



## TIP SHEET – RECEIVING NON-ALCH INVOICES

EXAMPLE: Receiving an Morton Clarke Invoice

Once you have created a Receiving record or have a recent Order open to receive product;

1. Tick the “HST 12%” option in the bottom left hand side of the receiving box. (If necessary)
2. Untick the “Taxes Included” box (If necessary)
3. Enter each product, the Net Amount at the bottom right should match the total of each product on your invoice as you go along (The Total includes tax) *Refer to the example invoice below.*

The screenshot shows the 'Receiving items' window with a table of products and a detailed view of a 'FUEL SURCHARGE' item. The 'FUEL SURCHARGE' item has a quantity of 1.000, a base cost of 6.500, and a net amount of 6.500. The total amount is 7.28. The 'HST 12%' checkbox is checked, and the 'Taxes Included' checkbox is unchecked. The bottom right corner shows a summary of the receiving record.

Quantity	UPC	Return	CSPC	Description	Units	Price	Total	Deposit
10.000	61900126306		464404	CANADIAN CLASSIC KING	EA	6.97	78.10	0.00
10.000	61900126405		460345	CANADIAN CLASSIC REGULAR	EA	6.97	78.10	0.00
20.000	61900128300		464410	CANADIAN CLASSIC SILVER KING	EA	6.97	156.20	0.00
20.000	61900128409		460350	CANADIAN CLASSIC SILVER REG	EA	6.97	156.20	0.00
10.000	61900129307		464589	CAN CLASSIC WHITE KING	EA	6.97	78.10	0.00
30.000	61900107008		464795	NEXT BLUE KING	EA	6.21	208.59	0.00
10.000	61900000439		465476	NUMBER 7 RED KING	EA	7.30	81.77	0.00
10.000	60100000256		465237	EXPORT A SMOOTH KING	EA	8.48	94.94	0.00
20.000	60100000195		460907	EXPORT A SMOOTH REG	EA	8.48	189.88	0.00
10.000	60100009358		460409	EXPORT A ULTRA SMOOTH REG	EA	8.48	94.94	0.00
10.000	59300021116		464540	PETER JACKSON MENTHOL KS	EA	7.18	80.45	0.00
10.000	59300008247		460352	PLAYERS SMOOTH REG	EA	8.70	97.47	0.00
1.000	12347		12347	FUEL SURCHARGE	EA	6.50	7.28	0.00

Receiving # 719970 Date 07/22/2011 8:01:00  
Purchasing order # 0  
Product CSPC 12347 ID 12347 Description FUEL SURCHARGE  
Category SERVICE  
On hand 2.000 Min. Stock 0.000 Min. For Order 0.000 Units per case 0.00 Case  
Period #1 0.000 Period #2 0.000 Period #3 0.000 Retail price 0.000 Mark up -1000%  
Quantity 1 Base Cost 6.500 per case 0.000  
Discount 0.000 Discount 0.00 Net Cost 6.500 Net Amount 6.500 Total 7.28  
Taxes  HST 12% 0.78  Taxes Included  
Subtotal : 1402.02  
+ Deposit : 0.00  
- Discount : 0.00  
Total : 1402.02  
Taxes : 150.22



#160 - 2368 No. 9 Rd  
Richmond, BC V6X 2T1

Tel: 604-273-1055  
Fax: 604-273-7745  
Toll Free: 1-800-810-1055  
Toll Free Fax: 1-888-273-7745

REPRINT  
INVOICE#  
719970

Wholesale Distributor Serving the Retail Trade Since 1925

Customer	P.O.#	Cust. Phone #	P.S.T.#	Cils	Boys	Form	Date	Page
				93697	45	Visa/MC	7/12/2011	1

Ship to S A M E

Line	UPC Code	Qty	Ship	UA	Pack Size	Brand	Description	Subtotal	Qty	Retail Extn	Cost Extn	Tax
464404	0061900126306	1	1	CTN	KING 20	FR RBH	CAN CLASSIC	8.25	16	82.50	69.73	1
460345	0061900126405	1	1	CTN	REG 20	SS RBH	CAN CLASSIC	8.25	16	82.50	69.73	1
464410	0061900128300	2	2	CTN	KING 20	FR RBH	CAN CLASSIC SILVER (LITE)	8.25	16	165.00	69.73	1
460350	0061900128409	2	2	CTN	REG 20	SS RBH	CAN CLASSIC SILVER (LITE)	8.25	16	165.00	69.73	1
464589	0061900129307	1	1	CTN	KING 20	FR RBH	CAN CLASSIC WHITE (EXTRA LITE)	8.25	16	82.50	69.73	1
464795	0061900107008	3	3	CTN	KING 20	FR RBH	NEXT BLUE	7.35	16	220.50	62.08	1
465476	0061900000639	1	1	CTN	KING 20	FR RBH	NO 7 RED	8.59	15	85.90	73.01	1
465237	0060100000256	1	1	CTN	KING 20	FR JTI	EXPORT A SMOOTH ( LIGHT )	9.99	15	99.90	84.77	1
460907	0060100000195	2	2	CTN	REG 20	SS JTI	EXPORT A SMOOTH ( LIGHT )	9.99	15	199.80	84.77	1
460409	0060100009358	1	1	CTN	REG 20	SS JTI	EXPORT A ULTRA SMOOTH ( ULTRA LIGHT )	9.99	15	99.90	84.77	1
464540	0059300021116	1	1	CTN	KING 20	FR ITCO	P. JACKSON MENTHOL	8.45	15	84.50	71.83	1
460352	0059300008247	1	1	CTN	REG 20	SS ITCO	PLAYERS SMOOTH (EXTRA LIGHT)	18.25	15	102.50	87.03	1
							Fuel Surcharge				6.50	
							H.S.T. Tax on Services				.78	
							NESTLE PRICE INCREASE					
							H.S.T. Tax @ 10% 04JULY2011	1245.30				
Pieces	11.13	KEL2	17		1470.50		225.20					
Weight		Route										
Cartons												
Total Retail												
Gross Profit												
GST/HST Total								149.44				
Payment Must Be Received By												
											<b>TOTAL</b>	<b>\$1,402.02</b>

Form 112 018 813770805  
All claims must be made within 24 hours of receipt of goods. All overdue accounts are charged interest at 1.5% per month (19.5% per annum)

- Should match the Net Amount at the bottom right of the receiving screen
- Don't forget to add in the Fuel Surcharge
- Your Total should come within a couple of cents, if not match-up exactly to the total in your receiving window and on your receiving report

\*There may be some items on your invoice that do not have tax, make sure to untick the HST box for those items.

Preview

From: MORTON CLARKE  
Identification #: License: 195241  
Account #  
Date:

MEMO: Receiving # 719970  
Purchasing order # 0  
Date: 07/22/2011  
Vendor: MORTON CLARKE

Phone: Phone: 0  
Fax: Fax:  
email: email:

Item ID	Description	Units	Quantity	Unit Price	Total	Deposit
12347	FUEL SURCHARGE	EA	1	6.50	7.28	
	Total: SERVICE				7.28	
				Discount		
				HST 12 %	0.78	
				Net Cost	6.50	
				Deposit		
460346	CANADIAN CLASSIC REG	EA	10	6.97	78.10	
460350	CANADIAN CLASSIC SIL	EA	20	6.97	156.20	
	Total: TOBACCO		30		234.30	
				Discount		
				HST 12 %	25.11	
				Net Cost	209.19	
				Deposit		
400352	PLAYERS SMOOTH REG	EA	10	8.70	97.47	
	Total: Tobacco		10		97.47	
				Discount		
				HST 12 %	10.44	
				Net Cost	87.03	
				Deposit		
460409	EXPORT A ULTRA SMOOT	EA	10	8.48	94.94	
460907	EXPORT A SMOOTH REG	EA	20	8.48	189.88	
464404	CANADIAN CLASSIC KING	EA	10	6.97	78.10	
464410	CANADIAN CLASSIC SIL	EA	20	6.97	156.20	
464540	PETER JACKSON MENTHO	EA	10	7.18	80.45	
464589	CAN CLASSIC WHITE KI	EA	10	6.97	78.10	
	Total: TOBACCO		80		677.67	
				Discount		
				HST 12 %	72.61	
				Net Cost	605.06	
				Deposit		
464795	NEXT BLUE KING	EA	30	6.21	208.59	
	Total: Tobacco		30		208.59	
				Discount		