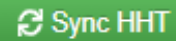


# evoBackOffice Stock Ordering

Stock orders are created in evoBOS to transmit to stores main supplier or can be saved in a suitable format to email to direct suppliers. Using the Hand Held Terminal (HHT) to populate the order screen is the quickest and most accurate way to construct the order as it uses the product barcode to select the items, once in the order screen items and quantities can be edited as required.

The HHT contains a copy of the stores stock file, which should be updated regularly to include any recent changes and up to date stock quantities.

From the Menu Bar, Select -> Stock -> Stock Item Search



**1** On the HHT select "ordering" scan each product, and enter the quantity required to order in outers – *the screen will display the quantity of items in an outer* – once scanning complete return the HHT to its cradle.

The Order screen will populate with the scanned items.

PLU Code	Description	Supplier Code	Stock On Hand	On Order	Pack Size	Pack Cost	Packs Ordered	Total
881074	MCCAIN HOME CHIPS ST/CUT 1KG	235627	0	0	12	£26.05	1	£26.05
881887	AUNT BESS. H/S. CHIPS 600G	329978	0	0	8	£11.30	2	£22.60
884075	B.F. COD. FISH FINGERS 10'S 280G	303206	0	0	12	£19.33	1	£19.33

From the Menu Bar, Select -> Stock -> Ordering

**2**

- Select **Add Order**
- Select **Supplier** from the dropdown list (some suppliers also require a depot to be selected)
- Enter **Delivery Date**
- Enter a **Reference** for the order
- Select **Create Order**

Item quantities can be amended or items deleted as required. Use the item search to add additional items.

**4** When order is finished

- Select **complete** order

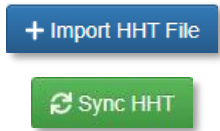
**Transmit** - to send to main supplier.  
 Or  
**Print** – to print or save file

**3**

- Select **Import HHT**
- Sync HHT**

Once the file from the HHT displays

- Select import



Filename	Imported	Lines
ORDER_20210414161116.TXT	14/04/2021 16:11	12

**Remember to delete the order file from the HHT once the items have been imported.**

- On the HHT screen **Select Utilities / Delete Result.**
- Select order file to delete from the list.