

# Standard Operating Procedure

## Receiving Door Scanning of PO's

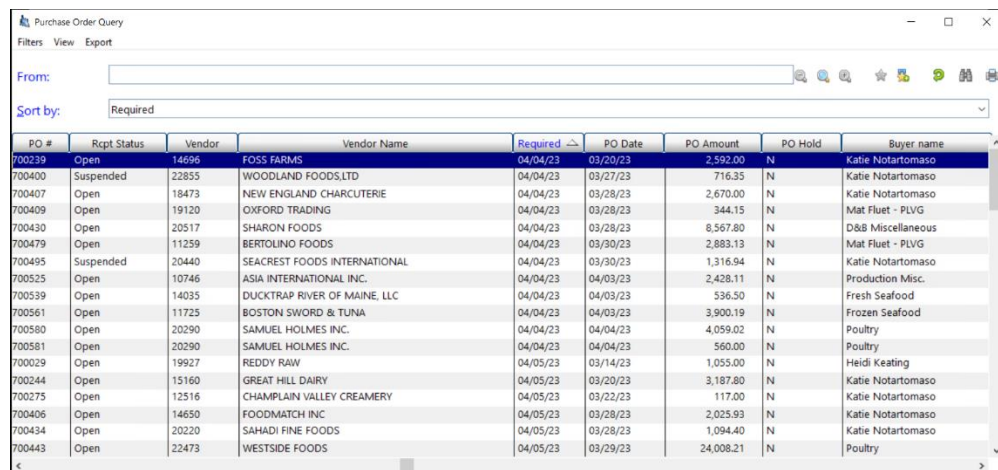
Dole & Bailey, Inc.

Implementation Date: 04/04/23

**PURPOSE:** Step By Step process for Receiving Door Scanning of PO's

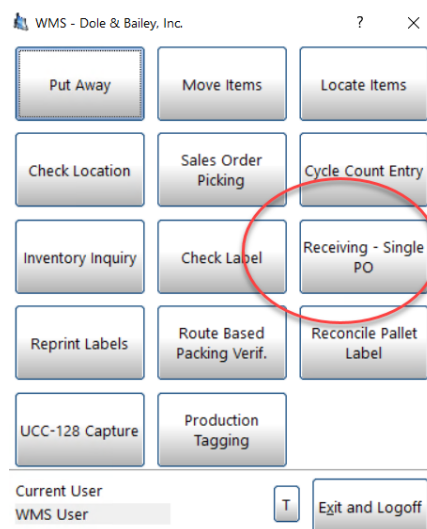
### SOP for Receiving :

1. Receive product off Drivers B.O.L – sign and release driver.
2. Separate product for next process of scanning product into CAI
3. Print Purchase order for Vendor – **purchase order printing** –



PO #	Rcpt Status	Vendor	Vendor Name	Required	PO Date	PO Amount	PO Hold	Buyer name
700239	Open	14696	FOSS FARMS	04/04/23	03/20/23	2,592.00	N	Katie Notartomaso
700400	Suspended	22855	WOODLAND FOODS,LTD	04/04/23	03/27/23	716.35	N	Katie Notartomaso
700407	Open	18473	NEW ENGLAND CHARCUTERIE	04/04/23	03/28/23	2,670.00	N	Katie Notartomaso
700409	Open	19120	OXFORD TRADING	04/04/23	03/28/23	344.15	N	Mat Fluet - PLVG
700430	Open	20517	SHARON FOODS	04/04/23	03/28/23	8,567.80	N	D&B Miscellaneous
700479	Open	11259	BERTOLINO FOODS	04/04/23	03/30/23	2,883.13	N	Mat Fluet - PLVG
700495	Suspended	20440	SEACREST FOODS INTERNATIONAL	04/04/23	03/30/23	1,316.94	N	Katie Notartomaso
700525	Open	10746	ASIA INTERNATIONAL INC.	04/04/23	04/03/23	2,428.11	N	Production Misc.
700539	Open	14035	DUCKTRAP RIVER OF MAINE, LLC	04/04/23	04/03/23	536.50	N	Fresh Seafood
700561	Open	11725	BOSTON SWORD & TUNA	04/04/23	04/03/23	3,900.19	N	Frozen Seafood
700580	Open	20290	SAMUEL HOLMES INC.	04/04/23	04/04/23	4,059.02	N	Poultry
700581	Open	20290	SAMUEL HOLMES INC.	04/04/23	04/04/23	560.00	N	Poultry
700029	Open	19927	REDDY RAW	04/05/23	03/14/23	1,055.00	N	Heidi Keating
700244	Open	15160	GREAT HILL DAIRY	04/05/23	03/20/23	3,187.80	N	Katie Notartomaso
700275	Open	12516	CHAMPLAIN VALLEY CREAMERY	04/05/23	03/22/23	117.00	N	Katie Notartomaso
700406	Open	14650	FOODMATCH INC	04/05/23	03/28/23	2,025.93	N	Katie Notartomaso
700434	Open	20220	SAHADI FINE FOODS	04/05/23	03/28/23	1,094.40	N	Katie Notartomaso
700443	Open	22473	WESTSIDE FOODS	04/05/23	03/29/23	24,008.21	N	Poultry

4. Set gun to Receive single purchase order.



5. Scan top right of p.o to input purchase order into gun. Catch weight items will all need to be scanned individually while non catch weight items with no bar code will need WMS case/Pallet labels attached to them.
6. Once process of every box is complete tap the VIEW button on the bottom left of the scan gun to ensure all counts match up.
7. Once complete hit UPDATE on gun to purchase order into the next phase of Accepting purchase order.

Purchase Receiving - Single PO

WMS User

Default Location:

P.O. # 700302 Control: 000455

TRIBECA OVEN

Item or PO\_Line:

Expected: 0 Received: 0

This Qty. 0.00

This Wgt. 0.00 Packed: 04/04/23

Box #:

Lot #:

Location:

Update

View Delete Clear Exit

8. Gather printed weight sheet that prints in the Receiving office.
9. In the Main system enter – **Receipts Entry** -
10. Select Barcode – click on magnifying glass – select vendor – Accept twice – Once in the purchase order you can review the lines. Once all is ready click Accept on the top left.

Purchase Order Receipt Entry

Tools Sales Order Call Checks

Exit Accept Delete Suspend Receipt DataView Print Create A/P Tools

P.O. Number: [ ] Barcode P.O. Type: [ ]

Vendor Code: [ ] Receiver #: 0 Rev.#: [ ]

Dist Type: [ ]

1. Address 2. Header 3. Lines 4. Instructions 5. Totals

—Ship To—

11. Attach Printed Finished purchase order along with weights and B.O.L stappled together and filed in my office to send up the tube system.

### **Product # set up in system for – Case-Case/pallet – Pallet only**

**Inventory Master** in System.

1. Enter Item Number, Go to Line 9 Whs Mgmt.
2. Barcode Lbl Type: Adjust at this point

Inventory Master File Maintenance

Default Additional

Exit Clear Write Delete Duplicate Price Matrix Last Maintained: 04/04/23

Item Number: 756590 Key Mfr Description 1: SAUSAGE CHICKEN ITAL GF 4Z

Acronym: SAUSAGECHICKENITALGF Description 2: GRAND BANKS

1. General 2. Stock 3. U/M Detail 4. Valuation 5. Sales&Usage 6. Specifications 7. Miscellaneous 8. Miscellaneous2 9. Whs. Mgmt.

Barcode Label Qty: 0.00

Barcode Pallet Qty: 0.00

Receiving Tally Capture [ ]

Require Bag Number [ ]

Tally Qty Max: 0.00

Barcode Lbl Type: Case

WMS Pre-Pick Item [ ]

- 3.This is also the same step to remove WMS pre-pick Item (typically Holmes)