



All clear.

**LOGISTICS**  
**DELIVERY NOTE**  
**USER'S MANUAL**



## LOGISTICS DELIVERY NOTE

User's Manual: **AMASIS** R9.30


**STK-BL**

Release: 1.0

Date: 4<sup>th</sup> April 2014

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## Involved AMASIS releases

This document applies from the following **A.M.A.S.I.S** release:


☒ **A.M.A.S.I.S** R9.30

## Table of modifications

RELEASE	DATE	DESCRIPTION
R1.0	04/04/2014	Application of document

## Tracking

WRITTEN BY	VALIDATED BY	AUTHORIZED BY
Service	Service	Service

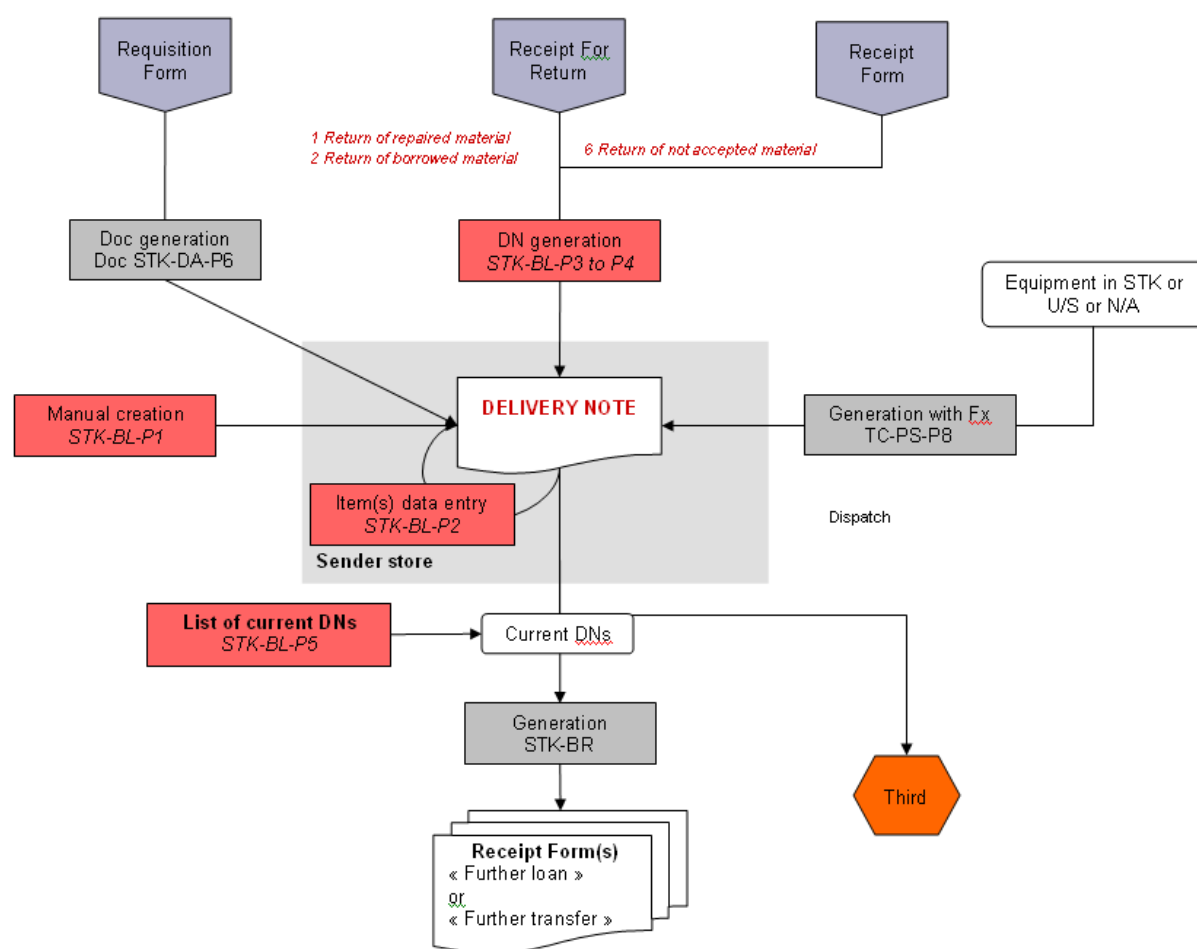
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## Introduction: Delivery note

This process describes the full process to be followed with **A.M.A.S.I.S** for managing the Delivery note.

The delivery notes (DNs) can be used for managing several movements:

- Transfer between two stores
- Return of borrowed material or material repaired in workshop for a client
- Return of non-accepted material
- Loan or sale of material to a client
- Sending of material to a supplier or subcontractor for A/C maintenance check or equipment repair.



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## Delivery types

<u>Type</u>	<u>Description</u>	<u>Consignee</u>
1	Return of repaired material	Third
2	Return of borrowed material	Third
3	Loan to third	Third
4	Sale to thirds	Third
5	Transfer to other store	Store
6	Return of not accepted material	Third
9	Others	Third



Loan DN can only be used for rotatable, and sale DN for consumable.


## Situation of rotatable before/after delivery

<u>Type</u>	<u>Description</u>	<u>Situation before</u>	<u>Situation after</u>
1	Return of repaired material	RRP	NPS
2	Return of borrowed material	STK	NPS
3	Loan to third	STK MHS	PRT
4	Sale to thirds	STK MHS	NPS
5	Transfer to other store	STK MHS	TRF
6	Return of not accepted material	NC	NPS
9	Others	STK MHS	NPS

## **Process: Delivery note**

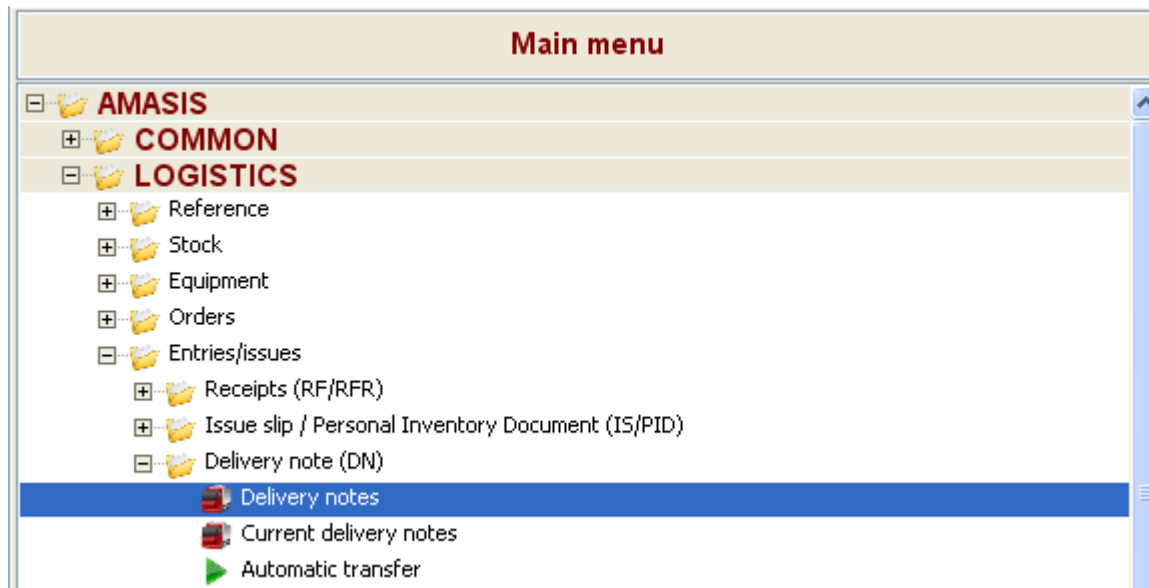
The origin of the creation of a delivery note can be:

- ☒ Manual generation
- ☒ Creation from **Requisition form** (refer to **Requisition Form** doc)
- ☒ Creation from **Receipt Part for Return**
- ☒ Creation from **Receipt Form**
- ☒ Receipt from **Equipment Card** (see **Equipment card** doc, Fx function)

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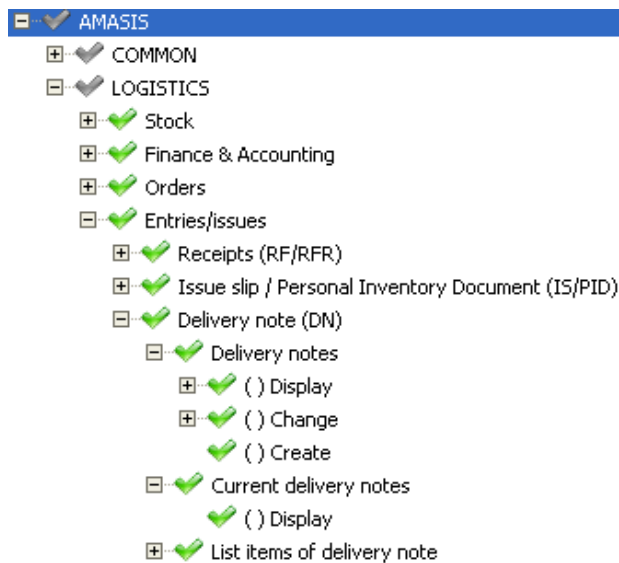
## Main access: Delivery note


Logistics module → Entries/issues menu → Delivery note (DN) menu



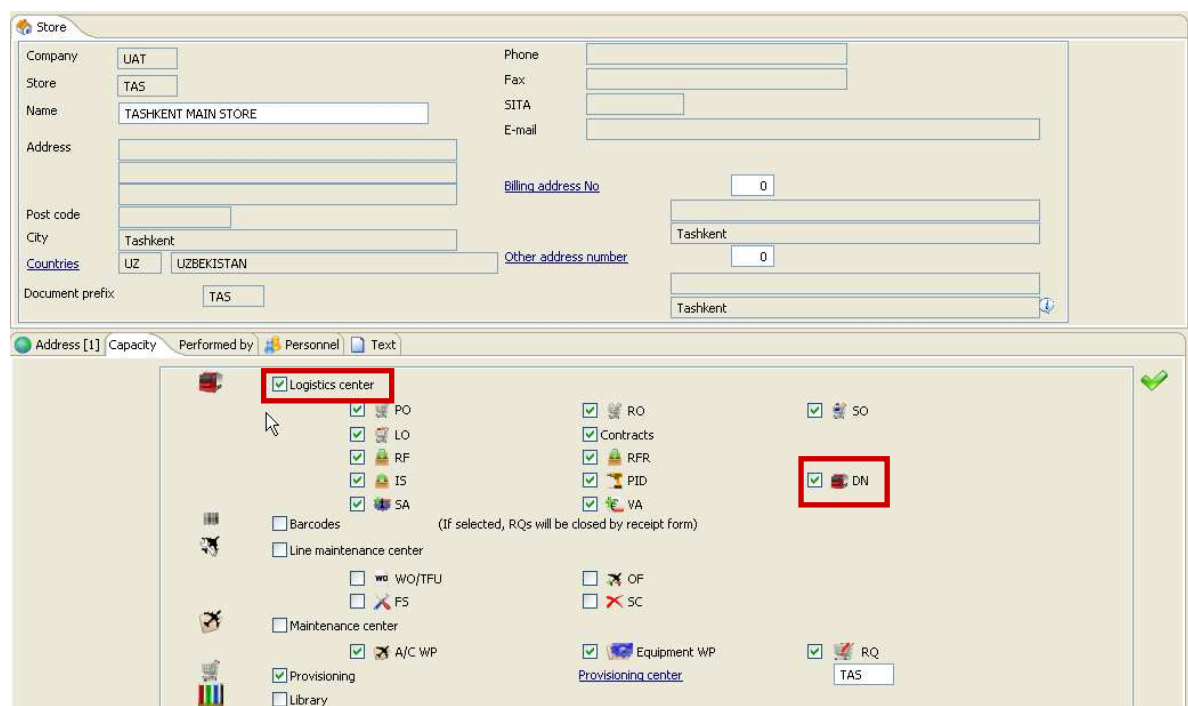
## Prerequisite: Delivery note

- The user must have the authorizations to access the Delivery note management (refer to [Work with](#) menu, [Work with roles](#) menu and [Work with users](#) menu)



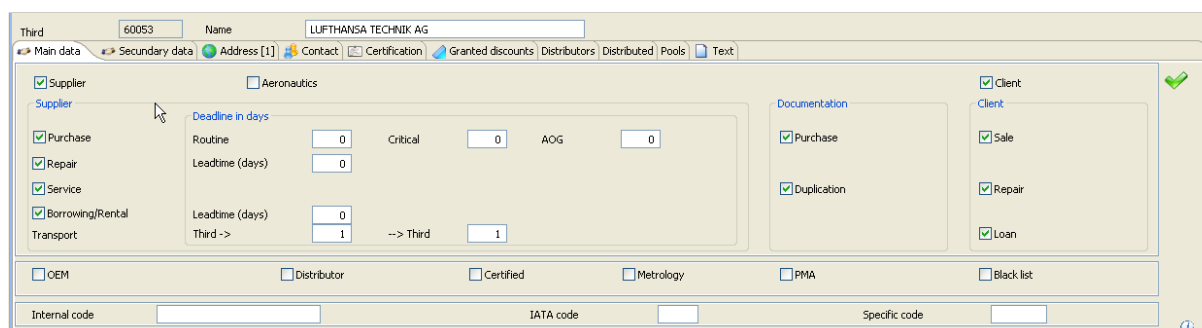
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- Company and stores codes are created and the store is defined as the logistics center and allowed to create delivery notes.  
(refer to **Background data** menu of **Common** module, **Environment and Locations** submenu, **Company/Stores/Services** submenu).



### Other prerequisites depending on created DN type

- For DN of type 5, the consignee store exists and is allowed to create Receipt Forms (refer to **Background data** menu of **Common** modules, **Environment and Locations** submenu, **Company/Stores/Services** submenu).
- For a DN which consignee is a third, you must define some criteria (refer to **Background data** menu of **Common** modules, **Environment and Locations** submenu, **Thirds, Suppliers, Clients**)



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Type	Description	Suppliers/Clients	Transactions
1	Return of repaired material	Client	Repair
2	Return of borrowed material	Supplier	Borrowing/Rental
3	Loan to third	Client	Loan
4	Sale to third	Client	Sale
6	Return of not accepted material	Supplier	Purchase/Repair/Rental
9	Others		

## Delivery Note settings

Some general settings predefined by the Administrator have an impact on data introduction of the Delivery note.

To display these settings, select  icon.

Delivery note

Print-out

Number of copies

1

☐ Print tags
 

Number of tags

1

☒ Print equipment file
 

☒ Repaired equipment return  
☒ Borrowed equipment return  
☒ Loan out  
☒ Sale  
☐ Transfer towards other store  
☒ Non-acceptance return  
☒ Other dispatches


Internal No

☒ Free
 ☐ Mandatory
 ☐ Not modifiable
 ☐ Not captured

## Involved services

☒ Store




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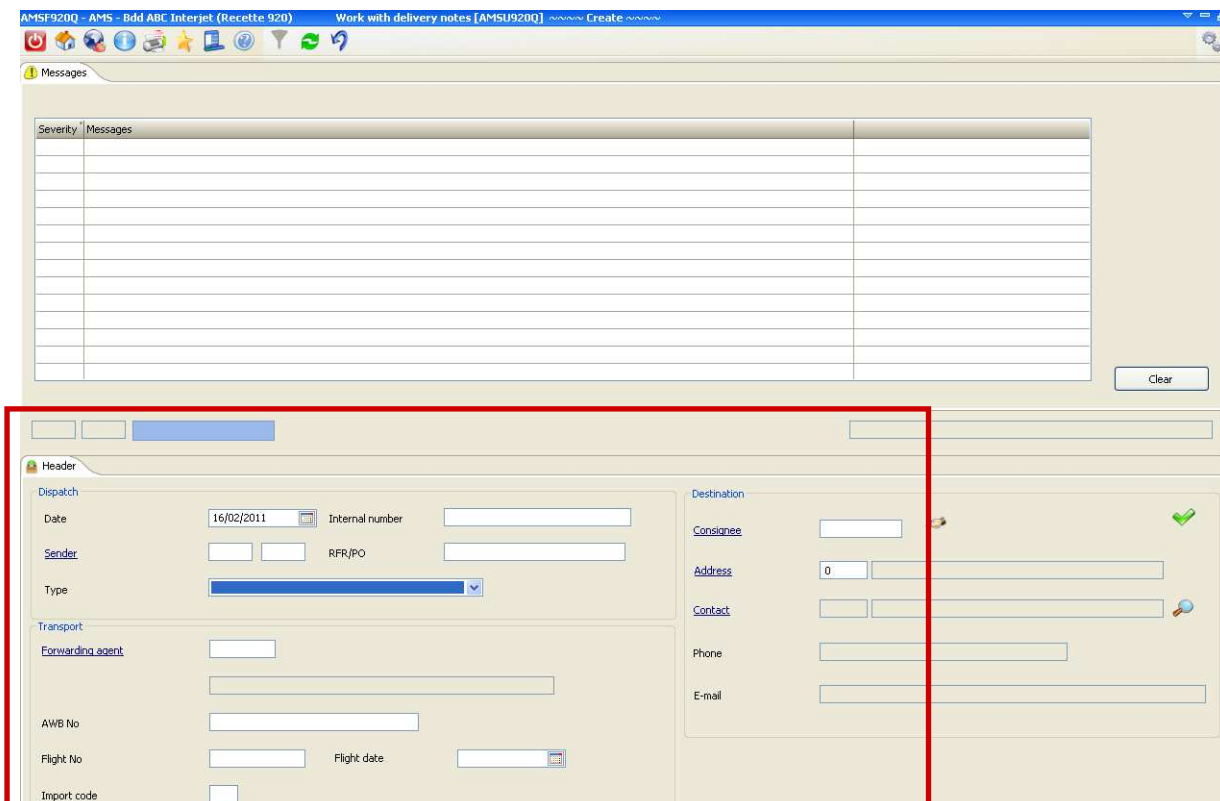
## STK-BL-P1 Creation of Delivery Note

The example shown below is a manual delivery for internal transfer between two stores. This creation can be made for all types of DNs in accordance with the above described prerequisites (refer to Prerequisites: Delivery Note) but other methods are more appropriate depending on the type of delivery to be generated.

This method is more appropriate for DNs of type 4, 5 and 9 (Sale to third, transfer and other dispatches).


### To create a delivery note:

- Select **Logistics** menu → **Entries/Issues** → **Delivery Note**
- Click  icon or press F9 key to display the following screen and fill in the fields, taking into account the following instructions:



The screenshot displays the 'AMSP9200 - AMS - Bdd ABC Interjet (Recette 920)' application window. The window title bar includes the text 'Work with delivery notes [AMSP9200]' and a 'Create' button. Below the title bar is a 'Messages' section with a table that has columns for 'Severity' and 'Messages'. The main area of the window is the 'Header' section, which is highlighted with a red box. This section contains several input fields and labels:

- Dispatch:** Date (16/02/2011), Internal number, Sender, RFR/PO, Type (dropdown menu).
- Transport:** Forwarding agent.
- AWB No:** (input field).
- Flight No:** (input field), **Flight date:** (calendar icon).
- Import code:** (input field).
- Destination:** Consignee, Address (0), Contact, Phone, E-mail.
- A green checkmark icon is visible next to the Destination section.

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## Field description

### Dispatch

#### **Date**

Mandatory field corresponding to creation data of DN

#### **Internal number**

Mandatory or option depending of defined DN settings. Alphanumeric field of 20 characters.

#### **Sender**

Company code + store code dispatching material. Must be defined in **Background data** (refer to **Companies, stores, services** doc). Mandatory fields.

#### **RFR/PO**

Depending on DN type, reference of original document:

- Reference of RFR (DN of type 3, 4, 6)
- Reference of client purchase order (DN of type 3, 4)
- Reference of RF (DN of type 6)

#### **Type**

Type of created DN

### Transport

#### **Forwarding agent**

Supplier code for the third which will carry the material + description. Must be defined in Background data (refer to **Thirds, suppliers, clients** doc)

#### **AWB No**

AWB number (airway bill)  
Alphanumeric field of 20 characters

#### **Flight No**

Flight number in case of dispatch by plane.  
Alphanumeric field of 8 characters.

#### **Flight date**

Date of flight

#### **Import code**

Code of 2 characters specifying if part is subject to import licence.

### Destination


#### **Consignee**

Mandatory field corresponding depending on DN type:

- to store code for material transfer
- to client / supplier code for sale, loan or return of borrowed or not accepted material


#### **Address**

Delivery address of consignee

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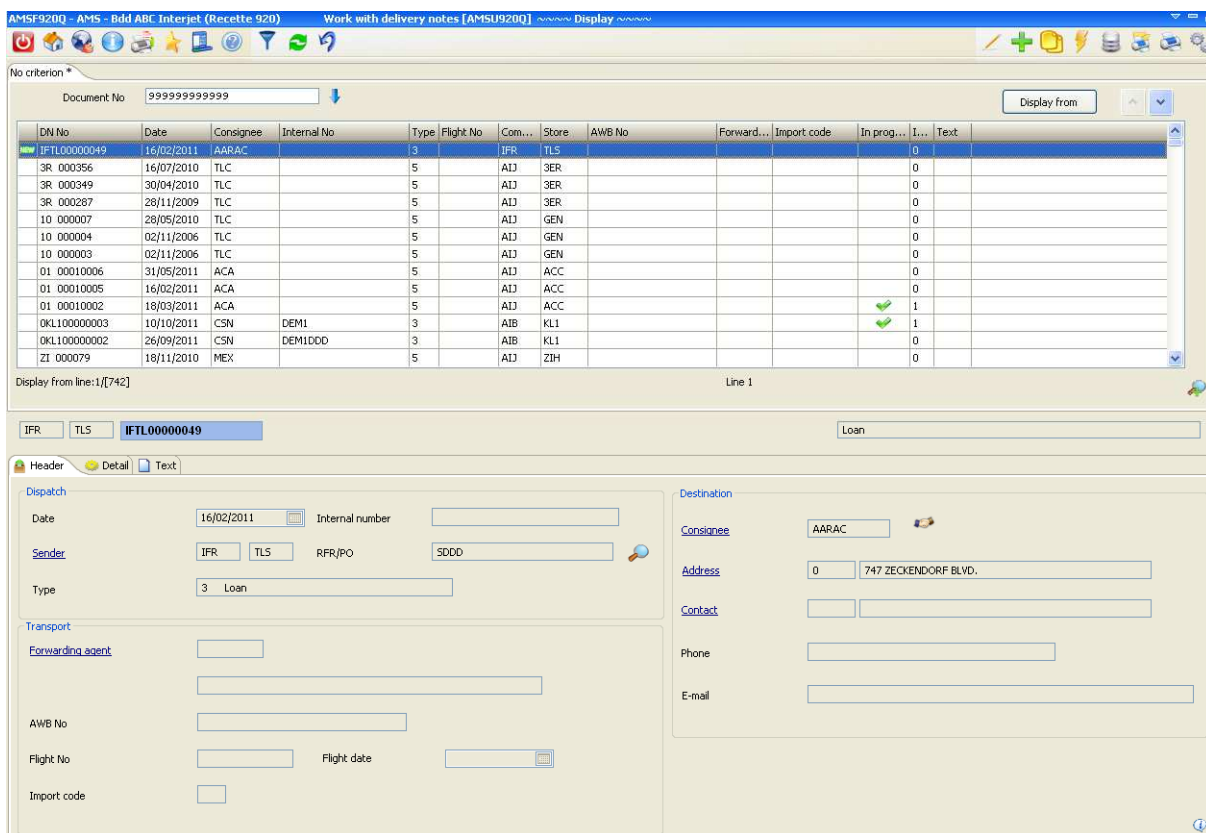
## Contact

Main contact known for consignee. Information specified on third information sheet (refer to **Thirde, suppliers, clients** doc)

- Once data is introduced, validate with  icon.


You have created delivery note header.


The delivery note number, key information of the template, is highlighted in a blue-grey background, with bold characters.



The screenshot shows the 'Work with delivery notes [AMSF9200]' window. At the top, the document number is '99999999999'. Below this is a table with columns: DN No, Date, Consignee, Internal No, Type, Flight No, Com..., Store, AWB No, Forward..., Import code, In prog..., I..., and Text. The table contains several rows of data, including dates from 2010 to 2011 and various consignee codes like TLC, ACA, CSN, and MEX. Below the table, there are tabs for 'Header', 'Detail', and 'Text'. The 'Header' tab is active, showing fields for 'Dispatch' (Date, Internal number, Sender, Type) and 'Destination' (Consignee, Address, Contact, Phone, E-mail). The 'Consignee' field is set to 'AARAC' and the 'Address' field is set to '747 ZECKENDORF BLVD.'.



Creation is possible copying an existing issue slip with  icon.


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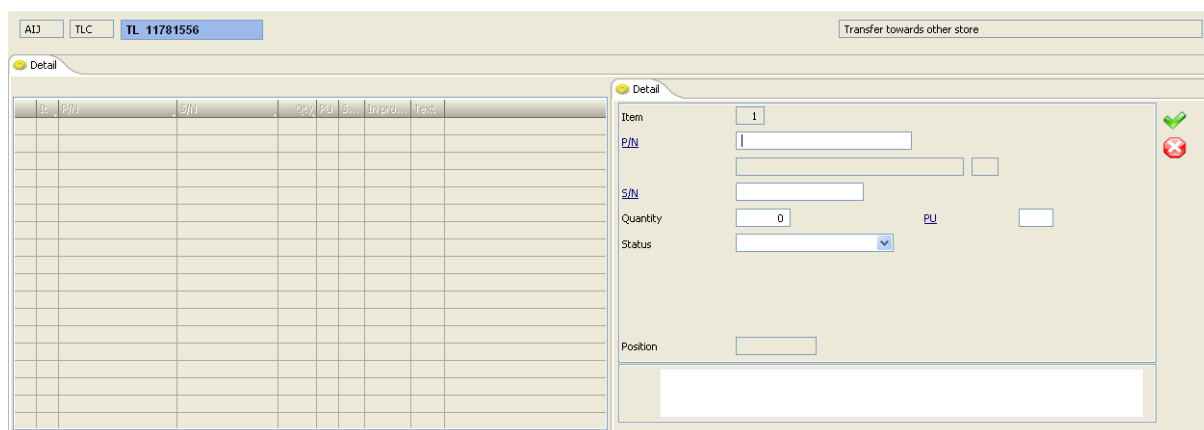
## STK-BL-P2 Introduction of DN items

There are two ways of introducing an item or several items on a Delivery Note:

- Individual introduction: introduction of items one by one
- Rapid introduction: grouped and rapid introduction of items.


### Individual introduction of items of a DN

- Use « Detail » tab to introduce consumable and/or rotatable to be transferred.
- Click « Detail » then  icon on the bottom part




### Field description

<b>Item</b>	Displayed field corresponding to DN item						
<b>P/N</b>	Mandatory field. Must be defined in reference cards (refer to Reference card doc)						
<b>S/N</b>	Batch number or serial number sent in case of material of type 2, 3, 5 or 6						
<b>Quantity</b>	Quantity of part sent for this item						
<b>AU</b>	Mandatory field if the same field is introduced on the reference card. Corresponds to Account Unit						
<b>Status</b>	Status of sent part <table border="1" data-bbox="571 1915 901 2004"> <tr><td>S</td><td>Serviceable</td></tr> <tr><td>U</td><td>Unserviceable</td></tr> <tr><td>N</td><td>No Conformity</td></tr> </table>	S	Serviceable	U	Unserviceable	N	No Conformity
S	Serviceable						
U	Unserviceable						
N	No Conformity						

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## Position

Position in the store of origin of sent reference. Displayed field.

- Introduce the data (P/N, qty ...) on the item to be sent and do not forget to validate , which fills in the left table.


Store position is automatically filled in, if consignee inventory card exists. Otherwise it is created and position is SP for « No Position ».

Once item is validated, you can introduce the following one. If you want to stop introducing items, click




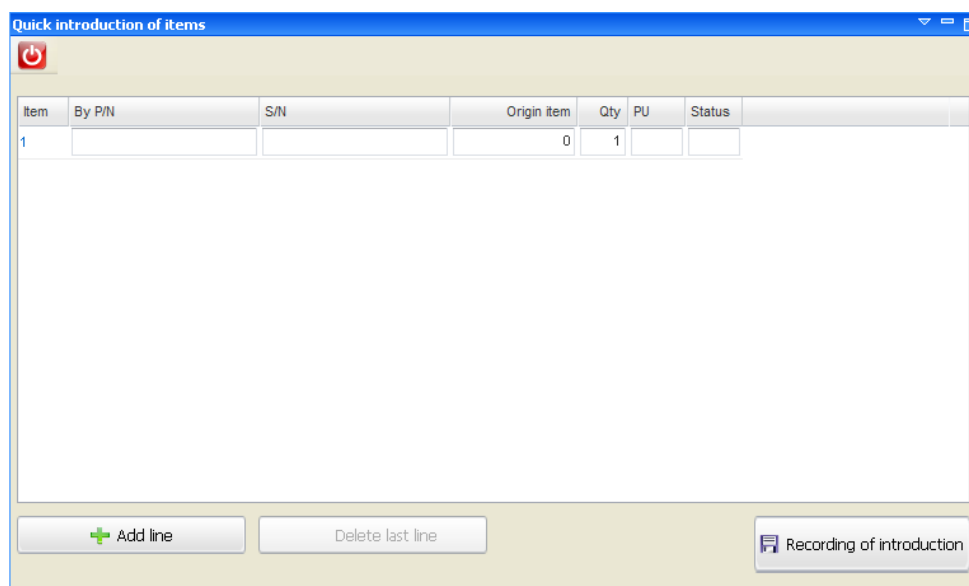
Items just created have delivery « in progress » status. This means that consignee store has not yet received the parts further to this DN. A list enabling to display all the items DN can be requested (refer to § [STK-BL-P5](#))




Deletion of an entire DN is not possible. However, it is possible to delete one or several items of a DN using  icon on the bottom right of the screen (icon for managing items).

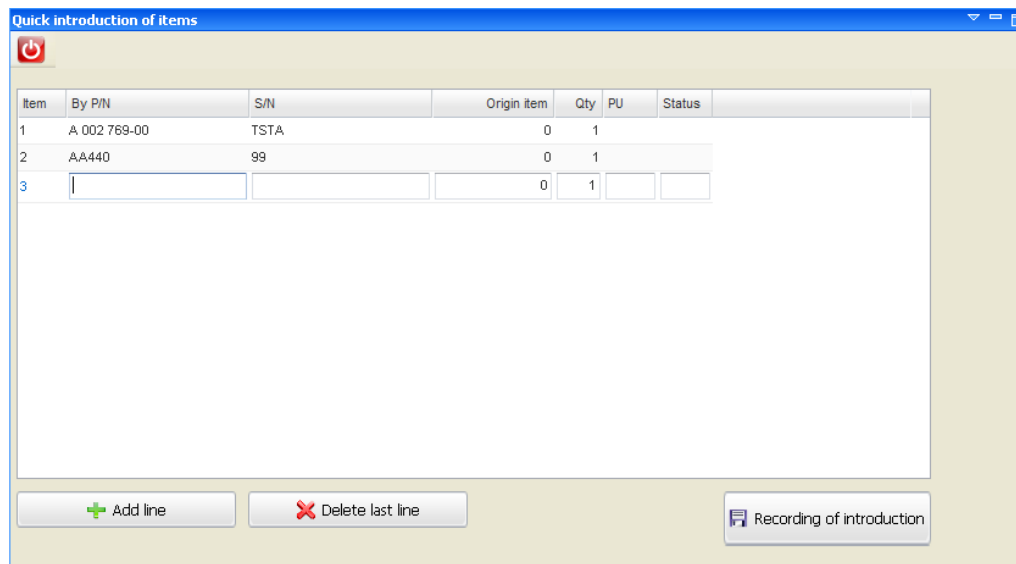
## Rapid introduction of items of a DN

- Use « Detail » tab to introduce the items to be delivered.
- Click « Detail » tab, then  icon on the bottom part. The rapid introduction window is displayed.







- Start introducing items

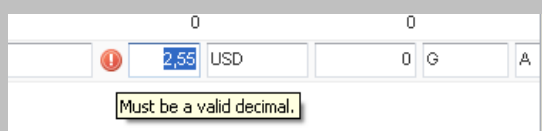
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## Description

	Button enabling to add a line for introduction of an additional item in the window <b>Caution:</b> it is also possible to add a line with Tab key of the previous line one the line to be created
	Button enabling to delete the last recorded line in the rapid introduction window
	Button enabling to record the introduction of the DN items

If a datum appears to be inconsistent, a  symbol appears. If you put cursor on it, a tap is displayed to explain inconsistency.



When introduction is finished, click « Recording of introduction button » to go back to DN screen

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Quick introduction of items

Item	By P/N	S/N	Origin item	Qty	PU	Status
1	A 002 769-00	TSTA	0	1		
2	AA440	99	0	1		
3	JHJOPL	12	0	1		

Data recorded. You can quit the window

- If you press « Cancel recording » button, you go back to introduction screen onto which you can made changes or add data
- If you press « Quit button », the items are recorded on the DN

IFR TLS IFTL00000049 Loan

Header Detail [3] Text

It	P/N	S/N	It	Qty	PU	S...	E/I	In pro...	Text
1	A 002 769-00	TSTA	0	1					
2	AA440	99	0	1					
3	JHJOPL	12	0	1					

Detail Text

Item 1 Origin item 0

P/N A 002 769-00

GENERATEUR D'IMPULSION 5


S/N TSTA

Quantity 1

Status E/I

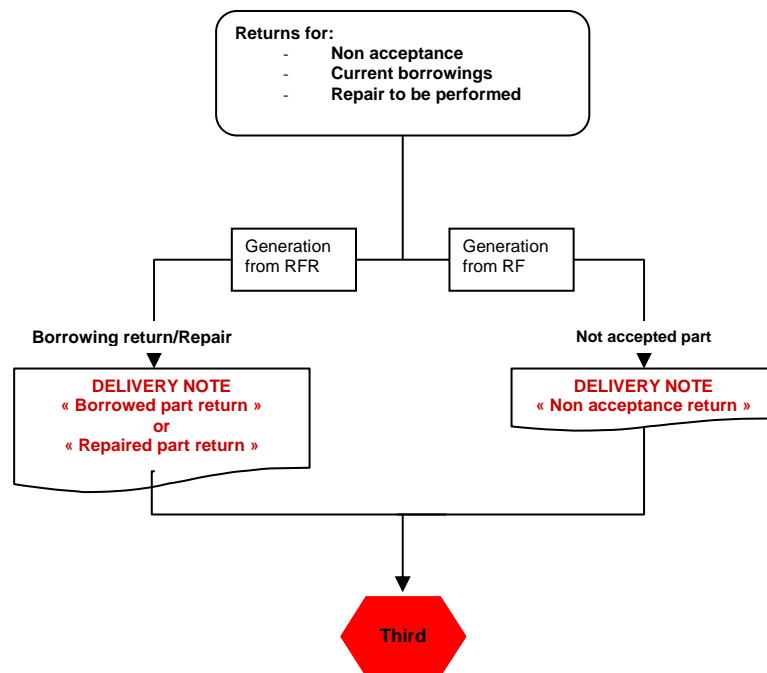
Position

ITEM NUMBER MUST BE FILLED IN

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## STK-BL-P3 & P4 Generate DN further RF or RFR

It is possible to automatically generate a delivery note using the data specified on the document of origin, which in this case, is a Receipt Form or a part Receipt For Return. Several RFs can be generated for a same document of origin.

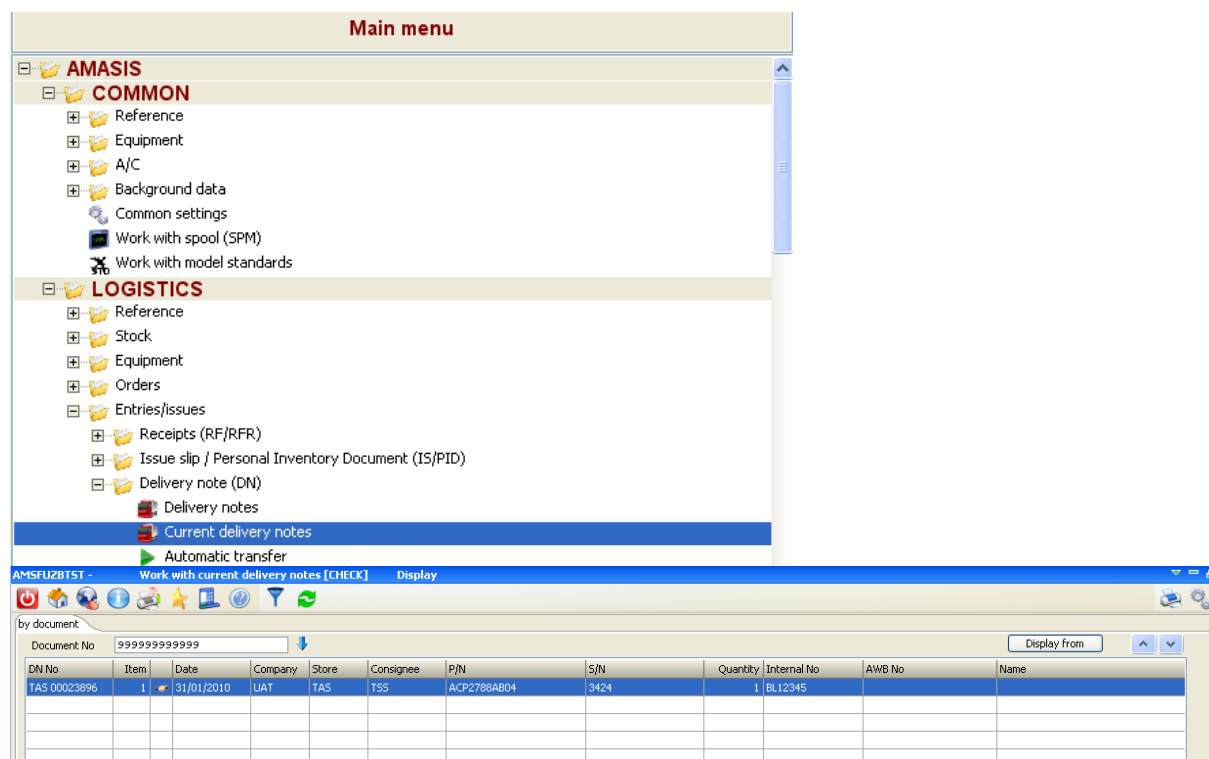


Generation of a delivery note is made from Receipt form/Receipt For Return menu. The list of returns to be made allows direct access to all the RFs and RFRs from which DNs of type 1, 2 and 6 can be generated.




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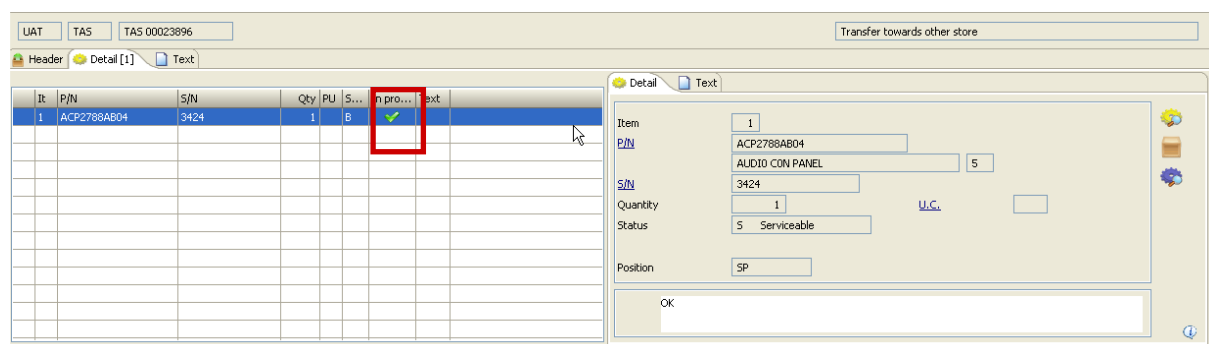
From main menu:





DN No	Item	Date	Company	Store	Consignee	P/N	S/N	Quantity	Internal No	AWB No	Name
TAS 00023896	1	31/01/2010	UAT	TAS	TSS	ACP2788AB04	3424	1	BL12345		


- Select the RF or RFR at the origin of the return
- Double-click to display document detail

The items to be returned appear in « in progress » column with  icon.



It	P/N	S/N	Qty	PU	S...	in progress	Text
1	ACP2788AB04	3424	1	B			


- If you select  , you can generate a return DN:
- If document of origin is a RF with not accepted items, you generate a DN of type 6 « Return for non-acceptance »

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Generate

- ▶ Generate RF
- ▶ Generate from a RFR
- ▶ Generate a DN for non-acceptance return

Generate a DN for non-acceptance return


Detail 

Origin

Origin document:

Origin center:

Destination:

- Validate and the screen of the screen of pre-filled DN header is displayed including the data of the selected RF, and validate with  icon.

**Header**

**Dispatch**

Date:  Internal number:

Sender:  RFR/PO:

Type:  Other Shipping reasons

**Transport**

Forwarding agent:

AWB No:

Flight No:  Flight date:

Import code:

**Destination**

Consignee:  »


Address:

Contact:

Phone:

E-mail:

The following window shows the reference of the RF of origin and the RF number generated by AMASIS as well as the number of linked items.

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Generate a DN for non-acceptance return

Detail Messages


Origin

Origin document: TAS 00023898

Origin center: UAT 125

Destination: 60053

Document No	Nb of items generated
TAS 00023900	1

- Click  icon to display the generated DN.

work with delivery notes (CHECK) generate Change

No criterion

Document No: 999999999999

Display from

DN No	Date	Consignee	Internal No	Type	Flight No	Com...	Store	AWB No	Forward...	Import code	In prog...	Text
TAS 00023900	31/01/2010	60053		6		UAT	TAS					

Line 1

Returned for non acceptance

UAT TAS TAS 00023900

Header Detail [1] Text

It	P/N	S/N	It	Qty	PU	S...	E/I	In pro...	Text
1	AA9227-16400243	EE	1	1					

Detail Text

Item: 1

P/N: AA9227-16400243

SEAL: 2

Kit: EE


Quantity: 1

Status: U.C.

Position: 23A1


ITEM GENERATED TO VALIDATE BY UPDATING

The delivery data are directly integrated on the item(s) of the DN depending of the RF of origin.

- In this example, just validate  the item with « Item generated, make changes and validate » message.

This validates the return to the third.

If you look up the RF of origin (from the header) with  icon, you can notice that they are no longer « in progress »

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Header   Detail [1]   Text								
It	P/N	S/N	Qty	PU	Txt	In progress	Status	St...
1	AA9227-1640D243	EE	1				N	FN

The document is no longer in the list of returns to be made.


Detail		Shipping costs	Order/Invoice	Text
Item	1	Origin document item		1
P/N	AA9227-1640D243			
Kit	SEAL	2		
Expiry date	31/01/2010			
Quantity	1	U.C.		
Interchangeability code		Status	N	FN
Return DN	TAS 00023900 1	Position	23A1	

## Conclusion of « Return for non-acceptance » DN

- Parts of types 5 and 6 are in « Not followed » situation. Movement is tracked in equipment card history.
  - Returned quantity is deducted from the « non-accepted » quantity in stock of dispatch store.
  - Delivery is tracked in the history of inventory card of the dispatch store.
- If the document of origin is a RFR, you generate a RF of type 1 « Return of repaired material » or type 2 « Return of borrowed material »

Automatic generation	
▶	Receipt form
▶	Receipt form by AWB No
▶	Receipt form from IFR
▶	Return delivery note for non-acceptance
▶	Loan return delivery note / repair
▶	Receipt further to LO
▶	Invoice

The other steps of the process are the same as the ones of DN for non-acceptance.


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### Conclusion of « Return of repaired material » DN

- Parts of types 5 and 6 are in « Not followed » situation. Movement is tracked in equipment card history.
- Delivery is tracked in the history of inventory card of the dispatch store.

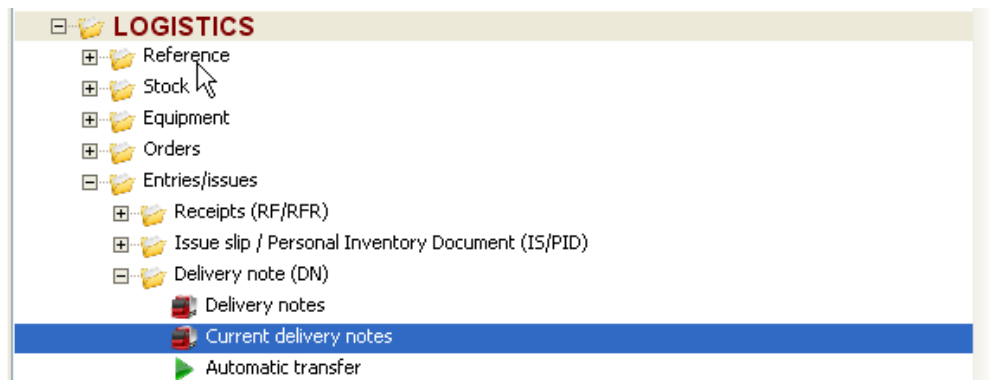
### Conclusion of « Return of borrowed material » DN

- Parts of types 5 and 6 are in « Not followed » situation. Movement is tracked in equipment card history.
- Returned quantity is deducted from the « Borrowed » quantity in stock of dispatch store.
- Delivery is tracked in the history of inventory card of the dispatch store.

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## STK-BL-P5 List current DNs

You can access to the list of current DNs from main menu:





This list displays all the items of the DN which current loans are not returned by the client and/or internal transfers are not received.



DN No	Item	Date	Company	Store	Consignee	P/N	S/N	Quantity	Internal No	AWB No	Name
TAS 00023896	1	31/01/2010	UAT	TAS	TSS	ACP2788AB04	3424	1	BL12345		

From these documents, you can generate appropriate types of receipt (refer to [Receipt Form](#) Doc §[STK-BR-P5 & P6](#))

## Main reports of DNs

- Print-out of a DN from DN screen with  icon
- Summary report with  icon

