

Receive a Vendor Order

Quick Start Guide

Document Details

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<https://links.crunchtime.com/NCQS-ReceiveVendorOrder>

... or scan the QR code to the left.

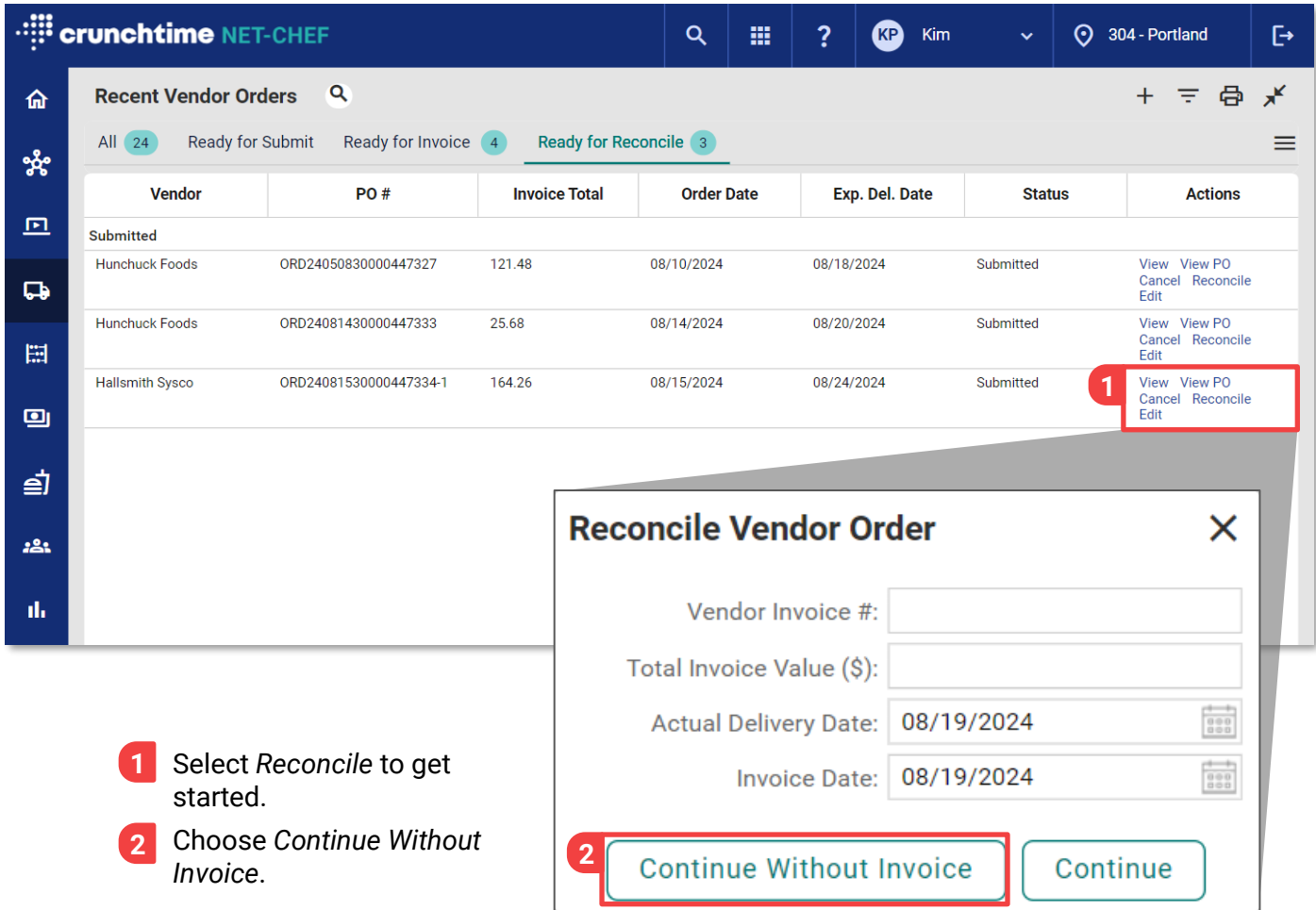
Related User Group Permissions

Screen Name	Control Name	Description
NC-Other Store Tasks	View/Edit Recent Vendor Orders	Enables <i>Recent Vendor Orders</i> on the Purchasing menu.
NC-Purchasing	Attach Files	Allows users to upload and link files to a vendor order.
NC-Purchasing	Edit Conversion during VO Reconcile	Allows users to edit the Conversion value.
NC-Purchasing	Edit Reference # during VO Reconcile	Allows reference number to be edited during reconcile.
NC-Purchasing	Edit Tax Code during VO Reconcile	Allows tax code to be edited during reconcile.
NC-Purchasing	Labels	Allows users to print labels during reconcile.
NC-Purchasing	Override Check Number Requirement	Displays a check box beside the "Check Number" field in the Reconcile screen; when unchecked, this clears and disables the "Check Number" field.
NC-Purchasing	Reconcile	Displays the "Reconcile" link; allows users to initiate & complete the reconcile process.
NC-Purchasing	Reconcile Without Invoice	Displays the "Continue Without Invoice" button and allows users to initiate & complete the receiving process while waiting for the invoice details.

Receive a Vendor Order

Getting Started

Net-Chef > Purchasing: Recent Vendor Order



The screenshot shows the 'Recent Vendor Orders' page in the Net-Chef system. The page has a top navigation bar with the Crunchtime logo, user information (KP Kim), and location (304 - Portland). Below the navigation bar, there's a search bar and tabs for 'All' (24), 'Ready for Submit', 'Ready for Invoice' (4), and 'Ready for Reconcile' (3). The 'Ready for Reconcile' tab is selected. A table lists three vendor orders, all with a status of 'Submitted'. The third order, from Hallsmith Sysco, is highlighted with a red box and a red '1' indicating the 'Reconcile' action. A pop-up window titled 'Reconcile Vendor Order' is shown in the foreground. It contains fields for 'Vendor Invoice #', 'Total Invoice Value (\$)', 'Actual Delivery Date' (08/19/2024), and 'Invoice Date' (08/19/2024). At the bottom of the pop-up, there are two buttons: 'Continue Without Invoice' (highlighted with a red box and a red '2') and 'Continue'.

1 Select *Reconcile* to get started.

2 Choose *Continue Without Invoice*.



E-Invoice Note: If the vendor sends e-invoices, the vendor record must have "Allow E-Invoice Processing after Reconcile" enabled on the Pricing Rules tab. If an e-invoice was already received for this order, you will be brought directly to the reconcile screen, skipping this pop-up.



What if I already have the invoice? If you would like to enter the invoice information while receiving this order, you can do so by first entering the *Vendor Invoice Number (#)* and *Total Invoice Value*. Then select *Continue* when you're ready to go.

If you would like instructions for reconciling with an invoice, check out the Reconcile guide here: <https://links.crunchtime.com/NCQS-ReconcileVendorOrder>

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Receive a Vendor Order

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Confirm Physical Quantities

Net-Chef > Purchasing: Recent Vendor Order: Reconcile

crunchtime NET-CHEF

Purchase Order Number: ORD24081930000447335 Order Date: 08/14/2024 Expected Delivery Date: 08/20/2024

Vendor: Hallsmith Sysco Reference Number: 300004081924 Actual Delivery Date: 08/19/2024

Vendor Currency: USD - US Dollar Currency Conversion: 1.0000 Reconcile Date: 08/19/2024

[Vendor Feedback \(0\)](#)

Reconcile Allocate

Actual Delivery Date: 08/19/2024

3 [Substitute](#) [Attach Files](#) [Labels](#) [Save](#) [Reconcile](#) [Close](#)

Catch Weight	Product #	Product Name ↑	Order Quantity	Physical Quantity	Unit	Conversion	Inventory Unit	Invoice Quantity	Invoice Price (\$)	Extended Value (\$)
☐	SFP-132	Juice - Fruit Punch	5 CS	4.00	CS	24.0000	EA	5.00	19.8500	79.40
☐	SIT-152	Juice - Iced Tea	2 CS	2.00	CS	12.0000	EA	2.00	10.2000	20.40
☐	SJL-159	Juice - Lemonade	3 CS	3.00	CS	8.0000	EA	3.00	7.1200	21.36
☐	SPC-874	Produce - Carrots	1 CS	1.00	CS	10.0000	LB	1.00	7.0700	7.07
☐	SPO-841	Produce - Onions	3 Bag	3.00	Bag	10.0000	LB	3.00	7.4300	22.29
☐	SPP-848	Produce - Potatoes	2 Bag	2.00	Bag	10.0000	LB	2.00	6.8700	13.74
Total:										164.26

GL Number	GL Name	GL Amount
5000-0001	Beverages	121.16
5010-0005	Produce Costs	43.10

Expected Total Value: 164.26

- 3 Update the *Physical Quantity* column as necessary to reflect how much product was delivered on this order. Use the *Unit* column to know how you're counting the product.

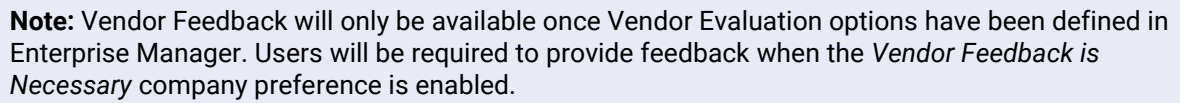
If you need to receive product by weight or account for a substitution, go to pages 7 & 8.



Note: Users associated with a User Group that has the "NC-Purchasing: Edit Conversion during VO Reconcile" permission enabled will also be able to edit the *Conversion* values if necessary.

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Vendor Feedback



Purchase Order Number: ORD24081930000447335 **Order Date:** 08/14/2024 **Expected Delivery Date:** 08/20/2024

Vendor: Hallsmith Sysco **Reference Number:** 300004081924 **Actual Delivery Date:** 08/19/2024

Vendor Currency: USD - US Dollar **Currency Conversion:** 1.0000 **Reconcile Date:** 08/19/2024

4 Vendor Feedback (0)

Actual Delivery Date: 08/19/2024

Catch Weight	Product #	Product Name ↑	Order Quantity	Physical Quantity	Unit	Conversion	Inventory Unit	Invoice Quantity	Invoice Price (\$)	Extended Value (\$)
☐	SFP-132	Juice - Fruit Punch								
☐	SIT-152	Juice - Iced Tea								
☐	SJL-159	Juice - Lemonade								
☐	SPC-874	Produce - Carrots								
☐	SPQ-841	Produce - Onions								
☐	SPP-848	Produce - Potatoes								

Vendor Feedback

	Evaluation Name	Evaluation Rating
☐	Arrive late	Negative
☒	Arrive on time	Neutral
☐	Did not allow proper check in of product	Negative
☐	Driver honked horn excessively	Negative
☒	Driver polite and helpful	Positive
☐	Driver rude	Negative

5 **6 Save Cancel**

- (Continued)

Receive a Vendor Order

(Continued)

Allocate Products

 **Note:** These steps will be required when the *Qualitative Judgment Required for Reconcile Quantity Discrepancy* preference is enabled in Enterprise Manager.

 Net-Chef > Purchasing: Recent Vendor Order: Reconcile

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304 - Portland



Purchase Order Number: ORD24081930000447335

Order Date: 08/14/2024

Expected Delivery Date: 08/20/2024

Vendor : Hallsmith Sysco

Reference Number: 300004081924

 Actual Delivery Date: 08/19/2024

Vendor Currency: USD - US Dollar

Currency Conversion: 1.0000

Reconcile Date: 08/19/2024

Reconcile

Allocate

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[Vendor Feedback \(0\)](#)

Actual Delivery Date: 08/19/2024



Product #	Product Name	Order Quantity	Physical Quantity	Invoice Quantity	Unit Price (\$)	Storage Location	Qualitative Judgment
SFP-132	Juice - Fruit Punch	5.00	4.00	5.00	19.85	Beverage Cooler	Damaged
SPC-874	Produce - Carrots	1.00	12.00	10.00	7.07	Produce Cooler	Quantity Discrepancy

If you received a different amount than was ordered (whether it was more or less), you may be prompted to provide additional information on the order.

- 7

Select the *Allocate* tab.
- 8

Choose a *Qualitative Judgment* that describes why the Physical Quantity is more/less than what was ordered.

 **Tip:** This page is pre-filtered to only display products that require action. To see all products, select the Funnel (filter) icon, and uncheck the *Storage Location Required* and *Qualitative Judgment Required* filters.

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Receive a Vendor Order

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Reconcile

Net-Chef > Purchasing: Recent Vendor Order: Reconcile

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304 - Portland

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Purchase Order Number: ORD24081930000447335

Order Date: 08/14/2024

Expected Delivery Date: 08/20/2024

Vendor : Hallsmith Sysco

Reference Number: 300004081924

! Actual Delivery Date: 08/19/2024

Vendor Currency: USD - US Dollar

Currency Conversion: 1.0000

Reconcile Date: 08/19/2024

Vendor Feedback (2)

9

Reconcile

Allocate

Actual Delivery Date: 08/19/2024

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Substitute

Attach Files

Labels

Save

10

Reconcile

Close

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Catch Weight	Product #	Product Name	Order Quantity	Physical Quantity	Unit	Conversion	Inventory Unit	Invoice Quantity	Invoice Price (\$)	Extended Value (\$)
☐	SFP-132	Juice - Fruit Punch	5 CS	4.00	CS	24.0000	EA	5.00	19.8500	79.40
☐	SIT-152	Juice - Iced Tea	2 CS	2.00	CS	12.0000	EA	2.00	10.2000	20.40
☐	SJL-159	Juice - Lemonade	3 CS	3.00	CS	8.0000	EA	3.00	7.1200	21.36
☐	SPC-874	Produce - Carrots	1 CS	1.00	CS	10.0000	LB	1.00	7.0700	7.07
☐	SPO-841	Produce - Onions	3 Bag	3.00	Bag	10.0000	LB	3.00	7.4300	22.29
☐	SPP-848	Produce - Potatoes	2 Bag	2.00	Bag	10.0000	LB	2.00	6.8700	13.74
Total:										164.26

GL Number	GL Name	GL Amount
5000-0001	Beverages	121.16
5010-0005	Produce Costs	43.10

Expected Total Value: 164.26

- 9 Return to the *Reconcile* tab.
- 10 When you're finished, select *Reconcile*. The products you received on this delivery have now been placed into your inventory!



Note: If you would like instructions for entering the invoice data, check out the Invoice guide here: <https://links.crunchtime.com/NCOS-InvoiceVendorOrder>

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Receive a Vendor Order

Advanced Adjustments

Apply Catch Weight

Net-Chef > Purchasing: Recent Vendor Order: Reconcile

crunchtime NET-CHEF

Purchase Order Number: ORD24081930000447335 Order Date: 08/14/2024 Expected Delivery Date: 08/20/2024

Vendor: Hallsmith Sysco Reference Number: 300004081924 Actual Delivery Date: 08/19/2024

Vendor Currency: USD - US Dollar Currency Conversion: 1.0000 Reconcile Date: 08/19/2024

[Vendor Feedback \(0\)](#)

Reconcile Allocate

Actual Delivery Date: 08/19/2024

Substitute Attach Files Labels Save Reconcile Close

Catch Weight	Product #	Product Name ↑	Order Quantity	Physical Quantity	Unit	Conversion	Inventory Unit	Invoice Quantity	Invoice Price (\$)	Extended Value (\$)
☐	SFP-132	Juice - Fruit Punch	5 CS	4.00	CS	24.0000	EA	5.00	19.8500	79.40
☐	SIT-152	Juice - Iced Tea	2 CS	2.00	CS	12.0000	EA	2.00	10.2000	20.40
☐	SJL-159	Juice - Lemonade	3 CS	3.00	CS	8.0000	EA	3.00	7.1200	21.36
☒	SPC-874	Produce - Carrots	1 CS	12.00	LB	1.0000	LB	10.00	0.7070	8.48
☐	SPO-841	Produce - Onions	3 Bag	3.00	Bag	10.0000	LB	3.00	7.4300	22.29
☐	SPP-848	Produce - Potatoes	2 Bag	2.00	Bag	10.0000	LB	2.00	6.8700	13.74
Total:										165.67

The following steps will allow you to receive a product by its inventory unit (this is useful for products that vary in size, such as meat).

- 1 Check the *Catch Weight* box.
- 2 Update the *Physical Quantity* to the exact amount of product that was delivered.

Tip: Review the Unit column to ensure you're measuring the product correctly.



Super Tip: Several fields will automatically update when Catch Weight is selected:

- Physical and Invoice Quantity are updated to reflect the Order Quantity in Inventory Units (rather than Vendor Units)
- Unit is updated to the Inventory Unit (rather than the Vendor Unit)
- Conversion is changed to '1' and cannot be edited.
- The Invoice Price updates to reflect the cost per Inventory Unit (rather than Vendor Unit).

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Receive a Vendor Order

Advanced Adjustments (Continued)

Add Substitute

Net-Chef > Purchasing: Recent Vendor Order: Reconcile

Purchase Order Number: ORD24081930000447335 Order Date: 08/14/2024 Expected Delivery Date: 08/20/2024

Vendor : Hallsmith Sysco Reference Number: 300004081924 Actual Delivery Date: 08/19/2024

Vendor Currency: USD - US Dollar Currency Conversion: 1.0000 Reconcile Date: 08/19/2024

[Vendor Feedback \(2\)](#)

Reconcile Allocate

Actual Delivery Date: 09/17/2024

Substitute Attach Files Labels Save Reconcile Close

Catch Weight	Product #	Product Name	Order Quantity	Physical Quantity	Unit
☐	SFP-132	Juice - Fruit Punch	5 CS	4.00	
☐	SIT-152	Juice - Iced Tea	2 CS	2.00	CS
☐	P-1007 *sub*	Juice - PINK Lemonade	3 CS	2.00	Box
☒	SPC-874	Produce - Carrots	1 CS	12.00	LB
☐	SPO-841	Produce - Onions	3 Bag	3.00	Bag
☐	SPP-848	Produce - Potatoes	2 Bag	2.00	Bag

Substitution Product

Substitution For: SJL-159, Juice - Lemonade

Product #: P-1007

Description: Juice - PINK Lemonade

Unit: EA

Conversion: 12.0000 EA per Vendor Unit

Vendor Unit: Box

Quantity: 2.00

Price: 7.1200

Save Close

The following steps are only necessary if the vendor sent a substituted product in place of what was originally ordered:

- 1 Select the *Substitute* button.
- 2 Choose the originally ordered Product.
- 3 Optionally, update the *Product Number* and *Description* to change how the item appears on the order.
- 4 If the vendor sent a different size package, update the *Conversion* and *Vendor Unit* to reflect the size of the package and how many units are in that package. (Ask yourself "how many Units are in one Vendor Unit?")
- 5 Select *Save*. The order will be updated to reflect the new order.. The substitute product will be added into inventory, counted, and depleted as if it were the original product.