



## Auto PAR is set up to automatically to create a suggested order for you on the due date for your truck.

- 1. When placing a delivery navigate to Purchasing -> Deliveries. Make sure you are on the ORDERING TAB. Blue Underlined
- 2. You will now see an order started for you.



- 3. It should say "not sent" in a YELLOW box under status. Click on the 3 dot ellipses to the left and you can open/edit the transaction.
- 4. Select "add product" so that you see all items on the order guide.

JS Foods - Seabrook - POR000058									
Transaction	Order Logic	Tax Notes	Supplier Details	Documents					
ansaction Date •	Due	Date •	Enter Partner Enter Part	Reference Statu	IS • Action Required	~	Close Preview	무 Preview Ord	der 10
Q Search Table  ∓ Filter		Preferred	Show Par Details	Order by storage	area 🔨	Download Table	e + Add Product		
Quantity	Live Inventory	Pending Orders	Product Code	Product Description	n.↑ Unit	Split Case	Cost per Unit	Net Value	Actions
1	0.00		6052861	48oz Vanilla	6 × 48 x OZ	$\bigcirc$	20.33	20.33	:
5	0.00		0301085	Bacon Raw	30 x LB		100.12	500.60	:
1	0.00		2139335	BIB - Cherry Coke	2.5 x GAL		54.95	54.95	:
1	0.00		4813325	BIB - Coke Classic	5 x GAL		119.45	119.45	:
	0.00		0200640	PIP - Coke Zero	2.5 × CAL		54.95	54.95	:

5. When complete, hit save, then the 3 dots and "send transaction".