



HOME

MY ORDERS

ORDER HISTORY

MY DETAILS

STOCK CHECK

PRODUCT GROUP

PRODUCT NAME

PRODUCT CODE

QTY REQUIRED

DATE REQUIRED

STOCK AVAILABILITY

☐ ##### ON HAND

☐ 12400 DD/MM/YY

☐ 12400 DD/MM/YY

Bullet selection of committing stock to a specific delivery. No order can be split into seperate delivery dates.

If adding more stock to an order already started then teh due date is to be brought into this page so that split orders are prevented.

The reserve stk btn will hold stock for a period as set by the admin area. The order can be committed at any time during the reservation time.

The place order commits the stock to the reseller, a new page opens up and the can add additional items to the order.

RESERVE STK

PLACE ORDER



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PURCHASE ORDER

YOUR ORDER NUMBER

CUSTOMER REF

DELIVERY ADDRESS
CITY, POSTCODE
STATE

REQUIRED DATE

SALE PERSON

CATEGORY	PRODUCT NAME	STK CODE	QTY REQ	
PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	150	DELETE
PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	15	DELETE

By clicking the ADD button the dealer is sent back to the STOCK Check page to search another item.

ADD

Reservin g the order will only hold commit the stock for 24 hours after which the stk is returned to the available stk level. No warnings are given.

RESERVE ORDER

PLACE ORDER

PLACE + PRINT



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CURRENT ORDER STATUS

Search box allows for a search client reference, order number or product name

SEARCH

ORDER #	CUSTOMER REF ▼	PRODUCT NAME	DUE DATE ▼	REQUIRED DATE	QTY REQ	SALES CONTACT
#!234%^@	SMITH	PRODUCT NAME	DD/MM/YYYY	DD/MM/YYYY	150	ANTHONY
RESERVED	VANCE	PRODUCT NAME	DD/MM/YYYY	DD/MM/YYYY	150	STEVE
#!234%^@	WILLIAMS	PRODUCT NAME	DD/MM/YYYY	DD/MM/YYYY	100	JOHN
#!234%^@	DOZA	PRODUCT NAME	DD/MM/YYYY	DD/MM/YYYY	79	MARK

Click on the row and the order opens to display all items on the order
The user can edit and remove items from the order.

Reserved orders will be held for a set time frame as pre-set by the administrator. The order number will show as RESERVED and when converting to a live order the P?O number will be flagged as required. Click within the reserver row to open the order.

The sort order can be changed so that by clicking any of the column names in the title row e.g. REQUIRED DATE, will sort the order in date order, by clicking the date again will display the oposite order appearing, e.g from NEW to oldest, then changing so it appears as oldest to newest.



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RESERVED ORDER EXPIRES dd/mm

YOUR ORDER NUMBER

CUSTOMER REF

DELIVERY ADDRESS
CITY, POSTCODE
STATE

REQUIRED DATE

SALE PERSON

CATEGORY	PRODUCT NAME	STK CODE	QTY REQ	
PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	150	DELETE
PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	15	DELETE

ADD

Place Order changes a held order to a live order. The reserve may be cancelled manually if preferred. When converting to a live order the system will require the order number and the remaining details to be added to complete the order.

PLACE ORDER

PLACE + PRINT

CANCEL RESERVE



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RECEIVE GOODS

SEARCH

ORDER NO: [DEALER PUTS IN MANUALLY]

DELIVERY ADDRESS:

[ADDRESS]
[CITY], [STATE], [POST CODE]
[COUNTRY]

CLIENT REF:
ORDER DATE DUE: [DD/MMM/YYYY]

CATEGORY	PRODUCT NAME	STK CODE	ORDER QTY	RECEIVED QTY	B/ORDER QTY
PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	300	150	150
PRODUCT NAME	PRODUCT NAME	PRODUCT NAME	15	15	-

UPDATE ORDER

CANCEL ORDER



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ACCOUNT DETAILS

COMPANY NAME

ABN/ACN

POSTAL ADDRESS
CITY, POSTCODE
STATE

☐ SELECT IF ADDRESS IS THE SAME
AS THE POSTAL ADDRESS

DELLIVERY ADDRESS
CITY, POSTCODE
STATE

PHONE

FAX

EMAIL

UPDATE DETAILS



SEARCH

O/N	CLIENT REF ▼	DATE
ABC123	SMITH	DD/MM/YYYY
123456	CINCOTTA	DD/MM/YYYY
567890	JONES	DD/MM/YYYY

HOME

MY ORDERS

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ORDER HISTORY

ARCHIVED ORDER

ORDER NO: [DEALER PUTS IN MANUALLY]

DELIVERY ADDRESS:

[ADDRESS]

[CITY], [STATE], [POST CODE]

[COUNTRY]

CLIENT REF: VANCE

SALESPERSON: FREDDY WALKER

Category	Product Name	Stk Code	Order Qty
Product Name	Product Name	Product Name	300
Product Name	Product Name	Product Name	15

PRINT ORDER