

Item Adjustment: Spoilage and Poor Quality

Item Adjustment:

This procedure is to show how to correctly account for any items that got spoiled at the site or were delivered in a questionable or poor quality.

1. Log in to Titan: <https://portal.titank12.com/>
2. Receive your order in full as usual (please see “Receiving Your Delivery” instruction).
3. Inform the Central Office staff about any product you are going to dispose by emailing info@mywaycafe.org. The driver will not take back any product.
4. Navigate to Items > Item Adjustment > Add New Adjustment:
 - i. Warehouse = Your school (this will already be filled in)
 - ii. Select Purpose = Adjustment
 - iii. Select the item adjustment reason: Discarded (Arrived Poor Quality) or Spoilage
 - iv. Select > Save

Add New Adjustment [X]

Warehouse *
Central Warehouse

Purpose *
Adjustment

Adjustment Reason *
Discarded (Arrived Poor Quality)

Item Tags
Add New ...

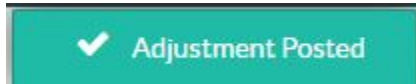
Cancel Save

Questions? Email your field coordinator and CC: info@mywaycafe.org

5. Here you will see the following window where you will have to select:

- i. Select the item you want to adjust the quantity from the search bar
- ii. Select the quantity
- iii. You can leave a note in the note section
- iv. Select > Post

You should see the following message:



Screen-shot below:

A screenshot of a web application interface for creating an adjustment. At the top right, there is a dropdown menu for "Adjustment Reason" with "Discarded (Arrived Poor Quality)" selected. Below this is a table with three columns: "Identifier", "Name", and "Quantity". The table contains one row for "Y-FAJITA9-0" with the name "fajita chicken" and a quantity of "1 Case(s)". Below the table is a search bar labeled "Select Item" with a red arrow pointing to it and a red "1." next to it. Below the search bar is a "Notes" section with a text area containing the text "Arrived Poor Quality and out of date had to dispose.". At the bottom right, there are three buttons: "Delete", "Close", and "Post", with the "Post" button highlighted by a red box and a red "1" next to it.