

# Picking List

A Picking List may be printed from various sections of the system. It will include essential information.

If you would prefer to only have one Sales Order per page, this can be configured within [Site Settings](#)

Example:



**Order:** Z3349 (Miss Hannah Buckler) **Date:** 09/06/2022 **Status:** Payment Pending

**Delivery:** Standard Actual 11/12/2025

Qty	Code	Description	Location	Cartons	Barcode	Picked
1	3161	Ronnefeldt Golden Curcuma Chai 100g (1 x 100g bag)		-		



**Order:** Z3313 (Mr Mike Whitman) **Date:** 24/05/2022 **Status:** Awaiting Action

**Delivery:** Standard Requested 28/05/2022 Actual 11/12/2025,11/12/2025

Qty	Code	Description	Location	Cartons	Barcode	Picked
1	windowinsu	Insurance: Window Insurance		-		
1	34380e	Demo Recliner Large Pattern Custom options... Fabric - Message: Red Wood - Message: Dark Wood Insurance: Window Insurance	Bristol (Default)	-		

If the Location field is blank, that signifies that there is no stock allocated to the Sales Order line

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