

New Order

25/07/2025 9:56 am BST

Summary

Orders can be sent directly from Merlin to the following wholesale suppliers in the UK: MWI Animal Health, Covetrus and NVS.

Details

Create a New Order

1. Navigate to Inventory> Wholesale > New Order.

Wholesale

ActivitiesAdministration

Supplier: CentaurSite: Esher SAWholesale Admin

DashboardView OrdersNew OrderPrice UpdatesCheck Codes

DescriptionadvocateDistinct Advantage

Wholesaler AccountPrimary - S17-1Ordering LevelAllRefreshAuto Add

Description	Supplier Code	Treat Code	List Price	Size	Wholesaler Message
Advocate Cat 40 6 Pip	30271368	Archive_343	36.56		
Advocate Cat 40 6 Pip	30271368	343	36.56		
ADVOCATE CAT DISPENSING ENVELOPE X 25	30551841		0.00		
ADVOCATE DOG DISPENSING ENVELOPE X 25	30551830		0.00		
Advocate Ex-Ige Dog 3 Pip	30200020	Archive_2647	30.67		
Advocate Ex-Ige Dog 3 Pip	30200020	2647	30.67		
Advocate Ex-Ige Dog 6 Pip	30271404	Archive_2646	54.69		

Page 1 of 1

Displaying 1 - 36 of 36

Order No.

Supplier Code	Description	Ordered Pack Qty	Unit Price	Total Price	Qty Per Pack	Treat Code	Group
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Order Total0.00

Delete ItemClearNew Order ReportSave OnlySave/Send

2. Ensure the correct Supplier is selected from the drop down list in the top left.

Note: If you are an MWI Animal Health customer, select the wholesale account you wish to use (For MWI you are able to use multiple accounts).

3. The next step is to add items to your order using one of the below (or combination of both) methods.

Auto-Add

If you have stock levels stored within the system (see [Stock Adjustment](#) page for further information), you use the 'Auto-Add' button to populate your order based on minimum, max and current stock levels.

Manually Add

Alternatively you can manually add stock to your order by double-clicking an item and entering the quantity required. To manually add items to an order, use the search drop down and text bar provided to search for an item.

When selecting stock you will notice items are displayed in different colours. The following colour coding applies to the items in the new order grid to assist the user with ordering:

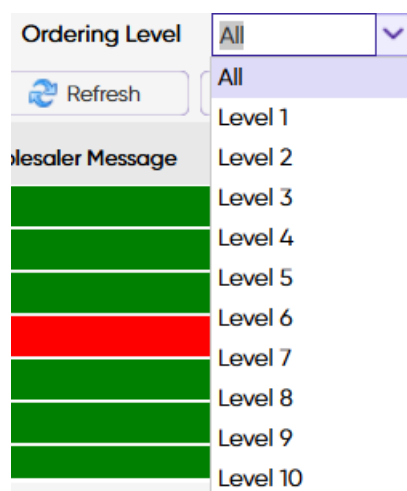
Black Text, White Background - Item available to order, but has not been added in your Code Entry.

White Text, Green Background - Item added in your Code Entry.

White Text, Red Background - Item added in Code Entry, but is set as hidden.

Ordering Level

Users are able to filter the list of products available by using the Ordering Level drop down. Products can be assigned to an order level from Code Entry.

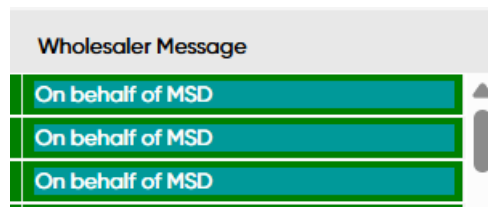


Wholesale Message Column

The Wholesaler message column displays messaging from the MWI wholesale price file.

On Behalf of MSD

A wholesale message 'On behalf of MSD' will display for any MSD products listed.



4. Any items added to your order will display on the bottom half of the screen.

Wholesale

Supplier: Centaur Site: Esher SA Wholesale Admin

Dashboard View Orders New Order Price Updates Check Codes

Description atop Distinct Advantage

Wholesaler Account Primary - S17-1 Ordering Level All

Refresh Auto Add

Description	Supplier Code	Treat Code	List Price	Size	Wholesaler Message
ATOPEASE 16MG FC TABS X 100	30560163		182.53		
ATOPEASE 3.6MG FC TABS X 100	30560161		93.95		
ATOPEASE 5.4MG FC TABS X 100	30560162		93.95		
Atopica Caps 100mg	30176469	Archive_930	83.96		
Atopica Caps 100mg	30176469	930	83.96		
ATOPICA CAPS 100MG 15	30176469	Archive_ATOPICA100/15	83.96		
ATOPICA CAPS 10MG 15	30176436	Archive_ATOPICA10X15	22.13		

Page 1 of 1

Displaying 1 - 15 of 15

Order No.

Supplier Code	Description	Ordered Pack Qty	Unit Price	Total Price	Qty Per Pack	Treat Code	Group
30405577	BRAVECTO DOG MED 500MG 1 ...	1	26.09	26.09	1	Archive_BRAVECTOCM1X1	
30223966	METACAM INJ 20ML DOG/CAT	2	92.51	195.02	20	Archive_METACAM20ML	
23192283	Piriton Tabs 4mg 500	2	25.59	51.18	500	120	
30176469	Atopica Caps 100mg	1	83.96	83.96	15	930	

Order Total 356.25

Delete Item Clear New Order Report Save Only Save/Send

Sending or Saving your Order

When you have finished creating your order you have two options:

Save Only = Saves the order but does not send to the supplier. Items can be added to the order throughout the day and the order can be sent when ready. Using this option will save the order to the 'View Orders' tab.

Save/Send = Saves the order and sends to your supplier. Selecting this option will display the progress of sending the order. Once processed you will see a message "Successfully completed order for... [supplier name]".

When viewing an order that has followed 'Save Only'. You can open it from the view orders tab and click 'Add to Order' to add more items.

Order Items

PMS Order No. : 83 Centaur Order No. :
Site: Esher SA Account: S17-1 Order Total: 356.25

Print Add to Order Delete Order

Supplier Code	Description	Code	Ordered Qty	Total Received	Price	PMS Status	Centaur Status
30405577	BRAVECTO DOG MED 500MG 1 X 1 TAB*	Archive_BRAVE...	1	0	26.09		
30223966	METACAM INJ 20ML DOG/CAT	Archive_METAC...	2	0	92.51		
23192283	Piriton Tabs 4mg 500	120	2	0	25.59		
30176469	Atopica Caps 100mg	930	1	0	83.96		

The product search will display in the bottom half of the window, allowing users to search via Description and use the Auto Add.

Find matching product then double click to add

Refresh

Description



Auto Adc

Description	Supplier Code	Treat Code	Pack Price	Group	Size
1.5 / 2.0MM SMOOTH WASHER	30396396	Archive_WASHER7	5.67		
1.5 2.0MM T PLATE 4H SHAFT 2H HEAD L32MM	30391009	Archive_TPLATE4H	48.31		
1.5 2.0MM T PLATE 5H SHAFT 2H HEAD L42MM	30391010	Archive_TPLATE5H2	48.31		
1.5 X 10MM CORT SCREW HEX SELF TAP SS	30342036	Archive_4455yy6788765544	5.39		
1.5 X 10MM CORT SCREW HEX SELF TAP SS	30342036	Archive_CORTSCREW122	5.39		
1.5 X 11MM CORT SCREW HEX SELF TAP SS	30345544	Archive_SelfTapScrew11	5.39		
1.5 X 12MM CORT SCREW HEX SELF TAP SS	30342047	Archive_CORTSCREW19	5.67		

|< ← Page 1 of 1791 → >| ↺

Displaying 1 - 7 of 12534

To then send the order, click the same icon which is now named 'Remove Search'. This will remove the product list and allow the user to click 'Send Order'.