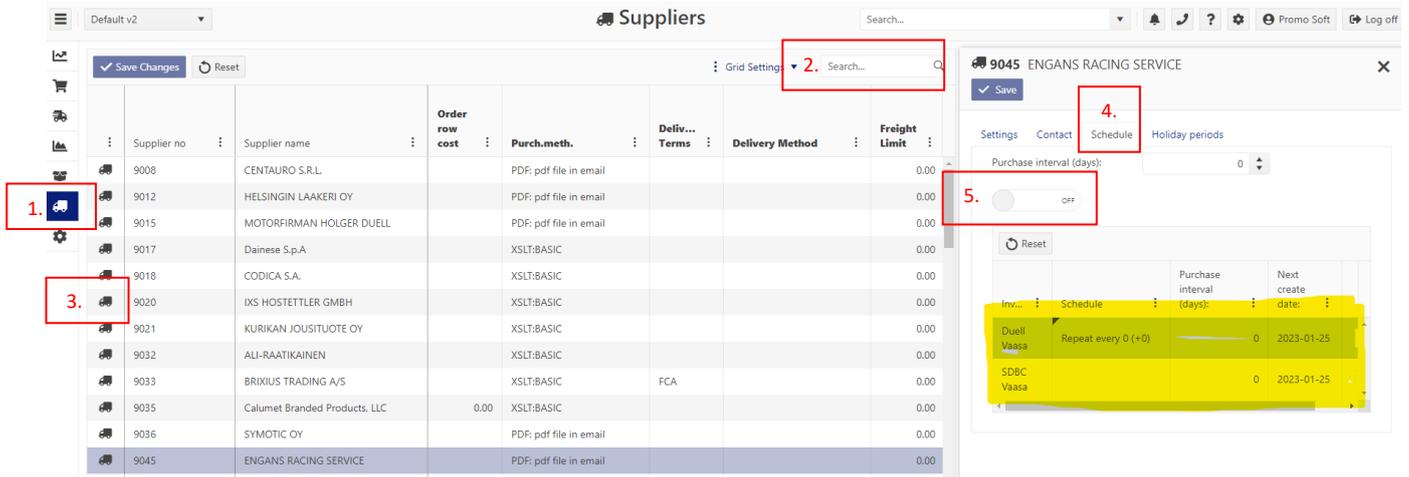


How-To Guide

Schedule Purchase Proposals

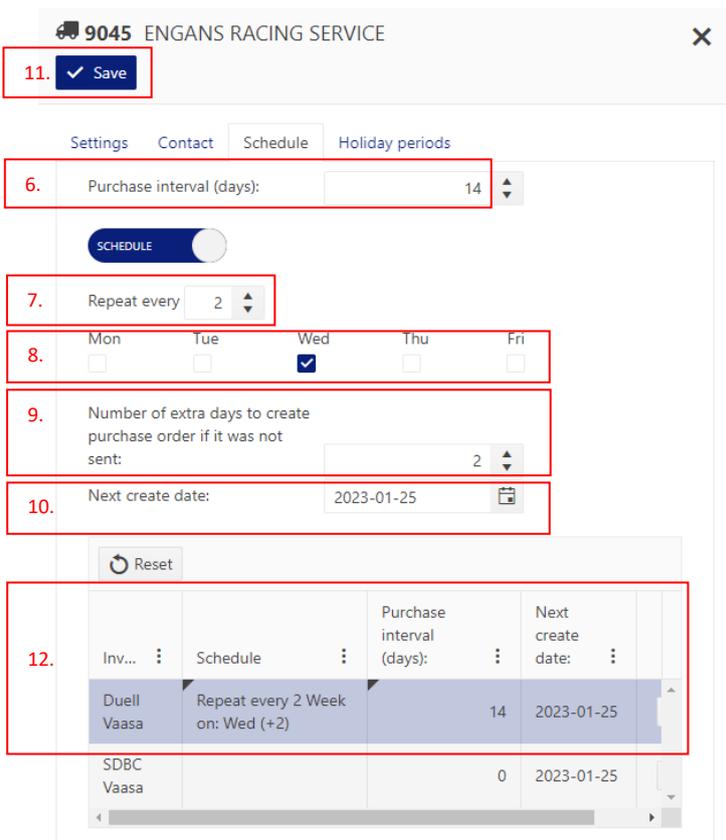
SOLO Web

1. Menu: *Suppliers*
2. Find your topical supplier by scrolling the list alternatively *searching* on name or number.
3. Click the truck to choose the specific supplier.
4. Go to the tab *Schedule*, choose **topical inventory** in the list below if you have more than one.
5. *Activate* the function.



The screenshot shows the 'Suppliers' list with a search bar at the top. A red box labeled '1.' points to the 'Suppliers' menu icon. Another red box labeled '2.' points to the search bar. A third red box labeled '3.' points to the truck icon for selecting a supplier. A fourth red box labeled '4.' points to the 'Schedule' tab in the supplier details for '9045 ENGANS RACING SERVICE'. A fifth red box labeled '5.' points to the 'Purchase interval (days):' field, which is currently set to 0 and has an 'OFF' toggle next to it.

6. Choose how often you wish to have a purchase proposal by setting a *daily interval*. For a proposal twice a week – set to 3. For a weekly proposal – set to 7, every other week – set to 14 and so on.
7. Choose how often you wish to have a purchase proposal by setting a *weekly interval*. The example below implies a proposal is requested every other week. If set to 1 it indicates a request for proposal(s) every week.
8. Select which *weekday(s)* you'd like to have your proposal.
9. State for how *many days* the proposal should be repeated/displayed if the proposal for some interval isn't purchased on designated day.
10. Indicates when next proposal will be created. You can via this field choose to delay the creation of proposals on topical supplier.
11. *Save!*
12. An overview of settings made on supplier's schedule.



The screenshot shows the 'Schedule' tab for '9045 ENGANS RACING SERVICE'. A red box labeled '11.' points to the 'Save' button. A red box labeled '6.' points to the 'Purchase interval (days):' field, which is set to 14. A red box labeled '7.' points to the 'Repeat every' field, which is set to 2. A red box labeled '8.' points to the weekday selection area, where 'Wed' is checked. A red box labeled '9.' points to the 'Number of extra days to create purchase order if it was not sent:' field, which is set to 2. A red box labeled '10.' points to the 'Next create date:' field, which is set to 2023-01-25. A red box labeled '12.' points to a summary table at the bottom of the page.

Inv...	Schedule	Purchase interval (days):	Next create date:
Duell Vaasa	Repeat every 2 Week on: Wed (+2)	14	2023-01-25
SDBC Vaasa		0	2023-01-25