

At Vdepot ALL stock received at the warehouse has to be processed so stock can be receipted. Once receipted, stock is then live and visible for you to sell.

In order for Vdepot to process the delivery there MUST be a delivery notification loaded onto the system prior to Vdepot receiving the delivery. This notification will show the Vdepot team what SKUs are expected along side the volume of each.

Once the delivery has been counted Vdepot will receipt the received goods into stock.

1. Login to your my.vdepot account
2. Go to 'DELIVERIES'
3. Click '+ ADD DELIVERY'
4. Top righthand corner enter your delivery reference.
5. Still on the righthand side of the page - Click on 'SPECIFY DELIVERY DATE' - a calendar will pop up for you choose the expected day of delivery. (This can be updated at a later date if the shipment gets delayed.)
6. Enter the supplier in the 'SUPPLIER' box

Now you can enter the products (SKUs)

7. Using the 'PRODUCT SEARCH' box at the top of the page, start typing either the SKU or the product name.
8. Click on the SKU
9. Enter the quantity
10. Click the '+'
11. You can enter in more SKUs by repeating steps 7-10.
12. Once all products entered, push 'SAVE' in the bottom right of the page.

Screenshots attached below showing the steps above.

ADDING DELIVERY NOTIFICATIONS



Delivery

Choose Columns Filter List + Add Delivery Filter in page x

Reference Expected Delivery Date Arrived Date Processing Start Date Received Date Supplier Status

2. **Deliveries**

Home Products Orders Deliveries Reports

Delivery

Choose Columns Filter List **+ Add Delivery** 3.

Delivery

< Back Product Search

4. Please Enter Reference

5. Awaiting Delivery

6. Specify delivery date

Supplier x

Delete Back Save

ADDING DELIVERY NOTIFICATIONS



Delivery

7.

8.

Delivery

9.

10.

11.

Product	Note	Expected	Pre-Orderable
<input type="checkbox"/> Product Description SKU	<input type="checkbox"/> +	185	<input type="checkbox"/>
<input type="checkbox"/> Product Description SKU	<input type="checkbox"/> +	88	<input type="checkbox"/>

12.