

Booking Orders

What are Booking Orders?

Booking Orders are created when the **required quantity in a sales order exceeds the currently available stock**. Instead of rejecting the order, the system transfers it to the **Booking Orders list** to be processed later once stock becomes available.

- Under **Booking Orders**, you can select either **Distribution Order** or **Used Order**.
- Once selected, the related booking orders will be displayed.
- You can locate a specific order by:
 - **Searching** with the **Order Number**
 - **Filtering** by **Warehouse**
- **Click on Review.**
 - If the product is **not available**, the order moves into **Booking Allocation**.
 - In **Booking Allocation**, you can manually enter how many units should be allocated to the booking.
 - Once stock is replenished and allocated, the order can be moved to the next process.

Actions When Required Quantity is Available

You will see **4 options**:

- **Reject** - Declines the order.
- **Update** - Makes changes to the order details.
- **Pass** - Confirms the order but requires **inventory confirmation**.
- **Accept** - Confirms the order and performs **automatic inventory confirmation**.

Actions When Required Quantity is Not Available

You can see **2 options**:

- **Reject** - Declines the order.
- **Update** - Makes changes to the order details.

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