



OrderWise Despatch Standard Layouts (Normal Item)

Version 20.11

These are the standard Despatch related layouts within OrderWise Business Management software. This is not an exhaustive list but are the typical layouts used within this area of the software. If you require different information to be displayed or have specific branding that is required for your layouts, you should discuss these requirements with your Business Consultant or Project Manager.

The examples included are:

- Commercial Invoice
- Commercial Invoice Copy
- Confirmed Packing List
- Delivery Note
- Delivery Note Copy
- Detailed Picking Note
- Ship Address Label
- Summary Picking Note

Your company logo and contact details will replace the Airbox details shown on these examples.

If you require different information or designs than the example included or require specific layout documents that are not included in these examples then please contact us to discuss this.

Air Box

Newton Court
123 Saxilby Road
Saxilby, Lincoln
Lincolnshire
LN1 2LR
01522 842678
www.airbox.co.uk
contact@airbox.co.uk
EORI No: 150933643



Receiver Details

Builder's Mate
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

Sender Details

Air Box
Newton Court
Saxilby Enterprise Park
Skellingthorpe Road
Lincoln
LN1 2LR
United Kingdom

COMMERCIAL INVOICE

FAO: Fred Smith
Courier: Royal Mail
Despatch Date: 27/01/2021

Document No:
5151

Commodity Code	Our Part Code	Description	Item Price	Line Total	Line VAT	Weight	Qty
4821 1010 00	ADHESIVE10SG	10g Super Glue	2.78	8.34	1.67	0.30 Kg	3
Commodity Description: Self-Adhesive Country Code of Origin: GB Batch Nos: 87999756							
8205 3000 00	CHISEL3P	3 Piece Chisel & Sharpening Set	24.99	74.97	14.99	30.00 Kg	3
Commodity Description: Planes, chisels, gouges and similar cutting tools for working wood Country Code of Origin: GB							
7318 1535 00	COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100	2.59	12.95	2.59	2.50 Kg	5
Commodity Description: Screws, bolts, stainless Country Code of Origin: GB							

Special Instructions

Deliver to office behind workshop.

No. of parcels: 2
No. of pallets: 0
Total weight: 32.80 Kg

Consignment no:
GB 284 376 X4

Goods Net: 96.26
Delivery: 7.25
Net: 103.51
VAT: 20.70
Total: 124.24

Pound sterling

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123 Saxilby Road
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Lincolnshire
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01522345678
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Delivery Address Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England	Customer Name & Address Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England	CONFIRMED PACKING LIST FAO: Fred Smith Your Acc No: BMM261 Delivery Date: 27/08/2020 Delivery No: 4183 Delivery Method Royal Mail - 3-5 Days
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Code	Description	Order No	Quantity	Weight	Unit
Total Parcels in Pallet: 2					
Parcel 1					
ADHESIVE10SG	10g Super Glue	2903	3	150.000	Kg
CHISEL3P	3 Piece Chisel & Sharpening Set	2903	3	3.000	Kg
Parcel 2					
COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100	2903	5	2.500	Kg

Air Box

Newton Court
123 Saxilby Road
Saxilby
Lincolnshire
LN1 2LR
01522345678
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contact@airbox.co.uk



Delivery Address	Customer Name & Address	DELIVERY NOTE	
Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England	Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England	FAO: Fred Smith	
		Your Acc No: BMM261	
		Delivery Date: 27/08/2020	
		Delivery No: 4183	
		Delivery Method Royal Mail - 3-5 Days	

Code	Description	Qty Ordered	Previously Delivered	Qty This Delivery	Qty to Follow
Details for Order No: 2903		Your Order Ref: FMBLOG84		Order Date: 27/08/2020	
ADHESIVE10SG	10g Super Glue Batch Nos: 1-17	3	0	3	0
CHISEL3P	3 Piece Chisel & Sharpening Set	3	0	3	0
COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100	5	0	5	0

Special Instructions
Deliver to office behind workshop.

Consignment no:	GB 284 376 X4
Courier:	Royal Mail
Total weight:	155.500

Air Box

Newton Court
123 Saxilby Road
Saxilby
Lincolnshire
LN1 2LR
01522345678
www.airbox.co.uk
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Delivery Address	Customer Name & Address	DELIVERY NOTE COPY	
Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England	Builder's Mate 17 Southfields Road Eastbourne East Sussex BN21 1BU England	FAO: Fred Smith	
		Your Acc No: BMM261	
		Delivery Date: 27/08/2020	
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CHISEL3P	3 Piece Chisel & Sharpening Set	3	0	3	0
COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100	5	0	5	0

Special Instructions
Deliver to office behind workshop.

Consignment no: GB 284 376 X4
Courier: Royal Mail
Total weight: 155.500 Kg

Detailed Picking Note - Pick ID: 11153

Picker: Richard

Walk Route	Bin Location	Code	Description	Order No	Date Req	Line Weight	Qty in Stock	Qty Req	Qty Alloc	Qty Picked
0	A-7	ADHESIVE10SG Batch Nos: 3x 1-17	10g Super Glue	2903	29/08/2020	150.000	487	3	3	
0	B-6	CHISEL3P	3 Piece Chisel & Sharpening Set	2903	29/08/2020	3.000	53	3	3	
0	F-5	COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100	2903	29/08/2020	2.500	1,978	5	5	

Total Weight: 155.500 Total Items: 11

Delivery Address

Builder's Mate
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

Parcel: 1 of 1

Summary Picking Note

Order No: 2903
Cust Order Ref: FMBLOG84
Del Method: Royal Mail - 3-5 Days
Date Required: 29/08/2020

Cust Acc No: BMM261
Delivery Contact: Fred Smith
Delivery Address: Builder's Mate
17 Southfields Road
Eastbourne
East Sussex
BN21 1BU
England

Qty	Code	Description	Default Bin	Qty In Stock	Qty Picked
3	ADHESIVE10SG	10g Super Glue	A-7	487	<input type="text"/>
3	CHISEL3P	3 Piece Chisel & Sharpening Set	B-6	53	<input type="text"/>
5	COUNDECK100	4.5x65mm Countersunk Carbon Steel Decking Screws - Pack of 100	F-5	1,978	<input type="text"/>

Total Qty 11 **Total Weight** 155.500

Special Instructions

If ordering Thursday or Friday, hold despatch until Monday.