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BOS Manual Supplier Orders

Category	Inventory
Course	Ordering
Version	1.2
Client	Generic
Software	2.18.4.64

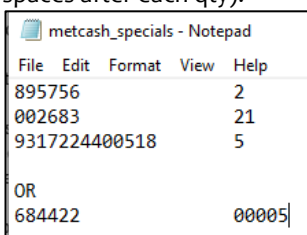
You create, review, print, and/or transmit SUREfire orders from the BOS Purchase Order function; a separate order is created for each supplier.

Hints and Tips


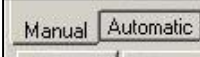

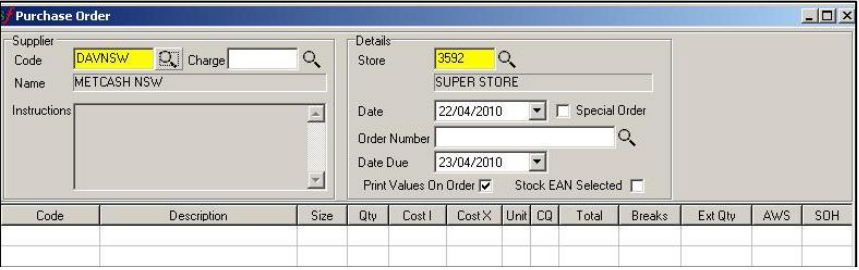

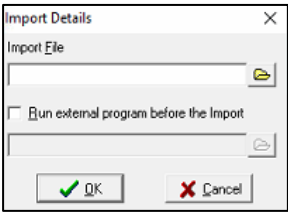
- ✓ To create an automatic supplier order, refer to the [INV-2d BOS Automatic Orders Fact Sheet](#).
- ✓ Click  to search for the **supplier code** by their name.
- ✓ The **EAN** is unique to the product; each supplier gives their own **stock code** that links that product to them.
- ✓ The system tries 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.



- ✓ **Import** is useful if you have collated a large order; you can also import several files (one at a time) into an order. Import doesn't move or rename the file, so you can edit and reuse the same file or use unique file names. The file format must be:
 - Windows based .txt file (with carriage returns and line feeds inserted at the end of each row) i.e. notepad
 - Stock code or EAN, 20 characters (left aligned)
 - Qty, up to 10 characters (no need to pad with [000] or spaces after each qty).



Procedure to Create a New Manual Supplier Order

1.	From the BOS Payables menu, select Purchase Order .							
2.	Click  . <i>* Ensure the Manual tab is selected.*</i>							
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.	 						
4.	In the Date Due field, enter the expected delivery date (<i>defaults to next day</i>).							
5.	Select the Print Values on Order check box if you want cost prices to display on a printed copy of the order (<i>defaults to selected</i>).							
6.	<table border="1"> <tr> <th>To:</th> <th>then:</th> </tr> <tr> <td>Add items manually</td> <td>Go to step 7.</td> </tr> <tr> <td>Import a list of items and quantities to order</td> <td> Click Import. Click No to Want to Import From Telxon PDT. Navigate and select the required file. <i>*Run external program option is not used.*</i> Click OK. <i>*The items and qty are added to the grid; an error report will list any failed items and the reason i.e. item not found or is already in the order.*</i> Go to step 11. </td> </tr> </table>	To:	then:	Add items manually	Go to step 7.	Import a list of items and quantities to order	Click Import . Click No to Want to Import From Telxon PDT. Navigate and select the required file. <i>*Run external program option is not used.*</i> Click OK . <i>*The items and qty are added to the grid; an error report will list any failed items and the reason i.e. item not found or is already in the order.*</i> Go to step 11.	 
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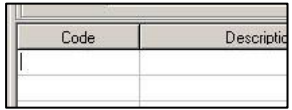
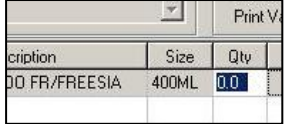
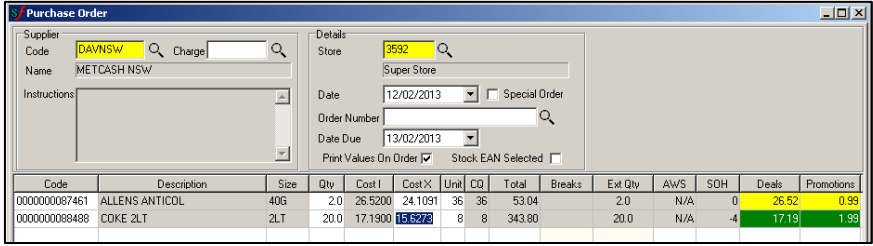

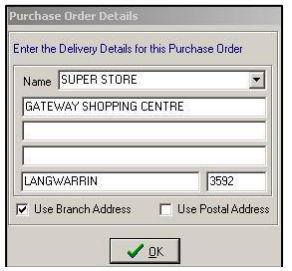
Hints and Tips

- ✓ **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.

- ✓ 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.**

7.	In the Code field, scan, type, or search for the EAN, stock code, OR manufacturer code to order.									
8.	Press Tab or Enter . <i>* 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.*</i>									
9.	In the Qty field, enter the cases or cases.units to order (as configured). <i>*The CQ field shows how many units in each case.*</i> <i>*Any purchase break (discount) for ordering a certain case qty are displayed above the order.*</i>									
10.	Press Tab or Enter . <i>*The Total (cost GST inclusive) & Ext Qty (Quantity x CQ) are updated, adjusted for any purchase break met.*</i>									
11.	<table border="1" style="width: 100%;"> <thead> <tr> <th>To:</th> <th>then:</th> </tr> </thead> <tbody> <tr> <td>add to the order</td> <td>Repeat from step 7.</td> </tr> <tr> <td>change a quantity</td> <td>overtyping the quantity entered.</td> </tr> <tr> <td>remove a product from the order</td> <td>change the value to [0], or click in the row and press Ctrl and Delete; the row is highlighted red.</td> </tr> </tbody> </table>	To:	then:	add to the order	Repeat from step 7.	change a quantity	overtyping the quantity entered.	remove a product from the order	change the value to [0], or click in the row and press Ctrl and Delete ; the row is highlighted red.	
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12.	Press  Save . <i>*The Order Number field is automatically assigned.*</i>									
13.	Click OK to confirm the delivery details.									



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Hints and Tips

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



- 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.

Investment Buy											
Product Summary		Product Code		Product Name		Product Price		Product Stock		Product Status	
1	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
2	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
3	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
4	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000
5	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000
6	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000
7	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000
8	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000
9	9000	9000	9000	9000	9000	9000	9000	9000	9000	9000	9000
10	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000

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.*	
	Click to exit the function.	
	Export or email the order to the supplier. *Refer to the INV-2f Review and Send a Supplier Order Fact Sheet .*	