

How to Creating Stock Orders

Choose orders on the Push Button Menu.

To create a new order, click **New**, and the Order Sheet will open.

Supplier

Choose to work with all suppliers to create multiple orders simultaneously or select a single supplier only.

Populate By

Choose to populate supplier listing by the 'Last Supplier' you received a stock item from or 'Best Bid Price' according to the bids you received from your suppliers. (This is only available if "All Suppliers" are selected).

Select Items By

Select how you want the items to appear in the pick list. By Location, Group or All.

Additional Details

Specify the Order Date, Delivery Date and identify who prepared the order.

Selecting Items

To choose an item you wish to order, double click on the item, or highlight it and Click 'Add', or drag and drop the items onto the order list. The item appears in the order list with the supplier indicated. The entry will default to the space to enter the quantity you wish to order. Continue selecting the desired items and amounts to complete your order. When finished click Create.

Once you have finished your order, Optimum Control will automatically compile separate orders for each supplier and present you with a window to attach Purchase Order Numbers and any Comments. Click **Save** to continue and each order will be created and shown as a Pending Order in the Order Window.

Supplier: [All] Order Date: Sep 27, 2006 Order Entered By: Bob Brown

Default to: Last Supplier Best Bid Price Delivery Date: Sep 27, 2006

Items By: Locations Groups All

Supplier	Item Description	Order Code	Amt	Unit	Price	Total
Freds Food Supply	Flour-All purpose	1125	3.00	cs.	18.00	\$54.00
Gerrys Food Distributor	Herbs-Fresh	27798	1.00	cs.	6.00	\$6.00
Freds Food Supply	Mustard-Colman's Dry	1221	3.00	cs.	2.20	\$6.60
Freds Food Supply	Pepper-Black	2887	2.00	cs.	22.92	\$45.84
Freds Food Supply	Pepper-White	258	3.00	cs.	25.35	\$76.05
Franks Dairy	Pop syrup	345	1.00	cs.	66.52	\$66.52
Gerrys Food Distributor	Rice-Long Grain	6674	3.00	cs.	15.90	\$47.70
Freds Food Supply	Tea	634766	2.00	cs.	8.08	\$16.16
Freds Food Supply	Tomato Paste	222	3.00	cs.	26.21	\$78.63
Freds Food Supply	Beef-Prime Rib	44	1.00	cs.	22.00	\$22.00
Freds Food Supply	Broccoli Stalks	5548	3.00	cs.	19.08	\$57.24
Farmer Fresh Produce	Broccoli-florets-blanched	33	2.00	cs.	4.98	\$9.98
Franks Dairy	Butter	2558	3.00	cs.	2.97	\$8.91
Farmer Fresh Produce	Carrots		1.00	cs.	0.65	\$0.65
Farmer Fresh Produce	Cauliflower		3.00	cs.	32.00	\$96.00

Search: [] Remove Pak count: 0 Case count: 45 Total: \$753.92

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