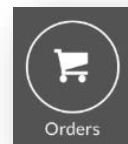
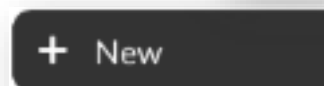


To start an order:

1. Tap 'Orders'

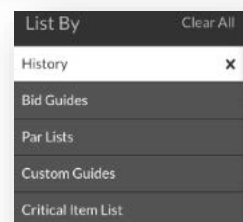


2. Tap '+ New'



3. Select your Ordering Method

- i. History – Your last 18 months of purchases
- ii. Bid Guides – Sysco maintained bid
- iii. Par Lists – Order from your Par List based on your inventory count
- iv. Custom Guide – Your own customized order guide
Create & manage your Custom Guide in Sysco Source
- v. Critical Item List – Your list of must-have items
- vi. Scan – Order by scanning product bar codes



4. You can sort your Order Guide by:

- i. Item Number
- ii. Price
- iii. Inventory
- iv. Item Name

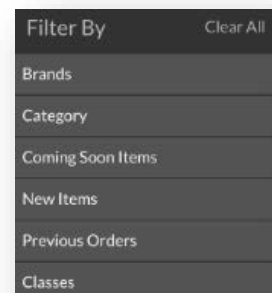
To clear your Sort selection, tap 'Clear All'



5. You can also filter your Order Guide by:

- i. Brand
- ii. Sysco Category
- iii. Coming Soon Items
- iv. New Items
- v. Previous Orders
- vi. Sysco Classes

To clear the Filter, tap 'Clear All'



Creating a Sysco Source Mobile Order (Cont.)

To start an order (continued):

Case \$36.08 x 1 Each \$9.02 x 1

Quick Add Tool

Kg. Price \$27.27 x 1

> Process Order

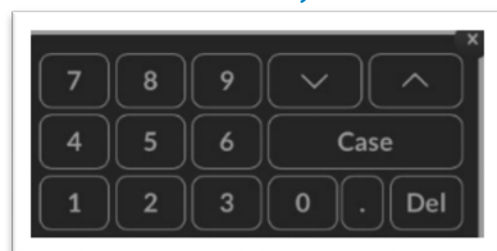
Separate Invoice ☐

PO #

> Submit Order

6. Enter your requested Order QTY for either CASE or EACH

Use the 'Quick Add Tool' to enter your Order QTY



- i. For catch-weight items that are priced by KG, make note of the Pack Size. The price displayed is the price per KG
7. After entering your Order, tap 'Process Order'
 - i. You will now see a summary of your order
 - ii. Visually confirm that your order is correct
 - a) Order QTY's
 - b) Delivery Date
 - iii. You can request this order to be on a separate invoice
 - iv. You can enter a PO# is desired
8. To submit the order to Sysco, tap 'Submit Order'

