



Scanco Sales – Create Sales Order

All functions are shown. Your user may not have all functions shown depending on the options enabled in the Scanco Portal = sales.scanco.com

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Running Total is displayed.....6



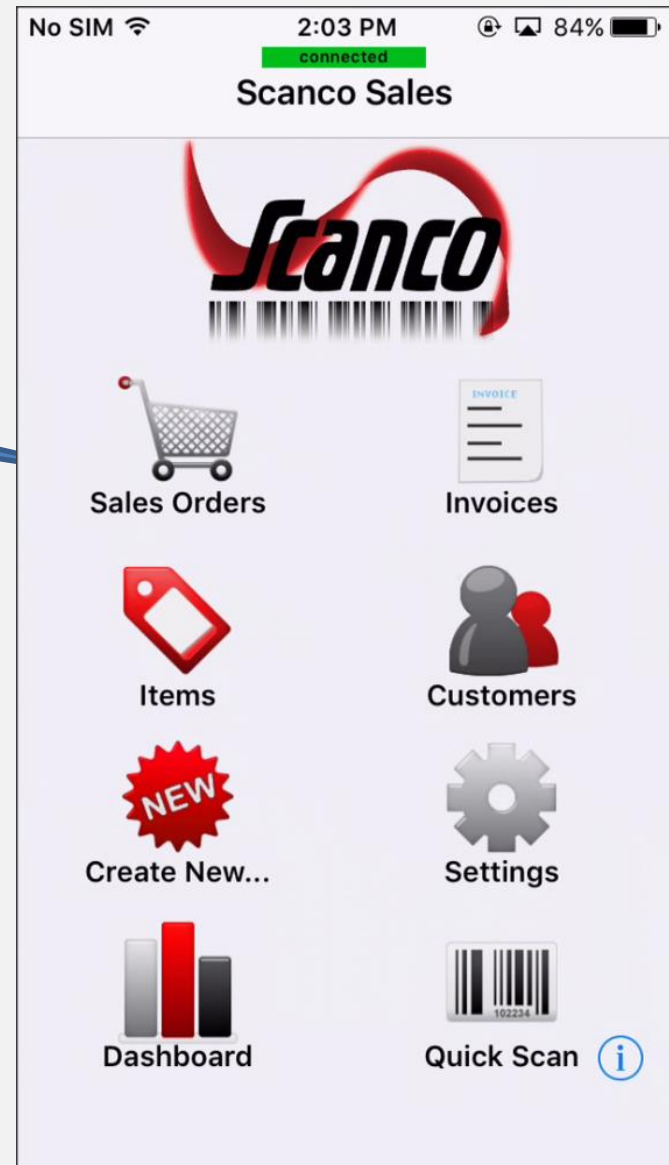
Main Applications Screen – Sales Orders icon

Sales Orders – for viewing and adding items to existing Sales Orders or creating Sales Order.

IMPORTANT: this manual explains all possible entries, but the process for creating an Order can be as simple as starting an order, picking the customer and adding items if you can use all the defaults for all other fields.

Please additional Manuals for each Application.

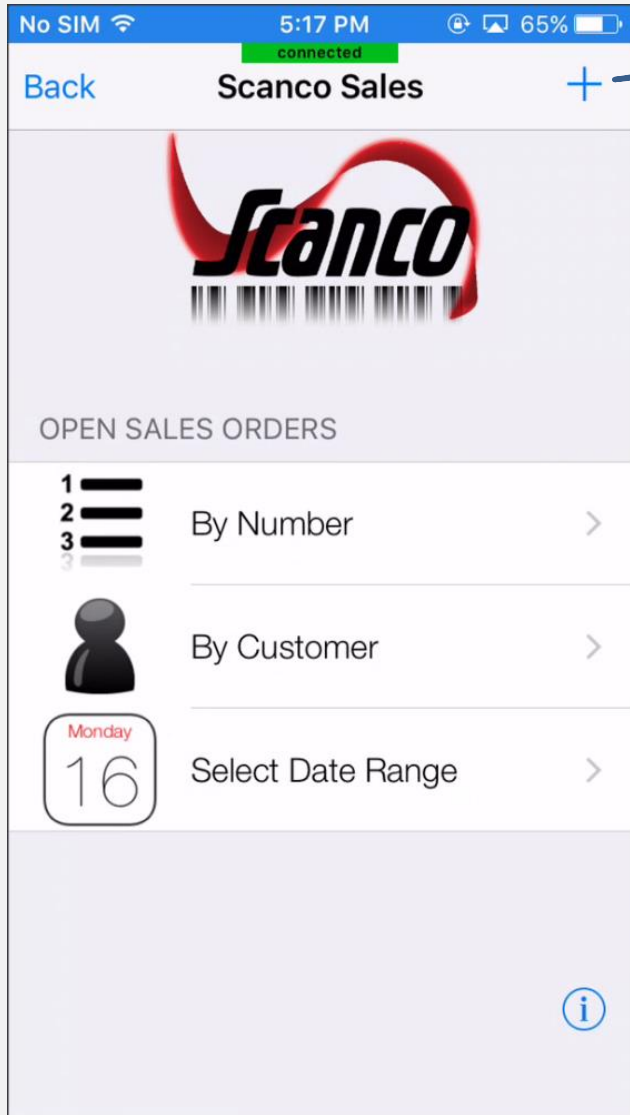
Press “Sales Orders”





Sales Orders – for viewing and adding items to existing Sales Orders.

Press the '+' [plus sign] to start a new Sales Order.



By number – shows all valid Sales Orders numbers.

By customer – allow you to choose customer and then shows their orders.

Select date range – filter by dates created.



Create a new Sales Order

No SIM 9:02 PM 55%
connected
Cancel -000012 + Done

Order Number -000012
Order Type Standard Order >
Order Status New
Order Date 5/16/2016 >
Ship Date 5/16/2016
Warehouse 000
Confirm To >
Customer - >
Confirm To:
Customer PO Customer's PO Num...
Deposit Type >
Ref. No.
Signature Not Captured >

Choose "Order Type"

Choose "Order Date"

No SIM 9:03 PM 55%
connected
< -000012 Order Type

ORDER TYPE

Standard Order ✓

Quote

No SIM 9:03 PM 55%
connected
< -0000

February	13	2013
March	14	2014
April	15	2015
May	16	2016
June	17	2017
July	18	2018
August	19	2019



No SIM 9:02 PM 55%
connected
Cancel -000012 + Done

Order Number -000012
Order Type Standard Order >
Order Status New
Order Date 5/16/2016 >
Ship Date 5/16/2016
Warehouse 000
Confirm To >
Customer - >
Confirm To:
Customer PO Customer's PO Num...
Deposit Type >
Ref. No.
Signature Not Captured >

Choose "Confirm To"

Choose "Customer"

No SIM 9:04 PM 55%
connected
< -000012 Customers +

Search Customers

All Cust # Name Phone SortField

- A To Z Carpet Supply
Cust Number: 02-ATOZ
- Allen's Appliance Repair
Cust Number: 02-ALLENAP
- American Business Futures
Cust Number: 01-ABF
- American Concrete Service
Cust Number: 02-AMERCON
- Autocraft Accessories
Cust Number: 02-AUTOOCR
- Avnet Processing Corp
Cust Number: 01-AVNET
- Bay Pyrotronics Corp.

No SIM 9:04 PM 55%
connected
< -000012 Confirm To

CONTACTS

Allen Ableson ✓



No SIM 9:02 PM 55%
connected
Cancel -000012 + Done

Order Number -000012
Order Type Standard Order >
Order Status New
Order Date 5/16/2016 >
Ship Date 5/16/2016
Warehouse 000
Confirm To >
Customer - >
Confirm To:
Customer PO Customer's PO Num...
Deposit Type >
Ref. No.
Signature Not Captured >

Enter Customer PO#

No SIM 2:55 PM 48%
connected
< -000015 Order Total: \$0.00 Done

DEPOSIT TYPE
CHECK
Cash
American Express

Amount 0.00
Ref No. Reference Number

Enter Deposit Type including Amount and Reference number.

No SIM 9:17 PM 51%
connected
Cancel -000013 + Done

Order Date 5/16/2016 >
Ship Date 5/16/2016
Warehouse 000
Confirm To Jeff Allen >
Customer 02-ALLENAP >
Confirm To:
Customer PO Customer's PO Num...
I The I'm
Q W E R T Y U I O P
A S D F G H J K L
↑ Z X C V B N M ⌫
123 😊 🗣️ space Next



No SIM 9:02 PM 55%
connected
Cancel -000012 + Done

Order Number	-000012
Order Type	Standard Order >
Order Status	New
Order Date	5/16/2016 >
Ship Date	5/16/2016
Warehouse	000
Confirm To	>
Customer	- >
Confirm To:	
Customer PO	Customer's PO Num...
Deposit Type	>
Ref. No.	
Signature	Not Captured >

No SIM 9:04 PM 55%
connected
-000012 Done

X _____

Collect Signature



No SIM 9:07 PM 54%
connected
Cancel -000013 + Done

Salesperson	01-TEST
Salesperson 2	None >
Salesperson 3	None >
Salesperson 4	None >

Bill To Allen's Appliance Repair

Address 18026 E. 10th
Rear Building
Address 3

City Fountain Valley

State CA

Zip 92875

Country Country

Pick Salesperson's

Change 'Bill To' if needed.

No SIM 9:07 PM 54%
connected
Cancel -000013 + Done

Bill To Allen's Appliance Repair

Address 18026 E. 10th
Rear Building
Address 3

City Fountain Valley

State CA

I The I'm

Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M ↵

123 😊 🗣 space Next

No SIM 9:05 PM 55%
connected
← -000012 Salesperson 2

SALESPERSON

None ✓

Web Sales

Mark Schwinn

Gary Alan

Jim Kentley

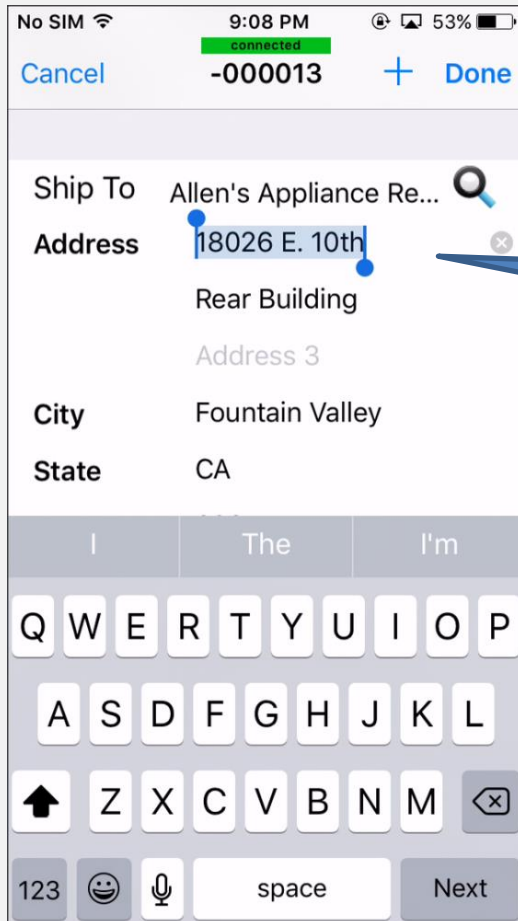
Shelly Westland

Susan Maye

Ginny Hernandez

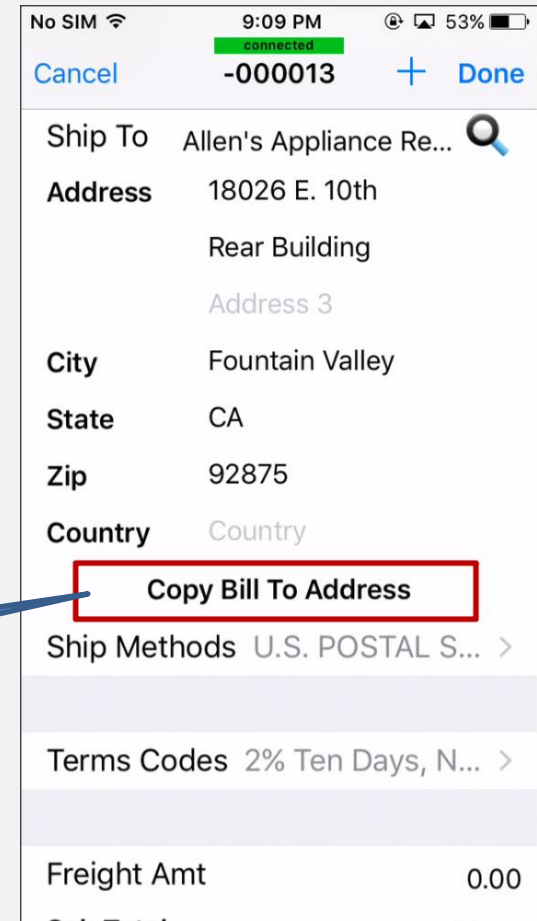
Antonio Chavez

JOSE ALVARADO




Change 'Ship To' if needed.

Copy the 'Bill To' Address to the 'Ship To' if needed.





No SIM 3:14 PM 44%
connected
Cancel -000015 + Done

Ship To Ship To Name 

Address Address 1
Address 2
Address 3

City City

State State

Zip Zip

Country Country

Copy Bill To Address

Ship Methods Cash On Delive... >

Terms

Choose 'Ship Method'

No SIM 3:14 PM 44%
connected
< -000015 Ship Methods

SHIP METHODS

Cash On Delivery

U.S. POSTAL SERVICE

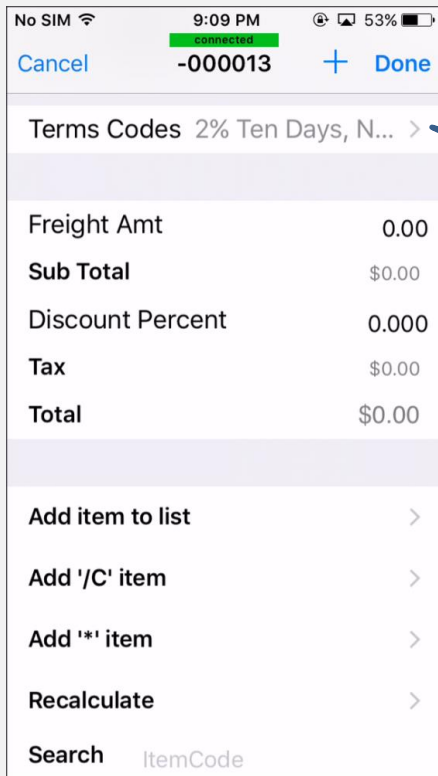
Shipping Product Line

Rate Times Weight

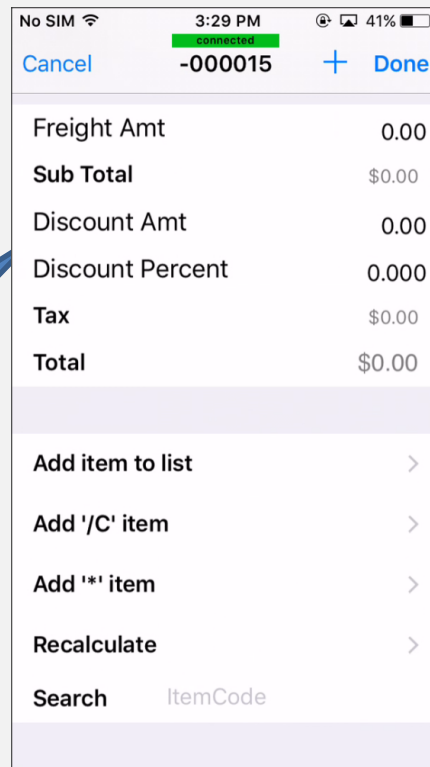
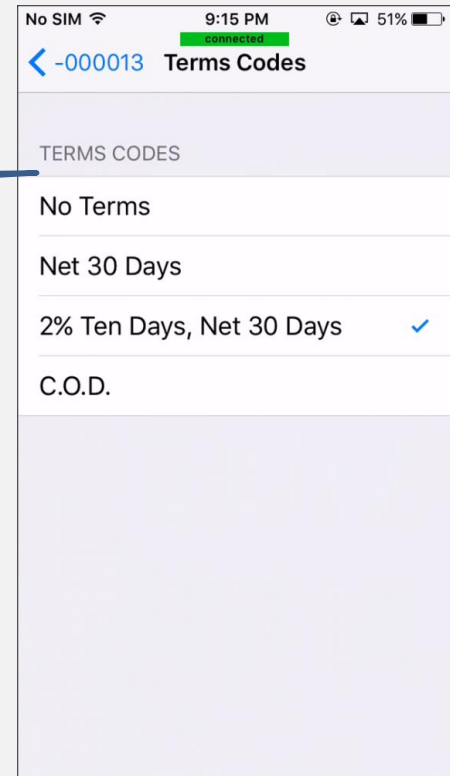
Flat Rate Base on Amount

UPS 2ND DAY AIR

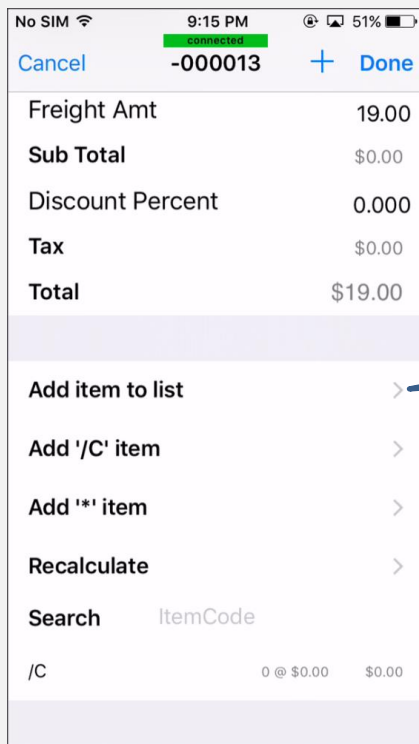
UPS NEXT DAY AIR



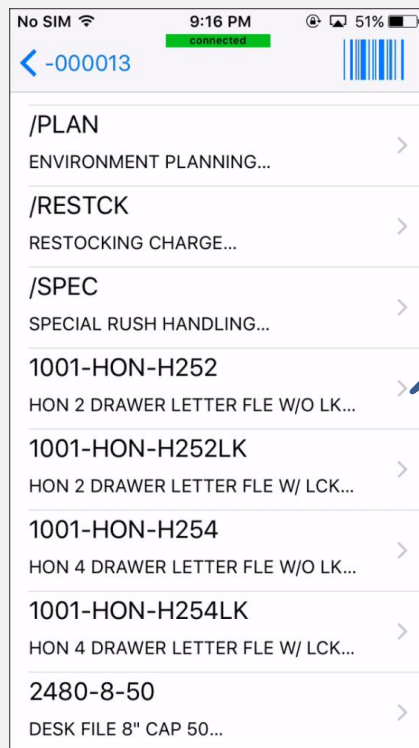
Add Terms Codes



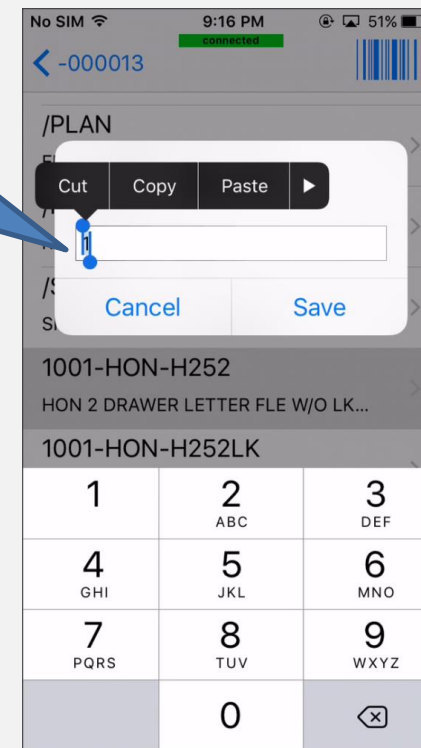
Enter Freight Amount,
Discount Amount, Discount
Percentage.

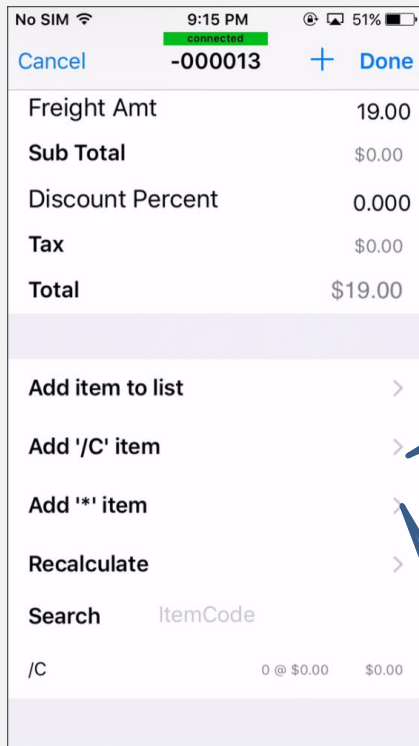


To add Items, scan at the screen or use lookup.

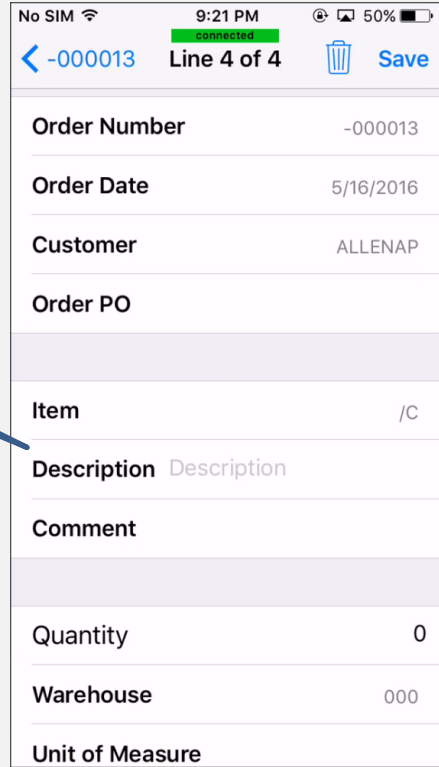


Touch the item code and enter a quantity.

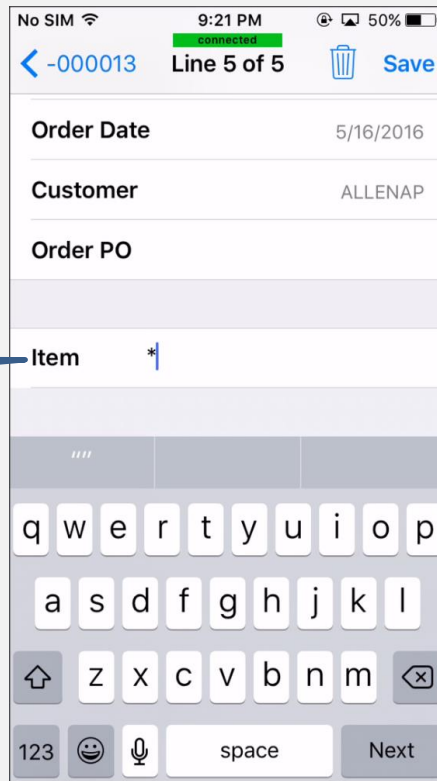




Add Comment lines



Add Star Items





No SIM 9:24 PM 49%
connected
Cancel -000013 + Done

Terms	02
Freight Amt	19.00
Sub Total	\$349.35
Discount Percent	0.000
Tax	\$0.00
Total	\$368.35

1001-HON-H252	HON 2 DRAWER LETTER FLE W/O LK	2 @ \$84.00	\$168.00
6655	PRINTER STAND W/ BASKET	1 @ \$179.00	\$179.00
8971	UNIVERSAL 5 1/4" SSDD FLEX DSK	1 @ \$2.35	\$2.35

Running Total is displayed.

To edit or remove an Item, touch item to get into Review mode. You can edit the quantity, change to taxable status or remove the item entirely.

No SIM 9:24 PM 50%
connected
< -000013 Line 6 of 6 Save

Description	UNIVERSAL 5 1/4" SS...
Comment	
Quantity	1
Warehouse	000
Unit of Measure	EACH
Taxable	<input checked="" type="checkbox"/>
Bin	
Price	\$2.35
Extension Price	\$2.35

Delete This Item