



ORDERING STOCK FROM THE CENTRAL WAREHOUSE IN EPOS NOW

Target3pl.co.uk

1

GO TO PURCHASE ORDER SECTION IN EPOS NOW

In Epos Now back office, navigate to:
Manage / Stock Control / Purchase Orders.

2

CREATE NEW PURCHASE ORDER

Select: Expected delivery date, your store location, and member of staff.

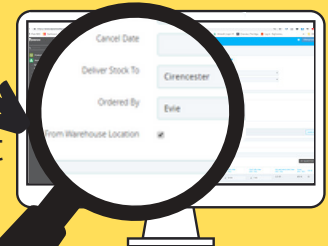
ADD PURCHASE ORDER

Press this button

3

IMPORTANT: TICK THIS BOX!

Tick: **From Warehouse Location**. If you do not tick this box we will not receive your order!



4

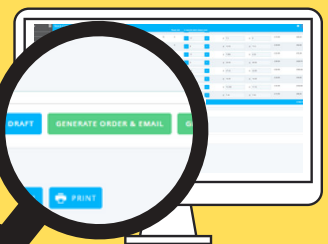
ADD STOCK TO YOUR ORDER

Epos now will auto populate qtys with suggested replenishment levels*, manually adjust if required.

5

GENERATE AND EMAIL ORDER

Email a copy to: warehouse@target3pl.co.uk
Your order will be downloaded automatically into the system at Target 3PL for pick & pack.



YOU WILL RECEIVE AN EMAIL WHEN SHIPPED
ORDER QUERIES CALL TARGET 3PL ON 01327 301950



*based on min / max level against each product