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SUREfire SYSTEMS

INV-2b	Page| 1 of 2

Category	Inventory
Course	Ordering
Version	1.0
Client	Generic
Software	2.15.3

Hints and Tips

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

✓ 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 against 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.

Store Orders via a Mobile Device

If your system is configured for store orders, you can order stock from different suppliers on the same order; product/s are ordered from the default supplier, then you run a process to split the orders into the separate supplier orders.

Procedure to Create and Edit a Manual Store Order

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.	Press [Store Order]. *The **Recent Orders** grid doesn't list a store order.* *If there's an existing store order in the system, it's automatically retrieved when you press [Store Order].*	Select an existing order or create a new supplier/store order [Supplier Order] [Store Order] 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

5.	Scan the EAN barcode or stock code on the product or ticket. *Alternatively, key the code (or the TUN code or the Manufacturer Code) and press [>>] or **Ent**.*	[____] [>>] 🔍 ✗

6.	**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 to the order. *Refer to the PRO-2g View Product Details & History (Mobile) Fact Sheet.*	SUREfire [>>] 🔍 ✗ [D. Sales] [W. Sales] [Purchase] [Back]

Date	Units	Date	Units
18 Jul 2011	15	12 Jul 2011	0
17 Jul 2011	0	11 Jul 2011	0
16 Jul 2011	0	10 Jul 2011	0
15 Jul 2011	0	09 Jul 2011	0
14 Jul 2011	5	08 Jul 2011	0
13 Jul 2011	0	07 Jul 2011	2

	order this product	In the **Order Qty** field, enter the cases or cases.units to order. *[x.x] format indicates you can enter in case.unit.* *Defaults to [1].*	SUREfire [>>] 🔍 ✗ PO# 7 Supplier Total Cases 1.0 MT/FRANK S/WTR STILL PET600ML Qty 1.0 / SOO 3.0 / 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]
	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.*	COKE 2LT Current Promotion Promotion Indicator: ISP Promotion Retail: 1.99 Promotion Margin: 15.74 Promotion End Date: 07/04/2013

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SUREfire SYSTEMS

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Hints and Tips

The View Order list displays all saved products in this order; the last saved product is at the top.

PO# 183 Supplier	Total Cases 4.0	
Description	Qty	
BICKFORDS LIME CORDIAL ~ 750ML	1.0	DEL
ALLENS ANTICOL ~ 40G	2.0	DEL
FANTA ORANGE ~ 1.25L	1.0	DEL
Back to Order		

✓ **Error Messages:**
- **Item not found for supplier:** this product isn't in SURE*fire*.
- **Below the minimum order qty:** follow your store process; either select **Yes** to order the MOQ for this product, or **No** to ignore the product (order it outside SURE*fire*).

  Below the minimum order quantity, do you want to order MOQ of 72?
  [Yes]   [No]
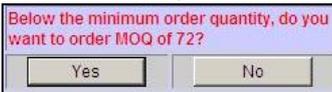
- **Exceed Maximum Quantity: xx** your system limits the cases (or cases.units) that you can order on a mobile device (default is 1000); only select **Yes** with Supervisor approval, or **No** to reduce the quantity.

  Are you sure you want 1001?
  [Yes]   [No]
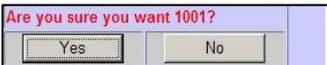
- **Item marked for deletion:** either the only supplier, the only EAN, or the entire stock record has been flagged for deletion; review sourcing options.

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7. Press Save or **Ent** if the quantity 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 this order.
*The **Total Cases** is all the products on this order.*

SUREfire	[>>] 🔍 ✗
PO# 183 Supplier	Total Cases 1.0
Product Saved. ✓	
View Order	
Stock	Stock Task	Order
Labels	Auto-ordering	Receipt
		Logout
		ver 2.14.102.0

8.

To:	then:
add to the order	repeat from step 5. *Use a scan, scan, scan technique to order [1] case of each product; the cursor stays in the **Qty** field.*
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 **Order 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 [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.*

PO# 183 Supplier	Total Cases 4.0	
Description	Qty	
BICKFORDS LIME CORDIAL ~ 750ML	1.0	DEL
ALLENS ANTICOL ~ 40G	2.0	DEL
FANTA ORANGE ~ 1.25L	1.0	DEL
Back to Order		

SUREfire	[>>] 🔍 ✗
PO# 7 Supplier	Total Cases 1.0

MT/FRANK S/WTR STILL PET600ML			
Qty	1.0	SOO	3.0
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

PO# 183 Supplier	Total Cases 4.0	
Description	Qty	
BICKFORDS LIME CORDIAL ~ 750ML	1.0	DEL
ALLENS ANTICOL ~ 40G	2.0	DEL
FANTA ORANGE ~ 1.25L	1.0	DEL
Back to Order		

9. Review and split the store order into the appropriate supplier orders.

Refer to the INV-2e View and Split a Store Order Fact Sheet.

10. Review and send the order/s.

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

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