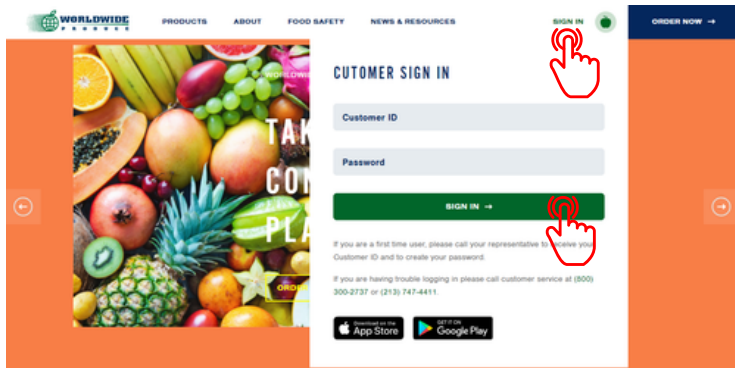


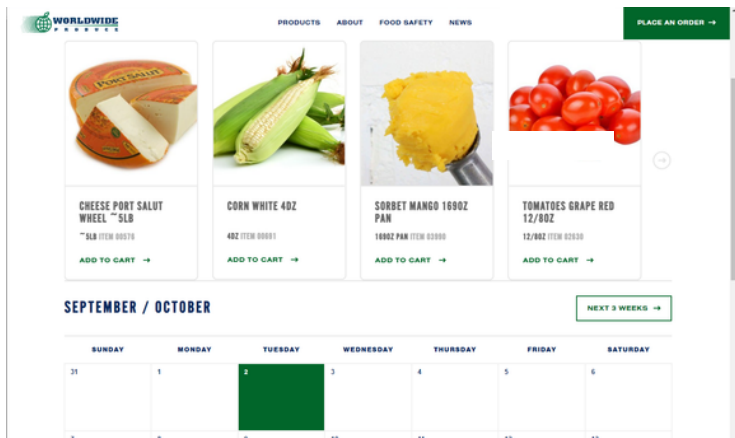
# How To: Place an Order Online



1 Visit [www.WWPRODUCE.com](http://www.WWPRODUCE.com)



2 Select "Sign-In" and enter your account credentials in the drop down box.



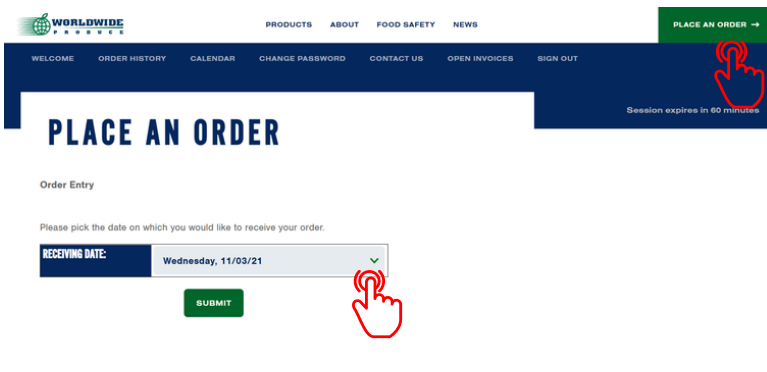
3 Once logged in, you will be re-directed to your online ordering home-page which features promotional products and your calendar to see upcoming orders and any important company notices.

# How To: Place an Order Online



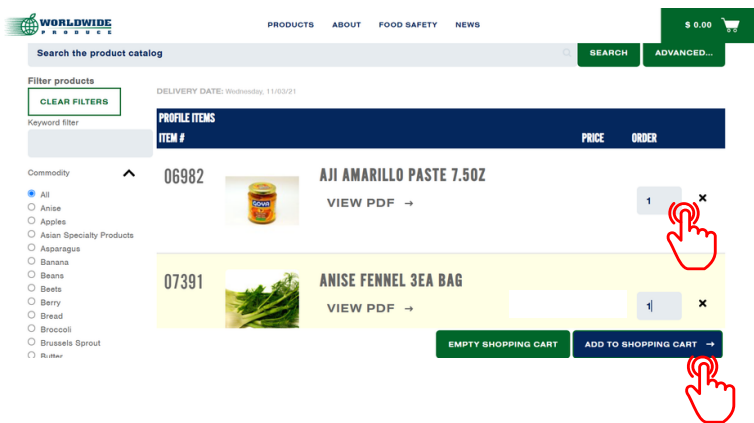
**4** From your Online Ordering homepage you can see your order history, open invoices, change your password & more.

**NOTE:** This is where you will go to *sign-out* of your account.



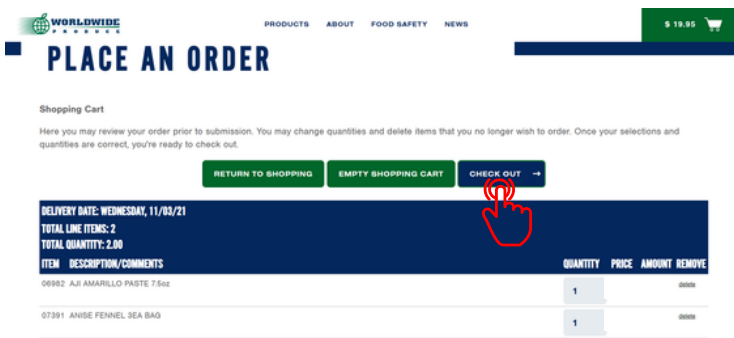
**5** Select "Place an Order" and confirm your delivery date.

If your desired date is not available you may be past the order cutoff or have restricted delivery days - contact your Sales Rep for more info.



**6** Once you select a delivery date, you will be directed to your order profile. Here you can search the entire product catalog, filter your profile by commodity, and add quantities of items to your cart.

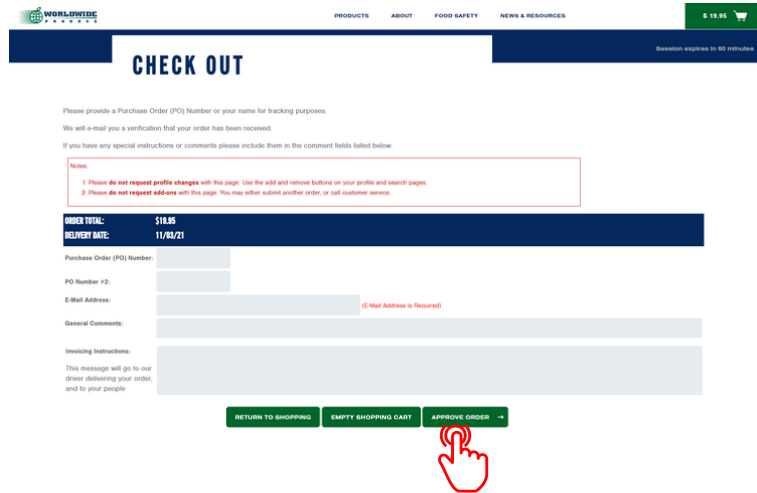
Add quantities on all profile items that you wish to purchase before selecting "Add to Shopping Cart"



**7** After selecting "Add To Shopping Cart" you will be redirected to review your shopping cart.

You can change product quantities, delete the product from your order, empty the shopping cart and start over, return to shopping to add more items, or proceed to check out.

# How To: Place an Order Online



**WORLDWIDE PRODUCE** PRODUCTS ABOUT FOOD SAFETY NEWS & RESOURCES \$ 19.95

## CHECK OUT

Please provide a Purchase Order (PO) Number or your name for tracking purposes.  
We will e-mail you a verification that your order has been received.  
If you have any special instructions or comments please include them in the comment fields listed below.

Name: \_\_\_\_\_  
 1. Please do not request profile changes with this page. Use the add and remove buttons on your profile and search pages.  
 2. Please do not request add-ons with this page. You may either submit another order, or call customer service.

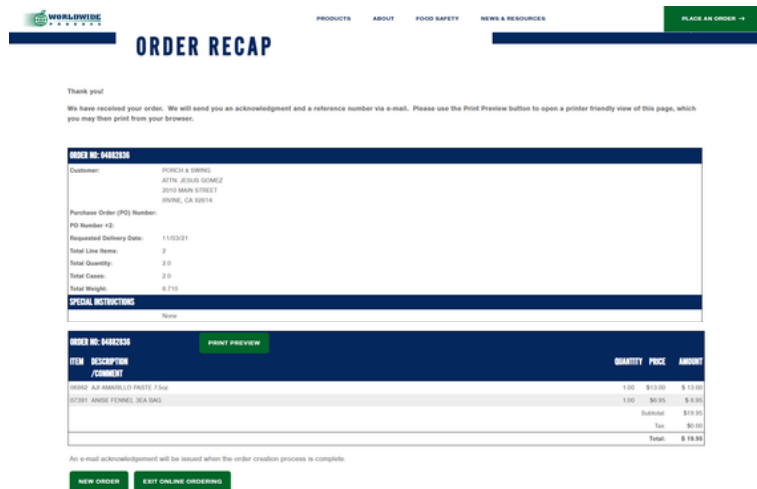
ORDER TOTAL: \$19.95  
 DELIVERY DATE: 11/02/21

Purchase Order (PO) Number: \_\_\_\_\_  
 PO Number #2: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ (E-Mail Address is Required)  
 General Comments: \_\_\_\_\_  
 Invoicing Instructions: \_\_\_\_\_

RETURN TO SHOPPING | EMPTY SHOPPING CART | **APPROVE ORDER** →

**8** Once you select "Check Out" you will be prompted to enter in additional information for your order such as PO number or name, additional comments and/or invoicing instructions.  
**NOTE:** An e-mail address is required for your order confirmation.

**9** Once delivery date and order details are confirmed, select "Approve Order".  
 Orders cannot be changed or cancelled online after being placed. Contact Customer Service or your Sales Representative for assistance.



**WORLDWIDE PRODUCE** PRODUCTS ABOUT FOOD SAFETY NEWS & RESOURCES PLACE AN ORDER

## ORDER RECAP

Thank you!  
We have received your order. We will send you an acknowledgment and a reference number via e-mail. Please use the Print Preview button to open a printer friendly view of this page, which you may then print from your browser.

ORDER NO: 9482258

Customer: FORCH & BERG  
 487N. JESSIE STREET  
 2010 MAIN STREET  
 OYUNE, CA 92014

Purchase Order (PO) Number: \_\_\_\_\_  
 PO Number #2: \_\_\_\_\_  
 Requested Delivery Date: 11/02/21  
 Total Line Items: 2  
 Total Quantity: 2.0  
 Total Cases: 2.0  
 Total Weight: 8.710

SPECIAL INSTRUCTIONS: \_\_\_\_\_

ORDER NO: 9482258 **PRINT PREVIEW**

ITEM	DESCRIPTION	QUANTITY	PRICE	AMOUNT
00000	FORK & BERG	1.00	\$19.95	\$ 19.95
00000	FORK & BERG	1.00	\$0.00	\$ 0.00
	Subtotal			\$19.95
	Tax			\$0.00
	<b>Total</b>			<b>\$ 19.95</b>

An e-mail acknowledgment will be issued when the order creation process is complete.

**NEW ORDER** | **EXIT ONLINE ORDERING**

**10** After order is submitted you will see an order recap that can also be printed.  
 From this page you can start a new order, exit online ordering, or navigate to other news and resources on your Dashboard.

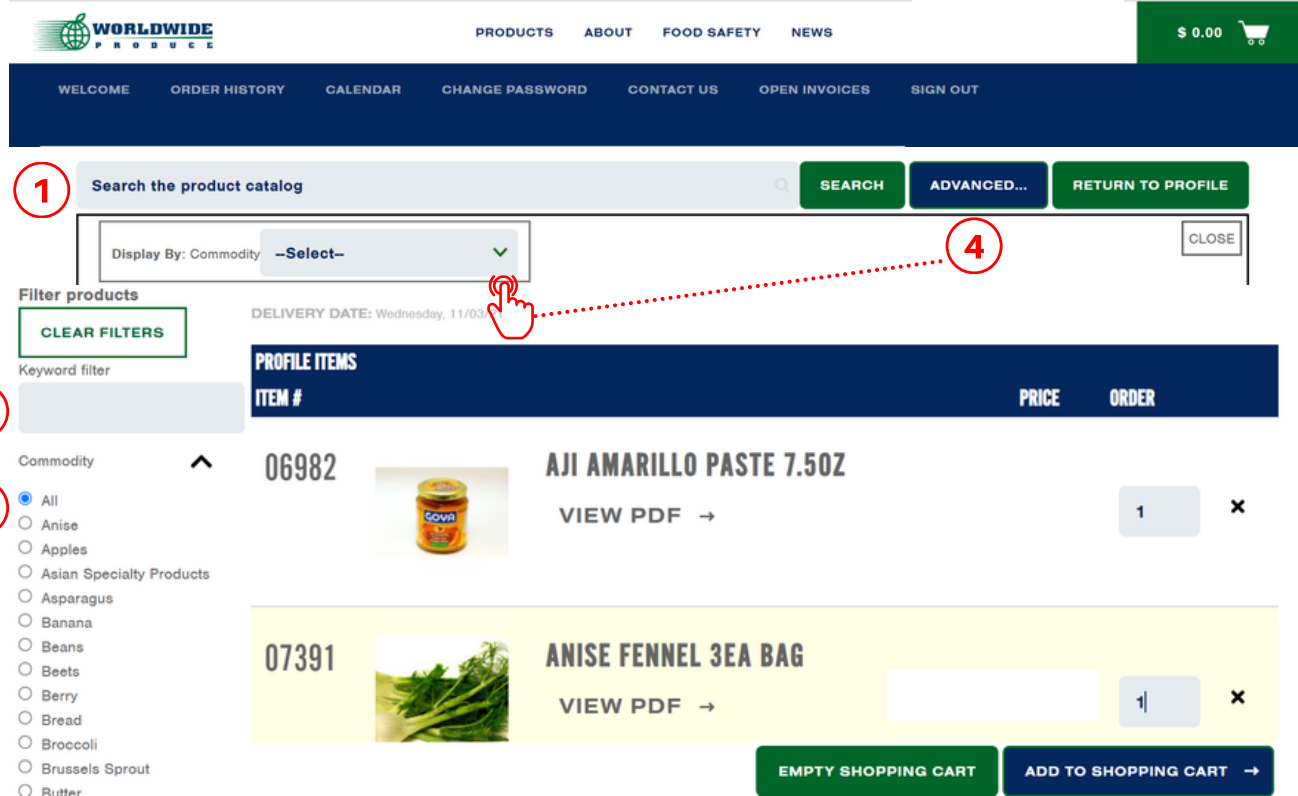
## QUESTIONS? CALL US!

**800-300-2737 OR 213-747-4411**

Our customer service team would be happy to take your order until **10PM** nightly. We recommend calling early to minimize the wait time! If you are concerned about missing the cut-off, please contact your Sales Representative directly to input an order for you.

# How To: Place an Order Online

## NEW: Enhanced Search Functions



The screenshot shows the Worldwide Produce website interface. At the top, there's a navigation bar with 'PRODUCTS', 'ABOUT', 'FOOD SAFETY', and 'NEWS'. Below that, a dark blue bar contains 'WELCOME', 'ORDER HISTORY', 'CALENDAR', 'CHANGE PASSWORD', 'CONTACT US', 'OPEN INVOICES', and 'SIGN OUT'. A green cart icon shows '\$ 0.00'. The main search area includes a search bar with '1' next to it, and buttons for 'SEARCH', 'ADVANCED...', and 'RETURN TO PROFILE'. Below the search bar is a 'Display By: Commodity --Select--' dropdown with a red circle '4' and a hand icon pointing to it. A 'CLOSE' button is also present. On the left, there's a 'Filter products' section with a 'CLEAR FILTERS' button and a 'Keyword filter' input field with a red circle '2'. Below that is a 'Commodity' filter with a red circle '3' and a list of items including 'All', 'Anise', 'Apples', 'Asian Specialty Products', 'Asparagus', 'Banana', 'Beans', 'Beets', 'Berry', 'Bread', 'Broccoli', 'Brussels Sprout', and 'Rutabaga'. The main product list shows 'AJI AMARILLO PASTE 7.50Z' (item # 06982) and 'ANISE FENNEL 3EA BAG' (item # 07391). At the bottom right, there are buttons for 'EMPTY SHOPPING CART' and 'ADD TO SHOPPING CART'.

- 1 Search entire product catalog by key-word (i.e. "butter")**  
*To maximize search results, generalize your search terms, i.e. "cheese" instead of "cheddar"*
- 2 Filter your order guide by key-word (i.e. "lettuce")**  
*Search results will only show items matching the key-word description. Select "Clear Results" to default back to your profile view.*
- 3 Filter your order guide by commodity group (i.e. "bread")**  
*Search results will only show items matching the commodity group. Select "Clear Results" to default back to your profile view.*
- 4 Advanced search allows you to browse the entire product catalog by commodity group (i.e. view ALL dairy)**  
*Search results will show ALL items in our product catalog within that commodity group. You can request items be added to your order guide/profile through your Sales Representative for easier repeat ordering in the future.*