

Delivery Note Crib Sheet 2021 – Display by Pub PC

All delivery notes must be entered onto APOS on the day of delivery. By accepting an MOS you are confirming all delivery note numbers, unit sizes and quantities are correct. The crib sheet is a tool for ensuring best practice and to reduce delivery note exceptions.

- Now that weekly orders are made B2B (Business to Business) instead of via telesales, there is no longer a requirement to enter the delivery note number for Tradeteam DHL, Matthew Clark and Heineken.
- Your stock order number created in APOS is your reference and this should be visible on your delivery note.
- You should only need to enter a delivery note number manually for your EWA via Tradeteam deliveries, Microbrewer deliveries as well as any auto allocations/emergency orders.

Matthew Clark

Registered in England No. 2550982 This is a Proof of Delivery only. This is NOT an invoice. DESPATCH NOTE

Matthew Clark

UNIT 5
APEX PARK
CAMBRIDGE ROAD
BEDFORD Tel: 0844 8223910

INVOICE TO: VAT Reg No: 891 5576 80

J D WETHERSPOON PLC
WETHERSPOON HOUSE
CENTRAL PARK
REEDS CRESCENT
WATFORD HERTS
WD1 1QL

1c BRANDS

This should match your Aztec stock order

Order No.	50216846	Account No.	50216453
Order No.	25819105	Document No.	9962587
Order Date	17/01/2018	Document Date	18/01/2018
Customer Reference No.	1044905376	Load No.	51997
		Shipment	10870617

DELIVERY/COLLECTION ADDRESS

EARL OF DALKEITH (PUB 0449)
KETTERING
13-15 DALKEITH PLACE
NORTHAMPTON
NN16 0BS

- Before receipting the delivery, make sure the Matthew Clark **Customer Reference No.** matches the Stock Order Number in Aztec. This will begin with a '1' followed by your 4 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.
- Providing no amendments are made at the point of delivery, this will match the delivery note you have received from Matthew Clark.
- You should check to make sure all items you have received are included and make any amendments to the ASN prior to accepting.

- JDW Process for recording Matthew Clark products not delivered, or over delivered.**

[illegible]

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		Load Ref: D339266 Route: NR02AH 1 Customer Service Number: 020 3901 6162		
Order text for Order No. 0003018 EWA order cannot refuse Order text for Order No. 0003018				

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		

- The ordering and receipting process in APOS will follow the same for all online ordering suppliers.
- Trade team will have an electronic device (EPOD) to use when signing for the delivery. Any adjustments that are agreed at point of delivery **MUST** be made on this device. If you fail to do this then you are liable for the stock you have signed for.
- **NOTE: The loading sheet will not be accepted as evidence of a shortage.**
- Once complete and agreed by both parties, you will sign on glass which will prompt a delivery note to be emailed to the pub PC. You should keep this delivery note for your records and use for acknowledging your order in APOS accurately.
- Any adjustments that are made on the EPOD device will appear on the emailed proof of delivery and this will be used as evidence when making any claims.
- For any orders that are 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.

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	1 EA	1 EA	
56615	SK1072	11 K GUINNESS KEG	2 EA	2 EA		

EWA via Tradeteam

- This process is still Telesales so you are required to create a manual delivery note in APOS.
- You should manage this alongside your main Tradeteam delivery signing for on the EPOD device.
- 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. E.g 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	
Deliver To: 0027 000		Delivery Instructions:				Load Ref: D339266			
JD JJ Moons 0027		Order text for Order EWA order cannot re Order text for Order EWA order cannot re Order text for Order EWA order cannot refuse Order text for Order No. 0003018				Route: NR02AH			
JJ Moons 0027									
553-555 Kingsbury Road Kingsbury									
NW9 9EL						Customer Service Number: 020 3901 6162			

Use this as the Delivery Note Number

Item Code	TT Code	Item Description		ABV	Quantity Despatched	Quantity Delivered	Variance	Code
EWT0089	AC2155	9 C	JDW PEERLESS FULL WHACK	.00	1 EA	1 EA		

Use this as the
Delivery Note
Number

Heineken

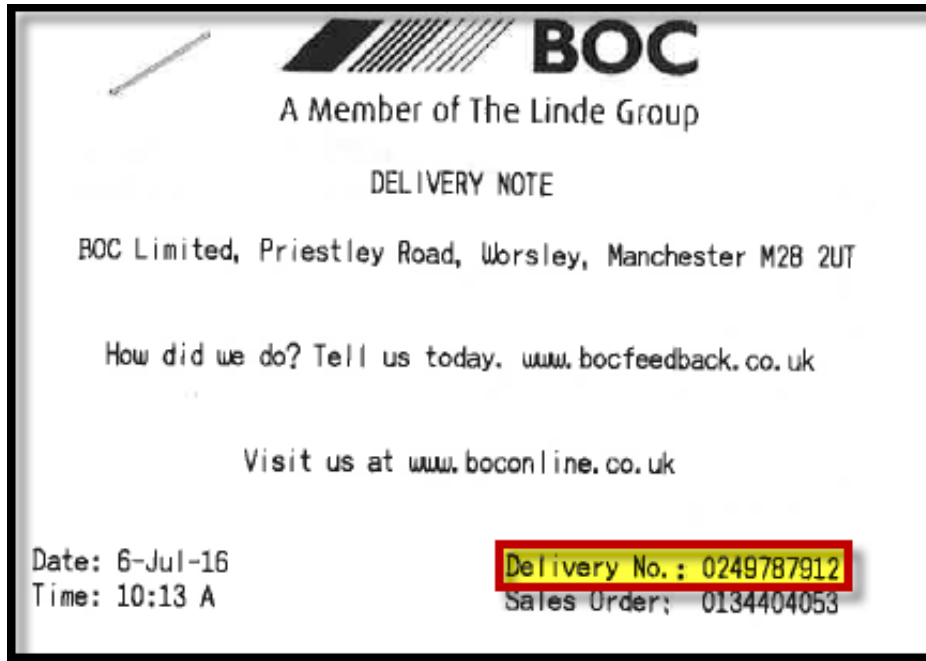
- The *Customer Reference* will match the Stock Order Number you have in APOS.
- The Carbon copy must be marked clearly if there are any shortages and you must acknowledge your delivery the same as you would for Tradeteam and Matthew Clark.

Account Number 245347 Duty Status Duty Paid Outbound Delivery Earl Of Dalkeith (449) 5051003004491 19-15 Dalkeith Place Kettering Northants NN16 0BS Tel: 0153 6312887 Customer Reference 044905365 Order Date 22.01.2018 Order No. S4 0165950841 Shipment No. 302676193/0003	HEINEKEN J D Wetherspoons Plc Reeds Crescent Watford WD1 10H Tel Special Instructions Page: of 1	Delivery Note No. 57752418 Delivery Date 15.01.2018 1201/0944v02 KNDL 812449363 1-2 Haulier Name M2231 S4 Trailer No. Order Weight 964.600 KG Booking Time 080000 Seal Numbers 0 Time Window 08:00-12:00/00:00-00:00 Arrival Time 830 RC
Product ENQUIRIES REGARDING THIS DELIVERY TO BE MADE TO HEINEKEN UK CUSTOMER HUB WITHIN 24 HOURS *** Delivery Items *** A190 FOSTERS 11 KEG 4.0 6 6 JHP A121 TOWN SMITHS EXTRA SMOOTH 2.4 4 4 JHP	Product Description ABV % Best Before Order Qty. Despatch Qty. Deliv. Qty.	Reason Text Empty Returns Qty

Stock Order
Number

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

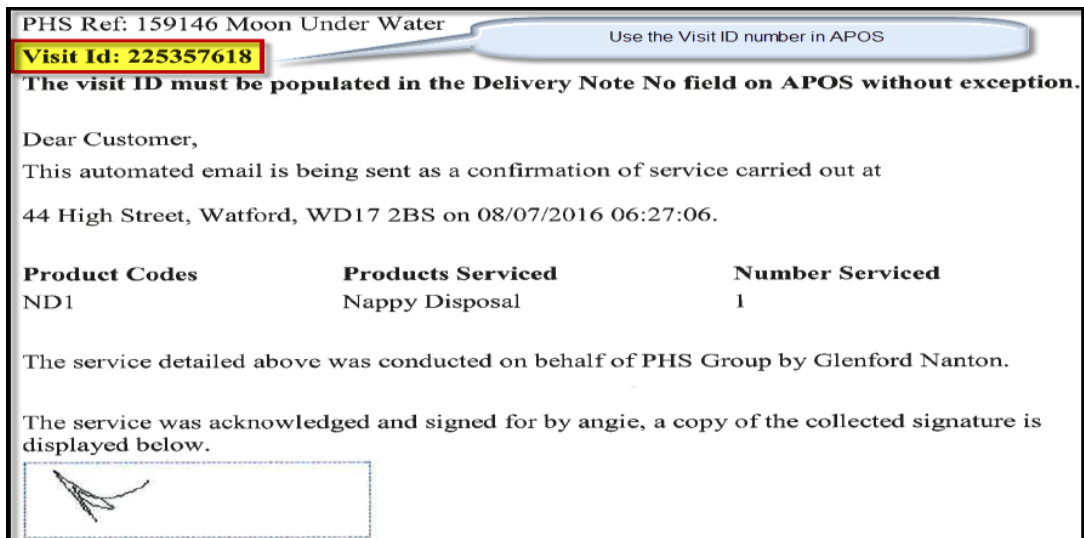
Visit us at www.boconline.co.uk

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 you must make sure you agree with all services carried out
- Once signing, this will prompt a delivery note email to be sent to the Office PC and should be entered onto APOS that 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 you are transferring to/from)

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.

FAQ**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. This will be a timing issue and you should create a manual delivery note using the highlighted number on the crib sheet. If the ASN is received in the same MOS period, you will need to remove your manual delivery note to not double your purchasing data. If this is received after your MOS, your auditor will be able to correct at Mega.

I have a product that was auto allocated, what do I do?

This needs to be receipted manually by creating a new delivery note. The correct delivery note number to use can be identified using this crib sheet. If you add these to your main order then you will trigger a delivery note exception.

For Auto-drops from Matthew Clark please use the *Order No* to book in the stock.

For Tradeteam Auto-Drops please 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.