

# Dashboard

22/10/2024 9:01 am BST

## Summary

The MWI Dashboard is available to MWI Animal Health wholesale users. This screen allows you to view which items are due to arrive into the practice along with the statuses of outstanding orders. This screen is used to arrive stock into your practice.

## Using the Dashboard

When navigating to the wholesale screen (Utilities > Wholesale), the default view is the MWI Animal Health Wholesale Dashboard which provides a variety of information regarding your stock items and expected deliveries.

Supplier: Centaur Site: Esher Wholesale Admin

Dashboard View Orders New Order Price Updates Check Codes

**Last Price Import**  
Centaur Price Import: 08/07/2024

**Check Codes**  
There are 1308 invalid and 60 duplicate Centaur Supplier Codes in your product list.  
It is important that these are reviewed and acted upon, inaccurate data could result in financial loss.

**Last Order**  
Order Date: 23/09/2022 13:20

**Advance Shipping Note (ASN)**  
You have 60 items due, to receive the items into stock, select the accept checkbox for each line as you confirm stock detail and quantity. Adjust the quantity if incorrect, you will be prompted for action. Note the item may be split by batch number and expiry date.

Search: Description, Batch, Supplier Code, Order ID

Invoice Date	Description	Qty	Batch	Expiry	Supplier Code	Accept	Accept Qty
31/03/2018	Hills Canine Ctd 2k	8	-	31/01/2020	06371130	<input type="checkbox"/>	-
31/03/2018	Hills Canine Ctd 2k	2	-	30/06/2020	06371130	<input type="checkbox"/>	-
31/03/2018	Frontline Combo 3pk XI 40-60k	3	LL85U8	31/01/2020	30181119	<input type="checkbox"/>	-
31/03/2018	Frontline Combo 3pk XI 40-60k	9	LL89KO	31/03/2020	30181119	<input type="checkbox"/>	-
31/03/2018	Frontline Combo 3pk XI 40-60k	3	AA77AA	30/06/2020	30181119	<input type="checkbox"/>	-
31/03/2018	Frontline Combo 3pk Med 10-20k	10	-	31/01/2020	30181094	<input type="checkbox"/>	-
31/03/2018	Hills Canine Ctd 5k	5	-	31/01/2020	06370025	<input type="checkbox"/>	-
30/09/2018	ACP INJ 2MG/ML 20ML	10	AB667D	31/01/2020	03530044	<input type="checkbox"/>	-

Add to Stock Centre: Esher Accept Selected

**Outstanding Orders Status**  
The following items are currently outstanding with their current status. Any cancelled items are shown for 7 days and are automatically abandoned in the order history.

Order Number	Your Reference	Order Date	Description	Status	Qty
555	10	08/06/2017	COTTON WOOL BALLS LGE 100	Open	10
555	10	08/06/2017	ADVOCATE S/ON LGE CAT 80 4-BK 3 PIP	Backorder	10
0009225069	12	04/04/2018	Hills Canine Id 12x360g	Open	1

The dashboard has various sections (documented below).

## Last Price Import

The date of your last price update is documented clearly to notify practice's when they last ran a price update. For MWI wholesale users, Price updates can be setup to update on an automated schedule.

It is important to regularly import price files to regularly review your pricing model, keep supplier codes up to date and to order from the latest MWI catalogue.

## Check Codes

This section details how many invalid or duplicate Supplier Codes exist in your Code Entry product list.

It is important to maintain your supplier codes. If your supplier codes are incorrect, you may encounter issues with price updates, ordering and restocking.

Check Codes

There are **1308** invalid and **60** duplicate **Centaur** Supplier Codes in your product list.

It is important that these are reviewed and acted upon, inaccurate data could result in financial loss.

A list of these codes can be viewed via Utilities > Wholesale > [Check Codes](#).

Last Order

The date and time of the last order is displayed here.

Please note, when sending orders from Merlin to MWI wholesale (Centaur) you cannot send an order until 5 minutes after sending the previous order.

Last Order

Order Date: 23/09/2022 13:20

Advanced Shipping Note (ASN)

Advanced shipping note (ASN) provides detailed information about an arriving delivery. The purpose of the ASN is to notify practices when shipping occurs and provide physical characteristics about the shipment, so users can be prepared to accept delivery.

The ASN section provides detail on exactly what items and quantity of items are set to arrive at your practice. The batch number of each item is also displayed where applicable.

This section will display orders that have been placed through the system, through the MWI UK website or over the phone with MWI.

Advance Shipping Note (ASN)

You have **50** items due, to receive the items into stock, select the accept checkbox for each line as you confirm stock detail and quantity. Adjust the quantity if incorrect, you will be prompted for action. Note the item may be split by batch number and expiry date.

Search:

Clear Filter

Select All

Filter with Tote Scan

Invoice Date	Description	Qty	Batch	Expiry	Supplier Code	Accept	Accept Qty
31/03/2018	Hills Canine Cd 2k	8	-	31/01/2020	08371130	<input type="checkbox"/>	-
31/03/2018	Hills Canine Cd 2k	2	-	30/06/2020	08371130	<input type="checkbox"/>	-
31/03/2018	Frontline Combo 3pk XI 40-60k	3	LL85U8	31/01/2020	30181119	<input type="checkbox"/>	-
31/03/2018	Frontline Combo 3pk XI 40-60k	9	LL89KO	31/03/2020	30181119	<input type="checkbox"/>	-
31/03/2018	Frontline Combo 3pk XI 40-60k	3	AA77AA	30/06/2020	30181119	<input type="checkbox"/>	-
31/03/2018	Frontline Combo 3pk Med 10-20k	10	-	31/01/2020	30181094	<input type="checkbox"/>	-
31/03/2018	Hills Canine Cd 5k	5	-	31/01/2020	08370025	<input type="checkbox"/>	-
30/03/2018	ACP INJ 2MG/ML 20ML	10	AB567D	31/01/2020	03530044	<input type="checkbox"/>	-

Add to Stock Centre:

Accept Selected

The search box can be used to filter your ASN list by Description, Batch, Supplier Code or Order ID. In addition this list can also be filtered by Tote Scan.

When the tote is scanned, users are able to filter the ASN list to display only the items due to be within that tote.

## Outstanding Orders

This section displays any outstanding items. Cancelled items will display on this list for up to 7 days after cancellation.

This will also display any items that have been ordered that are unavailable due to wholesaler or supplier stock. This gives users time to order an alternative as the screen polls every 1 hour.

Outstanding Orders Status					
The following items are currently outstanding with their current status. Any cancelled items are shown for 7 days and are automatically abandoned in the order history.					
Order Number	Your Reference	Order Date	Description	Status	Qty
555	10	08/06/2017	COTTON WOOL BALLS LGE 100	Open	10
555	10	08/06/2017	ADVOCATE SION LGE CAT 80 4-8K 3 PIP	Backorder	10
0009225069	12	04/04/2018	Hills Canine Id 12x360g	Open	1

## How do I receive an order?

1. Using the Advance Shipping Note (ASN) section, tick the items you have received in the 'Accept' column.
2. The 'Accept Qty' figure is automatically populated with the Qty ordered. The qty can be overwritten if required.
3. Select the [stock centre](#) you wish to arrive the stock into from the 'Add to Stock Centre' drop down box if you use multiple.
4. Select the 'Accept Selected' button.

**Advance Shipping Note (ASN)**

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Search:  Description, Batch, Supplier Code, Order ID

Invoice Date	Description	Qty	Batch	Expiry	Supplier Code	Accept	Accept Qty
31/03/2018	Hills Canine Cd 2k	8	-	31/01/2020	08371130	<input checked="" type="checkbox"/>	8
31/03/2018	Hills Canine Cd 2k	2	-	30/06/2020	08371130	<input checked="" type="checkbox"/>	2
31/03/2018	Frontline Combo 3pk XI 40-60k	3	LL85U8	31/01/2020	30181119	<input checked="" type="checkbox"/>	3
31/03/2018	Frontline Combo 3pk XI 40-60k	9	LL89KO	31/03/2020	30181119	<input checked="" type="checkbox"/>	9
31/03/2018	Frontline Combo 3pk XI 40-60k	3	AA77AA	30/06/2020	30181119	<input checked="" type="checkbox"/>	3
31/03/2018	Frontline Combo 3pk Med 10-20k	10	-	31/01/2020	30181094	<input checked="" type="checkbox"/>	10
31/03/2018	Hills Canine Cd 5k	5	-	31/01/2020	08370025	<input checked="" type="checkbox"/>	5
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Add to Stock Centre:  Esher

- The accepted items will be removed from your ASN list and your stock levels will be updated accordingly.

In addition, the order will be updated to reflect the accepted items (To view orders, go to Utilities > Wholesale > [View Orders](#)).

When double-clicking on an order, you can expand each item to view details on the received items.

Invoice	Batch No.	Batch Expiry	Qty	Qty Accepted
9001962533	241324	31/03/2026	2	2

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## Items not received

If an item has not been received, or has not been fully received, the 'Accept Qty' can be updated to the number received. For example, if we only received 8 out of the 10 ACP INJ ordered, we would put '8' into the 'Accept Qty' column.

Once the [stock centre](#) has been selected and 'Accept Selected' button has been selected, the below window will appear.

The screenshot shows a modal dialog box titled "Item Not Fully Accepted" with a close button (X) in the top right corner. The dialog contains the following text and controls:

- Item: **Hills Canine Cd 2k**
- Qty Accepted: **6**
- Qty Outstanding: **2**
- Any item listed on the ASN list has been marked as shipped by Centaur. What would you like to do with the remaining **2** ?
- Three radio button options:
  - ☒ Leave outstanding on ASN List
  - ☐ Return to Centaur
  - ☐ Item Cancelled (Contact Centaur direct)
- A "Confirm" button at the bottom.

The background shows a table with columns for item details and a date column (31/0).

This window provides the user with three options.

**Leave outstanding on ASN List** = Leave the item/s on the ASN list to be actioned at a later date.

**Return to 'Centaur'** = Generates a returns form with instructions on how to perform a return.

**Item Cancelled (Contact Centaur direct)** = If the item didn't arrive, contact Centaur. If the item was cancelled and needs, input the amount into the quantity field. The cancelled item will display on the outstanding order list for 7 days for reference, then will be removed.

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