

Ordering Guide Quick Guide



Before Ordering - Make sure all meal planning is done for the date(s) being ordered.

Creating a New Order From the **Home** tab or **Checklist**, click on the **Order** Button

Select the Order You would like to create

Click **Next**

Requested Delivery Date

- The system is set up to show the next available delivery date relative to today, based on your specific school.
- Verify that the **Requested Delivery Date** is correct. Change if necessary
- Click Next

Automatic Ordering

- This means this ordering group is going to consider what planned servings were entered on your Serving Plans for the given date range. Verify that the date range in the “Items needed for planned meals between” field and the Meal Types are accurate
- If not set, it means this ordering group is not going to consider any planned servings.

Order Worksheet Information					
Requested Delivery Date		7/7/2025	Ordering Group		Meat Frozen- Monday Delivery
Price Contract Date		7/7/2025	Automatic Ordering		meal planning 7/9/2025 - 7/11/2025, par-levels
Quantity	Unit Description	Catalog Number	Item Description	Brand	
1 cs / 0	72/Corn Dog	2012	CHICKEN CORN DOG CS/72/4 OZ	Foster Farms	
1 cs / 0	72/Chalupa	2508	BEEF & CHESE CHALUPA BULK	Miscellaneous	
1 cs / 0	12/1.5 lb (bag)	2502	TURKEY BREAST SMOKED SLICED	Jennie-O	
1 cs / 0	4/5 lb (bag)	2064	CHEESE AMERICAN SLICED CS/4/5#	LAND O'LAKES INC.	
3	10 lb (case)	2677	VEGAN CHIK'N NUGGETS CS/10 LB	Morning Star	
2	10 lb (case)	2793	VEGAN CHIK'N BUFFALO NUG CS/10#	Morninostar Farms	

- This setting is controlled by the Central Office and does not need to be modified. Click Finish to create the order

Review the generated Order

- Quantities are calculated based on what is currently in inventory, what is coming in future orders, what is marked for use in other menus, and what planned servings are on this week's menus
 - Items with pink 0 quantities mean the items do not need to be ordered according to Edison's calculations. The 0 can be changed if needed.
- For orders not using automatic ordering All quantities will be 0

Adjust quantities as needed

- Click on any of the column headers to sort by that column if needed
- Click the Filter icon within a column header to search for or filter items



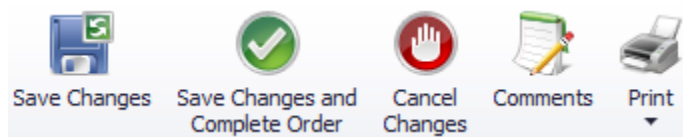
(As Needed) To add an item not already listed on the order

- Click the Add Item button
- Only items available from that Vendor will be listed
- Place a check mark next to the item and click OK
- The newly added item will appear at the bottom of the order screen
- Enter the quantity needed for the item



View Worksheet

- If there are issues with the order, the **View Worksheet** icon in the **Action** ribbon will be blinking red
- Click the **View Worksheet** icon
- Select “**Include details of all items with problems**” and then click **OK**
- Items that show “**Catalog number not available for order**” means the item is not on a price contract and cannot be ordered. Contact the Central Office for assistance.



- **Save Changes** – puts the order in an “Incomplete” status
- **Save Changes and Complete Order** – saves the order and pushes it to the Central Office for approval and submission to the vendor. If the order doesn’t need CO approval it will be submitted to the vendor when the button is clicked. Click Yes if the “Automatic Ordering” warning appears.
- **Cancel Changes** – deletes orders that have not yet been saved, and saves new changes made to orders that were previously saved
- **Comments** – add a comment to the order that can be viewed by the Central Office.
- **Print** – print available reports as needed

After Completing your order, the system will generate a Receiving ticket.

CAFÉ LA LAUSD		Los Angeles Unified School District Receiving Ticket				
Order ID: 55		Order From: (LAUSDPC) LAUSD Procurement Services Center (Warehouse)				
Deliver To: (1532101) MILLER EL		Ordering Group: Grocery & Staples-Thursday Delivery				
Requested Delivery Date: 7/10/2025		meal planning 07/07/2025 - 07/16/2025, par-level				
Catalog Number	Vendor Item Number	Item Description	Purchased Case Price	Donated Value / Case	Case/Qty Ordered	Case/Qty Received
1647		BBQ SAUCE BULLSEYE 1 OZ	\$0.0000	\$0.0000	2	200/Ind. Package
1219		CHILE GREEN, DICED/CND 6/#10CAN	\$0.0000	\$0.0000	1	6 /#10 Can
1427		CROUTONS, WG CS/4/40 OZ	\$0.0000	\$0.0000	3	12 /40 oz (bag)
1707		CRUNCHIES ITALIAN HERB 8/1.25	\$0.0000	\$0.0000	1	8/1.25 lb (bag)

Editing an order that has been sent to CO for approval.

- Some orders may have timelines set for allowing changes.
- **Home>Review & Approve Orders**
- Find the order in the list of orders with the “Awaiting Approval” status.
- Highlight the order & click **Edit**
- Make the changes needed and **Save** the order again.

Editing an Existing Saved/Incomplete Order

- From the **Home** tab, click on the **Order** Button
- Double click on the order record OR highlight the order and click **Edit Order** from the **Action** ribbon
- Make the necessary changes
- Click **Save** to just save the changes OR if the order is ready to be submitted, click **Save Changes and Complete Order**

Reviewing Submitted Orders

- From the **Home** tab, click on the **Review and Approve Orders** button. Use the filters within the **Order Status** section of the **Action** ribbon to search for open, submitted orders.
- Click **Approved & Sent** to see these orders.