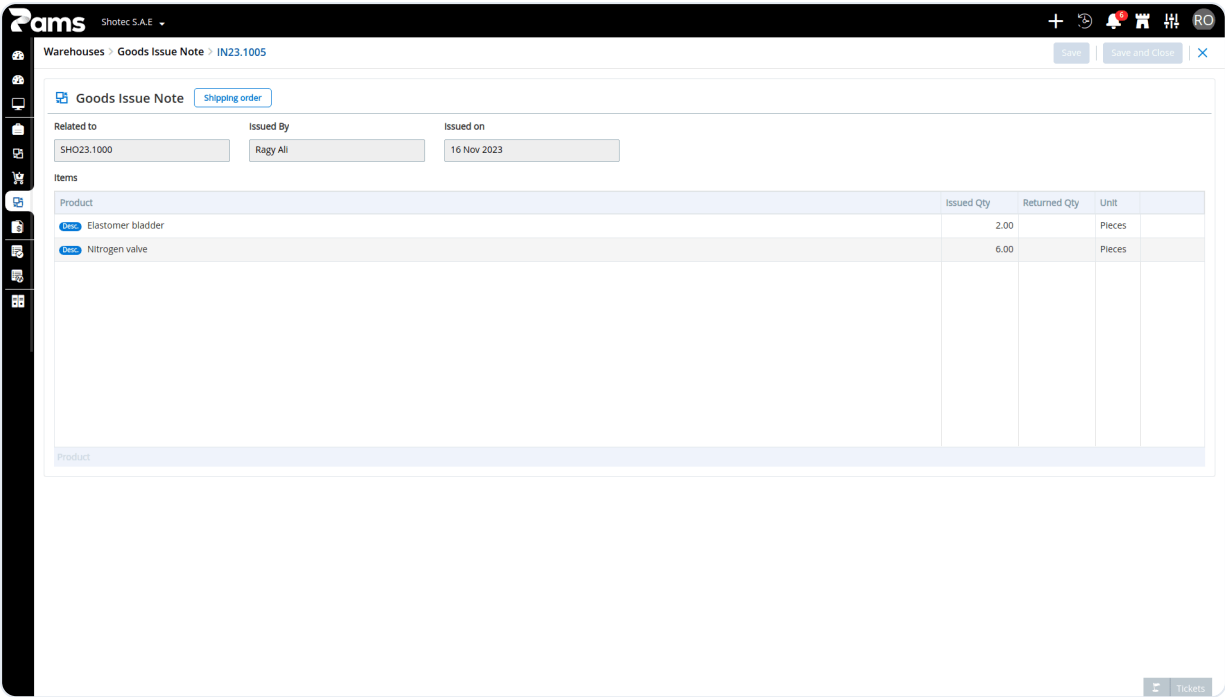


Issue Goods

July 31, 2026

Issue Goods

Applications > Warehouse



issue goods

Overview

Use Goods Issue Notes to record products issued from the Warehouse for operational use, sales jobs, or other approved requirements. Warehouse managers, project managers, purchasing officers, and finance users can review the issued quantities and any returned quantities recorded on the goods issue document. Create or update the note before completing the warehouse transaction record and retain supporting files where required.

Workflow

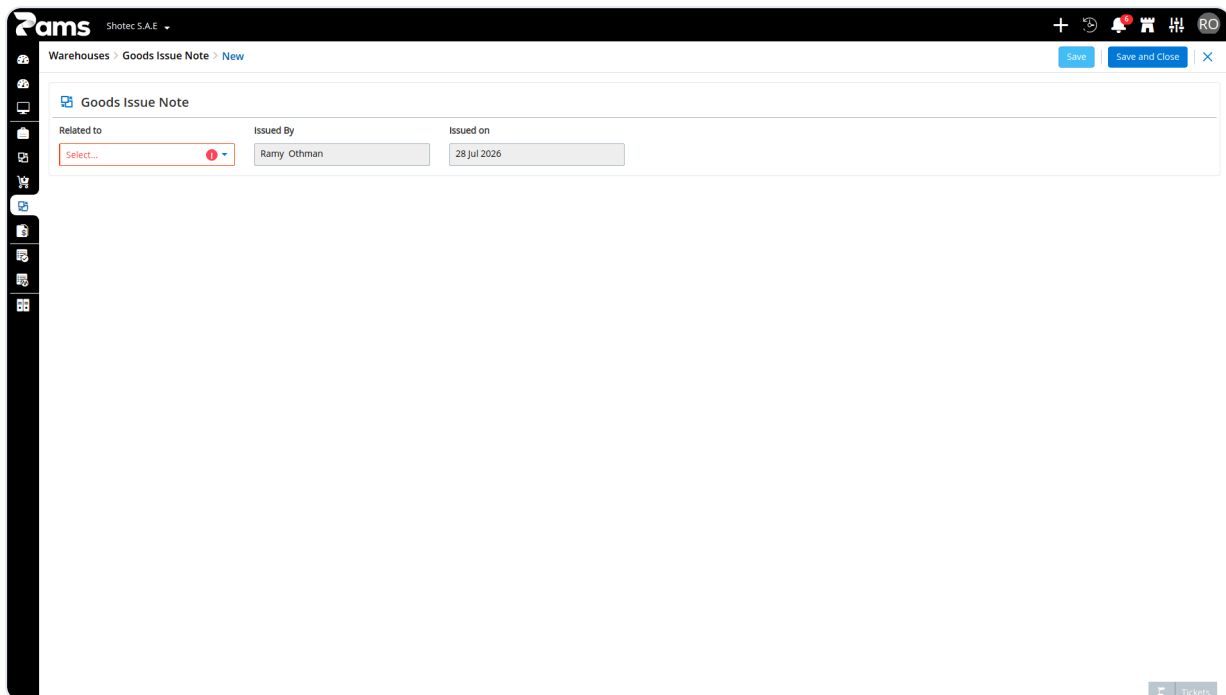
1. Open the goods issue record

1. From the main navigation, select **Warehouse**, then select **Goods Issue Note**.
2. Open an existing goods issue record when you need to review or update issued quantities, or begin a new record from the available goods issue screen.
3. Review the product lines shown in the record. The available columns identify the **Product**, **Issued Qty**, **Returned Qty**, and **Unit**.

Note: The available screens do not show a separate issue status or confirmation action. Saving the record is the available action for retaining the goods issue information.

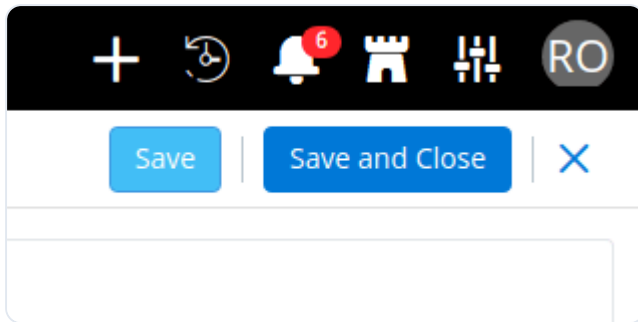
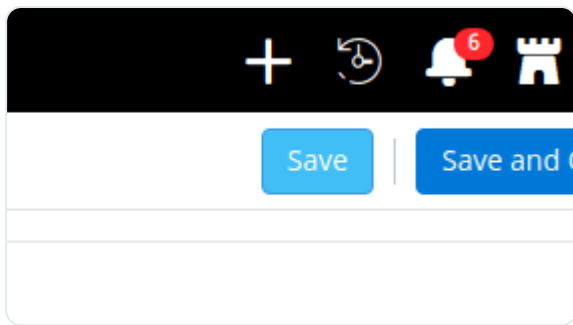
2. Decide which products to include

1. Select the **Select...** field to choose the applicable item or items for the goods issue record.
2. Use **Select** to confirm the selection in the selection window.
3. Check the product lines after selection. Confirm that each line shows the expected product and that the **Issued Qty**, **Returned Qty**, and **Unit** columns are appropriate for the transaction you are recording.



The screenshot shows the 'Goods Issue Note' form in the Pams system. The breadcrumb trail at the top reads 'Warehouses > Goods Issue Note > New'. The form has a title bar with 'Pams Shotec S.A.E.' and a user profile 'RO'. Below the title bar, there are 'Save' and 'Save and Close' buttons. The main form area is titled 'Goods Issue Note' and contains three fields: 'Related to' with a 'Select...' dropdown, 'Issued By' with a text field containing 'Rammy Othman', and 'Issued on' with a date field containing '28 Jul 2026'. A vertical sidebar on the left contains various navigation icons. At the bottom right, there is a 'Tickets' button.

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4. If the selected items or quantities are not correct, revise the selection before saving the record. Do not save a goods issue note until its product lines represent the goods actually issued.

Warning: Review the **Issued Qty** and **Returned Qty** columns carefully. These values are displayed separately and should not be treated as the same quantity.

3. Decide whether supporting documents are required

1. If you need to retain evidence or related documentation with the goods issue record, select **Attach**.
2. Add the applicable file or files using the **files[]** area.
3. Select **Ok** when the attachment dialog requires confirmation.

Use attachments for documents that support the warehouse transaction, such as an approved request, delivery evidence, or other internal documentation. Only attach files that relate directly to the goods issue record.

4. Save the goods issue note

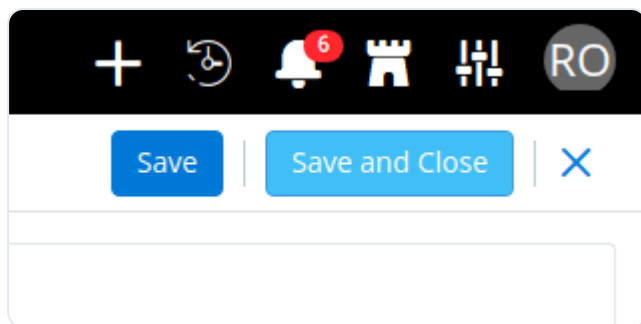
1. When the selected products, quantities, and attachments are complete, choose one of the following actions:

- Select **Save** to retain the goods issue record and continue working on the same screen.
 - Select **Save and Close** to retain the goods issue record and close the current screen.
2. Use **Save** when you need to review the record again immediately or add further supporting files.
 3. Use **Save and Close** when the goods issue note is complete and no further changes are required.

The screenshot shows the 'Pams' application interface. The top header includes the 'Pams' logo, 'Shotec S.A.E.', and user 'RO'. The breadcrumb trail is 'Warehouses > Goods Issue Note > New'. On the right, there are 'Save' and 'Save and Close' buttons. The main form area is titled 'Goods Issue Note' and contains three fields: 'Related to' with a dropdown menu showing 'Select...', 'Issued By' with the value 'Ramry Othman', and 'Issued on' with the value '28 Jul 2026'. A vertical sidebar on the left contains various icons. A 'Tickets' button is visible in the bottom right corner.

Issue Goods

This close-up shows the bottom section of the 'Issue Goods' form. It features a dark header bar with icons for a plus sign, a circular arrow, a bell with a red '6' notification badge, and a castle icon. Below this, there are two blue buttons: 'Save' and 'Save and Close'.



Tip: Use **Save** before leaving a record open for review. Use **Save and Close** only after checking every product line and attached file.

5. Review the saved transaction

1. Reopen the applicable Goods Issue Note from **Warehouse** when you need to verify the recorded issue.
2. Review the product lines and their **Issued Qty**, **Returned Qty**, and **Unit** values.
3. If a related operational follow-up is required, use **Tickets** only where your organisation uses tickets for the relevant work item. The available screen does not define ticket status or ticket workflow.

Examples

A warehouse manager needs to record materials issued for a sales job.

1. The warehouse manager opens **Warehouse** and then **Goods Issue Note**.
2. In the **Select...** field, the manager selects the products required for the issue.
3. The resulting product lines show:
 - Elastomer bladder with an issued quantity of 2.00 Pieces.
 - Nitrogen valve with an issued quantity of 6.00 Pieces.
4. The manager checks that the **Returned Qty** column does not show an unexpected returned quantity.
5. The manager selects **Attach** and adds the approved warehouse request in **files[]**.
6. The manager selects **Ok** to complete the attachment action.
7. After reviewing the products, quantities, units, and attachment, the manager selects **Save and Close**.

The goods issue note is retained with the issued product lines and the related supporting file.

Tips

Tip: Keep one goods issue record focused on the products being issued for the same operational requirement. This makes the product quantities easier to review.

Note: The product grid distinguishes issued quantities from returned quantities. Review both columns whenever goods may later be returned to the Warehouse.

Warning: Do not rely on an attachment alone as evidence of a correct transaction. Confirm the product lines, issued quantities, and units before selecting **Save** or **Save and Close**.

Troubleshooting

Symptom	Likely cause	Fix
The required product is not shown on the goods issue record.	The product has not been selected through the Select... field.	Select Select... , choose the required item, then use Select to confirm it. Review the product lines before saving.
The goods issue note is still open after saving.	Save was selected instead of Save and Close .	Select Save and Close after confirming that the record is complete.
A supporting document is not visible with the transaction.	The file was not added through Attach , or the attachment action was not confirmed.	Select Attach , add the document in files[] , then select Ok if prompted. Save the goods issue record afterward.
The issued quantity appears correct, but the return information is unclear.	The Issued Qty and Returned Qty columns are separate values.	Review both columns individually and verify the unit shown for the product line before saving.

Related pages

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