SaltHouse & Peppermongers Web Orders

Log onto SH & PM website

http://www.salthouseandpeppermongers.com/admin.php

Username: salthouse

Password: Peacock01

On Dashboard click on Orders tab then Order Dashboard

This will show all orders and their status. New orders should automatically be pulled over to NAV so check a

Click on Order Ref on Website to open up order.

Complete/update order on NAV using SHWEB no as External Doc No.

Salesperson Code = SHIO

Location Code = SH2

Ship to Code – click on drop down arrow and check if address used before. If more than one address check

Check Ship to Address matches Delivery Address on order. (Not necessarily the same as the Billing Address

No of Packages – this is number of packages the Carrier will collect and NOT number of items ordered.

Check if order specifies any special delivery instructions which need to be added in this section.

Shipping Agent Code = Haulier/Parcel Carrier. Rule of thumb is as follows:

1 parcel under 1kg = POST

1+ parcels over 1kg = Parcel carrier. Check Parcel Rates Calculator in Haulage Rates folder on P Drive for

Check total cost of order matches what customer has paid.

Check if any delivery costs missed from order especially if delivery address is Highlands, islands, NI, ROI or

Create Delivery PO.

Labels will be printed out during label run. Give labels to Salthouse Team.