

New Order

01/07/2025 10:32 am BST

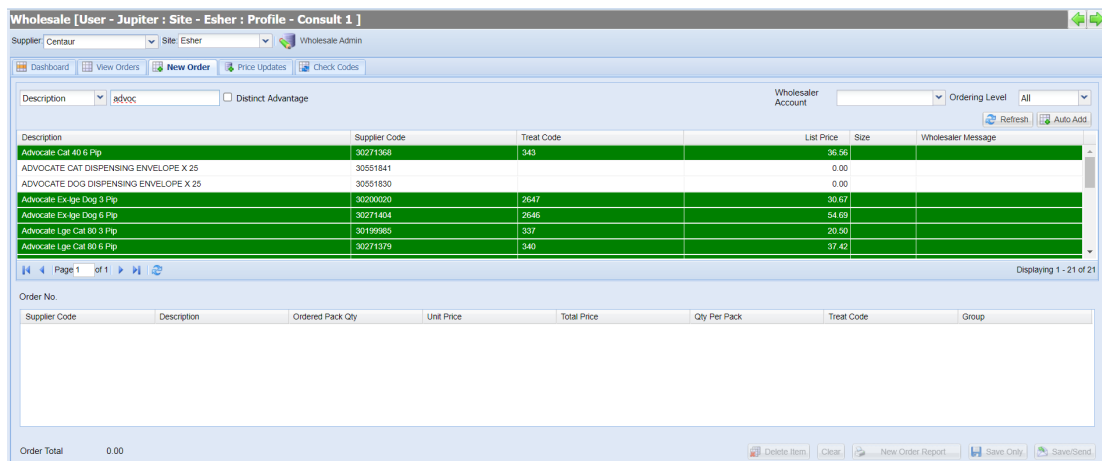
Summary

Orders can be sent directly from Merlin to the following wholesale suppliers in the UK: MWI Animal Health, Covetrus and NVS.

Details

Create a New Order

1. Navigate to Utilities > Wholesale > New Order tab.



Description	Supplier Code	Treat Code	List Price	Size	Wholesaler Message
Advocate Cal 40 6 Pip	30271368	343	36.56		
ADVOCATE CAT DISPENSING ENVELOPE X 25	30551841		0.00		
ADVOCATE DOG DISPENSING ENVELOPE X 25	30551830		0.00		
Advocate Ex Age Dog 3 Pip	30200020	2647	30.67		
Advocate Ex Age Dog 6 Pip	30271404	2646	34.69		
Advocate Lge Cal 60 3 Pip	30192565	337	20.50		
Advocate Lge Cal 60 6 Pip	30271379	340	37.42		

2. Ensure the correct Supplier is selected from the drop down list in the top left.

Note: If you are an MWI Animal Health customer, select the wholesale account you wish to use (For MWI you are able to use multiple accounts).

3. The next step is to add items to your order using one of the below (or combination of both) methods.

Auto-Add

If you have stock levels stored within the system (see [Stock Adjustment](#) page for further information), you can use the 'Auto-Add' button to populate your order based on minimum, max and current stock levels.

Manually Add

Alternatively you can manually add stock to your order by double-clicking an item and entering the quantity required. To manually add items to an order, use the search drop down and text bar provided to search for an item.

When selecting stock you will notice items are displayed in different colours. The following colour coding applies to the items in the new order grid to assist the user with ordering:

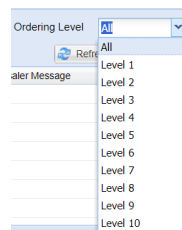
Black Text, White Background - Item available to order, but has not been added in your Code Entry.

White Text, Green Background - Item added in your Code Entry.

White Text, Red Background - Item added in Code Entry, but is set as hidden.

Ordering Level

Users are able to filter the list of products available by using the Ordering Level drop down. Products can be assigned to an order level from Code Entry.



Wholesale Message Column

The Wholesaler message column displays messaging from the MWI wholesale price file.

On Behalf of MSD

A wholesale message 'On behalf of MSD' will display for any MSD products listed.

- Any items added to your order will display on the bottom half of the screen.

Dashboard View Orders **New Order** Price Updates Check Codes

Description: meta Distinct Advantage Wholesaler Account: Ordering Level: All Refresh Auto Add

Description	Supplier Code	Treat Code	List Price	Size	Wholesaler Message
METACAM CATTLE INJ 12X100ML	30324442	METACAM CATTLE INJ 12X100ML	1,121.87		
METACAM CHEWABLE TABS DOG 2.5MG 84	30350089		75.17		
Metacam Inj 100ml La	30350089	1392	103.31		
METACAM INJ 10ML 5MG/ML DOG/CAT	02500456	testing33333	51.82		
METACAM INJ 250ML CATTLE PIG HORSE	30289942		232.41		
Metacam Inj 50ml La	30321261	1393	54.36		

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Order No.

Supplier Code	Description	Ordered Pack Qty	Unit Price	Total Price	Qty Per Pack	Treat Code	Group
30200010	ADVOCATE S/ON DOG LRG 25...	2	25.06	50.12	3	advocate 10-25kg 3 pip	
30405577	BRAVECTO DOG MED 500MG...	4	26.09	104.36	1		
30405555	BRAVECTO DOG TOY 112.5MG...	2	22.63	45.26	1	bravecto	
02500456	METACAM INJ 10ML 5MG/ML D...	1	51.82	51.82	10	testing33333	

Order Total: 251.56 Delete Item Clear New Order Report Save Only Save/Send

Sending or Saving your Order

When you have finished creating your order you have two options:

Save Only = Saves the order but does not send to the supplier. Items can be added to the order throughout the day and the order can be sent when ready. Using this option will save the order to the 'View Orders' tab.

Save/Send = Saves the order and sends to your supplier. Selecting this option will display the progress of sending the order. Once processed you will see a message "Successfully completed order for... [supplier name]".

When viewing an order that has followed 'Save Only'. You can open it from the view orders tab and click 'Add to Order' to add more items.

Order Items

PMS Order No. : 223 Centaur Order No. :
 Site: Esher Account: S17-1 Order Total: 10.62 Print Add to Order Delete Order

Supplier Code	Description	Code	Ordered Qty	Total Received	Price	PMS Status	Centaur Status
02500467	Metacam Oral Susp 10ml Dog	1396	2	0	5.31		

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Send Order Close Order Details

The product search will display in the bottom half of the window, allowing users to search via description and use the auto add.

Order Items

PMS Order No. : 223
Centaur Order No. :

Print
Remove Search
Delete Order

Site: Esher
Account: S17-1
Order Total: 10.62

Supplier Code	Description	Code	Ordered Qty	Total Received	Price	PMS Status	Centaur Status
02500467	Metacam Oral Susp 10ml Dog	1396	2	0	5.31		

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Find matching product then double click to add

Refresh
Description
Auto Add

Description	Supplier Code	Treat Code	Pack Price	Group	Size
1.5 / 2.0MM SMOOTH WASHER	30396396		5.67		
1.5 2.0MM T PLATE 4H SHAFT 2H HEAD L...	30391009		48.31		
1.5 2.0MM T PLATE 5H SHAFT 2H HEAD L...	30391010		48.31		
1.5 X 12MM CORT SCREW HEX SELF TAP...	30342047		5.67		
1.5 X 13MM CORT SCREW HEX SELF TAP...	30345666		5.67		
1.5 X 14MM CORT SCREW HEX SELF TAP...	30342058		5.95		
1.5 X 16MM CORT SCREW HEX SELF TAP...	30342069		5.95		

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To then send the order, click the same icon which is now named 'Remove Search'. This will remove the product list and allow the user to click 'Send Order'.