

# Order Processing

## eSYSCO Customer



### User Guide

April 11, 2003



**Sysco Corporation**

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# 1

## Introduction

This section provides general benefits regarding the eSYSCO application.

SYSCO's Internet ordering, reporting, and tracking system is easy, efficient, and accurate. The simple Internet browser interface offers the most accurate pricing and warehouse inventory data available.

### Simple and Intuitive

Starting with the basics like navigating your order guide, searching for product, and tracking orders, eSYSCO makes it easier than ever before to do business with Sysco.

### Brief Overview

eSYSCO is an integrated suite of applications designed to support the sales process of the supply chain. It allows users to perform ordering, reporting, tracking, and promotions in a fully secure, real-time system by using the Internet.

**Important:** The Macintosh operating system and compatible browsers are not supported at this time. A work-around to this issue is to have a Mac running an IBM-compatible operating system and a MS Windows-based browser.

### eSYSCO URL

[www.esysco.net](http://www.esysco.net)

The URL (Uniform Resource Locator) is used to access the eSYSCO Internet site. It should be entered in the address bar of the Internet browser. Your local Sysco Operating Company provides the user name and password for the system.

## Customer Computer Requirements

The computer requirements are available to help you determine which computer system will work best in your environment. They also provide a list of requirements that your computer system must have before being able to use eSYSCO.

### Optimal System Properties (recommended)

**Hardware** Pentium III 600 Mhz processor or better  
64 MB of RAM  
56 kps modem or other high-speed connection  
SVGA Monitor (800x600 resolution or better)

**Software** Microsoft Windows 2000 or Windows XP operating system  
Microsoft Internet Explorer 5.5 or better  
HTML-capable email software, such as MS Outlook Express  
(free from Microsoft)

### Hardware Requirements (minimum)

Intel Pentium 100Mhz or equivalent  
32 MB RAM  
SVGA monitor (capable of an 800x600 resolution)  
28.8 Modem and phone line

### Software Requirements (minimum)

Microsoft Windows 98 or Windows NT  
Microsoft Internet Explorer 5.5+ or Netscape Navigator 6.1 or 6.2  
Internet connection, email address, email client

## Customer Connection Requirements

**Internet Access** An Internet Service Provider (ISP) or Local LAN connection to the Internet is required.

**Email Access** An email address is required for order confirmations.

**Important:** The Macintosh Operating System and compatible browsers are not supported by eSYSCO at this time.

A work-around to this issue is to have a MAC running an IBM-compatible operating system and a Windows-based browser.

## eSYSCO Overview

This section provides information on how to “move around” in the eSYSCO application.

eSYSCO is an online replenishment management solution for food service operators. Using eSYSCO, restaurateurs, kitchen managers, and food service operators can quickly and easily place their orders with SYSCO.

They can also track orders that have been placed and generate reports that aid in their decision-making process.

This guide is for operators who will be using the eSYSCO commerce services.

### Screen Design

The screens in eSYSCO are made up of three basic frames. These frames are as follows:

- Navigation Region

- Information Region

- Detail Display

See Figure 1 for an example of the screen design.

**Navigation Region**  
**Information Region**

**Detail Display**

The screenshot shows the eSYSCO web application interface. At the top, there is a navigation bar with links for Home, Customer Support, Change Password, and Log Out. Below this is a search bar for the Product Guide. A secondary navigation bar contains links for Reports, Orders, Items, Checkout, Reports, Lists, Options, and Help. The main content area is divided into three regions:

- Navigation Region:** Contains the top navigation bar and the secondary navigation bar.
- Information Region:** Displays order details such as Reference Number (R147-00), Delivery Date (6/22/01), Pieces (25), and Total (\$627.64). It also includes an 'Edit Order Info' button.
- Detail Display:** A table listing items on the order, categorized by product type (Healthcare, Dairy Products, Poultry, Canned And Dry, Produce). Each row includes columns for Pk/Sz, Brand, Description, SUPC, M, Quantity, Unit \$, and Extended \$. The table shows items like 'Supplement Shake Van Mty Shk', 'Margarine Liquid', 'Cheese Amer Loaf Yel Xmlt', 'Cheese Chdr Mild Yel Block', 'Chicken Brst Kiev', 'Corn Baby Whl Dilled', 'Wine Cooking Burgundy', and 'Dressing Ranch Btrmlk Fat Free'.

Figure 1. Sample eSYSCO Order Screen

## Navigation Region

The **Navigation Region** contains the links needed to access every area within the eSYSCO application. From anywhere in the application, you can click on a link, select the desired option, and display the information.

Ordering is done using three main screens:

- Orders
- Items
- Checkout

Application preferences, list management, and reporting functions are accessed using the following links:

- Reports
- Lists
- Options
- Change Password

## Information Region

The Information Region displays the identification number of the order currently displayed, the number of pieces, the total cost, and the delivery date. The buttons allow you to edit your delivery information or review your order.

## Display Detail

The Display Detail frame displays the details that correspond with the link selected. For example, if you select the [Items](#) link, the methods available for displaying items displays in this region.

## Navigational Tools

There are many controls available to access various sections of the eSYSCO application. From buttons to links, icons to drop-down boxes, eSYSCO makes it easy for you to find what you are seeking.

A customized list, order guide, or product guide may consist of several display pages of items. A display page consists of the # of line items per page specified on the [Options](#) page. The following controls are available to help you navigate quickly through a list.

### Navigating Lists

Navigational links display in the top portion of the application and additional links allow you to move you through lists. These links make it easy to view all pages of the list.

#### Links

Links allow you to move back and forth between pages of a list.

Click **<First** to return to the first page of the list or **Last>** to advance to the last page.

Click **<Prev** to go back a single page from the current page or **Next>** to go forward one page.

**Note:** When first accessing a list with multiple pages, only the **Next>** and **Last>** links display. The links do not appear if all items display on one page.

#### Go To

To go directly to a specific page in the list, click the down arrow to the right of the Go To field to display a list of available pages (Figure 2). Highlight a page and click once to view the items on this page.



Figure 2. Go To drop-down option

**Note:** The number of items displayed per page is controlled by your Display Preferences on the [Options](#) page.

#### Sort By

You may change the display of the list based on the sorting criteria. There are three options available when using the Sort By field (Figure 3.)



Figure 3. Sort By drop-down options

**Sysco Category** List items based on the Sysco 12 categories.

**Order Added** List items based on the order to which they were added to the order.

**Description Alpha Sort** List items alphabetically based on their description.

*Select Category*

Lists may be divided into categories or department types (such as Dairy, Frozen, or Poultry). To limit the display, click the down arrow for this control to display a list of available categories (Figure 4). Highlight a category and click once to view items assigned to the selected category.

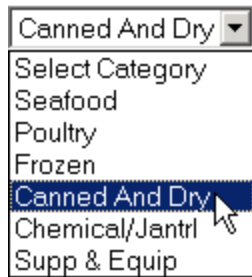


Figure 4. Select Category drop-down options

**Note:** You can create your own category headings when creating custom lists.

*'Bread crumbs'*

Like Hansel and Gretel, the bread crumbs (a web-related term) are there to help you quickly return to the previous screen. Breadcrumbs are the links at the top of the list.

<a href="#">Items</a> > <a href="#">Browse</a> > <a href="#">Frozen</a> > <a href="#">Convenience Prd</a> > <a href="#">Pizza</a>		
Pk/Sz	Brand	Description
24/8 OZ	Boboli	<a href="#">Crust Pizza Cheese Prbk 8 In</a>
12/12 IN	Boboli	<a href="#">Crust Pizza Cheese Prebaked</a>
20/13.5 OZ	Richs	<a href="#">Crust Pizza Prebaked 12 In</a>

Figure 5. Example of Bread Crumbs in eSYSCO

In this example, the breadcrumbs are as follows:









**[Items](#)> [Browse](#)> [Frozen](#)> [Convenience Prd](#)> [Pizza](#)**

In the following example, items categorized as Pizza are displayed. To easily return to the top-level list of categories, click on the [Frozen](#) link. To return to the screen displaying all methods of selecting items, click on the [Items](#) link.



## Buttons and Icons

Throughout the application there are controls available for printing whatever you happen to be viewing – typically a report or a list. In addition, you can clear all changed quantities made while reviewing an order.

**Table 1**  
**Standard Icons used in eSYSCO**

Standard Icon	Description
	<b>Print Current Page</b> Prints the page currently displayed in the Display Detail. (Only one page displays on the printer icon.)
	<b>Print All Pages</b> Prints all available pages in the list. (Notice there is more than one page on the printer icon.)
	<b>Export</b> Exports the associated list to a file, which can be viewed in Microsoft Excel in a comma separated values (.csv) file format.
	<b>Clear All Quantity Changes</b> Clears all quantity changes made while reviewing an order. May also be used to clear pre-set quantities in Custom Lists.
	<b>Search</b> Type the item to be found in the associated search field and click on this icon to perform the search in the Product Guide.
	<b>Edit</b> Edit the category headings, arrangement of items, add/ delete items from the lists, and assign items to categories of a custom list.
	<b>Delete</b> Delete the list from the custom lists available.
	<b>Find Item Within List</b> Type the item to be found in the associated field and click the GO icon to perform the search. The <b>Find Item Within List</b> option only searches the list shown in the Detail Display region. Use the <b>Search</b> feature to find an item in the Product Guide.

**Table 2**  
**Standard Buttons used in eSYSCO**

Standard Button	Description
	<b>Edit Order Information</b> Click to display the Order Information window, which is used to change the delivery date, purchase order number, and delivery instructions.
	<b>Review Order</b> Click to display all items and quantities on the current order. The Review Order button may not always display.

## Customer Support

Within the eSYSCO application, you have the ability to access information to guide you in the order process. Provided for you are the following links:

**Customer Support** Click to display a list of frequently asked questions, access to the eSYSCO User Guide, and buttons to download Microsoft Internet Explorer, Netscape Navigator, or Adobe Acrobat Reader.

**Help** Click on the [Help](#) link to display the eSYSCO help file. Use the Contents, Index, and Search functions to access the desired information.



# 3

## Getting Started

This section instructs how to successfully access the eSYSCO application.

eSYSCO, the SYSCO Online Order Entry system, uses a login and password for security purposes. To access the eSYSCO system, you need to know your user-name and password.

**Note:** If you do not know this information, contact your local Sysco Marketing Associate for more information.

## Login Page

The Login page is the entry point of eSYSCO. Access the login page by using the [www.esysco.net](http://www.esysco.net) web address (Figure 1). Enter the username and password, assigned by your local SYSCO operation.



Figure 1. eSYSCO Login Page

### How to log on to eSYSCO

- 1 Type your Username.  
Your local Sysco Operating Company assigns username and password.
- 2 Press the <Tab> key.
- 3 Type Password.
- 4 Click the Login button.  
**Note:** Username and password are case-sensitive. Make sure you do not have your <Caps Lock> key pressed.
- 5 The Message page displays.

## Message Page

The Message page displays after successfully signing on to eSYSCO. In this screen example (Figure 2), the password is about to expire.

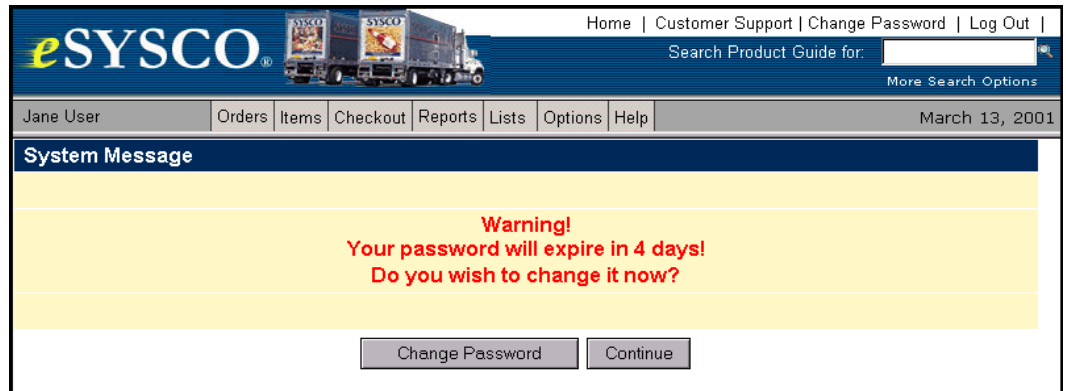


Figure 2. eSYSCO Message Page

If there are no system messages to display, click the Continue button to access the order entry portion of the application.

## Orders Page

The Orders page (Figure 3) is the starting point for creating a new order, accessing an unsent order, editing a submitted order, or reviewing previous orders.

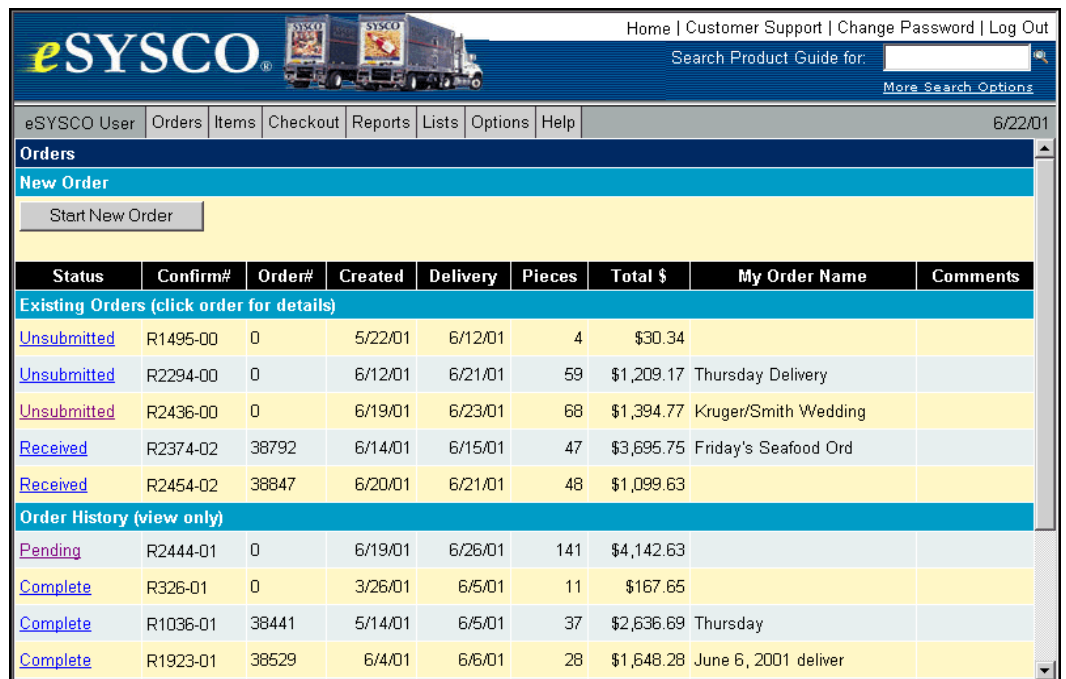


Figure 3. eSYSCO Orders Page

**New** orders are orders that have never been entered before.

**Existing Orders** are those currently in the system. These orders may be in one of the following statuses:

**Unsubmitted** orders are previously entered orders that have not been submitted to SYSCO for fulfillment.

**Pending** orders have been sent to SYSCO, but an email confirmation has not been received.

**Received** orders are those that were sent to SYSCO for fulfillment, but are considered still in the system before cut off time. Because order allocation, picking, and shipping have not occurred yet, you may still change the order.

An order number is assigned once Sysco acknowledges the order.

**Note:** Unsubmitted and Received orders may be changed. Pending orders are considered 'read-only' and may only be viewed.

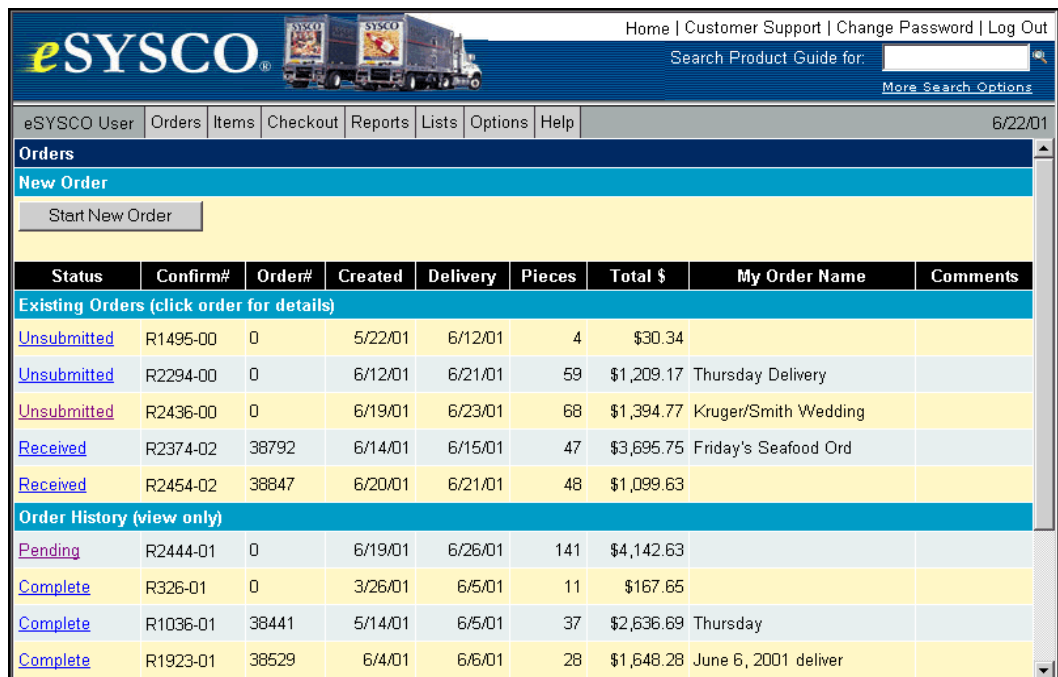
**Order History** displays the last 12 weeks of orders submitted. These orders cannot be edited and are for review only. Orders in the following statuses are considered to be 'Order History' and are considered 'read-only'.

**Pending** orders have been sent to SYSCO, but an email confirmation has not been received. You may view the order but cannot update the quantities until the order moves to 'Received' status.

**Completed** orders were delivered to the customer on the entered delivery date. Future delivery date orders may remain in 'Received' status until the selected delivery date passes and delivery is made.

## Accessing Order Details

To access the details, click on the underlined link associated with the desired order. Orders in the Existing Orders section may be changed. Orders considered to be Order History may not be updated and are in 'Read-only' mode.



The screenshot shows the eSYSCO web interface. At the top, there is a navigation bar with links for Home, Customer Support, Change Password, and Log Out. Below this is a search bar for the Product Guide. A main menu contains links for eSYSCO User, Orders, Items, Checkout, Reports, Lists, Options, and Help. The date 6/22/01 is displayed in the top right corner.

The 'Orders' section is active, showing a 'New Order' button and a 'Start New Order' button. Below this is a table of orders, divided into 'Existing Orders (click order for details)' and 'Order History (view only)'. The table has columns for Status, Confirm#, Order#, Created, Delivery, Pieces, Total \$, My Order Name, and Comments.

Status	Confirm#	Order#	Created	Delivery	Pieces	Total \$	My Order Name	Comments
<b>Existing Orders (click order for details)</b>								
<a href="#">Unsubmitted</a>	R1495-00	0	5/22/01	6/12/01	4	\$30.34		
<a href="#">Unsubmitted</a>	R2294-00	0	6/12/01	6/21/01	59	\$1,209.17	Thursday Delivery	
<a href="#">Unsubmitted</a>	R2436-00	0	6/19/01	6/23/01	68	\$1,394.77	Kruger/Smith Wedding	
<a href="#">Received</a>	R2374-02	38792	6/14/01	6/15/01	47	\$3,695.75	Friday's Seafood Ord	
<a href="#">Received</a>	R2454-02	38847	6/20/01	6/21/01	48	\$1,099.63		
<b>Order History (view only)</b>								
<a href="#">Pending</a>	R2444-01	0	6/19/01	6/26/01	141	\$4,142.63		
<a href="#">Complete</a>	R326-01	0	3/26/01	6/5/01	11	\$167.65		
<a href="#">Complete</a>	R1036-01	38441	5/14/01	6/5/01	37	\$2,636.69	Thursday	
<a href="#">Complete</a>	R1923-01	38529	6/4/01	6/6/01	28	\$1,648.28	June 6, 2001 deliver	

Figure 4. eSYSCO Orders Page

From the **Orders** page (Figure 4), you can check the status of the orders. Orders move through the following statuses during order entry.

- 1 Unsubmitted** Any order you have not selected 'Submit Order' is considered an 'unsubmitted' order.  
Changes may still be made to the order.
- 2 Pending** Your order was submitted to Sysco, but you have not received the email confirmation yet.  
Order details are in 'read-only' mode and changes cannot be made.  
Order number is '0'.
- 3 Received** Order was submitted to Sysco and an email confirmation was received.  
Changes may be made to the order as long as cutoff time has not passed.  
Sysco assigns the order number.
- 4 Complete** Order was delivered to the location.  
Order details are in 'read-only' mode and are part of your order history.

### Confirmation # vs. Order #

All orders are assigned a confirmation number as soon as the order is started. These numbers start with the letter **R** (Reference). The confirmation number is for reference only.

Order numbers are assigned once the order is received and accepted by Sysco. Order numbers appear on the invoice.

Unsubmitted	R5661-00	
Received	R5662-01	72204

Figure 5. Sample reference numbers and order numbers assigned by eSYSCO.

Email confirmations display the assigned order number and the confirmation (reference) number.

All confirmation numbers and order numbers have dash followed by a two-digit code. The two-digit code displays information about your order. In Figure 5, the unsubmitted order displays -00, which means the order was not submitted to SYSCO. The received order displays -01, which means the order was submitted to SYSCO.

- 00** The order was not submitted to SYSCO. Resubmit this order, if necessary.
- 01** The order was submitted to SYSCO.
- 02** The order was resubmitted to SYSCO or an updated/modified order was submitted.

## Edit Order Information

After you select an option from the Orders page, delivery information may be required. You can always change the delivery information by clicking on the Edit Order Info button.

The Edit Order Info window (Figure 6) allows you to enter any applicable information about the order. Select the delivery date using the drop-down arrow.

**Note:** Only your valid delivery dates display in the list of options.

Figure 6. Edit Order Information pop-up window

Type the applicable information in the fields and press <Update>. The Items page displays.

## Items Page

After you select an option from the **Orders** page and fill out the appropriate delivery information, you must decide the method of adding items to the order.

Figure 7. Items Page with the Import option turned on.

There are three ways to build an order: by list, by item, or by quick entry. From the Items page (Figure 7), select the desired option.

**Select from Lists** Select from custom lists, order guides, or recent orders.

**Browse by Category** Find items based on the SYSCO Category.

**Other** Use Quick entry to type the SUPC numbers and quantities to order product or import orders from other software systems.

Each option is explained in further detail in the Ordering Items chapter.

**Note:** You may search for a particular item using the Search feature found in the upper right corner of the screen at any time.



# 4

## Ordering Items

This section instructs how to select items to add to your order.

You may add items to your order using order guides, search, browse, or quick entry. Whatever method is selected for building the order, you have the following controls:

To add items to your order, enter the desired quantity in the Quantity box.

To remove an item from the order, remove the quantity from the Quantity box.

To view all items added to the order, use the Review Order feature.

### Select from Lists

Click on the appropriate underlined link to display valid options. Once the list of options displays, select the list you want to use to add items to the order.

**Important:** This is known as ‘drilling down’ through lists of options.

### Custom Lists

A custom list is a list of items you create (Figure 1). It can be named, categorized, and organized according to your needs.



Figure 1. Example Custom List selection options

### Order Guides

Order Guides and bid books are lists of items that help you in the ordering process (Figure 3). Order Guides and bid books are determined by your local SYSCO Operating Company.

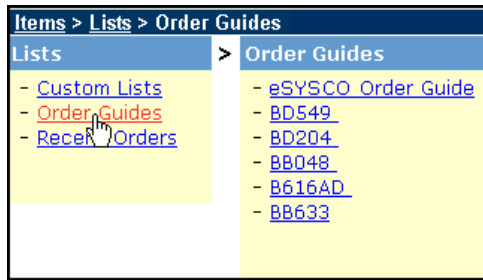


Figure 2. Example Order Guide selection option

### Recent Orders

Recent orders allow you to order products based on what you ordered in the past (Figure 3). You do not have to search for items if you know you ordered them recently. Or, if you order the same thing every few weeks, use the recent orders option.

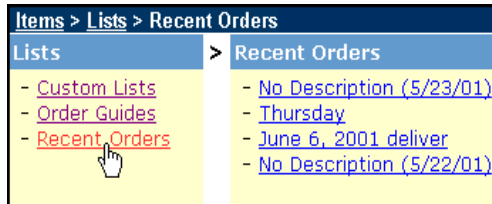


Figure 3. Example of Recent Orders, which can be used to submit a new order.

Entries made in the My Order Name field of the Edit Order Info window display in the recent orders column.

**Note:** If an order name is not specified, 'No Description' and the date the order was created displays.

### Entering Quantities

When you select a list, all of the items on the list appear on the screen. In the following example (Figure 4), a custom list was selected.

The screenshot shows the eSYSCO web interface. At the top, there's a navigation bar with 'Home | Customer Support | Change Password | Log Out' and a search bar. Below that is a menu with 'eSYSCO User | Orders | Items | Checkout | Reports | Lists | Options | Help'. The main content area is titled 'Order Information' and shows 'Reference Number: R2475-00 | Delivery Date: 6/26/01 | Pieces: 0 | Total: \$0.00'. Below this is a breadcrumb trail: 'Items > Lists > Classic Wedding (74 items) > Detail 21-30 of 74'. A table lists items with columns for 'Pk/Sz', 'Brand', 'Description', 'SUPC', 'M', 'Quantity', 'Unit \$', and 'Extended \$'. The items are categorized into 'Salad', 'Entrees', and 'Sides'. Each item has a quantity field with a dropdown arrow. For example, 'CROUTON SEASONED HOMESTYLE' has a quantity of 1, and 'EGG SHELL LARGE WHITE USDA AA' has a quantity of 1. The 'Entrees' section includes items like 'Entree Chicken Szechwan Stikit' (quantity 2) and 'Chicken Cvp Split Wog Fresh' (quantity 10). The 'Sides' section includes 'Oil Olive Pomace Italy' (quantity 2).

Figure 4. Example of how to enter quantities using a Custom List.

Once the screen displays, type the desired quantities in the Quantity fields. Continue adding items until all desired items are added.

Some items may be ordered individually (splits) as well as by the case. These items have two Quantity boxes (Figure 5). Use the drop-down arrow to select the desired number of splits.

0	cs	1	ea	48.60/cs
				12.15/ea
5	cs			57.40/cs
0	cs	3	ea	52.10/cs
				5.21/ea

Figure 5. Case quantity boxes and split quantity boxes

Information about navigating through lists can be found in the Overview section titled Navigational Tools.

If items are needed, yet do not display on the list, use the Browse and Search features.

**Browse** is available by clicking on the [Items](#) link and selecting the desired category.

**Search** is always visible in the top right corner of the screen.

### Using Pre-filled Quantities on Custom Lists

Using custom lists, you may pre-fill the quantities when creating the list. Then, when you access the list to order, you do not have to type the quantities.

To remove the quantities of a pre-filled list, use the Clear All Quantities button to clear all quantities. To change a pre-filled quantity, type the desired amount over the existing number.

## Prices Display in Red

If the prices display in **red**, live pricing is disabled. Check the setting using the [Options](#) link and then checking (✓) the Use live prices when available box.

## Displaying Item Movement Information

The product movement statistics are the number of cases/ splits you purchased in the past four weeks. To display movement information, click on the blue dot in the **M** column (Figure 6). If there is not a blue dot, no movement information exists for that product.

<a href="#">Xmilt</a>	1012806	<input checked="" type="checkbox"/>	5	CS
<a href="#">Block</a>	2370179	<input checked="" type="checkbox"/>	5	CS
<a href="#">af Wht Prc</a>	2388213	<input type="checkbox"/>		CS

SUPC	4 Weeks Ago	3 Weeks Ago	2 Weeks Ago	Last Week	Last 4 Wks Total
2370179	9	5	8	0	22

Figure 6. Example of Item Movement indicator (blue dot) and movement information.

## Third Line Descriptions

Before ordering an item, the product information can be reviewed to assist in the decision-making process. Product information pages in eSYSCO are called Third Line Descriptions. Third Line Descriptions can contain information such as product descriptions, nutritional benefits, handling instructions, and serving suggestions.

To display a Third Line Description, click on the underlined description of the item (Figure 7). Items that are not underlined, do not have additional product information.

<a href="#">bufer</a>	<a href="#">Entree Lasagna Vegetable</a>
<a href="#">s Cls</a>	<a href="#">Vegetable Blend Winter</a>
<a href="#">s Cls</a>	<a href="#">Crouton Seasoned Homestyle</a>

Detailed Description			
SUPC	Pack/Size	Brand	Description
3890969	1/ 30 lb.	Sys Cls	Vegetable Blend Winter
<b>Vegetable Blend Winter</b> Kosher available; Grade AA colorful vegetable blend used as a side dish, main entree, an appetizer, or on a salad bar. Consists of broccoli cuts, cauliflower, and broccoli.			

Figure 7. Example items having a third line description and the product information.

A window displays with the specific information for the selected product. To return to the ordering process, click on the <Close> button in the lower portion of the window.

## Browse by Category

Browse uses product categorizations to display short lists of similar products.

To use the Browse feature, click on the [Items](#) link to display the list of categories. Once the screen displays, select the category matching the item for which you are browsing (Figure 8). Continue to select category matches until the desired item category is displayed.

**Important:** This is known as ‘drilling down’ through lists of options.



Figure 8. Example of Browse by Category

For example, you want to price different brands of cream cheese in single serving portion cups.

Select **Dairy Products > Cheese > Crm Chs Reg** to display all items categorized at SYSCO as ‘regular cream cheese’ (Figure 9).



Figure 9. Browse by Category for Cream Cheese in portion cups.

To order an item from the Browse screen, enter the quantity desired in the Quantity box.

To select the next browse sequence, use the underlined options at the top to return to the previous listed categories. Enter the quantity desired. Once completed, access the [Checkout](#) link.

**Remember...** Use the 'Bread crumbs' at the top of the list to quickly return to the previous categories.

## Quick Entry

The Quick Entry method for adding items to an order requires you to know the product's seven-digit SUPC number. These are the product numbers assigned by SYSCO.

Up to 30 items may be entered at one time.

The screenshot shows the eSYSCO Quick Order Entry interface. At the top, there is a navigation bar with the eSYSCO logo and links for Home, Customer Support, Change Password, and Log Out. A search bar is present with the text 'Search Product Guide for:'. Below this is a user profile bar for 'Jane Doe' with navigation tabs for Orders, Items, Checkout, Reports, Lists, Options, and Help. The main content area is titled 'Quick Entry Form - 30 per page' and features a table with 30 rows. Each row contains three input fields: 'SUPC #', 'case', and 'ea'. There are 'Add to Order' buttons above and below the table. The page also displays 'Order Information' with a reference number 'New Order' and a delivery date '2/28/03'. A summary at the bottom right shows 'Pieces: 0' and 'Total: \$0.00'.

Figure 10. Quick Order Entry Screen.

## Using the Quick Entry Feature

Complete the form by typing the SUPC number and the desired case or split quantity. Continue adding items in the Quick Entry screen until all items are added (Figure 11).

You determine how many items may be entered on the screen before pressing the Add to Order button. Up to 30 items are allowed.



Figure 11. Example of the Quick Order Entry screen with SUPC numbers and quantities entered.

Once the SUPC numbers and quantities are entered, click on the Add to Order button to add these items to the order.

The system processes the information and verifies all information is accurate. Items that need attention are listed as an error. Examples of possible errors display on the following screen.

Invalid items display in **red** as errors (Figure 12).

Quick Entry Results					
New order R5172.00 was created. 14 product(s) were added.					
One or more of the items from the previous page need review.					
SUPC	Units /Case	Min Split	Error	Brand	
4314563	1	0	Cannot split item	Cambro	<a href="#">Pan Food</a>
5752985	100	0	Cannot split item	De Ster	<a href="#">Container</a>
7715601			Invalid SUPC		
1259123			Duplicate item		

Figure 12. Example Quick Entry Results (with errors).

Items with errors must be fixed before continuing the order entry process.

Change the split quantity to case quantity to add the case to the order. Update the invalid SUPC number items by typing the correct SUPC in the SUPC field. Delete the erroneous items by checking the Delete box on the right side of the screen.

**Note:** The pack/size displays to help determine the course of action to take when errors arise.

Quick Entry Results									
New order R5172.00 was created. 14 product(s) were added to the order.									
One or more of the items from the previous page need review. Please correct or delete them.									
SUPC	Units /Case	Min Split	Error	Brand	Description	Quantity		Unit	Delete
4314563	1	0	Cannot split item	Cambro	Pan Food Storage Clr 4 In Dp	0	EA	2 ea	8.25/EA <input type="checkbox"/>
5752985	100	0	Cannot split item	De Ster	Container Plas Hng 1Comp B/Clr	0	CS	2 ea	50.55/CS <input type="checkbox"/>
7715601			Invalid SUPC			3		0 ea	<input type="checkbox"/>
1259123			Duplicate item						<input type="checkbox"/>

Figure 13. Quick Order Entry items requiring attention before order can be submitted.

Once all items are corrected, click the Add To Order button. The system revalidates the items and displays a message similar to the following:

**26 product(s) were added to the order.**  
**All the products on the previous page were valid.**  
**They have been added to your order.**

**Important:** If you do not click on the Add to Order button before attempting to display a different page, you receive a pop-up window asking if you want to add the entered items to the order.

Continue with your ordering process.

Once all items have been added and/or corrected, click on the [Checkout](#) link to submit the order.

**Note:** Any quantities over 25 display a pop-up window verifying you want to order that many cases. Click OK to accept the entered quantity.

## How to correct Quick Entry errors

Once you validate the items entered on the Quick Order Entry screen, you may have errors. Depending on the type of error, different solutions exist.

**Table 1**  
**Possible Quick Entry Errors and Solutions**

Quick Entry Error	Solution
Cannot Split Item	The SUPC entered is not a splittable item. You may only order entire cases of product. <b>To order the item</b> Remove the quantity from the ea quantity box and retype the quantity in the cs box. <b>To delete the item</b> Click the Delete box so the checkmark displays. Click the Add to Order button to continue.

**Table 1 (continued)**  
**Possible Quick Entry Errors and Solutions**

Quick Entry Error	Solution
Invalid SUPC	<p>The SUPC entered is mistyped, SUPC has been changed, or the product is no longer available. If the SUPC number is correct, you may need to perform a search or browse to find the updated SUPC number for that product.</p> <p><b>To order the item</b> Verify the seven-digit SUPC was entered correctly. Type the correct SUPC in the SUPC field.</p> <p><b>To delete the item</b> Click the Delete box so the checkmark displays. Click the Add to Order button to continue.</p>
Proprietary Item	<p>The SUPC entered is a proprietary product that is unavailable to order for your operation. If you feel you have received this message in error, contact your local SYSCO Operating Company to verify proprietary items.</p> <p><b>To order the item</b> You are unable to order the entered item. It must be deleted from the order.</p> <p><b>To delete the item</b> Click the Delete box so the checkmark displays. Click the Add to Order button to continue.</p>
Restricted Item	<p>The SUPC entered is a restricted product and is unavailable to order for your operation. If you feel you have received this message in error, contact your local SYSCO Operating Company to verify restricted items.</p> <p><b>To order the item</b> You are unable to order the entered item. It must be deleted from the order.</p> <p><b>To delete the item</b> Click the Delete box so the checkmark displays. Click the Add to Order button to continue.</p>

## Importing Orders

If you are using a third-party system that has the ability to work with eSYSCO, you may have the option to import orders into eSYSCO from the third-party software (FoodTrak, Computrition, CBORD, Momentum).

If you have a compatible software program that can interface with eSYSCO, contact your local SYSCO Operating Company to have the settings turned on. Then, click on the [Options](#) link at the top of your eSYSCO screen and determine the correct import file format layout for your needs.

**Important:** If you are not sure of which file format you need, click on the [Help](#) link to display the available options, the file layouts, and an example of those layouts.

Once turned on, you may import orders using the Import Orders option on the Items page (Figure 14).



Figure 14. Items Screen.

Click on the Import Orders link to display the Import Orders selection screen (Figure 15), which is used to browse your computer system to find the file to be imported.



Figure 15. Import Orders Screen.

Click the Browse button to locate the file to be imported. Once selected, click the Import File button. The system creates an order with the imported item/quantity information.

After the import is complete, the Order Import Results screen displays. The new order number and any invalid item information displays.

If any item details come through with errors, they must be corrected and revalidated before continuing.

To review the imported items, click on the [Orders](#) link. The imported order displays Option n Import (where n is the selected import option number) in the My Order Name column to help you distinguish which orders were imported. In this example (Figure 16), Option 2 is the selected import option.

The screenshot shows the eSYSCO web interface. At the top, there is a navigation bar with the eSYSCO logo and links for Home, Customer Support, Change Password, and Log Out. Below this is a search bar labeled "Search Product Guide for:" with a magnifying glass icon and a link for "More Search Options". A user menu for "Jane Doe" is visible, containing links for Orders, Items, Checkout, Reports, Lists, Options, and Help. The main content area is titled "Orders" and includes a "New Order" section with a "Start New Order" button. Below this is a table of "Existing Orders (click order for details)".

Status	Confirm#	Order#	Created	Delivery	Pieces	Total \$	My Order Name	Comments
<a href="#">Unsubmitted</a>	R5651-00		4/10/03	4/14/03	0	\$0.00		
<a href="#">Unsubmitted</a>	R5671-00		4/11/03	4/14/03	0	\$0.00		
<a href="#">Received</a>	R5652-01	72204	4/10/03	4/14/03	33	\$637.13	Option 2 Import	

Below the table is an "Order History (view only)" section.

Figure 16. Example Orders Page with an imported order.

## Using Search

Search uses descriptions to select items to display. Search retrieves items from the product list matching the entry in the Search Product Guide for field, located in the upper right corner of the screen. To use the Search feature, type the item you are searching for in the Search Product Guide for box.

### Search Product Guide for:

Click on the magnifying glass icon to perform the search (). Use descriptive words when searching.

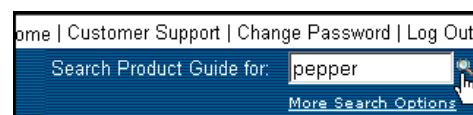


Figure 17. Click on the magnifying glass to start the selected search.

In this example, Search returns all items with 'Pepper' (or an abbreviation of pepper) in the description (Figure 18). Once the items are displayed, enter the items quantity desired in the Quantity field.

The screenshot shows the eSYSCO search results page. At the top, there is a search bar with 'pepper' entered. Below the search bar, there are navigation tabs: eSYSCO User, Orders, Items, Checkout, Reports, Lists, Options, and Help. The date 6/27/01 is displayed in the top right corner. The main content area is titled 'Order Information' and includes a reference number (R2494-00), delivery date (6/28/01), and total price (\$37.00). Below this, there is a breadcrumb trail: Items > Lists > Product Guide > Detail 1-10 of 302. A 'Go To' dropdown menu is set to 'Next > Last >|'. A 'Select Category' dropdown menu is also visible. The search results are displayed in a table with columns: Pk/Sz, Brand, Description, SUPC, M, Quantity, Unit \$, and Extended \$. The results are categorized by 'Healthcare', 'Dairy Products', and 'Meats'. The 'Dairy Products' category is highlighted in blue. The table lists several items, including 'Cover Mattress 80X36X6 W/Zippr', 'Ice Cream Peppermint', 'Cheese Hot Pepper Loaf Wht Prc', 'Cheese Cube Swiss/Pepper/Ched', 'Cheese Pepper Jack Hot Stk', 'Cheese Monterey Jack W/Pepper', 'Cheese Pepper Jack 120 Sli', 'Cheese Queso Fuego W/Ppr Vff', 'Pork Roast Grfc Ppr', and 'Pepperoni Sliced 160 Ct'.

Pk/Sz	Brand	Description	SUPC	M	Quantity	Unit \$	Extended \$
1 /EA	Graham	<a href="#">Cover Mattress 80X36X6 W/Zippr</a>	7379217		CS	9.00/CS	
<b>Dairy Products</b>							
1 /3 GAL	Blu Bny	<a href="#">Ice Cream Peppermint</a>	1225556		TB	21.85/TB	
6 /5 LB	Bbrlcls	<a href="#">Cheese Hot Pepper Loaf Wht Prc</a>	2388213		CS 0 ea	59.50/CS 9.91/ea	
3 /5 LB	Bbrlcls	<a href="#">Cheese Cube Swiss/Pepper/Ched</a>	6338453		CS	52.00/CS	
2 /5 LB	Bbrlcls	<a href="#">Cheese Pepper Jack Hot Stk</a>	6338750		CS	28.65/CS	
2 /5 LB	Bbrlimp	<a href="#">Cheese Monterey Jack W/Pepper</a>	6876783		CS	22.45/CS	
4 /5 LB	Casasol	<a href="#">Cheese Pepper Jack 120 Sli</a>	7238512		CS 0 ea	44.45/CS 11.11/ea	
6 /5 LB	Casasol	<a href="#">Cheese Queso Fuego W/Ppr Vff</a>	7439631		CS 0 ea	53.95/CS 8.99/ea	
<b>Meats</b>							
2 /10#AVG	FarmInd	<a href="#">Pork Roast Grfc Ppr</a>	1217140		CS	3.520/lb	
1 /10 LB	Pazzeli	<a href="#">Pepperoni Sliced 160 Ct</a>	1339118		CS	31.85/CS	

Figure 18. Search results screen when searching for 'pepper'.

Use the navigational tools to display all items matching the search. See the Navigational Tools section for more information.

In this example, the desired item was actually a produce item. Use the 'Select Category' drop-down box to select 'Produce' (Figure 19). The screen displays all items matching the search criteria categorized as 'produce'.

Home | Customer Support | Change Password | Log Out

Search Product Guide for:  [More Search Options](#)

eSYSCO User | Orders | Items | Checkout | Reports | Lists | Options | Help 6/27/01

**Order Information** [Edit Order Info](#) [Review Order](#)

Reference Number: R2494-00 | Delivery Date: 6/28/01 Pieces: 3 | Total: \$37.00

Items > Lists > Product Guide > Detail 277-286 of 302

Go To  | [< First](#) | [< Prev](#) | [Next >](#) | [Last >](#) |  Find Item Within List:  [GO](#)

Pk/Sz	Brand	Description	Select Category	M	Quantity	Unit \$	Extended \$
1 /25#AVG Packer	Pepper	Green Bell Medium F	Produce	<input type="checkbox"/>	CS	30.85/CS	
1 /10 LB Packer	Pepper	Poblano Fresh	Produce	<input type="checkbox"/>	FC	27.85/FC	
1 /10# Packer	Pepper	Jalapeno Fresh	Produce	<input type="checkbox"/>	FC	12.85/FC	
5# /SMALL Packer	Pepper	Grn Bell Fresh	Produce	<input type="checkbox"/>	CS	8.75/CS	
1 /5# Packer	Pepper	Ancho Dried	Produce	<input type="checkbox"/>	FC	17.65/FC	
1 /40#AVG Packer	Pepper	Jalapeno Fresh	Produce	<input type="checkbox"/>	FC	34.75/FC	
1 /5# Packer	Pepper	Red Bell Fresh	1393727	<input type="checkbox"/>	FC	13.60/FC	
1 /5# Packer	Pepper	Serrano Fresh	1406289	<input type="checkbox"/>	FC	10.60/FC	
1 /25#AVG Packer	Pepper	Grn Bell Large Fresh	1420330	<input type="checkbox"/>	CS	32.35/CS	
1 /1# Packer	Pepper	Jalapeno Fresh	1453653	<input type="checkbox"/>	CS	1.50/CS	

Go To  | [< First](#) | [< Prev](#) | [Next >](#) | [Last >](#)

Figure 19. Limit the Search results to display only the produce items.

**Note:** Notice how the ‘bread crumbs’ display the number of items returned in the search. In this example, **302** items matched the search criteria.

To order an item from the Search page, enter the quantity desired in the Quantity field.

### More Search Options

Advanced search offers the ability to specify search parameters using limiting phrases and options. To access the advanced search options, click on the [More Search Options](#) link (Figure 20).

Search in

	Search By	Search Criteria	And
1	<input type="text" value="Brand"/>	<input type="text" value="Equals"/>	<input type="text" value="And"/>
2	<input type="text" value="-"/>	<input type="text" value="-"/>	

Figure 20. More Search Options Screen

## Search In

On the advanced search screen, you determine the specifics for your search. Select the list to be searched by pressing the drop-down arrow button to the right of the Search in field (Figure 21).

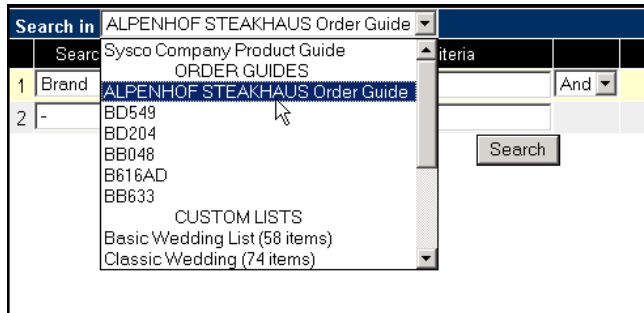


Figure 21. Selecting the list in which to search for products.

## Search By

There are three options when determining what to search for in the selected list. They are as follows:

**Brand** The brand name associated with the desired item

**Description** A brief description of the item

**SUPC** The seven-digit product number

Use the drop-down arrow to select the desired option.

## Determining the Condition

The next decision is to select how the system determines if the item matches the criteria. This option is called the **Condition**. There are three conditions available. They are as follows:

**Equals** Search criteria must match the *Search By* selection (Brand, Description, SUPC) exactly.

**Contains** Valid items must contain the search criteria in some form, including abbreviations.

**Begins With** Valid items must start with the search criteria entered.

Conditions are directly associated with the *Search By* field. Depending on the option selected in the *Search By* field (Brand, Description, or SUPC), valid items must equal, begin with, or contain the search criteria entered.

**Note:** If 'SUPC' is selected in the Search By field, the condition must be Equals or an error message displays.

## Search Criteria

The search criteria is the box in which you type the information for which you are searching. Be descriptive when entering the criteria information.

In this example (Figure 22), all items that have a description beginning with the word "Pepper" are considered valid items and will display on the Search Results page.

Figure 22. Advanced Search Criteria Example

**Note:** The entry in the Search Criteria field is not case-sensitive.

Once the search criteria information is entered, press Search to execute.

Pk/Sz	Brand	Description	SUPC	M	Quantity	Unit \$	Extended \$
1 /10 LB	Pazzeli	Pepperoni Sliced 160 Ct	1339118		CS	31.85/CS	
2 /12.5LB	Arezzio	Pepperoni Sliced 14-16 Ct	2368769		CS	55.65/CS	
2 /12.5#	Arezzio	Pepperoni Spicy Sliced 14/16Ct	2510881		CS	55.20/CS	
1 /10 LB	Arezzio	Pepperoni Sliced 14 Ct	2544831		CS	22.85/CS	
1 /8 LB	Leons	Pepper Jalapeno Stfd W/Chdr Ch	1251610		CS	29.25/CS	
12 /2 LB	Sys Cls	Pepper Green Diced	1876069		CS	25.60/CS	
4 /4 LB	Sys Imp	Pepper Wild Chile W/Chdr Chs	2204667		CS 0 ea	70.65/CS 17.66/ea	
4 /4 LB	Sys Imp	Pepper Mini Cheddar Cheese	2204675		CS 0 ea	57.45/CS 14.36/ea	
4 /4 LB	Sys Imp	Pepper Wild Chile W/Crm Chs	2204683		CS 0 ea	70.65/CS 17.66/ea	
2 /3.5 LB	Leons	Pepper Jalapeno Strip Brd	2328169		CS	24.65/CS	

Figure 23. Advanced Search Results

The Search Results page displays all items having a description beginning with the word “pepper” (Figure 23).

**Note:** Notice how the bread crumbs display the number of items returned in the search. In this example, **149** items matched the search criteria.

### Using Operators

Operators allow you to further limit your search determining if the item matches the criteria. This option is called the **Operator**. There are two operators available. They are as follows:

**And** Select only those items matching the criteria entered in rows 1 and 2.

**Or** Select items matching any criteria entered in either line of the search.

Figure 24. Using Operators to further define an advanced search.

In this example (Figure 24), all items that have a description beginning with the word “pepper” and the description contains the word “red” are considered valid items and displays on the Search Results page (Figure 25).

Items > Lists > Product Guide > Detail 1-10 of 11								
Go To	<a href="#">Next &gt;</a>	<a href="#">Last &gt;</a>	Select Category	Find Item Within List:				GO
Pk/Sz	Brand	Description	SUPC	M	Quantity	Unit \$	Extended \$	
<b>Frozen</b>								
4 /4 LB	Sys Imp	Pepper Wild Chile Red W/Crm Ch	2591220		CS	70.90/CS		
<b>Canned And Dry</b>								
12 /28 OZ	Arezzio	Pepper Red Rstd Whl Imp	1630631		CS	36.15/CS		
6 /13 OZ	Cartgna	Pepper Red In Vgr	2616068		CS	53.65/CS		
1 /1 LB	IntImp	Pepper Chili Habanero Dired	3616505		CS	32.75/CS		
6 /#10	Sys Imp	Pepper Red Diced Fcy	4030912		CS	44.20/CS 7.36/ea		
12 /5.6 OZ	Cartgna	Pepper Red In Vgr	4437414		CS	53.40/CS		
24 /#300	Sys Imp	Pepper Red Diced Fcy	6693642		CS	33.70/CS		
2 /2 KILO	Arezzio	Pepper Red & Yel Grld Ital	7880925		CS	69.00/CS		
<b>Produce</b>								
1 /5#	Packer	Pepper Red Bell Fresh	1393727		FC	13.60/FC		
1 /5 LB	Packer	Pepper Faj Red	6228092		CS	18.35/CS		
Go To	<a href="#">Next &gt;</a>	<a href="#">Last &gt;</a>						

Figure 25. Advanced Search using operators search results.

**Note:** Notice how the bread crumbs display the number of items returned in the search. In this example, **11** items matched the search criteria.

## Advanced Search Examples

I want to search my order guide for Tyson boneless products.... To search for all boneless Tyson products in your order guide, select the search criteria shown below (Figure 26) and click on <Search>.

Search in ALPENHOF STEAKHAUS Order Guide				
	Search By		Search Criteria	
1	Brand	Equals	Tyson	And
2	Description	Contains	boneless	
Search				

Figure 26. Advanced Search Example 1

The search results show there are *three* products matching the search criteria: Brand = Tyson **AND** Description contains boneless (Figure 27).

Items > Lists > Product Guide > Detail 1-3 of 3							
Go To		Select Category	Find Item Within List:				GO
Pk/Sz	Brand	Description	SUPC	M	Quantity	Unit \$	Extended \$
<b>Poultry</b>							
24 /5 OZ	Tyson	Chicken Brst Bnls Skls	1074046		CS	15.20/CS	
48 /4 OZ	Tyson	Chicken Brst Bnls Skls	1074061		CS	24.45/CS	
24 /6 OZ	Tyson	Chicken Brst Bnls Skls	1132620		CS	18.10/CS	
Go To							

Figure 27. Advanced Search Example 1 Results

I know the 'Imp Ang' brand carries Black Angus products, but I want to see anything considered 'Angus'.... To search for all 'Imp Ang' brands or items considered 'Angus', select the search criteria shown below (Figure 28) and click on <Search>.

Search in Austin Company Product Guide				
	Search By		Search Criteria	
1	Brand	Equals	imp ang	Or
2	Description	Contains	angus	

Search

Figure 28. Advanced Search Example 2

The search results shown below (Figure 29) list 12 products matching the search criteria: Brand = Imp Ang OR Description contains Angus.

Items > Lists > Product Guide > Detail 1-12 of 12							
Go To	Select Category	Find Item Within List: <input type="text"/>					
Pk/Sz	Brand	Description	SUPC	M	Quantity	Unit \$	Extended \$
<b>Meats</b>							
20 / 8 OZ	Imp Ang	Beef Ground Pty 80/20 Wide Fz	3995958				
3 / 22 UP	Imp Ang	Beef Rib Ch 109	6550917		CS	5.145/lb	
5 / 13.5#J	Imp Ang	Beef Ribeye Lipon Ch 112A	6550941		CS	5.195/lb	
3 / 18#UP	Imp Ang	Beef Round Ins Top Ch 168	6550974		CS	1.775/lb	
6 / 13#UP	Imp Ang	Beef Strip Loin 1X1 Ch 180A	6550982		CS	4.310/lb	
12 / 5#UP	Imp Ang	Beef Tndr Defat Psmo Ch	6551048		CS	10.140/lb	
6 / 10-12#	Imp Ang	Beef Brisket Dckl-Off Ch 120	6619126		CS	1.325/lb	
40 / 4 OZ	Imp Ang	Beef Ground Pty 80/20 Ss Thick	7625338				
30 / 5.3 OZ	Imp Ang	Beef Ground Pty 80/20 Ss Wide	7625460				
20 / 8 OZ	Imp Ang	Beef Ground Pty 80/20 Ss Wide	7625692				
40 / 4 OZ	Imp Ang	Beef Ground Pty Chuck Ckd Pub5	7757966		CS	35.45/CS	
1 / 10LB	FarmInd	Frank Beef Blk Angus 4X1	8857229		CS	23.10/CS	

Figure 29. Advanced Search Example 2 Results

I only have the seven-digit SUPC number. The normal search doesn't work. What should I do? To search for an SUPC number, select the search criteria shown below (Figure 30) and click on <Search>.

Search in Sysco Company Product Guide				
	Search By		Search Criteria	
1	SUPC	Equals	1177559	And
2	-	-		

Search

Figure 30. Advanced Search Example 3

The search results display the product matching the SUPC entered (Figure 31).

Items > Lists > Product Guide > Detail 1-1 of 1							
Go To	Select Category	Find Item Within List: <input type="text"/>					
Pk/Sz	Brand	Description	SUPC	M	Quantity	Unit \$	Extended \$
<b>Dairy Products</b>							
12 / 5 OZ	Packer	Cheese Boursin Herb French	1177559		CS	43.10/CS	

Figure 31. Advanced Search Example 3 Results

**Note:** If 'SUPC' is selected in the Search By field, the condition must be Equals or an error message displays.

I tried searching for 'chili sauce' but had no items returned. I know Sysco carries 'chili sauce'.... Use the Advanced Search options to search the product guide for 'Chili Sauce'. Use the search criteria shown below (Figure 32) and click on <Search>.

The screenshot shows the 'Advanced Search' interface. At the top, there is a dropdown menu labeled 'Search in' with 'Sysco Company Product Guide' selected. Below this is a table with columns 'Search By', 'Search Criteria', and 'And'. The first row contains 'Description', 'Contains', 'chili', and 'And'. The second row contains 'Description', 'Contains', 'sauce', and 'And'. A 'Search' button is located at the bottom right of the table.

	Search By	Search Criteria	And
1	Description	Contains chili	And
2	Description	Contains sauce	And

Figure 32. Advanced Search Example 4

The search results show there are *six* products matching the search criteria: Description contains 'chili' AND Description contains 'sauce' (Figure 33).

The screenshot shows the search results table. The table has columns: Pk/Sz, Brand, Description, SUPC, M, Quantity, Unit \$, and Extended \$. The results are as follows:

Pk/Sz	Brand	Description	SUPC	M	Quantity	Unit \$	Extended \$
4 /140 OZ	Gehl	<a href="#">Sauce Chili</a>	1668169		CS	44.40/CS	
6 /#10	<b>Sys Imp</b>	<a href="#">Sauce Chili Fcy Cal</a>	4006037	1	CS	25.10/CS	25.10
6 /#10	Heinz	<a href="#">Sauce Chili Fcy</a>	4006045		CS	28.95/CS	
6 /5 LB	Lee Kum	<a href="#">Sauce Chili Garlic</a>	4899365		CS 0 ea	110.60/CS 18.43/ea	
12 /17.5OZ	Lee Kum	<a href="#">Sauce Hot Chili Sriracha</a>	5535661		CS	43.35/CS	
6 /#10	Gebhart	<a href="#">Sauce Chili Hot Dog</a>	5621826		CS	39.55/CS	

Figure 33. Advanced Search Example 4 Results

# 5

## Checking Out

This section provides information about reviewing and submitting your order to Sysco.

After all items are added to your order, you may want to review the order for accuracy. In the Information Region, use the Review Order button to display your order (Figure 1).

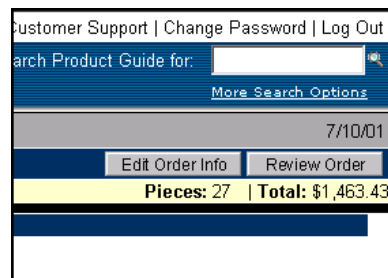


Figure 1. Information region, which displays the Review Order button.

The Review Order button may not always display. For example, if the Lists screen is displayed, the button displays next to the Edit Order Info button notifying that an order is active.

### Order Detail

The Order Detail displays after the Review Order button is selected. The Order Detail provides the opportunity to verify an order is correct before submitting (Figure 2). If you do not want to review the order, simply click on the [Checkout](#) link when finished entering items.

Home | Customer Support | Change Password | Log Out

Search Product Guide for:

More Search Options

eSYSCO User | Orders | Items | Checkout | Reports | Lists | Options | Help 7/10/01

**Order Information** [Edit Order Info](#)

Reference Number: R2475-00 | Delivery Date: 7/17/01 Pieces: 27 | Total: \$1,463.43

Items on This Order 13 of 8 Sort by: Sysco Category Select Category

Go To  Find Item Within List:

Pk/Sz	Brand	Description	SUPC	M	Quantity	Unit \$	Extended \$
<b>Dairy Products</b>							
36 /1 LB	Sys Imp	<a href="#">Butter Solid Unslt Usda Aa</a>	1012103	3	CS	64.60/CS	193.79
4 /5 LB	Sys Imp	<a href="#">Cheese Blue Crumble Small</a>	1012327		CS <input type="text" value="2"/> ea	54.65/CS 13.66/ea	27.32
10 /3 LB	Sys Imp	<a href="#">Cheese Cream</a>	1012566	2	CS <input type="text" value="0"/> ea	58.60/CS 5.86/ea	117.20
36 /1 LB	Lol	<a href="#">Butter Solid Unslt Usda Aa</a>	1143098	1	CS	86.60/CS	86.60
6 /5 LB	Bbrlcls	<a href="#">Cheese Hot Pepper Loaf Wht Prc</a>	2388213		CS <input type="text" value="1"/> ea	59.50/CS 9.91/ea	9.91
<b>Meats</b>							
6 /10-12#	Imp Ang	<a href="#">Beef Brisket Dckl-Off Ch 120</a>	6619126	6	CS	1.325/lb	489.40
<b>Frozen</b>							
240 /1 OZ	Sys Imp	<a href="#">Dough Cookie White Choc Macada</a>	1566421	8	CS	54.20/CS	433.60
36 /3 OZ	Sys Imp	<a href="#">Croissant Butter Crwd Sli</a>	1568385	4	CS	26.40/CS	105.60

Go To  [Submit Order](#) [Delete Order](#)

Figure 2. Review Order screen, which displays the Submit Order link.

Once the order details display, update the quantities by typing the correct number (including zero) in the Quantity fields and refreshing the page.

Various methods may be used to refresh the page. Three of the more common methods are as follows:

- Click on the navigation links (|<First, <Prev, Next>, Last>|)
- Click on the Review Order button
- Click the [Checkout](#) link

**Note:** The number of pieces ordered found in the Information Region is updated as soon as the screen is refreshed using one of the methods mentioned above.

## Submitting the Order

Once all items are selected and you are ready to submit the order, scroll down to the bottom of the page until the **Submit Order** link displays (Figure 3).



Figure 3. The bottom of the Review Order screen displays the Submit Order link.

A window may display (Figure 4). Click <OK> and the order is submitted to Sysco.

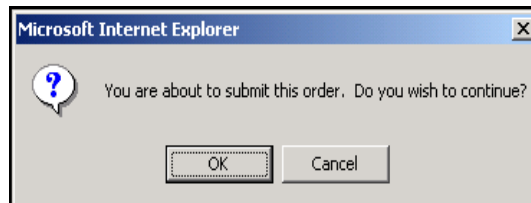


Figure 4. The Submit verification pop-up window may display before submitting an order.

Once the order is sent, the Order Submitted page (Figure 5) displays information about the order. You should keep the reference number assigned to the order for your records.

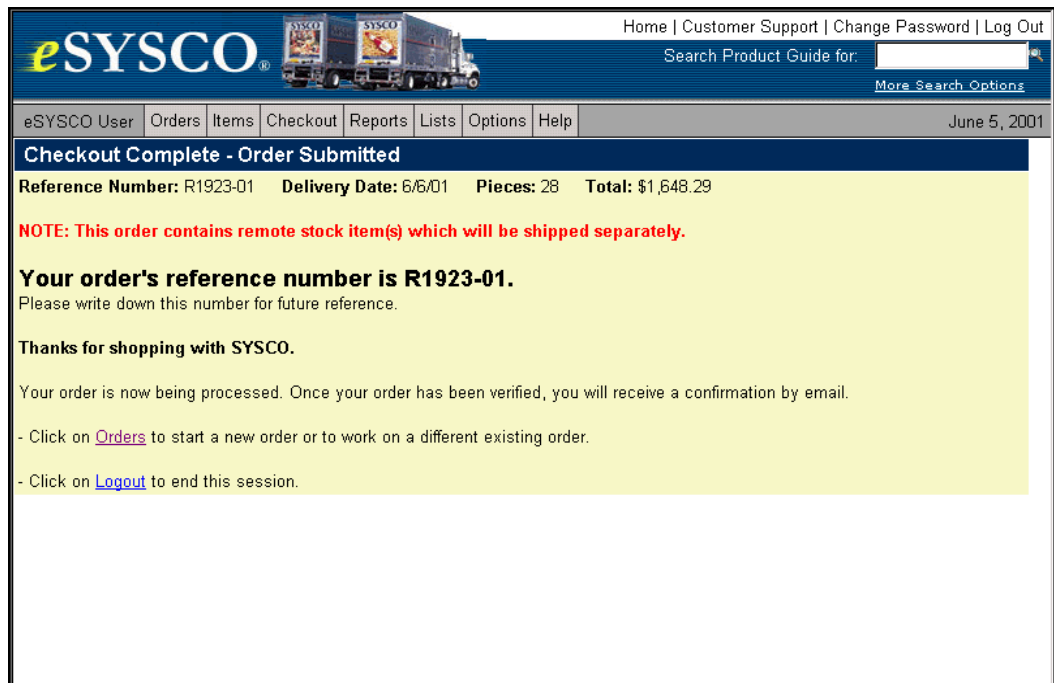


Figure 5. The Order Submitted screen displays the reference number and information about the order.

**Note:** In this screen example, the order contains a remote stock item, which is shipped separately from the rest of the items.

If substitutions are required, the Substitution page (Figure 6) displays before the Order Submitted screen (Figure 5).

## Substitution Options

Substitution rules are as follows:

**PF (Partial Fill)** Ship the partial quantity if the requested quantity is not available.

**SIA (Ship if Available)** Ship the ordered item quantity if it becomes available after the order is submitted.

**AS (Automatic Substitution)** Automatically ship the substitute items if requested quantity is not available.

## Required Substitutions – Exceptions

When you are finished ordering and select the [Checkout](#) link, the required substitutions (exceptions) may display (Figure 6).



Figure 6. The Substitution screen may display after the order is submitted.

This screen only displays when exceptions exist on your order. If the substitute is acceptable, enter the desired quantity in the Quantity field.

## Delete Order

The Delete Order function allows you to delete an entire order with the click of the mouse. To delete an order, display the order detail using the Review Order button (Figure 7). Scroll to the bottom of the order page until the Delete Order link displays. Click on the Delete Order link.



Figure 7. Scroll to the bottom of the Review Order screen to display the Delete Order link.

A window displays (Figure 8). Click <OK> and the order is deleted. The system returns to the Orders screen.

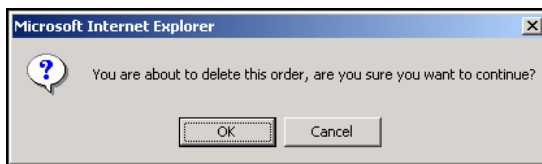


Figure 8. The deletion verification window displays to confirm you want to delete the order.

## Email Confirmations

Once the order is received and confirmed at the warehouse, you receive an email confirmation of the order (Figure 9). The confirmation contains any exceptions that may occur at the warehouse. If any exist, you will see the Sysco exceptions on the email confirmation.


		<h2 style="margin: 0;">eSYSCO Order Confirmation</h2>				<small>Submitted: Thu Jun 21 @ 10:36 AM Delivery: Fri Jun 22</small>	
		<b>Customer: 150755, Order: 37728, Total: \$824.68</b>					
<small><b>Information:</b> Your reference Number is: R-0000000147-01</small>							
Brand	Description	SUPC	Ord Qty	Alc Qty	Unit \$	Ext \$	
Intlimp	Escargot Helix French 36 Ct <small>This is a remote stock item. It may not arrive with the other locally stored items. Please allow 2-4 weeks for delivery.</small>	4141685	3 EA		\$4.64/EA	\$13.92	
Lol	Cheese Amer Loaf Yel Xmlt	1012806	3 CS		\$47.78/CS	\$143.34	
Packer	Cabbage Red Shrd Frsh	1277417	1 EA		\$4.68/EA	\$4.68	
Diacrys	Supplement Shake Van Mty Shk	1737774	1 CS		\$14.08/CS	\$14.08	
Oneida	Fork Oyster Arbor Rose S-S	5040456	2 BX		\$76.60/CS	\$153.20	
Oneida	Fork Salad Arbor Rose S-S	5040464	5 BX		\$88.10/CS	\$440.50	
Packer	Onion Red Whole Pld	6225387	4 CS		\$17.22/CS	\$68.88	
<b>Order Total (Tax not included):</b>			<b>19</b>			<b>\$824.68</b>	
<b>Customer Delivery Comments:</b> Please deliver forks to Mark Rogers - Banquet Coordinator.							

Figure 9. Example Email Confirmation in HTML format.

It is very important to look over the confirmation. A note may appear at the top stating the item is a remote stock item and to contact the Customer Service department of your local Sysco operation.

The number in the Ord Qty (ordered quantity) column should be the same as the number in the Alc Qty (allocated quantity) column. Any difference is an exception.

Please contact your local Marketing Associate with any questions regarding the exceptions.

**Note:** Orders placed with a delivery date in the future (not a next day delivery) are not allocated until the day before the requested delivery date. A second email confirmation with allocated quantities is sent once allocation occurs.



# 6

## Using the eSYSCO Tools

This section provides information about the additional tools in the eSYSCO application.

In eSYSCO, you have multiple tools available for your convenience. From the links at the top of the screen, you have access to the following tools:

**Reports** Display reports based on your order history.

**Lists** Create new custom lists and edit, delete, rename, or export your existing lists.

**Options** Customize eSYSCO to meet your personal requirements.

**Change Password** Change your password periodically for tighter security.

**Help** Access the online Help file to assist your online ordering experience.

## Reports

With eSYSCO’s reporting features, you can generate summary reports to get an overview of your order history. With detail reports, you can compare estimated costs with your actual costs (Figure 1).

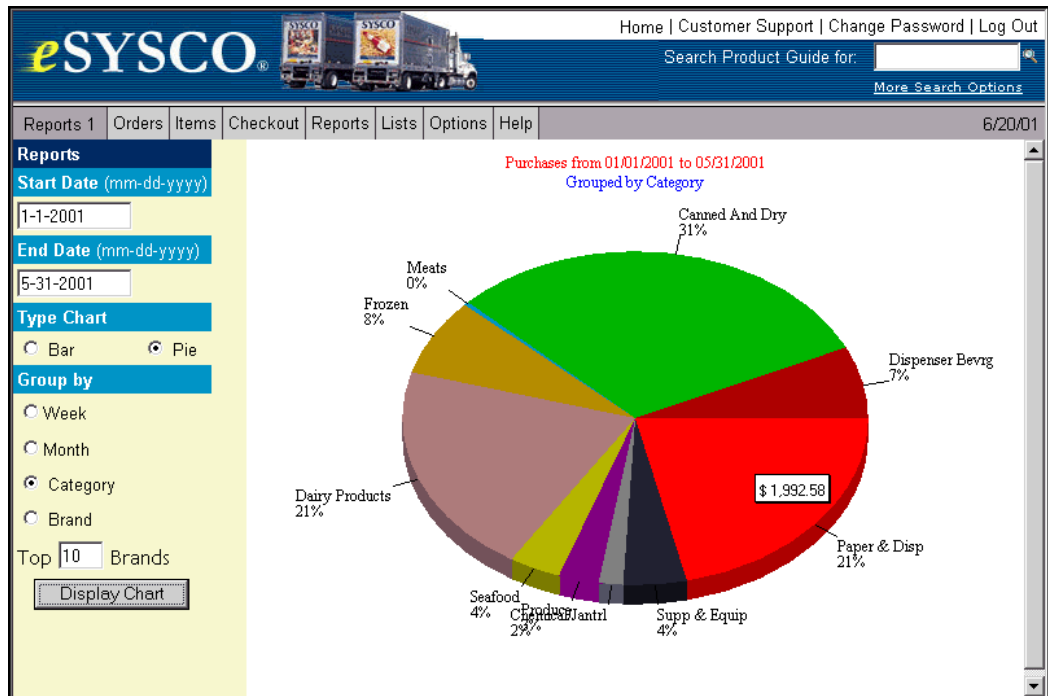


Figure 1. Example Pie Chart Report

## Lists

You have the capability to customize your lists specifically for your operation. If you prefer to have your order guide in the same order as your pantry, you have the tools to create and maintain customized lists. To access the list management options, select the [Lists](#) link (Figure 2).

**Note:** You do not have to have an active order to perform list management. Simply click on the [Lists](#) link to access the page.



Figure 2. Lists Screen

There are two options available when performing list management. They are as follows:

**Create List based on an existing list** Rearrange an existing list, such as an order guide, or bid book to your format.

**Create List Manually** Create a customized list using SUPC numbers and case/split quantities.

You may also edit, rename, delete, and export custom lists from the [Lists](#) page.

## Managing Lists

You can sequence lists according to the layout of the stock room, the order of your inventory list, or just a personal preference. Select the [Lists](#) link and select to create a new list or work with an existing one (Figure 3).

Three options exist for maintaining existing lists. Those options are as follows:

Edit a list

Delete a list

Export a list

To manually create a customized list, access the [Lists](#) link. There are two options to creating a custom list.

Create a new list from scratch.

Create a new list based on an existing list or order.

Determine the method you would like to use, type a new name in the appropriate field and press the <Go> button.

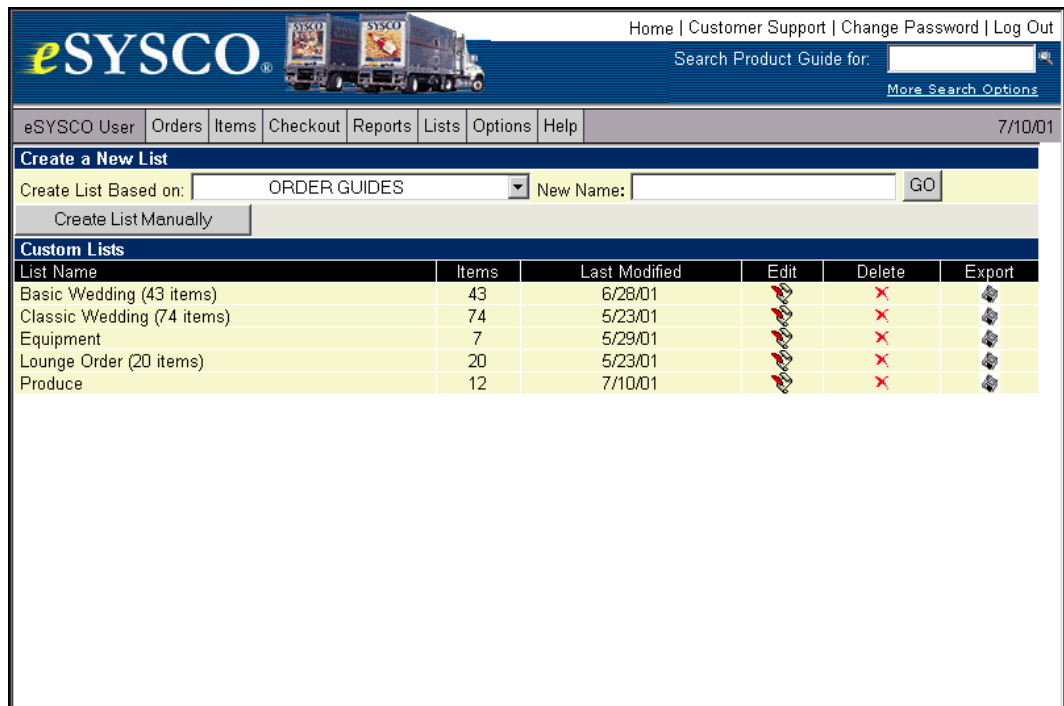


Figure 3. Using the Lists screen to manage various lists.

Once the new list is added to the display, click on the Edit button. Adding items to a custom list is similar to using the Quick Entry feature.

**Note:** You need to know the seven-digit SUPC numbers and the case/split status of the products to be added to a customized list.

Once all items and categories have been added, click on the <Save> button. The list is now available for use when ordering.

### Copying a List

To create a new list by copying another list as a template, use the following steps:

- 1 Click on the [Lists](#) link.
- 2 Click the down arrow to the right of the Create List Based on field to display all available lists.  
Select the list to be used as the base for the new list.
- 3 Type the name of your new custom list in the New Name field.
- 4 Click the GO button to continue.  
The new list displays now as an available option.

To add or change items on the newly created list, you must Edit the List.

### Create a List Manually

Creating a list manually means you will not be using an order guide, order, or other list as the basis for which items are included. Creating a list manually provides you the opportunity to add specific items to a custom list based on the SUPC number.

To create a new list by entering each item manually, follow these steps:

- 1 Select the [Lists](#) link from the Navigation links.

- 2 Type the name of the new list in the **New Name** field.
- 3 Click the Create List Manually button.  
The screen displays the Quick Entry Form (30).
- 4 Type the SUPC number of the item to be added to the custom list.  
**Note:** Use the <Enter> key to move between fields.  
Netscape users must use the <Tab> key to move between fields.
- 5 Type the desired quantity (case/split) in the appropriate field.  
**Note:** You are not required to put case/split quantities when adding items to a custom list.
- 6 Repeat step 4 and step 5 (if applicable) until all items are added to the list.  
If you add quantities when creating the list, those amounts automatically display in the order when starting a new order using the custom list. Some customers use this feature to enter their par values.
- 7 Press the Add to Order button.
- 8 Correct any errors that may occur.  
Common errors are invalid SUPC numbers, unable to split item, proprietary item, etc. You may need to delete the items. Use the checkbox on the right to delete items.
- 9 Press the Add to Order button.
- 10 Validate the List against the main product catalog and save it by entering a name.

## Editing Lists

eSYSCO allows you to create custom lists. Once the list is created, you must edit the list to add items, add categories, and re-arrange the items into categories.

To edit an existing list, select the list from the Existing Lists options and click on the corresponding Edit button.

### *Renaming a List*

To rename a customized list, use the following directions:

- 1 Select the list to be renamed from those displayed on the Lists screen and press the Edit button.
- 2 Type the new name over the name currently displayed in the List Name field.
- 3 Press Save. The list name has now been changed.
- 4 Press OK to return to the Lists screen.

### *Adding Items to a List*

A custom list must be created before items may be added to it. See Managing Lists for more information. Items are added to a list using the Quick Entry method.

**Note:** You must have the seven-digit SUPC numbers of the items to be added to the custom list.

To add items to a new list or an existing list, use the following process:

- 1 Select the list to have items added from those displayed on the Lists screen and press the Edit button.
- 2 If the list contains items already, scroll to the bottom of the item list.
- 3 Press the Add Items button. The Quick Entry Form displays.
- 4 Type the SUPC number in the SUPC# field. Use the <Enter> key to move from field to field.  
Netscape users must use the <Tab> key to move between fields.  
**Important:** Although quantities are not required when adding items to a list, those entered will automatically fill the quantity boxes when using the list for ordering. The quantities entered may be used as your 'par' values when ordering.
- 5 Press the Validate button when all items are entered.  
eSYSCO verifies the SUPC numbers are valid items.
- 6 If all items are correct, OK displays in green.  
If items need attention, the error message displays in **red**.
- 7 Correct any errors and press the Add to Order button.  
If the items pass validation, all items display OK.  
See Options for more information.
- 8 Press Save and the items are added to your list.

#### *Delete Items from a List*

At times, you may need to remove an item from a customized list. It is a very easy process.

**Note:** Entering a zero quantity on a list does not remove the item from the list as it does in order entry.

The item remains on your list, but it does not have any pre-filled quantity amount.

**Important:** You are unable to manually remove items from an order guide. After 8 weeks without ordering the item, it automatically 'falls off' the order guide.

To remove items from a custom list, use the following procedure:

- 1 Select the list to have items removed from those displayed on the Lists screen and press the Edit button.
- 2 Click in the Delete box on the far right side of the item to be removed so a checkmark displays.
- 3 Once all items to be removed have a checkmark in the Delete box, scroll to the bottom of the list of items.
- 4 Click the Delete Selected Items button.
- 5 Click OK in the verification pop-up window to remove the items from the list.
- 6 The List details re-display and the selected items are removed.

### *Change Quantities on a List*

If you are using pre-filled quantities on a custom list, you may need to change the number entered. Doing so is similar to changing the number of items ordered during order entry.

**Note:** Entering a zero quantity on a list does not remove the item from the list as it does during order entry.

The item remains on your list, but it does not have any pre-filled quantity amounts.

To change the pre-filled quantities on a list, use the following procedure:

- 1 Select the list to have quantities changed from those displayed on the Lists screen and press the Edit button.
- 2 Locate the product needing a quantity change. Type the new quantity over the number currently shown.

**Note:** Type **0** in a quantity box to remove the pre-filled quantity amount. This ensures the item remains on the list, but does not have a quantity entered automatically.

- 3 Once all quantities needing update have been changed, scroll to the bottom of the list of items.
- 4 Click the Save button.
- 5 Click OK in the verification pop-up window to save the changes.
- 6 Click OK to return to the Browse Custom Lists screen or Click Cancel to continue editing the selected list.

### **Add & Sort Categories in a List**

eSYSCO allows you to create your own categories when using custom lists. This feature may be used to categorize your items based on your own cataloging system. This system may be based on your storage facility – dry, cooler, freezer, off-site, etc.

The Add & Sort Categories screen allows you to perform multiple tasks:

- Add Categories
- Delete Categories
- Rename Categories
- Arrange Categories

### *Adding Categories to a Custom List*

- 1 Click on the Lists link.
- 2 Select the custom list to be categorized and click the Edit button.
- 3 Click the Add & Sort Categories link located immediately below the list name field.
- 4 Type the name of your new category in the New Category Name field.
- 5 Click the Add button.  
The new category displays in the list of categories on the right.

- 6 Repeat previous steps until all desired categories are added.
- 7 Click Save when complete.

### *Deleting a Category*

**Warning!** When you delete a category, all items assigned to that category are also deleted!

- 1 To remove a category, highlight the category name to be removed in the List of Categories window and click the Delete button.
- 2 A window displays asking if you want to remove the category and **all associated products**.
- 3 Click OK to remove the category and all items assigned to that category.

**STOP!!** Do not remove the 'Uncategorized' category!

When adding items to a custom list, all items are considered 'uncategorized' until they are assigned to a specific category.

### *Arranging Categories in your Custom List*

The List of Categories window is used to determine the sequence of your custom categories. Use the up/down arrows to move categories to the desired position.

- 1 Highlight the category to be moved.
- 2 Click the up or down arrow depending on your needs. The button may be pressed multiple times to move the category to its desired location.
- 3 When all categories are arranged, click the Save button.

### *Renaming a Category in your List*

- 1 To rename a category, highlight the category name to be changed in the List of Categories window and click the Rename button.
- 2 A window displays asking for a new name.
- 3 Type the new category name and click OK.

### *Assigning Items to Categories*

Once you have added categories to your custom list, you may assign products to those categories.

**Remember...** Once items are assigned to a category, deleting that category removes the assigned items as well.

### *Assigning Items to a Category*

- 1 Select the list to have items assigned to categories from those displayed on the Lists screen and press the Edit button.
- 2 Click the Assign Items to Categories link located under the List Name field. The Assign Items to Categories screen displays.
- 3 Click on the drop-down arrow on the Select a Category field in the Assign from Category column (located on the left) and select a category. The system automatically refreshes and loads all items in the Items window.

**Note:** If no items have been assigned yet, the items are listed in the 'Uncategorized' option.

- 4 Highlight the items to be moved.  
To move multiple items at a time, press the <Ctrl> key on the keyboard and click to highlight items.
- 5 Click the drop-down arrow on the Select a Category field in the Assign to Category column (located on the right) and select a category.
- 6 Click the Move Items button. The items are moved to the selected category and no longer display in the Items window.
- 7 When finished assigning items, press the Save button. A window displays to verify the save request. Click the OK button to save.
- 8 Click OK to return to the List Detail screen or  
Click Cancel to continue assigning items to categories.

### Sorting & Removing Items within a List

Once you have added items to your custom categories, you may arrange those products within those categories. This feature may be used to categorize your items based on your cataloging system. For example, your list may be based on your storage facility – dry, cooler, freezer, off-site, etc.

#### *Arranging Items in a Category*

- 1 Click on the [Lists](#) link.
- 2 Select the custom list with items to be categorized and click the Edit button.
- 3 Click the Sort & Remove Items link located below the List Name field.  
The Sort & Remove Items screen displays.
- 4 Click on the drop-down arrow on the Select a Category field (located on the left) and select a category. The system automatically refreshes and loads all items in the Items window.
- 5 Highlight the item to be moved.
- 6 Press the up or down arrow depending on your needs. The button may be pressed multiple times to move the item to its desired location.
- 7 When all items in this category have been arranged, click the Save button.
- 8 A window displays. Click OK to save the changes.
- 9 If you are finished arranging items, click OK to return to the List Detail screen or  
Click Cancel to continue arranging items within the categories.

#### *Removing an Item from a Custom List*

**Warning!** When you delete an item, it is completely removed from your custom list, not just the selected category!

- 1 Click on the [Lists](#) link.
- 2 Select the custom list with items to be removed and click the Edit button.
- 3 Click the Sort & Remove Items link located below the List Name field.  
The Sort & Remove Items screen displays.

- 4 Click on the drop-down arrow on the Select a Category field (located on the left) and select a category. The system automatically refreshes and loads all items in the Items window.
- 5 Highlight the item to be removed in the Items window and click the Delete Item button.
- 6 A window displays asking if you want to remove the selected item. Click OK to remove the item.
- 7 When all items in this category have been arranged, click the Save button. A window displays. Click OK to save the changes.
- 8 If you are finished removing items from the list, click OK to return to the List Detail screen or Click Cancel to continue arranging items within the categories.

## Deleting Lists

To delete a list and all items assigned to that list, use the following instructions:

- 1 Click on the [Lists](#) link and determine which list is to be deleted from the Custom Lists display.
- 2 Click the corresponding Delete button.
- 3 Click OK to confirm the correct list is to be deleted or Click Cancel to return to the Custom Lists display.
- 4 The list is deleted and the Lists screen re-displays.

## Exporting Lists

To export a list to a separate file, follow these steps:

- 1 Click on the [Lists](#) link and determine which list is to be exported.
- 2 Click the corresponding Export button.  
A file download window displays.
- 3 Verify the Save this file to disk option is selected and Click OK.  
A Save As window displays.
- 4 Select the location on your computer where you would like the file to be saved.  
**Note:** You may need to browse your system to access the appropriate folder in which the file is to be saved.
- 5 Type the name of the file in the File Name field.  
Make sure to name it something meaningful to you, such as the list name.
- 6 Click OK to confirm you want to export the selected list or Click Cancel to return to the Custom Lists display.
- 7 The list is downloaded and the Download Complete window displays.
- 8 Click on Close to return to the Custom Lists screen.

## Options

With eSYSCO, you have various options to customize the look and function of the application. To select your options, click the [Options](#) link. The Options page is divided into two sections. They are as follows:

**Display Preferences** Customize the look and feel of the application to meet your needs.

**Contact Info** Update your user and company information for email confirmations.

The screenshot shows the eSYSCO Options screen. At the top, there is a navigation bar with links for Home, Customer Support, Change Password, and Log Out. Below this is a search bar for the Product Guide and a 'More Search Options' link. A user profile bar shows 'Jane Doe' and navigation tabs for Orders, Items, Checkout, Reports, Lists, Options, and Help. The main content area is titled 'Options' and is divided into three sections:

- Display Preferences:**
  - Show as columns in lists: Radio buttons for 'Manufacturer item number', 'Customer item number (available in customized lists only)', and 'None' (selected).
  - Sort Product Guide by: A dropdown menu set to 'Description'.
  - # of line items per page: A text input field with '20'.
  - # of Qty columns for print: A text input field with '3'.
  - Checkboxes for:
    - Display prompt before adding items to order (unchecked)
    - Use live prices when available (checked)
    - Display driver instruction (checked)
- Contact Info:**
  - E-mail address: A text input field containing 'eSYSCO.user@sycso.com'.
  - E-mail type: Radio buttons for 'HTML (better formatting, easier to read)' (selected) and 'Text (downloads quicker, supported by all e-mail programs)'.
- Import / Export Options:**
  - Import Option: A dropdown menu set to 'Option 2'.
  - Export Option: A dropdown menu set to 'Option 2'.

At the bottom of the form is a 'Submit Changes' button.

Figure 4. Options Screen

### Display Preferences

Using the Display Preferences feature, you control the look and feel of eSYSCO at your workstation.

You can control the appearance of your lists, set up order details columns according to your needs, and select the desired content. Display Preferences also determine your 'Live Pricing' status.

You determine if you have the ability to update the driver instructions when creating a new order. If checked, the Edit Order Information window displays a field in which you may type specific instructions to the SYSCO delivery associate. If unchecked, the entry box does not display on the Edit Order Information window.

### Contact Info

Contact Information controls the email address used to receive order confirmations and the email type preferences.

Email confirmations may be sent to more than one email address. Use a comma to separate the email addresses.

## Import/Export Options

If using a third party software program to import/export orders to/from eSYSCO, the Import/Export Options entries must be set. To see a list of valid file layouts for each option type, click on [Help](#) to display the online help file, which contains the updated file layouts for each available option.

## Change Password

Initial passwords are assigned by your local Sysco operation when you receive the username for eSYSCO. For security purposes, your password expires after a certain length of time.

The password can be changed at any time using the [Change Password](#) link (Figure 5).



The screenshot shows the eSYSCO web interface. At the top, there is a navigation bar with the eSYSCO logo, a search bar, and links for Home, Customer Support, Change Password, and Log Out. Below the navigation bar is a menu with options: eSYSCO User, Orders, Items, Checkout, Reports, Lists, Options, and Help. The date 7/10/01 is displayed in the top right corner. The main content area is titled "Change Password" and contains three input fields: "Current password:", "New password:", and "Re-enter new password:". Below the input fields are two buttons: "Change Password" and "Reset".

Figure 5. The Change Password screen displays after the Change Password link is selected.

The system requires you change your password periodically for security purposes. You may be asked to change your password when logging in to eSYSCO.

**Note:** Passwords are case-sensitive. Passwords must be at least 6 characters in length and contain at least 1 number. Special characters (such as &, \*, or #) are not allowed.

## Online Help

eSYSCO provides access to the online Help file whenever you are using the application (Figure 6). To access the file, click on Help.

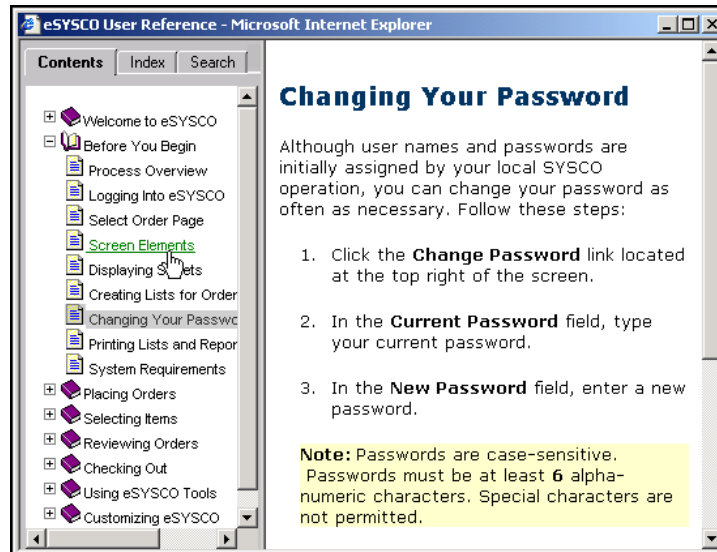


Figure 6. The Online Help system provides information when you are using eSYSCO.

Depending on the screen displayed when you click on help, the information displayed on the help file should correspond to that screen.

The help file contains a table of contents, an index, and a search function. Access the desired method to obtain information about eSYSCO.



# Browser Basics

This chapter provides you with basic information to assist you in your Internet experience. The information and instructions are written for Microsoft Internet Explorer 5.0 web browser users. Netscape users, please refer to the help file within Netscape for basic browser information.

## Using shortcuts/ bookmarks to a frequently accessed web site

A shortcut (or bookmark) can be added to your system to display a web page you frequently access, such as eSYSCO. The shortcut allows the web page to be accessed without having to enter a long Internet address every time you wish to visit the site or go through multiple pages just to find the one you need.

The instructions in this section describe how to use shortcuts/ bookmarks for the **Microsoft Internet Explorer 5.0** web browser.

**Note:** Sysco highly recommends using MS Internet Explorer 5.0+ for the optimal eSYSCO experience.

## Methods for adding a shortcut

There are two different methods used to create a shortcut to a web page.

Add a shortcut to your computer desktop to directly access the desired web page.

Add the web page to your Internet list of favorites.

### How to add a shortcut to your computer desktop

- 1 Right-click on your computer desktop. A menu displays.

## 2 Highlight the New option (Figure 1).

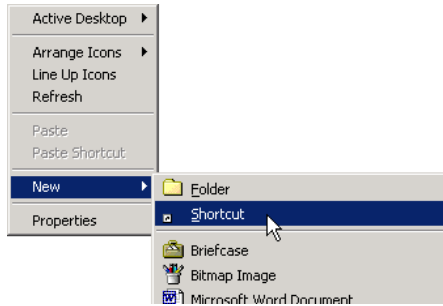


Figure 1. Right-click to display the New option.

## 3 Select the Shortcut option. The Shortcut wizard displays (Figure 2).

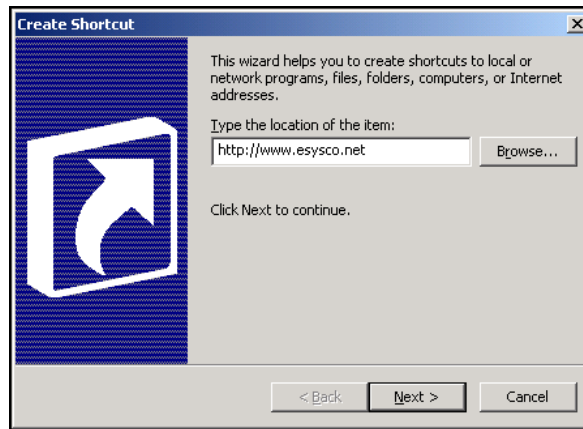


Figure 2. Shortcut wizard window

## 4 Type the following as the location of the item:

**http://www.esysco.net**

## 5 Click the <Next> button. The following window displays.

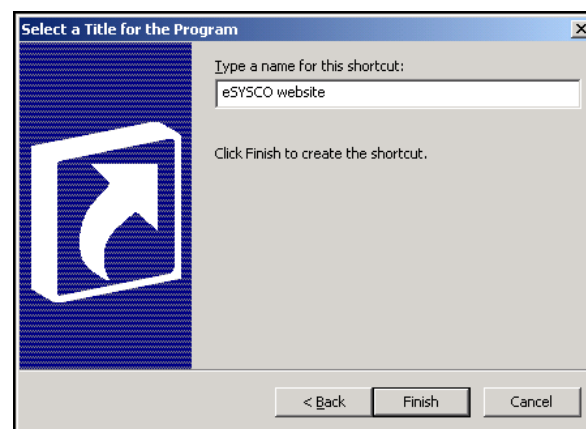


Figure 3. Enter the new shortcut name.

## 6 Type a name for your new shortcut.

In Figure 3, 'eSYSCO website' was used.



Figure 4. The new shortcut displayed on your computer desktop.

**7** Click the <Finish> button.

A new shortcut displays on your computer desktop. Since the shortcut name entered in step 6 (Figure 3) was 'eSYSCO website', the name of the shortcut on your computer desktop also displays 'eSYSCO website' (Figure 4).

### How to add a web site to your list of favorites

This procedure assumes you are using Microsoft Internet Explorer as your web browser.

**1** Enter the desired Internet address in the Address field (Figure 5).

If the address bar does not display, access Tools>Toolbars>Address Bar. Click on Address Bar. A checkmark (✓) displays when the Address Bar option is turned on.

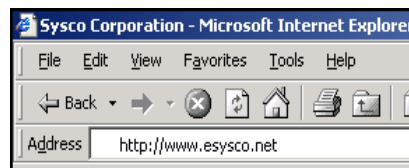


Figure 5. eSYSCO Internet Address

**2** Press <Enter>.

The desired web site displays.

**3** Access the Favorites pull-down menu and scroll down until Add to Favorites is highlighted (Figure 6).

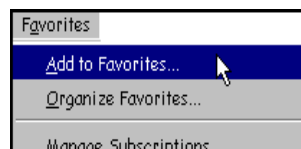


Figure 6. Add to Favorites option displayed.

**4** Click or press <Enter> to start the process of adding the current web page to the Favorites list.

**5** The Add Favorite window displays. Verify "No, just add the page to my favorites" is selected.

You can type a new name for the web site in the NAME field or add it to an existing folder by clicking on the Create In>> button.

**6** Click on <OK>.

**7** The desired web site is now part of your Favorites list!

### Opening a web site on your Favorites list

Access the Favorites pull-down menu option, scroll down, and click on the desired page to open.

## How to access the eSYSCO website

### **A connection to the internet is required.**

You are responsible for providing your own Internet Service Provider (ISP).



Figure 7. Internet Explorer desktop icon.

- 1 Access the Internet by double-clicking on the Microsoft Internet Explorer desktop icon (Figure 7).
- 2 Type the eSYSCO Internet address (Figure 8).



Figure 8. eSYSCO Internet address

- 3 Press the <Enter> key or the Go button.

The eSYSCO Login page displays.

- 4 Type your Username.

Your local Sysco assigns usernames and passwords.

- 5 Press the <Tab> key.

- 6 Type your password.

- 7 Click the Login button.

**Note:** Username and password are case-sensitive. Make sure you don't have your <Caps Lock> key pressed.

You are now logged in to eSYSCO!