

November 2025 OneSource Ordering Calendar10.9.2025

Monday	Tuesday	Wednesday	Thursday	Friday
3 Edit/Save Dairy Order for: Thursday ☐ Physical Inventory October 31, 2025 ☐ Due by Monday October 3rd 2025	4 Edit/Save Dairy Order for: Friday ☐	5 EZ Steps Menu Plan Quantities (ALL Sites) November 24 -26* Open Site only ☐ December 1-5* ☐ **This will create M/F or G/SS for Nov.24-28 this must be moved to previous vendor delivery for week of Nov. 17-21 by today Edit/Save Shopping list - ☐ M/F ☐ G/SS ☐ CK ☐ Goldstar ☐ Chemical November 17-21 ☐ Edit/Save Dairy Order for: Next Monday ☐	6 AFSS Review November 17-21 Create and Print Production Worksheet for following week: November 10-14 Edit/Save Dairy Order for: No Action	7 Central Office Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical November 17-21 Edit/Save Dairy Order for: Next Wednesday ☐
10 Print and Review Receiving Tickets the week of: November 17-21 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM. NNC Adjustments 12:00 PM Edit/Save Dairy Order for: Thursday ☐ Friday ☐	11 Holiday	12 EZ Steps Menu Plan Quantities (ALL Sites) December 8-12 ☐ December 15-19 ☐ Edit/Save Shopping list - ☐ M/F☐G/SS ☐CK ☐Goldstar ☐Chemical November 24-28* CK/Goldstar only November 24-28 M/F or G/SS should have been moved to week of Nov. 17-21 by Nov.5 December 1-5 Edit/Save Dairy Order for: : Next Monday ☐	13 AFSS Review November 24-28 CK/Goldstar only December 1-5 Create and Print Production Worksheet for following week: November 17-21 Edit/Save Dairy Order for: Next Tuesday ☐	14 Central Office Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical November 24-28* CK/Goldstar only December 1-5 Edit/Save Dairy Order for: Next Wednesday ☐
17 Print and Review Receiving Tickets the week of: November 24-28 CK/Goldstar only December 1-5 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM. NNC Adjustments 12:00 PM Edit/Save Dairy Order for: Thursday ☐	18 Edit/Save Dairy Order for: Friday ☐	19 EZ Steps Menu Plan Quantities (ALL Sites) December 22-26* Open Site only December 29 - January 2* Open Site only January 5-9* Open Site only *Rememberthis will create a M/F or G/SS for Dec 22-Jan 9 Winter Recess this shopping list must be moved to week of Dec. 15-19 Edit/Save Shopping list - ☐ M/F ☐ G/SS ☐ CK ☐ Goldstar ☐ Chemical December 8-12 ☐ Edit/Save Dairy Order for: December 24-26 Open Site only ☐	20 AFSS Review December 8-12 Create and Print Production Worksheet for following week: November 24-26 Open site only December 1-5 Edit/Save Dairy Order for: December 1 ☐ December 2 ☐ December 3 ☐	21 Central Office Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical December 8-12 Edit/Save Dairy Order for: No Action
24 Unassigned	25 Unassigned	26 Unassigned	27 Holiday	28 Holiday