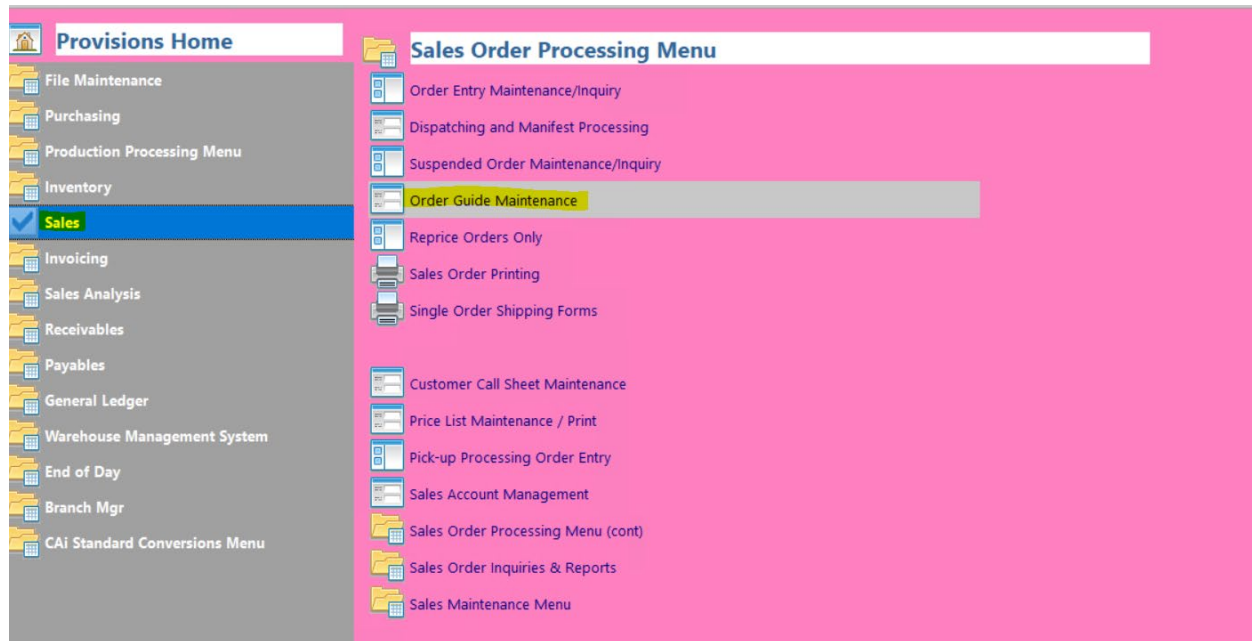


Standard Operation Procedure

Provisions – Sales Order Guide Maintenance



Search by entering your customer number or use your key words and hit F2 to search and select your customer. Their order guide will appear.

Maintain By: ☒ Customer ☐ Item

Customer Code: 34129 MORSE BLOCK DELI - BARRE

Item Number:

Mark as Inactive ☐

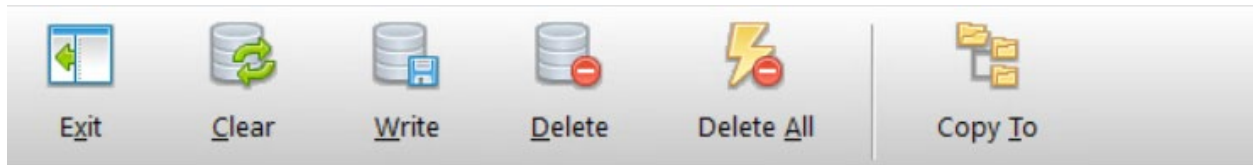
Include On Internet ☐ U/M:

Item Number	Description	Last Purchased	Last Price	U/M	Internet	Inactive
011850	PORK BUTT BLS BEELER	01/06/22	4.26 LB		N	N
011850CS	PORK BUTT BLS BEELER CS	06/07/22	4.01 LB		N	N
105940	BEEF FLANK STK CS CH	09/08/20	7.90 LB		N	N
105990	BEEF CHUCK ROLL PR	10/04/22	5.86 LB		N	N
109020	BEEF RIB BI RST CH	04/07/20	11.45 LB		N	N
114515	BEEF SHORT RIB 3 RIBS FRZ CH	06/04/20	9.99 LB		N	N
120000	BEEF BRISKET CH	06/28/21	5.23 LB		N	N
124101	BEEF FOR KABOBS 2x5LB	04/29/21	2.99 LB		N	N
189452	BEEF TENDERLOIN TIPS FRSH CH	08/02/21	9.70 LB		N	N
195840	BEEF HANGER STK TIPS FRZ	01/12/21	6.59 LB		N	N
201957	VENISON OSSO BUCO HIND SHANK	12/08/20	9.36 LB		N	N

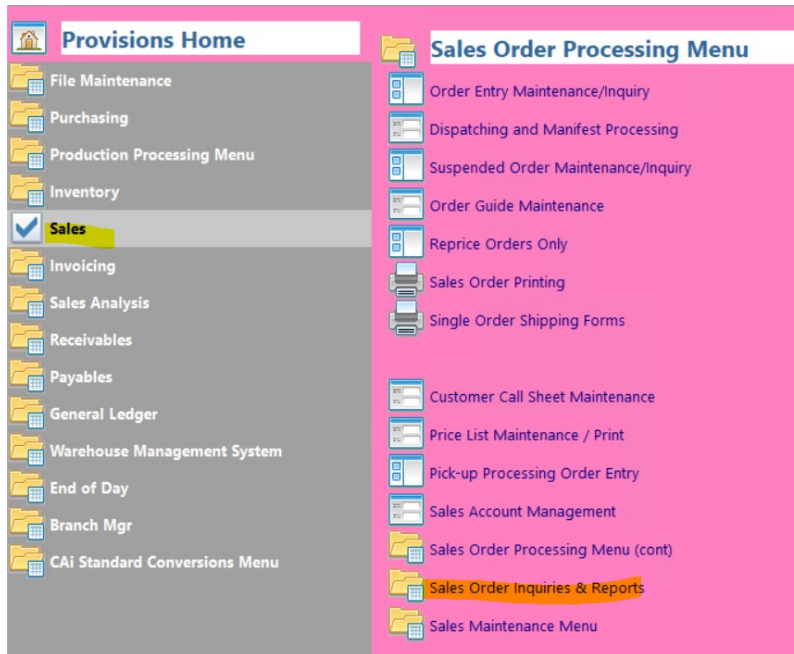
The top of the screen gives you options to edit the guide.

To add an item to the guide, type in the item number and then select WRITE. (Doing this will also add this item into the lines tab when searching for items on an order as having purchase history with a * in the last purchased date column)

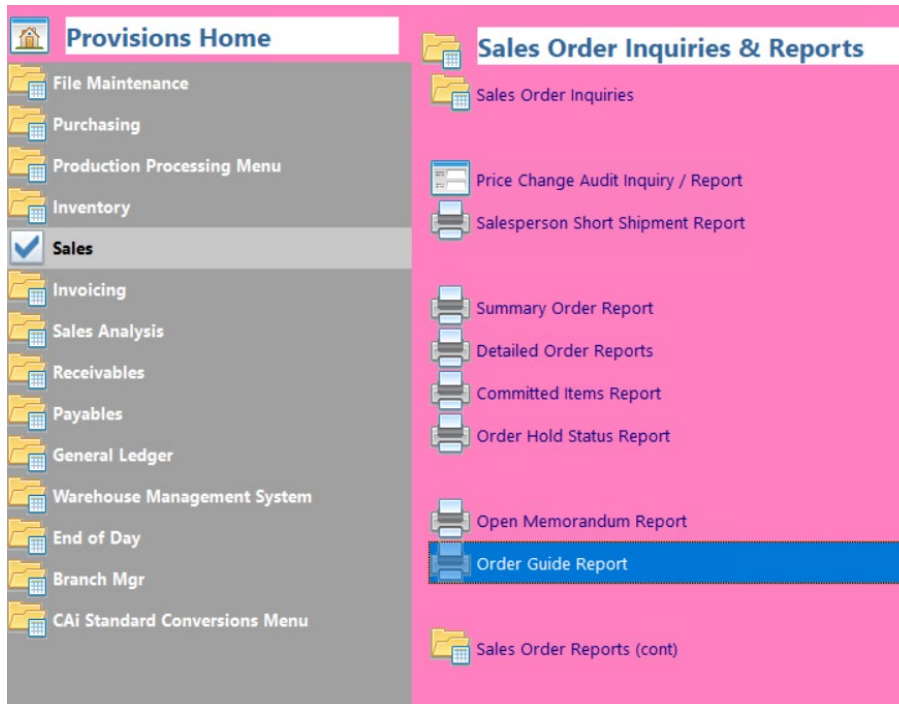
To delete an item number, select the item from the order guide and select DELETE.



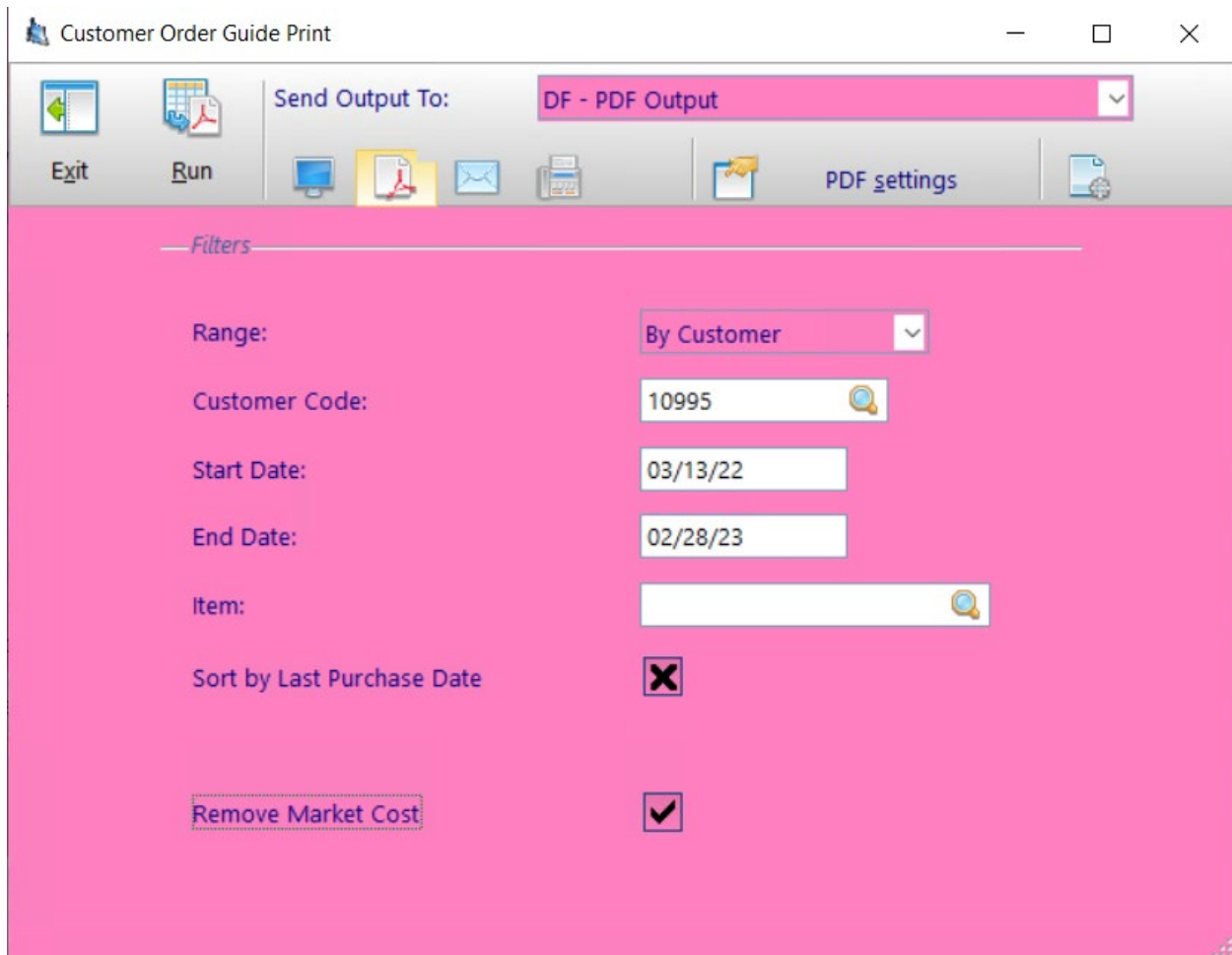
To print a customer order guide-



Choose Order Guide Report



Choose your customer and date range, check the box to remove market cost so you can send to a customer then hit run to produce a PDF.



Customer Order Guide Print

Exit Run Send Output To: DF - PDF Output PDF settings

Filters

Range: By Customer

Customer Code: 10995

Start Date: 03/13/22

End Date: 02/28/23

Item:

Sort by Last Purchase Date ☐

Remove Market Cost ☒