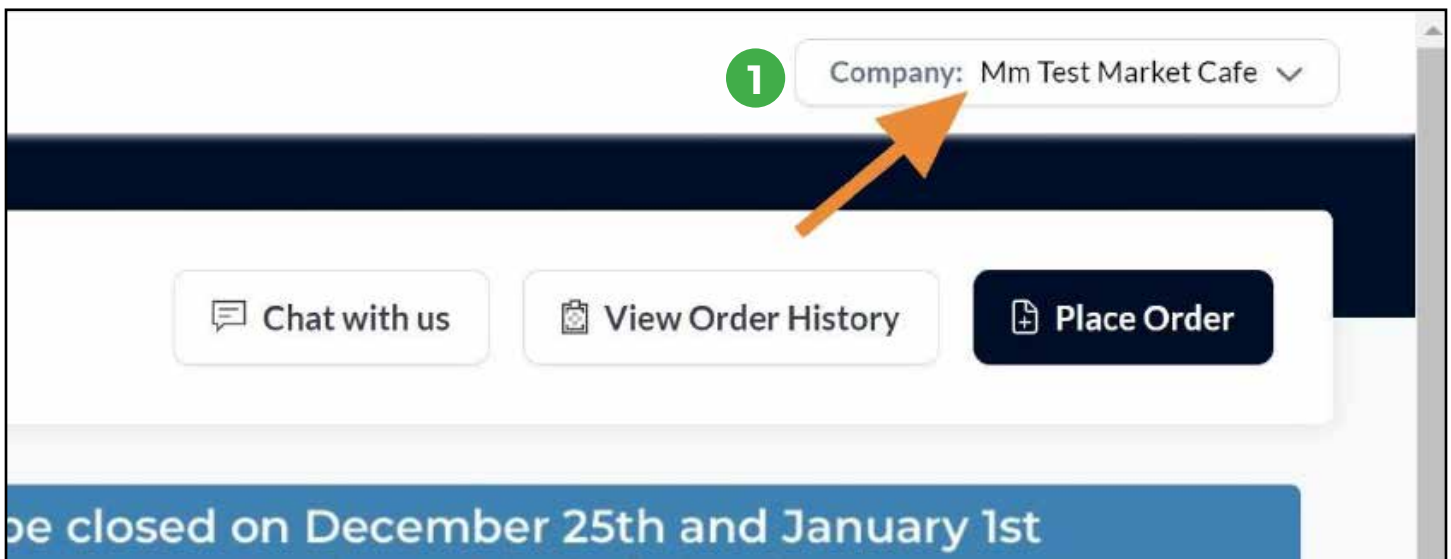


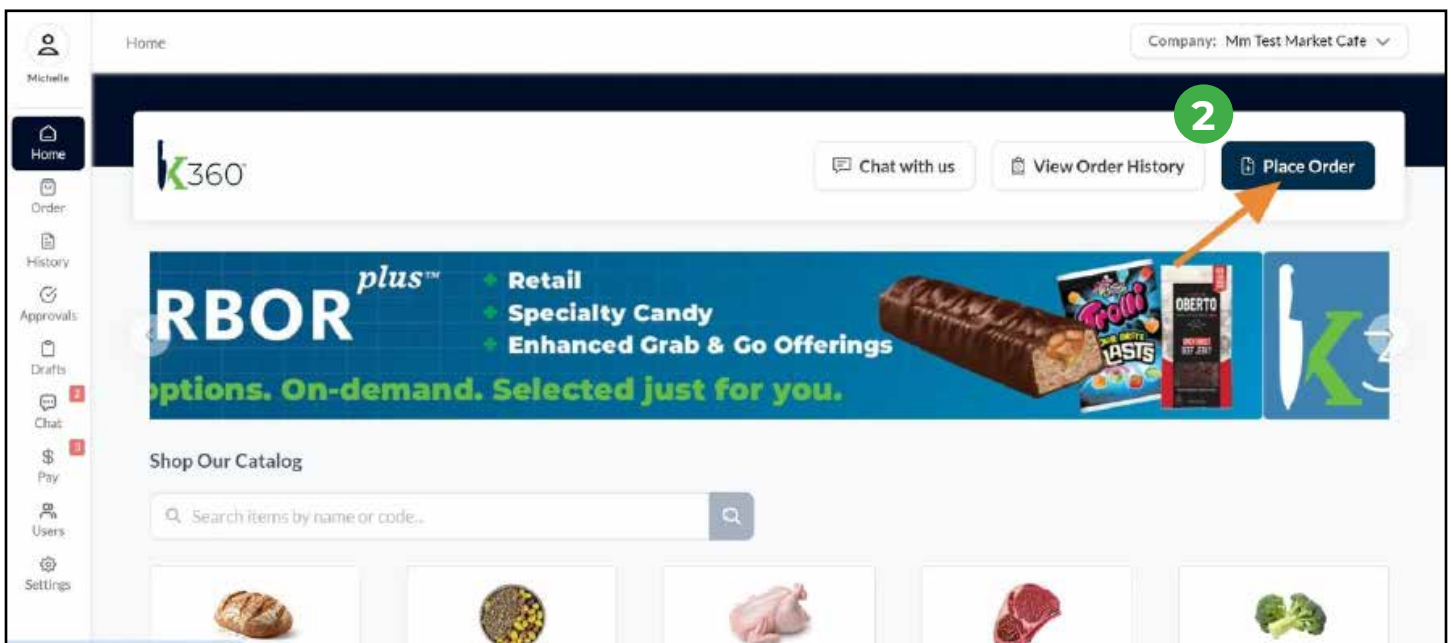
PLACING AN ORDER USING EXCEL

You can now download a spreadsheet template, populate it, and re-upload it to place an order. Follow these steps for ordering!

- 1 Select the Account you would like to place an order.

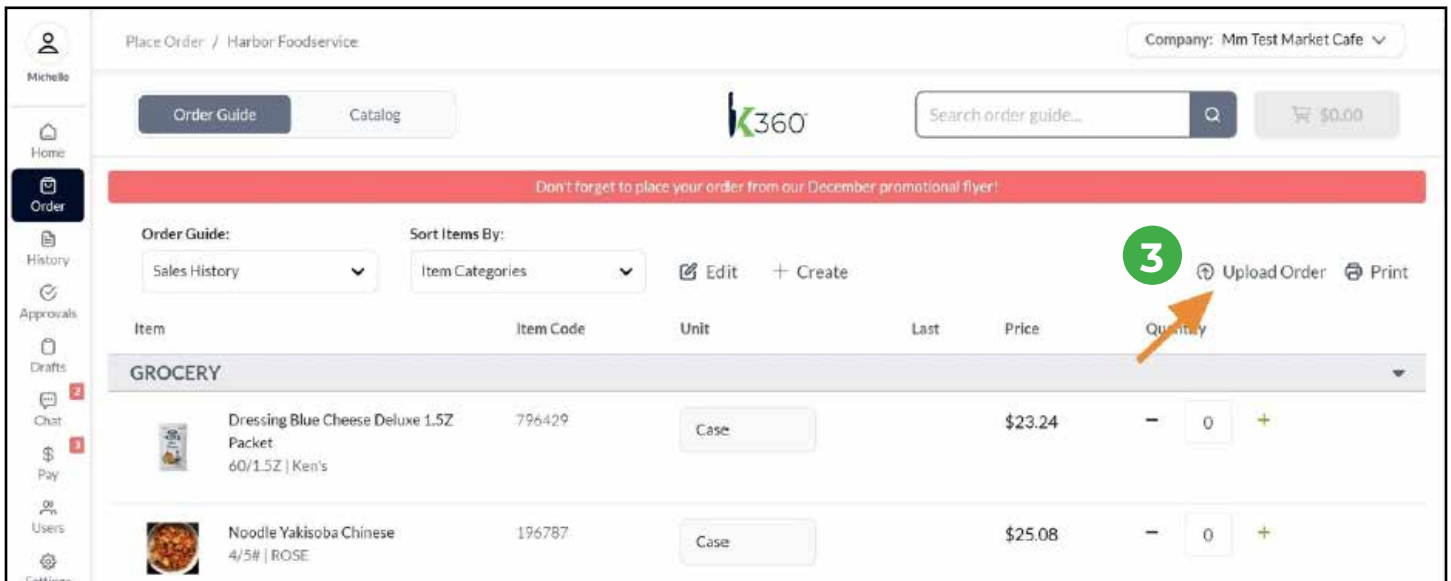


- 2 Select "Place Order"



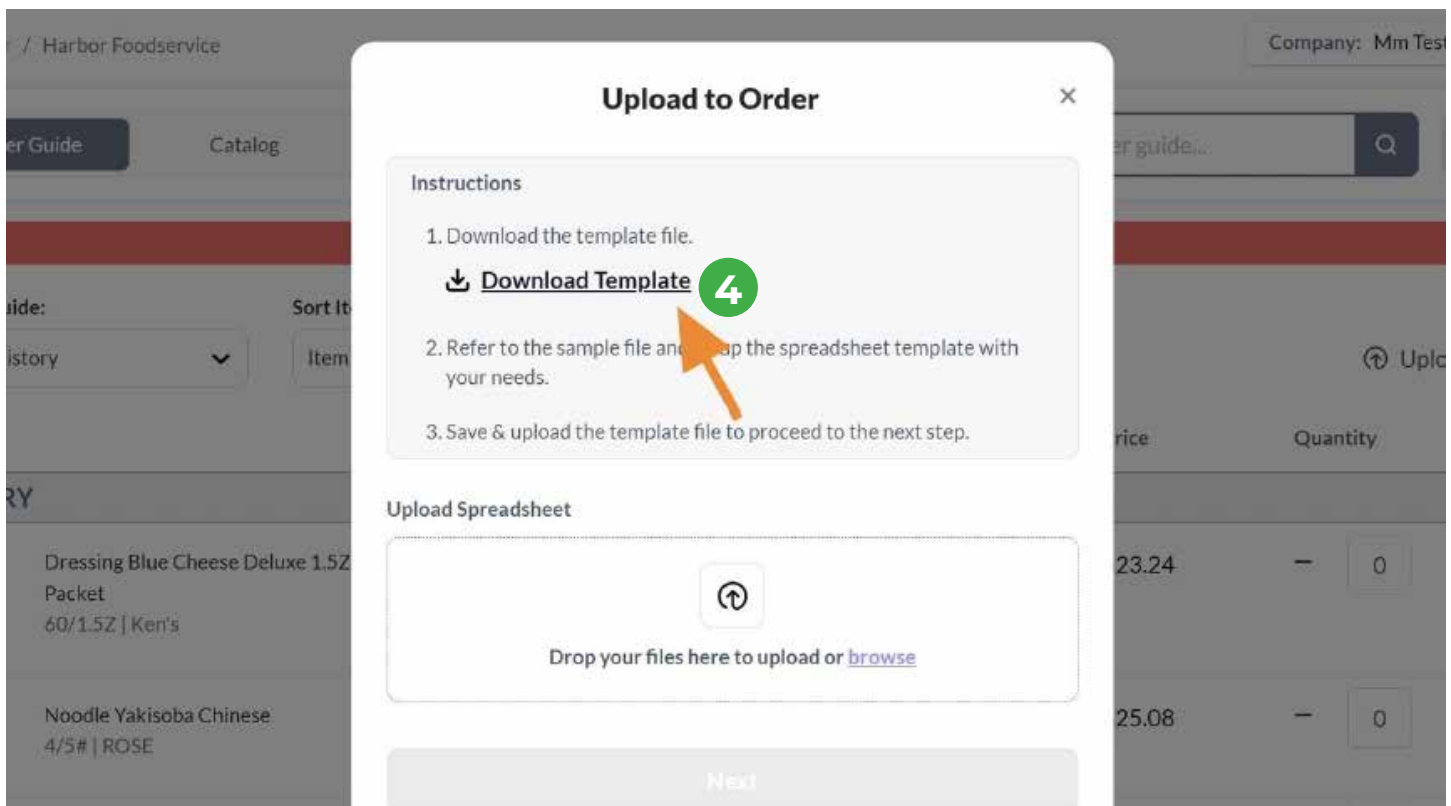
PLACING AN ORDER USING EXCEL

3 Select "Upload Order" button



4 Select "Download Template File"

Tip: The downloaded template file will be named the same as the active order guide – this is coincidental and not a requirement. You can upload a filled-out spreadsheet with any filename.



PLACING AN ORDER USING EXCEL

5 Fill out the template file, using your order guide(s) and/or Catalog view to source the correct **Item Code, UoM, and Quantity** for each item.

Tip: All 3 columns are required fields.

Template & Order Guide

Tip: If you do not see the item code in order view, maximize your browser window to ensure all columns for the item are visible.

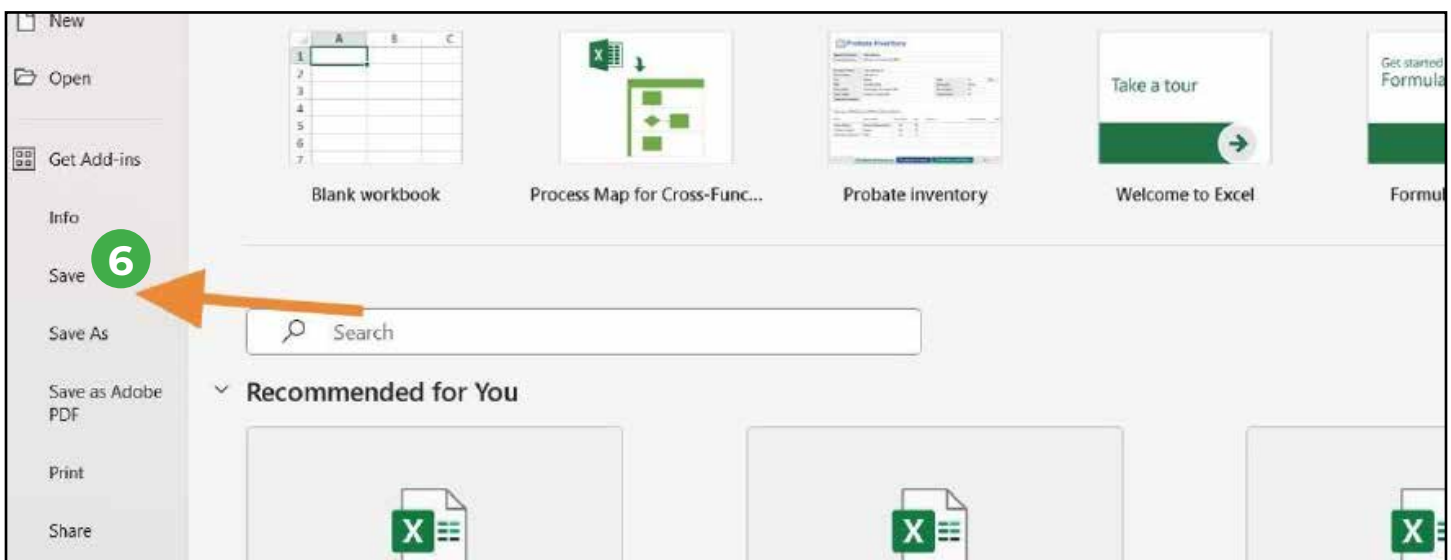
1. Item Code
2. Unit (a case-sensitive field)
3. Quantity

Restrictions

Same item code, different units: Even if an item is available in different units, you can NOT add the same item code twice to the spreadsheet. You will need to add-on the second item manually when reviewing your uploaded order.

Item Code*	Unit*	Quantity*	Instructions
67202	ct	1	1. Fill the Item Code column with valid item codes you want to order.
552283	cs	1	2. Fill the Unit column with the valid unit of measure you want to order for each item, e.g. "Case" or "Each". These units must be spelled exactly as they appear in the order guide or catalog.
26774	ct	2	3. Fill the Quantity column with the number of units you want to order.
12203	ct	1	* All 3 columns are required for each item you're ordering. Don't edit or remove the column header labels. You don't need to delete this instruction text column when uploading your file.

6 Save your completed spreadsheet.

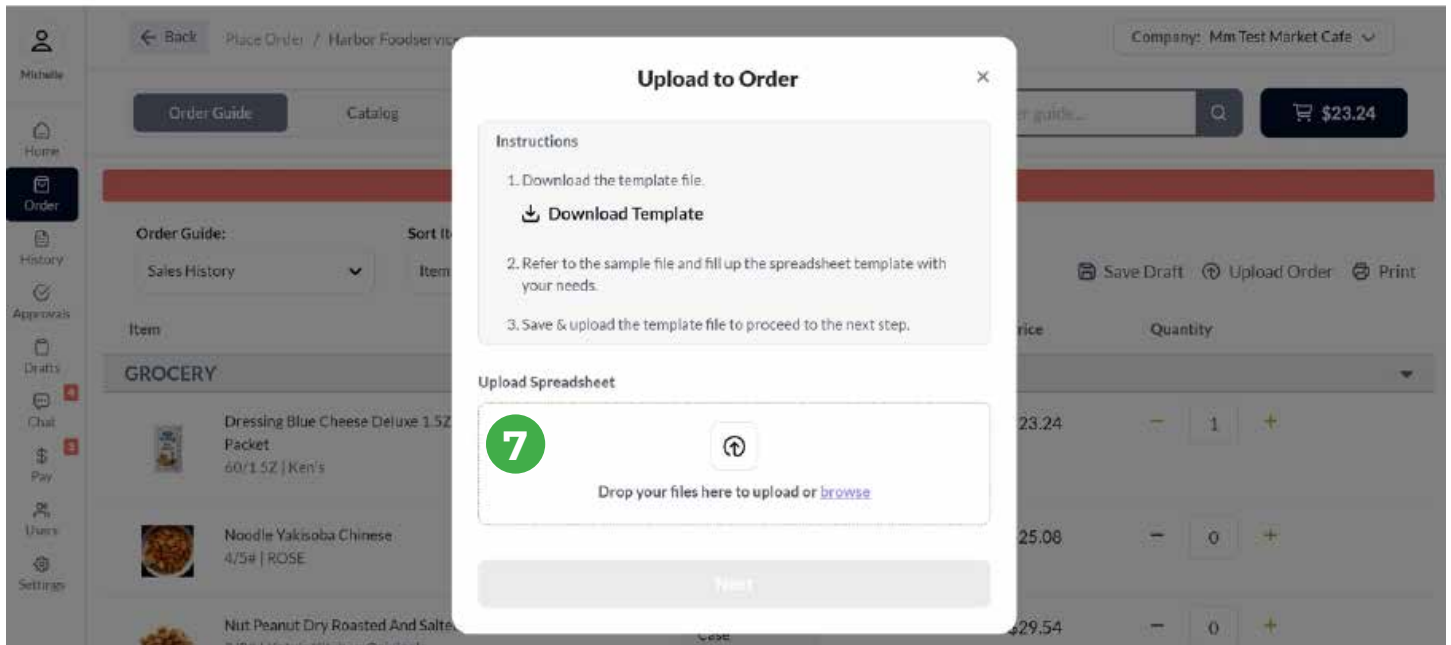


PLACING AN ORDER USING EXCEL

7

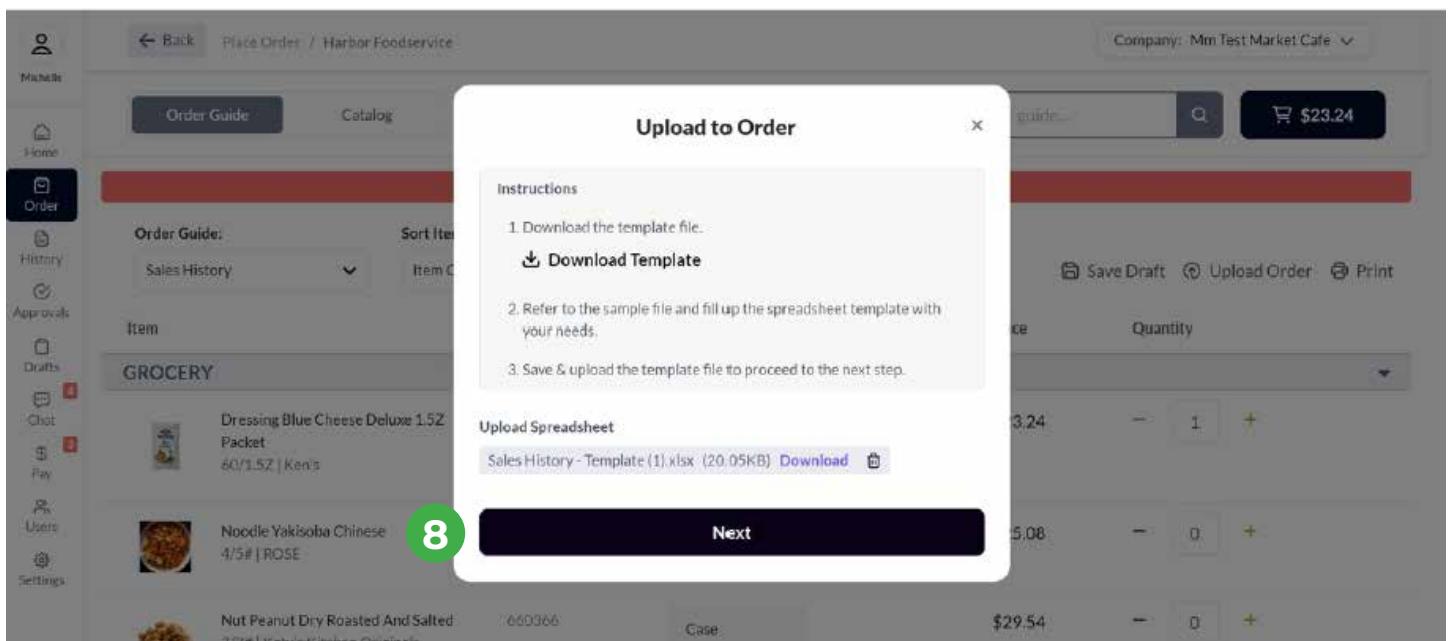
If necessary, select the **Upload Order** button again to upload the saved template file.

Tip: Uploading an order will overwrite any items you currently have in your shopping cart, each time you upload a spreadsheet.



8

Select **Next**.



PLACING AN ORDER USING EXCEL

9 Result

Your spreadsheet upload will either:

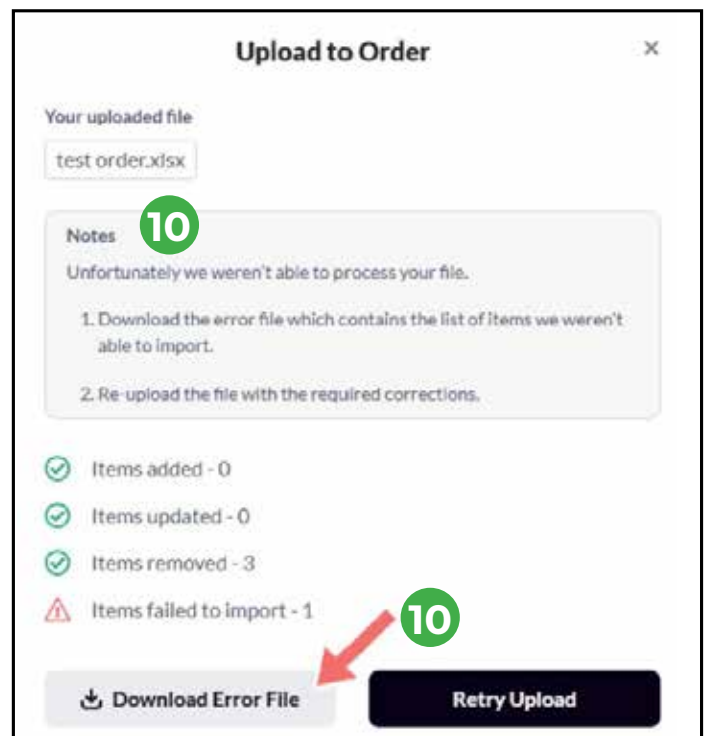
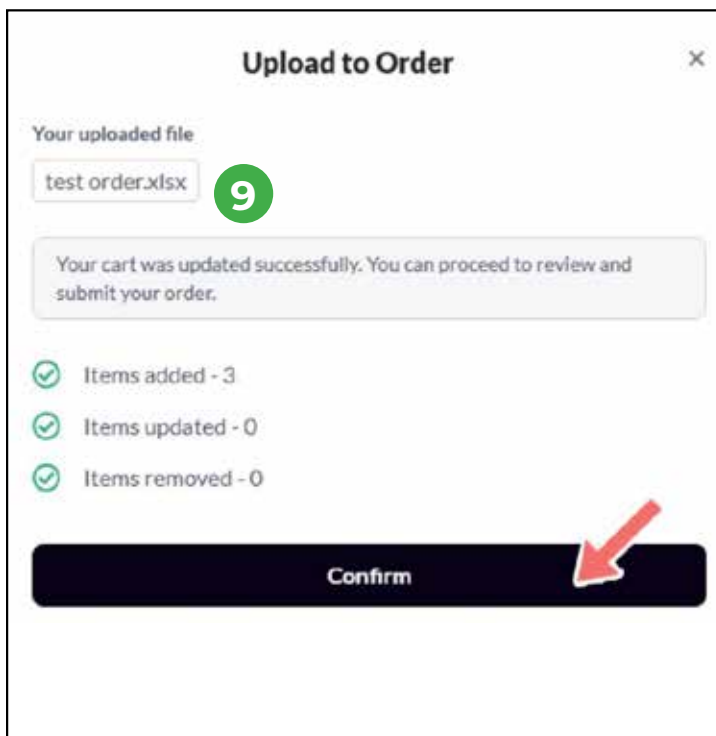
A: Upload successfully and bring you to the **Review Order** page, OR...

10

B: Show you an error message.

Tip: To troubleshoot any errors, select Download error file to review your spreadsheet with specific error messages. You can correct the errors and reupload the newly saved spreadsheet.

Look over your order summary and make adjustments, if desired.



PLACING AN ORDER USING EXCEL

11 If you choose to edit your order, select Edit Order.

Tip: From here, you can add or remove items as normal. Your cart contains the uploaded items, and the app will work the same as if you had added the items any other way.

Using **Upload Order** again will overwrite any items you currently have in your shopping cart, each time you upload a spreadsheet.

Review Order

Delivery To:
Mm Test Market Cafe
18430 East Valley Highway
Kent WA, 98032

Delivery Date:
Tue, Jan 14

Order Cutoff: Jan 13, 4:00pm PST

Buttons: Save Draft, **Edit Order** (circled 11), Add from Catalog, Submit Order

Item	Item Code	Price	Quantity	Unit	Subtotal
ORDER SUMMARY					
Dressing Blue Cheese Deluxe 1.5Z Packet 60/1.5Z Kent's	796429	\$23.24	1	Case	\$23.24
Noodle Yakisoba Chinese 4/5# ROSE	196787	\$25.08	1	Case	\$25.08
Nut Peanut Dry Roasted And Salted 3/2# Katy's Kitchen Originals	660366	\$29.54	1	Case	\$29.54

12 Once Ready, **Submit Order**.

Review Order

Company: Mm Test Market Cafe

Buttons: Submit Order (circled 12)

Item	Item Code	Price	Quantity	Unit	Subtotal
Eggs Liquid Whole Pasteurized W/Cit Acid Esl Cage Free 2/20# FAIR MEADOW FOU	26274	\$99.98	2	Case	\$199.96
Bacon 8/10 Shingle Applewood 1/4 Thick 1/15# Daily's	552283	\$69.22	1	Case	\$69.22
Grapes Red Seedless 1/LUG Packer	326887	\$55.40	1	Case	\$55.40
Spice Nutmeg Ground / Grind 6/16Z Katy's Kitchen Originals	12208	\$133.42	1	Case	\$133.42

Special Instructions ⓘ PO Number

test order

Items: 5

PLACING AN ORDER USING EXCEL