



# **ORDERING STORE SUPPLIES**

## **(Portland Division)**

**Using:**

- **(IOS) Interactive Ordering System**
- **(MO) Mobile Ordering**
- **Telxon**

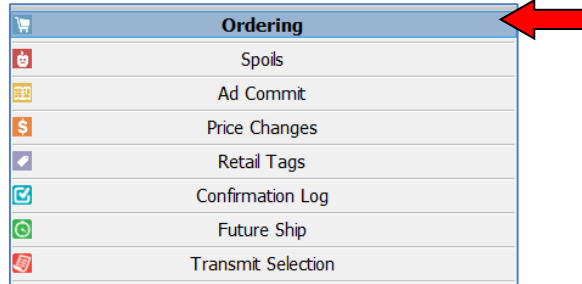


# Ordering Store Supplies with (IOS) Interactive Ordering System

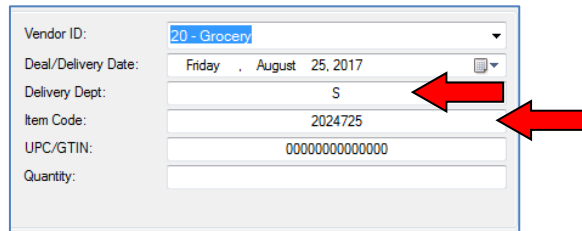
To order Store Supplies on the IOS PC screen, open the application by selecting



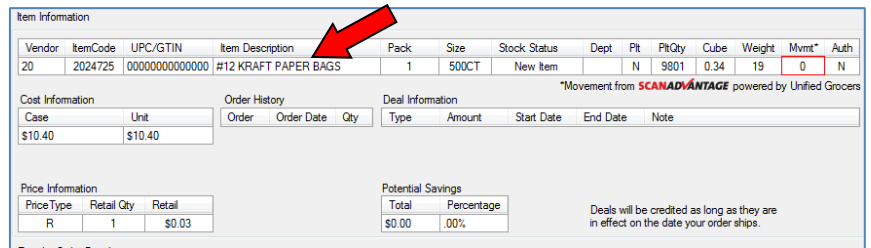
and then select the Ordering menu from the lower left corner.



In the upper left corner, select Deal/Delivery Date for the date that the items will be delivered. Note: This step is optional. Deal/Delivery Date is used to calculate deals when applicable to the item's delivery.

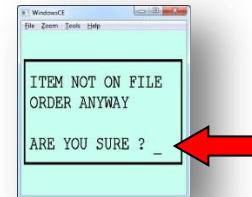
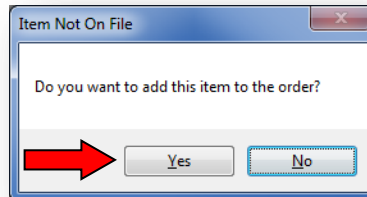


Enter "S" in the Delivery Dept field. Enter the 7-digit item code and quantity for the order in the fields provided.

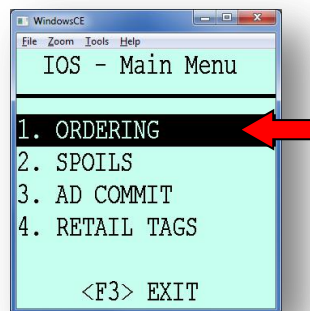


The item information can be viewed at the top right of the screen. Review this information to make decisions on the order quantity.

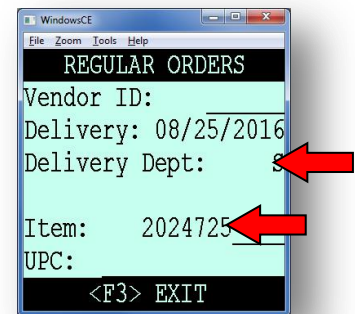
If the item comes up as "Item Not On File," select Yes to continue and then enter the quantity for the order.



To order Store Supplies on the IOS handheld screen, select the Ordering menu and follow the same process as on the PC for the Delivery Date and use "S" for Delivery Dept. Note: Use the Up arrow to reach these fields.



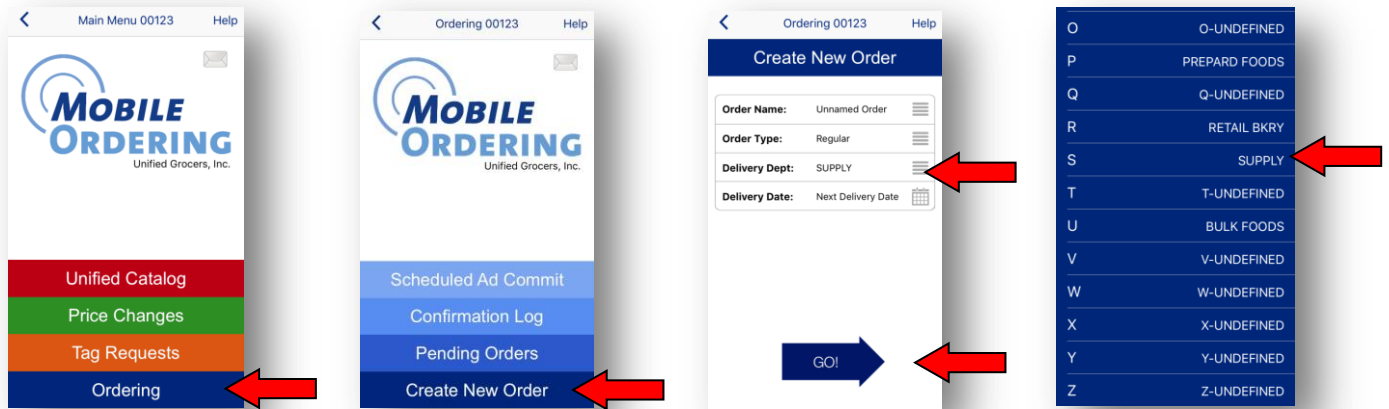
Continue ordering by entering the 7-digit item code number in the Item Code field or scan the barcode if one is provided. If the item comes up as "Item Not On File," select "Y" to continue.



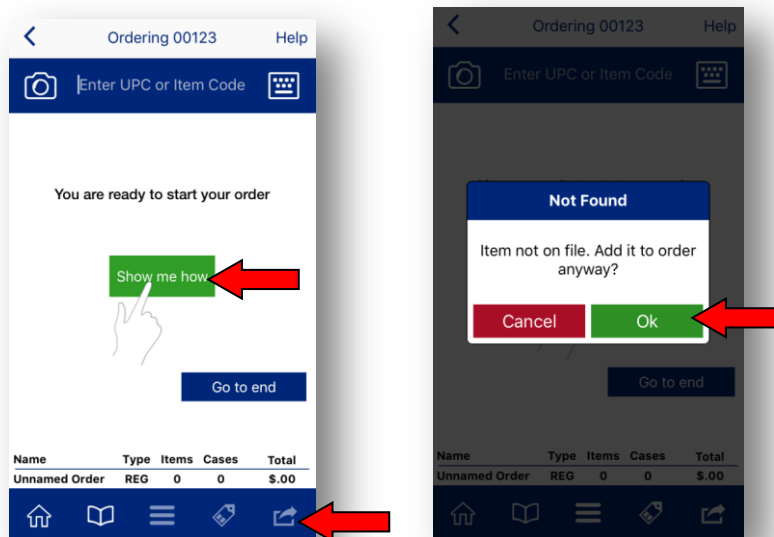
Transmit the order from the PC when finished.

# Ordering Store Supplies with (MO) Mobile Ordering

To order Store Supplies with Mobile Ordering, select “Ordering” on the main menu after signing in. For new orders, select “Create New Order.” Select Delivery Department “S” from pick list that will open when the stacked bars are selected. Select “Go!” to continue.



Continue ordering by scanning or entering the 7-digit item code number or UPC. Select “Show me how” if there are additional questions on how to enter items in Mobile Ordering. If the item comes up as “Not On File,” select “Ok” to continue.



Transmit the order when finished by selecting the square arrow symbol at the bottom right of the screen and follow the prompts.



# Ordering Store Supplies with a Telxon

To order Store Supplies items with a Telxon, enter the Grocery partition from the menu button (see Telxon User Guide for more details; menu numbers will vary. For PNW stores, it is most likely menu #1.)

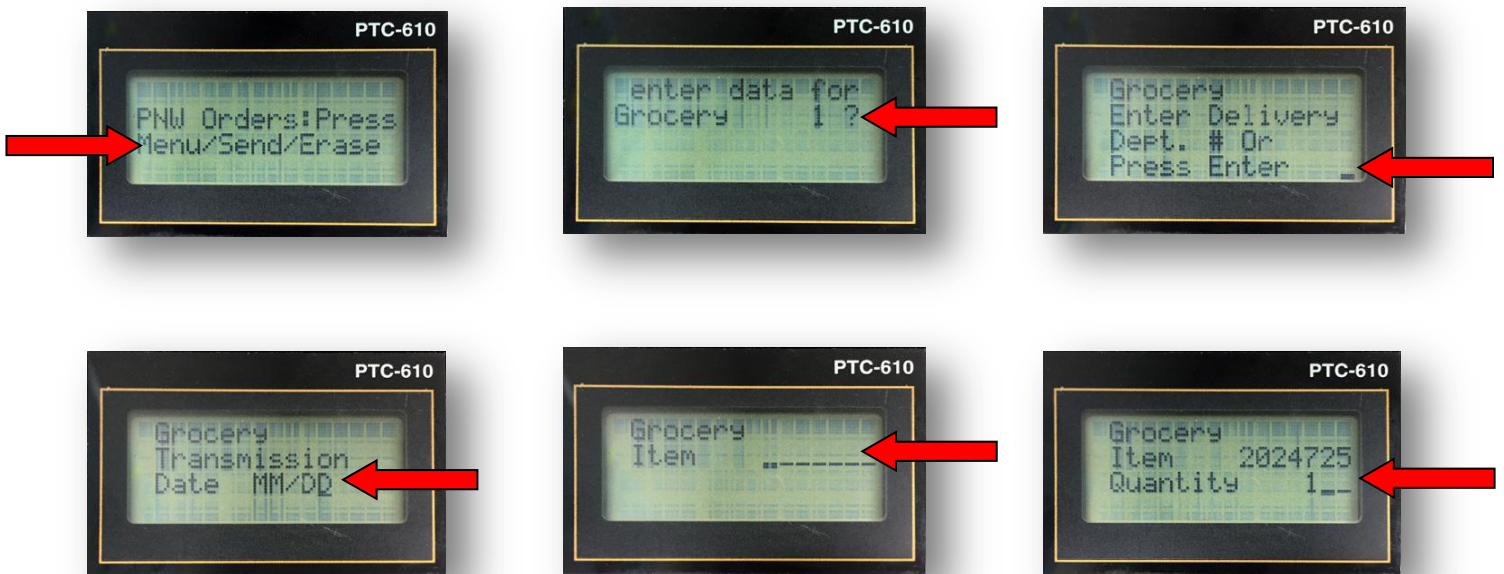
Enter Delivery Department #1. Note, there is no "S" on the keyboard, so only numbers 1-9 can be entered.

Enter Transmission Date, by two-digit month and two-digit day.

Enter the 7-digit item code. UPCs cannot be entered on a standard Telxon device.

The ordering application in Telxon will not validate the item code number. All item numbers from 0 to 9999999999 are accepted. However, item codes that do not match a valid item during order processing may be rejected or appear on the invoice as invalid item.

To transmit the order, press the END button and follow the prompts.



## Contact Information

If you have any questions pertaining to ordering on IOS, MO or Telxon, please contact:

### Support Desk Services

**Phone:** 800.934.2100

**E-Mail:** support@unifiedgrocers.com