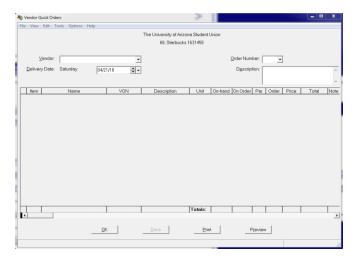
Vendor Quick Orders

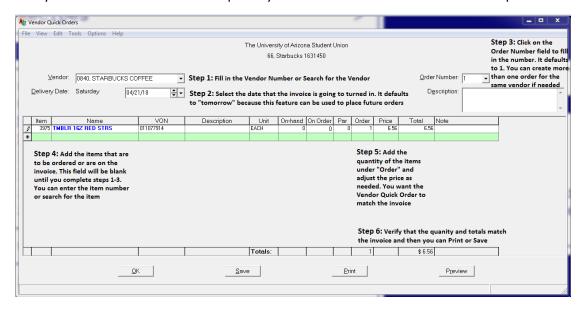
How to Get to Vendor Quick Orders

- 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



How to User Vendor Quick Orders

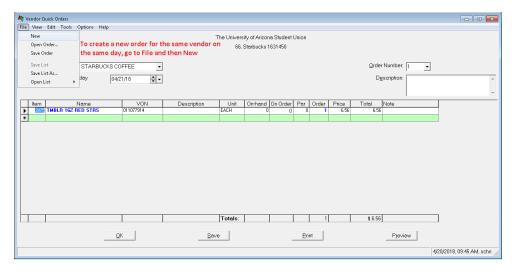
- 1. Fill in the Vendor Number in the Vendor field. You can also search for the Vendor Number
- 2. Select the date that the invoice is received or the date that the product will be ordered.
- 3. Click on the Order Number field to fill in the number. If you do not click in this area, you will not be able 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



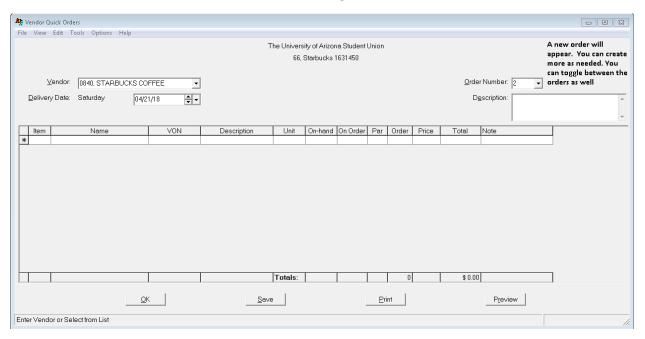
Vendor Quick Orders

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



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.



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