

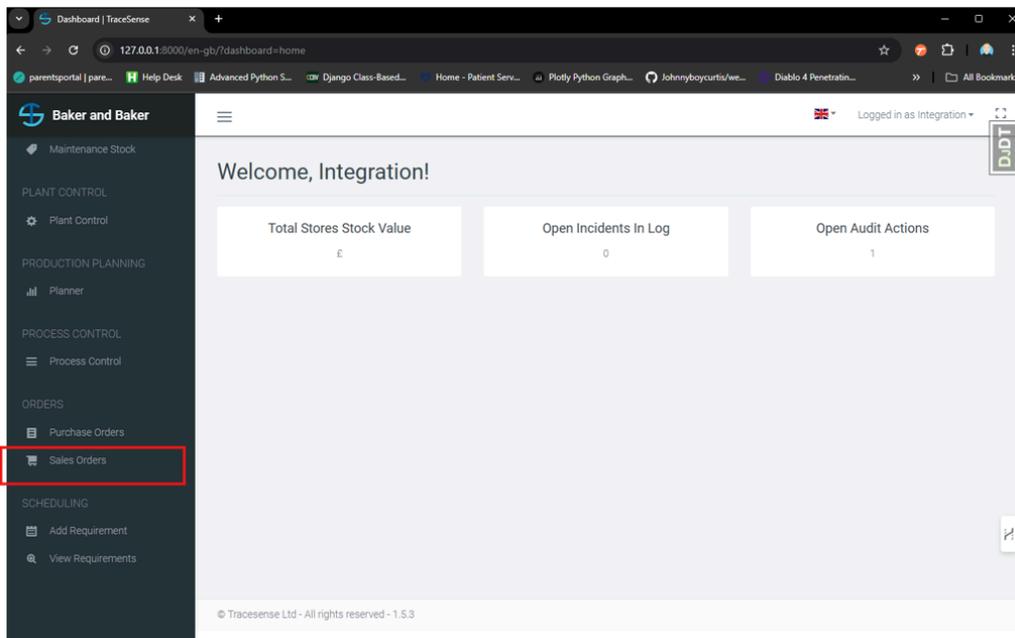


Tracesense Dispatch System

- [Creating a Sales Order](#)
 - [Assign Sales Order Lines](#)
- [Picking Sales Order - Tracesense Terminal](#)
 - [Dispatch Sales Order](#)
 - [Assign Sales Order For Delivery](#)
 - [Goods Delivery](#)

Creating a Sales Order

Sales orders can be created in the Tracesense Dashboard if not imported from a third party system. To create a sales order click on the Sales Order menu.



2. Click on Add in the Create Sales Order menu

3. The system generates it's own Sales order Number. This number must be unique but it can be changed to your own number format. Please select your customer and create a delivery date. If the customer doesn't exist you can create this in the main Sales Order Menu in the 'Add Customer' menu.

Sales order number:

Customer:

Delivery date:

Fill all out relevant fields for the Sales order and press SAVE to create the order.

Notes 1:

Notes 2:

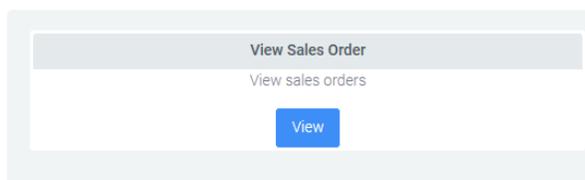
Notes 3:

Delivery charge:

Status:

Assign Sales Order Lines

1. In the sales order menu click on 'View Sales Order'



2. Source the sales order you have just created and select 'Allocate Order Lines'

View Sales Orders					
Created	Order Number	Customer Name	Status	Menu	
2 Sep 2024, 8:46 a.m.	020924-S01	TEST	Open	Amend	Edit Allocate Order Lines Delete

3. Click on 'Add Line Item' to add an item to the order

DEVELOPMENT

1

Add Line Item

Cancel Order

Commodity Code	Commodity Name	Target Qty	Price	Line Instructions

4. Select the item from the dropdown list and enter the quantity ordered. You can then press 'Add Another' to add another item to this order also or press Save Order.

Please enter order lines for order 260924-S02

Item:

10056428

Qty ordered:

Price:

0

Line instructions:

Add Another

Save Order

Cancel

5. You will now see items that are part of this sales order waiting to be picked on the terminal.

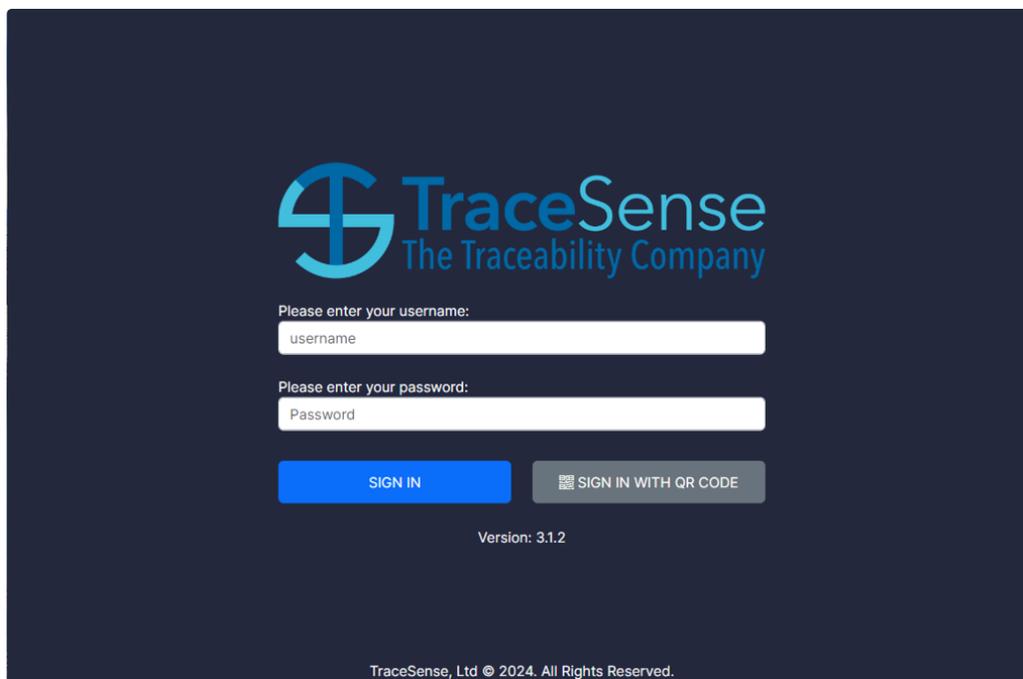


The screenshot shows a terminal window titled "DEVELOPMENT" with a "DUT" label in the top right corner. Below the title bar, there is a navigation bar with a "1" in a blue box and two buttons: "Add Line Item" (blue) and "Cancel Order" (red). The main area contains a table with the following columns: "Commodity Code", "Commodity Name", "Target Qty", "Price", and "Line Instructions".

Commodity Code	Commodity Name	Target Qty	Price	Line Instructions
10141833	PLF Tape PP Transp 48x990m	321.000	0.000	None
10056428	EMU Sponge 500	5.000	0.000	None

Picking Sales Order - Tracesense Terminal

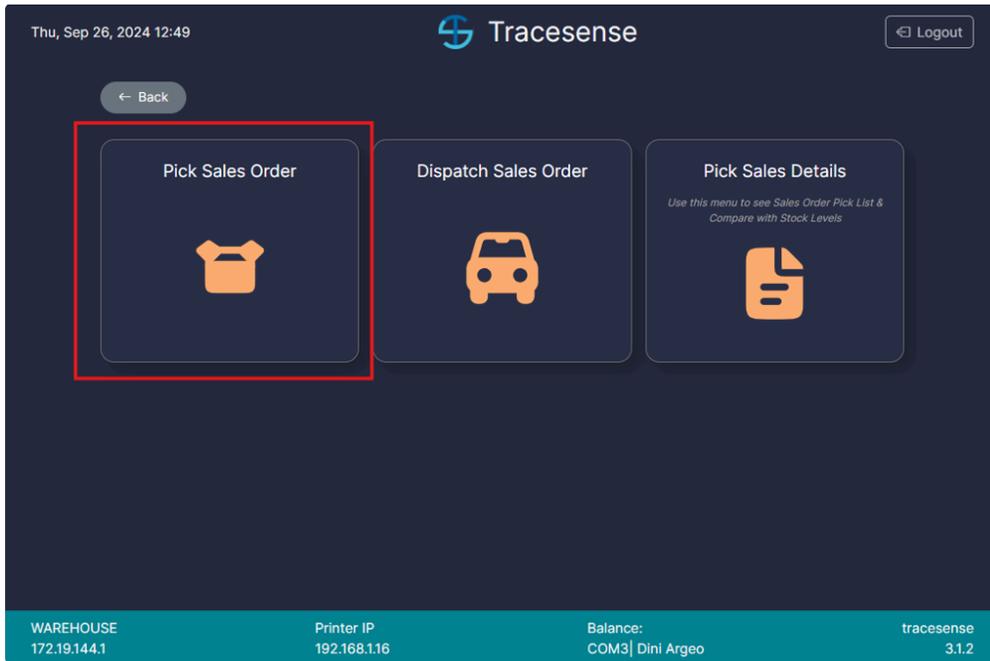
1. Log into the Tracesense Terminal



2. Select the Dispatch Menu



3. Select Pick Sales Order



4. You will see the purchase orders pending. Select the blue start button to view the order lines.

Sales Order Number Customer Name

Created Date From Created Date To

Delivery Date From Delivery Date To

Status Pallet Name

Check if an Ecommerce Customer

SEARCH

Creation Date	Order Number	Customer	Dispatch Date	Delivery Address	Menu
Sep. 26, 2024 12:32 PM	260924-SO2	TEST	Sep. 26, 2024	N/A	
Sep. 2, 2024 8:46 AM	020924-SO1	TEST	Sep. 2, 2024	N/A	

« 1 »

5. The terminal will show the order lines. If the MENU is RED it means there is not enough stock for this order (none in). You will need to ensure appropriate stock in a non stores location so it can be picked. Select the blue button to pick it.

← Back

Begin Pick Sales Order

Item Code Item name

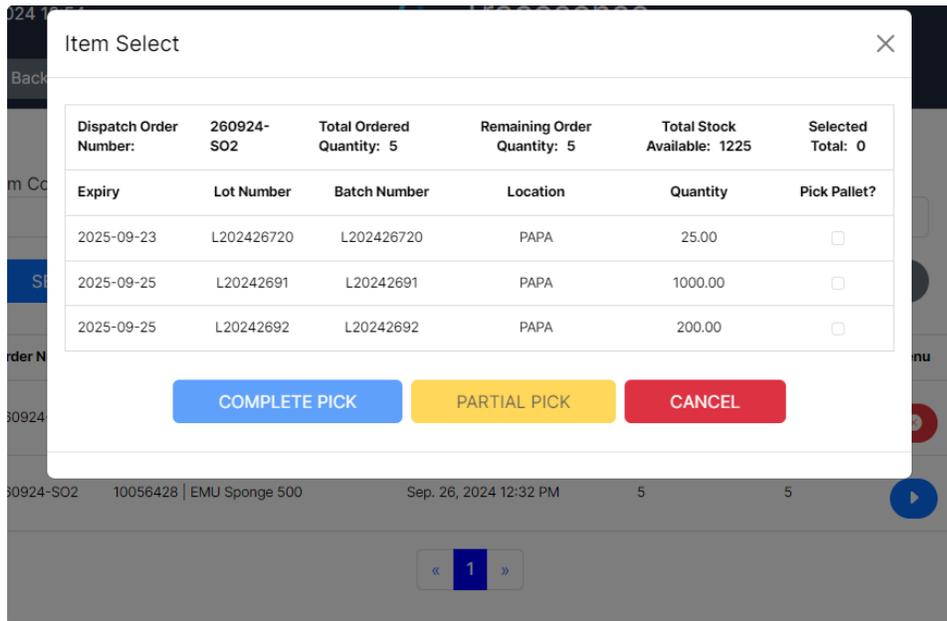
SEARCH

Order Number	Item	Expiry Date	Quantity Ordered	Quantity Remaining	Menu
260924-SO2	10141833 PLF Tape PP Transp 48×990m	Sep. 26, 2024 12:32 PM	321	321	
260924-SO2	10056428 EMU Sponge 500	Sep. 26, 2024 12:32 PM	5	5	

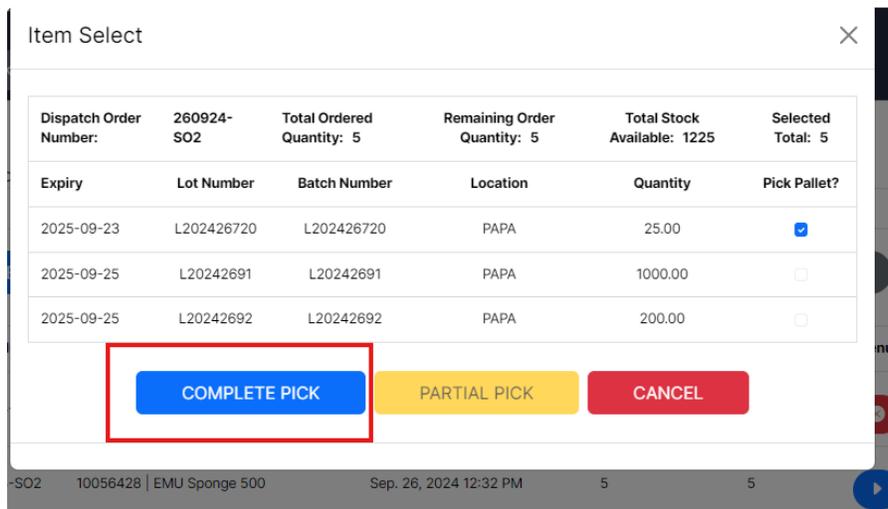
« 1 »

COMPLETE **CANCEL**

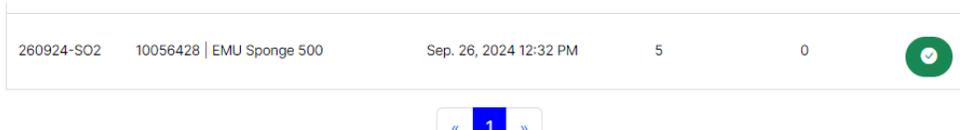
6. The system will show you available stock for that item and what location it is in. You will need to select the correct location that you are picking from. Press Pick next to the correct stock item.



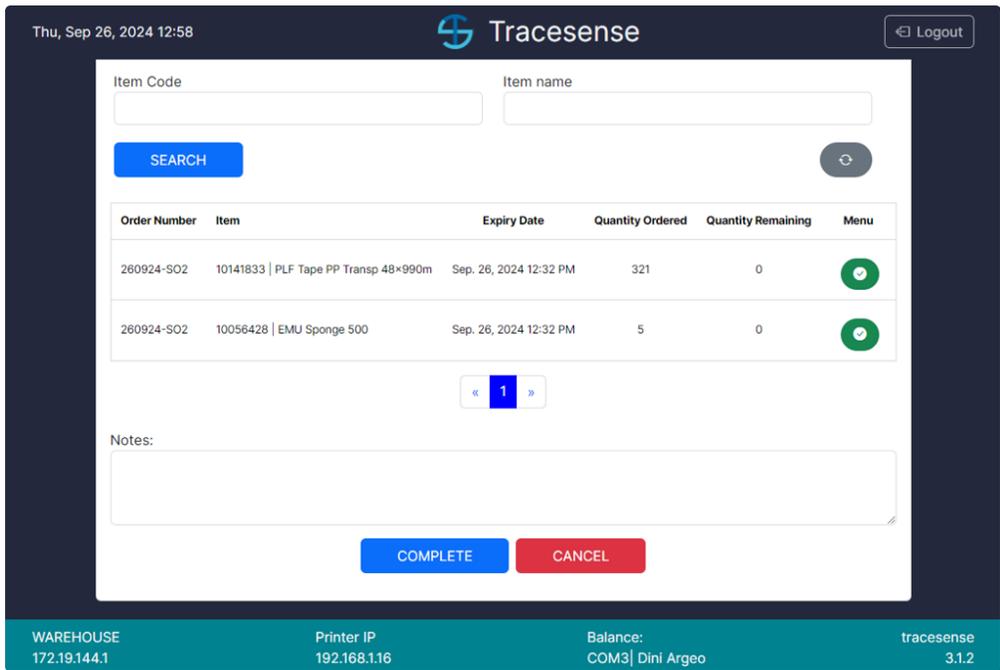
7. Once selected if enough stock for the quantity you can press complete pick. Partial is for part picking



8. The pick screen will go blue for items successfully received.



9. Once items are picked you can complete the order by pressing COMPLETE

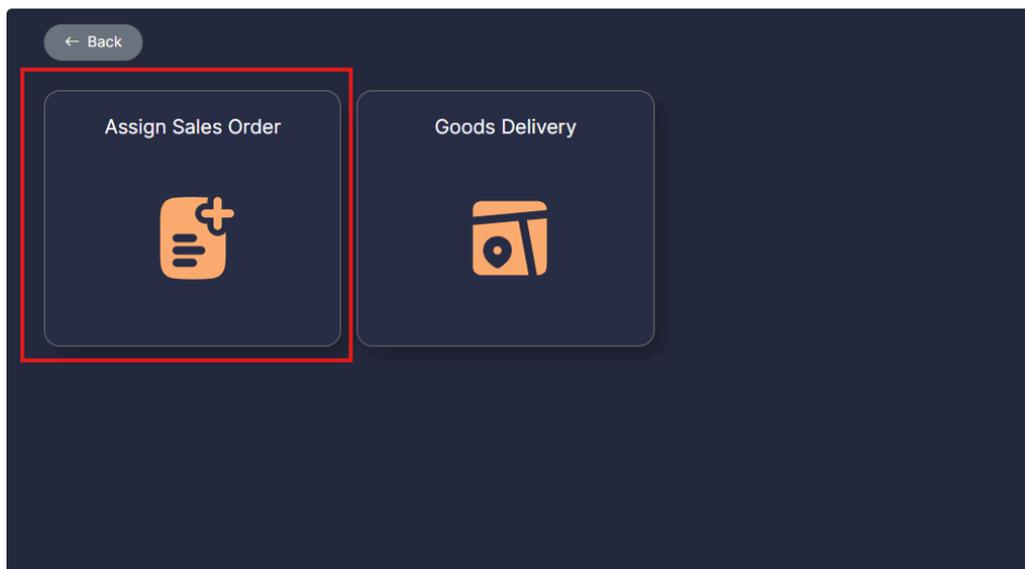


Dispatch Sales Order

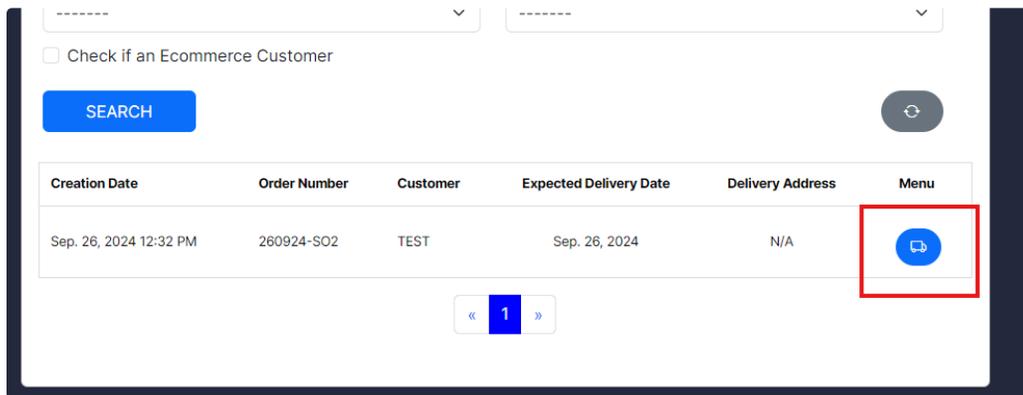
Dispatch sales order menu is used for Assigning and Order for Delivery and also marking goods as delivered.

Assign Sales Order For Delivery

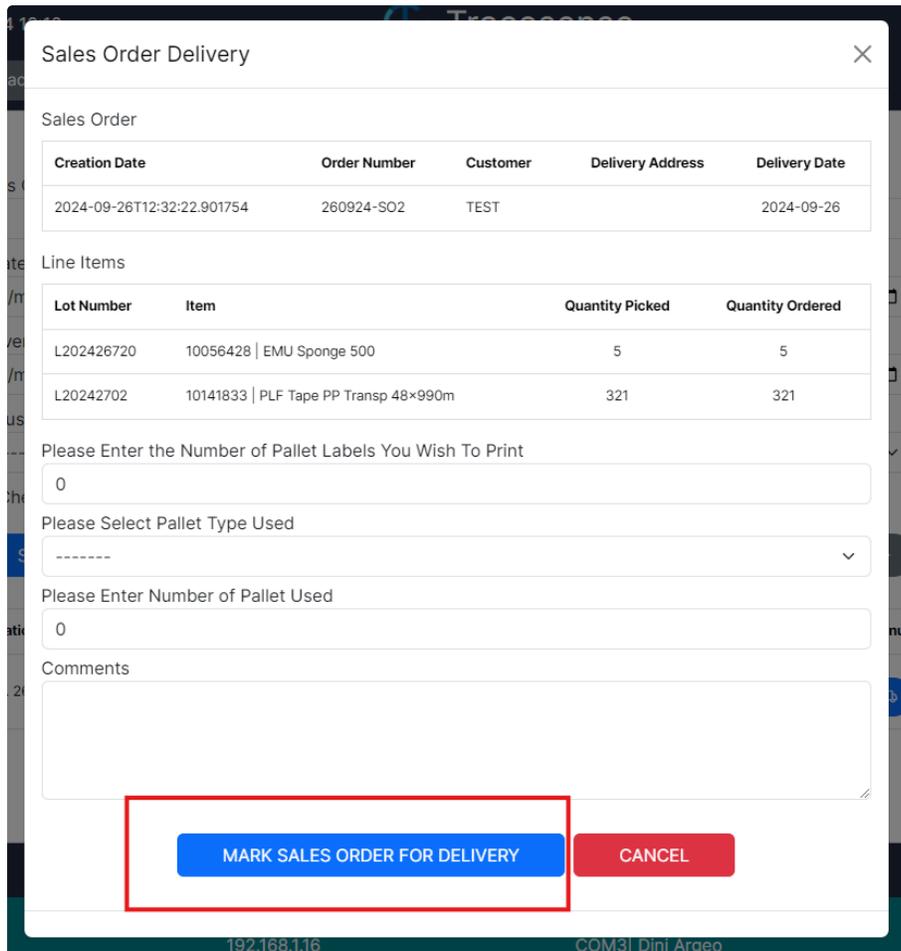
1. Click on Assign Sales Order



2. Click on the sales order you wish to assign and press The blue menu button



3. Complete the form and press MARK SALES ORDER FOR DELIVERY



Goods Delivery

Goods delivery is used to mark an item as being delivered.

1. Click on Goods Delivery and then select the appropriate order

Goods Delivery

Sales Order Number <input type="text"/>	Customer Name <input type="text"/>
Created Date From <input type="text" value="dd/mm/yyyy"/>	Created Date To <input type="text" value="dd/mm/yyyy"/>
Delivery Date From <input type="text" value="dd/mm/yyyy"/>	Delivery Date To <input type="text" value="dd/mm/yyyy"/>
Status <input type="text" value="-----"/>	Pallet Name <input type="text" value="-----"/>

Check if an Ecommerce Customer

Creation Date	Order Number	Customer	Expected Delivery Date	Delivery Address	Menu
Sep. 26, 2024 12:32 PM	260924-SO2	TEST	Sep. 26, 2024	N/A	<input type="button" value="Menu"/>

2. Enter comments and press COMPLETE DELIVERY

Record Delivery



Sales Order

Creation Date	Order Number	Customer	Delivery Address	Delivery Date
2024-09-26T12:32:22.901754	260924-SO2	TEST	N/A	2024-09-26

Line Items

Lot Number	Item	Quantity Picked	Quantity Ordered
L202426720	10056428 EMU Sponge 500	5	5
L20242702	10141833 PLF Tape PP Transp 48x990m	321	321

Comments

Image

CAPTURE PHOTO

COMPLETE DELIVERY

CANCEL