

Category General

Version 2.2A+

Module Full Stock

Windows All

Updated August 08

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UNIBALL INVOICE

This facility allow users to import invoices from Uniball. And process this invoices through Invoice Arrival.

Setting Up Supplier

1. From the Main Screen of Retailer, go to *Stock Maintenance* → *Suppliers & Departments*.
2. Click on *Supplier* tab.
3. Click on the 'Search' button (magnifying glass) and find "UNIBALL". Click on 'OK'
4. Click on *Other* tab.
5. In *When arriving EDI invoices this supplier arrives by*, please select "Barcode".
6. In *When adding stock, the default department*, please select "Stationery".
7. In *Your account number with this supplier (this is used as an EDI reference number)*, please enter your account code. Note: this is alphanumeric and case sensitive.
8. Click on 'Save'.
9. Click on the EDI tab.
10. In *EDI Abbreviation*, enter the supplier abbreviation "MPA".
11. Click on 'Save'.
12. When complete, click on 'Close'.

Importing Uniball Invoices

Note: Please ensure you already download the file from <http://www.uniball.com.au/ddownload/>

1. From the Main Screen of Retailer, go to *Stock Maintenance* → *Receipt of Stock* → *Invoice Arrivals*.
2. Click on 'Open Invoice'. A *Select File to Import* screen appears.
3. Navigate to the location where the file is saved. And click on 'OK' to import the selected file.

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This general advice is provided by Tower Systems free of charge to supported users of its Retailer system. No warranty is made as to benefits to be gained by following this advice.

