



## How-To Guide: Ordering Online Through WaughWeb®

Waugh Foods is committed to ensuring all customers are entirely comfortable with the WaughWeb Order Entry System before transitioning all online orders to this program. If you have trouble, please contact your WF Representative and we will help you through or schedule an in-person training. See instructions below:

### How To Place An Order:

- Enter access code and tab to enter password (do not hit enter to insert password)
- Click "Place Order" on left of screen
- Continue
- Check ship date and enter PO, Memo, Driver Instructions and Shipping Instructions, if needed
- Click "Show The Waugh Foods Order Guide"
- Click "Prices" - Yes or No
- Continue
- Enter your quantity and hit the tab button, not the enter button
- Continue
- Continue
- Submit Order
- Done

### Additional Information:

- If the product description is underlined, that is a virtual item
- Hold cursor over price to find unit cost
- The number on the far right is your average usage. If you click the number, a screen will pop up and give you the purchase dates
- "Control+F" to search your order guide
  - Windows Internet Explorer: Box will show at top left of screen
  - Google Chrome: Box will show at top right of screen
- Search product book in the search area at the top of the order guide