

Shipment

Assigning a Delivery Person to a Shipment

- While entering **shipment details during a sale**, you can select or assign a **delivery person**.
- This helps track who is responsible for delivering the order.

Printing a Delivery Note (Delivery Receipt)

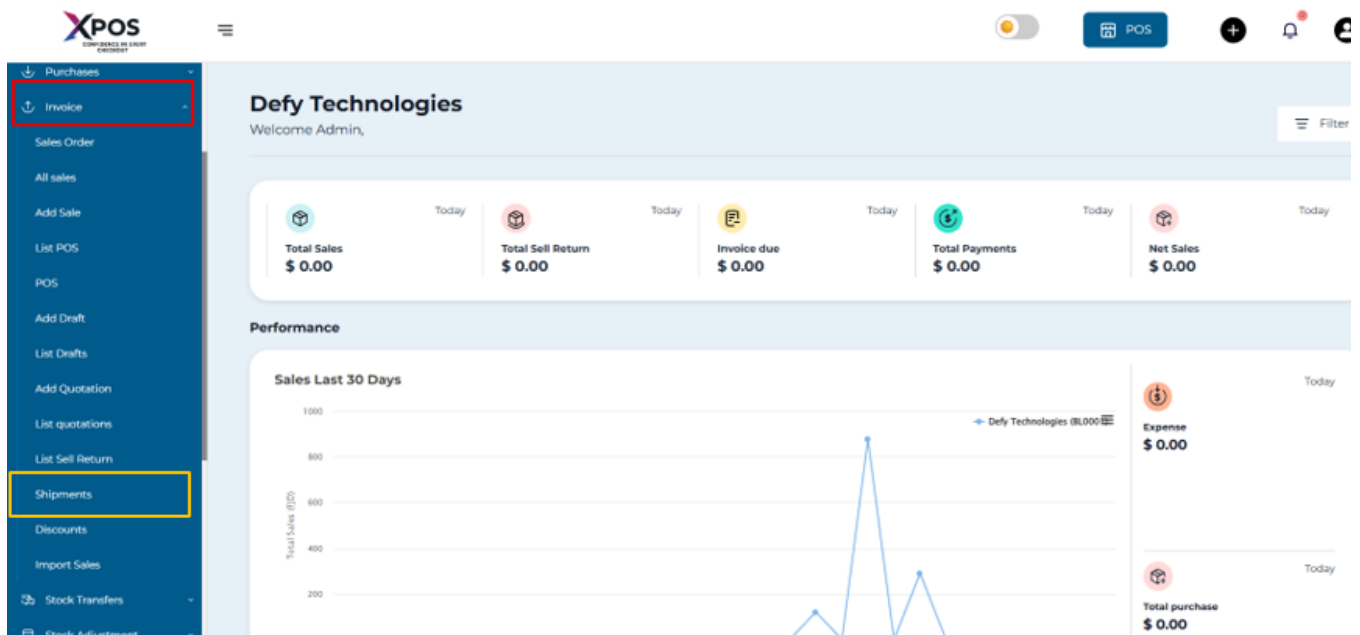
Follow the steps below to generate and print a delivery note for a sale.

Step-by-Step Process

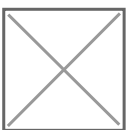
Step 1:

While creating the sale, ensure that **shipping details** are added.

- Go to **Invoice** and click on **Shipment**.



- Press the **Filter**.
- Fill in the details to locate your specific products



Step 2:

- Go to the **Invoice > All Sales** screen and locate the sale created in Step 1.



Step 3:

- If you want your shipment details to be edited, click one the **edit** dropdown menu and press **edit shipping** to change any adjustments.



Revision #2

Created 2026-01-31 04:23:36 UTC by Shanil Verma

Updated 2026-02-08 04:50:03 UTC by Eujin Kumar