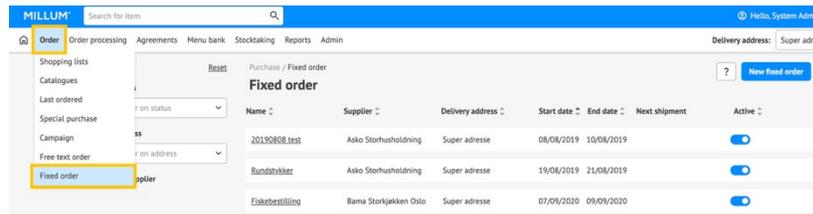


Quick guide - Fixed Order

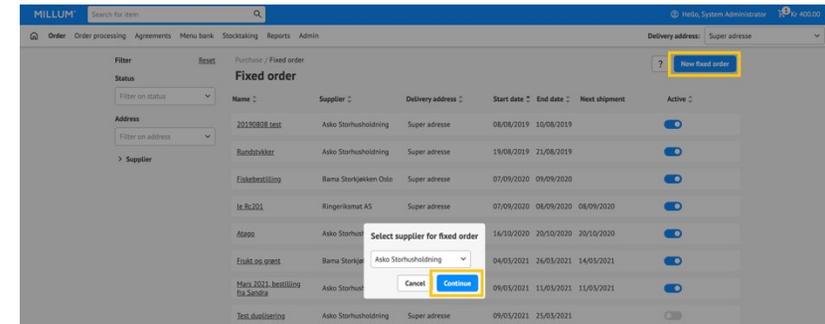
1. Overview of your fixed orders

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*.



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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

Fixed orders have lead times and delivery dates set by the supplier. Contact the supplier to find out which lead times and delivery dates apply.

Name of fixed order	<input type="text" value="New fixed order"/>	Order to be sent	<input type="text" value="Daily"/>
Supplier	Asko Storhusholdning	When should orders be sent?	<input type="text" value="07:00"/>
Delivery address	<input type="text" value="Super adresse"/>	Send on weekdays only	<input checked="" type="checkbox"/>
Department	<input type="text" value="TST - Test"/>	<small>Optional</small>	
Customer number	<input type="text" value="123"/>	Desired delivery	<input type="text" value="1 day after order was sent"/>
Start date	<input type="text" value="02/03/2026"/>		
End date	<input type="text" value="02/13/2026"/>		

? Cancel Save

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	<input type="text" value="Weekly"/>
When should orders be sent?	<input type="text" value="07:00"/>
Select weekdays	<input type="checkbox"/> Monday <input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Sunday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday
Desired delivery	<input type="text" value="2 days after order was 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 6 Wednesday 04/02/2026 07:00	Friday 06/02/2026	<input checked="" type="checkbox"/>	
Uke 7 Saturday 07/02/2026 07:00	Monday 09/02/2026	<input checked="" type="checkbox"/>	
Uke 7 Wednesday 11/02/2026 07:00	Friday 13/02/2026	<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 item	Helio, System Admin					
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 date	End date	Next shipment	Active						
Filter on status	20190808-test	Asko Storhusholdning	Super adresse	08/08/2019	10/08/2019		<input checked="" type="checkbox"/>						
Filter on address	Bundtvikser	Asko Storhusholdning	Super adresse	19/08/2019	21/08/2019		<input checked="" type="checkbox"/>						
> Supplier	Eiskebestilling	Bama Storhusholdning Oslo	Super adresse	07/09/2020	09/09/2020		<input checked="" type="checkbox"/>						