



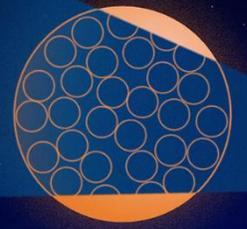
## DELIVERY REMINDERS

TRACK OVERDUE DELIVERIES, CREATE REMINDERS AND NOTIFY VENDORS  
IN MICROSOFT DYNAMICS 365 BUSINESS CENTRAL



[www.eos-solutions.it/en/delivery-reminders.html](http://www.eos-solutions.it/en/delivery-reminders.html)





## Delivery Reminders

App for Microsoft Dynamics 365 Business Central

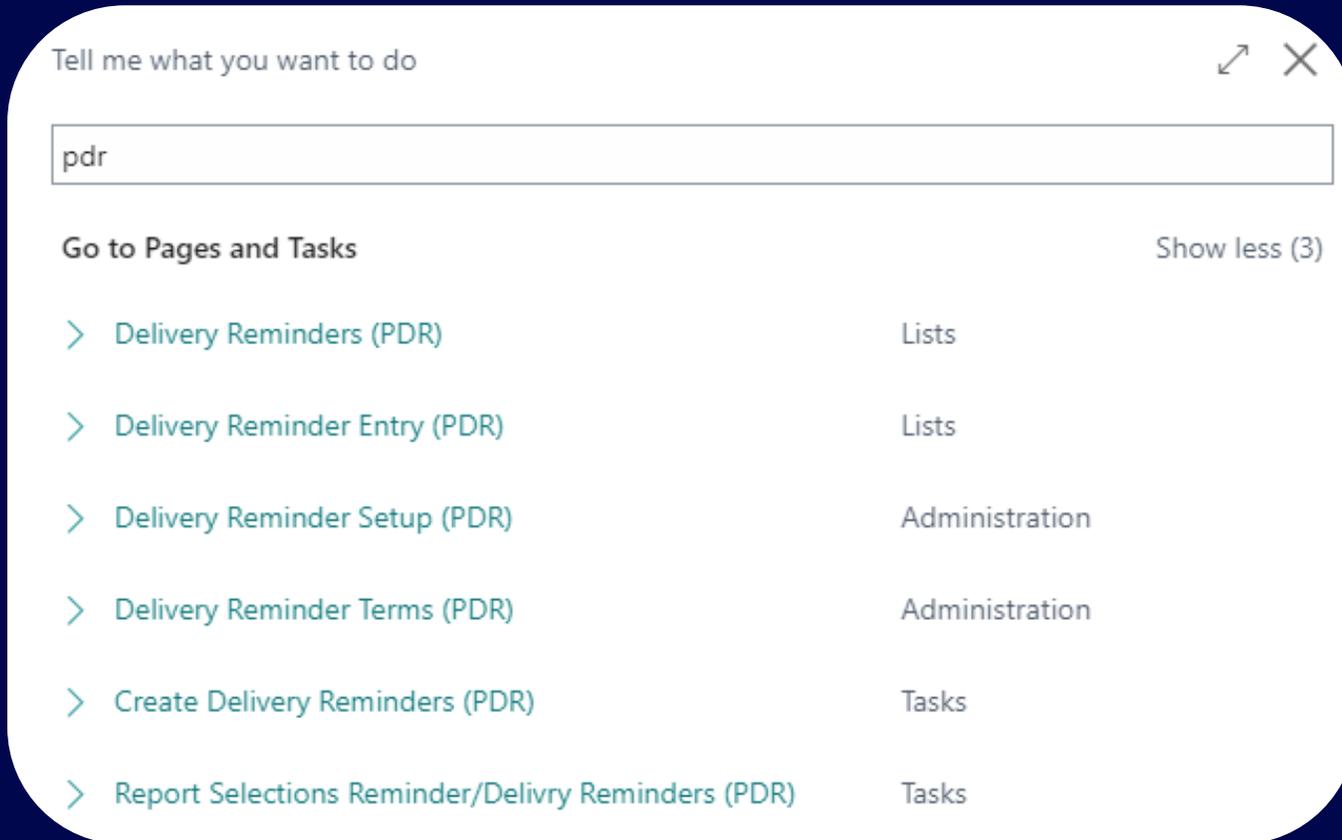
DO YOU WANT TO KEEP TRACK OF ANY OVERDUE DELIVERY? DO YOU WANT TO CREATE DIFFERENT LEVELS OF REMINDER TO VENDORS?

DO YOU NEED TO ISSUE AND POST REMINDERS? DO YOU WANT TO CREATE REMIDERS MASSIVELY?

The **Delivery Reminders** app from Eos Solutions allows you to **track overdue deliveries and automatically create and send reminders to vendors** in Microsoft Dynamics 365 Business Central.



## Here is a list of the features involved



**ALT + Q and PDR**

### Create

terms and levels of reminder with different texts according to the degree of the reminder.

### Issue

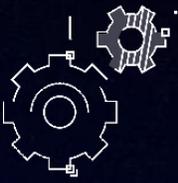
reminders individually or massively.

### Post

the reminders created and displays all the movements related to the reminder lines.

### Send

the reminders to vendors.



# Creation of a reminder

Delivery Reminders | Work Date: 1/28/2021

Search + New Manage **Create Reminders...** Print... More options

No. ↑	Vendor No.	Name	Posting Date	Reminder Terms Code	Reminder Level
<a href="#">DR21-000029</a>	01254796	Progressive Home Furnishings	2/20/2021	DOMESTIC	1

To create reminders, you can **run a report or use the appropriate action on the Delivery Reminders (PDR) page.**

The default setting for Posting and Document Date is the Workdate.

The Posting Date is used as the reference date for calculating the days related to the levels. If you select "Expired orders only" on the reminder you will not see the lines for orders that have yet to expire.

You can **filter by vendor or report on all vendors.**

### Create Delivery Reminders (PDR)

Use default values from: **Last used options and filters**

**General**

Posting Date: 2/20/2021

Document Date: 2/20/2021

**Only Overdue Orders**

Use Header Level

**Filter: Vendor**

**× No. ....**

+ Filter...

Filter totals by:

+ Filter...

**Filter: Purchase Line**

× Document Type

OK Cancel

# Reminder example



Delivery Reminder | Work Date: 1/28/2021

DR21-000029 · Progressive Home Furnishings

Create Reminders... Print... Issue... More options

**General** Show more

No.	DR21-000029	Address 2		Document Date	2/20/2021
Vendor No.	01254796	Sell-to Post Code/City	US-SC 27136	Reminder Terms Code	DOMESTIC
Name	Progressive Home Furnishings	City	Columbia	Reminder Level	1
Name 2		County		Use Header Level	<input checked="" type="checkbox"/>
Address	222 Reagan Drive	Posting Date	2/20/2021		

Deliv Reminder Lines | Manage | More options

Order No.	Order Line No.	Type	No.	Due Date	Description	Received Quantity	Original Quantity	Remaining Quantity
->					Subject: delivery reminder This letter is to inform you that we are waiting for the delivery of t...			
106077	40000	Item	1200	2/16/2021	Ruota posteriore		400	400
					Please provide delivery as soon as possible Best Regards SG Spa			
106074	10000	Item	1000	4/1/2021	Open Orders Not Due		300	300
106077	30000	Item	1100	12/13/2021	Bicicletta		1,500	1,500
					Ruota anteriore			

At the bottom there is the list of orders that have yet to expire.

In the header, the "Reminder level" field shows the degree to which we have reached in soliciting orders from the vendor.



# Posting

← Delivery Reminder | Work Date: 1/28/2021

DR21-000029 · Progressive Home Furnishings

Create Reminders... **Print...** **Issue...** | More options

Once the reminder has been checked, **it can be posted and then issued from the Reminder page by pressing Issue.**

By modifying the filters, it is also possible to **make a massive registration if necessary.**

### Issue Reminders

Options

Print

Replace Posting Date

Posting Date

Filter: Reminder

× No.

+ Filter...

Advanced >

OK Cancel

# Setup



**Receiving**

Location Code	<input type="text"/>	Subcontractor	<input type="checkbox"/>
Shipment Method Code	CANL	Subcontracting Location Code	<input type="text"/>
Lead Time Calculation	<input type="text"/>	Subcontractor Procurement	<input type="checkbox"/>
Base Calendar Code	<input type="text"/>	Linked to Work Center	No
Customized Calendar	No	Delivery Reminder Terms Code	DOMESTIC
Over-Receipt Code	<input type="text"/>		

**Compensation** >

**DocFinance** >

Code ↑	Description
→ DOMESTIC	Domestic Suppliers
EUROPEAN	European Suppliers
FAREAST	Far East Suppliers

+ New Select from full list

The **texts for the reminders must be defined**, at different levels on the Delivery Reminder Terms (PDR) page.

These reminder terms must be **assigned to the vendors** by classifying them in the Receiving tab with a specific code:

The **different levels of reminder** are defined based on the days that can elapse from the expected receipt date, before a reminder is issued.

Reminders subsequent to the first use the **date of the recorded reminder as a reference**.

Delivery Reminder Terms (PDR) | Work Date: 1/28/2021 ✓ Saved

Search + New Edit List Delete **Levels** Actions Fewer options

Code ↑	Description	Max. No. of Reminders
→ DOMESTIC	Domestic Suppliers	2
EUR		
FAR		

DOMESTIC · Domestic Suppliers | Work Date: 1/28/2021 ✓ Saved

Delivery Reminder Levels | Search + New Edit List Delete Beginning Text ...

No. ↑	Grace Period
→	1D
2	10D

## Delivery Reminders

App for Microsoft Dynamics 365 Business Central

### SUBSCRIPTION

Some features of the Delivery Reminders app require a subscription.

The subscription can be activated from Subscription control panel or directly from the notification messages that the system proposes, by clicking on the link that allows you to start the subscription wizard.

Contact us for more info:

[www.eos-solutions.it/en/contact-support.html](http://www.eos-solutions.it/en/contact-support.html)

