

# Promo and Work Equipment

Process of MO orders, requesting promo or requesting work equipment

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# Requirements

## Merch order

- If promotional product is not in stock, it needs an active Rebook BOM with reselling material and technology rebook.
  - The rebook BOM should contain the promotional product's reselling counterpart.

Receive new MO order

# Request promo

To access this page, the **"request promo"** permission is required.

On this page, users can create promotional material orders for themselves or other users.

The screenshot displays the 'Request promo' interface. At the top, there is a search bar and a 'SHOP TAGS' filter set to 'Promotional > Giveaways'. The main area contains a grid of product cards. Each card features an image of the item, a product ID, a name, a category, a quantity input field, and an 'Add' button. The items shown are:

- PEA.0000001.000 USB-KEY (Promotional > Giveaways)
- POT.0000038.000 MUG (Promotional > Giveaways)
- POT.0000039.000 MOUSE-PAD-DEWESOFT (Promotional > Giveaways)
- POT.0000040.000 PEN (Promotional > Giveaways)
- PGP.0000041.000 BAG (Promotional > Giveaways)
- PGP.0000042.000 BAG (Promotional > Giveaways)

On the right side, there is a 'Cart' sidebar with the text 'Add some items on the left'. It includes a 'SELECT REQUESTER' dropdown, a 'WRITEOFF TO (CHOOSE PROMO OUT IF NO PARTNER):' dropdown, and a green 'Request promo' button.

This page only lists products of types **Prints** and **Promotional products** with attached shop tags.

To add items to the order, click the **"Add"** button next to the product, the items and their set quantity will be added and displayed in the cart. The item quantity can then be changed from the cart, if needed.

Request promo

SEARCH

SHOP TAGS

600 x 450

PCT.0001725.000  
**POLO-SHIRT-D7-M**  
Promotional > Apparel

QUANTITY  
1,00

Add In cart 1

600 x 450

PCT.0001726.000  
**POLO-SHIRT-D7-L**  
Promotional > Apparel

QUANTITY  
1,00

Add

600 x 450

PCT.0001727.000  
**POLO-SHIRT-D7-XL**  
Promotional > Apparel

QUANTITY  
1,00

Add

**Cart**

PCT.0001725.000  
POLO-SHIRT-D7-M 1 x

SELECT REQUESTER  
Nejc Frece Žohar,  
nejc.frece.zohar@dewesoft.com x

WRITEOFF TO (CHOOSE PROMO OUT IF NO  
PARTNER):  
RESELLING PROMO  
MATERIAL x

Request promo

Once all items are in the cart, select the requester user and the right promo warehouse. Once all that is selected, clicking the **"Request promo"** button will create a promo order, which will then get processed in the warehouse.

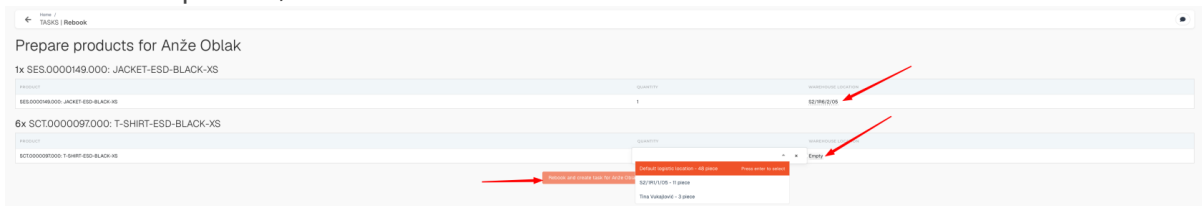


Check page:<https://how-to-erp.dewesoft.com/books/admin/chapter/promo-and-work-equipment>

# Reservation and rebook

The process of requesting promo or work equipment, the system performs several steps in the following order.

- **1. Work orders are created for rebooking**
  - These work orders are used to get required material for purchasing
- **2. System hourly check for available stock**
  - The system performs automatic stock checks. Once stock is available, the next step is triggered.
- **3. When stock is available, a task for Rebook is created**
  - These tasks get created automatically, and are assigned to warehouse manipulators.
- **4. Warehouse manipulators perform the Rebooking task**
  - Within the task, warehouse manipulators take items from available locations.
  - On task completion, material is rebooked.



- **If necessary, the system automatically rebooks reselling products to promo or protective gear products**
  - This is usually done, when no promo product stock is available, but reselling product stock exists.

After the task is finished, the process continues.

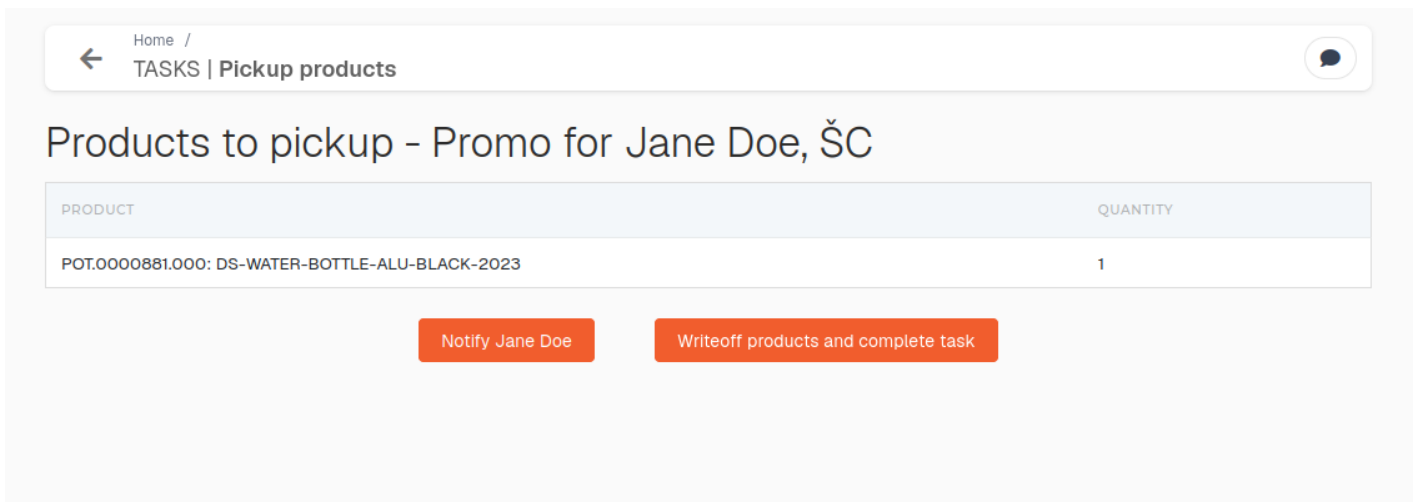
**Check here:** <https://how-to-erp.dewesoft.com/books/admin/chapter/promo-and-work-equipment>

# Pickup products

After reservation and rebook tasks are completed, the assigned user receives a task to pickup products. This can be done at the warehouse window.

## Promo order pickup

If the order is for **promotional products**, the task is assigned to the **requester**.



The screenshot shows a web interface for a pickup task. At the top, there is a breadcrumb trail: 'Home / TASKS | Pickup products'. The main heading is 'Products to pickup - Promo for Jane Doe, ŠC'. Below this is a table with two columns: 'PRODUCT' and 'QUANTITY'. The table contains one row with the product ID 'POT.0000881.000: DS-WATER-BOTTLE-ALU-BLACK-2023' and a quantity of '1'. At the bottom of the interface, there are two orange buttons: 'Notify Jane Doe' and 'Writeoff products and complete task'.

PRODUCT	QUANTITY
POT.0000881.000: DS-WATER-BOTTLE-ALU-BLACK-2023	1

Once products have been collected by the assigned user, the order's **"end customer"** can be notified to collect items by clicking the **"Notify user"** button.

If the **"pick-up"** task is **from a merch order**, closing it will **trigger a material write-off, create invoice and delivery note**. The created invoice will then be automatically sent to the "end customer".

After promotional items are **"picked-up"**, the requester should click the **"Write-off products and complete task"** button. This will **finish** and **close** the **task**.

## Work equipment pickup

If the order is for **work equipment**, the task is assigned to the **head of the department**.



## Products to pickup - 044501 - Warehouse,

PRODUCT	QUANTITY
SES.0000149.000: JACKET-ESD-BLACK-XS	1
SCT.0000097.000: T-SHIRT-ESD-BLACK-XS	6

### Distribute work equipment to:

John Doe gets SES.0000149.000: JACKET-ESD-BLACK-XS

John Doe gets SCT.0000097.000: T-SHIRT-ESD-BLACK-XS

Complete

After items are "**picked-up**", the head of the department should click "**Complete**" to **finish** and **close** the **task**.