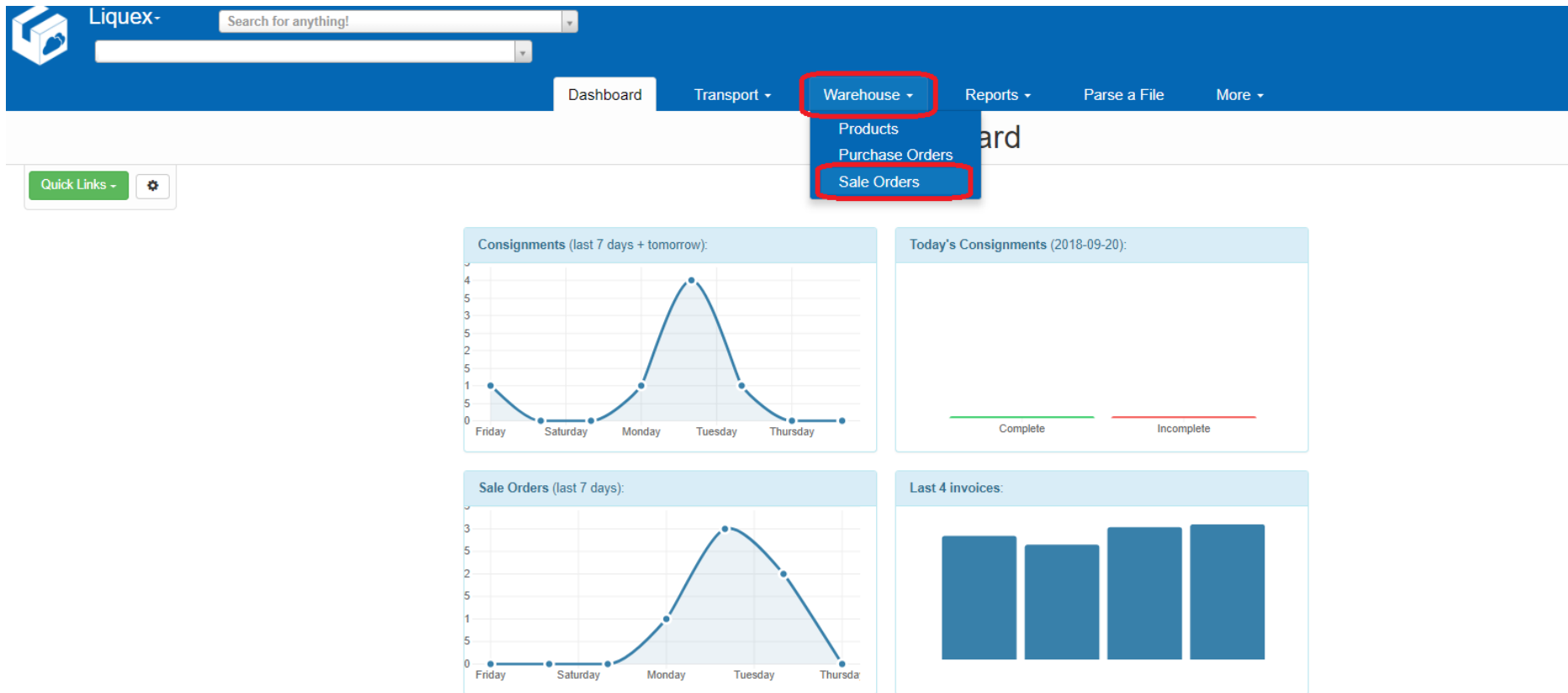


Entering Sales Orders for 3rd Party Courier / Freight Forwarder Collections from Liquex Warehouse

Log into the Carton Cloud system using your email address and password: <https://app.cartoncloud.com.au/>

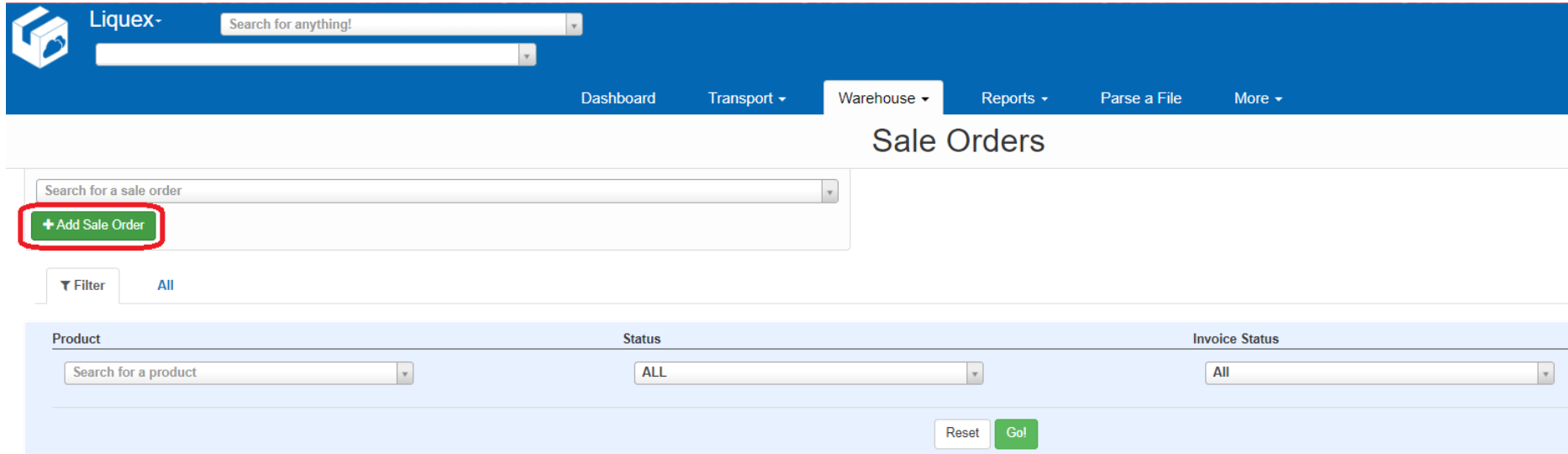
- Once logged in under **Warehouse** select **Sales Orders**



The screenshot shows the Carton Cloud system dashboard. The top navigation bar includes 'Dashboard', 'Transport', 'Warehouse', 'Reports', 'Parse a File', and 'More'. The 'Warehouse' menu is expanded, showing 'Products', 'Purchase Orders', and 'Sales Orders'. Below the navigation bar, there are four data visualization widgets:

- Consignments (last 7 days + tomorrow):** A line chart showing consignments over a 7-day period. The y-axis ranges from 0 to 5. The x-axis shows Friday, Saturday, Monday, Tuesday, and Thursday. The data points are approximately: Friday (1), Saturday (0), Monday (1), Tuesday (4), Thursday (1).
- Today's Consignments (2018-09-20):** A progress bar showing the status of consignments for the current day. The bar is divided into 'Complete' (green) and 'Incomplete' (red) sections.
- Sale Orders (last 7 days):** A line chart showing sale orders over a 7-day period. The y-axis ranges from 0 to 5. The x-axis shows Friday, Saturday, Monday, Tuesday, and Thursday. The data points are approximately: Friday (0), Saturday (0), Monday (1), Tuesday (3), Thursday (1).
- Last 4 invoices:** A bar chart showing the number of invoices for the last four days. The bars represent the number of invoices for each day, with values approximately: Day 1 (3), Day 2 (2), Day 3 (3), Day 4 (3).

- Click on **+Add Sale Order**



The screenshot shows the LiqueX Warehouse interface. At the top, there is a navigation bar with the LiqueX logo, a search bar, and menu items: Dashboard, Transport, Warehouse (selected), Reports, Parse a File, and More. Below the navigation bar, the page title is "Sales Orders". There is a search bar for sales orders with a dropdown arrow. Below the search bar, a green button labeled "+ Add Sale Order" is highlighted with a red box. To the left of the main content area, there is a "Filter" section with a dropdown arrow and the word "All". Below the filter section, there are three filter fields: "Product" (with a search bar), "Status" (with a dropdown menu set to "ALL"), and "Invoice Status" (with a dropdown menu set to "All"). At the bottom right of the filter section, there are "Reset" and "Go!" buttons.

Fill out the requested information:

- **Reference** – Enter the **Invoice Number** relating to the order
- **Delivery Address** – Type in the venue / delivery address
- If the address does not appear, click on **+Add new Delivery Address**

- Tick box saying **Order will be picked up from Warehouse**

Add New Sale Order

[Sale Orders](#) >> Add New Sale Order

Reference

Delivery Address:

Order will be picked up from Warehouse:

Address Not Listed?

Advanced Options

- Click on **Advanced Options**
- Please enter in Packing and Delivery Instructions
Connote Number, Name of Freight Company & Date that they are coming to collect.
- **Packing Instructions** – This is specific information that needs to be noted to the warehouse staff.
EG – Pick Freshest Stock
- **Delivery Instructions** – This is specific information that needs to be noted to our office or Freight Company collecting.
- Click on **+Add Sale Order**



Advanced Options

Packing Instructions

CONNOTE NUMBER & FREIGHT FORWARDER NAME
ENTER DATE - TO BE COLLECTED TUES 20th DEC

Delivery Instructions

CONNOTE NUMBER & FREIGHT FORWARDER NAME
ENTER DATE - TO BE COLLECTED TUES 20th DEC

Add Sale Order

- The information will appear – if the information is incorrect, select **Edit** to change the details.
- If the order is correct, click on **+Add Products to Sale Order**

View Sale Order ?

Success! Sale Order Created. ×

Sale Orders >> Sale Order 18143

i Details Products Customer Invoices \$ Charges ✉ Consignments ⚠ Errors 🕒 History

Details

Reference:	INV-1234
Status:	Draft
Order Urgent:	Not urgent
Packing Instructions:	*CONNOTE NUMBER & FREIGHT FORWARDER NAME* ENTER DATE - TO BE COLLECTED TUES 20th DEC
Delivery Address:	Woolworths Warehouse, , 28 Quarry Road, STAPYLTON,
Delivery Instructions:	*CONNOTE NUMBER & FREIGHT FORWARDER NAME* ENTER DATE - TO BE COLLECTED TUES 20th DEC
Invoice Status:	Awaiting Invoice
	Invoice number: Not available

Next Step

+ Add Products to Sale Order

▼ Specifics

➔ Edit 🗑 Delete 🔄 Duplicate Sale Order

- Type in the **QTY** required
- Type in the code or description of the **Product** and it will search all your products in the system
- Click **Search**

Add Product to Sale Order - Search Product Stocks



Sale Orders >> Sale Order 18143 >> Search Product Stocks

Search By Product Search By Other Fields

QTY: PRODUCT: MEASURE:

Search Results:

MEAS	FREE QTY	UNIT QTY TO ASSIGN	STOCK STATUS	EXPIRY DATE	Batch Date
Keg	1	<input type="text" value="1"/>	In Warehouse	2018-12-01	14-09-18
Keg	36	<input type="text" value="17"/>	In Warehouse	2019-06-15	
Keg	180	<input type="text" value="0"/>	In Warehouse	2019-06-22	
Total		18			

- A summary of stock will appear at the bottom of the screen
- Click on **Take Stock** to proceed

The system will automatically allocate stock by FEFO (First Expiry, First Out)

Stock can be re-allocated if you want a specific BBD to be used, but you must make a note of this in the **Packing Instructions**



- To add additional items to the order, click on **+Add Product** and repeat the process.

View Sale Order

Success! Added selected stock to the Sale Order

Sale Orders >> Sale Order 18143

Details

Products

Customer Invoices

\$ Charges

Consignments

Errors

History

Sale Order Products:

+ Add Product

CODE	Product Name	Quantity	Measure	Expiry Date	Batch Date	Product status	Actions
test50k	Test 50 L Keg	18	Keg				Delete
		1	Keg	2018-12-01	14-09-18	In warehouse	
		17	Keg	2019-06-15		In warehouse	

Once you have added in all the products:

- Click back to the **Details** tab
- Click on **Approve for Packing**

View Sale Order ?

Success! Added selected stock to the Sale Order ×

Sale Orders >> Sale Order 18143

Details Products Customer Invoices Charges Consignments Errors History

Details

Reference:	INV-1234
Status:	Draft
Order Urgent:	Not urgent
Packing Instructions:	*CONNOTE NUMBER & FREIGHT FORWARDER NAME* ENTER DATE - TO BE COLLECTED TUES 20th DEC
Delivery Address:	Woolworths Warehouse, , 28 Quarry Road, STAPYLTON,
Delivery Instructions:	*CONNOTE NUMBER & FREIGHT FORWARDER NAME* ENTER DATE - TO BE COLLECTED TUES 20th DEC
Invoice Status:	Awaiting Invoice
	Invoice number: Not available

Next Step

+ Add Products to Sale Order

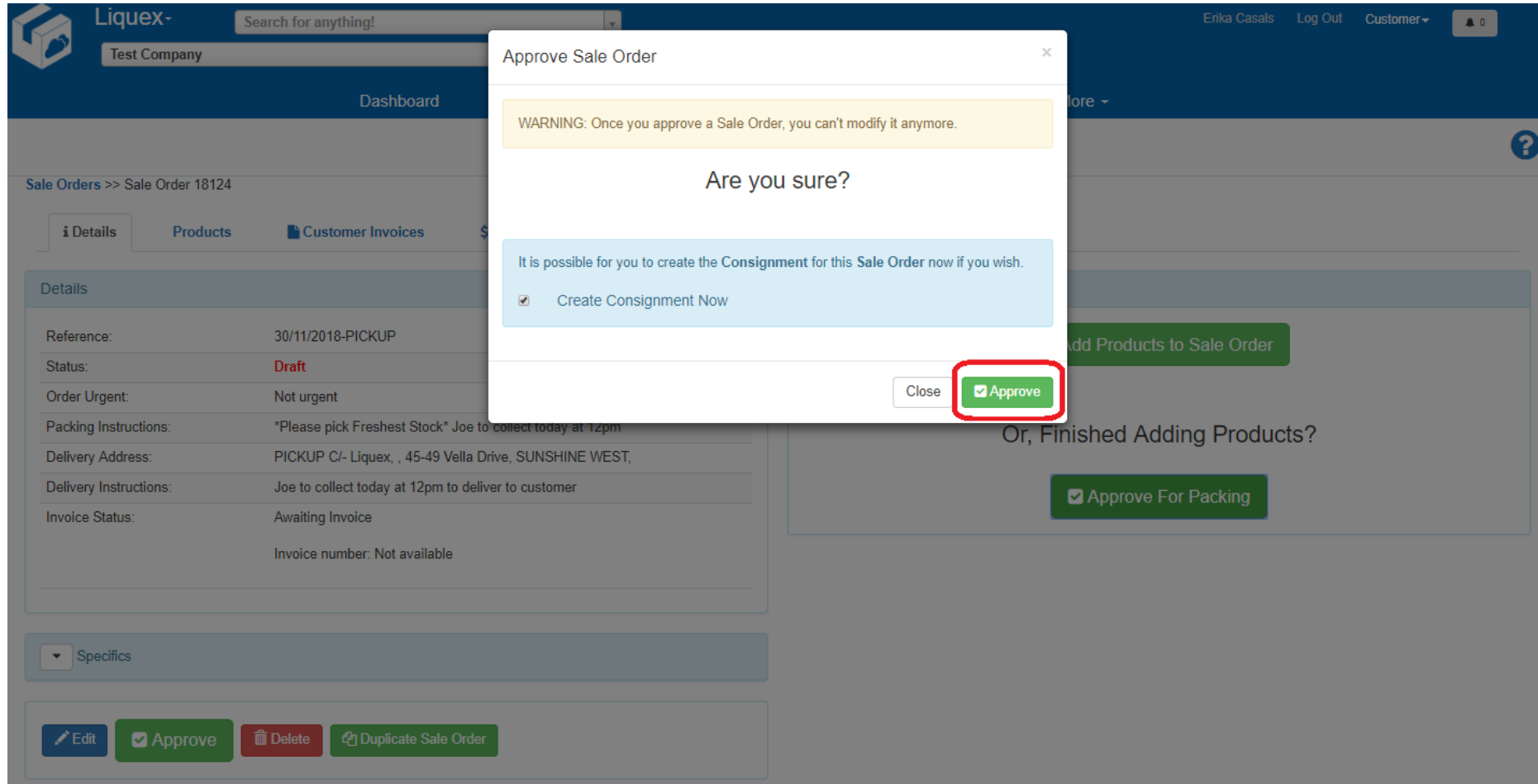
Or, Finished Adding Products?

☑ Approve For Packing

Specifics

Edit ☑ Approve Delete Duplicate Sale Order

A confirmation window will appear, click **Approve**



The screenshot shows the Liquex web application interface. A modal dialog titled "Approve Sale Order" is centered on the screen. The dialog contains a yellow warning box at the top: "WARNING: Once you approve a Sale Order, you can't modify it anymore." Below this, the text "Are you sure?" is displayed. A light blue box contains the text "It is possible for you to create the Consignment for this Sale Order now if you wish." with a checked checkbox and the label "Create Consignment Now". At the bottom of the dialog, there are two buttons: "Close" and "Approve". The "Approve" button is highlighted with a red rectangular border. In the background, the application shows a "Sale Order 18124" in "Draft" status with various details like reference, address, and instructions. At the bottom of the page, there are buttons for "Edit", "Approve", "Delete", and "Duplicate Sale Order".

If you want your goods to have a copy of your invoice, upload it to the order by clicking on the **Upload Invoice** button.

If not, we will use our paperwork.

View Sale Order ?

Sale Orders >> Sale Order 18143

- Details
- Products
- Customer Invoices
- Charges
- Consignments
- Errors
- History

Details

Reference:	INV-1234
Status:	Awaiting Pick and Pack
Order Urgent:	Not urgent
	Make it urgent
Packing Instructions:	*CONNOTE NUMBER & FREIGHT FORWARDER NAME* ENTER DATE - TO BE COLLECTED TUES 20th DEC
Delivery Address:	Woolworths Warehouse, , 28 Quarry Road, STAPYLTON,
Delivery Instructions:	*CONNOTE NUMBER & FREIGHT FORWARDER NAME* ENTER DATE - TO BE COLLECTED TUES 20th DEC
Invoice Status:	Awaiting Invoice
	Invoice number: Not available

Next Step

[Upload Invoice](#)

Specifics

[Revert to Draft](#) [Duplicate Sale Order](#)

Follow the prompts
Click **Choose File** and find the file you want to upload and click **Upload**

Upload Invoice to Sale Order

[Sale Orders](#) >> [SaleOrder 18143](#) >> Upload Invoice

Choose an Invoice file to Upload

Invoice Number

INV-1234

Invoice Amount (Ex Gst)

Cash On Delivery

No ▾

File

Choose File No file chosen

Upload

We will receive an email notifying us of your order, and you will receive a confirmation email once your order is ready for despatch.

- Once you Approve and submit an order it is considered final.
- Should you need to amend the order for any reason please send an email with the **Sales Order Number** and instructions to despatch@liquex.com.au
- For assistance with Carton Cloud or orders please email support@liquex.com.au