

## SOP Courier Link

A utility to export SOP Delivery to CSV file to link with a 3<sup>rd</sup> party Courier solution.

### ➤ **Courier Link - Export Options**

A new menu option named "Courier Link Export Settings" would be added to SOP -> Utilities. Here the user would be prompted to specify the Courier Link Export Settings.

### ➤ **Courier Link – Service Maintenance**

A new menu option named "Courier Service Codes" will be added to the SOP -> Maintenance menu. Selection of this option will invoke a form whereby Service Codes can be defined and maintained. Standard Opera maintenance functionality such as Add, Edit, Delete, Search and Navigation will be provided.

### ➤ **Courier Link – SOP Processing**

SOP – Processing will be modified such that when processing delivery notes (either by creating new delivery notes or by progressing existing documents to delivery notes) in SOP – Processing, the user will be asked to confirm whether a Courier Link export is required or not. If the user selects the no export option, the system will continue to operate as standard. If the Courier Link export option is selected a new bespoke form with the following options will be presented:

**Company Name** – Default to the Sales Ledger account name. Mandatory input required.

**Address 1** – Defaults to delivery address 1, if blank defaults to invoice account address 1. Mandatory input required.

**Address 2** – Defaults to delivery address 2, if blank defaults to invoice account address 2.

**Address 3** – Defaults to delivery address 3, if blank defaults to invoice account address 3. Mandatory input required.

**City or Town** – Defaults to delivery address 4, if blank defaults to invoice account address 4.

**Postal Code** – Defaults to delivery postcode, if blank defaults to invoice account postcode. Mandatory input required.

**Country\Territory** – Defaults to value specified on the sales ledger account EC VAT form. Mandatory input required.

**Contact Name** – Free text entry.

**Contact Telephone** – Defaults to the order contact telephone number specified on the sales ledger account contacts form.

**Customer Ref 1** – Free text entry. Mandatory input required

**Customer Ref 2** – Free text entry. Mandatory input required

**Customer Ref 3** – Free text entry.

**Number of Parcels** – Free text entry.

**Total Weight** – Free text entry. The weight is in Kilograms and this will be an integer value. They don't accept decimals.

**Additional Info** – Free text entry.

**Delivery Description** – Free text entry. Mandatory input required

**Customs Value** – Free text entry.

**Notification SMS** – Free text entry.

**Email Address** - Defaults to the order contact email address specified on the sales ledger account contacts form.

**Service Code** - Allow user to select service code from a drop-down list.

The Courier Link export will create a new CSV file for each delivery processed.

**SOP Courier Link - £450.00**

**Annual Maintenance and Support - £95.00**