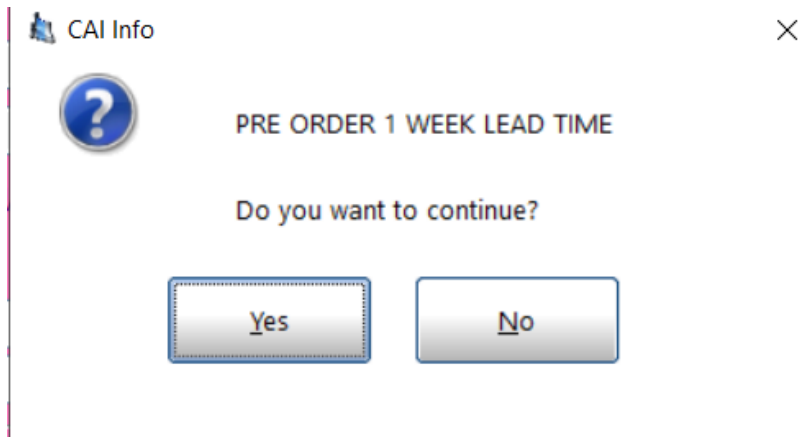


Standard Operating Procedure

Provisions – Sales Preorders

When entering for items that are Preorders or Coded Non Stock items, you will be flagged with an indicator of how long the lead time is for that item.



Please enter the order dated appropriately for that lead time.

The CM's will run a Coded Non Stock report by their Buyer Code daily that will include the following information –

- Order number
- Item number
- Shipping date
- Quantity

The buyer will place PO appropriately according to the vendors lead time and required minimum. As always, they will communicate through Teams if an order needs to be redated. Vendor Outs and Shorts will still be communicated via existing Teams Chats.

Branch Buyer Code

TRAINING-Dole & Bailey (BOM - 'CN') NON-STOCK PURCHASE ORDER MAINTENANCE REPORT By Branch Buyer								User: KSTA
Date: 03/06/23								Page: 001
Time: 15:28:33								Prog: MP2012
Order No.	Line No.	Customer Name	Vendor Name	Sched. Date	Item Description	Quantity	Cost/ Price	
Buyer: 02 - Mathew Fluet								
100007	001	11111	19120	001040	KNACKWURST	2.5#/BX	1	5.57
		HOME DELIVERY WC/UPS	OXFORD TRADING	02/06/23	S&W	4BX/CS		7.71
Credit Status: OK				Sched.Code: OR SOONER		Ship From: S		
100025	002	17524	11121	500901	PORK RACK LONG EN BELLY ON		2	7.95
		CAST IRON CHEF CHOP HOUSE-CIBEELERS, INC.		02/09/23	SKINLESS BEELE	CHINE OFF		5.49
Credit Status: OK				Sched.Code: OR SOONER		Ship From: S		
100117	004	27375	11121	389660	PORK HAM BI 1/2	SPIRAL HICKORY	2	5.99
		INN AT THORN HILL	BEELEERS, INC.	02/17/23	BEELE ABF NGMO	#99119		4.99
Credit Status: OK				Sched.Code: OR SOONER		Ship From: S		
100123	002	36300	19120	001040	KNACKWURST	2.5#/BX	2	5.57
		OCEAN EDGE INN	OXFORD TRADING	02/17/23	S&W	4BX/CS		8.15
Credit Status: OK				Sched.Code: OR SOONER		Ship From: S		