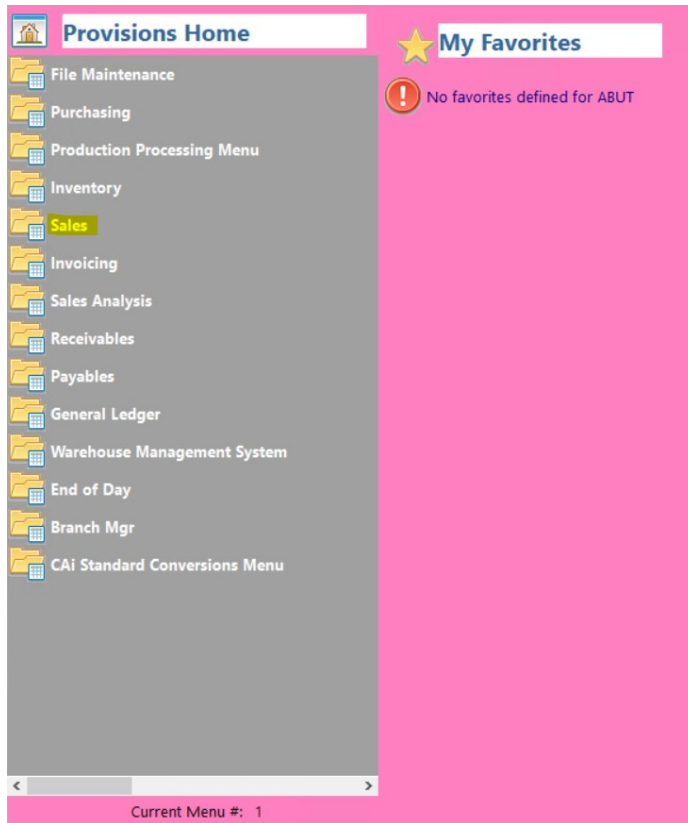
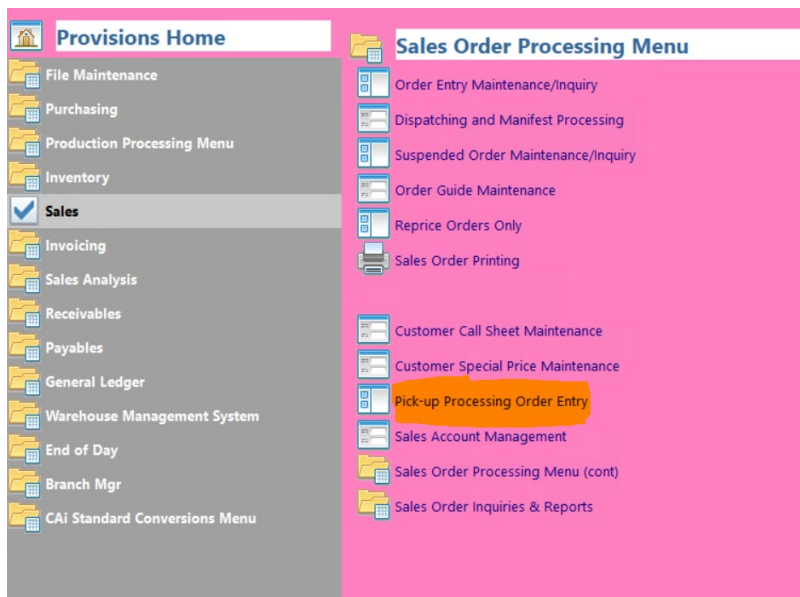


Provisions - Entering a Pick Up Slip



Select Pick Up Processing Order Entry



Select "New" to start a new slip.

Select customer.

Select your reason code, **sales must always choose TBD**. Then **choose the date** that our truck will be able to pick up next (transportation will be able to change this if needed). In the comment section, write **the reason for pick up** (sales error, customer error, mispick, off condition etc) so the return can be classified.

Next Delivery: Monday

Sales Order: 100030 Type: N Reason:

Customer: 11111 HOME DELIVERY WC/UPS Expected Dt: 12/12/22

1. Name and Address	2. Header	3. Lines	4. Instructions	5. Totals
<p>Original Invoice: <input type="text" value=""/> <input type="button" value="Magnifying Glass"/></p> <p>Customer Name: HOME DELIVERY WC/UPS</p> <p>Address1: 16 CONN STREET</p> <p>Address2: </p> <p>Address3: </p> <p>Address4: </p> <p>City: WOBURN State: MA</p> <p>Zip Code: 01801 Phone: (781) 935-1234</p> <p>Attn To: </p> <p>Comment: </p> <p>PO Number: Ship Via: OT</p> <p>Ship Day: Tuesday Ship Time: </p> <p>Price Class: 01</p> <p><input type="button" value="Credit Complete"/></p>			<p>Ship from: S Ship to: HOME DELIVERY WC/UPS</p> <p>Ship Date: 12/13/22</p> <p>Date Code: OS</p> <p>Cancel Date: 00/00/00</p> <p>Due Date: 00/00/00</p> <p>Route: 69</p> <p>Carrier Code: </p> <p>Flight Code: </p>	<p>Price Before Shipment <input type="checkbox"/></p> <p>Suspend Invoice Update <input type="checkbox"/></p>

On your name and address screen, click the original invoice magnifying glass. You will choose which invoice you are crediting from here.

Sales Order: 101234 Type: N Reason: 01T

Customer: 22665 ENCORE BOSTON HARBOR - BILLING Expected Dt: 03/27/23

1. Name and Address	2. Header	3. Lines	4. Instructions	5. Totals
<p>Original Invoice: <input type="text" value=""/> <input type="button" value="Magnifying Glass"/></p> <p>Customer Name: ENCORE BOSTON HARBOR - BILLING</p> <p>Address1: WYNN MA, LLC</p> <p>Address2: 1 BROADWAY</p> <p>Address3: </p> <p>Address4: </p> <p>City: EVERETT State: MA</p> <p>Zip Code: 02149 Phone: (857) 770-7000</p> <p>Attn To: </p> <p>Comment: </p> <p><input type="button" value="Credit Complete"/></p>			<p>Ship from: S Ship to: ENCORE BOSTON HARBOR - MALDEN</p> <p>Ship Date: 03/28/23</p> <p>Date Code: OS</p> <p>Cancel Date: 00/00/00</p> <p>Due Date: 00/00/00</p> <p>Customer <input type="button" value="Customer"/></p>	<p>Price Before Shipment <input type="checkbox"/></p> <p>Suspend Invoice Update <input checked="" type="checkbox"/></p>

Once in the Lines tab, click Invoice History.

Sales Order: 101234 New Type: N Reason: 01T
Customer: 22665 ENCORE BOSTON HARBOR - BILLING Expected Dt: 03/27/23

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

Item Number: [] Rem Price: 0.00 Market Cost: .0000
Description 1: [] Invoice History Prices Market GP%: %
Description 2: []
of Pieces: [] Qty. Order: .00 U/M: [] Discounts: Base: .00 Line Totals: Extension: .00
Weight: 0.0000 Dept: [] Size: [] Addl 1: .00 Addl 2: .00
Brand: [] Gross Weight: 0.0000 Options [v]
Contract: []

Line	Item Number	Description	Quantity	U/M	Price/Cost	Extension	G/P%
------	-------------	-------------	----------	-----	------------	-----------	------

The items from that invoice will then appear, choose the item you want picked up.

Original Invoice Line Items

Original Invoice: 400016

Line	Item	Description	Qty Shipped	U/M	Price	Extended Price
001	121315	BEEF BONES			1.04 E	156.52
002	499860	FRZ@ 150.5 PORK BONE			1.09 E	67.95

CAI Confirm

Do you want to select invoiced lots for this Line?

Yes No

User: ABUT (T_490;33364) 0001/TRNG

You will then see this prompt, by clicking yes, the correct lot for the item will be selected by Provisions which will correctly categorize this as a credit/ pickup.

Hit ok, then accept the order (do not hit "Print and Accept")

Pick up slip will appear in the "Order Status Inquiry" as a negative value confirming that this is a credit.

If you need to print a pick up slip (if we are picking up without an order going to the customer)

Print from Order Confirmation and Invoicing.



Provisions Home



Purchasing



Inventory



Sales



Invoicing



Sales Analysis



Branch Mgr



Shipping & Invoicing



Order Confirmation / Invoicing



Invoice Printing



One Step Invoicing



Credit Memo Entry



Invoice Edit Report



Dispatcher/Salesperson Credit/Returns



Invoice Scan / Verification



Order Lines Not Tagged with Product



Shipping / Packing Menu



Shipping Forms



Shipping & Invoicing (cont)