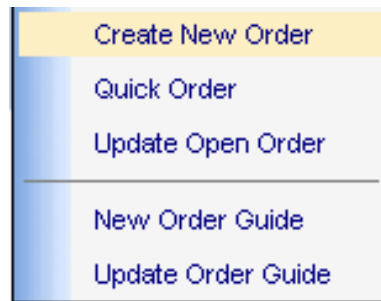

ORDER ENTRY

To access Web Order Entry (WOM) functions, click on the Order tab on the main screen. The following menu displays.

Click on the function you want to use.



CREATE NEW ORDER: This process provides a screen on which to enter an Order for a Customer either item by item or by using an Order Guide. It provides a search function that locates a specific product in either an Order Guide or the company's Product Catalog. The user can also perform a Product Inquiry on listed items.

QUICK ORDER: This process provides a simplified order form for quick entry. Products are entered by product code only -- no search feature is provided. Order Guides cannot be used.

UPDATE OPEN ORDER: This process allows you to change orders that have been Saved but not yet Transmitted. You can add items, delete items or change order amounts. Orders can be updated until they are transmitted to the host system.

NEW ORDER GUIDE: This process allows you to create an Order Guide for a Customer. Order Guides created in the Web OE application are not uploaded to the host system. Order Guides are used for ordering and for retail pricing.

UPDATE ORDER GUIDE: This process allows you to update Order Guides created in the Web OE application

CREATE NEW ORDER

Web Orders can be entered by Administrators, Sales Staff, Customers and Corporate Buyers who are defined on the Web User Information form on the Administrator Menu.

Orders can be created manually by adding products one by one, or they can be created by using an existing Order Guide that lists the products most frequently ordered by the customer. A Quick Order function is provided in the next item on this menu.

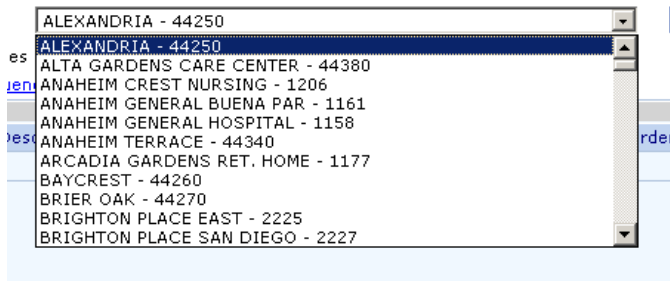
Standard Order Guides. Standard Order Guides are automatically downloaded from the host system (FoodDistribute or Velocity) for Customers to whom they have been assigned. Standard Order Guides cannot be deleted or updated in the Web Order Management (WOM) application.

WOM Order Guides. Order Guides can be created for customers in the WOM application. WOM Order Guides are created in the Order Guide Maintenance item on the ORDER MENU (see page 39). An existing WOM Order Guide can also be changed or deleted by using options on this menu. Order Guides created in the WOM application are not uploaded to the host system.

ENTER A NEW ORDER ITEM BY ITEM

When you click on the **Create New Order** item, the Create New Order screen displays.

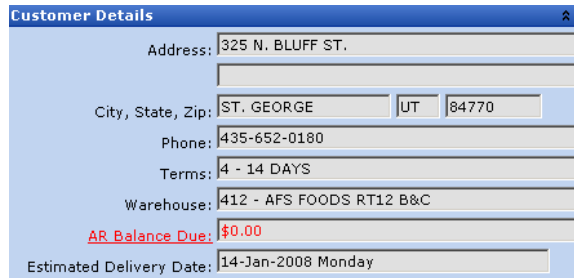
SELECT A CUSTOMER



Click on the down arrow to the right of the **Customer** field to display a list of the customers assigned to you (on the Web User Information form). Use the scroll bar to move through the list. Highlight a customer and click on the name to apply it to the screen.

CUSTOMER DETAILS

This form displays briefly when the Customer number is entered. Click on the chevrons (^) in the right corner of the main form to display this form.



Customer Details

Address: 325 N. BLUFF ST.

City, State, Zip: ST. GEORGE UT 84770

Phone: 435-652-0180

Terms: 4 - 14 DAYS

Warehouse: 412 - AFS FOODS RT12 B&C

AR Balance Due: \$0.00

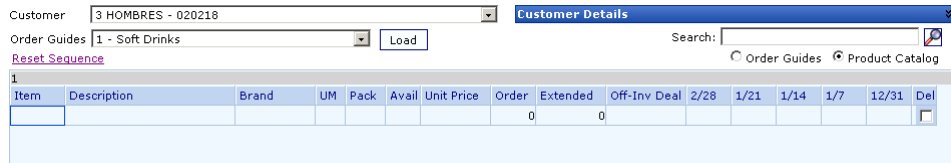
Estimated Delivery Date: 14-Jan-2008 Monday

Click on the chevrons again to hide the details.

NEW ORDER FORM

Note: The arrangement of fields in the product section of the Order form can be defined by selections made on the **Layout Code Maintenance** form on the Administration Menu (see page 12). If that is the case, sample screens used in this documentation (shown in the standard format) will not match your company's Order form. The Pack, Deal, Note and Del fields are automatically displayed on all order forms.

ENTER OR SELECT PRODUCTS



Customer: 3 HOMBRES - 020218

Order Guides: 1 - Soft Drinks

Reset Sequence

Search: []

Order Guides Product Catalog

Item	Description	Brand	UM	Pack	Avail	Unit Price	Order	Extended	Off-Inv	Deal	2/28	1/21	1/14	1/7	12/31	Del
							0	0								

Numbers shown in the grey area above the Product section denote the number of order pages. You can click on a number to go to that page.

Enter a Product Code in the **Item** field and enter the order amount in the **Order** field.

- OR - Use the **Search** function at the top right of the form or the Advanced Search (see the next page).

- OR - Select an **Order Guide** from the drop-down list, then press the Load button. All items on the selected Order Guide will be displayed on the Order.

PRODUCT SEARCH FUNCTION

This function allows you to search for a product on either the customer's Order Guides or the company's Product Catalog.

Customer Details

Search:

Order Guides Product Catalog

Search: Enter a description of the item you want to add to the Order.

Click on either Order Guides or Product Catalog. Then click on the search icon.

All items matching the description are displayed in the main section of the form (temporarily replacing the Order).

To add an item or items to the Order, enter an amount in the **Order** column of each item you want to add, then click on the **Update** button at the bottom of the form. The order re-displays including the new items.

If you do not want to add items, click on the **Exit** button to return to the Order.

ADVANCED SEARCH FUNCTION

This function provides the ability to search on all products in your inventory.

Product	Description	Brand	Line	Class	Category	Search
	steak					

Product	Description	Brand	UM	Avl Qty	Pack	Unit Price	Order	Extended
201660	FRIES STEAK	PACKER	CS	5 6/5#		0		\$ 0.0000
300320	BEEF STEAK NY 8OZ	JOBBER	CS	0 20/8OZ		0		\$ 0.0000
300480	CHICKEN FRIED STEAK	PACKER	CS	2 40/4oz.		0		\$ 0.0000
300560	CUBE STEAK 4oz.	PACKER	CS	15 1/10#		0		\$ 0.0000
300710	SALISBURY STEAK PORTIONED	PACKER	CS	-4 40/4oz.		0		\$ 0.0000
302900	STEAK PHILLY	PACKER	CS	0 40/4oz.		0		\$ 0.0000
572010	SAUCE A-1 STEAK		CS	2 12/12OZ		0		\$ 0.0000
572011	SAUCE A-1 STEAK		EA	2 1/12OZ		0		\$ 0.0000

Enter a search term in any of the blank fields at the top of the form. Use drop-down lists where applicable to select a term from the index. If you enter part of a Product code, the system will select all products with those leading numbers. To restrict the search, you can enter more than one identifier (Description and Brand, for example).

Press the **Search** button. A list similar to the one shown above displays. Numbers in the grey area above the order lines denote the number of screens filled by the search results. Click on a number to go to that screen.

To add an item or items to the Order, enter an amount in the Order column, then click on the **Update** button.

SORT THE ORDER

After items have been entered to the Order, you can change the arrangement of the items by clicking on any heading. For example, if you want the items arranged in Product Number order, click on the **Product** heading; if you want the items arranged alphabetically by Brand, click on that column heading.

Click on the **Reset Sequence** button to return the list to its original sequence.

PRODUCT INQUIRY

Click on the **Item** field of any product on the Order to display the **Product Information** screen for that product (see page **Error! Bookmark not defined.**).

DELETE ITEMS FROM THE ORDER

To delete products from an Order, first click on the **Delete column** in the product line to place a check mark in the DEL field. When all products to be deleted have been checked, click on the **DELETE** button in the lower right corner of the form. All checked lines will be removed from the order.

ADD PRODUCT NOTES

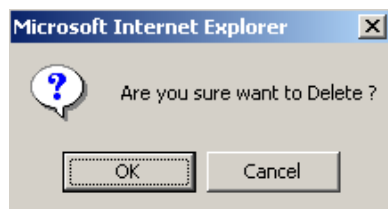
To add product notes to the Invoice, Pick Label or Pick List, highlight the **Description** field of the Product you want to notate. Click on the **Notes** button at the bottom of the form. The **Product Comments** form displays (see page 27).

SAVE THE ORDER

After all products and amounts have been added to the Order, press the **Save Order** button at the bottom right corner of the form.

DELETE ORDER (button)

Use this button to delete the order. Before the order is deleted, a confirmation message displays:



Click on **OK** to delete the entire Order.

Click on **Cancel** to leave the Order in active status.

PRODUCT COMMENTS FORM

This form is accessed by highlighting the **Description** field of an order line and clicking on the **Note** button at the bottom of the form. It is used to print a comment concerning the product on the selected document.

Product: 402449 LWDM CHOCOLATE PIE 12"
UM Code: CS

Standard Comment:

Print Flag	Comment
Invoice	New Product. We would appreciate your comments.

Save Close

Print Flag

Use the drop-down list to select the document on which this comment will be printed:

- **Invoice**
- **Pick Label**
- **Pick List**

Comments


Enter the comment as it will appear on the selected document. The field is limited to 255 characters.

Use the **SAVE** button to file the message.

Use the **CLOSE** button to close the message window and return to the Order.

SHOPPING CART FEATURE (available in version 3 only)

This feature provides a concise review of an **OPEN** Order. If you are entering an order using an Order Guide, it includes only products that have been ordered. It can be accessed during the input, update or inquiry of any Order that has not yet been transmitted to the host system.

Order	Retail Price	Administrator	Inquiry	Report	Change Password	Logout	 Cart	Total \$ 2.13
								Welcome AFS Web User [afsweb]

Shopping Cart

Item	Description	BrandName	UM	UnitPrice	Order	Extended
402076	LW APPLE PIE 10"	LISA	CS	\$ 0.87	2	\$ 1.74
402078	LW CHERRY PIE 10"	LISA	CS	\$ 0.87	2	\$ 1.74
402080	LISAS HOMEADE BLACKBERRY PIE	LISA	CS	\$ 0.87	1	\$ 0.87
402082	LW LEMON PIE 10"	LISA	CS	\$ 0.87	1	\$ 0.87
402084	LW BLUEBERRY PIE 10"	LISA	CS	\$ 0.87	2	\$ 1.74
402088	LW PEACH PIE 10"	LISA	CS	\$ 0.87	2	\$ 1.74
402090	LW CHOCOLATE PIE 10"	LISA	CS	\$ 0.91	1	\$ 0.91
402411	LW PECAN PIE	LISA	CS	\$ 0.71	3	\$ 2.13

Total : \$2.13

To access this form while you are in the process of entering an order, click on the **Cart** icon at the top of the form. A form similar to the one shown above is displayed.

BACK TO SHOPPING

Click on this button to return to the Order Entry process. (If you access the Shopping Cart while updating an Open Order, the button says **Edit Orders in Shopping Cart**. Click on this button to return to the Order form.)

CHECK OUT

Click on this button to go to the Confirmation form to complete the Order.

EDIT ORDERS IN SHOPPING CART

This button is displayed only if you have accessed the Order from the **Order Inquiry** function. It opens the Order for updating.

ENTER A NEW ORDER USING AN ORDER GUIDE

SELECT AN ORDER GUIDE

Customer: 3 HOMBRES - 020218

Order Guides: 1 - Soft Drinks

Load

Search:

Order Guides Product Catalog

Item	Des	Avail	Unit Price	Order	Extended	Off-Inv Deal	2/28	1/21	1/14	1/7	12/31	Del
				0	0							

If there are no existing Order Guides for this customer, the Order Guide field holds the notice: "No Items".

To display the list of Order Guides assigned to this customer, click on down arrow in the Order Guides field. To select a guide, click on the appropriate guide then click on the **LOAD** button.

REGULAR ORDER OR PAR MODE

When you use an Order Guide to create an Order, there are two methods for entering order amounts: Regular and Order to Par.

REGULAR: The user enters the actual order amount in the Order column.

TO PAR: A "Par" amount is defined on the Order Guide (the par amount is the preferred on-hand amount). The user enters the number of items currently on the shelf in the Shelf column. The system calculates and displays the amount to order to reach par. Par amounts must be defined on the Order Guide to use this method.

The default entry for this field is Regular Order. PAR MODE is applicable only if an Order Guide is being used and only if the Order Guide defines PAR amounts. See page 31 for instructions on entering a Par Mode order.

ENTER AN ORDER GUIDE REGULAR ORDER

The form displays all products included on the Order Guide.

Customer: 3 HOMBRES - 020218

Order Guides: 1 - Soft Drinks

Load Regular Order Par Mode Search:

Item	Description	Brand	UM	Pack	Avail	Unit Price	Order	Extended	Off-Inv Deal	2/28	1/21	1/14	1/7	12/31	Del
943030	DR PEPPER DIET 20 OZ	DR PEPPER	CS	24/20	984	\$ 36.08		\$ 0.00	0.00	0	0	0	0	0	
943035	CHERRY VANILLA DIET DR PI	DR PEPPER	CS	24/20	992	\$ 36.08		\$ 0.00	0.00	0	0	0	0	0	
943040	DR PEPPER 20 OZ NR	DR PEPPER	CS	24/20	987	\$ 36.08		\$ 0.00	0.00	0	0	0	0	0	
945015	SQUIRT 12 OZ CANS	DR PEPPER	EA	1/12 P	1000	\$ 0.00		\$ 0.00	0.00	0	0	0	0	0	
945017	SQUIRT 20 OZ NR	DR PEPPER	CS	24/20	1000	\$ 36.08		\$ 0.00	0.00	0	0	0	0	0	
945020	SQUIRT NR 2 LITER	DR PEPPER	CS	8/2 LI	1000	\$ 36.08		\$ 0.00	0.00	0	0	0	0	0	
943020	DIET DR PEPPERS 12 OZ CAN	DR PEPPER	EA	1/12 P	968	\$ 5.14		\$ 0.00	0.00	0	0	0	0	0	
943022	CHERRY VANILLA DIET DR PI	DR PEPPER	EA	1/12 P	980	\$ 4.87		\$ 0.00	0.00	0	0	0	0	0	
943025	DR PEPPER NR 2 LTR	DR PEPPER	CS	8/2 LI	947	\$ 21.79		\$ 0.00	0.00	0	0	0	0	0	
949090	TONIC WATER MASTER POLIF	COCA-COLA	CS	1/2.5	975	\$ 0.00		\$ 0.00	0.00	0	0	0	0	0	
949056	DIET COKE 5 GAL BIB 04240	COCA-COLA	CS	1/5 GA	990	\$ 0.00		\$ 0.00	0.00	0	0	0	0	0	
949052	CHERRY COKE 5 GAL BIB 05	COCA-COLA	CS	1/5 GA	998	\$ 0.00		\$ 0.00	0.00	0	0	0	0	0	
943015	DR PEPPER 12 OZ CANS	DR PEPPER	EA	1/12 P	990	\$ 5.81		\$ 0.00	0.00	0	0	0	0	0	
							0	0							

Advanced Search Delete Items with a Bold/italic font are Special Order Items. Please contact your sales person for delivery status. Note Save Order Cancel

Order Cut-Off Time: 5:00 PM

Click on the **Order** field of an item you want to order. Enter the Order Amount and press the Enter key. The Extended Amount and Deal Amount (if applicable) are displayed.

NOTE: If you have established par amounts for an Order Guide, you can change the order layout from Regular Order to Par Order at any time during order input by clicking on the **Par Mode** button at the top of the form.

ADDING 'ONE-TIME' ITEMS TO AN ORDER GUIDE ORDER

If you want to order items that are not included on the Order Guide, you can add items to the Order form. Added items appear on the current order only; they do not become a permanent item on the Order Guide. (To add items to a WOM-created Order Guide permanently, use the Order Guide Maintenance function on the ORDER MENU.)

Enter a new item in the blank line at the bottom of the Order Guide. Enter the Product code in the **Item** field or use the Product Search feature at the top right corner of the form (items on Order Guides or in the Product Catalog) or the Advanced Search (all items in your inventory) at the bottom left corner of the form.

ENTER AN ORDER GUIDE ORDER IN PAR MODE

To use this method of order entry, **par amounts** must be defined on the Order Guide.

The user enters the number of items on the shelf and the system calculates and displays the number of items to order (par amount minus shelf amount).

Note: This form is wider than the display area. Use the scroll bar at the bottom of the form to display hidden fields.

Customer: 3 HOMBRES - 020218 Customer Details

Order Guides: 1 - Soft Drinks Regular Order Par Mode Search:

[Reset Sequence](#) Order Guides Product Catalog

Item	Description	Brand	UM	Pack	Avail	Shelf	Par	Unit Price	Order	Extended	Off-Inv Deal	2/28	1/21	1/14	1/7	12/31	Del
943030	DR PEPPER DIET 20 OZ	DR PEPPER	CS	24/20	984	0	0	\$ 36.08		\$ 0.00	0.00	0	0	0	0	0	<input type="checkbox"/>
943035	CHERRY VANILLA DIET DR PI	DR PEPPER	CS	24/20	992	0	0	\$ 36.08		\$ 0.00	0.00	0	0	0	0	0	<input type="checkbox"/>
943040	DR PEPPER 20 OZ NR	DR PEPPER	CS	24/20	987	0	0	\$ 36.08		\$ 0.00	0.00	0	0	0	0	0	<input type="checkbox"/>
945015	SQUIRT 12 OZ CANS	DR PEPPER	EA	1/12 P	1000	2	10	\$ 0.00	8	0	0.00	0	0	0	0	0	<input type="checkbox"/>
945017	SQUIRT 20 OZ NR	DR PEPPER	CS	24/20	1000	4	10	\$ 36.08	6	\$ 216.48	0.00	0	0	0	0	0	<input type="checkbox"/>
945020	SQUIRT NR 2 LITER	DR PEPPER	CS	8/2 LI	1000	0	0	\$ 36.08		\$ 0.00	0.00	0	0	0	0	0	<input type="checkbox"/>
943020	DIET DR PEPPERS 12 OZ CAI	DR PEPPER	EA	1/12 P	968	1	5	\$ 5.14	4	\$ 20.56	0.00	0	0	0	0	0	<input type="checkbox"/>
943022	CHERRY VANILLA DIET DR PI	DR PEPPER	EA	1/12 P	980	1	5	\$ 4.87	4	\$ 19.48	0.00	0	0	0	0	0	<input type="checkbox"/>
943025	DR PEPPER NR 2 LTR	DR PEPPER	CS	8/2 LI	947	0	6	\$ 21.79		\$ 0.00	0.00	0	0	0	0	0	<input type="checkbox"/>
949090	TONIC WATER MASTER POUF	COCA-COLA	CS	1/2.5 I	975	4	10	\$ 0.00	6	0	0.00	0	0	0	0	0	<input type="checkbox"/>
949056	DIET COKE 5 GAL BIB 04240	COCA-COLA	CS	1/5 GA	990	1	4	\$ 0.00	3	0	0.00	0	0	0	0	0	<input type="checkbox"/>
949052	CHERRY COKE 5 GAL BIB 05	COCA-COLA	CS	1/5 GA	998	4	5	\$ 0.00	1	0	0.00	0	0	0	0	0	<input type="checkbox"/>
943015	DR PEPPER 12 OZ CANS	DR PEPPER	EA	1/12 P	990	0	0	\$ 5.81		\$ 0.00	0.00	0	0	0	0	0	<input type="checkbox"/>
400036	WHITE SANDWICH BREAD	HOLSUMN	CS	1/24 C	-15	2	10	\$ 2.31	8	\$ 18.48	0.00	0	0	0	0	0	<input type="checkbox"/>

Items with a Bold/Italic font are Special Order Items. Please contact your sales person for delivery status.

Order Cut-Off Time: 5:00 PM

Customer: Use the drop-down list to select the Customer.

Order Guides: Enter the Order Guide code or click on the down-arrow to display a list of Order Guides assigned to this Customer and select one.

Load

Click on the Load button to display the selected Order Guide. The Regular Order and Par Mode buttons display.

Par Mode (button)

Click on the **Par Mode** button if it is not already selected. Once this mode is selected, it cannot be changed without re-loading the Order Guide.

Click on the **Shelf** field of the items you want to order, enter the number of items currently on the shelf and press the Enter key. The system displays the number of items to order in the **Order** field. Extended Amount and Deal Amount (if any) are displayed.

Click on the **Note** button at the bottom of the form to add a **Line Item Comment** (a comment related to the product on the line in focus). See page 27.

SAVE THE ORDER

These instructions apply to both Item-by-Item and Order Guide Orders.

When the Order is complete, click on the **SAVE ORDER** button at the bottom right of the Order form. The **CONFIRMATION** form displays. Use this form to make a final check of the order lines and to provide a PO Number and credit card information, if required.

CONFIRMATION FORM

The form provides details of the order and can be used to provide an alternate Shipping address and Credit Card information if payment will be made by that method.

Order Retail Price Inventory Administrator Inquiry Report Change Password Logout **Cart** Product Total \$ 563.52 Total Weight
Welcome AFS Web Administrator [afsweb]

Order Number 100010 PO Number
Customer 44250 ALEXANDRIA Terms NET 28 DAYS
Bill to 44250 ALEXANDRIA Credit Limit 0
Ship Date 4/9/2009 Credit Hold Credit OK. Orders allowed.

Item	Description	UM	UnitPrice	Order
013750	BANANA GREEN TIP	CS	\$ 36.70	12
029560	LETTUCE ICEBERG 24CT	CS	\$ 20.52	6

Order Totals

Product Amount	\$563.52
Misc. Line	\$0.00
Misc. Order	\$0.00
Tax	\$0.00
Gross	\$563.52
Discounts	\$0.00
Off Invoice Deals	\$0.00
Net Order Total	\$563.52

Reference No: **Alternate Shipping Address**

Address One
Address Two
Address Three
City
State
Zip

Status:
Order has been saved.
Ready to Confirm.

Payment Information

Card Type
Card Number
Card Verification Value
Expiration

Update Inventory

Print Preview Review Order Confirm Order Submit Comments

ENTER THE CUSTOMER'S PO NUMBER (if required)

If this information is required, the system will not allow you to transmit the Order until the PO Number is provided.

ENTER AN ALTERNATE SHIPPING ADDRESS (optional)

If this Order should be shipped to an address other than the Customer's normal shipping address, enter the address here. Otherwise, skip these fields.

PAYMENT INFORMATION

This data displays only if the **Credit Card** field on the **Web Site Maintenance** form is activated. If the Order amount is being paid by credit card, select the Card Type from the drop-down list provided. Enter the Card Number, Expiration Month and Year data. The information is verified by Pay Pal.

BUTTONS

Use the buttons at the bottom of the form to see a **Print Preview** (see next page), **Review** and update the Order, **Save** the Order (the order can still be reviewed and updated), **Confirm** the Order, or **Submit** the Order to the host or add **Comments** (the Standard Comments form displays: see page 34).

PRINT PREVIEW (button)

This screen provides a preview of the Order to send to the Customer for approval.

Dear Customer,

We're thankful for your following order:

Order Number 100037 **PO Number**
Customer 44270 0 BRIER OAK **Terms** NET 28 DAYS
Bill To 44270 0 BRIER OAK **Credit Limit** 0
Ship Date Thursday, April 09, 2009 **Credit Hold** Credit OK. Orders allowed.

Product ID	Description	UM	Order Qty	Unit Price	Amount
100101	MILK HOMO GALLON PLASTIC	EA	6	0.00	0.00
100170	MILK HOMO 4OZ	CS	4	0.00	0.00
100270	MILK LOWFAT 4 OZ	CS	2	0.00	0.00

Order Totals

\$0.00
\$0.00
Product Amount 12
Misc. Line \$0.00
Misc. Order \$0.00
Tax
Gross
Discounts \$0.00
Off Invoice Deals \$0.00
Net Order Total \$0.00

Back to Order

If changes to the order are required, this button returns to the Order Entry screen.

Print Order

If the Order does not require changes, use this button to print the Order as is.

ENTER ORDER COMMENTS (optional)

If you want comments to print on the Invoice or Pick List, click on the **COMMENTS** button to go to the Order Comments screen.

Customer 020218

Standard Comments

Print Flag Comments

Order Comments

Print Flag Invoice Comments

Are you ready for the holidays? Check our specials.

Save Close

Standard Comments

This field displays existing comments from the host system that apply to this Customer. If there are no Standard Comments this field is inactive.

Order Comments

Use the drop-down list to select the document on which the comment will appear.

- **Invoice**
- **Pick Label**
- **Pick List**

Key the comment in the Comments field. If the comment fills more than the viewable space, a scroll bar is provided to move the display up and down.

Click the **SAVE** button to save the comment(s) you have entered.

Click the **CLOSE** button to return to the Confirmation form.

Note: If you **SAVE** the comment, then re-enter this screen, the **SAVE** button becomes an **UPDATE** button. You can change the comment until the Order is Saved.

REVIEW/UPDATE THE ORDER

Click on the REVIEW ORDER button to go back to the Order form. Use this option if you want to add items to or delete items from the Order, add Line Item Comments or change order amounts. Changes can be made until the order is **Submitted** to the host system on the Confirmation form.

To CHANGE an ORDER AMOUNT, click on the appropriate **Quantity** field and enter a different amount.

To ADD an ITEM to the order, enter the Product code in the **Item** field of the blank line at the bottom of the form, or use the PRODUCT SEARCH feature to select a product (see page 24).

To ADD a line item COMMENT, click on the **Note** button to display the Line Comments form (see page 27).

To DELETE an ITEM from the order, check (click on) the **Delete** field at the far right of the line. When all items you want to delete have been checked, click on the **Delete** button at the bottom of the form.

After making changes, click on the **Save Order** button to save your changes and return to the Confirmation Form.

NOTE: If an Order is Saved and Closed (but not submitted) it can be accessed for updating by using the **Update Open Order** function on the Orders Menu.

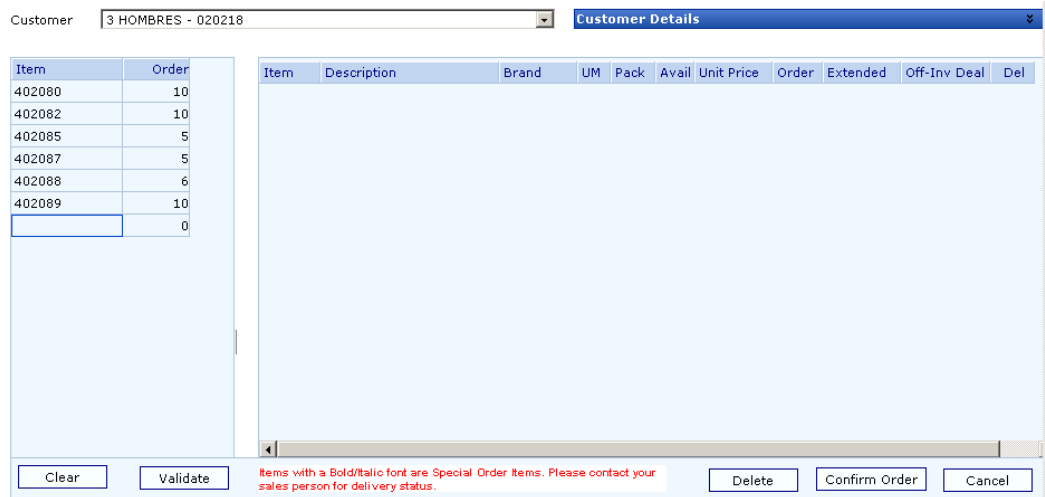
TRANSMIT THE ORDER TO THE HOST SYSTEM

To finalize the order and send it to the host system, click on the **SUBMIT ORDER** button on the Confirmation form. After an order has been submitted, it cannot be changed.

When the order is accepted by the host system, a message displays: "**ORDER TRANSMITTED SUCCESSFULLY.**"

QUICK ORDER

This menu item provides a screen for creating orders quickly by entering Product Code and Order Amount. Search features are not available. After quick-entry items have been entered, valid products are transferred to the standard Order Entry form and the Order can be added to or completed following regular Order Entry procedures. Note: Invalid products will not be moved.



Item	Order
402080	1.0
402082	1.0
402085	5
402087	5
402088	6
402089	1.0
	0

Item	Description	Brand	UM	Pack	Avail	Unit Price	Order	Extended	Off-Inv Deal	Del
------	-------------	-------	----	------	-------	------------	-------	----------	--------------	-----

Clear Validate Items with a Bold/Italic font are Special Order Items. Please contact your sales person for delivery status. Delete Confirm Order Cancel

Item / Order

Enter the Item Number and Order Amount.

Clear

Use this button to clear all items from this section of the form.

Validate

Use this button to move all valid items to the main Order form.

After items have been transferred to the main Order form, click on the **Confirm Order** button to go to the Order Confirmation form and complete the process (see page 32).

UPDATE OPEN ORDER

This option can be used to make changes to Orders that have been Saved or Confirmed but not Transmitted.

The following changes can be made:

- Add a Product to the Order
- Delete a Product from the Order
- Change an Order/Shelf Amount
- Add/Delete an Order Line Comment

SELECT THE ORDER

When you click on the UPDATE OPEN ORDER item on the Order Menu, the ORDER INDEX SEARCH screen displays.

If you click on the SEARCH button, the screen displays a list of ALL open orders. The list can be customized by entering a partial Order Number, an Order Date, a Ship Date or a Customer name in the empty spaces at the top of the form. Only orders that match the search criteria are displayed.

OPEN ORDERS LIST

Order Index Search

Order No: Order Date: Ship Date: Customer No:

Order	Order Date	Ship Date	Customer	Order Total
100051	04/22/2009	04/23/2009	ALEXANDRIA	\$ 0.00
100049	04/21/2009	04/23/2009	ALEXANDRIA	\$ 0.00
100048	04/21/2009	04/23/2009	ALEXANDRIA	\$ 0.00
100047	04/21/2009	04/23/2009	ALEXANDRIA	\$ 0.00
100044	04/21/2009	04/23/2009	ALEXANDRIA	\$ 0.00
100042	04/21/2009	04/23/2009	ALEXANDRIA	\$ 0.00
100041	04/14/2009	04/16/2009	ALEXANDRIA	\$ 155.20
100039	04/08/2009	04/09/2009	ANAHEIM CREST NURSING	\$ 0.00
100038	04/08/2009	04/09/2009	ALEXANDRIA	\$ 0.00
100037	04/07/2009	04/09/2009	BRIER OAK	\$ 0.00
100036	04/07/2009	04/08/2009	ARCADIA GARDENS RET. HOME	\$ 0.00
100035	04/07/2009	04/08/2009	COUNTRY VILLA MAPLE CONV.	\$ 0.00
100033	04/06/2009	04/09/2009	ALEXANDRIA	\$ 0.00
100027	03/19/2009	03/23/2009	ALEXANDRIA	\$ 73.40
100026	03/11/2009	03/12/2009	ALEXANDRIA	\$ 767.57
100024	03/11/2009	03/12/2009	ALEXANDRIA	\$ 767.57
100022	03/06/2009	03/07/2009	WESTWOOD PLAZA RETIREMENT	\$ 31.47
100021	03/06/2009	03/07/2009	WESTWOOD PLAZA RETIREMENT	\$ 31.47

29 Orders found.

Select an Order from the list by highlighting (clicking on) the appropriate line and clicking on the **PICK** button.

You can customize the search by entering data in the empty fields at the top of the form. The system will select only orders that match the criteria you have entered.

If you do not select an Order, use the **CLOSE** button to EXIT the form.

UPDATE THE OPEN ORDER

Order Number: Search: Customer Details

Order Guides: Load Search:

[Reset Sequence](#) Order Guides Product Catalog

Item	Description	BrandName	UM	Pack	AvlQty	UnitPrice	Order	Extended	Off-Inv Deal	1/27	1/20	1/13	1/6	12/30	Delete
402088	LW PEACH PIE 10"	LISA	CS	1/PAC	944	\$ 0.87	10	\$ 8.70	0.00	0	0	0	0	0	<input type="checkbox"/>
402019	APPLE SPICE CC 2 PK 6	HOSTESS	CS	1/2 PA	998	\$ 0.87	20	\$ 17.40	0.00	0	0	0	0	0	<input type="checkbox"/>
402076	LW APPLE PIE 10"	LISA	CS	1/PAC	929	\$ 0.87	20	\$ 17.40	0.00	0	0	0	0	0	<input type="checkbox"/>
402089	LW PINEAPPLE PIE 10"	LISA	CS	1/PAC	964	\$ 0.87	20	\$ 17.40	0.00	0	0	0	0	0	<input type="checkbox"/>
402320	APPLE SWEET ROLL 2 P	HOSTESS	CS	1/2 PK	951	\$ 0.87	30	\$ 26.10	0.00	0	0	0	0	0	<input type="checkbox"/>
402451	LWDM APPLE PIE 10"	LISA	CS	1/PIE	966	\$ 0.87	21	\$ 18.27	0.00	0	0	0	0	0	<input type="checkbox"/>
404038	APPLEBEES OAT TOP BL	OROWEAT	CS	1/12 P	1000	\$ 1.29	6	\$ 7.74	0.00	0	0	0	0	0	<input type="checkbox"/>
404039	APPLEBEES THICK SOU	OROWEAT	CS	1/24 C	1000	\$ 2.19	22	\$ 48.18	0.00	0	0	0	0	0	<input type="checkbox"/>
431228	APPLE STRUEDEL 6 PK	SVENHARD	CS	1/13 C	1000	\$ 3.03	1	\$ 3.03	0.00	0	0	0	0	0	<input type="checkbox"/>
					0	0	0	0							<input type="checkbox"/>

Items with a Bold/italic font are Special Order Items. Please contact your sales person for delivery status.

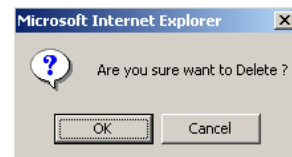
Order Cut-Off Time: 5:00 PM

To **ADD** a new line or lines, enter the Product code in the **Item** field of the blank line at the bottom of the form, or use the **Search** feature to select a product or products (see page 24).

To **DELETE** a line or lines, click on the line item **Delete** field then click on the **Delete** button in the lower right corner of the form.

To add or delete a **LINE ITEM NOTE**, click on the **Note** button to go to the Product Comments form (see page 27).

To **DELETE** the entire Order, click on the **DELETE ORDER** button. The system provides a verification message that must be answered before the deletion takes place.



When updating is complete, click on the **Save Order** button to save the changes and go to the Confirmation form (see page 32).

Use the **Close** button to leave the form and return to your home page.

Note: Changes are **not** applied unless you use the **Save Order** button.

ORDER GUIDE MAINTENANCE

Use this function to create new Order Guides and to update existing Order Guides. Order Guides can be created for Customers, Market Segments, Local or National Chains.

Order Guides created in this application and changes made to Order Guides created on the host system are **not** transmitted to the host system. Order Guides are used for Order Entry and for creating Retail Pricing.

CREATE A NEW ORDER GUIDE

A blank form displays when this function is selected from the menu.

Create New Order Guide

Binding:

Binding Value:

Description:

Pricing Customer:

Item	Description	Brand	UM	Pack	UnitPrice	Seq	Par	Delete
200090	ENCHILADA CHICKEN	FERNAN	CS	90/1.75	\$ 0.00	0	0	<input type="checkbox"/>
203330	CHICKEN POT PIE	PACKER	CS	24/7oz	\$ 0.00	0	0	<input type="checkbox"/>
204270	LASAGNA CHICKEN	STOUFF	CS	4/96oz.	\$ 0.00	0	0	<input type="checkbox"/>
300480	CHICKEN FRIED STEAK	PACKER	CS	40/4oz.	\$ 0.00	0	0	<input type="checkbox"/>
300950	CHICKEN 8 CUT BULK		CS	40#	\$ 0.00	0	0	<input type="checkbox"/>
300960	CHICKEN BREADED PATTIES	CONAGR	CS	56/3.3oz	\$ 0.00	0	0	<input type="checkbox"/>
301011	CHICKEN BREAST SPLIT	PACKER	EA	5#	\$ 0.00	0	0	<input type="checkbox"/>
301040	CHICKEN DICED	PACKER	CS	1/10#	\$ 0.00	0	0	<input type="checkbox"/>
301060	CHICKEN DRUMS	PACKER	CS	8/5#	\$ 0.00	0	0	<input type="checkbox"/>
301080	CHICKEN FRIED PIECES	CONAGR	CS	1/10#	\$ 0.00	0	0	<input type="checkbox"/>
301090	CHICKEN GROUND	PACKER	CS	4/5#	\$ 0.00	0	0	<input type="checkbox"/>
					0	0	0	<input type="checkbox"/>

Binding

Use the drop-down list to select the type of customer using this Order Guide:

- Customer
- Local Chain
- National Chain
- Customer Price Group
- Market Segment

Binding Value

Use the drop-down list to select the name of the customer or customer group to which this Order Guide applies.

Description (optional)

Enter a brief description of the Customer or Group.

Pricing Customer

This field displays only if the Binding is other than Customer. Enter the code for the Customer whose pricing will be used for this group.

Item or Search

Double click on the **Item** field, then enter a Product Number in the field.

- or -

Use the **Advanced Search** button at the bottom of the form (see page 25) to locate the Item Number. Product information is displayed in applicable fields.

Seq

If you want products displayed in a specific sequence on the Order Guide, enter a **Sequence Number**. Otherwise, skip this field.

Par

If this Order Guide is used to Order to Par, enter the **Par Amount** for this product. Otherwise, skip this field.

Continue entering products until the Order Guide is complete. If the guide fills more than one page, a scroll bar is provided to move through the pages quickly.

UPDATE AN EXISTING ORDER GUIDE

Update Order Guide

Customer:

Order Guide:

Description: Customer OrderGuide - [Standard]

Item	Description	Brand	UM	Pack	UnitPrice	Seq	Par	Delete
018451	CARROTS JUMBO 25#		5#	0	\$ 0.00	0	0	<input type="checkbox"/>
020401	CUCUMBER MEDIUM 36CT		6E	00	\$ 0.00	0	0	<input type="checkbox"/>
029561	LETTUCE ICEBERG 24CT		2E	0	\$ 0.00	0	0	<input type="checkbox"/>
033331	GREEN ONIONS		EA	6CT	\$ 0.00	0	0	<input type="checkbox"/>
033601	ONIONS RED 25# JUMBO		5#	0	\$ 0.00	0	0	<input type="checkbox"/>
033931	ONIONS YELLOW JUMBO 50#		5#	0	\$ 0.00	0	0	<input type="checkbox"/>
046851	TOMATO LOOSE/SORTED LGE		5#	0	\$ 0.00	0	0	<input type="checkbox"/>
100101	MILK HOMO GALLON PLASTIC	DK	EA	1 GALLOI	\$ 0.00	0	0	<input type="checkbox"/>
100201	MILK LOWFAT GALLON PLASTIC	DK	EA	1 GALLOI	\$ 0.00	0	0	<input type="checkbox"/>
100301	MILK NONFAT GALLON PLASTIC	DK	EA	1 GALLOI	\$ 0.00	0	0	<input type="checkbox"/>
101151	MANUFACTURING CREAM HGL		EA	HGL	\$ 0.00	0	0	<input type="checkbox"/>
101420	WESTSOY LITE PLAIN 12/32OZ		CS	CS	\$ 0.00	0	0	<input type="checkbox"/>
103021	COTTAGE CHEESE-REGULAR-5#		EA	EA	\$ 0.00	0	0	<input type="checkbox"/>
103361	YOGURT RASPBERRY QT	YONSON	EA	QUART	\$ 0.00	0	0	<input type="checkbox"/>

OPEN THE ORDER GUIDE

Use the drop-down lists next to the **Customer** and **Order Guide** fields to select the Order Guide you want to see. Click on the **LOAD** button to display the Order Guide details.

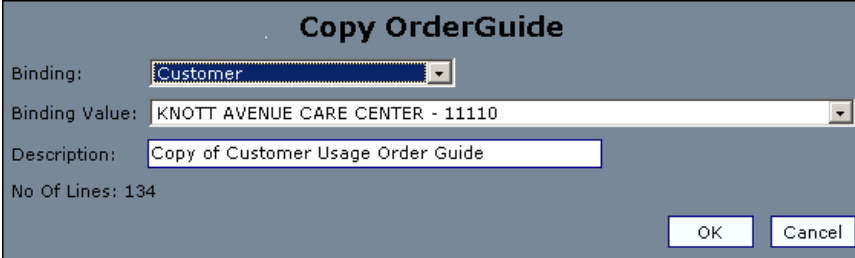
CHANGE SEQUENCE OR PAR FIELDS by clicking on a field to highlight it, then entering new data.

ADD LINES to an Order Guide by entering a new product in the blank line at the bottom of the form, either by Item Number or by using the Advanced Search. Use the sequence field to determine the placement of the line on the order.

DELETE LINES from the Order Guide by checking the Delete FIELD in each applicable row and then clicking on the Delete BUTTON at the bottom of the form.

DELETE ORDER GUIDE. Delete the entire order guide by clicking on this button. The system provides a confirmation button asking if you wish to delete the Order Guide before proceeding.

COPY THE ORDER GUIDE. This function allows you to copy the current Order Guide to a different Customer or Customer Group. Another form displays:



Copy OrderGuide

Binding: Customer

Binding Value: KNOTT AVENUE CARE CENTER - 11110

Description: Copy of Customer Usage Order Guide

No Of Lines: 134

OK Cancel

Binding

Use the drop-down list to select Customer or Customer Group as the copy definition..

Binding Value

Use the drop-down list to select the specific Customer or Group for which the guide will be copied.

Description

Enter a brief description of the transaction.

SAVE your changes by clicking on the SAVE button at the bottom of the Order Guide form.

No. of Lines

This field displays the number of lines in the Order Guide being copied.

OK

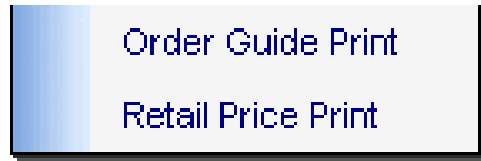
Click on this button to activate the copy process.

Cancel

Click on this button to cancel the copy process.

REPORT

The Report Menu holds items for printing **Order Guides** and **Retail Price Lists**.



ORDER GUIDE PRINT

This function prints selected Order Guides. Order Guides can be printed for Customers or Customer Groups (e.g., Retail Price Group).

Order Guide Print

Order Guide to Print: Include Lines for Order Quantity

Customer:

Specific Order Guide:

Group1:

Customer		
Sel	Code	Name
<input type="checkbox"/>	11110	KNOTT AVENUE CARE CENT
<input type="checkbox"/>	1158	ANAHEIM GENERAL HOSPIT
<input type="checkbox"/>	1161	ANAHEIM GENERAL BUENA F
<input type="checkbox"/>	1177	ARCADIA GARDENS RET. HO
<input type="checkbox"/>	1206	ANAHEIM CREST NURSING
<input type="checkbox"/>	12123	EXCEL-LOS PALOS CONV HO
<input type="checkbox"/>	1228	EXCEL-ANTELOPE VALLEY NI
<input type="checkbox"/>	1230	UNIFIED-ANTELOPE VALLEY
<input type="checkbox"/>	1231	UNIFIED-ANTELOPE VALLEY

Group2:

Code	Name	Del
------	------	-----

Group3:

Code	Name	Del
------	------	-----

Sort By:

ORDER GUIDE TO PRINT

Use the drop-down list to select the type of Order Guide to print:

- History
- Standard
- All

INCLUDE LINES FOR ORDER QUANTITY

Check (click on) this check-box if you want the Order Guide to include blank lines next to each product on which to record quantity ordered.

CUSTOMER

Use the drop-down list to select the specific Customer for whom the Order Guide is being printed.

SPECIFIC ORDER GUIDE

Use the drop-down list to select the specific Order Guide or Guides to print, or All Order Guides.

GROUP 1: CUSTOMER

This field displays a list of all Customers assigned to the User. Select the Customers for whom you want to print an Order Guide by checking the appropriate box.

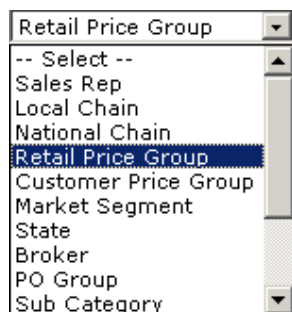
Sort by

Click on the down arrow to display a list of sorting options for the report:

- Default - The order in which the Order Guide was created
- Product
- Description
- Brand
- Sequence

GROUP 2, GROUP 3

If you have assigned customers to groups (e.g., Retail Price Group, National Chains), these fields can be used to print Order Guides assigned to specific Customer Groups. Groups are listed when the drop-down arrow is clicked.

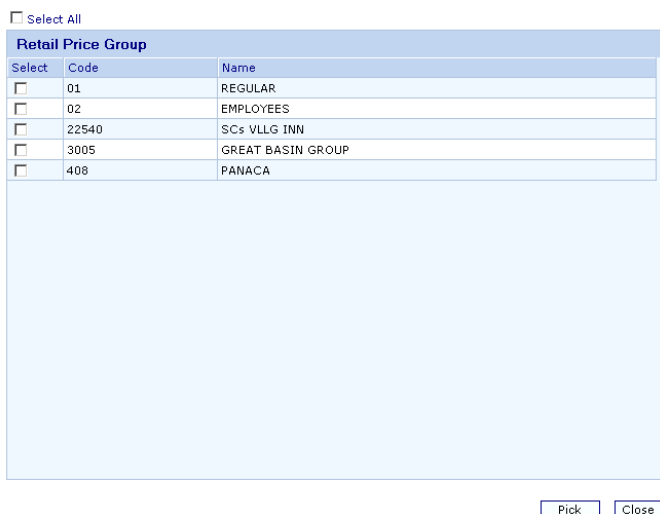


Select (click on) the Group for the report.

After the group is displayed in the heading, you can use the **Search** feature to display a list of all groups.

SEARCH

Click on this button to display a listing of items in the Group you have selected:



Select All: Click on this button to include all items in the report.

Select: Click on this field for each item you want to include in the report.

Pick: Click on this button to move the items selected to the main form.

Close: Click on this button to close this form and return to the main form.

PREVIEW THE REPORT

PREVIEW (button)

After all Customers/Groups have been identified, click on this button to see a preview of the selected Order Guides. **Note:** You must preview the guide(s) before printing can take place.

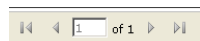
CLOSE (button)

Use this button only if you do not want to proceed to the PRINT process. It closes the print program and returns to your home page.

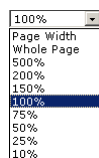
PRINT PREVIEW

Product	Description	UM	Pack	Brand	Unit Price	Prc By	Off Invoice	2/28	1/21	1/14	1/7	12/31
Details of : 020218 - 3 HOMBRES												
Details of :												
404036	APPLEBEES OAT TOP BLIN	CS	1/12 PK	OROWEAT	1.29	CS	0	0	0	0	0	0
404039	APPLEBEES THICK SOURDOUGH	CS	1/24 OZ	OROWEAT	2.19	CS	0	0	0	0	0	0
498105	10" JUMBO FLOUR	CS	1/10 CT	ARIZONA	1.32	CS	0	0	0	0	0	0
498108	LALA 10" FLOUR	CS	1/10 CT	ARIZONA	1.32	CS	0	0	0	0	0	0
498220	AZ TWIN PK	CS	1/12 CT	ARIZONA	4.11	CS	0	0	0	0	0	0
940010	COKE BLAK 6/4 PACK 8 OZ CANS	CS	6/4 PACK	COCACOLA	36.08	CS	0	0	0	0	0	0
940020	DIET COKE 12 OZ CANS	CS	4/8 PACK	COCACOLA	18.22	CS	0	0	0	0	0	0
940022	CF DIET COKE	CS	24/20 OZ	COCACOLA	36.08	CS	0	0	0	0	0	0
940023	FANTA ORANGE 20 OZ NR	CS	24/20 OZ	COCACOLA	36.08	CS	0	0	0	0	0	0
940025	CF DIET COKE 12OZ CAN	CS	4/8 PACK	COCACOLA	15	CS	0	0	0	0	0	0
940060	COKE CLASSIC 20 OZ NR	CS	24/20 OZ	COCACOLA	36.08	CS	0	0	0	0	0	0

The bar at the top of the Print Preview provides several options for reviewing, printing or distributing the printed report.



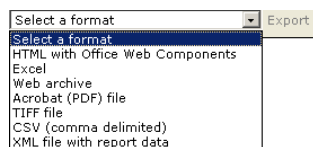
This option displays the page currently displayed and the total number of pages. It also allows you to move through the report to the first page, the previous page, the next page, or the last page.



This option displays the current proportion of the report and allows you to change it.



This option allows you to enter a word or phrase and to search the report for the next occurrence.



This option allows you to export the report in a specific format.



Click on this icon to refresh the display.



Click on this icon to **print** the Order Guide.

RETAIL PRICE PRINT

This function is used to print Retail Price Lists that have been created using an Order Guide.

Retail Price Print

Order Guide to Print: All

Customer: ALEXANDRIA - 44250

Specific Order Guide: A*S*C*44250 - Customer Usage Order Guide

Group1: Customer

Sel	Code	Name
<input type="checkbox"/>	11110	KNOTT AVENUE CARE CENT
<input type="checkbox"/>	1158	ANAHEIM GENERAL HOSPIT
<input type="checkbox"/>	1161	ANAHEIM GENERAL BUENA F
<input type="checkbox"/>	1177	ARCADIA GARDENS RET. HO
<input type="checkbox"/>	1206	ANAHEIM CREST NURSING -
<input type="checkbox"/>	12123	EXCEL-LOS PALOS CONV HO
<input type="checkbox"/>	1228	EXCEL-ANTELOPE VALLEY NI
<input type="checkbox"/>	1230	UNIFIED-ANTELOPE VALLEY
<input type="checkbox"/>	1231	UNIFIED-ANTELOPE VALLEY

Sort By: Product

Group2: -- Select -- Search

Code	Name	Del
------	------	-----

Delete

Group3: -- Select -- Search

Code	Name	Del
------	------	-----

Delete

Preview Close

Order Guide to Print

Click on the down arrow to display a list of Order Guides:

- History
- Standard
- All

Click on the type of Order Guide you want to print.

Customer

Use the drop-down list to select the Customer for whom you want to print the report. You can define additional Customers in the Group1 box below.

Specific Order Guide

Use the drop-down list to select the Order Guide you want to print. Additional Order Guides to print can be selected from the Customer Group field.

Group1 - Customer

This field displays a list of all Customers assigned to the User. Select the Customers for whom you want to print a Retail Price List by checking the appropriate box.

Sort by

Click on the down arrow to display a list of sorting options for the report:

- Default - The list is arranged in the order in which the Retail Price List was created
- Product
- Description
- Brand
- Sequence

GROUP 2, GROUP 3

If you have assigned customers to groups (e.g., Retail Price Group, National Chains), these fields can be used to print Retail Price Lists assigned to specific Customer Groups. Groups are listed when the drop-down arrow is clicked.

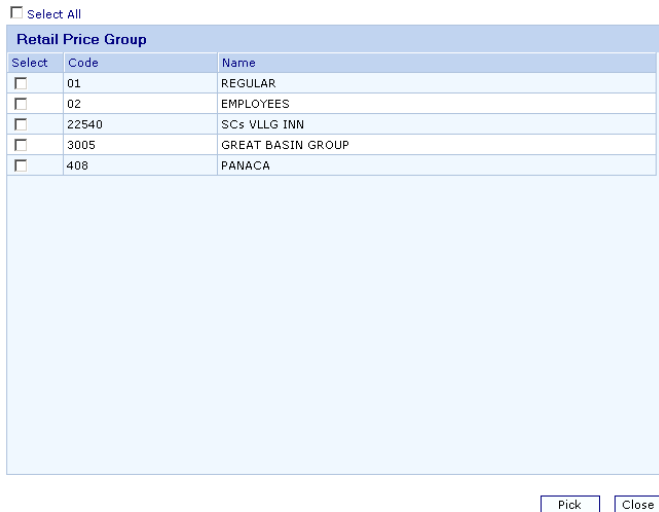


Select (click on) the Group for the report.

After the group is displayed in the heading, you can use the **Search** feature to display a list of all groups.

SEARCH

Click on this button to display a listing of items in the Group you have selected:



Select All: Click on this button to include all items in the report.

Select: Click on this field for each item you want to include in the report.

Pick: Click on this button to move the items selected to the main form.

Close: Click on this button to close this form and return to the main form.

PREVIEW THE PRICE LIST

PREVIEW (button)

After all Customers have been identified, click on this button to see a preview of the selected Price Lists. You must preview the list(s) before printing can take place.

CLOSE (button)

Use this button only if you do not want to proceed to the PRINT process. It closes the print program and returns to your home page.

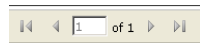
PRINT PREVIEW

Retail Price Report
Prepared for 020218 - 3 HOMBRES - 020218
Pricing as of 1/31/2007 2:58:01 PM

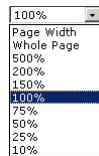
Primary Sort : Customer
Secondary Sort: N
Tertiary Sort: N

Product	Description	UM	Pack Brand	Unit Price	Prc By	Off Invoice	Retail Price	Per	Retail Margin
Details of : 020218 - 3 HOMBRES									
Details of :									
Details of :									
400001	BUTTERMILK 26	CS	1/24 OZ WONDER	1.5	CS	0	1.88	CS	0.38
400003	LARGE WHITE 34	CS	1/24 OZ WONDER	1.5	CS	0	1.88	CS	0.38
400006	WDR CLA SAND 42	CS	1/24 OZ WONDER	1.5	CS	0	1.88	CS	0.38
400024	O E HEARTY OLD FASH WHITE 3301	CS	1/32 OZ WONDER	1.33	CS	0	1.66	CS	0.33
400028	GE OLD FASH GRAIN 3303	CS	1/32 OZ WONDER	1.33	CS	0	1.66	CS	0.33
400036	WHITE SANDWICH BREAD	CS	1/24 OZ HOLSUMN	2.31	CS	0	2.89	CS	0.58
400038	WHEAT SANDWICH BREAD	CS	1/24 OZ HOLSUMN	2.31	CS	0	2.89	CS	0.58
400093	BUN CLUSTER HAM 8S 759	CS	1/8 PAK WONDER	1.75	CS	0	2.19	CS	0.44
400099	HOT DOG BUNS 8PK JUMBO	CS	1/8 PACK HOLSUMN	1.75	CS	0	2.19	CS	0.44
400105	BUN 4" 12PK 806	CS	1/12 PACK WONDER	1.91	CS	0	2.39	CS	0.48
400135	4 1/2" BUN SESAME 3731	CS	1/12 PACK WONDER	1.5	CS	0	1.88	CS	0.38

The bar at the top of the Print Preview provides several options for reviewing, printing or distributing the printed report.



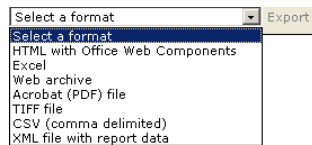
This option displays the page currently displayed and the total number of pages. It also allows you to move through the report to the first page, the previous page, the next page, or the last page.



This option displays the current proportion of the report and allows you to change it.



This option allows you to enter a word or phrase and to search the report for the next occurrence.



This option allows you to export the report in a specific format.



Click on this icon to refresh the display.



Click on this icon to **print** the Price List.

INVENTORY

The Inventory Menu provides screens on which Customers can maintain their own Inventory records.



INVENTORY EDITOR

This screen identifies the items in your Inventory. These items can be purchased on the Web or from other Vendors (non-stocks). Products can be added to the screen one by one or copied from an existing Order Guide.

Customer Inventory Maintenance

Customer: **Customer Details** ▾

Add Inventory Locations ▾ **Non Inventory Products** ▾

Product	Description	UM ▾	Brand ▾	Pack	Location ▾	Quantity	Weight	Price	Delete
1234	Hot Dogs	EA	Oscar Meyer		3	20	20	\$ 34.15	<input type="checkbox"/>
▶ 013750	BANANA GREEN TIP	CS		0	0	12	12	\$ 0.00	<input type="checkbox"/>
017701	CABBAGE GREEN	2E		0	10	30	30	\$ 0.00	<input type="checkbox"/>
026341	CILANTRO ICED	EA		2/BU	0	6	6	\$ 0.00	<input type="checkbox"/>
028901	LEMONS CHOICE 140CT	5#		0	0	5	5	\$ 0.00	<input type="checkbox"/>
029560	LETTUCE ICEBERG 24CT	CS		0	0	4	4	\$ 0.00	<input type="checkbox"/>
030950	MELON CANTALOUPE 12-15 CNT	CS		12-15 CT	0	6	6	\$ 0.00	<input type="checkbox"/>
031420	MELON HONEYDEW 5CT	CS		0	0	12	12	\$ 0.00	<input type="checkbox"/>
031680	WATERMELON SEEDLESS	EA		0	0	24	24	\$ 0.00	<input type="checkbox"/>
033840	ONIONS YELLOW MEDIUM 50#	SK		0	0	10	10	\$ 0.00	<input type="checkbox"/>
035151	PARSLEY CURLY (60BUNCH)	6B		0	0	6	6	\$ 0.00	<input type="checkbox"/>
037831	PEPPER BELL GRN CHOP 25#	5#		0	0	8	8	\$ 0.00	<input type="checkbox"/>
046551	TOMATILLO APPROX. 10#	5#		0	0	4	4	\$ 0.00	<input type="checkbox"/>

Items in Bold are Non Inventory Products.

Customer

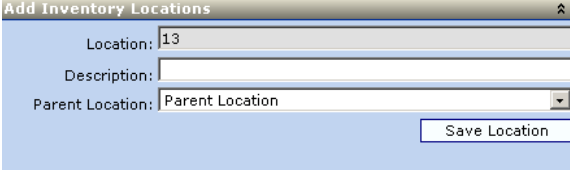
Use the drop-down list to select the Customer associated with this Inventory.

Customer Details

Click on the double down arrows to display information about the Customer: Address, Terms, Warehouse, AR Balance Due.

ADD INVENTORY LOCATIONS

Use this drop-down form to identify Inventory Locations.



The screenshot shows a window titled "Add Inventory Locations". It contains three input fields: "Location:" with the value "13", "Description:" which is empty, and "Parent Location:" with a dropdown menu showing "Parent Location". A "Save Location" button is located at the bottom right of the form.

Location

Assign a code to this Location.

Description

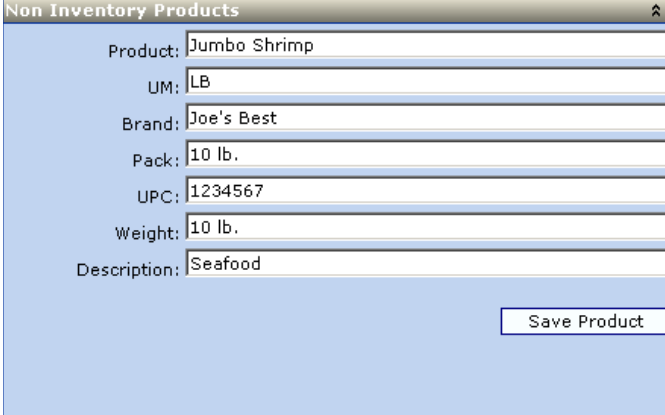
Provide a brief description of the Location.

Parent Location

Use the drop-down list to select the Parent Location.

NON INVENTORY PRODUCTS

Use this drop-down form to identify products that are not normally part of the Inventory.



The screenshot shows a window titled "Non Inventory Products". It contains seven input fields: "Product:" with "Jumbo Shrimp", "UM:" with "LB", "Brand:" with "Joe's Best", "Pack:" with "10 lb.", "UPC:" with "1234567", "Weight:" with "10 lb.", and "Description:" with "Seafood". A "Save Product" button is located at the bottom right of the form.

Enter product information then click on the **Save Product** button.

Add Inventory Locations

Click on the double down arrows to display a form that is used to define Inventory Locations.

Location

Enter a code for this Location.

Description

Enter a brief description of the location.

Parent Location

Use the drop-down list to select the Parent Location.

Non-Inventory Products

Click on the double down arrows to display this form. It is used to define products that are not assigned to Locations.

LOWER FORM

This section of the form lists the products in your inventory.

Product	Description	UM	Brand	Pack	Location	Quantity	Weight	Price	Delete
1234	Hot Dogs	EA	Oscar Meyer		0	0	0	\$ 0.00	<input type="checkbox"/>
013750	BANANA GREEN TIP	CS		0	0	12	12	\$ 0.00	<input type="checkbox"/>
017701	CABBAGE GREEN	2E		0	10	6	6	\$ 0.00	<input type="checkbox"/>
026341	CILANTRO ICED	EA		2/BU	0	6	6	\$ 0.00	<input type="checkbox"/>
028901	LEMONS CHOICE 14OCT	5#		0	0	5	5	\$ 0.00	<input type="checkbox"/>
029560	LETTUCE ICEBERG 24CT	CS		0	0	4	4	\$ 0.00	<input type="checkbox"/>
030950	MELON CANTALOUPE 12-15 CNT	CS		12-15 CT	0	6	6	\$ 0.00	<input type="checkbox"/>
031420	MELON HONEYDEW 5CT	CS		0	0	12	12	\$ 0.00	<input type="checkbox"/>
031680	WATERMELON SEEDLESS	EA		0	0	24	24	\$ 0.00	<input type="checkbox"/>
033840	ONIONS YELLOW MEDIUM 50#	SK		0	0	10	10	\$ 0.00	<input type="checkbox"/>
035151	PARSLEY CURLY (60BUNCH)	6B		0	0	6	6	\$ 0.00	<input type="checkbox"/>
037831	PEPPER BELL GRN CHOP 25#	5#		0	0	8	8	\$ 0.00	<input type="checkbox"/>
046551	TOMATILLO APPROX. 10#	5#		0	0	4	4	\$ 0.00	<input type="checkbox"/>

Items in Bold are Non Inventory Products.

Copy from Orderguide Delete Reset Qty/Wgt Archive Export Save Close

You can use the **Copy from Orderguide** button at the bottom of the form to add products to the Inventory or you can enter each item separately.

ADD A PRODUCT

To add a product to the Inventory Screen, enter a valid product code in the Product field. All available data (UM, Brand, Pack, etc.) displays automatically.

Location

Place focus on this field and use the drop-down list to select the Location for the product.

Quantity

Enter the quantity on hand.

Weight

This field displays automatically when a Quantity is defined.

Price

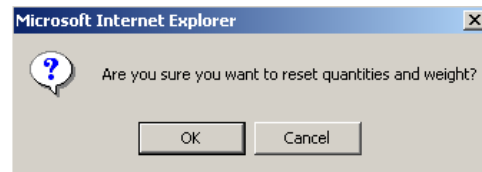
This field displays the current Price and cannot be updated on this screen.

Delete (button)

To delete items from the list, check the box in the Delete column on the main form, then press the Delete button at the bottom of the form.

Reset Qty/Wgt

Use this button to clear and reset existing Quantity and Weight columns. A verification prompt is given before data is cleared:

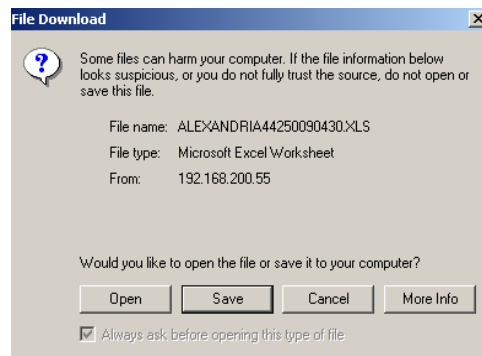


Archive

Use this button to Archive the Current Customer Inventory. Archived data includes Archive Date, Customer Code, Company Code, Period Sales Dollars, Period Purchases Dollars and Percent Food Cost. Archived information can be viewed on the Inventory Comparison form. When archiving is complete, the system displays a message

Export

Use this button to export Inventory records to an Excel spreadsheet. Another form displays before the transfer takes place:



Save

Use this button to Save the current information.

Close

Use this button to close the form and go to your home page. **NOTE:** Closing the form does not Save newly entered data -- you must use the Save button.

INVENTORY VALUE

This screen is for information only. It displays the total dollar value (quantity X price) of each item in a customer's inventory.

Customer Inventory Value

Customer: Customer Details

Product	UM	Description	Brand	Pack	Location	Quantity	Price	Value
103021	EA	COTTAGE CHEESE-REGULAR-5#		EA	0	12	\$ 1.50	\$ 18.00
100160	CS	MILK HOMO HPT MINI	DK	CS/70	0	5	\$ 32.00	\$ 160.00
103101	EA	SOUR CREAM 5#		EA	0	20	\$ 6.00	\$ 120.00
103031	EA	COTTAGE CHEESE LOWFAT 5#		5 LB	0	40	\$ 1.10	\$ 44.00
100170	CS	MILK HOMO 4OZ	DK	105/4OZ	0	12	\$ 50.00	\$ 600.00
100270	CS	MILK LOWFAT 4 OZ	DK	105/4OZ	0	10	\$ 52.00	\$ 520.00
100111	EA	MILK HOMO HGL	1	HGL	0	5	\$ 2.50	\$ 12.50
100101	EA	MILK HOMO GALLON PLASTIC	DK	1 GALLON	0	10	\$ 2.80	\$ 28.00
101421	EA	WESTSOY LITE PLAIN 12/32OZ		1 QT	0	50	\$ 1.00	\$ 50.00
110140	CS	IC POPSICLE SF VARIETY PACK		12/14CT	0	8	\$ 10.00	\$ 80.00
109891	EA	SUPER POPS (BIG STICK) DZ		DZ	0	20	\$ 10.00	\$ 200.00
108320	CS	EGGS LARGE LOOSE 15DZ/CS		0	0	32	\$ 45.00	\$ 1,440.00
109151	EA	IC VANILLA 3GAL		3GAL	0	10	\$ 5.20	\$ 52.00
						121		\$ 2.50

Items in Bold are Non Inventory Products.

Customer

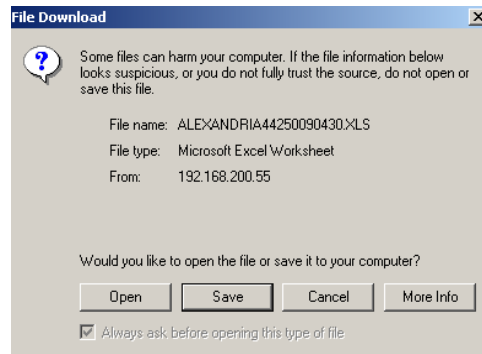
Use the drop-down list to select the Customer whose inventory you want displayed.

Refresh

Use this button to display the most recent Inventory Value information.

Export

Use this button to export Inventory records to an Excel spreadsheet. Another form displays before the transfer takes place:



Close

Use this button to close the screen.

INVENTORY COMPARISON

This screen compares current inventory prices and values with archived inventory prices and values.

Customer Inventory Comparison

Customer: Customer Details

Archives: Beginning (Archive) Inventory Total: \$ 0.00

Period Sales: Ending (Current) Inventory Total: \$ 0.00

Period Purchases:

Percent Food Cost:

Product	UM	Description	Brand	Pack	Location	Quantity	Price	Value	Arc Quantity	Arc Price	Arc Value	Net Change
1234	EA	Hot Dogs	Oscar Meyer	0		10	\$ 0.25	\$ 2.50	0	\$ 0.00	\$ 0.00	\$ 2.50
016100	FL	STRAWBERRIES NO.1(12CT)		0	0	20	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
017701	2E	CABBAGE GREEN		0	10	6	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
026341	EA	CILANTRO ICED		2/BU	0	6	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
028901	5#	LEMONS CHOICE 140CT		0	0	5	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
029560	CS	LETTUCE ICEBERG 24CT		0	0	4	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
030950	CS	MELON CANTALOUPE 12-15 CNT		12-15 CT	0	6	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
031420	CS	MELON HONEYDEW 5CT		0	0	12	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
031680	EA	WATERMELON SEEDLESS		0	0	24	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
033840	SK	ONIONS YELLOW MEDIUM 50#		0	0	10	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
035151	6B	PARSLEY CURLY (60BUNCH)		0	0	6	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
037831	5#	PEPPER BELL GRN CHOP 25#		0	0	8	\$ 0.00	\$ 0.00	0	\$ 0.00	\$ 0.00	\$ 0.00
						121		\$ 2.50	0		\$ 0	

Customer

Use the drop-down list to select the Customer whose records will be displayed.

Archives

Use the drop-down list to select the date of the Archival information to use for the comparison.

Period Sales

Enter the amount of Sales during the period from the Archival date to the Current date.

Period Purchases

Enter the amount of Purchases during this period.

Percent Food Cost

This field displays the food cost percentage during the defined period.

Beginning (Archive) Inventory Total/Ending (Current) Inventory Total

These fields display inventory total amounts for the beginning and ending periods.

LOWER SCREEN

This section of the screen displays all products in the inventory, the current dollar value, the archive value and the net change.

Refresh (button)

Use this button to display the most current information on the lower screen.

INVENTORY MOVEMENT

This screen provides a graph showing the weekly or monthly inventory movement of a specific product or products and a specific customer.

Customer Inventory Movement

Customer: Customer Details

Mode:

Products Graph

Select	Product	UM	Description	Brand	Pack
<input checked="" type="checkbox"/>	016100	FL	STRAWBERRIES NO.1(12CT)		0
<input type="checkbox"/>	017701	2E	CABBAGE GREEN		0
<input type="checkbox"/>	026341	EA	CILANTRO ICED		2/BU
<input type="checkbox"/>	028901	5#	LEMONS CHOICE 140CT		0
<input type="checkbox"/>	029560	CS	LETTUCE ICEBERG 24CT		0
<input type="checkbox"/>	030950	CS	MELON CANTALOUPE 12-15 CNT		12-15 CT
<input type="checkbox"/>	031420	CS	MELON HONEYDEW 5CT		0
<input type="checkbox"/>	031680	EA	WATERMELON SEEDLESS		0
<input type="checkbox"/>	033840	SK	ONIONS YELLOW MEDIUM 50#		0
<input type="checkbox"/>	035151	6B	PARSLEY CURLY (60BUNCH)		0
<input type="checkbox"/>	037831	5#	PEPPER BELL GRN CHOP 25#		0
<input type="checkbox"/>	046551	5#	TOMATILLO APPROX. 10#		0
<input type="checkbox"/>	100101	EA	MILK HOMO GALLON PLASTIC	DK	1 GALLON
<input type="checkbox"/>	100111	EA	MILK HOMO HGL	1	HGL

Select All

Items in Bold are Non Inventory Products.

Customer

Use the drop-down list to select a Customer.

Mode

Use the drop-down list to select either **Monthly** or **Weekly**.

Refresh

Use this button to clear the current selections in order to enter data for a new graph.

PRODUCTS

This form lists the products in the Inventory. Click on the Select button for each product to be represented on the graph.

GRAPH

This form displays a graph showing the movement for the time period and product(s) selected on the main form.

The box to the right of the graph displays the code(s) for the product(s) represented on the graph.



Close

Click on this button to return to the Products form.

INVENTORY LOCATIONS

This screen identifies the warehouse locations in which a customer's products are stored.

Customer Inventory Locations

Customer: Customer Details

Group by Brand Show Available Only Items in Bold are Non Inventory Products.

Locations

- Unassigned**
 - STRAWBERRIES NO.1(12CT) [016100/FL] - 20
 - CILANTRO ICED [026341/EA] - 6
 - LEMONS CHOICE 140CT [028901/5#] - 5
 - LETTUCE ICEBERG 24CT [029560/CS] - 4
 - MELON CANTALOUPE 12-15 CNT [030950/CS] - 6
 - MELON HONEYDEW 5CT [031420/CS] - 12
 - WATERMELON SEEDLESS [031680/EA] - 24
 - ONIONS YELLOW MEDIUM 50# [033840/SK] - 10
 - PARSLEY CURLY (60BUNCH) [035151/6B] - 6
 - PEPPER BELL GRN CHOP 25# [037831/5#] - 8
 - TOMATILLO APPROX. 10# [046551/5#] - 4
 - MILK HOMO GALLON PLASTIC [100101/EA] - 0
 - MILK HOMO HGL [100111/EA] - 0
 - MILK HOMO HPT MINI [100160/CS] - 0
 - MILK HOMO 4OZ [100170/CS] - 0
 - MILK LOWFAT HGL [100211/EA] - 0

Total Locations: 12 **Total Products: 139**

Customer

Use the drop-down list to select the Customer.

Group by Brand

Check this checkbox if you want the Products on the list grouped under the Brand name. Click on the + to display the products for a specific Brand.

Locations

- Unassigned**
 - +--
 - +--DK
 - +--I
 - +--YONSON
 - +--Oscar Meyer
 - +--I0160
 - DANISH VARIETY 50ct [202220/CS] - 0
 - DOUGH PEANUT BUTTER [202260/CS] - 0
 - FRENCH TOAST-144/CT [202300/CS] - 0
 - PANCAKE-BUTTERMILK-144/CT [202380/CS] - 0
 - SUGAR LT BROWN 24/16OZ. [569220/CS] - 0
 - +--BRIDGF
 - +--PACKER
 - +--GEORGE
 - +--MRS FR
 - +--I3140

Show Available Only

Check this checkbox if you want the list to include only those products that are currently in-stock and available for sale.

Reload

Check this checkbox after you have made changes to grouping or display rules. This causes the list to re-display in the new format.