

Placing an Order

With Purchasing open in your browser click on Task to expand the field and select Purchase Order. The next screen will display the current day order and the next day order, if placed, for the locations that you have access to. The cards will also show the current status of the order

- 1) Open – Order was placed and is the process of being submitted to the CML
- 2) Submitted – Order has been successfully submitted to the CML
- 3) Processed – The CML has begun production and orders may no longer be edited.
- 4) Posted – Invoices have been generated and posted by the CML.

The screenshot displays the Purchasing interface with a search bar at the top: "Search by Delivery Date, Vendor, PO Number, Delivery, Status". On the left is a navigation menu with "Task" expanded to show "Purchase Order", "Order History", "Credit Request", and "Invoice". Below are "Report" and "Admin" sections. The main area shows two order cards, each with a "Vendor" and "Location" field, a "Processed" status indicator, and an "Order cutoff time: 05:00pm".

Ship Date	Delivery	Invoice#	Amount	EQ Dz	Method
01/09/2021	AM		\$307.44	161.25	Forecast
01/08/2021	AM	24	\$309.24	161.75	Forecast

Click on the icon in the bottom right of the screen to bring up the Place Order Menu. Here you can select the Vendor, Template, Order Method, and the Delivery Date then click Add Order when all fields are filled out. The order methods are

- 1) Regular – This will load the template with zero amounts
- 2) Forecast – This will bring up the template with forecasting enabled
- 3) Clone – This will bring up the template with amounts from another specified date filled out
- 4) ParLevel – This will bring up the template with amounts from your PAR Level filled out
- 5) SameDayLastWeek – This will bring up the template with amounts from the previous week
- 6) Special – This will create a special order which is not included in normal waste.

Place Order ✕

📍 [REDACTED]

Vendor*
[REDACTED] >

Template*
 CML AM >

Order Method*
 ParLevel ▼

Delivery Date*
 01/09/2021

Add Order

Make any changes to the Ordered Qty column and when complete click on save in the bottom left.

Purchase Order > [REDACTED]

PO Summary ▼
Mass Modify ▼
📄 Ne

Category	Item	Unit	Ordered Qty	Price(\$)	Ext Price(\$)	3 Jan	27 Dec
Donuts	Apple Crumb	EA	24	\$0.2600	\$6.24	18	24
Donuts	Blueberry Cake Glazed	EA	24	\$0.2600	\$6.24	24	24
Donuts	Boston Kreme	EA	72	\$0.2800	\$20.16	72	72
Donuts	Choc Frost Sprinkles	EA	36	\$0.2800	\$10.08	60	60
Donuts	Chocolate Frosted	EA	48	\$0.2600	\$12.48	48	60
Donuts	Chocolate Glazed	EA	24	\$0.2600	\$6.24	36	36
Donuts	Dbl Choc Glazed	EA	24	\$0.3000	\$7.20	24	24
Donuts	French Cruller	EA	36	\$0.2600	\$9.36	36	36
Donuts	Frosted Snowflake Donut	EA	12	\$0.3200	\$3.84	0	24
Donuts	Glazed	EA	84	\$0.2600	\$21.84	84	84
Donuts	Kreme Filled	EA	36	\$0.2600	\$9.36	30	36
Donuts	Marble Frosted	EA	12	\$0.2600	\$3.12	12	12
Donuts	Old Fashioned Rules Applied	EA	36	\$0.2600	\$9.36	30	30
Donuts	Red Frosted	EA	12	\$0.3000	\$3.60	0	24
Donuts	Sour Kreme Powdered	EA	24	\$0.2600	\$6.24	24	24
Donuts	Straw Frosted Sprinkles	EA	36	\$0.2800	\$10.08	48	48

Save

Cancel