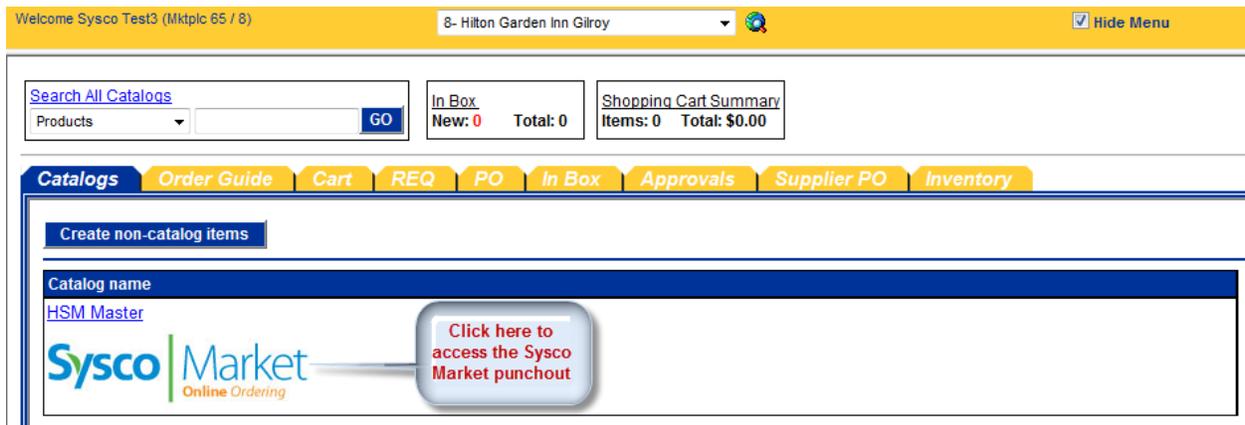
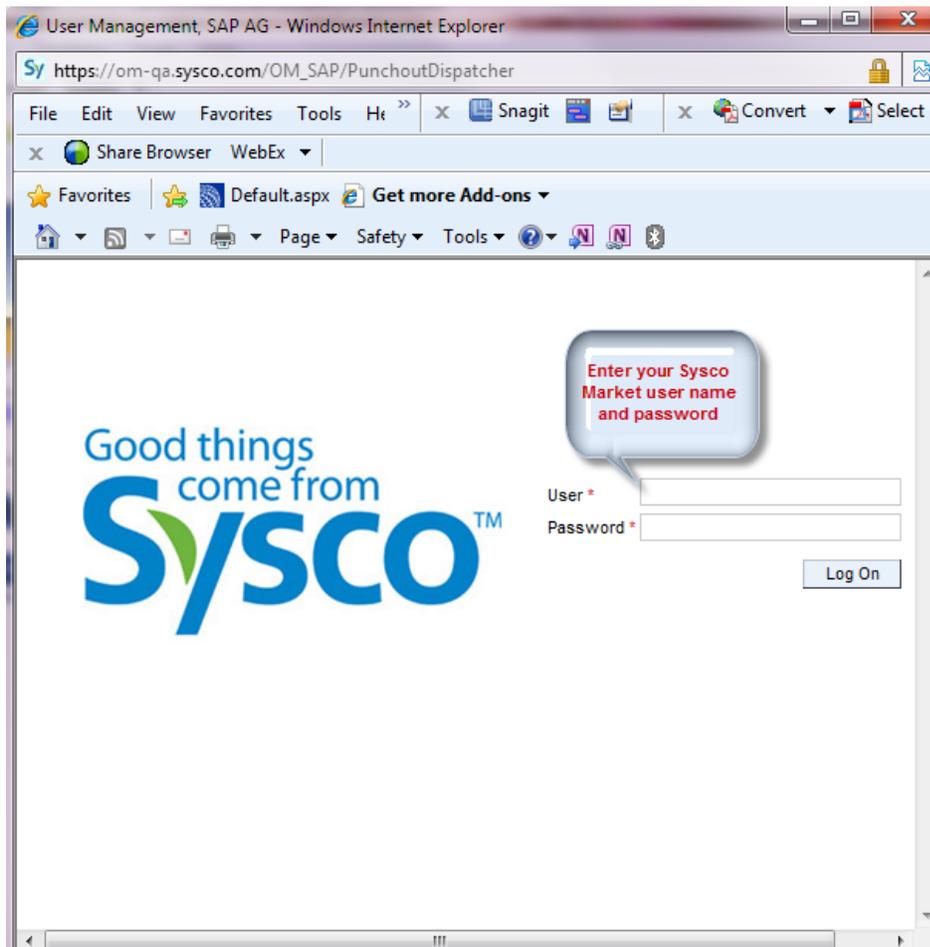


Sysco Market User Guide

To access the Sysco Market punchout, log into BirchStreet and select the Sysco Market punchout logo on the Catalogs tab.



After selecting the punchout link a login screen will appear. Enter your new Sysco Market user name and password.



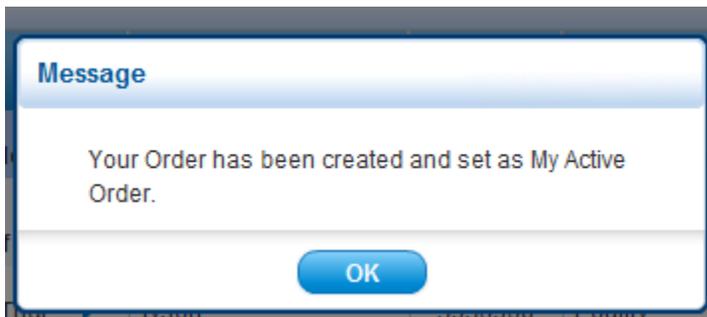
Generate Quick Order



1. Highlight the order guide and click Create Quick order



2. Below message will appear click OK



3. The order guide

\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Historic Qty	Order Qty	Price (\$)	Est. Total (\$)
		06/22	Pan Foil Strm Tstl Med...	Pactiv	7485984	Paper & Disp	100half cs	3 cs	<input type="text" value=""/>	43.82 cs	0.00
		06/08	Cheese Amer Loaf Yel	Bbrids	6267272	Dairy Products	65 lb	63 cs	<input type="text" value="0"/>	67.14 ea	11.19 ea
		06/02	Chicken Cvp Brst Tndr...	Tyson	3936960	Poultry	4/10 lb	1 cs	<input type="text" value=""/>	69.99 cs	0.00
		06/22	Margarine Spread 2#	WHtlds	6146488	Dairy Products	9005 gm	2 cs	<input type="text" value=""/>	16.34 cs	0.00
	7.18 DAYS	06/20	Apron Bib 4pist Hnt Grn...	Sysco	3781986	Supp & Equip	1/4 ct	6 cs	<input type="text" value=""/>	27.92 cs	0.00
		06/22	Chip Tortilla Crispy Ro...	Tostito	7346071	Canned And Dry	8/16 oz	7 cs	<input type="text" value=""/>	13.04 cs	0.00

4. Enter order Quantities

Products Orders Manage Lists Order Guide

Go to: [Create New List](#)

Active Order: Jul. 6, 2012 at 9:20:09 AM (6)

Search: Search within Results

Order Guide

Beginning: 05/11/2012 End: 07/06/2012 Please select a date range for viewing your item purchase history.

Pricing: SHOW HIDE [Reset View](#) Group By Column Options

\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Historic Qty	Order Qty	Price (\$)	Est. Total(\$)	
		06/02	Chicken Cvp Brst Tndr ...	Tyson	3936960	Poultry	4/10 lb	1 cs	<input type="text" value="2"/>	69.99 cs	139.98	✓
		06/22	Margarine Spread Zif	Whilfcs	6146468	Dairy Products	900/5 gm	2 cs	<input type="text" value="3"/>	16.34 cs	49.02	✓
	7-10 DAYS	06/20	Apron Bib 4pkt Hnt Grm...	Sysco	3781986	Supp & Equip	1/4 ct	5 cs	<input type="text" value="5"/>	27.92 cs	139.60	✓
		06/22	Chip Tortilla Crispy Ro...	Tostito	7346071	Canned And Dry	8/16 oz	7 cs	<input type="text" value="7"/>	13.04 cs	91.28	✓
		06/22	Chicken Wing lqf	Tslybrd	1466952	Poultry	96/2.7 oz	2 cs	<input type="text" value="4"/>	40.51 cs	162.04	✓
		06/22	Cheese Cottage Smal...	Whilfarm	5020169	Dairy Products	2/5 lb	2 cs	<input type="text" value=""/>	16.84 cs	0.00	✓

5. Click view order

Products Orders Manage Lists Order Guide

Go to: [Create New List](#)

Active Order: Jul. 6, 2012 at 9:20:09 AM (6)

Search: Search within Results

Order Guide

Beginning: 05/11/2012 End: 07/06/2012 Please select a date range for viewing your item purchase history.

Pricing: SHOW HIDE [Reset View](#) Group By Column Options

\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Historic Qty	Order Qty	Price (\$)	Est. Total(\$)	
		06/02	Chicken Cvp Brst Tndr ...	Tyson	3936960	Poultry	4/10 lb	1 cs	<input type="text" value="2"/>	69.99 cs	139.98	✓
		06/22	Margarine Spread Zif	Whilfcs	6146468	Dairy Products	900/5 gm	2 cs	<input type="text" value="3"/>	16.34 cs	49.02	✓
	7-10 DAYS	06/20	Apron Bib 4pkt Hnt Grm...	Sysco	3781986	Supp & Equip	1/4 ct	5 cs	<input type="text" value="5"/>	27.92 cs	139.60	✓
		06/22	Chip Tortilla Crispy Ro...	Tostito	7346071	Canned And Dry	8/16 oz	7 cs	<input type="text" value="7"/>	13.04 cs	91.28	✓
		06/22	Chicken Wing lqf	Tslybrd	1466952	Poultry	96/2.7 oz	2 cs	<input type="text" value="4"/>	40.51 cs	162.04	✓
		06/22	Cheese Cottage Smal...	Whilfarm	5020169	Dairy Products	2/5 lb	2 cs	<input type="text" value=""/>	16.84 cs	0.00	✓

[View Order](#)

6. Verify order

Products Orders Manage Lists Order Guide

Go to: [Create New List](#)

Active Order: Jul. 6, 2012 at 9:20:09 AM (6)

Search: Search within Results

View Order: Jul. 6, 2012 at 9:20:09 AM

Order Details Shipping Info [Quick Order Entry](#)

Pricing: SHOW HIDE [Reset View](#) Group By Column Options

\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)	
		06/22	Pan Foil 3tm Tbl Med ...	Pactv	7465984	Paper & Disp	100/half cs	<input type="text" value="1"/>	43.82 cs		43.82	✗
		06/02	Chicken Cvp Brst Tndr ...	Tyson	3936960	Poultry	4/10 lb	<input type="text" value="2"/>	69.99 cs		139.98	✗
		06/22	Margarine Spread Zif	Whilfcs	6146468	Dairy Products	900/5 gm	<input type="text" value="3"/>	16.34 cs		49.02	✗
	7-10 DAYS	06/20	Apron Bib 4pkt Hnt Gr...	Sysco	3781986	Supp & Equip	1/4 ct	<input type="text" value="5"/>	27.92 cs		139.60	✗
		06/22	Chip Tortilla Crispy R...	Tostito	7346071	Canned And Dry	8/16 oz	<input type="text" value="7"/>	13.04 cs		91.28	✗
		06/22	Chicken Wing lqf	Tslybrd	1466952	Poultry	96/2.7 oz	<input type="text" value="4"/>	40.51 cs		162.04	✗

[Submit Order](#)

7. Click submit order

View Order: Jul. 6, 2012 at 9:20:09 AM Active Order: Jul. 6, 2012 at 9:20:09 AM (6)

Order Details Shipping Info Quick Order Entry

Pricing: SHOW HIDE Reset View Group By Column Options

\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustments(\$)	Est. Total(\$)	
		06/22	Pan Foil Stm Tbl Med ...	Pactiv	7465984	Paper & Disp	100/half cs	<input type="text" value="1"/> CS	43.82 cs		43.82	✖
		06/02	Chicken Cvp Brst Tnd...	Tyson	3936960	Poultry	4/10 lb	<input type="text" value="2"/> CS	69.99 cs		139.98	✖
		06/22	Margarine Spread Ztf	Whifcls	6146468	Dairy Products	900/5 gm	<input type="text" value="3"/> CS	16.34 cs		49.02	✖
	7-10 DAYS	06/20	Apron Bib 4pkt Hnt Gr...	Sysco	3781986	Supp & Equip	1/4 ct	<input type="text" value="5"/> CS	27.92 cs		139.60	✖
		06/22	Chip Tortilla Crispy R...	Tostito	7346071	Canned And Dry	8/16 oz	<input type="text" value="7"/> CS	13.04 cs		91.28	✖
		06/22	Chicken Wing lqf	Tsbyrd	1466952	Poultry	96/2.7 oz	<input type="text" value="4"/> CS	40.51 cs		162.04	✖

[Submit Order](#)

8. click ok

ALERT

This order contains items which cannot be canceled or changed once this order is submitted.

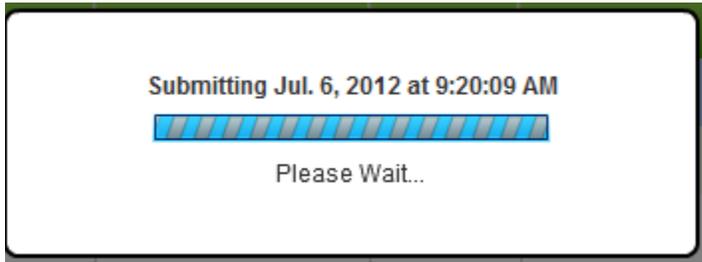
9. Click continue to submit

Order Reminder

Did you forget to order the items below?
 These items appear on this report because:
 1. The item was ordered in the past 8 weeks, but was not on this order.
 2. The quantity you are ordering is less than the average quantity you have ordered in the past 8 weeks for this item.

\$	Stock	Product Name	Brand	Sysco UPC	Pack Size	Last Ordere...	Order Qty	Price (\$)	Est. Total(\$)	
		Pan Foil Stm Tb...	Pactiv	7465984	100/hal...	3 cs	<input type="text" value="1"/> CS	43.82 cs	43.82	✓
		Cheese Amer L...	Bbrcls	6267272	6/5 lb	53 cs	<input type="text" value="0"/> ea	11.19 ea	0.00	
		Cheese Cottag...	Whlfarm	5020169	2/5 lb	2 cs	<input type="text" value=""/> CS	16.84 cs	0.00	
		Puree Meat Roa...	Hhl	0928143	24/3 oz	1 cs	<input type="text" value=""/> CS	25.53 cs	0.00	
		Margarine Cup	Lol Fbt	1453190	900/5 g	1 cs	<input type="text" value=""/> CS	19.54 cs	0.00	

[Continue to Submit](#)



10. If you need to modify and order, (add items, change quantities) Click modify order

Submitted Order: Jul. 6, 2012 at 9:20:09 AM Export Print

Order Details Shipping Info

Pricing: SHOW HIDE Reset View Group By Column Options

A	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustments (\$)	Est. Total (\$)
		7-10 DAYS	06/20	Apron Bib 4pkt Hnt Gr...	Sysco	3781986	Supp & Equip	1/4 ct	5 cs	27.92 cs		139.60
			06/22	Pan Foil Stm Tbl Med...	Pactiv	7465984	Paper & Disp	100/half cs	1 cs	43.82 cs		43.82
			06/02	Chicken Cvp Brst Tnd...	Tyson	3936960	Poultry	4/10 lb	2 cs	70.00 cs		140.00
			06/22	Margarine Spread Zlf	Whifcls	6146468	Dairy Products	900/5 gm	3 cs	16.34 cs		49.02
			06/22	Chip Tortilla Crispy R...	Tostito	7346071	Canned And Dry	8/16 oz	7 cs	13.04 cs		91.28
Subtotal												\$0.00
Order Total does not include Applicable taxes & fees												\$625.76

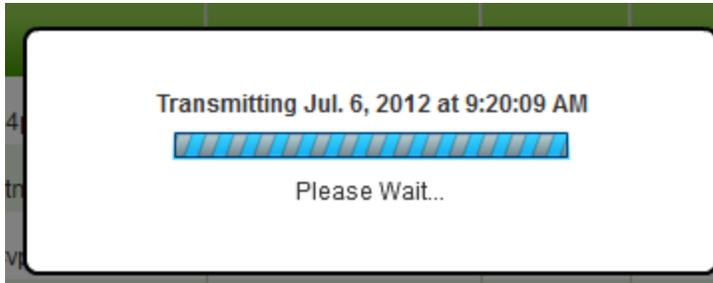
11. Click Transmit order

Submitted Order: Jul. 6, 2012 at 9:20:09 AM Export Print

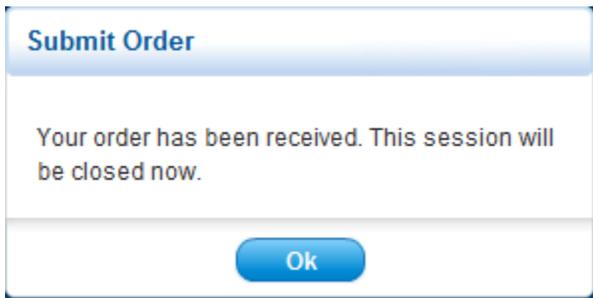
Order Details Shipping Info

Pricing: SHOW HIDE Reset View Group By Column Options

A	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustments (\$)	Est. Total (\$)
		7-10 DAYS	06/20	Apron Bib 4pkt Hnt Gr...	Sysco	3781986	Supp & Equip	1/4 ct	5 cs	27.92 cs		139.60
			06/22	Pan Foil Stm Tbl Med...	Pactiv	7465984	Paper & Disp	100/half cs	1 cs	43.82 cs		43.82
			06/02	Chicken Cvp Brst Tnd...	Tyson	3936960	Poultry	4/10 lb	2 cs	70.00 cs		140.00
			06/22	Margarine Spread Zlf	Whifcls	6146468	Dairy Products	900/5 gm	3 cs	16.34 cs		49.02
			06/22	Chip Tortilla Crispy R...	Tostito	7346071	Canned And Dry	8/16 oz	7 cs	13.04 cs		91.28
Subtotal												\$0.00
Order Total does not include Applicable taxes & fees												\$625.76

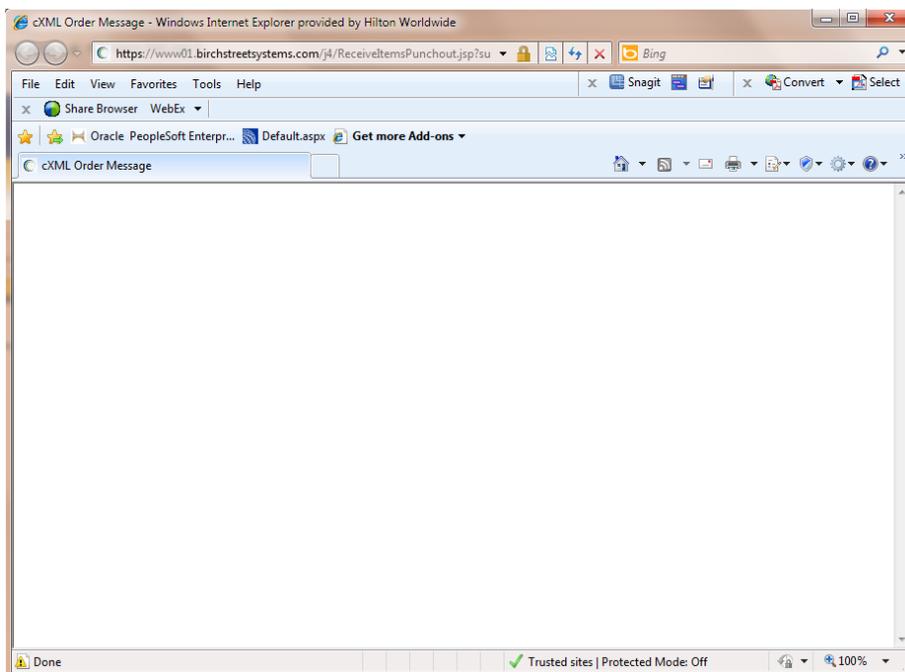


13: click OK

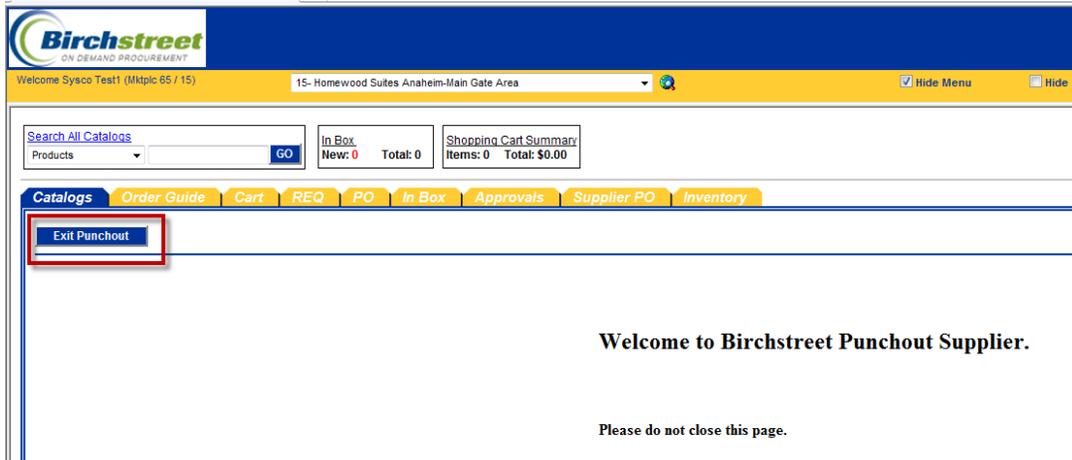


14. Your order successfully created.

15. After you receive the above message, if you receive a blank screen (like below) close the screen.



16. Once you close the screen, click Exit Punchout



Welcome Sysco Test1 (Mtplc 65 / 15) 15- Homewood Suites Anaheim-Main Gate Area Hide Menu Hide S

[Search All Catalogs](#)
Products In Box New: 0 Total: 0 Shopping Cart Summary Items: 0 Total: \$0.00

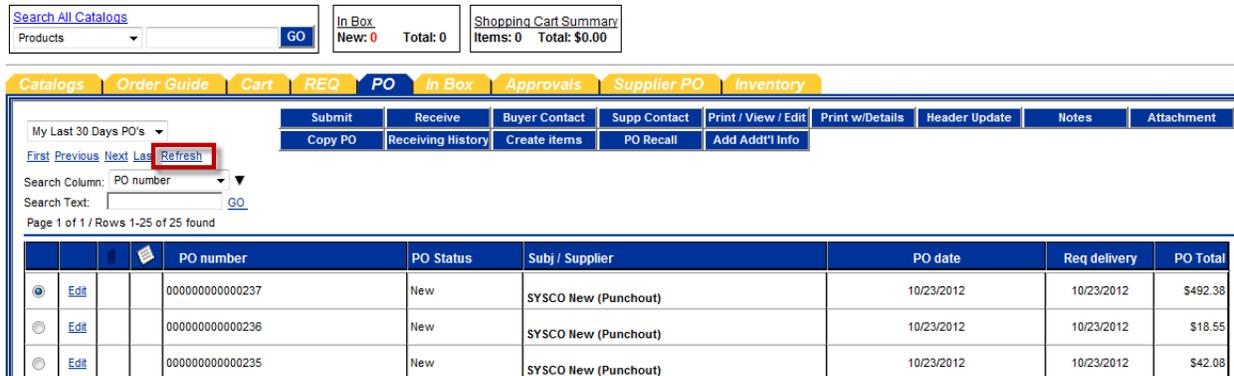
Catalogs Order Guide Cart REQ PO In Box Approvals Supplier PO Inventory

Exit Punchout

Welcome to Birchstreet Punchout Supplier.

Please do not close this page.

17. Click on the PO Tab and click the Refresh link above the Search Column field to view your PO.



[Search All Catalogs](#)
Products In Box New: 0 Total: 0 Shopping Cart Summary Items: 0 Total: \$0.00

Catalogs Order Guide Cart REQ **PO** In Box Approvals Supplier PO Inventory

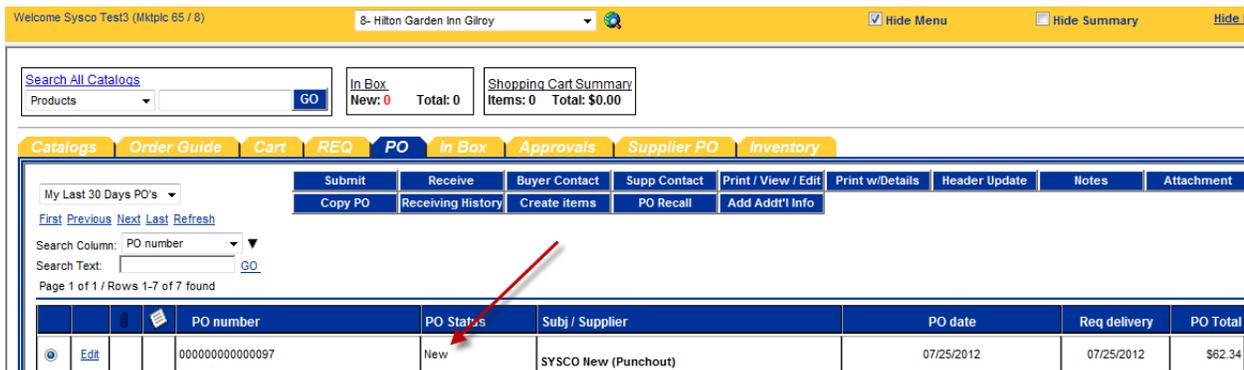
My Last 30 Days PO's

First Previous Next Last **Refresh**

Search Column: PO number
 Search Text:
 Page 1 of 1 / Rows 1-25 of 25 found

			PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total
<input type="radio"/>	Edit		000000000000237	New	SYSCO New (Punchout)	10/23/2012	10/23/2012	\$492.38
<input type="radio"/>	Edit		000000000000236	New	SYSCO New (Punchout)	10/23/2012	10/23/2012	\$18.55
<input type="radio"/>	Edit		000000000000235	New	SYSCO New (Punchout)	10/23/2012	10/23/2012	\$42.08

Once the PO has been created in Birch Street, you must complete the PO Header by clicking on the Header Update button. Then “submit” the order so it can either be routed for approvals or back to Sysco Market for it to be processed by Sysco. The PO status will change from “New” to “Accepted by Supplier”.



Welcome Sysco Test3 (Mtplc 65 / 8) 8- Hilton Garden Inn Gilroy Hide Menu Hide Summary Search All Catalogs
Products In Box New: 0 Total: 0 Shopping Cart Summary Items: 0 Total: \$0.00

Catalogs Order Guide Cart REQ **PO** In Box Approvals Supplier PO Inventory

My Last 30 Days PO's

First Previous Next Last Refresh

Search Column: PO number
 Search Text:
 Page 1 of 1 / Rows 1-7 of 7 found

			PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total
<input type="radio"/>	Edit		000000000000097	New	SYSCO New (Punchout)	07/25/2012	07/25/2012	\$62.34

Once Sysco Market has successfully received the submitted order from Birch Street, the PO status will change to "Accepted by Supplier".

Welcome Sysco Test3 (Mktplc 65 / 8) 8- Hilton Garden Inn Gilroy Hide Menu Hide Summary Hide L

Search All Catalogs In Box: New: 0 Total: 0 Shopping Cart Summary: Items: 0 Total: \$0.00

Catalogs Order Guide Cart REQ **PO** In Box Approvals Supplier PO Inventory

My Last 30 Days PO's Submit Receive Buyer Contact Supp Contact Print / View / Edit Print w/Details Header Update Notes Attachment
 Copy PO Receiving History Create items PO Recall Add Add'l Info

Search Column: PO number Search Text: GO

Page 1 of 1 / Rows 1-7 of 7 found

			PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total
			000000000000097	Accepted by supplier	SYSCO New (Punchout)	07/25/2012	07/25/2012	\$62.34

Create New order

Sysco Market Online Ordering Welcome null PUNCHOUT11 | Close window
 Name: LITTLE ROCK HILTON Account: 1000001434

Products Orders Manage Lists Order Guide Open Orders No Active Order

Search Orders **+ Create New Order**

1. Click create New Order

Create New Order

Jul. 6, 2012 at 9:55:34 AM

07/07/2012 PO Number (optional)

Where would you like to start?

- Order Guide
- Create from a List
 - Select List
- Import Order
- Create using Quick Order Entry
- Create a Blank Order
- Create from an Order
 - Select Order

2. Search product

Search Results: 200 cheese Results

Would you like to: Search within your results from the left, choose a category from the left, or narrow your search.

\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Est. Total(\$)	Column Options
			Spread Pimento Chs	Bbrlmp	3838968	Dairy Products	2/5 lb	<input type="text" value=""/>	28.06 cs	0.00	
			Omelet Egg/Chs	Sys Imp	1019876	Dairy Products	60/3.5 oz	<input type="text" value=""/>	44.13 cs	0.00	
			Burrito Beef Shredded & ...	Casasol	8881114	Frozen	48/5oz	<input type="text" value=""/>	45.79 cs	0.00	
			Entree Lasagna Trad Me...	Arezzio	3517760	Frozen	4/96 oz	<input type="text" value=""/>	56.09 cs	0.00	
			Sandwich Saus Egg Ch...	Tnpride	5196581	Frozen	24/3.94oz	<input type="text" value=""/>	25.66 cs	0.00	
			Icing Rtu Crm Chs	Sys Cls	2635068	Canned And Dry	2/11 lb	<input type="text" value=""/>	51.26 cs	0.00	
			Cracker Cheese On Chs...	Austin	7704947	Canned And Dry	192/4 ct	<input type="text" value=""/>	23.68 cs	0.00	
		7-10 DAYS	Sauce Mix Chdr Chs Los...	Meddiet	2192813	Canned And Dry	6/11 oz	<input type="text" value=""/>	34.15 cs	0.00	

View Order

3. Enter quantity and click View order

Search Results: 200 pork Results

Would you like to: Search within your results from the left, choose a category from the left, or narrow your search.

\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Est. Total(\$)	Column Options
			Pork Bbq Pulled Smkd ...	Ebrlfts	4648481	Meats	2/5 lb	<input type="text" value=""/>	43.93 cs	0.00	
			Topping Pizza Pork Coo...	Burke	8670806	Meats	8/5 lbs	<input type="text" value="3"/>	57.87 cs	173.61	✓
		DEMAND	Pork Loin Crown Roast ...	Packer	4840161	Meats	1/8# avg lb	<input type="text" value=""/>	8.4150 lb	0.00	
		7-10 DAYS	Pork Tenderloin Full Len...	Niman	5110905	Meats	12/1#avg lb	<input type="text" value="3"/>	15.0208 lb	563.28	✓
		7-10 DAYS	Pork Tenderloin Kurobuta	Broadlf	5435262	Meats	10/1 lb	<input type="text" value="56"/>	16.6250 lb	9310.00	✓
		7-10 DAYS	Pork Loin Cc B/L Strap Of	Amerhom	8930002	Meats	4/8# avg lb	<input type="text" value="4"/>	11.2125 lb	1435.20	✓
		7-10 DAYS	Pork Loin B/L Frchd Co	Amerhom	8938308	Meats	2/7.5#av lb	<input type="text" value="5"/>	16.5847 lb	1243.85	✓
		7-10 DAYS	Pork Loin B/L Cc To / Co	Amerhom	8938294	Meats	2/9# avg lb	<input type="text" value=""/>	13.0850 lb	0.00	

View Order

4. Verify order

View Order: Jul. 6, 2012 at 10:05:33 AM

Order Details

\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment (\$)	Est. Total(\$)	Column Options
			Pie Peanut Butr W/Re...	Sys Imp	6281497	Frozen	2/88 oz	<input type="text" value="8"/>	56.18 cs		449.44	✗
			Butter Alternate Liq Sy...	Butr-It	4577391	Canned And Dry	3/1 gal	<input type="text" value="3"/>	34.63 cs		103.89	✗
		DEMAND	Pork Loin Crown Roa...	Packer	4840161	Meats	1/8# avg lb	<input type="text" value="5"/>	8.4150 lb		336.60	✗
		7-10 DAYS	Pork Tenderloin Kuro...	Broadlf	5435262	Meats	10/1 lb	<input type="text" value="4"/>	16.6250 lb		665.00	✗
		7-10 DAYS	Pork Loin B/L Cc To / Co	Amerhom	8938294	Meats	2/9# avg lb	<input type="text" value="5"/>	13.0850 lb		1177.65	✗
			Dough Cookie Peanu...	Otspkmy	7040520	Frozen	320/1 oz	<input type="text" value="3"/>	38.75 cs		116.25	✗
			Dough Cookie Peanu...	Chipery	0326684	Frozen	107/3 oz	<input type="text" value="6"/>	56.12 cs		336.72	✗

5. Click submit order

View Order: Jul. 6, 2012 at 10:05:33 AM Edit Export Print Delete Order

Order Details Shipping Info Quick Order Entry

Pricing: SHOW HIDE Reset View Group By Column Options

\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment (\$)	Est. Total (\$)	Column Options
			Pie Peanut Butr W/Re...	Sys Imp	6281497	Frozen	2/88 oz	8 CS	56.18 CS		449.44	✖
			Butter Alternate Liq Sy...	Butr-It	4577391	Canned And Dry	3/1 gal	3 CS	34.63 CS		103.89	✖
			Pork Loin Crown Roa...	Packer	4840161	Meats	1/8# avg lb	5 CS	8.4150 lb		336.60	✖
		7-10 DAYS	Pork Tenderloin Kuro...	Broadf	5435262	Meats	10/1 lb	4 CS	16.6250 lb		665.00	✖
		7-10 DAYS	Pork Loin Bl Cc To / Co	Amerhom	8938294	Meats	2/9# avg lb	5 CS	13.0850 lb		1177.65	✖
			Dough Cookie Peanu...	Otspkmy	7040520	Frozen	320/1 oz	3 CS	38.75 CS		116.25	✖
			Dough Cookie Peanu...	Chipery	0326684	Frozen	107/3 oz	6 CS	56.12 CS		336.72	✖

Submit Order

6. Click ok

ALERT

This order contains items which cannot be canceled or changed once this order is submitted.

7. Click continue to Submit

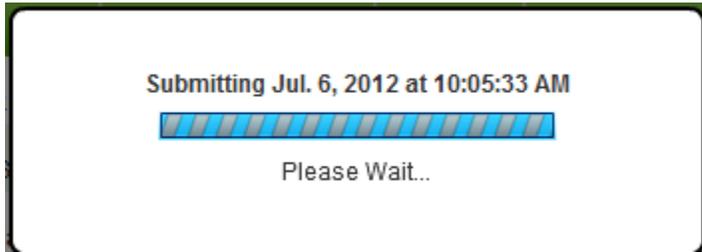
Order Reminder

Did you forget to order the items below?
 These items appear on this report because:

- 1.The item was ordered in the past 8 weeks, but was not on this order.
- 2.The quantity you are ordering is less than the average quantity you have ordered in the past 8 weeks for this item.

\$	Stock	Product Name	Brand	Sysco UPC	Pack Size	Last Ordere...	Order Qty	Price (\$)	Est. Total (\$)	✓
		Pan Foil Stm Tb...	Pactiv	7465984	100/hal...	2 cs	CS	43.82 CS	0.00	
		Cheese Amer L...	Bbrldcs	6267272	6/5 lb	53 cs	0 ea	11.19 ea	0.00	
		Chicken Cvp Br...	Tyson	3936960	4/10 lb	2 cs	CS	69.99 CS	0.00	
		Margarine Spre...	Whlfcis	6146468	900/5 g...	2 cs	CS	16.34 CS	0.00	
		Apron Bih 4nkt	Svsco	3781986	1/4 ct	5 cs	CS	27.92 CS	0.00	

Continue to Submit



8. Modify order (if needed)

Submitted Order: Jul. 6, 2012 at 10:24:01 AM Export Print

Order Details Shipping Info Reset View Group By Column Options

	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)
▲				OUT OF STOCK Beef Round Ins Top16	Packer	1002237	Meats	3/22#avg lb	5 cs	0.00 cs		0.00
▲				OUT OF STOCK Entree Lasagna Trad...	Arezzio	3517760	Frozen	4/96 oz	3 cs	0.00 cs		0.00
▲				OUT OF STOCK Beef Strip Loin 0x1 1/...	Rnchgri	6752182	Meats	3/10-14# lb	5 cs	0.00 cs		0.00
▲				OUT OF STOCK Sandwich Saus Egg ...	Tnpride	5196581	Frozen	24/3.94oz	5 cs	0.00 cs		0.00
▲				OUT OF STOCK Icing Rtu Crm Chs	Sys Cls	2635068	Canned And Dry	2/11 lb	5 cs	0.00 cs		0.00

Subtotal \$0.00

Order Total does not include Applicable taxes & fees \$12,725.94

Transmit Order Cancel Order Modify Order

9. Click Yes

Modify Order

⚠ Please note that only some items can be changed. To change the items marked as 'non-editable,' .Please contact your [Sysco representative](#) or [Customer Service](#) to edit the non-editable items called out below.

Are you sure you want to modify this order?

No Yes

10. Keep cursor on line item Double click Add to list drop down appears then click Add to list.

Modify Submitted Order: Jul. 6, 2012 at 10:24:01 AM

[Quick Order Entry](#)

Order Details Shipping Info [Reset View](#) Group By Column Options

	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustments(\$)	Est. Total(\$)	
				Beef Round Ins Top... <small>OUT OF STOCK</small>	Packer	1002237	Meats	3/22#avg...	5 cs	2.2871 lb		754.74	
<div style="display: flex; justify-content: space-between;"> Add To List <div style="font-size: small;"> <p>SEPARATED FROM THE KNUCKLE AND BOTTOM ROUND, THE TOP ROUND IS THE INSIDE PORTION OF THE ROUND PRIMAL, WITH ALL BONES, CARTILAGES AND EXPOSED LYMPH GLANDS REMOVED. METHOD OF PREPARATION IS DRY OR MOIST HEAT. SERVING SUGGESTIONS ARE ROASTING, STEAK OR CUBES FOR KABOBS. LEFT...</p> </div> <div style="font-size: small;"> <p> Information Similar</p> <p> Nutrition</p> </div> </div>													
				Entree Lasagna Tra... <small>OUT OF STOCK</small>	Arezzio	3517760	Frozen	4/96 oz	3 cs	56.09 cs		168.27	
				Beef Strip Loin 0x1 ... <small>OUT OF STOCK</small>	Rnchgrl	6752182	Meats	3/10-14#...	5 cs	3.3297 lb		632.64	
				Sandwich Saus Egg... <small>OUT OF STOCK</small>	Tnpride	5196581	Frozen	24/3.94oz	5 cs	25.66 cs		128.30	

[Cancel Changes](#) [Submit Order](#)

11. Click Add to list

Add to Lists

Choose Existing List(s) :

<input checked="" type="checkbox"/> All	List Name	Last Modified	Date Created	Owner	Number of Items
<input type="checkbox"/>	Test BDS	03/14/12	03/14/12	PUNCHOUT11	86
<input checked="" type="checkbox"/>	Test BDS COPY	07/06/12	03/14/12	PUNCHOUT11	87
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Create New List:

Add quantities to your list?

[Cancel](#) [Add to List\(s\)](#)

12. Click OK

Success

Product added successfully in Lists: **Test BDS COPY.**

[Ok](#)

13. Click Submit order

Modify Submitted Order: Jul. 6, 2012 at 10:24:01 AM

[Edit](#) [Print](#) [Quick Order Entry](#)

Order Details Shipping Info

Pricing: SHOW HIDE [Reset View](#) Group By Column Options

	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustments (\$)	Est. Total (\$)	
				OUT OF STOCK Beef Round Ins Top...	Packer	1002237	Meats	3/22#avg...	5 cs	2,2871 lb		754.74	
<p>Add To List</p> <p>SEPARATED FROM THE KNUCKLE AND BOTTOM ROUND, THE TOP ROUND IS THE INSIDE PORTION OF THE ROUND PRIMAL WITH ALL BONES, CARTILAGES AND EXPOSED LYMPH GLANDS REMOVED. METHOD OF PREPARATION IS DRY OR MOIST HEAT SERVING SUGGESTIONS ARE ROASTING, STEAK OR CUBES FOR KABOBS. LEFT...</p> <p>Information Similar Nutrition</p>													
				OUT OF STOCK Entree Lasagna Tra...	Arezzio	3517760	Frozen	4/96 oz	3 cs	56.09 cs		168.27	
				OUT OF STOCK Beef Strip Loin 0x1 ...	Rnchgrl	6752182	Meats	3/10-14#...	5 cs	3,3297 lb		632.64	
				OUT OF STOCK Sandwich Saus Egg...	Tnpride	5196581	Frozen	24/3.94oz	5 cs	25.66 cs		128.30	
				OUT OF STOCK									

[Cancel Changes](#) [Submit Order](#)

14. Click OK

ALERT

This order contains items which cannot be canceled or changed once this order is submitted.

[Ok](#) [Review](#)

15. If item is Out of stock, this message will appear

Submitted Order: Jul. 6, 2012 at 10:24:01 AM

[Export](#) [Print](#)

Order Details Shipping Info

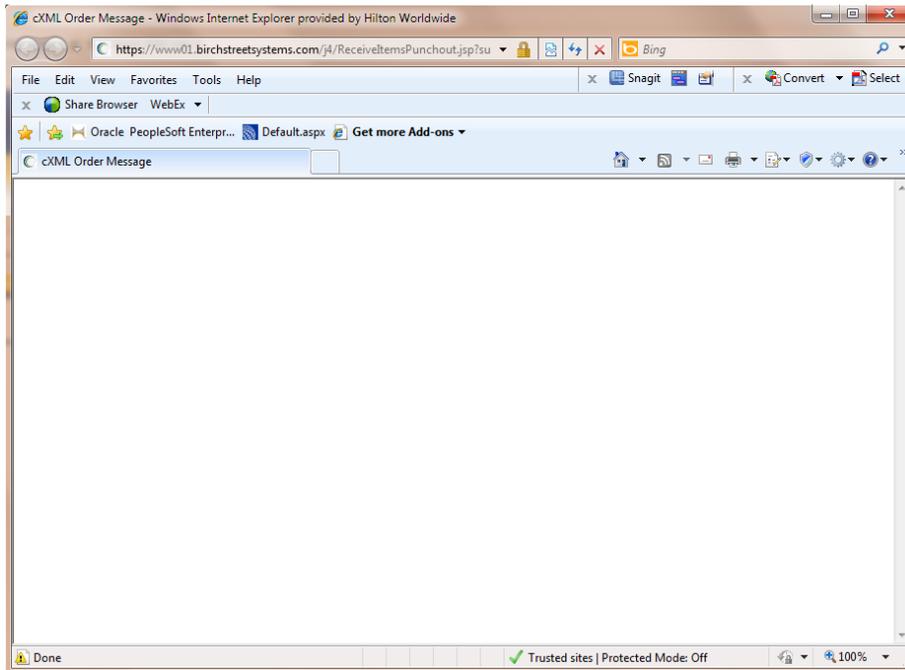
Pricing: SHOW HIDE [Reset View](#) Group By Column Options

	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustments (\$)	Est. Total (\$)	
				OUT OF STOCK Beef Round Ins Top1...	Packer	1002237	Meats	3/22#avg ...	5 cs	2,2871 lb		0.00	
				OUT OF STOCK									
				OUT OF STOCK Beef Strip Loin 0x1 1...	Rnchgrl	6752182	Meats	3/10-14# lb	5 cs	3,3297 lb		0.00	
				OUT OF STOCK Sandwich Saus Egg ...	Tnpride	5196581	Frozen	24/3.94oz	5 cs	25.66 cs		0.00	
				OUT OF STOCK Icing Rtu Crm Chs	Sys Cls	2635068	Canned And Dry	2/11 lb	5 cs	51.26 cs		0.00	

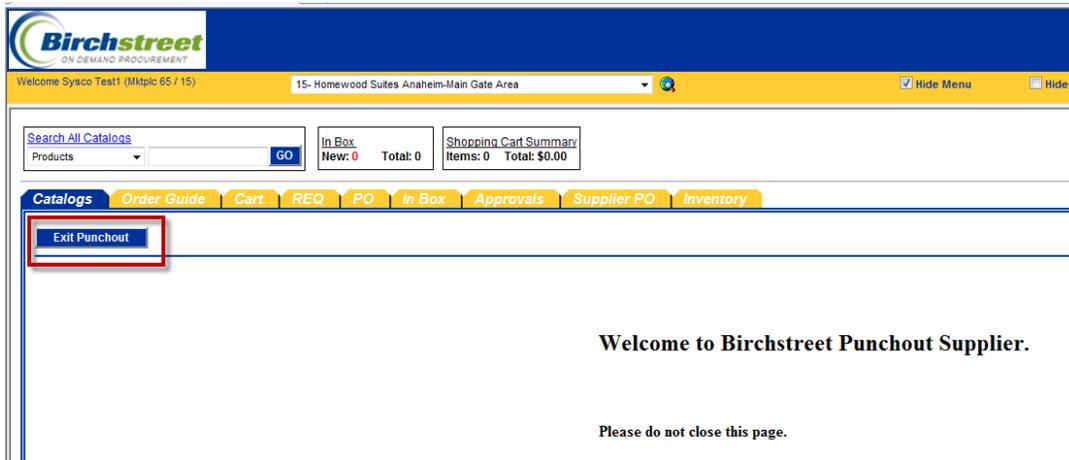
Subtotal \$0.00

Order Total does not include Applicable taxes & fees **\$12,725.94**

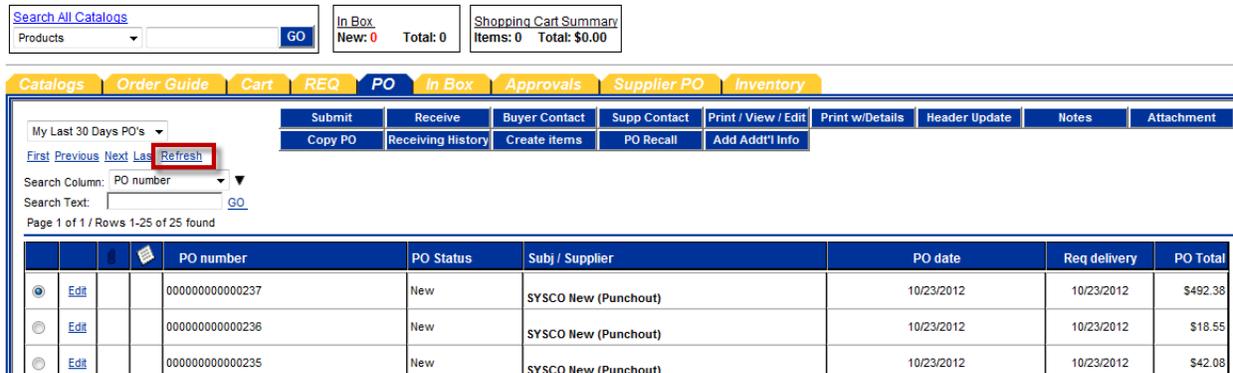
19. After you receive the above message, if you receive a blank screen (like below) close the screen.



20. Once you close the screen, click Exit Punchout



21. Click on the PO Tab and click the Refresh link above the Search Column field to view your PO.



Once the PO has been created in Birch Street, you must complete the PO Header by clicking on the Header Update button. Then “submit” the order so it can either be routed for approvals or back to Sysco Market for it to be processed by Sysco. The PO status will change from “New” to “Accepted by Supplier”.

Welcome Sysco Test3 (Mktplc 65 / 8) 8- Hilton Garden Inn Gilroy Hide Menu Hide Summary [Hide L](#)

Search All Catalogs Products In Box New: 0 Total: 0 Shopping Cart Summary Items: 0 Total: \$0.00

Catalogs Order Guide Cart REQ **PO** In Box Approvals Supplier PO Inventory

My Last 30 Days PO's

First Previous Next Last Refresh

Search Column: PO number Search Text:

Page 1 of 1 / Rows 1-7 of 7 found

			PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total
<input type="radio"/>	<input type="button" value="Edit"/>		0000000000000097	New	SYSCO New (Punchout)	07/25/2012	07/25/2012	\$62.34

Once Sysco Market has successfully received the submitted order from Birch Street, the PO status will change to “Accepted by Supplier”.

Welcome Sysco Test3 (Mktplc 65 / 8) 8- Hilton Garden Inn Gilroy Hide Menu Hide Summary [Hide L](#)

Search All Catalogs Products In Box New: 0 Total: 0 Shopping Cart Summary Items: 0 Total: \$0.00

Catalogs Order Guide Cart REQ **PO** In Box Approvals Supplier PO Inventory

My Last 30 Days PO's

First Previous Next Last Refresh

Search Column: PO number Search Text:

Page 1 of 1 / Rows 1-7 of 7 found

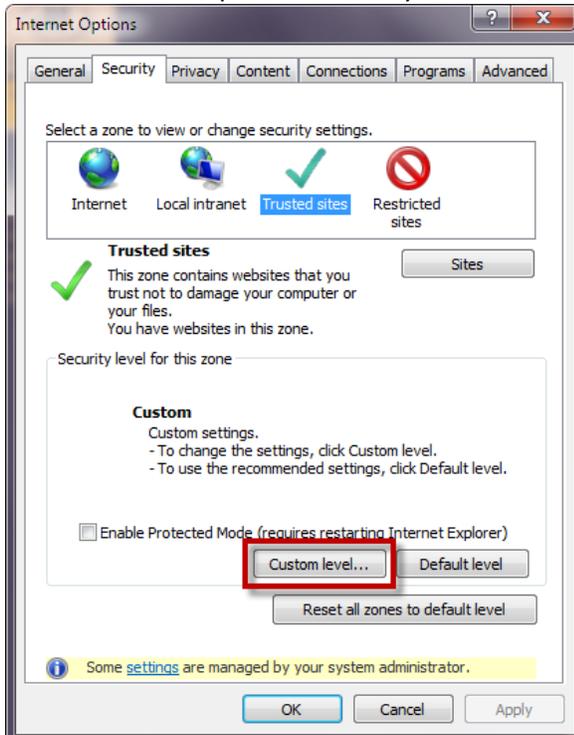
			PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total
<input type="radio"/>	<input type="button" value="Edit"/>		0000000000000097	Accepted by supplier	SYSCO New (Punchout)	07/25/2012	07/25/2012	\$62.34

Note: If you receive a blank window after submitting your order from Sysco Market to BirchStreet close the window and click on your PO tab and then click the Refresh link below the My Last 30 Days PO's dropdown.

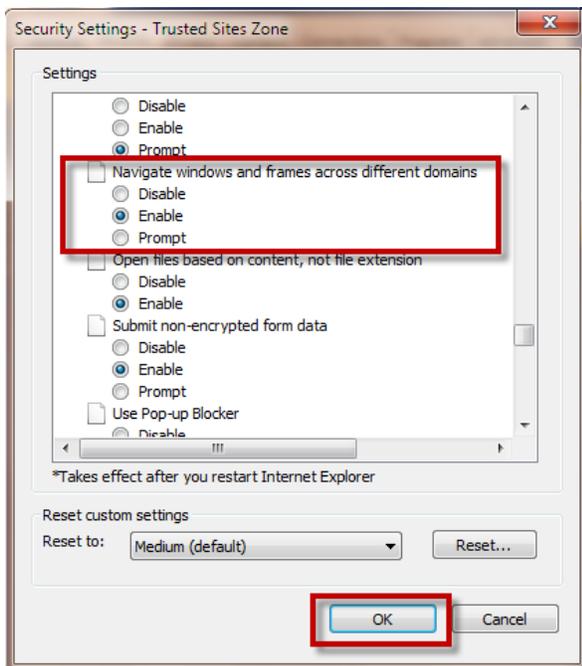
You may need your hotel IT person update your Internet Explorer settings to prevent further receipt of the blank screen.

Below are the steps to update your Internet Explorer settings.

Tools > Internet Options > Security Tab > Custom Level



Scroll down to the option Navigate Windows and frames across different domains. If it is disabled, select Enable and click OK.



You may be prompted and asked if you want to change the setting in the Zone. Click Yes. Then click Ok to exit.

You will need to close Internet Explorer and then open it again for the change to be effective.