DAC
User Guide

Purchasing

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Introduction

The Purchasing system of DAC (option 5 of the Main Operations Menu screen) is primarily used to create purchase orders.

```
User: JEANNINE                      Menu: DACCV1                   Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <======================
!!!!!!!!!!!!!         Distributor Analysis and Control        !!!!!!!!!!!!!
!!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!!
========================================================================
!!!!!!!!!!           1. File Maintenance Menu
THE     !!           2. Accounts Receivable
DAC     !!           3. Billing System
SYSTEM !!            4. Inventory System
!!!!!!!!!!           5. Purchasing System
                     6. Reports Menu
                     7. Truck Scheduling
                     8. Closing Procedures
                     9. Integration
                    10. Other Functions Menu
                    11. Accounts Payable
                    12. General Ledger
                    90. Sign Off
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```

After selecting option 5, the Purchasing screen appears.

```
User: JEANNINE                      Menu: PUCV1                    Date:  8/06/12

======================>  P U R C H A S I N G <======================
========================================================================
!!!!!!!!!!   1. Work With Purchase Orders     12. Import Costs
THE     !!   2. Work With Vendors
DAC     !!   3. Work With Items
SYSTEM !!    4. Work With Buyer Control File
!!!!!!!!!!   5. Work With Buying Allowances
             6. Work With Dock Receiving
             7. Work With A/P Transfers
             8. Work With RF Receiving
             9. Work With Buyer Messages
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                     M E N U   C A L L S
19. Truck Scheduling      20. A/P Menu            21. Purchasing Reports
22. Inventory Menu        23. Dac Main Menu       90. Sign Off
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The Work With Purchase Orders and Work With Vendor Items applications are both used to create purchase orders, but Work With Purchase Orders incorporates a "heads down" data entry process. The Work With Vendor Items application is used to create a purchase order which meets a buyer's designated criteria, or a vendor's minimum purchase requirements.

Refer to the Vendors document for information about adding vendor records. Refer to Adding Item Records of the Item File Maintenance document for information about using the **Vendor** field of item records to link items to vendors before the Purchasing system is used to create purchase orders.

The Purchasing system uses the forecast average, economic order quantity, and line point calculations to determine when and how much to order from vendors. The

variables on which these calculations are based include item information such as quantity on hand, safety stock requirement, demand and minimum order quantity, and vendor information such as lead time and order cycle. Also, the item movement information used by the Purchasing system is converted from the standard selling unit of measure to produce a suggested order quantity at the item's buying unit of measure. Refer to Working With Items of the Item File Maintenance document for information about the **Standard U/M** and **Buying U/M** fields of item records.

Purchasing Calculations

The Purchasing system uses the result of the forecast average calculation in performing the economic order quantity (EOQ) and line point calculations. After the EOQ and line point calculations are performed, the largest result of the two is used as the suggested order quantity by the Purchasing system.

Forecast Average Calculation

The forecast average calculation is performed during end of week processing, and used by the Purchasing system in both the economic order quantity calculation and the line point calculation. If necessary, the user may override the forecast average of an item, but overrides are cleared during end of week processing.

The four variables used to calculate a new forecast average are:

- Forecast percentages (user-entered) - the percentages used to compensate for irregularities in product demand. The higher the forecast percentage is set by the user, the more sensitive the Purchasing system is to changes in demand week-to-date.

  Forecast percentages are entered in buyer control records. Multiple percentages may be entered for use in forecasting the demand for products which range from highly fluctuating (such as a new item with an initially high demand) to stable to seasonal.

- Old forecast average - the result of the forecast average calculation of the previous end of week processing.

- Demand week-to-date - the demand for items to date for the current week. Note: Demand includes lost sales and actual sales if *D* is entered for the **Post demand or sales** field of the SYS008 default system option. Demand will not include lost sales if *S* is entered. Refer to Getting Started for additional information about the Purchasing Options default system option.

Step 1: Subtract forecast percentage from 1 = Result #1
Step 2: Multiple Result #1 by old forecast average = Result #2
Step 3: Multiple forecast percentage by demand week-to-date = Result #3
Step 4: Add Result #2 to Result #3 = Result #4
Step 5: Multiple Result #4 by 1 and round to the nearest tenth.

Example of the Forecast Average Calculation

If the: Forecast percentage = 0.10   Step 1: 1 - 0.10 = 0.90
Old forecast average = 70   Step 2: 0.90 x 70 = 63
Demand week-to-date = 110   Step 3: 0.10 x 110 = 11
                                 Step 4: 63 + 11 = 74
                                 Step 5: 74 x 1 = 74

The result of the forecast average calculation (74 in the example above) is used in the economic order quantity and line point calculations described below.

Economic Order Quantity Calculation

The four variables used in the economic order quantity calculation are:

- Forecast average - estimated demand for an item for one week. Forecast averages are generated during end of week processing, and also used in line point calculations. The user may override the forecast average of a particular item when reviewing the suggested order quantities of a vendor's line.
- Item order cost (user-entered) - the average cost of ordering products. The item order cost is entered in buyer control records.
- Item net cost (user-entered) - the vendor's selling price of an item. The item net cost is entered in item records.
- Carrying cost (user-entered) - the annual interest rate which the distributor pays to carry inventory. The carrying cost is entered in buyer control records.

Step 1: Multiple forecast average by 52 = Result #1

Step 2: Multiple Result #1 by item order cost and by 2 = Result #2

Step 3: Multiple item net cost by carrying cost = Result #3

Step 4: Result #2 is divided by Result #3 = Result #4

Step 5: Calculate the square root of Result #4

Example of the Economic Order Quantity Calculation

If the: Forecast average = 74   Step 1: 74 x 52 = 3848

Item order cost = $1.50   Step 2: 3848 x 1.50 x 2 = 11544

Item net cost = $5.61   Step 3: 5.61 x 0.03 = 0.1683

Carrying cost = $0.03 Step 4: 11544 / 0.1683 = 68591.8

Step 5: Square root of 68591.8 = 261.90

The result of the economic order quantity calculation (262 in the example above) is used as the Purchasing system's suggested order quantity if it is greater than the result of the line point calculation.

Line Point Calculation

The variables used in the line point calculation are:

- Safety stock percentage (user-entered) - the percentage used to calculate the additional inventory needed to meet an unforeseen increase in demand. Multiple safety stock percentages may be established by users to provide varying levels of protection. Safety stock percentages are entered in buyer control records, and used to calculate safety stock days (see below).
- Average lead time (per vendor / user-entered) - the average number of days for an item to arrive from a vendor. The vendor's average lead time is entered in vendor records, and used in line point calculations if it is greater than the item's average lead time (see below).
- Average lead time (per item) - the average number of days for an item to arrive

from a vendor. The Purchasing system uses the dates of purchase orders and the purchase order receipts to calculate an item's average lead time. If it is greater than the vendor's average lead time (see above), the item's average lead time is used in line point calculations.

- Safety stock days - the number of days for which items currently in inventory are expected to be available to meet the safety stock level of demand. The user may override the safety stock days of a particular item when reviewing the suggested order quantities of a vendor's line.

- Forecast average - estimated demand for an item for one week. Forecast averages are generated during end of week processing, and also used in economic order quantity calculations. The user may override the forecast average of a particular item when reviewing the suggested order quantities of a vendor's line.

- Daily average usage - the estimated demand for an item for one day.

- Reorder point (ROP) days and units - the reorder point is the latest possible time at which an item can be ordered without falling below its safety stock level of demand. The value of reorder point is expressed in terms of days and units.

  The value of ROP days is calculated by adding the safety stock days to the average lead time. As the value of reorder point days moves closer to 0, the need to reorder the item increases.

  The value of ROP units is calculated by multiplying ROP days by daily average usage. As an item's available quantity decreases and moves closer to equalling the value of ROP units, the need to reorder the item increases.

  A negative value for ROP days and units indicates that the point at which an item can be ordered to continue meeting its safety stock level of demand is past.

- Quantity on hand -   the total quantity of items currently in inventory.

- Quantity on order - the total quantity of items which is currently ordered from any and all vendors.

- Quantity allocated - the portion of the quantity on hand which will be used to fill current orders from customers.

- Quantity available - the quantity of items which is currently on hand less the quantity allocated to fill current orders *plus the quantity on order*.

- Vendor order cycle (user-entered) - the number of days which elapse before an order is placed with this vendor. The vendor order cycle is entered in vendor records, and may be increased incrementally. (see increment days below).

- Increment days - the portion of a day or number of days by which the vendor order cycle is increased. The increment days is entered by users when creating a purchase order which meets a vendor's minimum order quantities.

- Line point days and units - the line point, like ROP, is the latest possible time at which an item can be ordered without falling below its safety stock level of demand. The line point is also expressed in terms of days and units, but it is based on the vendor's order cycle.

  The value of line point days is calculated by adding ROP days to the vendor's order cycle. As the value of line point days moves closer to 0, the need to reorder the item increases.

The value of line point units is calculated by multiplying line point days by daily average usage. As an item's available quantity decreases and moves closer to equalling the value of line point units, the need to reorder the item increases.

A negative value for line point days and units indicates that the point at which an item can be ordered to continue meeting its safety stock level of demand is past.

Step 1: Multiple safety stock percentage by average lead time = safety stock days

Step 2: Add safety stock days to average lead time = reorder point days

Step 3: Forecast average is divided by 7 = daily average usage

Step 4: Multiple daily average usage by reorder point days = reorder point units

Step 5: Add quantity on hand to quantity on order and subtract quantity allocated = quantity available

Step 6: Add reorder point days to vendor order cycle = line point days

Step 7: Multiple line point days by daily average usage = line point units

Step 8: Subtract quantity available from line point units

Example of the Line Point Calculation

If the: Safety stock percentage = 0.50

            Average lead time = 6 days

            Forecast average = 74

            Quantity on hand = 61

            Quantity on order = 45

            Quantity allocated = 0

            Vendor order cycle = 7 days

   Step 1: 0.50 x 6 = 3 (safety stock days)

   Step 2: 3 + 6 = 9 (reorder point days)

   Step 3: 74 / 7 = 10.57 (daily average usage)

   Step 4: 10.57 x 9 = 95 (reorder point units)

   Step 5: 61 + 45 - 0 = 106 (quantity available)

   Step 6: 9 + 7 = 16 (line point days)

   Step 7: 16 x 10.57 = 169 (line point units)

   Step 8: 169 - 106 = 63

The result of the line point calculation (63 in the example above) is used as the Purchasing system's suggested order quantity if it is greater than the result of the economic order quantity calculation.

Getting Started

Before users begin creating purchase orders, the necessary item, vendor and employee master files must be defined. Refer to the following documents for additional information:

- Customer File Maintenance - Working With Employee Records section.
- Item File Maintenance - Adding Item Records section.
- Vendors document.

Refer to Working With Item Records of the Accounts Payable document for information about A/P item records that must be created before transferring purchase orders to accounts payable.

Refer to the DAC Default System Options document for information about the fields of the SYS008 default system option (Purchasing Options).

The Work With Purchase Orders application is used to create purchase orders using the "quick entry" feature. The Vendor Items screen (and Work With Vendor Items screen) is used to create purchase orders based on system-generated suggested order quantities, or based on a vendor's minimum purchase requirements or other criteria designated by the buyer.

```
User: JEANNINE              Menu: DACCV1            Date:  8/10/12
====================>  THE DAC SOFTWARE SYSTEM  <====================
!!!!!!!!!!!!!       Distributor Analysis and Control       !!!!!!!!!!!!!
!!!!!!!!!!!!!            MAIN OPERATIONS MENU               !!!!!!!!!!!!!
=====================================================================
!!!!!!!!!!             1. File Maintenance Menu
THE     !!             2. Accounts Receivable
DAC     !!             3. Billing System
SYSTEM !!              4. Inventory System
!!!!!!!!!!             5. Purchasing System
                       6. Reports Menu
                       7. Truck Scheduling
                       8. Closing Procedures
                       9. Integration
                      10. Other Functions Menu
                      11. Accounts Payable
                      12. General Ledger
                      90. Sign Off
=====================================================================
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```

Select option 5 (Purchasing System) from the Main Operations Menu screen. The Purchasing screen appears.

```
User: JEANNINE                    Menu: PUCV1                    Date: 12/08/14

======================> P U R C H A S I N G <=========================
======================================================================
!!!!!!!!!!   1. Work With Purchase Orders      12. Import Costs
THE      !!  2. Work With Vendors
DAC      !!  3. Work With Items
SYSTEM   !!  4. Work With Buyer Control File
!!!!!!!!!!   5. Work With Buying Allowances
             6. Work With Dock Receiving
             7. Work With A/P Transfers
             8. Work With RF Receiving
             9. Work With Buyer Messages
            10. Vendor Receivables
            11. Work With Vendor Groups
                     M E N U   C A L L S
19. Truck Scheduling    20. A/P Menu            21. Purchasing Reports
22. Inventory Menu      23. Dac Main Menu        90. Sign Off
======================================================================
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```

Buyers who will use DAC to calculate suggested order quantities must first define buyer control records. Refer to Adding Buyer Control File Records below.

Adding Buyer Control File Records

After the necessary item, vendor and employee master files are defined, buyers who will use DAC to calculate suggested order quantities must define buyer control records. The Work With Buyer Control File application is used to create buyer control records. A global buyer control record (and buyer control records defined for individual buyers) designate percentages and amounts which DAC uses in generating suggested order quantities.
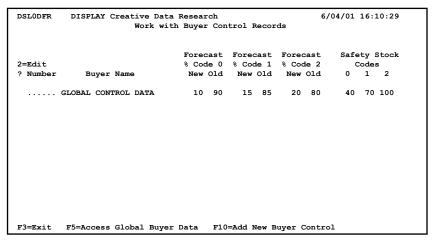
An individual buyer's control record is used, rather than the global buyer control record, when both exist. If needed, multiple buyer control records may be created (using multiple employee records) for a single buyer.

1. Select option 5 (Purchasing) from the Main Operations Menu screen. The Purchasing screen appears.

```
User: JEANNINE                 Menu: PUCV1              Date: 12/08/14

=======================> P U R C H A S I N G <=========================
======================================================================
¦¦¦¦¦¦¦¦¦    1. Work With Purchase Orders      12. Import Costs
THE     ¦¦   2. Work With Vendors
DAC     ¦¦   3. Work With Items
SYSTEM  ¦¦   4. Work With Buyer Control File
¦¦¦¦¦¦¦¦¦    5. Work With Buying Allowances
             6. Work With Dock Receiving
             7. Work With A/P Transfers
             8. Work With RF Receiving
             9. Work With Buyer Messages
            10. Vendor Receivables
            11. Work With Vendor Groups
                     M E N U   C A L L S
19. Truck Scheduling      20. A/P Menu              21. Purchasing Reports
22. Inventory Menu        23. Dac Main Menu         90. Sign Off
======================================================================
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==>
```

2. Select option 4 (Work With Buyer Control File) from the Purchasing screen. The Work With Buyer Control Records screen appears.

```
DSL0DFR    DISPLAY Creative Data Research           6/04/01 16:10:29
                     Work with Buyer Control Records


                        Forecast  Forecast  Forecast    Safety Stock
2=Edit                  % Code 0  % Code 1  % Code 2        Codes
? Number    Buyer Name  New Old   New Old   New Old      0   1   2

  ...... GLOBAL CONTROL DATA    10 90    15 85    20 80    40  70 100













F3=Exit   F5=Access Global Buyer Data   F10=Add New Buyer Control
```

Values appear under the following headings on the Work With Buyer Control Records screen:
   • *Forecast % Code 0 New* - the percentage of the demand week-to-date which can be used for calculating a new forecast average (see **Forecast % Code 0** field below).

- *Forecast % Code 0 Old* - the reciprocal of the percentage described above, which can also be used to calculate a new forecast average.

- *Forecast % Code 1 New* - the percentage of the demand week-to-date which can be used for calculating a new forecast average (see **Forecast % Code 1** field below).

- *Forecast % Code 1 Old* - the reciprocal of the percentage described above, which can also be used to calculate a new forecast average.

- *Forecast % Code 2 New* - the percentage of the demand week-to-date which can be used for calculating a new forecast average (see **Forecast % Code 2** field below).

- *Forecast % Code 2 Old* - the reciprocal of the percentage described above, which can also be used to calculate a new forecast average.

- *Safety Stock Codes 0* - a percentage of the item average lead time which can be used to calculate the safety stock days (see **Safety % Code 0** field below).

- *Safety Stock Codes 1* - a percentage of the item average lead time which can be used to calculate the safety stock days (see **Safety % Code 1** field below).

- *Safety Stock Codes 2* - a percentage of the item average lead time which can be used to calculate the safety stock days (see **Safety % Code 2** field below).

3. Press <F10> (Add New Buyer Control) to define a buyer control file record for a specific purchasing buyer, or press <F5> (Access Global Buyer Data) to define the global buyer control file record. The Edit Buyer Control Record KEY SCREEN screen appears.

```
DSISE1R    ADD      Creative Data Research              6/04/01 16:11:49
                       Edit Buyer Control Record KEY SCREEN

Purchasing Buyer Number .




















 F3=Exit    F4=Search    F9=Go to 'Change' mode
```

4. Enter the purchasing buyer's employee number for the **Buyer Employee Number** (6,n) field, or press <F4> to select a number from the Select Employee Master screen.

5. Press <Enter>. The Edit Buyer Control Records Details screen appears.

```
DSISE1R     ADD      Creative Data Research              6/04/01 16:12:13
                        Edit Buyer Control Record Details

          Buyer Number . :   503      Name BARRY DARRIN

                        Forecast % Code 0 . . . . .
                        Forecast % Code 1 . . . . .
                        Forecast % Code 2 . . . . .
                        Safety % Code 0 . . . . . .
                        Safety % Code 1 . . . . . .
                        Safety % Code 2 . . . . . .
                        Annual Inv. Carrying Rate .
                        Number of Periods . . . . .
                        Order Cost-Item . . . . . .
                        Order Cost-Vendor . . . . .
                        Variance % Limit  . . . . .




          F3=Exit   F11=Delete   F12=Key screen
```

6. Enter data for the following fields, as necessary:
    - **Forecast % Code 0** (3,n) - a percentage of the demand week-to-date to be
      used with the previous forecast average to calculate a new forecast average for
      products with a demand which fluctuates more than most. Examples of this
      type of item are new products with an initially high demand.

    - **Forecast % Code 1** (3,n) - a percentage of the demand week-to-date to be
      used with the previous forecast average to calculate a new forecast average
      for products with relatively stable demand. An example of this type of item is
      candy.

      By default, the value entered for the **Forecast % Code 1** field, and its
      reciprocal value, are used for calculating the new forecast average for an item.
      Refer to Editing Item Movement for information about overriding the default
      values for a particular item by using the **Forecast Alpha Code / %s** field of
      the Edit Item Movement File Details screen to designate the value entered for
      the **Forecast % Code 0** field (see above) or the **Forecast % Code 2** field (see
      below).

    - **Forecast % Code 2** (3,n) - a percentage of the demand week-to-date to be
      used with the previous forecast average to calculate a new forecast average for
      products with a demand which fluctuates less than most. Examples of this type
      of item are seasonal products, such as Gatorade.

    The suggested values for the **Forecast % Code 0**, **Forecast % Code 1** and
    Forecast % Code 2 fields are *5*, *10* and *15*, respectively. Some users find that the
    lower percentages of *3*, *8* and *10* are best for certain items.

7. Enter a percentage for the **Safety % Code 0**, **Safety % Code 1**, and **Safety %**

Code 2 fields (3,n) to designate the percentage of an item's average lead time used to calculate its safety stock days.
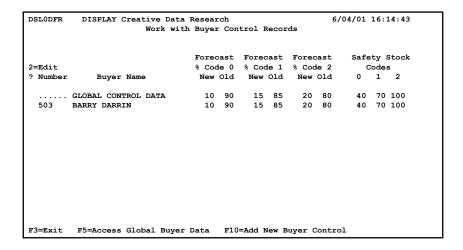
The higher the percentage used for these fields, the higher the level of protection will be provided to meet an unforeseen increase in demand for an item. For example, if the value of 40 percent is used for an item with an average lead time of five days, the safety stock days is 2; but if 70 percent is used, the safety stock days is 3.5.

By default, the value entered for the **Safety % Code 1** field is used for calculating the safety stock days for an item. Refer to Editing Item Movement for information about overriding the default value for a particular item by using the **Safety Stock Alpha Code /%** field of the Edit Item Movement File Details screen to designate the value entered for the **Safety % Code 0** field or the **Safety % Code 2** field.

8. Enter data for the following fields, as necessary:
   - **Annual Inv. Carrying Rate** (3,n) - the annual interest rate which the distributor pays to carry inventory.

   - **Number of Periods** (2,n) - This field's data is no longer required for using DAC directly, but could be used (with the IBM Query utility) to produce reports.

   - **Order Cost-Item** (4.2,n) - average cost of ordering products (used in the economic order quantity calculation).

   - **Order Cost-Vendor** (5.2,n) - This field's data is no longer required for using DAC directly, but could be used (with the IBM Query utility) to produce reports.

   - **Variance % Limit** (3,n) - the percentage used to limit the variance between the old forecast average (forecast demand from the previous week) and the new forecast average (forecast demand for the current week).

9. Press <Enter> when data entry is complete.

```
DSISE1R    ADD      Creative Data Research              6/04/01 16:14:09
                       Edit Buyer Control Record Details

           Buyer Number . :   503      Name BARRY DARRIN

                      Forecast % Code 0 . . . . .     10
                      Forecast % Code 1 . . . . .     15
                      Forecast % Code 2 . . . . .     20
                      Safety % Code 0 . . . . . .     40
                      Safety % Code 1 . . . . . .     70
                      Safety % Code 2 . . . . . .    100
                      Annual Inv. Carrying Rate .      3
                      Number of Periods . . . . .
                      Order Cost-Item . . . . . .    1.50
                      Order Cost-Vendor . . . . .   12.00
                      Variance % Limit  . . . . .     50




    F3=Exit   F11=Delete   F12=Key screen
                                                   CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Edit Buyer Control Record KEY SCREEN screen appears with the *Record added* message.

11. Continue adding buyer control records as previously described, or press <F3> to exit. The Work With Buyer Control Records screen appears.

```
DSL0DFR    DISPLAY Creative Data Research              6/04/01 16:14:43
                     Work with Buyer Control Records


                         Forecast  Forecast  Forecast    Safety Stock
2=Edit                   % Code 0  % Code 1  % Code 2       Codes
? Number     Buyer Name   New Old   New Old   New Old     0   1   2

    ...... GLOBAL CONTROL DATA    10  90    15  85    20  80    40  70 100
    503    BARRY DARRIN          10  90    15  85    20  80    40  70 100








F3=Exit    F5=Access Global Buyer Data    F10=Add New Buyer Control
```
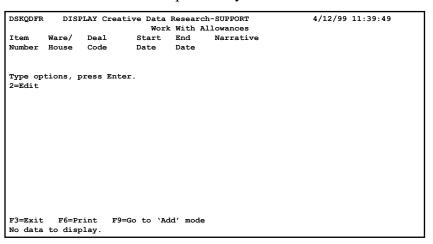
Working With Buying Allowances

The Work With Buying Allowances application is used to define deals (also referred to as purchasing allowances) offered to distributors by their vendors. The step-by-step instructions which follow describe how to enter buying allowance records, print a list of buying allowances and delete buying allowance records.

Current buying allowances are included when calculating suggested order quantities. Refer to the DAC Default System Options document for information about the **Days Look Ahead For Deals** field of the SYS008 system default option.

Adding Buying Allowance Records

1. Select option 5 (Work With Buying Allowances) from the Purchasing screen. The Work With Allowances screen appears with the *No data to display* message if no buying allowance records have been previously defined.

```
DSKQDFR     DISPLAY Creative Data Research-SUPPORT          4/12/99 11:39:49
                                Work With Allowances
Item     Ware/    Deal        Start    End       Narrative
Number   House    Code        Date     Date


Type options, press Enter.
2=Edit












F3=Exit    F6=Print    F9=Go to 'Add' mode
No data to display.
```

2. Press <F9> (Go to 'Add' mode). The Prompt For Key screen appears.

```
DSKSPVR     ENTER   Creative Data Research-SUPPORT          4/12/99 11:43:29
                                Prompt For Key

  Item Number......:
  Warehouse Code...: 1

  First Ship Date..:

  Deal Number......:             (optional)












F3=Exit    F4=Search
```

3. Enter the item number for the **Item Number** field (6,n), or press <F4> to select an item number from the Select Item by Description screen.
4. If necessary, enter a warehouse code for the **Warehouse Code** field (6,a).
5. Enter the date on which the buying allowance will begin for the **First Ship Date** field (6,n).

6. If desired, enter a number for the **Deal Number** field (8,n).
7. Press <Enter>. The Edit Purchase Allowance Master screen appears.

```
DSKNE1R     ADD       Creative Data Research-SUPPORT          4/12/99 12:57:50
                           Edit Purchase Allowance Master


Item Number: 780130  ADVIL TABLETS 24'S       02400  CT     Created:  4/12/99
Warehouse..: 1       MAIN WAREHOUSE                         Modified:
Deal Number:                                                By User:

First Ship Date:  5/01/99  Last Ship Date:          Last Order Date:

Narrative.....:

Allowance Type: Pcnt. Disc           Unit Restriction:   Standard Buy Unit

        Amount:              or      Percent:

 Minimum Type..:                Minimum Value:

 Maximum Buys Allowed.:          Total Buys Taken To Date:

 Amount To Date:                    Quantity To Date:

F3=Exit-NO UPDATE    F10=Update and Exit        Roll Keys Active for Type
```

8. Enter the date on which the buying allowance will end for the **Last Ship Date** (6,n) field.
9. Enter the last date on which an order can be placed to which the buying allowance will apply for the **Last Order Date** (6,n) field.
10. If desired, enter a description for the **Narrative** (35,a) field.
11. If necessary, press <Page Down> or <Page Up> to designate the buying allowance's type for the **Allowance Type** field. The valid types are *Pcnt. Disc* (percent discount), *Cents Off* (cents off) and *Fixed* (fixed price).
12. To apply the buying allowance to all the item's selling levels (units of measure), enter *A* for the **Unit Restriction** field (1,a). If the field is left blank, the buying allowance will apply to only the item's standard buying unit of measure as displayed for the **Buying U/M** field of the Edit Item screen.
13. If the allowance type is percent discount, enter the percentage which will be deducted from the item's net cost for the **Percent** (5.2,n) field.
14. If the allowance type is cents off, enter the amount which will be deducted from the item's net cost for the **Amount** (9.3,n) field.
15. If the allowance type is fixed price, enter the amount which will be used for the item's net cost for the **Amount** (9.3,n) field.
16. If the allowance is restricted, enter the value for the **Minimum Type** field (1,n) which corresponds to the restriction. Valid values are *0* or *1* (dollars), *2* (packing by case), *3* (weight by lbs.), *4* (cube size) and *5* (other). For example, if the vendor limits the buying allowance to the purchase of a minimum of 50 cases, *2* is entered for the **Minimum Type** field.
17. If a value was entered for the **Minimum Type** field, enter a corresponding amount for the **Minimum Value** (9.2,n) field. For example, if the vendor limits the buying allowance to the purchase of a minimum of 50 cases, *50* is entered for the **Minimum Value** field.
18. If the allowance is restricted by number of purchases, enter the maximum quantity which may be ordered from the vendor for the **Maximum Buys Allowed** (3,n) field.
19. Press <F10> (Update and Exit).

```
DSKNE1R    ADD     Creative Data Research-SUPPORT              4/12/99 14:39:57
                        Edit Purchase Allowance Master


Item Number: 780130  ADVIL TABLETS 24'S        02400  CT     Created:  4/12/99
Warehouse..: 1       MAIN WAREHOUSE                          Modified:
Deal Number:                                                 By User:

First Ship Date:  5/03/99  Last Ship Date:  52199   Last Order Date:  52199

Narrative.....: CENTS OFF (3 WEEKS)

Allowance Type: Fixed              Unit Restriction:   Standard Buy Unit

        Amount:     1.190      or     Percent:

 Minimum Type..: 2  Cases       Minimum Value:      10.00

 Maximum Buys Allowed.:  50     Total Buys Taken To Date:

 Amount To Date:                      Quantity To Date:

F3=Exit-NO UPDATE     F10=Update and Exit        Roll Keys Active for Type
```

20. Press <Enter> when prompted to confirm. The Prompt For Key screen appears.
21. Press <F3> to exit. The Work With Allowances screen appears.

```
DSKQDFR    DISPLAY Creative Data Research-SUPPORT             4/12/99 14:44:49
                        Work With Allowances
Item     Ware/  Deal      Start    End      Narrative
Number   House  Code      Date     Date


Type options, press Enter.
2=Edit

?  Item     Ware/   Deal      Start     End        Type
   Number House   Code      Date      Date                   Amount     Percent
   780130 1                 5/03/99  5/21/99  Fixed            1.190     .00
   ADVIL TABLETS 24'S       02400  CT    CENTS OFF (3 WEEKS)






F3=Exit    F6=Print    F9=Go to 'Add' mode
```

Printing Buying Allowances

The following instructions describe using the Work With Allowances application to print a list of buying allowances sorted by item number. Users can limit the list to a range of starting dates.

1. Select option 5 (Work With Buying Allowances) from the Purchasing screen. The Work With Allowances screen appears.

```
DSKQDFR    DISPLAY Creative Data Research-SUPPORT          4/12/99 15:43:24
                            Work With Allowances
Item      Ware/   Deal      Start    End        Narrative
Number    House   Code      Date     Date


Type options, press Enter.
2=Edit

?  Item    Ware/   Deal       Start    End       Type
   Number House    Code       Date     Date                   Amount    Percent
   161160 1                   4/01/99  7/31/99  Cents Off       1.500      .00
   RONSON BUTANE FUEL 1.3OZ 38G          CENTS OFF BUYING ALLOWANCE
   161250 1                   5/20/98  7/10/98  Cents Off        .840      .00
   RONSON LIGHTER FLUID 5 OZ
   161680 1                   5/20/98  7/10/98  Cents Off        .480      .00
   RONSON FLINTS PEG 24/5CT
   400580 1                   3/27/98  5/29/98  Cents Off       1.200      .00
   SUNFLOWER SR FLOUR 5 LB
   400590 1                   3/27/98  5/29/98  Cents Off       2.500      .00
   SUNFLOWER SR MEAL 5 LB                                                    +

F3=Exit    F6=Print    F9=Go to 'Add' mode
```
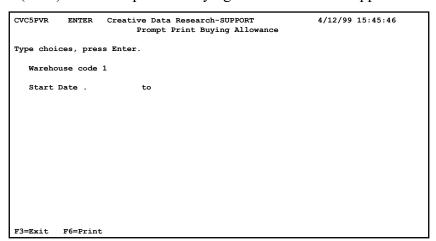
2. Press <F6> (Print). The Prompt Print Buying Allowance screen appears.

```
CVC5PVR    ENTER    Creative Data Research-SUPPORT          4/12/99 15:45:46
                         Prompt Print Buying Allowance

Type choices, press Enter.

   Warehouse code 1

   Start Date .           to












F3=Exit    F6=Print
```

3. If necessary, enter a warehouse code for the **Warehouse code** field (6,a).
4. Enter dates for the **Start Date to** fields (6,n) to specify the range of buying allowance starting dates to print.
5. Press <F6> (Print).

```
CVC5PVR     ENTER    Creative Data Research-SUPPORT              4/12/99 15:52:06
                          Prompt Print Buying Allowance

Type choices, press Enter.

   Warehouse code 1

   Start Date .   30198  to  53198












F3=Exit    F6=Print
                                                           CONFIRM: Y (Y/N)
```
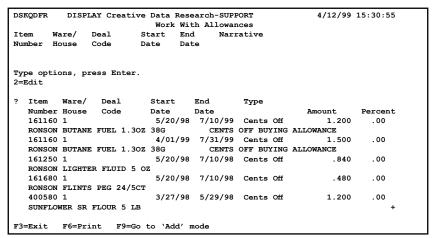
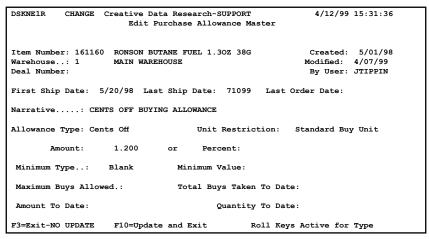6. Press <Enter> when prompted to confirm. The Work With Allowances screen
    appears.

Buying Allowances Report

```
Creative Data Research-SUPPORT        Print Buying Allowances        JTIPPIN    CVCVPFR    4/12/99 15:53:26 Page      1

    Item                Description              Start    End    Last    Deal              Amount  Percent
                                                 Date     Date  Ord Date Number
       161250 RONSON LIGHTER FLUID 5 OZ          5/20/98  7/10/98               3 $ OFF      .840
       161680 RONSON FLINTS PEG 24/5CT           5/20/98  7/10/98               3 $ OFF      .480
       400580 SUNFLOWER SR FLOUR 5 LB            3/27/98  5/29/98               3 $ OFF     1.200
       400590 SUNFLOWER SR MEAL 5 LB             3/27/98  5/29/98               3 $ OFF     2.500
       403780 ORTEGA TACO SHELLS 12CT            5/14/98  6/05/98               3 $ OFF     1.680
       404060 LIBBY CORNED BEEF 12 OZ            5/14/98  7/03/98               3 $ OFF     2.160
       404100 ARM POTTED MEAT 3 OZ               5/14/98  7/10/98               3 $ OFF     1.130
       404150 MORTON HOUSE BF/GRVY 12OZ          5/14/98  6/05/98               3 $ OFF     2.700
       404152 MORTON H. STK/GRAVY 12OZ           5/14/98  6/05/98               3 $ OFF     2.700
       404200 ARM VIENNA SAUSAGE 5 OZ            5/14/98  7/10/98               3 $ OFF     6.000
       404300 VIETTI PORK BBQ 10 OZ              5/14/98  9/18/98               3 $ OFF     3.500
       405180 L B BEEF STEW 8.5 OZ               5/14/98  7/10/98               3 $ OFF     1.560
       405182 L B CHILI W/BEANS 8.5 OZ           5/14/98  7/10/98               3 $ OFF     1.560
       405186 L B LASAGNA 8.5 OZ                 5/14/98  7/10/98               3 $ OFF     1.560
       405260 RAGU SPAG SAU/MUSH 28 OZ           5/14/98  6/26/98               3 $ OFF     2.400
       405280 RAGU SPAG SAU/MEAT 27 OZ           5/14/98  6/26/98               3 $ OFF     2.400
       405405 TREET LUNCH MEAT 12 OZ             5/14/98  7/10/98               3 $ OFF     9.640
       405610 SPREAD CHICKEN SALAD 7 OZ          5/14/98  7/03/98               3 $ OFF     2.340
       405750 VAN CAMP CHILI W/BN 15 OZ          3/27/98  6/05/98               3 $ OFF     1.440
       405790 VIETTI CHILI W/BN 15OZ             5/14/98  8/07/98               3 $ OFF     5.630
       405800 VIETTI HOT DOG CHILI 10OZ          5/14/98  9/18/98               3 $ OFF     1.680
       405810 VIETTI CHILI NO/BN 15 OZ           5/14/98  9/04/98               3 $ OFF     9.890
       408200 BUSH BAKED BEANS 16 OZ             5/14/98 10/02/98               3 $ OFF      .960
       408225 BUSH BAKED BNS 28 OZ               5/14/98 10/02/98               3 $ OFF      .960
       408300 BUSH BLACKEYE PEAS 16 OZ           5/14/98 10/02/98               3 $ OFF      .960
       408310 BUSH BABY BUTR BN 16 OZ            5/14/98 10/02/98               3 $ OFF      .480
       408400 BUSH CHILI HOT BEAN 15 OZ          5/14/98 10/02/98               3 $ OFF      .960
       408405 BUSH CHILI HOT BEAN 29 OZ          5/14/98 10/02/98               3 $ OFF      .480
       408500 BUSH CUT GR BEANS 15 OZ            5/14/98 10/02/98               3 $ OFF      .240

    Final totals

    ** END OF REPORT **
```

Deleting Buying Allowance Records

1. Select option 5 (Work With Buying Allowances) from the Purchasing screen. The Work With Allowances screen appears.

```
DSKQDFR    DISPLAY Creative Data Research-SUPPORT        4/12/99 15:30:55
                           Work With Allowances
Item     Ware/   Deal        Start    End        Narrative
Number   House   Code        Date     Date


Type options, press Enter.
2=Edit

?  Item    Ware/   Deal        Start    End        Type
   Number  House   Code        Date     Date                  Amount     Percent
   161160  1                   5/20/98  7/10/99  Cents Off      1.200       .00
   RONSON BUTANE FUEL 1.3OZ 38G          CENTS OFF BUYING ALLOWANCE
   161160  1                   4/01/99  7/31/99  Cents Off      1.500       .00
   RONSON BUTANE FUEL 1.3OZ 38G          CENTS OFF BUYING ALLOWANCE
   161250  1                   5/20/98  7/10/98  Cents Off       .840       .00
   RONSON LIGHTER FLUID 5 OZ
   161680  1                   5/20/98  7/10/98  Cents Off       .480       .00
   RONSON FLINTS PEG 24/5CT
   400580  1                   3/27/98  5/29/98  Cents Off      1.200       .00
   SUNFLOWER SR FLOUR 5 LB                                                    +

F3=Exit    F6=Print    F9=Go to 'Add' mode
```

2. Press <Page Down> to locate the desired record in the screen's list, and enter *2* (Edit) in the selection column next to the item number.
3. Press <Enter>. The Edit Purchase Allowance Master screen appears.

```
DSKNE1R    CHANGE  Creative Data Research-SUPPORT        4/12/99 15:31:36
                        Edit Purchase Allowance Master


Item Number: 161160   RONSON BUTANE FUEL 1.3OZ 38G        Created:  5/01/98
Warehouse..: 1        MAIN WAREHOUSE                      Modified: 4/07/99
Deal Number:                                              By User: JTIPPIN

First Ship Date:  5/20/98  Last Ship Date:  71099   Last Order Date:

Narrative.....: CENTS OFF BUYING ALLOWANCE

Allowance Type: Cents Off            Unit Restriction:   Standard Buy Unit

         Amount:     1.200      or     Percent:

 Minimum Type..:    Blank         Minimum Value:

 Maximum Buys Allowed.:            Total Buys Taken To Date:

 Amount To Date:                      Quantity To Date:

F3=Exit-NO UPDATE    F10=Update and Exit        Roll Keys Active for Type
```

4. Press <F11>, and <Enter> when prompted to confirm. The Work With Allowances screen appears.

```
DSKQDFR    DISPLAY Creative Data Research-SUPPORT        4/12/99 15:32:41
                           Work With Allowances
Item     Ware/   Deal        Start    End        Narrative
Number   House   Code        Date     Date


Type options, press Enter.
2=Edit

?  Item    Ware/   Deal        Start    End        Type
   Number  House   Code        Date     Date                  Amount     Percent
   161160  1                   4/01/99  7/31/99  Cents Off      1.500       .00
   RONSON BUTANE FUEL 1.3OZ 38G          CENTS OFF BUYING ALLOWANCE
   161250  1                   5/20/98  7/10/98  Cents Off       .840       .00
   RONSON LIGHTER FLUID 5 OZ
   161680  1                   5/20/98  7/10/98  Cents Off       .480       .00
   RONSON FLINTS PEG 24/5CT
   400580  1                   3/27/98  5/29/98  Cents Off      1.200       .00
   SUNFLOWER SR FLOUR 5 LB
   400590  1                   3/27/98  5/29/98  Cents Off      2.500       .00
   SUNFLOWER SR MEAL 5 LB                                                     +

F3=Exit    F6=Print    F9=Go to 'Add' mode
```

Printing Buyer Guides

The step-by-step instructions which follow describe using the Work With Vendors and Purchasing Reports applications to print buyer guides. Refer to the pages which follow the instructions for examples of the guides, and for information about using the **Buyer Guide "B" Version** field of the SYS008 default system option.

The suggested order quantities printed in the buyer guides are adjusted to meet vendor minimum purchase requirements if *YES* is entered for the **Bld to Vendor Minimum Ord** field of the SYS008 default system option. Refer to the DAC Default System Options document for additional information about the default system options.

A list of "Secondary Items" can be printed in a shortened version of the buyer guide, but only if *3* is entered for the **Buyer Guide "B" Version** field. Refer to Entering Alternate Vendor Information of the Item File Maintenance document for additional information about the **Alt. Vendor's Item #** and **Alt. Vendor Number** fields.

Refer to Adding Vendor Notes of the Vendors document for information about using the **Document Sort:** field to designate the order in which items are listed on a vendor's buyer guide.
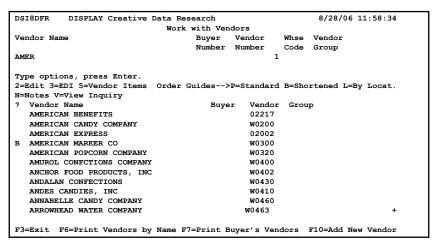
Note: The Resequence Purchasing Items application (option 7 of the Purchasing Reports screen) is used to change the print sequence of the items in the buyer guide and order prompting report, and the items displayed on the Work With Vendor Items screen. Caution: Resequencing is a time-consuming process, and it should be rarely used.

Using Work With Vendors To Print Buyer Guides

The Work With Vendors application is used to print a standard version and one of four shortened versions of the buyer guide for a particular vendor.

In order to print system-generated suggested order quantities in a shortened version of the buyer guide, the quantities must be generated before following the instructions below. Refer to Using The Vendor Items Screen (or Using The Work With Vendor Items Screen) for information about the use of <F5> (SOQ) to generate suggested order quantities.

1. Select option 2 (Work With Vendors) from the Purchasing menu screen. The Work With Vendors screen appears.

2. Locate the desired vendor, and in the selection column of the vendor, enter one of the following to designate which buyer guide version is printed:
   - *P* - standard version.
   - *B* - shortened version as designated by the value of the **Buyer Guide "B" Version** field of the SYS008 default system option.
   - *L* - shortened version listing the vendor's items in order by warehouse location.

```
DSI8DFR    DISPLAY Creative Data Research                8/28/06 11:58:34
                            Work with Vendors
Vendor Name                          Buyer    Vendor    Whse   Vendor
                                     Number   Number    Code   Group
AMER                                                  1

Type options, press Enter.
2=Edit 3=EDI 5=Vendor Items  Order Guides-->P=Standard B=Shortened L=By Locat.
N=Notes V=View Inquiry
?  Vendor Name                       Buyer    Vendor   Group
   AMERICAN BENEFITS                          02217
   AMERICAN CANDY COMPANY                     W0200
   AMERICAN EXPRESS                           02002
B  AMERICAN MARKER CO                         W0300
   AMERICAN POPCORN COMPANY                   W0320
   AMUROL CONFCTIONS COMPANY                  W0400
   ANCHOR FOOD PRODUCTS, INC                  W0402
   ANDALAN CONFECTIONS                        W0430
   ANDES CANDIES, INC                         W0410
   ANNABELLE CANDY COMPANY                    W0460
   ARROWHEAD WATER COMPANY                    W0463                    +

F3=Exit  F6=Print Vendors by Name F7=Print Buyer's Vendors  F10=Add New Vendor
```
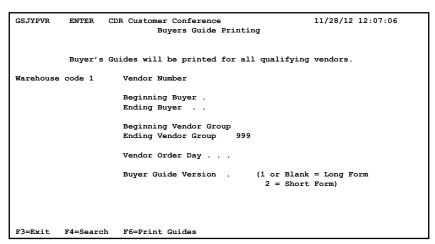
3. Press <Enter>.

Using Purchasing Reports To Print Buyer Guides

The Purchasing Reports application is used to print a standard version and four shortened versions of the buyer guide for individual or multiple buyers, and vendors. Refer to the Vendors document for information about vendor groups.

1. Select option 21 (Purchasing Reports) from the Purchasing screen. The Purchasing Reports screen appears.

2. Select option 3 (Print Buyer Guides) from the Purchasing Reports screen. The Buyers Guide Printing screen appears.

```
GSJYPVR     ENTER    CDR Customer Conference              11/28/12 12:07:06
                            Buyers Guide Printing


            Buyer's Guides will be printed for all qualifying vendors.

Warehouse code 1        Vendor Number

                        Beginning Buyer .
                        Ending Buyer  . .

                        Beginning Vendor Group
                        Ending Vendor Group    999

                        Vendor Order Day . . .

                        Buyer Guide Version  .    (1 or Blank = Long Form
                                                   2 = Short Form)



F3=Exit    F4=Search   F6=Print Guides
```

3. Enter a warehouse code for the **Warehouse code** field.

4. To print a buyer guide for a single vendor, enter the vendor's code for the **Vendor Number** field.

5. To print buyer guides for one or more buyers, enter buyer employee numbers for the **Beginning Buyer** and **Ending Buyer** fields, or press <F4> to select a number from the Select Employee Master screen.

6. To print buyer guides for multiple vendors, enter *999999* for the **Ending Buyer** field, and enter vendor group numbers for **Beginning Vendor Group** and **Ending Vendor Group** fields.

7. If desired, enter an order day (*1* for Monday, *2* for Tuesday, etc.) for the **Vendor Order Day** field.

8. Enter *1* (standard version) or *2* (short version) for the **Buyer Guide Version** field, and press <Enter>.

9. To limit the short version buyer guide to seasonal items, enter a season code for the **Restrict To Season** field, or press <F4> to select a code from the Select Season Week Range screen.

10. Press <F6> (Print Guides), and press <Enter> when prompted to confirm.

Buyer Guide - Standard (Long) Version

```
                                    NORMAL    THIS ORDER   1      PAGE  1   PGM:PWORKU
                                    - - - -   - - - - -           TODAYS DATE11/28/12
V BIC CORPORATION          C   O
E P.O. BOX 42000           O   N
N                          N   T   R ORDER CYCLE DAYS        2.0    B KIM TALLEY
D HARTFORD        CT       T   A   D                                U
O          6150-10000      A   C   E MINIMUM QTY- U/M      $         Y
R                          C   T   R BKTDISC QTY- U/M      $         E
                           T       D TARGET   QTY- U/M                  MAX. TARGET 9999999
  (   )                            A ACTUAL   QTY- U/M    10781 $
VENDOR NUMBER: BIC001    ASSOC. VENDOR:   ( )              T          ORDER DATE   __/__/__
                                   A INCREM FACTOR DAYS 1.0   1.0 $   DELY LEAD TIME ___ DAYS AVG
 ----- MESSAGE -----    ----- MESSAGE -----                          DELY DATE  __/__/__
G
R
O                                          000000000
U
P PHONE (          FAX (
```

OQ O/R	ITEM#CKDG UPC#	ITEM DESCRIPTION	UNIT PACK	NET COST	DEAL SRT	DEAL END	ALLOW$	ALLOW% LST SOLD MFR #	RTL PAK
DYS+/-	CASE TOTAL ROP	ROP LEAD T SAFSTK	SS O/R	FCST O/R FCST AVG	LAST FIVE PERIODS	ACTUAL DEMAND		BUY	LOST QTY
ROP	PACK AVAIL UNITS	DYS DYS DYS	DYS		(1) (2)	(3) (4) (5)		CODE	MTD/YTD
SUG OQ	ON ORD ON HND LINE P	MULT Q MIN Q EOQ	UNITS	DEMAND PTD	ITEM ORDER QUANTITY	EXTENSIONS	EXT.WGT UNT.WGT	S-CD	

```
                        BIC BLUE CHRYSTAL
002026-2                                   EA   1    1.040   3.7   8.0           11/21/12       CUBE:   1
     144   84                                       |___|         CS:                                   A        0
+159      92   1    2                          $:                      WGT:

902400-3 090283 BIC CLASSIC MED BLACK 2PK     EA   1    .430   1915.3  2018.0  2237.0  1025.0  1580.0  2236.0 CUBE:  1
     144   230936                                  |___|         CS:            11/22/12              A        0
+844      1230945  547   2                     $:          2528.9  3025.0  CS:         WGT:

802680-0 062112 BIC LIGHTER COMFORT LITE      EA   1    12.350  2528.9  3025.0  2900.0  1750.0  1680.0  3025.0 CUBE:  1
     144   485                                     |___|         CS:            11/28/12              A        0
*  1      493   723   2                      30.0  $:     3556.80  CS:                  WGT:

802662-4 060301 BIC LIGHTER MINI CLASSIC 3PK  PK   3    1.480   2515.3  2685.0  3103.0  1160.0  1680.0  3243.0 CUBE:  1
     12    365                                     |___|         CS:            11/28/12              A        0
* 1       369   719   2                       2.0  $:  532.80    CS:                    WGT:

902026-5 091354 BIC RED CHRYSTAL              EA   1    1.020   4894.5  5887.0  4972.0  1356.0  4972.0  5876.0 CUBE:  1
     144   776                                     |___|         CS:            11/28/12              A        0
* 1       783   1398  2                        2.0  $:  734.40   CS:                    WGT:

902663-0        ZIPPO BLACK MATT              EA   1    14.820  2805.8  3522.0  2998.0  1032.0  2236.0  3514.0 CUBE:  1
     6     401                                     |___|         CS:            11/28/12              A        0
* 67      399   802   2                       14.0  $:  5957.64  CS:                    WGT:
```

```
TOTALS FOR VENDOR BIC001: ITEMS LISTED:   6 ITEMS ORDERED:   4   $: 10781.64   CS:   104   WGT:           CUBE:

LOST SALES $ MTD:          LOST SALES $ YTD:
```

Buyer Guide - Shortened Version

(Printed if the value of the **Buyer Guide "B" Version** field of the SYS008 default system option is *1*)

```
CDR Customer Conference      Order Guide         JEANNINE  BSZPPFR   11/28/12 16:19:07 Page   1

                 Vendor No. BIC001

V  BIC CORPORATION          C                         Buyer KIMCC   G
E  P.O. BOX 42000           O                         Whs.  1       R
N                           N                                       O
D                           T    P.O. DATE    SHIP DATE            U
O  HARTFORD          CT 61501 -   A    P.O. #                      P   Phone:          Fax:     000000000
R         Fax               C    CANCELLATION DATE
                                 Our Customer No.
                                 Ave.Lead Time    :
                                 Vendor Order Cycle
                                 Assoc. Vendor    :
                            T Terms 020 2% 10 NET 30    MIN. Blank
```

Vendor BIC001

					(--QTY ON HAND--)				STATUS
ORDER ITEM DESCRIPTION	RET. PACK_UNIT MSRP	MANUFACTURER BOX CASE	WEIGHT BASE_COST NET_COST	ALLCAT ON-ORD FULL	EACH	AVLQTY	LOCAT	SELL/BUY	

```
        2026 BIC BLUE CHRYSTAL                    EA    1.89                    1  144       1.040   1.040     8.0    0    92.0        84.0    HI    A
AVE.     WKS CURR                (3)       (2)          (4)     (5)             (6)          (7)     (8)      (9)   (10)   (11)                      A
Lost Sales $ MTD/YTD ->                            MTD Lost Qty Each/STD Sell         YTD Lost Qty Each/STD Sell

      902400 BIC CLASSIC MED BLACK 2PK             EA     .99                   1  144        .440    .430     9.0    0   230945.0   230936.0  1999  A
AVE.     WKS CURR                (3)       (2)          (4)     (5)             (6)          (7)     (8)      (9)   (10)   (11)                   HI  A
Lost Sales $ MTD/YTD ->                            MTD Lost Qty Each/STD Sell         YTD Lost Qty Each/STD Sell

      802680 BIC LIGHTER COMFORT LITE              EA   17.99                   1  144      12.600  12.350     8.0    0   493.0       485.0     1900  A
AVE.     WKS CURR                (3)       (2)          (4)     (5)             (6)          (7)     (8)      (9)   (10)   (11)                   HI  A
Lost Sales $ MTD/YTD ->                            MTD Lost Qty Each/STD Sell         YTD Lost Qty Each/STD Sell

      802662 BIC LIGHTER MINI CLASSIC 3PK          PK    2.80                   3   12       1.520   1.480     4.0    0   369.0       365.0     1017  A
AVE.     WKS CURR                (3)       (2)          (4)     (5)             (6)          (7)     (8)      (9)   (10)   (11)                   HI  A
Lost Sales $ MTD/YTD ->                            MTD Lost Qty Each/STD Sell         YTD Lost Qty Each/STD Sell

      902026 BIC RED CHRYSTAL                      EA    1.89                   1  144       1.040   1.020     7.0    0   783.0       776.0     1998  A
AVE.     WKS CURR                (3)       (2)          (4)     (5)             (6)          (7)     (8)      (9)   (10)   (11)                   HI  A
Lost Sales $ MTD/YTD ->                            MTD Lost Qty Each/STD Sell         YTD Lost Qty Each/STD Sell

      902663 ZIPPO BLACK MATT                      EA   22.80                   1    6      15.120  14.820    10.0   12   399.0       389.0     1901  A
AVE.     WKS CURR                (3)       (2)          (4)     (5)             (6)          (7)     (8)      (9)   (10)   (11)                   HI  A
Lost Sales $ MTD/YTD ->                            MTD Lost Qty Each/STD Sell         YTD Lost Qty Each/STD Sell
```

Vendor BIC001 Total Items   6 Total Onhand 233081.0

** END OF REPORT **

Buyer Guide - Shortened Version

(Printed if the value of the **Buyer Guide "B" Version** field of the SYS008 default system option is 2)

```
CDR Customer Conference        Order Guide            JEANNINE  BSZPPFR   11/28/12 16:19:39  Page  1
                               Vendor No. BIC001
```

```
V  BIC CORPORATION        C                P.O. #                        Buyer KIMCC      G          000000000
E  P.O. BOX 42000         O                CANCELLATION DATE  P.O. DATE   Whs.  1          R
N                         N                                                               O
D                         T                                   SHIP DATE                   U
O  HARTFORD        Fax    A   CT 61501 -   Our Customer No.                        P Phone:       Fax:
R                         C                Vendor Order Cycle   Ave.Lead Time :
                          T Terms 020 2% 10 NET 30             Assoc. Vendor :
                                                                        MIN. Blank
```

Vendor BIC001

Sugg Qty	Item	Description	MFG Number	CS Pk	Days OH	Days AVL	Qty OH	Qty AVL	On Order	Avg Weekly	Wks OH	Week 1	Week 2	Week 3	Wk1 $	Wk2 $	Net Cost	Ext.	Net	Last-Receive	Location	YTD
	2026	BIC BLUE CHRYSTAL		144	402	402	92.0	84.0		1.6	57.5	8.0					$ 1.040	95.68	1	9/12/12		484
	902400	BIC CLASSIC MED BLACK 2PK		144	889	889	230945.0	30936.0		1819.2	126.9	2018.0	2237.0	1025.0	1580.0	2236.0	.430	99306.35	200	5/11/11	1999	99644
2	802680	BIC LIGHTER COMFORT LITE		144	1	1	493.0	485.0		2320.0	.2	3025.0	2900.0	900.0	1750.0	3025.0	12.350	6088.55	3	11/28/12	1900	136017
30	802662	BIC LIGHTER MINI CLASSIC 3PK		12	1	1	369.0	365.0		2374.2	.2	2685.0	3103.0	1160.0	1680.0	3243.0	1.480	546.12	30	11/28/12	1017	137785
5	902026	BIC RED CHRYSTAL		144	1	1	783.0	776.0		4612.6	.1	5887.0	4972.0	1356.0	4972.0	5876.0	1.020	798.66	5	11/28/12	1998	267158
67	902663	ZIPPO BLACK MATT		6	1	1	399.0	389.0	12	2660.4	.1	3522.0	2998.0	1032.0	2236.0	3514.0	14.820	5913.18	67	11/28/12	1901	142563

Final totals

** END OF REPORT **

Buyer Guide - Shortened Version

(Printed if the value of the **Buyer Guide "B" Version** field of the SYS008 default system option is 3)

```
CDR Customer Conference     Order Guide          JEANNINE  BSZPPFR   11/28/12 16:19:59 Page  1
                         Vendor No. BIC001
V BIC CORPORATION      C              P.O. #                          Buyer KIMCC      G
E P.O. BOX 42000       O              P.O. DATE                       Whs. 1           R
N                      N              CANCELLATION DATE   SHIP DATE                     O
D             000000000 T             Our Customer No.                                 U
O HARTFORD             A              Vendor Order Cycle   Ave.Lead Time :  P Phone:        Fax:
R      Fax             C              Assoc. Vendor :
                       T Terms 020 2% 10 NET 30             MIN. Blank
```

Vendor BIC001

Sugg Qty	Item	Description	MFG Number	CS Pk	OH	AVL	On Hand	On Order	Avg Weekly	Week 1	Week 2	Week 3	Net Cost	Ext. Net	Last-Receive	Location	YTD
	2026	BIC BLUE CHRYSTAL	Rf#	144	402	402	92.0		1.6	8.0			$ 1.040	1	9/12/12		484
					Wks OH 57.5				Curr Week								TI HI
	902400	BIC CLASSIC MED BLACK 2PK	Rf#	144	889	889	230945.0		1819.2	2018.0	2237.0	1025.0	$1580.0 2236.0 / $ .430	200	5/11/11	1999	99644
					Wks OH 126.9				Curr Week								
2	802680	BIC LIGHTER COMFORT LITE	Rf#	144	1	1	493.0		2320.0	3025.0	2900.0	900.0	$1750.0 3025.0 / $ 12.350	3	11/28/12	1900	136017
					Wks OH .2				Curr Week				$ 3556.80				
30	802662	BIC LIGHTER MINI CLASSIC 3PK	Rf#	12	1	1	369.0		2374.2	2685.0	3103.0	1160.0	$1680.0 3243.0 / $ 1.480	30	11/28/12	1017	137785
					Wks OH .1				Curr Week				532.80				
5	902026	BIC RED CHRYSTAL	Rf#	144	1	1	783.0		4612.6	5887.0	4972.0	1356.0	$4972.0 5876.0 / $ 1.020	5	11/28/12	1998	267158
					Wks OH .1				Curr Week				734.40				
67	902663	ZIPPO BLACK MATT	Rf#	6	1	1	399.0	12	2660.4	3522.0	2998.0	1032.0	$2236.0 3514.0 / $ 14.820	67	11/28/12	1901	142563
					Wks OH .1				Curr Week				5957.64				

```
Final totals   Total Units  104   Total Weight          Total $  10781.64

** END OF REPORT **
```

Buyer Guide - Shortened Version

(Printed if the value of the **Buyer Guide "B" Version** field of the SYS008 default system option is *4*)

```
CDR Customer Conference                        JEANNINE   BS2PPFR    11/28/12 16:20:17 Page   1

V  BIC CORPORATION        Vendor No.  BIC001    C                                Buyer KIMCC  G
E  P.O. BOX 42000                               O            P.O. DATE           Whs.  1      R
N                                               N     CANCELLATION DATE    SHIP DATE           O
D                                               T                                              U                    000000000
O  HARTFORD         Fax        CT 61501  -      A     Our Customer No.                         P  Phone:      Fax:
R  R                                            C     Vendor Order Cycle   Ave.Lead Time  :
                                                T Terms 020 2% 10 NET 30   Assoc. Vendor  :
                                                                          MIN. Blank

Vendor BIC001                                                                             (--QTY ON HAND--)                    STATUS
 ORDER_ITEM            DESCRIPTION     RET._PACK_UNIT_MSRP_MANUFACTURER  BOX  CASE  WEIGHT_BASE_COST_NET_COST  ALLCAT_ON-ORD_FULL_EACH  AVLQTY  LOCAT  SELL/BUY

    2026 BIC BLUE CHRYSTAL                        EA   1.89               1   144          1.040    1.040     8.0     0    92.0   84.0           A
     WKS CURR           (2)   (3)                (4)   (5)              (6)          (7)    (8)      (8)       HI   Seq. #                        A
Avg  Transfers -> (1)      0      0             0   0                  0          0        (7)      (8)       TI        0   Ave. Weekly Transfer
Lost Sales $ MTD/YTD ->         /               MTD Lost Qty Each/STD Sell        YTD Lost Qty Each/STD Sell        /

    902400 BIC CLASSIC MED BLACK 2PK             EA    .99               1   144          .440     .430      9.0     0 230945.0 230936.0  1999    A
     WKS CURR           (2)   (3)                (4)   (5)              (6)          (7)    (8)      (8)       HI   Seq. # 000040                   A
Avg  Transfers -> (1)      0      0             0   0                  0          0        (7)      (8)       TI        0   Ave. Weekly Transfer
Lost Sales $ MTD/YTD ->         /               MTD Lost Qty Each/STD Sell        YTD Lost Qty Each/STD Sell        /

    802680 BIC LIGHTER COMFORT LITE              EA  17.99               1   144          12.600   12.350    8.0     0   493.0  485.0    1900    A
     WKS CURR           (2)   (3)                (4)   (5)              (6)          (7)    (8)      (8)       HI   Seq. # 000050                   A
Avg  Transfers -> (1)      0      0             0   0                  0          0        (7)      (8)       TI        0   Ave. Weekly Transfer
Lost Sales $ MTD/YTD ->         /               MTD Lost Qty Each/STD Sell        YTD Lost Qty Each/STD Sell        /

    802662 BIC LIGHTER MINI CLASSIC 3PK          PK   2.80               3   12           1.520    1.480     4.0     0   369.0  365.0    1017    A
     WKS CURR           (2)   (3)                (4)   (5)              (6)          (7)    (8)      (8)       HI   Seq. # 000060                   A
Avg  Transfers -> (1)      0      0             0   0                  0          0        (7)      (8)       TI        0   Ave. Weekly Transfer
Lost Sales $ MTD/YTD ->         /               MTD Lost Qty Each/STD Sell        YTD Lost Qty Each/STD Sell        /

    902026 BIC RED CHRYSTAL                      EA   1.89               1   144          1.040    1.020     7.0     0   783.0  776.0    1998    A
     WKS CURR           (2)   (3)                (4)   (5)              (6)          (7)    (8)      (8)       HI   Seq. # 000070                   A
Avg  Transfers -> (1)      0      0             0   0                  0          0        (7)      (8)       TI        0   Ave. Weekly Transfer
Lost Sales $ MTD/YTD ->         /               MTD Lost Qty Each/STD Sell        YTD Lost Qty Each/STD Sell        /

    902663 ZIPPO BLACK MATT                      EA  22.80               1   6            15.120   14.820    10.0    12  399.0  389.0    1901    A
     WKS CURR           (2)   (3)                (4)   (5)              (6)          (7)    (8)      (8)       HI   Seq. # 000410                   A
Avg  Transfers -> (1)      0      0             0   0                  0          0        (7)      (8)       TI        0   Ave. Weekly Transfer
Lost Sales $ MTD/YTD ->         /               MTD Lost Qty Each/STD Sell        YTD Lost Qty Each/STD Sell        /

Vendor BIC001    Total Items    6   Total Onhand   233081.0

** END OF REPORT **
```

Buyer Guide (Standard) Data

Heading Data:

- Order Cycle Days (Normal) - the number of days which elapse before an order is placed with this vendor.
- Order Cycle Days (This Order) - the number of order cycle days actually used for calculating the order.
- Minimum Qty-U/M (Normal) - the minimum purchasing quantity and type required by this vendor.
- Bktdisc Qty-U/M - the minimum purchasing quantity of bracket discount units and type required by the vendor.
- Target Qty-U/M (This Order) - the minimum purchasing quantity and type entered by the user for this order.
- Actual Qty-U/M (This Order) - the total purchase quantity and type actually used for calculating the order.

Line 1 of Item Order Data:

- An asterisk (*) at the beginning of line 1 indicates a suggested quantity is calculated for the item.
- OQ   O/R - order quantity override.

Line 2 of Item Order Data:

- An asterisk (*) at the beginning of line 2 indicates a suggested quantity is calculated for the item.
- Days plus or minus reorder point *(Dys+/- ROP)* - the number of days until or since the item's available stock reached the level of the reorder point units.
- Total Avail - total quantity of items which is currently on hand and on order, but is not allocated to fill current orders.
- ROP Units - reorder point units.
- ROP Dys - reorder point days.
- Lead T Dys - lead time days.
- Safstk Dys - safety stock days.
- SS O/R Dys - Safety stock override days.
- Fcst O/R - forecast override.
- Fcst Avg - forecast average.
- Buy Code - displays the value of the **Forecast Alpha Code** field of the Edit Item Movement File Details screen.

Line 3 of Item Order Data:

- An asterisk (*) at the beginning of line 3 indicates a suggested quantity is calculated for the item.
- Sug OQ - suggested order quantity calculated by the Purchasing system. If necessary, this quantity is rounded up to meet a required minimum quantity or buying multiple.

- On Ord - quantity on order.
- On Hnd - quantity on hand.
- Line P Units - line point units.
- LP Dys - line point days.
- Mult Q Units - the multiple amount by which this item must be ordered.
- Min Q Units - the minimum quantity of this item that the vendor will ship.
- EOQ Units - result of the economic order quantity calculation.
- Demand PTD - demand for the item to date for the current period. Refer to the DAC Default System Options document for information about the **Post demand or sales** field of the SYS008 default system option.
- Sell Code - Item status (active, inactive, etc.) as specified in user's Item Master File.

Note: If order build-up is requested, the order cycle calculated for this order will be used in place of vendor order cycle.

Setup To Use Wide Screens

The following instructions describe the setup which enables the use of the wide screen versions of Purchasing system screens.

1. Confirm that you have only one DAC session is started.

2. Select Communication in the menu bar at the top of the session screen, and select Configure in the drop-down. The Configure PC5250 screen appears.

3. Select 27x132 in the **Size** drop-down box of the Type of emulation frame as illustrated above, and click the **OK** button. The PC5250 screen appears.

4. Click the **OK** button when the *PCSCC041 - Because you have changed the configuration....* message appears. The DAC session ended.

5. After starting a new DAC session, select File in the menu bar at the top of the session screen, and select Save in the drop-down box.

6. From the Main Operations Menu, select 1 (File Maintenance Menu), select 4 (System Options Maintenance), and select 7 (Work With User Options).

7. Locate the user, and enter *2* (Edit) next to the user's description, and press <Enter>.

```
BSFQE3R    CHANGE  Creative Data Research, Inc.-SUP        12/29/14  9:17:05
                         Edit User Options Page 1

User JEANNINE    Jeannine Pender_____   Remote System Name _____

Employee: JP____ JEANNINE PENDER                   Send Order Ack? _____  (*YES)
Widescreen?     _

: O r d e r    E n t r y    S e s s i o n    O p t i o n s :

   General:
Auto print invoice? . .  _ (Y/N)  Auto print pick?  . . . . . . . .  _ (Y/N)
A/R Verification? . . .  _ (Y/N)  Enable Auto-Print Spc. Billing Chg? N (Y/N)

   Header:
Lock Invoice Type?  .    _ (Y/N)
Default Invoice Type    I (C,I,P)
Default Warehouse . .    1_____    MAIN WAREHOUSE
Default Terms Code  .


F3=Exit   F11=Delete
```

8. Enter *Y* for the **Widescreen?** field, press <Enter>, and press <Enter> when prompted to confirm.

9. Press <F3> to exit.

Working With Purchase Orders

The Work With Purchase Orders application (option 1 of the Purchasing screen) is primarily used to print, edit, receive and backorder purchase orders.

```
User: JEANNINE                    Menu: PUCV1                    Date:  8/06/12

    =======================> P U R C H A S I N G <=========================
    ======================================================================
    !!!!!!!!!    1. Work With Purchase Orders      12. Import Costs
    THE    !!    2. Work With Vendors
    DAC    !!    3. Work With Items
    SYSTEM !!    4. Work With Buyer Control File
    !!!!!!!!!    5. Work With Buying Allowances
                 6. Work With Dock Receiving
                 7. Work With A/P Transfers
                 8. Work With RF Receiving
                 9. Work With Buyer Messages
                10. Vendor Receivables
                11. Work With Vendor Groups
                        M E N U   C A L L S
    19. Truck Scheduling     20. A/P Menu           21. Purchasing Reports
    22. Inventory Menu       23. Dac Main Menu       90. Sign Off
    ======================================================================
    COPYRIGHT @1992-2007@ Creative Data Research, Inc.

    ==>
```

After selecting option 1, the Work With Purchase Orders screen appears.

```
BSDSDFR      DISPLAY Creative Data Research-SUPPORT              4/16/99 11:02:38
                          Work With Purchase Orders
 Status            Vendor  Buyer    Warehouse P.O. Number
        *ALL*

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?      Status Vendor         Name                        Expected   P/O #  BO
   O Open     FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT  4/16/99      75
   E Entry    FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT               80
   T Transfe  SMI100 SMITH KLINE BEECHAM                              181
   R Receive  SMI100 SMITH KLINE BEECHAM                              183
   R Receive  SAM100 SAM'S WHOLESALE                                  205
   T Transfe  SMI100 SMITH KLINE BEECHAM                              263
   T Transfe  KAF100 K.A. FISHER CO.                                  264
   R Receive  STA130 STANBACK COMPANY                                 265
   R Receive  BAY100 BAYER CORPORATION                                266
   T Transfe  BLO100 BLOCK DRUG COMPANY                               267
   P Partial  LIL200 LIL AUTO STORE                        6/09/98    268   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

The status of a purchase order is assigned by DAC as follows:

- Entry (*E*) - an order was entered, but not yet printed. It can be edited and printed.
- Open (*O*) - an entry order was printed, or a partial order was backordered. It can be edited (see note below) and reprinted, and received. A *B* appears for the **BO** field of a backorder on the Work With Purchase Orders screen.
- Cancel (*C*) - an entry order or open order was cancelled, a cancelled purchase order report was printed, and the the cancelled order no longer appears on the Work With Purchase Orders screen.
- Partial (*P*) - part of an open order was received. It can be edited (see note below) and reprinted, received, or backordered. If the partial order is backordered, its status changes to received, and the new backorder's status is open.
- Received (*R*) - all of an open order or the remainder of a partial order was received. It can be purged or marked payable to transfer to Accounts Payable.

- Payable (*A*) - the vendor's invoice data for a received order was entered. It can be purged or transferred to Accounts Payable.
- Transferred (*T*) - a payable order has been transferred to accounts payable. It can be purged.

Note: If changes are made to a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted.

Refer to the DAC Default System Options document for information about the **Status to Purge POs** and **No. Days After Purge Status** fields of the SYS008 default system option.

When working with the Work With Purchase Orders screen, the **Status** restrictor field at the top of the screen can be used to limit the list of purchase orders to include only those with a particular status. For example, to backorder purchase orders, *P* for partial can be entered and the list is redisplayed with only orders that have been partially received. Refer to Using The Work With Purchase Orders Screen and Using Work With Dock Receiving To Create Back Orders for additional information.

```
BSDSDFR     DISPLAY Creative Data Research-SUPPORT           4/20/99  8:24:06
                      Work With Purchase Orders
 Status            Vendor  Buyer    Warehouse P.O. Number  EDI Status
      P  Partial

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status  Vendor          Name                      Expected   P/O #  BO
      P Partial LIL200 LIL AUTO STORE                    6/09/98      268
      P Partial FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT 4/13/98    3800
      P Partial HOU100 RED LION INTERNATIONAL             5/27/98     3879
      P Partial KAF100 K.A. FISHER CO.                    4/22/99     3920
      P Partial RJR100 R J REYNOLDS TOBACCO CO            5/22/98     5564
      P Partial M&N100 J. C. NEWMAN CIGAR COMPANY         5/22/98     5708
      P Partial PIN100 THE PINKERTON TOBACCO CO           5/29/98     5726




 F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

When working with the Work With Purchase Orders screen, the following values may appear or be highlighted (see examples below):

- An *E* displayed to the left of the status of a purchase order (see **P/O # *3964*** below) indicates that it is marked for transmission to the vendor using EDI. Refer to the EDI document for additional information.

```
BSDSDFR     DISPLAY Creative Data Research                    6/04/01 10:54:55
                        Work With Purchase Orders
 Status           Vendor  Buyer   Warehouse P.O. Number  EDI Status
        *ALL*                               3964


Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

 ?      Status  Vendor          Name                  Expected   P/O #  BO
   E O  Open    GMI100 GENERAL MILLS INC               6/28/01 S  3964
     E  Entry   GMI100 GENERAL MILLS INC                          3965
     O  Open    PHI100 PHILIP MORRIS INC              5/21/01    3966
     E  Entry   PHI100 PHILIP MORRIS INC                          3967
     R  Receive RJR100 R J REYNOLDS TOBACCO CO                    3968 B
     R  Receive RJR100 R J REYNOLDS TOBACCO CO                    3969
   S R  Receive CON100 CONSOLIDATED CIGAR CORP                    3970
     R  Receive RJR100 R J REYNOLDS TOBACCO CO                    3971
     R  Receive RJR100 R J REYNOLDS TOBACCO CO                    3972
     R  Receive RJR100 R J REYNOLDS TOBACCO CO                    3973
     R  Receive RJR100 R J REYNOLDS TOBACCO CO                    3974   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```
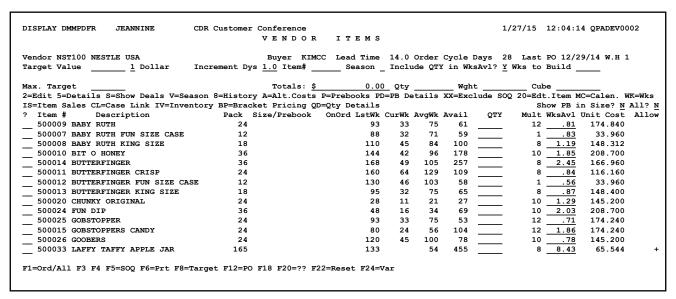
- An *S* displayed to the left of the status of a purchase order (see **P/O # *3970***
  above) indicates that it was transmitted to the vendor using EDI. Refer to the
  EDI document for additional information.

- Expected date is highlighted if a purchase order (see **P/O # *3966*** above) is past
  due.

- An *S* displayed to the right of the expected date (see **P/O # *3964*** above)
  indicates that the Trucking Schedule application was used to scheduled the
  order's delivery. Refer to Working With Truck Scheduling of the Warehousing
  document for additional information.

- A *B* is displayed for the **BO** field when a purchase order is created with the
  unreceived items of a partial order. Refer to Using The Work With Purchase
  Orders Screen and Using Work With Dock Receiving To Create Back Orders for
  additional information.

Using The Vendor Items Screen

Vendor items are primarily used to create purchase orders based on system-generated suggested order quantities. These orders may also be based on the minimum purchase requirements of a vendor, or other criteria designated by the buyer.

Refer to the Item File Maintenance document for information about the **Vendor** field which designates that an item appears as a vendor's item for ordering. Refer to the Vendors document for additional information about vendor records.

Vendor items are displayed in either the Vendor Items (wide) screen illustrated below, or the Work With Vendor Items screen described in Using The Work With Vendor Items Screen. If necessary, refer to Setup To Use Wide Screens above.

```
DISPLAY DMMPDFR     JEANNINE        CDR Customer Conference                            1/27/15  12:04:14 QPADEV0002
                                      V E N D O R    I T E M S

Vendor NST100 NESTLE USA                      Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value  _____ 1 Dollar      Increment Dys 1.0 Item# _____  Season _  Include QTY in WksAvl? Y Wks to Build _____

Max. Target   _____                      Totals: $_____0.00_ Qty _____ Wght _____ Cube _____
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                       Show PB in Size? N All? N
? Item #      Description          Pack  Size/Prebook   OnOrd LstWk CurWk AvgWk Avail    QTY   Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH                  24                   93    33    75    61   _____    12   .81   174.840
__ 500007 BABY RUTH FUN SIZE CASE    12                   88    32    71    59   _____     1   .83    33.960
__ 500008 BABY RUTH KING SIZE        18                  110    45    84   100   _____     8  1.19   148.312
__ 500010 BIT O HONEY                36                  144    42    96   178   _____    10  1.85   208.700
__ 500014 BUTTERFINGER               36                  168    49   105   257   _____     8  2.45   166.960
__ 500011 BUTTERFINGER CRISP         24                  160    64   129   109   _____     8   .84   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE 12                  130    46   103    58   _____     1   .56    33.960
__ 500013 BUTTERFINGER KING SIZE     18                   95    32    75    65   _____     8   .87   148.400
__ 500020 CHUNKY ORIGINAL            24                   28    11    21    27   _____    10  1.29   145.200
__ 500024 FUN DIP                    36                   48    16    34    69   _____    10  2.03   208.700
__ 500025 GOBSTOPPER                 24                   93    33    75    53   _____    12   .71   174.240
__ 500015 GOBSTOPPERS CANDY          24                   80    24    56   104   _____    12  1.86   174.240
__ 500026 GOOBERS                    24                  120    45   100    78   _____    10   .78   145.200
__ 500033 LAFFY TAFFY APPLE JAR     165                  133          54   455   _____     8  8.43    65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

Vendor-related data is displayed for the following fields at the top of the Vendor Items screen:

- **Vendor** - vendor code and description.
- **Buyer** - employee code of the buyer who handles purchases from the vendor.
- **Lead Time** - average number of days for items to arrive from this vendor. Its value defaults from the **Avg. Lead Time** field of the vendor's record. Refer to the Vendors document for additional information.
- **Order Cycle Days** - number of days which elapse before an order is placed with this vendor. Its value defaults from the **Order Cycle** field of the vendor's record. Refer to the Vendors document for additional information.
- **Last PO** - date that the vendor's last printed purchase order was entered.
- **W.H** - warehouse code which defaults from the user option record of the user.

The following fields at the top of the Vendor Items screen can be used during the process of creating a purchase order:

- Optional: **Target Value** - designates the minimum purchasing quantity and unit type. Its values default from the **Minimum Qty Unit** and **Minimum Qty Unit** fields of the vendor's record, but can be changed as described in the instructions below.
- Optional: **Max. Target** - the maximum purchasing quantity per the unit displayed for the **Target Value** field above.
- **Increment Dys** - the number by which the value of the **Order Cycle Days** field is incrementally increased to produce an order which meets the vendor requirements. Its default value is *1.0*. but can be changed as described in the instructions below.
- Optional: **Item#** - used to add an item of another vendor to a suggested order, or locate and limit the screen's list to a single item. Both are done by entering the item's number and pressing <Enter>, or using <F4> (with the cursor in the **Item#** field) to select it from the Select Item By Description screen. The **Item#** field must be cleared to redisplay all the vendor's items.
- Optional: **Season** - used to locate and limit the screen's list to items sold within a designated season by entering a season code and pressing <Enter>, or using <F4> (with the cursor in the **Season** field) to select it from the Select Season Week Range screen. The **Season** field must be cleared to redisplay all the vendor's items.
- **Include QTY in WksAvl?** - designates that the value of the **QTY** field (as described in the instructions below) is included in the calculation of the **WksAvl** field's value (as described below) when *Y* is entered.
- Optional: **Wks to Build** - the number of weeks for which an item's demand is met when the system calculates the suggested order quantities.
- **Show PB in Size?** - designates if the value displayed in the **Size/Prebook** field will be retail pack size (*N*) or quantity pending for pre-book orders (*Y*).
- **All?** - designates if *Each* items and items with a discontinued buying status appear on the screen's list (*Y*).

As the fields of the Vendor Items screen are used, the "running total" of the following fields are updated at the top of the screen:

- **Totals: $** - total amount of the purchase order
- **Qty** - total order quantity of the PO.
- **Weight** - total weight of the purchase order's items.
- **Cube** - total cubic measurement of the order's items.

When working with the Vendor Items screen above, data is displayed for each vendor item in the following fields:

- **Item #** - the number of the vendor's item. If the number is highlighted in white, the item's season for selling is approaching.

- **Description** - the description of the vendor's item. If the description is highlighted in green, a buying allowance or purchasing (type 2) vendor deal exists for the item.
- **Pack** - the quantity muliplier of the selling unit of measure. If the quantity is highlighted in red, the item is another vendor's which was added to the suggested order by the buyer.
- **Size/Prebook** - the retail pack description of the vendor's item is displayed by default. If the description appears in pink, the item's sequence number is manually entered. If *Y* is entered for **Show PB in Size?** field, the quantity pending for pre-book orders is displayed with *PB*.
- **OnOrd** - quantity of the item currently on order. If the quantity is highlighted in yellow, the item has an inactive buying status.
- **LstWk** - the item's demand for last week.
- **CurWk** - demand for item to date for the current week.
- **AvgWk** - average of the item's demand for the previous 8 weeks. If this field is highlighted in yellow, a pre-book order exists for the item.
- **Avail** - quantity of the item currently on hand, and not allocated to fill current customer orders.
- **QTY** - the suggested order quantity or override value entered by the buyer.
- **Mult** - the quantity muliplier of the buying unit of measure. If the quantity is highlighted in pink, the item is the *Each* (child) item linked to a *Case* item.
- **WksAvl** - number of weeks for which the item is calculated to be available as based on the item's average demand for the previous 8 weeks. No number is calculated if the **AvgWk** field is blank. If the number appears in turquoise, it is calculated with the value of the **QTY** field.
- **Unit Cost** - the item's net cost at the buying unit of measure.
- **Allow** - the cents off amount is displayed if a buying allowance or purchasing allowance (type 2) vendor deal exists for the item.

When working with the Vendor Items screen above, the following function keys can be used:

- F1 (Ord/All) - allows the user to limit the the screen's list to only the vendor's items for which a suggested order quantity (or override value) appears in the **QTY** field.
- F3 - allows the user to exit the Vendor Items screen without clearing the current values. Suggested order quantities, overrides and other current valuse will be cleared during end of day processing.
- F4 - used with the **Item No.** and **Season** fields as described above.
- F5 (SOQ) - used to create a suggested order based solely on the Purchasing calculations, and not on the vendor's minimum requirements or other criteria.
- F6 (Prt) - used to print the standard version of the buyer guide.
- F8 (Target) - used to create a suggested order based on the vendor's default minimum requirements,
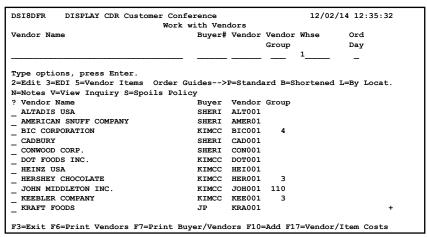- F12 (PO) - to create a purchase order.

- F18 - used to recalculate the values in the **QTY** field.
- F20 (??) - displays a legend of the screen's symbols, and other related information.
- F22 (Reset) - clears overrides displayed for each vendor item.
- F24 (Var) - displays the Variance In Demand screen.

Creating A Suggested Order

The instructions which follow describe using the Vendor Items screen to create a suggested order which the buyer can load as a purchase order. Buyers without access to the Vendor Items (wide) screen should refer to Using The Work With Vendor Items Screen.

```
User: JEANNINE              Menu: PUCV1              Date: 12/02/14

        ========================> P U R C H A S I N G <=========================
        =================================================================================
!!!!!!!!!!   1. Work With Purchase Orders      12. Import Costs
THE    !!    2. Work With Vendors
DAC    !!    3. Work With Items
SYSTEM !!    4. Work With Buyer Control File
!!!!!!!!!!   5. Work With Buying Allowances
             6. Work With Dock Receiving
             7. Work With A/P Transfers
             8. Work With RF Receiving
             9. Work With Buyer Messages
            10. Vendor Receivables
            11. Work With Vendor Groups
                      M E N U   C A L L S
        19. Truck Scheduling      20. A/P Menu          21. Purchasing Reports
        22. Inventory Menu        23. Dac Main Menu      90. Sign Off
        =================================================================================
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        ==>
```

1. Select option 2 (Work With Vendors) from the Purchasing screen. The Work With Vendors screen appears.

```
DSI8DFR     DISPLAY CDR Customer Conference              12/02/14 12:35:32
                            Work with Vendors
Vendor Name                          Buyer# Vendor Vendor Whse      Ord
                                                   Group            Day
_____  _____ _____  ___    1_____    _

Type options, press Enter.
2=Edit 3=EDI 5=Vendor Items  Order Guides-->P=Standard B=Shortened L=By Locat.
N=Notes V=View Inquiry S=Spoils Policy
? Vendor Name                      Buyer   Vendor Group
_ ALTADIS USA                      SHERI   ALT001
_ AMERICAN SNUFF COMPANY           SHERI   AMER01
_ BIC CORPORATION                  KIMCC   BIC001    4
_ CADBURY                          SHERI   CAD001
_ CONWOOD CORP.                    SHERI   CON001
_ DOT FOODS INC.                   KIMCC   DOT001
_ HEINZ USA                        KIMCC   HEI001
_ HERSHEY CHOCOLATE                KIMCC   HER001    3
_ JOHN MIDDLETON INC.              KIMCC   JOH001  110
_ KEEBLER COMPANY                  KIMCC   KEE001    3
_ KRAFT FOODS                      JP      KRA001                        +

F3=Exit F6=Print Vendors F7=Print Buyer/Vendors F10=Add F17=Vendor/Item Costs
```

2. Enter *5* (Vendor Items) in the selection column next to the desired vendor and press <Enter>. The Vendor Items screen appears.

```
DISPLAY DMMPDFR    JEANNINE      CDR Customer Conference              1/27/15  12:04:14 QPADEV0002
                                  V E N D O R    I T E M S

Vendor NST100 NESTLE USA                    Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value _____ 1 Dollar     Increment Dys 1.0 Item# _____ Season _ Include QTY in WksAvl? Y Wks to Build _____

Max. Target _____                      Totals: $ _____0.00 Qty _____ Wght _____ Cube _____
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details            Show PB in Size? N All?
N
? Item #      Description        Pack Size/Prebook  OnOrd LstWk CurWk AvgWk Avail   QTY   Mult WksAvl Unit Cost Allow
__ 500009 BABY RUTH                 24                 93    33    75    61 _____   12   .81   174.840
__ 500007 BABY RUTH FUN SIZE CASE   12                 88    32    71    59 _____    1   .83    33.960
__ 500008 BABY RUTH KING SIZE       18                110    45    84   100 _____    8  1.19   148.312
__ 500010 BIT O HONEY               36                144    42    96   178 _____   10  1.85   208.700
__ 500014 BUTTERFINGER              36                168    49   105   257 _____    8  2.45   166.960
__ 500011 BUTTERFINGER CRISP        24                160    64   129   109 _____    8   .84   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE 12               130    46   103    58 _____    1   .56    33.960
__ 500013 BUTTERFINGER KING SIZE    18                 95    32    75    65 _____    8   .87   148.400
__ 500020 CHUNKY ORIGINAL           24                 28    11    21    27 _____   10  1.29   145.200
__ 500024 FUN DIP                   36                 48    16    34    69 _____   10  2.03   208.700
__ 500025 GOBSTOPPER                24                 93    33    75    53 _____   12   .71   174.240
__ 500015 GOBSTOPPERS CANDY         24                 80    24    56   104 _____   12  1.86   174.240
__ 500026 GOOBERS                   24                120    45   100    78 _____   10   .78   145.200
__ 500033 LAFFY TAFFY APPLE JAR    165                133          54   455 _____    8  8.43    65.544    +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

Refer to Setup To Use Wide Screens if the Work With Vendor Items screen, and not the Vendor Items screen illustrated above, appears.

3. To prohibit the calculation of a suggested order quantity for a specific item, enter *X X* (Exclude SOQ) in the selection column of an item and press <Enter>. The *X X* option can be used as a toggle to include the SOQ after excluding it.

4. To create a suggested order based solely on the Purchasing calculations, and not on the vendor's minimum requirements or other criteria (as described in the instructions below), press <F5> (SOQ).

```
DISPLAY DMMPDFR    JEANNINE      CDR Customer Conference              1/27/15  12:15:41 QPADEV0002
                                  V E N D O R    I T E M S

Vendor NST100 NESTLE USA                    Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value _____ 1 Dollar     Increment Dys 1.0 Item# _____ Season _ Include QTY in WksAvl? Y Wks to Build _____
  SOQ  Actual 514073                          Pricing Bracket Level -> 5
Max. Target _____                      Totals: $ __514,101.31 Qty __5771 Wght _____ Cube _____
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details            Show PB in Size? N All? N
? Item #      Description        Pack Size/Prebook  OnOrd LstWk CurWk AvgWk Avail   QTY   Mult WksAvl Unit Cost Allow
__ 500009 BABY RUTH                 24                 93    33    75    61    48    12  8.49   174.840
__ 500007 BABY RUTH FUN SIZE CASE   12                 88    32    71    59   535     1  8.37    33.960
__ 500008 BABY RUTH KING SIZE       18                110    45    84   100    75     8  8.33   148.312
__ 500010 BIT O HONEY               36                144    42    96   178    63    10  8.42   208.700
__ 500014 BUTTERFINGER              36                168    49   105   257    76     8  8.24   166.960
__ 500011 BUTTERFINGER CRISP        24                160    64   129   109   121     8  8.35   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE 12               130    46   103    58   822     1  8.54    33.960
__ 500013 BUTTERFINGER KING SIZE    18                 95    32    75    65    71     8  8.44   148.400
__ 500020 CHUNKY ORIGINAL           24                 28    11    21    27    16    10  8.90   145.200
__ 500024 FUN DIP                   36                 48    16    34    69    21    10  8.21   208.700
__ 500025 GOBSTOPPER                24                 93    33    75    53    49    12  8.55   174.240
__ 500015 GOBSTOPPERS CANDY         24                 80    24    56   104    31    12  8.50   174.240
__ 500026 GOOBERS                   24                120    45   100    78    77    10  8.48   145.200
__ 500033 LAFFY TAFFY APPLE JAR    165                133          54   455           8  8.43    65.544    +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

After pressing <F5>:
- Suggested order quantities are displayed for the **QTY** fields.
- Values of the **WksAvl** fields are recalculated.
- Values of the **Totals:** fields at the top of the screen are recalculated.
- *SOQ* is displayed under **Target Value** at the top of the screen.

- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

5. To create a suggested order based on the vendor's default minimum requirements, press <F8> (Target). If necessary, first enter new values for the **Target Value** fields (and press <Field Exit> after each) before using <F8>. Valid values for unit type are *1* (dollars), *2* (packing by case), *3* (weight by lbs.), *4* (cube size) and *5* (other).

```
DISPLAY DMMPDFR    JEANNINE      CDR Customer Conference                    1/27/15  12:25:38 QPADEV0002
                                      V E N D O R    I T E M S

Vendor NST100 NESTLE USA                   Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value   550000 1 Dollar       Increment Dys 1.0 Item# _____ Season _  Include QTY in WksAvl? Y Wks to Build _____
TARGET Actual  559229            Days Actual   4.0 Pricing Bracket Level -> 5
Max. Target     _____               Totals: $    559,259.78  Qty ____6284  Wght _____  Cube _____
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                    Show PB in Size? N All? N
? Item #       Description       Pack  Size/Prebook  OnOrd LstWk CurWk AvgWk Avail    QTY   Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH                24                   93    33    75    61     52    12   9.13  174.840
__ 500007 BABY RUTH FUN SIZE CASE  12                   88    32    71    59    580     1   9.00   33.960
__ 500008 BABY RUTH KING SIZE      18                  110    45    84   100     82     8   9.00  148.312
__ 500010 BIT O HONEY              36                  144    42    96   178     69    10   9.04  208.700
__ 500014 BUTTERFINGER             36                  168    49   105   257     85     8   8.92  166.960
__ 500011 BUTTERFINGER CRISP       24                  160    64   129   109    132     8   9.03  116.160
__ 500012 BUTTERFINGER FUN SIZE CASE 12                130    46   103    58    890     1   9.20   33.960
__ 500013 BUTTERFINGER KING SIZE   18                   95    32    75    65     77     8   9.08  148.400
__ 500020 CHUNKY ORIGINAL          24                   28    11    21    27     17    10   9.38  145.200
__ 500024 FUN DIP                  36                   48    16    34    69     24    10   9.09  208.700
__ 500025 GOBSTOPPER               24                   93    33    75    53     53    12   9.19  174.240
__ 500015 GOBSTOPPERS CANDY        24                   80    24    56   104     34    12   9.14  174.240
__ 500026 GOOBERS                  24                  120    45   100    78     83    10   9.08  145.200
__ 500033 LAFFY TAFFY APPLE JAR   165                  133          54   455      1     8   8.57   65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

After pressing <F8>:
- Suggested order quantities are displayed for the **QTY** fields.
- Values of the **WksAvl** fields are recalculated.
- Values of the **Totals:** fields at the top of the screen are recalculated.
- *TARGET Actual* and its value is displayed under **Target Value** at the top of the screen.
- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

6. To create a suggested order based on the number of weeks for which the items' demand will be met, enter the number of weeks for the **Wks to Build** field, press <Field Exit>, and press <F5> (SOQ).

```
 DISPLAY DMMPDFR    JEANNINE       CDR Customer Conference                     1/27/15  13:16:52 QPADEV0002
                                   V E N D O R     I T E M S

 Vendor NST100 NESTLE USA                    Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
 Target Value _____  1 Dollar    Increment Dys 1.0 Item# _____ Season _ Include QTY in WksAvl? Y Wks to Build  8.00
   SOQ  Actual  514073                        Pricing Bracket Level -> 5
 Max. Target _____                   Totals: $    584,051.60  Qty    6596  Wght _____  Cube _____
 2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
 IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                      Show PB in Size? N All? N
 ? Item #      Description        Pack  Size/Prebook  OnOrd LstWk CurWk AvgWk Avail    QTY    Mult WksAvl Unit Cost Allow
 __ 500009 BABY RUTH                24                  93     54    75    61     57     12   9.93  174.840
 __ 500007 BABY RUTH FUN SIZE CASE  12                  88     52    71    59    638      1   9.82   33.960
 __ 500008 BABY RUTH KING SIZE      18                 110     75    84   100     86      8   9.38  148.312
 __ 500010 BIT O HONEY              36                 144     66    96   178     68     10   8.94  208.700
 __ 500014 BUTTERFINGER             36                 168     84   105   257     76      8   8.24  166.960
 __ 500011 BUTTERFINGER CRISP       24                 160     96   129   109    145      8   9.84  116.160
 __ 500012 BUTTERFINGER FUN SIZE CASE 12               130     77   103    58    983      1  10.11   33.960
 __ 500013 BUTTERFINGER KING SIZE   18                  95     53    75    65     85      8   9.93  148.400
 __ 500020 CHUNKY ORIGINAL          24                  28     18    21    27     18     10   9.86  145.200
 __ 500024 FUN DIP                  36                  48     26    34    69     23     10   8.79  208.700
 __ 500025 GOBSTOPPER               24                  93     54    75    53     57     12   9.83  174.240
 __ 500015 GOBSTOPPERS CANDY        24                  80     40    56   104     34     12   9.14  174.240
 __ 500026 GOOBERS                  24                 120     75   100    78     92     10   9.98  145.200
 __ 500033 LAFFY TAFFY APPLE JAR   165                 133     14    54   455    ____     8   8.43   65.544      +

 F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

After pressing <F5>:

- Suggested order quantities are displayed for the **QTY** fields.
- Values of the **WksAvl** fields are recalculated.
- Values of the **Totals:** fields at the top of the screen are recalculated.
- *SOQ* is displayed under **Target Value** at the top of the screen.
- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

Editing A Suggested Order

The instructions which follow describe using the Vendor Items screen to review and edit a suggested order before the buyer loads it as a purchase order.

When editing a suggested order, the following function keys can be used:

- F1 (Ord/All) - allows the user to limit the the screen's list to only the vendor's items for which a suggested order quantity (or override value) appears in the **QTY** field.
- F4 - used with the **Item No.** and **Season** fields as described above.
- F18 - used to recalculate the values in the **QTY** field.
- F20 (??) - displays a legend of the screen's symbols, and other related information.
- F22 (Reset) - clears overrides displayed for each vendor item.
- F24 (Var) - displays the Variance In Demand screen.

```
DISPLAY DMMPDFR     JEANNINE       CDR Customer Conference                    1/27/15  13:16:52 QPADEV0002
                                    V E N D O R    I T E M S

Vendor NST100 NESTLE USA                    Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28  Last PO 12/29/14 W.H 1
Target Value _____  1 Dollar    Increment Dys 1.0 Item# _____  Season _ Include QTY in WksAvl? Y Wks to Build  8.00
  SOQ  Actual  514073                        Pricing Bracket Level -> 5
Max. Target  _____             Totals: $    584,051.60  Qty ____6596  Wght _____ Cube _____
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details              Show PB in Size? N All? N
? Item #       Description        Pack  Size/Prebook  OnOrd LstWk CurWk AvgWk Avail   QTY   Mult WksAvl Unit Cost  Allow
__ 500009 BABY RUTH               24                    93    54    75    61    57    12   9.93   174.840
__ 500007 BABY RUTH FUN SIZE CASE 12                    88    52    71    59   638     1   9.82    33.960
__ 500008 BABY RUTH KING SIZE     18                   110    75    84   100    86     8   9.38   148.312
__ 500010 BIT O HONEY             36                   144    66    96   178    68    10   8.94   208.700
__ 500014 BUTTERFINGER            36                   168    84   105   257    76     8   8.24   166.960
__ 500011 BUTTERFINGER CRISP      24                   160    96   129   109   145     8   9.84   116.160
__ 500012 BUTTERFINGER FUN SIZE CASE 12               130    77   103    58   983     1  10.11    33.960
__ 500013 BUTTERFINGER KING SIZE  18                    95    53    75    65    85     8   9.93   148.400
__ 500020 CHUNKY ORIGINAL         24                    28    18    21    27    18    10   9.86   145.200
__ 500024 FUN DIP                 36                    48    26    34    69    23    10   8.79   208.700
__ 500025 GOBSTOPPER              24                    93    54    75    53    57    12   9.83   174.240
__ 500015 GOBSTOPPERS CANDY       24                    80    40    56   104    34    12   9.14   174.240
__ 500026 GOOBERS                 24                   120    75   100    78    92    10   9.98   145.200
__ 500033 LAFFY TAFFY APPLE JAR  165                   133    14    54   455   ____    8   8.43    65.544      +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

1. To override an item's SOQ, enter the override quantity for its **QTY** field, press <Field Exit>, and press <Enter>.

2. To prohibit the calculation of a suggested order quantity (SOQ) for a specific item, enter *XX* (Exclude SOQ) in the selection column of an item and press <Enter>. The *XX* option can be used as a toggle to include the SOQ after excluding it.

3. To add an item of another vendor to a suggested order, enter the item's number for the **Item#** field and press <Enter>, or use <F4> (with the cursor in the **Item#** field) to select it from the Select Item By Description screen. The **Item#** field must be cleared to redisplay all the vendor's items.

4. To limit a suggested order to a maximum target after the **Target Value** field is

used to build it to a minimum target, enter the maximum quantity for the **Max. Target** field, press <Field Exit>, and press <F8> (Target).

5. To review the buying allowance or purchasing vendor deal existing for an item, enter *S* (Show Deals) in the selection column of the item, and press <Enter>.

    One of the following screens appears:
    • VR Deal:PO Item Discounts displays the vendor deal for the item. After pressing <F3> (Exit), the Purchasing Allowances screen appears with a function key (F10) to add a buying allowances and (F12) to display current and future purchasing vendor deals. Press <F3> as needed to redisplay the Vendor Items screen.
    • Purchasing Allowances screen displays the buying allowance for the item. It appears with a function key (F10) to add buying allowances for the vendor and (F12) to display current and future purchasing vendor deals. Press <F3> as needed to redisplay the Vendor Items screen.

6. To review the pre-book demand for an item, enter *P* (Prebooks) in the selection column of the item, and press <Enter> to display the Pre-book Requirements screen. Press <F3> (Exit) when the review is done.

    TIP: For a detailed view of the pre-book demand of an item, enter *PD* (PB Details) in the selection column of the item, and press <Enter> to display the Pre-book Demand for Item screen. Press <F3> (Exit) when the review is done.

7. To review detailed sales information of an item, enter *IS* (Item Sales) in the selection column of the item, and press <Enter> to display the Item Sales for Buyers screen. If the item is linked to another item, enter *X* (Select) next to the desired item when the Select Parent/Child screen appears. Press <F3> (Exit) when the review is done.

8. To review the movement for a vendor's item, enter *8* (History) in the selection column of the item, and press <Enter>.

    The Two Year Movement screen appears with the item's monthly ***shipped*** quantities for the year to date and for the previous year. Press <F3> (Exit) when the review is done.

    TIP: To review the movement for an earlier year, press <F12> from the Two Year Movement screen; enter the year for the **Year Number** field; press <Enter>; and press <Enter> again when the **Choice** field appears. Press <F3> (Exit) when the review is done.

    TIP: To review the item's monthly ***demand*** for the year, press <F12> from the Two Year Movement screen; press <Enter>; enter *Y* for the **Choice** field; and press <Enter>. The Two Year Movement screen appears with *Demand Qty Y* highlighted in red at the top of the screen. Press <F3> (Exit) when the review is done.

9. To review the shipped, demand and lost quantities for an item at the standard selling unit of measure for each day during a designated month, enter *MC* (Calen.) in the selection column of the item, and press <Enter>. Daily inventory snapshot functionality must be enabled to display this data.

   When the Data Selection screen appears, enter the desired month and year for the **Month** (2,n) and **Year** (2,n) fields, enter one of the following for the **Type** (1,a) field, and press <Enter>.
   - *D* for demand
   - *L* for lost sales
   - *S* for shipped quantities.

   The Calendar screen appears with the desired quantities for the designated month. The <F7> and <F8> function keys can be used to display the same type of data for the previous and next months, respectively. Press <F3> (Exit) when the review is done.

10. To review demand for an item for the last 8 weeks, enter *WK* (Wks) in the selection column of the item, and press <Enter>. Press <F3> when the review is done.

    TIP: Use the F24 (Var) function key to review the variance in demand for an item, and project spikes in product demand based on the last year's activity versus forecast demand.

11. To review the inventory transactions posted for an item, enter *IV* (Inventory) in the selection column of the item, and press <Enter> to display the Item Inventory Transactions screen. Press <F3> (Exit) when the review is done.

12. To review the sales projection of a seasonal item, enter *V* (Season) in the selection column of the item, and press <Enter> to display the Seasonal Item Projection screen. Press <F3> (Exit) when the review is done.

    TIP: The **Season** field at the top of the Vendor Items screen can be used to locate and limit the screen's list to items sold within a designated season. With the cursor in the field, press <F4> to select a season code from the Select Season Week Range screen. The **Season** field must be cleared to redisplay all the vendor's items.

Loading A Purchase Order

The instructions which follow describe using the Vendor Items screen to load a suggested order as a purchase order.

```
DISPLAY DMMPDFR     JEANNINE      CDR Customer Conference                        1/27/15  13:16:52 QPADEV0002
                                         V E N D O R    I T E M S

Vendor NST100 NESTLE USA                      Buyer  KIMCC  Lead Time  14.0 Order Cycle Days  28 Last PO 12/29/14 W.H 1
Target Value _____  1 Dollar     Increment Dys 1.0 Item# _____ Season _ Include QTY in WksAvl? Y Wks to Build _8.00
  SOQ  Actual  514073                          Pricing Bracket Level -> 5
Max. Target  _____                        Totals: $    584,051.60 Qty ____6596_ Wght _____  Cube _____
2=Edit 5=Details S=Show Deals V=Season 8=History A=Alt.Costs P=Prebooks PD=PB Details XX=Exclude SOQ 20=Edt.Item MC=Calen. WK=Wks
IS=Item Sales CL=Case Link IV=Inventory BP=Bracket Pricing QD=Qty Details                    Show PB in Size? N All? N
? Item #       Description      Pack  Size/Prebook  OnOrd LstWk CurWk AvgWk Avail    QTY   Mult WksAvl Unit Cost Allow
__ 500009 BABY RUTH              24                    93    54    75    61    57     12  9.93 174.840
__ 500007 BABY RUTH FUN SIZE CASE 12                   88    52    71    59   638      1  9.82  33.960
__ 500008 BABY RUTH KING SIZE    18                   110    75    84   100    86      8  9.38 148.312
__ 500010 BIT O HONEY            36                   144    66    96   178    68     10  8.94 208.700
__ 500014 BUTTERFINGER           36                   168    84   105   257    76      8  8.24 166.960
__ 500011 BUTTERFINGER CRISP     24                   160    96   129   109   145      8  9.84 116.160
__ 500012 BUTTERFINGER FUN SIZE CASE 12                130    77   103    58   983      1 10.11  33.960
__ 500013 BUTTERFINGER KING SIZE 18                    95    53    75    65    85      8  9.93 148.400
__ 500020 CHUNKY ORIGINAL        24                    28    18    21    27    18     10  9.86 145.200
__ 500024 FUN DIP                36                    48    26    34    69    23     10  8.79 208.700
__ 500025 GOBSTOPPER             24                    93    54    75    53    57     12  9.83 174.240
__ 500015 GOBSTOPPERS CANDY      24                    80    40    56   104    34     12  9.14 174.240
__ 500026 GOOBERS                24                   120    75   100    78    92     10  9.98 145.200
__ 500033 LAFFY TAFFY APPLE JAR 165                   133    14    54   455  ____      8  8.43  65.544   +

F1=Ord/All F3 F4 F5=SOQ F6=Prt F8=Target F12=PO F18 F20=?? F22=Reset F24=Var
```

1. Press <F12> (PO). The PO Header Information screen appears.

```
DMSVE1R      CHANGE   CDR Customer Conference          1/27/15 13:26:06
                          PO Header Information

Purchase Order Number    3348

Vendor NST100                          Terms  E1 Warehouse 1      Status E
NESTLE USA
20 INVERNESS PLACE EAST


ENGLEWOOD              CO 80112       Phone 281 9998177

Expected Date  _____

Special Order? _


Message _____
Message _____
Message _____


F3=Exit
```

2. If necessary, enter data for the following fields:
   - Optional: **Expected Date** (6,n) - the expected date of delivery.
   - Optional: **Special Order?** (1,a) - designates that this PO's item quantities should not be used when calculating suggested order quantities in the future.
   - Optional: **Message** (70,a) - three lines of text. The first message line prints on the purchase order above the list of ordered items with the *Message Line 1* heading. Refer to the Vendors document for information about using vendor notes to print one line of text following the *Message Line 1* heading on all the purchase orders of a specific vendor.

3. Press <Enter>, and press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears.

4. Press <F7> (Update/Exit), and press <Enter> when prompted to confirm. The *Purchase Order Number .... has been created* message appears at the bottom of the screen.

5. To print the PO, enter *Y* for the **OK?** field when the *Do you want to print the PO at this time? This will update On Order QTYS!!* message appears, and press <Enter>.

6. If necessary, enter *N* for the **OK?** field when the *Would you like to calculate applicable discounts for the total PO?* message appears, and press <Enter>.

7. After the Vendor Items screen appears with the printed PO's number highlighted in red at the top of the screen below the *PO SENT* message, press <F3> to exit.

A purchase order which is not yet printed appears with the *Entry* status on the Work With Purchase Orders screen. The status of a printed purchase order is *Open*. If necessary, changes can be made to both types of purchase orders. Refer to Editing A Purchase Order for information about adding and deleting items, changing the order quantity and buying level of an item, and more.

If changes are made after the purchase order is printed, the purchase order MUST BE reprinted.

Refer to Printing Purchase Orders for information about using the Work With Purchase Orders application to print a PO.

Refer to Receiving Purchase Orders which includes information about receiving partial purchases orders.

Using The Work With Purchase Orders Screen

The instructions which follow describe using the "quick entry" feature of the Work With Purchase Orders application to enter a purchase order manually rather than using a system-generated suggested order.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

```
DISPLAY DM07DFR     JEANNINE        CDR Customer Conference                    1/20/15  13:30:27 QPADEV0028
                               W O R K  w i t h  P U R C H A S E  O R D E R S

Status     Vendor Vendor Name               V.Group Buyer   W.H.   P.O.#   EDI   Email
  *ALL*                                                       1

3=Copy PO 8=Reprice PO 9=Reprint PO C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp
         Status  Vendor        Name                    Expected   P/O #   BO  Lines   OnOrd QTY
     E Entry   DOT001 DOT FOODS INC.                              3333        1        12
     O Open    SWE001 SWEDISH MATCH NORTH AMERICA      1/20/15    3330        1         5
     O Open    RJR100 R.J. REYNOLDS TOBACCO INC.       1/23/15    3329        2         2
     O Open    PHI001 PHILLIP MORRIS INC.              1/26/15    3328       43        64
     O Open    NST100 NESTLE USA                       2/03/15    3327       55      1491
     O Open    HER001 HERSHEY CHOCOLATE                1/27/15    3326        8       654
     O Open    DOT001 DOT FOODS INC.                   1/20/15    3325        5       144
     O Open    BIC001 BIC CORPORATION                  1/20/15    3324        2        44
     O Open    AMER01 AMERICAN SNUFF COMPANY           1/20/15    3323        1         1
     R Receive SWE001 SWEDISH MATCH NORTH AMERICA                 3322        0
     R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                  3321        0
     O Open    NST100 NESTLE USA                       1/26/15    3320       55      2758
     R Receive LIG001 LIGGETT & MEYERS TOBACCO                    3319        0
     R Receive KEE001 KEEBLER COMPANY                              3318        0
     R Receive HER001 HERSHEY CHOCOLATE                            3317        0

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

If the Work With Purchase Orders screen does not appear as the wide screen illustrated above, it will appear as illustrated below.

```
BSDSDFR     DISPLAY CDR Customer Conference                1/20/15 13:43:10
                    Work With Purchase Orders
Status      Vendor  Vendor Buyer   W.H.    P.O.#    EDI     Email
                    Group                           Status  Sts
                              1

Type options, press Enter.        3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

        Status  Vendor       Name                    Expected   P/O # BO
?
        E Entry   DOT001 DOT FOODS INC.                          3333
        O Open    SWE001 SWEDISH MATCH NORTH AMERICA   1/20/15   3330
        O Open    RJR100 R.J. REYNOLDS TOBACCO INC.    1/23/15   3329
        O Open    PHI001 PHILLIP MORRIS INC.           1/26/15   3328
        O Open    NST100 NESTLE USA                    2/03/15   3327
        O Open    HER001 HERSHEY CHOCOLATE             1/27/15   3326
        O Open    DOT001 DOT FOODS INC.                1/20/15   3325
        O Open    BIC001 BIC CORPORATION               1/20/15   3324
        O Open    AMER01 AMERICAN SNUFF COMPANY        1/20/15   3323   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

2. Press <F10> (New PO). The Purchase Order Entry/Updt screen appears.

```
BSDRETR      ADD      CDR Customer Conference              1/20/15 13:47:09
                            Purchase Order Entry/Updt
P/O#: 999999 Vendor                                        Status
Buyer                                Phone                 Entered   1/20/15
Terms                                                      Printed
Warehouse  1                                              Received
TOTAL$             Qty          Wt:          Cube          Line
    Total OI Ded Type 4:$                Total OI Ded Type 5:$
_____
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line#  Item#  Order Qty   U/M Rec.Qty    Pack  Unit Cost  Ext.Amount
      0
                                            Mfr. #
      0
                                            Mfr. #
      0
                                            Mfr. #
      0
                                            Mfr. #
      0
                                            Mfr. #

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F12=Load Order Guide F16=Note
```

3. Enter the vendor code for the **Vendor** field (6,a), and press <Enter>. If necessary,
   press <F4> to select a vendor code from the Select Vendor Master screen.

4. Enter data for the following fields, as necessary, and press <Field Exit> after each
   entry:
   • **Buyer** (6,a) - the employee number of the buyer who handles purchases from
     the vendor. If necessary, press <F4> to select an employee number from the
     Select Employee Master screen.
   • **Terms** (3,a) - a terms code If necessary, press <F4> to select a terms code
     from the Select Terms Description screen.
   • **Warehouse** (6,a) - a warehouse code If necessary, press <F4> to select a
     warehouse code from the Select Warehouse Master screen.

5. Press <F5> (Quick Entry), and <Enter> when prompted to confirm. The Heads
   Down P.O. Entry screen appears.

```
GSMIDFR     DISPLAY CDR Customer Conference               1/20/15 13:57:26
                            Heads Down P.O. Entry
 P.O.    Warehouse    Item    Quantity  U/M
  3333  1

Type options, press Enter.
2=Edit    M=Add Message    A=Allowance Override












F3=Exit    F4=Search  F10=Edit Header
```

7. To add an item to the order, enter data for the following fields, and press <Field
   Exit> after each entry:
   • **Item** (6,n) - the item number of the product to be ordered.
   • **Quantity** (7,n) - the number of items to be ordered.
   • Optional: **U/M** (1,n) - the default buying level (unit of measure) of the item
     can be overridden by entering a valid value of *1, 2, 3* or *4*.

Press <Enter> when an item's entry is complete. A line item list of the order is created and displayed on the screen (see below) as items are added to the order. Repeat this step until the order is complete.

```
GSMIDFR     DISPLAY CDR Customer Conference              1/20/15 14:15:58
                        Heads Down P.O. Entry
  P.O.    Warehouse    Item    Quantity   U/M
   3333   1

Type options, press Enter.
2=Edit    M=Add Message    A=Allowance Override

? Line  Item      Qty       U/M Description                    Ext.Amt
        5 801498       9   3 CSE HEINZ 57 SAUCE 5 OZ              243.43
        4 801516      16   3 CSE HEINZ WORCESTERSHIRE SAUCE       432.77
        3 801514      96   3 CSE HEINZ KETCHUP SQUEEZE 36OZ      4861.44
        2 810512      11   3 CSE HEINZ KETCHUP EZ SQ 20OZ         218.46
        1 801510      12   3 CSE HEINZ COCKTAIL SAUCE 12OZ        228.24




F3=Exit   F4=Search  F10=Edit Header
```

8. When the purchase order is complete, press <F3> (Exit). The Purchase Order Entry/Updt screen appears with a line item list of the order.

```
BSDRETR    CHANGE   CDR Customer Conference              1/21/15 11:21:20
                        Purchase Order Entry/Updt
P/O#:   3333 Vendor DOT001 DOT FOODS INC.               Status Entry
Buyer KIMCC  KIM TALLEY            Phone 800 627-7101   Entered  1/20/15
Terms 021 1% 45 NET 60                                  Printed
Warehouse  1       MAIN WAREHOUSE                       Received
TOTAL$     6004.20 Qty      145 Wt:        Cube         Line      5
   Total OI Ded Type 4:$          Total OI Ded Type 5:$

D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line# Item#  Order Qty   U/M Rec.Qty    Pack  Unit Cost  Ext.Amount
      3 801514      96   3 CSE              12     50.640     4861.44
HEINZ KETCHUP SQUEEZE 36OZ         36 OZ      Mfr. # 002770
      4 801516      16   3 CSE               1     27.048      432.77
HEINZ WORCESTERSHIRE SAUCE          5 OZ      Mfr. # 002850
      5 801498       9   3 CSE               1     27.048      243.43
HEINZ 57 SAUCE 5 OZ                 5 OZ      Mfr. # 002770
      8 810512      12   3 CSE               1     19.860      238.32
HEINZ KETCHUP EZ SQ 20OZ           20 OZ      Mfr. # 006400
      9 801510      12   3 CSE               1     19.020      228.24
HEINZ COCKTAIL SAUCE 12OZ          12 OZ      Mfr. # 1130

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

9. If necessary, changes can be made to the following fields which are displayed for each item of the order's items:
   • Optional: **Item#** (6,n) - the item number of the ordered product.
   • Optional: **Order Qty** (7,n) - the quantity ordered.
   • Optional: The ordered item's buying level (1,n) is displayed to the left of the **U/M** display field. Valid values are *1, 2, 3* or *4*.
   Note: If changes are made *after the purchase order is printed*, the purchase order <u>must</u> <u>be</u> reprinted.

10. Press <F7> (Update/Exit) when data entry of the purchase order is complete, and press <Enter> when prompted to confirm. The purchase order appears with the *Entry* status on the Work With Purchase Orders screen. If necessary, changes can be made to the purchase order before it is printed. Refer to Editing A Purchase Order for information about adding and deleting items, changing the order quantity and buying level of an item, and more.

Editing A Purchase Order

The instructions which follow describe using the Purchase Order Entry/Updt screen to edit a purchase order before or after it is printed. *If changes are made after the purchase order is printed, the purchase order MUST BE reprinted.*

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

```
DISPLAY DMO7DFR     JEANNINE        CDR Customer Conference                    1/23/15  13:46:36 QPADEV0001
                                W O R K   w i t h   P U R C H A S E   O R D E R S

Status    Vendor Vendor Name                          V.Group  Buyer   W.H.   P.O.#   EDI  Email
_        _____ _____    ___   _____   1_____ _____    _    _

3=Copy PO 8=Reprice PO 9=Reprint PO C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp
          Status  Vendor          Name                    Expected   P/O #  BO  Lines   OnOrd QTY
_         E Entry  SWE001 SWEDISH MATCH NORTH AMERICA                 3347          1        3
_         E Entry  RJR100 R.J. REYNOLDS TOBACCO INC.                  3346          1        1
_         E Entry  PHI001 PHILLIP MORRIS INC.                         3345         44       67
_         E Entry  NST100 NESTLE USA                                  3344         55     5217
_         E Entry  LIG001 LIGGETT & MEYERS TOBACCO                    3343          1        1
_         E Entry  KEE001 KEEBLER COMPANY                             3342          5       80
_         E Entry  HER001 HERSHEY CHOCOLATE                           3341          8     1039
_         E Entry  DOT001 DOT FOODS INC.                              3340          5       51
_         E Entry  BIC001 BIC CORPORATION                             3339          2       18
_         R Receive DOT001 DOT FOODS INC.                             3333          0
_         R Receive SWE001 SWEDISH MATCH NORTH AMERICA                3330          0
_         R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                 3329          0
_         R Receive BIC001 BIC CORPORATION                            3324          0
_         R Receive AMER01 AMERICAN SNUFF COMPANY                     3323          0
_         R Receive SWE001 SWEDISH MATCH NORTH AMERICA                3322          0


F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

If the Work With Purchase Orders screen does not appear as the wide screen illustrated above, it will appear as illustrated below.

```
BSDSDFR     DISPLAY CDR Customer Conference                     1/20/15 13:43:10
                         Work With Purchase Orders
Status      Vendor  Vendor Buyer    W.H.    P.O.#     EDI      Email
                    Group                            Status    Sts
_          _____  ___   _____   1_____ _____      _        _

Type options, press Enter.         3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp


          Status  Vendor        Name                  Expected   P/O #  BO
?
_         E Entry  DOT001 DOT FOODS INC.                         3333
_         O Open   SWE001 SWEDISH MATCH NORTH AMERICA   1/20/15  3330
_         O Open   RJR100 R.J. REYNOLDS TOBACCO INC.    1/23/15  3329
_         O Open   PHI001 PHILLIP MORRIS INC.           1/26/15  3328
_         O Open   NST100 NESTLE USA                    2/03/15  3327
_         O Open   HER001 HERSHEY CHOCOLATE             1/27/15  3326
_         O Open   DOT001 DOT FOODS INC.                1/20/15  3325
_         O Open   BIC001 BIC CORPORATION               1/20/15  3324
_         O Open   AMER01 AMERICAN SNUFF COMPANY        1/20/15  3323   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

2. Use the restrictor fields at the top of the screen to locate the desired purchase order, enter *Z* (Edit) in the selection colunm next to its status, and press <Enter>. The Purchase Order Entry/Updt screen appears.

```
BSDRETR     CHANGE   CDR Customer Conference              1/23/15 13:51:02
                        Purchase Order Entry/Updt
P/O#:   3341 Vendor HER001 HERSHEY CHOCOLATE              Status Entry
Buyer KIMCC  KIM TALLEY              Phone                Entered   1/23/15
Terms 011 NET 7                                          Printed
Warehouse  1       MAIN WAREHOUSE                        Received
TOTAL$    65891.55 Qty    1039 Wt:         Cube          Line      8
   Total OI Ded Type 4:$              Total OI Ded Type 5:$
_____
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line# Item#  Order Qty   U/M Rec.Qty   Pack  Unit Cost  Ext.Amount
_    1 616600        2    3 CSE            1     34.800       69.60
HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ          Mfr. #
_    2 439397       12    3 CSE            1    660.480     7925.76
HERSHEY HUGS  12 OZ                           Mfr. #
_    3 439394      287    3 CSE           12     54.840    15739.08  Y
HERSHEY KISSES  12 OZ                         Mfr. #
_    3 999100            3 ALW            1                          $
Type 2 deal                                   Mfr. #
_    4 439399      265    3 CSE           12     55.040    14585.60
HERSHEY KISSES  12 OZ   CHRISTMAS             Mfr. #                +

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

When working with the Purchase Order Entry/Updt screen, the following values may appear to the right of the Ext.Amount column for a specific item:

- A *Y* indicates that a buying allowance or purchasing (type 2) vendor deal exists for the ordered item.
- An *S* indicates that a buying allowance was selected for pricing the ordered item as described below.
- An *O* indicates that the cost of the ordered item was overridden described below.
- A *$* indicates that a buying allowance or purchasing (type 2) vendor deal exists for the ordered item as described below.
- A *%* indicates that a buying allowance percentage was entered for the ordered item as described below.

3. To change an item's order quantity, enter the quantity in the **Order Qty** (7,n) field to the right of its item number, and press <Field Plus>.

4. To change the buying level (unit of measure) of an ordered item, enter a valid value of *1, 2, 3* or *4* for the **U/M** (1,n) field, and press <Enter>.

5. To delete an item from the order, enter *D* (Delete) in the selection colunm next to its line number.

6. If a free item must be added to the order to complete a vendor deal, such as "buy one, get one free," enter *F* (Free Line Item) in the selection column next to the item to be added, and press <Enter>. The free item is added to the order's line item list with *F* appearing to the far right.

7. To change the unit cost of an ordered item, enter *Z* (Zoom) in the selection column next to its line number, press <Enter>, enter the cost for the **Unit Cost** (9.3,n) field of the Prompt Detail Information screen, press <Field Exit>.

```
DSJLPVR      ENTER    CDR Customer Conference                    1/23/15 14:39:07
                         Prompt Detail Information

P/O#:    3341 Warehouse: 1

Line No.:      8 Item Number: 439336 HERSHEY PLAIN GIANT BAR
               Manufacturer Number:

 Qty                Total     Expected             Extended        Last Receipt
Ordered Unit       Receipt    Receipt  Unit Cost   Amount             Cost
      8    3 CSE                          361.320   2890.56

Unit Weight    Unit Cube
      .00            .0   Allowance Found?:
                         Allowance Start Date:            Multiples: N
                         Allowance $              Type: Not Checked For
                            On Order             On Hand      Code Date
Posted This Line Item:
      Unit of Measure 1:                     1:
      Unit of Measure 2:                     2:      46
      Unit of Measure 3:                     3:
      Unit of Measure 4:                     4:
F3=Exit    F5=Display All Allowances   F10=Override Allowance
```

Press <Enter>, and press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears with the letter *O* displayed to the far right on the screen.

8. To review all the item's past, current and future buying allowances, enter *S* (Select Allowance) in the selection column next to the item's line number and press <Enter>. The Select PO Buying Allowance screen appears.

```
DCTESRR     SELECT  CDR Customer Conference                   1/23/15 11:02:34
                       Select PO Buying Allowance
 Warehouse   Item
 1              439393  HERSHEY MINIATURES 12 OZ

Type options, press Enter.
X=Select request

?   Start      End   Last Ship  Deal No  Type   Amount    Percent
_  1/01/15   1/31/15  1/31/15              3      .150      .00
   JAN BUYING ALLOWANCE                                     .00








F3=Exit
```

To apply a different buying allowance, enter *X* (Select request) in the selection column next to the start date of the desired allowance and press <Enter>. The Purchase Order Entry/Updt screen appears with the letter *S* displayed to the far right on the screen.

```
BSDRETR     CHANGE  CDR Customer Conference                  1/26/15 11:21:19
                          Purchase Order Entry/Updt
P/O#:   3341 Vendor HER001 HERSHEY CHOCOLATE                  Status Entry
Buyer KIMCC  KIM TALLEY              Phone                    Entered   1/23/15
Terms 011 NET 7                                              Printed
Warehouse  1_____  MAIN WAREHOUSE                             Received
TOTAL$     65891.55 Qty    1039 Wt:          Cube        Line      8
    Total OI Ded Type 4:$            Total OI Ded Type 5:$
_____
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line# Item#  Order Qty   U/M Rec.Qty   Pack  Unit Cost  Ext.Amount
Z    1 616600 _____2_  3 CSE              1      34.800       69.60
HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ               Mfr. #
_    2 439397 ____12_  3 CSE              1     660.480     7925.76
HERSHEY HUGS  12 OZ                               Mfr. #
_    4 439399 ___265_  3 CSE             12      55.040    14585.60
HERSHEY KISSES  12 OZ  CHRISTMAS                  Mfr. #
_    5 440024 ___233_  3 CSE             12      50.890    11857.37  Y
HERSHEY KISSES 24 OZ                              Mfr. #
_    6 439393 ___177_  3 CSE             24      54.890     9715.53  Y
HERSHEY MINIATURES 12 OZ                          Mfr. #              +

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

9. To enter a one-time allowance for an ordered item, enter *Z* (Zoom) in the selection column next to its line number (as illustrated above), press <Enter>, press <F1> (Override Allowance) when the Prompt Detail Information screen appears. The Override Allowance screen appears.

```
                     Override Allowance


     Key a Special One-Time Allowance or % to Calculate One
     Item Number 616600 HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ
     Mfr#  . :
     Qty Ordered      2 Cost    34.800  Ext.      69.60
     Allowance % _____  Allowance $ _____

     F3=Exit
```

Enter data for one of the following fields and press <Field Exit>:
   • **Allowance %** (5.2,n) - the percentage which will be deducted from the item's net cost.
   • **Allowance $** (5.3, n) - the amount which will be used for the item's net cost.

Press <Enter>, press <Enter> when prompted to confirm, and press <Enter> to confirm when the Prompt Detail Information screen appears. The Purchase Order Entry/Updt screen.

10. To add an item-specific message to print on the purchase order, enter *M* (Message) in the selection column next to its line number, and press <Enter>. The Add Message To P.O. Line screen appears.

```
                   Add Message To P.O. Line

     P.O. #:  3326  Line #:     9
     Item: 439399 HERSHEY KISSES  12 OZ  CHRISTMAS

       Message: _____
```

Enter the message for the Message (35,a) field, press <Enter>, and press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears with the message listed as a line item.

11. When the editing is done, press <F7> (Update/Exit) and press <Enter> when prompted to confirm. *If changes are made after the purchase order is printed, the purchase order MUST BE reprinted.*

Cancelling A Purchase Order

Only purchase orders with a status of *E* (entry) and *O* (open) can be cancelled. As illustrated below, a Cancelled Purchase Order Report is printed, and the cancelled order no longer appears on the Work With Purchase Orders screen.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

2. Use the restrictor fields at the top of the screen to locate the desired purchase order, and enter *C* (Cancel) in the selection colunm next to its status.

```
BSDSDFR      DISPLAY CDR Customer Conference                    5/28/13 10:08:07
                              Work With Purchase Orders
Status      Vendor  Vendor Buyer   W.H.   P.O.#    EDI     Email
                    Group                          Status   Sts
E Entry     _____  ___   _____ _____ _____        _        _

Type options, press Enter.        3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

            Status  Vendor        Name                    Expected  P/O #  BO
?
_      E Entry   SWE001 SWEDISH MATCH NORTH AMERICA                  2244
_      E Entry   LA0000 STATE OF LA DEPT OF REVENUE                  2243
C      E Entry   PHI001 PHILLIP MORRIS INC.                          2242
_      E Entry   HER001 HERSHEY CHOCOLATE                            2241
_      E Entry   DOT001 DOT FOODS INC.                               2240




F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

3. Press <Enter> to cancel the PO, and press <F3> to exit.

Cancelled Purchase Order Report

```
CDR Customer Conference                CANCELLED Purchase Order Report    JEANNINE    DSKPPFR    5/28/13 10:13:58 Page    1

=====================================================================================================================

Ship To.............                        Vendor.............
CREATIVE DATA RESEARCH                       PHILLIP MORRIS INC.                          P.O. Number   2242
205 E LOCKWOOD ST                            P.O. BOX 101573                              Order Date   5/28/13
                                                                                          Terms Code   E2
                                                                                          Ship Date
                                             BRISTOL               VA   00003
Buyer                   Warehouse            Vendor      Ship          Order Placed With
Number                  Code                 Number      By Number
JP      JEANNINE PENDER             1        PHI001


 Item   Quantity  Unit Unit                                     Manufacturer              Extended
 Number Ordered        Desc Weight           Description          Number    Unit Cost     Amount

 100005      8     3   CSE    .00  MARLBORO BLEND BOX KING   #27   2640      1127.370      9018.96
 100006      5     3   CSE    .00  MARLBORO BLEND BOX KING   #54   9416      1127.370      5636.85
 100007      4     3   CSE    .00  MARLBORO BLEND BOX 100    #54   9426      1127.370      4509.48
 100013      1     3   CSE    .00  MARLBORO BLUE MEN 72            9616      1127.370      1127.37
 100017      3     3   CSE    .00  MARLBORO RED LABEL BOX KING     3680      1127.370      3382.11
 100022      4     3   CSE    .00  MARLBORO SILVER MENTHOL BOX KING 4816     1127.370      4509.48
 100024      3     3   CSE    .00  MARLBORO BLACK SPEC BLEND BOX KING 9526   1127.370      3382.11
 100029      4     3   CSE    .00  MARLBORO SPEC BLEND RED BOX KING 5650     1127.370      4509.48
 100031      5     3   CSE    .00  MARLBORO VIRGINIA BLEND BOX KING 9726     1127.370      5636.85
 100045      3     3   CSE    .00  MERIT GOLD BOX KING            30096      2752.020      8256.06
 100047      2     3   CSE    .00  MERIT GOLD 100                 30086      2752.020      5504.04
 100049      2     3   CSE    .00  MERIT SILVER MENTHOL 100       30156      2752.020      5504.04

Purchase Order Number   2242  P/O Total Weight        P/O Total Qty   44        P/O Total Dollars   60976.83

 ** END OF REPORT **
```

Printing Purchase Orders

After a purchase order is entered, its status appears as *E* (entry) on the Work With Purchase Orders screen. The step-by-step instructions which follow describe using the Work With Purchase Orders application to print a purchase order, and change the status to *O* (open).

If necessary, changes can be made to a printed purchase order at any time before the order is received by the user. Note: If changes are made *after the purchase order is printed*, the purchase order <u>must</u> <u>be</u> reprinted.

If *2* is entered for the **P.O. Print Version** field of the SYS008 default system option, item warehouse location codes are included on the purchase orders. To display stamp tax on the purchase orders:

- • Enter *2* for the **P.O. Print Version** field of the SYS008 default system option,
- • Create a home state tax jurisdication record if it does not exist,
- • Create stamp tax records using the home state tax jurisdiction record if they do not exist,
- • Enter the tax jurisdiction code of the home state tax jurisdiction record for the **Home State Jurisdication** field of the SYS034 default system option.

Refer to Tracking Unlevied Stamp Tax of the Tax System document, and the DAC Default System Options document for additional information.

Refer to the DAC Default System Options document for information about using the **Fax Output Queue** field of the SYS008 default system option to fax purchase orders.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.
2. Use the restrictor fields at the top of the screen to locate the desired purchase order, and enter *P* (Print) in the selection colunm next to its status.

```
BSDSDFR      DISPLAY Creative Data Research-SUPPORT          4/14/99  8:39:41
                             Work With Purchase Orders
  Status            Vendor  Buyer    Warehouse P.O. Number
          *ALL*     GMI100

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO


?      Status  Vendor          Name                   Expected   P/O #  BO
       O Open    GMI100 GENERAL MILLS INC              4/27/99    3916
P      E Entry   GMI100 GENERAL MILLS INC                         3917











 F3=Exit  F4=Search  F10=Create Purchase Order   F22=Create PO with Manual PO#
```

3. Press <Enter>.
4. Press <F3> to exit.

After a purchase order is printed, its status appears as *O* (open) on the Work With Purchase Orders screen. Refer to Working With Purchasing Reports for information about printing an Open Purchase Orders report.

Purchase Order

```
Vendor Number PHI001                SHIP TO                        P.O. Number :   2233     Page    1
         PHILLIP MORRIS INC.        CREATIVE DATA RESEARCH         Date :   5/24/13
         P.O. BOX 101573            205 E LOCKWOOD ST
         BRISTOL            VA  00003

         Fax Number        0        Fax Number    985  624-5084
         Phone Number : 888  932-1215   Phone Number 985  626-8408
         Placed With :
         Freight Terms :            Terms : EFT - 2.50 %
         Back Haul :       Rate :    .00   Exp Arrival  5/30/13
         Back Order : Bla           Buyer : JEANNINE PENDER
 Message Line 1

 Cases  Unit Case  Manufacturer                        Our    Units                O/I                 Extended
Ordered Desc Pack   Number            Description     Number Ordered  Case Cost   Allow    Net Cost      Amount

      1 CSE   30 9426      MARLBORO BLEND BOX 100  #54   100007     30   1127.370           1127.370     1127.37
              UPC 2820009426       Line No.     5 Ref No.
      3 CSE   30 4710      MARLBORO GOLD MEN BOX 100     100012     90   1127.370           1127.370     3382.11
              UPC 2820004710       Line No.     6 Ref No.
      1 CSE   30 9616      MARLBORO BLUE MEN 72          100013     30   1127.370           1127.370     1127.37
              UPC 2820009616       Line No.     7 Ref No.
      3 CSE   30 5650      MARLBORO SPEC BLEND RED BOX KING 100029  90   1127.370           1127.370     3382.11
              UPC 2820005650       Line No.    15 Ref No.
      2 CSE   30 5680      MARLBORO SPEC BLEND RED BOX 100 100030   60   1127.370           1127.370     2254.74
              UPC 2820005680       Line No.    16 Ref No.
      1 CSE   60 30166     MERIT BLUE 100                100042     60   2752.020           2752.020     2752.02
              UPC 2820030166       Line No.    21 Ref No.
      1 CSE   60 30136     MERIT BRONZE BOX KING         100043     60   2752.020           2752.020     2752.02
              UPC 2820030136       Line No.    22 Ref No.




                          Case        Weight      Cube        Units        Allowance       Total Amount
P.O.Number   2233          12          .0         .0          420                            16777.74
       P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS
       DELIVERY APPOINTMENT REQUIRED FOR 100 CASES OR MORE
       RECEIVING MONDAY-THURSDAY 8:00-2:30 FRIDAY 8:00-11:30
```

Users can define one to four message lines for printing at the bottom of purchase orders as illustrated above. Refer to Defining Purchase Order Messages below for additional information.

Emailing Purchase Orders

Before proceeding with the instructions below:
- Outbound email functionality must be enabled on the distributor's system. Contact CDR support personnel for information, and refer to Working With Outbound Email of the System File Maintenance document for additional information.
- The DAC System administrator must create and edit directory entries to enable DAC users to use DAC email functionality. Refer to Working With Directory Entries of the System File Maintenance document for additional information.
- Vendor email addresses must be entered. Refer to the Vendor document for information about using vendor notes to add email addresses, or refer to the System File Maintenance document for information about using the Work With Vendor Emails screen.

Purchase orders are emailed as attachments to the vendor by using the E (Email) option on Work With Purchase Orders screen after the PO is printed. The PO is printed again with *** E-MAILED *** appearing at the top to the right of the vendor number, and an *S* (for *Sent*) code appears in the column to the left of the open Status code (*O*) on the Work With Purchase Orders screen. If an emailing error occurs, an *E* (for *Error*) code appears in the column to the left of the open Status code (*O*). After the cause of the error is resolved, the E option can be used again to email the PO.

The email message sent to the vendor will have the subject of *POEMAIL.PDF* and the message as defined during outbound email setup, and ending with *The PO number is ######. (######* is purchase order's number)

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

2. Use the restrictor fields at the top of the screen to locate the desired purchase order, and enter *E* (Email) in the selection colunm next to its status.

```
BSDSDFR     DISPLAY CDR Customer Conference              11/16/15 14:48:21
                       Work With Purchase Orders
Status     Vendor  Vendor Buyer   W.H.    P.O.#    EDI      Email
                   Group                           Status   Sts
_  *ALL*   _____  ___    _____  1_____  _____   _        _

Type options, press Enter.        3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp

          Status  Vendor      Name                      Expected   P/O #  BO
?
_        R Receive SWE001 SWEDISH MATCH NORTH AMERICA               3925
_        E Entry   LA0000 STATE OF LA DEPT OF REVENUE               3924
_      S R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                3923
_        O Open    PHI001 PHILLIP MORRIS INC.          11/19/15     3922
_        O Open    NST100 NESTLE USA                   11/27/15     3921
_        R Receive LIG001 LIGGETT & MEYERS TOBACCO                  3920
_        E Entry   KEE001 KEEBLER COMPANY                           3919
_        R Receive JOH001 JOHN MIDDLETON INC.                       3918
_        E Entry   JAV001 JAVA COFFFEE COMPANY                      3917
E        O Open    HER001 HERSHEY CHOCOLATE            11/20/15     3916   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

3. Press <Enter>.

```
BSDSDFR     DISPLAY CDR Customer Conference              11/16/15 14:52:06
                        Work With Purchase Orders
Status      Vendor  Vendor Buyer  W.H.   P.O.#   EDI      Email
                    Group                        Status   Sts
 _  *ALL*   _____  ___   _____  1_____ _____  _        _

Type options, press Enter.        3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp


         Status  Vendor       Name              Expected   P/O #  BO
?
_       R Receive SWE001 SWEDISH MATCH NORTH AMERICA         3925
_       E Entry   LA0000 STATE OF LA DEPT OF REVENUE         3924
_     S R Receive RJR100 R.J. REYNOLDS TOBACCO INC.          3923
_       O Open    PHI001 PHILLIP MORRIS INC.       11/19/15  3922
_       O Open    NST100 NESTLE USA                11/27/15  3921
_       R Receive LIG001 LIGGETT & MEYERS TOBACCO            3920
_       E Entry   KEE001 KEEBLER COMPANY                     3919
_       R Receive JOH001 JOHN MIDDLETON INC.                 3918
_       E Entry   JAV001 JAVA COFFFEE COMPANY                3917
_     S O Open    HER001 HERSHEY CHOCOLATE         11/20/15  3916   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

4. Press <F3> to exit.

After a purchase order is emailed, an *S* code appears in the column to the left of the open Status code (*O*) on the Work With Purchase Orders screen.

Printing Purchasing Receipts

The Dock Receiving application is used to print purchasing receipts.

```
         User: JEANNINE                Menu: PUCV1                Date: 10/22/13

         =======================> P U R C H A S I N G <=========================
         =======================================================================
         !!!!!!!!!   1. Work With Purchase Orders      12. Import Costs
         THE    !!   2. Work With Vendors
         DAC    !!   3. Work With Items
         SYSTEM !!   4. Work With Buyer Control File
         !!!!!!!!!   5. Work With Buying Allowances
                     6. Work With Dock Receiving
                     7. Work With A/P Transfers
                     8. Work With RF Receiving
                     9. Work With Buyer Messages
                    10. Vendor Receivables
                    11. Work With Vendor Groups
                          M E N U    C A L L S
         19. Truck Scheduling    20. A/P Menu            21. Purchasing Reports
         22. Inventory Menu      23. Dac Main Menu       90. Sign Off
         =======================================================================
         COPYRIGHT @1992-2007@ Creative Data Research, Inc.

         ===>
```

1. Select option 6 (Work With Dock Receiving) from the Purchasing screen. The Work With Dock Receiving screen appears.

2. Press <Field Exit> and <Enter> to clear the **Date** restrictor field, and use <Page Down> to display all the outstanding open and partial purchase orders.

```
DSK7DFR      DISPLAY CDR Customer Conference                10/22/13 10:05:15
                         Work With Dock Receiving
              P.O.  Expt                      W.H.   Vendor
   Date     Number Date    Carrier   Time            Number            Sort Option: D
  _____    _____ _____ _____ _0:00:00 1_____ _____               (D=Desc. L=Line# M=MFG#)

Type options, press Enter.
B=Backorder PO   P=Mark for Print    R=Receive    Z=View P.O.

?    P.O.   Status              Vendor Name              Vendor   Buyer
_    2470   OPEN      NESTLE USA                         NST100   KIMCC
     Carrier          Schedule           Time  0:00:00  Expected 10/23/13
_    2480   OPEN      HERSHEY CHOCOLATE                  HER001   KIMCC
     Carrier          Schedule           Time  0:00:00  Expected 10/23/13
_    2491   OPEN      NESTLE USA                         NST100   KIMCC
     Carrier          Schedule           Time  0:00:00  Expected 11/05/13
_    2492   OPEN      AMERICAN SNUFF COMPANY             AMER01   SHERI
     Carrier          Schedule           Time  0:00:00  Expected 10/22/13
_    2494   OPEN      BIC CORPORATION                    BIC001   KIMCC
     Carrier          Schedule           Time  0:00:00  Expected 10/22/13    +

F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order (as illustrated below).

3. Enter one of the following values for the **Sort Option** (1,a) field to designate the order in which line items are printed on purchasing receipts:
   - *D* - sorted by item description.
   - *L* - sorted by purchase order's line number.
   - *M* - sorted by manufacturer's number of the item.

4. Enter *P* (Mark for Print) in the selection colunm next to the purchase order numbers, and press <Enter>. A *2* appears next to the purchase orders' numbers to designate those which are marked for receipt printing.

```
DSK7DFR     DISPLAY CDR Customer Conference              10/22/13 10:21:53
                         Work With Dock Receiving
               P.O.   Expt                       W.H.   Vendor
       Date   Number Date   Carrier  Time              Number
      _____  _____ 102313 _____  _0:00:00 1_____  _____   Sort Option: D
                                                          (D=Desc. L=Line# M=MFG#)


    Type options, press Enter.
    B=Backorder PO   P=Mark for Print   R=Receive   Z=View P.O.

    ?     P.O.  Status          Vendor Name            Vendor  Buyer
    _ 2  2470  OPEN    NESTLE USA                       NST100  KIMCC
         Carrier          Schedule       Time  0:00:00 Expected 10/23/13
    _ 2  2480  OPEN    HERSHEY CHOCOLATE                HER001  KIMCC
         Carrier          Schedule       Time  0:00:00 Expected 10/23/13




    F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

5. Press <F10> (Process Selected Orders). The *Report Submitted to Batch* message appears.

6. Press <F3> to exit. The Purchasing screen appears.

Purchasing Receipt

```
                        P U R C H A S I N G   R E C E I P T

Vendor Number HER001                    SHIP TO                 P.O. Number :   2480    Page    1

        HERSHEY CHOCOLATE               CREATIVE DATA RESEARCH        Date : 10/22/13
        P.O. BOX 845848                 205 E LOCKWOOD ST             Buyer : KIM TALLEY
                                                                 Back Order : Bla
        DALLAS            TX  78284

Message Line 1

            Cases          Case  Manufacturer                           Our              Pick
Line#      Ordered   U/M  Pack   Number        Description         Number  Alt #   Wt.  Location

    4          1 _____  CSE   24                HERSHEY BITES 11 OZ        439635          3205

    5          1 _____  CSE   24                HERSHEY HUGS  12 OZ        439397          3220

    6         34 _____  CSE    1                HERSHEY KISSES  12 OZ      439394          3222

    1         28 _____  CSE    1                HERSHEY KISSES  12 OZ  CHRISTMAS  439399

    2         56 _____  CSE    1                HERSHEY KISSES 24 OZ       440024

    7         64 _____  CSE    1                HERSHEY MINIATURES 12 OZ   439393          3225

    8          6 _____  CSE    1                HERSHEY NUGGET ASSORTED    403078          3230

    9          2 _____  CSE   12                HERSHEY PLAIN GIANT BAR    439336          3229

    3          1 _____  CSE    4                REESES FAST BREAK
     500500




  Date Received: _____  Cases Received: _____   Received By: _____

                   Cases          Weight         Cube          Units
P.O.Number   2480     193            .0            .0            264


        P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS
        DELIVERY APPOINTMENT REQUIRED FOR 100 CASES OR MORE
        RECEIVING MONDAY-THURSDAY 8:00-2:30 FRIDAY 8:00-11:30
```

Users can define one to three message lines for printing at the bottom of purchase receipts as illustrated above. Refer to Defining Purchase Order Messages below for additional information.

Receiving Purchase Orders

After the vendor invoice for a purchase order is received, the Work With Purchase Orders application (option 1 of the Purchasing screen) is used to receive the purchase order.

```
User: JEANNINE                    Menu: PUCV1                    Date:  8/06/12

        =======================> P U R C H A S I N G <=========================
        =======================================================================
        !!!!!!!!!!   1. Work With Purchase Orders      12. Import Costs
        THE    !!    2. Work With Vendors
        DAC    !!    3. Work With Items
        SYSTEM !!    4. Work With Buyer Control File
        !!!!!!!!!!   5. Work With Buying Allowances
                     6. Work With Dock Receiving
                     7. Work With A/P Transfers
                     8. Work With RF Receiving
                     9. Work With Buyer Messages
                    10. Vendor Receivables
                    11. Work With Vendor Groups
                           M E N U   C A L L S
        19. Truck Scheduling      20. A/P Menu              21. Purchasing Reports
        22. Inventory Menu        23. Dac Main Menu         90. Sign Off
        =======================================================================
        COPYRIGHT @1992-2007@ Creative Data Research, Inc.

        ==>
```

As described in the instructions below, the Work With Purchase Orders application can also be used to:

- Change the buying level (unit of measure) of an ordered item when it differs from the received item.
- Change the item's net cost on the purchase order.
- Delete an item from the purchase order.
- Add an item to the purchase order.

Note: If changes are made to a purchase order with the status of *O* (open) or *P* (partial), the purchase order <u>must</u> <u>be</u> reprinted before the Work With Purchase Orders application is used to receive it.

When receipt of the purchase order is complete, the on-hand quantities in the item records are updated, and the P/O Receiving Posting Report is printed. Refer to the DAC Default System Options document for information about the **Print Cat. on POPOSTRPT** and **Seq. of POSTRPT** fields of the SYS008 default system option.

Refer to Working With Dock Receiving for information about using the Work With Dock Receiving application (option 6 of the Purchasing screen). If necessary, refer to Working With RF Receiving for information about using the Work With RF Receiving application (option 8 of the Purchasing screen) to complete the receiving process when radio frequency devices (scanners) are used to receive inventory.

Refer to Working With Purchasing Reports for information about printing a Past Due Purchase Orders report.

The instructions which follow include receiving partial purchase orders.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.
2. If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order, and enter *R* (Receive) in the selection colunm next to the purchase order's status.

```
BSDSDFR     DISPLAY Creative Data Research-SUPPORT          4/14/99 12:45:53
                           Work With Purchase Orders
  Status           Vendor  Buyer   Warehouse P.O. Number
      O  Open      MID100

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO


  ?      Status  Vendor          Name                    Expected   P/O #  BO
        O Open    MID100 JOHN MIDDLETON INCORPORATED       5/06/98    5490
  R     O Open    MID100 JOHN MIDDLETON INCORPORATED       5/31/98    5728









  F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

3. Press <Enter>. The Purchase Order Entry/Updt screen appears with a detailed line item list of the order.

```
BSDRETR     CHANGE  Creative Data Research-SUPPORT          4/14/99 12:46:27
                           Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED          Status Open
Buyer: 502     WILLIAM J. ANDERSON                        Entered:   5/26/98
Terms: 63 3 1/4% 12 DAYS             R E C E I V I N G     Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                          Received:
TOTAL $     2285.91  Qty:       10 Weight:        Cube:         Lines:    3
_____
D=Delete  F=Free Line Item    Z=Zoom  S=Select Allowance
  ?       Item    Quantity          Quantity                   Extended
   Line#  Number  Ordered      U/M  Received     Unit Cost    Amount
      1  110200        7   3  CSE                  267.390      1871.73
         BLACK & MILD CIGARS  5 PK               Mfr. #: 118
      2  110240        2   3  CSE                  132.210       264.42
         BLACK & MILD CIG UPRIGHT                 Mfr. #: 70137
      3  144060        1   3  CSE                  149.760       149.76
         PRINCE ALBERT TIN STYLE                  Mfr. #: 40531
      0
                                                  Mfr. #:
      0
                                                  Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

Note: After <F14> (Rec. Complete PO) is used, and the **Status** field changes from *Open* to *Received* on the Purchase Order Entry/Updt screen, the user cannot "unreceive" the purchase order. In the event that an order is received in error, adjustments to the quantity on hand of the received items must be made using Inventory Batch Entry application of the Warehousing system. Refer to Adding An Inventory Batch and Posting An Inventory Batch of the Warehousing document for information about using adjustment inventory transactions.

4. If the bulk of the order was received, press <F14> (Rec. Complete PO); otherwise, continue with the following step. Note: If changes must be made to the purchase order, such as adding and deleting items, or changing the buying level (unit of measure) received, continue with steps 7 through 9 below to make the changes, and do not press <F14>.

If <F14> is pressed, the value of the **Quantity Received** field of each item changes to equal the value of the **Quantity Ordered** field, and the value of the **Status** field changes from *Open* to *Receive*.

```
BSDRETR     CHANGE  Creative Data Research-SUPPORT           4/14/99 12:47:29
                          Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED       Status Receive
Buyer: 502    WILLIAM J. ANDERSON                           Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G     Printed:   5/26/98
Warehouse:  1       MAIN WAREHOUSE                           Received:
TOTAL $     2285.91  Qty:       10 Weight:        Cube:           Lines:    3
_____
D=Delete  F=Free  Line Item   Z=Zoom  S=Select Allowance
?         Item     Quantity            Quantity                    Extended
   Line#  Number   Ordered       U/M  Received    Unit Cost        Amount
       1  110200        7    3  CSE       7        267.390        1871.73
          BLACK & MILD CIGARS   5 PK             Mfr. #: 118
       2  110240        2    3  CSE       2        132.210         264.42
          BLACK & MILD CIG UPRIGHT               Mfr. #: 70137
       3  144060        1    3  CSE       1        149.760         149.76
          PRINCE ALBERT TIN STYLE               Mfr. #: 40531
       0
                                                  Mfr. #:
       0
                                                  Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

5. If the quantity received of an item is less than the number ordered, enter *Z* (Zoom) in the selection column next to the item's line number (otherwise proceed to step 6), and press <Enter>. The Prompt Detail Information screen appears.

```
DSJLPVR     ENTER   Creative Data Research-SUPPORT           4/14/99 13:24:26
                         Prompt Detail Information

P/O#:   5728 Warehouse: 1

Line No.:     1 Item Number: 110200 BLACK & MILD CIGARS   5 PK
                Manufacturer Number: 118

  Qty              Total     Expected           Extended          Last Receipt
Ordered Unit      Receipt    Receipt  Unit Cost Amount                Cost
     7   3 CSE                   7      267.390  1871.73

Unit Weight    Unit Cube
   .00           .0          Allowance Found?: N  Type: Not Checked
                               Allowance Start Date:          Multiples: N

                           On Order             On Hand    Code Date
Posted This Line Item:          7
   Unit of Measure 1:                        1:
   Unit of Measure 2:                        2:      563
   Unit of Measure 3:            7           3:
   Unit of Measure 4:                        4:
F3=Exit                                      F5=Display All Allowances
```

Enter the partial quantity received for the **Expected Receipt** field (7,n), and press <Field Exit>.

```
DSJLPVR     ENTER   Creative Data Research-SUPPORT           4/14/99 13:28:18
                         Prompt Detail Information

P/O#:   5728 Warehouse: 1

Line No.:     1 Item Number: 110200 BLACK & MILD CIGARS   5 PK
                Manufacturer Number: 118

  Qty              Total     Expected           Extended          Last Receipt
Ordered Unit      Receipt    Receipt  Unit Cost Amount                Cost
     7   3 CSE                   4      267.390  1871.73

Unit Weight    Unit Cube
   .00           .0          Allowance Found?: N  Type: Not Checked
                               Allowance Start Date:          Multiples: N

                           On Order             On Hand    Code Date
Posted This Line Item:          7
   Unit of Measure 1:                        1:
   Unit of Measure 2:                        2:      563
   Unit of Measure 3:            7           3:
   Unit of Measure 4:                        4:
F3=Exit                                      F5=Display All Allowances
```

Press <Enter>. The partial quantity received appears for the **Total Receipt** field.

The value of the **Expected Receipt** field is not changed at the Prompt Detail Information screen until receiving is completed.

```
DSJLPVR     ENTER   Creative Data Research-SUPPORT           4/14/99 13:33:01
                         Prompt Detail Information
P/O#:   5728 Warehouse: 1

Line No.:     1 Item Number: 110200 BLACK & MILD CIGARS  5 PK
                Manufacturer Number: 118

 Qty              Total      Expected          Extended          Last Receipt
Ordered Unit     Receipt     Receipt  Unit Cost  Amount              Cost
      7    3 CSE      4          4      267.390   1871.73

Unit Weight    Unit Cube
    .00           .0            Allowance Found?: N  Type: Not Checked
                                Allowance Start Date:         Multiples: N

                           On Order            On Hand     Code Date
Posted This Line Item:        7
     Unit of Measure 1:                     1:
     Unit of Measure 2:                     2:      563
     Unit of Measure 3:         7           3:
     Unit of Measure 4:                     4:
F3=Exit                                   F5=Display All Allowances
                                                    CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears. The partial quantity received is displayed (and highlighted) for the **Quantity Received** field, and the value of the **Status** field is *Partial*.

```
BSDRETR     CHANGE  Creative Data Research-SUPPORT           4/14/99 13:39:02
                         Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED       Status Partial
Buyer: 502    WILLIAM J. ANDERSON                         Entered:   5/26/98
Terms: 63 3 1/4% 12 DAYS              R E C E I V I N G    Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                          Received:
TOTAL $    2285.91 Qty:       10 Weight:        Cube:           Lines:    3
_____
D=Delete  F=Free Line Item    Z=Zoom  S=Select Allowance
?       Item     Quantity           Quantity              Extended
  Line# Number   Ordered      U/M   Received   Unit Cost  Amount
      1 110200        7    3 CSE        4        267.390    1871.73
        BLACK & MILD CIGARS  5 PK           Mfr. #: 118
      2 110240        2    3 CSE        2        132.210     264.42
        BLACK & MILD CIG UPRIGHT            Mfr. #: 70137
      3 144060        1    3 CSE        1        149.760     149.76
        PRINCE ALBERT TIN STYLE            Mfr. #: 40531
      0
                                           Mfr. #:
      0
                                           Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

6. If an unreceived portion of an ordered item's quantity will not be received later and will not be backordered, enter the partial quantity received for the **Quantity Ordered** field (7,n), and press <Enter>. The values of the **Extended Amount** and **Total** fields will change as illustrated for item number 110240 below.

```
BSDRETR     CHANGE  Creative Data Research-SUPPORT           4/14/99 13:58:20
                         Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED       Status Partial
Buyer: 502    WILLIAM J. ANDERSON                         Entered:   5/26/98
Terms: 63 3 1/4% 12 DAYS              R E C E I V I N G    Printed:   5/26/98
Warehouse:  1      MAIN WAREHOUSE                          Received:
TOTAL $    2153.70 Qty:        9 Weight:        Cube:           Lines:    3
_____
D=Delete  F=Free Line Item    Z=Zoom  S=Select Allowance
?       Item     Quantity           Quantity              Extended
  Line# Number   Ordered      U/M   Received   Unit Cost  Amount
      1 110200        7    3 CSE        4        267.390    1871.73
        BLACK & MILD CIGARS  5 PK           Mfr. #: 118
      2 110240        1    3 CSE        2        132.210     132.21
        BLACK & MILD CIG UPRIGHT            Mfr. #: 70137
      3 144060        1    3 CSE        1        149.760     149.76
        PRINCE ALBERT TIN STYLE            Mfr. #: 40531
      0
                                           Mfr. #:
      0
                                           Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

When <F14> (Rec Complete PO) was used prior to changing the quantity ordered, the zoom option is used, as previously described, to change the **Quantity Received** field.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT        4/14/99 14:06:23
                        Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED      Status Partial
Buyer: 502    WILLIAM J. ANDERSON                        Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G  Printed:   5/26/98
Warehouse:  1        MAIN WAREHOUSE                       Received:
TOTAL $      2153.70  Qty:        9 Weight:       Cube:        Lines:    3
_____

D=Delete   F=Free Line Item    Z=Zoom  S=Select Allowance
?          Item    Quantity          Quantity              Extended
   Line#  Number   Ordered      U/M  Received   Unit Cost  Amount
       1  110200          7   3  CSE        4      267.390    1871.73
          BLACK & MILD CIGARS  5 PK         Mfr. #: 118
       2  110240          1   3  CSE        1      132.210     132.21
          BLACK & MILD CIG UPRIGHT          Mfr. #: 70137
       3  144060          1   3  CSE        1      149.760     149.76
          PRINCE ALBERT TIN STYLE           Mfr. #: 40531
       0
                                            Mfr. #:
       0
                                            Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

7. If the buying level (unit of measure) of an item received is different than the buying level of an item ordered, change the value of the ordered item's buying level (1,n) which is displayed to the right of the **Quantity Ordered** field, and press <Enter>. The value of the **U/M**, **Unit Cost**, **Extended Amount** and **Total** fields will change as illustrated for item number 110240 below.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT        4/14/99 14:09:57
                        Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED      Status Partial
Buyer: 502    WILLIAM J. ANDERSON                        Entered:   5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G  Printed:   5/26/98
Warehouse:  1        MAIN WAREHOUSE                       Received:
TOTAL $      2025.90  Qty:        9 Weight:       Cube:        Lines:    3
_____

D=Delete   F=Free Line Item    Z=Zoom  S=Select Allowance
?          Item    Quantity          Quantity              Extended
   Line#  Number   Ordered      U/M  Received   Unit Cost  Amount
       1  110200          7   3  CSE        4      267.390    1871.73
          BLACK & MILD CIGARS  5 PK         Mfr. #: 118
       2  110240          1   2  CTN        1        4.407       4.41
          BLACK & MILD CIG UPRIGHT          Mfr. #: 70137
       3  144060          1   3  CSE        1      149.760     149.76
          PRINCE ALBERT TIN STYLE           Mfr. #: 40531
       0
                                            Mfr. #:
       0
                                            Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

Note: If changes are made to a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted before the Work With Purchase Orders is used to receive it.

8. To delete an item which is not available from the vendor (or to correct a data entry error), enter *D* (Delete) in the selection column next to the item's line number.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT          4/14/99 14:09:57
                        Purchase Order Entry/Updt
P/O#:   5728 Vendor: MID100 JOHN MIDDLETON INCORPORATED        Status Partial
Buyer: 502    WILLIAM J. ANDERSON                        Entered:  5/26/98
Terms:  63 3 1/4% 12 DAYS              R E C E I V I N G   Printed:  5/26/98
Warehouse:  1      MAIN WAREHOUSE                         Received:
TOTAL $    2025.90  Qty:        9 Weight:       Cube:        Lines:    3
_____
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                 Extended
  Line#  Number  Ordered      U/M  Received    Unit Cost   Amount
      1  110200       7   3  CSE        4         267.390     1871.73
         BLACK & MILD CIGARS  5 PK              Mfr. #: 118
      2  110240       1   2  CTN        1           4.407        4.41
         BLACK & MILD CIG UPRIGHT              Mfr. #: 70137
D     3  144060       1   3  CSE        1         149.760      149.76
         PRINCE ALBERT TIN STYLE              Mfr. #: 40531
      0
                                               Mfr. #:
      0
                                               Mfr. #:

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

Press <Enter>. The line item is not deleted at the Purchase Order Entry/Updt screen until receiving is completed.

Note: If an item is deleted from a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted before the Work With Purchase Orders is used to receive it.

9. To add an item, move the cursor to the bottom of the purchase order (use <Page Down> if necessary), and enter data for the following fields:
   - **Item Number** (6,n) - the item number of the product received.
   - **Quantity Ordered** (7,n) - the number of items received.
   - Optional: **U/M** (1,n) - the buying level (unit of measure) of the item received. The value of this field defaults from the **Buying Unit** field of the item's record. If necessary, enter a valid value of *1, 2, 3* or *4* to override the item record's value.

   Press <Enter> when an item's entry is complete. Note: If an item is added to a purchase order with the status of *O* (open) or *P* (partial), the purchase order must be reprinted before the Work With Purchase Orders is used to receive it.

10. If any items displayed on the Purchase Order Entry/Updt screen appear with no value for the **Quantity Received** field, and the total ordered quantity was received, use the zoom option to update these items on a line-by-line basis.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT          4/14/99 15:42:18
                        Purchase Order Entry/Updt
P/O#:   5564 Vendor: RJR100 R J REYNOLDS TOBACCO CO           Status Open
Buyer: 502    JOHN ANDERS                                Entered:  5/19/98
Terms:  61 1/2% CIGARETTE(EFT)         R E C E I V I N G   Printed:  5/19/98
Warehouse:  1      MAIN WAREHOUSE                         Received:
TOTAL $   34386.24  Qty:      112 Weight:       Cube:        Lines:    7
_____
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?         Item    Quantity          Quantity                 Extended
  Line#  Number  Ordered      U/M  Received    Unit Cost   Amount
Z     1  850316      16   3  CSE                 307.020     4912.32
         DORAL LT KING B8G2F                  Mfr. #: 25291
Z     2  860330      16   3  CSE                 307.020     4912.32
         DORAL LT 100 B8G2F                   Mfr. #: 25292
      3  860331      16   3  CSE                 307.020     4912.32
         DORAL F F 100 B8G2F                  Mfr. #: 25293
      4  860332      16   3  CSE                 307.020     4912.32
         DORAL LT MEN 100 B8G2F               Mfr. #: 25294
Z     5  860333      16   3  CSE                 307.020     4912.32
         DORAL U L 100 B8G2F                  Mfr. #: 25295              +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

Z may be entered for multiple items before pressing <Enter>. When the Prompt Detail Information screen appears for each received item, press <Enter> twice. When completed, the Purchase Order Entry/Updt screen appears with changed values for the **Quantity Received** field of each received item.

```
BSDRETR     CHANGE  Creative Data Research-SUPPORT         4/14/99 15:44:21
                         Purchase Order Entry/Updt
P/O#:   5564 Vendor: RJR100 R J REYNOLDS TOBACCO CO           Status Open
Buyer: 502     JOHN ANDERS                                  Entered:   5/19/98
Terms:  61 1/2% CIGARETTE(EFT)          R E C E I V I N G   Printed:   5/19/98
Warehouse:  1       MAIN WAREHOUSE                          Received:
TOTAL $     34386.24  Qty:      112 Weight:        Cube:        Lines:     7
_____
D=Delete  F=Free Line Item    Z=Zoom  S=Select Allowance
?          Item     Quantity          Quantity             Extended
   Line#  Number  Ordered       U/M   Received   Unit Cost  Amount
       1  850316       16   3  CSE        16       307.020   4912.32
          DORAL LT KING B8G2F                    Mfr. #: 25291
       2  860330       16   3  CSE        16       307.020   4912.32
          DORAL LT 100 B8G2F                     Mfr. #: 25292
       3  860331       16   3  CSE                 307.020   4912.32
          DORAL F F 100 B8G2F                    Mfr. #: 25293
       4  860332       16   3  CSE                 307.020   4912.32
          DORAL LT MEN 100 B8G2F                 Mfr. #: 25294
       5  860333       16   3  CSE        16       307.020   4912.32
          DORAL U L 100 B8G2F                    Mfr. #: 25295              +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

11. When receipt of the purchase order is complete, press <F7> (Update/Exit).

```
BSDRETR     CHANGE  Creative Data Research-SUPPORT         4/14/99 15:45:37
                         Purchase Order Entry/Updt
P/O#:   5564 Vendor: RJR100 R J REYNOLDS TOBACCO CO           Status Partial
Buyer: 502     JOHN ANDERS                                  Entered:   5/19/98
Terms:  61 1/2% CIGARETTE(EFT)          R E C E I V I N G   Printed:   5/19/98
Warehouse:  1       MAIN WAREHOUSE                          Received:
TOTAL $     34386.24  Qty:      112 Weight:        Cube:        Lines:     7
D=Delete  F=Free Line Item    Z=Zoom  S=Select Allowance
?          Item     Quantity          Quantity             Extended
   Line#  Number  Ordered       U/M   Received   Unit Cost  Amount
       1  850316       16   3  CSE        16       307.020   4912.32
          DORAL LT KING B8G2F                    Mfr. #: 25291
       2  860330       16   3  CSE        16       307.020   4912.32
          DORAL LT 100 B8G2F                     Mfr. #: 25292
       3  860331       16   3  CSE                 307.020   4912.32
          DORAL F F 100 B8G2F                    Mfr. #: 25293
       4  860332       16   3  CSE                 307.020   4912.32
          DORAL LT MEN 100 B8G2F                 Mfr. #: 25294
       5  860333       16   3  CSE        16       307.020   4912.32
          DORAL U L 100 B8G2F                    Mfr. #: 25295              +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
                                                     CONFIRM: Y (Y/N)
```

12. Press <Enter> when prompted to confirm. The Work With Purchase Orders screen appears.

13. Press <F3> to exit. The Purchasing screen appears, and the P/O Receiving Posting Report is printed (see the example on the following page).

Refer to Using The Work With Purchase Orders Screen for information about creating a backorder from a purchase order with a partial status.

Refer to the DAC Default System Options document for information about using the **Status to Purge POs** and **No. Days After Purge Status** fields of the SYS008 default system option to delete purchase orders.

P/O Receiving Posting Report

```
Ship To.............              Vendor.............                        P.O. Number    2229
CREATIVE DATA RESEARCH            PHILLIP MORRIS INC.                        Order Date    5/24/13
205 E LOCKWOOD ST                 P.O. BOX 101573                            Terms Code    E2
                                                                             Ship Date    5/30/13

Buyer                    Warehouse        BRISTOL                    Ship          VA 00003
Number                   Code             Vendor                     By Number     Order Placed With         Received By    Rcv Date
JP    JEANNINE PENDER    1                Number                                                              JEANNINE       5/24/13
                                          PHI001
```

Item Number	Alt #	Bil StS	Partial Receipt	Received This Run	Total Received	Total Ordered	Unit	Case Mult	Sell Units	Sel U/M	Weight	Manufacturer Number	Description	Unit Cost	Ext.Amount This Run	Cat No.	Tax Class
100005				4	4	4	CSE	30	120	CTN	.00	2640	MARLBORO BLEND BOX KING #27	1127.370	4509.48	1	100
100046				1	1	1	CSE	60	60	CTN	.00	30076	MERIT GOLD MENTHOL 100	2752.020	2752.02	1	100
100047				1	1	1	CSE	60	60	CTN	.00	30086	MERIT GOLD 100	2752.020	2752.02	1	100
100045				1	1	1	CSE	60	60	CTN	.00	30096	MERIT GOLD BOX KING	2752.020	2752.02	1	100
100044				1	1	1	CSE	60	60	CTN	.00	30136	MERIT BRONZE BOX 100	2752.020	2752.02	1	100
100042				1	1	1	CSE	60	60	CTN	.00	30166	MERIT BLUE 100	2752.020	2752.02	1	100
100048				1	1	1	CSE	60	60	CTN	.00	30186	MERIT SILVER MENTHOL K/S	2752.020	2752.02	1	100
100034				1	1	1	CSE	60	60	CTN	.00	30366	BASIC BLUE BOX 100	2094.420	2094.42	1	100
100038				1	1	1	CSE	60	60	CTN	.00	30426	BASIC GOLD MENTHOL BOX KING	2094.420	2094.42	1	100
100036				1	1	1	CSE	60	60	CTN	.00	30430	BASIC GOLD BOX KING	2094.420	2094.42	1	100
100037				2	2	2	CSE	60	120	CTN	.00	30460	BASIC GOLD BOX 100	2094.420	4188.84	1	100
100035				1	1	1	CSE	60	60	CTN	.00	30496	BASIC BLUE 100	2094.420	2094.42	1	100
100033				1	1	1	CSE	60	60	CTN	.00	30506	BASIC BLUE BOX KING	2094.420	2094.42	1	100
100017				2	2	2	CSE	30	60	CTN	.00	3680	MARLBORO RED LABEL BOX KING	1127.370	2254.74	1	100
100018				1	1	1	CSE	30	30	CTN	.00	3690	MARLBORO RED LABEL BOX 100	1127.370	1127.37	1	100
100008				2	2	2	CSE	30	60	CTN	.00	3766	MARLBORO BLUE MEN BOX K/S	1127.370	2254.74	1	100
100009				2	2	2	CSE	30	60	CTN	.00	3840	MARLBORO GOLD BOX KING	1127.370	2254.74	1	100
100021				2	2	2	CSE	30	60	CTN	.00	3866	MARLBORO SILVER BOX 72	1127.370	2254.74	1	100
100012				4	4	4	CSE	30	120	CTN	.00	4710	MARLBORO GOLD MEN BOX 100	1127.370	4509.48	1	100
100020				2	2	2	CSE	30	60	CTN	.00	4780	MARLBORO SILVER BOX 100	1127.370	2254.74	1	100
100022				2	2	2	CSE	30	60	CTN	.00	4816	MARLBORO SILVER MENTHOL BOX KING	1127.370	2254.74	1	100
100023				3	3	3	CSE	30	90	CTN	.00	4856	MARLBORO SILVER MENTHOL BOX 100	1127.370	3382.11	1	100
100029				4	4	4	CSE	30	120	CTN	.00	5650	MARLBORO SPEC BLEND RED BOX KING	1127.370	4509.48	1	100
100030				2	2	2	CSE	30	60	CTN	.00	5680	MARLBORO SPEC BLEND RED BOX 100	1127.370	2254.74	1	100
100001				3	3	3	CSE	30	90	CTN	.00	57260	MARLBORO BLEND BOX K/S SOFTPACK	824.700	2474.10	1	100
100002				3	3	3	CSE	30	90	CTN	.00	58450	MARLBORO BLACK BOX K/S SOFTPACK	979.200	2937.60	1	100
100003				3	3	3	CSE	30	90	CTN	.00	58460	MARLBORO BLACK BOX 100	979.200	2937.60	1	100
100056				2	2	2	CSE	30	60	CTN	.00	7326	VIRGINIA SLIMS MENTHOL 100	1173.900	2347.80	1	100
100051				2	2	2	CSE	30	60	CTN	.00	7336	VIRGINIA SLIM GOLD BOX 100	1173.900	2347.80	1	100
100052				2	2	2	CSE	30	60	CTN	.00	7346	VIRGINIA SLIM GOLD MEN BOX 100	1173.900	2347.80	1	100
100054				3	3	3	CSE	30	90	CTN	.00	7356	VIRGINIA SLIM GOLD 120	1173.900	3521.70	1	100
100053				2	2	2	CSE	30	60	CTN	.00	7396	VIRGINIA SLIM GOLD MEN 120	1173.900	2347.80	1	100
100055				3	3	3	CSE	30	90	CTN	.00	7746	VIRGINIA SLIMS MENTHOL BOX 100	1173.900	3521.70	1	100
100006				2	2	2	CSE	30	60	CTN	.00	9416	MARLBORO BLEND BOX KING #54	1127.370	2254.74	1	100
100007				2	2	2	CSE	30	60	CTN	.00	9426	MARLBORO BLEND BOX 100 #54	1127.370	2254.74	1	100
100024				1	1	1	CSE	30	30	CTN	.00	9526	MARLBORO BLACK SPEC BLEND BOX KING	1127.370	1127.37	1	100
100027				1	1	1	CSE	30	30	CTN	.00	9536	MARLBORO BLACK SPEC BLEND BOX 100	1127.370	1127.37	1	100
100026				2	2	2	CSE	30	60	CTN	.00	9546	MARLBORO BLACK MEN SPEC BLEND BX KS	1127.370	2254.74	1	100
100013				1	1	1	CSE	30	30	CTN	.00	9616	MARLBORO BLUE MEN 72	1127.370	1127.37	1	100
100028				1	1	1	CSE	30	30	CTN	.00	9646	MARLBORO BLACK MEN SPEC BLEND B 100	1127.370	1127.37	1	100
100015				2	2	2	CSE	30	60	CTN	.00	9650	MARLBORO BLUE MEN 72	1127.370	2254.74	1	100
100031				3	3	3	CSE	30	90	CTN	.00	9726	MARLBORO VIRGINIA BLEND BOX KING	1127.370	3382.11	1	100
100032				2	2	2	CSE	30	60	CTN	.00	9746	MARLBORO VIRGINIA BLEND BOX 100	1127.370	2254.74	1	100

```
P/O Number:  2229   Total Qty This Run:   84   Total Selling Units:   2910   Total Weight This Run:   2910   Total Value This Run:   110070.72
Total Billback            Total O/I Discount
```

** END OF REPORT **

Creating Backorders

The instructions which follow describe using the Work With Purchase Orders application to create backorders. Only purchase orders with a partial status can be backordered. A backorder can be created regardless of the value entered for the **Backorder Code** field of the vendor's record.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears. If necessary, use the restrictor fields at the top of the screen to locate the desired purchase order.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT           4/20/99  8:45:31
                         Work With Purchase Orders
 Status            Vendor  Buyer   Warehouse P.O. Number  EDI Status
      P  Partial


Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?      Status  Vendor          Name                      Expected   P/O #  BO
       P Partial LIL200 LIL AUTO STORE                    6/09/98     268
       P Partial FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT 4/13/98  3800
       P Partial HOU100 RED LION INTERNATIONAL             5/27/98    3879
       P Partial KAF100 K.A. FISHER CO.                    4/22/99    3920
       P Partial RJR100 R J REYNOLDS TOBACCO CO            5/22/98    5564
       P Partial M&N100 J. C. NEWMAN CIGAR COMPANY         5/22/98    5708
       P Partial PIN100 THE PINKERTON TOBACCO CO           5/29/98    5726




F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

2. To view detailed information about an order, enter *Z* (Zoom/Edit) in the selection column next to the order's status and press <Enter>. The Purchase Order Entry/Updt screen appears. The **Quantity Received** fields of items that are not completely received are highlighted.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT          4/20/99  9:07:39
                        Purchase Order Entry/Updt
P/O#:   3800 Vendor: FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT Status Partial
Buyer: 502    JOHN ANDERS                              Entered:   4/13/98
Terms:  10 NET 30 DAYS                                 Printed:   4/13/98
Warehouse:  1        MAIN WAREHOUSE                    Received:  4/20/99
TOTAL $    1157.80  Qty:      23 Weight:       Cube:        Lines:      9
_____
D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?        Item   Quantity         Quantity              Extended
   Line# Number  Ordered      U/M Received  Unit Cost  Amount
       1 111057      2   2 BOX       2        68.447     136.89
         A F CHURCHILL MAD                 Mfr. #:
       2 111056      4   2 BOX       3        68.447     273.79
         A F CHURCHILL NAT                 Mfr. #:
       3 111062      2   2 BOX       2        58.297     116.59
         A F CORONA EMPERIAL MAD           Mfr. #:
       4 111066      3   2 BOX                38.300     114.90
         A F CURLY HEAD MAD                Mfr. #:
       5 111053      3   2 BOX       3        28.003      84.01
         A F DOUBLE CHATEAU MAD            Mfr. #:                       +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

The <F3> key can be used at the Purchase Order Entry/Updt screen to exit without saving any changes made to a purchase order, or the <F7> key is used to save changes. The Work With Purchase Orders screen appears.

3. Enter *B* (Backorder PO) in the selection colunm next to desired order's status.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT           4/20/99  9:14:31
                       Work With Purchase Orders
 Status           Vendor  Buyer   Warehouse P.O. Number  EDI Status
      P  Partial


Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status Vendor           Name                    Expected   P/O # BO
      P Partial LIL200 LIL AUTO STORE                  6/09/98      268
B     P Partial FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT 4/13/98   3800
      P Partial HOU100 RED LION INTERNATIONAL          5/27/98     3879
      P Partial KAF100 K.A. FISHER CO.                 4/22/99     3920
      P Partial RJR100 R J REYNOLDS TOBACCO CO         5/22/98     5564
      P Partial M&N100 J. C. NEWMAN CIGAR COMPANY      5/22/98     5708
      P Partial PIN100 THE PINKERTON TOBACCO CO        5/29/98     5726




F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

4. Press <Enter>.

5. Press <Enter> when the *A Backorder PO will be created. Press enter to proceed
   or "N" to cancel* message appears. The list of purchase orders is redisplayed, and
   the status of the partial purchase order changes to received.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT          4/20/99 10:35:30
                       Work With Purchase Orders
 Status           Vendor  Buyer   Warehouse P.O. Number  EDI Status
       *ALL*                                3800

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.

?     Status Vendor           Name                    Expected   P/O # BO
      R Receive FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT         3800
      R Receive M&N100 J. C. NEWMAN CIGAR COMPANY                  3803
      R Receive RAG200 C B RAGLAND COMPANY-HBC                     3805
      R Receive SAM100 SAM'S WHOLESALE                             3806
      R Receive RAG100 C B RAGLAND COMPANY-GROCERIES               3811
      R Receive SWI100 SWISHER INTERNATIONAL, INC.                 3814
      R Receive RAG200 C B RAGLAND COMPANY-HBC                     3819
      R Receive RAG100 C B RAGLAND COMPANY-GROCERIES               3821
      T Transfe QUA200 QUAKER OATS COMPANY                         3823
      R Receive SWI100 SWISHER INTERNATIONAL, INC.                 3826
      R Receive FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT         3832  +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

A new purchase order with an open status is created with the unreceived items of
the partial order, and is printed with a reference to the order number of the partial
order (see the example on the following page).

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT              4/20/99 10:50:39
                            Work With Purchase Orders
 Status              Vendor  Buyer    Warehouse P.O. Number  EDI Status
        O  Open                                 3931


Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO
S=Send EDI P.O.


?       Status  Vendor          Name                  Expected   P/O #  BO
       O Open    FAN100 FUENTE & NEWMAN PREMIUM CIGARS LIMT  4/13/98    3931 B
       O Open    RJR100 R J REYNOLDS TOBACCO CO           5/22/98    5563
       O Open    RJR100 R J REYNOLDS TOBACCO CO           5/22/98    5565
       O Open    RJR100 R J REYNOLDS TOBACCO CO           5/22/98    5566
       O Open    RJR100 R J REYNOLDS TOBACCO CO           5/22/98    5567
       O Open    RJR100 R J REYNOLDS TOBACCO CO           5/22/98    5569
       O Open    RJR100 R J REYNOLDS TOBACCO CO           5/22/98    5570
       O Open    NAT200 NATIONAL TOBACCO COMPANY,L P      5/23/98    5686
       O Open    HAV100 HAVATAMPA INCORPORATED            5/27/98    5693
       O Open    CON100 CONSOLIDATED CIGAR CORP           5/27/98    5695
       O Open    CON150 CONWOOD COMPANY L P               5/24/98    5706   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

The new purchase order appears on the Work With Purchase Orders screen with a status of *O* (open) and with a *B* (backorder) for the **BO** field.

6. Press <F3> to exit. The Purchasing screen appears.

```
Vendor Number FAN100                      SHIP TO 9107210                    P.O. Number :   3931    Page    1
          FUENTE & NEWMAN PREMIUM CIGARS LIMT      CREATIVE DATA RESEARCH              Date :  4/13/98
          PREMIUM CIGARS LIMITED, INC.             1150 N CAUSEWAY BLVD
          P.O. BOX 76219
          TAMPA               FL  33605            MANDEVILLE            LA  70471
 Printed  4/20/99
          Fax Number      0                        Fax Number    205  776-4717
          Phone Number : 800  477-1884             Phone Number 205  776-3268
          Placed With :
          Freight Terms : Blank                     Terms : NET 30 DAYS
          Back Haul : Bla  Rate :    .00            Ship Date :          ASAP
          Back Order :                              Buyer : JOHN ANDERS
P.O. Message Line 1 BO PO REF: 0003800

 Cases  Unit Case  Manufacturer                           Our    Units       Off Invoice          Extended
Ordered Desc Pack     Number              Description    Number Ordered Case Cost Allow. Amt. Net Cost   Amount
      1 BOX    25              A F CHURCHILL NAT          111056     1    68.447                68.447    68.44
   T1440          UPC
      3 BOX    40              A F CURLY HEAD MAD         111066     3    38.300                38.300   114.90
               UPC




                          Case        Weight         Cube          Units         Allowance        Total Amount
P.O.Number    3931            4           .0           .0             4                              183.34
        P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS xxxxxxxxxxxxxxxxxxxxxxxxx
        DELIVERY APPOINTMENT REQUIRED FOR 100 CASE OR MORE xxxxxxxxxxxxxxxxxxx
        RECEIVING MONDAY -THURSDAY 8:00- 2:30 FRIDAY 8:00 11:30 (616-530-6600)
```

Transferring Purchase Orders To Accounts Payable

After an order and vendor invoice is received, the purchase order can be transferred to accounts payable. Partially received orders cannot be transferred. Refer to Creating Back Orders for information about changing a partial purchase order's status to received.

The instructions which follow describe using the Work With Purchase Orders application to handle invoice price checking and change the status of an order from received to payable.

If using DAC Accounts Payable, the Work With A/P Transfers application is then used to change the purchase order status from payable to transferred, and create a corresponding vendor invoice. Refer to Working With Item Records of the Accounts Payable document for information about the records that must be created before transferring purchase orders to accounts payable.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.
2. If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order, and enter *Z* (Zoom/Edit) in the selection column next to the item's received status.

```
BSDSDFR     DISPLAY Creative Data Research-SUPPORT          4/15/99 13:30:42
                         Work With Purchase Orders
 Status            Vendor  Buyer    Warehouse P.O. Number


Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO


?     Status Vendor         Name              Expected   P/O #  BO
    T Transfe SMI100 SMITH KLINE BEECHAM                   181
    R Receive SMI100 SMITH KLINE BEECHAM                   183
    R Receive SAM100 SAM'S WHOLESALE                       205
    T Transfe SMI100 SMITH KLINE BEECHAM                   263
Z   R Receive KAF100 K.A. FISHER CO.                       264
    R Receive STA130 STANBACK COMPANY                      265
    R Receive BAY100 BAYER CORPORATION                     266
    T Transfe BLO100 BLOCK DRUG COMPANY                    267
    O Open    LIL200 LIL AUTO STORE         6/09/98        268
    O Open    LIL300 LIL NECESSITIES        6/09/98        269
    O Open    LIL100 LIL DRUG STORE         6/09/98        270    +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

3. Press <Enter>. The Purchase Order Entry/Updt screen appears.

```
BSDRETR     CHANGE  Creative Data Research-SUPPORT          4/15/99 13:34:58
                         Purchase Order Entry/Updt
P/O#:    264 Vendor: KAF100 K.A. FISHER CO.             Status Receive
Buyer: 501     JANE SANFORD                       Entered:  5/14/98
Terms:  01 NET 10 DAYS                            Printed:  5/14/98
Warehouse: 1        MAIN WAREHOUSE                Received: 4/14/99
TOTAL $    4006.48 Qty:    2196 Weight:       Cube:        Lines:   30


D=Delete  F=Free Line Item   Z=Zoom  S=Select Allowance
?       Item    Quantity         Quantity            Extended
  Line# Number  Ordered     U/M  Received  Unit Cost  Amount
      1 510580      288   2 BTL       288    1.850       532.80
        PEPTO-BISMOL 4 OZ            Mfr. #: 784843     PK12
      2 510590       60   2 BTL        60    2.590       155.40
        PEPTO BISMOL 8 OZ            Mfr. #: 784876    PK 12
      3 510592       48   2 BTL        48    2.590       124.32
        PEPTO BISMOL MAX STR 4 OZ    Mfr. #: 784447     PK12
      4 510600       24   2 BOX        24    2.700        64.80
        PEPTO BISMOL TABLETS 30CT    Mfr. #: 784892     PK12
      5 513117       24   2 EA         24    3.660        87.84
        CHLORASEPTIC CHRY SPRY 6 OZ  Mfr. #: 786350     PK12        +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```
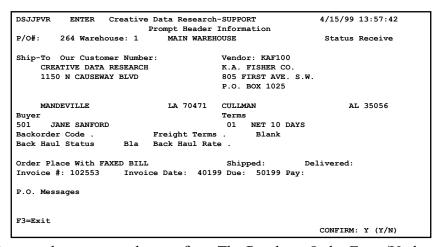
If necessary, use <Page Down> to check the vendor's invoice prices.

4. Press <F10>. The Prompt Header Information screen appears.

```
DSJJPVR    ENTER    Creative Data Research-SUPPORT              4/15/99 13:36:06
                          Prompt Header Information
P/O#:    264 Warehouse: 1        MAIN WAREHOUSE                  Status Receive

Ship-To  Our Customer Number:              Vendor: KAF100
       CREATIVE DATA RESEARCH              K.A. FISHER CO.
       1150 N CAUSEWAY BLVD                805 FIRST AVE. S.W.
                                           P.O. BOX 1025

       MANDEVILLE              LA 70471    CULLMAN                   AL 35056
Buyer                                      Terms
501     JANE SANFORD                       01    NET 10 DAYS
Backorder Code .          Freight Terms .      Blank
Back Haul Status      Bla   Back Haul Rate .

Order Place With FAXED BILL              Shipped:       Delivered:
Invoice #:            Invoice Date:       Due:       Pay:

P.O. Messages


F3=Exit
```

5. Enter data for the following fields:
   - **Invoice #** (10,a) - the vendor's invoice number.
   - **Invoice Date** (6,n) - the date of the vendor's invoice.
   - Optional: **Due** (6,n) - the due date which appears on the vendor's invoice.
   - Optional: **Pay** (6,n) - the date on which accounts payable should pay the vendor for the order.
   - Optional: **P.O. Messages** (70,a) - comments regarding the purchase order. When the purchase order's transfer is completed, the voucher number, which is automatically generated by the Accounts Payable System to identify and track each vendor invoice, appears in the **P.O. Messages** field with the *VCH* prefix.
6. Press <Enter>.

```
DSJJPVR    ENTER    Creative Data Research-SUPPORT              4/15/99 13:57:42
                          Prompt Header Information
P/O#:    264 Warehouse: 1        MAIN WAREHOUSE                  Status Receive

Ship-To  Our Customer Number:              Vendor: KAF100
       CREATIVE DATA RESEARCH              K.A. FISHER CO.
       1150 N CAUSEWAY BLVD                805 FIRST AVE. S.W.
                                           P.O. BOX 1025

       MANDEVILLE              LA 70471    CULLMAN                   AL 35056
Buyer                                      Terms
501     JANE SANFORD                       01    NET 10 DAYS
Backorder Code .          Freight Terms .      Blank
Back Haul Status      Bla   Back Haul Rate .

Order Place With FAXED BILL              Shipped:       Delivered:
Invoice #: 102553    Invoice Date:  40199 Due:  50199 Pay:

P.O. Messages


F3=Exit
                                              CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT           4/15/99 13:58:40
                        Purchase Order Entry/Updt
P/O#:    264 Vendor: KAF100 K.A. FISHER CO.                   Status Receive
Buyer: 501    JANE SANFORD                            Entered:   5/14/98
Terms:  01 NET 10 DAYS                                Printed:   5/14/98
Warehouse:  1      MAIN WAREHOUSE                     Received:  4/14/99
TOTAL $    4006.48  Qty:    2196 Weight:      Cube:        Lines:    30
_____
D=Delete  F=Free Line Item    Z=Zoom  S=Select Allowance
?        Item    Quantity       Quantity                Extended
  Line#  Number  Ordered    U/M Received  Unit Cost   Amount
      1  510580      288    2  BTL    288     1.850      532.80
         PEPTO-BISMOL 4 OZ                 Mfr. #: 784843   PK12
      2  510590       60    2  BTL     60     2.590      155.40
         PEPTO BISMOL 8 OZ                 Mfr. #: 784876   PK 12
      3  510592       48    2  BTL     48     2.590      124.32
         PEPTO BISMOL MAX STR 4 OZ         Mfr. #: 784447   PK12
      4  510600       24    2  BOX     24     2.700       64.80
         PEPTO BISMOL TABLETS 30CT         Mfr. #: 784892   PK12
      5  513117       24    2  EA      24     3.660       87.84
         CHLORASEPTIC CHRY SPRY 6 OZ       Mfr. #: 786350   PK12      +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
```

8. Press <F7> (Update/Exit). The order's status changes from received to payable.

```
BSDRETR    CHANGE  Creative Data Research-SUPPORT           4/15/99 14:01:32
                        Purchase Order Entry/Updt
P/O#:    264 Vendor: KAF100 K.A. FISHER CO.                   Status Payable
Buyer: 501    JANE SANFORD                            Entered:   5/14/98
Terms:  01 NET 10 DAYS                                Printed:   5/14/98
Warehouse:  1      MAIN WAREHOUSE                     Received:  4/14/99
TOTAL $    4006.48  Qty:    2196 Weight:      Cube:        Lines:    30
_____
D=Delete  F=Free Line Item    Z=Zoom  S=Select Allowance
?        Item    Quantity       Quantity                Extended
  Line#  Number  Ordered    U/M Received  Unit Cost   Amount
      1  510580      288    2  BTL    288     1.850      532.80
         PEPTO-BISMOL 4 OZ                 Mfr. #: 784843   PK12
      2  510590       60    2  BTL     60     2.590      155.40
         PEPTO BISMOL 8 OZ                 Mfr. #: 784876   PK 12
      3  510592       48    2  BTL     48     2.590      124.32
         PEPTO BISMOL MAX STR 4 OZ         Mfr. #: 784447   PK12
      4  510600       24    2  BOX     24     2.700       64.80
         PEPTO BISMOL TABLETS 30CT         Mfr. #: 784892   PK12
      5  513117       24    2  EA      24     3.660       87.84
         CHLORASEPTIC CHRY SPRY 6 OZ       Mfr. #: 786350   PK12      +

F3=Exit F5=Head Down Entry F7=Update/Exit F10=Header Info F14=Rec. Complete PO
                                                   CONFIRM: Y (Y/N)
```

Users who do not transfer purchase orders to accounts payable, should refer to the DAC Default System Options document for information about using the **Status to Purge POs** field of the SYS008 default system option to delete purchase orders.

9. Press <Enter> when prompted to confirm. The Work With Purchase Orders screen appears.

```
BSDSDFR    DISPLAY Creative Data Research-SUPPORT           4/15/99 14:03:31
                        Work With Purchase Orders
 Status          Vendor  Buyer   Warehouse P.O. Number
        *ALL*

Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO


?     Status  Vendor        Name                Expected    P/O # BO
   T Transfe SMI100 SMITH KLINE BEECHAM                       181
   R Receive SMI100 SMITH KLINE BEECHAM                       183
   R Receive SAM100 SAM'S WHOLESALE                           205
   T Transfe SMI100 SMITH KLINE BEECHAM                       263
   A Payable KAF100 K.A. FISHER CO.                           264
   R Receive STA130 STANBACK COMPANY                          265
   R Receive BAY100 BAYER CORPORATION                         266
   T Transfe BLO100 BLOCK DRUG COMPANY                        267
   O Open    LIL200 LIL AUTO STORE          6/09/98           268
   O Open    LIL300 LIL NECESSITIES         6/09/98           269
   O Open    LIL100 LIL DRUG STORE          6/09/98           270   +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

10. Press <F3> to exit. The Purchasing screen appears.

```
User: JEANNINE                    Menu: PUCV1                    Date:  8/06/12

=======================> P U R C H A S I N G <=========================
=======================================================================
!!!!!!!!!!    1. Work With Purchase Orders      12. Import Costs
THE    !!     2. Work With Vendors
DAC    !!     3. Work With Items
SYSTEM !!     4. Work With Buyer Control File
!!!!!!!!!!    5. Work With Buying Allowances
              6. Work With Dock Receiving
              7. Work With A/P Transfers
              8. Work With RF Receiving
              9. Work With Buyer Messages
             10. Vendor Receivables
             11. Work With Vendor Groups
                         M E N U   C A L L S
19. Truck Scheduling    20. A/P Menu            21. Purchasing Reports
22. Inventory Menu      23. Dac Main Menu        90. Sign Off
=======================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

If using DAC Accounts Payable (A/P), the following instructions should be used to change the purchase order status from payable to transferred, and create a corresponding vendor invoice. Note: Do not proceed without first verifying that no one will be using DAC A/P during the transfer process.

11. Select option 7 (Work With A/P Transfers) from the Purchasing screen. The Work With Approved PO'S screen appears.

```
GSDXDFR     DISPLAY Creative Data Research-SUPPORT         4/15/99 14:20:38
                            Work With Approved PO'S
 P. O.      Invoice   Vendor  Warehouse
 Number     Number    Number  Code
                                           Default A/P Company CDR

Type options, press Enter.
U=UnSelect    X=Select request

?    P.O.      Invoice  Vendor            Vendor Name              Total
     Number    Number   Number                                    Value
 A     264 102553      KAF100 K.A. FISHER CO.                     4006.48
 A    2190 102336      SCO100 SCORE DISTRIBUTION                   445.50
 A    2226 22358       SCO100 SCORE DISTRIBUTION                   716.40
 A    3431 45698       LIL200 LIL AUTO STORE                        10.80
 A    3896 00          PHI100 PHILIP MORRIS INC




F1=Show Selected Only   F2=Show All   F3=Exit   F10=Transfer to A/P
```

Only approved purchase orders, as designated by the *A* next to the order numbers, appear on the Work With Approved PO'S screen.

12. Enter *X* (Select request) in the selection column next to the purchase orders which will be transferred for payment by the company specified by the **Default A/P Company** field. Users who have defined multiple companies should refer to Selecting a Default Accounts Payable Company for information about changing the value of the **Default A/P Company** field.

```
GSDXDFR      DISPLAY Creative Data Research-SUPPORT           4/15/99 14:58:42
                        Work With Approved PO'S
  P. O.      Invoice    Vendor   Warehouse
  Number     Number     Number   Code
                                          Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?      P.O.     Invoice  Vendor           Vendor Name               Total
       Number   Number   Number                                    Value
X A      264 102553      KAF100 K.A. FISHER CO.                   4006.48
  A     2190 102336      SCO100 SCORE DISTRIBUTION                 445.50
  A     2226 22358       SCO100 SCORE DISTRIBUTION                 716.40
X A     3431 45698       LIL200 LIL AUTO STORE                      10.80
X A     3896 002255      PHI100 PHILIP MORRIS INC




 F1=Show Selected Only    F2=Show All    F3=Exit    F10=Transfer to A/P
```

13. Press <Enter> to mark the purchase orders for transfer, as designated by the *M* next to the order numbers. When transferred to Accounts Payable, all the marked purchase orders appear as individual vendor invoices in a single invoice batch. Refer to Working With Vendor Invoices of the Accounts Payable document for additional information.

```
GSDXDFR      DISPLAY Creative Data Research-SUPPORT           4/15/99 14:59:49
                        Work With Approved PO'S
  P. O.      Invoice    Vendor   Warehouse
  Number     Number     Number   Code
                                          Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?      P.O.     Invoice  Vendor           Vendor Name               Total
       Number   Number   Number                                    Value
  M      264 102553      KAF100 K.A. FISHER CO.                   4006.48
  A     2190 102336      SCO100 SCORE DISTRIBUTION                 445.50
  A     2226 22358       SCO100 SCORE DISTRIBUTION                 716.40
  M     3431 45698       LIL200 LIL AUTO STORE                      10.80
  M     3896 002255      PHI100 PHILIP MORRIS INC




 F1=Show Selected Only    F2=Show All    F3=Exit    F10=Transfer to A/P
```
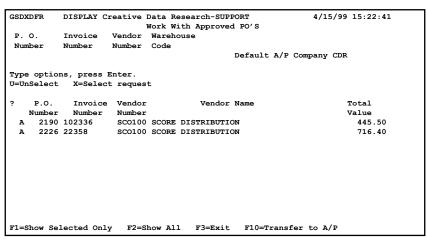
14. To redisplay the screen with only the purchase orders which are marked for transfer, press <F1> (Show Selected Only).

```
GSDXDFR      DISPLAY Creative Data Research-SUPPORT           4/15/99 15:12:08
                        Work With Approved PO'S
  P. O.      Invoice    Vendor   Warehouse
  Number     Number     Number   Code
                                          Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?      P.O.     Invoice  Vendor           Vendor Name               Total
       Number   Number   Number                                    Value
  M      264 102553      KAF100 K.A. FISHER CO.                   4006.48
  M     3431 45698       LIL200 LIL AUTO STORE                      10.80
  M     3896 002255      PHI100 PHILIP MORRIS INC




 F1=Show Selected Only    F2=Show All    F3=Exit    F10=Transfer to A/P
```

15. If necessary, enter *U* (UnSelect) in the selection column next to the purchase orders which will not be transferred for payment, and press <Enter>.

16. To redisplay the screen with all the purchase orders which are approved for transfer, press <F2> (Show All).

```
GSDXDFR     DISPLAY Creative Data Research-SUPPORT           4/15/99 15:18:02
                        Work With Approved PO'S
 P. O.      Invoice   Vendor   Warehouse
 Number     Number    Number   Code
                                           Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?    P.O.    Invoice  Vendor           Vendor Name            Total
     Number  Number   Number                                 Value
  M    264 102553     KAF100 K.A. FISHER CO.                4006.48
  A   2190 102336     SCO100 SCORE DISTRIBUTION              445.50
  A   2226 22358      SCO100 SCORE DISTRIBUTION              716.40
  M   3431 45698      LIL200 LIL AUTO STORE                   10.80
  M   3896 002255     PHI100 PHILIP MORRIS INC




F1=Show Selected Only    F2=Show All    F3=Exit    F10=Transfer to A/P
```

17. Press <F10> (Transfer to A/P) to transfer the selected purchase orders to accounts payable. The purchase order report, as illustrated on the following page, is printed.

```
GSDXDFR     DISPLAY Creative Data Research-SUPPORT           4/15/99 15:22:41
                        Work With Approved PO'S
 P. O.      Invoice   Vendor   Warehouse
 Number     Number    Number   Code
                                           Default A/P Company CDR

Type options, press Enter.
U=UnSelect   X=Select request

?    P.O.    Invoice  Vendor           Vendor Name            Total
     Number  Number   Number                                 Value
  A   2190 102336     SCO100 SCORE DISTRIBUTION              445.50
  A   2226 22358      SCO100 SCORE DISTRIBUTION              716.40






F1=Show Selected Only    F2=Show All    F3=Exit    F10=Transfer to A/P
```

18. Press <F3> to exit. The Purchasing screen appears.

```
BSDSDFR     DISPLAY Creative Data Research-SUPPORT           4/15/99 16:31:11
                        Work With Purchase Orders
  Status            Vendor   Buyer    Warehouse P.O. Number


Type options, press Enter.
C=Cancel  P=Print  R=Receive  Z=Zoom/Edit  B=Backorder PO


?      Status  Vendor           Name              Expected   P/O #  BO
    T  Transfe SMI100 SMITH KLINE BEECHAM                      181
    R  Receive SMI100 SMITH KLINE BEECHAM                      183
    R  Receive SAM100 SAM'S WHOLESALE                          205
    T  Transfe SMI100 SMITH KLINE BEECHAM                      263
    T  Transfe KAF100 K.A. FISHER CO.                          264
    R  Receive STA130 STANBACK COMPANY                         265
    R  Receive BAY100 BAYER CORPORATION                        266
    T  Transfe BLO100 BLOCK DRUG COMPANY                       267
    O  Open    LIL200 LIL AUTO STORE            6/09/98         268
    O  Open    LIL300 LIL NECESSITIES           6/09/98         269
    O  Open    LIL100 LIL DRUG STORE            6/09/98         270    +

F3=Exit  F4=Search  F10=Create Purchase Order  F22=Create PO with Manual PO#
```

The status of the transferred purchase order changes from payable to transferred on the Work With Purchase Orders screen.

Accounts Payable Transfer Report

```
Creative Data Research-SUPPORT          Purchase Order Report              JTIPPIN    GSDWPFR    4/15/99 15:21:03 Page     1
                                   *** Requested For Transfer To Accounts Payable ***

   P.O. #  Vendor  Vendor Name                    Invoice #  Terms  Inv. Date  Due Date  Approved By      Date   P.O. Amount

     264   KAF100  K.A. FISHER CO.                102553       01    4/01/99   5/01/99    JTIPPIN       4/15/99     4006.48

    3431   LIL200  LIL AUTO STORE                 45698        35    3/30/99   4/30/99    JTIPPIN       3/30/99       10.80

    3896   PHI100  PHILIP MORRIS INC              002255       61    4/22/98   4/22/98    JTIPPIN       4/15/99         .00

Final totals    Number Of P.O.'s:     3                                                 Total Amount:    4017.28

** END OF REPORT **
```

Selecting a Default Accounts Payable Company

Before transferring purchase orders to accounts payable, users who have defined multiple companies must designate a particular company as the value of the **Default A/P Company** field which appears on the Work With Approved PO'S screen.

The following instructions describe using A/P Options application to select a default company. Refer to Working With A/P Options of the Accounts Payable document for additional information.
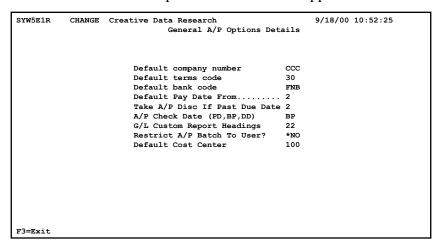
1. Select option 11 (Accounts Payable) from the Main Operations Menu screen, select option 20 (A/P File Maint) from the Accounts Payable screen, and select option 16 (A/P Options) from the A/P File Maintenance screen. The Work With A/P Options screen appears.
2. Enter *2* in the selection column next to *AP0001*.

```
SYW4DFR     DISPLAY Creative Data Research                 9/18/00 10:50:41
                                    Work with A/P Options
A/P Option  Key Text
Key

Type option and press enter:  2=Edit Record

?  A/P Options  Key Text
   Key
2  AP0001       General A/P Options
   AP0002       A/P System Options 2 (Reports)










F3=Exit    F10=Actions
```
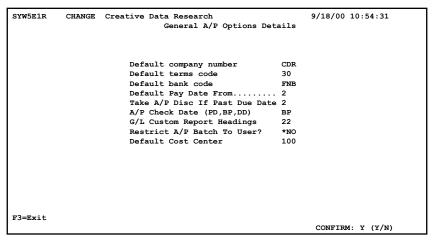
3. Press <Enter>. The General A/P Options Details screen appears.

```
SYW5E1R     CHANGE  Creative Data Research                 9/18/00 10:52:25
                             General A/P Options Details



                        Default company number       CCC
                        Default terms code           30
                        Default bank code            FNB
                        Default Pay Date From........ 2
                        Take A/P Disc If Past Due Date 2
                        A/P Check Date (PD,BP,DD)     BP
                        G/L Custom Report Headings   22
                        Restrict A/P Batch To User?  *NO
                        Default Cost Center          100








F3=Exit
```
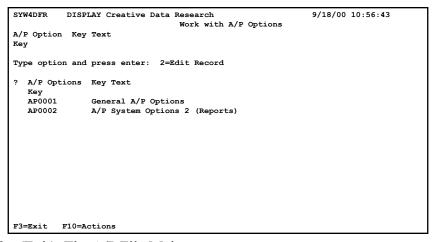
4. Press <F4> to select a company code from the Company Selection screen.
5. Enter *1* in the selection column next to the desired company code.

```
SY9100R     SELECT   Creative Data Research              9/18/00 10:52:43
JTIPPIN                       COMPANY SELECTION            QPADEV0005
 Cmpny  Name                                   City              St


Type options, press Enter.
1=Select request

1  CDR  CREATIVE DATA RESEARCH                 Mandeville        LA
   CCC  CREATIVE DATA RESEARCH                 Slidell           LA













F3=Exit
```

6. Press <Enter>. The General A/P Options Details screen appears.

```
SYW5E1R     CHANGE   Creative Data Research              9/18/00 10:54:31
                          General A/P Options Details




                        Default company number         CDR
                        Default terms code             30
                        Default bank code              FNB
                        Default Pay Date From......... 2
                        Take A/P Disc If Past Due Date 2
                        A/P Check Date (PD,BP,DD)       BP
                        G/L Custom Report Headings     22
                        Restrict A/P Batch To User?    *NO
                        Default Cost Center            100






F3=Exit
                                                   CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm. The Work With A/P Options screen
    appears.

```
SYW4DFR    DISPLAY Creative Data Research              9/18/00 10:56:43
                            Work with A/P Options
A/P Option  Key Text
Key

Type option and press enter:  2=Edit Record

?  A/P Options  Key Text
   Key
   AP0001       General A/P Options
   AP0002       A/P System Options 2 (Reports)













F3=Exit    F10=Actions
```
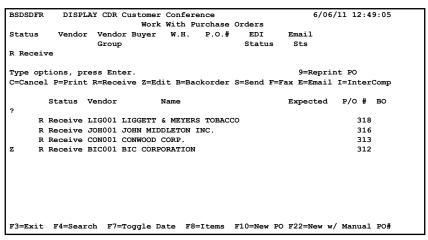
8. Press <F3> (Exit). The A/P File Maintenance screen appears.
9. Select option 23 (DAC Main Menu). The Main Operations Menu screen appears.

Bypassing Transfer To Accounts Payable

If using DAC Accounts Payable, the Work With Purchase Orders application can be used, if necessary, to change the purchase order status from received to transferred *without* creating a corresponding vendor invoice.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.
2. If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order, and enter *Z* (Edit) in the selection column next to the item's received status.

```
BSDSDFR    DISPLAY CDR Customer Conference                6/06/11 12:49:05
                         Work With Purchase Orders
Status     Vendor  Vendor Buyer   W.H.   P.O.#    EDI      Email
                   Group                          Status   Sts
R Receive

Type options, press Enter.                         9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp


         Status  Vendor        Name                    Expected   P/O #  BO
?
         R Receive LIG001 LIGGETT & MEYERS TOBACCO                  318
         R Receive JOH001 JOHN MIDDLETON INC.                       316
         R Receive CON001 CONWOOD CORP.                             313
Z        R Receive BIC001 BIC CORPORATION                           312






F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

3. Press <Enter>. The Purchase Order Entry/Updt screen appears.

```
BSDRETR    CHANGE  CDR Customer Conference                6/06/11 12:55:26
                         Purchase Order Entry/Updt
P/O#:    312 Vendor BIC001 BIC CORPORATION                   Status Receive
Buyer KIM    KIM TALLEY                Phone               Entered   3/07/11
Terms 020 2% 10 NET 30                                     Printed   3/07/11
Warehouse  1     MAIN WAREHOUSE                            Received  3/07/11
TOTAL$    23532.60  Qty:      329 Weight:        Cube:         Lines:    3
    Total OI Ded Type 4:$             Total OI Ded Type 5:$

D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line#  Item#    Order Qty    U/M  Rec.Qty    Unit Cost  Ext.Amount
      1  802662         91    3  CSE       91     17.760    1616.16
         BIC LIGHTER MINI CLASSIC 3PK        Mfr. #:
      2  902026         13    3  CSE       13    146.880    1909.44
         BIC RED CHRYSTAL                    Mfr. #:
      3  902663        225    3  CSE      225     88.920   20007.00
         ZIPPO BLACK MATT                    Mfr. #:
      0
                                             Mfr. #:
      0
                                             Mfr. #:

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

4. Press <F10>. The Prompt Header Information screen appears.

```
DSJJPVR     ENTER    CDR Customer Conference                  6/06/11 12:59:45
                         Prompt Header Information
P/O#:     312 Warehouse: 1      MAIN WAREHOUSE                    Status Receive
                                                              Special Order Y/N
Ship-To  Our Customer Number:            Vendor: BIC001
     CREATIVE DATA RESEARCH              BIC CORPORATION
     250 E LOCKWOOD ST                   P.O. BOX 42000


                                         HARTFORD                CT 61501
Buyer                                    Terms
KIM     KIM TALLEY                       020    2% 10 NET 30
Backorder Code .      Bla   Freight Terms .
Back Haul Status            Back Haul Rate .

Placed With                              Exp. Arrival  30711 Delivered
Invoice #:            Invoice Date:      Due:       Pay:

P.O. Messages



F3=Exit  F18=Bypass A/P Transfer
```

5. Enter data for the following fields:
    - **Invoice #** (10,a) - the vendor's invoice number, or descriptive text as
      illustrated below.
    - **Invoice Date** (6,n) - the date of the vendor's invoice, or current date.
    - Optional: **Due** (6,n) - the due date which appears on the vendor's invoice.
    - Optional: **Pay** (6,n) - the date on which accounts payable should pay the
      vendor for the order.
    - Optional: **P.O. Messages** (210,a) - comments regarding the purchase order.
      AP-BYPASS will appear on the third line of the **P.O. Messages** field when
      the bypass process is complete.

```
DSJJPVR     ENTER    CDR Customer Conference                  6/06/11 12:59:45
                         Prompt Header Information
P/O#:     312 Warehouse: 1      MAIN WAREHOUSE                    Status Receive
                                                              Special Order Y/N
Ship-To  Our Customer Number:            Vendor: BIC001
     CREATIVE DATA RESEARCH              BIC CORPORATION
     250 E LOCKWOOD ST                   P.O. BOX 42000


                                         HARTFORD                CT 61501
Buyer                                    Terms
KIM     KIM TALLEY                       020    2% 10 NET 30
Backorder Code .      Bla   Freight Terms .
Back Haul Status            Back Haul Rate .

Placed With                              Exp. Arrival  30711 Delivered
Invoice #: NOT FOR AP Invoice Date: 060611 Due:       Pay:

P.O. Messages



F3=Exit  F18=Bypass A/P Transfer
```

6. Press <F18> (Bypass A/P Transfer).
7. Press <Enter> when prompted to confirm.
8. Enter Y for the **OK?** field when the *This PO Will Not Be Sent to Payables . . .
    **** ARE YOU SURE **** ?* message appears.
9. Press <Enter>.
10. Press <Enter> when prompted to confirm. The Work With Purchase Orders screen
    appears.

```
BSDSDFR    DISPLAY CDR Customer Conference              6/06/11 13:55:15
                     Work With Purchase Orders
Status   Vendor  Vendor Buyer  W.H.   P.O.#    EDI      Email
                 Group                         Status   Sts
T Transfe


Type options, press Enter.                          9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp


         Status  Vendor       Name                   Expected   P/O #  BO
?
         T Transfe BIC001 BIC CORPORATION                        338
         T Transfe KEE001 KEEBLER COMPANY                        333
         T Transfe KEE001 KEEBLER COMPANY                        317
         T Transfe HER001 HERSHEY CHOCOLATE                      315
         T Transfe CON001 CONWOOD CORP.                          313
         T Transfe BIC001 BIC CORPORATION                        312
         T Transfe CON001 CONWOOD CORP.                          311
         T Transfe BIC001 BIC CORPORATION                        310
         T Transfe USS001 U.S. SMOKELESS TOBACCO                 309
         T Transfe RJR100 R.J. REYNOLDS TOBACCO INC.             308   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

As illustrated above, the purchase order's status is received.

As illustrated below, *AP-BYPASS* appears on the third line of the **P.O.
Messages** field when the bypass process is complete.

```
DSJJPVR     ENTER   CDR Customer Conference            6/06/11 14:03:47
                     Prompt Header Information
P/O#:    312 Warehouse: 1     MAIN WAREHOUSE              Status Transfe
                                                          Special Order Y/N
Ship-To  Our Customer Number:           Vendor: BIC001
    CREATIVE DATA RESEARCH              BIC CORPORATION
    250 E LOCKWOOD ST                   P.O. BOX 42000


                                        HARTFORD            CT 61501
Buyer                                   Terms
KIM    KIM TALLEY                       020    2% 10 NET 30
Backorder Code .     Bla   Freight Terms .
Back Haul Status           Back Haul Rate .

Placed With                       Exp. Arrival  30711 Delivered
Invoice #: NOT FOR AP Invoice Date:  60611 Due:       Pay:

P.O. Messages


 *AP-BYPASS*
F3=Exit  F18=Bypass A/P Transfer
```
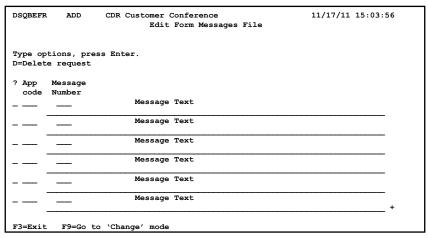
Working With Purchase Order Messages

Messages can be designated to print on purchase orders and purchasing receipts in the following ways:

- Use form messages (with *PUR* app codes) to define one to four message lines that are printed at the bottom of all purchase orders. Refer to Defining Purchase Order Messages below.

- Use form messages (with *PUR* app codes) to define one to three message lines that are printed at the bottom of all purchase orders and purchasing receipts. Refer to Defining Purchase Order Messages below.

- Use a purchase order's header information to define one message line that is printed above the list of ordered items with the ***Message Line 1*** heading on the PO. Refer to Working With PO Header Messages below.

- Define messages that are automatically printed for specific items below an item's description on all purchase orders, and can be printed during a designated date range. Refer to Working With Item Messaging below.

- Define a message that is printed with an item's description on a specific purchase order. Refer to Editing A Purchase Order for additional information.

- Use vendor notes to define one message line that is printed above the list of ordered items with the ***Message Line 1*** heading on every purchase order created for a specific vendor. Refer to Adding Vendor Notes of the Vendor document for additional information.
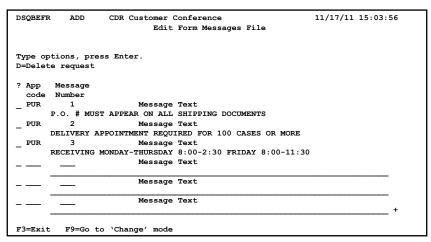
Defining Purchase Order Messages

The Edit Form Messages application can be used to define one to four message lines for printing at the bottom of all purchase orders. As described below, three of the message lines also print at the bottom of all purchasing receipts.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen.

2. Select option 4 (System Options Maintenance) from the File Maintenance screen.

3. Select option 4 (Edit Form Messages) from the System Options screen. The Edit Form Messages File screen appears.

4. Press <F9> (Go to 'Add' mode).

```
DSQBEFR     ADD      CDR Customer Conference              11/17/11 15:03:56
                               Edit Form Messages File


Type options, press Enter.
D=Delete request

? App    Message
  code   Number
_ ___    ___                  Message Text
         _____
_ ___    ___                  Message Text
         _____
_ ___    ___                  Message Text
         _____
_ ___    ___                  Message Text
         _____
_ ___    ___                  Message Text
         _____
_ ___    ___                  Message Text
         _____ +

F3=Exit    F9=Go to 'Change' mode
```

5. Enter data for the following fields:
   - **App code** - enter *PUR*.
   - **Message Number** - enter *1*.
   - **Message Text** - enter the first message line to be printed at the bottom of the purchase orders and purchasing receipts.

6. If desired, enter data for the following fields:
   - **App code** - enter *PUR*.
   - **Message Number** - enter *2*.
   - **Message Text** - enter the second message line to be printed at the bottom of the purchase orders and purchasing receipts.

7. If desired, enter data for the following fields:
   - **App code** - enter *PUR*.
   - **Message Number** - enter *3*.
   - **Message Text** - enter the third message line to be printed at the bottom of the purchase orders and purchasing receipts.

8. If desired, enter data for the following fields:
   - **App code** - enter *PUR*.
   - **Message Number** - enter *4*.
   - **Message Text** - enter the fourth message line to be printed at the bottom of the purchase orders. This message line will not be printed on purhasing receipts.

```
DSQBEFR     ADD      CDR Customer Conference              11/17/11 15:03:56
                            Edit Form Messages File


Type options, press Enter.
D=Delete request

? App    Message
  code   Number
_ PUR       1                Message Text
          P.O. # MUST APPEAR ON ALL SHIPPING DOCUMENTS
_ PUR       2                Message Text
          DELIVERY APPOINTMENT REQUIRED FOR 100 CASES OR MORE
_ PUR       3                Message Text
          RECEIVING MONDAY-THURSDAY 8:00-2:30 FRIDAY 8:00-11:30
_ ___     ___                Message Text
          _____
_ ___     ___                Message Text
          _____
_ ___     ___                Message Text
          _____ +

F3=Exit    F9=Go to 'Change' mode
```
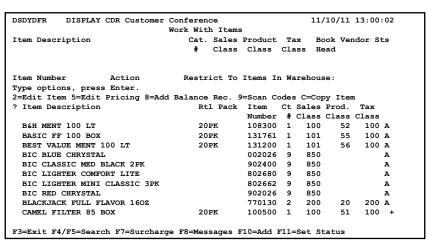
9. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm.
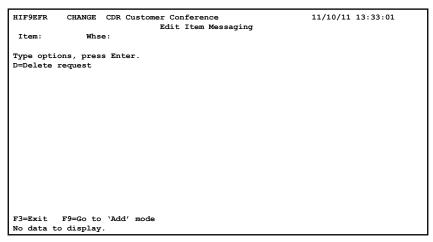
10. Press <F3> to exit.

Working With Item Messaging

The step-by-step instructions which follow describe using the Work With Items application to create messages that are printed for specific items below the item's description on all purchase orders, and can be limited to printing during a designated date range.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen.

2. Select option 2 (Product Related Maintenance) from the File Maintenance screen.

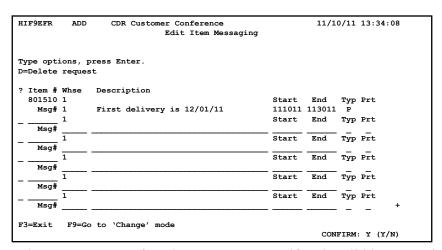3. Select option 1 (Work With Items) from the Product Related screen. The Work With Items screen appears.

```
DSDYDFR    DISPLAY CDR Customer Conference              11/10/11 13:00:02
                             Work With Items
Item Description                    Cat. Sales Product  Tax   Book Vendor Sts
                                     #   Class  Class  Class  Head


Item Number        Action        Restrict To Items In Warehouse:
Type options, press Enter.
2=Edit Item 5=Edit Pricing 8=Add Balance Rec. 9=Scan Codes C=Copy Item
? Item Description                  Rtl Pack  Item   Ct Sales Prod.  Tax
                                             Number  #  Class Class Class
  B&H MENT 100 LT                   20PK     108300  1   100    52   100 A
  BASIC FF 100 BOX                  20PK     131761  1   101    55   100 A
  BEST VALUE MENT 100 LT            20PK     131200  1   101    56   100 A
  BIC BLUE CHRYSTAL                          002026  9   850              A
  BIC CLASSIC MED BLACK 2PK                  902400  9   850              A
  BIC LIGHTER COMFORT LITE                   802680  9   850              A
  BIC LIGHTER MINI CLASSIC 3PK               802662  9   850              A
  BIC RED CHRYSTAL                           902026  9   850              A
  BLACKJACK FULL FLAVOR 16OZ                 770130  2   200    20   200 A
  CAMEL FILTER 85 BOX               20PK     100500  1   100    51   100 +

F3=Exit F4/F5=Search F7=Surcharge F8=Messages F10=Add F11=Set Status
```

4. Press <F8> (Messages). The Edit Item Messaging screen appears.

```
HIF9EFR     CHANGE  CDR Customer Conference             11/10/11 13:33:01
                           Edit Item Messaging
 Item:         Whse:

Type options, press Enter.
D=Delete request









F3=Exit    F9=Go to 'Add' mode
No data to display.
```

5. Press <F9> (Go to 'Add' mode).

```
HIF9EFR     ADD      CDR Customer Conference              11/10/11 13:34:08
                         Edit Item Messaging


Type options, press Enter.
D=Delete request

? Item # Whse    Description
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   _
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   _
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   _
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   _
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   _
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   +


F3=Exit    F9=Go to 'Change' mode
```

6. Enter data for the following fields:
   - **Item #** - the item number.
   - **Whse** - the warehouse code.
   - **Msg #** - *1* must be entered to print the message on purchase orders.
   - **Description** - the message.
   - **Start** and **End** - dates to designate a date range during which the message is printed.
   - **Typ** - *P* (purchasing).

7. Press <Enter> when data entry is complete.

```
HIF9EFR     ADD      CDR Customer Conference              11/10/11 13:34:08
                         Edit Item Messaging


Type options, press Enter.
D=Delete request

? Item # Whse    Description
  801510   1                                          Start   End   Typ Prt
    Msg# 1       First delivery is 12/01/11           111011 113011  P
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   _
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   _
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   _
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   _
_ _____   1                                          Start   End   Typ Prt
    Msg# ____ _____        _      _      _   +

F3=Exit    F9=Go to 'Change' mode
                                                CONFIRM: Y (Y/N)
```
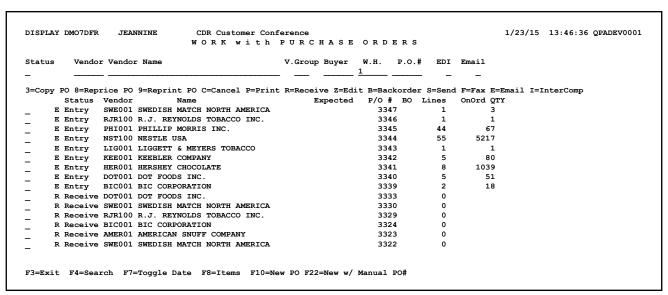
The *Item Balance Master not found* message appears if an invalid item number is entered.

8. Press <Enter> when prompted to confirm.

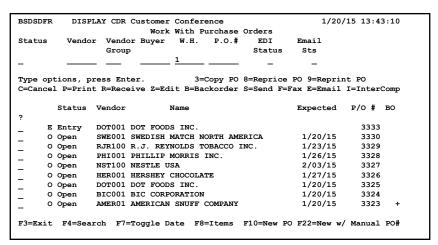9. Press <F3> to exit. The Work With Items screen appears.

Working With PO Header Messages

The step-by-step instructions which follow describe using a purchase order's header information to define one message line that is printed above the list of ordered items with the *Message Line 1* heading on the PO.

1. Select option 1 (Work With Purchase Orders) from the Purchasing screen. The Work With Purchase Orders screen appears.

```
DISPLAY DM07DFR    JEANNINE        CDR Customer Conference                    1/23/15  13:46:36 QPADEV0001
                               W O R K   w i t h   P U R C H A S E   O R D E R S

Status     Vendor Vendor Name                       V.Group Buyer   W.H.   P.O.#   EDI  Email
_          _____ _____  ___     _____  1_____ _____  _    _

3=Copy PO 8=Reprice PO 9=Reprint PO C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp
          Status Vendor         Name                      Expected  P/O #  BO  Lines  OnOrd QTY
_         E Entry   SWE001 SWEDISH MATCH NORTH AMERICA               3347       1       3
_         E Entry   RJR100 R.J. REYNOLDS TOBACCO INC.                3346       1       1
_         E Entry   PHI001 PHILLIP MORRIS INC.                       3345      44      67
_         E Entry   NST100 NESTLE USA                                3344      55    5217
_         E Entry   LIG001 LIGGETT & MEYERS TOBACCO                  3343       1       1
_         E Entry   KEE001 KEEBLER COMPANY                           3342       5      80
_         E Entry   HER001 HERSHEY CHOCOLATE                         3341       8    1039
_         E Entry   DOT001 DOT FOODS INC.                            3340       5      51
_         E Entry   BIC001 BIC CORPORATION                           3339       2      18
_         R Receive DOT001 DOT FOODS INC.                            3333       0
_         R Receive SWE001 SWEDISH MATCH NORTH AMERICA               3330       0
_         R Receive RJR100 R.J. REYNOLDS TOBACCO INC.                3329       0
_         R Receive BIC001 BIC CORPORATION                           3324       0
_         R Receive AMER01 AMERICAN SNUFF COMPANY                    3323       0
_         R Receive SWE001 SWEDISH MATCH NORTH AMERICA               3322       0


F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

If the Work With Purchase Orders screen does not appear as the wide screen illustrated above, it will appear as illustrated below.

```
BSDSDFR     DISPLAY CDR Customer Conference              1/20/15 13:43:10
                        Work With Purchase Orders
Status     Vendor  Vendor Buyer  W.H.    P.O.#    EDI      Email
                   Group                          Status   Sts

_          _____  ___   _____  1_____ _____    _        _

Type options, press Enter.        3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp


           Status  Vendor        Name                   Expected  P/O #  BO
?
_          E Entry   DOT001 DOT FOODS INC.                         3333
_          O Open    SWE001 SWEDISH MATCH NORTH AMERICA  1/20/15   3330
_          O Open    RJR100 R.J. REYNOLDS TOBACCO INC.   1/23/15   3329
_          O Open    PHI001 PHILLIP MORRIS INC.          1/26/15   3328
_          O Open    NST100 NESTLE USA                   2/03/15   3327
_          O Open    HER001 HERSHEY CHOCOLATE            1/27/15   3326
_          O Open    DOT001 DOT FOODS INC.               1/20/15   3325
_          O Open    BIC001 BIC CORPORATION              1/20/15   3324
_          O Open    AMER01 AMERICAN SNUFF COMPANY       1/20/15   3323   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

2. Use the restrictor fields at the top of the screen to locate the desired purchase order, enter *Z* (Edit) in the selection colunm next to its status, and press <Enter>. The Purchase Order Entry/Updt screen appears.

```
BSDRETR     CHANGE  CDR Customer Conference              1/29/15 13:23:52
                          Purchase Order Entry/Updt
P/O#:   3342 Vendor KEE001 KEEBLER COMPANY                   Status Open
Buyer KIMCC  KIM TALLEY              Phone 888 150-4084   Entered   1/23/15
Terms 012 3.75% 7 NET 7                                   Printed   1/27/15
Warehouse  1      MAIN WAREHOUSE                          Received
TOTAL$      8732.53 Qty       80 Wt:          Cube        Line     5
    Total OI Ded Type 4:$            Total OI Ded Type 5:$
_____
D=Delete  F=Free Line Item  Z=Zoom  S=Select Allowance  M=Message
? Line# Item#  Order Qty  U/M Rec.Qty   Pack  Unit Cost  Ext.Amount
_    1 561158       6   3 CSE           8      31.320       187.92
KEEBLER CHIPS DELUXE  2OZ           2 OZ PACK  Mfr. #
_    2 561759      15   3 CSE          24     120.480      1807.20
KEEBLER CLUB CRACKER  5.25 OZ       5.25 OZ PK Mfr. #
_    3 631127      13   3 CSE          12     150.720      1959.36
KEEBLER FUDGE STRIPE COOKIES 11.5OZ 11.50 Z PK Mfr. #
_    4 561161      21   3 CSE           8      43.812       920.05
KEEBLER PECAN SANDIES  2 OZ         2 OZ PK   Mfr. # 429001
_    5 561167      25   3 CSE           8     154.320      3858.00
KEEBLER VIENNA CREMES 2OZ           2 OZ PK   Mfr. #

F3=Exit F5=Quick Entry F7=Update/Exit F10=Header F14=Rcv Whole PO F16=Notes
```

3. Press <F10> (Header). The Prompt Header Information screen appears.

```
DSJJPVR     ENTER   CDR Customer Conference              1/29/15 13:26:44
                        Prompt Header Information
P/O#:   3342 Warehouse: 1     MAIN WAREHOUSE               Status Open
                                                      Special Order Y/N
Ship-To _____  Our Customer Number:          Vendor: KEE001
    CREATIVE DATA RESEARCH                 KEEBLER COMPANY
    205 E LOCKWOOD ST                      P.O. BOX 185258
                                           _____
                                           _____
                                           ATLANTA                GA 30368
Buyer                                      Terms
KIMCC  KIM TALLEY                          012   3.75% 7 NET 7
Backorder Code .  _  Bla   Freight Terms .  _
Back Haul Status  Y  Yes   Back Haul Rate .  _____

Placed With _____ Exp. Arrival  13115 Delivered _____
Invoice #: _____ Invoice Date: _____ Due: _____ Pay: _____

P.O. Messages
DELIVERY APPOINTMENT REQUIRED FOR 100 CASES OR MORE_____
_____
_____
F3=Exit  F18=Bypass A/P Transfer
```

4. To print a message with the *Message Line 1* heading above the list of ordered items on the PO, enter the text on the first line of the **P.O. Messages** (70,a) field as illustrated above.

5. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Purchase Order Entry/Updt screen appears.

6. Press <F7> (Update/Exit), and press <Enter> when prompted to confirm. The Work With Purchase Orders screen appears.

Using The Work With Vendor Items Screen

Vendor items are primarily used to create purchase orders based on system-generated suggested order quantities. These orders may also be based on the minimum purchase requirements of a vendor, or other criteria designated by the buyer.

Refer to the Item File Maintenance document for information about the **Vendor** field which designates that an item appears as a vendor's item for ordering. Refer to the Vendors document for additional information about vendor records.

Vendor items are displayed in either the Work With Vendor Items screen illustrated below, or the Vendor Items (wide) screen described in Using The Vendor Items Screen above.

```
DSJBDFR    DISPLAY CDR Customer Conference                    12/29/14 10:56:39
                           Work with Vendor Items
Vendor NST100 NESTLE USA                           Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time  14.0   Order Cycle Days  28          Item No.
Target Value         1 Dollar      Increment Dys 1.0 Season

Max. Target

Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #    MFG ID          Description
                 500009 1588         BABY RUTH                      A
  Dys ROP +  29 AVBL    454  Forcst Avg     60.5  -          CSE Pk   12 A
                 500007 51980        BABY RUTH FUN SIZE CASE         A
  Dys ROP +  28 AVBL    427  Forcst Avg     57.5  -          CSE Pk    1 A
                 500008 89090        BABY RUTH KING SIZE            A
P Dys ROP +  29 AVBL    540  Forcst Avg     71.7  -          CSE Pk    8 A
                 500010 91087        BIT O HONEY                   A
  Dys ROP +  28 AVBL    634  Forcst Avg     84.7  -          CSE Pk   10 A
                 500014 1159         BUTTERFINGER                  A
  Dys ROP +  28 AVBL    747  Forcst Avg    100.6  -          CSE Pk    8 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

Vendor-related data is displayed for the following fields at the top of the Work With Vendor Items screen:

- **Vendor** - vendor code and description.
- **Buyer** - employee code of the buyer who handles purchases from the vendor.
- **Lead Time** - average number of days for items to arrive from this vendor. Its value defaults from the **Avg. Lead Time** field of the vendor's record. Refer to the Vendors document for additional information.
- **Order Cycle Days** - number of days which elapse before an order is placed with this vendor. Its value defaults from the **Order Cycle** field of the vendor's record. Refer to the Vendors document for additional information.
- **Last PO** - date that the vendor's last printed purchase order was entered.
- **W.H** - warehouse code which defaults from the user option record of the user.

The following fields at the top of the Work With Vendor Items screen can be used during the process of creating a purchase order:

- Optional: **Target Value** - designates the minimum purchasing quantity and unit type. Its values default from the **Minimum Qty Unit** and **Minimum Qty Unit** fields of the vendor's record, but can be changed as described in the instructions below.

- Optional: **Max. Target** - the maximum purchasing quantity per the unit displayed for the **Target Value** field above.

- **Increment Dys** - the number by which the value of the **Order Cycle Days** field is incrementally increased to produce an order which meets the vendor requirements. Its default value is *1.0.* but can be changed as described in the instructions below.

- Optional: **Item No.** - used to add an item of another vendor to a suggested order, or locate and limit the screen's list to a single item. Both are done by entering the item's number and pressing <Enter>, or using <F4> (with the cursor in the **Item No.** field) to select it from the Select Item By Description screen. The **Item No.** field must be cleared to redisplay all the vendor's items.

- Optional: **Season** - used to locate and limit the screen's list to items sold within a designated season by entering a season code and pressing <Enter>, or using <F4> (with the cursor in the **Season** field) to select it from the Select Season Week Range screen. The **Season** field must be cleared to redisplay all the vendor's items.

When working with the Work With Vendor Items screen above, data is displayed for each vendor item in the following fields:

- Optional: **O/QTY** - the order quantity entered by the buyer.

- Optional: **(X)** - *X* can be entered to prohibit the calculation of a suggested order quantity for the item.

- Optional: **SOQ** - the suggested order quantity calculated by DAC.

- **Item #** - the number of the vendor's item. If the number is highlighted in white, the item's season for selling is approaching.

- Optional: **MFG ID** - the manufacturer's (or vendor's) item number defaults from the item record's **Mfr#** field.

- **Description** - the description of the vendor's item. If the description is highlighted in green, a buying allowance or purchasing (type 2) vendor deal exists for the item.

- If a *P* highlighted in yellow is displayed to the left of the **Dys ROP** field, a pre-book order exists for the item.

- **Dys ROP** - the number of days left before the item's available stock will reach the reorder point follows a plus (+) sign, or the number of days since the item's available stock passed the reorder point follows a minus (-) sign.

- If a *N* highlighted in yellow is displayed to the right of the **Dys ROP** field, the item was added less than 45 days ago.

- **AVBL** - total quantity of the item currently on order and on hand, but not allocated to fill current customer orders. If the quantity is highlighted in green, the item is on order.
- **Forcst Avg** - the estimated demand for the item for one week. Forecast averages are generated during end of week processing, but can be overridden as described in the instructions below. If the forecast average is highlighted in white, seasonal information is available for the item.
- The retail pack description (if entered for the item's record) and the description of the item's buying unit of measure is displayed between the forecast average calculation and the **Pk** field.
- **Pk** - the quantity muliplier of the selling unit of measure.
- The buying status of the item is displayed to the right of the **Pk** field's value.
- The selling status of the item is displayed above the **Pk** field's value.

When working with the Work With Vendor Items screen above, the following function keys can be used:

- F1 (Ord/All/PB) - allows the user to limit the the screen's list to only the vendor's items for which a suggested order quantity appears in the **QTY** field, or for which a pre-book order exists.
- F3 - allows the user to exit the Vendor Items screen without clearing the current values. Suggested order quantities, overrides and other current values will be cleared during end of day processing.
- F4 - used with the **Item No.** and **Season** fields as described above.
- F5 (SOQ) - used to create a suggested order based solely on the Purchasing calculations, and not on the vendor's minimum requirements or other criteria.
- F6 (Print OG) - used to print the standard version of the buyer guide.
- F8 (Target) - used to create a suggested order based on the vendor's default minimum requirements,
- F12 (Load PO) - to create a purchase order.
- F24 (Variance) - displays the Variance In Demand screen.

Creating A Suggested Order

The instructions which follow describe using the Work With Vendor Items screen to create a suggested order which the buyer can load as a purchase order. Buyers with access to the Vendor Items (wide) screen should refer to Using The Vendor Items Screen for additional information.

```
User: JEANNINE              Menu: PUCV1              Date: 12/17/14

======================> P U R C H A S I N G <========================
=====================================================================
!!!!!!!!!!  1. Work With Purchase Orders    12. Import Costs
THE    !!   2. Work With Vendors
DAC    !!   3. Work With Items
SYSTEM !!   4. Work With Buyer Control File
!!!!!!!!!!  5. Work With Buying Allowances
           6. Work With Dock Receiving
           7. Work With A/P Transfers
           8. Work With RF Receiving
           9. Work With Buyer Messages
          10. Vendor Receivables
          11. Work With Vendor Groups
                   M E N U   C A L L S
19. Truck Scheduling    20. A/P Menu            21. Purchasing Reports
22. Inventory Menu      23. Dac Main Menu        90. Sign Off
=====================================================================
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==>
```

1. Select option 2 (Work With Vendors) from the Purchasing screen. The Work With Vendors screen appears.

```
DSI8DFR    DISPLAY CDR Customer Conference           12/29/14 10:39:25
                         Work with Vendors
Vendor Name                      Buyer# Vendor Vendor Whse     Ord
                                               Group           Day
                                                        1

Type options, press Enter.
2=Edit 3=EDI 5=Vendor Items  Order Guides-->P=Standard B=Shortened L=By Locat.
N=Notes V=View Inquiry S=Spoils Policy
? Vendor Name                    Buyer  Vendor Group
  ALTADIS USA                    SHERI  ALT001
  AMERICAN SNUFF COMPANY         SHERI  AMER01
  BIC CORPORATION                KIMCC  BIC001    4
  CADBURY                        SHERI  CAD001
  CONWOOD CORP.                  SHERI  CON001
  DOT FOODS INC.                 KIMCC  DOT001
  HEINZ USA                      KIMCC  HEI001
  HERSHEY CHOCOLATE              KIMCC  HER001    3
  JOHN MIDDLETON INC.            KIMCC  JOH001  110
  KEEBLER COMPANY                KIMCC  KEE001    3
  KRAFT FOODS                    JP     KRA001                     +

F3=Exit F6=Print Vendors F7=Print Buyer/Vendors F10=Add F17=Vendor/Item Costs
```

2. To review a printed report of the suggested order quantities of a vendor's items before creating a purchase order, enter *B* (Shortened) in the selection column next to the vendor's name, and press <Enter>.

3. Enter *5* (Vendor Items) in the selection column next to the desired vendor, and press <Enter>. The Work With Vendor Items screen appears.

```
DSJBDFR    DISPLAY CDR Customer Conference                 12/29/14 10:56:39
                        Work with Vendor Items
Vendor NST100 NESTLE USA                     Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time  14.0   Order Cycle Days  28        Item No.
Target Value         1 Dollar     Increment Dys 1.0 Season

Max. Target

Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #   MFG ID          Description
              500009 1588         BABY RUTH                      A
  Dys ROP + 29 AVBL   454  Forcst Avg    60.5  -          CSE Pk   12 A
              500007 51980        BABY RUTH FUN SIZE CASE         A
  Dys ROP + 28 AVBL   427  Forcst Avg    57.5  -          CSE Pk    1 A
              500008 89090        BABY RUTH KING SIZE            A
P Dys ROP + 29 AVBL   540  Forcst Avg    71.7  -          CSE Pk    8 A
              500010 91087        BIT O HONEY                    A
  Dys ROP + 28 AVBL   634  Forcst Avg    84.7  -          CSE Pk   10 A
              500014 1159         BUTTERFINGER                   A
  Dys ROP + 28 AVBL   747  Forcst Avg   100.6  -          CSE Pk    8 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

4. To print the standard version of the buyer guide, press <F6> (Print OG).

5. To prohibit the calculation of a suggested order quantity for a specific item, enter *X* in the **(X)** column of an item and press <Enter>. If entered, the *X* value will be cleared during end of day processing.

6. To create a suggested order which is not based on the vendor's minimum purchase requirements, press <F5> (SOQ).

```
DSJBDFR    DISPLAY CDR Customer Conference                 12/29/14 11:02:49
                        Work with Vendor Items
Vendor NST100 NESTLE USA                     Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time  14.0   Order Cycle Days  28        Item No.
Target Value         1 Dollar     Increment Dys 1.0 Season
  SOQ  Actual    8042              Days Actual   1.0
Max. Target

Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #   MFG ID          Description
            1 500009 1588         BABY RUTH                      A
  Dys ROP + 29 AVBL   454  Forcst Avg    60.5  -          CSE Pk   12 A
            8 500007 51980        BABY RUTH FUN SIZE CASE         A
  Dys ROP + 28 AVBL   427  Forcst Avg    57.5  -          CSE Pk    1 A
            1 500008 89090        BABY RUTH KING SIZE            A
P Dys ROP + 29 AVBL   540  Forcst Avg    71.7  -          CSE Pk    8 A
            1 500010 91087        BIT O HONEY                    A
  Dys ROP + 28 AVBL   634  Forcst Avg    84.7  -          CSE Pk   10 A
            2 500014 1159         BUTTERFINGER                   A
  Dys ROP + 28 AVBL   747  Forcst Avg   100.6  -          CSE Pk    8 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```
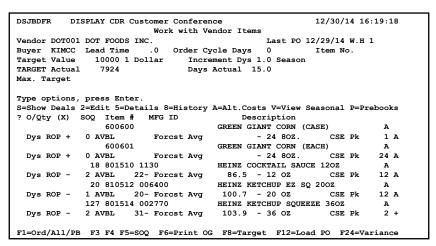
After pressing <F5>:
- Suggested order quantities are displayed for the **SOQ** fields.
- The total purchase quantity for the suggested order is displayed for the **SOQ Actual** field under **Target Value** at the top of the screen.
- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

7. To create a suggested order based on the vendor's default minimum requirements, press <F8> (Target). If necessary, first enter new values for the **Target Value** fields (and press <Field Exit> after each) before using <F8>. Valid values for unit type are *1* (dollars), *2* (packing by case), *3* (weight by lbs.), *4* (cube size) and *5* (other).

```
DSJBDFR    DISPLAY CDR Customer Conference              12/30/14 16:19:18
                           Work with Vendor Items
Vendor DOT001 DOT FOODS INC.                     Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time    .0   Order Cycle Days   0         Item No.
Target Value   10000 1 Dollar      Increment Dys 1.0 Season
TARGET Actual    7924                Days Actual  15.0
Max. Target


Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #    MFG ID           Description
             600600                 GREEN GIANT CORN (CASE)          A
  Dys ROP +   0 AVBL        Forcst Avg        - 24 8OZ.       CSE Pk   1 A
             600601                 GREEN GIANT CORN (EACH)          A
  Dys ROP +   0 AVBL        Forcst Avg        - 24 8OZ.       CSE Pk  24 A
          18 801510 1130             HEINZ COCKTAIL SAUCE 12OZ       A
  Dys ROP -   2 AVBL    22- Forcst Avg   86.5  - 12 OZ        CSE Pk  12 A
          20 810512 006400           HEINZ KETCHUP EZ SQ 20OZ        A
  Dys ROP -   1 AVBL    20- Forcst Avg  100.7  - 20 OZ        CSE Pk  12 A
         127 801514 002770           HEINZ KETCHUP SQUEEZE 36OZ      A
  Dys ROP -   2 AVBL    31- Forcst Avg  103.9  - 36 OZ        CSE Pk   2 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

After pressing <F8>:

- Suggested order quantities are displayed for the **SOQ** fields.
- Total purchase quantity for the suggested order is displayed for the **TARGET Actual** field under **Target Value** at the top of the screen.
- Actual number of order cycle days used to calculate the quantities is displayed under **Increment Dys** at the top of the screen.

Editing A Suggested Order

The instructions which follow describe using the Work With Vendor Items screen to review and edit a suggested order before the buyer loads it as a purchase order.

When editing a suggested order, the following function keys can be used:
- F1 (Ord/All/PB) - allows the user to limit the the screen's list to only the vendor's items for which a suggested order quantity appears in the **QTY** field, or for which a pre-book order exists.
- F4 - used with the **Item No.** and **Season** fields as described above.
- F24 (Variance) - displays the Variance In Demand screen.

```
DSJBDFR    DISPLAY CDR Customer Conference              12/30/14 16:19:18
                        Work with Vendor Items
Vendor DOT001 DOT FOODS INC.                      Last PO 12/29/14 W.H 1
Buyer  KIMCC  Lead Time    .0  Order Cycle Days   0        Item No.
Target Value    10000 1 Dollar     Increment Dys 1.0 Season
TARGET Actual    7924               Days Actual  15.0
Max. Target


Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #   MFG ID           Description
            600600                     GREEN GIANT CORN (CASE)        A
  Dys ROP +  0 AVBL      Forcst Avg          - 24 8OZ.     CSE Pk    1 A
            600601                     GREEN GIANT CORN (EACH)        A
  Dys ROP +  0 AVBL      Forcst Avg          - 24 8OZ.     CSE Pk   24 A
            18 801510 1130             HEINZ COCKTAIL SAUCE 12OZ      A
  Dys ROP -  2 AVBL    22- Forcst Avg    86.5  - 12 OZ      CSE Pk   12 A
            20 810512 006400           HEINZ KETCHUP EZ SQ 20OZ       A
  Dys ROP -  1 AVBL    20- Forcst Avg   100.7  - 20 OZ      CSE Pk   12 A
            127 801514 002770          HEINZ KETCHUP SQUEEZE 36OZ     A
  Dys ROP -  2 AVBL    31- Forcst Avg   103.9  - 36 OZ      CSE Pk    2 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

1. To override an item's SOQ, enter the override quantity for its **O/QTY** field, press <Field Exit>, and press <Enter>.

2. To prohibit the calculation of a suggested order quantity (SOQ) for a specific item, enter *X* (Exclude SOQ) in the selection column of an item and press <Enter>. The *X* can be removed to include the item before using <F5> or <F8> again.

3. To add an item of another vendor to a suggested order, enter the item's number for the **Item No.** field and press <Enter>, or use <F4> (with the cursor in the **Item No.** field) to select it from the Select Item By Description screen. The **Item#** field must be cleared to redisplay all the vendor's items.

4. To limit a suggested order to a maximum target after the **Target Value** field is used to build it to a minimum target, enter the maximum quantity for the **Max. Target** field, press <Field Exit>, and press <F8> (Target).

5. To review or add a buying allowance for an item, enter *S* (Show Deals) in the selection column of the item, press <Enter>, and press <F3> (Exit) if the VR Deal:PO Item Discounts appears. The Show All For This Item screen displays the buying allowance if one exists. It appears with a function key (F10) to add a buying allowance. Press <F3> as needed to redisplay the Work With Vendor Items screen.

6. To review the pre-book demand for an item, enter *P* (Prebooks) in the selection column of the item, and press <Enter> to display the Pre-book Requirements screen. Press <F3> (Exit) when the review is done.

7. To review the movement for a vendor's item, enter *8* (History) in the selection column of the item, and press <Enter>.

   The Two Year Movement screen appears with the item's monthly ***shipped*** quantities for the year to date and for the previous year. Press <F3> (Exit) when the review is done.

   TIP: To review the movement for an earlier year, press <F12> from the Two Year Movement screen; enter the year for the **Year Number** field; press <Enter>; and press <Enter> again when the **Choice** field appears. Press <F3> (Exit) when the review is done.

   TIP: To review the item's monthly ***demand*** for the year, press <F12> from the Two Year Movement screen; press <Enter>; enter *Y* for the **Choice** field; and press <Enter>. The Two Year Movement screen appears with *Demand Qty Y* highlighted in red at the top of the screen. Press <F3> (Exit) when the review is done.

8. To review demand for an item for the last 12 weeks, enter *5* (Details) in the selection column of the item, and press <Enter>. The Explode Vendor/Item Details screen appears with the demand data listed under *Last 12 Periods Actual Demand* at the bottom of the screen. Press <F3> when the review is done.

   TIP: Use the F24 (Variance) function key to review the variance in demand for an item, and project spikes in product demand based on the last year's activity versus forecast demand.

9. To review the sales projection of a seasonal item, enter *V* (View Seasonal) in the selection column of the item, and press <Enter> to display the Seasonal Item Projection screen. Press <F3> (Exit) when the review is done.

   TIP: The **Season** field at the top of the Vendor Items screen can be used to locate and limit the screen's list to items sold within a designated season. With the cursor in the field, press <F4> to select a season code from the Select Season Week Range screen. The **Season** field must be cleared to redisplay all the vendor's items.

Loading A Purchase Order

The instructions which follow describe using the Work With Vendor Items screen to load a suggested order as a purchase order.

```
DSJBDFR     DISPLAY CDR Customer Conference              1/20/15 11:42:54
                        Work with Vendor Items
Vendor NST100 NESTLE USA                        Last PO  1/12/15 W.H 1
Buyer  KIMCC  Lead Time  14.0   Order Cycle Days  28         Item No.
Target Value            1 Dollar     Increment Dys 1.0 Season
  SOQ  Actual  138381
Max. Target


Type options, press Enter.
S=Show Deals 2=Edit 5=Details 8=History A=Alt.Costs V=View Seasonal P=Prebooks
? O/Qty (X)  SOQ  Item #    MFG ID         Description
            12 500009 1588          BABY RUTH                      A
  Dys ROP +  16 AVBL   466  Forcst Avg    81.9  -          CSE Pk   12 A
           133 500007 51980         BABY RUTH FUN SIZE CASE        A
  Dys ROP +  16 AVBL   435  Forcst Avg    76.4  -          CSE Pk    1 A
            19 500008 89090         BABY RUTH KING SIZE            A
  Dys ROP +  16 AVBL   497  Forcst Avg    87.0  -          CSE Pk    8 A
            15 500010 91087         BIT O HONEY                    A
  Dys ROP +  17 AVBL   540  Forcst Avg    92.2  -          CSE Pk   10 A
            16 500014 1159          BUTTERFINGER                   A
  Dys ROP +  19 AVBL   577  Forcst Avg    94.3  -          CSE Pk    8 +

F1=Ord/All/PB  F3 F4 F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

1. After the review of the suggested order is complete, press <F12> (Load PO).

2. If necessary, enter *N* for the **OK?** field when the *Would you like to calculate applicable discounts for the total PO?* message appears, and press <Enter>.

3. After the Work With Vendor Items screen appears with the printed PO's number highlighted in red at the top of the screen below the *PO SENT* message, press <F3> to exit.

```
BSDSDFR     DISPLAY CDR Customer Conference              1/20/15 12:13:21
                      Work With Purchase Orders
Status      Vendor  Vendor Buyer   W.H.   P.O.#    EDI      Email
                    Group                          Status   Sts
                               1


Type options, press Enter.       3=Copy PO 8=Reprice PO 9=Reprint PO
C=Cancel P=Print R=Receive Z=Edit B=Backorder S=Send F=Fax E=Email I=InterComp


       Status   Vendor       Name                  Expected  P/O #  BO
?
       E Entry   SWE001 SWEDISH MATCH NORTH AMERICA           3330
       E Entry   RJR100 R.J. REYNOLDS TOBACCO INC.            3329
       E Entry   PHI001 PHILLIP MORRIS INC.                   3328
       E Entry   NST100 NESTLE USA                            3327
       E Entry   HER001 HERSHEY CHOCOLATE                     3326
       E Entry   DOT001 DOT FOODS INC.                        3325
       E Entry   BIC001 BIC CORPORATION                       3324
       E Entry   AMER01 AMERICAN SNUFF COMPANY                3323
       R Receive SWE001 SWEDISH MATCH NORTH AMERICA           3322
       R Receive RJR100 R.J. REYNOLDS TOBACCO INC.            3321   +

F3=Exit  F4=Search  F7=Toggle Date  F8=Items  F10=New PO F22=New w/ Manual PO#
```

The purchase order appears with the *Entry* status on the Work With Purchase Orders screen. If necessary, changes can be made to the purchase order before it is printed. Refer to Editing A Purchase Order for information about adding and deleting items, changing the order quantity and buying level of an item, and more.

Refer to Printing Purchase Orders for information about using the Work With Purchase Orders application to print a PO.

Editing Item Movement

The Edit Item Movement File Details screen displays an item's movement-related fields. Users may review this information after producing a system-generated suggested order. If necessary, some fields of the Edit Item Movement File Details screen can be edited before using <F5> (SOQ) and <F8> (Target) of the Work With Vendor Items screen to generate a new suggested order for the vendor.

Many of the values displayed on this screen, such as the item's lead time average and current period (week), are system-generated, and extreme caution should be used if changes are made to these.

1. Select option 2 (Work With Vendors) from the Purchasing screen, enter *5* (Vendor Items) in the selection column next to the desired vendor, and press <Enter>. The Work With Vendor Items screen appears.

```
DSJBDFR    DISPLAY Creative Data Research              12/05/05 11:57:08
                        Work with Vendor Items
Vendor W4730   QUAKER OATS COMPANY              Last PO 11/15/05 W.H 1
Buyer        Lead Time   3.0   Order Cycle Days   7        Item No.
Target Value      1200 1 Dollar     Increment Dys 1.0

Max. Target

Type options, press Enter.
S=Show Deals  2=Edit  5=Details  8=History  A=Alt.Costs  V=View Seasonal
? O/Qty (X)  SOQ  Item #   MFG ID          Description
              6 659001                  GATORADE XYZ DISPLAY          A
  Dys ROP -   5 AVBL       Forcst Avg      1.6  B/UM DSP S/UM DSP Pk    1 A
              659100 52000-33500  GATORADE CITRS COOLER 24/01600  O A
  Dys ROP +  92 AVBL    159 Forcst Avg     11.5  B/UM CSE S/UM BOX Pk   24 A
              992942 52000-33836  GATORADE CITRUS COOLER 8/06400  O A
  Dys ROP + 513 AVBL    185 Forcst Avg      2.5  B/UM CSE S/UM BOX Pk    8 A
            3 220060 33905/05788  GATORADE CITRUS 12/32 OZ  0.00     A A
  Dys ROP +  10 AVBL     12 Forcst Avg      6.1  B/UM CSE S/UM BOX Pk   12 A
              220041 33916/05774  GATORADE CITRUS 24/16 OZ  0.00     A A
  Dys ROP +  44 AVBL     24 Forcst Avg      3.5  B/UM CSE S/UM BOX Pk   24 +

F1=Ord/All  F3  F4  F5=SOQ  F6=Print OG  F8=Target  F12=Load PO  F24=Variance
```

2. Enter *2* (Edit) in the selection column next to the desired item, and press <Enter>. The Edit Item Movement File Details screen appears.

```
DSF7E1R    CHANGE  Creative Data Research             12/05/05 11:57:52
                   Edit Item Movement File Details
Item Number    659100 GATORADE CITRS COOLER 24/01600  OZ   Warehouse 1
Master Vendor  W4730   QUAKER OATS COMPANY             Alt. Vendor
Primary Vendor W4730   QUAKER OATS COMPANY             Sequence No. 041130

Order QTY Override  . . .        .30 New Forecast Average       11.5
Forecast Alpha Code / %s    1    .70 Old Forecast Average       16.4
Forecast Average Override            Buying Unit .    3  CSE
Safety Stock Alpha Code /%  1   70   Unit Multiplier :      8
Safety Stock Days Ovrd. .            Lead Time Average . . .
Safety Stock Days . . . :     2.0    Lead Time Maximum . . .    35
Minimum Vendor Ship QTY .            Pallet Tie  . . . . . .
Buying Qty Multiplier . .            Pallet High . . . . . .
Maximum Days Shelf Life .            Suppress Suggested Order Qty
Suggested Order QTY . . :            Item Buying Status  . . . .  A
Current Buyer Number  . .            QTY On Order Unit 1 :
Current Movement Unit . .    2       QTY On Order Unit 2 :
Current Period No.- Item    12       QTY On Order Unit 3 :       8
Prev. Week's Lost Sales :            QTY On Order Unit 4 :
Seasonal Info

F3  F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

3. Enter, as necessary, for the following fields, but use extreme caution when editing system-generated data:
   - Displayed field: **Item Number** (6,n) is a number used to access an item record.

   - Displayed field: **Warehouse** (6,a) is used to identify where an item is stored.

- Optional: **Master Vendor** (6,a) defaults from the **Vendor** field of the Item Master File. The **Master Vendor** field's value can be edited by pressing <F22> (Access ALL), but this should only be done ***with caution*** because it affects the **Vendor** field. Refer to Adding Item Records of the Item File Maintenance document for additional information about the **Vendor** field.

- Optional: **Alt. Vendor** (6,a) is used to indicate a secondary source for ordering a product. This field's value, which can be edited by pressing <F20> (Open Primary/Alt Vendor), also appears for the **Alt. Vendor Number** field of the Item Master File. Refer to Entering Alternate Vendor Information of the Item File Maintenance document for additional information.

- Optional: **Primary Vendor** (6,a) is the vendor code of the primary source for purchasing the item. This field's value initially defaults from the **Vendor** field of the Item Master File, but can be edited by pressing <F20> (Open Primary/ Alt Vendor).

- Optional: **Sequence Number** (6,a) displays the item's sequence number which is generated by the Resequence Purchasing Items application (option 7 of the Purchasing Reports screen).

- Optional: **Order QTY Override** (7,n) designates a quantity used to override the system-generated suggested order quantity (see **Suggested Order QTY** field below). If entered, the quantity will also be displayed for the **O/Qty** field of the Work With Vendor Items screen, displayed for the **OQ Ovrd** field of the Explode Vendor/Items Details screen, and cleared during end of day processing. Refer to Displaying Details of Suggested Orders for information about the **OQ Ovrd** field.

- Optional: **Forecast Alpha Code/ %s** (1,n) designates the percentage of the demand/weekly usage to be used with the old forecast average (forecast demand from the previous week) to calculate the new forecast average (forecast demand for the current week). The value of this field defaults from the **Forecast % Code 1** field of the buyer control record. Refer to Adding Buyer Control File Records for additional information.
  Valid values for the **Forecast Alpha Code/ %s** field are *0*, *1* and *2*, which correspond to the values of **Forecast % Code 0**, **Forecast % Code 1**, and **Forecast % Code 2**, respectively, of the buyer control record file.
  The percentage, which is designated by the value entered for the **Forecast Alpha Code/ %s** field, appears on the Edit Item Movement File Details screen immediately to the left of the **New Forecast Average** field (see *.30* highlighted below).

```
DSF7E1R    CHANGE  Creative Data Research                12/05/05 11:57:52
                      Edit Item Movement File Details
Item Number    659100 GATORADE CITRS COOLER 24/01600  OZ   Warehouse 1
Master Vendor  W4730   QUAKER OATS COMPANY              Alt. Vendor  W4730
Primary Vendor W4730   QUAKER OATS COMPANY              Sequence No. 041130


Order QTY Override  . . .          .30 New Forecast Average       11.5
Forecast Alpha Code / %s    1      .70 Old Forecast Average       16.4
Forecast Average Override              Buying Unit .   3  CSE
Safety Stock Alpha Code /%  1   70     Unit Multiplier  :       8
Safety Stock Days Ovrd. .              Lead Time Average . . .
Safety Stock Days . . . :       2.0    Lead Time Maximum . . .    35
Minimum Vendor Ship QTY .              Pallet Tie  . . . . . .
Buying Qty Multiplier . .              Pallet High . . . . . .
Maximum Days Shelf Life .              Suppress Suggested Order Qty
Suggested Order QTY . . :              Item Buying Status  . . . .  A
Current Buyer Number  . .              QTY On Order Unit 1 :
Current Movement Unit . .    2         QTY On Order Unit 2 :
Current Period No.- Item    12         QTY On Order Unit 3 :         8
Prev. Week's Lost Sales :              QTY On Order Unit 4 :
Seasonal Info

F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

The reciprocal of the percentage described above, which is also used to
calculate the new forecast average, also appears on the Edit Item Movement
File Details screen immediately to the left of the **Old Forecast Average** field
(see *.70* highlighted above).

- Optional: **Forecast Average Override** (7.1,n) designates an amount used to
  override the forecast average for this item. If entered, the quantity will also
  be displayed for the **Ovrd** field of the Explode Vendor/Items Details screen,
  and cleared during end of week processing. Refer to Displaying Details of
  Suggested Orders for information about the **Ovrd** field.
  Typically, an override amount should be entered for new items because the
  system has no data with which to accurately calculate a forecast average.
  A value need only be entered once to generate the suggested order quantity
  the first time a new item is ordered. In the weeks that follow, the system will
  calculate the new forecast average for that item.

- Optional: **Safety Stock Alpha Code /%** (1,n) designates the percentage used
  to calculate the safety stock days. The value of this field defaults from the
  Safety % Code 1 field of the buyer control record. Refer to Adding Buyer
  Control File Records for additional information.
  Valid values for the **Safety Stock Alpha Code /%** field are *0*, *1* and *2*, which
  correspond to the values of **Safety % Code 0**, **Safety % Code 1**, and **Safety
  % Code 2**, respectively, of the buyer control record file.
  The percentage, which is designated by the value entered for the **Safety Stock
  Alpha Code/ %** field, appears on the Edit Item Movement File Details screen
  immediately to the right of the value (see *70* highlighted below).

```
DSF7E1R    CHANGE  Creative Data Research                 12/05/05 11:57:52
                    Edit Item Movement File Details
Item Number    659100 GATORADE CITRS COOLER 24/01600  OZ   Warehouse 1
Master Vendor  W4730   QUAKER OATS COMPANY               Alt. Vendor  W4730
Primary Vendor W4730   QUAKER OATS COMPANY               Sequence No. 041130


Order QTY Override  . . .          .30 New Forecast Average      11.5
Forecast Alpha Code / %s    1      .70 Old Forecast Average      16.4
Forecast Average Override              Buying Unit .   3  CSE
Safety Stock Alpha Code /% 1   70      Unit Multiplier  :        8
Safety Stock Days Ovrd. .              Lead Time Average . . .
Safety Stock Days . . . :     2.0      Lead Time Maximum . . .   35
Minimum Vendor Ship QTY .              Pallet Tie  . . . . . .
Buying Qty Multiplier . .              Pallet High . . . . . .
Maximum Days Shelf Life .              Suppress Suggested Order Qty
Suggested Order QTY . . :              Item Buying Status  . . . .   A
Current Buyer Number  . .              QTY On Order Unit 1 :
Current Movement Unit . .    2         QTY On Order Unit 2 :
Current Period No.- Item    12         QTY On Order Unit 3 :        8
Prev. Week's Lost Sales :              QTY On Order Unit 4 :
Seasonal Info

F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

- Optional: **Safety Stock Days Ovrd** (3,n) designates an alternate value for use in overriding the system-generated value of the **Safety Stock Days** field.

- Displayed field: **Safety Stock Days** (3,n) displays the system-generated number of days that the item will remain on hand in inventory, and is used to calculate reorder point days and line point days.
The percentage designated by the **Safety Stock Alpha Code /%** field and the item's average lead time is used to calculate the safety stock days. For example, if an item has a average lead time of five days and the safety stock code designates 40 percent, the safety stock days are two. The item's average lead time is designated by the greater value of either the **Avg. Lead Time** field of the vendor's record or the **Lead Time Average** field described below.

- Optional: **Minimum Vendor Ship Qty** (5,n) is the multiple by which the vendor's required ship quantity is calculated. For example, if the item is only shipped in pallets of 8 cases each, *8* is entered for the **Minimum Vendor Ship Qty** field, and the item must be purchased in quantities of 8, 16, 24, etc.

- Optional: **Buying Qty Multiplier** (5,n) is the multiplier by which minimum ship quantity above is used to calculate the quantity purchased. For example, if the item is only shipped in full pallets with 4 layers of 8 cases each, *8* is entered for the **Minimum Vendor Ship Qty** field above, *4* is entered for the **Buying Qty Multiplier** field, and the item must be purchased in quantities of 32, 64, 96, etc.

- Optional: **Maximum Days Shelf Life** (3,n) is the maximum number of days that an item should be stored in a warehouse before shipping, This data is not required for using DAC directly, but could be used (with IBM Query utility) to produce reports.

- Displayed field: **Suggested Order QTY** (5,n) is the suggested order quantity of this item in the last printed order guide.

- Optional: **Current Buyer Number** (6,a) is used to override the employee number defined in the Vendor Master file.

- Optional: **Current Movement Unit** (1,n) is the current selling level of the item. Valid values are 1 through 4.

- Optional: **Current Period No. - Item** (2,n) displays the current week of the calendar year, and is maintained by the system for tracking seasonal items (see **Seasonal Info** below).

- Optional: **Prev Week's Lost Sales** displays total amount of lost sales for the previous week.

- Optional: **Seasonal Info** is a season code used to designate a seasonal item, and alert buyers to upcoming periods of increased sales of the item. Refer to Defining Seasons and Reviewing Seasonal Sales Projections for additional information. If necessary, press <F4> to select a season code from the Select Season Week Range screen.

```
DSF7E1R     CHANGE  Creative Data Research              12/05/05 11:57:52
                        Edit Item Movement File Details
Item Number     659100 GATORADE CITRS COOLER 24/01600  OZ   Warehouse 1
Master Vendor  W4730    QUAKER OATS COMPANY               Alt. Vendor  W4730
Primary Vendor W4730    QUAKER OATS COMPANY               Sequence No. 041130


Order QTY Override  . . .          .30 New Forecast Average       11.5
Forecast Alpha Code / %s    1      .70 Old Forecast Average       16.4
Forecast Average Override              Buying Unit .   3  CSE
Safety Stock Alpha Code /%  1   70     Unit Multiplier :      8
Safety Stock Days Ovrd. .              Lead Time Average . . .
Safety Stock Days . . . :     2.0      Lead Time Maximum . . .   35
Minimum Vendor Ship QTY .              Pallet Tie  . . . . . .
Buying Qty Multiplier . .              Pallet High . . . . . .
Maximum Days Shelf Life .              Suppress Suggested Order Qty
Suggested Order QTY . . :              Item Buying Status  . . . .   A
Current Buyer Number  . .              QTY On Order Unit 1 :
Current Movement Unit . .    2         QTY On Order Unit 2 :
Current Period No.- Item    12         QTY On Order Unit 3 :      8
Prev. Week's Lost Sales :              QTY On Order Unit 4 :
Seasonal Info


F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

- Displayed field: **New Forecast Average** (7.1,n) is the forecast demand for the current week. Refer to Forecast Average Calculation for additional information.

- Displayed field: **Old Forecast Average** (7.1,n) is the forecast demand for the previous week. Refer to Forecast Average Calculation for additional information.

- Optional: **Buying Unit** (1,n) displays the item's standard buying unit of measure as displayed for the **Buying U/M** field of the item's record. Enter a valid value of *1, 2, 3* or *4* to override the item record's value.

- Displayed field: **Unit Multiplier** (1,n) displays the quantity multiplier of the buying unit of measure described above.

- Optional: **Lead Time Average** (3.1,n) displays the system-generated average number of days for this item to arrive from the vendor.
  Note: A lead time average is used by DAC for such purchasing calculations as safety stock days, reorder point days and line point days. The lead time average that is used is the larger of either 1) the system-generated value of the

Lead Time Average field displayed at the Edit Item Movement File Details screen, or 2) the value of the **Lead Time** field displayed at the Work With Vendor Items screen. Refer to Using The Work With Vendor Items Screen for additional information about the **Lead Time** field.

- Optional: **Lead Time Maximum** displays the system-generated maximum number of days for this item to arrive from the vendor.

- Optional: **Pallet Tie** (2,n) designates the number of boxes of this item found on each level of a pallet. This field's value is entered for the **Pallet Tie** field of the item record at the Edit Item screen.

- Optional: **Pallet High** (2,n) designates the number of levels per pallet for this item. This field's value is entered for the **Pallet High** field of the item record at the Edit Item screen.

- Optional: **Suppress Suggested Order Qty** (1,a) an *X* can be entered to exclude the item from the suggested order. If entered, an *X* will also be displayed for the **(X)** field of the Work With Vendor Items screen, displayed for the **Suppress SOQ** field of the Explode Vendor/Items Details screen, and cleared during end of day processing. Refer to Using The Work With Vendor Items Screen for information about the **(X)** field. Refer to Displaying Details of Suggested Orders for information about the **Suppress SOQ** field.

- Optional: **Item Buying Status** (1,a) Status codes are: A = active, I = inactive and D = delete.

- Displayed field: **Quantity On Order Unit 1 - Quantity On Order Unit 1** fields (7,n) designate the quantities of unit of measure 1 through 4, respectively, currently on order from any and all vendors.

4. To review the item's demand over the last 52 weeks, or edit this movement data, press <F5> (Edit Movement). The Movement Fields screen appears.

```
DSJEPVR     ENTER    Creative Data Research                    12/05/05 13:59:00
                              Movement Fields
Item    Item Description                  Warehouse
Number                                    Code
659100 GATORADE CITRS COOLER 24/01600  OZ    1          Unit BOX


Week 1        2.0  Week 2       4.0  Week 3       2.0  Week 4       1.0
Week 5        4.0  Week 6       5.0  Week 7      13.0  Week 8       1.0
Week 9        4.0  Week 10      5.0  Week 11      3.0  Week 12      6.0
Week 13       5.0  Week 14      3.0  Week 15      6.0  Week 16      3.0
Week 17       1.0  Week 18      5.0  Week 19      6.0  Week 20      6.0
Week 21       4.0  Week 22       .0  Week 23       .0  Week 24       .0
Week 25       7.0  Week 26     10.0  Week 27      3.0  Week 28      5.0
Week 29       7.0  Week 30     15.0  Week 31      4.0  Week 32      5.0
Week 33       7.0  Week 34      3.0  Week 35     13.0  Week 36     12.0
Week 37       5.0  Week 38      8.0  Week 39     14.0  Week 40      4.0
Week 41       6.0  Week 42      7.0  Week 43      9.0  Week 44     11.0
Week 45       7.0  Week 46      4.0  Week 47      3.0  Week 48      5.0
Week 49       7.0  Week 50      7.0  Week 51     12.0  Week 52      1.0




F3=Exit
```

5. If necessary, new values may be entered for the **Week 1-52** (7.1,n) fields which
    designate the quantity ordered each week. Press <F3> (Exit) to redisplay the Edit
    Item Movement File Details screen.

```
DSF7E1R     CHANGE   Creative Data Research                    12/05/05 14:01:05
                        Edit Item Movement File Details
Item Number     659100 GATORADE CITRS COOLER 24/01600  OZ    Warehouse 1
Master Vendor  W4730    QUAKER OATS COMPANY               Alt. Vendor  W4730
Primary Vendor W4730    QUAKER OATS COMPANY               Sequence No. 041130


Order QTY Override  . . .         .30 New Forecast Average        11.5
Forecast Alpha Code / %s    1     .70 Old Forecast Average        16.4
Forecast Average Override         Buying Unit .   3  CSE
Safety Stock Alpha Code /%  1   70    Unit Multiplier  :      8
Safety Stock Days Ovrd. .         Lead Time Average . . .
Safety Stock Days . . . :     2.0  Lead Time Maximum . . .     35
Minimum Vendor Ship QTY .         Pallet Tie  . . . . . .
Buying Qty Multiplier . .         Pallet High . . . . . .
Maximum Days Shelf Life .         Suppress Suggested Order Qty
Suggested Order QTY . . :         Item Buying Status  . . . .   A
Current Buyer Number  . .         QTY On Order Unit 1 :
Current Movement Unit . .    2    QTY On Order Unit 2 :
Current Period No.- Item    12    QTY On Order Unit 3 :        8
Prev. Week's Lost Sales :         QTY On Order Unit 4 :
Seasonal Info

F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

6. Press <Enter> when editing (or review) of the item's movement-related fields is
    complete.
7. Press <Enter> when prompted to confirm. The Work With Vendor Items screen
    appears.

If changes were made to the movement-related fields of an item that could affect
the system-generated suggested order quantities for the vendor's items, refer to
Using The Vendor Items Screen (or Using The Work With Vendor Items Screen) for
information about using <F5> (SOQ) and <F8> (Target).

Displaying Details of Suggested Orders

The Explode Vendor/Items Details screen displays purchasing-related information about an item such as balance, movement, order quantities, forecasting and demand. Users may review this information after producing a system-generated suggested order at the Work With Vendor Items screen. If necessary, three fields of the Explode Vendor/Items Details screen can be edited before using <F5> (SOQ) and <F8> (Target) of the Work With Vendor Items screen to generate a new suggested order for the vendor.

1. After producing a system-generated suggested order at the Work With Vendor Items screen, enter *5* (Details) in the selection column next to the desired item.

```
DSJBDFR     DISPLAY Creative Data Research                6/04/01 19:21:25
                        Work with Vendor Items
Vendor HER100 HERSHEY CHOCOLATE COMPANY          Last PO  6/04/01 W.H 1
Buyer  503     Lead Time  14.0   Order Cycle Days   0         Item No.
Target Value      1000 3 Weight     Increment Dys 1.0
TARGET Actual      530              Days Actual  15.0


Type options, press Enter.
S=Show Deals  2=Edit  5=Details  8=History  A=Alt.Costs  V=View Seasonal
? O/Qty (X)  SOQ  Item #   MFG ID          Description
           3 238966 24083          HERSHEY SHIPPER 372 CT 3/99¢     A
   Dys ROP - 34 AVBL      Forcst Avg      .3  B/UM SHI S/UM SHI Pk  372 A
           239502 20004         $ J R APPLE BAG 4 OZ              A
   Dys ROP + 42 AVBL      90 Forcst Avg   8.3  B/UM CSE S/UM BAG Pk   1 A
           239500 20000         $ J R ASSORTED BAG 4 OZ           A
   Dys ROP + 39 AVBL    213 Forcst Avg   20.3  B/UM CSE S/UM BAG Pk   1 A
           5 211372 13000       $ J R ASSORTED TRAYS              A
   Dys ROP +  0 AVBL     17 Forcst Avg    3.5  B/UM CSE S/UM BOX Pk  20 A
5            17 239504 20006    $ J R CHERRY BAG 4 OZ             A
   Dys ROP - 19 AVBL      9 Forcst Avg    4.3  B/UM CSE S/UM BAG Pk   1 +

F1=Ord/All  F3=Exit F4=Search  F5=SOQ  F6=Print OG  F8=Target  F12=Load PO
```

2. Press <Enter>. The Explode Vendor/Items Details screen appears.

```
DSJ8D1R     DISPLAY Creative Data Research                6/04/01 19:22:12
                    Explode Vendor/Items Details
J R CHERRY BAG 4 OZ             BAG          239504 - 5  Sell UM BAG     1
                          Mfr 20006      $             Buy  UM CSE   12
   QTY On Hand        9                DAYS - - - - - UNITS
   QTY On Order              SS Days . :   20.0  OVERRIDE
   QTY Available      9      Item Ld Time   14.0
     Suppress SOQ           Dly Forecast Avg . . . :      .614
   OQ Ovrd  . .             ROP        ( 34 X Dly Avg)     21
   OQ $        114.24       EOQ . . . . . . . . . . . :    204  O/I Sell? S
   OQ Cases . :     17
   OQ Weight  :             V-Order Cycle
   OQ Cube  . :             Line Point  ( 34 X Dly Avg)     21
                           SOQ (Line Pt Units - Avail)   12 / CS PK     1
Demand WTD       4.0
                  Deal Description     Starting  Ending  Allow. $  Allow.%
Base       .56  CHERRY BG PCNT. DISC.  6/20/01  9/30/01            10.00
Net        .560
  Forcst Avg. Pct.             Last 12 Periods Actual Demand
Old      5.1   .85  (Last/7)   (2/8)    (3/9)   (4/10)   (5/11)   (6/12)
New      4.3   .15        .0      .0      8.0     14.0     6.0      9.0
Ovrd               .0      .0      .0      8.0      7.0      .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```

The item's description, retail pack, manufacturer's part number, item number, its selling unit of measure's description and quantity multiplier, and its buying unit of measure's description and quantity multiplier are displayed at the top of the screen.

3. Of the remaining fields appearing on the Explode Vendor/Items Details screen, only values for the following three can be entered to generate a new suggested order for the vendor:

- **Suppress SOQ** - an *X* can be entered to exclude the item from the new suggested order. If entered, an *X* will also be displayed for the **(X)** field of the Work With Vendor Items screen, displayed for the **Suppress Suggested Order Qty** field of the Edit Item Movement File Details screen, and cleared during end of day processing. Refer to Using The Work With Vendor Items Screen for information about the **(X)** field. Refer to Editing Item Movement for information about the **Suppress Suggested Order Qty** field.
- **OQ Ovrd** - a quantity can be entered to override the system-generated suggested order quantity (see **OQ Cases** field below). If entered, the quantity will also be displayed for the **O/Qty** field of the Work With Vendor Items screen, displayed for the **Order QTY Override** field of the Edit Item Movement File Details screen, and cleared during end of week processing. Refer to Editing Item Movement for information about the **Order QTY Override** field.
- **Ovrd** - an amount can be entered to override the forecast average for this item. If entered, the quantity will also be displayed for the **Forecast Average Override** field of the Edit Item Movement File Details screen, and cleared during end of week processing. Refer to Editing Item Movement for information about the **Forecast Average Override** field.

  Typically, an override amount should be entered for new items because the system has no data with which to accurately calculate a forecast average. A value need only be entered once to generate the suggested order quantity the first time a new item is ordered. In the weeks that follow, the system will calculate the new forecast average for that item.

```
DSJ8D1R     DISPLAY Creative Data Research               6/04/01 19:22:12
                          Explode Vendor/Items Details
J R CHERRY BAG 4 OZ              BAG           239504 - 5  Sell UM BAG      1
                          Mfr 20006         $            Buy  UM CSE     12
   QTY On Hand          9                 DAYS - - - - - UNITS
   QTY On Order               SS Days . :    20.0  OVERRIDE
   QTY Available       9      Item Ld Time   14.0
     Suppress SOQ             Dly Forecast Avg . . . :       .614
   OQ Ovrd                    ROP        (  34 X Dly Avg)    21
   OQ $            114.24     EOQ . . . . . . . . . . . :     204  O/I Sell? S
   OQ Cases . :       17
   OQ Weight                  V-Order Cycle
   OQ Cube                    Line Point (  34 X Dly Avg)    21
                             SOQ (Line Pt Units - Avail)    12 / CS PK      1
Demand WTD       4.0
                     Deal Description      Starting  Ending  Allow. $  Allow.%
Base        .56   CHERRY BG PCNT. DISC.    6/20/01  9/30/01           10.00
Net         .560
   Forcst Avg. Pct.              Last 12 Periods Actual Demand
Old     5.1   .85  (Last/7)   (2/8)   (3/9)   (4/10)   (5/11)   (6/12)
New     4.3   .15      .0       .0     8.0     14.0      6.0      9.0
Ovrd                   .0       .0      .0      8.0      7.0       .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```
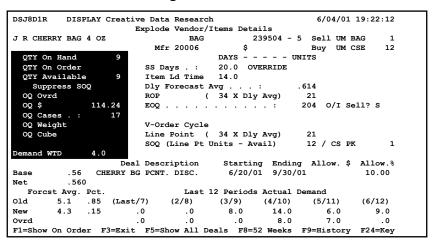
4. Data is displayed, if available, for the fields highlighted above:
   - **QTY On Hand** - total quantity of the item currently in inventory at the standard selling unit of measure.
   - **QTY On Order** - total quantity of the item that is currently ordered at the standard selling unit of measure from any and all vendors. The value of this field is highlighted if an expected or scheduled receive date is not met.
   To view all open orders of an item, press <F1> (Show On Order). The Show Item On Order screen appears with information such as purchase order number, and order quantities at the selling and buying level unit of measure. The expected date also appears and is highlighted if a purchase order is

past due. An *S* displayed to the right of the date indicates that the Trucking Schedule application was used to scheduled the order's delivery. Press <F3> (Exit) to redisplay the Explode Vendor/Items Details screen.

- **QTY Available** - quantity of the item that is currently on hand, at the standard selling unit of measure, less the quantity allocated for customer orders *plus the quantity on order*.
- **OQ $** - the suggested order's total purchasing cost for this item.
- **OQ Cases** - the suggested order quantity (SOQ) of this item appears *at the standard buying unit of measure*, and is highlighted.
  The calculation of the SOQ (*17* cases below) is equal to the largest result of either 1) the economic order quantity (EOQ) calculation (*204* bags below), or 2) the line point calculation (*12* bags below).
- **OQ Weight** - the total weight in pounds of the suggested order quantity of this item. This value is displayed if the weight is entered for the **Weights** field of the item's record.
- **OQ Cube** - the total cubic size of the suggested order quantity of this item. This value is displayed if the length, width and height are entered for the **Length, Width** and **Height** fields of the item's record.
- **Demand WTD** - the demand for items (at the standard selling unit of measure) to date for the current week. Note: Demand includes lost sales and actual sales if *D* is entered for the **Post demand or sales** field of the SYS008 default system option. Refer to the DAC Default System Options document for additional information about the Purchasing Options default system option.

```
DSJ8D1R     DISPLAY Creative Data Research           6/04/01 19:22:12
                      Explode Vendor/Items Details
J R CHERRY BAG 4 OZ          BAG          239504 - 5  Sell UM BAG     1
                           Mfr 20006        $          Buy  UM CSE    12
    QTY On Hand        9              DAYS - - - - - UNITS
    QTY On Order                  SS Days . :   20.0  OVERRIDE
    QTY Available      9          Item Ld Time  14.0
      Suppress SOQ                Dly Forecast Avg          .614
    OQ Ovrd  . .                  ROP         (  34 X Dly Avg)     21
    OQ $           114.24         EOQ                       204  O/I Sell? S
    OQ Cases . :      17
    OQ Weight  :                  V-Order Cycle
    OQ Cube  . :                  Line Point  (  34 X Dly Avg)     21
                                  SOQ (Line Pt Units - Avail)     12 / CS PK     1
Demand WTD         4.0
                     Deal Description    Starting  Ending  Allow. $  Allow.%
Base         .56  CHERRY BG PCNT. DISC.  6/20/01  9/30/01            10.00
Net          .560
   Forcst Avg. Pct.              Last 12 Periods Actual Demand
Old     5.1   .85  (Last/7)   (2/8)    (3/9)    (4/10)   (5/11)   (6/12)
New     4.3   .15      .0       .0      8.0      14.0     6.0      9.0
Ovrd               .0       .0      8.0       7.0      .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```

5. The purchasing calculation data is displayed for the following fields:
   - **SS Days** - the item's safety stock days as calculated by the system for this item. If the value which appears was entered for the **Safety Stock Days Ovrd** field at the Edit Item Movement File Details screen, *OVERRIDE* appears to the right.
   - **Item Ld Time** - the lead time average used to calculate safety stock days, reorder point days and line point days. The lead time average that is used is the larger of either 1) the system-generated value of the **Lead Time Average** field displayed at the Edit Item Movement File Details screen, or 2) the value of the **Lead Time** field displayed at the Work With Vendor Items screen. Refer to the Vendors document for information about the **Avg. Lead Time** field of the Edit Vendor Master Page 1 screen.

- **Dly Forecast Avg** - the estimated demand for an item for one day (also referred to as daily average usage).
- **ROP** - reorder point days calculated using safety stock days (see **SS Days** above) and average lead time (see **Item Ld Time** above), and reorder point units calculated using reorder point days and daily average usage (see **Dly Forecast Avg** above).
- **EOQ** - the result of the economic order quantity calculation is displayed *at the standard selling unit of measure* for this item. The result of the EOQ is converted to the buying level unit of measure and used as the suggested order quantity (see **OQ Cases** above) when it is larger than the result of the line point calculation (see **SOQ** below).
- **O/I Sell?** - appears with either *S* (for selling allowance) or *V* (for billing-related vendor deal) when either are active for the item. Refer to Working With Selling Allowances of the Billing File Maintenance document and Adding Billing-Related Vendor Deals below for additional information.
- **V-Order Cycle** - the number of days which elapse before an order is placed with this vendor. The value of this field defaults from the **Order Cycle** field of the vendor's record. Refer to the Vendors document for additional information.
- **Line Point** - line point days calculated using safety stock days (see **SS Days** above), average lead time (see **Item Ld Time** above) and vendor order cycle days (see **V-Order Cycle** above), and line point units calculated using line point days and daily usage (see **Dly Forecast Avg** above).
- **SOQ** - the result of the line point calculation is displayed *at the buying and standard selling units of measure* for this item. The result of the EOQ is used as the suggested order quantity (see **OQ Cases** above) when it is larger than the result of the economic order quantity calculation (see **EOQ** below).

```
DSJ8D1R      DISPLAY Creative Data Research                6/04/01 19:22:12
                     Explode Vendor/Items Details
J R CHERRY BAG 4 OZ              BAG          239504 - 5  Sell UM BAG     1
                              Mfr 20006        $           Buy  UM CSE   12
   QTY On Hand        9             DAYS - - - - - UNITS
   QTY On Order              SS Days . :    20.0  OVERRIDE
   QTY Available     9       Item Ld Time   14.0
     Suppress SOQ          Dly Forecast Avg . . . :      .614
   OQ Ovrd  . .            ROP        (  34 X Dly Avg)     21
   OQ $          114.24    EOQ . . . . . . . . . . . :     204  O/I Sell? S
   OQ Cases . :     17
   OQ Weight  :            V-Order Cycle
   OQ Cube  . :            Line Point  (  34 X Dly Avg)    21
                          SOQ (Line Pt Units - Avail)    12 / CS PK     1
Demand WTD      4.0
                   Deal Description      Starting  Ending  Allow. $  Allow.%
Base        .56   CHERRY BG PCNT. DISC.   6/20/01  9/30/01           10.00
Net        .560
   Forcst Avg. Pct.            Last 12 Periods Actual Demand
Old     5.1   .85  (Last/7)   (2/8)    (3/9)    (4/10)   (5/11)   (6/12)
New     4.3   .15      .0       .0      8.0     14.0      6.0      9.0
Ovrd          .0      .0       .0       .0      8.0      7.0       .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```

6. Data is displayed, if available, for the fields highlighted above:
   - **Base Cost** - the item's net cost plus administrative expenses for its standard selling unit of measure.
   - **Net Cost** - the vendor's actual selling price of the item's standard selling unit of measure.
   - **Deal Description** - description of a buying allowance which defaults from the **Narrative** field of a buying allowance record. If this field is highlighted

in red, more than one buying allowances exists for the item. To review all the item's allowances, press <F5> (AllDeals). The Show All For This Item screen appears. Press <F3> (Exit) to redisplay the Explode Vendor/Items Detail screen.

- **Starting** - the date on which the buying allowance will begin. The value of this field defaults from the **First Ship Date** field of the buying allowance record. Refer to Working With Buying Allowances for additional information.
- **Ending** - the date on which the buying allowance will end. The value of this field defaults from the **Last Ship Date** field of the buying allowance record. Refer to Working With Buying Allowances for additional information.
- **Allow. $** - the amount which will be deducted from the item's net cost if the allowance type is cents off, or the amount which will be used for the item's net cost if the allowance type is fixed price. The value of this field defaults from the **Amount** field of the buying allowance record. Refer to Working With Buying Allowances for additional information.
- **Allow.%** - the percentage which will be deducted from the item's net cost if the allowance type is percent discount. The value of this field defaults from the **Percent** field of the buying allowance record. Refer to Working With Buying Allowances for additional information.

```
DSJ8D1R      DISPLAY Creative Data Research                 6/04/01 19:22:12
                         Explode Vendor/Items Details
J R CHERRY BAG 4 OZ               BAG              239504 - 5  Sell UM BAG    1
                            Mfr 20006              $           Buy  UM CSE   12
     QTY On Hand        9                   DAYS - - - - UNITS
     QTY On Order                 SS Days . :    20.0  OVERRIDE
     QTY Available      9         Item Ld Time  14.0
      Suppress SOQ                Dly Forecast Avg . . . :        .614
   OQ Ovrd  . .                   ROP           (  34 X Dly Avg)     21
   OQ $           114.24          EOQ . . . . . . . . . . . . :     204  O/I Sell? S
   OQ Cases . :       17
   OQ Weight  :                   V-Order Cycle
   OQ Cube  . :                   Line Point  (  34 X Dly Avg)     21
                                  SOQ (Line Pt Units - Avail)     12 / CS PK       1
Demand WTD        4.0
                     Deal Description      Starting  Ending  Allow. $  Allow.%
Base        .56   CHERRY BG PCNT. DISC.    6/20/01  9/30/01            10.00
Net         .560
   Forcst Avg.  Pct.                 Last 12 Periods Actual Demand
Old       5.1   .85  (Last/7)    (2/8)    (3/9)    (4/10)    (5/11)    (6/12)
New       4.3   .15      .0        .0       8.0     14.0       6.0       9.0
Ovrd                    .0        .0       8.0                7.0        .0
F1=Show On Order  F3=Exit  F5=Show All Deals  F8=52 Weeks  F9=History  F24=Key
```

- **Forecast Ave Old** - the forecast demand for the previous week. Refer to Forecast Average Calculation for additional information.
- **Forecast Ave New** - the forecast demand for the current week. Refer to Forecast Average Calculation for additional information.
- **Pct. Old** - the reciprocal of the forecast percentage (see **Pct. New** below) which are both used to calculate the new forecast average. Refer to Forecast Average Calculation for additional information.
- **Pct. New** - the forecast percentage which is used to calculate the new forecast average. Refer to Forecast Average Calculation for additional information.
- **Last 12 Periods Actual Demand** - the demand for the item the previous 12 weeks. Of the two rows of weekly totals illustrated in the screen above, the demand for the last week (*.0*) is displayed as top amount under **(Last/7)** and six weeks ago (*9.0*) is displayed as the top amount under **(6/12)**. Refer to the DAC Default System Options document for information about the **Post demand or sales** field of the SYS008 default system option.

7. To review the item's demand over the last 52 weeks, or edit this movement data, press <F8> (52 Weeks). The Movement Fields screen appears. Refer to Editing Item Movement for additional information.

8. Press <F3> (Exit) to redisplay the Work With Vendor Items screen.

Defining Seasons and Reviewing Seasonal Sales Projections

The Edit Season Week Range screen is used to define season records for tracking the sale of seasonal items.

1. Select option 2 (Work With Vendors) from the Purchasing screen, enter *5* (Vendor Items) in the selection column next to the desired vendor, and press <Enter>. The Work With Vendor Items screen appears.

```
DSJBDFR    DISPLAY Creative Data Research-SUPPORT           4/07/99  9:41:47
                          Work with Vendor Items
 Vendor HER100  HERSHEY CHOCOLATE COMPANY          Order Cycle Days   0
 Vendor Buyer 503      BARRY DARRIN                Item No.       W.H 1
 Target Value:    1000 Weight       3 :Target Unit  Increment Days 1.0
 Target Actual        0     Ave.Lead Time  14.0     Days Actual     .0
 Last PO Order Date

 Type options, press Enter.
 S=Show Deals  2=Edit  5=Display Details  A=Alt.Costs  V=View Seasonal
 ? O/Qty (X)  SOQ  Item #   MFG ID          Description
             202480 16300         $ HERSHEY KISSES 120 CT          A
    Dys ROP +  22 AVBL    31  Forcst Avg     3.9  B/UM CSE S/UM BOX Pk   120 A
             203520 42600         $ REESE'S CUP CHANGEMAKERS       A
    Dys ROP +  21 AVBL    96  Forcst Avg    12.3  B/UM CSE S/UM BOX Pk   120 A
             206700 6630          $ YORK MINT PATTIES 200 CT       A
    Dys ROP +  62 AVBL    11  Forcst Avg     .8   B/UM CSE S/UM BOX Pk   200 A
             210100 00320         $ ALMOND JOY                     A
    Dys ROP +  17 AVBL   104  Forcst Avg    14.2  B/UM CSE S/UM BOX Pk    36 A
             210710 00340         $ CARAMELLO                      A
    Dys ROP +   6 AVBL    56  Forcst Avg     9.7  B/UM CSE S/UM BOX Pk    36 +

 F3=Exit   F4=Search   F6=Print OG   F8=Target   F12=Load PO   F22=Clr SOQ
```

2. Enter *2* (Edit) in the selection column next to the seasonal item, and press <Enter>. The Edit Item Movement File Details screen appears.

```
DSF7E1R    CHANGE  Creative Data Research-SUPPORT            4/07/99  9:45:20
                        Edit Item Movement File Details
 Item Number    292120 CADBURY CREAM EGGS BOX           Warehouse 1
 Primary Vendor HER100 HERSHEY CHOCOLATE COMPANY
 Vendor Number Alt. 1  . . :          Sequence Number . . .

 Order QTY Override  . . . .        New Forecast Average     1.0
 Forecast Alpha Code . . . .  1     Old Forecast Average     1.2
 Forecast Average Override .        Buying Unit .   3  CSE
 Safety Stock Alpha Code . .  1     Unit Multiplier  :       6
 Safety Stock Days Ovrd. . .  20.0  Lead Time Average . . .   1.4
 Safety Stock Days . . . . :  10.0  Lead Time Maximum . . .   8
 Minimum Vendor Ship QTY . .        Pallet Tie . . . . . .
 Buying Qty Multiplier . . .        Pallet High . . . . . .
 Maximum Days Shelf Life . .        Suppress Suggested Order Qty
 Suggested Order QTY . . . :        Item Buying Status  . . . .   A
 Current Buyer Number  . . .  503   QTY On Order Unit 1 :
 Current Movement Unit . . .  2     QTY On Order Unit 2 :
 Current Period No.- Item .  22     QTY On Order Unit 3 :
 Prev. Week's Lost Sales . .        QTY On Order Unit 4 :
 Seasonal Info

 F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
```

3. Place the cursor at the **Seasonal Info** field, and press <F4>. The Select Season Week Range screen appears.

```
GSXZSRR     SELECT  Creative Data Research-SUPPORT          4/07/99  9:46:37
                            Select Season Week Range
Season
Code


Type options, press Enter.
X=Select request

?  Season  Season Description      Season      Season
   Code                            Start Week  End Week
   S        Pre Summer Build Up    22          34
   V        Valentines              3           6











F3=Exit F9=Edit/Add Seasons
```

4. Press <F9> (Edit/Add Seasons). The Edit Season Week Range screen appears in change mode. If previously defined season records appear, as illustrated below, these may be edited.

```
GSX0EFR     CHANGE  Creative Data Research-SUPPORT          4/07/99  9:48:36
                            Edit Season Week Range
 Season Code

Type options, press Enter.
D=Delete request

?  Season  Season Description      Season      Season
   Code                            Start Week  End Week
   S        Pre Summer Build Up    22          34
   V        Valentines              3           6










F3=Exit    F9=Go to 'Add' mode
```

5. Press <F9> (Go to 'Add' mode). The Edit Season Week Range screen is redisplayed without any previously defined values.

```
GSX0EFR     ADD     Creative Data Research-SUPPORT          4/07/99  9:50:09
                            Edit Season Week Range


Type options, press Enter.
D=Delete request

?  Season  Season Description      Season      Season
   Code                            Start Week  End Week










                                                            +
F3=Exit    F9=Go to 'Change' mode
```

6. Enter a unique season code for the **Season Code** (1,a) field.
7. Enter the season's name for the **Season Description** (25,a) field.
8. Enter a numbers designating the first and last week of the season for the **Season Start Week** (2,n) and **Season End Week** (2,n) fields, respectively. Valid values are *1* through *52*.

9. Continue entering season records, as necessary, and press <Enter> when data entry is complete.

```
GSX0EFR    ADD     Creative Data Research-SUPPORT         4/07/99 10:16:44
                        Edit Season Week Range


Type options, press Enter.
D=Delete request

?  Season  Season Description       Season     Season
   Code                             Start Week  End Week
   E       Pre-Easter               9          13










                                                                    +

F3=Exit    F9=Go to 'Change' mode
                                                  CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Edit Season Week Range screen is redisplayed without any previously defined values.
11. Press <F3> to exit. The Select Season Week Range screen appears.

```
GSXZSRR     SELECT  Creative Data Research-SUPPORT         4/07/99 10:22:21
                        Select Season Week Range
Season
Code


Type options, press Enter.
X=Select request

?  Season  Season Description       Season     Season
   Code                             Start Week  End Week
   E       Pre-Easter               9          13
   S       Pre Summer Build Up      22         34
   V       Valentines               3           6








F3=Exit F9=Edit/Add Seasons
```

12. To enter a season code for the **Seasonal Info** field of the seasonal item, enter *X* in the selection column and press <Enter>, or press <F3> to exit. The Edit Item Movement File Details screen appears.

```
DSF7E1R    CHANGE  Creative Data Research-SUPPORT         4/07/99 10:42:24
                      Edit Item Movement File Details
Item Number    292120 CADBURY CREAM EGGS BOX              Warehouse 1
Primary Vendor HER100 HERSHEY CHOCOLATE COMPANY
Vendor Number Alt. 1  . . :            Sequence Number . . .

Order QTY Override  . . . .            New Forecast Average       1.0
Forecast Alpha Code . . . .   1        Old Forecast Average       1.2
Forecast Average Override .            Buying Unit .    3  CSE
Safety Stock Alpha Code . .   1        Unit Multiplier  :      6
Safety Stock Days Ovrd. . .   20.0     Lead Time Average . . .     1.4
Safety Stock Days . . . . :   10.0     Lead Time Maximum . . .     8
Minimum Vendor Ship QTY . .            Pallet Tie  . . . . . .
Buying Qty Multiplier . . .            Pallet High . . . . . .
Maximum Days Shelf Life . .            Suppress Suggested Order Qty
Suggested Order QTY . . . :            Item Buying Status  . . . .   A
Current Buyer Number . . .   503       QTY On Order Unit 1 :
Current Movement Unit . . .   2        QTY On Order Unit 2 :
Current Period No.- Item .   22        QTY On Order Unit 3 :
Prev. Week's Lost Sales . .            QTY On Order Unit 4 :
Seasonal Info V Valentines             ( Season Week  3 -  6 )
F3 F4=Search F5=Edit Movement F11=Del F20=Open Primary/Alt Vendor F22=Open ALL
                                                  CONFIRM: Y (Y/N)
```
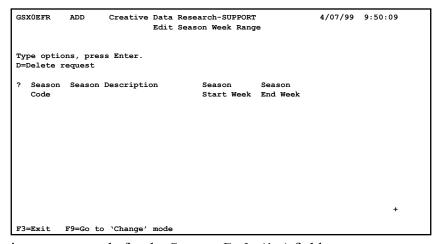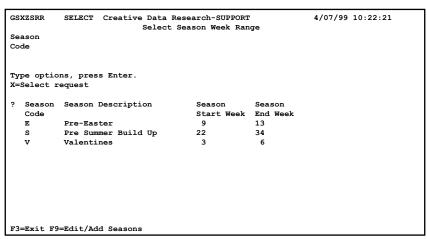
13. If a code was not selected for the **Seasonal Info** field, the *No value selected* message is displayed at the bottom of the screen.

14. If a code is entered for the **Seasonal Info** field, press <Enter> when prompted to confirm. The Work With Vendor Items screen appears, and the value of the **Forcst Avg** field is highlighted if a season code was entered for the **Seasonal Info** field.
15. To review seasonal projection data for the item, enter *V* (View Seasonal) in the selection column of the item at the Work With Vendor Items screen, and press <Enter>. The Seasonal Item Projection screen will appears as illustrated in the samples below.
16. Press <F3> (Exit) to redisplay the Work With Vendor Items screen.

```
GSX1PVR     ENTER   CDR Customer Conference              12/09/14 12:57:11
                        Seasonal Item Projection

Item 439399 HERSHEY KISSES  12 OZ  CHRISTM      Warehouse 1
=========================================================================

Season D Week 45                    Current Week 50
Start Week 45 End Week 52
Weeks Until Season      Weeks Remaining in Season  2  Season Length  8
Weeks remaining in season
Lead Time   8.7 (days) Lead Time  1.2  (weeks)

Seasonal Weekly Average     84.0
Seasonal Total Qty  :      672.0
         QTY On Order    121
         QTY On Hand      91
         QTY Available   212




F3=Exit
```

```
GSX1PVR      ENTER   CDR Customer Conference             12/09/14 13:00:42
                        Seasonal Item Projection

Item 440016 HERSHEY ALMOND 36CT CHRISTMAS       Warehouse 1
=========================================================================

Season E Week 46                    Current Week 50
Start Week 51 End Week 52
Weeks Until Season  1  Weeks Remaining in Season      Season Length  2
Approaching season.
Lead Time   7.0 (days) Lead Time  1.0  (weeks)

Seasonal Weekly Average
Seasonal Total Qty  :
         QTY On Order
         QTY On Hand     123
         QTY Available   123




F3=Exit
```

The *Approaching season* message is displayed when the season's starting week is less than four weeks from the current week.

Working With Dock Receiving

The Work With Dock Receiving application (option 6 of the Purchasing screen) is used to receive a complete or partial order, and backorder purchase orders.

Note: If the Work With Purchase Orders application is used to make changes to a purchase order with the status of *O* (open) or *P* (partial), the purchase order <u>must</u> <u>be</u> reprinted before the Work With Dock Receiving application is used to receive it.

```
User: JEANNINE              Menu: PUCV1                Date:  8/06/12

========================> P U R C H A S I N G <=========================
========================================================================
!!!!!!!!!   1. Work With Purchase Orders      12. Import Costs
THE     !!  2. Work With Vendors
DAC     !!  3. Work With Items
SYSTEM  !!  4. Work With Buyer Control File
!!!!!!!!!   5. Work With Buying Allowances
            6. Work With Dock Receiving
            7. Work With A/P Transfers
            8. Work With RF Receiving
            9. Work With Buyer Messages
           10. Vendor Receivables
           11. Work With Vendor Groups
                      M E N U   C A L L S
19. Truck Scheduling    20. A/P Menu            21. Purchasing Reports
22. Inventory Menu      23. Dac Main Menu       90. Sign Off
========================================================================
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==>
```

When receipt of the purchase order is complete, the on-hand quantities in the item records are updated, and the P/O Receiving Posting Report is printed.

If necessary, refer to Working With RF Receiving for information about using the Work With RF Receiving application (option 8 of the Purchasing screen) to complete the receiving process when radio frequency devices (scanners) are used to receive inventory.

The instructions which follow include receiving partial purchase orders.

1. Select option 6 (Work With Dock Receiving) from the Purchasing screen. The Work With Dock Receiving screen appears with a list of the open and partial purchase orders that are scheduled for the current date.

```
DSK7DFR      DISPLAY Creative Data Research                      5/04/01 14:45:07
                          Work With Dock Receiving
                 P.O.      Expt                    Vendor
     Date      Number      Date      Time    Carrier Number
     50401                           0:00:00                    Sort Option D
                                                                (D=Description M=MFG#)


Type options, press Enter.
P=Mark for Print    R=Receive    Z=View P.O.


?      P.O.    Status            Vendor Name            Vendor  Buyer
       3964    OPEN      GENERAL MILLS INC              GMI100  503
       Carrier STS        Schedule  5/04/01  Time  7:01:00  Expected
       3975    OPEN      R J REYNOLDS TOBACCO CO        RJR100  502
       Carrier STS        Schedule  5/04/01  Time  7:01:00  Expected






F3=Exit    F4=Search    F10=Process Selected Orders    F18=Print Alt.Rcv.Doc.
```

If necessary, press <Field Exit> and <Enter> to clear the **Date** restrictor field, and display all the outstanding open and partial purchase orders.

```
DSK7DFR      DISPLAY Creative Data Research                      5/04/01 14:46:37
                          Work With Dock Receiving
                 P.O.      Expt                    Vendor
     Date      Number      Date      Time    Carrier Number
                                     0:00:00                    Sort Option D
                                                                (D=Description M=MFG#)


Type options, press Enter.
P=Mark for Print    R=Receive    Z=View P.O.


?      P.O.    Status            Vendor Name            Vendor  Buyer
       5567    OPEN      R J REYNOLDS TOBACCO CO        RJR100  502
       Carrier           Schedule         Time  0:00:00  Expected
       5569    OPEN      R J REYNOLDS TOBACCO CO        RJR100  502
       Carrier           Schedule         Time  0:00:00  Expected
       5563    PARTIAL   R J REYNOLDS TOBACCO CO        RJR100  502
       Carrier           Schedule         Time  0:00:00  Expected
       5564    OPEN      R J REYNOLDS TOBACCO CO        RJR100  502
       Carrier           Schedule         Time  0:00:00  Expected
       5686    OPEN      NATIONAL TOBACCO COMPANY,L P   NAT200  502
       Carrier           Schedule         Time  0:00:00  Expected            +

F3=Exit    F4=Search    F10=Process Selected Orders    F18=Print Alt.Rcv.Doc.
```

If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order.

2. Enter *R* (Receive) in the selection colunm next to the purchase order's number.

```
DSK7DFR      DISPLAY Creative Data Research                      5/04/01 14:46:44
                          Work With Dock Receiving
                 P.O.      Expt                    Vendor
     Date      Number      Date      Time    Carrier Number
                                     0:00:00                    Sort Option D
                                                                (D=Description M=MFG#)


Type options, press Enter.
P=Mark for Print    R=Receive    Z=View P.O.


?      P.O.    Status            Vendor Name            Vendor  Buyer
       5567    OPEN      R J REYNOLDS TOBACCO CO        RJR100  502
       Carrier           Schedule         Time  0:00:00  Expected
       5569    OPEN      R J REYNOLDS TOBACCO CO        RJR100  502
       Carrier           Schedule         Time  0:00:00  Expected
       5563    PARTIAL   R J REYNOLDS TOBACCO CO        RJR100  502
       Carrier           Schedule         Time  0:00:00  Expected
R      5564    OPEN      R J REYNOLDS TOBACCO CO        RJR100  502
       Carrier           Schedule         Time  0:00:00  Expected
       5686    OPEN      NATIONAL TOBACCO COMPANY,L P   NAT200  502
       Carrier           Schedule         Time  0:00:00  Expected            +

F3=Exit    F4=Search    F10=Process Selected Orders    F18=Print Alt.Rcv.Doc.
```

3. Press <Enter>. The Dock Receiving Program screen appears with a detailed line item list of the order.

```
DSK5EFR     CHANGE  Creative Data Research                5/04/01 14:47:31
                           Dock Receiving Program
 Purchase Order Number :      5564                         Line No. .
 Vendor R J REYNOLDS TOBACCO CO
Type options, press Enter.
Z=More Info

? Item      Qty     Total  Expect   Qty
  Number  Ordered Received Receipt Received          Description
  860334      2        0      2             DORAL F F 100 BOX B8G2F
  860331      4        0      4             DORAL F F 100 B8G2F
  860332      3        0      3             DORAL LT MEN 100 B8G2F
  860335      1        0      1             DORAL LT 100 BOX B8G2F








F3=Exit    F10=Receive P.O.
```

4. To review detailed information about a line item, enter *Z* (More Info) in the selection colunm next to the line item's number, and press <Enter>. The More Receiving Info screen appears.

```
DSLPPVR      ENTER   Creative Data Research               5/04/01 15:11:02
                           More Receiving Info

   DORAL F F 100 B8G2F                    Manufacturer Number 25293

Code Date .

Unit Ordered . . . . :   3 CSE             Quantity Ordered      4

Unit Weight  . . . . :        .00          Unit Cost :     307.020

                              Extended Amount  . . :    1228.08
P.O. Quantity Received  . :          0

Qty Received Posted  :           0

P.O. Allowance Found  . . :   N
P.O. Allowance Start Date :

P.O. Last Receipt Cost  . :

F3=Exit
```

The information appearing on the More Receiving Info screen, such as the item's net cost (**Unit Cost**), is displayed for informational purposes only, and cannot be changed.

Press <F3> to exit. The Dock Receiving Program screen appears.

```
DSK5EFR     CHANGE  Creative Data Research                5/04/01 15:11:31
                           Dock Receiving Program
 Purchase Order Number :      5564                         Line No. .
 Vendor R J REYNOLDS TOBACCO CO
Type options, press Enter.
Z=More Info

? Item      Qty     Total  Expect   Qty
  Number  Ordered Received Receipt Received          Description
  860334      2        0      2             DORAL F F 100 BOX B8G2F
  860331      4        0      4             DORAL F F 100 B8G2F
  860332      3        0      3             DORAL LT MEN 100 B8G2F
  860335      1        0      1             DORAL LT 100 BOX B8G2F








F3=Exit    F10=Receive P.O.
                                                 CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm.

5. Press <F10> (Receive P.O.). The value of the **Total Received** field of each item is updated. If the entire purchase order was received, continue with step 8.

```
DSK5EFR    CHANGE  Creative Data Research              5/04/01 15:12:04
                          Dock Receiving Program
 Purchase Order Number :     5564                      Line No. .
 Vendor R J REYNOLDS TOBACCO CO                 RECEIVING
Type options, press Enter.
Z=More Info

? Item      Qty     Total  Expect   Qty
  Number Ordered Received Receipt Received           Description
  860334       2       2       2           DORAL F F 100 BOX B8G2F
  860331       4       4       4           DORAL F F 100 B8G2F
  860332       3       3       3           DORAL LT MEN 100 B8G2F
  860335       1       1       1           DORAL LT 100 BOX B8G2F






F3=Exit   F10=Receive P.O.
```

6. To receive a partial order, enter the quantities received for the **Qty Received** (7,n) fields.

```
DSK5EFR     CHANGE  Creative Data Research             5/04/01 15:13:04
                          Dock Receiving Program
 Purchase Order Number :     5564                      Line No. .
 Vendor R J REYNOLDS TOBACCO CO                 RECEIVING
Type options, press Enter.
Z=More Info

? Item      Qty     Total  Expect   Qty
  Number Ordered Received Receipt Received           Description
  860334       2       2       2           DORAL F F 100 BOX B8G2F
  860331       4       4       4       2   DORAL F F 100 B8G2F
  860332       3       3       3       2   DORAL LT MEN 100 B8G2F
  860335       1       1       1           DORAL LT 100 BOX B8G2F






F3=Exit   F10=Receive P.O.
```

Press <Enter> when data entry is complete. The value of the **Total Received** fields are updated.

```
DSK5EFR     CHANGE  Creative Data Research             5/04/01 15:13:39
                          Dock Receiving Program
 Purchase Order Number :     5564                      Line No. .
 Vendor R J REYNOLDS TOBACCO CO                 RECEIVING
Type options, press Enter.
Z=More Info

? Item      Qty     Total  Expect   Qty
  Number Ordered Received Receipt Received           Description
  860334       2       2       2           DORAL F F 100 BOX B8G2F
  860331       4       2       4           DORAL F F 100 B8G2F
  860332       3       2       3           DORAL LT MEN 100 B8G2F
  860335       1       1       1           DORAL LT 100 BOX B8G2F







F3=Exit   F10=Receive P.O.
                                              CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm.

7. Press <F3> to exit. The Work With Dock Receiving screen appears, and the P/O Receiving Posting Report is printed (see the example on the following page).

```
DSK7DFR    DISPLAY Creative Data Research                    5/04/01 15:13:44
                        Work With Dock Receiving
              P.O.     Expt                      Vendor
   Date      Number    Date     Time    Carrier  Number
                                0:00:00                      Sort Option D
                                                             (D=Description M=MFG#)


Type options, press Enter.
P=Mark for Print    R=Receive     Z=View P.O.

?      P.O.    Status            Vendor Name              Vendor  Buyer
      5567   OPEN     R J REYNOLDS TOBACCO CO              RJR100  502
    Carrier           Schedule          Time  0:00:00  Expected
      5569   OPEN     R J REYNOLDS TOBACCO CO              RJR100  502
    Carrier           Schedule          Time  0:00:00  Expected
      5563   PARTIAL  R J REYNOLDS TOBACCO CO              RJR100  502
    Carrier           Schedule          Time  0:00:00  Expected
      5564   PARTIAL  R J REYNOLDS TOBACCO CO              RJR100  502
    Carrier           Schedule          Time  0:00:00  Expected
      5686   OPEN     NATIONAL TOBACCO COMPANY,L P         NAT200  502
    Carrier           Schedule          Time  0:00:00  Expected            +

F3=Exit   F4=Search    F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

If the entire purchase order is received, it will not appear on the Work With Dock Receiving screen. If it is partially received, the value of the **Status** field of the order changes from *Open* to *Partial*.

8. Press <F3> to exit. The Purchasing screen appears.

Refer to Using Work With Dock Receiving To Create Backorders below for information about using the Work With Dock Receiving application to create a backorder from a purchase order with a partial status.

CDR Customer Conference   P/O Receiving Posting Report   JEANNINE   DSJ9PFR   5/24/13 16:25:42 Page   1

Ship To.............   Vendor..............   P.O. Number   2233
CREATIVE DATA RESEARCH   PHILLIP MORRIS INC.   Order Date   5/24/13
205 E LOCKWOOD ST   P.O. BOX 101573   Terms Code   E2
                                                                                Ship Date   5/30/13

Buyer   Warehouse   BRISTOL   VA 00003
Number   Code   Vendor   Ship   Order Placed With   Received By   Rcv Date
JP   JEANNINE PENDER   1   Number   By Number   JEANNINE   5/24/13
                                            PHI001

Item Number	Alt #	Bil StS	Partial Receipt	Received This Run	Total Ordered	Total Received	Unit	Case Mult	Sell Units	Sel U/M	Weight	Description	Manufacturer Number	Unit Cost	Ext.Amount This Run	Cat No.	Tax Class
100043				1	1	1	CSE	60	60	CTN	.00	MERIT BRONZE BOX KING	30136	2752.020	2752.02	1	100
100042				1	1	1	CSE	60	60	CTN	.00	MERIT BLUE 100	30166	2752.020	2752.02	1	100
100012				3	3	3	CSE	30	90	CTN	.00	MARLBORO GOLD MEN BOX 100	4710	1127.370	3382.11	1	100
100029				3	3	3	CSE	30	90	CTN	.00	MARLBORO SPEC BLEND RED BOX KING	5650	1127.370	3382.11	1	100
100030				2	2	2	CSE	30	60	CTN	.00	MARLBORO SPEC BLEND RED BOX 100	5680	1127.370	2254.74	1	100
100007				1	1	1	CSE	30	30	CTN	.00	MARLBORO BLEND BOX 100 #54	9426	1127.370	1127.37	1	100
100013				1	1	1	CSE	30	30	CTN	.00	MARLBORO BLUE MEN 72	9616	1127.370	1127.37	1	100

P/O Number: 2233   Total Qty This Run: 12   Total Selling Units: 420   Total Weight This Run: Total Value This Run: 16777.74
Total Billback   Total O/I Discount

** END OF REPORT **

Using Work With Dock Receiving To Create Backorders

The instructions which follow describe using the Work With Dock Receiving application to create backorders. Only purchase orders with a partial status can be backordered.

Unlike the Work With Purchase Orders application, the Work With Dock Receiving application cannot be used to create a backorder unless *Y* (yes) is entered for the value of the **Backorder Code** field of the vendor's record. Refer to the Vendors document for information about the **Backorder Code** field of the vendor's record.

1. Select option 6 (Work With Dock Receiving) from the Purchasing screen. The Work With Dock Receiving screen appears with a list of the open and partial purchase orders if any are scheduled for the current date.

```
DSK7DFR      DISPLAY Creative Data Research                  8/10/05 17:55:53
                          Work With Dock Receiving
             P.O.  Expt                    W.H.   Vendor
  Date     Number Date   Carrier  Time             Number
  81005                           0:00:00 1              Sort Option: D
                                                         (D=Description M=MFG#)


Type options, press Enter.
B=Backorder PO   P=Mark for Print    R=Receive    Z=View P.O.







F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
No data to display.
```

If necessary, press <Field Exit> and <Enter> to clear the **Date** restrictor field, and display all the outstanding open and partial purchase orders.

```
DSK7DFR      DISPLAY Creative Data Research                  8/10/05 17:59:54
                          Work With Dock Receiving
             P.O.  Expt                    W.H.   Vendor
  Date     Number Date   Carrier  Time             Number
                                 0:00:00 1              Sort Option: D
                                                        (D=Description M=MFG#)

Type options, press Enter.
B=Backorder PO   P=Mark for Print    R=Receive    Z=View P.O.

?     P.O.   Status           Vendor Name              Vendor  Buyer
      663  PARTIAL  R.J. REYNOLDS                      012300  050568
    Carrier         Schedule        Time  0:00:00  Expected  8/10/05
            681  OPEN     QUAKER OATS COMPANY           W4730     000001
    Carrier         Schedule        Time  0:00:00  Expected  8/21/05
      685  OPEN     ADAMS & BROOKS INC                 000120  00001
    Carrier         Schedule        Time  0:00:00  Expected  8/21/05
      686  OPEN     R.J. REYNOLDS                      012300  050568
    Carrier         Schedule        Time  0:00:00  Expected  8/17/05
      690  OPEN     TOPPS CO.,INC.,THE                 041116  02
    Carrier         Schedule        Time  0:00:00  Expected  8/17/05    +

F3=Exit   F4=Search   F10=Process Selected Orders   F18=Print Alt.Rcv.Doc.
```

If necessary, use one or more of the restrictor fields at the top of the screen to locate the desired purchase order.

2. Enter B (Backorder PO) in the selection column next to the purchase order's number.

```
DSK7DFR    DISPLAY Creative Data Research                    8/10/05 17:59:54
                      Work With Dock Receiving
            P.O.  Expt                W.H.    Vendor
  Date     Number Date   Carrier  Time        Number
                                    0:00:00 1             Sort Option: D
                                                          (D=Description M=MFG#)


Type options, press Enter.
B=Backorder PO   P=Mark for Print   R=Receive    Z=View P.O.

?     P.O.   Status           Vendor Name           Vendor  Buyer
B     663  PARTIAL  R.J. REYNOLDS                    012300  050568
    Carrier          Schedule          Time  0:00:00 Expected 8/10/05
              681  OPEN     QUAKER OATS COMPANY                W4730  000001
    Carrier          Schedule          Time  0:00:00 Expected 8/21/05
      685  OPEN     ADAMS & BROOKS INC               000120  00001
    Carrier          Schedule          Time  0:00:00 Expected 8/21/05
      686  OPEN     R.J. REYNOLDS                    012300  050568
    Carrier          Schedule          Time  0:00:00 Expected 8/17/05
      690  OPEN     TOPPS CO.,INC.,THE               041116  02
    Carrier          Schedule          Time  0:00:00 Expected 8/17/05    +

F3=Exit    F4=Search    F10=Process Selected Orders    F18=Print Alt.Rcv.Doc.
```

3. Press <Enter>.

4. Press <Enter> when the *A Backorder PO will be created. Press enter to proceed or "N" to cancel* message appears. The list of purchase orders is redisplayed, and *Backorder PO ###### was created and printed* message appears.

A new purchase order with an open status is created with the unreceived items of the partial order, and is printed with a reference to the order number of the partial order. Refer to Creating Backorders for an example.

Working With RF Receiving

After radio frequency devices (scanners) are used to create and close a scan batch, the Work With RF Receiving application is used to complete the receiving process by posting the batch. Refer to the RF Warehouse System document for information about using scanners to receive purchase orders.

If RF Backstock Mangement is used, RF Stock Putaway is used to designate the locations where the items are put away after the Work With RF Receiving application is used to complete the receiving process. Refer to the Warehousing document for information about replenishment.

Note: More than one scan batch can be created to receive a purchase order, but only as long as none of the scan batches are posted. For this reason, the Work With RF Receiving application should not be used until all the expected items of a purchase order are scanned.

Refer to Working With Buyer Messages for information about viewing the messages which scanner users can send to buyers when creating a scan batch.

1. Select option 8 (Work With RF Receiving) from the Purchasing screen. The Work With RF Receivings screen appears with a list of the scan batches that have a scan status of active (*A*) and closed (*C*). If necessary, press <F2> (Display ALL) to include the batches which were previously posted (*P*).

```
CVLSDFR     DISPLAY CDR Customer Conference                10/22/13 11:37:17
                          Work With RF Receivings
  P.O.    Receiver   Sts
_____   _____   _

Type options, press Enter.
5=Display    M=Merge    P=Print    R=Receive

?    P.O. Receiver    Err    Date  Vendor      Name                  Qty  Items
_    2491 RF           C     10/22/13 NST100 NESTLE USA               174     9
_    2492 RF           C     10/22/13 AMER01 AMERICAN SNUFF COMPANY     3     1
_    2494 RF           C     10/22/13 BIC001 BIC CORPORATION            9     3
_    2496 RF           C     10/22/13 DOT001 DOT FOODS INC.            63     5
_    2497 RF           C     10/22/13 JOH001 JOHN MIDDLETON INC.        1     1
_    2501 RF           C   3 10/22/13 RJR100 R.J. REYNOLDS TOBACCO INC  4     3
_    2502 RF           A     10/22/13 SWE001 SWEDISH MATCH NORTH AMERI  0     0
_    2503 RF           C     10/22/13 USS001 U.S. SMOKELESS TOBACCO     1     1




F2=Display ALL    F3=Exit
```

The restrictor fields at the top of the Work With RF Receivings screen can be used to limit the list of scan batches by purchase order number, user ID of the scanner and scan status.

2. To confirm that all the expected items of a PO are received, enter *5* (Display Record) in the selection column next to the purchase order number, and press <Enter>.

```
          TOTALS: DISPLAY

     PO    2501 By RF

          Scanned Expected

     Qty       4     12 X

     Items     3      7 X

     Lines     3      7

     Error     3
```

The Totals: Display screen appears with the total quantity ordered, number of items ordered, line items of the purchase order, and the corresponding amounts for quantity, items and lines that were received when scanning was done.

The scanned error quantity (**3** above) designates one or more of the following which can occur when scanners are used to receive purchase orders:
   • Adding an item to the purchase order.
   • Changing the case pack size.
   • Linking a UPC number to a scanned item.
A change of the order quantity is not considered a scanning error.

Press <Enter>. The Display Scan Details screen appears.

```
CVLTDFR    DISPLAY CDR Customer Conference              10/22/13 12:06:29
                            Display Scan Details
  P.O.   Received By   Item
  2496     RF          _____

Type options, press Enter.
2=Edit Record
? Item    Item Description                  Scan         Scan  P.O.
  Number                                    UPC          Qty   Line
_ 100500 CAMEL FILTER 85 BOX                01230010312     1     1
         E-Sts                                  O/Pk      N/Pk
_ 101300 CARLTON MENTHOL                    04330003707     1     2
         E-Sts                                  O/Pk      N/Pk
_ 125800 DORAL FF MENT 100                  01230019112     2     3
         E-Sts                                  O/Pk      N/Pk




F2=Toggle    F3=Exit
```

If necessary, press <F2> (Display Errors) to limit the list to items for which scan errors occurred.

Press <F3> (Exit) to redisplay the Totals: Display screen. Press <F3> (Exit) to redisplay the Work With RF Receivings screen.

```
CVLSDFR     DISPLAY CDR Customer Conference                  10/22/13 12:12:34
                            Work With RF Receivings
  P.O.    Receiver   Sts
 _____   _____   _

Type options, press Enter.
5=Display   M=Merge   P=Print    R=Receive

?   P.O. Receiver   Err   Date  Vendor       Name              Qty  Items
_   2491 RF          C     10/22/13 NST100 NESTLE USA            174     9
_   2492 RF          C     10/22/13 AMER01 AMERICAN SNUFF COMPANY   3     1
_   2494 RF          C     10/22/13 BIC001 BIC CORPORATION         9     3
_   2496 RF          C   3 10/22/13 DOT001 DOT FOODS INC.         63     5
_   2497 RF          C     10/22/13 JOH001 JOHN MIDDLETON INC.     1     1
_   2502 RF          C     10/22/13 SWE001 SWEDISH MATCH NORTH AMERI 0    0
_   2503 RF          C     10/22/13 USS001 U.S. SMOKELESS TOBACCO   1     1




F2=Display ALL   F3=Exit
```

3. To print a scan data list of a batch before posting it, enter *P* (Print) in the selection column next to the purchase order number, and press <Enter>.

Scan Data List

```
CDR Customer Conference              Scan Data Edit List          JEANNINE   CVLIPFR   10/22/13 12:49:31 Page    1

  Received By RF        P.O. Number    2496  Date          Time 11:24:02           Print Only
  Vendor No. DOT001  DOT FOODS INC.

  Line #    Item  Qty Expct U/M  Qty Rcv     PK Qty           Description          Ret. Pack  Mfg. No.
    1      801498      1   CSE     1         12 HEINZ 57 SAUCE 5 OZ               5 OZ      002770
    2      801510      6   CSE     6         12 HEINZ COCKTAIL SAUCE 12OZ        12 OZ      1130
    3      801514     40   CSE    40          2 HEINZ KETCHUP SQUEEZE 36OZ       36 OZ      002770
    4      801516      6   CSE     6         12 HEINZ WORCESTERSHIRE SAUCE        5 OZ      002850
    5      810512     10   CSE    10         12 HEINZ KETCHUP EZ SQ 20OZ         20 OZ      006400

Final totals  P/O    2496  Order Qty      63  Rcv Qty      63  Excpt Qty


** END OF REPORT **
```

The Scan Data Edit List is automatically printed with **Receiving Active** in the heading (rather than **Print Only** as illustrated abov) when a batch is posted.

4. To post a scan batch, enter *R* (Receive) in the selection column next to the purchase order number. Only batches with a scan status of closed (*C*) can be posted.

5. Press <Enter>. The *Updating P/O* message appears, and the scan status of the batch changes to posted (*P*). A scan data list of the batch and the P/O Receiving Posting Report (see the example on the following page) are printed.

6. Press <F3> to exit. The Purchasing screen appears.

Purchase Order Receiving Posting Report

Creative Data Research   P/O Receiving Posting Report JTIPPIN DSJ9PFR 9/08/00 16:14:08 Page 1

```
Ship To.............             Vendor...............            P.O. Number   5721
CREATIVE DATA RESEARCH           R J REYNOLDS TOBACCO CO          Order Date   5/26/98
1150 N CAUSEWAY BLVD             P O BOX 101589                   Terms Code   61
                                                                 Ship Date

MANDEVILLE      LA  70471        ATLANTA       GA  30392
Buyer                           Vendor       Order Placed With
Number          Warehouse       Number
502  JOHN ANDERS   Code         RJR100        RHONDA           Received By    Rcv Date
RECEIVE 5-27-98     1           Ship                           JTIPPIN        9/08/00
                                By Number
```

Item Number	Sts Part	Received This Run	Total Received	Total Ordered	Buy U/M	Case Mult	Sell Units	Sel U/M	Weight	Description	Manufacturer Number	Unit Cost	Ext.Amount This Run
100750		1	1	1	CSE	60	60	CTN	.00	CAMEL LIGHT KING	10412	924.240	924.24
100960	OVR	1	1	1	CSE	60	60	CTN	.00	DORAL LIGHT KING	15112	767.520	767.52
100962	***	12	12	1	CSE	30	360	CTN	.00	DORAL LIGHT KING BOX	84106	383.760	4605.12
100970	***			1	CSE	66		CTN	.00	DORAL FULL FLAVOR KING	16612	767.520 *	.00
100985		1	1	1	CSE	30	30	CTN	.00	DORAL F F MEN KING BOX	23285	383.760	383.76
100990		1	1	1	CSE	30	30	CTN	.00	DORAL LIGHT MENTHOL KING	15706	383.760	383.76
100995		1	1	1	CSE	30	30	CTN	.00	DORAL ULTRA KING	25506	383.760	383.76
103270		1	1	1	CSE	60	60	CTN	.00	VANTAGE KING	13012	924.240	924.24
103350		1	1	1	CSE	30	30	CTN	.00	VANTAGE ULTRA KING	13306	462.120	462.12
103580		1	1	1	CSE	30	30	CTN	.00	WINSTON LIGHT KING BOX	11906	462.120	462.12
103600	***			2	CSE	60	60	CTN	.00	WINSTON KING	11012	924.240	.00
103670	***			1	CSE	60	60	CTN	.00	WINSTON LIGHT KING	11112	924.240	.00
103710	***			1	CSE	30	30	CTN	.00	WINSTON ULTRA LIGHT KING	11706	462.120	.00
105180		2	2	2	CSE	60	120	CTN	.00	DORAL LIGHT 100	15212	767.520	1535.04
105183	***			1	CSE	30		CTN	.00	DORAL LIGHT 100 BOX	22084	383.760	.00
105190	***			1	CSE	60		CTN	.00	DORAL FULL FLAVOR 100	15312	767.520	.00
105193	***			1	CSE	30		CTN	.00	DORAL FULL FLAVOR 100 BOX	22081	383.760	.00
105200	***			1	CSE	60		CTN	.00	DORAL LT MENTHOL 100	15812	767.520	.00
105210	***			1	CSE	30		CTN	.00	DORAL F F MEN FLAVOR 100	19106	383.760	.00
105220	***			1	CSE	60		CTN	.00	DORAL ULTRA 100	16712	767.520	.00
105222	***			1	CSE	30		CTN	.00	DORAL NON-FILTER	84606	383.760	.00
107350	***			1	CSE	60		CTN	.00	SALEM MEN 100	12212	924.240	.00
108550	***			1	CSE	60		CTN	.00	WINSTON 100	11412	924.240	.00
108660	***			1	CSE	30		CTN	.00	WINSTON ULTRA LIGHT 100	11806	462.120	.00

P/O Number: 5721 Total Case Qty 22 Total Sell Units 810 Total Weight 810 Total Value This Run: 10831.68

** END OF REPORT **

Working With Buyer Messages

The Work With Buyer Messages application is used to view the messages which are sent to buyers when radio frequency devices (scanners) are used to receive purchase orders. Refer to the RF Warehouse System document for additional information.

The step-by-step instructions which follow describe how to display, acknowledge and delete buyer messages. By acknowledging a message, users can temporarily remove it from the screen without permanently deleting it.

Displaying Buyer Messages

1. Select option 9 (Work With Buyer Messages) from the Purchasing screen. The Display Buyer Messages screen appears with the *UNACKNOWLEDGED* heading, and is limited to unacknowledged buyer messages.

```
CVJHDFR      DISPLAY Creative Data Research                9/18/00 16:13:36
                             Display Buyer Messages
Buyer                                      Dte Sent  Msg #
2001    JEANNINE TIPPIN                                    *UNACKNOWLEGED*


Type options, press Enter.
A=Acknowledge
? Type    Msg# Sts Dte Sent  Notify Dte
    2       11      9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO   | FRUIT STRIPE GUM
    2       12      9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO   | DORAL LIGHT KING BOX
    2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN
    2       14      9/06/00
Order 10 minimum please PO# 005726 ITM# 120110
THE PINKERTON TOBACCO CO   | APPLE THICK PLUG                        +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

2. To display both acknowledged and unacknowledged messages, press <F1> (Toggle View). The screen appears with the *ALL* heading, and all the buyer messages are displayed.

```
CVJHDFR      DISPLAY Creative Data Research                9/18/00 16:42:58
                             Display Buyer Messages
Buyer                                      Dte Sent  Msg #
2001    JEANNINE TIPPIN                                    *ALL*

Type options, press Enter.
A=Acknowledge
? Type    Msg# Sts Dte Sent  Notify Dte
    2       10 V    9/06/00
PACK SIZE CHANGE PO# 005721 ITM# 100960 OLDPK 00060 NEWPK 00020
R J REYNOLDS TOBACCO CO   |  DORAL LIGHT KING
    2       11      9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO   | FRUIT STRIPE GUM
    2       12      9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO   | DORAL LIGHT KING BOX
    2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN                    +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

By pressing the <F1> key when all the buyer messages are displayed, the user can limit the screen's list to unacknowledged messages.

Values can appear for the following display fields for each buyer message on the Display Buyer Messages screen:
- **Type** - for use with a future upgrade of DAC.
- **Msg#** - the number used by DAC to identify and track each buyer message.
- **Sts** - the message status of *V* designates that the message is acknowledged. No value appears for this field if the message is unacknowledged. Acknowledged messages only appear on the Display Buyer Messages screen if the <F1> key is used to display all messages.
- **Dte Sent** - the date on which the buyer message was sent.
- **Notify Dte** - the date by which a pack size change should be made. The value of the **Notify Dte** field is calculated by the system, and appears only when a *PACK SIZE CHANGE* message (see below) is sent to the buyer. The default value of the field is the current date.

One of the following system-generated message texts can appear for a buyer message on the Display Buyer Messages screen:
- *ITEM NOT ON P.O.* message is sent when an item is added to the purchase order by the radio frequency device user. The purchase order number, the item's number and the quantity received appear after the message (see *PO#*, *ITM#* and *QTY* illustrated below). The vendor name and item description appear below the message.
- *PACK SIZE CHANGE* message is sent when an item's pack size is changed by the radio frequency device user. The purchase order number, the item's number, the previous pack size amount and the new pack size amount appear after the message (see *PO#*, *ITM#, OLDPK* and *NEWPK* illustrated below). The vendor name and item description appear below the message.

Messages appearing on the Display Buyer Messages screen can also include those generated by the radio frequency device users, such as *Order 10 minimum* illustrated below.

3. To acknowledge a buyer message, locate the desired message in the screen's list (use the **Dte Sent** or **Msg #** restrictor field, or <Page Down> if necessary), and enter *A* (Acknowledge) in the selection column above the message's test.

```
CVJHDFR     DISPLAY Creative Data Research              9/18/00 16:46:44
                          Display Buyer Messages
Buyer                                   Dte Sent  Msg #
2001    JEANNINE TIPPIN                                  *ALL*

Type options, press Enter.
A=Acknowledge
? Type    Msg# Sts Dte Sent   Notify Dte
    2       10 V   9/06/00
PACK SIZE CHANGE PO# 005721 ITM# 100960 OLDPK 00060 NEWPK 00020
R J REYNOLDS TOBACCO CO   |   DORAL LIGHT KING
A 2        11        9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO   | FRUIT STRIPE GUM
    2       12        9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO   | DORAL LIGHT KING BOX
    2       13        9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN                    +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

Press <Enter>. The Display Buyer Messages screen is redisplayed. If both acknowledged and unacknowledged messages are currently displayed (as illustrated below), *V* appears for the **Sts** field of the acknowledged message. If only unacknowledged messages are currently displayed, the acknowledged message does not appear.

```
CVJHDFR     DISPLAY Creative Data Research              9/19/00  8:36:10
                              Display Buyer Messages
Buyer                                    Dte Sent  Msg #
2001   JEANNINE TIPPIN                                    *ALL*

Type options, press Enter.
A=Acknowledge
? Type    Msg# Sts Dte Sent  Notify Dte
    2       10 V    9/06/00
PACK SIZE CHANGE PO# 005721 ITM# 100960 OLDPK 00060 NEWPK 00020
R J REYNOLDS TOBACCO CO   |   DORAL LIGHT KING
    2       11 V    9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO   | FRUIT STRIPE GUM
    2       12      9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO   | DORAL LIGHT KING BOX
    2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO   | DORAL FULL FLAVOR KIN                    +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

4. Continue using the A=Acknowledge option to acknowledge buyer messages, or press <F3> to exit. The Purchasing screen appears.

Deleting Buyer Messages

Only buyer messages which are acknowledged by the user, can be permanently deleted from the Display Buyer Messages screen.

1. Select option 9 (Work With Buyer Messages) from the Purchasing screen. The Display Buyer Messages screen appears with the *UNACKNOWLEDGED* heading and is limited to unacknowledged buyer messages.

```
CVJHDFR     DISPLAY Creative Data Research               9/19/00 10:27:00
                            Display Buyer Messages
Buyer                                   Dte Sent  Msg #
2001    JEANNINE TIPPIN                                *UNACKNOWLEDGED*


Type options, press Enter.
A=Acknowledge
? Type   Msg# Sts Dte Sent  Notify Dte
    2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO    | DORAL FULL FLAVOR KIN
    2       14      9/06/00
Order 10 minimum please PO# 005726 ITM# 120110
THE PINKERTON TOBACCO CO   | APPLE THICK PLUG
    2       15      9/06/00
Future order minimum 10 PO# 005721 ITM# 100985
R J REYNOLDS TOBACCO CO    | DORAL F F MEN KING BO
    2       16      9/06/00    9/13/00
PACK SIZE CHANGE PO# 005721 ITM# 100970 OLDPK 00066 NEWPK 00060
R J REYNOLDS TOBACCO CO    | DORAL FULL FLAVOR KIN                     +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

2. If necessary, press <F1> (Toggle View) to review the acknowledged messages. The screen appears with the *ALL* heading, and all the buyer messages are displayed.

```
CVJHDFR     DISPLAY Creative Data Research               9/19/00 10:32:57
                            Display Buyer Messages
Buyer                                   Dte Sent  Msg #
2001    JEANNINE TIPPIN                                *ALL*


Type options, press Enter.
A=Acknowledge
? Type   Msg# Sts Dte Sent  Notify Dte
    2       10 V    9/06/00
PACK SIZE CHANGE PO# 005721 ITM# 100960 OLDPK 00060 NEWPK 00020
R J REYNOLDS TOBACCO CO    |  DORAL LIGHT KING
    2       11 V    9/06/00
ITEM NOT ON P.O. PO# 005721 ITM# 232280 QTY 00001
R J REYNOLDS TOBACCO CO    | FRUIT STRIPE GUM
    2       12      9/06/00
Order 10 minimum PO# 005721 ITM# 100962
R J REYNOLDS TOBACCO CO    | DORAL LIGHT KING BOX
    2       13      9/06/00
Order 10 minimum PO# 005721 ITM# 100970
R J REYNOLDS TOBACCO CO    | DORAL FULL FLAVOR KIN                     +


F1=Toggle View   F3=Exit   F16=Remove All Acknowledged
```

Acknowledged messages appear with *V* for the **Sts** field (see the first two messages illustrated above).

3. Press <F16> (Remove All Acknowledged). The Display Buyer Messages screen is redisplayed without the acknowledged messages.

4. Press <F3> to exit. The Purchasing screen appears.

Working With Purchasing Reports

The Purchasing Reports application (option 21 of the Purchasing screen) is used to print the following reports:

- Order Prompting Report
- Vendor Lists - refer to Printing Vendor Lists of the Vendors document for additional information.
- Buyer Guides - refer to Printing Buyer Guides for additional information.
- Past Due Purchase Orders Report
- Open Purchase Orders Report
- Daily Item Usage Report

```
User: JEANNINE                 Menu: PUCV1                 Date:  8/06/12

=======================> P U R C H A S I N G <=========================
======================================================================
¦¦¦¦¦¦¦¦¦    1. Work With Purchase Orders      12. Import Costs
THE    ¦¦    2. Work With Vendors
DAC    ¦¦    3. Work With Items
SYSTEM ¦¦    4. Work With Buyer Control File
¦¦¦¦¦¦¦¦¦¦   5. Work With Buying Allowances
             6. Work With Dock Receiving
             7. Work With A/P Transfers
             8. Work With RF Receiving
             9. Work With Buyer Messages
            10. Vendor Receivables
            11. Work With Vendor Groups
                       M E N U   C A L L S
19. Truck Scheduling      20. A/P Menu            21. Purchasing Reports
22. Inventory Menu        23. Dac Main Menu       90. Sign Off
======================================================================
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==>
```

After selecting option 21, the Purchasing Reports screen appears.

```
User: JEANNINE                 Menu: PURCV1                Date:  3/05/10

==================> P U R C H A S I N G   R E P O R T S <=================
======================================================================
¦¦¦¦¦¦¦¦¦¦               1. Order Prompting Report
THE    ¦¦                2. Vendor List Options
DAC    ¦¦                3. Print Buyer Guides
SYSTEM ¦¦                4. Print Past Due PO
¦¦¦¦¦¦¦¦¦¦               5. Purge Buying Allowances
                        6. Print Open PO
                        7. Resequence Purchasing Items
                        8. Print Daily Item Usage Report
                        9. Print PO Receiving Exceptions
                       10. Less Than 5 Days On-Hand Report
                       11. Partial/Received PO Report
                       M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports   21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu         90. Sign Off
======================================================================
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==>
```

Printing Purchase Order Prompting Reports

Based on the results of the Purchasing system's calculations, the Purchase Order Prompting report displays reorder point units and days, days to reorder, total available days, quantity available, quantity on order, quantity on-hand, and lead days for each of the vendor's products. Refer to Purchasing Calculations for detailed descriptions of the report's values.

If buyer/vendor is selected for the print sequence of the report's pages, the report also displays the forecast average, service level and lost sales of the previous week.

Note: The Resequence Purchasing Items application (option 7 of the Purchasing Reports screen) is used to change the print sequence of the items in the buyer's guide and order prompting report, and the items displayed on the Work With Vendor Items screen. Caution: Resequencing is a time-consuming process, and it should be rarely used.

```
User: JEANNINE                Menu: PURCV1               Date:  3/05/10

================> P U R C H A S I N G   R E P O R T S <================
======================================================================
¦¦¦¦¦¦¦¦¦¦               1. Order Prompting Report
THE     ¦¦               2. Vendor List Options
DAC     ¦¦               3. Print Buyer Guides
SYSTEM  ¦¦               4. Print Past Due PO
¦¦¦¦¦¦¦¦¦¦               5. Purge Buying Allowances
                         6. Print Open PO
                         7. Resequence Purchasing Items
                         8. Print Daily Item Usage Report
                         9. Print PO Receiving Exceptions
                        10. Less Than 5 Days On-Hand Report
                        11. Partial/Received PO Report
                     M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu          90. Sign Off
======================================================================
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==>
```

1. Select option 1 (Order Prompting Report) from the Purchasing Reports menu. The Print Order Prompting screen appears.

```
BSZ8PVR    ENTER    Creative Data Research-SUPPORT      4/08/99 10:35:33
                          Print Order Prompting

Type choices, press Enter.


Warehouse code . . . . . . . . .    1


Vendor Number  . . . . . . . . .


Current Buyer Number . . . . . .


Print Buyer/Vendor Sequence (B)
Print Vendor Sequence (V) . .




F3=Exit   F4=Search   F6=Print
```

2. If necessary, enter a warehouse code to change the default warehouse number which appears for the **Warehouse code** field (6,a).

3. To restrict the report to a particular vendor, enter a vendor code or press <F4> to select a number from the Select Vendor Master screen for the **Vendor Number** field (6,a). Leave the field blank to include all vendors.
4. To restrict the report to a particular buyer, enter a buyer number or press <F4> to select a number from the Select Employee Master screen for the **Current Buyer Number** field (6,a). Leave the field blank to include all buyers.
5. Enter *B* for the buyer/vendor print sequence, or enter *V* for the vendor print sequence.
6. Press <F6> to print the report.

```
BSZ8PVR     ENTER    Creative Data Research-SUPPORT              4/08/99 10:38:09
                              Print Order Prompting

Type choices, press Enter.


Warehouse code . . . . . . . . .   1       MAIN WAREHOUSE


Vendor Number  . . . . . . . . .   PHI100  PHILIP MORRIS INC


Current Buyer Number . . . . . .


Print Buyer/Vendor Sequence (B)
Print Vendor Sequence (V) . .    V




F3=Exit    F4=Search    F6=Print
                                                          CONFIRM: Y (Y/N)
```

7. Press <Enter> when prompted to confirm.

Purchase Order Prompting Report (By Buyer)

Item Number	WHSE	Item Description	Reorder Units &	Point Days	+/-Dys To ROP	Available Days	Units	On Ord Units	Onhand Units	Lead Days	Forcast Avg.	Service Level	Last Week Lost Sale
Warehouse Code 1		MAIN WAREHOUSE											
Current Buyer 502		WILLIAM J. ANDERSON											
Vendor PHI100		PHILIP MORRIS INC											
100415	1	BASIC LIGHT KING BOX	53.7	5.0	+ 11.7	16.7	179	180	1-	3.0	75.2	77.91	19
100418	1	BASIC F F MENT KING BOX	10.9	5.0	+ 49.9	54.9	120	120		3.0	15.3	84.62	4
106360	1	MARLBORO MEN 100 BOX	.6	5.0	+ 573.9	578.9	180	180		3.0	.8		
850286	1	BASIC LT KING B8G2F (1 CTN)	10.9	5.0	- 5.0	.0				3.0	15.2	88.89	
860205	1	V S LT B2G1F (15 PK CTN)	3.5	5.0	- 3.6	1.4	1		1	3.0	4.9	100.00	
860206	1	V S LT MEN B2G1F (15 PK CTN)	3.1	5.0	- 1.7	3.3	2		2	3.0	4.3	100.00	
860208	1	V S U L MEN B2G1F (15 PK CTN)	3.1	5.0	- 5.0	.0				3.0	4.3	100.00	
860293	1	BASIC U L 100 B8G2F (1 CTN)	48.1	5.0	- 3.3	1.7	16		16	3.0	67.3	100.00	
860320	1	BASIC LT 100 BOX B8G2F (1 CTN)	44.4	5.0	- 2.3	2.7	24		24	3.0	62.2	100.00	
900120	1	STALE BEST BUY	4.8	5.0	- 5.0	.0				3.0	6.7	96.23	
999901	1	STALE PHILIP MORRIS PREMIUM	32.6	5.0	- 4.8	.2	1		1	3.0	45.7	700.00	
999902	1	STALE PHILIP MORRIS DISCOUNT	25.1	5.0	- 5.0	.0				3.0	35.1	91.39	

```
                Vendor PHI100  Minimum           0  Total Needed     4953                     Service Level  99.57          32
```

** END OF REPORT **

Purchase Order Prompting Report (By Vendor)

Item Number	WHSE	Item Description	Reorder Units &	Point Days	+/-Dys To ROP	Total Days	Available Units	On Order Units	Onhand Units	Lead Days
Vendor PHI100		PHILIP MORRIS INC								
850286	1	BASIC LT KING B8G2F (1 CTN)	10.9	5.0	- 5.0	.0				3.0
860205	1	V S LT B2G1F (15 PK CTN)	3.5	5.0	- 3.6	1.4	1.0		1.0	3.0
860206	1	V S LT MEN B2G1F (15 PK CTN)	3.1	5.0	- 1.7	3.3	2.0		2.0	3.0
860208	1	V S U L MEN B2G1F (15 PK CTN)	3.1	5.0	- 5.0	.0				3.0
860293	1	BASIC U L 100 B8G2F (1 CTN)	48.1	5.0	- 3.3	1.7	16.0		16.0	3.0
860320	1	BASIC LT 100 BOX B8G2F (1 CTN)	44.4	5.0	- 2.3	2.7	24.0		24.0	3.0
900120	1	STALE BEST BUY	4.8	5.0	- 5.0	.0				3.0
999901	1	STALE PHILIP MORRIS PREMIUM	32.6	5.0	- 4.8	.2	1.0		1.0	3.0
999902	1	STALE PHILIP MORRIS DISCOUNT	25.1	5.0	- 5.0	.0				3.0

Final totals

** END OF REPORT **

Printing A Past Due Purchase Orders Report

The Print Past Due PO application is used to print a list of purchase orders that were not received by the expected ship date entered by the user with the Work With Truck Scheduling application. Refer to the Warehousing document for additional information about the Truck Scheduling application.

Select option 4 (Print Past Due PO) from the Purchasing Reports screen.

```
User: JEANNINE              Menu: PURCV1              Date:  3/05/10

================> P U R C H A S I N G   R E P O R T S <================
======================================================================
!!!!!!!!!!                    1. Order Prompting Report
THE     !!                    2. Vendor List Options
DAC     !!                    3. Print Buyer Guides
SYSTEM  !!                    4. Print Past Due PO
!!!!!!!!!!                    5. Purge Buying Allowances
                             6. Print Open PO
                             7. Resequence Purchasing Items
                             8. Print Daily Item Usage Report
                             9. Print PO Receiving Exceptions
                            10. Less Than 5 Days On-Hand Report
                            11. Partial/Received PO Report
                     M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu          90. Sign Off
======================================================================
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==>
```

Past Due Purchase Orders Report

```
Creative Data Research-SUPPORT        Print Past Due P.O.'s           JTIPPIN   GSK7PFR     4/15/99 11:01:45 Page      1

Buyer 501     JANE SANFORD

  P.O.    Terms Vendor            Vendor Name       Lead P.O.        Order            Entry     Print     Expected
  Number  Code  Number                              Time Status      Placed With      Date      Date      Date

    270   40    LIL100 LIL DRUG STORE               14   O   FAXED                    5/26/98   5/26/98   6/09/98
    268   35    LIL200 LIL AUTO STORE               14   O   FAXED                    5/26/98   5/26/98   6/09/98
    269   35    LIL300 LIL NECESSITIES              14   O   FAXED                    5/26/98   5/26/98   6/09/98
```

```
Creative Data Research-SUPPORT        Print Past Due P.O.'s           JTIPPIN   GSK7PFR     4/15/99 11:01:45 Page      2

Buyer 503     BARRY DARRIN

  P.O.    Terms Vendor            Vendor Name       Lead P.O.        Order            Entry     Print     Expected
  Number  Code  Number                              Time Status      Placed With      Date      Date      Date

  844461  20    GAR100 GARDETTO'S                   14   O                            5/19/98   5/19/98   6/02/98
   84457  02    HAC100 THE H.T. HACKNEY CO           5   O                            5/26/98   5/26/98   5/31/98
  844551  02    HAL100 W L HALSEY GROCERY CO INC     5   O                            5/26/98   5/26/98   5/31/98
  844371  20    JAC350 JACKSON COOKIE COMPANY       21   O                            5/15/98   5/15/98   6/05/98
   84441  40    KEE100 KEEBLER COMPANY              10   O                            5/15/98   5/15/98   5/25/98
  844541  35    MMM100 M & M MARS                   14   O                            5/25/98   5/25/98   6/08/98
  844521  25    NAB103 NABISCO BRANDS INC           10   O                            5/22/98   5/22/98   6/01/98
   84439  35    SOU400 SOUTHERN BEVERAGE PACKERS INC 14   O                            5/15/98   5/15/98   5/29/98
    3888  40    TOO100 TOOTSIE ROLL IND             14   O                           10/22/98   3/30/99   4/13/99
   84384  35    TOP100 TOPPS CHEWING GUM INC        14   O                            4/13/98   4/13/98   4/27/98
   84455  05    VEN100 VEND SERVICES INC            10   O                            5/26/98   5/26/98   6/05/98
  844501  10    WAR300 WARREN DISTRIBUTION           7   O                            5/21/98   5/21/98   5/28/98
   84446  35    WIL100 WILLY WONKA                  14   O                            5/19/98   5/19/98   6/02/98


** END OF REPORT **
```

Printing An Open Purchase Orders Report

The Print Open PO application is used to print a list of open purchase orders by selecting option 6 (Print Open PO) from the Purchasing Reports screen.

```
User: JEANNINE                    Menu: PURCV1              Date:  3/05/10

=================> P U R C H A S I N G   R E P O R T S <=================
========================================================================
¦¦¦¦¦¦¦¦¦               1. Order Prompting Report
THE    ¦¦               2. Vendor List Options
DAC    ¦¦               3. Print Buyer Guides
SYSTEM ¦¦               4. Print Past Due PO
¦¦¦¦¦¦¦¦¦               5. Purge Buying Allowances
                       6. Print Open PO
                       7. Resequence Purchasing Items
                       8. Print Daily Item Usage Report
                       9. Print PO Receiving Exceptions
                      10. Less Than 5 Days On-Hand Report
                      11. Partial/Received PO Report
                  M E N U   C A L L S
       19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
       22. Purchasing System    23. Dac Main Menu          90. Sign Off
========================================================================
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       ==>
```

Open Purchase Orders Report

```
Creative Data Research-SUPPORT          Print Open P.O.'s              JTIPPIN    GSN2PFR    4/15/99 11:32:56 Page     1

Buyer 501     JANE SANFORD

  P.O.    Terms Vendor            Vendor Name              Phone          Entry    Print    Expected
  Number  Code  Number                                            Sts    Date     Date     Date

     268   35   LIL200 LIL AUTO STORE              800 255-7629   O    5/26/98  5/26/98  6/09/98

     269   35   LIL300 LIL NECESSITIES            800 255-7629   O    5/26/98  5/26/98  6/09/98

     270   40   LIL100 LIL DRUG STORE             800 255-7629   O    5/26/98  5/26/98  6/09/98

    3920   01   KAF100 K.A. FISHER CO.            800 868-6710   P    4/15/99  4/15/99  4/22/99

    3921   01   KAF100 K.A. FISHER CO.            800 868-6710   O    4/15/99  4/15/99  4/22/99
```

```
Creative Data Research-SUPPORT          Print Open P.O.'s              JTIPPIN    GSN2PFR    4/15/99 11:32:56 Page     2

Buyer 503     BARRY DARRIN

  P.O.    Terms Vendor            Vendor Name              Phone          Entry    Print    Expected
  Number  Code  Number                                            Sts    Date     Date     Date

   84384   35   TOP100 TOPPS CHEWING GUM INC      615 687-9665   O    4/13/98  4/13/98  4/27/98

  844371   20   JAC350 JACKSON COOKIE COMPANY         643-9890   O    5/15/98  5/15/98  6/05/98

   84439   35   SOU400 SOUTHERN BEVERAGE PACKERS INC  706 724-2677 O  5/15/98  5/15/98  5/29/98

   84441   40   KEE100 KEEBLER COMPANY                             O    5/15/98  5/15/98  5/25/98

   84446   35   WIL100 WILLY WONKA                205 942-6641   O    5/19/98  5/19/98  6/02/98

  844461   20   GAR100 GARDETTO'S                 800 257-3663   O    5/19/98  5/19/98  6/02/98

  844501   10   WAR300 WARREN DISTRIBUTION        800 338-1235   O    5/21/98  5/21/98  5/28/98

  844521   25   NAB103 NABISCO BRANDS INC         800 841-5925   O    5/22/98  5/22/98  6/01/98

  844541   35   MMM100 M & M MARS                 800 631-7630   O    5/25/98  5/25/98  6/08/98

  844551   02   HAL100 W L HALSEY GROCERY CO INC  205 772-9691   O    5/26/98  5/26/98  5/31/98

    3916   35   GMI100 GENERAL MILLS INC                          O    4/13/99  4/13/99  4/27/99

    3917   35   GMI100 GENERAL MILLS INC                          O    4/14/99  4/14/99  4/28/99

** END OF REPORT **
```

Printing A Daily Item Usage Report

The Print Daily Item Usage Report application is used to print an item movement report by selecting option 8 (Print Daily Item Usage Report) from the Purchasing Reports screen. The report (see the example on the following page) is generally used for tracking cigarette sales, and lists items sold by vendor.

An item is included in the report if *Y* (yes) is entered for the **Daily Tracking Status** field of the item's record. Refer to Working With Items of the Item File Maintenance document for additional information.

The daily totals for each item listed on the report is limited to quantities sold for the previous seven days. The average for each item is calculated using the daily sales quantity for the current and previous week, and equals the total of the new daily movement, old daily movement and average movement divided by three (3).

```
User: JEANNINE              Menu: PURCV1              Date:  3/05/10

=================> P U R C H A S I N G   R E P O R T S <=================
========================================================================
¦¦¦¦¦¦¦¦¦                  1. Order Prompting Report
THE     ¦¦                 2. Vendor List Options
DAC     ¦¦                 3. Print Buyer Guides
SYSTEM ¦¦                  4. Print Past Due PO
¦¦¦¦¦¦¦¦¦                  5. Purge Buying Allowances
                          6. Print Open PO
                          7. Resequence Purchasing Items
                          8. Print Daily Item Usage Report
                          9. Print PO Receiving Exceptions
                         10. Less Than 5 Days On-Hand Report
                         11. Partial/Received PO Report
                          M E N U   C A L L S
19. W/W Forecasting Data 20. RF Special Reports    21. Purchasing Reports 2
22. Purchasing System    23. Dac Main Menu          90. Sign Off
========================================================================
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==>
```

Refer to the Item File Maintenance document for information about printing a Vendor Weekly Movement report which lists 12 weeks of sales activity for a designated vendor's items at the standard selling level.

Daily Item Usage Report

Item	Description	WTD Total	Monday Mvmt.	Monday Avg.	Tuesday Mvmt.	Tuesday Avg.	Wednesday Mvmt.	Wednesday Avg.	Thursday Mvmt.	Thursday Avg.	Friday Mvmt.	Friday Avg.	Saturday Mvmt.	Saturday Avg.	Sunday Mvmt.	Sunday Avg.
Vendor --> AME200 AMERICAN CHICLE																
890002	AMERICAN CHICLE 4' RACKS	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
237455	BUBBLICIOUS B.GUM BIG PAK	0	.0	.0	1.0	.3	.0	1.0	.0	.0	.0	.0	.0	.0	.0	.0
220090	CERTS CINNAMON	4	4.0	2.0	2.0	4.7	2.0	2.7	3.0	2.0	.0	.0	.0	.0	.0	.0
220280	CERTS MIXED FRUIT	4	4.0	4.0	11.0	5.0	5.0	4.7	3.0	3.3	1.0	1.0	.0	.3	.0	.0
220390	CERTS PEPPERMINT	3	3.0	2.3	1.0	.3	2.0	2.3	4.0	3.3	.0	.0	.0	.0	.0	.0
220430	CERTS SPEARMINT	2	2.0	2.0	3.0	2.0	2.0	3.0	1.0	1.0	.0	.0	.0	.0	.0	.0
220470	CERTS WINTERGREEN	4	4.0	3.0	.0	.7	3.0	1.3	1.0	1.0	.0	.0	.0	.0	.0	.0
237111	MINT-A-BURST BONUS PACK	2	2.0	2.3	1.0	.3	3.0	1.7	1.0	1.0	.0	.0	.0	.0	.0	.0
234876	MINT-A-BURST GUM REG 25>	0	.0	1.0	4.0	1.3	.0	1.0	.0	1.3	.0	.0	.0	.0	.0	.0
237426	TRIDENT CINN VAL-U-PAK	1	1.0	1.7	1.0	.3	.0	.3	2.0	.7	.0	.0	.0	.0	.0	.0
235659	TRIDENT FRESHMINT	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
237424	TRIDENT FRSHMNT VAL-U-PAK	0	.0	1.3	.0	.0	1.0	.3	.0	.0	.0	.0	.0	.0	.0	.0
	Vendor Totals For: AME200	20	20.0	19.6	24.0	14.9	17.0	16.3	14.0	13.6	1.0	.4	.0	.3	.0	.0
Vendor --> BAY100 BAYER CORPORATION																
510105	ALKA SELTZER TAB 12 6CT	0	.0	.0	.0	3.0	2.0	.7	1.0	.3	.0	.0	.0	.0	.0	.0
516580	MIDOL MAX CAPLETS PEG 8CT	0	.0	.0	.0	.0	.0	1.7	.0	.3	.0	.0	.0	.0	.0	.0
516582	MIDOL PMS CAPLET 8 CT	0	.0	.0	.0	.0	.0	.7	.0	.0	.0	.0	.0	.0	.0	.0
516592	NEO-SNEPHRN NAS SPR .5 OZ	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	Vendor Totals For: BAY100	0	.0	.0	.0	3.0	2.0	3.1	1.0	.6	.0	.0	.0	.0	.0	.0
Vendor --> BIC100 BIC CORPORATION																
160663	BIC LIGHTER REFILL, REG	0	.0	.7	.0	.3	2.0	.7	3.0	2.0	1.0	1.0	.0	.0	.0	.0
160665	BIC LIGHTER 2 TIER LCX199	0	.0	.7	.0	.3	.0	1.3	2.0	.7	.0	.0	.0	.0	.0	.0
160660	BIC LIGHTERS	2	2.0	2.0	1.0	3.0	1.0	1.0	1.0	1.3	.0	.0	.0	.0	.0	.0
160655	MINI BIC LIGHTERS 2 CT	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
	Vendor Totals For: BIC100	2	2.0	3.4	1.0	3.6	3.0	3.0	6.0	4.0	1.0	1.0	.0	.0	.0	.0
Vendor --> BRO100 BROWN & WILLIAMSON TOBACCO CO																
100390	BARCLAY KING	0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
104720	BARCLAY 100	0	.0	.0	.0	.7	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
100500	BELAIR FILTER KING	0	.0	.0	.0	1.3	.0	.0	.0	2.0	.0	.0	.0	.0	.0	.0
104830	BELAIR 100	0	.0	.0	.0	.3	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
105010	CAPRI LIGHT MEN 100	0	.0	.0	.0	1.0	.0	.0	.0	1.7	.0	.0	.0	.0	.0	.0
105000	CAPRI LIGHT 100	0	.0	.0	.0	2.0	.0	.0	.0	3.0	.0	.0	.0	.0	.0	.0
108852	CAPRI MENTHOL 120	0	.0	.0	.0	.7	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
105014	CAPRI ULTRA MENTHOL 100	0	.0	.0	.0	.3	.0	.0	.0	2.0	.0	.0	.0	.0	.0	.0
105012	CAPRI ULTRA 100	0	.0	.0	.0	1.0	.0	.0	.0	1.7	.0	.0	.0	.0	.0	.0
108850	CAPRI 120	0	.0	.0	.0	2.0	.0	.0	.0	.7	.0	.0	.0	.0	.0	.0
100830	CARLTON KING	0	.0	.0	.0	1.3	.0	.0	.0	.7	.0	.0	.0	.0	.0	.0
100833	CARLTON KING BOX	0	.0	.0	.0	.0	.0	.0	.0	3.3	.0	.0	.0	.0	.0	.0
100900	CARLTON MENTHOL KING	0	.0	.0	.0	.7	.0	.0	.0	3.3	.0	.0	.0	.0	.0	.0
105090	CARLTON MENTHOL 100	0	.0	.0	.0	2.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
105070	CARLTON MENTHOL 100 BOX	0	.0	.0	.0	.0	.0	.0	.0	1.3	.0	.0	.0	.0	.0	.0
108930	CARLTON MENTHOL 120	0	.0	.0	.0	.3	.0	.0	.0	.7	.0	.0	.0	.0	.0	.0
105030	CARLTON 100	0	.0	.0	.0	2.7	.0	.0	.0	2.0	.0	.0	.0	.0	.0	.0
105150	CARLTON 100 BOX	0	.0	.0	.0	2.3	.0	.0	.0	3.3	.0	.0	.0	.0	.0	.0
108860	CARLTON 120	0	.0	.0	.0	1.0	.0	.0	.0	5.7	.0	.0	.0	.0	.0	.0
860281	GPC F F MEN 100 2.00 OFF	0	.0	.0	.0	.0	.0	.0	.0	7.3	.0	.0	.0	.0	.0	.0
100340	GPC FULL FLAVOR KING	0	.0	.0	.0	11.3	.0	1.7	.0	6.3	.0	.0	.0	.0	.0	.0
100342	GPC FULL FLAVOR KING BOX	0	.0	.0	.0	3.3	.0	.7	.0	14.7	.0	.0	.0	.0	.0	.0
100345	GPC FULL FLAVOR MEN KING	0	.0	.0	.0	1.0	.0	.3	.0	.7	.0	.0	.0	.0	.0	.0

Working With Vendor Spoils

The Vendor Spoils applications are used to store information about how vendors compensate the distributor for the return of spoiled items. If desired, these applications can also be used to accrue compensation for customers who purchase these items. The compensation is based on item sales, and users have the option of automatically deducting accrued amounts off customer invoices.

Designating Vendor Policy

The Work With Vendor Spoils Policies is used to store information about how a specific vendor compensates the user for the return of spoiled items. If desired, this may include detailed information about which items qualify for compensation, and the rates used for calculating the compensation.

```
User: JEANNINE                   Menu: PUCV1                  Date:  8/06/12

      ====================> P U R C H A S I N G <=========================
      =================================================================
      ¦¦¦¦¦¦¦¦¦   1. Work With Purchase Orders      12. Import Costs
      THE    ¦¦   2. Work With Vendors
      DAC    ¦¦   3. Work With Items
      SYSTEM ¦¦   4. Work With Buyer Control File
      ¦¦¦¦¦¦¦¦¦   5. Work With Buying Allowances
                  6. Work With Dock Receiving
                  7. Work With A/P Transfers
                  8. Work With RF Receiving
                  9. Work With Buyer Messages
                 10. Vendor Receivables
                 11. Work With Vendor Groups
                          M E N U   C A L L S
      19. Truck Scheduling    20. A/P Menu             21. Purchasing Reports
      22. Inventory Menu      23. Dac Main Menu         90. Sign Off
      =================================================================
      COPYRIGHT @1992-2007@ Creative Data Research, Inc.

      ==>
```

1. Select option 10 (Vendor Receivables) from the Purchasing screen.
2. Select option 20 (Vendor Spoils Mgmt) from the Vendor Relations screen.
3. Select option 1 (Work With Vendor Spoils Policies) from the Vendor Spoils screen. The Work With Spoils Policy screen appears.

```
GWD5DFR    DISPLAY Creative Data Research              5/13/05 16:50:52
                           Work with Spoils Policy
 Vendor   Audit Method


Type options, press Enter.
2=Edit   5=Vendor Rates   9=Customer Rates

? Vendor Vendor Name                        Active? Method
  W0200  AMERICAN CANDY COMPANY                Y       D








F3=Exit  F4=Search  NOTE:Select Vendor and Press Enter to Add Record
```

4. Enter a vendor code for the **Vendor** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.
5. Press <Enter>.
6. Press <Enter> when the *Would you like to add a spoils policy for this vendor?* message appears. The Edit Spoils Policy Details screen appears.

```
GWD6E1R    CHANGE  Creative Data Research              5/13/05 17:10:46
                        Edit Spoils Policy Details

 Vendor W0700  B.I.T. USA INC.

Type changes, press Enter.

  Spoils Allowance Active?
  Product Audit Method .     (H=Hold, D=Destroy)

                          POLICY DESCRIPTION











 F3=Exit   F11=Delete   F12=Key screen
```
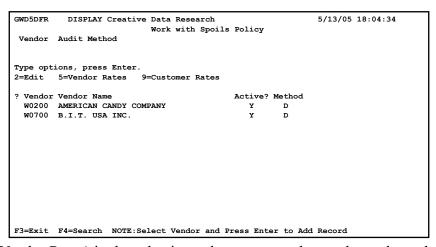
7. Enter *Y* (yes) for the **Spoils Allowance Active?** (1,a) field to designate that the vendor is currently compensating the distributor for the the return of spoils.
8. Enter *H* (Hold) or *D* (Destroy) to designate how the vendor wants the user to handle spoils.
9. Enter any other pertinent information under the *POLICY DESCRIPTION* heading.
10. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm.

```
GWD5DFR    DISPLAY Creative Data Research              5/13/05 18:04:34
                        Work with Spoils Policy
 Vendor   Audit Method


Type options, press Enter.
2=Edit    5=Vendor Rates    9=Customer Rates

? Vendor Vendor Name                        Active? Method
  W0200   AMERICAN CANDY COMPANY               Y       D
  W0700   B.I.T. USA INC.                      Y       D








 F3=Exit  F4=Search  NOTE:Select Vendor and Press Enter to Add Record
```

11. Enter *5* (Vendor Rates) in the selection column next to the vendor code, and press <Enter>. The Work With Spoils Rates screen appears.
12. Press <F10> (Add Rate). The Enter Spoils Rate screen appears.

```
GWEBPVR     ENTER    Creative Data Research              5/13/05 18:19:24
                            Enter Spoils Rate

Type choices, press Enter.

Vendor . :   W0700   B.I.T. USA INC.



Product Scope
Category . . .
Items Class
Product Class
Item Number









F3=Exit    F4=Search    F10=Create Record
```

13. Enter data for one of the following fields to include detailed information about which items qualify for compensation:
    - **Category** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
    - **Items Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
    - **Product Class** (5,n) - a product class number. If necessary, press <F4> to select a product class number from the Select Product Class screen.
    - **Item Number** (6,n) - the item number for the desired item. If necessary, press <F4> to select an item from the Select Item screen.
14. Press <F10> (Create Record), and press <Enter> when prompted to confirm. The Edit Spoils Rate Details screen appears.

```
GWEDE1R     CHANGE   Creative Data Research              5/19/05 12:58:52
                           Edit Spoils Rate Details

Vendor W0700   B.I.T. USA INC.



Sls Cls    500 LITTLE CIGARS



Type changes, press Enter.
  % Rate
  $ Rate









F3=Exit    F11=Delete
```

15. Enter data for one of the following fields to describe how the compensation is calculated.
    - **% Rate** - compensation for handling spoils is calculated by using a percentage of the items' cost.
    - **$ Rate** - a specific amount is deducted from the items' cost as compensation.
    Note: Values entered for the **% Rate** and **$ Rate** fields have no effect on purchasing and billing calculations. They are entered for informational purposes only.
16. Press <Enter> when complete, and press <Enter> when prompted to confirm.
17. Repeat the previous steps as necessary, or press <F3> to exit.

Accruing Customer Compensation

After designating a vendor's policy, the Work With Vendor Spoils Policies can be used to accrue compensation for the return of spoils by customers. The compensation is based on item sales, and users have the option of automatically deducting accrued amounts off customer invoices.

Before users begin accruing compensation to be taken off invoices, an item record (see example below) must be added using the Work With Items application, and the item's number must be entered for the **Spoils Allowance Item#** field of the SYS008 default system option. Refer to Working With Sales Classes of the Item File Maintenance document for information about defining a sales class record for adding miscellaneous item records, such as an off invoice item, which should be excluded from profitability and sales analysis calculations.

```
DCBJE1R    CHANGE  Creative Data Research              5/19/05 16:48:19
                             Edit Item
W.H. 1              Description                Retail PK    Status
Item 000300 - 7     SPOILS ALLOWANCE ITEM                    C A
Category . . .  10 Vendor      Mfr#           Standard U/M  1
Sales Class     999 Mfg. List      .010       Buying U/M    1   A
Product Class       Net Cost      .010 N%M    .00  Catch Weight  N
Tax Class .         Base Cost     .010 B%M    .00  Inventory Sts Y
Book Heading        List Price    .010 L%M    .00  Location
Book Seq. .         MSRP . . .         R%M    .00  Consumable Units
Book Exclusion

  U/M Mult Sell MOQ Mult UPC Numbers     Weights On Hand   Avail.  On Order
1 EA    1  Y       N
2       1          N
3       1          N
4       1          N


Substitute Item/Type .        Mfr. Out of Stock Code   Guarantee Return Y
Max. Allocation Qty & U/M     Backorder Code . . .   N Seasonal Code
Restocking Fee % . . .        Daily tracking Status N
Pallet Tie/High . . .     /   Original Date   4/06/05
F1=Show Command Keys  F3=Exit
```

1. Select option 10 (Vendor Receivables) from the Purchasing screen.
2. Select option 20 (Vendor Spoils Mgmt) from the Vendor Relations screen. The Vendor Spoils screen appears.

```
  User: JEANNINE              Menu: VSACV1            Date:  5/17/05

  =====================> V E N D O R   S P O I L S <=====================
  =======================================================================
  !!!!!!!!!!             1. Work with Vendor Spoils Policies
  THE    !!              2. Work with Accrued Allowances
  DAC    !!              3. Print Spoils Accrual Report
  SYSTEM !!
  !!!!!!!!!!




                        M E N U   C A L L S
  19. Purchasing        20.                 21.
  22.                   23. Dac Main Menu    90. Sign Off

  ===>
```

3. Select option 1 (Work With Vendor Spoils Policies) from the Vendor Spoils screen. The Work With Spoils Policy screen appears.

```
GWD5DFR     DISPLAY Creative Data Research              5/17/05 16:35:59
                          Work with Spoils Policy
 Vendor   Audit Method


Type options, press Enter.
2=Edit   5=Vendor Rates   9=Customer Rates

? Vendor Vendor Name                         Active? Method
  W0200   AMERICAN CANDY COMPANY                Y       D
  W0700   B.I.T. USA INC.                       Y       D










F3=Exit   F4=Search   NOTE:Select Vendor and Press Enter to Add Record
```

4. Enter *9* (Customer Rates) in the selection column next to the vendor code of the desired vendor, and press <Enter>. The Work With Customer Rates screen appears.

```
GWEEDFR     DISPLAY Creative Data Research              5/19/05 16:21:58
                          Work with Customer Rates
Vendor                              Cat# S.Class P.Class Item#  Type
W0700  B.I.T. USA INC.
Cust#
Corp#

Type options, press Enter.
2=Edit












F3=Exit     F10=Add Rate
No data to display.
```

5. Press <F10> (Add Rate). The Enter Spoils Rate screen appears.

```
GWEBPVR     ENTER   Creative Data Research              5/19/05 16:22:26
                          Enter Spoils Rate

Type choices, press Enter.

Vendor . :   W0700  B.I.T. USA INC.
Customer #
Corp # . .

Product Scope
Category . . .
Items Class
Product Class
Item Number






F3=Exit    F4=Search   F10=Create Record
```

6. Enter data for one of the following fields:
    - **Customer #** (6,n) a customer number If necessary, press <F4> to select a customer from the Select Customer Master screen.
    - **Corp #** (6,n) - a customer corporate number. If necessary, press <F4> to select a number from the Select Corp Type C Only screen.

7   Enter data for one of the following fields:
- **Category** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
- **Items Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
- **Product Class** (5,n) - a product class number. If necessary, press <F4> to select a product class number from the Select Product Class screen.
- **Item Number** (6,n) - the item number for the desired item. If necessary, press <F4> to select an item from the Select Item screen.
8. Press <F10> (Create Record), and press <Enter> when prompted to confirm. The Edit Spoils Rate Details screen appears.

```
GWEDE1R    CHANGE  Creative Data Research              5/19/05 16:24:56
                           Edit Spoils Rate Details

Vendor W0700  B.I.T. USA INC.
Cust #  10089 AITKIEN'S QUICK STOP
Corp #

Sls Cls    500 LITTLE CIGARS



Type changes, press Enter.
  % Rate
  $ Rate
  Rebate/Off-Invoice    (R or O)




F3=Exit   F11=Delete
```

9. Enter data for one of the following fields to designate how the customer's compensation is accrued:
- **% Rate** - a percentage of the item's net cost is used to calculate the compensation.
- **$ Rate** - a specific amount is accrued for each item sold at the standard selling unit of measure, and converted as necessary when the item is sold at other units.
10. Enter one of the following values for the **Rebate/Off-Invoice** field:
- *R* - to specify that accrued amounts will be tracked for rebate to the customer.
- *O* - to specify that accrued amounts will be automatically deducted as a line item from the customer's orders.
11. Press <Enter> when complete, and press <Enter> when prompted to confirm.
12. Repeat the previous steps to continue designating customers and selecting items, or press <F3> to exit.

Reviewing Accrued Amounts

The Work With Accrued Allowances can be used to review the compensation accrued by customers.

1. Select option 10 (Vendor Receivables) from the Purchasing screen.
2. Select option 20 (Vendor Spoils Mgmt) from the Vendor Relations screen. The Vendor Spoils screen appears.

```
User: JEANNINE              Menu: VSACV1              Date:  5/18/05

====================> V E N D O R   S P O I L S <====================
=====================================================================
!!!!!!!!!             1. Work with Vendor Spoils Policies
THE    !!             2. Work with Accrued Allowances
DAC    !!             3. Print Spoils Accrual Report
SYSTEM !!
!!!!!!!!!




                    M E N U   C A L L S
19. Purchasing        20.                    21.
22.                   23. Dac Main Menu       90. Sign Off

==>
```

3. Select option 2 (Work With Accrued Allowances) from the Vendor Spoils screen. The Work With Spoils Accrual screen appears.

```
GWEQDFR    DISPLAY Creative Data Research              5/25/05 15:36:18
                      Work with Spoils Accrual
Customer Item    Vendor  Invoice  Date    Type
                              52505

Type options, press Enter.

? Cust# Item    Invoice Vendor Date    Qty  U/M % Rate  $ Rate    Type
  10089 222227    8249 W0300  5/25/05   10   2     .0000   .0300    R
  Net     7.00  Amount Earned    .3000
  10089 222228    8250 W0300  5/25/05   15   2     .0000   .0500    O
  Net    10.50  Amount Earned    .7500








F3=Exit  F4=Search
```
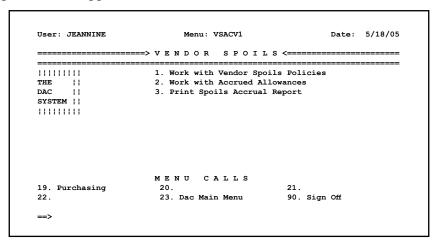
As illustrated above, one or more of the restrictor fields at the top of the screen can be used to locate the desired compensation.
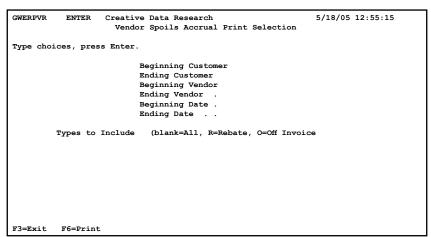
4. Press <F3> to exit.

Printing Accrual Recap Reports

The Print Spoils Accrual Report can be used to print the Accrual Recap report listing total amounts accrued by customers.

1. Select option 10 (Vendor Receivables) from the Purchasing screen.
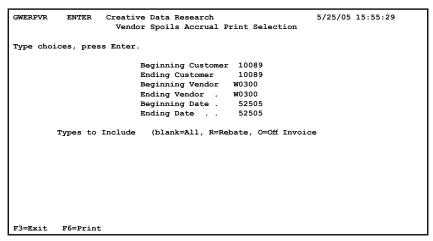2. Select option 20 (Vendor Spoils Mgmt) from the Vendor Relations screen. The Vendor Spoils screen appears.

```
User: JEANNINE              Menu: VSACV1              Date:  5/18/05

=====================> V E N D O R   S P O I L S <=====================
=======================================================================
!!!!!!!!!!               1. Work with Vendor Spoils Policies
THE     !!               2. Work with Accrued Allowances
DAC     !!               3. Print Spoils Accrual Report
SYSTEM !!
!!!!!!!!!!




                        M E N U   C A L L S
19. Purchasing          20.                     21.
22.                     23. Dac Main Menu        90. Sign Off

==>
```

3. Select option 3 (Print Spoils Accrual Report) from the Vendor Spoils screen. The Vendor Spoils Accrual Print Selection screen appears.

```
GWERPVR     ENTER    Creative Data Research            5/18/05 12:55:15
                     Vendor Spoils Accrual Print Selection

Type choices, press Enter.

                        Beginning Customer
                        Ending Customer
                        Beginning Vendor
                        Ending Vendor  .
                        Beginning Date .
                        Ending Date  . .

        Types to Include    (blank=All, R=Rebate, O=Off Invoice






F3=Exit    F6=Print
```

4. Enter customer numbers for the **Beginning Customer** and **Ending Customer** (6,n) fields, and press <Field Exit> after each, to limit the report to one or more customers. If necessary, press <F4> to select a customer from the Select Customer Master screen.
5. Enter vendor codes for the **Beginning Vendor** and **Ending Vendor** (6,a) fields, and press <Field Exit> after each, to limit the report to one or more vendors. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
6. Enter dates for the **Beginning Date** and **Ending Date** (6,n) fields, and press <Field Exit> after each, to limit the report to customer orders by posting date.

7. If desired, enter *R* (rebate) or *O* (Off Invoice) for the **Types To Include** (1,a) field to limit the report.
8. Press <Enter>.

```
GWERPVR     ENTER    Creative Data Research                    5/25/05 15:55:29
                        Vendor Spoils Accrual Print Selection

Type choices, press Enter.

                              Beginning Customer  10089
                              Ending Customer      10089
                              Beginning Vendor    W0300
                              Ending Vendor  .    W0300
                              Beginning Date .     52505
                              Ending Date  . .     52505

                  Types to Include    (blank=All, R=Rebate, O=Off Invoice)




F3=Exit    F6=Print
```

9. Press <F6> (Print), and press <Enter> when prompted to confirm.

Accrual Recap

```
Creative Data Research                  Accrual Recap               JEANNINE   GWESPFR    5/25/05 15:33:48 Page     1

 Selection: Type -   From  1/01/05 - 12/31/05

Customer  10089 AITKIEN'S QUICK STOP

Vendor   W0300  AMERICAN LICORICE CO            Accrual Amount      1.0500

Customer  10089 *Totals*                                           1.0500

Final totals                                                       1.0500

** END OF REPORT **
```