

## SALES ORDER ENTRY (NON-STOCK)

Go-to: Sales Orders/Quotes > Sales Order Entry

### Step 1. Complete the Sales Order header information

**SO ID:** 276      **Status:**      **Branch:** 2CALLIE

**Order Information**

**Customer ID:** RJ      **Sale type:** WH      **Sales agent 1:** Callie T (Callie T)

**Ship-to name:** Ron Jaworski      **Customer PO:**      **Sales agent 2:**      **Tax code:** NE\_OMAHA

**Address 1:** 77 Box Rd.      **Ordered by:**       **Ship complete**       **Full payment required**

**Address 2:** TEST      **Expected delv date:** 09/12/22       **Accepts backorder**       **Priced pick & delivery**

**City, State, ZIP:** Eagle      PN      31112-       **Expected delv date override**       **On hold**       **Create PO on save**

**Phone:** (811)-326-1135      **Route ID:**       **Accepts backorder**       **Priced pick & delivery**

### Step 2. Adding the Non-Stock Items

1. Click "Add Item" (*Ctrl+A*) to move to the Item Detail section.

**SO ID:** 276      **Status:**      **Branch:** Cancel Sales Order

**Order Information**

**Customer ID:** RJ      **Sale type:** WH      **Sales agent 1:** Callie T (Callie T)

**Ship-to name:** Ron Jaworski      **Customer PO:**      **Sales agent 2:**      **Tax code:** NE\_OMAHA

**Address 1:** 77 Box Rd.      **Ordered by:**       **Ship complete**       **Full payment required**

**Address 2:** TEST      **Expected delv date:** 09/12/22       **Accepts backorder**       **Priced pick & delivery**

**City, State, ZIP:** Eagle      PN      31112-       **Expected delv date override**       **On hold**       **Create PO on save**

**Phone:** (811)-326-1135      **Route ID:**       **Accepts backorder**       **Priced pick & delivery**

2. Enter your Non-Stock Template Item and *hit Tab*

3. Populate your Non-Stock Template information and *click Save*.

### Step 3. Entering the Quantity and Price

1. Enter your quantity order and price if applicable.

Sales Order - DMSI Agility™ -- [2CALLIE] [v601 Devel] SO Item Det...

File Sales Order Information Go To Actions

SO ID: 276 Status: Branch: 2CALLIE

Order Information: RJ #1, Ron Jaworski, Customer PO:

Item Detail

Item	Item 1 Test	Dimension		Size	
Ordered	0.0000 EA	Available qty	89.0000	Item desc	Description 1
Price	0.0000 EA	Committed qty	0.0000		
Ext price	0.00	BO	0.0000		
Discount	No Discount				

### Step 4. Saving your Sales Order

1. Click one of the Save Icon (*Ctrl+S*)

Sales Order - DMSI Agility™ -- [2CALLIE] [v601 Devel] SO Item Det...

File Sales Order Information Go To Actions

SO ID: 276 Status: Branch: 2CALLIE

Order Information: RJ #1, Ron Jaworski, Customer PO:

Item Detail

Item	Item 1 Test	Dimension		Size	
Ordered	2.0000 EA	Available qty	88.0000	Item desc	Description 1
Price	10.0000 EA	Committed qty	2.0000		
Ext price	20.00	BO	0.0000		
Discount	No Discount				

