NOTONTHEHIGHSTREET ORDERS

Log onto Chrome

https://www.notonthehighstreet.com/admin/sign-in

ShortCode: salthousepeppermongers

Username: info@salthouseandpeppermongers.com

Password: Peacock1!

In the Home Tab check if any 'Orders to Accept'

View orders

Click on the Reports Tab.

Select the date range of the new orders to accept and filter by NEW & press Download.

An excel spreadsheet will appear on your screen that looks like this.

Select File & Save As.

Save in the NOTHS folder.

Text (Tab delimited) (*.txt) must be selected from drop down arrow.

Click Save.

Type NOTHS into the text box in the top right hand corner of NAV & click on NOTHS import.

This Screen will Pop up and then select OK.

Click on the saved text document and select Open.
You should receive a message on Nav advising that orders have been pulled across successfully.

Toggle to 'New'.
Click on first order on LHS, then Accept Order(s).

Select despatch date and expected delivery date.   Accept.
Complete order details should appear.

 Check everything on NAV order matches the portal sometimes the VAT code may not be correct.
Check the total incl VAT on NAV matches NOTHS total payable by customer amount
(it may vary by 1p)

Decide on Agent Code (Sec/Fir/DPD/INT/DHL) and again check if totals match up just as a double check. Create Delivery PO.

On NOTHS screen click on print tab at top and print Despatch Note. This will download to bottom of screen.

If Gift Note requested click print tab and print Gift Receipt. Will download to bottom of screen. Click and print

If going by post – take out NOTHS Despatch Note/Gift Note to Salthouse Team.

If going by DPD or DPD Local etc labels will print out automatically when DPD/INT run is carried out. Attach

Repeat for any other orders.

Once DPD/INT/POST collected click on Dispatch tab at top of NOTHS screen for each order.