

HFM FoodService - SyscoSource Order Entry Instructions

1. **Signing on** – Enter username and password then click “Sign In”.
2. **Please do not use your browser buttons. Please use the buttons provided.**
3. **Creating an order**
 - a. Put your mouse over the “Order” button and a drop down menu will show up.
 - b. Choose either “**History**” or “**Standard guides**”, or “**Customer guide**”.
 - c. If choosing “Standard Guide” or Customer guide” will show an option to the right.
 - d. Key in quantities desired next to items.
 - e. If item information is needed, click on the item number.
 - f. When finished click on “Place Order”.
 - g. On the next screen, if desired, key in “Special Instructions” or “Purchase Order number”. You can also check availability of you order by clicking on “Check Avail”. This will show Qty ordered and Qty shipped columns.
 - h. Click on “Print” for order confirmation. (If desired).
 - i. Then click on “Submit Order”
 - j. Please delete “pending orders” by clicking on “Advanced” and then “Delete Order”.
4. **Using the Search feature**
 - a. You do not have to be in an order to peruse the Item Master. Click on “Admin” then “Item Master Search”.
 - b. Or on the “order form” screen you can use the “Search” option by using option “A” above.
 - c. Key in an item description i.e. “mango” then click “GO”.
 - d. When the item desired is shown it will be on the screen.
 - e. To get back to the order form click on “Home” then click on the order number.
5. **To search in another area** (i.e. to add a new item to current order form).
 - a. Click on “Quick Add”
 - b. Key in item number (and quantity if desired).
 - c. Now click on “Add Items”. Item will be displayed by item number.
6. **Creating an Order Guide**
 - a. Go to “Admin”, then “Custom Guide”.
 - b. Select “Create”.
 - c. Key in your order guide name. Then key in order guide description.
 - d. Click on “Create”.
 - e. There are 2 ways to do this. “Add/Remove Items” and “Quick Add”.
 - f. Add items as desired.
 - g. Click “Save”.
 - h. The order guide will be shown under “Order” button under “Custom Guides”.
 - i. You can use this guide to create an order.