



## MacromatiX – Ordering

### Contents

- Ordering..... 2**
- Placing an order..... 2**
- Scheduled orders..... 8**
- Receive Order ..... 14**
- Order Return..... 15**
- Print Order(s)..... 17**
- Order History ..... 21**
- Digistics Order ..... 24**

Ordering is important for the store to ensure there is always enough stock to use . Macromatix has an inbuilt ordering system that takes the customers through the ordering process. The system allows you to create, place and receive an order.

## Ordering

### Placing an order

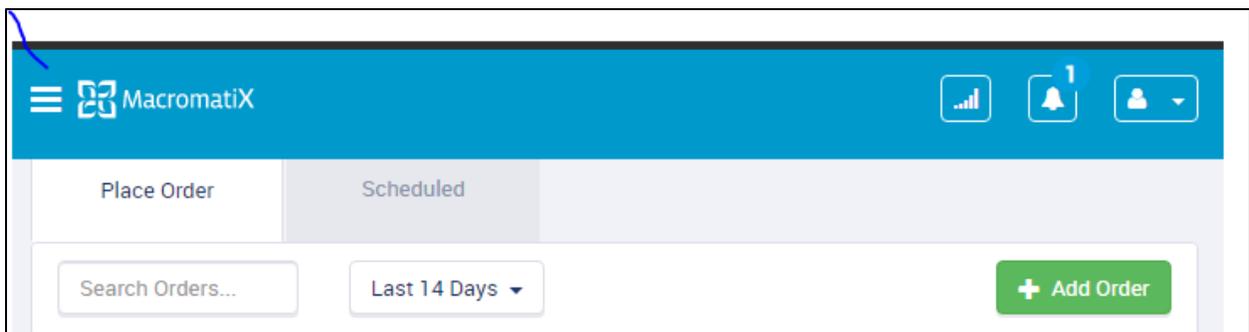
There are options to have your orders placed manually and sheduled.

- Placing order
- Scheduling order
- Receive order
- Order

To place and order select Ordering tab. A drop-down page with options will appear



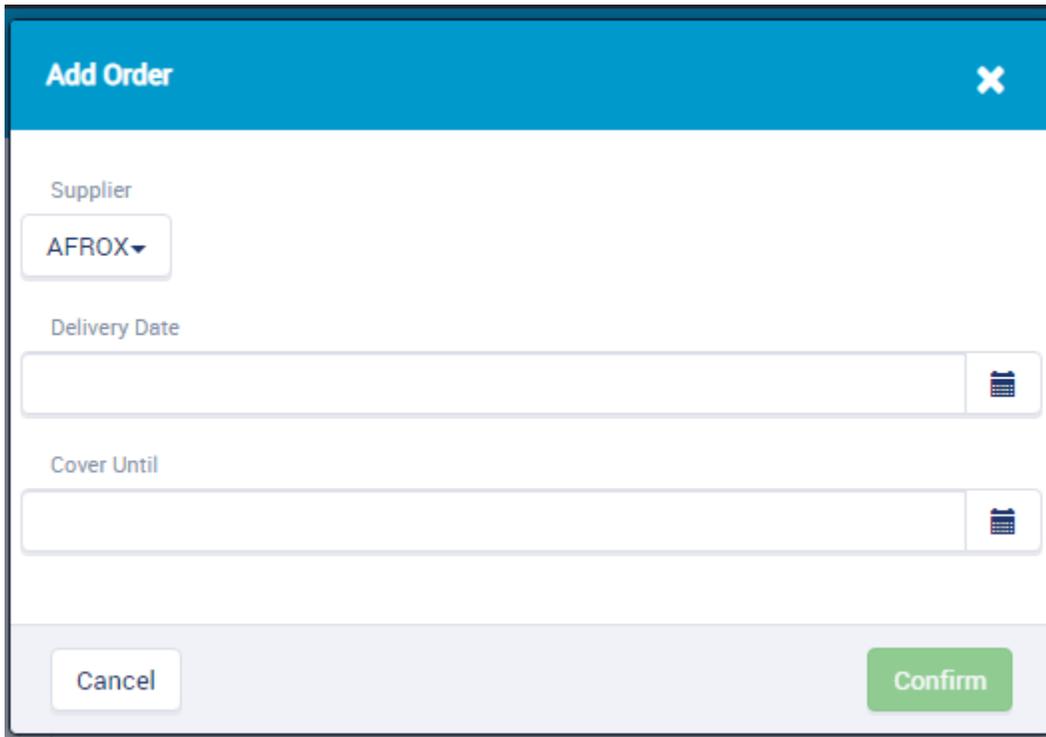
Select **Place Order**, the following screen will appear:



Place an order – this is to add an order type

- Select  to add an order

Select a **Supplier** from the list.



Supplier  
AFROX

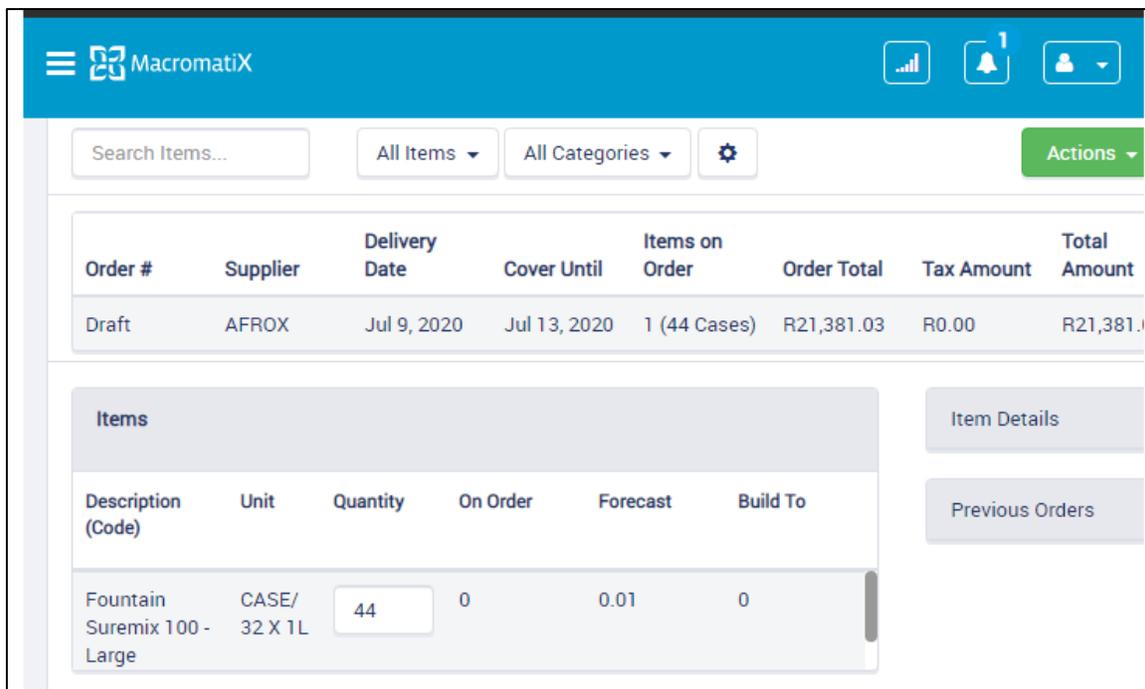
Delivery Date

Cover Until

Cancel Confirm

Select the calendar icon  to add **delivery date** and **cover until** date then confirm.

On the **Order Detail** screen, the forecasted order quantity will pop out in the Quantity field. This is based on the **Days to Cover** amount entered in the previous pop up and the forecasted usage for these dates.



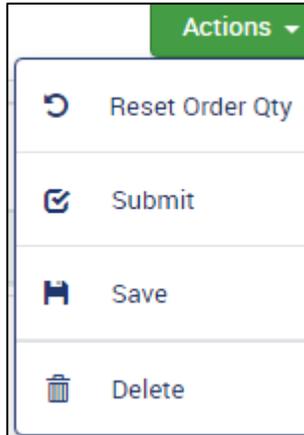
Order #	Supplier	Delivery Date	Cover Until	Items on Order	Order Total	Tax Amount	Total Amount
Draft	AFROX	Jul 9, 2020	Jul 13, 2020	1 (44 Cases)	R21,381.03	R0.00	R21,381.03

Description (Code)	Unit	Quantity	On Order	Forecast	Build To
Fountain Suremix 100 - Large	CASE/32 X 1L	44	0	0.01	0

- Edit the Quantities for each item by entering the new amounts in the quantity field or If no changes need to be made, select Actions to proceed with the order.

As the order is confirmed, select **Actions** and the drop down will appear giving you different options such as Reset Order QTY, Submit, Save or Delete.

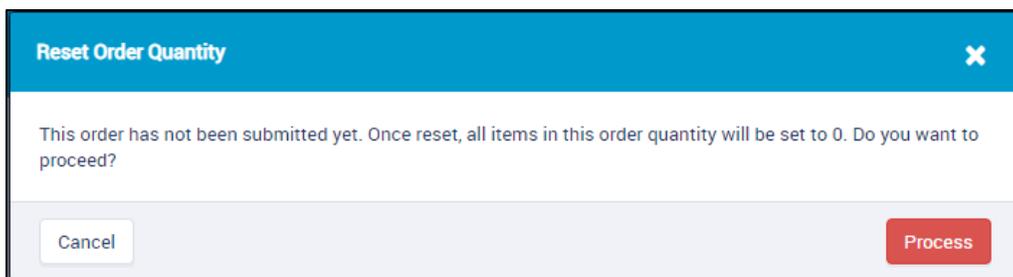


The layout of the options:

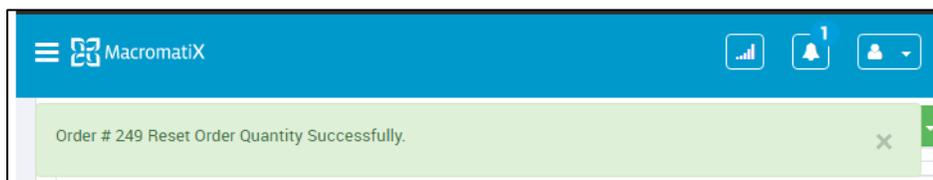
**1. Reset order Qty**



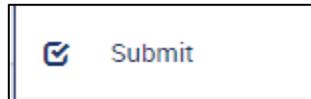
The Reset Order Qty option/button indicates that the order has not been processed or submitted – When Reset is selected the warning screen will appear:



Select the **Process** button to continue with the order, the following screen will pop out stating that the order reset was successful.



## 2. Submit



The **Submit** option submits the processed order.

- Enter the **Invoice Number**.
- Select the **Receive Date** for the order delivery.
- **Confirm** the order.

Example:

A screenshot of a mobile application dialog box titled "Submit" with a close button (X) in the top right corner. The dialog contains the text: "This will finalize the order and lock it from further edits. Are you sure you want to continue?". Below this text is a checked checkbox labeled "Auto-Receive Order". Underneath, there are two input fields: "Invoice Number" (empty) and "Receive Date" (containing "Jul 8, 2020"). Below the date field are time selection controls showing "07 : 01 AM". At the bottom of the dialog are two buttons: "Cancel" and "Confirm". A red rectangular box highlights the "Invoice Number" field, the "Receive Date" field, and the time selection controls.

The following screen will appear:

Select the "Auto - receive order" and confirm.

**Note:** You **MUST** tick the **Auto Receive Order box** so that the items amount will automatically be received into your inventory.

A screenshot of the same "Submit" dialog box as above. In this version, the "Auto-Receive Order" checkbox is unchecked. A red rectangular box highlights the "Auto-Receive Order" checkbox. Another red rectangular box highlights the "Confirm" button at the bottom right of the dialog.

The stock levels will be updated with the ordered amounts.

### 3. Save



The Save option will save the order and show as **In progress** or **placed** under status field,

Example:

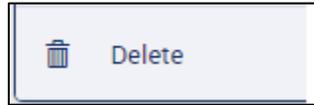
Status
In Progress
In Progress
Placed
In Progress
In Progress



Then select on **View** to open the order saved or placed.

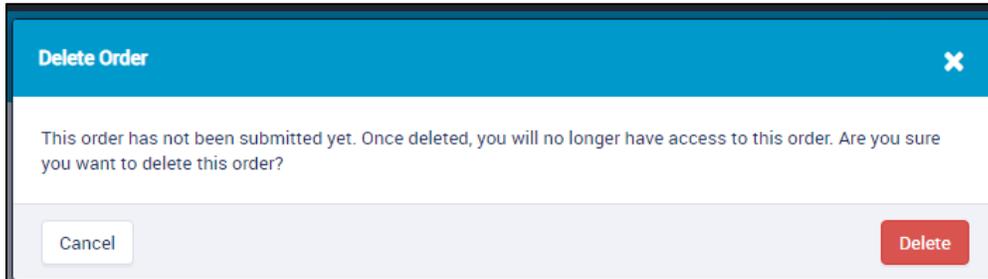
- An **In Progress** order **may be edited**.
- A **Placed** order **cannot be edited**.

#### 4. Delete



Delete removes the order permanently and will not have access to the order.

Example:



A message will appear when the order is deleted:



## Scheduled orders



- If there is an order Scheduled to be placed today, it will appear here.
- Use the date selector to review the dates that have a Scheduled Order to process as there may not be an order scheduled to process every day.



When a date has been selected, the following screen will pop up with orders scheduled for the selected dates.

These are the **Scheduled orders** with a **status** indicating the condition of the order whether is **placed** or **In Progress** (still processing).

- Select **View** to either add item(s) or see how the order has been processed if the Status is **Placed** order. The user can only edit the order if it is under **in progress**.

Supplier	Delivery Date	Cutoff	Status	
Digistics	Jul 14, 2020	Jul 10, 2020 10:00:00 AM	Placed	<a href="#">View</a>
Digistics	Jul 14, 2020	Jul 10, 2020 10:00:00 AM	In Progress	<a href="#">View</a>

## View a Placed Order

Select the View button on a Placed order:

Supplier	Delivery Date	Cutoff	Status	
Digistics	Jul 14, 2020	Jul 10, 2020 10:00:00 AM	Placed	<input type="button" value="View"/>
Digistics	Jul 14, 2020	Jul 10, 2020 10:00:00 AM	In Progress	<input type="button" value="View"/>

Select the Add item(s) button to add items on the placed order.

Order Details  
KFC Lab 105 (Soda Fountain/Coffee)

Search Items... All Items All Categories Manage Columns  Back

Order #	Supplier	Delivery Date	Cover Until	Items on Order	Order Total	Tax Amount	Total Amount
320	Digistics	Jul 14, 2020	Jul 22, 2020	5 (49 Cases)	R28,634.07	R4,295.11	R32,929.18

Items

Description (Code)	Unit	Quantity	On Order	Forecast	Build To
Blue Board - Time Tags (KMI052253)	CASE/6000EA	20	1	0.12	0
Chicken - Fzn Bs Zinger Wings (KMI018002A)	CASE/36 X 10EA	11	1	0	0
Chicken - Fzn Bs Zinger Wings (KMI018002C)	CASE/36 X 10EA	12	1	0	0
Sauce - Smokey Dunked (KMI060023)	CASE/10 x 1kg	1	3	0	0
Chicken - Pops (KMI011060A)	CASE/8 X 1KG	5	105	14.64	0
Chicken - Fzn Imor Fillets (skinless) (KMI018005)	CASE/5 X 20EA	0	150	9.95	0
Chicken - Fzn Imor Fillets (skinless) (KMI018005E)	CASE/5 X 20EA	0	150	9.95	0
Chicken - Fzn Imor Fillets (skinless) (KMI018005F)	CASE/5 X 20EA	0	150	9.95	0
Chicken - Imor Cob (KMI011003H)	CASE/90EA	0	1538	134.51	0

Item Details

On Hand	19.99
Price	R565.78
Extended	R6,789.35
Min	0
Max	0
Taxable	Yes
Last Order	23
Conversion Rate	360
Usage Per Thousand	N/A
Usage Per Thousand Factor	N/A

Previous Orders

Date	Quantity
Jul 9, 2020	12

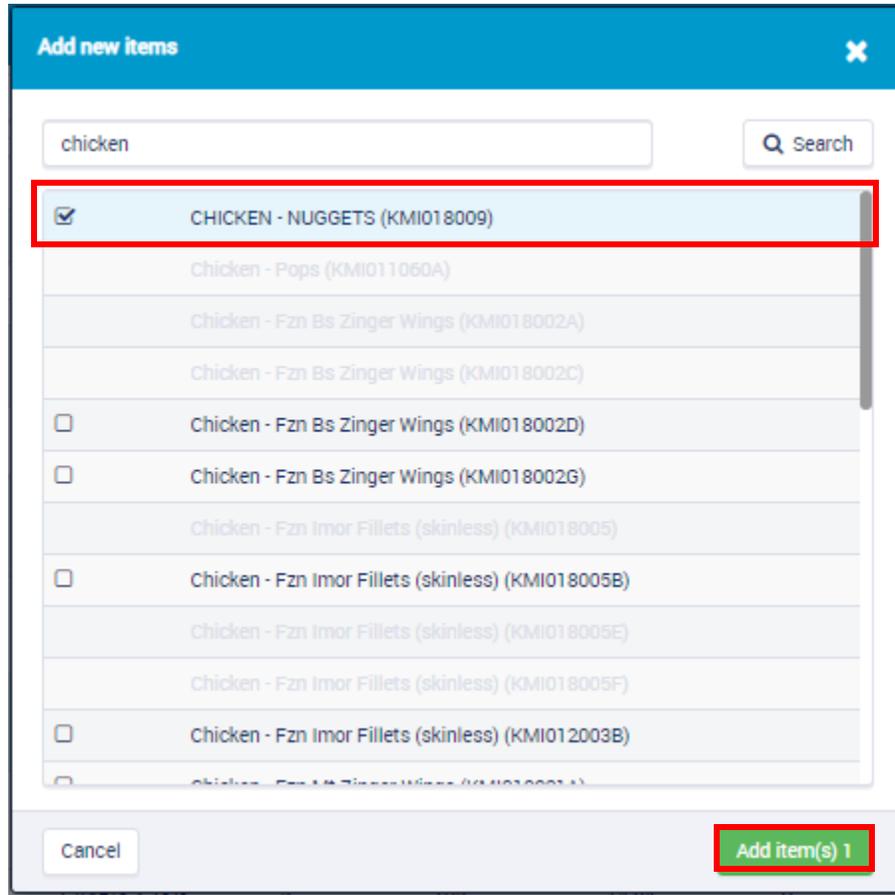
The Add new items window will appear.

**Add new items**

Search for items

Enter in the item name and select Search

- In this example – chicken – item is entered and a list chicken items will appear.
- Select the chicken item – in this example CHICKEN – NUGGETS are selected.
- Select **Add items** button



- Enter in a quantity.



On the **Item Details** list the **Extended price** will change depending on the quantity entered.

Example:

Item Details	
On Hand	0
Price	R332.84
Extended	R3,994.11

## View an In Progress order

Select the **View** button on an **In Progress** order

Supplier	Delivery Date	Cutoff	Status	
Digistics	Jul 14, 2020	Jul 10, 2020 10:00:00 AM	Placed	<a href="#">View</a>
Digistics	Jul 14, 2020	Jul 10, 2020 10:00:00 AM	In Progress	<a href="#">View</a>

The following screen will appear:

MacromatiX Order Details  
KFC Lab 105 (Soda Fountain/Coffee)

Search Items... All Items All Categories Manage Columns Actions

Order #	Supplier	Delivery Date	Cover Until	Items on Order	Order Total	Tax Amount	Total Amount
Draft	Digistics	Jul 14, 2020	Jul 15, 2020	1 (1 Cases)	R451.95	R67.79	R519.74

Items

Description (Code)	Unit	Quantity	On Order	Forecast	Build To
Blue Board - Time Tags (KMI052253)	CASE/6000EA	<input type="text" value="0"/>	1	0.05	0
Chicken - Fzn Bs Zinger Wings (KMI018002A)	CASE/36 X 10EA	<input type="text" value="0"/>	1	0	0
Chicken - Fzn Bs Zinger Wings (KMI018002C)	CASE/36 X 10EA	<input type="text" value="0"/>	1	0	0
Chicken - Fzn Bs Zinger Wings (KMI018002D)	CASE/36 X 10EA	<input type="text" value="0"/>	1	0	0
Chicken - Fzn Bs Zinger Wings (KMI018002G)	CASE/36 X 10EA	<input type="text" value="0"/>	1	0	0
Chicken - H&c Cob (KMI010011A)	CASE/90EA	<input type="text" value="0"/>	78	0	0
Chicken - H&c Cob (KMI010011B)	CASE/90EA	<input type="text" value="0"/>	78	0	0
Chicken - Kfc Mini Fillet (KMI018006)	CASE/10 X 20EA	<input type="text" value="0"/>	0	0	0
Chips -doritos Sup/cheese (KMI093065)	CASE/48 x 45G	<input type="text" value="0"/>	4	0	0
Collectramatic Filter Pape (KC1200105)	CASE/1000EA	<input type="text" value="0"/>	0	0	0

Item Details

On Hand	12.48
Price	R638.86
Extended	R0.00
Min	0
Max	0
Taxable	Yes
Last Order	20
Conversion Rate	6000
Usage Per Thousand	N/A
Usage Per Thousand Factor	N/A

Previous Orders

Date	Quantity
Jul 9, 2020	20
May 7, 2020	14
Dec 18, 2019	

Enter in the quantity on preferred items.

Example:

The screenshot shows the Macromatix Order Details page for KFC Lab 105 (Soda Fountain/Coffee). The interface includes a search bar, filters for items and categories, and a table of order items. The 'Quantity' column is highlighted with a red box, showing input fields for various items. The 'Actions' dropdown menu is also highlighted with a red box.

Order #	Supplier	Delivery Date	Cover Until	Items on Order	Order Total	Tax Amount	Total Amount
Draft	Digistics	Jul 14, 2020	Jul 15, 2020	4 (41 Cases)	R23,448.52	R3,517.28	R26,965.79

Description (Code)	Unit	Quantity	On Order	Forecast	Build To
Blue Board - Time Tags (KMI052253)	CASE/6000EA	5	1	0.05	0
Chicken - Fzn Bs Zinger Wings (KMI018002A)	CASE/36 X 10EA	20	1	0	0
Chicken - Fzn Bs Zinger Wings (KMI018002C)	CASE/36 X 10EA	15	1	0	0
Chicken - Fzn Bs Zinger Wings (KMI018002D)	CASE/36 X 10EA	0	1	0	0
Chicken - Fzn Bs Zinger Wings (KMI018002E)	CASE/36 X 10EA	0	1	0	0
Chicken - H&c Cob (KMI010011A)	CASE/90EA	0	78	0	0

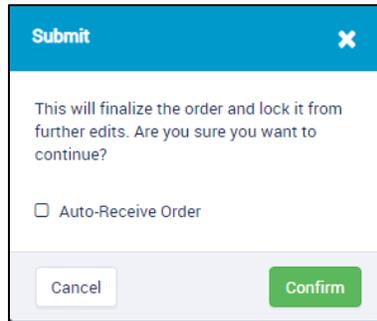
Item Details	
On Hand	19.99
Price	R565.78
Extended	R0.00
Min	0
Max	0
Taxable	Yes
Last Order	23
Conversion Rate	360
Usage Per Thousand	N/A
Usage Per Thousand Factor	N/A

When the changes have been made select Actions drop down button to Save or Delete the order.

The diagram illustrates the 'Actions' dropdown menu. On the left, a green button labeled 'Actions' is shown. An arrow points to the right, where the expanded menu is displayed. The expanded menu is a blue box containing the following options: 'Reset Order Qty', 'Submit', 'Save', and 'Delete'.

Example of a **Submit** order

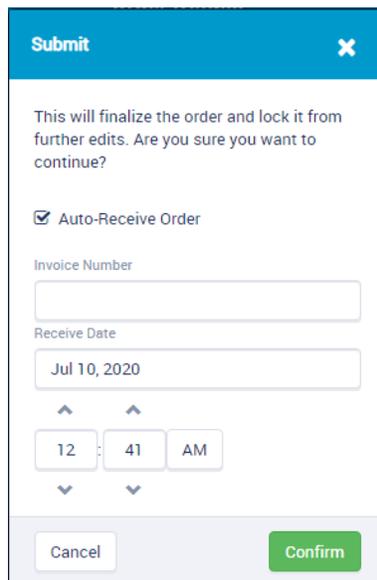
- Tick the **Auto-Receive Order** and **Confirm**.



The image shows a 'Submit' dialog box with a blue header and a close button. The main text asks: 'This will finalize the order and lock it from further edits. Are you sure you want to continue?'. Below this text is a checkbox labeled 'Auto-Receive Order' which is currently unchecked. At the bottom of the dialog are two buttons: 'Cancel' and 'Confirm'.

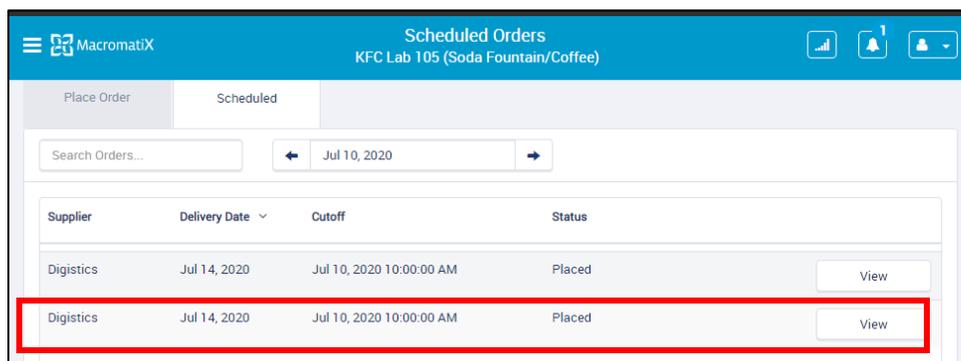
After selecting Confirm, the following details are required to be filled in.

- Enter **Invoice Number** and **Receive Date** and time to finalize the submission of an order.



The image shows the 'Submit' dialog box after the 'Auto-Receive Order' checkbox is checked. Below the checkbox, there are three input fields: 'Invoice Number' (empty), 'Receive Date' (set to 'Jul 10, 2020'), and a time selector showing '12 : 41 AM'. The 'Confirm' button is highlighted in green.

- After the changes have been made or confirmed the user won't be able to edit the quantities but only add an item to a processed order. The status on the order will then change to **Placed**.



The screenshot shows the 'Scheduled Orders' page for 'KFC Lab 105 (Soda Fountain/Coffee)'. It features a search bar, a date filter set to 'Jul 10, 2020', and a table with columns for 'Supplier', 'Delivery Date', 'Cutoff', and 'Status'. Two rows of data are visible, both with a status of 'Placed'. The second row is highlighted with a red box.

Supplier	Delivery Date	Cutoff	Status	
Digistics	Jul 14, 2020	Jul 10, 2020 10:00:00 AM	Placed	View
Digistics	Jul 14, 2020	Jul 10, 2020 10:00:00 AM	Placed	View

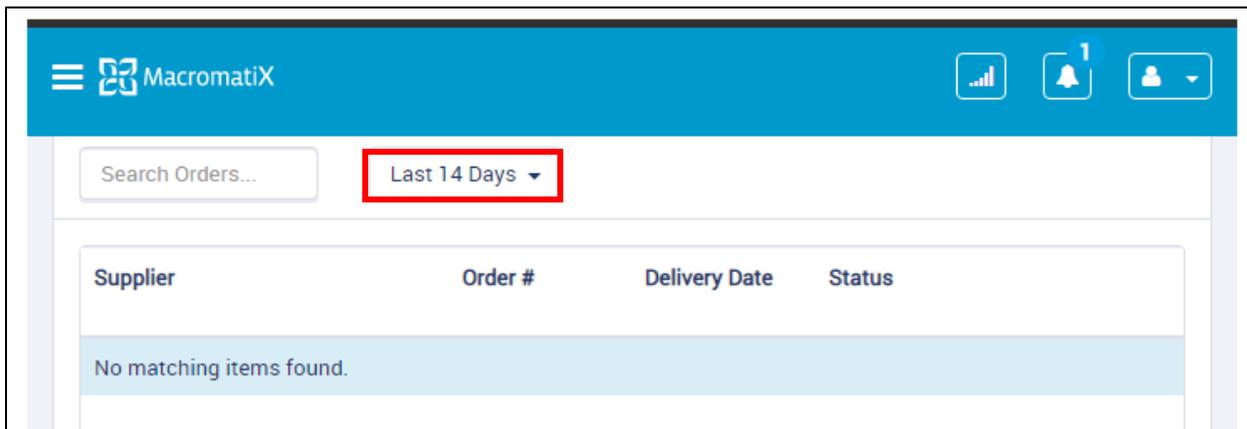
## Receive Order

Receive order – Order receiving is the function of checking items delivered to the business, either coming in as new stock or supplies.



The screen gives the user the option to search an order. If there is an order scheduled to be placed on the day, it will appear here.

Using the date selector, review the dates that have a Scheduled Order to process as there may not be an order scheduled to process every day.



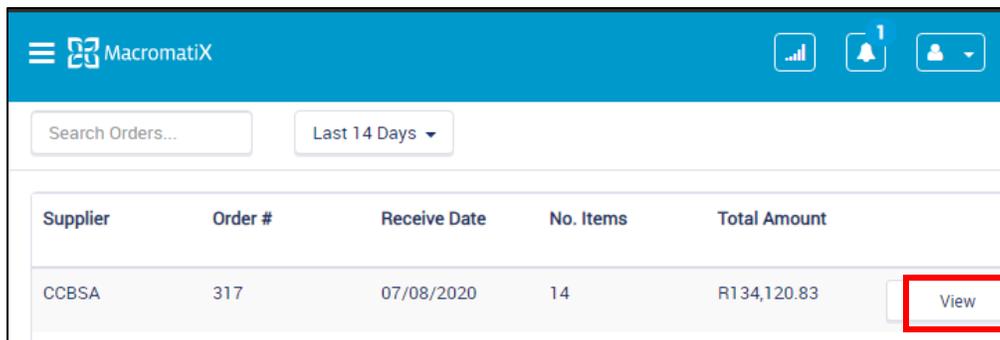
## Order Return

Stock return is the process of taking previously purchased stock back to the supplier/ retailer and in turn receiving a refund in the original form of payment, exchange for another item ( identical, different) or a store credit.



This page displays the supplier, order number, order received date, number of items and total amount.

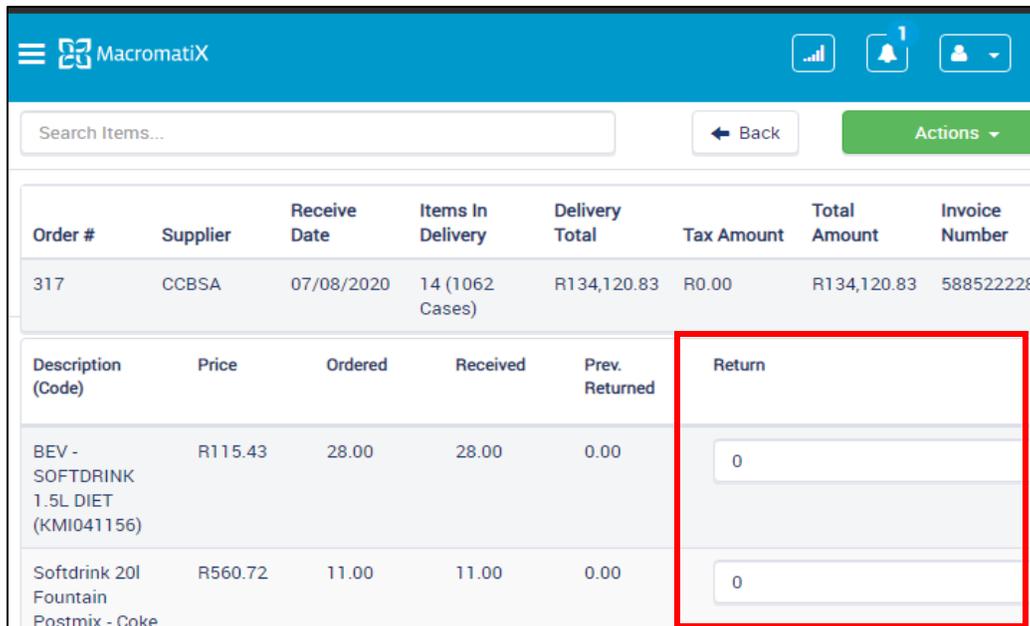
- Select **View** order to process the return of stock.



MacromatiX interface showing a list of orders. The table has columns: Supplier, Order #, Receive Date, No. Items, Total Amount, and a "View" button. The first row shows an order from CCBSA with order number 317, received on 07/08/2020, 14 items, and a total amount of R134,120.83. The "View" button is highlighted with a red box.

Supplier	Order #	Receive Date	No. Items	Total Amount	
CCBSA	317	07/08/2020	14	R134,120.83	<a href="#">View</a>

In the **Return** column enter the number of items to return.



MacromatiX interface showing order details for order # 317. The table has columns: Order #, Supplier, Receive Date, Items In Delivery, Delivery Total, Tax Amount, Total Amount, and Invoice Number. Below this is a detailed table with columns: Description (Code), Price, Ordered, Received, Prev. Returned, and Return. The "Return" column contains input fields with the value "0". The "Return" column is highlighted with a red box.

Order #	Supplier	Receive Date	Items In Delivery	Delivery Total	Tax Amount	Total Amount	Invoice Number
317	CCBSA	07/08/2020	14 (1062 Cases)	R134,120.83	R0.00	R134,120.83	588522228

Description (Code)	Price	Ordered	Received	Prev. Returned	Return
BEV - SOFTDRINK 1.5L DIET (KMI041156)	R115.43	28.00	28.00	0.00	<input type="text" value="0"/>
Softdrink 20l Fountain Postmix - Coke	R560.72	11.00	11.00	0.00	<input type="text" value="0"/>

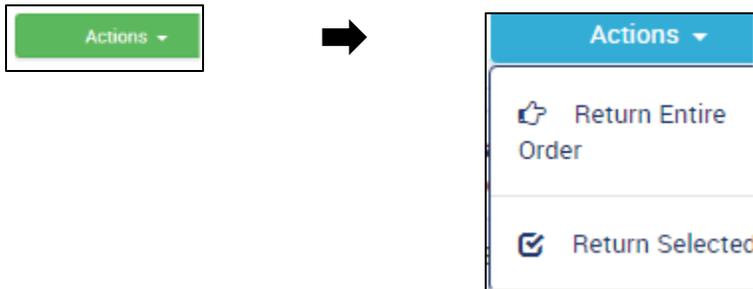
Order #	Supplier	Receive Date	Items In Delivery	Delivery Total	Tax Amount	Total Amount	Invoice Number
317	CCBSA	07/08/2020	14 (1062 Cases)	R134,120.83	R0.00	R134,120.83	588522228

Description (Code)	Price	Ordered	Received	Prev. Returned	Return
BEV - SOFTDRINK 1.5L DIET (KMI041156)	R115.43	28.00	28.00	0.00	5
Softdrink 20l Fountain Postmix - Coke (KMI042101)	R560.72	11.00	11.00	0.00	3

Select **Actions** to finalise the Return order.

The drop down will indicate to return the selected stock or return the entire order.



In this example **Return Selected** has been chosen:

**Return Confirmation** ✕

Are you sure you want to return 2 item(s) from order 317?

Cancel
Confirm

**Ordering**

**process.**

## Print Order(s)

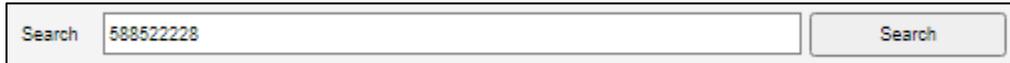
The feature assists the user to track down orders made and records each ordering movement.



- To find an order enter in the fields - all must be completed.

A form titled "Select Required Order" with a light green header. It contains four rows of input fields: "Search" with a text box and a "Search" button; "Supplier" with a dropdown menu set to "All"; "Status" with a dropdown menu set to "All" and a secondary dropdown menu set to "Required By Today or Prior"; and "Order" with a dropdown menu showing "318 - Required: 2020/07/10 - Open - CCBSA".

- **Search** – Enter order number or invoice number to search order processed/saved

A search input field with the text "588522228" and a "Search" button.

- **Supplier** – Select the supplier for the system to generate only orders for that selected supplier. It gives you the option to select ALL suppliers.

A dropdown menu for "Supplier" with "CCBSA" selected.

- **Status** – Select the condition of the invoice order you want to view, for example; select **open**, **closed** or **hold** using the drop-down arrow.

Select the day of the invoice processed, example; required by today prior, prev 14 days or 3 to 6 months, etc using the drop-down arrow

Two dropdown menus: the first is for "Status" with "Open" selected, and the second is for "Required By" with "Prev 14 Days" selected.

- **Order** – select essential order using the drop down.

A dropdown menu for "Order" with "318 - Required: 2020/07/10 - Open - CCBSA" selected.

An example of edited fields:

**Select Required Order**

Search:

Supplier:  ▼

Status:  ▼  ▼

Order:  ▼

- **Generate Report**, from the detailed selected orders

New Order | Header | **Detail** | Receive

---

**Order Detail**  PDF ▼

Add or modify the order items as required. Purchase Units    Receiving Units

Item Code	Description	Unit	Quantity	Received	Receiving Unit	Returned	Back Order	Taxable	
KMI041158	BEV - SOFTDRINK 1.5L DIET	CASE/12EA	28.00	0.00	CASE/12EA	28.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>
KMI041410	Bon Aqua - Water 500 MI	CASE/24 X 500ML EA	34.00	0.00	CASE/24 X 500ML EA	34.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>
KMI041154	Soft Drink 2 Lt	CASE/6 X 2L EA	216.00	0.00	CASE/6 X 2L EA	216.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>
KMI041154D	Soft Drink 2 Lt Diet	CASE/6 X 2.250L EA	16.00	0.00	CASE/6 X 2.250L EA	16.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>
KMI041153	Soft Drink 1 Lt	CASE/12 X 1L EA	4.00	0.00	CASE/12 X 1L EA	4.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>
KMI041204D	Soft Drink Can 300 MI Diet	CASE/24 X 300ML EA	1.00	0.00	CASE/24 X 300ML EA	1.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>
KMI040013D	Soft Drink Diet Pet Bottle 500 MI	CASE/24 X 440ML EA	82.00	0.00	CASE/24 X 440ML EA	82.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>
KMI041304	Soft Drink Pet Bottle 440 MI	CASE/24 X 440ML EA	654.00	0.00	CASE/24 X 440ML EA	654.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>
KMI042101	Softdrink 20l Fountain Postmix - Coke	CASE/1 X 20L	11.00	0.00	CASE/1 X 20L	11.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>
KMI042102	Softdrink 20l Fountain Postmix - Coke Zero	CASE/1 X 20L	6.00	0.00	CASE/1 X 20L	6.00	0.00	<input checked="" type="checkbox"/>	<a href="#">ClearBackOrders</a>

- Select HTML or PDF to view your Report.

Generate Report	PDF
Purch	HTML
	PDF

Example report of the **purchase order** generated a report using the HTML options.

Report for selected items:

<b>Purchase Order</b>		Generated Date: 2020-07-09 02:12 PM			
		KFC Lab 105 (Soda Fountain/Coffee)			
		Order Date: 2020-07-06			
		Order No.: 314			
<b>FOR SUPPLY BY</b>			<b>SHIP TO</b>		
AFROX			KFC Lab 105 (Soda Fountain/Coffee)		
South Africa			South Africa		
Attn:			Attn:		
Fax:					
<b>ORDER DATE</b>	<b>REQUIRED</b>	<b>VIA</b>	<b>FOB</b>	<b>TERMS</b>	
2020-07-06	2020-07-03			30 Days	
<b>VENDOR CODE</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>U/M</b>	<b>UNIT PRICE</b>	<b>EXT. PRICE</b>
KMI042106	Fountain Suremix 100 - Large	12.00	CASE/32 X 1L	485.93	5,831.19
<b>YOUR REFERENCE</b>	<b>SUPPLY AGENT</b>	<b>Account No.</b>	<b>TOTAL QTY</b>	<b>No LINES</b>	
12312			12.00	1	
<b>Order Status</b>	<b>Received Date</b>		Non-Taxable	\$0.00	
Invoiced	2020-07-06		Taxable Total	\$5,831.19	
			Tax	\$874.68	
			Freight Charge	\$0.00	
			Sub-Total	\$6,705.87	
			Amount Paid	\$0.00	
			Amount Due	\$6,705.87	
KFCZA - Strictly Confidential			1 / 1		

Report for all items

Order Date: 2020-07-03

Order No.: 309

**FOR SUPPLY BY**

**SHIP TO**

CCBSA	
South Africa	
Attn:	Fax:

KFC Lab 105 (Soda Fountain/Coffee)	
South Africa	
Attn:	

ORDER DATE	REQUIRED	VIA	FOB	TERMS
2020-07-03	2020-07-05			30 Days

VENDOR CODE	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT. PRICE
KMI040013D	Soft Drink Diet Pet Bottle 500 MI	48.00	CASE/24 X 440ML EA	128.20	6,153.60
KMI041154	Soft Drink 2 Lt	93.00	CASE/6 X 2L EA	82.67	7,440.30
KMI041154D	Soft Drink 2 Lt Diet	15.00	CASE/6 X 2.250L EA	79.65	1,035.45
KMI041156	BEV - SOFTDRINK 1.5L DIET	1.00	CASE/12 EA	115.43	0.00
KMI041204D	Soft Drink Can 300 MI Diet	1.00	CASE/24 X 300ML EA	136.30	136.30
KMI041304	Soft Drink Pet Bottle 440 MI	177.00	CASE/24 X 440ML EA	128.20	22,691.40
KMI041409	Valpre 500 MI - Still	1.00	CASE/24 X 500ML EA	136.10	136.10
KMI041410	Bon Aqua - Water 500 MI	9.00	CASE/24 X 500ML EA	100.92	605.52
KMI042101	Softdrink 20l Fountain Postmix - Coke	5.00	CASE/1 X 20L	560.72	2,803.60
KMI042103	Softdrink 20l Fountain Postmix - Fanta	1.00	CASE/1 X 20L	560.72	560.72

YOUR REFERENCE	SUPPLY AGENT	Account No.	TOTAL QTY	No LINES
			351.00	10

Order Status	Received Date
Invoiced	2020-07-03

Non-Taxable	\$0.00
Taxable Total	\$42,273.06
Tax	\$6,340.96
Freight Charge	\$0.00
Sub-Total	\$48,614.02
Amount Paid	\$0.00
Amount Due	\$48,614.02

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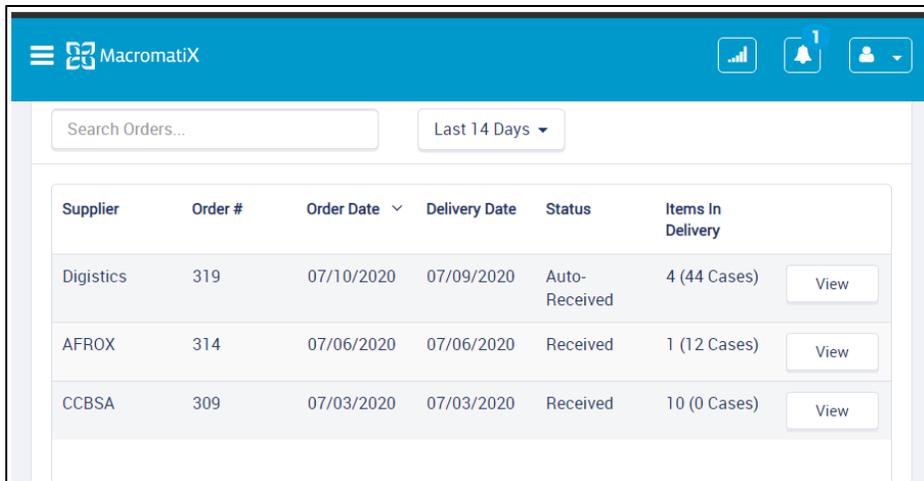
1 / 1

## Order History

To view order history.



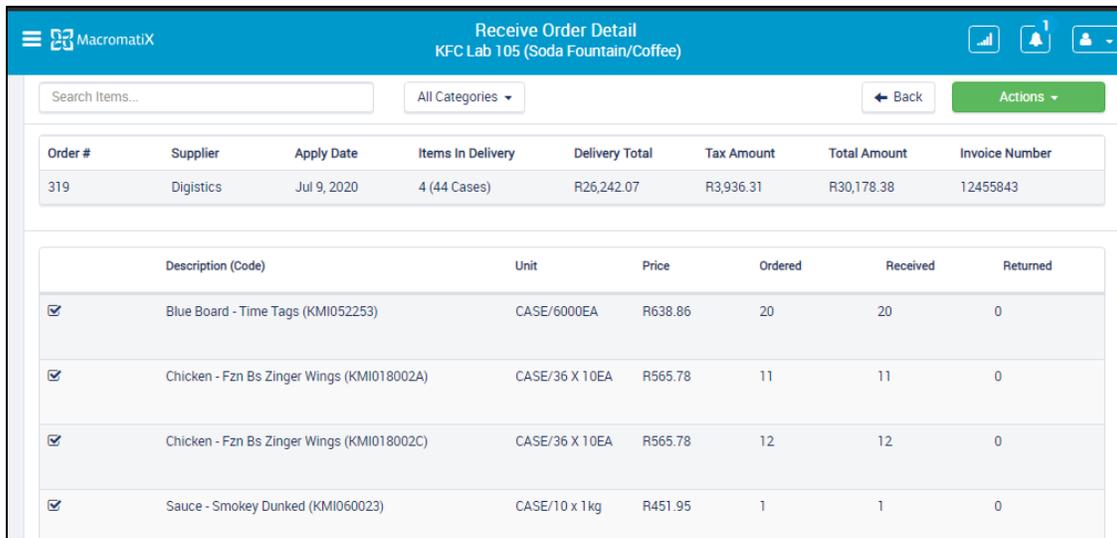
A list of previous orders will display.



The screenshot shows the MacromatiX interface for viewing order history. It features a search bar, a date filter set to "Last 14 Days", and a table of orders.

Supplier	Order #	Order Date	Delivery Date	Status	Items In Delivery	
Digistics	319	07/10/2020	07/09/2020	Auto-Received	4 (44 Cases)	<a href="#">View</a>
AFROX	314	07/06/2020	07/06/2020	Received	1 (12 Cases)	<a href="#">View</a>
CCBSA	309	07/03/2020	07/03/2020	Received	10 (0 Cases)	<a href="#">View</a>

- To make changes to a single order, select **View** and the following screen will appear.



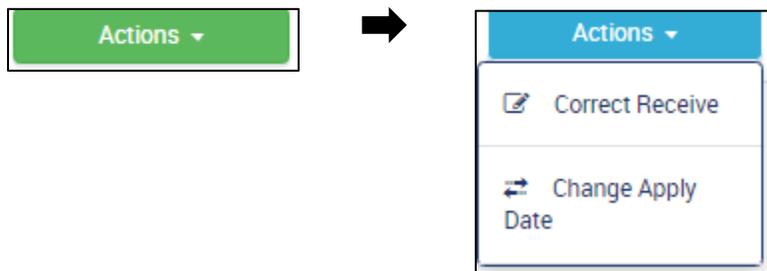
The screenshot shows the "Receive Order Detail" screen for order #319 from supplier Digistics. It includes a summary table and a detailed items table.

Order #	Supplier	Apply Date	Items In Delivery	Delivery Total	Tax Amount	Total Amount	Invoice Number
319	Digistics	Jul 9, 2020	4 (44 Cases)	R26,242.07	R3,936.31	R30,178.38	12455843

Description (Code)	Unit	Price	Ordered	Received	Returned
<input checked="" type="checkbox"/> Blue Board - Time Tags (KMI052253)	CASE/6000EA	R638.86	20	20	0
<input checked="" type="checkbox"/> Chicken - Fzn Bs Zinger Wings (KMI018002A)	CASE/36 X 10EA	R565.78	11	11	0
<input checked="" type="checkbox"/> Chicken - Fzn Bs Zinger Wings (KMI018002C)	CASE/36 X 10EA	R565.78	12	12	0
<input checked="" type="checkbox"/> Sauce - Smokey Dunked (KMI060023)	CASE/10 x 1kg	R451.95	1	1	0

Select on Actions it will show options to correct receive or change apply.

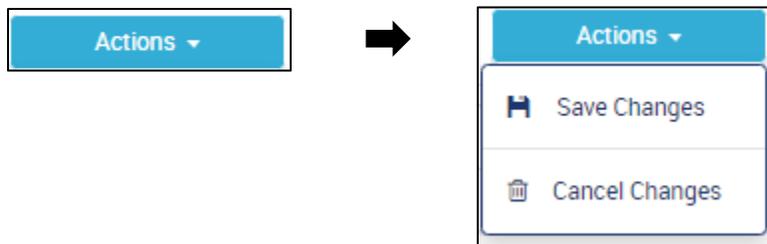


**Correct Receive** – Allows the user to edit and make changes to orders received.

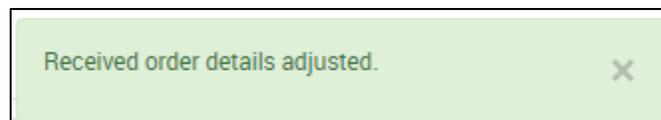
Example:

	Description (Code)	Unit	Price	Ordered	Received	Returned
<input checked="" type="checkbox"/>	Blue Board - Time Tags (KMI052253)	CASE/6000EA	638.86	20	<input type="text" value="12"/>	0
<input checked="" type="checkbox"/>	Chicken - Fzn Bs Zinger Wings (KMI018002A)	CASE/36 X 10EA	565.779	11	<input type="text" value="8"/>	0

As changes are made, click on actions and select **save changes** or **cancel changes**



A confirmation message will appear



**Change apply date** – allows the user to change dates of the orders received.

- **Confirm** when the new applied date changes have been made
- Or **Cancel** to go back

**Change Apply Date** ✕

Changing the apply date of the order will create a copy of the order with the requested apply date. Are you sure you want to continue?

New Apply Date

Jul 9, 2020

03 : 48 PM

Cancel Confirm

## Digistics Order

Due to Digistics being integrated the following steps will need to be followed:

- The order needs to be placed in the scheduled orders before the Friday 10am cut off times thereafter that scheduled order gets locked and will not be able to be edited.
- Once the order has been submitted before the Friday 10am cut of time then it gets sent to Digistics who intern will send back the store three scheduled orders for the next week (IE A KFC restaurant has three deliveries per week)
- When the order arrives at store level then the Digistics driver and the store manager confirm the order as per the invoice and then that gets checked against the EPOD delivery tablet that the Digistics driver has.
- If there were any short deliveries or returns, then this gets marked on the tablet and once both are happy then only will the order be processed on the EPOD tablet. Within an hour the shipping confirmation then gets sent to MX were that order will be automatically received into the system and stock updated accordingly.
- Should the order not be received from Digistics a support call will be logged by the store where the case is escalated to the Gaap MX administrator and team in the interim. Alternatively, Digistics can be contacted to resend the order.
- This is the main process and this is what will cause the most support calls as sometimes there is a problem with the drivers delivery tablet and its then a manual process were Digistics warehouse has to process the invoice manually and then a shipping confirmation gets sent to the store.
- The same support channels which now is implemented with the GAAP Digistics integration will need to get followed as with MX.
- When it is known and confirmed that the shipping confirmation has not been imported into MX. The following contact can be emailed at Digistics [DGITWeCare@Digistics.co.za](mailto:DGITWeCare@Digistics.co.za)
- After sending an email to DGITWecare please contact the following number **082 288 2990** between 17:00 and 08:00 and over weekends.
- Should the call centre technician not receive a resolution from Digistics in an hour, the case should be escalated to the GAAP Internal MX team.
- Another reason that a shipping confirmation might fail is when there is a stock code that was sent from Digistics that has not yet been added into MX. This will then need to be escalated to DB maintenance and the normal procedure of having the item active will need to be followed.