

September 2025 Onesource Ordering Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
1 Holiday	2 <u>Edit/Save Dairy Order for:</u> Friday by 2:00pm <u>August 31, 2025, Physical Inventory Due</u> by September 2	3 <u>EZ Steps Menu Plan Quantities (ALL Sites)</u> September 29-October 3* *Remember this will create a shopping list for GSS deliveries for Sept.23 Unassigned these shopping list must be moved to the last scheduled delivery for the week of September 15-19 by today <u>Edit/Save Shopping list</u> - <input type="checkbox"/> M/F, <input type="checkbox"/> G/SS, <input type="checkbox"/> CK, <input type="checkbox"/> Goldstar <input type="checkbox"/> Chemical September 15-19 <u>Edit/Save Dairy Order for:</u> Next Monday by 2:00pm	4 AFSS Review September 15-19 <u>Create and Print Production Worksheet for following week:</u> September 8-12 <u>Edit/Save Dairy Order for:</u> Next Tuesday by 2:00pm	5 <u>Consolidation for Shopping list M/F, GSS, CK, Goldstar and Chemical</u> September 15-19 <u>Edit/Save Dairy Order for:</u> Next Wednesday by 2:00pm
8 Print and Review Receiving Tickets the week of: September 15-19 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM . NNC Adjustments 12:00 PM <u>Edit/Save Dairy Order for:</u> Thursday by 2:00pm	9 <u>Edit/Save Dairy Order for:</u> Friday by 2:00pm	10 <u>EZ Steps Menu Plan Quantities (ALL Sites)</u> October 6-10* *Remember this will create a shopping list for M/F or GSS deliveries for Oct.2 Unassigned these shopping list must be moved between Sept. 25-30 by today <u>Edit/Save Shopping list</u> - <input type="checkbox"/> M/F, <input type="checkbox"/> GSS, <input type="checkbox"/> CK, <input type="checkbox"/> Goldstar <input type="checkbox"/> Chemical September 22-26* *Remember any M/F or GSS Shopping list for Sept.23 Unassigned should have been moved to last scheduled delivery of Sept.15-19 as of September 3 <u>Edit/Save Dairy Order for:</u> Next Monday by 2:00pm	11 AFSS Review September 22-26 <u>Create and Print Production Worksheet for following week:</u> September 15-19 <u>Edit/Save Dairy Order for:</u> Next Tuesday by 2:00pm	12 <u>Consolidation for Shopping list M/F, GSS, CK, Goldstar and Chemical</u> September 22-26* *Sept 23 CK/Goldstar only <u>Edit/Save Dairy Order for:</u> Next Wednesday by 2:00pm
15 Print and Review Receiving Tickets the week of: September 22-26 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM . NNC Adjustments 12:00 PM <u>Edit/Save Dairy Order for:</u> Thursday by 2:00pm	16 <u>Edit/Save Dairy Order for:</u> Friday by 2:00pm	17 <u>EZ Steps Menu Plan Quantities (ALL Sites)</u> No Action <u>Edit/Save Shopping list</u> - <input type="checkbox"/> M/F, <input type="checkbox"/> GSS, <input type="checkbox"/> CK, <input type="checkbox"/> Goldstar, <input type="checkbox"/> Chemical September 29-October 3* *Remember any M/F or GSS Shopping list for Oct.2 Unassigned should have been moved to last scheduled delivery between Sept.25-30 as of Sept 10 <u>Edit/Save Dairy Order for:</u> Next Monday by 2:00pm	18 AFSS Review September 29-October 3* *October 2 CK and Goldstar only <u>Create and Print Production Worksheet for following week:</u> September 22-26 <u>Edit/Save Dairy Order for:</u> Next Tuesday Open Site only by 2:00pm	19 <u>Consolidation for Shopping list M/F, GSS, CK, Goldstar and Chemical</u> September 29-Oct.3* *Oct. 2 CK/Goldstar only <u>Edit/Save Dairy Order for:</u> Next Wednesday by 2:00pm
22 Print and Review Receiving Tickets the week of: September 29-October 3 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM . NNC Adjustments 12:00 PM <u>Edit/Save Dairy Order for:</u> Thursday and Friday by 2:00pm	23 Unassigned Day EEC/Open Site only	24 <u>EZ Steps Menu Plan Quantities (ALL Sites)</u> October 13-17 <u>Edit/Save Shopping list</u> - <input type="checkbox"/> M/F, <input type="checkbox"/> GSS, <input type="checkbox"/> CK, <input type="checkbox"/> Goldstar, <input type="checkbox"/> Chemical October 6-10 <u>Edit/Save Dairy Order for:</u> Next Monday by 2:00pm	25 AFSS Review October 6-10 <u>Create and Print Production Worksheet for following week:</u> September 29-October 3 <u>Edit/Save Dairy Order for:</u> Next Tuesday by 2:00pm	26 <u>Consolidation for Shopping list M/F, GSS, CK, Goldstar and Chemical</u> October 6-10 <u>Edit/Save Dairy Order for:</u> Next Wednesday by 2:00pm
29 Print and Review Receiving Tickets the week of: October 6-10 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM . NNC Adjustments 12:00 PM <u>Edit/Save Dairy Order for:</u> Thursday Open Site only by 2:00pm	30 <u>Edit/Save Dairy Order for:</u> Friday by 2:00pm	<u>Edit/Save Shopping list</u> - <input type="checkbox"/> M/F, <input type="checkbox"/> GSS, <input type="checkbox"/> CK, <input type="checkbox"/> Goldstar, <input type="checkbox"/> Chemical Checkbox has been added to track task status <ul style="list-style-type: none">• M/F = Meats/Frozen• GSS = Grocery/Staples/Supplies• CK = Central Kitchen		

Note: Communications are turned off Fridays 6am-11am

8/21/2025

