

## Trade Interface New Process

In the Search box on top right-hand corner on Nav type: Trade Interface.

Search for relevant S number and filter.

Check the location code is AYR2, if it's KGV or ROS they are at the wrong depot!!

Enter Drivers Reg No & Trailer No and update weight 1 (check they are on the weighbridge ok), enter weight

Call on Radio for driver to be loaded with product and tonnage, you should be able to see this on Item no & c

When the driver returns enter weight 2, remember weights should go in as 14.92 rather than 14920. Make s

If the weights are ok after confirming with the driver click print delivery note if it's animal feed K149999 or IKC

Ask the driver to fill in top (peacock) copy and pass them the back two copies and we keep the top copy alon

Click Process on top ribbon, a message saying: are you sure you wish to ship 26.8 from SO S654016, click y

Another box will pop up saying: 1 Warehouse shipment has been created, click ok.

Click Release on the ribbon and then click create pick, another box appears called Options, click ok.

A box will appear saying Pick activity no. WPK0000\*\* has been created, click ok.

On the ribbon click on pick lines, it will take you through to another screen, click card on the ribbon, this will t

Click close on the warehouse activity lines screen this will now take you back to the warehouse shipment.

Click post shipment on the ribbon, a box will appear with ship selected, click ok.

Another box will open with delivery recipient & comment, click ok.

A box will appear saying: number of source documents posted: 1 out of a total of 1, ship lines have been pos

Ok out of the order and don't worry if it's still open, it will be closed down and invoiced later on that day.

Now go have a rest you've earned it lol!!