



# TAMS II

## BOPIS: Process to Source from NAPA Xpress

When customers order parts from NAPA Online, source from NAPA Xpress when you do not have sufficient on-hand quantities to fulfill the order.

- 1 From the **Invoice** screen, go to **Message**.

In **Review messages** screen, select **NAPA Online**, then **OK**.

- 2 Review the message and then select **Acknowledge**.

- 3 Select the printer for printing the pull list for the parts being ordered and then select **OK**.

- 4 The **Information** screen lets you know the pull list is printed. If the pull list does not print, go to **Recall saved invoices** after sourcing the part.

Select **OK** to invoice the order and mark it *Ready for pickup*.

- 5 To invoice the order, select **Invoicing orders**.

- 6 The **Invoice** screen shows the parts added to the order. Parts with an **X** code need to be sourced with **NAPA Xpress**.

Select **Ready for pickup** to source the parts.

- 7 When prompted to source the part now, select **Yes**.

- 8 When **NAPA Xpress** opens, select the fulfillment method and select **Place order**.

- 9 The **Invoice** screen shows the parts are added to the order.

To save the invoice until the part arrives, go to **Special functions**, then **Save invoice**.

- 10 The message tells you the parts are sourced, because your store does not have sufficient quantities on-hand.

To save the order until the parts arrive, select **OK**.



You **cannot** flag the online order as *Ready for pickup* until the **NAPA Xpress** purchase order is posted to your store's inventory. To flag the invoice, go to the **Invoice** screen and then select **Recall saved invoice**.

Open the invoice and select **Ready for pickup**. The customer receives an email letting them know the order is ready for pickup.

When a customer cancels an online order, cancel the invoice in TAMS.

- 1 From the customer's invoice, go to **Special functions** and select **Cancel invoice**.

**Invoice - SERVER DELLQAS**

Other Functions: [Logout](#) [Catalog Help](#)

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Employee: 1      SERVER DELLQAS		<a href="#">Message [F4]</a>	<a href="#">Catalog [F9]</a>
Customer: 41050 Buy Online Pickup In-Store Customer	<a href="#">Search [F3]</a>	<a href="#">ROA [F6]</a>	
Salesperson: 0 Salesman 20		<a href="#">Recall Saved Invoice [F7]</a>	<a href="#">Stock Check [F12]</a>

**Customer Information**

41050  
 Buy Online Pickup In-Store Customer  
 Thank you for shopping NAPA  
 VISIT US AT WWW.NAPACHLINE.COM  
 ALEDD, IL 99999

Attention : 3333333333,aufha.p      [Open Cases \[Shift + F9\]](#)

Authorized Buyer: \_\_\_\_\_

Primary Tax Number:	Secondary Tax Number:

Part #	Line	Description	Quantity	List	PD	Price	Total	Tax	Codes
1.	1414	FIL NAPAGOLD OIL FIL.TER	1.00	136.4800		96.9900	96.99	Y - Y	XT
2.) Order Item, Pickup Today									
3.) aufha.pj.3333333333; chris.shels@gmail.com									

Part Number	Line	Description	Quantity	List	PD	Price	Unit	Tax	GW

Special Functions (Shift+F8)

- [Cancel Invoice](#)
- [DMD - Eng Fee](#)
- [COR - Core](#)
- [Cancel Invoice](#)

[Delete \[F5\]](#)

[Supermemo \[F4\]](#)

Enter Sequence # to edit/delete

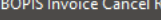
<a href="#">Barcode [F11]</a>	<a href="#">Stock Check [F12]</a>	<a href="#">Part Info [Shift+F2]</a>	<a href="#">ReadyforPickup[F2]</a>
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<b>Subtotal</b>	96.96
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- When prompted, select the reason you are cancelling the buy online pickup in store order.

[illegible]

- 3 Select **Post status** to update the invoice.



- 4 The customer receives an email letting them know the online order is canceled.