

Opening a New Location

When opening a new location, Pure Confections will require a five (5) week lead time to ensure each product line is ready to be shipped.

1. Enter the opening date for the new location.
2. The First Shipment Date and Received On fields will automatically calculate when the shipments will be sent from Pure Confections and when they will arrive at the new location.
 - a. The Received Date will be either one (1) or two (2) days after the First Shipment Date. This will depend on the state of the store location.
3. For the PO Number, if none has been created, please use "0000000000." Pure Confections will follow up three (3) business days before the first shipment.
4. Select the type of location opening: Store or Kiosk.
5. Indicate whether a freezer is available at this location.
6. Enter the store name, phone number, and mailing address.

Opening date *	First Shipment Date	Received On	PO number *
<input type="text"/>			<input type="text"/>
			<small>Enter the Purchase Order number associated with this store opening.</small>
Type of location *			Freezer at this location? *
<input type="radio"/> Store <input type="radio"/> Kiosk			<input type="radio"/> Yes <input type="radio"/> No
Store name *		Phone *	
<input type="text"/>		<input type="text"/>	
Store address *			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>City</small>	<small>State</small>	<small>State</small>	<small>Zip Code</small>
<small>Please provide the full address of the new store location.</small>			

7. Enter the store email, manager's name, and manager's email. The system will send order and shipment notifications to the store and the manager's email.

Store email *	Shop manager *	
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Provide a contact email for the new store location.</small>	<small>Please enter the name of the primary contact for the new store.</small>	
Manager's email *		
<input type="text"/>		
<small>Provide the manager's email</small>		

****Note****

Goods are now packaged in cases and can not be broken.

- Tabby Cakes: 24 pieces per case
- Miss Jo Cookies: 60 pieces per case

8. We recommend an estimated number for opening stock:
 - a. For Tabby Cakes:
 - i. Choose the flavor/color.
 - ii. Enter the number of cases.
 - b. To add another flavor/color, click the “+ Add Selection” button.
 - c. Repeat as needed.
9. For Miss Jo Cookies:
 - a. Enter the number of cases.
10. Delivery Schedule options:
 - a. All at once
 - b. Half at opening and half the following week Three shipments, one per week

If an odd number of cases are to be shipped:

 - i. Half- and – half: the majority shipped during the first shipment, with the remaining sent later.
 - ii. Three shipments: the first shipment will include the extra case, with the other cases split between the remaining shipments.
11. Click the “Submit” button.

Once shipped, the store and requester will receive an email with the delivery date and tracking number. ****Note** Keep this email until after receiving and inspecting the delivery. The tracking number is needed to report damages.**