PAMS FRESH GENERATION

Delivery notes

September 10, 2026

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A delivery note records the warehouse-owned delivery surface after the sales order and before the
AR Invoice. A **Shipping order** is the warehouse record that identifies what the delivery note
covers. Use the delivery note to find an existing record, complete the delivery, and print the
completed note.

If you need to…	Go to
Create a delivery note	Create and save a delivery note
Find a delivery note already recorded	Find a delivery note
Understand the fields and item rows	Understand the delivery note screen
Complete or print a note	Complete or print a delivery note
Review the full warehouse sequence	Warehouse fulfillment flow
Open the source shipping record	Shipping orders
Continue to invoicing	Invoice lifecycle

The business flow places the delivery note after the Sales Order and before the AR Invoice.

Before you start

A **Shipping order** is required for a new note; an existing note displays its shipping order as a
fixed field. The delivery-note page also depends on the feature being included and the

page being
available.

Prerequisites:

Have this ready	Why it matters
A **Shipping order**	You select it when creating a note; an existing note displays its shipping order as a fixed field.
Access to the warehouse delivery-note feature	The detail page appears only when the feature is included and the page is available.
Edit access and changed data	**Save** and **Save and Close** appear only when you can edit and the note has changes.
An existing, unchanged, incomplete note	**Delivery completed** appears only for this state.
An existing, unchanged, complete note and print access	**Print** appears only for this state and permission.

Result: You have the order, access, note state, and edit or print conditions needed to continue to
Find a delivery note.

Find a delivery note

The **Delivery Notes** work list is the warehouse surface for locating an existing note and reaching
the new-note form.

Prerequisites:

Have this ready	Why it matters
A value that identifies the note	A visible list value helps you recognise the row.
A **Shipping order** when you are creating a note	The new note begins by selecting its source shipping order.

Steps:

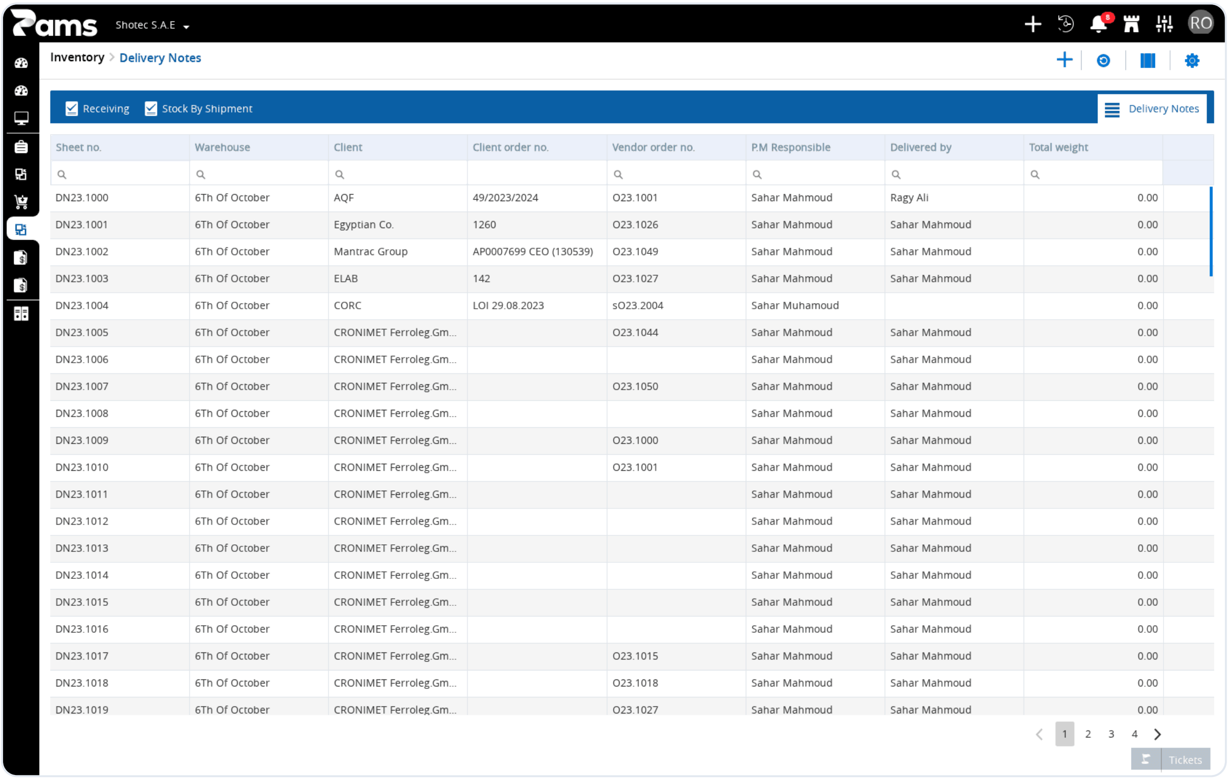
1. Open **Delivery Notes** to see the delivery-note work list.
2. Check one of the visible headers to identify the note you need.

   Check the visible headers and row values to recognise the note.

3. Select the row for the note you want to open.

4. In the work-list toolbar, select the plus icon.

5. Select **Delivery Note** to create a new delivery note.



Result: You have either the delivery-note form for a new note or the record you selected from the
work list.

Continue to Understand the delivery note screen.

The list also shows icon-only toolbar buttons.

The record breadcrumb is `Goods delivery note sheet`.

Understand the delivery note screen

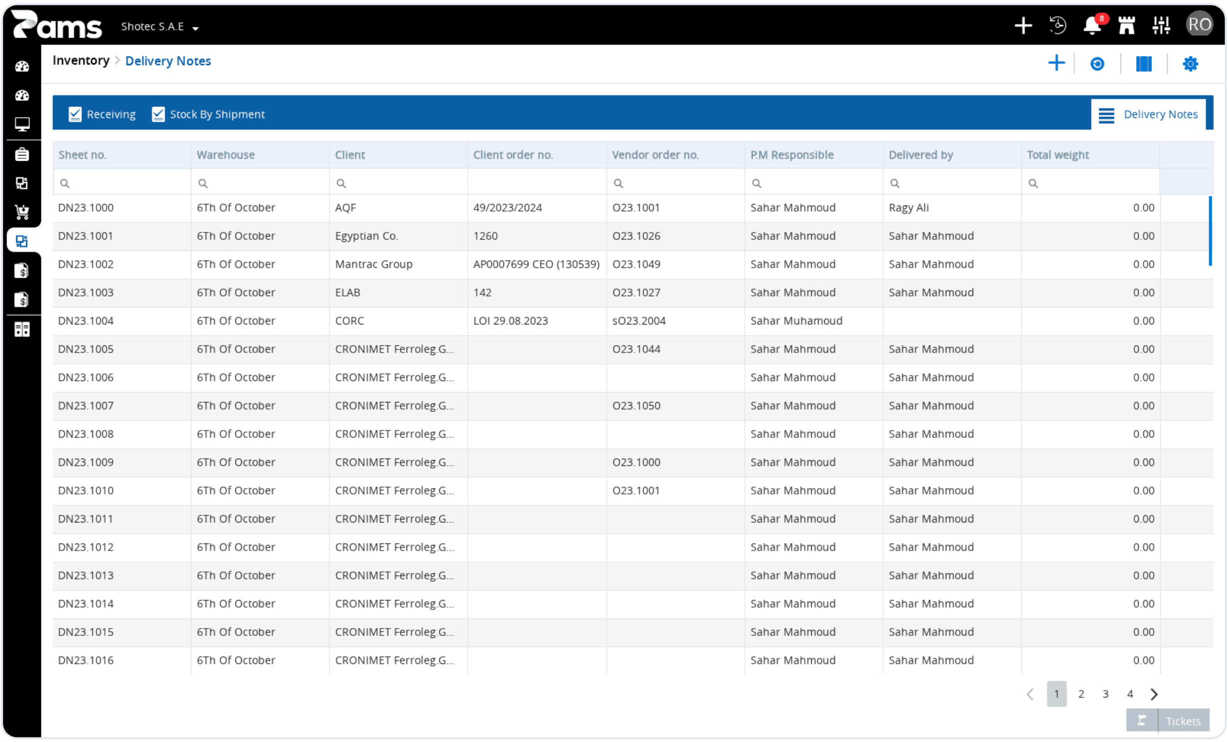
The delivery-note page combines order information, delivery information, item rows, and
actions that change with the note's state.

Area	What you find there
Source order	**Shipping order** for a new note; an existing note shows the fixed shipping-order value.

Area	What you find there
Order and party information	Order and party values from the source shipping order.
Delivery information	**Carrier**, **Delivery Date**, **Delivery Destination**, **Total Weight**, **Invoice Date**, and **Delivery Terms**.
Destination	**Shipping Address**, when a shipping order is present.
Item rows	When a shipping order is present, the product grid contains the item rows.
Item editing	The inspected-product editor is the area where **Returned Qty** and **Unit** appear. In the inspected-product row, select the edit or delete icon.
List layout	The list uses its current configured header set.

The **Delivery Date** and **Invoice Date** controls accept dates no later than today. The fields marked configurable are required only where your company configures them.

The saved record has **Receiving sheet**, **Inspection sheet**, **Transfer history**, and **Last Modifications**. The print options do not include cover-letter fields.



Result: You can identify the information, item, and conditional areas before entering data.

Continue to Create and save a delivery note.

Create and save a delivery note

Create a delivery note when the warehouse has a **Shipping order** to record the delivery. The
shipping order identifies the delivery relationship.

Prerequisites:

Have the source **Shipping order** ready. You need edit access and a change to save.

When a shipping order is present, the product grid contains the item rows.

The save controls are disabled while the note is saving or when there are no changes.

Steps:

1. In the work-list toolbar, select the plus icon.
2. Select **Delivery Note**.
3. Select the record in **Shipping order**.
4. Review the order and party information shown on the form.
5. Enter or review **Carrier**, **Delivery Date**, **Delivery Destination**, **Total Weight**, **Invoice Date**, and **Delivery Terms**.
6. Select **Shipping Address** when the destination address must be chosen.
7. Review the item rows and, in the inspected-product row, select the edit or delete icon when you need to change an inspected item.
8. Select one save option.

If you need to…	Select
Keep working on the note	**Save**
Save the note and leave the screen	**Save and Close**

9. Confirm the success message `Your request was completed successfully` before continuing.

Result: The delivery note is saved using the selected save option. **Save** opens the saved edit
record; **Save and Close** leaves the page.

Continue to Complete or print a delivery note.

Complete or print a delivery note

Completion changes an existing incomplete delivery note to a completed note. Printing is available
after completion when printing is allowed.

Prerequisites:

Open an existing note with no unsaved changes. Use the branch that matches its current state.

Steps:

1. Open the note's action menu and follow the branch that matches the note.

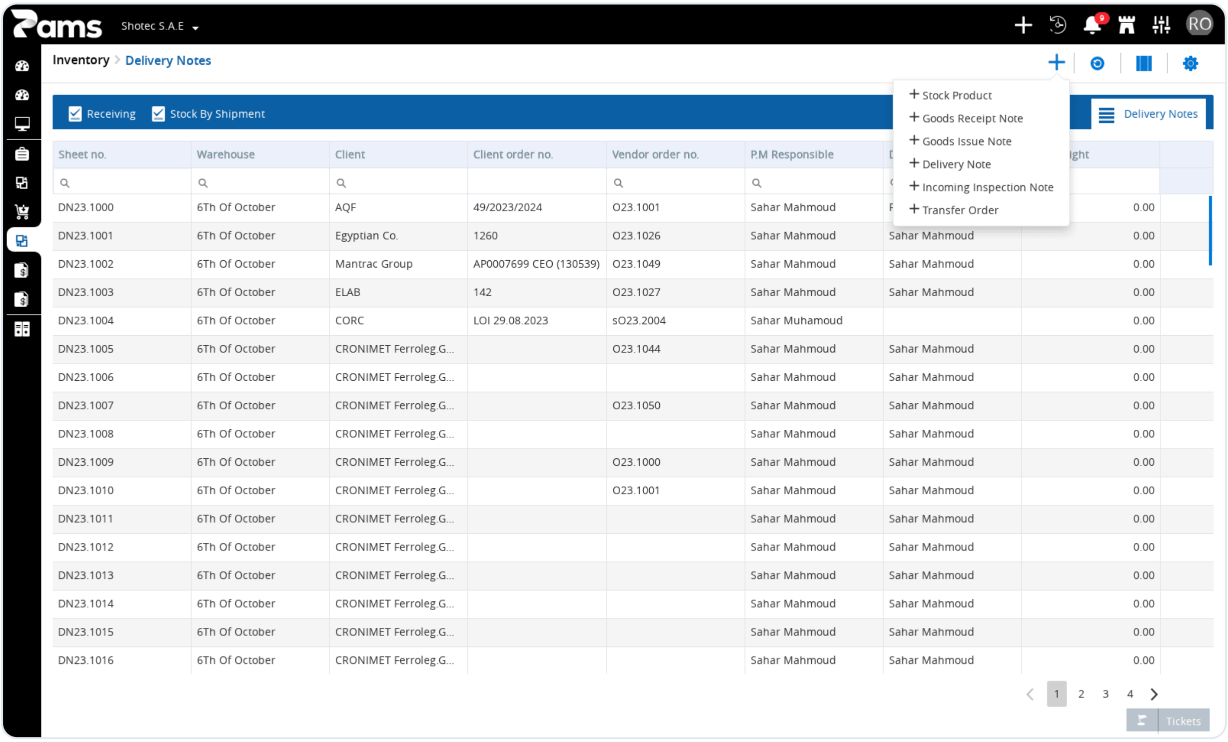
Note state	Path
Incomplete	Select **Delivery completed**. Confirm the completion dialog. Select **Yes**.
Complete and you have print access	Select **Print**. Select **Print watermark** when needed. Enter the watermark text when its required field appears.

Result: The note is complete after the completion confirmation, or the print options are open for
a completed note.

Selecting **Yes** sets the note complete and updates it. Selecting **Print watermark** enables the
adjacent text field and makes that field required.

If a message appears, continue to When delivery-note validation goes wrong.

After completion, **Shipping Address** is disabled. The print action generates a downloadable
Delivery note document from the print options.



When delivery-note validation goes wrong

When an error appears, match its wording below to the action you just took.

Message	What to do
`Your request was completed successfully`	Continue after the save result.
`An error occurred while processing your request`	Review the note and try the action again.
`Please review the validation error for each product`	Review the validation display for each product.
`Package products cannot be empty`	Review the package products before continuing.
`Error {{errorMsg}}`	Read the error text on screen and correct the reported issue.
`You don’t have permission`	Use an account with permission for the action.
`This Field Is Required`	Enter a value in the field carrying the message.
`Just '_''-''.' And '&' Characters Accepted`	Use only the characters named in the message.

Result: You can match a message to the action that produced it and return to the relevant step.

Out of scope

The message `Please enter the storage area and position for each product` belongs to product storage
assignment rather than delivery-note work.

After the delivery note

A completed delivery note is followed by the AR Invoice in the business flow.

Continue with Invoice lifecycle when the delivery note has reached the invoice stage. Return to Warehouse fulfillment flow for the preceding and related warehouse records.