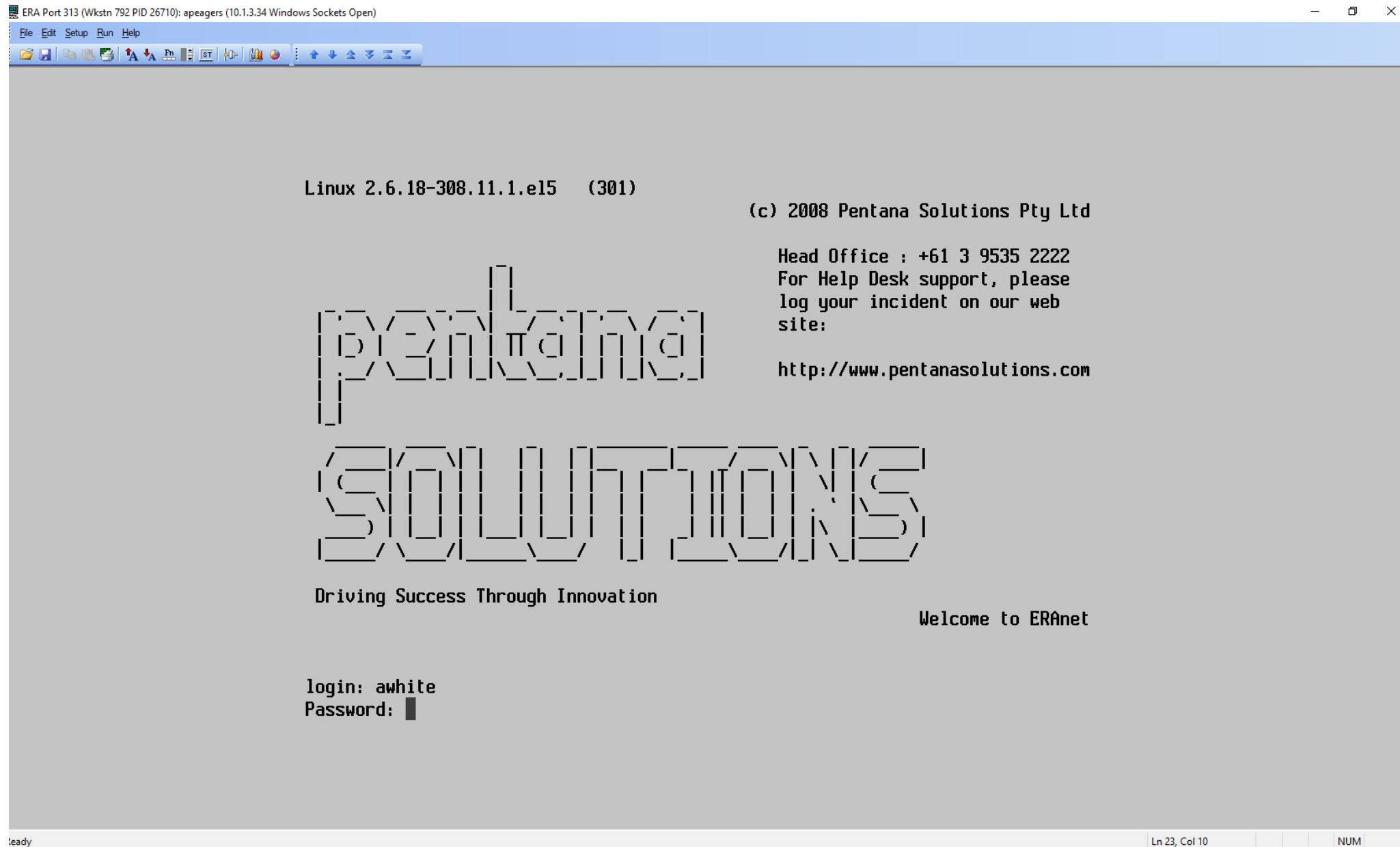Adding items to RO's from stock:

1. Navigate to ERA Link on the computer and type in your credentials sign in by hitting enter and hit enter again when it asks for a port number/workstation

2. Using the keyboard type in "2525" then hit enter – this will bring up "counter sales" screen.

```
10| Austral Motors          Parts Invoicing Menu              2500

  ┌─────────────────────────┐   ┌──────────────────────────────────────┐
  │ Version    : ERAnet V9  │   │ 1 Invoice Entry Menu           2520  │
  │ Date       : Aug 22,2023│   │ 2 Reports Menu                 2540  │
  │              Tuesday    │   │ 3 Purchase Orders Menu         2970  │
  │ Store      : STORE10    │   │ 4 Clock On/Off Maintenance     0983  │
  │ User       : AWHITE     │   └──────────────────────────────────────┘
  │ Port/Wkstn : 313 / 792  │
  └─────────────────────────┘

  Log Off        [88]

  Menu Help   [HELP]

  Applications [77]

  Prev Menu      [99]




  Selection: 2525
  Help: Select a menu option, or enter your desired action      [/=Options]
```

3. In this screen, type in the initials of the Make of vehicle for that store for example: "JA" for Jaguar RO/Invoice or "LR" for Land Rover RO/Invoice. Once done hit "enter"


```
ERA Port 313 (Wkstn 792 PID 26928): apeagers (10.1.3.34 Windows Sockets Open)        —  ⧉  ✕
File  Edit  Setup  Run  Help

22 AUG 2023 P313              Austral JLR - Counter Sales              STORE10  2525

Invoice#  Cust #  Name                        Phone          Pay      Ctrmn Ot Pl

Make RO   Cust Po#                 Tax EX#                 ID#
Ln# Part# / Description............ Qord Qshp List.... Sale.... Extended Tc Pl




AVAI          LIST          BN1          MDL
Qpr           TRADE         BN2          STS       WHS
CMTD          DLR           PACK         DEP                       Tot
New#                        Old#                                  Tax
Remarks                                                           Bal
Make RO

Ready                                                    Ln 22, Col 5        NUM
```

4. Now type in the invoice number (Cash sale) or RO underneath "Invoice#" and hit enter

File Edit Setup Run Help

```
22 AUG 2023 P313              Austral JLR - Counter Sales           STORE10  2525

Invoice#  Cust #  Name                    Phone        Pay      Ctrmn Ot Pl
ro344383
Make RO    Cust Po#           Tax EX#             ID#
Ln# Part# / Description............ Qord Qshp List.... Sale.... Extended Tc Pl




AVAI          LIST          BN1          MDL
Qpr           TRADE         BN2          STS      WHS
CMTD          DLR           PACK         DEP                  Tot
New#                        Old#                              Tax
Remarks                                                       Bal
(A=Add)(D=Del)(E=Ent)(M=Mod)(Pn=Pg#)(O=Cls)(R=Reprice)(Q=Inq)(CI=Custinq)
#=Inv, /=Lookup, IDxxx
```

Ready   Ln 3, Col 8   NUM

5. Now type in your three-digit Counterman Number and hit enter

ERA Port 313 (Wkstn 792 PID 26928): apeagers (10.1.3.34 Windows Sockets Open)

File   Edit   Setup   Run   Help

```
22 AUG 2023 P313           Austral JLR - Counter Sales              STORE10  2525

Invoice#  Cust #  Name                        Phone        Pay    Ctrmn Ot Pl
RO344383  100192  The Candidate Company Pty                CASH   212   DA 1
Make RO   Cust Po#            Tax EX#                ID# SALWA2AK2JA186471
Ln# Part# / Description............. Qord Qshp List.... Sale.... Extended Tc Pl




Veh: 17 RO RANGE ROVER SPORT 5000388214  Vin : SALWA2AK2JA186471 Eng# 11796213
AVAI          LIST          BN1          MDL
Qpr           TRADE         BN2          STS      WHS
CMTD          DLR           PACK         DEP              Tot    0.00
New#                        Old#                          Tax    0.00
Remarks                                                   Bal    0.00
(A=Add)(D=Del)(E=Ent)(M=Mod)(Pn=Pg#)(O=Cls)(R=Reprice)(Q=Inq)(CI=Custinq)
Enter a valid counter man number
```

Ready   Ln 3, Col 67   NUM

6. Leave this by default and hit enter

ERA Port 313 (Wkstn 792 PID 26928): apeagers (10.1.3.34 Windows Sockets Open)

File   Edit   Setup   Run   Help

```
22 AUG 2023 P313         Austral JLR - Counter Sales         STORE10   2525

Invoice#  Cust #  Name                      Phone       Pay      Ctrmn Ot Pl
RO344383  100192  The Candidate Company Pty             CASH     212   DA 1
Make RO   Cust Po#              Tax EX#              ID# SALWA2AK2JA186471
Ln# Part# / Description............ Qord Qshp List.... Sale.... Extended Tc Pl




Veh: 17 RO RANGE ROVER SPORT 5000388214  Vin : SALWA2AK2JA186471 Eng# 11796213
AVAI          LIST          BN1          MDL
Qpr           TRADE         BN2          STS     WHS
CMTD          DLR           PACK         DEP                  Tot       0.00
New#                             Old#                         Tax       0.00
Remarks                                                       Bal       0.00
(A=Add)(D=Del)(E=Ent)(M=Mod)(Pn=Pg#)(O=Cls)(R=Reprice)(Q=Inq)(CI=Custinq)
Enter a valid order code                            [/=Lookup]
```

eady   Ln 3, Col 73   NUM

7. This will bring you to the menu for the RO down at the bottom right. Since a part needs to be added, Type "A" on the keyboard and hit enter.

ERA Port 313 (Wkstn 792 PID 26928): apeagers (10.1.3.34 Windows Sockets Open)

File   Edit   Setup   Run   Help

```
22 AUG 2023 P313            Austral JLR - Counter Sales            STORE10  2525

Invoice#  Cust #   Name                        Phone        Pay      Ctrmn Ot Pl
RO344383  100192   The Candidate Company Pty                CASH     212   DA 1
Make RO   Cust Po#                 Tax EX#              ID# SALWA2AK2JA186471
Ln# Part# / Description............. Qord Qshp List.... Sale.... Extended Tc Pl
```

```
Veh: 17 RO RANGE ROVER SPORT 5000388214  Vin : SALWA2AK2JA186471 Eng# 11796213
AVAI          LIST          BN1          MDL
Qpr           TRADE         BN2          STS      WHS
CMTD          DLR           PACK         DEP                    Tot      0.00
New#                              Old#                          Tax      0.00
Remarks                                                        Bal      0.00
(A=Add)(D=Del)(E=Ent)(M=Mod)(Pn=Pg#)(O=Cls)(R=Repr)(Q=Inq)(CI=Cus)(V=Veh) a
```

Ready   Ln 22, Col 75   NUM

8. Type in the part number and hit enter. Underneath "Qord" type the number of units required for this RO and hit enter again.
   Also note that total available units that are in your vicinity are 36 (In this example) and the Location for these units are in "ND02DA"
   The warehouse also stocks this item which can be seen by "Eagers Austra: 99" meaning at Pinkenba Warehouse there is 99 available.

```
Eagers Austra:    99



────────────────────────────────────────────────────────────────

Make RO    Cust Po#              Tax EX#                    ID# SALWA2AK2JA186471
Ln# Part# / Description............. Qord Qshp List.... Sale.... Extended Tc Pl
   1 LR013148        OIL FILTER                    43.93    50.52              1













AVAI 36         LIST        43.93  BN11         2S
Qpr ND02DA      TRADE              BN2               22/08/23 WHS
CMTD            DLR         23.93  PACK              DEP                  Tot
New#                                      Old#                           Tax
Remarks                                                                  Bal
(A=Add)(D=Delete)(E=Enter)(M=Modify)(Pn=Page#)(O=Close)(R=Reprice)(Q=Inq)
 Answer must be numeric
```

9. This should bring a line asking for what job number that the part belongs to.

File Edit Setup Run Help

```
22 AUG 2023 P313          AUSTRAL MOTORS - Counter Sales          STORE10   2525

Invoice#  Cust #   Name                        Phone       Pay      Ctrmn OT PL
RO344383  100192   The Candidate Company Pty               CASH     089   DA 1
Make RO   Cust Po#                  Tax EX#               ID# SALWA2AK2JA186471
Ln# Part# / Description............ Qord Qshp List.... Sale.... Extended Tc Pl
  1 LR013148         OIL FILTER       1    1    43.93    50.52    50.52    1




AVAI 36      LIST     43.93 BN11      2S
Qpr ND02DA   TRADE          BN2          22/08/23 WHS
CMTD         DLR      23.93 PACK         DEP               Tot
New#                        Old#            ST          Tax
 Job Number     /                       ST         PLC    1

 Enter Job# or /=Lookup
```

Ready   Ln 21, Col 16   NUM

10. Use "/" if you do not know the job line number and a screen like this will be shown. *Since the example is an Oil filter for a service it is safe to assume job line 1 (130,000km/60 month service) is the correct Job Number.* Type the job number (1) and hit enter to select the job line.

11. This screen will appear and is asking what kind of transaction it is and pricing level respectively. In this instance it will be left at the default "C" for customer transaction and price level "1" for retail pricing. "Enter" through these.

```
ERA Port 313 (Wkstn 792 PID 26928): apeagers (10.1.3.34 Windows Sockets Open)          —   □   ✕
File  Edit  Setup  Run  Help


 22 AUG 2023 P313          AUSTRAL MOTORS - Counter Sales              STORE10  2525

 Invoice#  Cust #  Name                      Phone       Pay      Ctrmn OT PL
 RO344383  100192  The Candidate Company Pty              CASH      089   DA 1
 Make RO   Cust Po#            Tax EX#            ID# SALWA2AK2JA186471
 Ln# Part# / Description............ Qord Qshp List.... Sale.... Extended Tc Pl
   1 LR013148        OIL FILTER        1    1    43.93    50.52    50.52    1




 AVAI 36      LIST      43.93  BN11        2S
 Qpr ND02DA   TRADE            BN2         22/08/23 WHS
 CMTD         DLR       23.93  PACK          DEP                  Tot
 New#                          Old#                               Tax
   Job Number    1   01RO44491130AAA     ST   C        PLC   1

Ready                                                           Ln 21, Col 45       NUM
```

12. Once all the items have been added to the RO that are required. Hit enter to go back to the menu for the RO

File Edit Setup Run Help

```
22 AUG 2023 P313        AUSTRAL MOTORS - Counter Sales              STORE10  2525

Invoice#  Cust #   Name                     Phone        Pay      Ctrmn OT PL
RO344383  100192   The Candidate Company Pty              CASH      089   DA 1
Make RO   Cust Po#              Tax EX#                    ID# SALWA2AK2JA186471
Ln# Part# / Description........... Qord Qshp List.... Sale.... Extended Tc Pl
   1 LR013148        OIL FILTER       1    1    43.93    50.52    50.52    1
   2 LR161566        POLLEN FILTER    1    1   166.65   191.65   191.65    1
   3 STC4687         SCREEN WASH      1    1    14.59    14.59    14.59    1
     LR073675        PLUG - OIL DRA   1    1    10.95    12.59    12.59    1
   5 
```

```
AVAI          LIST          BN1          MDL
Qpr           TRADE         BN2          STS      WHS
CMTD          DLR           PACK         DEP                    Tot    269.35
New#                             Old#                           Tax     26.94
Remarks                                                         Bal    296.29
```

Ready   Ln 10, Col 4   NUM

13. Once at the menu, you can save the RO by pressing "s" and the enter. HOWEVER, if you want to make it easy to collect the items for the tech. Press "E" to enter the backpage

File   Edit   Setup   Run   Help

```
22 AUG 2023 P313        AUSTRAL MOTORS - Counter Sales           STORE10  2525

Invoice#  Cust #  Name                      Phone        Pay      Ctrmn OT PL
RO344383  100192  The Candidate Company Pty              CASH     089   DA 1
Make RO   Cust Po#              Tax EX#            ID# SALWA2AK2JA186471
Ln# Part# / Description............ Qord Qshp List.... Sale.... Extended Tc Pl
  1 LR013148          OIL FILTER        1    1    43.93    50.52    50.52    1
  2 LR161566          POLLEN FILTER     1    1   166.65   191.65   191.65    1
  3 STC4687           SCREEN WASH       1    1    14.59    14.59    14.59    1
    LR073675          PLUG - OIL DRA    1    1    10.95    12.59    12.59    1




AVAI        LIST         BN1          MDL
Qpr         TRADE        BN2          STS      WHS
CMTD        DLR          PACK         DEP                      Tot    269.35
New#                          Old#                             Tax     26.94
Remarks                                                        Bal    296.29
(A=Add)(D=Del)(E=Ent)(M=Mod)(Pn=Pg#)(O=Cls)(R=Repr)(Q=Inq)(CI=Cus)(V=Veh) e
```

ready   Ln 22, Col 75   NUM

14. Once in the back page of the RO, there will be a few options. Firstly, changing the comments of the RO to include details of: Location of all parts (Should you be pre-picking items), whether the parts have been taken by a tech already or any other information you may feel is relevant to this RO. A good habit is to put in enough information in so if a service advisor, tech, foreman or salesperson looks at it they can understand where it is.

```
22 AUG 2023 P313          AUSTRAL MOTORS - Counter Sales              STORE10  2525
_____

     X    Invoice#         RO344383          X   Control No.     100192
     1    Code,Comments


     2    Sale Type         R                 3   Tax Exempt No.
     4    Pay-Method       CASH               5   Picker / Time
     6    Order Date        22/08/23          7   Checker
     8    Required Date     22/08/23          9   Packer
    10    Cust Po#                           11   Run No.
    12    Ship To The Candidate Company Pty  13   Ship Via
              45 Instow St                    X   Bill To
              Yeronga QLD 4104

     X    Total (No Tax)       269.35        18 Credit Card #
     X    GST                   26.94        19 Authorization #
    14    FREIGHT                0.00        20 Deposit Chg.        0.00
    15    MISC                   0.00        21 Order Type         DA
    16    Restock Chg.           0.00
    17    Surcharge              0.00         X Insurance Details   No
     X    Total Invoice        296.29        Total Line Itms    269.35
        (E=Ent)(D=Del)(Line#)(L=LineItms)(Q=Inq)(CI=Custinq)(BA=BoAuth)(CC=CLComm)1
```

Ready   Ln 22, Col 77   NUM

15. Once you have filled out the first line, you can safely press enter once to have more comments on row's 2 & 3. Once enough information has been filled out. Press Enter until you get back down to the bottom right.


```
22 AUG 2023 P313          AUSTRAL MOTORS - Counter Sales          STORE10   2525

      X    Invoice#        RO344383        X   Control No.    100192
      1    Code,Comments   Located: Pick Shelf level 3
                           Service for 22/8/23

      2    Sale Type       R               3   Tax Exempt No.
      4    Pay-Method      CASH            5   Picker / Time
      6    Order Date      22/08/23        7   Checker
      8    Required Date   22/08/23        9   Packer
     10    Cust Po#                       11   Run No.
     12    Ship To The Candidate Company Pty 13  Ship Via
                45 Instow St                X   Bill To
                Yeronga QLD 4104

      X    Total (No Tax)      269.35      18 Credit Card #
      X    GST                  26.94      19 Authorization #
     14    FREIGHT               0.00      20 Deposit Chg.        0.00
     15    MISC                  0.00      21 Order Type        DA
     16    Restock Chg.          0.00
     17    Surcharge             0.00      X Insurance Details    No
      X    Total Invoice       296.29      Total Line Itms    269.35
     Codes: 1=Inv; 2=Pick Tick; 3=Inv & Pick Tick; 4=Internal; S=SMS; E=Email
```

16. Once here, press "e" and then enter to get to the Print & Save screen

File Edit Setup Run Help

```
22 AUG 2023 P313              AUSTRAL MOTORS - Counter Sales                 STORE10   2525

      X    Invoice#         RO344383        X   Control No.      100192
      1    Code,Comments    Located: Pick Shelf level 3
                            Service for 22/8/23

      2    Sale Type        R               3   Tax Exempt No.
      4    Pay-Method       CASH            5   Picker / Time
      6    Order Date       22/08/23        7   Checker
      8    Required Date    22/08/23        9   Packer
     10    Cust Po#                        11   Run No.
     12    Ship To The Candidate Company Pty 13  Ship Via
                45 Instow St                X   Bill To
                Yeronga QLD 4104

      X    Total (No Tax)       269.35    18 Credit Card #
      X    GST                   26.94    19 Authorization #
     14    FREIGHT                0.00    20 Deposit Chg.        0.00
     15    MISC                   0.00    21 Order Type        DA
     16    Restock Chg.           0.00
     17    Surcharge              0.00     X Insurance Details    No
      X    Total Invoice        296.29    Total Line Itms     269.35
          (E=Ent)(D=Del)(Line#)(L=LineItms)(Q=Inq)(CI=Custinq)(BA=BoAuth)(CC=CLComm)e
```

Ready   Ln 22, Col 77   NUM

17. On this screen, you can:
    A. "S" and Enter to Save the RO
    B. "P" and Enter to Print out picking slip and Save the RO (Most common option)
    C. "T" and Enter to Print out picking slip without saving.

```
22 AUG 2023 P313          AUSTRAL MOTORS - Counter Sales          STORE10  2525

    X   Invoice#        RO344383        X  Control No.    100192
    1   Code,Comments   Located: Pick Shelf level 3
                        Service for 22/8/23

    2   Sale Type       R               3  Tax Exempt No.
    4   Pay-Method      CASH            5  Picker / Time
    6   Order Date      22/08/23        7  Checker
    8   Required Date   22/08/23        9  Packer
   10   Cust Po#                       11  Run No.
   12   Ship To The Candidate Company Pty 13  Ship Via
               45 Instow St             X  Bill To
               Yeronga QLD 4104

    X   Total (No Tax)      269.35     18 Credit Card #
    X   GST                  26.94     19 Authorization #
   14   FREIGHT               0.00     20 Deposit Chg.        0.00
   15   MISC                  0.00     21 Order Type       DA
   16   Restock Chg.          0.00
   17   Surcharge             0.00      X Insurance Details    No
    X   Total Invoice       296.29     Total Line Itms    269.35
    (S=Save)(P=Pick & Save)(T=Picking Ticket)
```

18. After pressing "P" and Enter, this screen will appear. Enter through and the RO will close and a picking list will be printed to the designated printer.

```
ERA Port 313 (Wkstn 792 PID 26928): apeagers (10.1.3.34 Windows Sockets Open)       —   □   ✕
File  Edit  Setup  Run  Help
```

```
22 AUG 2023 P313        AUSTRAL MOTORS - Counter Sales           STORE10   2525

  X   Invoice#        RO344383         X  Control No.     100192
  1   Code,Comments   Located: Pick Shelf level 3
                      Service for 22/8/23

  2   Sale Type       R                3  Tax Exempt No.
  4   Pay-Method      CASH             5  Picker / Time
  6   Order Date      22/08/23         7  Checker
  8   Required Date   22/08/23         9  Packer
 10   Cust Po#                        11  Run No.
 12   Ship To The Candidate Company Pty 13  Ship Via
            45 Instow St               X  Bill To
            Yeronga QLD 4104

  X   Total (No Tax)      269.35      18 Credit Card #
  X   GST                  26.94      19 Authorization #
 14   FREIGHT               0.00      20 Deposit Chg.       0.00
 15   MISC                  0.00      21 Order Type       DA
 16   Restock Chg.          0.00
 17   Surcharge             0.00       X Insurance Details    No
  X   Total Invoice       296.29      Total Line Itms     269.35
  (S=Save)(P=Pick & Save)(T=Picking Ticket) p
(Accept(Y/N) Y )(Printer AUJPINV          )(Copies 01 )(Hold(Y/N) N )(Size P )
```

```
Ready                                                        Ln 23, Col 13        NUM
```