1. **Enter Usage Data**
   * Reporting -> Inventory -> Ideal Usage Export
   * Choose at least 2 weeks of data (Start date/End date)
   * Choose 1 "Category", then click preview
   * Transfer data from the "Quantity" column into this spreadsheet in the "Est. Usage" column

*Can be done manually or by copy/paste. If copy/paste, be sure to check that all items in your POS match up with the items in this spreadsheet.*

1. **Enter Historical Sales**
   * Run a KI report for the same period of time you ran the Usage Data for Reporting -> Key Indicators
   * Choose appropriate date range, then enter sales in this spreadsheet in cell D5
2. **Enter your Estimated Sales**
   * In cell H1 of the Order Estimates spreadsheet, enter your estimated sales

*This timeframe should be from the day you're placing the order through the day you'll receive your next 2 truck orders.*

*Ex. If you place orders on Monday and receive orders on Wednesday, the sales estimate should be from Monday through 2 Wednesdays.*

1. **Place order based on Build-To Numbers (Optional)**
   * Walk around store to determine what to order
     + "Build-To" minus what you have in inventory is what you should order
2. **Enter Inventory Values to Determine Order Quantities**
   * Enter the current inventory of each item
     + Reporting -> Inventory -> End of Day Inventory Report
     + Choose previous business date
     + Choose 1 "Category", click preview
     + Transfer data from the "Quantity" column into this spreadsheet in the "Current Inventory" column
     + Order quantities listed in the "Order (Cases) column
3. **Go to** [www.tpcinfo.com](http://www.tpcinfo.com)
   * Enter username and password
   * Put curser over “create order”
   * Click on your custom guide, or standard guide 902 depending on which you use to order your food
   * Order food you need based on “Suggested Order” from your order estimates
   * 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)
   * 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
   * Repeat steps above as many times as necessary to order everything you need
   * Click the green “Place Order” button in the top right hand corner to place order