

## **#11 - POS “COMMUNIQUÉ”**

### **Inventory Receiving Merchandise Different than you Order**

When ordering merchandise from your Suppliers, they sometimes will send you different packages/quantities due to a sale or they might not have what you ordered.

Example:

Mess orders: 4 cases of Bud light – (24 bottles in a case)

Supplier sends: 4 cases of Bud Light (15 in a case)

In the POS system you have the *inventory* item already created for Bud light (24). You need to create an inventory item for Bud light (15). Follow the steps to create a new inventory item.

Then when you receive your order you will select the correct item.