

Using ePOD (Updated April 2010)

The ePOD system must be used as follows, in line with current Marketforce delivery and shortage reporting arrangements.

The screenshot shows the Downton DeliveryNET web interface. At the top, there is a navigation bar with links for Home, History, Clients, Transportation, Warehousing, Control Centre, Contact, and Delivery NET. Below this is the Downton logo and the text 'Real distribution solutions'. The main heading is 'DeliveryNET'.

Below the heading, there are several input fields and dropdown menus:

- Current User: WHOLESALER
- Wholesalers: WHOLESALER
- House: (All Houses)
- Distributor: (All Distributors)
- Delivery Date: 07 Apr 2010
- Delivery Sequence: (All Sequences)

There are buttons for 'View Delivery Details', 'Refresh', and 'Logout'. Below this is a table of magazine deliveries:

Magazine	Service	Cov Date	On Sale	Tape	Wrap	Copies	Bundles	Bund Wgt	Odds	Bund Sz	Weight	Sequence
BUS AND COACH PRESERVATION	DAYTIME	MAY 10	9/4/2010	White	Clear	160	4		0	40	39.52	1
CLASSIC CAR WORLD	DAYTIME	MAY 10	9/4/2010	Blue	Clear	300	12		0	25	73.73	1
CLASSIC VAN & PICK UP	DAYTIME	MAY 10	9/4/2010	Blue	Clear	119	2		1	50	16.03	1
COMMERCIAL MOTOR	IMMEDIATE	08/04/10	8/4/2010	White	Clear	320	10		1	30	101.58	1
CUSTOM CAR	DAYTIME	MAY 10	9/4/2010	Blue	Clear	200	5		0	40	36.18	1
ESSENCE	DAYTIME	APR 10	9/4/2010	White	Clear	20	1	5.1	0	20	5.10	1
HORNBY MAGAZINE	DAYTIME	MAY 10	9/4/2010	White	Clear	750	37		1	20	304.09	1
JAGUAR WORLD MONTHLY	DAYTIME	MAY 10	9/4/2010	Blue	Clear	280	14		0	20	73.42	1
JUNIOR	DAYTIME	MAY/NO129	9/4/2010	Blue	Clear	126	6		1	20	57.57	1
RACECAR ENGINEERING	DAYTIME	MAY 10	9/4/2010	White	Clear	20	0	8.92	1	40	4.46	1
SHARES	IMMEDIATE	08/04/10	8/4/2010	White	Clear	105	2		1	40	11.42	1
SUPERSTARS OF THE WORLD CUP	DAYTIME	2010	9/4/2010	White	Clear	300	6		0	50	55.76	1
TRACTOR AND FARM TRADER	DAYTIME	May 10	9/4/2010	Blue	Clear	320	16		0	20	57.30	1
WOMANS WEEKLY HOME SERIES	DAYTIME	Knitting	9/4/2010	Clear	Clear	1680	28		0	60	253.34	1
Total Weight:											1,089.48	

At the bottom of the table, there is a 'Download CSV' link and a 'Produce POD for Sequence' field with an 'ePOD' button. Below this are radio buttons for 'ePOD Data' (Live/Archive) and an 'ePOD - Data' button.

1. Begin at the Marketforce Wholesale website: <http://mymarketforce.co.uk/>, then use 'Carrier Links' to connect to your carrier's website.
2. Enter the Carrier's **DeliveryNET** screens (see above) using normal User Name & Password.
3. Delivery details are automatically displayed for the current day's deliveries. To select a different date to the one shown, use the 'Delivery Date' drop down menu at the top of the screen and click '**View Delivery Details**' to refresh the screen.
4. Note that all deliveries shown on the DeliveryNET are followed by a '**SEQUENCE**' number. A 'Sequence' represents a separate delivery load scheduled for that day. The ePOD is accessed by using these sequence numbers.
5. At the bottom of the deliveries screen there is an entry box '**Produce POD for Sequence**' and an **ePOD Button**.
6. Enter the sequence number for which you require an ePOD into the box and **press the ePOD button**.

NOTE: 'Download CSV' Function - This button in the lower left corner of the DeliveryNet screen allows users to download a CSV version of the screen text for use within their own systems.

Only to be used where appropriate application software is in place.

7. A page will appear asking whether or not there are any shortages or overs to report (see below). Choose **Yes** or **No** and then click **'Select'**.

Do you have any shortages or overs?	<input type="radio"/> Yes	<input type="radio"/> No	Select
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You will then be prompted to either lock ePOD with no shortages or overs or continue to select titles for shortage/overs depending on which option has been selected.

8. To report shortages or overs, first select the appropriate titles from the drop down menu (see below). After selecting each title, the details for that title will appear beneath the drop down menu. Tick the box to the left of the title and click **'Add to List'**. Continue doing this to build up a list of titles if necessary.

The screenshot shows the DeliveryNET web interface. At the top, there is a navigation bar with links like Home, History, Clients, Transportation, Warehousing, Control Centre, Contact, and Delivery NET. Below this is the DOWNTON logo with the tagline 'Real distribution solutions'. A button labeled 'Click to Clear Shortage / Overs List' and 'Clear List' is visible. Below that, a text prompt says 'Select your title using the drop down box'. A dropdown menu is open, showing the selected title: 'CATERER AND HOTELKEEPER****ISSUE-14***'. Below the dropdown, there is a text prompt: 'Add a 'tick' and click 'Add to List' to create/update your shortage and overs list'. At the bottom, a table displays the current list of titles with columns for 'Add to List', 'Cov Date', 'On Sale', 'Issue', 'Version', 'Service', 'Bundle Size', 'Tape Colour', 'Wrapper', 'Copies', 'Bundles', 'Odds', 'Weight', 'Magazine', and an 'Add Detail' button.

Add to List	Cov Date	On Sale	Issue	Version	Service	Bundle Size	Tape Colour	Wrapper	Copies	Bundles	Odds	Weight	Magazine
<input type="checkbox"/>	APR09/15	08/04/2010	14	1	IMMEDIATE	30	White	Clear	84	2	24	9.66	CATERER AND HOTELKEEPER

When you are sure that all of the titles with shortages or overs have been added to the list, click **'Add Detail'** to continue.

Shortage / Overs List

ONLY CLICK 'Add Detail' when finished collecting titles to add shortage / overs quantities and 'Lock ePOD'

Cov Date	On Sale	Issue	Version	Service	Bundle Size	Tape Colour	Wrapper	Copies	Bundles	Odds	Weight	Magazine	Add Detail
APR 10	09/04/2010	4	1	DAYTIME	20	White	Clear	20	1	0	5.1	ESSENCE	
APR09/15	08/04/2010	14	1	IMMEDIATE	30	White	Clear	84	2	24	9.66	CATERER AND HOTELKEEPER	
08/04/10	08/04/2010	14	1	IMMEDIATE	40	White	Clear	105	2	25	10.21125	SHARES	

9. ALL the following information should be entered in the appropriate columns:

- *** Total Copies Received***
- Any additional supporting **Comments (optional)**
- *** Number of Bundles Received***
- *** Number of Odds Received***
- **Composite Details** – see note below**

NOTE: ALL the * starred * boxes are compulsory fields.

Cov Date	On Sale	Bndl Sz	Tape Colour	Wrap	Copies	Bndls	Odds	Weight	Magazine	Total Copies Rec	Comments	Bundles Rec	Odds Rec
APR09/15	08/04/2010	30	White	Clear	84	2	24	9.66	CATERER AND HOTELKEEPER				
APR 10	09/04/2010	20	White	Clear	20	1	0	5.1	ESSENCE				
08/04/10	08/04/2010	40	White	Clear	105	2	25	10.21125	SHARES				

10. When the information is complete **LOCK** the ePOD by clicking on the '**Lock ePOD**' button at the top of the screen.
11. If required, use the '**Print ePOD**' button at the bottom of the screen to print the ePOD. You will then be able to choose how many copies are to be printed.
12. Once **LOCKED**, the ePOD for the selected sequence cannot be opened again.
13. **NOTE: The ePOD should ALWAYS be locked, even if there are no shortages or overs to report.**

Locking the ePOD sends a copy of the information back to the carrier head office system, where action will be taken to resolve the issue and generate an AR Web ticket. At this stage the user will not know the AR Web ticket number, but when created it will be highlighted (with reference number) as a new ticket on the AR Web opening screen. A User Guide for the new AR Web system is available within the Marketforce Wholesale Website. <http://mymarketforce.co.uk>

NOTE: The ePOD should only be used for checking deliveries & reporting shortages and overs. Advance Pre-Delivery checking can be done via the DeliveryNET Website up to a week in advance.

If a systems problem or ANY other reason prevents the use of ePOD, the anomaly should be immediately communicated via telephone to Marketforce by calling 020 3148 3333, leaving a message if after hours. The Carrier should also be notified immediately upon the problem becoming apparent so that reporting paperwork can be faxed to the wholesaler.

**** REPORTING SHORTAGES AND OVERS ON MAGAZINE, PARTWORKS & PANINI COMPOSITES**

The ePOD will show the Partworks, Panini and Magazines Composites as a total number of copies. Each composite bundle or pallet will display a 'Contents Label' to assist checking.

The Wholesaler must **immediately** check and sign for the **number of parcels delivered** on ePOD. Contents within the parcels may be checked subsequently and any necessary shortage claim may be made via AR Web. This must be done by 10am the day after delivery. Marketforce will be able to view on screen whether the claim was made at the correct time or not.

USING THE COMPOSITE DELIVERY CHECKER

A link is available from the daily DeliveryNET screen - '**Composite Delivery CLICK HERE**' as shown below. This link will take the user to separate screens giving details of composite magazine or partwork deliveries scheduled for that day.

JAGUAR WORLD MONTHLY	DAYTIME	MAY 10	9/4/2010	Blue	Clear	280	14	5.27	0	20	73.78	1
JUNIOR	DAYTIME	MAY/NO129	9/4/2010	Blue	Clear	126	6	7.84	1	20	49.39	1
LFC	IMMEDIATE	N400	5/4/2010			336	13	0	1	25	0.00	1
Magazine Composite Delivery [CLICK HERE]	COMPOSITE MAGS		8/4/2010			1	1	0	0		3.50	1
NEW SCIENTIST	IMMEDIATE	10/04/10	8/4/2010	White	Clear	1170	29		1	40	156.20	1
Partworks Composite Delivery [CLICK HERE]	COMPOSITE PW		8/4/2010			26	2	0	0		7.00	1
PEOPLE UK	IMMEDIATE	12/04/10	8/4/2010	White	Clear	38	1	3.3	1	20	6.27	1
RACECAR ENGINEERING	DAYTIME	MAY 10	9/4/2010	White	Clear	20	0	8.92	1	40	4.46	1

There are separate Composite Delivery Checker screens for magazines, partworks and Panini.

The screenshot shows a web browser window displaying the Downton DeliveryNET interface. The page title is "Composite Delivery Details". Below the title is a table with the following columns: ANA Number, Distributor, Title, On Sale Date, Copies, Delivery Date, and Cover Date. The table contains 15 rows of data for various titles, including BEN 10 ALIEN ADVENTURES, THE LANCASTER BOMBER NATIONAL, THE ART OF CROCHET, and THE FLYING SCOTSMAN. A "Return" button is located below the table.

ANA Number	Distributor	Title	On Sale Date	Copies	Delivery Date	Cover Date
5016888093147	MFORCE	BEN 10 ALIEN ADVENTURES	08/04/2010	1	07/04/2010	PART 47
5016888093147	MFORCE	THE LANCASTER BOMBER NATIONAL	08/04/2010	1	07/04/2010	PART 24
5016888093147	MFORCE	THE LANCASTER BOMBER NATIONAL	08/04/2010	1	07/04/2010	PART 31
5016888093147	MFORCE	THE ART OF CROCHET	08/04/2010	5	07/04/2010	PART 2
5016888093147	MFORCE	THE ART OF CROCHET	08/04/2010	4	07/04/2010	PART 3
5016888093147	MFORCE	THE ART OF CROCHET	08/04/2010	2	07/04/2010	PART 5
5016888093147	MFORCE	THE ART OF CROCHET	08/04/2010	1	07/04/2010	PART 6
5016888093147	MFORCE	THE ART OF CROCHET	08/04/2010	2	07/04/2010	PART 7
5016888093147	MFORCE	THE ART OF CROCHET	08/04/2010	1	07/04/2010	PART 8
5016888093147	MFORCE	THE ART OF CROCHET	08/04/2010	1	07/04/2010	PART 9
5016888093147	MFORCE	THE FLYING SCOTSMAN	08/04/2010	1	07/04/2010	PART 116
5016888093147	MFORCE	THE FLYING SCOTSMAN	08/04/2010	1	07/04/2010	PART 117
5016888093147	MFORCE	THE FLYING SCOTSMAN	08/04/2010	3	07/04/2010	PART 118
5016888093147	MFORCE	MANGA FORCE ULTIMATE COLL - NA	08/04/2010	2	07/04/2010	PART 88

OVERS

The latest version of ePOD allows overs to be reported. If for any reason a driver attempts to deliver more than the consigned quantity staff should refuse the excess and ensure they are given back to the driver. If the driver is unable to take back these supplies report the overs via ePOD by entering the total number of copies and bundles received.