Processing Electronic Delivery Notes (EDN)

evoBackOffice

The EDN from a stores' main supplier provides a quick and accurate way of booking items into stock, to maintain accurate stock levels and valuations. EDNs are available to download shortly before each delivery arrives in the store, enabling any new items to be created and shelf edge labels printed before the delivery arrives.

As the EDN also contains the cost prices for items, margins can be reviewed and retail prices changed if required from the EDN screen.

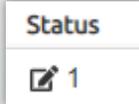## From the Menu Bar, Select -> Stock -> Stock Deliveries

1

- Select **Collect EDNs**.   ⬇ Collect EDNs

  EDNs received are shown with the download icon 📶 as the type

- Click on the line to select the EDN

EDNs is showing with a number in the status column indicates that there are stock lines in the delivery that are not currently in the store stock file.

Status
📝 1

To add new details to stock file select either

Match to Existing Item   **Match to Existing Item** – if the new item is just a new barcode for an item that is already in the stock file.

   Screen will display to find the existing item to add the new details to, check retail price and amend if needed before selecting **Add Details.**

Create New Item   **Create New Item** – if the item is new to the store.

The screen will display the new stock item, check retail price and description and amend if needed before saving stock item.

2

When the EDN is selected, if there are orders that have been previously sent using evoBackOffice that correspond to the selected EDN, the screen will display the orders available to match to the EDN.

Supplier	Reference	Delivery Date	Lines	Value
Budgens / Budgens GR	03738807	27 Jan 2020	8	£59.59

Select Orders (1 Selected)

Promotional 3	Lines 8	Value £57.71
Wine Thursday 3734532	Lines 12	Value £424.10

Match to Selected Order

3

- Highlight the order to use and select **Match to Selected order**   Match to Selected Order

OR If there is no order to match

- select **Create Delivery from EDN**   💾 Create Delivery From EDN

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Once the delivery is displayed on the screen different symbols will highlight any changes to cost price, quantities delivered, and items in the delivery that were not in the order.

Prices Changes.

Where cost prices or pack sizes have changed, the screen will display

Red arrows to highlight where the margin is reduced.

Green arrows where margin is increased.

Hovering the mouse over the arrow gives

Margin Change			
	Cost	Retail	Margin
Current	£2.000	£3.99	39.85%
New	£2.300	£3.99	30.83%

The **Current** cost (in the stock item before the delivery) and the margin.

The **New** cost of the item in this delivery (which will update to the stock item once the delivery is posted) and the change of margin if the retail price remains unchanged

If required, the retail price can be changed by clicking on the blue retail price button

Change Retail

Barcode	Description	Retail	Margin
5026050000079	FLOWERS £3.99	£ 4.49	% 38.53

Cancel   Change Retails

- Type in the new retail and the screen will display the effect of this price change on the margin.

- To update the retail price, select Change retails.

Price changes will be sent to **SEL & POS Updates** screen ready to be sent to the POS .

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Items marked with the shopping trolly symbol, indicate items that are in the EDN but were not ordered. In evoBackOffice

4

Once finished with delivery screen to add quantities into stock holding.

- Select **Finalise Delivery**

- Select **Post Delivery**

✔ Finalise Delivery

Tick box if a printout is required of the delivery.

Display Delivery Report ☐

✔ Post Delivery

Details of any historically posted deliveries can be viewed or printed in the **Completed Deliveries** tab

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