

How To Guide - Supplier Orders

The "**Supplier Order**" is the document set to suppliers outlining the items ordered for a menu date or for a set of menu dates. By default, this page will list the items ordered with optional cost information.

Additional reports can be enabled in the "**Supplier Order**" to provide more information such as classroom delivery quantities and item option details.

1. Go to the "**ORDERS**" tab => "**Suppliers**" => click the "**Edit**" icon to edit the supplier record. 
2. Scroll down the form to the "**Supplier Order**" heading.
3. Set "**Delivery Sheet Required**" to "**Yes**" to provide a report of item quantities broken down by class for suppliers who will box items by class for you.
4. Set "**Options Report Required**" to "**Yes**" to list the options selected for menu items. This is for sub orders where each sub may have lettuce or tomato, etc.
5. Set "**Options Delivery Report Required**" to "**Yes**" to provide a breakdown of the options ordered by class.
6. You can also enter an "**Order Notes**" entry for the supplier that will be printed on all the "**Supplier Orders**". This is the place to enter special instructions for the supplier.

Note that when offering options on menus you should consider providing labels for suppliers and you should use the "**Order Details**" report for distribution as options are listed on that report for students.

Multi-Menu Supplier Order:

It is possible to generate a "**Supplier Order**" for more than one menu date.

1. Go to "**ORDERS**" tab => select "**Multi-Menu Supplier Order**".
2. Select the menu dates and supplier, and then click the "**Print Orders**" button.