

## Delivery Receipts AV #759

### About:

BPOS offers the ability to print tickets as Delivery Receipts (DR) for our wholesale clients who sell tires to national accounts. When a ticket is printed as a DR, no pricing, totals, or payment terms are printed and the heading on the ticket prints as "Delivery Receipt - Not An Invoice".

**Note:** The capability to print a ticket as a DR is currently only supported using the "standard" invoice print program, not the more retail oriented print program referred to as the "long body" format. Additionally, when DR printing is activated, all ticket types (quotes, workorders, and invoices) print with the DR designation, so that each wholesaler can utilize DR printing based on how they handle national account deliveries.

There are **three methods** available for activating DR printing by customer. Method #1 flags all AMI orders as DR tickets. Method #2 uses a product # to flag the ticket as a DR ticket so you can print a DR on the fly. Method # 3 allows you to set individual customers to always print their tickets as DR tickets. See below for a more in-depth explanation of each option.

**#1 - Print AMI orders as DRs** - This method is intended for those wholesalers who process car dealership orders via the AMI (AutoMed5) integration.

Contact the HITS Technical Support Center for activation. They will set your system so that anytime you are printing a ticket flagged as an AMI order, it will print as a DR.

**#2 - Interactive DR Printing** - This method uses a pre-defined, non-stocking, non-print service line item to trigger the ticket printing program to print as a DR. When the invoice printing program sees the predefined line item, it will force the ticket to print as a DR.

Contact the HITS Technical Support Center for activation. If you do not designate a specific SKU to be used as the trigger, Tech will configure your system to use the SKU "\*\*\*DR", which can be easily added as a line item by entering just the three asterisks (\*\*\*) .

**Note:** Generally, we do not recommend Method #2 as your staff can forget to add the "\*\*\*DR" line item. Better to implement Method #3 of setting up a second account for DR only printing or non-DR printing for affected customers.

**#3 - Always Print As DR** - This method requires that you "flag" the customer's HITS Customer account to always print as a DR. Currently, the setting of a customer account for "Always Print As DR" is performed by running the "blue screen" program... SETDR. With this program, you enter the HITS Customer account # and indicate to "Print As DR" when prompted. (This program may be added as a BPOS option in the

future. For now, access HITS M/S and run the program SETDR using the Main Menu option #6 - Run A Program.)

Once you have those customers flagged for “Always Print As DR”, contact the HITS Technical Support Center so that they can activate this method. Only after activation of this method will the ticket print program actually check the customers’ flag to see if their account is set to “Always Print {tickets} As DR”.

**Note To Tech: See AV #758 for implementation instructions**