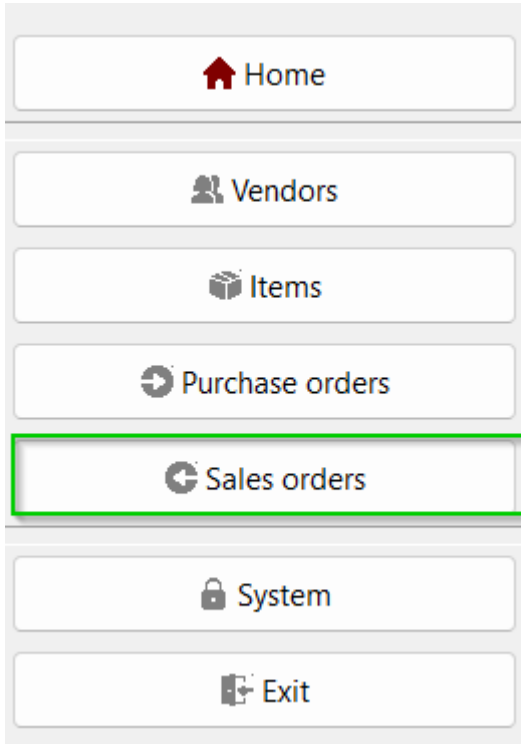


# Sales and picking items

Select sales order



## Creating or editing sales orders

Search for existing or create a new entry

Sales order search

Quick Filter:  Reference:  Item ID:

**Search for existing or create a new entry**

Record limit:   Auto search

Order Date	Order Reference	Order By	Order Compl.	Total ...	Total ...	Total ...	Orde...	Orde...	Orde...	Sales...
28/01/2025		stockie Admini	1	2	2	0	1	2025	1	1

## Enter order details and items

Sales order details

Reference:  Order date: 13/02/2025 Order by:  Order number: 3

Print  
Audit log  
Pick stock  
Pick history

Items Documents

Item ID Quantity

10.0Fx10CM	1
10.0Fx10CM	
1001780-HC	
1001782-HC	
1005357H	
1009664	
1010480-H	
1010481-H	
1010482-H	

Save Cancel Delete

Enter order details and add order items and quantities. Items will auto complete.

## Print sales order

Sales Order: 3

Reference:

Orderedby: stockie Administrator  
Orderdate: 13/02/2025

Qty	Item ID	Description
10	10.0Fx10CM	CATHETERS Introducer Sheath

## Pick stock

When stock has been picked

Clicking in the quantity field will automatically apply the back-order quantity, adjust this value as needed.

Values less than the expected quantity will be highlighted yellow. Values high than the quantity will not be allowed.

Pick stock

Sales order: 3  
Picked date: 13/02/2025  
Picked time: 2:09:04 PM  
Reference:

Itemid	Description	Quantity	Back Order Quantity	Order Quantity
10.0Fx10CM	CATHETERS Introducer Sheath	5	10	10

Click on quantity entry to automatically apply the back order quantity.  
Adjust this value as needed.

Quickly pick all items and save

Pick all Save Cancel

If the order was incomplete and items are still on back order, when stock arrives press "Receive stock" again. Only the pending items will be displayed.

**Pick stock**

Sales order: 3      Picked date: 13/02/2025      Picked time: 2:14:10 PM      Reference:

Itemid	Description	Quantity	Back Order Quantity	Order Quantity
1005357H	Unknown Whisper MS 0.014x190		2	4

## Pick history

Select Pick history to view picking list history.

**Sales order details**

Itemid	Quan...	Picked Date	Picked Time	Picked By	Picked Reference
▶ 10.0Fx10CM	10	13/02/2025	2:09 PM	stockie Administrat	

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