



Megabus Customer Update

Tips, New Features and Troubleshooting on all the key areas in Marlin® GTX and Marlin HR®

Please find below some useful tips for your business. The team at Megabus is here to help you. Please contact me on the number above if you have any concerns or need assistance with your business systems. We will be sending out regular updates so you can make informed decisions on the key areas in your business.



Using the Marlin INBOX

Receiving electronic transactions from your suppliers provides many benefits:

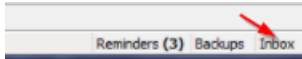
- ✓ The stock item and quantity entered is **accurate**.
- ✓ It is **fast** to enter a transaction as you just update the transaction after comparing it to the delivery
- ✓ Assists in stock **control**.

1. **Receiving Inbox transactions**
2. **Inbox Icons**
3. **Deleting Inbox transactions**
4. **What does ???????? mean?**
5. **Entry Method**
6. **How do I set up electronic transactions from a supplier?**

1. Receiving Inbox transactions

Electronic transactions arrive in the Inbox in Marlin GTX.

The inbox is available in the bottom right-hand corner of your navigator.










Double-click on Inbox to see a list of any electronically delivered items.

Please let me know if you would like to discuss receiving transactions in your inbox. We have an extensive list of suppliers sending electronic transactions.

2. Inbox Icons

If you hover your mouse over the icon, it will give you a brief description of what each icon does.



	Open the highlighted Inbox item , or you can arrow down to the item and press enter or double-click.
	View detailed information of the selected item. Down the bottom of the screen, it will display the Inbox Queue item details: <ul style="list-style-type: none"> • Queue Number • Received date • Queue type – e.g., Invoice • Source – e.g., supplier • Details – e.g., reference number
	Find an Inbox item or press Ctrl – F
	<input checked="" type="checkbox"/> Show inbox list in Received Date order <input type="checkbox"/> Show inbox list in Source order <input type="checkbox"/> Show inbox list Transaction Type order <input type="checkbox"/> Show inbox list Details order
	Delete the highlighted Inbox item
	Restore a deleted Inbox item
	Print transaction queue item This will show you the details of the Inbox item, e.g., Product description, qty, price etc. You can open up the transaction as well but if the stock hasn't arrived you will need to void the transaction until you are ready to enter the stock.

3. Deleting Inbox transactions

Click on the **X** to delete an item in your Inbox.

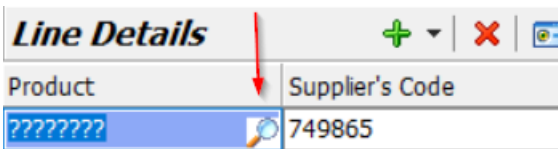
Why? A sales staff member may have entered the transaction manually in purchase entry.



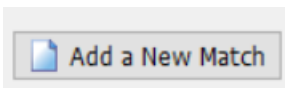
4. What does ???????? mean?

The ???????? indicates that the catalogue number from your supplier has not matched to a product in your stock file.

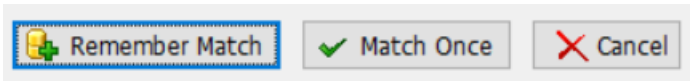
Click on the icon below to look for any other matches



Click on **Add a New Match** (bottom right-hand corner) if you want to match to a product in your stock file



You are then asked to choose between these options:



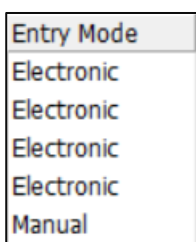
	If you want the system to remember that, on invoices from this supplier, this catalogue number matches to this new product code then click the 'Remember Match' button
	If you want it to match to this product code for this time only, use the 'Match Once' button. This match will be remembered.

5. Entry Method

When viewing a transaction in supplier maintenance, you can tell if it was entered manually (in purchase entry) or electronically (via the Inbox)

Select **Main | Suppliers | Manage Suppliers**, select the supplier and then click on the Transaction tab.

The **Entry mode** column will indicate whether the transaction was manual or electronic.



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