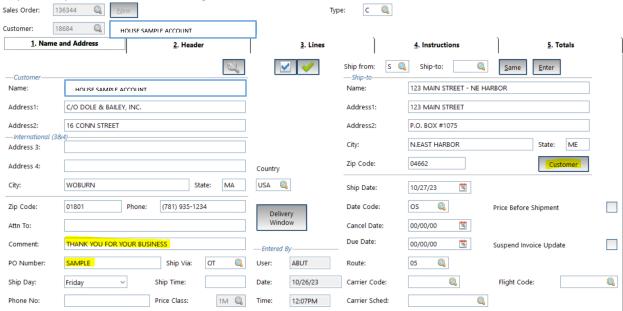
## Standard Operating Procedure SAMPLE ORDER ENTRY

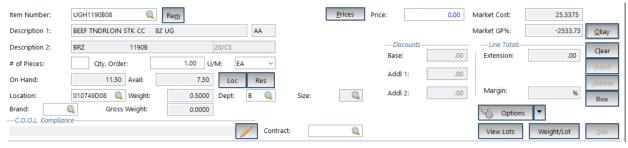
Dole & Bailey, Inc.

Implementation Date: 10/26/2023

- **PURPOSE:** For sales to be able to ship samples at \$0 to customers, while the value of the sample can still be accounted for on the Samples GL account
- 1. In Sales Order Entry choose your sample account. Fill out the header of your order indicating that this item is a sample (the PO line, and the Comment line print on the invoice). Change your ship to, to your customer receiving the invoice.



2. In the Lines tab, enter the product you are sampling. Enter the sell price at \$0. (You will get a warning that the price is below cost on the line, this is ok to say YES to continue).



3. Use the Remark button on the item to Remark that this item is a sample. If you would like to enter the sample value for the customer to see on the invoice, you may do so here.

& Remark Informa	?	×						
$\bigcirc$								
<u>O</u> kay								
Standard Remark Code:								
Kemark code.								
Remark 1:	BEEF TNDRLOIN STK CC 8Z UG							
Remark 2:	BRZ 1190B							
Remark 3:	SAMPLE FOR 123 MAIN							
Remark 4:	SAMPLE VALUE \$29.80							
Remark 5:								

4. Your sample order will now ship at \$0.

Dole and Bailey 16 CONN ST. WOBURN, MA 01801 Phone: 781-935-1234 Fax: 781/935/1234



## Sales Order 136344

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HOUSE SAMPLE ACCOUNT

C/O DOLE & BAILEY, INC. 16 CONN STREET WOBURN, MA 01801 Ship To: 123 MAIN STREET - NE HARBOR 123 MAIN STREET P.O. BOX #1075 N.EAST HARBOR, ME 04662

Order Date			Sched. Ship Date		Ship Via	]	FOB	
10/26/23			10/27/23		OUR TRUCK DLVD		DLVD	
Our Order Number		Pu	Purchase Order Number		Terms	Salesperson		
136344			SAMPLE COD		COD	90		
Quantity			Item Number		Description	Unit Price	Amount	
Required	Shippe	d	Item Number	Description		Chititice	Amount	
1			UGH1190B08	BEEF	TNDRLOIN STK CC 8Z UG	0.00	0.00	
				BRZ	1190B			
				SAME	PLE FOR 123 MAIN			
				SAME	PLE VALUE \$29.80			