

# Mail Order -

## Picking, Packing and Dispatch

Kudos handles the sales order processing, picking, packing and dispatch routines needed for warehouse operations.



Once the sale has become an order, there are two further stages which deal with the fulfilment of the order:

### Picking

- Put short items on purchase order, incorporate on receipt
- Flag to ship part filled orders
- Invoice credit card or account sales at sale stage or dispatch
- Hold and release sales orders
- List orders due to pick, select specific or next order
- Show item details including status - "to pick", "already picked", "on order"
- Print and check off pick lists
- Pick with handhelds (with data capture unit option)

### Packing and Distribution

- List orders and items to pack
- List back orders waiting on packing orders
- Assign items to parcel
- Record parcel number
- Assign carrier selection
- Record carrier consignment codes for parcel tracking
- Print multiple user defined shipping documents
- Record shipping numbers and notification

These features are part of both the Webshop and Mail Order products.

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