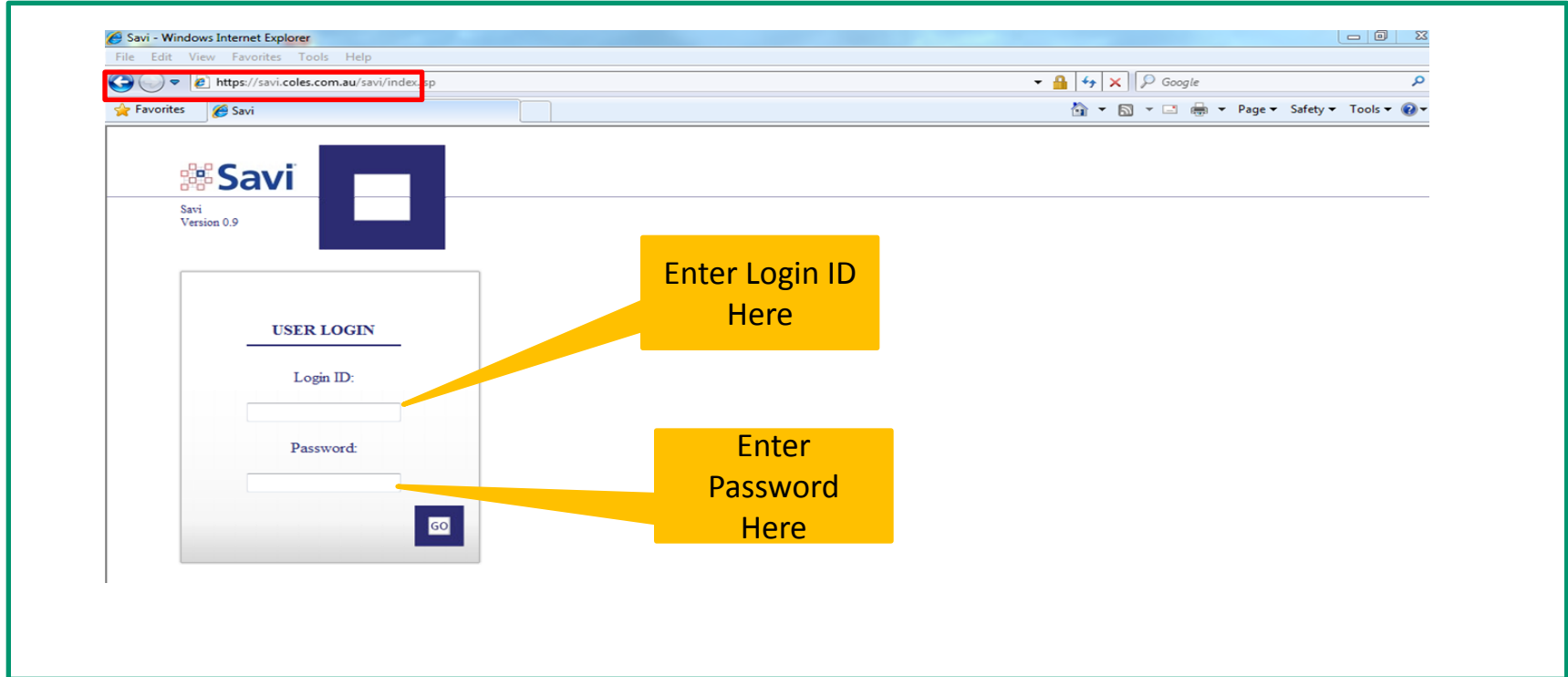


SAVI Training Manual

Edit & Cancel An Asset Order

How to Log On

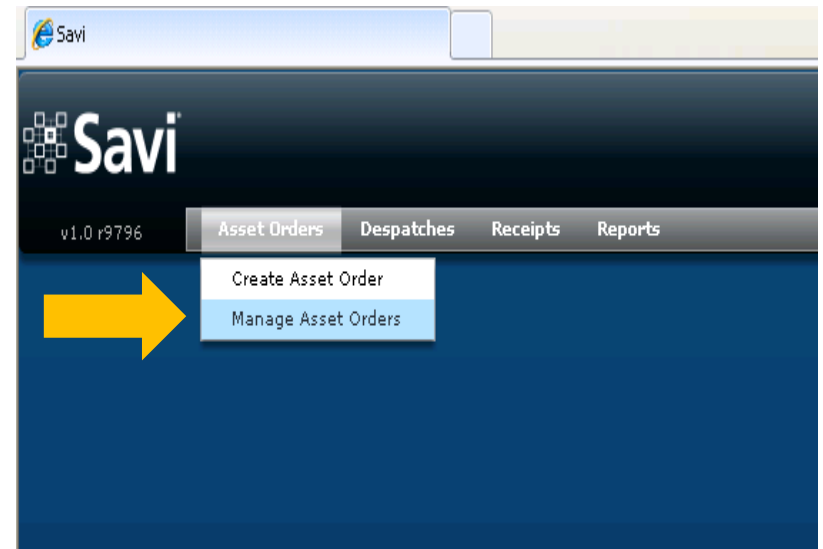
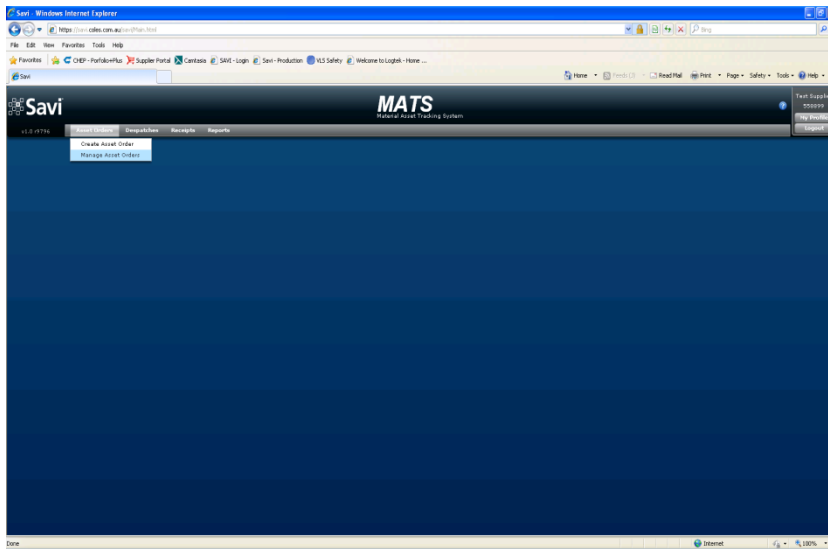
Currently there is only 1 way to log onto SAVI by typing in the web address into the address line, refer below:



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.

Edit An Asset Order



Select '**Manage Asset Orders**' from the main menu bar

The new screen will then open for you

Edit An Asset Order

Manage Asset Orders

Asset Order # Asset Type *Type and select* Order ORD0000000028

Vendor 558899 X Requested Pickup Date to Asset Type CRATE-B Qty Ordered 8184 Qty Picked Up 0

Status **Open** X Actual Pickup Date to

Pickup Site *Type and select* Order Date to

Destination Site TEST_SUPPLIER X

1 **2** **3** **4** **5**

Asset Order #	Status	Order Date	Vendor	Created By	Requested Picku	Earliest Pickup D	Actual Pickup Da	Pickup Site Code	Pickup Site Name	Destination Site	Destination Site
ORD0000000028	Open	13/03/2013 11:1	558899	testsupplier	18/03/2013	18/03/2013		449901	Melbourne RRU	TEST_SUPPLIER	Test Supplier
ORD0000000029	Open	13/03/2013 11:1	558899	testsupplier	18/03/2013	18/03/2013		454801	Brisbane RRU	TEST_SUPPLIER	Test Supplier

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1. Using the search fields in the **Manage Asset Orders** screen select **Open** from the drop list in the **Status** field
2. Then click on the Search button
3. All outstanding orders due for collection will appear in the data table below
4. Select the order you wish to edit by **Clicking On The Order** in the data table (it will highlight in blue as shown)
5. Next select the **Edit Order** button

Continued on the next page

Edit An Asset Order

NOTE: Once the **Edit Order** button has been selected a new screen the **Create/Edit Asset Order** screen will open (see screenshot below)

The screenshot shows the 'Create/Edit Asset Order' form with the following fields and callouts:

- 1: Title bar 'Create/Edit Asset Order'
- 2: Asset Order # field (ORD0000000028)
- 3: Pickup Site dropdown (449901 : Melbourne RRU)
- 4: Destination Site dropdown (TEST_SUPPLIER : Test Supplier)
- 5: CHEP Account # dropdown (1610589589)
- 6: Remarks text area
- 7: Asset Type dropdown (CRATE-B)
- 8: Pallet Qty field (44)
- 9: Add Item button

Asset Type	Asset Name	Pallet Qty	Unit Qty	Qty Picked Up
CRATE-B	RPC Crate Type B	44	8184	0

1. The **Vendor** field will auto populate with your vendor number and site name / if you have access to multiple sites then select a different site from the **drop down list** if you wish
2. You can replace the **Contact Details**
3. The **Pickup Site** can be changed to a different location using the drop down list
4. The **Destination Site** field will auto populate with your site details – **NO CHANGES ALLOWED**
5. The **Chep Account** field will auto populate with your Chep account number / if you have more than one account select one from the list **THIS IS A MANDORTORY FIELD – NO CHANGES ALLOWED**
6. You can change/add information to the **Remarks** field
7. Use the drop down box in the **Select Asset Type** field to change the crate type
8. Change the **Pallet Qty** you require
9. If you wish to add a new crate type to the order then select the **Add Item** button and select the **Crate Type** and **Pallet Qty**

Continued on the next page

Edit An Asset Order

NOTE: Once the **Edit Order** button has been selected a new screen the **Create/Edit Asset Order** screen will open (see screenshot below)

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Asset Type	Asset Name	Pallet Qty	Unit Qty	Qty Picked Up
CRATE-B	RPC Crate Type B	44	8184	0

11

- Using the pop up calendar the **Requested Pick Up Date** can be changed (providing the order date is outside the 4 day lead time)
NOTE: Only the Equipment Control Team can change the date within the 4 day lead time
- Once all changes have been completed click on the **Save & Close** button

The screen will close, if you need to print a copy of the revised order then instructions are on the next page

Print A Copy Of The Asset Order

1

2

3

4

Manage Asset Orders

Asset Order # 28

Vendor 558899 X

Status Open X

Pickup Site Type and select

Destination Site TEST_SUPPLIER X

Asset Type Type and select

Requested Pickup Date to

Actual Pickup Date to

Order Date to

Order ORD0000000028

Asset Type	Qty Ordered	Qty Picked Up
CRATE-B	8184	0

Asset Order #	Status	Order Date	Vendor	Created By	Requested Picku	Earliest Pickup D	Actual Pickup Da	Pickup Site Code	Pickup Site Name	Destination Site	Destination Site
ORD0000000028	Open	13/03/2013 11:1	558899	testsupplier	19/03/2013	18/03/2013		449901	Melbourne RRU	TEST_SUPPLIER	Test Supplier

Search Clear Criteria

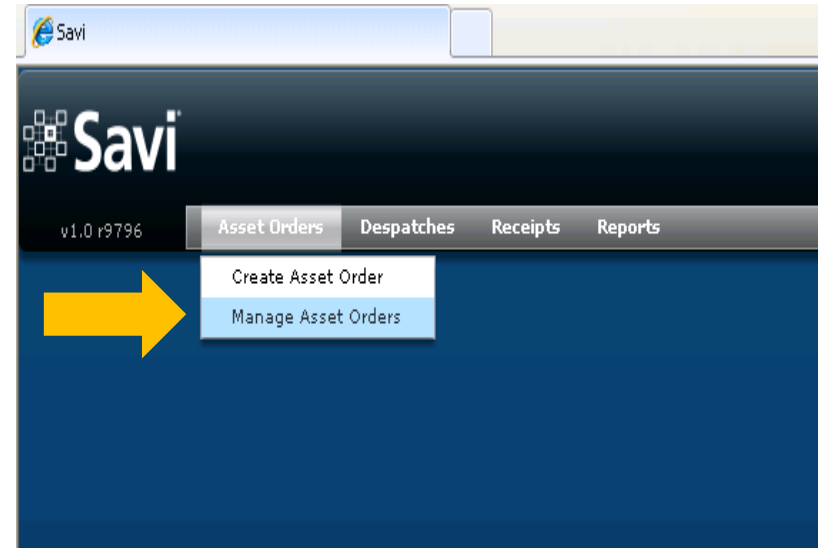
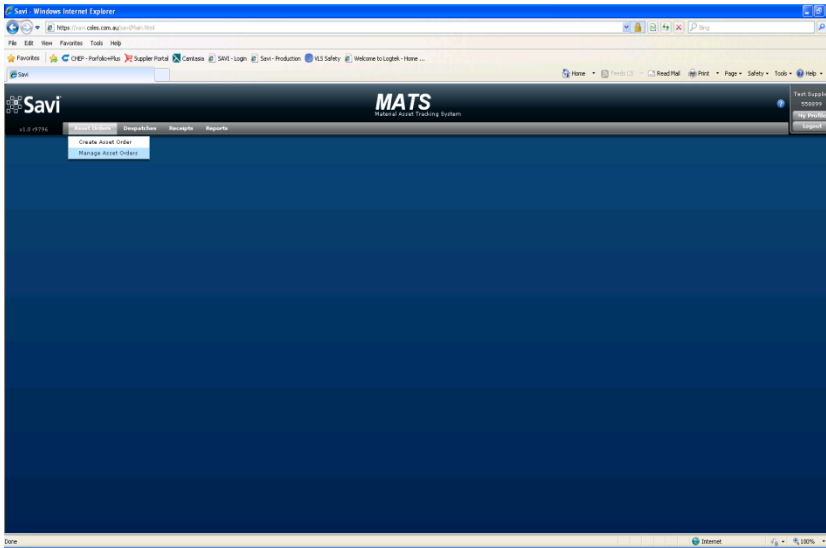
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Actions

Edit Order Create Order

1. Using the search fields in the **Manage Asset Orders** screen select the **Asset Order #** you wish to print (*Order 28 is circled and has been used as an example*)
2. Then click on the **Search** button
3. Only the order you wish to print will appear in the data table below
4. Click on the Print icon and a PDF file will open which will enable you to print a copy

Cancel An Asset Order



Select '**Manage Asset Orders**' from the main menu bar

The new screen will then open for you

Cancel An Asset Order

The screenshot shows the 'Manage Asset Orders' application interface. At the top, there are search fields for Asset Order #, Vendor, Status, Pickup Site, and Destination Site. A 'Search' button is located below these fields. To the right, there is a summary table for the selected order (ORD0000000028) showing Asset Type, Qty Ordered, and Qty Picked Up. Below this is a main data table with columns: Asset Order #, Status, Order Date, Vendor, Created By, Requested Pickup, Earliest Pickup D, Actual Pickup Da, Pickup Site Code, Pickup Site Name, Destination Site, and Destination Site. The first row is highlighted in blue. At the bottom, there is an 'Actions' dropdown menu with options like 'Email Order' and 'Cancel Order'. A confirmation dialog box is displayed in the center, asking 'Do you wish to cancel this asset order?' with 'Yes' and 'No' buttons.

Asset Order #	Status	Order Date	Vendor	Created By	Requested Pickup	Earliest Pickup D	Actual Pickup Da	Pickup Site Code	Pickup Site Name	Destination Site	Destination Site
ORD0000000028	Open	13/03/2013 11:1	558899	testsupplier	18/03/2013	18/03/2013		449901	Melbourne RRU	TEST_SUPPLIER	Test Supplier
ORD0000000029	Open	13/03/2013 11:1	558899	testsupplier	18/03/2013	18/03/2013		454801	Brisbane RRU	TEST_SUPPLIER	Test Supplier

1. Using the search fields in the **Manage Asset Orders** screen select **Open** from the drop list in the **Status** field
2. Then click on the **Search** button
3. All outstanding orders due for collection will appear in the data table below
4. Select the order you wish to edit by **Clicking On The Order** in the data table (it will highlight in blue as shown)
5. Next click on the Actions button
6. Select **Cancel** order
7. A small text box will appear in the middle of your screen asking you to confirm that you wish to **Cancel** the order
8. Click on **Yes** to cancel the order

Continued on the next page