

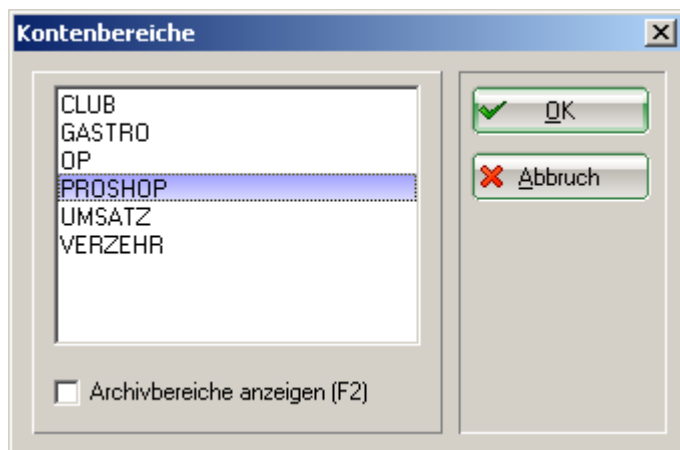
Delivery note management

This function is activated with the [Proshop/merchandise management](#) module.

Purchases of goods should be entered in PC CADDIE in as much detail as possible. Delivery note management is used to accurately record each delivery note. Incoming goods can therefore be processed correctly and can be tracked here at any time. Even if you no longer have the original delivery notes from your suppliers at a later date, you can always find the essentials here.

To process your delivery notes, first select the relevant account area, e.g. **PROSHOP** or **SALES**.

To do this, click on the yellow button in the icon bar



or select in the menu **Select sales/account area** menu, select the appropriate area.

Entering suppliers

In preparation for delivery note management, your suppliers are created as persons in PC CADDIE. Please read the chapter [create new, edit, delete](#)

Entering the delivery notes

To enter the delivery notes, use the menu item **Article/Delivery note management**.

In the „Delivery notes“ window, select a delivery note that has already been entered and edit it using **Edit**. Or you can enter a new delivery note via **Create new delivery note** and **Edit**

Lieferscheine [X]

Wählen Sie einen Lieferschein zum Bearbeiten aus:

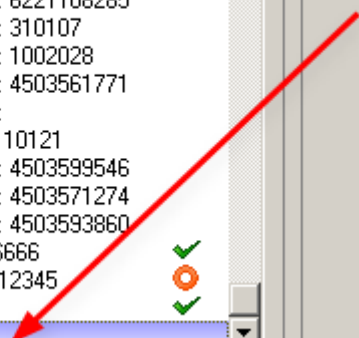
Datum	Lieferant	Nummer	Bemerkung
22.12.06	Amer Sports GmbH, H.	581	RE NR: 4503368720
31.12.06	Titec	582	RE NR: 587 1309
01.01.07	ILLER Pharma GmbH	584	RE NR: 22016
01.01.07	Salomon Taylor Made	585	RE NR: 11205533
01.01.07	Salomon Taylor Made	586	RE NR: 11205537
01.01.07	Salomon Taylor Made	587	RE NR: 11205535
16.01.07	Acushnet GmbH, Herr	588	RE NR: 690890
16.01.07	Silverline	589	RE NR: 270210
19.01.07	Silverline	590	RE NR: 270251
23.01.07	Albrecht Golf Verlag	591	RE NR: 180591
29.01.07	HAAS Handelsvertret.	592	RE NR: 1001001
29.01.07	Albrecht Golf Verlag	593	RE NR: 180725
24.01.07	Salomon Taylor Made	594	RE NR: 11205979
31.01.07	Salomon Taylor Made	595	RE NR: 11520214
31.01.07	Golfstore Group AB	596	RE NR: 266684
01.02.07	NIKE GOLF, Peter Sp.	597	RE NR: 6221108285
31.01.07	Salomon Taylor Made	598	RE NR: 310107
01.02.07	HAAS Handelsvertret.	599	RE NR: 1002028
02.02.07	Amer Sports GmbH, H.	600	RE NR: 4503561771
03.03.07	Bogner GmbH & Co.KG	602	RE NR:
20.02.07	good leg shoes GmbH	603	RE NR 10121
23.02.07	Amer Sports GmbH, H.	604	RE NR: 4503599546
08.02.07	Amer Sports GmbH, H.	605	RE NR: 4503571274
21.02.07	Amer Sports GmbH, H.	606	RE NR: 4503593860
01.06.11	Mizuno, Timo Muster.	1017	RG 266666
03.08.11	Mizuno, Timo Muster.	1022	Rg Nr. 12345
03.08.11	Brax, Gundula Muste.	1023	12675
>>> Neuen Lieferschein erfassen <<<			

Bearbeiten

Löschen (F5)

Drucken (F8)

Ende



The new delivery note is displayed:

Enter details from delivery note (2) X

Date: Number:

Supplier: [List] [Refresh]

Article name: ★ entered [Dropdown]

Information:

Add new article [List] [Refresh]

Art no	No	PP	Article name

8 Total 0.00 9 10

+ New article [F9] Edit [F7] X Delete [F5]

Copy article out of another order [F6]

Back to supplier => book as outgoing 11

Save delivered articles for labels 12

Update this article information by saving:

Purchase Sales ID, Order no, Barcode 13

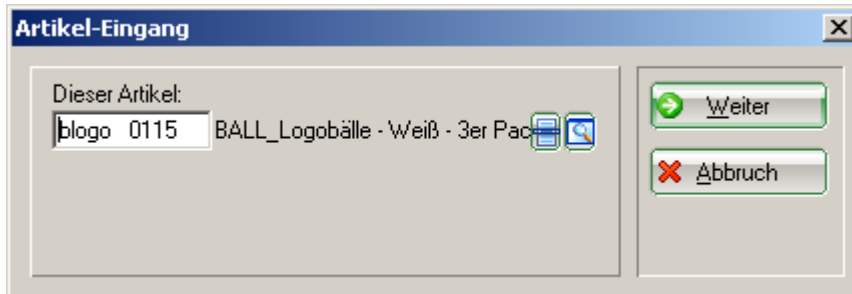
Attachm: [Image] [Refresh] 14

1. Specify the date of the delivery note.
2. The number is automatically assigned consecutively and sorted accordingly (even if the date is not chronological).
3. Select the relevant supplier using the list button on the right.
4. You can read the description entered here in the list of delivery notes, e.g. the invoice number or a note such as „Pre-order gloves“ is useful here.
5. An additional field for further information.
6. The status „recorded“. This can be changed to „checked“, „paid“ or „error“; the corresponding symbol is then directly visible in the overview.
7. If the delivery is a new item, click on the list function button on the right and then on **New** to create a new item. (see also the chapter [create new, edit, delete](#))
8. If the delivery relates to an existing item, click on **New article** to select the correct one.
9. If you are editing an existing delivery note, select **Edit** to make any changes or **Delete** to delete the article access completely.
10. When editing existing delivery notes, select **Delete** to delete the item receipt completely.
11. If it is a return, with which a goods issue is to be booked, please tick this box.
12. The respective receipt of the article is immediately saved for label printing with the help of this

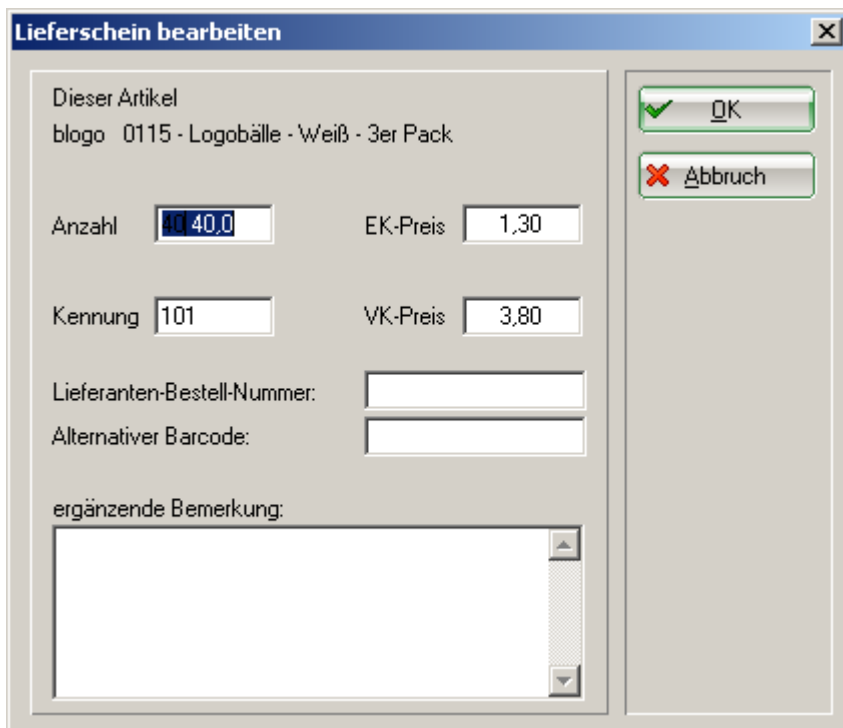
tick. Please remove the tick if you do not want labels.

13. The information on the purchase price, the sales price and the identifier, order number and barcode are updated automatically.
14. You can attach another document here, such as a scan of the original delivery note.

After selecting the desired article (7), press **Next**





Now enter the number of goods purchased - in our example 40 units. The purchase price is copied from the article entries. If this changes, the new price should be entered here. The desired calculation of the price (new price, average or calculated) is defined in the article (Incoming button):





The delivery note is now entered, the goods receipt logo balls is booked in:

Lieferschein bearbeiten (1026)

Datum: Nummer:

Lieferant:  

Information:

Neuen Artikel hinzufügen
  

Art-Nr.	Zahl	EK	Bezeichnung
blgo 0115	40,00	52,00	BALL_Logobälle - Weiß - 3er Pack

Summe 52,00

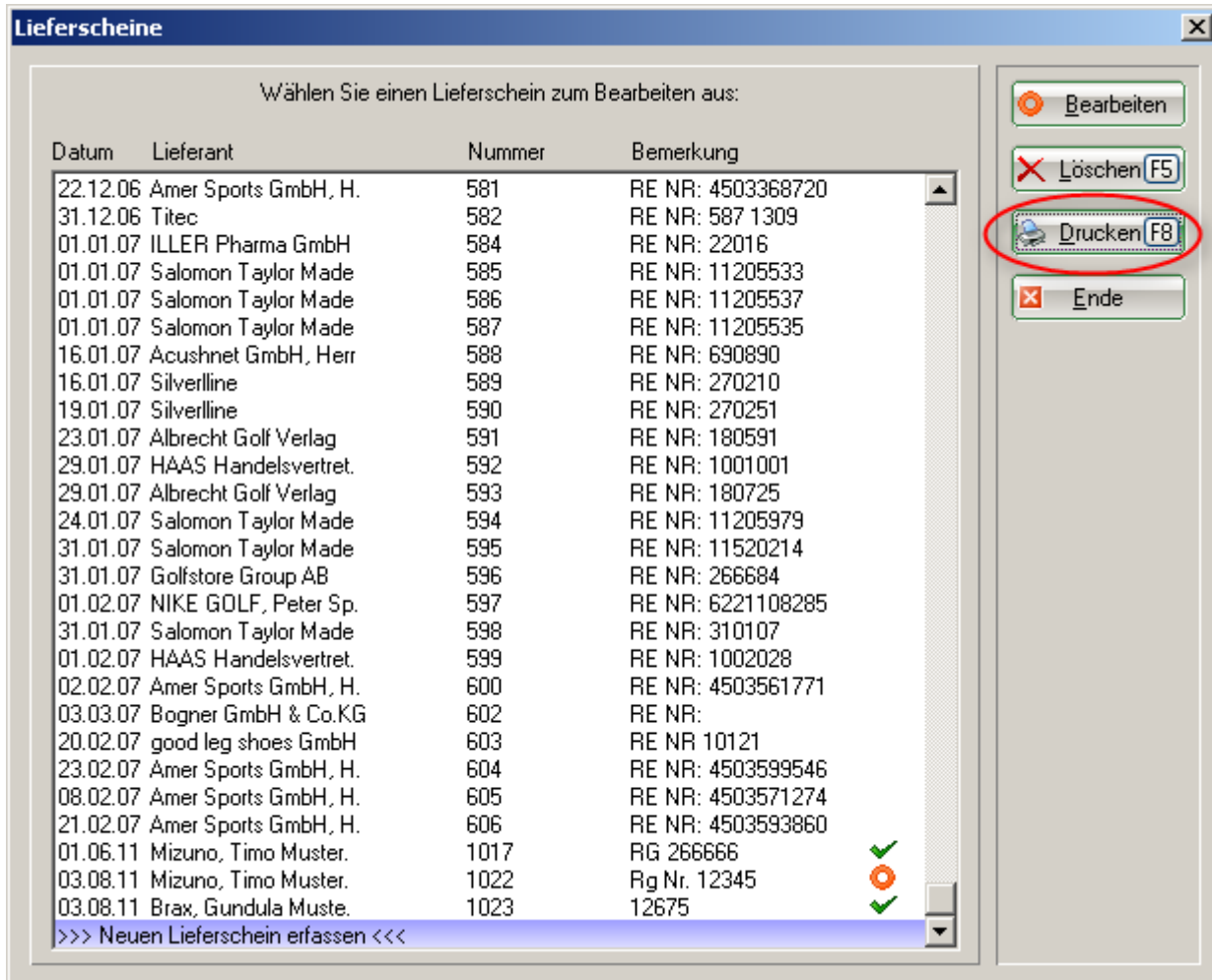
Gelieferte Artikel für Etikettendruck speichern

Beim Speichern diese Informationen in den Artikeln aktualisieren:

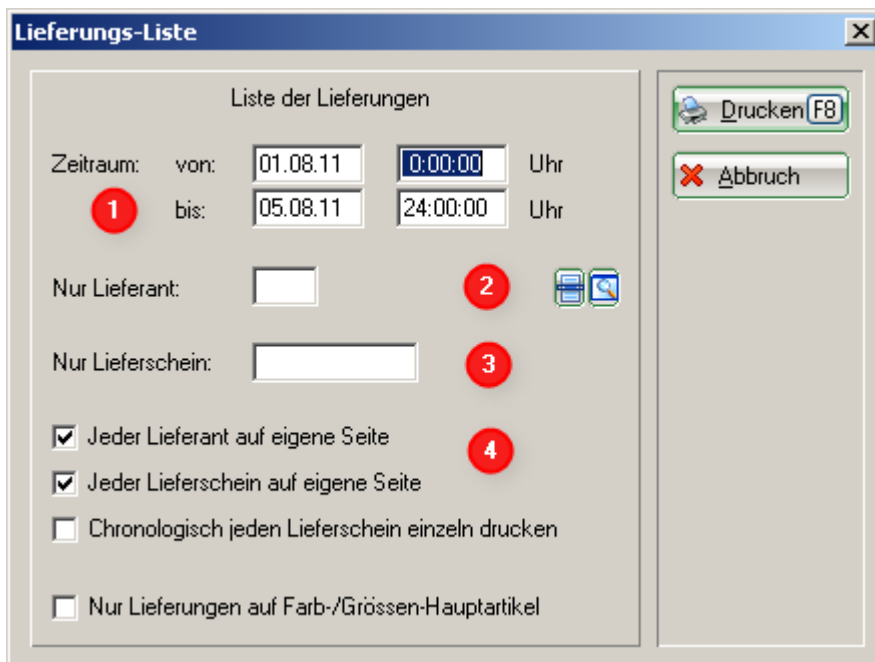
EK-Preis
 VK-Preis
 Kennung, Bestellnummer, Barcode

Print delivery notes

You also have the option of printing delivery notes.



The following window opens:



1. Determine the period of the deliveries.
2. Select the relevant supplier using the list button on the right.
3. If you only want to print a specific delivery note, enter the delivery note number here.
4. Both checkboxes are automatically set here, one supplier and one delivery note are printed per

page - as shown below.

Lieferungen

Brax, Gundula Musterfrau 01633
Zahlungs-Bed.

Lieferschein 1023

Pos Datum Artikel-Nr. **1** Gruppe Text Zahl **2** EK-Einzel **3** EK-Total **4** VK-Einzel **5** VK-Total **6** Marge **7** Aufsl

1	03.08.11	blog	0115	BALL	Logobälle - Weiß - 3er Pa	10,0	1,30	13,00	3,80	38,00	59,3	192,3
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1. the product group of the article
2. the purchase price per item
3. the total purchase price for the number of items supplied
4. the sales price per item
5. the total sales price for the number of items delivered
6. the percentage margin
7. the percentage mark-up

The list of goods receipts also helps you to obtain an overview of your goods receipt postings. (see [Goods receipt list](#)).