

Standard Operating Procedure

Provisions – Preorder Report Process & PO Creation

Setting Up Coded Non-stock Items

To set up a Coded Non-stock Item in Provisions:

- 1) Go to File Maintenance → Inventory Master
- 2) In tab 1. General, enter the product number, search for the product by using the magnifying glass, or type key word and hit F2 to bring up options then hit okay to select product.
- 3) Change Status Code to CN for Coded Non-stock.

The screenshot shows the 'Inventory Master File Maintenance' window with the 'General' tab selected. The 'Status Code' field is highlighted with a red circle and contains the value 'CN'. The window displays various fields for product information, including Major Code (030), Minor Code (809), Sequence (0001), Part Code (P), and Status Code (CN). The 'Description' field shows 'KNACKWURST 2.5#/BX'. The 'Labor Code' is set to 'STD'. The 'Print on Work/Pick' checkbox is checked. The 'Update Last Cost' checkbox is checked. The 'Lot Control' dropdown is set to 'Yes'. The 'Disallow Oldest First' checkbox is checked. The 'Catch Weight Item' checkbox is checked. The 'Portion Control Item' checkbox is checked. The 'Catch Weight Test' dropdown is set to 'T'. The 'Box/Grade Prompt' checkbox is checked. The 'Transfer Only Item' checkbox is checked. The 'Fresh/Frozen/Other' dropdown is set to 'F'. The 'Don't Allow Zero Price' checkbox is checked. The 'Restricted Item' checkbox is checked. The 'Effective Date' is set to '00/00/00'. The 'Effective Date Reason' is set to '1'. The 'Taxable Code' is set to 'No'. The 'White Board Category' is set to '1'. The 'Broker Commission Code' is set to '1'. The 'Standard Yield %' is set to '1'. The 'Average Yield %' is set to '1'. The 'Location' is set to '010571B12'. The 'Primary Vendor' is set to '19120'. The 'Add'l Items Group' is set to '1'. The 'Std. Unit Freight' is set to '1'. The 'Auth Family Code' is set to '1'. The 'Alpha Seq' is set to '1'. The 'Class Code 1' is set to '1'. The 'Class Code 2' is set to '1'. The 'Class Code 3' is set to '1'. The 'Class Code 4' is set to '1'. The 'Commodity Cod' is set to '809'. The 'Material Code' is set to 'C'. The 'Night Pick Item' is set to 'N'. The 'Attribute 4' is set to '1'. The 'Attribute 5' is set to '1'. The 'Case UPC' is set to '1'. The 'UPC Code' is set to '1'. The 'GTIN Number' is set to '1'. The 'X-Ref Item' is set to '1'. The 'Create UPC' button is visible. The 'Create GTIN' button is visible. The 'Enter/select the status code for this item' message is displayed at the bottom.

- 4) In tab 2. Stock, change the Product Warning to one of the following CN symbols:

Item Number: 001040 Key Mfg Description 1: KNACKWURST 2.5#/BX
 Acronym: KNACKWURST2 Description 2: S&W 4BX/CS

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: MTD Receipts: MTD Withdrawals: MTD Adjustments: Commitments: On Order: On Hand: Available: Product Classifications: Product Type: Product Size: Raw Material Major: Product Form:

Production / MRP: Primary Production Location: Production Group: Production Line: Type of Grind: Batch Size: Qty Rec'd Today: Qty Rec'd MTD: Last Production Rpt: Prod. Family Code: Match Code: Product Warning: % Order Policy: Production Hold Code: Exclude from Raw Materials Report

Table Lookup, Table (TRAI)
 Filters View Export
 From: %
 Sort by: Fld#1(4) + Table Code(10) (Default)

Table Code	Description
#	Added by Conversion
##	PRE ORDER 1 PM CUTOFF 2 DAY LEAD TIME
%	PRE ORDER 2 WEEK PLUS LEAD TIME
&	NON STOCK ORDER BY 1:00PM
?	PRE ORDER 1 WEEK LEAD TIME
TBD	TO BE DISCONTINUED

In Transit: .00 In Stock: 1.00 Location Summary

5) Coded Non-stock Symbols.

From: %

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

Table Code	Description
#	Added by Conversion
##	PRE ORDER 1 PM CUTOFF 2 DAY LEAD TIME
%	PRE ORDER 2 WEEK PLUS LEAD TIME
&	NON STOCK ORDER BY 1:00PM
?	PRE ORDER 1 WEEK LEAD TIME
TBD	TO BE DISCONTINUED

- 6) Products added to orders after cutoff times can be handled in one of two ways. We can allow those orders to be entered or automatically apply that product to the customer's next order day. Leniency about after-cutoff ordering can be turned on or off.

i) IT will take care of this task in the Table setup field.

Exit Clear Write Delete New Table Maintain Header

Table ID: TRAI Table Desc: ITEM TRAIT

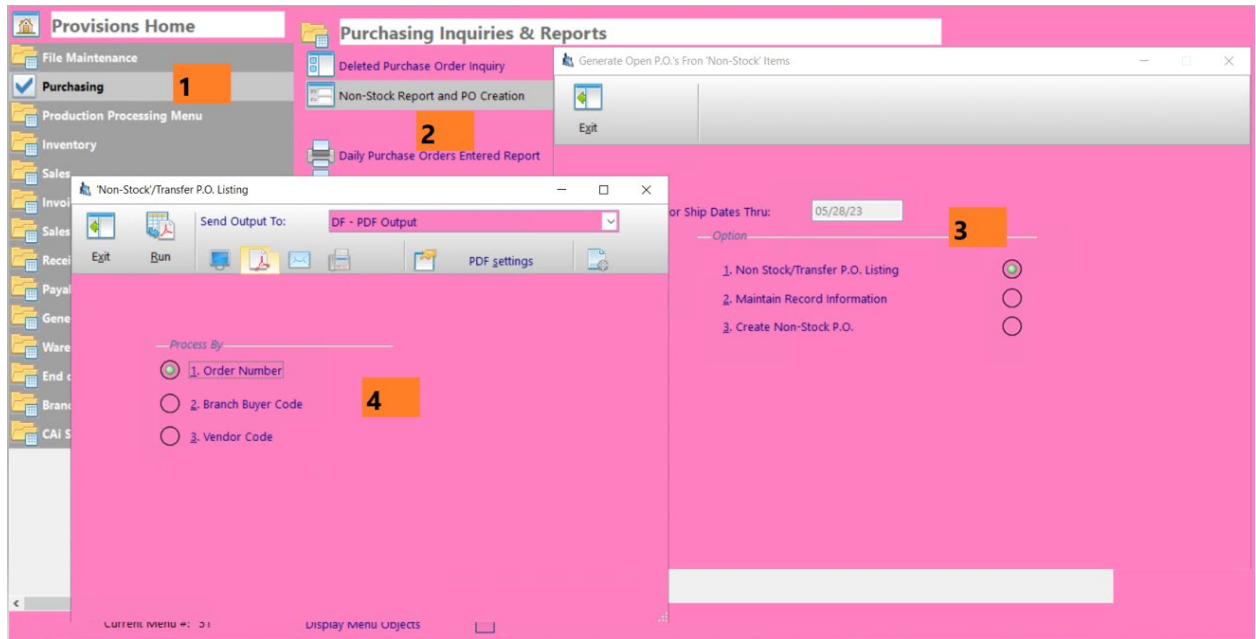
Code: & Desc: NON STOCK ORDER BY 1:00PM

Table Fields

1. Description 1:	NON STOCK ORDER BY 1:00PM
2. Description 2:	
3. Warn on Sales Order:	<input checked="" type="checkbox"/>
4. Warn on Work Orders:	<input type="checkbox"/>
5. Warn on P.O.:	<input checked="" type="checkbox"/>
6. Warn when Invoiced:	<input type="checkbox"/>
7. Sales Order Cutoff Time (24 hour format):	13.00
8. Sales Order Cutoff Lead Time:	1
9. Allow After Cutoff:	<input type="checkbox"/>

Purchasing Inquiries, Reports, & PO Creation for Coded Non-stock Items

- 1) To run a report of Coded Non-stock products ordered in the system:
 - a) Go to the Purchasing section of Provisions → Purchasing Inquiries & Reports
 - b) Click on Non-stock Report and PO Creation
 - c) Sort by ship date thru for a range of dates.



d)

- i) Non-Stock/Transfer PO Listing – Provides a report of the Coded Non-stock items by:
(1) Order Number

TRAINING-Dale & Bailey
Date: 03/06/23 Time: 15:24:26
User: KSTA Page: 001 Prog: MP2012

NON-STOCK/TRANSFER PURCHASE ORDER MAINTENANCE REPORT
By Order Number

Line Number	Vendor Name	Item Description	Quantity	Cost/ Price
Order Number: 100007 Credit Status: OK 001	Customer: 11111 - HOME DELIVERY WC/UPS Sched. Date: 02/06/23 19120 OXFORD TRADING	Sched. Code: OR SOONER 001040 KNACKWURST S&W 2.5#/BX 4BX/CS	Ship From: S 1	5.57 7.71
Order Number: 100015 Credit Status: OK 002	Customer: 35943 - LIV CREATIVE CUISINE Sched. Date: 02/07/23 18269 NARRAGANSETT CREAMER	Sched. Code: OR SOONER 669222 CHEESE BURRATA USA RI C NARRAGANSETT 4X2Z 6/8Z	Ship From: S 2	29.34 41.64
Order Number: 100025 Credit Status: OK 002	Customer: 17524 - CAST IRON CHEF CHOP HOUSE-CT. Sched. Date: 02/09/23 11121 BEELERS, INC.	Sched. Code: OR SOONER 500901 PORK RACK LONG BN BELLY ON SKINLESS BEELER CHINE OFF	Ship From: S 2	7.95 5.49
Order Number: 100031 Credit Status: OK 002	Customer: 26220 - HAVEN CAPE & BAKERY Sched. Date: 02/08/23 15920 INLAND LOBSTER	Sched. Code: OR SOONER 655363 LOBSTER MEAT CK CKD FRSH 6/2# INLAND LOBSTER	Ship From: S 1	30.50 37.41
Order Number: 100033 Credit Status: OK 002	Customer: 24777 - GILLETTE PLAYER DINING Sched. Date: 02/08/23 16495 KAYE FOODS, INC	Sched. Code: OR SOONER 700808 PORK HAM BLACK FOREST SMK ABF MCKENZIE UNCURED DELI #9546 GILLETTE PLAYER DINING	Ship From: S 2	32.49 8.12
Order Number: 100048 Credit Status: OK 009	Customer: 54610 - VILLAGE TAVERN - W.KENNEBUNK Sched. Date: 02/09/23 20800 SPARROW ENTERPRISES	Sched. Code: OR SOONER 767404 CHOC DISC DARK 54.5 CAILLETTES CALLEBAUT 8/5.5#	Ship From: S 2	2.9092 32.62
Order Number: 100054 Credit Status: OK 006	Customer: 52617 - TIMBER ALLEY - LITTLETON Sched. Date: 02/10/23 12445 CAVENDISH GAME BIRDS	Sched. Code: OR SOONER 526670 EGGS QUAIL CAVENDISH 18CT/TRAY 16 TRAY/CS	Ship From: S 1	10.90 9.42
Order Number: 100057 Credit Status: OK 006	Customer: 24975 - GOOD NEWS CAFE Sched. Date: 02/09/23 22855 WOODLAND FOODS, LTD	Sched. Code: OR SOONER 759030 PEAS SPLIT YELLOW D'ALLESANDRO 10#	Ship From: S 1	8.50 16.83

(a)

(2) Branch Buyer Code

TRAINING-Dale & Bailey
Date: 03/06/23 Time: 15:28:33
User: KSTA Page: 001 Prog: MP2012

(BOM - 'CN') NON-STOCK PURCHASE ORDER MAINTENANCE REPORT
By Branch Buyer

Order No.	Line No.	Customer Name	Vendor Name	Sched. Date	Item Description	Quantity	Cost/ Price
Buyer: 02 - Mathew Fluet							
100007	001	11111 HOME DELIVERY WC/UPS	19120 OXFORD TRADING	02/06/23 Sched. Code: OR SOONER	001040 KNACKWURST S&W 2.5#/BX 4BX/CS	Ship From: S 1	5.57 7.71
100025	002	17524 CAST IRON CHEF CHOP HOUSE-CIBBEELERS, INC.	11121 BEELERS, INC.	02/09/23 Sched. Code: OR SOONER	500901 PORK RACK LONG BN BELLY ON SKINLESS BEELER CHINE OFF	Ship From: S 2	7.95 5.49
100117	004	27375 INN AT THORN HILL	11121 BEELERS, INC.	02/17/23 Sched. Code: OR SOONER	389660 PORK HAM BI 1/2 SPIRAL HICKORY BEELER ABF NGMO #99119	Ship From: S 2	5.99 4.99
100123	002	36300 OCEAN EDGE INN	19120 OXFORD TRADING	02/17/23 Sched. Code: OR SOONER	001040 KNACKWURST S&W 2.5#/BX 4BX/CS	Ship From: S 2	5.57 8.15

(a)

(3) Vendor Code

- (a) If looking for a vendor by name, change *Sort by: to Acronym + Vendor*, make sure your in CAPS Lock and type the vendor in the From: field.

From:

Sort by:

Vendor	Name
19535	OCEAN EXPRESS LLC
18819	OCEAN HOUSE
18969	OLD CHATHAM CREAMERY
18974	OLD MILL RESTAURANT
18973	OLD NEIGHBORHOOD FOODS
19285	OLD WORLD PROVISIONS, INC
18986	OMG BAKERY
19026	ORB WEAVER CREAMERY
19025	ORCHID ISLAND JUICE CO
19112	OVEN ARTISANS INC
19109	OVERSEAS FOOD TRADING
19120	OXFORD TRADING
19465	P & M LOCKSMITH SERVICE, INC.

TRAINING-Dole & Bailey
 (BOM - 'CN') NON-STOCK PURCHASE ORDER MAINTENANCE REPORT
 By Vendor

Date: 03/06/23
 Time: 15:31:01

User: KSTA
 Page: 001
 Prog: MP2012

Order No.	Line No.	Customer Name	Sched. Date	Item Description	Quantity	Cost/ Price
Vendor: 19120 - OXFORD TRADING						
100007	001	11111	001040	KNACKWURST	2.5#/BX	1 5.57
		HOME DELIVERY WC/UPS	02/06/23	S&W	4BX/CS	7.71
		Credit Status: OK	Sched. Code: OR SOONER	Ship From: S		
100123	002	36300	001040	KNACKWURST	2.5#/BX	2 5.57
		OCEAN EDGE INN	02/17/23	S&W	4BX/CS	8.15
		Credit Status: OK	Sched. Code: OR SOONER	Ship From: S		

- (b)
- ii) Maintain Record Information – This allows you to view all CN items associated with an Order Number, Branch Buyer, Vendor Code, and BOM – CN Orders (I have to check what this means. It doesn't appear to be active.) At this point you can update pricing and quantities.

Branch Buyer: Mathew Fluet

Order Number:

Branch Buyer:

Vendor Code:

BOM - 'CN' Orders:

Related Remarks:

Quantity:

List Cost: Net Cost:

Discount:

Order Line#	Description	Vendor	Vendor Name	Quantity	Cost
100007 0001.00	KNACKWURST 2.5#/BX S&W	19120	OXFORD TRADING	1.00	5.57
100025 0002.00	PORK RACK LONG BN BELLY ON SKINLESS BEELE...	11121	BEELERS, INC.	2.00	7.95
100117 0004.00	PORK HAM BI 1/2 SPIRAL HICKORY BEELER ABF N...	11121	BEELERS, INC.	2.00	5.99
100123 0002.00	KNACKWURST 2.5#/BX S&W	19120	OXFORD TRADING	2.00	5.57

- iii) Create Non-Stock PO – This will add all non-stock requests through that date to POs according to their respective lead time indicators. You can choose Process Regular Orders and then choose a Vendor (If looking for a vendor by name, change *Sort by: to Acronym + Vendor*, make sure your in CAPS Lock and type the vendor in the From: field.). Alternatively, you can choose Process All Orders and then choose a Vendor.
- iv) Creating POs clears items from the report. You can use the Maintain Record Information if you'd rather manually add these items to POs and then manually delete them from the request records.

Exit Cancel Ok to Create

For Ship Dates Thru: 05/28/23

Option

1. Non Stock/Transfer P.O. Listing ☐

2. Maintain Record Information ☐

3. Create Non-Stock P.O. ☒

Create P.O. Options

1. Process Regular Orders ☒

2. Process Buyout Orders ☐

3. Process Transfer Orders ☐

4. Process All Orders ☐

5. Process BOM - 'CN' Orders ☐

Vendor Code: 119120

v)

- e) They are changing the Vendor option to then sort by buyer.
- f) If you chose to sort by Buyer then it will sort by vendor, then order #
- g) If you don't choose a Buyer, it will print all of buyers.
- h) Click Ok to Create

2) POs are generated and that clears items from the report.

P.O. Number: 700034 New Rvy P.O. Type: S

Vendor Code: 11121 BEELERS, INC. Rev.#:

1. Address	2. Header	3. Lines	4. Instructions	5. Totals		
Item Number: 500901 Rem	Base Price: 5.4900 Est. Landed Price: .0000			Ext		
Description 1: PORK RACK LONG BN BELLY ON	Due Dt: 02/04/23	Harvest Date: 00/00/00	Price: 5.7500			
Description 2: SKINLESS BEELER CHINE OFF	Tools	Harvest Loc:	Discount: The list price for this item	Clear		
Qty Ordered: 1.00 Qty Recvd: .00		Sales Order: 100010	Extension: \$270.25	Insert		
U/M Purch: CS WGT 1		Customer: 40975	Ref Cost: .0000	Delete		
Load Number:	Mfr #: 66158	Order Line: 0005.00	Est Frt: .00			
Lot Text:	Update Last Bulk <input type="checkbox"/>	Project Code:		Misc Chgs		
Brand:	C.O.O.L. Compliance	Harvested	All Natural	Processed		
Package Type:	Organic/ABF	Sustainability	M.O.P	Review		
Line	Item Number	Description	Quantity	U/M	Price	Extension
001.00	500901	PORK RACK LONG BN BELLY ON	1.00	CS	5.7500 E	270.25
		SKINLESS BEELER CHINE OFF				

3) Entering a Coded Non-stock item on a sales order does not automatically create a PO. The item is only processed when the Buyer chooses to add it to a PO by running this process.

- 4) If Sales changes the quantity on their sales order, they get this notification, and an email is sent to the Buyer.

Sales Order: 100010 Type: N

Customer: 40975

Document Totals:
 Sales: 2,083.83
 G/P \$: 328.36
 G/P %: 15.75 %

1. Name and Address	2. Header	3. Lines	4. Instructions	5. Totals																																																																																							
Item Number: <input type="text"/> Description 1: <input type="text"/> Description 2: <input type="text"/> # of Pieces: <input type="text"/> Qty. Order: <input type="text"/> On Hand: <input type="text"/> Avail: <input type="text"/> Location: <input type="text"/> Weight: <input type="text"/> Brand: <input type="text"/> Gross Weight: <input type="text"/> C.O.O.L. Compliance: <input type="text"/>	CAI NOTICE WARNING - ITEM LINKED TO PURCHASE ORDER Item linked to PO 700034 Changes could effect Purchase Order <input type="button" value="OK"/>	<table border="1"> <thead> <tr> <th>Line</th> <th>Item Number</th> <th>Description</th> <th>Quantity</th> <th>U/M</th> <th>Price/Cost</th> <th>Extension</th> <th>G/P%</th> </tr> </thead> <tbody> <tr> <td>001.00</td> <td>584185</td> <td>CRAB MEAT SUPER LUMP 12/1#</td> <td>2.00</td> <td>EA</td> <td>34.49 LB</td> <td>68.98</td> <td></td> </tr> <tr> <td></td> <td></td> <td>BLUE STAR CAN</td> <td>2.00</td> <td>Tagged</td> <td></td> <td></td> <td>15.0</td> </tr> <tr> <td>002.00</td> <td>562441</td> <td>FISH SALMON KVAROY FILLET 4-5#</td> <td>1.00</td> <td>CS</td> <td>12.13 LB</td> <td>182.07</td> <td></td> </tr> <tr> <td></td> <td></td> <td>PBO SK-ON D-TRIM 17#CS</td> <td>1.00</td> <td>Tagged</td> <td></td> <td></td> <td>14.0</td> </tr> <tr> <td>003.00</td> <td>520331</td> <td>CHICKEN BRST B&S RANDOM JUMBO</td> <td>1.00</td> <td>CS</td> <td>1.39 LB</td> <td>55.60</td> <td></td> </tr> <tr> <td></td> <td></td> <td>40#</td> <td>1.00</td> <td>Tagged</td> <td></td> <td></td> <td>20.0</td> </tr> <tr> <td>004.00</td> <td>2PRA180CS5</td> <td>BEEF STRIPLOIN BLS 0X1 PR</td> <td>1.00</td> <td>CS</td> <td>20.17 LB</td> <td>1,491.57</td> <td></td> </tr> <tr> <td></td> <td></td> <td>CRK MC-P 5 PACK 180</td> <td>1.00</td> <td>Tagged</td> <td></td> <td></td> <td>16.0</td> </tr> <tr> <td>005.00</td> <td>500901</td> <td>PORK RACK LONG BN BELLY ON</td> <td>1.00</td> <td>CS</td> <td>5.16 LB</td> <td>285.61</td> <td></td> </tr> <tr> <td></td> <td></td> <td>SKINLESS BEELER CHINE OFF</td> <td>1.00</td> <td>Tagged</td> <td></td> <td></td> <td>14.9</td> </tr> </tbody> </table>	Line	Item Number	Description	Quantity	U/M	Price/Cost	Extension	G/P%	001.00	584185	CRAB MEAT SUPER LUMP 12/1#	2.00	EA	34.49 LB	68.98				BLUE STAR CAN	2.00	Tagged			15.0	002.00	562441	FISH SALMON KVAROY FILLET 4-5#	1.00	CS	12.13 LB	182.07				PBO SK-ON D-TRIM 17#CS	1.00	Tagged			14.0	003.00	520331	CHICKEN BRST B&S RANDOM JUMBO	1.00	CS	1.39 LB	55.60				40#	1.00	Tagged			20.0	004.00	2PRA180CS5	BEEF STRIPLOIN BLS 0X1 PR	1.00	CS	20.17 LB	1,491.57				CRK MC-P 5 PACK 180	1.00	Tagged			16.0	005.00	500901	PORK RACK LONG BN BELLY ON	1.00	CS	5.16 LB	285.61				SKINLESS BEELER CHINE OFF	1.00	Tagged			14.9	Market Cost: .0000 Market GP%: % Line Totals: Extension: .00 Margin: % <input type="button" value="Options"/> <input type="button" value="View Lots"/> <input type="button" value="Weight/Lot"/> <input type="button" value="Sub"/>
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