

Product Order, Receiving & APR Receiving

SIMS - Product Order, Receiving and Returns

Product Order

- Process Order
- Print All Open Orders
- Selected Open Orders
- Print Purchase Order

Product Receiving

- Receive Order Single Line
- Receive Order Miltitable Line
- Print Receiving Report

User: **Gil Wall**

Product Return

- Create a Return Product Request
- Edit a Return Product Request
- RMA - PRR Report
- Product Replacement Form
- RMA Equipment Tag

Quick Menu

F1 ~ Change User	F2 ~ Clock in/Out	F3 ~ POs Recg Rms Menu	F4 ~ Service Order Menu
F5 ~ Customer Profile	F6 ~ Product Look-Up	F7 ~ Open Order Report	F8 ~ Print Prior Invoice
F9 ~ Customer Order	F10 ~ Store Operations	F11 ~ Inventory Menu	F12 ~ Open Prior Order/Invoice

Product Order

Product Order, this is the form to create items to be ordered. WAARSA will search your inventory and display the items needed to be reordered and insert the quantity to order. This is a suggestion and can be overwritten by the user.

Print all open orders. This report will print all your order requests.

Select open orders. This will select your open orders by a order tag. This tag is build by Vendor-Date and will print the Order Request by vendor selected.

The report is sorted by Vendor Inventory Type and Date of order. The Order Request can be mail, faxed or e-mail to the vendor.

Order Request

Sample Data Company YOUR ADDRESS INFO@JWAARSA.COM CITY ST ZIP+4 (703) 000-0000 :Phone (703) 000-0001 :Fax MON-FRI 9AM TO 6PM SAT 9AM-4PM		Menu Print 2/28/2005 1:53:58.75 AM			
Order Request					
Vendor's Number	Product SEU	Product Description	Quantity Ordered	Vendor Cost	Extended Total
WEST DENVER SUPPLIERS, INC					
Jim Woods 12021 Peoria Ave Suite 124 Aurora CO 80014 (303) 342-5467 Business (303) 342-5488 Fax 10973 Account Number		jwood@wdsi.com			
Accessories					
<i>Mon, Feb 7, 2005</i>					
100376	100376	1000FT or More Network cable D	10000	\$0.19	\$1,900.00
100380	100380	10FT DB25M/F	144	\$6.00	\$864.00
100378	100378	15FT Parallel Cable	25	\$9.87	\$246.75
100278	100278	15FT SERIAL CABLE DB25 M/	200	\$8.65	\$1,730.00
End of Group by Date:			4	10369	\$4,740.75
End of Group by Product Type:			4	10369	\$4,740.75
Complete Systems					
<i>Mon, Feb 7, 2005</i>					
100331	100331	1MB Cache	1	\$16.00	\$16.00
End of Group by Date:			1	1	\$16.00
End of Group by Product Type:			1	1	\$16.00
Multimedia					
<i>Mon, Feb 7, 2005</i>					
100160	100160	24X EIDE CD ROM Drive	20	\$31.00	\$620.00
100166	100166	24X SCSI-2 CD ROM Drive (inte	50	\$67.00	\$3,350.00
End of Group by Date:			2	70	\$3,970.00
End of Group by Product Type:			2	70	\$3,970.00
Network/Comm					
<i>Mon, Feb 7, 2005</i>					
100459	100459	16-Port 10BaseT Hub	2	\$79.00	\$158.00
End of Group by Date:			1	2	\$158.00
End of Group by Product Type:			1	2	\$158.00
End of Group by Supplier:			8	10442	\$8,884.75
			8	10442	\$8,884.75

How to create an order.

Open a Product Order

SIMS - Product Order

Qty on hand: 2 | On Backorder: 0 | Reorder Point: 3 | A.P.R. Point: 3

Qty To Order: 0 | Vendor's Cost: 99.00 | Suggest Retail #: \$158.95

Order Date: 10/12/2003 | Wanted Date: 11/09/2003 | Ordered by: Gil Wall

Vendor's Name: OVERSTOCK.COM | ProductSKU No.: 100101 | SupplierSKU No.: 100101 | Product Desc.: 3.1GB HD with WD adapter

Category: STORAGE | Form/Style: DRIVE | Type: Hard/Floppy Drive | Model/Color: IDE

By editing the Vendor's Name, ProductSKU No. or Product Description will change the property of the inventory

Locate items to order | Locate Item | All Items | Next Item | Prior Item

Vendor: COMPANY: OVERSTOCK.COM | ADDRESS: | CITY: | STATE: | ZIP: | BUYER: | SUITE: | PHONE_B: | FAX_B: |

Credit Due	Invt. Credit #	Date of Credit	Reason
129			November 12, 2003

Use Vendor's Name or ProductSKU No. after clicking the [Locate Item] button.

Order form is has gray areas and blue areas these field are for viewing can not be edited. The white or transparent fields shown can be edited. Including address changes of the vendor record. There are 6 control buttons

LOCATE ITEMS TO ORDER - This will find all items that have be sold since the last order. Then items can be scrolled using the Next Item and Prior Item buttons.

LOCATE ITEM - This is a find and locate item here, once invoked any box can be used to enter data to perform a search partial data can be typed or the full description. Press the Enter key will begin the search and total items found will be displayed in the status bar in the lower or base of the screen located to the left. It may say 6 found 120 of 126. Those 6 are may be edited and order placed.

ALL ITEMS - This will find all inventory items.

NEXT ITEM - This button will allow you to scroll from record 1 to record 2, 3,4 etc.

PRIOR ITEM - This button will allow you to scroll from record 4 to record, 3,2,1 etc.

MENU - This button will exit the Order form and return to the Vendor Menu.

To order items it's simple and straightforward.

Upon entering this form all inventory items that are edge able to be ordered have been found by automatically invoking LOCATE ITEMS TO ORDER.

- Enter the quantity to be ordered
- Enter the date wanted
- Edit the unit dollar amount if required (Vendor Cost)
- Edit the vendor address if required. If this item is not going to be purchased for the current vendor Any longer. A new vendor needs to be created and then the product item's can be edited using the new vendor pointing to new vendor.

Now that the items have been marked as order. The order request report can be printed. This report can be printed as a group or by vendor. When printing by vendor simply at the find locate select the vendor-date stamp and print the Order Request.

Product Receiving Single Line

SIMS - Product Receiving

Use Vendor's Name or Product SKU No. after clicking the [Locate Item] button.

Qty on hand: 2

Qty On Order: 3

Vendor's Cost: 89.00

Qty Received: 7

Inventory Cost Plus Shipping: 89.00

On Backorder: 0

Suggested Retail \$: 128.49

Vendor's Name: DISPLAY SONIC

Product SKU No.: 100177

Supplier SKU No.: 2003F

Product Description: 17 In./25\"/>

Category: Monitor

Form/Style: Value

Type: Value Monitors

Model/Color: SVGA 25

Buttons: All Open Orders, Locate Item, All Items, Next Item, Prior Item, Menu

By editing the Vendor's Name, Product SKU No., Product Description will change the property of inventory item.

Product Receiving

The control buttons are:

ALL OPEN ORDERS - Executes a search and display by vendor the open orders.

LOCATE INVENTORY ITEM - Locate the item(s) selected and display

ALL ITEMS - Find any item and display by vendor.

NEXT ITEM - Steps through each open order for that vendor 1,2,3 etc.

PRIOR ITEM - Steps through each open order for that vendor 3,2,1 etc.

MENU - Return to the Vendor Menu

Select the vendor-date of the Order Request that is to be received.

Enter the Quantity Received (the prior quantity of the prior order may display in the Qty Received field).

The Qty Received should equal the Qty On Order field if less enter the different as a positive number in the On Backorder field.

Product Receiving Multi - Items per Selected Vendor

SIMS - APR ~Automatic Product Replacement

Vendor Acct # 91724 Internal # 122
 Vendor TIGERDIRECT.INC
 Buyer Customer Service Phone (800)800-8300
 Address 7795 WEST FT. AGLER ST
 Suite Suite 35 Email Address TIGERDIRCET
 City Miami State FL Zip Code 33144

Last Amount Paid \$340.50
 Last Payment Date 11/29/2002
 Total Purchases \$255.00
 Amount Outstanding

Menu
 Locate
 Receiving Report

Product#	Description	Cost	Rebill	QOH	Qty BO	Qty on Order	Qty Received	Date Received
100283	1 Two Port Keystoi	\$3.00	\$3.99	99	0	0	85	1/6/1999
100293	Belkin - 14' Snagle	\$3.27	\$4.99	5				
100294	10' Premium Snagl	\$1.90	\$2.94	49	0	144	45	1/6/1999
100295	10' Snagless Cat5e	\$2.88	\$4.99	6		144		
100310	CAT5e Black Keys	\$2.89	\$3.99	6				

WAARSA APR Automatic Product Replacement Process

- With this process Find and Locate the open order by vendor-date. Press the entry key.
- Next the form will display.
- Next enter the Qty Received and press the tab key, the today's will be inserted in the Date Received field, the Date Received field may be edited.
- Next enter the next Quantity field for Qty Received till finished.
- Click the menu button.

The Orange and Gray Repeating Panel is a scroll window and will show all items tied to the vendor. Just scroll up or down to receive the items of the order.

Remember the last quantity ordered and date of the prior order will display in these two fields simply type over with the new quantity received.

Last you may print the Product Received Report.

Sample Data Company				Menu		Print	
12/18/2003 4:24:16.54 PM							
Page # 1		Inventory Item Received Report					
Vendor Number	Product/REV Number	Product Description	Quantity Received	Vendor's Cost	Extended Cost		
WEST DENVER SUPPLIERS,INC							
ACCESSORIES							
Wed, Jan 6, 1999							
100380	100380	10FT DB25M/F	5	6.00	\$30.00		
100276	100276	10FT IEEE 1284 Printer Cable DB	5	19.00	\$95.00		
100288	100288	10FT MAC+/I.W.1 DB25M/MIN	10	12.00	\$120.00		
End of Group by Date			3	20	37.00	\$245.00	
Wed, Nov 5, 2003							
100376	100376	1000FT or More Network cable per	2000	0.19	\$380.00		
100374	100374	101FT to 500FT Network cable per	40	0.19	\$7.60		
100277	100277	15FT IEEE 1284 Printer Cable DB	32	12.98	\$415.36		
End of Group by Date			3	2072	13.36	\$802.96	
End of Group by Product Type			6	2092	50.36	\$1,047.96	
End of Group by Supplier			6	2092	50.36	\$1,047.96	
			6	2092	50.36	\$1,047.96	