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| **SUBJECT** | 500 Items Ordering Process |
| **DEPARTMENT** | Marketing – Order Entry |
| **RECORDER (Name Designation)** | Shehan Gamage : Executive - Order Entry |
| **APPROVED BY (Name Designation)** |  |
| **LAST UPDATE** | 02/05/2019 |
| **PATH ON NETWORK FOLDER** |  |
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Order entry Updating B2B inventory daily Basis to maintain the stock in the site.

**Step 1**:

Refer Jonathan’s inventory report and update daily master sheet accordingly.

**Step 2**:

Go to B2B site and click on Admin panel Click on Update stock

**Step 3**:

Then update the inventory item by item according to Jonathan’s inventory.

**Step 4**:

Finally place the orders for the short items from the relevant Farms and Countries