

Standard Operating Procedure

Weekly Pricing via Quotes for Customers

Dole & Bailey, Inc.

Implementation Date: 03/29/23

PURPOSE: Produce weekly price quote sheets for customers.

RESPONSIBILITIES: ISS/OSS Department

If you would like to send weekly pricing to a contracted customer, you will complete a 2 step process in Provisions. First, you must complete a quote for them with all of the items they are interested in. You will create the quote in the quote entry screen and click the Accept button when you are finished.

Tools: Purchase Order Call Check

Exit Clear Accept Delete Guide Tools

Sales Quote: 000326 Type: N Sales: 47.38

Customer: 55103 WENTWORTH BY THE SEA RESORT-AH

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

Item Number: Rem Price: 0.00 Market Cost: .0000

Description 1: Description 2: Market GP%: %

of Pieces: Qty. Order: .00 U/M: Base: .00

Brand: Weight: 0.0000 Dept: Size: Addl 1: .00

Gross Weight: 0.0000 Addl 2: .00

Contract: Options

Line	Item Number	Description	Quantity	U/M	Price/Cost	Extension	G/P%
001.00	665700	BREAD BAGUETTE FRENCH 10.9Z	1.00	CS	47.38 CS	47.38	
		TRIBECA #21570 22CT					

Next you will complete a customer price list file. Go to Sales, Sales Order Processing Menu (cont), Quote Menu, and then click on Price List Maintenance/Print.

Dole & Bailey, Inc.

Logoff Back Reset Tools

Company: DOLE

03/29/23 11:08 AM

Provisions Home

- Purchasing
- Inventory
- Sales
- Invoicing
- Sales Analysis

Quote Menu

- Quote Entry
- Quote Print
- Quotes Entered Report
- Open Quote Report
- Individual Quote Report
- Quote Audit Report
- Purge Quote File By Expiration Date
- Price List Maintenance / Print

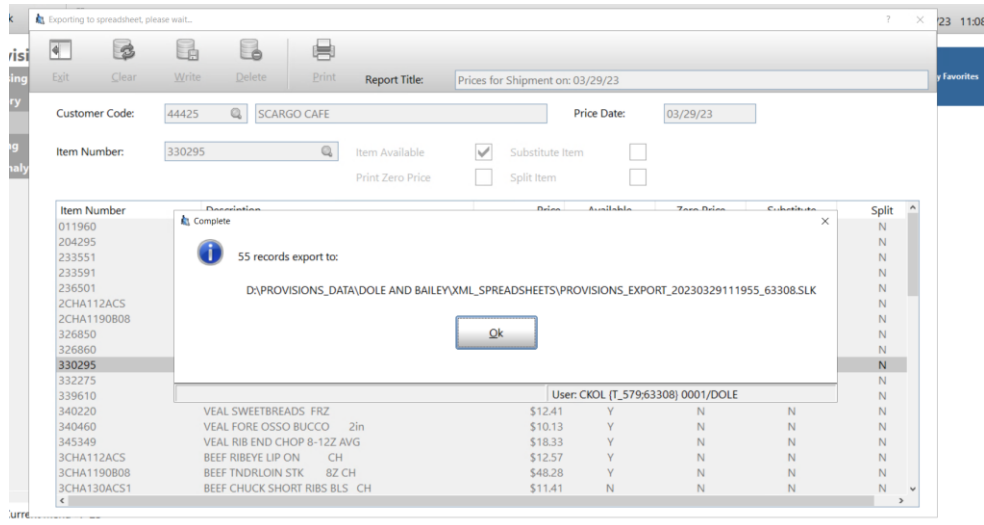
My Favorites

At this point you can either type in your customer code if you know it or search for your customer and hit F2 to search for them the same way you would in basic order entry. Now you will enter each of the item numbers from your quote in the item number box below. Again, you can directly type in your item number or search with the F2 function key to add your items. After you type in your item number or select it from the menu click the Write button to add it to your price list.

Provisions will automatically sort your line items by item number. If you want them sorted by commodity click on the item description. Once you are complete you do not need to save anything you can click Exit and your list will live here in this screen.

Item Number	Description	Price	Available	Zero Price	Substitute	Split
011960	PORK CHEEKS FRZ 10#	\$3.32	Y	N	N	N
204295	LAMB RACK FRCH 12-14Z FRZ NZ	\$20.14	Y	N	N	N
233551	LAMB RACK FRCH 14-16Z FRZ NZ	\$18.27	Y	N	N	N
233591	LAMB RACK AUST FRCH 28Z-UP	\$19.46	Y	N	N	N
236501	LAMB BONES 50#	\$1.77	Y	N	N	N
2CHA112ACS	BEEF RIBEYE LIP ON CH	\$13.89	Y	N	N	N
2CHA1190B08	BEEF TNDRL0IN STK 8Z CH	\$53.83	Y	N	N	N
326850	PROSCIUTTO SILVER DRY CURE 10#	\$7.36	Y	N	N	N
326860	PROSCIUTTO SLI 32EA/1# 6/1#	\$92.27	Y	N	N	N
330295	VEAL CUTLET HIP PND 6Z	\$20.20	Y	N	N	N
332275	VEAL RACK 6 RIB CHOP READY PR	\$15.76	Y	N	N	N
339610	VEAL GROUND 5/2# 396	\$6.27	Y	N	N	N
340220	VEAL SWEETBREADS FRZ	\$12.41	Y	N	N	N
340460	VEAL FORE OSSO BUCCO 2in	\$10.13	Y	N	N	N
345349	VEAL RIB END CHOP 8-12Z AVG	\$18.33	Y	N	N	N
3CHA112ACS	BEEF RIBEYE LIP ON CH	\$12.57	Y	N	N	N
3CHA1190B08	BEEF TNDRL0IN STK 8Z CH	\$48.28	Y	N	N	N
3CHA130ACS1	BEEF CHUCK SHORT RIBS BLS CH	\$11.41	N	N	N	N

On Friday after IT gives sales the green light that prices have flipped for the week this price list you have created will automatically be updated for you in the system. All you need to do is return to this screen, hold down the shift key and then press F7. You will get a pop-up like the one below. Click OK.



Your updated pricing data is now transferred to an Open Office screen within Provisions. This is not Excel. All you need to do from here is copy and paste your data into a blank excel document, format it how you would like, and you can send it off to your clients!

The screenshot shows an OpenOffice Calc spreadsheet titled "PROVISIONS_EXPORT_20230329111955_63308.SLK - OpenOffice Calc". The spreadsheet has columns for Item Number, Description, Price, Available, Zero Price, Substitute, and Split. The data is as follows:

Item Number	Description	Price	Available	Zero Price	Substitute	Split
011960	PORK CHEEKS FRZ 10#	\$3.32	Y	N	N	N
204295	LAMB RACK FRCH 12-14Z FRZ 1Z	\$20.14	Y	N	N	N
233551	LAMB RACK FRCH 14-16Z FRZ 1Z	\$18.27	Y	N	N	N
233591	LAMB RACK AUST FRCH 28Z-UP	\$19.46	Y	N	N	N
236501	LAMB BONES 50#	\$1.77	Y	N	N	N
2CHA112ACS	BEEF RIBEYE LIP ON CH	\$13.89	Y	N	N	N
2CHA1190B08	BEEF TNDRLN STK 8Z CH	\$53.83	Y	N	N	N
326850	PROSCIUTTO SILVER DRY CURE 10#	\$7.36	Y	N	N	N
326860	PROSCIUTTO SLI 32EA1# 6/1#	\$92.27	Y	N	N	N
330295	VEAL OUTLET HP PHD 6Z	\$20.20	Y	N	N	N
332275	VEAL RACK 6 RIB CHOP READY PR	\$15.76	Y	N	N	N
339610	VEAL GROUND 5/2# 396	\$6.27	Y	N	N	N
340220	VEAL SWEETBREADS FRZ	\$12.41	Y	N	N	N
340460	VEAL FORE OSSO BUCCO 2in	\$10.13	Y	N	N	N
345349	VEAL RIB END CHOP 8-12Z AVG	\$18.33	Y	N	N	N
3CHA112ACS	BEEF RIBEYE LIP ON CH	\$12.57	Y	N	N	N
3CHA1190B08	BEEF TNDRLN STK 8Z CH	\$48.28	Y	N	N	N
3CHA130ACS1	BEEF CHUCK SHORT RIBS BLS CH	\$11.41	N	N	N	N
3CHA180CS	BEEF STRIPLOIN BLS 0X1 CS CH	\$10.49	Y	N	N	N
406090	PORK BUTT BLS 40# 1191	\$1.85	Y	N	N	N
406500	PORK RACK 10 RIB CC 412G 01029	\$3.89	Y	N	N	N
423120	PORK RIBS BACK CRYO 3BG 6/CS	\$2.74	Y	N	N	N
4233212	PORK RIBS BLS COUNTRY STYLE FZ	\$4.16	Y	N	N	N
430425	BACON CANADIAN RD 3-4#AVG 5/CS	\$7.30	N	N	N	N
430500	BACON SLAB NO RIND	\$3.62	N	N	N	N
501415	BEEF GROUND PATTY 4Z HEFF	\$8.24	Y	N	N	N
501500	BEEF GROUND 2# 5# NEFF	\$8.11	Y	N	N	N
520361	CHICKEN BRST B&S UNTRM RANDOM	\$2.87	Y	N	N	N
520377	CHICKEN THIGH B&S 4/10#	\$2.93	Y	N	N	N
523182	DUCK LEGS FRSH 12-15Z	\$7.79	Y	N	N	N
523286	DUCK FAT RENDERED 7.5#	\$205.78	Y	N	N	N
523840	DUCK GROUND FRZ 2.5#	\$10.77	Y	N	N	N
544080D	CHICKEN BRST B&S SOL 6Z ABF	\$6.71	Y	N	N	N
544080D	CHICKEN BRST B&S SOL 8Z ABF	\$6.71	Y	N	N	N
583310	PORK RACK 9 RIB CHOP RDY	\$7.27	Y	N	N	N
5CHA137208	BEEF GROUND CHUCK PATTY 8Z	\$4.86	Y	N	N	N
620951	SORBIT BLOOD ORANGE	\$42.48	Y	N	N	N