

Delivery Note

Warehouses > Delivery Note > DN23.1000
Save Save and Close X

Delivery Note SHO23.1000

Print

Shipping order

SHO23.1000

Branch

Shotec S.A.E

Client

AQF

Shotec S.A.E Sales Job Number

J23.1435

Client Order No.

Invoice Address

,, Shotec

AQF Shipping Address

Select... EL-Tabia- Rashid Road- Alex

Shotec S.A.E Phone

+2029604760-1

Client Phone

Items

Order no.	Sales Item	Qty	Unit
O23.1001	Nitrogen valve material: AISI 316- 316 L Nitrogen valve size: 5/8" UNF	6.00	Pieces
O23.1001	Elastomer (bladder) material: NBR for Type HSTX 0.35	2.00	Pieces

Carrier

Delivery Date

16 Nov 2023

Delivery Destination

Total Weight

0

Invoice Date

16 Nov 2023

Delivery Terms
Ex Works Tickets

A screenshot of a web browser's top toolbar. The toolbar contains three buttons: 'Save', 'Save and Close', and a close button represented by a blue 'X' icon. Below the toolbar, there is a 'Print' button with a printer icon and a vertical ellipsis menu icon.

Overview

Use the Delivery Note workspace to review delivery-related order lines, select the required record or option, retain the record, attach supporting files, and print the completed delivery note when required. Warehouse managers, project managers, sales representatives, and finance users can use this workspace when a sales job requires documented delivery information.

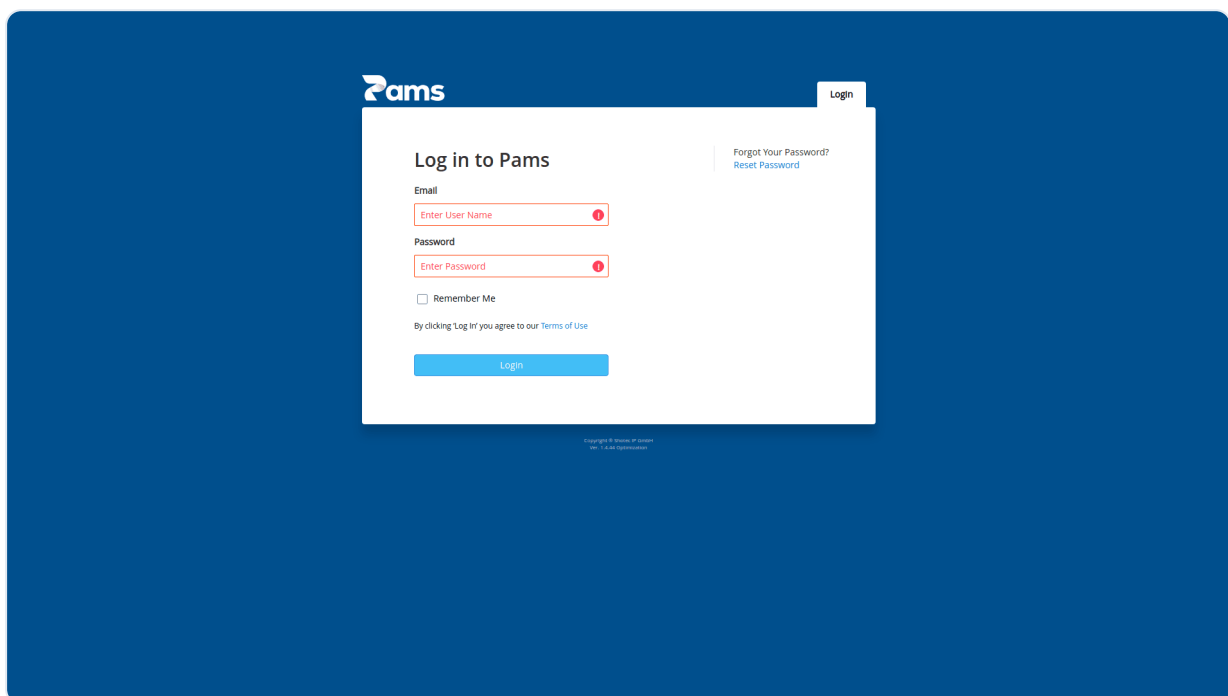
The available delivery note view displays order-line information, including the order number, sales item, quantity, and unit. It also provides actions for saving, printing, attaching files, and accessing tickets.

Note: The available screens do not show a New or Create action. Use this workflow to work with delivery-note records that are already available in the Delivery Note workspace.

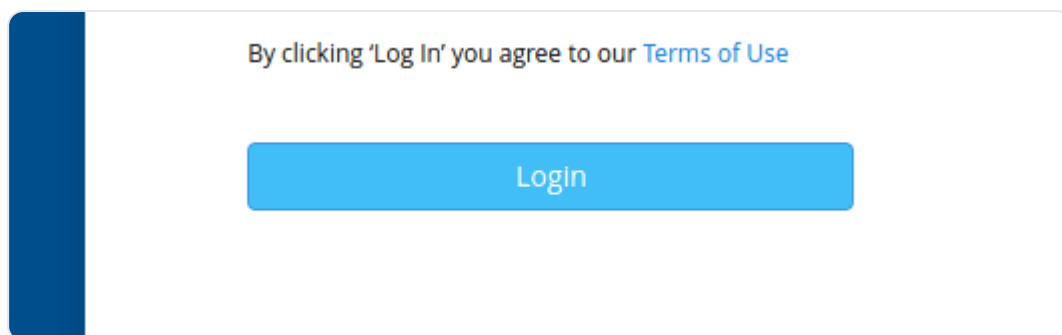
Workflow

1. Access the Delivery Note workspace

1. If the system displays the sign-in screen, enter your credentials in **Enter User Name** and ****Enter Password****.
2. Select **Login**.
3. From the main navigation, select **Warehouse**, then select **Delivery Note**.



Delivery Note



By clicking 'Log In' you agree to our [Terms of Use](#)

Login

Tip: Use the Warehouse application for delivery-note work so that order-line quantities and units can be reviewed before the record is saved or printed.

2. Review the delivery-note lines before saving

1. In the Delivery Note workspace, review the available order lines.
2. Check the visible information for each line:
 - Order number
 - Sales item
 - Quantity
 - Unit
3. Identify the line or record that corresponds to the delivery documentation you need to retain.

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Delivery Note [SHO23.1000](#)

Shipping order
SHO23.1000

Branch
Shotec S.A.E

Shotec S.A.E Sales job Number
J23.1435

Invoice Address
,, Shotec

Shotec S.A.E Phone
+2029604760-1

Client
AQF

Client Order No.

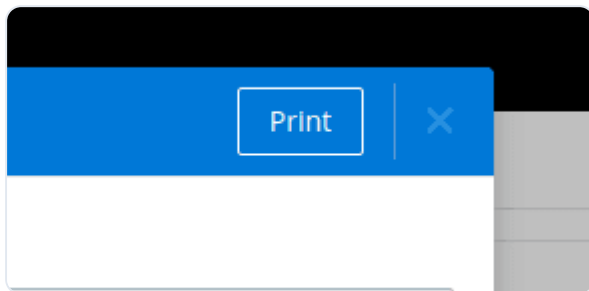
AQF Shipping Address
Select... EL-Tabia- Rashid Road- Alex

Client Phone

Order no.	Sales Item	Qty	Unit
023.1001	Nitrogen valve material: AISI 316- 316 L Nitrogen valve size: 5/8" UNF	6.00	Pieces
023.1001	Elastomer (bladder) material: NBR for Type HSTX 0.35	2.00	Pieces

Carrier **Delivery Date** 16 Nov 2023 **Delivery Destination** **Total Weight** 0 **Invoice Date** 16 Nov 2023 **Delivery Terms** Ex Works Tickets

delivery note



The delivery-note view may show multiple sales items for the same order number. Review each displayed line carefully before proceeding, especially where items have similar descriptions but different quantities or units.

3. Decide whether a selection is required

1. If you need to choose a value in the available selection field, use **Select....**
2. Where the screen provides the selection action, select **Select** to confirm the chosen item or option.
3. Review the displayed order-line information again after making the selection.

The screens do not provide further field guidance for **Select....** Use it only to make the selection required for the delivery-note record currently displayed.

Warning: Do not save immediately after selecting an item if the displayed order number, sales item, quantity, or unit is not the record you intend to document.

4. Decide how to save the delivery note

1. When you want to retain the delivery-note record and continue working in the current screen, select **Save**.
2. When you want to retain the record and leave the current screen, select **Save and Close**.
3. If a confirmation message is displayed, select **Ok**.

Selecting **Save** retains the current work while keeping the Delivery Note workspace open. Selecting **Save and Close** retains the current work and closes the current delivery-note view.

5. Add supporting files when required

1. If supporting documentation must accompany the delivery note, select **Attach**.
2. Confirm that the supporting file is listed in **files[]**.
3. Select **Save** or **Save and Close** to retain the delivery note with its attached documentation.

Use attachments for documents that need to remain associated with the delivery-note record, such as delivery support files made available through the attachment action.

Tip: Verify that the required file is visible in **files[]** before closing the record.

6. Print or access tickets after saving

1. After saving the record, select **Print** when you require a printed delivery note.
2. Select **Tickets** when you need to use the ticket action available for the delivery note.
3. If the system requests acknowledgement, select **Ok**.

Save the delivery note before using **Print** so that the record you print reflects the information currently displayed on screen.

Examples

Save and print a delivery note for an existing sales order

A warehouse manager needs to retain delivery documentation for sales order 023.1001 . The Delivery Note workspace displays sales-item lines for this order, including a nitrogen valve item and an elastomer item. The visible quantities include 0.35 and 2.00 , with the unit shown as Pie .

1. Open **Warehouse** and select **Delivery Note**.
2. Review the lines for order 023.1001 , confirming the sales item descriptions, quantities, and units shown in the workspace.
3. Use **Select...** if the displayed delivery-note record requires a selection, then select **Select** to confirm it.
4. If supporting delivery documentation is available, select **Attach** and verify that the file is present in **files[]**.
5. Select **Save** to retain the record while keeping the delivery-note view open.
6. Recheck the order number and line quantities.
7. Select **Print** to print the saved delivery note.
8. When the work is complete, select **Save and Close**.

This process leaves the delivery-note record saved with the reviewed order-line information and any attached supporting files.

Tips

Tip: Review the order number, sales item, quantity, and unit together. A correct order number alone does not confirm that the correct delivery line has been selected.

Note: Use **Save** when further review, attachment work, or printing is still required. Use **Save and Close** only when the current delivery-note work is complete.

Warning: If an attachment is required for delivery documentation, confirm that it appears in **files[]** before printing or closing the delivery note.

Troubleshooting

Symptom	Likely cause	Fix
You cannot access the Delivery Note workspace.	You are on the sign-in screen or have not completed authentication.	Enter values in Enter User Name and **Enter Password** , then select Login .
The displayed line is not the delivery item you need.	The current order line or selection does not match the intended delivery documentation.	Review the order number, sales item, quantity, and unit. Use Select... and Select where a different selection is required.
A supporting document is not associated with the delivery note.	The file was not attached or is not visible in the file list.	Select Attach , then verify that the document appears in files[] before selecting Save or Save and Close .
The delivery note does not reflect the latest work when printed.	The record may not have been saved before using the print action.	Select Save , confirm the displayed information, then select Print .

Related pages

- [Warehouse — Overview](#)
- [issue goods](#)
- [Warehouse — Learning Path](#)
- **Return Note**
- **receiving shipment**
- **Stocking**
- [transfer order](#)