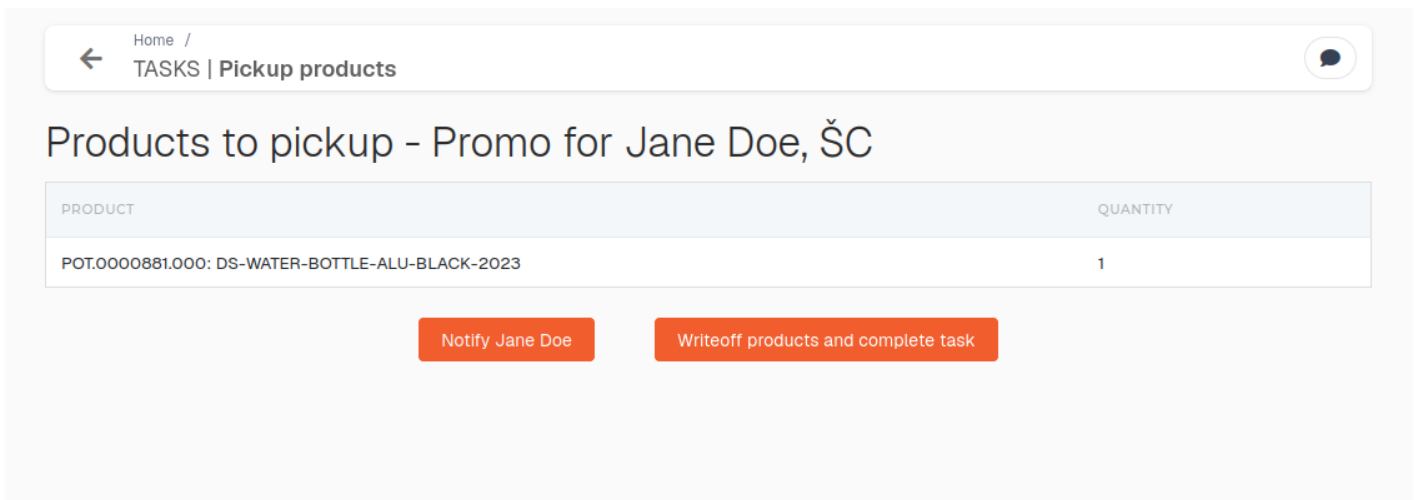


# Pickup products

After reservation and rebook tasks are completed, the assigned user receives a task to pickup products. This can be done at the warehouse window.

## Promo order pickup

If the order is for **promotional products**, the task is assigned to the **requester**.



The screenshot shows a web interface for a task. At the top, there is a breadcrumb trail: "Home / TASKS | Pickup products". Below this is a title: "Products to pickup - Promo for Jane Doe, ŠC". A table lists the products to be picked up:

PRODUCT	QUANTITY
POT.0000881.000: DS-WATER-BOTTLE-ALU-BLACK-2023	1

Below the table, there are two orange buttons: "Notify Jane Doe" and "Writeoff products and complete task".

Once products have been collected by the assigned user, the order's "**end customer**" can be notified to collect items by clicking the "**Notify user**" button.

If the "**pick-up**" task is **from a merch order**, closing it will **trigger a material write-off, create invoice and delivery note**. The created invoice will then be automatically sent to the "end customer".

After promotional items are "**picked-up**", the requester should click the "**Write-off products and complete task**" button. This will **finish** and **close** the **task**.

## Work equipment pickup

If the order is for **work equipment**, the task is assigned to the **head of the department**.



## Products to pickup - 044501 - Warehouse,

PRODUCT	QUANTITY
SES.0000149.000: JACKET-ESD-BLACK-XS	1
SCT.0000097.000: T-SHIRT-ESD-BLACK-XS	6

### Distribute work equipment to:

John Doe gets SES.0000149.000: JACKET-ESD-BLACK-XS

John Doe gets SCT.0000097.000: T-SHIRT-ESD-BLACK-XS

Complete

After items are "**picked-up**", the head of the department should click "**Complete**" to **finish** and **close** the **task**.

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