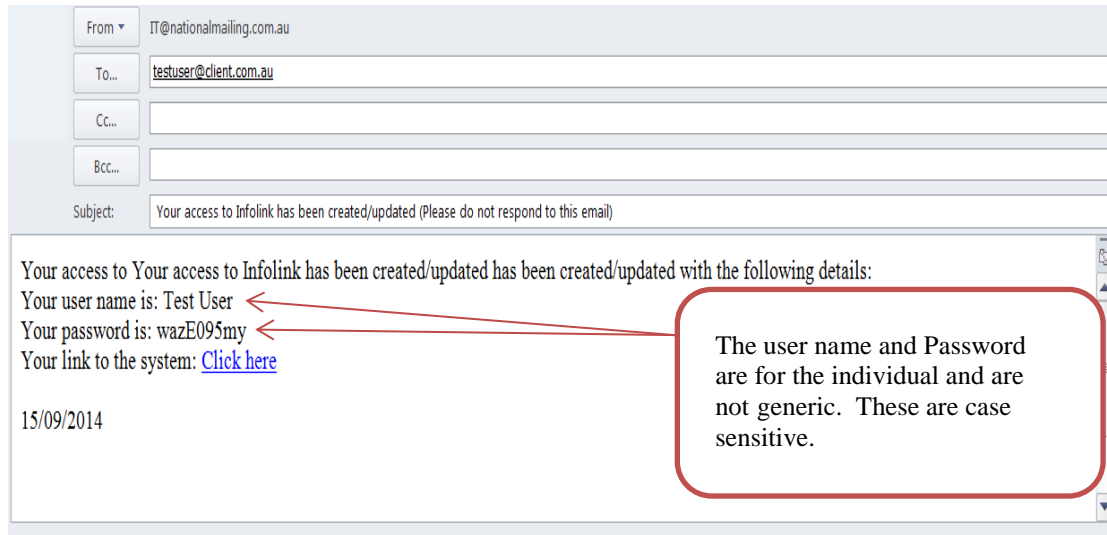
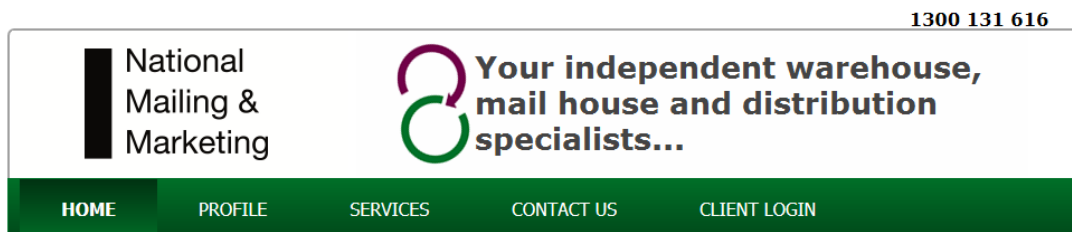


The Online Reports are designed to provide our clients with access to their product and order information. To access all reports you need to go onto the Infolink site and follow the below information.

1. Upon access request, each user will receive an email from [IT@nationalmailing.com.au](mailto:IT@nationalmailing.com.au) . This email will have a personalised user name, password and link to the NMM ordering site.



2. To open Infolink click on the link to the system taking you to the NMM website Home page. Select the Client Login tab.




## Welcome to NMM


Watch Us In Action...

3. Enter in your username and password as provided in your email. Remember that you must enter these in exactly as provided.

1300 131 616



National  
Mailing &  
Marketing



**Your independent warehouse,  
mail house and distribution  
specialists...**

HOME    PROFILE    SERVICES    CONTACT US    CLIENT LOGIN

## NMM Customer Login

**LOGIN to ClientSite**

User Name:\*

Password:\*


Remember me next time.



4. The Home page will appear. From here you can select what you wish to do by either selecting the hyperlink listed down the page or the tabs listed across the page.

- The Ordering Tab provides access to all available warehouse products held at National Mailing and Marketing.
- The Reports Tab provides a range of reports relating or orders, packaging, stock usage and history.
- The Online Advance Delivery Notification form (ADN) is an electronic form used to provide NMM with information about incoming stock for storage or mailouts.

Your independent warehouse,  
mail house and distribution  
specialists...

 [Log off](#)  
9:48:37 AM

[Home](#) [Ordering](#) [Reporting](#) [Helpdesk](#) [ADN Form](#) Welcome, [Ali Don](#)

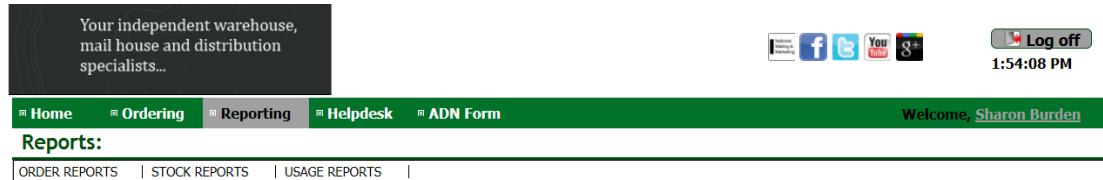
**Home**

**Welcome to NMM infolink - Online Order & Reporting System**  
In this system, you can do the following tasks:

- [Generate an Order](#)
- [Access Reports](#)
- [Helpdesk Assistance](#)
- [Online Advance Delivery Notification Form \(ADN\)](#)  
(MUST BE COMPLETED) before sending stock to the NMM warehouse.



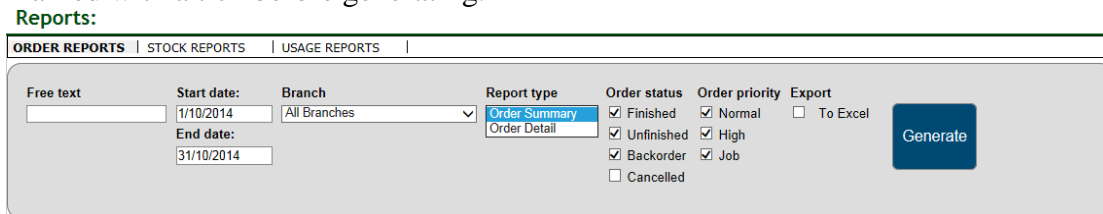
5. To view all reports select the REPORT tab. The reports available to you are sorted under three headings.



Each individual report can be viewed in the dropdown list REPORT TYPE  
Each individual report can be viewed in EXCEL

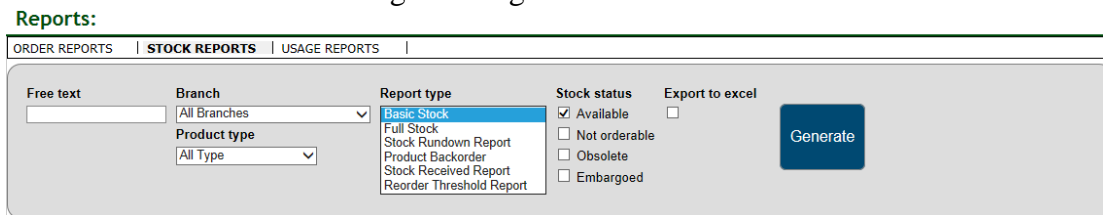
### Order Reports

Each Order report can include various order status, to include ensure tick boxes are marked with a tick before generating.



### Stock Reports

Each Stock report can include various stock status results, to include ensure tick boxes are marked with a tick before generating.



## Usage Reports

Each Stock report can include various stock status results, to include ensure tick boxes are marked with a tick before generating.

### Reports:

ORDER REPORTS	STOCK REPORTS	<b>USAGE REPORTS</b>		
Free text <input type="text"/>	Branch All Branches	Report type Orders By Product Orders By Packaging Usage History by Product Aggregate Usage History Organisation Usage by State Organisation Usage By OrgType and State Advanced Aggregate Usage Report	Stock status <input checked="" type="checkbox"/> Available <input type="checkbox"/> Not orderable <input type="checkbox"/> Obsolete <input type="checkbox"/> Embargoed	Export to excel <input type="checkbox"/> <input type="button" value="Generate"/>




---

**STOCK REPORTS**

The BASIC STOCK REPORT:

This provides basic quick reference information on products. It covers the following information Client ID, Product Image, Product Name & Description, Product Owner and Product Type. It provides the current stock available in the warehouse for ordering and whether the product is actually available for ordering. \*\*

**Reports:**

Image	Product description	Product type	Product status	Qty available
	<b>NMM ID:</b> CAN0112 <b>ClientID:</b> 0112 <b>Owner:</b> Candida <b>Description:</b> 0112 DL Plainface Secretive Self Seal	Envelope	Available	81,000
	<b>NMM ID:</b> CAN0119 <b>ClientID:</b> 0119 <b>Owner:</b> Candida <b>Description:</b> DL Windowface Secretive Self Seal	Envelope	Available	93,000
	<b>NMM ID:</b> CAN0122 <b>ClientID:</b> 0122 <b>Owner:</b> Candida <b>Description:</b> DL Plainface Secretive Lick & Stick	Envelope	Available	11,500

Free text	Branch	Report type	Stock status	Export to excel	<b>Generate</b>
<input type="text"/>	All Branches	Basic Stock	<input checked="" type="checkbox"/> Available	<input type="checkbox"/>	
	Product type		<input type="checkbox"/> Not orderable		
	All Type		<input type="checkbox"/> Obsolete		
			<input type="checkbox"/> Embargoed		

\*\*The Quantity available on this report includes any stock that is on hold or in lost until removed.

The FULL STOCK REPORT:

This report provides a large amount of summary data for each product. It can be used to provide a vast snapshot of a product from the number of pallet spaces it occupies in the warehouse to the quantities first and last received, the amount dispatched and the quantity on backorder. Other features include the re-order and tele-service amounts and client email contact. All figures are updated in real-time.

**Reports:**

ORDER REPORTS | **STOCK REPORTS** | USAGE REPORTS

Free text:

Branch: All Branches

Report type: Full Stock

Product type: All Type

Stock status:  Available,  Not orderable,  Obsolete,  Embargoed

Export to excel:

**Generate**

Show 50 entries

Image	Product description	Product type	Product status	Qty available	First received date	Last received date	Movement
	<b>NMM ID:</b> CAN0112 <b>ClientID:</b> 0112 <b>Owner:</b> Candida <b>Description:</b> 0112 DL Plainface Secretive Self Seal	Envelope	Available	81,000	1/05/2013	8/08/2014	<a href="#">Movement</a>
	<b>NMM ID:</b> CAN0119 <b>ClientID:</b> 0119 <b>Owner:</b> Candida <b>Description:</b> DL Windowface Secretive Self Seal	Envelope	Available	93,000	1/05/2013	1/09/2014	<a href="#">Movement</a>

Expandable screen view

	<b>NMM ID:</b> CAN0112 <b>ClientID:</b> 0112 <b>Owner:</b> Candida <b>Description:</b> 0112 DL Plainface Secretive Self Seal	Envelope	Available	81,000	1/05/2013	8/08/2014	<a href="#">Movement</a>
<b>Owner:</b>	Candida	<b>Last Ordered:</b>	30/10/2014	<b>Qty Ordered:</b>	525,000	<b>Stock Destruction Date:</b>	
<b>Contact Email:</b>		<b>Reorder Level:</b>	30,000	<b>Qty Backorder:</b>		<b>Qty First Received:</b> 60,000	
<b>Number of Pallets:</b>	2	<b>Teleservice Limit:</b>		<b>Qty Committed:</b>		<b>Qty Last Received:</b> 6,000	
<b>Weight:</b>	0.000	<b>Last Stocktake:</b>		<b>Stock Variance:</b>		<b>Qty Total Received:</b> 606,000	

Free text:

Branch:

Report type:

Stock status:  Available,  Not orderable,  Obsolete,  Embargoed

Export to excel:

Product type:

**Generate**

This report can be exported to Excel and will show all products available. To view obsolete, embargoed and Not Orderable products use the tick box before selecting search. You can search this report using Product Code, Description, Product Type or Product Owner. If exported to excel the hyperlink is lost.

Minimum Stock Level:

Date of last order placed:

Quantity of stock on hand / available for ordering at time of report being ran:

First entry of stock into WMS\*\*:

Most recent stock receipt date:

Shows 50 entries. Navigation: First, Previous, 1, 2, Next, Last. Showing 1 to 50 of 83 entries.

Image	Product description	Product type	Product status	Qty available	First received date	Last received date	Movement
	ClientID: NMM001 Owner: Description: NMM Brochure	DVD	Available	2,570	21/03/2011	10/12/2013	<a href="#">Movement</a>

<b>Owner:</b>	<b>Last Ordered:</b> 25/09/2014	<b>Qty Ordered:</b> 13,512	<b>Stock Destruction Date:</b>
<b>Contact Email:</b>	<b>Reorder Level:</b> 1,500	<b>Qty Backorder:</b> 0	<b>Qty First Received:</b> 2,991
<b>Number of Pallets:</b> 2	<b>Teleservice Limit:</b> 10	<b>Qty Committed:</b> 0	<b>Qty Last Received:</b> 175
<b>Weight:</b> 027	<b>Last Stocktake:</b> 23/07/2014	<b>Stock Variance:</b> 22	<b>Qty Total Received:</b> 8,215

Number of pallet spaces this product occupies at NMM warehouse.

Weight of 1 publication in Kgs

Maximum order quantity

Date of Last Stocktake

Total Qty of product currently on backorder.

Difference in stock amount at last stocktake

Total Qty of product currently committed to orders.

Total Qty of product ordered since first received into NMM warehouse.

Total Qty of product received into NMM warehouse

Takes you to a detailed list of product movements

Date of destruction of stock

First entry quantity into WMS

Most recent stock quantity received into the warehouse

\*\*The First Received into warehouse is the first entry of stock into the warehouse management system. This can include transfer of stock holding from Atlas or purchase order receipt.



## The ORDER SUMMARY REPORT

This report provides summary information for each order placed for a branch or a division. It would be best used to extract information about who and where an order went to, the method of despatch, the time of despatch and the cost of the order to the client. In excel format, the report provides a useful basis to establish ordering trends relating to, for example, geographical location, organisation or user defined data captured at order entry.

### Reports:

ORDER REPORTS   STOCK REPORTS   USAGE REPORTS										
Free text	Start date:	Branch	Report type	Order status	Order priority	Export				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Finished	<input checked="" type="checkbox"/> Normal	<input type="checkbox"/> To Excel	<input type="button" value="Generate"/>			
	End date:			<input checked="" type="checkbox"/> Unfinished	<input checked="" type="checkbox"/> High					
	<input type="text"/>			<input checked="" type="checkbox"/> Backorder	<input checked="" type="checkbox"/> Job					
				<input type="checkbox"/> Cancelled						
Show <input type="text" value="50"/> entries										
Order No.	Web reference	Bill to	Order status	Order priority	Date ordered	Date despatched	Qty ordered	Qty supplied	State	
+ 650599	PAM535706	Cybersmart Orderable	Finished	Normal	1/09/2014	2/09/2014	27	27	QLD	
+ 650600	PAM535707	Cybersmart Orderable	Finished	Normal	1/09/2014	2/09/2014	10	10	SA	
+ 650839	PAM535944	Cybersmart Orderable	Finished	Normal	2/09/2014	2/09/2014	21	21	QLD	

## Expandable screen views

### Reports:

ORDER REPORTS   STOCK REPORTS   USAGE REPORTS																																																		
Free text	Start date:	Branch	Report type	Order status	Order priority	Export																																												
<input type="text" value="national"/>	<input type="text" value="1/10/2014"/>	<input type="text" value="All Branches"/>	<input type="text" value="Order Summary"/>	<input checked="" type="checkbox"/> Finished	<input checked="" type="checkbox"/> Normal	<input type="checkbox"/> To Excel	<input type="button" value="Generate"/>																																											
	End date:			<input checked="" type="checkbox"/> Unfinished	<input checked="" type="checkbox"/> High																																													
	<input type="text" value="31/10/2014"/>			<input checked="" type="checkbox"/> Backorder	<input checked="" type="checkbox"/> Job																																													
				<input type="checkbox"/> Cancelled																																														
Show <input type="text" value="50"/> entries																																																		
Order No.	Web reference	Bill to	Ls	Order status	Order priority	Date ordered	Date despatched	Qty ordered	Qty supplied	KPI hh:mm	State																																							
- 658565	PCAS42986	Candida	1	Finished	Normal	3/10/2014	3/10/2014	9250	9250	0:22	-- SELECT																																							
<table border="1"> <tr><td>Name:</td><td>Peter Terho</td></tr> <tr><td>Organisation:</td><td>National Mailing &amp; Marketing</td></tr> <tr><td>Address1:</td><td></td></tr> <tr><td>Address2:</td><td></td></tr> <tr><td>Suburb:</td><td></td></tr> <tr><td>State:</td><td>-- SELECT</td></tr> <tr><td>Postcode:</td><td>0000</td></tr> <tr><td>Country:</td><td></td></tr> <tr><td>Phone:</td><td></td></tr> <tr><td>OrderMethod:</td><td>Email</td></tr> <tr><td>Del Ins 1:</td><td>PO6763/38247-CASA</td></tr> <tr><td>Del Ins 2:</td><td>SA084740</td></tr> <tr><td>User Data 1:</td><td></td></tr> <tr><td>User Data 2:</td><td></td></tr> <tr><td>User Data 3:</td><td></td></tr> <tr><td>Carrier</td><td></td></tr> <tr><td>Issue Charge</td><td>\$0.00</td></tr> <tr><td>Processing Cost</td><td>\$0.00</td></tr> <tr><td>Delivery Cost</td><td>\$0.00</td></tr> <tr><td>Packing Methods</td><td>1x Nil Charge</td></tr> </table>											Name:	Peter Terho	Organisation:	National Mailing & Marketing	Address1:		Address2:		Suburb:		State:	-- SELECT	Postcode:	0000	Country:		Phone:		OrderMethod:	Email	Del Ins 1:	PO6763/38247-CASA	Del Ins 2:	SA084740	User Data 1:		User Data 2:		User Data 3:		Carrier		Issue Charge	\$0.00	Processing Cost	\$0.00	Delivery Cost	\$0.00	Packing Methods	1x Nil Charge
Name:	Peter Terho																																																	
Organisation:	National Mailing & Marketing																																																	
Address1:																																																		
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State:	-- SELECT																																																	
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Country:																																																		
Phone:																																																		
OrderMethod:	Email																																																	
Del Ins 1:	PO6763/38247-CASA																																																	
Del Ins 2:	SA084740																																																	
User Data 1:																																																		
User Data 2:																																																		
User Data 3:																																																		
Carrier																																																		
Issue Charge	\$0.00																																																	
Processing Cost	\$0.00																																																	
Delivery Cost	\$0.00																																																	
Packing Methods	1x Nil Charge																																																	

Order Status Options:  
**Ready for Picking (Order in system)**  
**Picking Slip Printed (Order is being packed)**  
**Ready to Print Invoice (Order has been dispatched)**  
**Finished (Dispatch confirmed by system)**  
**Backorder (All items on order are backordered)**  
**Cancelled (Order has been cancelled)**

Order number generated by Pronto Warehousing System. It's used as main reference for order editing and tracking.

Unique reference applied to each order at the time of submitting. Web Receipt is Hyperlinked to Order Detail report

Options : **Normal, High**

This report can be exported to Excel and will show all orders. It is run by date range; you must enter in the start date and end date in the format dd/mm/yyyy, then click on search. You can search this report using a search term based on order number, web receipt, organisation or address. You can't search by product code in this report.

**ORDER REPORTS** | STOCK REPORTS | USAGE REPORTS |

Free text:

Start date:  End date:

Branch:

Report type:

Order status:  Finished  Unfinished  Backorder  Cancelled

Order priority:  Normal  High  Job

Export:  To Excel

**Generate**

Show  entries

First Previous 1 2 3 Next Last Showing 1 to 50 of 124 entries

Order No.	Web reference	Bill to	Order status	Order priority	Date ordered	Date despatched	Qty ordered	Qty supplied	State
650599	PAM535706	Cybersmart Orderable	Finished	Normal	1/09/2014	2/09/2014	27	27	QLD

**Name:**  
**Organisation:** STUDENT  
**Address1:**  
**Address2:**  
**Suburb:**  
**State:** QLD  
**Postcode:** 4051  
**Country:**  
**Phone:**  
**OrderMethod:** Call Centre - Email  
**Del Ins 1:**  
**Del Ins 2:**  
**User Data 1:** General Public  
**User Data 2:**  
**User Data 3:**  
**Carrier:** Australia Post  
**Issue Charge:** \$2.00  
**Processing Cost:** \$3.94  
**Delivery Cost:** \$12.78  
**Packing Methods:** 1x J7 Jiffy

Name and address information.

How the order was received.  
Options: **Phone, Mail, Email, Fax, Web, Call Centre**

Delivery Instructions captured at order entry.

User defined data. Variable by client. Captured at order entry

Options: **Australia Post, Road Freight, Air Freight, Local Delivery**  
The service the packages was sent with

Cost to client for the order.

Cumulative total of all products ordered and supplied for this order. Difference shown when stock not available

An optional per item charge can be applied to products. Displayed on Order Summary and Detail Reports.

Packaging type the order has been packed into

**The ORDER DETAIL REPORT**

This report allows the user to view full order details for a date range. If manipulated in excel format the report can offer everything that the Order Summary offers plus a range of product information including the ability to determine the usage of product/s. The report offers link-through capabilities to allow the user to link directly to a full stock report for a product listed on an order.

**Reports:**

Order No.	Web reference	Bill to	Ls	Order status	Order priority	Date ordered	Date despatched	Qty ordered	Qty supplied	KPI hh:mm	State
+ 658565	PCAS42986	Candida	1	Finished	Normal	3/10/2014	3/10/2014	9250	9250	0:22	-- SELECT
+ 659418	PCAS43656	Candida	1	Finished	Normal	8/10/2014	9/10/2014	18000	18000	16:05	-- SELECT
+ 659733	PCAS43968	Candida	1	Finished	Normal	10/10/2014	10/10/2014	250	250	0:15	-- SELECT
+ 659806	PCAS44041	Candida	1	Finished	Normal	10/10/2014	10/10/2014	14000	14000	0:19	-- SELECT
+ 660758	PCAS44848	Candida	1	Finished	Normal	14/10/2014	15/10/2014	3000	3000	14:58	-- SELECT
+ 660862	PCAS44952	Candida	1	Finished	Normal	15/10/2014	15/10/2014	750	750	1:21	-- SELECT
+ 661195	PCAS45282	Candida	1	Finished	Normal	16/10/2014	16/10/2014	1500	1500	1:06	-- SELECT
+ 661769	PCAS45701	Candida	1	Finished	Normal	17/10/2014	20/10/2014	500	500	63:35	-- SELECT
+ 662159	PCAS46088	Candida	1	Finished	Normal	21/10/2014	21/10/2014	2000	2000	0:25	-- SELECT

**Expandable screen views**

Client ID	Description	Owner	Type	Qty Ordered	Qty Supplied	Amount	Dist
ACMA131A.1311	SO YOU GOT NAKED ONLINE? (A5)	Cybersmart Orderable	Brochure	2	2		Mail
ACMA010B.1204	WHO WILL FIND WHAT YOU POST ONLINE? THINK BEFORE YOU POST (A2)	Cybersmart Orderable	Poster	2	2		Mail
ACMA106A.1210	SET x 6 - ZIPPEP'S ASTRO CIRCUS - THINK POSTER SET (A3)	Cybersmart Orderable	Poster	2	2		Mail
ACMA008A.1006	LET'S FIGHT IT TOGETHER - DVD IN CARDBOARD SLEEVE	Cybersmart Orderable	DVD	2	2		Mail
ACMA083A.1106	TAGGED PROMOTIONAL FLYER (Only send when Tagged DVD's ordered) 1 PER TOTAL ORDER	Cybersmart Orderable	Flyer	1	1		Mail
ACMA081B.1303	TAGGED DVD IN PLASTIC CASE (ATOM AWARDS WINNER 2012) (Include 1 copy AU0117) 1 PER TOTAL ORDER	Cybersmart Orderable	DVD	2	2		Mail
ACMA082B.1303	TAGGED DVD IN CARDBOARD SLEEVE (ATOM AWARDS WINNER 2012) (Include 1 copy AU0117) 1 PER TOTAL ORDER	Cybersmart Orderable	DVD	2	2		Mail
ACMA016A.0000	CYBERSMART FEEDBACK FORM	Cybersmart Orderable	Form	4	4		Print on Demand
ACMA130A.1308	CYBERSMART LOGO BRANDED MAGNET	Cybersmart Orderable	Magnet	10	10		Mail
ZJ7J		Special		1	1	\$3.94	
	Freight Charge			1	1	\$12.78	
		Issue Charge					\$2.00

---

ORDER REPORTS	STOCK REPORTS	USAGE REPORTS					
<b>Free text</b> <input type="text"/>	<b>Start date:</b> <input type="text" value="1/09/2014"/> <b>End date:</b> <input type="text" value="26/09/2014"/>	<b>Branch</b> <input type="text" value="All Branches"/>	<b>Report type</b> <input type="text" value="Order Detail"/>	<b>Order status</b> <input checked="" type="checkbox"/> Finished <input checked="" type="checkbox"/> Unfinished <input checked="" type="checkbox"/> Backorder <input type="checkbox"/> Cancelled	<b>Order priority</b> <input checked="" type="checkbox"/> Normal <input checked="" type="checkbox"/> High <input checked="" type="checkbox"/> Job	<b>Export</b> <input type="checkbox"/> To Excel	<b>Generate</b>

This report can be exported to Excel and will show all orders. It is run by date range; you must enter in the start date and end date in the format dd/mm/yyyy, then click on search. You can search this report using a search term based on order number and product code, web receipt, organisation or address.

Show  entries First Previous **1** 2 3 Next Last Showing 1 to 50 of 124 entries

Order No.	Web reference	Bill to	Order status	Order priority	Date ordered	Date despatched	Qty ordered	Qty supplied	State
- 650599	PAM535706	Cybersmart Orderable	Finished	Normal	1/09/2014	2/09/2014	27	27	QLD

Name:	Client ID	Description	Owner	Type	Qty Ordered	Qty Supplied	Am
<b>Organisation:</b> STUDENT	ACMA131A.1311	SO YOU GOT NAKED ONLINE? (A5)	Cybersmart Orderable	Brochure	2	2	
<b>Address1:</b>	ACMA010B.1204	WHO WILL FIND WHAT YOU POST ONLINE? THINK BEFORE YOU POST (A2)	Cybersmart Orderable	Poster	2	2	
<b>Address2:</b>	ACMA106A.1210	SET x 6 - ZIPPEP'S ASTRO CIRCUS - THINK POSTER SET (A3)	Cybersmart Orderable	Poster	2	2	Mail
<b>Suburb:</b> GAYTHORNE	ACMA008A.1006	LET'S FIGHT IT TOGETHER - DVD IN CARDBOARD SLEEVE	Cybersmart Orderable	DVD	2	2	Mail
<b>State:</b> QLD	ACMA083A.1106	TAGGED PROMOTIONAL FLYER (Only send when Tagged DVD's ordered) 1 PER TOTAL ORDER	Cybersmart Orderable	Flyer	1	1	Mail
<b>Postcode:</b> 4051	ACMA081B.1303	TAGGED DVD IN PLASTIC CASE (ATOM AWARDS WINNER 2012) (Include 1 copy AU0117) 1 PER TOTAL ORDER	Cybersmart Orderable	DVD	2	2	Mail
<b>Country:</b>	ACMA082B.1303	TAGGED DVD IN CARDBOARD SLEEVE (ATOM AWARDS WINNER 2012) (Include 1 copy AU0117) 1 PER TOTAL ORDER	Cybersmart Orderable	DVD	2	2	Mail
<b>Phone:</b>	ACMA016A.0000	CYBERSMART FEEDBACK FORM	Cybersmart Orderable	Form	4	4	Print on Demand
<b>OrderMethod:</b> Call Centre - Email	ACMA130A.1308	CYBERSMART LOGO BRANDED MAGNET	Cybersmart Orderable	Magnet	10	10	Mail
<b>Del Ins 1:</b>	ZJ7J		Special		1	1	\$3.94
<b>Del Ins 2:</b>	Freight Charge				1	1	\$12.78
<b>User Data 1:</b> General Public	Issue Charge						\$2.00
<b>User Data 2:</b>							
<b>User Data 3:</b>							
<b>Carrier:</b> Australia Post							
<b>Issue Charge:</b> \$2.00							
<b>Processing Cost:</b> \$3.94							
<b>Delivery Cost:</b> \$12.78							
<b>Packing Methods:</b> 1x J7 Jiffy							

Individual total of all products ordered and supplied for this order. Difference shown when stock not available

Order detail report offers order information from the order summary and combines it with information about specific products on the order.

The ORDERS BY PRODUCT REPORT

This report provides a snapshot of the number of orders that have been despatched for a product.

Reports:

ORDER REPORTS | STOCK REPORTS | **USAGE REPORTS**

Free text:

Branch: All Branches

Report type: Orders By Product

Product type: All Type

Start date: 1/10/2014

End date: 31/10/2014

Stock status:  Available,  Not orderable,  Obsolete,  Embargoed

Export to excel:

**Generate**

This report allows the option to include products that are not Orderable, Obsolete or under embargo. It can be exported to Excel. It is run by date range; you must enter in the start date and end date in the format dd/mm/yyyy, then click on search. You can target your search for specific Products or Descriptions.

Total number of orders placed for this stock item.

ORDER REPORTS | STOCK REPORTS | **USAGE REPORTS**

Free text:

Branch: All Branches

Report type: Orders By Product

Product type: All Type

Start date: 1/09/2014

End date: 26/09/2014

Stock status:  Available,  Not orderable,  Obsolete,  Embargoed

Export to excel:

**Generate**

Show 50 entries

First Previous 1 2 3 4 5 Next Last Showing 1 to 50 of 384 entries

NMM ID	Client ID	Product owner	Product description	Product type	Product status	Qty Available	Order No.	Order Qty
AB0033	ABH133	Aust.Better Health Init.	Go For 2 Fruit and 5 Veg (B5 Booklet)	Book	Available	154663	17	780
AB0034	ABH134	Aust.Better Health Init.	Time To Take Some Healthy Measures (A2 Poster - Women)	Poster	Available	4678	8	27
AB0035	ABH135	Aust.Better Health Init.	Time To Take Some Healthy Measures (A2 Poster - Men)	Poster	Available	5218	8	27
AG0085	AG72	Alcohol Guidelines	National Alcohol Strategy 2006- 2009/Towards Safer Drinking Cultures (A4 39pg Book ISBN 1741860512) (AG0125 Must Be Inserted)	Book	Available	2163	1	3
AG0101	AG88	Alcohol Guidelines	ADIN University Counsellors Pen	Stationery	Available	16617	27	2684
AG0118	DS10A	Alcohol Guidelines	AUSTRALIAN GUIDELINES TO REDUCE HEALTH RISKS FROM DRINKING ALCOHOL 81 PAGE BOOK	Book	Available	8737	10	14

Qty of stock available for orders for this stock item

Total quantity of items on total number of orders for this stock item

The PRODUCT BACKORDER REPORT

This report details the number of orders for a product on backorder and the total quantity of product on backorder.

This report can be exported to Excel and will show all products available. To view obsolete, embargoed and Not Orderable products use the tick box before selecting search. You can search this report using Product Code, Description, Product Type or Product Owner. If exported to excel the hyperlink is lost.

**Reports:**

ORDER REPORTS | **STOCK REPORTS** | USAGE

Free text:

Branch: All Branches

Product type: All Type


Report: Product order

Stock status:  Available,  Not orderable,  Obsolete,  Embargoed

Export:

**Generate**


Show 50 entries


Image	Product description	Product type	Product status	No. backorder	Qty backorder
	<b>NMM ID:</b> AU0163 <b>ClientID:</b> ACMA0133A.1312 <b>Owner:</b> Cybersmart Orderable <b>Description:</b> CYBERSMART PARENTS' GUIDE TO ONLINE SAFETY	Brochure	Available	85	17074

First Previous 1 Next Last Showing 1 to 1 of 1 entries

Qty of individual backorders for this stock item

Total Qty of this item of stock on backorder



	<b>NMM ID:</b> AU0163 <b>ClientID:</b> ACMA0133A.1312 <b>Owner:</b> Cybersmart Orderable <b>Description:</b> CYBERSMART PARENTS' GUIDE TO ONLINE SAFETY	Brochure	Available	85	17074							
<b>Total orders: 85</b>												
Order Number	Web Receipt	Bill to	Date Ordered	Name	Organisation	Address	Suburb	State	Postcode	Country	Phone	Qty Ordered
645090AB	PAM530716	Cybersmart Orderable	12/08/2014	MERILYN BUCKLEY	TOTALLY SMART	155 CONDAMINE STREET	BALGOWLAH	NSW	2093		0419 275 766	46
645118AA	PAM530744	Cybersmart Orderable	12/08/2014	CATE KEVINS	MELBOURNE GIRLS GRAMMAR	MORRIS HALL CAMPUS 100 CAROLINE STREET	SOUTH YARRA	VIC	3141		03 9862 9283	100
646634AA	PAM532101	Cybersmart Orderable	18/08/2014	JANICE PATTON	VOLUNTEER IN POLICING	CLEVELAND POLICE STATION 11 MIDDLE STREET	CLEVELAND	QLD	4163		0432 520 557	500

By product the expandable section will take you to the order details for each backorder. This function doesn't export to excel.

The USAGE HISTORY BY PRODUCT REPORT

Opening this report provides a list of the products in the branch specified. Each product has link to an excel report detailing a monthly usage breakdown with graphical representations. This report is useful to use as a chart of product demand, allowing the user to easily see spikes and troughs in demand.

The screenshot shows a form with the following fields:
 

- Free text: [Empty text box]
- Branch: [All Branches dropdown]
- Report type: [Usage History by Product dropdown]
- Product type: [All Type dropdown]
- Stock status:
  - Available
  - Not orderable
  - Obsolete
  - Embargoed
- Export to excel:
- Generate: [Blue button]

 A blue callout box points to the 'Generate' button.

This report can be exported to Excel and will show all products available. To view obsolete, embargoed and Not Orderable products use the tick box before selecting search. You can search this report using Product Code, Description, Product Type or Product Owner. If exported to excel the hyperlink is lost.

Home | Ordering | Reporting | Helpdesk | ADN Form | Welcome, Ali Don

**Reports:**

ORDER REPORTS | STOCK REPORTS | **USAGE REPORTS**

The screenshot shows the report generation form and the resulting data table. The form is identical to the one above. Below the form, the data table is displayed with the following columns: NMM ID, Client ID, Product owner, Product description, Product type, Product status, Qty Available, and Usage history. The table contains 5 rows of data, each with a 'Chart View' link in the Usage history column.

NMM ID	Client ID	Product owner	Product description	Product type	Product status	Qty Available	Usage history
AB0010	ABH110	Aust.Better Health Init.	ARABIC A Checklist (Fact Sheet)	Fact Sheet	Available	21	<a href="#">Chart View</a>
AB0012	ABH112	Aust.Better Health Init.	CROATIAN A Checklist (Fact Sheet)	Fact Sheet	Available	300	<a href="#">Chart View</a>
AB0015	ABH115	Aust.Better Health Init.	FARSI A Checklist (Fact Sheet)	Fact Sheet	Available	68	<a href="#">Chart View</a>
AB0016	ABH116	Aust.Better Health Init.	GREEK A Checklist (Fact Sheet)	Fact Sheet	Available	114	<a href="#">Chart View</a>
AB0017	ABH117	Aust.Better Health Init.	INDONESIAN A Checklist (Fact Sheet)	Fact Sheet	Available	56	<a href="#">Chart View</a>

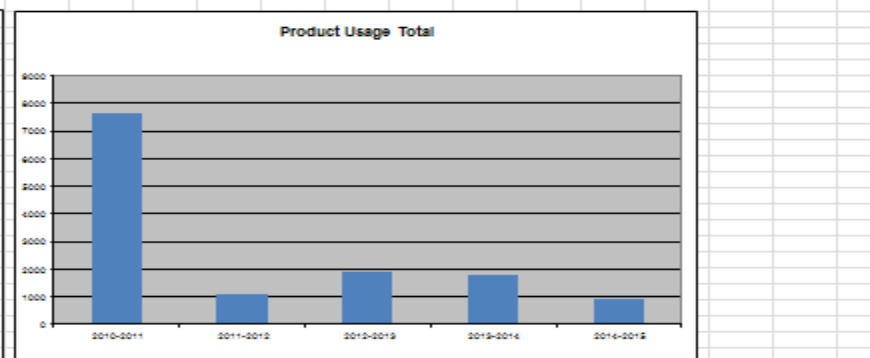
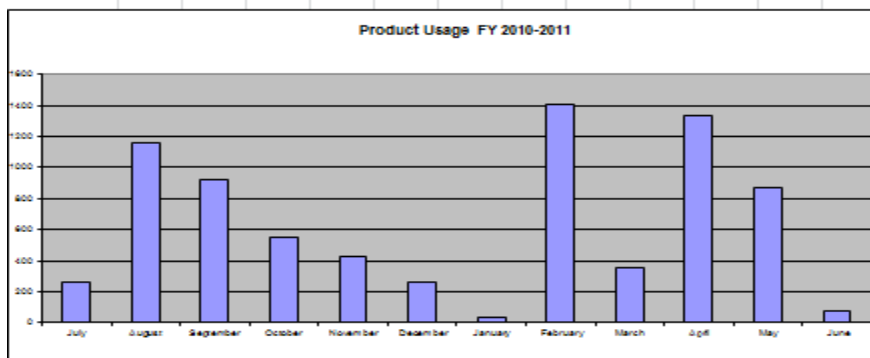
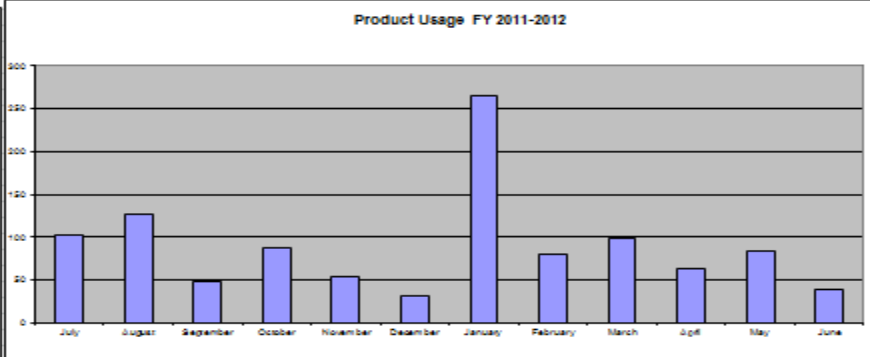
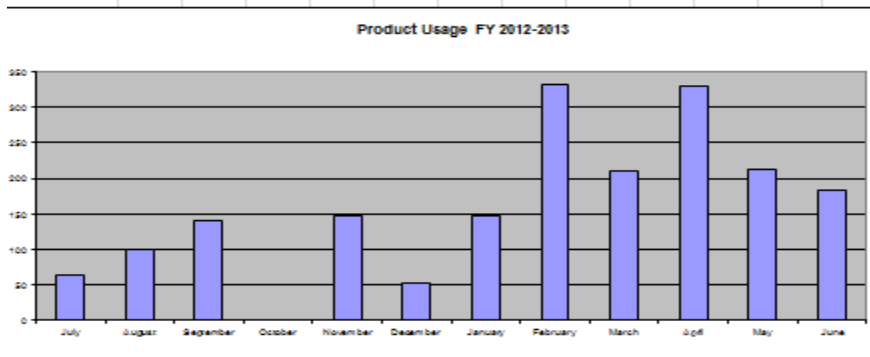
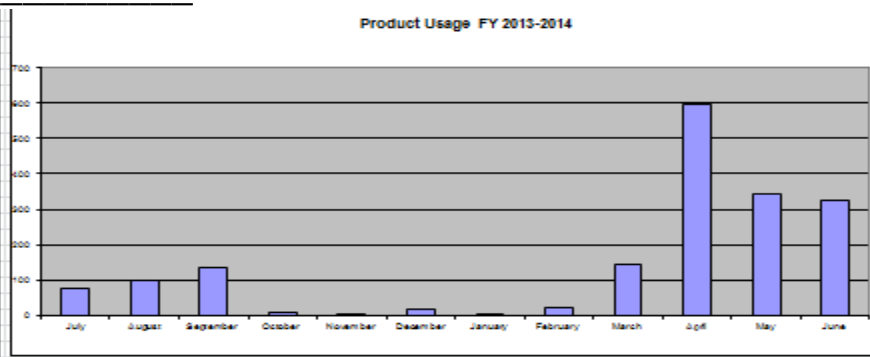
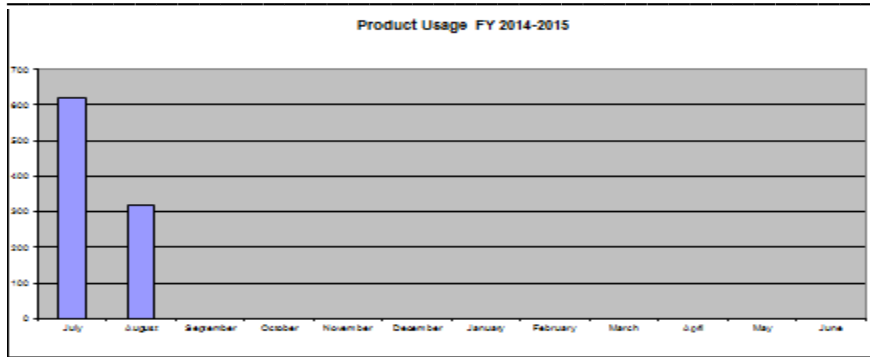
Click on this link to view usage History Report (see results below). It doesn't work in excel.



To View the excel spread-sheet you get the following option. Select Open to view

<b>NMM Product ID</b>	AU0047					
<b>Client Product ID</b>						
<b>Product Title</b>	NMM Brochure					
<b>Product Usage</b>						
<b>Month\Year</b>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
July	257	103	63	75	619	
August	1156	127	101	98	318	
September	917	48	140	135	0	
October	549	88	0	10	0	
November	422	53	147	2	0	
December	260	31	53	18	0	
January	34	266	147	5	0	
February	1403	79	332	22	0	
March	357	99	211	146	0	
April	1330	63	330	596	0	
May	872	83	213	344	0	
June	71	38	183	325	0	
<b>Total</b>	<b>7628</b>	<b>1078</b>	<b>1920</b>	<b>1776</b>	<b>937</b>	

Reports  
Enquiries during business hours  
(02) 6269 1000



## The AGGREGATE USAGE HISTORY REPORT

This report gives a month-by-month breakdown of orders placed and quantity of product on orders placed for the current financial year.

### Reports:

ORDER REPORTS | STOCK REPORTS | **USAGE REPORTS** |

Free text <input type="text"/>	Branch All Branches ▾	Report type Aggregate Usage History ▾	Stock status <input checked="" type="checkbox"/> Available <input type="checkbox"/> Not orderable <input type="checkbox"/> Obsolete <input type="checkbox"/> Embargoed	Export to excel <input type="checkbox"/>	<input type="button" value="Generate"/>
	Product type All Type ▾	<input type="radio"/> 2014/07-2015/06 <input checked="" type="radio"/> 2013/07-2014/06			

This report allows the option to include products that are not Orderable, Obsolete or under embargo. It can be exported to Excel. It is to cover two financial years and you must select which financial year you wish to view. You can target your search for specific Products or Descriptions.

The slide bar at the bottom reveals the calendar months left to right. The report also gives you two years information by selection the financial year underneath the report type

**Reports:**

ORDER REPORTS | STOCK REPORTS | **USAGE REPORTS** |

Free text:

Branch: All Branches

Report type: Aggregate Usage History

Product type: All Type

Stock status:  Available,  Not orderable,  Obsolete,  Embargoed

Export to excel:

**Generate**

Showing 1 to 25 of 25 entries

Product description	Type	Status	July		August		September		October		November		December	
			Order	Qty	Order	Qty	Order	Qty	Order	Qty	Order	Qty	Order	Qty
<b>NMM ID:</b> CAN0112 <b>ClientID:</b> 0112 <b>Owner:</b> Candida <b>Description:</b> 0112 DL Plainface Secretive Self Seal	Envelope	Available	6	23500	6	39000	2	9000	5	78000	12	65000	3	9000
<b>NMM ID:</b> CAN0112NSU <b>ClientID:</b> CAN0112U <b>Owner:</b> Candida <b>Description:</b> 0112U DL white S/S Non wind	Envelope	Available	3	14500	1	2000								
<b>NMM ID:</b> CAN0119 <b>ClientID:</b> 0119 <b>Owner:</b> Candida <b>Description:</b> DL Windowface Secretive Self Seal	Envelope	Available	3	23000	2	6000	2	11000			5	26500	1	1000
<b>NMM ID:</b> CAN0122	Envelope	Available					1	8500			1	500	1	500

Shows the **number of orders** dispatched for the stated month.

Shows the **quantity of product** dispatched for the stated month.

## The ADVANCED AGGREGATE USAGE REPORT

This report offers information about orders taken, orders dispatched and backorders for a product for a specified date range. The report allows a client to glean an accurate snapshot of the usage of a product for any period of time whether it is currently in stock or not.

### Reports:

ORDER REPORTS | STOCK REPORTS | **USAGE REPORTS** |

Free text <input type="text"/>	Branch All Branches ▾	Report type Advanced Aggregate Usage Report ▾	Stock status <input checked="" type="checkbox"/> Available <input type="checkbox"/> Not orderable <input type="checkbox"/> Obsolete <input type="checkbox"/> Embargoed	Export to excel <input type="checkbox"/>	<input type="button" value="Generate"/>
	Product type All Type ▾	Start date: <input type="text" value="1/10/2014"/>			
		End date: <input type="text" value="31/10/2014"/>			

This report allows the option to include products that are not Orderable, Obsolete or under embargo. It can be exported to Excel. It is run by date range; you must enter in the start date and end date in the format dd/mm/yyyy, then click on search. You can target your search for specific Products or Descriptions.

**Reports:**

ORDER REPORTS | STOCK REPORTS | **USAGE REPORTS** |

Free text:

Branch: All Branches

Report type: Advanced Aggregate Usage Report

Stock status:  Available  Not orderable  Obsolete  Embargoed

Export to excel:

Product type: All Type

Start date: 1/10/2014

End date: 31/10/2014

**Generate**

Shows the number of orders taken for the stated period of time

Shows the quantity of product on orders taken during the stated period of time

Shows the number of orders dispatched for the stated period of time.

Shows the quantity of product dispatched for the stated period of time.

Show  entries

First Previous **1** Next Last Showing 1 to 14 of 14 entries

Product description	Product type	Product status	No. of orders	Order Qty	No. of backorders	Backorder Qty	No. of despatched	Despatched Qty
<b>NMM ID:</b> CAN0112 <b>ClientID:</b> 0112 <b>Owner:</b> Candida <b>Description:</b> 0112 DL Plainface Secretive Self Seal	Envelope	Available	4	10,000			4	10,000
<b>NMM ID:</b> CAN0119 <b>ClientID:</b> 0119 <b>Owner:</b> Candida <b>Description:</b> DL Windowface Secretive Self Seal	Envelope	Available	3	15,500			3	15,500
<b>NMM ID:</b> CAN0162 <b>ClientID:</b> 0162 <b>Owner:</b> Candida <b>Description:</b> DL Plainface Secretive Peel & Seal	Envelope	Available	1	1,500			1	1,500

Shows the number of backorders received for the stated period of time.

Shows the quantity of product backordered for the stated period of time

## The STOCK RUNDOWN REPORT

This report offers information about the products' current situation with stock availability and when it is likely to run out of stock. The report provides the number of days in which it is estimated the product has left before the stock is depleted.

**Reports:**

ORDER REPORTS	<b>STOCK REPORTS</b>	USAGE REPORTS
---------------	----------------------	---------------

Free text <input type="text"/>	Branch All Branches ▾	Report type Stock Rundown Report ▾	Stock status <input checked="" type="checkbox"/> Available <input type="checkbox"/> Not orderable <input type="checkbox"/> Obsolete <input type="checkbox"/> Embargoed	Export to excel <input type="checkbox"/>	<input type="button" value="Generate"/>
Product type All Type ▾					

This report allows the option to include products that are not Orderable, Obsolete or under embargo. It can be exported to Excel. You can target your search for specific products or Descriptions.

**Reports:**

ORDER REPORTS | **STOCK REPORTS** | USAGE REPORTS

Free text:

Branch: All Branches

Report type: Stock Rundown Report

Stock status:  Available,  Not orderable,  Obsolete,  Embargoed



Export to excel:

**Generate**

This is an estimate of how many days' worth of product you have remaining, based on average usage calculations

Show 50 entries

First Previous 1 Next Last Showing 1 to 26 of 26 entries

Image	Product description	Product type	Product status	Qty available	Average monthly demand	Est days to run out	Reorder level
	<b>NMM ID:</b> CAN0112 <b>ClientID:</b> 0112 <b>Owner:</b> Candida <b>Description:</b> 0112 DL Plainface Secretive Self Seal	Envelope	Available	81,000	32,208/pm	77 days	30,000
	<b>NMM ID:</b> CAN0119 <b>ClientID:</b> 0119 <b>Owner:</b> Candida <b>Description:</b> DL Windowface Secretive Self Seal	Envelope	Avail-	93,000	9,916/pm	286 days	10,000

Shows the actual number available to order for each product. Will display red when no stock available.

Shows the average demand for a product based on its monthly order history divided by the time available

Shows the minimum stock level allowed before a reorder is to be initiated



## The Stock Received Report

Once generated this report offers you with a list of all products waiting to arrive into store at NMM. For this report to work NMM must first receive an A.D.N with the product information and have set up the purchase order for the incoming stock in the warehouse management system.

### Reports:

ORDER REPORTS	STOCK REPORTS	USAGE REPORTS			
Free text <input type="text"/>	Branch All Branches ▾ Product type All Type ▾	Report type Stock Received Report ▾ Start date: 1/10/2014 End date: 31/10/2014	Stock status <input checked="" type="checkbox"/> Available <input type="checkbox"/> Not orderable <input type="checkbox"/> Obsolete <input type="checkbox"/> Embargoed	Export to excel <input type="checkbox"/>	<input type="button" value="Generate"/>

This report allows the option to include products that are not Orderable, Obsolete or under embargo. It can be exported to Excel. It is run by date range; you must enter in the start date and end date in the format dd/mm/yyyy, then click on search. You can target your search for specific products or Descriptions.

**Reports:**

ORDER REPORTS | **STOCK REPORTS** | USAGE REPORTS |

---

Free text:

Branch: All Branches ▾

Report type: Stock Received Report ▾

Stock status:  Available  Not orderable  Obsolete  Embargoed

Export to excel:

Product type: All Type ▾

Start date: 1/10/2014

End date: 31/10/2014

**Generate**


Shows the client advised date for delivery to NMM

Shows the actual date the product arrive at NMM

Shows the date NMM was advised by A.D.N

Show 50 ▾ entries

First Prev 1 Next Last Showing 1 to 3 of 8 entries

NMM ID	Client ID	Image	Product Owner	Description	Order No.	Order qty	Rec qty	Order date	Expect date	Last received date
CAN7110	7110	no image available	Candida (G8 )	DLX Barcode windowface self seal - secretive (7110)	8917	60000	<b>60000</b>	23/10/2014	23/10/2014	23/10/2014
CAN9322	9322		Candida (G8 )	C4 Plainface Secretive Lick Wallet	8903	24000	<b>24000</b>	20/10/2014	20/10/2014	20/10/2014
CAN9362PK	CAN9362PK	no image available	Candida (G8 )	Shows the NMM WMS incoming stock number	3	24000	<b>24000</b>	20/10/2014	20/10/2014	20/10/2014

Shows the client advised quantity to arrive at NMM

Shows the actual quantity to arrive at NMM

## The Reorder Threshold Report

This report offers information about the products' current situation with stock availability showing the trigger date for reorder to avoid stock run out. The report provides the trigger date for the optimum time to organise a reprint in order to avoid the stock run out based on the minimum stock level threshold set.

### Reports:

ORDER REPORTS	STOCK REPORTS	USAGE REPORTS
Free text <input type="text"/>	Branch All Branches ▾	Report type Reorder Threshold Report ▾
	Product type All Type ▾	Stock status <input checked="" type="checkbox"/> Available <input type="checkbox"/> Not orderable <input type="checkbox"/> Obsolete <input type="checkbox"/> Embargoed
		Export to excel <input type="checkbox"/>
<input type="button" value="Generate"/>		

**Reports:**

ORDER REPORTS | **STOCK REPORTS** | USAGE REPORTS

Free text:

Branch: All Branches

Report type: Reorder Threshold Report



Product type: All Type

Stock status:  Available,  Not orderable,  Obsolete,  Embargoed

Export to excel:

**Generate**

Show 50 entries

NMM ID	Client ID	Image	Product Owner	Description	Product type	Product status	Reorder Limit	Qty In Stock	Average Monthly Demand	Trigger Date
AU0163	ACMA0133A.1312		Cybersmart Orderable (AU)	CYBERSMART PARENTS' GUIDE TO ONLINE SAFETY	Brochure	Available	5000	0	10087.75	30/07/2014
AU0145	ACMA117A.1301		Outreach Not Orderable (NO)	PRE-SERVICE TEACHER USB CARD	Merchandise	Available	500	269	490.42	13/10/2014

Showing 1 to 2 of 2 entries

Shows the minimum stock holding before a reprint is to commence

Shows the current stock on hand at time of report being run

Shows the average demand for a product based on its monthly order history divided by the time available

Shows the expected date to commence a reprint to avoid a stock run out

Notes: