

**Delivery Date and Site**  
After selecting The Delivery Date and Site, the grid will populate with available items

**Add Comments**  
You can add relevant comments to the order

**Apply Filters**  
Select filters to narrow down which items appear in the grid

**Clear Filters**  
Clearing all filters will revert all fields to their defaults.

The screenshot shows the Meals Plus interface for Globex Schools. The left sidebar contains navigation options: ADMINISTRATION, INVENTORY, ORDERS / PURCHASING (selected), RECEIVING, ON-HAND TRANSACTIONS, ITEM MAINTENANCE, TRUCK ROUTE MGMT, INVENTORY REPORTS, INVENTORY SETUP, CENTRAL KITCHEN, INVENTORY UTILITIES, MENUS, REPORTS, SERVE, STUDENTS, and UTILITIES. The main area displays filter options for DELIVERY DATE (04/08/2020), SITE (140 North Elementary), COMMENTS, ITEM GROUP (All), DISTRIBUTOR (All), and BID GROUP (All). Below the filters is an ORDER TAG dropdown and a summary: Browse Items(484) / Order Items(0) with a Total merchandise amount of \$ 0.0000. The main table lists items with columns for Item Code, Description, Kitchen Item, Pack Size, Item Packaging, Purchase Qty, Unit, Pack Qty, Pack Unit, Price, Distributor, and Qty On Hand. The first row shows item 4012, Antimicrobial Fruit/Veg Trea... with a price of 92.2000 and a quantity on hand of 1 CASE 0.00 GA... The table also includes buttons for Back, Add Par Items, and Preview Order Items.

**On-Hand**  
The current On-Hand quantity will be shown here

**Search**  
You can search for items by entering info in the corresponding column. Example: You can find all chicken items available to order by typing "chicken" in the description column.

**Enter the Amount to Order**  
Enter the Purchase Qty for the item by typing in the field. The conversion for each Case can be found in the Item Packaging column.

**Price**  
The current Bid Price for the item will be shown.

**Par Items**  
You can easily fulfill orders by using this button if you have your Par Levels set up for your Inventory.

**Confirm**  
If your order is ready, click Preview Order Items to be taken to the confirmation page.