

How to use Delivery Notes 4 You

This module do not take care a warehouses. It is only to create Delivery Notes. If you need work with warehouses, there is our Warehouses module available .

Delivery Note

Delivery Note No	Organisation	Contact Name	Description	Delivery Date	Status	Assigned To	Action
DN00000	viger	Barbara Jones	desca	2014-04-19	Cancelled	Administrator	edit del
DN00001	X-CEED INC 99	Jennifer Davis		2014-04-22	Invoiced	Administrator	edit del
DN00002	X-CEED INC 99	Barbara Jones		2014-04-22	Invoiced	Administrator	edit del
DN00009	X-CEED INC 99	Jennifer Davis		2014-04-24	Cancelled	Administrator	edit del
DN00010	X-CEED INC 99	Jennifer Davis		2014-04-24	Cancelled	Administrator	edit del
DN00011	X-CEED INC 99	Jennifer Davis		2014-04-25	Invoiced	Administrator	edit del
DN00012	X-CEED INC 99	Jennifer Davis		2014-04-28	Cancelled	Administrator	edit del
DN00013	X-CEED INC 99	Jennifer Davis		2014-04-28	Invoiced	Administrator	edit del
DN00015	X-CEED INC 99	Jennifer Davis		2014-04-29	Invoiced	Sopio	edit del
DN00016	X-CEED INC 99	Jennifer Davis		2014-04-30	Invoiced	Sopio	edit del
DN00017	X-CEED INC 99	Jennifer Davis		2014-04-30	Invoiced	Sopio	edit del
DN00018	usable-viger	--		2014-04-30	Invoiced	Sopio	edit del
DN00019	usable-viger	--		2014-05-02	Invoiced	Sopio	edit del
DN00020	usable-viger	--		2014-05-02	Invoiced	Sopio	edit del
DN00021	X-CEED INC 99	Jennifer Davis		2014-05-03	Invoiced	Administrator	edit del
DN00029	X-CEED INC 99	Jennifer Davis		2014-05-04	Delivered	Administrator	edit del
DN00030	X-CEED INC 99	Jennifer Davis		2014-05-04	Invoiced	Administrator	edit del
DN00031	usable-viger	--		2014-05-05	Invoiced	Sopio	edit del
DN00032	usable-viger	--		2014-05-05	Invoiced	Sopio	edit del
DN00033	usable-viger	--		2014-05-05	Invoiced	Sopio	edit del

In DetailView of Sales Order in Delivery Overview block you can see a number of Available products, Ordered Products, Products Ready to deliver, Devlivered, Ready to Invoice and Invoiced Products.

As you can see on following picture you have 3 options to do:

1. Create Delivery Note
2. Deliver products
3. Invoice products

Product	Available	Ordered	Ready to deliver	Delivered	Ready to Invoice	Invoiced
abcd1234	84698.000	10.000	1.000	3.000	1.000	2.000
		Create Delivery Note	Deliver products		Invoice products	

1. 2. 3.

Creating Delivery Note

Delivery Notes 4 You allows you to create Delivery Note from Sales Order. It is possible to create Delivery Note for all products of Sales Order or for certain number of products.

[SO26] test - Sales Order Information Updated today (11 Aug 2014) By Administrator

Set quantities to be delivered

Product	Available	To deliver	Quantity	Action
about1234	84096.000	8.000	1.000	Delete

[Create Delivery Note](#) [Cancel](#)

Product	Available	Ordered	Ready to deliver	Delivered	Ready to Invoice	Inviced
about1234	84096.000	10.000	0.000	2.000	0.000	2.000

[Create Delivery Note](#)

After creating Delivery Note you can:

1. Deliver products from DetailView of Deliver Note

Delivery Note Information

[Deliver products](#) [Cancel Delivery Note](#) [Edit](#) [Duplicate](#) [Delete](#)

Delivery Note Information

Delivery Note No: DN00111
 Organisation: samplevtiger
 Sales Order: test
 Status: Ready to Deliver
 Created Time: 2014-08-11 13:43:58
 Modified Time: 2014-08-11 13:43:58

Description Information

Address Information

Street: 123 Anywhere Street
 ZIP: 92230
 Country: USA

Comments Information

Item Name	Qty	Invoiced Qty	List Price	Total	Net Price
about1234	1.00	0.00	€29.000	€29	
			(-) Discount:	0.000	
			Total After Discount:	€29	
			(+) Tax:	0.00	€29
				Net Total	€29.000
				(-) Discount	0.00
				(+) Shipping & Handling Charges	0.000
				(+) Taxes For Shipping and Handling	0
				Adjustment	0.000
				Grand Total	€29.000

[Deliver products](#) [Cancel Delivery Note](#) [Edit](#) [Duplicate](#) [Delete](#)

2. Add to existing Delivery Note from DetailView of Sales Order (here you can see Delivery Note where you can add product)

The screenshot shows the 'Sales Order' detail view for 'test'. A modal window titled 'Set quantities to be delivered' is open, allowing the user to add products to an existing delivery note. The modal contains a table with the following data:

Product	Quantity	Action
about1234	1,000	Delete

Buttons at the bottom of the modal include 'Add to Delivery Note' and 'Cancel'. A red box highlights the modal, and red arrows point to the 'Add to Delivery Note' button in the modal and the 'Add to Delivery Note' button in the main interface's actions panel.

Creating Invoice

To create Invoice you have more options:

1. You have option to create Invoice from DetailView of Delivery Note that are delivered yet

The screenshot shows the 'Delivery Note' detail view for 'DN00112'. A red arrow points to the 'Invoice products' button in the top right corner of the interface. The main content area displays the delivery note details, including the description, address, and a table of item details.

Item Name	Qty	Involved Qty	List Price	Total	Net Price
about1234	1.00	0.00	629.000	629	
				(-) Discount	0.000
				Total After Discount	629
				(+) Tax	0.00
				Net Total	629.000
				(-) Discount	0.00
				(+) Shipping & Handling Charges	0.000
				(-) Taxes For Shipping and Handling	0
				Adjustment	0.000
				Grand Total	629.000

At the bottom of the page, another red arrow points to the 'Invoice products' button in the footer area.

2. Next option is create one Invoice from Delivery Note ListView for one or more Delivery Notes that belong to one Sales Order (all products from chosen Delivery Notes will be invoiced)

Delivery Note

Search for in Delivery Note No Search Now

Showing Records 81 - 88 of 88 Filters: All Create Filter | Edit | Delete

Delivery Note No	Organisation	Contact Name	Description	Delivery Date	Status	Assigned To	Action
DN00106	X-CEED INC 99	Jennifer Davis		2014-06-09	Invoiced	Administrator	edit del
DN00107	X-CEED INC 99	--		2014-07-30	Invoiced	Administrator	edit del
DN00108	X-CEED INC 99	Jennifer Davis		2014-07-31	Invoiced	Administrator	edit del
DN00109	demovtger	--		2014-07-31	Ready to Deliver	Administrator	edit del
DN00110	samplevtger	--		2014-08-11	Invoiced	Administrator	edit del
DN00111	samplevtger	--		2014-08-11	Delivered	Administrator	edit del
DN00112	samplevtger	--		2014-08-11	Invoiced	Administrator	edit del
DN00113	samplevtger	--		2014-08-11	Delivered	Administrator	edit del

Buttons: Delete, Mass Edit, PDF Export, Create Invoice

3. Create Invoice from DetailView of Sales Order which products are delivered yet

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Sales Order Information More Information Edit Duplicate Delete

Sales Order Information

Subject	test	Opportunity Name	
Customer No		SalesOrder No	SO26
Quote Name		Purchase Order	
Contact Name		Due Date	2014-08-11
Carrier	FedEx	Pending	
Status	Approved	Sales Commission	
Exdise Duty		Organization Name	samplevtger
Assigned To	Administrator	Created Time	2014-08-11 10:17:22
Modified Time	2014-08-11 10:17:22		

Recurring Invoice Information

Enable Recurring	no	Frequency	
Start Period		End Period	
Payment Duration		Invoice Status	

Address Information

Billing Address	123 Anywhere Street	Shipping Address	123 Anywhere Street
Billing PO Box		Shipping PO Box	
Billing City	Sunnyvale	Shipping City	Sunnyvale
Billing State	CA	Shipping State	CA
Billing Postal Code	92230	Shipping Postal Code	92230
Billing Country	USA	Shipping Country	USA

Terms & Conditions

Terms & Conditions

- Unless otherwise agreed in writing by the supplier all invoices are payable within thirty (30) days of the date of invoice, in the currency of the invoice, drawn on a bank based in India or by such other method as is agreed in advance by the Supplier.
- All prices are not inclusive of VAT which shall be payable in addition by the Customer at the applicable rate.

Description Information

Description

Delivery Overview

Product	Available	Ordered	Ready to deliver	Delivered	Ready to Invoice	Invoiced
about1234	84995.000	10.000	0.000	5.000	2.000	3.000

Buttons: Create Delivery Note, Invoice products

Actions

Create Invoice

PDFMaker

SalesOrder

US English

Export To PDF

Send Email With PDF

Edit and Export To PDF

Save PDF into Documents

PDF Product Page Break

PDF Product Images

Export To RTF

Delivery actions

Product	Status
about1234	Available

Buttons: Create Delivery Note, Invoice products

Tools

Export To PDF

Send Email With PDF