

One Blue Hill Plaza, Second Floor, PO Box 1546  
 Pearl River, NY 10965  
 1-800-PC-AMERICA, 1-800-722-6374  
 (Voice) 845-920-0800 (Fax) 845-920-0880

## Vendors and Purchase Orders

BILL TO				PURCHASE ORDER					
Corner Liquor One Blue Hill Plaza, 2nd Floor PO Box 1546 Pearl River, NY 10956				<b>Print Date</b>	7/2/2009				
				<b>Po#</b>	1				
				<b>Ship Via</b>	<b>Terms</b>	NET 30			
				<b>Ref#</b>	<b>Due Date</b>	07/09/2009			
INSTRUCTIONS									
VENDOR				SHIP TO					
R&R MARKETING LLC 10 PATTEN DRIVE WEST CALDWELL NJ 07006 (P) (F)				Corner Liquor One Blue Hill Plaza, 2nd Floor PO Box 1546 Pearl River, NY 10956					
#	StoreId	Part Number	Item Number	Description	Quantity Ordered	#Case	Cases Ordered	Cost Per	Extended Cost
1	1001	85624	0000000000	TAYLOR FLAD TAWNY PORT 750ML	24	12	2	\$114.00	\$228.00
<b>Total Cost</b>									\$228.00

CRE/RPE can help you keep track of vendors and generate purchase orders that can be sent to them. Once items are received, you can close the appropriate purchase order and the items will be added to stock automatically.

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- Ordering items from a vendor by creating a purchase order... page 6
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- Emailing Purchase Orders to your Vendor - Ordering items from a vendor by creating a purchase order... page 23

## Creating a vendor

To create a vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Administrative** then, **Vendor Maintenance**.

A screenshot of the 'Vendor Maintenance' form. The form is titled 'Vendor Maintenance' and 'General Information for Vendor XXX'. It contains several sections: 'General Info' with fields for Vendor Number, Company Name, PO Delivery Method, Terms, Flat Rent Rate, Tax ID, Minimum Order, Commission %, Billable Department, and Social Security #; 'Address' with fields for Street Address, Extended Address, City, State, Zip Code, and Country; 'Contact Info' with fields for First Name, Last Name, Telephone Number, Fax Number, Email, and Website. At the bottom, there is a 'Search by Company' dropdown, a 'Help' button, and a row of buttons: 'Previous', 'Next', 'Add', 'Save Changes', 'Delete', and 'Exit'.

2. Select **Add**.

The screenshot shows a software window titled "Vendor Maintenance" with a sub-header "General Information for Vendor:". The form is organized into several sections:

- General Info:** Vendor Number, Company Name, PO Delivery Method (dropdown), Terms, Flat Rent Rate, Tax ID, Minimum Order, Commission % (with a value of 0), Billable Department, and Social Security #.
- Address:** Street Address, Extended Address, City, State, Zip Code, and Country.
- Contact Info:** First Name, Last Name, Telephone Number, Fax Number, Email, and Website.

At the bottom of the form are several action buttons: "Previous", "Next", "Help", "Store Priorities", "Save", "Save Changes", "Delete", and "Cancel".

3. Provide as much information as you can about the vendor. The following fields are not self-explanatory and therefore explained:

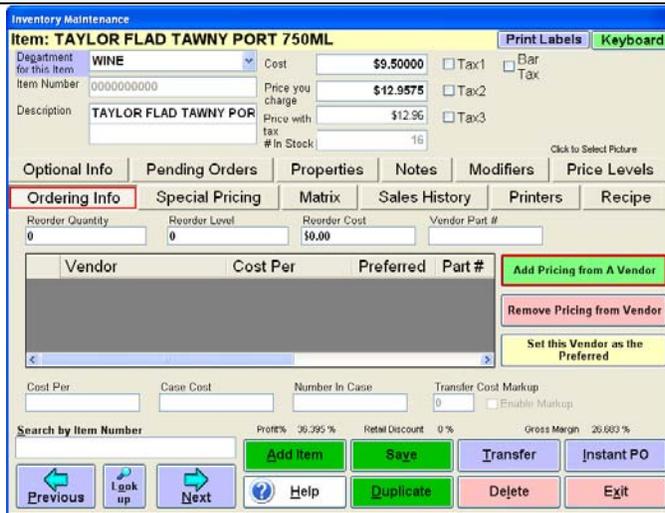
- The **Terms** field should contain the payment terms that you have with the vendor.
- The **Minimum Order** field should contain the minimum order before the vendor makes deliveries.
- The **Commission %** field should contain the commission paid to the vendor when you have sold the items, provided you are running a consignment operation.
- The **Flat Rent Rate** field should contain the amount that you are taking out of the vendor's commission for their booth, provided you are running a consignment operation.
- The **Tax ID** and **Social Security #** fields should be filled if you are running a consignment operation.
- The **Email** address should be entered if you would like to email the purchase orders to your vendors.

## Associating items with a vendor

To associate the items purchased from a vendor with that vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Administrative** then, **Inventory Maintenance**.



2. Select an item.
3. Select the **Ordering Info** tab.
4. Select **Add Pricing from A Vendor**.



5. Select the vendor from which the item is purchased.

Enter the Vendor Part Number Cancel

85624 ← Backspace

1	2	3	4	5	6	7	8	9	0	-
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L	:	
Z	X	C	V	B	N	M	,	.	/	
Shift	SPACE								ENTER	

- Provide the vendor part number (the part number that the vendor requires you to use when ordering the item) and select **ENTER**.

Inventory Maintenance

Item: TAYLOR FLAD TAWNY PORT 750ML Print Labels Keyboard

Department for this Item: WINE Cost: \$9.50000  Tax1  Bar Tax

Item Number: 0000000000 Price you charge: \$12.9575  Tax2

Description: TAYLOR FLAD TAWNY POR Price with tax: \$12.96  Tax3

# In Stock: 16 Click to Select Picture

Optional Info Pending Orders Properties Notes Modifiers Price Levels

Ordering Info Special Pricing Matrix Sales History Printers Recipe

Reorder Quantity: 7	Reorder Level: 8	Reorder Cost: \$0.00	Vendor Part #: 85624
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Vendor	Cost Per	Preferred	Part #
R&R MARKETING ...	\$9.50	True	85624

Cost Per: \$9.50 Case Cost: \$114.00 Number In Case: 12 Transfer Cost Markup: 0  Enable Markup

Search by Item Number Profit: 36.395% Retail Discount: 0% Gross Margin: 20.603%

Previous Look up Next Add Item Save Transfer Instant PO  
Help Duplicate Delete Exit

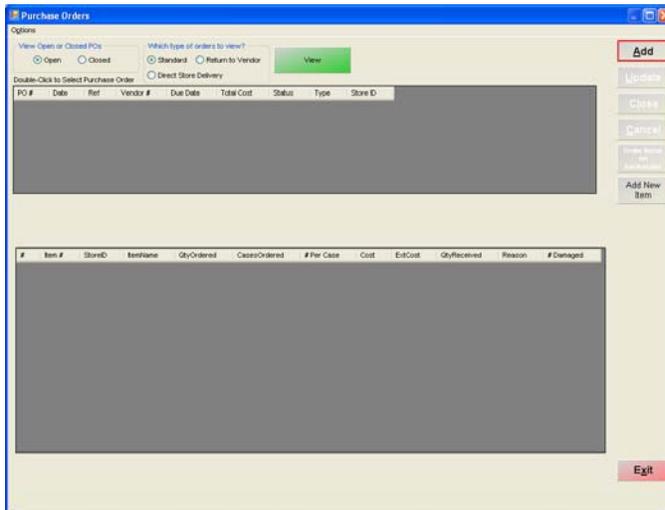
- Fill the **Reorder Quantity** field, which should contain the quantity of this item to order by default.
- Fill the **Reorder Level** field, which is used to determine whether this item should be reordered. If the number of this item in stock is less than or equal to the number in this field, it is considered a "low stock" item.
- Fill the **Cost Per** field, which should contain the amount that you pay the vendor for this item.
- If the item is ordered by case, fill the **Case Cost** field, which should contain the amount that you pay the vendor for a case of this item.
- If the item is ordered by case, fill the **Number In Case** field, which should contain the quantity of this item in a case.
- Select **Save**.

## Ordering items from a vendor by creating a purchase order

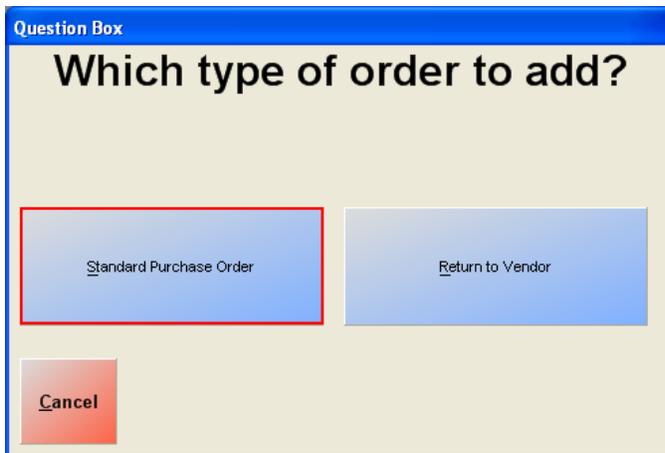
To create a purchase order, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



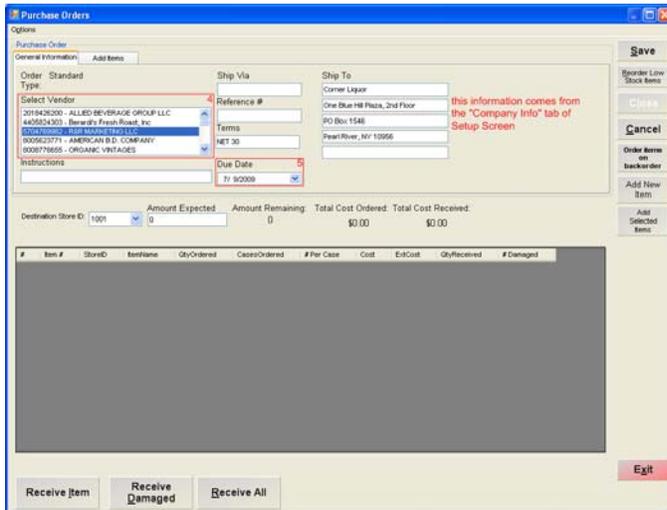
1. Select **Purchase Orders**.



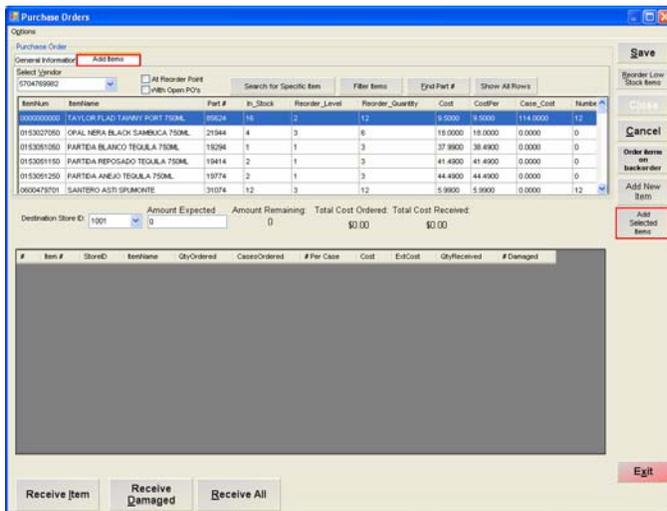
2. Select **Add**.



3. Select **Standard Purchase Order**.



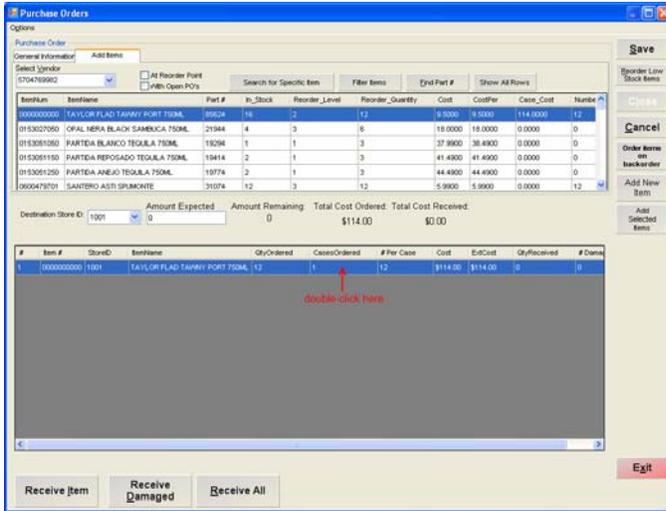
4. Select a vendor.
5. Pick a due date.



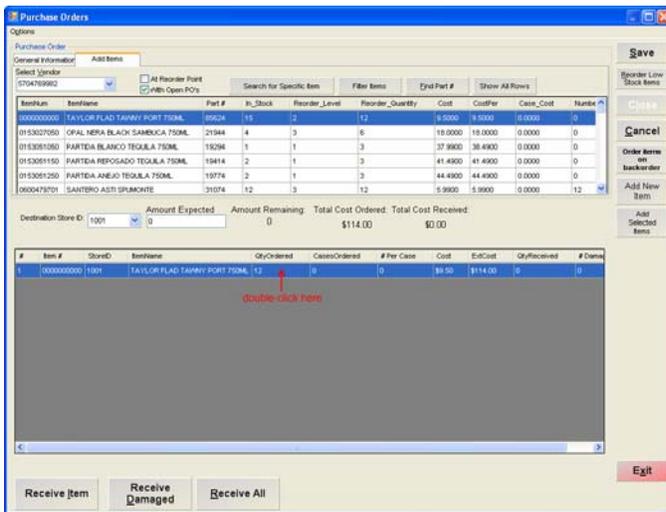
6. Select the **Add Items** tab.
7. Select an item from the top half of the screen and then **Add Selected Items**. Various filters are available to help you make this selection.

Alternatively, you can select **Reorder Low Stock Items** and any item that needs to be reordered will be added to the purchase order automatically.

You can select **Order items on backorder** to add items on backorder to the purchase order.



or



- If the item is ordered by case, you can modify the number of cases being ordered by double-clicking on the **CasesOrdered** field. The default behavior is to order one case.

If the item is not ordered by case, you can modify the quantity being ordered by double-clicking the **QtyOrdered** field. The default behavior is to order the quantity in the **Reorder\_Quantity** field.

Please enter the new # of cases:

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

or

Please enter the new quantity:

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

- Provide the number of cases or new quantity to order and select **OK**.

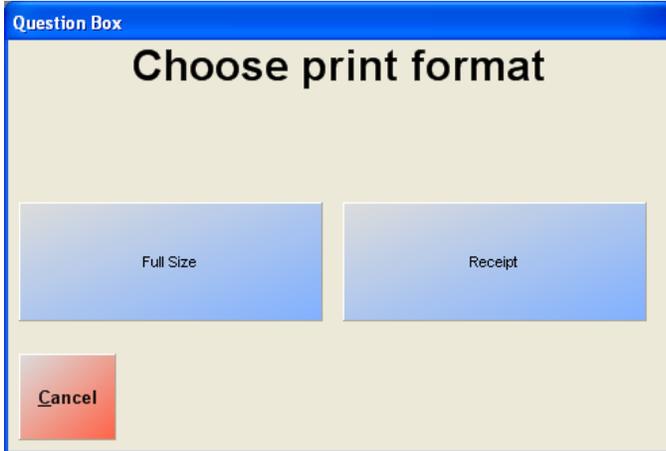
Item #	Description	Part #	In Stock	Recorder Level	Recorder Quantity	Cost	Cost Per	Case Cost	Number Per Case
01400001042	Bordens 1 Gal		0	0	0	4.400	4.400	0.0000	0
01400001271	Bordens 1/2 Gal		0	0	0	2.400	2.400	0.0000	0
01400002148	Bordens Gal		0	0	0	4.400	4.400	0.0000	0
01400002773	Bordens Pint		0	0	0	0.900	2.400	0.0000	0
01400003354	Bordens Quart		0	0	0	1.450	1.400	0.0000	0
01400005981	Bordens Quart		0	0	0	1.450	1.450	0.0000	0

10. If you would like to change the cost of the inventory on this PO, select the value under the **Cost** column and select any letter or number on your keyboard (A-Z, 1-0).

11. Enter the cost you would like to use and select **OK**.

12. Select **Save** when finished adding items to the purchase order.

13. You will be asked if you would like to print a copy of this PO. Select **Yes**.



14. Select a print format.

BILL TO				PURCHASE ORDER					
Corner Liquor One Blue Hill Plaza, 2nd Floor PO Box 1546 Pearl River, NY 10956				Print Date	7/2/2009				
				Po#	1				
				Ship Via	Terms	NET 30			
					Due Date	07/09/2009			
INSTRUCTIONS				Ref#					
VENDOR				SHIP TO					
R&R MARKETING LLC 10 PATTEN DRIVE WEST CALDWELL NJ 07006 (P)				Corner Liquor One Blue Hill Plaza, 2nd Floor PO Box 1546 Pearl River, NY 10956					
#	StoreId	Part Number	Item Number	Description	Quantity Ordered	#Case	Cases Ordered	Cost Per	Extended Cost
1	1001	85624	000000000	TAYLOR FLAD TAMNY PORT 750ML	24	12	2	\$114.00	\$228.00
<b>Total Cost</b>								<b>\$228.00</b>	

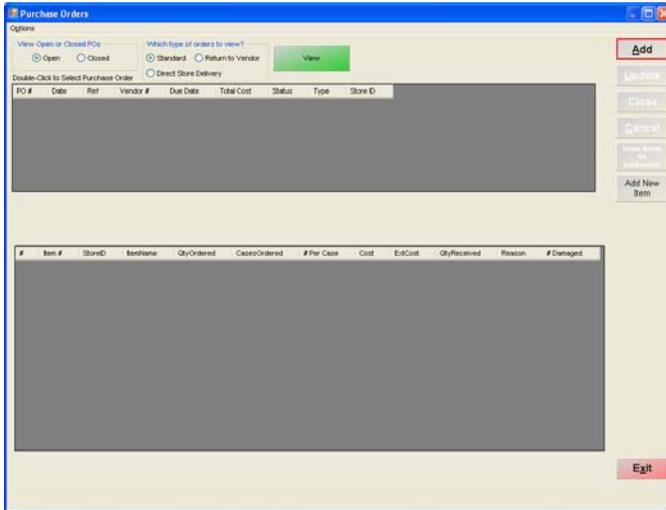
15. A purchase order will be generated for your convenience. Simply print it and send it to the vendor.

### Returning items to a vendor by creating a return/credit memo

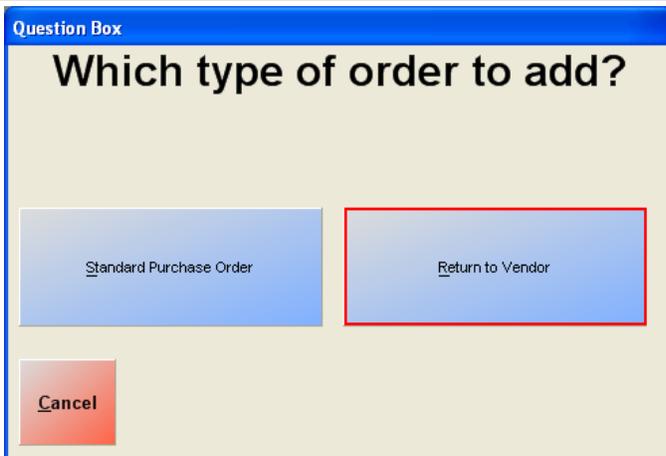
To create a return/credit memo, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



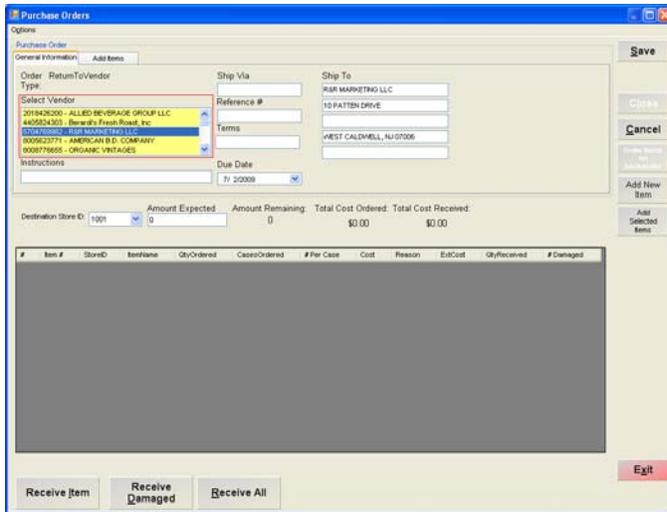
1. Select **Purchase Orders**.



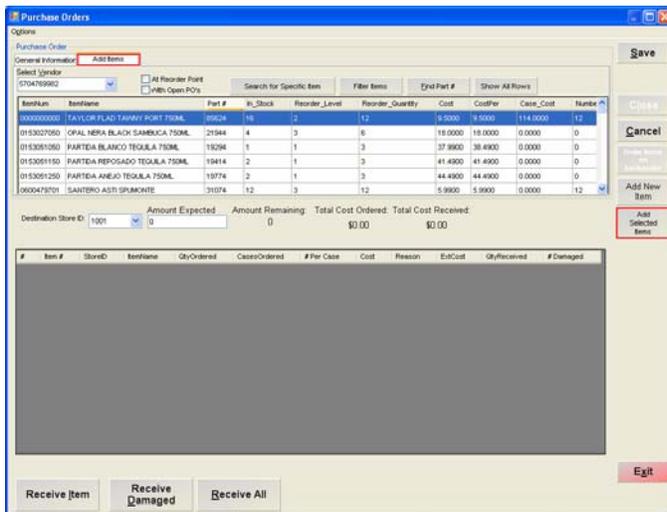
2. Select **Add**.



3. Select **Return to Vendor**.

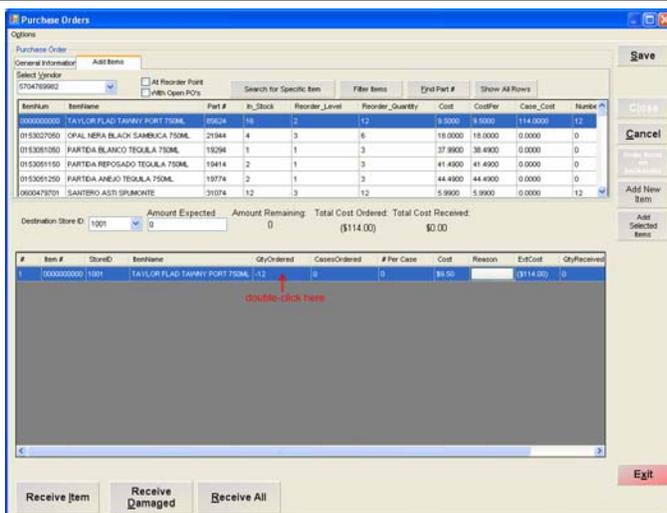


4. Select a vendor.



5. Select the **Add Items** tab.

6. Select an item from the top half of the screen and then **Add Selected Items**. Various filters are available to help you make this selection.



7. To modify the quantity of the item being returned, double-click the **QtyOrdered** field.

Please enter the new quantity:

3

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

8. Provide the new quantity and select **OK**.

Item #	Item Name	Part #	In Stock	Reorder Level	Reorder Quantity	Cost	Cost Per	Case Cost	Number Per Case	Vis
01400001042	Bordens 1 Gal		0	0	0	4.4000	4.4000	0.0000	0	lbr
01400000219	Bordens 1/2 Gal		0	0	0	2.4000	2.4000	0.0000	0	lbr
01400000248	Bordens Gal		0	0	0	4.4000	4.4000	0.0000	0	lbr
01400002773	Bordens Pint		0	0	0	0.3000	2.4000	0.0000	0	lbr
01400000354	Bordens Quart		0	0	0	1.4000	1.4000	0.0000	0	lbr
01400000081	Bordens Quart		0	0	0	1.4000	1.4000	0.0000	0	lbr

ENTER ITEM #, ALT SKU OR PART #

Amount Expected: 0

Destination Store ID: 1001

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	ExtCost	QtyReceived	# Damaged
1	01400002773	1001	Bordens Pint	2	0	0	\$2.40	\$4.80	0	0

Total Cost Received: \$0.00    Amount Remaining: 0    Total Cost Ordered: \$4.80

Receive Item    Receive Damaged    Receive All    Exit

9. If you would like to change the cost of the inventory on this PO, select the value under the **Cost** column and select any letter or number on your keyboard (A-Z, 1-0).

Please enter the new cost you would like to use:

\$2.40

7	8	9
4	5	6
1	2	3
.	0	+/-

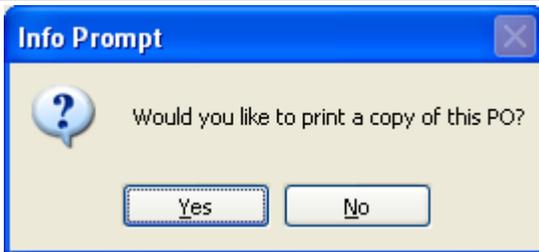
Clear Cancel

OK

10. Enter the cost you would like to use and select **OK**.

**Save**

11. Select **Save** when finished adding items to the return/credit memo.



12. You will be asked if you would like to print a copy of this PO. Select **Yes**.

Corbett Liquor  
One Blue Hill Plaza, 2nd Floor  
PO Box 1546  
Pearl River, NY 10955

**Return / Credit Memo**

Date	7/2/2009
PO Number	4

To: FOR MAURETINO, LLC  
10 PATTERSON DRIVE  
WEST CALDWELL, NJ 07006

Quantity	Vendor Part #	UFC Code	Description	Reason	Cost	Total
3.00	95824	0000000000	TAYLOR FLAG TANNY PORT 750ML		\$9.50	\$28.50

Page 1  
Total Number of Items: 3  
Total Due: \$28.50

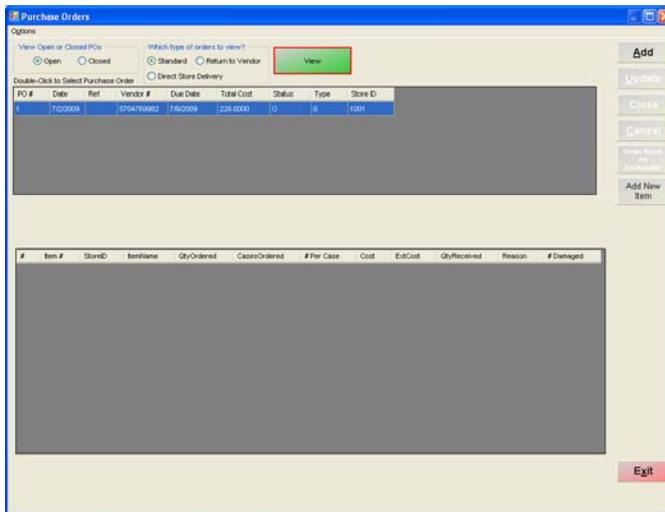
13. A return/credit memo will be generated for your convenience. Simply print it and send it to the vender.

## Receiving items

To receive items ordered from a vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Purchase Orders**.



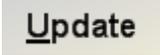
2. Select a purchase order.
3. Select **View**.

4. If you did not receive all items on the purchase order, select **Receive Item** and see step 5.

If you received all items on the purchase order, select **Receive All** and see step 8.

5. Enter the line number of the item being received (see the screenshot in step 4 for the location of the line number) and select **OK**.

6. If you received individual items, select **EACHES**. If you received cases, select **CASES**.

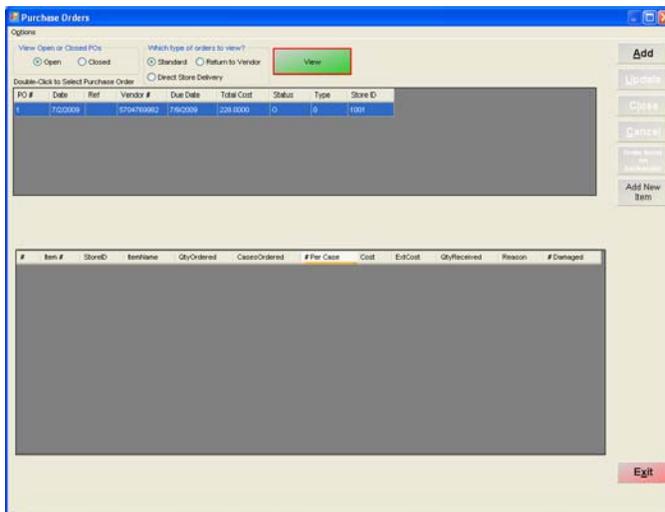
	<p>7. Enter the quantity of items or cases received and select <b>OK</b>.</p>
	<p>8. When finished receiving items, select <b>Update</b>.</p>

## Closing a purchase order

When all items on a purchase order have been received, you should close the purchase order. To do so, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Purchase Orders**.



2. Select a purchase order.
3. Select **View**.

**Purchase Orders**

Options

Purchase Order

General Information Add Items

Order Type: Standard Ship Via: Ship To: Cover Layer

Select Vendor: 2018426300 - ALLIED BEVERAGE GROUP LLC Reference #: PO Box 1548

440524383 - Beverage Fresh Road, Inc Terms: PO Box 1548

574762002 - SUN MAIZE FOODS LLC Terms: PO Box 1548

809622771 - AMERICAN B.C. COMPANY Terms: PO Box 1548

800276665 - ORGANIC VENTURES Terms: PO Box 1548

Instructions: Due Date: 7/9/2008

Destination Store ID: 1001 Amount Expected: 0 Amount Remaining: -24 Total Cost Ordered: \$220.00 Total Cost Received: \$220.00 **PO # 1**

#	Item #	StoreID	ItemName	QtyOrdered	CasesOrdered	# Per Case	Cost	EstCost	QtyReceived	# Damag
1	000000000	1001	TAYLOR FLAD FAMILY FORT 750ML_24	2	12	12	\$114.00	\$228.00	24	0

Receiving Screen

Receive Item Receive Damaged Receive All Print Print History

Buttons: Add, Update, Close, Cancel, Add New Item, Add Selected Item, Exit

4. Select **Close**.

**Run Time Support**

?

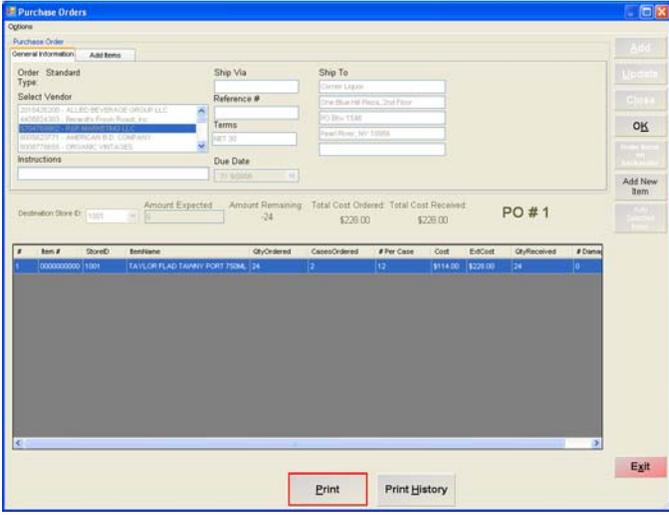
Closed purchase orders may not be reopened. Are you sure you would like to close this purchase order?

Yes No

5. Confirm your decision.

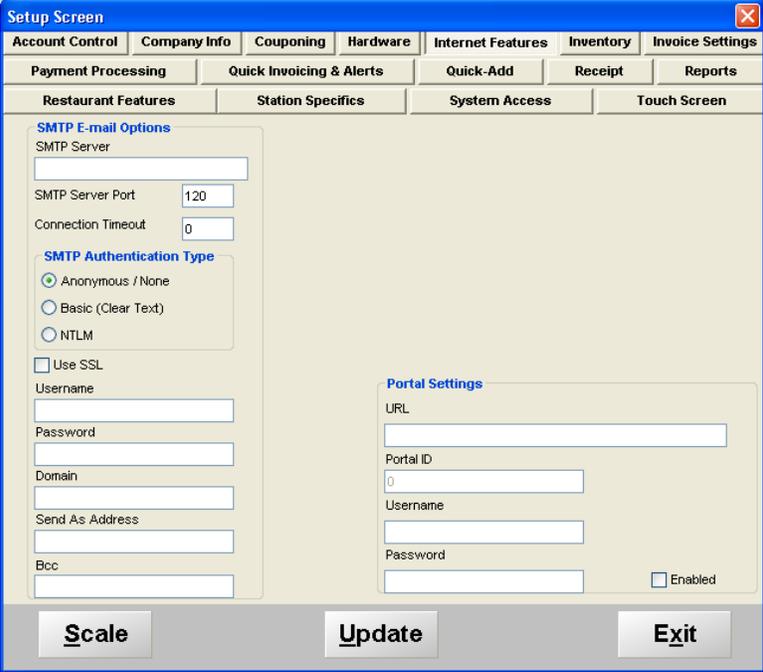
## Viewing old purchase orders

To view old purchase reports, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

 <p>A screenshot of a software menu with five columns of buttons. The first column has green buttons labeled 1 through 5: 'Cashier', 'Invoice Properties', 'Tools', 'Setup', and 'Administrative'. The other columns have blue buttons labeled A through O: 'Inventory Maintenance', 'Department Maintenance', 'Kit Maintenance', 'Styles Matrix', 'Customer Maintenance', 'Employee Maintenance', 'Vendor Maintenance', 'Purchase Orders', 'Back Orders', 'Time Clock Management', 'Credit Card Settlement', 'Reporting', 'Customer Item Prices', 'Global Price Changes', and 'Mix 'N Match Pricing'. The 'Purchase Orders' button is highlighted with a red box. An 'Exit' button is on the far right.</p>	<ol style="list-style-type: none"> <li>1. Select <b>Purchase Orders</b>.</li> </ol>
 <p>A dialog box titled 'View Open or Closed POs'. It has two radio buttons: 'Open' and 'Closed'. The 'Closed' radio button is selected and highlighted with a red box and the number 2. To the right, there is a section titled 'Which type of orders to view?' with three radio buttons: 'Standard', 'Return to Vendor', and 'Direct Store Delivery'. The 'Standard' radio button is selected and highlighted with a red box and the number 3.</p>	<ol style="list-style-type: none"> <li>2. Select the radio button next to <b>Closed</b>.</li> <li>3. Select the type of order in order to reduce the number of results.</li> </ol>
 <p>A screenshot of the 'Purchase Orders' window. It shows the same dialog box as in the previous step. Below the dialog box is a table with columns: PO #, Date, Ref, Vendor #, Due Date, Total Cost, Status, Type, and Store ID. The first row is highlighted with a blue background and contains the following data: 1, 7/2/2009, , 5704769982, 7/9/2009, 228.0000, C, 0, 1001. A green 'View' button is highlighted with a red box.</p>	<ol style="list-style-type: none"> <li>4. Highlight a closed purchase order and select <b>View</b>.</li> </ol>
 <p>A screenshot of the 'Purchase Order' details window. It shows various fields for 'General Information', 'Ship Via', 'Ship To', 'Select Vendor', 'Reference #', 'Terms', 'Due Date', and 'Instructions'. Below these fields is a summary table with columns: Destination Store ID, Amount Expected, Amount Remaining, Total Cost Ordered, Total Cost Received, and PO #. The first row contains: 1001, 0, -24, \$228.00, \$228.00, PO # 1. At the bottom, there is a table with columns: #, Item #, StoreID, ItemName, QtyOrdered, CasesOrdered, # Per Case, Cost, EdCost, QtyReceived, and # Days. The first row contains: 1, 000000000, 1001, TAYLOR FLAD TAWNY PORT 700ML, 24, 2, 12, \$114.00, \$228.00, 24, 0. At the bottom, there are 'Print' and 'Print History' buttons, with the 'Print' button highlighted by a red box.</p>	<p>The details of the purchase order will be displayed. You can select <b>Print</b> to print it.</p>

**Emailing Purchase Orders to your Vendor - Email Setup**

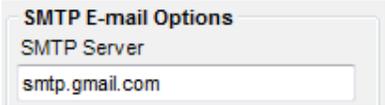
  	<ol style="list-style-type: none"> <li>1. Select the <b>Manager</b> or <b>Options</b> button.</li> <li>2. Enter the administrator password (default: admin) where applicable.</li> <li>3. Select <b>Setup</b> then, <b>Setup Screen</b>.</li> <li>4. Select the <b>Internet Features</b> tab.</li> </ol>
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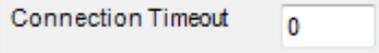
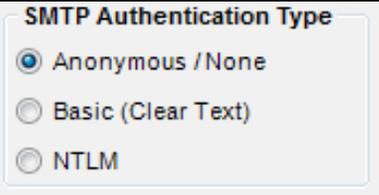
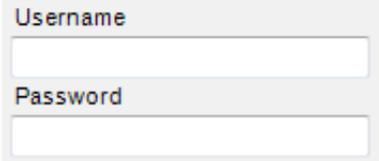
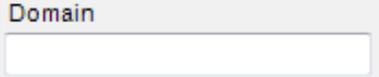
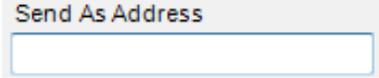


The screenshot shows the 'Setup Screen' window with the 'Internet Features' tab selected. The 'SMTP E-mail Options' section includes fields for SMTP Server, SMTP Server Port (120), Connection Timeout (0), SMTP Authentication Type (Anonymous / None selected), Use SSL (unchecked), Username, Password, Domain, Send As Address, and Bcc. The 'Portal Settings' section includes fields for URL, Portal ID (0), Username, Password, and an Enabled checkbox. Buttons for 'Scale', 'Update', and 'Exit' are at the bottom.

5. At the Left of this screen under SMTP E-mail Options the following information will need to be entered in order for the emails to be sent.

**Note:** This information can be acquired by contacting either the network administrator (who runs your email) or the company who is in charge of your email account (e.g. AOL, Yahoo, Gmail, etc...).

	<ol style="list-style-type: none"> <li>6. Under <b>SMTP Server</b> enter the address of your outgoing mail server.</li> </ol> <p>For example: If you are using Gmail, this field should contain <b>smtp.gmail.com</b>.</p>
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	<p>7. Under <b>SMTP Server Port</b> enter the port used to communicate with your outgoing mail server.</p> <p>If you are using Gmail, this field should contain <b>587</b> or <b>465</b>.</p>
	<p>8. Under <b>Connection Timeout</b> enter a value (in seconds) that the program will attempt to connect to the server.</p> <p><b>Note:</b> If the value is left at <b>0</b> then the connection attempt will not timeout, and will continuously try to connect to the server.</p>
	<p>9. Under <b>SMTP Authentication Type</b> select the server's authentication method.</p> <p>If you are using Gmail, <b>Basic (Clear Text)</b> should be selected.</p>
	<p>10. Check <b>Use SSL</b> if the server requires the use of a Secure Sockets Layer to communicate with it.</p> <p>If you are using Gmail, check this.</p>
	<p>11. These fields should contain a valid username and password for an email address on the mail server.</p> <p>If you are using Gmail, your username is your full email address.</p>
	<p>12. This field should contain the domain that you are a part of. For more information please contact your network administrator.</p>
	<p>13. This field should contain the email address you would like displayed in outgoing emails.</p>
	<p>14. If you would like to Blind Carbon Copy the email to another address enter the email address under <b>BCC</b>.</p>

The screenshot shows the 'Setup Screen' with the following settings visible:

- Receipt Size:**  Receipt,  Short Receipt,  Full,  Full Professional
- Print Invoices:**  No,  Yes,  Prompt,  CC And DC Only,  Prompt Size,  Prompt Media
- Prof Logo:**  None,  Picture,  Company Info,  Pic and Info
- Print Modifiers on Receipt:**  No, Print None,  Print charged, total only,  Print charged, breakdown
- Other options:**  Prompt to Email Purchase Order,  Print Bar Code On "On-Hold" Receipts,  Print Bar Code On "Complete" Receipts,  Print Extra Copy of On Account Receipts,  Suppress Extra Signature Copy,  Print Notes on CC Receipt,  Print Dept Notes Receipt,  Print Item count on Receipt,  Print Second Description on Full Size Professional,  Validate Checks,  Combine Lines on Short Receipt,  Print Paid Status in Kitchen Receipt.
- Buttons:** Scale,  Update, Exit

15. Select the **Receipt** tab.
16. Select **Prompt to Email Purchase Order**.
17. Select **Update** to save your changes.

**Note: When prompt to Email Purchase Order is enabled you will be given the option to email documents when doing the following:**

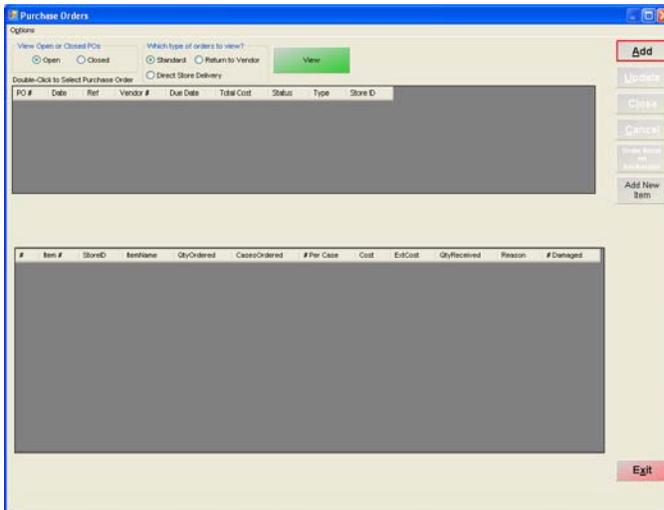
- Returning items to a vendor by creating a purchase order
- Returning items to a vendor by creating a return/credit memo
- Receiving items
- Closing a purchase order
- Viewing old purchase orders

## Emailing Purchase Orders to your Vendor - Ordering items from a vendor by creating a purchase order

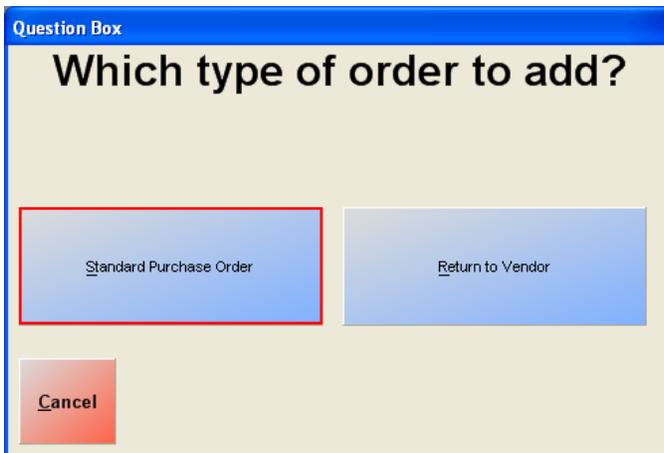
To create a purchase order and email it to your vendor, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



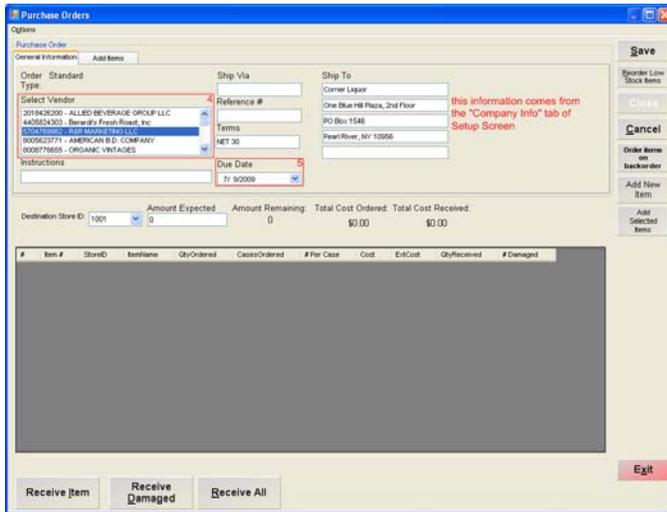
1. Select **Purchase Orders**.



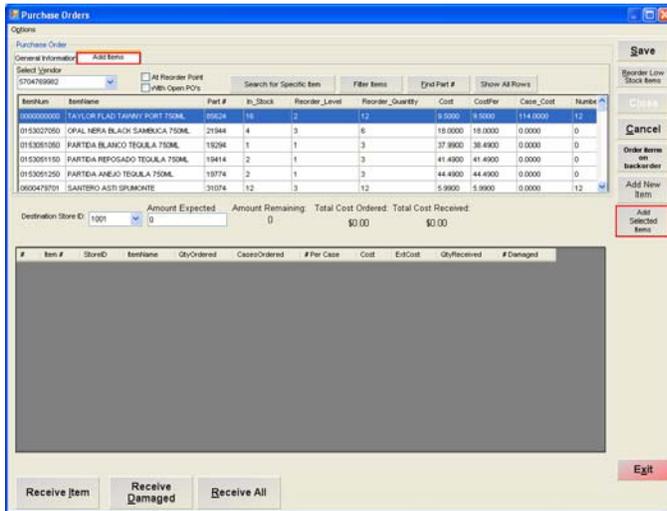
2. Select **Add**.



3. Select **Standard Purchase Order**.



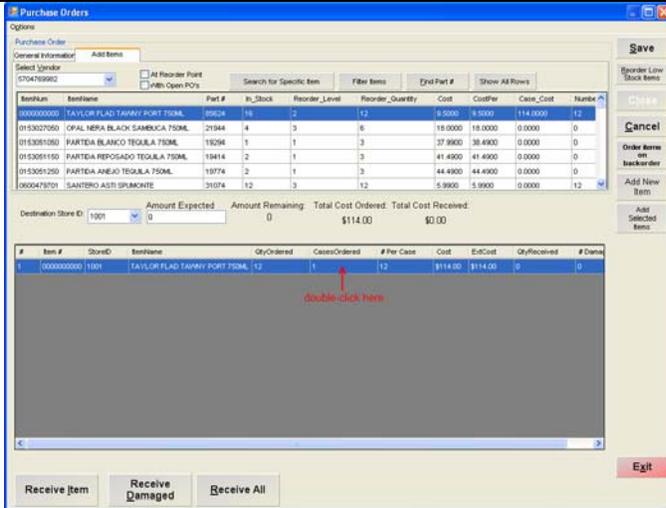
4. Select a vendor.
5. Pick a due date.



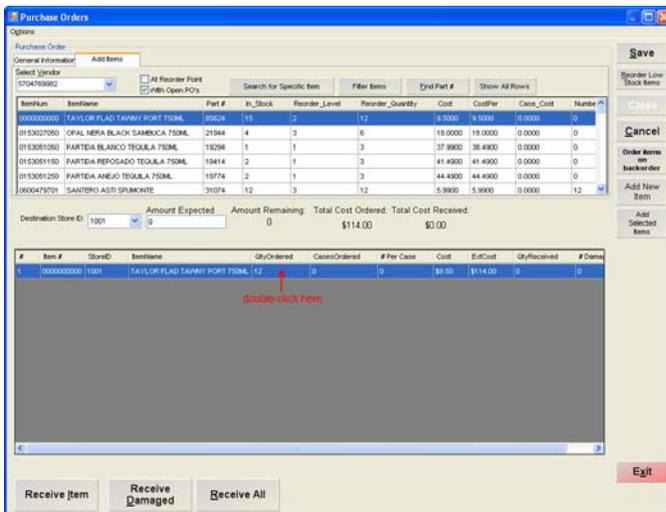
6. Select the **Add Items** tab.
7. Select an item from the top half of the screen and then **Add Selected Items**. Various filters are available to help you make this selection.

Alternatively, you can select **Reorder Low Stock Items** and any item that needs to be reordered will be added to the purchase order automatically.

You can select **Order items on backorder** to add items on backorder to the purchase order.



or



- If the item is ordered by case, you can modify the number of cases being ordered by double-clicking on the **CasesOrdered** field. The default behavior is to order one case.

If the item is not ordered by case, you can modify the quantity being ordered by double-clicking the **QtyOrdered** field. The default behavior is to order the quantity in the **Reorder\_Quantity** field.

Please enter the new # of cases:

2

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

or

Please enter the new quantity:

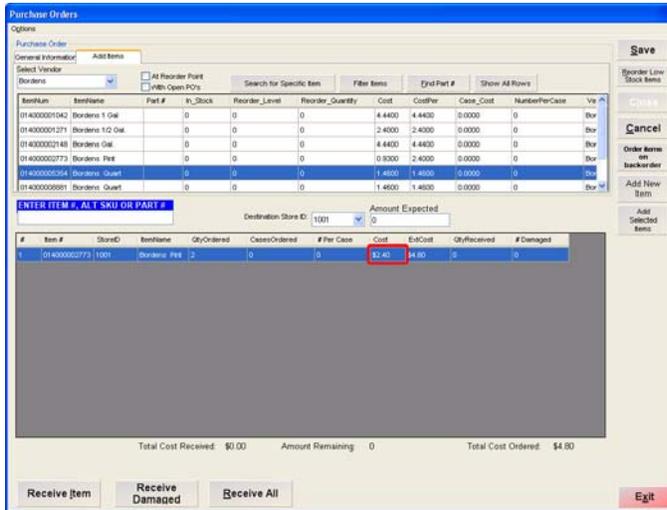
24

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

- Provide the number of cases or new quantity to order and select **OK**.



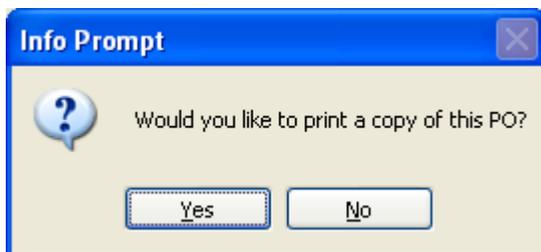
10. If you would like to change the cost of the inventory on this PO, select the value under the **Cost** column and select any letter or number on your keyboard (A-Z, 1-0).



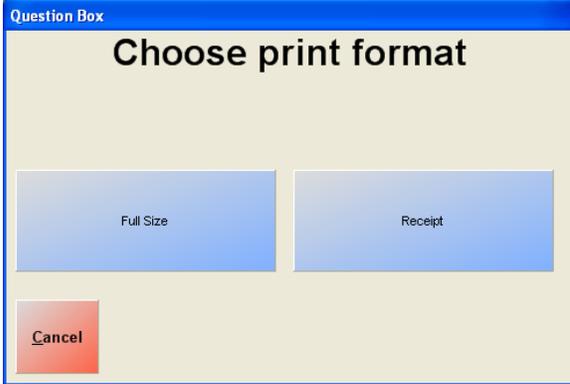
11. Enter the cost you would like to use and select **OK**.



12. Select **Save** when finished adding items to the purchase order.



13. You will be asked if you would like to print a copy of this PO. Select **Yes**.



14. Select a print format.

BILL TO				PURCHASE ORDER						
Corner Liquor One Blue Hill Plaza, 2nd Floor PO Box 1546 Pearl River, NY 10956				Print Date	7/2/2009	Terms	NET 30			
				Po#	1	Due Date	07/09/2009			
				Ship Via						
				Ref#						
INSTRUCTIONS										
VENDOR				SHIP TO						
R&R MARKETING LLC 10 PATTEN DRIVE WEST CALDWELL NJ 07006				Corner Liquor One Blue Hill Plaza, 2nd Floor PO Box 1546 Pearl River, NY 10956						
#	Store#	Part Number	Item Number	Description	Quantity Ordered	#Case	Cases Ordered	Cost Per	Extended Cost	
1	1001	65624	0000000000	TAYLOR FLAD TAWNY PORT 750ML	24	12	2	\$114.00	\$228.00	
									<b>Total Cost</b>	\$228.00

15. A purchase order will be generated for your convenience. Simply print it and send it to the vendor.



16. You will be asked if you would like to print a copy of this PO. Select **Yes**.



17. If an email address has been entered in vendor maintenance for this vendor then this field will already be filled in.