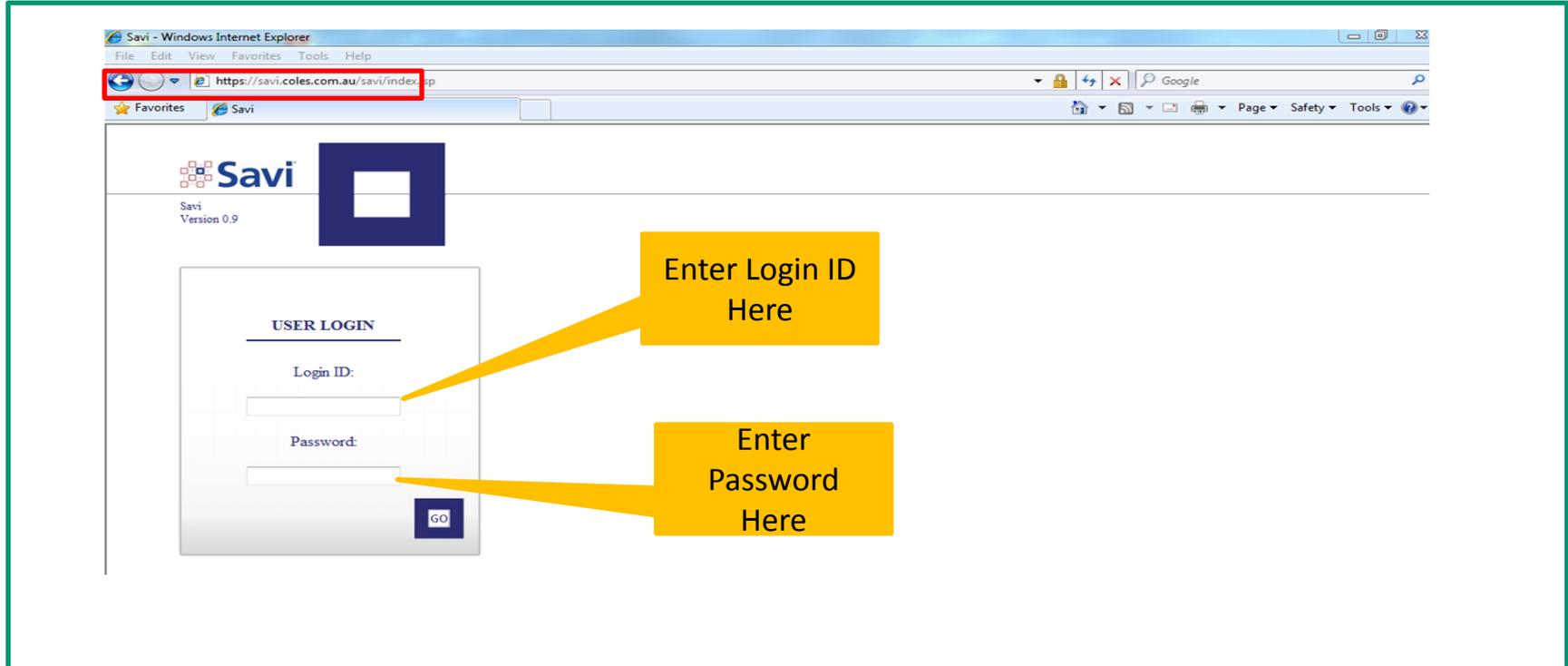


# SAVI Training Manual

## How to Create an Asset Order

# How to Log On

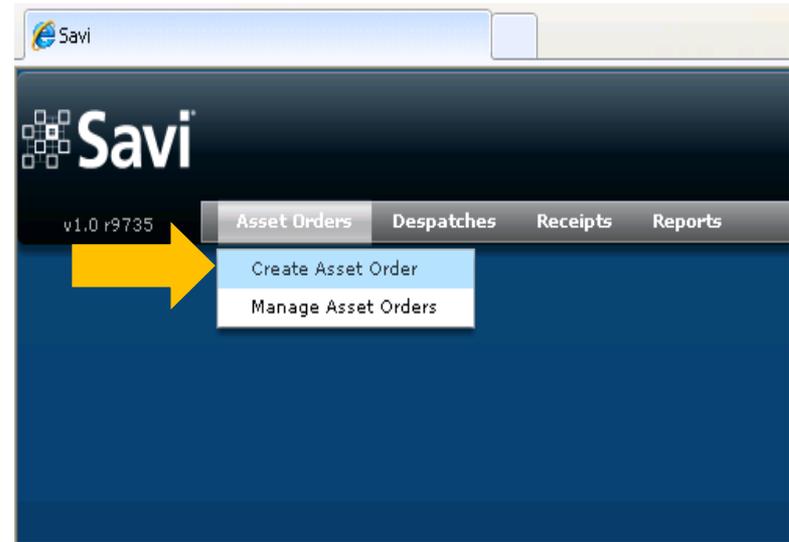
Currently there is only 1 way to log onto SAVI by typing in the web address into the address line, refer below:



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.

# Create Asset Order



Select **'Create Asset Order'** from the main menu bar



# Create Asset Order

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

- 1. Asset Order #
- 2. Vendor \* (558899 : Test Supplier X)
- 3. Contact Details
- 4. Destination Site \* (TEST\_SUPPLIER : Test Supplier X)
- 5. CHEP Account # \* (1610589589 X)
- 6. Remarks
- 7. Select Asset Type... (dropdown)
- 8. Pallet Qty (0)
- 9. Select Asset Type... (dropdown)
- 10. Pallet Qty (0)

Asset Type	Asset Name	Pallet Qty	Unit Qty	Qty Picked Up
Select Asset Type...		0	0	0
Select Asset Type...		0	0	0

1. The **Vendor** 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. The **Contact Details** field will auto populate with your contact details from your account settings / you can overwrite the contact name if you wish
3. Select the **Pickup Site** from the drop down list in the **Pickup Site** field
4. The **Destination Site** field will auto populate with your site details
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**
6. Use the **Remarks** field to add in any additional information for the order
7. Use the drop down box in the **Select Asset Type** field to select your crate type
8. In the **Pallet Qty** field enter the number of **PALLETS NOT CRATES** you require
9. Use the next drop down box underneath if you wish order more than one crate type
10. Again in the **Pallet Qty** field enter the number of **PALLETS NOT CRATES** you require

Continued on the next page

# Create Asset Order

The screenshot shows the 'Create/Edit Asset Order' window. It contains several input fields and a table. Callouts 11 through 15 point to specific elements:

- 11: 'Add Item' button
- 12: 'Remove Selected' button
- 13: Vendor field (558899 : Test Supplier)
- 14: Requested Pickup Date field (09/03/2013)
- 15: 'Save & Close' button

The table below the form has the following structure:

Asset Type	Asset Name	Pallet Qty	Unit Qty	Qty Picked Up
Select Asset Type...		0	0	0
Select Asset Type...		0	0	0

11. If you have more than two crate types, select **Add Item** and enter details as per Step 7 & 8
12. If you need to remove a row of data **Highlight the Relevant Row** and then select **Remove Selected**
13. The **Earliest Pick Up Date** will auto populate / It is preset to 4 days lead time
14. In the **Requested Pick Up Date** field use the **Pop Up Calendar** to select your desired collection date
15. Now click on the **Save & Close** button

# Print a Copy of the Order

NOTE: Once the **Create/Edit Asset Order** screen has closed you should still have the **Manage Asset Order** screen open (see screenshot below)

Manage Asset Orders

Asset Order #

Vendor 558899 X

Status Type and select

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 ORD0000000022

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

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
ORD0000000022	Open	05/03/2013 3:12	558899	testsupplier	11/03/2013	09/03/2013		9375RR	Laverton RRU	TEST_SUPPLIER	Test Supplier

Search Clear Criteria

Actions Edit Order Create Order

# Print a Copy of the Order

Use the search fields to find order you wish to print. **NOTE:** If you do not search the system will not allow you to print a copy

**1** Asset Order #

**2** Vendor 558899 X

**3** Search

**4** Print icon

**5** Export to Excel icon

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
ORD0000000022	Open	05/03/2013 3:12	558899	testsupplier	11/03/2013	09/03/2013		9375RR	Laverton RRU	TEST_SUPPLIER	Test Supplier

Order ORD0000000022

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

1. In the **Asset Order #** field enter the last digits after the last zero from the row highlighted above (e.g. **ORD0000022**, you would enter **22**)

2. In the **Status** field use the drop down box to select **Open**

3. Click on the **Search** button

4. Click on the **Print** icon and a **PDF** will open, you can choose to print the number of copies you require from here

5. If you click on the icon that looks like a square with an arrow it will allow you **export the file** to excel

# Email a Copy of the Order

Use the search fields to find order you wish to email. **NOTE:** If you do not search the system will not allow you to email a copy

**1** Asset Order #

**2** Vendor: 558899 X

**3** Search

**4** Actions

Order: ORD0000000022

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 Nam	Destination Site	Destination Site
ORD0000000022	Open	05/03/2013 3:12	558899	testsupplier	11/03/2013	09/03/2013		9375RR	Laverton RRU	TEST_SUPPLIER	Test Supplier

1. In the **Asset Order #** field enter the numerical digits after the last zero from the row highlighted in blue above (e.g. **ORD0000022**, you would enter **22**)

2. In the **Status** field use the drop down box to select **Open**

3. Click on the **Actions** button

4. Select **Email**

5. A small box will appear in the middle of the screen title **Email Docket** where you can enter the **recipients email address**, then click **OK** to send the order **NOTE:** the email system is built within the SAVI system and does not operate like outlook, if you need to add any comments to the email you will to email the to yourself first then forward on with any instructions