

## How to process YUMBLES ORDERS

Log onto Chrome

<https://www.yumbles.com/seller.php?dispatch>

ShortCode: salthousepeppermongers

Username: info@salthouseandpeppermongers.com

Password: Salthouse1874

On Dashboard check 'Orders'

View orders

New orders will appear with status 'Pending'.

Click on 'ID' Order No in pale blue and order will open up.

Create a new order on NAV:

Select YUMBLES Account (C015458)

External Doc No = Order Ref from Yumbles

Check delivery date is within Customers timescale.

Salesperson Code = SHIO

Location Code = SH2

Complete order and check that the total cost on Nav matches total on Yumbles order.

Delivery line – DELSH2. Check if any delivery costs to be added.

Select Agent Code and input appropriate cost for in Shipping Cost field.

Create Delivery PO.

Click on order status on Yumbles order, click drop down arrow at 'Status' and select 'Processing'.

Print Packing Slip and ensure correct carrier is selected in Tracking Information.

If order going by post, give Packing Slip to Salthouse Team.

If going by DPD/DPDL/DHL labels will be printed during label run. Attach label to Packing Slip. Give to Salt

Repeat for any other orders.

Once order has been collected by parcel carriers change status to 'Despatched'.

Check if any messages in Inbox. Notify Customer Services so they can address the query or action yourself

N.B If any orders are to be delivered outside of UK mainland put on NWQUERY.

We will then find out the cost for delivery and ask the customer if they are willing to pay the extra delivery charge. This will have to be paid separately – we can take payment on Worldpay.