Deliveries

- What is a Delivery?
- Enter a Delivery
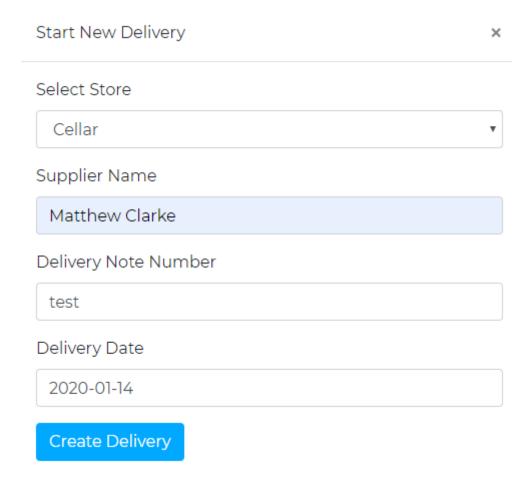- Edit a Delivery
- Deleting a Delivery

What is a Delivery?

A delivery is where a site has received products in order to use it. An example of a delivery would be for liquor stock. These deliveries need to be entered onto the system correctly, in order for any stock takes to be accurate and relevant.

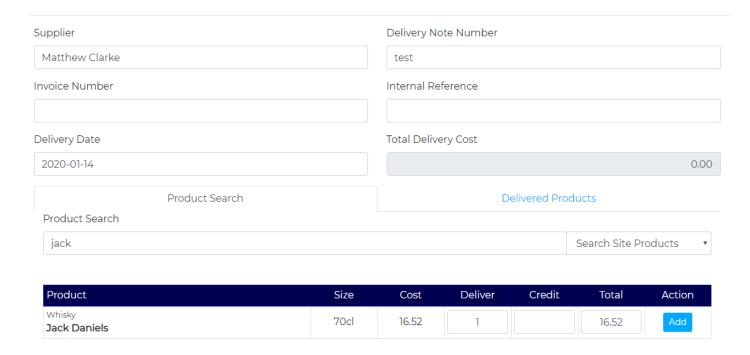**delivery**
/dɪˈlɪv(ə)ri/
noun

the action of delivering letters, parcels, or goods.

Enter a Delivery

To enter a delivery, navigate to the Deliveries Tab on the left-hand side. Then, click on the Create Delivery in the top-right. This will bring up a pop up. Select the outlet in which the delivery is relevant to. Then, enter the supplier name and the Delivery number that is associated with the delivery then select 'Create Delivery'.

Start New Delivery ✕

Select Store

Cellar ▼

Supplier Name

Matthew Clarke

Delivery Note Number
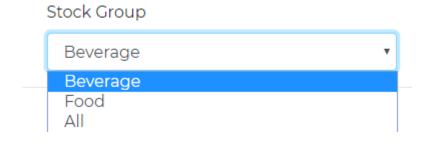
test

Delivery Date

2020-01-14

Create Delivery

This will open a new screen, in which you can enter the invoice number. You can then search for the products, enter the quantity and click 'add'.

	Supplier		Delivery Note Number	

Supplier

Matthew Clarke

Delivery Note Number

test

Invoice Number

Internal Reference

Delivery Date

2020-01-14

Total Delivery Cost

0.00

Product Search	Delivered Products

Product Search

jack | Search Site Products ▾

Product	Size	Cost	Deliver	Credit	Total	Action
Whisky **Jack Daniels**	70cl	16.52	1		16.52	Add

This is automatically saved so once all products are in you can click on the Delivery Summary to take you back to the main delivery screen.

To change the stock group, simply navigate to the 'Stock Group' dropdown at the top left hand of the page. From here, you will be able to select from which stock group you are creating a delivery for, i.e. Food/Beverage Stock.

Stock Group

Beverage ▾

Beverage
Food
All

Edit a Delivery
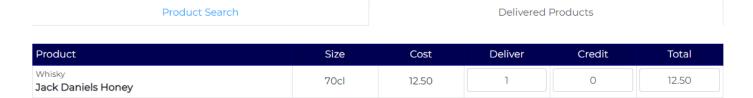
To edit a delivery, navigate to the Deliveries Tab on the left-hand side. Then, find the relevant delivery and click 'Edit'.

	Supplier	Outlet	Delivery Number	Delivery Date	Delivery Cost	Action
🔓	Test	Main Bar	test	Mar 25, 2021	12.50	View Edit

From this screen you can see all items that have been delivered into the system. This is where you can amend any delivered quantities and add new products. You will need to click on 'delivered products' to edit the already delivered quantities, or 'product search' for any further items.

Product Search	Delivered Products

Product Search

	Search Site Products ⌄

When you click on 'Delivered Products', all items on the specific delivery will show with their relevant cost price and quantities. these can be amended by clicking in the correct box and typing in the correct value.

Product Search	Delivered Products

Product	Size	Cost	Deliver	Credit	Total
Whisky Jack Daniels Honey	70cl	12.50	1	0	12.50

Deleting a Delivery

To delete a delivery, click on the 'Edit' link on the delivery that you want to delete.

Coors	Cellar	123456	Jan 23, 2020	134.94	Edit

To continue with the deletion of this delivery, simply click on the bin icon at the top of the page, as seen below;

Edit Delivery

Delivery Summary

Supplier

Haydns Beers

Invoice Number

Delivery Date

2019-12-04

Delivery Note Number

987654

Internal Reference

Total Delivery Cost

1529.99

Once this icon has been clicked, a further screen will appear in order to confirm the deletion. This action cannot be reversed, so ensure that it is the correct delivery that is being deleted.

Delete Confirmation   ×

Are you sure you want to delete this delivery?

This action is irreversible.

Cancel   Delete