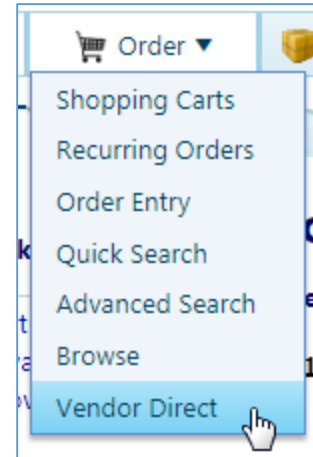




This guide is intended for users of Vendor Direct to order products from **Sysco**. To properly access this vendor portal and place your order, please follow the directions below:

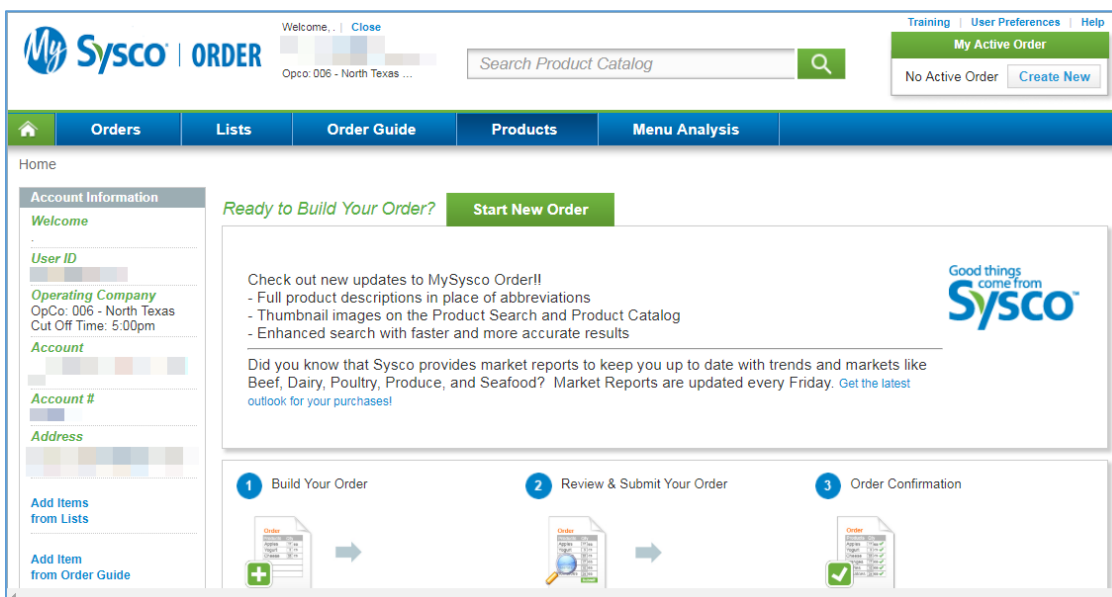
1. Log into Procurement Partners
2. Select **Order -> Vendor Direct**
3. Select location (if applicable)
4. Click the **Sysco** logo



IMPORTANT NOTE: Some web browsers may block your Vendor Direct window from opening with its built in pop-up blocker. You will generally receive a message stating that a pop-up was blocked. To bypass this pop-up blocker, click the prompt and select the option "Always allow pop-ups from procurementpartners.com" or "Trust procurementpartners.com". This method will vary by browser. If you need assistance, contact your local IT department, or check out the video titled **How to Allow Pop-Ups for Vendor Direct** located on the **Training and Documentation Hub**.

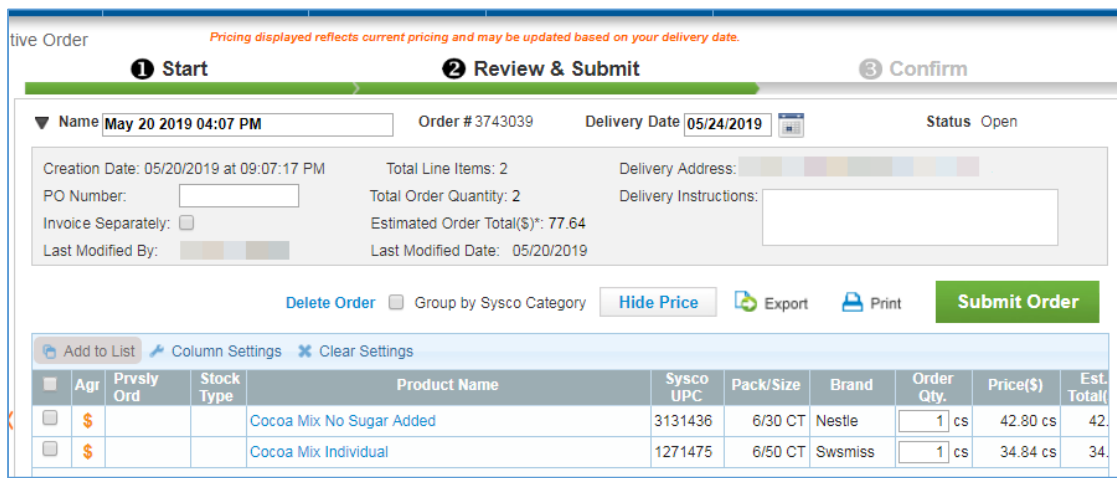
CRITICAL NOTE: If your web browser blocks pop-ups as mentioned above, you will need to perform the above action **twice**, once for the Procurement Partners website and once for the eSysco portal.

5. Our system will automatically log you into the **eSysco** portal



These directions cover the basics of ordering from a Vendor Direct catalog; your experience may vary.

6. Shop for products using the search function or by browsing through various categories and add them to your cart; you may also use previous orders or saved shopping lists
7. When you are ready to proceed, click **My Active Order** in the upper right and review your order
8. Click **Submit Order**, then click **Submit** on the Order Reminder screen (you may also add last-minute items from this screen)



Order # 3743039 Delivery Date 05/24/2019 Status Open

Creation Date: 05/20/2019 at 09:07:17 PM Total Line Items: 2 Delivery Address: [Redacted]

PO Number: [Redacted] Total Order Quantity: 2 Delivery Instructions: [Redacted]

Invoice Separately: Estimated Order Total(\$): 77.64

Last Modified By: [Redacted] Last Modified Date: 05/20/2019

Buttons: Delete Order, Group by Sysco Category, Hide Price, Export, Print, Submit Order

Aggr	Prvsly Ord	Stock Type	Product Name	Sysco UPC	Pack/Size	Brand	Order Qty.	Price(\$)	Est. Total(\$)
\$			Cocoa Mix No Sugar Added	3131436	6/30 CT	Nestle	1 cs	42.80 cs	42.80
\$			Cocoa Mix Individual	1271475	6/50 CT	Swsmis	1 cs	34.84 cs	34.84

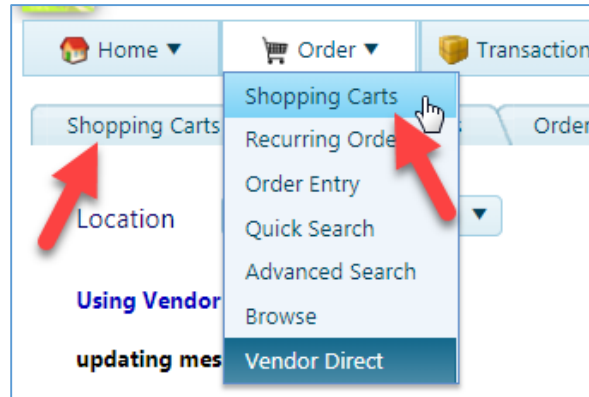
9. The window will display a message that reads *“Thank you for ordering from Sysco. Once the order file has been transmitted to your procurement system, this page will automatically close. Please do not close this page as it will interrupt the order transmission process.”*
10. You will receive a blue-colored screen with the message:

To complete your order, close this window and navigate to the Shopping Cart where you can review your order and submit it to the vendor.

Your order has now been transferred to the Procurement Partners system and is ready to be finalized; click **Close Window** and navigate back to the Procurement Partners webpage

NOTE: If you do not complete the following steps, your shopping cart **WILL NOT** be received by the vendor. Please ensure you complete ALL steps listed here.

11. Select **Order -> Shopping Carts**, then select your shopping cart in the list of available carts
12. If necessary, adjust the GL code or quantity for any items in the GL Code and Qty columns; click the **Update** button to save any changes
13. Click the **Checkout** button to proceed with your order



Reference No.1: Reference No.2:

Location: Atlanta Nursing & Rehab Center Vendor: Maintenance S... I Cost \$14.00

Actions	Notes	Attr.	Item Num	Item	MFG/Brand	Category	GL Code	Price/Unit	Qty	Total	Budget
			098002	15 OZ SAFETY BLUE SPRAY PAINT		Paint & Sundries - Spray Paint	400-400-0000 - Maintenance Supplies	\$1.00 / EA	<input type="text" value="4"/>	\$4.00	
			126505	BATTERY IONIZ. SMOKE ALARM *PKG OF 6"		Electrical - Smoke Alarms & Fire Safety	007-000-0000 - Marketing	\$1.00 / PK	<input type="text" value="2"/>	\$2.00	
			302959	15' ASH FLAT TELEPHONE BASE CORD	BLACK POINT PRODUCTS	Electrical - Telephone & Video Repair	400-300-0000 - Maintenance Minor Equipment	\$1.00 / EA	<input type="text" value="3"/>	\$3.00	
			676220	X-LONG NITRILE EXAM GLOVES *BX OF 50" MD		Healthcare - Patient Care	400-200-0000 - Supplies Billable	\$1.00 / EA	<input type="text" value="5"/>	\$5.00	

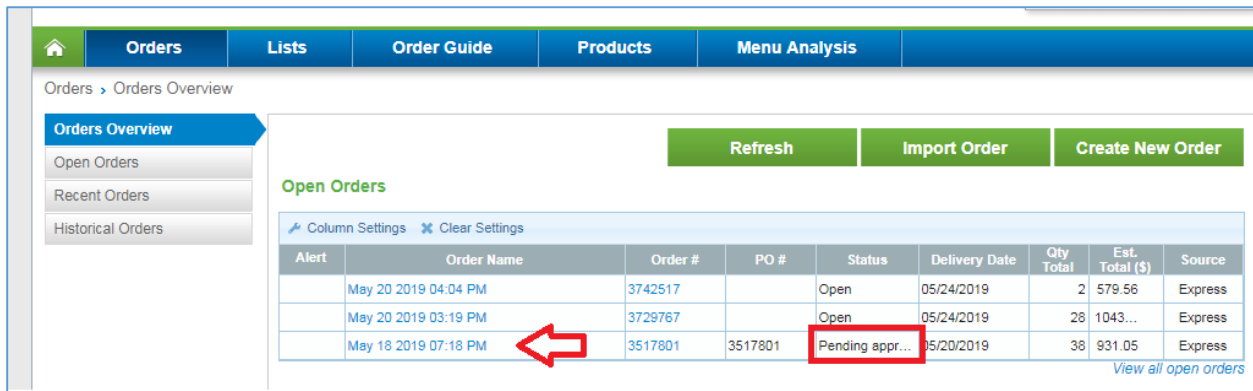
Update **Checkout** Delete Save As GL Sum

14. The Order Finalization screen will inform you of any order verifications or order approvals necessary; if any **red** messages display under the Order Verification section, take the corrective action necessary or check the box to the left of the message; until these items are corrected, the **Place Order** button will be greyed out
15. Click the **Place Order** button to finalize and submit your order; you will receive a PO number and confirmation email – your order is now complete

Special Instruction – Pending Approval error

If your submitted Sysco order does **not** appear in the Procurement Partners system as outlined in Step 11, your order may have an error in the Sysco site. If this happens, please try the following:

1. Follow [Steps 1-5](#) outlined on Pg. 1 of this document
2. On the eSysco portal, click on Orders and locate your order
3. If the Status shows “Pending Approval”, continue with these steps; otherwise, contact the Procurement Partners support team at helpdesk@procurementpartners.com



Alert	Order Name	Order #	PO #	Status	Delivery Date	Qty Total	Est. Total (\$)	Source
	May 20 2019 04:04 PM	3742517		Open	05/24/2019	2	579.56	Express
	May 20 2019 03:19 PM	3729767		Open	05/24/2019	28	1043...	Express
	May 18 2019 07:18 PM	3517801	3517801	Pending approval	05/20/2019	38	931.05	Express

4. Click on the Order Name
5. Click **Modify**, then click **Edit Order**
6. Edit the **Delivery Date** to an appropriate upcoming delivery date
7. Click **Submit Order**
8. Resume from [Step 9](#) on Pg. 2 of this document

If you require any additional assistance, please contact the Procurement Partners support team at helpdesk@procurementpartners.com