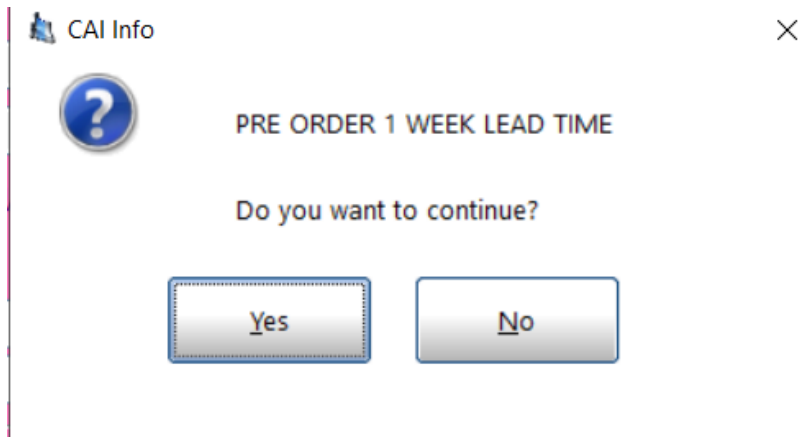# Provisions – Sales Preorders

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