Glossary

Definitions of the terms Export ERP uses, including quantity and weight fields that are easy to confuse.

- Glossary A–Z
- The different quantities
- The different weights
- The different numbers
- Trade and tax terms

Glossary A–Z

TL;DR

> This page is the alphabetical glossary of Export ERP's terms, from the screens, the documents, and the reports. Every term is quoted exactly as the software shows it, including spelling it gets wrong, and where one idea is worded differently on different screens the entry says so. Quantities, weights, and identifying numbers are confusable families: their entries here are short, and the comparison pages under Related pages put them side by side.

How to use this page

Every term is quoted exactly as Export ERP shows it, including spelling the software gets wrong. Where one idea is worded differently on different screens, the entry says so. Quantities, weights, and identifying numbers are confusable families. Their entries here are short, and the comparison pages listed under Related pages put them side by side.

A

- **Action**: the last column of every list, holding the row's buttons: view, change, delete, or a menu.
- **Active**: the status of master data that can be chosen on new work. Switched from the list; the switch-off dialog spells it "deactive".
- **Actual Qty**: on an invoice line, the quantity the order asked for. See The different quantities.
- **Add new …**: the button that opens each list's add form: "Add new company", "Add new customer", "Add new product", and so on.
- **Additional Charges**: an amount added on top of an invoice's item total, taxed at the company's "Additional Percentage".
- **Additional Percentage**: on the company, the tax rate applied to an invoice's additional charges. Copied onto each invoice when it is created.
- **AEO Certificate No.**: a customs trust-status certificate number on the company. See Trade and tax terms.

- **Allocated**: on the pallet screen, how many of a packed row's cartons are already placed on pallets.
- **Allow Pallet**: Yes/No on every invoice. Controls whether pallets exist for it at all. Switching Yes to No permanently deletes all pallet work.
- **Allowed Extra Quantity**: Yes/No on a customer: whether invoices may dispatch more than an order line holds. Copied onto each order at creation. The invoice's import window words it "Extra Quantity Allowed".
- **Amount**: on an order or invoice line, quantity × rate, worked out for you.
- **Apply**: runs the dashboard or report filters. Figures do not change until it is pressed.
- **Associated Companies**: on a user, the companies whose work that user can see.

B

- **Box No.**: the running carton numbers of a shipment. The packing screen shows a "Box No." column; documents print ranges such as "Box N° 1 TO 5". See The different numbers.
- **Box Range**: the pallet screen's column for the carton numbers a placed row covers.
- **Brass Weight (grams)**: typed on a packing row: the brass part of one piece, in grams. The packing table heads it "Brass/SS (g)". See The different weights.
- **By Air**: one of the two "Transport Mode" choices. Pallets become optional, with a confirmation if none exist at completion.

C

- **Carton**: a box that packed goods go into. Set up under Master → Carton; chosen on every packing row.
- **Carton Name**: the carton's name in the carton list and pickers.
- **Carton Size**: the carton's dimensions, entered as text. Its hint reads "Format: Length x Width x Height (e.g., 40 x 30 x 20 cm).". On the product form, the same label names the carton picker.
- **Carton Type**: the carton picker inside the group windows on the packing screen.
- **Carton Weight (Kg)**: the empty carton's weight on the carton form. Kept for reference only: no packing total adds it, and gross weights are typed by a person.
- **Cartons to Place**: on a pallet row, how many cartons of the chosen packed row go on this pallet.
- **CGST**: Central Goods and Services Tax, half of the tax on an Indian same-state invoice. See Trade and tax terms.
- **Change History**: the clock icon on a completed or delivered invoice; a record of every correction made to it after completion, with the reason and who made it. See The change history.
- **CIN Number**: India's 21-character corporate identity number, on the company. See Trade and tax terms.

- **Company**: the business you sell as; the name at the top of every document. Under menu "Company Data".
- **Complete**: the finished status. On an invoice it is permanent and means complete but **not yet delivered**: the invoice keeps its number for good, though its exchange rate, transport mode and ports can still be corrected until it is marked as delivered. On an order it is recalculated from packing and can move back. See Purchase order statuses.
- **Confirm Password**: retype of the password when adding a user or changing your own.
- **Contact Person Name**: the person named on the company's paperwork contacts.
- **Currency**: set up under Master → Currency; a customer carries one, and every order and invoice for that customer uses it.
- **Currency Name / Currency Sign / Sub Unit**: the currency's name, printed symbol, and fractional unit name on the currency form.
- **Customer**: the buyer on orders and invoices. Under menu "Company Data".

D

- **Date**: the first field of the order form: the day the order is entered. The order's own date is the separate "Purchase Order Date".
- **Deactive**: the software's word for switched-off master data, in status badges and dialogs. Deactivated items stay on old work but leave the pickers.
- **Decimal Allowed / Decimal Digit**: on a unit of measurement: whether quantities in that unit may have decimals, and how many (1, 2, or 3).
- **Declaration**: an official statement saved on the company; one is chosen for each invoice and printed on it.
- **Delete**: as a red badge: a removed row that stays visible in its list. A changed order's original keeps this badge forever. See Changing a purchase order.
- **Delivered**: as a cyan badge on an invoice: somebody has marked it as delivered by hand. The last state an invoice reaches, and the only one nothing can be changed from. Not worked out by the software, and not reversible. See Marking an invoice as delivered.
- **Delivery Date**: on an order, when the goods are to be delivered.
- **Description of Goods**: the product column on the packing list and weight documents.
- **Dispatch Details**: a customer's saved delivery locations, chosen on orders and invoices when goods go somewhere other than the customer's address.
- **Dispatch Qty**: on an invoice line, the quantity going out on this invoice. See The different quantities.
- **Download Template / Download Demo File**: in the "Upload Product" window, the spreadsheet shape to fill in.
- **Draft**: the status of packing lists and pallet manifests before their invoice is completed. Also the word in an incomplete invoice's document file names.

E

- **EORI Number**: the customs registration number for trade with the European Union, on companies and customers. See Trade and tax terms.
- **Exchange Rate**: on an invoice, the rate multiplying customer-currency amounts into the company's currency for tax figures.
- **Export**: every list's download menu: "Excel", "Excel All", "CSV", "CSV All", "PDF", "PDF All". Plain choices take the rows on screen; "All" versions take every matching row.
- **Export Details**: the company form's tab of trade registrations: IEC, AEO, REX, EORI, CIN.
- **Export With Payment of IGST**: Yes/No on the company: whether exports carry IGST. Copied onto each invoice at creation. See Trade and tax terms.
- **Extra Quantity Allowed**: the import window's wording for "Allowed Extra Quantity".

F

- **Final Amount**: an invoice's item total plus additional charges. Its hint reads "Total Amount + Additional Charges".
- **Fixed Carton**: on a product: "Carton Size (Fixed or Not)" Yes means the product has a usual carton, which the packing screen picks for you (it can still be changed). The product list heads it "Fixed Carton".
- **Full Name**: your name, on the user form and My Profile.

G

- **Gross Weight (kg)**: typed on a packing row: the full weight of one packed carton. Grouped cartons carry one shared gross weight. See The different weights.
- **Group**: several single-carton packing rows sharing one carton. See Grouping cartons.
- **GST Percentage**: on a product: its Goods and Services Tax rate, used in invoice tax sums.
- **GSTIN**: the 15-character Indian GST registration number, on companies and customers. See Trade and tax terms.

H

- **Home**: the menu entry for the dashboard.
- **HSN Code**: the goods-classification number on a product, printed on invoice lines. See Trade and tax terms.

I

- **ID**: the first column of most lists: the system's own number for the row. It is not used on paperwork.
- **IEC Code**: India's importer-exporter code, on the company. See Trade and tax terms.
- **IFSC Code**: the Indian bank-branch code in the company's bank details. See Trade and tax terms.
- **IGST**: Integrated Goods and Services Tax, on Indian cross-state and some export invoices. See Trade and tax terms.
- **Import Selected**: the button in the invoice's order-import window that brings the ticked orders' lines in.
- **In Progress**: an order that has an invoice; an invoice not yet completed. Order statuses are recalculated and can move back to this.
- **Invoice / Draft No**: the pallet list's column: the final invoice number once completed, the draft number before.
- **Invoice Date**: the invoice's own date. The completion window can change it.
- **Invoice Item**: on the packing screen, the invoice line being packed.
- **Invoice Number**: the final number a completed invoice carries. See The different numbers.
- **Invoice Number Type / Invoice Number Pattern**: on the company: whether the pattern sits before ("Prefix") or after ("Postfix") the sequence, and the pattern text itself.
- **Item Name**: the product column on packing and report tables.
- **Item Wise Weight**: the per-product weight document, downloadable as "Excel" or "PDF" from an invoice.

M

- **Mark as Complete**: the invoice action that locks the invoice and its packing and pallets, and assigns the final invoice number. It cannot be undone.
- **Marks & Nos.on Carton**: the packing list document's column holding the box-number ranges. The spacing is as printed.
- **Master**: the menu holding Port of Loading, Carton, Currency, and Unit Of Measurement.
- **My Profile**: under your name, top right: your name and email. Only the name can be changed.

N

- **Net Wgt of 1 Carton (Kg)**: on the packing list document: one carton's contents weight, worked out from the piece weights. The pallet screen heads it "Net Wt/Carton". See The different weights.
- **No. of Cartons**: the pallets document's carton-count column.

O

- **ORDER NO.**: the packing list document's heading for the order numbers covered.
- **Other Weight (grams)**: typed on a packing row: the non-brass part of one piece, in grams. The packing table heads it "Other/SS (g)".

P

- **Packaging**: the menu entry for packing lists.
- **Packaging Qty**: on the packing form: how much of the invoice line is left to pack, filled in for you. The packing table heads it "Packing Qty". See The different quantities.
- **Pallet**: the menu entry for pallet manifests.
- **Pallet Size (L × W × H)**: typed per pallet, as text. The document prints it "Pallet Size (L X W X H) (cms)".
- **Pallet Weight (Kg)**: typed per pallet: the empty pallet's weight.
- **PAN Number**: the 10-character Indian income-tax account number, on the company. See Trade and tax terms.
- **Partially Dispatch**: the order status badge when packing covers part of the order, or all of it with a weight still at zero. One report's filter and documents spell it "Partially Dispatched".
- **Password**: sign-in secret. At least 8 characters with uppercase, lowercase, a number, and a symbol. There is no self-service reset.
- **PDF Margin**: on the company: the blank space, in pixels, at the top of documents printed without the letterhead.
- **Pending**: an order no invoice has touched yet. Also, on the packing screen's item picker, "(Pending : 20)" shows the unpacked quantity.
- **Port Name**: the port's name on the port form.
- **Port of Loading / Port of Discharge**: where the shipment leaves and arrives; required on invoices crossing a border. Both pick from the same port list.
- **Primary Email / Primary Phone Number**: the company's main contact details, printed in the letterhead. Secondary versions are optional.
- **Product**: a thing you sell. The product list is shared. It is not limited by company.
- **Purchase Order**: a customer's order; the start of every shipment. Menu entry "Purchase Order".
- **Purchase Order Date**: the date on the customer's order document.
- **Purchase Order Number**: the order's number, typed in. A changed order keeps it. See The different numbers.

Q

- **Quantity**: on an order line: how many the customer ordered. See The different quantities.
- **Qty per Carton**: on a packing row: how many pieces one carton holds. Also "Qty/Carton" in the packing table and "Qty in 1 Carton" on the packing list document.

R

- **Rate**: the per-piece price on order and invoice lines.
- **Reason for Change**: the window that opens when a completed invoice is saved. It lists the four correctable fields with their old and new values and requires a reason, up to 500 characters. See Changing an invoice.
- **Remaining**: on the pallet screen: cartons of a packed row not yet placed.
- **Remaining Qty**: on an invoice line: what the order line still has left to dispatch. See The different quantities.
- **Reset / Reset Filter**: clears a form or the dashboard filters.
- **Revision** (on an invoice): one recorded correction to a completed invoice. Each one keeps the values before and after, the reason and who made it. Not the same as a purchase order revision, which replaces the order. See The change history.
- **REX Number**: the EU's Registered Exporter number, on the company. See Trade and tax terms.
- **Role**: a named set of permissions given to users. Under "User Management".
- **Role name / Role Permissions**: the role form's two fields, capitalised as shown.

S

- **Sales Order No**: on orders and invoice lines: starts equal to the order number, and after an order is changed carries the revision, such as "PO-1001-1". See The different numbers.
- **Search**: the box above every list. It waits about a second after typing.
- **Shipment**: one of the two "Transport Mode" choices: sea freight. Pallets become required, with sizes, weights, and matching quantities.
- **Sign Out**: under your name, top right.
- **State / State Code**: the Indian state on an address and its GST code number, filled from the state.
- **Status**: the badge column of every list. Each kind of work has its own set. See Purchase order statuses for orders.
- **Sub Unit**: the fractional unit name on a currency.

T

- **Taxable Amount / Total Taxable Amount**: invoice figures behind the tax sums; the second's hint reads "Final Amount × Exchange Rate".
- **Terms of Delivery & Payment**: free text on an invoice, printed on its documents.
- **To the Order Name**: on products and customers: the alternative name printed on "To The Order" document versions, whose buyer block reads "TO THE ORDER". Its hint reads "This will be reflected on the invoice.".
- **Total**: the footer of the order and invoice grids: the lines added up.
- **Total Amount**: an invoice's lines added up. Its hint reads "Total Amount = (Quantity × Rate) for all invoice items.".
- **Total Cartons**: on a packing row: how many cartons the row makes. Worked out for you, but it can be typed over. See The different quantities.
- **Total Gross Wgt (Kg) / Total Net Wgt (Kg)**: the packing list document's row totals. See The different weights.
- **Total No. of Cartons**: the packing list document's carton-count column.
- **Total Qty**: on a packing row: cartons × pieces per carton. Also a column on packing documents.
- **Total Quantity**: an order's or invoice's lines added up; also a pallet summary figure.
- **Transport Mode**: "Shipment" or "By Air" on an invoice crossing a border; domestic invoices have neither. Decides the pallet rules.

U

- **Unit Of Measurement**: how a product is counted (pieces, kilograms, …). The menu and product form say "Unit of Measurement"; the unit's own form label reads "Unit Of Mesurement", which is the software's own spelling. Grids shorten it to "UOM".
- **Upload / Upload History / Upload CSV**: "Upload" opens the product spreadsheet window and "Upload History" its log, both on the product list; "Upload CSV" bulk-adds lines on the order form.
- **User Management**: the menu holding "Users" and "Roles".

W

- **Website**: the company's website, printed in the letterhead.
- **With Letterhead / Without Letterhead**: the print menu's choice between the company header block and blank space (sized by "PDF Margin") for pre-printed stationery.

FAQs

Why are some terms spelled oddly here?

Every term is quoted exactly as Export ERP shows it, including spelling the software gets wrong, such as "deactive" and "Unit Of Mesurement". That is how you will meet them on screen, and it is what makes them findable.

The same idea has different names on different screens. Which is right?

Both are the software's own wording, and the entry says so where it happens. For example "Allowed Extra Quantity" is worded "Extra Quantity Allowed" in the import window, and "Packaging Qty" is headed "Packing Qty" in the packing table.

Where do I compare the quantity, weight, and number terms with each other?

Their entries here are deliberately short because they are confusable families. The comparison pages listed under Related pages put every quantity term, every weight term, and the identifying numbers side by side.

What does a red "Delete" badge on a row mean?

A removed row that stays visible in its list. A changed order's original keeps this badge forever.

Is a "Complete" status final?

On an invoice, yes: Mark as Complete locks the invoice and cannot be undone. On an order it is recalculated from packing and can move back.

Related pages

- The different quantities: every quantity term side by side
- The different weights: every weight term side by side
- The different numbers: the identifying numbers side by side
- Trade and tax terms: the abbreviations in full
- Purchase order statuses: the status words in detail

Last verified: 22 September 2026

The different quantities

TL;DR

> Export ERP uses several words for quantity, and they mean different things on different screens. This page puts them side by side, says where each appears, and shows one order flowing through all of them. Read it when two quantities that look the same do not match.

Why this page exists

Export ERP uses more than ten quantity words, and several look interchangeable. They are not. This page puts them side by side, then follows one order through the system showing what each equals at every stage.

Every quantity term

Term	Where you see it	What it counts	How it relates to the others
Quantity	An order line	How many the customer ordered of one product.	The starting figure everything below comes from.
Total Quantity	The order and invoice totals; the order-import window	All lines of the order or invoice added up.	The sum of Quantity, or of Dispatch Qty.
Actual Qty	An invoice line	The ordered quantity, copied from the order line.	Equals the order line's Quantity.
Remaining Qty	An invoice line	What the order line still has left to dispatch.	Quantity minus everything already dispatched. Recounted whenever invoices are saved or removed.

Term	Where you see it	What it counts	How it relates to the others
Dispatch Qty	An invoice line	What goes out on this invoice.	Starts equal to Remaining Qty; you can lower it. Raising it beyond Remaining Qty needs "Allowed Extra Quantity" Yes on the order.
Allowed Extra Quantity	Customer and order screens (the import window says "Extra Quantity Allowed")	Not a quantity, but the Yes/No permission to dispatch beyond an order line.	Copied from the customer onto each order at creation; the order's copy is what counts.
Pending : {n}	The packing screen's item picker	The invoice line's quantity not yet packed.	Dispatch Qty minus what is already packed.
Packaging Qty	The packing form (the packing table says "Packing Qty")	The quantity this packing row set out to pack. Filled in for you.	Equals the unpacked part of Dispatch Qty at the time the row is added.
Qty per Carton	A packing row ("Qty/Carton" in the table, "Qty in 1 Carton" on the packing list document)	How many pieces one carton of this row holds.	You type it. It splits Packaging Qty into cartons.
Total Cartons	A packing row; documents say "Total No. of Cartons"	How many cartons the row makes.	Worked out as Packaging Qty divided by Qty per Carton, whole cartons only, but the box can be typed over.
Total Qty	A packing row and the packing documents	The pieces the row actually packs.	Total Cartons × Qty per Carton. When division leaves pieces over, a remainder row is added for them.
Cartons to Place / Allocated / Remaining	The pallet screen	Cartons of one packed row going on this pallet; already placed; still unplaced.	Allocated + Remaining = the row's Total Cartons.
Quantity	The pallets document	Pieces on the pallet.	Cartons placed × Qty per Carton.
Order Quantity / Dispatch Quantity	The Pending Order Items report	The line's ordered and dispatched figures.	An order line dispatched on several invoices appears once per invoice there. See When numbers do not match.
Total Quantity / Dispatch Quantity / Remaining Quantity	The Item Dashboard report	The same three figures for one product's order lines.	Remaining Quantity = Total Quantity − Dispatch Quantity.

Term	Where you see it	What it counts	How it relates to the others
Total Qty / Dispatch Qty	The Customer Dashboard report	Per-order and per-invoice totals.	The page's two quantity tiles add up only the rows on screen.
Total Orders Qty / Total Dispatch Qty / Total Remaining Order Qty	The Item Dashboard tiles	The filtered totals for the chosen product.	Sums of the report columns, counted from everything that matches.

One order, followed through

A customer orders 500 pieces of one product.

> **IMAGE PLACEHOLDER: quantities-worked-example-01** · infographic · status: pending
>
> **Shows:** one 500-piece order flowing through invoice, packing, and pallet, with every quantity term labelled at its stage
>
> **Must include:** order line Quantity 500; invoice line Actual Qty 500, Dispatch Qty 200, Remaining Qty 300 after saving; packing rows Packaging Qty 200, Qty per Carton 60, main row Total Cartons 3 and Total Qty 180, remainder row 1 carton of 20; pallet placing 4 cartons
>
> **Must not show:** any real customer, order number, or company data
>
> **Alt text (draft):** An order for 500 pieces. The invoice dispatches 200, leaving 300 remaining. Packing splits the 200 into three cartons of 60 plus a remainder carton of 20. The pallet holds all four cartons.

- **On the order:** the line's "Quantity" is 500. The order's "Total Quantity" is 500.
- **On a new invoice:** the imported line shows "Actual Qty" 500, "Remaining Qty" 500, and "Dispatch Qty" filled in as 500. You lower Dispatch Qty to 200 and save.
- **After saving:** the order line's remaining figure is 300: the next invoice's "Remaining Qty" shows 300. Dispatching more than 300 on it is refused with "Exceeds available qty (300.000)." unless the order carries "Allowed Extra Quantity" Yes.
- **On the packing screen:** the item picker lists the line as "(Pending : 200)". Adding a row shows "Packaging Qty" 200. You set "Qty per Carton" to 60.
- **The split:** 200 divided by 60 gives 3 whole cartons: "Total Cartons" 3, "Total Qty" 180. The 20 pieces left over become their own row, with 1 carton of 20 and the notice "A remainder carton row was auto-created.". Together: 4 cartons, 200 pieces.
- **On the pallet:** the packed rows offer 3 and 1 cartons. Placing all of them, the manifest's "Quantity" is 200, and completion for a sea shipment checks that pallet, invoice, and

packing totals all agree.

FAQs

Why do Actual Qty and Dispatch Qty differ on my invoice line?

Actual Qty is the ordered quantity, copied from the order line. Dispatch Qty is what goes out on this invoice: it starts equal to Remaining Qty and you can lower it, so the two differ whenever the line is not dispatched in full.

Can I dispatch more than the Remaining Qty?

Only when the order carries "Allowed Extra Quantity" Yes; otherwise it is refused with "Exceeds available qty" and the remaining figure. The permission is copied from the customer onto each order at creation, and the order's copy is what counts.

Why is a packing row's Total Qty less than its Packaging Qty?

Total Qty is Total Cartons times Qty per Carton, whole cartons only. When the division leaves pieces over, a remainder row is added for them, so together the rows still cover the full quantity.

What does "(Pending : 200)" in the packing screen's item picker mean?

It is the invoice line's quantity not yet packed: Dispatch Qty minus what is already packed.

Why do the Customer Dashboard quantity tiles look wrong?

That page's two quantity tiles add up only the rows on screen. The Item Dashboard tiles count everything that matches the filter.

Related pages

- Glossary A–Z: every term, alphabetically

- The different weights: the same treatment for weights
- Creating a purchase order: where Quantity is entered
- How packing works: the carton split in full

Last verified: 31 July 2026

The different weights

TL;DR

> A packing row carries three typed weights and produces several more that are worked out. This page says what each weight covers, its unit, and which ones a person types. The distinction most often got wrong is typed against worked out.

Why this page exists

A packing row carries three typed weights and produces half a dozen worked-out ones, in two different units. This page says exactly what each covers, its unit, and which weights a person types rather than the system working them out. That last distinction is the one most often got wrong.

Typed by a person

Term	Where	Unit	What it covers
Brass Weight (grams)	A packing row ("Brass/SS (g)" in the table)	grams	The brass part of **one piece**.
Other Weight (grams)	A packing row ("Other/SS (g)" in the table)	grams	The non-brass part of **one piece**. At least one of the two must be above zero: "Brass and Other weight cannot both be 0."
Gross Weight (kg)	A packing row ("Gross (kg)" in the table)	kilograms	**One full carton**: goods, packing, and box together. It is typed, not derived from the piece weights.
Gross Weight (kg)	The group windows	kilograms	The one shared carton of a carton group, typed once for the group.
Pallet Weight (Kg)	A pallet card	kilograms	The **empty pallet** itself.

Term	Where	Unit	What it covers
Carton Weight (Kg)	The carton form	kilograms	The empty carton, recorded on the carton. No packing figure adds it. Carton weight is only ever part of a gross weight because you weighed it in.

The two piece weights are in **grams**; every other weight in the system is in **kilograms**.

The typed weights pre-fill from the most recent packing of the same product, taken from any customer's work, so always check them rather than trusting the suggestion.

Worked out by the system

Term	Where	Unit	How it is worked out
Net Wgt of 1 Carton (Kg)	The packing list document; "Net Wt/Carton" on the pallet screen	kilograms	(Brass Weight + Other Weight) × Qty per Carton, turned into kilograms. The contents of one carton, without the box.
Total Net Wgt (Kg)	Packing documents, per row	kilograms	Net weight of one carton × Total Cartons.
Total BRASS/SS Net Wgt (Kg) / Total Other Net Wgt (Kg)	The packing list document	kilograms	Each piece weight × all pieces in the row: the row's net weight split into its two parts.
Gross Wgt of 1 Carton (Kg)	The packing list document	kilograms	The typed Gross Weight (kg), printed per carton.
Total Gross Wgt (Kg)	Packing documents, per row	kilograms	Gross Weight (kg) × Total Cartons.
Weight/UOM (grams) / Total Weight (Kgs.)	The Item Wise Weight document	grams / kilograms	Per product: the piece weights, and piece weight × all pieces.
Net Wgt (Kgs) / Gross Wgt (Kgs)	The pallets document, per pallet	kilograms	The placed cartons' net and gross weights added up.
Gross Weight + Pallet Weight	A pallet card's footer	kilograms	That pallet's cartons' gross total plus its typed Pallet Weight (Kg).
Total Net Weight (kg) / Total Gross Weight (kg)	The Shipment Detail report	kilograms	The completed invoice's stored totals.

What to remember

- **Net** weights come from the two typed piece weights and count only the goods. **Gross** weights come from the one typed carton weight and count everything.
- The system never checks net against gross. A gross weight smaller than the row's net weight is accepted silently.
- Gross weights return to zero on their own after ungrouping, unlinking, or an invoice quantity change, and a zero gross weight blocks invoice completion.

> **IMAGE PLACEHOLDER: weights-carton-pallet-01** · infographic · status: pending
>
> **Shows:** which weight covers what, on one carton and one pallet
>
> **Must include:** one piece labelled with Brass Weight (grams) + Other Weight (grams); one carton labelled Net Wgt of 1 Carton (contents only, worked out) and Gross Weight (kg) (typed, includes box); a pallet of cartons labelled Pallet Weight (Kg) (empty pallet, typed) and Gross Weight + Pallet Weight (worked out)
>
> **Must not show:** any real customer, order number, or company data
>
> **Alt text (draft):** One piece carries typed brass and other weights in grams. One carton's net weight is worked out from the pieces; its gross weight is typed and includes the box. A pallet adds its own typed empty weight, giving gross weight plus pallet weight.

One carton row, worked through

A row packs 200 pieces at 60 per carton: brass 10 grams and other 5 grams per piece, gross 1.5 kg typed per carton.

- Net weight of one carton: (10 + 5) × 60 = 900 grams = **0.9 kg**.
- Main row, 3 cartons: Total Net Wgt 2.7 kg; Total Gross Wgt 4.5 kg.
- Remainder row, 1 carton of 20: net 0.3 kg. Its gross weight starts at **zero** and must be typed.
- On a pallet weighing 12 kg with all 4 cartons (remainder gross typed as 0.6 kg): gross 5.1 kg, "Gross Weight + Pallet Weight" 17.1 kg.

FAQs

Which weights do I type and which does the system work out?

A person types the two piece weights (brass and other, in grams), the carton's gross weight, the group's shared gross weight, the pallet weight, and the carton form's empty carton weight. Every net weight and every total is worked out by the system.

Why are some weights in grams and others in kilograms?

The two piece weights are in grams; every other weight in the system is in kilograms. The net weight of one carton is worked out from the gram figures and turned into kilograms.

Why did the weight boxes come already filled in?

The typed weights pre-fill from the most recent packing of the same product, taken from any customer's work. Always check them rather than trusting the suggestion.

What happens if I type a gross weight smaller than the row's net weight?

It is accepted silently. The system never checks net against gross.

Is the empty carton's weight added to any packing figure?

No. The carton form's Carton Weight (Kg) is recorded on the carton, but no packing figure adds it; carton weight is only ever part of a gross weight because you weighed it in.

Why did a gross weight I typed go back to zero?

Gross weights return to zero on their own after ungrouping, unlinking, or an invoice quantity change, and a zero gross weight blocks invoice completion. Type it in again.

Related pages

- Glossary A–Z: every term, alphabetically
- The different quantities: the quantities these weights multiply

- How packing works: entering the weights
- Building a pallet manifest: pallet weights and totals

Last verified: 31 July 2026

The different numbers

TL;DR

> One shipment carries four identifying numbers, plus box and pallet numbers on its documents. This page says where each comes from, who chooses it, and whether it ever changes. Two of the four change meaning during a shipment's life.

Why this page exists

A shipment carries four identifying numbers, plus box and pallet numbers on its documents. Two of the four change meaning during the shipment's life, and one is easy to search for in the wrong column. This page says where each comes from, who chooses it, and whether it ever changes.

Purchase Order Number

Typed when the order is entered, on the field "Purchase Order Number". It must be unused among open orders, giving "Purchase order number already exists." if it is not, though orders marked "Delete" do not block reuse.

A changed order keeps its purchase order number. Changing an order creates a new order; the number box is pre-filled with the original number and usually left as it is. The revision shows in the Sales Order No instead. Searching the order list for "PO-1001-1" finds nothing. That string lives in the next column.

Sales Order No

Not typed. When an order is created it equals the Purchase Order Number. When an order is changed, the new order's Sales Order No becomes the original number, a hyphen, and the revision count: "PO-1001-1", then "PO-1001-2", and so on. It appears on the order screens, on invoice lines, and on order documents.

The draft number

Every invoice receives a temporary number the moment it is created. Its shape is the company's invoice pattern and a running sequence, ending in "-DRAFT": with pattern "EXG/" set as "Prefix", the twelfth draft is "EXG/12-DRAFT" (a "Postfix" company gets "12EXG/-DRAFT").

- Nobody chooses it, and it never changes.
- **It is kept after completion**: the invoice's page still shows it, and the invoice list's own PDF export prints it in its "Draft No" column alongside the final number.
- **It is never printed on the shipment's documents.** An incomplete invoice's documents carry the word "DRAFT" in their filenames instead, and the tax documents show "N/A" in the number cell until completion.

Invoice Number

Assigned once, at "Mark as Complete". The window offers the next free sequence; you can type a different one (digits only, at most 10). The final number is the company's pattern plus that sequence, such as "EXG/15", and it never changes afterwards. Screens showing "Invoice / Draft No" switch from the draft number to it.

Box numbers

The running carton numbers of a shipment, printed as "Box N° 1 TO 5" on the packing documents, under "Marks & Nos.on Carton".

The packing documents and the pallets document **derive them differently**. The packing documents count through the packing rows in their screen order, fresh at every print. The pallets document prints ranges that were saved when the pallet manifest was saved. If packing changes after the manifest was saved, the two documents can show different ranges for the same cartons. The commercial invoice document prints one whole-shipment range, "Box No 1 TO 4".

Pallet numbers

Counted 1, 2, 3 within one manifest. The pallets document titles each section "PALLET 1/2", "PALLET 2/2": the pallet's number over the count.

ID

The first column of most lists. It is the system's own row number, not chosen by anyone, and it appears on no shipment document. Do not quote it to a customer.

One shipment, followed through

> **IMAGE PLACEHOLDER: numbers-worked-example-01** · infographic · status: pending
>
> **Shows:** the four identifying numbers and the box numbers of one shipment as a timeline from order to completed invoice
>
> **Must include:** order entered as PO-1001 (Sales Order No PO-1001); order changed, new order keeps Purchase Order Number PO-1001 with Sales Order No PO-1001-1; invoice created with draft number EXG/12-DRAFT; invoice completed as EXG/15; packing documents Box N° 1 TO 3 and 4, pallets document PALLET 1/1
>
> **Must not show:** any real customer, order number, or company data
>
> **Alt text (draft):** A timeline of one shipment's numbers. The order PO-1001 keeps its number through a revision, whose sales order number becomes PO-1001-1. The invoice starts as draft EXG/12-DRAFT and is completed as EXG/15. The packing documents number the cartons 1 to 3 and 4; the pallets document shows pallet 1 of 1.

1. An order is entered as **PO-1001**. Its Sales Order No is also PO-1001.
2. The order is changed. The original stays listed, badged "Delete". The new order's Purchase Order Number is still **PO-1001**; its Sales Order No is **PO-1001-1**.
3. An invoice is created for it at a company with pattern "EXG/" set as Prefix. It becomes draft **EXG/12-DRAFT**. Documents downloaded now are named with "DRAFT".
4. The invoice is completed. The window offers sequence 15; accepted, the invoice becomes **EXG/15**, permanently. The draft number EXG/12-DRAFT remains visible on the invoice's page.
5. Its 4 cartons print on the packing list as "Box N° 1 TO 3" and "Box N° 4". The pallets document was saved when all four went on one pallet, so it shows "1 TO 4" under **PALLET 1/1**.

FAQs

Why can I not find "PO-1001-1" when searching the order list?

That string is a Sales Order No, not a Purchase Order Number, so it lives in the next column. A changed order keeps its purchase order number; the revision shows in the Sales Order No instead.

Does the draft number disappear once the invoice is completed?

No, it is kept: the invoice's page still shows it, and the invoice list's own PDF export prints it in its "Draft No" column alongside the final number. It is never printed on the shipment's documents.

Who chooses the final invoice number?

The "Mark as Complete" window offers the next free sequence, and you can type a different one, digits only and at most 10. The final number is the company's pattern plus that sequence, and it never changes afterwards.

Why do the packing documents and the pallets document show different box numbers?

The packing documents count through the packing rows in their screen order, fresh at every print, while the pallets document prints ranges that were saved when the pallet manifest was saved. If packing changes after the manifest was saved, the two can show different ranges for the same cartons.

Can I quote the ID column to a customer?

No. It is the system's own row number, not chosen by anyone, and it appears on no shipment document.

Related pages

- Glossary A–Z: every term, alphabetically
- Changing a purchase order: how the revision is made

- The different quantities: the same shipment's quantities
- Finding orders: searching by the right column

Last verified: 31 July 2026

Trade and tax terms

TL;DR

> The company, customer and product forms ask for a row of trade and tax abbreviations, and the documents print them. This page says what each stands for, whose system it belongs to, and where it appears. Fields marked optional matter only to some businesses.

Why this page exists

The company, customer, and product forms ask for a row of abbreviations, and the documents print them. They are obvious to anyone working inside the country each belongs to, and opaque to everyone else. Each entry below says what the letters stand for, what the thing is, whose system it belongs to, where it is entered, and where it prints. Fields marked optional matter only to some businesses. An empty one is not a mistake.

Registration and identification numbers

- **GSTIN: Goods and Services Tax Identification Number (India).** The 15-character registration number a business holds under India's GST system. Entered on the company (required) and the customer (optional: foreign buyers have none). Printed in the letterhead and the seller and buyer blocks of the invoice documents.
- **PAN Number: Permanent Account Number (India).** The 10-character account number India's income-tax system gives a business or person. Entered on the company, required. Printed with the company's details on the tax document.
- **CIN Number: Corporate Identity Number (India).** The 21-character number India's company registrar gives an incorporated company. Entered on the company, optional: only incorporated companies have one. Printed in the letterhead.
- **IEC Code: Importer-Exporter Code (India).** The licence number India's trade authority gives a business that imports or exports. Entered on the company, required. Printed with the company's registration details on export documents.

- **AEO Certificate No.: Authorised Economic Operator (customs).** A trust status customs authorities grant to reliable traders, easing checks at the border. Entered on the company, optional: only certified businesses have one.
- **REX Number: Registered Exporter (European Union).** The EU's registration for exporters declaring the origin of goods, used for preferential duty rates. Entered on the company, optional: it matters when your goods enter the EU under a trade preference.
- **EORI Number: Economic Operators Registration and Identification (European Union).** The number EU customs uses to identify a business in its declarations. Entered on the company and on the customer, both optional: it matters for shipments touching the EU.
- **IFSC Code: Indian Financial System Code (India).** The 11-character code identifying one bank branch in India, used to route payments. Entered in the company's bank details, required. Printed in the bank block of the invoice documents, so the buyer can pay the right branch.
- **HSN Code: Harmonised System of Nomenclature.** The international numbering system that classifies traded goods; India's GST uses it to set tax treatment. Entered on every product, digits only, required. Printed on each line of the invoice documents under "HSN Code".
- **State Code (India).** The two-digit number India's GST gives each state, and the first two characters of a GSTIN. The address forms fill "State Code" in from the chosen "State".

Tax types

India's GST splits one tax three ways depending on the journey the goods make. Export ERP works the figures out when an invoice is saved; nobody types a tax amount.

- **GST: Goods and Services Tax (India).** The umbrella tax. Each product carries a "GST Percentage"; the invoice turns it into one of the three below.
- **CGST: Central Goods and Services Tax.** The central government's half of the tax when seller and buyer are in the **same Indian state**. Printed as "CGST" in the tax document's summary, always alongside SGST.
- **SGST: State Goods and Services Tax.** The state government's half of the same-state tax. Each of CGST and SGST is half the product's GST Percentage.
- **IGST: Integrated Goods and Services Tax.** The full-rate tax when the goods **cross an Indian state border**, and on exports, only when the company answers Yes to the setting below.
- **Export With Payment of IGST (company setting).** Yes or No on the company. For an export (a buyer outside India) Yes applies IGST to the invoice; No applies no tax. The answer is copied onto each invoice when it is created, so changing it later leaves existing invoices as they were. It also changes the tax summary the tax document prints.

A company outside India gets none of these: no GST is worked out at all.

FAQs

Is it a mistake that one of these fields is empty?

No. Fields marked optional matter only to some businesses, and an empty one is not a mistake. A foreign buyer has no GSTIN, only an incorporated company has a CIN, and the EU numbers matter only for shipments touching the EU.

Who types the tax amounts on an invoice?

Nobody. Export ERP works the figures out when an invoice is saved, starting from each product's "GST Percentage".

When does an invoice carry CGST and SGST rather than IGST?

CGST and SGST apply when seller and buyer are in the same Indian state, each at half the product's GST Percentage. IGST applies at the full rate when the goods cross an Indian state border, and on exports only when the company answers Yes to "Export With Payment of IGST".

Why did existing invoices not change after the company's "Export With Payment of IGST" setting changed?

The answer is copied onto each invoice when it is created, so changing it later leaves existing invoices as they were.

What tax is worked out for a company outside India?

None. A company outside India gets none of these taxes; no GST is worked out at all.

Related pages

- Glossary A–Z: every term, alphabetically
- Company: where the company's registrations are entered
- Customer: the customer's GSTIN and EORI

- Product: HSN Code and GST Percentage

Last verified: 31 July 2026