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Category	Inventory
Course	Ordering
Version	1.0
Client	Generic
Software	2.15.3

Supplier Orders via a Mobile Device

You create a separate order for each supplier.

Procedure to Create and Edit a Manual Supplier Order
Refer to page 3 to create a back-to back order for the supplier

Hints and Tips

✓ Contact your Supervisor if you don't have access to ordering.

✓ The **Dept** column is based on:
- the product with the highest number of cases in the order
- OR the last scanned product if there are multiple departments with the same highest number of cases ordered.

✓ Press 🔍 to search for a product. Refer to the *INV-01a Mobile Scanning Device Navigation Fact Sheet*.

✓ Field definitions:

PO#	order number; assigned after first product saved
Supp	default supplier's code
S/Code	ordering code for the default Supplier
SOO	Stock on order (cases) on this order and orders that haven't been matched to an invoice
SOH	Stock on Hand (units)
UPP	Units per selling pack
C.Qty	units per order case
MOQ	minimum order quantity (units); you must order at least this amount
C.Cost (C)	current case cost inc. GST (inclusive of deals)

✓ You can also order a product by entering the **manufacturer code** or the **TUN** barcode.
- If the product has already been added via EAN/stock code, the TUN/manufacturer code qty overrides the previous qty.
- You can't enter these codes in the **Qty** field.

✓ If you order a **weighted product**: it doesn't matter if case.unit is enabled or not; it automatically interprets the **Qty** entry as kilo.grams e.g. 0.5, .6, 1, 1.5.

1.	From the main screen on the device, double-tap the **SUREfire Internet** program.	
2.	Enter your **Operator ID** & **PIN**, & press `Login`.	Operator ID ▯ Operator PIN ▯ `Login`
3.	Press `Order`.	`Stock` `Stock Task` `Order`

4.

To:	then:
create a new supplier order	press `Supplier Order`. Go to step 5.
add to an existing order (exported orders aren't displayed)	press the order number to retrieve. *Press **Prev** or **Next** to view more orders.* Go to step 8.

Recent orders that can be updated:

Order #	Supplier Code	Create Date	Dept	No. of Cases	$ Value
173	DAVQLD	18/07/11	A	4.0	$105.17
171	BAR	18/07/11	9	7.0	$332.64
168	RIT	15/07/11	A	7.0	$193.20

5.	In the **Enter Supplier Code** field, enter the supplier's code to order against.	Enter supplier code: ▯ Enter due date (dd/mm/yyyy): 20/07/2011 Print cost values ☑ `Start Supplier Order` `Back-to-Back Order`
6.	The **Enter due date** and **Print cost values** fields default; change if required. *Selecting **Print cost values** will display cost prices on the SUREfire order report.*	
7.	Press `Start Supplier Order`.	
8.	Scan the EAN barcode or stock code on the product or ticket (or key the code, TUN code, or manufacturer code and press **[>>]** or **Ent**). *The device beeps if the item is already in the order.*	▯ `[ >> ]` 🔍

9.

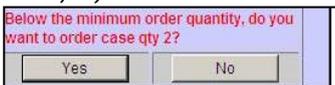| To:	then:
check daily/weekly sales for the EAN displayed, or purchase history for this product (all UP EANs)	press `History`. Review the required data. Press `Back` to return. *Refer to the PRO-2g View Product Details & History (Mobile) Fact Sheet.*
order this product	In the **Qty** field, enter the cases or cases.units to order. *[x.x] format indicates you can enter in case.unit.* *Defaults to [1].*

Date	Qty	Date	Qty
08/01/2014	3	02/01/2014	0
07/01/2014	6	01/01/2014	3
06/01/2014	3	31/12/2013	0
05/01/2014	0	30/12/2013	4
04/01/2014	2	29/12/2013	0
03/01/2014	0	28/12/2013	0

PO# Supplier davqld Total Cases 0.0

MT/FRANK S/WTR STILL PET 600ML			
Qty	1.0	SOO	0.0
EAN	9300624005377	S/Code	649375
AWS	12	SOH	4
Supp.	DAVQLD	C.Qty	24
MOQ	1	C.Cost (C)	30.22

`History` `Save` `View Order`

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9.	**To:**	**then:**	COKE 2LT
	check if products are on a deal or promotion (to decide if you buy more stock)	click on the text in the EAN/C.Cost fields. ** Green text: means active this week, or this week and next. Yellow text: means active next week.**	Current Promotion / Promotion Indicator: ISP / Promotion Retail: 1.99 / Promotion Margin: 15.74 / Promotion End Date: 07/04/2013 / Next Week Promotion / Promotion Indicator: ISP / Promotion Retail: 1.99 / Promotion Margin: -7.9774 / Promotion End Date: 07/04/2013

10.	Press Save or **Ent** if the **Qty** is more than [1]. **To order only [1] case, you can scan the next EAN/stock code without pressing* ***Save.**** **The saved* ***Qty*** *is the cases on* <u>this</u> *order.** **The* ***Total Cases*** *is* <u>all</u> *the products on this order.**	SUREfire [>>] / PO# 173 Supplier DAVQLD Total Cases 1.0 / Product Saved. ✓ / View Order / Stock — Stock Task — Order / Labels — Auto-ordering — Receipt

11.	**To:**	**then:**	
	add to the order	repeat from step 8. **Use a scan, scan, scan technique to order [1] case of each product; the cursor stays in the* ***Qty*** *field.**	PO# 173 Supplier DAVQLD Total Cases 4.0 / **Description / Qty** / RR DELI CHIP MSTRD&HNY ~ 100GM 1.0 DEL / SCHW M/WTR NATURAL ~ 1.25L 2.0 DEL / FANTA ORANGE ~ 1.25L 1.0 DEL / Back to Order
	change a quantity	either click View Order and select the product from the list, or rescan the product. **The* ***Qty*** *field populates the quantity on this order.** Enter the new **Qty**; it overrides the previous value. Press Save or **Ent**. **If you don't change the qty, it keeps the existing qty.** **The saved* ***Qty*** *reflects the changed amount.**	
	delete a product	Either rescan the product and change the **Qty** to [o], OR click View Order then DEL.	PO# 173 Supplier DAVQLD Total Cases 4.0 / **Description / Qty** / RR DELI CHIP MSTRD&HNY ~ 100GM 1.0 DEL / SCHW M/WTR NATURAL ~ 1.25L 2.0 DEL / FANTA ORANGE ~ 1.25L 1.0 DEL / Back to Order
	finish	if necessary, press Save to save the last product added to the order. Press another function or Logout. **The order is automatically saved.**	
	start a new order	press Order. Return to step 4. **The previous order is automatically saved.**	

12.	Review and send the order. **Refer to the INV-2f Review and Send a Supplier Order Fact Sheet.**	
		❑

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Procedure to Create a Back-to-Back Manual Supplier Order

1.	From the main screen on the device, double-tap the **SUREfire** program.	
2.	Enter your **Operator ID** & **PIN**, & press Login.	
3.	Press Order.	
4.	To: / then: — create a new back-to-back order / press Supplier Order. Go to step 5. — add to an existing back-to-back order *you must know the order number* / press the order number to retrieve. Go to step 10.	
5.	In the **Enter Supplier Code** field, enter the supplier's code to order against.	
6.	The **Enter due date** and **Print cost values** fields default; change if required.	
7.	Press Back-to-Back Order.	
8.	Select the undelivered order/s for this supplier that you want to link to this order. *Lists the last [7] orders that haven't been finalised (matched) against an invoice.*	
9.	Press Next or **Ent**.	
10.	Scan the EAN barcode or stock code. *Alternatively, key-enter it and press [>>] or **Ent**.*	
11.	In the **Qty** field, enter the cases or cases.units to order. *[x.x] format indicates you can enter in case.unit.* *Your system will behave in one of these ways.* *To cancel the product for this order, type [0].*	

Step 4 table:

To:	then:
create a new back-to-back order	press Supplier Order. Go to step 5.
add to an existing back-to-back order *you must know the order number*	press the order number to retrieve. Go to step 10.

Step 11 table:

If the Qty field:	then:
defaults to the **B2B qty** the first time it's scanned in this order *or defaults to [1] if the product isn't on a linked order (B2B Qty is [0])*	type the new total number of cases you want to order. * If you continue without changing the **Qty**, a linked product is ignored on this order, and [1] case is saved if a non-linked product.*
defaults to [1] the first time it's scanned in this order	type the extra cases you want to order in addition to the linked order/s. *If you continue without changing the qty, [1] case is saved on this order.*

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Hints and Tips

✓ If you **rescan a product** that you've already added to this order, the **Qty** field displays either:
  - the total cases on the linked orders/ and on this order *(if B2B subtract is True, like the screen displayed in step 13)*
  - the quantity just on this order *(if B2B subtract is False).*

✓ If you rescan a product that's already on this order:
  - if you don't change the **qty**, or use a **scan, scan, scan action**, the system ignores the rescan and keeps the quantity added on this order so far.
  - if you do change the **qty**, it overrides the previous amount on this order.

12.	Press **Save** or **Ent**.	PO# 182 Supplier davqld Total Cases 2.0
	*If you didn't change the value in the **Qty** field, you can continue and scan the next EAN/stock code without pressing **Save**.*	
	*The saved **Qty** is the cases on this order.*	
	*The **Total Cases** is all the products on this order.*	

13.	**To:**	**then:**	
	add to the order	repeat from step 10.	
	change a quantity	either click **View Order** and select the product in the list, or rescan the barcode.	
		*The **Qty** field is populated; see Hints and Tips.*	
		Enter a new order **Qty**; it overrides the previous amount on this order.	
		*If you decide the existing quantity is sufficient, press **Ent** or scan the next product; the existing quantity is unchanged.*	
	delete a product	Either rescan the product and change the **Qty** to [0], OR click **View Order** then **DEL**.	
	finish	if necessary, press **Save** to save the last product added to the order.	
		Press another function or **Logout**.	
		The order is automatically saved.	

14.	Review and send the order.	
	Refer to the INV-2f Review and Send a Supplier Order Fact Sheet.	
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