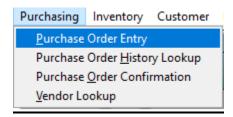
PURCHASE ORDERS



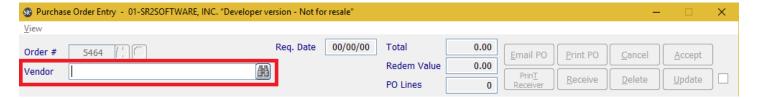
Purchase Orders enter items into inventory and set the Market Cost in Item Maintenance on the Costing/Pricing Tab.

There are several Parameters the <u>Administrative User</u> should review before entering in Purchase Orders. Company Setup > Parameter Tab: Update Market Cost, Auto Update Prices, Same Cost as Market and Company Setup > PO Setup Tab. Item Master Maintenance, Costing/Pricing Tab: Market Cost Adjustment.



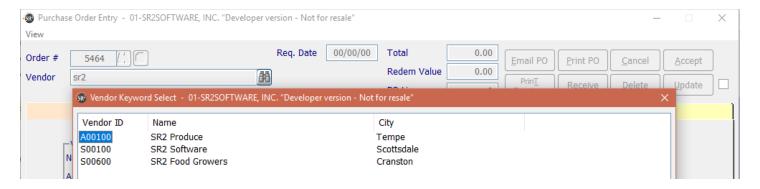
Order #: Click the or type in N for New Order #.

You can also search for open Purchase Orders if you click on the



Vendor: Enter in the Vendor name or a portion of their name to use the Rapid Intelligent Search or click the to search for a vendor.

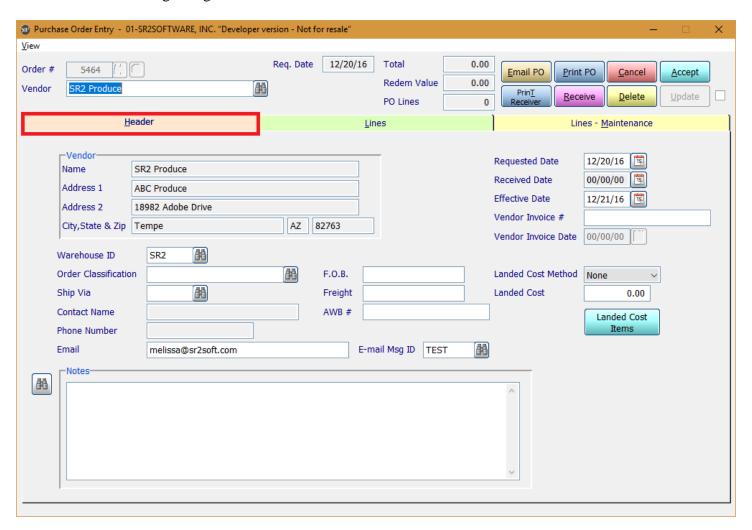
Rapid Intelligent Search



In this example, we are searching for Quality Meats & Seafoods. We can type in a partial name, Seafood, to locate the Vendor. When we type in Seafood, the system lists all the Vendors that contain the name Seafood. Simply select the Vendor from the Vendor Keyword Select screen.

Header Tab

General information regarding the Vendor.



Vendor Section: Name, Address, City, State, Zip Code of the Vendor. **Remember-Vendors are created in OuickBooks® and the user has the ability to view the Vendors in SR2Food®.

Requested Date: The expected delivery date of the order. Defaults to the current date.

Requested Date: The date that the receive button was pressed. You cannot modify this date.

Effective Date: The date the items on the order will be in the available quantity count.

Vendor Invoice #: The number on the invoice from the vendor.

Vendor Invoice Date: This date will be used as the date for the Item Receipt in QuickBooks.

Warehouse ID: The default Warehouse in Company Setup, Parameters Tab. The user has the ability to change if needed.

Ship Via: How the vendor will ship the products to you. System Maintenance, Ship Via.

Contact and Phone: Contact and Telephone number of the Vendor. Display only.

Email: Email for the vendor. This field you can edit for this PO only.

FOB: Freight on Board. Informational only, Prints on Customized Purchase order.

Freight: Dollar Freight Amount. Informational only.

AWB #: Airway Bill Number. Informational only, Prints on Customized Purchase order.

These next 2 fields are usually used by **Importers.** The fields allow the user to take a group of charges, for example customs and freight, and add them to the Market Cost dispersed across all items.

Landed Cost Method: Usually for Importers. Choices are: None, % Freight to Invoice Weight, SU Qty.

None: The default no landed costs will be applied

% Freight to Invoice: applies a percentage of the Landed cost to each line item on the Purchase Order.

Weight: will look at the weight of each item and apply the landed cost to each item depending on its weight.

SU Qty: will look at the quantity of the entire order and apply the landed cost to each item.

Automatic: Will automatically spread the cost of the landed cost assigned to that vendor based on selling units

Manual Item: Will allow you to specify how much and which landed cost is added to each.

Landed Cost: Entry in this field represents the choice for Landed Cost Method.

Landed Cost Items Button: This will allow you to enter the cost and vendor for the landed costs

Example of Landed Cost:

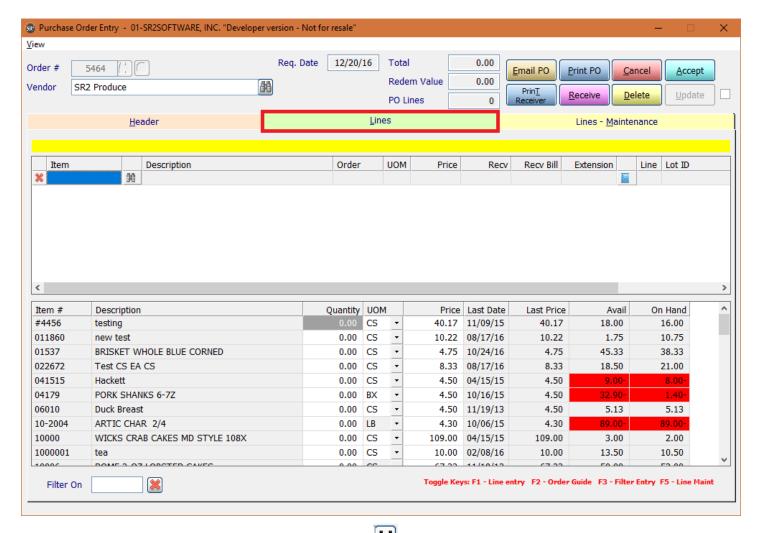
I get charged by units. My vendor charges me per can.

Landed Cost Method SU Qty and Landed Cost equals the total cost per can.

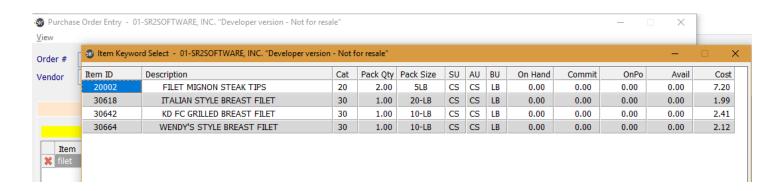
For more information see the landed cost documentation.

Lines Tab

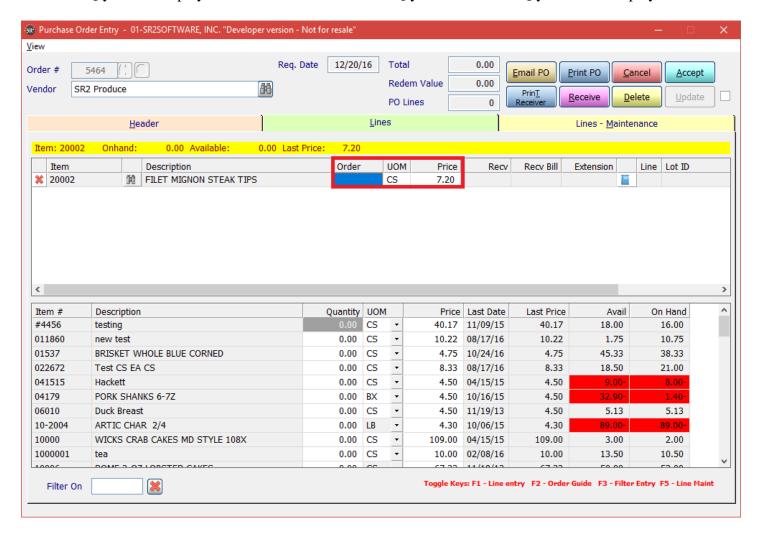
The Lines Tab is where you will be entering the items that you want to order from the vendor. You have the ability to add items in two different ways. The top of the screen allows you to use the line method; this is where you will type the item in directly. The other is the guide method which is located at the bottom of the screen; this method allows you to enter in the quantity using items that have been previously ordered.



Item: The user can enter in the Item ID, use the query name, for example **fillet**, to locate the item using the Rapid Intelligent Search:



After the user chooses the item, they need to enter in the quantity in the Order field. The user would choose the UOM (Unit of Measure) if applicable. The Price field defaults to the price from the Market Cost for this item. The Recv Qty would display the number entered in Order Qty. The Recv Bill Qty field will display.

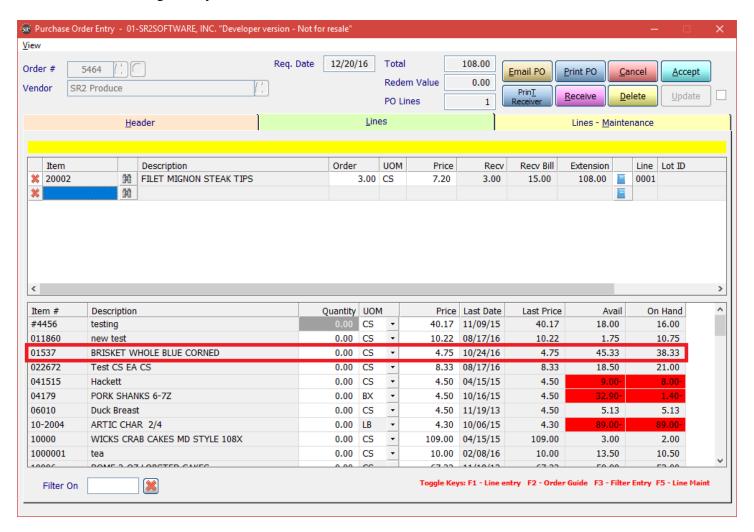


After the Ord Qty and Unit of Measure have been entered, the user can keep hitting the enter key. The system will automatically save the item.

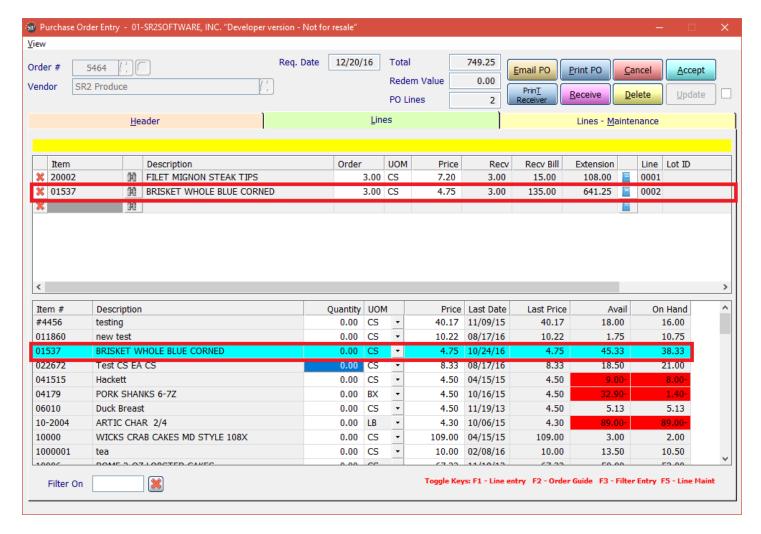


Guides Area

Order Guide is located at the bottom of the screen and will allow the user to rapidly enter orders for customers based on their ordering history.



The Guide area will display the prior Item ID, Description, Quantity, Unit of Measure, current Price, Last Date the item was ordered, and Last Price. If you notice, the Quantity column contains zeroes. This allows the user to edit the Quantity for rapid order entry. The user can also edit the Unit of Measure if it is not grayed out.



If the user chose some items in the guide area, they will display in the line area. The line area is where you will be able to see a complete list of what is on this order. You will also notice that the item has been highlighted in blue in the guides area to state that the item is on the current order.

Completing the Purchase Order

After the user has entered in all the items for a vendor, the user has the ability to enter a different vendor order by clicking on the **Accept** Button.

The user can choose to Print the PO by choosing the **Print PO** Button and send it to the Vendor.

**NOTE: The user has the ability to view the PO by choosing the View Menu.



Example of a Purchase Order:



Print Receiver

When the order is ready to be received from a Vendor, the user has the ability to print out a Warehouse Receiver for the dock workers by choosing the **Print Receiver** Button.

**NOTE: The user has the ability to view the Purchase Receiver by choosing the View Menu.



Example of a printed Receiver:

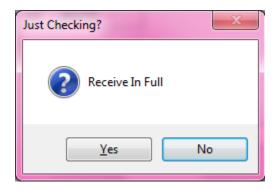


Receiving the Order From the Vendor

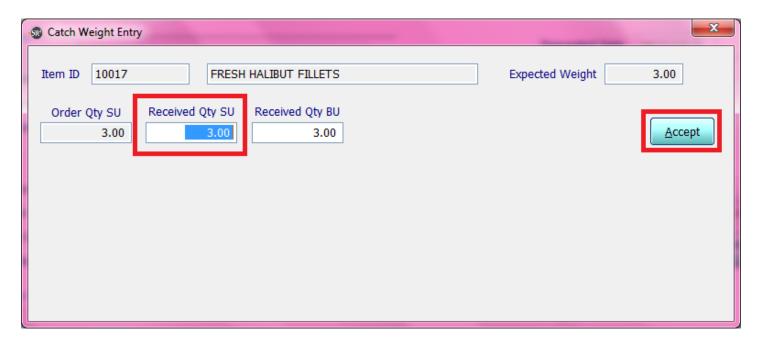
When the order has been received, the user would choose the **Receive** Button.



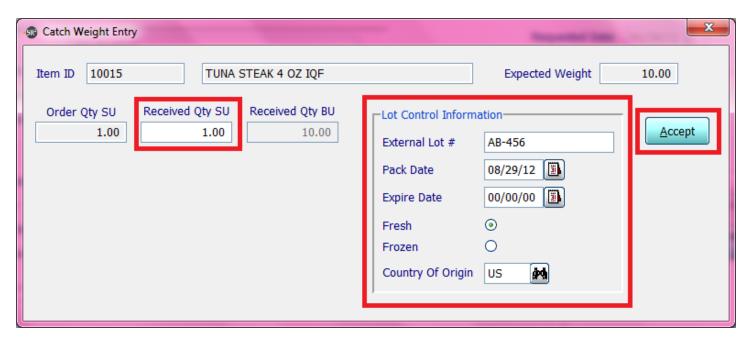
The user can choose to receive the order in FULL by choosing Yes or select each item ordered by choosing No.



If the user chooses Yes, the only items that will display are items that require a weight or Lot assignment. If the user chooses No, each item will display allowing the user to enter in the correct quantity, weight or lot assignment.



If the item is a Lot item, the system will also prompt the user for Lot information.



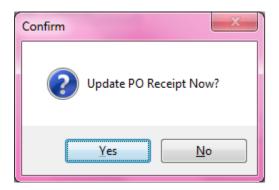
Update Purchase Orders into QuickBooks®

After you click on the Receive Button, and when all the quantities have been received, and lot information has been entered, the user can update inventory and send an entry into QuickBooks® so the accounts payable person can pay the bill. This is done by choosing the **Update** Button.

NOTE: When you click on the Receive Button, a checkmark will appear next to the Update Button. You will not be able to update the Purchase Order unless the checkmark is in the box next to the Update Button.



The system will prompt the user for confirmation.



If you go into QuickBooks® and look at the Vendor, you will see the Purchase Order transaction.

