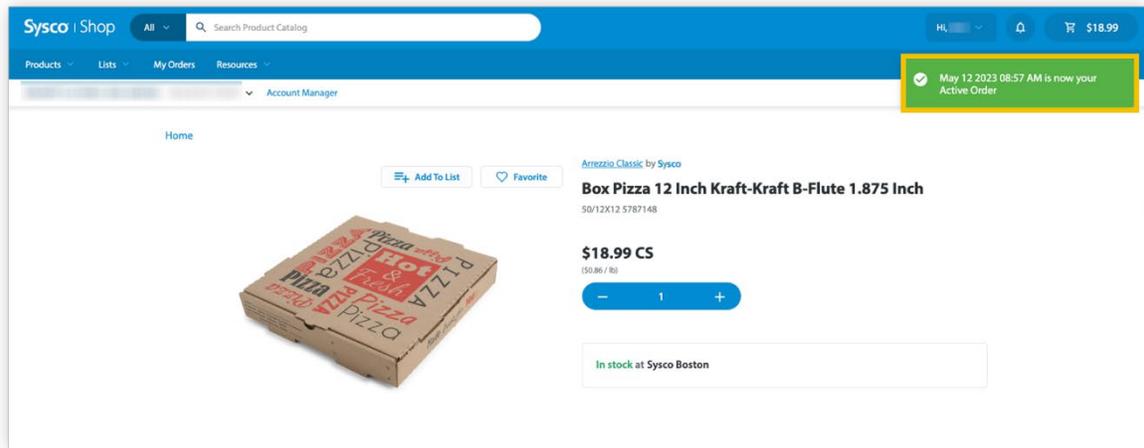


## Placing an Order in Shop

The Cart is located in the top right corner of Shop. As you add items to your order, the Cart will reflect those changes.

Items can be added to your order from the catalogue, the product page, or your lists. When you add your first item to your cart, a confirmation banner will display in the top right corner.

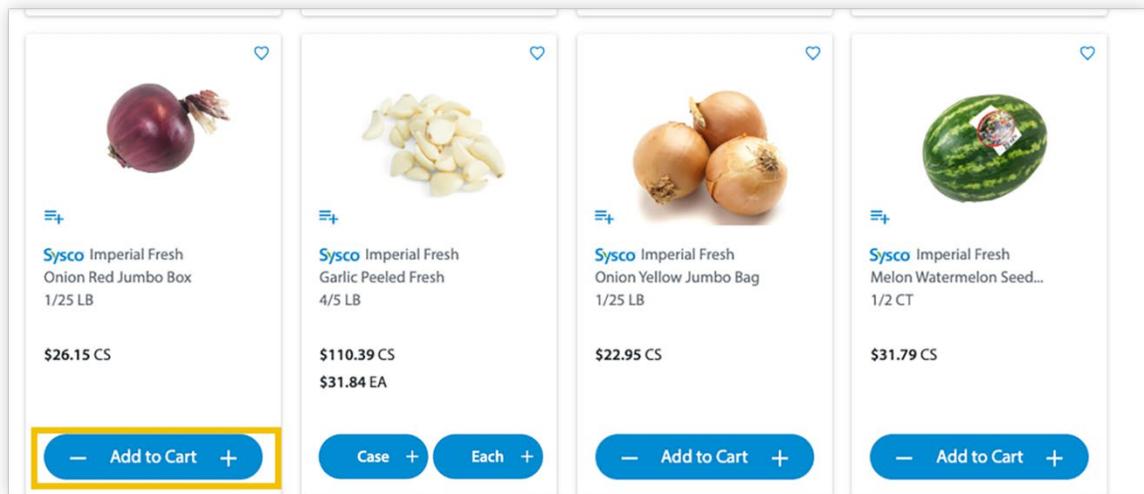


Once an item has been added to your order, the Cart icon on the upper right-hand side will show the running total amount of your order. Hovering over the cart will display a preview of the items in your cart.

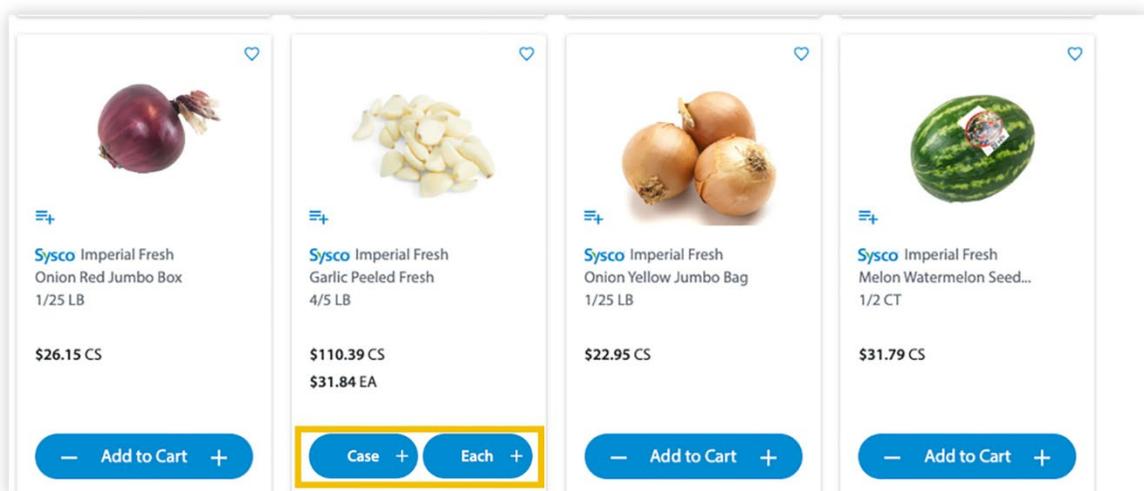
Clicking on any of these items will take you to that product's page where you can view more information on the product and nutrition facts.

## Adding items to your order from the Catalogue

In the Catalogue, you'll see an Add to Cart button on each product tile. You can use the + to add an item, or click in the middle and type in the quantity you need.

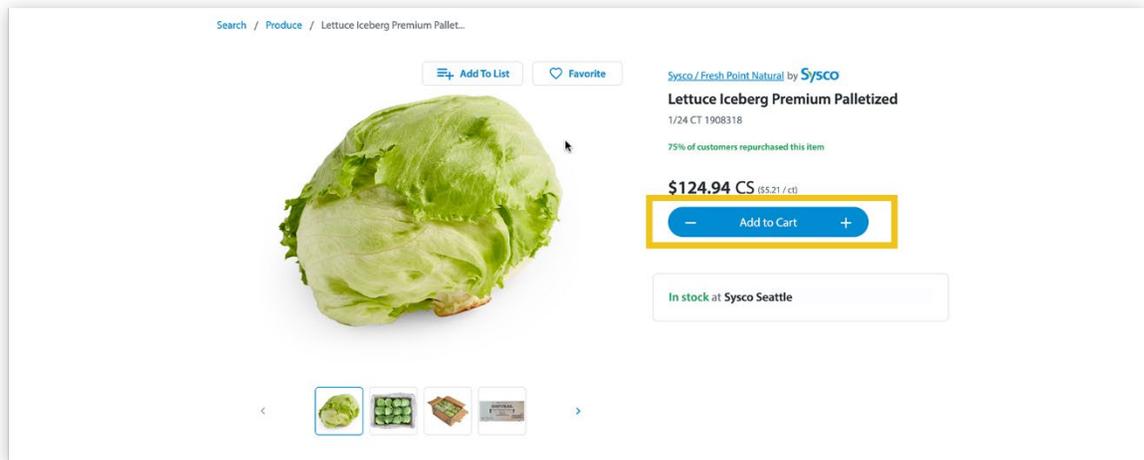


For items that can be ordered either by the case or each, you'll see Case and Each buttons. You can click on the words "Case" or "Each" to type in a quantity. Once you have typed in a desired quantity, you will click the checkmark. You can also use the + or - to add or subtract products.



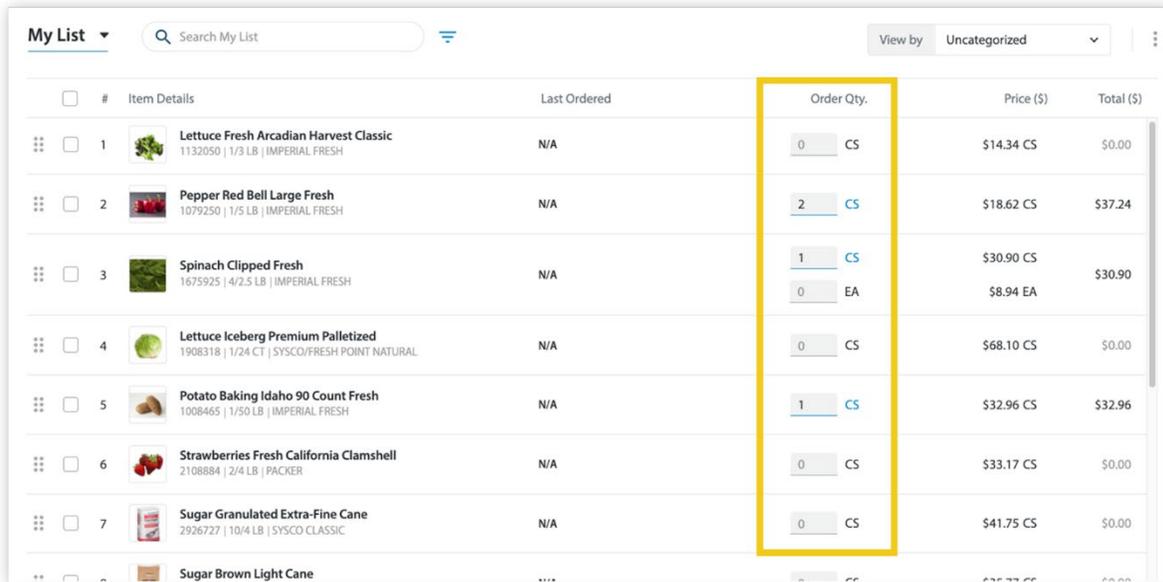
## Adding items to your order from the Product page

Clicking on an item will open the product page and provide you with more information about that product. You can use the Add to Cart button within the product page to add the item to your order.



## Adding items to your order from a List

On your Lists, you'll see an Order Qty field. Entering a number in this field will add that quantity of the item to your cart.

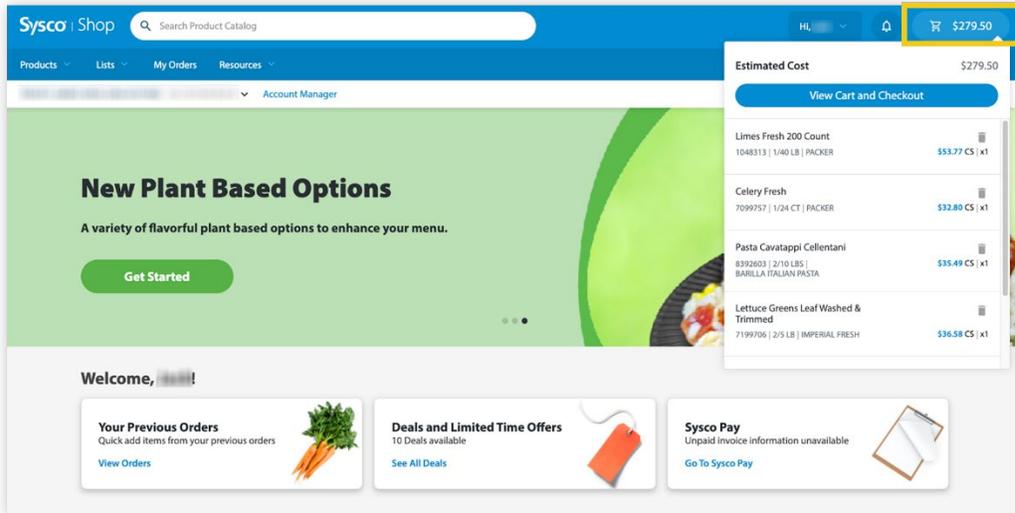


The screenshot shows a 'My List' interface with a search bar and a 'View by' dropdown set to 'Uncategorized'. A table lists items with columns for checkboxes, item numbers, item details, last ordered status, order quantity, price, and total. The 'Order Qty.' column is highlighted with a yellow box. The items listed are:

|                          | # | Item Details   | Last Ordered | Order Qty.   | Price (\$)              | Total (\$) |
|--------------------------|---|--|--------------|--------------|-------------------------|------------|
| <input type="checkbox"/> | 1 |  <b>Lettuce Fresh Arcadian Harvest Classic</b><br>1132050   1/3 LB   IMPERIAL FRESH         | N/A          | 0 CS         | \$14.34 CS              | \$0.00     |
| <input type="checkbox"/> | 2 |  <b>Pepper Red Bell Large Fresh</b><br>1079250   1/5 LB   IMPERIAL FRESH                    | N/A          | 2 CS         | \$18.62 CS              | \$37.24    |
| <input type="checkbox"/> | 3 |  <b>Spinach Clipped Fresh</b><br>1675925   4/2.5 LB   IMPERIAL FRESH                        | N/A          | 1 CS<br>0 EA | \$30.90 CS<br>\$8.94 EA | \$30.90    |
| <input type="checkbox"/> | 4 |  <b>Lettuce Iceberg Premium Palletized</b><br>1908318   1/24 CT   SYSCO/FRESH POINT NATURAL | N/A          | 0 CS         | \$68.10 CS              | \$0.00     |
| <input type="checkbox"/> | 5 |  <b>Potato Baking Idaho 90 Count Fresh</b><br>1008465   1/50 LB   IMPERIAL FRESH            | N/A          | 1 CS         | \$32.96 CS              | \$32.96    |
| <input type="checkbox"/> | 6 |  <b>Strawberries Fresh California Clamshell</b><br>2108884   2/4 LB   PACKER                | N/A          | 0 CS         | \$33.17 CS              | \$0.00     |
| <input type="checkbox"/> | 7 |  <b>Sugar Granulated Extra-Fine Cane</b><br>2926727   10/4 LB   SYSCO CLASSIC               | N/A          | 0 CS         | \$41.75 CS              | \$0.00     |
| <input type="checkbox"/> | 8 |  <b>Sugar Brown Light Cane</b>  | N/A          | 0 CS         | \$17.75 CS              | \$0.00     |

## Submitting your Order

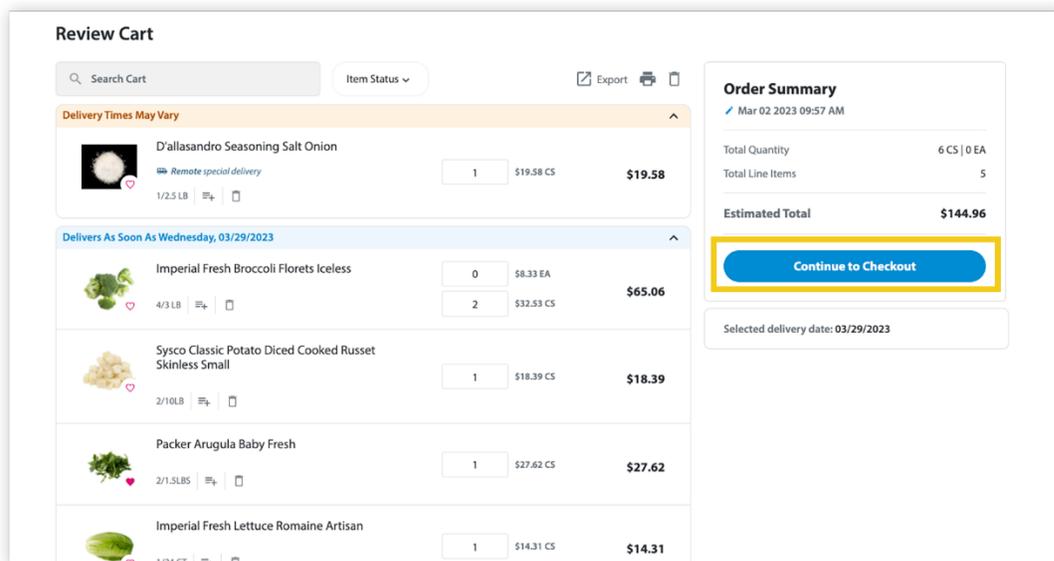
You'll see the items in your order reflected in the Cart drop-down on the top right of Shop. Hovering over the Cart icon will display a list of all of the items in your current order.



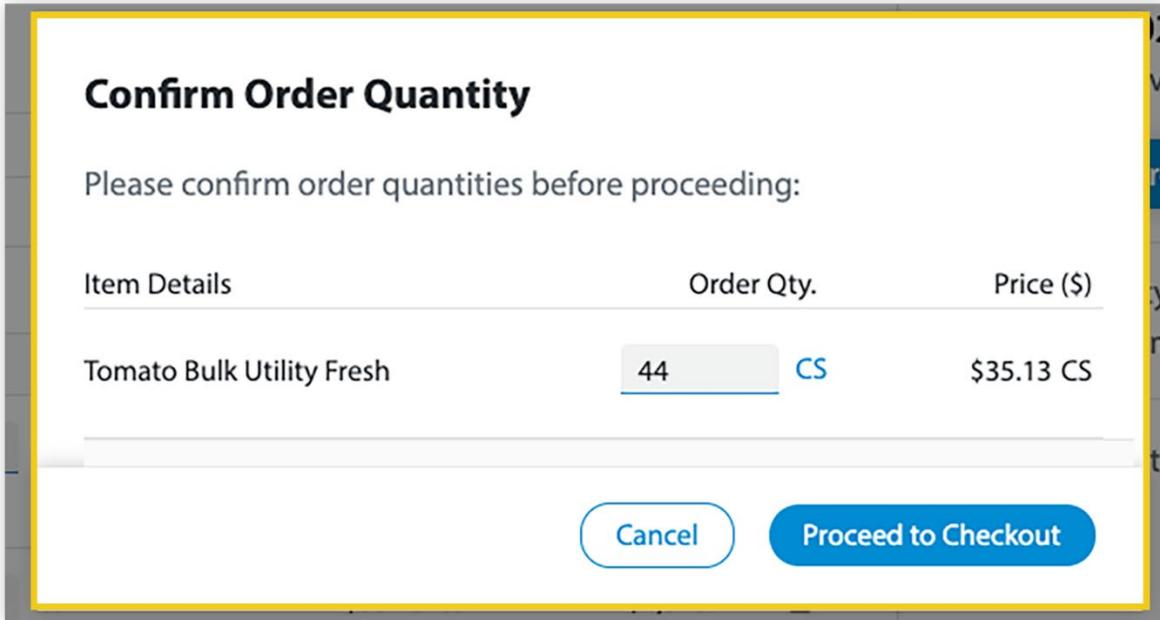
Once you're ready to **submit your order**, click the Cart icon to begin.

In the Cart, the items added to your order will be shown on the left side of the page. The initial order details are shown on the right-hand side and can be updated during the checkout flow. Your next available delivery date will be set as the default delivery date for the order, but you'll have the opportunity to change the date later in the checkout process.

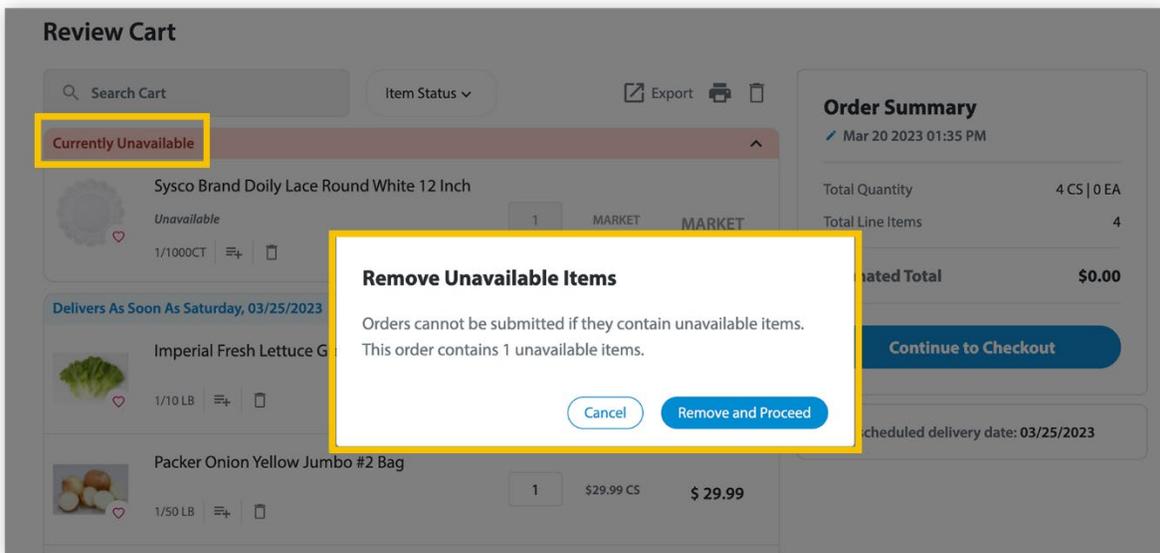
Click **Proceed to Checkout** to select the delivery details and submit the order.



If you have an item in your cart with a large order quantity, a courtesy message will appear confirming the quantity entered. If the quantity is correct, click **Proceed to Checkout**. You can change the order quantity on the modal if the original quantity entered is incorrect before proceeding to checkout.



If there is an item in your cart that is **unavailable** to order, a modal will appear asking you to remove this item before continuing to the checkout page.



Clicking **Remove and Proceed** will remove the unavailable items and take you to the next step in the checkout flow.

If you click **Cancel**, you will be taken back to the Cart. The unavailable items can still be removed manually from the Cart by clicking the Remove button below the item. All unavailable items will display under the **Currently Unavailable** section.

The screenshot shows the Sysco Shop cart interface. At the top left is the Sysco logo and 'Shop' text. At the top right is a 'Back to Cart' button. Below this is a section titled 'Did you forget something?' containing eight product cards. Each card displays an image of the product, its name, a small image of the quantity selector (set to 0), and the price. Below each card, it indicates 'Current week' and 'Weekly Average' availability, both showing '0 CS | 0 EA'. The bottom of the page features a summary bar with the date and time 'Oct 19 2020 01:47 PM', the selected delivery date '10/21/2020', total quantity '2 CS | 1 EA', total line items '3', and estimated total '\$94.07'. A 'Proceed to Checkout' button is highlighted with a yellow border.

| Product Name                             | SKU     | Unit                      | Price       | Availability |
|--|---------|---------------------------|-------------|--------------|
| Towel Roll Non-Perforated 787 Earth+     | 5767173 | 12/350 FT   EARTH PLUS    | \$37.75 CS  | 0 CS   0 EA  |
| Bacon Layflat Center-Cut 14-18 per # ... | 1005750 | 1/15 LB   SYSCO CLASSIC   | \$71.11 CS  | 0 CS   0 EA  |
| Pepper Greens Bell Large Fresh           | 1420330 | 1/25#AVG   PACKER         | \$53.44 CS  | 0 CS   0 EA  |
| Tomato Bulk Packed 5X6 Fresh             | 1763432 | 1/25 LB   IMPERIAL FRESH  | \$29.94 CS  | 0 CS   0 EA  |
| Container Foam Hinged 1 Compartm...      | 7551334 | 150/9X9X3   SYSCO CLASSIC | \$21.23 CS  | 0 CS   0 EA  |
| Jelly Grape Cup                          | 4043923 | 200/.5 OZ   JM SMUCKER    | \$15.94 CS  | 0 CS   0 EA  |
| Salad Coleslaw Dixie Chopped             | 9002908 | 2/7 LB   SYSCO CLASSIC    | \$36.91 CS  | 0 CS   0 EA  |
| Hash Corned Beef                         | 4146718 | 6/#10   CHEF MATE         | \$124.95 CS | 0 CS   0 EA  |

**Oct 19 2020 01:47 PM**  
Selected delivery date: 10/21/2020

Total Quantity: 2 CS | 1 EA  
Total Line Items: 3  
Estimated Total: \$94.07

**Proceed to Checkout**

The **Did You Forget** modal will then appear, giving you the opportunity to add additional items that may have been forgotten. Each item displays the availability indicator to alert you if the item is low stock or out of stock. The Did you Forget feature is based on your purchasing history, and may not always appear.

**Sysco** Shop
Back to Cart

**Did you forget something?**

|  |   |   |  |
|--|---|---|--|
| <br><b>Towel Roll Non-Perforated 787 Earth+</b><br><small>5767173   12/350 FT   EARTH PLUS</small><br><input type="text" value="0"/> CS    \$37.75 CS<br><br><small>Current week                    0 CS   0 EA</small><br><small>Weekly Average                0 CS   0 EA</small> | <br><b>Bacon Layflat Center-Cut 14-18 per # ...</b><br><small>1005750   1/15 LB   SYSCO CLASSIC</small><br><input type="text" value="0"/> CS    \$71.11 CS<br><br><small>Current week                    0 CS   0 EA</small><br><small>Weekly Average                0 CS   0 EA</small> | <br><b>Pepper Greens Bell Large Fresh</b><br><small>1420330   1/25KAVG   PACKER</small><br><input type="text" value="0"/> CS    \$53.44 CS<br><br><small>Current week                    0 CS   0 EA</small><br><small>Weekly Average                0 CS   0 EA</small> | <br><b>Tomato Bulk Packed 5X6 Fresh</b><br><small>1763432   1/25 LB   IMPERIAL FRESH</small><br><input type="text" value="0"/> CS    \$29.94 CS<br><br><small>Current week                    0 CS   0 EA</small><br><small>Weekly Average                0 CS   0 EA</small> |
| <br><b>Container Foam Hinged 1 Compartm....</b><br><small>7551334   150/9X9X3   SYSCO CLASSIC</small><br><span style="color: red; font-weight: bold;">Out of stock</span> <a href="#">Find similar products</a><br><input type="text" value="0"/> CS    \$21.23 CS                  | <br><b>Jelly Grape Cup</b><br><small>4043923   200/5 OZ   JM SMUCKER</small><br><input type="text" value="0"/> CS    \$15.94 CS  | <br><b>Salad Coleslaw Dixie Chopped</b><br><small>9002908   2/7 LB   SYSCO CLASSIC</small><br><span style="color: red; font-weight: bold;">Out of stock</span> <a href="#">Find similar products</a><br><input type="text" value="0"/> CS    \$36.91 CS                  | <br><b>Hash Corned Beef</b><br><small>4146718   6/410   CHEF MATE</small><br><input type="text" value="0"/> CS    \$124.95 CS   |

**Oct 19 2020 01:47 PM**

Selected delivery date: 10/21/2020

Total Quantity  
Total Line Items  
Estimated Total

**2 CS | 1 EA**

**3**

**\$94.07**

Proceed to Checkout

To add a forgotten item to your cart, simply enter the desired quantity in the appropriate field. If a large quantity is entered, you'll see a courtesy message appear confirming the quantity you entered. If the quantity is correct, click **Proceed to Checkout**. You can change the order quantity on the modal if the original quantity entered is incorrect before proceeding to checkout.

**Sysco Shop** Back to Cart

Did you forget something?

**Confirm Order Quantity**

Please confirm order quantities before proceeding:

| Item Details                   | Order Qty. | Price (\$) |
|--------------------------------|------------|------------|
| Pepper Greens Bell Large Fresh | 50 CS      | \$53.44 CS |

[Cancel](#) [Proceed to Checkout](#)

**Oct 19 2020 01:47 PM**  
Selected delivery date: 10/21/2020

Total Quantity: 52 CS | 1 EA  
Total Line Items: 4  
Estimated Total: \$2,766.07

[Proceed to Checkout](#)

The order summary will appear across the bottom of the screen. To continue to the Checkout page, click **Proceed to Checkout**.

When you click **Proceed to Checkout**, you will be taken to the **Checkout** page.

*Please note, the pricing shown may not represent the item's actual cost.*

## Order Confirmation

Once the order has been placed, a confirmation will appear on your screen with the order details. To exit out of the confirmation, you can use any of the navigational tools on the blue banner, or select **View in Orders** to be taken to the Orders page.

**Thank You, Ashani Jayawardena!**  
Dec 15 2022 11:55 AM has been placed for **11:55 AM**  
**11:55 AM**

[View in Orders](#)

**Deliver On Saturday, March 25th, 2023**  
 **11:55 AM**

**Dec 15 2022 11:55 AM**

|   |                  |             |                   |
|---|------------------|-------------|-------------------|
|  | Total Quantity   | 20 CS, 0 EA | Estimated Total   |
|   | Total Line Items | 8           | <b>\$2,733.76</b> |

If any non-warehouse items existed in the order, contact your Sysco Representative to verify the order.

## Submitted Orders

Clicking on a Submitted Order in the Orders page will allow you to view the Order, and make modifications if needed.

**Orders** Invoices

My Deliveries (0)

Open (50)

**Submitted (84)**

Historical (36)

Select All | Deselect All

Create Order+

Submitted (84)

| Order Name  | Order Status | Exceptions | Order Number | Delivery Date | Allocated / Ordered | Total (\$) |
|---|--------------|------------|--------------|---------------|---------------------|------------|
| E2E_Platform_Alloc.<br><small>Last updated 3h ago</small>       | Submitted    |            | 42231987     | 03/11/2024    | 1 CS / 1 CS         | \$62.94    |
| E2E_Platform_Subst<br><small>Last updated 3h 6min ago</small>   | Submitted    |            | 47892604     | 03/11/2024    | 1 CS / 1 CS         | \$76.76    |
| E2E_Platform_Canci<br><small>Last updated 3h 13min ago</small>  | Submitted    |            | 50653373     | 03/11/2024    | 1 CS / 2 CS         | \$76.76    |
| E2E_Platform_Alloc.<br><small>Last updated 3h 18min ago</small> | Submitted    |            | 59380424     | 03/11/2024    | 1 CS / 1 CS         | \$62.94    |
| E2E_Platform_Subst<br><small>Last updated 3h 24min ago</small>  | Submitted    |            | 61281015     | 03/11/2024    | 1 CS / 1 CS         | \$76.76    |
| E2E_Platform_Canci<br><small>Last updated 3h 31min ago</small>  | Submitted    |            | 77319305     | 03/11/2024    | 1 CS / 2 CS         | \$76.76    |

An **order summary** is shown for each order at the top of the page. This includes order name, delivery date, shipping type, total quantity, total line items, and estimated total.

Back to Orders

Delivery information currently unavailable. Please try again later

SUBMITTED

Last updated 3h 6min ago

E2E\_Platform\_Substitute\_Req\_11748888881-1000  
6178888888

Modify Order | Cancel Order

|                           |                                   |                                |
|---------------------------|-----------------------------------|--------------------------------|
| Delivery Date: 03/11/2024 | Total Weight <b>11.34 KG</b>      | Estimated Total <b>\$76.76</b> |
| Shipping Type: Ground     | Total Quantity <b>1 CS   0 EA</b> |                                |
| PO Number: Not Set        | Total Line Items <b>1</b>         |                                |
| Invoice Separately: No    |                                   |                                |

Search Brands

Export | View by: Uncategorized

| Item Details  | Order Qty. (CS) | Order Qty. (EA) | Allocated | Total (\$) |
|---|-----------------|-----------------|-----------|------------|
| Apple Slices Mixed 100/2 oz.<br>1657438   100   20Z | 1 CS (\$62.94)  |                 | 0 CS      | \$0.00     |

As long as your cut off time has not passed, you can still make changes to your order by clicking **Modify Order**.

When the order is placed, it may take a few minutes for the order submission to fully sync. During this short time period, the order will be **Pending**, and no modifications can be made. A message will appear under the greyed out Modify Order and Cancel Order buttons when the status of the order is still pending.

Order allocations are pending. Allocations will be updated 24 hours before the delivery date.

SUBMITTED  
**Dec 04 2021 11:00 AM** - [REDACTED] Last updated 13h 55min ago

Delivery Date: 12/06/2021      Total Quantity **29 CS | 12 EA**  
Shipping Type: Ground      Total Line Items **31**  
PO Number: 005918  
Invoice Separately: No      Estimated Total **\$602.99**

[Cancel Order](#) [Modify Order](#)  
Order status is pending

---

Search Cart View by Uncategorized

| Item Details  | Order Qty. (CS)   | Order Qty. (EA) | Allocated | Total (\$) |
|---|-------------------|-----------------|-----------|------------|
| <b>Vinegar Balsamic Pomegranate Glaze</b><br>0056491   6/5.1 OZ   MUSSINI<br><small>Remote special delivery</small> | 1 CS (\$72.59 CS) |                 |           | \$72.59    |
| <b>Yogurt Vanilla Low Fat All Natural</b><br>0022362   4/5 LB   UPSSTATE FARMS                                      | 1 CS (\$28.84 CS) |                 |           | \$28.84    |
| <b>Apple Granny Smith Fancy Washington Fresh</b><br>1297993   1/100 CT   PACKER                                     | 1 CS (\$67.30 CS) |                 |           | \$67.30    |
| <b>Apple Red Delicious Fancy Washington 100 Ct</b><br>1099779   1/40 LB   PACKER                                    | 1 CS (\$49.95 CS) |                 |           | \$49.95    |

Orders that have not been allocated will show a banner message across the top as a reminder that nothing on the order has been allocated. The Allocated column will also be empty during this time. Orders are typically allocated 24 hours before your delivery date.

Order allocations are pending. Allocations will be updated 24 hours before the delivery date.

[Back to Orders](#) Delivery information currently unavailable. Please try again later

SUBMITTED Last updated 5h 57min ago

**Jan 24 2024 01:07 PM** [Modify Order](#) [Cancel Order](#)

Delivery Date: 03/14/2024      Total Weight **16.76 KG**      Estimated Total **\$125.24**  
Shipping Type: Ground      Total Quantity **2 CS | 0 EA**  
PO Number: Not Set      Total Line Items **2**  
Invoice Separately: Yes

---

Search Brands Export View by Uncategorized

| Item Details  | Order Qty. (CS) | Order Qty. (EA) | Allocated | Total (\$) |
|---|-----------------|-----------------|-----------|------------|
| <b>Bread Garlic Toast Sliced Bulk</b><br>8883070   120   1.4 OZ | 1 CS(\$77.14)   |                 | N/A       | \$77.14    |
| <b>Pea &amp; Carrot Grade A Poly</b><br>7668023   6   2 KG      | 1 CS(\$48.10)   |                 | N/A       | \$48.10    |