6 - Sales & Costing

Workflow	User In Charge	Users with Knowledge
Event & Customer Info	Sales	Cost Control, Purchasing, Quality Control
Event Menu Selection & Costing	Sales	Cost Control, Purchasing, Quality Control
Event Menu Costing	Sales	Cost Control, Purchasing, Quality Control
Event Quotation	Sales	Cost Control, Purchasing, Quality Control
Event Sales Order Confirmation	Sales	Cost Control, Purchasing, Quality Control
Sales Order Purchase Quantities	Purchasing Officer	Cost Control, Quality Control
Sales Order Production Requirements	Production Planner	Cost Control, Purchasing, Quality Control
Sales Order Transfer	Stock Controller	Cost Control, Quality Control
Besten & Sufra Orders		

Event & Customer Info

Step	Action	Instructions
1	Go to Sales App	Navigate to **Orders → Quotation → New**
2	Select Customer	For new customers, create new customers & enter their info (name, phone number etc..)
3	Select quotation details	- Quotation type (Sama Chtaura Seated Dinner Wedding, Besten Buffet Wedding etc..) *- Fill number of guests and time of event boxes for accuracy & visibility*
4	Enter Event Delivery Date	Under Other info, set delivery date of the event → Sorts all events by date for easy visibility

Menu Selection & Costing

Step	Action	Instructions
1	Add menu section	Under order line, select menu section (Table Cover, Cold Appetizers, Hot Appetizers Main Course, Live Stations, Desserts)
2	Select products for each section	On product line → Press Catalogue → Select filter (Mezza, Buffet, Table Couvert, Welcome Reception) → Select the products & their quantities
3	Repeat process for all sections	
4	Menu Costing	Press the save arrow button to calculate the total cost in the total cost column

Event Quantities Guide

1 - Table Items

Soft Drinks	Water Bottle	Bread	Nuts	Mezza	Wedding Cake
1 unit per guest	1 unit per 5 guests	1 unit per guest	1 peanuts / 1 seeds per 5 guests	1 plate per 5 guests	1 unit per guest

2 - Buffet Items

Salads	Cold Appetizers	Hot Appetizers	Main Course	Live Stations	Dessert	Fruits
200g per guest	200g per guest	200g per guest	200g per guest	1 unit per guest	1 unit per guest	100g per guest

3 - Salad Sauce & Quantity per kg Measurements

Fattoush	Tabbouleh	Crab Salad	Chicken Caesar Salad	Frikeh	Chinese Noodles	Beetroot
Sauce Fattoush	Sauce Tabbouleh	Orange Mustad	Caesar	Sauce Tabbouleh	Sauce Chinese Noodles	Sauce Fattoush
250g	250g	250g	250g	250g	250g	250g

Event Quantities Guide

3 - Salad Sauce & Quantity per kg Measurements

Quinoa	Grilled Veggies	Salad MEETE	Grilled Halloumi	Goat Cheese Salad	Lebanese Cheeses	Tuna Pasta
Sauce Tabbouleh	Sauce Fattoush	Sauce Tabbouleh	Sauce Grilled Halloum Salad	Sauce Goat Cheese Salad	Sauce Pesto	Lemon Mustard
250g	250g	250g	250g	250g	250g	250g

Event Pricing

Step	Action	Instructions
1	Set menu items prices to zero	Navigate the price column and set item prices to zero
2	Create Pricing Section	
3	Enter Guest price & Quantity	In product line, select "Event Guest" / For catering, Select "Catering Order" Enter number of guests under quantity & price per guest under price
4	Enter Sound & Light Package	In product line, select Sound & Light Package Enter 1 as quantity & package price under price
5	Save	Press arrow save button to save updates

Sharing quotation with customer

Step	Action	Instructions
1	Quotation preview	- Press Gear Button → Print → Select Quotation No Quantity Template - Review quotation format, price, menu items
2	Quotation sharing	- Press Send Email - Review & Update Email text as required and send quotation to customer

Sales Order Confirmation & Delivery Date

Step	Action	Instructions
1	Go to quotation	**Sales app → Orders → Quotations** Select the required quotation
2	Enter Event Delivery Date	Under Other info, set the delivery date of the event
3	Update quantities	Update menu item quantities as per agreed number of guests
3	Confirm sales order	Press confirm button to move event from quotation to sales order stage
4	Automatic notification	Once confirmed, all users receive a notification of the sales order confirmation
5	Group orders by date of delivery	Select orders by delivery date filter to view sales orders calendar All users can access sales orders by delivery date view for visibility and planning

The sales order is also used as the dispatch sheets to be distributed to the quality control team and the chefs