



Quick Reference Guide US Foods 2015 Training – Order Entry

Create an Order

Create an Order Using a Shopping List

1. Click the **Create Order** button on the home page **-or-** You can start an order from the **Create Order** menu at the top right of any page.
2. A dialog box will appear. Select the list that you would like to order from. Your delivery date will default to your next scheduled delivery. (You can schedule deliveries up to two weeks in advance, but only for scheduled delivery days.)
3. Click **Create**.
4. Browse products on the selected list and add case values in the provided cells.
5. The **Current Order** side bar will display your order totals and details.

Ordering Items Not On Your List

1. While on the order screen, type any search term into the **Search Catalog** box at the top right of the screen.
2. A list of items in the catalog matching your search term will appear. Choose the appropriate item and click **Add to Order**.
3. A dialog box will appear, allowing you to adjust order quantities, remove from order, continue shopping or review and submit your order.

Create an Order Using Quick Entry

1. Click the **Create Order** button on the home page **-or-** You can start an order from the **Create Order** menu at the top right of any page.
2. A dialog box will appear. Select the **Quick Entry** option. You can order by shopping list line number or product number to quickly create an order.
3. A dialog box will appear asking you to confirm that you are working from an updated list.
4. You can now use Line # or Product # to select product, and then add case quantities to each product.

5. Repeat this process until you've selected all products needed for this order.

Importing an Order

1. Click the **Create Order** button on the home page **-or-** You can start an order from the **Create Order** menu at the top right of any page.
2. A dialog box will appear. Select the **Import** option.
3. Click **Choose File** to navigate to the locally stored file for upload. Select the correct **Data Format** from the dropdown menu.
4. Click **Create**.
5. For assistance with proper file formatting, click the **Additional Assistance** link at the bottom of this dialog box.

Review and Submit an Order

1. On the **Current Order** sidebar, click **Review Order**.
2. Click **Submit** to submit the order for processing.

Modify an Order

1. Click the order you wish to modify from the **Home Page**, or by hovering over the **Current Order** link at the top right of the page and select **Review Order**.
2. From here, you can change quantities of products already ordered, or add new products by using the **Quick Entry** function on the right or by using the **Catalog Search** field at the top right of the page.

Cancel an Order

1. Click the order you wish to cancel from the **Home Page**, or by hovering over the **Current Order** link at the top right of the page and selecting **Review Order**.
2. Click the **Cancel Order** text located directly under the **Submit** button. A dialog box will appear asking if you're sure you want to cancel. Click **Yes**.