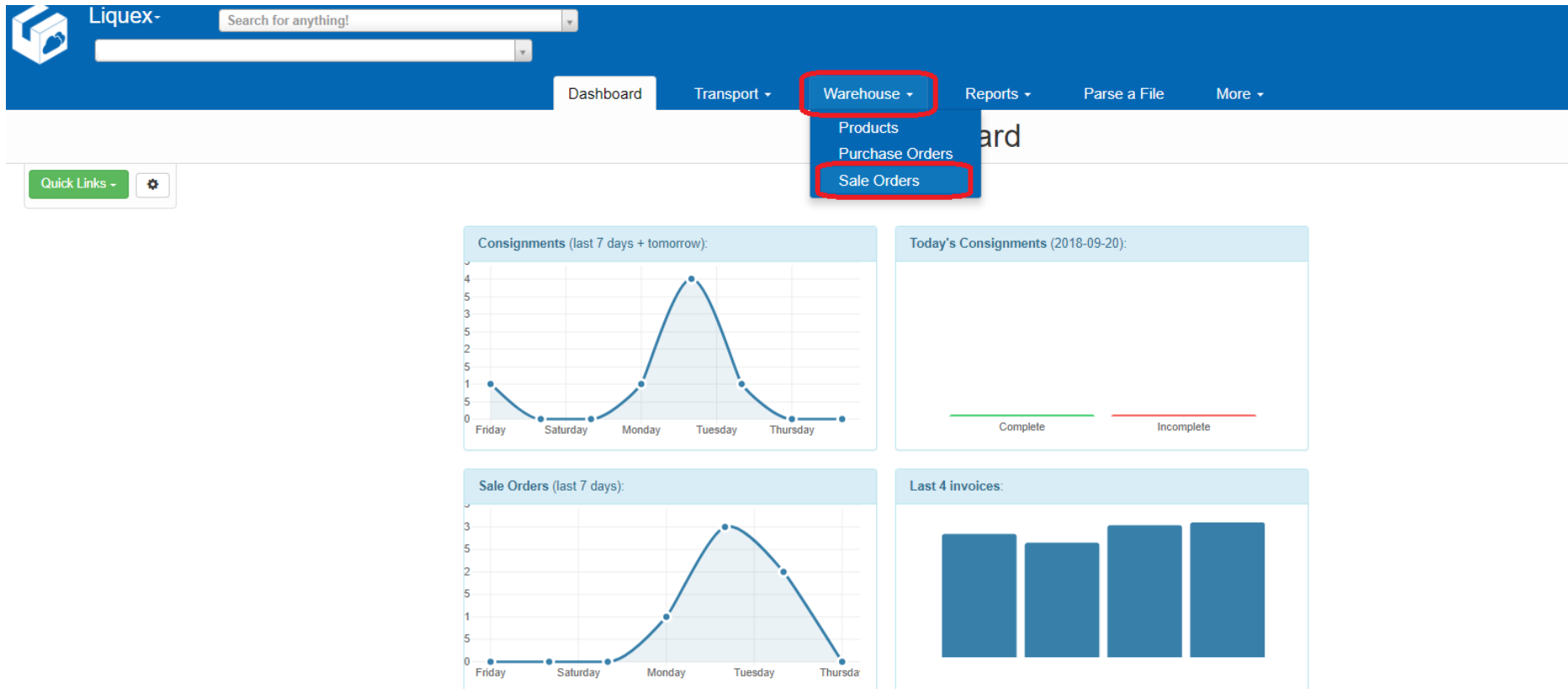


Creating a Sales Order

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

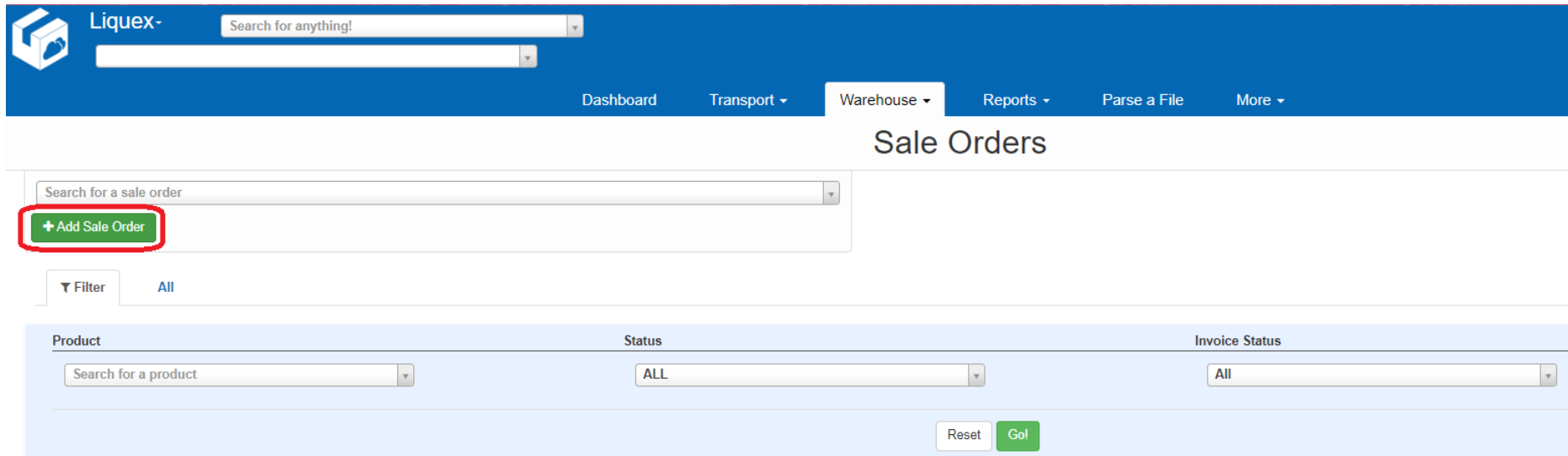
- Once logged in under **Warehouse** select **Sales Orders**



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

- Consignments (last 7 days + tomorrow):** A line chart showing a peak on Tuesday.
- Today's Consignments (2018-09-20):** A progress bar showing 'Complete' (green) and 'Incomplete' (red) status.
- Sale Orders (last 7 days):** A line chart showing a peak on Tuesday.
- Last 4 invoices:** A bar chart showing four bars of varying heights.

- Click on **+Add Sale Order**



Liquex- Search for anything!

Dashboard Transport Warehouse Reports Parse a File More

Sale Orders

Search for a sale order

+ Add Sale Order

Filter All

Product Status Invoice Status

Search for a product ALL All

Reset Go!

Fill out the requested information:

- **Reference** – Enter the **Invoice Number** relating to the order
- **Delivery Address** – Begin to type in the venue name / address.
If the address does not appear, click on **+Add new Delivery Address**
- To add packing or delivery notes, click on **Advanced Options**
- Click on **Add Sale Order**

Add New Sale Order

Sale Orders >> Add New Sale Order

Reference

1234

Delivery Address:

Liquex Logistics Pty Ltd, , 45-49 Vella Drive, SUNSHINE WEST, , Victoria, Australia

Order will be picked up from Warehouse:

Address Not Listed? [+ Add New Delivery Address](#)

Advanced Options

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 5061

[i Details](#) [Products](#) [Customer Invoices](#) [\\$ Charges](#) [✉ Consignments](#) [⚠ Errors](#) [🕒 History](#)

Details

Reference:	1234
Status:	Draft
Order Urgent:	Not urgent
Delivery Address:	Liquex Logistics Pty Ltd, , 45-49 Vella Drive, SUNSHINE WEST,
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 5061 >> Search Product Stocks

Search By Product Search By Other Fields

←

Search Results:

MEAS	FREE QTY	UNIT QTY TO ASSIGN	STOCK STATUS	EXPIRY DATE	Batch Date
50L Keg	9	<input type="text" value="2"/>	In Warehouse	2019-08-08	
50L Keg	18	<input type="text" value="0"/>	In Warehouse	2019-08-31	
Total		2			

- 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 5061

[Details](#)
[Products](#)
[Customer Invoices](#)
[Charges](#)
[Consignments](#)
[Errors](#)
[History](#)

Sale Order Products:

CODE	Product Name	Quantity	Measure	Expiry Date	Batch Date	Product status	Actions
APPTRDKEG-CR	Hills Cider Apple 50L Keg	2	50L Keg				Delete
		2	50L Keg	2019-08-08		In warehouse	

Once you have added in all the products:

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

View Sale Order ?

Sale Orders >> Sale Order 17843

[Details](#) | [Products](#) | [Customer Invoices](#) | [Charges](#) | [Consignments](#) | [Errors](#) | [History](#)

Details

Reference:	1234
Status:	Draft
Order Urgent:	Not urgent
Delivery Address:	Liquex Logistics Pty Ltd, , 45-49 Vella Drive, SUNSHINE WEST,
Invoice Status:	Awaiting Invoice
	Invoice number: Not available

Next Step

[+ Add Products to Sale Order](#)

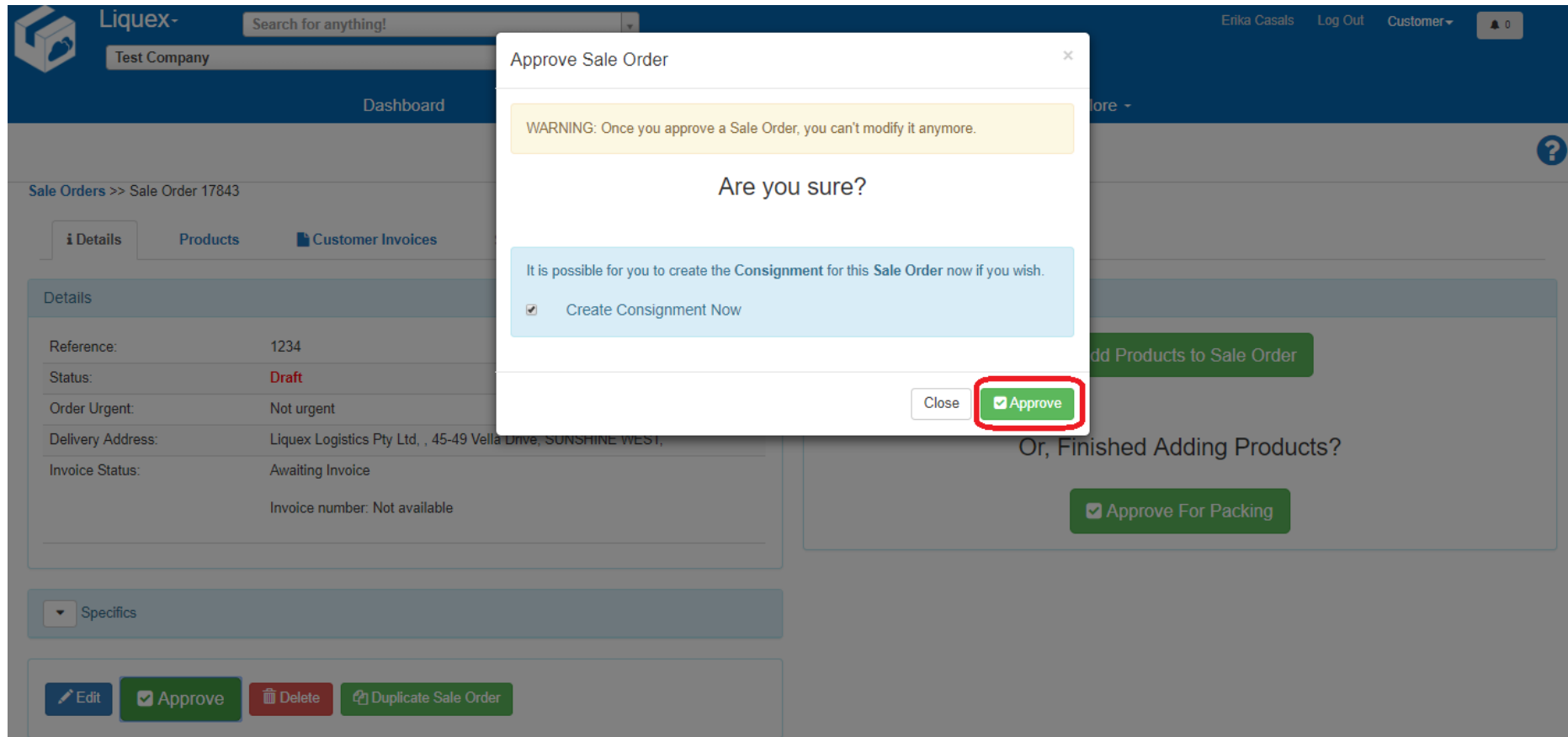
Or, Finished Adding Products?

[✔ Approve For Packing](#)

[Specifics](#)

[Edit](#) | [Approve](#) | [Delete](#) | [Duplicate Sale Order](#)

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



The screenshot displays 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 square. The background shows the "Sale Orders" section for "Sale Order 17843" with tabs for "Details", "Products", and "Customer Invoices". The "Details" tab is active, showing fields for Reference (1234), Status (Draft), Order Urgent (Not urgent), Delivery Address, and Invoice Status (Awaiting Invoice). At the bottom of the page, there are buttons for "Edit", "Approve", "Delete", and "Duplicate Sale Order".

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

If not, we will deliver your goods with our paperwork.

View Sale Order



Sale Orders >> Sale Order 17843

Details

Products

Customer Invoices

Charges

Consignments

Errors

History

Details

Reference:	1234
Status:	Awaiting Pick and Pack
Order Urgent:	Not urgent
	Make it urgent
Delivery Address:	Liquex Logistics Pty Ltd, 45-49 Vella Drive, SUNSHINE WEST,
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 17843](#) >> Upload Invoice

Choose an Invoice file to Upload

Invoice Number

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

CUT OFF TIMES

- **Next Day Metro** delivery – Enter order **before 2:00pm** the day prior
- **Outer delivery** – Enter order **before 2:00pm Tuesday** for delivery Wednesday
- **Outer delivery** – Enter order **before 2:00pm Thursday** for delivery Friday
- **Country Zone 1, 2, 3** – Enter order **before 2:00pm Tuesday** for delivery before the end of the week.

*We will deliver to outer and Country Zones on other days depending on how many orders are going to those destinations. Contact despatch@liquex.com.au for schedule information.

- For Delivery Zone list or assistance with Carton Cloud or orders please email support@liquex.com.au

