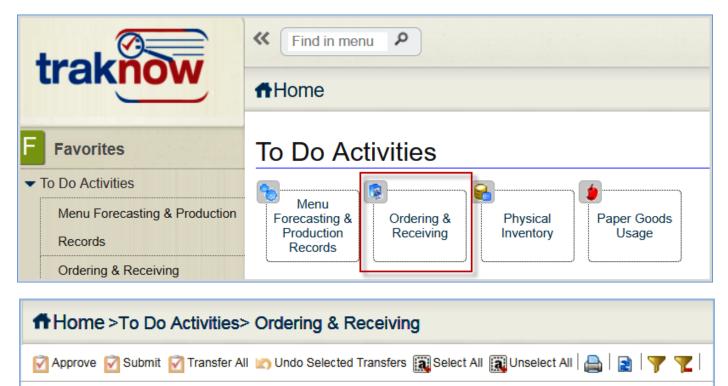
Ordering – Satellite to Base Kitchen

This section will demonstrate how to place orders for US Foods food items from the Base Kitchen. Site managers should follow the ordering procedures established by their District's Food Service Production Schedule (FSPS) and the TrakNOW Implementation Specialist during training.

1. From the Home Page, click "Ordering & Receiving"



🎦 Requisition 🎦 Purchase Order 🎦 Transfer 🎦 Receiving 🎦 Preorder 🎦 Supply Requisition

Creating a Preorder for Food items

2. Click Preorder to create a new order document that will prompt the program to calculate the appropriate order quantities based on menu forecasting. Items can be added or removed. Order quantities can be edited.

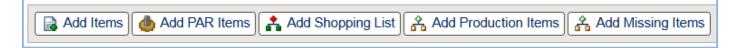


3. Select the Delivery Date using the Serving Period dropdown menu.

PreOrder	reOrder								
Pre Order	re Order								
Delivery	- Delivery Details								
Order Id			Status		Delivery	Date 05/23/2	022	View Delivery Dates	
Serving Per	iod	S21 USF due 4/25	5/22 05/31-06/03 🗸		-				
Remarks									
					11				
Add	Items	🧄 Add PAR Items 🔓	🔒 Add Shopping List 🔀 Add P	roduction Items 🔒 Add	l Missing I	tems			
Rounding	Rounding								
Requisition - Items for Purchase									
	Select	Item Code	Item Name	Ord Q	ty Purc	hase Unit	De	scription	

2 of 11

- 4. Items can be added to the Preorder in a variety of ways using the corresponding buttons.
 - a. You will use "Add Production Items".
 - b. You will use "Add Missing Items", to capture items and order quantities for satellite Supply Requisitions.
 - c. You can use "Add Items", as needed.
- 5. Their purpose is defined below.



- a. Add Items: This button is used to add individual items to the order from the Item catalog. Within the popup window that appears, items can be selected individually, by Class, by List and by Location. Once the items are dropped to the bottom portion of the pop-up, they can be applied to the document using the "Apply" button in the bottom right corner of the pop-up.
- b. **Add Par Items:** This feature will not be used at this time. This button is used to add items to the order when the item's perpetual stock level fails to meet established PAR levels.
- c. Add Shopping List: This button is used to open a window to allow the user to select an established shopping list. The shopping list must be created in Item views to be seen. This feature may be used for S&D orders, should training time permit.
- d. Add Production Items: This button is used to direct the program to order according to menu forecasting for a specific vendor/supplier and date range. Step by Step procedures are outline below.
- e. Add Missing Items: This feature is used by base kitchens to capture order quantities from other sites when those sites submit supply requisitions to the base.

Add Production Items from Menu Forecasting

Pre	PreOrder									
Pre	Pre Order									
D	Delivery Details									
Ord	ler Id		-	Status		Deli	very Date	05/13/2019	View Delivery Dates	
Sei	ving Pe	riod	S19 US Foods 05/2	0-05/24	·					
Re	narks					^				
_						\checkmark				
Γ	🔒 Ad	d Items	💩 Add PAR Items 🔓	🔒 Add Shopping List 🔒 Add I	Production Items	Add Mis	sing Items			
					3					
R	ounding	g	Percent	age Select – 📑 Calc						
R	Requisition - Items for Purchase									
Γ		Select	Item Code	Item Name	Ord	Qtv	Purchase Unit		Description	
-						~-,				

6. Click "Add Production Items".

7. A pop-up window filter will appear with criteria options. The information entered into this filter will determine the supplier and items for the Serving Period selected in step 3 from menu forecasting that the utility will reference to populate the order with suggested order quantities for items and recipe ingredients. The "From" date and "To" date automatically populates for the serving period; which is typically Monday - Friday.

ltem Filter	×
🖃 General	
Date Range:	From: 06/06/2022 To: 06/08/2022
Supplier	N • X Q
Class	Find [0]
Locations Hierarchy	Find [0]
Meal	Find [0]
	T Clear Filter Apply Close

8. Select the Supplier. Click the **magnifying glass** to open a listing.

ltem Filter		×
🖃 General		
Date Range:	From: 06/06/2022 To: 06/08/2022	
Supplier	N ~ × 🗘	
Class	Find [0]	
Locations Hierarchy	🔎 Find 🔳 [0]	
Meal	▶ Find (10)	
	T _x	Clear Filter 🖌 Apply 🗶 Close

9. Highlight US Foods. Click "Apply".

	Supplier Name Supplier Code Supplier Type						
<	Miami Dade-County	District	Districts				
•	Bagel Express	10	Vendors				
<	Borden	1	Vendors				
•	Central Kitchen	СК	Vendors				
<	DO NOT ORDER - DELETE ME	DO	Vendors				
<	Flowers	2	Vendors				
<	Food & Nutrition Shop	9	Vendors				
•	Frozen Treats	3	Vendors				
<	MacEdwards	4	Vendors				
<	Outrageous Bagel Company	11	Vendors				
<	S&D Paper	5	Vendors				
<	S&D Supplies	7	Vendors				
•	US Foods	6	Vendors				
<	US Foods Commodity	8	Vendors				
<	USDA - DO NOT USE!!	USDA	Vendors				
	Avocado ES	0161	Sites				

- 10. The Class, Locations Hierarchy and Meal criteria will not be used at this time. Their purpose is defined below.
 - a. **Class**: When a class(es) are identified in the criteria, only items assigned to the class meeting the remainder of the criteria will populate the order.

- b. **Locations Hierarchy**: When locations are identified in the criteria, only items assigned to the location(s) meeting the remainder of the criteria will populate the order.
- c. **Meal:** When the meal type is identified in the criteria, only items from menus of the selected type meeting the remainder of the criteria will populate the order.

11. Click "Apply".

Item Filter	
🖃 General	
Date Range:	From: 06/06/2022 To: 06/08/2022
Supplier	N V US Foods X Q US Foods / 6
Class	Find [1] [0]
Locations Hierarchy	🔎 Find 🛅 [0]
Meal	Find [1] [0]
	The Clear Filter Apply Close

12. A confirmation message will appear requesting you to confirm the serving week date range to be used. If the date range displayed in the message is correct, click "**OK**". If it is incorrect, click "**Cancel**" to return to the criteria to reenter the correct serving week date range to order for.



Add Production Items from Menu Forecasting - for US Foods Commodity

13. Click "Add Production Items".

rder										
rder										
livery	Details									
r Id			Status	Deliv	very Date 05/31/2022	View Delivery Dates				
ing Per	iod	S22 USF due	e 5/2/22 06/06-06/08							
arks										
				1						
Add	Items	🌰 Add PAR Item	ns 🛃 Add Shopping List 🔒 Add Production Item	ns 🔒 Add Missi	ing Items					
unding		V P	ercentage Select 🔢 Calc							
auisiti	on - Iter	Requisition - Items for Purchase								
quisit										
		Item Code	Item Name		Purchase Unit	Description				
quisiti			Item Name Chicken Chunk Asian		Purchase Unit 1 Bg / Bg - 4 Bg / Case	Description 4/5 Lb				
	Select	Item Code		5.00 1						
	Select	Item Code 1425	Chicken Chunk Asian	5.00 1 1.00 1	1 Bg / Bg - 4 Bg / Case	4/5 Lb				
	Select	Item Code 1425 3360	Chicken Chunk Asian Fruit Mix USDA	5.00 1 1.00 1 1.00 1	1 Bg / Bg - 4 Bg / Case 1 #10 / #10 - 6 #10 / Case(c)	4/5 Lb 6/#10 Can				
	Select	Item Code 1425 3360 3581	Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA	5.00 1 1.00 1 1.00 1 1.00 1	1 Bg / Bg - 4 Bg / Case 1 #10 / #10 - 6 #10 / Case(c) 1 #10 / #10 - 6 #10 / Case(c)	4/5 Lb 6/#10 Can 6/#10 Can				
	Select	Item Code 1425 3360 3581 3735	Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA Strawberry Sliced USDA	5.00 1 1.00 1 1.00 1 1.00 1	1 Bg / Bg - 4 Bg / Case 1 #10 / #10 - 6 #10 / Case(c) 1 #10 / #10 - 6 #10 / Case(c) 1 Bg / Bg - 6 Bg / Case(c)	4/5 Lb 6/#10 Can 6/#10 Can 6/5 Lb				
	Select	Item Code 1425 3360 3581 3735 4107	Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA Strawberry Sliced USDA Broccoli USDA	5.00 1 1.00 1 1.00 1 1.00 1 2.00 1	1 Bg / Bg - 4 Bg / Case 1 #10 / #10 - 6 #10 / Case(c) 1 #10 / #10 - 6 #10 / Case(c) 1 Bg / Bg - 6 Bg / Case(c) 1 Lb / Lb - 30 Lb / Case(c)	4/5 Lb 6/#10 Can 6/#10 Can 6/5 Lb 30 Lb				
	Select	Item Code 1425 3360 3581 3735 4107 4492	Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA Strawberry Sliced USDA Broccoli USDA Plantain Sweet Sliced Iqf Fzn	5.00 1 1.00 1 1.00 1 1.00 1 2.00 1 3.28 1	1 Bg / Bg - 4 Bg / Case 1 #10 / #10 - 6 #10 / Case(c) 1 #10 / #10 - 6 #10 / Case(c) 1 Bg / Bg - 6 Bg / Case(c) 1 Lb / Lb - 30 Lb / Case(c) 1 Bg / Bg - 4 Bg / Case	4/5 Lb 6/#10 Can 6/#10 Can 6/5 Lb 30 Lb 4/6 Lb				
	Select	Item Code 1425 3360 3581 3735 4107 4492 4567	Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA Strawberry Sliced USDA Broccoli USDA Plantain Sweet Sliced Iqf Fzn Potato FF Sweet 7/16° CC XLF	5.001 1.001 1.001 1.001 2.001 3.281 1.64	1 Bg / Bg - 4 Bg / Case 1 #10 / #10 - 6 #10 / Case(c) 1 #10 / #10 - 6 #10 / Case(c) 1 Bg / Bg - 6 Bg / Case(c) 1 Lb / Lb - 30 Lb / Case(c) 1 Bg / Bg - 4 Bg / Case 1 Bg / Bg - 6 Bg / Case	4/5 Lb 6/#10 Can 6/#10 Can 6/5 Lb 30 Lb 4/6 Lb 6/2.5 Lb				

14. A pop-up window filter will appear with criteria options. The information previously entered into this filter will reappear when the utility is used in succession.

ltem Filter	×
🖃 General	
Date Range:	From: 06/06/2022 To: 06/08/2022
Supplier	N ✓ US Foods X Q US Foods / 6
Class	▶ Find 10]
Locations Hierarchy	Find [1] [0]
Meal	Find [1] [0]
	T _x Clear Filter

15. Select the Supplier. If US Foods displays from previous use, you must change it to US Foods Commodity. Click the **magnifying glass** to open a listing.

Item Filter		×
🖃 General		
Date Range:	From: 06/06/2022 To: 06/08/2022	
Supplier	N ✓ US Foods × Q US Foods / 6	
Class	Find [[0]	
Locations Hierarchy	🔎 Find 🔳 [0]	
Meal	🔎 Find 🛅 [0]	
	▼ _x Clear Filter → Apply ★ Clos	

16. Highlight US Foods Commodity. Click "Apply".

into	r Tr			
	Supplier Name			
C	Miami Dade-County	District	Districts	
C	Bagel Express	10	Vendors	
C	Borden	1	Vendors	
C	Central Kitchen	СК	Vendors	
C	DO NOT ORDER - DELETE ME	DO	Vendors	
C	Flowers	2	Vendors	
C	Food & Nutrition Shop	9	Vendors	
C	Frozen Treats	3	Vendors	
C	MacEdwards	4	Vendors	
C	Outrageous Bagel Company	11	Vendors	
C	S&D Paper	5	Vendors	
•	S&D Supplies	7	Vendors	
C	US Foods	6	Vendors	
C	US Foods Commodity	8	Vendors	
C	USDA - DO NOT USE!!	USDA	Vendors	
	Avocado F.S. age: 1 of: 3 Total Found: 12	0161	Sites	

17. The Class, Locations Hierarchy and Meal criteria **will not** be used at this time. Their purpose is defined below.

- a. **Class**: When a class(es) are identified in the criteria, only items assigned to the class meeting the remainder of the criteria will populate the order.
- b. **Locations Hierarchy**: When locations are identified in the criteria, only items assigned to the location(s) meeting the remainder of the criteria will populate the order.
- c. **Meal:** When the meal type is identified in the criteria, only items from menus of the selected type meeting the remainder of the criteria will populate the order.

Item Filter		×
🖃 General		
Date Range:	From: 06/06/2022 To: 06/08/2022	
Supplier	N ✓ US Foods C X Q US Foods Commo	x
Class	🔎 Find 📷 [0]	
Locations Hierarchy	Find [0]	
Meal	🔎 Find 📷 [0]	
		Tx Clear Filter Apply X Close

19. A confirmation message will appear requesting you to confirm the serving week date range to be used. If the date range displayed in the message is correct, click "OK". If it is incorrect, click "Cancel" to return to the criteria to reenter the correct serving week date range to order for.



20. USDA Commodity items will be added to the bottom of the preorder.

PreOr	PreOrder											
Pre O	Pre Order											
Del	Delivery Details											
Orde	Order Id Status Delivery Date 05/31/2022 dev Delivery Dates											
Servi	ng Per	riod	S22 USF due	e 5/2/22 06/06-06/08 🗸								
Rema	irks				1							
Rou	nding	J [Add PAR Item Add PAR Item P ns for Purchase	s 🛃 Add Shopping List 🖓 Add Proc	duction Items)	ising Items						
		Select	Item Code	Item Name	Ord Qty	Purchase Unit	Description					
			1174	Eggs Frz USDA 30#	0.24	1 Ea / Ea - 6 Ea / Case(c)	6/5 Lb					
			3494	Peaches Diced USDA	1.3	3 1 #10 / #10 - 6 #10 / Case(c)	6/#10 Can					
	Image: Second system S											
•								• • •				
							Process PreOrder	e 🔽 Close 🖶 Print 🥥				

21. Items can be deleted from the order using the delete icon followed by a confirmation to delete the item.

teq	uisiti	on - Iter	ns for Purchas	e		
		Select	Item Code	Item Name	Ord Qty	Purchase Unit
٠	-		1316	Egg Roll Chicken Whole Grain	0.98	1 Ea / Ea - 60 Ea / Case
	Ì		1882	Pizza Chicken Buffalo 16" WG Cn	2.08	1 Ea / Ea - 9 Ea / Case
			1481	Chicken Patty 3 oz Breaded Whole Spicy	4.69	1 Bg / Bg - 4 Bg / Case

22. Perpetual stock levels can be referenced using the Item Code hyper link.

۱eq	uisiti	i on - Iter	ms for Purchas	Se		
		Select	Item Code	Item Name	Ord Qty	Purchase Unit
			1316	Egg Roll Chicken Whole Grain	0.98	1 Ea / Ea - 60 Ea / Case
٠			1882	Pizza Chicken Buffalo 16" WG Cn	2.08	1 Ea / Ea - 9 Ea / Case
			1481	Chicken Patty 3 oz Breaded Whole Spicy	4.69	1 Bg / Bg - 4 Bg / Case

23. Ord Qty can be increased, decreased or rounded. Click into the cell to edit.

_					
	Select	Item Code	Item Name	Ord Qty	Purchase Unit
		1316	Egg Roll Chicken Whole Grain	0.98	1 Ea / Ea - 60 Ea / Case
		1882	Pizza Chicken Buffalo 16" WG Cn	2.08	1 Ea / Ea - 9 Ea / Case
		1481	Chicken Patty 3 oz Breaded Whole Spicy	<mark>4.6</mark> 9	1 Bg / Bg - 4 Bg / Case
		1412	Chicken Patty 1.5 oz Breaded WG	5.54	Ea / Ea - 312 Ea / Case

Add Missing Items -

Note: A base kitchen can edit their satellite orders when needed as well as reject the order so that it goes back to the satellite for correction or complete deletion. See the notes at the end of this document for these procedures.

Ho	me	>To	Do A	ctiviti	es> Ordering & R	eceivi	ng							
🔁 Арр	orove	e 📝 Si	ubmit	📝 Trar	nsfer All 🐚 Undo Sele	cted Trai	nsfers 睯 Auto Process 靍 Select /	All 諷 Unselect All 🌰 Bulk Change 🛛	a 🛛 🕇					
Neq	quisit	ion 睯	Purch	ase Or	der 🎦 Transfer 🎦 Re	eceiving	Preorder 睯 Supply Requisition	I						
		Vie	Del	Edit	Document Type	Flag	Supplier	Destination Site	Document Status	Due Date	Document I	Ref. Order I	Creation Dat	Invoice Nu
(٩			Receiving		US Foods	Southwood MS	Draft	04/15/2022	401685		04/15/2022	S18
0		٩			Receiving		US Foods	Southwood MS	Draft	04/15/2022	401687		04/15/2022	S19
0		٩			Receiving		US Foods	Southwood MS	Draft	04/15/2022	401719		04/15/2022	S20
0		٩			Preorder			Southwood MS	Draft	05/16/2022	404070		04/21/2022	
(٩			Supply Requisition		Southwood MS	Palmetto MS	On Order	05/23/2022	405463		04/25/2022	

24. Click "Add Missing Items".

Delivery Dates

25. The Preorder Criteria pop-up window will appear.

05/03/2022			
05/10/2022			
NV	× Q /		
NV	×Q/		
✓			
\checkmark			
\checkmark			
v			
\checkmark			
	05/10/2022 N ✓ N ✓ ✓ ✓ ✓	05/10/2022	05/10/2022

26. Select the Delivery Date of the Supply Requisitions from your satellite site(s) that you need to include in your preorder to US Foods.

PreOrder											×
Preorder Criteria											
From Date	05/31/20	122									
To Date	05/31/20										
Vendor		ay		✓ 2022	2	~	O]			
Destination	Su	Мо	Tu	We	Th	Fr	Sa]			
Include On Hand											
Plus On Order	1	2	3	4	5	6	7				
Less Committed	8	9	10	11	12	13	14				
	15	16	17	18	19	20	21				
Compare To PAR	22	23	24	25	26	27	28				
Order Up To MAX PAR	29	30	H								
	Today	/					one				
							a Ab	ply	🔤 🔽 CI	ose	0

- 27. Leave the Destination criteria blank, to capture all satellite orders for the date range.
- 28. Click the checkbox beside "**Include On Hand**" to remove criteria check marks all at once. No checkmarks should be visible.

PreOrder	[
Preorder Criteria	
From Date	05/31/2022
To Date	05/31/2022
Vendor	N ~ X Q /
Destination	N ~ X Q /
Include On Hand	R
Plus On Order	
Less Committed	
Compare To PAR	
Order Up To MAX PAR	
	📑 Apply 🛛 🙀 Close 🥥

PreOrder			×
Preorder Criteria			
From Date	05/31/2022		
To Date	05/31/2022		
Vendor	N 🗸	×Q	
Destination	N 🗸	×Q	
Include On Hand			
Plus On Order			
Less Committed			
Compare To PAR			
Order Up To MAX PAR			
			Close 🥘

30. The program will add items to the Preorder that were not already on the order from the Supply Requisition for the Satellite. For items already on the Preorder, the software will ask if you would like the Order Quantities to be added together. You need to click "OK" to add order quantities from your menu forecasting to what was added via Add Missing Items for your satellites Supply Requisitions.

The following item(s) already exist on the order. order quantities to be added together? Bacon Turkey Sliced Smoked Sliced Ckd Fzn 0.			^
Pizza Cheese 16" Thin Crust WG 0.56 90 Ea	/ Cs		
Sauce Alfredo Boil In Bag Fzn 0.03 6 Bg / Cs			
Sauce Cheese Cheddar Fzn Boil In 0.52 6 Bg	-		
Potato FF Sweet 7/16" CC XLF 1.28 6 Bg / Cs			
Potato FF 1/2" Seasoned Battered 0.64 6 Bg	/ Cs		
Waffle Stick Whole Grain 0.93 216 Ea / Cs			
Cookie Animal Cracker 0.01 200 Ea / Cs			
Chip Potato Baked BBQ SS Crisps 0.05 60 Ea	/ Cs		
Cereal Cheerios Honey Nut Whole Grain (Rec#5	006) 0.63	96 Ea /	\sim

der						
rder						
iverv	Details					
	Dotano				De Marco Defense Defense	
ld		-	Status	Delivery Date	05/31/2022 View Delivery Dates	
ng Peri rks	DOI	S22 USF due	5/2/22 06/06-06/08			
IKS				2		
Add	Items	dd PAR Items	Add Shopping List 🔒 Add Production Item	ns 🔏 Add Missing Items		
			rcentage Select 📑 Calc			
			rcentage Select 📴 Calc			
nung						
nding quisitio		ms for Purchase				
Juisiti	ion - Iter	ms for Purchase				
uisiti	ion - Iter Select	ms for Purchase	Item Name	Ord Qty Purchase Unit	Description	
uisiti	ion - Iter	ms for Purchase		Ord Qty Purchase Unit 5.00 1 Bg / Bg - 4 Bg / Case	•	
uisiti	ion - Iter Select	ms for Purchase	Item Name	.,	4/5 Lb	
uisiti	ion - Iter Select	Item Code	Item Name Chicken Chunk Asian	5.00 1 Bg / Bg - 4 Bg / Case	4/5 Lb ase(c) 6/#10 Can	
uisiti P	ion - Iter Select	Item Code 1425 3360	Item Name Chicken Chunk Asian Fruit Mix USDA	5.00 1 Bg / Bg - 4 Bg / Case 1.00 1 #10 / #10 - 6 #10 / Ca	4/5 Lb 4/5 Lb 6/#10 Can (se(c) 6/#10 Can	
uisitio	Select	Item Code 1425 3360 3581	Item Name Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA	5.00 1 Bg / Bg - 4 Bg / Case 1.00 1 #10 / #10 - 6 #10 / Ca 1.00 1 #10 /#10 - 6 #10 / Ca	4/5 Lb 4/5 Lb 6/#10 Can (c) 6/5 Lb	
uisitio	Select	Item Code 1425 3360 3581 3735	Item Name Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA Strawberry Sliced USDA	5.00 1 Bg / Bg - 4 Bg / Case 1.00 1 #10 / #10 - 6 #10 / Ca 1.00 1 #10 / #10 - 6 #10 / Ca 1.00 1 #10 / #10 - 6 #10 / Ca	4/5 Lb ase(c) 6/#10 Can (c) 6/5 Lb (c) 30 Lb	
uisitio	Select	Item Code 1425 3360 35681 3735 4107 4492	Item Name Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA Strawberry Sliced USDA Broccoli USDA Plantain Sweet Sliced Iqf Fzn	5.00 1 Bg / Bg - 4 Bg / Case 1.00 1 #10 / #10 - 6 #10 / Ca 1.00 1 #10 / #10 - 6 #10 / Ca 1.00 1 Bg / Bg - 6 Bg / Case 1.00 1 Lb / Lb - 30 Lb / Case 2.00 1 Bg / Bg - 4 Bg / Case	4/5 Lb ase(c) 6/#10 Can (c) 6/5 Lb (c) 30 Lb 4/6 Lb	
uisiti P P P P P	Select	Item Code 1425 3360 3581 3735 4107 4492 4567	Item Name Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA Strawberry Sliced USDA Broccoli USDA Plantain Sweet Sliced Iqf Fzn Potato FF Sweet 7/16" CC XLF	5.00 1 Bg / Bg - 4 Bg / Case 1.00 1 #10 / #10 - 6 #10 / Ca 1.00 1 #10 / #10 - 6 #10 / Ca 1.00 1 Bg / Bg - 6 Bg / Case 1.00 1 Lb / Lb - 30 Lb / Case 2.00 1 Bg / Bg - 4 Bg / Case 3.28 1 Bg / Bg - 6 Bg / Case	4/5 Lb ase(c) 6/#10 Can (c) 6/5 Lb (c) 30 Lb 4/6 Lb 6/2.5 Lb	
uisitio	Select	Item Code 1425 3360 35681 3735 4107 4492	Item Name Chicken Chunk Asian Fruit Mix USDA Pears Diced USDA Strawberry Sliced USDA Broccoli USDA Plantain Sweet Sliced Iqf Fzn	5.00 1 Bg / Bg - 4 Bg / Case 1.00 1 #10 / #10 - 6 #10 / Ca 1.00 1 #10 / #10 - 6 #10 / Ca 1.00 1 Bg / Bg - 6 Bg / Case 1.00 1 Lb / Lb - 30 Lb / Case 2.00 1 Bg / Bg - 4 Bg / Case	4/5 Lb ase(c) 6/#10 Can (c) 6/5 Lb (c) 30 Lb 4/6 Lb 6/2.5 Lb 6/5 Lb	

rder							
Order							
livery D	Details						
er Id			Status	De	ivery Date 05/31/2022	2 View Delivery Dates	
ing Perio	iod	S22 USF du	e 5/2/22 06/06-06/08 V				
arks							
				1			
Add I	Items	Add PAR Iten	ns 🛛 📤 Add Shopping List 🖉 🔏 Add Prod	luction Items 🖁 🖧 Add Mis	sing Items		
unding	[ns 💑 Add Shopping List 💑 Add Prod	luction Items] 🎝 Add Mis	sing Items		
unding quisitic		V F			Purchase Unit	Description	
unding quisitic		ms for Purchase	Percentage Select	Ord Qty		Description 4/5 Lb	
unding quisitic	on - Iter Select	ms for Purchase Item Code	Percentage Select 📑 Calc	Ord Qty 5.00	Purchase Unit		
unding quisitic	on - Iter	ms for Purchase	Percentage Select Calc	Ord Qty 5.00 1.00	Purchase Unit 1 Bg / Bg - 4 Bg / Case	4/5 Lb	
unding quisitio	on - Iter	Item Code 1425 3360	Percentage Select	Ord Qty 5.00 1.00 1.00	Purchase Unit 1 Bg / Bg - 4 Bg / Case 1 #10 / #10 - 6 #10 / Case(c)	4/5 Lb 6/#10 Can	

31. The action buttons in the bottom right corner can be used.

Process PreOrder	Save	Close	Print 📄
------------------	------	-------	---------

- a. **Process PreOrder:** submits the order and processes into a requisition in pending status for approval.
- b. Save: will save the Preorder in draft status so it can be edited later. Click "OK" to the saved successfully message.
- c. **Close:** will close the document and return to the ordering & receiving main screen. The user will be prompted to save. Agree to save before closing the document.
- d. **Print:** will display a PDF document of the order which can be saved to a file location or printed to paper.
- 32. To edit a draft Preorder, click the edit icon to open the document.

Home >To Do Activities> Ordering & Receiving												
Appro	ove 📝	Submit	🗹 Trans	fer All 🛛 👔 Undo Sele	ected Transfers a Select	All 👔 Unselect All 🐞 Bulk Cha	nge 📇 度 🍸 🍸					
Requ	isition [Purch	ase Orde	er 睯 Transfer 睯 R	eceiving 🎦 Preorder 🎦	Supply Requisition						
	Vie.	. Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
]			Purchase Order	US Foods	Booker T Washington SHS	Amanage By District	04/15/2019	26865		03/21/2019	
C] 🖪			Purchase Order	US Foods Commodity	Booker T Washington SHS	🔒 Manage By District	04/15/2019	26866		03/21/2019	
]			Requisition		Booker T Washington SHS	🔒 Pending	04/22/2019	27914		04/02/2019	
]			Requisition		Booker T Washington SHS	🔒 Pending	04/15/2019	27918		04/02/2019	
	1 🖸		R .	Preorder		Booker T Washington SHS	Draft	05/13/2019	28215		04/15/2019	

33. When your order is ready to process, Click the "Process Preorder" button.

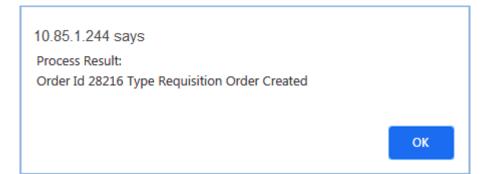
	9385	Salt Table Iodized Canister	3.02	1 Ea / Ea - 24 Ea / Case	24/26 Oz	
	9393	Potato FF Sweet CC Wedge Battered Fzn	1.32	1 Bg / Bg - 6 Bg / Case	6/2.5 Lb	
	8081	Sugar White Gran Cane Ex Fine	1.05	1 Lb / Lb - 50 Lb / Case	50 Lb	
	9315	Spice Cinnamon Ground Plst Shkr Shlf Stabl	2.00	1 Ea / Ea - 1 Ea / Each	18 Oz	
						×
				P 🗹	rocess PreOrder 💾 🛄 Save	Close 🔒 Print 🥑

Note: You must click the Process PreOrder button by the Monday noted on the Food Service Production Schedule "On Line Ordering Deadline" date. If ordering for S19, you must click Process PreOrder by 4/22.

11	of	11

	S11	S12	S13	S14	S15	S16	S17	S18	S19	S20	S21
Number of days in period:	5	5	5	4	5	5	5	5	5	4	4
Serving Week:	3/18 3/22	4/1 4/5	4/8 4/12	4/15 4/18	4/22 4/26	4/29 5/3	5/6 5/10	5/13 5/17	5/20 5/24	5/28 5/31	6/3 6/6
				Food Fo	precast/Por	tions		a second a second			
Last day for Portions Planned. Usage generated at ITS:	2/4	2/11	2/19-Tue	2/25	3/4	3/11	3/18	4/1	4/8	4/15	4/22
				Deadli	ne for Orde	ering					
Order groups 1,2, and, 4:	2/19-Tue	2/25	3/4	3/11	3/18	4/1	4/8	4/15	4/22	4/29	5/6
Order group 6: (Paper)	2/25		3/11	and the second party of th	4/1		4/15		4/29	2	5/13
				lin	ventory Da	tes					
Physical Inventory	3/22				4/26						6/6
Input Due	3/22				4/29						6/6
				D	elivery Dat	es					
F/O Groups 1,2,4 Week before:	3/11	3/18	4/1	4/8	4/15	4/22	4/29	5/6	5/13	5/20	5/28
-/O Group 6 Week of:	3/11		4/1		4/15	et mang	4/29		5/13		5/28

34. Click "OK" to the process result message.



35. The Preorder turns into a Requisition in pending status.

Approv	e 📝 Si	ubmit	Trans	fer All 🔟 Undo Select	ed Transfers 🛕 Select All 🚊 Un	select All 🍈 Bulk Change 🔚 📄	77					
Requis	tion 睯	Purcha	ase Orde	er 🖺 Transfer 🆺 Rec	eiving 🎦 Preorder 🎦 Supply Re	quisition						
-												
	View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Numb
	Q			Purchase Order	US Foods	Booker T Washington SHS	🔒 Manage By District	04/15/2019	26865		03/21/2019	
	٩			Purchase Order	US Foods Commodity	Booker T Washington SHS	🔒 Manage By District	04/15/2019	26866		03/21/2019	
	<u>a</u>			Requisition		Booker T Washington SHS	🔒 Pending	04/22/2019	27914		04/02/2019	
	Q			Requisition		Booker T Washington SHS	A Pending	04/15/2019	27918		04/02/2019	
		1		Requisition		Booker T Washington SHS	Pending	05/13/2019	28216		04/15/2019	