



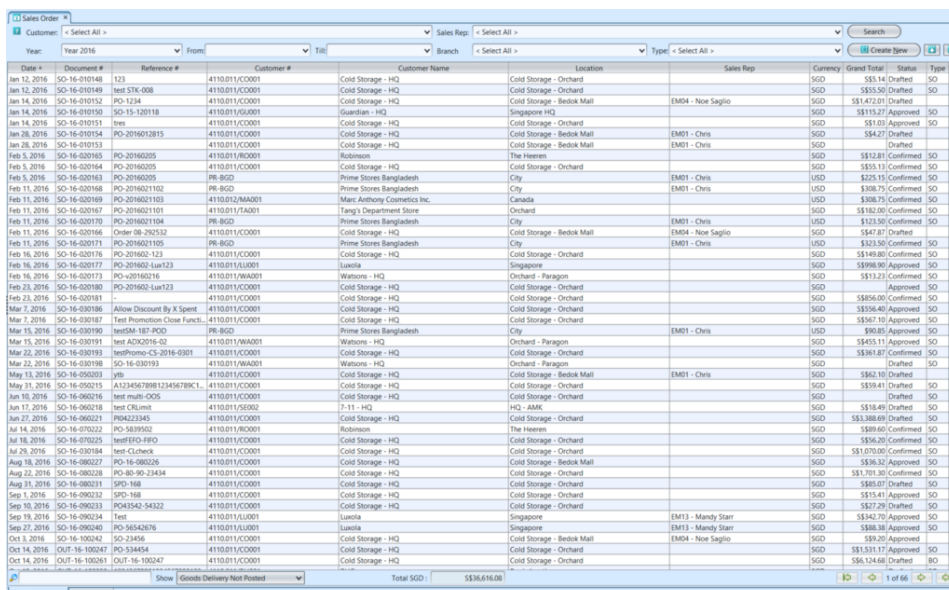
# Sales Order

Sales Order view allows user to create and manage sales order documents.

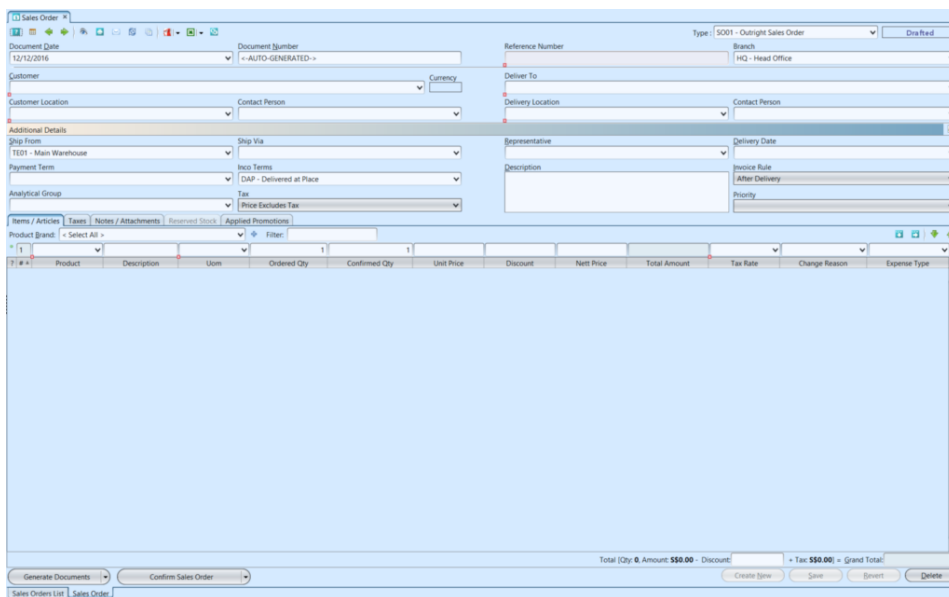
Below actions are available under **"Sales Order"**:

 Create new sales order; update, delete, view and search for sales order details

 Export and import sales order



Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 12, 2016	SO-16-010148	123	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$55.14	Drafted	SO
Jan 12, 2016	SO-16-010149	test STK-008	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$555.50	Drafted	SO
Jan 14, 2016	SO-16-010152	PO-1234	4110011/CC001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Nee Saglio	SGD	\$81,472.01	Drafted	SO
Jan 14, 2016	SO-16-010158	SO-16-120118	4110011/CC001	Guardian - HQ	Singapore HQ		SGD	\$8155.27	Approved	SO
Jan 14, 2016	SO-16-010151	Test	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51.03	Approved	SO
Jan 28, 2016	SO-16-010154	PO-2016012815	4110011/CC001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$54.27	Drafted	SO
Jan 28, 2016	SO-16-010153		4110011/CC001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD		Drafted	SO
Feb 5, 2016	SO-16-020165	PO-20160205	4110011/CC001	Robinson	The Heeries		SGD	\$12,81	Confirmed	SO
Feb 5, 2016	SO-16-020164	PO-20160205	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$55.13	Confirmed	SO
Feb 5, 2016	SO-16-020163	PO-20160205	PE-86D	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$225.15	Confirmed	SO
Feb 11, 2016	SO-16-020168	PO-2016021103	PE-86D	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$308.75	Confirmed	SO
Feb 11, 2016	SO-16-020169	PO-2016021103	4110012/MA001	Manz Anthony Cosmetics Inc.	Canada		USD	\$308.75	Confirmed	SO
Feb 11, 2016	SO-16-020167	PO-2016021101	4110011/TA001	Fangj Department Store	Orchard		USD	\$9,162.00	Confirmed	SO
Feb 11, 2016	SO-16-020170	PO-2016021106	PE-86D	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$123.50	Confirmed	SO
Feb 11, 2016	SO-16-020166	Order 08-282532	4110011/CC001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Nee Saglio	SGD	\$547.87	Drafted	SO
Feb 11, 2016	SO-16-020171	PO-2016021105	PE-86D	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$233.50	Confirmed	SO
Feb 16, 2016	SO-16-020176	PO-2016021123	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$148.80	Confirmed	SO
Feb 16, 2016	SO-16-020177	PO-20160211x123	4110011/AL001	Lucentia	Singapore		SGD	\$998.90	Approved	SO
Feb 16, 2016	SO-16-020173	PO-20160216	4110011/NA001	Watsons - HQ	Orchard - Paragon		SGD	\$511.23	Confirmed	SO
Feb 23, 2016	SO-16-020188	PO-20160216x123	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD		Approved	SO
Feb 23, 2016	SO-16-020181		4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$856.00	Confirmed	SO
Mar 7, 2016	SO-16-030186	Allow Discount By X Spent	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$9306.40	Approved	SO
Mar 7, 2016	SO-16-030187	Test Promotion Clear Funct.	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$9367.10	Approved	SO
Mar 15, 2016	SO-16-030190	testSM-187-POD	PE-86D	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$90.85	Approved	SO
Mar 15, 2016	SO-16-030191	test ADX2016-02	4110011/NA001	Watsons - HQ	Orchard - Paragon		SGD	\$5455.11	Approved	SO
Mar 22, 2016	SO-16-030193	testPromo-CS-2016-0301	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$5381.87	Confirmed	SO
Mar 22, 2016	SO-16-030198	SO-16-030193	4110011/NA001	Watsons - HQ	Orchard - Paragon		SGD		Drafted	SO
May 13, 2016	SO-16-050203	YTB	4110011/CC001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$582.10	Drafted	SO
May 31, 2016	SO-16-050215	A12345678910114567891011	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$539.41	Drafted	SO
Jan 19, 2016	SO-16-060216	test multi-COS	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD		Drafted	SO
Jun 17, 2016	SO-16-060218	test CRLimit	4110011/SE002	7-11 - HQ	HQ - AMK		SGD	\$518.49	Drafted	SO
Jun 27, 2016	SO-16-060221	PN0423345	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$53,388.69	Drafted	SO
Jul 14, 2016	SO-16-070222	PO-1639503	4110011/CC001	Robinson	The Heeries		SGD	\$599.60	Confirmed	SO
Jul 14, 2016	SO-16-070225	testEFO-FBO	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$556.20	Confirmed	SO
Jul 29, 2016	SO-16-080184	test-ClutchK	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51,070.00	Confirmed	SO
Aug 18, 2016	SO-16-080227	PO-16-080206	4110011/CC001	Cold Storage - HQ	Cold Storage - Bedok Mall		SGD	\$536.32	Approved	SO
Aug 22, 2016	SO-16-080228	PO-80-80-23434	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51,701.30	Confirmed	SO
Aug 31, 2016	SO-16-080231	SPD-168	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$85.07	Drafted	SO
Sep 1, 2016	SO-16-090232	SPD-168	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$515.41	Approved	SO
Sep 10, 2016	SO-16-090233	PO43542-54322	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$527.29	Drafted	SO
Sep 19, 2016	SO-16-090234	Test	4110011/AL001	Lucentia	Singapore	EM13 - Mandy Starr	SGD	\$5342.70	Approved	SO
Sep 27, 2016	SO-16-090240	PO-55542676	4110011/AL001	Lucentia	Singapore	EM13 - Mandy Starr	SGD	\$598.38	Approved	SO
Oct 1, 2016	SO-16-100242	SO-23456	4110011/CC001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Nee Saglio	SGD	\$93.20	Approved	SO
Oct 14, 2016	OUT-16-100247	PO-534854	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51,531.17	Approved	SO
Oct 14, 2016	OUT-16-100249	OUT-16-100247	4110011/CC001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$56,124.68	Drafted	SO



Document Date: 12/12/2016 | Document Number: -- AUTO-GENERATED -- | Reference Number: | Type: SO01 - Outright Sales Order | Brand: | Drafted

Customer: | Currency: | Deliver To: | Delivery Location: | Contact Person: | Delivery Date: |

Customer Location: | Contact Person: | Delivery Location: | Contact Person: |

Additional Details: | Ship Via: | Representative: | Invoice Rule: |

Payment Terms: | Inco Terms: | Description: | Invoice Rule: |

Analytical Group: | Price Excludes Tax: | Priority: |

Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Change Reason	Expense Type

Total Qty: 0, Amount: \$50.00, Discount: | Tax: \$50.00 | Grand Total: |

Buttons: Generate Documents, Confirm Sales Order, Create New, Save, Print, Delete

12 Sales Order

Document Date: 12/12/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Type: S001 - Outright Sales Order | Drafted

Customer: | Currency: | Deliver To: | Branch: HQ - Head Office

Customer Location: | Contact Person: | Delivery Location: | Contact Person:

Additional Details

Ship From: TED1 - Main Warehouse | Ship Via: | Representative: | Delivery Date: | Invoice Rule: After Delivery | Priority: |

Payment Terms: | Inco Terms: DAP - Delivered at Place | Description: | Invoice Rule: | Priority: |

Analytical Group: | Tax: | Price Excludes Tax: |

Items / Articles | Taxes | Notes / Attachments | Reserved Stock | Applied Promotions

Taxes applicable for this order

Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Sum

Total Qty: 0 Amount: \$50.00 - Discount: | Tax: \$50.00 = Grand Total

Generate Documents | Confirm Sales Order | Create New | Save | Export | Delete

12 Sales Order

Document Date: 12/12/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Type: S001 - Outright Sales Order | Drafted

Customer: | Currency: | Deliver To: | Branch: HQ - Head Office

Customer Location: | Contact Person: | Delivery Location: | Contact Person:

Additional Details

Ship From: TED1 - Main Warehouse | Ship Via: | Representative: | Delivery Date: | Invoice Rule: After Delivery | Priority: |

Payment Terms: | Inco Terms: DAP - Delivered at Place | Description: | Invoice Rule: | Priority: |

Analytical Group: | Tax: | Price Excludes Tax: |

Items / Articles | Taxes | Notes / Attachments | Reserved Stock | Applied Promotions

Date	File Size	By User	On Date	Title

Description: | File Name: | Size: bytes (1)

Generate Documents | Confirm Sales Order | Create New | Save | Export | Delete

13 Sales Order

Document Date: 12/12/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Type: S001 - Outright Sales Order | Drafted

Customer: | Currency: | Deliver To: | Branch: HQ - Head Office

Customer Location: | Contact Person: | Delivery Location: | Contact Person:

Additional Details

Ship From: TED1 - Main Warehouse | Ship Via: | Representative: | Delivery Date: | Invoice Rule: After Delivery | Priority: |

Payment Terms: | Inco Terms: DAP - Delivered at Place | Description: | Invoice Rule: | Priority: |

Analytical Group: | Tax: | Price Excludes Tax: |

Items / Articles | Taxes | Notes / Attachments | Reserved Stock | Applied Promotions

Promotion	Promotion Type	Product Code	Product	Free Product	Quantity	Discount %	Discount Amt	Nett Price	Total Applied Discount

Total Qty: 0 Amount: \$50.00 - Discount: | Tax: \$50.00 = Grand Total

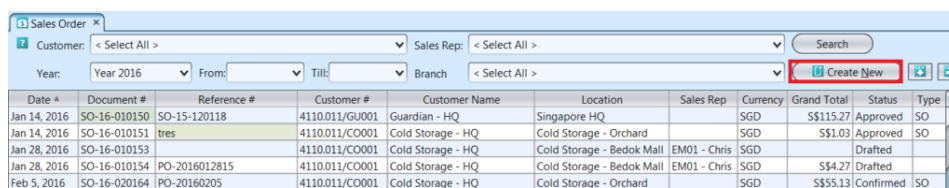
Generate Documents | Confirm Sales Order | Create New | Save | Export | Delete

<b>Field Name</b>	<b>Explanation</b>	<b>Mandatory Information</b>
Type	Document Type	Y
Document Date	Date of the sales order	Y
Document Number	Number of the sales order	Y
Reference Number	A unique number on sales order	Y
Branch	A location, other than the main office, where business is conducted.	Y
Customer	Company's customers	Y
Customer Location	Company's location	Y
Contact Person	Person in charge	N
Deliver To	Self-explanatory	Y
Delivery Location	Self-explanatory	Y
Ship From	Self-explanatory	Y
Ship Via	Transportation method	N
Payment Term	Payment rules imposed by suppliers on their customers.	N
Inco Term	Commonly used in both international and domestic trade contracts.	Y
Analytical Group	Trade type	N
Tax	A compulsory contribution to state revenue, levied by the government on workers' income and business profits, or added to the cost of some goods, services, and transactions.	Y
Representative	Internal representative	N
Delivery Date	The final date by which the underlying commodity for a futures contract must be delivered in order for the terms of the contract to be fulfilled.	N
Description	Description	N
Invoice Rule	Immediate or After Delivery	Y
Priority	The fact or condition of being regarded or treated as more important than others	Y
Items/Articles – Product	Name of product	Y
Items/Articles – Description	Description	N
Items/Articles – UOM	Type of product – Unit of Measure	Y

Items/Articles – Ordered Qty	Self-explanatory	N
Items/Articles – Confirmed Qty	Self-explanatory	N
Items/Articles – Unit Price	Self-explanatory	N
Items/Articles – Discount	A deduction from the usual cost of something.	N
Items/Articles – Nett Price	Self-explanatory	N
Items/Articles – Total Amount	Self-explanatory	Y
Items/Articles – Tax Rate	Self-explanatory	N
Items/Articles – Change Reason	Change reason to be entered when confirmed quantity is less than ordered quantity (i.e Out of Stock, Limited Stock, etc)	Depend on system setting / preference
Items/Articles – Expense Type	Expense type of free / gift / marketing product	N

## Create New Sales Order

1. Click on **“Create New”** at the top right of screen of **“Sales Orders List”** tab, it will open **“Sales Order”** tab with empty form



Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 14, 2016	SO-16-010150	SO-15-120118	4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	S\$115.27	Approved	SO
Jan 14, 2016	SO-16-010151	tres	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	S\$1.03	Approved	SO
Jan 28, 2016	SO-16-010153		4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD		Drafted	
Jan 28, 2016	SO-16-010154	PO-2016012815	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	S\$4.27	Drafted	
Feb 5, 2016	SO-16-020164	PO-20160205	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	S\$55.13	Confirmed	SO

2. Select a customer from the **“Customer”** drop-down list on top left side of screen. It will fill up the form with the customer’s info

3. Fill up sales order’s information on the top half of screen

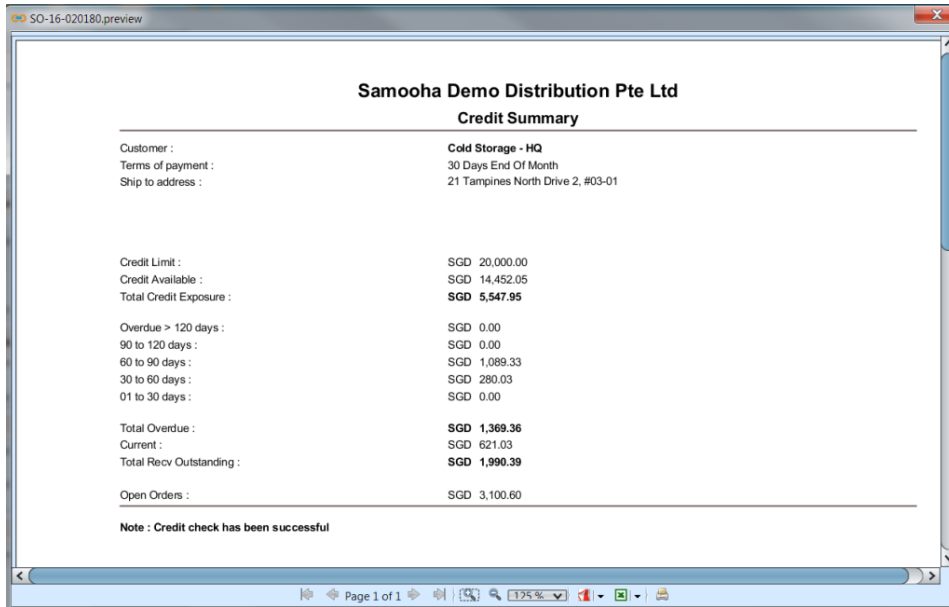
This screenshot shows the top portion of a 'Sales Order' form. It includes fields for Document Date (19/04/2016), Document Number (<-AUTO-GENERATED->), Reference Number, Branch (HQ - Head Office), Customer, Customer Location, Contact Person, Currency, Deliver To, Delivery Location, and Contact Person. Below these are 'Additional Details' such as Ship From (SM01 - Main Warehouse), Ship Via, Representative, Delivery Date, Payment Term, Inco Terms (EXW - Ex Works), Description, Invoice Rule (After Delivery), Analytical Group, Tax, and Price Excludes Tax.

This screenshot shows the same Sales Order form as above, but with numerous red boxes highlighting various action buttons and icons. Red arrows point from these boxes to specific elements on the form. The highlighted buttons include: 'Credit Check', 'Open / Export as XLS File', 'Open / Export as PDF File', 'Show History', 'Reload the Record from Store', 'Send Email', 'Import the Contents of a CSV File into the Table', 'Export the Contents of the Table to a CSV File', 'Ad Move the Selected Line Down', 'Move the Selected Line Up', 'Print the Document', 'Next Sales Order', 'Previous Sales Order', and 'Sales Order List'. At the bottom, the 'Save' button is highlighted in a red box.


4. Click **“Save”** button at the bottom right side of screen to save

Products can only be entered when information in the top part (header) of the document has been properly entered. The credit check functionality will only be available when all the top part fields have been entered and the save button pressed.

This screenshot shows the Sales Order form with the 'Save' button highlighted in a red box. The form fields are now populated with test data: Document Date (23/02/2016), Document Number (SO-16-020180), Reference Number (Test), Branch (HQ - Head Office), Customer (4110.011/CO001 - Cold Storage - HQ), Currency (SGD), Deliver To (4110.011/CO001 - Cold Storage - HQ), Customer Location (HQ), Contact Person (HQ), Delivery Location (Cold Storage - Orchard), and Contact Person (Cold Storage - Orchard).



5. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the sales order by searching for the product from the product drop-down list in the table on **“Items / Articles”** tab

6. Enter the product’s info and click  button or press ENTER to add the product into the sales order

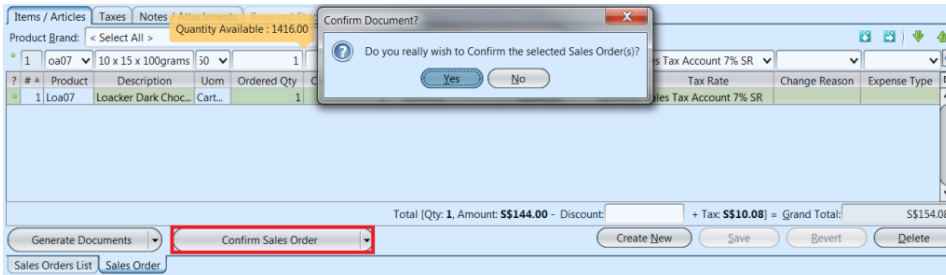
?	#	Product	Description	Uom	Ordered	Confirmed	Unit Pri.	Discount	Nett Pri.	Total Amo.	Tax Rate	Change Reas.	Expense Ty.
1	Loa03	Loacker strawberry Carton - 24 pieces		Car...	2	2	S\$22.37		S\$22.37	S\$44.74	ax Account 7% SR		

7. Repeat steps 5-6 to add more products into the sales order

8. Optional: Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the sales order

9. Click on **“Save”** button at the bottom right of screen when completed

10. Click on **“Confirm Sales Order”** button at the bottom of screen to confirm the sales order

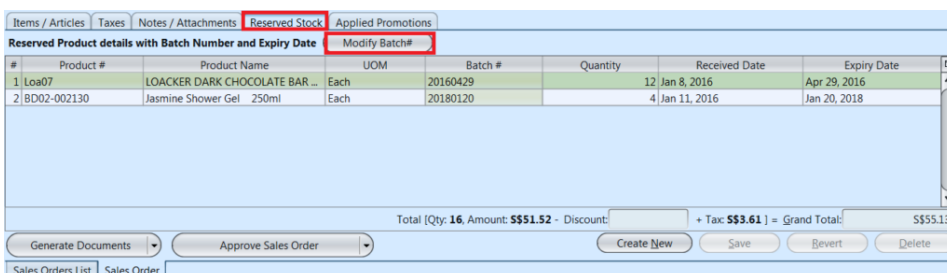


The system will check whether any **UOM Conversion** is needed for the ordered product(s). If so the system will generate **UOM Conversion** document, with list of product(s) to be converted, for user to process first to fulfill the Sales Order. After the **UOM Conversion** process is successfully completed, user to confirm the Sales Order document again.



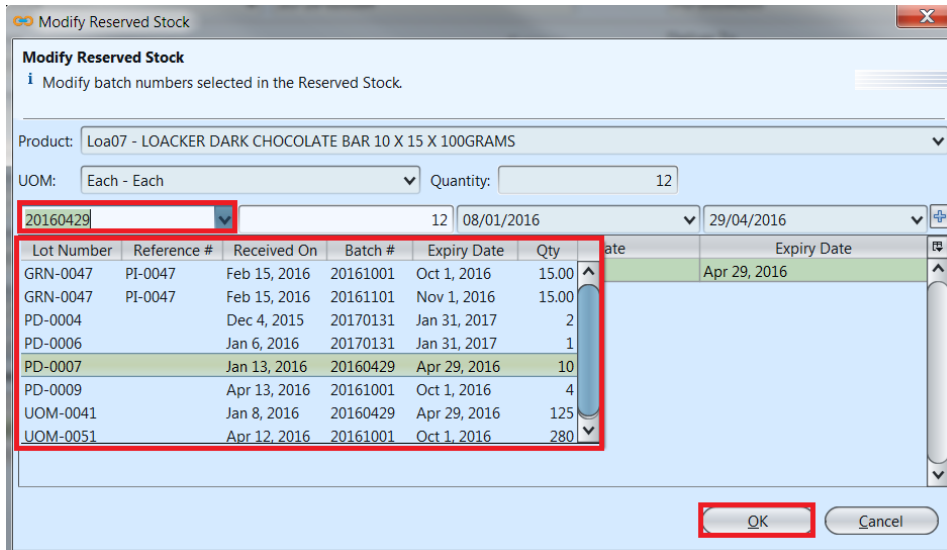
**Optional:** User may change the **Reserved Stock** for a particular product to a different batch if they wish to do so, after the Sales Order confirmation. On the **"Reserved Stock"** tab, click **"Modify Batch#"** button. It will open a window for user to select a different batch for ordered product. Click on a batch # from the list and press ENTER. Click **OK** button to commit the change.

**Note:** For "Immediate" invoice rule, user may modify batch at the corresponding Proforma Invoice document instead



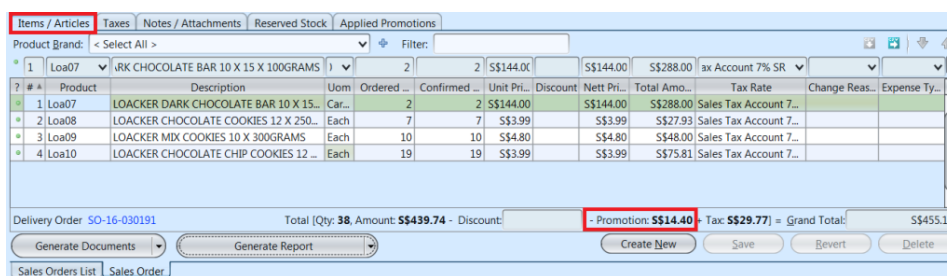
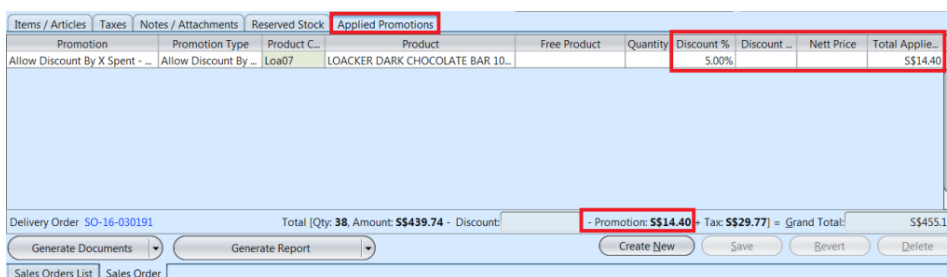
The selection of batch / lot of products are based on the Picking Method as set in the Product master. For example, FEFO (First Expired First Out) method

will reserve expiring product batch / lot first. If expiry date was not entered for a product batch, but there is Shelf Life (In Days) defined in the Product master, system will calculate the product's expiry date based on the Received On / Manufacturing Date plus shelf life and then reserve the first expiring product for the Sales Order.



The system will automatically check if there is any promotion(s) applied for the customer for the period of the created Sales Order document date. If so, the promotion(s) will be displayed in the **"Applied Promotions"** tab, and any free gift / discount added in the **"Items / Articles"** tab.

Example 1: Allow Discount by X Spent promotion scheme





Example 2: Free Gift By Purchase Qty promotion scheme

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions	Free Product	Quantity	Discount %	Discount ...	Nett Price	Total Appl...
Promotion	Promotion Type	Product C...	Product		Free Product	Quantity	Discount %	Discount ...	Nett Price	Total Appl...
Cold Storage - Easter Promo ...	Free Gift By Purchase Qty	BD01-003...	Black Label Nourishing Beauty Balm ...		Ctrl-A Beauty Balm ...	1				

Delivery Order SO-16-030195      Total [Qty: 11, Amount: \$5290.20 - Discount: ... + Tax: \$520.31] = Grand Total: \$5310.51

Buttons: Generate Documents, Generate Report, Create New, Save, Bevert, Delete

Links: Sales Orders List, Sales Order

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions								
Product Brand: < Select All >												
1	-003146	label Nourishing Beauty Balm SPF 25 (50ml)	1	10	10	\$529.02		\$529.02	\$5290.20	ax Account 7% SR		
1	BD01-0031...	Black Label Nourishing Beauty Balm SPF 2...	Each	10	10	\$529.02		\$529.02	\$5290.20	Sales Tax Account 7...		
2	BD01-0031...	Ctrl-A Beauty Balm 40ml	Each	1	1					Sales Tax Account 7...		Free Produ...

Delivery Order SO-16-030195      Total [Qty: 11, Amount: \$5290.20 - Discount: ... + Tax: \$520.31] = Grand Total: \$5310.51

Buttons: Generate Documents, Generate Report, Create New, Save, Bevert, Delete

Links: Sales Orders List, Sales Order

11. Click on **“Approve Sales Order”** button at the bottom of screen to approve the sales order. Tax entries applicable for the sales order will be automatically created under **“Taxes”** tab if any

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions								
1	Loa10	cker Chocolate Chip Cookies 12 x 250grams	12	2	2	\$547.88		\$547.88	\$595.76	ax Account 7% SR		
1	Loa10	Loacker Chocolate Chip Cookies 12 x 250g...	Carto...	2	2	\$547.88		\$547.88	\$595.76	Sales Tax Account 7...		
2	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 ...	Outer...	20	20	\$518.60		\$518.60	\$5372.00	Sales Tax Account 7...		
3	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 ...	Carto...	2	2	\$5186.00		\$5186.00	\$5372.00	Sales Tax Account 7...		
4	Loa11	Loacker Mini Dark Chocolate Bites 10 x 20 ...	Each	2	2					Sales Tax Account 7...		Free Produ...

Delivery Order SO-15-110102      Total [Qty: 26, Amount: \$5839.76 - Discount: ... + Tax: \$558.78] = Grand Total: \$5898.54

Items / Articles	Taxes	Notes / Attachments	Reserved Stock	Applied Promotions		
Taxes applicable for this order:				Base Taxable Sum: \$5839.76	Tax Sum: \$558.78	
Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
Loa10	LOACKER CHOCOLATE CHL...	Sales Tax Account 7% SR	\$595.76	\$56.70	\$595.76	\$56.70
Loa11	LOACKER MINI DARK CHO...	Sales Tax Account 7% SR	\$5372.00	\$526.04	\$5372.00	\$526.04
Loa11	LOACKER MINI DARK CHO...	Sales Tax Account 7% SR	\$5372.00	\$526.04	\$5372.00	\$526.04
Loa11	LOACKER MINI DARK CHO...	Sales Tax Account 7% SR				

Delivery Order SO-15-110102      Total [Qty: 26, Amount: \$5839.76 - Discount: ... + Tax: \$558.78] = Grand Total: \$5898.54

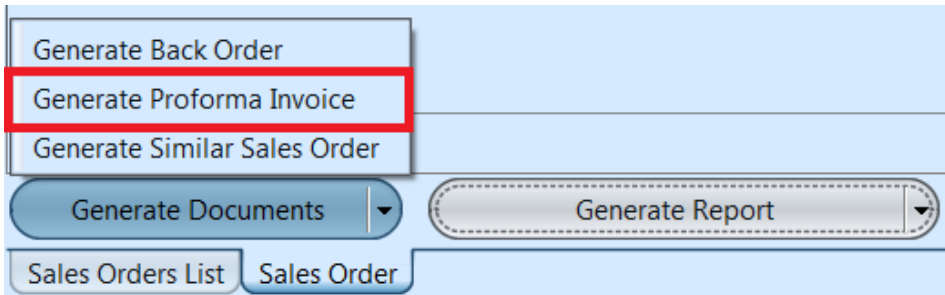
12. If **“After Delivery” invoice rule** was chosen, a link to **“Delivery Order”** transaction (Inventory module – Outbound) will be created at the bottom left of screen to process delivery order for the sales order.

**Delivery Order SO-15-100087**

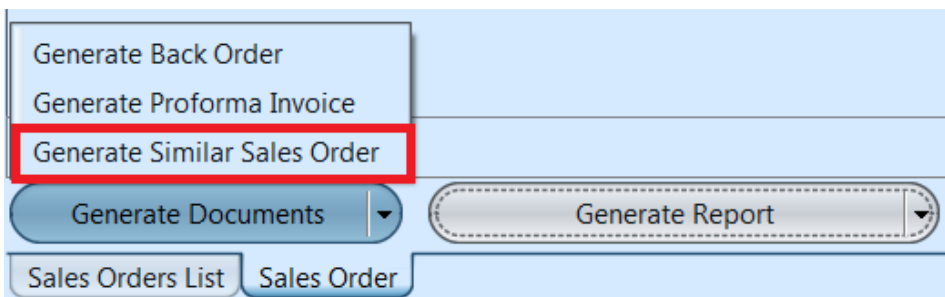
Buttons: Generate Documents, Generate Report

Links: Sales Orders List, Sales Order

If **"Immediate" invoice rule** was chosen, click arrow on **Generate Documents** button and select **"Generate Proforma Invoice"** option to generate a new proforma invoice. **"Delivery Order"** will be created from **"Proforma Invoice"** instead



13. Click arrow on **Generate Documents** button and select **"Generate Similar Sales Order"** option to generate a new copy of the sales form



## Update Sales Order Details

1. Click on **"Sales Orders List"** tab at the bottom of screen

2. Double click on sales order to be updated, it will bring up the details on **"Sales Order"** tab for the selected order. If a sales order's status is **"Confirmed"** or **"Approved"**, right click on the order and reopen / undo approval of the order first

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 14, 2016	SO-16-010150	SO-15-120118	4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	\$5115.27	Approved	SO
Jan 14, 2016	SO-16-010151	tres	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51.03	Approved	SO
Jan 28, 2016	SO-16-010153	CS20160128	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD		Drafted	
Jan 28, 2016	SO-16-010154	PO-2016012815	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$54.27	Drafted	
Feb 5, 2016	SO-16-020164	PO-20160205	4110.011		Cold Storage - Orchard		SGD	\$55.13	Confirmed	SO
Feb 5, 2016	SO-16-020163	PO-20160205	PR-BGD		City	EM01 - Chris	USD	\$225.15	Confirmed	SO
Feb 5, 2016	SO-16-020165	PO-20160205	4110.011		The Heeren		SGD	\$512.81	Confirmed	SO
Feb 11, 2016	SO-16-020167	PO-2016021101	4110.011		Orchard		SGD	\$5182.00	Confirmed	SO
Feb 11, 2016	SO-16-020171	PO-2016021105	PR-BGD		City	EM01 - Chris	USD	\$323.50	Confirmed	SO
Feb 11, 2016	SO-16-020170	PO-2016021104	PR-BGD		City	EM01 - Chris	USD	\$123.50	Confirmed	SO
Feb 11, 2016	SO-16-020168	PO-2016021102	PR-BGD		City	EM01 - Chris	USD	\$308.75	Confirmed	SO
Feb 11, 2016	SO-16-020169	PO-2016021103	4110.011		Canada		USD	\$308.75	Confirmed	SO
Feb 11, 2016	SO-16-020166	Order 08-292532	4110.011		Cold Storage - Bedok Mall	EM04 - Tony	SGD	\$547.87	Drafted	
Feb 16, 2016	SO-16-020176	PO-201602-123	4110.011		Cold Storage - Orchard		SGD	\$5149.80	Confirmed	SO
Feb 16, 2016	SO-16-020177	PO-201602-Lux123	4110.011		Singapore		SGD	\$5998.90	Approved	SO
Feb 16, 2016	SO-16-020173	PO-v20160216	4110.011		Orchard - Paragon		SGD	\$513.23	Confirmed	SO

3. Make change(s) on the sales order information

4. Click on **“Save”** button at the bottom right of screen to save

5. Click on **“Revert”** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **“Confirm Sales Order”** button at the bottom of screen to confirm the sales order

7. Click on **“Approve Sales Order”** button at the bottom of screen to approve the sales order

## Delete Sales Order

1. Click on **“Sales Orders List”** tab at the bottom of screen

2. Double click on sales order to be deleted, it will bring up the details on **“Sales Order”** tab for the selected order. If a sales order’s status is **“Confirmed”** or **“Approved”**, right click on the order and reopen / undo approval of the order first

3. Click on **“Delete”** button at the bottom right side of screen

4. Click on **“Yes”** button on the pop-up window to confirm sales order deletion





## View and Search for Sales Order Details

1. Click on **"Sales Orders List"** tab at the bottom of screen.
2. Enter search parameter to filter the result, i.e. type in which customer to search for in the **"Customer"** text field box or select from drop-down list

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 12, 2016	SO-16-010149	test STK-008	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$555.50	Drafted	SO
Jan 12, 2016	SO-16-010148	123	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$55.14	Drafted	SO
Jan 14, 2016	SO-16-010152	PO-1234	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Tony	SGD	\$55.14	Drafted	SO
Jan 14, 2016	SO-16-010150	SO-15-120118	4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	\$5115.27	Approved	SO
Jan 14, 2016	SO-16-010151	tres	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51.03	Approved	SO
Jan 28, 2016	SO-16-010153		4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD		Drafted	SO
Jan 28, 2016	SO-16-010154	PO-2016012815	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$54.27	Drafted	SO
Feb 5, 2016	SO-16-020164	PO-20160205	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$555.13	Confirmed	SO
Feb 5, 2016	SO-16-020163	PO-20160205	PR-BGD	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$225.15	Confirmed	SO
Feb 5, 2016	SO-16-020165	PO-20160205	4110.011/RO001	Robinson	The Heeren		SGD	\$512.81	Confirmed	SO
Feb 11, 2016	SO-16-020167	PO-2016021101	4110.011/TA001	Tang's Department Store	Orchard		SGD	\$5182.00	Confirmed	SO
Feb 11, 2016	SO-16-020171	PO-2016021105	PR-BGD	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$323.50	Confirmed	SO
Feb 11, 2016	SO-16-020170	PO-2016021104	PR-BGD	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$123.50	Confirmed	SO
Feb 11, 2016	SO-16-020168	PO-2016021102	PR-BGD	Prime Stores Bangladesh	City	EM01 - Chris	USD	\$308.75	Confirmed	SO
Feb 11, 2016	SO-16-020169	PO-2016021103	4110.012/MA001	Marc Anthony Cosmetics Inc.	Canada		USD	\$308.75	Confirmed	SO
Feb 11, 2016	SO-16-020166	Order 08-292532	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Tony	SGD	\$547.87	Drafted	SO
Feb 16, 2016	SO-16-020176	PO-201602-123	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$5149.80	Confirmed	SO
Feb 16, 2016	SO-16-020177	PO-201602-Lux123	4110.011/LU001	Luxola	Singapore		SGD	\$5998.90	Approved	SO
Feb 16, 2016	SO-16-020173	PO-20160216	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD	\$513.23	Confirmed	SO
Feb 23, 2016	SO-16-020181	-	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$856.00	Confirmed	SO
Feb 23, 2016	SO-16-020180	Test	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD		Drafted	SO
Mar 3, 2016	SO-16-030184	test-CLcheck	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51,070.00	Drafted	SO
Mar 7, 2016	SO-16-030186	Allow Discount By X Spent	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$5556.40	Approved	SO
Mar 7, 2016	SO-16-030187	Test Promotion Close Funct...	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$5567.10	Approved	SO
Mar 11, 2016	SO-16-030187	Trige reason	4110.011/RO001	Robinson	The Heeren	EM04 - Tony	SGD	\$51,303.80	Approved	SO
Mar 15, 2016	SO-16-030187	Search Engine	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD	\$5455.11	Approved	SO

3. Result can be sorted alphabetically by clicking the fields' columns
4. Double click on sales order to view full details of the order, it will bring up the details on **"Sales Order"** tab for the selected order

# Export & Import Sales Order

At many places within Samooha, user will see these 2 buttons   which indicate that user is able to import / export data from / to CSV (comma-separated values) file for that document view. Data in CSV file can be viewed using Excel or Notepad program.



There are 2 types of export & import feature for Sales Order in Samooha:

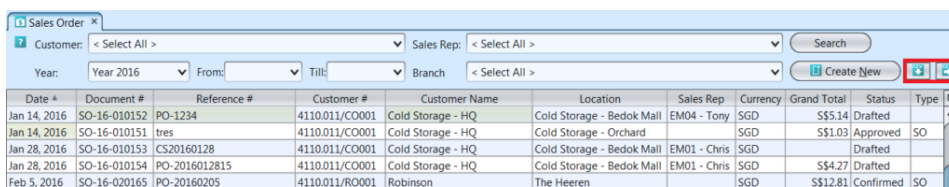
## A. Document level

## B. Product line level

**Note:** user is recommended to export data to a CSV file first and then use the exported file as import file template


## A. Document level

Click on **“Sales Orders List”** tab at the bottom of screen. At the top right of screen there are 2 buttons;  button to export approved Sales Order documents as CSV file, while  button to import CSV file into Samooha as drafted Sales Order documents.



Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 14, 2016	SO-16-010152	PO-1234	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM04 - Tony	SGD	\$55.14	Drafted	
Jan 14, 2016	SO-16-010151	tres	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$51.03	Approved	SO
Jan 28, 2016	SO-16-010153	CS20160128	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD		Drafted	
Jan 28, 2016	SO-16-010154	PO-2016012815	4110.011/CO001	Cold Storage - HQ	Cold Storage - Bedok Mall	EM01 - Chris	SGD	\$54.27	Drafted	
Feb 5, 2016	SO-16-020165	PO-20160205	4110.011/RO001	Robinson	The Heeren		SGD	\$512.81	Confirmed	SO

## I. Export Sales Order to CSV File:

1. To export sales order, select approved Sales Order document row(s) from the list, then click  button, or right-click on the Sales Order row to show options window then click on “Export Sales Order(s) – Detailed”. User can select multiple rows to export multiple Sales Order documents in a single CSV file

**Note:** only approved Sales Order can be exported

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Jan 8, 2016	SO-16-010144		4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	\$512.97	Approved	SO
Jan 8, 2016	SO-16-010147		4110.011/GU001	Guardian - HQ	Singapore HQ		SGD	\$5221.88	Approved	SO
Feb 3, 2016	SO-16-020155	PO-01	4110.011/WA001	Paragon		EM01 - Chris	SGD	\$4,927.02	Approved	SO
Feb 5, 2016	SO-16-020158	PO-001	PR-BGD			EM01 - Chris	USD	\$3,855.01	Approved	SO
Feb 5, 2016	SO-16-020159	PO-67	PR-BGD			EM01 - Chris	USD	\$15,599.98	Approved	SO
Feb 5, 2016	SO-16-020160	98457	PR-BGD			EM01 - Chris	USD	\$3,420.00	Approved	SO
Feb 5, 2016	SO-16-020162	32356	PR-BGD			EM01 - Chris	USD	\$3,705.00	Approved	SO
Feb 5, 2016	SO-16-020161	PO-20160205	4110.011/ME001			EM01 - Chris	SGD	\$11,234.99	Approved	SO
Feb 5, 2016	SO-16-020157	SO-16-020156	4110.011/GU001				SGD	\$51.08	Approved	BO
Feb 5, 2016	SO-16-020156	PO-20160205	4110.011/GU001				SGD	\$552.42	Approved	SO
Feb 16, 2016	SO-16-020172	Test for Flat Discount by Q...	4110.011/GU001				SGD	\$5238.92	Approved	SO
Feb 16, 2016	SO-16-020178	PO-201602-1st	4110.011/TA001				SGD	\$5193.43	Approved	SO
Feb 16, 2016	SO-16-020175	PO-20160216-123	4110.011/WA001			Paragon	SGD	\$5159.59	Approved	SO
Feb 23, 2016	SO-16-020182	CO-0012-FFB16	PR-BGD			EM01 - Chris	USD	\$427.51	Approved	SO

2. On the “Export File Chooser” window, click on “**Browse**” button to select file location and file name to save the exported data. User may select different format of the data to be exported:

- Header and Lines
- One Row per Item
- With Quantity Only (for sending data to 3PL)

3. Click **OK** button to confirm and export the selected Sales Order document(s) to CSV file.

4. Open the folder where the file was saved. Below is

example of the same Sales Order document exported as CSV file in different formats:

- Header and Lines

A	B	C	D	E	F	G	H	I	J	K	L	M
Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehous	Partner Lo	Delivery Lc	Description	
	Product Code	Product Name	UOM	Ordered Q	Quantity	Unit Price	Discount	Total Amo	Tax	Account	Setting	
SalesOrder	SO-16-010150	14/01/2016	SO-15-1204110.011/	Guardian -	SGD			TE01	Singapore	Singapore	test SPD-049	
	Loa10	LOACKER CHOI Ct12		1	1	47.88	0	47.88	SR			
	Loa10	LOACKER CHOI Each		15	15	3.99	0	59.85	SR			
		Total Quantity	Total Amo	Discount A	Tax Total	Grand Total						
		16	107.73	0	7.54	115.27						


- One Row per Item

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehous	Customer	Delivery L	Product C	Product N	UOM	Ordered C	Quantity	Unit Price	Discount	Total Amo	Tax	Account S	Description
SalesOrder	SO-16-011	14/01/2016	SO-15-12(4110.011/	Guardian -	SGD		TE01	Singapore	Singapore	Loa10	Loacker C	Ct12		1	1	47.88	0	47.88	SR	test SPD-049	
SalesOrder	SO-16-011	14/01/2016	SO-15-12(4110.011/	Guardian -	SGD		TE01	Singapore	Singapore	Loa10	Loacker C	Each		15	15	3.99	0	59.85	SR	test SPD-049	

- With Quantity Only (for sending data to 3PL)

A	B	C	D	E	F
SO SO 1 SO-15-120118 14012016000000 SO-15-120118 4110.011/GU001 4110.011/GU001 Guardian - HQ One Raffles Place	#30-02	Tower One	SG 048616 SG SGD TE01		
SOD 1 2 Loa10 1 1					
SOD 1 3 Loa10 15 2					

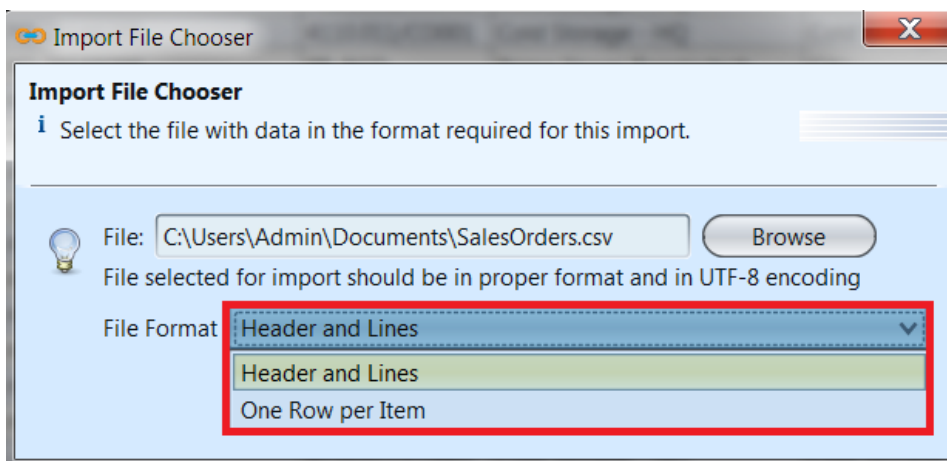
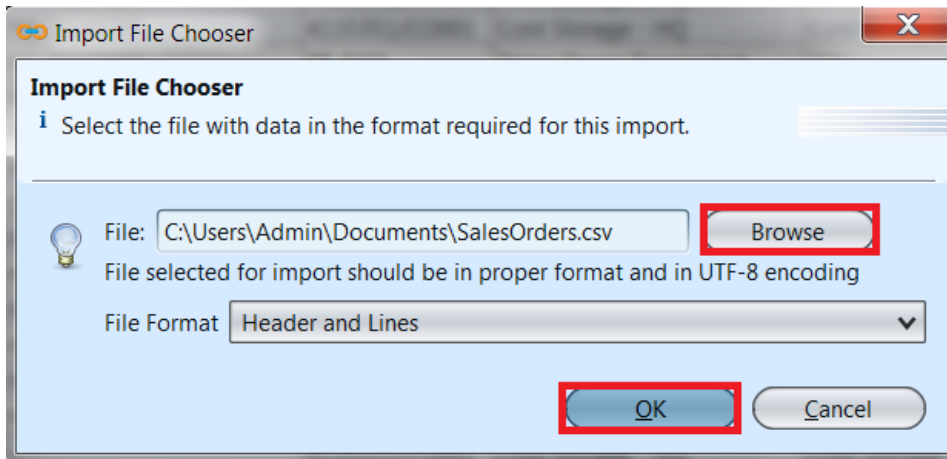
## II. Import Sales Order from CSV File:

1. To import sales order, click  button in the Sales Order list view. User can import multiple Sales Order documents in a single CSV file. Sales Order document will be imported into Samooha as drafted in status.

Note: user to ensure there is no duplicate document number for the imported data, i.e. the document number is not already in Samooha list of Sales Order

2. On the “Import File Chooser” window, click on “Browse” button to select file location and file name to load the import data from. User to select the correct format of the data to be imported:

- Header and Lines
- One Row per Item



Below is example of the same multiple Sales Order documents (with different document numbers), imported as CSV file in different formats:

- Header and Lines

Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehouse	Partner Lo	Delivery Lc	Description
SalesOrder	SO-16-030188h	11/03/2016	test chang	4110.011/	Robinson	SGD	EM04	TE01	The Heere	The Heeren	
	BD01-003145		Ctrl-A Beauty	Each	52	50	25.12	3%	1,218.50	SR	
			Total Quantity	Total Amo	Discount	A Tax	Total				Grand Total
			50	1,218.50	0	85.3	1,303.80				
SalesOrder	SO-16-030191h	15/03/2016	test ADX2(	4110.011/	Watsons -	SGD		TE01	Singapore	Orchard -	test ADX2016-02 promo
	Loa07		LOACKER DAR	Ct150	2	2	144	0	288	SR	
	Loa08		LOACKER CHC	Each	7	7	3.99	0	27.93	SR	
	Loa09		LOACKER MIX	Each	10	10	4.8	0	48	SR	
	Loa10		LOACKER CHC	Each	19	19	3.99	0	75.81	SR	
			Total Quantity	Total Amo	Discount	A Tax	Total				Grand Total
			38	439.74	0	29.77	455.11				

- One Row per Item

Type	Doc #	Date	Ref #	Customer	Customer	Currency	Sales Rep	Warehouse	Partner Lo	Delivery Lc	Product C/	Product N.	UOM	Ordered C	Quantity	Unit Price	Discount	Total Amo	Tax	Account S	Description
SalesOrder	SO-16-030188r	11/03/2016	test chang	4110.011/	Robinson	SGD	EM04	TE01	The Heere	The Heere	BD01-003	Ctrl-A Bea	Each	52	50	25.1214	0	1218.5	SR		
SalesOrder	SO-16-030191r	15/03/2016	test ADX2	4110.011/	Watsons -	SGD		TE01	Singapore	Orchard -	Loa07	LOACKER	Ct150	2	2	144	0	288	SR		test ADX2016-
SalesOrder	SO-16-030191r	15/03/2016	test ADX2	4110.011/	Watsons -	SGD		TE01	Singapore	Orchard -	Loa08	LOACKER	Each	7	7	3.99	0	27.93	SR		test ADX2016-
SalesOrder	SO-16-030191r	15/03/2016	test ADX2	4110.011/	Watsons -	SGD		TE01	Singapore	Orchard -	Loa09	LOACKER	Each	10	10	4.8	0	48	SR		test ADX2016-
SalesOrder	SO-16-030191r	15/03/2016	test ADX2	4110.011/	Watsons -	SGD		TE01	Singapore	Orchard -	Loa10	LOACKER	Each	19	19	3.99	0	75.81	SR		test ADX2016-

3. Click **OK** button to confirm and import the selected



CSV file as Sales Order document(s).

4. Click **Search** button on top right of the list view to refresh the list. If successfully imported, the document(s) status will be shown as drafted.

Date	Document #	Reference #	Customer #	Customer Name	Location	Sales Rep	Currency	Grand Total	Status	Type
Feb 11, 2016	SO-16-020169	PO-2016021103	4110.012/MA001	Marc Anthony Cosmetics Inc.	Canada		USD	\$308.75	Confirmed	SO
Mar 3, 2016	SO-16-030184	test-Cl-check	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$1,070.00	Drafted	SO
Mar 11, 2016	SO-16-030188h	test change reason	4110.011/RO001	Robinson	The Heeren	EM04 - Tony	SGD	\$1,303.80	Drafted	SO
Mar 11, 2016	SO-16-030188r	test change reason	4110.011/RO001	Robinson	The Heeren	EM04 - Tony	SGD	\$1,303.80	Drafted	SO
Mar 15, 2016	SO-16-030191h	test ADX2016-02	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD	\$470.52	Drafted	SO
Mar 15, 2016	SO-16-030191r	test ADX2016-02	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD	\$470.52	Drafted	SO
Mar 22, 2016	SO-16-030193	testPromo-CS-2016-0301	4110.011/CO001	Cold Storage - HQ	Cold Storage - Orchard		SGD	\$361.87	Confirmed	SO
Mar 22, 2016	SO-16-030194	SO-16-030193	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD	\$459.67	Confirmed	SO
Mar 22, 2016	SO-16-030198	SO-16-030193	4110.011/WA001	Watsons - HQ	Orchard - Paragon		SGD		Drafted	SO

## B. Product line level

In Sales Order view, user is able to export list of products in the sales order or import list of products to be part of the sales order.

Document Date: 22/03/2016  
Reference Number: SO-16-030193  
Customer: 4110.011/WA001 - Watsons - HQ  
Currency: SGD  
Delivery To: 4110.011/WA001 - Watsons - HQ  
Customer Location: Singapore HQ  
Contact Person: Charmaine Chong  
Delivery Location: Orchard - Paragon  
Contact Person: Charmaine Chong

Additional Details:  
Ship From: TE01 - Main Warehouse  
Ship Via: [Dropdown]  
Representative: [Dropdown]  
Delivery Date: [Dropdown]  
Payment Term: 60D - EOM - 60 Days End Of Month  
Inco Terms: EXW - Ex Works  
Description: Lot07  
Invoice Rule: After Delivery  
Analytical Group: TT02 - Third Party  
Tax: Price Excludes Tax  
Priority: Medium

Product	Description	Uom	Ordered Q.	Confirmed Q.	Unit Price	Discount	Nett Price	Total Amou...	Tax Rate	Change Reason	Expense Ty...
---------	-------------	-----	------------	--------------	------------	----------	------------	---------------	----------	---------------	---------------


Total [Qty: 0, Amount: \$50.00 - Discount: + Tax: \$50.00] = Grand Total:

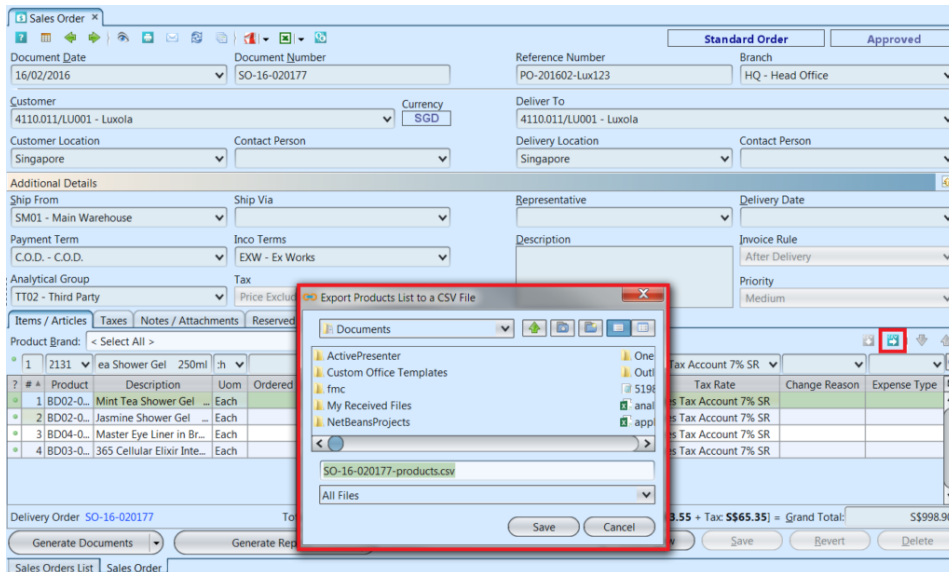
## I. Export Sales Order Product Lines Data to CSV File:

**Scenario:** Export list of products data from a sales order document to csv file

1. Open **"Sales - (Sell In Transactions) Sales Orders"** view

2. Double click on a sales order from the sales orders list, it will bring up the details on **"Sales Order"** tab for the selected order.

3. On right side of **“Items / Articles”** tab, click on  button to export the list of products to csv file. It will pop up a window, select folder to save and enter the file name of the csv data file. Default file name is document#.csv



A	B	C	D	E	F	G	H	I
[Product #]	[Product Name]	[UOM]	[Quantity]	[Unit Price]	[Discount]	[Nett Price]	[Amount]	[Tax Code]
BD02-002131	Mint Tea Shower Gel 250ml	Each	10	13.98		13.98	139.8	SR
BD02-002130	Jasmine Shower Gel 250ml	Each	10	13.98		13.98	139.8	SR
BD04-002562	Master Eye Liner in Br...	Each	10	8.2		8.2	82	SR
BD03-002457	365 Cellular Elixir Intense Youth	Each	10	63.55		63.55	635.5	SR

**Note:** User may need to change numbers (e.g. **“Product #”**, **“Barcode”**) as custom type in the excel application, for it to show properly. This is due to excel application displaying long numbers as scientific notation (e.g. 1.2408E+12). To change data type in excel, select the column, right click, Format cells, select Custom category and choose type = 0

## II. Import Sales Order Product Lines Data from CSV File:


**Scenario:** Import list of products data into a sales order document from csv file

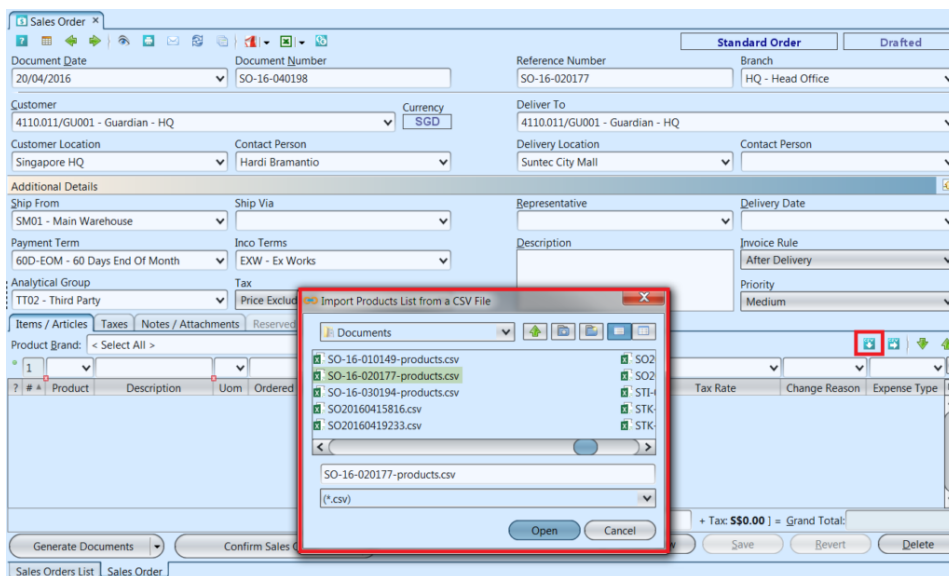
**Note:** User is recommended to export data first to create a data template with example to use as data import creation template. This will help reduce likelihood of mistakes in preparing the data to be

imported into GOOMI application

1. Open **“Sales – (Sell In Transactions) Sales Orders”** view

2. Double click on a sales order from the sales orders list, it will bring up the details on **“Sales Order”** tab for the selected order. User can only enter / import product lines data when the Sales Order document status is **“Drafted”**. If a sales order’s status is **“Confirmed”** or **“Approved”**, reopen / undo approval of the Sales Order first. This is to allow user to modify the document

3. On right side of **“Items / Articles”** tab, click on  button to import the list of products from csv file. It will pop up a window, select folder to load and choose the csv file to \*import the data from



**\*Note:** User may need to change numbers (e.g. **“Product #”**, **“Barcode”**) in the csv data file as custom type in the excel application, for it to save properly as csv file. This is due to excel application changing long numbers replacing it with zeros at the back (e.g. 45315060300881becomes 45315060300000). To change data type in excel, select the column, right click, Format cells, select Custom category and choose type = 0

4. Compare the imported data in the sales order against the csv file

Items / Articles												
Taxes Notes / Attachments Reserved Stock Applied Promotions												
Product Brand: < Select All > Filter:												
1	Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate	Change Reason	Expense Type
1	BD02-0-	Mint Tea Shower Gel	Each	10	10	\$13.98		\$13.98	\$139.80	Sales Tax Account 7% SR		
2	BD02-0-	Jasmine Shower Gel	Each	10	10	\$13.98		\$13.98	\$139.80	Sales Tax Account 7% SR		
3	BD04-0-	Master Eye Liner in Br...	Each	10	10	\$8.20		\$8.20	\$82.00	Sales Tax Account 7% SR		
4	BD03-0-	365 Cellular Elixir Inte...	Each	10	10	\$63.55		\$63.55	\$635.50	Sales Tax Account 7% SR		

Total [Qty: 40, Amount: \$5997.10 - Discount: + Tax: \$569.80 ] = Grand Total: \$1,066.90

Generate Documents Confirm Sales Order Create New Save Revert Delete

Sales Orders List Sales Order

A	B	C	D	E	F	G	H	I
[Product #]	[Product Name]	[UOM]	[Quantity]	[Unit Price]	[Discount]	[Nett Price]	[Amount]	[Tax Code]
BD02-002131	Mint Tea Shower Gel 250ml	Each	10	13.98		13.98	139.8	SR
BD02-002130	Jasmine Shower Gel 250ml	Each	10	13.98		13.98	139.8	SR
BD04-002562	Master Eye Liner in Brown	Each	10	8.2		8.2	82	SR
BD03-002457	365 Cellular Elixir Intense Youth	Each	10	63.55		63.55	635.5	SR