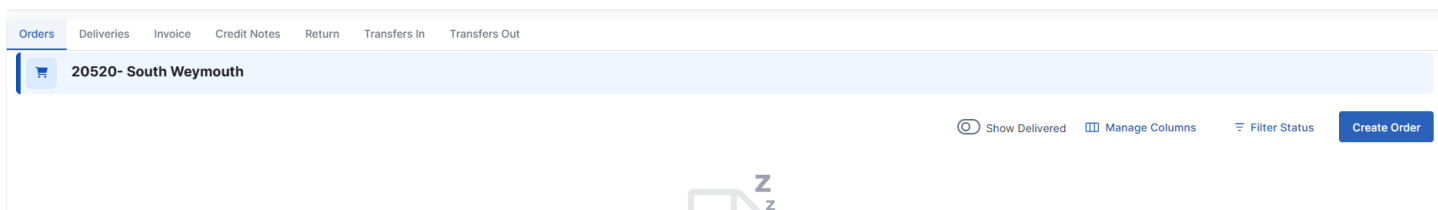
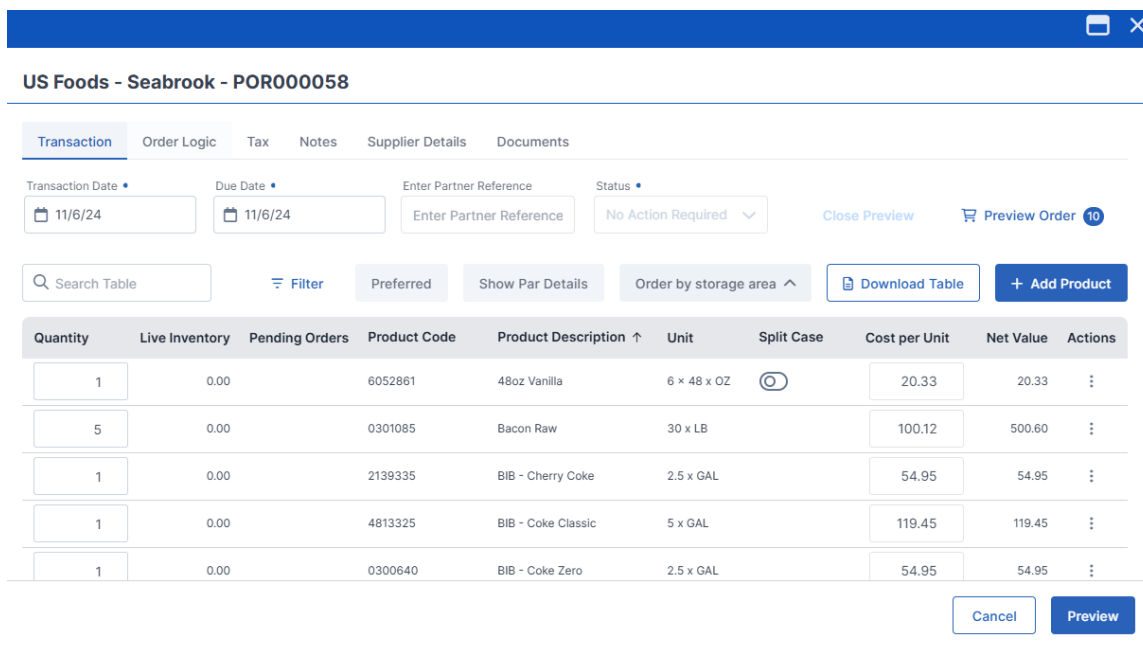


Auto PAR is set up to automatically to create a suggested order for you on the due date for your truck.

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.



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