

Placing an Order

New or Pending Orders

Starting a New Order: From the dashboard, click on new order (green button), choose order from (history, bid, etc) using the drop down box, date of delivery, separate invoice (if customer does not want orders to merge once at Sysco), PO information, Par list, then select start order with above selections.

Opening a Pending Order: From the dashboard, click on new order (green button), choose You Have # Pending Orders. Or, from the dashboard, click on Status. Select the blue order # for any pending order.

Customer #	Customer	Order #	Order Type	Order Date	Ship Date	Qty Ordered	Amt Ordered	Status
20338	TRIPLE O'S #577	2785	Dashboard	06/11/2015	Fri 06/12/2015	5	\$392.33	Pending
20338	TRIPLE O'S #577	3227	Standard Guide	06/10/2015	Fri 06/12/2015	15	\$2043.76	Confirmed

Adding Items To An Order

Enter quantities in the QTY box, if you want "Eaches" ensure you are checking the each box (this will appear only for items that are able to be bought by the each). To change categories or page #, click on the corresponding drop down box, or use the blue arrows.

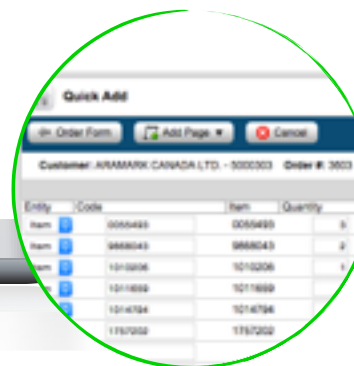
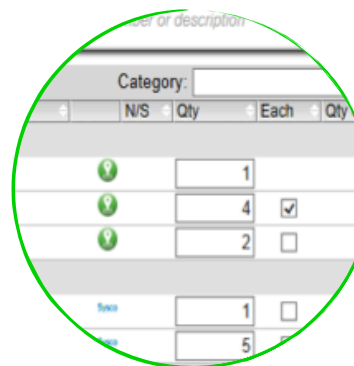
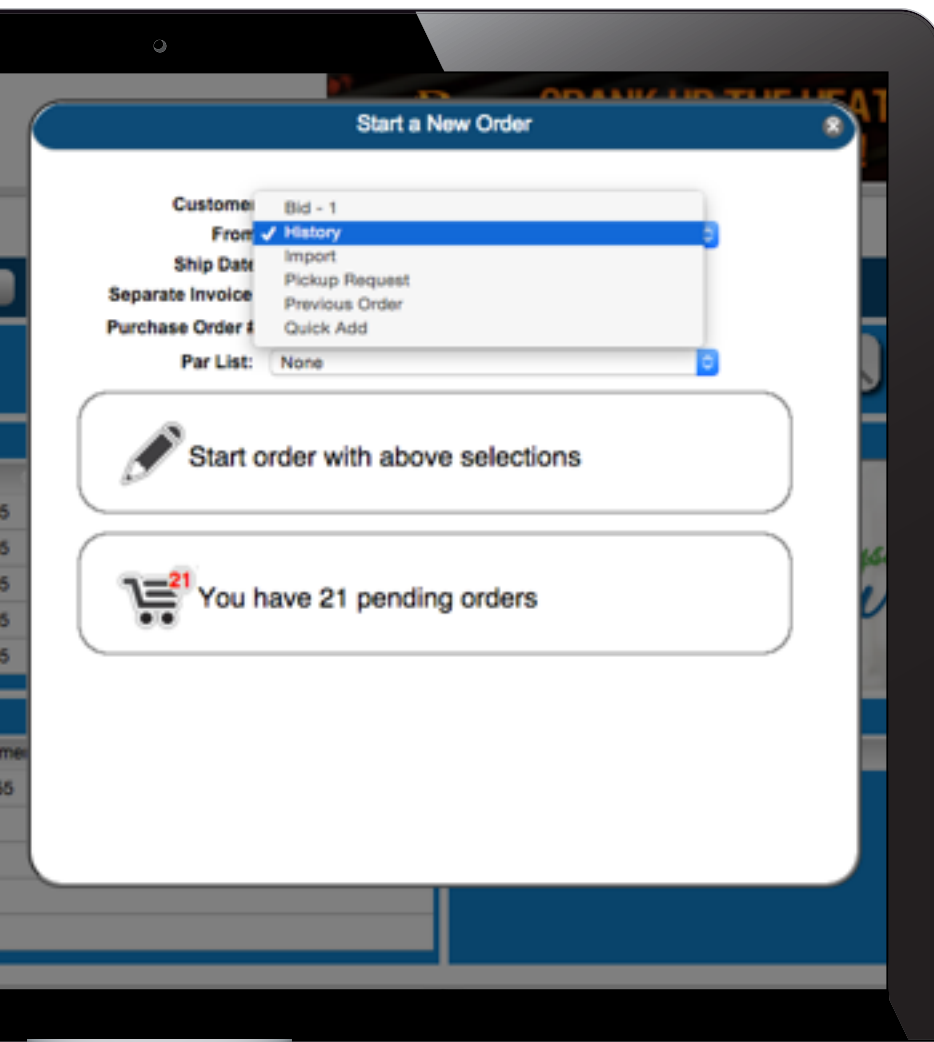
NOTE - You will see Sysco on hand inventory, case and each pricing, quantity previously ordered and when, also extended price. At the top right you will notice Total Amount for your order, total quantities ordered.

Quick Add

From the dashboard, Click on New Order (green button), select Quick Add using the drop down box, date of delivery, separate invoice, PO information, Par list, then select start order with above selections.

Enter the 7 digit SUPC # (for 1 or more items), select check items.

Enter the quantity, when you are finished, click on the save (green) button.





Completing & Sending Orders

Once you are ready to send your order, click on the review order (green) button. Review the order using the page drop down box to scroll through the whole order. Change the delivery date, separate invoice, special instructions and/or purchase order #. If you need to change quantities or add items, click on the order form button to return to the ordering. Review the quantity, Invoice total \$, Cube & weight.

When you are happy with the order, click on the submit button (green button). Order will show as submitting, then change to **confirmed** once the order has been confirmed (may need to refresh). **Please double check that your order is in CONFIRMED status.** Note pending orders have not been submitted. E-mail confirmations will be sent, once your order is in confirmed status.

Sorted by : Order Date, Order #, Ship Date			Status: All						
Delete	Order	PO #	Order Type	Order Date	Ship Date	Qty Ordered	Amt Ordered	Instructions	Status
	3292		Testing History	06/11/2015	Sat 06/13/2015	51	\$2789.15		Confirmed

Deleting An Order

For orders in Pending status only. From the dashboard, click on the status button, check the delete box, click on the delete button. **NOTE - To delete orders in Confirmed status,** contact Customer Service.

Refresh Delete All Power Net Orders Sysco Vancouver									
Customer: TRIPLE O'S #577 - 20338 LANGARA COLLEGE 100 WEST 49TH AVENUE VANCOUVER, BC V5Y 2Z6									
Items 1 - 23 of 37								Status: All	Page 1
Delete	Order	PO #	Order Type	Order Date	Ship Date	Qty Ordered	Amt Ordered	Instructions	Status
	3287		Testing Custom Guide	06/11/2015	Thu 06/25/2015	10	\$177.66		Confirmed
☒	3273		Testing History	06/11/2015	Sat 06/13/2015	13	\$536.34		Pending

Order Status & Meaning

Pending – Order that only exists on the website (it has NOT been sent to Sysco)

Confirmed – Order that has been sent to Sysco and it has been confirmed that it is there

In Use - Order that someone is still using or they were interrupted while ordering or they had a communication issue and they lost connection