Building a packing list

TL;DR

> This page covers filling in a packing list: cartons, pieces per carton, and weights, product by product. Two things catch people out. Nothing is stored until you select Save, and changing a row you have already entered discards every row added after it for that product.

What this is for

Filling in how one shipment's goods are boxed: product by product, cartons, pieces per carton, and weights. Read How packing works first. The screen holds everything in the browser until Save, and editing a row discards the rows after it.

Before you start

An invoice must exist for the customer, and it must be **not yet complete** and **without a packing list**. Only such invoices appear in the picker. If none exists you see "No invoices found for this customer. Please create an invoice first.".

Building a packing list

1. Open **Packaging** in the top menu and start a new packing list. The "Add Packaging" page opens.
2. Under "Select Context", pick the **Customer**, then the **Invoice**, then the invoice item. Items are listed as the product name followed by how much is still unpacked, for example "Steel Hinge (Pending : 200.000)".
3. Fill in the packing details. See the fields below.
4. Select **Add Packaging Row**. The row (and its leftover row, if any) joins the table below with "Added locally!".
5. Repeat for each item. Rows can be dragged into the order the boxes will be numbered.

6. Select **Save**. Everything on screen is stored, and you see "Packaging list submitted successfully!".

Saving with an empty table is refused: a dialog titled "No Items Added" says "Please add at least one packaging item before saving.".

How cartons are worked out

The screen divides the quantity by the pieces per carton and rounds down. That many full cartons become the main row. Whatever is left over becomes its own row.

> **IMAGE PLACEHOLDER: building-a-packing-list-split-01** · infographic · status: pending
>
> **Shows:** a quantity splitting into full cartons plus an automatically created leftover row
>
> **Must include:** an example quantity of 20 with 6 pieces per carton becoming a main row of 3 cartons holding 18 pieces, and a separate leftover row of 1 carton holding 2 pieces; the leftover row's gross weight shown as 0 and flagged as needing to be filled in
>
> **Must not show:** any real product or customer name
>
> **Alt text (draft):** A quantity of 20 pieces at 6 pieces per carton splits into two rows. The main row holds 3 full cartons of 6, which is 18 pieces. The leftover 2 pieces become their own one-carton row, created automatically, whose gross weight starts at zero and must be filled in before the shipment can be completed.

A worked example, using the system's own arithmetic. Quantity 20, and 6 pieces fit a carton:

- 20 ÷ 6 = 3 full cartons, holding 18 pieces, which is the main row.
- The remaining 2 pieces become the leftover row: 1 carton, 2 pieces per carton, 2 pieces in total.
- The message "A remainder carton row was auto-created." confirms it.

When the quantity divides evenly, there is no leftover row, and the calculation panel reads "Exact Fit" instead of showing a remainder.

> **The leftover row's gross weight starts at zero.** The main row's weights are copied from what you typed. The leftover carton's real weight is different and unknown, so the screen leaves it at zero. A zero gross weight blocks the invoice from being completed. Select the leftover row, enter its gross weight, and remember its edit follows the same rule as any edit: rows after it for the same product are discarded.

Filling in weights

Field	Unit	What it is
Brass Weight (grams)	grams	The weight of the goods themselves, per carton.
Other Weight (grams)	grams	Packing material and anything else, per carton.
Gross Weight (kg)	kilograms	The full carton as it will ship. This is the weight that must be above zero on every row before the invoice can complete.

The weights arrive pre-filled from the last time this product was packed, **by anyone, for any customer**. The system takes the most recent packing row of the same product, from any invoice in the whole system, and copies its three weights in. It is a starting point, not a measurement of this shipment. Check and correct them.

Quantity per carton and total cartons

- **Qty per Carton**: how many pieces fit one carton. You type this. The real rule: it must be **1 or more**, and no more than the quantity being packed. The error message for the minimum says "greater than 1", but entering exactly 1 is accepted everywhere. Trust the rule, not the message.
- **Total Cartons**: how many cartons the row covers. The screen calculates it, but the box can also be typed in, capped at the calculated figure. Lowering it grows the leftover.
- **Packaging Qty** and **Total Qty** are worked out and cannot be typed. Packaging Qty is what is still unpacked for the item: the dispatch quantity minus rows already added.

Errors you may see

What happened	What you see
No customer / invoice / item picked	"Please select a customer." / "Please select an invoice." / "Please select an invoice item."
No carton picked	"Please select a carton."

What happened	What you see
Qty per Carton empty	"Please enter a valid Qty per carton."
Qty per Carton below 1	"Qty per carton must be greater than 1." Despite the wording, 1 itself is accepted; only values below 1 are refused
Qty per Carton above the quantity	"Qty per carton must be less than or equal to packaging quantity."
Total Cartons empty or zero	"Please enter total cartons." / "Total Cartons must be at least 1."
A weight left empty	"Please enter brass weight." / "Please enter other weight." / "Please enter gross weight."
Saving an empty list	"No Items Added", then "Please add at least one packaging item before saving."
Saved rows exceed what the invoice dispatches	"Item "Steel Hinge" total packaged quantity (22.000) exceeds dispatch quantity (20.000). Please refresh and try again." The names and numbers shown are the real ones

What happens behind the scenes

- Weight totals per row are worked out from your entries: net weight from the per-carton weights and quantities, gross total from the gross weight times the cartons.
- Saving updates the invoice's totals, and recalculates the purchase order's status, which can move it forwards or backwards.
- The row order on screen becomes the box numbering in storage, in the order shown at the moment of Save.

FAQs

Why did a row I never added appear in the table?

When the quantity does not divide evenly by the pieces per carton, the leftover becomes its own one-carton row, created automatically. The message "A remainder carton row was auto-created." confirms it.

Why is the leftover row's gross weight zero?

The leftover carton's real weight is different from the main row's and unknown, so the screen leaves it at zero. A zero gross weight blocks the invoice from being completed, so select the leftover row and enter its weight.

Why do the weight boxes arrive already filled in?

The system copies the three weights from the most recent packing row of the same product, from any invoice in the whole system, by anyone, for any customer. It is a starting point, not a measurement of this shipment, so check and correct them.

The error says Qty per Carton must be greater than 1. Is 1 really refused?

No. The real rule is 1 or more, and entering exactly 1 is accepted everywhere; only values below 1 are refused. Trust the rule, not the message.

Why was my Save refused for exceeding the dispatch quantity?

The rows being saved pack more of an item than the invoice dispatches, for example a packaged total of 22 against a dispatch quantity of 20. Refresh and try again, as the message says.

Why can't I pick my invoice in the picker?

Only invoices that are not yet complete and do not already have a packing list appear. If none exists for the customer, you see "No invoices found for this customer. Please create an invoice first.".

Related pages

- How packing works: the browser-held working area, read first
- Grouping cartons: combining single cartons into one box
- Finding packing lists: where saved lists appear

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