How to Creating Stock Orders

Choose orders on the Push Button Menu.

To create a new order, click **New**, and the Order Sheet will open.

Supplier
Choose to work with all suppliers to create multiple orders simultaneously or select a single supplier only.

Populate By
Choose to populate supplier listing by the 'Last Suppler' you received a stock item from or 'Best Bid Price' according to the bids you received from your suppliers. (This is only available if "All Suppliers" are selected).

Select Items By
Select how you want the items to appear in the pick list. By Location, Group or All.

Additional Details
Specify the Order Date, Delivery Date and identify who prepared the order.

Selecting Items
To choose an item you wish to order, double click on the item, or highlight it and Click 'Add', or drag and drop the items onto the order list. The item appears in the order list with the supplier indicated. The entry will default to the space to enter the quantity you wish to order. Continue selecting the desired items and amounts to complete your order. When finished click Create.

Once you have finished your order, Optimum Control will automatically compile separate orders for each supplier and present you with a window to attach Purchase Order Numbers and any Comments. Click **Save** to continue and each order will be created and shown as a Pending Order in the Order Window.