

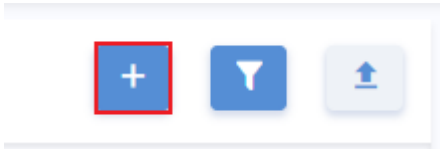
Sales Order

Create Sales Orders

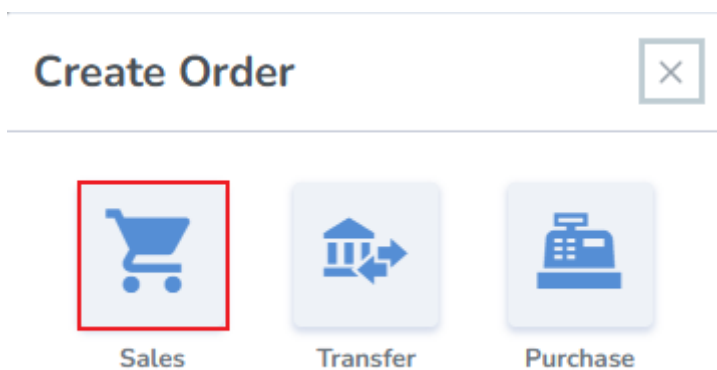
Orders can be created manually, one by one, or in bulk via [spreadsheet upload](#).

Create a Sales Order manually

- Click the "+" button located on the Orders page



- From the pop-up window, select Sales



Create Sales Order

- Order Number - the system generates an order number, or enter your own
- Origin - select the location where the order is being fulfilled
- Destination - enter the customer's name
- Add Products & Quantities - search and add products manually, or upload them via spreadsheet upload

Order #:

Sales 99079

Create Date:

06/04/2025

Status:

Draft

Shipping Method:

Origin:

Shop location

Customer Name:

Russell Winfield

Product

Type to search products...

Title	SKU	Ordered*	IPC*	Items	Shipped*
2	2	2			
 SHOES ADIDAS KID'S STAN SMITH white 1	AD-02-white-1	1	1	1	0/1
 ACCESSORIES ADIDAS CLASSIC BACKPACK black OS	AD-03-black-OS	1	1	1	0/1

Save

Close

- Click Save
- Once the Sales order is updated to **Shipping status**, [labels can be printed for the order](#)
- The Sales Order can also be [verified for accuracy](#).
- Once the order has been verified, a progress bar will display the completeness of the order

Sales	#1014	05/27/25 6:09 PM	Shop location	1/1	Russell Winfield	Completed	
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Revision #15
Created 14 May 2025 15:33:38 by Stan Andrus
Updated 2 July 2026 01:08:07 by Stan Andrus