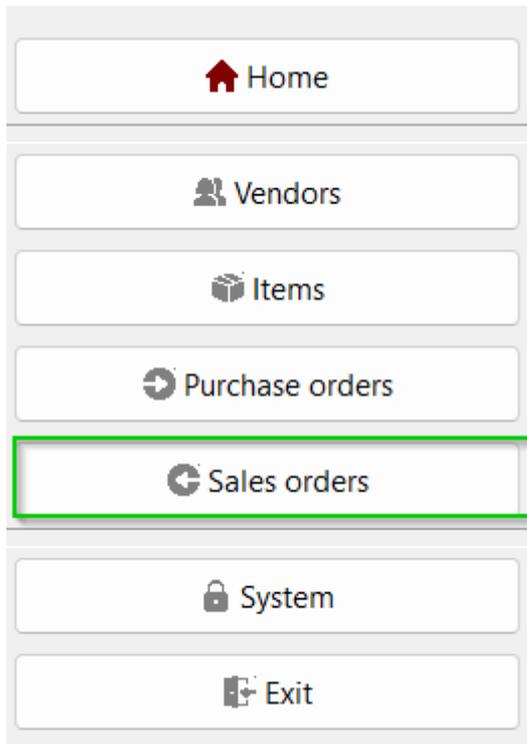


# Sales and picking items

Select sales order



## Creating or editing sales orders

Search for existing or create a new entry

## Sales order search

Quick Filter

Reference

Item ID

None

Search for existing or create a new entry

+ New

⊖ Edit

⊖ Delete

↻ Refresh

Record limit

1000

Auto search

🔍 Search

↶ Reset

| 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

Items Documents

Item ID:  Qty:

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**

- Print
- Audit log
- Pick stock
- Pick history**

**Pick stock history**

Refresh      Close

| 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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