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Category	Technical
Course	BOS Config.
Version	1.0
Client	Generic
Software	2.15.0

Configure Metcash for Electronic Invoice Pickup

To receive an electronic invoice from Metcash, you first need to configure their supplier settings in SUREfire.

Procedure to Configure Metcash Electronic Invoice Pickup

Hints and Tips



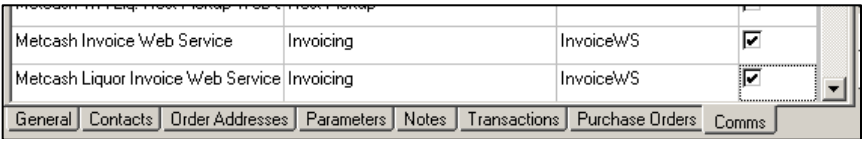


- ✓ Electronic invoicing automates the task of getting invoice quantities and prices into SUREfire.
- ✓ Contact the SUREfire Retail Services Team if you need to set up electronic order export for Metcash.
- ✓ There are three parts:
 - Enable invoice communications for Metcash.
 - Add Metcash’s electronic contact details to their account record.
 - Optionally record additional customer account numbers that your business has with the supplier.
- ✓ Metcash issues each store with a unique:
 - Customer account number
 - Customer account number password.
- ✓ State Code if required in the General Use 4 field:
 - 1 - NSW
 - 2 - VIC
 - 3 - QLD
 - 4 - WA
 - 5 - SA
 - 6 - NT
 - 7 - TAS
 - 8 - ACT
 - 9 - NZ (New Zealand)
- ✓ Leave all other fields on the Communications Setup screen blank or as populated.

1.	Call Metcash to enable your account for electronic invoice pickup. <i>*They'll issue you with a customer code and password, which you'll enter at step 4 and 5.*</i>	
2.	From the BOS Tools menu, select Communications .	
3.	In the Trans Type column, click Metcash Invoice Web Service . <i>*If you'll also receive Liquor invoices, set this up separately.*</i>	
4.	In the General Use 2 and General Use 4 field, type the unique customer code provided by Metcash at step 1. <i>*If invoice pick up fails, General Use 4 may require the prefix [o] [State Code] before the code.*</i>	
5.	In the General Use 3 field, type the password provided by Metcash at step 1. <i>*The password is case sensitive.*</i>	
6.	In the General Use 5 field, type the applicable Pillar ID: <i>*[D] for grocery, or [A] for liquor.*</i>	
7.	Click Save .	
8.	Click Close .	

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Hints and Tips

- ✓ Your business can arrange several customer account numbers with a supplier. This is mainly so that each order is picked and delivered separately; this is useful to keep promotional and regular stock separate. You select the account when you export the order.

9.	From the BOS Payable menu, click Accounts .	
10.	In the Code field, type or search for the supplier code that your store uses for Metcash.	
11.	Click the Comms tab.	
12.	Select the Metcash Invoice Web Service Trans Type check box. <i>*Also select the Metcash Liquor Invoice Web Service check box if you've configured Liquor.*</i> <i>*Ensure the Metcash Invoicing check box is unselected, otherwise invoice pickup will fail.*</i>	
13.		
14.	Click Save .	
15.	Click Close .	
16.	If your business has additional customer numbers with the supplier, complete the following steps to add them to SUREfire: <ul style="list-style-type: none"> From the BOS Tools menu, select Codes and Descriptions. Click the Supplier Accounts tab. Click New. In the Code field, type the customer number. In the Description field, type the name of the account. In the Supplier field, type the supplier code for the supplier. Click Save. Click New to add another customer number, or Close to finish. 	