

Stock&Go

Powered by Buildbase



Stock&Go
powered by Buildbase

Logging In

To log in to Stock & Go, you must enter your email address and password. If you do not wish to keep having to enter your password every time you open the Stock & Go app, you can click on the checkbox marked 'remember me next time'

The screenshot shows the Stock&Go login interface. At the top left is the Stock&Go logo, and at the top right is the text 'Stock&Go powered by Buildbase'. Below this is a message: 'Please login with your customer account. If you have any issues with Stock & Go please contact 07494 503401 for support.' The form contains an 'Email Address' field with the text 'demo1@buildbase.co.uk', a 'Password' field with six dots, and a checked checkbox labeled 'remember me next time'. There are two buttons: a green 'Login' button and a yellow 'Forgotten Password?' button. At the bottom, a yellow box contains the message: 'Sorry your device UID is not recognised in our database, please login with your credentials. The device UID for your account will then be updated.' Below this is the text 'powered by Buildbase' and a white horizontal line.

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Please login with your customer account.
If you have any issues with Stock & Go
please contact 07494 503401 for support.

Email Address

demo1@buildbase.co.uk

Password

.....

remember me next time

Login

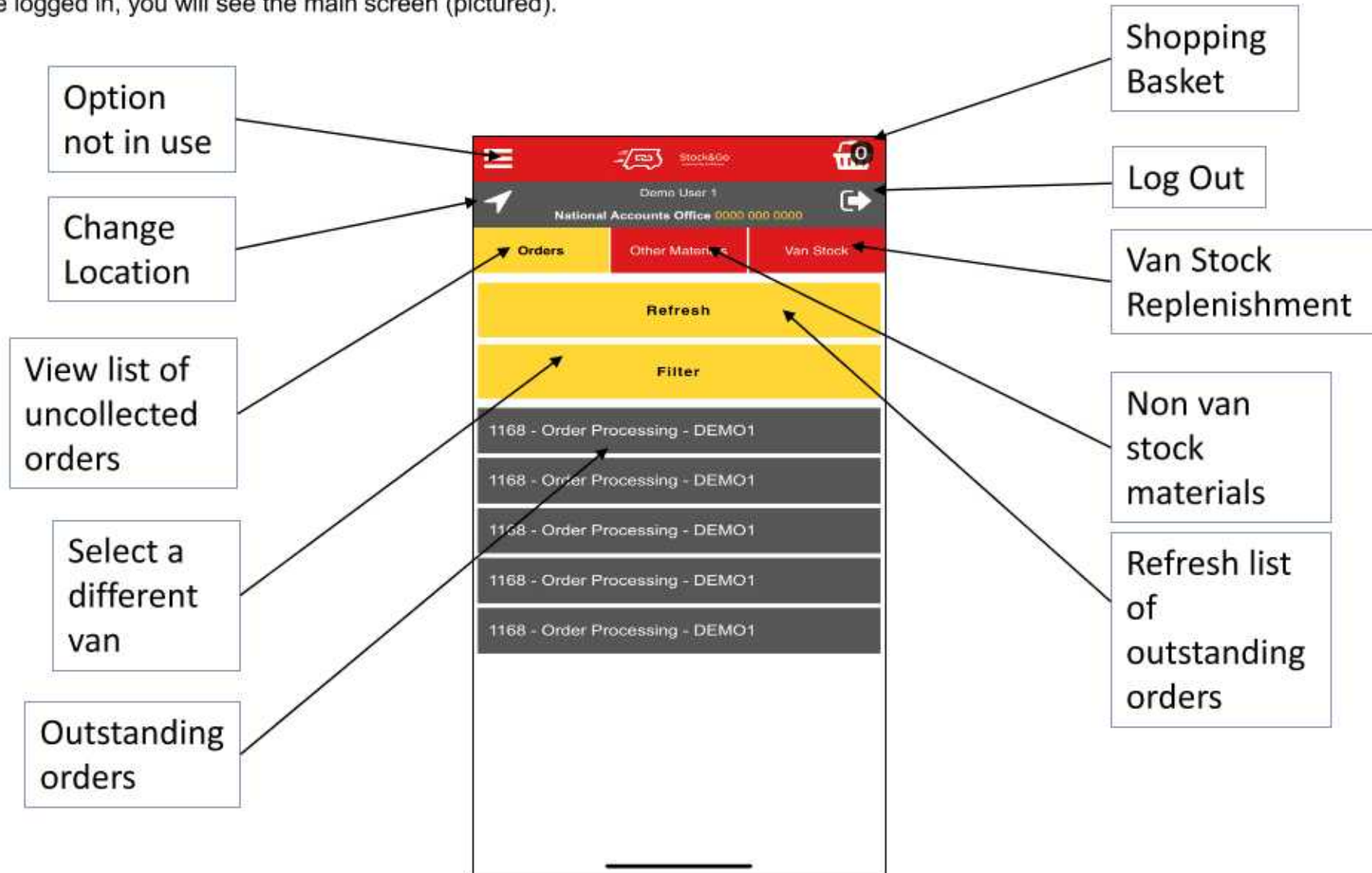
Forgotten Password?

Sorry your device UID is not recognised in
our database, please login with your
credentials. The device UID for your
account will then be updated.

powered by Buildbase



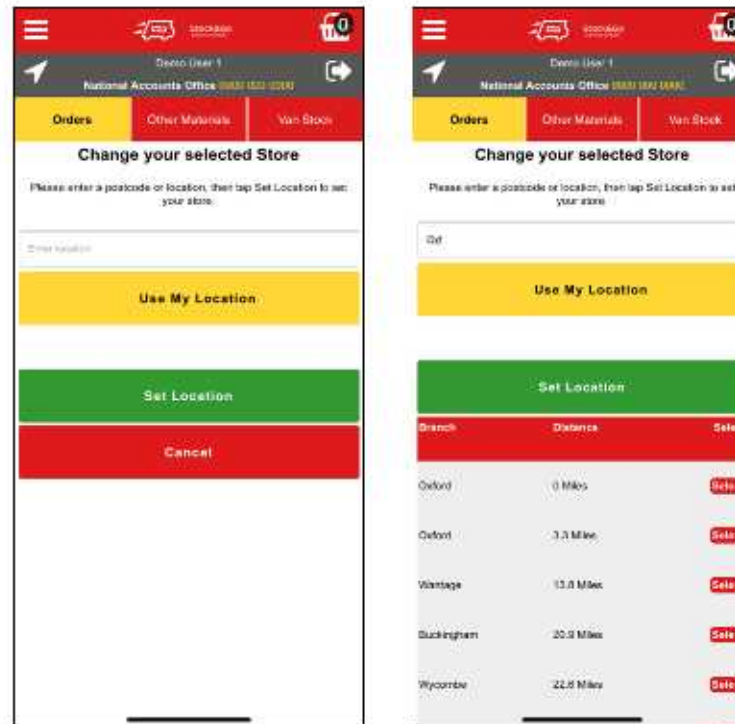
Once you have logged in, you will see the main screen (pictured).



On tapping of either the **change location** icon or location name the change location page is shown.

You can either search by location name, or use the '**Use My Location**' option to find the closest stores..

Please note: you will be able to view branches outside of your usual collection area, however you will not be able to view any products or collect from these stores.



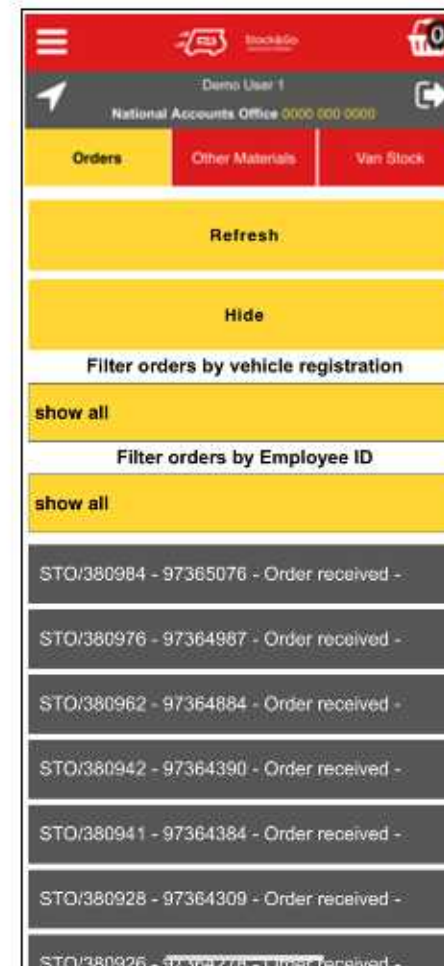
On tapping the **orders** tab a list of uncollected Van Stock orders will be shown (if any exist) in order of newest first. 'Other Materials' orders are not shown in this list or anywhere in the app.

The orders can be filtered by Vehicle Registration (if viewing all orders for all company van). The default view is 'My Orders'.

You can either scroll through the list of orders to find orders against your vehicle registration, or you can filter by vehicle registration. If you tap the 'show all' button, the app will display all vehicle registration numbers available.

In this example, you can see the Buildbase Order reference numbers e.g. **STO/380822**. This refers to the document number that Buildbase will use to deliver this order on.

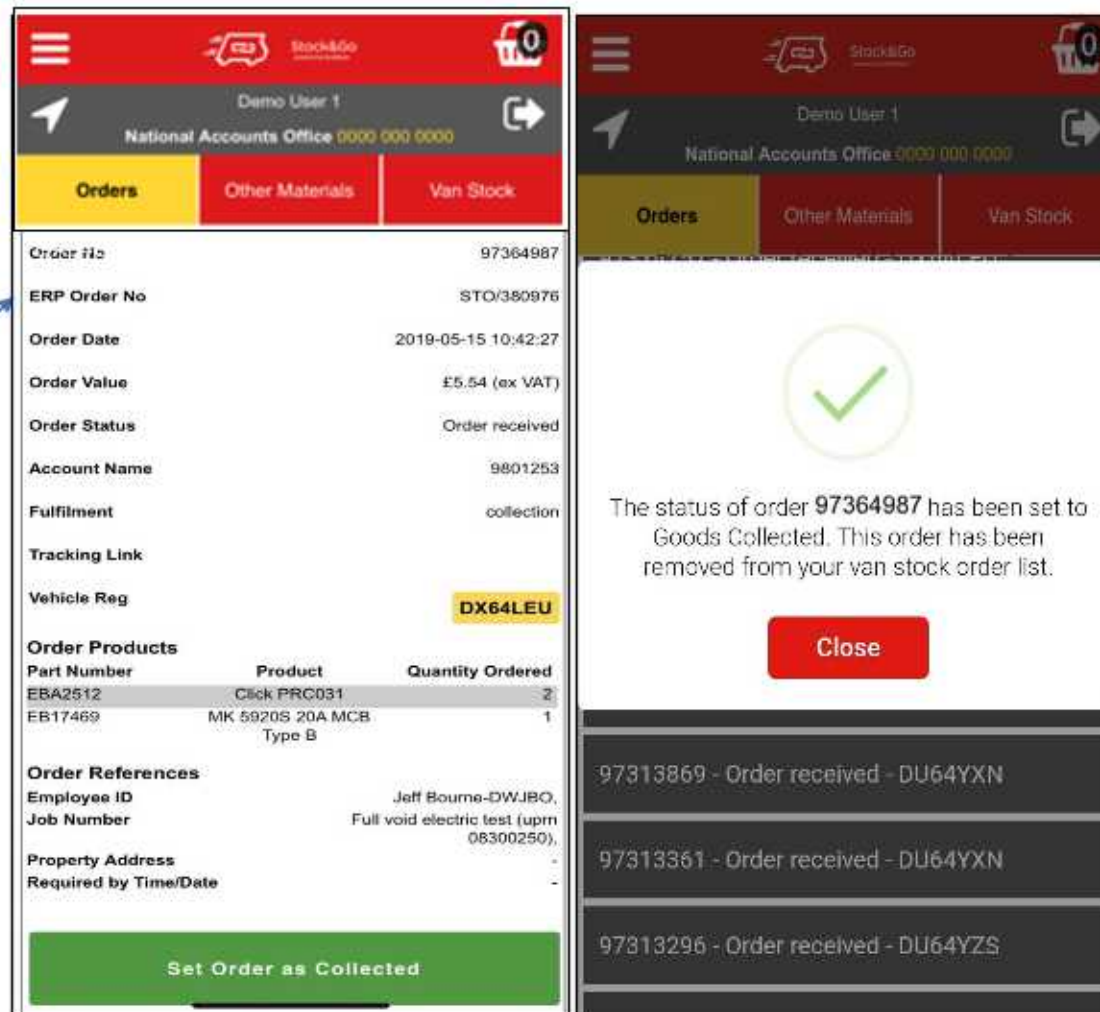
'Order Received' means that the buildbase branch has received this order.



Once you receive an order from the Buildbase branch, you will need to select it from your order list in the Orders tab. You will be able to view the items on this order as well as the order references used. You can now tap on the **'Set Order as Collected'** button. This will set the status of the order to 'Goods received' and will remove the order from the outstanding order list, updating your van stock at the same time.

The 'ERP Order No (n this example STO/380976) will match the Buildbase ticket number that you sign whenever you collect goods (Providing that your account is set up for this feature, if not, there will be a generic web order number in this field).

ERP Order
Number/Buildbase
ticket number



The screenshot shows the 'Orders' tab selected in the app. The order details for order #97364987 are displayed. A blue arrow points from the 'ERP Order No' field to a text box containing 'ERP Order Number/Buildbase ticket number'. Below the order details is a green button labeled 'Set Order as Collected'. To the right, a confirmation dialog is shown with a green checkmark and the text: 'The status of order 97364987 has been set to Goods Collected. This order has been removed from your van stock order list.' A red 'Close' button is at the bottom of the dialog. Below the dialog, a list of other orders is visible.

Order # 97364987

ERP Order No STO/380976

Order Date 2019-05-15 10:42:27

Order Value £5.54 (ex VAT)

Order Status Order received

Account Name 9801253

Fulfilment collection

Tracking Link

Vehicle Reg DX64LEU

Order Products

Part Number	Product	Quantity Ordered
EBA2512	Csck PRC031	2
EB17469	MK 5920S 20A MCB Type B	1

Order References

Employee ID Jeff Bourne-DWJBO,

Job Number Full void electric test (uprn 08300250),

Property Address -

Required by Time/Date -

Set Order as Collected

The status of order 97364987 has been set to Goods Collected. This order has been removed from your van stock order list.

Close

97313869 - Order received - DU64YXN

97313361 - Order received - DU64YXN

97313296 - Order received - DU64YZS

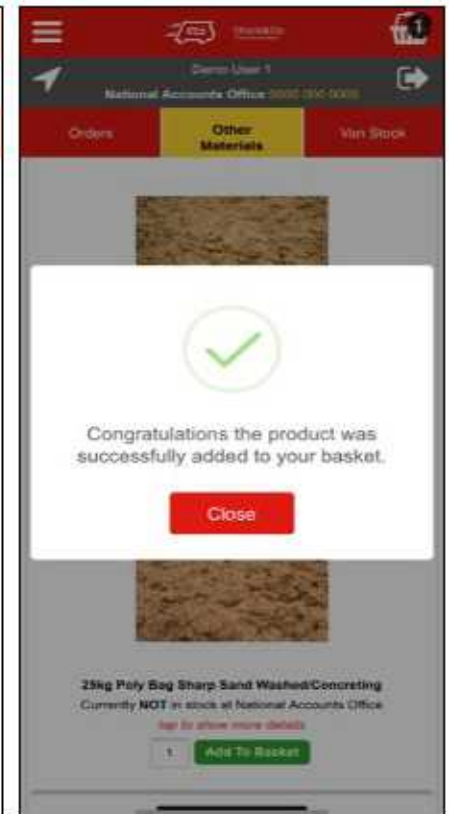
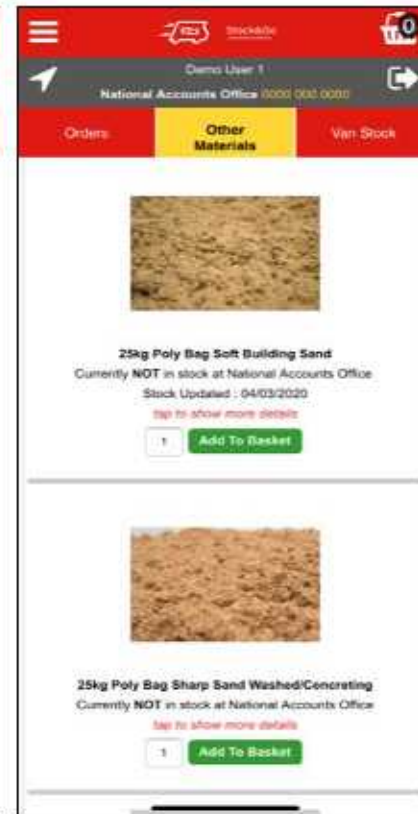
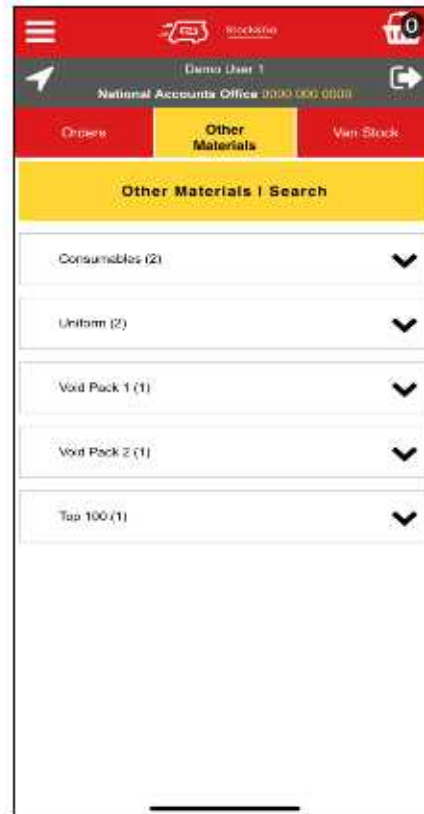
If you have a list of non-van stock items setup, this will appear in the 'Other Materials' tab. If this list is set up for use, you will be able to view non van stock items within the app. This name of this list can be changed to suit individual customers. The example (right) shows the tab named as 'Voids' rather than 'Other Materials'.



Once you tap on 'Other Materials', you will see a list of product headings to select from. Tapping on any of these headings will open up a list of products to choose from. You can also search by keyword if you tap the 'scan barcode' box, then enter 3 or more letters to search.

You can then choose which product(s) to add to your order by first selecting the product you wish to order, then tapping the green 'Add To Basket' button underneath the product. You can change the quantity to add by selecting the box to the left of the 'add to basket' button.

Note: you may only have either Van Stocks or 'Other Materials' items in your basket, you cannot mix the two types.





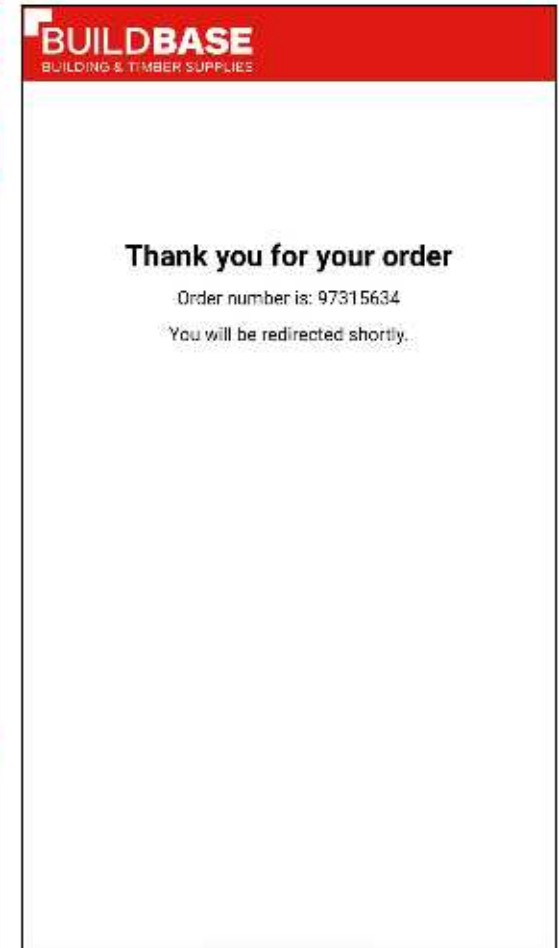
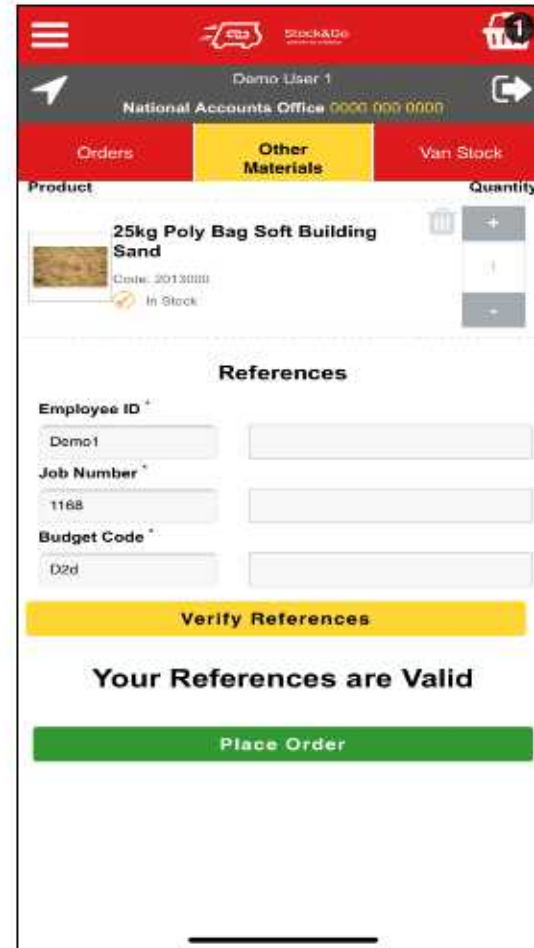
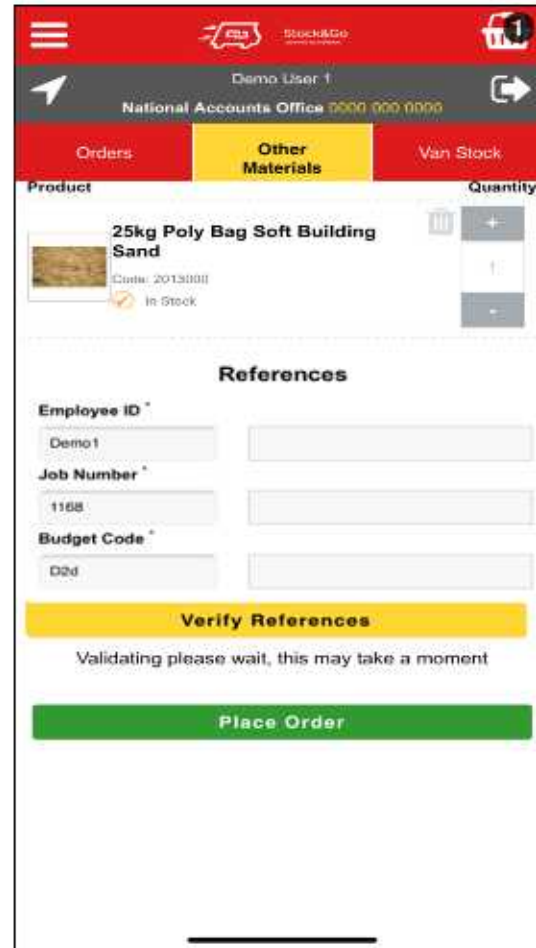
Once you have added the required item(s) to your basket, tap the basket icon at the top right of the screen.

On the next screen, tap on 'Checkout'.

You will need to enter the required references in the fields on the left hand side of the screen (mandatory fields are marked with a '*').

Once you have entered the required information, tap the 'Verify References' button. Once you see 'Your References are Valid', tap the Place Order button.

Note: you will not be able to see the status of 'Other Materials' orders on the app.



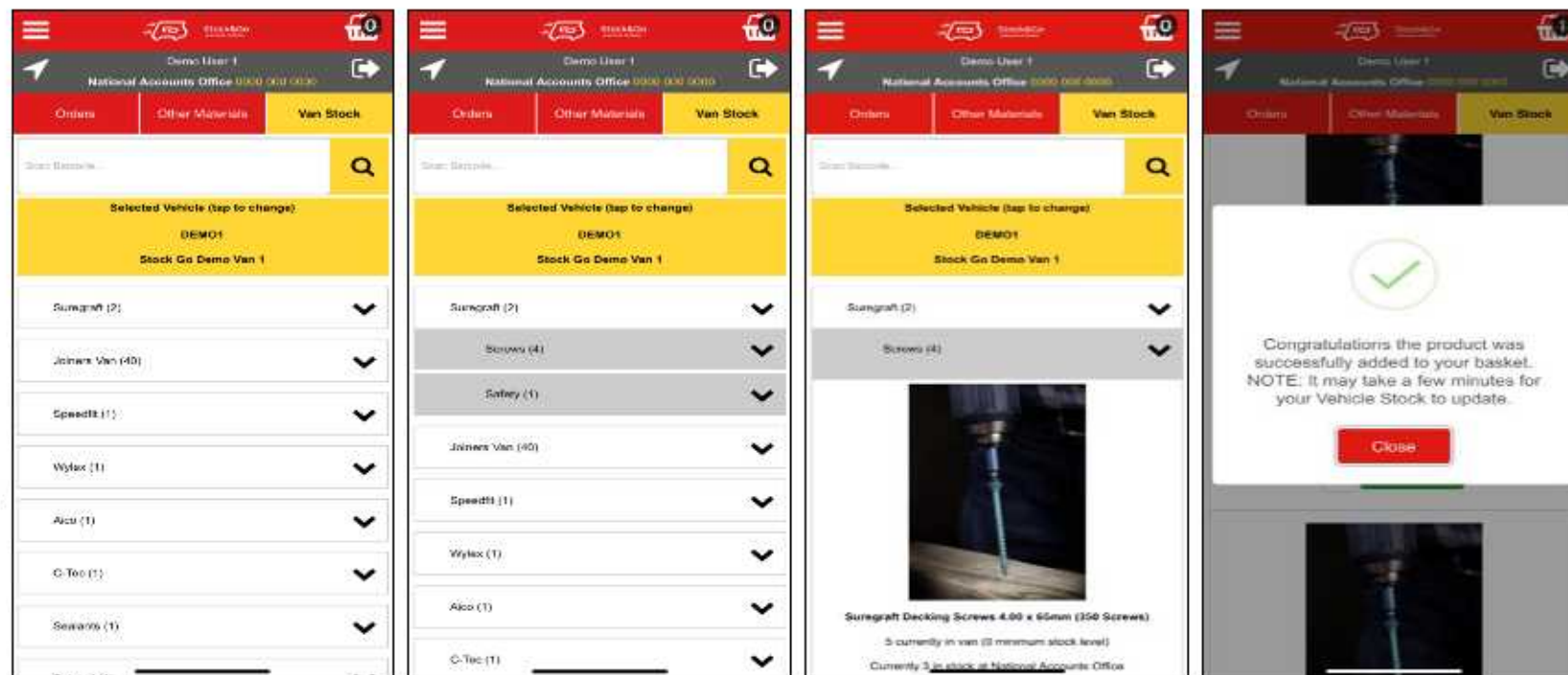
The Van Stock tab will allow you amend your van stock levels by letting the app know which items you have used from your van stocks. This will also send an order for these items directly to your Buildbase collection depot.

The van stock products are sorted by category and subcategory, clicking each allows you to expand the view and see which products fall under those categories. You can also search by keyword – type the first 3 letters of the required product into the ‘scan barcode’ field. If you have a barcode scanning device (Zebra) you can also use the barcode scanning button

Once you find the required product, you can type the required quantity into the quantity box. The default quantity is 1. You must then tap the ‘Add To Basket’ button to confirm.

Your van stock quantity will be updated and the product(s) will be added to your shopping basket.

Note: the ‘Adjust Stock’ button is not used.





Once you have tapped on the Basket icon you will see a 'Start Over' button. Tapping this option will remove all items from your basket and take you back to the Orders screen without adjusting your van stock.

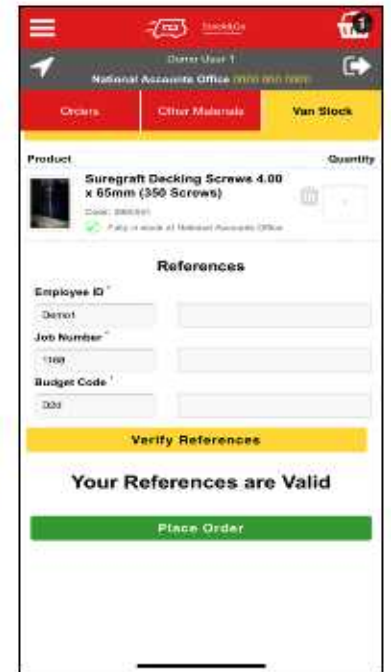
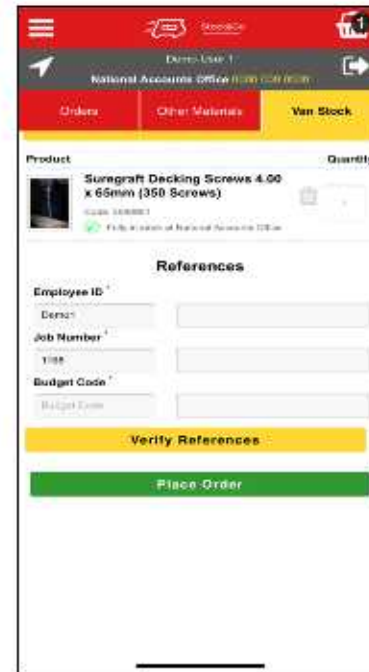
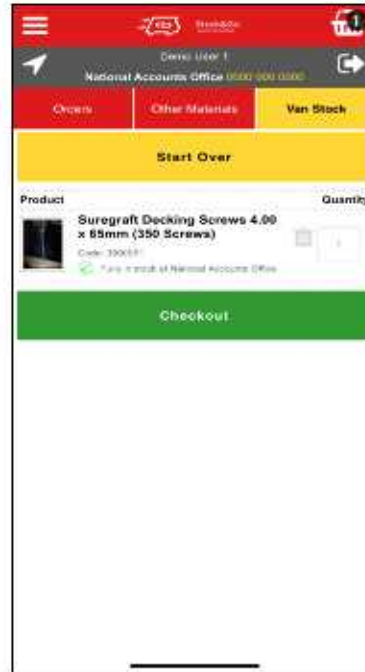
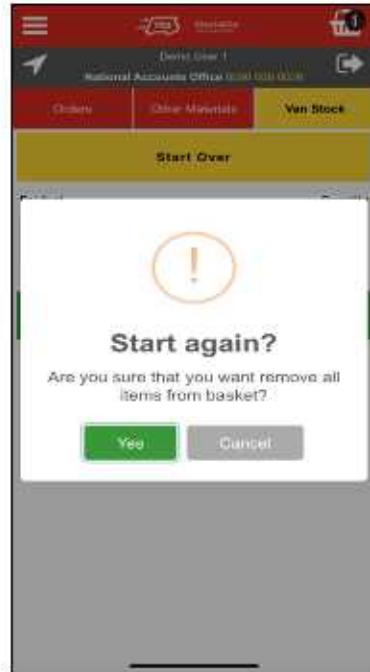
If you are happy with the items that are in your shopping basket, you will need to tap 'Checkout'.

This will then take you to the References screen. You will need to enter the required references in the fields on the left hand side of the screen (mandatory fields are marked with a '*').

Once you have entered the required information, tap the 'Verify References' button.

You should also see the message 'Your References are Valid'. Tap the **Place Order** button to continue.

The app will then return you to the Orders screen, which should now contain the order which you have just placed.



Stock&Go

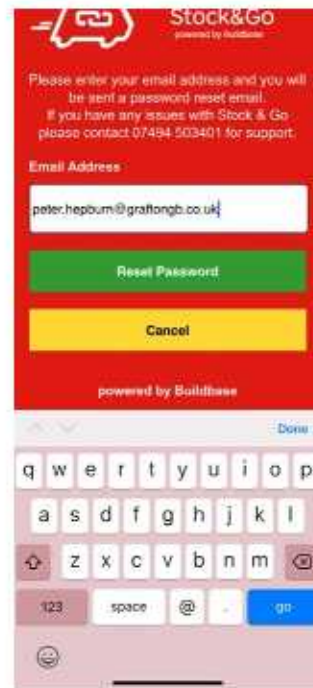
Changing/Resetting your
password

To reset or change your password, first load the app, then tap on 'Forgotten Password'.

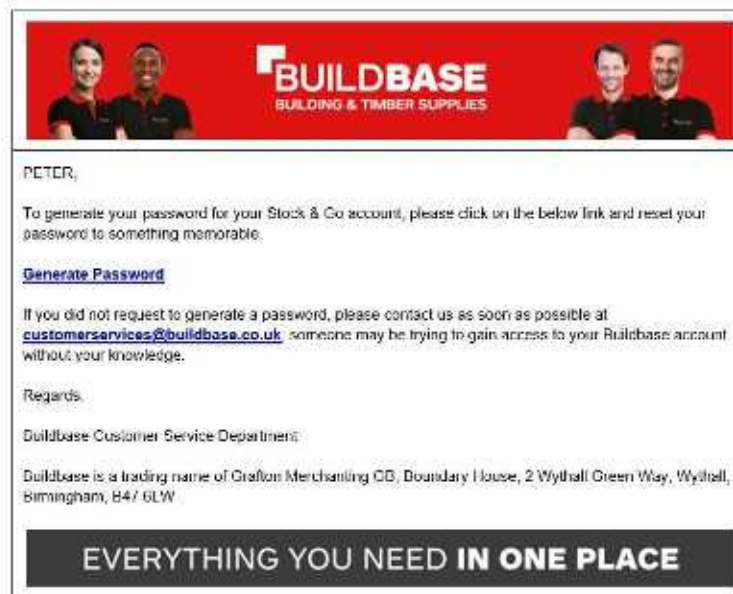
The app will take you to another screen where you should type in the email that your account was registered under, then tap 'Reset Password'.

The app will display another screen confirming that an email has been sent to the email address that your user was registered under. Please check your email inbox for this email. Please note: if you cannot find the email in your inbox, please check your Junk Mail folder.

The email will have been sent from **Buildbase Customer Services** (customerservices@buildbase.co.uk)



Once you open your password reset email, you will need to click on the **Generate Password** link. You will then be taken to the Buildbase website, where you will be asked to create a new password.



Your password will need to be at least eight characters in length, contain at least one number, at least one uppercase letter and at least one lowercase letter.

Once you have entered your new password in both the **Password** and the **Password Confirm** fields, click on **Reset**.

Once the website takes to the Login screen, your password is reset.

