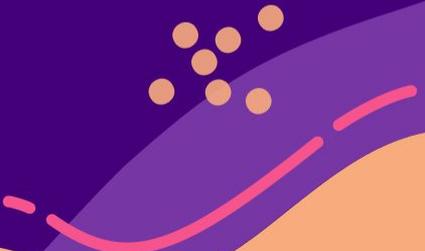


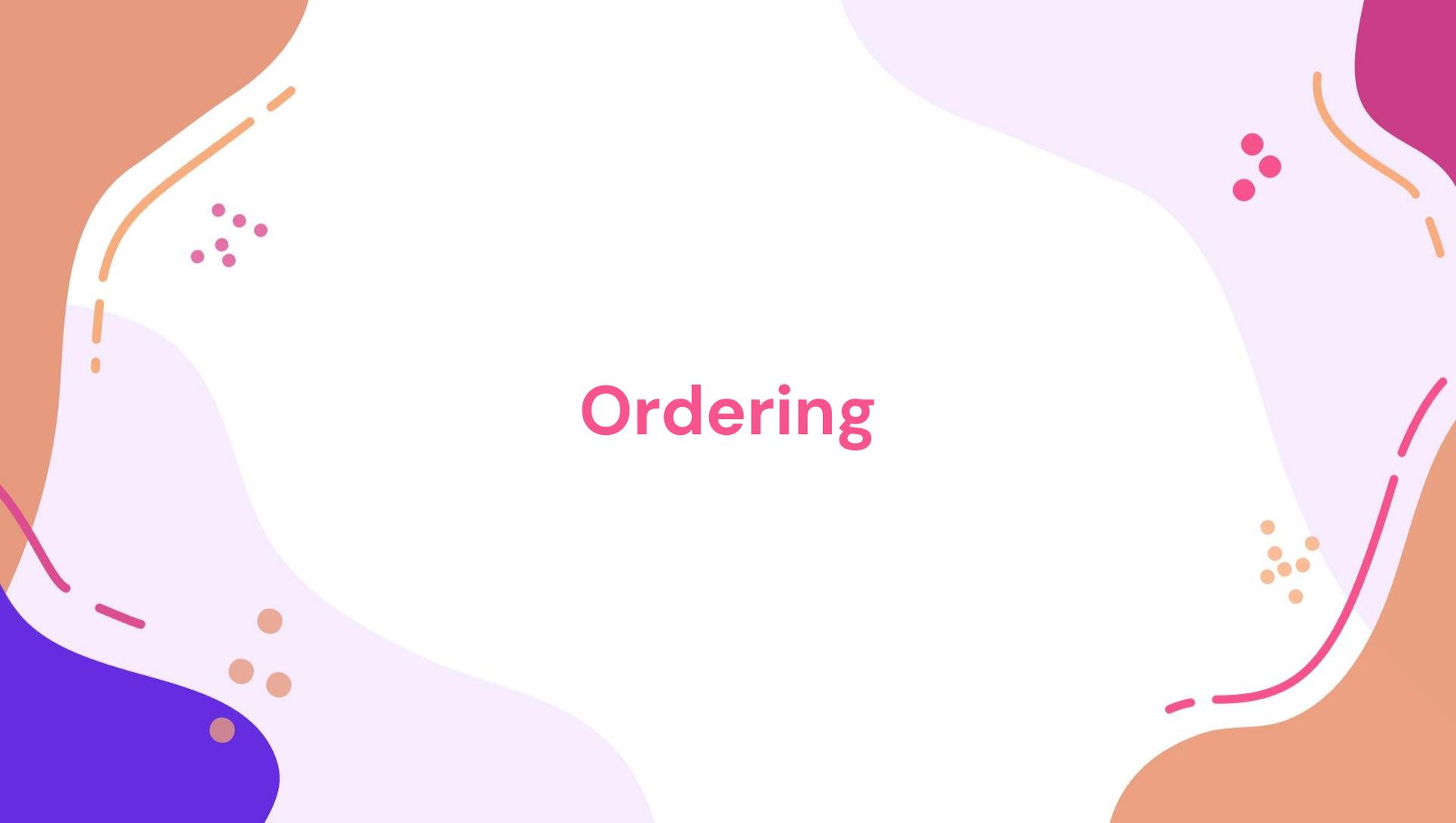


CONNECT

MCS Edison – Order Up: Get the Most Out of Edison Ordering

PRESENTED BY Robyn Riley





Ordering

Price Contracts

- Defaults to effective price contracts – Click the X to remove the filter and see all price contracts
- Description – visible when receiving off price contract
- Allow Ordering – uncheck this if you have a price contract that's only for substituted items
- Restrict Price Overrides – If using Invoice Processing, uncheck this option
- Donated Values – Need to set Donation Source first
- Changing prices vs inactivating and making a new record
 - Keep the history of price changes by inactivating and copying the item
- Importing price contract information – on the roadmap

Internal Order Lists

- Utilizing Item Filters – Add groups of items as opposed to one item at a time
 - Allow Broken Cases – when checked, all items within the filter can be ordered by a partial case
 - Not available (item category, or just list the item directly)
- Availability
 - Always Available – items can be ordered at any time
 - Only On Hand Inventory – items can only be ordered if the fulfilling site has it in inventory at the time the order is placed by the site
 - On Hand or Orderable – items can only be ordered if the fulfilling site has it in inventory OR the items are on an active, effective price contract that the fulfilling site can order off of at the time the order is placed by the site
 - Not Available – items cannot be ordered, regardless of the fulfilling site's inventory
- Priority – Set the most important filters to High (USDA, items Not Available, etc.)

Creating Orders

- How does Edison figure out how much to order?
 - Items needed based on meal planning
 - Inventory On Hand
 - Encumbered inventory
 - Un-received orders
 - Par levels
- View Worksheet

Approving Orders

- Bulk Changes
 - Add, Remove, or Substitute Items on multiple orders

Bulk-Change Orders

Bulk-Change Type
Please select which kind of bulk-changes you would like to apply

Add an item to each order

Remove an item from each order

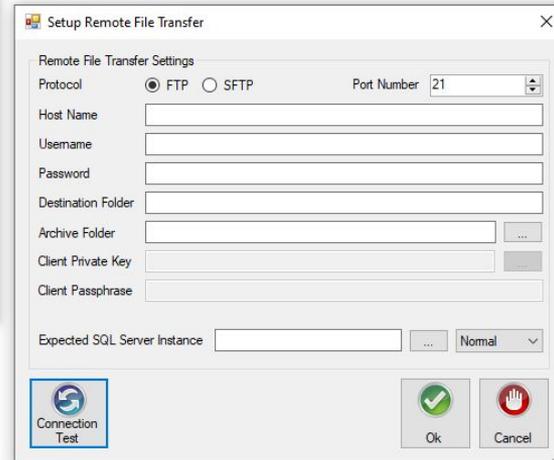
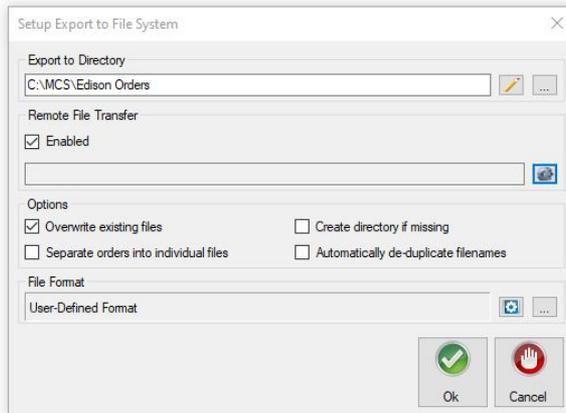
Substitute one item for another on each order

Comments

< Back Next > Cancel

Sending Orders to Vendors

- Order Send Methods
 - Email
 - Export to File System
 - Use this option to send orders via FTP/SFTP



Filling Warehouse Orders

- Bulk Changes
 - Add, Remove, or Substitute Items on multiple orders

Bulk-Change Orders

Bulk-Change Type
Please select which kind of bulk-changes you would like to apply

Add an item to each order

Remove an item from each order

Substitute one item for another on each order

Comments

< Back Next > Cancel

Filling Warehouse Orders

- Review Transfers
 - Quickly see orders not yet received, order discrepancies, and receiving discrepancies

Transfer ID	Date Issued	From Site	To Site	Order Requested Receive Date	Issued By	Receiving Discrepancy	Order Discrepancy	Date Received
2134	1/2/2025	(0006) Central...	(0003) Adams ...	1/2/2025	System Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1/2/2025
2132	12/18/2024	(0007) Nutritio...	(0003) Adams ...	12/17/2024	System Manager	<input type="checkbox"/>	<input type="checkbox"/>	12/18/2024
2133	12/18/2024	(0007) Nutritio...	(0003) Adams ...	12/18/2024	System Manager	<input type="checkbox"/>	<input type="checkbox"/>	12/18/2024
2126	12/11/2024	(0006) Central...	(0003) Adams ...	12/11/2024	System Manager	<input type="checkbox"/>	<input type="checkbox"/>	12/11/2024
2125	12/11/2024	(0006) Central...	(0003) Adams ...	12/11/2024	System Manager	<input type="checkbox"/>	<input type="checkbox"/>	12/11/2024
2128	12/11/2024	(0007) Nutritio...	(0003) Adams ...	12/11/2024	System Manager	<input type="checkbox"/>	<input type="checkbox"/>	12/11/2024

Review Ordering History

- View a complete history of all orders – who did what and when
- Bolded lines are the last action made to the order

ID	User	Change Date	Change Type	Delivery Date	Ordering Group
32157	System Manager	3/28/2025 8:27 AM	Sent	4/4/2025	Warehouse to school
32157	System Manager	3/28/2025 8:27 AM	Edit Requested Delivery Date	4/4/2025	Warehouse to school
32157	System Manager	3/28/2025 8:27 AM	Mark Unsent	1/2/2025	Warehouse to school
32157	System Manager	3/28/2025 8:26 AM	Manual Edit Order	1/2/2025	Warehouse to school
32156	System Manager	1/2/2025 12:54 PM	Received	1/2/2025	Vendor to school

Reports

- Automatic Order Discrepancies: See the changes made to suggested order quantities
- Ordering Status: View which sites have and have not completed orders

Ordering Status

Ordered by Site All Sites | Requested Delivery Date 4/4/2025

Ordering Group: Warehouse to school

For Delivery on 4/4/2025

Site	Order ID	Date Started	Started By User	Date Completed	Completed By User
(0003) Adams Elementary	32157	1/2/2025	System Manager	1/2/2025 12:45 PM	System Manager
(0005) Finishing Kitchen					

Total Sites using this Ordering Group:	2
Sites with Completed Orders:	1
Sites with Incomplete Orders:	0
Sites with No Orders:	1