

Delivery note crib sheet – display by the office PC

All delivery notes must be entered onto APOS on the day of delivery. By accepting a manager's own stock (MOS), you are confirming that all delivery note numbers, unit sizes and quantities are correct. The crib sheet is a support to ensure best practice and to reduce delivery note exceptions.

- Weekly orders are made B2B (business to business), instead of via telesales. There is no requirement to enter the delivery note number for Tradeteam DHL or Matthew Clark.
- The stock order number created in APOS is the reference; this should be visible on the delivery note.
- Enter a delivery note number manually for East West Ales (EWA) via Tradeteam deliveries and microbrewer deliveries, as well as autoallocations and emergency orders.

Matthew Clark

Sales Order No.: 40110381SO00025	Customer Ref.: 1023608529	Delivery Date: 16/03/2023	
Deliver To: 50216888	Delivery Instructions: 0326	10:36:42	Departure: 10:39:08
THE COLLEGE ARMS (PUB 0236) 40 BROADWAY PETERBOROUGH PE1 1RS United Kingdom		31240091	BE09AH

This should match your
APOS stock order number.

Product Code	Item Description	ABV	UOM	Despatched Quantity	Delivered Quantity	Variance Quantity	Unit Cost	Total Cost	VAT
00010031	ABSOLUT ORIGINAL 70X6 MCW & BWL SHARED	40.00	EA	6	6		13.01	78.06	15.61
00011965	JAMESON WHISKEY 70x6 MCW & BWL SHARED	40.00	EA	1	1		16.39	16.39	3.28
00010502	GLENMORANGIE ORIGINAL 70x6 MCW & BWL SHARED	40.00	EA	1	1		23.46	23.46	4.69
00010637	COINTREAU 70x6 MCW & BWL SHARED	40.00	EA	3	3		16.46	49.38	9.88
00002228	SMIRNOFF RED LABEL 70x6 MCW & BWL SHARED	37.50	EA	24	24		10.83	259.92	51.98
00013910	ANTICA CLASSIC SAMBUCA 70x6 MCW & BWL SHARED	38.00	EA	3	3		11.55	34.65	6.93
00015396	MALIBU COCONUT RUM 70x6 MCW & BWL SHARED	21.00	EA	6	6		11.56	69.36	13.87
00015495	TANQUERAY GIN 70x6 MCW & BWL SHARED	43.10	EA	2	2		15.32	30.64	6.13

- Before receipting the delivery, ensure that the Matthew Clark **Customer Reference No.** matches the Stock Order Number in Aztec. This will begin with a '1' followed by your four-digit pub number.
- On the day of delivery, you will receive a prompt that a delivery needs to be receipted. This is your ASN from the supplier.
- Provided that no amendments are made at the point of delivery, this will match the delivery note received from Matthew Clark.
- You should check to ensure that all items received are included and, before accepting, make any amendments to the ASN.

- Once you have accepted the order, you cannot make any changes. If changes are required, they should to be made in APOS using a /1.
- Matthew Clark will have an electronic device (EPOD) for signing for delivery. Any adjustments agreed on at the point of delivery **must** be made on the EPOD. Failure to do this makes you liable for the stock for which you have signed.
- **NOTE: The loading sheet will not be accepted as evidence of a shortage.**
- Once complete and agreed on by both parties, you will sign on glass; this will prompt a delivery note to be e-mailed to the pub's PC. You should keep this delivery note for your records and use it for accurately acknowledging your order in APOS.
- Any adjustments made on the EPOD will appear on the e-mailed proof of delivery – this will be used as evidence when making any claims.
- For any orders not placed via APOS, you should use the *Sales Order No* as the delivery note number to receipt stock. This applies to all autodrops and emergency orders.

Product Code	Item Description	ABV	UOM	Despatched Quantity	Delivered Quantity	Variance Quantity
00010031	ABSOLUT ORIGINAL 70X6 MCW & BWL SHARED	40.00	EA	2	2	
00011965	JAMESON WHISKEY 70x6 MCW & BWL SHARED	40.00	EA	6	6	
00010197	VILLA MARIA PB SAUVIGN 75x6 WHT NZL MARLBOROUGH	13.40	EA	30	30	
00010562	COURVOISIER *** COGNAC 70x6 MCW & BWL SHARED	40.00	EA	12	12	
00010637	COINTREAU 70x6 MCW & BWL SHARED	40.00	EA	6	6	
00011794	PIMMS NO. 1 70x6 MCW & BWL SHARED	25.00	EA	6	6	
00002228	SMIRNOFF RED LABEL 70x6 MCW & BWL SHARED	37.50	EA	36	30	6
00013910	ANTICA CLASSIC SAMBUCA 70x6 MCW & BWL SHARED	38.00	EA	2	2	

Tradeteam DHL



Tradeteam Delivery Confirmation

Sales Order No.: 1002707863		Tradeteam Ref.: 0002725	Delivery Date: 09/09/2021	Arrival: 06:32	Departure: 07:13		
Deliver To: 0027 000 JD JJ Moons 0027 JJ Moons 0027 553-555 Kingsbury Road Kingsbury NW9 9EL			Order text for Order No. 0003018 EWA order cannot refuse Order text for Order No. 0003018		Load Ref: D339266 Route: NR02AH 1 Customer Service Number: 020 3901 6162		
Item Code	TT Code	Item Description	ABV	Quantity Despatched	Quantity Delivered	Variance	Code
TT0067	PM0941	330ML GUNNA TWISTED CAN X24	.00	1 CA	1 CA		
TT0159	AK0025	30 K SHIPYARD AMERICAN PALE	4.50	2 EA	2 EA		

This should match your APOS Stock Order Number

- The ordering and receipting process in APOS is the same for all online ordering suppliers.
- Tradeteam uses an electronic device (EPOD) when signing for a delivery. Any adjustments agreed on at the point of delivery **must** be entered on this device. You are liable for the stock for which you sign.
- **NOTE: The loading sheet will not be accepted as evidence of a shortage.**
- Once complete and agreed on by both parties, you will sign on the EPOD which will prompt a delivery note to be e-mailed to the office PC. Retain this delivery note and use to acknowledge the order in APOS accurately.
- Any adjustments made on the EPOD will appear on the e-mailed proof of delivery, which can be used as evidence when making a claim.
- For orders not placed via APOS, you should use the Tradeteam Ref as the delivery note number to receipt the stock. This applies to all autodrops and emergency orders. Any zeros at the start of the number should be ignored.

Item Code	TT Code	Item Description	Quantity Ordered	Quantity Delivered	Variance	Code
57200	PA4152	550ML NEWCASTLE BROWN ALE X12	2 CA	2 CA		
60978	LK1060	11 K CARLING LAGER	2 EA	2 EA		
56915	PC3589	20L WESTONS OLD ROSIE BIB X1	1 EA	EA	1 EA	
56615	SK1072	11 K GUINNESS KEG	0 EA	0 EA		



1 EA

East West Ales (EWA) via Tradeteam

- Orders are placed using telesales, so you are required to create a manual delivery note in APOS.
- Manage this alongside your main Tradeteam delivery signed for on the EPOD.
- The delivery note number to use is the Tradeteam Ref highlighted below, using 'EWA via Tradeteam' as the supplier in APOS.
- Any zeros at the start of the number should be ignored (eg below – 3018 is the correct number).



Tradeteam Delivery Confirmation

Sales Order No.: EWA070920210027	Tradeteam Ref.: 0003018	Delivery Date: 09/09/2021	Arrival: 06:32	Departure: 07:13
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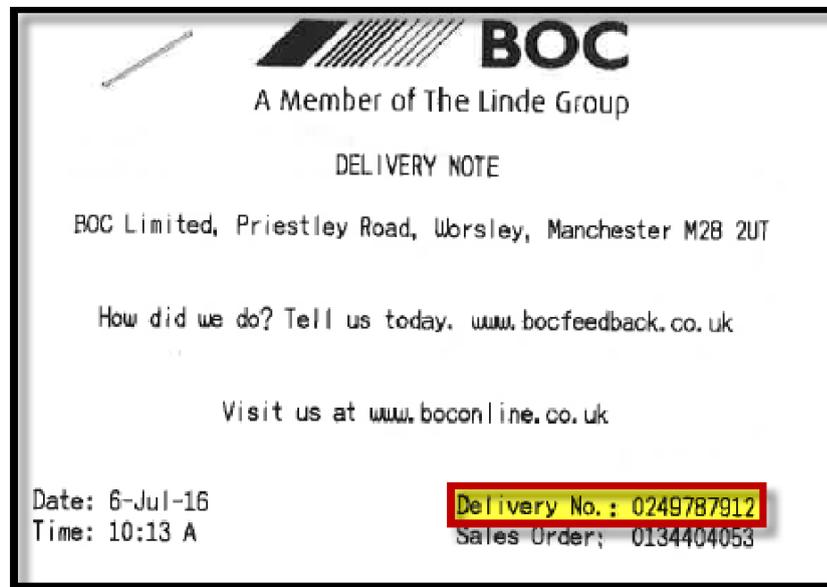
Deliver To: 0027 000 JD JJ Moons 0027 JJ Moons 0027 553-555 Kingsbury Road Kingsbury NW9 9EL	Delivery Instructions: Order text for Order No. 0003018 EWA order cannot refuse delivery Order text for Order No. 0003018 EWA order cannot refuse delivery Order text for Order No. 0003018 EWA order cannot refuse delivery Order text for Order No. 0003018	Load Ref: D339266 Route: NR02AH 1 Customer Service Number: 020 3901 6162
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Use this as the Delivery Note Number

Item Code	TT Code	Item Description	ABV	Quantity Despatched	Quantity Delivered	Variance	Code
EWTT0089	AC2155	9 C JDW PEERLESS FULL WHACK	.00	1 EA	1 EA		

BOC

- Enter each product in APOS, using the product code.
- The correct delivery note number is highlighted.



BOC
A Member of The Linde Group

DELIVERY NOTE

BOC Limited, Priestley Road, Worsley, Manchester M28 2UT

How did we do? Tell us today. www.bocfeedback.co.uk

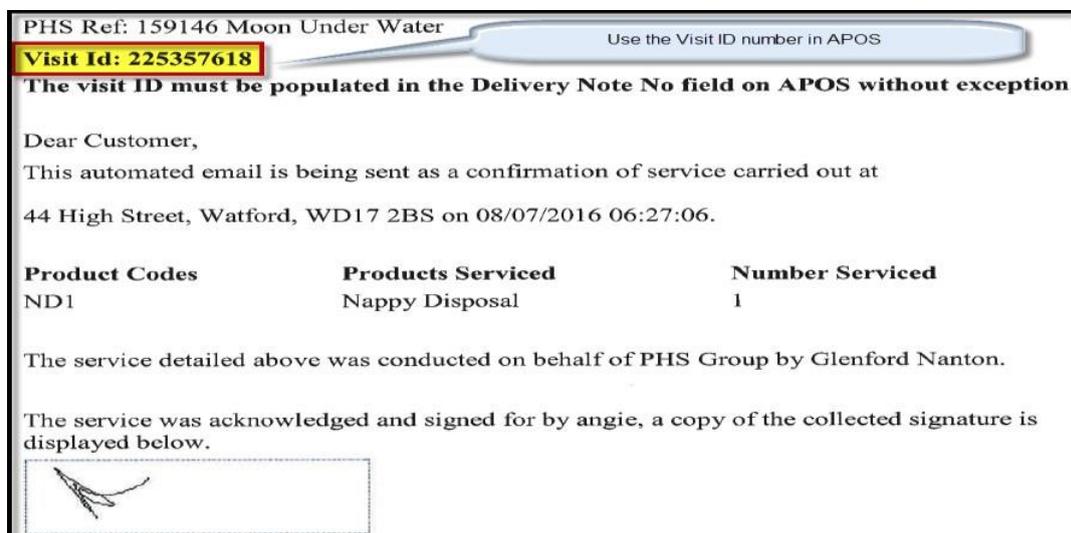
Visit us at www.boconline.co.uk

Date: 6-Jul-16
Time: 10:13 A

Delivery No. : 0249787912
Sales Order: 0134404053

PHS

- Enter each product in APOS, using the product code.
- Before signing the PDA, check that the detailed services have all been carried out.
- Once signed, this will prompt a delivery note e-mail to be sent to the office PC.
Enter onto APOS the same day.



PHS Ref: 159146 Moon Under Water

Visit Id: 225357618 Use the Visit ID number in APOS

The visit ID must be populated in the Delivery Note No field on APOS without exception.

Dear Customer,

This automated email is being sent as a confirmation of service carried out at
44 High Street, Watford, WD17 2BS on 08/07/2016 06:27:06.

Product Codes	Products Serviced	Number Serviced
ND1	Nappy Disposal	1

The service detailed above was conducted on behalf of PHS Group by Glenford Nanton.

The service was acknowledged and signed for by angie, a copy of the collected signature is displayed below.



Standard practices for correcting, transferring and completing ad-hoc APOS adjustments

1. Correcting an accepted delivery note

- **'Originally entered note number'/1**

2. Transfers

- **TXXXX DD/MM/YY** (where XXXX is the other pub to/from which you are transferring)

3. Ullage

- **Ullage DD/MM/YY**

4. Incentives

- **Follow the gift SOP**

5. Cash food

- **C.F. DD/MM/YY**

6. Enter delivery notes on day of delivery, without fail.

7. Delivery notes must be checked at shift handover and again at MOS.
Any corrections should be made immediately.

8. Use the notes section in APOS to enter your name.

FAQs

I have not received an ASN in APOS. How do I receipt for my delivery?

If this happens, you will still need to receipt for the goods. Create a manual delivery note using the highlighted number on the crib sheet. If the ASN is then received during the same MOS period, you should remove the manual delivery note to prevent doubling the purchasing data. If the ASN is received after the MOS, the auditor will make an adjustment at the next mega stock.

I have a product which was autoallocated – what do I do?

This should be receipted manually by creating a new delivery note – identify the correct delivery note number using this crib sheet. If you add these to your main order, it would trigger a delivery note exception.

Matthew Clark autodrops – use the *Order No* to book in the stock.

Tradeteam autodrops – use the *Tradeteam Ref.*

I have received a product which is listed on the Matthew Clark extended range; I cannot see it in APOS.

The supplier name for extended-range items is **MCW Ext Range**. If you are eligible to receive an extended-range product, this must be ordered via telesales and receipted manually under this supplier.