

# 9.6 Delivery Notes

The Delivery Notes module is used to manage transport documents and is the last step in the sales-administration cycle.

**Creating Delivery Note**

**Delivery Note Information**

Subject: Delivery note

Delivery Note No: AUTO GEN ON SAVE

Delivery Note Date: 25-02-2022

Customer No: [empty]

Carriage: --None--

Account: demove

Reason: --None--

Term of Delivery: --None--

Assigned To: User

**Terms & Conditions**

Terms and Conditions: mail.

**Description Information**

Description: [empty]

**Item Details**

Currency: Euro (€) | Tax Mode: Individual

Tools	* Item Name	Qty in Stock	Qty	List Price	Total	Price
Search...		0.00	1.00	0.00	0.00	
				(-) Discount :	0.00	
				Total After Discount :	0.00	
				(+) Tax :	0.00	
				Margin :		0.00

Add Product | Add Service

**Summary:**

Total	0.00
(-) Discount	0.00
(+) Shipping & Handling Charges	0.00
(+) Taxes For Shipping and Handling	0.00
Adjustment	0.00
<b>Grand Total</b>	<b>0.00</b>

Enter the main fields and the products related to the shipment. It is possible to create a Delivery Note starting from a sales order through Create Delivery Note (Other menu); in this case all the data of the sales order will be reported in the Delivery Notes. For PDF printing of the Delivery Note, see the chapter dedicated to the PDF Maker module.

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