HOW TO PLACE A FOOD ORDER

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Part of Product Order Procedure

* **Step 1**: Open Vision Toolbar
* **Step 2**: Click “Management”
* **Step 3**: Click “Inventory”
* **Step 4**: Click “Order Estimates”
* **Step 5**: Click “Add”
* **Step 6**: Click “Reset Dates”
  + Click date furthest to the left, and furthest on the right to select entire range of menu mix
* **Step 7**: Enter projected sales for the week in “Projected Sales” line
  + Highly recommended to increase sales by 20% in case sales are higher than expected
* **Step 8**: Click on each TPC item to review
* **Step 9**: Click “Calculate”
* **Step 10**: Click "Print"
* **Step 11**: Click "View"
* **Step 12**: Click "Print" icon in upper left corner
* **Step 13**: Click “Ok”
  + The “Suggested Order” section of the order estimates will tell you exactly how much to order based on your sales
  + If your suggested order tells you to order 0 but your amount needed and your current inventory are within .25 case, order 1 more
* **Step 14**: “X” out of the first TPC category
* **Step 15**: Switch to the next TPC item, then print all of the TPC categories one at a time
  + These are completely contingent on the accuracy of your inventory. If your inventory is accurate, your order estimates will be accurate
* **Step 16**: Go to [www.tpcinfo.com](http://www.tpcinfo.com)
* **Step 17**: Enter username and password
* **Step 18**: Put curser over “create order”
* **Step 19**: Click on your custom guide, or standard guide 902 depending on which you use to order your food
* **Step 20**: Order food you need based on “Suggested Order” from your order estimates
  + Watch out for cases where the amount needed, exceeds the current inventory-this is a glitch
  + If possible, order at least 70 cases to avoid extra delivery fee from PFG
    - Order up on disposables and frequently used items to get there (boxes, pizza sauce, cheese, ect)
    - Do NOT order up on seldom used, expensive items (chemicals-dead stock inventory)
* **Step 21**: Under the “QTY” section, enter the amount of cases you need of that product
  + Example, if your “suggested” order tells you to order 1 case of cheddar, enter a “1” in the “QTY” portion
* **Step 22**: Repeat steps above as many times as necessary to order everything you need
* **Step 23**: Click the green “Place Order” button in the top right hand corner to place order