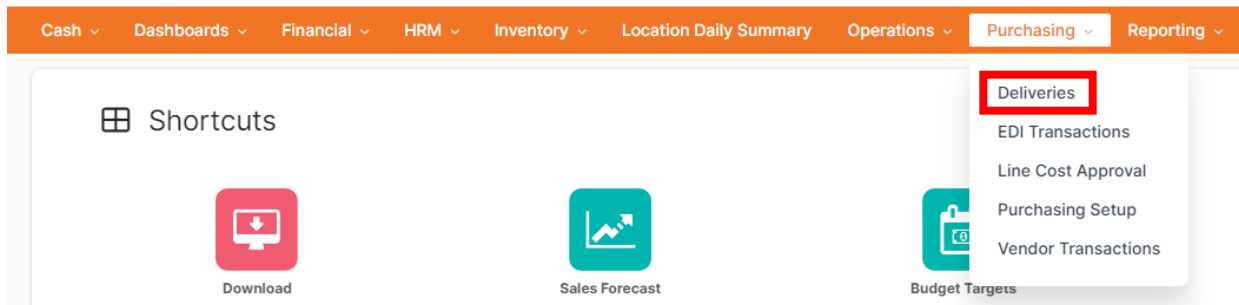


Deliveries

This is found under Purchasing → Deliveries



This will bring you to the page seen below. **If you have a blocked transaction, please open a FranConnect Ticket so that we may assist you.**

Purchases

Transaction type: Purchases | Location: 20520- South Wey... | Start Date: 12/10/24 | End Date: 12/17/24

Orders | **Deliveries** | Invoice | Credit Notes | Return | Transfers In | Transfers Out

20520- South Weymouth

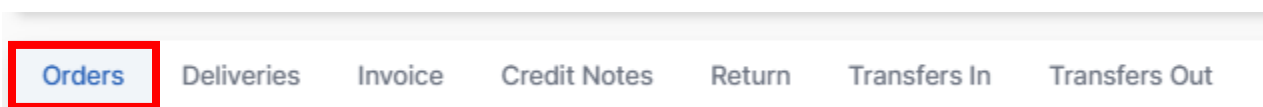
Search Table | Show Posted | Manage Columns | Filter Status | Download Table | Actions | Create Delivery

Partner	Type	Sys Ref	Partner Ref	Parent Ref	Status	Transaction Date ↓	Due Date	Net	Tax	Balance	Actions
<input type="checkbox"/> EDI US Foods - Seabrook	EDI	GRN000170	2979306	POR000064	NONE	Dec 12, 2024	Dec 11, 2024	-22.95	0.00	-22.95	⋮
<input type="checkbox"/> EDI US Foods - Seabrook	EDI	GRN000169	1240266	POR000064	NONE	Dec 11, 2024	Dec 11, 2024	6,587.22	9.14	6,596.36	⋮

Ordering

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 the ORDERS tab on the Deliveries page.



2. You will now see an order started for you. It will say “Not Sent”
 - Note – you can create a new order by using Create Order on the far right, create manual, select Vendor (USFOODS) and hit next.

Purchases

Transaction type: Purchases | Location: 20520- South Wey... | Start Date: 12/10/24 | End Date: 12/17/24

Orders | Deliveries | Invoice | Credit Notes | Return | Transfers In | Transfers Out

20520- South Weymouth

Search Table

Partner	Type	Sys Ref	Partner Ref	Sent	Status
EDI US Foods - Seabrook	PAR	POR000065		NOT SENT	NONE

- 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.
 - Note: Hit add Product in the upper Right to add full list

US Foods - Seabrook - New Order

Transaction | Tax | Notes | Supplier Details | Documents

Transaction Date: 12/17/24 | Due Date: 12/17/24 | Enter Partner Reference: Enter Partner Reference | Status: No Action Required

Search Table | Preferred | Show Par Details | Order by storage area | **+ Add Product**

- When complete, hit Preview, then Save, then the 3 dots ellipses, then “Send Transaction”. Then your order will be sent to USF.



Auto PAR is based on the PAR levels created, so you need to set this up before your first auto generated PAR.

USF Purchasing Orders

- Go through the list and update quantities to what you would like to order.
- **Before saving, please make sure both the transaction date and due date are the same date. This date should be today, the day you are submitting the order as USF will automatically apply it to the next available delivery date for your location.**
- **Note: USF will automatically sub any items to the approved item. NO NEED to go to USF.com.**
- Note, after 3-5 minutes you should see the following change. In status, it will go from sent, to confirmed or confirmed modified. That means USF has accepted the order and everything is all set. if you see “rejected” please contact both supply chain and POS_support email’s so that we can help you get that addressed.

Partner	Sys Ref	Partner Ref	Status	Transaction Date ↓	Due Date	Tax	Net	Balance	Action
US Foods - Pittson	POR000003		NOT SENT	Aug 10, 2023	Aug 10, 2023	0.00	271.72	271.72	
US Foods - Pittson	POR000002		NOT SENT	Jun 27, 2023	Jun 27, 2023	0.00	2		Open/Edit Transaction
US Foods - Pittson	POR000001		SENT MAY 18, 2023 8:37:52 AM CONFIRMED MODIFIED	May 18, 2023	May 18, 2023	0.00	1.00		Print Transaction
									Send Transaction
									Delete Transaction

If you wish to not use the auto-generated order, at any time you can use the blue plus sign to start and create your own order. We do suggest the par order, as it takes into consideration your par level, inventory levels and menu mix.

Accepting Orders

Once the order is in route of delivery the order will automatically move from the “orders” drop down to “deliveries” on the drop down. Once it is here and delivered, you need to go through and hit “approve”. Please note that you can’t adjust an invoice if you did not receive an item. This is done by a credit invoice which will minus the product from your inventory.

Note: if steps are done correctly, you should never see open “orders” unless it is the order you are working on. And nothing should be in deliveries except the current week’s delivery.