PUW010 Work with Shipping Invoice

Overview

The Work with Shipping Invoice program provides the following:

Selection of Purchase Order details for import to shipping invoices, defaulting the quantity to the balance of the quantity still to be invoiced (Ordered less invoiced).

Only those Purchase Order detail lines with quantities are imported to the shipping invoice screen.

Provides a facility to import Purchase Orders by commitment number from the Book Production system.

Accommodate for commitment number (as blank Purchase Order type)

Defaults the supplier payment terms from the Creditor Masterfile.

Allows the display of shipping invoice even if invoice period is passed the current period by 1 month. Period validation done against **TMSAP/PERIOD**.

Explanation

The Shipping Invoice entry program creates an A/P invoice from the shipping invoice and does not allow the releasing of a shipment (via that specific function) prior to ALL shipping invoices being posted to A/P.

When a new invoice is being added a validation check is performed to check if the invoice for the supplier already exists (possibly posted under another shipment) and if it does a warning message displays.

Once an invoice has been created in A/P (status P=Posted), it cannot be maintained, all details shown are in Inquiry mode. The posted invoice allocations can be displayed within the A/P inquiry function shows the actual sub ledger allocations across shipments.

Receipt of goods may be produced against a pro forma invoice. If an actual invoice has not been received at the time of receiving the inventory, stock receipts can be done against a pro forma invoice. This allows the releasing of a shipment (via the Function) prior to shipping invoices being posted to A/P.

On receipt of the original invoice, click Convert Inv on the invoice header screen to convert a pro forma invoice to a shipping invoice to allow posting to A/P. Ensure the correct invoice number has been entered prior to this and click Post Invoice. The total value on the header must equal the total of the details prior to posting.

Close ship prevents further maintenance on the selected shipment.

Closed shipments can be re-opened for the purpose of control. Releasing and closing a shipment triggers the process shipment program which calculates the variance between standards and actuals for this shipment.

Invoice Filter

The Work with Shipping Invoice program provides the following:

- Selection of Purchase Order details for import to shipping invoices, defaulting the quantity to the balance of the quantity still to be invoiced (Ordered less invoiced).

- Only the POs in Status=O(Outstanding) are allowed to be added to prevent rejected POs being used in creating shipping invoices and in receiving stock. Only POs lines in O=Open status will be imported.

- Only those Purchase Order detail lines with quantities are imported to the shipping invoice screen.

- Provides a facility to import Purchase Orders by commitment number from the Book Production system.

- Accommodate for commitment number (as blank Purchase Order type)

- Defaults the supplier payment terms from the Creditor Masterfile.

- Allows the display of shipping invoice even if invoice period is passed the current period by 1 month. Period validation done against TMSAP/PERIOD.

Process a credit note

This facility allows the user to adjust the amount of the shipping invoice. This has an effect of reducing the amount owed to the supplier as well as reducing the value of the inventory received.

The value on the invoice should always be posted to AP. If this is found to be incorrect then a Credit Note can be entered through the shipping invoice entry screen to reduce the amount owed to the supplier as well as reducing the value of inventory received.

Credit Note

A credit note is entered in a similar way to that of the original invoice or Pro forma. The document type, rather than a "P"=Pro Forma or "I"=Invoice is "C" for Credit note. The only difference when entering a credit note is that an original invoice number is entered. This links the credit note to the original invoice in both the shipping account entries and the A/P system. All amounts are entered as positive numbers.

Cost Adjustment

In the detail screen the ISBN is entered and the Total value of the Credit. Note do not enter the quantity. This will have the effect of reducing the unit cost of the original invoice. The credit note once balanced between detail and header is then posted to A/P in the same was as an invoice by using Post Invoice Option 6. This will have the effect of generating a price variance and if **TMSPU/CST-UPD** is set up as 1=Inventory then this will reduce the unit cost of the original invoice.

Volume Variance or Short Supply

In the detail screen the ISBN, the units short supplied and the unit cost are entered. When the shipment is closed, this will have the effect of creating a volume variance to offset that of the original invoice. The credit note, once balanced between detail and header, is then posted to A/P in the same way as an invoice by using Post Invoice. When the shipment is closed, this will have the effect reducing the volume variance that would have been generated from a short supply.

Rules for Credit Notes:

- The original invoice number must be valid and posted to A/P

- The ISBN must be within the Original invoice

- The credit amount and quantity **must not** be greater than the original value for that ISBN.

- Purchase Order number must exist on the original invoice

- Claimed quantity must be equal to or less than invoiced quantity

- Claimed unit cost must be equal to or less than invoiced cost.

- Check Purchase Order cost in credit note against invoice

- Splits the value of zero stock credit notes according to the original invoice.

Examples

This section illustrates examples concerning:

Example 1: Addition of pro forma/ invoice/credit note to a shipment

This example describes how to add a pro forma/invoice to a Shipment.

1. Select option **PO Work with Shipment** from Distribution > Inventory Management > Purchasing > Invoices.

PUW005 Work with Shipments - Filter panel is displayed.

2. Specify the details for the required shipment or leave blank and click **OK** to display all available shipments.

PUW005 Work with Shipments - Filter panel is displayed.

3. Select Shipment with **E** status and click **Work with** to add details to the Shipment.

PUW010 Work with Shipping Invoice panel is displayed in maintenance mode.
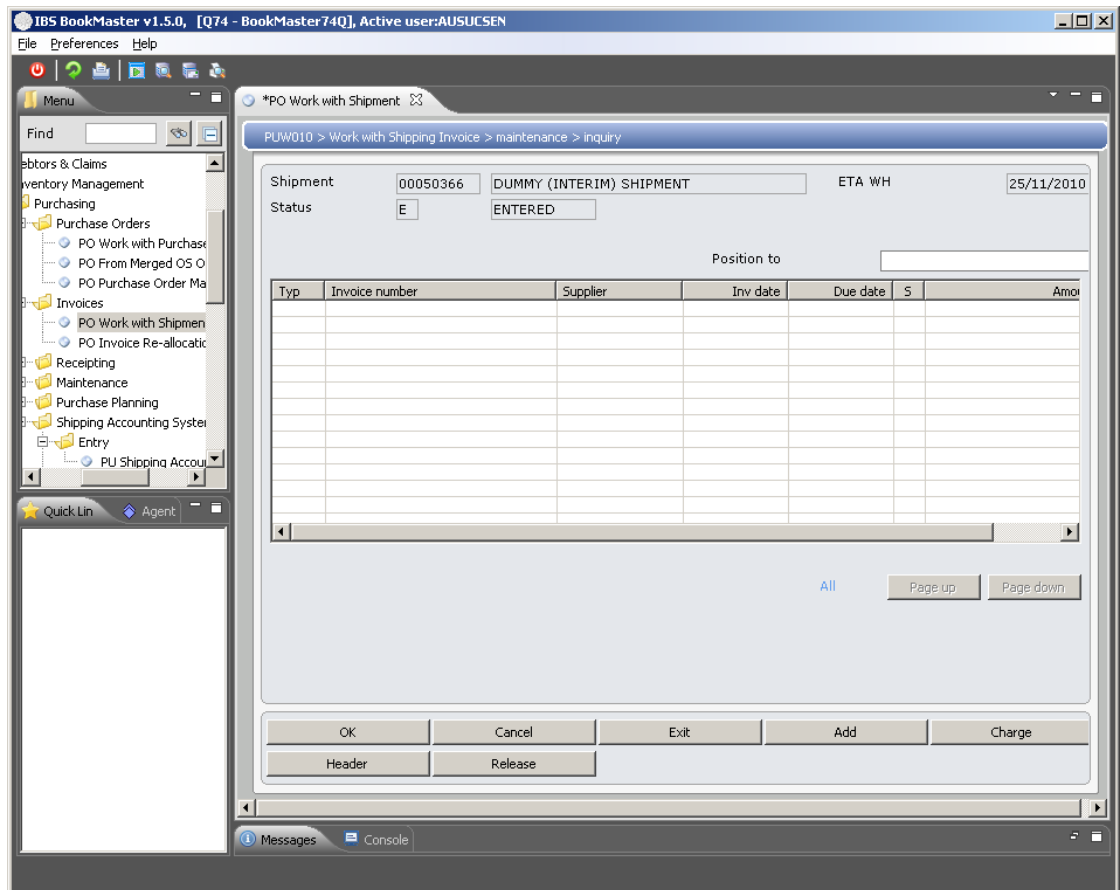
Options

Detail	Access Work with Shipping Invoice in maintenance mode to maintain invoice details.
Delete	Access Work with Shipping Invoice in delete mode to delete selected Shipment.
Post to AP	Post to AP posts and places the invoice on Hold in A/P if the following conditions are met:
	The interface to A/P is Active (TMSPU-ACTIVE).
	The document total in the Header and the Detail line total balance with each other.
Credit Inv	Access the screen to allow a credit to be processed against the invoice line.

Functions

Add	Access Work with Shipping Invoice Add mode to add an Invoice to the Shipment.
Charge	Access PUW015 Work with Land Charges to add or maintain Landing/Shipment Charges
Header	Access Work with Shipping Invoice to maintain details of Ship name, Doc total, ETA information

Release	Release releases the shipment ready for receipts in the warehouse.

Relevant Fields

Invoice Type	This determines if the document being processed is a Pro forma, Invoice or Credit Note. This document type can be defaulted by setting up the requirements in TMSPU/DT.
Invoice Number	This is the number of the invoice on which the purchased title is being charged.
	NOTE: If the Invoice is to be entered in Accounts Payable as held, prior to the shipment being finalized, this is the number entered in Creditors Reference field for the system to automatically change the Hold flag on the AP invoice from Yes or No when the shipment is completed.
Supplier	In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.
	In Work with Shipping Invoice entry of the Supplier is mandatory.
	Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.
	1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.
	A warning message is displayed and you are required to either delete or change the duplicate number.
	2=Duplicate invoice/supplier numbers can be entered for different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.
	In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.
Inv date	This is the date on which the pro forma/invoice/credit note was received. Entry is mandatory.
Due date	This is a calculated date based on the supplier's payment terms and can be overridden
Status	The current status of invoice displays.
	X = Line details not balanced with header document total

E = Entered and balanced

P = Posted to A/P

An invoice that is not balanced between the header amount and total details lines cannot be posted to the A/P. A Pro forma will need to be converted to an invoice and balanced before it can be posted to A/P.

Amount	This is the calculated total of the entire shipment. This is a display field only. The Base Currency is displayed alongside the value. The calculation is as follows: the trade currency ÷ by the current exchange rate = the Base currency. The Exchange rates are established in the Distribution Database.
Currency	In Purchase Order Entry/Maintenance the currency defaults from the Supplier Master file and cannot be overridden.

4.	Click **ADD**.

PUW010 Work with Shipping Invoice panel is displayed in add mode to add invoices or pro forma invoices to the Shipment.

Relevant Fields

Supplier	In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the

preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

Document no   Document number

In Work with Shipping Invoice the document number is mandatory. There are three document types, Pro forma, Invoice and Credit Note.

Pro forma number

When entering the shipping invoice as a Pro forma a number is required to identify the Pro forma. This can be used for processing advanced shipping notice, prior to the invoice being received.

Invoice number

This is the number of the invoice on which the purchased title is being charged and it is a mandatory entry.

Note: if the Invoice is to be entered in A/P as held, prior to the shipment being finalized, this is the number entered in the Creditors Reference field for the system to automatically change the Hold flag on the A/P invoice from Yes to No when the shipment is completed.

Consignment Invoice number

This is the number of the consignment invoice on which the stocks will be receipted. This particular invoice will have no cost and must not be posted to A/P.

Credit Note number

Enter the Credit number that relates to the original invoice from the Supplier. When Document Type C=Credit note is selected an additional field is displayed 'Original doc' requesting the original document number. Note this must match otherwise the Credit note cannot be processed.

|	
Document type	Document type
	This determines if the document being processed is a Pro forma, Invoice, Consignment, or Credit Note. This document type can be defaulted by setting up the requirements in TMSPU/DT.
	Pro-forma Number
	When entering the shipping invoice as a Pro-forma a number is required to identify the Pro-forma. This can be used for processing advanced shipping notice, prior to the invoice being received.
	Invoice Number
	This is the number of the invoice on which the purchased title is being charged.
	NOTE: If the Invoice is to be entered in Accounts Payable as held, prior to the shipment being finalized, this is the number entered in Creditors Reference field for the system to automatically change the Hold flag on the AP invoice from Yes or No when the shipment is completed.
	Credit Note Number
	Enter the Credit number that relates to the original invoice from the Supplier. When Document Type C=Credit note is selected an additional field is displayed 'Original doc' requesting the original document number. This must match otherwise the Credit Note cannot be processed.
Period	Defaults to the current Accounts Payable period but can be overridden.
Invoice status	The current status of invoice displays.
	X = Line details not balanced with header document total
	E = Entered and balanced
	P = Posted to A/P
	An invoice that is not balanced between the header amount and total details lines cannot be posted to the A/P. A Pro forma will need to be converted to an invoice and balanced before it can be posted to A/P.
Document date	This is the date on which the pro forma/invoice/credit note was received. Entry is mandatory.
Document total	The document total on the invoice header must equal the total of the invoice details. When processing a Pro forma document type the header document total can be left blank. But it is advisable to enter a total for balancing purposes.
Tax amount	The calculated tax component of the document displays based on the tax category defaulted or entered.
Tax category	The tax category defaults from the Creditor Masterfile and can be changed.

Payment terms	Defaults to the Supplier payment terms as established in the Creditor Masterfile. For example, 30 day account, 90 day account and so on.
Due date	This is a calculated date based on the supplier's payment terms and can be overridden.
Reference	This invoice reference will appear on Purchasing Inquiry screens.
Apply duty	Indicate Yes if duty is to be applied to all products or leave blank for No.
Additional	Additional (-) Discount (+) Charges only displays if the program is flagged in TMSDS/PO-COST to H for Invoice Header. This discount is automatically applied to all line items on the invoice
Tax File No	The Invoice Entry/Maintenance program has been enhanced to cater for the Australian GST by inserting a *Tax file number* field on the Header screen and changing the way in which the system uses the value in the *Document total* and *Tax amount* fields.

5.   Click **OK.**

The purchase orders against which goods are being delivered need to be linked to the Shipment.

Linking is required so that in inquiries the purchase order is shown as being ON BOARD.

PUW010 Work with Shipping Invoice panel is displayed for allocating Purchase Order to the Shipment.
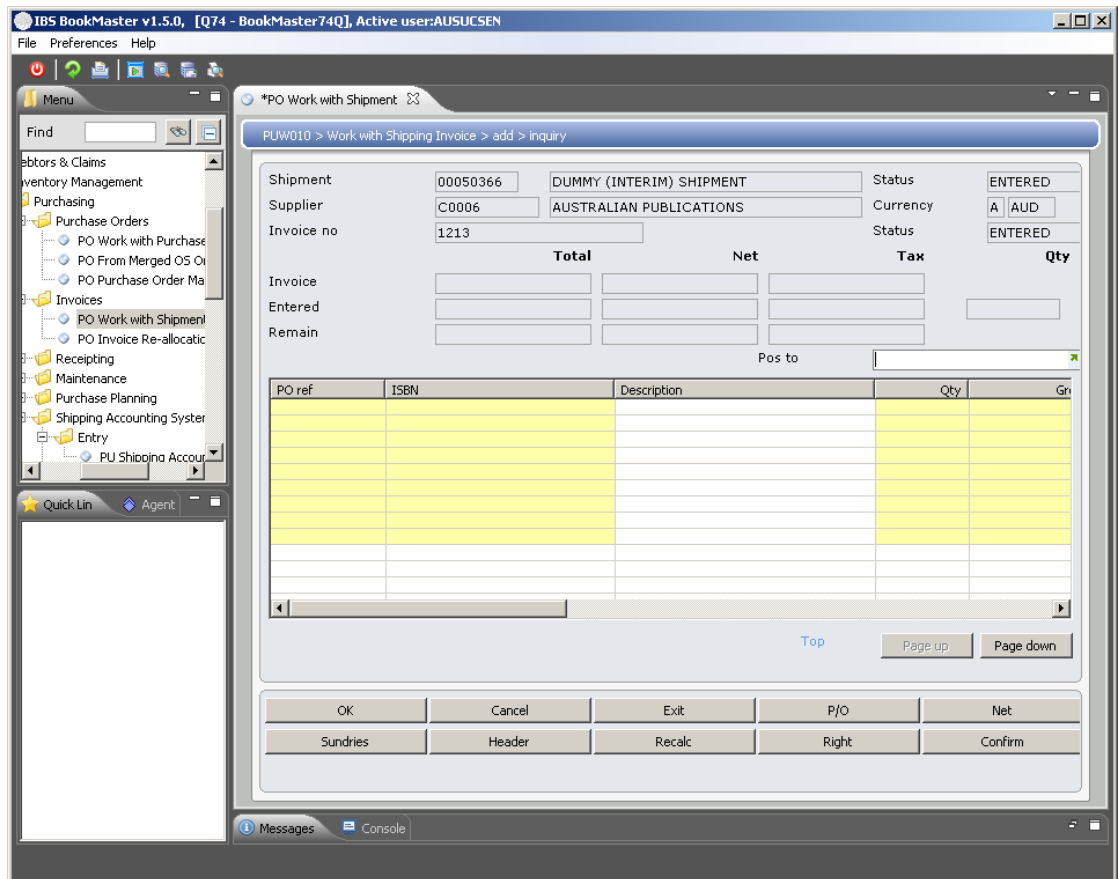
Options

Logical WH	Access the warehouse screen to allocated to selected warehouses.
Crd dtl	Access PUW020 Work with Shipment Invoice Group to enter the information if a credit note was raised against the invoice.
Text	Access PUW039 Work with Text to enter the information from the Purchase Order, Shipment, or Receipts.

Functions

P/O	Access PUW020 Work with Purchase Order Program to see any outstanding Orders and to allocate Purchase Orders/Commitments to a shipping Invoice.
Detail	Displays the Purchase Line number, unit of measure, Logical Warehouse/s, Tax code and tax amount, Supplier Item, Container Number, and withholding tax amount.
Net	Net switches between Gross Price and Total and Net price and Total.
Sundries	Any miscellaneous charges that are allocated specifically to this invoice can be entered here. The expense can be for an inventory item or to an expense account.
Header	Takes you back to the Invoice Header screen, where maintenance can be performed.

Recalc	Recalculates to balance the details lines with the Header total. When this function is selected and the variance between the Header total and the detail line exceed the tolerance level set on the lesser of the two fields (Percentage or Price), an error message displays.

- ********/**FN-TOR** determines the calculation percentage and value to be used.

- This calculates the Header Total field (HDRDTL) and the Detail Line total (UPRTOT) and compares Header total to the Detail Total (unit price * qty).

- Tolerance exceed limit, Recalc not allowed.

- Cause the operator has pressed Recalc, but the variance between invoice header amount and detail total exceed tolerance limit **(********/FN-TOR**).

- Recovery Correct invoice amounts and try again.

Right	Displays the Status of the Invoice, Duty applied flag, Duty amount applied, FOB price and Purchase Order Quantity.

Relevant Fields

Invoice Total	The total or gross value of the invoice as was input in the Header screen displays. Any variation between this figure and the sum of the detail lines which displays in the Entered Total field will result in an amount displaying in the Remain Total field.
	The Invoice Net and Invoice Tax amounts are calculated fields also taken from the Header screen.
Entered Total	The entered total or gross value is the sum of the detail lines that make up the shipping invoice. Any variation between this figure and the Invoice Total entered in the Header screen will display in the Remain Total field. Either the header amount will need adjustment or detail lines added or adjusted or the Recalc Function can be used to deal with minor variances.
Remain Total	The Remain Total shows a variation between this Entered Total and the Invoice Total. Either the header amount will need adjustment or detail lines added or adjusted or the Recalc Function can be used to deal with minor variances.
Qty	The total quantity displays for the entered detail lines.
PO ref	In Work with Purchase Order search for a valid reference ID being either Purchase Order or a Commitment Number. This retrieves the reference number into the field. Or enter the reference number if known.
	At line item level in Work with Shipping Invoice the purchase order reference number displays for each product selected for inclusion/linking in the shipping invoice. If the Direct Entry Method is being used to add purchase orders to a shipment, enter the Purchase Order number or Commitment number.

ISBN	In Purchase Order Entry/Maintenance, the title to be ordered must be entered. A title can be entered more than once on a purchase order if TMSDS/PO-DUPCH has been setup accordingly. Pack types Assortment, Mixture, System and Variety cannot be entered as products to be ordered.
	In Work with Shipping invoice, for direct entry processing, enter the title from the supplier's invoice.
Qty	The balance available for invoicing on the Purchase Order displays as the default quantity. This figure can be overridden to reflect the actual quantity invoiced or shipped for this shipment.
	If the Direct Entry Method is being used for adding purchase orders to a shipment, enter the quantity to be invoiced.
	TMSDS/PO-QTYC is used to determine whether the invoiced quantities are allowed to exceed ordered quantities, and if receipt quantities are allowed to exceed invoiced and/or ordered quantities. If there are discrepancies a warning message displays with the option to select F21 which in turn display a pop-up screen from which the user selects to print or file. The file name and library displays, plus an option to replace or add to the file.
Gross price	The Gross Buying Price for the title displays. To view the Net price, select Net. This price defaults from the Purchase Order, depending on the set up in TMSDS/PO-COST. If using the Direct Entry Method to add Purchase Orders, the gross price defaults and is set up on the Title Master file and the Buying Price file.
Disc	This is the amount of discount to be taken off the Buying Price.
	Note: The Title Master file must have the same currency as the Buying Price File otherwise the price does not display.
	In Work with Shipping Invoice the discount defaults from the Purchase Order, depending on the set up in TMSDS/PO-COST.
Gross Total	Amount
	In Shipment Allocation, this is the amount being allocated to this shipment.
	Gross Total
	In Work with Shipping Invoice this displays the Total value of the title, Buying price less Discount percentage. To view the Net total values select the Net Function.
	Gross Charge
	In Work with Shipping Invoice Sundry Charge, this value is added to the detail line of the invoice. The amount can be entered against each Charge Type and negative amounts are allowed. These charge lines and the detail line item must match the Header Document Total.

6.   Click **P/O** to access the Work with Purchase Order program where any outstanding orders are shown. Or **Prompt** in the *PO ref* field for the **Purchase Order Filter** to display.

PUW010 Work with Shipping Invoice panel get displayed. As a default the Purchase Order Status displays as 'O' Outstanding and the Supplier Code from the invoice header.

7.   Click **Right**.

PUW010 Work with Shipping Invoice panel get displayed.

Relevant Fields

Cmp Inv	This Complete Invoice flag indicates whether or not an invoice for this shipment has been completed
Duty	This flag indicates whether duty applies and defaults to No.
Based on	The Duty value is displayed for each line. If the Duty Flag is set to No then the value is exempt of Duty
FOB Price	**Net price** In Shipment/Invoice Entry/Maintenance, the net price of the title defaults. **FOB Price** In Work with Shipping Invoice the FOB price is displayed
PO qty	This is the amount of stock ordered for each title on the purchase order.
Stk sts	Select the Stock status codes to be included in the purchase order generation. Leave blank to select all. This status can be maintained and if there are changes the system updates the stock report if linked. In Work with Shipping Invoice the Stock Status can be maintained at this point of creating a shipment based on the information from the Suppliers. The Stock Report field on the Title Masterfile can be updated automatically (if linked) whenever the Stock Status is updated based on TMSDS/IM-

STKRI which holds the conversion table. Whenever the stock status is updated to any value in this Control File, the Stock Report code of the Item will be automatically updated with the value that is defined in this Control File. TMSDS/IM-IBOR**I** determines whether Stock Status can be maintained in Shipping.

8.   Click **Left**.

PUW010 Work with Shipping Invoice previous panel gets displayed.

9.   Click **OK** to accept all purchase orders**.**

This adds the invoice/pro forma/Credit note details to the shipment depending upon document no. selection.

Example 2: Maintenance of an existing shipment

This example describes how to maintain details of a selected Shipment. Purchase order line can be maintained for shipments with status 'P'.

1.   Repeat steps **1** and **3** of

2.   Click function **Header.**

PUW005 Work with Shipments panel is displayed in **Change** mode.

3.   Do the necessary changes and click **OK** to confirm.

This changes the selected Shipment details.

Example 3: Addition/maintenance of landing/shipment Charges

This example describes how to add or maintain the Landing/Shipment charges of a selected Invoice.

1.   Repeat steps **1** as in

2.   Select an existing invoice and click function **Charge.**

PUW015 Work with Land Charges panel is displayed to add or maintain Landing Charges.

Example 4: Release a shipment

This example describes how to release a selected shipment.

1.   Repeat steps **1** as in

2.   Select an existing invoice and click function **Release**.

3.   Again click **Release** to confirm release.

This releases the selected Shipment.

Example 5: Addition of text for a selected shipment

This example describes how to add text to a selected Shipment.

1.   Repeat steps **1** as in

2.   Select an existing invoice and click option **Text**.

PUW039 Work with Text panel is displayed in maintenance mode to add text to the selected Shipment.

Example 6: Maintenance of an existing invoice

This example describes how to change the details of a selected Invoice.

1.   Repeat steps **1** as in

2.   Select an existing invoice and click option **Details**.

PUW010 Work with Shipping Invoice panel is displayed in maintenance mode.

3.   Select an invoice and click **Header** to change Invoice header details.

PUW010 Work with Shipping Invoice panel is displayed in inquiry mode.

4. Click **OK** to confirm change.

This maintains the details of the selected shipment.

Example 7: Deletion of a selected invoice

This example describes how to delete the details of a selected Invoice.

Invoices cannot be deleted once posted to A/P.

1. Repeat steps **1** as in [Example 6: Maintenance of an existing Invoice](#)
2. Select an existing invoice and click option **Delete**.

PUW010 Work with Shipping Invoice panel is displayed in delete mode.

3. Click **OK** to confirm deletion.

This deletes the details of the selected Shipment.

Example 8: Addition of sundry charges to the selected invoice

This example describes how to add additional charges to a selected Invoice.

These Sundry charges can either impact the inventory cost or can be normal expenses that do not affect the inventory cost. This is compared against the same Charge type on the Shipment header and if the charge is inventory related, the greater of the two will be used as the basis in computing the landed cost. A negative amount in sundry charges is allowed.

1. Repeat steps **1** and **2** as in [Example 6: Maintenance of an existing Invoice](#)
2. Select an existing invoice and click option **Sundries**.

PUW010 Work with Shipping Invoice panel is displayed in maintenance mode.

Relevant Fields

Type

Landing Type

In Work with Shipping invoice G/L Item definition, this determines what cost type is to be used in the definition. Enter a valid cost type of *** for all.

Type

In Work with Shipping Invoice enter a charge type associated with this invoice. These charge types can be allocated to the inventory or just as an expense to be posted to the G/L.

Inventory = the costs are spread evenly against all the items on the invoice

Expense = the costs are allocated to a G/L account and will not affect the inventory value

In Work with Landing Charges, the Charge types are established in TMSDS/LC-TYP and defined in the Distribution Database Landing Charge Detail Definition File.

Cost type

In Shipment Allocation, this is the landing charge being allocated to this A/P invoice.

Note: If the cost type is not valid the message This cost type does not exist for this shipment displays.

Gross charge	**Amount**
	In Shipment Allocation, this is the amount being allocated to this shipment.
	Gross Total
	In Work with Shipping Invoice this displays the Total value of the title, Buying price less Discount percentage. To view the Net total values select the Net Function.
	Gross Charge
	In Work with Shipping Invoice Sundry Charge, this value is added to the detail line of the invoice. The amount can be entered against each Charge Type and negative amounts are allowed. These charge lines and the detail line item must match the Header Document Total.
G/L account	The G/L account defaults when an expense type is entered in the first column. An error message displays if a G/L code is entered for an inventory expense.
	G/L account not allowed.
	The operator has entered a G/L account but the entry on this field is not allowed for this invoice charge type.
Particulars	Relevant text must be entered against the G/L account when posting to the G/L. This text can be viewed in the Inquiries throughout the system.

3.   Key in the required fields and click **OK** to confirm.

This adds Sundry charges to the selected Invoice.

Example 9: Converting the pro forma to an invoice

This example describes how to convert Pro forma to an Invoice.

1.   Repeat steps **1** and **3** as in Example 1: Addition of Pro forma/Invoice/Creditor note to a Shipment

2.   Select an existing pro forma that is to be converted and click **Detail**.

PUW010 Work with Shipping Invoice panel is displayed in Maintenance mode.

3.   Click **Header**.

PUW010 Work with Shipping Invoice panel is displayed in Maintenance mode.
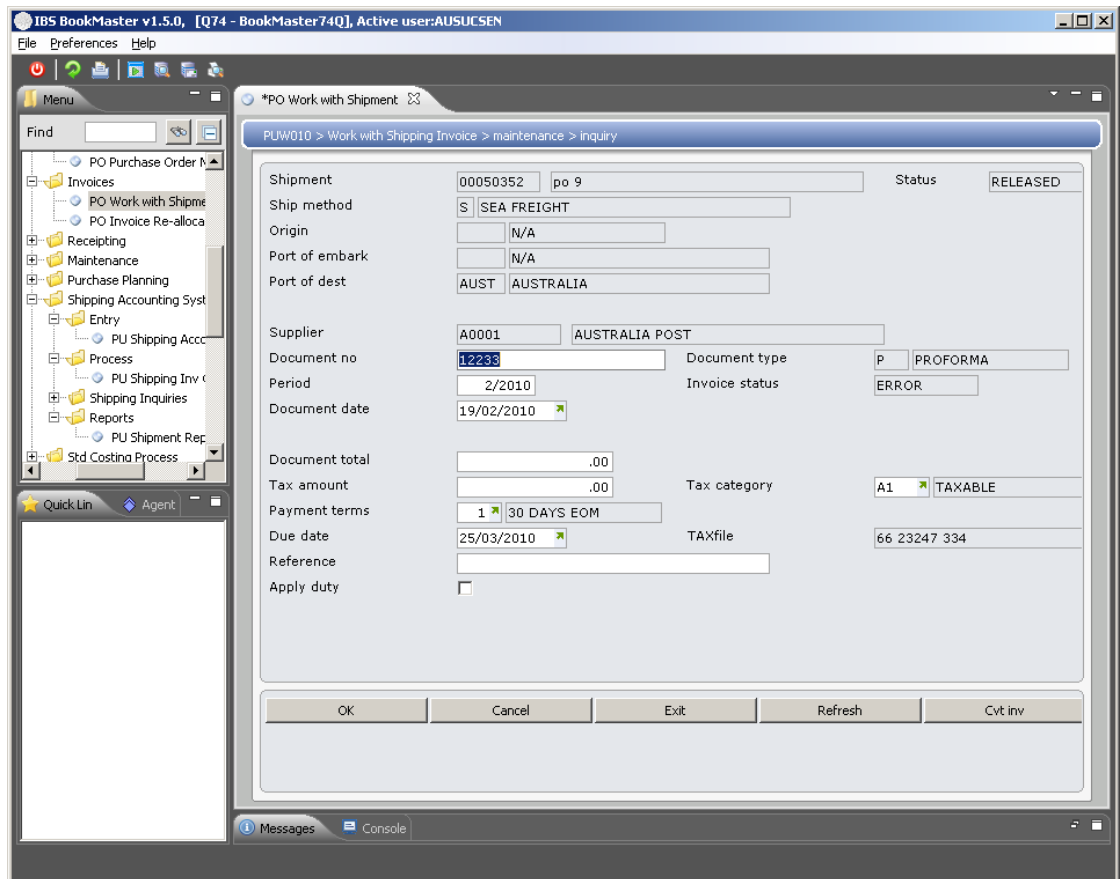
Functions

Cvt Inv	Cvt Inv accesses screen to convert the pro forma to an invoice.

4.   Click **Cvt inv** function to convert the pro forma to an invoice.

The message Warning **Pro forma number is the same as invoice number** displays.

5.   Change the document number if required and click **Cvt inv** again to convert the pro forma.

Example 10: Cost adjustment credit note

This example describes how to adjust cost in credit note.

1.   Repeat steps **1** as in <u>Example 7: Deletion of a selected Invoice</u>

2.   Select a creditor note and click option **Credit inv**.

PUW025 Work with Shipment Invoice Group panel is displayed to display the maximum quantity/amount (document net) that can be credited.

Example 11: Close a shipment

This example describes how to close a selected Shipment.

1. Repeat steps **1 and 3** of [Example 2: Maintenance of an existing Shipment](#)

2. Select a shipment and click **Close**.

PUW005 Work with Shipments panel is displayed in close mode.

This closes the selected shipment.

Example 12: Re-open a shipment

This example describes how to re-open the closed Shipment.

1. Repeat steps **1 and** of [Example 2: Maintenance of an existing Shipment](#)

2. Click **Open**.

PUW005 Work with Shipments panel is displayed in inquiry mode.

This opens the closed shipment.

Cross Reference

- PUW005 – Work with Shipment