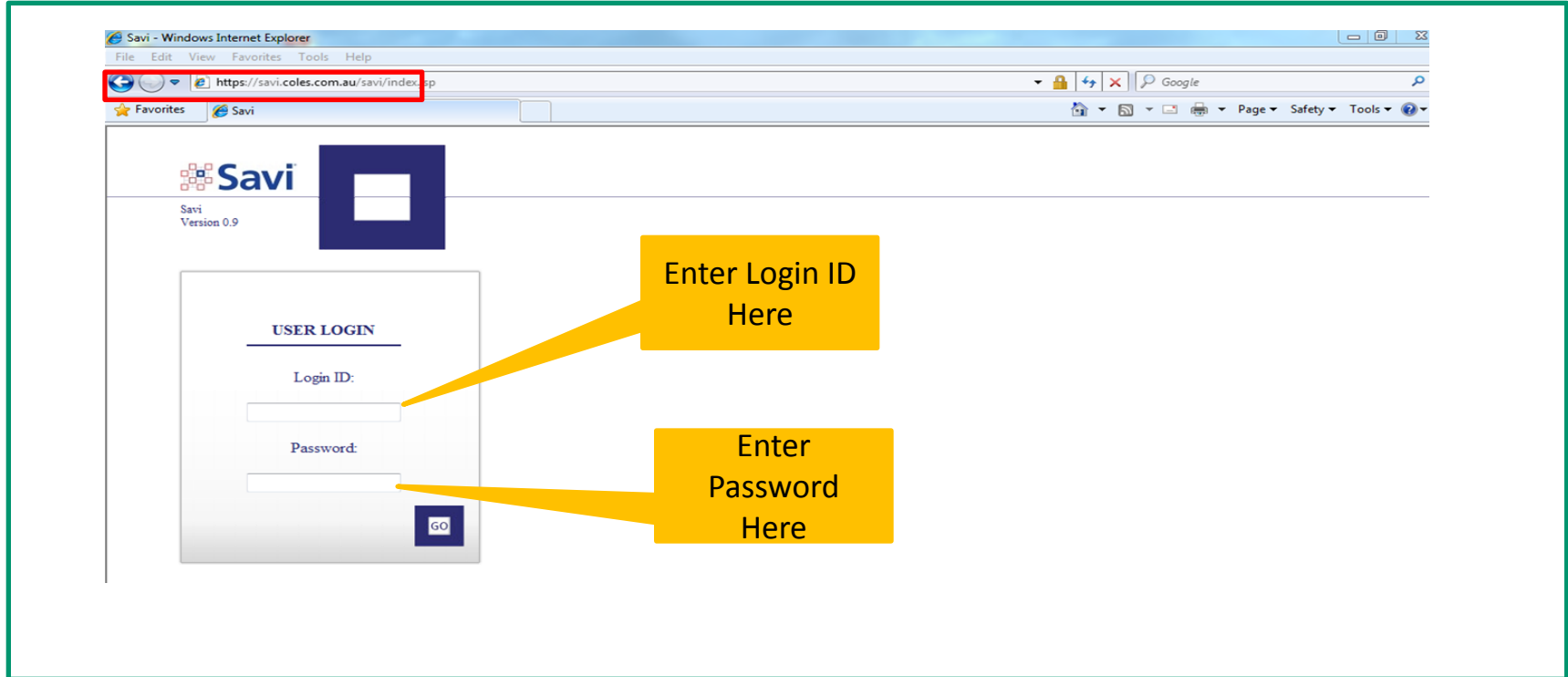


SAVI Training Manual

Despatch Into DC

How to Log On

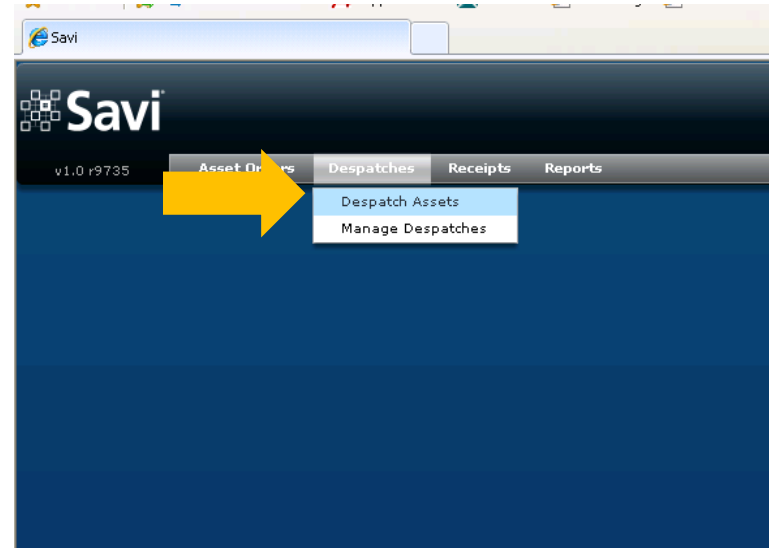
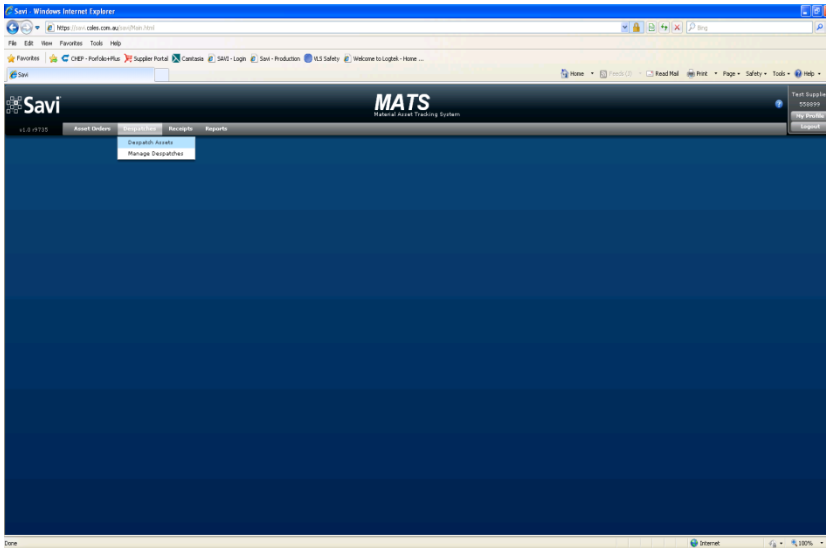
Currently there is only 1 way to log onto SAVI by typing in the web address into the address line, refer below:



1. The SAVI internet address is <https://savi.coles.com.au>
2. Once opened, this web page can be saved in your favourites
3. Enter your Userid & Password – after your first log in you will need to change your password

Note: Your Userid & initial password will be provided to you by Cratesrus via email. Passwords can be changed at anytime by using the My Profile option once logged on.

Despatch Assets



Select **'Despatch Assets'** from the main menu bar

Despatch Assets

Two screens will appear

1st screen – Manage Despatches screen

The 'Manage Despatches' window features a top section with search and filter controls. On the left, there are fields for Customer Reference #, Docket #, Origin Site (set to TEST_SUPPLIER X), Destination Site, and Carrier. On the right, there are dropdowns for Asset Type and Status, and date pickers for Despatch Date and Entered Date. A central table lists despatches with columns: Asset Type, Qty This Despatch, Acct. From, and Acct. To. Below this is a larger data table with columns: Customer Referenc, Docket #, Despatch Date, Entered Dat, Origin Site Code, Origin Site, Origin Site B, Destination Site Co, Destination Site, Destination, Carrier, and Status. At the bottom, there are navigation buttons: '<', '>', a printer icon, 'Create New Despatch', and 'Edit'.

2nd – Create/Edit Despatch Screen

The 'Create/Edit Despatch' window is a form-based interface. It includes fields for Customer Reference #, Status, Docket #, Despatch Date, Receipt Date, Effective Date, Account From (CHEP), Account From (LOSCAM), Account To (CHEP), Account To (LOSCAM), Destination Site (with a red asterisk), and Optional Account (CHEP/LOSCAM) with 'Select a Pallet Account' dropdowns. A Remarks text area is also present. Below the form are two tabs: 'Asset Det...' and 'Despatch History'. The 'Despatch History' tab contains a table with columns: Asset Type, Asset Name, and Qty This Despatch. It shows two rows, each with a 'Select Asset Type...' dropdown and a quantity of 0. At the bottom, there is an 'apply billing?' checkbox and a row of buttons: 'Add Item', 'Remove Selected', 'Actions', 'Clear', 'Save', 'Save & Close', and 'Cancel'.

This screen will be used to Despatch into DC

Despatch Assets

The screenshot shows the 'Create/Edit Despatch' window. It contains several input fields and a table. Callouts 1-7 point to the following elements:

- 1: Account From (CHEP) field
- 2: Destination Site field (with a dropdown arrow)
- 3: Customer Reference # field
- 4: Asset Type dropdown in the table
- 5: Asset Name field in the table
- 6: 'apply billing?' checkbox
- 7: 'Remove Selected' button

Asset Type	Asset Name	Qty This Despatch
Select Asset Type...		0
Select Asset Type...		0

1. The **Origin Site** field will auto populate with your vendor number and site name / if you have access to multiple sites then select from the **drop down list**
2. From the **Destination Site** field use the drop down box to select the required Coles DC / If you know the name or account number of the DC then type this into the field which will shorten the list available
3. In the **Customer Reference #** field enter in the invoice number for your product (this will help to reconcile your account at a later date)
4. Using the drop down box select the **Asset Type** that you will be delivering into DC
5. In the **Qty This Despatch** field enter the total number of crates for that particular crate type
6. If you have more than two crate types, select **Add Item** and enter details as per Step 4 & 5
7. If you need to remove a row of data **Highlight the Relevant Row** and then select **Remove Selected**

Continued on the next page

Despatch Assets

Customer Reference # * INV55790

Status

Despatch Date

Docket #

Account From (CHEP)

Receipt Date

Origin Site * TEST_SUPPLIER : Test Supplier X

Effective Date

Account To (CHEP)

Account From (LOSCAM)

Destination Site * D9250XF : NSW Produce DC X

Account To (LOSCAM)

Optional Account (CHEP) Select a Pallet Account

Optional Account (LOSCAM) Select a Pallet Account

Remarks

Asset Det... Despatch History

Asset Type	Asset Name	Qty This Despatch
CRATE-B	RPC Crate Type B	258
CRATE-C	RPC Crate Type C	254

apply billing?

Add Item Remove Selected Actions

Despatch

Clear Save Save & Close Cancel

8. Once all fields have been completed select the **Actions** button
9. Then click on **Despatch**

Continued on the next page

Despatch Assets

Customer Reference # * INV55790

Status

Despatch Date

Docket #

Account From (CHEP)

Receipt Date

Origin Site * TEST_SUPPLIER : Test Supplier X

Effective Date

Account To (CHEP)

Account From (LOSCAM)

Destination Site * D9250XF : NSW Produce DC X

Account To (LOSCAM)

Optional Account (CHEP) Select a Pallet Account

Optional Account (LOSCAM) Select a Pallet Account

Remarks

Asset Det... Despatch History

Asset Type	Asset Name	Qty This Despatch
CRATE-B	RPC Crate Type B	258
CRATE-C	RPC Crate Type C	254

apply billing?

Add Item Remove Selected Actions Clear Save Save & Close Cancel

Print

Email

10. Select the **Actions** button and you have an option to print the docket
11. Click on **Print** and a PDF box opens prompting you to print as many copies as you require

Example Despatch Docket

1 **Asset Transfer** ABRA00000522A

2 Customer Reference: INV55790

Movement Date: 12-Mar-2013
Movement Time: 18:48:02

3 Remarks:

From: TEST_SUPPLIER
Location: Test Supplier
CHEP Account Number:
LOSCAM Account Number:
Address:
Phone:
Contact Email:

4

To: D9250XF
Location: NSW Produce DC
CHEP Account Number:
LOSCAM Account Number:
Address: 4 Beach Close, Eastern Creek, New South Wales, 2766
Phone:
Contact Email:
Carrier:

5

Asset	Type	Code	Quantity
RPC Crate Type B	CG	CRATE-B	258
RPC Crate Type C	CG	CRATE-C	254

6

Driver's Signature: _____ Print Name: _____

Receiver's Signature: _____ Print Name: _____

Date Received: _____

7

DC Stamp

coles

Queries regarding this transfer contact Site Pallet Controller on the above details

1. Docket Number
2. Customer Reference No. (Same as invoice number)
3. Movement Date & Time
4. From Location site details
5. To Location site details
6. Description of Asset Type and Qty
7. Signatures