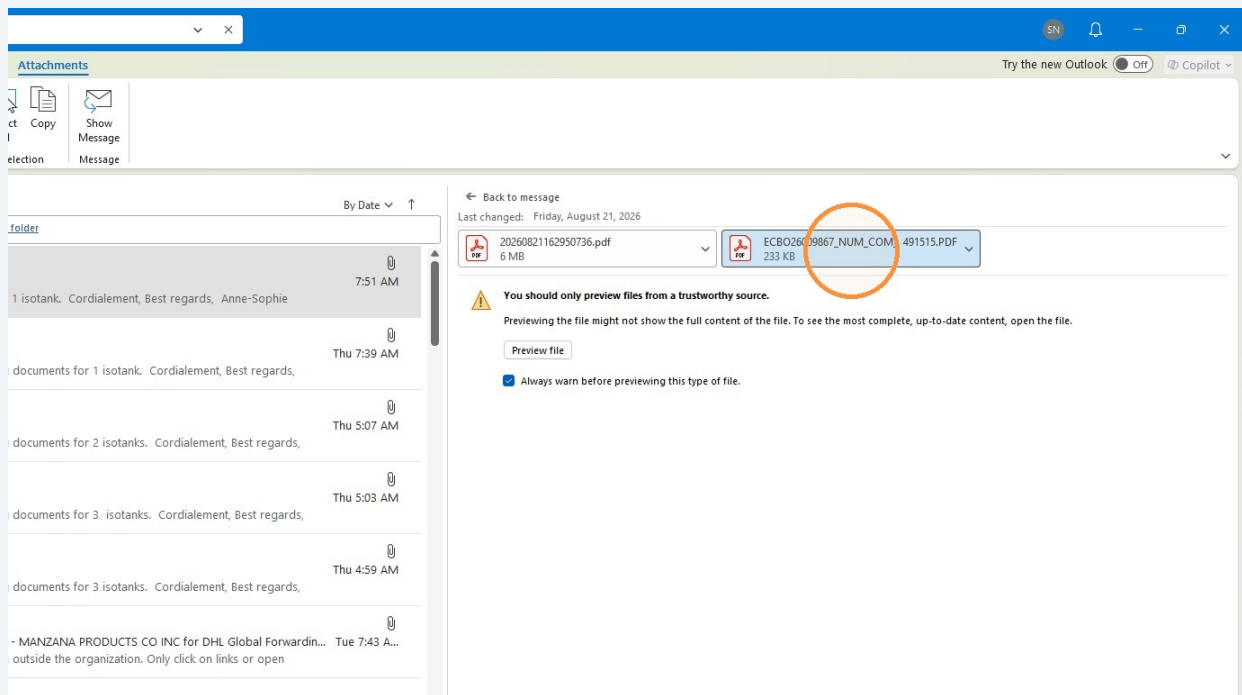


Entering the Eclor Invoices to the Fermented Juice Working Document

When Eclor invoices are received they are added to the Fermented Juice Excel file for recording of containers being shipped from France to the US. This file is used to track purchase cost, freight cost, and purchase order information

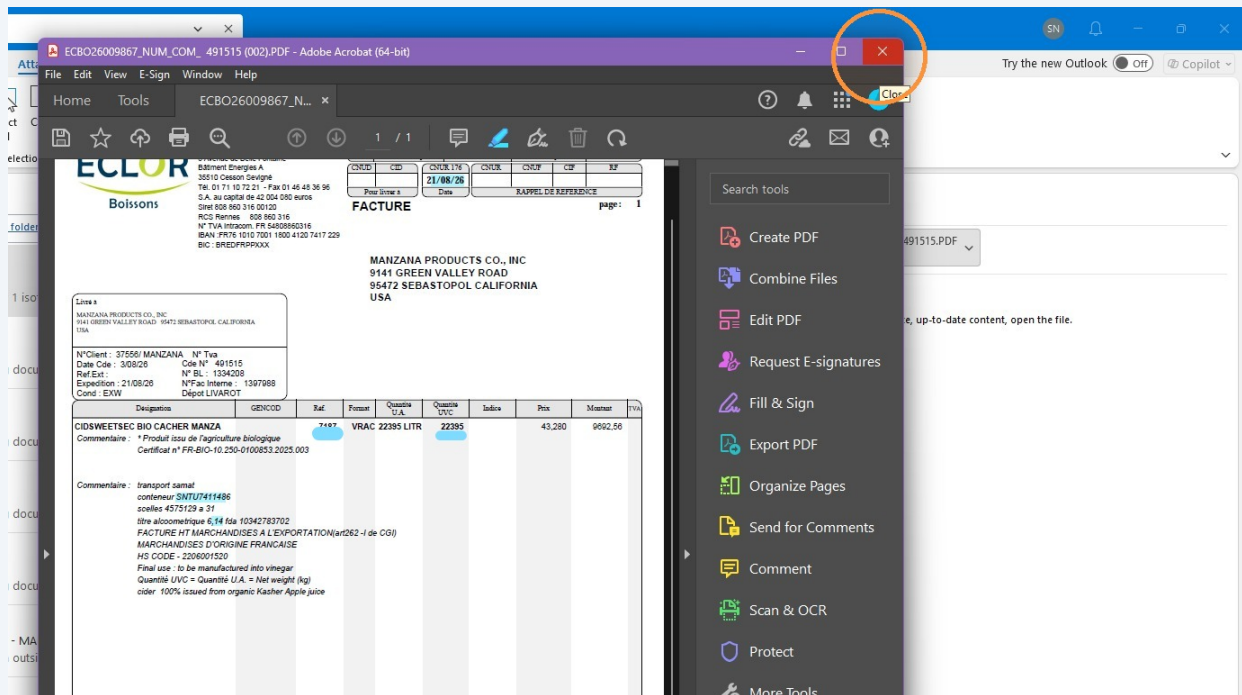
Open the PDF

- 1 Eclor email with invoice(s) to enter into the Juice spreadsheet on SharePoint



2

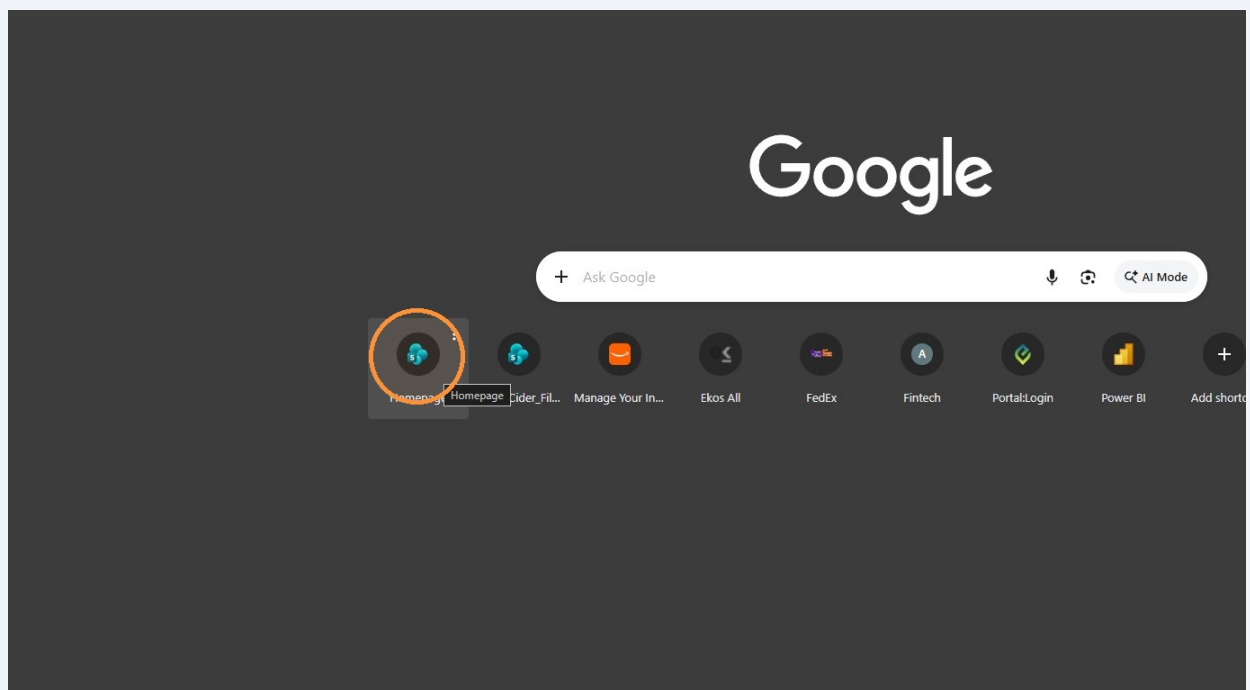
Below is an example of Eclor invoice with highlighted fields to enter on the spreadsheet. Missing from the image is the invoice number from the top right.



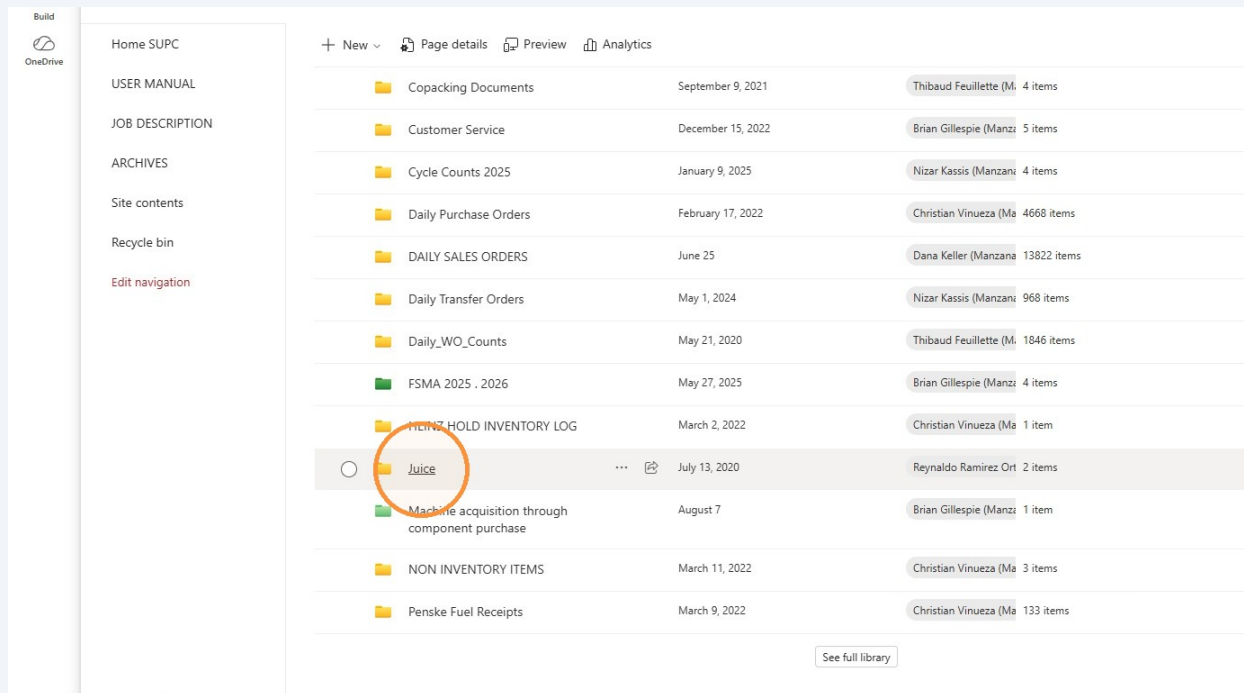
Find the Workbook

3

Click on the SharePoint Homepage, this should take you to the Supply Chain list of available folders



4 Open the JUICE folder

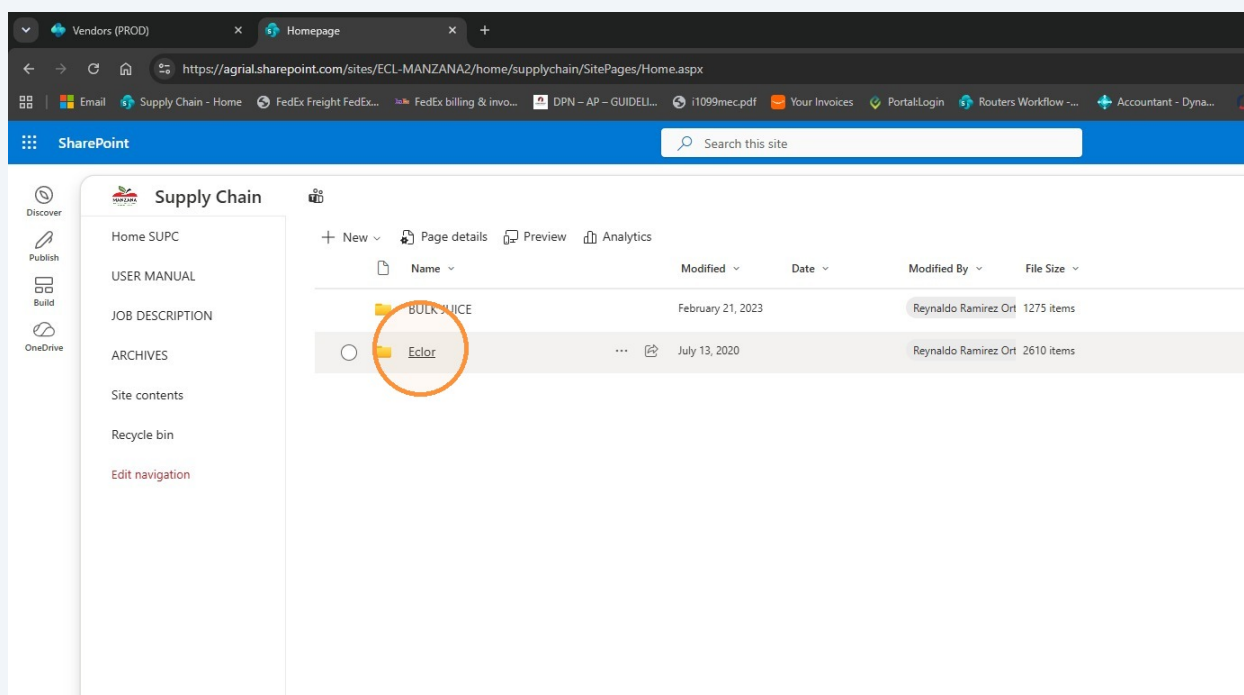


The screenshot shows a SharePoint library interface. On the left is a navigation pane with links: Home SUPC, USER MANUAL, JOB DESCRIPTION, ARCHIVES, Site contents, Recycle bin, and Edit navigation. The main area displays a table of folders. The 'Juice' folder is circled in orange.

+	New	Page details	Preview	Analytics
	Copacking Documents	September 9, 2021	Thibaud Feuillette (M)	4 items
	Customer Service	December 15, 2022	Brian Gillespie (Manzan)	5 items
	Cycle Counts 2025	January 9, 2025	Nizar Kassis (Manzan)	4 items
	Daily Purchase Orders	February 17, 2022	Christian Vinueza (Ma	4668 items
	DAILY SALES ORDERS	June 25	Dana Keller (Manzana	13822 items
	Daily Transfer Orders	May 1, 2024	Nizar Kassis (Manzan)	968 items
	Daily_WO_Counts	May 21, 2020	Thibaud Feuillette (M)	1846 items
	FSMA 2025 . 2026	May 27, 2025	Brian Gillespie (Manzi	4 items
	HEINZ HOLD INVENTORY LOG	March 2, 2022	Christian Vinueza (Ma	1 item
	Juice	July 13, 2020	Reynaldo Ramirez Ort	2 items
	Machine acquisition through component purchase	August 7	Brian Gillespie (Manzi	1 item
	NON INVENTORY ITEMS	March 11, 2022	Christian Vinueza (Ma	3 items
	Penske Fuel Receipts	March 9, 2022	Christian Vinueza (Ma	133 items

See full library

5 Open the Eclor folder



The screenshot shows a SharePoint library interface. On the left is a navigation pane with links: Home SUPC, USER MANUAL, JOB DESCRIPTION, ARCHIVES, Site contents, Recycle bin, and Edit navigation. The main area displays a table of folders. The 'Eclor' folder is circled in orange.

	Name	Modified	Date	Modified By	File Size
	BULK JUICE	February 21, 2023		Reynaldo Ramirez Ort	1275 items
	Eclor	July 13, 2020		Reynaldo Ramirez Ort	2610 items

6 Open the France Fermented Juice 2026 folder

The screenshot shows the SharePoint 'Supply Chain' site. The left sidebar contains navigation links: Home SUPC, USER MANUAL, JOB DESCRIPTION, ARCHIVES, Site contents, Recycle bin, and Edit navigation. The main content area displays a list of folders and files. The folder 'France Fermented Juice 2026' is highlighted with a red circle. The table below shows the details of the items in the list.

Name	Modified	Date	Modified By	File Size
BULK JUICE	February 21, 2023		Sharepoint scan	699 items
France Fermented Juice 2022	July 7, 2022		Kristi Pierson (Manzar)	2 items
France Fermented Juice 2023	January 9, 2023		Yazmin Ortega (Manz)	3 items
France Fermented Juice 2024	December 13, 2023		Kristi Pierson (Manzar)	3 items
France Fermented Juice 2025	October 14, 2025		Kristi Pierson (Manzar)	3 items
France Fermented Juice 2026	October 14, 2025		Kristi Pierson (Manzar)	5 items
Iris	December 19, 2025		Pete Lobash (Manzan)	0 items
L242501 France Fermented Juice	September 16, 2025		Pete Lobash (Manzan)	2 items
L242501 NOP - complete	April 29		Pete Lobash (Manzan)	403 items
L252601 NOP	September 16, 2025		Pete Lobash (Manzan)	492 items
NOP CERTS 2024	January 25, 2024		Yazmin Ortega (Manz)	329 items
AAMU2604748_PO0034995.pdf	August 12, 2025	August 8, 2025	Iris Mejia	1.34 MB
AAMU2629258_PO0034631.pdf	July 8, 2025	July 7, 2025	Iris Mejia	1.81 MB
AAMU2629730_PO0033288.pdf	February 14, 2025	February 14, 2025	Iris Mejia	1.63 MB

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

The screenshot shows the SharePoint 'Supply Chain' site. The left sidebar contains navigation links: Home SUPC, USER MANUAL, JOB DESCRIPTION, ARCHIVES, Site contents, Recycle bin, and Edit navigation. The main content area displays a list of files. The file 'Eclor Fermented Juice - 2026 Working Document .xlsx' is highlighted with a red circle. The table below shows the details of the items in the list.

Name	Modified	Date	Modified By	File Size
260810 ONEU3032564 Damaged RE S2601960188 - BODA04578.msg	August 10	August 10	Kristi Pierson (Manzar)	714 KB
BRN3C2AF4C76855_20260313_05538_298224(1).pdf	March 13	March 13	Iris Mejia	2.43 MB
Eclor Fermented Juice - 2026 Working Document .xlsx	5 minutes ago	October 14, 2025	Sandra Nieto (Manzar)	171 KB
FW S2601960188 - BODA04578 - Damaged container in France - ONEU3032564.msg	June 12	June 12	Kristi Pierson (Manzar)	584 KB
ONEU3032564 Damaged S2601960188 - BODA04578.msg	June 2	June 2	Kristi Pierson (Manzar)	512 KB

8

In the workbook you will enter the highlighted information from the invoice to columns A through J. Several columns are formulas which will need to be copied down as invoices are entered. Make sure the spreadsheet is filtered by invoice number smallest to largest before entering. This spreadsheet is used by multiple people who do not remove filters when they are done or they maybe using the spreadsheet at the same time. If that is the case, set filters for only you when asked.

After entering all the information the invoices are filed in the Open AP Filing cabinet until the container has been received at the plant.

Forecasted QTY Needs to be updated 90188																
2	EB INVOICE DA	CONTAINER	INVOICE #	ALC ON INV	ECLOR CODE	MZ ITEM	TOTAL EURO	LITERS	GALS PER PO	EURO / GA	MZ PO	RECEIVING DOCS	DATE	MZ WGT GHT	TANK #	Ocean Freight USD (\$)
479	7/23/2026	UTCU5012524	26008299	5.65	7187	102974	9,705.97	22,426	5,924	1.63833	1002285					
480	7/23/2026	UTCU5042405	26008300	5.65	7187	102974	9,662.69	22,326	5,898	1.63833	1002286					
481	7/23/2026	HOYU9678392	26008301	5.69	7187	102974	9,694.72	22,400	5,917	1.63833	1002279					
482	7/23/2026	HOYU9665604	26008302	5.38	7187	102974	9,705.11	22,424	5,924	1.63833	1002280					
483	7/23/2026	HOYU9663880	26008315	5.96	7187	102974	9,729.34	22,480	5,939	1.63833	1002281					
484	7/23/2026	HGFU1600461	26008316	6.20	7187	102974	9,746.66	22,520	5,949	1.63833	1002282					
485	7/23/2026	HGFU1602269	26008317	6.20	7187	102974	9,729.34	22,480	5,939	1.63833	1002283					
486	7/24/2026	UTCU4962348	26008320	6.08	7187	102974	9,763.10	22,558	5,959	1.63833	1002256					
487	7/23/2026	SNTU7411320	26008321	6.08	7187	102974	9,746.22	22,519	5,949	1.63833	1002257					
488	7/24/2026	UTCU5022780	26008322	6.33	7187	102974	9,685.63	22,379	5,912	1.63833	1002258					
489	7/24/2026	UTCU4999054	26008323	6.40	7187	102974	9,746.22	22,519	5,949	1.63833	1002259					
490	7/24/2026	GMCU5163447	26008324	6.24	7187	102974	9,730.64	22,483	5,939	1.63833	1002260					
491	8/20/2026	HGFU1803326	26009820	6.37	7187	102974	9,702.94	22,419	5,922	1.63833						
492	8/20/2026	HOYU9668727	26009821	6.36	7187	102974	9,747.09	22,521	5,949	1.63833						
493	8/20/2026	RLTU2040454	26009822	6.36	7187	102974	9,721.12	22,461	5,934	1.63833						
494	8/20/2026	UTCU4861260	26009823	6.30	7187	102974	9,787.34	22,614	5,974	1.63833						
495	8/20/2026	UTCU4680935	26009824	6.28	7187	102974	9,728.91	22,479	5,938	1.63833						
496	8/20/2026	EXFU6702848	26009825	6.37	7187	102974	9,737.57	22,499	5,944	1.63833						
497	8/20/2026	EXFU6703211	26009827	6.41	7187	102974	9,748.82	22,525	5,950	1.63833						
498	8/20/2026	TCU5025157	26009828	6.40	7187	102974	9,724.15	22,468	5,935	1.63833						
499	8/20/2026	HOYU9677740	26009837	6.18	7187	102974	9,719.39	22,457	5,933	1.63833						
500					#N/A						#DIV/0!					
501					#N/A						#DIV/0!					
502					#N/A						#DIV/0!					
503					#N/A						#DIV/0!					
504					#N/A						#DIV/0!					
505					#N/A						#DIV/0!					
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513					#N/A						#DIV/0!					