


# 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	<a href="#">View</a> <a href="#">Edit</a>

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	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="12.50"/>

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Created 25 February 2021 14:44:26 by Lee Bowen

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