

# How to

## Put multiple orders in one container

! Use case – preparing a container for shipping or receiving

Logistic Unit

### HLXU 200 8419

Home Tracking Print History More options

**General** Show less

No.	HLXU 200 8419	SSCC	
Description	45' High Cube Dry container	Tracking No.	
Type Code	C45HCDC	LU Location Code	OPEN
Archived	0	Reusable	<input type="checkbox"/>

**Lines** | Manage | Line

Type	No.	Description	Quantity	Unit of Measure Code	Expect... Quant...	Invent... Quant...	Gross Weight (kg)
→					0.00	0.00	0

HLXU 200 841 9





# 1 Open the order to be added to the container

Sales Order

101009 · Adatum Corporation

Home Prepare Print/Send Request Approval Order **Logistic Units** Actions Related Automate Fewer options

**General** Show more

Customer Name ..... Adatum Corporation ... Due Date ..... 10/05/2023

Contact ..... Robert Townes ... Requested Delivery Date ..

Posting Date ..... 10/04/2023 ... External Document No. ...

VAT Date ..... 10/04/2023 ... Status ..... **Open**

Order Date ..... 10/04/2023

**Lines** | Manage Line Order

New Line Delete Line Select items...

Type	No.	Item Reference No.	Description	Location Code	Quantity	Qty.
Item		1896-S	ATHENS Desk		2	
Item		1900-S	PARIS Guest Chair, black		3	
Item		1906-S	ATHENS Mobile Pedestal		4	
Item		1908-S	LONDON Swivel Chair, blue		1	
→ Item		⋮ 1929-W	Conference Bundle 1-8		2	

**Details** Attachments (0)

**Logistic Units** ▾

Unit No. Logistics Posted

(There is nothing to show in this view)

**Sell-to Customer Sales History**

Customer No. 10000

0	0	7
Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders
2	0	0
Ongoing Sales Invoices	Ongoing Sales Return Orders	Ongoing Sales Credit Memos



## 2 Release order. Click **Logistic Unit** > **Add to Logistic Unit**

Sales Order

101009 · Adatum Corporation

Home Prepare Print/Send Request Approval Order **Logistic Units** Actions Related Automate Fewer options

New Logistic Unit Include Logistic Units Print

New Logistic Unit

Add To Logistics Unit

Adatum Corporation ... Due Date 10/05/2023

Robert Townes ... Requested Delivery Date

Posting Date 10/04/2023 External Document No.

VAT Date 10/04/2023 Status **Released**

Order Date 10/04/2023

Logistic Units

Unit No. Logistics Posted

(There is nothing to show in this view)

Sell-to Customer Sales History

Customer No. 10000

Type	No.	Item Reference No.	Description	Location Code	Quantity	Qty.
Item	1896-S		ATHENS Desk		2	
Item	1900-S		PARIS Guest Chair, black		3	
Item	1906-S		ATHENS Mobile Pedestal		4	
Item	1908-S		LONDON Swivel Chair, blue		1	
→ Item	1929-W		Conference Bundle 1-8		2	

0	0	7
Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders
2	0	0
Ongoing Sales Invoices	Ongoing Sales Return Orders	Ongoing Sales Credit Memos



### 3 Choose **Logistic Unit** in Add To Logistic Unit Wizard

Add To Logistic Unit Wizard

Welcome

The wizard page add document lines to the existing logistic unit, creating a link between the document lines and the logistic unit lines.

Next Finish

Add To Logistic Unit Wizard

Select Logistic Unit

Unit No. HLXU 200 8419

Back Next Finish



4 Select all quantity for lines and click **Add**.

Add To Logistic Unit Wizard

Document Lines | Delete Links

Document Source ID ↑	Document Source Information	Item No.	Description
101009	Adatum Corpor...	1896-S	ATHENS Desk
101009	Adatum Corpor...	1900-S	PARIS Guest Chair, black
101009	Adatum Corpor...	1906-S	ATHENS Mobile Pedestal
101009	Adatum Corpor...	1908-S	LONDON Swivel Chair, blue
→ 101009	Adatum Corpor...	1929-W	Conference Bundle 1-8

Back Add Finish



**5** Select all quantity for lines and click **Add**.

← Sales Order ✓ Saved

101009 · Adatum Corporation

Home Prepare Print/Send Request Approval Order Logistic Units Actions Related Automate Fewer options

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**General** Show more

Customer Name	Adatum Corporation	Due Date	10/05/2023
Contact	Robert Townes	Requested Delivery Date	
Posting Date	10/04/2023	External Document No.	
VAT Date	10/04/2023	Status	<b>Released</b>
Order Date	10/04/2023		

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**Logistic Units** Attachments (0)

Unit No.	Logistics	Posted
<a href="#">HLXU 200 8419</a>	Outbound	<input type="checkbox"/>

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**Sell-to Customer Sales History**

Customer No. 10000

0	0	7
Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders
2	0	0

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**Lines** | [Manage](#) Line Order

[New Line](#) [Delete Line](#) [Select items...](#)

Type	No.	Item Reference No.	Description	Location Code	Quantity	Qty.
Item	1896-S		ATHENS Desk		2	
Item	1900-S		PARIS Guest Chair, black		3	
Item	1906-S		ATHENS Mobile Pedestal		4	
Item	1908-S		LONDON Swivel Chair, blue		1	



# 5 Repeat for another orders

← Sales Order ✓ Saved

## 101009 · Adatum Corporation

Home Prepare Print/Send Request Approval Order Logistic Units | Actions ▾ Related ▾ Automate ▾ Fewer options ⓘ

**General** Show more

Customer Name	Adatum Corporation	Due Date	10/05/2023
Contact	Robert Townes	Requested Delivery Date	
Posting Date	10/04/2023	External Document No.	
VAT Date	10/04/2023	Status	<b>Released</b>

**Logistic Units** ▾

Unit No.	Logistics	Posted
HLXU 200 8419	Outbound	<input type="checkbox"/>

← Sales Order ✓ Saved

## 101010 · Trey Research

Home Prepare Print/Send Request Approval Order Logistic Units | Actions ▾ Related ▾ Automate ▾ Fewer options ⓘ

**General** Show more

Customer Name	Trey Research	Due Date	24/04/2023
Contact	Helen Ray	Requested Delivery Date	
Posting Date	10/04/2023	External Document No.	
VAT Date	10/04/2023	Status	<b>Released</b>
Order Date	10/04/2023		

**Logistic Units** ▾

Unit No.	Logistics	Posted
HLXU 200 8419	Outbound	<input type="checkbox"/>

Lines | Manage

✚ New Line

Type
Item
Item
Item
Item