

# 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 ×

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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
Matthew Clarke	test
Invoice Number	Internal Reference
Delivery Date	Total Delivery Cost
2020-01-14	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

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