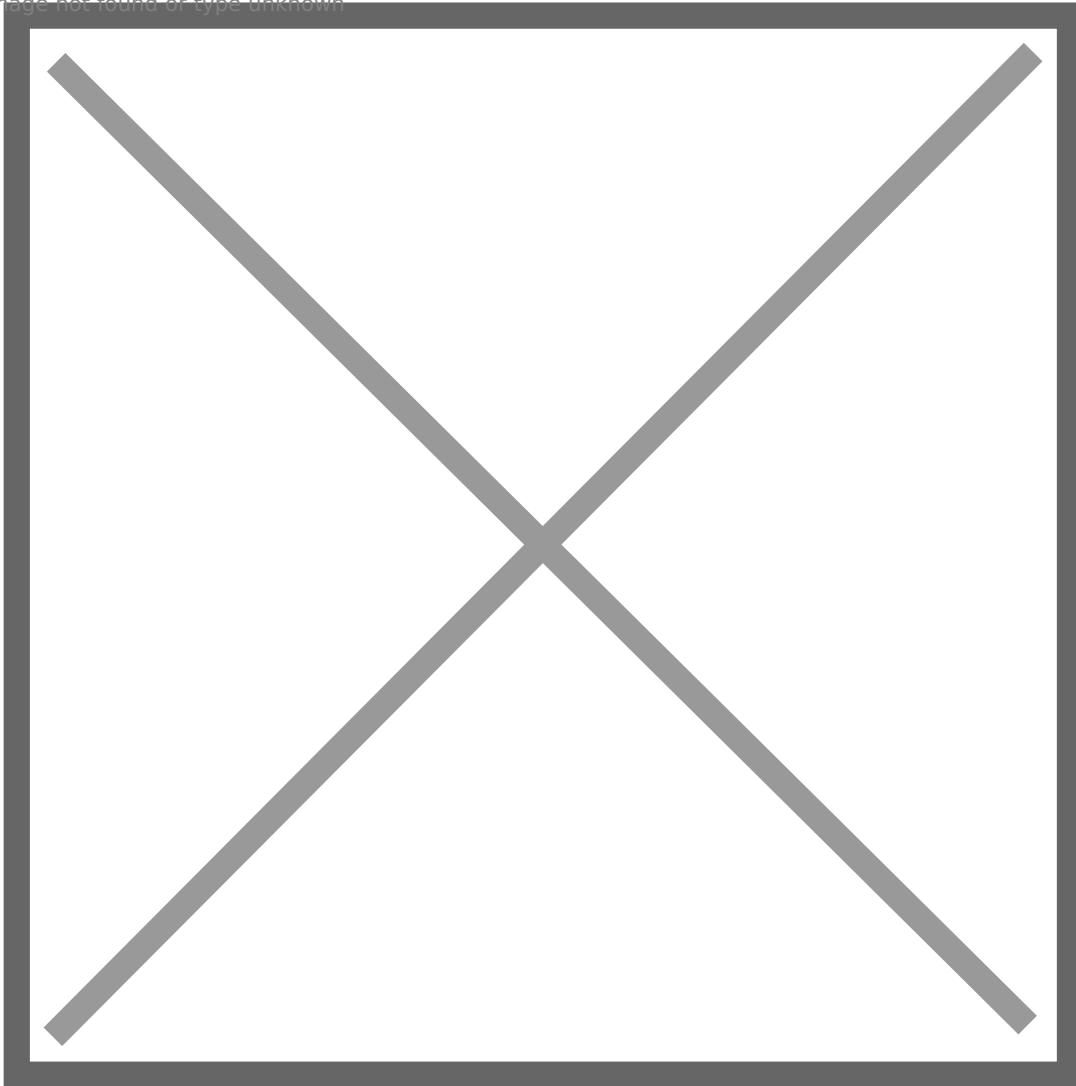


Adding Delivery to a Sales Order in the EPoS

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

Image not found or type unknown



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

Image not found or type unknown



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.

Image not found or type unknown



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.

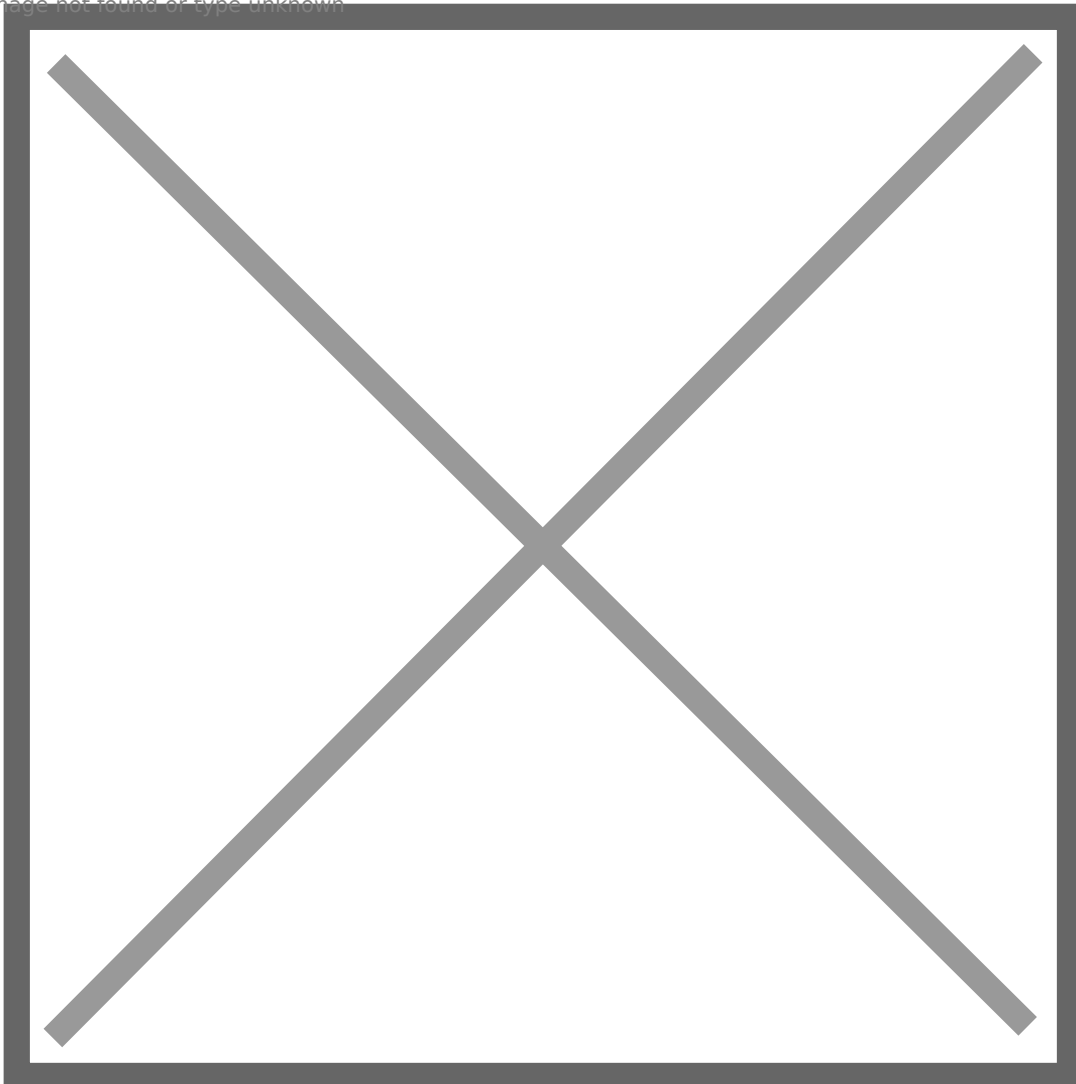
For more detail, there is a separate page for [Scheduling a Sales Order](#)

Image not found or type unknown



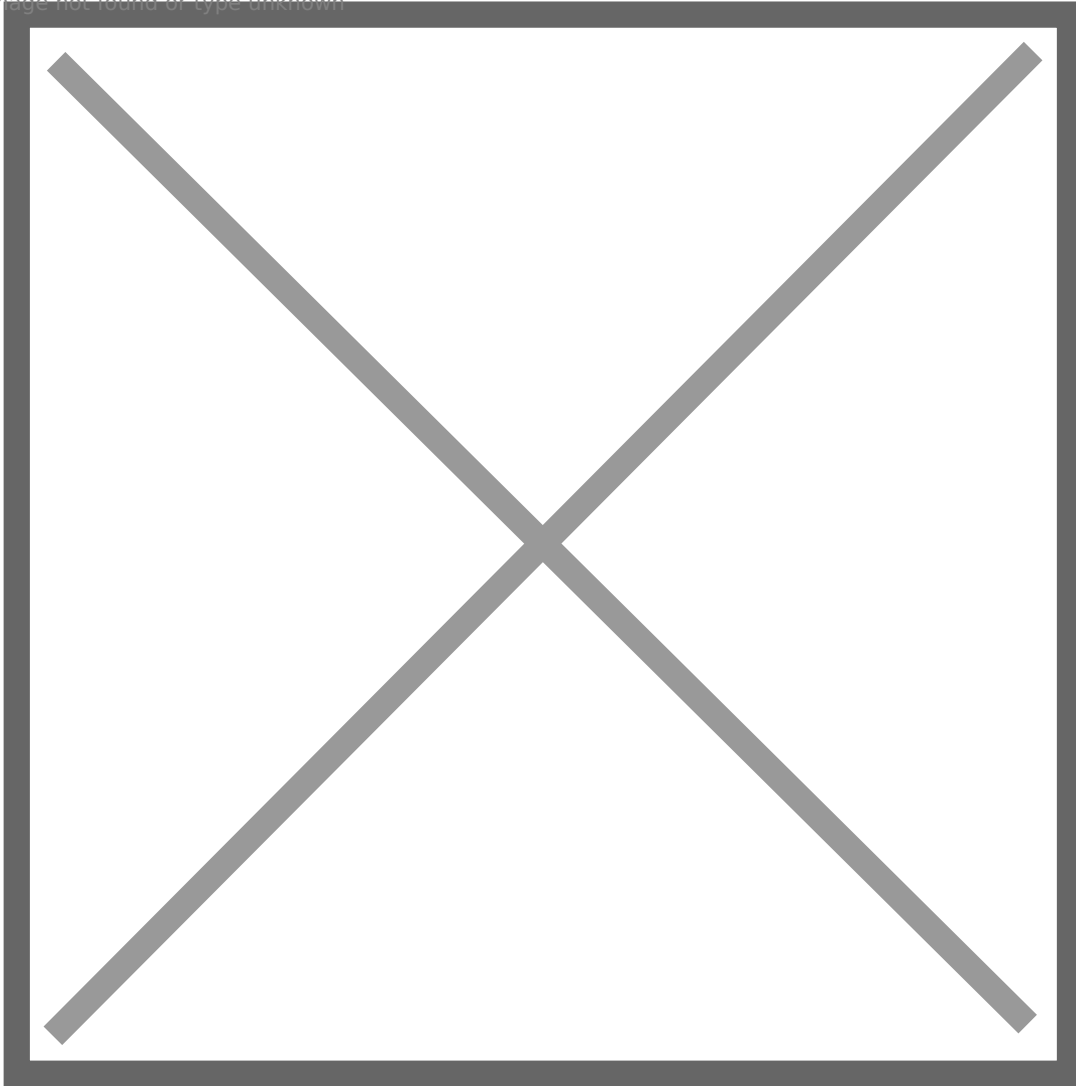
5. You can manually enter a delivery cost.

Image not found or type unknown



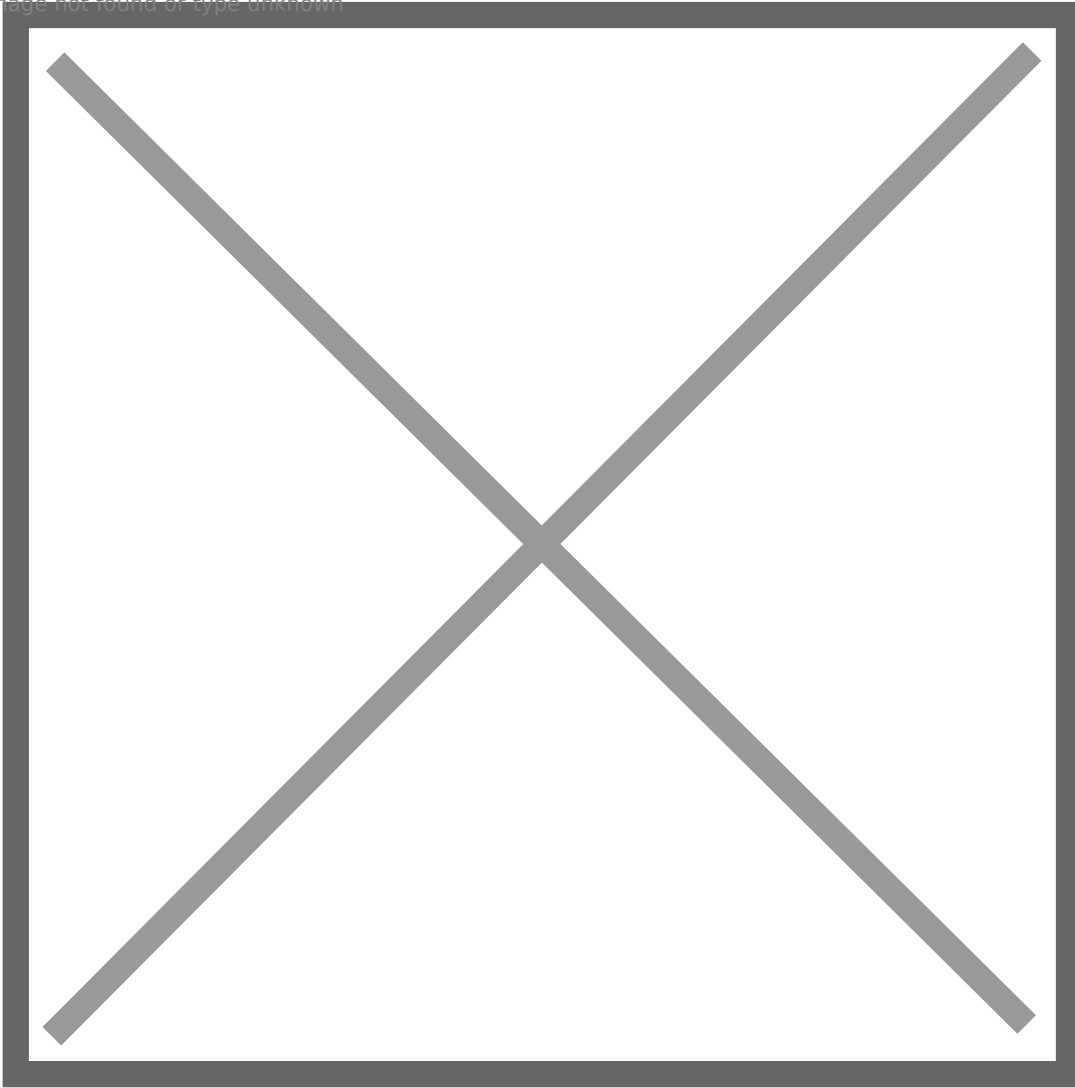
6. However, you can also choose to "Auto-Recalculate" delivery, which will automatically calculate the delivery cost, depending on the delivery address and delivery method (postage type) chosen.

Image not found or type unknown



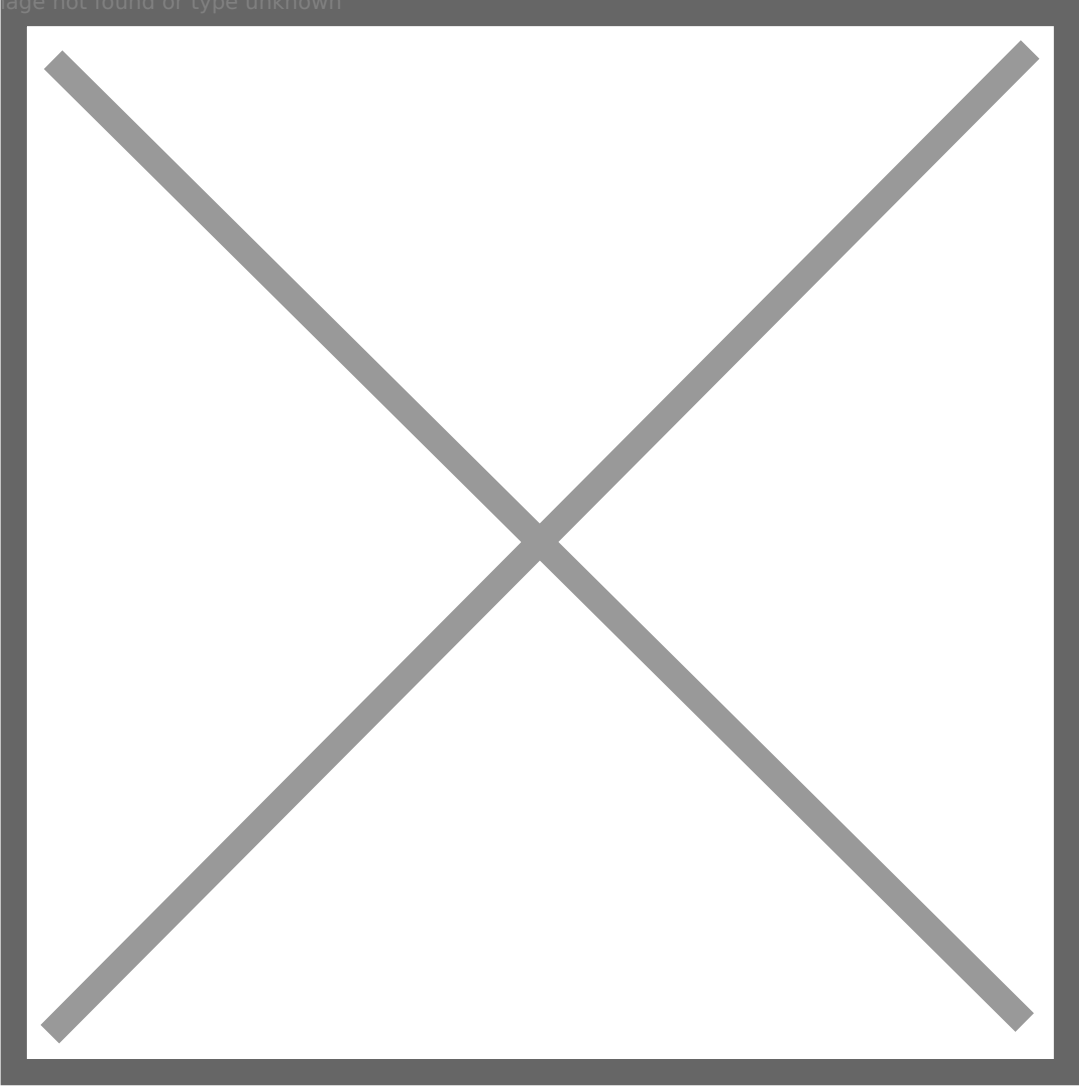
7. You may wish to enter delivery instructions. For example, there may be tricky access which the delivery drivers need to know about.

Image not found or type unknown



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

Image not found or type unknown



9. Delivery has now been applied to the order.

Image not found or type unknown



Revision #4

Created 6 May 2025 13:28:44 by Mike

Updated 10 December 2025 14:42:52 by Mike