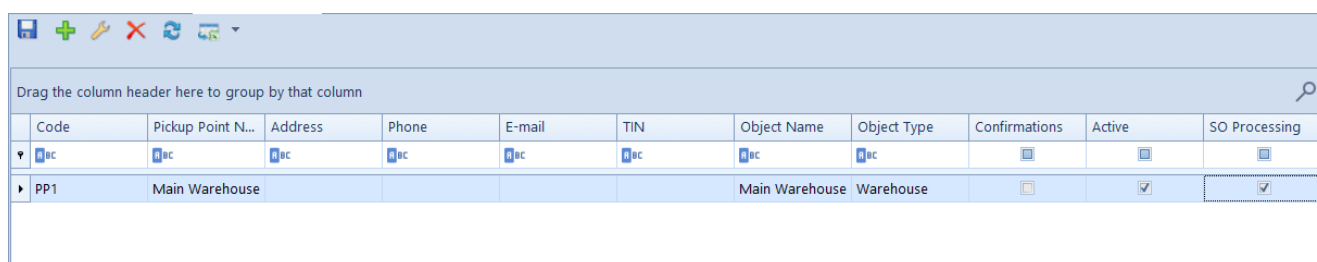


List of pickup points

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.

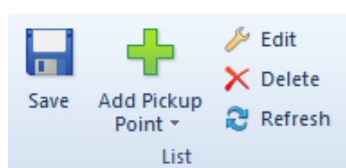
In order to open the list of pickup points, it is necessary to go to the *Main* menu and then, from *Directory List* group of buttons, select [**Pickup Points**] button.



Code	Pickup Point N...	Address	Phone	E-mail	TIN	Object Name	Object Type	Confirmations	Active	SO Processing
PP1	Main Warehouse					Main Warehouse	Warehouse	<input type="checkbox"/>	<input checked="" 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
- **S0 processing** – the setting of this parameter can be changed at any moment of the work with the system for pickup points of *warehouse* and *center*. For a pickup point of *customer* type, the parameter is unchecked and it cannot be changed.

By default, the parameter remains unchecked for:

- pickup points in databases converted from previous versions
- for newly added pickup points

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*

Addresses
 Only active

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
☐ =	00:00	00:00	<input type="checkbox"/>	
▶ 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.


Process at pickup point

Process at pickup point

In the S0 document header, *Process at pickup point* parameter has been added, which is presented if:

- a pickup point of *warehouse* type is selected
- a pickup point of *center* type is selected

Initiated < >

 SO / 2022 / 00001

Subtotal: 0.00 EUR

Total: 0.00 EUR

Discount: 0.00 EUR

Source

System ▼

Customer

Undefined ▼ ...

Secondary Customer

Undefined ▼ ...

Date of Issue **Activation Date**

6/17/2022 ▼ 6/17/2022 ▼

Expected Date Reserve resources

0 days ▼ 6/17/2022 ▼ Reserve quantities

Warehouse

Main Warehouse ▼ ...

Pickup Point Process at pickup point

Main Warehouse ▼ ...

Payment

Cash ▼ Cash on delivery

0 days ▼ EOM 0 days ▼ 6/17/2022 ▼

Payment Status

▼

S0 document header

Note

For databases converted from earlier versions, the parameter remains unchecked in all orders and it cannot be changed.

If in a S0, a pickup point of *warehouse* is indicated and the parameter *Process at pickup point* is **checked**, the verification of the compliance between the warehouse indicated in the order header and the warehouse being the pickup point is started. If they are:

- **compliant** – the warehouse in the header and on subitems remains without changes

- **not compliant** – the user is asked to confirm the change of the warehouse in the header and on subitems to a warehouse compliant with the pickup point. Depending on selected option:
 - **Yes** – if the warehouse associated with the pickup point is available on S0 in the current center, it will be updated in the header and on S0 subitems, resource/quantity/non-resource reservations are created and the parameter *Process at pickup point* remains checked.

Note

If the warehouse associated with the pickup point is not available on S0 in the current center, after the operator confirms the update, the warehouse is changed in the header and on subitems and the reservations generated by the subitems are automatically changed to reservations without resources.

- **No** – the warehouse selected in the S0 document is not updated, created reservations remain unchanged and the parameter *Process at pickup point* is unchecked.

If in a S0, a pickup point of *warehouse* is indicated and the parameter *Process at pickup point* is checked, the system checks whether the warehouse selected in the order header is available for the S0 document in the center being the pickup point. If it is:

- **available** – the parameter *Process at pickup point* remains checked
- **not available** – the user is asked to confirm the deletion of the warehouse in the order header and of the reservations on its items. Depending on selected option:
 - **YES** – the parameter *Process at pickup point* is checked, the warehouse in the order header and on its subitems is deleted and all reservations are released.

- **NO** – the document is not updated and the parameter *Process at pickup point* is unchecked
- **no warehouse is indicated** (option *<All>* selected) – the system verifies whether the warehouses on orders subitems are available in the center indicated as pickup point:
- **are available or no warehouse is indicated** – the parameter *Process at pickup point* remains checked
- **there is at least one unavailable warehouse** – the system asks to confirm the continuation of the operation with the options described in the previous point

In case of changing the warehouse in the header of a S0 document on which a pickup point of *warehouse/center* type is selected, it is verified whether the parameter *Process at pickup point* is checked on the document – if yes, the system asks to confirm the continuation of the operation. Once the order is accepted, the warehouse is updated in its header and on its subitems and the parameter *Process at pickup point* is unchecked.

Changing the setting of the parameter *Process at pickup point* on a confirmed document

The value of the parameter *Process at pickup point* can be changed on orders with *confirmed* status by an operator who belongs to an operator group with granted permission to edit S0 documents and on orders with *pending* status for which an advance payment was issued but no other document was generated. In case of:

- **unchecking the parameter** – the document is not additionally updated
- **checking the parameter** – the system verifies the compliance of the warehouse (in the case of a pickup

point of *warehouse* type) or its availability for the S0 document in the center associated with the pickup point (in the case of a pickup point of *center* type)

In relation to introducing the above mentioned changes, conditions regarding the **visibility of ZS** have been changed. On the list of sales orders in a given center, documents that fulfill the following conditions, are displayed:

- their owner is a center to which the user is currently logged-in
- their owner is a center subordinated to the center to which the user is currently logged-in
- the current center is attached in the tab *Visibility* on the S0 document in the center that is the owner of the document
- the current center is selected on the S0 as the pickup point
- a warehouse available on the S0 in the current center is selected as the pickup point

Whereas in Comarch POS, on the list of sales orders, documents that fulfill the following conditions, are displayed:

- the document belongs to the current center
- the current center is selected on the S0 as the pickup point
- a warehouse available on the S0 in the current center is selected as the pickup point