

Back Office Software for Office Products Dealers

OP-Connect Overview

visit www.op-connect.com



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1 Introduction

OP-Connect, the definitive back office system, has been developed for a 21st century office and stationery products industry working in a multi-channel market place.

It gives you a flexible and integrated solution allowing you to deal with customers and suppliers using email and other seamless transfer mechanisms using your standard internet connection. Being customer focussed is a whole lot easier when your computer system fully integrates web, customer, inventory and Sage information with the complete order processing cycle.

All aspects of the business process are catered for, from taking the initial enquiry, processing quotations, converting them into an order or processing orders directly. Fully integrated stock control ensures that you know what is and isn't available.

Sales, Purchase and Nominal information is all posted through to Sage 50 in real time, and OP-Connect has full access to customer aged debt information for use by operators.

All documentation is based on word templates, giving flexibility to create all documents in line with corporate colours, logos and layout. All documents can be reprinted or emailed directly from OP-Connect either as a Word or PDF attachment.



All of the functionality provided by OP-Connect is made available through a single environment. An intuitive and easy-to-use menu system allows security level access to all of the modules.

Alternatively, where users only require access to a specific module, for instance reporting or order management those individual modules can be made available to them.



2 Customer Management

All customer information can be recorded, this includes multiple contacts, delivery addresses, pricing groups and rules as well as up to 20 other pieces of information that OP-Connect doesn't maintain as standard.

All activities are recorded against the ordering and delivery customer and can be accessed from the History tab. This allows operators to drill into any old sales orders, invoices, emails or memos that have been raised against a customer.

All of the information held against a customer can be reported on from the Information Control module.

腾 CRM Con	trol	- 0	×
Tools 🗸 Sho	ow 🗸 Print Address Label(s) 🗸 Contact	:Manager Financials	
Customer ID	600007	Standard History SDP Defaults Other Info Delivery Invoice Contacts Price Bands Price Lists Contract Pricing Attachments Cost Centres User Define	а
Company	þelaware	Customer Notes Show Mores	
Address 🔿	1 The Lane Peterborough	Some customer notes to make the operator aware of when placing an order	^
Postcode	B9 4TJ Show Map		
Branch			
Country	United Kingdom 🗨		
			~
Company Type	Please choose 📃 💌	No Mail Flag Please choose No Email Flag Please choose Cutor	
Web Site	Show	Status Customer 🔽	
Contact/Name	Bob Penny	hear about us Date Created 01/03/2010	
Title	Mr 💽 🏵 Male 🔿 Female	Discount None Percentage Last Updated 15/10/2021 Last Action 15/10/2021	
Date of Birth	O unknown	Print Contact and Company on documents On Hold	
Salutation	Mr Penny		
Job Title		Standard Monthly Year popo	
Tax Free	EC VAT No	Method No of Orders 7	
	bob@large.com	Currency 1 Pound Sterling PO Ref Value 8,660.37	
Telephone	0121 12345678	Correspondence Full Detail Value Avg Ord Val 1,265.77 Group Profit 1,334.65	
Mobile		Initial Promotion Margin % 15.06	
Fax		Generate Aged Sales Address Email Print	
Sage A/C Ref Web Ref	DELA001 Credit Limit: 20,000	Statement Debt Sales Address Email Print Details	
Web Her Subscribe to newsletter	<i>enar: 1013220</i> Create Don't allow web to update ▼	Clear Eind Actioned Order / Quote Delete Egt Apply Accept	

Contacts are treated as suspects, prospects, customers and delivery addresses based on their enquiry and ordering activities. Standard reports allow quick and easy analysis of where and how sales are achieved.

The preferred method of receiving correspondence is recorded against each customer, which can be via email or printed media.

Different correspondence groups can be assigned to individual customers to provide specific document layouts and content.



3 Order Management

Fully integrated with stock and customer management, the "Order Control" module provides a single holistic view of current and completed quotations and orders.

Ordering Customer/Agent	Delivery Customer	details extra	notes at	tachments	lerts (Paymen	Del Info	Refunds	Different	t De 🖃
627493	627493			· · · · ·			1	-		,
The Company	The Company	Status 🕻	rder - Open			Net 5,0	95.52	VAI	1,019.08	
Bob	Bob	Date & Time	4/05/2021	10:15		Total (inc	VAT) 6,1	14.60		
] User [h	Web		Pay Meth	od Accou	int		
		P/D Bef	vu							
An Industrial Estate	An Industrial Estate	111111111	·			Pay Valu	6,114.	.60 £		\pm
Bridgnorth	Bridgnorth	Older Method	Copied		-	Voucher	0.00			
Shropshire	Shropshire	Promotion			-		1			
		Serv' Period		to		Tax Free	No	EC No		
		Description				Margin %	39.58	Te	tal Discoun	
WV1 1AB	WV1 1AB Adhoc		_			Profit (ne	1 2.016.		1592.43	<u> </u>
		Despatches	Rep Code	•	-				rice to Beat	Carriera
Extra Change Clear	Change Contact Clear	Only Invoice Full Order	Placed By						nce to beat	Saving
				Unit Price (net)			Line Sell	Line Profit		
906764	t Description		44	11.4			5,095.52	2,016.93	Futra	
Line Product Code Produ	Ct Description Facilities Hygiene Roll 20 Inch Width 100) Percent Recycled	44		Unit Cost M		5,095.52		Extra (B)	-
B06764 Product Code Produ 1 843496 5 Star 2 906632 5 Star	Facilities Hygiene Roll 20 Inch Width 100 Office Envelopes PEFC Pocket Peel & Se	eal 100gsm C4	44 Qty 1 23 35	11.4 Jnit Sell (net) 4.24 16.01	Unit Cost M- 2.62 9.90	argin % Line 38.21 38.16	5,095.52 Sell (net) 97.52 560.35	2,016.93 Line Profit 37.26 213.85		-
BU6/54 Product Code Product 1 843496 5 Star 5 Star 2 906632 5 Star 5 Star 3 906764 5 Star 5 Star	Facilities Hygiene Roll 20 Inch Width 100 Office Envelopes PEFC Pocket Peel & Se Value Drywipe Board Lightweight W900xl	eal 100gsm C4 H600mm	44 Qty 1 23	11.4 Jnit Sell (net) 4.24	Unit Cost M 2.62	argin % Line 38.21	5,095.52 Sell (net) 97.52	2,016.93 Line Profit 37.26		-
BUB/54 Product Code Produ 1 843496 5 Star 906632 5 Star 3 906764 5 Star 5 Star 3 906764 5 Star 5 Star	Facilities Hygiene Roll 20 Inch Width 100 Office Envelopes PEFC Pocket Peel & Se Value Drywipe Board Lightweight W900x Facilities Mini Jumbo Toilet Rolls 2-ply She	eal 100gsm C4 H600mm eet Size 250x92mm	44 Qty 1 23 35	11.4 Jnit Sell (net) 4.24 16.01 11.4	Unit Cost M- 2.62 9.90	argin % Line 38.21 38.16	5,095.52 Sell (net) 97.52 560.35	2,016.93 Line Profit 37.26 213.85		
BUb/54 Product Line Product Code Produ 1 843496 5 Star 2 906632 5 Star 3 906764 5 Star 4 930116 5 Star 5 3030140 5 Star	Facilities Hygiene Roll 20 Inch Width 100 Office Envelopes PEFC Pocket Peel & Se Value Drywipe Board Lightweight W900xl	eal 100gsm C4 H600mm eet Size 250x92mm	44 Qty 1 23 35 44 Previous	11.4 Jnit Sell (net) 4.24 16.01 11.4 Prices	Unit Cost Ma 2.62 9.90 7.05	argin % Line 38.21 38.16	5,095.52 Sell (net) 97.52 560.35	2,016.93 Line Profit 37.26 213.85		-
BUB/54 Product Code Produ 1 843496 5 Star 906632 5 Star 3 906764 5 Star 5 Star 3 906764 5 Star 5 Star	Facilities Hygiene Roll 20 Inch Width 100 Office Envelopes PEFC Pocket Peel & Se Value Drywipe Board Lightweight W900x Facilities Mini Jumbo Toilet Rolls 2-ply She	eal 100gsm C4 H600mm eet Size 250x92mm	44 Qty U 23 35 44 Previous 14/05/21 14/05/21	11.4 Jnit Sell (net) 4.24 16.01 11.4 Prices 11.40 11.40	Unit Cost M. 2.62 9.90 7.05 Misc UOM: Cost:	argin % Line 38.21 38.16 38.16	5,095.52 Sell (net) 97.52 560.35	2,016.93 Line Profit 37.26 213.85		
BUb/F4 Product Code Product 1843496 5 Star 5 Star 3 905754 5 Star 5 Star 4 930116 5 Star 5 Star 5 930140 5 Star 5 Star 6 7 8	Facilities Hygiene Roll 20 Inch Width 100 Office Envelopes PEFC Pocket Peel & Se Value Drywipe Board Lightweight W900x Facilities Mini Jumbo Toilet Rolls 2-ply She	eal 100gsm C4 H600mm eet Size 250x92mm	44 Qty 1 23 35 44 Previous 14/05/21 14/05/21 14/05/21	11.4 Jnit Sell (net) 4.24 16.01 11.4 Prices 11.40 11.40 11.40	Unit Cost M. 2.62 9.90 7.05 Misc UOM: Cost: 	argin % Line 38.21 38.16 38.16 1 7.05	5,095.52 Sell (net) 97.52 560.35 501.60	2,016.93 Line Profit 37.26 213.85		
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Bib/r/64 Product Code Product Code 18/43/96 55 start 5 start 2 9065/26 5 start 5 start 3 906764 5 start 5 start 5 930140 5 start 6 7 - - 8 - - 9 - 10	Facilities Hygiene Roll 20 Inch Width 100 Office Envelopes PEFC Pocket Peel & Se Value Drywipe Board Lightweight W900x Facilities Mini Jumbo Toilet Rolls 2-ply She	eal 100gsm C4 H600mm eet Size 250x92mm	44 Qty 1 23 35 44 Previous 14/05/21 14/05/21 08/02/21 08/02/21	11.4 Jnit Sell (net) 4.24 16.01 11.4 Prices 11.40 11.40 11.40 11.40 11.40	Unit Cost M. 2.62 9.90 7.05 Misc UOM: Cost: Man' Co	argin % Line 38.21 38.16 38.16 38.16 7.05 de : 9067	5,095.52 Sell (net) 97.52 560.35 501.60	2,016.93 Line Profit 37.26 213.85		-
Blb/r64 Product Code Product Solar 1 843496 5 Star 2 906532 5 Star 2 906764 5 Star 5 Star 5 Star 4 300116 5 Star 6 5 Star 6 7 8 9 9	Facilities Hygiene Roll 20 Inch Width 100 Office Envelopes PEFC Pocket Peel & Se Value Drywipe Board Lightweight W900x Facilities Mini Jumbo Toilet Rolls 2-ply She	eal 100gsm C4 H600mm eet Size 250x92mm	44 Qty 1 23 35 44 Previous 14/05/21 14/05/21 14/05/21 08/02/21 08/02/21	11.4 Jnit Sell (net) 4.24 16.01 11.4 Prices 11.40 11.40 11.40 11.40 11.40	Unit Cost M. 2.62 9.90 7.05 Misc UOM: Cost: Man' Co 	argin % Line 38.21 38.16 38.16 38.16 7.05 de : 9067	5,095.52 Sell (net) 97.52 560.35 501.60	2,016.93 Line Profit 37.26 213.85		-
Bib/r64 Product Code Product Code Product Code Poid 5 star 2 90632 5 star 3 905764 5 Star 5 300116 5 Star 5 300116 5 Star 6 7 7 8 9 9 10 11 11	Facilities Hugiene Rol 20 Inch Width 100 Office Envelopes PEFC Packet Peel & S Vake Dywige Board Lightweight W3004 Facilities Mini Jumbo Totlet Rolls 2-pty Sh Facilities Centreleed Tissue Relit for Junt	eal 100gsm C4 H600mm eet Size 250x92mm bo Dispenser Two-ply ion Type	44 Qty 1 23 35 44 Previous 14/05/21 08/02/21 08/02/21 08/02/21 08/02/21 08/02/21	11.4 Jnit Sell (net) 4.24 16.01 11.4 Prices 11.40 11.40 11.40 11.40 11.40	Unit Cost M. 2.62 9.90 7.05 Misc UOM: Cost: Man' Co 	argin % Line 38.21 38.16 38.16 38.16 7.05 de : 9067	5,095.52 Sell (net) 97.52 560.35 501.60	2,016.93 Line Profit 37.26 213.85		

New orders, enquiries and quote conversions are done from a single Numerous screen. search criteria, for customer example, purchase order number, product code, order date (<, >, = or = plus or minus 28 days), order or customer information (postcode, company name, contact name or telephone number) can be used to find outstanding or completed quotations or orders.

Full order amendment is audited to show who, when and what has been amended. Order amendment is allowed right up the point that an order is complete – this includes adding new lines and cancellations. The easy to use and intuitive layout allows speedy order entry whether you prefer to use the keyboard on its own or are happier clicking your way around all of the options with the mouse.

Multiple payments types accepted. Simply choose the payment method from the drop down list or use the default customer payment method to reduce time and errors. Orders paid on account integrate with Sage.

Order correspondence can be printed or emailed. All documents can be reprinted and is templated giving full control of look and feel, enabling all correspondence that goes to customers and suppliers to reflect the business spirit.

Easy entry of ordering and delivery customer details. Repeat customers easily retrieved, be they delivery or ordering customers.

Track enquiries, demonstrations and quotations with automatic reminders so that you do not forget to follow up. OP-Connect provides full tracking where an enquiry is converted from an enquiry to a quotation, right through to conversion into an order.

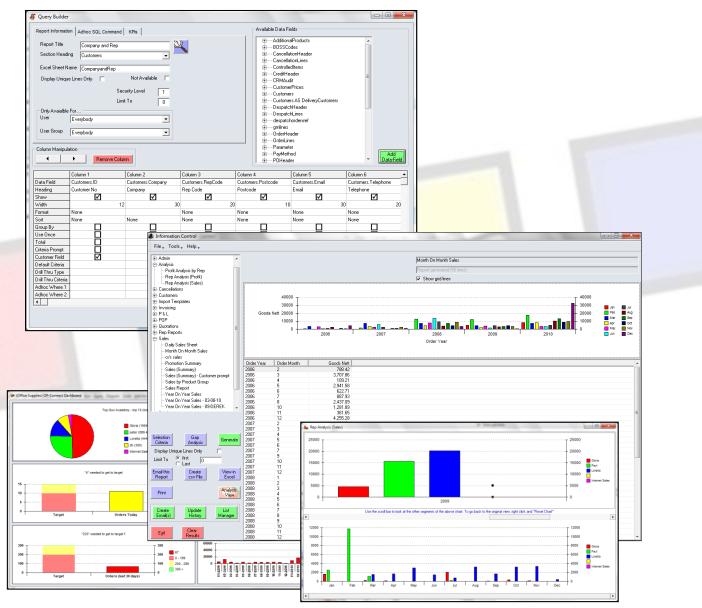


4 Reporting, Dashboards & Analysis

OP-Connect provides an easy to use reporting tool for building and generating reports, both standard and ad-hoc, as well as complex dashboard views. Simple drag and drop report headings are used to create reports, be they based on sales, despatches, products, customers or any other aspect of OP-Connect. Reports have security levels assigned to them therefore allowing restricted access to specific reports. Dashboards can be created to show both standard and user specific views in a single screen.

Where more complicated reports are required that the simple drag and drop method cannot facilitate, raw SQL commands can be added and then displayed through the standard information control screen.

Real-time Sage aged debt information is also available through the OP-Connect Information Control screen.



Reports can be displayed to screen, printed or viewed as a chart or in Microsoft Excel.

Reports can be used to generate campaign lists and assigned to operators for use in the CRM screen. Where lists contain customer or sales order information, as simple right click allows access to all of those records by scrolling through CRM or order enquiry screen.

All reports are security level specific and can also be set to only allow specif users or user groups access. Emails can be generated against customer reports and customer histories updated.

OP-Connect runs on a MySQL database, therefore providing an industry standard database that can be utilised by a host of off-the-shelve reporting tools.

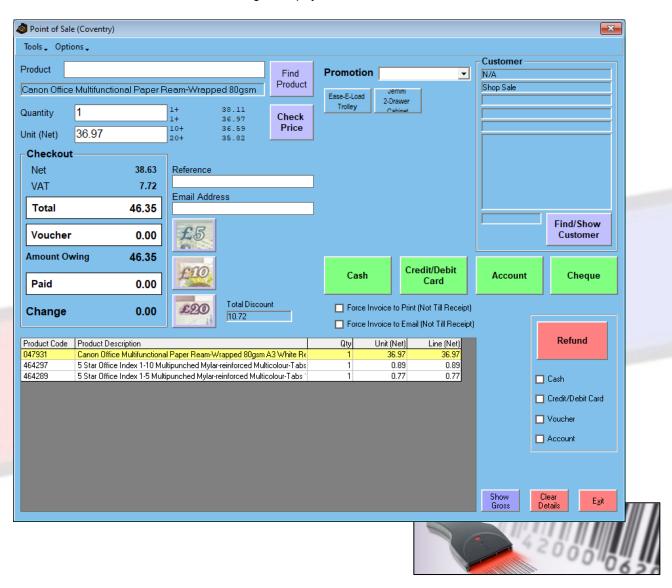


5 Integrated Point of Sale (EPoS)

The OP-Connect EPoS system fully integrates stock and account customers. It helps you serve the customers faster and gives you the information you need to make more informed sales.

Security features includes bar coded sales assistant logging in.

The "£5", "£10", "£20" buttons make taking cash payments a doddle.





6 Purchasing & Bulk Shop

The bulk Shop system generates a buying list based on the current demand and stock situation. The demand is driven by new orders and replacements. The stock uses free stock figures and also accounts for items still outstanding with suppliers.

From this single screen real-time stock checks can be carried out against the major suppliers. Suppliers can be changed, stock adjustments made before any purchase orders are raised.

ndard Purchase Orders Ship Direct an	d "Pick, Wra	ap & Label" P/Os	EPUS PUI	chase Orders											
elivery Information	Type	Supplier	Product Code	Product Description	In Stock	On Order	Qtv	Rgd Qty	Unit Cost VOW	OT Retro	Exertis (E/R)	UFP	Westcoast	Antalis	Buy onli
idress bob		PICERS	047800	(other free = 346) BoM item (047800-SPLIT) made from 5 Star Fac	2034	3	5	-2020	75.24		(=)				, ,
dress bob 💌		SPICERS	057335	Trexus Side Chair Wood Upholstered Stackable Seat W405xD50	0	97	40	40	101.91						
isiness Name Ltd		SPICERS	099538	Elba A4 Square Cut Folder Recycled Lightweight 180gsm Manilla	0	0	1	1	6.63						
Round Hay		PICERS	099708	Elba Tabbed Folders Recycled Mediumweight 250gsm Manilla Se	0	0	1	1	27.95						
i Round Hay mingham		PICERS	906764	5 Star Value Drywipe Board Lightweight W900xH600mm	44	12	32	32	7.05						
		SPICERS	930116	5 Star Facilities Mini Jumbo Toilet Rolls 2-ply Sheet Size 250x92m	65	12	53	53	18.06						
		SPICERS	930140	5 Star Facilities Centrefeed Tissue Refill for Jumbo Dispenser Two	83	0	83	83	14.31						
		/0W	GMN97854	Garmin Nuvi 40 Satellite Navigation Unit 010-00990-12	4	5	3	3	70.23						
stcode B78 1DH		ww.	KF01050	Q-Connect Memo/Jot Box Blue	0	218	30	30	2.57						
ntact Bob		/0W	KF09044	Jemini Folding Trapezoid Table 1250x433mm Light Oak	0	44	79	79	114.72						www.d
97 NotBest Price (Price Column) Instificient Stock (Suppler Columns) Free Stock of Product In Linked Codes Best Price Product on a PACT Contract Not Main Supplier (Suppler Column) Price has been changed (Price Column) Retrospective Rebate Product Swapped Product Code (Linked Fusion) Handle Separately															

Purchase invoices/Credits are picked up automatically from VOW, OT Wholesale, Advent, UFP, Antalis and Westcoast. Other suppliers are handled quickly and easily based on receipted goods that have not already been invoiced. On acceptance of a purchase invoice the details are posted directly against the relevant account in Sage.

Count	P/0 No:	P/0 Date	Received Date	Product	Qty Received	Unit Net	Line Net	Line VAT	Actual Net	Actual VAT	T OK NOW Europe
1	109536	12/06/2015	01/07/2015	KF03004	1	89.79	89.79	17.96	89.79	17.96	36 Julie Malinson
2	109536	12/06/2015	01/07/2015	KF17206	1	201.28	201.28	40.26	201.28	40.26	26 valie induition
3	109536	12/06/2015	01/07/2015	KF21540	1	166.18	166.18	33.24	166.18	33.24	24 🗸 08450522500
4	109536	12/06/2015	01/07/2015	KF32148	1	1.91	1.91	0.38	1.91	0.38	38 🗹 K House Sheffield Business Park
5	109536	12/06/2015	01/07/2015	KF21677	1	2.35	2.35	0.47	2.35	0.47	47 🖌 Europa Link
6	109536	12/06/2015	01/07/2015	KF03536	1	34.75	34.75	6.95	34.75	6.95	35 Sheffield
7	109536	12/06/2015	01/07/2015	KF04116	1	10.71	10.71	2.14	10.71	2.14	
8	109536	12/06/2015	01/07/2015	KF24019	1	2.33	2.33	0.47	2.33	0.47	47 🔽 S9 1XU
9	109536	12/06/2015	01/07/2015	M090138	1	9.87	9.87	1.97	9.87	1.97	37 Supplier Inv Ref
10	109536	12/06/2015	01/07/2015	M000984	1	13.70	13.70	2.74	13.70		74 🔽 Invoice Date
											VAT 0.00 0. Surcharge/Misc Net 0.00 0. VAT 0.00 0.
											Discounts Net VAT 0.00 000 Purchase Invoice Totals
											Expected Actr Net 532.87 532.87 VAT 106.58 106.58



7 Pick & Despatch

All outstanding orders are tracked through Pick & Despatch, so that nothing slips through the net. Full visibility of non-picked orders gives nobody the excuse to say that they "didn't know".

Despatch notes and proof of delivery notes can use different layouts.

Barcoded PoD notes allows scanned documents to be cross-referenced against the original sales order and viewed directly from OP-Connect's order enquiry screen.

🖉 Pick & Despatch		
Despatch Note Generation Despatch Note Ame	nd Reverse Pick	
Pick Options Sort by No. of Lines • All of Lines • By New orders only By Poduct • By Doduct By Poduct • By Pay Method Prioritise orders >= value Prioritise orders >= value 170 • No part despatches Delivery Date Delivery Date 15/10/2021 • Do Not Generate Parcelforce Label Limediate Invoices Both •		Trial Build Generate Only UK Only International
		E <u>x</u> it

8 Invoicing

Whether a customer requires consolidated invoices or standard, they are all ran from the same screen. The invoicing process also picks up individual "correspondence type" and "preferred method of receiving correspondence" settings. This allows emails and printed invoiced to all go through in the same process, without any human intervention.

ick No.	Customer	Order No.	Line No. Product Code	Product Description	Qty to Invoice	Unit Net	Company
2240	3193	61105	1 KF03465	Arista Aire High Back Maxi Operator Chairs KF03465	1		Complete Wasters
2231	539898	62525	2 FP21160	Papago Pastel Pink A4 160gsm Paper (Pack 1000) Code	1	34.06	Delaware
2240	540538	62485	2 099503	Elba Spirosort Transfer Spring File Recycled Mediumweight	1	61.00	Delaware
2241	540538	62790	1 BILLY	Carrying Trolley for Stacking Chairs with Steel Frame 2 Rubber	8	138.32	Delaware
2240	625130	62520	2 207113	Franken Perpetual Month Planner Magnetic Grid 96x98mm	1	60.00	The Private Clinic
2240	625540	62732	1 047800-SPLIT	\$\$\$	11	1.00	Lee Carden
2240	627493	62725	2 906632	5 Star Office Envelopes PEFC Pocket Peel & Seal 100gsm C4	35	16.01	The Company
2240	627493	62725	3 906764	5 Star Value Drywipe Board Lightweight W900xH600mm	44	11.40	The Company
2240	627493	62725	4 930116	5 Star Facilities Mini Jumbo Toilet Rolls 2-ply Sheet Size	65	30.10	The Company
2240	627493	62725	5 930140	5 Star Facilities Centrefeed Tissue Refill for Jumbo Dispenser	83	23.85	The Company
2237	628838	62791	1 099503	Elba Spirosort Transfer Spring File Recycled Mediumweight	1		Pete the Meat
2238	628838	62791	3 KF12409	Q-Connect 13 Part Expanding File A4 Black (Fastens with an	1	7.54	Pete the Meat
2239	628838	62791	2 099511	Elba A4 Square Cut Folder Recycled Lightweight 180gsm Manilla	1	11.05	Pete the Meat

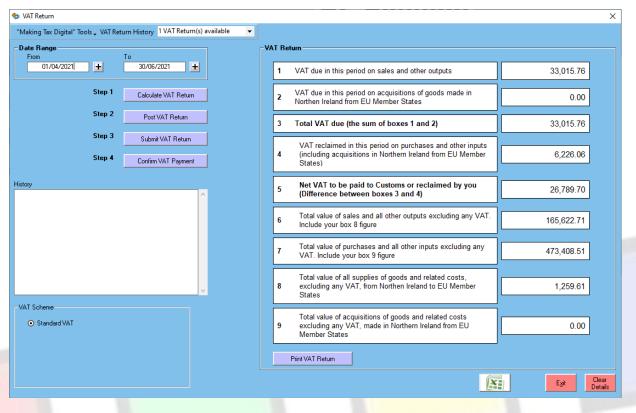
Invoices can be produced en-masse or by individual order, pick run or customer.

Operators can reprint invoices from the order enquiry screen or from the enquiry tab of the invoicing screen.



9 **OP-Connect Financials**

Our financials package includes Sales, Purchase and General ledgers. VAT Returns use the HMRC Making Tax Digital for VAT service.



Auto Bank Reconciliation can import your bank statements

Juto Bank Reconciliation				_		×
Tools 🗸						
Get Bank File Matches Fuzzy Matches Probable Inter AccountTransfers Others Reconciled and	d Ignored					
Bank Account 1200 (Current Account) Existing	Statement		- St	tatement Start Day (
Last Bank File Date 30/04/2021				Create Statements from Bank File		
Bank Transactions Path Browse Filename Browse	Statemen alance 0.00		Difference	Statement Date:	;	
Money Money			0.00	To		
Date Journ 2 Transaction Date Discrepany Days 10 End Ba Description Column 6 No Header Notes			0.00	Amend Statemer		
Type Column 5 Value Column 4				Vew Statement		
Money In 0 Money Out 0 Import Bank File	S	itatement Reconciliation Da	ite			
Balance 0 Inter Acc						
				X	E;	<u>x</u> it



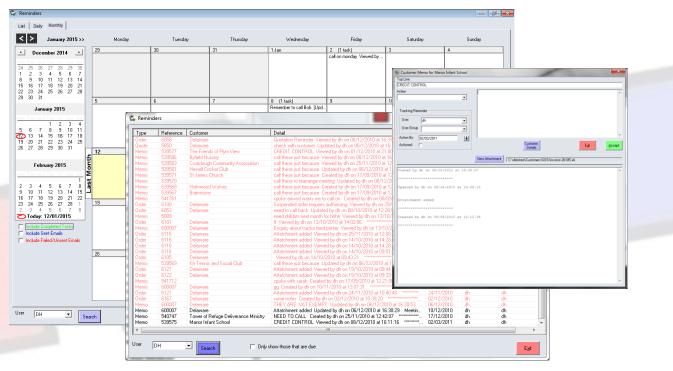
10 System Reminders & Calendars

When a user first logs into OP-Connect they are told that they have outstanding reminders or scheduled orders. These can be overdue reminders or reminders due on that day.



Once a reminder becomes due, the operator is prompted each time they log onto OP-Connect and only disappears once it has been actioned or the due date is extended.

Operators can drill into the reminders and view the relevant document, sales order/quote or customer record.



A complete history is maintained against each reminder, showing who, when and what they updated. Or when and who some has gone into a record and just exited out.

Or when and who some has gone into a record and just exited out.

All reminder activity can be reported against from within Information Control.



11 Collections, Returns & Refunds

Returns & refunds are handled through the standard order enquiry screen. They can be processed there and then or have collection notes generated to be then handled later via Collection note handling.

Seancellations	& Returns - Line 2			×
Product 099511				
Elba A4	Square Cut Folder Re	cycled Light	veight 180gsm Manilla Blue Ref 100090203	
– Cancellations & F	Returns			
Option Cancel		Reason	Please choose	-
Qty Notes	Line Credit Value (net)		Customer`s request No Stock DEM Required Supplier Problem	
			Wrong colour	-1
				,
0/S Qty	1		Stock Action	
Ordered Qty	1		Return to supplier	
Allocated Qty	1		C Return to stock	
Invoiced Qty	0		- Heldin to stock	
Cancelled Qty	0			
Returned Qty	0			
Replaced Qty	0			
Qty to Collect	0		E <u>xit</u> Ac	cept

Collection Note handling allows the returns process to the supplier and the subsequent refund or replacement to be done at a later stage, whilst maintaining a link throughout the process.

Collection Note ID: 514. Or	rder Number: 61572				- • ×
Collection Handling Enquiries	4				
	Product Description EP4 Copier Paper Recycled Ream-W	/rapped 80gsm A4 W	hite Ref 74047[5x 5	00 Sheets and Clain	0/S Qty n Fo 1
<					>
Product Code 09674X		Supplier S			
Description EP4 Copier	r Paper Recycled Ream-Wrapped 80g 0/S 1	-	047[5x 500 Sheets anal Notes	and Claim Form)Jul-9	sep 2010
Customer Credit Notes Supplier Return Notes P/0 Number: 110 Delivery Ref: Delivery Date: 26.		< > <			~
Collection Type Open Collect		I I		Reason Collection	Note - OEM Required
Qty 1 Line credit (net) 0 Line credit (VAT) 0	Accept Cance Accept Return Accept Replac Refuse Leave Open	n Ö	Show P/O Details	Show Sales Order	Supplier Returns
Find GRN 🔽 Re	Now Pendir ick to Stock 0 0 itum to Supplier 1 0 inte Off Stock 0 0	ng Complete	Find Note	OK Reprint	Clear Details E <u>x</u> it



12 Stock Control

Integrated stock control provides a simple and effective interface with order processing and despatch control. Stocked items, maintenance agreements and shipped direct products are all handled as standard. Where individual or batches of products use serial number these are maintained and tracked throughout the system.

Stock Control	
Tools + Actions + Show +	
Product Code 30552:44 EXAMPLE Code Code Code Code Code Code Code Code	Standard Notes & User Defined Price Breaks Suppler Codes Dther Info Servicing DP Info Netalogue Servicing Web Sites eBay Image: Code Standard Price Information Stock Levels Suppler Stock Levels Suppler Stock Levels Image: Code Standard Price Information Image: Code Standard Price Information Allocated 0 Image: Code Standard Price Information Image: Code Standard Price Information View Adjust Adjust Tax Code (%) 1.20 View Adjust Physical Image: Code (%) Tax Code (%) Sales Prompt Base Unit Cost Image: Code Standard Price Information
	Long Description Print Long Description on all Documentation Integrity has been the UK's leading manufacturer of computer listing paper for over three decades, giving you the assurance of the highest standards of quality, reliability and expertise. Our advanced production line is the most modern in the UK, making full use of robot technology for optimum consistency, accuracy and rapid output.
Stock Information Main Supplier ADVENT Advent Data Product Group 0 - Default Not Available ignore Is Voucher On't Auto Allocate Ship Direct (SD) Immediate P/O List Each P/O Controlled Send to Web Expiny Date Expiny Date Derivery Code Don't include in mediate Invoice Immediate Invoice Do Not Print on Pick Note Min Khote Min Stock Level 0 In Multiples of Exclude SD	
Max Stock Level	Additional Copy Products Option Details Exit Apply Accept

Stock control provides a quick and easy method for setting up new products.

Products can be assigned to product groups to make for easier reporting to identify which types of courses are, for example, most popular.

The product group can also be used to assign different courses to different cost of sale nominal structures.

13 FUSION Plus Product Data Sets

All FUSION catalogues are available to OP-Connect users.

Catalogue Description	Supplier Code	Supplier Name	Priority	Active		Fusion CataloguelD	Fusion Filename	Op CatalogueRef	Obsolet
ACCO UK £	ACCO	Acco UK Ltd	1	Yes	Yes	15	ACCO_UK	1052	No
Antalis UK £	ANTALIS	Antalis	1	Yes	Yes	10	Antalis_UK	9	No
CTS Toner Supplies Full Listing UK £	CTS	CTS	1	Yes	Yes	78	CTS_Toner_Supplies	10	No
Dams Furniture UK £	DAMS	Dams International	1	Yes	Yes	24	Dams_Furniture_UK	12	No
Integra UK £	AAT	AAT	1	Yes	Yes	9	Integra_UK	1011	No
OT Wholesale UK	SPICERS	Spicers	1	Yes	Yes	300	OT_Wholesale	1	No
Phoenix Safe UK £	PHOENIX	Phoenix Safe	1	Yes	Yes	114	Phoenix_Safe_UK	1053	No
UFP UK £	UFP	ufp	1	Yes	Yes	11	UFP_UK	6	No
VOW ePlus UK £	VOW	VOW Europe	1	Yes	Yes	2	Vow_ePlus_UK	2	No
Exertis Supplies UK £	ADVENT	Advent Data	3	Yes	Yes	1112	Exertis_Supplies_eCommerce	5	No
Antalis Initiative UK Supplement	ANTALIS	Antalis	1	Yes	No	41	Antalis_Initiative_UK_Supplement	9	No
Aster Technology UK £	ASTER	Aster	1	Yes	No	57	Aster_Technology_UK_Ltd	1046	No
Premier Paper UK £	BESW01	PREMIER PAPER GROUP LTD	1	Yes	No	315	Premier_Paper_UK	1019	No
Avery Direct UK £				No	Yes	89	Avery_Direct_UK	1054	No
Dams Black Friday Sale UK £				No	Yes	1201	Dams_Black_Friday_Sale_UK	12	No
Dams Furniture Big Deals UK £				No	Yes	1179	Dams_Big_Furniture_Deals	12	No
Dams Furniture Made To Order UK £				No	Yes	43	Dams_Made_to_Order_Catalogue	12	No
Dynamic Furniture UK £				No	Yes	335	Dynamic_Furniture	1028	No
Exertis Supplies Office Vibes UK &				No	Yes	1111	Exertis_Office_Vibes	5	No
HSM Shredders UK £				No	Yes	1064	HSM_Shredders	1010	No
Office Friendly UK £				No	Yes	19	Office_Friendly	1015	No
OT Wholesale 5 Star UK				No	Yes	301	OT_Wholesale_5Star	1	No
Spectrum Industrial UK £				No	Yes	120	Spectrum_Industrial_UK	1055	No
Trodat Stamps Full Listing UK ε				No	Yes	63	Trodat_UK	1025	No
Xerox Paper Supplies UK £				No	Yes	16	Xerox_Supplies	1027	No
3M UK £ (Non Selling)				No	No	350		0	No
AF International UK ε (Non Selling)				No	No	326	AF_International_HK_Wentworth_Catalogue	1001	No
Antalis OfficeClub UK Supplement				No	No	42	Antalis_OfficeClub_Supplement	9	No
Avery UK £ (Non Selling)				No	No	87	Avery_UK	1043	No
Beaverswood GBP				No	No	122		0	No
Bi-silque UK £ (Non Selling)				No	No	316	Bi_Silque_Non_Selling	1003	No
BIC UK £ (Non Selling)				No	No	305	BIC_Catalogue_Non_Selling	1004	No
Blake and White UK £				No	No	60		0	No
Blake Envelopes Creative Products UK £				No	No	1047	Blake Creative Products	1005	No



14 opXML Links (EDI) to Major Suppliers

Daily price file loads available for OT Wholesale, VOW, UFP, Advent Data, Westcoast and Ingram Micros. Real-time stock checks for VOW, OT Wholesale, Exertis and UFP. Hour price feeds for other suppliers.

ftp product feeds available for other suppliers.

Suppliers without ftp feeds can be maintained easily via Excel sheets.

Full opXML (EDI) links for purchasing, order acknowledgements, purchase invoices and credits with OT Wholesale, VOW, Antalis, Exertis, Westcoast and UFP

Product Code 30552XA	1		Qty 1	Unit Price (net) 60.52		Line Sell Line Profit Totals > 98.58 60.84
Line Product Code	Product Description		Qty	Unit Sell (net)	Unit Cost	Margin % Line Sell (net) Line Profit
1 099503	Elba Spirosort Transfer Spring File Recycled Mediumweight 285gsm		1	19.47	11.68	
2 099511	Elba A4 Square Cut Folder Recycled Lightweight 180gsm Manilla		1	11.05	6.63	Live Exertis Stock Level X 2
3 KF12409	Q-Connect 13 Part Expanding File A4 Black (Fastens with an		1	7.54	4.90	4
4 30552XA	V-1VI (Perforated 60gsm	1	60.52	14.53	Product Code: 30552XA 9
5	Cancel / Return Item					House coder sosses
6	Quick Cancel					Total Stock Level: 68
7	Supplier Stock Levels	OT Wholesale				Elland : 68
8	Product Options	vow				Raunds : 0
10	Find Similar Products	UFP				_
11	Line History	Exertis				ОК
12	Show Last P/O for this line	Westcoast				
13	Previous Prices	Antalis				
14	Resize Description					

15 Sage Active

As a Sage Developer partner, OP-Connect provides real-time integration with Sage 50 through the "Sage Active" interface. This ensures that all data required for Sage is entered only once using OP-Connect.

Nominal structures can be defined with OP-Connect for the following:

- MaterialsPurchased
- PurchasingCarriage
- DefaultBankAccount
- DefaultSales
- SalesDistributionAndCarriage
- Product Groups

It should be remembered that Sage Active does not replace Sage 50, and separate Sage licences are required.



16 E-commerce Integration

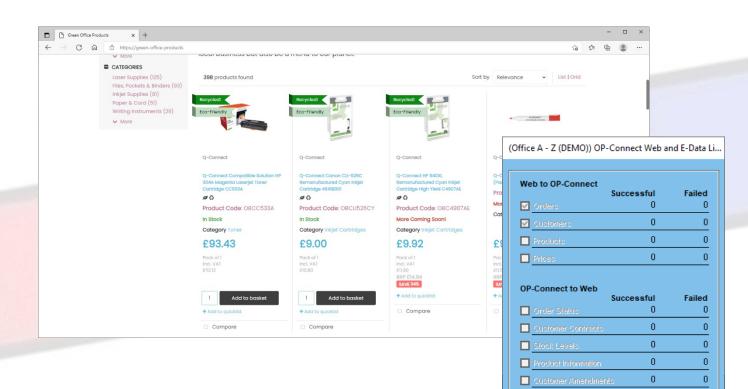
Need of a truly integrated order management solution that incorporates web sales and quotations from multiple web sites, including eBay?

Seamless integration is provided for Evolution web sites, which includes real-time customer and product information feeds. Pick & Despatch and Invoicing both update order status on the web as they happen.

"Web Link" provides seamless integration for other transactional web sites into OP-Connect using email and secure data feeds.

No longer will you need to worry about downloading orders or remembering to check all of your online management consoles every half an hour, because "Web Link" automatically polls your web sites for new orders at regular intervals. All orders and new customers are processed through OP-Connect allowing you to pick, pack and despatch as if they were orders taken over the phone.

Rules can be applied to sales orders as they are processed to suspend them. Useful when you don't want a £2,000.00 order going unseen through the system.



Process every 1

E-Data

History Process Sleeping

Update Cross

Started at: 15/10/2021 11:14:01

Failures

minutes

Stop

Audit Trail

Processing