



Certis Belchim
GROWING TOGETHER

Sales Branch Work instructions

Date:
Status: Version x.x

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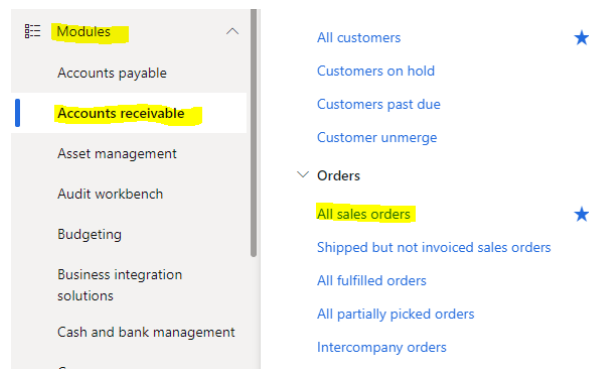
1. Sales

1.1. Invoice correction

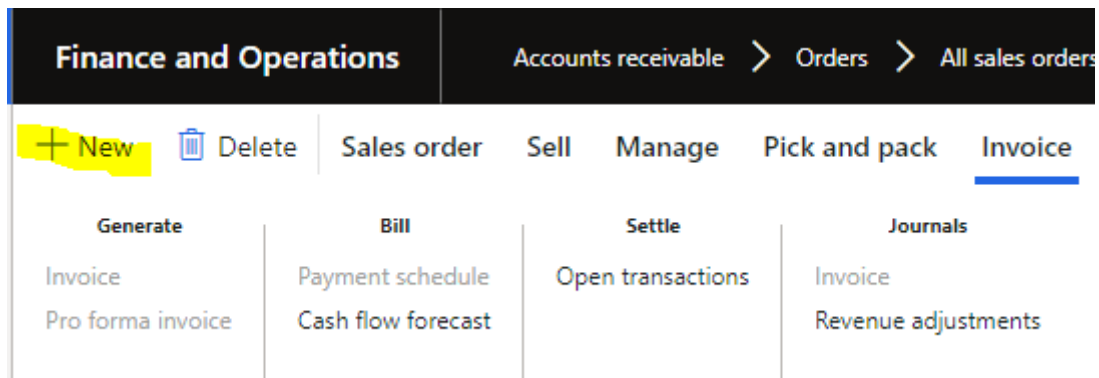
1.1.1. Invoice correction referring to a sales order / invoice

Purpose of this function is to correct wrong invoice prices without any physical goods movement.

To correct an order with a wrong invoice price, navigate to the sales order e.g. via Modules -> Accounts Receivables -> Orders -> All sales orders



Create a new sales order for the same customer you would like to correct the invoice



Navigate to Sales order line -> credit note to refer to a specific sales order

Work Instructions

+ New

Delete

Sales order

Sell

Manage

Pi

ate

Bill

Settle

Correc

invoice

Payment schedule

Cash flow forecasts

Open transactions

Credit inv

Delivery schedule

Credit note

COPY

From all

From journal

From line

From item list

EXPLODE

BOM lines

CALCULATE

Supplementary items

ATTACHMENTS

Attachments

Notes

RETURN ORDERS

Return order lines

DISPLAY

Dimensions

Sales order details

SOAT20000097 : Beiselen Ges.m.b.H.

Sales order header

DELIVERY ADDRESS

Delivery address

Name

Beiselen Ges.m.b.H.

Address

Wirtschaftspark

4482 Ennsdorf

Austria

Sales order lines

+ Add line

+ Add lines

Add products

Remove

Sales order line

Financi

✓	Li...	Item number	Product name	Quantity
	1	107043200	CUPROZIN PROGRESS AT 2X5L	10.00

A screen with all applicable sales orders (referring to the same invoice account) opens. Select the order and enter the quantity of product to be credited.

Work Instructions

Invoices

HEADERS

Select all	Sales order	Invoice account ▾	Delivery name	Invoice	Date	Voucher	Invoice amount	Currency
<input type="checkbox"/>	SOAT20000050	CUAT000011	Beiselen Ges.m.b.H.	SIAT20000052	3/29/2021	SIAT20000052	63,873.17	EUR
<input type="checkbox"/>	SOAT20000066	CUAT000011	Beiselen Ges.m.b.H.	SIAT20000059	4/15/2021	SIAT20000059	204,898.08	EUR
<input type="checkbox"/>	SOAT20000050	CUAT000011	Beiselen Ges.m.b.H.	SIAT20000062	4/19/2021	SIAT20000062	1,354.97	EUR
<input type="checkbox"/>	SOAT20000090	CUAT000011	Beiselen Ges.m.b.H.	CNAT20000021	4/29/2021	CNAT20000021	-337.92	EUR
<input type="checkbox"/>	SOAT20000090	CUAT000011	Beiselen Ges.m.b.H.	SIAT20000071	4/29/2021	SIAT20000071	5,617.92	EUR
<input type="checkbox"/>	SOAT20000044	CUAT000011	Beiselen Ges.m.b.H.	CNAT20000034	4/30/2021	CNAT20000034	-39.96	EUR
<input checked="" type="checkbox"/>	SOAT20000097	CUAT000011	Beiselen Ges.m.b.H.	SIAT20000075	4/30/2021	SIAT20000075	280.90	EUR

LINES

Select	Item	Sales category	Description	CW quantity	CW unit	Quantity	Unit
<input checked="" type="checkbox"/>	107043200		CUPROZIN PROGRESS AT 2X5L			10.00	LTR

Click "OK" to add the return line to the sales order. The line will appear with a negative quantity. The charges, applicable for the sales order line will also be reversed (please make sure that the rebate setup is correct)

Sales order lines									
+ Add line + Add lines Add products Remove Sales order line ▾ Financials ▾ Inventory ▾ Product and supply ▾ Update line ▾ Warehouse ▾ Retail ▾									
✓	Li...	Item number	Product name	Quantity	Unit	Unit price	Discount percent	Net amount	Item sales tax group
	1	107043200	CUPROZIN PROGRESS AT 2X5L	10.00	LTR	26.60	12.00	234.08	GOODS HIGH
	2	107043200	CUPROZIN PROGRESS AT 2X5L	-10.00	LTR	26.60	12.00	-234.08	GOODS HIGH

Navigate to the sales order line details, tab "Product" and add a batch number. If you refer to a single sales order, only the used batches of the SO will be available.

SOAT20000097 : Beiselen Ges.m.b.H.

✓	Li...	Item number	Product name	Quantity	Unit
	1	107043200	CUPROZIN PROGRESS AT 2X5L	10.00	LTR
<input checked="" type="checkbox"/>	2	107043200	CUPROZIN PROGRESS AT 2X5L	-10.00	LTR

Line details

General

Setup

Address

Product

Packing

Delivery

Sourcing

Price and discount

PRODUCT DIMENSIONS

Configuration

TRACKING DIMENSIONS

Batch number

STORAGE DIMENSION

Site

01

Add a new line with the same quantity as the returned order line and add the same batch number as for the returned line. Prices and Discounts can be amended in the sales order line. (FOC is also possible)

Important: The lines with negative quantities needs to be entered first.

Work Instructions

✓	Li...	Item number	Product name	Quantity	Unit	Unit price	Discount percent	Net amount
	1	107043200	CUPROZIN PROGRESS AT 2X5L	10.00	LTR	26.60	12.00	234.08
	2	107043200	CUPROZIN PROGRESS AT 2X5L	-10.00	LTR	26.60	12.00	-234.08
✓	3	107043200	CUPROZIN PROGRESS AT 2X5L	10.00	LTR	25.00	10.00	225.00

Line details

General Setup Address **Product** Packing Delivery Sourcing Price and discount Project Foreign trade Financial dimer

PRODUCT DIMENSIONS **TRACKING DIMENSIONS** **STORAGE DIMENSIONS** Inventory status

Configuration Batch number Site AVAILABLE

(Country specific - 60ES)

Navigate to Invoice – Correction – credit invoicing to link the credit note to an invoice

Navigate to Invoice -> Generate -> Invoice, change Quantity to "All" and generate the invoice (either for one line if you would like to create a document per line or for both lines if credited and invoiced amount are fine on one document)

Posting invoice

Arrange **Select** Printer setup

Parameters

PARAMETER

Quantity

All

Posting



Yes

Late selection



No

Reduce quantity



No

ASSOCIATED PAYMENT ATTACHMENT

Associated payment attachment on cu...

None

COMPLIANCE DOCUMENTS

Prevent sales pack slip/invoice posti...



No

Print product safety data sheet



No

Work Instructions

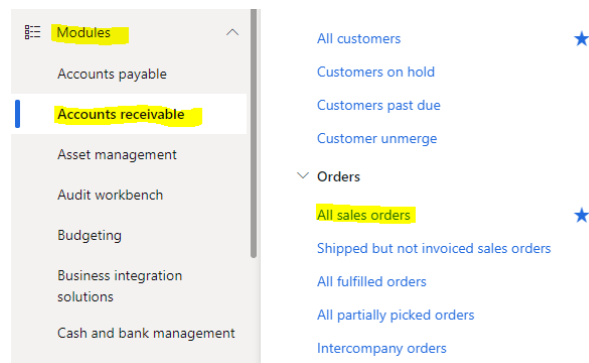
Lieferschein , Versanddatum: 30-04-2021

107043200 AT002	CUPROZIN PROGRESS AT 2X5L GTIN: 09120103200402 5L CAN Pflanzenschutzregister Nummer: 3405 Chargennummer: 202006040, 10,00LTR	-10,00 LTR	26,60	12,00 %
107043200 AT002	CUPROZIN PROGRESS AT 2X5L GTIN: 09120103200402 5L CAN Pflanzenschutzregister Nummer: 3405 Chargennummer: 202006040, 10,00LTR	10,00 LTR	25,00	10,00 %

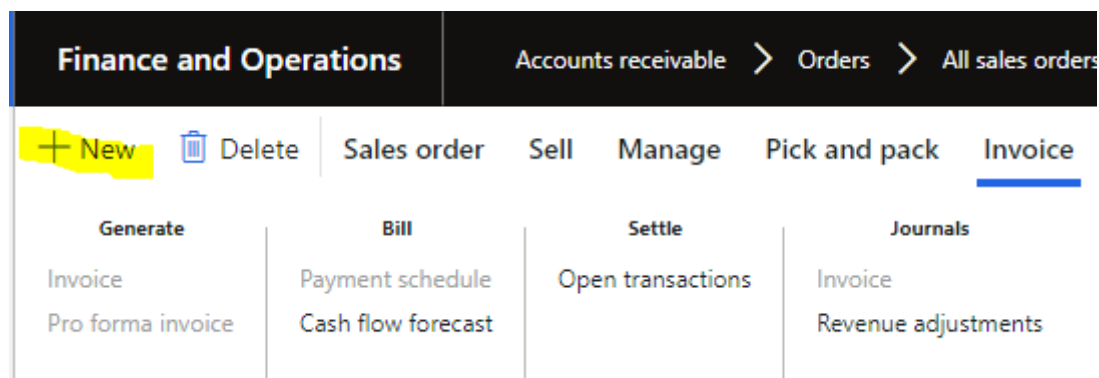
1.1.2. Invoice correction not referring to an existing D365 sales order / invoice

Purpose of this function is to correct wrong invoice prices without any physical goods movement.

To correct an order with a wrong invoice price, navigate to the sales order e.g. via Modules -> Accounts Receivables -> Orders -> All sales orders



Create a new sales order for the same customer you would like to correct the invoice



Work Instructions

Enter the "to be credited" item with a negative quantity. The charges, applicable for the sales order line, will be reversed (please make sure that the rebate setup is correct)

Sales order lines									
+ Add line + Add lines Add products Remove Sales order line Financials Inventory Product and supply Update line Warehouse Retail									
✓	Li...	Item number	Product name	Quantity	Unit	Unit price	Discount percent	Net amount	Item sales tax group
	1	107043200	CUPROZIN PROGRESS AT 2X5L	10.00	LTR	26.60	12.00	234.08	GOODS HIGH
	2	107043200	CUPROZIN PROGRESS AT 2X5L	-10.00	LTR	26.60	12.00	-234.08	GOODS HIGH

Navigate to the sales order line details, tab "Product" and add a batch number (might be necessary to untick "On-Hand" to see all available batches). If you refer to a single sales order, only the used batches of the SO will be available.

SOAT20000097 : Beiselen Ges.m.b.H.

✓	Li...	Item number	Product name	Quantity	Unit
	1	107043200	CUPROZIN PROGRESS AT 2X5L	10.00	LTR
✓	2	107043200	CUPROZIN PROGRESS AT 2X5L	-10.00	LTR

Line details

General Setup Address **Product** Packing Delivery Sourcing Price and discount

PRODUCT DIMENSIONS **TRACKING DIMENSIONS** **STORAGE DIMENSION**

Configuration **Batch number** Site

Configuration 01

Add a new line with the same quantity as the returned order line and add the same batch number as for the returned line. Prices and Discounts can be amended in the sales order line. (FOC is also possible)

Important: The lines with negative quantities needs to be entered first.

✓	Li...	Item number	Product name	Quantity	Unit	Unit price	Discount percent	Net amount
	1	107043200	CUPROZIN PROGRESS AT 2X5L	10.00	LTR	26.60	12.00	234.08
	2	107043200	CUPROZIN PROGRESS AT 2X5L	-10.00	LTR	26.60	12.00	-234.08
✓	3	107043200	CUPROZIN PROGRESS AT 2X5L	10.00	LTR	25.00	10.00	225.00

Line details

General Setup Address **Product** Packing Delivery Sourcing Price and discount Project Foreign trade Financial dimen

PRODUCT DIMENSIONS **TRACKING DIMENSIONS** **STORAGE DIMENSIONS** **Inventory status**

Configuration Batch number Site AVAILABLE

(Country specific - 60ES)

Navigate to Invoice – Correction – credit invoicing to link the credit note to an invoice

Work Instructions

Navigate to Invoice -> Generate -> Invoice, change Quantity to "All" and generate the invoice (either for one line if you would like to create a document per line or for both lines if credited and invoiced amount are fine on one document)

Posting invoice

Arrange [Select](#) [Printer setup](#) ▾

Parameters

PARAMETER

Quantity

All ▾

Posting



Yes

Late selection



No

Reduce quantity



No

ASSOCIATED PAYMENT ATTACHMENT

Associated payment attachment on cu...

None ▾

COMPLIANCE DOCUMENTS

Prevent sales pack slip/invoice posti...



No

Print product safety data sheet



No

Lieferschein , Versanddatum: 30-04-2021

107043200 AT002	CUPROZIN PROGRESS AT 2X5L GTIN: 09120103200402 5L CAN Pflanzenschutzregister Nummer: 3405 Chargennummer: 202006040, 10,00LTR	-10,00 LTR	26,60	12,00 %
107043200 AT002	CUPROZIN PROGRESS AT 2X5L GTIN: 09120103200402 5L CAN Pflanzenschutzregister Nummer: 3405 Chargennummer: 202006040, 10,00LTR	10,00 LTR	25,00	10,00 %

1.2. RMA

For the RMA process please make sure, that the columns "Scrap" and "Return Reason Code" are added to your sales order lines overview.

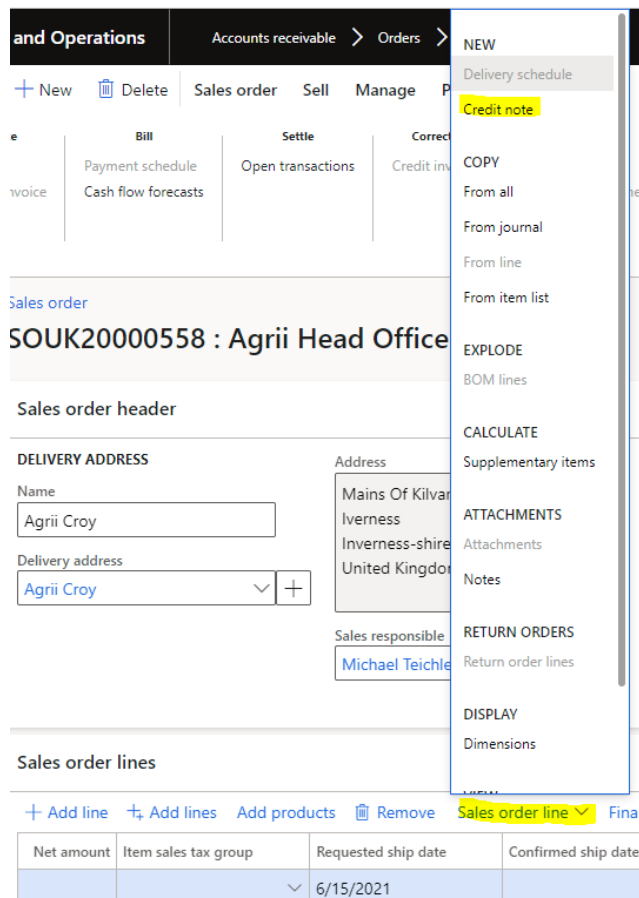
Sales order lines								
+ Add line + Add lines Add products Remove Sales order line Financials Inventory Product and supply Update line Warehouse Retail								
Net amount	Item sales tax group	Requested ship date	Confirmed ship date	Warehouse	Deliver remain...	Line type	Line status	Fulfillment
	▼	6/15/2021		UK001		Regular	Open order	Unknown

1.2.1. Credit only (RMA without goods movement)

Purpose of the credit only RMA is to credit an item without return the item to stock. The booking itself will create a stock movement in the background but the credited stock will be immediately disposed.

Create a new sales order

Navigate to Sales order -> credit note



The screenshot shows the SAP Sales Order interface. The top navigation bar includes 'and Operations', 'Accounts receivable', and 'Orders'. The 'NEW' dropdown menu is open, showing options like 'Delivery schedule', 'Credit note' (highlighted), 'COPY', 'EXPLODE', 'CALCULATE', 'ATTACHMENTS', 'RETURN ORDERS', and 'DISPLAY'. The main area displays the sales order header for 'SOUK20000558 : Agrii Head Office'. The 'DELIVERY ADDRESS' section shows the name 'Agrii Croy' and the delivery address 'Agrii Croy'. The 'Sales order lines' table at the bottom shows a single line with a requested ship date of 6/15/2021.

Select the sales order and enter the quantity to be credited. If the return is for multiple batches, this step will need to be repeated for the quantity of each batch, to create separate lines for each batch.

Work Instructions

<input type="checkbox"/>	SOUK20000501	CUUK000036	Agrii Fosse Cross	SIUK20000400	4/23/2021	SIUK2000
<input type="checkbox"/>	SOUK20000521	CUUK000036	Agrii Winchester	SIUK20000407	4/27/2021	SIUK2000
<input type="checkbox"/>	SOUK20000530	CUUK000036	Agrii Croy	SIUK20000408	4/30/2021	SIUK2000
<input type="checkbox"/>	SOUK20000531	CUUK000036	Agrii Croy	SIUK20000409	4/30/2021	SIUK2000
<input type="checkbox"/>	SOUK20000532	CUUK000036	Agrii Croy	SIUK20000410	4/30/2021	SIUK2000

LINES

Select	Item	Sales category	Description	CW quantity	CW unit	Qu
<input checked="" type="checkbox"/>	107044110		VEGAS UK 12X1L			

Or add the "to be credited" item and *negative* quantity manually. If multiple batches are needed, each batch will need to be entered on a new line

1.2.1.1. Allocate a return reason code

Return to the sales order screen, select a return reason code and tick the box "Scrap".

Sales order lines									
+ Add line + Add lines Add products Remove Sales order line Financials Inventory Product and supply Update line Warehouse Retail									
Net amount	Item sales tax group	Requested ship date	Confirmed ship date	Warehouse	Deliver remain...	Line type	Line status	Fulfillment	
-759.48	GOODS HIGH	6/15/2021		UK001	-12.00	Regular	Open order	Unknown	
-1,518.96	GOODS HIGH	6/15/2021		UK001	-24.00	Regular	Open order	Unknown	

The possible return reason codes are:

Return reaso... ↑	Description	Return reason code group
01	Returned To Stock	01
02	Input Error	01
03	Rebate	01
04	Packaging Damage	02
05	Faulty Product	02
06	Formulation Problem	02
07	Efficacy Problem	02
08	Phytotoxic Problem	02
09	Relabel	01
10	Regulatory	01

1.2.1.2. Register a batch

Navigate to line details -> batch number (only the batch numbers used in the original sales order will be available) and add the batch to every line.

Work Instructions

SOUK20000558 : Agrii Head Office

Sales order lines

[+ Add line](#) [+ Add lines](#) [Add products](#) [Remove](#) [Sales order line](#)

Quantity	Unit	Unit price	Discount percent	
-12.00	LTR	63.29		

Line details

General Setup Address **Product** Packing Delivery

PRODUCT DIMENSIONS

Configuration

Size

TRACKING DIMENSIONS

Batch number

361151

Serial number

(Country specific - 60ES)

Navigate to Invoice – Correction – credit invoicing to link the credit note to an invoice

1.2.1.3. Generate the credit note

Navigate to Invoice -> Generate -> Invoice

Save

New

Delete

Sales order

Sell

Manage

Pick and pack

Invoice

Generate

Invoice

Pro forma invoice

Bill

Payment schedule

Cash flow forecasts

Settle

Open transactions

Correction

Credit invoicing

Journals

Invoice

Revenue adjustment

Filter

Sales order

SOUK20000558 : Agrii Head Office

Change quantity to “all” and generate the credit note

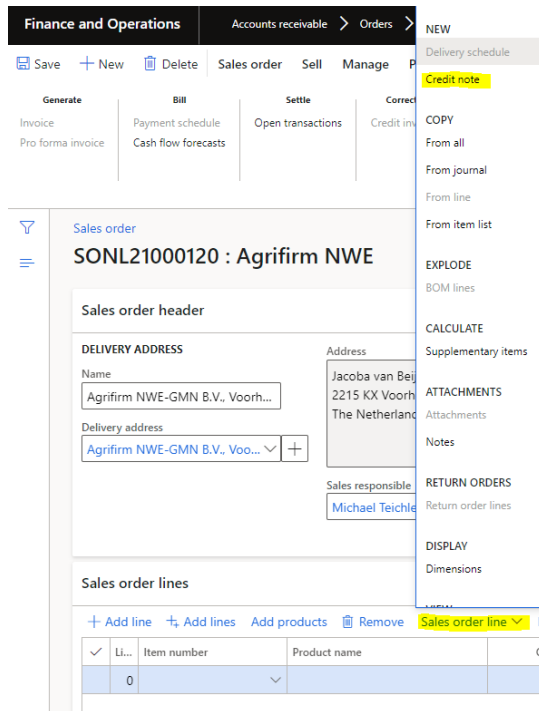
Work Instructions

1.2.3. Return to stock (RMA with goods movement)

Purpose of the return to stock RMA is to return goods back to stock with a specific reason and allocate an inventory status to the returned goods (block the stock for further handling if necessary)

Create a new sales order

Navigate to Sales order -> credit note



The screenshot shows the SAP Finance and Operations interface. The top navigation bar includes 'Finance and Operations', 'Accounts receivable', and 'Orders'. The 'Orders' menu is open, showing options like 'NEW', 'Delivery schedule', 'Credit note', 'COPY', 'From all', 'From journal', 'From line', 'From item list', 'EXPLODE', 'BOM lines', 'CALCULATE', 'Supplementary items', 'ATTACHMENTS', 'Attachments', 'Notes', 'RETURN ORDERS', 'Return order lines', 'DISPLAY', and 'Dimensions'. The 'Credit note' option is highlighted. Below the menu, the 'Sales order' header for 'SONL21000120 : Agrifirm NWE' is visible, showing delivery address and sales responsible information.

Select the sales order and enter the quantity to be credited

Invoices

HEADERS

Select all	Sales order	Invoice account	Delivery name	Invoice	Date	Voucher	Invoice amount	Currency
<input type="checkbox"/>	SONL21000074	CUNL000001	Agrifirm NWE, DC Son	SINL21000057	4/20/2021	SINL21000057	136,468.68	EUR
<input type="checkbox"/>	SONL21000082	CUNL000001	Agrifirm NWE, DC Son	SINL21000064	4/21/2021	SINL21000064	3,022.79	EUR
<input type="checkbox"/>	SONL21000090	CUNL000001	Agrifirm NWE, DC Son	SINL21000070	4/26/2021	SINL21000070	130,948.68	EUR
<input type="checkbox"/>	SONL21000097	CUNL000001	Agrifirm NWE, DC Son	SINL21000077	4/26/2021	SINL21000077	5,520.00	EUR
<input type="checkbox"/>	SONL21000090	CUNL000001	Agrifirm NWE, DC Son	SINL21000078	4/26/2021	SINL21000078	5,520.00	EUR
<input type="checkbox"/>	SONL21000115	CUNL000001	Agrifirm NWE-GMN B.V., Voorh...	SINL21000086	6/4/2021	SINL21000086	0.00	EUR
<input type="checkbox"/>	SONL21000117	CUNL000001	Agrifirm NWE-GMN B.V., Voorh...	SINL21000088	6/7/2021	SINL21000088	0.00	EUR

LINES

Select	Item	Sales category	Description	CW quantity	CW unit	Quantity	Unit	U
<input checked="" type="checkbox"/>	109031131		KOMPAAN NL 1000L			1,000.00	LTR	

or add the "to be credited" item and *negative* quantity manually

Work Instructions

Sales order header

DELIVERY ADDRESS Name Agrifirm NWE-GMN B.V., Voorh... Delivery address Agrifirm NWE-GMN B.V., Voo... +		Address Jacoba van Beijerenweg 128c 2215 KX Voorhout The Netherlands Sales responsible Michael Teichler ▼	DELIVERY DATE Requested ship date 6/16/2021 📅 Requested receipt date 6/16/2021 📅 Simulate delivery dates	Confirmed ship date 📅 Confirmed receipt date 📅 REFERENCES Customer reference RMA Test
--	--	---	--	--

Sales order lines

[+ Add line](#)
[+ Add lines](#)
[Add products](#)
[Remove](#)
[Sales order line](#) ▼
[Financials](#) ▼
[Inventory](#) ▼
[Product and supply](#) ▼
[Update line](#) ▼
[Wareh](#)

✓	Li...	Item number	Product name	Quantity	Unit	Unit price	Discount percent	Net amount	It
✓	0	102031107	KONA NL 1000L	1,000.00	LTR	4.37		-4,370.00	G

1.2.3.1. Allocate a return reason code to returned goods

Return to the sales order screen and add a return reason code per order line

Sales order header

DELIVERY ADDRESS Name Agrifirm NWE-GMN B.V., Voorh... Delivery address Agrifirm NWE-GMN B.V., Voo... +		Address Jacoba van Beijerenweg 128c 2215 KX Voorhout The Netherlands Sales responsible Michael Teichler ▼	DELIVERY DATE Requested ship date 6/16/2021 📅 Requested receipt date 6/16/2021 📅 Simulate delivery dates	Confirmed ship date 📅 Confirmed receipt date 📅 REFERENCES Customer reference RMA Test	Customer requisition Pool Filter Estimat ✓ Return reason code 01 Created 02 6/15/ 03 04 05 06 07
--	--	---	--	--	--

Sales order lines

[+ Add line](#)
[+ Add lines](#)
[Add products](#)
[Remove](#)
[Sales order line](#) ▼
[Financials](#) ▼
[Inventory](#) ▼
[Product and supply](#) ▼
[Update line](#) ▼
[Warehouse](#) ▼
[Retail](#) ▼

Net amount	Item sales tax group	Requested ship date	Confirmed ship date	Warehouse	Deliver remain...	Line type	Line status
-4,370.00	GOODS HIGH ▼	6/16/2021 📅	📅	NL001 ▼		Regular	Open order

The available return reason codes are

Work Instructions

Return reaso... ↑	Description	Return reason code group
01	Returned To Stock	01
02	Input Error	01
03	Rebate	01
04	Packaging Damage	02
05	Faulty Product	02
06	Formulation Problem	02
07	Efficacy Problem	02
08	Phytotoxic Problem	02
09	Relabel	01
10	Regulatory	01

1.2.3.2. Register a single batch and allocate an inventory status

Navigate to Update line -> Process -> Registration, add a registration line and allocate a batch an inventory status per order line

Sales order header

DELIVERY ADDRESS

Name

Agrifirm NWE-GMN B.V., Voorh...

Delivery address

Agrifirm NWE-GMN B.V., Voo... ▾

Address

Jacoba van Beijerenweg 128c
2215 KX Voorhout
The Netherlands

Sales responsible

Michael Teichler ▾

DELIVERY DATE

Requested ship date

6/16/2021

Requested receipt date

6/16/2021

[Simulate delivery dates](#)

PROCESS
Registration

Pick

STATUS

Reset fulfillment status

CANCEL

Direct delivery

SALES AGREEMENT

Create link

Attached

Remove link

Sales order lines

[+ Add line](#)
[+ Add lines](#)
[Add products](#)
[Remove](#)
[Sales order line ▾](#)
[Financials ▾](#)
[Inventory ▾](#)
[Product and supply ▾](#)
[Update line ▾](#)
[Warehouse ▾](#)
[Retail](#)

Percent	Net amount	Item sales tax group	Requested ship date	Confirmed ship date	Warehouse	Deliver remain...	Line type
	-4,370.00	GOODS HIGH ▾	6/16/2021		NL001 ▾	-1,000.00	Regular

Work Instructions

Registration

Reference	Number	Ordered	Remainder	Inventory unit
Sales order	SONL210001...	1,000.00	1,000.00	LTR

Transactions

[Add registration line](#)
[Create serial numbers](#)
[Split](#)
[Intercompany](#)
[Reset batch disposition code](#)
[Batch details](#)

✓	Receipt status	Site	Warehouse	Location	Inventory status	License plate	Quantity	Inven
	Ordered	01	NL001	DEFAULT	AVAILABLE		1,000.00	LTR

Registration lines

[+ Add](#)
[Remove](#)
[Confirm registration](#)
[Create serial numbers](#)
[Remove all](#)

✓	Item number	Actual value	Site	Warehouse	Batch number	Location	Inventory status
✓	102031107		01	NL001	114246	DEFAULT	AVAILABLE

Inventory status: 1

AVAILABLE

BLOCKED

QUALITY NB

RMA/RTV

Click "Confirm Registration" to update the registration and close the registration screen to return to the sales order.

1.2.3.3. Register more than one batch in one order line (split quantity) and allocate an inventory status

Navigate to Update line -> Process -> Registration

Split the registration line

Number	Ordered	Remainder	Inventory unit
SONL210001...	2,000.00	2,000.00	LTR

[rial numbers](#)
[Split](#)
[Intercompany](#)
[Reset batch disposition code](#)
[Batch details](#)

Site	Warehouse	Location	Inventory status	License plate	Q
01	NL001	DEFAULT	AVAILABLE		2,0

Parameter

Quantity

2,00

Add registration line per order line and allocate a batch and an inventory status for the returned goods

Work Instructions

Add registration line Create serial numbers **Split** Intercompany **Reset batch disposition code** Batch details

✓	Receipt status ↓	Site	Warehouse	Location	Inventory status	License plate	Quantity	Inventory
	Ordered	01	NL001	DEFAULT	AVAILABLE		1,000.00	LTR
	Ordered	01	NL001	DEFAULT	AVAILABLE		1,000.00	LTR

Registration lines

+ Add **Remove** **Confirm registration** Create serial numbers **Remove all**

✓	Item number	Actual value	Site	Warehouse	Batch number	Location	Inventory status
	102031107		01	NL001	1157790	DEFAULT	AVAILABLE
✓	102031107		01	NL001	114246	DEFAULT	BLOCKED

Click "Confirm Registration" to update the registration and close the registration screen to return to the sales order.

(Country specific - 60ES)

Navigate to Invoice – Correction – credit invoicing to link the credit note to an invoice

1.2.3.4. Post the packing slip

Navigate to Pick and Pack -> Generate -> Post packing slip

Save **+ New** **Delete** Sales order Sell Manage **Pick and pack** Invoice Retail

Generate

Generate picking list **Post packing slip**
Picking list registration Pro forma packing slip
Intercompany picking list

Quality management
Non conformances
Quality orders

Delivery
Transportation details

Journals
Picking list
Packing slip

Sales order
SONL21000120 : Agrifirm NWE

+ Add line **+ Add lines** **Add products** **Remove** Sales order line **Financials**

✓	Li...	Item number	Product name	Quantity	Unit
	1	102031107	KONA NL 1000L	-2,000.00	LTR

Change the packing slip quantity to "All" and click "OK" to post the packing slip and confirm the goods receipt.

Work Instructions

Packing slip posting

Arrange [Select](#) [Printer setup](#) ▾

Parameters

PARAMETER

Quantity ▾
All ▾

Posting
☒ Yes

Late selection
☐ No

Reduce quantity
☒ Yes

COMPLIANCE DOCUMENTS

Prevent sales pack slip/invoice posti...
☐ No

Print product safety data sheet
☐ No

PRINT OPTIONS

Print
After ▾

Print packing slip
☒ Yes

Use print management destination
☐ No

Print COD
☐ No

Print shipping labels
☐ No

SETUP

Check credit limit
Balance+All ▾

SUMMARY ORDER

Summary update for
None ▾

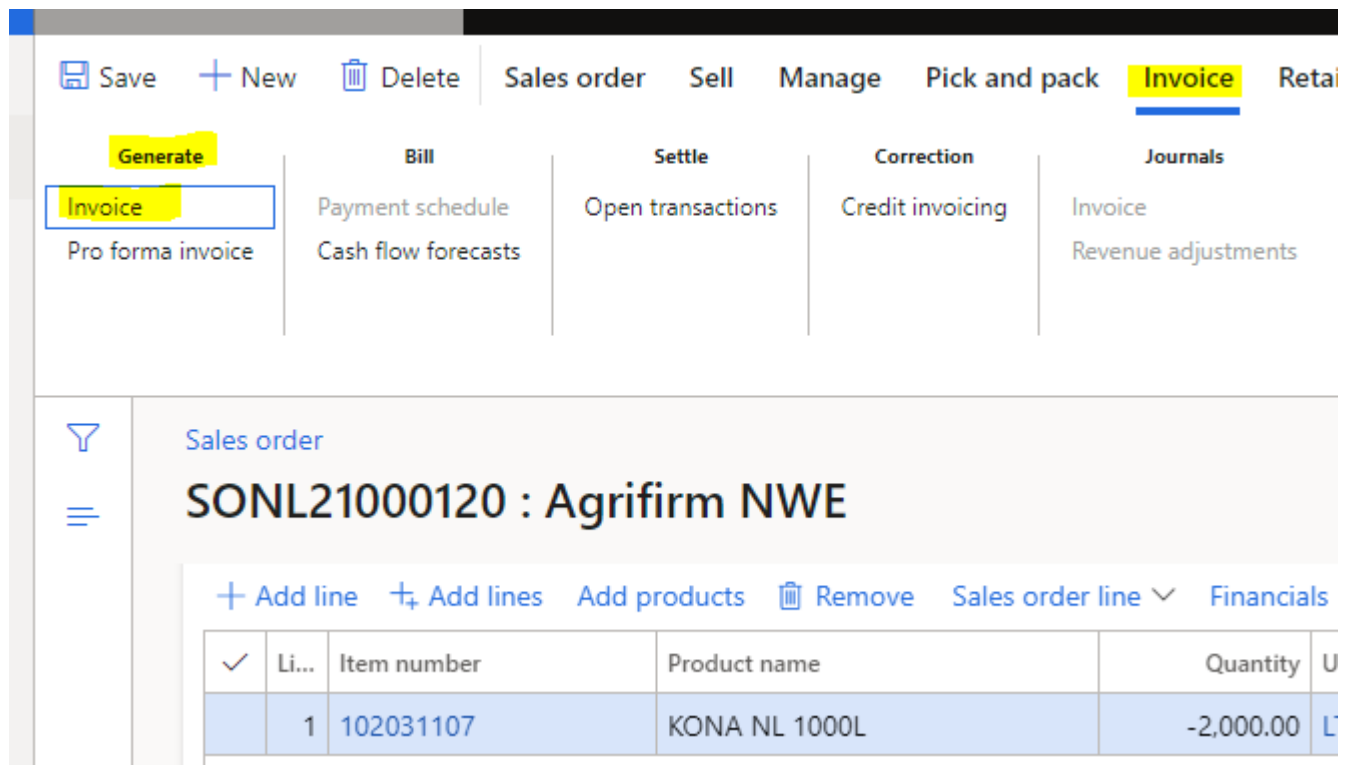
Overview

[+ Add](#) [Remove](#) [Tracking information](#) [Sales tax](#)

✓	Update	Customer packi...	Sales order	Site	Name	Currency
	Packing slip		SONL21000120	01	Agrifirm NWE	EUR

1.2.3.5. Generate the credit note

Navigate to Invoice -> Generate -> Invoice



Save + New Delete Sales order Sell Manage Pick and pack **Invoice** Retail

Generate Bill Settle Correction Journals

Invoice Pro forma invoice Payment schedule Open transactions Credit invoicing Invoice Revenue adjustments

Cash flow forecasts

Sales order

SONL21000120 : Agrifirm NWE

+ Add line + Add lines Add products Remove Sales order line ▾ Financials

✓	Li...	Item number	Product name	Quantity	U
	1	102031107	KONA NL 1000L	-2,000.00	L

Click "OK" to generate the credit note for the quantity based on the packing slip.

Work Instructions


Posting invoice

Arrange [Select](#) [Printer setup](#) ▼

Parameters

Overview

[+ Add](#)
[🗑 Remove](#)
[Tracking information](#)
[Select packing slip](#)
[Totals](#)
[Sales tax](#)
[Payment schedule](#)
[Transportation details](#)

✓	Packing slip	Update	Customer packi...	Sales order	Name	Currency	Due date
	PSNL21000103	Invoice		SONL21000120	Agrifirm NWE	EUR	

Setup

Lines

[🗑 Delete](#)
[Sales order line](#) ▼
 [Inventory](#) ▼
 [Update line](#) ▼

✓	Packing slip	Ship date	Sales category	Text	Sales order ↑	Product number	Item number
	PSNL21000103	6/15/2021		KONA NL 1000L	SONL21000120	102031107	102031107