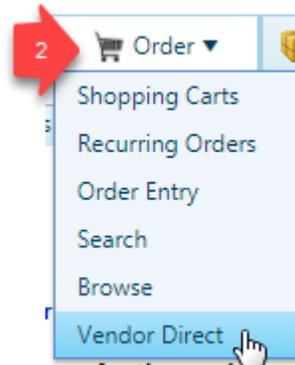




This guide is intended for users of Vendor Direct to order products from US Foods. To properly access this vendor portal and place your order, you must follow the directions below:

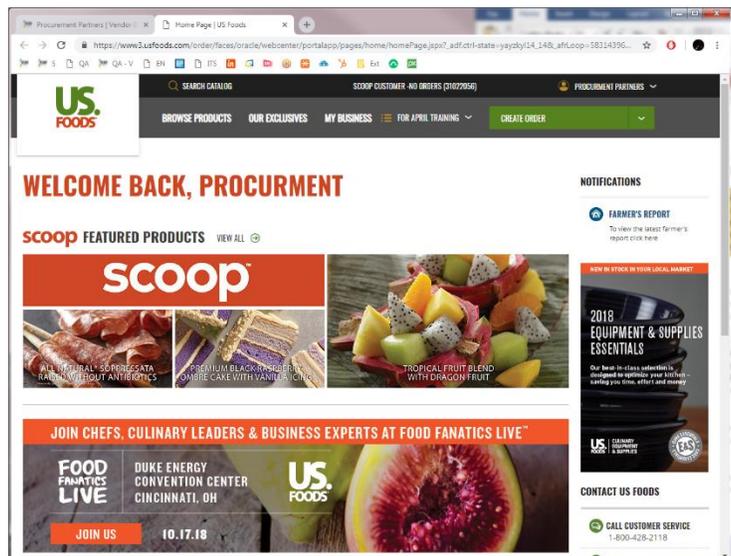
1. Log into Procurement Partners.
2. Select **Order** -> **Vendor Direct**.
3. Select location (if applicable).
4. Click the US Foods logo.



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 Procurement Partners support.

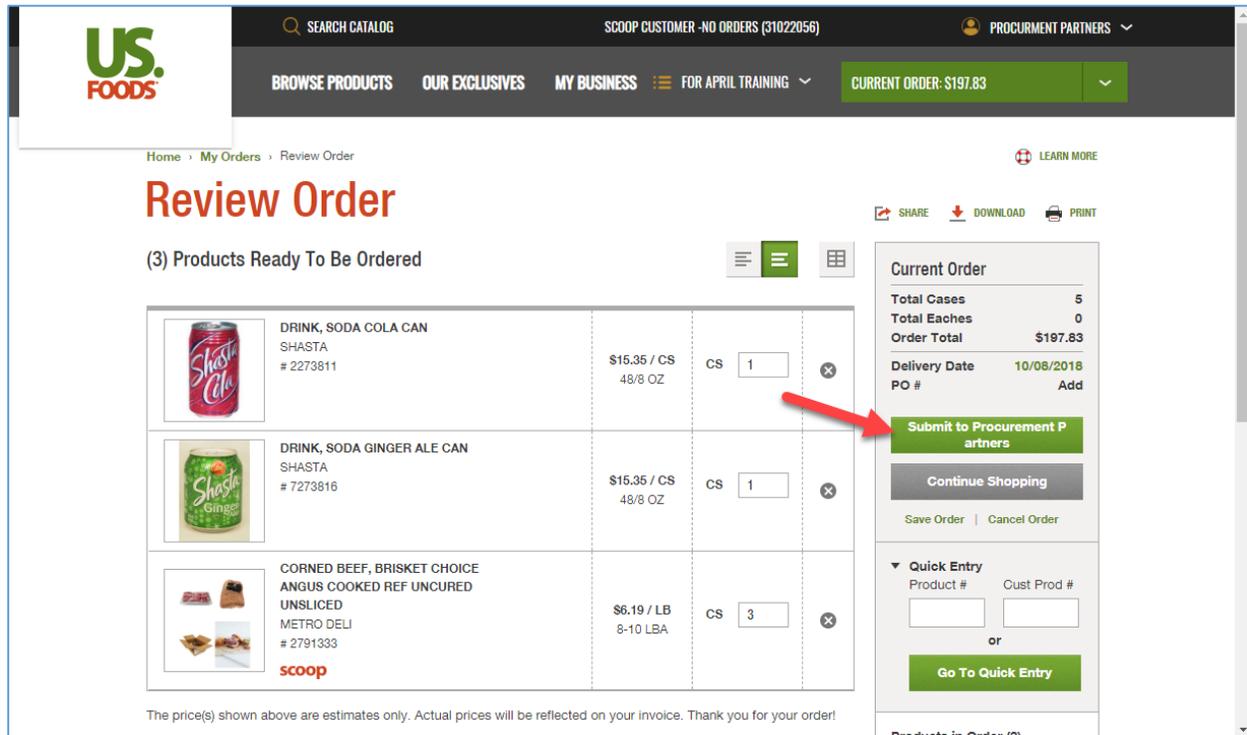
5. Use the US Foods portal to locate the products to order by using their Search function, or by browsing through categories; add these products to your order with the Add to Order button.

Note: Procurement Partners will remain open in another window/tab. Do not close this secondary window; you will need to access it once you complete your US Foods order.



The US Foods vendor portal will open in a new window or tab and automatically log you in.

- Once you have added all the necessary items to your order, click Review Order either after you've added a product to your order, or by clicking the Current Order button in the upper right corner of the US Foods website.
- When you are ready to submit your order, click the **Submit to Procurement Partners** button.



- At this point your order has been submitted to US Foods and you will be shown an Order Confirmation page; to transfer your PO to the Procurement Partners system immediately, click the **Transfer to Procurement Partners** button on the order confirmation screen.

NOTE: At this point in the process, your order has been completed and submitted to US Foods. You are not required to go back to the Procurement Partners shopping cart as you do with other Vendor Direct purchases; however, you may still wish to continue with the steps below if you need to perform special actions with your order such as GL coding your items.

Order Confirmation

Thank you. Your order has been submitted.

[SHARE](#)
[DOWNLOAD](#)
[PRINT](#)

Order #	Expected Delivery	PO #	Total
	6/24/2019	PO Pending	\$67.27

Submitted Order
Est. Order Total \$67.27

	Ordered	Reserved
Cases	3	3
Eaches	0	0

[Edit Order](#) | [Cancel Order](#)

[Transfer to Procurement Partners](#)

Customer: [Redacted] **Ship to:** [Redacted]

Last updated by: Procurement Partners **Special Instructions:**

[View Order Details](#)

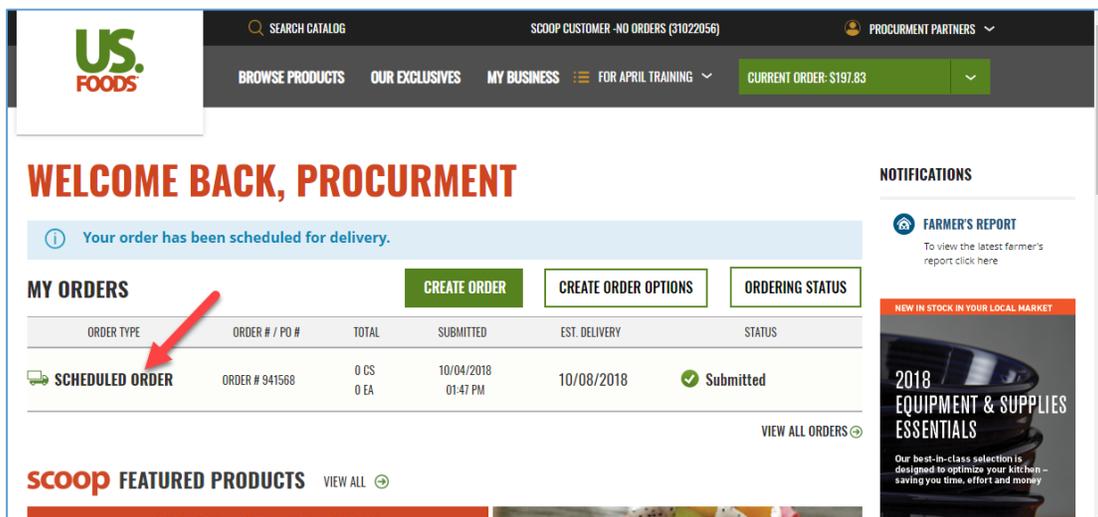
- After clicking Transfer to Procurement Partners, you will see a blue screen like the one below:

To complete your order, close this window and navigate to the Transaction Orders to review.

[Close Window](#)

Click the **Close Window** button to navigate back to the Procurement Partners system

- If you wish to make modifications to your order items (adding items, modifying quantities, etc.), repeat steps 1 through 4 to connect to the US Foods page again. From here, your pending order should appear on the home page. Click on the order, then click Edit Order. This will reopen the order and you can make changes so long as it hasn't already begun processing and shipping. Please note that at this time, if you make changes to an order after submitting that those changes will not be reflected on the Procurement Partners internal PO, but will still be saved.



US FOODS

SEARCH CATALOG SCOOP CUSTOMER -NO ORDERS (31022056) PROCUREMENT PARTNERS

[BROWSE PRODUCTS](#)
 [OUR EXCLUSIVES](#)
 [MY BUSINESS](#)
 FOR APRIL TRAINING
 CURRENT ORDER: \$197.83

WELCOME BACK, PROCURMENT

Your order has been scheduled for delivery.

[CREATE ORDER](#)
 [CREATE ORDER OPTIONS](#)
 [ORDERING STATUS](#)

ORDER TYPE	ORDER # / PO #	TOTAL	SUBMITTED	EST. DELIVERY	STATUS
SCHEDULED ORDER	ORDER # 941568	0 CS 0 EA	10/04/2018 01:47 PM	10/08/2018	Submitted

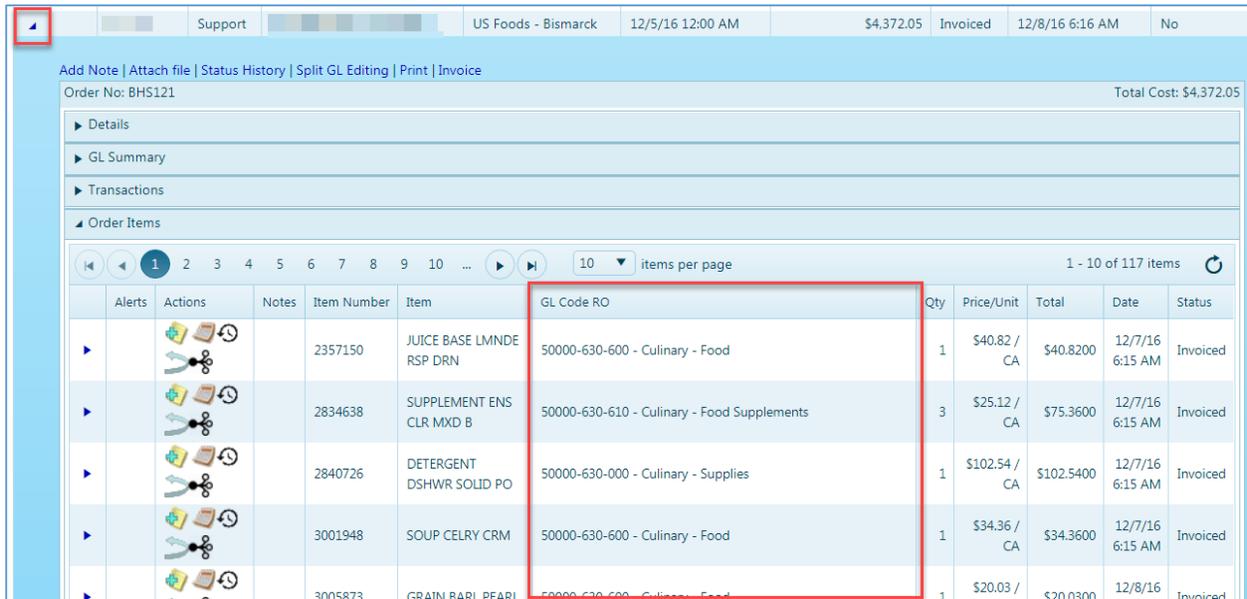
[VIEW ALL ORDERS](#)

[scoop FEATURED PRODUCTS](#)
 [VIEW ALL](#)

NOTIFICATIONS
FARMER'S REPORT
 To view the latest farmer's report click here

NEW IN STOCK IN YOUR LOCAL MARKET
2018 EQUIPMENT & SUPPLIES ESSENTIALS
 Our best-in-class selection is designed to optimize your kitchen - saving you time, effort and money

- If you wish to make changes to the GL coding of your order, you can now find it in the **Transactions -> Orders** tab. To adjust GL codes, click the dropdown to the left of your order, then choose the necessary GL codes from the dropdown selections available. To save your chosen GL codes, click the **Update** button.



The screenshot shows the 'Order Items' section of a procurement system. A dropdown menu for 'GL Code RO' is open and highlighted with a red box. The dropdown lists several options: '50000-630-600 - Culinary - Food', '50000-630-610 - Culinary - Food Supplements', '50000-630-000 - Culinary - Supplies', and '50000-630-600 - Culinary - Food'. The table below shows the order items with their respective GL codes and descriptions.

Alerts	Actions	Notes	Item Number	Item	GL Code RO	Qty	Price/Unit	Total	Date	Status
			2357150	JUICE BASE LMNDE RSP DRN	50000-630-600 - Culinary - Food	1	\$40.82 / CA	\$40.8200	12/7/16 6:15 AM	Invoiced
			2834638	SUPPLEMENT ENS CLR MXD B	50000-630-610 - Culinary - Food Supplements	3	\$25.12 / CA	\$75.3600	12/7/16 6:15 AM	Invoiced
			2840726	DETERGENT DSHWR SOLID PO	50000-630-000 - Culinary - Supplies	1	\$102.54 / CA	\$102.5400	12/7/16 6:15 AM	Invoiced
			3001948	SOUP CELRY CRM	50000-630-600 - Culinary - Food	1	\$34.36 / CA	\$34.3600	12/7/16 6:15 AM	Invoiced
			3005873	GRAIN BARL PEARL	50000-630-600 - Culinary - Food	1	\$20.03 /	\$20.0300	12/8/16	Invoiced

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