

Standard Operating Procedure

Provisions – Item Creation

Creating a New Item – **Make sure to read pages about adding CTO and Freight!!**

1. Go to File Maintenance → Double click on Inventory Master
2. Search for a similar item by using the magnifying glass and sort by Description 1 or type a key word in capital letters and hit F2.
3. Write down the number that you're using as a template for this new product.
4. Use the singular forward or back arrows above the Item Number field to look for gaps in the sequence. Any number in the gaps are available to designate as your new product number.

The screenshot shows the top toolbar of the Inventory Master application. It includes buttons for Exit, Clear, Write, Delete, and navigation arrows. Below the toolbar are input fields for 'Item Number' and 'Acronym'. The 'Item Number' field has a magnifying glass icon and a 'Key' button. The 'Acronym' field is empty.

5. Clear the Item Number field and input the number you're using as the template.
 - a. Please review and verify that the number you're using as a template is picked, processed, and invoiced similarly to the new number you are creating → Examples: catch weight that's invoiced by the lb., standard weight invoiced from vendor by the EA, raw material sold by the case and used as a production item, etc.
6. Press "Dupe".
7. In the New Item section of the pop-up, enter the new item number and copy the acronym listed above. If the acronym should read differently, alter it here based on line 1 of the description for your new item - up to 16 characters. Press Okay in the top left.

The screenshot shows the 'New Item' pop-up window. It is divided into three sections: 'Original Item', 'New Item', and 'Related File Records to Duplicate'.
 - **Original Item:** Item Number: 665700, Acronym: BREADBAGUETTEFRENCH, Description 1: BREAD BAGUETTE FRENCH 10.9Z, Description 2: TRIBECA #21570 22CT.
 - **New Item:** Item Number: (empty), Acronym: (empty).
 - **Related File Records to Duplicate:** A table of checkboxes for various record types.

Related File Records to Duplicate			
Special Sales Price Record(s)	<input checked="" type="checkbox"/>	Standard Routing Record(s)	<input checked="" type="checkbox"/>
Vendor Purchase Cost Record(s)	<input type="checkbox"/>	Standard Cost Record(s)	<input checked="" type="checkbox"/>
Other Cost/Price Record(s)	<input checked="" type="checkbox"/>	Product Configurator Record(s)	<input checked="" type="checkbox"/>
Bill of Material Record(s)	<input checked="" type="checkbox"/>	Inventory Location Record(s)	<input checked="" type="checkbox"/>

8. Your new item number is now created with the same rules and measurements as the product you duplicated. Go through every tab and review the information.

1.) GENERAL TAB

Item Number: 000001 Description 1: DO NOT USE***ONLY USE FOR TEST

Acronym: USE FOR TESTING Description 2: ONLY USE FOR TESTING

1. General | 2. Stock | 3. U/M Detail | 4. Valuation | 5. Sales&Usage | 6. Specifications | 7. Miscellaneous | 8. Miscellaneous2 | 9. Whs. Mgmt.

—Product Codes— —Classification Codes—

Major Code: 060 Class Code 1:

Minor Code: 835 Class Code 2:

Sequence: 0018 Class Code 3:

Part Code: P Class Code 4:

Status Code: AA Commodity Code: 835

Buyer: 10 Material Code: M

Department: L Night Pick Item: N

Origin Code: Major Code: L

Case UPC: Attribute 5:

UPC Code: Create UPC

GTIN Number: Create GTIN

X-Ref Item:

Auth Family Code: Alpha Seq: Print on Work/Pick ☐

Std. Unit Freight: .0000 Labor Code: STD Update Last Cost ☒

Add'l Items Group: Labor Units: Min Lot Control: Yes ☐

Primary Vendor: 19120 Disallow Oldest First ☐

Location: 01067803 Catch Weight Item ☐

Catalog Print Code: Portion Control Item ☐

Standard Yield % : 100.00 Catch Weight Test: ☐

Average Yield % : .00 Box/Grade Prompt ☐

Broker Commisn Code: Transfer Only Item ☐

White Board Category: Fresh/Frozen/Other:

Taxable Code: No ☐ Don't Allow Zero Price ☐

Effective Date: 00/00/00 Restricted Item ☐

Effective Date Reason:

- Major Code - Sales Class
- Minor Code - Commodity Code
- Part Code – Choose either A, M, or P.

A - Manufactured Assembly = Produced items that are cut in house.
M – Miscellaneous = Used for packing fees & items that are not sold (i.e. boxes, toilet paper)
P – Parts = Items that we buy and are NOT produced at D&B

From: P

Sort by: Fld#1(4) + Part Code(10) (Default)

Part Code	Description
A	Manufactured Assembly
L	Labor
M	Miscellaneous
P	Parts
S	Sub Assembly
U	Units

- Status Code –
- AA – Active Item = Choose if item is available for sale.
AD – Active/Discontinued = Choose if item is discontinued by vendor or D&B but we have stock remaining.
CN – Coded NonStock PreOrders = Choose if item requires a special.
IA – Inactive Item = “Locked” item. Not available for sale.
NP – Inactive; allow purchases = Allows for orders to be written for products arriving in the future.

From: AA

Sort by: Fld#1(4) + Status Code(10) (Default)

Status Code	Description
AA	Active Item
AD	Active/Discontinued Allow Sales
CN	Coded NonStock PreOrders
IA	Inactive Item
NP	Inactive; allow purchases

- Buyer – Enter your buyer number that corresponds with this product.
- Department – Choose which list this product’s tickets should print on.
- Commodity Code – Choose appropriate commodity code (this needs to be the same as the minor code)
- Material Code – Choose where the product is located at D&B or if the product requires dry ice to travel.
- Night Pick Item – Enter Y (Yes) or N (No)
- Primary Vendor – Use the magnifying glass to search for the correct vendor. Choose D&B if this product is fabricated in house.

- Location – A location will be added upon receipt. If we have not received this product yet, enter 0110 as the location.
- Standard Yield % - Enter the yield for this product.
- Update Last Cost – Update last receipt cost for this item. Check this box.
- Lot Control – keep this as YES
- Catch Weight Item – if item has a catch weight, put an X in this box
- Catch Weight Test – if item has a catch weight, put a T in this box

2. STOCK TAB - Most information will populate with receipt and sales of the product.

Item Number: UGH1190B08 Description 1: BEEF TNDRL0IN STK CC 8Z UG
Acronym: BEEFTNDRL0INSTKCC Description 2: BRZ 1190B

1. General | **2. Stock** | 3. U/M Detail | 4. Valuation | 5. Sales&Usage | 6. Specifications | 7. Miscellaneous | 8. Miscellaneous2 | 9. Whs. Mgmt.

—Customer Reserve Quantity—

MTD Beginning: .00

MTD Receipts: .00

MTD Withdrawals: .00

MTD Adjustments: .00

Commitments: .00

On Order: .00

On Hand: .00

Available: .00

—Product Classifications—

Product Type:

Product Size:

Raw Material Major:

Product Form:

—Stock Quantity—

MTD Beginning: 7.00

MTD Receipts: 5.00

MTD Withdrawals: 4.50

MTD Adjustments: .00

Committed: 6.50

Future Committed: .00

On Order/WIP: 5.00

Future On Order: .00

On Hand: 7.50

Available: 1.00

In Transit: .00

In Stock: 7.50

—Production / MRP—

Primary Production Location:

Production Group:

Production Line:

Type of Grind:

Batch Size: 0

Qty Rec'd Today: .00

Qty Rec'd MTD: 5.00

Last Production Rcpt: 04/29/24

Prod. Family Code:

Match Code:

Product Warning:

Order Policy:

Production Hold Code:

Exclude from Raw Materials Report ☐

- If your product is a CN – select your product warning in this screen.

##	PRE ORDER 1PM CUTOFF 2 DAY LEAD TIME
%	PRE ORDER 2 WEEK PLUS LEAD TIME
&	NON STOCK ORDER BY 1:00PM
*	SHELLFISH MUST BE ORDERED BEFORE 10:30AM
?	PRE ORDER 1 WEEK LEAD TIME
@	CONTACT BUYER PRIOR TO ORDERING
TBD	TO BE DISCONTINUED

3. U/M DETAIL TAB

Item Number: UGH1190B08 Key Mfr Description 1: BEEF TNDRLIN STK CC 8Z UG
 Acronym: BEEFTNDRLOINSTKCC Description 2: BRZ 1190B

1. General 2. Stock 3. U/M Detail 4. Valuation 5. Sales&Usage 6. Specifications 7. Miscellaneous 8. Miscellaneous2 9. Whs. Mgmt.

—Units of Measure—
 Stock: CS Mfr
 Purchase: EA Price UM ☐
 Conv Factor: .0500

—Pricing Unit—
 Unit of Measure: LB
 Conv Factor: 10.0000

—Alternate Unit of Measure—
 Unit of Measure: EA Change ☒ Default ☐
 Conv Factor: .0500 M
 Pack Size: 20/CS
 Upcharge Amt: .0000

Random Weight Receiving ☐
 Fixed Weight Shipping ☐
 Use in Prod. Packing ☐

—Alternate & Pricing Unit -2—
 Unit of Measure: Sell ☐
 Conv Factor: .0000 M
 Pricing Unit:
 Pack Size:
 Upcharge Amt: .0000

—Other—
 Raw Material Size
 Sub Unit Quantity: .00
 Sub Unit UM

Check Prices

Unit of Measure

- Stock UOM
- Purchase UOM
- Conversion Factor = How many stock UOMs are in a purchasing UOM?
Ex. If the item is stocked by the case and purchased by the case, then the conversion factor equals 1.
Ex 2. If the item is stocked by the each but purchased by the case (4 EA/CS), then the conversion factor equals 0.25.

Pricing Unit

- Unit of Measure – Choose which UOM will be used to sell the product.
- Conversion Factor – How many pricing units are in a stocking unit?

Alternate Unit of Measure

- Unit of Measure + Change + Default
Change – A checked box allows the UOM to be changed when the Default alternate UOM is set as the Sell UOM. If Default box is checked and Change box is left blank, the product will only be sold at the Alternate UOM.
Default – Check box if you want the Default Alternate UOM to be the Selling UOM
- Conversion Factor – How many Alternate UOMs are in the Stocking unit?
M (multiplier) – Must use M for catch weight items. Ex. If 1 case has 4 bags in it, the conversion factor is $X * 4 = 1$, $X=0.25$
D (divider) – Use for standard weight items. Ex. If 1 case has 4 bags in it, the conversion factor equation is $4 / 1 = 4$.
- Pack Size – Note the pack size here, this will appear on sales orders.

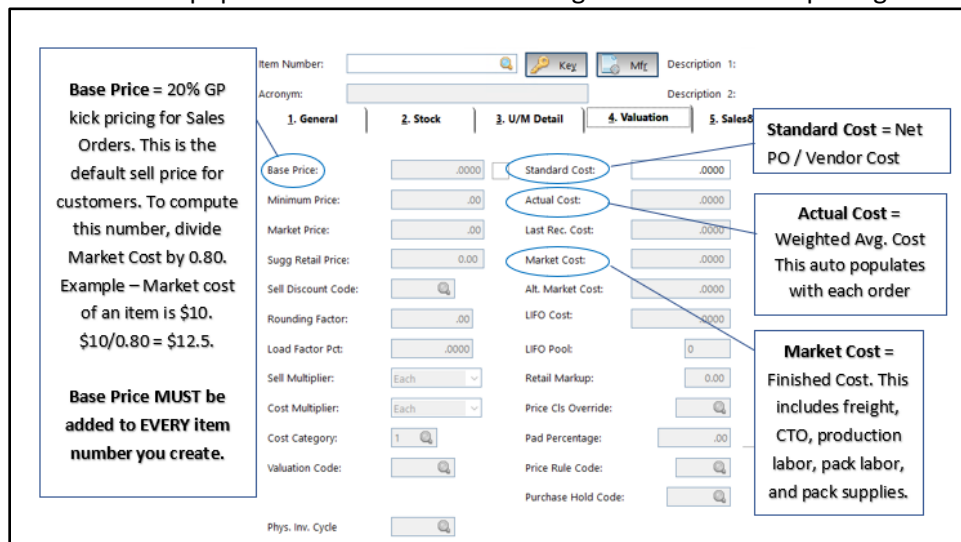
Alternate & Pricing Unit -2

- Fill this section out if there's a secondary alternate UOM.

4. VALUATION TAB

Item Number:	UGH1190B08	Key	Mfr	Description 1:	BEEF TNDRLIN STK CC 8Z UG
Acronym:	BEEFTNDRLINSTKCC	Description 2:	BRZ	1190B	
<div>1. General</div> <div>2. Stock</div> <div>3. U/M Detail</div> <div>4. Valuation</div> <div>5. Sales&Usage</div> <div>6. Specifications</div> <div>7. Miscellaneous</div> <div>8. Miscellaneous2</div> <div>9. Whs. Mgmt.</div>					
Base Price:	32.1900	Standard Cost:	9.8300	<div>DAILY</div> <div>MTD</div>	
Minimum Price:	.00	Actual Cost:	19.6043	Cost Of Goods Sold:	.00 544.07
Market Price:	22.53	Last Rec. Cost:	.0000	Change in Inventory \$:	.00 949.16
Sugg Retail Price:	0.00	Market Cost:	25.7501	<div>Update</div> <div>— Purchases —</div>	
Sell Discount Code:		Alt. Market Cost:	.0000	No Charge Item	<input type="checkbox"/> Dollars MTD: .00
Rounding Factor:	.00	LIFO Cost:	.0000	Use Lot Cost	<input type="checkbox"/> Units MTD:
Load Factor Pct:	.0000	LIFO Pool:	0		Weight MTD:
Sell Multiplier:	Each	Retail Markup:	0.00		Total Receipts: 180
Cost Multiplier:	Each	Price Cls Override:		Omit From RM Yield	<input type="checkbox"/> Date Last Rcpt: 04/29/24
Cost Category:	1	Pad Percentage:	.00	<div>— Gross Profit —</div> <div>— Last Physical —</div>	
Valuation Code:		Price Rule Code:	133	Maximum Pct:	.00 Cost 1: 16.9827
Phys. Inv. Cycle		Purchase Hold Code:		Minimum Pct:	.00 Cost 2: .0000
				Std Markup Pct:	.00 Date Taken: 04/26/24
					Count: 7.00

Standard Price and Base Price are the most important fields to fill out in this Valuation tab. Most other fields will auto-populate over time. Here's a diagram of Provisions' pricing structure and terminology:



- Price Rule Code – Commodity Code

5. SALES & USAGE TAB – this section will update with inventory receipt and sales. No fields needed here.

6. SPECIFICATIONS TAB

Item Number:	UGH1190B08	Key	Mfr	Description 1:	BEEF TNDRL0IN STK CC 8Z UG
Acronym:	BEEFTNDRLOINSTKCC			Description 2:	BRZ 1190B
1. General		2. Stock		3. U/M Detail	
4. Valuation		5. Sales&Usage		6. Specifications	
7. Miscellaneous		8. Miscellaneous2		9. Whs. Mgmt.	

—Case Specifications—		—Pallet Configuration—		—C.O.O.L / M.O.P.—	
Case Height:	.00	Cases per Layer:	0	Pallet Height:	.00
Case Width:	.00	Layers High:	0	Pallet Width:	.00
Case Depth:	.00	Cases per Pallet:	0	Pallet Depth:	.00
Gross Case Weight:	.00	Cases per Master:	0		
Package Qty:	20.00	Quota:	.00	Economic Order Qty:	0.00
Label Pack Qty:	.00	Minimum Qty:	0.00	Lead Time:	Days
—Package Specifications—		Maximum Qty:	0.00	Standard Volume:	.0000
Package Height:	.00	Reorder Point:	0.00	Standard Weight:	10.0000
Package Width:	.00	Safe Stock Pct:	.00	Unit Weight:	.0000
Package Depth:	.00	Sell by/Packby:	Mos. 0	Average Weight:	8.9600
Tare Weight:	0.00	Shelf Life:	Mos./Days	Weight Tolerance:	.00
Auto Tare %:	0.00				
—Weight Tolerance—					
Min:	0.00				
Max:	0.00				

Case Specifications

- Package Qty – The quantity of these items that make up a standard case. If box is checked, user can select package quantity during production. Quantity will be in multiples of stocking unit.

Pallet Configuration

- Enter Cases per Layer, Layers High, Cases per Pallet, and Cases per Master
- Fill in Pallet Height, Pallet Width, and Pallet Depth if info is available.
- Standard Weight – Standard Weight per unit.
- Average Weight – This will populate based on sales of the item.

C.O.O.L / M.O.P

- Harvested – Search for and enter the 3-digit country code for the origin of this product.
- Organic/ABF – Choose an attribute if applicable.
- All Natural – Enter YES or NO
- C.O.O.L Compliance – Leave this checked because we are using the C.O.O.L section for product attribution/certification notes.

7. MISCELLANEOUS TAB

Item Number: 665700 Description 1: BREAD BAGUETTE FRENCH 10.9Z
 Acronym: BREADBAGUETTEFRENCH Description 2: TRIBECA #21570 22CT

1. General 2. Stock 3. U/M Detail 4. Valuation 5. Sales&Usage 6. Specifications 7. Miscellaneous 8. Miscellaneous2 9. Whs. Mgmt.

Substitute Item: Catalog Sort: Extended
 Freight Item: Order Type: Description - 1:
 Image Identifier: Cubes: 1.0000 Description - 2:
 QC Type: Description - 3:
 JV Vendor: User Defined Fields Brand: TRIB Comments
 Apply Upcharge Restrict Purchasing Grading Code: Item Comment 1:
 Sell Negative Force 0 Ship Flag List Items Shrink %: .00 Item Comment 2:
 Auto Confirm Flag Override All Lot Selection Restrictions Auto Tag Description - 1:
 Allow Browser Based Lot Inquiries BTS Production Item Description - 2:
 Related URL 1: Test Description - 3:
 Related URL 2: Test Description - 4:
 Related URL 3: Test
 Unified Item Desc: More Label Info Related Remarks
 E-Seasoft
 Item Available in E-Seasoft Interface E-Seasoft Description:

- Substitute Item – Enter an alternative item to sell in the case that this product is not available.
- Sell Negative – Leave a check mark here to allow inventory to be sold into a negative available.
- Cubes – Used to determine how many labels are required per unit ordered. If it is a case only item, cubes will always be 1. If the item has an alt UOM, the cubes will be how many of the alternate = 1 cs.
- Brand – Choose the appropriate 4-digit band code. If the brand is new, see IT.

8. MISCELLANEOUS 2 TAB – no fields to fill in here

9. WHS. MGMT TAB

Item Number: UGH1190B05 Description 1: BEEF TNRLOIN STK BP 5Z UG
 Acronym: BEEFTNRLOINSTKBP Description 2: BRZ 1190B

1. General 2. Stock 3. U/M Detail 4. Valuation 5. Sales&Usage 6. Specifications 7. Miscellaneous 8. Miscellaneous2 9. Whs. Mgmt.

Barcode Label Qty: 0.00
 Barcode Pallet Qty: 0.00
 Receiving Tally Capture
 Require Bag Number
 Tally Qty Max: 0.00
 Barcode Lbl Type: Case
 WMS Pre-Pick Item

- Barcode Lbl Type – Pick Pallet, Case, Pallet & Case, or Virtual Pallet.
- WMS Pre-Pick Label – Pick if this item should default to pre-pick mode (items with a case break)

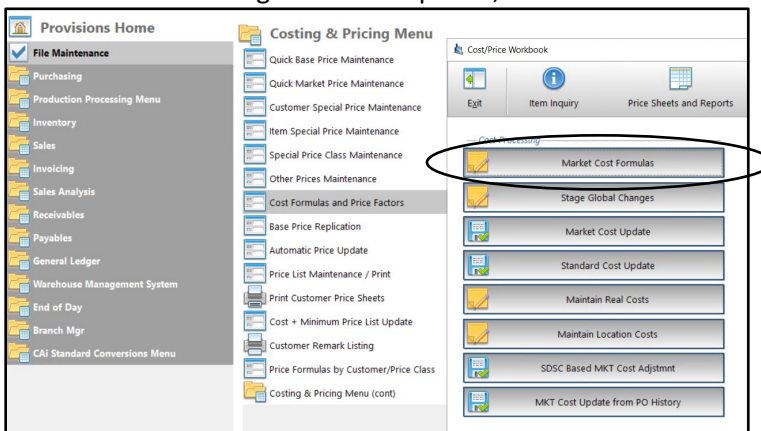
Standard Operating Procedure

Provisions SOP — Adding Freight, CTO, Prod. Labor, Pack Labor, Pack Supplies

IMPORTANT FINAL STEP TO ITEM CREATION!!!

To add Freight, CTO, Production Labor, Packaging Labor, and Packaging Supplies to new item numbers –

- 1.) Go to File Maintenance → Costing and Pricing Menu → Cost Formulas & Price Factors
- 2.) Under Cost Processing column of options, click Market Cost Formulas



- 3.) Search for a similar item by using the magnifying glass (same vendor, similar product, similar production and packaging labor, and similar packaging supply cost). Alternatively, type a key word in capital letters and hit F2 to see a list of items that include the criterion. Double click on the item that is most similar to your new item in terms of freight, CTO, etc.
- 4.) In this example, I'd like to add freight to the new item number for 524347 CHICKEN STATLER 8-10Z so I'm choosing 524494 CHICKEN THIGH B&S 20# B&E.

The screenshot shows the 'Item Maintenance' window. At the top, the 'Item Code' is 524494 and the 'Item Description' is CHICKEN THIGH B&S 20# B&E. The 'Current Cost' is 3.38 and the 'New Cost' is 3.3788. Below this is the 'Maintenance' section, which includes a table of factors. The table has columns for Factor, Type, Code, Description, Cost, Percentage, Amount, Function, Category, and Table Code. The table contains five rows of data:

Factor	Type	Code	Description	Cost	Percentage	Amount	Function	Category	Table Code
0005	D			3.17	100.00	.00	+	NET	
0010	A			.00	.00	.05	+	FRT	
0015	Y			.00	100.00	.00	/		
0020	P			.00	4.00	.00	+	COT	758
0025	A			.00	.00	.03	+	PAKL	758

- 5.) Click Copy and enter the new item number that you'd like to transfer this cost formula to. Or you can use the magnifying glass to search for the new item that you've created. Click Write to complete the process.

Exit Clear Write

Copy Formula to Item: 524083

Copy to Item Description: CHICKEN STATLER BWS ABF 8-10Z

- 6.) If further adjustments are needed or adjustments are required for existing item numbers, click on the line that you'd like to adjust. Ex. Shows FRT highlighted, and you would enter the proper value in the Amount field.

Item Code: 524083 Current Cost: .00 New Cost: 3.3788

Item Description: CHICKEN STATLER BWS ABF 8-10Z

Maintenance

Factor Type	Code	Description	Cost	Percentage	Amount	Function	Category	Table Code
A			0.00	0.00	0.05	+	FRT	

Update Delete

Type	Code	Item Number	Cost	Percentage	Amount	Function	Category	Table
0005	D	524494	3.17	100.00	.00	+	NET	
0010	A		.00	.00	.05	+	FRT	
0015	Y		.00	100.00	.00	/		
0020	P		.00	4.00	.00	+	COT	758
0025	A		.00	.00	.03	+	PAKL	758

- 7.) You can also add Categories into to the number setup.

D – Item Default Cost

A – Add

Y – Yield – When adding a yield, make sure to choose the divide option in the Function field.

P –Percentage of CTO. *Note – COT means CTO in this section of Provisions.*

(BCAT) Built Up Cost	D
FRT	FREIGHT
NET	NET PO
PAKL	PACKAGING LABOR
PRDL	PRODUCTION LABOR
SUPP	SUPPLIES

- 8.) Click Update to finalize the process.