

Food Receiving Guide

Common Vendors: CoreMark, Trepco Kennedy, Wismettac (GMs)

Step 1: Identify Perishable Items

- Identify **all perishable food items** immediately.
- Place a “**Best By**” sticker on each perishable item.
- Set the expiration date to **to match whatever is on the product packing**

Example:

- Item received: **October 1**
- Best By date: **October 15**

Step 2: Create a Dummy Verification List (Register)

The dummy receipt allows food to be stocked quickly while maintaining documentation.

1. Start with **perishable items first** (if applicable).
2. Scan products on the register using **XREF**.
3. **Check expiration dates** on all items.
4. Edit the **quantity** to match the counted amount.
5. After all items are scanned, **suspend the transaction**.
6. **Take note of the BB number**.

How to Find the BB Number

1. On the register, go to **Receipts** (near the **Items** icon).
2. Locate the **search bar** at the top.

3. Select **Receipt Type**.
4. Choose **Suspend**.
5. Under **Locations**, ensure **This Register** is selected.
6. The **first receipt** listed should be the transaction you just suspended.
7. The **BB number** will start with **BB200...**

Important Note: Multiple Dummy Receipts

- You may create **multiple dummy receipts**, such as:
 - One for **perishable items**
 - One for **non-perishable items**

If a shipment cannot be fully worked immediately, at minimum:

- Perishable food must be **checked into a dummy receipt**
- Food must be **placed on the sales floor** (refrigeration ASAP)

Step 3: Bring Food to Cashiers

- Bring food products to **cashiers** so they can stock the floor.

Why Do We Use a Dummy Receipt?

- Pushes food out **sooner**
- Saves **backroom space**
- Gives cashiers and merchandising **more time** to stock
- Serves as **documentation** of all checked-in items

Important: Inventory / stock-on-hand is NOT updated yet

Step 4: Check for PO in 301

1. Check if a **PO already exists** in **301**.
2. If it exists:
 - Print the **Receiving Document**
 - Using the **dummy receipt**, fill out the Receiving Document accordingly

Step 5: Check Extensions (Cost Verification)

1. Return to **301** where Receiving Documents are printed.
2. Begin checking **extensions**.

Purpose → To ensure the **invoice charges match the PO** by adjusting the **cost to buy the item** (NOT retail).

Note: This is the most time-consuming and mentally draining part of the process. Plan accordingly and ask for help when needed.

Case 1: Costs Already Match

- PO costs already match the invoice
- Briefly verify extensions
- Skip to **Receiving**

Case 2: Costs Do Not Match (Most Common)

Costs differ due to outdated WinPrism item costs.

How to Check Extensions

1. Find the **unit price** on the invoice

If not listed: $\text{Unit Price} = \text{Total Price} \div \text{Total Quantity}$

2. Update the item's **cost** (NOT retail price) to the unit price.
3. In the dropdown, select **UPDATE NOW**.
4. Repeat until all items are updated.

The PO total in WinPrism should now closely match the invoice total.

Step 6: Receiving in 301

- Food receiving follows the **same process as general receiving** (e.g., clothing).
- Using the completed **Receiving Document**, receive items **line by line** in 301.

Step 7: Submit to Accounting

- Submit all documentation to **Accounting**.

 **Receiving complete!**

Common Problems & Solutions

Step 2: Item Missing / Not Scanning during Dummy Receipt

Option 1: Check if the item is new

- **Yes:**
 - Create the item in **101**
 - Scan it into the dummy receipt
 - It may take time to load → **DO NOT forget to rescan**

- **No:**
 - Add the new barcode to the existing item in **101**
 - Scan into the dummy receipt

Option 2:

- Skip the item temporarily
- Finish scanning remaining items
- Return to it afterward

Step 3: Scans as a Different Item

Option 1: Identify the correct item

1. Use the **vendor invoice** to locate the item.
2. Find the item using the **catalog number or UPC**.
3. Search for it in **101 or 102**.
4. Add the correct barcode and wait for it to load.
5. Rescan the item.

If the wrong item scanned (e.g., candy bar scans as chips):

- Locate the incorrectly scanned item on the sales floor
- Fix the incorrect XREF in **101**

Step 4: PO Is Missing or Incomplete

- If the PO is missing items (some, most, or all):
 - Continue using the **dummy receipt**
 - Create a **201** at the end or add items to the existing **201**

IF Food Is Expired or Damaged

- **Do NOT stock**
- **Notify Lori immediately**
- If unavailable, document:
 - SKU
 - XREF
 - Quantity expired/damaged

Item Received but Not Invoiced

- The item **must still be added** to the PO/GM
- Add a note stating **“Not on the invoice”**
- This can be done while:
 - Creating the PO/GM
 - Filling out the Receiving Document

IMPORTANT: Final Verification Steps

While filling out the Receiving Document, if items appear missing:

Option 1: Item Not Found on Floor when you checked

1. Check **Sales History**:
 - Go to **101 or 102**
 - Search by SKU, Catalog #, or XREF
 - Press **F9**
 - Open **Sales History**

2. Compare:

- If stock on hand (SOH) = 0 but sales show recent sales, the item was likely received but missed on the dummy receipt

Option 2: Item Found on Floor

1. Count the item on the floor

2. Compare to WinPrism SOH

- Example:

- Floor count: 10
- SOH: 5 → We received 5 extra

3. Add the item to the Receiving Document

Option 3: Item Confirmed Missing

If you are **1000% sure** the item was not received:

1. Email **Lori**

2. **CC:** Isabella M. Pop (Accounting)

3. Subject line:

- **PO/GM Number + Invoice Number**

Email Body

Hello,

We did not receive the following item:

SKU:

Description: and

Quantity expected:

Once sent:

Proceed with receiving in **301**

You are officially **done with the food order**

Pepsi Orders (POs/GMs)

Step 1: Receiving Pepsi Order

- Begin by consulting with the Pepsi vendor and count and verify all products against the Pepsi receipt (with barcodes/XREFs). The receipt will look like the pictures below. They come with the barcodes (XREFs) of the items.
- **SAVE THIS!** On the vendor's way out, an invoice will also be provided, **SAVE THIS TOO!**

This is the Invoice you'll get after the vendor has finished putting the items on the floor

The receipt you'll get when consulting With the pepsi vendor ↴

PEPSICO BEVERAGES COMPANY
8261 CABALLERO BLVD
BUENA PARK, CA 90620-101

Cust Rep: Juan Sibrian
Route #: 722
NRID: 813870

PRODUCT PICK LIST FOR INV#:
49020007
01/16/2028 1:12 PM

CAL POLY BRONCO
BOOKSTORE
3801 W TEMPLE AVE
POMONA, CA 91768-255

Store #: 415685
Customer #

NOT AN INVOICE

DELIVERY SUMMARY

PACKAGE	Cases	Units
12OZ CN 1/12 SLK	1	12
12OZ CN 1/12SLCEL	3	36
16OZ CN 1/12	2	24
18.5OZ PL 1/12	1	12
1L PL 1/15	1	15
20OZ PL 1/24	1	24
28OZ PL 1/15	1	15
TOTAL	10	138

BRAND	Cases	Units	Bay #
12OZ CN 1/12 SLK	1	12	
STRB ICNRZS STWKW	1	1	
12OZCN1/12SLCEL	1	12	
WILD BERRY	1	1	
RETRO VIBE	1	1	
FF PNK LEM	1	1	
16OZ CN 1/12	1	12	
RKSTR SF	1	1	
RKSTR FRZ FRZLN LM	1	1	
18.5OZ PL 1/12	1	12	
LIT PLF SWT	1	1	
1L PL 1/15	1	1	
BRSK RAZ	1	1	
20OZ PL 1/24	1	1	
DT PEPSI ORIG	1	1	
28OZ PL 1/15	1	1	
GAT BLU	1	1	

NOT AN INVOICE

PEPSICO BEVERAGES COMPANY
8261 CABALLERO BLVD
BUENA PARK, CA 90620-101

Cust Rep: Juan Sibrian
Route #: 722
NRID: 813870
Lead: 1089382Z

INVOICE
49020007
CAL POLY BRONCO
BOOKSTORE
3801 W TEMPLE AVE,
POMONA, CA 91768-255

Vendor #
Store # 415685
Customer # 101711946
TAX ID
PC #
ACCOM CODE #

SALES SUMMARY

	Qty	Amount
Sales	10	208.90
Cases	138	
Total Units		
Credits	0	0.00
Full Cases	0	0.00
Single Units	0	0.00
Total Units		
Container Deposits		0.00
Sales Tax		5.40
State/Local Charges		5.40
Amount Due		\$ 217.30

TERMS: Charge
Net 30
PLEASE REMIT PAYMENT TO
PepsiCo Beverage Sales LLC
P.O. BOX 841828
Dallas TX 752841918

RECEIVED BY:
Angel

ITEM DETAIL

SALES

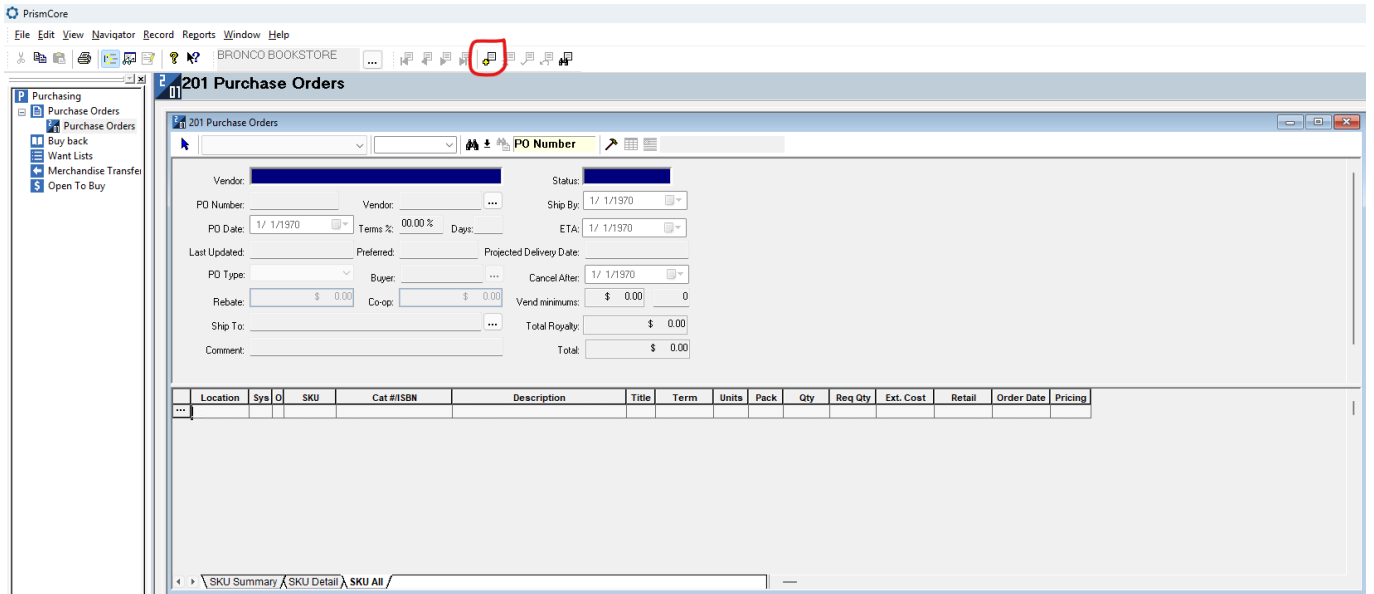
Description	UPC	Whis	Cases	Units	Net	Amount
12OZ CN 1/12 SLK			1	12		
9 STRB ICNRZS STWKW 0-38100-10123-			1	12	24.72	24.72
45 00						
12OZCN1/12SLCEL						
WILD BERRY 8-89392-00032-0			1	12	23.20	23.20
50 00						
RETRO VIBE 8-89392-00172-3			1	12	23.20	23.20
50 00						
FF PNK LEM 8-89392-00235-5			1	12	23.20	23.20
50 00						
16OZ CN 1/12						
RKSTR SF 8-18094-00575-3			1	12	19.51	19.51
60 00						
RKSTR FRZ FRZLN LM 8-18094-00587-6			1	12	19.51	19.51
60 00						
18.5OZ PL 1/12						
LIT PLF SWT 0-12000-28619-3			1	12	17.23	17.23
40 00						
1L PL 1/15						
BRSK RAZ 0-12000-02452-8			1	15	13.71	13.71
45 00						
20OZ PL 1/24						
DT PEPSI ORIG 0-12000-17174-1			1	24	22.60	22.60
70 00						
28OZ PL 1/15						
GAT BLU 0-52000-13517-6			1	15	22.02	22.02
55 00						

STATE/LOCAL CHARGES

Package	Amount
CA ST REF @ .05	
18.5OZ PL 1/12	0.60
CA ST REF @ .10	
1L PL 1/15	1.50
28OZ PL 1/15	1.50
CA ST REF @ .05 - CSD ONLY	
16OZ CN 1/12	1.20
12OZCN1/12SLCEL	1.80
12OZ CN 1/12 SLK	0.60
20OZ PL 1/24	1.20
Amount Due for this Invoice:	\$ 217.30

Step 2: Create the new PO/GM in 201

- The Pepsi receipt with barcodes will be used to create a new PO in 201, begin this process by opening up Prism and clicking the yellow plus icon in the red circle to generate the new order.



Step 3: Upon clicking the plus icon

- A pop up will appear, simply fill out the information corresponding to the image below, then click OK and the PO will be created.

New Purchase Order

Location: BRONCO BOOKSTORE

Vendor: B03800

Subsystem: General Merchandise

Ship Via: BEST METHOD

OK Cancel

Step 4: Once the PO gets generated

- The next step will be to begin adding items in. To do this right click under description and select add detail item, a pop up will then appear.

Add Purchase Order Items

Description:

Binding/Type: Edition / Color:

Copyright / Size: ISBN / Cat #:

Imprint / Mfg: SKU:

Location: BRONCO BOOKSTORE Term: Non-Term

Package: EA Units: 1 Update Prices: Do NOT Update

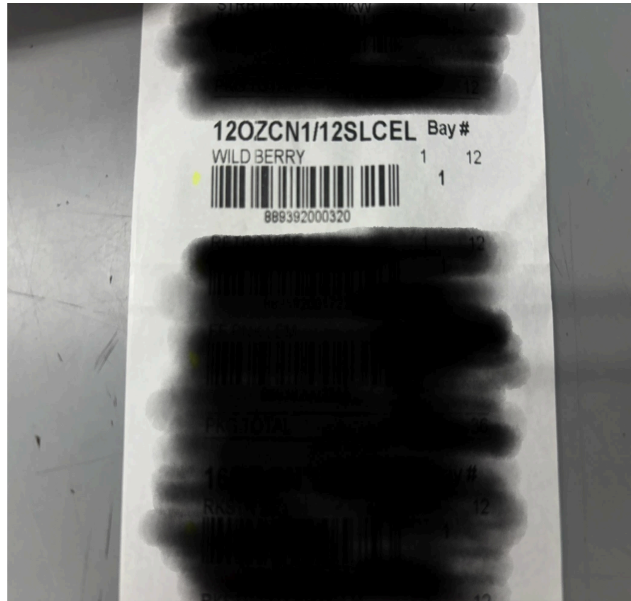
ETA: 1/ 1/1970

Sys	SKU / ISBN/ Barcode	Qty	Cost	Margin	Retail	SOH
GM		0	\$ 0.00	0.00%	\$ 0.00	...

Search... Add New Add Close

Step 5: Once the pop up appears

- From the receipt with barcodes, scan each item under the SKU/ISBN/Barcode field and press TAB. **If the item does not show up, see Special Cases section down below.** After this the product will show up and then simply ensure that the units and Qty all match what is on the corresponding receipt. In this case, since it is 1 case of 12 cans, you would make sure the units are set to 12, and the quantity is set to 1.



Step 6: As for prices, you would find the corresponding item on the invoice receipt and divide the cost by however many units there are total. In this case, since the cost is 23.20 and there are 12 units, it would come out to 1.93. After this, since bottles/cans are subject to CRV taxes, you would add either 5 cents or 10 cents to the cost, depending on the size of the can/bottle. On the receipt, if it says the item is under 24 ounces, you would add 5 cents to the cost, and if it is 24 ounces or over, you would add 10 cents to the cost.

Step 7: After this, you want to make sure the retail price is as close to a 50% margin as possible, with the price ending in .49 or .99. After this is ensured, go ahead and click on Add, and repeat this same process for every item. (HINT: for items in the same group, prices will always be the same, so just scan the items in and copy paste the same price for each in that group.

Step 8: After you have done this process for each item on the receipt, you will check if the total price matches what is on the bottom of the invoice.

201 Purchase Orders

Vendor: PEPSI-COLA COMPANY Status: PROPOSED

PO Number: GM039308 Vendor: B03800 Ship By: 1/ 1/1970

PO Date: 1/20/2026 Terms %: 00.00 % Days: 0 ETA: 2/19/2026

Last Updated: Preferred: None Projected Delivery Date:

PO Type: General Merchandise Buyer: EROCHIN Cancel After: 1/ 1/1970

Rebate: \$ 0.00 Co-op: \$ 0.00 Vend minimums: \$ 0.00 0

Ship To: BLDG 66 Total Royalty: \$ 0.00

Comment: Total: \$ 0.00

Step 9: If the prices match, go ahead and hit the toolbox icon, and select the option that says Post Purchase Order.

The screenshot shows the '201 Purchase Orders' window. The 'Vendor' tab is selected, and a red circle highlights the toolbox icon. The form contains the following information:

Vendor:	PEPSI-COLA COMPANY	Status:	PROPOSED
PD Number:	GM039308	Vendor:	B03800
PO Date:	1/20/2026	Terms %:	00.00 %
Last Updated:		Days:	0
PO Type:	General Merchandise	Buyer:	EROCHIN
Rebate:	\$ 0.00	Co-op:	\$ 0.00
Ship To:	BLDG 66	Total Royalty:	\$ 0.00
Comment:		Total:	\$ 0.00

- A popup will then appear. Highlight the PO Number and copy it to your clipboard, and then check all 3 boxes at the bottom of the popup. Finally, click the option on the right that says Post.

The 'Print Purchase Order' dialog box shows the following information:

Purchase Order	
PO Number:	GM039308
Vendor:	B03800
Status:	OPEN
Type:	Merged (Custom)
Sort Order:	Author/Title
<input checked="" type="checkbox"/>	Include Extended Retail
<input checked="" type="checkbox"/>	Include Retail
<input checked="" type="checkbox"/>	Include Global Note
Preferred Ordering Method:	None

Buttons on the right: Print, Print Preview, Post, Cancel.

Step 10: Finally, open 301 and paste the PO Number that you just copied and press enter. The PO should show up, and then you can follow general receiving procedures (print document, attach invoice, fill out document, receive in 301, submit document to accounting). Once the PO has been successfully received in 301 and submitted to accounting, the barcode receipt may be discarded.

Special Cases

If scanning does not bring up an item, stop and determine whether it is a new barcode or a brand-new Pepsi item before continuing.

Case 1: Sometimes, scanning the barcode will not bring up an item, and there are two possible reasons for this, with two different solutions.

New Barcode for Existing Product

- In this case, you would go out onto the sales floor and look for an identical item to the one that is not scanning. Once you find it, open up 102 and scan it in. Click on the 3 dots next to the Barcode field.

Note	Inventory Location	SOH	Rental Qty	Retail	Margin	Cost
	BRONCO BOOKSTORE	11	0	\$ 3.99	45.36 %	\$ 2.18

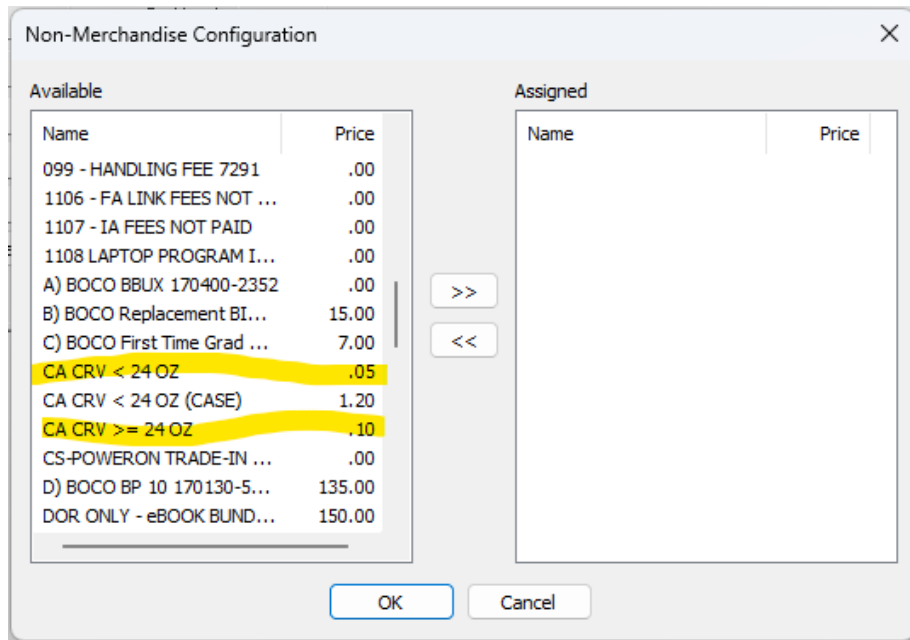
- After this, a popup will appear. Click on the square icon and then scan in the barcode of the new item. Then click OK.

New Pepsi Item

- In this case, go to 101 and add an item just like you would any other item, add the barcode, and then save the record
- Afterwards, however, we do an extra step for Pepsi items. Open up 102, and then scan in the item. After this, click on the hammer icon, and select Non-Merchandise Configuration.

Shelf Locations						
*						

- A popup will appear. Scroll down and select either CA CRV < 24 OZ or CA CRV ≥ 24 OZ, depending on the size of the drink, and then click the right arrow. Then, click OK and save the record, and you are finished making a new pepsi item.



REMINDER: If a product is damaged or expired, we use 321 to make a return order for that selected item and refer to option 3: Item Confirmed Missing in the Food Receiving Guide.

- After typing in the SKU or the XREF into the search bar, we need to include what part of the product was damaged with a picture as well if you feel like it's needed.