



Internet Order Entry Quick Start Guide

Log On

1. Log on to www.northcenter.com.
2. Select **Order Entry** from the home page.
3. Enter your assigned USER ID and PASSWORD.
4. Click **Submit** to enter the MAIN MENU.

Main Menu (more info. on back)

1. Select the account you are ordering for from the pull-down menu.
2. Click on the radio button to the left of **Order Entry**.
3. Click **Yes, Create a New Order**. Or, if you already have an order in the system: Click **Edit Existing Order**.
4. You are now on the ORDER HEADER INFORMATION page.

Order Header Information

1. Verify the information on this page.
2. Choose a **PO Number** (optional).
3. Choose a **Ship Date** (required).
 - Select a date from the pull-down menu.
4. Choose a **Message** (optional).
 - CAUTION: Do not leave a message to change delivery times or dates.
5. Click **Submit** to continue with order.

Select an Order Guide

1. Select an order guide format from the pull-down menu.
 - Hint: Choose “**Item Number Sequence (History)**” or “**Category/Item Sequence (History)**”.
2. Click **GO**.

Write Your Order

1. Order items on this page by typing a number in the **Qty** column.
2. Click **Next** to advance to the next page of the order guide.
3. Click **Done** when finished placing your order.

Submit Your Order

1. Review your order on this page. Pay particular attention to the **Ship Date**.
2. Using your browser’s print icon, print this order.
3. Click **Done**.



Internet Ordering System – Main Menu Overview

1. Order Entry

Place a new order, edit an existing one, or review your order prior to delivery. You may also access additional information about the products you are ordering, including availability and price.

2. Invoice History

Shows detailed invoice history for specified starting and ending dates.

3. Customer A/R

Shows invoice detail, aging and total amount due.

4. Custom & Special Order Guides

Allows you access to an order guide saved in memory. You may create a customer order guide by copying a historical one, or edit an existing custom order guide.

5. Customer Item History

Enter a product code number or keywords to see product purchase history. Shows invoices and dates with quantity.

6. Item Inquiry

Enter a product code number or keywords to search for product stocked at North-Center Foodservice.

7. New Item List

Shows the new items we are carrying.

8. Preferences

Set preferences for the number of return responses for web pages. Set preferences for system colors, text format, and font style.



Main Menu

Welcome to the Northcenter Foodservice Ordering Menu

Select a customer and feature.

Test Customer

- | | | | |
|---|-----------------------|---|-------------------------------|
| 1 | Order Entry | 2 | Invoice History |
| 3 | Customer A/R | 4 | Custom & Special Order Guides |
| 5 | Customer Item History | 6 | Item Inquiry |
| 7 | New Item List | 8 | crc's Preferences |
| 9 | Log Off | | |

[E-mail Administrator](#)

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