# **TrackOnline** Instruction manual retailers

TRACKONLINE developed by BEXTER



### **Objective user manual**

This instruction manual explains all steps required for a retailer to perform all actions expected with regard to CBL from Pool Service.

#### Steps in TrackOnline

- 1. Login
- 2. Stock count
- 3. Transactions
  - a. Overview (incl. Depot plan)
  - b. Actions (confirm transactions)
  - c. Check status transaction
- 4. Orders

## **General information**

An order can have 2 statuses in TrackOnline: Order and Transaction.

- → Orders: All future orders that are not confirmed by Pool Service yet.
- ➔ Transactions: Orders become Transactions after they are confirmed by the planners of Pool Service.

Important: The order and transaction numbers are linked! The place where this can be found in TrackOnline will change.



Next, all steps will be described separately.



## 1. Login

1	Go to: app.trackonline.com
2	Click Sign in
	ů – Elektrik Alektrik – Elektrik
	Τ R A C K O N L I N E
	Sign in
	No account? Start for free No strings attached!
•	
3	Fill in your credentials.
	lf
	If you did not receive any login credentials, please contact Pool Service.
	If you femal your pression of the second strategy of the second of the s
	If you forgot your password, please click "Forgot password?"
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	e-mailadres
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	Bent u uw wachtwoord vergeten?
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	Bexter support login







## 2. Stock count

1	Go to "Balances" (1) and "Stock Counts" (2).
	Click on the line to open the planned stock count (3).
	Out of all of
	Stock count on 1     Lacation     Status     Reference     City     Modified on     T. Type       09/10/2023     RC CoopCodis Deventer     Planned     WI 9-10-2023     Deventer     # Stock count
2	The screen for stock count entry opens. Fill in the amount of pallets.
	<ul> <li>Correct entry goes as follows: <ul> <li>Enter the quantity of pallets for each type of pallet and CBL.</li> <li>The system calculates the amount of trays automatically based on the amount of pallets.</li> <li>A number must be entered in all lines.</li> <li>Fill in a zero when it is not applicable and when it is actually zero.</li> </ul> </li> <li>Currently we have the following inconvenience which will be improved in due course: <ul> <li>In "No load carrier" "0" pieces must be entered. This line should not be visible but unfortunately, is.</li> </ul> </li> </ul>
	MY COMPANY Stock counts WI 11-10-2023
	MANAGE     Details     Transactions     X       72 Transactions     Status     Planned     Stock count history       0 out out     Location     Date     Reference
	RC CoopCodis Deventer, 2710769000002    It/10/2023   Wi 11-10-2023  Stock count by Kees Retailer Kees
	Load carrier     Counted     Item     Counted       h1 pallet     200     cbi11     12800       lop euro     cbi11     12800
	no load carrier cbi11 cbi15
3	When all values have been entered, press "Send". The stock count has now been completed and submitted.
	can reopen this line, make adjustments and press "Send" later on (but no later than 8.00am!).



	chep euro	cb18				
	no load carrier	cbl8				
						Save and close Send
4	After submitting th	ne stock count it wil	l get status	"counted".		
	Stock counts					0
	1 O Planned X Counted X	0 0 To check X Verified X	O ( In dispute X E	D ixpired 🗙		
	Financial responsible responsible	Commercial responsible				
	Existing stock counts Search on location,	reference or city Tags Select				Show processed stock counts
	Stock count on ↓ Location	Status	Reference	City	Modified on T.	Туре
	11/10/2023 RC CoopCodis	Deventer 🔶 Planned	WI 11-10-2023	Deventer	#	Stock count
	10/10/2023 RC CoopCodis	Deventer Processed	73682-2716532119072363	Deventer	10/10/2023,07:06 #	Company stock count
	09/10/2023 RC CoopCodis	Deventer Processed	73640-2716532119072315	Deventer	09/10/2023,06:22 #	Company stock count
5	Contact Pool Serv	vice if you need to a	adjust and a	lready subn	nitted the stoc	k count.



## 3. Transactions

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H	ere you	u fin	d all trar	isac	tions,	which	aret	the co	onfirn	ned (	Orders	by F	Pool S	Servi	ce.	
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2	Opening a	transaction brings	you to the following overv	iew:
	There are	2 options: Approve	or Adjust.	
	1. Ap - Ap - Ent	prove: prove the transactio ter CMR number in	n when no deviation exis "Document no." And click	ts between execution and order. ''approve''.
	- Are	eason code will be a	asked, here you select "S	uccessful".
	Hand out			# 4b 🥐 🕑 🖹 🗙
		From RC CoopCodis Deventer Carrier - (Optional) Select a carrier	To     Bakkerij Dam V.O.F.	
		Date 11/10/2023,00:00	Date counterpart 11/30/2023, 06:00	0
		Document no (Optional)	Number 271075900008240080257 Reference - (Optional) -	
		Notes - (Optional) Enter notes		
		Order number: 2710769000082A0080257		
		Item definition Quantity cbill (Unknown) 1792	Load carrier Quantity	
		Select •		
				Aquit
	2. Adj - Use	ust: e "Adjust" when the	order is not executed acc	cording to plan.
	- Afte	er clicking ''Adjust'' /iation, followed by	please select the appropr "Save and Close".	iate reason code for the
	- Eni	ter document no. (C	CMR nr), notes, quantity C	BL en pallets where a change is
	- Afte	er processing the ch	nanges click "Save and cl	ose".
	Hand out			# 41++* 🖉 🖹 🗙
	i Change due to stock	From		
		RC CoopCodis Deventer Carrier - (Optional) Select a carrier Date	Bakkerig Dam VO.F.      Date counterpart	
		11/10/2023, 00:00 Document no (Opt)(nn.il)	Number	D
		Notes - (Optional)	Reference - (Optional)	
		Enter notes		
		Order number: 2710769000082A0080257 Item definition Quantity	Load carrier Quantity	
		cbl11 (Unknown) 1792 Select •	lipp euro • 28 🗳	
	Cancel adjusting			Sine and close



	CHECK THE STATUS	OF A TRANSACTION										
1	After booking a Trans it has been booked.	action, the status of the Transactions changes depending on who										
	Go to screen Transactions -> Overview											
	Click "Orders processed" (1) to select the orders of the past 30 days.											
	On the left in het filter	screen (2) you may select an exact date.										
	Statuses (3): All open transactions have status: "planned". All approved transactions have status: "Processed" All transactions with a deviation have status: "In dispute" Orders with a deviation will be reviewed by Pool Service and in case of question Pool Service could contact the supplier or retailer.											
	If you made a booking	error, please contact Pool Service.										
	If you made a booking	error, please contact Pool Service.										
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	If you made a booking	error, please contact Pool Service.										



## 4. Orders

All orders i	n the futu	re are	e shown.				
() poolarvica	x					IPP Poolservice	в АСС 🔔 🖭
MY COMPANY	Orders				0		
√ Balances	Filter						
MANAGE	Search	1×1	Existing orders (29)				
≓ Transactions	Search		Order number Reference number	Status	From	То	Date
🛧 Orders !			271076900082A0080248	In review	RC CoopCodis Deventer	W. Heemskerk B.V.	12/10/2023
	From	23	271076900082A0080249	In review	RC CoopCodis Deventer	W. Heemskerk B.V.	12/10/2023
	12/10/2023	00	271076900082A0080250	In review	RC CoopCodis Deventer	W. Heemskerk B.V.	12/10/2023
	12/10/2023	00	2712076000175A0077295.2	Requested	RC CoopCodis Deventer	Zwanenberg Food Group	12/10/2023
	> Locations		2717354000007A0113485.1	Requested	RC CoopCodis Deventer	WSP Food B.V.	12/10/2023
	> Other		2710769000082A0080248.3	Requested	RC CoopCodis Deventer	W. Heemskerk B.V.	12/10/2023
			2710769000082A0080249.3	Requested	RC CoopCodis Deventer	W. Heemskerk B.V.	12/10/2023
			2710769000082A0080268.4	Requested	RC CoopCodis Deventer	Profish Food B.V.	12/10/2023
			2710769000082A0080279.4	<ul> <li>Requested</li> </ul>	RC CoopCodis Deventer	Groenland kip B.V.	12/10/2023
			2710769000082A0080281.5	Requested	RC CoopCodis Deventer	GEBR. VAN BEEK BV	12/10/2023
			2710769000082A0080247.6	<ul> <li>Requested</li> </ul>	RC CoopCodis Deventer	Dutch Grill Specialties BV	12/10/2023
			2717354000007A0113485.1	Requested	RC CoopCodis Deventer	WSP Food B.V.	12/10/2023
C Gurmant (Ulata			2710769000082A0080247.9	Requested	RC CoopCodis Deventer	Dutch Grill Specialties BV	12/10/2023
(c) Support / Help							

