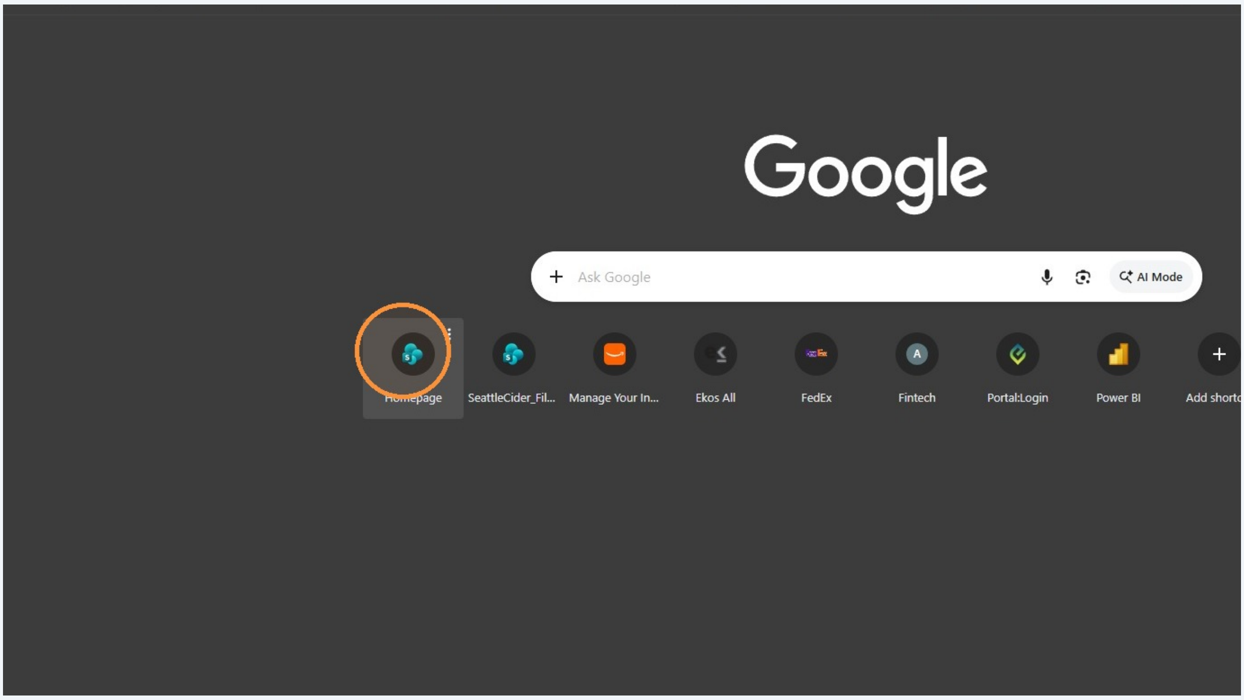
How To Process An Eclor Purchase Order

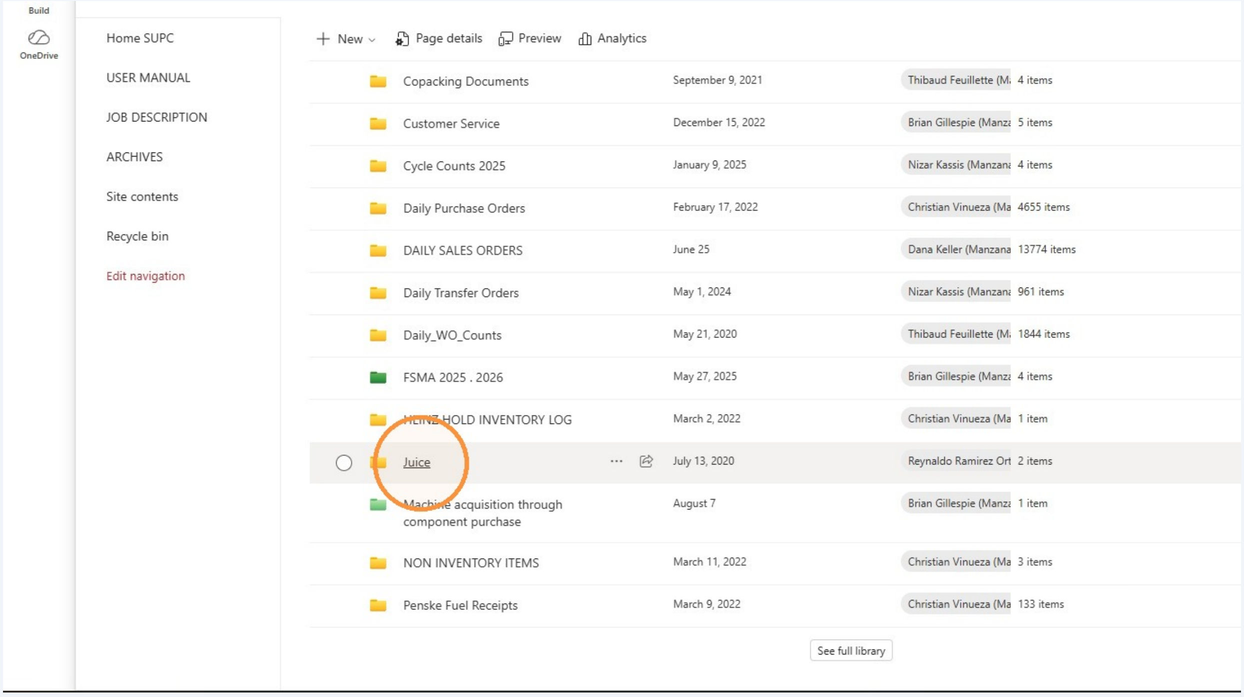
Learn how to process an Eclor purchase orders once it has been received. This guide will show you how to search the Fermented Juice Excel spreadsheet to retrieve the date of the invoice and verify the gallons and tank number and process the PO in BC

Open the Workbook

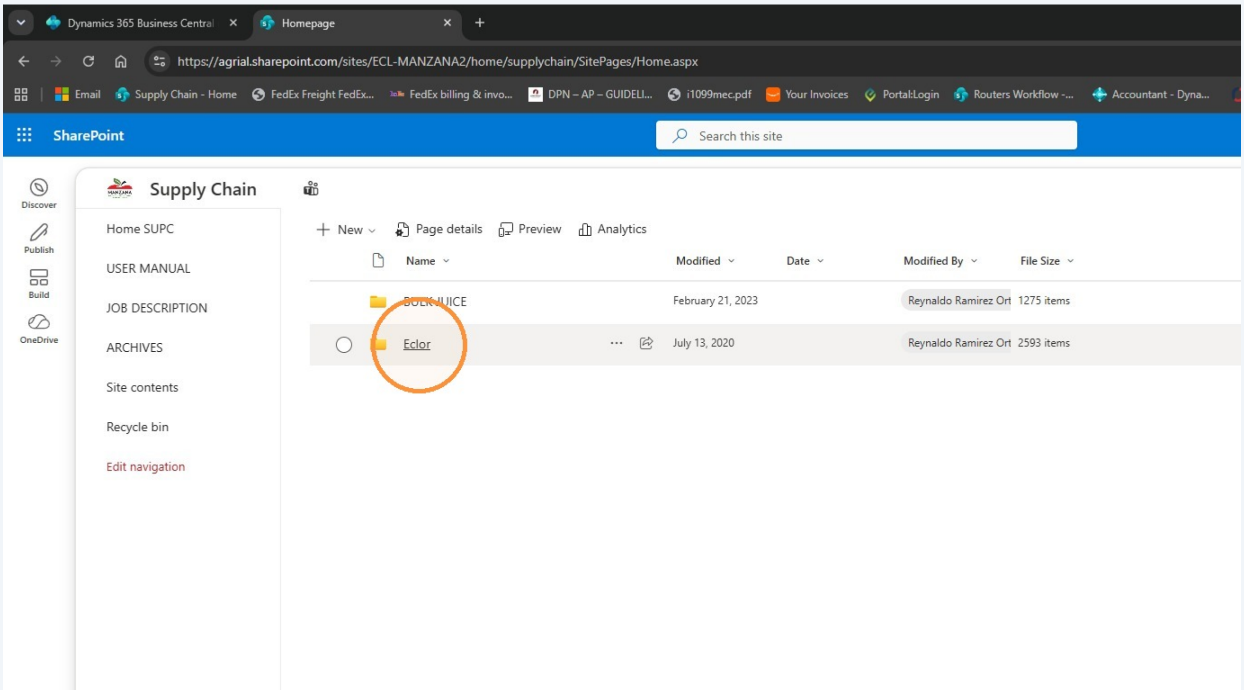
1 From SharePoint



2 Click "Juice"

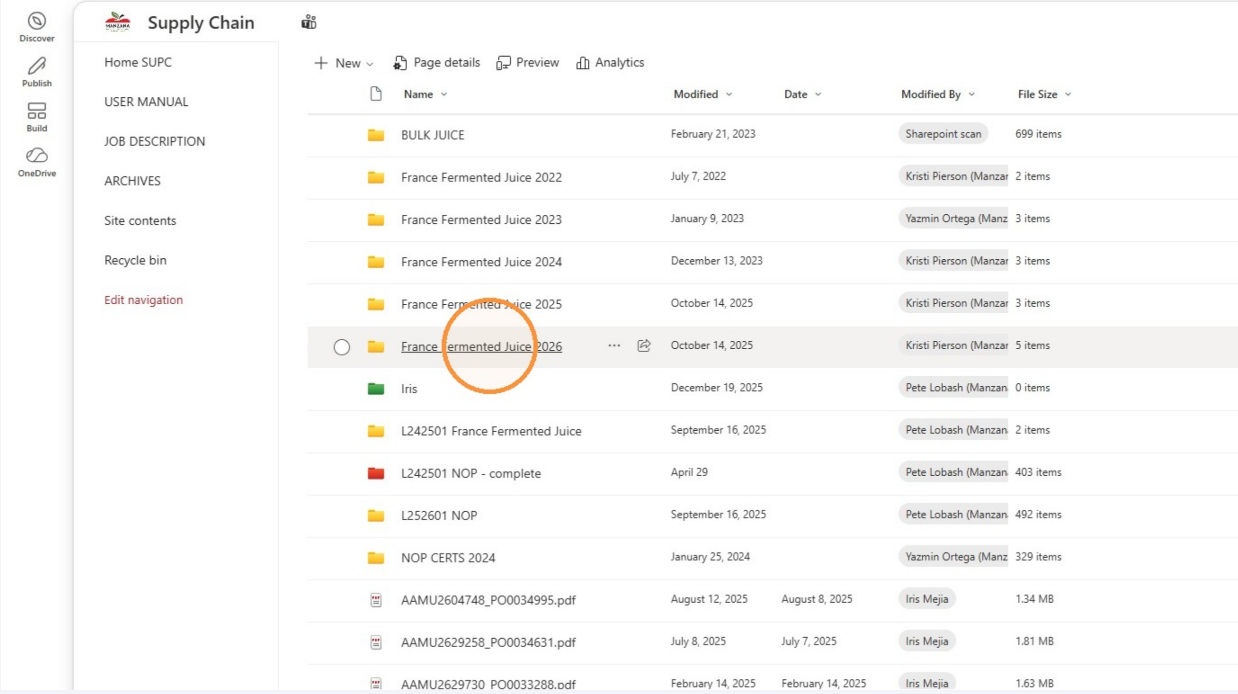


3 Click "Eclor"



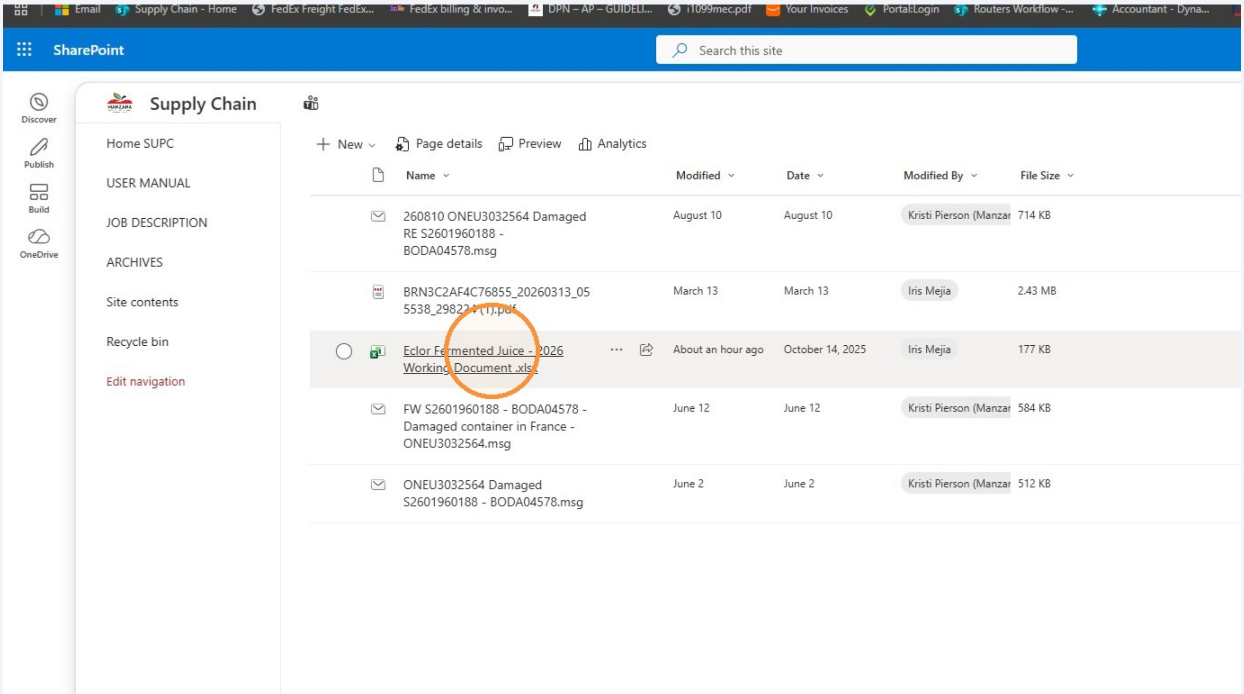
4

Click "France Fermented Juice 2026"



5

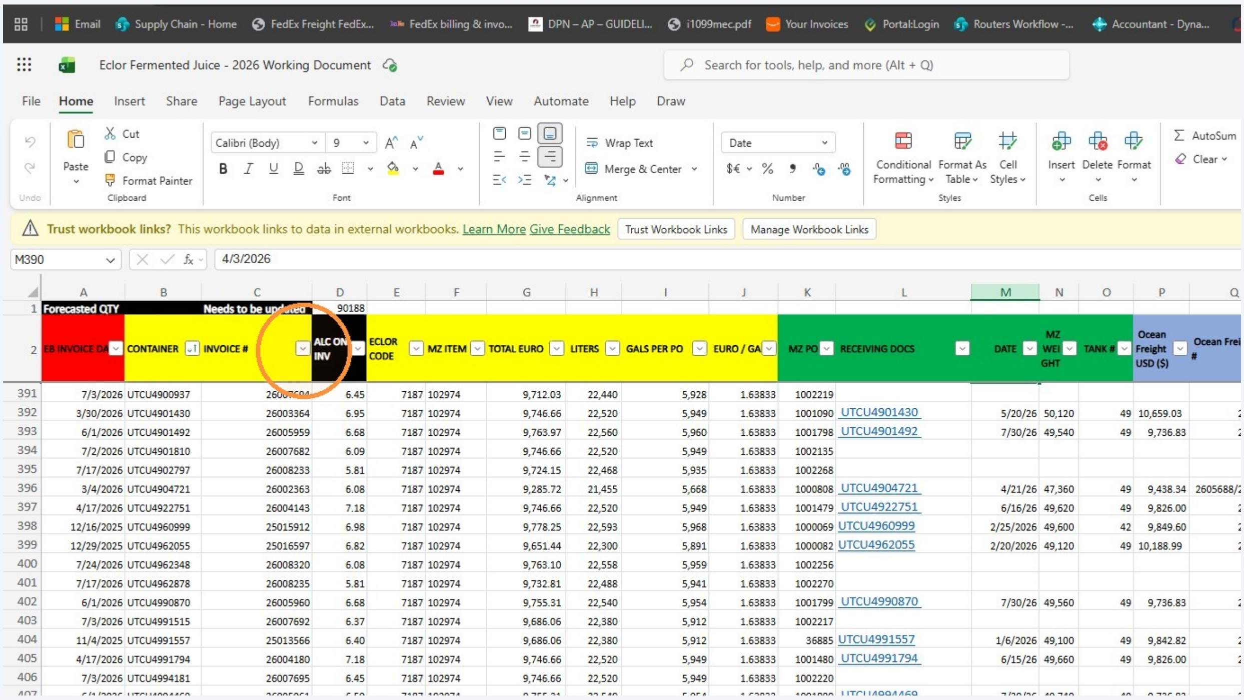
Click "Eclor Fermented Juice - 2026 Working Document .xlsx"



Filter the Data

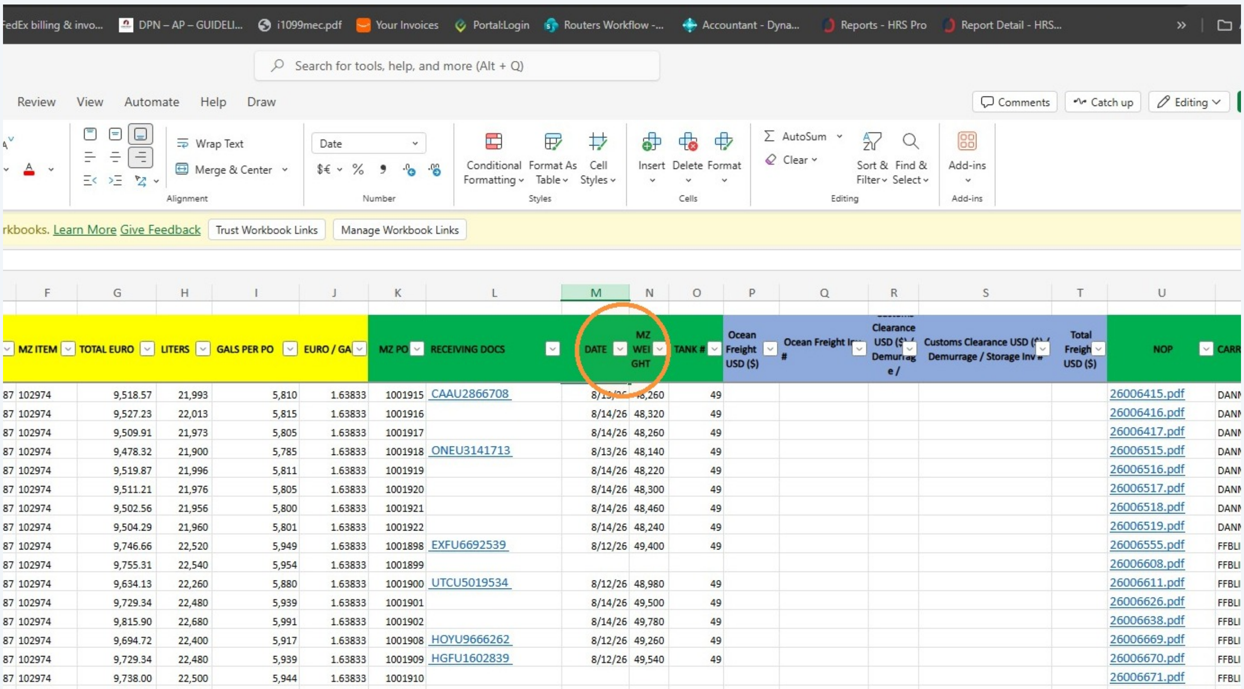
6

Because the spreadsheet is used by multiple people the filters may have been adjusted for their needs and not reset. Filter data on Invoice # from smallest to largest.

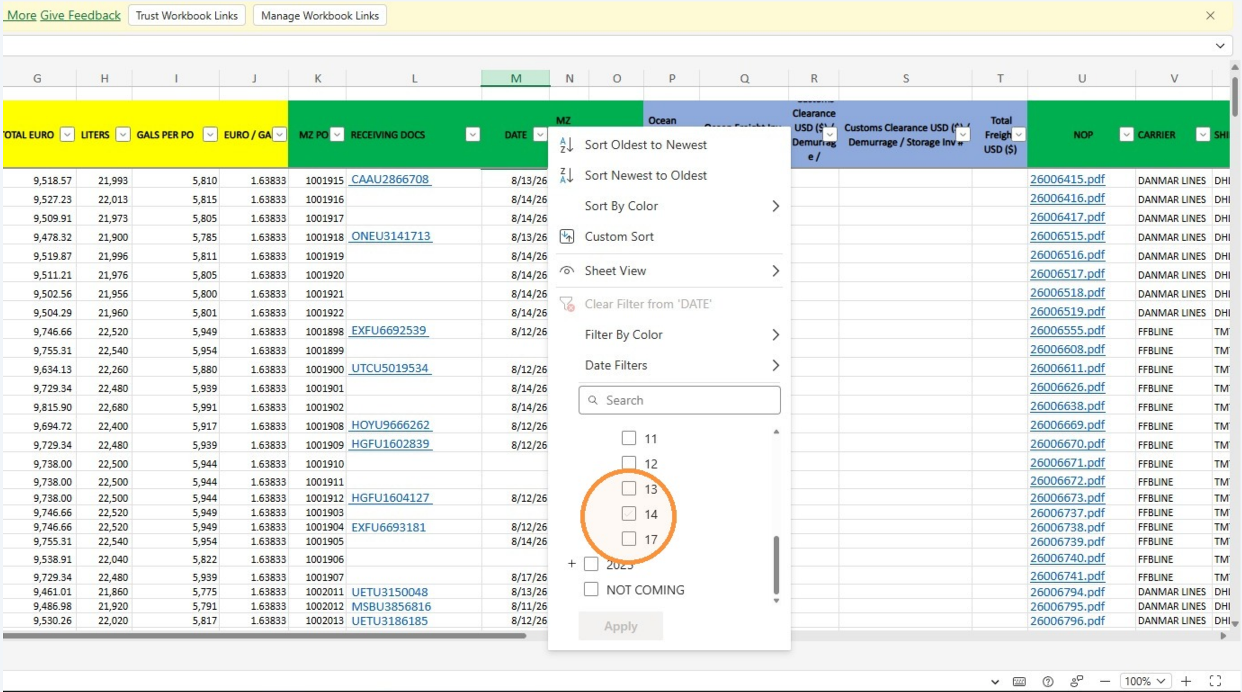


7

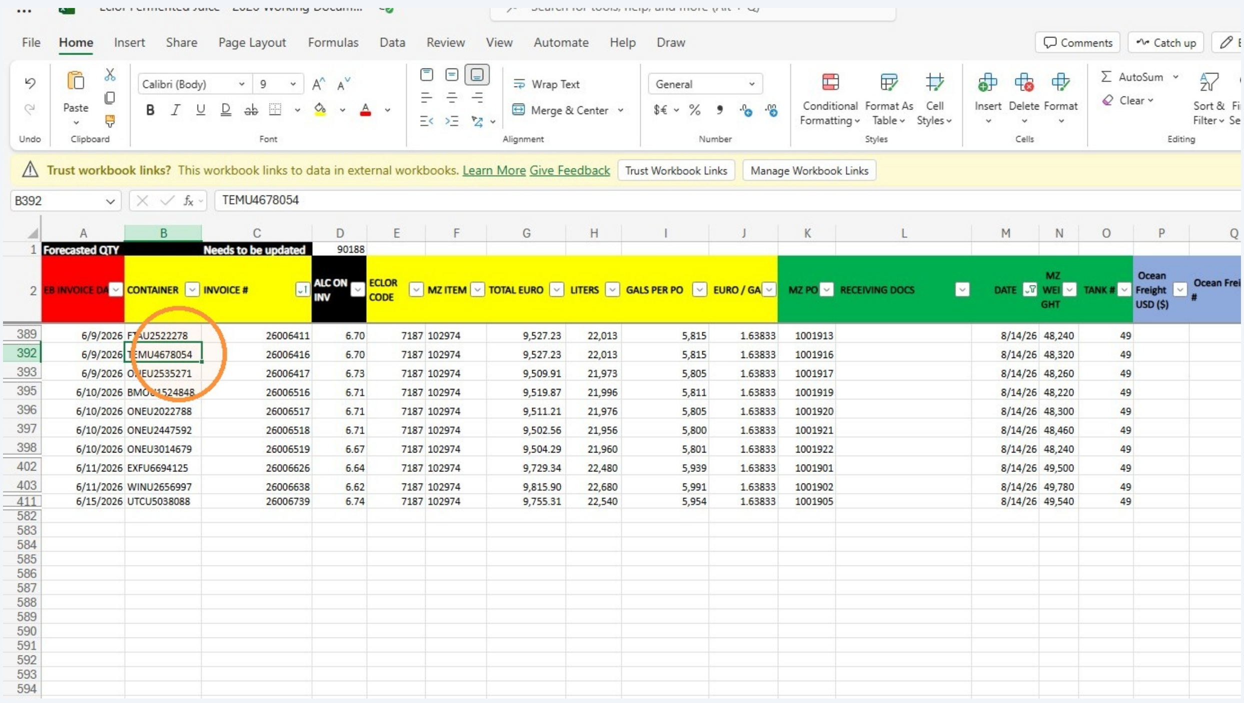
Click on the date highlighted in green



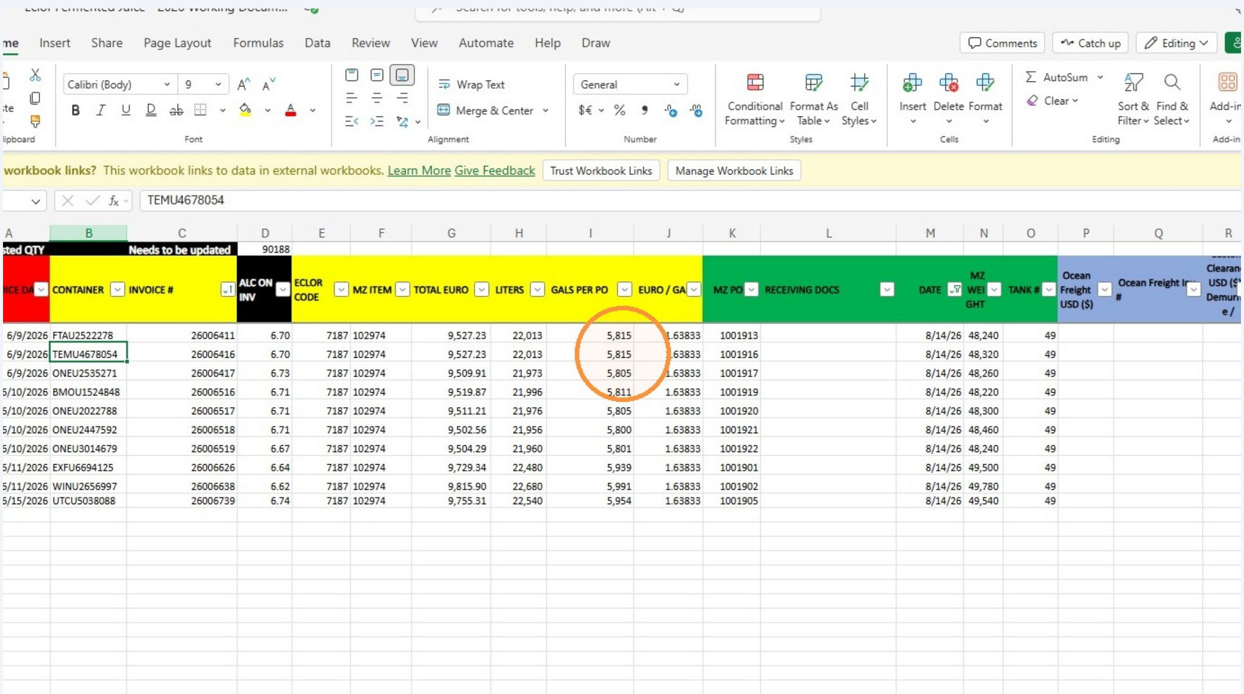
8 Select the month and day for the POs that you have received the backup



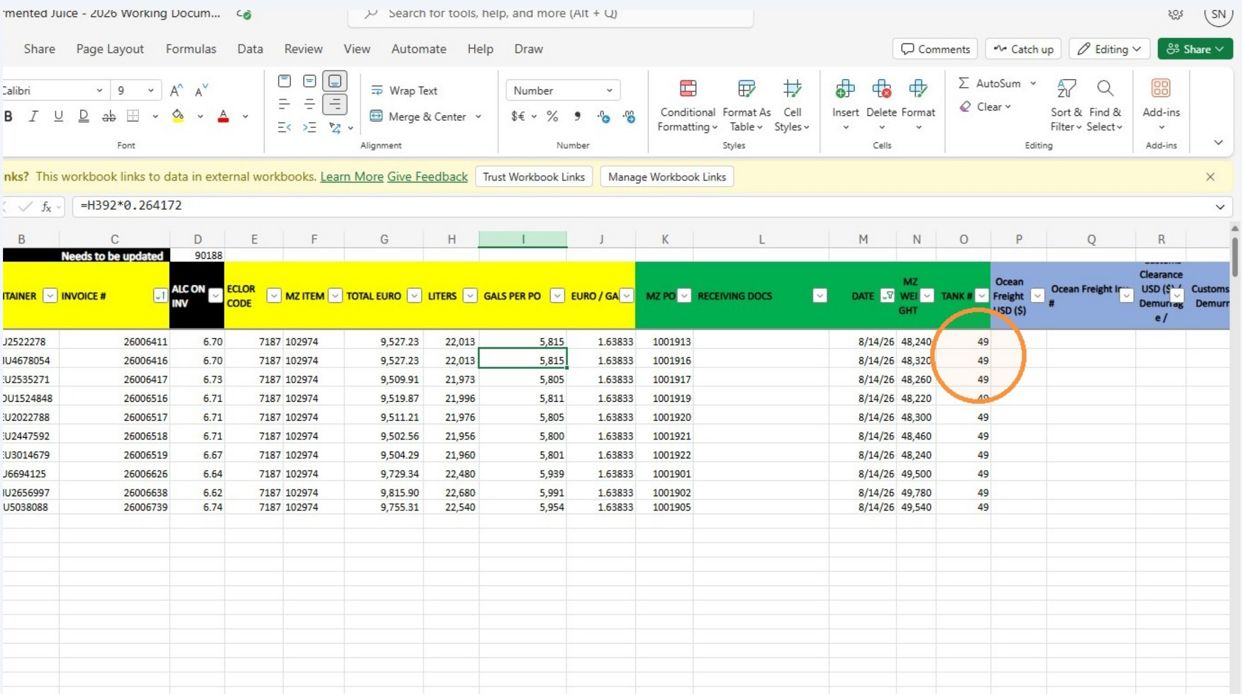
9 Find the container number for the PO form you have received. The number is listed on the left side of the PO.



10 Verify the gallons match the total listed on the attached weight tag

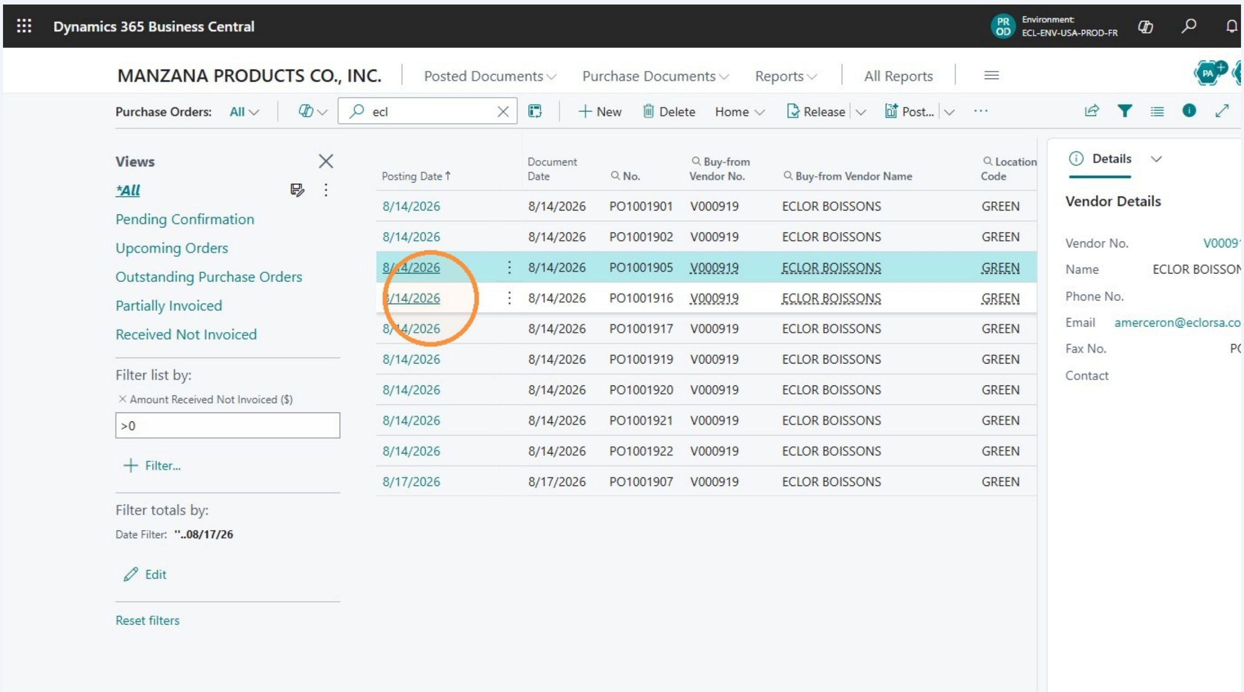


11 Verify the tanker number matches the weight tag. If either of these do not match contact Iris

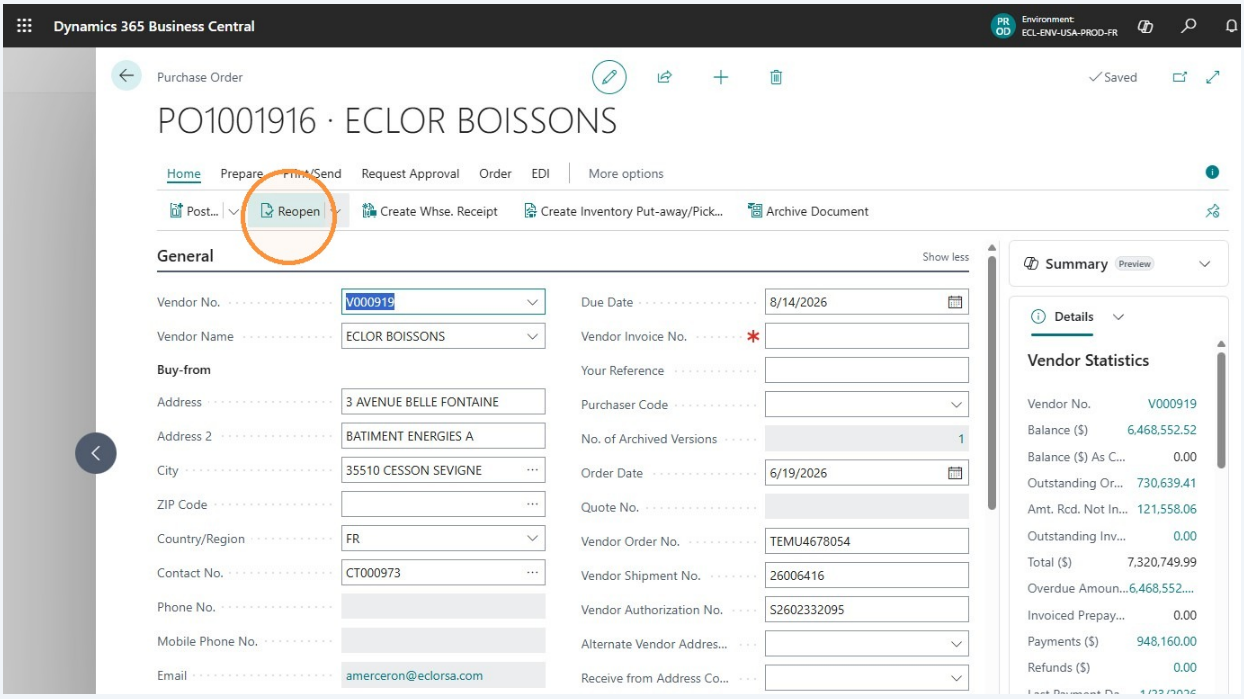


12 In BC, navigate to the Purchase Orders. My example below is filter by PO that have an amount greater than zero and vendors starting with ecl.

Click on the date to select the PO you want to process



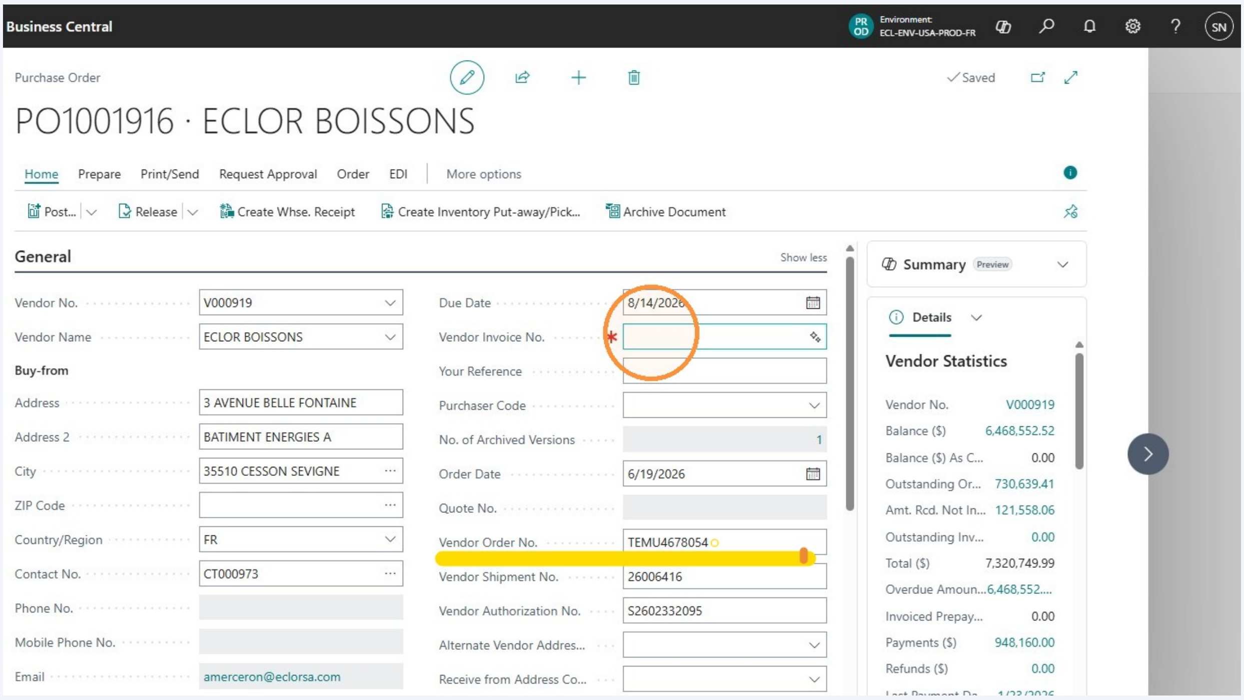
13 Click "Reopen" to be able to make adjustment to the purchase order's line items



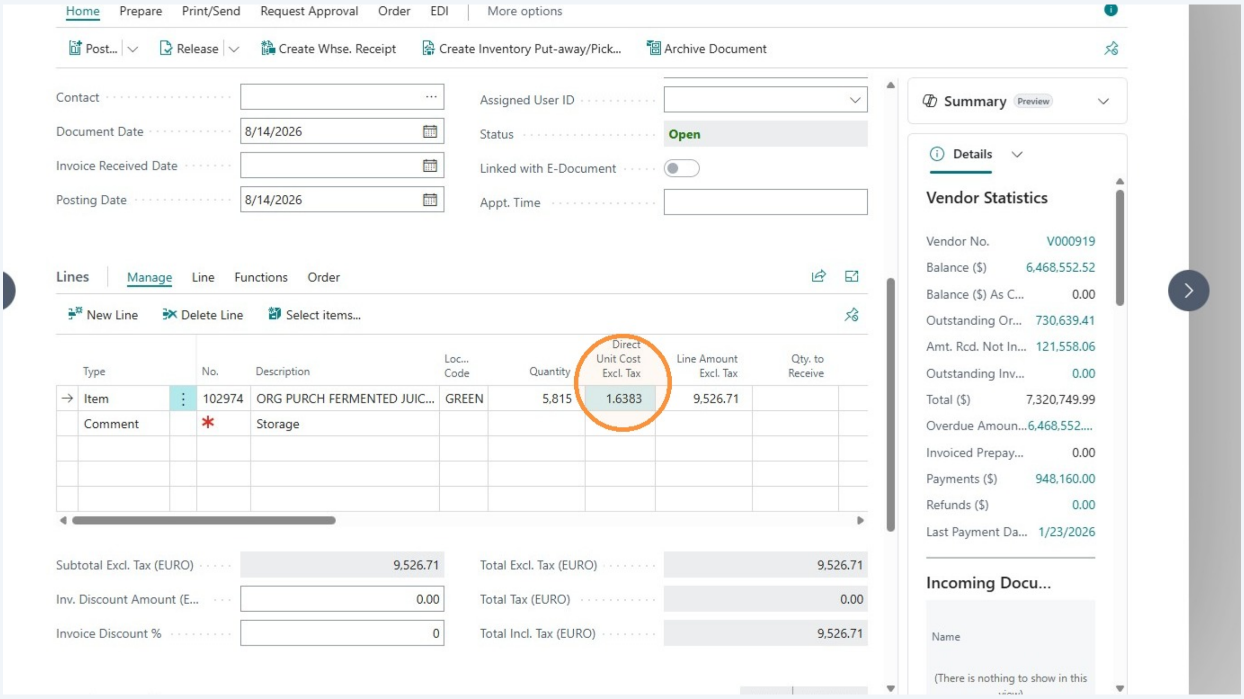
14 Click in the Vendor Invoice No. to enter the invoice number from the Eclor invoice.

Verify the Vendor Order No. matches the PO form.

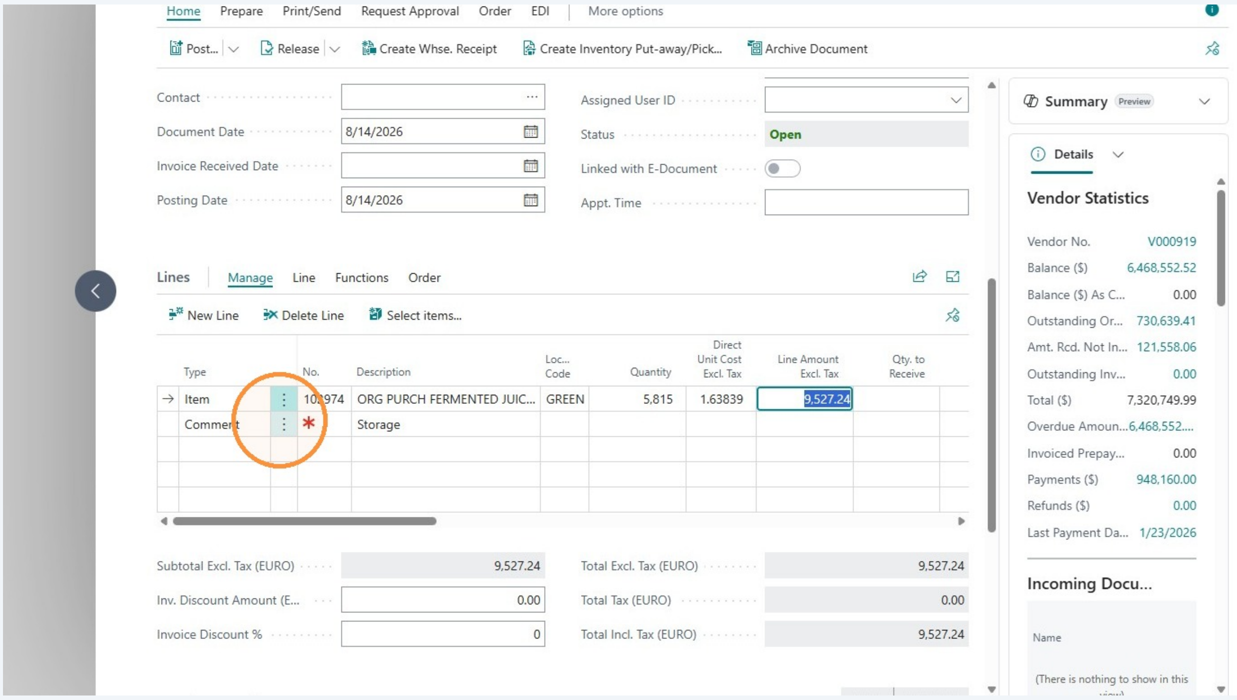
Unlike other purchase orders, there is no need to change the document date.



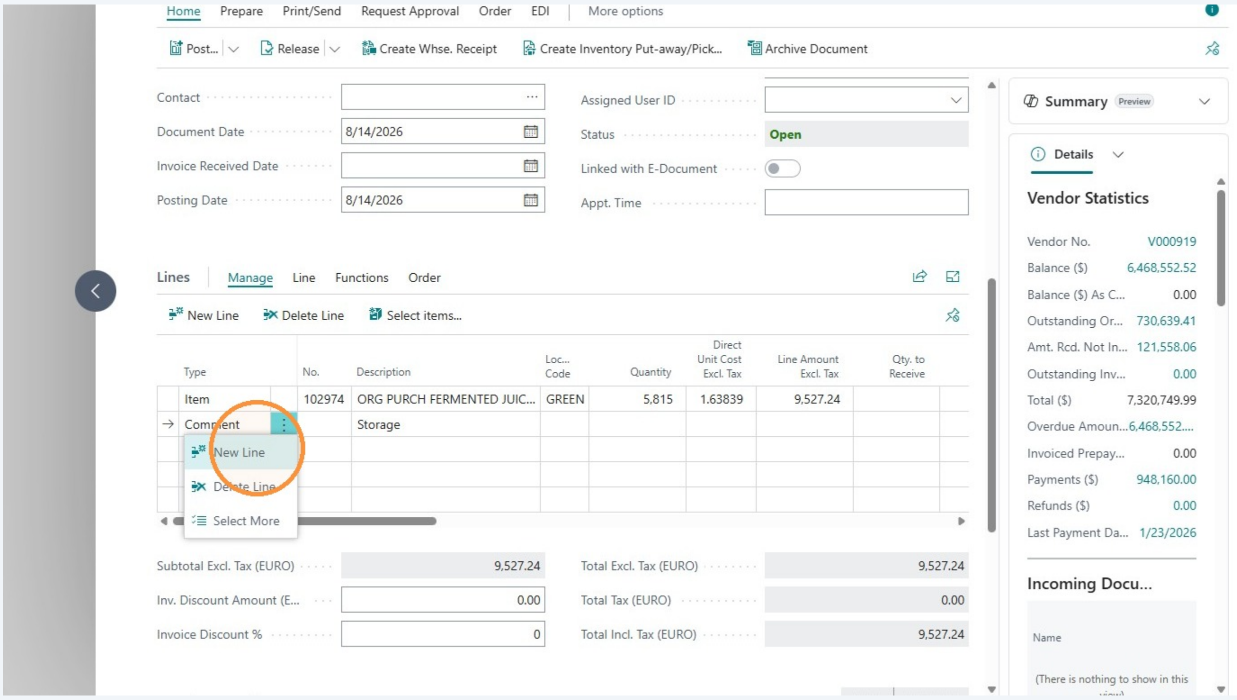
15 In the Direct Unit Coast Escl. Tax take the invoice total and divide it by the quantity.



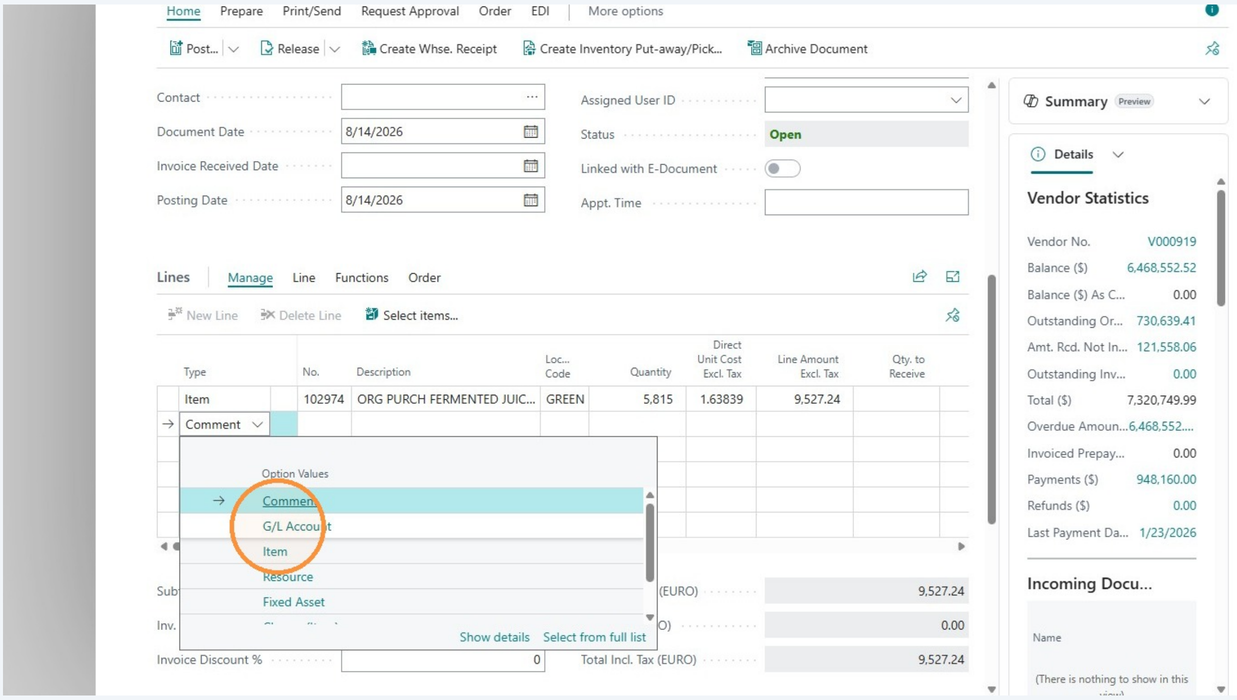
16 Click on the three dots to add a line if the total doesn't match the invoice by a few pennies. And only if there is a note in the description column



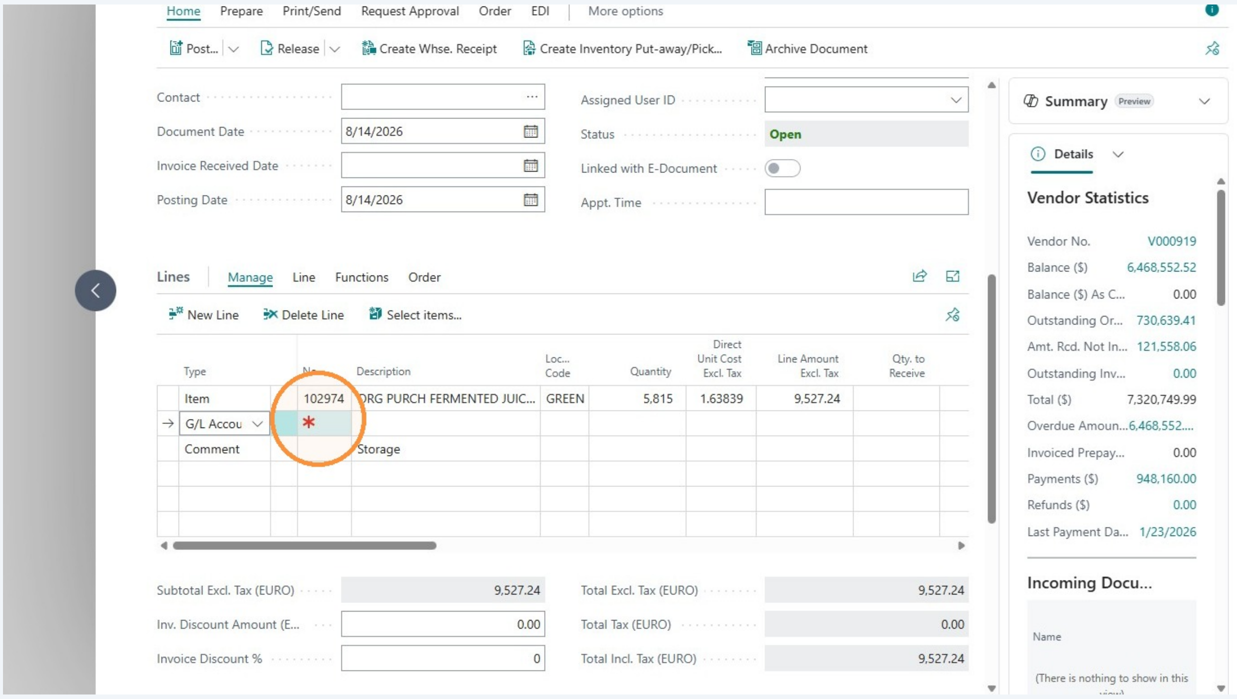
17 Click "New Line"



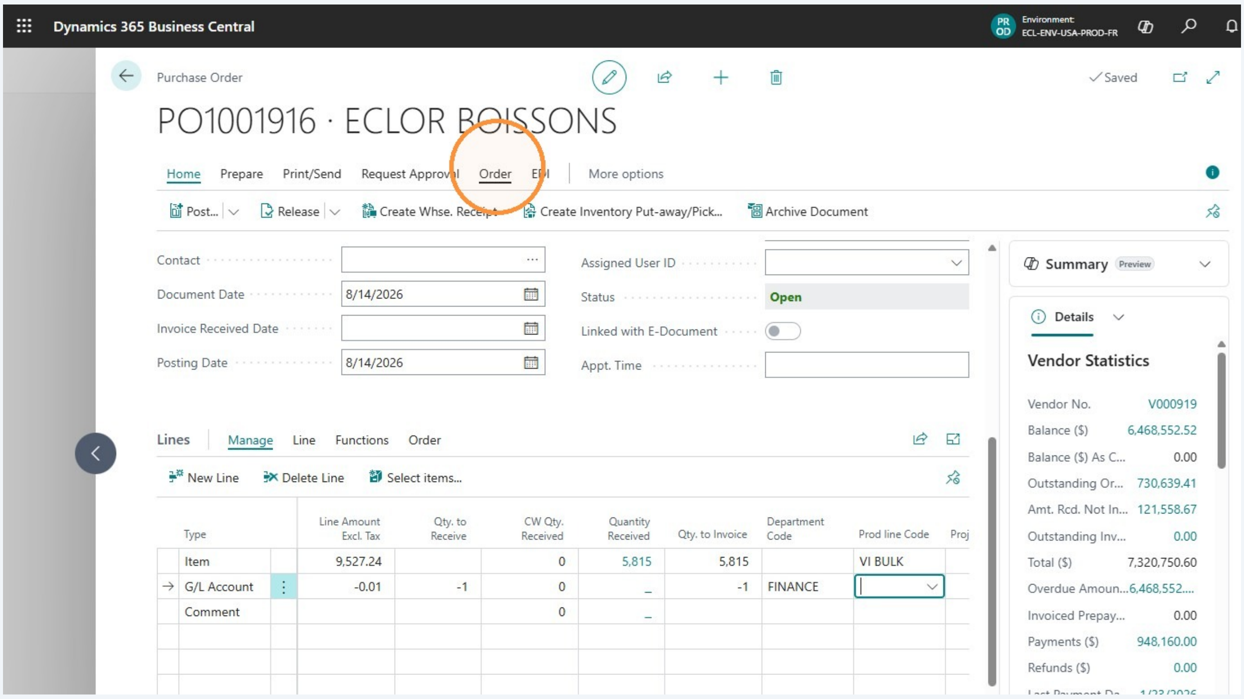
18 From the dropdown Click "G/L Account"



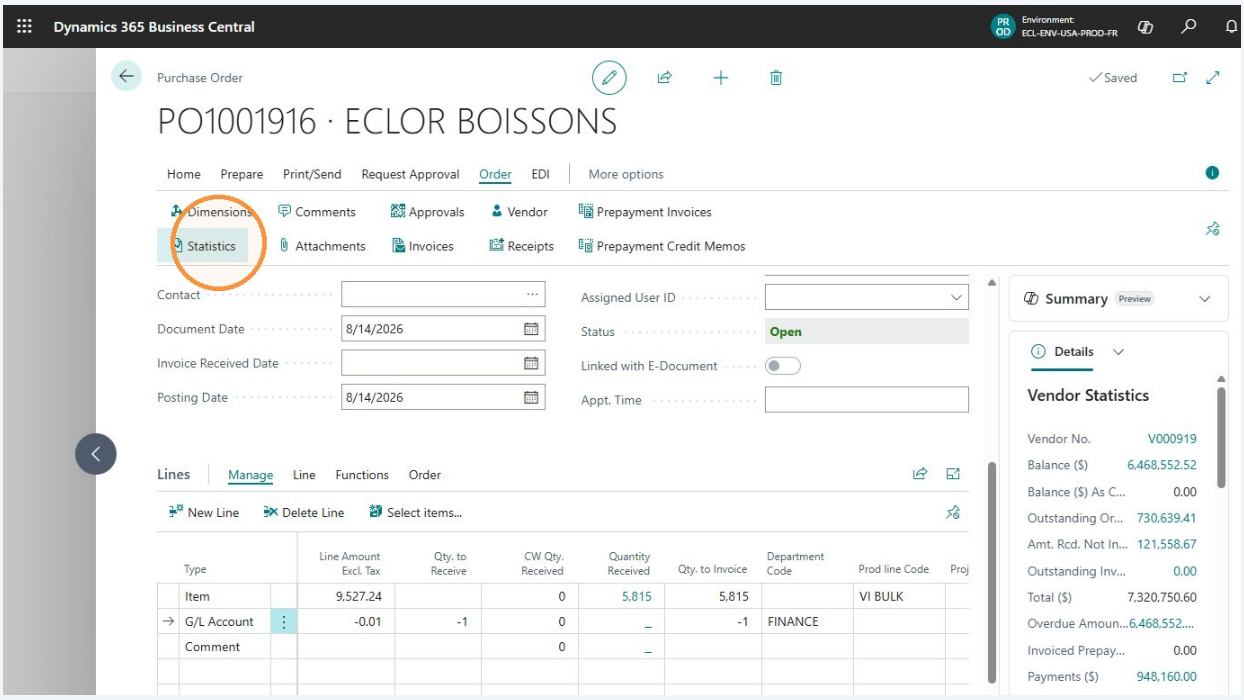
19 Enter 6175 into the No. field for the Miscellaneous account. In the quantity field of 1 positive or negative to be written off. Enter the amount the needs to added or taken to reach the amount of the invoice. In the Description Finance



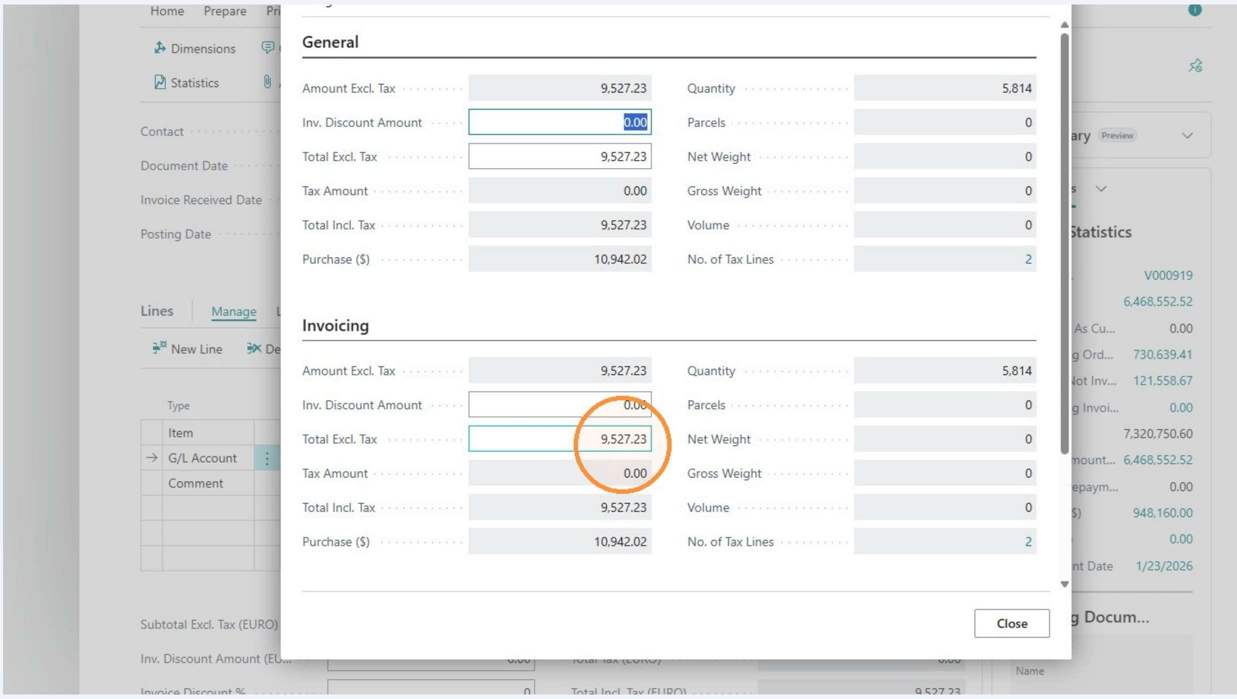
20 Click "Order"



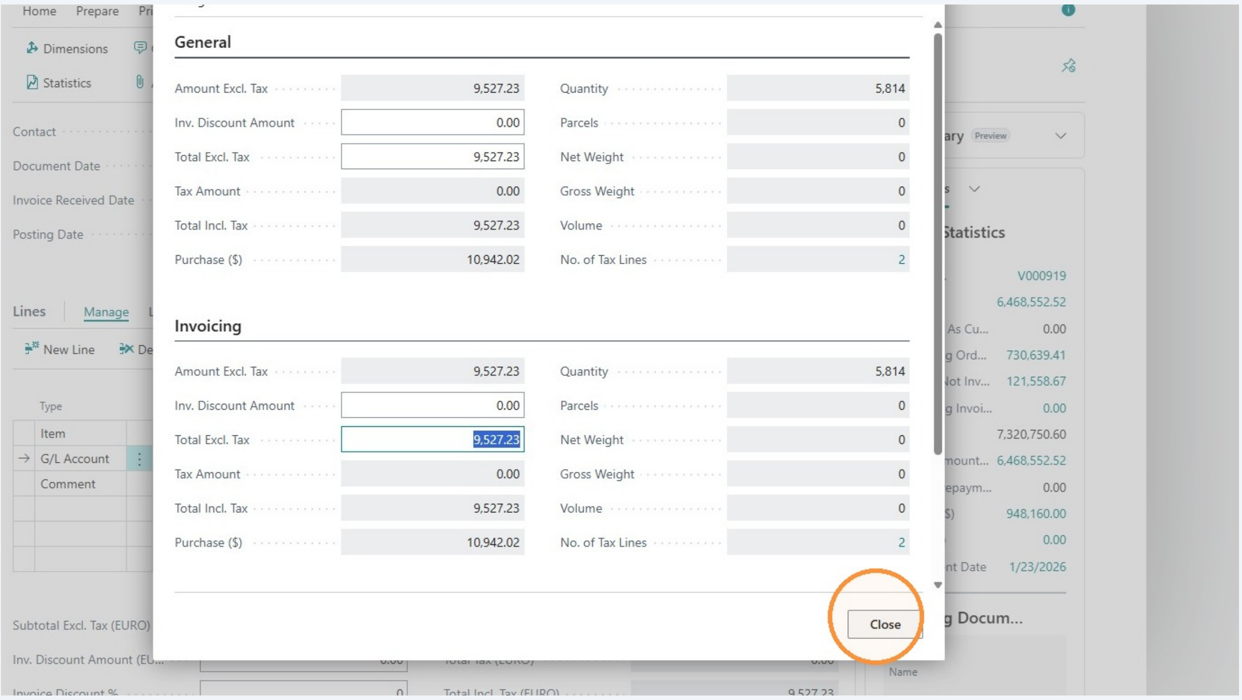
21 Click "Statistics"



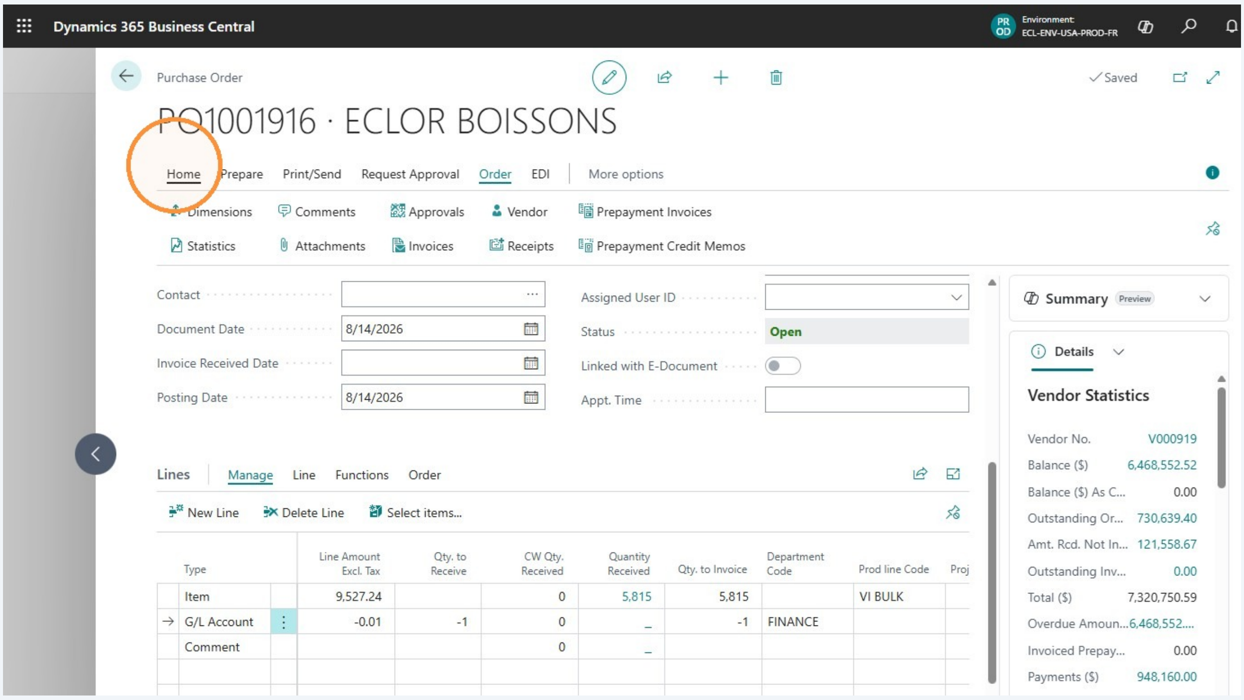
22 Verify the Total Excl Tax matches the total due on the invoice



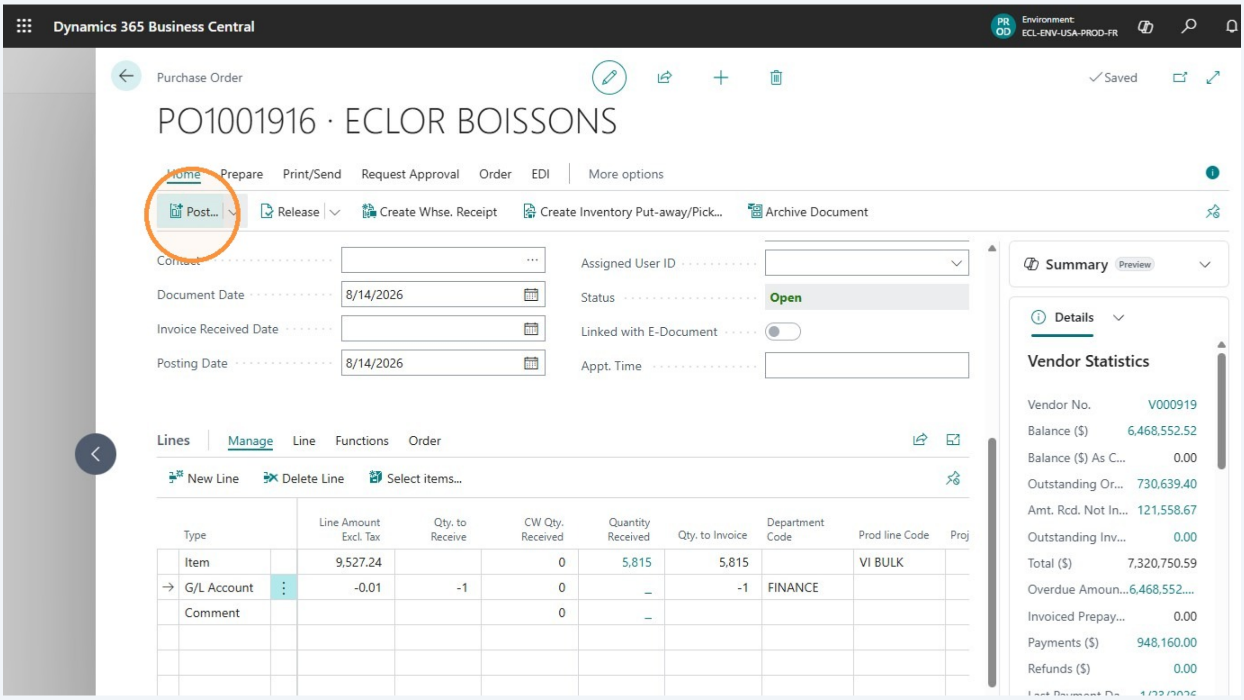
23 Click "Close"



24 Click "Home"



25 Click "Post..."



26 Click "OK"