Create a Direct Delivery

How to Create a Direct Delivery in Muhasib ERP

Overview

This guide will help you record an authorized customer delivery through the Direct Delivery workflow.

Muhasib records delivery and may reduce stock/update source status. Whether it creates receivable/revenue/tax depends on linkage and must be verified.

Who can do this

You need access to Direct Delivery plus customer/item/location/batch/serial rights.

Before you start

Confirm whether delivery is standalone or linked to a Sales Order/sale, and prepare customer, address, quantities, location, batch/serial, and reference.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Sales & Customers → Direct Delivery.

Create a Direct Delivery

Step 1: Start Direct Delivery

Step 2: Select source Sales Order/active delivery sale when applicable

Select source Sales Order/active delivery sale when needed.

Step 3: Confirm customer and delivery address

Step 4: Add/confirm items and delivered quantities

Step 5: Select location, batch, and serials

Step 6: Review document date/reference/notes

Step 7: Save once and print the approved delivery document

Check your work

Compare and Confirm delivery document, source order/sale, stock ledger, delivered/remaining quantities, and absence/presence of financial entries.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not use Direct Delivery as an unverified substitute for a sale.
- Check source links before retrying.

Related guides

- Create a Sales Order
- Deliver or Convert a Sales Order

- Create a POS Sale

What to do next

> **Create a Sales Order**.

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