

# Picked Up (pickup) at Fran's

Pick-up at Frans orders (pick-up orders) are orders that have ship method `Pick Up at ...`. The order will be picked up in one of the four pick-up stores in Frans.

Here are the steps to process a pick-up order:

## Step 1: Place order

Make an admin single ship pickup order by picking the fran's store and pickup method. When placing order, choose ship method `PickUp..`; such as `Pickup Downtown`. Make sure shipping address matches.

## Step 2: Ship

Go to the QA page and create `Create Shipment` to make the shipment.

## Step 3: Print tickets in QA

It must be in 'printed' status to process the pickup: click `Print` button.

Quote Address #4472

  

✓ Shipment #210500295 Created for Quote Address #4472.

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Print

Hold

Cancel and Recreate Shipment

PICKUP ORDER

READY TO PRINT

Order #2100350

Shipment #210500295

Shipping Manager

Print page will be shown:

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Print Tickets

Print Packing Slips

PICKING TICKET

shipment: MAIL\_210500295  
order: #2100350  
by Brian N on Aug 16, 2024



\*210500295\*

Bill to:  
Brian Nguyen  
San Diego, California, 92115

Ship to:  
Downtown Fran's  
Fran's Chocolates - Downtown  
Seattle, Washington, 98101

Ship Date:  
**08/19/24**

**Pickup - Downtown**

1	7pc Gray & Smoked Salt Caramels - Windermere Foundation	Ivory Box / Royal Blue Ribbon / Hang Tag	233060-40
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Click 'Print Tickets' then either print the document, or cancel the print dialog. That will change the QA/Shipment to printed status:

This quote address is printed.

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Print

Checked

Ready for Pickup

Hold

Cancel and Recreate Shipment

PICKUP ORDER

PRINTED

Order #2100350

Shipment #210500295

Shipping Manager

## Step 4: Mark QA as Ready For Pickup

Go back to the QA page, you should see button '**Ready for Pickup**' option now, click that one.

Shipment will be generated, and QA should look like this:

## Quote Address #4472



ngxtri ▾

✓ Mail Sent Successfully

✓ Shipment #210500295 Created for Quote Address #4472.

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Print

Picked Up

Hold

**PICKUP ORDER**

**READY FOR PICKUP**

[Order #2100350](#)

[Shipment #210500295](#)

[Shipping Manager](#)

## Step 5: Pick up the order

On QA page, click 'Picked Up'. That will finalize the pickup order and create the invoice. A `picked up` email will also be sent.

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