

Shipments, Home Delivery or parcel management

Adding a Delivery person option for Shipments

While adding shipment details during a sale, the delivery person can also be added.

Adding Delivery Note for Sale

How do we print the Delivery Receipt?

To add a delivery note, follow the steps below.

Step 1: While adding the sales, be sure to include shipping details (You can refer to the video guide provided below for assistance).

Step 2: Navigate to the **All Sales** screen and click on the **Action** dropdown menu for the specific sale added in Step 1.

Step 3: From the **Action** dropdown menu, select the '**Delivery Note**' option, and proceed to print the delivery note directly.

All sales

Mass Action:
Bulk Submit MyInvois Bulk Submit MyInvois as Not Applicable Tax Bracket

Max submission is 100 invoices per bulk submission, if you have more than 100 invoices, please redo the process.
all invoices that are not submitted yet or failed to submit previously will be displayed below.

Show 50 entries

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

	Action	Date	Invoice No.	Customer name	Payment status	MyInvois Status	Total amount	Total paid
☐	Actions	08/21/2025 09:40	0021	Walk-In Customer	Paid		RM 9.78	RM 9.78
☐	View	3:40	0020	Walk-In Customer	Paid		RM 9.78	RM 9.78
☐	Edit	3:23	0019	Walk-In Customer	Paid		RM 24.00	RM 24.00
☐	Delete	3:40	0018	Walk-In Customer	Paid		RM 187.50	RM 187.50
☐	Edit Shipping	3:36	0017	Walk-In Customer	Paid		RM 187.50	RM 187.50
☐	Submit MyInvois	1:18	0016	Walk-In Customer	Paid		RM 250.00	RM 250.00
☐	Print Invoice	1:17	0015	Walk-In Customer	Paid		RM 250.00	RM 250.00
☐	Packing Slip	1:16	0014	Walk-In Customer	Paid		RM 40.00	RM 40.00
☐	Delivery Note	3:43	0012	Walk-In Customer	Paid		RM 500.00	RM 500.00
☐	View Payments	3:37	0011	Walk-In Customer	Paid		RM 437.50	RM 437.50
☐	Sell Return	07/18/2025 09:31	0010	Mr Joseph 920815-03-2380	Paid		RM 225.00	RM 225.00
☐	Invoice URL	07/17/2025 16:57	0009	Walk-In Customer	Paid		RM 187.50	RM 187.50
☐	New Sale Notification	07/17/2025 16:52	0008	Walk-In Customer	Paid		RM 250.00	RM 250.00

