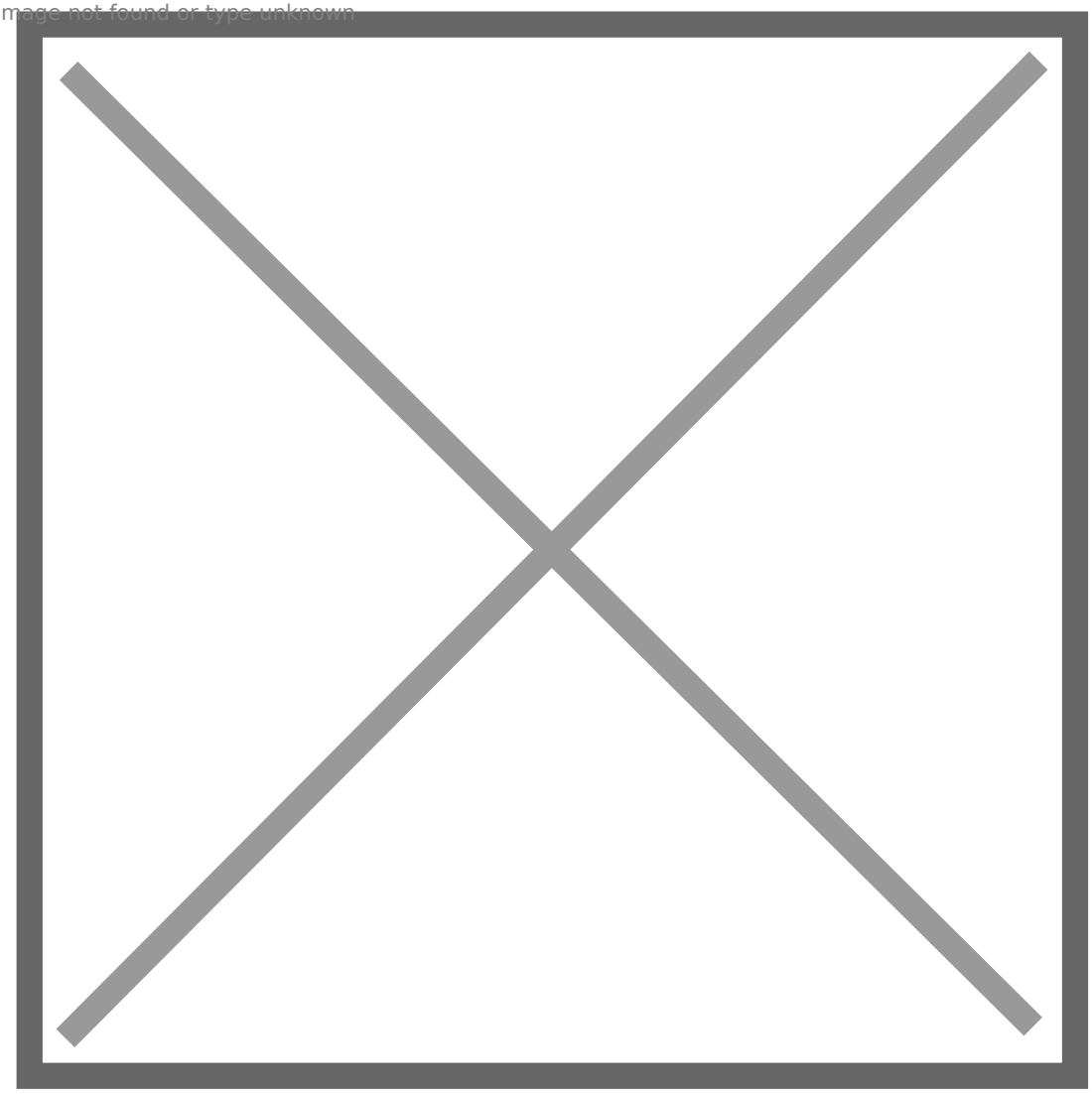
Adding Delivery to a Sales Order in the EPoS

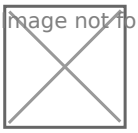
1. Delivery can be added to an order by clicking "Add Delivery".

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2. From here you can select the appropriate delivery method. All available delivery methods (Postage Types) will be displayed.

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3. If the customer is not walking away with the product(s), and the product does not need to be ordered in, you can book the delivery.

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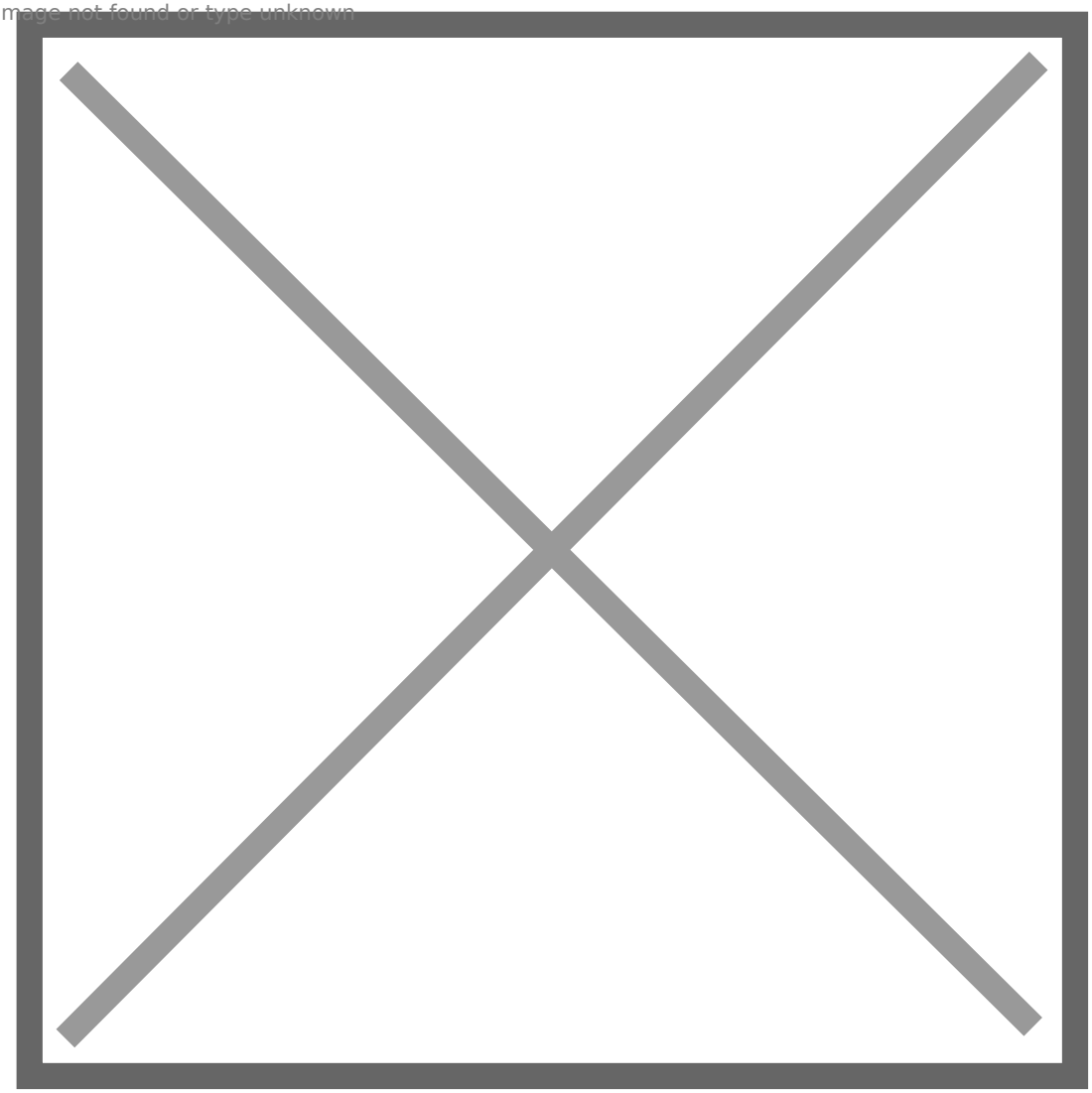
4. Clicking "Book Delivery" will open up a scheduler popup. In here you can select the appropriate products that you wish to book the delivery for, as well as the date, lorry and timeslot.

> For more detail, there is a separate page for Scheduling a Sales Order

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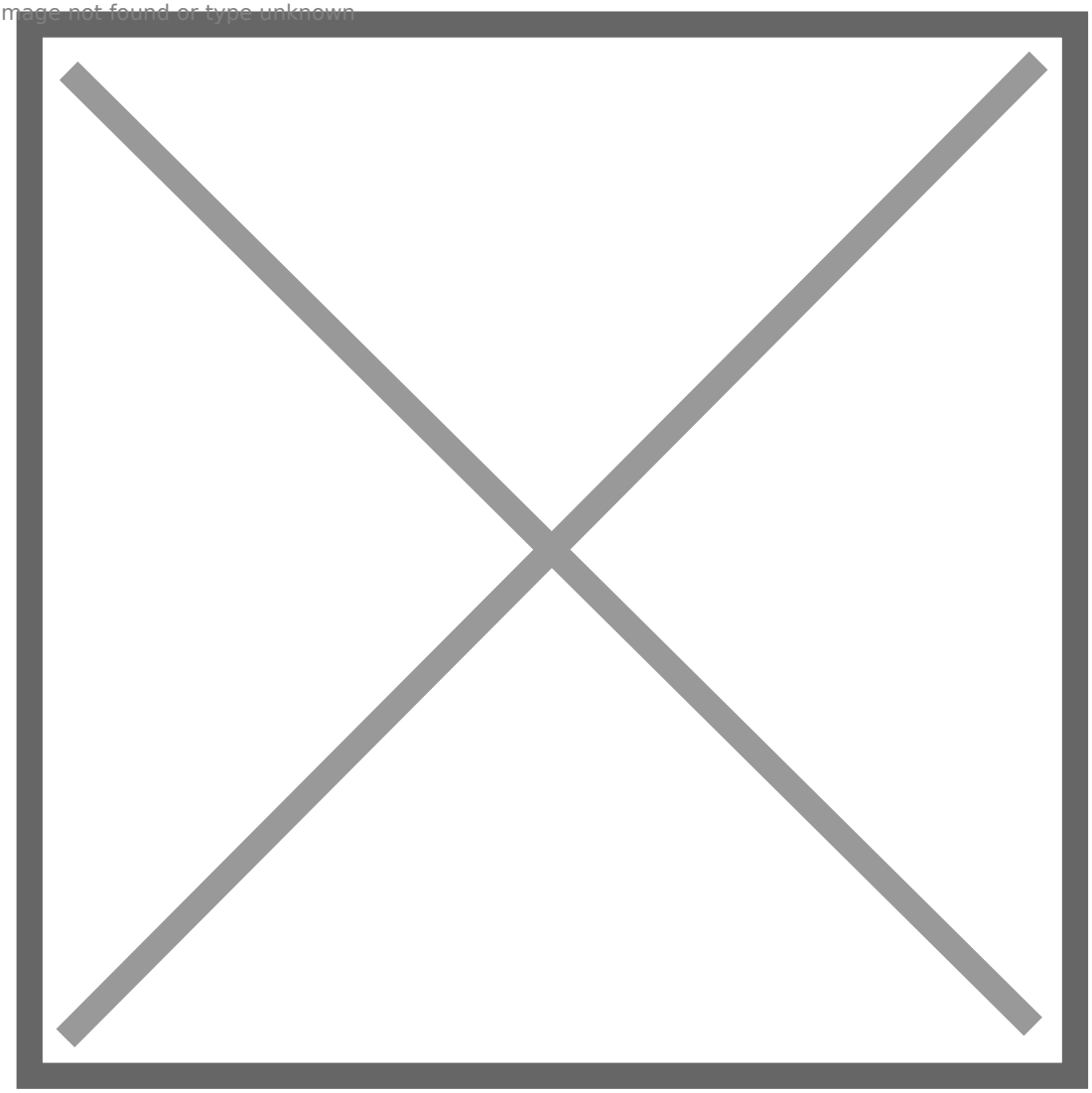
5. You can manually enter a delivery cost.

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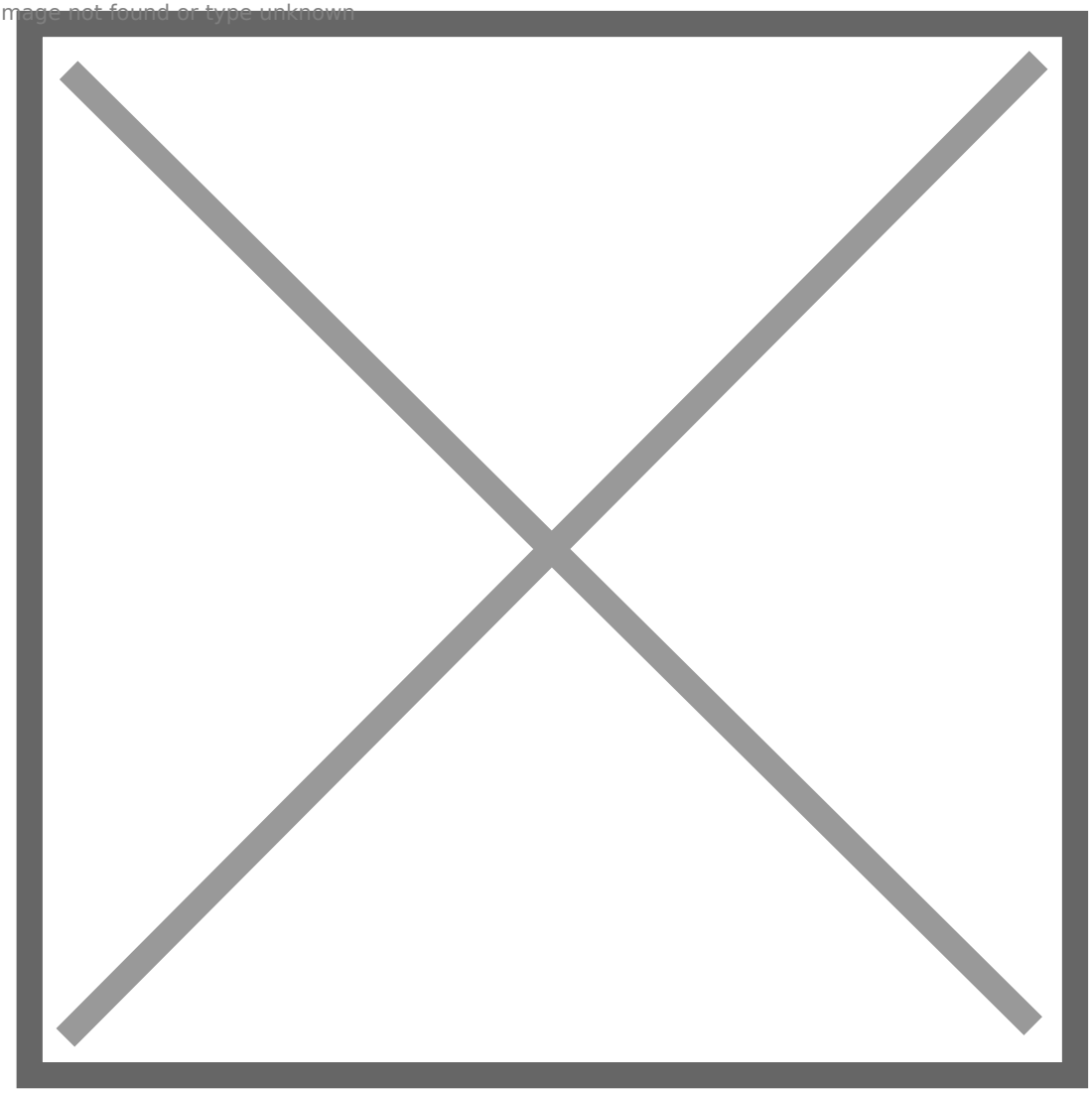
6. However, you can also choose to "Auto-Recalculate" delivery, which will automatically calculate the delivery cost, depending on the delivery address and delivery method (postage type) chosen.

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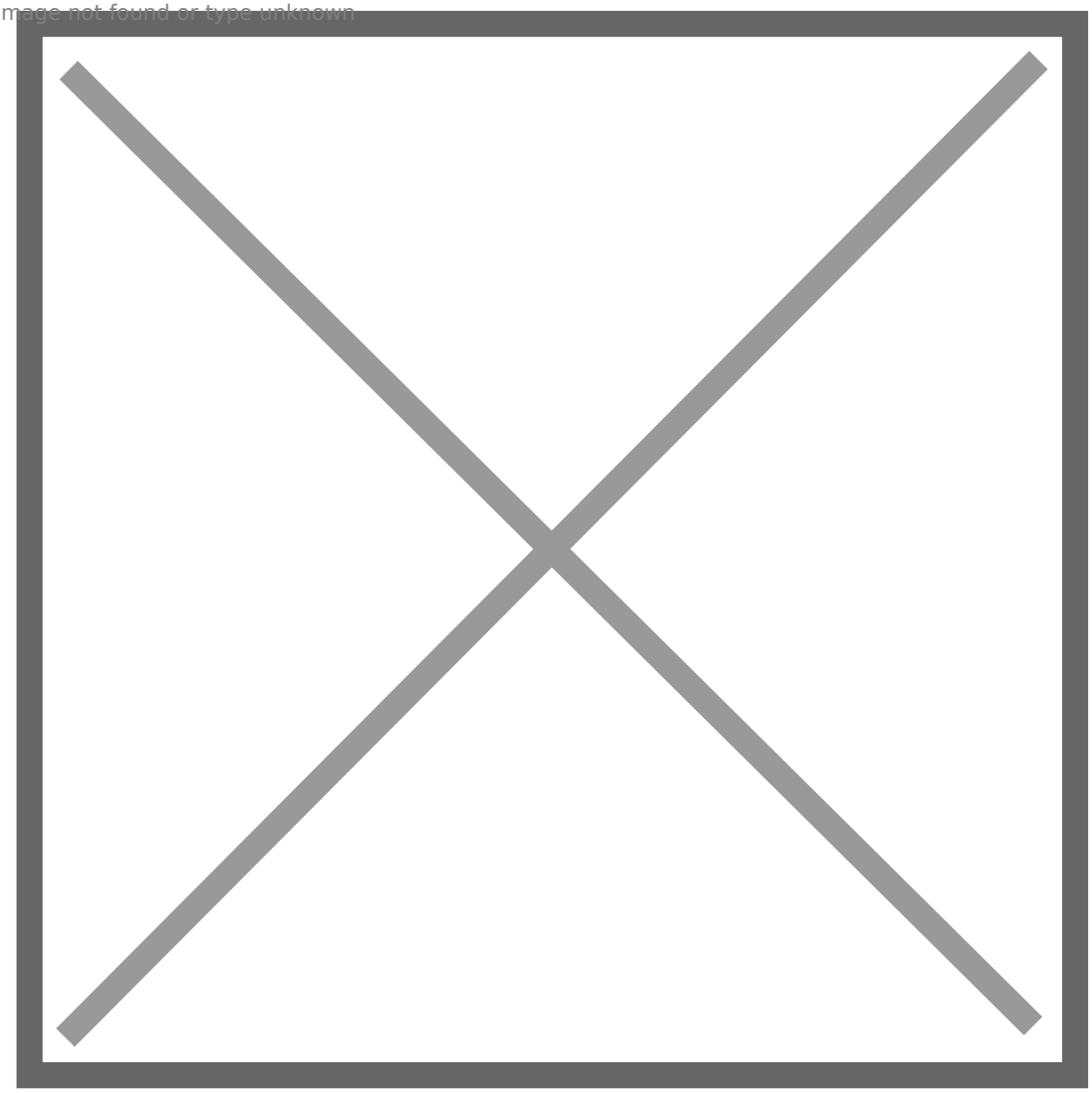
7. You may wish to enter delivery instructions. For example, there may be tricky access which the delivery drivers need to know about.

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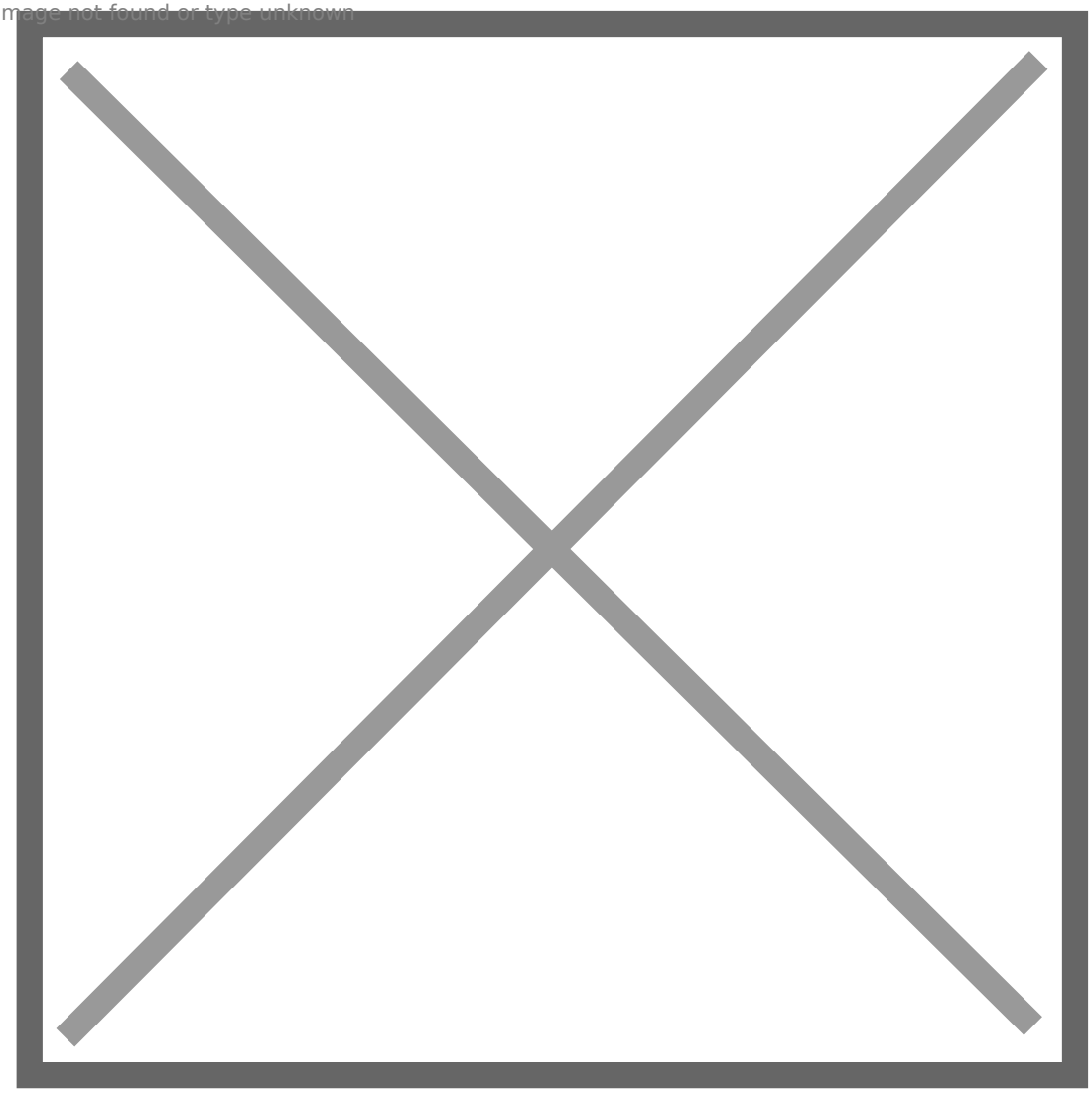
8. Once you're happy that the delivery information has been entered correctly, hit "Update".

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9. Delivery has now been applied to the order.

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Revision #4
Created 6 May 2025 13:28:44 by Mike
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