

- 1) From Internet Explorer, go to www.pfgc.com/northcenter
- 2) Click on the Order Entry option on the left side of the screen.
- 3) It will take you to a "Sign-on" screen. (FYI: This is a popup window. Be sure to "allow popups for this site always").
- 4) Enter your User ID and password:

User ID: _____

Password: _____

- 5) This will take you to the "Status" screen. The Blue Buttons are menu options. Pointing at them with your mouse will open a drop-down window with additional options to choose.
- 6) Point your mouse at the blue "Order" button and then click on "**History**" from the drop-down window. This Order Guide contains items that have been ordered in the past.
- 7) Simply enter the desired quantity in each box of the items to be ordered.
Please note: Periodically press the "Save" button to save the ordered quantity amounts. There is a 30 minute expiration time. Also, there is always a chance of a power outage or dropped network connection. Pressing the Save button periodically; will ensure your order will not be lost.
- 8) After entering a quantity, press <enter>, <arrow-down>, or <arrow-up> key to accept the quantity and go to the next item.
- 9) To quickly return to the top of the screen, press the <Home> key.
- 10) When the order is complete, click the "Place Order" button at the top of the screen.
- 11) A summary of the order will be displayed along with "Special Instructions" and "PO Number" boxes.
- 12) To send the order to PFG click on the "Submit Order" button.
- 13) The Order Status screen will appear showing the order with a "Submitted" status.
- 14) Press the "Refresh" button at the top-right of the screen until the status of the order changes to "Confirmed"
- 15) To view the "Confirmation Report", click on the "Order #".
- 16) Each item ordered will be displayed along with a column showing the quantity shipped.
- 17) This Confirmation Report will be sent to you via email as well.