

One Blue Hill Plaza, 16th Floor, PO Box 1546
 Pearl River, NY 10965
 1-800-PC-AMERICA, 1-800-722-6374
 (Voice) 845-920-0800 (Fax) 845-920-0880

Vendors and Purchase Orders

BILL TO				PURCHASE ORDER					
Comer Liquor POS for your Liquor Store				Print Date	8/2/2017		Terms	NET 30	
				PO#	5		Due	08/02/2017	
				Ship Via			Date		
				Ref#					
INSTRUCTIONS									
VENDOR				SHIP TO					
AMERICAN B.D. COMI 25 DEBOER DRIVE				Comer Liquor POS for your Liquor Store					
GLEN ROCK NJ 07452 (P) (F)									
#	StoreId	Part Number	Item Number	Description	Quantity Ordered	#/Case	Cases Ordered	Cost Per	Extended Cost
1	1001	67154	3757100243	MORANDE CHARDONNAY750 ML	12	12	1	\$3.00	\$36.00
2	1001	43304	5171800033	MARK WEST PINOT VIN DE CORSE	12	12	1	\$8.67	\$104.04
3	1001	25214	8105415483	COASTAL RIDGE GEWURZTRAMINER	12	12	1	\$4.83	\$57.96
4	1001	59844	789890449103 0	MAE DE OURO CACHACA1 L	6	12	1	\$21.00	\$126.00
5	1001	44803	8600381385	R MONDAVI WDBRG CAB SAUV 1.5L	6	6	1	\$12.00	\$72.00
6	1001	71299	8689102286	SANTA MARGHERITA PINOT GRIG75	12	12	1	\$18.01	\$216.12
7	1001	15943	8981911736	BERINGER STONE CLR SHIR CAB1.5	6	0		\$9.33	\$55.98
8	1001	15483	8981910221	BERINGER FOUNDERS ESTATE	6	6	1	\$14.33	\$85.98
Total Cost								\$754.08	

CRE/RPE can help you keep track of vendors and generate purchase orders that can be sent to them. Once items are received, you can close the appropriate purchase order and the items will be added to stock automatically.

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Important Notes

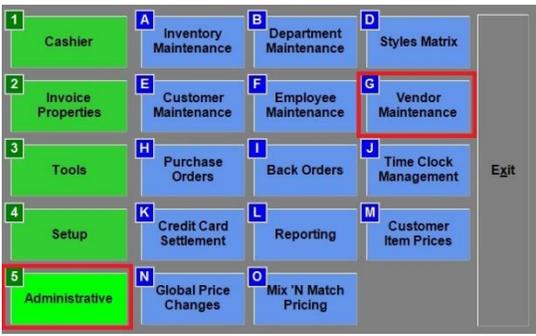
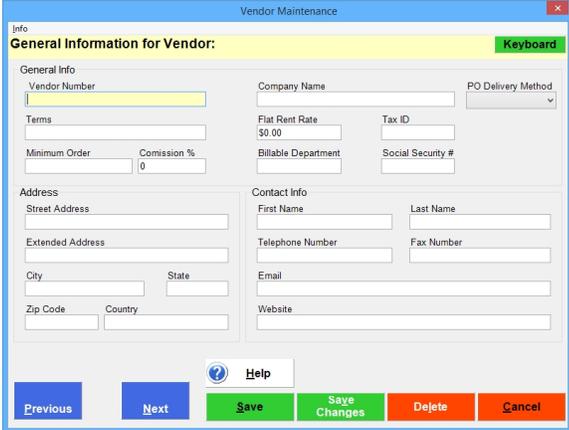
- As of CRE version **12.8026**, you can sort the items on the purchase order list by selecting the header of the column you want to sort the items by, see page 23 for more details.

Revision History

Document Version	Date	Author	Description of Changes
1.7	August 2nd, 2017	MP	Clarified how as of version 12.8019 using case cost with # in case affects the cost per field. Added the step for selecting the format for the copy of the PO to be sent to the vendor via email.
1.8	November 8, 2017	MP	Added section regarding the enhancement made in the 12.8026 release.

Creating a vendor

To create a vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

	<p>1. Select Administrative then, Vendor Maintenance.</p>
	<p>2. Select Add.</p>
	<p>3. Provide as much information as you can about the vendor. The following fields are not self-explanatory and therefore explained:</p> <ul style="list-style-type: none">• The Terms field should contain the payment terms that you have with the vendor.• The Minimum Order field should contain the minimum order before the vendor makes deliveries.• The Commission % field should contain the commission paid to the vendor when you have sold the items, provided you are running a consignment operation.• The Flat Rent Rate field should contain the amount that you are taking out of the vendor's commission for their booth, provided you are running a consignment operation.• The Tax ID and Social Security # fields should be filled if you are running a consignment operation.• The Email address should be entered if you would like to email the purchase orders to your vendors.

Associating items with a vendor

To associate the items purchased from a vendor with that vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Administrative** then, **Inventory Maintenance**.

A screenshot of the 'Inventory Maintenance' form for the item 'AQUAFINA WATER 20OZ'. The form has several tabs: 'Optional Info', 'Pending Orders', 'Properties', 'Notes', 'Modifiers', 'Price Levels', 'Ordering Info', 'Special Pricing', 'Matrix', 'Sales History', 'Recipe', and 'Printers'. The 'Ordering Info' tab is selected and highlighted with a red border. Within this tab, there is a table with columns 'Vendor', 'Cost Per', 'Preferred', and 'Part #'. The first row shows 'PEPSI-COLA COM...' with a cost per of '\$0.3300' and 'Preferred' set to 'True'. A red box highlights the 'Add Pricing from A Vendor' button next to this row. Other buttons include 'Remove Pricing from Vendor' and 'Set this Vendor as the Preferred'. At the bottom, there are buttons for 'Add Item', 'Save', 'Transfer', 'Instant PO', 'Previous', 'Look up', 'Next', 'Help', 'Duplicate', 'Delete', and 'Exit'.

2. Select an item.
3. Select the **Ordering Info** tab.
4. Select **Add Pricing from A Vendor**.

Select the new Vendor to add

A screenshot of a vendor selection screen. It features a grid of 20 blue buttons, each representing a vendor. The vendors listed are: ALLIED BEVERAGE GROUP LLC, AMERICAN B.D. COMPANY, AMERICAN BEVERAGE CORP, ARCTIC FOODS, Berardi's Fresh Roast, Inc, Frito Lay inc, GALLO WINE SALES OF NJ, HICE SERVICES, LLC, HIGH GRADE BEVERAGE, JERSEY NATIONAL/CAPIT OL, KOHLER DISTRIBUTING COMPANY, L.E. WALTERS SONS INC, MM WHOLESALE DIST_BROWNY, MONKEY JOES BIG NUT COMPANY, MORRIS COUNTY TOBACCO CANDY, ORGANIC VINTAGES, PEPSI-COLA COMPANY, RR MARKETING LLC, The Cheese Works Ltd, and Vendor Company. The 'Vendor Company' button is highlighted with a red border. At the bottom, there are buttons for 'Previous', 'Cancel', 'Select', and 'Next'.

5. Select the vendor from which the item is purchased.

Enter the Vendor Part Number

8465

Cancel

Backspace

1 2 3 4 5 6 7 8 9 0 -

Q W E R T Y U I O P

A S D F G H J K L :

Z X C V B N M , . /

Shift SPACE ENTER

6. Provide the vendor part number (the part number that the vendor requires you to use when ordering the item) and select **ENTER**.

Inventory Maintenance

Item: AQUAFINA WATER 20OZ

Department for this Item: NON ALCOHOL

Item Number: 01215908

Description: AQUAFINA WATER 20OZ

2nd Description: # In Stock 277

Avg Cost: \$0.41000

Price You Charge: \$1.19000

Price with tax: \$1.27

Reorder Quantity: 48

Reorder Level: 20

Reorder Cost: 19.68

Vendor Part #: 8465

Vendor	Cost Per	Preferred	Part #
PEPSI-COLA COM...	\$0.3300	True	00159
Vendor Company	\$0.4100	False	8465

Cost Per: \$0.4100

Case Cost: \$4.92

Number In Case: 12

Transfer Cost Markup: 0

Profit%: 190.244%

Retail Discount: 0%

Gross Margin: 65.546%

Buttons: Previous, Look up, Next, Add Item, Save, Transfer, Instant PO, Help, Duplicate, Delete, Exit

Inventory Maintenance

Item: AQUAFINA WATER 20OZ

Department for this Item: NON ALCOHOL

Item Number: 01215908

Description: AQUAFINA WATER 20OZ

2nd Description: # In Stock 277

Avg Cost: \$0.41000

Price You Charge: \$1.19000

Price with tax: \$1.27

Reorder Quantity: 48

Reorder Level: 20

Reorder Cost: \$15.84

Vendor Part #: 00159

Vendor	Cost Per	Preferred	Part #
PEPSI-COLA COM...	\$0.3300	True	00159
Vendor Company	\$0.4100	False	8465

Cost Per: \$0.3300

Case Cost: \$0.00

Number In Case: 1

Transfer Cost Markup: 0

Profit%: 190.244%

Retail Discount: 0%

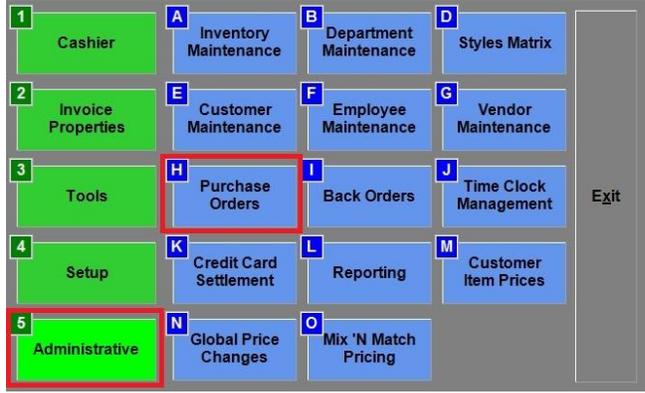
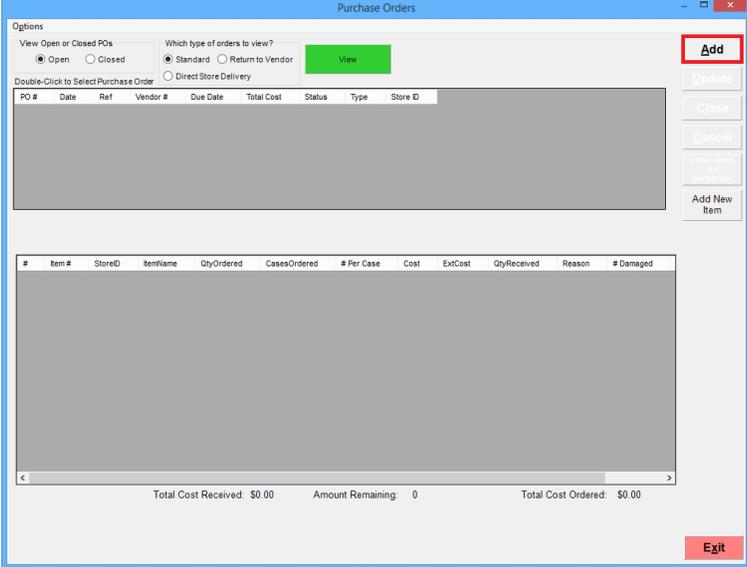
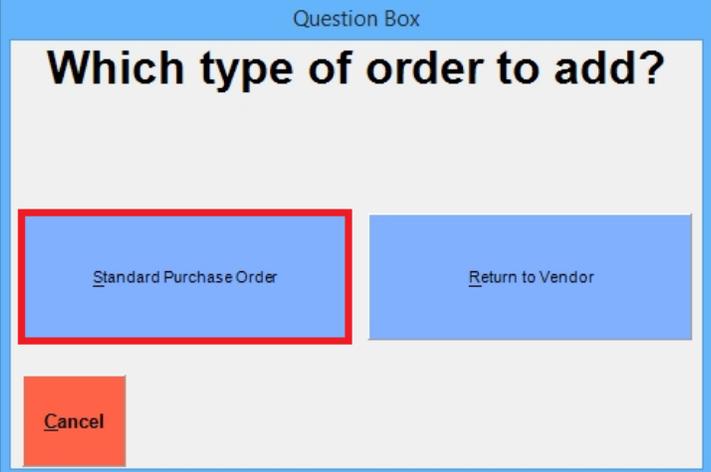
Gross Margin: 65.546%

Buttons: Previous, Look up, Next, Add Item, Save, Transfer, Instant PO, Help, Duplicate, Delete, Exit

7. Fill the **Reorder Quantity** field, which should contain the quantity of this item to order by default.
 8. Fill the **Reorder Level** field, which is used to determine whether this item should be reordered. If the number of this item in stock is less than or equal to the number in this field, it is considered a “low stock” item. When using the **Reorder Low Stock** button, CRE will automatically add “low stock” items to the Purchase Order with a quantity equal to the low stock plus the reorder quantity.
 9. Fill the **Cost Per** field, which should contain the amount that you pay the vendor for this item.
 10. *If the item is ordered by case*, fill the **Case Cost** field, which should contain the amount that you pay the vendor for a case of this item.
 11. *If the item is ordered by case*, fill the **Number In Case** field, which should contain the quantity of this item in a case.
- Select **Save**.
- If the **Case Cost** field is left at **0.00** or **empty**, CRE will allow you to enter **your own cost per** amount. See Screenshot labeled on the **right**.
 - If an amount is entered in the **Case Cost** field, CRE will allow automatically calculate the **Cost Per** amount (**Cost per = Case Cost** divided by **Number in Case**). See Screenshot labeled on the **left**.
 - If the Vendor Part # needs be updated, simply enter the new part # in the **Vendor Part #** field and press save
 - The **Re Order Cost** field is used as a reference, you may enter any value in the Reorder cost field. Ideally you may want to enter the **Cost Per** amount multiplied by the **Reorder Quantity**.

Ordering items from a vendor by creating a purchase order

To create a purchase order, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

 <p>A screenshot of a software main menu. The menu consists of a grid of buttons. The 'Purchase Orders' button is highlighted with a red border. A vertical column of buttons on the left is numbered 1 through 5. The buttons are: 1. Cashier, 2. Invoice Properties, 3. Tools, 4. Setup, 5. Administrative. The main grid buttons are: A. Inventory Maintenance, B. Department Maintenance, D. Styles Matrix, E. Customer Maintenance, F. Employee Maintenance, G. Vendor Maintenance, H. Purchase Orders, I. Back Orders, J. Time Clock Management, K. Credit Card Settlement, L. Reporting, M. Customer Item Prices, N. Global Price Changes, O. Mix 'N Match Pricing. An 'Exit' button is located on the right side of the menu.</p>	<p>1. Select Purchase Orders.</p>
 <p>A screenshot of the 'Purchase Orders' window. The window has a title bar 'Purchase Orders' and a close button. Below the title bar are options for 'View Open or Closed POs' (Open/Closed) and 'Which type of orders to view?' (Standard/Return to Vendor). A 'View' button is present. Below these options is a table with columns: PO #, Date, Ref, Vendor #, Due Date, Total Cost, Status, Type, Store ID. Below the table is another table with columns: #, Item #, StoreID, ItemName, QtyOrdered, CasesOrdered, # Per Case, Cost, ExtCost, QtyReceived, Reason, # Damaged. At the bottom, there are summary statistics: Total Cost Received: \$0.00, Amount Remaining: 0, Total Cost Ordered: \$0.00. On the right side, there is a vertical stack of buttons: 'Add' (highlighted with a red border), 'Update', 'Close', 'Cancel', 'Order online via Facebook', and 'Add New Item'. An 'Exit' button is at the bottom right.</p>	<p>2. Select Add.</p>
 <p>A screenshot of a 'Question Box' dialog. The dialog has a title bar 'Question Box' and a large text area asking 'Which type of order to add?'. Below the text area are two buttons: 'Standard Purchase Order' (highlighted with a red border) and 'Return to Vendor'. At the bottom left is a 'Cancel' button.</p>	<p>3. Select Standard Purchase Order.</p>

Purchase Orders

Options

Purchase Order

General Information Add Items

Order Standard

Ship Via Ship To

Type: Corner Liquor

Reference # POS for your Liquor Store

Terms

Terms

Due Date 8/1/2017

ENTER ITEM #, ALT SKU OR PART #

Destination Store ID 1001

Amount Expected 0

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExtCost	QtyReceived	# Damaged
Total Cost Received: \$0.00 Amount Remaining: 0 Total Cost Ordered: \$0.00										

Receive Item Receive Damaged Receive Out Of Date Receive All Exit

4. Select a vendor from the **Select Vendor** list.
5. Pick a **due date**.

Purchase Orders

Options

Purchase Order

General Information Add Items

Select Vendor 123456

At Reorder Point

With Open PO's

Search for Specific Item

Filter Items

EJnd Part #

Show All Rows

Reorder Low Stock Items

Cancel

Order items on backorder

Add New Item

Add Selected Items

ENTER ITEM #, ALT SKU OR PART #

Destination Store ID 1001

Amount Expected 0

ItemNum	ItemName	Part #	In_Stock	Reorder_Level	Reorder_Quantity	Cost	CostPer	Case_Cost	NumberPerCase
91215908	AQUAFINA WATER 20OZ	8465	277.00000000	20	48	0.41000000	0.4100	4.9200	12

ENTER ITEM #, ALT SKU OR PART #

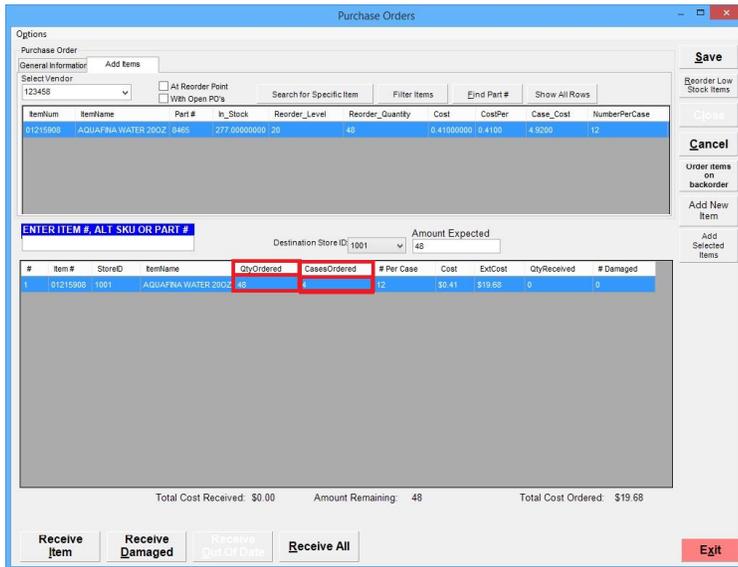
Destination Store ID 1001

Amount Expected 0

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExtCost	QtyReceived	# Damaged
Total Cost Received: \$0.00 Amount Remaining: 0 Total Cost Ordered: \$0.00										

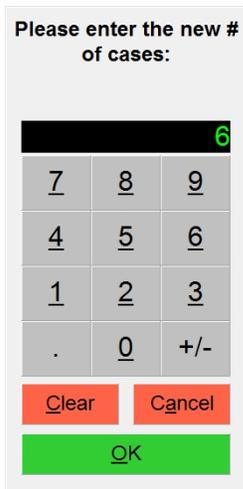
Receive Item Receive Damaged Receive Out Of Date Receive All Exit

6. Select the **Add Items** tab.
7. Select an item from the top half of the screen and then **Add Selected Items**. Various filters are available to help you make this selection.
 - Alternatively, you can select **Reorder Low Stock Items** and any item that needs to be reordered will be added to the purchase order automatically.
 - You can select **Order items on backorder** to add items on backorder to the purchase order.

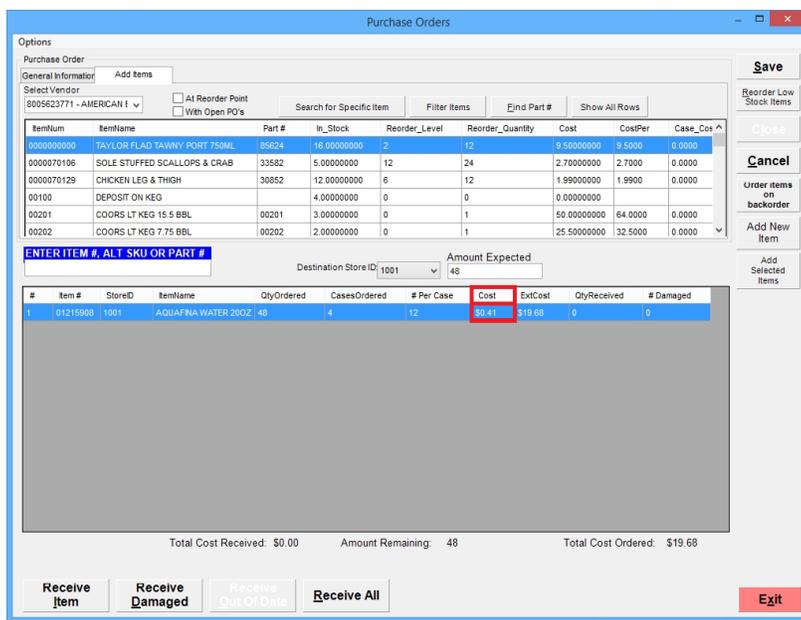


8. If the item is ordered by case, you can modify the number of cases being ordered by double-clicking on the **CasesOrdered** field. The default behavior is to order one case.

If the item is not ordered by case, you can modify the quantity being ordered by double-clicking the **QtyOrdered** field. The default behavior is to order the quantity in the **Reorder_Quantity** field.



9. Provide the number of cases or new quantity to order and select **OK**.



10. If you would like to change the cost of the inventory on this PO, select the value under the **Cost** column and select any letter or number on your keyboard (A-Z, 1-0).

As of CRE version **12.8026**, you can sort the items on the purchase order list by selecting the header of the column you want to sort the items by.

Please enter the new cost you would like to use:

7	8	9
4	5	6
1	2	3
.	0	+/-

11. Enter the cost you would like to use and select **OK**.

The screenshot shows the 'Purchase Orders' window with a table of items. The 'Save' button is highlighted in red. Below the table, there are summary statistics and 'Receive' buttons.

ItemNum	ItemName	Part #	% Stock	Reorder_Level	Reorder_Quantity	Cost	CostPer	Case_Cos
000000000	TAYLOR FLAD TAWNY PORT 750ML	85924	16.00000000	2	12	9.50000000	6.5000	0.0000
000007106	SOLE STUFFED SCALLOPS & CRAB	33582	5.00000000	12	24	2.70000000	2.7000	0.0000
000007129	CHICKEN LEG & THIGH	30852	12.00000000	6	12	1.50000000	1.9900	0.0000
00100	DEPOSIT ON KEG		4.00000000	0	0	0.00000000		
00201	COORS LT KEG 15.5 BBL	00201	3.00000000	0	1	50.00000000	64.0000	0.0000
00202	COORS LT KEG 7.75 BBL	00202	2.00000000	0	1	25.50000000	32.5000	0.0000

Destination Store ID: 1001 Amount Expected: 60

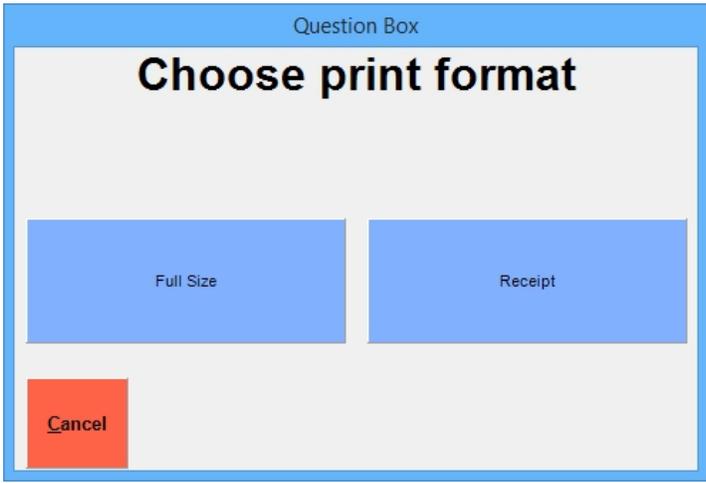
#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExtCost	QtyReceived	# Damaged
1	01215900	1001	AQUAFINA WATER 200Z	60	5	12	\$0.56	\$33.60	0	0

Total Cost Received: \$0.00 Amount Remaining: 60 Total Cost Ordered: \$33.60

12. Select **Save** when finished adding items to the purchase order.

The dialog box has a question mark icon and the text: "Would you like to print a copy of this PO?". The "Yes" button is highlighted with a red border.

13. You will be asked if you would like to print a copy of this PO. Select **Yes**.



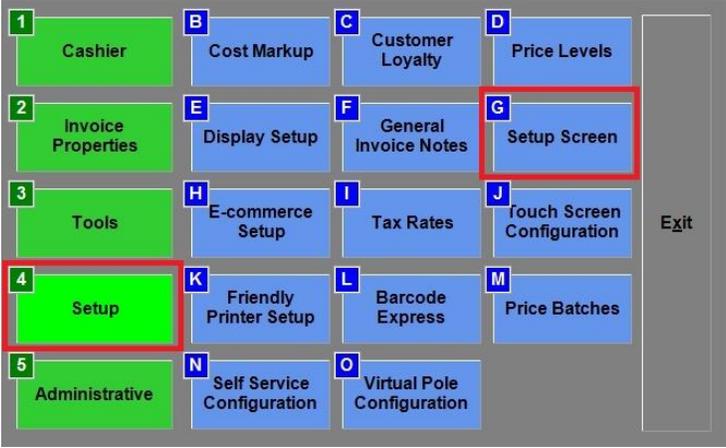
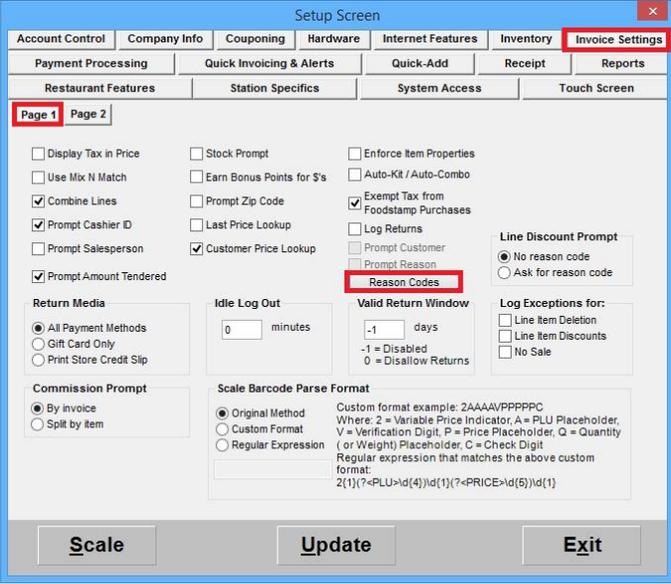
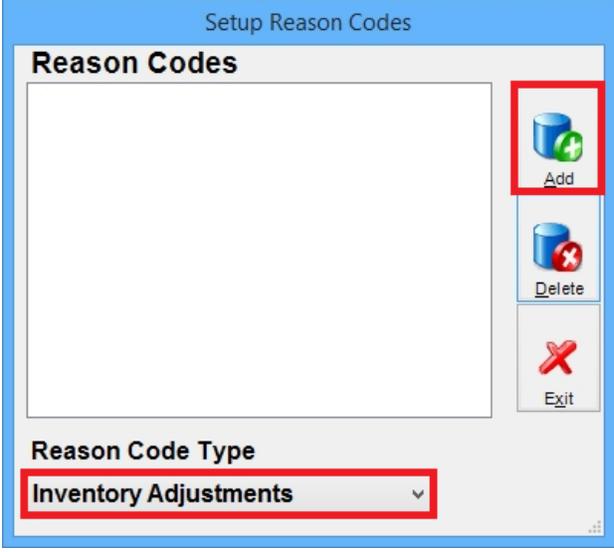
14. Select a print format.

BILL TO		PURCHASE ORDER							
Corner Liquor POS for your Liquor Store		Print Date	8/2/2017						
		PO#	1						
		Ship Via	Terms	Terms					
			Due Date	08/17/2017					
		Reff							
INSTRUCTIONS									
VENDOR			SHIP TO						
Vendor Company 1 Blue Hill Plaza			Corner Liquor POS for your Liquor Store						
Pearl River NY 07656									
(P) 111-222-3333 (F) 234-978-0901									
#	Storeid	Part Number	Item Number	Description	Quantity Ordered	#/Case	Cases Ordered	Cost Per	Extended Cost
1	1001	8465	01215908	AQUAFINAWATER 20OZ	60	12	5	\$0.56	\$33.60
Total Cost									\$33.60

15. A purchase order will be generated for your convenience. Simply print it and send it to the vendor.

Setting Up Return Reason Codes

When creating a return to vendor memo, you can assign a reason for the return of the item and have it display on the memo. The reason codes must be setup first, to learn how to setup the codes, see the steps below.

 <p>A screenshot of a software menu with various options. The 'Setup' option is highlighted with a red box and labeled '4'. The 'Setup Screen' option is also highlighted with a red box and labeled 'G'. Other options include Cashier, Invoice Properties, Tools, Administrative, Cost Markup, Display Setup, E-commerce Setup, Friendly Printer Setup, Self Service Configuration, Customer Loyalty, General Invoice Notes, Tax Rates, Barcode Express, Price Levels, Touch Screen Configuration, Price Batches, and Virtual Pole Configuration. An 'Exit' button is visible on the right side.</p>	<ol style="list-style-type: none"> 1. Select Setup 2. Select Setup Screen
 <p>A screenshot of the 'Setup Screen' window, specifically the 'Invoice Settings' tab. The 'Reason Codes' section is highlighted with a red box. Other sections include 'Payment Processing', 'Quick Invoicing & Alerts', 'Quick-Add', 'Receipt', 'Reports', 'Restaurant Features', 'Station Specifics', 'System Access', and 'Touch Screen'. The 'Reason Codes' section has a red box around the 'Reason Codes' label. Below it are fields for 'Valid Return Window' and 'Log Exceptions for:'. At the bottom are 'Scale', 'Update', and 'Exit' buttons.</p>	<ol style="list-style-type: none"> 3. Select Invoice Settings 4. Select Page 1 5. Select Reason Codes
 <p>A screenshot of the 'Setup Reason Codes' window. The 'Reason Codes' list is empty. The 'Add' button is highlighted with a red box. Below the list, the 'Reason Code Type' dropdown menu is highlighted with a red box and shows 'Inventory Adjustments' selected. There are also 'Delete' and 'Exit' buttons on the right side.</p>	<ol style="list-style-type: none"> 6. Select Inventory Adjustment from the Reason Code Type dropdown menu 7. Select Add

Enter new reason code

Expired

Cancel

Backspace

1 2 3 4 5 6 7 8 9 0 -

Q W E R T Y U I O P

A S D F G H J K L :

Z X C V B N M , . /

Shift SPACE ENTER

8. Enter a reason code.

Setup Reason Codes

Reason Codes

Expired

Add

Delete

Exit

Reason Code Type

Inventory Adjustments

9. Select **Exit**

Setup Screen

Account Control Company Info Couponing Hardware Internet Features Inventory Invoice Settings

Payment Processing Quick Invoicing & Alerts Quick-Add Receipt Reports

Restaurant Features Station Specifics System Access Touch Screen

Page 1 Page 2

Display Tax in Price Stock Prompt Enforce Item Properties

Use Mix N Match Earn Bonus Points for \$'s Auto-Kit / Auto-Combo

Combine Lines Prompt Zip Code Exempt Tax from Foodstamp Purchases

Prompt Cashier ID Last Price Lookup Log Returns

Prompt Salesperson Customer Price Lookup Prompt Customer

Prompt Amount Tendered Reason Codes Prompt Reason

Line Discount Prompt

No reason code Ask for reason code

Return Media

All Payment Methods Gift Card Only Print Store Credit Slip

Idle Log Out

0 minutes

Valid Return Window

-1 days

-1 = Disabled 0 = Disallow Returns

Log Exceptions for:

Line Item Deletion Line Item Discounts No Sale

Commission Prompt

By invoice Split by item

Scale Barcode Parse Format

Original Method Custom Format Regular Expression

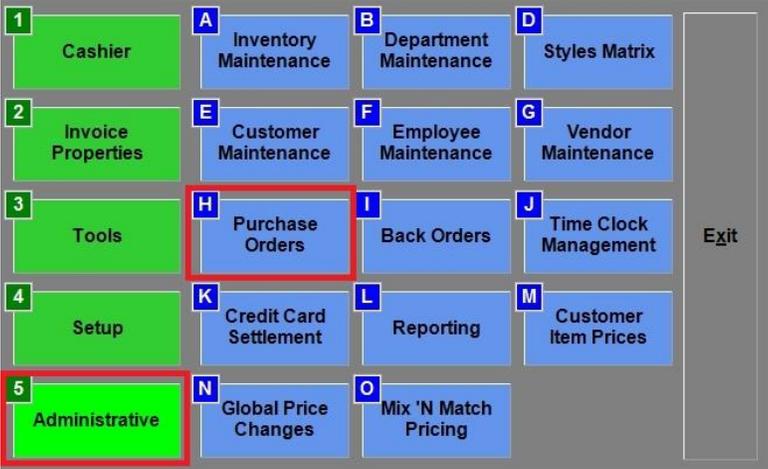
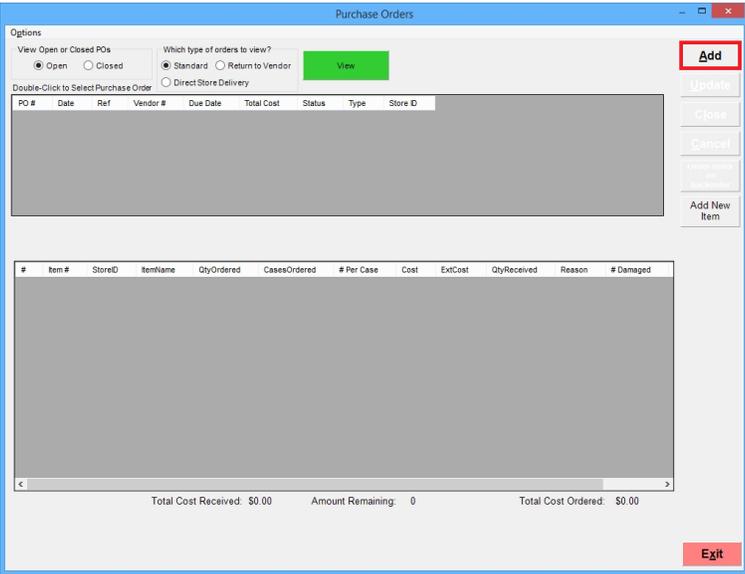
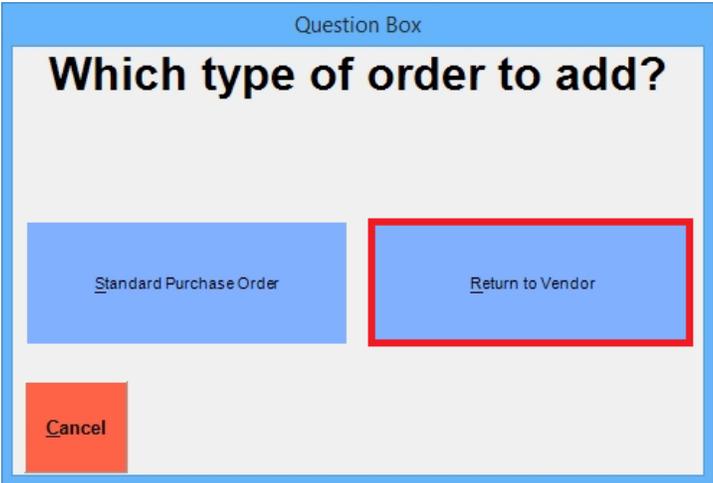
Custom format example: 2AAAAVPPPPPC
Where: 2 = Variable Price Indicator, A = PLU Placeholder, V = Verification Digit, P = Price Placeholder, Q = Quantity (or Weight) Placeholder, C = Check Digit
Regular expression that matches the above custom format:
2{1}{?<PLU>d{4}}d{1}{?<PRICE>d{5}}d{1}

Scale Update Exit

10. Select **Update**

Returning items to a vendor by creating a return/credit memo

To create a return/credit memo, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

 <p>The screenshot shows a main menu with various options. 'Purchase Orders' is highlighted with a red box and labeled 'H'. 'Administrative' is highlighted with a red box and labeled '5'. Other options include Cashier, Invoice Properties, Tools, Setup, Inventory Maintenance, Customer Maintenance, Credit Card Settlement, Global Price Changes, Department Maintenance, Employee Maintenance, Reporting, Mix 'N Match Pricing, Styles Matrix, Vendor Maintenance, Time Clock Management, and Customer Item Prices. An 'Exit' button is on the right.</p>	<p>1. Select Purchase Orders.</p>
 <p>The screenshot shows the 'Purchase Orders' window. The 'Add' button is highlighted with a red box. The window includes options for viewing open or closed POs, selecting the type of order to view (Standard or Return to Vendor), and a table for listing purchase orders. Summary statistics at the bottom show Total Cost Received: \$0.00, Amount Remaining: 0, and Total Cost Ordered: \$0.00.</p>	<p>2. Select Add.</p>
 <p>The screenshot shows a 'Question Box' dialog with the title 'Which type of order to add?'. It contains three buttons: 'Standard Purchase Order', 'Return to Vendor', and 'Cancel'. The 'Return to Vendor' button is highlighted with a red box.</p>	<p>3. Select Return to Vendor.</p>

Purchase Orders

Options

Purchase Order

General Information Add Items

Order Type Standard

Ship Via Ship To

Select Vendor

Reference #

Terms

Due Date

8/8/2017

Destination Store ID 1001

Amount Expected

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExtCost	QtyReceived	# Damaged

Total Cost Received: \$0.00 Amount Remaining: 0 Total Cost Ordered: \$0.00

Receive Item Receive Damaged Receive Out Of Date Receive All Exit

4. Select a **vendor**.
5. Select a **Due Date**

Purchase Orders

Options

Purchase Order

General Information Add Items

Select Vendor

At Reorder Point

With Open PO's

Search for Specific Item

Filter Items

Find Part #

Show All Rows

ItemNum	ItemName	Part #	In_Stock	Reorder_Level	Reorder_Quantity	Cost	CostPer	Case_Cost	NumberPerCase
01215908	AQUAFINA WATER 20OZ	8465	277.00000000	20	48	0.41000000	0.4100	4.9200	12

ENTER ITEM #, ALT, SKU OR PART #

Destination Store ID 1001

Amount Expected

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	Reason	ExtCost	QtyReceived	# Dam
1	01215908	1001	AQUAFINA WATER 20OZ	-48	0	0	\$0.41		(\$19.68)	0	0

Total Cost Received: \$0.00 Amount Remaining: -48 Total Cost Ordered: (\$19.68)

Receive Item Receive Damaged Receive Out Of Date Receive All Exit

6. Select the **Add Items** tab.
7. Select an item from the top half of the screen and then **Add Selected Items**. Various filters are available to help you make this selection.

Purchase Orders

Options

Purchase Order

General Information Add Items

Select Vendor

At Reorder Point

With Open PO's

Search for Specific Item

Filter Items

Find Part #

Show All Rows

ItemNum	ItemName	Part #	In_Stock	Reorder_Level	Reorder_Quantity	Cost	CostPer	Case_Cost	NumberPerCase
01215908	AQUAFINA WATER 20OZ	8465	277.00000000	20	48	0.41000000	0.4100	4.9200	12

ENTER ITEM #, ALT, SKU OR PART #

Destination Store ID 1001

Amount Expected

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	Reason	ExtCost	QtyReceived	# Dam
1	01215908	1001	AQUAFINA WATER 20OZ	248	0	0	\$0.41		(\$19.68)	0	0

Total Cost Received: \$0.00 Amount Remaining: -48 Total Cost Ordered: (\$19.68)

Receive Item Receive Damaged Receive Out Of Date Receive All Exit

8. To modify the quantity of the item being returned, double-click the **QtyOrdered** field.

Please enter the new quantity:

56

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

9. Provide the new quantity and select **OK**.

Purchase Orders

Options

Purchase Order

General Information Add Items Save

Select Vendor 123458 All Reorder Point With Open PO's Search for Specific Item Filter Items Find Part # Show All Rows

ItemNum	ItemName	Part #	In_Stock	Reorder_Level	Reorder_Quantity	Cost	CostPer	Case_Cost	NumberPerCase
01215908	AQUAFINA WATER 20OZ	6465	277.00000000	20	48	0.41000000	0.4100	4.92000	12

ENTER ITEM #, ALT SKU OR PART #

Destination Store ID 1001 Amount Expected -56

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	Reason	ExtCost	QtyReceived	# Dam
1	01215908	1001	AQUAFINA WATER 20OZ	-56	0	0	\$0.41		(\$22.96)	0	0

Total Cost Received: \$0.00 Amount Remaining: -56 Total Cost Ordered: (\$22.96)

Receive Item Receive Damaged Receive Out Of Date Receive All Exit

10. If you would like to change the cost of the inventory on this PO, select the value under the **Cost** column and select any letter or number on your keyboard (A-Z, 1-0).

Please enter the new cost you would like to use:

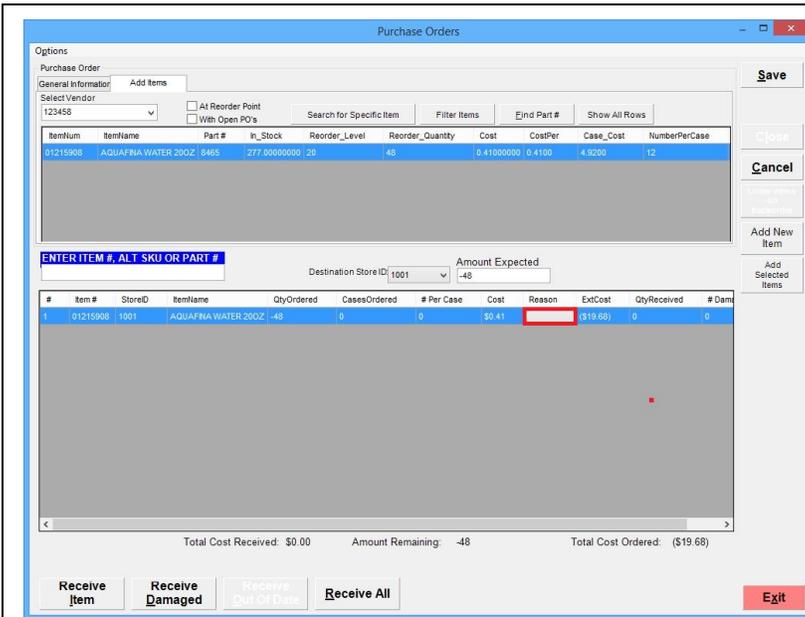
\$0.41

7	8	9
4	5	6
1	2	3
.	0	+/-

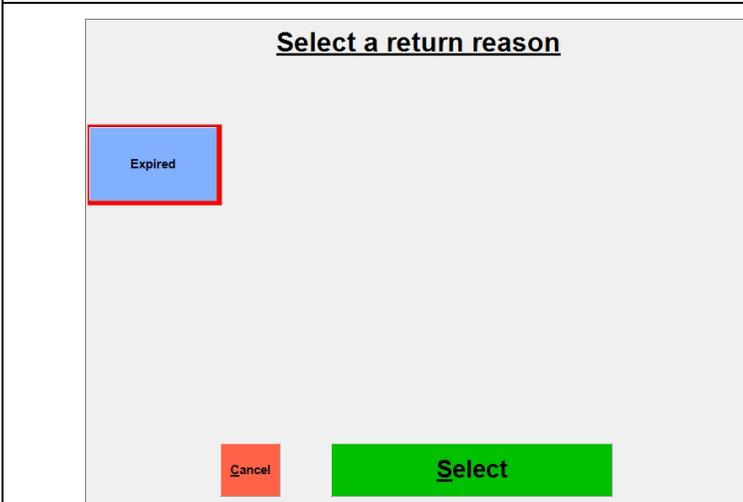
Clear Cancel

OK

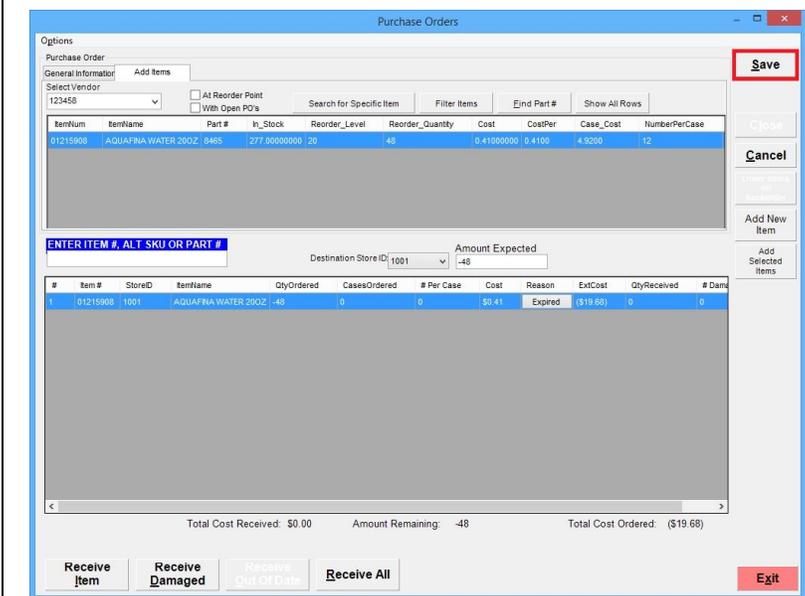
11. Enter the cost you would like to use and select **OK**.



12. Select the **Reason** box to assign a reason code for the return of the item. This is **not** required.

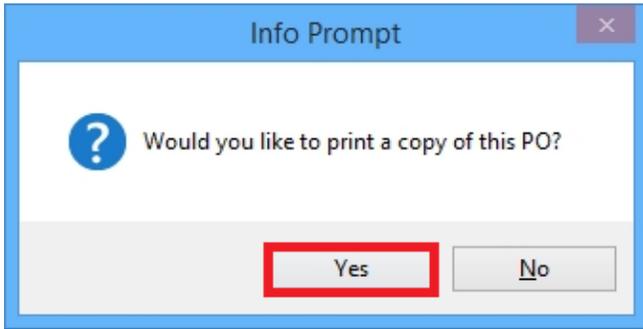


13. Select a reason code.

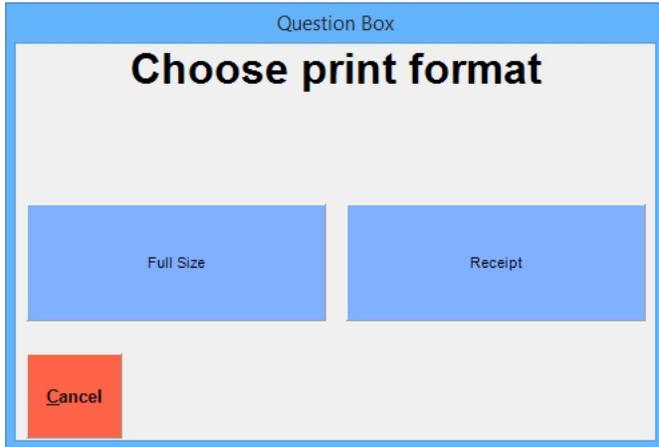


14. Select **Save** when finished adding items to the return/credit memo.

As of CRE version **12.8026**, you can sort the items on the purchase order list by selecting the header of the column you want to sort the items by.



15. You will be asked if you would like to print a copy of this PO. Select **Yes**.



16. Select a print format.

Corner Liquor
POS for your Liquor Store

**Return / Credit
Memo**

Date
8/2/2017
PO Number
3

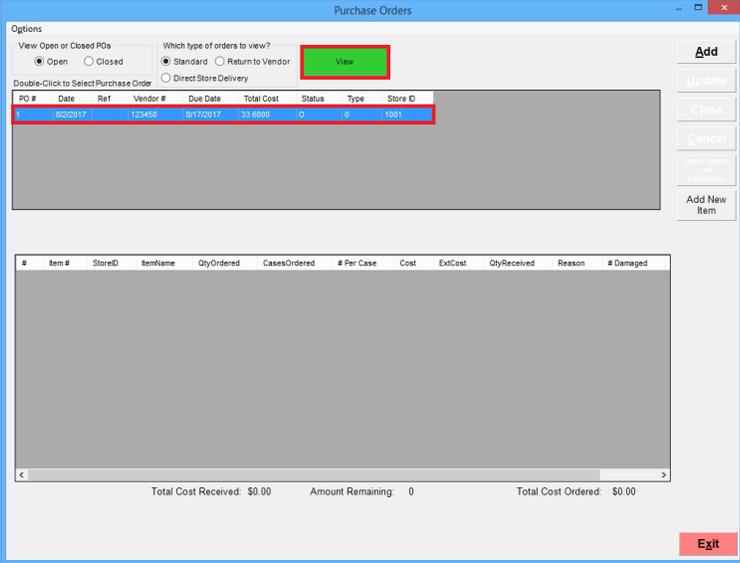
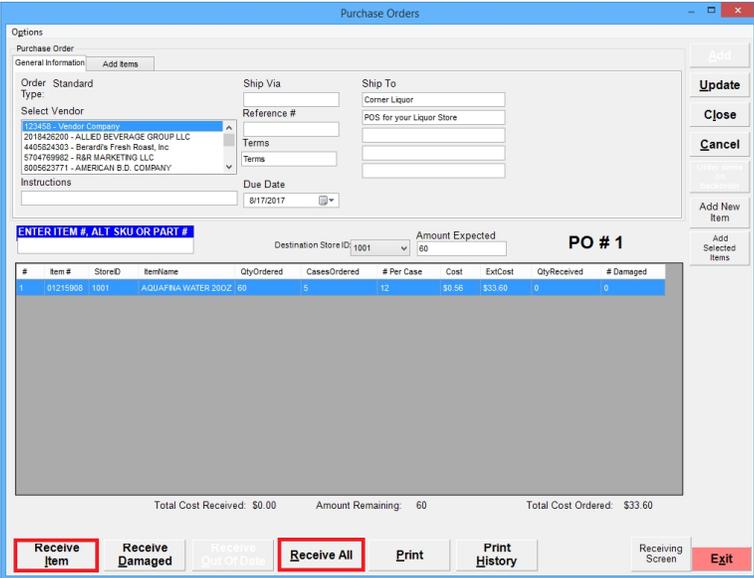
To:
Vendor Company
1 Blue Hill Plaza
Pearl River, NY 07656

Quantity	Vendor Part #	UPC Code	Description	Reason	Cost	Total
48.00	8465	01215908	AQUAFINA WATER 20OZ	Expired	\$0.41	\$19.68

17. A return memo will generate for your records.

Receiving items

To receive items ordered from a vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

 <p>A screenshot of a software main menu. On the left, there are five green buttons labeled 1 through 5: 'Cashier', 'Invoice Properties', 'Tools', 'Setup', and 'Administrative'. The 'Administrative' button is highlighted with a red border. To the right of these are several blue buttons labeled A through O: 'Inventory Maintenance', 'Customer Maintenance', 'Purchase Orders', 'Credit Card Settlement', 'Global Price Changes', 'Department Maintenance', 'Employee Maintenance', 'Back Orders', 'Reporting', 'Mix 'N Match Pricing', 'Styles Matrix', 'Vendor Maintenance', 'Time Clock Management', and 'Customer Item Prices'. The 'Purchase Orders' button is highlighted with a red border. An 'Exit' button is located on the far right.</p>	<ol style="list-style-type: none"> 1. Select Purchase Orders.
 <p>A screenshot of the 'Purchase Orders' window. At the top, there are options for 'View Open or Closed POs' (Open/Closed) and 'Which type of orders to view?' (Standard/Return to Vendor). A 'View' button is highlighted with a red border. Below this is a table with columns: PO #, Date, Ref, Vendor #, Due Date, Total Cost, Status, Type, Store ID. One row is highlighted with a red border: PO # 8020917, Date 12/4/58, Ref 9/17/2017, Vendor # 33, Total Cost 6000, Status 0, Type 0, Store ID 1001. Below the table is another table with columns: #, Item #, StoreID, ItemName, QtyOrdered, CasesOrdered, # Per Case, Cost, ExtCost, QtyReceived, Reason, # Damaged. At the bottom, there are summary statistics: Total Cost Received: \$0.00, Amount Remaining: 0, Total Cost Ordered: \$0.00. An 'Exit' button is at the bottom right.</p>	<ol style="list-style-type: none"> 2. Select a purchase order. 3. Select View.
 <p>A screenshot of the 'Purchase Orders' window showing detailed information for a selected purchase order. The 'Purchase Order' section includes 'Order Type: Standard', 'Ship Via', 'Ship To: Corner Liquor', 'Reference #', 'POS for your Liquor Store', 'Terms', and 'Due Date: 8/17/2017'. Below this is a table for 'ENTER ITEM #, ALT SKU OR PART #'. The table has columns: #, Item #, StoreID, ItemName, QtyOrdered, CasesOrdered, # Per Case, Cost, ExtCost, QtyReceived, # Damaged. One row is highlighted: # 1, Item # 01215908, StoreID 1001, ItemName AQUAFINA WATER 200Z, QtyOrdered 60, CasesOrdered 5, # Per Case 12, Cost \$0.56, ExtCost \$33.60, QtyReceived 0, # Damaged 0. At the bottom, there are buttons for 'Receive Item', 'Receive Damaged', 'Receive Out Of Date', 'Receive All', 'Print', 'Print History', 'Receiving Screen', and 'Exit'. The 'Receive Item' and 'Receive All' buttons are highlighted with red borders.</p>	<ol style="list-style-type: none"> 4. If you did not receive all items on the purchase order, select Receive Item and see step 5. <p>If you received all items on the purchase order, select Receive All and see step 8.</p>

Enter line number to receive?

1

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

5. Enter the line number of the item being received (see the screenshot in step 4 for the location of the line number) and select **OK**.

Question Box

EACHES OR CASES?

EACHES CASES

6. If you received individual items, select **EACHES**. If you received cases, select **CASES**.

Enter the quantity received:

60

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

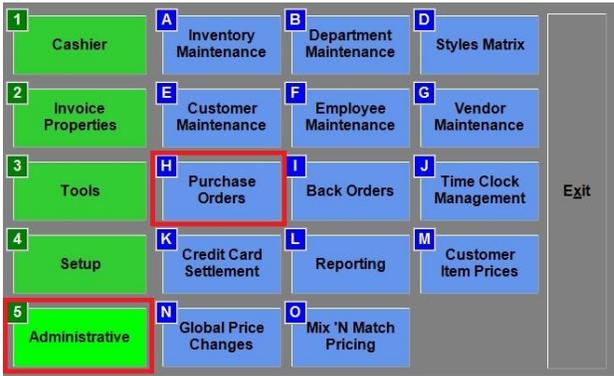
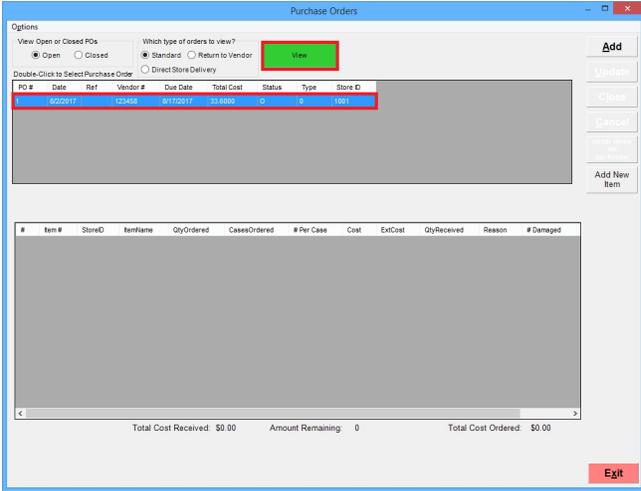
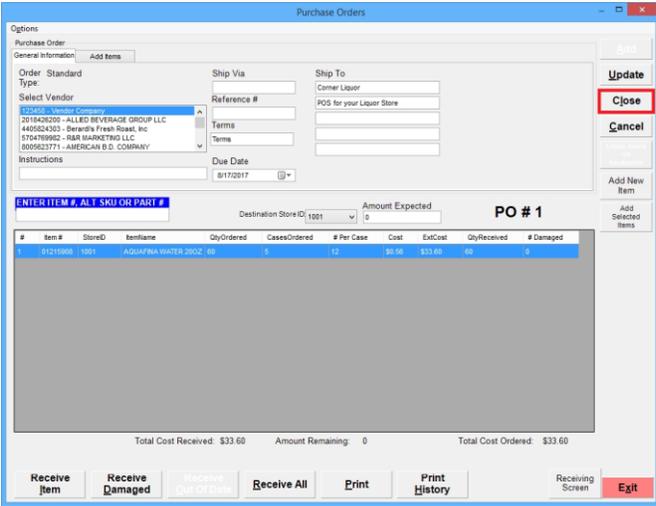
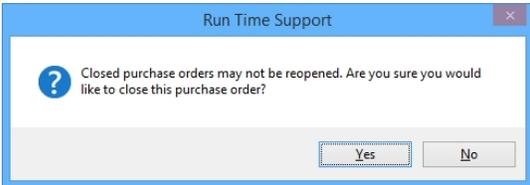
7. Enter the quantity of items or cases received and select **OK**.

Update

8. When finished receiving items, select **Update**.

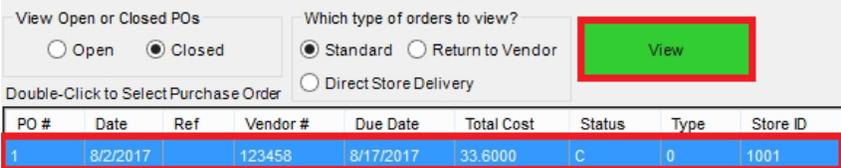
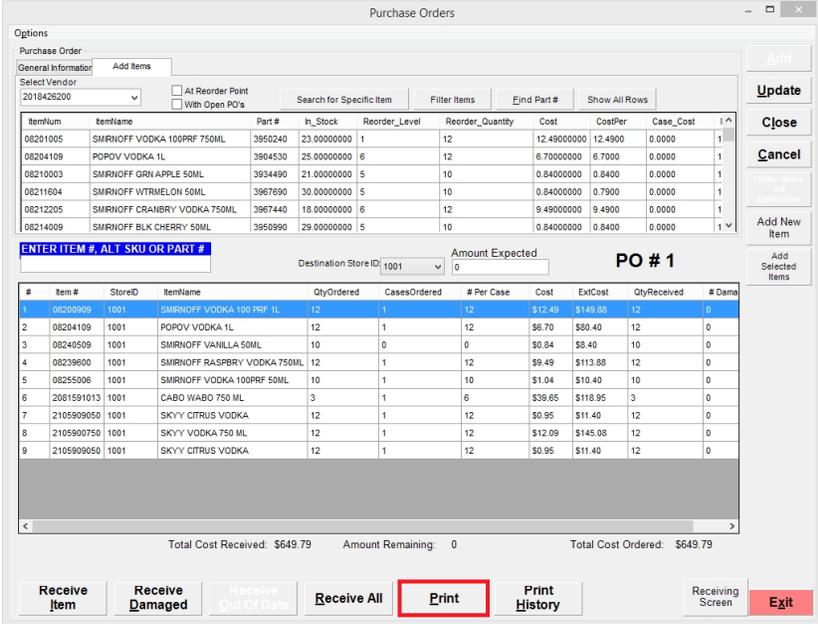
Closing a purchase order

When all items on a purchase order have been received, you should close the purchase order. To do so, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

 <p>A screenshot of a software main menu. The menu items are arranged in a grid. A red box highlights the 'Purchase Orders' button, which is labeled with the letter 'H'. Other buttons include 'Cashier', 'Invoice Properties', 'Tools', 'Setup', 'Administrative', 'Inventory Maintenance', 'Customer Maintenance', 'Credit Card Settlement', 'Global Price Changes', 'Department Maintenance', 'Employee Maintenance', 'Back Orders', 'Reporting', 'Mix 'N Match Pricing', 'Styles Matrix', 'Vendor Maintenance', 'Time Clock Management', and 'Customer Item Prices'. An 'Exit' button is located on the right side.</p>	<ol style="list-style-type: none"> 1. Select Purchase Orders.
 <p>A screenshot of the 'Purchase Orders' window. It shows a table with columns: PO #, Date, Bar#, Vendor #, Due Date, Total Cost, Status, Type, and Store ID. One row is highlighted in red. A red box highlights the 'View' button in the top right corner. Below the table, there are summary statistics: Total Cost Received: \$0.00, Amount Remaining: 0, Total Cost Ordered: \$0.00. An 'Exit' button is at the bottom right.</p>	<ol style="list-style-type: none"> 2. Select a purchase order. 3. Select View.
 <p>A screenshot of the 'Purchase Order' details window. It shows various fields for order information, including 'Order Standard Type', 'Select Vendor', 'Ship Via', 'Ship To', 'Reference #', 'Terms', and 'Due Date'. A red box highlights the 'Close' button in the top right corner. Below the form is a table with columns: #, Item #, StoreID, ItemName, QtyOrdered, CasesOrdered, # Per Case, Cost, ExtCost, QtyReceived, and Damaged. The table contains one row for 'AGUA/FIN WATER 100Z 60'. Summary statistics at the bottom show: Total Cost Received: \$33.60, Amount Remaining: 0, Total Cost Ordered: \$33.60. Buttons for 'Receive Item', 'Receive Damaged', 'Receive All', 'Print', and 'Print History' are at the bottom.</p>	<ol style="list-style-type: none"> 4. Select Close.
 <p>A screenshot of a 'Run Time Support' dialog box. It contains a question: 'Closed purchase orders may not be reopened. Are you sure you would like to close this purchase order?'. There are 'Yes' and 'No' buttons at the bottom.</p>	<ol style="list-style-type: none"> 5. Confirm your decision.

Viewing old purchase orders

To view old purchase reports, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

 <p>A screenshot of a software menu with various options. The 'Purchase Orders' option is highlighted with a red border. Other options include Cashier, Invoice Properties, Tools, Setup, Administrative, Inventory Maintenance, Customer Maintenance, Credit Card Settlement, Global Price Changes, Department Maintenance, Employee Maintenance, Back Orders, Reporting, Mix 'N Match Pricing, Styles Matrix, Vendor Maintenance, Time Clock Management, and Customer Item Prices. An 'Exit' button is on the right.</p>	<ol style="list-style-type: none"> 1. Select Purchase Orders. 																																																																																																														
 <p>A dialog box titled 'View Open or Closed POs' and 'Which type of orders to view?'. It contains radio buttons for 'Open' and 'Closed' (selected), and 'Standard' and 'Return to Vendor' (selected). There is also a 'Direct Store Delivery' option. A 'View' button is highlighted in red.</p>	<ol style="list-style-type: none"> 2. Select the radio button next to Closed. 3. Select the type of order in order to reduce the number of results. 																																																																																																														
 <p>A screenshot of a purchase order list. The first row is highlighted in red. The list has columns for PO #, Date, Ref, Vendor #, Due Date, Total Cost, Status, Type, and Store ID.</p> <table border="1"> <thead> <tr> <th>PO #</th> <th>Date</th> <th>Ref</th> <th>Vendor #</th> <th>Due Date</th> <th>Total Cost</th> <th>Status</th> <th>Type</th> <th>Store ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8/2/2017</td> <td></td> <td>123458</td> <td>8/17/2017</td> <td>33,600.00</td> <td>C</td> <td>0</td> <td>1001</td> </tr> </tbody> </table>	PO #	Date	Ref	Vendor #	Due Date	Total Cost	Status	Type	Store ID	1	8/2/2017		123458	8/17/2017	33,600.00	C	0	1001	<ol style="list-style-type: none"> 4. Highlight a closed purchase order and select View. 																																																																																												
PO #	Date	Ref	Vendor #	Due Date	Total Cost	Status	Type	Store ID																																																																																																							
1	8/2/2017		123458	8/17/2017	33,600.00	C	0	1001																																																																																																							
 <p>A screenshot of the 'Purchase Orders' details window. It shows a table of items with columns for Item #, StoreID, ItemName, QtyOrdered, CasesOrdered, # Per Case, Cost, ExCost, QtyReceived, and # Dama. The first row is highlighted in red.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Item #</th> <th>StoreID</th> <th>ItemName</th> <th>QtyOrdered</th> <th>CasesOrdered</th> <th># Per Case</th> <th>Cost</th> <th>ExCost</th> <th>QtyReceived</th> <th># Dama</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08209099</td> <td>1001</td> <td>SMIRNOFF VODKA 100 PRF 1L</td> <td>12</td> <td>1</td> <td>12</td> <td>\$12.49</td> <td>\$149.88</td> <td>12</td> <td>0</td> </tr> <tr> <td>2</td> <td>08204109</td> <td>1001</td> <td>POPOV VODKA 1L</td> <td>12</td> <td>1</td> <td>12</td> <td>\$6.70</td> <td>\$80.40</td> <td>12</td> <td>0</td> </tr> <tr> <td>3</td> <td>08249559</td> <td>1001</td> <td>SMIRNOFF VANILLA 50ML</td> <td>10</td> <td>0</td> <td>0</td> <td>\$0.84</td> <td>\$8.40</td> <td>10</td> <td>0</td> </tr> <tr> <td>4</td> <td>08239800</td> <td>1001</td> <td>SMIRNOFF RASPBRY VODKA 750ML</td> <td>12</td> <td>1</td> <td>12</td> <td>\$9.49</td> <td>\$113.88</td> <td>12</td> <td>0</td> </tr> <tr> <td>5</td> <td>08255006</td> <td>1001</td> <td>SMIRNOFF VODKA 100PRF 50ML</td> <td>10</td> <td>1</td> <td>10</td> <td>\$1.04</td> <td>\$10.40</td> <td>10</td> <td>0</td> </tr> <tr> <td>6</td> <td>2081591013</td> <td>1001</td> <td>CABO WABO 750 ML</td> <td>3</td> <td>1</td> <td>6</td> <td>\$39.65</td> <td>\$118.95</td> <td>3</td> <td>0</td> </tr> <tr> <td>7</td> <td>2105909050</td> <td>1001</td> <td>SKYY CITRUS VODKA</td> <td>12</td> <td>1</td> <td>12</td> <td>\$0.95</td> <td>\$11.40</td> <td>12</td> <td>0</td> </tr> <tr> <td>8</td> <td>2105900750</td> <td>1001</td> <td>SKYY VODKA 750 ML</td> <td>12</td> <td>1</td> <td>12</td> <td>\$12.09</td> <td>\$145.08</td> <td>12</td> <td>0</td> </tr> <tr> <td>9</td> <td>2105909050</td> <td>1001</td> <td>SKYY CITRUS VODKA</td> <td>12</td> <td>1</td> <td>12</td> <td>\$0.95</td> <td>\$11.40</td> <td>12</td> <td>0</td> </tr> </tbody> </table> <p>At the bottom, there are buttons for 'Receive Item', 'Receive Damaged', 'Receive Out of Date', 'Receive All', 'Print' (highlighted in red), 'Print History', 'Receiving Screen', and 'Exit'.</p>	#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExCost	QtyReceived	# Dama	1	08209099	1001	SMIRNOFF VODKA 100 PRF 1L	12	1	12	\$12.49	\$149.88	12	0	2	08204109	1001	POPOV VODKA 1L	12	1	12	\$6.70	\$80.40	12	0	3	08249559	1001	SMIRNOFF VANILLA 50ML	10	0	0	\$0.84	\$8.40	10	0	4	08239800	1001	SMIRNOFF RASPBRY VODKA 750ML	12	1	12	\$9.49	\$113.88	12	0	5	08255006	1001	SMIRNOFF VODKA 100PRF 50ML	10	1	10	\$1.04	\$10.40	10	0	6	2081591013	1001	CABO WABO 750 ML	3	1	6	\$39.65	\$118.95	3	0	7	2105909050	1001	SKYY CITRUS VODKA	12	1	12	\$0.95	\$11.40	12	0	8	2105900750	1001	SKYY VODKA 750 ML	12	1	12	\$12.09	\$145.08	12	0	9	2105909050	1001	SKYY CITRUS VODKA	12	1	12	\$0.95	\$11.40	12	0	<p>The details of the purchase order will be displayed. You can select Print, followed by the print size to print it.</p>
#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExCost	QtyReceived	# Dama																																																																																																					
1	08209099	1001	SMIRNOFF VODKA 100 PRF 1L	12	1	12	\$12.49	\$149.88	12	0																																																																																																					
2	08204109	1001	POPOV VODKA 1L	12	1	12	\$6.70	\$80.40	12	0																																																																																																					
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5	08255006	1001	SMIRNOFF VODKA 100PRF 50ML	10	1	10	\$1.04	\$10.40	10	0																																																																																																					
6	2081591013	1001	CABO WABO 750 ML	3	1	6	\$39.65	\$118.95	3	0																																																																																																					
7	2105909050	1001	SKYY CITRUS VODKA	12	1	12	\$0.95	\$11.40	12	0																																																																																																					
8	2105900750	1001	SKYY VODKA 750 ML	12	1	12	\$12.09	\$145.08	12	0																																																																																																					
9	2105909050	1001	SKYY CITRUS VODKA	12	1	12	\$0.95	\$11.40	12	0																																																																																																					

Sorting the item list in Purchase Orders

Sort by ExtCost

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExtCost	QtyReceived	# Dama
1	08240509	1001	SMIRNOFF VANILLA 50ML	10	0	0	\$0.84	\$8.40	10	0
2	08255006	1001	SMIRNOFF VODKA 100PRF 50ML	10	1	10	\$1.04	\$10.40	10	0
3	2105909050	1001	SKYY CITRUS VODKA	12	1	12	\$0.95	\$11.40	12	0
4	2105909050	1001	SKYY CITRUS VODKA	12	1	12	\$0.95	\$11.40	12	0
5	08204109	1001	POPOV VODKA 1L	12	1	12	\$6.70	\$80.40	12	0
6	08239600	1001	SMIRNOFF RASPBRY VODKA 750ML	12	1	12	\$9.49	\$113.88	12	0
7	2081591013	1001	CABO WABO 750 ML	3	1	6	\$39.65	\$118.95	3	0
8	2105900750	1001	SKYY VODKA 750 ML	12	1	12	\$12.09	\$145.08	12	0
9	08200909	1001	SMIRNOFF VODKA 100 PRF 1L	12	1	12	\$12.49	\$149.88	12	0

Sort by Item Number

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExtCost	QtyReceived	# D
1	0650807414	1001	GANCIA PROSECCO 750 ML	12	1	12	\$5.33	\$63.96	12	0
2	1160709075	1001	PINK FLAMINGO ROSE 750 ML	12	1	12	\$6.67	\$80.04	12	0
3	3757100243	1001	MORANDE CHARDONNAY 750 ML	12	1	12	\$3.00	\$36.00	12	0
4	5171800004	1001	MARK WEST PINOT NOIR 750 ML	12	1	12	\$8.67	\$104.04	12	0
5	5171800033	1001	MARK WEST PINOT VIN DE CORSE	12	1	12	\$8.67	\$104.04	12	0
6	7049122500	1001	MASTER OF MIXES	12	1	12	\$2.38	\$28.56	12	0
7	8017582134	1001	CESARI FIORILE 3 BTL GIFT SET	8	0	0	\$13.00	\$104.00	8	0
8	8210073714	1001	HOUGHTON CAB SHIRAZ MER 750ML	12	1	12	\$11.33	\$135.96	12	0
9	8475610365	1001	KREUSCH JOHAN RIESLG 750ML	15	1	15	\$5.33	\$79.95	15	0
10	8689102291	1001	SANTA MARGHERITA MERLOT 750ML	12	1	12	\$13.67	\$164.04	12	0
11	8981906007	1001	MERIDIAN CHARD EDNA 750 ML	12	0	0	\$10.00	\$120.00	12	0
12	8981906007	1001	MERIDIAN CHARD EDNA 750 ML	12	0	0	\$10.00	\$120.00	12	0

Sort by Item Name

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExtCost	QtyReceived	# Dama
1	2081591013	1001	CABO WABO 750 ML	3	1	6	\$39.65	\$118.95	3	0
2	08204109	1001	POPOV VODKA 1L	12	1	12	\$6.70	\$80.40	12	0
3	2105909050	1001	SKYY CITRUS VODKA	12	1	12	\$0.95	\$11.40	12	0
4	2105909050	1001	SKYY CITRUS VODKA	12	1	12	\$0.95	\$11.40	12	0
5	2105900750	1001	SKYY VODKA 750 ML	12	1	12	\$12.09	\$145.08	12	0
6	08239600	1001	SMIRNOFF RASPBRY VODKA 750ML	12	1	12	\$9.49	\$113.88	12	0
7	08240509	1001	SMIRNOFF VANILLA 50ML	10	0	0	\$0.84	\$8.40	10	0
8	08200909	1001	SMIRNOFF VODKA 100 PRF 1L	12	1	12	\$12.49	\$149.88	12	0
9	08255006	1001	SMIRNOFF VODKA 100PRF 50ML	10	1	10	\$1.04	\$10.40	10	0

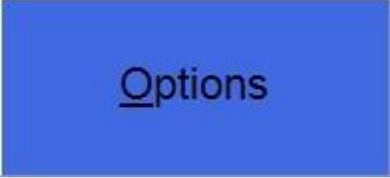
As of CRE version **12.8026**, you can sort the items within the PO screen by selecting the header.

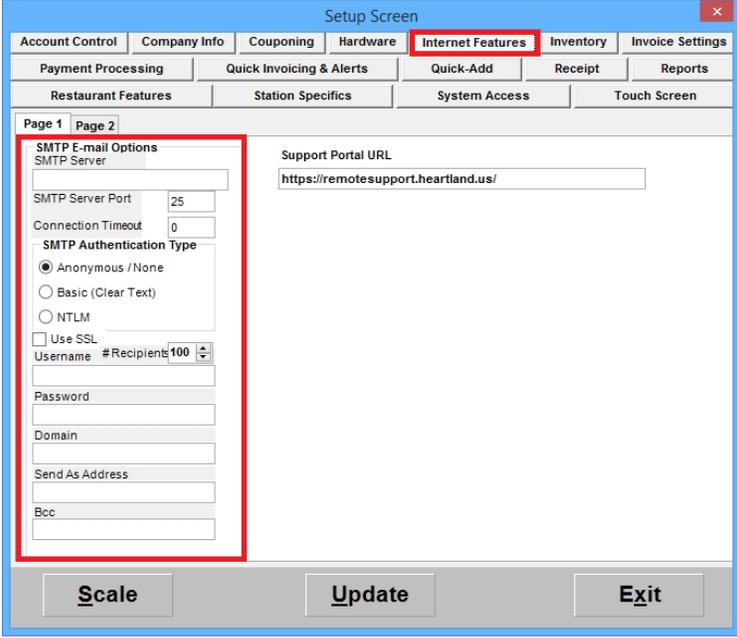
The **1st** example the Purchase order was sorted by the **ExtCost** by selecting the **ExtCost** header. Any column that has numeric values can be sorted from the highest to lowest or lowest to highest values. This sorting method is also used for the QtyOrdered, CasesOrdered, # Per Case, Cost, Qty Received, and # Damaged.

The **2nd** example Item # column is sorted by 0 to 9 or 9 to 0 for each character in the item number.

The **3rd** example shows the items being sorted by their **Item Name**, this column can be sorted by A to Z or Z to A.

Emailing Purchase Orders to your Vendor - Email Setup

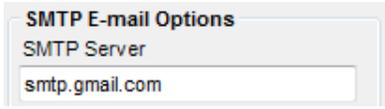
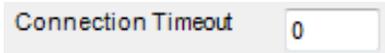
 	<ol style="list-style-type: none"> 1. Select the Manager or Options button. 2. Enter the administrator password (default: admin) where applicable. 3. Select Setup then, Setup Screen. 4. Select the Internet Features tab.
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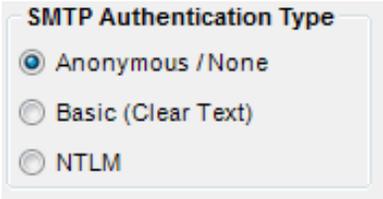
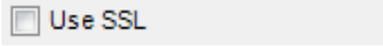
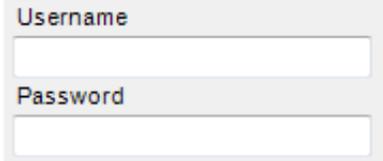
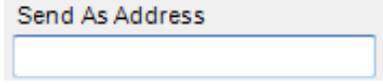


The screenshot shows the 'Setup Screen' with the 'Internet Features' tab selected. The 'SMTP E-mail Options' section is highlighted with a red box. The fields in this section are: SMTP Server (empty), SMTP Server Port (25), Connection Timeout (0), SMTP Authentication Type (Anonymous / None selected), Use SSL (unchecked), Username (100), Password (empty), Domain (empty), Send As Address (empty), and Bcc (empty). The Support Portal URL is https://remotesupport.heartland.us/. Buttons for Scale, Update, and Exit are at the bottom.

5. At the Left of this screen under SMTP E-mail Options the following information will need to be entered in order for the emails to be sent.

Note: This information can be acquired by contacting either the network administrator (who runs your email) or the company who is in charge of your email account (e.g. AOL, Yahoo, Gmail, etc...).

	<ol style="list-style-type: none"> 6. Under SMTP Server enter the address of your outgoing mail server. For example: If you are using Gmail, this field should contain smtp.gmail.com.
	<ol style="list-style-type: none"> 7. Under SMTP Server Port enter the port used to communicate with your outgoing mail server. If you are using Gmail, this field should contain 587 or 465.
	<ol style="list-style-type: none"> 8. Under Connection Timeout enter a value (in seconds) that the program will attempt to connect to the server. Note: If the value is left at 0 then the connection attempt will not timeout, and will continuously try to connect to the server.

	<p>9. Under SMTP Authentication Type select the server's authentication method.</p> <p>If you are using Gmail, Basic (Clear Text) should be selected.</p>
	<p>10. Check Use SSL if the server requires the use of a Secure Sockets Layer to communicate with it.</p> <p>If you are using Gmail, check this.</p>
	<p>11. These fields should contain a valid username and password for an email address on the mail server.</p> <p>If you are using Gmail, your username is your full email address.</p>
	<p>12. This field should contain the domain that you are a part of. For more information please contact your network administrator.</p>
	<p>13. This field should contain the email address you would like displayed in outgoing emails.</p>
	<p>14. If you would like to Blind Carbon Copy the email to another address enter the email address under BCC.</p>

The screenshot shows the 'Setup Screen' window with the 'Receipt' tab selected. The 'Prompt to Email Purchase Order' checkbox is checked and highlighted with a red box. The 'Update' button at the bottom is also highlighted with a red box.

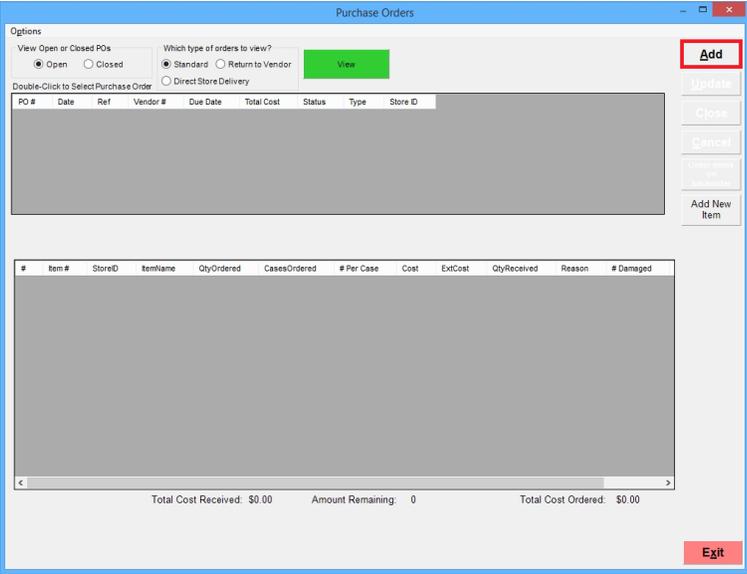
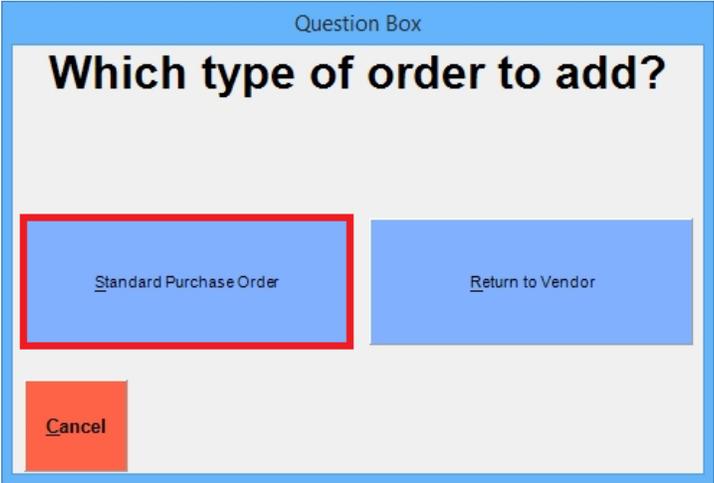
15. Select the **Receipt** tab.
16. Select **Prompt to Email Purchase Order**.
17. Select **Update** to save your changes.

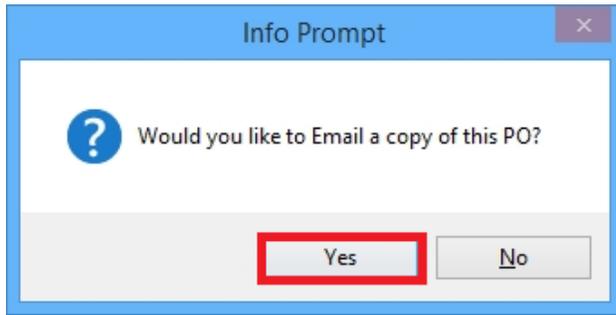
Note: When prompt to Email Purchase Order is enabled you will be given the option to email documents when doing the following:

- Returning items to a vendor by creating a purchase order
- Returning items to a vendor by creating a return/credit memo
- Receiving items
- Closing a purchase order
- Viewing old purchase orders

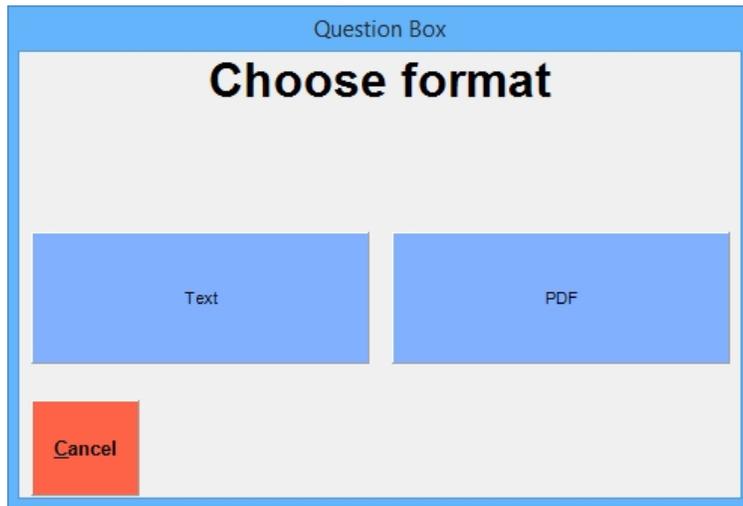
Emailing Purchase Orders to your Vendor

To create a purchase order and email it to your vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

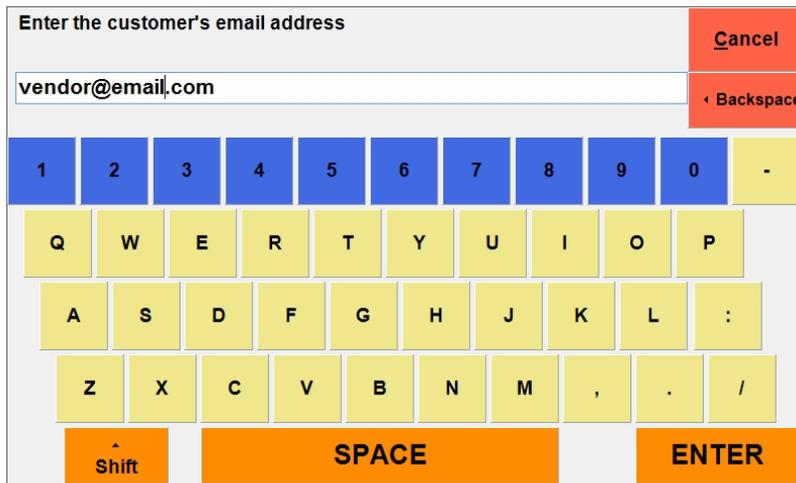
 <p>A screenshot of a software main menu. The menu items are arranged in a grid. On the left, there are five green buttons labeled 1 through 5: 'Cashier', 'Invoice Properties', 'Tools', 'Setup', and 'Administrative'. The 'Administrative' button is highlighted with a red border. To the right of these are several blue buttons labeled A through O: 'Inventory Maintenance', 'Customer Maintenance', 'Purchase Orders', 'Credit Card Settlement', 'Global Price Changes', 'Department Maintenance', 'Employee Maintenance', 'Back Orders', 'Reporting', 'Mix 'N Match Pricing', 'Styles Matrix', 'Vendor Maintenance', 'Time Clock Management', and 'Customer Item Prices'. The 'Purchase Orders' button is highlighted with a red border. An 'Exit' button is located on the far right.</p>	<p>1. Select Purchase Orders.</p>
 <p>A screenshot of the 'Purchase Orders' window. At the top, there are options for 'View Open or Closed POs' (Open/Closed) and 'Which type of orders to view?' (Standard/Return to Vendor). The 'Standard' option is selected. Below this is a table with columns: PO #, Date, Ref, Vendor #, Due Date, Total Cost, Status, Type, Store ID. Below the table is another table with columns: #, Item #, StoreID, ItemName, QtyOrdered, CasesOrdered, # Per Case, Cost, ExtCost, QtyReceived, Reason, # Damaged. On the right side, there are buttons: 'Add' (highlighted with a red border), 'Update', 'Close', 'Cancel', 'Order Items', 'Add New Item', and 'Exit' at the bottom right. At the bottom of the window, there are summary statistics: 'Total Cost Received: \$0.00', 'Amount Remaining: 0', and 'Total Cost Ordered: \$0.00'.</p>	<p>2. Select Add.</p>
 <p>A screenshot of a 'Question Box' dialog. The title is 'Question Box'. The main text asks 'Which type of order to add?'. There are two blue buttons: 'Standard Purchase Order' (highlighted with a red border) and 'Return to Vendor'. At the bottom left, there is a red 'Cancel' button.</p>	<p>3. Select Standard Purchase Order.</p>



4. Create a purchase order the same way you normally would, see the [creating a purchase order section](#) for details
5. When you've finished creating your purchase order and printed a copy of the PO, You will be asked if you would like to email a copy to the vendor.



6. Select the format that the PO will be sent in to the vendor.



7. If an email address has been entered in vendor maintenance for this vendor then this field will already be filled in.