

## Order Entry



Draft Vendor Orders  
prepared in advance

We have an optional auto order  
creation based on a vendor schedule



1

Select the Vendor and tick Auto generate order

2

Select the Auto generate order before due (hours) we have chosen 4 hours

3

Optional -Auto send order is the option to automatically send the order to the vendor

4

Approval stats before can be sent, we suggest select "approved" from the drop down selector

5

Now Add: Order due Day and Time, delivery Day and time, Pad Hours extra day or hours on top of cycle

6

Distribution center ID is optional

7

Your order will auto-create using the Vendor dates and timings

8

With all fields populated have your Abcom Support Consultant verify your settings before proceeding



General

Ordering/Deliveries

## Ordering Details

Ordering Cycle

Weekly

Reporting Office

Account Number

CAR123

Send Orders By

sFTP (secureFTP)

Distribution Centre

Melbourne

## Order Automation

Auto generate order ?



Auto generate order before due (hours)

4

Auto send order ?



Minimum order status to allow auto send

Approved

Add

Delete

	Order Due		Delivery		Pad Hours	Distr. Centre
	Day	Time	Day	Time		
	Monday	07:30	Wednesday	08:00	24	3000

Supplier

**Superior Foods**

2637

Delivery Due

**Tue 22 Feb 2022 00:00**

Next Order Delivery Due

**Fri 25 Feb 2022 00:00**

Stocktake Date

**Sun 20 Feb 2022**

Order Cycle

**5 days**

Projected Sales

**\$31,739**

Order Net Total

**\$5,765.54**

Action Items

**0**

Highlighted Items

**58**

Confirmed Items

**59**

Calculated on

**Sun 20 Feb 2022 13:28 by RUS11**

Reviewed on

**Sun 20 Feb 2022 14:55 by RUS11**

Approved on

**Sun 20 Feb 2022 14:55 by RUS11**

Sent on

**Sun 20 Feb 2022 14:58**

Order Main

Items

Summary

Notes/Other

Supplier

**Superior Foods**

Delivery Due

**22/02/2022**

Next Order Delivery Due

**25/02/2022**

Stocktake Date

**20/02/2022**

Total projected sales for 5 days

**\$31,739**

☒ Show Last Years Data

