

PERFORMANCE NET
ONLINE ORDERING
SYSTEM
TRAINING GUIDE

Web Address

What is the web address?

www.performancefoodservice.com/temple (Your OpCo Name)

This will take you to our Home Page

Click on **Place Your Order** to sign-on to the ordering system

PERFORMANCE FOODSERVICE Our Products Your Operation Ideas & Trends Find Your Location

Temple

4141 Lucius-McCelvey
Temple, TX 76504
(254) 778-4519
(800) 375-3606

Get Directions

Place Your Order

Our Products & Services

Contact Us

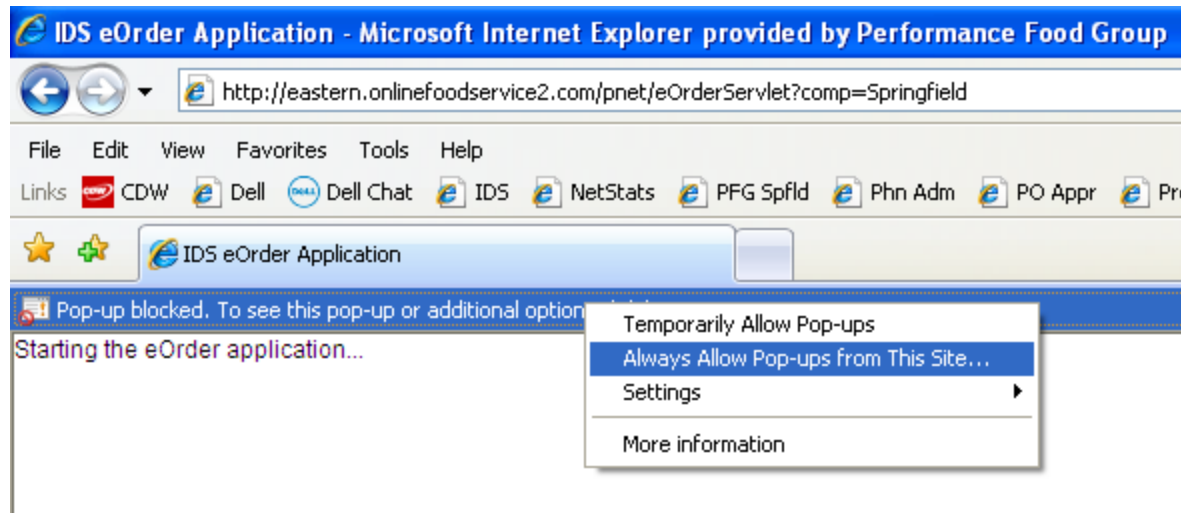
Same Inside. New Outside.

THREE BRANDS GET A FACE LIFT

As customers of Performance Foodservice, you have known our prestigious brands for years. You have come to rely on our quality and consistency, so why change a good thing? We aren't! We're merely giving

Pop-Up Blockers / Internet Explorer

If prompted about Pop-up Blocked, right click on the bar and select Always Allow Pop-ups From This Site .. .when prompted to confirm, click Yes



How to Sign On

Enter your supplied User ID and Password and click on Sign In



Enter your User ID and Password.

User ID:

Password:

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

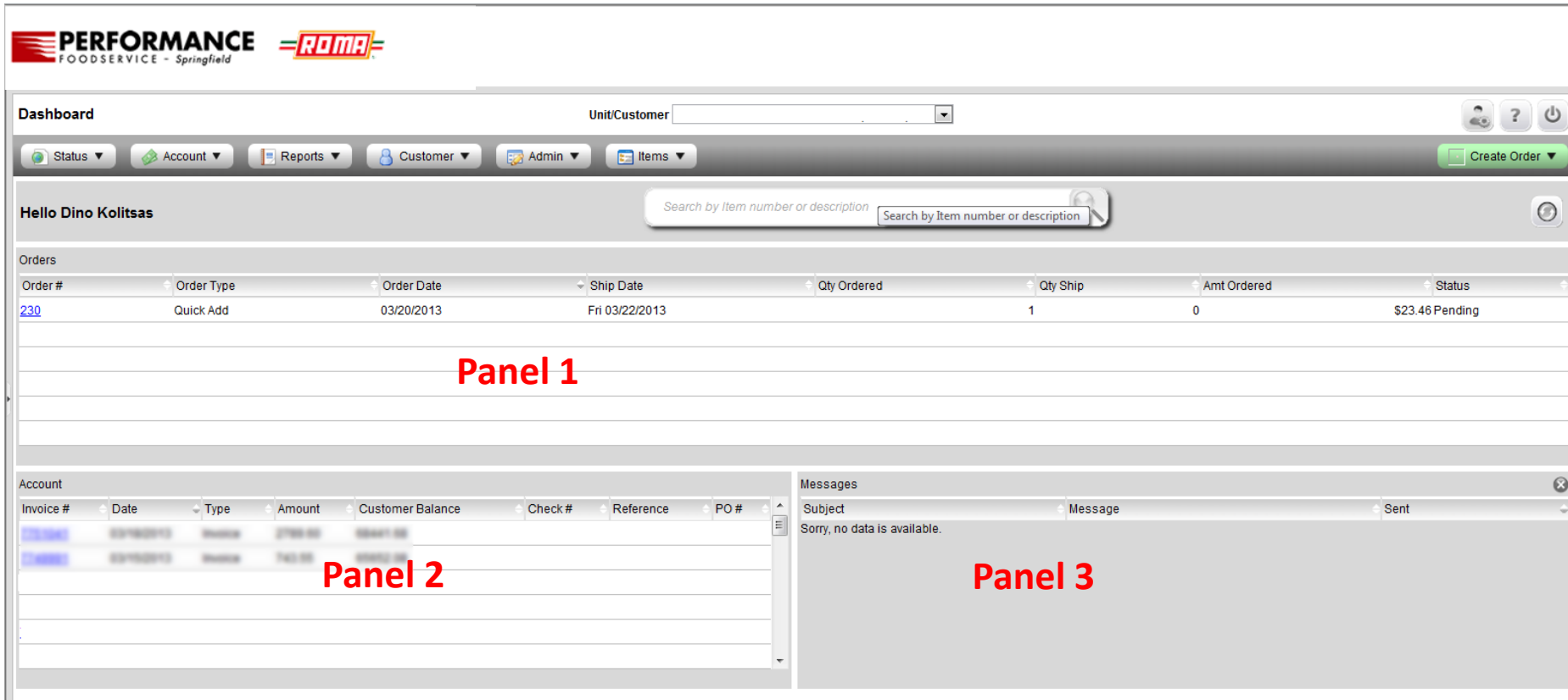
[Home](#) [About](#)

Copyright © 1999-2013 Retalix Ltd. All Rights Reserved.



CustomerPortal

Main Page



Dashboard Unit/Customer

Status Account Reports Customer Admin Items [Create Order](#)

Hello Dino Kolitsas

Orders

Order #	Order Type	Order Date	Ship Date	Qty Ordered	Qty Ship	Amt Ordered	Status
230	Quick Add	03/20/2013	Fri 03/22/2013		1	0	\$23.46 Pending

Panel 1

Account

Invoice #	Date	Type	Amount	Customer Balance	Check #	Reference	PO #
123456	03/18/2013	Invoice	2788.00	58441.00			
123456	03/18/2013	Invoice	743.00	58584.00			

Panel 2

Messages

Subject	Message	Sent
Sorry, no data is available.		

Panel 3

This is a Dashboard with different Panels.

- Panel 1 displays all orders, placed and pending
- Panel 2 displays your invoice statements
- Panel 3 displays important messages from Performance Foodservice

Order Guides / Placing Orders

Select **Create Order** from the main page, right side

Choose your method of placing your order;

History – items purchased in the past

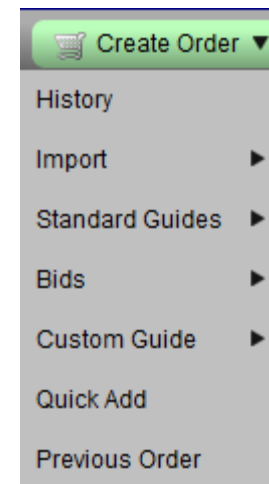
Import – Place order from an excel worksheet or text file

Standard & Bid Guides – Order guides that are maintained on the “Main System” by Performance Foodservice. These are items that have been approved by your Corporate or Main Office

Custom Guides – Custom guides that are created and maintained by the User

Quick Add – enter item # and Qty

Previous Order – select a previously placed order



When placing orders by any guide, a list of the items in the guide will display on the screen. This allows you to view the items, descriptions and simply place qty to be ordered in the proper column.

When placing orders by quick add, it is a process of entering the item # and qty. There is a “Check Items” option to ensure a proper item # is entered.

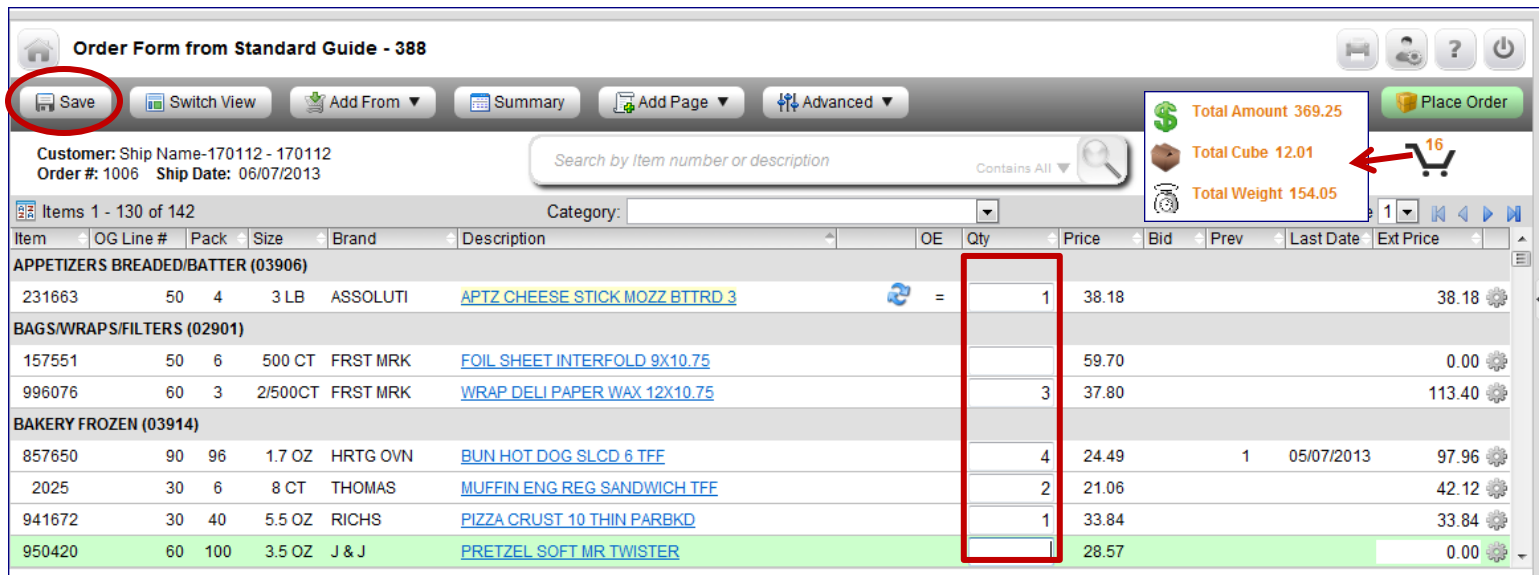
Order Guides / Placing Orders/ Using Guides

Order Guides display the Item #, Pack, Size Brand, Description, and Price. Also shown, the qty that was last ordered (Prev), as well as the date an item was last ordered (Last Date) and extended price on the far right

To create an order, scroll through the item list and enter the desired quantities needed.

Very Important: There is a time-limit of 30 minutes of “inactivity” time. Click on the “Save” button periodically to save your order and to also set the countdown clock back to an additional 30 minutes.

Point the mouse pointer at the Grocery Cart (below “Place Order” button) to get an order total as shown below.



Order Form from Standard Guide - 388

Customer: Ship Name-170112 - 170112
Order #: 1006 Ship Date: 06/07/2013

Search by Item number or description

Items 1 - 130 of 142

Item	OG Line #	Pack	Size	Brand	Description	OE	Qty	Price	Bid	Prev	Last Date	Ext Price
APPETIZERS BREADED/BATTER (03906)												
231663	50	4	3 LB	ASSOLUTI	APTZ CHEESE STICK MOZZ BITTRD 3	=	1	38.18				38.18
BAGS/WRAPS/FILTERS (02901)												
157551	50	6	500 CT	FRST MRK	FOIL SHEET INTERFOLD 9X10.75			59.70				0.00
996076	60	3	2/500CT	FRST MRK	WRAP DELI PAPER WAX 12X10.75		3	37.80				113.40
BAKERY FROZEN (03914)												
857650	90	96	1.7 OZ	HRTG OVN	BUN HOT DOG SLCD 6 TFF		4	24.49		1	05/07/2013	97.96
2025	30	6	8 CT	THOMAS	MUFFIN ENG REG SANDWICH TFF		2	21.06				42.12
941672	30	40	5.5 OZ	RICHS	PIZZA CRUST 10 THIN PARBKD		1	33.84				33.84
950420	60	100	3.5 OZ	J & J	PRETZEL SOFT MR TWISTER			28.57				0.00

Summary: Total Amount 369.25, Total Cube 12.01, Total Weight 154.05

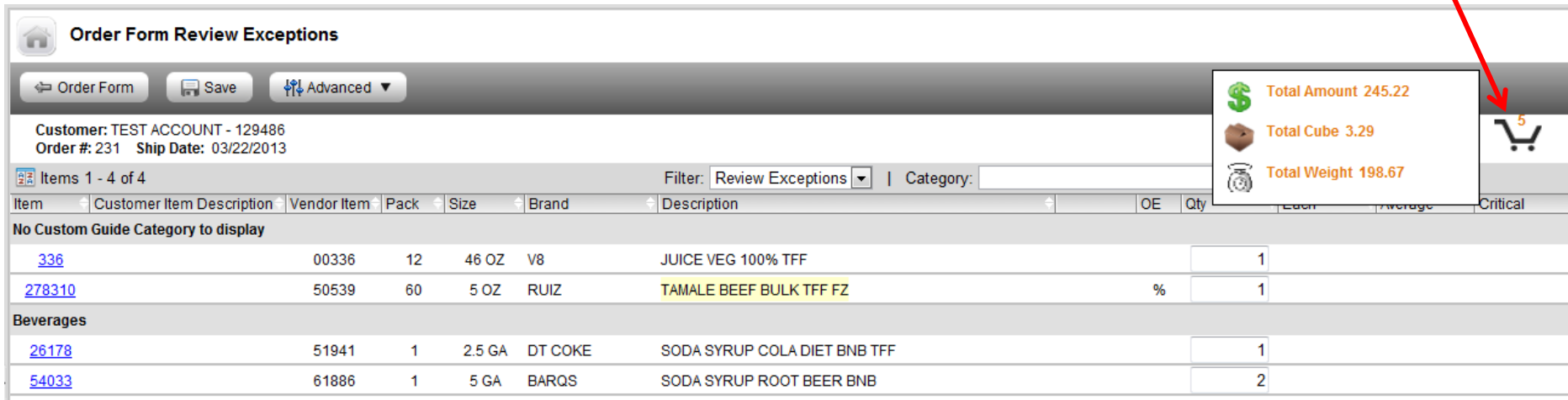
Place Order

Order Guides / Placing Orders – Order Summary



To review what has been ordered so far, click the “Summary” button

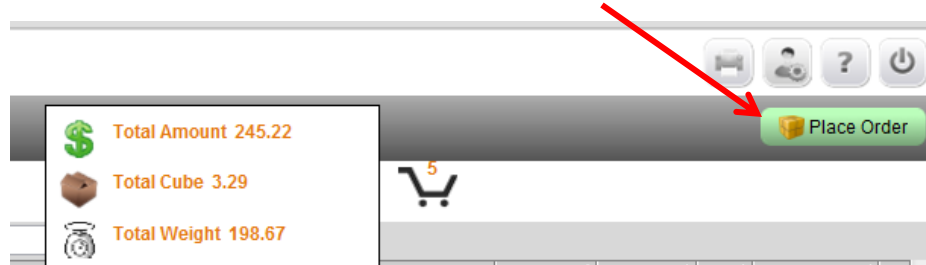
This will show a summary of your order, with qty and price. Also, by clicking on the cart, it will display the order totals



Item	Customer Item Description	Vendor Item	Pack	Size	Brand	Description	OE	Qty	Critical
No Custom Guide Category to display									
336		00336	12	46 OZ	V8	JUICE VEG 100% TFF		1	
278310		50539	60	5 OZ	RUIZ	TAMALE BEEF BULK TFF FZ	%	1	
Beverages									
26178		51941	1	2.5 GA	DT COKE	SODA SYRUP COLA DIET BNB TFF		1	
54033		61886	1	5 GA	BARQS	SODA SYRUP ROOT BEER BNB		2	

Order Guides / Placing Orders – Submit your Order

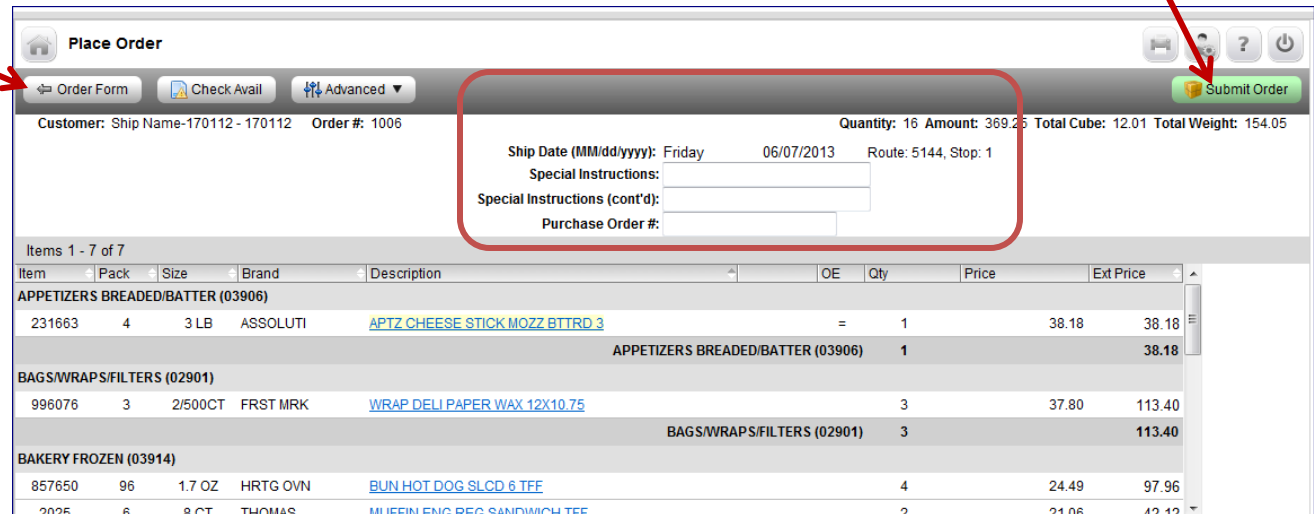
If you are satisfied, you can click on Place Order to submit the order for processing



Should additional items (critical items not ordered) need to be ordered you can click on Order Form (top left) to go back to the guide. Make changes, summarize again and Place Order

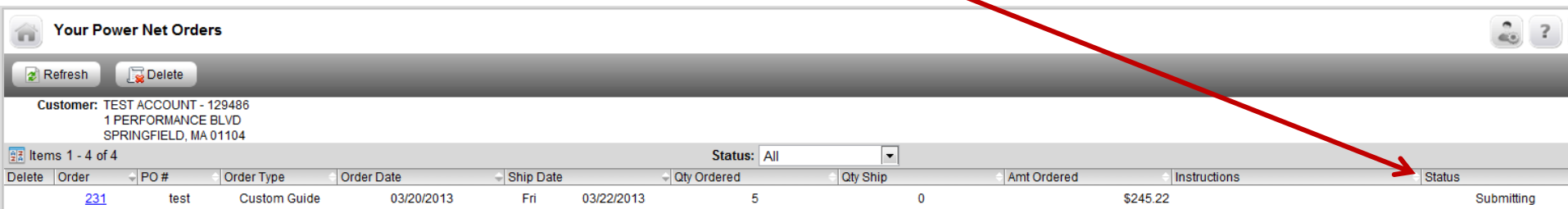
After clicking “Place Order” a new screen appears to confirm delivery date and allow Special Instructions and/or a PO to be entered (if needed).

Click on **Submit Order** to send the order



Order Guides / Placing Orders - Confirmation

Once the order is “Submitted” the Order Status screen will appear showing your order with a Submitting Status

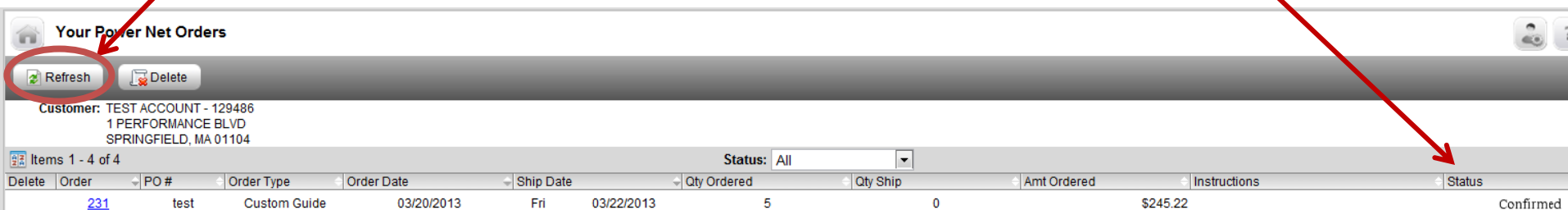


Customer: TEST ACCOUNT - 129486
1 PERFORMANCE BLVD
SPRINGFIELD, MA 01104

Items 1 - 4 of 4 Status: All

Delete	Order	PO #	Order Type	Order Date	Ship Date	Qty Ordered	Qty Ship	Amt Ordered	Instructions	Status
	231	test	Custom Guide	03/20/2013	Fri 03/22/2013	5	0	\$245.22		Submitting

Click on “Refresh” button until the Status changes to a Confirmed status. At this point your order has been processed and an Order Confirmation Report can be viewed by clicking on the Order #.



Customer: TEST ACCOUNT - 129486
1 PERFORMANCE BLVD
SPRINGFIELD, MA 01104

Items 1 - 4 of 4 Status: All

Delete	Order	PO #	Order Type	Order Date	Ship Date	Qty Ordered	Qty Ship	Amt Ordered	Instructions	Status
	231	test	Custom Guide	03/20/2013	Fri 03/22/2013	5	0	\$245.22		Confirmed