Purchasing

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1 Purchasing

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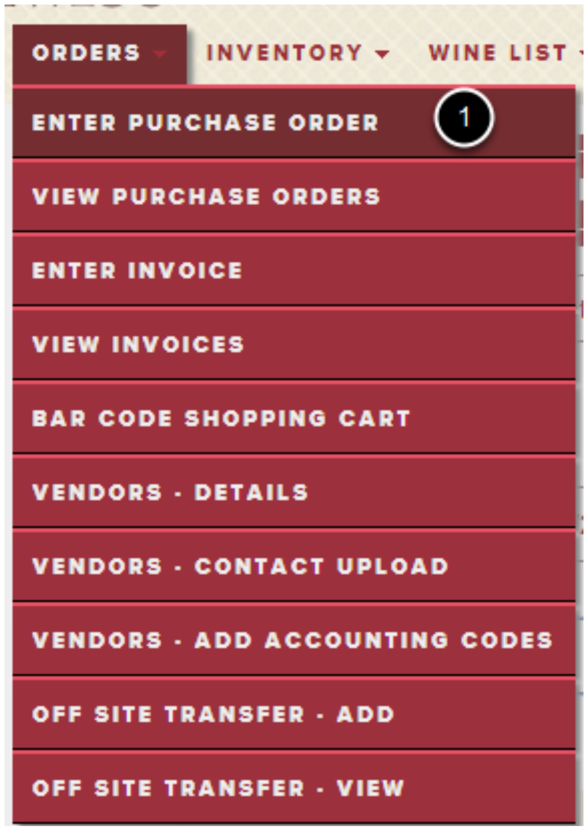
Placing an Order

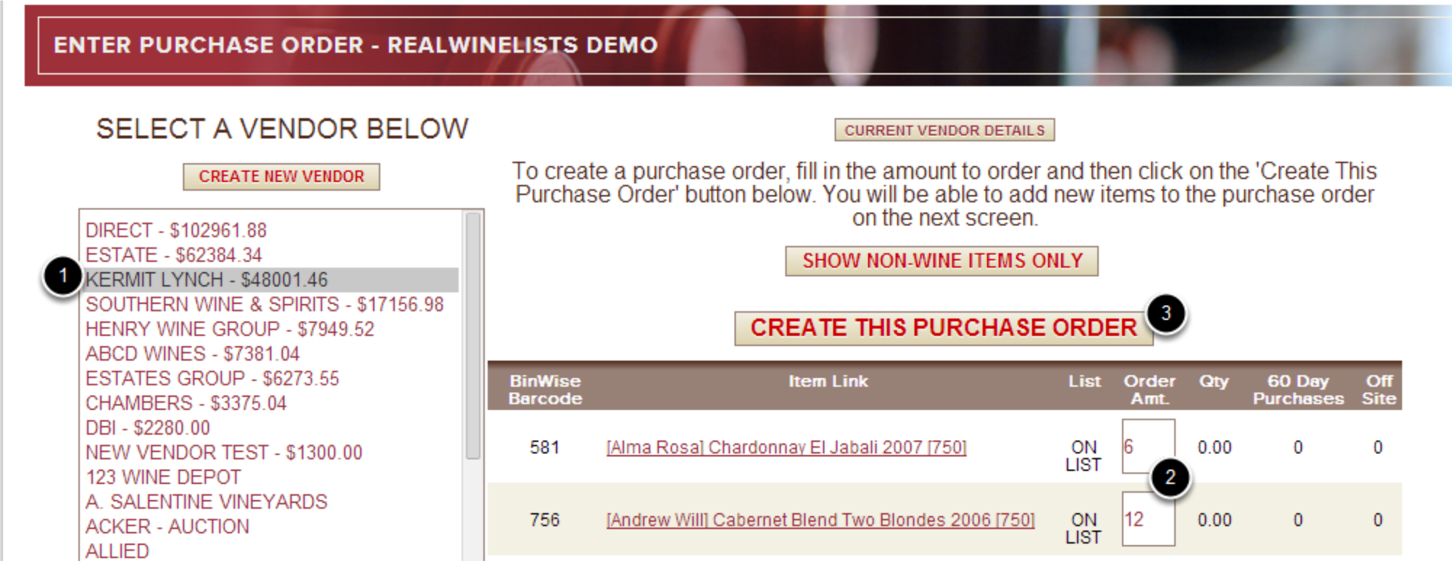
Placing orders in BinWise allows the user to track every step of the ordering process. This opens up complete visability into your program so you can manage costs, delivery expectations and item par counts. This guide will walk you through the first part of placing an order in the BinWise system - adding items to an order and sending it out to a vendor via email. You can order: Wine, Liquor, Beer and Non-Alcoholic Items.

Placing an Order (1)



1. To place an order, from the Orders tab, choose “Enter Purchase Order.”

Placing an Order (2)



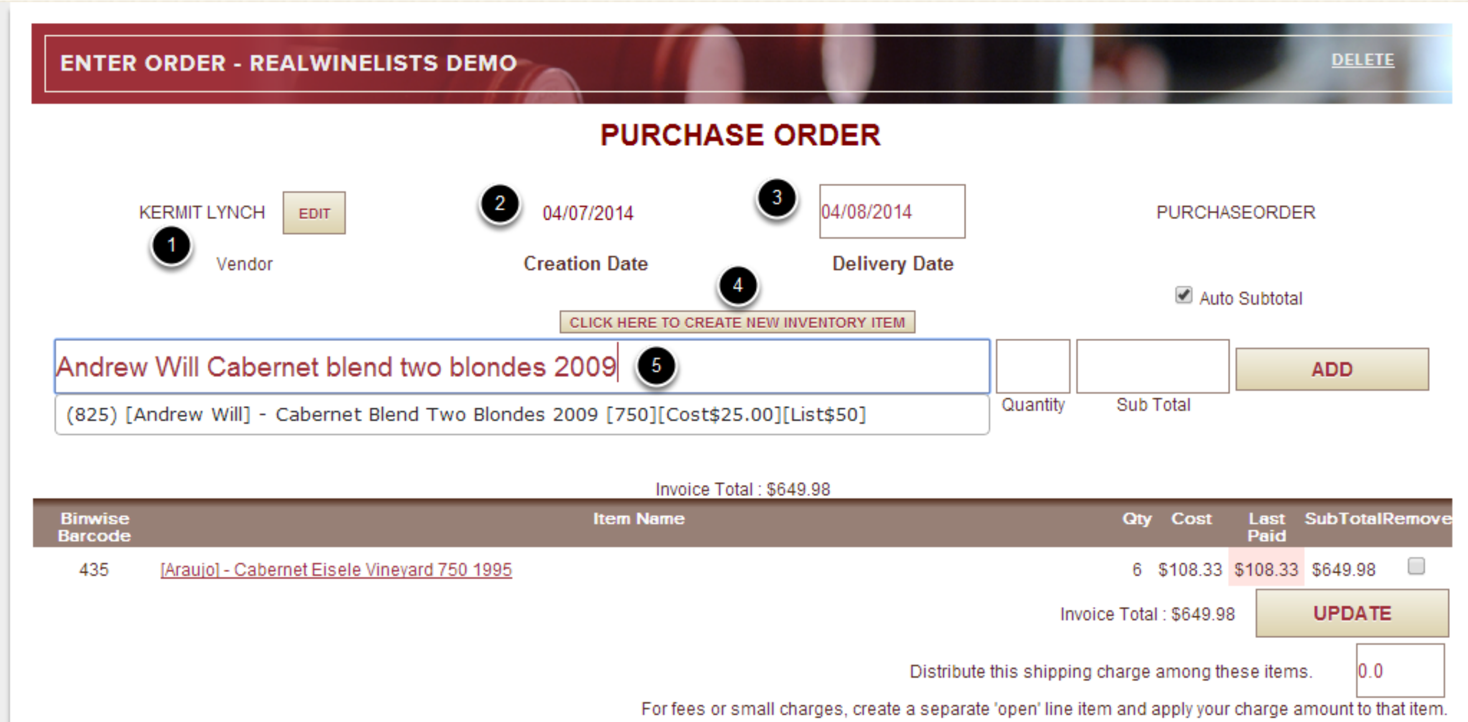
Ordering is done by selecting a vendor and adding items to a purchase order. There are two screens for ordering items - the first is the Vendor Selection. From this screen, a list of vendors you currently order from, will be available.

1. Select the vendor that you would like to place an order from (make sure that this vendor has a contact name and email address in the account by looking in the Orders Tab - Vendors - Details screen)

2. Once a Vendor has been selected - a list of items (wine, liquor and beer) that have been previously purchased, will be shown on the right. Find the item that you want to add to the order and enter in a quantity in the Order Amt box.

3. Once all of the items have been added - click Create This Purchase Order

Note: If you would like to add an item that is brand new to your inventory - the item can be created and added to the Order in the next screen.



This and the next two steps cover the second screen in the ordering process.

On this screen you will see:

1. **Vendor Name** - you can also make edits to the vendor by clicking on the "edit" button

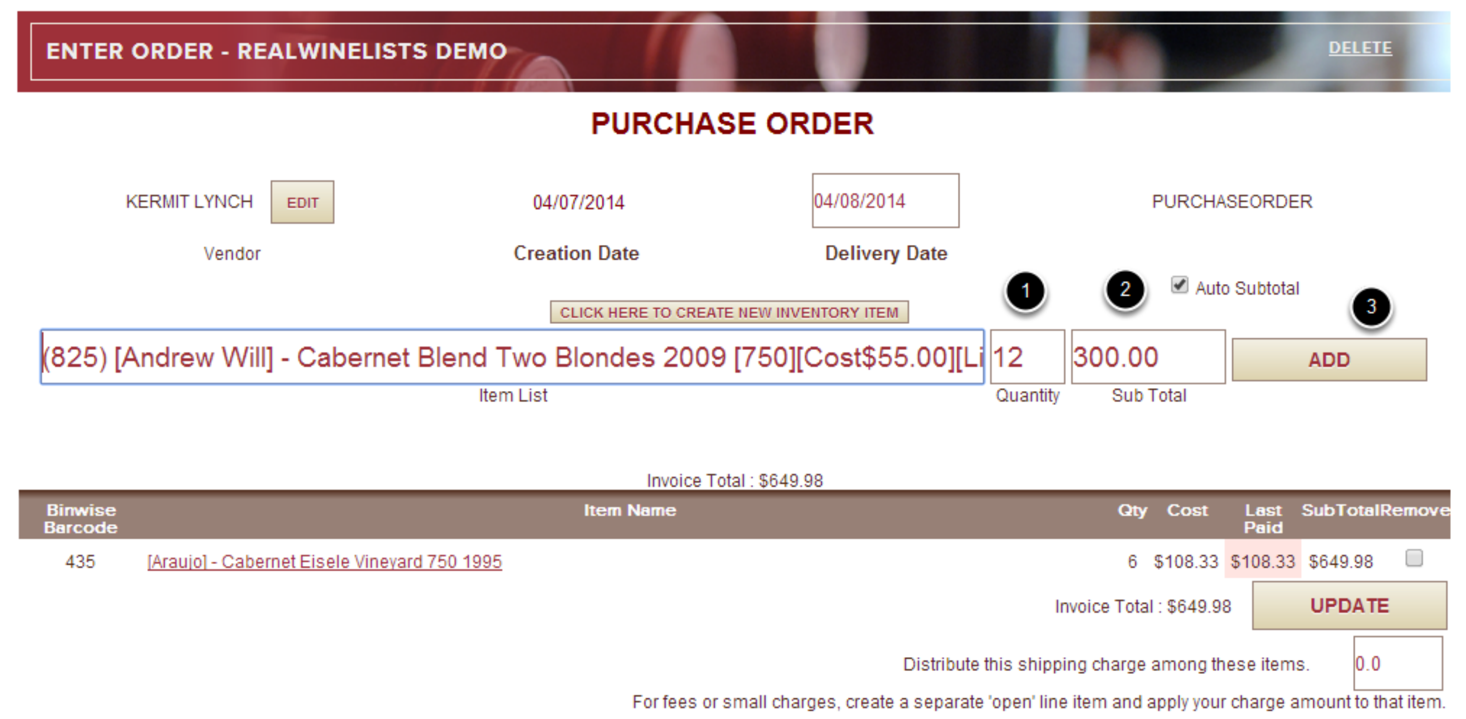
2. **Creation Date**: The date the order was created

3. **Delivery Date**: This is the date of the expected delivery. This is a very important date - as this will be the date that the vendor will see in the email order as the requested delivery date (we cover what happens if your items are delivered on a different date in the "Receiving a Delivery" Guide)

4. **Create New Item**: clicking here will take you to a pop-up screen that shows the same add new item screen that you can access from the Inventory tab. You can use the quick add, the custom add or the add non-wine item tabs depending on which item you need to create in order to add to your inventory and order.

5. **Item List**: The Search Bar gives access to every item (wine, liquor, beer, etc) in your inventory - including any brand new items you may have just created. Start by either typing the "Producer" or "BinWise Barcode #" to find and select the item. Typing in more information narrows your choices and may be helpful in the case where you have a lot of items from the same producer. You can also search by fantasy, cuvee or vineyard name.

Placing an Order (4)



Once the item has been found in the Item List, you will enter in the requested quantity and total, and then Add the item to the Purchase Order.

1. **Quantity**: Enter in the number of bottles you want to order

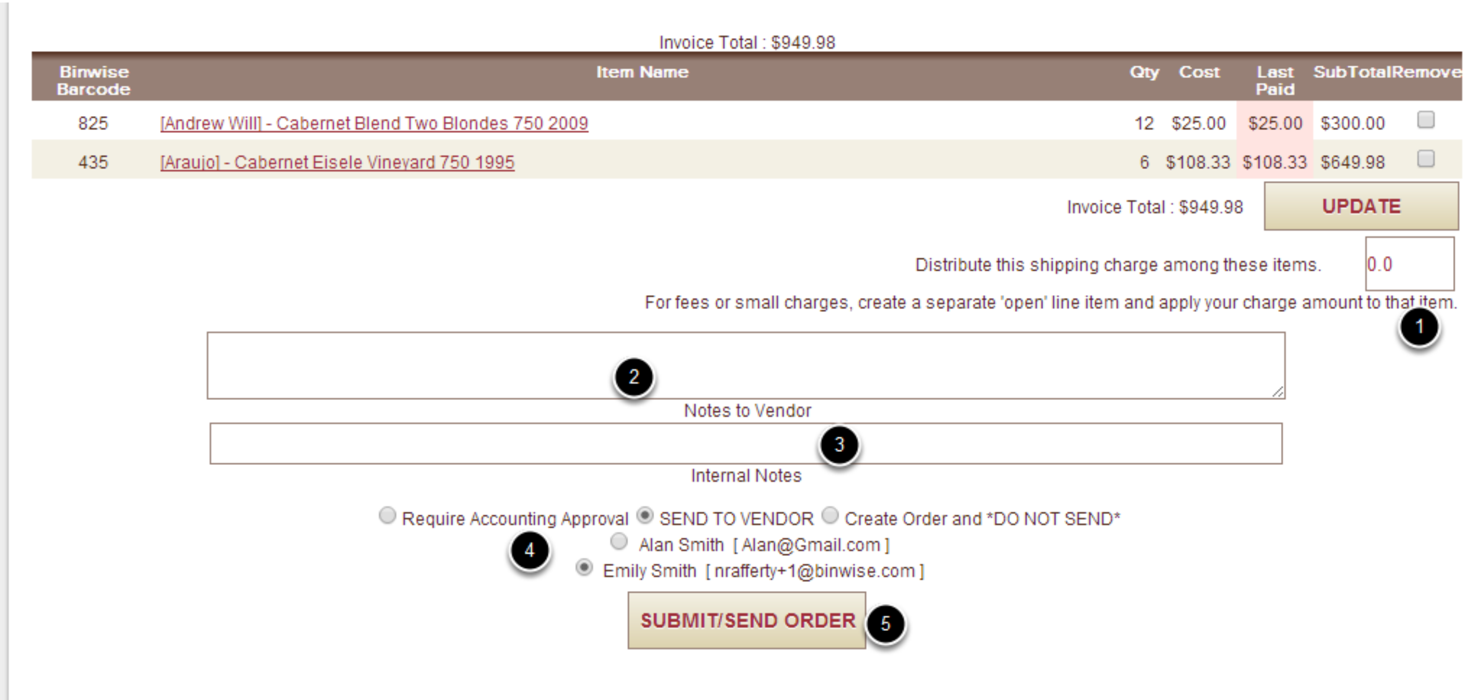
Note: All quantities should be ordered as bottle (or single item), not case quantities. For example: if requesting a "Six Pack of Corona bottles," the quantity would be 6....not 1 Six Pack.

2. **Sub Total:** **A dollar amount is required here, you cannot leave this blank or at $0** If an item has been previously purchased, the cost will reflect the cost from the last order or the last entered cost. If the item is brand new to your inventory, it will have no cost available. If you know the cost or if the cost has changed, you can manually enter in the subtotal. If needed, you can use a placeholder cost for the time being and then update that cost info during the "receiving of delivery" process using the invoice provided by your vendor.

Note: Another way to update the cost of an item is to go into the "Item Stats Page" and enter in the "Cost" manually.

3. Click "**Add**" to place that item on the current Purchase Order.

Placing an Order (5)



1. **Shipping Charges**: There are two ways to keep track of shipping charges. The first way is to create an item in the inventory called "Delivery Charge" and add that to the order via the Search Bar. This method will keep the delivery fees separate from the cost of your items on the oder. The other way is to input shipping or miscellaneous fees on your order is to use the shipping charges box - this will distribute any amount over your entire order, nudging all costs up a bit.

2. **Notes to Vendor**: This is where you can send notes and questions to the vendor receiving the order. The vendor rep can then reply with comments - the communication will be available to review at a later time.

3. **Internal Notes:** This is where the user can communicate within the restaurant.

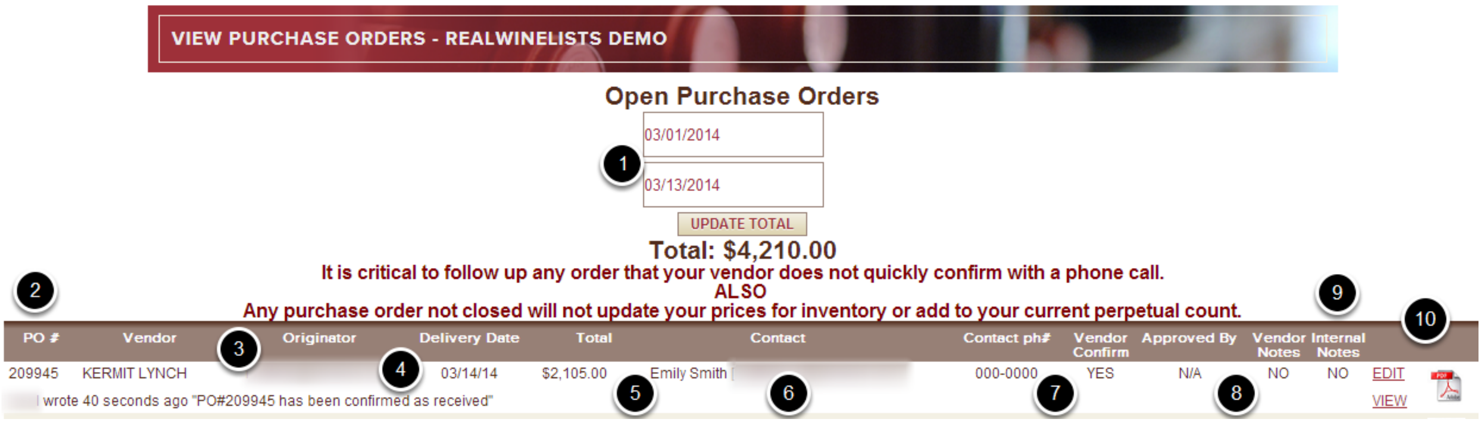
For example: if one person creates an Order, they can enter in notes so the person receiving the delivery can follow the instructions. This allows people to connect within the restaurant and all communication is documented within BinWise.

4. **Ordering Options:** The default method will send the order to the vendor via email. The second option is the "Create Order and DO NOT SEND". This is used for a situation when an order is placed outside of BinWise (For Example: Phone OR In Person, Text). An Order still needs to be created in BinWise, but there is no need to send it to the Vendor Rep. It will act as a normal Purchase Order, without the email aspect.

Note: "Require Accounting Approval" is a box that can be checked off if there needs to be an approval process from someone other than the person creating the Order. When this box is checked off, it will require the person who is set up to approve POs to approve the order by clicking on a confirmation link sent via email before the order is emailed to the Vendor Contact.

5. **SUBMIT/SEND ORDER**: Click this box to confirm order.

View Open Orders (6)



Clicking on "**Submit Order**" takes you to the "View Purchase Orders" Screen. You can also access this screen by choosing "View Purchase Orders" from the Orders tab.

Your most recent invoice will come up on the top line.

1. **Date Ranges**: Set the range of the invoices that you want to view - they will sort by Delivery Date with the most recent on top

2. **PO#:** This is your Purchase Order Number from BinWise....not the Vendor

3. **Originator**: This is the BinWise user who Placed the Order

4. **Delivery Date**: This is expected delivery date - Very Important to keep accurate

5. **Total**: This is the total dollar amount on the Order. Upon receiving the delivery - use this number to compare against the Vendor's invoice

6. **Contact**: This is the Vendor Rep Contact and their Email

7. **Vendor Confirm** - When the Order is first sent out, this will read "NO". Once the Vendor Rep, receives the emailed order and they confirm, this will change to a "YES".

Note: Make sure to check the "View Open Purchase" screen for all Orders that have a "NO" in this column over a week old. This may indicate that the vendor never received the Order and the delivery is not expected to come. If this is the case, reach out the vendor rep directly and see what the issue is.

8. **Vendor Notes**: This is a snapshot of the notes that the Vendor Rep has written either in response to a question or comment on the order OR they needed to include details about the order so that the user is aware.

9. **Internal Notes:** This is a snapshot of the notes that are being used internally for everyone who is handling the Order. If one person creates the PO and another receives the Order - they can use these notes to communicate. This will show up on the Order when the person prints out a copy of the order to use as a guide.

10. **EDIT**: Click on this to access the Order to make edits and close out the Order when the delivery has been received. (More in the "Receiving an Order" Guide")
VIEW: History of the order including the items on Order and notes between Vendor Rep and BinWise User
PDF File: Acopy of the order and a history of communication back and forth between BinWise user and Vendor Rep. Print this and use as a guide when receiving an Order. (More in the "Receiving an Order" Guide")

binwise

Hello Steve Smith:

RealWineLists DEMO is using BinWise's purchasing platform to electronically place orders with you.

Instructions are included below on confirming this order.

Please **do not reply to this email**. This mailbox is not monitored and you will not receive a response.

***** ITEMS & PRICING *****

Duckhorn - Merlot 2001
12.00 x $66.72 = $800.64 (BW# 391)

Dujac - Bonnes-Mares 1996
12.00 x $0.00 = $0.01 (BW# 1144)

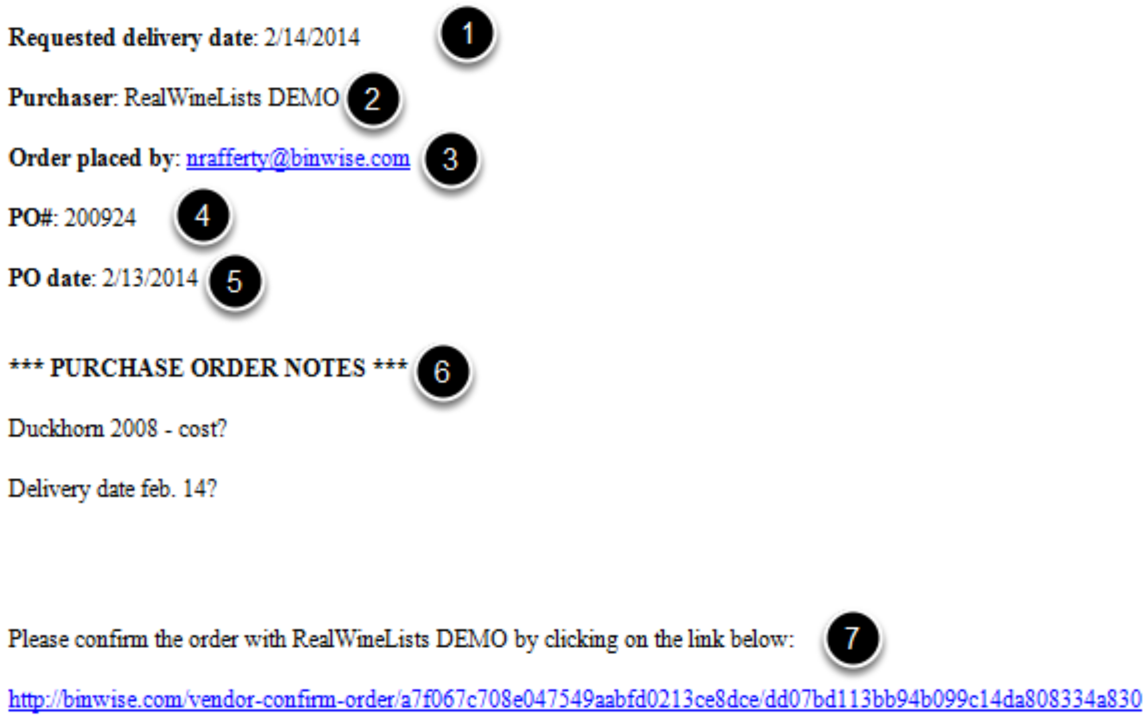
Absolut - Vodka Blackberry 0
12.00 x $29.17 = $350.04 (BW# 1645)

Duckhorn - Cabernet Sauvignon Estate Napa Valley 2008
12.00 x $0.00 = $0.01 (BW# 2641)

This screen gives you an example of what the vendor email that they will see to confirm your order. Part 1.

The first part of the email lists the items on the order: **Item, Quantity, Cost, Sub Total and BinWise Barcode #**

View Open Orders (8)



Requested delivery date: 2/14/2014 1

Purchaser: RealWineLists DEMO 2

Order placed by: nrafferty@binwise.com 3

PO#: 200924 4

PO date: 2/13/2014 5

***** PURCHASE ORDER NOTES ***** 6

Duckhorn 2008 - cost?

Delivery date feb. 14?

Please confirm the order with RealWineLists DEMO by clicking on the link below: 7

http://binwise.com/vendor-confirm-order/a7f067c708e047549aabfd0213ce8dce/dd07bd113bb94b099c14da808334a830

The second half of the email lists:

1. Requested delivery date:

2. Purchaser: (*This will be your Restaurant)*

3. Order Placed by: (*This will be your BinWise user account email)*

4. PO#

5. PO Date:

6. Purchase Order Notes: *(These are the Vendor Notes written when you are Placing an Order. The vendor contact can communicate back with answers to questions/comments)*

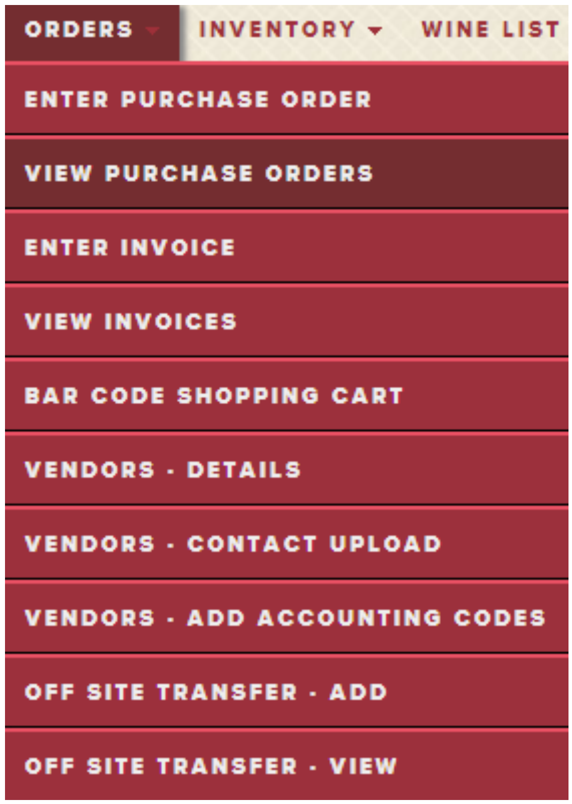
7. Once the vendor is ready to confirm the order, they will click on this link, they will be taken to a confirmation page where they can respond to your note which will turn the “NO”s in both Vendor Confirm and Vendor Notes columns to “YES”s in the previous step the “Purchase Order View Screen”.

Your order has been sent to the vendor and is now in "**VIEW OPEN PUCHASE ORDERS.**" Once the items have been received, the items will be updated in the your account.

Receiving Product/Closing an Order

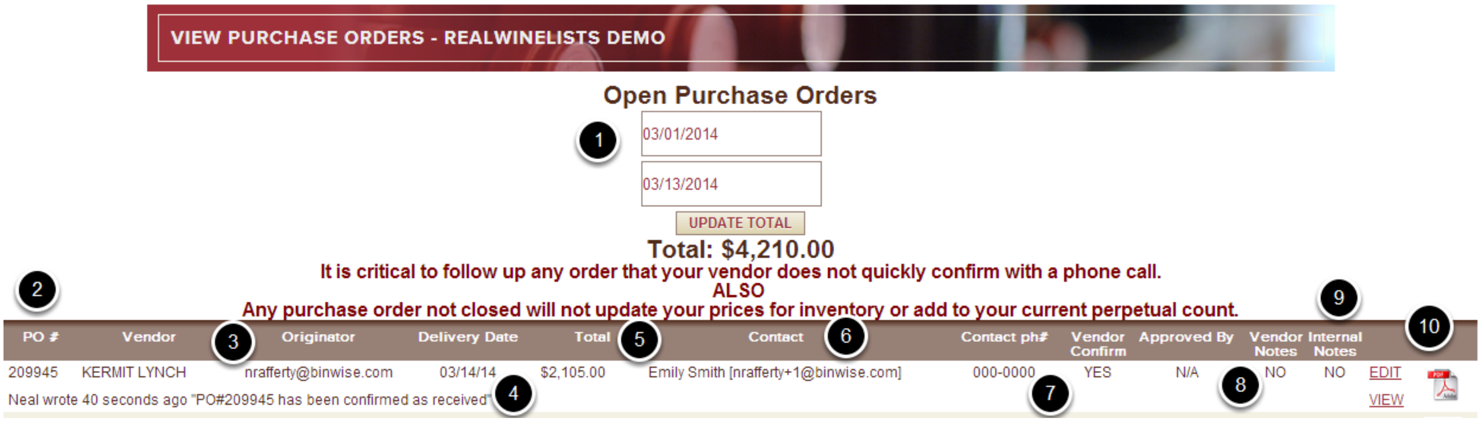
The second phase of Ordering Products is receving the delivery and closing out the purchase order. By closing out the order, this will update the items and quantites in your inventory so your account will have an accurate Perpetual Inventory. Steps will involve printing out a copy of the Purchase Order to use upon receving delivery, making adjustments on the Purchase Order that include changes from the Vendor and closing the Order - adding those items and quantities to BinWise.

Receiving Product/Closing an Order (1)



1. When you have received a delivery, from the “Orders” tab, choose “View Purchase Order”

Receiving Product/Closing an Order (2)



This window will have a list of every open order currently in your account. Use this screen to verify that the vendor has received the emailed order and to edit/close the order.

When receiving a delivery - click on VIEW to print out the order and place on a clipboard. This will be a valuable tool to make sure each of the items received are in fact the correct items. Make sure to check items, vintage, quantity, cost and final pricing. If any information differs from the original order - take note and then make adjustments in the order by clicking on the EDIT button. Use the info below as well to navigate the window.

Your most recent invoice will come up on the top line.

1. **Date Ranges**: Set the range of the invoices that you want to view - they will sort by Delivery Date

2. **PO#:** This is your Purchase Order Number from BinWise....not the Vendor

3. **Originator**: This is the BinWise user account who Placed the Order

4. **Delivery Date**: This is expected delivery date - Very Important to keep accurate

5. **Total**: This is the total dollar amount on the Order. Upon receiving the delivery - use this number to compare against the Vendor's invoice

6. **Contact**: This is the Vendor Rep Contact and their Email

7. **Vendor Confirm** - When the Order is first sent out, this will read "NO". Once the Vendor Rep, receives the emailed order and they confirm, this will change to a "YES".

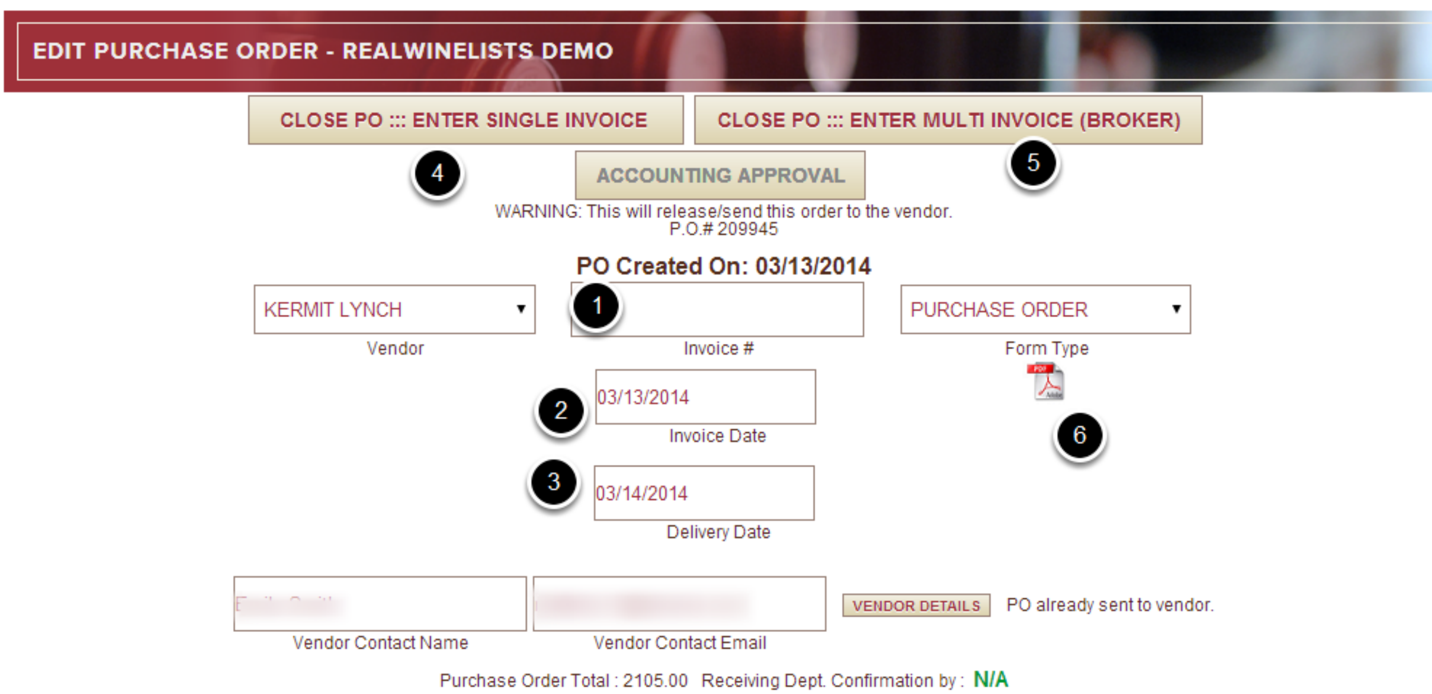
Note: Make sure to check the "View Open Purchase" screen for all Orders that have a "NO" in this column over a week old. This may indicate that the vendor never received the Order and the delivery is not expected to come. If this is the case, reach out the vendor rep directly and see what the issue is.

8. **Vendor Notes**: This is a snapshot of the notes that the Vendor Rep has written either in response to a question or comment on the order OR they needed to include details about the order so that the user is aware.

9. **Internal Notes:** This is a snapshot of the notes that are being used internally for everyone who is handling the Order. If one person creates the PO and another receives the Order - they can use these notes to communicate. This will show up on the Order when the person prints out a copy of the order to use as a guide.

10. **EDIT**: Click on this to access the Order to make edits and close out the Order when the delivery has been received. (More in the "Receiving an Order" Guide")
VIEW: History of the order including the items on Order and notes between Vendor Rep and BinWise User
PDF File: A copy of the order and a history of communication back and forth between BinWise user and Vendor Rep. Print this and use as a guide when receiving an Order. (More in the "Receiving an Order" Guide")

Receiving Product/Closing an Order (3)



This is the top half of the Edit Screen for an Open Orders - you will view this when you have selected "edit" from the prior screen to prepare for receiving an order.

This part of the screen deals with the details of the order including delivery date and invoice number. Make sure to have accurate dates for each of these fields. Delivery Date will be used for the timeline for the entire site - be sure to use correct date

Note: The second half of the screen is where the items can be adjusted.

1. **Invoice #**: Enter in the invoice number from the paper invoice that came with the order.

2. **Invoice Date:** This date will default to the current date. You can adjust if necessary.

3. **Delivery Date:** This is an important date as all reporting uses this date to track the progress and the time line of the items on the Order. In the creation process, a requested date was sent out to the Vendor Rep. Upon delivery, if the date differs from the requested date, make sure to adjust to the correct date.

4. **Close PO: Enter Single Invoice:** This will close out the entire invoice

5. **Close PO: Enter Multi Invoice (Broker):** This will close out the invoice in multiple steps. For example, if you only received half the order, check off the items that have arrived and click this button to "receive" those items into inventory. When the second half of the order arrives, then use the first option "CLOSE PO: ENTER SINGLE INVOICE"

6. **PDF File**: There is an option to print out the invoice (if needed)

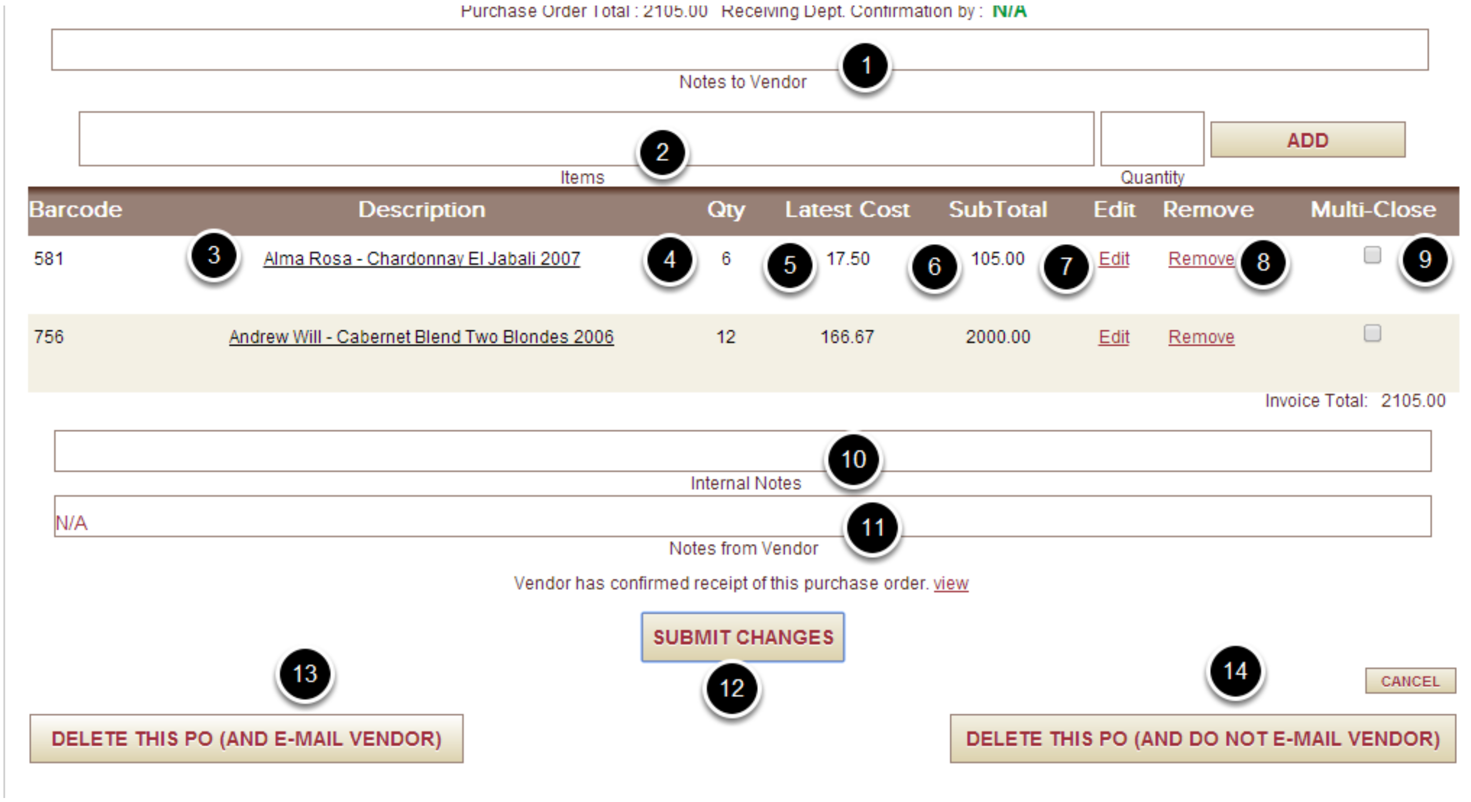
Note: Make sure to do these steps AFTER you have made adjustments/edits to the items that have been received in the delivery (i.e Wine, Liquor and Beer)

When the adjustments to the items have been made, come back here.

1. Check the and verify the Delivery Date is correct
2. Enter in the Invoice # that has been attached to the delivery
3. Close the Order - two options: Close as a Single Invoice (used a majority of the time) **OR** Multi Close
4. The Order has been converted into an invoice and can now be viewed in the Orders Tab - View Invoices

By receiving the order and closing out the purchase order, the items, quantities and costs are now updated in your account.

Receiving Product/Closing an Order (4)



This is second half of the screen on the Edit Purchase, but many people will **DO THIS FIRST.**

When a delivery has been received, the next step is to close out or to make adjustments (if needed) and close out the order. Edits can be made to the item, the vintage, cost and total subtotal. All new items need to have their subtotal updated to ensure that the cost is now available. Once all changes have been made, go the previous step and enter in the details from the invoice.

1. **Notes to Vendor:** This will have all notes to the vendor

2. **Items**: Using this Master Search Bar, you can add items that may have not have been on the original Order, but now you would like to add the item.

Items 3 - 7 Can Be Edited on the Purchase Order - See the Step Below - Click "EDIT"

3. Description of Item(s) Being Delivered - Adjust the Vintage

4. Quantity that has been delivered - Adjust the Quantity

5. Latest Cost - The cost will be affected by either adjusting the Quantity or Subtotal

6. Subtotal - Adjust the subtotal

7. Edit: Click on this to make any adjustments to the Order

8. **Remove**: Click on this to remove the item from the Order

9. **Multi - Day:** If an order is received in a staggered or broken up into multiple deliveries - use this feature to close out a portion of the

10. **Internal Notes**: These are the notes for internal communication between users

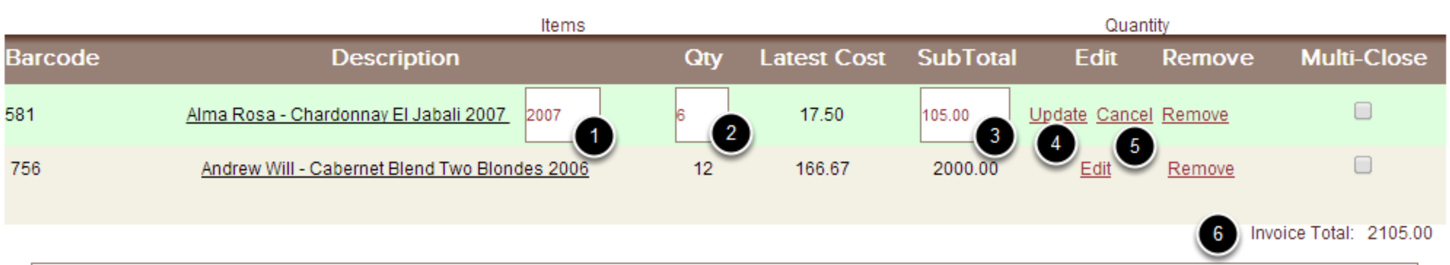
11. **Notes from Vendor:** These are the notes sent back from the Vendor Rep. This could be in response to questions or comments whe placing an order

12. **SUBMIT CHANGES:** Use this button to confirm changes to the order - **this will save changes, but WILL NOT close the order or update the inventory**

13. **Delete This PO (And Email Vendor):** This will delete the order and all items on it **AND WILL** send an email notification to the vendor rep.

14. **Delete This PO (And DO Not Send Email to Vendor):** This will delete the order and all items on it **AND WILL NOT** send an email notification to the vendor rep.

Receiving Product/Closing an Order (5)



Edits can be made to an item to change certain aspects of the order based off the invoice. If a different vintage, quantity or cost is received, they can be adjusted during the process of closing the Order.

Start by clicking "**EDIT**" on the same line as the item that needs adjusting

1. Vintage: If a different vintage is received, then in this box it can be adjusted to change the vintage which will create this item for you if not already in your inventory. If this is a year that is already in your inventory - it will change to the correct Barcode. The quantity and the cost will then update that item.

If this is new vintage to your inventory, it will create a new Barcode and add the quantity and cost to the item stats. The next time you want to place this item on a Order, the cost will be updated.

2. **Quantity:** The quantity can be adjusted and reflect the actual number of items that were received.

3. **Subtotal:** There are two occasions where the subtotal will need to be adjusted. The first is a brand new item is created and added to the Order. This item will not have a cost associated with it when it is sent out to the Vendor. When received, use the invoice provided, remove the place holder of "$0.01" and enter in the correct amount.

The second occasion is when there is a discrepancy from an item that has been bought before but the price has been changed. Update the subtotal and this will update the change throughout the rest of the account.

Note: When delivered, if the subtotal for an item is really off the requested amount without a notification or warning, check with the Vendor to confirm that this is in fact the correct Subtotal. Human error happens and it never hurts to verify an unexpected cost change.

4. **UPDATE:** After the changes have been made to the item, click this to lock in the adjustments on the Order.

5. **Cancel:** This will cancel the Edit function and bring it back to the original screen.

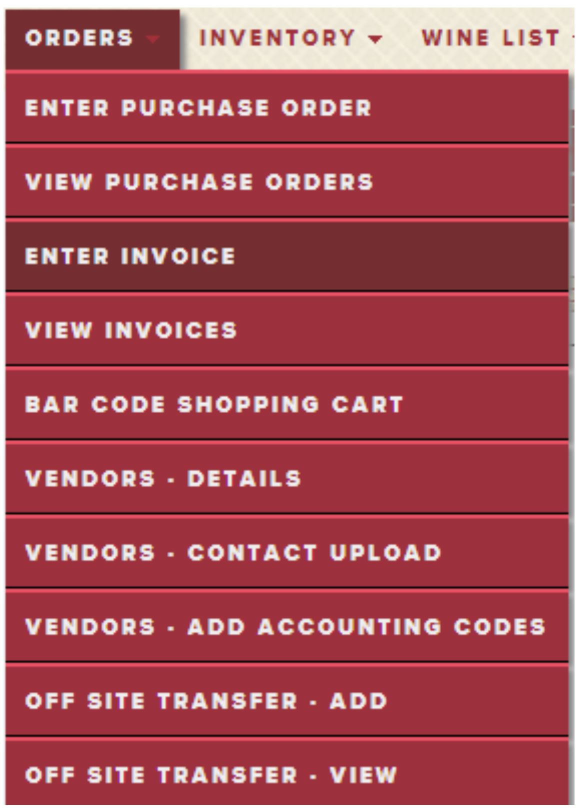
6. **Invoice Total:** After adjustments have been made - this will show in real time the new invoice total.

Entering an Invoice

Creating an Invoice is similar to the process of placing a Purchase Order (PO). The difference is that this function adjustes your onhand inventory immediately and is typically used when a PO couldn't be or wasn't created. You simply enter the information from the paper invoice directly into BinWise in the case of an order arriving without a corresponding PO. You can also use this function primarily in the beginning stages of Implementation to stay current on item costs and quantites between the time of your last inventory and when you switch fully over to BinWise for purchasing.

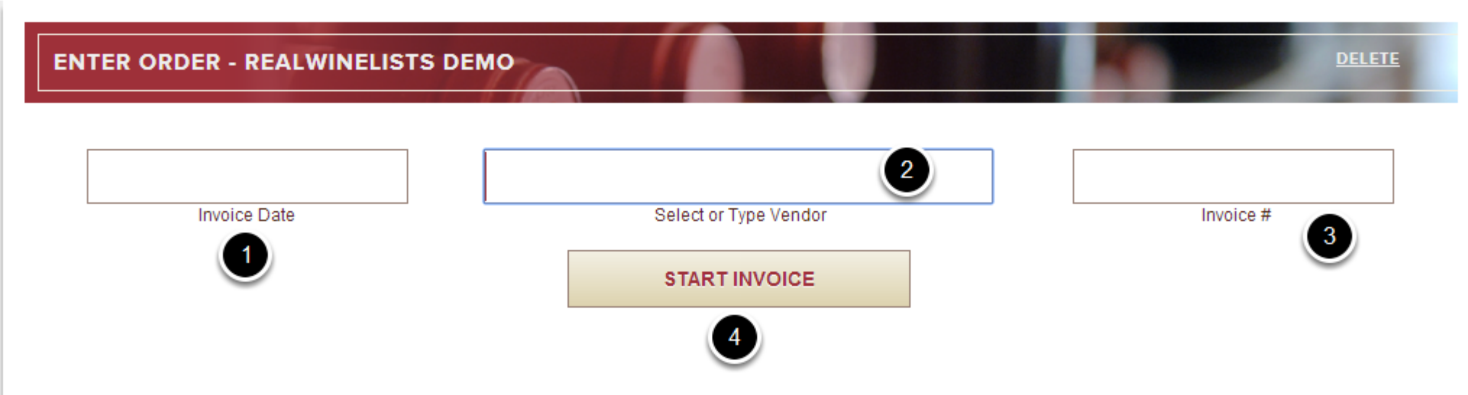
Since several of the steps are the same, the guide will focus only on the essential parts of the creation process. For additional, related details, please refer to **Placing an Order** guide.

Entering an Invoice (1)



1. From the “**Orders**” tab, click on “**Enter Invoice**”

Entering an Invoice (2)



Have the physical invoice from the vendor in front of you during this process.

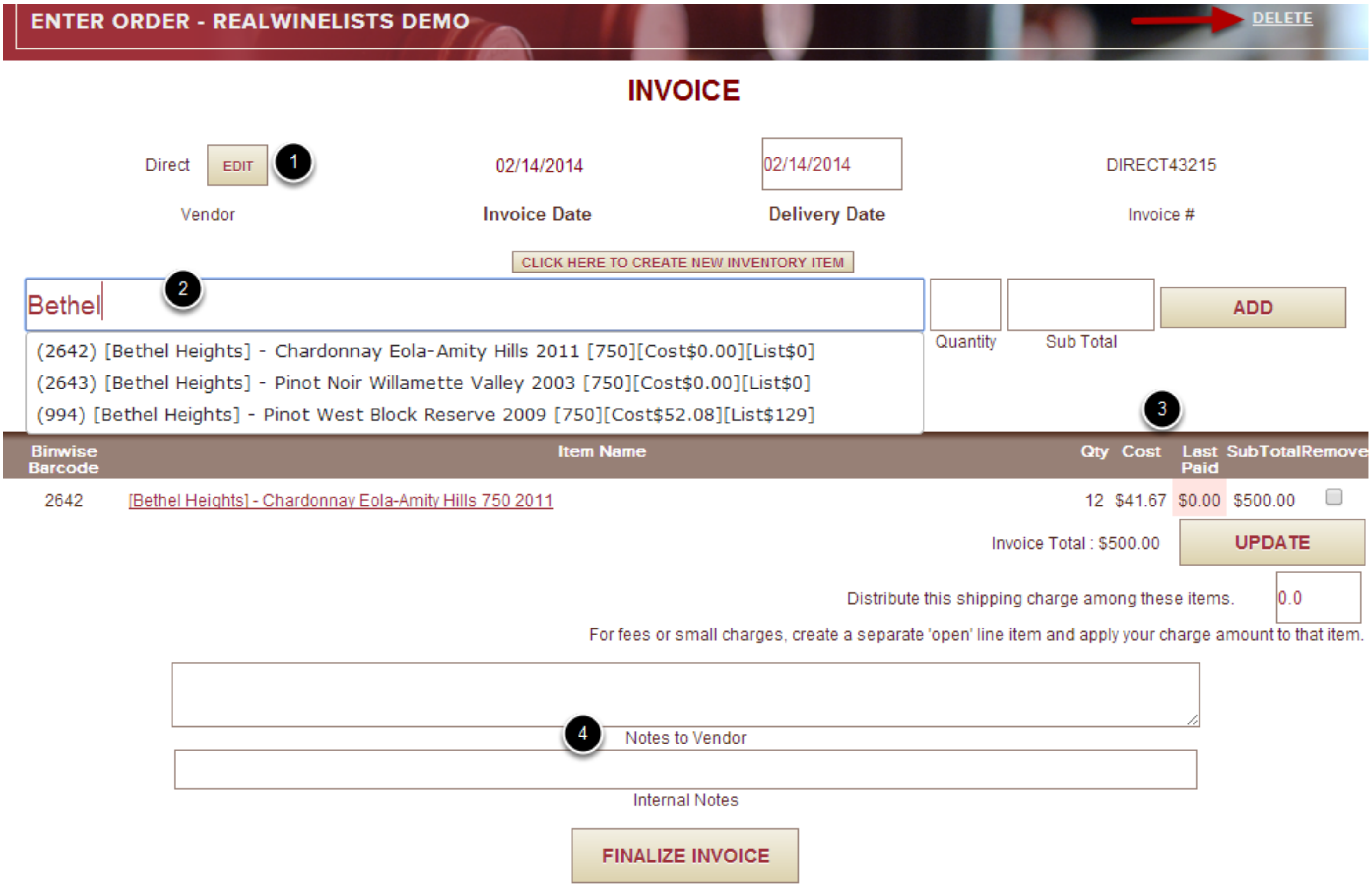
1. Click on **Invoice Date** and choose date from monthly calendars.

2. Start to type in **Vendor** and then choose from suggested drop down menu

3. Enter the invoice number provided by the vendor

4. Select "**Start Invoice**"

Entering an Invoice (3)



1. From this page, you can edit your vendor (more details on editing vendor in Adding & Editing Vendors guide)

2. Enter in the items from your invoice or new items (more details in section below), the quantity, subtotal and click “ADD”

3. Once you have items entered on your invoice, double check pricing relative to your last cost

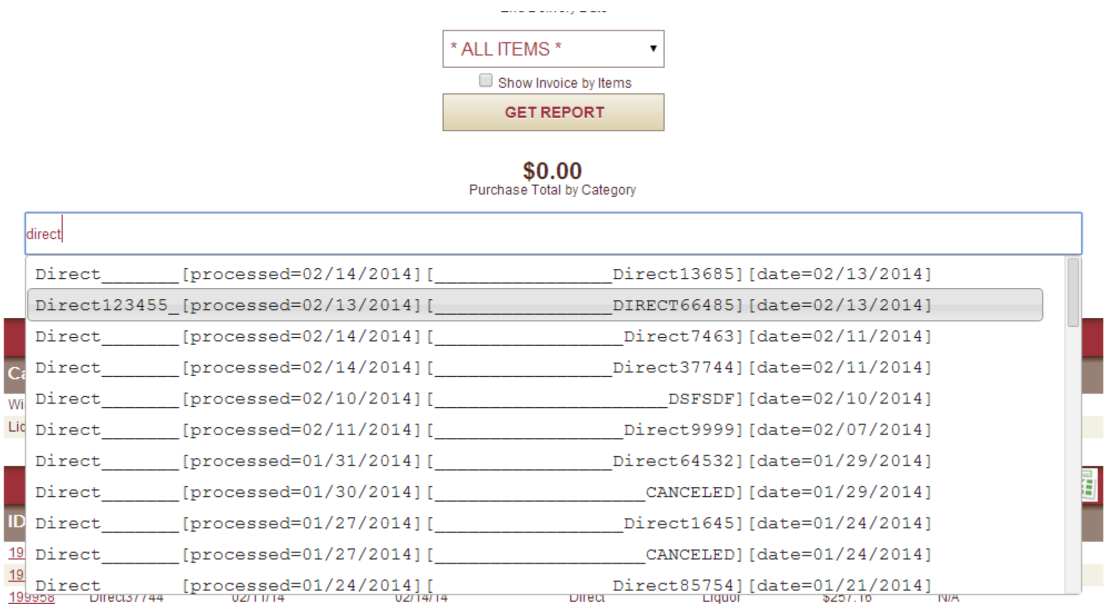
4. This will be kept internally, but you have the option to enter in notes in the Notes to Vendor and Internal Notes boxes.

5. Once everything is entered, totals match and wine quantities are accurate, click on "Finalize Invoice"

If you no longer want this invoice, prior to submitting, you can click “Delete” at the top right of the window to erase the invoice.

Once the Invoice has been completed - it will then take you to the VIEW INVOICES screen to look at all available invoices.

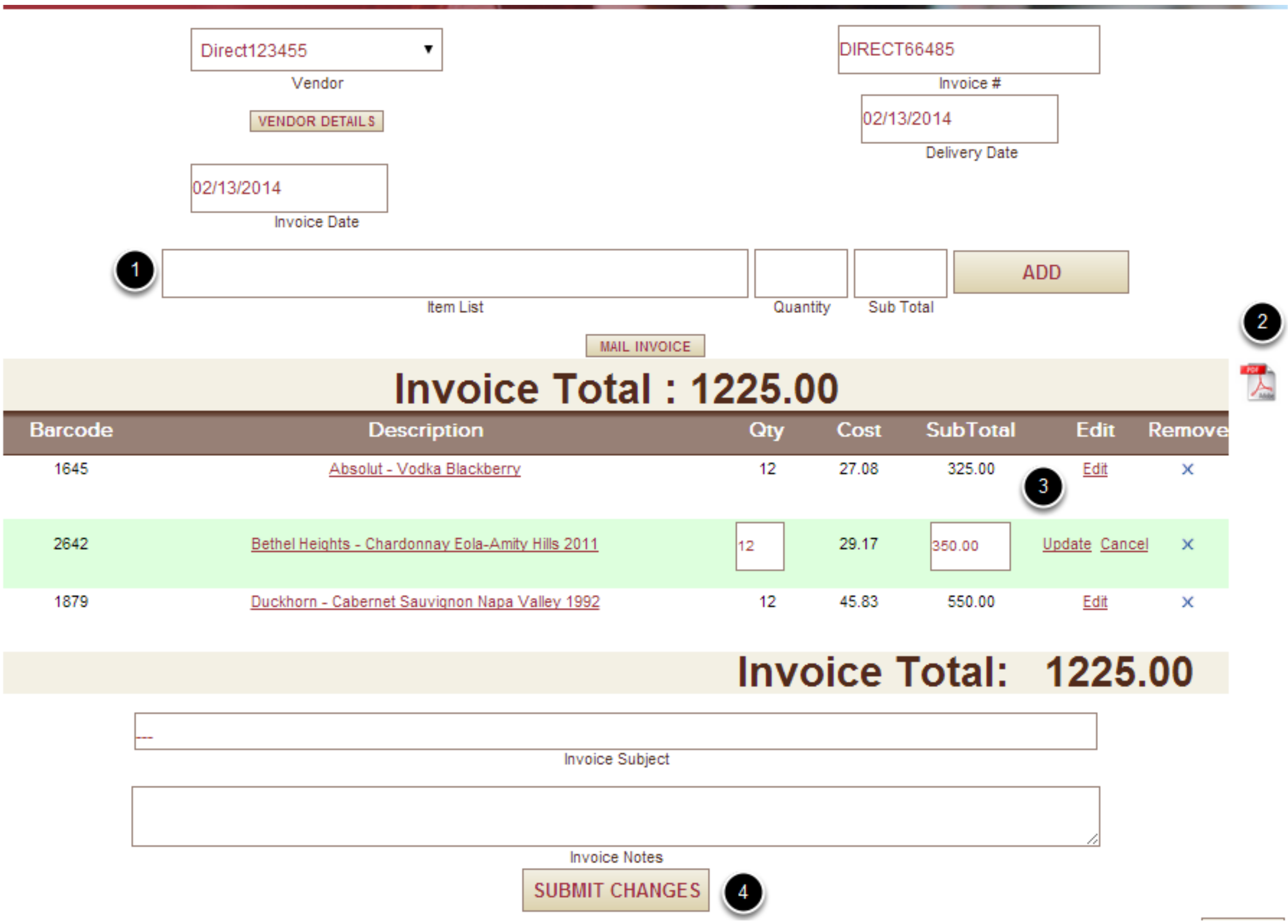
Viewing an Invoice (4)



On the View Invoice search page, you will be given an opportunity to search by date range, to view your invoices from that period.

You can call up specific invoices by searching by vendor, choosing the invoice in question (highlighted in grey above). This will take you to your invoice where you can make changes, update and view as a pdf for printing purposes.

Entering an Invoice (5)



Once you've pulled up your invoice, you'll have the opportunity to do the following:

1. Add items (if a distributor combined two orders to one invoice for you for instance)

2. View a pdf of the invoice which you can print or email as pdf attachment

3. Edit the existing items on the invoice; you can remove items, update quantities and pricing information

4. If any changes are made, click on "Submit Changes"

You can cancel changes or use your back arrow on your browser to leave this window.

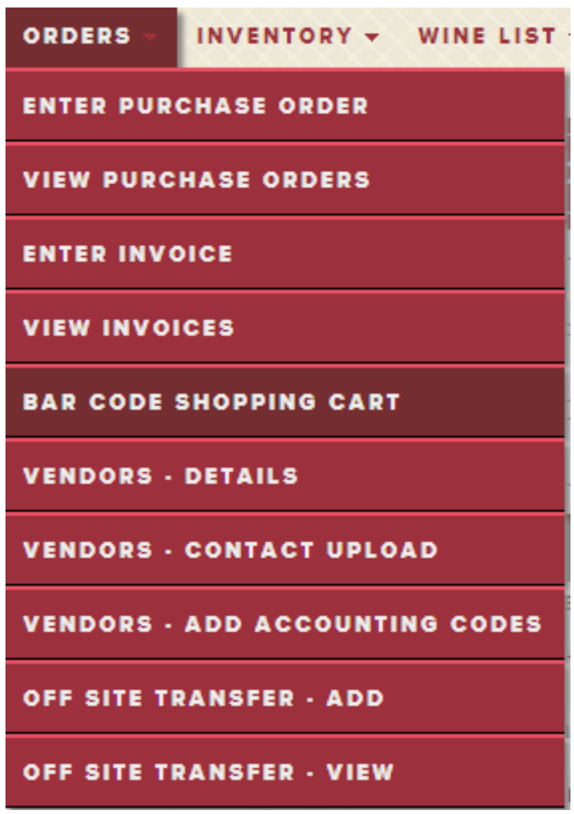
Printing Barcodes

You will need to print barcodes prior to labelling your cellar for the first time and then any time you receive wine after you begin using the BinWise system.

The first time you label your cellar, the barcode shopping cart will be set up with your entire inventory loaded into it ready for label printing. For printing labels to maintain inventory, many of the steps are the same. The instructions below make the distinction between what you will do depending on which barcoding stage you are ready for.

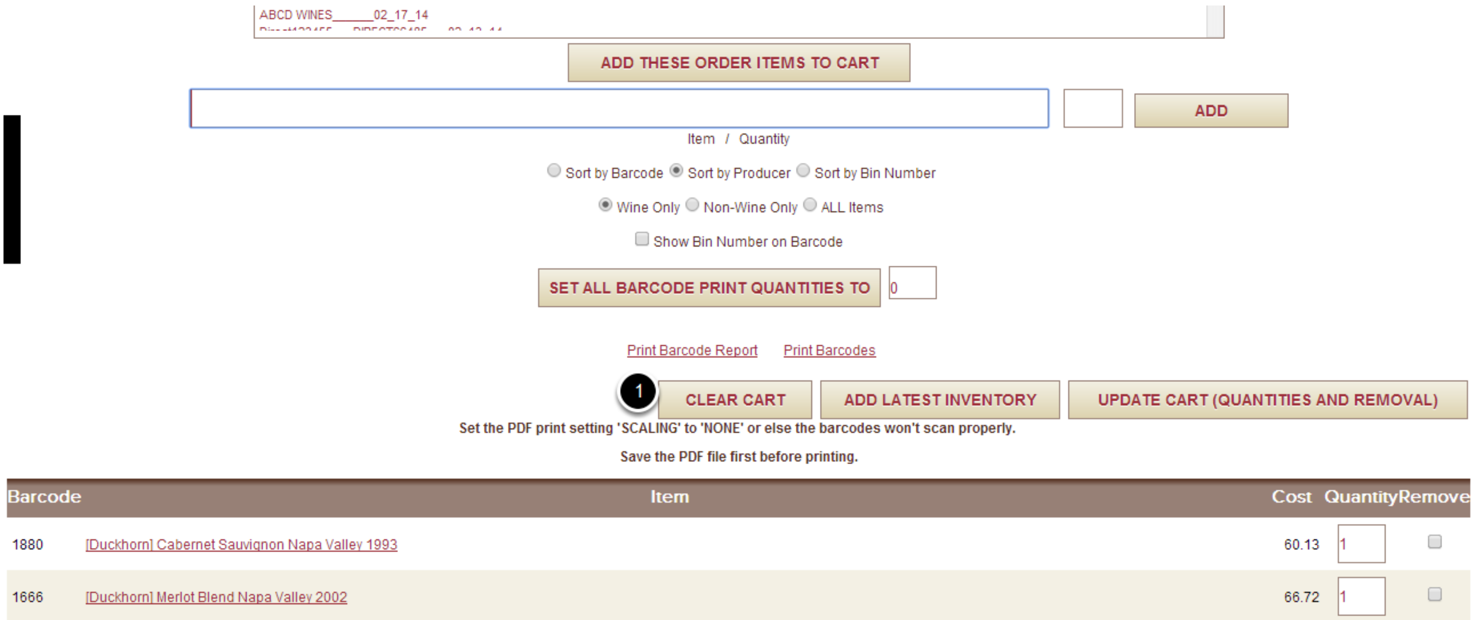
Please note, you will need a **laser printer** to properly print the barcodes on the Avery type 5167 labels.

Orders - Bar Code Shopping Cart (1)



From the "Orders" tab, choose "Bar Code Shopping Cart"

Starting Inventory/ Clearing Cart (2)

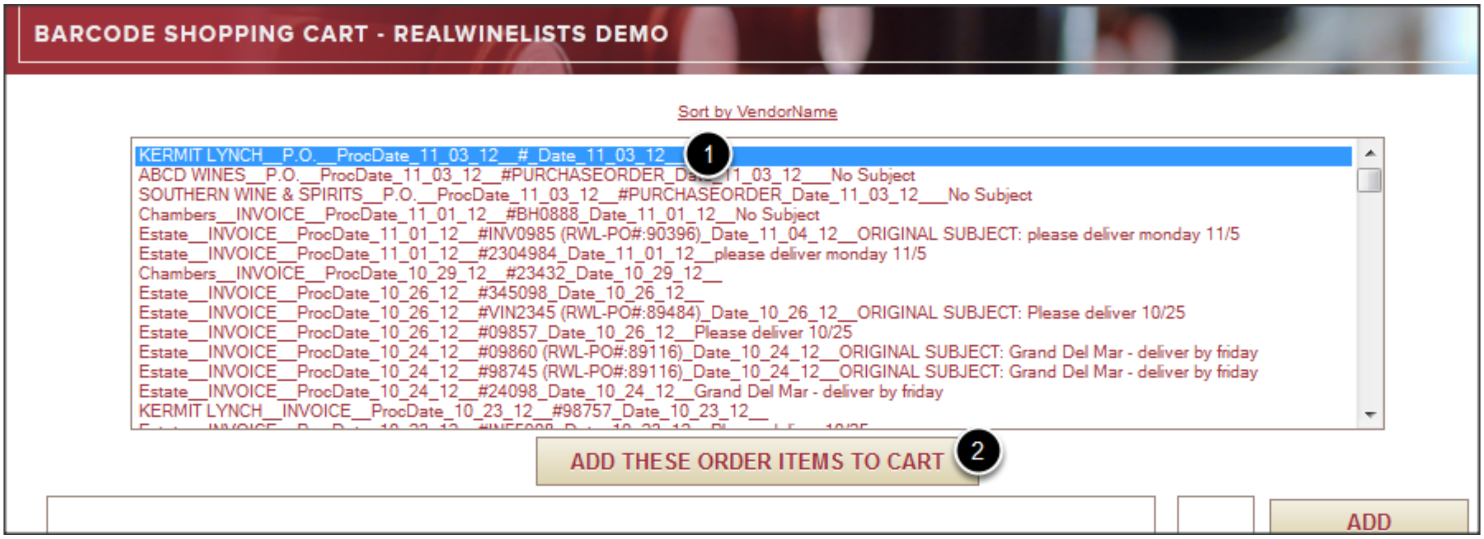


If you are just starting with BinWise and have had your Inventory uploaded into your account, the Bar Code Shopping Cart will have all items. *(If quantities were provided with inventory upload, the cart count will match that number.)* Do not clear the cart until you have printed all barcode sheets you need and labeled your cellar. If you do delete your cart, you can click on **ADD LATEST INVENTORY**. This will add back all items included in your most recent inventory count to the barcode cart.

Once you have labeled your cellar the first time, moving forward you will need to label new items being received. Before each inventory, it's time to "Clear Cart" and begin adding items using the Invoices with the new items and quantities that have been added to BinWise since the last inventory.

1. Click on “Clear Cart”

Adding Items to Cart Using Invoices (3)



The list in this box shows all invoices you've entered into the system.

You can load your barcode shopping cart with items from as many invoices as you'd like to and you can even scroll down within this box to select invoices from the past if you want to reprint anything.

1. Choose the invoice(s) with the new items that need to bar coded *(This could include bottles that have been sold through stock OR Brand new items to your cellar)*

2. Click on "Add These Order Items to Cart"

Manually Adding Items to the Cart (4)

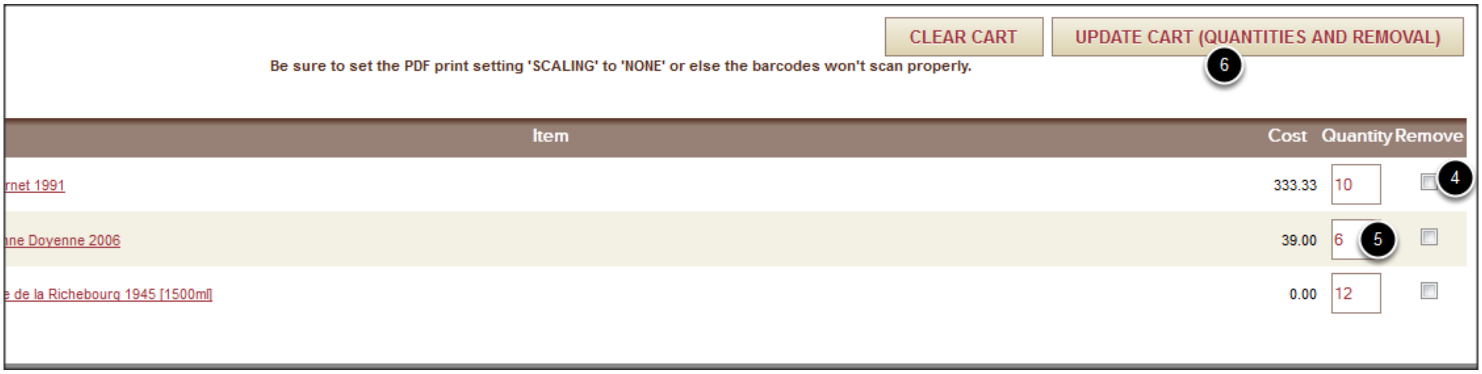
The other way to add items to the cart is to use the search bar and add items manually to the cart.

1. Use the keyword search box to find the wine - start with the producer and then continue the rest of the item's description

2. Enter the quantity of barcodes you'd like to print

3. Click on "Add" and the new item will appear at the bottom of your barcode shopping cart

Editing the Cart (5)



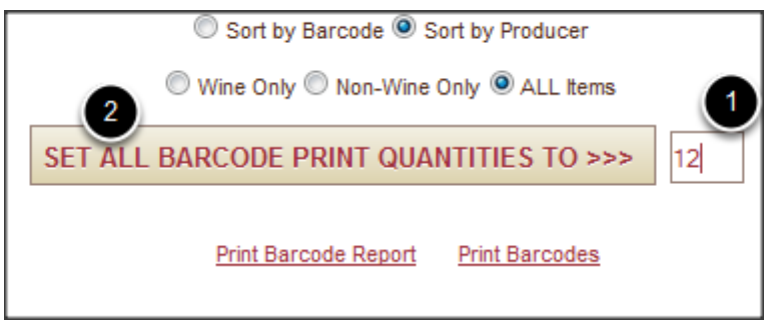
You can manually add or remove items from your barcode shopping cart:

4. To remove an item from your cart, check the "Remove" box to the right of the item

5. If you have loaded an item into the cart and want to change the number of barcodes you would like to print, you can change the quantity

6. After steps 4 and 5, click on "Update Cart" to see your changes take effect

Set Quantities For All Items - Read Warning (6)



1. When you are first labeling your cellar, you can set the default number of labels that will print for each item by inserting your preferred quantity in the box and then

2. Click on "Set All Barcode Quantities To>>>

This is a great tool when you receive full cases of items.

Be Aware if you make adjustments to each item with a specific number of labels - this will override your manual work!

Sorting/Filtering Barcodes (7)

1. Your barcode sheet order can be sorted in a few different ways: **Sort by Barcode, Sort by Producer and Sort by Bin Number (BIN 1)**

2. The bar code sheets can also be filtered to only show select categories: **Wine Only, Non-Wine Only and All Items**
-Click "Show Bin Number on Barcode" to have the Bin number print on the label - (BIN 1) - Bin numbers can be entered in the Item stats page OR they were assigned during inventory upload

2. You can print a barcode report which will show bin locations if you've provided them to BinWise and is a valuable tool to locating your items for labeling your cellar the first time

3. Click on the link "Print Barcodes" to generate the barcode label document for printing

READ:
It is best if you save the html barcode document to a PDF document prior to printing. Then confirm the printer settings (on the printer itself, not the computer) are "Scaling" to "NONE" or the barcodes won't print properly.

581 [Alma Rosa] Chardonnay El Jabali 2007	*581* [Alma Rosa] Chardonnay El Jabali 2007	*581* [Alma Rosa] Chardonnay El Jabali 2007	*581* [Alma Rosa] Chardonnay El Jabali 2007
581 [Alma Rosa] Chardonnay El Jabali 2007	*581* [Alma Rosa] Chardonnay El Jabali 2007	*581* [Alma Rosa] Chardonnay El Jabali 2007	*581* [Alma Rosa] Chardonnay El Jabali 2007
1064 [Jermann]Silv Chardonnay Coli Orientali 2011	*1064* [Jermann]Silv Chardonnay Coli Orientali 2011	*1064* [Jermann]Silv Chardonnay Coli Orientali 2011	*1064* [Jermann]Silv Chardonnay Coli Orientali 2011
1064 [Jermann]Silv Chardonnay Coli Orientali 2011	*1064* [Jermann]Silv Chardonnay Coli Orientali 2011	*184* [Michael]Pete Chardonnay Belle Cote 2007	

This is an example of what the barcode sheet will look like

Please note, the printing specs are set to work exactly with the **Avery Labels - Laser #5167 - 1/2 inch X 1 3/4 inch.

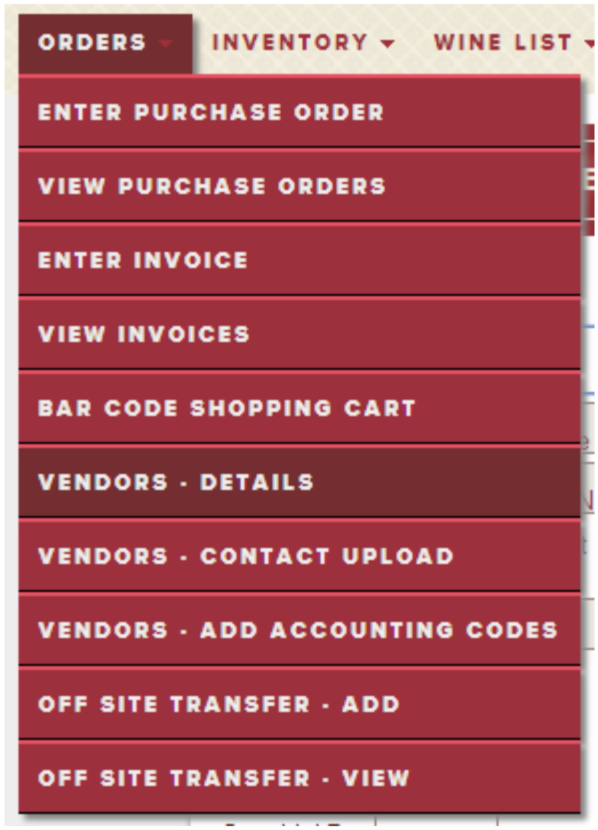
Before printing the entire list of labels - print a test run with a full page of items. The bar code should have clear defined lines and not be smeared in any way. Then take the scanner and make sure they in fact scan.

Keep in mind, as long as the bar code is on the label - it is ok if the description runs off the side of the label.

Adding & Editing a Vendor

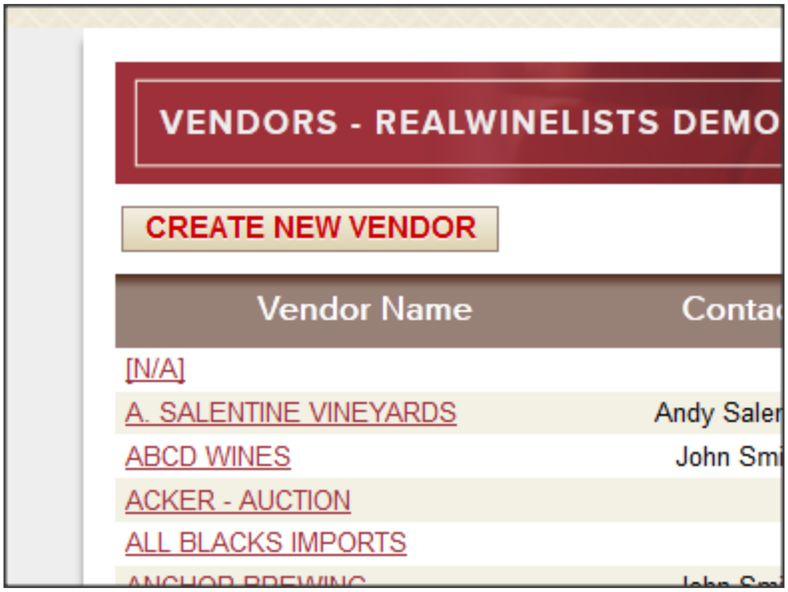
The Vendors Details page will show all current vendors entered into to your account. To Add or Edit a vendor, follow the steps below.

Adding a Vendor (1)



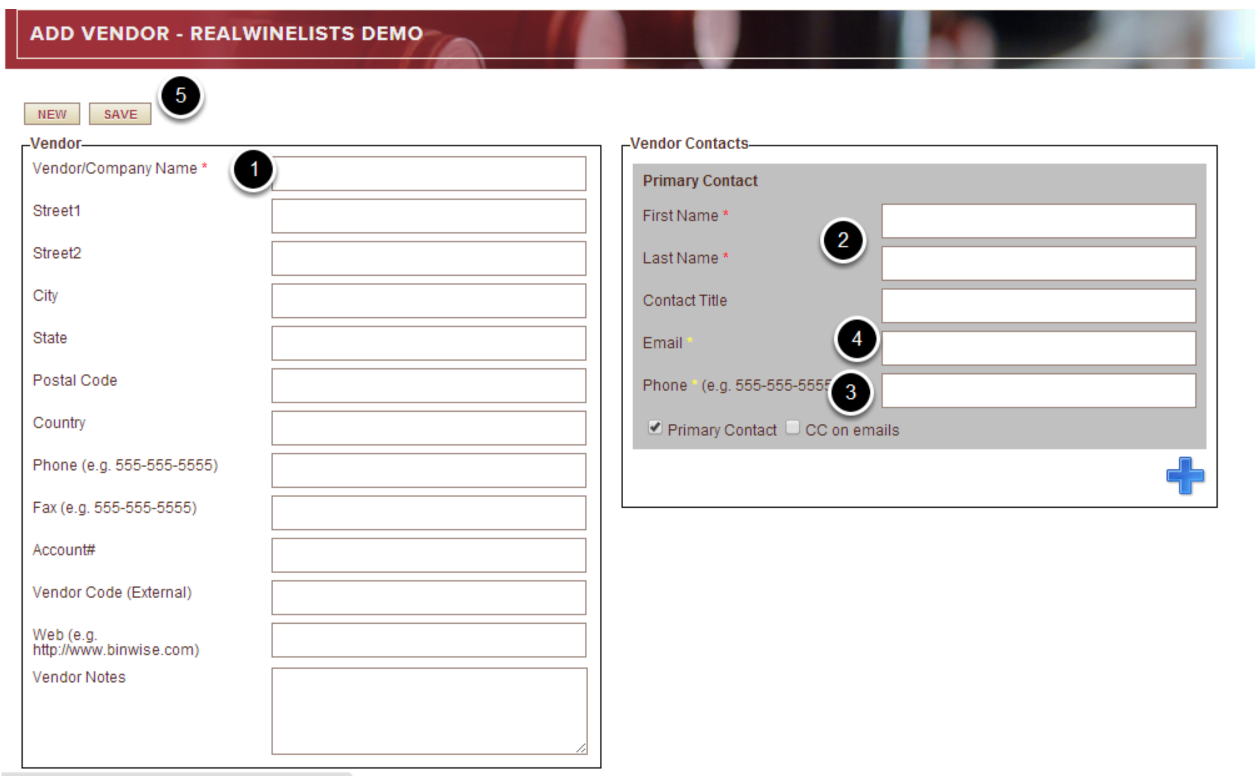
To view the list of vendors choose "Vendors - Details" from the "Orders" tab.

Adding a Vendor (2)



Then click on "Create New Vendor" on the vendor view screen.

Adding a Vendor (3)



From the vendor contact information page:

1. You can enter vendor/company name in the Vendor Box.

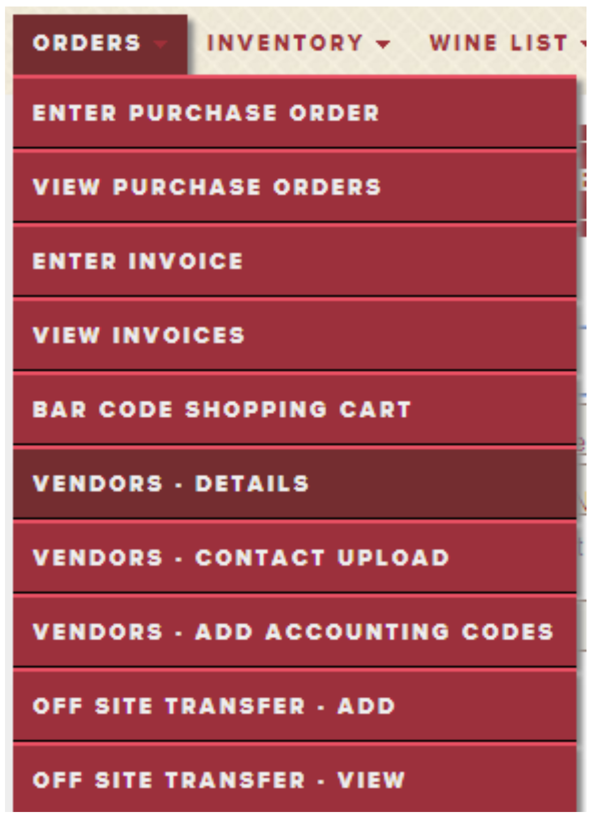
2. In the Vendor Contacts box - enter in the first name, last name of your contact. - **Required**

3. Phone number must be separated by dashes - **Required**

4. Enter in the Email Address - this email available for ordering - **Required**

5. Once you have the correct email address and phone information entered, click on the box at the top that says “Save”

Editing a Vendor (4)



Hover your mouse on the Orders Tab - and then select Vendor - Details

Editing a Vendor (5)

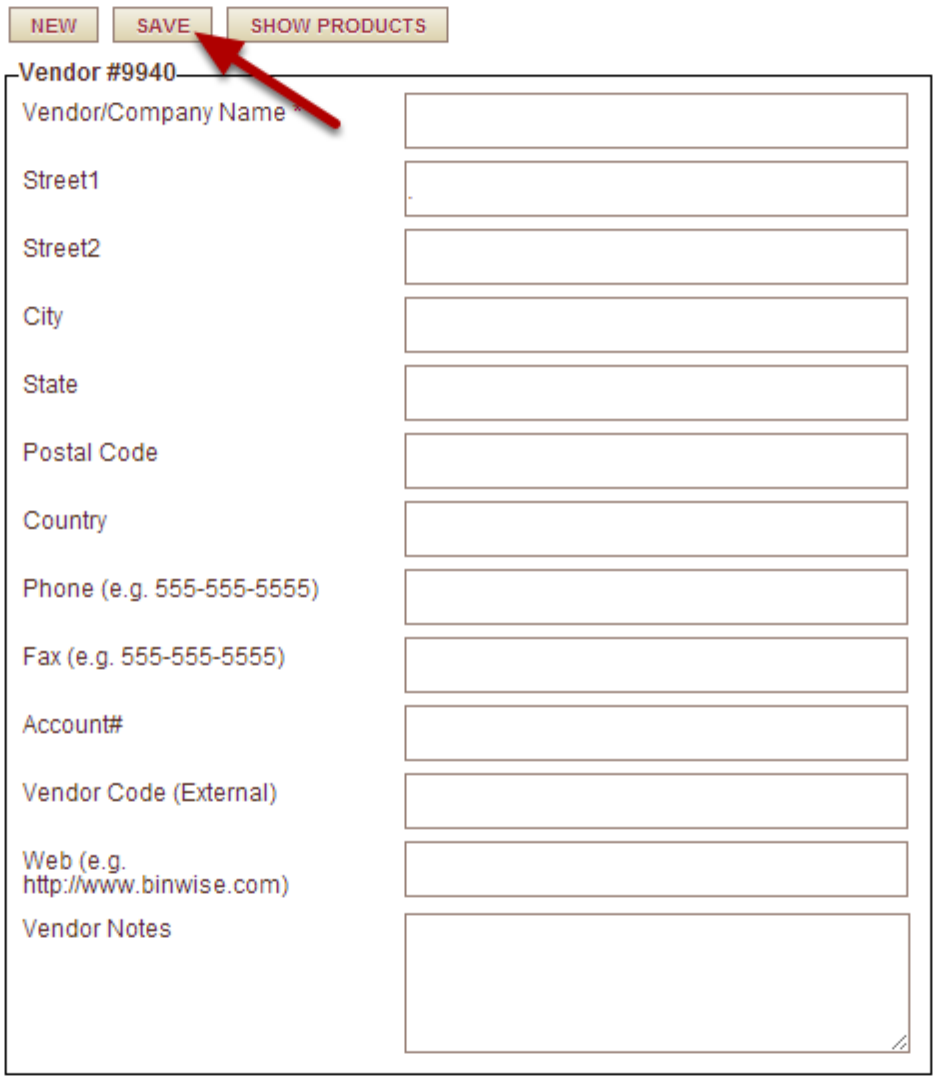
You will see a list of all your current vendors, simply click on the vendor name or on the "Edit" link to the right to view the vendor's details.

This will take you back to the Details Page to make changes to the Veddor.

This includes:

1. Vendor Name - **Required**
2. Vendor Contact Info- first name, last name of your contact. - **Required**
3. Phone number - **Required**
4. Email Address - **Required**
5. Once you have the updated the info, click on the box at the bottom that says “Save”

Editing a Vendor (6)



The left window will have all the basic info about the vendor. These fields can also be edited.

The Vendor Name is the only required field.

Click SAVE to confim changes to the Vendor.

Adding a New Item to Inventory

We have created a wine database with an emphasis on data consistency that provides several benefits for our users. One significant way is by making it easy to add wines to your wine list in BinWise because the description can be automatically generated the way you want it! We also follow the legal classification in the database with properly formatted names for wines based on industry best practices so that adding new product is fast and easy. Below will show the steps to add a new item using our three tabs - Quick Add Wine, Custom Add Wine and Add Non-Wine Items.

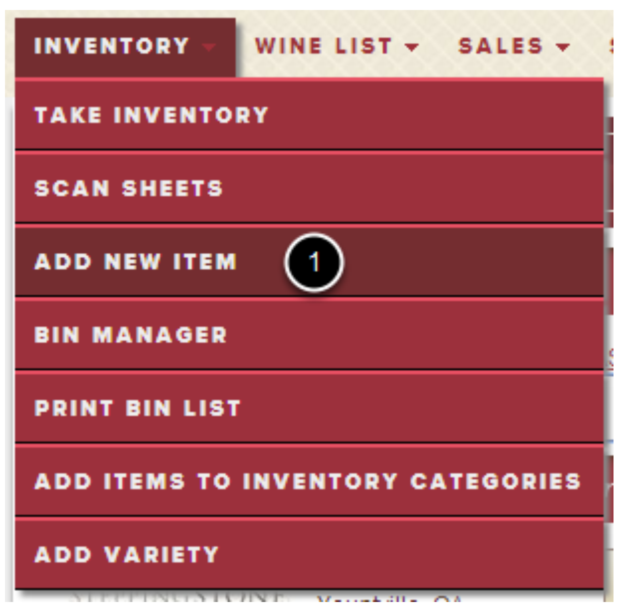
Quick Add Wine - Our database currently has over 200,000 wines available to choose from. This is the first place to look for the wine that you would like to add to your inventory.

Custom Add WIne - If you are unable to find the exact wine using our database in Qucik Add, the screen will allow you to enter in the relevant information about that wine.

Non-Wine Items - If you are looking to add a item that is not classified as a wine (liquor, beer, non-alcoholic items), then use this tab.

Remember - when adding a new item, this will you to then start tracking and purchasing this item to build your inventory. When an item is created, this simply means that the item is now part of your account, but you still have to order and receive the item to have quantities to sell.

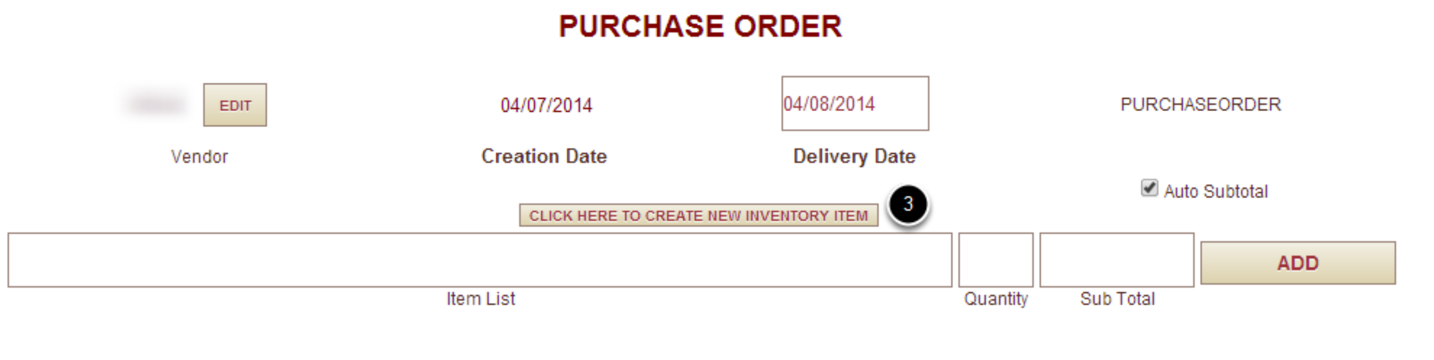
Adding a New Item to the Inventory via Inventory Tab (1)



To access the Add New Items screen:

1. From the “Inventory” tab, choose “Add New Item”

Adding a New Item to the Inventory via Ordering Page (2)



To access the Add New Items Window from the purchase order page:

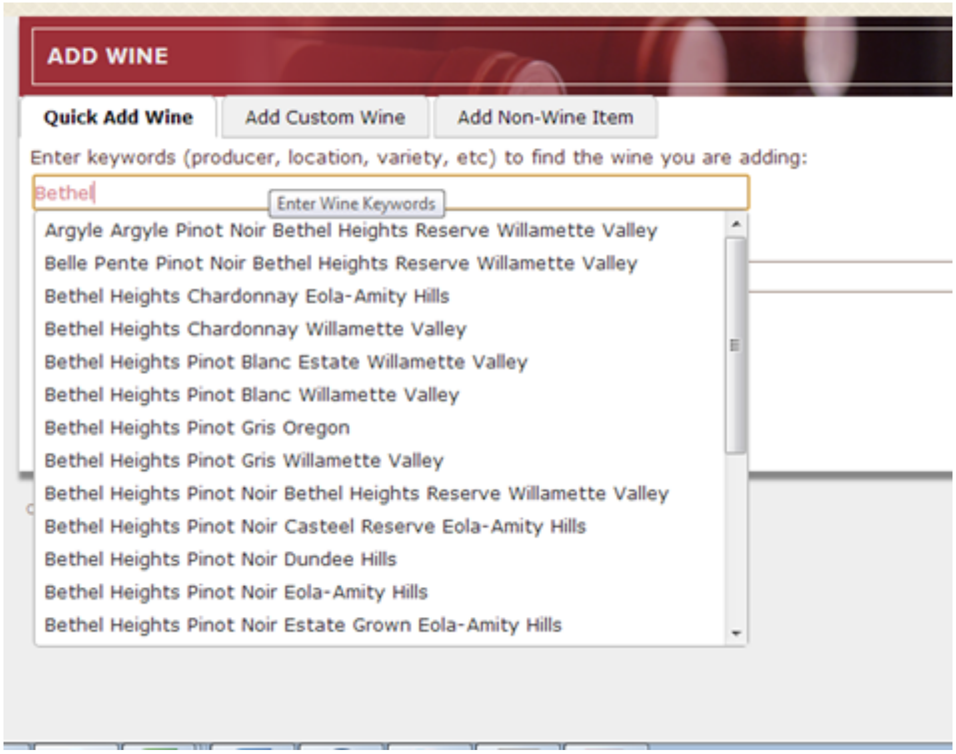
1. Open the Orders Tab and click on the Enter Purchase Order
2. Select a Vendor and click Create This Purchase Order
3. To access the page to create a new item - Click Here to Create New Inventory Item

Adding a New Item to the Inventory via Entering an Invoice (3)

To access the Add NEw Items Window via Invoice Page:

1. Open the Orders Tab and click on the Enter Invoice
2. Enter the Invoice Date
3. Select a Vendor
4. Enter the Invoice Number - Click Start Invoice
5. To access the page to create a new item - Click Here to Create New Inventory Item

Quick Add Wine (4)

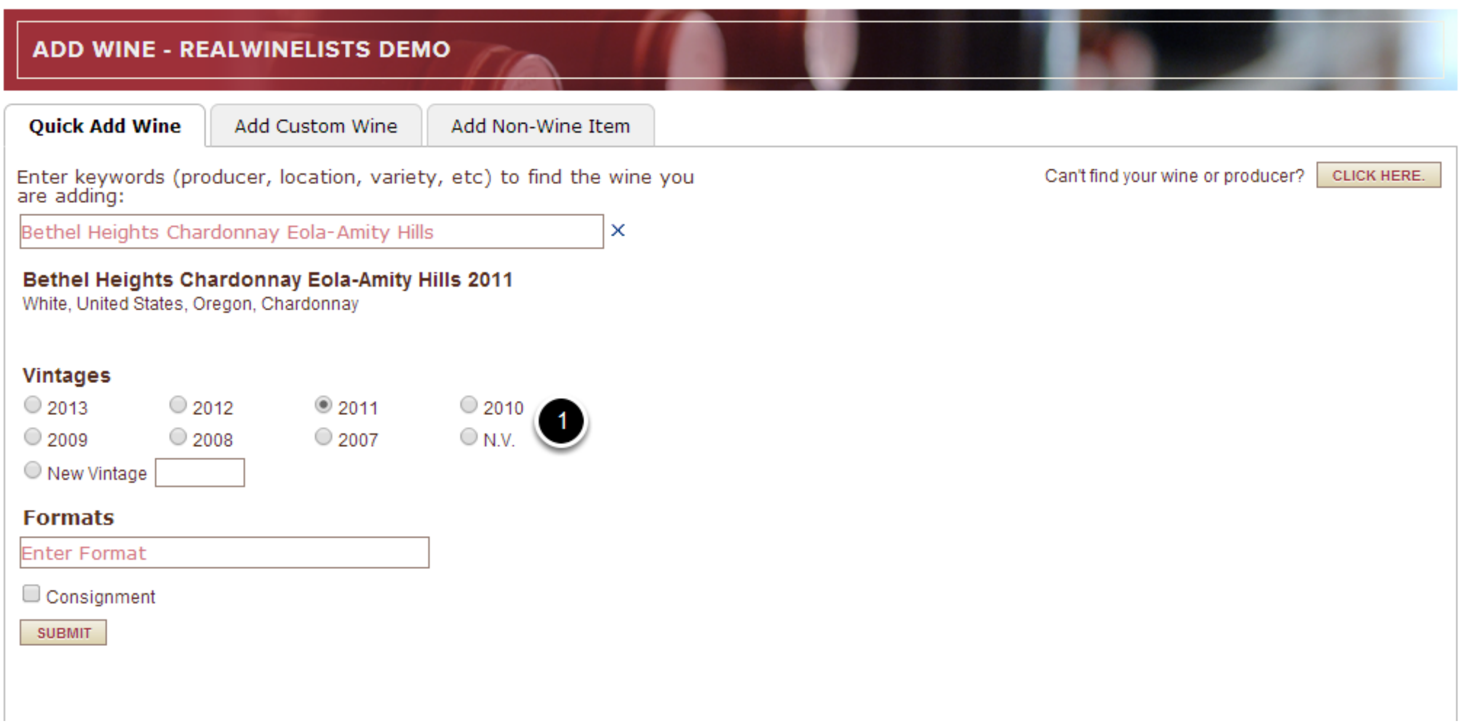


Quick Add wine shows every wine in our extensive database to help create a new item

1. In the search field - enter the producer name or other useful keyword to generate the dropdown menu of wine options

2. Select the wine you wish to add to your inventory from this list. (If you do not see your item here, move onto the Create a Custom Add Wine step)

Quick Add Wine (5)

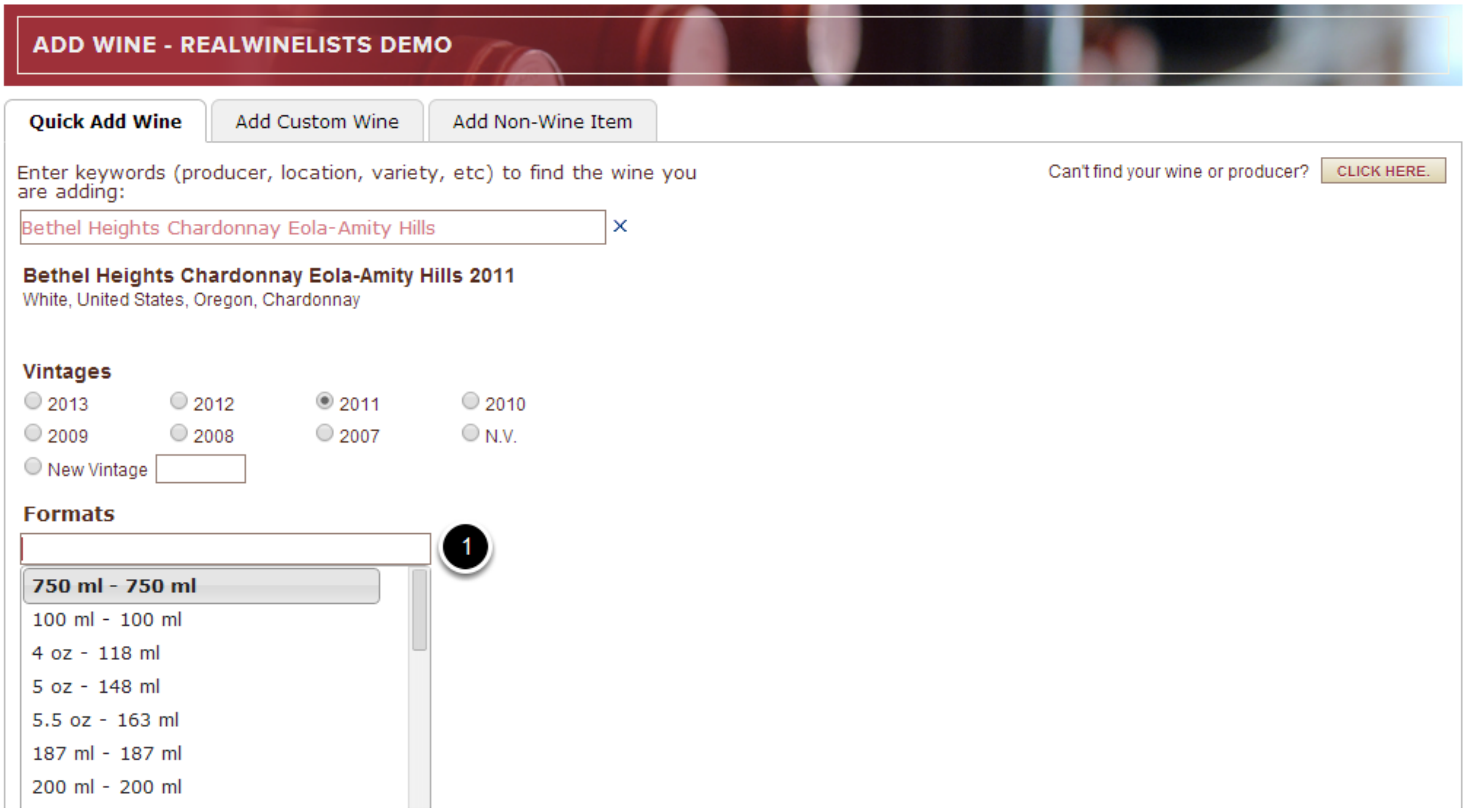


You will notice that the description of that wine will appear below the search box

1. Choose your vintage - there are suggested vintages available OR Enter a New Vintage OR N.V (non vintage)

You will notice the existing wine description will update with the vintage once it has been selected

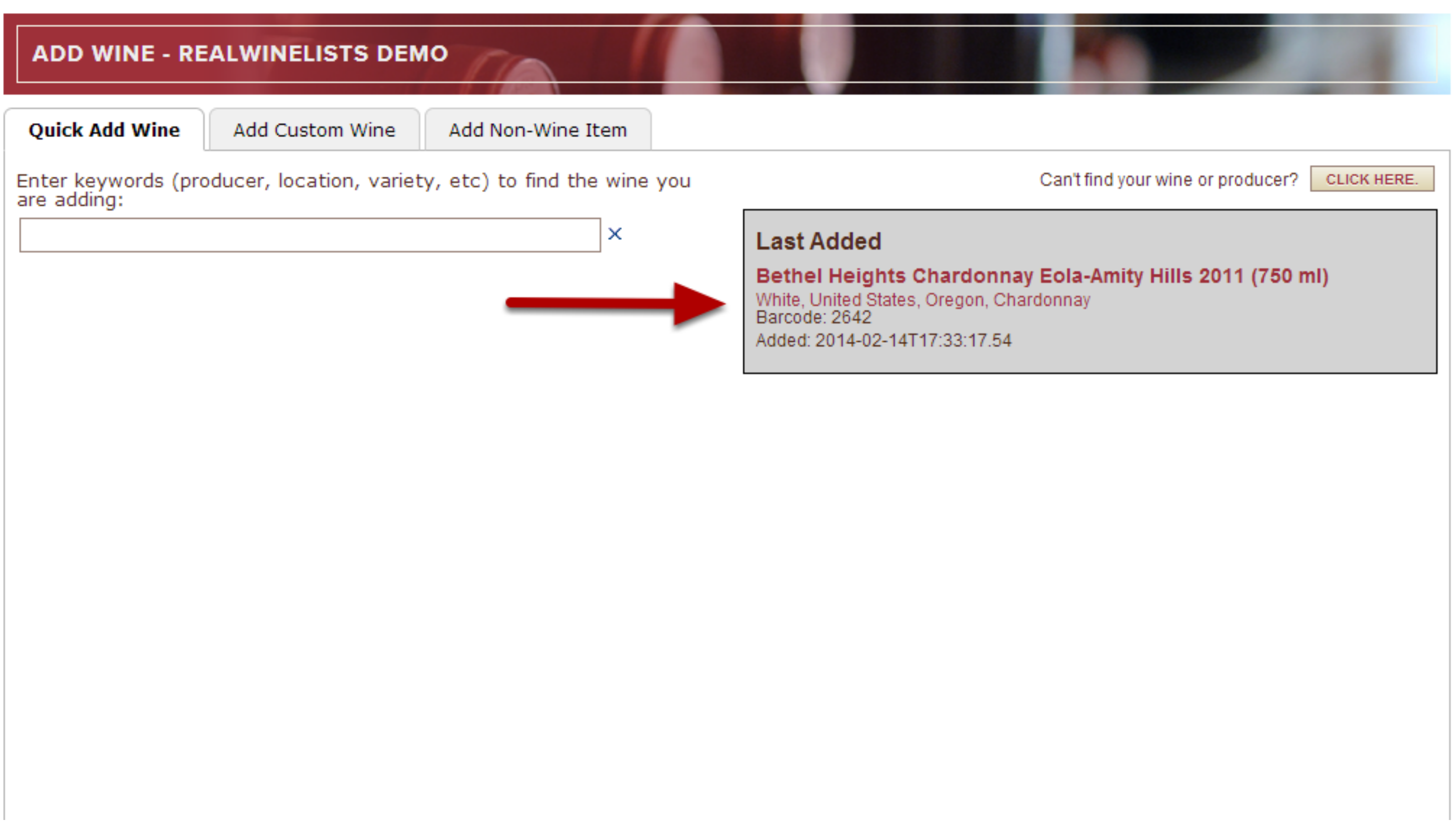
Quick Add Wine (6)



1. Choose your format size (Bottle Size)

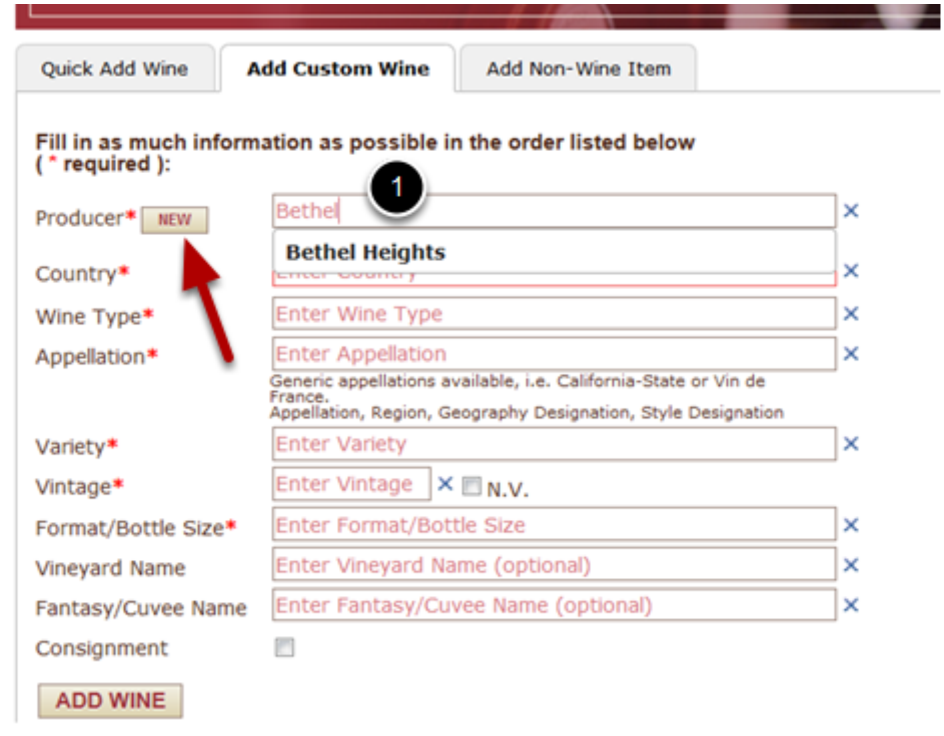
If item is on consignment - check the box. When all your details are correct, click on Submit

Quick Add Wine (7)



Once you click on "Submit" your newly added wine will show at the top of the list of the last five items created. If you click on this item, you will be taken to the "item stats" page where you can make edits to the item.

Custom Add Wine (8)

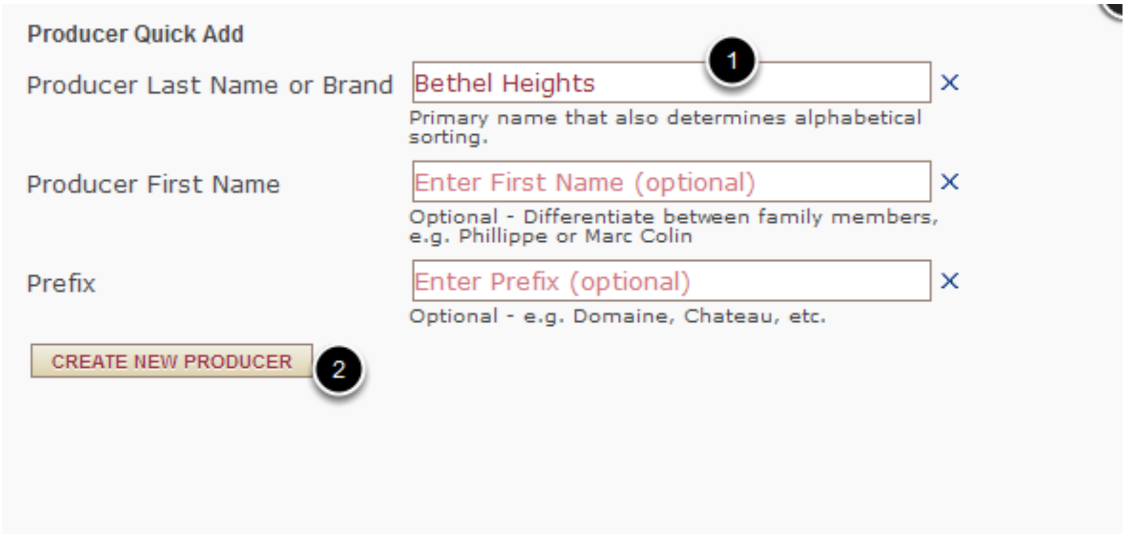


To add a new wine to your inventory that is not found in the Quick Add Wine, use the Custom Add Wine tab. Each box with the the red astricks are required to create the wine. Start typing in the name of the item and a drop down menu will appear. The best suggestions will be **BOLD** and the other options will appear below.

1. Producer - Enter in the producer of the wine

If the producer can't be found - Click "NEW" to create a new producer.

Add New Producer (9)

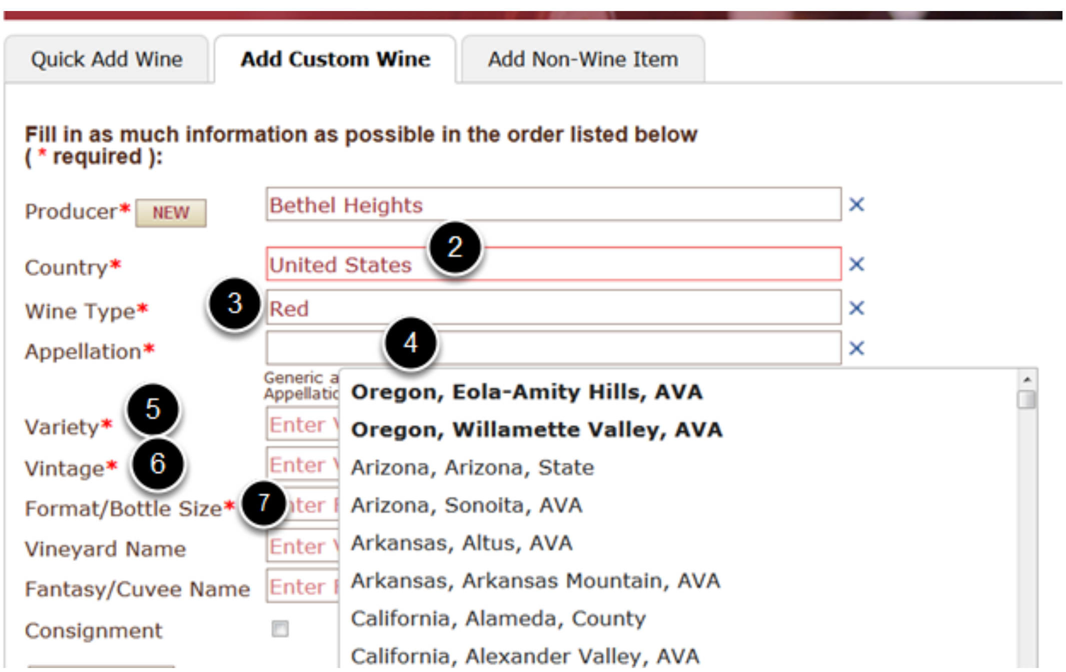


1. Enter in Last Name or Brand of the New Producer

2. Click "Create New Producer"

Once the new producder has been created - it will be available in the Producer drop down menu.

Custom Add Wine (10)



2. Country - Choose "Country" from drop down menu

3. Wine Type - Choose the type of wine, white, red, sparkling etc. from the drop down menu

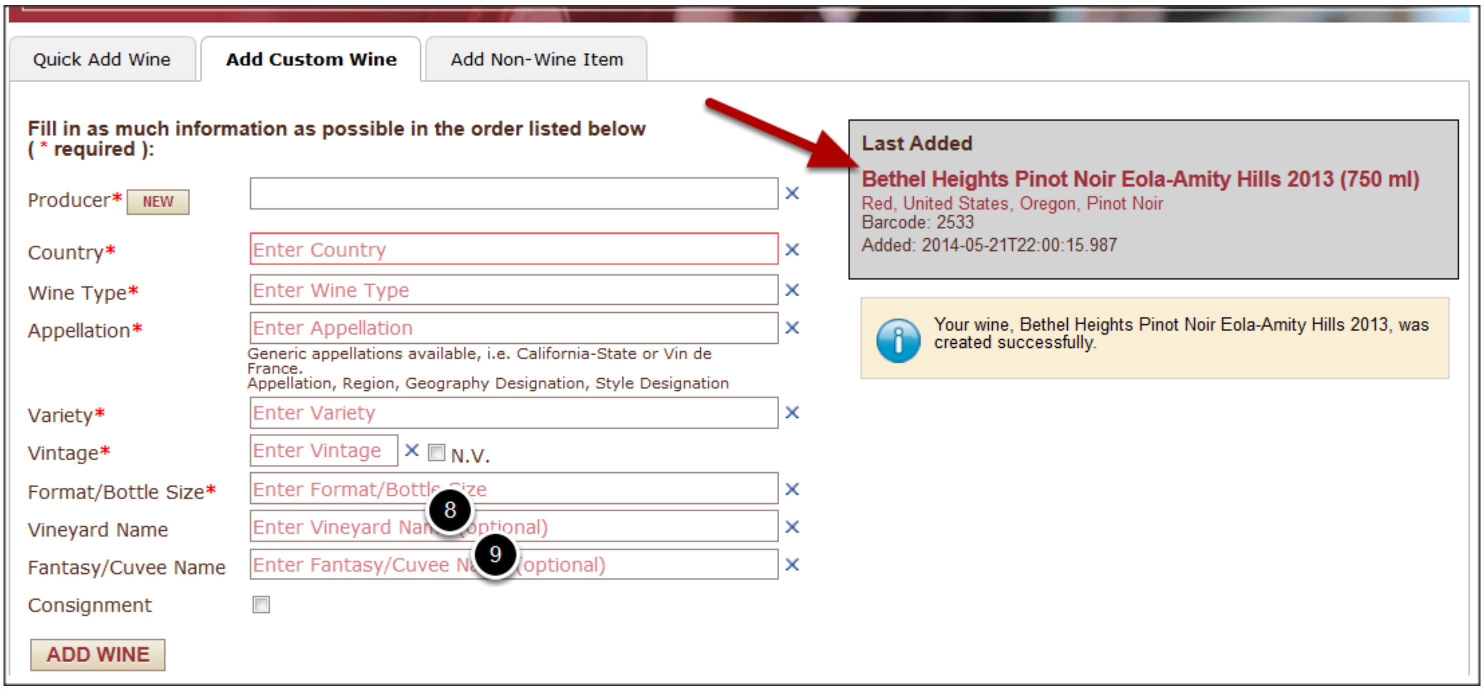
4. Appellation - Choose "Appellation/Type" from drop down menu, this includes region, appellation, ava, legal vineyard name (if applicable) etc. in the same field. **You can search by any part of this field, region, appellation, vineyard and so forth**

5. Variety - Choose "Variety" from drop down menu

6. Vintage - Choose "Vintage" from drop down menu

7. Format / Bottle Size - Choose "Format / Bottle Size" from drop down menu

Custom Add Wine (11)



8. Vineyard Name - Type in "Vineyard Name" (This is an open field to type name) **Optional**

9. Fantasy / Cuvee Name - Type in "Fantasy / Cuvee Name" (This is an open field to type name) **Optional**

To Submit New Wine:

Click "Add Wine"

The new wine will appear at the top right of the screen - "Bethel Heights Pinot Noir Eola-Amity Hills 2013 (750ml)

Add Non-Wine Item (12)

Items that are not wine can be added here. This includes: **Liquor, Soda, Kitchen, Water, Beer, Retail, Glassware, Coffee / Tea, Cigars, Non-Alcoholic, Cheese, Miscellaneous, and Food.**

1. Select the "Item Type" from the drop down menu

2. Select the "Producer" from the drop down menu *(If Producer can't be found - Click "New" and Create New Producer)*

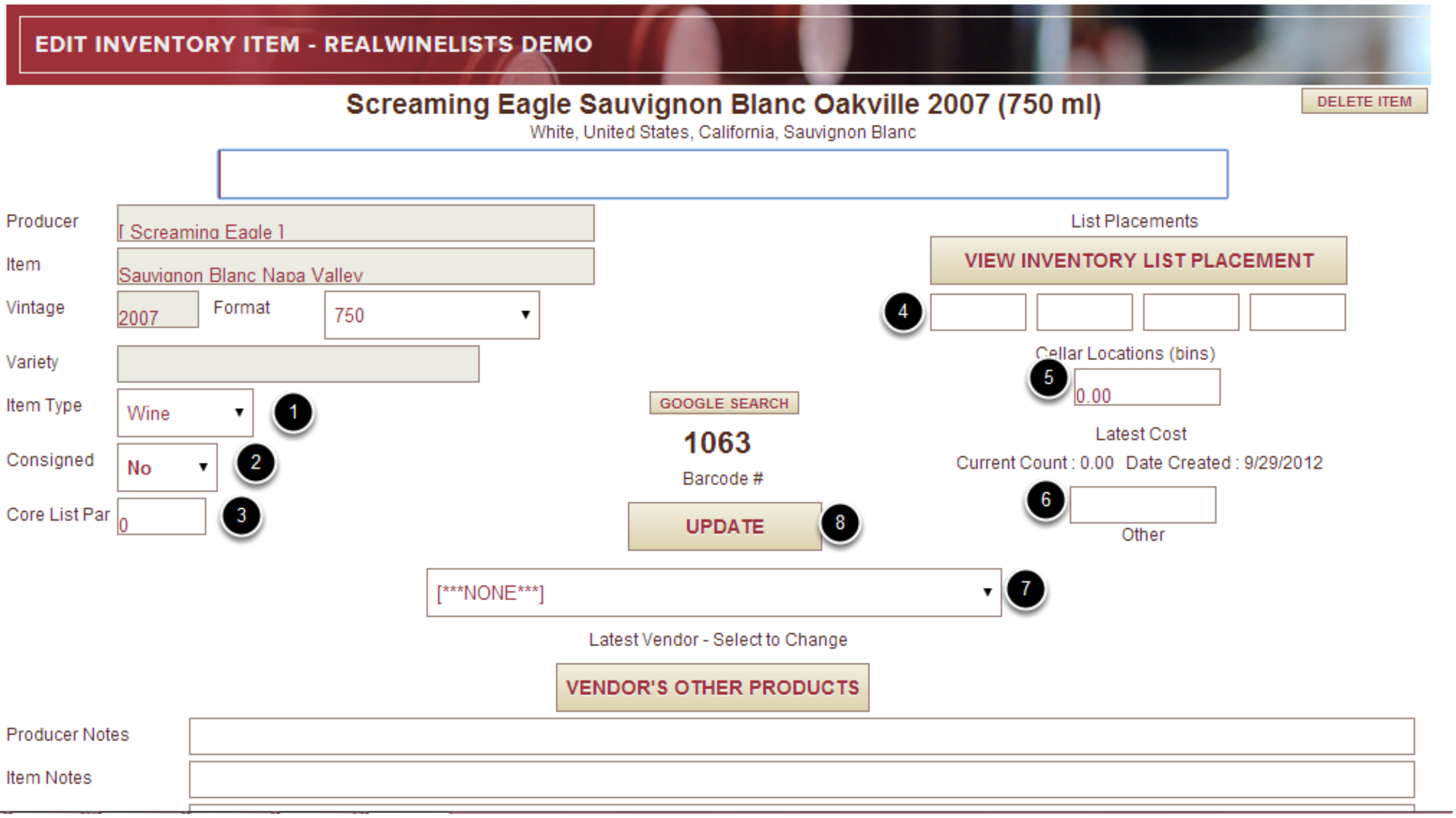
3. Select the "Inventory Description" from the drop down menu **OR** Type in the "Inventory Description"

4. Select the "Format / Bpttle Size" from the drop down menu - **Bold** are suggested sizes

5. Vintage - NV is defaulted, but a vintage can be entered. *(Check "Consignment" if it applies)*

Click "Add Item" to create new "Non-Wine Item - Item will appear in the top right with all the details.

Editing an Item in the Item Stats Page (13)



This is the "Item Stats Page" - In order to maintain a clean database of items there are some limitations to the editing of items in the system once it has been created.

Fields that Can Be Edited:
1. Item Type - Wine/Non Wine
2. Consigned - Yes/No
3. Core List Par - Set Par Counts
4. Bin Numbers (1-4)
5. Latest Cost - This will be updated by receiving orders, but also can be changed manually
6. Other - Used for Accounting Purposes
7. Vendor Drop Down - Can change the vendor for each item
8. UPDATE - click here to Save Changes

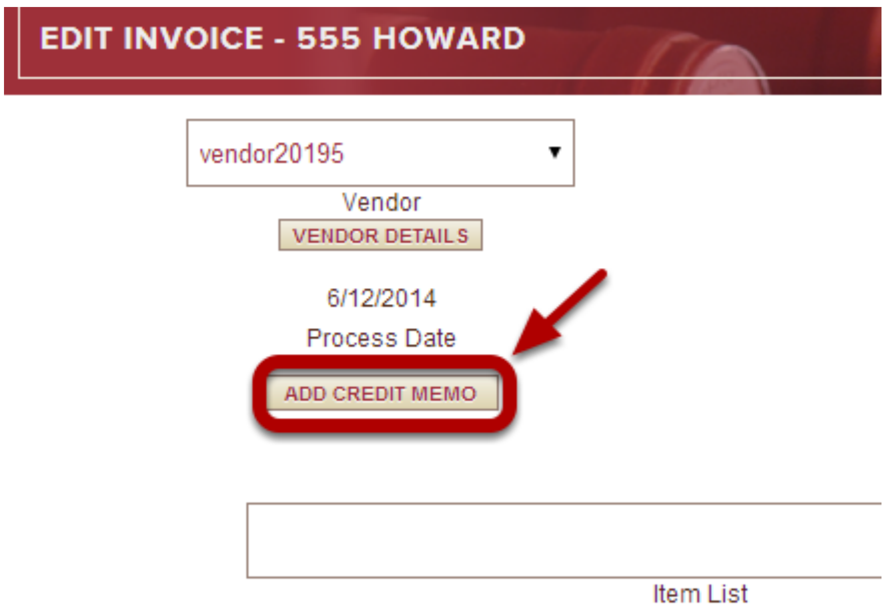
If users need to change vintage or format size of an item, remove the incorrect wine from your wine list, purchase order or invoice and create a new item with the correct information and then put that new item on the wine list, purchase order or invoice.

It is important to remember that assigning a barcode number to one unique item allows you to generate a history on that item- every purchase, every cost change, every sale, every count- so you never never want to re-use a barcode number.

Creating a Credit Memo for Product Replacement

Credit Memos are useful when you need to return some of the product that was delivered to you. Some situations where you might need to utilize the credit memo function are: if some or all of the items delivered to you were the wrong product, or, if some or all of the items delivered to you were broken or damaged during transport. The credit memo reduces the quantity received on the applicable invoice. Once the product is replaced and the credit memo is closed, the replacement amount that you receive will be added back into your inventory.

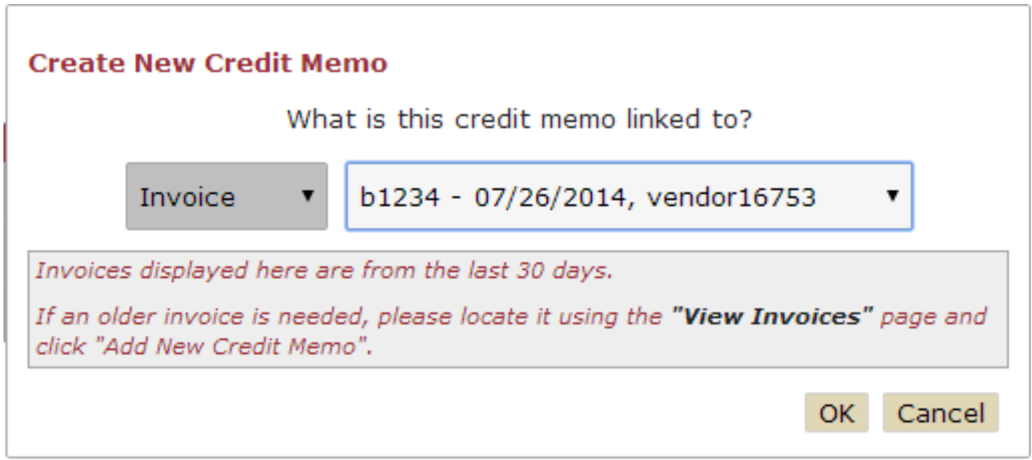
Credit Memo for Product Replacement (1)



You have two options for creating a new credit memo.

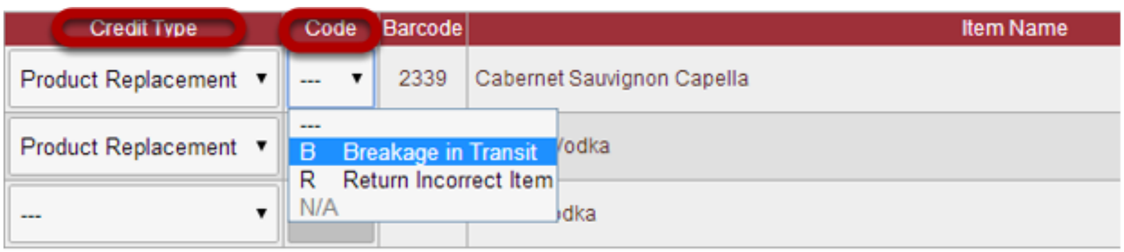
Option 1) On the invoice in question, click on "add credit memo." The credit memo number will be automatically generated by the system as CM - invoice number. The CM will auto populate all items on the original invoice, as well as the original invoice date.

Credit Memo for Product Replacement (1b)



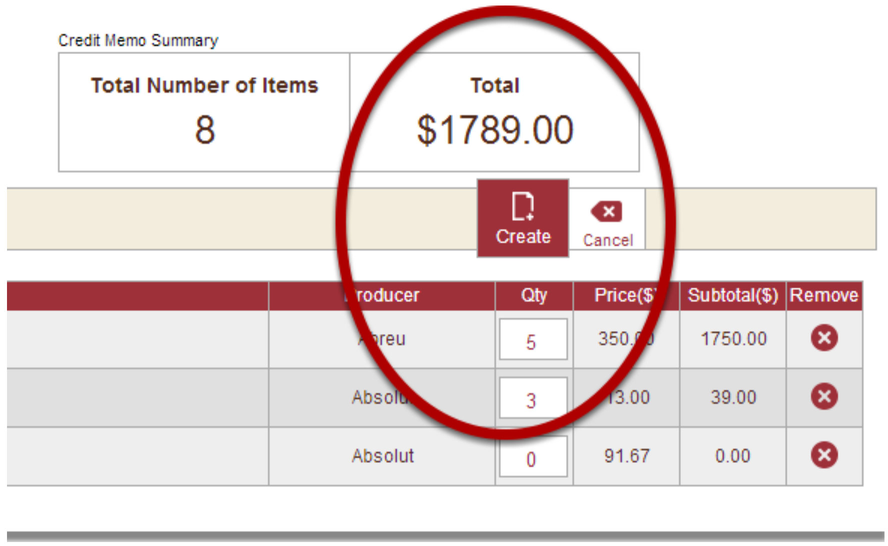
Option 2) From the "Orders" tab on the home page, select "Credit Memos" from the dropdown. You can then click "new" and select the invoice the credit memo should be linked to.

Credit Memo for Product Replacement (2)



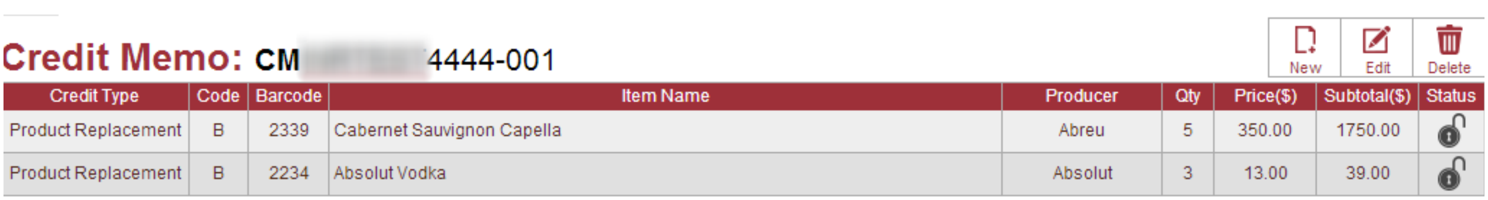
All of the items on the original invoice will auto populate onto the Credit Memo. Only fill out the line item(s) that you need product replacement for, and when you click "save" the other items will be removed. Choose "product replacement" for the credit type, and choose the appropriate code. Choose "B" if the product was damaged during transport, and "R" if the wrong item was delivered to you.

Credit Memo for Product Replacement (3)



Enter in the quantity of bottles to be replaced, and the subtotal will automatically change with the quantity. You can review your credit memo details in the "Credit Memo Summary" box, and then click "Create" to create and save the credit memo.

Credit Memo for Product Replacement (4)



To edit or close an existing credit memo, click "edit." See the user guide "closing a credit memo" for more information on how to close the credit memo. To delete, you can utilize the "delete" button. Only open credit memos can be deleted. Once a credit memo has been closed, deletion is not an option.

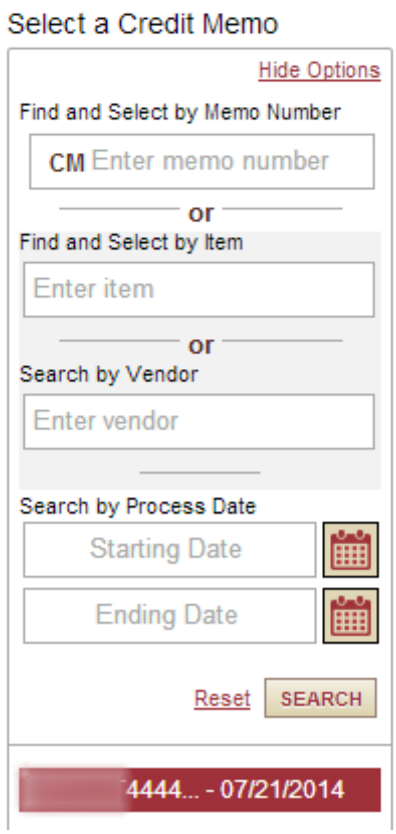
The Credit Memo you have created will tie back to the original invoice and invoice date, and will be part of that invoice in the variance report and perpetual inventory until a new inventory cycle begins.

As with Invoices and Purchase Orders, Credit Memos should be all squared away the day prior to your inventory day.

Receiving Replacement Products and Closing a Credit Memo

Once you have received the replacement product for the item(s) on your credit memo, you need to close the credit memo so that the appropriate amount of the item(s) can be added back to your inventory.

Receiving Replacement Products and Closing a Credit Memo (1)

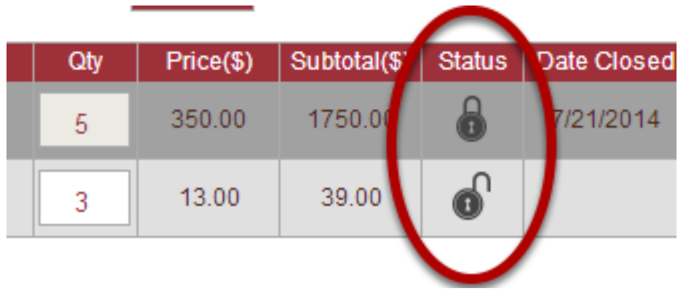


To go to the "Credit Memos" page, click on the "orders" tab on the home page, and then "credit memos." To find a specific credit memo, you can search by the credit memo number (CM-original invoice number), process date, invoice date, item, or vendor.

Receiving Replacement Products and Closing a Credit Memo (2)

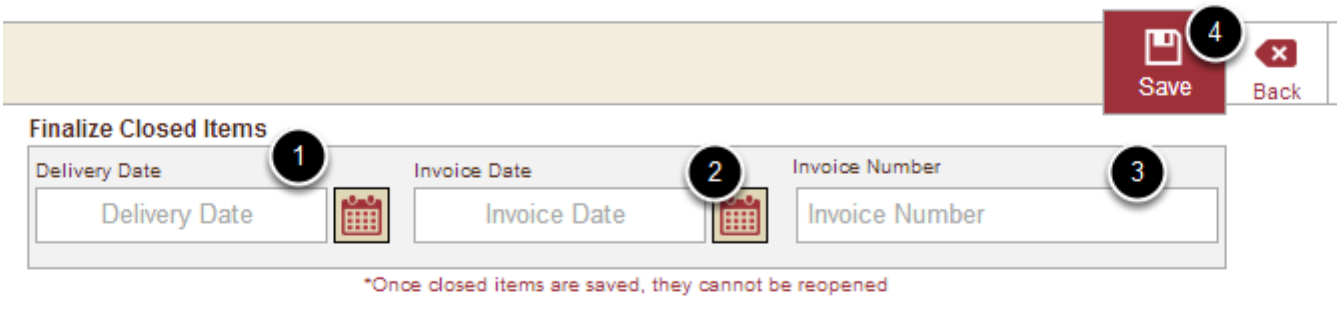
Click on "edit" to access the credit memo.

Receiving Replacement Products and Closing a Credit Memo (3)



Make sure the quantity is correct, and then click on the lock image to close the credit memo. The lock will then appear closed, and this will prompt you to enter the invoice details.

Receiving Replacement Products and Closing a Credit Memo (4)



Closing a Credit Memo is the same concept as closing a Purchase Order or entering an invoice.

In order for the credit memo to be closed and saved, you must enter the delivery date, invoice date, and invoice number, and press save. If you don't click save after filling in this information, the credit memo will stay open and the item(s) will not be added back into your inventory.

Delivery date: Date products are received and added into inventory.

Invoice date: The date of the invoice that came with the product replacement.

Invoice number: Number on the invoice that came with the product replacement.

As with Invoices and Purchase Orders, Credit Memos should be all squared away the day prior to your inventory day.