

# The Badatz Ordering System User Manual

Version 3-2025



# Getting To Know How To Use The Ordering System

## Index

**Page 3-6, Entering Order Production System**

**Page 7-10, How To Receive Help And Advice. Important!!!**

**Page 11-13, Production Order System Menu – Overview**

**Page 14-23, Tutorial - Submitting a First Visit Request**

**Page 24-32, Tutorial - Submitting a Repeat Visit Request**

**Page 33-53, Tutorial - Submitting a Production Order Request**



# Step 1 Enter The Main Screen

<https://cust-info.bdzjr.org/> -Main Screen

<p><b>Kashruth Department</b> B.D.Z Orthodox Council J E R U S A L E M</p>			<p><b>ועד הכשרות</b> בד"צ העדה החרדית ר o s l i m</p>
<p><b>Welcome</b></p>		<p><b>ברוכים הבאים</b></p>	
<p>Kindly select the appropriate option</p>			
<input type="radio"/>	<a href="#">Registration</a>	<input type="radio"/>	<a href="#">הרשמה</a>
<input type="radio"/>	<a href="#">Public Inquiries</a>	<input type="radio"/>	<a href="#">פניות הציבור</a>
<input type="radio"/>	<a href="#">Special production or audit outside E Israel</a>	<input type="radio"/>	<a href="#">הזמןת יצור מיוחד או ביקור מפעל בחו"ל</a>
<input type="radio"/>	<a href="#">Special production or audit outside E Israel New version</a>	<input type="radio"/>	<a href="#">הזמןת יצור מיוחד או ביקור מפעל בחו"ל גiroshe chodesha</a>
<input type="radio"/>	<a href="#">Material approval request</a>	<input type="radio"/>	<a href="#">בקשה לאישור חומר גלם</a>
<input type="radio"/>	<a href="#">Kosher certificate for existing customers</a>	<input type="radio"/>	<a href="#">בקשת תעוזת הקשר עבור לקוחות קיימים</a>
<input type="radio"/>	<a href="#">Update contacts for existing customer</a>	<input type="radio"/>	<a href="#">עדכן אנשי קשר לחשבון ג'יימס</a>
<input type="radio"/>	<a href="#">Forgot password</a>	<input type="radio"/>	<a href="#">שכחתי סיסמה</a>

# STEP 2

## Choose Special Production Or Audit New Version

Marked with a Red arrow below

**Kashruth Department**  
B.D.Z Orthodox Council  
J E R U S A L E M

**בבשגתת הבד"ץ ירושלים ע"ש ר' ז"ה הכהן**

**ועד הכשרות בד"ץ העדה החרדית ר' וושלעט**

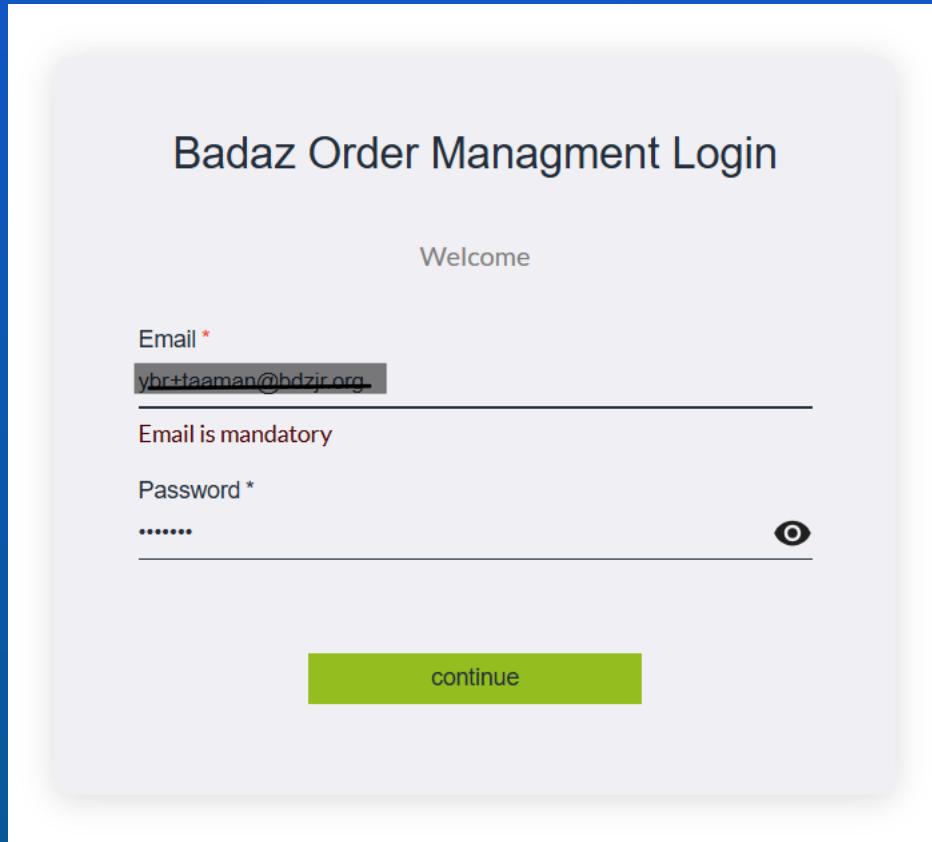
**Welcome**  
Kindly select the appropriate option

**ברוכים הבאים**  
אנא בחורו באופציה המתאימה

<input type="radio"/> <a href="#">Registration</a>	<input type="radio"/> <a href="#">הרשמה</a>
<input type="radio"/> <a href="#">Public Inquiries</a>	<input type="radio"/> <a href="#">פניות הציבור</a>
<input type="radio"/> <a href="#">Special production or audit outside E Israel</a>	<input type="radio"/> <a href="#">הזמןת צור מיוחד \ ביקור מפעול בחו"ל</a>
<input type="radio"/> <a href="#">Special production or audit outside E Israel New version</a>	<input type="radio"/> <a href="#">הזמןת צור מיוחד \ ביקור מפעול בחו"ל גirosה חדשה</a>
<input type="radio"/> <a href="#">Material approval request</a>	<input type="radio"/> <a href="#">בקשה לאישור חומר גלם</a>
<input type="radio"/> <a href="#">Kosher certificate for existing customers</a>	<input type="radio"/> <a href="#">בקשת תעוזת הקשר עבור לקוחות קיימים</a>
<input type="radio"/> <a href="#">Update contacts for existing customer</a>	<input type="radio"/> <a href="#">עדכן אנשי קשר לחשבון ג'יימס</a>
<input type="radio"/> <a href="#">Forgot password</a>	<input type="radio"/> <a href="#">שכחתי סיסמה</a>

# STEP 3

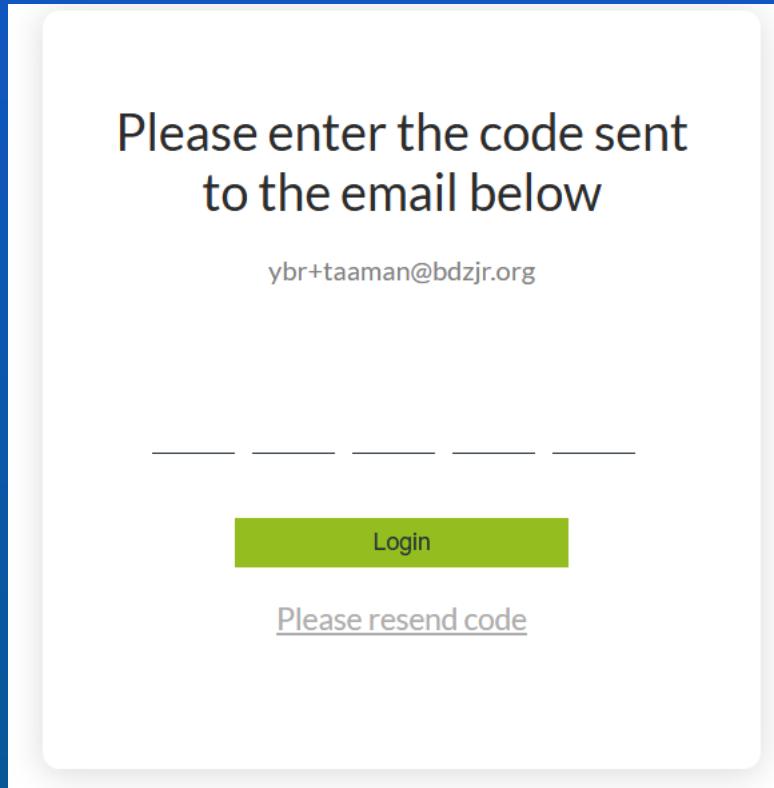
Enter The Email And Password You Received From The Kashrut Committee In The Appropriate Fields, And Click Continue.



The image shows a screenshot of a web-based login interface for 'Badaz Order Management'. The title 'Badaz Order Management Login' is at the top. Below it, a 'Welcome' message is displayed. The 'Email \*' field contains the text 'ybr+taaman@hdzir.org'. A red error message 'Email is mandatory' is shown below the email field. The 'Password \*' field contains several dots ('.....'). To the right of the password field is a small circular icon with an 'eye' symbol, likely for password visibility. At the bottom is a green 'continue' button.

# STEP 4

## Enter The Access Code You Received In Your Email, And Click Login



### Two-factor Authentication (2FA)

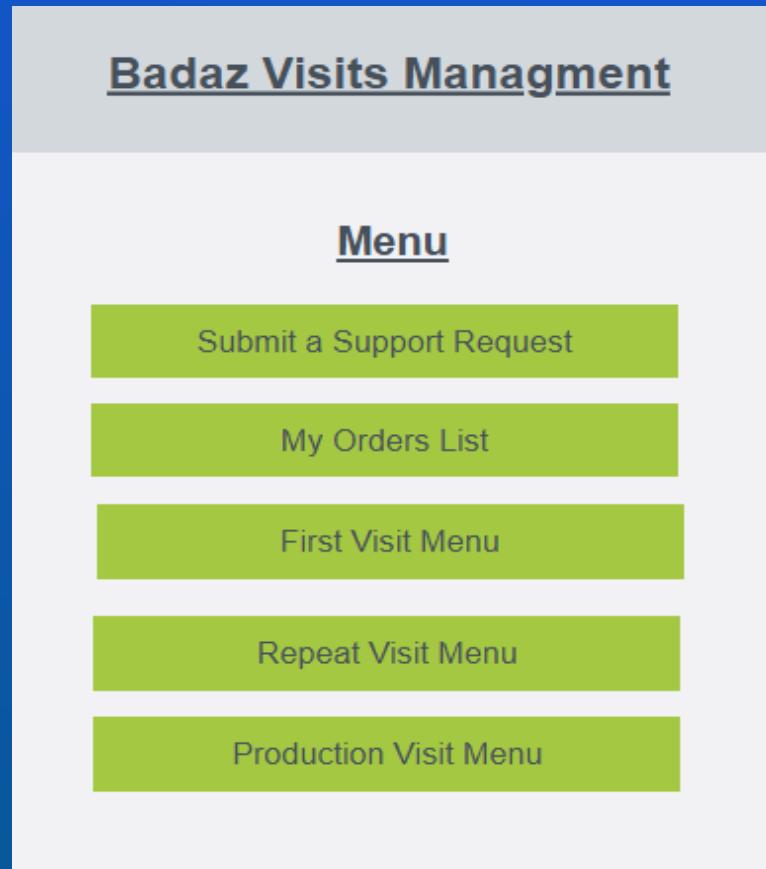
It is a security software that helps protect your account and password.

You will receive the access code by email after Step 3.

The access code is temporary and whenever you want to enter the system, you will get a new code.

# STEP 5

## After Entering The Access Code, The Main Menu Will Be Displayed



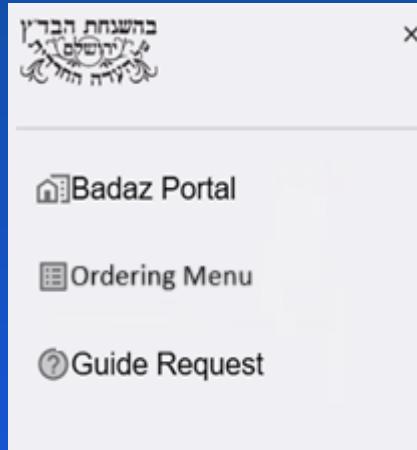
# Important Tip!



If The Main Menu Does Not Open For You

Please Click On 

And A Selection List Will Open For You, Select The Ordering Menu.



The button is on the left side of the screen, see the figure below



In The System, There Is An Option To  
Request Guidance/Help  
With Ordering.

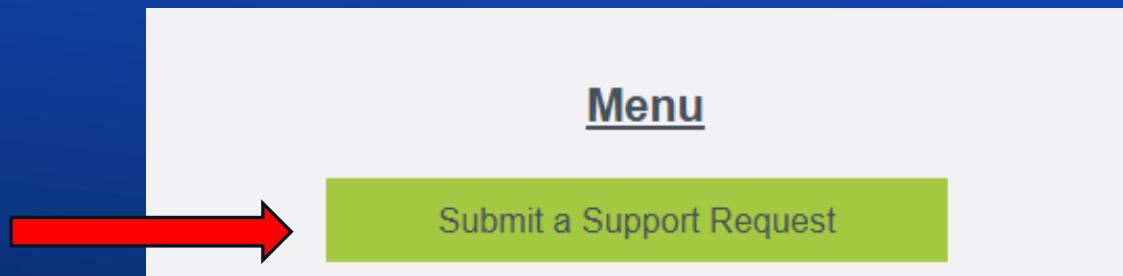




# OPTIONS TO CONTACT US FOR SUPPORT

## There Are Two Options

- 1 Support Through The System  
By Opening A Request In The Badatz Orders Menu

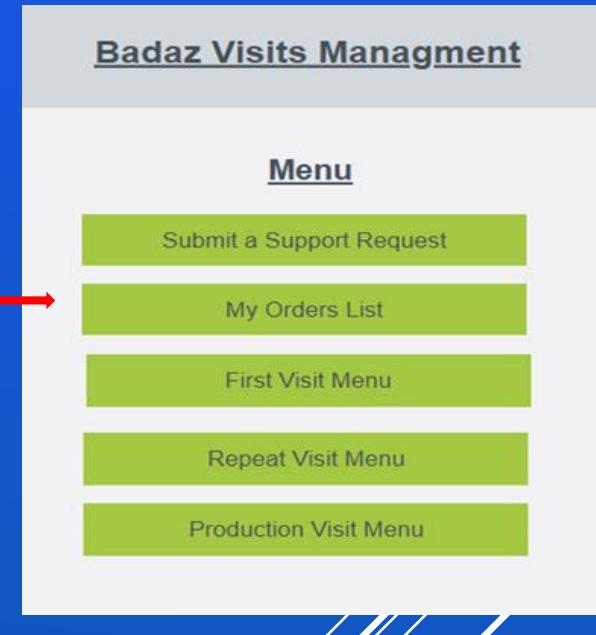


- 2 Telephone Support: Dial 972-733476300  
Specify A Time That Is Convenient For You,  
And a Representative Will Get Back To You

**Support Through The System  
By Opening A Request In The Badatz Orders  
Menu.**



By clicking this button,   
a Chart will open where you can see all your orders  
You can search and filter by factory, by date and more



Visits List								
Visit type	Visit Id	Status	Apply Date	Ordering account Name	Factory Visited	Visit start date	Visit end date	Actions
Search	Search	Search	Search	Search	Search	Search	Search	Search
Production Order	VS-31074	Draft		7	Q	03/03/2025	04/03/2025	
Production Order	VS-31072	Request In Progress	02/03/2025	7	Q	24/03/2025	27/03/2025	
Production Order	VS-31025	Supervision In Progress	24/02/2025	7	Q	16/03/2025	24/03/2025	
Production Order	VS-30975	Supervision In Progress	18/02/2025	7	Q	19/02/2025	19/02/2025	

## Badaz Visits Management

### Menu

Submit a Support Request

My Orders List

First Visit Menu

Repeat Visit Menu

Production Visit Menu

Inspect A Manufacturer Abroad, For The First Time

For Re-inspection Of A Manufacturer Abroad

To Order Production Abroad

**Of Course, Only**

**After The Manufacturer Has Been Approved**

# A Brief Overview Of The Screens

## Notice About Screen Navigation:

1. The screens are designed for viewing on a laptop. If you can't see all the fields, try scrolling down or setting your browser to a zoom of less than 100% and all the fields will be visible on one screen.
2. The screens include a number of tabs. In each one a small amount of rows are displayed. If the chart contains more rows you can scroll down from within the chart.



# Inspect A Manufacturer Abroad, For The First Time

Instructions How To  
Submit An Application



# Ordering A First Visit Main Screen

## Click On The Button Marked With A Red Arrow

**First Visit Manage**

Visit Orderer  
Taaman Food Marketing LTD - 7 Atzmona St ,Male Adumim ,israel

**Orders List**

**Add First Visit Order**

**List of Submitted Requests**

Visit ID	Company Name	Factory Name	City	Country	Order Number	Requested Kashrut	Visit Start Date	Status
VS-30460	Taaman Food Marketing LTD	Taaman Food Marketing LTD	Jerusalem	Turkey	0	All Year Without Passover	23/12/2024	Supervision In Progress

Visit details

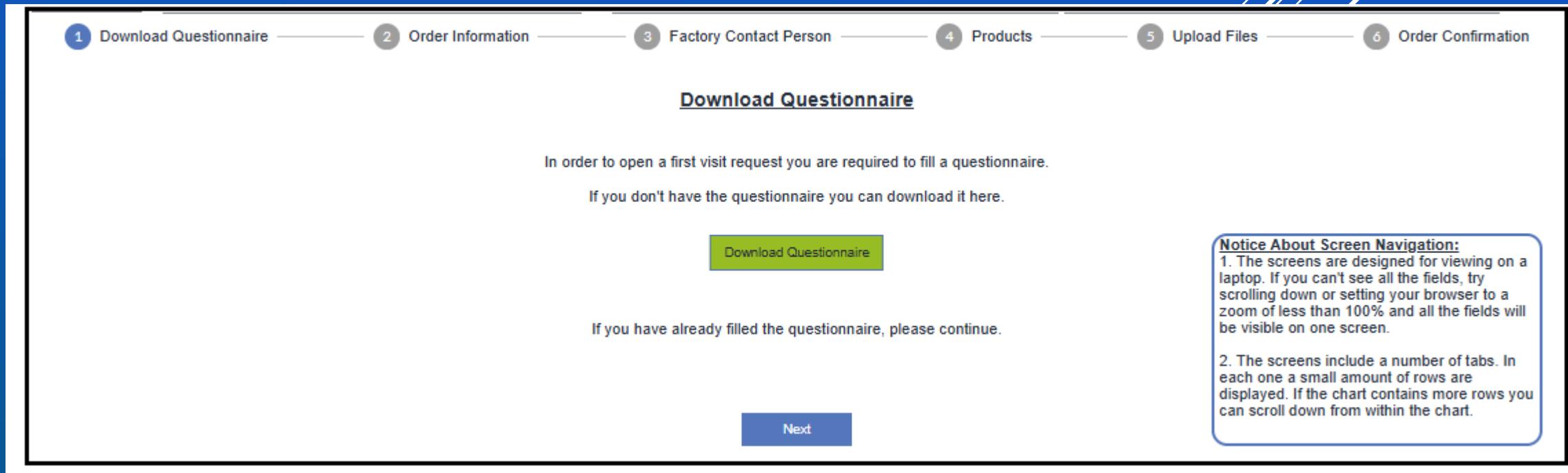
Products Excel

Update Request



# First Visit 1 Screen

If You Have A Completed Questionnaire With All The Details  
From The Manufacturer Abroad,  
**Click Next To Continue**



1 Download Questionnaire ————— 2 Order Information ————— 3 Factory Contact Person ————— 4 Products ————— 5 Upload Files ————— 6 Order Confirmation

**Download Questionnaire**

In order to open a first visit request you are required to fill a questionnaire.

If you don't have the questionnaire you can download it here.

[Download Questionnaire](#)

If you have already filled the questionnaire, please continue.

[Next](#)

**Notice About Screen Navigation:**

1. The screens are designed for viewing on a laptop. If you can't see all the fields, try scrolling down or setting your browser to a zoom of less than 100% and all the fields will be visible on one screen.
2. The screens include a number of tabs. In each one a small amount of rows are displayed. If the chart contains more rows you can scroll down from within the chart.

# First Visit 2 Screen

Enter The Information  
Click Next To Continue

Taaman Food Marketing LTD - 7 Atzmona St ,Male Adumir      הדרה ציון      ybr+taaman@bdzjr.org

1 Download Questionnaire    2 Order Information    3 Factory Contact Person    4 Products    5 Upload Files    6 Order Confirmation

**Visit Information**

\* Internal Order Number  
If there isn't one please input 0

\* Visit Start Date 

\* Requested Kashrut for Factory

All year without Passover  Passover  All year with Passover

**Save Without Sending**

**Manufacturer Information Abroad**

\* Company

\* Factory Name

\* Street Address

\* City

\* Country 

Postal Code

\* Primary Products (of the factory)



Prev | Next

Enter The Manufacturer's Generally Finished Products

# First Visit 3 Screen

Enter The Information  
Click Next To Continue

Yatman Food Marketing 213 - 77 Remond St, Yatman, PA 17092  
ybr.yatman@pa2j.org

1 Download Questionnaire 2 Order Information 3 Factory Contact Person 4 Products 5 Upload Files 6 Order Confirmation

**Contact Information Abroad**

Title  Role

First Name  Last Name

Email  Mobile Phone

**Save Without Sending**

Prev

# First Visit 4 Screen

Enter The Information  
Click Next To Continue

Download Questionnaire   Order Information   Factory Contact Person   Products   Upload Files   Order Confirmation

**Supervised Products List**

1 Product Name in English: \_\_\_\_\_

\* Requested Kashrut:  All Year Without Passover  Passover  All Year With Passover

2 Comments: \_\_\_\_\_

3 Add Product

4 Excel Report of Products in the Order

**List of Products in the Order**

Visit Line	Product Name in English	Requested Kashrut	Comments	Update	Delete
VSL- 1	Breadcrumbs	All Year Without Passover		Update	Delete
VSL- 2	Crumbs and batter	All Year Without Passover		Update	Delete

Prev   Next

1 Name Of The Product In English That You Want To Check

2 Additional Information Or Explanation

3 By Clicking The Add Product Button, The Product Enters The List Of Products That You Want To Check,  
If You Want To Check More Than One Product, Repeat 1 To 4



It Is Important To Let Us Know Which Products We Should Focus On, So That The Visit Will Bring Maximum Results

4 Clicking This Button, A Report Will Be Downloaded With The Entire List Of Products You Requested To Check.

# First Visit 5 Screen

Upload The Files As Explained Below, Click Next To Continue

1 Select/Add Files

2 Save

3 Show File

File Name	File Type
ProductsReport (16).xlsx	EXCEL_X

1. Upload Files By Dragging And Dropping Or By Opening The Arrow And Selecting The Files
2. Click The Save Button.
3. Clicking The Show File Button, You Can See The Contents Of The Uploaded File.



For Fast order confirmation flow with no delays

It Is Very Important To Upload The Questionnaire And Relevant Documents.

Regarding The Products + Financial Commitment

# First Visit 6 Screen

Confirm The Order By Clicking The "Confirm Order" Button  
Or Save It To Draft Status By Clicking The "Save Without Sending" Button.



Note That You Can Navigate Back And Forth Within The Request  
By Clicking On The Circle In The Navigation Bar.

The screenshot shows a navigation bar with six items: 'Download Questionnaire', 'Order Information', 'Factory Contact Person', 'Products', 'Upload Files', and 'Order Confirmation'. The 'Order Confirmation' item is highlighted with a blue circle and the number '6'. Below the navigation bar, there is a section for 'General Notes' with a text input field. At the bottom, there are two buttons: 'Confirm Order and Send to BDZ' (green) and 'Save Without Sending' (green). A note below the buttons states: 'Note: After confirming and sending the order to Badazm, it can no longer be edited'. A 'Prev' button is at the bottom left.

In General Notes  
Write General Information  
Regarding The Visit

General Notes

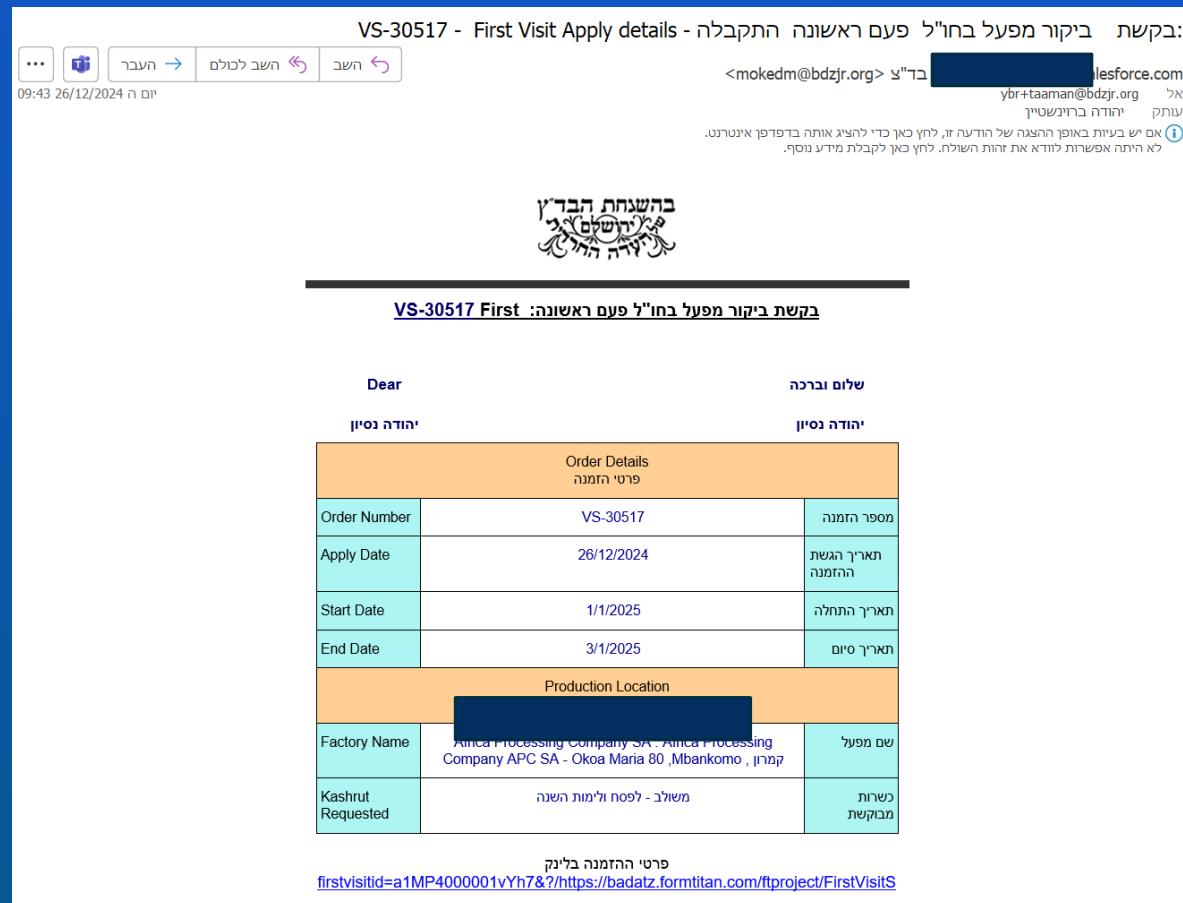
Confirm Order and Send to BDZ

Note: After confirming and sending the order to Badazm, it can no longer be edited

Save Without Sending

Prev

Upon Completion Of The First Visit Order, You Will Receive An Email With Confirmation And Order Details.



# Completion Of The Explanation Of The Use Of The First Visit Form



# Repeat Visit

## Instructions How To Submit An Application



# Repeat Visit Order - Main Screen

Click The Button Marked With A Red Arrow.

Repeat Visits Orders List

Visit Orderer

Add Repeat Visit Order

>List of Submitted Requests

Visit ID	Factory	Visit Start Date	Paying Account	Order Number	Requested Kashrut	Status
VS-30169	Industries	04/11/2024	7	0	All Year Without Passover	All Necessary Information Recieved

Order Details

Products

Products Excel

Update request

# Repeat Visit Screen 1

## Enter The Data, And Click Next To Continue

1 Order Information      2 Factory Contact Person      3 Products      4 Upload Files      5 Order Confirmation

\* Manufacturing Factory

Paying Account  
Taaman Food Marketing LTD - 7 Atzmona St ,Male Adumim ,israel

\* Customer Order Number

\* Requested Kashrut for all Products

All Year Without Passover    Passover    All Year With Passover

Visit Start Date      Visit End Date

**1**  

**1**  

**Notice About Screen Navigation:**

1. The screens are designed for viewing on a laptop. If you can't see all the fields, try scrolling down or setting your browser to a zoom of less than 100% and all the fields will be visible on one screen.
2. The screens include a number of tabs. In each one a small amount of rows are displayed. If the chart contains more rows you can scroll down from within the chart.

**Next**



1 Please Click On The Magnifying Glass Icon & Select From The Drop-down List The Manufacturer You Want To Check And Press The Select Button

After Selecting The Manufacturer, Enter The Rest Of The Data And Continue To The Next Screen



You can narrow the list by typing a few letters of the factory name and clicking the search button.

# Repeat Visit Screen2

Enter The Data, And Click Next To Continue

1 Order Information 2 Factory Contact Person 3 Products 4 Upload Files 5 Order Confirmation

Title

Role

Saving without sending to Badaz

\* First name

\* Email

\* Last Name

\* Mobile Phone

Prev Next

# Repeat Visit Screen 3

## Enter The Data, And Click Next To Continue

Order Information      Factory Contact Person      Products      Upload Files      Order Confirmation

Existing Products

Number	Raw Material Number	Material English Name	Active	
1	RM# 0023169	Light Tuna Chunk in Oil	Yes	<b>Update Inactive Product</b>
2	RM# 0023170	Light Tuna Chunk in Brine	Yes	<b>Update Inactive Product</b>

Additional Products To Supervise

Add Products to Supervise      Products List to Supervise Excel

Number	Product English Name	Requested Kashrut	Comments
No New Products to Supervise			

Prev      Next

Since This Is A Factory That Has Been Inspected By The Badatz In The Past, The Screen Is Split Into Two, The Chart In The First Part Displays Products That Have Been Inspected In The Past.

The Chart In The Second Part, Add New Products That You Want To Inspect.

Click the "Add products" button and enter the product name + additional information or explanation in the screen that opens. **Click Save**. If you want to check another product, you must repeat the operation as required.

**It Is Very Important To Let Us Know Which Products The Rabbi Should Focus On, So That The Visit Will Bring Maximum Results.**

By Clicking The "Products List" Button, A Report Will Be Downloaded With The Entire List Of Products You Requested To Review.



# Repeat Visit Screen 4

Upload The Files As Explained Below, Click Next To Continue .

1 Select/Add Files  
2 Save

File Name	File Type
ProductsReport (16).xlsx	EXCEL_X

3 Show File

Prev Next

1. Upload Files By Dragging And Dropping Or By Opening The Arrow And Selecting The Files
2. Click The Save Button.
3. Clicking The Show File Button, You Can See The Contents Of The Uploaded File.



For Fast Order Confirmation Flow With No Delays

It Is Very Important To Upload The Questionnaire And Relevant Documents.  
Regarding The Products + Financial Commitment

# Repeat Visit Screen 5

Confirm The Order By Clicking The "Save & Send " Button  
Or Save It To Draft Status By Clicking The "Save Without Sending" Button.



Note That You Can Navigate Back And Forth Within The Request  
By Clicking On The Circle In The Navigation Bar.

The screenshot shows the 'Repeat Visit Screen 5' with the following elements:

- Navigation Bar:** A horizontal bar with five steps: 'Order Information', 'Factory Contact Person', 'Products', 'Upload Files', and 'Order Confirmation'. Each step has a blue circle with a checkmark and a corresponding number (1, 2, 3, 4, 5) to its right.
- General Notes:** A text area containing the placeholder 'General Notes'.
- Note:** A text area with the message 'Please Note : You cannot edit after submitting and confirming this order.'
- Save Buttons:** Two green buttons: 'Save & Send to Badaz' and 'Save without sending to BDZ'.
- Navigation Buttons:** 'Prev' and 'Save without sending to BDZ' at the bottom.
- Tip:** A blue box on the left with the text 'In General Notes Write General Information Regarding The Visit'.
- Confirmation:** A green box on the right with the text 'Saving without sending to Badaz'.

# Upon Completion Of A Repeat Visit Order, You Will Receive An Email With Confirmation And Order Details.

בקשת ביקור חוזר מפעיל בחו"ל התקבלה - VS-30519 - Repeat Visit Apply details - ביקורת ביקור חוזר מפעיל בחו"ל

10:09 26/12/2024 יומם ה נס

הבקשה ביקור חוזר מפעיל בחו"ל נשלחה על ידי [noreply@salesforce.com](mailto:noreply@salesforce.com) בשם מוקד בע"צ

הבקשה ביקור חוזר מפעיל בחו"ל נשלחה על ידי מוקד בע"צ ב-26/12/2024 10:09. הבקשה ביקור חוזר מפעיל בחו"ל נשלחה על ידי מוקד בע"צ ב-26/12/2024 10:09.

**בקשת ביקור חוזר מפעיל בחו"ל: VS-30519 Repeat**

ear **יוזדה נס** שולם וברכה

Order Details פרטי הזמנה		
Order Number	VS-30519	מספר הזמנה
Apply Date	26/12/2024	תאריך הגשת הזמנה
Start Date	26/12/2024	תאריך התחלה
End Date	2/1/2025	תאריך סיום
Production Location פרטי מקום הייצור		
Factory Name	Int [REDACTED] Greece	שם מפעל
Country	Greece	ארץ
Kashrut Requested	משולב - לפסח ולימונות השנה	שרות מבוקש

גרט' הזמנה בלינק  
<https://badatz.formitlan.com/ftproject/RepeatVisitStp?visitid=a1MP4000001vYu1&>



# Completion Of The Explanation Of The Use Of Repeat Visit Form



# Production Order

Instructions  
How To Submit  
An Application



# Production order Main Screen

Click The Button Marked With A Red Arrow.



<u>List of Production Orders</u>							
Visit ID	Factory visited	Payment account	Order number	Requested kashrut	Visit start date	Sum Days	Status
VS-31072	SL - 5,5 Main	TD him	0	All Year Without Passover	24/03/2025	4	Request In Progress
VS-31025	Samut Sakhon, Thailand	Israel	0	All Year With Passover	16/03/2025	9	Supervision In Progress

Visit Orderer  
Ta

[Add Production Order](#)  
[List of Submitted Requests Visits](#)

Visit details Products details Duplicate Visit Update request Products report

Visit details Products details Duplicate Visit Update request Products report

# Production order Screen 1

Enter The Data, And Click Next To Continue

1 Order Information 2 Factory Contact Person 3 Products 4 Upload Files 5 Order Confirmation

**Visit details**

\* Manufacturing Factory

Paying Account  
Taaman Food Marketing LTD - 7 Atzmona St ,Male Adumim ,israel

\* Customer Order Number

\* Requested Kashrut for all Products

All Year Without Passover  Passover  All Year With Passover

\* Visit Start Date

\* Visit End Date

Visit total days

Total days Calculation

Production hours per day

Next

**Notice About Screen Navigation:**

1. The screens are designed for viewing on a laptop. If you can't see all the fields, try scrolling down or setting your browser to a zoom of less than 100% and all the fields will be visible on one screen.
2. The screens include a number of tabs. In each one a small amount of rows are displayed. If the chart contains more rows you can scroll down from within the chart



1 Please Click On The Magnifying Glass Icon & Select From The Drop-down List The Manufacturer You Want To Check And Press The Select Button

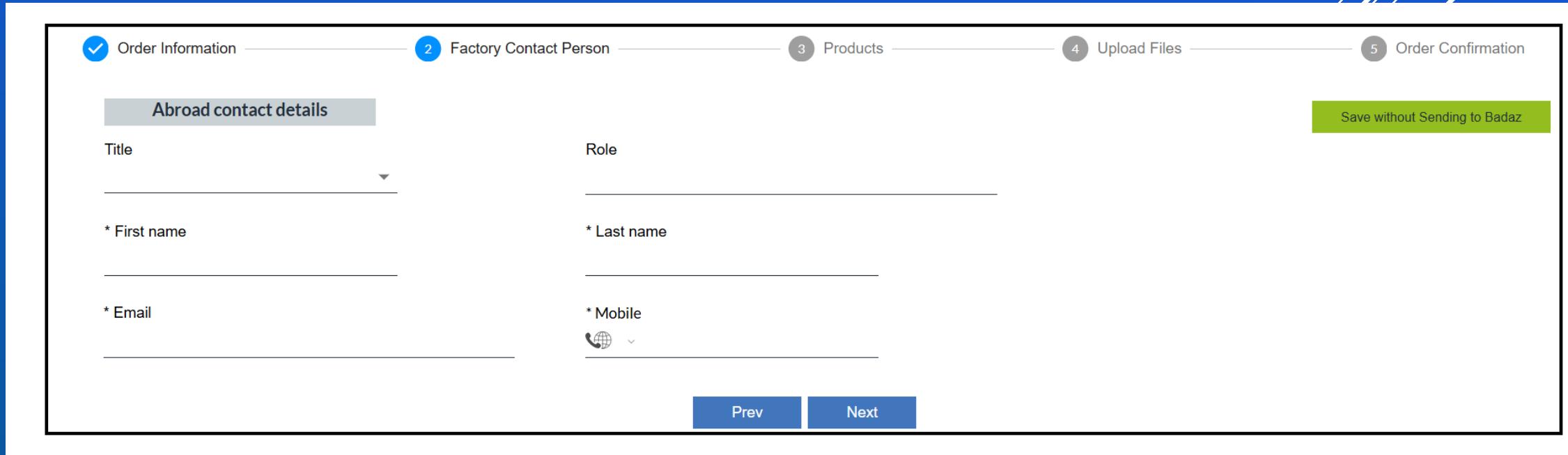


After Selecting The Manufacturer, Enter The Rest Of The Data And Continue To The Next Screen

You can narrow the list by typing a few letters of the factory name and clicking the search button.

# Production order Screen 2

Enter The Data, And Click Next To Continue



The image shows a screenshot of a web-based form titled "Production order Screen 2". The form is a step-by-step wizard with the following steps: 1. Order Information (current step, indicated by a checked blue circle), 2. Factory Contact Person, 3. Products, 4. Upload Files, and 5. Order Confirmation. The "Order Information" step is completed, as indicated by the checked blue circle. The "Factory Contact Person" step is the next in the sequence. The form fields for the "Factory Contact Person" step are as follows:

- Abroad contact details** (Section header)
- Title**: A dropdown menu with an arrow icon.
- \* First name**: A text input field.
- \* Email**: A text input field.
- Role**: A text input field.
- \* Last name**: A text input field.
- \* Mobile**: A text input field with a small globe icon and a dropdown arrow icon.

At the bottom of the form, there are "Prev" and "Next" buttons. To the right of the "Next" button is a green button labeled "Save without Sending to Badaz".

# Production order Screen 3A

The screen is split into two main sections. The top section, labeled "Order Product", contains fields for selecting a product, entering package details, and searching for Badaz product name and code. It also includes fields for quantity, paying account, and a search icon. The bottom section, labeled "Products order list", displays a table with columns for Counter, Producer Cat. Num, Orderer Cat. Num, Product, Amount, Total weight, Total Holograms, and Package ID. A single row is shown for "Walnut Oil -- Parve - Kosher for Pesach -" with values 200, 0, 0, and PID-00151. Buttons for "Update amounts", "Excel products report", "Update", "Delete", and "Label preview" are also present. A red vertical bar on the left side of the top section is highlighted with a red arrow pointing to the right, and a red arrow points to the "Products Report" button in the bottom section.

Counter	Producer Cat. Num	Orderer Cat. Num	Product	Amount	Total weight	Total Holograms	Package ID
1	41111		Walnut Oil -- Parve - Kosher for Pesach -	200	0	0	PID-00151

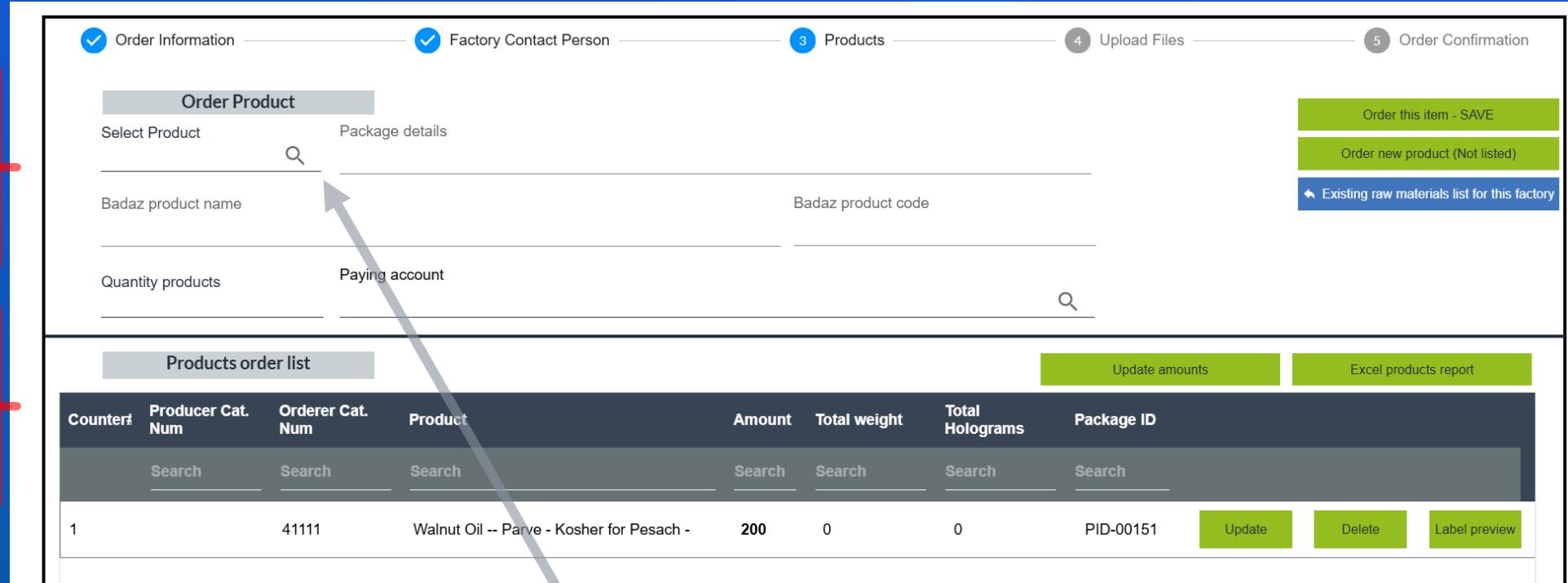
The screen is split into two,

The Chart In The First Part Is The Part Where You Order Products For This Production

The Chart In The Second Part Displays The Products You Have Ordered.

By Clicking The "Products Report" Button, A Report Will Be Downloaded With The Entire List Of Products You Requested.

# Production order Screen 3B



The image shows a screenshot of the 'Production order Screen 3B'. At the top, there are five tabs: 'Order Information' (checked), 'Factory Contact Person' (checked), 'Products' (3), 'Upload Files' (4), and 'Order Confirmation' (5). Below these tabs is a section titled 'Order Product' with fields for 'Select Product' (a dropdown menu with a magnifying glass icon), 'Badaz product name' (input field), 'Badaz product code' (input field), 'Quantity products' (input field), and 'Paying account' (input field). To the right of these fields are three buttons: 'Order this item - SAVE', 'Order new product (Not listed)', and 'Existing raw materials list for this factory'. Below this is a section titled 'Products order list' with a table. The table has columns: Counter#, Producer Cat. Num, Orderer Cat. Num, Product, Amount, Total weight, Total Holograms, and Package ID. The first row shows data for a product: Counter# 1, Producer Cat. Num 41111, Product 'Walnut Oil -- Parve - Kosher for Pesach -', Amount 200, Total weight 0, Total Holograms 0, and Package ID PID-00151. To the right of the table are buttons for 'Update amounts' and 'Excel products report'. At the bottom of the table are buttons for 'Update', 'Delete', and 'Label preview'.

Click On The Magnifying Glass Icon & this Will open a list view of products that can be ordered at the factory,  
Select From The List The Product.  
If You Want To order more than 1 Product, Repeat The process.

# Production order Screen 3 C

The list that opens contains all the products that this manufacturer produces for you.

All products, brands, Passover / not kosher for Passover Parve / dairy, packaging type, and weight.

Choosing the right product is very important.

The search is sophisticated. You can narrow the list and save time by entering in the search.

For example: oil glass or bottle olive ...

Highlight the product and click the apply button.

Packages/Products in the factory				
	Search		Search	
Package	Importer Catalogue Num.	Manufacturer Cat. Num.	PackageDetails	Brand
<input type="radio"/>	PID-01413		Lamp Olive Oil -- Parve - Kosher All Year not Pesach - 1 Litre Plastic Bottle * 15 in a Cardboard	
<input type="radio"/>	PID-01414		Extra Virgin Olive Oil -- Parve - Kosher All Year not Pesach - 750 ML Glass Bottle * 12 in a Carton	
<input type="radio"/>	PID-01416		Extra Virgin Olive Oil -- Parve -- 500 ML Glass Bottle * 12 in a Carton	

///

**Clear** **Cancel** **Apply**



It is very important when ordering for the first time in the new system to order correctly, because in subsequent orders from the same manufacturer, there is a duplicate button that copies the order entirely, without having to select all the products again, and you only need to update the quantity.

The duplicate button is on the main screen

**How to use The duplicate button is on page 48.**

# Production order Screen 3D

Now, The Product You Selected Will Be Displayed In The Chart In The First Part.

In This Field, Enter The Quantity Of This Item.

After Entering The Amount, Click On Order This Item [ Save ]

Then, The Product Will Join The Chart In The Second Part On The Screen Below “Products Order List”

The image shows the 'Production order Screen 3D' with a blue header bar. The main content is divided into two sections: 'Order Product' and 'Products order list'.

**Order Product Section:**

- Header: Order Information, Factory Contact Person, Products, Upload Files, Order Confirmation.
- Form fields:
  - Select Product: PID-01416, Package details: Extra Virgin Olive Oil -- Parve - - 500 ML Glass Bottle \* 12 in a Carton.
  - Badaz product name: Extra Virgin Olive Oil.
  - Badaz product code: RM# 0019011.
  - Quantity products: [Input field].
  - Paying account: [Input field].
- Buttons: Order this item - SAVE, Order new product (Not listed), Existing raw materials list for this factory.

**Products order list Section:**

- Header: Products order list, Update amounts, Excel products report.
- Table:

Counter	Producer Cat. Num	Orderer Cat. Num	Product	Amount	Total weight	Total Holograms	Package ID	
1	Search	Search	Search	Search	Search	Search	Search	
	Extra Virgin Olive Oil -- Parve - Kosher All Year not Pesach - 750 ML Glass Bottle * 12 in a Carton						500	4500000
							PID-01414	Update, Delete, Label preview

If You Want To Order More Than 1 Product, Repeat The Process.

# Production order Screen 3E

Order Information      Factory Contact Person      Products      Upload Files      Order Confirmation

**Order Product**

Select Product	Package details
<input type="text"/>	<input type="text"/>
Badaz product name	Badaz product code
<input type="text"/>	<input type="text"/>
Quantity products	Paying account
<input type="text"/>	<input type="text"/>

**Products order list**

Counter	Producer Cat. Num	Orderer Cat. Num	Product	Amount	Total weight	Total Holograms	Package ID	Update amounts	Excel products report
<a href="#">Search</a>	<a href="#">Update amounts</a>	<a href="#">Excel products report</a>							

No New Products to Supervise

Prev      Next

**To See And Update Quantities Of The Products Click Here**

**To Download An Excel With Order And Quantities Click Here**

# Production order Screen 3F

After Completing The Order Of The Products,  
Continue To The Next Screen

Order Information      Factory Contact Person      Products      Upload Files      Order Confirmation

**Order Product**

Select Product      Package details

Badaz product name      Badaz product code

Quantity products      Paying account

Order this item - SAVE  
Order new product (Not listed)  
Existing raw materials list for this factory

**Products order list**

Counter#	Producer Cat. Num	Orderer Cat. Num	Product	Amount	Total weight	Total Holograms	Package ID
Search	Search	Search	Search	Search	Search	Search	Search

No New Products to Supervise

Prev      Next

# Production order Screen 4

Upload The Files As Explained Below, Click Next To Continue

Upload Questionnaire and Relevant Files

1 Select/Add Files

2 Save

List of Files Attached to Visit		File Type
File Name	File Type	
ProductsReport (16).xlsx	EXCEL_X	3 Show File

Prev Next

1. Upload Files By Dragging And Dropping Or By Opening The Arrow And Selecting The Files
2. Click The Save Button.
3. Clicking The Show File Button, You Can See The Contents Of The Uploaded File.



For Fast Order Confirmation Flow With No Delays

It Is Very Important To Upload The Questionnaire And Relevant Documents.

Regarding The Products + Financial Commitment

# Production order Screen 5

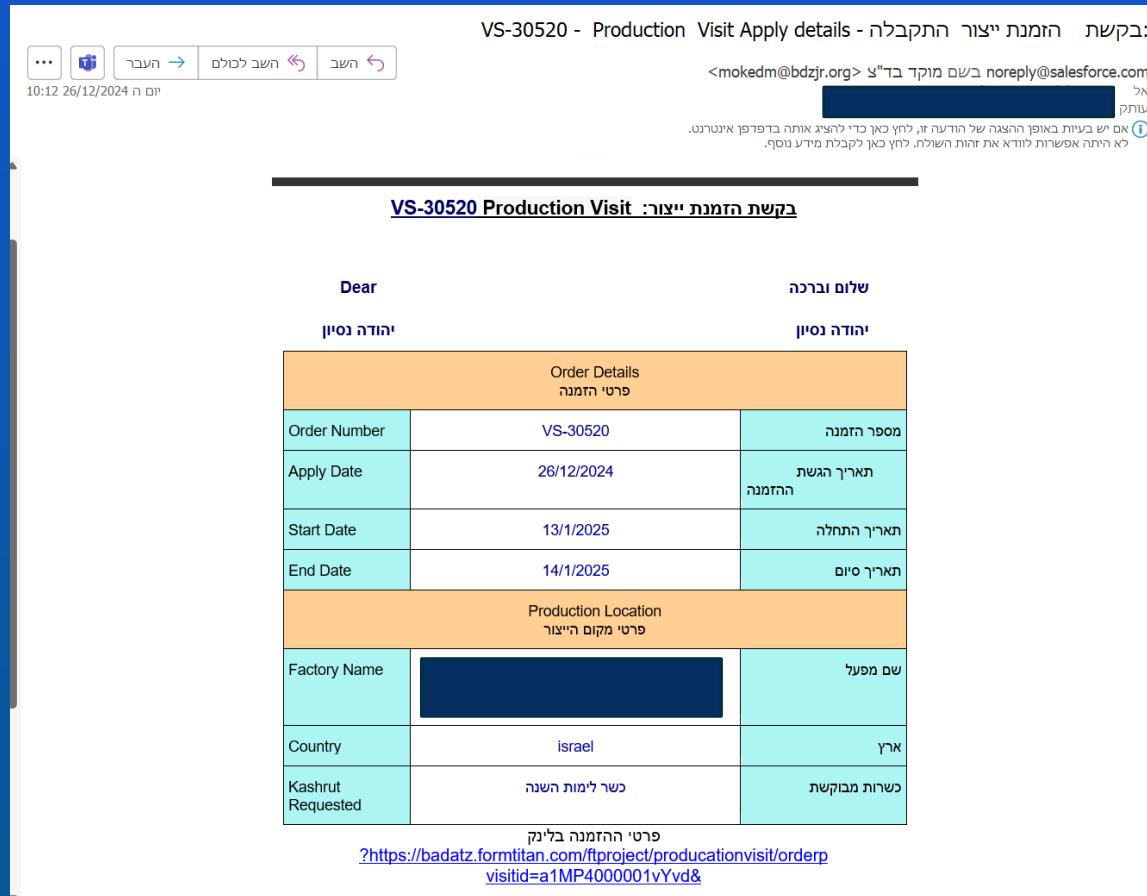
Confirm The Order By Clicking The "Confirm Order & Send" Button  
Or Save It To Draft Status By Clicking The "Save Without Sending" Button



Note That You Can Navigate Back And Forth Within The Request  
By Clicking On The Circle In The Navigation Bar.

The screenshot shows a navigation bar with five items: Order Information, Factory Contact Person, Products, Upload Files, and Order Confirmation. The first four items have a blue checkmark icon, while Order Confirmation has a blue circle with the number 5. Below the navigation bar is a section titled 'Approvals' with two groups of checkboxes. The first group contains 'Confirm the Raw Materials Are Approved by BDZ' and 'Confirm the Labels Are Approved by BDZ'. The second group contains 'Confirm Products' and 'Confirm Visit Details'. To the right of these groups is a green button labeled 'Save without Sending to Badaz'. At the bottom of the screen, there is a 'General Comments - Important Details About This Production' section with a text area and a 'Confirm Order and Send to BDZ' button. A note below the button states: 'Please note :You cannot edit after submitting and confirming this order.' A 'Prev' button is also visible. A callout box on the right side of the screen provides instructions: 'In General comments Write General Information Regarding The Visit'.

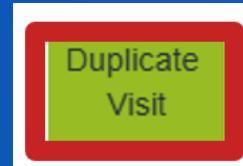
Upon Completion Of the Order, You Will  
Receive An Email With Confirmation  
And Order Details



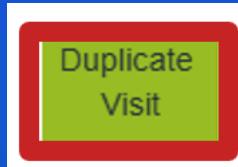
# Completion Of The Explanation Of The Use Of Production Order Form



Order Production From A  
Manufacturer You Previously  
Ordered In The New System  
By Clicking The Button



**Ordering By Duplicating Saves A Lot Of Time.  
It's Worth Trying, Especially For Recurring Orders.**



# Clone / Duplicate Orders

Click The Duplicate Button & The Order Will Be Duplicated & The Production Date Will Be Reset. All Products In This Order Will Be With A Value Of Zero In Quantity



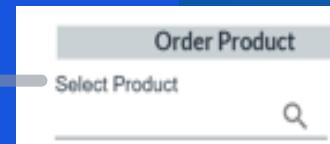
Visit ID	Factory visited	Payment account	Order number	Requested kashrut	Visit start date	Sum Days	Status	
Search	Search	Search	Search	Search	Search	Search		
VS-31111	Meat Catering ,P			All Year Without Passover		Draft	Visit details	Products details
VS-31072	Meat Catering ,P			All Year Without Passover	24/03/2025	4	Request In Progress	Duplicate Visit Update request Products report

Enter The Duplicate Order,  
Screen 1, Update The Production Date,  
Screen 2, "Contact Information" If There Is No Change, Continue To The Next Screen,  
Screen 3, "Products", Click The Green "Update Amounts" Button , In The Chart That Opens, Update The Quantity Of Products .

**Attention! Products That Remain At A Value Of 0 Quantity Will Be Deleted From The Order.**

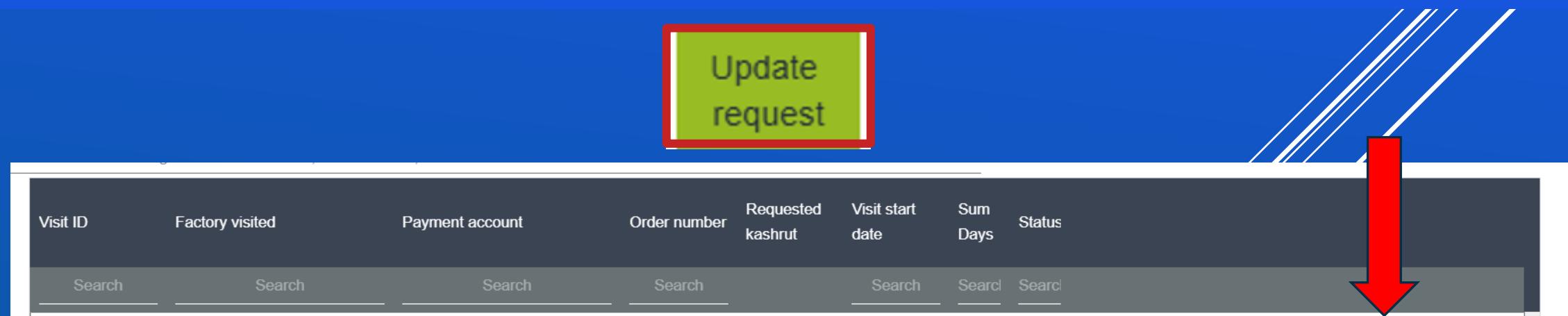
Products That Were Not In A Previous Order And You Want To Add Them, Click Now On The Magnifying Glass Icon  
After ordering the products

Proceed As In The Instructions For Ordering A Regular order, Screen 4 – 5 And Continue As In A Regular Order.



# Important Info 1

After You Have Submitted An Order,  
You Do Not Have The Option To Edit And Make Changes!!!  
If You Want To Change, Click On The Update Request Button On The Main Screen



Visit ID	Factory visited	Payment account	Order number	Requested kashrut	Visit start date	Sum Days	Status	Actions
Search	Search	Search	Search	Search	Search	Search	Search	Actions
VS-31072	Modiin LM, Israel C-7, Israel	Taa... ELM LTD	0	All Year Without Passover	24/03/2025	4	Request In Progress	<button>Visit details</button> <button>Products details</button> <button>Duplicate Visit</button> <button>Update request</button> <button>Products report</button>
VS-31025	Da... L, Israel S, Israel	Taa... ELM LTD	0	All Year With Passover	16/03/2025	9	Supervision In Progress	<button>Visit details</button> <button>Products details</button> <button>Duplicate Visit</button> <button>Update request</button> <button>Products report</button>
VS-30975	Pa... T, Israel K, Israel F, Israel El... ELM LTD, Israel	Taa... ELM LTD	0	All Year Without Passover	19/02/2025	1	Supervision In Progress	<button>Visit details</button> <button>Products details</button> <button>Duplicate Visit</button> <button>Update request</button> <button>Products report</button>

After The Approval From The Rabbinical Kashrut Committee & Accounting Department, You Will Receive An Email With The Details Of The Kashrut Supervisor Assigned & Contact Details.

עדכון לקביעת משלחים לביקור - VS-30456 - Update Visiting Rabbi details

השנה למועד לביקור משלחים: VS-30456 - VS-30456

שלום וברכה  
נמרוד זילחה

[Update details on forthcoming visit VS-30456 - Visiting Rabbi Details](#)

Dear  
נמרוד זילחה

Order Details פרטי הזמנה		
Order Number	VS-30456	מספר הזמנה
Start Date	18/12/2024	תאריך התחלה
End Date	18/12/2024	תאריך סיום
Order Type	הזמנה יצור Production Order	סוג הזמנה

Production Location פרטי מקום ייצור		
Factory Name	Spain	שם מפעל
Country	Spain	ארץ

Ordering Company details פרטי חברת הזמנה		
Ordering Company		חברה הזמנה
Pay Account Code		מספר משפט

Visiting Rabbi/s שליח/ת לביקור		
הרב מוטי כהן Rabbi Motli Cohen		טלפון
Email: <a href="mailto:office@cohen-kosher.com">office@cohen-kosher.com</a>	Phone: 3232395370	
18/12/2024 - 18/12/2024	בתאריכים:	

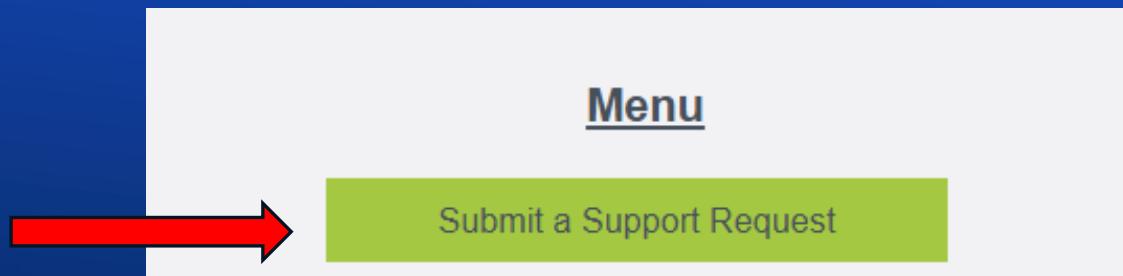




## OPTIONS TO CONTACT US FOR SUPPORT

There Are Two Options.

- 1 Support Through The System  
By Opening A Request In The Badatz Orders Menu



- 2 Telephone Support: Dial 972-733476300  
Specify A Time That Is Convenient For You,  
And a Representative Will Get Back To You