

Create a Vendor Order

Quick Start Guide

Document Details

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<https://links.crunchtime.com/NCQS-CreateVendorOrder>

... or scan the QR code to the left.



Watch the video tutorial:

[NCO 101 - Place a Vendor Order](#)

Related User Group Permissions

Screen Name	Control Name	Description
NC-Daily Store Tasks	Vendor Order	Enables <i>Create Vendor Order</i> on the Purchasing menu.
NC-Purchasing	Allow Submit w/o Transmit	Allows creation of an order w/o sending it to the vendor.
NC-Purchasing	Edit Ordering Units	Allows user to change between Vendor & Inventory Units.
NC-Purchasing	Order Non-Contract Items	Allows ordering of products with bids but no contract.
NC-Purchasing	Override Vendor Minimums Requirement	Allows users to process an order that does not meet the vendor's minimum quantity and/or value.
NC-Purchasing	Submit	Allows users to submit the orders.
NC-Purchasing	Use 4-Week Average	Allows users to auto-populate the Order Quantity with the 4-Week Average quantity.
NC-Purchasing	Use Last Order	Allows users to auto-populate the Order Quantity with the Last Order quantity.
NC-Purchasing	Use Recommended Order	Allows users to auto-populate the Order Quantity with the Recommended Order quantity.
NC-Purchasing	Zero Order Quantities	Allows users to auto-populate the Order Quantity with Zero.

Create a Vendor Order

Before You Begin...

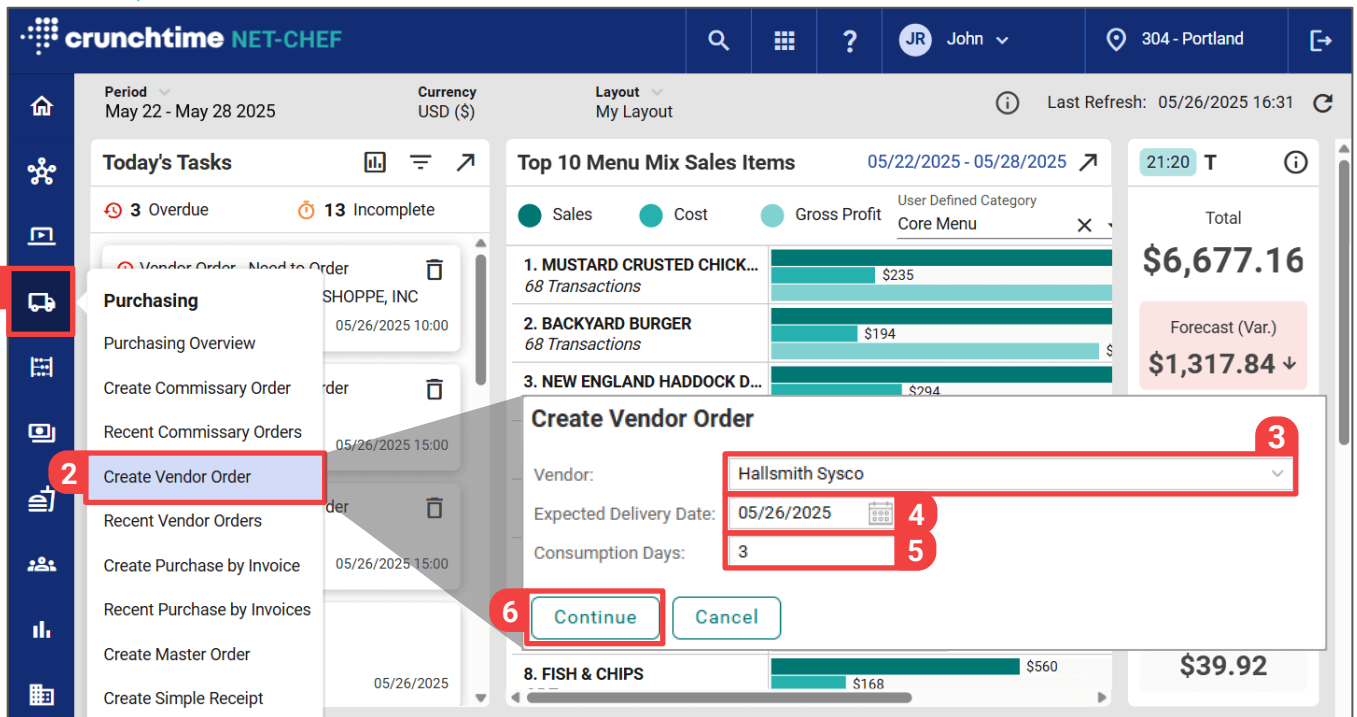
- For a product to be ordered, it must be a Location Product for the individual location and have an active Vendor Bid in the Location's purchasing Market.
- The Location must be linked to that Market.



Setup Alert: If the Vendor or any of the Products that need to be ordered are not visible in Net-Chef, please reach out to your Corporate Team.

Create an Order

Net-Chef > Purchasing: Create Vendor Order



- 1 Open the *Purchasing* menu.
- 2 Select *Create Vendor Order*.
- 3 Select the *Vendor* you want to order from.
- 4 If necessary, edit the *Expected Delivery Date* – this is the date you want the order to arrive.
- 5 If necessary, update the number of *Consumption Days* – this is the number of days this order should cover. This will factor into the Recommended Order quantities for products on the order.
- 6 When ready, choose *Continue*.



Note: If a Delivery Schedule has been defined for the Vendor, the *Expected Delivery Date* and *Consumption Days* will be populated according to that schedule.

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Create a Vendor Order

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Create an Order (Continued)

The screen will populate with a list containing all the products you can order from this Vendor.



Tip: When placing an order, open the Filters and select “By Inventory Sequence”. This will organize everything to be in the same order as your inventory, *shelf to sheet*. You can also remove columns you don’t need, to make this screen easier to read.

Net-Chef > Purchasing: Create Vendor Order > Continue

Vendor Order - Hallsmith Sysco											
Expected Delivery Date: 05/26/2025		Consumption Days: 3		Total Quantity: 1.00		Total Value: 21.52 US Dollar					
Product #	Product Name	Last Order	4-Week Average	Unit Price	Quantity	Vendor Unit	Recommended Order	Min. Par	Available	Vendor Conv.	Inv. Unit
HS-848	Produce - Potatoes	40.00	0.00	10.5400	0.00	Bag	0.00	3.33	30.33	15.0000	LB
HS-848	Produce - Potatoes			0.7027	0.00	LB		50.00	455.00	1.0000	LB
HS-874	Produce - Carrots	33.33	0.00	11.2800	0.00	CS	0.00	3.33	28.00	15.0000	LB
HS-874	Produce - Carrots			0.7520	0.00	LB		50.00	420.00	1.0000	LB
HS-814	Produce - Mushrooms	39.83	0.00	24.8900	0.00	CS	0.00	3.33	36.37	30.0000	LB
HS-814	Produce - Mushrooms			0.8297	0.00	LB		100.00	1,091.00	1.0000	LB
HS-867	Produce - Tomatoes	20.00	0.00	21.9200	0.00	CS	0.00	1.67	16.07	30.0000	LB
Walk In											
NCS - 1701	Eggs, Large	0.00	0.00	17.3700	0.00	Case	0.00	0.00	0.67	15.0000	Dozen
HS-314	Cheese - Cheddar	50.00	0.00	21.5200	1.00	CS	0.00	4.17	41.15	24.0000	LB
HS-320	Cheese - Cheddar, Mild			22.3500	0.00	CS		4.00	39.50	25.0000	LB
HS-315	Cheese - Cheddar, Mild			11.7500	0.00	Wheel		10.00	98.75	10.0000	LB

7 Enter a *Quantity* (in Vendor Units) for the items you wish to order or auto-populate them with one of the following options – just select the icon in the column header:

- A** *Last Order* – This is the quantity entered the last time the product was ordered.
 - Available for users with the “NC-Purchasing > Use Last Order” permission enabled.
- B** *4 Week Average* – This is the average quantity ordered over the past 4 weeks (28 days).
 - Available when the “NC-Purchasing > Use 4 Week Average” permission is enabled.
- C** *Recommended Order* – This is the quantity that Net-Chef recommends based on historical usage and other factors defined by Corporate.
 - Available when the “NC-Purchasing > Use Recommended Order” permission is enabled.
- D** *Zero Order Quantities* – You can choose this option to zero out the quantities populated using one of the other options above.
 - Available when the “NC-Purchasing > Zero Order Quantities” permission is enabled.

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Create a Vendor Order

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Create an Order (Continued)

Net-Chef > Purchasing: Create Vendor Order > Continue

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NET-CHEF

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Next

D

Filters

304 - Portland

John

?

JR

Vendor Order - Hallsmith Sysco

Expected Delivery Date: 05/26/2025

Consumption Days: 3

Total Quantity: 1.00

Total Value: 21.52 US Dollar

Product #	Product Name	Last Order	4-Week Average	Unit Price	Quantity	Vendor Unit	Recommended Order	Min. Par	Available	Vendor Conv.	Inv. Unit
HS-848	Produce - Potatoes	40.00	0.00	10.5400	0.00	Bag	0.00	3.33	30.33	15.0000	LB
HS-848	Produce - Potatoes			0.7027	0.00	LB		50.00	455.00	1.0000	LB
HS-874	Produce - Carrots	33.33	0.00	11.2800	0.00	CS	0.00	3.33	28.00	15.0000	LB
HS-874	Produce - Carrots			0.7520	0.00	LB		50.00	420.00	1.0000	LB
HS-814	Produce - Mushrooms	39.83	0.00	24.8900	0.00	CS	0.00	3.33	36.37	30.0000	LB
HS-814	Produce - Mushrooms			0.8297	0.00	LB		100.00	1,091.00	1.0000	LB
HS-867	Produce - Tomatoes	20.00	0.00	21.9200	0.00	CS	0.00	1.67	16.07	30.0000	LB
Walk In											
NCS - 1701	Eggs, Large	0.00	0.00	17.3700	0.00	Case	0.00	0.00	0.67	15.0000	Dozen
HS-314	Cheese - Cheddar	50.00	0.00	21.5200	1.00	CS	0.00	4.17	41.15	24.0000	LB
HS-320	Cheese - Cheddar, Mild			22.3500	0.00	CS		4.00	39.50	25.0000	LB
HS-315	Cheese - Cheddar, Mild			11.7500	0.00	Wheel		10.00	98.75	10.0000	LB
HS-316	Cheese - Cheddar, Mild			6.2500	0.00	Wedge		20.00	197.50	5.0000	LB
HS-317	Cheese - Cheddar, Mild			1.4500	0.00	Brick		50.00	493.75	2.0000	LB
SDP-687	Dough, Pizza/Pie	50.00	0.00	12.5300	0.00	CS	0.00	10.00	40.00	1.0000	CS
SCD-726	Pastry - Cheese Danish	75.00	0.00	11.5700	0.00	CS	0.00	10.00	29.00	1.0000	CS

You may have the option to order products with one or more of the following flags showing:

- A** **Red Flag** – Indicates this is the **Contracted** (or “Preferred”) vendor for the product.
 - If you do not have the “NC-Purchasing > Order Non-Contract Items” permission enabled, you will only see items with the red flag.
- B** **White Flag** – Indicates this is an **Alternate Primary** package, similar in size to the original.
- C** **Blue Flag** – Indicates this is a **Vendor Split** package, so you can order a different size or quantity, usually smaller than the original.

8 When you’re ready to proceed, choose **Next**.



D **Tip:** If necessary, users with the “NC-Purchasing > Edit Ordering Units” permission enabled can open the Filters and change the screen to Order In ‘Inv. Units’ instead of Vendor Units.

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Create a Vendor Order

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Create an Order (Continued)

Net-Chef > Purchasing: Create Vendor Order > Continue > Next

Vendor Order - Hallsmith Sysco

Expected Delivery Date: 05/26/25
Consumption Days: 3

Reference Number: 200003052625
Do not transmit: ☐
VO Mode: SFTP

Total Quantity: 1.00
Total Value: 21.52 US Dollar

Prod... #	Product Name	On Hand Qty.	Order Qty.	Vendor Unit	Vendor Conv.	Inventory Qty.	Inv. Unit	Vendor Price (\$)	Extended Value (\$)
Walk In									
HS-314	Cheese - Cheddar	41.15	1.00	CS	24.0000	24.00	LB	21.5200	21.52
Totals:									21.52

9. Review the list of products ready for order.

- A** The *Expected Delivery Date* and *Consumption Days* can be edited here if needed.
- B** The *Reference Number* is populated by default but can be edited. Recommended practice is to add your initials or something else that makes it easy to filter the Recent Vendor Orders screen.
- C** If the *Do Not Transmit* box is checked, the order will not be submitted to the vendor. This should only be used if you are creating the order to receive products you already have. (Available for users with the "NC-Purchasing > Allow Submit without Transmit" permission enabled.)
- D** The *VO Mode* (defined in the Vendor record in Enterprise Manager) indicates how the order will be sent to the vendor.
- E** If the *Total Quantity* and/or *Total Value* display in red text, it is because you haven't met the Order Minimums defined for the Vendor.
- F** If you need to edit product quantities or add additional items to the order, select *Back*.
 - Users with "NC-Purchasing > Override Vendor Minimums Requirement" enabled can still submit the order.

- 10** At this point you may have the option to *Submit* the order to the vendor, or to *Save* it. This will not submit the order but will create it, giving you the option to edit and submit it at a later date.
- Users with the "NC-Purchasing > Submit" permission enabled can submit the order.

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



Warning: If you have to edit an order after submitting it, make sure to call your Vendor. Do not edit and resubmit the existing order; this could result in a duplicate order being sent to the Vendor.