EVCO WHOLESALE FOOD CORP.

Your Partner Then, Now and For Years to Come...

Your INSTITUTIONAL FOOD Distributor

Online Order Entry

Order Entry at *Your* Convenience

EVCO Wholesale Food Corp.
309 Merchant St. – PO Box D
Emporia, KS 66801
(800) 279-3826
www.evcofoods.com

Notes:

EVCO Wholesale Food Corp.   EVCO Online Order Entry

www.evcofoods.com   2   4.5.0

Welcome to EVCO Online Ordering!

The EVCO online ordering system, powered by AFS Technologies, is designed to allow EVCO customers the freedom to browse EVCO's product lines and place orders. The following pages provide an overview for using the EVCO/AFS online order entry system.

User Name & Password

Customers must be assigned a user name and password by EVCO. Please record your user name and password for future reference:

> User Name: _____

> Password: _____

(If you have not been supplied with a user name and password, please contact your EVCO Marketing Advisor or EVCO Customer Services for qualifications and details)

Logging In

Accessing the EVCO online ordering system is as easy as surfing the internet. From any PC with an internet connection, browse to EVCO's website, evcofoods.com, click On-Line Ordering and then the EVCO Online Order Entry logo. When prompted, enter the user name, password and click Sign In.

User name and password are case sensitive.

Logging Out

When work is completed, always remember to logout properly. Failure to log out will cause server performance degradation for other users and may cause loss of order information for any orders not closed properly.

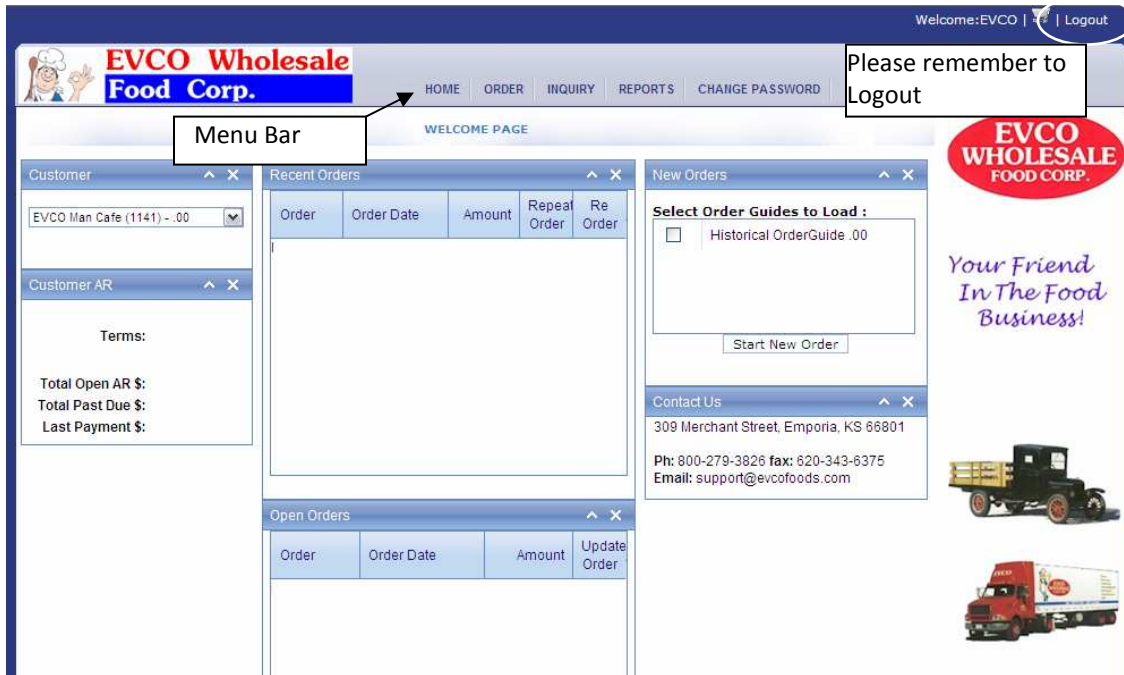Always click on Logout in the upper right corner when complete.

Home Page

The Home or Welcome Page will be the starting point for order entry and the various inquiries available. All functions are accessed from the menu bar and options displayed here.

Menu Bar

The Menu Bar provides access to many of the functions of EVCO Online Ordering.

Home   - Return to the Welcome page

Order   - Enter new orders, manage previous orders and order guides.

Inquiry - View Accounts Receivable, previous orders or product information.

Report - Generate a printed order guide.

Change Password -Change the account's password.

Customer A/R

Displays the current Accounts Receivable terms & balances.

Recent Orders

List of the orders most recently submitted to EVCO. These orders may be used as the basis for new orders. Within the Orders section, see Repeat Order and ReOrder for more details.

Open Orders

A list of orders that have been started but have not been submitted to EVCO. See the Open Orders Update section.

New Orders

A new order may be started here by checking the appropriate order guide to load and clicking Start New Order.

EVCO Wholesale Food Corp.   EVCO Online Order Entry

www.evcofoods.com   6   4.5.0
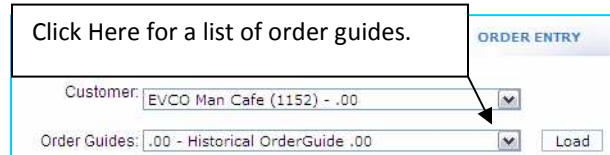
Order

The Order menu bar option is used to begin working with an order. There are several options available under this selection. Hover over the Order Bar and the list of options will drop down.

Create New Order

The Create New Order option allows for the most flexibility in working with an order and searching for items to place on the order. While order history is the most commonly used default for orders, a custom designed order guide (see the Customize Order Guide section) or previous orders can be used as the basis for order entry, though all products are available to be searched for and added to the order.

Loading an Order Guide

From the drag down menu available, select the desired order guide and click on the Load button.

Click Here for a list of order guides.

ORDER ENTRY

Customer: EVCO Man Cafe (1152) - .00

Order Guides: .00 - Historical OrderGuide .00 | Load

Entering Items by Number

If an item number is known, it may be added to the order at any time by keying the item number into the blank line at the bottom of the current order and pressing the Tab key.

Key the item number into the blank line at the bottom of the order guide.

Item	P	Pack/Size	Brand	D
0960018C		20/25 CT	PITT	BA
0960492C		8/25 CT	PITT	BA
0620088C				
123				

Page 3 of 3, items **201** to **207** of **207**.

Ordering Items

To order an item, click in the Qty box, type the order quantity and press the Tab key, or click in the Qty box of the next item to add.

| | New Order | Advanced Search | Customer Details | | | | | | | | | |

Item	P	Pack/Size	Brand	Description	Qty	Unit Price	Extended	Wk1	Wk2	Wk3	Wk4	Wk5
0100009C		1/35CT		LEMONS BAGGED PK FROM 140CT	0	$13.59	$0.00	3	0	0	0	1
0100206C		1/2 LB	PACKER	LIMES PERSIAN APPX 2 LB	0	$1.86	$0.00	1	1	0	0	1
0100222C		4/1/4 CS	WASH	APPLE RED DELICIOUS 88 CT WAXF	0	$33.36	$0.00	1	0	0	0	0

Changing a Quantity

To change a quantity of an item that has been previously entered, **but not submitted to EVCO**, click in the Qty box for the item and enter the desired quantity.

Deleting an Item

If an order quantity has been entered for an item and then it is decided the item is not needed **before the order is submitted to EVCO**, enter a zero for the order quantity and the item will not be included in the order when submitted.

🔴*If changes are required to an order that has already been submitted to EVCO, changes must be made by contacting EVCO Customer Service!*

Par Mode

If the order guide selected was created with Par Values (see Order Guide Maintenance for details), the Par Mode option may be used. Select the Par Ordering circle, and then enter actual inventory counts in the Shelf field. The order quantity will be calculated, but can be overridden as necessary.

	Load		○ Regular Order	⊙ Par Ordering						
	Shelf	Par	Qty	Unit Price	Extended	Wk1	Wk2	Wk3	Wk4	Wk5
▼										
G Cl	1	1	0	$53.87	$0.00					
	1	2	1	$2.38	$92.49					
	4	3	0	$14.89	$0.00					
P D	1	4	3	$53.16	$159.48					
	2	5	3	$6.77	$289.21	8	0	0	0	0

Enter physical inventory counts in the shelf column & the system will calculate the order quantity.

Sequencing the Order

Items within the order screen are listed by Item Number. To change the sequence, click on any of the column headings to sort accordingly.

Item	P	Pack/Size	Brand	Description ▲	Qty	Unit Price	Extended
▽		▽	▽	Click here to sort ▽		▽	

Multiple Page Order Guides

There may be more items than will fit on one screen. If so, a list of page numbers will be displayed at the bottom left of each screen. Click on the page number desired to jump to that page.

Pages Available

123
Page 1 of 3, items 1 to 100 of 214.

Export

An order may be exported to work on outside of the EVCO Online system. Click the Export button, select the desired output type, click Export, and enter the location to save the file. Open the file in the native application on the PC to make changes.

Import

Files previously exported from the EVCO Online system with order quantities entered in the native application on the PC may be imported by clicking the Import button. Select the file to import, select the appropriate file type, check the boxes as desired to ignore zero quantities and header rows, then Import. The items from the import file will display on the order.

Item Extended Information

Additional item information is available by clicking on the item number from the order screen. A new window will open. Click Close to return to the previous screen.

Additional Item Information

Additional information is available on selected items that display the [i] button. The additional information is in a .pdf file that will open based on the users browser preferences.

Special Order Items

Items with *SPECIAL ORDER* or PRE-ORDER in the item description may not be available for immediate shipment. Please contact EVCO Customer Service for item availability and ordering information.

Searching For Items

Several options are available to locate items within order history or within the full EVCO catalog. To page through the order guide, click the page number from the list below the order guide.

Filtering Searches

The items within the order may be searched, or Filtered, to show or exclude certain items. In the box below the column heading to be searched, enter the wording to filter and click on the

Filter icon ▼. By default the system will filter and display only those items that contain the word(s) entered. Other filter options such as "Does Not Contain" or "Begins With" are available by clicking the Filter icon again after the search results are displayed. To clear the filter, blank out the filter box and click the filter icon or select "No Filter" from the filter options list.

Item	P	Pack/Size	Brand	Description	Qty
	▼		▼		▼	orange	▼	
0100438C		4/1/4 CS	PACKER	ORANGES FANCY 88CT CALIFORNIA	0
0100438E		1/1/4 CS	PACKER	ORANGES FANCY 88CT CALIFORNIA	0
0230027C		72/4 OZ	ARDMORE	JUICE ORANGE ECO 100%JUICE	0
0230524C		48/6 OZ	ARDMORE	JUICE ORANGE PORT. CUP 100%JUICE	0

💡 When entering the description to search for, remember to keep it specific and brief. Be careful searching for multiple words, and beware abbreviations.

Advanced Search

The advanced search tab allows for items to be searched for not only by description, but by brand, UPC, & various other options.

New Order	Advanced Search	Customer Details

Field	Selection Criteria	☐ Order Guide Items Only
DESCRIPTION ▼	kiwi	Search
BRAND ▼		Clear Search
UPC ▼		Filter Results

Product	P	Class	Description	Brand	PacSiz	UM	Qty	Price	Ext
▼		▼	▼	▼	▼	▼	▼	▼	
0110908C			KIWI FRUIT 36-39CT	PACKER	1/CASE	CS	0	$13.25	$0.00
0330050C			JUICE SPARKLING 75% KIWI STRAWBERRY	FRUIT 66	24/8 OZ	CS	0	$18.13	$0.00
0650021C			DRINK STRAWBERRY KIWI CANS	WELCH`S	24/11.5 OZ	CS	0	$16.30	$0.00
0650549			*JUICE KIWI STRAWBERRY EQUPMT CARTRI*	*O.SPLASH*	*3/1 GAL*	*CS*	0	*$106.69*	*$0.00*

1
Page 1 of 1, items 1 to 4 of 4.

Update

Bold/Italic items are *Special Order* and may not be available for immediate delivery. Please contact your Marketing Advisor or EVCO Customer Service for item availabilty.

Enter the wording to search in the appropriate Selection Criteria box and click the Search button. The entire EVCO catalog will be searched for matching items, however there is an option to check and search only the items within the order guide. Items matching the search are displayed and may be added to the order by entering an order quantity and clicking Update. Search results may also be further refined by entering new selection criteria and clicking the Filter Results button or by using the filtering options in each column, see the Filtering Searches option for more information. Click Clear Search to clear results and start a new search.

Customer Details

The Customer Details Tab displays the account name and delivery address on file with EVCO. Also shown are the current terms, Account Receivable balance and next available delivery date.

Cancel Order

The Clear button, located on the lower right of the order entry screen, will discard the order currently being entered. After a prompt to verify the cancel, the order will be deleted. There is no 'recycle bin' here. Once canceled, the order is gone.

Delete Order

Orders that have been saved and are now being worked on, may be deleted by clicking on the Delete Order button on the lower right of the screen. After a prompt to verify the deletion, the order will be deleted. There is no 'recycle bin' here. Once deleted, the order is gone. The Clear and Delete Order buttons serve the same function on such orders.

New Order from Home Screen

A new order may be started from the Home Screen New Order section. Check the appropriate order guide box and click on Start New Order.

Repeat Order
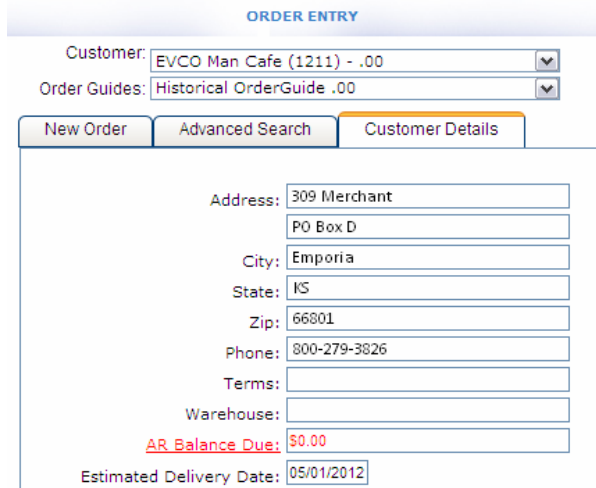
From the Recent Orders section of the Home screen, previously submitted orders may be copied to create a new order. From the list of available orders, click on the Repeat Order icon. The order will be copied to a new order, and the order summary page displayed. The order may now be placed or reviewed and modified. See the Check Out and Place Order or Reviewing Orders sections for more information.

ReOrder

From the Recent Orders section of the Home Screen, as well as from the Customer Order Inquiry option on the Inquiry menu bar, previously submitted orders may be used to base new orders on. From the list of orders, click on the ReOrder icon. A new order will be created based on the previous order instead of being based on an order guide. The order is placed into the order entry screen and may be changed and reviewed.

Reviewing Orders

The current order can be reviewed by scrolling up and down the page with the scroll bar to the right, and pages changed by selecting the page to view from the list of pages available on the lower left of the order. The order can also be saved and reviewed in summary at any time.

Add To Cart

By clicking on the Add to Cart button at the bottom of the screen, the order is saved and the shopping cart screen displays. The items ordered to this point are saved as an order.
If it is necessary to stop work on the order and continue later, the system may be exited now.

SHOPPING CART

Customer Number:

Item	Description	Brand Name	UM	Pack	
0100009C	LEMONS BAGGED PK FROM 140CT		CS	1/35CT	59
0294827C	*BEEF CORNED BOTTOM ROUND FLAT *SPECIAL ORDER**	*BOYLES*	*CS*	*5/4.5# AVG*	29
0100206C	LIMES PERSIAN APPX 2 LB	PACKER	CS	1/2 LB	72
0100222C	APPLE RED DELICIOUS 88 CT WAXF	WASH	CS	4/1/4 CS	08

Sum: 7 $197.68

Click Back To Shopping to continue work on the order, Check Out to complete and send the order to EVCO.

Bold/Italic items are *Special Order* and may not be available for immediate delivery. Please contact your Marketing Advisor or EVCO Customer Service for item availabilty.

Back To Shopping   Check Out

Save Order

From time to time it will be necessary to save an order now so work can continue at a later time. The current order can be saved at any time by clicking on the Add to Cart button at the bottom of the screen. The saved order will display under the Open Orders section of the Home screen. See Open Order Update for more details. To continue work on the order immediately, click Back To Shopping.

Back To Shopping

After a review, items may be added or changed just as during regular order entry. By clicking Back To Shopping, the saved order is moved back to order entry, with only the items ordered being displayed. Items may be searched and added, changed, or deleted. An order guide may be loaded at this point if desired. From the drag down menu available, select the desired order guide and click on the Load button. The order guide items will display below the lines already on the order. Continue working with the order as described in the Create New Order section.

Checking Out

When work on the order is complete and it is ready to be submitted to EVCO, click on the Cart icon located in the upper right of the order entry screen or the Add to Cart button at the bottom of the screen. See the Check Out and Place Order section for more details.

Reviewing Previously Submitted Orders

Orders that have been previously submitted may still be reviewed online by using the Customer Order Inquiry option. See that section under Inquiry for more information.

Check Out and Place Order

Before the order is submitted to EVCO, order header information including delivery date and purchase order number, must be reviewed and/or entered.

Add To Cart

The first step of checking out is to add items entered to the shopping cart. If the items entered have not already been added to the cart, click on the Add to Cart button at the bottom of the screen. The order is saved and the shopping cart screen displays.

The order is saved when added to cart. The system may be exited without losing the order or checking out and placing the order. The order will display as an Open Order on the Home Screen.

Back To Shopping

To continue shopping and not check out or place order, click Back To Shopping.

Check Out

When the order is complete and is ready to be submitted to EVCO, click on Check Out. The Order Summary page will display.

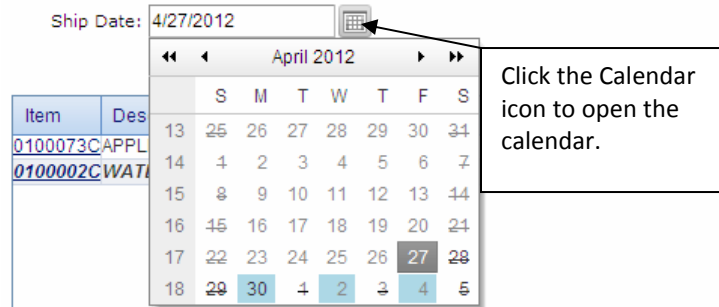## Order Summary

Web Order Number

When saved, each order is assigned an internet web order number, displayed in the upper left section of the order summary check out screen. Please make note of this number for reference when working on the order at a later time or when calling EVCO with questions regarding the order after submission.

PO Number

If it is necessary to attach a PO (purchase order) number to the EVCO order, it may be entered on the order summary screen. The number entered will print on the EVCO invoice.

Ship Date

The Ship Date (Delivery Date) is the day you wish EVCO to deliver the order. The first available delivery date will be shown as the default. To change the requested date, click the calendar button, where available delivery dates are highlighted. Simply click on the desired date.

Click the Calendar icon to open the calendar.

If delivery is required on an unscheduled date, it must be approved by the EVCO Operations Department before the order will be shipped!

Review Order

A review of the order is displayed on the order summary check out screen. By use of the scroll bar, the order may be reviewed here. If changes are necessary, clicking the Review Order button will return to order entry.

Print An Order

Print preview provides an option to print a copy of the order. The order is displayed as entered with the option to print a report.

Place Order

❗ When placing orders, please be aware:

- Clicking the Place Order button indicates the order is accurate, complete and ready to send.

- Orders must meet EVCO delivery requirements and minimums. All exceptions must be cleared with EVCO Operations.

- Orders must be placed before 6:00pm the day prior to the requested delivery. All exceptions must be cleared with EVCO Operations.

When work on the order is complete and it is ready to be submitted to EVCO, click on the Place Order button. The order is submitted immediately.

Place Order

After the order is submitted, a confirmation window will display stating the order has been successfully submitted and the order status will change to Order Submitted. Clicking OK will return the display to the Home screen, where the order will now be listed in the Recent Orders section.

Order Confirmation

Once the order has been received and processed by EVCO, an email confirmation will be sent to the address on file for the account.

```
EVCO Order Received. Ack Nbr:3456                    Fri Apr 27, 2012  1:00 PM
Account # 9999.99 EVCO MAN CAFE

    Thank You for Your Order!

This EVCO Order Has Been Assigned Invoice #0769672.
                                Estimated EVCO SubTotal:      736.25
                                                  Tax:        18.35
                                          Order Total:       $754.60


-----EVCO STOCK OUTS-------------------------------------------------------
  1 0720066C    1 100 CT   REYNOLDS BAG QWIK-SEAL 2 GALLON 15 10/16 X    $26.34
---------------------------------------------------------------------------
    Stock-Out Dollars Are Included in the Total Above.
    Item Numbers Followed By An * Are Expected To Be Received Today, However
        this does not guarantee availability or delivery of product.

-----EVCO Order Detail-----------------------------------------------------
Item#     Description                        Pack/Size     Brand   OrdQty  Price
---------------------------------------------------------------------------
0930030C BLEACH LIQUID 5.25 % SODIUM HYPOCHLR   6 1 GAL    NOVEL      1    $9.73
0271023C BREAD ROLL PETIT PAIN ASSORTED        150 2 OZ    RICH'S    10  $334.00
0890003C CLEANER DEGREASER MAXI CLEAN            4 1 GAL    NUGGET     1   $65.16
0890019C DETERGENT POT&PAN EASE LOW SUDS        65 6 OZ    US CHEM    1   $74.58
0330134C JUICE CRANBERRY COCKTAL SWEETENED       8 60 OZ   O.SPRAY    1   $26.76
0380166C MUSTARD DIJON PACKETS  25 OZ = 7 GRA  200  25 OZ  G BOURBON  2   $28.16
```

❗ If the status does not display as successful or the email is not received in an appropriate amount of time, contact EVCO to make sure the order has been received. Please refer to the Web Order Number with any questions or concerns.

Open Orders Update

It may be necessary to work on one order several different times before placing the order. Orders that have been saved but not submitted may be accessed for review, change and submission by selecting them from the Open Orders section of the Home screen or by selecting Update Order from the Order Menu Bar. Refer to the order number listed to locate the desired order.

Use the Order Number assigned when the order is saved to locate the order to view and work with.

Open Orders			^ X
Order	Order Date	Amount	Update Order
134	04/27/2012	248.59	📝

ORDER INDEX SEARCH

OrderNo	Order Date	Ship Date	Customer Name	CustomerNo	Order Total	Recovery Status	Update Order
▼	▼	▼	▼	▼	▼	▼	
134	04/27/2012	04/30/2012	EVCO Man Cafe (1174)	.00	$248.59	Regular Order	Update Orde

Change page: |◄ ◄ ► ►|
Page **1** of **1**, items **1** to **1** of **1**.

An order may be selected from either screen by clicking on the Update Order button or icon. The order will be opened into an order entry window and may now be changed as needed.

Deleting Open Orders

To delete open orders, select the order to make changes as described above. From the order entry screen, click on the Delete Order button. The order will be permanently removed from the system.

Delete Order

🔴If it is necessary to delete a previously submitted order, contact EVCO Customer Service for
🔴assistance.

Quick Order

The Quick Order screen is intended for more experienced users. It offers little assistance, allowing items to be entered directly by number without having to select them from a list and has no search capabilities. Therefore, the item numbers to order must be known.

This entry method works best when used in combination with a printed order guide or worksheet.

Quick Order	Customer Details			Item	Pack/Size	Description	OrdQt	Extended	Del
Item	Quantity	Delete							
0110122C	1.00	✕		0110122C	4/6 HEAD	LETTUCE CLEANED&TRIMMED (24 HEAD)	1	$23.57	✕
0110338C	2.00	✕		0110338C	4/6 CT	LETTUCE HEAD UNTRM/LINR 24 HEAD	2	$47.14	✕
0282541C	3.00	✕		0282541C	2/11# AVG	HAM ENDLESS W/A 96% FF SLCING HAM GM	3.00	$204.25	✕
		✕							

Clear   Validate

Bold/Italic items are *Special Order* and may not be available for immediate delivery. Please contact your Marketing Advisor or EVCO Customer Service for

Checkout   Cancel

Item numbers are entered into the left hand section of the quick entry page with the desired order quantity. As the screen becomes full, or at any desired point, click the Validate button below the quick entry section. This will transfer valid items entered onto the order pad section. Invalid item numbers will remain in the quick entry section for review/correction. To clear remaining items from the quick entry section, click the Clear button. Items listed on the order pad, right hand, section may be changed by clicking in the OrdQty box and changing the quantity or deleted by clicking the Delete icon.

Cancel Order

The Cancel button, located on the lower right of the order entry screen, will discard the order currently being entered. After a prompt to verify the cancel, the order will be deleted. There is no 'recycle bin' here. Once canceled, the order is gone.

Check Out

When work is complete on the current order, or if it is necessary to save the order so work can continue at a later time, click on the Check Out button on the lower right of the order entry screen. See the Check Out & Place Orders section for more details.

Order Guides

The default order guide available is a list of the items purchased within the last year. It may be desirable to have a custom guide or guides available. For example, an order guide of items in a cooler or refrigerated area. Order Guide maintenance is available from the Order Menu Bar.

New Order Guide

To create a new order guide, select Create New Order Guide. Enter a short name in the Code box and a longer name in the Description box.

Adding Items to An Order Guide

Items may be added to the order guide by either entering the item number directly into the Product box or by clicking on the Advanced Search tab. See the Advanced Search section under Creating New Order for more information.

Delete Items from an Order Guide

To remove an item from an order guide, check the delete box to the right of the desired item.

Par Values

Par values, or the lowest desirable stock level for an item, may be established for all items on an order guide. This value is then referenced during the order entry process if Par Mode is used. The advantage of this option is letting the system order the appropriate amount of product based on the par value and a physical inventory count.

Copy from Order
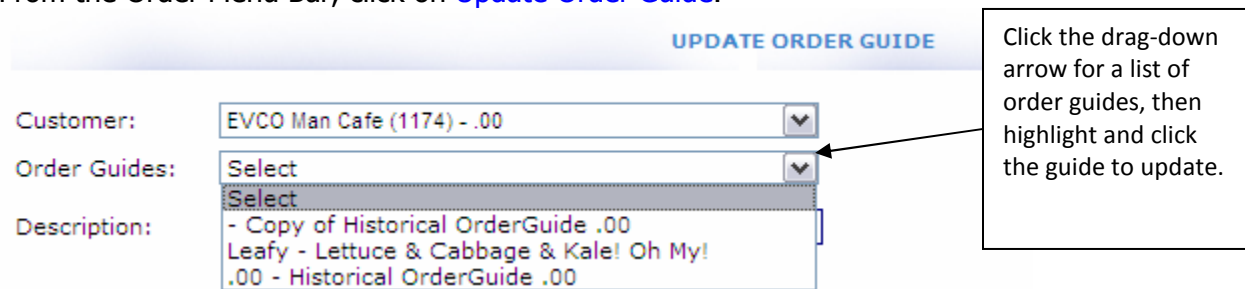
An Order Guide may be established based on an existing order. Click on the Copy from Order button to select an order from a list of all submitted and open orders. The items will be placed on the order guide. Proceed with order guide creation as described above.

Save an Order Guide

To save an order guide, click the Save button on the lower right of the screen. The guide will be saved as currently displayed and is now available for print and to use when placing orders.

Update Order Guide

From the Order Menu Bar, click on Update Order Guide.

Clicking the drag-down menu arrow displays a list of order guides currently defined. Select the order guide to update by high-lighting and clicking on the guide name. See the New Order Guide section for details on how to make the desired changes and saving the guide.

🔴 While the historical order guide can be selected, it is not recommended it be changed in any way. To have a modified historical guide, copy the historical guide to a new order guide.

Delete an Order Guide

To completely remove an order guide, open the guide as described in the Update Order Guide section. Click on the Delete Order Guide button to the lower left. *There is no verification!* Once clicked, the guide is removed from the system.

Copy an Order Guide

To create a copy of an existing order guide, open the existing guide as described in the Update Order Guide section. Click the Copy button to the lower left. A window opens to enter the description of the new guide. Click OK to save the guide. Refer to the New Order Guide section for details on updating the new guide.

Inquiry

The Inquiry option provides on screen review of information. Several options are available.

AR Inquiry

The AR Inquiry screen details information on the Accounts Receivable status on file with EVCO. Unpaid invoices are listed showing the Invoice/Order number, Date, Amount of Invoice and Balance Due.

AR Inquiry (Consolidated)

This option displays Accounts Receivable information just as a standard AR Inquiry.

Product Inquiry

The Product Inquiry option functions & displays information very similarly to the Item Information and Advanced Search features of order entry. When selected, the Product Inquiry screen will display. Search for items using the Advanced Search tab then click the Item Number for more item information.

Customer Order Inquiry

Customer Order Inquiry lists the orders previously submitted.

Customer: EVCO Man Cafe
Terms: 41 - CHARGE-WEEKLY   Credit Limit: $0.00

Order	PO Number	Invoice	Date	Route	Status	Amount	Order Detail	Reorder
44			04/06/2012		Transmitted	$177.89	Order Detail	Reorder
37			04/04/2012		Transmitted	$32.37	Order Detail	Reorder
33			04/03/2012		Transmitted	$59.61	Order Detail	Reorder
29			04/02/2012		Transmitted	$210.69	Order Detail	Reorder
31			04/02/2012		Transmitted	$502.33	Order Detail	Reorder
27			03/30/2012		Transmitted	$101.86	Order Detail	Reorder

Order Detail

The detail of an order may be viewed by clicking on the Order Detail button. Two tabs are available. The first to display is the Header or Order Totals. This screen shows the invoice total and order header related information.The second tab, Lines, displays the detail line items of the order. At this time, the Confirmation button is inactive. Click the Close button to return to the Home screen.

❗The order information shown here is for the order *as it was submitted!* Please refer to the emailed order confirmation or contact EVCO Customer Support for current order status and information.

ReOrder

A new order may be created from any order listed on the Customer Order Inquiry window by clicking the Re-Order button. A new order is generated based on the existing order. The new order will be opened into an order entry window and may now be changed as needed.

❗To make changes to previously submitted orders, please contact EVCO Customer Service.

Open Orders

To make changes to an open or Work in Progress order, see the Open Order Update section.

Report

Report allows for a printed order guide to be generated. This may be used as a worksheet prior to order entry and/or a physical inventory document.

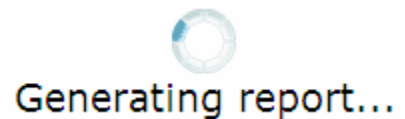## *Order Guide Print*

ORDER GUIDE PRINT REPORT

☑ Code		Name	
	▽		▽
☑ .00		EVCO Man Cafe (1174) - .00	

Group1   All Customer ▼

1
Page 1 of 1

Default
Product
Description
Brand
Sequence

Page Break   None ▼

Sort By   Default ▼   ☐ Include Lines for Order Quantity   ☐ Include Par Quantity

Preview   Close

The printed order guide will be a combination of all order guides within the system, including the historical guide. With Group 1 set to All Customer, check the box next to the customer number. The filter boxes labeled Code and Name represent inactive features. Use the Sort by box in the lower left to select the desired item sequence. The default sequence is by item within each order guide. By checking the Include Lines for Order Quantity box, the printed guide will have blank lines for writing in order quantities. If Par quantities were entered into custom order guides, they may be included by checking the Include Par Quantity box.

When all options are set, click the Preview button in the lower right corner to generate a screen preview of the order guide. Please be patient. This may take a few moments, depending on the number of items on the order guide.

Generating report...

| ◁ ▷ |◁ ◁ | 1 | of 7 ▷ ▷| | Export to the selected format ▼ | Export | | | Close |

Order Guide Report
Pricing as of 4/27/2012 4:30:56 PM

Primary Group : Customer
Secondary Group : Order Guide
Tertiary Group :
Details of : .00   EVCO Man Cafe (1174)

Primary Sort : none
Version #:

Product	Description	Cus Product	Cus Description	UM	Pack	Brand	Price	Off. Inv.	W5	W4	W3	W2	W1
0100009C	LEMONS BAGGED PK FROM 140CT			CS	35CT		16.47	0.00	6.00	1.00	6.00	2.00	37.00
0110031E	CABBAGE GRN TABLE SIZE APPROX 50 LBS			EA	1/4CS	PACKER	8.16	0.00	3.00	0.00	3.00	4.00	3.00
0310029C	APPLE SLICED WATER 6.5 LB			CS	#10	NUGGET	43.64	0.00	2.00	1.00	2.00	2.00	5.00
0110013E	ONION DICED SMALL 1/4" TO 3/8"			EA	5#	VAUGHAN	11.35	0.00	1.00	0.00	0.00	0.00	1.00
0110122C	LETTUCE CLEANED&TRIMMED (24 HEAD)			CS	6 HEAD	PACKER	28.96	0.00	3.00	1.00	2.00	2.00	9.00
0710290C	APRON PLASTIC 28 X 46 1.25 MIL			BOX	BOX 100	PITT	45.08	0.00	1.00	0.00	0.00	0.00	0.00
0110122C	LETTUCE CLEANED&TRIMMED (24 HEAD)			CS	6 HEAD	PACKER	28.96	0.00	3.00	1.00	2.00	2.00	9.00
0110387C	KALE PRE-ORDER			CS	24 CT	PACKER	25.53	0.00	0.00	0.00	0.00	0.00	0.00

The order guide may now be reviewed on screen using the paging buttons located in the top left corner. To print the order guide, click on the printer button.

Exporting an Order Guide

To save an electronic copy of the order guide for use outside of the EVCO/AFS online system, select the desired format from the Format dialog box and click Export. From the File Download box, click Save and enter the location to save the file. Several common formats are available, including PDF and Excel.
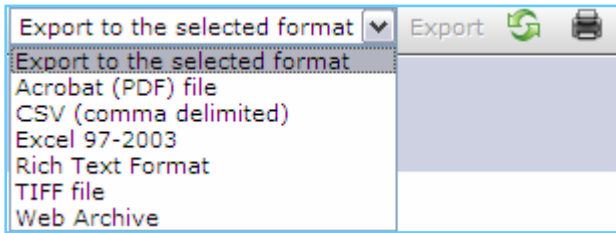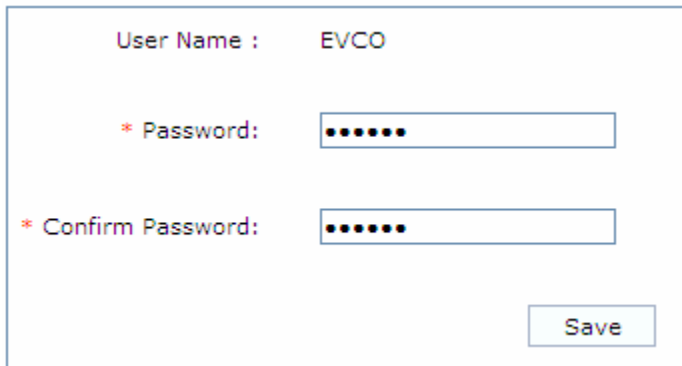
Change Password

The user password can be changed as needed by the user.

Generally accepted principles are that a password should be 6 to 20 characters in length and contain a combination of letters, numbers and special characters. The password should not be something easily identifiable with the user, such as children's names, addresses, birthdates or anniversaries and should not be a word from any language.

Keep security in mind, but balance with usability. Remember: you have to remember the password!

To change the password, select Change Password from the menu. Enter the new password in the Password box, then re-key the new password in the Confirm Password box. Click the Save button to accept the new password.

The new password will be required for the next login!

To exit without changing the password, click Home on the menu bar.

Forgotten Password

Should a password be forgotten or lost, contact EVCO customer support to have the password reset.

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