Online Ordering System Quick Start Guide



# Before You Get Started

#### **Browser Requirements**

Before logging into PerformanceNet, please ensure you meet the Browser minimum requirements:

- Google Chrome 8.0 and higher
- Firefox 4.0 and higher
- Internet Explorer 8.0 and higher (but not version 10)
- Apple Safari is not supported at this time. If you are using an Apple product, you will need to download Chrome to use as an alternate browser
- iOS8

#### **Best Practices/Need to Know**

- There is a 15 minute inactivity timeout period
- Save early and often
- You can start and order then return to finish it later, just be sure to Save



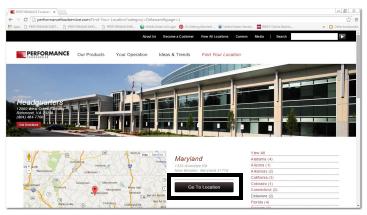
# Web Address

#### Website Set Up

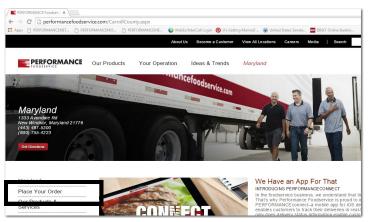
The web address to login to PerformanceNet can be found on the Performance Foodservice website:

Navigate to Performancefoodservice.com.

From the list of locations on the right, select your state. Then from the results, click the Go To Location box for your location.



On the left side of the screen, click the Place Your Order link. A new tab opens with the PerformanceNet Sign In screen. Bookmark this website, as this is your online order site.



#### Pop Up Blockers

You may need to make a few changes to your browser Pop-Up settings, to ensure you can sign in to PerformanceNet. Use the steps below to configure your preferred browser to allow pop-ups.

#### Google Chrome 8.0 and higher

- Click on the pop up icon then select the PerformanceNet URL.
- 2. Select Always show pop-ups from (site).

#### Firefox 4.0 and higher

- 1. At the top menu bar, click on Tools then select Options.
- 2. Select Content.
- 3. Ensure Block Pop Up Windows is not selected.

#### Internet Explorer 8.0 and higher but not version 10

- 1. At the top menu bar, click on Tools.
- 2. Point to Pop-Up Blocker, then select Turn Off Pop-Up Blocker.



### **Basic Navigation**

#### Sign In

Using your preferred web browser, go to your online ordering site to open the PerformanceNet Customer Sign In page. Enter your supplied User ID and Password then click on Sign In.

Enter your User ID and Password.
User ID:
Password:
Sign In
Forgot your password? Enter your User ID above, check this box, then click Sign In and we'll email your password to you!

Your landing page is the **Dashboard**, this is your homepage and is made up with 3 panels:

- The Orders Panel displays orders you have placed and orders in pending status
- The Account Panel displays invoice statements
- The Messages Panel displays messages sent from Performance Foodservice

Dashboard	d			Unit/Custom	er Ship Na	me-170112 (Tes	st Con	npany - 17	0112)	•				2	G
Status	▼ 🔗 Account ▼	📃 📑 Rep	oorts 🔻 🔒 Cus	tomer 🔻 🛛 📮	🦻 Admin 🔻	🔚 Items	•							Create Orde	er 🔻
Hello JES	SICA JUDD				3	Search by Item nu	ımber	or descript	ion	Contains All					C
Orders															
Customer #	<ul> <li>Customer</li> </ul>	⊖ Or	der # 🔷 Order Typ	e - Con	firmed Date	- Time	<ul> <li>Ord</li> </ul>	er Date	Ship Date	<ul> <li>Lines</li> </ul>	<ul> <li>Qty Ordered</li> </ul>	Oty Ship	<ul> <li>Amt Ordere</li> </ul>	d Status	¢
170112	Ship Name-17011	2 <u>40</u>	95 Standard	Guide			12/0	9/2014	Thu 12/11/2014		4	17	0	\$548.92 In Use	
170112	Ship Name-17011	2 <u>24</u>	63 Dashboar	i			12/0	8/2014	Wed 12/10/2014		1	1	0	\$0.00 Pending	
170112	Ship Name-17011	2 <u>39</u>	10 Standard	Guide			11/2	5/2014	Thu 11/27/2014		0	0	0	\$0.00 In Use	
170112	Ship Name-17011	2 38	74 Standard	Guide			11/2	5/2014	Thu 11/27/2014		1	1	0	\$45.73 Pending	
1008	Ship Name-1008	38	91Standard	Guide			11/2	4/2014	Wed 11/26/2014		1	1	0	\$23.97 Pending	
1008	Ship Name-1008	<u>38</u>	90 Previous				11/2	4/2014	Wed 11/26/2014		1	2	0	\$87.86 Pending	
Account			$\sim$					Messages							
Invoice # 🜼	Date	<ul> <li>Amount</li> </ul>	Customer Balance	Check# o	Reference	PO#		Subject					<ul> <li>Messag</li> </ul>	e	
4732688	05/14/2014 Invoice	551.45	61544.33			EOR0001594		New	version of Performan	ceNet will	be released at 1	1:25PM on Nov	ember This is to	o inform you that a	ne
4732687	05/14/2014 Invoice	688.70	60992.88	$\sim$		EOR0001597									
4705215	05/11/2013 Adj	-44.71	60304.18	4	700529										
4705885	05/10/2013 Invoice	83.14	60348.89		$\overline{\}$										
4705215	05/10/2013 Invoice	3925.66	60265.75												
4699247	05/08/2013 Adi	-39.85	50340.09		7 1569	h.			k to vie						Þ

#### more information



As you begin to navigate through the website, use the Home

button any time to return back to the Dashboard.

Sign Out



### **Basic Navigation**

#### **General Screen Layout**

The PerformanceNet Dashboard is made up of the follow areas:

		Т	<b>ool E</b> 	Bar				Custo	m	er			User \$	Settin	gs	Sign	Of
Dashboard	ł		¥			Unit/Cust	omer Ship Na	ame-170112 (Tes	st Co	ompany - 1	70112)	¥				2 ?	6
Status	• 🔌	Account 🔻	📑 Rep	orts 🔻	Custo	mer 🔻	😡 Admin 🔻	r 🔚 Items	•		_	Place	e an O	rder		Create Ord	ter 🔻
Hello JES:	SICA JUDI	o Orc	lers	Pai	nel			Search by Item ni	ımbe	r or descrip	tion	Contains All	•				0
Orders				7													
Customer #	<ul> <li>Custo</li> </ul>	omer	♦ Ore	der# 🔶	Order Type	÷ I	Confirmed Date	e - Time	♦ Or	der Date	Ship Date	Lines	Oty Ordered	Oty Ship	<ul> <li>Amt Ordere</li> </ul>	d 🔶 Status	
170112	Ship	Name-170112	<u>409</u>	9 <u>5</u>	Standard Gu	ide			12	/09/2014	Thu 12/11/2014		4	17	0	\$548.92 In Use	
170112	Ship	Name-170112	<u>246</u>	<u>53</u>	Dashboard				12	/08/2014	Wed 12/10/2014		1	1	0	\$0.00 Pending	1
170112	Ship	Name-170112	<u>391</u>	<u>10</u>	Standard Gu	ide			11	/25/2014	Thu 11/27/2014		0	0	0	\$0.00 In Use	
170112	Ship	Name-170112	<u>387</u>	74	Standard Gu	ide			11	/25/2014	Thu 11/27/2014		1	1	0	\$45.73 Pending	1
1008	Ship	Name-1008	389	<u>91</u>	Standard Gu	ide			11	/24/2014	Wed 11/26/2014		1	1	0	\$23.97 Pending	J
1008	Ship	Name-1008	389	<u>90</u>	Previous				11	/24/2014	Wed 11/26/2014		1	2	0	\$87.86 Pending	•
Account										Messages							8
Invoice # 🜼	Date 🤤	Туре	Amount	Custome	r Balance	Check#	<ul> <li>Reference</li> </ul>	• PO#		Subject					<ul> <li>Message</li> </ul>	Э	-
4732688	05/14/2014	Invoice	551.45	61544.33				EOR0001594		New	version of Performa	nceNet will	be released at 1	1:25PM on Nov	vember This is to	inform you that	a ne
4732687	05/14/2014	Invoice	688.70	60992.88				EOR0001597									
4705215	05/11/2013	Adj	-44.71	60304.18			4706529										
4705885	05/10/2013	Invoice	83.14	60348.89	1												
4705215	05/10/2013	Invoice	3925.66	60265.75	i								<b>A</b>				
<u>4699247</u>	05/08/2013	Adj	-39.85	56340.09			4701569		-	4			T.				+
																	_

**Account Panel** 

#### **Messages Panel**

Tool Bar - navigate to the different areas of the website

**Customer** - your customer name and customer#, if you are responsible for multiple customers/locations, you may see additional customers in this drop down

User Settings - add an email address or update your password

Sign Off - sign out of PerformanceNet

Create Order - create a new order

Orders Panel - view 13 weeks of confirmed orders and orders in pending status

Account Panel - view 13 weeks of invoice statements

Messages Panel - view important messages from Performance Foodservice



### **Basic Navigation**

#### **Tool Bar Overview**

The Tool Bar is used to navigate to the different areas of the website and is made up of the following items:

Dashboard	Unit/Cus	stomer Ship Name-170112 (Test Company - 170	112
💿 Status 🔻 🔗 Account 💌 [ R	eports 🔻 🔒 Customer 🔻	🛃 Admin 🔻 🔚 Items 🔻	
Hello JESSICA JUDD		Search by Item number or description	n
Orders Customer #	Order # 🔶 Order Type 🔶	Confirmed Date - Time	÷

**Status** - view and print orders you've placed or are in pending status, this is an extended view of the Orders Panel on your Dashboard

Account - view and print invoices and credits, this is an extended view of the Account Panel on your Dashboard

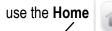
Reports - view and print item usage and item movement reports, as well view and print order guides

Customer - if you are responsible for multiple customers/locations, you can use this button to change customers

Admin - view, edit and/or create custom order guides, part lists and critical items list; as well, view messages

Items - view and print new and discontinued items

As you navigate to the different areas of the website,



**button** to return to the Dashboard:

	_					
Statement	Status					
Statement V	Sort ▼ 🕴 Ad	Ivanced 🔻				
Customer: Ship I	Name-170112 - 170112		Last Payment: Terms: Credit Limit:	60 DAYS	Past Due: Total Due:	
🔢 Items 1 - 43 of 4	19		WebNow Invoice	e:		Go
Invoice #	Date	🔶 Туре	<ul> <li>Amount</li> </ul>	÷	Customer Balance	_
4732688	05/14/2014	Invoice		551.45		615
4732687	05/14/2014	Invoice		688.70		609
4705215	05/11/2013	Adj		-44.71		603
4705885	05/10/2013	Invoice		83.14		601



# **Placing Orders**

#### Overview

In PerformanceNet, you have the following options available for placing orders using an Order Guide:

**Placing Orders/Order Guides** - order guides show you item information such as Item#, Pack, Size, Description, Price, Extended Price and Last Purchase Date. You can order items from the order guide, or you can search the entire Item Master (when applicable).

There are three types of order guides in PerformanceNet:

History Guide - items purchased in the last 13 weeks

Standard Guides/Bids - bids that are maintained by Performance Foodservice

Custom Guides - order guides created and maintained by the customer or the area manager

n org	er Form fro	m Bid - 5289		Ţ			H 🚨 ? U
Save	Swite	th View	Add From 🔻	🚍 Summary 🛛 🚡 Add Page 🔻 📄 🔀 Check Avail	위 Advanced ▼		🧊 Place Order
Customer Order #: 4	r: Ship Name-1 121 Ship Da	170112 - 170 te: 12/12/20	earch	Items		er Quantity	<u>ب</u> ر
	- 44 of 375						Page 1 V 🔣 🛛 🕨
m	Pack	Size	Brand	<ul> <li>Description</li> </ul>	Oty	Price Prev	Last Date
56022	6	#10	7/11	TOMATO GRND IN XHVY PUREE		22.59	
56797	24	5 OZ	A1	SAUCE STK TFF		45.73 Via	w Total 🍭
229654	1	35 LB	ADMIRATN	OIL CANOLA SALAD TEF	2	33.77	W IUlai
899738	1	100 CT	AEP	COVER 0175019 RACK BUN 52X80	2	66.85	
964441	1	1 LB	AFI	BASIL LEAF	2	3.33 Ord	ier 🛔
964475	1	1 LB	AFI	CELERY SALT	2	2.72	
966498	1	1 LB	AFI		2	3.68 Am	ount 🏻 🧋
063867	4	1.64	AFI		20	33.68	

for Item

As you begin placing your order, it is very important that you Save early often.



# **Placing Orders**

#### **Order Guide Selection**

#### Select the Order Guide

From the Dashboard, click on the green Create Order button. Then, from the dropdown, select the order guide you want to use (i.e. History, Standard Guide, Bid, Custom Guide). If selecting a Custom Guide, you will be presented with a pop-up to select the desired guide.

Dashboard	Unit/Customer Ship Name-170112 (Test Company - 170112)	•	ي ؟ ٩
🗿 Status 🔻 🔗 Account 🔻 📑 Reports 🔻	🔒 Customer 🔻 😨 Admin 💌 🔚 Items 🔻		Create Order 🔻
Hello JESSICA JUDD	Search by Item number or description	Certains All V	0

#### Sort the Order Guide

Order guide items appear and are listed by item number. To view items in alphabetical order, you can click on the

#### Description heading.

Orde	r Form fro	m Bid - 5289					e 🗧 🗧 🕹
🕞 Save	Switc	ch View	Add From V	🔚 Summary 🛛 🔂 Add Page 🔻 📄 Check Avail	transferrer v Advanced v		🧊 Place Order
		170112 - 170112 ite: 12/12/2014		Search by Item number or description	Contains All		<u>,</u>
Items 1 -	44 of 375						Page 1 🔻 🕅 🔌 🕨
Item	<ul> <li>Pack</li> </ul>	<ul> <li>Size</li> </ul>	<ul> <li>Brand</li> </ul>	Description	<ul> <li>Qty</li> </ul>	Price	Prev
883261	2	3 LB	BAZZINI	ALMOND SLCD BLNCHD TFF		42.63	9
927102	1	28 OZ	MARTEL	ANCHOVY FIL IN OLIVE OIL	2	11.97	· · · · · · · · · · · · · · · · · · ·
986808	1	14 OZ	ROLAND	ANCHOVY FLAT IN OLIVE OIL TFF		use arrow	s to navigate
941802	1	40 LB	PACKER		2	44.70	#
994227	1	30 LB	PACKER		2	through $\frac{44.70}{44}$	ne Order 🛛 🍙
78214	6	#10	LKY LEAF	APPLE SLCD PLD IN WATER TFF	2	52.97	
						Guide	



# **Placing Orders**

#### Search Products within the Order Guide

Within Order Form product entry there are many methods to search for items. The search field by default is a "Contains All' search and you can search by item number or description.

Type all or part of the item you are searching for then hit Enter.

it it	item Master Search - Order Only											
🗢 Ord	🗢 Order Form 📻 Switch View 🔇 Cancel 🛒 All Items 🕞 Add Page 🔻 🔝 Check Avail 👫 Advanced 🔻											
Custome Order #:		170112 - 170112	2	sauce	Clear Contains All							
🔢 Items	1 - 12 of 12											
ltem	Pack	Size	<ul> <li>Brand</li> </ul>	Description		Qty - F	Price	÷ 🔺				
26079	24	5 OZ	<u>L&amp;P</u>	SAUCE WORCESTERSHIRE TFF			34.37	÷				
26417	4	2 LB	KNORR	SAUCE MIX DEMI GLACE TFF		<b></b>	57.18	÷				
27287	4	1 GA	KENS	SAUCE BBQ HCKRY SMKD GF TFF		<b>F</b>	41.81	÷				
33832	6	4 LB	KIKKOMAN	SAUCE SWEET & SOUR TFF		<b></b>	39.27	÷				
52355	6	.5 GA	KIKKOMAN			- <b></b>	38.47	-63a				

The search results yield items within the Order Guide (as indicated by the shopping cart icon). You can continue to filter down and narrow your search by typing the next search criteria.

item	Master S	Search - Order	Only					121	
🗢 Order I	Form	Switch View	🔀 Cancel	😭 All Items 🛛 🙀 Add Page 🔻	Check Avail	Image: Advanced ▼			
Customer: Order #: 46		170112 - 170112		bbq		Clear Contains All			
Items 1 -	- 1 of 1								
Item	Pack	<ul> <li>Size</li> </ul>	Brand	Description		÷	Qty	Price	÷ 🔺
27287	4	1 GA	KENS	SAUCE BBQ HCKRY SMKD G	F TFF		<b>.</b>	41.81	100 e

View Item Information

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You can click on an item description hyperlink to view more information such as manufacturer, inventory; serving information; and substitute item information.

57189	36	1 LB	WEST CRK	BUTTER SOLING UNSLTD AA TFF		2	75.81	ģ
58718	4	5 LB	WEST CRK	CHEESE AMER YLW 120 SL TFF		2	44.19	ŭ
58816	1	10#AV	WEST CRK	CHEESE CHED MILD YLW BLOCK	~~			158
CI	ick	on tl	ne Sum	mary or Details _		Summary CHEESE AMER YL	Detais URL _W 120 SL TFF (158718)	
ta	b to	viev	v more	information or to		Cust Item Pack Size		4 5 LE
					EASY PICK	Brand		WEST CR
cl	ose	out	click o	n the X.	Price: \$44.19	Classifications		
						Category		CHEESE (04822
						Class Manufacturer		DAIRY PROD & SUBS (048 Remit Name-3922 (3922
						Inventory On Hand Case On Hand BIC		
						On Order		350
						Expected Date		05/22/201

# **Placing Orders**

#### Item Nutrition Designations

You may notice icons next to items:

397361	200	2 OZ	RCHLNDHL	
228627	6	#10	SLVR SRC	🔀 APPLE SLCD IN WATER 🎔 😐
377517	6	#10	PACKER	
377542	6	#10	PACKER	

Heart = kosher designation. Hover over a heart to see the kosher designation.

**Smile** = has child nutrition label. Hover over a smile to see it's designation (BG = buyers guide, PFS = product formulation statement; USDA = USDA compliant).

#### View Item Product Card

Next to each item description is a PDF icon you can click on to view the product card.

🔢 Items 1 - 44	of 375			
157189	36	1 LB	WEST CRK	BUTTER SOLIDS UNSLTD AA TFF
157432	1	30 DZ	WEST CRK	EGG WHI XL GRD AA LOOSE
158718	4	5 LB	WEST CRK	CHEESE AMER YLW 120 SL TFF
158753	4	10 LB	WEST CRK	CHICKEN BRST RAND JUMBO B/S CVP
158816	1	10#AV	WEST CRK	CHEESE CHED MILD YLW BLOCK

The product card displays information such as nutrition, kosher information, school equivalent, serving size and product image.

iem # 158718							
Nutrition Facts	Product Specifi	cations:					
Serving Size :	MPG Product	UPC	UnitalCase	UniStraMeasure	ServingCase		
Sening Per Container : 120	158718	10806795003861	4.0	5.8	120		
Amount Per Serving	Brand	Ches		COM			
Calories tron Fal :	WEST CREEK	DARY PROD & SUBS		CHEESE			
Per Serving NDaily Value" Total Fat S							
Saturated Fat	Gross Wit	Net Wt	Origin	Kosher	Child Nutrition		
Trans Fat g	21.15	20.0			N		
Chakelerol ng %	Shipping Inform	ation:					
Total Carbohydrale g %	LanXWidth201	Tes	Outlin	TempZone	Wifies		
Detary Fiber 0 %	Lancondension	1010	ShelfLile	TempZone DEEDVGEDATED	WiFlag		
Podežn g							
Per Sev Per Sev	Ingredients:						
Viliantin A % Viliantin C % Caldular % ilinon % Princent Daly Values are based on a 2000 caloris det. Your daily utukes may be higher or lower depending on your caloris ments	CULTURED MLK AND ACID (PRESERVATIVE OLEATE PHOSPHATE	SKIM MILK, WATER, CREAK I), CITRIC ACID, ARTIFICIAL (FOR SLICE SEPERA	COLOR. AC	NATE, SALT, SOCIUM JETIC ACID, ENZYMES,	PHOSPHATE, SORIEC SODIUM GLYCEROL		
	Allergens:						
Calories 2,000 2,500 Total Fat Less Than 65g 80g	Contains		May 4	containe.			
Sat. Fai Leas Than 20g 25g Cholasterol Leas Than 300g 300g Sodium Leas Than 2400mg 2400mg Total Carbohydrale 300mg 375mg Distay Riser 25g 30g	Handling Sugge	utions					
Calanas per gram Pat 9 Carbohydrate 4 Protein 4		0, 33-40F, UP TO 120 DAYS.					
School Equivalents							
Serving Stre Meat/Meat Atematives	Benefits:						
Neathleat Alternatives	PROCESSED VELLOW	AMERICAN CHEESE SLICE SLICES, PROVIDES UNFOR	S WITH HAND	STACK SLICE	CONFIGURATION FOR		
Grain/Gread	PACKAGE CONTAINS	120 SLICES.	- Jus, colds	,			
MB.	ADDITIONAL INFO:						
Ting List Markets has USDA Children							
BOrthern is in the USDA Buyers Guide for Child Number Program							
PFSHiarufacture has provided a Product Formulation Statement							
PERFORMANCE							

PERFORMANCE

### Click Ctrl + P to print

#### the Product Card

# **Placing Orders**

#### **Search All Products**

When searching items within the Order Guide, if you cannot find the item you want and you are not restricted to your Order Guide, you can search the Item Master to view all items.

Type all or part of the item you are searching for then hit Enter.

To search the Item Master, click on the All Items button.

Item Master Search - Order Only				P 2 2
🖙 Order Form 🛛 🖬 Switch View 🚺 Can	icel 📑 All Items 📑 Add Pa	je 🔻 🔝 Check Avail 🕴 👫 A	dvanced 🔻	
Customer: Ship Name-170112 - 170112 Order #: 4613	dressing	Clea Contains		
1 Items 1 - 1 of 1				
Item    Pack  Size  Brand  Brand	<ul> <li>Description</li> </ul>		<ul> <li>Qty</li> </ul>	Price
27120 4 1 GA <u>KENS</u>	DRESSING PARMESAN	PEPPERCORN GF		62.07 🌼

The search results yield all items within the Item Master. You can continue to filter down and narrow your search by typing the next search criteria.

ite	item Master Search - All Items 🖂 😨 🙂									
🗢 Orde	er Form	Switch View	🛛 🛛 Cancel	📑 Order Only 🛛 🕞 Add Page 🔻	📄 🔝 Check Avail 🕴 👫 Advand	ced 🔻				
Custome Order #: 4		-170112 - 170112	2	ranch	Clear Contains All V	9				
📰 Items 1	1 - 44 of 66						Page 1 🔻 🕅 🖣			
Item	<ul> <li>Pack</li> </ul>	Size	e Brand	Description	¢	Qty	<ul> <li>Price</li> </ul>	÷		
3048	4	1 GA	KENS	DRESSING RANCH TFF			46.50	÷		
3279	4	1 GA	KENS	DRESSING RANCH FF TFF			48.81	÷		
22783	60	1.5 OZ	<u>KRAFT</u>	DRESSING RANCH TFF			15.45	÷		
27644	200	12 GM	HEINZ	DRESSING RANCH PACKET			17.84	÷\$		
29888	4	1 GA	KENS	DRESSING RANCH LITE TFF G	E		49.59	÷		
29949	60	2 OZ	KENS	DRESSING RANCH BUTTERMI	LK TFF		14.58	÷		
35399	4	1 GA	KENS	DRESSING RANCH BUTTERMI	LK TFF		48.56	÷\$		
54242	100	.750Z	HEINZ	DRESSING RANCH DUNK CUP	2		19.36	-		
56039	4	1 GA	KENS	DRESSING RANCH DLX TFF			49.48	÷		
C0054		101	LITEL LA ANNI	<b>T</b>			CC 04	್ರಿತಿ		

If desired, you can add quantity; or, if you do not see the item you want you can click the Clear button and search again. To get back to your entire Order Guide, click the Order Form button in the Tool Bar.



# **Placing Orders**

#### Search Products using Guided Search

When searching items, if you cannot find the item you want, you can use the Guided Search panel to narrow your search.

Type all or part of the item you are searching for then hit Enter. The Guided Search panel opens on the left:

Guided Search Your Selections	item	Master S	earch - Order	Only			
🛞 "beef"	🗢 Order	Form	Switch View	🛛 🔞 Cancel	📑 All Items 🛛 🕞 Add Page 🔻 🔒		
Classes (1) MEATS	Customer: Order #: 46		70112 - 170112	beef			
- Categories (2)	Items 1 - 5 of 5						
BEEF CCM FRESH	tem	Pack	Size	<ul> <li>Brand</li> </ul>	Description		
BEEF FRESH	22638	12	5 LB UP	IBP	BEEF TNDRLN NR PSMO		
– Brands (3)	68328	1	70#AV	PACKER	BEEF CHUCK 2 PC CH BNLS		
IBP	77037	6	12#AV	PACKER	BEEF STRIP LOIN 0X1 CH		
PACKER PFG CCM	966826	2	11-15LB	PFG CCM	BEEF FLANK STK CH		
	992406	5	15 LBUP	IBP			

Click on a Class, Category or Brand to filter your search. Your search results display to the right. To filter again, click on another guided search criteria. To clear a filter, in the Your Selections area, click on the X.

Guided Search	🔒 Item	Master 9	Search - Order	Only	
Your Selections				,	
⊗ "beef"	🗘 Order F	orm	Switch View	🔀 Cancel	🙀 All Items 🛛 🙀 Add Page 🔻 🚺
🛞 Brands - PFG CCM		_			
Clear All Selections	Customer: S Order #: 461		-170112 - 170112		beef
- Classes (1)	🔢 Items 1 -	1 of 1			
MEATS	tem 🔶	Pack		+ Brand	<ul> <li>Description</li> </ul>
	966826	2	11-15LB	PFG CCM	BEEF FLANK STK CH
- Categories (1)					
BEEF CCM FRESH					
- Brands (1)					
PFG CCM					

If desired, you can add quantity; or, if you do not see the item you want you can click the Clear button and search again. To get back to your entire Order Guide, click the Order Form button in the Tool Bar.



# **Placing Orders**

#### Enter Quantity

#### Enter Quantity/View Out of Stock Items

When you are ready to add an item to your order, click in the quantity field and type the quantity. You can use your Enter key to move to the next item, or click in the quantity cell for the next item you wish to order. If you are updating/changing an existing quantity, make sure you double click or hit Ctrl A to select the current amount then type the new amount.

ore Ore	Grder Form from Bid - 5289											
R Save	Swit	ch View	🖄 Add From 🔻	Summary	🙀 Add Page 🔻 🛛 🔝 Check Avail	Image: state of the state of					🧊 Place Order	
Customer: Ship Name-170112 - 170112 Order #: 4140 Ship Date: 12/12/2014 Search by Item number or description Cordains All V												
E Items 1	- 44 of 375							-			Page 1 🔻 🕅 🖣 🕨 🕅	
Item	+ Pack	Size	<ul> <li>Brand</li> </ul>	<ul> <li>Description</li> </ul>		÷	Qty	Qty Avail	Price	Prev	🔶 Last Date 🔶 🔺	
377	1	7.5LBAV	STELLA	CHEESE GO	RGONZOLA DOM TEE		1		1	3.81 lb	÷	
766	200	.5 OZ	SMUCKERS		E ORANGE CUP TFF		1		1	11.99	÷	
2081	12	15 OZ	REDDIWIP	TOPPING W	HIPPED CREAM AERO TFF		1		1	31.18		
3131	1	1 EA	HOLOWICK	BASE CAND	LE BLK		1		1	11.41		
4096	6	4 LB	POLANER	JELLY MINT	TFE	æ	1		0	27.81		
4104	6	41 D	POLANED			2				24.62	.84	

After entering quantity for all items, you should click the Check Avail button to ensure no products are not out of stock.

Order Form from Bid - 5289		
🕞 Save 📑 Switch View 🖄 Add From 🔻	🔚 Summary 🛛 🙀 Add Page 🔻 🚺 Check Avail	tt Advanced ▼
Customer: Ship Name-170112 - 170112 Order #: 4140 Ship Date: 12/12/2014	Search by Item number or description	Contains All
Items 1 - 44 of 375		
Item A Pack Size Brand	Description	Qty Qty Avail
4096 6 4 LB POLANER		

If a product is out of stock, meaning there is a zero in Qty Avail, click on the Substitute icon to view the substitute (when applicable).

#### View your Shopping Cart

As you order items, you can click on the Grocery Cart any time to see your order total amount, cube and weight.





# **Placing Orders**

The following are the basic steps in placing an order:

- 1. Select the customer
- 2. Select the order guide/method of order entry
- 3. Search items and enter quantity
- 4. Review order summary
- 5. Review order header information
- 6. Submit the order
- 7. View order confirmation

The order appears on the Order Status page.



# **Placing Orders**

There are a few other ways you can create an order in PerformanceNet:

**Placing Orders/Quick Add** - quickly order items by entering item number and quantity (you must know item# to use this method). To use this method, from the Dashboard, click the Create Order button and select Quick Add.

6	Quick Add							ء 🕲			
🗢 Or	🗢 Order Form 🕞 Add Page 🔻 😢 Cancel										
Custo	omer: Ship Name-170112 - 170	112 Order #:	4113								
						Entity: Item 🔻					
Entity	Code	Item	Quantity	Pack	Size	Brand	Description				
Item •											
Item •											

Enter the Item number, then hit the Enter key. Enter quantity then hit Enter twice. Repeat this step for each item. When you are finished entering items, click the Check Items button to ensure you ordered the correct items.

Quick Add							<b>2</b> ? U		
🗇 Order Form 🛛 🔀 Add Page 🔻 🙁 Cancel									
Customer: Ship Name-170112 - 170112	Customer: Ship Name-170112 - 170112 Order #: 4627								
					Entity: Item 🔻				
Entity Code	Item	Quantity	Pack	Size	Brand	Description			
Item   22638		1							
Item 🔻									

After reviewing, click the Save button, then click the Order Form button to get back to the Quick Add page.

**Placing Orders/Previous Order** - quickly copy a previous order and make changes before submitting (orders are pulled up by Invoice#). To use this method, from the Dashboard, click the Create Order button and select Previous Order. From the pop-up window, click on the Invoice# hyperlink to use that order.

Order by Previous Ord	Order by Previous Order								
Invoice #	Order Date	PO#							
4732688	05/14/2014	EOR0001594							
4732687	05/14/2014	EOR0001597							

From the Order Form from Previous Order page, if desired, search and enter quantity for more items. When you are finished entering items, click the Check Avail button to view any out of stock items. After reviewing, click the Save button.

or or	der Form	from Previo	ous Order						H 🍰 ? 🙂
🕞 Save		Switch View	谢 Add From 🔻	🔚 Summary 🛛 🕞 Add Page 🔻 📄 🔀 Check Avail	위 Advanced 🔻				🧊 Place Order
	4628 Sh	me-170112 - 17 ip Date: 01/07/		Search by Item number or description	Contains All 🛡				<b>`</b>
🔢 Items 1	- 6 of 6			Category:	۲				
Item	+ Pack	Size	Brand	Description	Inventory	Par	Qty	Price Prev	<ul> <li>Last Date</li> </ul>
DESSERTS	FROZEN (	03955)							
1967	6	36.5 OZ	SARA LEE	CAKE LYR RSPBRY DREAM 8 TFF			1	56.04	¢
BEVERAGE	COFFEE/	TEA/COCOA (0	9621)						
487	6	28 CT	BIGELOW	TEA RSPBRY ROYALE TEE			1	5.81	0
BEVERAGE	PACKAG	ED DRY (09651	)						



# **Placing Orders**

#### **Review Order Summary**

#### View Order Summary/Critical Items

Before submitting your order, you can use the Summary button to view your critical items list and your items ordered:

Order	orm from	Custom Gui	de - AS-Clas	5		
Save	Switch V	View	Add From 🔻	🚍 Summary 🛛 🙀 Add Page 🔻 🔛 Check Avail 🛛 👫 Advanced	•	
Customer: S Order #: 432		0112 - 170112 : 01/01/2015		Search by Item number or description	Contains All	
1 Items 1 - 41	of 128	13.2 02	INNUJUICE	2 SMOUTHE ORANGE MANGO MOTION	~	1 10.40
85728	8	15.2 OZ	NKDJUICE	SMOOTHIE RED MACHINE	2	1 18.48
DAIRY PROD &	SUBS (048)					
153225	12	6 OZ	DANNON	YOGURT BLUBRY LF FOTB TFF	2	1 8.75
153227	12	6 OZ	DANNON	S YOGURT MIXED BERRY LF FOTB TFF	2	1 8.75
69680	12	6 OZ	DANNON	STREAM STRUBRY LF FOTB TFF	2	1 8.75

By default, the Summary page displays items that are exceptions, this is also know as your Critical Items list. You can click on the drop down and select With Quantity to view total items ordered.

G Orde	er Form Re	view Except	ions						2	) U
🗢 Order I	Form	Save 🛛	Check Avail	위 Advanced ▼					🧊 Place	Order
		170112 - 17011 ate: 01/01/2015						<b>1</b> <sup>16</sup>		
Items 1 -	44 of 350			Filter	: With quantity 🔭 🔹				Page 1 🔻 🕅 🤇	
Item	<ul> <li>Pack</li> </ul>	Size	<ul> <li>Brand</li> </ul>	Description	With quantity	<ul> <li>Qty</li> </ul>	<ul> <li>Qty Avail</li> </ul>	Critical	Price	0 A
73827	1	5 LB	PACKER	BEAN GRN FRNCH HARICOT VERT	No quantity V Promos			Y	13.46	- (þ
260064	12	1 LB	ROMA	CAVATELLI W/RICOTTA CHEESE	Review Exceptions	[		Y	20.70	÷
		5.03	otippovo			Г		v		000

#### Summary Filter Options:

With Quantity = items ordered

No Quantity = items not ordered within the chosen Order Guide

Promos = promotional item

Review Exceptions = critical items (frequently ordered items not included in this order)

At anytime, you can use the Order Form button to return to the order. You should hit the Save button early and often as you move through the different areas of the website.



# **Placing Orders**

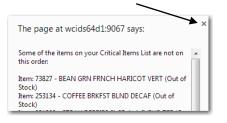
#### **Review Order Header Information**

When you are finished entering quantity, click the green Place Order button to view the Order Header Information. You may receive a warning message if you have not entered your minimum quantity/dollar amount.

Orde	Order Form Review Exceptions										
🗢 Order Form 🛛 🕞 Save 🔹 🔝 Check Avail 🛛 👫 Advanced 🔻										🧊 Place Order	
		170112 - 17011 ate: 01/01/2015							<b>Ņ</b> <sup>™</sup> .		
Items 1 -	44 of 350			Filter:	With quantity					Page 1 🔻 🚺 🔌 🕅	
Item	Pack	Size	Brand	Description	With quantity		Qty	<ul> <li>Qty Avail</li> </ul>	Critical	Price A	
73827	1	5 LB	PACKER	BEAN GRN FRNCH HARICOT VERT	No quantity Promos	15			Y	13.46 🎲	
260064	12	1 LB	ROMA	CAVATELLI W/RICOTTA CHEESE	Review Exceptions				Y	20.70	
				T					~	en 0110	

#### Critical Items List

You may see a pop up of your frequently ordered and critical items list that displays items you did not order. Review the list, then click on the X in the top right corner to close the pop up.



#### Order Header Information

From the Place Order page, If desired, you can make changes to the order header such as change the delivery date or add special instructions.

The Special Instructions and Purchase Order # fields are free form fields. This information typed here makes it way to FoodStar and will appear on the invoice.

	Ship Date (MM/dd/yyyy):	01/01/2015	📧 Route not avai	ilable
Free Form	Special Instructions:			
Fields	Special Instructions (cont'd): Purchase Order #:			



# **Placing Orders**

#### Submit the Order

You may wish to click the Check Availability button to ensure you are not ordering items that are out of stock. You will need to do this for each page of your order.

After reviewing the order, click the Submit Order Button to place the order:

Place Order		E 2 ? U
🗇 Order Form 🛛 🙀 Check Avail 🛛 👯 Advanced 🔻		Submit Order
Customer: Ship Name-170112 - 170112 Order #: 4340		Quantity: 5 Amount: 829.46 Total Cube: 3.23 Total Weight: 96.99
	Ship Date (MM/dd/yyyy): 01/01/2015 Route not available	
	Spacial Instructions:	

You are directed back to the PerformanceNet Orders Status page. You order is listed, showing a Submitting status. Clicking the Refresh button should display a Confirmed status, letting you know the order is in our system.

	/												_\_	
	Power Net Ord	lers Test Company											2	? ()
😰 Refre	esh 🛛 🙀 Dele	te 📄 🦷 Your Power Net Or	ders											
Custom	er: Ship Name-17 17 WOODING EDISON, NJ 08	AVE											1	$\backslash$
1 Items	1 - 15 of 15				Status: All	•								1
Delete Cu	ustomer #	Customer	Order	Order Type	Confirmed Date - Tin	ne Order Date	🔶 Ship 🛛	Date 🦂	Lines	Qty Ordered	Oty Ship	Amt Ordered		Status 🗠 🔺
	170112	Ship Name-170112	<u>4322</u>	Custom Guide	1	12/30/2014	Fri	01/02/2015	16	16	0	\$223.78	Driver Pick Up Check	Submitting
	170112	Ship Name-170112	<u>2463</u>	Dashboard		12/30/2014	Thu	01/01/2015	1	1	0	\$407.38		Pending



# **Order Confirmations**

#### **View Order Confirmations**

There are two ways to confirm your order:

- Confirm via the Orders Panel
- Receive confirmation via Email

To view your order confirmation via the Orders Panel:

From the Dashboard, in the Orders panel, click on the Confirmed Order #.

				Unit/Customer Ship Nam	o 170112 (Test Co	npany - 170112) 🔻					• •	
Dashboard			_		le-moniz (Test Co	npany - 170112) •						U
🧿 Status 🔻	Account 🔻	🗏 Reports 🔻	Customer	🔻 😥 Admin 👻 🔄	tento V	_		_	_	_	Create Orde	er 🔻
Hello JESSI	CA JUDD			Search by I	em number or descri	otion	Contains /					0
Orders				·								
Customer #	Customer	Order #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Oty Ship	Amt Ordered	Status	0 A
170112	Ship Name-170112	4340	Previous	12/31/2014 - 09:57:03	12/31/2014	Fri 01/02/2015		5	5	2 \$8	29.46 Confirmed	
170112	Ship Name-170112	4322	Custom Guide	12/31/2014 - 09:56:57	12/31/2014	Fri 01/02/2015		16	16	0 🗙 \$2	23.78 Confirmed	
170112	Ship Name-170112	2463	Dashboard		12/30/2014	Thu 01/01/2015		1	1	0 \$4	07.38 Pending	
		Route Info al Instructions	<ul> <li>Friday 01/02/2015</li> <li>Route not available</li> </ul>	e				Shipped (Est.): 2			ut of :	פני
_	Pur	ctions (cont'd) chase Order	):				Amount	Shipped (Est.): 37 Total Cube: 0.0 Total Weight: 0.0	00			
	of 5	chase Order	): #:		Previous			Total Cube: 0.0 Total Weight: 0.0	00 000			
em 🔶 P	of 5 Pack Size	ctions (cont'd chase Order Brand	):	1	Previous	4	Amount	Total Cube: 0.0	00	Weight	Price	
m r	Pur of 5 Pack Size I DZEN (03955)	chase Order	): #: Description		Previous	¢		Total Cube: 0.0 Total Weight: 0.0	00 000	Weight	Price	4
ESSERTS FRO	Pur of 5 Pack Size I DZEN (03955)	chase Order i Brand	): #: Description	1 .YR RSPBRY DREAM 8 TFF.	Previous	4		Total Cube: 0.0 Total Weight: 0.0	00 000 Oty Ship	)Weight		4
ESSERTS FRO	Pur of 5 Pack Size i SZEN (03955) 6 36.5 OZ S FFEE/TEA/COCOA (09621)	chase Order i Brand	): #: Description CAKE I		Previous	4		Total Cube: 0.0 Total Weight: 0.0	00 000 Oty Ship	.]Weight		
ESSERTS FRO 1967 EVERAGE COP 487	Pur of 5 Pack Size i SZEN (03955) 6 36.5 OZ S FFEE/TEA/COCOA (09621)	Chase Order	): #: Description	YR RSPBRY DREAM 8 TFF	Previous	4		Total Cube: 0.0 Total Weight: 0.0	00 000 (0ty Ship) 0	_]Weight	56.04	
em r P ESSERTS FRO 1967 EVERAGE COP 487	Pur 0 5 2 2 CK (03955) 6 36.5 OZ 5 FFEE/TEA/COCOA (09621) 6 28 CT E CKAGED DRY (09651)	Chase Order	): #: Description CAKE   D TEAR:	YR RSPBRY DREAM 8 TFF	Previous	4		Total Cube: 0.0 Total Weight: 0.0	00 000 (0ty Ship) 0	<) Weight	56.04	1
ESSERTS FRO 1967 EVERAGE COP 487 EVERAGE PAC 346	Pur 0 5 2 2 CK (03955) 6 36.5 OZ 5 FFEE/TEA/COCOA (09621) 6 28 CT E CKAGED DRY (09651)	chase Order i Brand BARA LEE BIGELOW	): #: Description CAKE   D TEAR:	YR RSPBRY DREAM 8 TFF	Previous	8)		Total Cube: 0.0 Total Weight: 0.0	0 000 Qty Ship 0 1	)Weight	56.0	1
ESSERTS FRO 1967 EVERAGE COP 487 EVERAGE PAC 346	G         Size         I           vack         Size         I           vack         Size         I           vack         Size         I           6         36.5 OZ         S           6         36.5 OZ         S           6         28 CT         E           CKAGED DRY (09651)         48         5.5 OZ	Chase Order a	): #: Description CAKE CAKE TEARS	YR RSPBRY DREAM 8 TFF	Previous	6		Total Cube: 0.0 Total Weight: 0.0	0 000 Qty Ship 0 1	3) Weight	56.0	1 13 lb
DESSERTS FRO 1967 BEVERAGE COF 487 BEVERAGE PAC 346 KETCHUP/MUST 55240	Pur           of 5           Pack         Size           2EX (03955)           6         36.5 0.2           5         28 CT           6         28 CT           6         28 CT           6         28 CT           6         28 CT           CKAGED DRY (9951)           48         5.5 0.2           TARD/VINEGAR (09840)	Chase Order a	): #: Description CAKE CAKE TEARS	VR RSPBRY DREAM & TFF	Previous	•		Total Cube: 0.0 Total Weight: 0.0	00 000 0ty Ship 0 1 0	3 Weight	56.0 5.8 23.2	1 13 lb
	Pur           of 5           ack         Size           ji         Size	Chase Order a	: Description CAKE I TEAR: JUICE	VR RSPBRY DREAM & TFF	Previous	6		Total Cube: 0.0 Total Weight: 0.0	00 000 0ty Ship 0 1 0	) Weight	56.0 5.8 23.2	:1 :3 lb :1

<u>To receive your order confirmation via email</u>, you must have your email address entered into the user settings. An email confirmation displays the same information as on the Orders Panel.

		1@pfgc.com							Sent: Wed 1	2/31/2014 10:09	
	Jessica J	udd									
iect:	Order C	onfirmation	for Order Number	4340: Customer: Ship Name-170112 (170112)							
2											
				TEGT IDG ( ) T							
				TEST IDS 6.2 - Test C							
				Order Confirmatio	n						
			Customer N	ame: Ship Name-170112			c	ustomer	#: 170112		
			Ord	ler #: 4340			Quantit	y Ordere	d: 5		
			Ship 1	Date: 01/02/2015		Q	uantity Ship	oped (Est	.): 2		
			R	oute:			Amour	t Ordere	d: 829.46		
			Stop Nur	nber: 0	Amount Shipped (Est.): 37.03						
			pecial Instruct						e: 0.000000		
	1		structions (co				To	tal Weigł	it: 0.000		
			Purchase Ord	ler #:							
	Pack		Brand	Description	Reason	Qty	Qty Ship			Ext Price	
1967	6	36.5 OZ	SARA LEE	CAKE LYR RSPBRY DREAM 8" TFF		1	0	16.720	56.04	0.00	
Special O		20.07	DICELOW	TEA DODDNY DOVALE TEE				12.000	5.81	6.01	
487 6 28 CT BIGELOW TEA RSPBRY ROYALE TFF						1	1			5.81	
346		5.5 OZ	V8	JUICE VEG 100% CAN TFF		1	0	19.030	23.23 lb	0.00	
OWO or I											
55240			ROLAND	VINEGAR RED RSPBRY WINE TFF		1	0	43.000		0.00	
158915	2	1 GA	VILL GDN	DRESSING RSPBRY VINGRT TFF		1	1	19.050	31.22	31.22	

PERFORMANCE

#### See User Settings to add an email address to receive email confirmations.

# Order Confirmations

#### **Orders Panel**

The Orders panel displays your PerformanceNet orders. You can click on a Order# hyperlink to view more information or you can use the Status button in the Tool Bar to view and search all orders.

Order Status:

Pending - an order that has been created and saved, but has not been submitted

Confirmed - an order that has been received by Performance Foodservice

In Use - an order that is currently being accessed by another user

#### View All Orders

From the Dashboard click on the Status button then click on Power Net Orders. Orders are loaded with the most recent order at the top. Click on a Order# hyperlink to view that order.

	tefresh tomer: Shi 17	ip Name-1 WOODING	ete 📄 All Po 70112 - 170112 AVE	wer Nat Orders Test Cor	npany				-	_	_	_	2 2 4
🔢 Iten	ns 1 - 11 o						Status: A	1	-				
Delete	Order		Order Type 🔅	Confirmed Date - Time	Order Date	🔶 Ship D	ate	Lines	Qty Ordered	<ul> <li>Qty Ship</li> </ul>	<ul> <li>Amt Ordered</li> </ul>	<ul> <li>Instructions</li> </ul>	Status 🔹 🔺
	4273		Previous		01/08/2015	Sat	01/10/2015	5	5	0	\$0.0	0	Pending
	2463		🗏 Dashboard		01/08/2015	Sat	01/10/2015	1	1	0	\$0.0	0	Pending
	4673		Par List		01/05/2015	Thu	01/08/2015	5	11	0	\$2149.4	6	Pending
	4663		History		01/05/2015	Wed	01/07/2015	0	0	0	\$0.0	0	In Use
	4650		Standard Guide	01/05/2015 - 14:25:33	01/05/2015	Wed	01/07/2015	2	3	2	\$0.0	0	Confirmed =

#### Edit an Order with Pending Status

Orders that you start, then save to continue later will have a Pending order status. At any time, you can click on that Order# to go back into the order and continue.

From the Order Form page, continue with the steps to place then submit the order. Or, to save and continue later, click Save.

	ier Form f	rom Par List	- BrunchPar								F 2 ? 0
🕞 Save	🔲 🖬 Sw	ritch View	🖄 Add From 🔻	📰 Summary 🛛 🔓 Add Page 🔻 🗌	[ Check Avail	Advanced ▼					🧊 Place Order
	4673 Ship	e-170112 - 170 Date: 01/10/20		Search by Item nu	mber or description	Con	ntains All 🔻 🖸				<b>1</b> 1/
🔢 Items 1	- 12 of 12										
Item	Pack	Size	Brand	<ul> <li>Description</li> </ul>		4	Inventory	Par Q	ty 🔹	Price Prev	Last Date
2127	18	1 LB	FARMLAND	BACON 18-22 SHNGL SLCD FZ			2.00	5.00	3		
31458	2	5.94LB	HORMEL	BACON CANADIAN STYLE TFF			2.00	5.00	3		<i>ф</i>
39315	2	5 LB	HORMEL	BACON TOPPING 3/8 DICED FC TFF			2.00	4.00	2		ŵ
22638	12	5 LB UP	IBP	BEEF TNDRLN NR PSMO				2.00	2		(j)
260064	12	1 LB	ROMA	CAVATELLI W/RICOTTA CHEESE				5.00			÷ = د



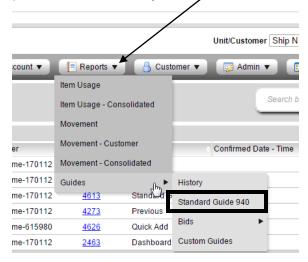
# Order Guides

#### Overview

Within PerformanceNet you can view and print order guides created by your corporate office and/or Performance Foodservice. You can also create your own custom order guides, in the sequence you want.

#### View/Print an Order Guide

From the Dashboard, click on the Reports button, hover over Guides then select the order guide you want to view and print. Items are sorted by Item Number.



<u>To Sort an order guide</u>, click on the Advanced button then select Sort. Choose an alternate first sort option (such as Item Description) then select Sort. This step ensures every time you create an order using this order guide, it will always be sorted in the manner you choose.

To print an order guide, click on the Print button and select Print.

Order (	Guide Report from Sta	ndard Gu	iide - 940	D			
📑 Add Page	▼ ¥\$ Advanced ▼						
Customer: Ship	Name-170112 - 170112					Clear Clear Clear	
1 - 44 Items 1 - 44	of 259						Page 1 🔻 🕅 🖣 🕨
Item	OG Line #	Pack		<ul> <li>Size</li> </ul>	Brand	Description	A (
883261		0	2	3 LB	BAZZINI	ALMOND SLCD BLNCHD TFF	÷
986808		0	1	14 OZ	ROLAND	ANCHOVY FLAT IN OLIVE OIL TFF	
967100		0	1	6 CT	FRSH ADV	ANISE TEF	
61694		0	1	100 CT	PACKER	APPLE GRANNY SMITH	



# Order Guides

#### **Custom Order Guides**

#### View Custom Order Guides

From the Dashboard, click on the Admin button then click on Custom Guides. A list of your custom order guides appear. From this screen you can view or edit an existing guide, or you can create a new guide.

Click on the Edit icon next to the custom guide to view and/or make changes.

Crea	ate	<b>Chides</b> ip Name-170112 (Test Company - 170	112)
Actions	1 - 26	of 26 Name	Description
	<del>0</del> 1	AS-Cat388	AS-Cat388
	0	AS-Class	AS-Class
😺 📋	0	AS-Sort	AS-Sort
🍃 📋	0	ASSortBd10	ASSortBd10
_			

#### Create/Edit a Custom Order Guide

From the Dashboard, click on the Admin button then click on Custom Guides. Click on the Create button to create a new custom guide. Enter a Name and Description. You can create this order guide from scratch, or you can create it based on another order guide. Click on the Create button then click Edit.

	Create Custom Guide	8
📀 Create 🛛 😢 Clo	ose	
Name:	Brunch	
Description:	Brunch Order Guide	
Create from:	Blank •	
Set up by:	Custom Category <b>▼</b>	
Sync with:	None •	



# Order Guides

#### Create/Edit a Custom Order Guide Cont'd

To start, you will need to create at least one Category to place your items in. On the right side, click the Create button, from the pop up, type the first category then click Create (you can create as many categories as you would like).

Custom Guide by Custom	Category - Edit	t	
🖙 Back 🛛 🗐 Save 🖄 Ac	ld From 🔻 🛛 📑	Add 🔻 💿 Quick Add 🔻	Preview 👫 Advanced 🔻
Customer: Ship Name-170112 - 170	112 Guide: Brunch	Description: Brunch Order Guide	)
Category: Not Categorized <b>•</b>		Category: Create	
Find:	Go Clear	Find:	Go Clear
		Create	
Item Brand Pack Size Description	n		ition
No items in category			In order to move or Please use the I
	New Category:	Dairy	
		Cancel Create	

There are multiple methods you can use to add items. From the Tool Bar, you can use the following buttons:

**Add From** - add items from an existing order guide. This method allows you to load or import an order guide, then search and select the items you want to add to the new custom guide. From the Tool Bar, click the Add From button then select the guide you want to load.

**Add** - add by Item (search by keywords to find items); Class (view items by classes); Category (view items by category). From the Tool Bar, click the Add button and select Item.

Quick Add - add items by entering item#. From the Tool Bar, click the Quick Add button.

Once you select your desired method, in the Search field type your item description or number, then click Go. On the right, select the desired Category, then select the item(s) from the left that you want to add to the new guide.

To move the item to the new guide, click the green up or down arrow. Make sure to Save your work.

	$\longrightarrow$		
Custom Guide by Custom Category - Add Items	$\setminus$		
🖙 Back 🕞 Save 해상 Advanced 🔻			
Customer: Ship Name-170112 - 170112 Guide: Brunch Description:	Brunch Order Guid	le	
Search Type: Contains All 🔻 Search: bacon	Go Clear	)	Category: Meat  Create
Items 1 - 43 of 126	Page 1 🔻 🕅 <		Go Clear
Item  Brand Pack Size  Description	Category	Seler 🔺	Remove Items I tems 1 - 3 of 3
2127 FARMLAND 18 1 LB 🔀 BACON 18-22 SHNGL SLCD FZ	Meat		Move Item Brand Description
2701 JENNIE-O 10 1 LB 🔀 TURKEY BACON L/O EXTRA LEAN	N FC		2127 FARMLAND BACON 18-22 SHNGL SLCD FZ
20601 OSCARMAY 2 10 LB BACON 14-16 L/O FP FZ			31458 HORMEL 🔀 BACON CANADIAN STYLE TFF
31458 HORMEL 2 5.94LB BACON CANADIAN STYLE TFF	Meat		39315 HORMEL A BACON TOPPING 3/8 DICED FC TFF
39302 GRDLMSTR 1 15 LB 🔀 BACON 18-22 L/O WIDE FZ			



### Order Guides

At any time, you can use the Preview button to view your guide. Use the Back button to return to Edit mode.

Custom Guide by Custom Category - Edit							
🖙 Back 🛛 🛱 Save 🖄 Add From 🔻 📑	Add 🔻	🕒 Quick Ac	ld 🔻	Previe	w <b>int</b> A	dvanced V	
Customer: Ship Name-170112 - 170112 Guide: Brunch	Descriptio	Custom Gu	ide by Custom C	Category - Pr	eview	-	
Category: Not Categorized 🔻	Categor	🖙 Back 👯	Advanced 🔻				
Find: Go Clear	Find:	Customer: Ship Na	me-170112 - 17011	2 Guide: Brund	ch Description: Brunch		
		Items 1 - 12 of 12			5	Search Type: Exact Match V Search:	Go Clear
Item Brand Pack Size Description Select	Move I	Item Dairy	Pack	Size	Brand	Description	
No items in category.		75374	4	5 LB	SORRENTO	CHEESE MASCARPONE BULK	
		130329	1	10 LB	GREENBAY	CHEESE CHED BLOCK WHI SHARP TFF	
		158813	4	5 LB	WEST CRK	CHEESE CHED MONT JCK FTHR SHRED	
		158816	1	10#AV	WEST CRK	CHEESE CHED MILD YLW BLOCK	
		260064	12	1 LB	ROMA	CAVATELLI W/RICOTTA CHEESE	
Sequence Items		157433	1	30 DZ	WEST CRK	EGG WHILG GRD AA LOOSE	
		947701	6	.5GA	HOOD	MILK 2% LF UHT TFF	
On an entry finite to delive the second second		Meat					_
Once you finish adding items to your guid	e, you	22638	12	5 LB UP	IBP	BEEF TNDRLN NR PSMO	
use the green errous to put the items in the		37655	12	2 CT 1 LB	PACKER FARMLAND	LAMB RACK FRNCHD 12-14 OZ FZ	
use the green arrows to put the items in the	le se-	31458	2	5.94LB	HORMEL	BACON 18-22 SHNGL SLCD FZ	
auonoo that you want		39315	2	5 LB	HORMEL	BACON CANADIAN STYLE TFF	
quence that you want.			-	0.25		EP DROW FOR FIND 3/0 DISCUPCIFE	

Select the item you want to move, then click the green arrow pointing right between the 2 items where you want to place the item. Make sure to save your work.

Description: Brunch Order Guide	
Category: Dairy Create	
Find: Go Clear	
Remove Items Select All Items 1 - 7 of 7	
Move Item Brand Description	
🔄 🔲 75374 SORRENTO 🔀 <u>CHEESE MASCARPONE E</u>	75374 SORRENTO
130329 GREENBAY A CHEESE CHED BLOCK W	130329 GREENBAY CHEESE CHED BLOCK WHI SHARP TFF
158813 WEST CRK 🔀 <u>CHEESE CHED MONT JC</u>	158813 WEST CRK A CHEESE CHED MONT JCK FTHR SHRED
158816 WEST CRK 🔀 <u>CHEESE CHED MILD YLW</u>	157433 WEST CRK BEGG WHILG GRD AA LOOSE
🔄 🔄 260064 ROMA 🛛 🔀 CAVATELLI W/RICOTTA C	158816 WEST CRK A CHEESE CHED MILD YLW BLOCK
🔄 🗹 157433 WEST CRK 🔀 EGG WHILG GRD AA LOC	260064 ROMA
947701 HOOD 🔀 <u>MILK 2% LF UHT TFF</u>	□ 947701 HOOD <u>MILK 2% LF UHT TFF</u>

Once you've added items and sequenced, you are now ready to Save your work. Now when placing orders, you can select this order guide to order from.

To order from this order guide, from the Dashboard, click the Create Order button then select Custom Guide. From the pop -up, select the desired custom guide.



# Order Guides

#### Import an Order Guide

When editing or creating a custom guide, you also have the ability to import an order guide. In order to use the import feature, the file must be comma delimitated and saved with a csv or .txt file extension.

From the Dashboard, click on Admin then select Custom Guides. Click on the Create button to create a new custom guide. Enter a Name and Description. From the Create From field, select Import File. Click the Choose File button and navigate to your order guide file. Click Create then click Edit.

	Create Custom Guide
📀 Create 🛛 😢 Clo	se
Name:	
Description:	
Create from:	Import File
Sync with:	None •
File Location/Name:	Choose File No file chosen

The items are imported into the guide. On the right side, make sure you have the correct Category selected, then from the left side, select the items you want to move into the guide. Use the green up or down arrow to move items over.

Custom Guide by Custom Category - Add From - Import File						
🗢 Back 🔲 📮 Save						
Customer: Ship Name-170112 - 170112 Guide: Brunch Description: Brunch Order Guide		Т				
		Cate	jory: [	Dairy 🔻 Creat	e	
Items 1 - 7 of 7		Fird:			Go	Clear
	ory Select		$\mathbf{\nabla}$	Remove Items	Items 1 - 7	of 7
874187 NTL CHEK 1 1000 CT 🔀 LABEL FRI TRILINGUAL 1X1 ROLL		Move	Iter		Brand	Description
874186 NTL CHEK 1 1000 CT LABEL MON TRILINGUAL 1X1 ROLL				75374	SORRENT	
874182 NTL CHEK 1 1000 CT LABEL SAT TRILINGUAL 1X1 ROLL		7		130329		CHEESE CHED BLOCK WHI SHARP TFE
874181 NTL CHEK 1 1000 CT LABEL SUN TRILINGUAL 1X1 ROLL		7		158813		CHEESE CHED MONT JCK FTHR SHRED
874183 NTL CHEK 1 1000 CT LABEL THURS TRILINGUAL 1X1 ROLL		7		157433		EGG WHILG GRD AA LOOSE
874184 NTL CHEK 1 1000 CT LABEL TUES TRILINGUAL 1X1 ROLL				158816		
874185 NTL CHEK 1 1000 CT LABEL WED TRILINGUAL 1X1 ROLL		7		260064		
				947701	HOOD	MILK 2% LF UHT TFF ♥

Once you've finished moving items, be sure to Save your work. If desired, use the right pointing green arrows to sort the items in the sequence you want.



### Inventory

Inventory works similar to Custom Order Guides. You can create a new Inventory Template from scratch or base it off of an existing order guide.

#### Create an Inventory Template using an Order Guide

From the Dashboard, click the Admin button, hover over Inventory, then hover over Inventory Template then click on Create.

From the pop-up, type a Name (no spaces) and Description. Click on the Create from drop down and select the order guide for which you want to create the inventory. Click on Create then click on Edit.

The order guide items load on the Inventory Template page. This screen works the same way as the Custom Order Guide options for adding items.

On the right, select the desired Location, then select the item(s) from the left that you want to add to the Inventory template. To move the item to the new template, click the green up or down arrow.

	nven	tory Te	emplate By Location - Edit								
🔺 🖄	d Fro	m 🔻	🕞 Add 🔻 💿 Quick Add 🔻	Preview	부ệ Advanc	ed ▼					
Custo	mer:	CERRO	GORDO H.S 16896100 Inventory Templa	te: JessTes	t Description: Je	is Tes	st New In	ventory			
						11	Location	SUPPLY/E	QUIPMENT	T	
Locatio	n: N	ot Cate	gorized <b>V</b> Find:		Go Clea	r 🛉	Fi	nd:		Go Clea	ar
Remove I	tems	Select A	I Items 55 - 81 of 781	Page 3		$\mathbb{Z}$	$Z \ge$	Remove Items	Select All Ite	ms 1 - 2 of	2
Item F	ack	Size	Description		Select	Мо					
48611	2	5 LB	CHICKEN BRST STRIPS SOUTHWST FO	2			544	14 🔀 <u>LINER BA</u>	<u>G BUN PAN CL</u>	<u>.R 27X37</u>	
51818	160		SAUSAGE TURKEY PATTY CNTRY FC				544	15 🛃 <u>LINER PA</u>	N BAG STEAM	TABLE FUL	L
52189	1										

To enter inventory values into your new template, from the Dashboard, click on the Admin button, hover over Valuation, hover over Inventory, then click on your Inventory Template. Your Inventory Template appears with your items. Enter the Cases and Each quantity on hand. Be sure to save your work early and often.

	1000	SERVIC	E - Virgiela	CE =											as ? (
	Sava		Switch View	📄 🟦 Add Fi	rom 💌	8	unnary		Check Avai		👫 Advan	ood 🔻			🥥 Place Orde
Ord		178445	Ship Date:			Sear	sh by Me	e number	or descriptio	51				9	Ŷ
😹 ite	ms 1 -	14 of 14	1												
ters (	Pack	Size	Erand	Description				OE	Inventory	Par	Oty	Each	Price	B/C Price Bid	Prev Last De
554	70	.85 OZ	GEN MILL	CEREAL WAR	FMLY SN	G PACK 1	FF		1	2.00	1		42.55		
25198	1	5 LB	ECFC	PEPPERS GR	SLCD 6	IN PCS			2	3.00	1		16.49		
26079	24	5 OZ	L&P	SAUCE WORD	ESTERS	HIRE TH			0	1.00	1		47.08		
8441	6	31.8	PHILLY	CHEESE CREA					-	3.00			55.36		
36797	6	48.02	STOVETOP	STUFFING M	_	-	_	_		1.00			69.50		
27177	200			HONEY CUP			<b>_</b>			4.00	1		40.11		
					7	8	9	X							
27182	200			JAM STRIMER			-			2.00			18.26		
17396	12	14 OZ	ROLAND	LINGONBERS	4	5	6			2.00			54.29		
27425	95	4 IN	OTTNERGS	BUN HAMBU		3	0	~		2.00			26.99		
29056	6	72 CT	LIPTON	TEA BAG HO			_			1.00			40.03		
11544	24	24.02	LEBRARD	DOM: N CHO	1	2	2	V		3.55		1	80.44		



### Par Lists

Par Lists display the item quantity you always need on hand; and, work in conjunction with your Inventory. You can create a new Par List based off of an inventory sheet or an order guide.

From the Dashboard, click the Admin button and then select Par List. Click the Create button to create a new Par List. Enter a Name (no spaces) and Description. Click Create then click Edit.

From the Par List page, click the Add From button and select the guide or inventory sheet from which you want to create your Par List based on:

Par List: BrunchPar		
🖙 Back 🛛 🔲 Save 💿 Reset	Add From 🔻	Image: state of the
	Item Master	
Customer: Ship Name-170112 - 170112	History	Search by Item number or de
32	Standard Guide 940	
Remove Item Pack Size	Bids	Description     This par list contains 0
	Custom Guide	
		-

The items load, allowing you to enter the Par level in the Par column. Once you finish adding Par for each item, remember to Save your work.

Par List Edit I	Save	_	vanced 🔻		ې (۵)
Customer: Ship Name Par List: BrunchPar	ə-170112 - 170112			Search by Item number or description	
🗄 Items 1 - 12 of 12					
em	Pack	Size	Brand	Description	e Par e Pice
airy					
75374	4	5 LB	SORRENTO	CHEESE MASCARPONE BULK	73.
130329	1	10 LB	GREENBAY	CHEESE CHED BLOCK WHI SHARP TFF	30.
158813	4	5 LB	WEST CRK	CHEESE CHED MONT JCK FTHR SHRED	52
157433	1	30 DZ	WEST CRK	EGG WHILG GRD AA LOOSE	39
158816	1	10#AV	WEST CRK		2
260064	12	1 LB	ROMA	CAVATELLI W/RICOTTA CHEESE	20

Now, when creating orders, you will have a new option - Par. Choosing this option will load your Par sheet and all you need to do is enter your current inventory on hand and based on the Par you entered, the order quantity is calculated for

G Ord	Order Form from Par List - BrunchPar										
R Save	📄 🖬 Sw	vitch View	🖄 Add From 🔻	📰 Summary 🛛 🙀 Add Page 🔻 🛛 🙀 Check Avail	Image: white the second sec						
	4673 Ship	e-170112 - 17( Date: 01/08/2		Search by Item number or description	Co	ntains All 🔻 🔍	J				
Items 1	図 Items 1 - 12 of 12										
Item	Pack	Size	Brand	Description	÷	Inventory	Par 🔶	Qty	<ul> <li>Price</li> </ul>		
2127	18	1 LB	FARMLAND	BACON 18-22 SHNGL SLCD FZ		2	5.00	3	57		
22638	12	5 LB UP	IBP	BEEF TNDRLN NR PSMO		0	2.00	2	9		
31458	2	5.94LB	HORMEL	BACON CANADIAN STYLE TFF		2	5.00	3	4		
37655	12	2 CT	PACKER	AMB RACK FRNCHD 12-14 OZ FZ	2	0	1.00	1	10		
39315	2	5 LB	HORMEL	BACON TOPPING 3/8 DICED FC TFF		2	4.00	2	52		
75374	4	51 B	SORRENTO		2		2.00		73		



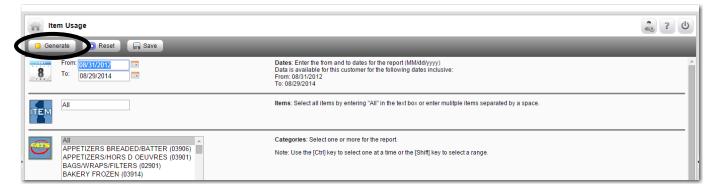
### Reports

PerformanceNet reports consist of Item Usage and Movement reports; as well, you can view your order guides. You can select a date range and various parameters; and, you can print or export any report. If you have access to multiple accounts, you can choose to run individual or consolidated reports.

#### Item Usage Report

The Item Usage report shows items, description, quantity and sales. From the Dashboard, click the Reports button then select Item Usage. If you are running for multiple accounts, you may select Item Usage Consolidated.

Enter a date range, then select the desired parameters in the fields below. Once finished, click the Generate button at the top.



To export the report, click on the Advanced button then select Export with Headings. An export of comma or tab creates a text file, or you may select Excel. To print the report, click the Print button and select the printer.

it	tem Usa	ige Report					<u> </u>	<b></b>	· ? U
🗢 Ba	ick	🙀 Add Page 🔻 🛛 👫 Advan	ced 🔻						
Custo	30 CE	RRO GORDO H.S 16896100 0 E. DURFEE RD. (RRO GORDO DIST #100 ** (RRO GORDO, IL, 61818			Item: All Categories: All Brand: All Manufacturer: All	Classes: From: To: Group By: Sort:	All 08/31/2 08/29/2 Item Name/		
Lines 1 Item	- 41 of 5	26 UPC Number	Pack	Size	Description	Oty	4 Ev	Page 1 <b>•</b> t Sales Avg	Price
nem	378283		1	138 CT	APPLE GLDN FCY WASH	1	0.000	31.45	31.45 🎡
	433108		1	125 CT	APPLE GOLD DEL FCY 125	7	0.000	295.27	42.18 🎲
	397361	307552762	0 200	2 OZ	APPLE SLCD IN BAG	2	0.000	126.29	63.15 🎲
	881455		6	#10	APPLESAUCE	10	0.000	351.81	35.18
	397879	000525495	0 6	#10	APPLESAUCE JUICE PACK TFF	6	0.000	200.22	33.37 🎲
	399360		6	1 LB	BACON BITS PURE	9	0.000	340.13	37.79 🎲
	409532	106327601	1 4	2.5LB	BACON 48-52 SLCD CANADIAN	1	0.000	34.41	34.41 🎲
	958745	000721807	3 96	2.6 OZ	BAGEL SAUSAGE BRKFST CN TFF	23	0.000	957.25	41.62



### Reports

#### Movement Report

(

The Movement report displays item, description, and quantity for the date range you choose. Run the report to display your top sellers, or bottom dwellers.

From the Dashboard, click the Reports button then select Movement. If you are running for multiple accounts, you may select Item Movement Consolidated.

Enter a date range, then select the desired parameters in the fields below. Once finished, click the Generate button at the top.

m Me	ovement		20
Gen	erate 📄 Reset 🕞 Save		
8	From:         09/02/2014         IIIX           To:         10/31/2014         IIIX	Dates: Enter the from and to dates for the report (MM/dd/yyy) Data is available for this customer for the following dates inclusive: From: 08/31/2012 To: 10/31/2014	
	All APPETIZERS BREADED/BATTER (03906) APPETIZERS/HORS D OEUVRES (03901) BAGS/WRAPS/FILTERS (02901) BAKERY FROZEN (03914) BAKERY FROZEN (039735) BAKERY SUGAR/FLOUR/MIXES (09803) BAR SUPPLIES (02713)	Categories: Select one or more for the report. Note: Use the [Ctrl] key to select one at a time or the [Shift] key to select a range.	
ITEM	10	Count: Select the number of items to be displayed in each category	
A Z Z A	Top Sellers	Sort Order: Use the drop down list box to select whether you want the report ordered by top sellers or by slow movers	

To export the report, click on the Advanced button then select Export. An export of comma or tab creates a text file, or you may select Excel. To print the report, click the Print button and select the printer.

Move	ement Report								<b>?</b> ()
🖨 Back	📑 Add Page 🔻 🕴	Advanced 🔻							
		Category: All Display: 10 Top S	Sellers			From: 09/02/2014 To: 10/31/2014			
Lines 1 - 44	4 of 1391							Page 1	• N 4 P N
ltem	UPC Number	Pa	ck	Size	Description		Qty	Wt	
BAR SUPPLIE	ES (02713)								
	404915	10011461008693	1	50 CT	ROLL REGISTER THERMAL 80 X 230			18	0.000 🎲
	404914	10011461018142	12	4 PK	ROLL PRINTER 1 PLY KITCHEN			10	0.000 🎲
	302428	00812944004583	1	1 EA	BAR STRAINER S/S 4 PRONG			4	0.000 🎡
	16804	00077838004968	1	1 RL	MATTING TEXLINER 40X2" BRWN			1	0.000 🎲
	304663	00811642024510	1	1 CT	JUICER CITRUS 19" HD			1	0.000 🎲



### Reports

#### Guides Report

The Guides report allows you to view, print, or export your order guides.

From the Dashboard, click the Reports button, hover over Guides then select the guide you want to view. From the Order Guide Report page, use the Advanced button to display prices or export the content.

To export the guide, click on the Advanced button, Export, then select the desired export method.

To print the order guide, click the Print button.

🔐 Order Guide Report from Standard Guide - 940									
🕞 Add Page 🔻 👫 Advance	d 🔻								
sustomer: Ship Name-170112 - 170112 Search by Item number or description									
🔢 Items 1 - 44 of 259						Page 1 🔻 🕅 🖉 🕨			
Item	Pac	:k	<ul> <li>Size</li> </ul>	Brand	Description	A			
346	0	48	5.5 OZ	V8	JUICE VEG 100% CAN TFF	÷			
766	0	200	.5 OZ	SMUCKERS	🔀 MARMALADE ORANGE CUP TFF 🎔	4(j)			
1964	0	1	1 EA	VOLLRATH	SPATULA SCRAPER 16.5				
4096	0	6	4 LB	POLANER	JELLY MINT TEE	4(j)			
4135	0	6	#10	POLANER		84			

If you would like your items to print in alphabetical order, see User Options to change the default sort.



# **User Options**

Within the PerformanceNet Use Options, there are a few basic options for your to maintain system settings, such as adding an email address, changing your password, or changing default view settings. From the Dashboard, click on the User Options button.

Dashboard			Unit/C	ustomer Ship Name-170112	(Test Company - 1	170112)	¥				2 ?	6
🧿 Status 🔻	Account 🔻 🚺	Reports 🔻	👌 Customer 🔻	🔯 Admin 🔻 🔚 Iter	ms 🔻	-	-			_	Create Or	der 🔻
Hello JESSI	ICA JUDD			Search by Iten	n number or descript	tion	Contains All					0
Orders												
Customer #	Customer	Order #	<ul> <li>Order Type</li> </ul>	Confirmed Date - Time	<ul> <li>Order Date</li> </ul>	Ship Date	Lines	Qty Ordered	Oty Ship	Amt Ordered	Status	
			E Dashboard		01/08/2015	Sat 01/10/2015				0	\$0.00 Pending	

Add an Email Address to Receive Order Confirmations via Email

Click on the Additional Emails tab then from the top right select the Add button. Type your Name and Email Address, then click the Save button (top right next to the Add button).

	User Options		<b>?</b> Ø
General	Additional Emails		
Sort	Email - Add Successful		
Additional Emails	Delete Display Name	Email Address	Routing To ▼
Orders			

Change the Default Lines Per Page View

Click on the General tab, the default view is 34 lines per page. To change this view, enter a Lines Per Page number, it must be between 10—50, then click the Save button (top right next to the Add button).

	User Options						
General	General						
Sort							
Additional Emails	Lines Per Page: 50 D Reset To Default						



### **User Options**

From the Dashboard select the User Options

button.

Change your Default Order Guide Item Sort

Items appear in the order guide sorted by Item#. To change your default sort, click on the Sort tab. Select the Sort Type dropdown and select the Order Guide. Select your desired First, Second, Third and Forth Sort. For example, you want order guide items to appear in alphabetical order, you would select the guide, then select First Sort - Item Description. After making your selections, click the Save button (top right next to the Add button).

General	Default Sorts
Sort	You can select up to four sorts for a sort type. The Reset button will reset the sort selections, if they have not been applied.
Moditional Emails	Sort Types: History
Orders	First Sort:       Item Description <ul> <li>Ascending</li> <li>Descending</li> </ul> Second Sort:         None <ul> <li>Ascending</li> <li>Descending</li> </ul>

#### Change your Password

Click on the Change Password tab, type your Old Password. Type a New Password, then type to Confirm New Password. Click the Save button (top right next to the Add button).

General	Change Password
Sort	The Password Strength meter displays the strength of your password as you type it in. It is simply a visual cue on the strength of your password.
Additional Emails	Old Password:
Orders	New Password:
	Confirm New Password:
Export	
Dashboard	
Change Password	



### **Invoice Statements**

#### Account Panel

The Accounts panel displays invoice information. You can click on a Invoice# hyperlink to view more information or you can use the Account button in the Tool Bar to view all invoices.

#### View Invoices

From the Dashboard click on the Account button then click on Statement Status. Invoices are loaded with the most recent invoice at the top.

Click on a Invoice# hyperlink to view that invoice.

Statement Sta	tus	•					i . ? U			
	Customer: Ship Name-17/112 - 170112         Last Payment: 05/10/2013         Past Due: 61544.33           Terms: 60 DAYS         Total Due: 61544.33           Credit Limit: 999999         Credit Limit: 999999									
🔢 Items 1 - 43 of 49	/		WebNow Invoice:	Go Clear			Page 1 💌 🙀 🖇 🕅			
Invoice #	+ Date + T	Гуре 🔶 А	mount C	ustomer Balance	Check #	Reference	PO #			
<u>4732688</u>	05/14/2014	Invoice	551.45	61544.	33		EOR0001594			
4732687	05/14/2014	Invoice	688.70	60992.	88		EOR0001597			
4705215	05/11/2013	Adj	-44.71	60304.	18	4706529				
4705885	05/10/2013	Invoice	83.14	60348.	89					
4705215	05/10/2013	Invoice	3925.66	60265.	75					

To export the invoice, click on the Advanced button, click Export then select the desired export method. Or, to print the invoice, click on the Print button.

invo	ice Report							→ <b>H</b> 🚑 ? 🙂	
🗢 Back	🗌 WebN	ow Invoice	Adjusted Invoice 🕴 👫 Advanced 🔻						
	Customer: Ship Name-170112         Order Date: 05/14/2014         Route/Stop: P100 / 1           Invoice #: 4732687         Invoice Date: 05/14/2014         Invoice Total: 688.70								
🔢 Items 1 -	- 18 of 18								
Item #	Pack	<ul> <li>Size</li> </ul>	<ul> <li>Description</li> </ul>	Ordered	<ul> <li>Shipped</li> </ul>	Weight      Price	<ul> <li>Total</li> </ul>	* *	
336	12	46 OZ	JUICE VEG 100% TFF	1	1		26.06	26.06	
346	48	5.5 OZ	JUICE VEG 100% CAN TFF	1	1	17.54	8.55	149.94	
384	48	5.5OZ	JUICE VEG 100% LS TFF	1	1		6.39	6.39	
441	24	7.250Z	SOUP VEG RTS EASY OPEN TFF	1	1		11.17	11.17	
487	6	28 CT	TEA RSPBRY ROYALE TFF	1	1		6.29	6.29	
488	200	.5 OZ	JAM STRWBRY CUP	1	0		14.74	0.00	
677	2	5 LB	CHEESE PROV SLCD 3/4 OZ	1	1		5.70	5.70	

Use the Back button to get back to the Statement Status page, or click the Home button to return to the Dashboard.

