

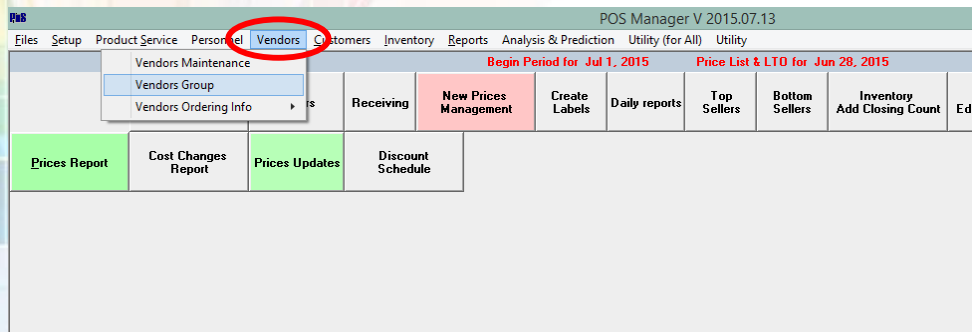


Tip-Sheet Order by Vendor Groups

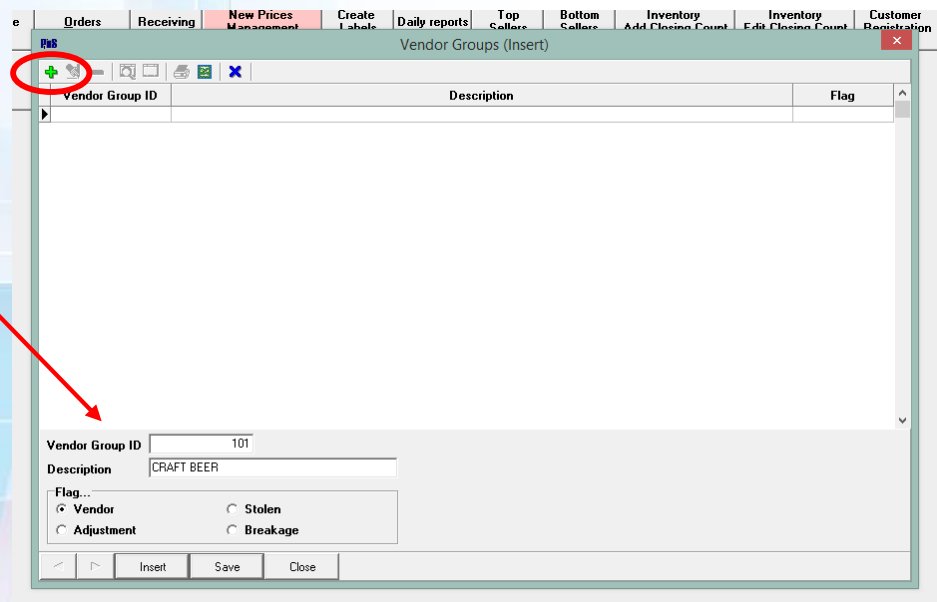
This Tip-Sheet covers how to create Vendor Groups and how to Order by Vendor Groups. This may be a good option for product such as Craft Beer and Wine where there are numerous vendors, typically with smaller or blended product portfolios.

From the POS Manager,

- >Go to VENDORS
- >VENDORS GROUP



- >Click the + (Add Record) icon



The Vendor Group Editor will open

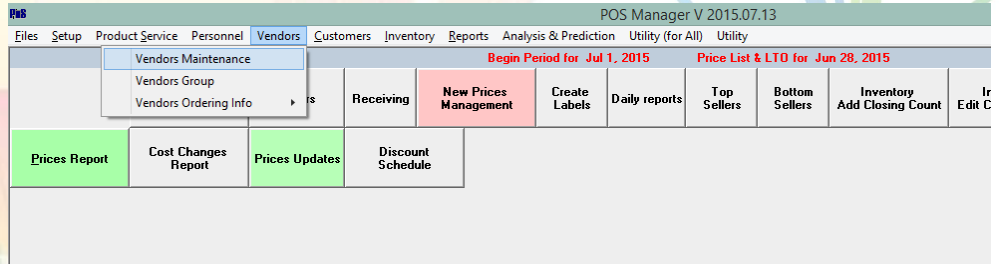
- >Assign the new Vendor Group an ID number
- >Give the group a Description (Group Name)
- >Tick the VENDOR Flag
- >SAVE the new group

Close/Exit Vendor Groups

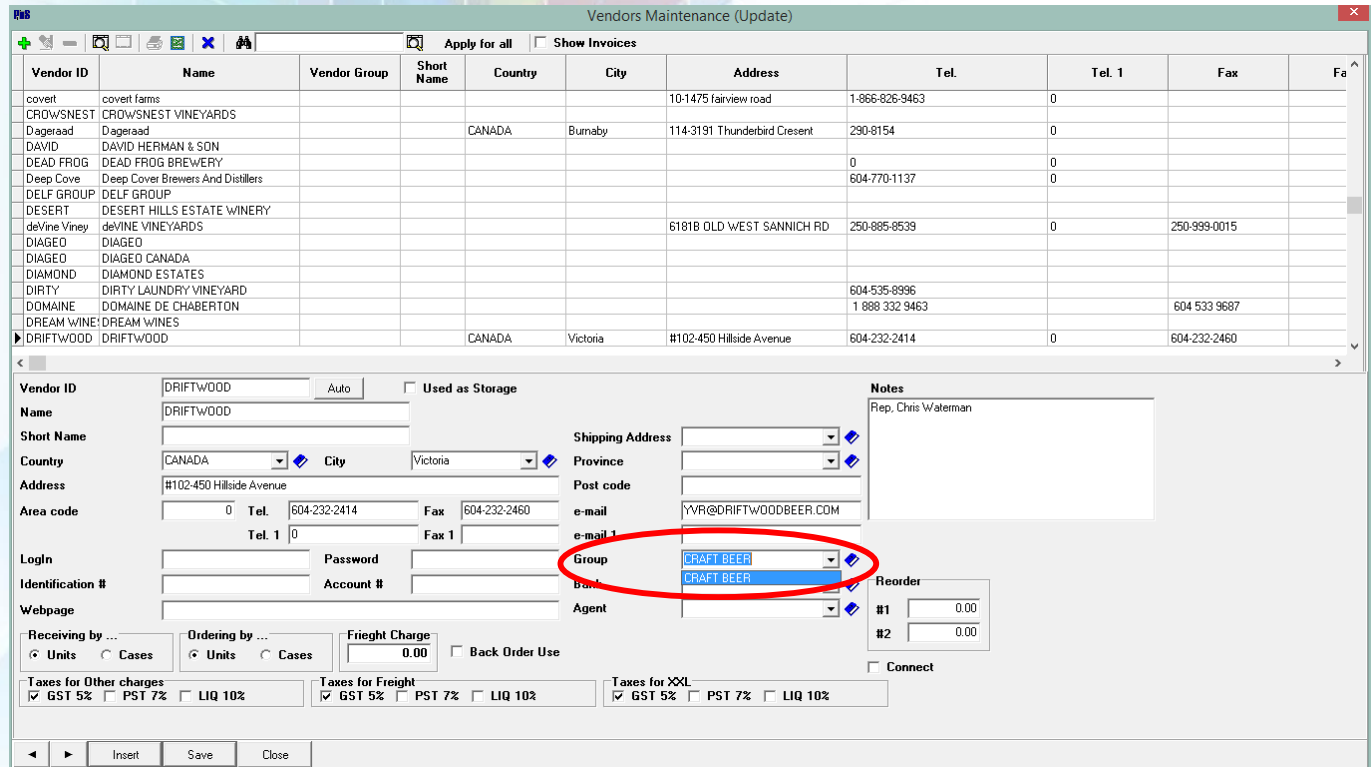


Setting Vendor Groups

From the POS Manager, go to
 >VENDORS
 >VENDORS MAINTENANCE



>Select a Vendor
 >Set the VENDOR GROUP for this Vendor
 >SAVE (Continue until setting the Vendor Group for the desired Vendors)



Note: Make sure to enter the email order desk address if you'd like to automatically email orders upon completion.



Ordering by Vendor Group

From the POS Manager, go to

>Re-ORDER V2 (You may or may not have a preset speed button for the Re-Order V2 guide)

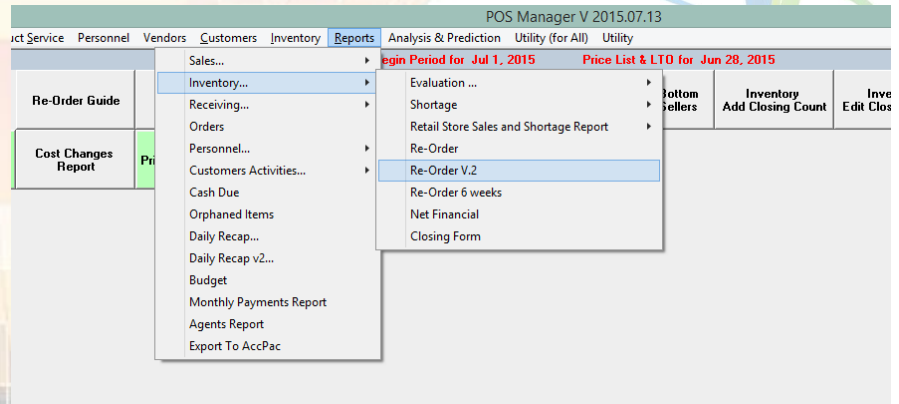
>Calculate Sales as usual

>Tick the VENDOR GROUP box

>Select the VENDOR GROUP

>Click APPLY

>Enter ReOrder quantities as usual



Re-order V2

Recalculation Sales for 3 Periods Default columns setup Show Product Copy Last Order Erase Reorder Create orders

ReOrder #1 1.00 #2 1.00

Vendor Group: CRAFT BEER

Categories: [Empty]

Fixed Columns: Sort by description, Sort by 3 weeks average sales, ReOrder1 blank, Double Line Spacing, Create Order with Zero qnt.

Vendor group: Vendor group, On hand calculation

LTO end date: 25 Jul

Total 1: \$3490.22
Total 2: \$3404.01

CSPC	Description	Units	3-11 - 3-18	3-18 - 3-25	3-25 - 4-1	3 weeks average sales	ReOrder 1	OnHand	Mult. for order	Min. Stock	Spec	Ordered - Not Received		Diff 28 Jun	Price List Base Cost 28 Jun	Category
												Last Ordering Date	Ordering Qty			
528505	DEEP COVE TEA SAISON 650ML		1					12	1		X				4.45	BEER DOM
91629	DEEP COVE TRAPPER JI 650ML							4	1		X				3.85	BEER DOM
375584	DEEP COVE GIN 750ml							6	6		X				25.72	GIN
Total: Deep Cover Brewert			9	7	4			27								
104174	DRIFTWOOD 20LB DOUE 650ML		1	3	3	2		25	24	10	X	2015-05-18	12		5.90	BEER DOM
847012	DRIFTWOOD ALE 650ML							1	1		X				4.30	BEER DOM
128173	DRIFTWOOD BELLE ROY 650ML							1	1		X				9.30	BEER DOM
200170	DRIFTWOOD BIRD OF F 650ML							1	1		X				9.30	BEER DOM
645374	DRIFTWOOD BLACKSTO 650ML		14	7	7	9		12	1		X	2015-04-27	12		4.55	BEER DOM
320507	DRIFTWOOD CLODHOPF 650ML							15	1		X				5.90	BEER DOM
811976	DRIFTWOOD CROOKED 650ML		2	3	3	3		14	24	10	X	2015-06-29	12		4.30	BEER DOM
528141	DRIFTWOOD FARMHANE 650ML		8	2	7	6		55	24	10	X	2015-07-20	24		4.30	BEER DOM
844399	DRIFTWOOD FAT TUG IF 650ML		24	26	24	25		1	1		X	2015-07-20	24		4.75	BEER DOM
646810	DRIFTWOOD GOSE-UH 650ML							1	1		X				4.55	BEER DOM
461731	DRIFTWOOD HERETIC 650ML							12	1		X				5.50	BEER DOM
436196	DRIFTWOOD HOFFENW 650ML							1	1		X				4.75	BEER DOM
378034	DRIFTWOOD LUSTRLUM 650ML							1	1		X				9.30	BEER DOM
267955	DRIFTWOOD MAD BRUII 650ML							1	1		X				9.30	BEER DOM
42303	DRIFTWOOD NAUGHTY 650ML						24	24	10		X	2015-06-22	12		4.75	BEER DOM
42309	DRIFTWOOD OBSCURIT 650ML							1	1		X	2015-06-08	12	8.53	8.53	BEER DOM
893461	DRIFTWOOD PILSNER D 650ML							1	1		X				5.00	BEER DOM
752170	DRIFTWOOD ROCK BAY 650ML							1	1		X				6.25	BEER DOM
83198	DRIFTWOOD SARTORI 650ML							1	1		X				5.75	BEER DOM
890784	DRIFTWOOD SINGULAR 650ML							1	1		X	2015-03-09	12		9.30	BEER DOM
217869	DRIFTWOOD SON OF TH 650ML						24	24	10		X				5.50	BEER DOM
186718	DRIFTWOOD WHITE BAF 650ML		19	10	7	12		13	24	10	X	2015-07-20	24		4.30	BEER DOM

Note: Total units per Vendor in the Vendor Group are displayed in red.

When satisfied with the orders,

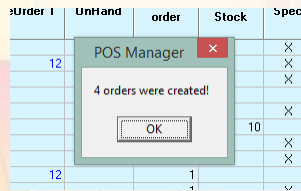
>Click CREATE ORDERS

>Click YES for, "Would you like to create orders?"



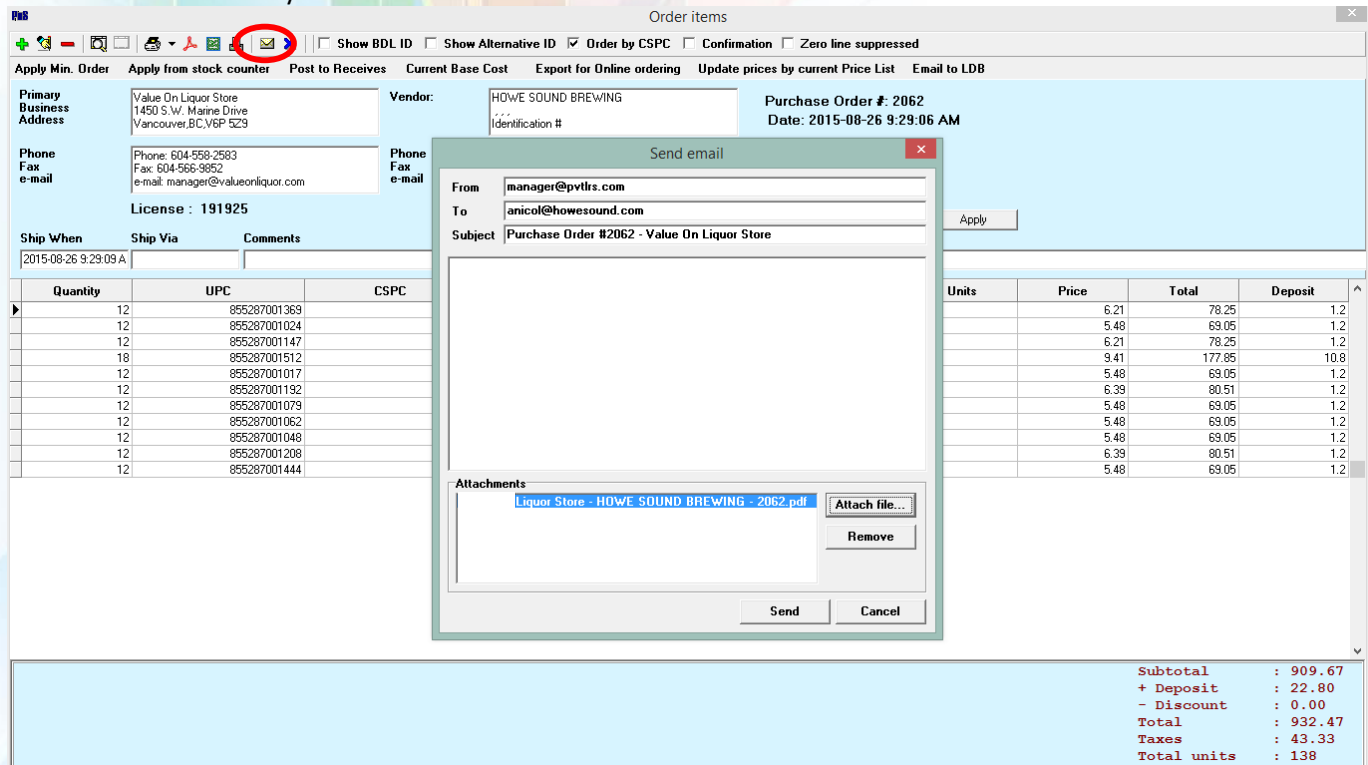
Sending the newly created Orders

>Click ok to acknowledge the orders created



Each order will open for action.

Email the order – Select the EMAIL icon. If an email address is entered in the Vendors information (Vendor Maintenance), the email address will automatically be entered in the TO field of the email message and the order file will be automatically be attached.



Order items

Apply Min. Order Apply from stock counter Post to Receives Current Base Cost Export for Online ordering Update prices by current Price List Email to LDB

Primary Business Address: Value On Liquor Store, 1450 S.W. Main Drive, Vancouver, B.C. V6P 5Z9

Vendor: HOWE SOUND BREWING

Purchase Order #: 2062

Date: 2015-08-26 9:29:06 AM

Phone: 604-559-2593 Fax: 604-566-9852 e-mail: manager@valueonliquor.com

License : 191925

Quantity	UPC	CSPC
12	855287001369	
12	855287001024	
12	855287001147	
18	855287001512	
12	855287001017	
12	855287001192	
12	855287001079	
12	855287001062	
12	855287001048	
12	855287001208	
12	855287001444	

Units	Price	Total	Deposit
	6.21	78.25	1.2
	5.48	69.05	1.2
	6.21	78.25	1.2
	9.41	177.85	10.8
	5.48	69.05	1.2
	6.39	80.51	1.2
	5.48	69.05	1.2
	5.48	69.05	1.2
	5.48	69.05	1.2
	6.39	80.51	1.2
	5.48	69.05	1.2

Subtotal : 909.67
 + Deposit : 22.80
 - Discount : 0.00
 Total : 932.47
 Taxes : 43.33
 Total units : 138

Alternately, orders can be printed and FAXED or used to call order desks.

The Orders are automatically saved and can be accessed via ORDERS for further review, action or receiving.