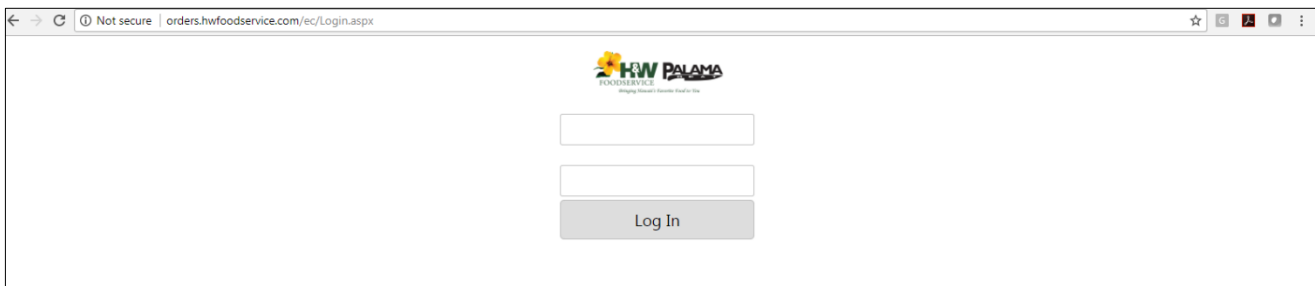


Summary

This document explains how Ecommerce Users can create Order Guides designed for their specific needs. Order Guides are user defined sub-sets of the Standard Orders. An account can have multiple Order Guides and Products can appear on multiple Order Guides. Order Guides can be used to create shopping lists for days of the week, product types, specific menus, or any other need wherein separate Product list will facilitate more efficient Ecommerce ordering.

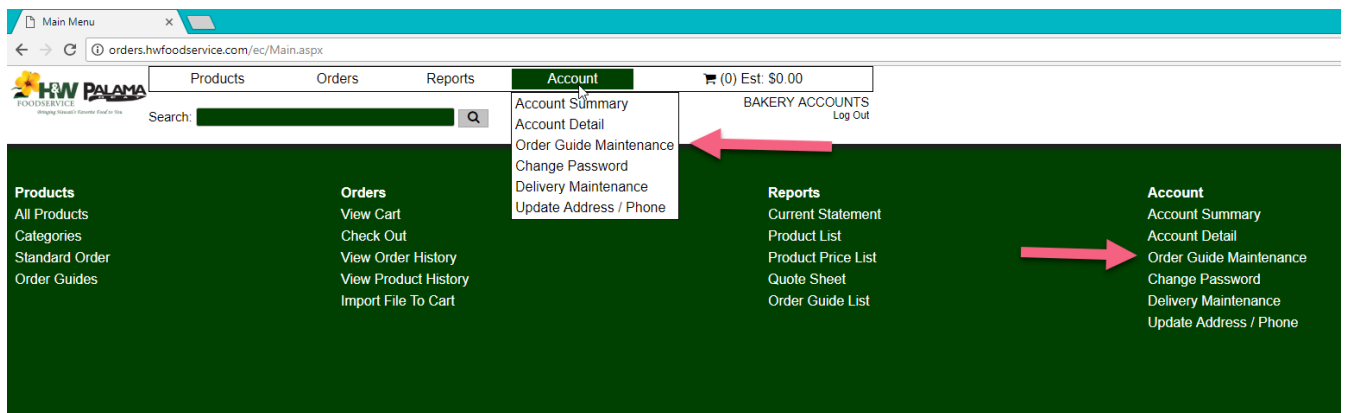
How to create an Order Guide

Log into the H&W Foodservice Ecommerce Order System (orders.hwfoodservice.com) using the existing log in credentials.



There are two ways to get to Order Guide Maintenance:

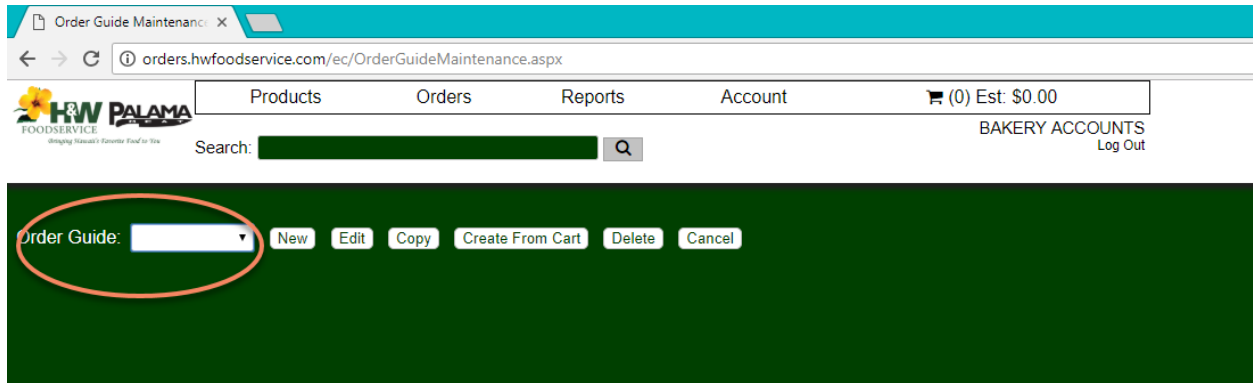
1. At the top click on Account and a drop-down menu will appear, press Order Guide Maintenance
or
2. On the right most column, under Account, press Order Guide Maintenance.



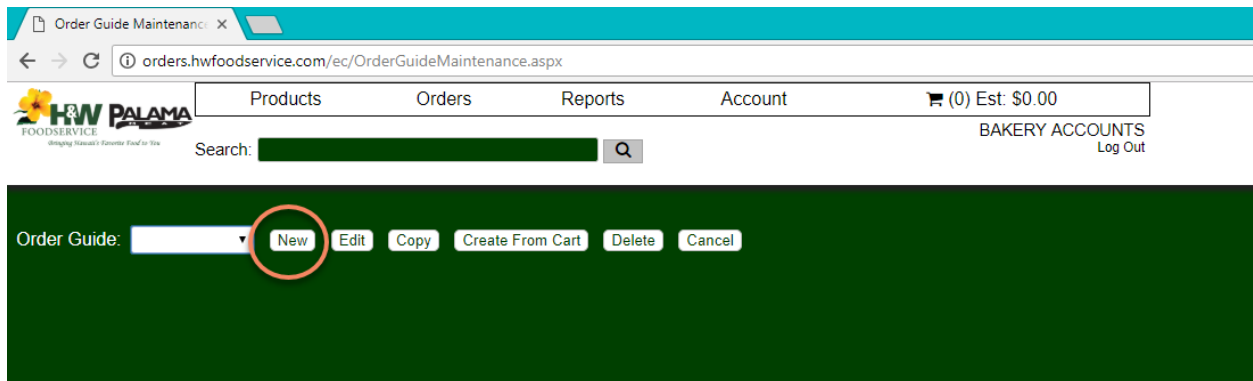
Any existing Order Guides can be found in the Order Guide drop down box.

Palama Holdings LLC | dba HW Foodservice | 2029 Lauwiliwili Street | Kapolei | HI | 96707
(808) 682-8300

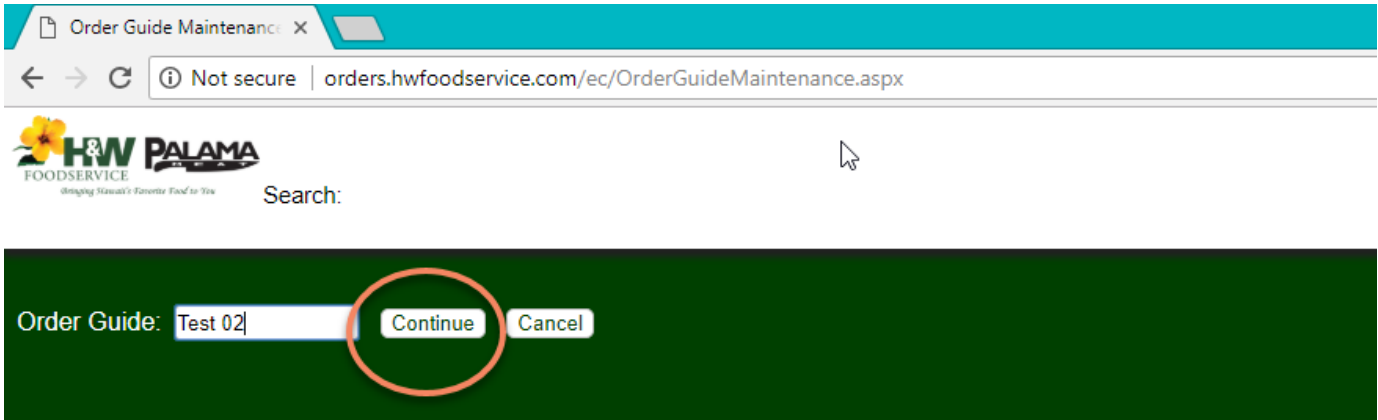
Ecommerce Order Site: orders.hwfoodservice.com



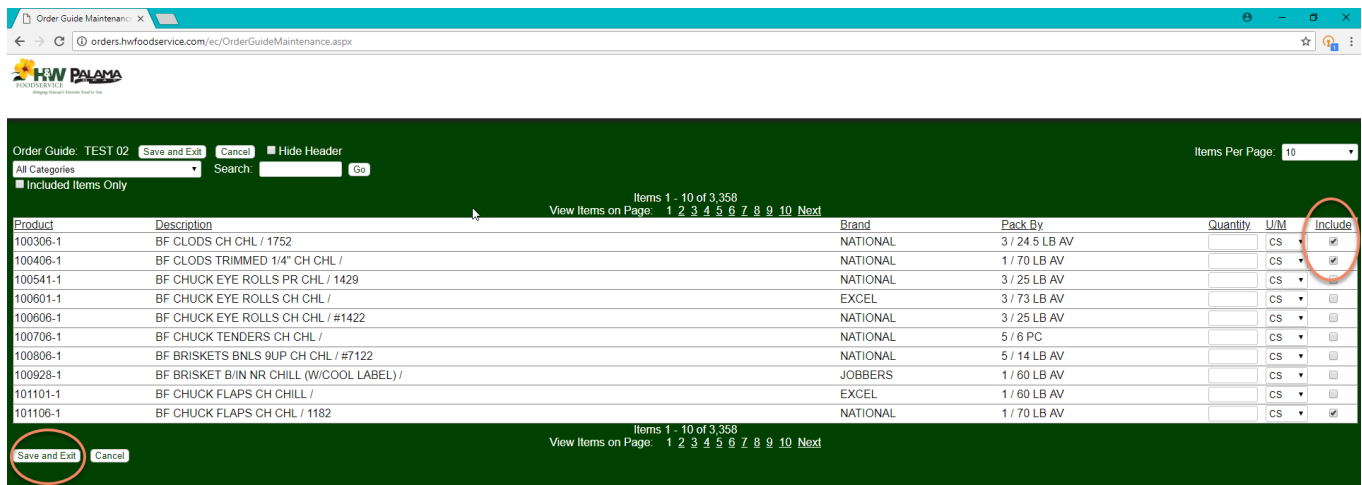
- To create a new Order Guide, press New
- To edit an existing Order Guide, select the Order Guide from the drop down selection box and press Edit
- To create an Order Guide from the current order, press Create from Cart – Please use this function with caution as it will create an order guide wherein the default quantities are the quantities entered for the current order
- To delete an Order Guide, select the Order Guide from the drop-down selection box and press Delete



After pressing New, Enter the name of the Order Guide and press Continue



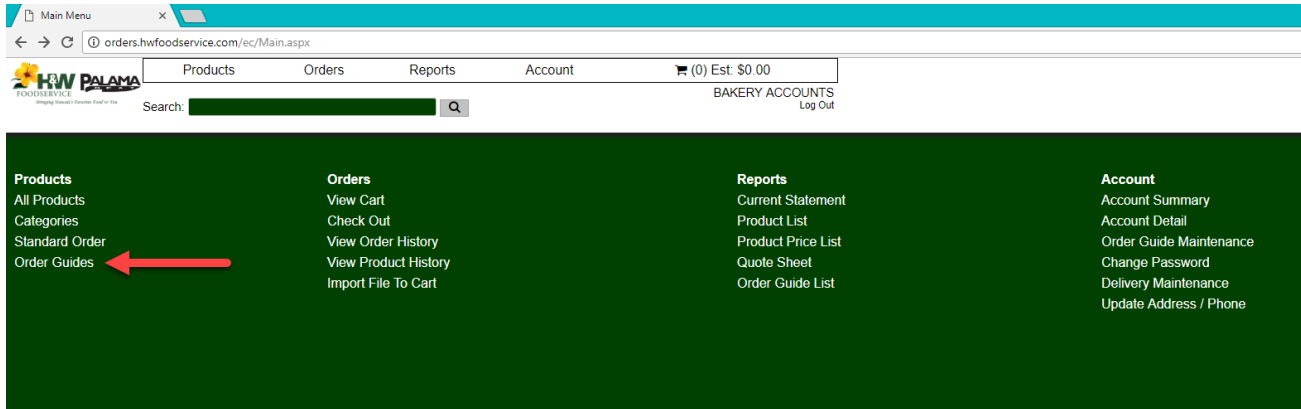
The complete Standard Order will be displayed. Identify the Products to be placed onto the Order Guide and click the Include box on the right side of the line. Repeat this for all Products to be included.



When all Products have been selected, press Save and Exit. The Order Guide is now created.

Using the Order Guide to place Orders

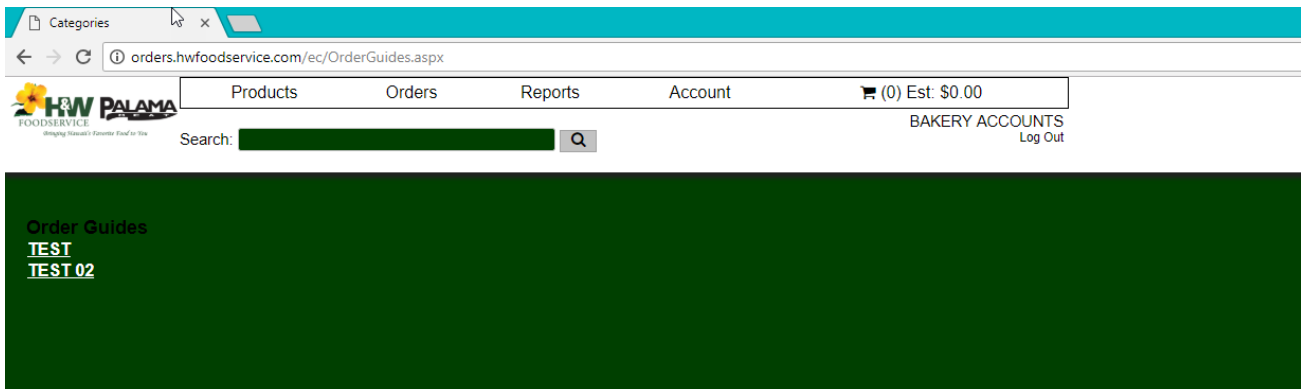
From the Main Menu, press Order Guides under the Products column.



The screenshot shows the main menu of the H&W Palama website. The URL is orders.hwfoodservice.com/ec/Main.aspx. The navigation bar includes: Products, Orders, Reports, Account, and a shopping cart icon showing (0) Est: \$0.00. There is also a search bar and a 'BAKERY ACCOUNTS Log Out' link. The main menu is divided into four columns: Products, Orders, Reports, and Account. A red arrow points to 'Order Guides' in the Products column.

Products	Orders	Reports	Account
All Products	View Cart	Current Statement	Account Summary
Categories	Check Out	Product List	Account Detail
Standard Order	View Order History	Product Price List	Order Guide Maintenance
Order Guides ←	View Product History	Quote Sheet	Change Password
	Import File To Cart	Order Guide List	Delivery Maintenance
			Update Address / Phone

A list with all the Order Guides will be displayed. Choose the Order Guide from which the order will be created.



The screenshot shows the 'Order Guides' page of the H&W Palama website. The URL is orders.hwfoodservice.com/ec/OrderGuides.aspx. The navigation bar is the same as in the previous screenshot. The main content area displays a list of order guides under the heading 'Order Guides':

- [TEST](#)
- [TEST 02](#)



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Only those Products selected for inclusion on the Order Guide will appear. Process the Ecommerce order using standard ordering procedures

The screenshot shows the H&W Palama Ecommerce website interface. At the top, there is a navigation bar with links for Products, Orders, Reports, and Account. A shopping cart icon shows a total of (0) Est: \$0.00. Below the navigation bar is a search bar and a 'BAKERY ACCOUNTS Log Out' link. The main content area displays a table of products with the following columns: Code, Product, Brand, In Stock, Last Sale Price, Last Sale Date, Pack By, Price, Quantity, and U/M. The table lists three items:

Code	Product	Brand	In Stock	Last Sale Price	Last Sale Date	Pack By	Price	Quantity	U/M
100306-1	BF CLODS CH CHL / 1752	NATIONAL	9.00 CS	0.00		3 / 24.5 LB AV	3.1276 /LB	<input type="text"/>	CS
100406-1	BF CLODS TRIMMED 1/4" CH CHL	NATIONAL	0.00 CS	0.00		1 / 70 LB AV	3.2831 /LB	<input type="text"/>	CS
101106-1	BF CHUCK FLAPS CH CHL / 1182	NATIONAL	92.00 CS	0.00		1 / 70 LB AV	7.6411 /LB	<input type="text"/>	CS

At the bottom of the table, there is a pagination control showing 'Products 1-3 of 3' and 'View Items on Page: 1'. An 'Update Cart' button is located at the bottom right of the table area.