Order stock from suppliers

Let the system suggest what to order, raise purchase orders per supplier, and receive deliveries against them.

For Owners, managers · **Takes** 2 minutes

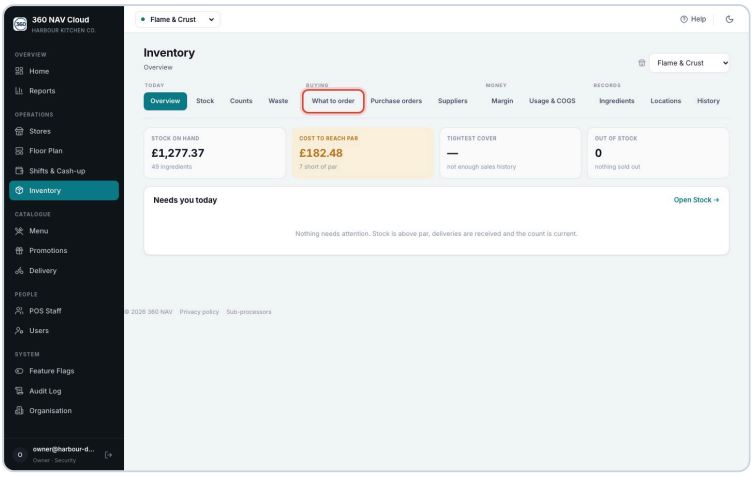
Watch the video
360navtech.com/pos/help/v/order-from-suppliers

Before you start

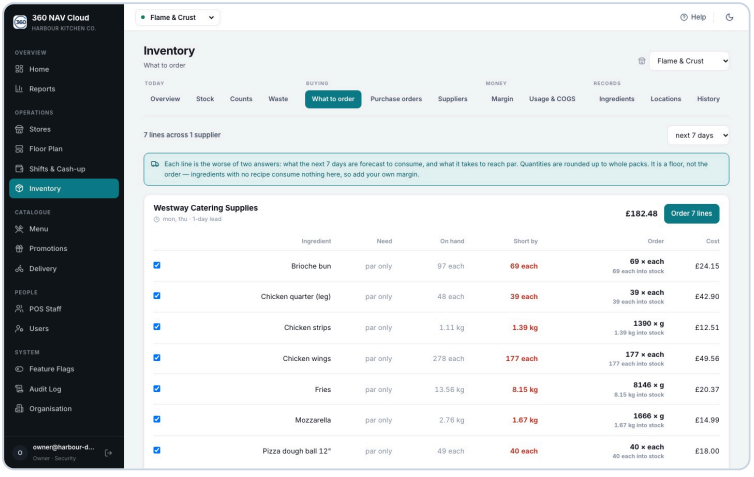
Give each ingredient a supplier and a par level (the amount you want on the shelf). Par levels are set on the **Stock** tab.

Steps

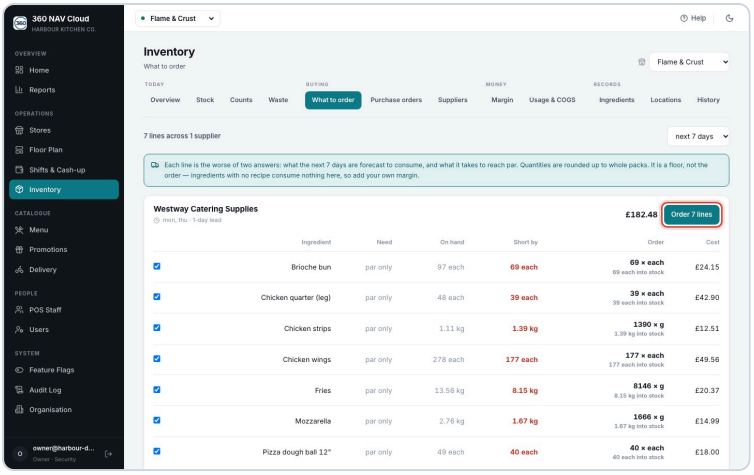
1 Open Inventory, then What to order.



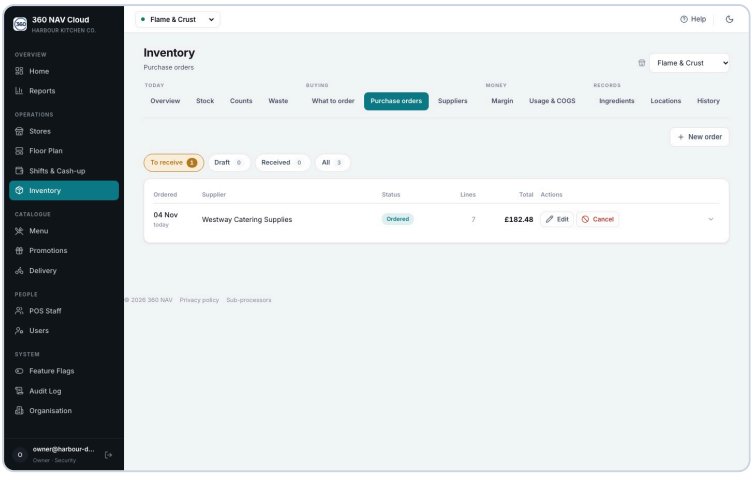
2 **Check the suggestions.** Everything below its par level, or likely to run out in the next few days based on your sales, is listed with a quantity to order.



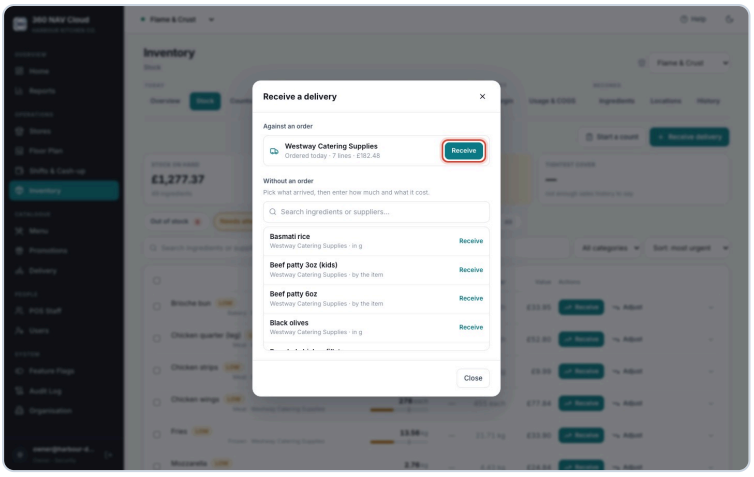
3. **Place the order.** Untick anything you don't want, then click **Order … lines** for the supplier. The purchase order is placed straight away.

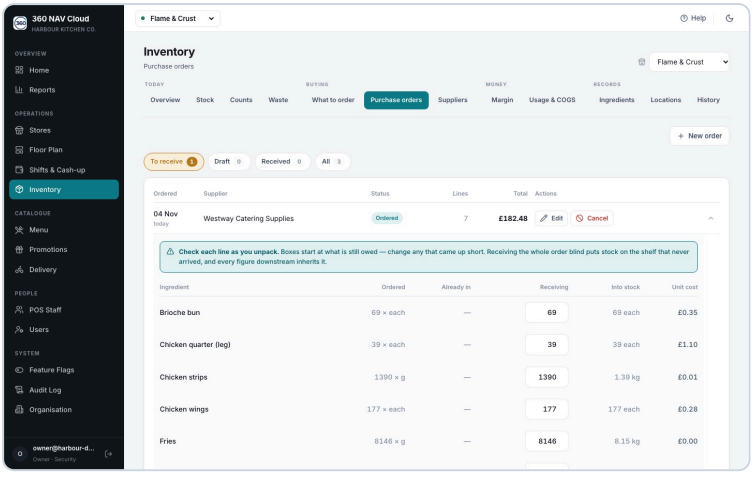


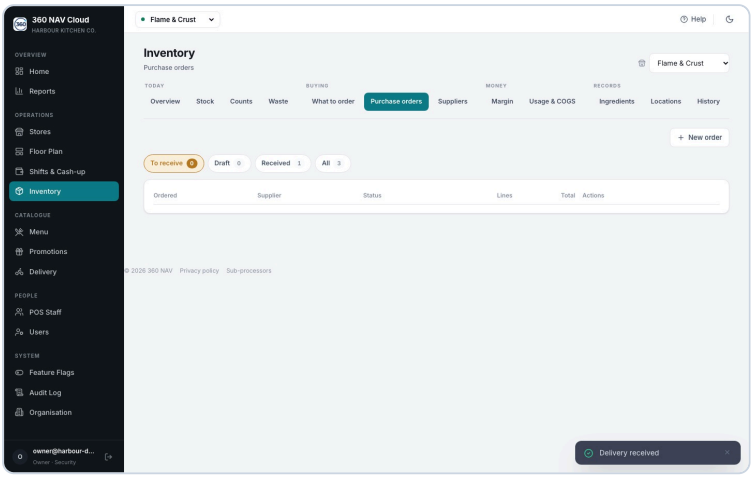
4. **Track it. Purchase orders** lists what's on order, what's still a draft, and what's been received.



5. **Receive it.** When the delivery arrives, open **Stock** → **Receive delivery** and pick the order under **Against an order**. Check the quantities and receive it. Stock goes up and each ingredient's cost updates.







Tips

- **Write one by hand** on the Purchase orders tab for one-off orders.
- A hand-written order can be saved as a draft first. A draft moves no stock and isn't sent anywhere until you place it.