

evoBackOffice Stock Ordering

Stock orders are created in evoBOS to transmit to a store's main supplier or can be saved in a suitable format to email directly to suppliers. Using the Handheld Terminal (HHT) to populate the order screen is the quickest and most accurate way to construct the order as it uses the product barcode to select the items, once in the order screen items and quantities can be edited as required.

The HHT contains a copy of the store's stock file, which should be updated regularly to include any recent changes and new items.

From the Menu Bar, Select -> Stock -> Sync HHT

1

On the HHT select 'ordering' and scan each product. Enter the quantity required to order in outers – *the screen will display the quantity of items in an outer* – once scanning is complete, return the HHT to its cradle.

From the Menu Bar, Select -> Stock -> Ordering

2

- Select **Add Order**
- Select **Supplier** from the dropdown list (some suppliers also require a depot to be selected)
- Enter **Delivery Date**
- Enter a **Reference** for the order
- Select **Create Order**

3

- Select **Import HHT**
- **Sync HHT**

Once the file from the HHT displays

- Select **Import**

Filename	Imported	Lines	
ORDER_20210414161116.TXT	14/04/2021 16:11	12	

The Order screen will populate with the scanned items.

PLU Code	Description	Supplier Code	Stock On Hand	On Order	Pack Size	Pack Cost	Packs Ordered	Total
881074	MCCAIN HOME CHIPS ST/CUT 1KG	235627	0	0	12	£26.05	1	£26.05
881087	AUNT BESS.H/S.CHIPS 600G	329978	0	0	8	£11.30	2	£22.60
881073	B.F.COD.FISH.FINGERS.10'S280G	303206	0	0	12	£19.33	1	£19.33

Item quantities can be amended, or items deleted as required. Use the item search to add additional items.

Item Search

4

When the order is finished

- Select **Complete Order**

Transmit Order- to send to main supplier.

Or **Print** – to print or save file

Remember to delete the order file from the HHT once the items have been imported.

- On the HHT screen, select **Utilities / Delete Result.**
- Select the order file to delete from the list.