Online Ordering Portal Guide



WELCOME TO OUR ONLINE ORDERING PORTAL

To setup your account you'll need an invoice from one of your recent deliveries:

- 1. Enter the Internal Control No.
- The Net Invoice total
- 3. Provide your **Email**
- 4. Create a Password
- 5. Click Register

You're all set! Take a quick tour using the next few pages of this guide

Sign Up

Please provide an invoice number, your email, and a password you would like to use for logging in

Invoice Number *

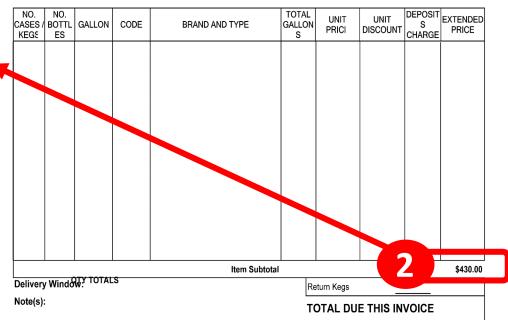
Net Invoice Total *

3 Email *

Password *

5 REGISTER





Home Page Overview







Home

Orders

Promotions

Overview

Log Out

Stats & Data

Products

Recent Orders

ORDER #	STATUS	ORDERED DATE	DELIVERY DATE		
1978714	DELIVERED	9/26/23, 3:56 PM	9/27/23, 1:26 PM 2	ORDER AGAIN 3	→
1978713	DELIVERED	9/26/23, 3:56 PM	9/27/23, 1:26 PM	ORDER AGAIN	→
1976379	DELIVERED	9/19/23, 3:30 PM	9/20/23, 1:58 PM	ORDER AGAIN	→
1973714	DELIVERED	9/5/23, 4:25 PM	9/6/23, 12:56 PM	ORDER AGAIN	→
1971192	DELIVERED	8/29/23, 3:43 PM	8/30/23, 2:10 PM	ORDER AGAIN	→
1971191	DELIVERED	8/29/23, 3:43 PM	8/30/23, 2:10 PM	ORDER AGAIN	→

VIEW YOUR ORDER HISTORY

My Shopping Cart

Upcoming Delivery Dates Balance Overview

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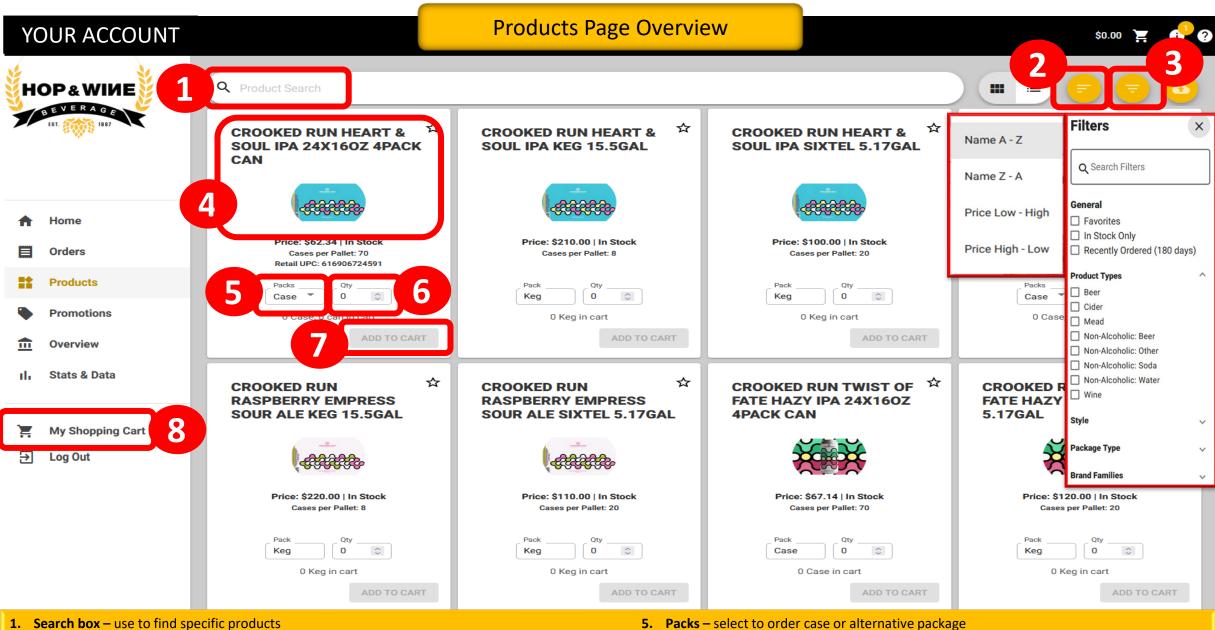
- 1. Recent Orders will show the last 6 orders placed
- 2. Order Again click to add all products on an order to the shopping cart

Total **Balance**

\$0.00

3. Arrow → – to see an order's products, date, and price details

- 4. Delivery Dates the next ten scheduled delivery dates are listed
- 5. Contact Information email and phone # for assigned Account Manager
- **6. Products** view products to order



- **Sort Icon** select how the page will be sorted
- Funnel Icon select how to filter the product list
- 4. Product Image click to see additional product details

- **6. Qty** enter your quantity selection
- 7. Add to Cart click to add product to cart
- 8. My Shopping Cart click to checkout

Shopping Cart Page Overview



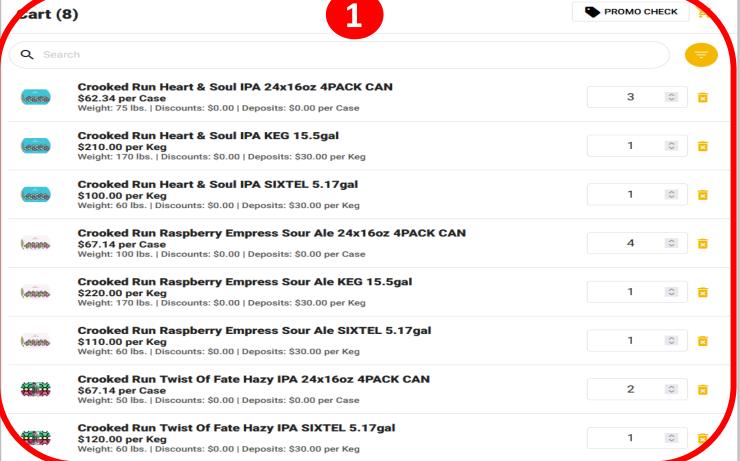


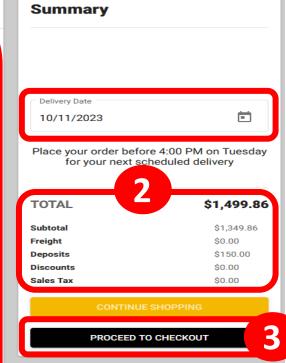




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1. Review Order Details:

- Verify products and quantities
- Adjust spinners to increase/decrease quantities
- Use the trash can to remove an item
- 2. Review price Totals
- 3. Click on Process to Checkout or click Continue Shopping to exit the cart

YOUR ACCOUNT

Shopping Cart Page Overview cont.









Home

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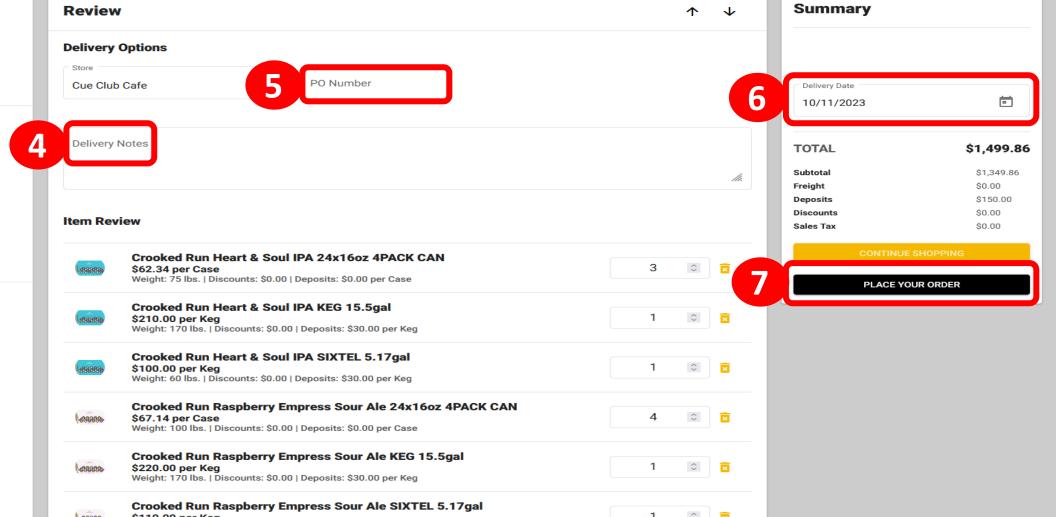
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Shopping Cart Page Overview cont.

- 4. Enter any **Delivery Notes** (optional)
- 5. Enter PO Number (optional)
- **6.** Set the **Delivery Date**
- 7. Click on Place Your Order to send the order