

Shipments

Adding a Delivery Person to a Shipment

You can assign a delivery person while creating a sale that includes shipment details.

Steps to Add a Delivery Person

1. Create a new sale.

The screenshot shows the XPOS dashboard for 'Defy Technologies'. The sidebar on the left has a red box around the 'Invoice' menu item and a yellow box around the 'Add Sale' menu item. The main dashboard area displays a 'Welcome Admin,' message, a summary of key metrics (Total Sales, Total Sell Return, Invoice due, Total Payments, Net Sales), and a 'Performance' section with a line graph titled 'Sales Last 30 Days' and a table of expenses and purchases.

2. Enter the required shipment details.

The screenshot shows the 'Add Sale' form in XPOS. The 'Shipping Details' section is highlighted with a red box. It contains fields for 'Shipping Details', 'Shipping Address', 'Shipping Charges', 'Shipping Status', 'Delivered To', 'Delivery Person', and 'Shipping Documents'. The 'Shipping Documents' section includes a 'Browse...' button and a note about file size and format. The 'Total Payable' is shown as 0.00.

3. Select a delivery person from the available options.

The screenshot shows the 'Add Sale' form in the XPOS application. The left sidebar contains a menu with options like Dashboard, Users & Roles, Contacts, Products, Purchases, Invoice, Sales Order, All sales, Add Sale, List POS, POS, Add Draft, List Drafts, Add Quotation, List quotations, and List Sell Return. The 'Add Sale' form includes fields for Order Tax, Invoice Note, Shipping Details, Shipping Address, Shipping Charges, Shipping Status, Delivered To, Shipping Documents, and Payment Accounts. The 'Delivery Person' dropdown menu is highlighted with a red box, showing a 'Please Select' option.

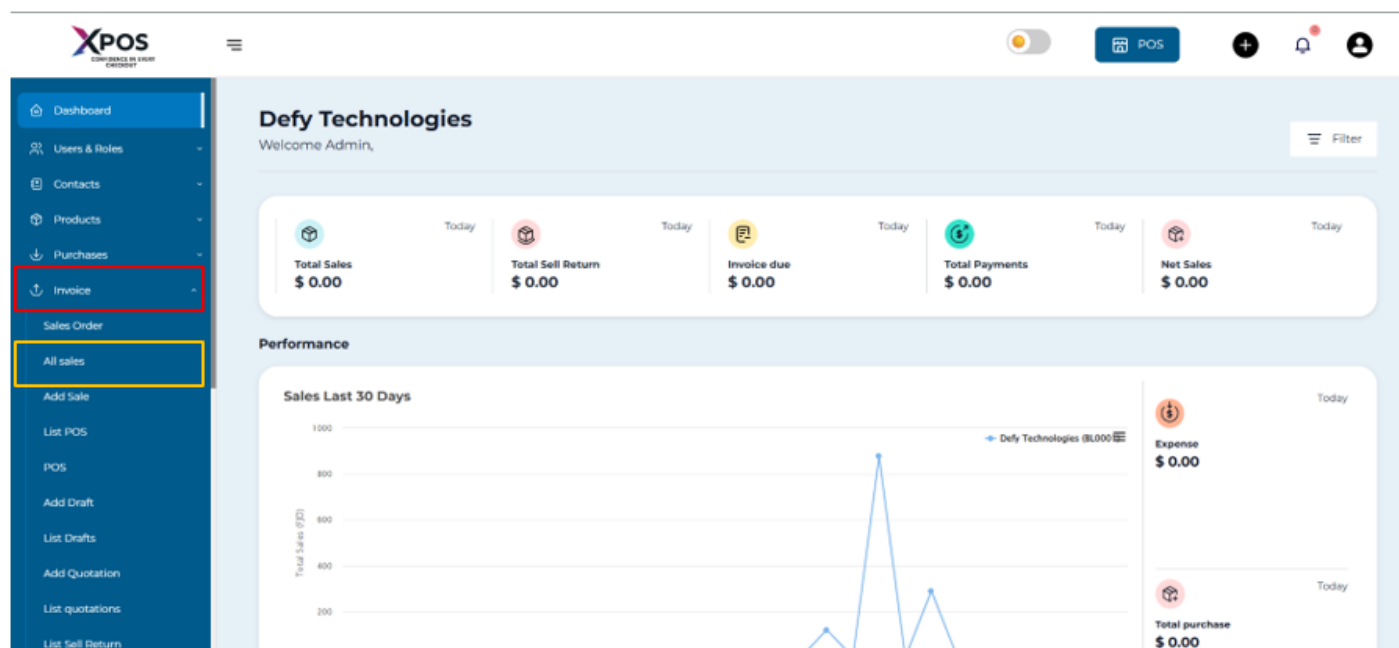
1. Complete and save the sale.

Adding a Delivery Note to a Sale

A delivery note can be generated for sales that include shipping information.

Steps to Add a Delivery Note

1. While creating a sale, make sure to add shipping details.
2. After saving the sale, go to the **All Sales** screen.



3. Locate the required sale.

All Invoices

Show 25

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INVOICE NO.	DATE	CUSTOMER NAME	TOTAL AMOUNT	TOTAL PAID	SELL DUE	PAYMENT STATUS
0014	02/01/2026 17:32	Walk-In Customer	\$ 289.50	\$ 289.50	\$ 0.00	Paid
0013	01/30/2026 12:05	Walk-In Customer	\$ 878.50	\$ 878.50	\$ 0.00	Paid
0012	01/28/2026 04:06	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0011	01/28/2026 04:04	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0010	01/28/2026 03:50	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0009	01/28/2026 03:46	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0008	01/28/2026 03:44	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0007	01/28/2026 03:41	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0006	01/28/2026 03:37	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0005	01/28/2026 03:35	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0004	01/28/2026 03:33	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0003	01/28/2026 03:25	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0002	01/28/2026 03:25	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0001	01/28/2026 03:20	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Total:			\$ 1,288.00	\$ 1,288.00	\$ 0.00	Paid - 14

4. Click the **Action** dropdown for that sale.

All Invoices

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Export to CSV Export to Excel Print Column visibility Export to PDF

INVOICE NO.	DATE	CUSTOMER NAME	TOTAL AMOUNT	TOTAL PAID	SELL DUE	PAYMENT STATUS
0014	02/01/2026 17:32	Walk-In Customer	\$ 289.50	\$ 289.50	\$ 0.00	Paid
0013	01/30/2026 12:05	Walk-In Customer	\$ 878.50	\$ 878.50	\$ 0.00	Paid
0012	01/28/2026 04:06	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0011	01/28/2026 04:04	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0010	01/28/2026 03:50	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0009	01/28/2026 03:46	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0008	01/28/2026 03:44	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0007	01/28/2026 03:41	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0006	01/28/2026 03:37	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0005	01/28/2026 03:35	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0004	01/28/2026 03:33	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0003	01/28/2026 03:25	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0002	01/28/2026 03:25	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
0001	01/28/2026 03:20	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Total:			\$ 1,288.00	\$ 1,288.00	\$ 0.00	Paid - 14

5. Select **Delivery Note** to generate the delivery note.

Printing the Delivery Receipt

Once the delivery note is generated, it can be printed directly.

Steps to Print the Delivery Receipt

1. Open the **All Sales** screen.

- Dashboard
- Users & Roles
- Contacts
- Products
- Purchases
- Invoice**
- Sales Order
- All sales
- Add Sale
- List POS
- POS
- Add Draft
- List Drafts
- Add Quotation
- List quotations
- List Sell Return

Defy Technologies

Welcome Admin,

Today

Total Sales
\$ 0.00

Today

Total Sell Return
\$ 0.00

Today

Invoice due
\$ 0.00

Today

Total Payments
\$ 0.00

Today

Net Sales
\$ 0.00

Performance

Sales Last 30 Days

Today

Expense
\$ 0.00

Today

Total purchase
\$ 0.00

2. Find the sale with delivery details.

- Dashboard
- Users & Roles
- Contacts
- Products
- Purchases
- Invoice
- Sales Order
- All sales**
- Add Sale
- List POS
- POS
- Add Draft
- List Drafts
- Add Quotation
- List quotations
- List Sell Return

All Invoices

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[+ Create Invoice](#)

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	INVOICE NO.	DATE	CUSTOMER NAME	TOTAL AMOUNT	TOTAL PAID	SELL DUE	PAYMENT STATUS
⋮	0015	02/09/2026 14:31	Walk-In Customer	\$ 400.00	\$ 400.00	\$ 0.00	Paid
⋮	0014	02/01/2026 17:32	Walk-In Customer	\$ 289.50	\$ 289.50	\$ 0.00	Paid
⋮	0013	01/30/2026 12:05	Walk-In Customer	\$ 878.50	\$ 878.50	\$ 0.00	Paid
⋮	0012	01/28/2026 04:06	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
⋮	0011	01/28/2026 04:04	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
⋮	0010	01/28/2026 03:50	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
⋮	0009	01/28/2026 03:46	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
⋮	0008	01/28/2026 03:44	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
⋮	0007	01/28/2026 03:41	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
⋮	0006	01/28/2026 03:37	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
⋮	0005	01/28/2026 03:35	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
⋮	0004	01/28/2026 03:33	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid

3. Click the **Action** dropdown.

All Invoices

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INVOICE NO.	DATE	CUSTOMER NAME	TOTAL AMOUNT	TOTAL PAID	SELL DUE	PAYMENT STATUS
0014	02/01/2026 17:32	Walk-In Customer	\$ 289.50	\$ 289.50	\$ 0.00	Paid
0013	01/30/2026 12:05	Walk-In Customer	\$ 878.50	\$ 878.50	\$ 0.00	Paid
0012	01/28/2026 04:06	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
View	01/28/2026 04:04	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Edit	01/28/2026 03:50	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Delete	01/28/2026 03:46	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Download pdf	01/28/2026 03:44	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Download packing pdf	01/28/2026 03:41	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Edit Shipping	01/28/2026 03:37	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Delivery Note	01/28/2026 03:35	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Print Invoice	01/28/2026 03:33	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Packing Slip	01/28/2026 03:25	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
View Payments	01/28/2026 03:20	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Sell Return	01/28/2026 03:20	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Total:			\$ 1,288.00	\$ 1,288.00	\$ 0.00	Paid - 14

3. Select **Delivery Note**.

All Invoices

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Export to CSV Export to Excel Print Column visibility Export to PDF

INVOICE NO.	DATE	CUSTOMER NAME	TOTAL AMOUNT	TOTAL PAID	SELL DUE	PAYMENT STATUS
0015	02/09/2026 14:11	Walk-In Customer	\$ 400.00	\$ 400.00	\$ 0.00	Paid
0014	02/01/2026 17:32	Walk-In Customer	\$ 289.50	\$ 289.50	\$ 0.00	Paid
0013	01/30/2026 12:05	Walk-In Customer	\$ 878.50	\$ 878.50	\$ 0.00	Paid
0012	01/28/2026 04:06	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
View	01/28/2026 04:04	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Edit	01/28/2026 03:50	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Delete	01/28/2026 03:46	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Download pdf	01/28/2026 03:44	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Download packing pdf	01/28/2026 03:41	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Edit Shipping	01/28/2026 03:37	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Delivery Note	01/28/2026 03:35	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Print Invoice	01/28/2026 03:33	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid
Packing Slip	01/28/2026 03:25	Walk-In Customer	\$ 10.00	\$ 10.00	\$ 0.00	Paid

4. Print the delivery receipt from the preview screen.

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