

Create a Commissary Order

Quick Start Guide

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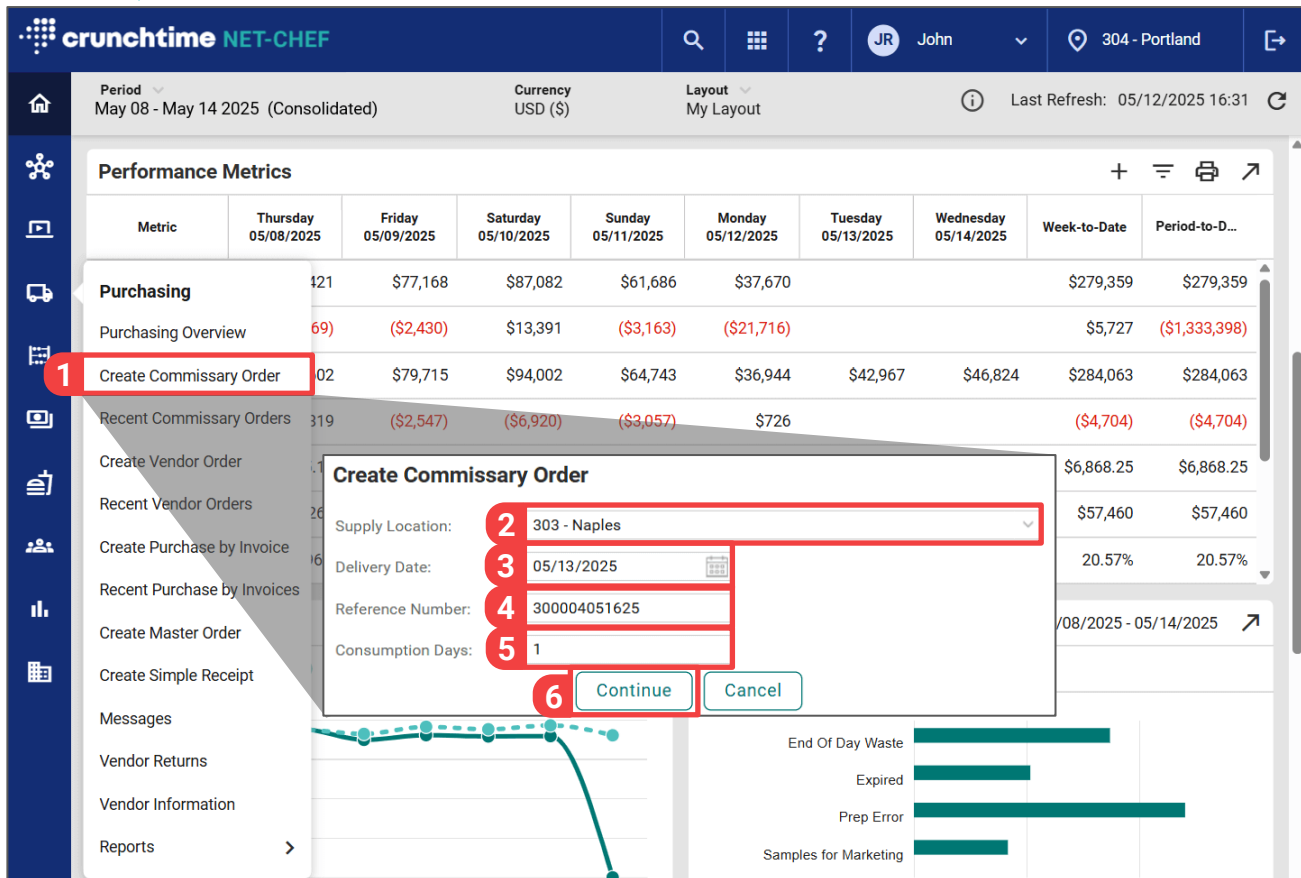
Related User Group Permissions

Screen Name	Control Name	Description
NC-Daily Store Tasks	Create Commissary Order	Enables the "Create Commissary Order" option on the Purchasing menu.
NC-Commissary Order	Edit Issue Unit	Allows users to change the Issue Unit used for this transaction.
NC-Commissary Order	Submit	Allows users to Submit a saved commissary order.
NC-Commissary Order	Use 4-Week Average	Allows users to auto-populate the Order Quantity with the 4-Week Average quantity.
NC-Commissary Order	Use Last Order	Allows users to auto-populate the Order Quantity with the Last Order quantity.
NC-Commissary Order	Use Recommended Order	Allows users to auto-populate the Order Quantity with the Recommended Order quantity.
NC-Commissary Order	Zero Order Quantities	Allows users to auto-populate the Order Quantity with Zero.

Create a Commissary Order

Getting Started

Net-Chef > Purchasing: Create Commissary Order



- 1 From the Purchasing Menu, select *Create Commissary Order*.
- 2 Select the *Supply Location* you want to order from.
- 3 Choose the *Delivery Date*.
- 4 If necessary, update the *Reference Number*.
- 5 Update the *Consumption Days* to reflect the number of days the products on this order will need to cover. This will factor into the Recommended Order quantities for the order.
- 6 Select *Continue*.

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Create a Commissary Order

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Create an Order

The screen will populate with all the products available for Commissary Order.

Net-Chef > Purchasing: Create Commissary Order > Continue

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Order Guide

Review Order

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Product #	Product Name	Last Order	4-Week Average	Issue Price	Order Quantity	Issue Unit	Recommended Order	Min Par	Max Par	Available	On Vendor Order
Grocery											
P-2103	Falafel, Frozen	50.00	0.00	3.3308	0.00	Kg	0.00	30.00	60.00	50.00	0.00
P-2104	French Fries, Frozen	50.00	0.00	1.4024	0.00	Kg	0.00	40.00	80.00	50.00	0.00
Retail											
R-2004	Hummus Prep	0.00	0.00	1.9783	0.00	Kg	0.00	0.00	0.00	0.00	0.00
R-1002	Beef Stew Prep	1.00	2.00	9.9575	0.00	GAL	0.00	1.00	10.00	0.00	0.00
R-1004	Marinara Sauce	1.00	2.00	11.0587	0.00	GAL	0.00	1.00	10.00	0.00	0.00
R-1009	Pasta Salad	1.00	2.00	2.2000	0.00	LB	0.00	1.00	10.00	0.00	0.00
R-1008	Shepherd's Pie	1.00	2.00	13.0225	0.00	TRAY	0.00	1.00	10.00	0.00	0.00
Totals					0.00						

- 7 Enter the *Quantity* of product you want to order.
- 8 If necessary, update the *Issue Unit* to indicate the size of the product you are ordering. This drop-down will default to the product's set Issue Unit but will also include the product's Inventory Unit and any Alternate Count Units defined for the supply location.



Tip: The values in the other columns will be updated based on the *Issue Unit* selected. Make sure the quantity you're ordering matches the Issue Unit selected so you get the right amount of product!

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Create a Commissary Order

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Create an Order (Continued)

Net-Chef > Purchasing: Create Commissary Order > Continue

Product #	Product Name	Last Order	4-Week Average	Issue Price	Order Quantity	Issue Unit	Recommended Order	Min Par	Max Par	Available	On Vendor Order
Grocery											
P-2103	Falafel, Frozen	50.00	0.00	3.3308	0.00	Kg	0.00	30.00	60.00	50.00	0.00
P-2104	French Fries, Frozen	50.00	0.00	1.4024	0.00	Kg	0.00	40.00	80.00	50.00	0.00
Retail											
R-2004	Hummus Prep	0.00	0.00	1.9783	0.00	Kg	0.00	0.00	0.00	0.00	0.00
R-1002	Beef Stew Prep	1.00	2.00	9.9575	0.00	GAL	0.00	1.00	10.00	0.00	0.00
R-1004	Marinara Sauce	1.00	2.00	11.0587	0.00	GAL	0.00	1.00	10.00	0.00	0.00
R-1009	Pasta Salad	1.00	2.00	2.2000	0.00	LB	0.00	1.00	10.00	0.00	0.00
R-1008	Shepherd's Pie	1.00	2.00	13.0225	0.00	TRAY	0.00	1.00	10.00	0.00	0.00
Totals					0.00						

Here are a few options that will allow authorized users to auto-populate order quantities – just select the arrow (->) icon in the column header:

- A** *Last Order* – This is the quantity entered the last time the product was ordered.
- B** *4 Week Average* – This is the average quantity ordered over the past 4 weeks (28 days).
- C** *Recommended Order* – This is the quantity that Net-Chef recommends based on historical usage and other factors defined by Corporate.



Note: The “auto-populate” buttons will automatically round the Order Quantity to a whole number of Issue Units. If the Purchasing preference to “Always Round Up” is enabled, the quantities will be rounded to the next highest whole unit, otherwise they will be logically rounded.



D Tip: You can quickly clear all entered order quantities by selecting the *Order Actions* (Gear) icon, and then choosing *Zero Order Quantities*.

- 9** When you're ready to proceed, choose *Review Order*.

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Create a Commissary Order

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Create an Order (Continued)

Net-Chef > Purchasing: Create Commissary Order > Review Order

Product #	Product Name	Issue Price	Order Quantity	Issue Unit	Available	Extended Value (\$)
Grocery						
P-2103	Falafel, Frozen	3.3308	10.00	Kg	50.00	33.31
P-2104	French Fries, Frozen	1.4024	30.00	Kg	50.00	42.07
Retail						
R-1002	Beef Stew Prep	9.9575	2.00	GAL	0.00	19.92
R-1004	Marinara Sauce	11.0587	2.00	GAL	0.00	22.12
R-1009	Pasta Salad	2.2000	2.00	LB	0.00	4.40
R-1008	Shepherd's Pie	13.0225	1.00	TRAY	0.00	13.02
Totals			47.00			134.84

Review the list of products ready for order.

A Select *Retrieve* if you need to edit product quantities or add additional items to the order.

10 At this point you can either:

- Select *Save and Submit* to complete your order and send it to the supply location.
- Select *Save and Close* if you intend to edit and submit the order later.

After an order has been saved, you can view or edit it by opening the Purchasing menu and selecting *Recent Commissary Orders*.



Note: When a Commissary Order is saved but not submitted, a *Commissary Order – Need to Submit* task will appear on the Today's Tasks dashboard widget.