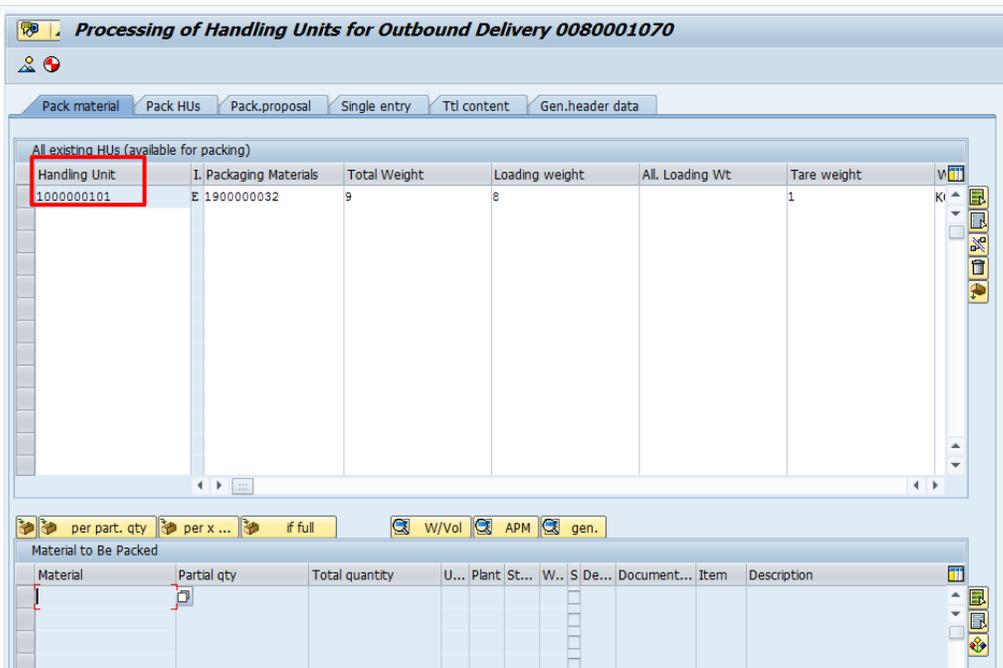
Once inside the Outbound Delivery in Change Mode, on the Overview screen, click the 'Pack' push button (). This would navigate to the "Processing of Handling Units for Outbound Delivery..." screen. Here enter the packaging material (or use the match code to search for the packaging material) that will be used to pack the items in the Delivery; to search for packing materials in the match code, select the Material Type "ZPAM":



- Select the line with the packaging material in the 'All existing HUs (available for packing)' tab
- Select the lines with the materials from the 'Materials to be packed' section which needs to be packed in the packaging material provided at the top.
- Enter the quantity to be packed in the selected packing material.
- Select the 'Pack' button ().



A new Handling Unit gets created and the Materials under 'Materials to be Packed' was added to this Handling Unit created.



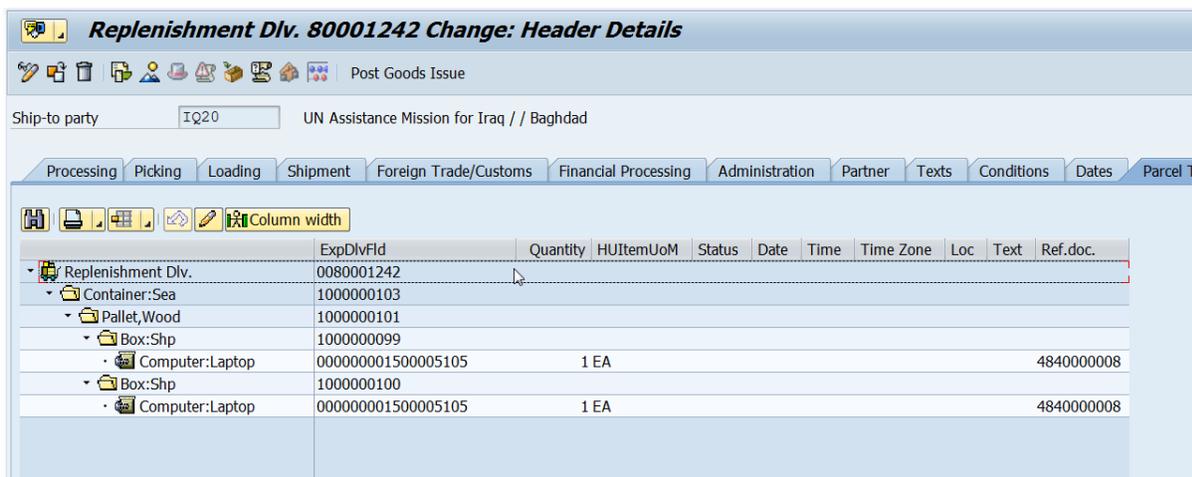
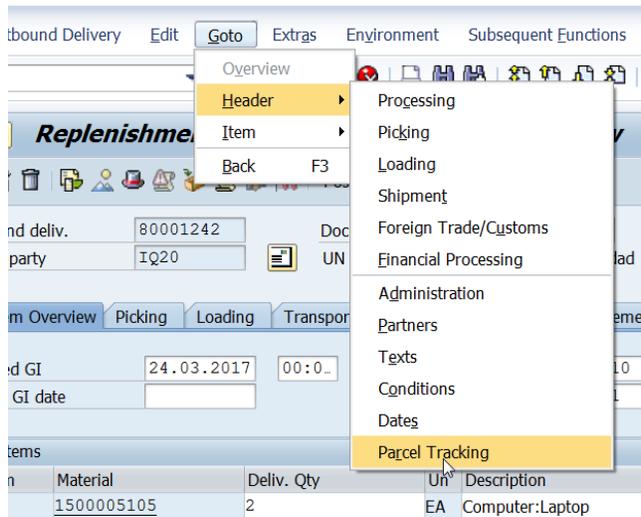
This time would be the ideal to update the Outbound Delivery with the Serial Numbers since the materials are already picked, the serial numbers are known by the users.

Click on to save all the details on the Outbound Delivery.

Review / Printing the Packing List

The **Logistics User** or the **Warehouse User** can review the Packing in the delivery and/or print a packing list.

In the Delivery Header, in the Parcel Tracking Field, it is possible to have a hierarchical view and print it.



Graphical display of spool request 296691 in system D2E

ExpDlvCmpany's data field

	ExpDlvFld	Quantity	HUItemUoM	Status	Date	Time	Time Zone	Loc	Text	Ref.doc.	Ref.item	Cat
Replenishment Div.	0080001242											
Container:Sea	1000000103											
Pallet,Wood	1000000101											
Box:Shp	1000000099											
Computer:Laptop	000000001500005105	1	EA						4840000008		10	V
Box:Shp	1000000100											
Computer:Laptop	000000001500005105	1	EA						4840000008		10	V

The above document can be printed directly from this screen selecting the printer icon.

Alternatively, it is possible to print out the packing list form:

The screenshot shows the SAP Outbound Delivery interface. The 'Extras' menu is open, and 'Delivery Output' is selected, with a sub-menu showing 'Header' and 'Item'. The background shows fields for 'Outbound deliv.' (80001242), 'Ship-to party' (IQ20), 'Planned GI' (24.03.2017), and 'No. of packages' (1).

The Output Type for the Packing List is PL00; ensure it is included in the Delivery output:

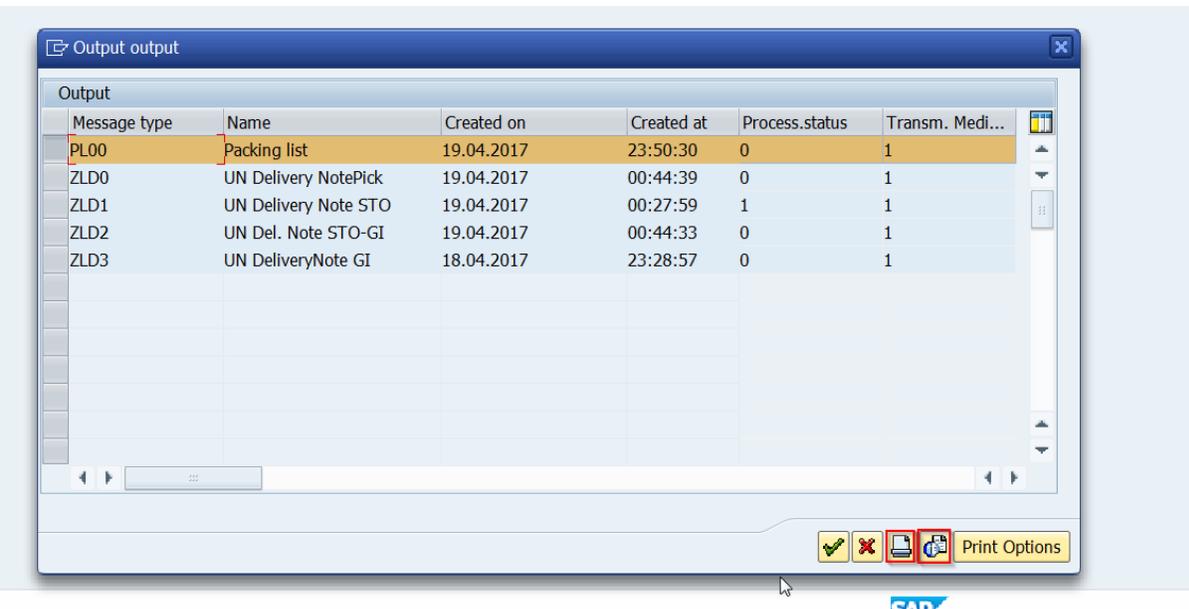
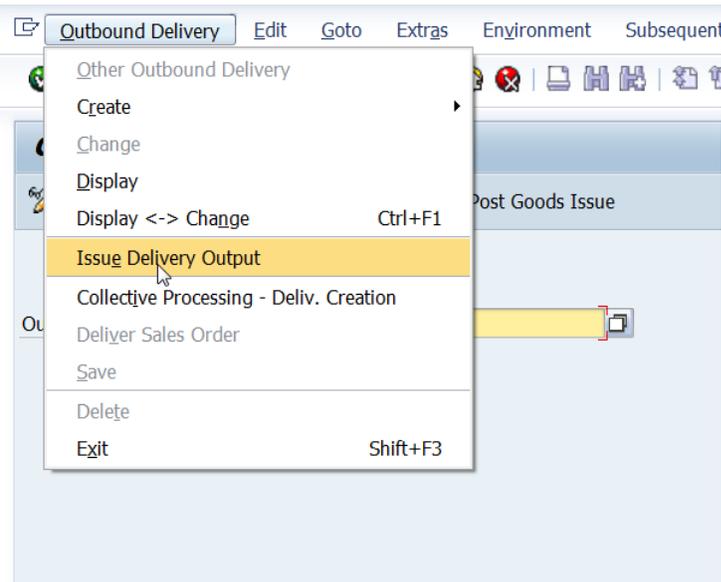
Replenishment Div.: Output

Communication method Processing log Further data Repeat output Change output

Delivery 0080001242

Sta...	Outpu...	Description	Medium	Fu...	Partner	La...	C...	Pr
PL00	Packing list	1	Print output	SH	IQ20	EN		
ZLD0	UN Delivery No.	1	Print output	SH	IQ20	EN		
ZLD1	UN Delivery No.	1	Print output	SH	IQ20	EN		19
ZLD2	UN Del. Note S...	1	Print output	SH	IQ20	EN		
ZLD3	UN DeliveryNot...	1	Print output	SH	IQ20	EN		

Save and close. From the main screen select:



Select PL00 and either preview or print directly.

Packing list

Delivery note/Date
80001242/30.03.2017

Ship-to party IQ20 Forwarding agent Shipping point IQ20
Company
UN Assistance Mission for Iraq
UNAMI
Baghdad

Level	Identification	Material Description Contents	Quantity	Weight Volume	Length Width Height
0	1000000103	1900000085		14 KG	
1	1000000101	Container:Sea		13 KG	
2	1000000099	Pallet,Wood		6 KG	
		Box:Shp		5 KG	
	000010	1500005105	1,000 EA	0,000	
2	1000000100	Computer:Laptop		6 KG	
		Box:Shp		5 KG	
	000010	1500005105	1,000 EA	0,000	
		Computer:Laptop		0,000	

Different Packing Options and Multilevel Packing

Replenishment Div. 80001242 Change: Overview

Post Goods Issue

Outbound deliv. 80001242 Document Date 24.03.2017
Ship-to party IQ20 UN Assistance Mission for Iraq // Baghdad

Item Overview Picking Loading Transport Status Overview Goods Movement Data

Planned GI 24.03.2017 00:0... Total Weight 2 KG
Actual GI date No.of packages

Item	Material	Deliv. Qty	Un	Description
10	1500005105	2	EA	Computer:Laptop

The packing function is executed by selecting the relevant icon; the packing screen is displayed.

Step 1 – Select the packaging material

Different ways of packing, all in one, by quantity, by weight:

Pack material Pack HUs Pack.proposal Single entry Ttl content Gen.header data

All existing HUs (available for packing)

Handling Unit	I. Packaging Materials	Total Weight	Loading weight

Materials Available for Packing (1)

Sales material by description | Material by Material Type | Material by Supp...

Material Type: ZPAM

Material description: []

Language Key: EN

Material: []

Maximum No. of Hits: 500

Possible Options

- 1) Pack (all) --> no limit

Pack material | Pack HUs | Pack.proposal | Single entry | Tl

All existing HUs (available for packing)

Handling Unit	I. Packaging Materials	Total Weight
1000000086	E 1900000032	1

per part. qty | per x ... | if full

Material to Be Packed

Partial qty	Total quantity	U...	Plant	St...	W..	S D
2	2	EA	IQ20	2101	J01	

Result:

Pack material | Pack HUs | Pack.proposal | Single entry | Ttl content | Gen.head

All existing HUs (available for packing)

Handling Unit	I. Packaging Materials	Total Weight	Loading weight
1000000084	E 1900000032	3	2

- 2) Per partial qty --> quantity restriction

This screenshot shows the 'Pack material' tab in SAP. The 'All existing HUs (available for packing)' table contains one entry:

Handling Unit	I. Packaging Materials	Total Weight	Lo
1000000086	E 1900000032	1	

Below the table, the 'per part. qty' button is highlighted with a red box. The 'Material to Be Packed' table shows:

Material	Partial qty	Total quantity	U... Plant
1500005105	1	2	EA IQ20

Result

This screenshot shows the 'Pack material' tab with the 'All existing HUs (available for packing)' table updated to show two entries:

Handling Unit	I. Packaging Materials	Total Weight	Loading weight
1000000084	E 1900000032	2	1
1000000085	E 1900000032	2	1

3) Per weight --> weight restriction

This screenshot shows the 'Pack material' tab with the 'All existing HUs (available for packing)' table containing one entry:

Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading Wt
1000000088	E 1900000032	1		1

The 'if full' button is highlighted with a red box. The 'Material to Be Packed' table shows:

Material	Partial qty	Total quantity	U... Plant	St... W...	S De...	Document...	Item
1500005105	2	2	EA IQ20	2101 J01	<input type="checkbox"/>	80001242	10

Results

Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading Wt
1000000088	E 1900000032	2	1	1
1000000089	E 1900000032	2	1	1

Multi-level packing

The material has been packed per partial quantity (e.g. one laptop x box)

Processing of Handling Units for Outbound Delivery 0080001242

Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading Wt	Tare weight	W.
1000000099	E 1900000032	6	5		1	KG
1000000100	E 1900000032	6	5		1	KG

Now, we will put the boxes on one pallet:

Pack HUs

Handling Unit	I. Packaging Materials	Total Weight	Loading weight
1000000099	E 1900000032	6	5
1000000100	E 1900000032	6	5

Select the pallet as new packing material:

Processing of Handling Units for Outbound Delivery 0080001242

Handling Unit	Packaging Materials	I. Total Weight	Loading weight	All. Loading Wt
1000000099	1900000032	E 6	5	
1000000100	1900000032	E 6	5	

The system will populate the 2 screens with the boxes + the pallet material:

Processing of Handling Units for Outbound Delivery 0080001242

Pack material | **Pack HUs** | Pack.proposal | Single entry | Ttl content | Gen.header data

All existing HUs (available for packing)

Handling Unit	Packaging Materials	I.	Total Weight	Loading weight	All. Loading Wt
1000000101	1900000021	E	1		
1000000099	1900000032	E	6	5	
1000000100	1900000032	E	6	5	

New HU per x HUs if full W/Vol APM gen.

All HUs that can be packed

Handling Unit	Packaging Materials	I.	Total Weight	Loading weight	All. Loading Wt
1000000101	1900000021	E	1	0	0
1000000099	1900000032	E	6	5	0
1000000100	1900000032	E	6	5	0

It is possible to partially pack (e.g. would be one box per pallet) or put both boxes on one pallet,

clicking on

Processing of Handling Units for Outbound Delivery 0080001242

Pack material | **Pack HUs** | Pack.proposal | Single entry | Ttl content | Gen.header data

All existing HUs (available for packing)

Handling Unit	Packaging Materials	I.	Total Weight	Loading weight	All. Loading Wt	W
1000000101	1900000021	E	13	12		KG
1000000099	1900000032	E	6	5		KG
1000000100	1900000032	E	6	5		KG

New HU per x HUs if full W/Vol APM gen.

All HUs that can be packed

Handling Unit	Packaging Materials	I.	Total Weight	Loading weight	All. Loading Wt	W
1000000101	1900000021	E	13	12	0	KG

The new handling unit, which is the pallet, is also available for further packing, e.g. could be put on a container:

The new packaging material has been selected (container)

Processing of Handling Units for Outbound Delivery 0080001242

Pack material | **Pack HUs** | Pack.proposal | Single entry | Ttl content | Gen.header data

All existing HUs (available for packing)

Handling Unit	Packaging Materials	I. Total Weight	Loading weight	All. Loading Wt
1000000101	1900000021	E 13	12	
1000000099	1900000032	E 6	5	
1000000100	1900000032	E 6	5	
1000000103	1900000085	E 1		

New HU per x HUs if full W/Vol APM gen.

All HUs that can be packed

Handling Unit	Packaging Materials	I. Total Weight	Loading weight	All. Loading Wt
1000000101	1900000021	E 13	12	0
1000000103	1900000085	E 1	0	0

So now it is possible to put the pallet in the container:

Processing of Handling Units for Outbound Delivery 0080001242

Pack material | **Pack HUs** | Pack.proposal | Single entry | **Ttl content** | Gen.header data

All existing HUs (available for packing)

Handling Unit	Packaging Materials	I. Total Weight	Loading weight	All. Loading Wt	W... E
1000000101	1900000021	E 13	12		KG
1000000099	1900000032	E 6	5		KG
1000000100	1900000032	E 6	5		KG
1000000103	1900000085	E 14	13		KG

New HU per x HUs if full W/Vol APM gen.

All HUs that can be packed

Handling Unit	Packaging Materials	I. Total Weight	Loading weight	All. Loading Wt	W... E
1000000103	1900000085	E 14	13	0	KG 0

In the Ttl Content tab, it is possible to see all packed materials

Processing of Handling Units for Outbound Delivery 0080001242

Pack material | Pack HUs | Pack.proposal | Single entry | **Ttl content** | Gen.header data

General overview of all HUs with hierarchy levels

Hierar...	Line identification	Material/Packaging Mat...	Packed quantity	S...	S	Batch	Description
0	1000000103	1900000085			<input type="checkbox"/>		Container:Sea
1	1000000101	1900000021			<input type="checkbox"/>		Pallet,Wood
2	1000000099	1900000032			<input type="checkbox"/>		Box:Shp
3	0080001242 000010	1500005105	1	EA	<input type="checkbox"/>	NEW_SUPP	Computer:Laptop
2	1000000100	1900000032			<input type="checkbox"/>		Box:Shp
3	0080001242 000010	1500005105	1	EA	<input type="checkbox"/>	NEW_SUPP	Computer:Laptop

In the Delivery Header, in the Parcel Tracking Field, it is possible to have a hierarchical view

Replenishment Dlv. 80001242 Change: Header Details

Post Goods Issue

Ship-to party: IQ20 UN Assistance Mission for Iraq // Baghdad

Processing | Picking | Loading | Shipment | Foreign Trade/Customs | Financial Processing | Administration | Partner | Texts | Conditions | Dates | **Parcel Tracking** | A

Column width

ExpDlvFld	Quantity	HUItemUoM	Status	Date	Time	Time Zone	Loc	Text	Ref.doc.	Ref.item	Cat	Recipient
Replenishment Dlv. 0080001242												
Container:Sea 1000000103												
Pallet,Wood 1000000101												
Box:Shp 1000000099												
Box:Shp 1000000100												

This view can be printed.

Graphical display of spool request 296591 in system D2E

Settings... Graphical Graphic Without Structure Information Raw Hex

ExpDlvCompany's data field

ExpDlvFld	Quantity	HUItemUoM	Status	Date	Time	Time Zone	Loc	Text	Ref.doc.	Ref.item	Cat	Recipient
Replenishment Dlv. 0080001242												
Container:Sea 1000000103												
Pallet,Wood 1000000101												
Box:Shp 1000000099												
Box:Shp 1000000100												

Save the delivery.

Post Goods Issue for the Outbound Delivery

Important note for STO type ZSDS, ZBUD: before posting the goods issue, the Logistics User notifies via email the relevant counterparts:

- ❑ **Equipment Master Data maintainer:** if the STO includes equipment, the Equipment Data Maintainer shall review the equipment being shipped and will remove some of the key fields (Plant, Authorisation group, Cost Centre and Business Area from the Equipment master record)
- ❑ **Fixed Asset Accountant:** if the STO includes Fixed Assets, the Fixed Asset Accountants will need to prepare for the Fixed Asset Transfer.
- ❑ **GSCC:** before posting the goods issue, the GSCC must update the Pricing Conditions in the STO in order to capture Moving Average Price change.

Once the above listed counterparts confirm readiness, the Logistics User can perform the Goods Issue. If the number of the Outbound Delivery is known, the Logistics User can execute the t-code **VL02N** and specify the Outbound Delivery number.

In order to obtain a list of all Outbound Deliveries pending Goods Issue, execute the transaction **VL06O** (*not: the third character is a 'zero' and the last is the letter 'O'*); the system will display a selection screen where the following buttons will be displayed:



Click on 'For Goods Issue' button.



Enter the Shipping Point (this will be the same as the plant) and click execute.

The list of deliveries where the Goods Issue is due will be displayed.

Goods Issue for Outbound Deliveries to be Posted

Item View Post Goods Issue

Delivery	GI Date	Route	Ship-to	Name of the ship-to party	Sold-to pt	Name of sold-to party
<input checked="" type="checkbox"/> 80001070	12.08.2017	Z00001	SS10	UN Mission Rep. of South Sudan		

Select the required delivery number and click on the button.

Replenishment Dlv. 80001070 Change: Overview

Post Goods Issue

Outbound deliv. 80001070 Document Date 14.08.2017
 Ship-to party SS10 UN Mission Rep. of South Sudan // Juba

Item Overview Picking Loading Transport Status Overview Goods Movement Data

Pick Date/Time 14.08.2017 20:00 OvrPICKStatus C Fully picked
 Warehouse No. Q01 UNGSC - BRINDISI W1 OverallWMStatus C WM trsf ord confirmd

Item	Material	Plant	Storage Loc.	Deliv. Qty	Un	Picked Qty	Un	Batch	B. P. V	Stag. Date	Matl...	Val. Type	Description
10	1500004261	IT01	2301 2		EA	2	EA		C	C 14.08.2017 20:00			Blanket
20	1500005105	IT01	2301 2		EA	2	EA		C	C 14.08.2017 20:00	NEW_SUPP		Computer:Laptop
30	1500005105	IT01	2301 2		EA	2	EA		C	C 14.08.2017 20:00	OLD_SUPP		Computer:Laptop
40	2100000967	IT01	2301 2		EA	2	EA		C	C 14.08.2017 20:00			Earth Station:Satelli

Check if the details are accurate and click on 'Post Goods Issue' button.

If the goods issue was posted without any issue, the below message will be displayed.



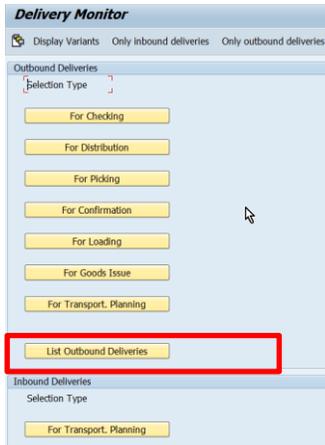
The goods indicated in the delivery will be issued and the inventory will be reduced at this point.

For Shipment Processing, refer to the Job Aid on Multi-Leg Shipments.

Monitor Outbound Delivery for Goods Receipt

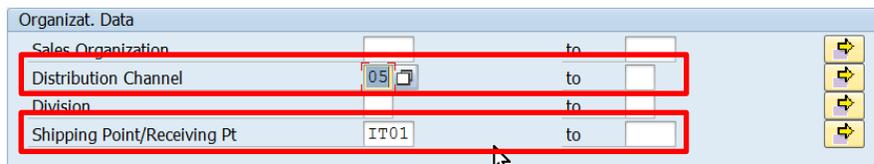
This task is executed by the R&I (Receiving User in Umoja).

The Receiving User can execute the t-code **VL06 – Delivery Monitor**: the system displays a screen where it is possible to select Outbound Deliveries or Inbound Deliveries. The Receiving User selects **List Outbound Deliveries** in order to monitor the incoming goods from Stock Transport Orders.



The system displays a selection panel where the Receiving User will enter the following selection criteria in the specific sections:

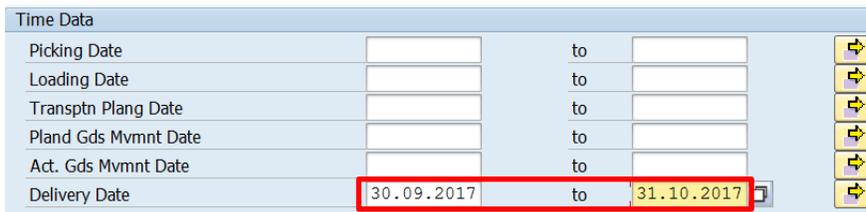
In the **Organizat. Data** Section, select Distribution Channel = "05 – Stock Transport Order"; it is possible to specify the plant code of the Sending Mission (if known) in the Shipping Point/Receiving Pt field:



In the **Item Data** Section: remove the Pland Gds Mvmnt Date



In the **Time Data** Section: specify the expected Delivery Date range, e.g. when the goods are to arrive at receiving Mission.



In the **Doc. Data** Section specify Delivery Type = NL; ZZNL

Doc. Data

Delivery		to		
Delivery Type		to		
Group		to		

Multiple Selection for

Select Single Values

O. Sin...

- NL
- ZZNL

In the **Partner Data** section, specify the receiving Mission plant code in the Ship-To Party:

Partner Data

Forwarding agent

Sold-to party

Ship-to party **SS10**

Customer group

It is possible to specify other selection criteria, e.g. specific materials. The Receiving User can save in a selection variant the parameters more frequently used so not to repeat them every time the report is executed.

Once the selection criteria are completed, click on **execute** in order to display the list. The list has two levels, Header and Item. The system displays the Header level first.

In order to display the below columns, select the Display Variant "STO":

Select Layout...

Layout: Choose

Layout	Layout description				
/STO	STO Outbound Delivery				

List of Outbound Deliveries

Item View

Delivery	ShPt	Ship-to	Name of the ship-to party	Pick Date	TrpPlanDt	GI Date	Deliv.date
<input checked="" type="checkbox"/> 80001015	IT01	CD10	UN Mission in DR of the Congo	11.05.2017	11.05.2017	11.05.2017	11.05.2017
<input type="checkbox"/> 80001034	IT01	AF10	UN Asst Mission in Afghanistan	17.05.2017	17.05.2017	17.05.2017	17.05.2017
<input type="checkbox"/> 80001044	IT01	AF10	UN Asst Mission in Afghanistan	06.06.2017	05.06.2017	05.06.2017	05.06.2017
<input type="checkbox"/> 80001046	IT01	SD10	AfricanUnion-UN Mission Darfur	07.06.2017	07.06.2017	07.06.2017	07.06.2017
<input type="checkbox"/> 80001053	IT01	CD10	UN Mission in DR of the Congo	16.06.2017	16.06.2017	16.06.2017	16.06.2017
<input type="checkbox"/> 80001054	IT01	CD10	UN Mission in DR of the Congo	16.06.2017	16.06.2017	16.06.2017	16.06.2017
<input type="checkbox"/> 80001055	IT01	AF10	UN Asst Mission in Afghanistan	16.06.2017	09.06.2017	09.06.2017	09.06.2017

Columns:

- Delivery: Outbound Delivery Number
- ShPt: Plant code of the issuing Mission
- Ship To: Plant code of the receiving Mission

- Name of the Ship-to-party: description of the receiving Mission’s plant
- Pick Date: date when the delivery items have to be / have been picked from sending warehouse
- TrpPlanDt: date when the shipment of the delivery is to / has been planned (relevant only in case the deliveries are included in a shipment document)
- GI Date: date when the delivery items have to be / have been issued from sending plant
- Deliv. Date: expected date of receipt in the receiving plant

It is possible to double click on the Delivery number to display the document.

Click on to display the list of outbound delivery items.

In order to display the below columns, select the Display Variant “STO”:

List of Outbound Deliveries													
Delivery	Item	ShPt	Ship-to	Purch.Doc.	Material	Description	Div.qty	SU	Deliv.date	Pick Date	Pick.	GI Date	GS
80001058	10	CF10	AF10	4500000130	1500004261	Blanket	100	EA	16.01.2017	16.01.2017	C	16.01.2017	C
80001058	20	CF10	AF10	4500000130	1600001897	Vaccine:Cholera	500	EA	16.01.2017	16.01.2017	C	16.01.2017	C
80001058	30	CF10	AF10	4500000130	1500005105	Computer:Laptop	5	EA	16.01.2017	16.01.2017	C	16.01.2017	C
80001059	10	CF10	AF10	4500000135	1500004261	Blanket	10	EA	16.01.2017	18.01.2017	C	16.01.2017	A
80001060	10	CF10	AF10	4500000135	1600001897	Vaccine:Cholera	50	EA	16.01.2017	18.01.2017	C	16.01.2017	A
80001061	10	CF10	AF10	4500000135	1500005105	Computer:Laptop	2	EA	16.01.2017	18.01.2017	C	16.01.2017	C
80001066	10	9000	LB10	4500000147	1500004261	Blanket	100	EA	30.01.2017	30.01.2017	A	30.01.2017	A

Columns:

- Delivery: Outbound Delivery Number
- ShPt: Plant code of the issuing Mission
- Ship-to: Plant code of the receiving Mission
- Purch.Doc.: Stock Transport Order Number
- Material: material code of the delivery line item
- Description: material description
- Dlv.qty: material code of the delivery line item
- SU: unit of measure
- Deliv. Date: expected date of receipt in the receiving plant
- Pick Date: date when the delivery item has to be / has been picked from sending warehouse
- Pick.: picking status (A → not starter, B → partial, C→ Complete)
- GI Date: date when the delivery item has to be / has been issued from sending warehouse
- GS: goods issue status (A → not starter, B → partial, C→ Complete)

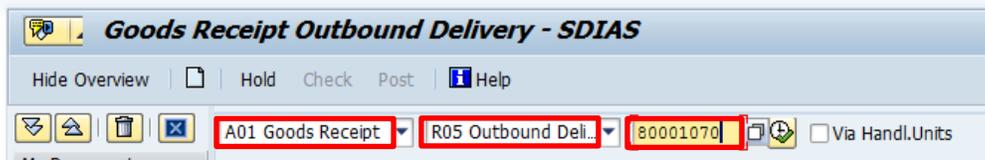
The Receiving User can monitor and identify the delivery/ items for which the goods are expected or arrived in the receiving mission, for which the goods receipt is to be performed.

Post Goods Receipt against the Outbound Delivery

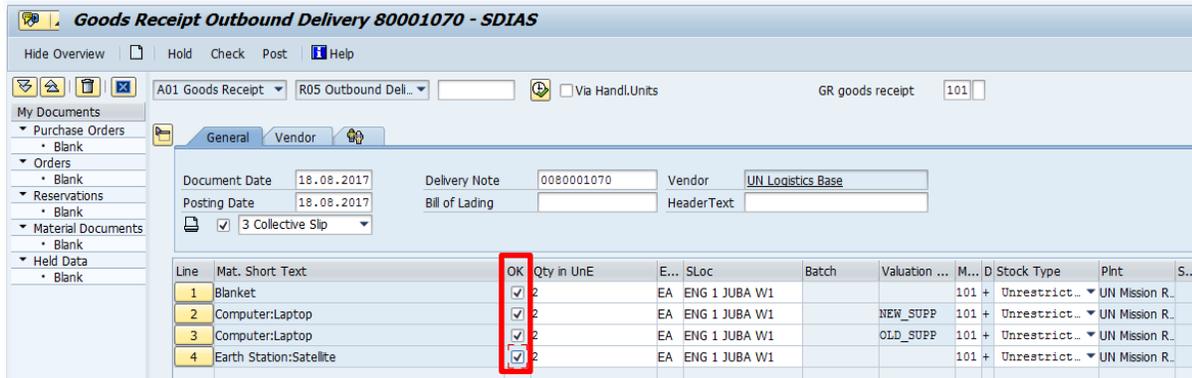
The **Receiving User** in the receiving plant execute the transaction **MIGO**.

Select ‘Goods Receipt’ for the transaction/event and ‘Outbound Delivery’ for the reference document.

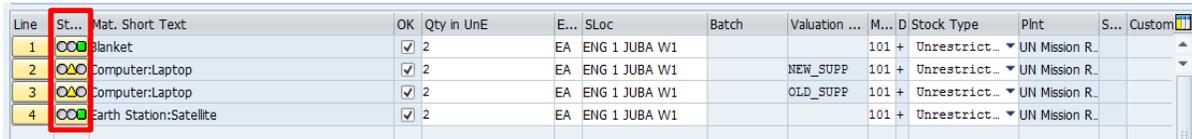
Enter the Outbound Delivery number where the Goods Issue has been processed and hit enter.



The 'Goods Receipt Outbound Delivery...' screen will be displayed. Tick the check boxes under column OK and click the push button 'Check' to validate if the details are accurate.



Any issue will be displayed on a pop-up window. Otherwise, green indicators will be displayed against each line item.



Click on 'Post' to perform the Goods Receipt. The below message will be displayed showing the Material Document number that was created for the Goods Receipt.

