

Tool Box Talk

Dangerous Goods Act: Sale of Corrosive Products and Substances – Offensive Weapons Act 2019, Part 1

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Task notes:	Dangerous goods order entry with pop up

Part 1 of the Act responds to the threat posed by the use of corrosive substance as a weapon to inflict serious harm. The use of corrosives as a weapon is of significant concern given the life changing injuries that these substances can inflict. The measure provided by the Act strengthen the Powers of the police, Trading Standards and other partners to be able to tackle these crimes.

The provisions in Part 1 are designed to restrict access to those products containing the most harmful corrosive substances by prohibiting the sale and delivery of corrosive products to under 18's.

This is why Plastica has put this process in place when a customer phones to order a corrosive product, due to us being the seller of some of these products it is our responsibility as we must ensure that we identify any products that we stock meet the definition of a corrosive product to which the age restriction applies to and we adhere to this act.

Form Name: Create Sales Order

The screenshot shows the 'Create sales order (1 - pla)' form. The 'Customer' section includes fields for 'One-time customer' (checkbox), 'Customer account' (dropdown), 'Name' (text), 'Contact' (dropdown), and 'Payment' (text). The 'Address' section includes 'Delivery name' (text), 'Address' (text), 'Delivery address' (dropdown), 'Delivery contact' (text), 'Contact Tel No.' (text), 'Alt Contact Tel No.' (text), 'Contact Email' (text), and 'Delivery Instructions' (text). Below these sections are tabs for 'General', 'Customer Specific Information', 'Shipping', and 'Administration'. The 'General' tab is selected, showing the 'SO00198439' reference number. At the bottom, there are 'OK' and 'Cancel' buttons and a status bar with the text 'Customer account number.'

1. Enter **Customer account Number**.

2. Switch to the **General** tab on the Create Sales Order Form.

The screenshot shows the 'Create sales order (1 - pla)' form with the 'General' tab selected. The 'Customer' section is filled with 'STAF02' for 'Customer account', 'Staff Account' for 'Name', and 'EOM1' for 'Payment'. The 'Address' section is filled with 'Staff Account' for 'Delivery name', 'Perimeter House, Napier Road, ST LEONARDS-ON-SEA, TN38 9NY, United Kingdom' for 'Address', and 'Staff Account' for 'Delivery address'. The 'General' tab is expanded, showing 'Sales order' (SO00198439), 'Order type' (Sales order), 'Invoice account' (STAF02), 'Name' (Staff Account), 'References' (Customer requisition, Customer reference, CRM Case No., Sales agreement ID, Project ID), 'Currency' (GBP), 'Storage dimensions' (Site: PLAHAST, Warehouse:), and 'Intercompany' (Intercompany:). Below the tabs are 'OK' and 'Cancel' buttons and a status bar with the text 'Type of the current order'.

3. Enter **Customer reference**

4. Switch to the **Shipping** tab on the Create Sales Order Form.

The screenshot shows the 'Create sales order (1 - pla)' window with the 'Shipping' tab selected. The window is divided into several sections:

- Customer:** One-time customer: ☐; Customer account: STAF02; Name: Staff Account; Contact: ; Payment: EOM1.
- Address:** Delivery name: Staff Account; Address: Perimeter House, Napier Road, ST LEONARDS-ON-SEA, TN38 9NY, United Kingdom; Delivery address: Staff Account; Delivery contact: ; Contact Tel No.: ; Alt Contact Tel No.: ; Contact Email: ; Delivery Instructions: .
- General:** Sales order: SO00198439; Order type: Sales order; Invoice account: STAF02; Name: Staff Account; References: Customer requisition: ; Customer reference: stock; CRM Case No.: ; Sales agreement ID: ; Project ID: ; Currency: GBP; Storage dimensions: Site: PLAHAST; Warehouse: ; Intercompany: ☐.
- Customer Specific Information:**
 - Shipping:** Requested receipt date: 19/05/2023; Requested ship date: 19/05/2023; Delivery date control: CTP; Confirm dates: ☐; Time zone: (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London.
 - Misc. delivery info:** Mode of delivery: 06; Delivery terms: ; Full Order: ☒.
 - Carrier information:** Carrier account number: .
- Administration:** OK, Cancel buttons.

The date that the customer asked to receive the order on

5. Enter **Mode of Delivery** Form.

6. Click the **OK** button.

Sales order (1 - pla) - Sales order: SO00198439, Staff Account

File Sales order Sell Manage Pick and pack Invoice Retail Export General

Service order Sales order Purchase order Direct delivery New Edit Delete Cancel Header view Line view From all From journal Totals Attachments Calculate How it was calculated Availability Hold Release Backwards Forwards On Sale Offers

Sales order Open order Latest sales orders Sales order Status Creation d

Sales order header

Sales order lines

Add line Add lines Add products Remove Sales order line Financials Stock Product and supply

<input type="checkbox"/>	Kit	Type	Item number	Product name	Quantity	Unit	Unit price	Discount percent	Net amount	Requested ship d
This grid is empty.										

Line details

GBP | pla | initial Close

7. Switch to the **Sales order lines tab** on the Sales Order Form.

8. Switch to the **Sales order header tab** on the Sales Order Form.

Sales order (1 - pla) - Sales order: SO00198439, Staff Account

File Sales order Sell Manage Pick and pack Invoice Retail Export General

Service order Sales order Purchase order Direct delivery New Edit Delete Cancel Header view Line view From all From journal Totals Attachments Calculate How it was calculated Availability Hold Release Backwards Forwards On Sale Offers

SO00198439 : STAF02 - Staff Account Open order

Sales order header

Sales order lines

Add line Add lines Add products Remove Sales order line Financials Stock Product and supply

Kit	Type	Item number	Product name	Quantity	Unit	Unit price	Discount percent	Net amount	Requested ship d
									19/05/2023

Line details

Item number in order line

Latest sales orders

Sales order	Status	Cre
SO00198439	Open order	18/C
SO00198379	Invoiced	18/C
SO00198375	Invoiced	18/C
SO00197298	Open order	03/C
SO00197217	Invoiced	03/C

Related information

GBP | pla | initial Close

10. Enter **Item number** that the customer requires " to 'RCH123/128/129/504/505/122

Sales order (1 - pla) - Sales order: SO00198441, Staff Account

File Sales order Sell Manage Pick and pack Invoice Retail Export General

Service order Delete Purchase order Cancel Edit Header view Line view From all From journal Totals Attachments Calculate How it was calculated Availability Hold Release Backwards Forwards On Sale Offers

SO00198441 : STAF02 - Staff Account Open order

Sales order header

Sales order lines

Kit	Type	Item number	Product name	Quantity	Unit	Unit price	Discount percent	Net amount	Requested ship d
		RCH123	25ltr Ultra Sodium Hypo 14% - Blue Drum	1.00	Item	52.00	33.00	34.84	19/05/2023

Line details

Quantity ordered in the sales unit

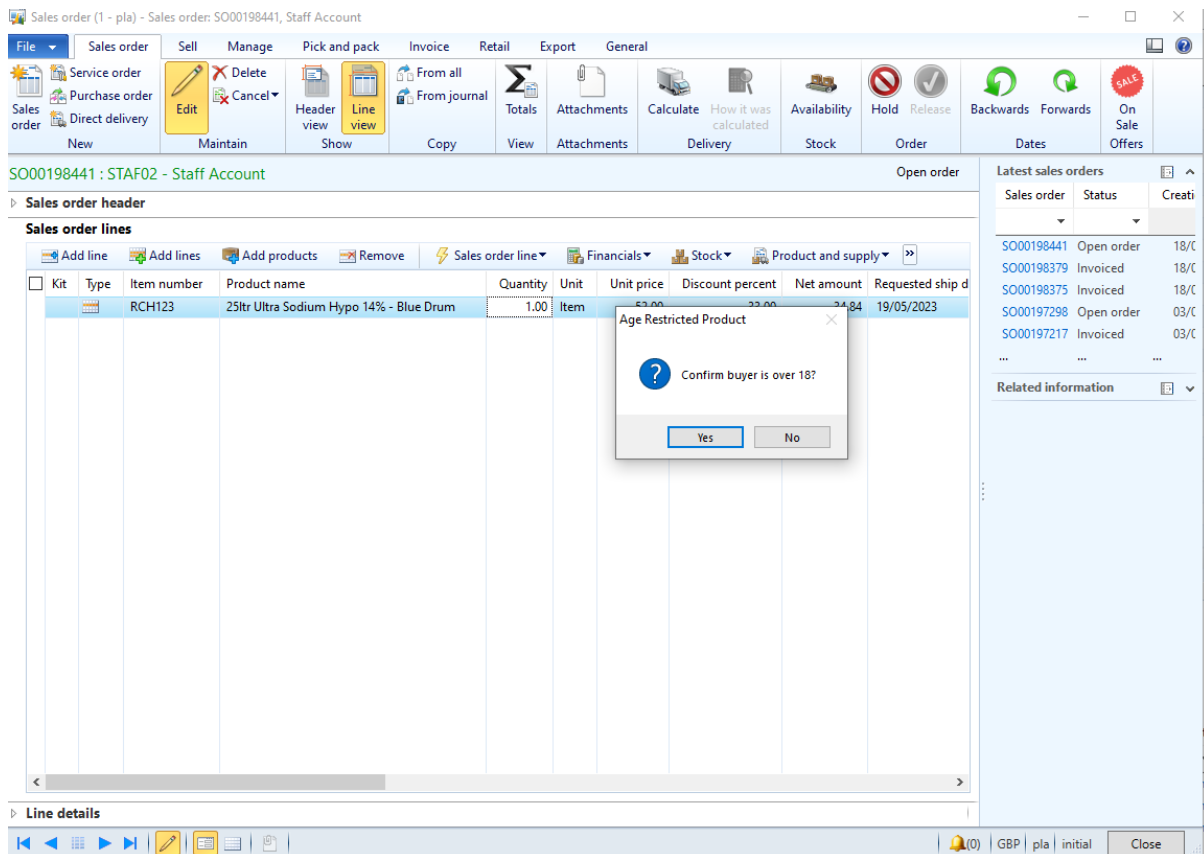
Latest sales orders

Sales order	Status	Cre
SO00198441	Open order	18/C
SO00198379	Invoiced	18/C
SO00198375	Invoiced	18/C
SO00197298	Open order	03/C
SO00197217	Invoiced	03/C

Related information

GBP | pla | initial Close

11. Once you have entered one of the items you will get a pop up box
Confirm buyer is over 18?



12. You then need to confirm the buyer is over 18. We have to do this as we must prohibit sale and delivery of corrosive products to under 18. We ask the question to everyone placing an order for the products mentioned in point 10. and this can be confirmed as our telephone calls are recorded.

Yes in the Age Restricted Product Form.

Confirm buyer is over 18? And this delivery is going to a business address if this is not the case you need to cancel the order, as we have to make sure all reasonable precautions are taken, and all due diligence is exercised to avoid customer services committing an offence.

File

Sales order

Sell

Manage

Pick and pack

Invoice

Retail

Export

General

Service order

Sales order

Purchase order

Direct delivery

New

Edit

Delete

Cancel

Header view

Line view

From all

From journal

Copy

Totals

Attachments

View

Calculate

How it was calculated

Delivery

Availability

Stock

Hold

Release

Order

Backwards

Forwards

Dates

On Sale

Offers

SO00198441 : STAF02 - Staff Account

Open order

Sales order

Status

Create

SO00198441

Open order

18/C

SO00198379

Invoiced

18/C

SO00198375

Invoiced

18/C

SO00197298

Open order

03/C

SO00197217

Invoiced

03/C

...

...

...

Related information

Add line

Add lines

Add products

Remove

Sales order line

Financials

Stock

Product and supply

Kit	Type	Item number	Product name	Quantity	Unit	Unit price	Discount percent	Net amount	Requested ship d
		RCH123	25ltr Ultra Sodium Hypo 14% - Blue Drum	1.00	Item	52.00	33.00	34.84	19/05/2023
		DELCHG	Delivery Charge	1.00	Item				19/05/2023