

How To Guide - Entering Supplier Combos

A "**Supplier Combo**" is a special entry that **groups other products together** to simplify the process of generating the menus. A "**Combo**" must contain products as combos are not listed on the "**Supplier Order**", only the component products are listed.

An example of a "**Supplier Combo**" might be "**Cheese Pizza Combo**" which would consist of a cheese pizza, a bag of chips and a juice box. The parents cannot choose the type of chips or the type of juice box, but the system knows that whenever you sell a "**Cheese Pizza Combo**" you will need to purchase a cheese pizza, a bag of chips and a juice box. The three component products will be listed on the appropriate supplier order as they may be from different suppliers.

1. Go to "**ORDERS**" => "**Suppliers**"
2. Now click the "**file folder**" icon beside the supplier's name to manage the supplier products on the "**Supplier Products**" screen. 
3. Click "**Insert Combo**" to create a new combo or click the "**pencil**" icon to edit an existing combo. 
 - a. The **Product Name** will be used on the supplier order form and on menus but can be edited on menus.
 - b. The **Description** is only used on the menus.
 - c. **Label Title** is used on the delivery report and for labels.
 - d. The **Supplier Code** is used on supplier orders to identify items, especially for fund raisers where item titles are very similar.
 - e. **Package Quantity** is the quantity this product is packaged in. For example; hot dog buns often come in packages of 8.
 - f. The **Package Cost** is the cost of the package of products.
 - g. The **Selling Prices** are used to populate the menus.
 - i. **On-Line** and **Paper** prices are used for on-line and paper orders respectively.
 - ii. The **Special Prices** are offered only to students or staff who are flagged as being eligible for the special prices. These prices can be used for subsidized students or to offer different price points for staff.
 - h. **Component Products** are the products that make up this "**combo**".
 - i. The **Product Image** can be uploaded from your computer and will be attached to the product. If the image has already been uploaded, you may select an image from the list of available images.
 - j. "**Additional Information**" is displayed as a mouse-over pop-up to show nutritional information or any relevant information about the product that is not part of the title or description such as allergy info.