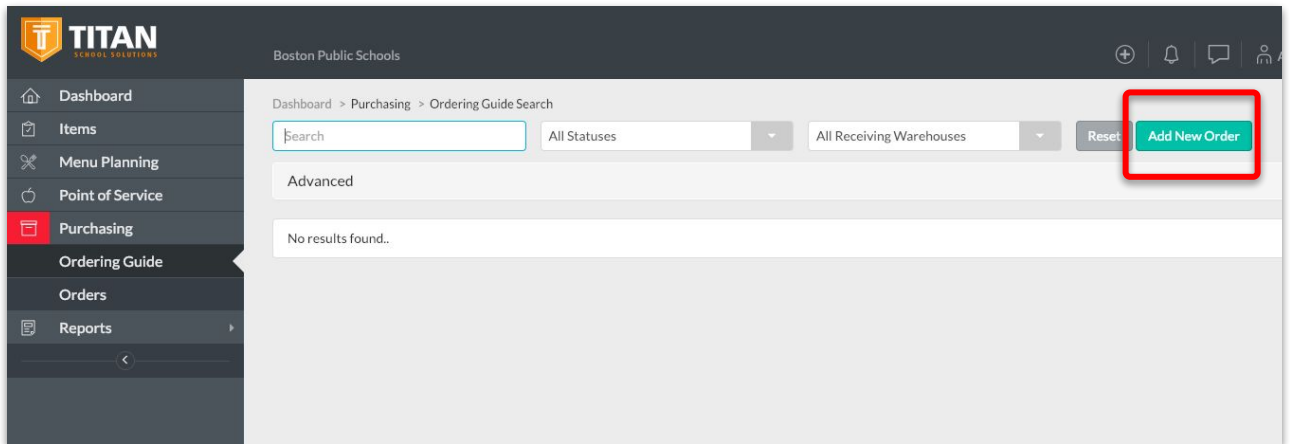


# Creating an order guide for paper

# Creating an Order Guide for paper delivery

1. Log in to Titan: <https://portal.titank12.com/>
2. Navigate to Purchasing > Ordering Guide (not Orders)
3. Click *Add New Order*



4. Fill out the follow items:
  - a. *Expected Date* = delivery date. Please use the date on your vendor delivery schedule.
  - b. *Vendor* = select Mansfield
5. When you're done, click Save
6. This will you bring you to a blank order. Use the search box to enter the products you need and the quantity.
7. When you've made all your adjustments, scroll to the bottom and click Request Orders to submit.

A screenshot of the 'Add New Order' form. The form includes fields for 'Warehouse' (Boston Day & Evening Academy), 'Delivery Address' (Main), 'Expected Date' (09/10/2019), 'Item Tags' (Add New...), 'Vendors' (Mansfield), and 'Warehouses' (Add New...). There are also checkboxes for 'Include Safety Stock', 'Select All Production Records', and 'Select All Back Orders'. A red arrow points to the 'Mansfield' vendor selection. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in a red box.A screenshot of the order entry form. It shows a date field (9/6/2019) and a reference number (4493). Below are fields for 'Warehouse' (Bradley Elementary) and 'Delivery Address' (Main). At the bottom, there is a table header with columns: Identifier, Item, Quantity, Unit Of Measure, Warehouse / Vendor, and Quantity Available. A search bar for items is also present. A red box highlights the 'Save' button at the bottom right.

Questions? Email your field coordinator and CC: [info@mywaycafe.org](mailto:info@mywaycafe.org)