

Vendor Quick Orders

How to Get to Vendor Quick Orders

1. In the location that received the invoice, go to Folders
2. Go to Reports
3. Go to Vendor Quick Orders
 - A screen will appear

The screenshot shows the 'Vendor Quick Orders' window. At the top, it says 'The University of Arizona Student Union' and '66, Starbucks 1631450'. Below this are fields for 'Vendor' (a dropdown menu), 'Order Number' (a text field), 'Delivery Date' (a date picker set to Saturday 04/21/18), and 'Description' (a text area). Below these fields is a table with columns: Item, Name, VON, Description, Unit, On-hand, On Order, Per, Order, Price, Total, and Note. The table is currently empty. At the bottom of the window are buttons for 'OK', 'Save', 'Print', and 'Preview'.

How to User Vendor Quick Orders

1. Fill in the Vendor Number in the Vendor field. You can also search for the Vendor Number
2. Select the date that the invoice is received or the date that the product will be ordered.
3. Click on the Order Number field to fill in the number. If you do not click in this area, you will not be able to enter in numbers since it does have an order number assigned
4. Add the items that are on the invoice. You can enter it in by the item number or search for the items. You will not be able to enter in items if steps 1-3 are not completed
5. Add the quantity of the items under Order and adjust the price as necessary
 - a. If the VON is incorrect, please make the adjustment and notify the FoodPro Coordinator or the Warehouse
6. Verify that the order has the same quantity and totals as the invoice and save and print

This screenshot shows the 'Vendor Quick Orders' window with data entered and instructional steps overlaid. The 'Vendor' field is set to '0840, STARBUCKS COFFEE'. The 'Order Number' field is set to '1'. The 'Delivery Date' is set to Saturday 04/21/18. The 'Description' field is empty. The table has one row with the following data: Item 3975, Name 'TMBLR 16Z RED STRS', VON 011077914, Unit EACH, On-hand 0, On Order 0, Per 0, Order 1, Price 6.56, Total 6.56, and Note is empty. The 'Totals' row shows a total of 1 for the 'Order' column and \$ 6.56 for the 'Total' column. The window includes buttons for 'OK', 'Save', 'Print', and 'Preview'. Overlaid text provides instructions: 'Step 1: Fill in the Vendor Number or Search for the Vendor', 'Step 2: Select the date that the invoice is going to be turned in. It defaults to "tomorrow" because this feature can be used to place future orders', 'Step 3: Click on the Order Number field to fill in the number. It defaults to 1. You can create more than one order for the same vendor if needed', 'Step 4: Add the items that are to be ordered or are on the invoice. This field will be blank until you complete steps 1-3. You can enter the item number or search for the item', 'Step 5: Add the quantity of the items under "Order" and adjust the price as needed. You want the Vendor Quick Order to match the invoice', and 'Step 6: Verify that the quantity and totals match the invoice and then you can Print or Save'.

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How to Create Multiple Orders for the Same Vendor for the Same Day

1. After the order has been saved, go to File and then New

The screenshot shows the 'Vendor Quick Orders' window. The 'File' menu is open, and the 'New' option is highlighted. A red text box says: 'To create a new order for the same vendor on the same day, go to File and then New'. The window title is 'The University of Arizona Student Union' and the address is '66, Starbucks 1631450'. The 'Order Number' is 1 and the 'Day' is 04/21/18. The table below shows one item: 'TUMBLR 16Z RED STRS' with a total of \$6.56. The 'Totals' row shows 1 order for \$6.56. Buttons for 'OK', 'Save', 'Print', and 'Preview' are at the bottom.

Item	Name	VON	Description	Unit	On-hand	On Order	Per	Order	Price	Total	Note
1	TUMBLR 16Z RED STRS	011077914		EACH	0	0	0	1	6.56	6.56	
Totals:								1		\$ 6.56	

2. A new blank order will appear. You can enter in the inventory number immediately. Verify the totals against the invoice. You can create additional orders as long the current order is saved.

The screenshot shows the 'Vendor Quick Orders' window with a new blank order. The 'Vendor' is '0840, STARBUCKS COFFEE' and the 'Delivery Date' is 'Saturday 04/21/18'. The 'Order Number' is 2. A text box on the right says: 'A new order will appear. You can create more as needed. You can toggle between the orders as well'. The table below is empty. The 'Totals' row shows 0 orders for \$0.00. Buttons for 'OK', 'Save', 'Print', and 'Preview' are at the bottom.

Item	Name	VON	Description	Unit	On-hand	On Order	Per	Order	Price	Total	Note
Totals: 0 \$ 0.00											

Any questions or errors? Email SU-DiningRequests@email.arizona.edu to open a ticket.