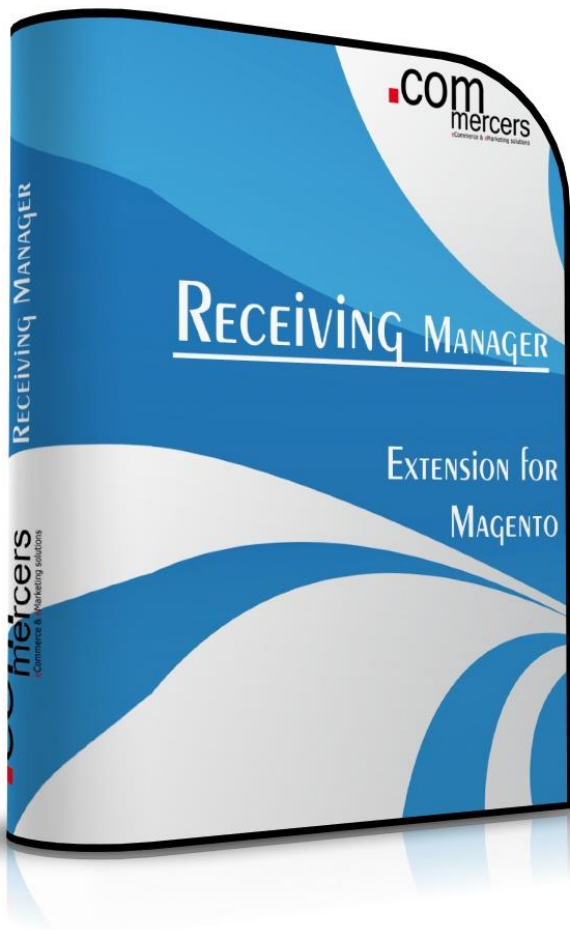


.commercercs extension user guide
· COMMERCE EXTENSION USER GUIDE

Receiving Manager

(March 2016)




commercercs

Installation

1. For security reasons create a backup of your webshop (database and files), don't try new extensions in live shops without having tested them.
2. Deactivate shop compilation (if activated). Go to admin panel → System → Tools → Compilation
3. Copy folder „app“ to the root folder of your shop installation
4. Go back to admin panel and clear cache. Go to System → Cache Management
5. Probably log out and in again

If you have any trouble with the extension, you can disable it:

1. Go to app/etc/modules/Commercercers_Receivinglog.xml and change `<active>true</active>` to `<active>>false</active>`
2. Go to app/etc/modules/Commercercers_Receiving.xml and change `<active>true</active>` to `<active>>false</active>`

After this please contact us on info@commercercers.com describing the problem.

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Administration – Admin setup

1. In admin panel go to system → Commercers → Receiving

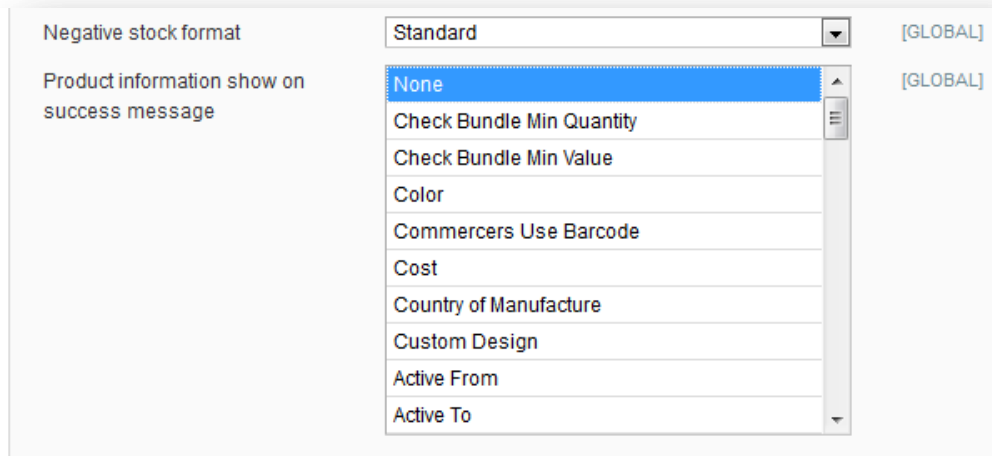
The screenshot shows the 'Receiving And Derecognise' configuration page in the admin panel. The page is titled 'Receiving' and contains several settings:

- Reference attribute:** EAN (GLOBAL) - Note: The attribute for product identification has to be unique.
- Use Second attribute:** No (GLOBAL) - Note: Use second attribute for product identification has to be unique.
- Printed attribute:** Name (GLOBAL) - Note: The product attribute to print receiving label.
- Show SKU first:** Yes (STORE VIEW)
- Set status to active:** yes (GLOBAL)
- Message, if stock was negative:** yes (GLOBAL)
- Predefined quantity:** (GLOBAL) - Note: Predefine the quantity if you want or leave it empty.
- Set on stock:** yes (GLOBAL)
- Negative stock text:** (GLOBAL) - Note: E.g. 'Attention, reservations!'
- Negative stock format:** Standard (GLOBAL)
- Product information show on success message:** None (GLOBAL) - Includes checkboxes for 'Check Bundle Min Quantity' and 'Check Bundle Min Value'.

2. First you can choose which attribute you want to use for receiving. Nevertheless it has to be unique. You can only choose unique attributes in the dropdown.
3. In case you are using a second unique attribute for products like EAN, you can select this here. This is quite handy for warehouses with items with and without EANs for example.
4. In case you are receiving products without barcode but want to have one on them, you can print barcodes when receiving. Here you choose which attribute shall be printed.
5. You can place the item number at the very top of your Derecognise view.
6. Shall the extension activate products which are deactivated when receiving stock?
7. If you used the possibility to preorder (article qty <0) you can define a message to be shown when an article is received with qty <0. You can define the text and the textformat for the message.

Administration – Admin setup

8. Next you can define the quantity usually received. This is optional.
9. If a product is ≤ 0 it is „out of stock“. If you set „Set on stock“ on „Yes“ the article will be set „in stock“ after booking.
10. You can create your own message text in case of negative stock.
11. Here you can choose the format of your message.
12. Moreover you can define the product information, which you want to see on your success message.



The screenshot shows a configuration window with two sections:

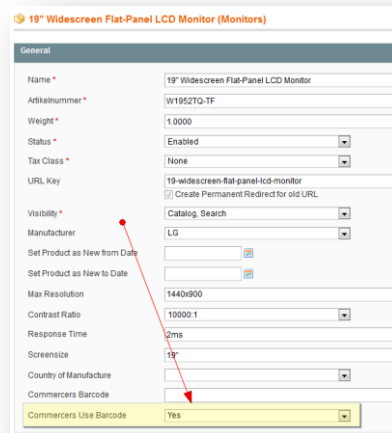
- Negative stock format:** A dropdown menu is set to "Standard". To the right of the dropdown is the text "[GLOBAL]".
- Product information show on success message:** A list of product information fields is shown. The "None" option is selected and highlighted in blue. To the right of the list is the text "[GLOBAL]".

The list of product information fields includes:

- None
- Check Bundle Min Quantity
- Check Bundle Min Value
- Color
- Commercercers Use Barcode
- Cost
- Country of Manufacture
- Custom Design
- Active From
- Active To

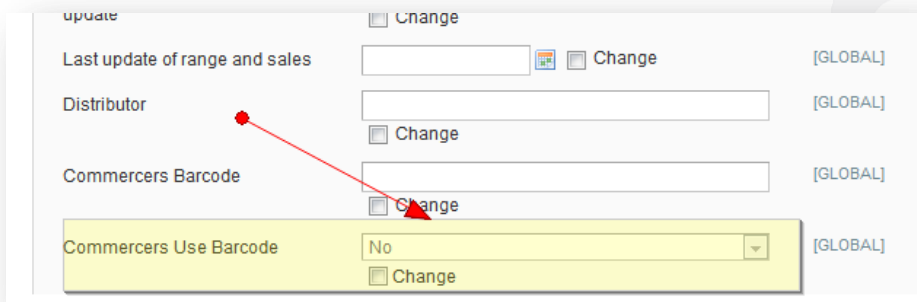
Administration – Product configuration

1. For printing barcodes you have to define for which products this shall happen. Go to Catalog > Manage Products and choose an article.



The screenshot shows the 'General' configuration page for a product titled '19" Widescreen Flat-Panel LCD Monitor (Monitors)'. The 'Commerciers Barcode' field is highlighted in yellow, and a red arrow points to the 'Commerciers Use Barcode' dropdown menu, which is currently set to 'Yes'.

2. In the product management you can select whether a barcode shall be printed or not.
3. To choose this for many products at one time use the „Actions: Update Attributes“ feature in the product grid.

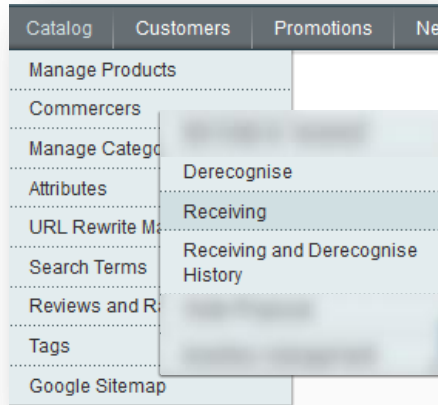


The screenshot shows the 'update' dialog box with the 'Commerciers Use Barcode' field highlighted in yellow. A red arrow points to the 'Change' button next to this field. The field is currently set to 'No'.



Administration – Receiving

1. In admin panel go to catalog → Commercercs → Receiving



2. Now you can start with the receiving process. Enter the attribute you've chosen in the setup menu. In our case we have chosen „sku“ (Artikelnummer). Then enter the quantity (if different to qty defined in setup). Furtheron you can define an order number and a delivery note ID for better history logging. In combination with the .commercercs Order Proposal extension it is possible to track an order from the supplier to the warehouse.

Commercercs Receiving

Product

Attribute: Artikelnummer *

Count *

Order Number *

Delivery Note ID *

Please enter reference attribute and count. Update order number and shipping note number if necessary.
If order number or shipping note number are not available fill arbitrary.

3. Then press on „Return“, use a barcode scanner or click on „Set receiving“.

✔ Item was successfully saved

Product: '19" Widescreen Flat-Panel LCD Monitor'

Entered Number: 2

Current Magento stock: 69

Commercercs Receiving

Product

Attribute: Artikelnummer *

Count *

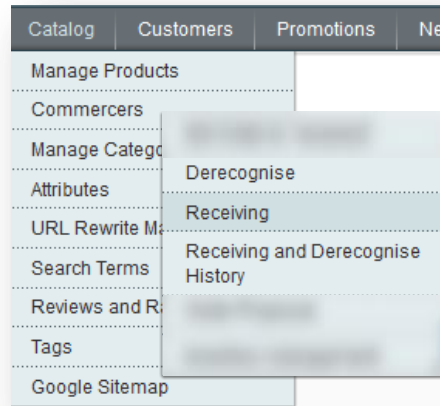
Order Number *

Delivery Note ID *

Please enter reference attribute and count. Update order number and shipping note number if necessary.
If order number or shipping note number are not available fill arbitrary.

Administration – Derecognise

As of version 0.4.8 you have the option to record derecognise of goods as well. In admin panel go to catalog → Commercercs → Derecognise



1. Now you can start with the derecognising process. Enter the attribute you've chosen in the setup menu. In our case we have chosen "EAN". Then enter the quantity (if different to qty defined in setup). Further on you can make a comment concerning the type of derecognise.

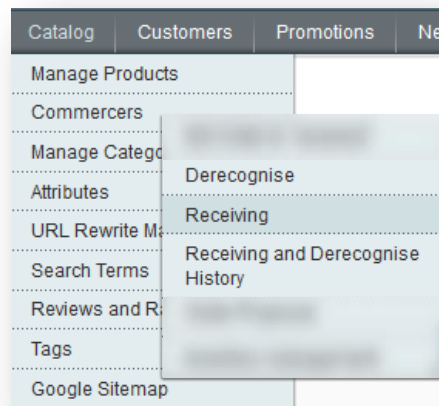
2. Then press on Set "Derecognise". (In case of mistaking you can use the „Reset“ button, which will clear the fields.)



Administration – Receiving/Derecognise History

To see all receiving and derecognise activities you can use the history.

1. In admin panel go to catalog → Commercercs → Receiving and Derecognise History



2. Here you can see and filter all receiving and derecognise activities done. Even the Admin who booked is shown (more to the right of the history grid). You can export the history to .csv by clicking on „Export“.

Receiving and Derecognise History

Page 1 of 2 pages | View 20 per page | Total 25 records found

ID	Type	Date	SKU	Item	Stock before	Receiving/Derecognise	Stock afterwards
		From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
27	Derecognise	Mar 23, 2016 1:27:09 PM	teapot	Thomas Sunny Day Teapot, white	10	-2	8
26	Receiving	Mar 22, 2016 1:02:42 PM	teapot	Thomas Sunny Day Teapot, white	8	2	10

Contact

info@commercercs.com

Phone +49 38731 / 3998-21

Fax +49 38731 / 3998-19

www.commercercs.com

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