

Anthology Training

SPO cycle through Anthology

Anthology Training

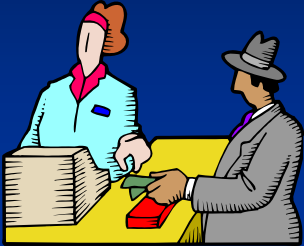
Using SPO Classic statuses

SPO Cycle

Take order
from customer



Sell book to
Customer



Contact
Customer



Purchase book
from Vendor



Receive Book
from Vendor

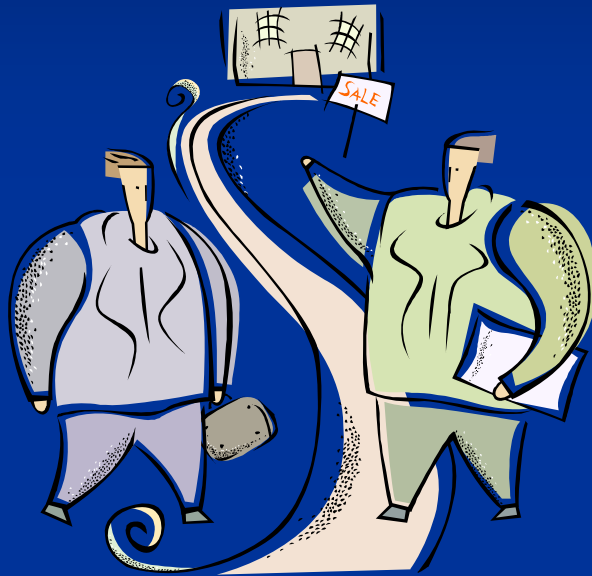


SPO Cycle



- Cashier takes customer's book order at the cash register

SPO Cycle



- Book buyer orders the book from vendor

SPO Cycle



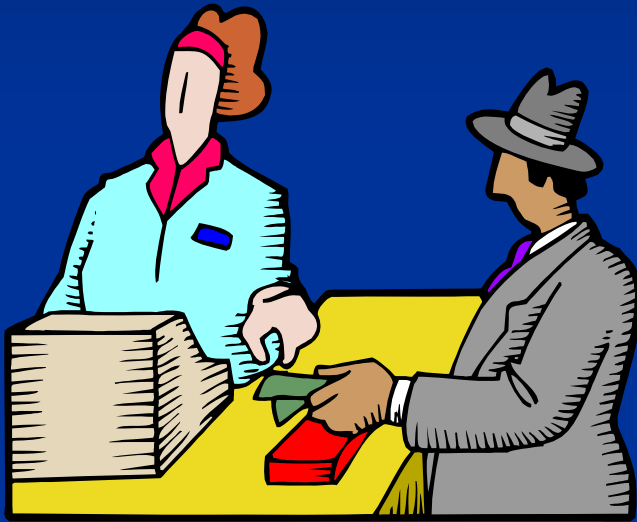
- Vendor ships the book to the store. The Receiver receives it in the receiving memo

SPO Cycle



- Customer is notified that their order is ready for purchase

SPO Cycle



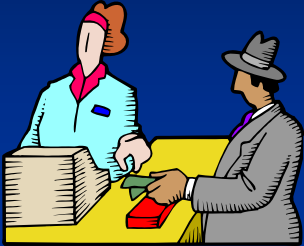
- Received book is wrapped with an SPO wrapper and filed at the cash wrap waiting for customer.
- Book is sold to customer

SPO Cycle

Take order
from customer



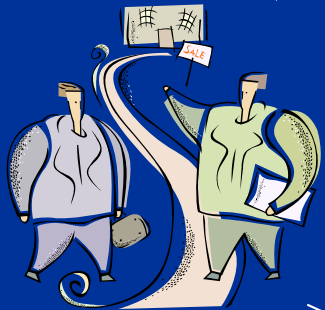
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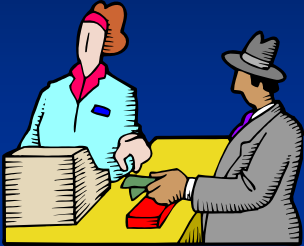


SPO Cycle

Cash Register



Cash Register



CBO Manager
Purchasing



CBO
Manager



Receiving

SPO Cycle

Cash Register



- Take the special order
 - Enter customer name
 - Select F5 Take SPO
 - Find/enter ISBN
 - Determine deposit
 - Take tenders/complete sale
 - SPO status - “Needs Order”

SPO Cycle

CBO Manager



- Gather SPO's on PO
 - Select "Needs Order" in CBO Manager
 - F12 Send to PO
 - Create "New" PO or select PO you are building
 - F12 Select

SPO Cycle

Purchasing

■ Build the PO

- F10 Save – Anthology loosely links PO # to SPO
- SPO status changes to “Draft”
- Finish building PO as you normally would



SPO Cycle

Purchasing



- Purchase the book
 - F12 Post / F6 EO
 - SPO status changes to “On Order”

SPO Cycle

Receiving Memo



- Receive the book
 - Verify SPO / F12 Post – receive item
 - SPO Status changes to “In”
 - Print CBO report
 - Print SPO Wrapper – SPO status changes to “On Hold”

SPO Cycle

CBO Manager



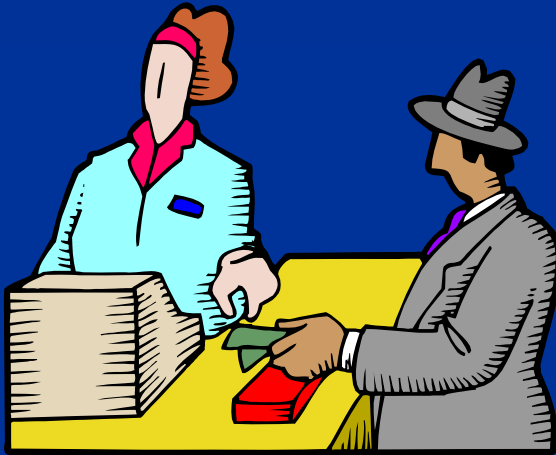
- Contact the customer
 - Wrap SPO /store at Cash Wrap
 - Check CBO Info Report and call/email customer
 - Enter notes and contact date in CBO Manager

SPO Cycle

Cash Register

■ Sell the item

- Use customer name or item title to find SPO
- Take off wrapper and scan barcode
- Pick SPO from list



SPO Cycle

Cash Register

- Sell the item
 - F3 Take Tenders/amt due
 - Complete sale
 - SPO Status changes to “Complete”

