ClickPOS™

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Created by	www.clickpos.com
Applicable to	Supplier Alliance CMI accessories
Related topic	Adding new product using Supplier Alliance Click here to read more.

CMI Accessories – Accepting stock using Supplier alliance
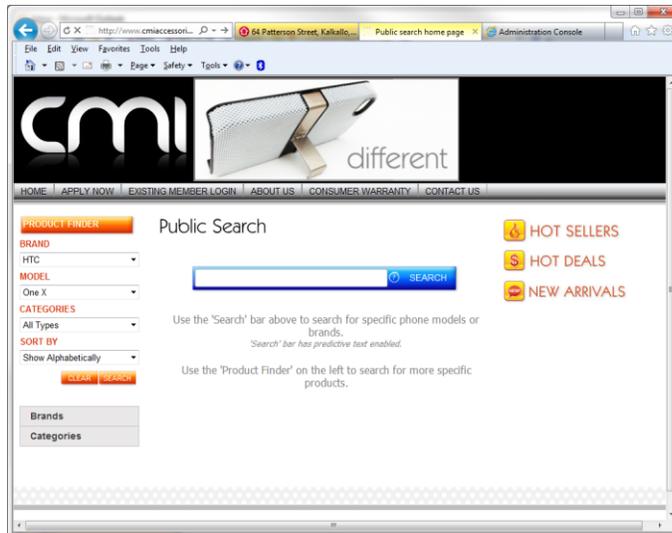
Usage

Create a new order in CMI's website, CMI will forward you an email of the order containing the Barcodes of the products. This guide shows you how to use the BARCODES in the email sent by CMI to add products into ClickPOS.
By following the instructions below, you will avoid manually adding new product lines in to Product Catalogue.

Prerequisites

To have this facility, you are required to fill in the Supplier Alliance Retailer Application form located on ClickPOS website under Add-Ons.

How to add new product lines into ClickPOS.

1. Create a web order from CMI's website (www.cmiaccessories.com.au)

1. Create an order on CMI website
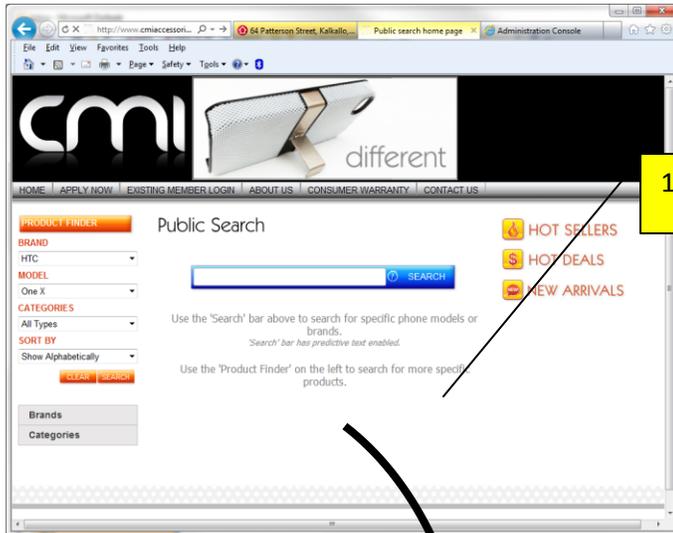
2. CMI will send you an order confirmation email, which looks like the one below. This file includes BARCODES along each product.

2. An email like this one will be emailed to you from CMI.

3. Copy the barcode one by one to paste into ClickPOS Purchase Order.
Or
Print this email to SCAN with scanner.

3. Copy and Paste each barcode to ClickPOS Purchase Order in Current Order tab.
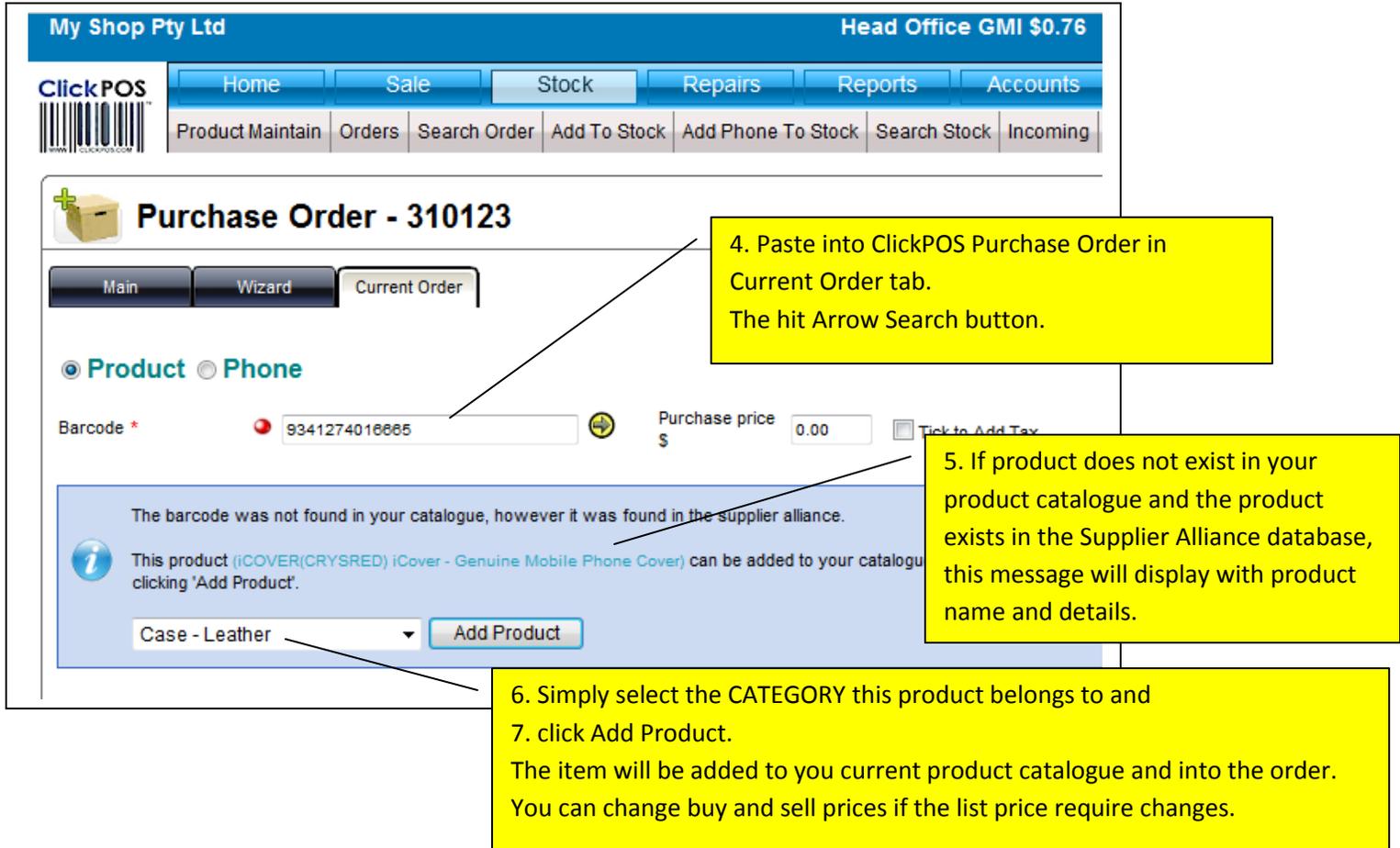
4. Paste into ClickPOS Purchase Order in Current Order tab.
The hit Arrow Search button.

5. If product does not exist in your product catalogue and the product exists in the Supplier Alliance database, this message will display with product name and details.

6. Simply select the CATEGORY this product belongs to and
7. click Add Product.
The item will be added to you current product catalogue and into the order.
You can change buy and sell prices if the list price require changes.

So basically, when you order a brand new product that is released on the market, the main details about the item will automatically be entered into you product catalogue creating a new record. Below is a list of fields that would be added.

Barcode
Product name
Suppliers Product Code
Purchase Price
Sale Price
Date created
Supplier name
Manufacturer

OTHER MAINTENACE
You can further maintain the newly added product details by going into
Stock -> Product maintenance -> Search -> Search by CURRENT DATE
You can maintain options like, Min Max stock levels, Link them to Handsets or other products, or create a Bundle (available late 2012).