

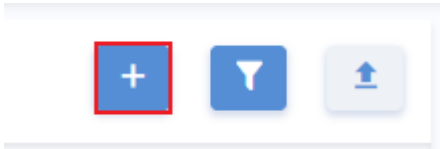
Sales Order

Create Sales Orders

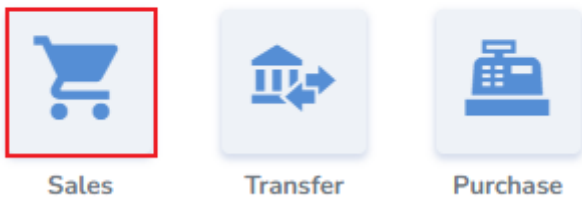
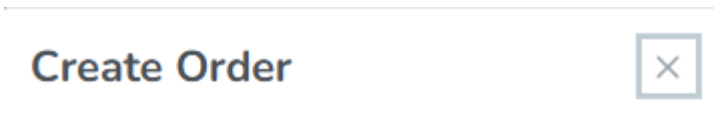
Orders can be created manually, one by one, or in bulk via [spreadsheet upload](#).

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

Title	SKU	Ordered*	IPC*	Items	Shipped*
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 Russell Winfield Completed

Revision #13

Created 14 May 2025 15:33:38 by Stan Andrus

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