

Order Entry Late Order Process

If a store needs to submit an order after the order due time it is a late order. No matter what the reason. When a late order gets created send an email to the District Manager that covers that store.

Stores need to contact Order Entry/Operations Desk before creating a purposely late orders.

OE/Ops will contact Dispatch for the store's local DC to verify staffing, and ability to pick a late order. The DC may not have coverage to fill the store's order.

The best process is to have the store fax or email the list of items to Dispatch, so they can key in an exception order.

Note: An exception order is a way the warehouse can enter an order for picking without running a pass.

For large orders, or if there are multiple orders, use the order entry system.

If this option is the choice, you need to load the order(s) and process them.

Note: You do not need to run a pass. But if you do, be aware running a pass may pick up other orders that were waiting to drop at a later time.

With approval from Dispatch use the following process:

1. The store using FMMENU Option 8 (handheld) or STRORDER Option 1, F8=Order Program creates and finalizes an order.
2. Make sure you are in the correct warehouse library.
3. OPORDER Option 1 Billing Pass Processing (ORD40BR4).
 - a. Make note of the Order #.
4. Put a 2=Update in the option field of the store's late order(s), and press Enter.
5. Change the date to the current date (today).
6. Press F10=Update.
7. Put an L=Load Order next to the store's late order(s) and press Enter.
8. Remember there are other orders out there finalized. You don't have to load any orders but the store's late orders.
9. Using OPORDER Option 16 Sales Order Master Review (ORD65ACL) find the sales order # for the store's late order(s).

10. Next run OPORDER Option 10 Send Orders to Warehouse (ORD01DCL).
11. Press F10=Send Orders. Choose the pass number, the order date, and press F10 again to confirm. Note: Pass 2 dry/grocery items, pass 4 perishable items, and pass 1 general merchandise.
12. Run OPORDER Option 11 Inventory Status (CLSTATUS).
13. Option 7 Out of Stock Suggestions Report, and press Enter to generate the Out of Stock report.
14. Run this for any pass number(s) that you ran in OPORDER Option 10.

Note: Press F11=Change Date to change the Delivery Date. Do this before entering your selection, if the date needs to be different.

15. Next run OPORDER Option 12 Pick List/Labels (CLPKLST).
16. Press F11 (Change Date) to change the delivery date, if necessary.
17. Leave Reprint Documents set to N, put an S (Sales Order #) in the select field and press Enter.
18. Put in the sales order #(s) from the Sales Order Master Review. Press Enter and press Enter again.
19. If you have multiple sales orders then you will have to wait for each to process before putting in the next.
20. When the submitted job is complete the order(s) are now available for the DC to route and pick.