

SWC# 616 Staple Groceries **Contract Information and Usage Instructions**

Contract Period: Contracts begins July 1, 2019, through June 30, 2022, with 2 options for renewal through June 30, 2024.

Summary/Background Information: This contract is for food products and distribution to K-12 and other public agencies. This statewide contract is available to local governments.

This contract is only to be utilized for the core 26 items and items that fall into the discounted food categories listed below. Nothing outside of that is to be purchased through this contract. Items such as small wares, cleaning items, paper & plastic products are covered under other statewide contracts and should be purchased through those contracts. Please contact the contract administrator if you have any questions.

Please list your customer account number in the subject of all emails to the vendor.

Minimum Order Requirements

For both suppliers the minimum order requirement is five hundred **(\$500.00)** Dollars

Regions Serviced:

Please see attachment below for which region your facility falls under to make sure you are using the appropriate contract. If your county falls into regions 1, 3, or 4 please follow instruction for Gordon Food Service (GFS). If your county falls into region 2 please follow instructions for Institutional Wholesale Co. (IWC). Please contact the contract administrator if you have any questions on the correct contract to use.

State Contact Information:

Contract Administrator

Chad Butler

Category Specialist

Central Procurement Office

(615) 532-7235

Chad.Butler@tn.gov

Additional State Contact

Caroline Ballinger
Category Specialist
Central Procurement Office
(615) 770-5277
Caroline.C.Ballinger@tn.gov

Gordon Food Service – Contract # 63159 – Regions 1, 3 & 4

Contact Information for Gordon Food Service:

Please see attached document for your location and who your main contact would be:

If your location is not shown, please contact the contract administrator to get set up.

Vendor Contact Information:

Company Name: Gordon Food Service
Edison Contract ID: 63159
Vendor Number: 0000000555
Mailing address: P.O. Box 1787
Grand Rapids, MI 49501
Website: www.gfs.com

Region 1, 3 & 4 Contact Information (Primary Contacts – Shepherdsville DC)

Name of contact person: Gene Harding or Thomas Brenner
Position of contact: Customer Development Specialist
Phone number(s): (615) 310-6312 (Gene)
(901) 568-1055 (Thomas)
Email address: gene.harding@gfs.com
thomas.brenner@gfs.com
Mailing address: 342 Gordon Industrial Dr.
Shepherdsville, KY 40165

Region 1, 3 & 4 Contact Info. (Primary Contact – Daily Operations for Gene & Thomas)

Name of contact person: Autumn Bollman
Position of contact: Inside Sales Rep
Phone number(s): (800) 905-2088
Email address: autumn.bollman@gfs.com

Region 1, 3 & 4 Contact Information (Primary Contact – Douglasville DC)

Name of contact person: Chris Ramsey
Position of contact: Customer Development Specialist
Phone number(s): (865) 919-6017

Email address: chris.ramsey@gfs.com
Mailing address: 1500 N. River Rd.
Lithia Springs, GA 30122 (Douglasville)

Region 1, 3 & 4 Contact Info. (Primary Contact – Daily Operations for Chris Ramsey)

Name of contact person: Darrin Schuler
Position of contact: Inside Sales Rep
Phone number(s): (877) 728-1055
Email address: darrin.schuler@gfs.com
Mailing address: 1500 N. River Rd.
Lithia Springs, GA 30122 (Douglasville)

Region 1, 3 & 4 Contact Information (Last Resort)

Name of contact person: Rhonda Skelley
Position of contact: Non-Commercial Sales Manager
Phone number(s): (502) 215-1044 Office
(502) 664-7856 Mobile
Email address: Rhonda.Skelley@gfs.com
Mailing address: 342 Gordon Industrial Dr.
Shepherdsville, KY 40165

Ordering information for Gordon Food Service (GFS)

First Time Orders:

- Contact the supplier to set up an account
- Account set-up for the first order could take up to two weeks
- Please provide facility information to get set up with an order and delivery date

How to guide for ordering:

If you place an order by emailing a copy of the Edison PO to GFS, include the customer account number in the subject line. **(Please include the GFS customer account number in the subject line of all emails sent to GFS.)** Also include contact information for the shipping location.

Alternatively, the attachment below is step by step instructions for ordering with GFS with their online ordering system.






***** When you are done with your order hit the Review Order button. On the next screen left click on your mouse and it will give you the option to save it as an attachment. Click save as an attachment so that you can utilize that order guide to put your requisition into Edison.**

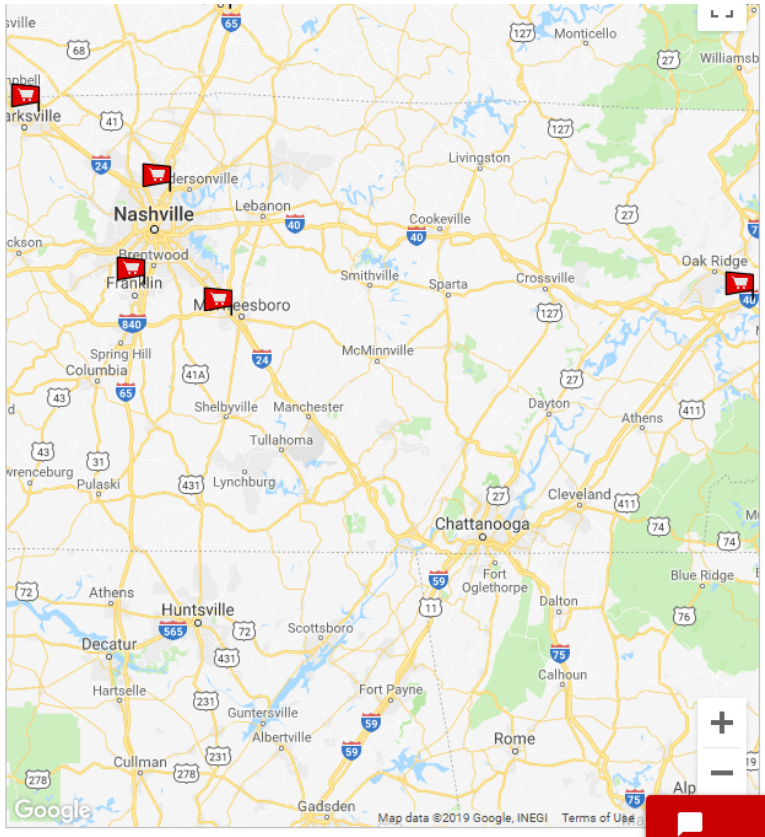
This contract is not set-up as a punch-out at this time. If you submit an order on the GFS Foods site, the order will go directly to Gordon Food Service without an Edison Requisition or PO!

Additional Option for ordering from Gordon Food Service (GFS)

GFS does have three (3) store locations around middle Tennessee. They are retail stores that also serve their wholesale customers. If any of the State of TN locations purchased product at the store, they would pay the contracted price. This is an option for the facilities in a pinch. The stores are open until 9pm during the week and open on the weekends. GFS can provide agencies security cards; they must have their card scanned in order to bill product to their facility. The locations of the stores in the Nashville area are shown on the map below along with addresses, phone numbers and operating times for each store.

If you know that your agency would utilize these locations in case something came up and a quick purchase was needed, please contact the contract administrator in order to obtain a security card for your location so that you can receive the contracted price if you go to the store to purchase. **This would not require a \$500 dollar minimum**

 Goodlettsville ✓ Current Store 11.17 mi	Mon: 7:00am - 9:00pm Tues: 7:00am - 9:00pm Wed: 7:00am - 9:00pm Thurs: 7:00am - 9:00pm Fri: 7:00am - 9:00pm Sat: 7:00am - 9:00pm Sun: 12:00pm - 6:00pm
317 Bluebird Dr Goodlettsville, TN 37072 615-859-0283 Driving Directions Shop this store	
 Cool Springs 14.66 mi	Mon: 7:00am - 9:00pm Tues: 7:00am - 9:00pm Wed: 7:00am - 9:00pm Thurs: 7:00am - 9:00pm Fri: 7:00am - 9:00pm Sat: 7:00am - 9:00pm Sun: 12:00pm - 6:00pm
95A Seaboard Lane Brentwood, TN 37027 615-370-2432 Driving Directions Shop this store	
 Murfreesboro 23.87 mi	Mon: 7:00am - 9:00pm Tues: 7:00am - 9:00pm Wed: 7:00am - 9:00pm Thurs: 7:00am - 9:00pm Fri: 7:00am - 9:00pm Sat: 7:00am - 9:00pm Sun: 12:00pm - 6:00pm
465 N Thompson Ln Murfreesboro, TN 37129 615-494-3267 Driving Directions Shop this store	
 Clarksville TN 46.38 mi	Mon: 7:00am - 9:00pm Tues: 7:00am - 9:00pm Wed: 7:00am - 9:00pm Thurs: 7:00am - 9:00pm Fri: 7:00am - 9:00pm Sat: 7:00am - 9:00pm Sun: 12:00pm - 6:00pm
2809 Wilma Rudolph Blvd Clarksville, TN 37040 931-552-5501 Driving Directions Shop this store	
 Knoxville 145.15 mi	Mon: 7:00am - 9:00pm Tues: 7:00am - 9:00pm Wed: 7:00am - 9:00pm Thurs: 7:00am - 9:00pm Fri: 7:00am - 9:00pm Sat: 7:00am - 9:00pm Sun: 12:00pm - 6:00pm
9312 Kingston Pike Knoxville, TN 37922 865-560-8859 Driving Directions Shop this store	



Institutional Wholesale Co. – Contract # 63148 – Region 2

Contact Information for Institutional Wholesale Co.:

Vendor Contact Information:

Company Name: International Wholesale Co., Inc. (IWC Food Service)
Edison Contract ID: 63148
Vendor Number: 0000000939
Mailing address: P.O. Box 458
Cookeville, TN 38503
Website: www.goiwc.com

Region 2 Contact Information

Name of contact person: Denny Maynard or Alan Pitts
Position of contact: Contract Sales Representative
Phone number(s): (931) 537-4273 (Office) - Denny
(800) 239-9588 Ext. 4273 – Denny
(931) 537-4249 (Office) - Alan
(800) 239-9588 Ext. 4249 - Alan
Email address: dmaynard@goiwc.com
apitts@goiwc.com
Mailing address: P.O. Box 458
Cookeville, TN 38503

Region 2 Contact Information (Last Contact)

Name of contact person: Shirley M. Barbosa
Position of contact: Contract Sales Manager
Phone number(s): (931) 537-4240 (Office)
(800) 239-9588
(931) 260-4922 (Cell)
Email address: sbarbosa@goiwc.com
Mailing address: P.O. Box 458
Cookeville, TN 38503

Ordering information for Institutional Wholesale (IWC)

First Time Orders:

- Contact the supplier to set up an account
- Account set-up for the first order could take up to two weeks
- Please provide facility information to get set up with an order and delivery date

How to guide for ordering:

Please see attachment below for step-by-step instructions for logging in with IWC and ordering.

Please see attachment below for step-by-step instructions on how to create an order guide to help make your future purchases quicker and easier.

This contract is not set-up as a punch-out at this time. If you submit an order on the IWC website, the order will go directly to Institutional Wholesale Co. without an Edison Requisition or PO!

When you are in the IWC ordering System, once you have started your order and saved it, before you actually complete it, you can go to the top of the page on the right side next to "Show Status" and select for the drop down "Open". This will provide an option to print or save a PDF version in order to create your requisition in Edison. It will provide you with the following:

- Item Number
- Description
- Quantity
- Price
- Extended Price

Once you have created your order in Edison and gained approvals you can then put your order through on the IWC website for delivery. It is preferred that you include your PO number on your order before submitting to IWC.

iSAMS v2.0

Delete Hold Release

Bccx Commissary

Select Delivery Date

Go

Show Status: Open

Order#	PO#	Status	Cust#	Customer Name	Delivery	Day	Lines	Total Amt
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Discount information for both supplier catalog items

Below are the categories covered in the catalog under contract. Please see Edison comments section in your respective contracts for discounts provided by your supplier for each category

Food Catalog Categories
Frozen Foods Excluding Entrée's Excluding Desserts
Frozen Entrée's
Desserts
Dry Foods
Fresh Meats
Dairy
Cheese
Fresh Eggs
Beverages

Local Government Ordering:

Local governments follow the same instructions for account set-up and ordering; local procedures will be used for submitting an order by email, fax, or directly through each suppliers' website.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please click on the "Agency Upgrade User Guide" link on the following page:

<http://tn.gov/generalservices/article/agency-reference-material>.

Billing and Payment Instructions:

Please follow your agency specific rules for bill and payments.

ATTACHMENT A: PURCHASING REGIONS AND COUNTIES OF TENNESSEE

Region 1 Counties, East Tennessee

Anderson	Johnson
Blount	Knox
Campbell	Loudon
Carter	Monroe
Claiborne	Morgan
Cocke	Roan
Grainger	Scott
Greene	Sevier
Hamblen	Sullivan
Hancock	Unicoi
Hawkins	Union
Jefferson	Washington

Region 3 Counties, Middle Tennessee

Bedford	Maury
Cheatham	Montgomery
Davidson	Moore
Dickson	Perry
Giles	Robertson
Hickman	Rutherford
Houston	Smith
Humphreys	Stewart
Lawrence	Sumner
Lewis	Trousdale
Lincoln	Wayne
Macon	Williamson
Marshall	Wilson

Region 2 Counties, East/Mid Tennessee

Bledsoe	McMinn
Bradley	Marion
Cannon	Meigs
Clay	Overton
Coffee	Pickett
Cumberland	Polk
Dekalb	Putnam
Fentress	Rhea
Franklin	Sequatchie
Grundy	Van Buren
Hamilton	Warren
Jackson	White

Region 4 Counties, West Tennessee

Benton	Henderson
Carroll	Henry
Chester	Lake
Crockett	Lauderdale
Decatur	McNairy
Dyer	Madison
Fayette	Obion
Gibson	Shelby
Hardeman	Tipton
Hardin	Weakley
Haywood	

Ship to Description	Address 1	City	St	Zip code	County	Region	Dc	GFS Contact	Email	Contact Phone	Order Day	Delivery Day
LAW ENFORCEMENT TRAINING ACAD	3025 LEBANON ROAD	NASHVILLE	TN	37214	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Thursday and/or Tuesday	Monday and/or Thursday
WOODLAND HILLS YOUTH DEV	4011 STEWARTS LANE	NASHVILLE	TN	37218	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Wednesday	Friday
TN SCHOOL FOR THE BLIND-MAIN	115 STEWARTS FERRY PIKE	NASHVILLE	TN	37214	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Tuesday	Thursday
MID TN MENTAL HEALTH INST-MAIN	221 STEWARTS FERRY PIKE	NASHVILLE	TN	37214	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Tuesday	Thursday
TN Dept of Safety Training Center	Safety - Training Center	NASHVILLE	TN	37214	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Thursday	Monday
DSNF-WHSE/MNTCE/CSMSRY B12	7575 COCKRILL BEND INDUST	NASHVILLE	TN	37209	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Sunday	Tuesday
SAFETY-FISCAL	1150 FOSTER AVENUE	NASHVILLE	TN	37210	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
CAPITOL HILL POLICE	500 CHARLOTTE AVE	NASHVILLE	TN	37243	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Sunday	Tuesday
SUPPLY DIVISION	225 EZELL PIKE	NASHVILLE	TN	37217	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Thursday	Monday
TITAN	1230 Foster Ave, Davis Bldg #	NASHVILLE	TN	37243	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
WILLIAM R SNODGRASS-TN TOWER	312 ROSA L PARKS AVE	NASHVILLE	TN	37243	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
HUMAN RESOURCES-DAVIDSON CO	1150 FOSTER AVENUE	NASHVILLE	TN	37210	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
MENZLER-NIX OFFICE BLDG	1144 FOSTER AVENUE	NASHVILLE	TN	37210	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
HIGHWAY PATROL ADMINISTRATION	1150 FOSTER AVENUE	NASHVILLE	TN	37210	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
COMMISSIONER OFFICE	312 ROSA L PARKS AVE	NASHVILLE	TN	37243	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
CRIMINAL INVESTIGATION DIVISIO	301 PLUS PARK	NASHVILLE	TN	37216	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Thursday	Monday
WELCOME CENTER-ADMINISTRATION	312 ROSA L PARKS AVE	NASHVILLE	TN	37243	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
SAFETY-CID	1148 FOSTER AVENUE	NASHVILLE	TN	37210	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
THP Special Operations Divisio	283 Stewarts Ferry Pike	NASHVILLE	TN	37214	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Thursday	Monday
INFORMATION RESOURCES	1150 FOSTER AVENUE	NASHVILLE	TN	37210	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
COMMUNICATION OFFICE-DAVIDSON	225 EZELL PIKE	NASHVILLE	TN	37217	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Thursday	Monday
CVE Admin	1228 Foster Avenue	NASHVILLE	TN	37210	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
SAFETY	1226 FOSTER AVENUE	NASHVILLE	TN	37210	Davidson	3 - Middle TN	Shepherdsville	Gene Harding	gene.harding@gfs.com	615-310-6312	Monday	Wednesday
DCS SW YOUTH DEVELOPMENT CENTER	13870 Hwy 59	Somerville	TN	38068	Fayette	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Tuesday	Thursday
WESTERN MENTAL HEALTH INSTITUTE	11100 OLD HWY 64 WEST	BOLIVAR	TN	38008	Hardeman	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Tuesday	Thursday
PICKWICK LANDING ST PK-PLAY	HWY 57 SOUTH	PICKWICK DAM	TN	38365	Hardin	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Monday	Wednesday
PARIS LANDING STATE PARK-RESTA	PARIS LANDING STATE PARK-	BUCHANAN	TN	38222	Henry	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Tuesday	Thursday
NATCHEZ TRACE RESTAURANT	567 PIN OAK LODGE LANE	WILDERSVILLE	TN	38388	Henderson	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Sunday	Tuesday
WEST TN SCHOOL FOR THE DEAF	100 BERRY HILL DRIVE	JACKSON	TN	38301	Madison	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Sunday	Tuesday
WEST TENN STATE PENITENTIARY	480 GREEN CHAPEL ROAD	HENNING	TN	38041	Lauderdale	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Sunday	Tuesday
NW CORRECTIONAL COMPLEX	960 STATE ROUTE 212	TIPTONVILLE	TN	38079	Lake	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Thursday	Monday
NATCHEZ TRACE INN	567 PIN OAK LODGE LANE	WILDERSVILLE	TN	38388	Henderson	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Sunday	Tuesday
TCIX MAIN-Primary Address	1499 RONALD MOORE MEMO	ONLY	TN	37140	Hickman	3 - Middle TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Thursday	Monday
MH&DD - MEMPHIS MHI	951 COURT AVENUE	MEMPHIS	TN	38103	Shelby	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Monday	Wednesday
TURNERY CENTER - ANNEX	245 CARROLL ROAD, PO BOX	CLIFTON	TN	38425	Wayne	3 - Middle TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Thursday	Monday
PICKWICK LANDING ST PK	116 STATE PARK LANE	PICKWICK DAM	TN	38365	Hardin	4 - West TN	Shepherdsville	Thomas Brenner	thomas.brenner@gfs.com	901-568-1055	Monday	Wednesday
TN SCHOOL FOR THE DEAF	2725 ISLAND HOME BLVD	KNOXVILLE	TN	37920	Knox	1 - East TN	Douglasville	Chris Ramsey	chris.ramsey@gfs.com	865-919-6017	Monday	Wednesday
NECX - ADMIN - PHONE RM	5249 HIGHWAY 67 WEST	MOUNTAIN CITY	TN	37683	Johnson	1 - East TN	Douglasville	Chris Ramsey	chris.ramsey@gfs.com	865-919-6017	Sunday	Tuesday
MORGAN CO CORRECTIONAL COMPLEX	500 FLAT FORK ROAD	WARTBURG	TN	37887	Morgan	1 - East TN	Douglasville	Chris Ramsey	chris.ramsey@gfs.com	865-919-6017	Tuesday	Thursday
WARRIOR'S PATH STATE PARK	490 HEMLOCK RD	KINGSPORT	TN	37663	Sullivan	1 - East TN	Douglasville	Chris Ramsey	chris.ramsey@gfs.com	865-919-6017	Tuesday	Thursday
WARRIOR'S PATH STATE PARK-GOLF	WARRIOR'S PATH STATE PARK	KINGSPORT	TN	37663	Sullivan	1 - East TN	Douglasville	Chris Ramsey	chris.ramsey@gfs.com	865-919-6017	Tuesday	Thursday

Visit gfs.com, select **SIGN IN** and enter your username and password.

Select the **Online Ordering** icon.



Online
Ordering

Placing an Order

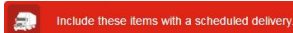
- If you have access to multiple accounts, select the appropriate account.

- Select **Start Order**

Start Order

- Select the Order Method & Date:

- a. Truck Delivery



- b. In-Store Pickup



(if available)

- From the calendar, select the delivery date (highlighted in blue) and select **Next**.
- Within your **Order Guide**, enter desired quantity in the **QTY** field for items and select enter.

Search additional products by:

- i. Searching the **Catalog** by product categories from the MENU on the left.




- ii. Entering a product description or Gordon Food Service item code in the search field.
Select **Catalog** from the drop-down and select enter.





- When the order is complete, select the shopping cart icon to check out.



- Review the order and delivery date and select **Submit Delivery Order**.
- Check the status of the order:

- a.  Confirmed Indicates there are no errors, no action is needed.

- b.  Confirmed Indicates the order was confirmed with some errors.

- c.  Rejected Indicates the entire order was rejected.

 **Home**

 **Catalog**

 **Order Guide**

 **Order History**

 **10 Key/Import**

 **My Lists**

MENU Legend:

HOME - main start page

CATALOG - all stocked items

ORDER GUIDE - all items specifically ordered
by customer (history)

ORDER HISTORY - all order previously placed (last
30 days status)

Includes history of Invoices and Credits
(dating back 13 months)

10 KEY/IMPORT - Manually enter Gordon Food
Service item codes or upload an Excel or CSV file.

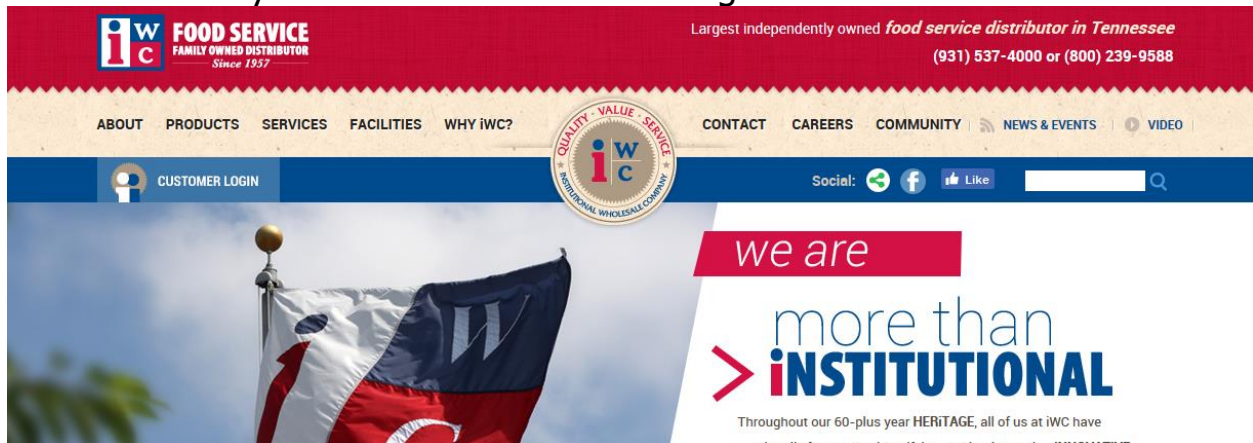
MY LIST - Item List Manager, allows for
customization of Order Guide

Order Grid ISAMS Guide

* Please use FireFox or Chrome browsers.

1. To log in:

- Go to goiwc.com
- Click Customer Login
- Enter your credentials and click Login



* The first time you log in, you will be prompted to reset your password and accept the User Agreement.

- Click **iSAMS**

2. To place an order:

- Select a Delivery Date(up to 3 weeks)
- Click the green "Go" button

The screenshot shows the IWC Portal interface. At the top left is the IWC logo. To its right, it displays 'Cust#: 3544 Direct Acct.' and 'Bccx Commissary'. Navigation links include 'IWC Portal', 'Edit Profile', 'Order Templates', 'Search Guide', and 'Logout'. Below these are 'Orders Summary', 'Sequence', 'Print Open Orders', and 'Send Open Orders'. A dropdown menu is set to 'Bccx Commissary' with a 'Go' button. Below that are buttons for 'Delete', 'Hold', and 'Release', followed by a 'Select Delivery Date' dropdown and another 'Go' button. A 'Show Status:' dropdown is set to 'Open/Hold/Edit'. At the bottom is a table header with columns: Order#, PO#, Status, Cust#, Customer Name, Delivery, Day, Lines, Total Amt., and an empty cell.


- You may enter a 10-character PO number.
- You may enter instructions for the driver (only the driver) in Driver Instructions.
- Enter your desired quantities. You may enter Case and/or Unit quantities.

13648	1	15 LB	Bacon 18/22 L/O	FARML	7024715765	65.51		Fresh Meats
3064	1	15 LB	Bacon Sli 14/18 L/O Applewd Frz	FARML	17483	65.51		Fresh Meats
3051	1	15 LB	Bacon Sli 18/22 L/O Applewood Frz	FARML	17484	65.51		Fresh Meats
4619	4	5 LB	Bbq Pork Boil In Bag Pulled Frz	GINOS	G1000V	89.22		Fresh Meats
1624	4	5 LB	Bbq Pork Pulled Fresh	NICKS	24351	87.29		Fresh Meats
10354	4	5 LB	Bbq Pork Pulled Frz	NICKS	24351FZN	87.29		Fresh Meats
4974	2	5 LB	Bbq Pork Pulled Semi Dry Boil-In-Bag Frz	BF	12105	48.70		Fresh Meats
10314	8	5 LB	Bbq Pulled Pork W/Sauce Frz	NICKS	23452	153.45		Fresh Meats
1614	1	1BX-LB	Beef Ball Tip 2&Up N/R Fresh	NAT	4153/4155	3.02		Fresh Meats

* The screen will timeout after 20 minutes of inactivity. To avoid losing any progress, **click the Save** button (top/right corner).

* You can search the order guide by clicking Control + F. You can search by item #, price, description, brand, etc.

- You may search the guide by clicking **Search Guide** (top/right corner). You can search by the item #, description, brand, or UPC.

 Cust#: 2955 Bid#: 69
 Huntsville Elem

[Print Bid](#) [View Order](#)

Search Guide Rows: 10 Item Book

Search: bread
 Desc Brand UPC Item#

	Qty	Item#	Pack	Size	Description
<input type="checkbox"/>		424	70	3.4OZ	Bread Banana Slice 51%W/w =2Gr lw
<input type="checkbox"/>		466	6	58 OZ	Mix Stuffing Cornbread Chicken Flavored
<input type="checkbox"/>		640	120	1.5 OZ	Bread Goldfish Honey Wheat Wg
<input type="checkbox"/>		1208	6	5 LB	Mix Cornbread Wg Tff
<input type="checkbox"/>		2085	10	20 SL	Bread Texas Toast Wg 1.81Oz Sl= 1.75Ge
<input type="checkbox"/>		2270	12	28OZ	Bread Wg57% White 1Sl=1Ge 28Slic
<input type="checkbox"/>		2661	6	2 LB	Ham Sliced 1/2 Oz Bread Rdy C/F
<input type="checkbox"/>		3792	144	1.3OZ	Waffle Wg=1Bread 63%Wg
<input type="checkbox"/>		4798	4	4.5 LB	Dressing Cornbread
<input type="checkbox"/>		7456	96	1.8OZ	Bread Hoagie Wg Sli 4" =2Bd

* You may click on a blue, underlined item # to receive a PDF of the **nutritional/MSDS(chemicals) sheet** for that item.

* To add to the order from the search guide:

- Enter the quantity
- Check the box on the left
- Click Select

- When you are finished adding items, click **Exit/Save** (top/right corner).

3. To submit orders:

- Ensure all desired orders are in the Open status
- Click Send Open Orders

 Cust#: 3544 Direct Acct. [IWC Portal](#) [Edit Profile](#) [Order Templates](#) [Search Guide](#) [Logout](#)
Bccx Commissary [Orders Summary](#) [Sequence](#) [Print Open Orders](#) [Send Open Orders](#)

iSAMS v2.0
 Show Status:

	Order#	PO#	Status	Cust#	Customer Name	Delivery	Day	Lines	Total Amt.	
<input type="checkbox"/>	1002		Open	3544	Bccx Commissary	7/1/2019	Monday	3	\$198.26	<input type="button" value="Print"/>

* The cutoff time to send orders is 5:00 PM two business days before the delivery date.


*Ensure you receive a confirmation email within the next two minutes. If you do not receive this email, please contact your DSR.



iSAMS Guide – Sequencing

To sequence your order guide:


1. Log into iSAMS
2. Click on Sequence

 Cust#: 3544 *Direct Acct.* [IWC Portal](#) [Edit Profile](#) [Order Templates](#) [Search Guide](#) [Logout](#)
 Bccx Commissary **Orders Summary** **Sequence** [Print Open Orders](#) [Send Open Orders](#)

iSAMS v2.0
 Show Status:

Order#	PO#	Status	Cust#	Customer Name	Delivery	Day	Lines	Total Amt.
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3. This will take you to a screen with all your items listed.

 **Stock Room Sequence** [Exit/Cancel](#) [Exit/Save](#)
[Print Sequence](#)

NOTE: Enter your stock room sequence number in the column provided. Field accepts numbers only. Please leave unused numbers between current numbers to account for additional items later.

Item#	Pack	Size	Description	Brand	UPC	Price (case)	Category	Sequence
34	25	20 OZ	KETCHUP TOMATO SQZ UP SIDE DOWN	W ETC	7294093099	24.04	Canned & Dry	
292	6	50 CT	COCOA HOT REGULAR IW CHOCOLATE	NESTL	25485/1203	50.46	Canned & Dry	
318	64	1.75 OZ	COFFEE 100% COLOMBIAN GROUND	LS	0318	38.88	Canned & Dry	
427	500	2 CT	CRACKER SALTINE IW PREMIUM	LANCE	471040	14.34	Canned & Dry	
480	250	.25 OZ	CROUTON BUTTER & GARLIC IND PK	ROTH	74470	17.00	Canned & Dry	
1587	4	1 GL	DRESSING RANCH FF	KENS	0680	41.28	Canned & Dry	
1596	4	1 GL	DRESSING BALSAMIC VINAGRETTE	KENS	0955	44.16	Canned & Dry	
1774	12	24 OZ	SYRUP CHOCOLATE SQUEEZE BOTTLE	HB	331846	27.65	Canned & Dry	
1787	6	1/2 GAL	CHERRY MARASCHINO WHOLE WITH STEM	RP/CO	4820068757	40.05	Canned & Dry	
2179	48	5.5 OZ	JUICE APPLE BEV	LL	2850012020	22.87	Canned & Dry	
2186	48	5.5 OZ	JUICE GRAPEFRUIT UNSWEET BEV	CC/BB	00367	23.56	Canned & Dry	
2225	48	5.5 OZ	JUICE ORANGE UNSWEET BEV	CC/RK	29005	24.74	Canned & Dry	
2240	24	10 OZ	BEVERAGE CLUB SODA GLASS BTL	C DRY	10119	17.03	Canned & Dry	
2245	48	5.5 OZ	JUICE CRANBERRY COCKTAIL BEV	OS	20450	22.13	Canned & Dry	
2246	24	10 OZ	BEVERAGE TONIC WATER GLASS BTL	C DRY	00123	17.03	Canned & Dry	
2247	48	6 OZ	JUICE PINEAPPLE U/S BEV	DO/DM	2400000127	21.10	Canned & Dry	
3000	24	16 OZ	MUSHROOM PIECES & STEMS HOLLAND	DUET	1930320640	39.67	Canned & Dry	
3002	6	10	MUSHROOM PIECES & STEMS 68 OZ HOLLAND	RP/AS	4820068576	36.61	Canned & Dry	
3170	6	10	PEPPER JALAPENO SLCD NACHO MEXICO	D SOL	4243400115	31.17	Canned & Dry	
5278	6	10	OLIVE SLICED RIPE SPAIN	ORF	4820055609	30.85	Canned & Dry	
5279	4	1 GAL	OLIVE QUEEN STUFFED 130-150 CT USA	IM/CO	62103	44.80	Canned & Dry	
5291	6	10	OLIVE RIPE MED PITTED SPAIN	ORF	1930326657	35.37	Canned & Dry	
5330	6	1 GAL	OIL SALAD SOYBEAN TFF	RP/GC	6657	68.34	Canned & Dry	

- You can put your order guide in any order you would like, by adding a number to the Sequence input box. NOTE: we suggest leaving gaps between your numbers in case you need to add an item or rearrange.



Stock Room Sequence

[Exit/Cancel](#) [Exit/Save](#)

[Print Sequence](#)

NOTE: Enter your stock room sequence number in the column provided. Field accepts numbers only. Please leave unused numbers between current numbers to account for additional items later.

Item#	Pack	Size	Description	Brand	UPC	Price (case)	Category	Sequence
34	25	20 OZ	KETCHUP TOMATO SQZ UP SIDE DOWN	W ETC	7294093099	24.04	Canned & Dry	100
292	6	50 CT	COCOA HOT REGULAR IW CHOCOLATE	NESTL	25485/1203	50.46	Canned & Dry	101
318	64	1.75 OZ	COFFEE 100% COLOMBIAN GROUND	LS	0318	38.88	Canned & Dry	200
427	500	2 CT	CRACKER SALTINE IW PREMIUM	LANCE	471040	14.34	Canned & Dry	201
480	250	.25 OZ	CROUTON BUTTER & GARLIC IND PK	ROTH	74470	17.00	Canned & Dry	202
1587	4	1 GL	DRESSING RANCH FF	KENS	0680	41.28	Canned & Dry	215
1596	4	1 GL	DRESSING BALSAMIC VINAGRETTE	KENS	0955	44.16	Canned & Dry	250
1774	12	24 OZ	SYRUP CHOCOLATE SQUEEZE BOTTLE	HB	331846	27.65	Canned & Dry	275
1787	6	1/2 GAL	CHERRY MARASCHINO WHOLE WITH STEM	RP/CO	4820068757	40.05	Canned & Dry	300
2179	48	5.5 OZ	JUICE APPLE BEV	LL	2850012020	22.87	Canned & Dry	
2186	48	5.5 OZ	JUICE GRAPEFRUIT UNSWEET BEV	CC/BB	00367	23.56	Canned & Dry	
2225	48	5.5 OZ	JUICE ORANGE UNSWEET BEV	CC/RK	29005	24.74	Canned & Dry	
2240	24	10 OZ	BEVERAGE CLUB SODA GLASS BTL	C DRY	10119	17.03	Canned & Dry	
2245	48	5.5 OZ	JUICE CRANBERRY COCKTAIL BEV	OS	20450	22.13	Canned & Dry	
2246	24	10 OZ	BEVERAGE TONIC WATER GLASS BTL	C DRY	00123	17.03	Canned & Dry	
2247	48	6 OZ	JUICE PINEAPPLE U/S BEV	DO/DM	2400000127	21.10	Canned & Dry	
3000	24	16 OZ	MUSHROOM PIECES & STEMS HOLLAND	DUET	1930320640	39.67	Canned & Dry	
3002	6	10	MUSHROOM PIECES & STEMS 68 OZ HOLLAND	RP/AS	4820068576	36.61	Canned & Dry	
3170	6	10	PEPPER JALAPENO SLCD NACHO MEXICO	D SOL	4243400115	31.17	Canned & Dry	
5278	6	10	OLIVE SLICED RIPE SPAIN	ORF	4820055609	30.85	Canned & Dry	
5279	4	1 GAL	OLIVE QUEEN STUFFED 130-150 CT USA	IM/CO	62103	44.80	Canned & Dry	
5291	6	10	OLIVE RIPE MED PITTED SPAIN	ORF	1930326657	35.37	Canned & Dry	

- Click Exit/Save at the top to save the sequencing and return to the main page.
- Once you save your sequencing, you can click "Print Sequence" for a listing of all your items with a sequence assigned to them.

NOTE: This will not include items that are not sequenced.

Your order guide will now be sorted by sequence number.

NOTE: Any items that are not assigned a sequence number will appear at the top of the order guide.

You can assign those items a high number to force them to appear at the bottom of the order guide(900,901,902, etc.).