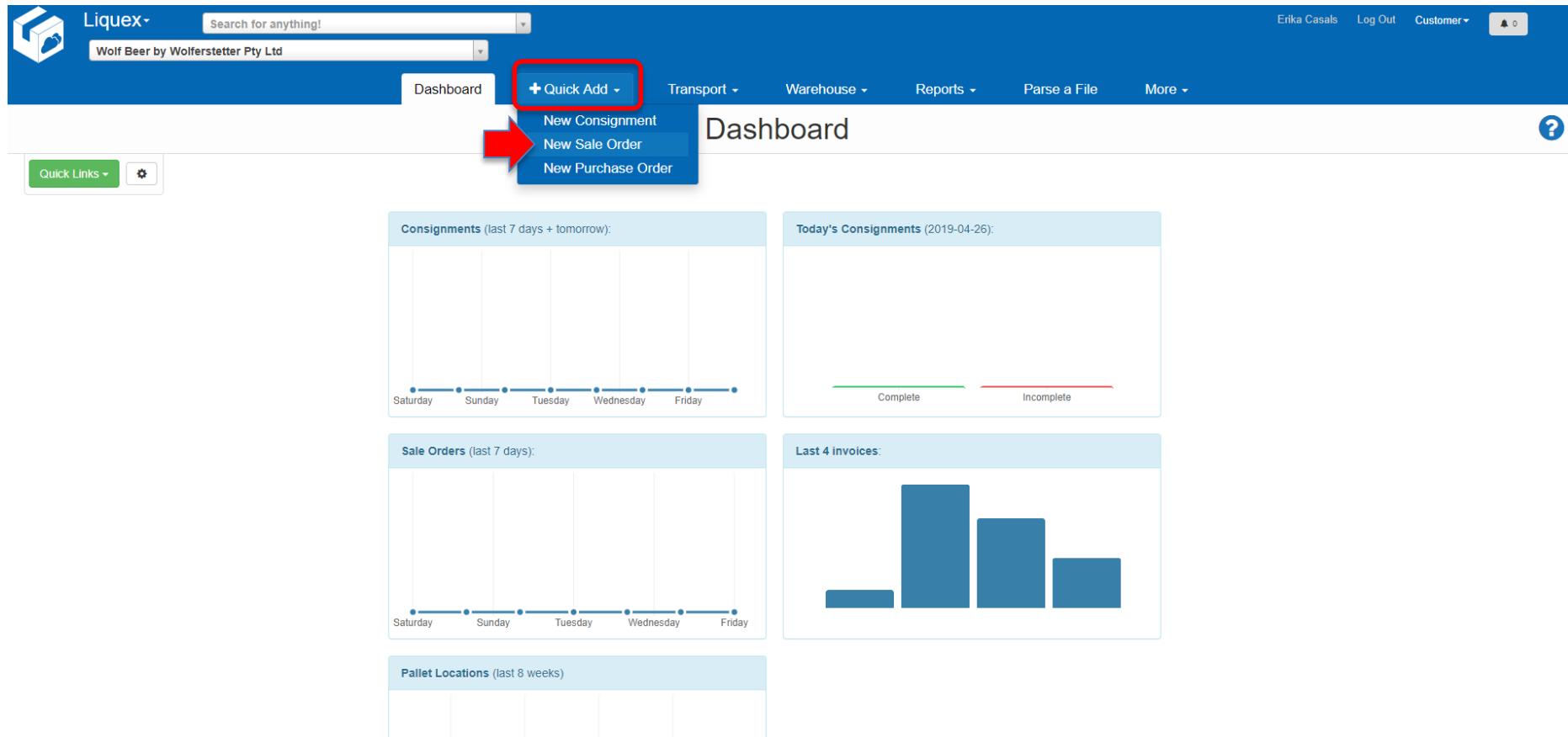


# Creating a Sales Order Endeavour

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

- Once logged in under **+Quick Add** select **New Sale Order**



The screenshot shows the Liquex Carton Cloud dashboard. The top navigation bar includes a search bar, user profile (Erika Casals), and navigation tabs: Dashboard, + Quick Add (highlighted with a red box and arrow), Transport, Warehouse, Reports, Parse a File, and More. The + Quick Add dropdown menu is open, showing options for New Consignment, New Sale Order, and New Purchase Order. The dashboard content area features several panels: 'Consignments (last 7 days + tomorrow)' with a timeline chart; 'Today's Consignments (2019-04-26)' with a progress bar for Complete and Incomplete; 'Sale Orders (last 7 days)' with a timeline chart; 'Last 4 Invoices' with a bar chart; and 'Pallet Locations (last 8 weeks)' with a table.

## Add New Sale Order

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

Reference

93735800

Delivery Address:

Endeavour Collection, , C/- Liquex, SUNSHINE WEST, , Victoria, Australia

Order will be picked up from Warehouse:

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

Advanced Options

Packing Instructions

Jenny Smith

Delivery Instructions

(optional)

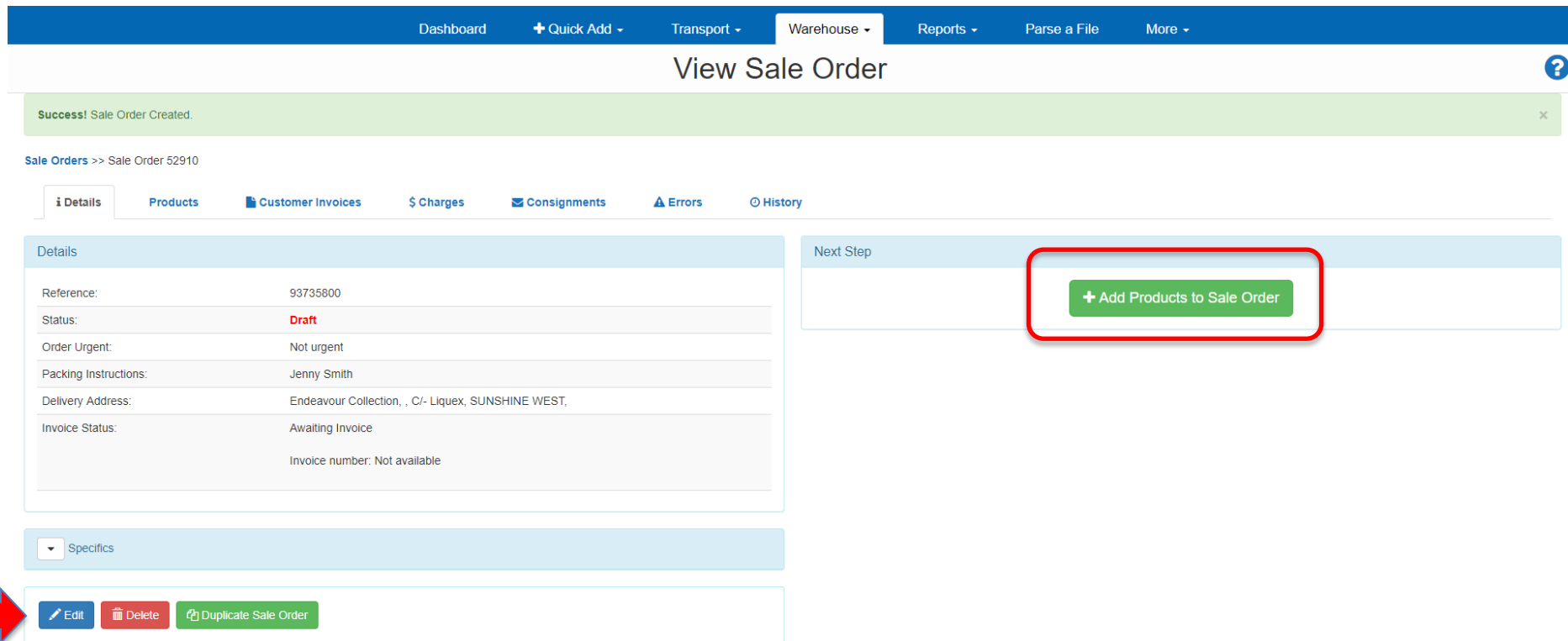
Save instructions as default instructions for this delivery address.

Add Sale Order

Fill out the requested information

- **Reference** – Enter the **Endeavour Number** relating to the order eg – 93xxxxx
- **Delivery Address** – Begin to Type in *Endeavour* and the address will appear
- Check the box for **Order will be picked up from Warehouse**
- Click on **Advanced Options**
- Type in Customer Name on the order into **Packing Instructions**
- When completed, click **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**



Dashboard + Quick Add ▾ Transport ▾ Warehouse ▾ Reports ▾ Parse a File More ▾

## View Sale Order ?

Success! Sale Order Created. ×

Sale Orders >> Sale Order 52910

**i** Details Products Customer Invoices Charges Consignments Errors History

Details	
Reference:	93735800
Status:	<b>Draft</b>
Order Urgent:	Not urgent
Packing Instructions:	Jenny Smith
Delivery Address:	Endeavour Collection, C/- LiqueX, 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**

Dashboard + Quick Add - Transport - Warehouse - Reports - Parse a File More -

### Add Product to Sale Order - Search Product Stocks ?

Sale Orders >> Sale Order 52910 >> Search Product Stocks

Search By Product Search By Other Fields

QTY: 1 PRODUCT: Mixed 20 Pack (5 x Helles Lager / 5 x Pilsner / 5 x Wheat / 5 x Dark Wheat) (20crt... MEASURE: Carton

Q Search

Search Results:

MEAS	FREE QTY	UNIT QTY TO ASSIGN	STOCK STATUS	PRODUCT STATUS	EXPIRY DATE
Carton	1	1	In Warehouse	OK	2019-05-28
Total		1			

Take Stock

- 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.

Dashboard + Quick Add Transport Warehouse Reports Parse a File More

## View Sale Order ?

Success! Added selected stock to the Sale Order x

Sale Orders >> Sale Order 52910

i Details
Products
Customer Invoices
Charges
Consignments
Errors
History

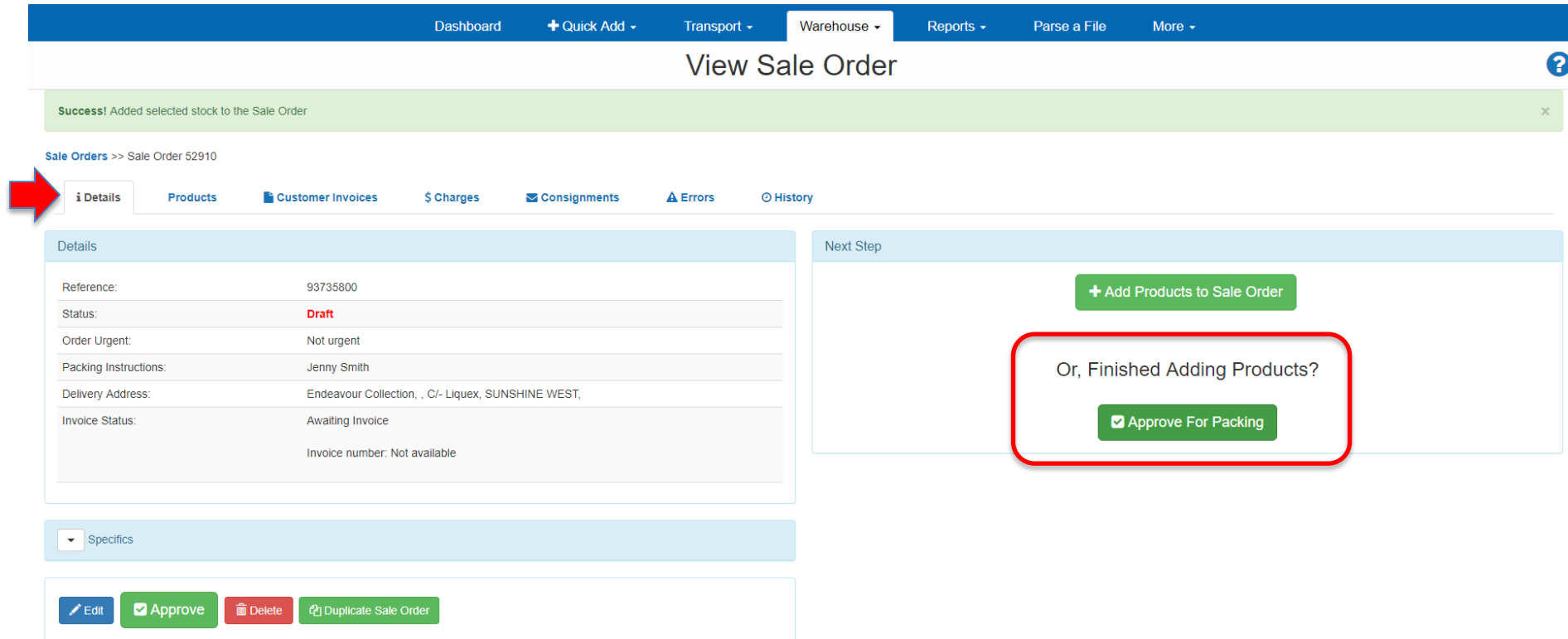
Sale Order Products:

+ Add Product

CODE	Product Name	Quantity	Measure	Expiry Date	Product status	Actions
20crtn-951905	Mixed 20 Pack (5 x Helles Lager / 5 x Pilsner / 5 x Wheat / 5 x Dark Wheat)	1	Carton			Delete
		1	Carton	2019-05-28	In warehouse	

Once you have added in all the products:

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



Dashboard + Quick Add Transport Warehouse Reports Parse a File More

## View Sale Order

Success! Added selected stock to the Sale Order

Sale Orders >> Sale Order 52910

Details Products Customer Invoices Charges Consignments Errors History

**Details**

Reference: 93735800  
Status: **Draft**  
Order Urgent: Not urgent  
Packing Instructions: Jenny Smith  
Delivery Address: Endeavour Collection, , C/- Liquex, SUNSHINE WEST,  
Invoice Status: Awaiting Invoice  
Invoice number: Not available

Next Step

+ Add Products to Sale Order

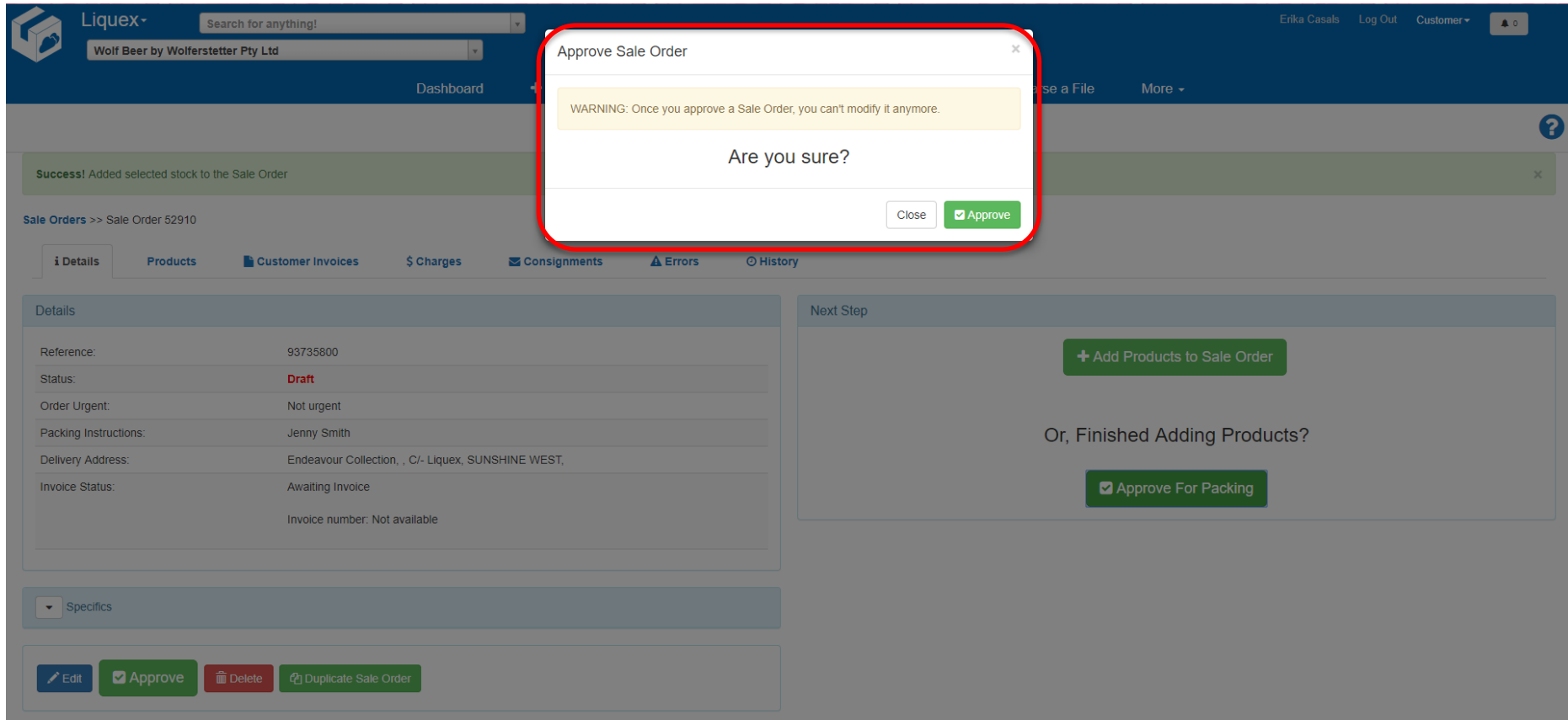
Or, Finished Adding Products?

Approve For Packing

Specifics

Edit Approve Delete Duplicate Sale Order

A confirmation window will appear – Read the WARNING  
Click **Approve**



The screenshot shows the Liquex web application interface. A modal dialog titled "Approve Sale Order" is centered on the screen, highlighted with a red border. The dialog contains a yellow warning box with the text: "WARNING: Once you approve a Sale Order, you can't modify it anymore." Below the warning, the text "Are you sure?" is displayed. At the bottom of the dialog are two buttons: "Close" and "Approve" (with a checkmark icon). The background interface shows a "Sale Order" page for "Sale Order 52910" with various tabs and a "Next Step" section containing buttons for "+ Add Products to Sale Order" and "Approve For Packing".



## Upload the Shipping Labels to the order click on *Upload Invoice*

Dashboard + Quick Add - Transport - Warehouse - Reports - Parse a File More -

### View Sale Order ?

Sale Orders >> Sale Order 52910

**i** Details Products Customer Invoices \$ Charges Consignments Errors History

**Details**

Reference: 93735800

Status: Awaiting Pick and Pack

Order Urgent: Not urgent  
[Make it urgent](#)

Packing Instructions: Jenny Smith

Delivery Address: Endeavour Collection, , C/- Liquex, 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](mailto: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](mailto:despatch@liquex.com.au) for schedule information.

- For Delivery Zone list or assistance with Carton Cloud or orders please email [support@liquex.com.au](mailto:support@liquex.com.au)