Purchase Order Confirmation

 Purchasing
 Inventory
 Customer

 Purchase
 Order Entry
 Purchase

 Purchase
 Order History Lookup
 Purchase

 Purchase
 Order Confirmation
 Purchase

 Vendor Lookup
 Vendor Lookup
 Vendor Lookup

Purchase Order confirmation is used by the warehouse workers to scan or weight the items as they are receiving the items into inventory.

You will be scanning the Bar Codes on the packages to automatically enter in weights in the Order Confirmation Screen. If you have a scale connected to a computer you can weigh the items in the Purchase Order Confirmations screen also.

Order Confirmation - 01-5	R2SOFTWARE, INC.							×
Order #	M	Ship Date	00/00/00	Total	0.00	Rint Invoice	Confirm	Cancel
Customer	?	Route		Lines	0		non C/W	
Cust. PO#		Confirmed	0	GP %	0.00		Lines	Accept

If you know the purchase order number enter it in or you can click the *M* to search for the order.

🛞 Order Cor	nfirmation - 01-SR2S	OFTWARE, IN	с.										x
Order #	5931	PICKE	D	Ship Date	11/06/1	.5 To	otal	411.41	Diat 1		Confirm	Cancel	
Customer	Melissa's Hot Rod (Cafe	?	Route	16	Lir	nes	5		Invoice	non C/W		
Cust. PO#				Confirmed		1 GF	°%	12.71	Ī		Lines	Accept	
SC Scan		Item	Description			Order Otv	Confirm Ot	UOM	Confirm BU	Tot	SS Price	Extension	
	×	(10025	LOBSTER MEAT BKN	CAPT DAN		2.00	0.00	CS	0.00		30.06	60.12	28
	×	(01072	BEEF SIRLOIN STEA	К		2.00	2.00	CS	160.00		5.00	800.00	20
	>	ζ 01850	BEEF HANGERS			2.00	0.00	BX	0.00		12.77	204.32	2
	×	ζ 10010	LOBSTERS 1 1/4 LBS	5.		2.00	0.00	EA	0.00		13.32	33.30	25
	X	ζ 10000	WICKS CRAB CAKES	MD STYLE 1	08X	2.00	1.00	EA	1.00		X 1.36	0.00	24
•													4
Item:	10010	LOBSTERS	1 1/4 LBS.			UOM EA	Order Qty Confirmed Q	2ty	2.00 Exp	Weigh	nt 1.25 I Wgt 0.00	5	

The Confirm Qty will be highlighted yellow. You scan the items in the order they appear on the screen or you can randomly scan the Bar Codes for the order.

If you have a scale connected to the computer and you want to confirm a catch weight item that does not have a

barcode, place the item on the scale and then click the scale icon in the first column of the item line. The system will then place the weight of the item at the bottom of the screen.

	1			1					-	1		1	-		
SC	Scan			Item	Descriptio	on			Order Qty	Confirm Qty	UOM	Confirm BU	Tot	SS	
			X	20650	EXCEL BC	NELESS R	IBEYES		2.00	2.00	CS	83.00			
			×	40102	BONELES	BONELESS CC PORK LOINS			1.00	0.00	CS	54.00			
			×	75033	RED A SI	ZE POTAT	OE RQ		1.00	0.00	CS	0.00			
			×	75470	FRESH CE	FRESH CELERY			1.00	0.00	CS	0.00			
	X 10833			SALMON FILLETS FRESH 3/4			1.00	0.00	CS	35.00					
	80265			KENS HONEY MUSTARD DRESSIN			1.00	0.00	CS	0.00					
	X 80255			KENS THOUSAND ISLAND DRESS			1.00	0.00	CS	0.00					
	70319			POLLY O RICOTTA CHEESE			1.00	0.00	CS	0.00					
		X 75006 TOMATOES			OES 5X6 RQ			1.00	0.00	CS	0.00				
			×	75361	FRESH EGGPLANT			2.00	0.00	CS	0.00				
			×	75059	GREEN SQUASH RQ			1.00	0.00	CS	0.00				
			×	75641	BROCCOL	I CROWN	S		1.00	0.00	CS	0.00			
			×	50280	ATHENOS	5 FETA CH	EESE 9# 1	ГИВ	1.00	0.00	CS	0.00			
				70150	ECCE IC		UTTE 15 N	7	1.00	0.00	CC CC	0.00			
. ◄ 📃															
															_
	44.00	39.00													

If you are using barcodes just simple scan the barcode and the system will confirm the item and weight.

If you need to short ship an item simple click on the SS column checkbox for that item.

	X	75361	FRESH EGGPLANT	2.00	1.00	CS	1.00	×	27.62

If you have non-weighted items or items with no barcode you will need to enter in the quantity manually. In the Scan field Type in a *slash* / enter in the Quantity and then press the Enter Key.

i											
	/2	х	75992	CALIF. SPINACH	2.00	0.00	CS	0.00		29.35	0.00

Once you have confirmed all the items on the order click the Accept button to save the confirmations.

🛞 Order Cor	nfirmation - 01-SR2SOFTWARE, INC.						
Order #	5931	Ship Date	11/06/15	Total	411.41	DRint Invoice Confirm	Cancel
Customer	Melissa's Hot Rod Cafe ?	Route	16	Lines	5	non C/W	
Cust. PO#		Confirmed	1	GP %	12.71	Lines	Accept