



LEADERS HOLDING CO.™

Est. 1971

One Sales Order – Delivery – Customer Pick-Up in Store - Manager Workaround

If a customer takes delivery of items and wants to pick up the rest later in the store you can use this work around so you do not have to write the pick up items on a separate invoice. You must have the support of a Store Manager to create the transfer.

1. Write a Sales Order
 - a. R:\3 About Customers and Orders\3.1 Writing a Sale
2. Schedule items for delivery on a Leaders delivery truck
3. When a remaining open item on the sales order comes into stock at the distribution center
 - **Your Store Manager must transfer the items to your location**
 - Change the “Reserve From” location on the line item to your store
 - This will show 0 (zero) in the Committed (Ready to Deliver In Fulfillment Location) column until the transfer updates

Items 286.00 •															
STATUS	ITEM	DESCRIPTION	BRAND	ITEM	OPTIONS	QUANTITY	COMMITTED (READY TO DELIVER IN FULFILLMENT LOCATION)	FULFILLED	INVOICED	PRICE LEVEL	EACH	AMOUNT	ESTIMATED AVAILABILITY DATE	FROM A STORE & CREATE TRANSFER FROM	COMMIT STATUS
OPEN	PFIT- DS1.1602- 19000505	Custom Size Set of 2 Deep Seating Chair Cushion				1	1	0	0	Retail Our Low	286.00	286.00	07/07/2019	-Distribution Center	-
															Distribution Center
															AVAILABLE IN RESERVE FROM LOCATION
															INVENTORY DETAIL

4. When the transfer arrives and the DC updates the transfer, your item will show Committed (Ready to Deliver In Fulfillment Location). You **do not need** to change the Delivery Method on the sales order to “Customer Pick Up at Store”.
5. Click Fulfill
 - a. R:\6 About Delivery, Shipping and Transfers\2.1 Fulfill & Deliver Update

You can repeat this as items arrive in stock in the DC until all lines of the sales order are fulfilled.