

Packing and Despatching a Sales Order (Packing Screen)

This can be done manually, or via a barcode scanner.

Packing an Item

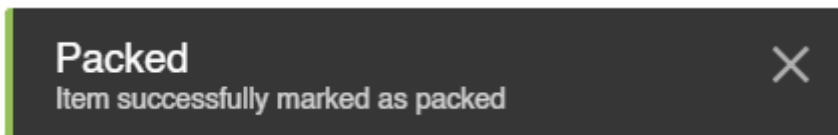
Manual Process

Tick the line items to process, and then use the button to complete the action:



Barcode Process

Correct Item



Incorrect Item

A warning will be shown if an incorrect item has been scanned.

Error
Item not found



Despatching an item

Tick the line items to process, and then use the button to complete the action.

You will also need to confirm the quantity to process if there are multiple required.

Despatched

despatch selected

Collecting an item

Tick the line items to process, and then use the button to complete the action.

You will also need to confirm the quantity to process if there are multiple required.

Collected

Qty to process

FAQs

What does 'Location not allowed for fulfilment' mean?

A warning will be shown if the allocated stock is in a location not enabled for fulfilment. You will either need to enable that Location/Store, or arrange a Stock Transfer.

Error

Location not allowed for fulfilment



What does 'no more of this item required' mean?

This means that you have already packed the required quantity. Please double check the quantity that you have physically in hand to prevent over packing.

Error

No more of this item required



Revision #2

Created 26 August 2025 11:51:45 by Mike

Updated 12 September 2025 14:47:32 by Mike