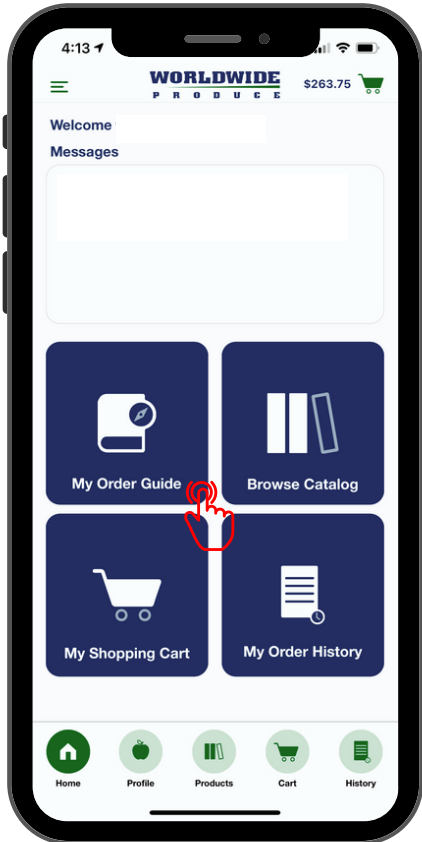


# How To: Place an Order on the App



**1** Download the "Worldwide Produce Checkout" app on your Apple or Android mobile devices.

*Download through the app store*



Apple App Store



Google Play Store

**2** Sign-in to the app with your account credentials.

**3** From the app homepage you can place an order by selecting "My Order Guide" or you can search our product catalog via the "Browse Catalog" icon.

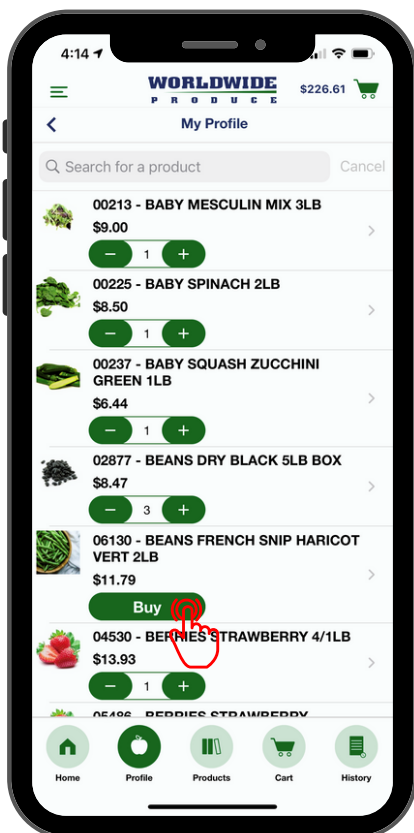
*To begin an order you will need to select your desired delivery date. If your delivery date is not available, you may be past the order cut-off or have restricted delivery days. Contact your Sales Representative to troubleshoot.*

**4** The icons at the bottom of the app will also allow you to navigate throughout the menu.

- "Home" - return to this screen
- "Profile" - jump to order guide
- "Products" - view product catalog
- "Cart" - view current order
- "History" - view past orders

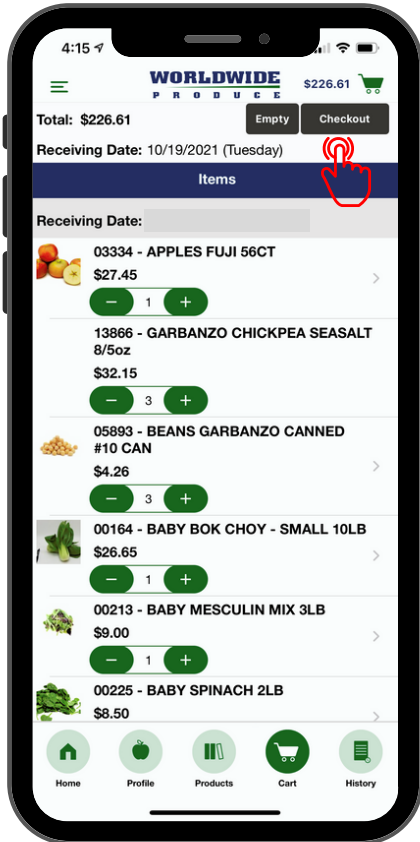
**5** From your order guide, you can update quantities of items you wish to purchase and add them to your cart

*You can also search for products within your profile by keyword. To search the entire product catalog, select "Products" on the bottom menu.*



**6** You can view your current order by selecting the cart icon in the top right corner or by selecting "Cart" on the bottom menu.

# How To: Place an Order on the App

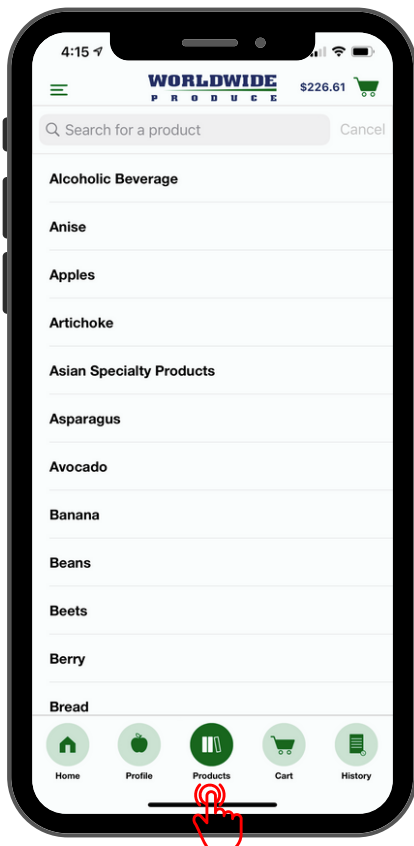


**7** Once your order is ready, select the cart icon or "Cart" from the bottom menu to review your order.  
*Review items, quantities, and delivery date.*

**8** Once you confirm the details of your order, select "Checkout" in the top right to place your order.

*Once you check out you will receive an e-mail order confirmation and the order will show as "processing" on your order history page.*

*NOTE: You cannot change or cancel an app order once it is placed. Contact Customer Service or your Sales Representative for assistance.*

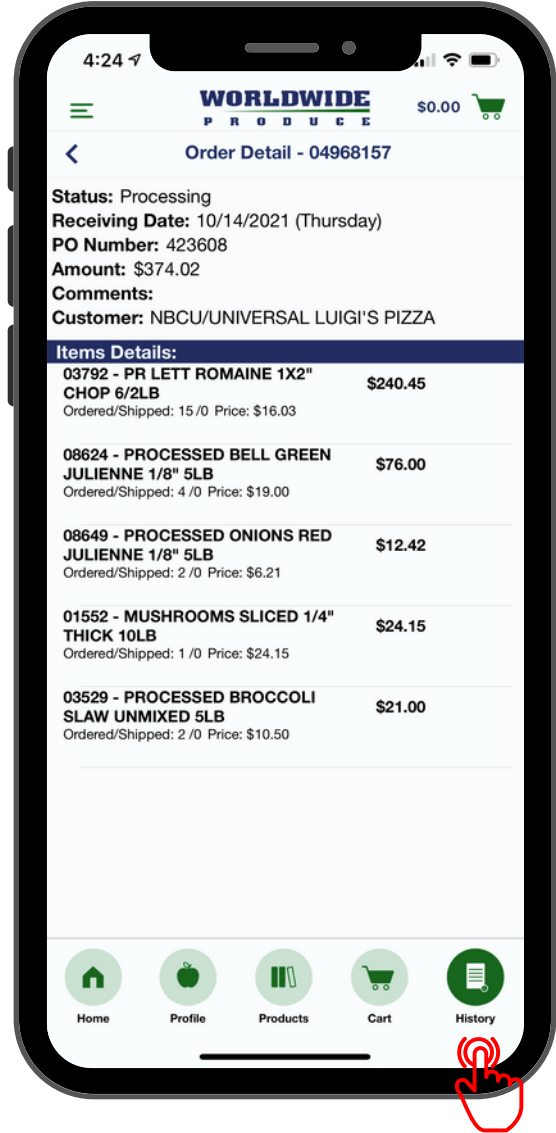
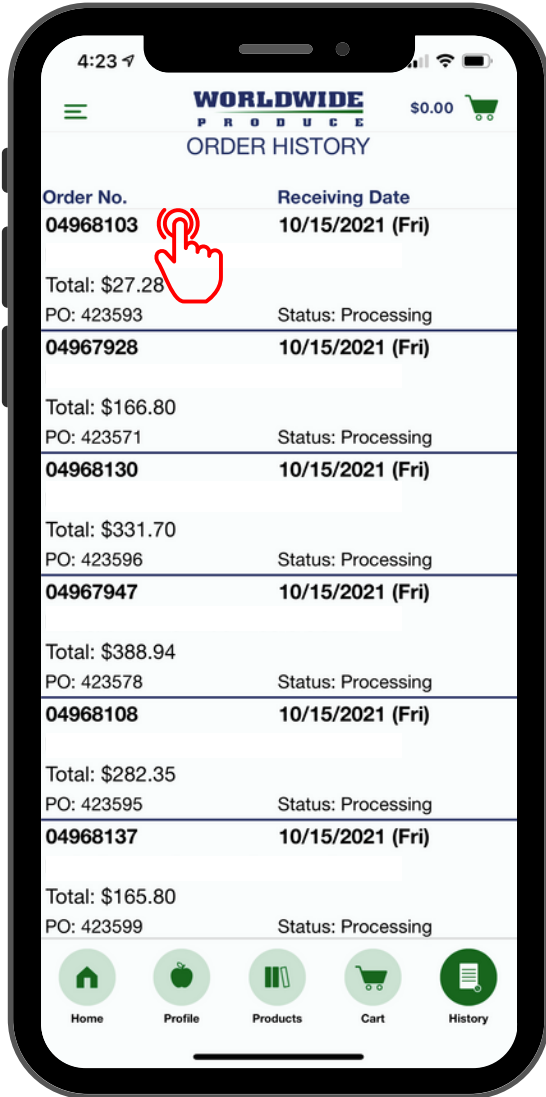


**9** If you need to add something to your cart that is not on your Order Guide, select the "Products" icon on the bottom menu bar.

*From the Product Catalog page you can search by keyword or view a product list by selecting a commodity listed. From the product pages you can select "Add to Cart" to include it in your order. Then you will proceed through reviewing your cart and selecting "Checkout" to complete your order as noted above in steps 7 & 8.*

# How To: Place an Order on the App

## Order History Functionality



From the mobile app you can also view your order history and select an order for an itemized order confirmation. Select "History" from the bottom menu to view a list of past orders. Select an order from this list for additional itemized details.

*NOTE: You cannot print from the order detail page. You may "screenshot" the image, or access a printable version through your Customer Dashboard on our website.*

## 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.