Mainchain Create logistics Order (Outwards)

Go to the Action Menu. Select 'Create Logistics Order"

Logistics Order Entry

Enter the Order Details

- Requested Delivery Date *(Defaults to todays date)*
- Select the Warehouse the order will be sent out of from the drop down box.
- Enter Your Order number – Must be Unique per warehouse *(Mainchain will confirm the Order number is available)*
- Enter your Customer Reference if applicable (Optional)

To Details

Select a Consignee by typing in the Consignee Name or Code in the 'Consignee name or #' field and select the Consignee from the drop down menu.
Otherwise, manually enter the following Consignee Details:

- Consignee Code
- Delivery Name
- Address
- Post Code (Optional)
- Suburb (Optional)
- City
- State (AU and USA Only)
- Country

Tip - Manually entered Consignees will become available from the Consignee Name or # look up once the address is validated by the Logistics team

Order Lines

Select a Product by typing in the Product Code or Description and select the Product from the drop down menu.
Enter the

- Quantity Required – Units
- Additional fields and Unit Price (Optional)

Tip - For Product level stock on hand information, select the blue arrow.

Special Instructions

Type any Special Instructions text into this field. The text will appear on the order and packing slip.

Notifications

Enter an Email address or Mobile Number (for SMS) and select the Milestones that you want them to be sent notifications for.

Tip – Get your rep to set you up as a contact and your email address will appear automatically.

Submit → **Review**

Once your Order is complete, select Submit to review your order, then

- Select Proceed to Send the order to Mainfreight
- Select Cancel to return to the order for editing

For further information see page 20-21 in the Mainchain User Manual