

Standard Operating Procedure

Provisions – Update about Coded Non-stock items (Pre-orders)

Category Managers will run their Coded Non-stock Report (CN Report) every day at 10 am. Please make sure to enter your specials by this time and date your orders according to the lead times listed on the CN pop-up flag. Seafood, Production, and Poultry will run additional lists to capture 1 pm cutoff items for next day delivery.

Please resist sending Teams messages to Category Managers with questions and snapshots of Coded Non-stock orders. We'd like to use Provisions' reporting system as intended and reduce clutter on Teams. If a Category Manager has an update regarding your requested CN item (arriving early/late/OOS/discontinued/alternate sub in house), they will reach out to you.

The best way to find an item's Buyer and Vendor –

1. F12 → Salesperson's Inventory Inquiry
2. Enter item number or searching using the magnifying glass or keyword search +F2
3. Click on Transaction History

Item: 524095
Keyword Lookup
CHICKEN BRST B&S SGL 6Z ABF
BELL & EVANS 20#

Market Cost: 5.802
Price Level #1: 7.25

AVAILABLE: 20
ON HAND: 20
COMMITTED: 0
CONFIRMED: 0
ON ORDER: 40

Available: 20
On Hand: 20
Hard Allocations: 0
Soft Allocations: 0
Future Available: 20

Buttons: Enter New Sales Order, Quality Control, Location Summary, Customer Usage, **Transaction History** (circled), Reserve Transactions, Lot Sales History, Lot Rcpts History, Lot Tracking, Check Prices

LOC	LOT NUMBER	RCPT DT	Harvested	M.O.P.	VENDOR	I-T	ON HAND	AVAILABLE	BRAND
010712A09	700259003.00	03/21/23	USA		11259		20.00	20.00 CS	BELLERIVE

4. Click to highlight on the most recent PO - it will say Vend + Vendor # - then press the "drill down" arrow.

Item Number: 524095
Description: CHICKEN BRST B&S SGL 6Z ABF
BELL & EVANS 20#

Transaction Type: All
Starting Date: 00/00/00
Ending Date: 00/00/00
Location:

Type	Code	Date	Source	Reference	Trans Qty	On Hand	Price	Trans Cost	New Cost	LOCA
R		03/21/23	Vend 11259	700259	20.000	20.00	.00	5.5000	5.5000	010712A09
W		03/21/23	Cust 24777	400162	4.000	0.00	7.07	5.5000	5.5000	010712A09
W		03/21/23	Cust 32817	400153	6.000	4.00	7.82	5.5000	5.5000	010712A09
W		03/21/23	Cust 26161	400031	3.000	10.00	7.82	5.5000	5.5000	010712A09
W		03/21/23	Cust 45200	400011	1.000	13.00	6.83	5.5000	5.5000	010712A09
R		03/20/23	Vend 11259	700157	10.000	14.00	.00	5.5000	5.5000	010712A09
R		03/17/23	Vend 11259	700088	4.000	4.00	.00	5.5000	5.5000	010712A09

5. The "drill down" button will take you to that PO where you can see the Vendor at the top and on the Address tab. The Buyer is located in the Header tab.

P.O. Number	700259	Receiver #:	00017
Vendor Code:	11259	BERTOLINO FOODS	
1.Address		2.Header	
—Order From—			
Name:	BERTOLINO FOODS		
Address1:	5 FIFTH STREET		
Address2:			
City:	PEABODY	State:	MA
Zip Code:	01960		

P.O. Number	700259	Receiver #:	000171	Type:	S
Vendor Code:	11259	BERTOLINO FOODS			
1.Address		2.Header	3.Lines	4.Instructions	
P.O. Date:	03/21/23	Branch Buyer:	03	Buyer Name:	Poultry
Required Date:	03/21/23	Price Basis:	P	Update Last Bulk	<input checked="" type="checkbox"/>
Required Code:		Carrier Vendor:			
Vendor Due Date:	03/22/23				