

# 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!**

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

**PEPSICO BEVERAGES COMPANY**  
6261 CABALLERO BLVD  
BUENA PARK, CA 90620-101

Cust Rep: Juan Sibrian  
Route #: 722  
NRID: 613870

PRODUCT PICK LIST FOR INV#:  
49020007  
01/16/2026 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
<b>TOTAL</b>	<b>10</b>	<b>138</b>

**BRAND** Cases Units Bay #

- 12OZ CN 1/12 SLK 1 12
- STRB ICNRZS STWKW 1 1
- PKG TOTAL 1 12
- 12OZCN1/12SLCEL 1 12
- WILD BERRY 1 12
- RETRO VIBE 1 12
- FF PNK LEM 1 12
- PKG TOTAL 3 36
- 16OZ CN 1/12 1 12
- RKSTR SF 1 12
- RKSTR FRZ FRZN LM 1 12
- PKG TOTAL 2 24
- 18.5OZ PL 1/12 1 12
- LIT PLF SWT 1 12
- PKG TOTAL 1 12
- 1L PL 1/15 1 15
- BRSK RAZ 1 15
- PKG TOTAL 1 15
- 20OZ PL 1/24 1 24
- DT PEPSI ORIG 1 24
- PKG TOTAL 1 24
- 28OZ PL 1/15 1 15
- GAT BLU 1 15
- PKG TOTAL 1 15

**NOT AN INVOICE**

**PEPSICO BEVERAGES COMPANY**  
6261 CABALLERO BLVD  
BUENA PARK, CA 90620-101

Cust Rep: Juan Sibrian  
Route #: 722  
NRID: 613870  
Lead: 10893682Z

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

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

**SALES SUMMARY**

City	Amount
Sales	208.90
Cases	138
Total Units	138
Credits	0.00
Full Cases	0.00
Single Units	0.00
Total Units	0.00
Container Deposits	0.00
Sales Tax	0.00
State/Local Charges	8.40
<b>Amount Due</b>	<b>\$ 217.30</b>

**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	Units	Net	Amount
12OZ CN 1/12 SLK				
9 STRB ICNRZS STWKW 0-38100-10123-				
45.00		1	12.24.72	24.72
<b>SUBTOTAL</b>		<b>1</b>	<b>12.24.72</b>	<b>24.72</b>
12OZCN1/12SLCEL				
WILD BERRY 8-89392-00032-0				
50.00		1	12.23.20	23.20
RETRO VIBE 8-89392-00172-3				
50.00		1	12.23.20	23.20
FF PNK LEM 8-89392-00235-5				
50.00		1	12.23.20	23.20
<b>SUBTOTAL</b>		<b>3</b>	<b>36.66</b>	<b>69.60</b>
16OZ CN 1/12				
RKSTR SF 8-18094-00575-3				
60.00		1	12.19.51	19.51
RKSTR FRZ FRZN LM 8-18094-00587-6				
60.00		1	12.19.51	19.51
<b>SUBTOTAL</b>		<b>2</b>	<b>24.39.02</b>	<b>39.02</b>
18.5OZ PL 1/12				
LIT PLF SWT 0-12000-28619-3				
40.00		1	12.17.23	17.23
<b>SUBTOTAL</b>		<b>1</b>	<b>12.17.23</b>	<b>17.23</b>
1L PL 1/15				
BRSK RAZ 0-12000-02452-8				
45.00		1	15.13.71	13.71
<b>SUBTOTAL</b>		<b>1</b>	<b>15.13.71</b>	<b>13.71</b>
20OZ PL 1/24				
DT PEPSI ORIG 0-12000-17174-1				
70.00		1	24.22.60	22.60
<b>SUBTOTAL</b>		<b>1</b>	<b>24.22.60</b>	<b>22.60</b>
28OZ PL 1/15				
GAT BLU 0-52000-13517-6				
55.00		1	15.22.02	22.02
<b>SUBTOTAL</b>		<b>1</b>	<b>15.22.02</b>	<b>22.02</b>

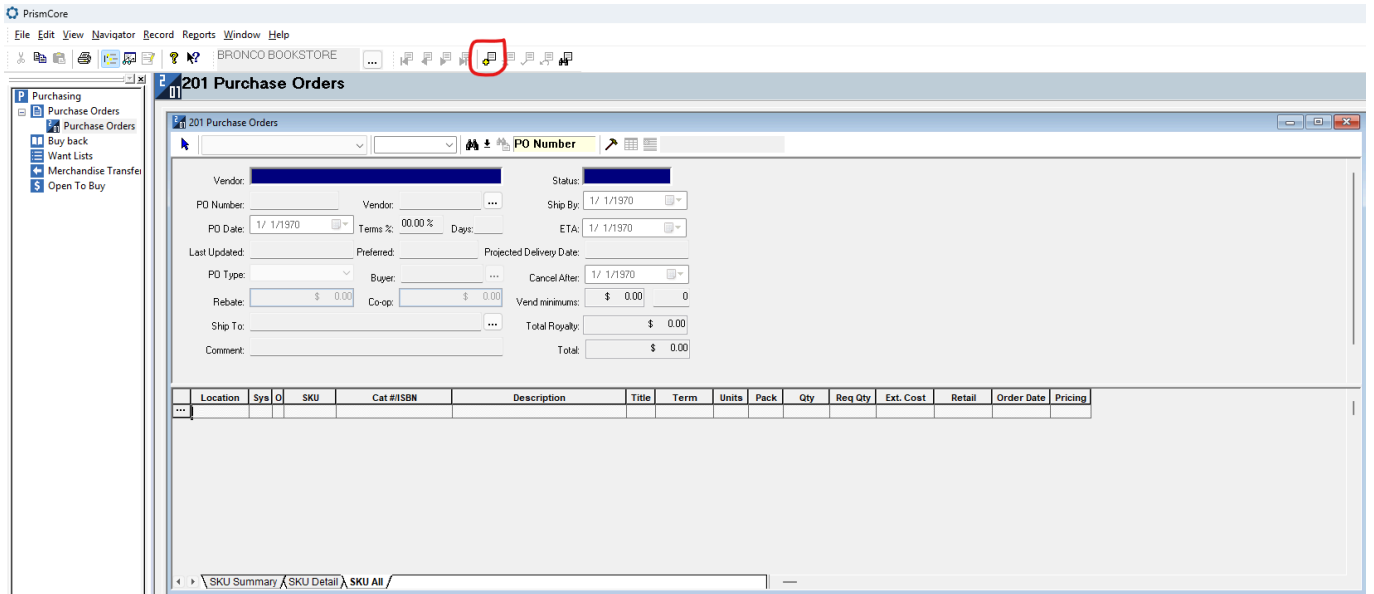
**STATE/LOCAL CHARGES**

Package	Amount
CA ST REF @ .05	
18.5OZ PL 1/12	0.60
<b>SUBTOTAL</b>	<b>0.60</b>
CA ST REF @ .10	
1L PL 1/15	1.50
28OZ PL 1/15	1.50
<b>SUBTOTAL</b>	<b>3.00</b>
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
<b>SUBTOTAL</b>	<b>4.80</b>

**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:

Location: BRONCO BOOKSTORE Term: Non-Term

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

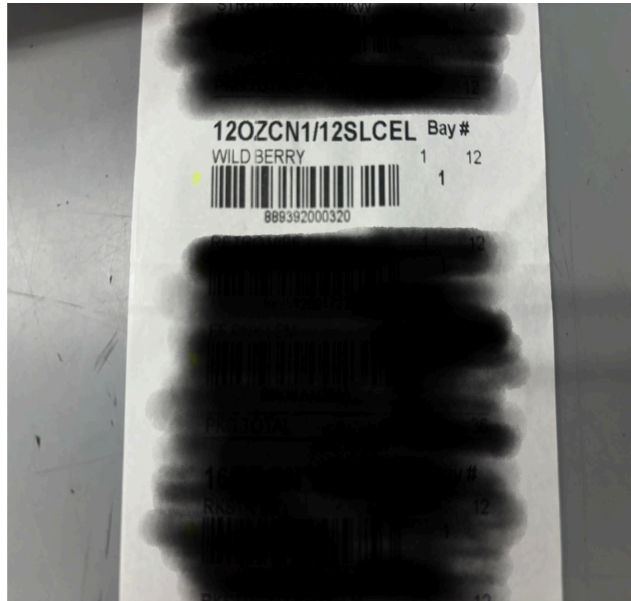
ETA: 1/ 1/1970

Sys	SKU / ISBN/ Barcode	Qty	Cost	Margin	Retail	SOH
GM	\$ 0.00	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 is 'PEPSI-COLA COMPANY' and the status is 'PROPOSED'. The PO number is 'GM039308'. Other fields include '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', 'Ship To: BLDG 66', 'Total Royalty: \$ 0.00', and 'Total: \$ 0.00'. A red circle highlights the toolbox icon in the top right corner.

- 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 screenshot shows the 'Print Purchase Order' dialog box. The PO Number 'GM039308' is highlighted. The dialog includes fields for Vendor: B03800, Status: OPEN, Type: Merged (Custom), and Sort Order: Author/Title. There are three checked checkboxes: 'Include Extended Retail', 'Include Retail', and 'Include Global Note'. The Preferred Ordering Method is None. Buttons for 'Print', 'Print Preview', 'Post', and 'Cancel' are on the right.

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

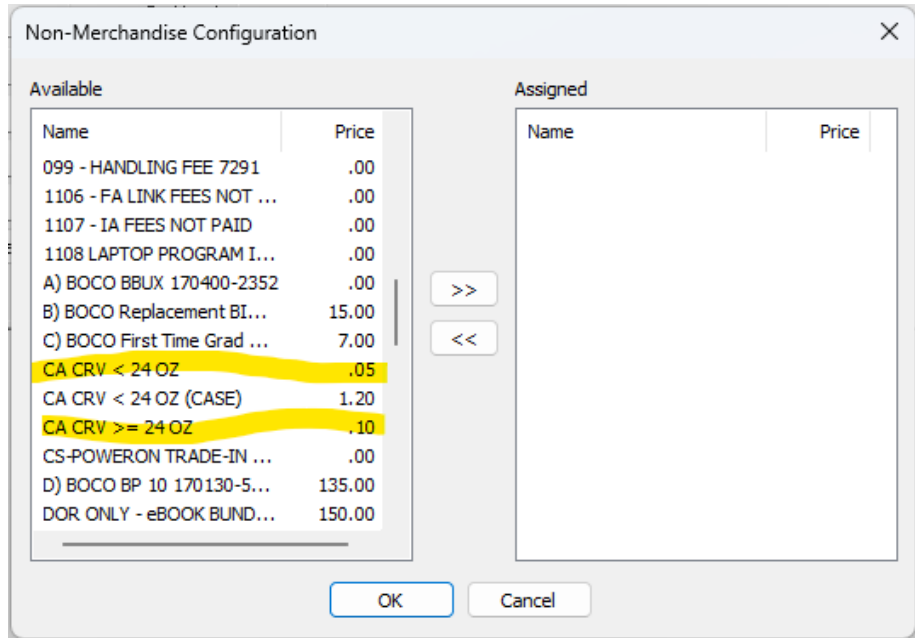
- After this, a popup will appear. Click on the square icon and then scan in the barcode of the new item. Then click OK.

### 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.