

# Standard Operating Procedure

## Provisions – How to Add a Remark to an Item Line

(spec, item note, permanent message, old term “z line”)

In order entry, when in the lines tab, choose the REM button to pull up your remark options.

Line	Item Number	Description	Quantity	U/M	Price/Cost	Extension	G/P%
	562474	KVAROY SALMON PORTION SKLS	25.00	EA	18.84	16.0162	14.99 %

From here you can enter your instructions for the item. To make this a one time instruction, choose ok, to make this a permanent instruction for this customer, for this item, click the file icon.

Standard...  
Remark Code: [Search]

Remark 1: KVAROY SALMON PORTION SKLS  
Remark 2: SPEC SIZE  
Remark 3: 7 OZ PORTION PLEASE  
Remark 4: [Empty]  
Remark 5: [Empty]

Location: 0110 [Search]  
Print Flag: [Dropdown]  
Special Order Remark Flag: [Search]

When placing orders from the guide, there is a space for remarks on the bottom of the screen.

Item:	UGH1190808	Quantity:	0.0000	U/M:	EA	Price:	28.2500	Dept:	B	Brand:		Okay
BEEF TNDRLIN STK CC		8Z UG BRZ	11908 20/CS	Cost:	22.5965	Remark:						

When reviewing lines on the order, the R\* indicates that this item has a remark attached.

Line	Item Number	Description	Quantity	U/M	Price/Cost	Extension	G/P%
001.00	562474	KVAROY SALMON PORTION SKLS	25.00	EA	18.84 LB	176.63	
		SPEC SIZE R*	@	.38 LB			

To add permanent messages to items for a customer when you are not in order entry –

- Go to the sales tab
- Sales order processing menu
- Customer/ Item remarks
- Choose your customer and item number
- Enter your remark information
- Choose Write to make this a permanent message
- Hit ok to save

To edit standing permanent messages for a customer

- Go to the sales tab
- Sales order processing menu
- Standing Remark Maintenance
- Enter your salesperson number as starting and ending and customer number as starting and ending
- Choose item remarks
- Select Display
- To make edits to the message, highlight and delete your remark and type your new remark into that space, to save that update, select update
- To delete a remark, check the delete box, select update