



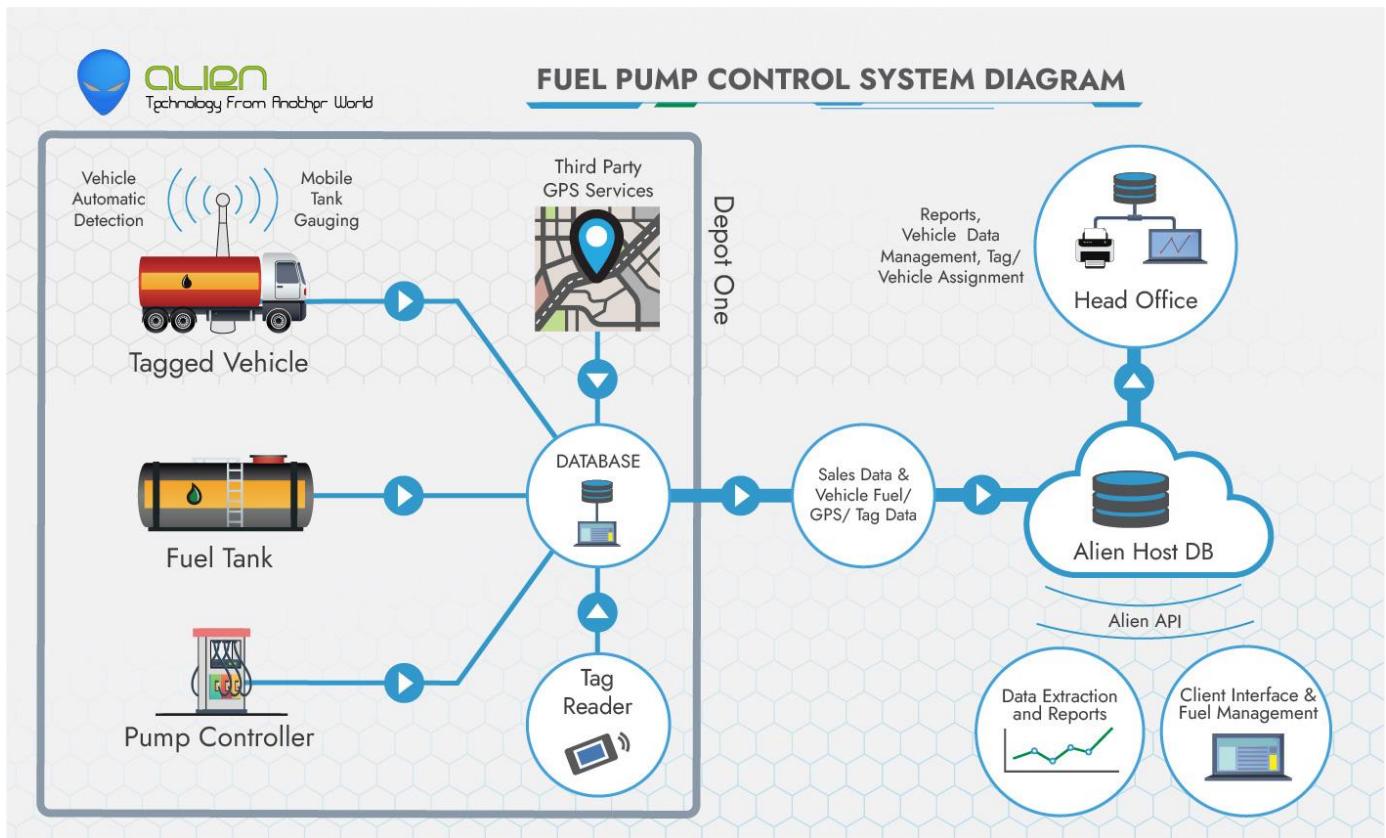
Technology From another World

ALIEN WARP∞ HELP FILES



Generation & Delivery of Bulk Orders

Business flow overview



Step 1: In the Configuration tab create a new Supplier & link to group.

Suppliers and supplier groups

- POLAR ICE CREAM
- R RAIMONDI'S
- RESTAURANT SERVICE
- RODLYNS
- SG CONVENIENCE STORE
- SIMBA CHIPS
- SWANNIES FRESH FRUIT & VEG
- THE BEVERAGE COMPANY
- TRUCKER SERVICE
- VAALKOM PETROLEUM**
- WALK IN SUPPLIER
- Watts Energy
- WESKAAP BRANDBLUSSENS

Regions

A11

Add a new supplier or supplier group

Code: Orders Email: Process: Internal:

VAALKOM PETROLEUM

Suppliers belonging to this group

- VAALKOM PETROLEUM - Acc#:
- 1 UP CASH & CARRY
- ARICAN BUNKERS
- AUTOZONE
- B BOLAND PACKAGING
- BAT TOBACO
- BIDVEST FOODS
- BOLAND DROE YS
- BOLAND SKRYFBEHOEFTES
- BRANDWAG BESPROEING
- BREIDE RIVIER DISTRIBUTORS
- BUSY BEE GAS

Step 2: Now in Accounts module, create an Account for the Supplier

Manage

Account Type

- Debtor Accounts
- Suppliers Accounts
- Creditor Accounts
- Holding Accounts

Bbfwd	Limit	Disc.	Loyalty	Prog	Status	Terms	RefAcc	Custom	Company	Name	Surname	Cell	AEEmail	Date
203.89	0.00	0.00	0	0.00	Active	Cash		0	Imbizo Petroleum	Theo	Ferreira	0844481999	johan@imbizo.biz	2013/02/08 11:43:30
203.89	0.00	0.00	0	0.00	Active	Cash		0	Gulfstream Energy	Greg		0832784482	finance@gulfstreamenergy.co.za	2013/02/08 11:50:14
203.89	0.00	0.00	0	0.00	Active	Cash		0	Test Alden	Alde	sdfjgh	3453456345		2024/03/05 14:38:54
203.89	0.00	0.00	0	0.00	Active	Cash		0	Watts Energy	affdsf		46456		2024/11/21 13:57:50

How to create a New Supplier Account

- 1.) At the top of the screen, click the Manage/Create Accounts tab.

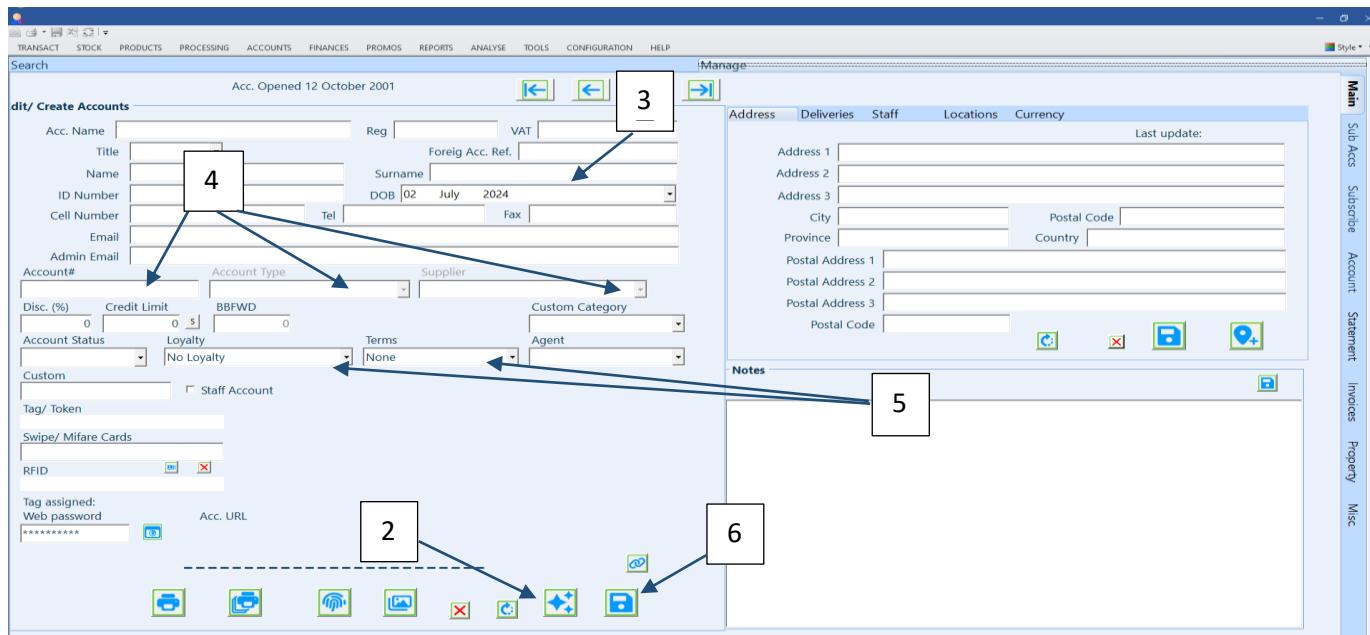
Manage

Account Type

- Debtor Accounts
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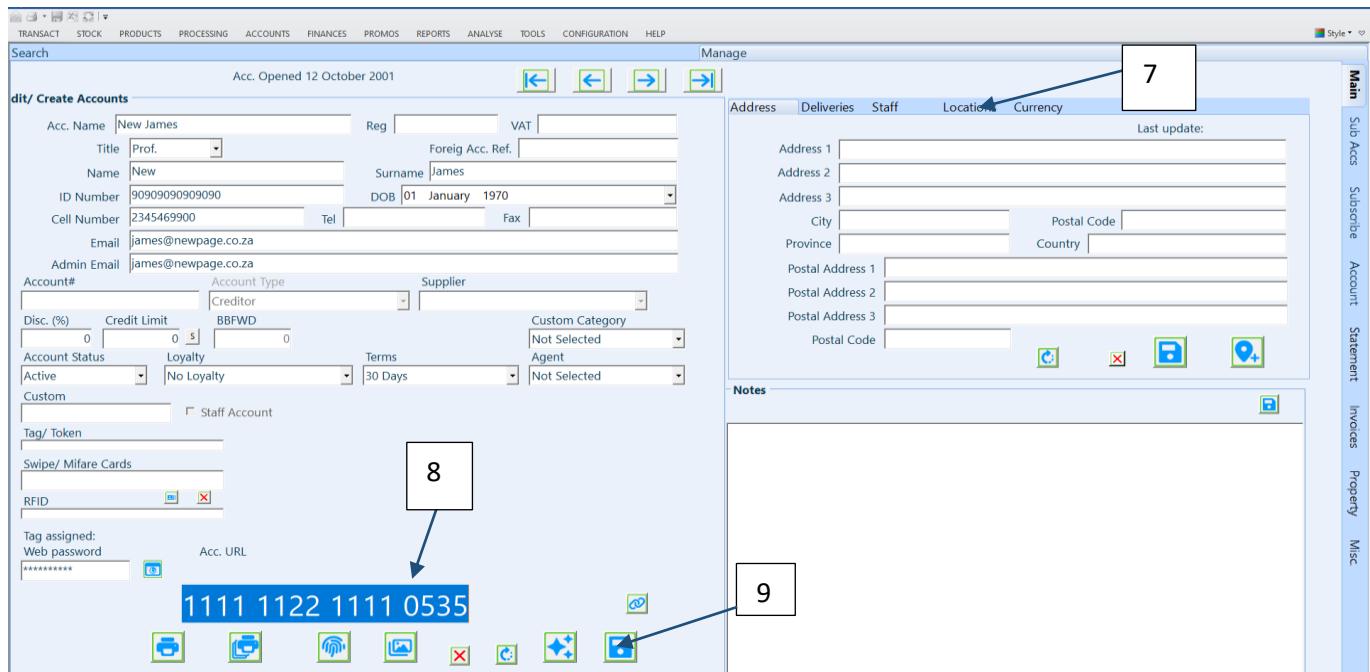
Bbfwd	Limit	Disc.	Loyalty	Prog	Status	Terms	RefAcc	Custom	Company	Name	Surname	Cell	AEEmail	Date
203.89	0.00	0.00	0	0.00	Active	Cash		0	Imbizo Petroleum	Theo	Ferreira	0844481999	johan@imbizo.biz	2013/02/08 11:43:30
203.89	0.00	0.00	0	0.00	Active	Cash		0	Gulfstream Energy	Greg		0832784482	finance@gulfstreamenergy.co.za	2013/02/08 11:50:14
203.89	0.00	0.00	0	0.00	Active	Cash		0	Test Alden	Alde	sdfjgh	3453456345		2024/03/05 14:38:54
203.89	0.00	0.00	0	0.00	Active	Cash		0	Watts Energy	affdsf		46456		2024/11/21 13:57:50

2) Click the New button on the next screen.



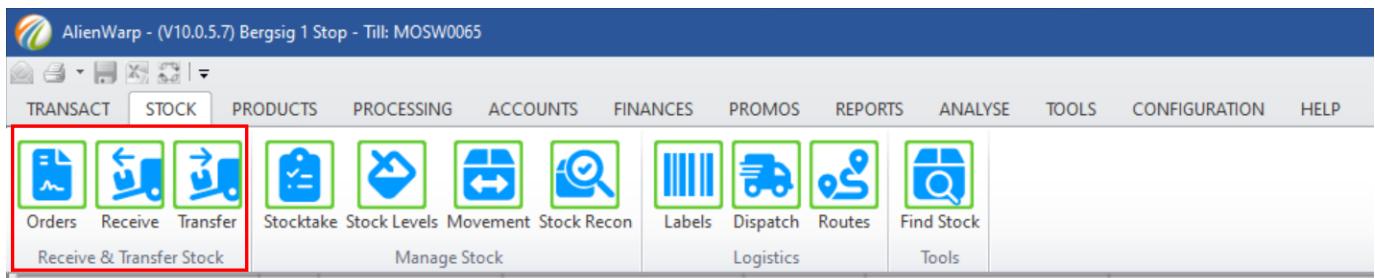
- 3) Fill in all the particulars eg. Name, Surname, Business Name, Email and Admin Email, Credit Limit. And select "Active" from the Account Status drop down menu.
- 4) Add an account number, account type will change to "Creditor", then select previously captured Supplier from the dropdown list.
- 5) Select "No Loyalty" and payment terms.
- 6) Before saving, select the currency of the account first! (see Next Image)

*** When all the fields have been filled in click the Save button.



- 7) Once you have clicked on the Save button Alien will generate a 10-digit Account Number.
- 8) Select save button and the account will automatically be created as selected.

Step 3: In the stock module, create a Purchase Order to the Supplier



The Stock Module includes all aspects of Stock management divided into groups under the following headings:

1. Receive & Transfer Stock

Orders: The first tab in this module is used to create Purchase orders to Suppliers

Process flow summary = Select “New” button = Then search products via orange search field - From available products in list (under orange search bar), select appropriate one = the selected product detail will be populated in field Top left – now add Qty in text box on right and select “plus” button. The product ordered, will be in a list populated underneath. The supplier linked to the product will be displayed as soon as “plus” is selected. Repeat these steps till all products you wish to order are on the list. Select delivery date – next, if on a customer account, enter account number – enter customer order - sub account if relevant and reference plus notes if any. Select region and destination for delivery and save.

How to create a New PO to a Supplier Account

- 1) Select “New” button = Then search products in the orange search field - From available products in list (under orange search bar), select the appropriate one = the selected product detail will be populated in field Top left

Pdct#	Name	Stock#	OH	B	c	p	Supplier	Grade	Criteria2	C	Cri	Criter	Size	Color
5282	Test Diesel	1000024	0.00				ARICAN BUNKERS					n/a	not applicable	
1356	Diesel Electric Payout	16500114	0.00				Diesel Electric					n/a	not applicable	
659	DIESEL 50 PPM	1000012	48510.00				Fuel suplier group	Diesel 50	Diesel 50	0	0	Fuel	n/a	

- 2) Highlight the product you want to order. Add Qty in text box on right and select “plus” button.

- 3) The product ordered, will be in a list populated underneath. The supplier linked to the product will be displayed as soon as “plus” is selected. Repeat these steps till all products you wish to order are on the list.
- 4) Select delivery date and add customer order nr / destination to be delivered and delivery notes if applicable and save.

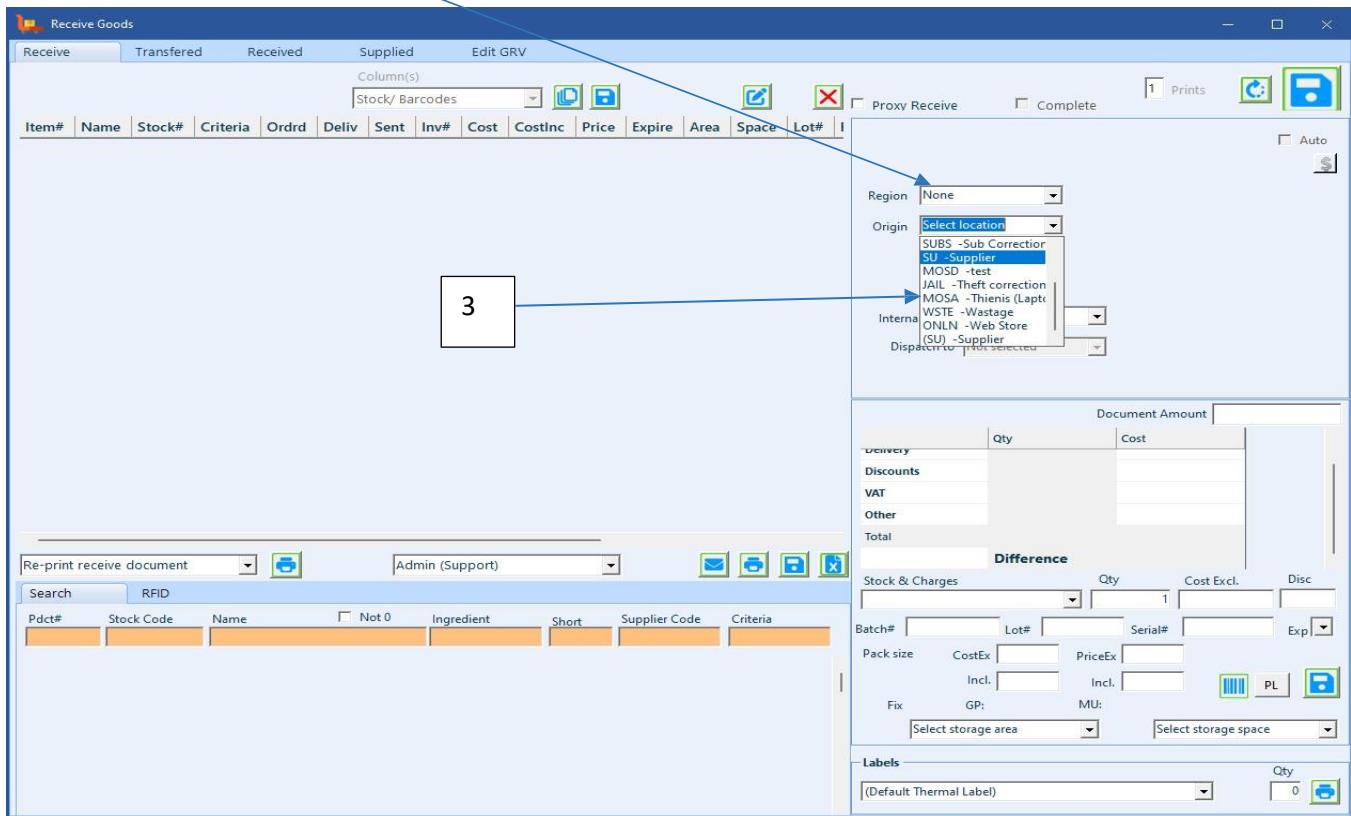
- 5) To view orders placed, select the “Search” tab and the period plus criteria of the orders to be displayed (Completed / incomplete / cancelled etc.) and run the report. The list as selected will be displayed.

How to receive stock from a Supplier

Open the Alien Software and click on the Stock button situated on the menu bar.

- 1.) Login to “Stock” and “Receive”

2) Choose the correct Region



3) Choose the Origin from where the stock is received from.

COKE PENINSULA BEVERAGES

Region: None Move Category: Not Selected

Origin: SU -Supplier 

Invoice No: 

Internal order: MOSW000103-7-COK Delivery Note: 

Dispatch to: Not selected

Waybill: 

Document Amount

Delivery	Qty	Cost
Discounts		
VAT		0.00
Other		
Total		

Difference

Stock & Charges Qty Cost Excl. Disc

5000073 

Batch#  Lot#  Serial#  Exp 

Single: 1 CostEx 6.5000 PriceEx 11.3043
0% Incl. 7.48 Incl. 13.00   

Fix GP: 42.50% MU: 1.74

Select storage area  Select storage space 

Enter invoice number or if internal order, select number from dropdown list

- 4) Search for the items being received, choose the correct items being received
- 5) Notice that the stock code is entered into "Stock and Charges"

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Re-print receive document 

Admin (Support)    

Pdct#	Stock Code	Name	Not 0	Ingredient	Short	Supplier Code	Criteria
893	COKE	5000062	-384.00	5449000050519			
893	COKE	5000058	-111.00	5449000000996			
893	COKE	5000061	-107.00	5449000050229			
205	CAPPY	5000624	-22.00	42399322			
893	COKE	5000060	-3.00	5449000256867			
30	COKE 500	5000016	0.00	54492387			
20	COKE 500	5000020	0.00	5449000121026			

Document Amount

Delivery	Qty	Cost
Discounts		
VAT		0.00
Other		
Total		

Difference

Stock & Charges Qty Cost Excl. Disc

5000073 

Batch#  Lot#  Serial#  Exp 

Single: 1 CostEx 6.5000 PriceEx 11.3043
0% Incl. 7.48 Incl. 13.00   

Fix GP: 42.50% MU: 1.74

Select storage area  Select storage space 

Labels Qty
(Default Thermal Label) 

- 6) Enter the quantity being received.
- 7) Populate the block by adding all the items being received.

8) Save to have GRV number generated.

Item#	Name	Stock#	Criteria	Ordrd	Deliv	Sent	Inv#	Cost	CostIncl	Price	Expi
1	COKE	5000057		72	-	0		7.48			
2	FANTA	5000073		72	-	0		7.30			
3	CAPPY BURST ORANGECOKE	5000624		0	70			3.4600	3.9790	5.000	207-
4	CAPPY BURST ORANGECOKE	5000624		0	200			0.00	0.00	5.000	207-

Re-print receive document [] Admin (Support) [] [] [] []

Pdct#	Stock Code	Name	Not 0	Ingredient	Short	Supplier Code	Criteria
893	COKE	coke					
893	COKE	5000058	-384.00	5449000050519			
893	COKE	5000061	-111.00	5449000000996			
4705	CAPPY	5000624	-107.00	5449000050229			
893	COKE	5000060	-22.00	42399322			

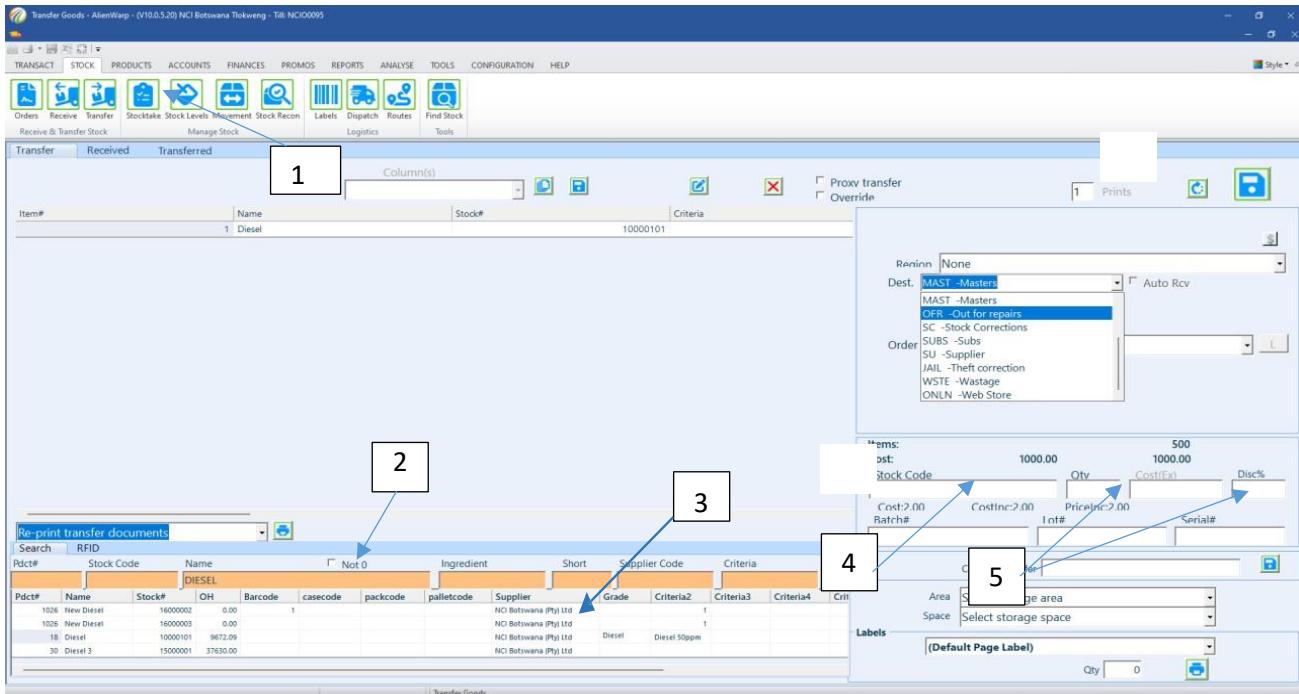
Stock & Charges [] Qty [] Cost Excl. [] Disc []

5000624			
Batch#	CostEx	Lot#	Serial#
Single: 1	3.4600	3.98	4.3478
Fix	Incl.	Incl.	0%
	GP: 20.42%	MU: 1.26	
Select storage area		Select storage space	
Labels		Qty	0
(Default Thermal Label)		[]	[]

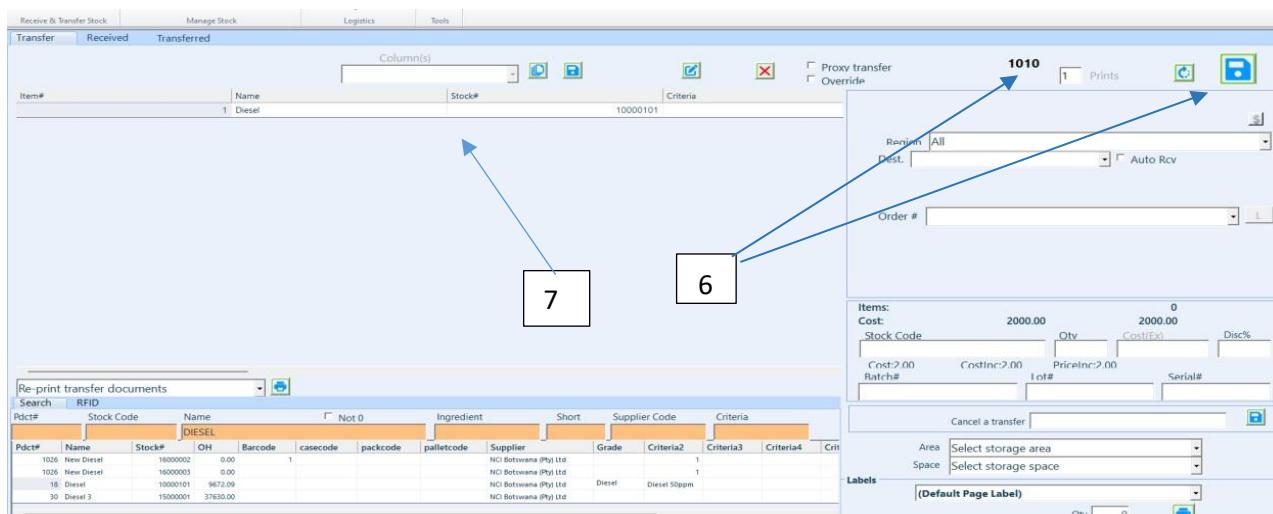
9) Cost is optional – You can update the global costs here to include the last Cost and Price

How to Transfer Stock

- 1) Select the Transfer button to display the screen were.



- 2) Search for the product to be transferred on the search bar.
- 3) Select from the list the specific product linked a supplier.
- 4) The right side of the screen will be populated with the product.
- 5) Enter the quantity cost price and discount if applicable and press enter.
- 6) The product will move to the left block of the screen. Make sure the stock being transferred is "on hand".
- 7) Select save button - a document nr will be assigned. You can now in products module check if the balance of the product was updated.



How do I view received and transferred stock.

- 8) Select the respective tabs to view the list of stock received and transferred.

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Received

From: 7 | To: 7 | Date: August 2024 | Own order #: | Co Doc #: | iBT #: | Stock Number:

Regions: Botswana | BSW North Region | North Region | RSA | Destinations: EXPG -Expired Goods | NCIF -Grandswana | IT -In Transit | MAST -Masters

Or supplier:

Include Stock Corrections:

Stock Code: | Label Name: | Qty: | From: | To: | Cost: | CostInc: | CostTot:

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Movement | Transfers | Find Stock | Inv. Accept

Search Pdct# Code Name

Pdct#	Name	Stock#	OH	Barcode	casecode	packcode	palletcode	Supplier	Grade	Criteria2
659	DIESEL 50 PPM	1000012	-294034.07					Diesel 50	Diesel 50	
659	DIESEL 50 PPM	2000033	8791.27							
1356	Diesel Electric Payout	16500114	0							
5282	Test Diesel	1000024	-3344							

On Hand

All

>0

<0

=0