

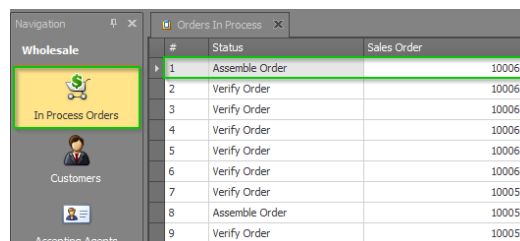
# Assemble a Wholesale Order

Last Modified on 09/01/2018 9:23 pm MST

Once you've **created your wholesale sales order**, you're ready to assemble your order! This process involves making sure that you have the right quantities of product headed to your customers. For best results, you'll want a scanner to complete this process.

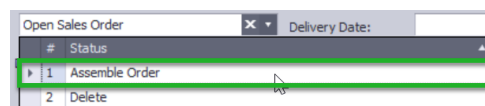
To assemble a wholesale order, follow the steps below:

- Step 1 - Choose the wholesale sales order to be assembled from the **Wholesale Sales** module within the **In Process Orders** section.



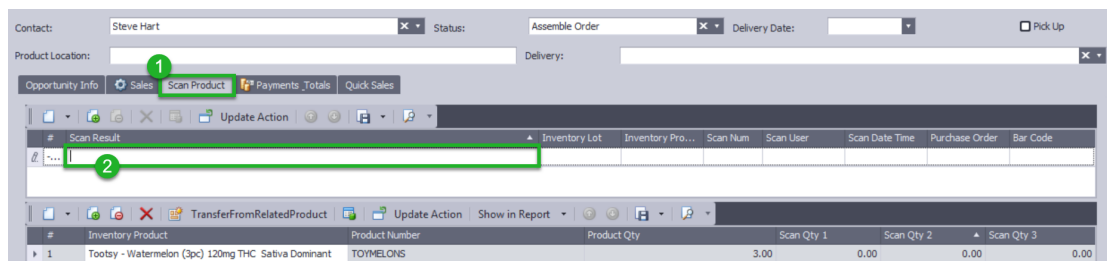
#	Status	Sales Order
1	Assemble Order	100065
2	Verify Order	100064
3	Verify Order	100063
4	Verify Order	100062
5	Verify Order	100061
6	Verify Order	100060
7	Verify Order	100059
8	Assemble Order	100058
9	Verify Order	100057

- Step 2 - Select "Assemble Order" from the **Status** field drop-down. This will let other employees know that you're ready to start assembling the order



#	Status
1	Assemble Order
2	Delete

- Step 3 - Click on the **Scan Product** sub-tab and then place your cursor in the empty **Scan Result** field.



Contact: Steve Hart | Status: Assemble Order | Delivery Date: | Pick Up

Product Location: | Delivery: |

Opportunity Info | Sales | **Scan Product** | Payments\_Totals | Quick Sales

#	Scan Result	Inventory Lot	Inventory Pro...	Scan Num	Scan User	Scan Date Time	Purchase Order	Bar Code
1								

TransferFromRelatedProduct | Update Action | Show in Report

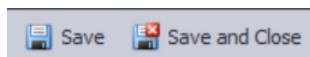
#	Inventory Product	Product Number	Product Qty	Scan Qty 1	Scan Qty 2	Scan Qty 3
1	Tootsy - Watermelon (3pc) 120mg THC Sativa Dominant	TOYMELONS	3.00	0.00	0.00	0.00

- Step 4 - Scan each of the products required in the order. Once you scan the required amount of a given product for the first time, the correct value

will be highlighted green in the **Scan Qty 1** field for that product row. This verifies that you have scanned the proper number of that product as required by the order. (To allow for a second scan to verify the correct quantities in the assembled order, a later scan of the products beyond the required amount shown in the **Product Qty** field will populate in the **Scan Qty 2** field. Use of this field is optional.)

#	Inventory Product	Product Number	Product Qty	Scan Qty 1	Scan Qty 2
1	Black Polo Shirt - Unisex	PSXXL		1.00	0.00
2	Bong: 14" Bio 50mm Tree Straight Green	WPBH-20213-GN		1.00	0.00
3	Flower Vial - 14.0 gram, Tier 1	FL14.1		1.00	0.00

- Step 5 - Click **Save** or **Save and Close**.



Congratulations! Your order has been assembled and scanned so that you know you have the right quantities of product headed to your customer.