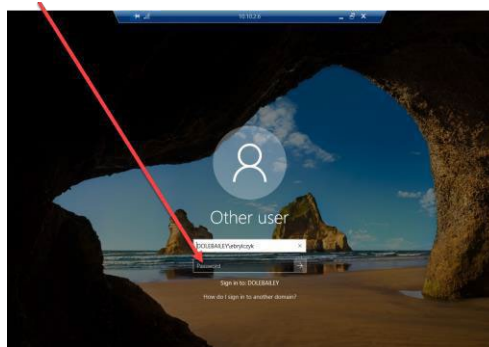


Standard Operating Procedure Provisions – Sales Order Entry Manual

Signing In:

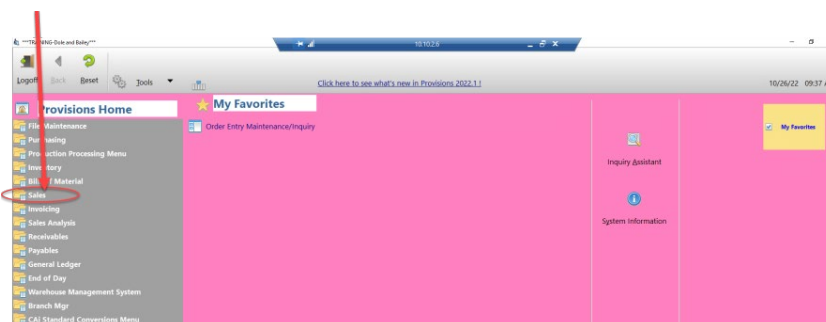
Once in your PC click the Dole & Bailey Icon and signin with Password D0le2022! (the O in Dole is a zero)



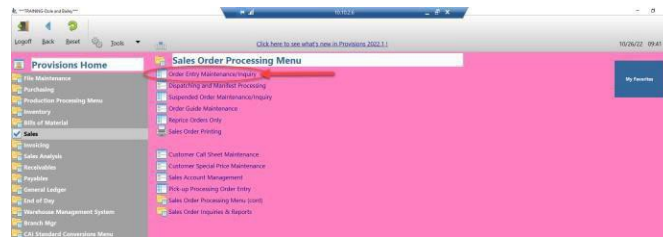
You will then SIGN IN with your Unique User ID and Password. Should you ever forget and have an issue speak with D&B IT and they can reset prompting a new signin and password creation. Reminder that after entering your PASSWORD it requires a double tap on ENTER.



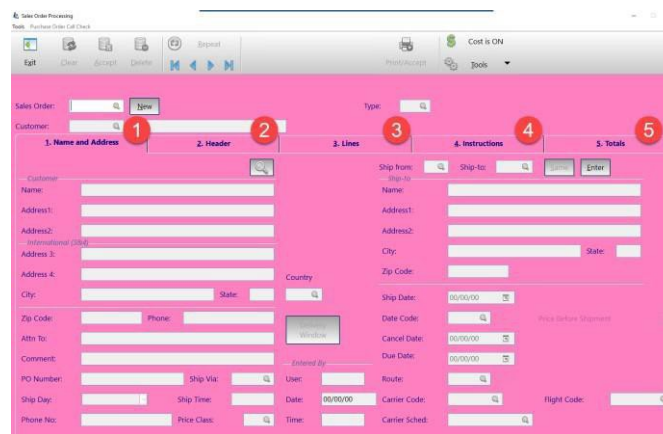
Now that you are in you are immediately brought to the MAIN MENU. Once in LIVE you can begin to establish your unique favorites in the center of the screen. Until then focus needs to be on the selection SALES as circled. Click on this to be brought to the Sales Menu.



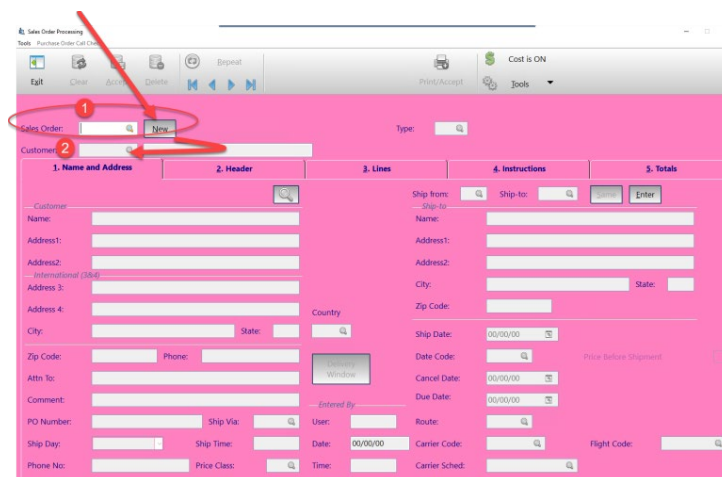
Once in Sales Menu double click on **Order Entry Maintenance/Inquiry**



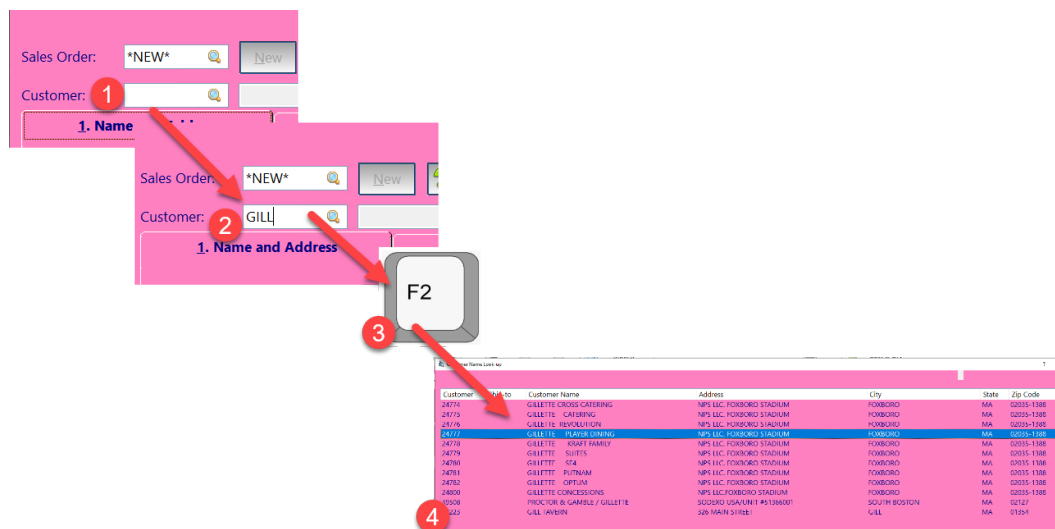
This will bring up the Order Entry System that will be completely blank and it is important to notice that on Order Entry there are FIVE screens that you can toggle back and forth through at will.



First step "1" is to either LookUp and existing order if you are EDITING or ADDING to existing order, if starting NEW, then click the NEW button and it will take you to next CELL "2" to search for the customer.



There are two methods for looking up a customer. First version is to begin typing the name of the account into the CUSTOMER cell and when ready hit F2 and it will bring up menu to select.



Once you DOUBLE CLICK on a customer it will bring that up for ORDER ENTRY. First Screen that pops up is the Customer Info Screen. If any detail info needs updating go ahead and populate. Once all updates are complete hit the OKAY button to move to next screen.

Customer Info

Customer Code: 24780

Customer Name: GILLETTE SE4

Status: Active

Comment:

Credit Analyst: 001

Special Instructions:

Line 1:

Line 2:

Contact Name: CHEF BRAD

Authorized Purchaser:

Address:

NPS LLC, FOXBORO STADIUM

ONE PATRIOT PLACE

FOXBORO MA 02035-1388

Telephone Number: (508) 543-0350

Fax Number:

Sales YTD: 0.00

Sales Last Year: 0.00

Price Class: 00

In/Out Salesperson: UN / 14

Terms Code: 14

Customer Comments:

Once you hit OKAY Provisions will take you to the NAME AND ADDRESS screen. Ship Date will auto populate for next scheduled delivery day for the Route that customer is assigned to. Here are the critical fields on this page you must input info into.

1. Attn To: This must be the name of individual placing the order.
2. Comment: Shipping Day for cross check
3. PO Number: This should be used for actual PO# if provided by customer

Once you enter through all cells it will take you to LINES page or you can simply click on the LINES tab at top middle of the page.

ACTUAL ORDER ENTRY

After entering all NAME AND ADDRESS info you will be taken to the LINES tab where you begin to build your order. Here are the key areas of attention on the LINES page.

The screenshot shows the 'LINES' tab of the order entry system. Red callout boxes highlight the following areas:

- TO ACCEPT ORDER WHEN ALL ITEMS ARE COMPLETE:** Points to the 'Accept' button in the top toolbar.
- TO BRING UP ORDER GUIDE:** Points to the 'Guide' button in the top toolbar.
- TO ACCEPT THE ITEM ONTO THE ORDER:** Points to the 'Add' button in the '3. Lines' section.
- ITEMS ENTERED ON ORDER APPEAR HERE:** Points to the main table area where items are listed.

The interface includes fields for Sales Order (100246), Customer (GILLETTE PUTNAM), and various tabs (1. Name and Address, 2. Header, 3. Lines, 4. Instructions, 5. Totals). The '3. Lines' section contains fields for Item Number, Description, Quantity, Price, Unit Cost, and Unit Measure (U/M).

You will find that majority of order will be entered using the Order Guide if document is well managed. Click on GUIDE and this page appears.

The screenshot shows the 'Order Guide' interface. Red callout boxes highlight the following areas:

- When LIVE data will be color coded to bring attention:** Points to the 'Lower Price' column header.
- As you select items from list above by entered quantity the pricing file will populate here:** Points to the 'Quantity' field at the bottom.

The table lists items with columns: Item No., Description, Ord. Qty., Avail., Unit Price, Price, Ext., VED, Date, Dept., Brand, Remark. The 'Price' column is highlighted in green.

Item No.	Description	Ord. Qty.	Avail.	Unit Price	Price	Ext.	VED	Date	Dept.	Brand	Remark
2CHA1180A12	BEEF STRIP LN STK CC 12Z CH CRK MC-C	0.00	0.0000	LB	0.0000	21.6800	0	12/28/21	B		
3CHA120	BEEF BRISKET BLS CH CRK CT-C	0.00	0.0000	LB	0.0000	4.6400	0	02/03/20	Z	CREE	
3CHA13706CG	BEEF GROUND PATTY BISTRO 8Z CHEF SIGNATU...	10.00	0.0000	LB	0.0000	4.2500	0	07/18/22	C	NEFF	
416300	PORK RIBS ST LOUIS 30# FRZ ABF CERT HUMANE ...	0.00	0.0000	LB	0.0000	5.4000	0	08/08/22	N	COLE	
5240305F	CHICKEN BROILER 3.5# ABF SAM'S FINEST	0.00	0.0000	LB	0.0000	3.0400	0	02/03/20	ES	SAMF	
525745	TURKEY GROUND FRSH RTL MK MISTY KNOLL	0.00	0.0000	LB	0.0000	5.5200	0	02/03/20	X		
550350	FISH COD FILLET PORTION SKLS SPEC SIZE	0.00	0.0000	LB	0.0000	25.1000	0	12/28/21	K		
562391	FISH SALMON BURGER 2/PK KVAROY ORIGIN...	0.00	0.0000	EA	0.0000	5.1200	0	12/28/21	J		
562488	FISH SALMON BURGER 2/PK KVAROY ORIGIN...	0.00	0.0000	EA	0.0000	4.8800	0	11/20/21	K		
565150	FISH SWORDFISH PORTION SKLS SPEC SIZE	0.00	0.0000	LB	0.0000	31.6400	0	09/21/22	K		
585427	LOBSTER MEAT RAW TL FRZ 6/2# SHUCKS 6/2#	0.00	0.0000	LB	0.0000	49.9900	0	12/28/21	K		
5CHA13720B	BEEF GROUND CHUCK PATTY 8Z PREMIUM AN...	5.00	0.0000	LB	0.0000	5.5000	0	07/18/22	C		
661730	SHRIMP 8/12 TIGER P&D T-ON 5/2# 5/2#	0.00	0.0000	LB	0.0000	16.4900	0	05/18/22	N		
714543	KB QUICHE CRUSTLESS SPIN SWISS KABOBS	0.00	0.0000	CS	0.0000	138.1300	0	12/19/21	N	KABO	
CHH112A	BEEF BURET BLS 13-UP CH BZZ	0.00	0.0000	LB	0.0000	131.1100	0	09/19/22	Z		
CSB8136	BEEF GROUND 5# CHEFS SIGNATURE B...	123.50	0.0000	LB	0.0000	4.2400	0	12/28/21	N	CSA	
CSB813604	BEEF GROUND PATTY 4Z CHEFS SIGNATU...	18.00	0.0000	LB	0.0000	4.2500	0	07/18/22	N	CSA	
CSB813604P	BEEF GROUND BISTRO PATTY 4Z CHEFS SIGNAT...	0.00	0.0000	LB	0.0000	4.2500	0	07/18/22	C	CSA	
CSB813605	BEEF GROUND PATTY 5Z CHEFS SIGNATU...	0.00	0.0000	LB	0.0000	4.2500	0	07/18/22	C	CSA	
CSB813605P	BEEF GROUND BISTRO PATTY 5Z CHEFS SIGNAT...	0.00	0.0000	LB	0.0000	4.9900	0	07/18/22	C	CSA	
CSB813606	BEEF GROUND PATTY 6Z CHEFS SIGNATU...	0.00	0.0000	LB	0.0000	4.2500	0	07/18/22	N	CSA	
CSB813608	BEEF GROUND PATTY 8Z CHEFS SIGNATU...	0.00	0.0000	LB	0.0000	4.9900	0	07/18/22	N	CSA	
CSB813608TP	BEEF GROUND BISTRO PATTY 8Z CHEFS SIGNAT...	0.00	0.0000	LB	0.0000	4.5000	0	07/18/22	C	CSA	
CSB813612	BEEF GROUND PATTY 12Z CHEFS SIGNATU...	0.00	0.0000	LB	0.0000	4.8200	0	09/19/22	C	CSA	
NFN1174FMD	BEEF RD SIRLOIN TIP MED NEFF 4-SZ 1/2 IN TH...	0.00	0.0000	LB	0.0000	8.9900	0	07/20/21	B	NEFF	
PRN1184B12	BEEF TOPBUTT STK 12Z PR SS 1184B 15/CS	0.00	0.0000	LB	0.0000	10.1800	0	02/03/20	B		

You will find that majority of order will be entered using the Order Guide if document is well managed. Click on GUIDE and this page appears.

Pricing by MARGIN can be done using the F3 Key anywhere in the system, or you can manually type your preferred price.

LB	0.0000	4.2500
LB	0.0000	4.9900
LB	0.0000	4.2500
LB	0.0000	4.9900
LB	0.0000	4.5000
LB	0.0000	4.8200
LB	0.0000	8.9900
LB	0.0000	10.1800

In any location where PRICE field applies you can enter your preferred PERCENTAGE and then hit F3 and it will calculate based on that margin.

Price: 0.0000 Dept:

Sort your Columns – I sorted this order guide by most recent purchase date, which is what I feel will be the most frequently used tool in the Order Guide.

Standard View

Sort by: No. Days

Phone #: 508 543-0350

Start Item Desc: Category: ACT - Active Items

Item No.	Description	Ord. Qty.	Avail.	Last Qty.	Price	Last YTD Times	Date	Sz	Dept	Brand	Remark
565150	FISH SWORDFISH PORTION SKLS SPEC SIZE	0.00	0.0000	LB	0.0000	31.6400	0	09/17/22	C	CSA	
CSB813612	BEEF GROUND PATTY 12Z CHEFS SIGNATURE...	0.00	0.0000	LB	0.0000	4.8200	0	09/19/22	Z	CSA	
CHH112A	BEEF RIBEYE BLS 13-UP CH BRZ	0.00	0.0000	LB	0.0000	13.1100	0	09/19/22	Z	CSA	
416300	PORK RIBS ST LOUIS 30N FRZ AFB CERT HUMANE...	0.00	0.0000	LB	0.0000	5.4000	0	06/06/22	N	COLE	
3CH413706CG	BEEF GROUND PATTY BISTRO 6Z CHEF SIGNATU...	10.00	0.0000	LB	0.0000	4.2500	0	07/18/22	C	NEFF	
CSB813604	BEEF GROUND PATTY 4Z CHEFS SIGNATURE...	18.00	0.0000	LB	0.0000	4.2500	0	07/18/22	N	CSA	
CSB813604P	BEEF GROUND BISTRO PATTY 4Z CHEFS SIGNAT...	0.00	0.0000	LB	0.0000	4.2500	0	07/18/22	C	CSA	
CSB813605	BEEF GROUND PATTY 5Z CHEFS SIGNATURE...	0.00	0.0000	LB	0.0000	4.2500	0	07/18/22	C	CSA	
CSB813606	BEEF GROUND PATTY 6Z CHEFS SIGNATURE...	2.50	0.0000	LB	0.0000	4.2500	0	07/18/22	N	CSA	
CSB813608TP	BEEF GROUND BISTRO PATTY 6Z CHEFS SIGNAT...	0.00	0.0000	LB	0.0000	4.5000	0	07/18/22	C	CSA	
CSB813605P	BEEF GROUND BISTRO PATTY 5Z CHEFS SIGNAT...	0.00	0.0000	LB	0.0000	4.9900	0	07/18/22	C	CSA	

Double clicking the Column headers will sort the Order Guide by that field. As you can see here I now have the most recent items purchased at the top.

As you populate your Order Guide with purchased items you can see they change to PURPLE indicating an Ordered Item. This will be more prominent once we go LIVE and change to White Background.

Standard View

Sort by: No. Days

Phone #: 508 543-0350

Start Item Desc: Category: ACT - Active Items

Item No.	Description	Ord. Qty.	Avail.	Last Qty.	Price	Last YTD Times	Date	Sz	Dept	Brand	Remark
565150	FISH SWORDFISH PORTION SKLS SPEC SIZE	0.00	0.0000	LB	0.0000	31.6400	0	09/17/22	C	CSA	
CHH112A	BEEF RIBEYE BLS 13-UP CH BRZ	0.00	0.0000	LB	0.0000	13.1100	0	09/19/22	Z	CSA	
CSB813612	BEEF GROUND PATTY 12Z CHEFS SIGNATURE...	1.00	0.0000	LB	0.0000	4.8200	0	09/19/22	C	CSA	
416300	PORK RIBS ST LOUIS 30N FRZ AFB CERT HUMANE...	1.00	0.0000	LB	0.0000	5.4000	0	06/06/22	N	COLE	
3CH413706CG	BEEF GROUND PATTY BISTRO 6Z CHEF SIGNATU...	10.00	0.0000	LB	0.0000	4.2500	0	07/18/22	C	NEFF	
SC4H13720B	BEEF GROUND CHUCK PATTY 8Z PREMIUM ANL...	5.00	0.0000	LB	0.0000	5.5000	0	07/18/22	C	CSA	
CSB813604	BEEF GROUND PATTY 4Z CHEFS SIGNATURE...	18.00	0.0000	LB	0.0000	4.2500	0	07/18/22	N	CSA	
CSB813604P	BEEF GROUND BISTRO PATTY 4Z CHEFS SIGNAT...	0.00	0.0000	LB	0.0000	4.2500	0	07/18/22	C	CSA	
CSB813605	BEEF GROUND PATTY 5Z CHEFS SIGNATURE...	0.00	0.0000	LB	0.0000	4.2500	0	07/18/22	C	CSA	
CSB813605P	BEEF GROUND BISTRO PATTY 5Z CHEFS SIGNAT...	0.00	0.0000	LB	0.0000	4.9900	0	07/18/22	C	CSA	
CSB813606	BEEF GROUND PATTY 6Z CHEFS SIGNATURE...	2.50	0.0000	LB	0.0000	4.2500	0	07/18/22	N	CSA	
CSB813608	BEEF GROUND PATTY 8Z CHEFS SIGNATURE...	1.00	0.0000	LB	0.0000	4.9900	0	07/18/22	N	CSA	
CSB813608TP	BEEF GROUND BISTRO PATTY 8Z CHEFS SIGNAT...	0.00	0.0000	LB	0.0000	4.5000	0	07/18/22	C	CSA	
PRH13720B2	BEEF GROUND CHUCK PATTY 8Z DRY AGED P...	0.00	0.0000	LB	0.0000	6.7700	0	07/18/22	C	CSA	
561730	SHRIMP 6/12 TIGER PADD 10N 6/2P 6/2P	0.00	0.0000	LB	0.0000	16.4900	0	05/16/22	N	CSA	
2CH41370A12	BEEF STRIP LN STR CC 12Z CH CRK MC-C	0.00	0.0000	LB	0.0000	21.6800	0	12/26/21	B	KARO	
350130	FISH COD FILLET PORTION SKLS SPEC SIZE	0.00	0.0000	LB	0.0000	25.1000	0	12/26/21	K	CSA	
562391	FISH SALMON BURGER 3PK KVAROVY ORIGIN...	0.00	0.0000	EA	0.0000	5.1200	0	12/26/21	J	CSA	
560427	LOBSTER MEAT RAW TL FRZ 6/2P SHUCKS 6/2P	0.00	0.0000	LB	0.0000	49.9900	0	12/26/21	K	CSA	
CSB8136	BEEF GROUND 5A CHEFS SIGNATURE B...	123.50	0.0000	LB	0.0000	4.2400	0	12/26/21	N	CSA	
716443	KR QUICHE CRUSTLESS SPIN SWISS KVAROV...	0.00	0.0000	CS	0.0000	13.81200	0	12/15/21	N	KARO	
562480	FISH SALMON BURGER 2PK KVAROVY ORIGIN...	0.00	0.0000	EA	0.0000	4.6800	0	11/20/21	K	NEFF	
NP4H14PMED	BEEF RD SIRLOIN TOP MED NEFF 4-5Z 1/2 IN TH...	0.00	0.0000	LB	0.0000	8.9900	0	07/20/21	B	NEFF	
3CH41320	BEEF BROCKET BLS CH CRK CT-C	0.00	0.0000	LB	0.0000	4.6400	0	02/03/20	Z	CSA	
524010P	CHICKEN BROILER 3.5A AFB SANTA FINEST	0.00	0.0000	LB	0.0000	3.0400	0	02/03/20	ES	SAMP	
521740	TURKEY GROUND FISH REL NAK MISTY KNOWE...	0.00	0.0000	LB	0.0000	5.5200	0	02/03/20	X	CSA	

Items: Quantity: 0.0000 L/M Price: 0.0000 Dept: Brand: Okay

ONCE ITEMS
NEEDED ARE
SELECTED
ACCEPT

Exit Accept Undo Select All Review Inquiry On Order Prices All Items Standard View Yield View History to Display 90 Days Active *ALL*

24781 GILLETTE PUTNAM Start Item Desc: Category: ACT - Active Items

Phone #: (508) 543 0350

Item No.	Description	Ord. Qty	Avail.	Ord. City	Price	Ord. YTD Times	Date	Src	Dept	Brand	Remark
565150	FISH SWORDFISH PORTION SKLS SPEC SIZE	20.0000	20.00	0.0000 LB	0.0000	31.6400	0	09/21/22	E		
CH41152	BEF BUREAU RLS 1L-IP CH4187	0.00	0.00	0.0000 LB	0.0000	13.1100	0	09/19/22	F		
CS8813612	BEF GROUND PATTY 12Z CHFS SIGNAT...	3.0000	3.00	0.0000 LB	0.0000	4.8700	0	09/19/22	C	CSA	
416300	PORK RIBS ST LOUIS 3DN 1/2 ABF CERT HUMANE	2.0000	2.00	0.0000 LB	0.0000	5.4000	0	08/08/22	N	COLE	
3CHA13706CG	BEF GROUND PATTY BISTRO 5Z CHFS SIGNAT...	10.00	10.00	0.0000 LB	0.0000	4.2500	0	07/18/22	C	NEFF	
5CHA13708	BEF GROUND CHUCK PATTY 8Z PREMIUM AN	5.00	5.00	0.0000 LB	0.0000	5.5000	0	07/18/22	C	CSA	
CS8813684	BEF GROUND PATTY 4Z CHFS SIGNAT...	18.00	18.00	0.0000 LB	0.0000	4.2500	0	07/18/22	N	CSA	
CS8813684P	BEF GROUND BISTRO PATTY 4Z CHFS SIGNAT...	0.00	0.00	0.0000 LB	0.0000	4.2500	0	07/18/22	C	CSA	
CS8813685	BEF GROUND PATTY 5Z CHFS SIGNAT...	0.00	0.00	0.0000 LB	0.0000	4.2500	0	07/18/22	C	CSA	
CS8813685P	BEF GROUND BISTRO PATTY 5Z CHFS SIGNAT...	0.00	0.00	0.0000 LB	0.0000	4.9900	0	07/18/22	C	CSA	
CS8813686	BEF GROUND PATTY 6Z CHFS SIGNAT...	2.50	2.50	0.0000 LB	0.0000	4.2500	0	07/18/22	N	CSA	
CS8813686P	BEF GROUND PATTY 8Z CHFS SIGNAT...	0.00	0.00	0.0000 LB	0.0000	4.9900	0	07/18/22	N	CSA	
CS8813688TP	BEF GROUND BISTRO PATTY 8Z CHFS SIGNAT...	0.00	0.00	0.0000 LB	0.0000	4.5000	0	07/18/22	C	CSA	
PRM1372382	BEF GROUND CHUCK PATTY DA 8Z DRY AGED P...	0.00	0.00	0.0000 LB	0.0000	6.7700	0	07/18/22	C	DBXX	
661730	SHRIMP 8/12 TIGER P&D T-ON 5/2# 1/2#	0.00	0.00	0.0000 LB	0.0000	16.4900	0	05/18/22	N		
2CHA1180A12	BEF STRIP LN STRC CC 12Z CH CRK MC-C	0.00	0.00	0.0000 LB	0.0000	21.6800	0	12/28/21	B		
565350	FISH COO FILLET PORTION SKLS SPEC SIZE	0.00	0.00	0.0000 LB	0.0000	25.1000	0	12/28/21	E		
565391	FISH SALMON BURGERS 3/8P KVAKOV ORIGIN...	0.00	0.00	0.0000 LB	0.0000	5.1300	0	12/28/21			
585427	LOBSTER MEAT RAW TL FRZ 6/8# SHUCKS 6/2#	0.00	0.00	0.0000 LB	0.0000	49.9900	0	12/28/21	E		
CS88136	BEF GROUND 1# CHFS SIGNAT...	123.50	123.50	0.0000 LB	0.0000	4.2400	0	12/28/21	N	CSA	
714543	KB QUICHE CRUSTLESS SPIN SWISS KABOBS	0.00	0.00	0.0000 CS	0.0000	138.1300	0	12/19/21	N	KABO	
565488	FISH SALMON BURGERS 3/8P KVAKOV ORIGIN...	0.00	0.00	0.0000 LB	0.0000	4.6800	0	11/20/21	E		
NEW1174MED	BEF RO SIRON TIF MED NEFF 4.5Z 1/2 IN TH...	0.00	0.00	0.0000 LB	0.0000	8.9900	0	07/20/21	B	NEFF	
3CHA120	BEF BRISKET BLS CH CRK CT-C	0.00	0.00	0.0000 LB	0.0000	4.6400	0	02/03/20	Z	OREE	
524030SF	CHICKEN BROILER 3.5# ABF SAM'S FINEST	0.00	0.00	0.0000 LB	0.0000	3.0400	0	02/03/20	ES	SAMF	
525745	TURKEY GROUND FRESH RSL MK MISTY KNOLL	0.00	0.00	0.0000 LB	0.0000	5.5200	0	02/03/20	X		

Item: Quantity: 0.0000 U/M: Price: 0.0000 Dept: Brand: Okay

Remark:

When you leave the Order Guide and go back to main order entry screen. You will be able to review each item and the Margin you sold at, as well as the Order Totals currently attained.

Tools Purchase Order Call Check

File Clear Accept Delete Guide Print/Receipt Tools Ctrl R ON

HERE ARE YOUR ORDER TOTALS AND MARGIN FOR (P/PV)

Sales Order: 101045 New type: N

Customer: 24781 GILLETTE PUTNAM

Document Totals: Sales: 611.73 Cost: 523.02 G/P %: 14.50 %

1. Name and Address	2. Header	3. Lines	4. Instructions	5. Totals
Item Number: 416300	Description 1: PORK RIBS ST LOUIS 3DN FRZ	Price: 0.00 Unit Cost: .0000		
Description 2: ABF CERT HUMANE COLEMAN VEG FD	# of Pieces: Qty. Order: .00 U/M: .00	Base: .00 Extension: .00		
Weight: 0.0000 Gross Weight: 0.0000	Dept: Size:	Add 1: .00 Line Cost: .00		
Brand: Contract:	Add 2: .00 Margin: %	Options		

Line	Item Number	Description	Quantity	U/M	Price/Cost	Extension	G/P%
001.00	416300	PORK RIBS ST LOUIS 3DN FRZ	2.00	CS	5.24 LB	10.48	
		ABF CERT HUMANE COLEMAN VEG FD	@ 25.22 LB		4.61	260.38	12.0
002.00	565150	FISH SWORDFISH PORTION SKLS SPEC SIZE	20.00	EA	15.02 LB	300.40	
			@ .50 LB		12.62	126.17	16.0
003.00	CS8813612	BEF GROUND PATTY 12Z CHFS SIGNAT...	3.00	CS	4.93 LB	14.79	
			@ 10.50 LB		4.05	121.17	17.9

HERE YOU CAN REVIEW THE MARGIN OF EACH ITEM ON ORDER

To manually add an item that is not on the Order Guide you simply start typing in ITEM NUMBER field. Use same disciplines applied in UBS as far as two to four letters of each word, and use D&B Glossary of abbreviations. You can use as many words as you would like. **Then Hit "F2"**

Sales Order Processing - Document # 100248
Tools: Purchase Order Call Check

Sales Order: 100248 Type: N
Customer: 24781 GILLETTE PUTNAM

1. Name and Address 2. Header 3. Lines

Item Number: BRZ 4Z TNDR Rem
Description 1:
Description 2:
of Pieces: Qty. Order: .00 U/M:
Weight: 0.0000 Dept: Size:
Brand: Gross Weight: 0.0000
Contract:

Line	Item Number	Description	Quantity	U/M
01.00	416300	PORK RIBS S1 LOUIS 3DN FRZ	2.00	CS
02.00	565756	ABF CERT HUMANE COLEMAN VEG FD	29.22	LB
02.00	565756	FISH SWIRL FISH PORTION SKLS	0.00	EA
03.00	C58813612	SPEC SIZE	0.50	LB
03.00	C58813612	BEEF GROUND PATTY 12Z	3.00	CS
03.00	C58813612	CHEFS SIGNATURE BB 136	10.50	LB

The items that match your request will appear in list form with all information about that products stock status at your disposal.

Inventory Item Lookup by Keyword

Key Word: BRZ TNDR 4Z

Item Number	Item Description	UM	On Hand	Committed	Available	On Order	Reserved	Rsv Avail	UM
UGH1190B04	BEEF TNDRLCIN STK BP 4Z UGBBRZ	CS	.00	.60	-.60	.00	.00	.00	
	*BRZ 11900								
UGH1190B042	BEEF TNDRLCIN STK FRZ 4Z UG	CS	.00	.00	.00	.00	.00	.00	
	*BRZ BP 1190B								

To add instructions to an item or our old "z line" click on the item you want to add an instruction for, and hit REM for remark.

Sales Order: 100109 Type: N Sales: 391.63
Customer: 10160 1928 BEACON HILL - BOSTON

1. Name and Address 2. Header 3. Lines 4. Instructions 5. Totals

Item Number: 965800 Rem
Description 1: CHEESE GREAT HILL BLUE 6# AA
Description 2: USA MA C GREAT HILL
of Pieces: Qty. Order: 5.00 U/M: EA
On Hand: 64.00 Avail: 41.00 Loc: Res:
Location: 010326A07 Weight: 6.5000 Dept: V Size:
Brand: GREB Gross Weight: 0.0000
Contract:

Prices Price: 12.05
Discounts Base: .00 Add 1: .00 Add 2: .00
Line Totals Extension: 391.63
Options View Lots Weight/Lot Sub

Line	Item Number	Description	Quantity	U/M	Price/Cost	Extension	G/P%
001.00	965800	CHEESE GREAT HILL BLUE 6#	5.00	EA	12.05 LB	391.63	
		USA MA C GREAT HILL			6.50 LB		

You then have the option to type remark notes, specs, date information, etc. If you would like this remark to remain permanent for this item for this customer, you can click the file folder with the check mark. When done, click ok.

Remark Information

✓
Okay

Standard...
Remark Code:

Remark 1:

Remark 2:

Remark 3:

Remark 4:

Remark 5:

Location:

Print Flag:

The R with a star indicates that the item has a remark on the order.

Line	Item Number	Description	Quantity	U/M	Price/Cost	Extension	G/P%
001.00	965800	CHEESE GREAT HILL BLUE 6#	5.00	EA	12.05 LB	391.63	
		USA MA C GREAT HILL *R	@ 6.50 LB				

On the Totals tab you can add delivery fees by choosing Misc Charges, click the magnifying glass and then choose your fee type and amount.

On the Instructions Tab of the order, lines one and 2 will print on the invoice, lines 3 and 4 will print on the driver manifest.

Sales Order: Type:

Customer: BUTHRAY, AMELIA

1. Name and Address 2. Header 3. Lines 4. Instructions 5. Totals

Customer Instructions

Line 1:

Line 2:

Line 3:

Line 4:

Ships With Orders

To send an order confirmation to your screen hit Print and Accept, to send the order through to the warehouse, hit Accept.

Sales Order Processing - Document # 100103

Tools Purchase Order Call Check

Exit Clear Accept Delete

Print/Accept Tools

S.SordH

100103

10160

19280EACON HLJ BOSTON

1.....

N

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f.-

X

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