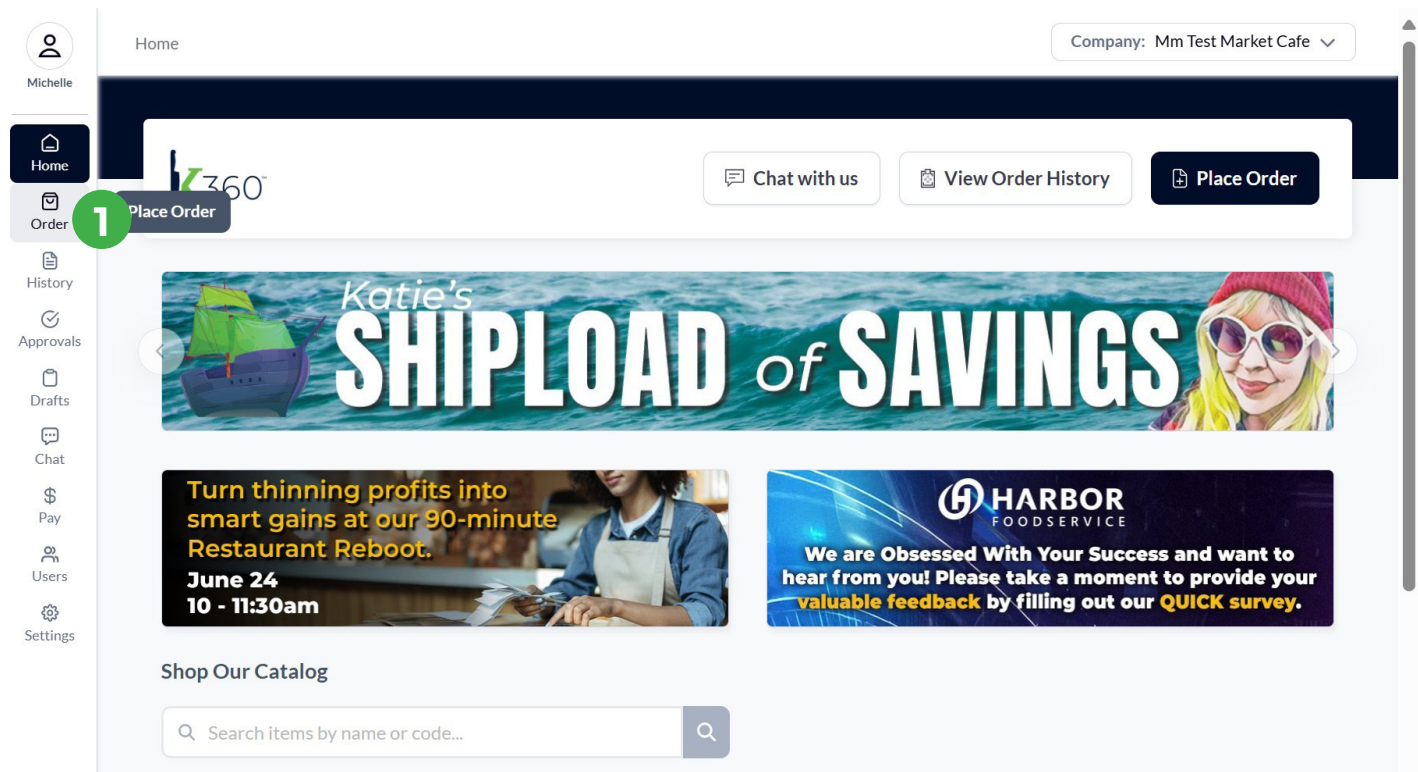


EDITING UNIT OF MEASURE

Editing Unit of measure for Custom Guide Items on K360.

This guide walks you through how to update units of measure (Case vs Each) for items in a custom guide within K360. It's a quick step-by-step for anyone who wants to adjust how products show up—whether it's based on how you typically order or just personal preference. Making these updates helps ensure smoother order processing and more accurate inventory tracking.

1 Open K360 and then click on “Order Guide.”



Home

Company: Mm Test Market Cafe

Home

Order

History

Approvals

Drafts

Chat

Pay

Users

Settings

Chat with us

View Order History

Place Order

Katie's SHIPLOAD of SAVINGS

Turn thinning profits into smart gains at our 90-minute Restaurant Reboot.
June 24
10 - 11:30am

HARBOR FOODSERVICE

We are Obsessed With Your Success and want to hear from you! Please take a moment to provide your valuable feedback by filling out our QUICK survey.

Shop Our Catalog

Search items by name or code...

EDITING UNIT OF MEASURE

2 Select the Custom Guide you want to edit.

Michelle

Place Order / Harbor Foodservice

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Order Guide Catalog

K360 Search order guide... \$0.00

HI I will be out of the office if you need support please call Customer support at 425-251-1376.

Order Guide: test camp seamor 2 Sort Items By: Custom Order

Upload Order More Options

Item	Item Code	Unit	Par	Last Order	Price	Quantity
JIT/DIRECT/SUR						
	Glove Nitrile XI Powder Free Black 10/100CT Prime Source	21890	Case	10	1 CS (5/27/25)	\$59.49
CLOSE OUT WITH REPLACEMENT ITEM						
Find Subs						
Drink Soft Sprite	804788			1 CS	\$20.14	

3 Select "More Options"

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Order Guide Catalog

K360 Search order guide... \$0.00

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Order Guide: test camp seamor Sort Items By: Custom Order

Upload Order 3 More Options

Item	Item Code	Unit	Par	Last Order	Price	Quantity
JIT/DIRECT/SUR						
	Glove Nitrile XI Powder Free Black 10/100CT Prime Source	21890	Case	10	1 CS (5/27/25)	\$59.49
CLOSE OUT WITH REPLACEMENT ITEM						
Find Subs						
Drink Soft Sprite	804788			1 CS	\$20.14	

EDITING UNIT OF MEASURE



4 Select "Edit Order Guide Items".

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Order Guide | Catalog | Search order guide... | \$0.00

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Order Guide: test camp seamor | Sort Items By: Custom Order | Upload Order | More Options

















Item	Item Code	Unit	Par	Last Order	Price
JIT/DIRECT/SUR					
 <p>Glove Nitrile XI Powder Free Black 10/100CT Prime Source</p> <p>CLOSE OUT WITH REPLACEMENT ITEM</p>	21890	Case	10	1 CS (5/27/25)	\$5.00
 <p>Drink Soft Sprite 24/12Z Sprite</p> <p>View Stocks</p>	804788	Case		1 CS (10/17/24)	\$20.14

More Options:

- Print Order Guide
- Export Order Guide (XLSX)
- Edit Order Guide Items**
- Create New Order Guide
- Order Guide Settings

5 Select the item you wish to update the Unit of Measure for.

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<input type="checkbox"/> Cucumbers 6CT Packer 1/6CT	697272	Case	\$14.29	 
<input type="checkbox"/> Celery 30CT Packer 1/63#	89656	Case	\$37.36	 
<input type="checkbox"/> Potatoes Diced 5/8 Fresh Bountiful Origins 2/10#	505444	Case	\$31.19	 
<input type="checkbox"/> Squash Zucchini Green Packer 1/25#	673631	Case	\$27.38	 
<input type="checkbox"/> Spinach CInd/Trimmed Packer 4/2.5#	819771	Case Each	\$20.29 \$6.09	 
<input type="checkbox"/> Potatoes Diced 1/2 X 1/2 Cubed Packer 3/10#	405558	Case Each	\$36.63 \$14.65	 
<input type="checkbox"/> Onions Yellow Diced 3/8" Garden Fresh 4/5#	252023	Case Each	\$38.20 \$11.46	 
<input type="checkbox"/> Mushroom Mature Medium Sliced 3/16" Packer 1/10#	123441	Case	\$24.16	 

EDITING UNIT OF MEASURE

- Choose the UOM you want to hide from your Custom Guide.
For example, if you want to display “Each,” select “Case” to remove its visibility.

The screenshot shows the 'Edit Item' modal in a mobile application. The modal is titled 'Edit Item' and has a close button (X) in the top right corner. It contains the following fields and options:

- Item Name:** Potatoes Diced 1/2 X 1/2 Cubed
- Item Code (optional):** 405558
- Unit:** Two buttons are visible: 'Case' (highlighted with a green circle containing the number 6) and 'Each'.
- Price (optional):** Case: \$36.63, Each: \$14.65
- Par (optional):** e.g. 5
- Accounting Category:** Select...
- Buttons:** 'Save Item' and 'Hide Item' (a link).

The background shows a list of items with checkboxes and edit/delete icons.

- Once you've selected the correct UOM, click “Save Item” to apply the changes.

The screenshot shows the 'Edit Item' modal in a mobile application, similar to the previous one, but with the 'Unit' selection changed to 'Each' (highlighted with a green circle containing the number 7). The 'Save Item' button is now highlighted with a green circle containing the number 7, indicating the next step is to click it to save the changes.

The background shows a list of items with checkboxes and edit/delete icons.

EDITING UNIT OF MEASURE

- 8 Keep editing the UOM until your custom guide is set up as desired, then click “Close Editor” to save all your changes.

← Back Place Order / Harbor Foodservice

Edit Order Guide K360 8 Close Editor

Location/Guide: test camp seamor (Do Not Del... Sort Items By: Custom Order Show: Only Active Items More Options + Add from Catalog

Item Name (Sort A-Z)	Item Code	Unit	Price	Last	Par
JIT/DIRECT/SUR					
<input type="checkbox"/> Glove Nitrile XI Powder Free Black (unavailable) Prime Source 10/100CT	21890	Case	\$59.49	1 CS (05/27/25)	10
<input type="checkbox"/> Drink Soft Sprite Sprite 24/12Z	804788	Case	\$20.14	1 CS (10/17/24)	
<input type="checkbox"/> Fruit Roll-Up Crazy Color Betty Crocker 96/5Z	703958	Case	\$32.59	3 CS (09/26/24)	
<input type="checkbox"/> Potatoes Russet Baker 70CT Packer 1/50#	922485	Case	\$19.52	1 CS (10/24/24)	
<input type="checkbox"/> Glove Nitrile Medium Powder Free Black Prime Source 10/100CT	21710	Case	\$59.49	1 CS (09/24/24)	

- 9 The UOM will now appear as you've set it. If you need to change the UOM while placing an order, simply click on the item to open its details, where you can select your preferred UOM.

← Back Place Order / Harbor Foodservice Company: Mm Test Market Cafe

Order Guide Catalog K360 Search order guide... \$0.00

Spinach Cln/Trimmed 4/2.5# Packer View Stocks	819771	Case	\$20.29	- 0 +
		Each	\$6.09	- 0 +
Potatoes Diced 1/2 X 1/2 Cubed 3/10# Packer View Stocks	405558	Each	\$14.65	- 0 +
Onions Yellow Diced 3/8" 4/5# Garden Fresh View Stocks	252023	Case	\$38.20	- 0 +
Mushroom Mature Medium Sliced 3/16" 1/10# Packer View Stocks	123441	Case	\$24.16	- 0 +