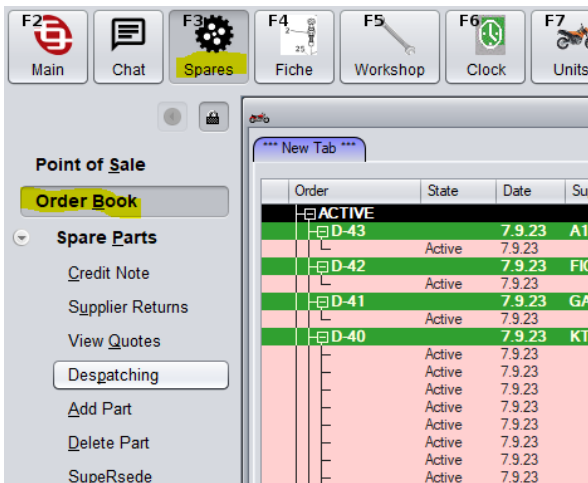


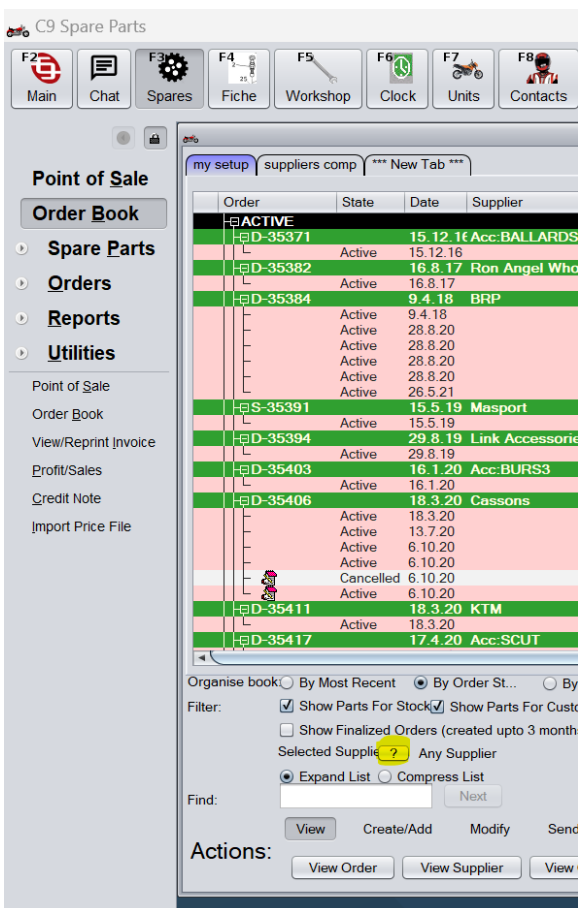
RECEIVE PARTS

Electronic Importing of Parts Using a Supplier PDF.

Spares->Order Book

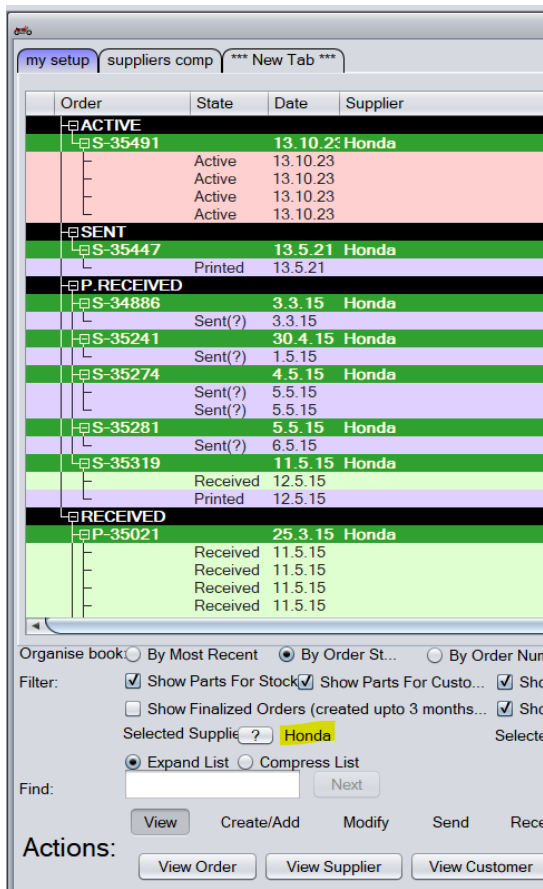


Find the order you wish to receive in the order book. It is very important that the order is marked as SENT in the order book before you receive it. NEVER RECEIVE AN ACTIVE (PINK) ORDER.

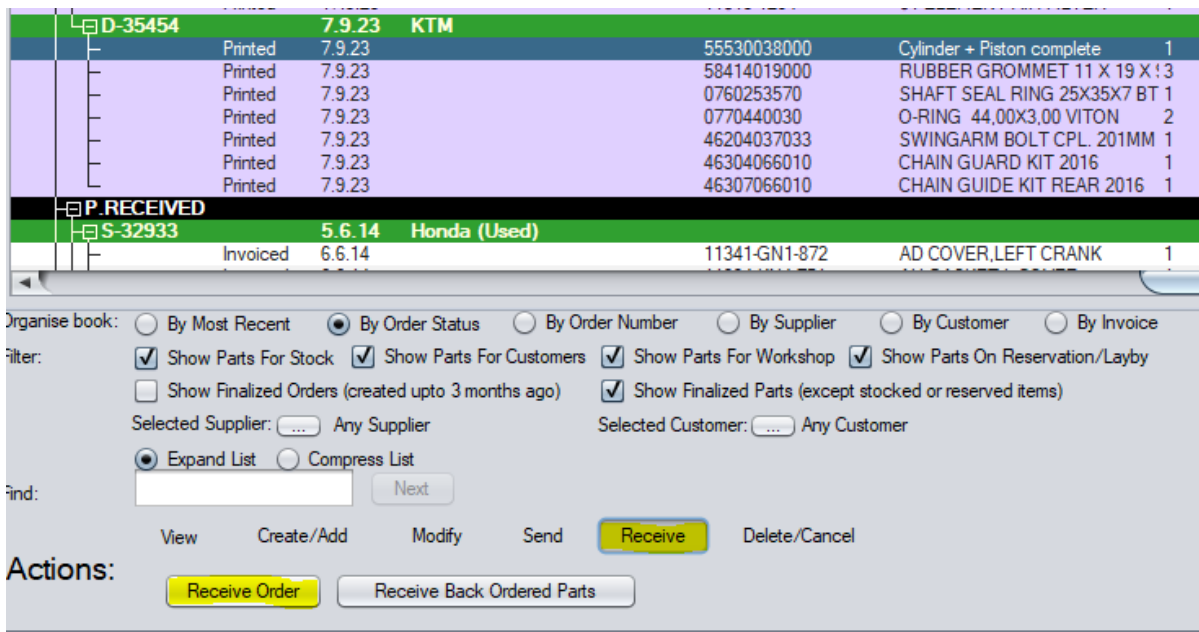


NB: To narrow down Order Book to make it easier to find the Order you wish to receive you can use the Selected Supplier button. You can also use the filter to search for an order number or supplier order.

For Example. If I Select Honda I will only see my Honda orders.



Once you have found the order you want to receive click on the order Actions button Receive at the bottom of the page. Then select Receive Order. ONLY USE RECEIVE BACKORDER PARTS IF YOU ARE RECEIVING BACKORDERED PARTS OR AN ORDER THAT DOESN'T EXIST IN THE C9 ORDER BOOK



Note that the top of the receival screen is green. This indicates that the receival will be captured as an invoice to be paid in c9's creditors system. Select the F9 Electronic Import button

Receive Order

Receive KTM Parts From KTM - and Add Bill

Receiving Ordered Parts For Order #35454
 Franchise/Supplier: KTM
 Alternative Supplier: Default Supplier

Use Daily Buy Price when adding parts
 Use Stock Buy

Invoice Date: 7.9.2023
 Due Date: 21.9.2023
 Invoice Number:

N	U	Part Number	Description	GoH	Loc	Stk?	Type	Dir	Qty Ord	Qty Re...	H/A	Remain/Exc...	Unit Cost	Line Total	Unit Retail	List
		0760253570	SHAFT SEAL RING 25X35X7 BTS	N/C					1	1			\$5.98	\$5.98	\$11.15	\$9.20
		0770440030	O-RING 44,00X3,00 VITON	N/C					2	2			\$3.44	\$6.88	\$6.45	\$5.30
		46204037033	SWINGARM BOLT CPL_201MM	N/C					1	1			\$54.50	\$54.50	\$101.50	\$83.85
		46304066010	CHAIN GUIDE KIT 2016	N/C					1	1			\$18.39	\$18.39	\$34.25	\$28.30
		46307066010	CHAIN GUIDE KIT REAR 2016	N/C					1	1			\$30.68	\$30.68	\$57.15	\$47.20
		55530038000	Cylinder + Piston complete	N/C					1	1			\$808.08	\$808.08	\$1,435.90	\$1,243.20
		58414019000	RUBBER GROMMET 11 X 19 X 9	N/C	3		Y		3	3			\$2.96	\$8.88	\$5.55	\$4.55

Part Search:

Show Print Barcodes after receiving stock Qty Of Items: 10

Print Receive Labels after receiving stock

Add Parts To Above List In Part Number Order

Item Buy Value: \$933.39
 Freight (inc): \$0.00
 Freight (ex): \$0.00
 Other: \$0.00
 GST: \$93.34
 Total: \$1,026.73 Record bill against supplier

H/A = Handled Already. Parts invoiced prior to being received. These will be given priority for filling receive orders

Select Import PDF/Excel File and click OK.

Select Import Source

Import Source

Other C9 Dealership (E-Reference)

Import PDF/Excel File

Click Accept and Continue on the warning screen. Find the file on the hard drive. Click Open and c9 will import the document into the receival screen for you.

Select Supplier Invoice

Look In: **C9 INVOICES**

- 823955-1.pdf
- 824398-1.pdf
- AR invoice_668930_20230905_34828PM.pdf
- AR invoice_668932_20230905_34829PM.pdf
- AR invoice_668940_20230905_35030PM.pdf
- JTR Invoice-030157374.pdf
- JTR Invoice-030157587.pdf
- KTM INVOICE MAIL 7223048474.PDF
- KTM INVOICE MAIL 7223048905.PDF**
- KTM INVOICE MAIL 7223049130.PDF
- KTM INVOICE MAIL 7223049339.PDF
- KTM INVOICE MAIL 7223049528.PDF
- Mcl.eod Accessories Invoice-005861481.pdf
- Mcl.eod Accessories Invoice-005862397.pdf
- Mcl.eod Accessories Invoice-005862756.pdf
- SalesInvoice.YMSInvoiceSP.pdf
- SalesInvoice.YMSInvoiceSP912259090.pdf
- SalesInvoice.YMSInvoiceSP-S0524753.pdf
- SalesInvoice.YMSInvoiceSP-S0532637.pdf
- SalesInvoice.YMSInvoiceSP-S0532637.pdf
- SalesInvoice.YMSInvoiceSP-S0534695.pdf
- SalesInvoice.YMSInvoiceSP-S0535425.pdf
- SalesInvoice.YMSInvoiceSP-S0535877.pdf
- SINV596943.pdf
- SINV596944.pdf
- SINV597039.pdf
- SINV597040.pdf
- WPAlnv505801.pdf
- WPAlnv505802.pdf
- WPAlnv505803.pdf
- WPAlnv506942.pdf
- Your invoice-B757797-D1.pdf
- Your invoice-B758892-D1.pdf

File Name: KTM INVOICE MAIL 7223048905.PDF

Files of Type: All Files

First point to check once the invoice is imported is the Totals. Check the invoice total and the GST and ensure they match the invoice EXACTLY. If they do and there is no red flags on the invoice, then you are good to go ahead and click F10 = Receive Items. If there is a red flag you need to assess the reason for the red flag before you continue. Remember that receiving an invoice is an IRREVERSIBLE OPERATION, which means if you got it wrong, it is very difficult to reverse if at all possible. There will usually be a significant amount of work in reversing a receival as we have to undo the financial impacts and then the stocking impacts. There is also no way to ever remove the record of the receival either, which can provide false data in the background of c9. In the example below we can see there is a red flag that is a signal that something doesn't balance quite correctly. In this example though, we can see that it looks very much like a rounding error as the difference is only 2 cents. You can click the Auto Adjust button to try and rectify the rounding error, but realistically for only 2 cents this will not have any real effect on the financial reporting for the business. **For any company using c9 for accounting, it is incredibly important that the invoice total and the GST match the invoice exactly, as this will have a relationship with compliance reporting for the ATO.**

Receive Order

Receive KTM Parts From KTM - and Add Bill

Receiving Ordered Parts For Order #35454
 Franchise/Supplier: KTM
 Alternative Supplier: Default Supplier

Use Daily Buy Price when adding parts
 Use Stock Buy

Invoice Date: 1.9.2023
 Invoice Number: 7223048906
 Due Date: 15.9.2023

N	U	Part Number	Description	QoH	Loc	Stk?	Type	Dir	Qty Ord	Qty Re...	H/A	Remain/Exc...	Unit Cost	Line Total	Unit Retail	List
		0760253570	SHAFT SEAL RING 25X35X7 BTS	N/C					1	1			\$5.98	\$5.98	\$11.15	\$9.20
		0770440030	O-RING 44.00X3.00 VITON	N/C					2	2			\$3.45	\$6.90	\$6.45	\$5.30
		46204037033	SWINGARM BOLT CPL. 201MM	N/C					1	1			\$54.50	\$54.50	\$101.50	\$83.85
		46304066010	CHAIN GUARD KIT 2016	N/C					1	1			\$18.39	\$18.39	\$34.25	\$28.30
		46307066010	CHAIN GUIDE KIT REAR 2016	N/C					1	1			\$30.68	\$30.68	\$57.15	\$47.20
		55530038000	Cylinder + Piston complete	N/C					1	1			\$808.08	\$808.08	\$1,435.90	\$1,243.20
		58414019000	RUBBER GROMMET 11 X 19 X 9		3		Y		3	3			\$2.96	\$8.88	\$5.55	\$4.55

Part Search:

Show Print Barcodes after receiving stock
 Print Receive Labels after receiving stock
 Add Parts To Above List In Part Number Order

Qty Of Items: 10

Tax Invoice + Goods
 Receive Goods Only
 Auto Adjust

Item Buy Value: \$933.39
 933.41

Freight (Inc): \$38.50
 Freight (ex): \$35.00
 Other: \$0.00

GST Exempt Receive (i.e. import)
 GST: \$96.84
 Total: \$1,065.23

Record bill against supplier

F7 = Order Notes
 F9 = Electronic Import
 F10 = Receive Items
 Cancel

In this instance of the example provided, c9 has asked what the error for 2 cents is. We have been able to identify that it is a rounding error and for a rounding error of this value, we can ignore and continue as is. We know this isn't having an outcome on the invoice total and GST figure as they both match the invoice exactly.

Set Global Discount

Spares Invoice Does not Balance

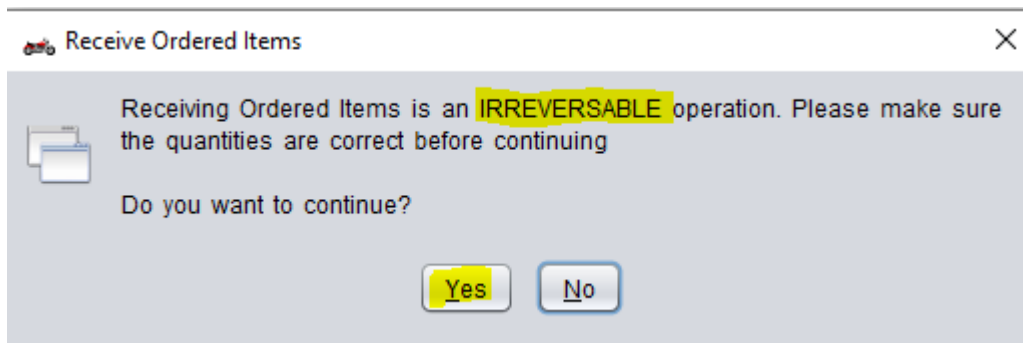
The value of the spare parts does not equal the total value of the parts

Total of parts: 933.41
 Value on Invoice: 933.39

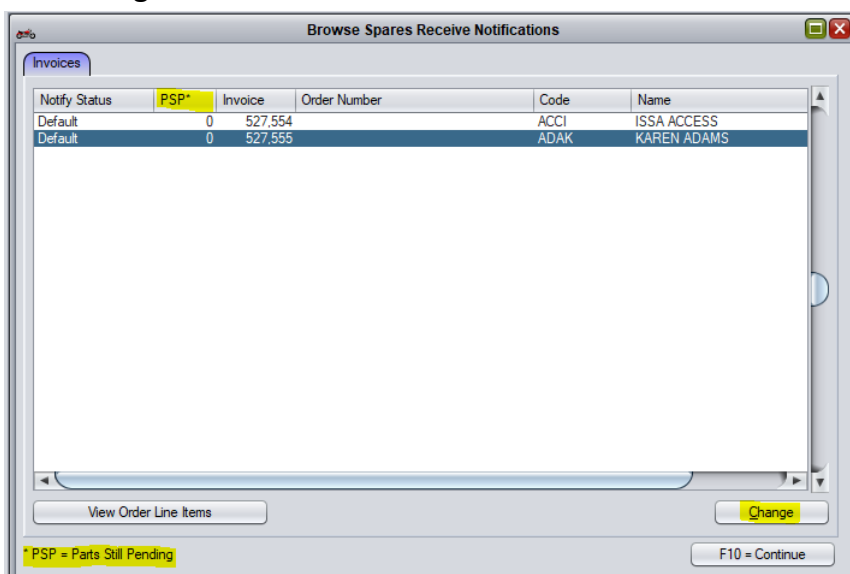
Difference is \$0.02. Invoice Rounding Error?

Ignore the difference. Continue as is
 Automatically adjust value of parts to match
 Cancel and Do nothing

We now see the next very important message in c9. The irreversible message. This is the last point at which you can cancel the receipt and correct any errors, so please be sure you have been thorough before you select Yes.



Enter your clerk key when prompted. Next window is SMS notifications window. This will confirm any messages to be sent out for customers to be made aware their parts are ready for pick up. The Parts Still Pending column is a usual indicator as to whether or not c9 will send them a message. Most shops will have the SMS settings set as a global default to send when all parts have arrived. If you do not wish to send a customer a message for any reason then you can highlight the customer in question and click change and disable the notification. **Note: c9 will not send messages to workshop customers or unit deal customers even though their names will show in this screen.**



The report that follows will contain the tags for the customer/workshop/unit deal parts so the spares team know where to distribute any ordered parts. It also provides a breakdown of the order itself so you can check the order and ensure you have been short supplied. This report needs to be printed and the tags need to be stuck to the appropriate parts as we unpack the order and check it out.

Order Receive For Order #05454
 Franchise: KTM
 Receive List

INV Date: 1.9.2023
 INV No: 723048006
 Received By: BEN

Part Number	Description	Qty On Order	Qty Received	Qty Stocked	Qty Invoiced	Qty Backorder	Qty On Credit	Qty Ret	Qty Inpd
0700203070	SHAFT SEAL RING 25X35X7 BTSL	1	1	0	1	0	0	0	0
0700400000	O-RING 44.00X3.00 VITON	2	2	0	2	0	0	0	0
4030407033	SWINGARM BOLT CPL 201MM	1	1	0	1	0	0	0	0
4030409010	CHAIN GUARD KIT 2016	1	1	0	1	0	0	0	0
4030706010	CHAIN GUIDE KIT REAR 2016	1	1	0	1	0	0	0	0

Restock List

Part Number	Description	Loc	Qty	New Qty On Hand
55530038000	Cylinder + Piston complete		1	1
58414019000	RUBBER GROMMET 11 X 19 X 9 '96		3	0

Receive Spares For Spare Parts Order
 Invoice: 527,554
 Name: ISSA-ACCESS
 Date: 7.9.23

Part Number	Description	Qty Req.	Qty Rec.	Qty BO
0700203070	SHAFT SEAL RING 25X35X7 BTSL	1	1	
0700400000	O-RING 44.00X3.00 VITON	2	2	
4030407033	SWINGARM BOLT CPL 201MM	1	1	

Receive Spares For Spare Parts Order
 Invoice: 527,555
 Name: KAREN ADAMS
 Date: 7.9.23

Part Number	Description	Qty Req.	Qty Rec.	Qty BO
4030409010	CHAIN GUARD KIT 2016	1	1	
4030706010	CHAIN GUIDE KIT REAR 2016	1	1	

Now we can print barcode labels for any parts that were entered into stock. You can modify and delete parts from this list to control how many labels you want to print. Click Print Labels to print the list.

Print Stock Items

Part Number	Description	Retail	Qty
55530038000	Cylinder + Piston complete	\$1,435.90	1
58414019000	RUBBER GROMMET 11 X 19 X 9 '96	\$5.55	3

Part Number: Add Delete All

Add Parts From Received Order Add Part Modify Part Delete Part

Add Parts By Location Add Parts By Query Add Parts with recent retail price changes F6 - View Part

Print Labels Close

Close this screen and the order receipt is now complete.