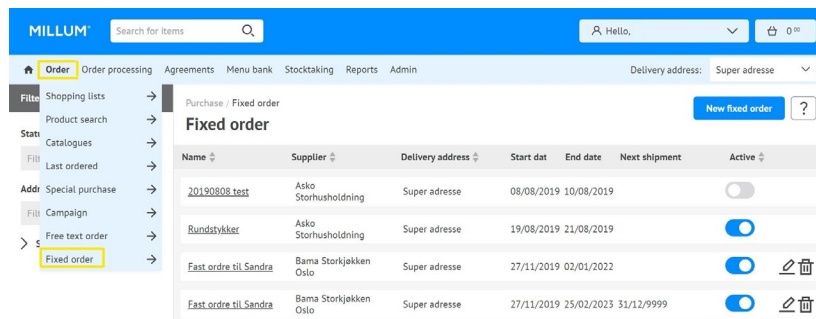


Quickguide Fixed Order

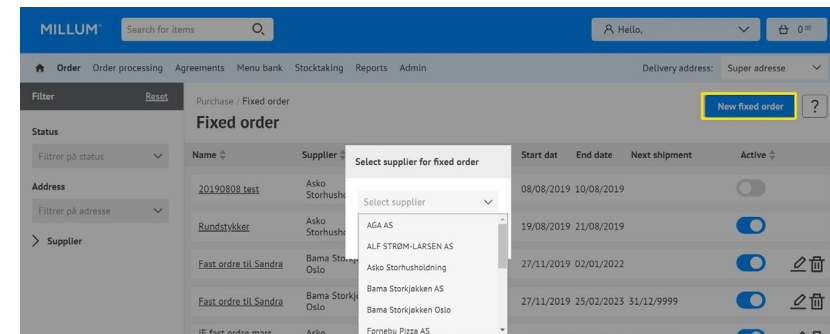
1. Overview of your fixed orders

By going to *Order* and the sub-menu *Fixed orders*, you get an overview of all your fixed orders, both active and inactive. Here you can activate/deactivate them, delete them or search/filter. In addition, you create new fixed orders from this page.



2. Create a new fixed order

If you want to create a new fixed order, press the *New fixed order* button. The first thing you must do is choose which supplier the new fixed order should be connected to and click *Continue*.



3. Completion of information

When you create a new fixed order, you can choose between naming it, setting the start and end date, frequency of the order, time for sending the order, which days and desired delivery time.

Purchase / Fixed order

New fixed order for verdimat as ⓘ

Supplier: Verdimat AS

Order to be sent: ☒ Daily ☐ Weekly ☐ Isolated dates

Delivery address: Super adresse ▾

Time order to be sent: Hour ▾ : Min. ▾

Department: Select ▾

Send on weekdays only Optional ☐

Customer number: 001 ▾

Desired delivery: Select a desired delivery ▾

Name of fixed order: Enter name on the order

Start date: dd.mm.yyyy 📅

End date: dd.mm.yyyy 📅

4. Choice of interval, delivery day and sending time

When you create a fixed order, it is important that you carefully check all the details so that everything is correct. This will lead to automation in the orders and will save time. You can choose between daily, weekly or individual dates. You can also specify which days in a weekly plan.

Order to be sent

☐ Daily ☒ Weekly ☐ Isolated dates

Time order to be sent

06 ▾ : 30 ▾

Select weekdays

Monday	<input checked="" type="checkbox"/>	Saturday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Sunday	<input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>		
Thursday	<input type="checkbox"/>		
Friday	<input type="checkbox"/>		

Desired delivery

Two days after order sent ▾

Millum Procurement

5. Overview of planned orders / shipments

Before you save the fixed order, you can see a specified plan of the fixed order at the bottom. Here you can choose to deselect individual shipments if you wish.

SHIPMENT PLAN			PRODUCT LINES (0)
Planned shipments			Previous shipments
Order sent	Desired delivery date	Active	No previous sent order
Uke 12 Monday 20/03/2023 06:30	Wednesday 22/03/2023	<input checked="" type="checkbox"/>	
Uke 12 Wednesday 22/03/2023 06:30	Friday 24/03/2023	<input checked="" type="checkbox"/>	

6. Manage your fixed orders

You can easily manage your fixed orders from the overview screen. Note that it is not necessary to delete a fixed order, but you can set it as disabled. This means that it can be easily restarted if necessary.

MILLUM®

Search for items

Hello,

0 00

Order

Order processing

Agreements

Menu bank

Stocktaking

Reports

Admin

Delivery address: Super adresse

Filter

Reset

Purchase / Fixed order

Fixed order

New fixed order

Status

Filter på status

Address

Filter på adresse

Supplier

Name	Supplier	Delivery address	Start dat	End date	Next shipment	Active
20190808 test	Asko Storhusholdning	Super adresse	08/08/2019	10/08/2019		
Rundstykker	Asko Storhusholdning	Super adresse	19/08/2019	21/08/2019		
Fast ordre til Sanda	Bama Storkjæken Oslo	Super adresse	27/11/2019	02/01/2022		
Fast ordre til Sanda	Bama Storkjæken Oslo	Super adresse	27/11/2019	25/02/2023	31/12/9999	