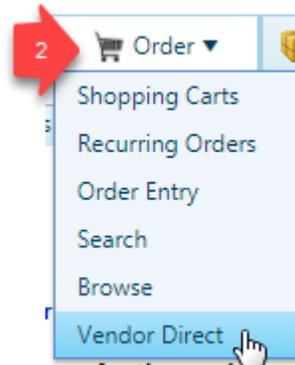This guide is intended for users of Vendor Direct to order products from US Foods. To properly access this vendor portal and place your order, you must follow the directions below:

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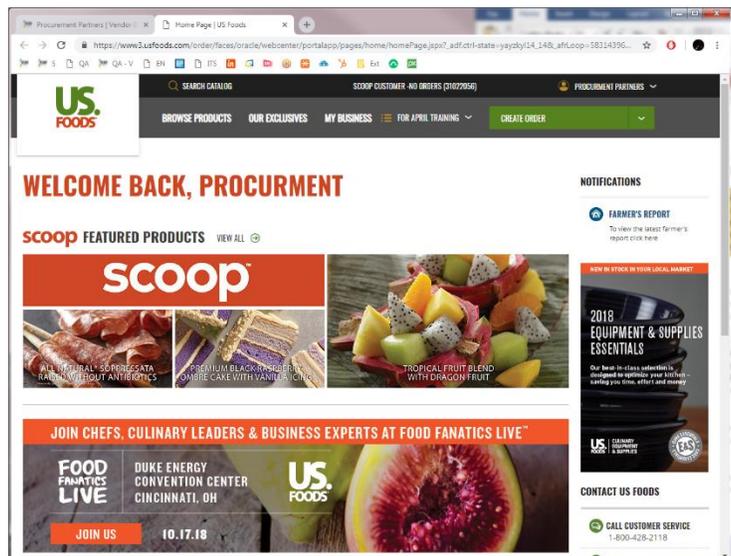
The US Foods vendor portal will open in a new window or tab and automatically log you in.

6. 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.

7. When you are ready to submit your order, click the **Submit to Procurement Partners** button.
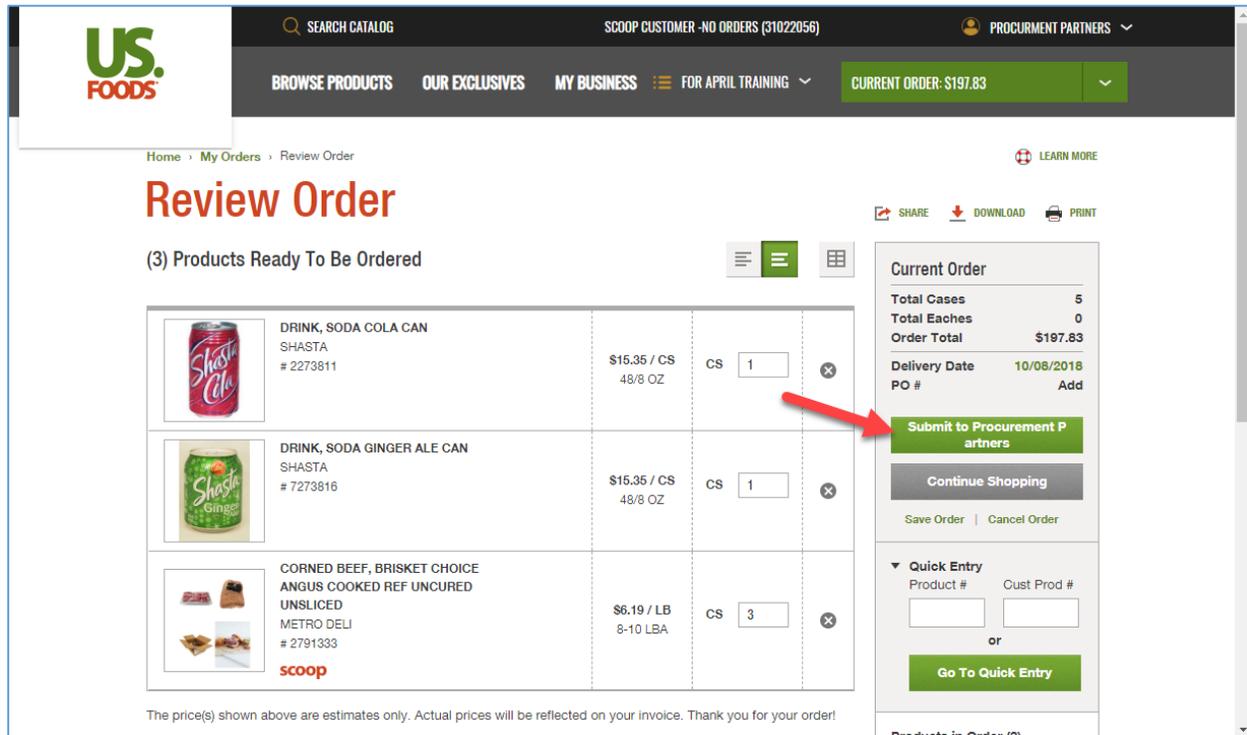
8. At this point <u>your order has been submitted to US Foods</u> and you will be shown an Order Confirmation page; to transfer your PO to the Procurement Partners system immediately, click the **Transfer to Procurement Partners** button on the order confirmation screen.

> **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.

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

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

10. 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.

11. 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.

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