

# Standard Operating Procedure

## Provisions – Same Day Order Entry & Future Will Calls

### To enter Same Day orders –

Choose Sales in the left hand menu, then Order Entry Maintenance/ Inquiry

Change the following fields. Ship VIA should be changed to WC. Choose your route that best matches the type of same day. This will allow the Ship Date to be changed to today's date.

Next Delivery: Wednesday

Sales Order: 100039  Type: N

Customer: 11111  HOME DELIVERY WC/UPS

1. Name and Address	2. Header	3. Lines	4. Instructions	5. Totals
<p>Customer <input type="button" value="Search"/></p> <p>Name: HOME DELIVERY WC/UPS</p> <p>Address1: 16 CONN STREET</p> <p>Address2: <input type="text"/></p> <p>International (3&amp;4)</p> <p>Address 3: <input type="text"/></p> <p>Address 4: <input type="text"/></p> <p>City: WOBURN State: MA</p> <p>Zip Code: 01801 Phone: (781) 935-1234</p> <p>Attn To: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p>PO Number: <input type="text"/> Ship Via: <input type="button" value="OT"/> <input type="button" value="Search"/></p> <p>Ship Day: Thursday <input type="button" value="Search"/> Ship Time: <input type="text"/></p> <p>Phone No: <input type="text"/> Price Class: 01 <input type="button" value="Search"/></p>	<p><input type="button" value="Delivery Window"/></p>	<p><input type="button" value="Check"/> <input type="button" value="Save"/></p>	<p>Ship from: S <input type="button" value="Search"/> Ship-to: <input type="button" value="Search"/> <input type="button" value="Same"/> <input type="button" value="Enter"/></p> <p>Ship-to</p> <p>Name: HOME DELIVERY WC/UPS</p> <p>Address1: 16 CONN STREET</p> <p>Address2: <input type="text"/></p> <p>City: WOBURN State: MA</p> <p>Zip Code: 01801</p> <p>Ship Date: 02/09/23 <input type="button" value="Calendar"/></p> <p>Date Code: OS <input type="button" value="Search"/> Price Before Shipment <input type="checkbox"/></p> <p>Cancel Date: 00/00/00 <input type="button" value="Calendar"/></p> <p>Due Date: 00/00/00 <input type="button" value="Calendar"/> Suspend Invoice Update <input type="checkbox"/></p> <p>Route: 69 <input type="button" value="Search"/></p> <p>Carrier Code: <input type="button" value="Search"/> Flight Code: <input type="button" value="Search"/></p> <p>Carrier Sched: <input type="button" value="Search"/></p>	

Table Lookup, Table (TRUC)

Filters View Export

From: 59

Sort by: Fld#1(4) + Truck Routes(10) (Default)

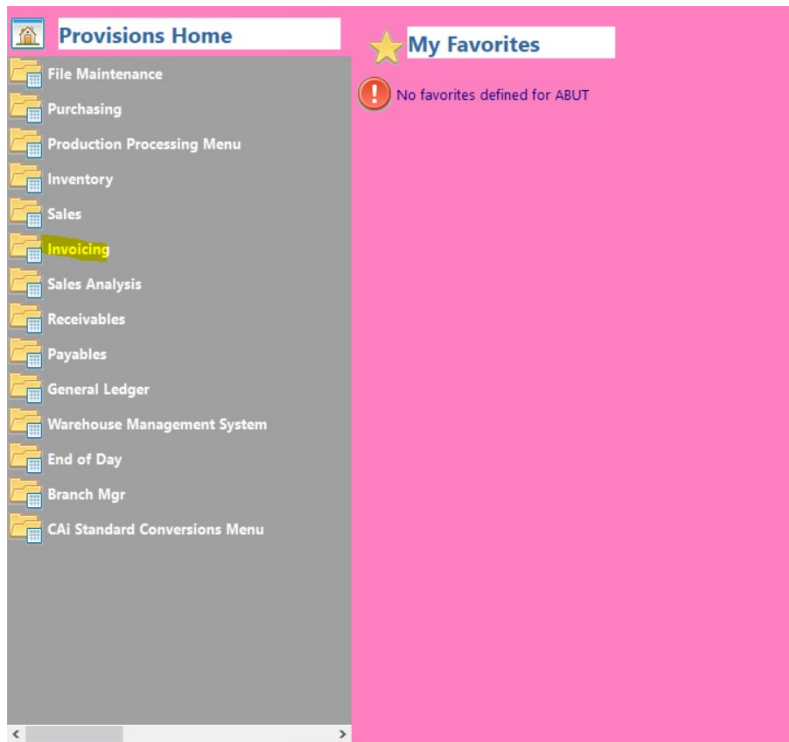
Truck Routes	Description
59	Will Call
79	WAREHOUSE TRANSFER
80	DROP SHIP
81	UPS
91	MILES MARKET
92	SAME DAY TRUCK
93	SAME DAY SALESREP
94	SAME DAY CUSTOMER
95	EMPLOYEES
98	Added by Conversion
99	UNASSIGNED TRUCK ROUTE

Enter the order as you normally would, and choose Accept. This will print your tickets and packing slip.

Do you want to print the Same Day Shipping Documents now ? – Yes

Tickets and packing slip should print automatically, unless you are prompted to choose “RUN”

To invoice – choose the invoicing tab



Then choose Order Confirmation and Invoicing.



Enter your order number.  
Choose Invoice.

Exit Clear Accept Delete Invoice Tools

Sales Order: 100005 New Type: N Number: Date: 02/06/23

Customer: 10000 #5 STRAWBERRY HILL "RTL"

1. Name and Address	2. Header	3. Lines	4. Instructions	5. Totals
<p>Customer</p> <p>Name: #5 STRAWBERRY HILL "RTL"</p> <p>Address1: 5 STRAWBERRY HILL ROAD</p> <p>Address2:</p>			<p>Ship from: S Ship-to: Same Enter</p> <p>Ship-to</p> <p>Name: #5 STRAWBERRY HILL "RTL"</p> <p>Address1: 5 STRAWBERRY HILL ROAD</p> <p>Address2:</p>	

Catch weights will have been uploaded by day shipper.

If your item has been marked out, you will see this screen

Catch Weight Entry ? x

Okay Cancel Clear All Delete Abort Invoicing Process

Item Number: KDWG17180 Units: 1.00 EA

Description: BEEF STRIPLOIN BLS 0X1 DOM WAG Weight: 13.29

KURO GOLD WAGYU 180A Lot Avg Weight: 0

Quantity: 1.000

Lot #: Weight: 13.290

Price: 39.24

Override Quantity

To Ship: 1.00

Back-Order

Call Complete

Use Oldest Lots

Quantity	Weight	Lot Number	Location

Total Qty: 0 Total Weight: 0 Total Lots: 0

Short/Over Ship Reason Code ? x

Okay

Order: 100167 Line: 001.00 Item: KDWG17180

Short/Over Ship Reason Code:

Hit Accept, and you will be brought to the Totals screen.

On this screen you may add a delivery fee under Misc Charges, click the magnifying glass and then choose your fee type and amount.

Then hit Accept again and choose Print.

Leave your invoice number as your beginning and ending invoice and hit Run.

**To enter Future Will Calls-**

Change Ship Via to WC.

Choose your ship date.

Change zone to 69.