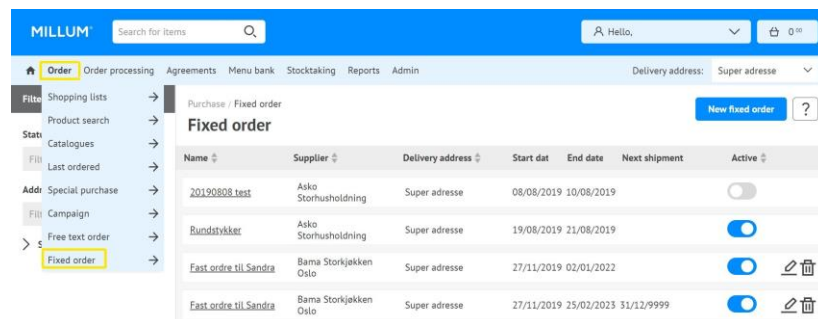


Quickguide Fixed Order

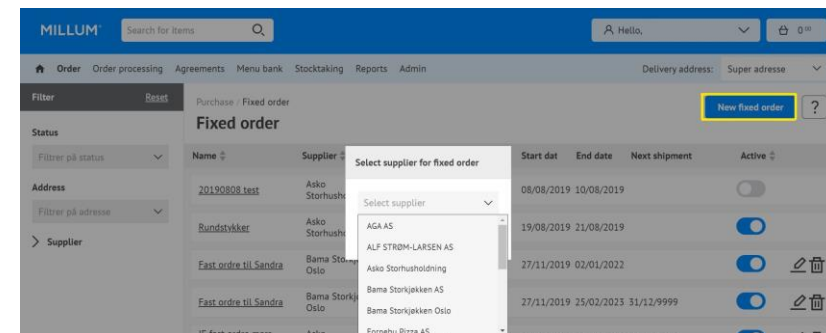
1. Overview of your fixed orders

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 have to do is choose which supplier the new fixed order should be connected to, and click the button "Continue".



Millum Procurement

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 ⓘ Cancel Save ?

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 ▾

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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		A Hello		0.00			
Order	Order processing	Agreements	Menu bank	Stocktaking	Reports	Admin	Delivery address: Super adresse
Filter	Reset	Purchase / Fixed order		New fixed order		?	
Status	Name	Supplier	Delivery address	Start dat	End date	Next shipment	Active
Filter på status	20190808 test	Asko Storhusholding	Super adresse	08/08/2019	10/08/2019		<input type="checkbox"/>
Address	Burdøstvekket	Asko Storhusholding	Super adresse	19/08/2019	21/08/2019		<input checked="" type="checkbox"/>
Filter på adresse	Fast ordre til Sandta	Bama Storkjæken Oslo	Super adresse	27/11/2019	02/01/2022		<input checked="" type="checkbox"/>  
Supplier	Fast ordre til Sandta	Bama Storkjæken Oslo	Super adresse	27/11/2019	25/02/2023	31/12/9999	<input checked="" type="checkbox"/> 