

List of pickup points

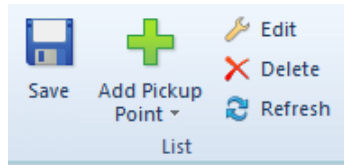
Pickup points are objects which are points of delivery of ordered items and place of their collection by a customer. Pickup points are related to the process of handling of [sales orders](#) which begins in the system and is completed along with releasing of items in Comarch Retail POS system. A pickup point can be defined with the use of the data of a customer, warehouse or center.

In order to open the list of pickup points, it is necessary to go to the *Main* menu and then, from *Directory List* group of buttons, select [**Pickup Points**] button.

Drag the column header here to group by that column									
Code	Pickup Point Name	Address	Phone	E-mail	TIN	Object Name	Object Type	Confirmations	Active
BC	BC	BC	BC	BC	BC	BC	BC	<input type="checkbox"/>	<input type="checkbox"/>
PP1	Main Warehouse	New York, Biceto...				Main Warehouse	Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PP2	Company	Chicago, IL 60616...				Company	Center	<input type="checkbox"/>	<input checked="" type="checkbox"/>

List of pickup points

The menu of the list of pickup points contains <<Standard buttons>> allowing for adding/modifying/deleting of pickup points.



Menu of the list
of pickup points

The list of pickup points is composed of the following columns:

- **Code**
- **Pickup Point Name**
- **Address**
- **Phone**
- **E-mail**
- **TIN**
- **Object Name**
- **Object Type** – object type selected during the definition of a pickup point, possible values: *Customer/Vendor*, *Warehouse* and *Center*
- **Confirmations** – checking the parameter causes that in case of presenting an order with delivery to a pickup point, a confirmation is sent to e-mail address
- **Active** – if the parameter is checked, a pickup point can be used in other places of the system

Defining pickup point

A new pickup point can be added by clicking on [Add] button placed in the main menu or ergonomic panel above [the list of](#)

[pickup points](#) and selecting one of the following options:

- Customer
- Warehouse
- Center

A list of customers/warehouses/centers registered in the system is opened, from among which it is necessary to select the one which will be a pickup point. After selecting in, pickup point address form is opened, which is composed of section *Addresses* and subtabs *Contacts*, *Description* and *Pickup point*

ID	Address Type	Code	Name	Address	Default	Active
3	Main			10 W. 35th St, Chicago, Illinois IL 60616	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Address Type: Main Code:

Name:

Country: United States of America

State: Illinois

Street: 10 W. 35th St

Street No.: Apt/Unit No.:

City: Chicago

Zip Code: IL 60616 Post Office:

District:

County:

Contacts Description Pickup Point

Pickup Point Name: Company

Latitude: 00°00'00"S Longitude: 000°00'00"W

Opening Hours					
Weekdays	Open From	Open Until	Open	Notes	
☐	☐bc	☐bc	<input type="checkbox"/>	☐bc	
▶ Monday - Friday	00:00	00:00	<input type="checkbox"/>		
Saturday	00:00	00:00	<input type="checkbox"/>		
Sunday	00:00	00:00	<input type="checkbox"/>		

Pickup point address form

Section *Addresses*

The *Addresses* section contains the list of addresses of pickup point. The user can define and add different types of pickup point addresses. The following types are available:

- **Main**
- **Delivery**
- **Subsidiary**
- **Mailing**
- **Billing**
- **Residence**

To add new address, it is necessary to click on [**Add**] button placed in the ergonomic panel above the list of addresses and

The list of addresses contains default address of *Main* type generated by the system and it can be freely modified by the user, however it cannot be deleted. The user can add any number of pickup point addresses but only one of them can be marked as default. If the parameter *Active* placed next to an address is checked, it means that such address can be used in other places of the system. Addresses can be deactivated (archived) manually by unchecking the parameter *Active*. If an address, which has already been used in the system, gets modified on the form of a pickup point or on a document, it is automatically archived by the system. An address marked as default for the main type cannot be deactivated or deleted. Also, the addresses which have already been used in the system (e.g., on a document) cannot be deleted.

Subtabs

The subtab *Contacts* contains a list of contact data (telephone number, e-mail, fax, etc.) for each address, and allows for defining new ones.

The subtab *Description* allows for entering additional

information regarding a pickup point.

The subtab *Pickup point* contains information about pickup point opening days and hours and allows for editing it.