# *Product Information*
## Warehouse Module

**Computer Distributors, Inc.**
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## Segregation by picking section

One method of printing picking documents is with one customer's order per picking document. Another method is to produce multiple picking documents by customer, by sections of the warehouse, for example: freezer, cooler, dry goods. This allows for simultaneous picking of orders.

## Substitution capability

If substitutions have been made in the warehouse, these can easily be entered and the invoice will indicate the product ordered as "out" and the substituted product as "sub".

## Freight/Minimum orders urcharge override

All freight and minimum order surcharges are displayed and can be changed or removed at your discretion.

## Bulk picking capabilities

Certain groups of products can be designated for "bulk" picking, for example, the freezer. Whenever picking documents are selected for printing, an additional bulk summary listing by route would be produced for only those products.

## Various methods of printing

Picking documents can be selected for printing either individually by order, all orders ready for picking, or only certain route(s). The picking documents and/or labels can be sorted by picking section and slot location.

## Combine orders at picking

In the system setup, orders for the same customer and the same delivery date can be automatically combined into one order at picking. You can also exclude certain customers from this option.

## Releasing the order

Simple 'no change' processing order
If an order is picked as ordered, a simple function prepares the order for invoicing. Only items with short shipments and catch weight products require line product changes. The system edits for variable weight items to make sure the weights get recorded.

## Weighted product entry

Releasing an order prepares it prior to invoice printing. Variances from the quantity ordered can be easily entered. For products that are variable or "catch" weight, the system checks that all actual weight(s) are entered. Catch weights can be entered in one total or individually on a catch weight screen which will total them for you. For example: If 98 pieces were ordered then a screen would display 98 areas for the weights to be entered. You can system wide choose to have these weights entered twice to be verified. These individual catch weights are saved and can be printed on the invoice.

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## PRINTING THE ORDER

### Flexible invoice format

The sequencing and grouping of items on the invoice has been made extremely flexible to meet the needs of your customers. You can setup a general sequence overall and / or setup a different sequence for certain customers.

### Reprint invoices

Invoices can be reprinted anytime from the invoice history. This enables you to make copies of invoices without searching through files. You also have the feature of recalling an invoice by date on the screen from the history and zeroing down to the line item to view how the line was priced, the cost used, and deals supplied.

During the day, you have the ability to reprint current invoices by selection if you have had printer problems or damaged the original invoices.

Some examples of our existing setup options allow you to choose invoices to print in sequences by: product #, category / product number, by brand alphabetically, by product description alphabetically, by brand / description alphabetically, by slot number pick sequence and others.

You have options to print sub totals, and summary information in total or by category / department on the invoice. You can also control the skipping to a new page.

You have the added features of setting up for selected customers a cross reference of their item number to your item number. You can also relate their defined departments / categories to your item number. Their exact sequence for printing each item can also be optionally setup. This allows printing your item number and their item number on the invoice. Their department totals with their department description can print.

We provide standard invoice formats which match the space to print the sizes used in our system of our brand, pack size, description, etc. Only the company logo and terms and conditions need to be changed. This avoids extra programming costs of trying to use up an existing supply of invoices and the problems of trying to squeeze larger descriptive fields provided with our software into areas on another form where the space might not be available.

**But you can use the ones you have now if that is your decision**.

### Duplicate copies of invoices / bill of lading

There is also a provision for customers to print Bill of Lading copies on their own custom forms. This can be done individually for orders or for all.

### Variable Weights printed on invoice

For variable weight items, an option allows you to have the weight of each piece or case printed on the invoice when several pieces or cases of the same item are ordered. This makes it easy for your customers to check their order at delivery time.

### Suggested retail pricing

Suggested retail pricing can print for selected customers.

## INVENTORY MANAGEMENT MODULE

For the eternal question: Do we have it in stock? Your profit and customer goodwill hinge on that question. Proper inventory management and control is important in any business, but in food distribution it is absolutely vital. Inventory Management Module was designed to handle weights and broken units as well as provide meaningful and accurate "to the second" information.



The home slot case pick area can be replenished directly. (in both above situations the system will check first if you have any existing stock so FIFO movement is guaranteed).

The labels and / or listing will direct the putaway operator to zones. Zones are either a "ready reserve" area above or close to the home picking slot or a bulk area again as close to the home picking slot as possible. Zones are defined and attached to ranges of slot locations and items are assigned zones.

### Driver's trip report/manifest produced

Along with the invoices produced for a route/truck, a driver's trip report/manifest is also printed. It prints all the stops he has to make on that trip. The invoice amount and terms are printed and optional areas are provided to write cash received and arrival/departure times by stop. By route, optional pages are provided for his over/under cash report balancing and refrigerated temperature logging and truck maintenance notes. A summary copy of this report can be kept in the office as well in the event you wish to get in touch with a driver during the day.

### Daily order file listings

In addition to reports that can be selected at any time, numerous daily reports include sales and profitability reports detail or summary by diver's trip report/manifest producedproduct group, category, salesreps, territory , and item.

### Lost sales tracking and analysis

**CDI** provides tracking of lost sales. Lost sales quantity and amounts are kept. Besides reporting and displays, this information is interfaced into the purchasing system.

### Additional feature options

At receiving time you can request pallet labels be printed based on order quantity or actual quantity received.

The system will determine the number of labels based on qty per pallet.

For a more sophisticated approach at receiving time you can call the original purchase order up on the screen and you can confirm the quantities received in whole or by item. Based on existing inventory by slot balances maintained you can request a putaway listing and/or pallet labels which can do the following: If you have an each pick area the number of cases required can be directed there to top it off.

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### HIGHLIGHTS

Handles multiple warehouse locations tracking of multiple costs automated lot tracking LIFO (last in, first out) reporting Weight and broken case quantities handled with the same product number Case and weight tracking
Automatic main / sub allocations for product Powerful online inquiries Flexible reporting.

### HANDLES MULTIPLE WAREHOUSE LOCATIONS

The system handles multiple warehouse locations and associated inventories allowing information to be displayed or printed by individual warehouse or all locations combined. With one system you can invoice and ship by warehouse location. If you use 'public' warehousing in various locations you can maintain your inventory balances with their associated lot numbers.

### TRACKING OF MULTIPLE COSTS

Last cost, and average cost are maintained by warehouse location and are available for displays and reporting. The purchasing system allows you to establish formulas for which cost elements are to be used for the inventory cost and, also a cost which allows markups for ongoing pricing. When a receipt is processed the last cost is updated and a new weighted average cost is calculated. The pricing system allows you to use a pricing based cost and a market cost.

### WEIGHT AND BROKEN CASE QUANTITIES HANDLED WITH THE SAME PRODUCT NUMBER

Quantities maintained in inventory also keep a broken case quantity within the same product number. All quantities displayed or printed always show whole and broken case. Extended cost values include broken case quantities. All our systems were designed for the food industry with weight, full and broken case capability.

### QUANTITY AND WEIGHT TRACKING

CDI tracks both quantity and weight throughout the system for products which are sold by the pound or kilogram. The inventory system retains the actual weight not just the average weight, thus allowing inventory to be tracked and reported and allows displays of weighted products by weight and case quantities.

### AUTOMATIC MAIN/SUB ALLOCATIONS

The system allows you to inventory and purchase under a 'main' product number and set up one or more 'sub' products sold by another unit of measure. The 'sub' products will automatically draw inventory from the 'main' using your established conversion factors, for example, if you bring lettuce in by the case of 24's and sell 24's. You also repack to 12's and 6's with different pricing structures. Another example would be for turnips, cabbage, etc. where you bring them in and sell by standard case weights, or for smaller quantities you can set up a sub where it is sold by the pound even though you purchase by the case (e.g. Bananas).

### The basics

The purchasing system will produce a receiving document awaiting the receipt of the products from the supplier. This document shows the normal home slot picking location and overflow zone areas. These can be changed at receipt time after putaway if the home slot or zones were moved. For a simple operation this form is used for putaway and the inventory balance for an item is kept as one total regardless of how many slots it is located in. Picking documents can show the same home slot picking slot with the overflow zones. The pickers if they run out of product can refer to overflow zones on the pick document and ask for the home slot to be replenished.

## WAREHOUSING PUTAWAY, LETDOWN AND PICKING OPERATIONS

The new warehousing features of inventory control provide full stock locater options and lot control.

The basics

### Flexible reporting

Reports are available on demand, daily, weekly and periodically.

Some of the reports available are:
A one line per product "inventory activity" report lists the opening balance along with total receipts, adjustments, returns, requisitions, shipments as well as closing balance and percentage of inventory turns.

Selections can be made for weekly, period, and year to date.

An inventory flow of material tracking report will give an opening balance and all the transactions which effected the quantity on hand.

Receipts refer to purchase order numbers, and shipments show the invoice number, customer number and name. Details print in the sequence they occurred with the quantity on hand balance at the time.

This audit report will aid in tracking down any inventory discrepancy.

Inventory transaction reporting by type of transaction showing costs and extended cost values.

Flexible selection of inventory movement reporting allows analysis of overstocked and under stocked products and calculates the number of weeks supply based on past weeks shipment activity.

Minimum / maximum quantity reporting of those products over or under selected quantities.

Inventory valuation reporting in summary or detail showing all extended values based on average, last and landed cost.

Quantity on hand reference listings by product or slot.

Optional pre picking list of product picking slots which might require replenishment.

Item Movement Analysis Reporting by product.

Additional reports include; Excessive Inventory Report, Supplier

Short Shipment Report

All reporting is available by all products or selections of various categories of products.
Single or combined warehouse selections.

Reporting is produced in sequence by product grouping and categories.

### PHYSICAL INVENTORY
With this system you have the ability to take an 'image' of inventory balances and costs prior to a physical inventory and continue regular processing of orders. Counts can be entered after and variances updated.

Other features are:
- Counts sheets produced by product grouping or by slotting sequence before a count
- Cycle counting set up capability
- Automatic inventory adjustments made anytime
- Missing sheet number report
- Costed inventory variance reporting by group and category