



**- TUTORIAL 10 -
ROUTE DELIVERY SLIPS**

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Introduction

This module enables you to manage your customer deliveries.

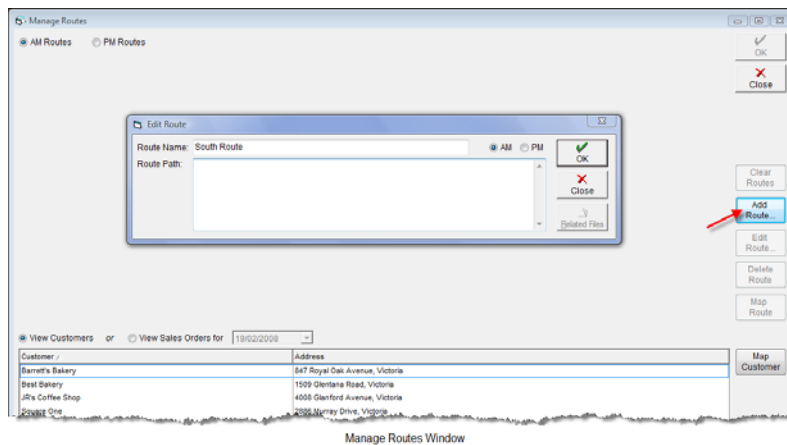
- Click a button to create all Delivery Slips required for a delivery date and route.
- View and print a delivery vehicle Loading Slip.
- Edit Delivery Slips to reflect actual quantities being delivered.
- Create invoices that can either be included with each delivery or sent at a later date.

Adding a Delivery Route

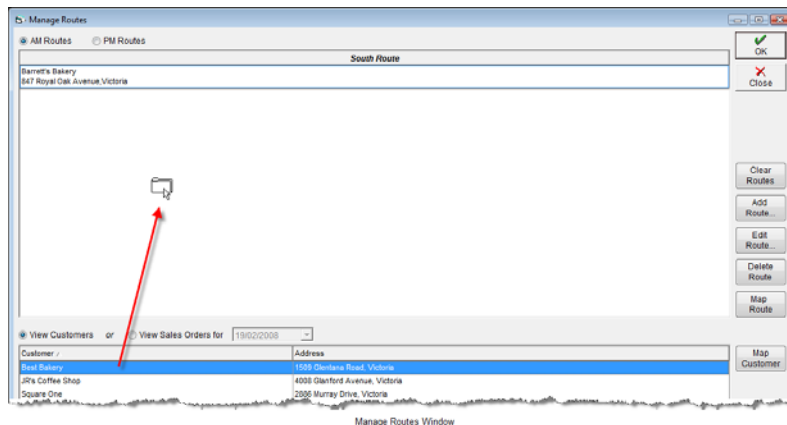
Click the Shipping Centre and then the **Manage Routes** button.



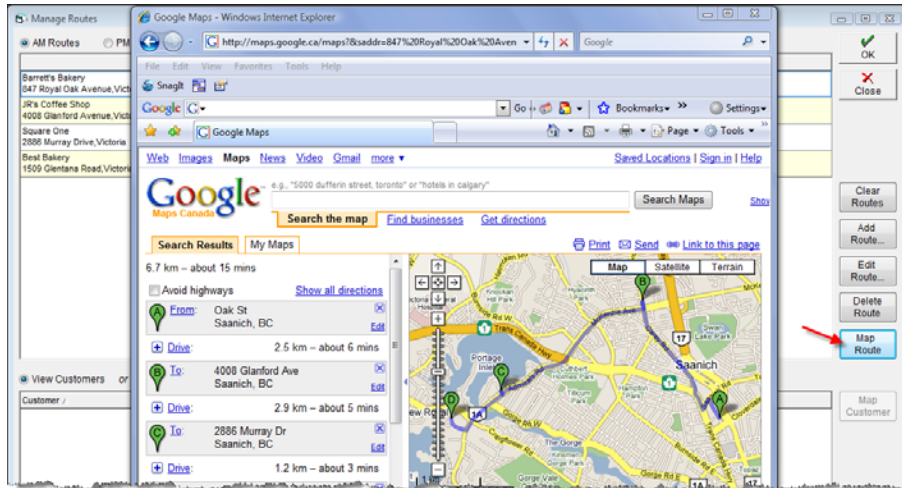
The Manage Routes window will be displayed. Click the Add button to create a new delivery route. Enter a name for the route and select whether it will be an AM or PM delivery route and then click the OK button to save.



Select the customer who is first on the delivery route and drag and release onto the new route.

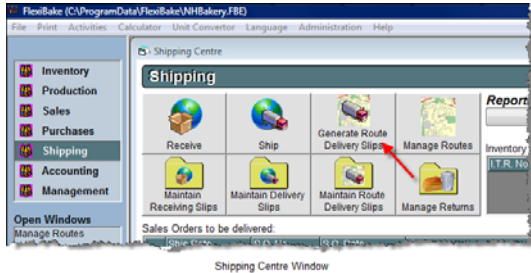


Add the rest of the customers who belong to this route. You can change the delivery order by selecting one of customers and dragging up or down the list to the required position. Click the Map Route button to view a Google map of your delivery route to ensure your customers have been sorted in the best possible delivery order.

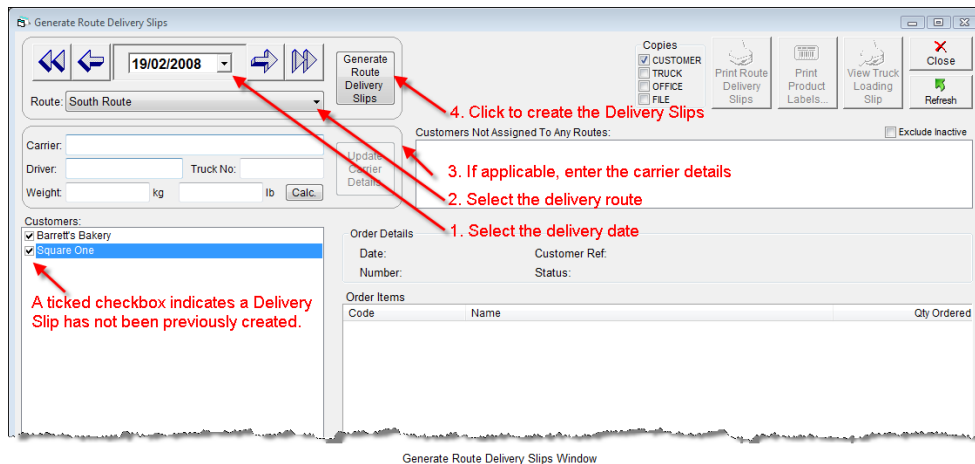


Generating the Route Delivery Slips

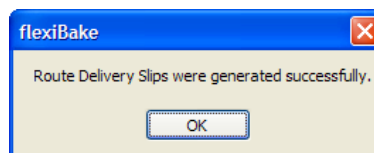
Click the Shipping Centre and then the **Generate Route Delivery Slips** button.



The Generate Route Delivery Slips screen will be displayed. Select the delivery date and delivery route. Customers belonging to this route with orders due to be delivered on this date will be displayed. Click on a customer to see the products scheduled for delivery. A ticked checkbox next to a customer indicates a Route Delivery Slip has not been previously created for the customer.



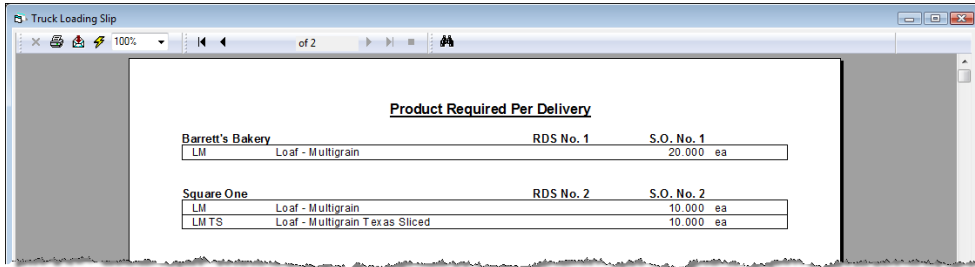
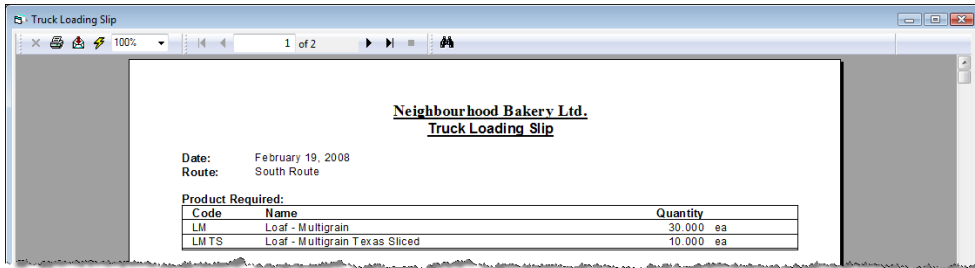
Click the Generate Route Delivery Slips button to create Delivery Slips for those customers whose checkboxes are ticked. The following confirmation message will be displayed.



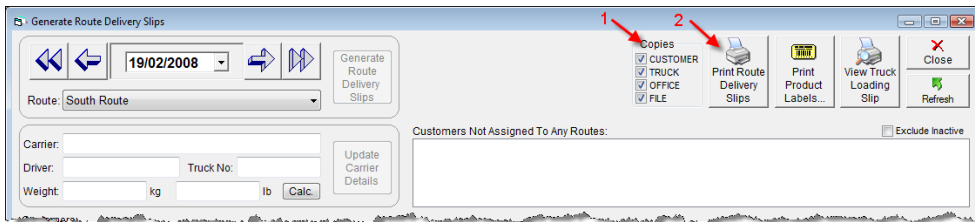
It is possible for orders to be placed after the Route Delivery Slips have been generated so procedures need to be put in place to check for this.



Click this button to generate the delivery vehicle loading slip. This report can be used to determine what products are to be delivered and in what order. The vehicle can therefore be packed in order to make each delivery as efficient as possible (i.e. *FILO - First In Last Out*).



From within the Generate Route Delivery Slips window, check the Delivery Slip copies you require and then click the Print Delivery Slips button to begin printing the Route Delivery Slips.



Generate Route Delivery Slips Window

The drivers must get their copies of the Route Delivery Slips signed by the customer so they can be returned to the office for invoicing.

Neighbourhood Bakery Ltd.
26985 116th Avenue
Maple Ridge, BC
Telephone: (604) 637 6529
Email: support@flexibake.com
Website: www.flexibake.com

ROUTE DELIVERY SLIP **1**

CUSTOMER: Barrett's Bakery
847 Royal Oak Avenue
Victoria BC V8X 3T3

DELIVERY DATE: February 19, 2008
ORDER DATE: February 18, 2008
ORDER No: 1
CUSTOMER REF:

PRODUCT DELIVERED:

Code	Name	Quantity	Unit Price	Total
LM	Loaf - Multigrain	20.000 ea	1.95	39.00
Order Total:				39.00

PACKED BY: _____

Customer to enter quantity received and initial.

Place for customer to sign for the delivery of the order.

RECEIVED BY:

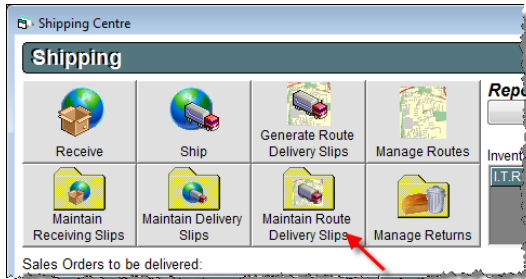
NAME:	SIGNATURE:	DATE:
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February-18-08 at 10:34:40PM Page 1 of 1

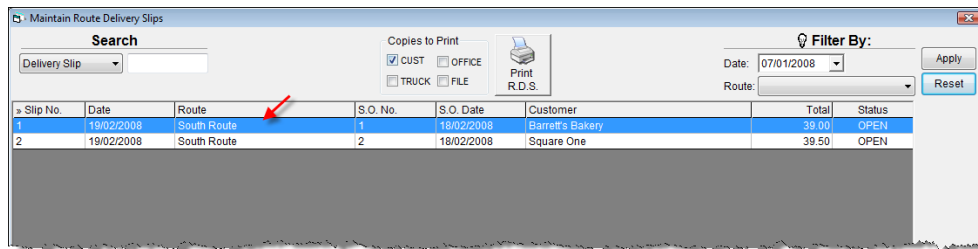
Invoicing Route Delivery Slips

Click the Shipping Centre and then the **Maintain Route Delivery Slips** button.



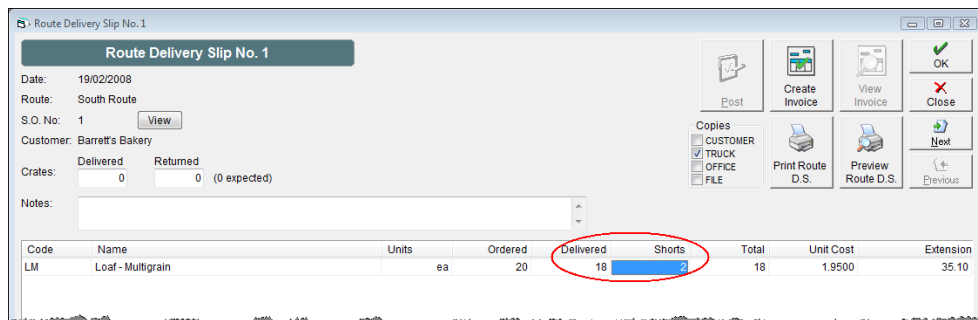
Shipping Centre Window

Select a Delivery Slip record and click the Edit button or double click to open.

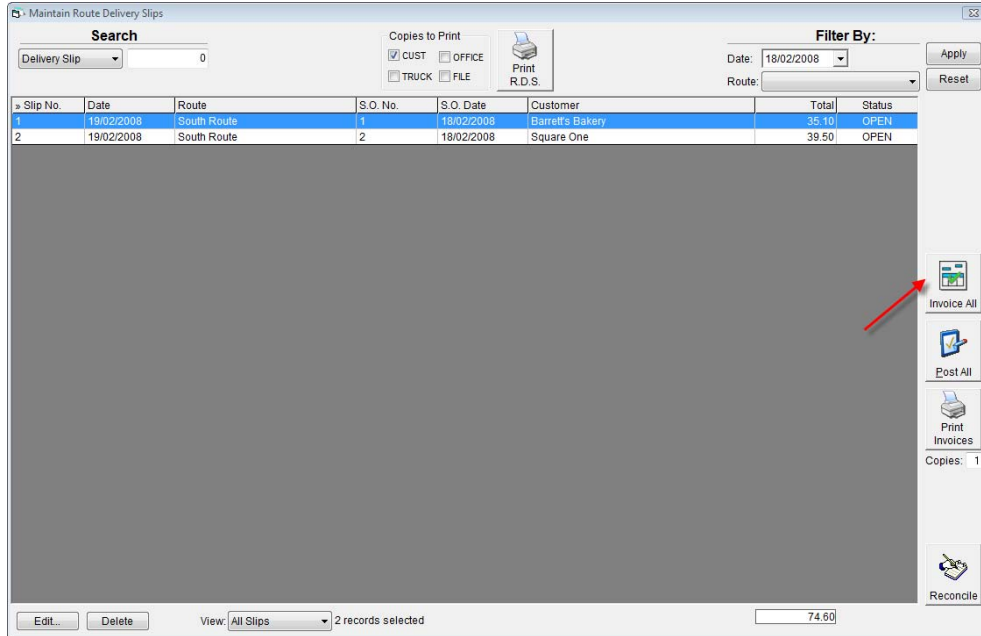


Maintain Route Delivery Slips Window

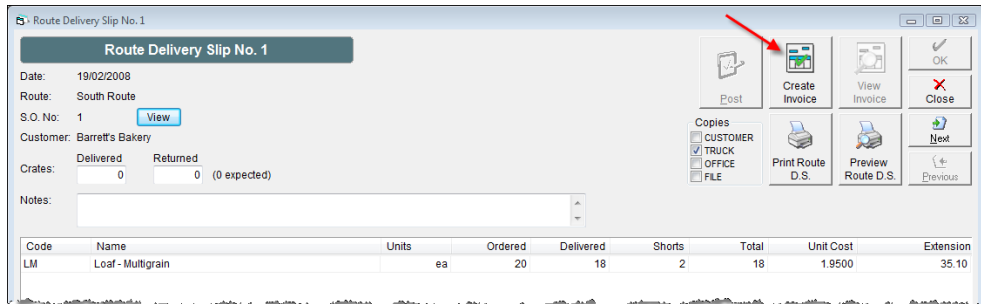
For each line item enter either the quantity delivered or the quantity short and click the OK button to save the information entered.



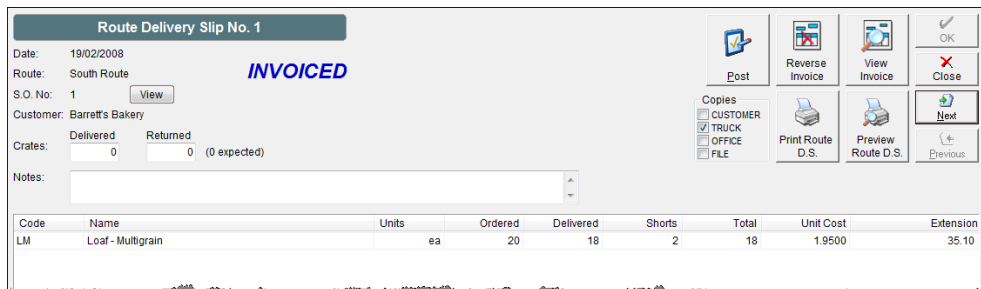
You can choose to invoice all the open Route Delivery Slips by clicking the Invoice All button in the Maintain Route Delivery Slips window. You can then click on the Print Invoices button below to print all the customer invoices.




You can also choose to invoice individual Route Delivery Slips by first opening the Route Delivery Slip and clicking on the Create Invoice button.



Once invoiced, you can view and print the invoice. In the event of an error you are able to reverse the invoice, make the necessary changes and then invoice once again.





Neighbourhood Bakery Ltd.
 26985 116th Avenue
 Maple Ridge, BC
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 Email: support@flexibake.com
 Website: www.flexibake.com

INVOICE **1**

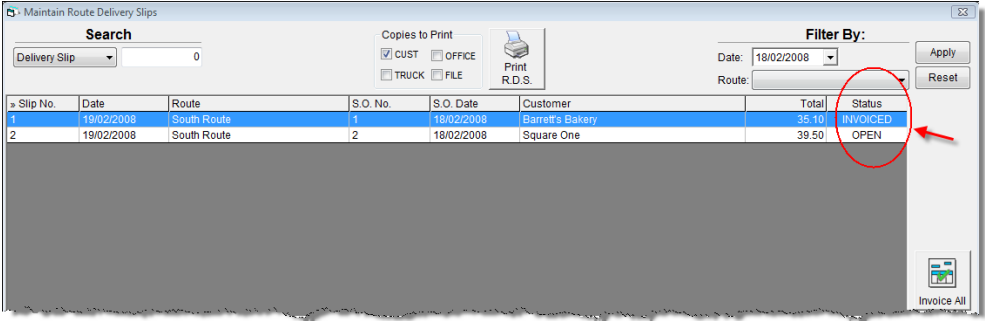
Barrett's Bakery
 847 Royal Oak Avenue
 Victoria BC V8X 3T3

INVOICE DATE: February 19, 2008
 CUSTOMER REF:
 SALES ORDER: 1
 DELIVERY SLIP: R1

PRODUCT	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
LM	Loaf - Multigrain	18 ea	1.95	35.10
Total:				35.10

TERMS: Payment Due Date: March 20, 2008
 A discount of \$0.35 may be deducted if paid by March 20, 2008
 A late payment charge of 2% (24% per annum) will be applied to all past due accounts.
 Thank you for your order.

The Status field provides an indication as to the current status of each Delivery Slip (i.e. open or invoiced).



Slip No.	Date	Route	S.O. No.	S.O. Date	Customer	Total	Status
1	19/02/2008	South Route	1	18/02/2008	Barrett's Bakery	35.10	INVOICED
2	19/02/2008	South Route	2	18/02/2008	Square One	39.50	OPEN

END