



eCommerce – Online Ordering Guide



Updated April 2018

eCommerce Online Ordering Guide

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How to get to the website and how to login

You can get to the eCommerce site using one of two options:

- Option 1: Go to peironeproduce.com – feel free to add this to your saved bookmarks. From the home screen, click the order online button.
- Option 2: Type orders.peirone.com into your web browser
- Enter your Customer ID and Password then click the Submit button.

*If you forget your Customer ID or Password, contact your Peirone salesperson for assistance.



Customer ID:

Password:

[Forgot your password?](#)

Submit

Please enter your login and password to access our order system.

If you are a first time user, please call your representative to receive your Customer ID and to create your password.

If you are having trouble logging in please call customer service (509) 838-3515.

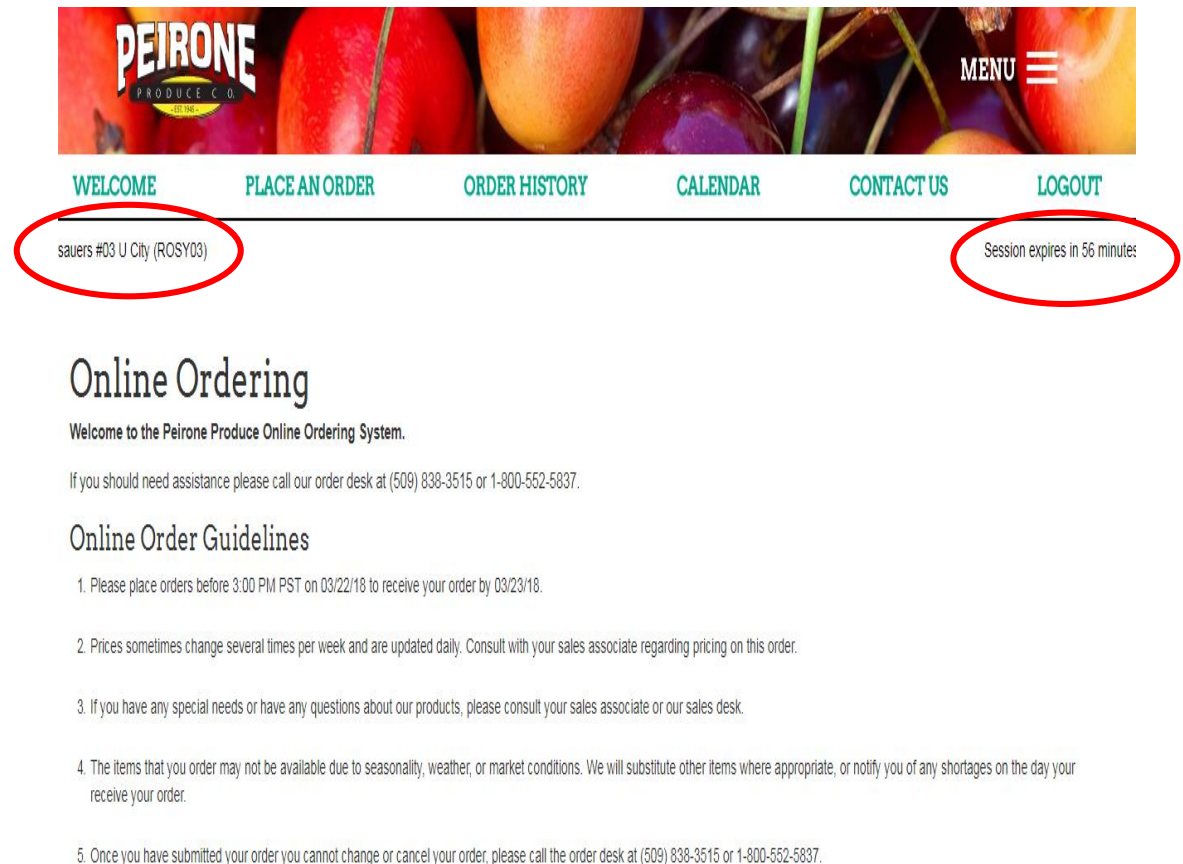
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The Welcome Page and Where to Start An Order

Once you're logged in, you're taken to the WELCOME page. Below are some general guidelines for using the site.

You will also see a few other things:

- There is a navigation bar right below the Peirone logo and the menu. The navigation bar contains links to every major part of the site, from the WELCOME page to the LOGOUT button.
- This site supports a session timeout. If you are logged in and don't do anything for more than an hour, you will be automatically logged out.
 - If you start an order and walk away, don't worry, your shopping basket or order will be saved.
- Your name and customer ID are displayed in the upper left of each page of the site.



WELCOME **PLACE AN ORDER** **ORDER HISTORY** **CALENDAR** **CONTACT US** **LOGOUT**

sauers #03 U City (ROSY03) Session expires in 56 minutes

Online Ordering

Welcome to the Peirone Produce Online Ordering System.

If you should need assistance please call our order desk at (509) 838-3515 or 1-800-552-5837.

Online Order Guidelines

1. Please place orders before 3:00 PM PST on 03/22/18 to receive your order by 03/23/18.
2. Prices sometimes change several times per week and are updated daily. Consult with your sales associate regarding pricing on this order.
3. If you have any special needs or have any questions about our products, please consult your sales associate or our sales desk.
4. The items that you order may not be available due to seasonality, weather, or market conditions. We will substitute other items where appropriate, or notify you of any shortages on the day you receive your order.
5. Once you have submitted your order you cannot change or cancel your order, please call the order desk at (509) 838-3515 or 1-800-552-5837.

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The Welcome Page and Where to Start An Order - *Continued*

- Our contact numbers are displayed in several places on the WELCOME page and throughout the site in case you need to call.
- Your order cutoff time is displayed on the first line under Online Order Guidelines. *This is the time you must submit your order by for your next valid delivery date.*
 - Some items require additional lead time for ordering. You will be stopped if your delivery date doesn't meet the required lead time for ordering.
- Your name and customer ID are displayed in the upper left of each page of the site.
- To start an order, click the PLACE AN ORDER button in the navigation bar or click the START AN ORDER button at the bottom of the page.



sauers #03 U City (ROSY03)

Session expires in 56 minutes

Online Ordering

Welcome to the Peirone Produce Online Ordering System.

If you should need assistance please call our order desk at (509) 838-3515 or 1-800-562-5837.

Online Order Guidelines

1. Please place orders before 3:00 PM PST on 03/22/18 to receive your order by 03/23/18.
2. Prices sometimes change several times per week and are updated daily. Consult with your sales associate regarding pricing on this order.
3. If you have any special needs or have any questions about our products, please consult your sales associate or our sales desk.
4. The items that you order may not be available due to seasonality, weather, or market conditions. We will substitute other items where appropriate, or notify you of any shortages on the day you receive your order.
5. Once you have submitted your order you cannot change or cancel your order, please call the order desk at (509) 838-3515 or 1-800-562-5837.

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Placing An Order

- When you first start an order, you must choose a receiving date. This is the next scheduled date that you want to receive an order.
- Based on the customer number you entered during login, the system automatically defaults to the correct department.
- You will be presented with a drop down of your next 10 valid delivery dates.
- Choose the desired delivery date for your order and click SUBMIT to proceed.
- After you choose a receiving date, the system will take a few minutes to load:
 - *The system is loading your specific customer profile. Upon completion of loading an order guide specific to you with item code(s), item description(s), UPC/PLU info and pricing will be on the screen.*

PEIRONE PRODUCE CO.

MENU

WELCOME PLACE AN ORDER ORDER HISTORY CALENDAR CONTACT US LOGOUT

rosauers #03 U City (ROSY03) Session expires in 60 minu

Place an Order

Order Entry

Please pick the date on which you would like to receive your order.

Sub-Customer: -Select-

Receiving Date: Friday, 03/23/18
Time window: 7:45 AM - 07:46:

Submit

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Placing An Order - *Continued*

Ordering from your profile

- eCommerce is preloaded with your specific profile order guide. Your profile is the default catalog. You can order by simply choosing the item you want from the profile and entering a quantity in the box on the right side of the page.
- You will notice your ad items are highlighted in yellow with red pricing.
- You will see pricing identified with arrows pointing up and/or down next to current prices.
- You can review your complete order at anytime by clicking the **VIEW SHOPPING CART** button.

Receiving Date: Friday, 03/23/18

Item #	Description	UPC	PLU	Price	Order
03675	MARY'S FRT PARTY PLATTER 3/64 OZ	0 92504 38259 1		\$37.00	<input type="text"/> Remove From Profile
03692	MARY'S MELON MEDLEY CHUNKS 6/1#	0 92504 40247 3		\$19.85	<input type="text"/> Remove From Profile
04171	MARY'S MELON MED W/GRP 6/20 OZ	92504 25007		\$23.40	<input type="text"/> Remove From Profile
04585	MARY'S WATERMELON 6/18 OZ	8 87241 80745		\$22.60	<input type="text"/> Remove From Profile
04027	MARY'S WATERMELON SPEARS 4/16 OZ	8 87241 79601 0		\$15.00	<input type="text"/> Remove From Profile
06312	LIVING HERB BASIL 3 CT	6 60628 12345 3		\$6.25	<input type="text"/> Remove From Profile
06293	LIVING HERB BASIL 6 CT	6 60628 12345 3		\$11.50	<input type="text"/> Remove From Profile
06313	LIVING HERB BASIL VALUE 3 CT	6 60628 12358 3		\$9.75	<input type="text"/> Remove From Profile
06314	LIVING HERB CHIVES 3 CT	6 60628 12349 1		\$6.25	<input type="text"/> Remove From Profile
06297	LIVING HERB CHIVES 6 CT	6 60628 12349 1		\$11.50	<input type="text"/> Remove From Profile
06316	LIVING HERB DILL 3 CT	6 60628 12348 4		\$6.25	<input type="text"/> Remove From Profile
10779	OG ASPARAGUS 11#	94080	\$35.00	↓	<input type="text"/> Remove From Profile
10801	OG BROCCOLI 14 CT	94000	\$32.00	↓	<input type="text"/> Remove From Profile
10143	BROCCOLI CROWNS 20#	3082	\$26.25	↓	<input type="text"/> Remove From Profile
11742	OG BOK CHOY BABY 20#	94004	\$32.00	↓	<input type="text"/> Remove From Profile
82286	OG BRUSSELS SPROUT PKG 12/1#	93783 90720 5	\$29.00	↓	<input type="text"/> Remove From Profile
10803	OG CABBAGE GREEN 45# On Ad	94009	\$21.50	↓	<input type="text"/> Remove From Profile
10158	CABBAGE GREEN 45#	4069	\$23.75	↓	<input type="text"/> Remove From Profile
10804	OG CABBAGE GREEN 3 EA BAG	4009	\$7.50	↓	<input type="text"/> Remove From Profile
10161	CABBAGE GREEN 3 EA BAG	4009	\$4.50	↓	<input type="text"/> Remove From Profile
10805	OG CABBAGE RED 45#	94554	\$35.00		<input type="text"/> Remove From Profile
11602	OG CARROT 10/5#	0 32601 04400 8	\$32.00		<input type="text"/> Remove From Profile
10813	OG CARROT 24/2#	0 32601 04200 4	\$32.00		<input type="text"/> Remove From Profile

[View Shopping Cart](#) [Back To Top](#) [Empty Shopping Cart](#)

eCommerce – Online Ordering Guide

Placing An Order - *Continued*

Searching and ordering from your profile and from the Peirone catalog:

- You can search your profile by entering an item number, item name or short abbreviation. You can add or delete items from your profile by clicking the button on the far right. This sends a message to your salesperson to request the change.
- If you want to search the Peirone catalog, enter an item number, item name or abbreviation in the SEARCH box. Make sure the catalog radio button is selected and press SEARCH.
- After you click SEARCH, you are taken to the CATALOG search page.
 - To order an item from the search results, simply enter a quantity in the ORDER column on the right side of the page.

Peirone Produce

WELCOME PLACE AN ORDER ORDER HISTORY CALENDAR CONTACT US LOGOUT

tosauers #03 U City (ROSY03) PRODUCE Session expires in 55 min

Place an Order

Order Entry - My Profile

This is a list of products contained in your profile. You may also perform a search for those products that you are interested in. After searching, you may use List Profile to view your entire profile. After specifying the quantities to order, please click on any View Shopping Cart button to begin checking out.

Search: @ Profile * Catalog Search List Profile

Display By: Commodity [All] * Profile @ Catalog

Receiving Date: Friday, 03/23/18

Item #	Description	UPC	PLU	Price	Order
03675	MARY'S FRT PARTY PLATTER 3/64 OZ	0 92504 38259 1		\$37.00	<input type="text"/> Remove From Profile
03692	MARY'S MELON MEDLEY CHUNKS 6/1#	0 92504 40247 3		\$19.85	<input type="text"/> Remove From Profile
04171	MARY'S MELON MED W/GRP 6/20 OZ	92504 25007		\$23.40	<input type="text"/> Remove From Profile
04585	MARY'S WATERMELON 6/18 OZ	8 87241 80745		\$22.60	<input type="text"/> Remove From Profile
04027	MARY'S WATERMELON SPEARS 4/16 OZ	8 87241 79901 0		\$15.00	<input type="text"/> Remove From Profile
06312	LIVING HERB BASIL 3 CT	6 60628 12345 3		\$9.25	<input type="text"/> Remove From Profile
06293	LIVING HERB BASIL 6 CT	6 60628 12345 3		\$11.50	<input type="text"/> Remove From Profile
06313	LIVING HERB BASIL VALUE 3 CT	6 60628 12359 3		\$9.75	<input type="text"/> Remove From Profile
06314	LIVING HERB CHIVES 3 CT	6 60628 12349 1		\$9.25	<input type="text"/> Remove From Profile
06297	LIVING HERB CHIVES 6 CT	6 60628 12349 1		\$11.50	<input type="text"/> Remove From Profile
06316	LIVING HERB DILL 3 CT	6 60628 12348 4		\$9.25	<input type="text"/> Remove From Profile
06299	LIVING HERB DILL 6 CT	6 60628 12348 4		\$11.50	<input type="text"/> Remove From Profile

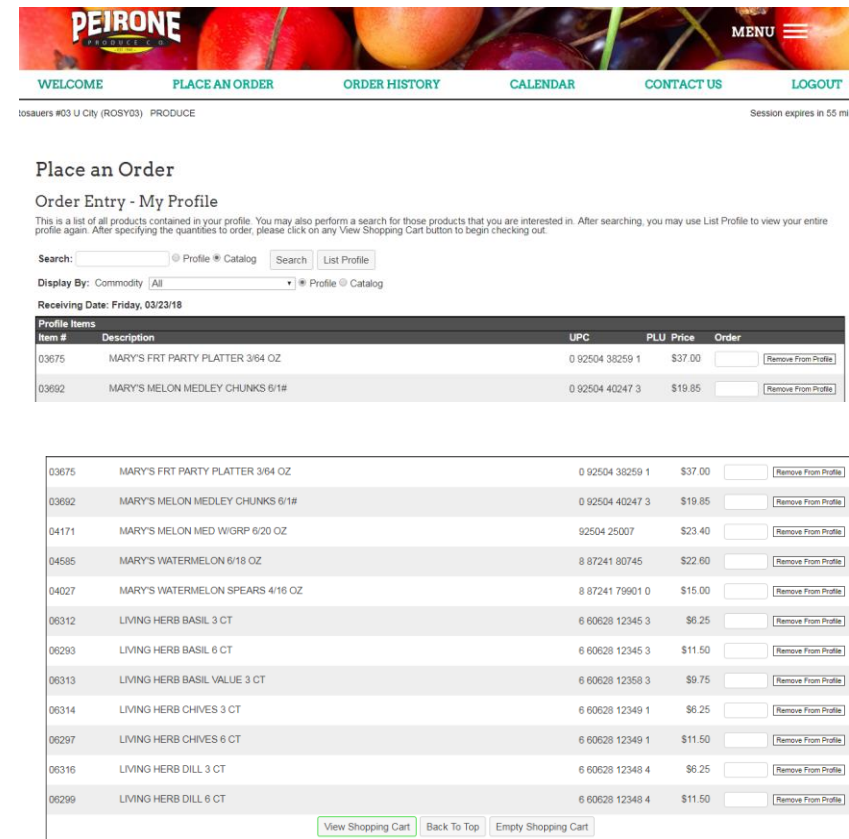
[View Shopping Cart](#) [Back To Top](#) [Empty Shopping Cart](#)

eCommerce – Online Ordering Guide

Placing An Order - *Continued*

Searching and ordering from your profile and from the Peirone Catalog:

- Once you've completed your catalog search and are ready to return to your profile, click the RETURN TO PROFILE button on any screen.
- When you return to the profile page, any items that were ordered from the Peirone catalog will be displayed at the top of the order page. These are clearly identified as catalog items. Your normal profile will be listed below.
- When you are ready to review your order, simply scroll down and click one of the VIEW SHOPPING CART buttons.
 - If you wish to clear your cart and start over you can. Just follow the prompts.



The screenshot shows the Peirone online ordering interface. At the top, there is a navigation bar with the Peirone logo and a menu icon. Below the navigation bar, there are links for WELCOME, PLACE AN ORDER, ORDER HISTORY, CALENDAR, CONTACT US, and LOGOUT. The main content area is titled "Place an Order" and "Order Entry - My Profile". It includes a search bar and a "Display By" dropdown menu. Below this, there is a table of items in the profile. The table has columns for Item #, Description, UPC, PLU Price, and Order. The items listed are:

Item #	Description	UPC	PLU Price	Order
03675	MARY'S FRT PARTY PLATTER 3/64 OZ	0 92504 38259 1	\$37.00	<input type="text"/> Remove From Profile
03692	MARY'S MELON MEDLEY CHUNKS 6/1#	0 92504 40247 3	\$19.85	<input type="text"/> Remove From Profile
04171	MARY'S MELON MED W/GRP 6/20 OZ	92504 25007	\$23.40	<input type="text"/> Remove From Profile
04585	MARY'S WATERMELON 6/18 OZ	8 87241 80745	\$22.60	<input type="text"/> Remove From Profile
04027	MARY'S WATERMELON SPEARS 4/16 OZ	8 87241 79901 0	\$15.00	<input type="text"/> Remove From Profile
06312	LIVING HERB BASIL 3 CT	6 60628 12345 3	\$9.25	<input type="text"/> Remove From Profile
06293	LIVING HERB BASIL 6 CT	6 60628 12345 3	\$11.50	<input type="text"/> Remove From Profile
06313	LIVING HERB BASIL VALUE 3 CT	6 60628 12359 3	\$9.75	<input type="text"/> Remove From Profile
06314	LIVING HERB CHIVES 3 CT	6 60628 12349 1	\$9.25	<input type="text"/> Remove From Profile
06297	LIVING HERB CHIVES 6 CT	6 60628 12349 1	\$11.50	<input type="text"/> Remove From Profile
06316	LIVING HERB DILL 3 CT	6 60628 12348 4	\$9.25	<input type="text"/> Remove From Profile
06299	LIVING HERB DILL 6 CT	6 60628 12348 4	\$11.50	<input type="text"/> Remove From Profile

At the bottom of the table, there are buttons for "View Shopping Cart", "Back To Top", and "Empty Shopping Cart".

eCommerce – Online Ordering Guide

Placing An Order - *Continued*

The VIEW SHOPPING CART page:

- You will see your complete order.
- You can change the quantity of the items you have ordered on this page.
- To delete an item from your cart press the DELETE button next to that item.
- To continue shopping, press the RETURN TO SHOPPING button.
- To continue with the order, press the CHECK OUT button.

Shopping Cart

Here you may review your order prior to submission. You may change quantities and delete items that you no longer wish to order. Once your selections and quantities are correct, you're ready to check out.

[Return to Shopping](#) [Empty Shopping Cart](#) [Check Out >>](#)

Receiving Date: Friday, 03/23/18 Total Line Items: 7 Total Quantity: 23.00			
Item	Description/Comments	Quantity	Price Amount Remove
04585	MARY'S WATERMELON 6/18 OZ	<input type="text" value="2"/>	\$22.60 \$45.20 delete
04027	MARY'S WATERMELON SPEARS 4/16 OZ	<input type="text" value="5"/>	\$15.00 \$75.00 delete
06309	LIVING HERB TARRAGON 6 CT	<input type="text" value="1"/>	\$11.50 \$11.50 delete
06329	LIVING HERB THAI BASIL 3 CT	<input type="text" value="5"/>	\$6.25 \$31.25 delete
00158	CABBAGE GREEN 45#	<input type="text" value="2"/>	\$23.75 \$47.50 delete
05841	OG MANNS GREEN BEAN 6/10 OZ	<input type="text" value="3"/>	\$17.00 \$51.00 delete
04268	OG APPLE PINATA SNAPPER 9/3#	<input type="text" value="5"/>	\$18.00 \$90.00 delete

Total: \$ 351.45

[Return to Shopping](#) [Empty Shopping Cart](#) [Check Out >>](#)

eCommerce – Online Ordering Guide

Placing An Order - *Continued*

You will now be taken to the CHECK OUT page:

- You can enter a PO number if needed
- Notice that your email address has been preloaded for notification once the order has been approved
- After you have finalized the order, press the APPROVE ORDER button

Place an Order

Check Out

Please provide a PO Number #1 or your name for tracking purposes.

Please provide your e-mail address so the invoice may be sent to the appropriate party. We will e-mail you a verification that your order has been received.

Order Total:	\$351.45
Receiving Date:	03/23/18

PO Number #1:

PO Number #2:

E-Mail Address:

eCommerce – Online Ordering Guide

Placing An Order - *Continued*

Once the order is approved, it is immediately created in Peirone's software system. What you see next is an Order Recap page.

- The Recap Page shows you the order number.
- It also displays the line items, quantity and extended prices. The total price of the order is in the bottom right corner.
- You can PRINT PREVIEW or DOWNLOAD ORDER copies by clicking the buttons and following the prompts.
- At this point, your order is complete and has been created in Peirone's in-house software. You can start a NEW ORDER by clicking the button.
- You can LOG OUT in the navigation toolbar or by clicking the EXIT ONLINE ORDERING button at the bottom of the page.

eCommerce – Online Ordering Guide

Ordering is complete – What to expect next:

You have now approved your order and it has been created in the Peirone system. What to expect next:

- A Peirone salesperson will call you back and review any potential issues with your order(s). Topics for review will be out of stocks and prorates based on current inventory levels.
- You can also expect the salesperson to discuss the following topics with you:
 - credits from previous day's order
 - Daily Deals currently available for ordering
 - Truckload Sale items and your delivery day
 - Any spot buys or pre-book opportunities that are available for ordering
- Your feedback is valuable! Please share your experience during that call back from your salesperson.

eCommerce – Order History

Order History

The Order History page allows you to see prior sales orders (SO) and invoices.

- You can search two ways: date range or by SO number.
- Once the information has been entered, follow the prompts.
- From here, you can print missing invoices or check the status of an invoice.

The screenshot shows the Peirone Produce Co. website's Order History page. The navigation menu at the top includes 'WELCOME', 'PLACE AN ORDER', 'ORDER HISTORY' (circled in red), 'CALENDAR', 'CONTACT US', and 'LOGOUT'. Below the menu, the page title is 'Order Status' and the section is 'Search Criteria'. The search criteria form is circled in red and contains the following fields:

Beginning Date:	03/16/2018
Ending Date:	03/23/2018
PO Number #1:	
Sales Order:	
Order Status:	All

eCommerce – Calendar

Calendar

The Calendar page allows you to see future sales orders (SO's) and ad pricing.

- This is simply a click to view page.
- Click on any hyperlink to view the information contained within. No changes can be made from this page. You can only view items here.
- The ad item hyperlink contains all pricing that is customer-specific or variations from the Peirone list pricing.

Rosauers #03 U City (ROSY03) Session expires in 60 min

Rosauers #03 U City Marketing Calendar

March/April Calendar Next Three Weeks >>

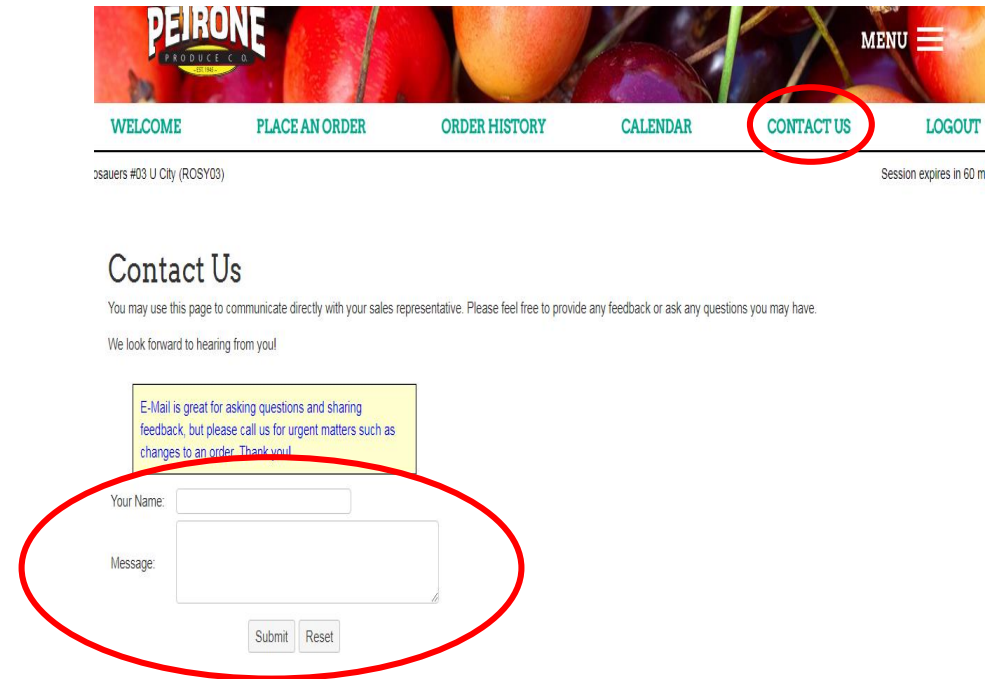
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weekly Items * Ad Items		18	19	20	21	22 SO 00879712 SO 00880123	23 SO 00880221
Weekly Items * Ad Items		25	26	27	28	29	31

eCommerce – Contact Us

Contact Us

This page is simply another form of quick communication or messaging.

- Just follow the prompts
- Type in your name
- Type in your message: i.e. “Call me.”
- An email message will be sent to your primary salesperson and the sales team. Someone will respond to your message promptly.



The screenshot shows the Peirone Produce Co. website's contact page. At the top, there is a navigation bar with links for WELCOME, PLACE AN ORDER, ORDER HISTORY, CALENDAR, CONTACT US (circled in red), and LOGOUT. Below the navigation bar, there is a session timer showing '03 U City (ROSY03)' and 'Session expires in 60 m'. The main heading is 'Contact Us', followed by a brief instruction: 'You may use this page to communicate directly with your sales representative. Please feel free to provide any feedback or ask any questions you may have. We look forward to hearing from you!'. A yellow box contains a note: 'E-Mail is great for asking questions and sharing feedback, but please call us for urgent matters such as changes to an order. Thank you!'. Below this, there is a form with a 'Your Name:' label and a text input field, a 'Message:' label and a larger text area, and two buttons labeled 'Submit' and 'Reset'. The entire form area is circled in red.