

Order Entry




Manual Order Creation

Create and order or demand
(un- scheduled)

Manual Order Creation

Order Entry



Select Order Entry

Order Main Notes/Other

Supplier

Select from the Supplier drop down

+

Add

Select Add for a new order

Order Main Notes/Other

Supplier

Superior Foods

Delivery Due 25/02/2022

Next Order Delivery Due 28/02/2022

Stocktake Date 27/07/2022

Get supplier items & calculate order qty

Set Order Cycle Dates

Confirm your Order Cycle Dates and Projections

Supplier

Acme Foods

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

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

