Standard Operating Procedure

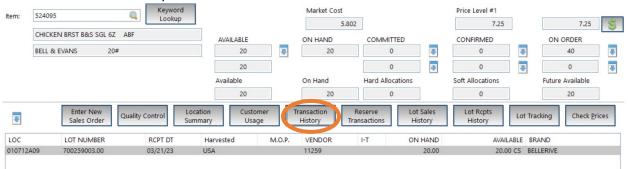
Provisions - Update about Coded Non-stock items (Pre-orders)

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.

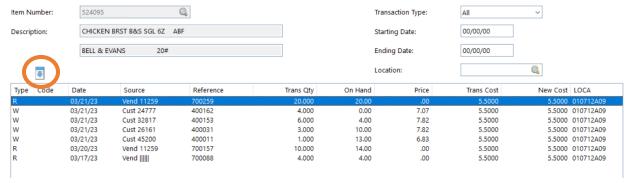
Please resist sending Teams messages to Category Managers with questions and snapshots of Coded Non-stock orders. We'd like to use Provisons' reporting system as intended and reduce clutter on Teams. If a Category Manager has an update regarding your requested CN item (arriving early/late/OOS/discontinued/alternate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



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



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.

