

Goods issue notes

September 10, 2026

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A goods issue note records goods issued through warehouse work. An issue order is the order you

select under **Related to**. Use the note when you need to create a new record for that order or

locate one that already exists before continuing with warehouse work.

The Warehouse list is the list where saved goods issue notes appear and where you begin the new-note

form.

The surrounding warehouse flow includes receiving, inspection, stock, goods issue, and delivery

activities. [Read the warehouse fulfillment flow](#) for the wider

sequence. Continue with [Delivery notes](#) when your work moves to that document.

Start with [Before you start](#) when you are ready to prepare the note.

If you need to...	Go to
Start a new note	Create the note and add products
Find a saved note	Find or start a goods issue note
Recognize the fields and item list	Understand the note screen
Correct a save problem	Save the note and recover from errors

Before you start

Have the issue order that the note relates to available before you begin. You select it under

Related to in the new-note form.

Collect the product quantities before opening the note. Have the identifying list information ready

if you are locating a saved note, including its sheet number, product, warehouse, quantity, unit, responsible person, issuer, and issue date.

You need access to the Warehouse list and the new goods issue note form. If you are opening an

existing note, continue to [Find or start a goods issue note](#).

Find or start a goods issue note

Use the Warehouse list to choose between opening the new-note form and locating a note that already exists.

Prerequisites

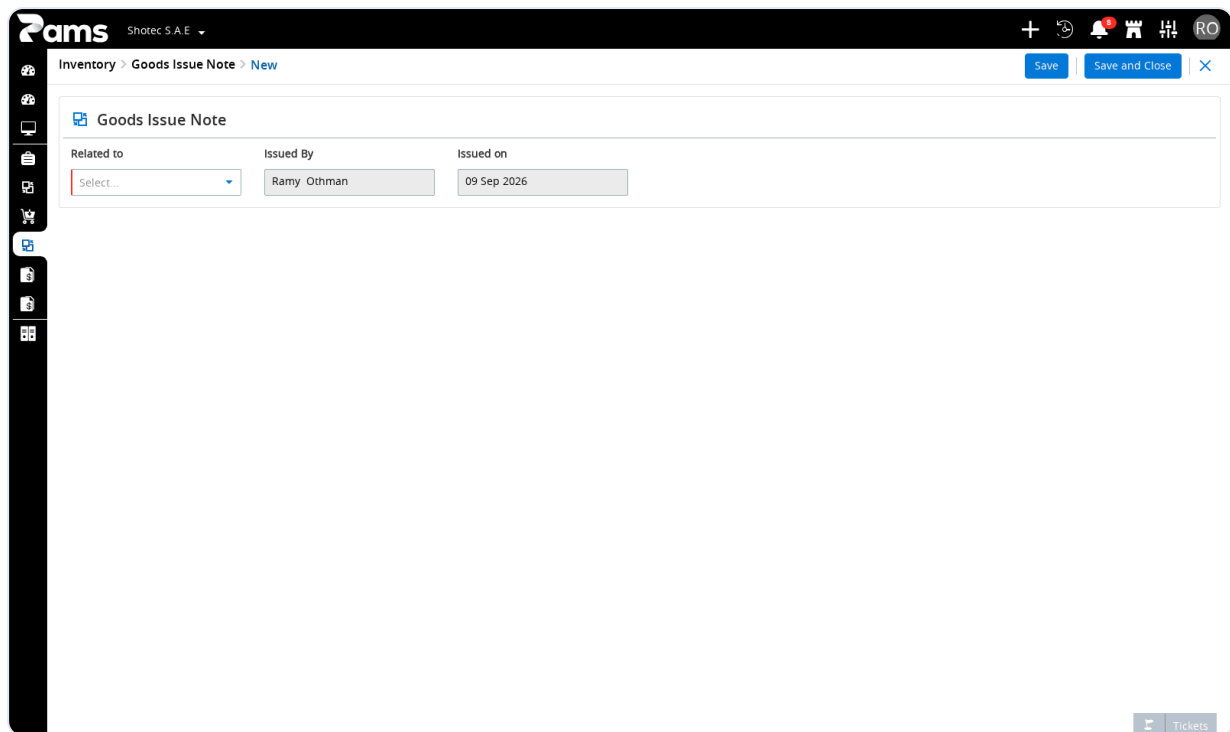
- You know whether you are creating a note or locating a saved note.
- You know the issue order or list information you need.

Steps

1. Open the Warehouse list.
2. Choose one path:

If you need to...	Then
Start a note	Open the new-note form.
Locate a saved note	Open the existing-note list, then use Sheet no. , Warehouse , Product , Qty , Unit , P.M Responsible , Issued by , and Issued on to identify it.

Use the list headers above to identify the saved note. The list also provides **Refresh**, **Table Layout**, and **Settings**.

The screenshot shows the 'Goods Issue Note' form in the PAMS system. The header bar includes the PAMS logo, 'Shotec S.A.E.', and navigation icons. The breadcrumb trail is 'Inventory > Goods Issue Note > New'. The form contains three fields: 'Related to' with a dropdown menu showing 'Select...', 'Issued By' with a text input containing 'Ramy Othman', and 'Issued on' with a date input showing '09 Sep 2026'. At the bottom right, there are 'Save', 'Save and Close', and 'X' buttons. A 'Tickets' button is visible in the bottom right corner of the page.

When you recognize the fields and item area, continue by creating the note and adding its products.

Create the note and add products

Create a note by selecting the related issue order, adding its products, and entering the quantity issued for each product.

Prerequisites

- You are on the new-note form.
- You have the issue order and the quantities to issue.

Steps

1. In **Related to**, select the issue order.
2. Confirm that the target-items grid appears.
3. Select **Products**.
4. Select the products for the note.
5. Open the product row edit action.

6. In **Qty**, enter the quantity issued.
7. Check **Unit**.
8. Check **Product** and **Product Variant**.

The screenshot shows the 'Goods Issue Note' form in the PAMS system. The breadcrumb navigation at the top reads 'Inventory > Goods Issue Note > New'. On the right side of the header, there are buttons for 'Save', 'Save and Close', and a close icon 'X'. The form itself has a title bar 'Goods Issue Note'. Below this, there are three input fields: 'Related to' with a dropdown menu showing 'Select...', 'Issued By' with a text field containing 'Ramy Othman', and 'Issued on' with a date field showing '09 Sep 2026'. A vertical sidebar on the left contains various icons for navigation. At the bottom right of the form, there is a 'Tickets' button.

Result: The selected products and their issued quantities are listed for the note.

Continue to

Handle new and existing notes or **Save the note and recover from errors**.

Handle new and existing notes

New and saved goods issue notes show different controls because a new note still needs its related issue order, while a saved note already has one.

Prerequisites

- You know whether you are creating a note or locating a saved note.

Steps

1. Open the Warehouse list.
2. Choose one path:

If you need to...	Then
Create a note	Open the new-note form.
Locate a saved note	Open the existing-note list.

3. Complete the path you chose:

If you need to...	Then
Locate a saved note	Select a row in the existing-note list.
Create a note	Select Products after an issue order is available.

The target-items grid appears only when an issue order is present. **Products** is available for a new note with an issue order, or for a developer. The **Inventory** field is not part of the editable note form, and **Final product**, **Comments**, **Last Modifications**, and the row delete action are not part of the active note path.

Result: You are on the new-note form with **Products** available when an issue order is present, or you have opened the selected saved note. Continue with **Save** after the product quantities are ready.

Save the note and recover from errors

Save the note after the related issue order and product quantities are ready. Saving validates the form and the product list before it sends the note.

Prerequisites

- **Related to** has a selected issue order.
- The product rows contain the quantities to issue.

Steps

1. Select **Save** to save the note and remain on the note screen.
2. Select **Save and Close** to save the note and leave the form.
3. If the save succeeds, look for `Your request was completed successfully`.

4. If the product validation displays `Please enter the storage area and position for each product` ,
enter the required storage area and position for each product before saving again.
5. If the save displays `An error occurred while processing your request` , correct the note data you
can review and try the save action again.
6. If the product message displays `Package products cannot be empty` , add the required products
before saving again.

Message	What to do
Your request was completed successfully	Continue to the next warehouse activity.
Please enter the storage area and position for each product	Enter the storage area and position for each product.
An error occurred while processing your request	Review the note and try the save action again.
Package products cannot be empty	Add products before saving again.

Result: The note remains available for review after **Save**, or the form closes after **Save and Close**. Continue to **Know what comes next**.

Know what comes next

After you save a goods issue note, continue with the warehouse activity that follows your work. Use

[Delivery notes](#) when the next document is a delivery note. Use **Save** or **Save and Close** to save the goods issue record; its completion menu is not part of the active note path.

The saved-note list presents the eight headers **Sheet no.**, **Warehouse**, **Product**, **Qty**, **Unit**, **P.M Responsible**, **Issued by**, and **Issued on**, together with **Refresh**, **Table Layout**, and **Settings**. Work from the headers visible in your list when locating the saved note.