

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**