

Email send on receive stock

This will only work with Stock Receive lines that are linked to a Job.

Any item that is flagged for sending an email to a customer based on the job number

Setup of items flagged for Receive stock emailing

Inventory Module > Configuration > Extra Details

Enable the stock item to allow an email to be sent to the customer of the job line.

- Double click on the item to open and under the **Extra Details** tab, tick the "**Send Receive Stock Email**" box
- Click "Save"

The screenshot shows the 'Edit Inventory Item' window with the 'Extra Details' tab selected. The 'Inventory Code' is '00-1000' and the 'Description' is 'African Daisy Seed'. The 'Send Receive Stock Email' checkbox is highlighted with a red box.

Edit Inventory Item

Inventory Detail

Attachment Memo Info Suppliers Warehouses Alerts Inventory Overview Functions Close

Inventory Code: 00-1000 Description: African Daisy Seed

General Details More Details **Extra Details** Pricing Levels Properties Comment / Replace Custom Fields

Width: Height: Length:

Cut Length: 1 Task Hide Line: Invoice Value Summary:

Wastage Item: Quantity: Length: Weight: Width: Height: Ratio: Other:

Label: African Daisy Seed 18 Print WHS Label:

VSDC Item Type: Project: Origin Country: Division: VSDC Packing Unit: Shelf Life: - Days

Weight per Unit: 0 Weight Ratio:

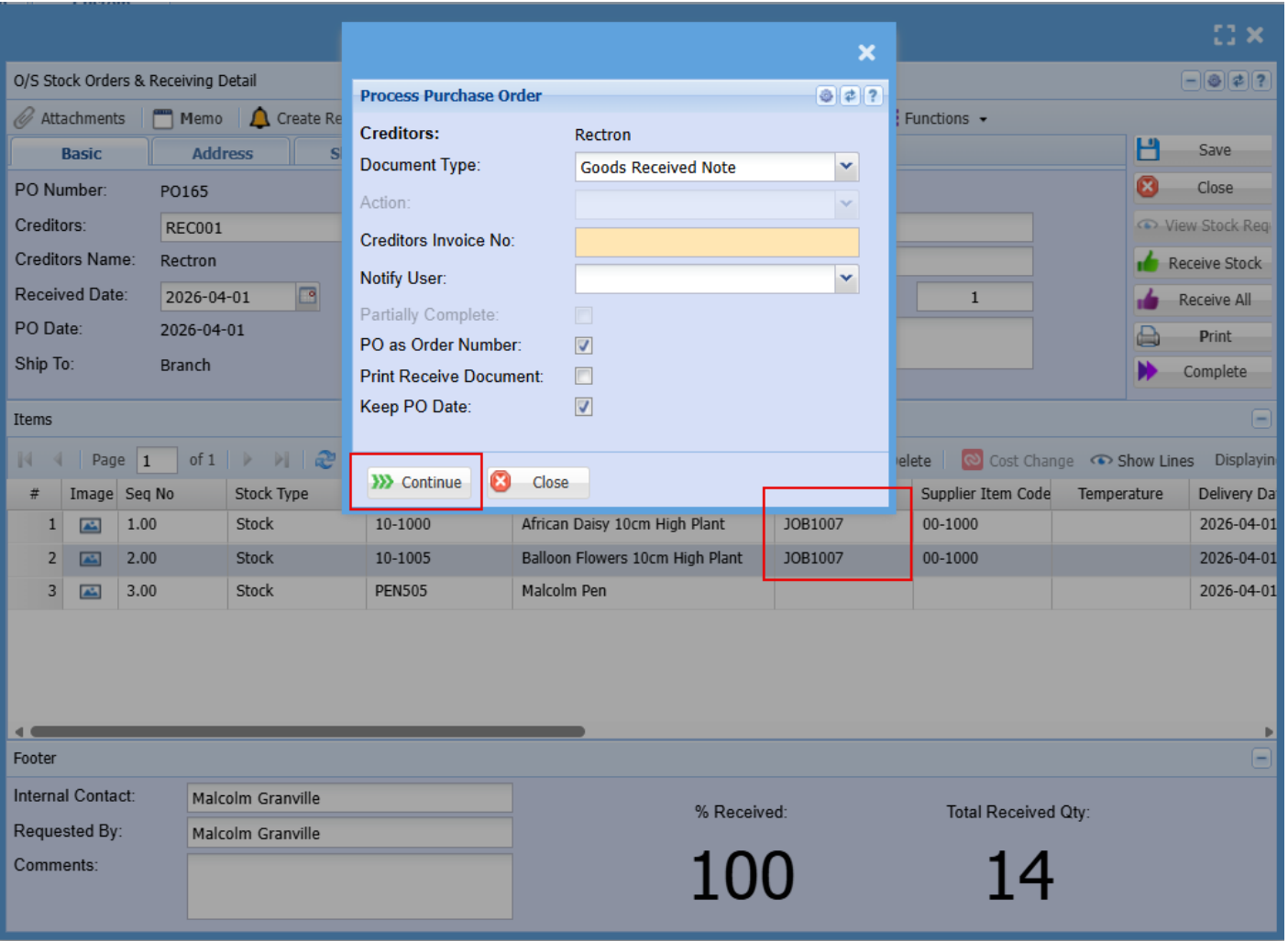
Send Receive Stock Email:

Save & New Save & Close Save Close Recalculate Item

On complete of receive stock, an email will be sent to the customer notifying them that stock has been received.

Only the items with job numbers will be sent.

The customer will receive one email with information on the items received that were flagged for Receive stock email.



Email template

The email template is found in CRM, Configuration setup called Email templates

The type if Receive stock job email

CRM

Configuration

- Check List Template Setup
- Check List Groups
- Check List Questions
- Interaction Types
- Website Support Groups
- Website Support Forms
- Support Log Ticket Setup
- Contract Maintenance
- Time Tracker Config
- Inventory Setup
- Debtors Setup
- Build Task Setup
- Quote Template Setup
- Expense Setup
- Sales Lead Setup
- Email Templates

Email Template Letters

Search

Add

Edit

Delete

Print

Code:

Email Type:

All

All

Customers

Suppliers

Job Management

Job Receive Stock

Description:

Active:

☒

Page 1 of 1

Remove Paging:

☐

#	Code	Description	Type	Active
1	Newsletter Oct 2024	Barcode Products Newsletter Oct 2024	Customers	Yes
2	Nov 2024 Newsletter	Barcode Productions Nov 2024 Newsletter	Customers	Yes
3	ChrisImageTest	See if images are saved	Customers	Yes
4	Newsletter October	The Flower Co. - October Newsletter	Customers	Yes
5	Job Template 1	Job Template One	Job Management	Yes
6	Customer Notify	Customer Notify of stock received	Job Receive Stock	Yes

New type for Receive Stock Job line email

Email Template Letters

Search

Add

Edit

Delete

Print

Code:

Email Type:

All

Description:

Active:

☒

Page 1 of 1

Remove Paging:

☐

#	Code	Description	Type	Active
1	Newsletter Oct 2024	Barcode Products Newsletter Oct 2024	Customers	Yes
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3	ChrisImageTest	See if images are saved	Customers	Yes
4	Newsletter October	The Flower Co. - October Newsletter	Customers	Yes
5	Job Template 1	Job Template One	Job Management	Yes
6	Customer Notify	Customer Notify of stock received	Job Receive Stock	Yes

Setup default email template for system

This dropdown will only look at types: Receive Stock Job Line

System Configurati...

Administration

Company Profiles

Defaults

Financial Periods Setup

Backups

Multicurrency

Multilingual

Custom Fields

Reference Values

Custom Period Setup

Imports

Emailing Schedule Setup

Export Schedule

General

General Ledger Lin...

Security

Reports

System Defaults

Save

Please Note: Remember to save your default setting before leaving this window.

System Defaults

General Ledger

Debtors

Creditors

Inventory

Webatar

Asset

Default Item:

Doc Import Supplier:

Statement Defaults.

Creditors Statements: ☐ Normal ☒ Open Items

View Type:

Print Type: Detail

Creditor Payments Defaults.

GL Bank Account:

CashBook Type:

Creditor Cash Book Export Format.

Export Bank Format:

Set PO to update supplier cost when authorized

Update Supplier Cost On Authorized: ☐

Activate warning for PO with no Job No

Activate Warning: ☐

Collect Button Text

Address Line 1: To be Collected

Address Line 2:

Shipping Supplier

Shipping Supplier:

PO Receive Stock Line Email Template

Stock Receive Email Template: Customer Notify of stock received

Email will go to two people

1. Default contact person of Job
2. Job Manager

Manage Job

Search

Memo

Attachments

Create Reminder

Info

Workflow

Ready For Invoice

Functions

View Doc

Print Doc

Print

Print Reports

Save

Close

JOB1007

Started

ABC Company

Days to Completion: -1575

Header

All Job Lines

Stock

Service

Custom

Tasks

Basic

Filter

Functions

Date Details

Address

Shipping / Link

Progress

Custom

Address Type: Physical

Address 1: 111 Moorhouse street

Address 2: Christchurch

Address 3: Canterbury

Address 4: New Zealand

Postal Code: 8001

Contact Person: John Doe - 021 456 8523

Contact No: 022 123 4569

Division: Executive Division

Region: Auckland

Invoice Group: Commercial

Project:

Manage

Sales Docs

Purchase Docs

Scheduling

Work Flow

Resources

Reminders

Vehicle Assign

Job Team

Alerts

Team: Team 1

Use Team only:

Job Manager: Peter Smit

Job Capturer: Malcolm Granville

Acct. Manager:

Billing Dept.:

Available

Page 1 of 1

Displaying 1 - 32 of 32

User Name	Prefix
Acck Support	ACCK
Andrew Robbie	AR
Asset Management	AM
Barcode Count	BR
Charlotte Lockhart	

Selected

Page 1 of 1

Displaying 1 - 3 of 3

User Name	Prefix
Chris Stone	CS
Craig B	CB
Faheema Granville	

Revision #6

Created 1 April 2026 01:26:03 by Malcolm

Updated 8 April 2026 01:40:10 by Pamela