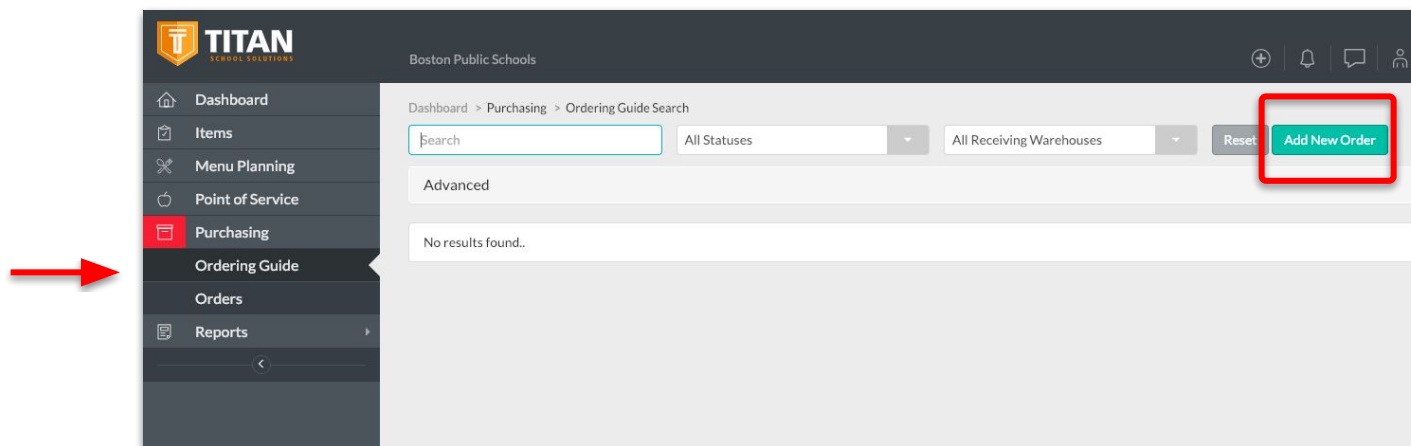


# Creating an order guide for milk and bread delivery

# Creating an Order Guide for milk, paper, and bread delivery

1. Log in to Titan: <https://portal.titank12.com/>
2. Navigate to Purchasing > Ordering Guide (not Orders)
3. Click *Add New Order* -- you will create **1** order guide per vendor



4. Fill out the follow items:
  - a. *Expected Date* = delivery date. Please use the date on your vendor delivery schedule.
  - b. *Vendor* = select the vendor you are ordering from (only pick **1** per order, do not combine)
    - i. Garelick = milk
    - ii. Fantini = bread
  - c. Check off *Select All Production Records*.
    - Include Safety Stock
    - Select All Production Records
    - Select All Back Orders
5. *Production Record Date Range* = meal dates you are ordering products for.
6. When you're done, click Save

A screenshot of the 'Add New Order' form in the Titan portal. The form contains the following fields:

- Warehouse: O'Donnell Elementary
- Delivery Address: Main
- Expected Date: 02/07/2019
- Item Tags: Add New ..
- Vendors: Garelick (selected), Add New ..
- Shopping List: (empty)
- Include Safety Stock:
- Select All Production Records:
- Production Record Date Range: Sep 11, 2019 - Sep 11, 2019
- Select All Back Orders:

At the bottom, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Vendors' dropdown menu, and another red arrow points to the 'Save' button.

7. From here, you can edit the products for this order. You can use the search box to add items, change the quantity, or use the trash can to delete what you don't need.

The screenshot shows an order management interface. At the top, there are fields for 'Expected Date' (9/6/2019) and 'Identifier' (4493). Below these are 'Warehouse' (Bradley Elementary), 'Delivery Address' (Main), and 'Reference Number'. The main part of the interface is a table with columns: Identifier, Item, Quantity, Unit Of Measure, Warehouse / Vendor, and Quantity Available. Two items are listed: 'C- OPMLK9- 1 (52002) 1% milk Milk, lowfat, fluid, 1% milkfat with added vitamin A and vitamin D (1 each)' with a quantity of 200, and 'Z- WHMLK9- 0 (126) whole milk whole milk (1 each)' with a quantity of 150. Red boxes highlight the trash icon next to the first item, the quantity input field for the first item, and the search bar at the bottom of the table.

7. When you've made all your adjustments, scroll to the bottom and click Request Orders. When you navigate back to Purchasing > Order Guide, you will see your order with the status Completed.

The screenshot shows a 'Notes' dialog box. It has a text area for notes, a 'Delete' button, and three buttons at the bottom: 'Close', 'Save', and 'Request Orders'. A red arrow points to the 'Request Orders' button.