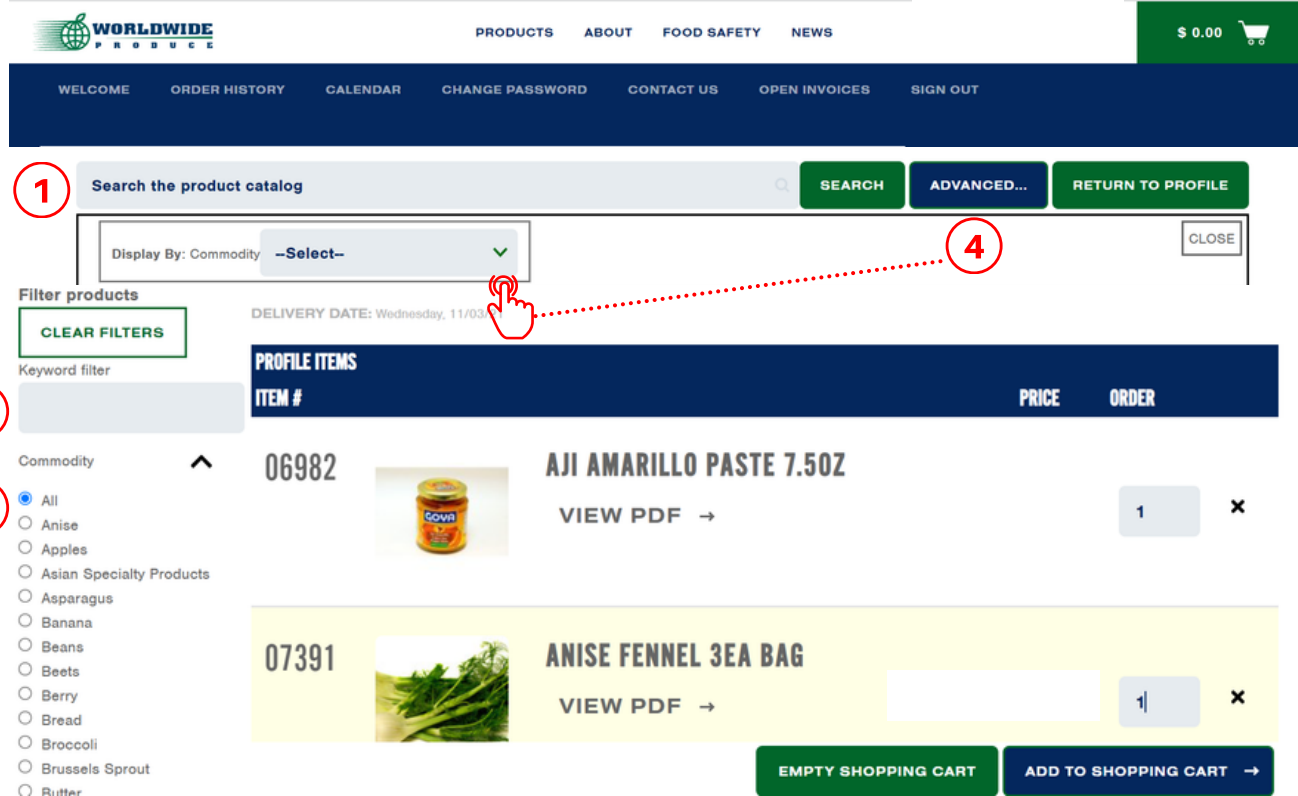


How To: Place an Order Online

NEW: Enhanced Search Functions



The screenshot shows the website's search interface. At the top, there's a search bar with a magnifying glass icon, a 'SEARCH' button, an 'ADVANCED...' button, and a 'RETURN TO PROFILE' button. Below the search bar is a 'Display By: Commodity' dropdown menu. To the left, there's a 'Filter products' section with a 'CLEAR FILTERS' button and a 'Keyword filter' input field. Below the keyword filter is a 'Commodity' filter with a list of items: All (selected), Anise, Apples, Asian Specialty Products, Asparagus, Banana, Beans, Beets, Berry, Bread, Broccoli, Brussels Sprout, and Rutabaga. The main content area shows a table of 'PROFILE ITEMS' with columns for 'ITEM #', 'PRICE', and 'ORDER'. Two items are listed: 'AJI AMARILLO PASTE 7.50Z' (item # 06982) and 'ANISE FENNEL 3EA BAG' (item # 07391). Each item has a 'VIEW PDF' link and a quantity selector. 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.