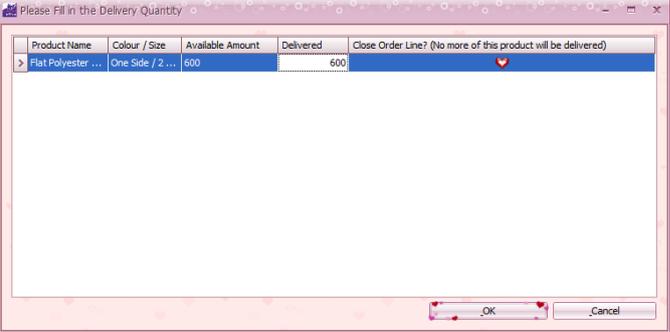


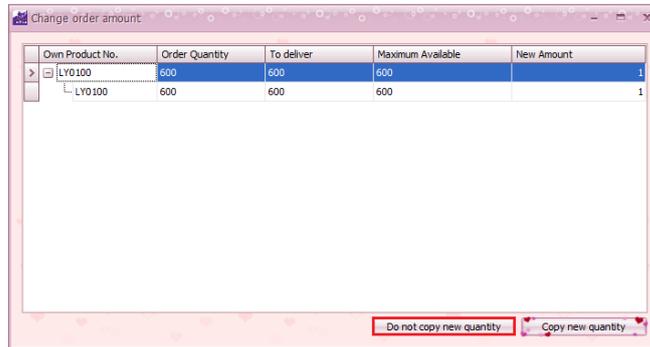
Creating a Delivery Note

Step One	<p>To create your Delivery Note, go to the Order Overview page and highlight your Order.</p> <p>Click on the left hand side "Create Delivery Note"</p>	<p>Create Delivery Note / Despatch Advice</p>
Step Two	<p>A pop up box will appear. Click OK if there are no Overs and Unders.</p>	
Step Three	<p>The following question will appear.</p> <p>Click Yes.</p>	

Step Four

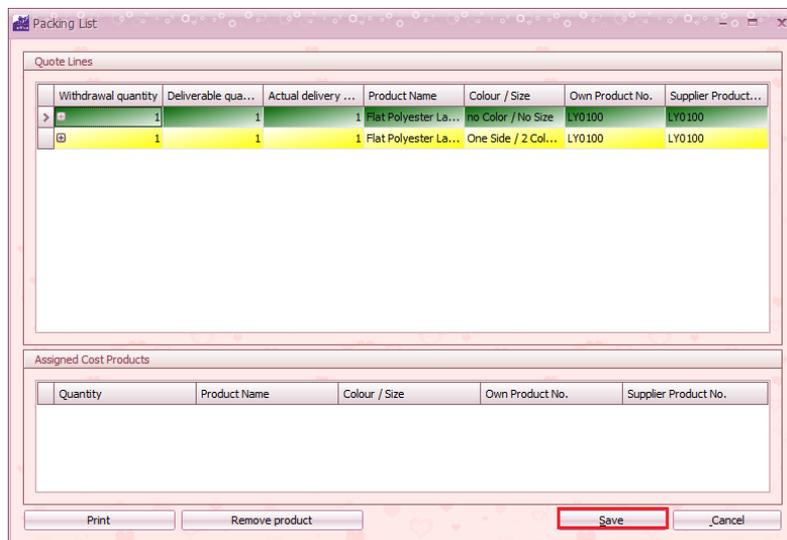
A Change Order Amount box will appear.

Click "Do not copy new quantity"



Step Five

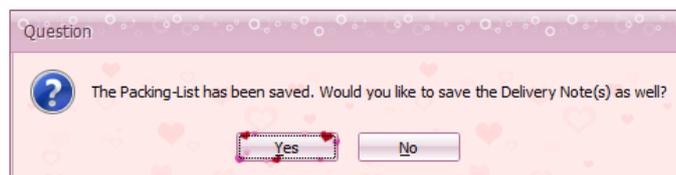
Click "Save" on the Packing List pop up.



Step Six

The following question will appear.

Click Yes.



Step Seven

You can now preview your Delivery Note or click OK.

The screenshot shows a software window titled "Delivery Note (New)". It contains a table with the following data:

Quantity	Own Product No.	Supplier Product No.	Product Name	Colour / Size
> 1000	AFMLS0101-5	193819	LARGE SQUARE FRIDGE MAGNET L...	No Color / No Size
1	Carrage	Carrage	Carrage	No Color / No Size
2000	AFMLS0101-5	193819	LARGE SQUARE FRIDGE MAGNET L...	No Color / No Size
1	Carrage	Carrage	Carrage	No Color / No Size

Below the table, there are fields for "Carrage Type" and "Delivery Date" (11/02/2015). The "Delivery Address" section includes:

- Company Name | Additional Name: Barclays Bank
- Address Line 1: Ran Street 11-14
- Address Line 2: (empty)
- Address Line 3: (empty)
- Post Code | City | Country: GU12 8GY | Guildford | United Kingdom
- Sex | Initials | Title: Female | LY | Mrs
- Alternative Title | Email: (empty) | sales@barclays.co.uk
- First Name | Last Name: Liz | Young
- Telephone | Fax: +44-1252-701090 | +44-1252-701103
- Language: English
- Delivery Note: (empty)

At the bottom, there are fields for "Number Packages / Pallets", "Weight Kg", and "Tracking No.". Buttons for "Preview", "Show packages", "Export delivery data immediately", "OK", and "Cancel" are visible.

Step Eight

The following question will appear.

Click Yes.

The screenshot shows a dialog box titled "Question" with a question mark icon. The text inside reads "Print Delivery Notes / Despatch Advice Now". Below the text are two buttons: "Yes" and "No".

Step Nine

Your template will come up and the settings box.

Click OK to both.