# Sysco Market User Guide

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

Welcome Sysco Test3 (Mktplc 65 / 8)	8- Hilton Garden Inn Gilroy 🔹 🕄	V Hide Menu
Search All Catalogs Products  GO	In Box New: 0 Total: 0 Shopping Cart Summary Items: 0 Total: \$0.00	
Catalogs Order Guide Cart REG	и PO in Box Approvais Supplier PO inventory	
Catalog name HSM Master Sysco Market Online Ordering	Click here to access the Sysco Market punchout	

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

🏠 Products Orders 🔮 Manage Lists 🧯 C	Order Guide + Create Quick Order
--------------------------------------	----------------------------------

#### 2. Below message will appear click OK



## 3. The order guide

Products	Orders		Manage Lists	Order Guide	0			Activ	e Order: Ju	l. 6, 2012 at 9:1	20:09 AM (0)	K.
Search		der Guid	>	-						Save	r an list 🛛 🍞	Export 🚊 Pri
Q • Product Search	Pricing	8HOW	97 HIDE	End 07/06/2012	lease select a date rar	ge for wewing your item	purchase history.		0	Reset View Gr	oup By	Column Options
Browse Catalog	5			Product Name			Category		Historic Oty	Ovder City		
() browse calaby			06/32	Pan Foil Stm Tbi Med	Pacity	7465984	Paper & Disp	100/half cs	3 cs	CS	43.82 cs	0.00
Narrow Your Search			06/08	Cheese Amer Loaf Yel	💋 Bbrids	6267272	Dairy Products	6/5 Ib	53 cs	CS 0 v ea	67.14 cs 11.19 ea	0.00
Previously Ordered			06/02	Chicken Cvp Brst Tndr >	Tyson	3936960	Poultry	4/10 lb	1 cs	CS	69.99 cs	0.00
Category			06/22	Margarine Spread 2tt	SW Whifels	6146468	Dairy Products	900/5 gm	2 cs	C9	16.34 cs	0.00
Pack		7-10 DAYS	06/20	Apron Bib 4pkt Hnt Grn )	Sysco	3781986	Supp & Equip	1/4 ct	5 cs	CS	27.92 cs	0.00
▶ Size			06/22	Chip Tortilla Crispy Ro	Tostito	7346071	Canned And Dry	8/16 oz	7 ca	CS	13.04 cs	0.00

## 4. Enter order Quantaties

Products	Orders	۹	Manage Lists	Order Guide	<u> </u>			Go to:	Select List		-	Create New	/ List
Search	Or 🔘	der Guide	e					Activ	e Order: Jul	. 6, 2012 at 9:20	):09 AM (6)		
Qr Product Search	Beginnin	ng: 05/11/20	012 📰	End: 07/06/2012	ase select a date range for v	iewing your item	purchase history.		0.1			0-10	
Search within Results	Pricing.	SHOW	HIDE	Product					1	Order	Price	Est.	
Browse Catalog	5	Stock	Last Ordered	Name	Brand	Sysco UPC	Category	Size	Historic Qty	Qty	(\$)	Total(\$)	$\mathbb{M}$
			06/02	Chicken Cvp Brst Tndr 🕨	Tyson	3936960	Poultry	4/10 lb	1 cs	2 cs	69.99 cs	139.98	<b>~</b> 1
<ul> <li>Narrow Your Search</li> </ul>			06/22	Margarine Spread Ztf	🔎 Whifels	6146468	Dairy Products	900/5 gm	2 cs	3 CS	16.34 cs	49.02	$\sim$
C Reset Filter Previously Ordered		7-10 DAYS	06/20	Apron Bib 4pkt Hnt Grn )	<i>⊯</i> Sysco	3781986	Supp & Equip	1/4 ct	5 cs	5 cs	27.92 cs	139.60	~
Brand			06/22	Chip Tortilla Crispy Ro )	Tostito	7346071	Canned And Dry	8/16 oz	7 cs	7 cs	13.04 cs	91.28	~
Category										4 cs		462.04	
Pack			06/22	Chicken Wing Iqf	Tstybrd	1466952	Poultry	96/2.7 oz	2 cs		40.51 cs	102.04	VI.
Size			06/22	Cheese Cottage Smal 🕨	🕖 Whlfarm	5020169	Dairy Products	2/5 lb	2 cs	cs	16.84 cs	0.00	Y

## 5. Click view order

earch	Or Beginnin	der Guid g: 05/11/2	012 #	End: 07/06/2012	lease select a date rang	e for viewing your iten	purchase history			Save	as list 🛛 🦰	Export	) Pri
Search within Results	Pricing:	SHOW	97 HOE						0	Reset View Gr	oup By	Column Opt	ions
Berning Cololog	5	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Plack Size	Historic Oty	Order Oty	Price (5)	Eat Total(S)	-
browse Catalog			06/02	Chicken Cvp Brst Tndr )	Tyson	3936960	Poultry	4/10 lb	1 cs	2 CS	69.99 cs	139.98	~
Narrow Your Search			05/22	Margarina Spraad 78	all Montele	6146469	Dain Producte	900/5 am	0	3 cs	16 34 cs	49.02	~
Readt Filter		7-10	VIIIZE	marganne opread zer	- minus	0140400	Daily Products	30000 gill	213	5 cs		139.60	
reviously Ordered		DAYS	06/20	Apron Bib 4pkt Hnt Grn )	Sysco	3781986	Supp & Equip	1/4 ct	5 ca	7	27.92 CS		ľ
ategory			06/22	Chip Tortilla Crispy Ro 🕨	Tostito	7346071	Canned And Dry	8/16 oz	7 cs	()es	13.04 cs	91.28	~
ack			05/22	Chicken Wing lqf	Tstybrd	1466952	Poultry	96/2.7 oz	2.08	4_CS	40.51 cs	162.04	4
ize			86/22	Cheese Cottage Smal >	💋 Whifarm	5020169	Dairy Products	2/5 lb	2 cs	cs	16.84 cs	0.00	

## 6. Verify order

Search	🛞 V	ew Order	r: Jul. 6, 20	12 at 9:28:09 AM				A	tive Order:	Jul. 6, 2012 at	9:20:09 AM	(6)	
Q+ Product Search	+ On	der Details		Shipping Info								Quick Orde	er Ent
Search within Results	Pricing	Stock	Lasi	Product	Brand	Sysco UPC	Category	Pack	Order	Price (\$)	Group By Adjustment S(S)	Column C	)ption:
) Today's Activities			00/22	Pan Foil Stm Tbi Med _	Pactiv	7465984	Paper & Disp	100/half cs	1 CS	43.82 cs		43.62	C
Order Alerts			06/02	Chicken Cvp Brst Tnd	Tyson	3936960	Poultry	4/10 lb	2 cs	69.99 cs		139.98	¢
ar. 14, 2012 at 2 Pricing c			06/22	Margarine Spread Ztf	Whifels	6146468	Dairy Products	900/5 gm	3 cs	16.34 cs		49.02	e
ki Test 5 Your off-day de		7-10 DAYS	06/20	Apron Bib 4pH Hnt Gr	Sysco	3781986	Supp & Equip	1/4 ct	5 cs	27.92 cs		139.60	¢
r. 15, 2012 at 8 Pricing c			06/22	Chip Tortilla Crispy R.	Tostito	7345071	Canned And Dry	B/16 oz	7 cs	13.04 cs		91.28	e
Partial Cellvery			06/22	Chicken Wing Iqf	Tstybrd	1466952	Poultry	96/2.7 oz	4 CS	40.51 cs		162.04	c
Promotions													

## 7. Click submit order

🛞 Vie	ew Order	: Jul. 6, 2012	at 9:20:09 AM				Ad	tive Order: Ju	ul. 6, 2012 at	9:20:09 AM	(6)	
) Ord	ler Details		Shipping Info								Quick Orde	er Entry
Pricing:	SHOW	HIDE						0	Reset View	Group By	Column C	ptions
\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)	0
		06/22	Pan Foil Stm Tbl Med 🕨	Pactiv	7465984	Paper & Disp	100/half cs	1 CS	43.82 cs		43.82	8
		06/02	Chicken Cvp Brst Tnd 🕨	Tyson	3936960	Poultry	4/10 lb	2 CS	69.99 cs		139.98	8
		06/22	Margarine Spread Ztf 🔹 🕨	🕖 Whifels	6146468	Dairy Products	900/5 gm	3 cs	16.34 cs		49.02	8
	7-10 DAYS	06/20	Apron Bib 4pkt Hnt Gr 🕨	🕖 Sysco	3781986	Supp & Equip	1/4 ct	5 cs	27.92 cs		139.60	8
		06/22	Chip Tortilla Crispy R 🕨	Tostito	7346071	Canned And Dry	8/16 oz	7 cs	13.04 cs		91.28	8
		06/22	Chicken Wing lqf	Tstybrd	1466952	Poultry	96/2.7 oz	4 CS	40.51 cs		162.04	8
											Submit Ord	ter

## 8. click ok



## 9. Click continue to submit

Orde	Remin	der								
Did The 1.T 2.T	l you for <u>o</u> ese item he item he quan	get to order the items bel s appear on this report b was ordered in the past tity you are ordering is le	ow? because: 8 weeks,but was not ss than the average (	on this orde quantity you	er. have ordere	ed in the pa	st 8 weeks fo	r this item.		
\$	Stock	Product Name	Brand	Sysco UPC	Pack Size	Last Ordere	Order Qty	Price (\$)	Est. Total(\$)	~
		Pan Foil Stm Tb i	Pactiv	7465984	100/hal	3 cs	1 CS	43.82 cs	43.82	✓ ^
		Cheese Amer L 🥡	🕖 Bbricis	6267272	6/5 lb	53 cs	cs 0 ▼ ea	67.14 cs 11.19 ea	0.00	
		Cheese Cottag 🧃	🕖 Whlfarm	5020169	2/5 lb	2 cs	CS	16.84 cs	0.00	
		Puree Meat Roa 🧿	Hhl	0928143	24/3 oz	1 cs	CS	25.53 cs	0.00	
		Margarine Cup 👔	I ol Ebt	1453190	900/5 a	1 cs	CS	19.54 cs	0.00	
			<b>C</b>	ontinue to S	ubmit					



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

🥑 Su	bmitted	Order:	Jul. 6, 2012 a	t 9:20:09 AM								t 📇 Prin	t
• Ord	er Details	;	🕨 Shippir	ng Info									
Pricing:	SHOW	0	HIDE						😋 Reset View	Group By	Colum	n Options	
A	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)	
A		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	l
			06/02	Chicken Cvp Brst Tnd 🕨	Tyson	3936960	Poultry	4/10 lb	2 cs	70.00 cs		140.00	l
			06/22	Margarine Spread Ztf 🔹 🕨	6 Whifels	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	
							S	ubtotal		1	1	\$0.00	
							C	rder Total doe	es not include Ap	plicable taxes	s & fees	\$625.76	í
							Transm	it Order	Cancel C	order	Modify	Order	>

#### 11. Click Transmit order

🥑 Si	ıbmitted	Order:	Jul. 6, 2012 a	at 9:20:09 AM							📄 Export	t 📇 Print	
• Ord	ler Details	s	Shipp	ing Info									
Pricing:	SHOW	0							😋 Reset View	Group By	Colum	in Options	
A	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)	
A		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 Ztf	💋 Whifels	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	
			1			1		Subtotal		1		\$0.00	
	Order Total does not include Applicable taxes & fees \$625.76												
							Transm	nit Order	Cancel	Drder	Modify	Order	



#### 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

Г	Welcome Sysco Test (inktpic 65715)	15- Homewood Suites Anaheim-Main Gate Area	• 🕺	⊻ Hide Menu L Hide S
	Search All Catalogs Products	GO In Box New: 0 Total: 0 Shopping Cart Summ Items: 0 Total: \$0.0	ary 0	
	Catalogs Order Guide	Cart REQ PO In Box Approvals	Supplier PO Inventory	
	Exit Punchout			
			Welcome to Birch	street Punchout Supplier.
			Please do not close this page	2.

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

Sea Pro	arch /	All Cat s	talogs	•		GO New: 0	Total: 0	ping Cart Sumn s: 0 Total: \$0.0	<u>nary</u> 00					
C	atal	ogs	10	rder	Guide Cart	REQ PC	In Box	Approvals	Supplier PC	D Inventory				
				o	_	Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Print w/Details	Header Update	Notes	Attachment
	ing La	IST JU L	Days P	U's •	Defreeh	Copy PO F	Receiving History	Create items	PO Recall	Add Addt'l Info				
	<u>irst</u> <u>-</u>	reviou		Las	Refresh									
S	earch earch	Text:	1n: FO	Turno	GO									
P	age 1	of 1 /	Rows	1-25 o	of 25 found									
			U		PO number		PO Status	Subj / Supp	lier			PO date	Req delivery	PO Total
	۲	Edit			00000000000237		New	SYSCO New	(Punchout)		1	0/23/2012	10/23/2012	\$492.38
	0	Edit			00000000000236		New	SYSCO New	(Punchout)		1	0/23/2012	10/23/2012	\$18.55
	0	Edit			00000000000235		New	SYSCO New	(Punchout)		1	0/23/2012	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 (Mktplc 65 / 8)	8- Hilton Garden In	nn Gilroy 👻 🗧	2		🗹 Hide Me	nu 🗖 H	lide Summary	<u>Hide L</u>
Search All Catalogs Products  Catalogs Order Guide Cart	GO New: 0 Total: (	0 Shopping Cart Sumn Items: 0 Total: \$0.0 Box Approvals	hary 10 Supplier PO	Inventory				
My Last 30 Days PO's ▼ First Previous Next Last Refresh Search Column: PO number ▼ Search Text: GO Page 1 of 1 / Rows 1-7 of 7 found	Submit Rece Copy PO Receiving	eive Buyer Contact g History Create items	Supp Contact PO Recall	Print / View / Edit Add Addt'l Info	Print w/Details	Header Update	Notes /	Attachment
🕴 🏓 PO number	PO S	status Subj / Suppl	ier		F	PO date	Req delivery	PO Total
Edit     0000000000097	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)		Iide Menu	Hide Summary	<u>Hide I</u>		
Search All Catalogs Products	In Box New: 0 Total: 0 Shoppin Items: 0	ng Cart Summary Total: \$0.00				
Catalogs Order Guide Cart R	EQ PO In Box A	oprovals Supplier PC	Inventory	,		
My Leet 20 Days PO's	Submit Receive Buy	ver Contact Supp Contact	Print / View / Edit	Print w/Details Header Update	Notes	Attachment
my Last 30 Days PO'S +	Copy PO Receiving History Cro	eate items PO Recall	Add Addt'l Info			
First Previous Next Last Refresh						
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
Edit     0000000000097	Accepted by supplier	SYSCO New (Punchout)		07/25/2012	07/25/2012	\$62.34

## Create New order

Sys		Ordering Welcome nu Name: LITT Account: 10	II PUNCHOUT11   Close wind LE ROCK HILTON 00001434	dow		→ Open Order	5 🕨	List
<b>^</b>	Products	Orders 🥌	Manage Lists 🔮	Order Guide	4	No Active Ord	er	
Searc	h	Orders				+ 0	eate 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 🔹
Cancel Create

## 2. Search product

Products	Orders		Manage Lists	Marcon Guide					Active Order	: Jul. 6, 2012 at	10:24:01 AM	0)	
Catalog Promotions													_
Search	Se Se	earch Res	sults: 200 chees	se Results									
Q* cheese	Would yo	u like to: Se	arch within your res	ults from the left, choose a cat	egory	from the left, or narro	w your search.						
Search within Results	Pricing:	SHOW	HIDE							😋 Reset View	Group By	Column Opt	tions
Resurse Catalog	\$	Stock	Last Ordered	Product Name		Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Est. Total(\$)	~
C Drowse Catalog				Spread Pimento Chs	•	🥖 Bbrlimp	3838968	Dairy Products	2/5	cs	28.06 cs	0.00	ł
Narrow Your Search				Omelet Egg/Chs	•	💋 Sys Imp	1019876	Dairy Products	60/3.5 c	z	44.13 cs	0.00	
Previously Ordered				Burrito Beef Shredded &		💋 Casasol	8881114	Frozen	48/50	z	45.79 cs	0.00	
Brand     Category				Entree Lasagna Trad Me	•	🔎 Arezzio	3517760	Frozen	4/96 c	z CS	56.09 cs	0.00	
Pack				Sandwich Saus Egg Ch	•	Tnpride	5196581	Frozen	24/3.940	z CS	25.66 cs	0.00	
▶ Size				Icing Rtu Crm Chs	•	💋 Sys Cls	2635068	Canned And Dry	2/11	cs	51.26 cs	0.00	
Stock Indicator				Cracker Cheese On Chs.		Austin	7704947	Canned And Dry	192/4	t cs	23.68 cs	0.00	
<ul> <li>Storage</li> <li>Kosher Certified</li> </ul>		7-10 DAYS		Sauce Mix Chdr Chs Los.		Meddiet	2192813	Canned And Dry	6/11 c	z	34.15 cs	0.00	
												View Order	

## 3. Enter quantity and click View order

Search	🔍 Se	earch Res	ults: 200 pork i	Results				Active Order:	Jul. 6, 2012 at 1	10:24:01 AM (	10)	
Q- pork	Would yo	u like to: Sea	arch within your res	ults from the left, choose a category	from the left, or narrow	your search.						
Search within Results	Pricing:	SHOW	IIDE						🔾 Reset View 💦 🛛	Group By	Column Opt	tions
Browse Catalog	5	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Est. Total(\$)	
				Pork Bbg Pulled Smkd 🕨	💋 Bbrirts	4648481	Meats	2/5 lb	CS	43.93 cs	0.00	<b>A</b>
Narrow Your Search     Reset Filter				Topping Pizza Pork Coo 🕨	Burke	8670806	Meats	8/5 lbs	3 cs	57.87 cs	173.61	~
Brand		DEMAND		Pork Loin Crown Roast 🕨	Packer	4840161	Meats	1/8# avg Ib	CS	8.4150 lb	0.00	
▶ Category		7-10 DAYS		Pork Tenderloin Full Len 🕨	Niman	5110905	Meats	12/1#avg lb	3 cs	15.0208 lb	563.28	~
Pack		7-10 DAYS		Pork Tenderloin Kurobuta 🕨	Broadlf	5435262	Meats	10/1 lb	56 cs	16.6250 lb	9310.00	~
Stock Indicator		7-10 DAYS		Pork Loin Cc B/L Strap Off 🕨	Amerhom	8930002	Meats	4/8# avg Ib	4 CS	11.2125 lb	1435.20	~
▶ Storage		7-10 DAYS		Pork Loin B/I Frchd Co	Amerhom	8938308	Meats	2/7.5#av Ib	5 cs	16.5847 lb	1243.85	~
Descriptions 1		7-10 DAYS		Pork Loin B/I Cc To / Co	Amerhom	8938294	Meats	2/9# avg Ib	CS	13.0850 lb	0.00	
										(	View Order	

## 4. Verify order

🛞 Vi	🐉 View Order: Jul. 6, 2012 at 10:05:33 AM 🗾 Zedit 📑 Export 🚊 Print 🔂 Delete Order											
► Ore	der Details		Shipping Info							(	Quick Orde	er Entry
Pricing:	SHOW	Hide						0	Reset View	Group By	Column C	ptions
\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)	8
			Pie Peanut Butr W/Re 🕨	🕖 Sys Imp	6281497	Frozen	2/88 oz	8 cs	56.18 cs		449.44	8
	$\sim$		Butter Alternate Liq Sy 🕨	🕖 Butr-It	4577391	Canned And Dry	3/1 gal	3 cs	34.63 cs		103.89	۵
	DEMAND		Pork Loin Crown Roa 🕨	Packer	4840161	Meats	1/8# avg Ib	5 cs	8.4150 lb		336.60	8
	7-10 DAYS		Pork Tenderloin Kuro 🕨	Broadlf	5435262	Meats	10/1 lb	4 cs	16.6250 lb		665.00	0
	7-10 DAYS		Pork Loin B/I Cc To / Co 🕨	Amerhom	8938294	Meats	2/9# avg Ib	5 cs	13.0850 lb		1177.65	8
	$\sim$		Dough Cookie Peanu 🕨	Otspkmy	7040520	Frozen	320/1 oz	3 cs	38.75 cs		116.25	٥
			Dough Cookie Peanu 🕨	Chipery	0326684	Frozen	107/3 oz	6 cs	56.12 cs		336.72	8

#### 5. Click submit order

🛞 Vie	🐉 View Order: Jul. 6, 2012 at 10:05:33 AM 🧷 Ealt 🕞 Export 🛁 Print 🔂 Delete Order											
• Ord	er Details		Shipping Info							(	Quick Orde	r Entry
Pricing:	SHOW	HIDE						0	Reset View	Group By	Column 0	ptions
\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)	8
			Pie Peanut Butr W/Re 🕨	🕖 Sys Imp	6281497	Frozen	2/88 oz	8 CS	56.18 cs		449.44	8
			Butter Alternate Liq Sy 🕨	🥟 Butr-It	4577391	Canned And Dry	3/1 gal	3 cs	34.63 cs		103.89	۵
	DEMAND		Pork Loin Crown Roa 🕨	Packer	4840161	Meats	1/8# avg Ib	5 cs	8.4150 lb		336.60	8
	7-10 DAYS		Pork Tenderloin Kuro 🕨	Broadlf	5435262	Meats	10/1 lb	4 CS	16.6250 lb		665.00	0
	7-10 DAYS		Pork Loin B/I Cc To / Co 🕨	Amerhom	8938294	Meats	2/9# avg Ib	5 cs	13.0850 lb		1177.65	8
			Dough Cookie Peanu 🕨	Otspkmy	7040520	Frozen	320/1 oz	3 CS	38.75 cs		116.25	8
			Dough Cookie Peanu 🕨	Chipery	0326684	Frozen	107/3 oz	6 cs	56.12 cs		336.72	8
											Submit Ord	er

#### 6. Click ok



## 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	<b>(</b>
	Cheese Amer L 🧿	🕖 Bbricis	6267272	6/5 lb	53 cs	cs 0 ▼ ea	67.14 cs 11.19 ea	0.00	
	Chicken Cvp Br 🥡	Tyson	3936960	4/10 lb	2 cs	CS	69.99 cs	0.00	
	Margarine Spre 🥡	🕖 Whifels	6146468	900/5 g	2 cs	CS	16.34 cs	0.00	
7-10 DAYS	Apron Bib 4pkt 👔	Svsco	3781986	1/4 ct	5 cs	CS	27.92 cs	0.00	





## 8. Modify order (if needed)

Submitted Order: Jul. 6, 2012 at 10:24:01 AM											i 📇 Print		
) Ord	ler Detail:	s	🕨 Ship	ping Info									
Pricing:	SHOW	0								😋 Reset View	Group By	Colum	In Options
A	\$	Stock	Last Ordered	Product Name		Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)
A				OUT OF STOCK Beef Round Ins Top16	×.	Packer	1002237	Meats	3/22#avg Ib	5 cs	0.00 cs		0.00
A				Entree Lasagna Trad	×.	🕖 Arezzio	3517760	Frozen	4/96 oz	3 cs	0.00 cs		0.00
A				Beef Strip Loin 0x1 1/	۶.	🕖 Rnchgrl	6752182	Meats	3/10-14# lb	5 cs	0.00 cs		0.00
A				Sandwich Saus Egg	×.	Tnpride	5196581	Frozen	24/3.94oz	5 cs	0.00 cs		0.00
<u>A</u>				Icing Rtu Crm Chs	١.	🕖 Sys Cls	2635068	Canned And Dry	2/11 lb	5 cs	0.00 cs		0.00
								S	ubtotal				\$0.00
								-	order Total doe	es not include Ap	plicable taxes	s & fees	\$12,725.94
								Transm	it Order	Cancel	Order	Modify	Order

## 9. Click Yes



10. Kee	p cursor on	line item Dou	ole click Add to	o list drop (	down appears t	then click Add to list.

\rm М	odify Su	bmitted	Order: Jul.	6, 2012 at 10:24:01 AM	A							🟒 Edit	📇 Print
► Ore	ler Detail	s	Shipp	ing Info								Quick Or	der Entry
Pricing:	SHOW	9	HIDE						0	Reset View	Group By	Colum	n Options
A	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustmen ts(\$)	Est. Total(\$)	8
A				OUT OF STOCK Beef Round Ins Top 🔻	Packer	1002237	Meats	3/22#avg	5 cs	2.2871 lb		754.74	<b>A</b>
Add	To List	TO BO ME SU	SEPARATI P ROUND IS 1 NES,CARTILA THOD OF PRI GGESTIONS /	ED FROM THE KNUCKLE AI ITHE INSIDE PORTION OF TI GES AND EXPOSED EPARATION IS DRY O ARE ROASTING ,STE/	ND BOTTOM ROUND, TI HE ROUND PRIM. LYMPH GLANDS REMO R MOIST HEAT.SERVINC AK OR CUBES FOR KAB	HE AL,WITH ALL VED. GBS. LEFT		<ul> <li>Informatic</li> <li>Nutrition</li> </ul>	n 💿 Sir	nilar			
A				Entree Lasagna Tra )	🔎 Arezzio	3517760	Frozen	4/96 oz	3 cs	56.09 cs		168.27	
A				OUT OF STOCK Beef Strip Loin 0x1 >	🕖 Rnchgrl	6752182	Meats	3/10-14#	5 cs	3.3297 lb		632.64	
A				OUT OF STOCK Sandwich Saus Egg ) OUT OF STOCK	Tnpride	5196581	Frozen	24/3.94oz	5 cs	25.66 cs		128.30	
									c	ancel Changes		Submit	Drder

## 11. Click Add to list

Ok

	isung Lisus).		_		
	List Name	Last Modified	Date Created	Owner	Number of Iten
	Test BDS	03/14/12	03/14/12	PUNCHOUT11	86
	Test BDS COPY	07/06/12	03/14/12	PUNCHOUT11	87
reate Nev	v List:	1			
Enter	new list				
Add qua	ntities to your list?				
		Cancel	dd to List(s)		
	<				
Click Ok					
Click Oł		1			

## 13. Click Submit order

	odify Su	bmitted	Order: Jul.	6, 2012 at 10:24:01 AM	A							! Edit	📇 Pri	int
) Ore	ler Detail	s	Shipp	bing Info								Quick Or	der Entry	
Pricing:	SHOW	0	HIDE						0	Reset View	Group By	Colum	Options	
A	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty		Adjustmen ts(\$)	Est. Total(\$)	8	
A				OUT OF STOCK Beef Round Ins Top 🔻	Packer	1002237	Meats	3/22#avg	5 cs	2.2871 lb		754.74		
Aud	TO LIST	TO BO ME SU	P ROUND IS T INES, CARTILA THOD OF PRI IGGESTIONS A	THE INSIDE PORTION OF TH GES AND EXPOSED EPARATION IS DRY O ARE ROASTING ,STEA	LE ROUND PRIM LYMPH GLANDS REMO R MOIST HEATSERVING AK OR CUBES FOR KAB	AL, WITH ALL VED. GOBS. LEFT		Nutrition	an 🕑 Sir	illiai				
A				Entree Lasagna Tra )	🔎 Arezzio	3517760	Frozen	4/96 oz	3 cs	56.09 cs		168.27		
A				Beef Strip Loin 0x1 >	🕖 Rnchgrl	6752182	Meats	3/10-14#	5 cs	3.3297 lb		632.64		
A				OUT OF STOCK Sandwich Saus Egg OUT OF STOCK	Tnpride	5196581	Frozen	24/3.94oz	5 cs	25.66 cs		128.30		
									C	ancel Changes		Submit (	Order	

## 14. Click OK



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

Submitted Order: J	ul. 6, 2012 at 1	0:24:01 AM							📄 Expo	rt 📇 Print
Order Details	Shipping	Info								
Pricing: SHOW 💿 🕒	lide						😋 Reset View	Group By	Colur	nn Options
A \$ Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)
This ite		OUT OF STOCK Beef Round Ins Top1 💙	Packer	1002237	Meats	3/22#avg	5 cs	2.2871 lb		0.00
This it This item is out of stock	. Please contact S	OUT OF STOCK	🔎 Arezzio	3517760	Frozen	4/96 oz	3 cs	56.09 cs		0.00
Service to order a repla	icement item.	Beef Strip Loin 0x1 1 ►	🕖 Rnchgrl	6752182	Meats	3/10-14# lb	5 cs	3.3297 lb		0.00
		Sandwich Saus Egg >	Tnpride	5196581	Frozen	24/3.94oz	5 cs	25.66 cs		0.00
A		Icing Rtu Crm Chs	💋 Sys Cls	2635068	Canned And Dry	2/11 lb	5 cs	51.26 cs		0.00
					Si	ıbtotal				\$0.00

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

## 16: Click Transmit order

cing:	SHOW	О н	DE						😋 Reset View	Group B	y Colur	nn Options
A	\$	Stock	Last Ordered	Product Name	Brand	Sysco UPC	Category	Pack Size	Order Qty	Price (\$)	Adjustment s(\$)	Est. Total(\$)
nis ite				Beef Round Ins Top1 🔻	Packer	1002237	Meats	3/22#avg	5 cs	2.2871 lb		0.0
is ite 📊	nis item is i	out of stock.	Please contact	OUT OF STOCK Sysco Customer Trad V	🔎 Arezzio	3517760	Frozen	4/96 oz	3 cs	56.09 cs		0.0
A Se	ervice to or	der a replac	ement item.	Beef Strip Loin 0x1 1 >	🕖 Rnchgrl	6752182	Meats	3/10-14# lb	5 cs	3.3297 lb		0.0
A				OUT OF STOCK Sandwich Saus Egg )	Tnpride	5196581	Frozen	24/3.94oz	5 cs	25.66 cs		0.0
A				OUT OF STOCK Icing Rtu Crm Chs	🕖 Sys Cls	2635068	Canned And Dry	2/11 lb	5 cs	51.26 cs		0.0
								Order Total doe	es not include Aj	oplicable taxe	s & fees	\$12,725.9
								Order Total doe	es not include Ap	oplicable taxe	s & fees	\$12,725.9
							Transi	mit Order	Cancel	Order	Modif	y Order
		Trans	smitting	g Jul. 6, 2012 at	10:05:33 AM							
		1										

17. Click OK



18. Your order successfully created

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

🍘 cXML Order Message - Windows Internet Explorer provided by Hilton Worldwide		
🔘 🖓 🗢 💽 https://www01.birchstreetsystems.com/j4/ReceiveltemsPunchout.jsp?su 🔻 🔒 😒 4	🕈 🗙 🔁 Bing	• ۹
File Edit View Favorites Tools Help	🗴 🛄 Snagit 🧮 🛃 🛛 🗴 🍖 G	onvert 👻 🛃 Select
X Share Browser WebEx -		
👷 🙀 🛏 Oracle PeopleSoft Enterpr 📓 Default.aspx 🖉 Get more Add-ons 🕶		
C cXML Order Message		Ø• @• Ø• ″
		^
		-
▲ Done 🗸 Trusted s	ites   Protected Mode: Off	▼ € 100% ▼

20. Once you close the screen, click Exit Punchout

Welcome Sysco Test1 (Mktplc 65 / 15)	15- Homewood Suites Anaheim-Main Gate Area 🗸 🔍 📝 Hide Men	u 📃 Hide S
Search All Catalogs Products	GO In Box New: 0 Total: 0 Shopping Carl Summary Items: 0 Total: \$0.00	
Catalogs Order Guide	Cart REQ PO In Box Approvals Supplier PO Inventory	
Exit Punchout		
<u> </u>		
	Welcome to Birchstreet Punchout Su	pplier.
	Please do not close this nave.	
	F-B	

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

Sea Pro	ducts	All Cat s	alogs	•		GO In Box New: 0	Total: 0	pping Cart Sumn s: 0 Total: \$0.0	nary DO					
Ca	ital	ogs	Y 0	rder	Guide Cart	REQ	ln Box	Approvals	Supplier PC	) Inventory				
				01-		Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Print w/Details	Header Update	Notes /	Attachment
	Wy La	ast 30 L	Jays P	U's •	Defreeh	Copy PO	Receiving History	Create items	PO Recall	Add Addt'l Info				
1 2/		Colum		numb	er v									
Se	arch	Text:		Tama	GO									
P	age 1	l of 1 / I	Rows	1-25 0	of 25 found									
			Û	ø	PO number		PO Status	Subj / Supp	lier		l l	PO date	Req delivery	PO Total
(	٢	Edit			00000000000237		New	SYSCO New	(Punchout)		1	0/23/2012	10/23/2012	\$492.38
	0	Edit			00000000000236		New	SYSCO New	(Punchout)		1	0/23/2012	10/23/2012	\$18.55
(	0	<u>Edit</u>			00000000000235		New	SYSCO New	(Punchout)		1	0/23/2012	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 (Mktplc 65 / 8)	8- Hilton Gard	den Inn Gilroy	-	2		🗹 Hide Me	nu 🗖 H	lide Summary	<u>Hide</u>
Search All Catalogs Products  Catalogs Order Guide Cart	GO New: 0 To	otal: 0	pping Cart Summ s: 0 Total: \$0.0 Approvals	hary 10 Y Supplier PC	) Inventory				
My Last 30 Days PO's	Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Print w/Details	Header Update	Notes	Attachment
First Previous Next Last Refresh	Copy PO Rece	eiving History	Create items	PO Recall	Add Addt'l Info				
Search Column: PO number									
Page 1 of 1 / Rows 1-7 of 7 found									
🛛 🔋 🖗 PO number		PO Status	Subj / Suppl	ier		F	PO date	Req delivery	PO Total
Edit     00000000000097	1	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".

Welco	me S	ysco T	est3 (I	(ktplc)	35 / 8)	8- Hilton G	arden Inn Gilroy	•	à		🗹 Hide Me	enu 🔲 I	Hide Summary	Hide I
Sea Pro	arch / oducts	All Cat s	alogs	▼		GO In Box New: 0	Total: 0	ping Cart Sumr s: 0 Total: \$0.	nary 00					
C	atalo	ogs	Y o	rder	Guide Carl	REQ PO	In Box	Approvals	Supplier PC	D Inventory				
					-	Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Print w/Details	Header Update	Notes /	Attachment
	My La	ast 30 E	Days P	0's 🔻		Copy PO Re	ceiving History	Create items	PO Recall	Add Addt'l Info				
L L	<u>irst</u> P	revious	s <u>Next</u>	Last	Refresh									
S	earch	Colum	n: PO	numb	er 🔻 🔻			1						
P	earch age 1	Text: of 1 /	 Rows	1-7 of	7 found									
			Ú		PO number		PO Status	Subj / Supp	lier			PO date	Req delivery	PO Total
	۲	<u>Edit</u>			000000000000097		Accepted by supp	lier SYSCO New	(Punchout)		0	7/25/2012	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.

ecurity Settings - Tru	sted Sites Zone	-	×
Settings			
Disab	le		
Enabl	e		
Prom	ot		
Navigate	windows and frames acros	s different domains	
🔘 Disab	le		
Enable	e		
Prom	ot		
Open files	s based on content, not file	extension	-
Disab	e		
Enable	e		
Submit no	n-encrypted form data		
Disab	le		
Enable	e		
Prom	ot		
Use Pop-	up Blocker		-
Dicah	a III		•
taling offerst offer			
*Takes effect after	r you restart Internet Explo	orer	
Reset custom settin	gs		
Reset to: Modiu	n (dofnult)	- Deg	at
Mediu	in (uclouity	- Res	
		OK	Cancel
			cancel

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.