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SURE*fire*
SYSTEMS

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Category	Inventory
Course	Ordering
Version	1.0
Client	Generic
Software	2.15.8

BOS Manual Supplier Orders

You create, review, print, and/or export SUREfire orders from the BOS Purchase Order function; a separate order is created for each supplier.

Procedure to Create a New Manual Supplier Order

Hints and Tips

✓ To create an automatic supplier order, refer to the INV-2d BOS Automatic Orders Fact Sheet.

✓ Click 🔍 to search for the **supplier code** by their name.

✓ The **EAN** is unique to the product; each supplier gives their own **stock code** that links that product to them.

✓ The system tries to match the number entered in the following order: EAN, stock code, and then manufacturer code.

✓ Double-click in a blank **Code** row to search for a product. Select the required product to add it to the order.

✓ **Order errors:**
  - **Stock already exists in this Purchase Order**: You cannot add the same product twice.
  - **Minimum Order Quantity Should be: xx units:** follow store process to either increase the quantity, or ignore the error.
  - **Wrong Supplier**: The product isn't linked to this supplier, so the product either won't be delivered, or will prevent the electronic invoice from being processed (error). Follow store process to link it, or order it from the correct supplier.
  - If a supplier is **logically deleted** against a product, the EAN isn't found when you enter it.

1.	From the BOS **Payables** menu, select **Purchase Order.**	
2.	Click ![New]. * Ensure the **Manual** tab is selected.*	Manual | Automatic
3.	In the **Supplier Code** field, type or search for the supplier's code to order against; press **Enter** or **Tab** if you typed the supplier code.	Purchase Order Supplier Code / Name
4.	In the **Date Due** field, enter the expected delivery date *(defaults to next day)*.	
5.	Select the **Print Values on Order** check box if you want cost prices to display on a printed copy of the order (defaults to selected).	
6.	In the **Code** field, scan, type, or search for the EAN, stock code, OR manufacturer code to order.	Code | Descriptio
7.	Press **Tab** or **Enter.** * **AWS** (average unit weekly sales) are populated if configured, **Cost** reflects any active deals),& **SOH** (units) and **On Order** (cases) are displayed if running perpetual inventory.*	
8.	In the **Qty** field, enter the cases or cases.units to order *(as configured)*. *The **CQ** field shows how many units in each case.* *Any purchase break (discount) for ordering a certain case qty are displayed above the order.*	cription | Size | Qty DO FR/FREESIA | 400ML | 0.0

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Hints and Tips

✓ If the **Deal** and **Promotion** columns are populated & colour coded, this indicates the product has a deal currently running or starting next week.

| Colour:	Deal or Promo is Effective:
Green	Current week OR Current & next week
Yellow	Next week

✓ Your system may allow you to **sort** by any column, by clicking the header.
- If you change the sort order, you'll need to resave the order.
- Sort logic is set in **System** -> **Properties** -> **Payables**.

✓ Once the order is saved, you can click the **Invest Buy** button to check if any products are on a deal.

[Print] [Invest Buy] [Import]

- You can set the report parameters to display only the products on a deal, and/or deals that end by a certain date.
- The report lists the **AWS** (average weekly sales), **Deal Cost**, and % **Difference** to the normal case cost; use this information to decide if it's worth ordering extra stock.
- You can also run the Investment Buy report from the BOS **Reports**->**Stock** menu.

| 9.	Press **Tab** or **Enter**. *The **Total** (cost GST inclusive) & **Ext Qty** (Quantity x CQ) are updated, adjusted for any purchase break met.*	
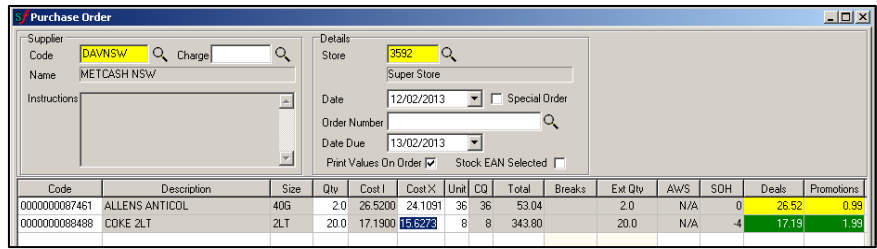
10.	**To:**	**then:**	
	add to the order	Repeat from step 6.	
	change a quantity	overtype the quantity entered.	
	remove a product from the order	change the value to [**o**], or click in the row and press **Ctrl** and **Delete**; the row is highlighted red.	

11.	Press 💾 Save. *The **Order Number** field is automatically assigned.*	

12.	Click **OK** to confirm the delivery details.	
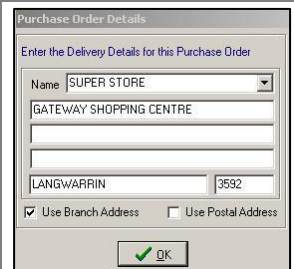
13.	**To:**	**then:**	
	print the order	click **Yes**. A preview of the order is displayed. *Items display on the report in the same order as sorted.* Click the **Print Setup** icon to select a printer, then the **Print** icon to print the order. Click the [**X**] icon to return to the order.	
	finish	click **No**. The order is displayed.	
	You can still print the order at a later date.		

14.	Click 🔒 Close to exit the function.	

15.	Export or fax the order to the supplier. *Refer to the INV-2f Review and Send a Supplier Order Fact Sheet. *	

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