

Processing Electronic Delivery Notes (EDN)

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**.



EDNs received are shown with the download icon  as the type

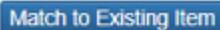
- Click on the line to select the EDN

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 – 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 – 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 Delivered	Packs Delivered	Value
Blakemore / Blakemore Frozen	05996888	22 Apr 2022	7	7	£186.21

Select Orders (1 Selected)					
Reference	Delivery Date	Completed	Lines Ordered	Packs Ordered	Value
Froz top up 150t	23 Apr 2022	20 Apr 2022	8	8	£160.05



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



OR If there is no order to match

- select **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.

Retail
£2.19
↓ £1.99
↑ £0.20

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				Retail
Barcode	Description	Retail	Margin	
5026050000079	FLOWERS	£ 4.49	% 38.53	£3.99
<input type="button" value="Cancel"/> <input type="button" value="Change Retail"/>				

- 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 retail.

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



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

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

- Select **Finalise Delivery**
- Select **Post Delivery**

Finalise Delivery

Display Delivery Report

Post Delivery

Tick box if a printout is required of the delivery.

Details of historically posted deliveries can be viewed or printed from **Completed Deliveries** tab. A **Delivery Audit Report** of all deliveries is also available in the Reporting Centre