

# Dispatch



The Dispatch module assists with the documentation required for dispatching inventory from the warehouse. It allows the warehouse staff to print consignment notes, dispatch labels and product labels as required. It also allows for an advance dispatch notification to be sent to the customers via email.

The Dispatch module is one in a range of modules, collectively known as the SP Toolkit, that are designed to assist with inventory and warehouse management.

Evolution Warehouse Toolkit - Consignment Notes : EvoSample

Settings Help

Invoices Status: Unprocessed Refresh

Customer Code	Customer Name	Invoice No.	Invoice Date	Email Address	Con. Note	Freight Empry.	ETA	Processed
2	A.F. Timber Company	INV0052	15/04/2004	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0055	01/06/2004	demo@sybiz.com.au				<input type="checkbox"/>
300	Flagget B K	INV0057	04/06/2004	demo@sybiz.com.au				<input type="checkbox"/>
655	Bertie Coffee Kitchen	INV0076	01/09/2004	demo@sybiz.com.au				<input type="checkbox"/>
655	Bertie Coffee Kitchen	INV0083	30/08/2004	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0080	16/08/2004	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0081	16/08/2004	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0082	16/08/2004	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0084	07/09/2004	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0086	16/09/2004	demo@sybiz.com.au				<input type="checkbox"/>
400	Savel N N	INV0087	18/09/2004	demo@sybiz.com.au				<input type="checkbox"/>
102	Mueller Components	INV0091	01/07/2004	demo@sybiz.com.au				<input type="checkbox"/>
102	Mueller Components	INV0092	01/08/2004	demo@sybiz.com.au				<input type="checkbox"/>
102	Mueller Components	INV0093	01/09/2004	demo@sybiz.com.au				<input type="checkbox"/>
102	Mueller Components	INV0094	01/10/2004	demo@sybiz.com.au				<input type="checkbox"/>
1000	Head Office Customer	INV0095	29/09/2004	demo@sybiz.com.au				<input type="checkbox"/>
101	Vella Hairdressing Supplies	INV0096	23/02/2005	demo@sybiz.com.au				<input type="checkbox"/>
100	Cash Sales	INV0099	25/02/2005	demo@sybiz.com.au				<input type="checkbox"/>
100	Cash Sales	INV0100	06/03/2005	demo@sybiz.com.au				<input type="checkbox"/>
101	Vella Hairdressing Supplies	INV0101	29/03/2005	demo@sybiz.com.au				<input type="checkbox"/>
655	Bertie Coffee Kitchen	INV0103	05/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0104	17/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0105	17/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0106	17/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0107	17/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
101	Vella Hairdressing Supplies	INV0108	22/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
101	Vella Hairdressing Supplies	INV0109	22/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0110	22/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0111	28/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0112	28/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
1	Demonstration Customer	INV0113	28/04/2005	demo@sybiz.com.au				<input type="checkbox"/>
120	Artists Supplies	INV0114	01/05/2005	demo@sybiz.com.au				<input type="checkbox"/>
120	Artists Supplies	INV0115	01/05/2005	demo@sybiz.com.au				<input type="checkbox"/>

Edit

## Overview

The module displays all new invoices as they are generated in Evolution. Warehouse staff then select each invoice as it is ready to be dispatched. All relevant information including invoice number, customer and delivery address is available and additional information is then input including:

- Freight company
- Consignment number
- ETA

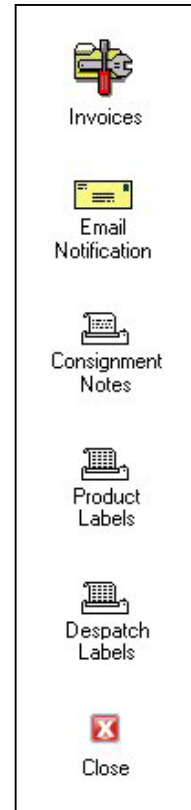
Also company specific information can be requested e.g. picked by, number of cartons etc. This is done by simply defining custom fields within Evolution.

Note that all additional information including the consignment number is stored against the archived invoice and can therefore be viewed at any future time from within Evolution.

Once the information is entered then the system will print consignment notes, dispatch labels and product labels depending on requirements. Consignment notes and labels can be printed either individually or in a batch.

All consignment note and label layouts are designed using Report Builder. Separate formats can be defined for each freight company used. Labels can be designed to print on either laser printers using label sheets or via specific thermal label printers using a roll of continuous laser stationery.

An email notification can also be sent to the customer as an advance dispatch notification advising the items being shipped and can include the additional information including the freight company, consignment number and ETA.



### Key Features

- The module prints consignment notes, dispatch labels and item labels as required.
- Warehouse staff can enter relevant shipping details via custom defined fields. This information is stored in Evolution against the invoice and can therefore be accessed at any time in the future.
- All consignment note and label formats are designed using Report Builder and separate layouts for each freight company can be defined.
- Advance dispatch notification can be sent to the customers via email advising details of the impending shipment.

**Systems Practice  
Suite 6.02  
247 Coward Street  
Mascot NSW 2020  
p: +61 2 9317-4411  
f: +61 2 9317-4414  
e: sales@spnet.com.au**

[www.spnet.com.au](http://www.spnet.com.au)