



Hold Off, Last Chance & Add Specials to Orders

Overview

- *Hold Off, Last Chance and Add Specials* can be applied against any order BEFORE Finalisation. These functions can save you money as you can see when the costs are lower on products and buy more, or wait to buy.
- Warehouse Specials normally have a monthly cycle where you can buy at the reduced rate 2 weeks before the Special starts, the one week sell period and the 1 week after.
 - ✓ Hold Off checks for Specials *starting* next Monday as Costs will be lower then. This allows you to make the decision to order today or hold off until next week.
 - ✓ Last Chance checks for Specials *ending* from this Friday so you can decide to buy more today while the cost is lower.
 - ✓ Add Specials to Order allows the user to select current Specials to add to the order with a qty of zero.



[Click here to watch the video on Hold Off, Last Chance & Add Specials](#)

1. ▪ From the Order Management Screen, double click the required UNFINALISED order to View and Edit

Order management								
Orders E = To be posted electronically <input type="checkbox"/> Show Finalised								
Order#	Description	Supplier	Creation Date	Order Value	Lines	Ctns	Units	
E 7358	WEDNESDAY WAREHOUS...	WAREHOUSE HOSTED	13/09/2017	7813.88	289	235	390	
E 7355	FRIDAY WAREHOUSE HO...	WAREHOUSE HOSTED	08/09/2017	2443.00	1	50	0	

2. Buy Right red and green buttons

- **Hold Off** ● checks for Specials **starting** next Monday as Costs will be lower then. This allows you to make the decision to buy today or hold off until next week.
- **Last Chance** ● checks for Specials **ending** from this Friday so you can decide to buy more today while cost is lower.

Products [F7] Details [F8] Sales history [F10]

Product: 375822 COCA COLA DIET 200ML 8PK Last order information:
 Qty: 1 Value: 19.10 Date: 04/Sep/2017 (9 days)
 Last Buy: 0.00 Last Order: 0.00 Last Disc%: 0.0

Units/Ctn: 3 Min Order: 3 Force Qty: 0 Shelf: 0
 Pot/OH: 0 On Hand +3 On Order -1/0

Normal Cost: 19.10
 Special Cost: 17.00 28/08/2017 to 15/09/2017
 Savings: 2.10 0.70 11.0%

Sell promotions:

Start date	End date	Special 1	GP%	Special 2	GP %	Inc %
22/02/2017	28/02/2017	6.99	8.9			-100...
15/02/2017	21/02/2017	7.99	20.3			179.0%

Sales	Qty	Value	Sales	1	2	3	4	5	6	7	8	9	10	11	12	13	Avg
Today:	0	0.00	Day:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			Week:	5	0	4	4	1	2	3	4	1	2	1	1	1	2
			Month:	10	9	3	3	3	1	1	5	2	3	4	5	10	5

Product Code	Description	UPC	Avg/Wk	Pot/OH	Cover	Cartons	Units	Cost	Extended	Buy/Hold
159652	COCA COLA DIET 10X375ML 10PK	2	0	0	39	1	0	14.00	14.00	●
375822	COCA COLA DIET 200ML 8PK	3	2	3	20		0	17.00	17.00	●
373683	HARTZ SPRING WATER 1.5LT	8	51	0	2	2	0	12.39	24.78	●
2989	MAISON SUPREME WHITE 750ML	12	0	0	0	1	0	42.28	42.28	●
542870	MAXIMUS SPORTS DRINK GREE 1LT	12	0	0	0	1	0	34.23	34.23	●
542897	MAXIMUS SPORTS DRINK YELL 1LT	12	0	0	0	1	0	34.23	34.23	●
505172	MIZONE B/CURNT SPORTS WATER 750M	12	0	0	0	1	0	26.00	26.00	●
357624	MIZONE WATER LIME 750ML 750ML	12	0	0	0	1	0	27.93	27.93	●
699384	MOTHER FUEL CAP BOTTLE PE 500ML	24	0	0	0	1	0	54.81	54.81	●
726696	MT FRANKLIN L/SPARKLING B 450ML	24	3	0	53	1	0	45.44	45.44	●
350780	SCHW AGRUM BLOOD ORANGE 1.25LT	12	3	0	53	2	0	18.91	37.82	●
274562	SCHW BITTER LEMON 300ML 4PK	6	1	0	58	2	0	23.61	47.22	●
274669	SCHW DIET TONIC 300ML 4PK	6	2	0	34	2	0	23.61	47.22	●
398952	SCHW DIET TONIC WATER 1.25LT	12	5	0	18	1	0	18.91	18.91	●
15878	SOLO LEMON 1.25LT	12	15	0	6	1	0	17.00	17.00	●
10575	SOLO LEMON 600ML	24	7	0	26	1	0	50.00	50.00	●

All Hold off Last Chnc Specials 39 of 39 Totals: 43 0 1384.64
 \$ spent on promos: 130.00 (9.4%)
 ROI (Extra profit): 21.31 (16.4%)

[Ctrl+D] to delete a line

How this works (using examples from screen above)

● 375822 is flagged as **Last Chance**. Today's date is 13.09.17 (Wednesday). This Special Cost is ending 15.09.17 (this Friday). Consider buying more now while the cost is lower.

This special is active so the details can be seen at the top of the screen.

Products [F7] Details [F8] Sales history [F10]

Product: 375822 COCA COLA DIET 200ML 8PK Last order information:
 Qty: 1 Value: 19.10 Date: 04/Sep/2017 (9 days)
 Last Buy: 0.00 Last Order: 0.00 Last Disc%: 0.0

Units/Ctn: 3 Min Order: 3 Force Qty: 0 Shelf: 0
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Normal Cost: 19.10
 Special Cost: 17.00 28/08/2017 to 15/09/2017
 Savings: 2.10 0.70 11.0%

Sell promotions:

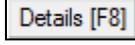
Start date	End date	Special 1	GP%	Special 2	GP %	Inc %
22/02/2017	28/02/2017	6.99	8.9			-100...
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Sales	Qty	Value	Sales	1	2	3	4	5	6	7	8	9	10	11	12	13	Avg
Today:	0	0.00	Day:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			Week:	5	0	4	4	1	2	3	4	1	2	1	1	1	2
			Month:	10	9	3	3	3	1	1	5	2	3	4	5	10	5

Product Code	Description	UPC	Avg/Wk	Pot/OH	Cover	Cartons	Units	Cost	Extended	Buy/Hold
159652	COCA COLA DIET 10X375ML 10PK	2	0	0	39	1	0	14.00	14.00	●
375822	COCA COLA DIET 200ML 8PK	3	2	3	20		0	17.00	17.00	●

 350780 is flagged as **Hold Off**. Today's date is 13.09.17 (Wednesday). This Special Cost is starting 18.09.17 (next Monday). Consider waiting to buy until next Monday.

This special is NOT active yet so you will need to click in the CTN or UNITS column of the product and click

 to view **Cost** promo details.

Products [F7] Details [F8] Sales history [F10]

Suppliers for this product:

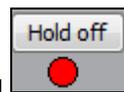
Supplier	Cost	Last buy	RRP
 WAREHOUSE HOSTED	23.61	22.26	5.00

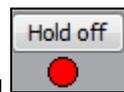
Cost promotions:

Start date	End date	Supplier	Normal	Special	Savings \$	Savings %
18/09/2017	09/10/20...	WAREHOUSE HOSTED	23.61	21.00	2.61	11.1

- Click  to return to the normal order grid view

3. Hold Off



- You can also view all the **Hold Off** products by clicking  at the bottom of the screen.
- This will list products **starting** on Special next week Monday.
- You can check the quantities and adjust as required. Perhaps lower the quantity, or not order at all as the cost will be lower from next Monday.

Product Code	Description	UPC	Avg/Wk	Pot/OH	Cover	Cartons	Units	Cost	Extended	Buy/Hold
274562	SCHW BITTER LEMON 300ML 4PK	6	1	0	29	0	0	23.61	23.61	
274669	SCHW DIET TONIC 300ML 4PK	6	2	0	17	1	0	23.61	23.61	
373683	HARTZ SPRING WATER 1.5LT	8	51	0	1	1	0	12.39	12.39	
350780	SCHW AGRUM BLOOD ORANGE 1.25LT	12	3	0	26	1	0	18.91	18.91	

All Hold off Last Chnc Specials **4 of 44** Totals: 4 0 78.52
 \$ spent on promos: 0.00 (0%)
 ROI (Extra profit): 0.00 (0%)

  [Ctrl+D] to delete a line

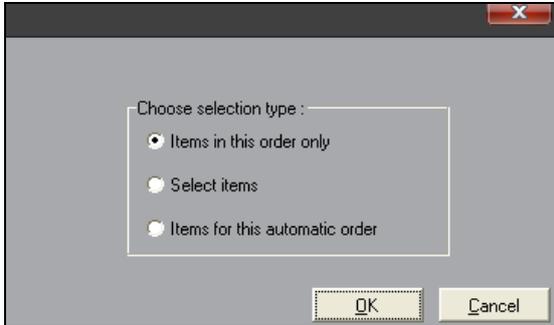
- Note how the counter displays the number of items in **Hold Off** status and the total number of items in the order.
- Click  to save your changes
- Click  to view ALL products again OR click  to close the order.

4. **Last Chance**



- You can also view all the **Last Chance** products by clicking

Last Chance Selections



- Items in this order only:** only looks at items currently in the order
- Select items:** you can select **Last Chance** products to bring into the current order. Eg. select to bring in products from the Dairy Department. This will **not** bring in all products in the Dairy Dept, only products on Last Chance will be loaded into the order grid for you to check and order.
- Items for this automatic order:** (only shows this selection if you are in an Automatic Order). Looks at **all** items that were part of the re-order suggestion, even those that were **not** included in the order. Eg. Fanta 2lt was not included in the auto order as there was enough stock, but with Last Chance you can include this product and buy at the lower cost.

- Products listed are those where the Cost Special is **ending** from this Friday so this is your **Last Chance** to increase buying at the lower cost.

Product Code	Description	UPC	Avg/Wk	Pot/OH	Cover	Cartons	Units	Cost	Extended	Buy/Hold
10575	SOLO LEMON	600ML	24	7	0	26	0	50.00	50.00	●
15878	SOLO LEMON	1.25LT	12	15	0	6	0	17.00	17.00	●
15915	SUNKIST ORANGE	1.25LT	12	9	0	9	0	17.00	17.00	●
375822	COCA COLA DIET 200ML	8PK	3	2	3	20	0	17.00	17.00	●
159687	SPRITE 375ML	10PK	2	1	0	22	0	15.00	15.00	●
159652	COCA COLA DIET 10X375ML	10PK	2	0	0	39	0	14.00	14.00	●

<input type="button" value="All"/> <input type="button" value="Hold off"/> <input type="button" value="Last Chnc"/> <input type="button" value="Specials"/>	6 of 44	Totals: 6 0 130.00 \$ spent on promos: 130.00 (100%) ROI (Extra profit): 21.31 (16.4%)
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- Note how the counter displays the number of items in **Last Chance** status and the total number of items in the order.
- Change quantities as required.
- Click to save your changes
- Click to view ALL products again OR click to close the order.

5. Add Specials

- Allows the user to select current Specials to add to the order with a qty of zero.

- Click

- Select from the **Cost** or **Sell** Specials currently in your system.

- Double click the required Special/s to select for addition into the order and click .

<input checked="" type="radio"/> Cost Specials	<input type="radio"/> Sell Specials	Start Date	End Date	Special Type	Quantity
<input checked="" type="checkbox"/>		18/09/2017	9/10/2017	Cost Promotion	4
<input checked="" type="checkbox"/>		11/09/2017	15/09/2017	Cost Promotion	4
		11/09/2017	16/09/2017	Cost Promotion	1
		4/09/2017	30/09/2017	Cost Promotion	1
		28/08/2017	15/09/2017	Cost Promotion	2

- Products are added into the order with an order qty of **zero**.
- Edit as required.
- Remember: products with an order qty of zero are **not** saved in the order.

Products [F7]	Details [F8]	Sales history [F10]																																																																																																	
Product: 138165 CASC SPARKLING APPLE JUIC 330ML Last order information:																																																																																																			
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- Click to save your changes

- Click to view ALL products again OR click to close the order.