

How To Guide - Creating Supplier Product Combos

It is possible to predefine a combo of supplier products that can then be "generated" onto a menu. A combo of products can consist of products from multiple suppliers.

1. Go to "**ORDERS**" => "**Suppliers**".
2. Select or create the supplier for the combos and click the "**Edit Supplier Products**" icon beside the supplier. 
3. Now click the "**Insert Combo**" button at the bottom of the screen.
4. Enter a name for the combo, set the package quantity to 1 and enter the package cost and specify the combo prices.
5. Give the combo a unique "**Label Title**" so that it is easily identified on the reports.
6. In the "**Component Products**" field select all the products that will be part of this combo. Use the "**CTRL**" or "**Command**" key when clicking on products **to select multiple products**.
7. The "**Additional Information**" field can be used to provide more information such as nutritional information or details about the combo or the component products.
8. Click the "**Insert**" to create the combo.

This combo will now be available when "**Generating**" menus. It will not appear in the menu item screen as only individual products can be selected in this form.

"**Supplier Product Combos**" become "**Menu Item Combos**" when they are generated into a menu. This is simply a way to create the combo and save it for repeated use.