

# BIRCH STREET PUNCHOUT SUPPLIER GUIDELINES

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# Punchout Supplier Guidelines

## Required Changes to Browser Settings

### **Add Punchout Suppliers to Trusted Sites and Allow Cookies**

**\*\*Please Note: If you are unable to change your own settings, you will need the local Hotel or Corporate IT to assist with these security changes. If you are using a home computer and are still unable to change your settings, you may have 3<sup>rd</sup> party pop-up blockers installed, or personal firewall software that is blocking these sites. Please refer to that software manufacturer for assistance\*\***

Prior to logging into Birch Street, please make the following changes to the computer Internet settings:

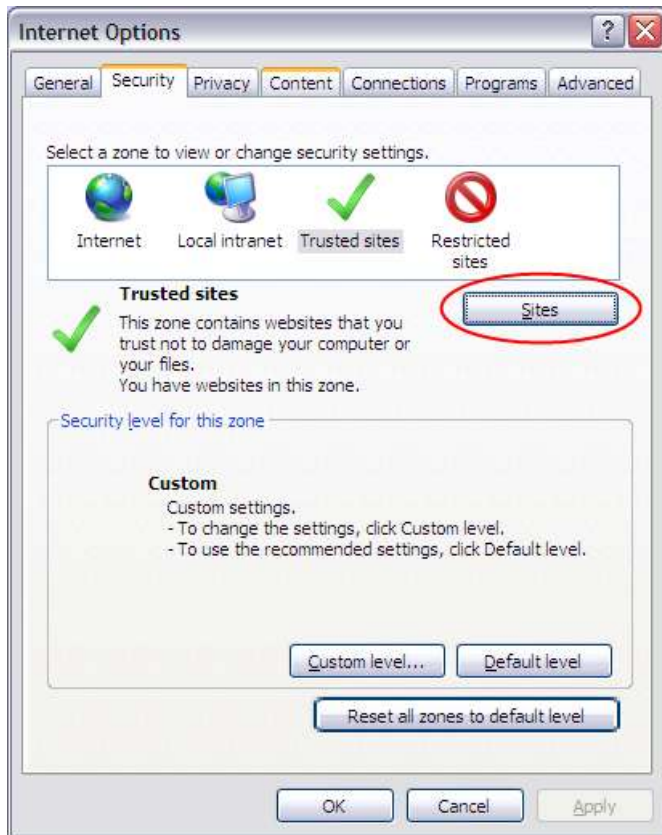
- Add the following sites to the Trusted Sites for those suppliers you are using:
  - <https://www.wasserstrom.com>
  - <https://hyatt.americanhotel.com> (Hyatt only)
  - <https://avendra.americanhotel.com> (Avendra hotels only)
  - <https://premierdemo6.americanhotel.com>
  - <https://www.four51.com>
  - <https://axn.amphire.com>
  - <https://www.grandandtoy.com>
  - <https://www.hubert.com>
  - <https://www.laspecialty.com>
  - <https://www.zones.com>
  - <https://orders.ambrogifoods.com>
  - <https://ecom.mysylvania.com>
  - <https://orders.testaproduce.com>
  - <https://www.don.com>
  - <https://www.cintasuniforms.com>
  - <https://www.greenleafsf.com>
  - <https://www.chefworks.com>
  - <https://www.acklandsgrainger.com>
  - <https://www.esysco.net>
  - <https://www.ezord.com>
  - <https://www.eway.com>
  - <https://www.courtesyproducts.com>
- Always Allow Cookies from the following sites on the Privacy tab for those suppliers you are using:
  - <https://www.wasserstrom.com>
  - <https://hyatt.americanhotel.com> (Hyatt only)
  - <https://www.avendra.americanhotel.com> (Avendra hotels only)

<https://premierdemo6.americanhotel.com>  
<https://www.four51.com>  
<https://axn.amphire.com>  
<https://www.grandandtoy.com>  
<https://www.hubert.com>  
<https://www.laspecialty.com>  
<https://www.zones.com>  
<https://orders.ambrogifoods.com>  
<https://ecom.mysylvania.com>  
<https://orders.testaproduce.com>  
<https://www.don.com>  
<https://www.cintasuniforms.com>  
<https://www.greenleafsf.com>  
<https://www.chefworks.com>  
<https://www.acklandsgrainger.com>  
<https://www.esysco.net>  
<https://www.ezord.com>  
<https://www.eway.com>  
<https://www.courtesyproducts.com>

***Detailed Instructions on how to Add Trusted Sites and Allow Cookies***

**Step 1:** Open Internet Explorer and select Internet Options from the Tools Menu.

**Step 2:** On the Security Tab, select Trusted Sites, and click the Sites button.



**Step 3:** In the new window that opens, please add the following websites individually for those suppliers you are using:

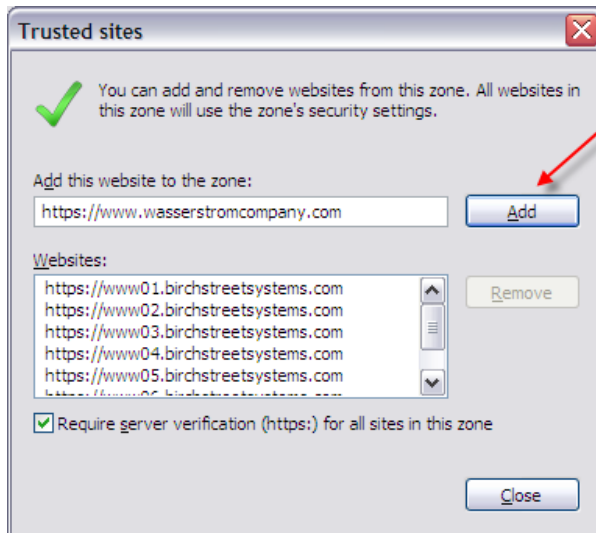
- <https://www.wasserstrom.com>
- <https://hyatt.americanhotel.com> (Hyatt only)
- <https://www.avendra.americanhotel.com> (Avendra hotels only)
- <https://premierdemo6.americanhotel.com>
- <https://www.four51.com>
- <https://axn.amphire.com>
- <https://www.grandandtoy.com>
- <https://www.hubert.com>
- <https://www.laspecialty.com>
- <https://www.laspecialty.com>
- <https://www.zones.com>
- <https://orders.ambrogifoods.com>
- <https://ecom.mysylvania.com>
- <https://orders.testaproduce.com>
- <https://www.don.com>
- <https://www.cintasuniforms.com>
- <https://www.greenleafsf.com>
- <https://www.chefworks.com>

<https://www.acklandsgrainger.com>  
<https://www.esysco.net>  
<https://www.ezord.com>  
<https://www.eway.com>  
<https://www.courtesyproducts.com>

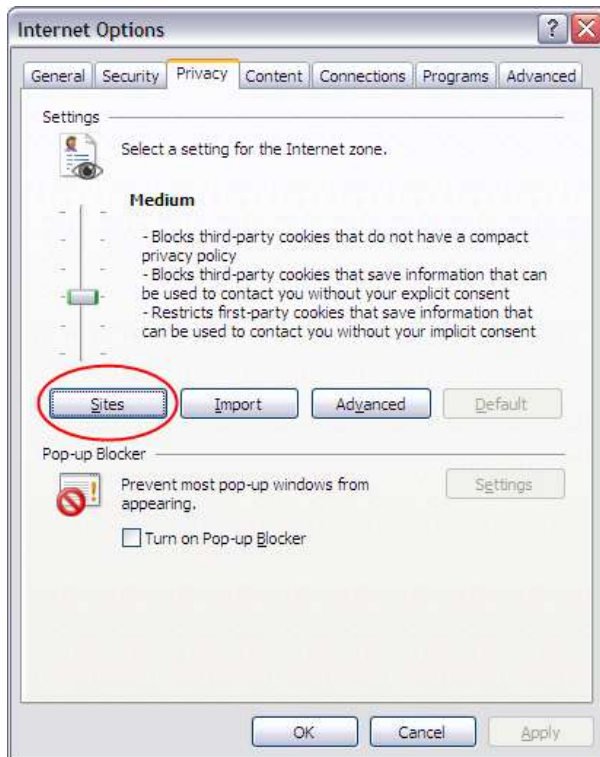
You must also add the following to your Trusted Sites for BirchStreet:

<https://www01.birchstreetsystems.com>  
<https://www02.birchstreetsystems.com>  
<https://www03.birchstreetsystems.com>  
<https://www04.birchstreetsystems.com>  
<https://www05.birchstreetsystems.com>  
<https://www08.birchstreetsystems.com>  
<https://www09is.birchstreetsystems.com>  
<https://www10is.birchstreetsystems.com>

Once you type the address in the box at the top, click the Add button, and then close the Trusted Sites Window.



**Step 4:** Now, on the Internet Options Window, please select the Privacy Tab and click the Sites button.



**Step 5:** In the new window that opens, please add the following (individually) websites, and select

Allow: <https://www.wasserstrom.com>

<https://hyatt.americanhotel.com> (Hyatt only)

<https://www.avendra.americanhotel.com> (Avendra hotels only)

<https://premierdemo6.americanhotel.com>

<https://www.four51.com>

<https://axn.amphire.com>

<https://www.grandandtoy.com>

<https://www.hubert.com>

<https://www.laspecialty.com>

<https://www.laspecialty.com>

<https://www.zones.com>

<https://orders.ambrogifoods.com>

<https://ecom.mysylvania.com>

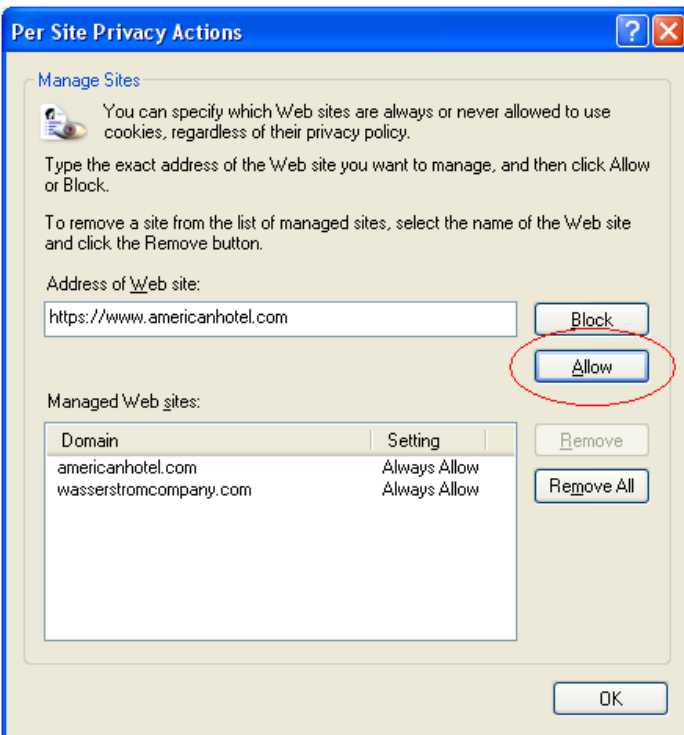
<https://orders.testaproduce.com>

<https://www.don.com>

<https://www.cintasuniforms.com>

<https://www.greenleafsf.com>

<https://www.chefworks.com>  
<https://www.acklandsgrainger.com>  
<https://www.esysco.net>  
<https://www.ezord.com>  
<https://www.eway.com>  
<https://www.courtesyproducts.com>




***Once you've allowed all websites please click the 'OK' button at the bottom of that window.***

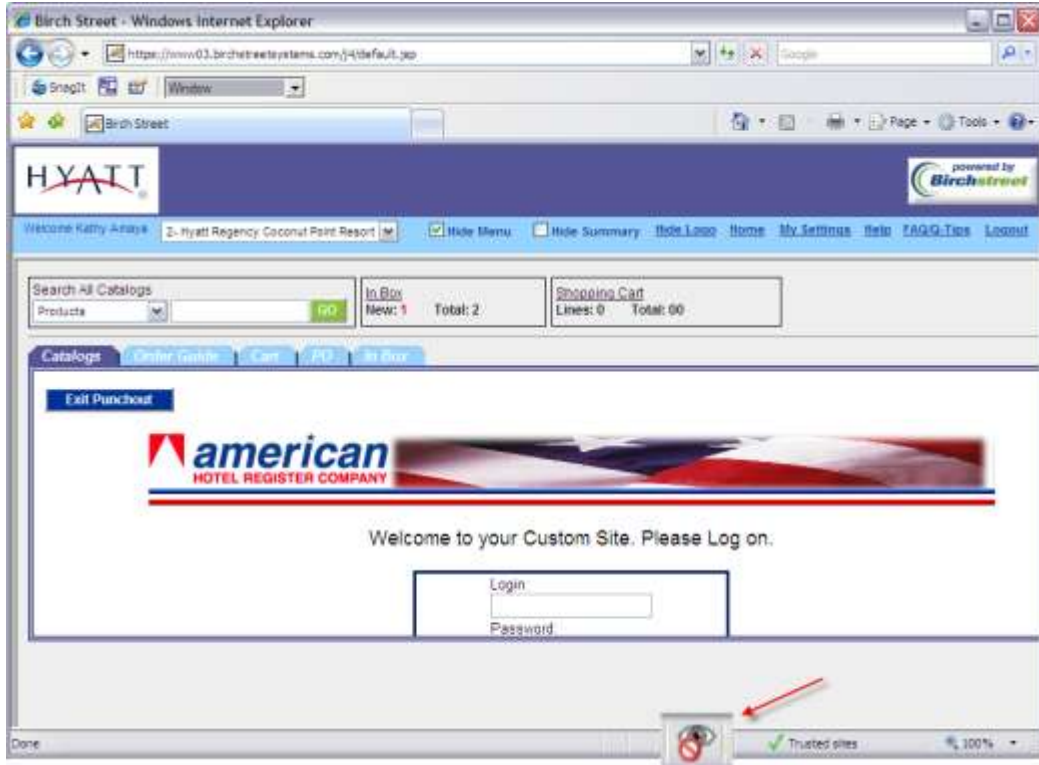
**Step 6:** After you've selected 'OK' on the 'Trusted Sites' window you will be directed back to the 'Internet Options' screen. You will then need to select the 'Advanced' button just to the right of the 'Sites' button (still under the 'Privacy' tab). This new window will open (below), and you will need to set the First and Third Party Cookies to 'Accept'. You can click 'OK' when finished with this and you can also click 'OK' on the 'Internet Options' screen. The security settings should allow all access to the Punchout Supplier links.




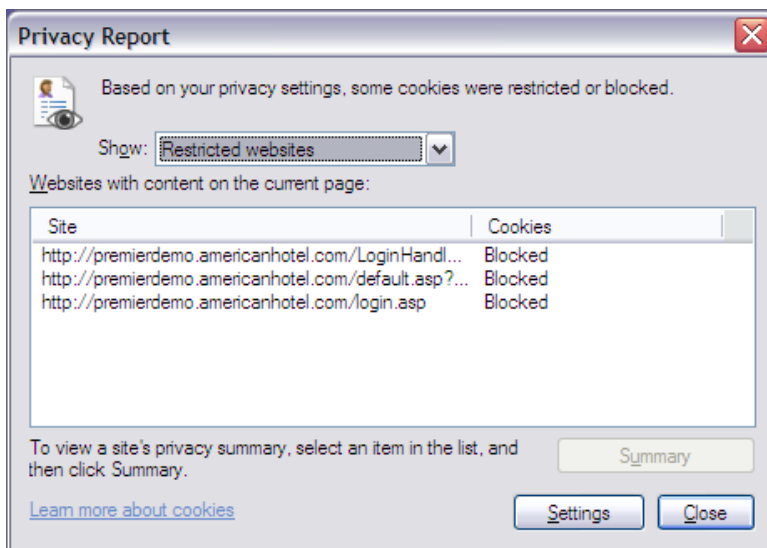


## Still Experiencing Problems with Punchouts?

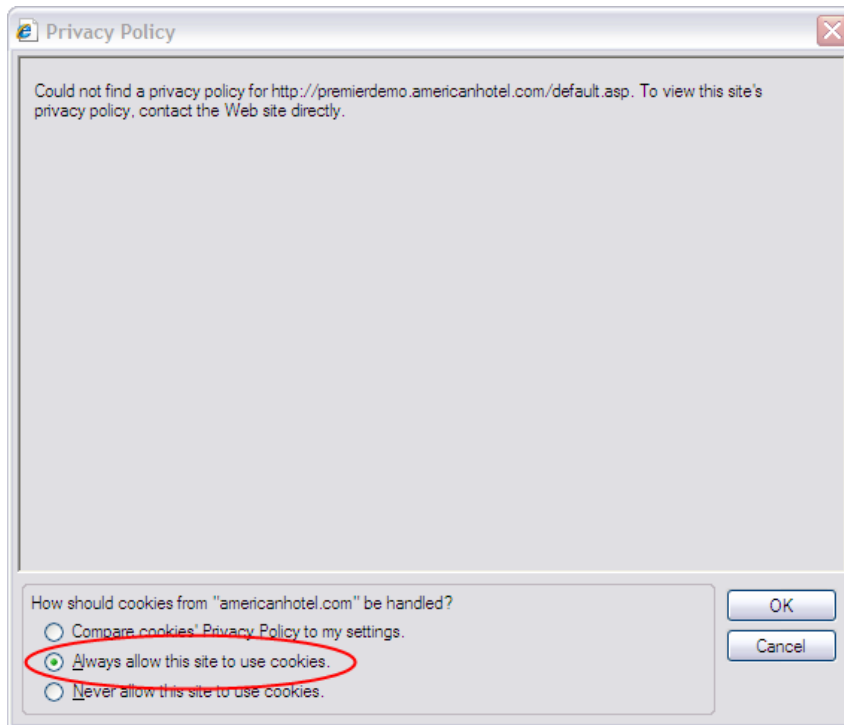
If you are still experiencing issues with a particular punchout, look for the Privacy Report icon , in the bottom of the Internet Explorer Window.



**Step 1:** Double click the  icon. A new window will open that will display all cookies that were restricted or blocked:



**Step 2:** Double click on any of the blocked sites and select 'Always Allow this site to use Cookies'.



**Step 3:** Click OK, and then Close.

**Step 4:** Exit the punchout, and try again.

***If the issue still exists, please contact Birch Street Support at [support@birchstreet.net](mailto:support@birchstreet.net) or (949)567-7036.***

## Punchout Suppliers

The following Suppliers are setup in Birch Street as punchout suppliers:

- AS Hospitality
- American Hotel (Avendra)
- American Hotel Register
- ChefWorks
- Cintas
- Corporate Express (Staples Advantage)
- Courtesy Products
- eAdvantage (DMA)
- Edward Don
- Grainger
- Grand & Toy
- Greenleaf
- Guest Supply
- HD Supply
- Hubert
- J. Ambrogi
- L.A. Specialty/San Francisco Specialty
- Osram Sylvania
- Testa Produce
- US Food Service
- Wasserstrom
- Zones

## Adding Required Information on Punchout Orders

As soon as an order is submitted back into Birch Street from a punchout supplier, the order will be created in a **NEW** status, for all orders other than US Food.



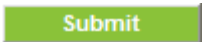
PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
98600000001245	New	No	American Hotel Register Company (PUNCHOUT)	10/29/2007	10/29/2007	\$1,707.50	No

Prior to submitting the PO for approval, you will need to update the PO Header, by clicking the **Header Update** button, with all required information. This information includes the following:

- Required delivery date
- Purchase Type

- Department and GL Account
- Tax and Freight

*Tax and freight will only be added to punchout orders if it is included by the punchout supplier. Many of the punchout suppliers do **not** provide us with this information. For these orders, you will want to enter tax details on the PO Header screen.*

You will not be permitted to submit the PO for approval until this information is complete. Once completed, do not forget to  the purchase order.

### **Approving Punchout Orders**

Punchout orders (other than US Foods) will be routed for approval prior to the order submitting to the supplier.

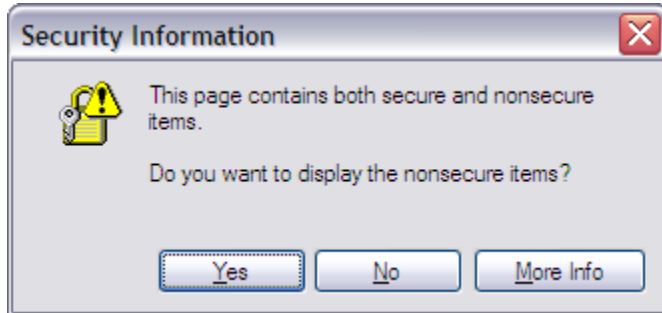
Approvers are not able to edit the line item quantities on punchout orders.

Approvers are able to adjust any of the information on the PO header.

## AS Hospitality

From the main page catalog tab, click the AS Hospitality logo.

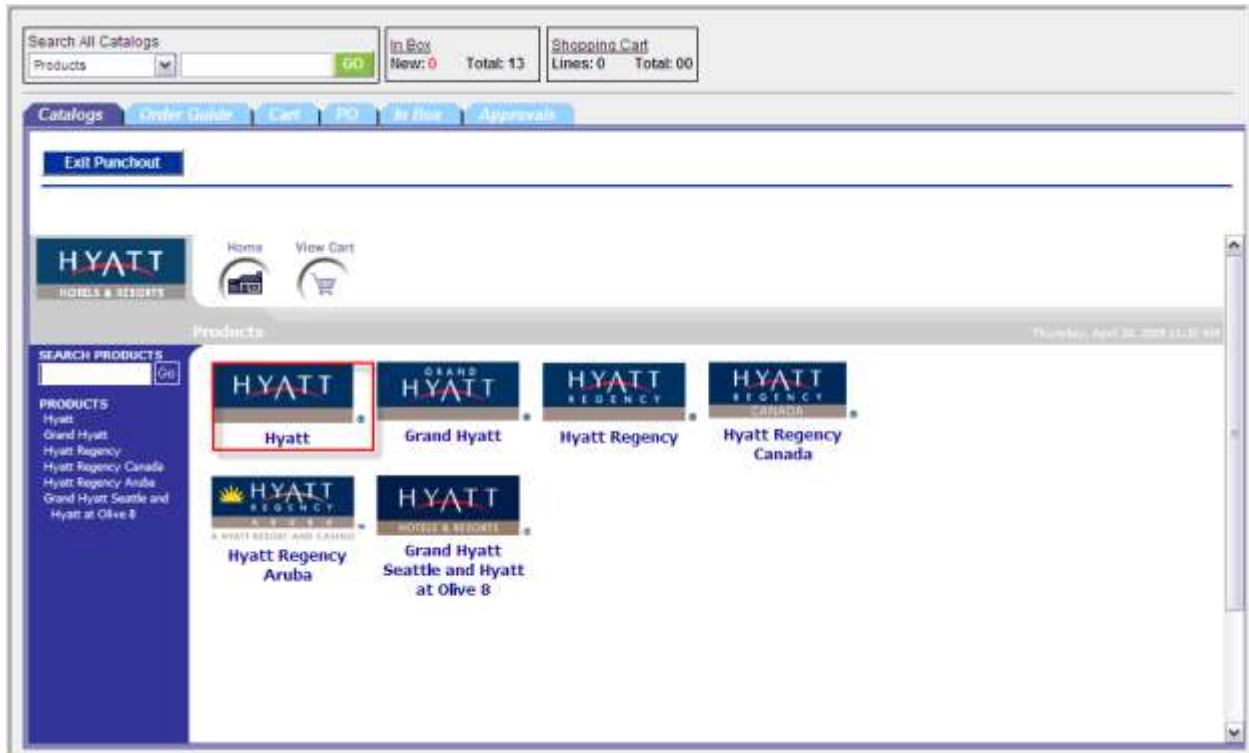
You may be prompted to display non-secure items, please select **yes**.



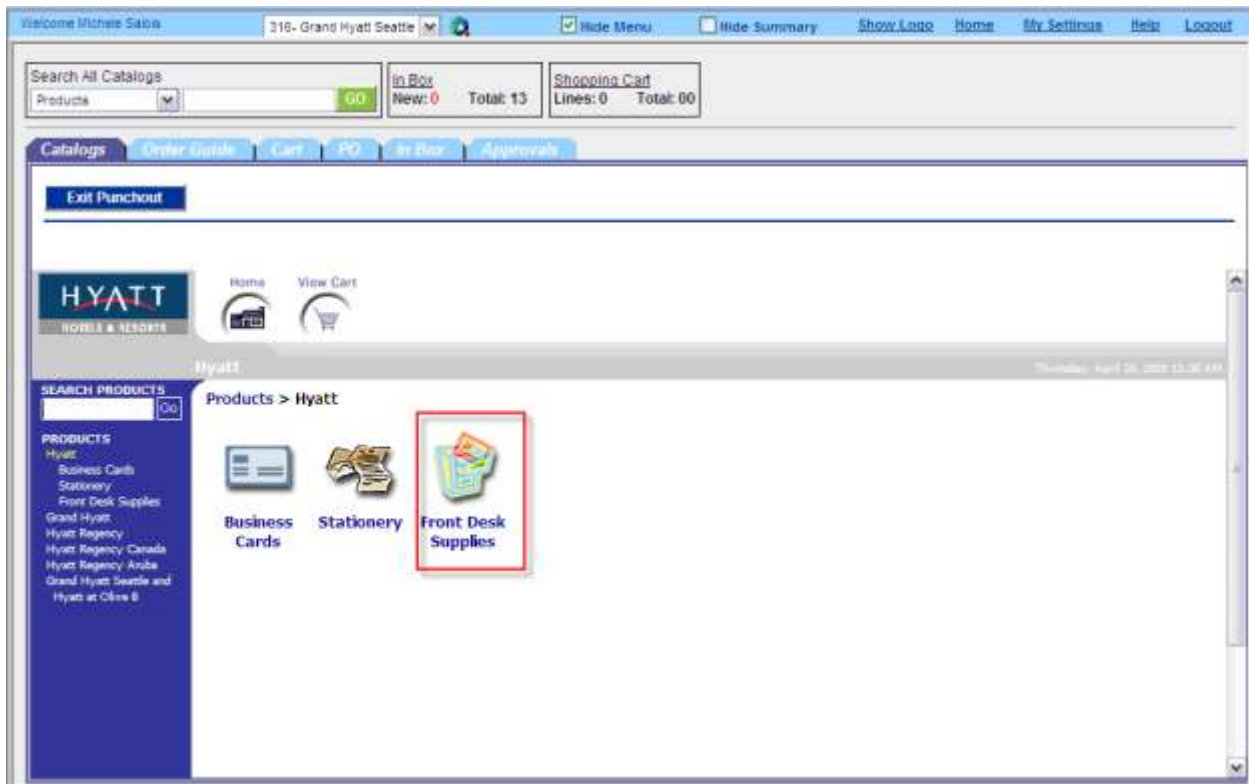
The AS Hospitality website will open within Birch Street.



Any customized lists for the hotel will be available via logos on the main page. Click the one for the hotel, or click the general Hyatt logo.



You will see the lists as shown below which you can select to see the products available



Select the quantity from the options provided, and click the Add to Order Button

Search All Catalogs: Products   In Box New: 0 Total: 13 Shopping Cart Lines: 0 Total: 00

Catalogs Order Guide Cart PO In Box Approvals

Exit Punchout

HYATT HOTELS & RESORTS Home View Cart

Front Desk Supplies Thursday, April 30, 2009 11:35 AM

SEARCH PRODUCTS

PRODUCTS Hyatt Business Card Stationery Front Desk Supplies Grand Hyatt Hyatt Regency Hyatt Regency Canada Hyatt Regency Arabia Grand Hyatt Seattle and Hyatt at Olive 8

Products > Hyatt > Front Desk Supplies

**Hyatt Hotel Folio-Opera System**  
Hyatt Folio for the Opera system only. Front of the folio is blank and the back is printed with the standard Marketing copy. All other systems use 3-7918.

3-7919 Order Quantity:

**Hyatt Hotel Presentation Folder-Embossed**  
9" X 12" folder with two inside pockets and the business cards slits on the right pocket. Logo is logo which is suitable for all hotel use.

3-7948 Order Quantit

**Hyatt Room Maintenance Card**

2500 (1x2500)  
5000 (2x2500)  
7500 (3x2500)  
10000 (4x2500)  
12500 (5x2500)  
15000 (6x2500)  
17500 (7x2500)  
20000 (8x2500)  
22500 (9x2500)

You can confirm, change the order, or continue shopping. To confirm the order, click the Submit button

Search All Catalogs: Products   In Box New: 0 Total: 13 Shopping Cart Lines: 0 Total: 00

Catalogs Order Guide Cart PO In Box Approvals

Exit Punchout

HYATT HOTELS & RESORTS Home View Cart

Cart Thursday, April 30, 2009 11:49 AM

Review your complete item proof for accuracy.  
All orders are final once they are submitted.

Comments:

Remove	ID	Product	Unit Price	Quantity	Total Quantity	Price
<input type="checkbox"/>	3-7919	Hyatt Hotel Folio-Opera System	\$36.00	2 (x2500)	5,000	\$72.00

Remove Selected **Subtotal: \$72.00**  
Shipping, handling and tax may be added to this subtotal.

Save Changes | Cancel Order | Continue Shopping



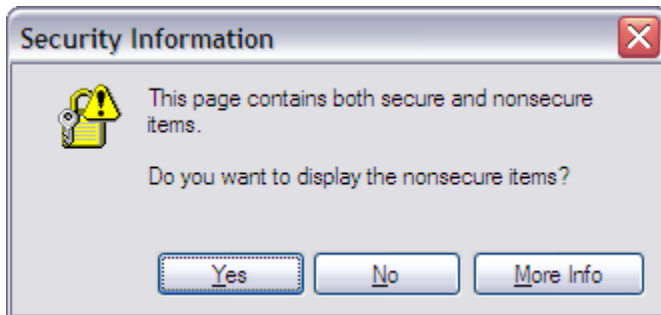
The order has now been created in Birch Street, and is in a **New** status.

The screenshot shows a web application interface for managing purchase orders. At the top, there is a search bar for 'All Catalogs' and a 'GO' button. To the right, it displays 'In Box' statistics: 'New: 0' and 'Total: 13'. Further right, it shows 'Shopping Cart' statistics: 'Lines: 0' and 'Total: 00'. Below this is a navigation menu with tabs for 'Catalogs', 'Order Guide', 'Cart', 'PO', 'In Box', and 'Approvals'. The 'PO' tab is selected. On the left, there is a section for 'My Last 30 Days PO's' with navigation links 'First', 'Previous', 'Next', 'Last', and 'Refresh'. Below this is a search section with 'Search Column' set to 'PO number' and a 'GO' button. A table of actions is visible, including 'Submit', 'Receive', 'Buyer Contact', 'Sopp Contact', 'Print / View / Edit', 'Print w/Details', 'Reader Update', 'Notes', 'Attachment', 'History', 'Send Message', 'Budget Impact', 'Add to OG', 'Add to cart', 'Copy PO', 'Delete PO', 'Create Items', 'PO Recall', 'Approval Details', 'Transfer', 'Add Add'l Info', 'Receive Confirm', and 'Change GL Acct'. The main table below has columns: 'PO number', 'PO Status', 'Confirm', 'Subj / Supplier', 'PO date', 'Req delivery', 'PO Total', and 'Alloc'. The first row shows a PO number '900300000003900', a status of 'New' (circled in red), 'No' for confirm, 'AS HOSPITALITY INC' for the subject, '04/30/2009' for the PO date, '04/30/2009' for the request delivery date, '\$72.00' for the total, and 'No.' for allocation.

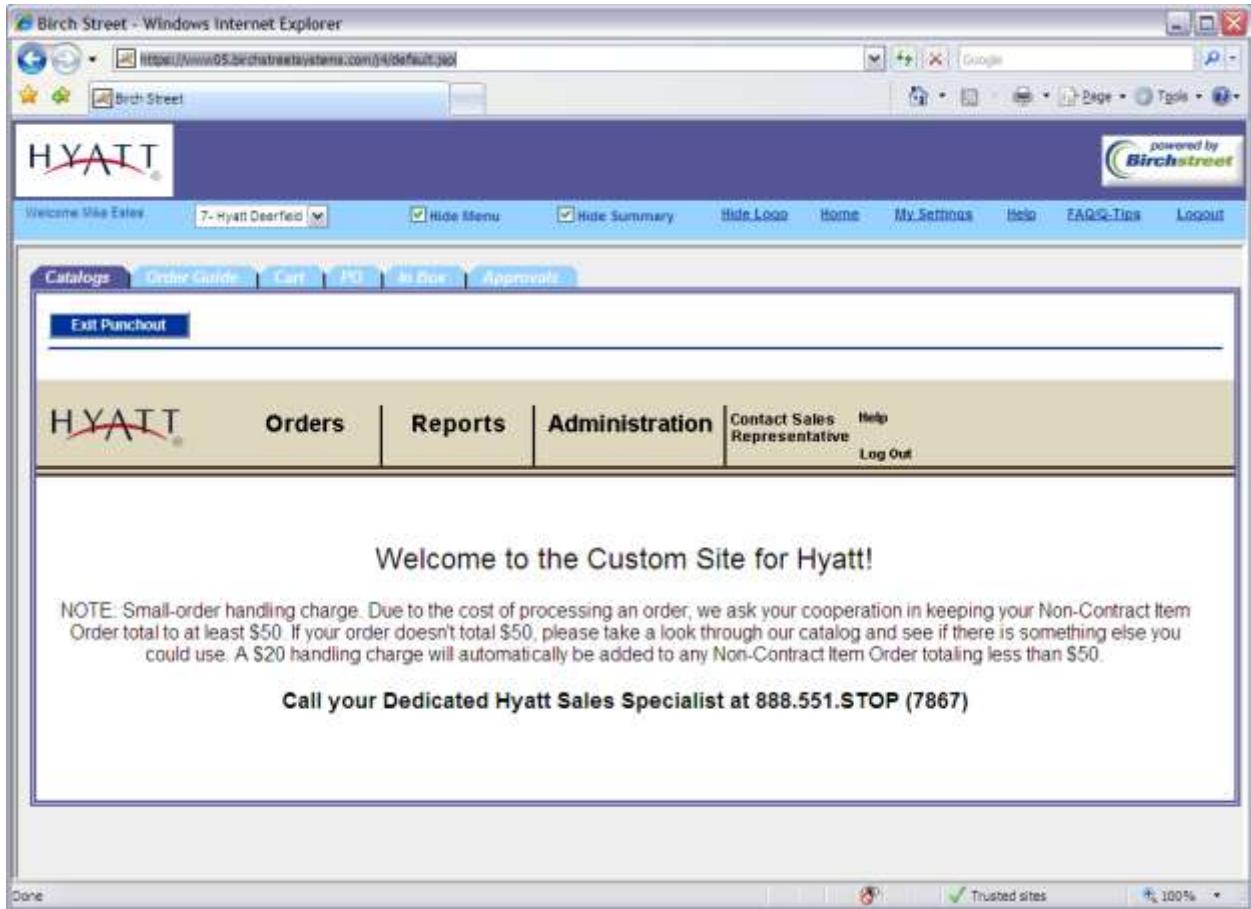
## American Hotel Register

From the main page catalog tab, click on the American Hotel Register logo.

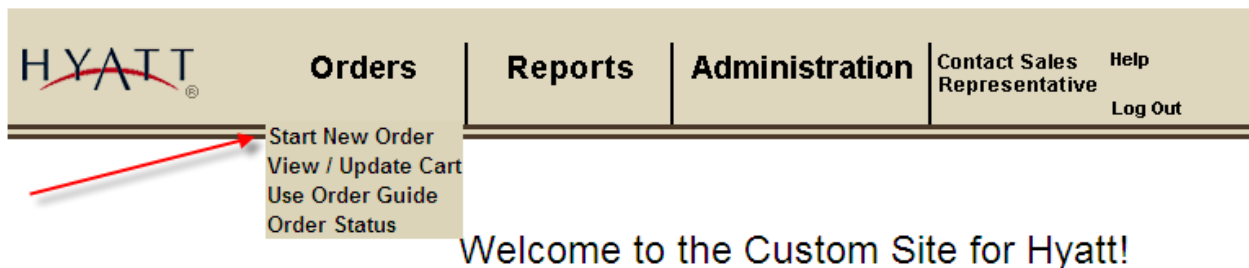
You may be prompted to display non-secure items, please select **yes**.



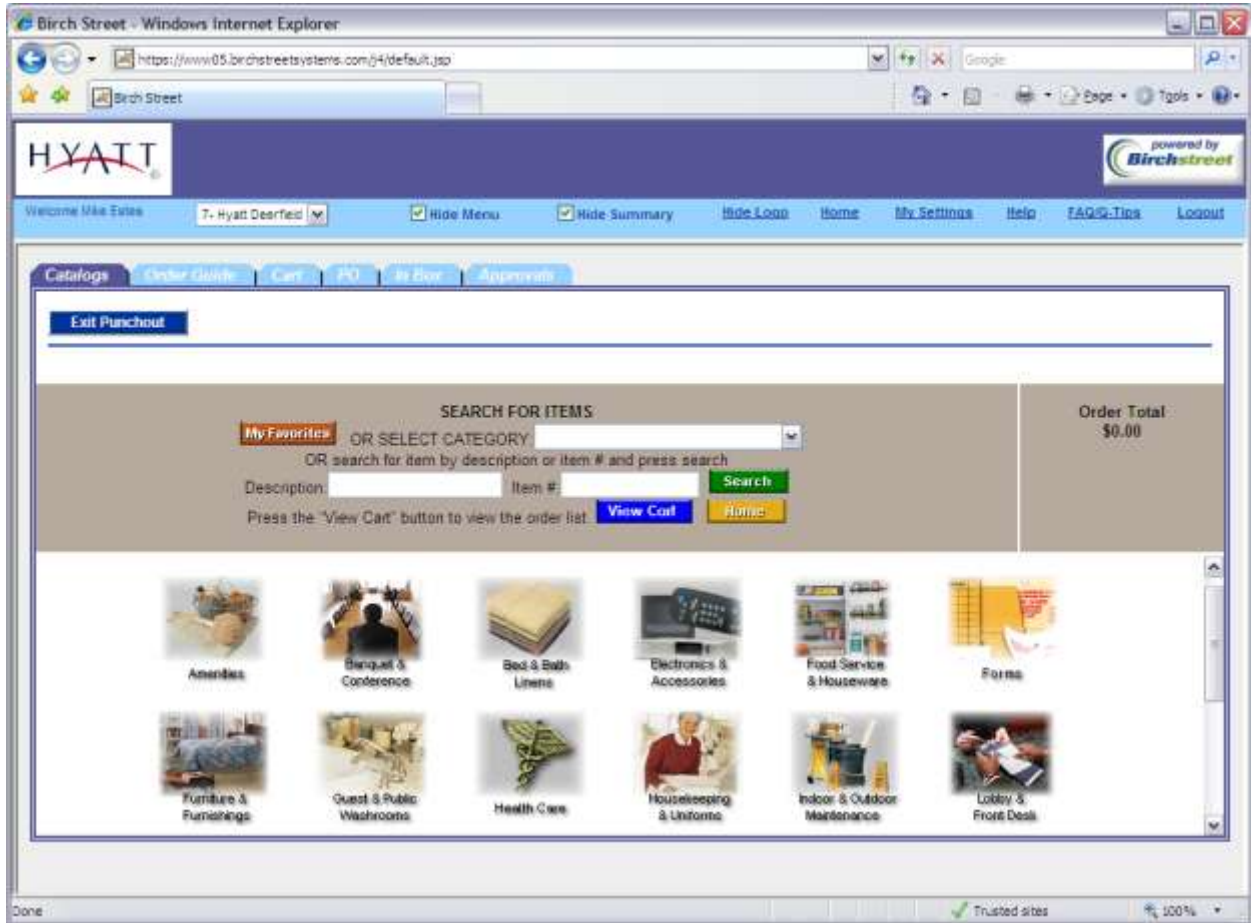
The American Hotel Register website will open within Birch Street.



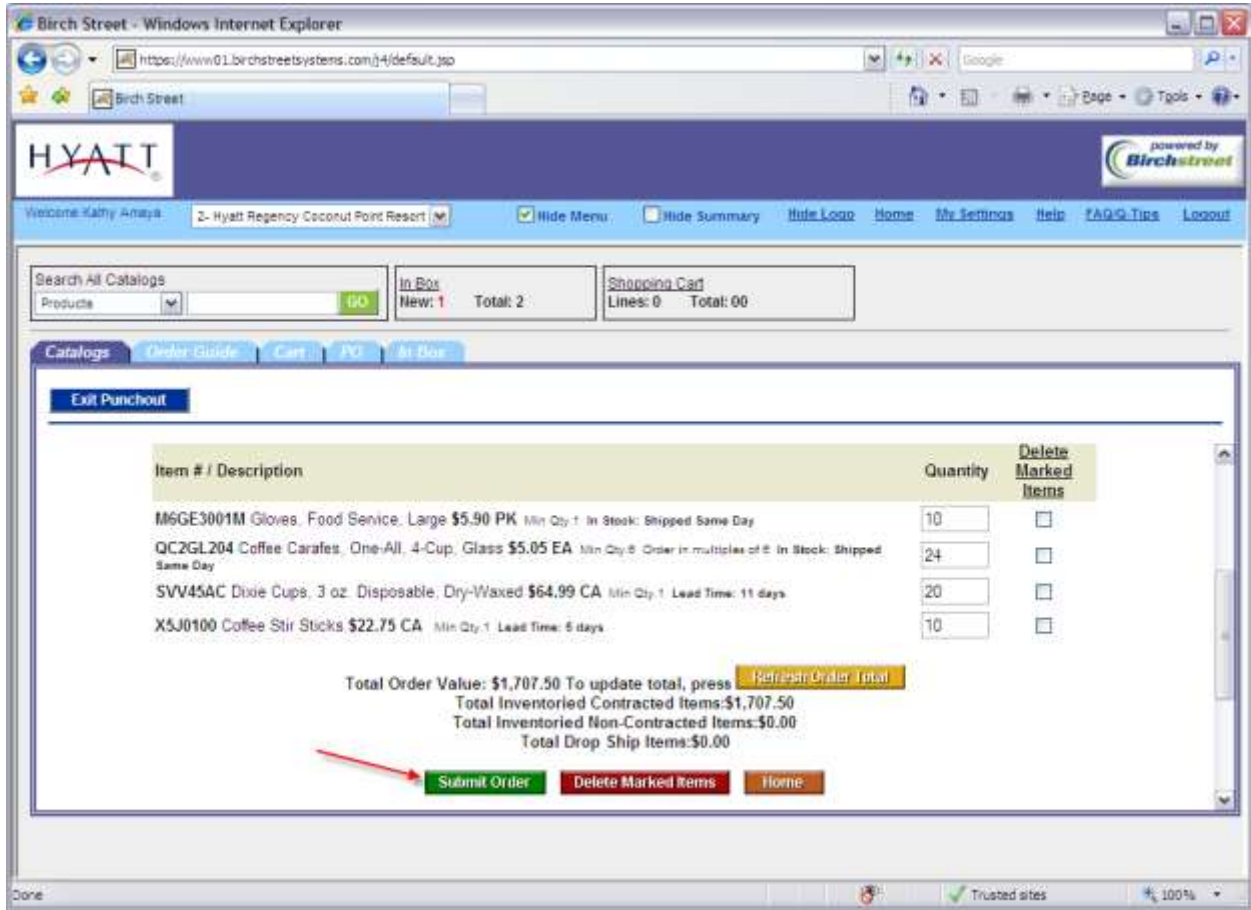
At this point, you may begin to shop by selecting Orders, Start New Order.



As you can see in the screenshot below, you can browse through the various categories, or shop from the My Favorites list of product.



Once you have added the desired items to the cart, click the View Cart button to review the purchase. After you have verified it to be complete, click the Submit Order button to send the order to Birch Street.



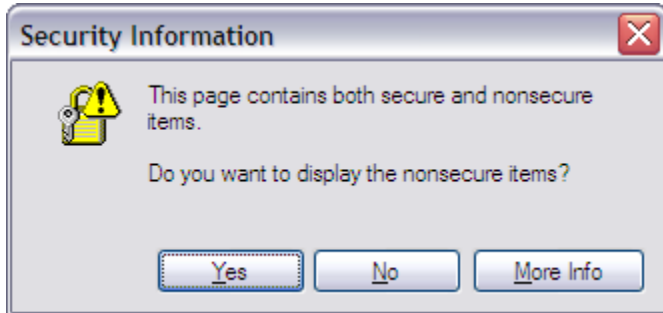
The order has now been created in Birch Street, and is in a **New** status.



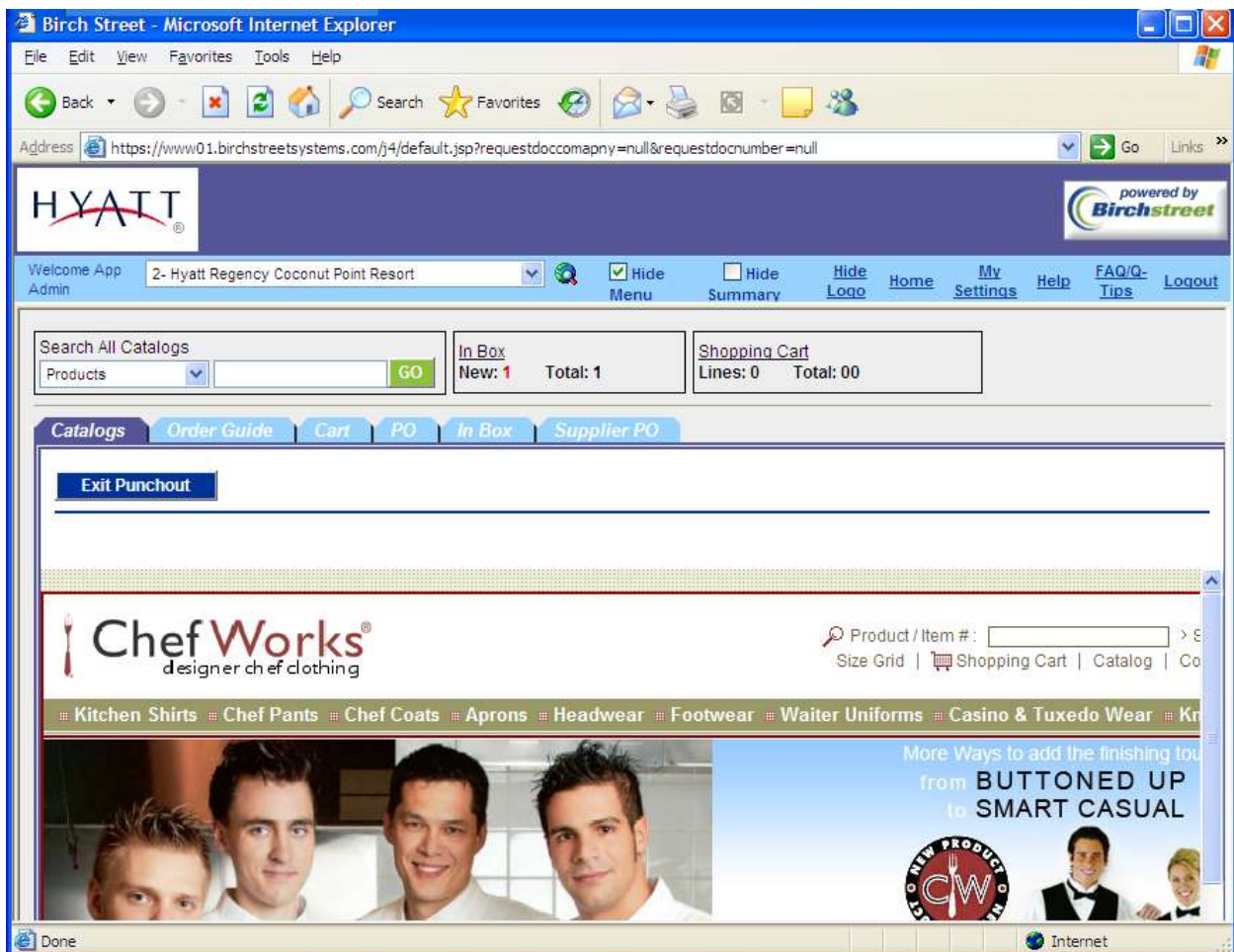
## ChefWorks

On the main page catalog tab select the ChefWorks logo.

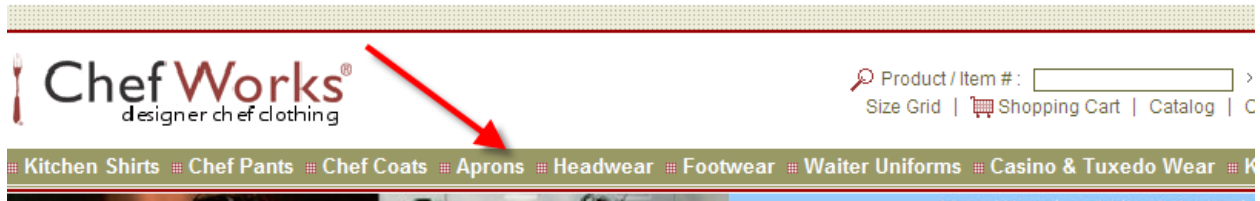
You may be prompted to display non-secure items, please select yes.



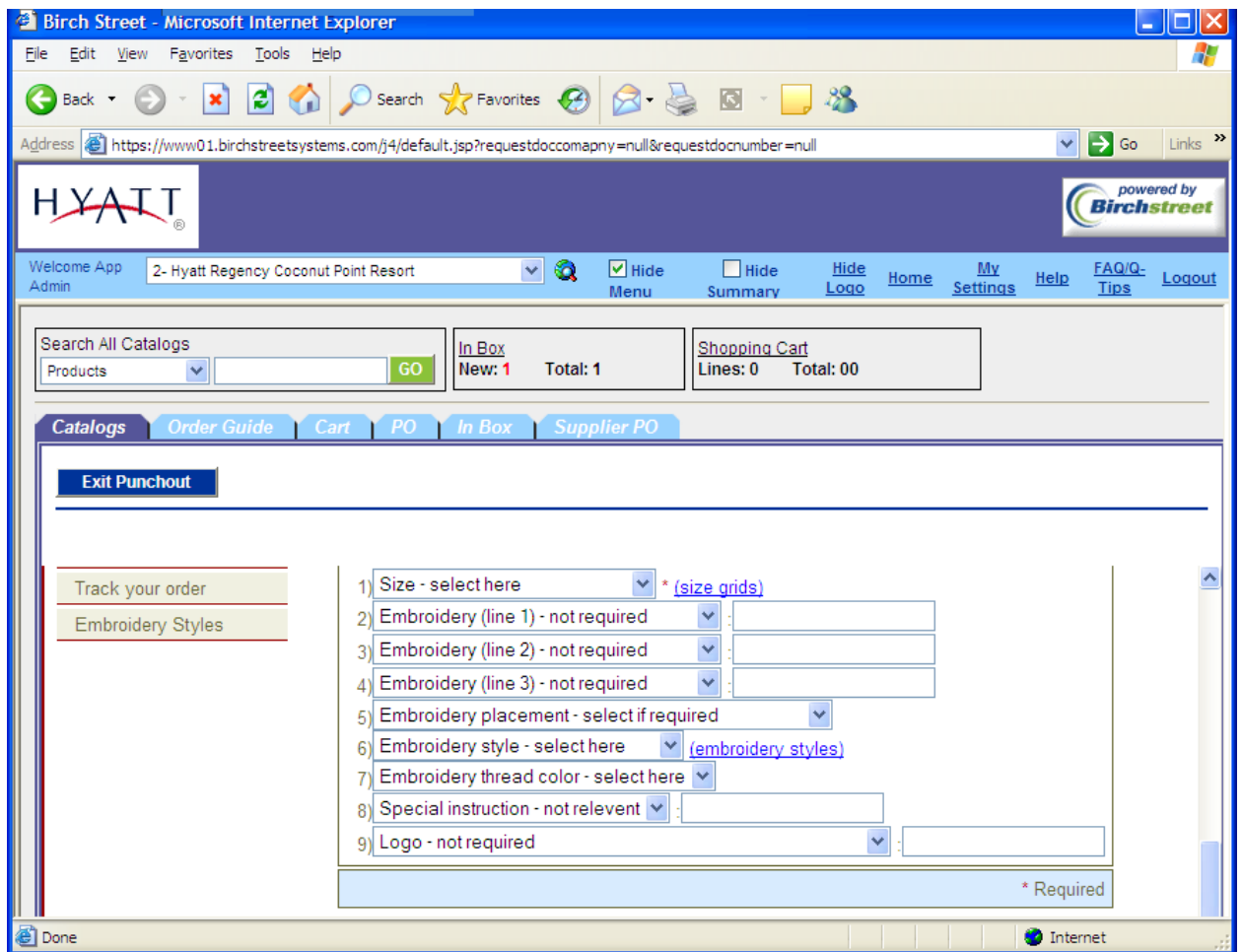
The Chef Works website will open within Birch Street.



At this point, you may begin to shop by selecting the desired item category on the menu bar located directly beneath the supplier's logo.



Once you select an item you will need to enter the desired quantity. If the item(s) you have selected is(are) clothing you will be required to fill in the necessary information as seen below (i.e. size, embroidery/logo design, etc.)



In the first drop down box you will be able to see what sizes are in stock for each individual clothing item you select (blue arrow below). Once you have populated the necessary fields with the correct information proceed to select the “Add to Cart” button (red arrow below).

The screenshot shows a product configuration form with the following fields:

- 1) Size - M {In stock} \* (size grids)
- 2) Embroidery (line 1) - not required
- 3) Embroidery (line 2) - not required
- 4) Embroidery (line 3) - not required
- 5) Embroidery placement - select if required
- 6) Embroidery style - select here (embroidery styles)
- 7) Embroidery thread color - select here
- 8) Special instruction - not relevant
- 9) Logo - not required

Below the form is a "Quantity" field with the value "1" and an "Add to Cart" button. A blue arrow points to the first dropdown menu, and a red arrow points to the "Add to Cart" button.

If you make any changes to the quantity of a particular item while viewing the shopping cart you need to click the “Update” button on the right (green arrow below). If you are satisfied with the shopping cart you may proceed to checkout by selecting “PP Checkout” (red arrow below).

The screenshot shows a shopping cart page with the following table:

Name	Item#	Price	Quantity	Subtotal	
<a href="#">Black utility cook shirt (#kcb1)</a> Size is M	KCBLM	9.71	<input type="text" value="20"/>	194.20	<a href="#">Update</a>

Below the table is a "Subtotal \$ 194.20" and a "Delete" button. A green arrow points to the "Update" button, and a red arrow points to the "PP Checkout" link.

Once you review the order and check that the total is correct (red circle with small arrow below) select the button “continue the order process”(large red arrow below). This will create the order and re-route you back into the Birch Street system.

### Shopping Cart Information Including Shipping and Tax

(click on the link at the bottom of the order form below to continue the process)

Name	Item#	Price	Quantity	Subtotal
<a href="#">Black utility cook shirt (#kcbl)</a> Size is M	KCBLM	9.71	20	194.20
				SubTotal: 194.20
				Tax: 0.00
				Shipping: 13.95
				Total \$ <b>208.15</b>

[Click Here to Continue Your Order Process](#)

(please be sure to click only once)

The order has now been created in Birch Street, and is in a “New” status.

[Catalogs](#) | [Order Guide](#) | [Cart](#) | **[PO](#)** | [In Box](#) | [Supplier PO](#)

My Last 30 Days PO's   
[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#) [Export](#)

Search Column:    
 Search Text:

Page 1 of 1 / Rows 1-27 of 27 found

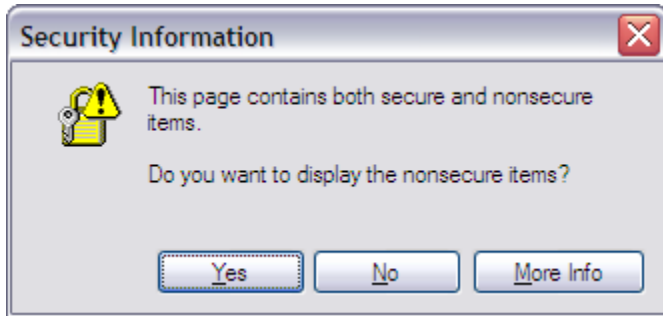
PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
986000000001249	<b>New</b>	No	Chef Works (PUNCHOUT)	10/30/2007	10/30/2007	\$194.20	No



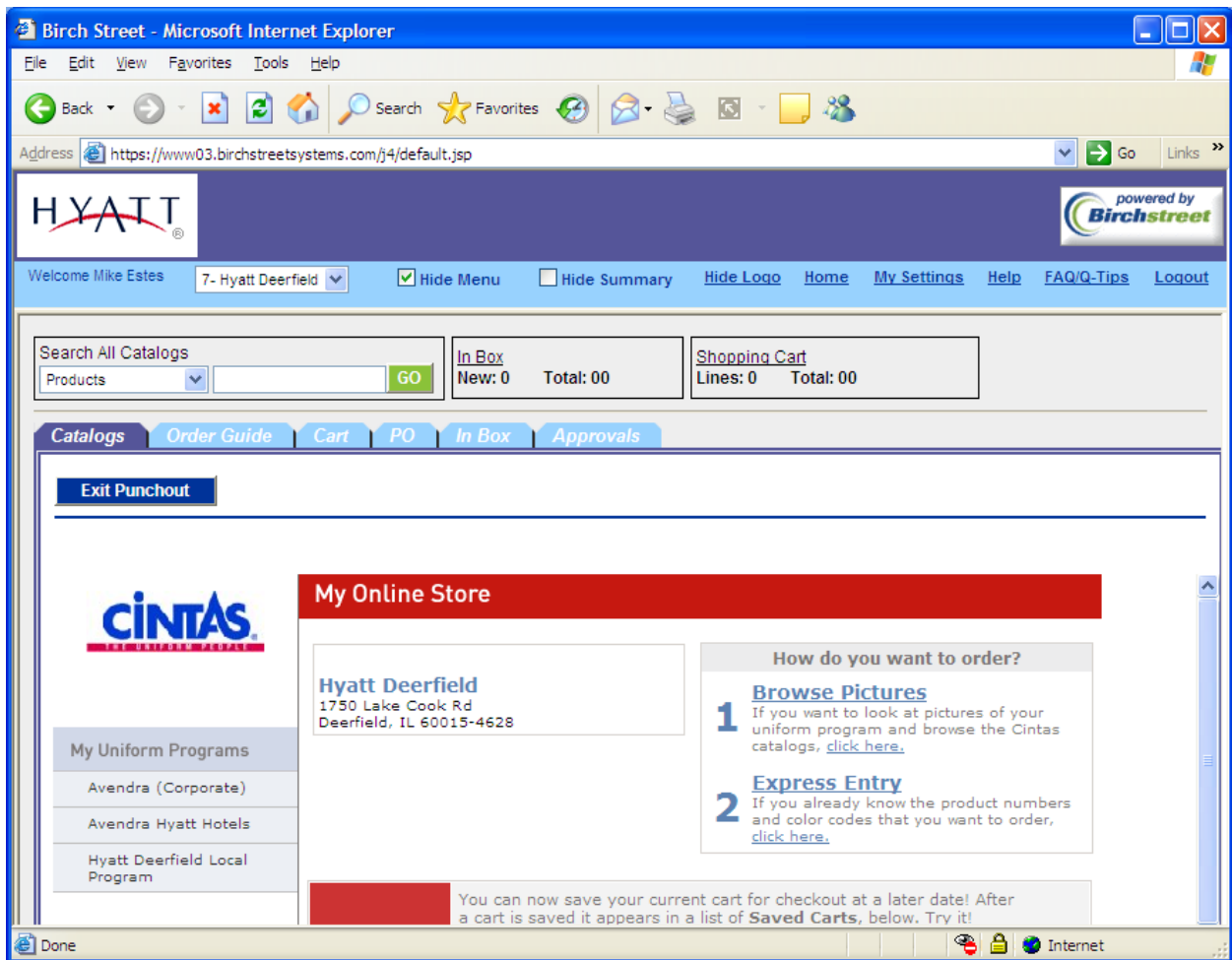
## Cintas

In the main page catalog tab select the Cintas logo.

You may be prompted to display non-secure items, please select yes.



The Cintas website will open within Birch Street.



Now you may begin to shop using one of the three choices as seen below. You may browse through the uniform catalog, enter the product information for express checkout, or go into “My Uniform Programs” to view the uniforms that you’ve already created (color codes, etc.). You’re favorite and recent items can be viewed towards the bottom of the screen (not shown in example below).



Once you have selected an item please select the desired color, size, and quantity. After this is complete you may add it to the shopping cart.



If you make any quantity changes while in the shopping cart, you must click the “Apply Changes” button (red arrow) and this will adjust the screen to accommodate the new information. When you are finished you may select the “Checkout” button (blue arrow below). The next page will confirm the choice: select the “Send Cart” button to create a new purchase order within Birch Street Systems.

**CINTAS**  
UNIFORMS & SUPPLIES

**Shopping Cart**  
(to update a shopping cart item, simply click on the product description)

Stock	Description	Item	Color	Size	Qty	Each	Total
<input checked="" type="checkbox"/>	Kenton Shirt U	65107/20	Navy	long sleeve tall/M	20	\$19.95	\$399.00
Program: Avendra (Corporate) Category: Shirts/Casual							
<b>Subtotal</b>							<b>\$399.00</b>

The order has now been created in Birch Street, and is in a “New” status.

My Last 30 Days PO's

First Previous Next Last Refresh

Search Column: PO number

Search Text: GO

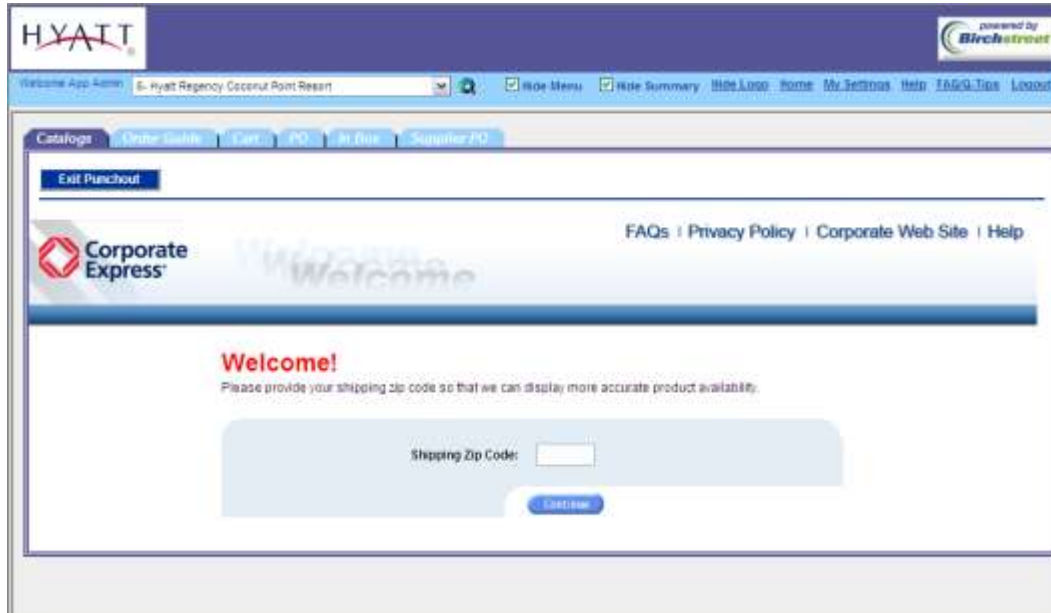
Page 1 of 1 / Rows 1-11 of 11 found

PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
877600000010	New	Cintas Corp.	10/30/2007	10/30/2007	\$399.00	No

## Corporate Express

In the main page catalog tab select the Corporate Express logo.

The Corporate Express website will open within Birch Street.



Enter the shipping zip code to proceed.



At this point, begin adding items to the shopping cart by searching through the categories on the left hand side of the screen, or by entering key words or item numbers to search.

Once an item has been added to the cart, you will be prompted with Availability and normal shipping time.

Products | Toner & Ink | Shopping Lists

**Item FEL00311 has been added to your cart**

Qty	Item No./AKA	Description	Unit Price	Symbols <a href="#">(Key)</a>	Availability
2	FEL00311 <a href="#">Also Consider</a>	<a href="#">Records Storage Drawers, Extra Strength, 5 Units High, Letter, White/Blue</a>	\$81.33/CT		<div style="text-align: center;"> <p><b>OK</b></p> </div> <p>472 are currently available Normally ships within 1 business day</p>

[Continue](#)

At any point you can view the cart, to review the order or add any remaining items.

Corporate Express | Home | Support | Cart \$173.64  
Items: 1 | Order #: NOT SAVED

Products | Toner & Ink | Shopping Lists

To add an item to your Cart, enter a quantity in the Qty field and press Tab. Enter the Item Number in the Item No. field and press Tab. [\[More...\]](#)

**Shopping Cart Items**

SECURE CHECKOUT [Printable Version](#)

Qty:	Ordered Item:	To Be Shipped:	Item Description:	Available Qty:	Backorder Qty:	Unit Price:	Extended Price:	Symbols: <a href="#">(Key)</a>	Item Note:	Tools: <a href="#">(Key)</a>
2	FEL00311	FEL00311	<a href="#">Records Storage Drawers, Extra Strength, 5 Units High, Letter, White/Blue</a>	2	0	\$81.33 / CT	\$162.66			
<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>									
<input type="text"/>	<input type="text"/>									

Sub Total: \$162.66

Estimated Tax: \$10.98

**Total: \$173.64**

[Check Out](#)

Once the order is complete, click Check Out.

Corporate Express

Home | Support

Cart \$173.64  
Items: 1  
Order #: NOT SAVED

Keyword  Item Number

Set Default Shopping List: 11/08/07- HR

[Products](#) | [Toner & Ink](#) | [Shopping Lists](#)

Click the "Confirm Order" button to complete submission of your order or click the "Back to Previous Page" button to edit your order.

Order Lines							
Qty:	Ordered Item:	To Be Shipped:	Description:	Avail Qty:	BO Qty:	Notes:	Unit Price: Extended Price:
2	FEL00311	FEL00311	Records Storage Drawers, Extra Strength, 5 Units High, Letter, White/Blue	2	0		\$81.33 / CT \$162.66

Order Sub Total \$162.66  
Order Estimated Tax \$10.98  
Order Total \$173.64

Click Confirm Order, and the order will be created in Birch Street, placed in a "NEW" status.

Catalogs | Order Guide | Cart | **PO** | In Box

My Last 30 Days PO's

[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)

Search Column: PO number

Search Text:

Page 1 of 1 / Rows 1-5 of 5 found

		PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
		57130000002822	<b>New</b>	No	CORPORATE EXPRESS	05/04/2008	05/04/2008	\$32.43	No

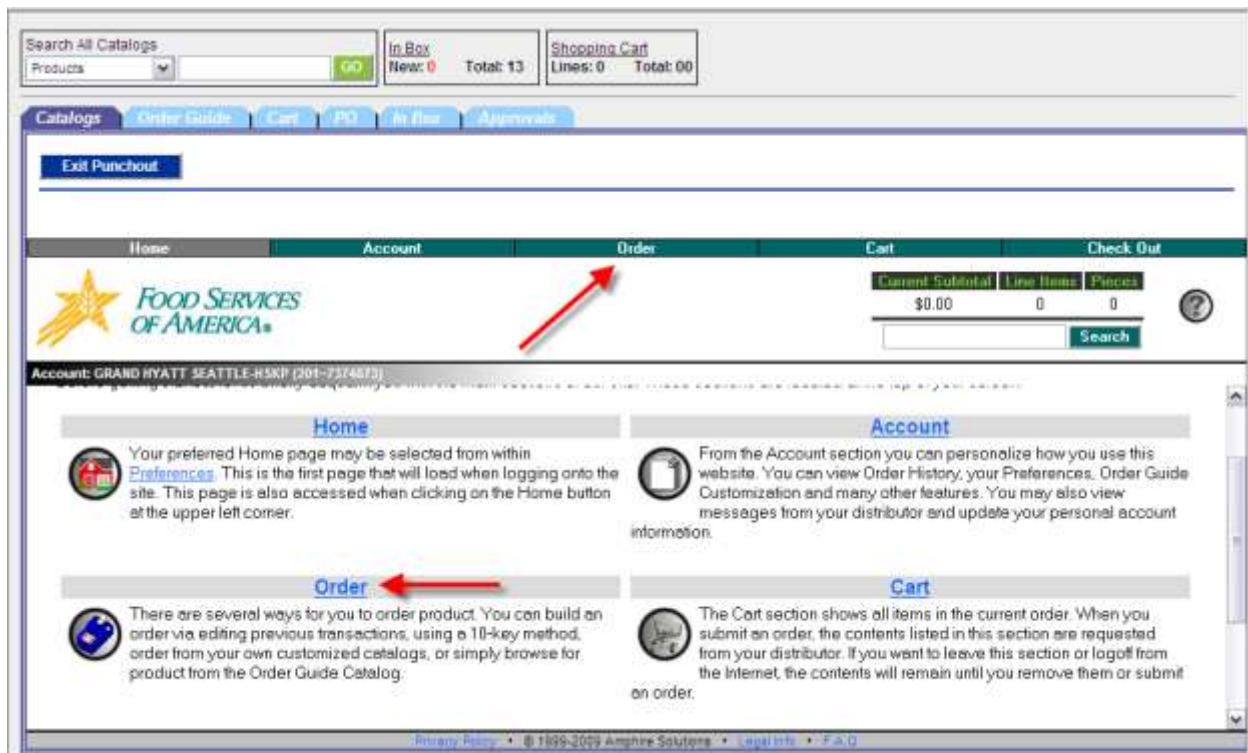
## eAdvantage (DMA)

In the main page catalog tab select the eAdvantage logo.

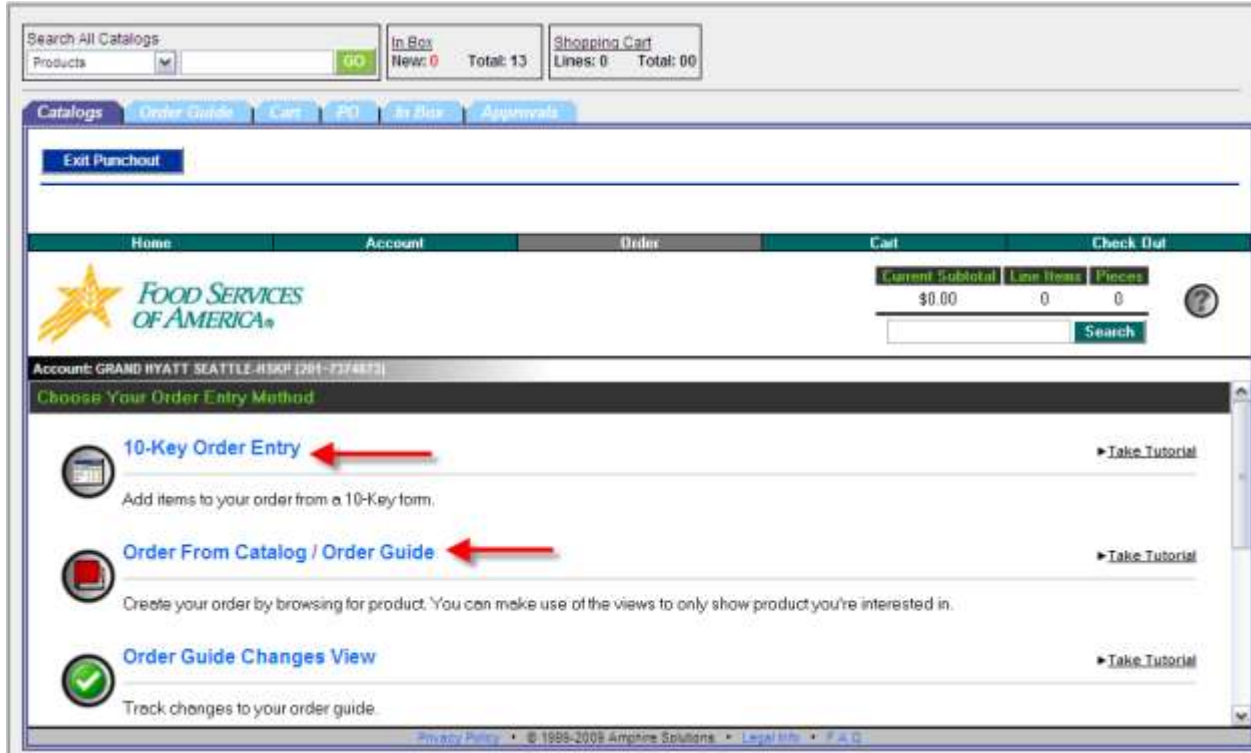
You may be prompted to select from the appropriate account:



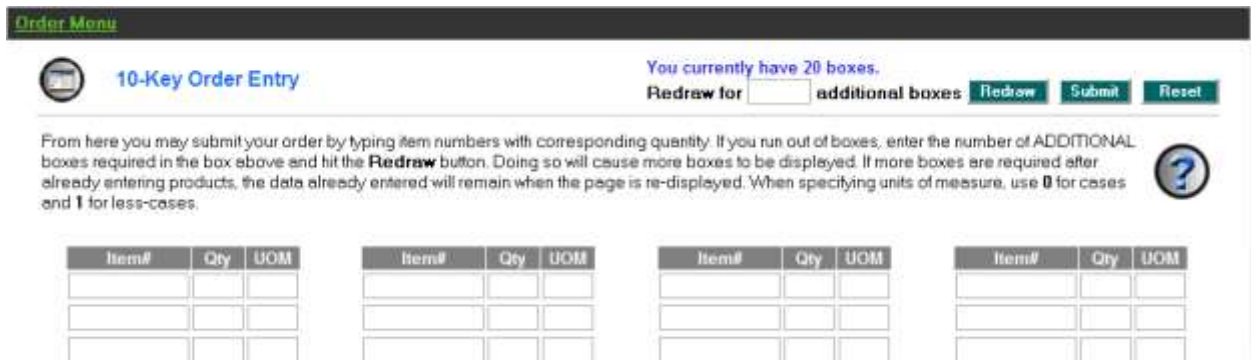
Once the desired account has been selected, the eAdvantage website will open within Birch Street. You can select the Order option at the top, or the Order link as shown in the lower left with a description of the ordering options.



You can either key in the information you would like to order using the 10-key Order Entry option, or you can quickly find products from the Catalog/Order Guide list.



If you choose to enter the information in the 10-Key Order Entry screen, you will see the following information that needs to be completed:





If you choose to use the Catalog/Order Guide, you can select the category from the list in the left and browse to the products. Once you enter a quantity, the items will be added to the Cart in the upper right corner.

Account: GRAND HYATT SEATTLE-HSKP (201-7374873)

Browse Catalog by Categories - Alphabetically Go

Sort: Description View: Normal

OG	TM	Item	Description	Brand	Pack	Price	Qty	UOM
		270758	CAPPUCCINO CONC LATTE BIB	NESCAFE	2/4LTR			CS
		843882	CAPPUCCINO DBL CHOC MOCHA	SUPERIOR	8/2#			CS
		794089	CAPPUCCINO EGGNOG	SUPERIOR	8/2#			CS
		724658	CAPPUCCINO FRENCH VANILLA	BUTTERNUT	8/2#			CS
		874645	CAPPUCCINO MIX BUTTERFINGER	NESCAFE	8/2#			CS
		99615	CAPPUCCINO MIX FRENCH VANILLA	MADRONA MK	8/2#		5	CS
		720135	CAPPUCCINO MIX FRENCH VANILLA	NESCAFE	8/2#		1	CS
		146587	CAPPUCCINO MIX HAZELNUT	NESCAFE	8/2#			CS

You can use the Check Out button to go to the cart directly. Choose the desired Delivery Type, Delivery Date, and the click the Submit Order button.

Account: GRAND HYATT SEATTLE-HSKP (201-7374873)

Order Summary

PO Number:

Delivery Type: Standard (Truck)

Delivery Date: Saturday, May 02, 2009

Total: \$0.00

1 Line Items consisting of 5 pieces

Submit Order

The submission process may take up to 30 seconds, so please refrain from pressing the submit button more than once.

Click Confirm Order, and the order will be created in Birch Street, placed in a "NEW" status.

Search All Catalogs:  GO

In Box: New: 0 Total: 13

Shopping Cart: Lines: 0 Total: 00

Navigation: Catalogs | Order Guide | Cart | PO | In Box | Approvals

My Last 30 Days PO's

Search Column: PO number

Search Text:  GO

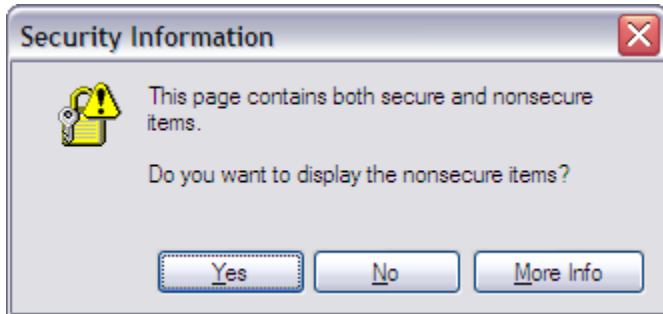
Page 1 of 1 / Rows 1-3 of 3 found

PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
90630000000914	New	No	DMA (PURCHOUT)	04/30/2009	04/30/2009	\$0.00	no

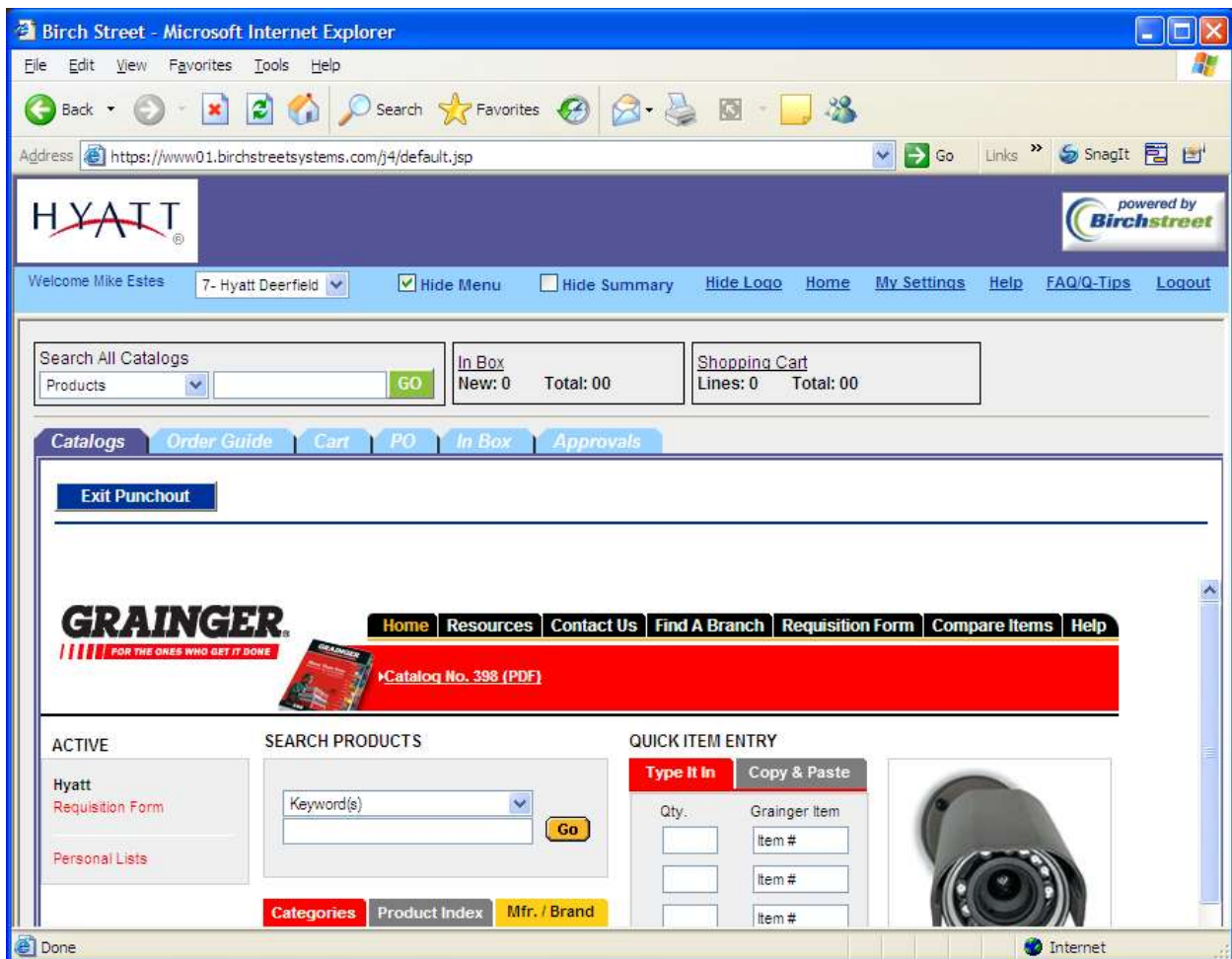
## Grainger

In the main page catalog tab select the Grainger logo.

You may be prompted to display non-secure items, please select yes.



The Grainger website will open within Birch Street.






You may now begin shopping for the products. You have three options to choose from. You may browse through the catalog manually (see the red arrow below), you may enter a product description to find what you are looking for (see the blue arrow below), or if you know the item numbers you can use the “Quick Item Entry” fields to avoid browsing completely (see the green arrow below).

Once you have narrowed down the search to the category of items you’d like to view you can compare two or more products by clicking selecting the box to the left of each desired line item (see red arrow below). After you select all the items you’d like to compare select the “Compare Items” button (see green arrow below). Once you are satisfied with the order click on “Add to Requisition” button to proceed to checkout.

Results Displayed: 16 - 18 of 18 ◀ Page 2 of 2

Sort Table By: Default

Item #	Qty.	Notes	Description	Brand Mfr. Model #	Ship Qty.	Usually Ships**	Your Price	Catalog 398 Page
<input checked="" type="checkbox"/>  6NP18	<input type="text" value="5"/>		Snugger Mount Ceiling Fan, Blade Diameter 52 Inches, Blade Finish Off-White, Housing Finish White, Voltage Rating 120, Speed 180/140/65 RPM	DAKOTA DESIGNS 6NP18	1	Limited Supply	\$54.28	3031
<input checked="" type="checkbox"/>  4F425	<input type="text" value=""/>		Industrial Ceiling Fan, Blade Diameter 56 Inches, Blade Finish White, 220 Volts, 60/50 Hz, 260/250 RPM, 89/74 Watts, 0.41/0.41 Amps, 26000/25000 CFM	DAYTON 4F425A	1	Today	\$144.50	3033
<input type="checkbox"/>  1VP20	<input type="text" value=""/>		Stem Mount Ceiling Fan, Blade Diameter 42 Inches, Blade Finish Oak/Walnut, Housing Finish Polished Brass, Voltage Rating 120	DAKOTA DESIGNS 1VP20	1	Limited Supply	\$48.36	3031

In the checkout window you can update the quantity (circled in red), but if you do so you must then select the "Update" button (see red arrow). When you are finished you must scroll down to the bottom of the page.

Bulk Requisition Pad

Continue Shopping Clear Requisition

Item #	Qty.	Notes	Description	Brand Mfr. Model #	Ship Qty.	Usually Ships**	Your Price	Extended Price	Remove
4F425	<input type="text" value="4"/>		Fan,Ceiling,56 In,220v	DAYTON 4F425A	1	Today	\$144.50 <span style="color: green;">\$</span>	\$578.00	

If you changed quantities, click to Update

Subtotal: \$578.00

You will see the "Continue" button (see red arrow) in the bottom right hand corner. Select this option.



**Note:** Sale items are marked with \$

\*\* The "Usually Ships" reflects when an item is generally expected to ship from Grainger based on its stocking location. Please allow additional delivery time for international orders.

The next screen will ask you to confirm the requisition. Select the "Confirm Requisition" button to proceed. The order has now been created in Birch Street, and is in a "New" status.

My Last 30 Days PO's First Previous Next Last Refresh

Search Column: PO number GO

Page 1 of 1 / Rows 1-11 of 11 found

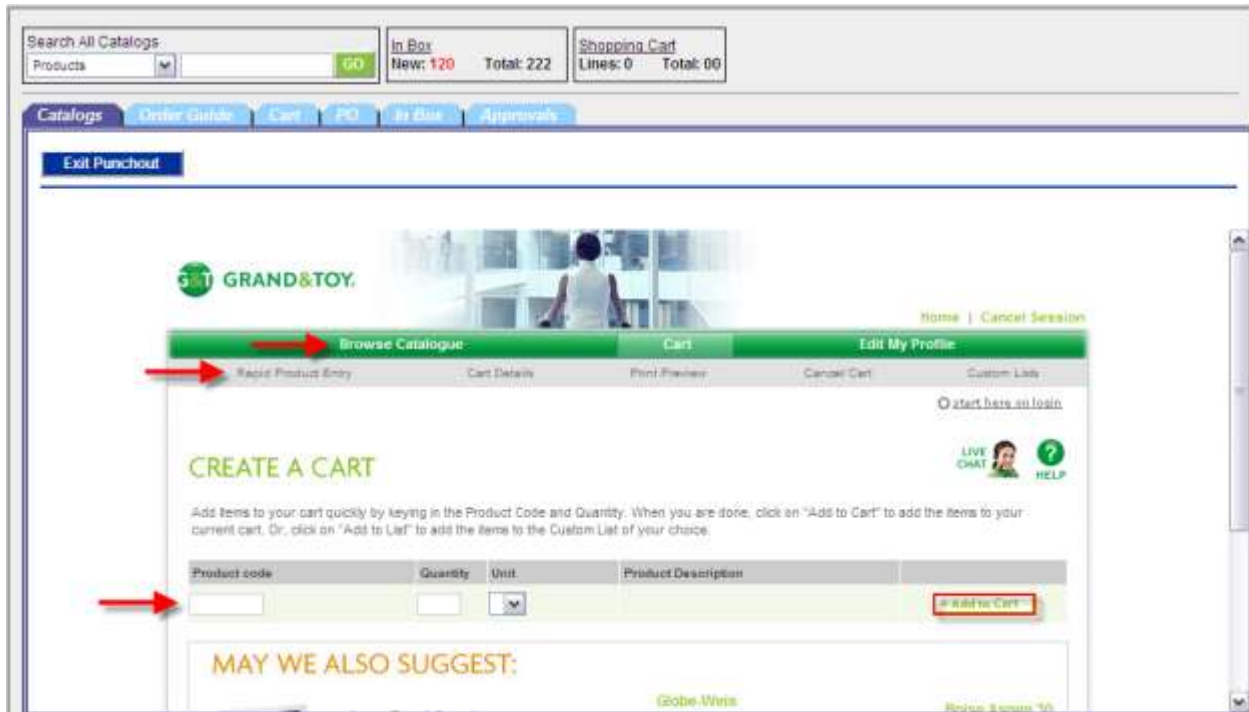
PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
97760000000103	New	Grainger Punchout Supplier	10/31/2007	10/31/2007	\$578.00	No
US Food order confirmation						

## Grand & Toy

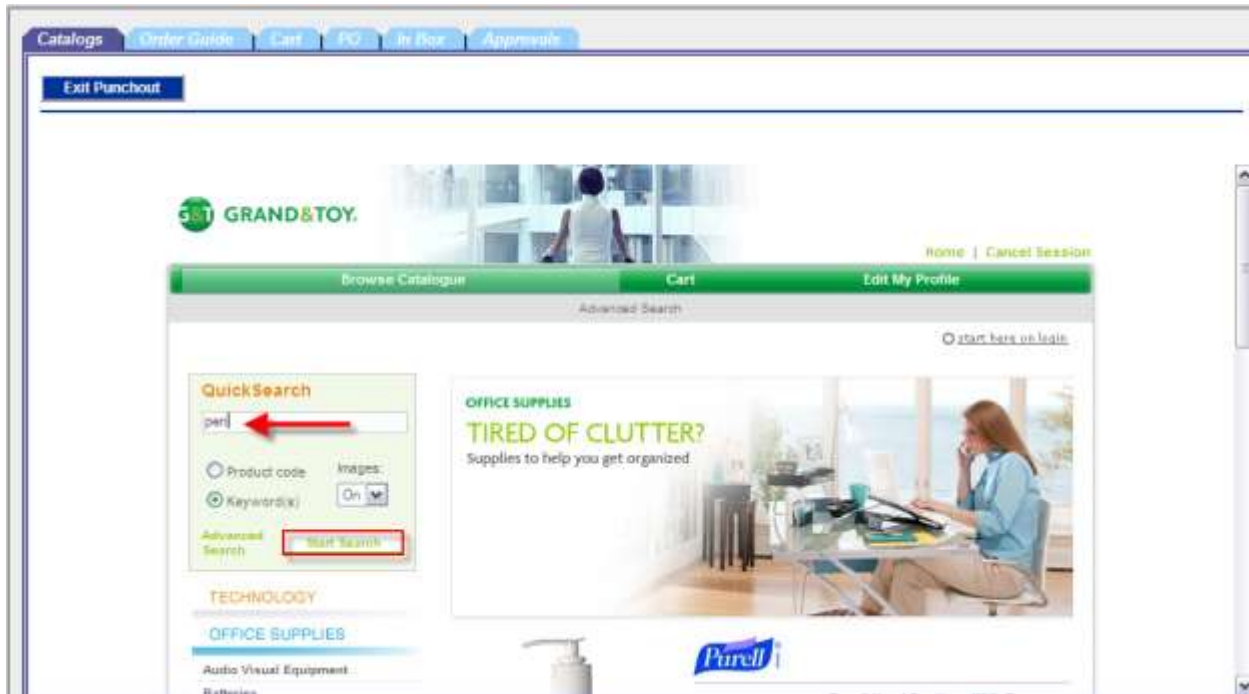
In the main page catalog tab select the Grand & Toy logo. The HD Supply website will open within Birch Street. Click the Home link to begin.

The screenshot shows a web browser window displaying the Grand & Toy website. At the top, there is a search bar labeled "Search All Catalogs" with a dropdown menu set to "Products" and a green "GO" button. To the right of the search bar, there are two boxes: "In Box" showing "New: 120" and "Total: 222", and "Shopping Cart" showing "Lines: 0" and "Total: 00". Below the search bar is a navigation menu with tabs for "Catalogs", "Order Guide", "Cart", "PO", "In Box", and "Approvals". A blue button labeled "Exit Punchout" is located below the navigation menu. The main content area features the Grand & Toy logo (a green circle with "G&T" and "GRAND&TOY" text) on the left. To the right of the logo is a photograph of a person in a white shirt standing in a modern office environment. A red arrow points from the photograph to a "Home" link, with "Cancel Session" also visible. Below the photograph is a green horizontal bar. Underneath the bar, the text "AREA 4-1-1" is displayed in green. Below this, the text "What's this?" is followed by a paragraph: "This page is one click after the last, and a page before the next... but more importantly - it's the one area where you'll find info on the latest office solutions, savings and more to keep you at your productive best!". At the bottom of the page, there are two promotional banners. The left banner has the text "IT'S HERE! THOUSANDS OF ALL NEW OFFICE SOLUTIONS" in purple and pink, next to an image of two colorful office catalogs. The right banner has the text "What a difference a day makes. CHOOSE 48-HOUR DELIVERY & TOGETHER WE CAN HELP OUR ENVIRONMENT." in green, with a smaller sub-headline "As part of our commitment to creating environmental and social policies that..." below it.

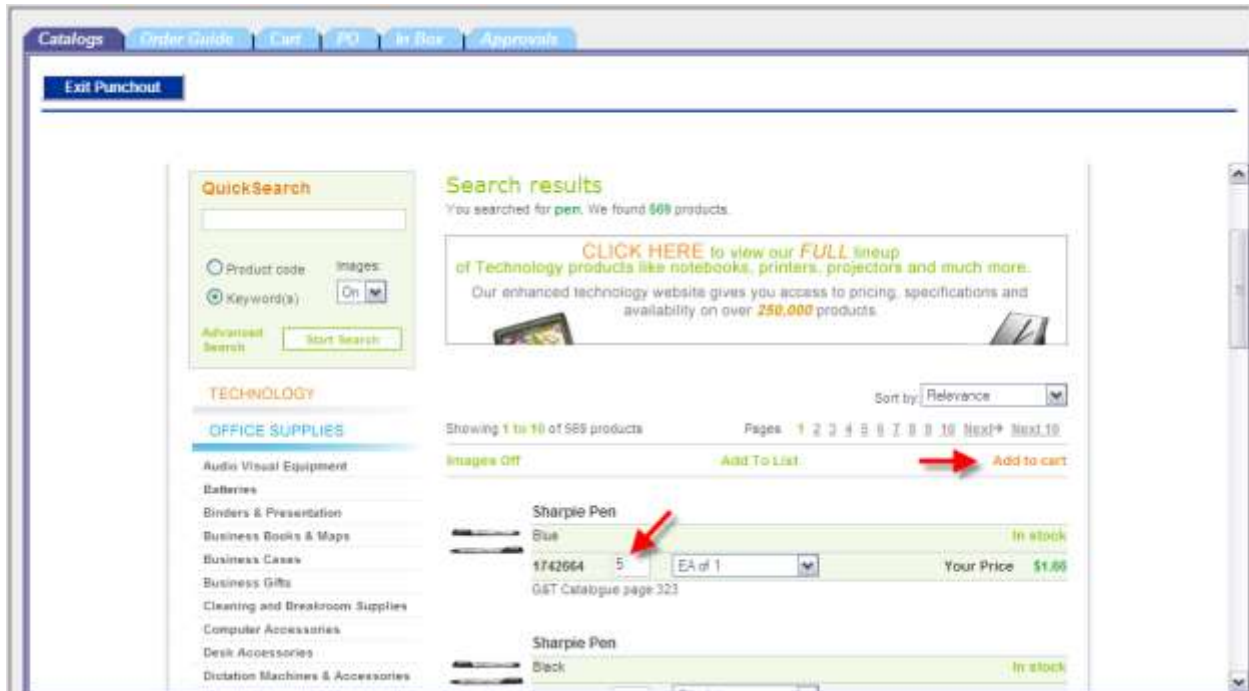
You have the option of manually adding an item in to the Cart by typing in the product number on the screen and then choosing the Add to Cart Button. You can also manually add multiple items using the Rapid Product Entry option. You can alternatively search through the Catalog for specific products.



Type in the search and click the Start Search button.



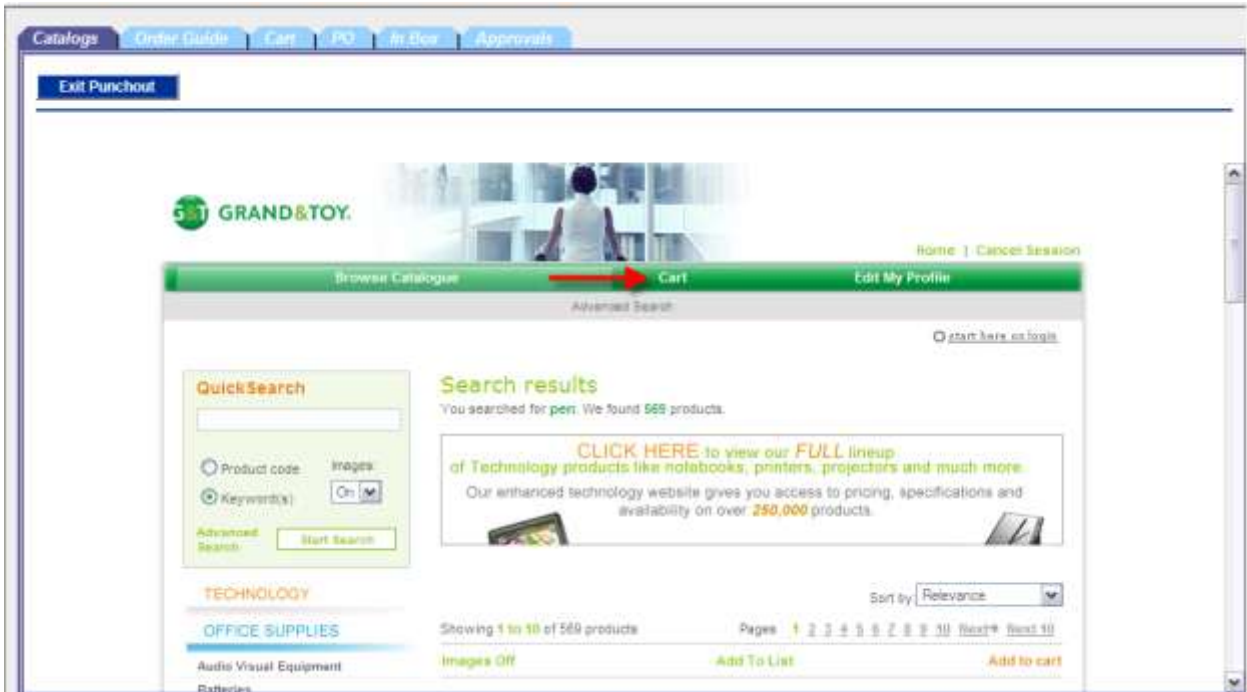
Enter the quantity, and click the Add to Cart link



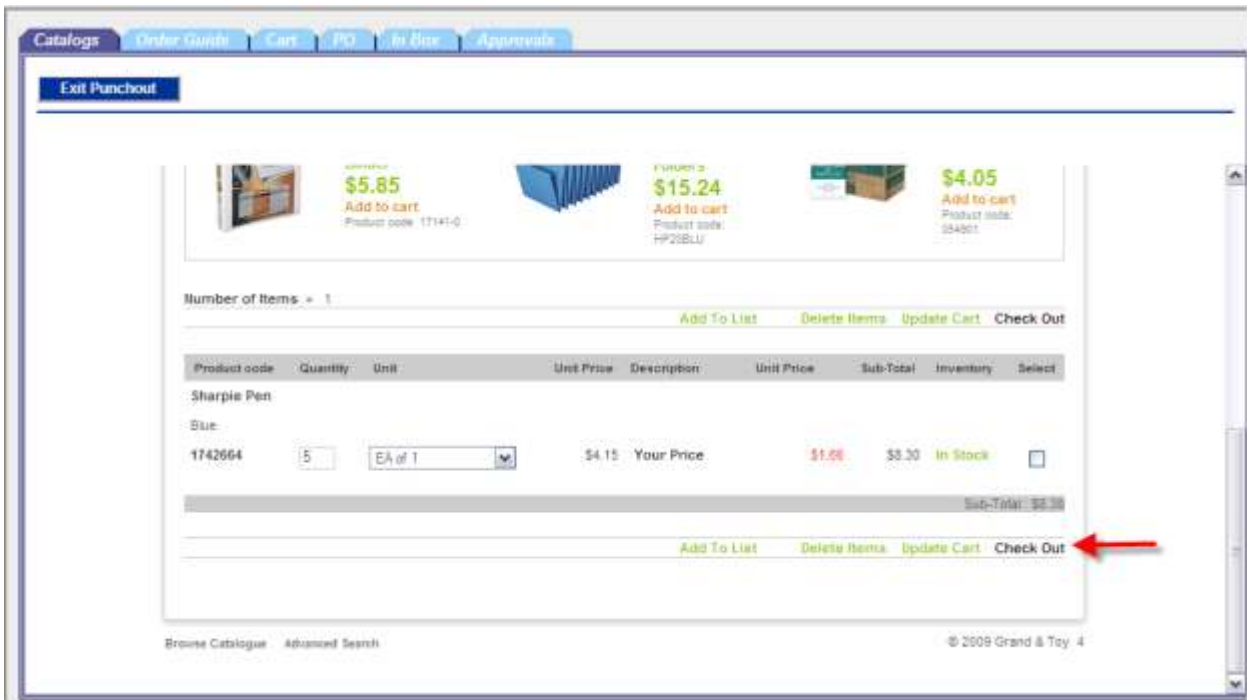
Click OK to the following confirmation that the products have been added to the cart:



Once you're done adding products to the cart, click the Cart button at the top of the page.

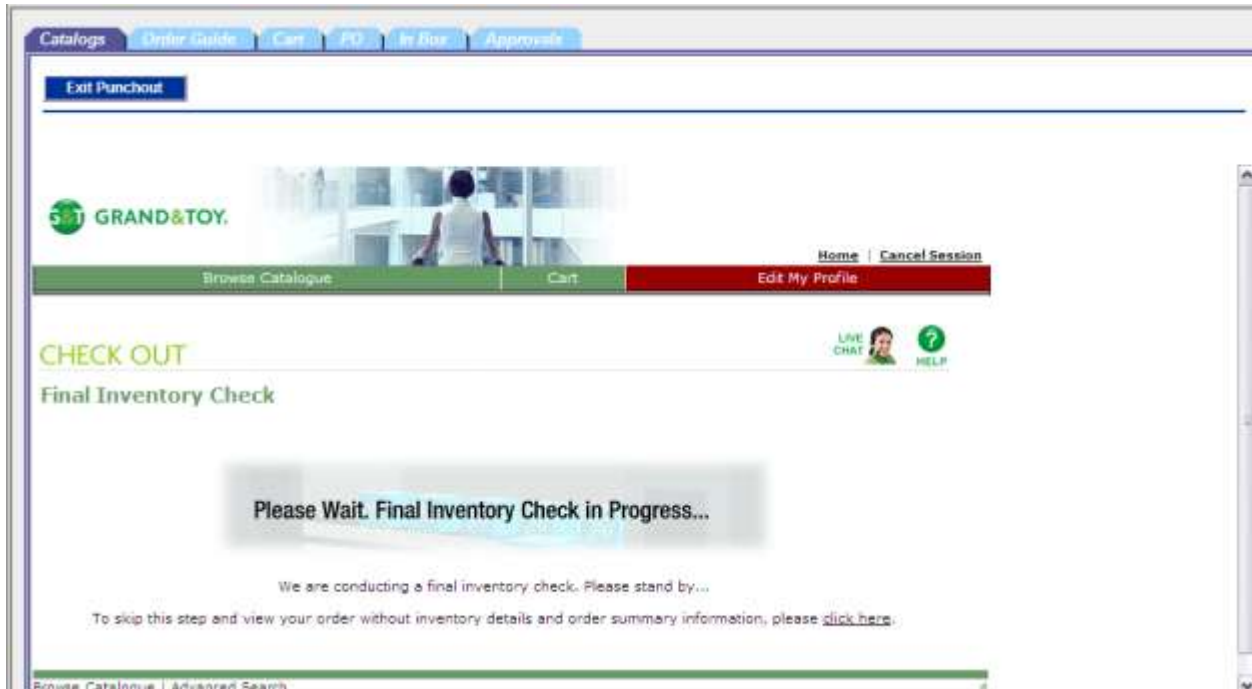


Scrolling down you will see the items in the cart. You can update the quantities, add items to a custom list for future purchases, or check out. Choose the Check Out link once you're finished.

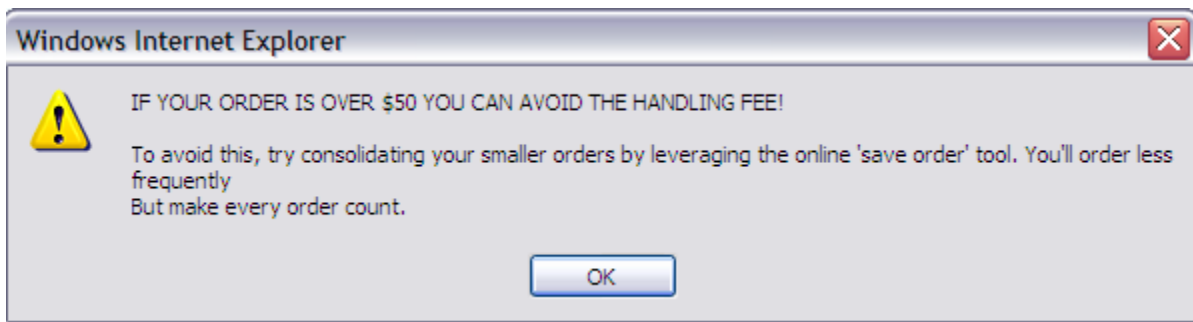




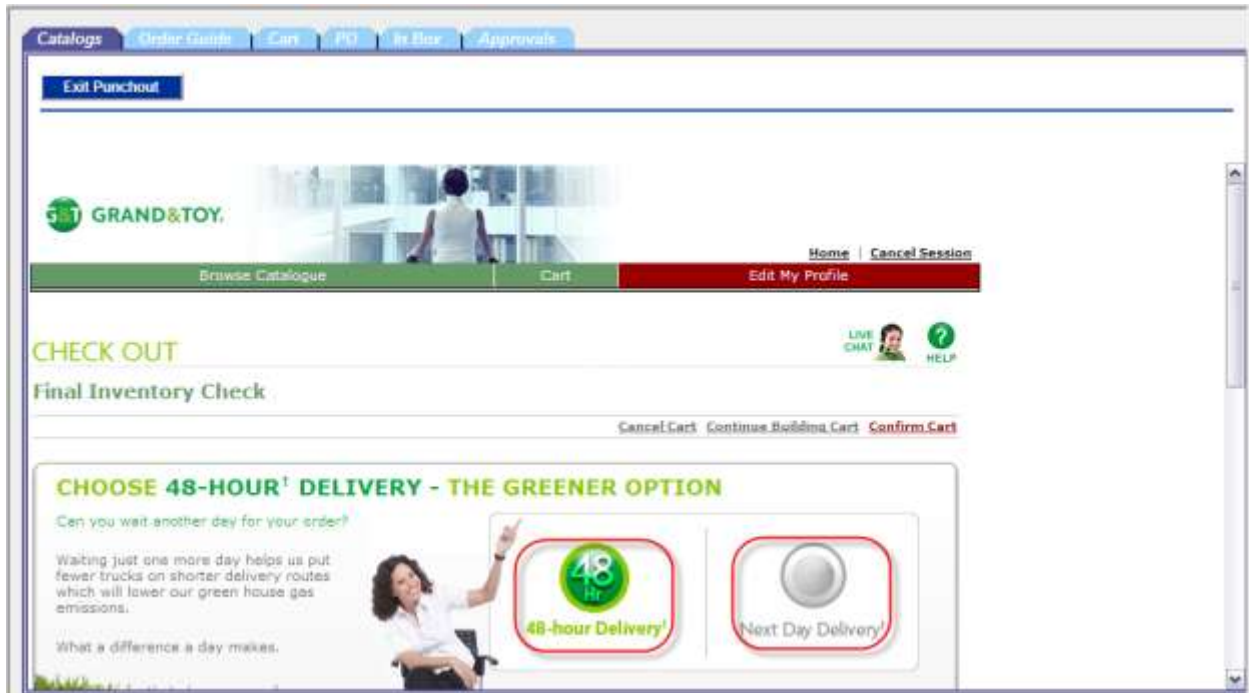
The system will check inventory and determine whether the order meets minimum requirements:



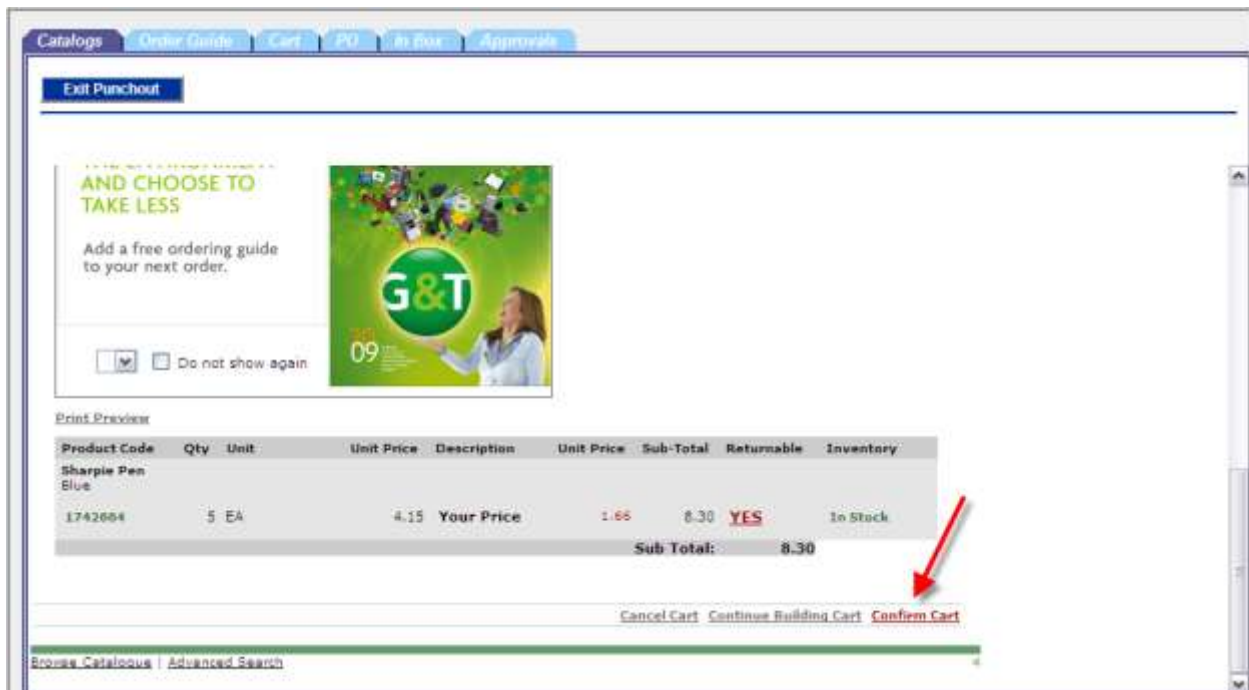
If the order doesn't meet minimum requirements, you'll receive the following message so just click OK.



You will need to select the delivery option by clicking the circle corresponding to either the 48-hour Delivery or the Next Day Delivery options.



Scrolling to the bottom of the next page, if you do not wish to make any changes, click the Confirm Cart link.



The order has now been created in Birch Street, and is in a “New” status.

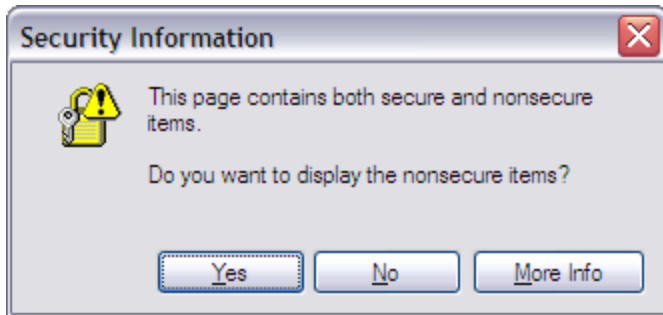
The screenshot shows a web application interface for managing Purchase Orders (POs). At the top, there are navigation tabs: Catalogs, Order Guide, Cart, PO, In Proc, and Approvals. Below the tabs is a search area with a dropdown menu for 'My Last 30 Days PO's', a search column dropdown set to 'PO number', and a search text input field. To the right of the search area is a grid of action buttons including Submit, Buyer Contact, Supp Contact, Print / View / Edit, Print w/Details, Header Update, Notes, Attachment, History, Send Message, Budget Impact, Add to OG, Add to cart, Copy PO, Delete PO, Receiving History, Create Items, PO Recall, Approval Details, Transfer, Add An, and Click to Copy PO. Below the search area is a table with the following data:

PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Home cur.	Alloc.
95750000002284	New	No	GRAND & TOY (PUNCHOUT)	04/00/2009	04/00/2009	C\$8.30	C\$8.30	No

## HD Supply

In the main page catalog tab select the HD Supply logo.

You may be prompted to display non-secure items, please select yes.



The HD Supply website will open within Birch Street.

The screenshot shows a Microsoft Internet Explorer browser window titled "Birch Street - Microsoft Internet Explorer". The address bar displays "https://www05.birchstreetsystems.com/j4/default.jsp". The page content includes the Hyatt logo and a "powered by Birchstreet" badge. A navigation bar contains links for "Welcome Mike Estes", "7- Hyatt Deerfield", "Hide Menu", "Hide Summary", "Hide Logo", "Home", "My Settings", "Help", "FAQ/Q-Tips", and "Logout". Below this is a search bar for "Search All Catalogs" with a "GO" button. To the right, there are boxes for "In Box" (New: 0, Total: 00) and "Shopping Cart" (Lines: 0, Total: 00). A secondary navigation bar includes "Catalogs", "Order Guide", "Cart", "PO", "In Box", and "Approvals". A prominent "Exit Punchout" button is visible. The main content area features the "HD SUPPLY FACILITIES MAINTENANCE" logo and the slogan "ALWAYS ON THE JOB." Below this is a yellow bar with "Storefront" and "Contact Us" links. A left sidebar contains a menu with "Shop Catalog", "Shopping Lists", and "Quick Order", along with a "Shopping Cart" summary showing 0 items and a \$0.00 subtotal. The main content area has a "Welcome" section with the Hyatt logo and a "Count on us for" list: "One-Stop Shop" and "Freight-Free, Next-Day Delivery\*". A photograph of a white HD Supply truck is on the right. The browser's status bar at the bottom shows "Done" and "Internet".

In Order to begin shopping you must select one of the following three options. You can choose to manually browse the catalog (see red arrow below), you can choose any specific items from the shopping list (see blue arrow below), but you must set up the shopping list prior to selecting this option (while manually browsing the catalog select the “list” option to the right of each line item that you would like to add to the shopping cart), or you can choose the “quick order” option (see green arrow below) if you know the item numbers and descriptions of the desired products.

When you have chosen the item(s) you would like to purchase (as well as quantity of each item), and if they are on the same page, select the “Cart” button to the right of the line item (you can continue shopping after adding items to the shopping cart). If you need to change the quantity of an item make sure that you click the “Update” button so the subtotal reflects the changes you’ve made (see green arrow below). Once the satisfied with the purchase select the “Checkout” button (see red arrow below). This will redirect you back to Birch Street.

Product code	Description	Unit / Price	Quantity	Ext. Price
287132	GE SPACEMAKER 120V STATIONARY DRYER +Freight	EA / \$360.00	1	\$360.00
Subtotal				\$360.00

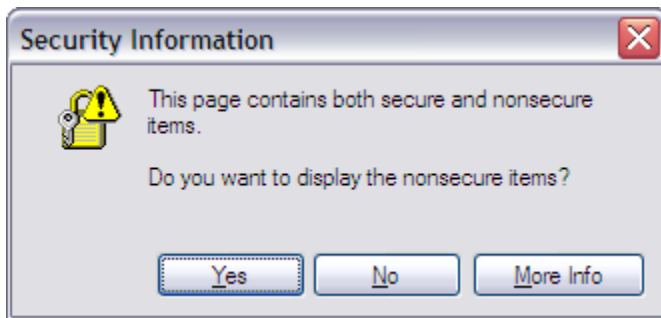
The order has now been created in Birch Street, and is in a "New" status.

PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
9776000000101	New	HomeDepot Supply (PunchOut)	10/31/2007	10/31/2007	\$360.00	No
9776000000100	Accepted by supplier	US Food order confirmation	10/29/2007	10/30/2007	\$3,540.58	No

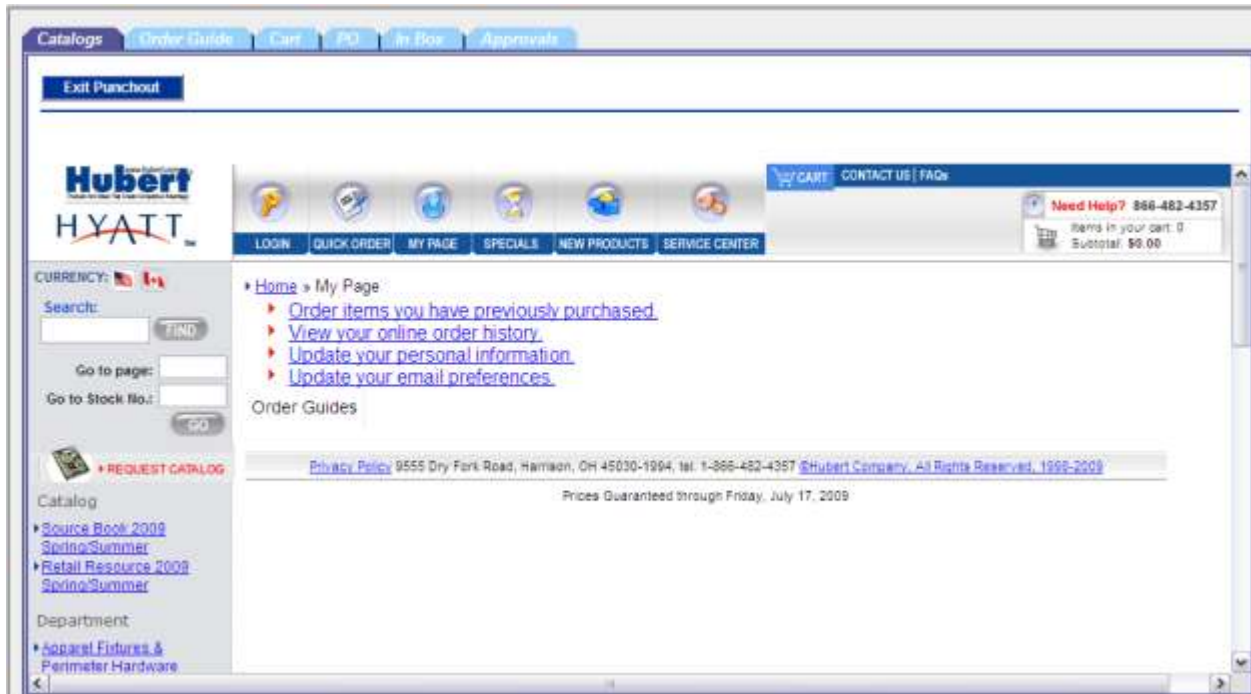
## Hubert

On the main page catalog tab select the Hubert logo.

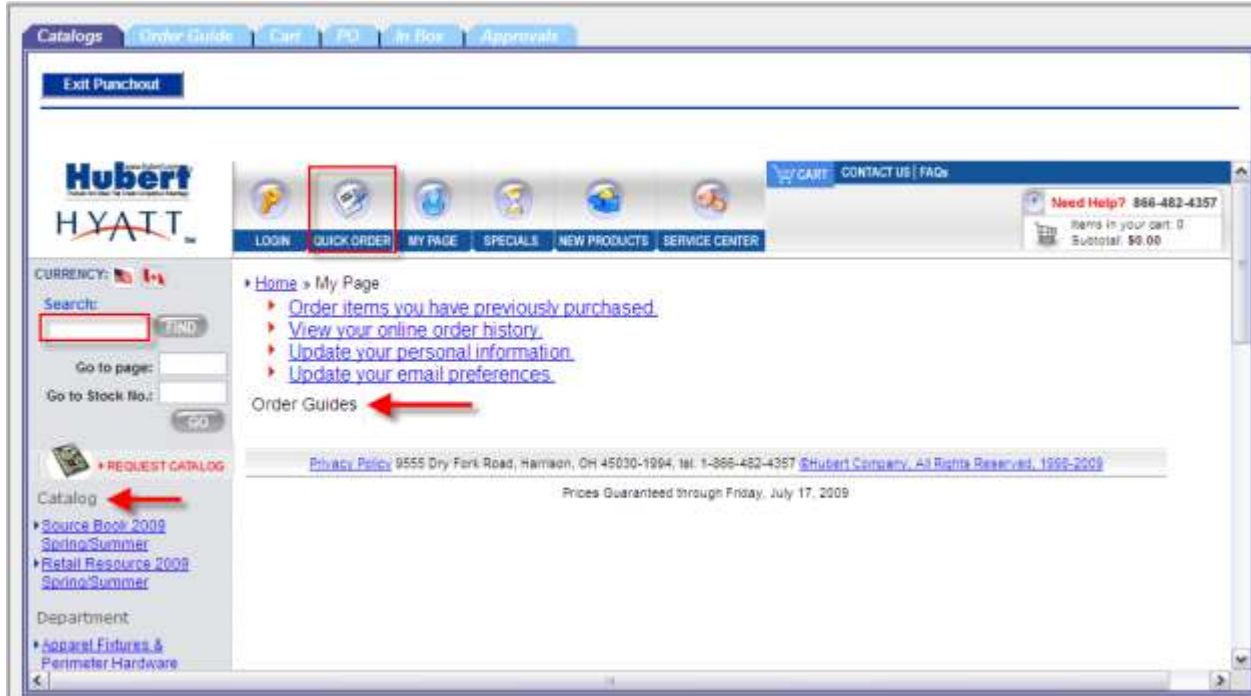
You may be prompted to display non-secure items, please select yes.



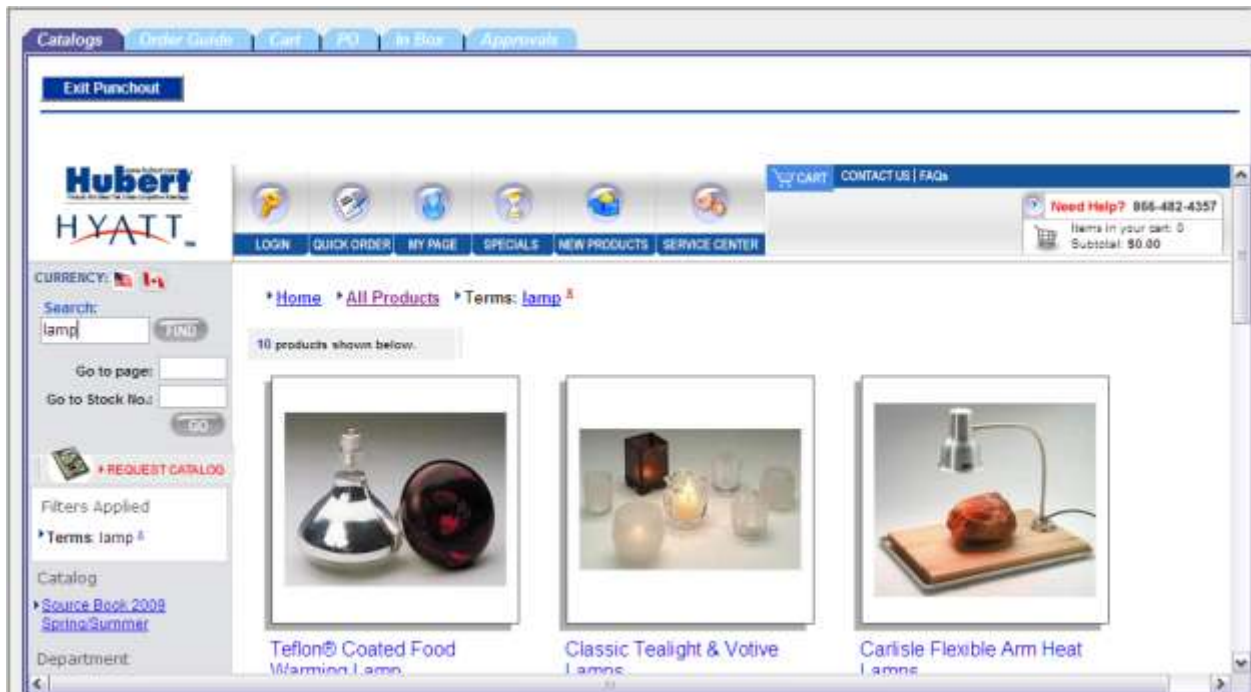
The Hubert website will open within Birch Street.



From the main page, you have many options to find products you would like to buy. You can use the Quick Order button to manually enter a list of products you would like to purchase. You can also look up products if you have set up any Order Guides. You can browse the catalogs, or you can alternatively search for a product using the text box search tool in the upper left corner.



Once you type in what you are looking for and click Find, you'll see the results of the product search.



Click the product of the choice, specify the quantity and then click the Add to Cart button at the bottom.

The screenshot shows a web catalog interface. At the top, there are navigation tabs: 'Catalogs', 'Order Guide', 'Cart', 'PO', 'In Stock', and 'Approvals'. Below these is an 'Exit Punchout' button. On the left side, there is a search area with 'FIND' and 'GO' buttons, and a 'REQUEST CATALOG' button. Below that is a 'Catalog' section with links for 'Source Book 2009 Spring/Summer' and 'Retail Resource 2009 Spring/Summer'. A 'Department' section lists various categories like 'Appliances & Perimeter Hardware', 'Bar & Beverage', etc. The main content area features a product titled 'Teflon® Coated Food Warming Lamp'. It includes a product image of two lamps (one white, one red) and a list of features: '-Shatter-resistant, Teflon®-coated heat lamps withstand temperatures up to 500°F', '-USDA approved, meets OSHA and FDA standards', and '-250 watt infrared lamp has a 5000 hour average rated life'. Below the image is a link 'Click here to see larger image'. A table lists two items: 'White Bulb' (Stock No: 88961, Price: \$20.79/EA, Quantity: 1) and 'Red Bulb' (Stock No: 80274, Price: \$26.73/EA, Quantity: empty). A blue arrow points to the '1' in the quantity field. Below the table is an 'ADD TO CART' button with a shopping cart icon and the text 'You can always remove it later.'

**Teflon® Coated Food Warming Lamp**

- Shatter-resistant, Teflon®-coated heat lamps withstand temperatures up to 500°F
- USDA approved, meets OSHA and FDA standards
- 250 watt infrared lamp has a 5000 hour average rated life

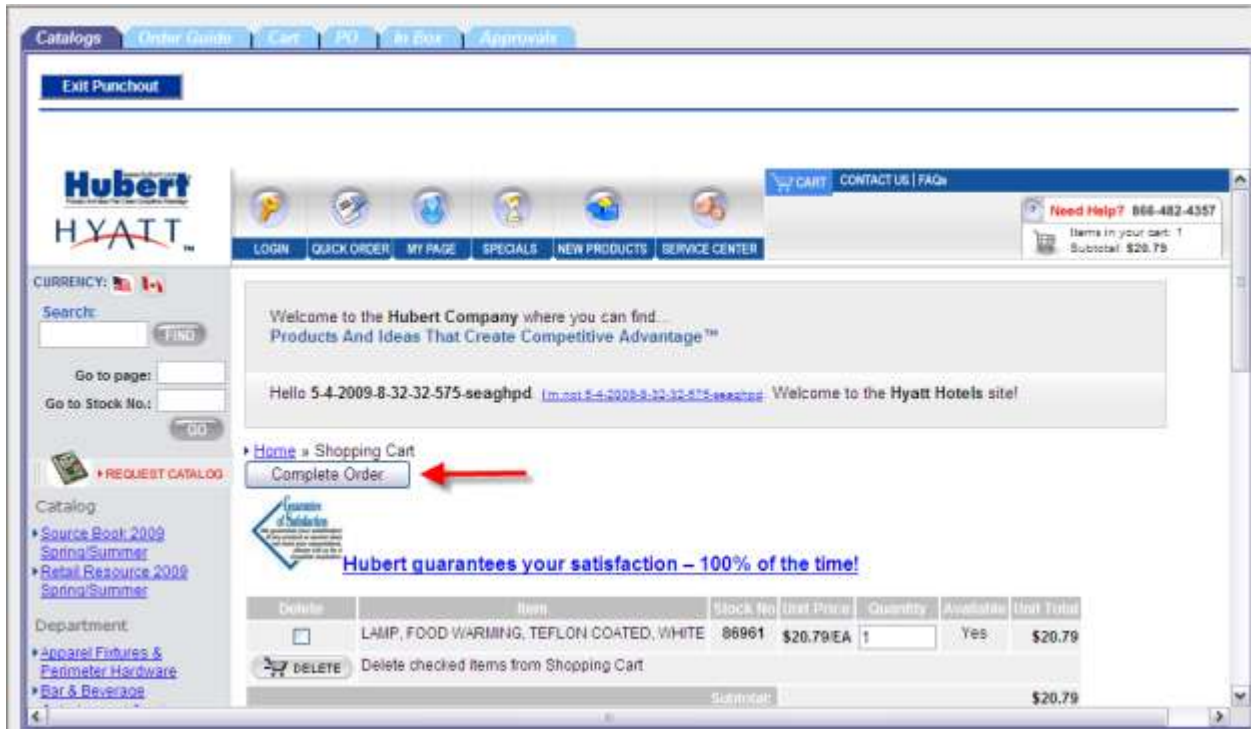
Click here to see larger image

Item	Stock No	Price	Quantity
White Bulb	88961	\$20.79/EA	1
Red Bulb	80274	\$26.73/EA	

**ADD TO CART** You can always remove it later.



You can update the quantities, continue shopping, or check out using the Complete Order button.



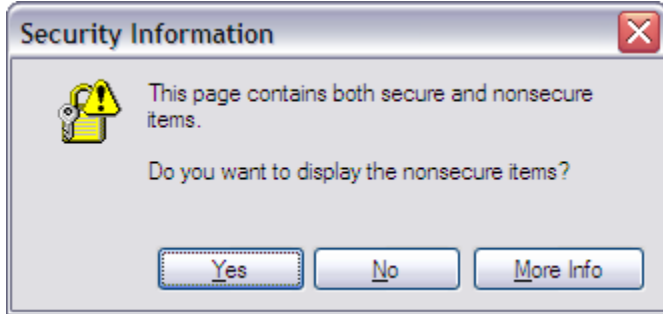
The order has now been created in Birch Street, and is in a "New" status.



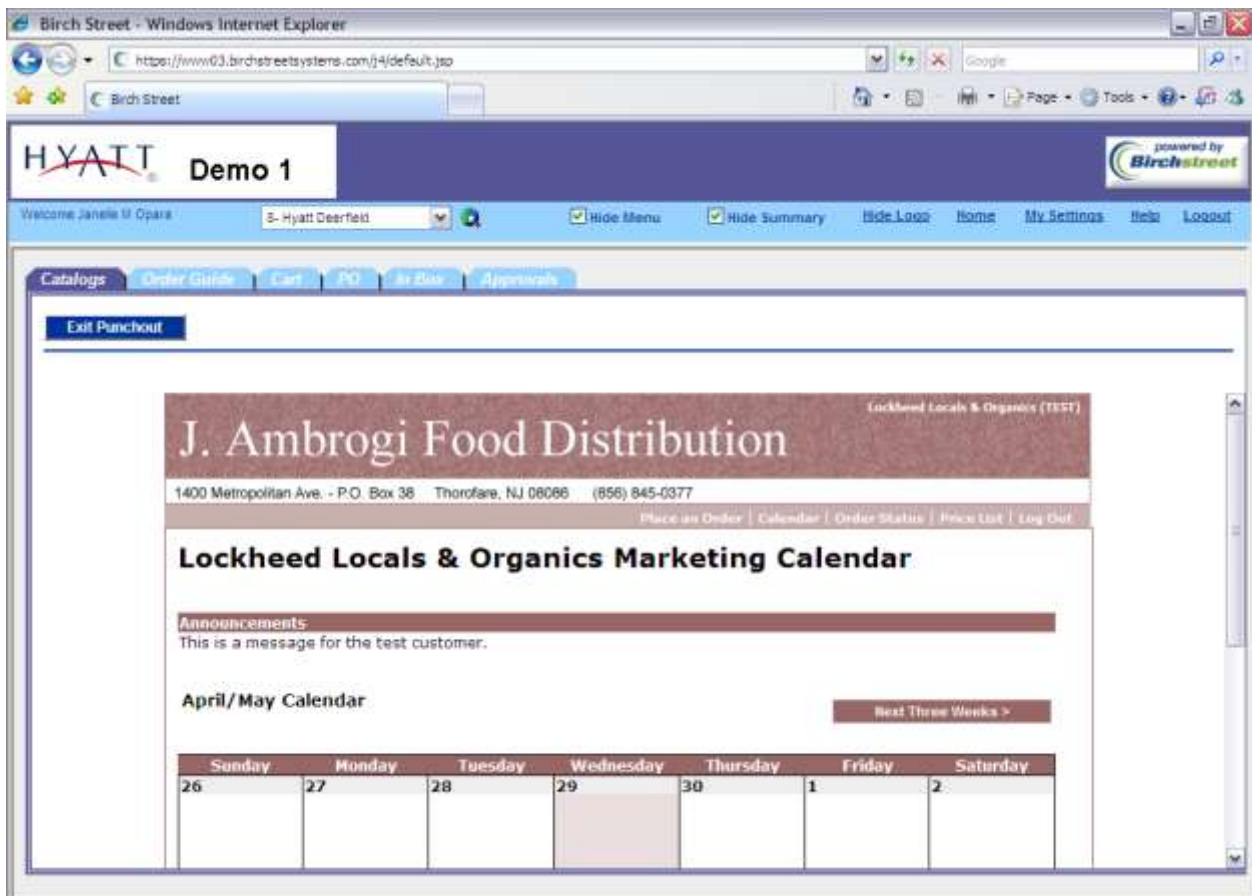
## J. Ambrogi

On the main page catalog tab select the J. Ambrogi logo.

You may be prompted to display non-secure items, please select yes.



The J. Ambrogi website will open within Birch Street.



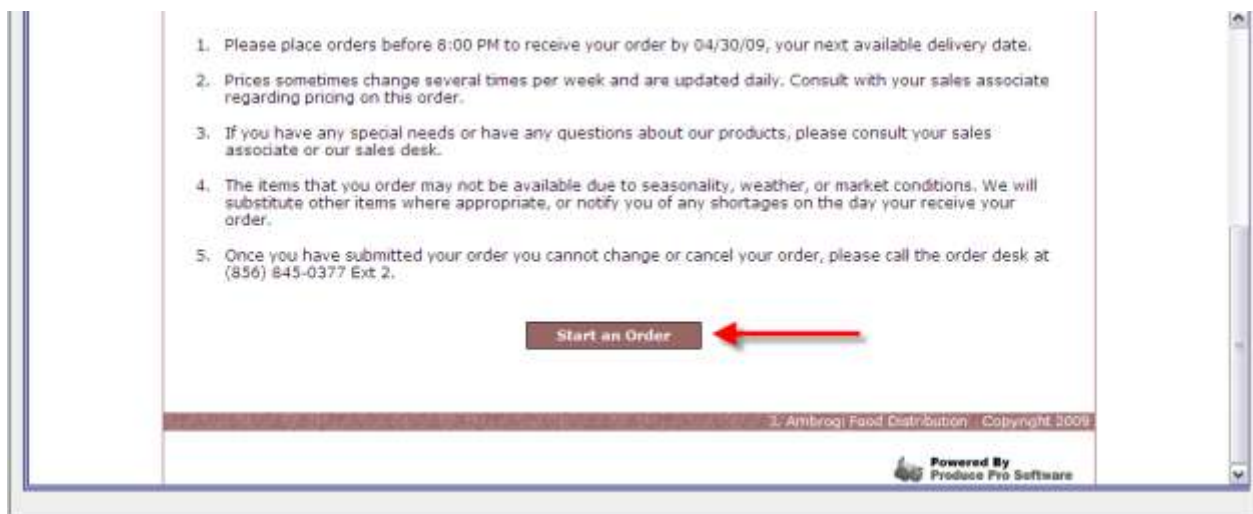
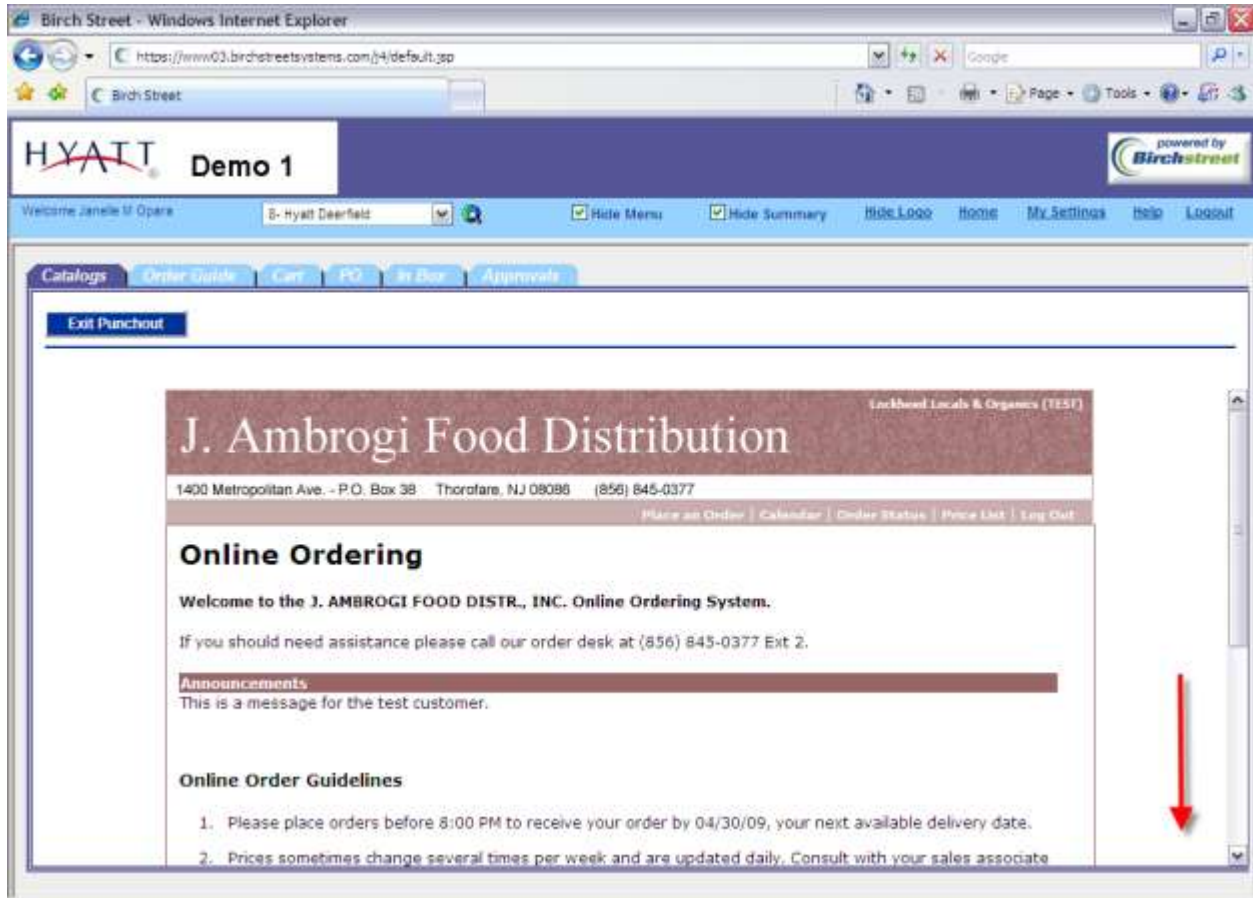
Start by clicking the Place an Order link.

The screenshot shows a web browser window titled "Birch Street - Windows Internet Explorer". The address bar displays "https://www03.birchstreetsystems.com/j-4/default.jsp". The page header includes the "HYATT Demo 1" logo and a "powered by Birchstreet" logo. Below the header, there is a navigation menu with links for "Catalogs", "Order Guide", "Cart", "PO", "Air Box", and "Approvals". A "Welcome Janelle M Opars" message is visible, along with a dropdown menu for "S- Hyatt Deerfield" and several utility links: "Hide Menu", "Hide Summary", "Hide Logo", "Home", "My Settings", "Help", and "Logout".

The main content area features a section for "J. Ambrogi Food Distribution" with the address "1400 Metropolitan Ave. - P.O. Box 38 Thorofare, NJ 08088 (856) 845-0377". A red arrow points to the "Place an Order" link in the navigation bar. Below this is the "Lockheed Locals & Organics Marketing Calendar" section, which includes an "Announcements" box with the text "This is a message for the test customer." and an "April/May Calendar" table. A "Next Three Weeks >" button is also present.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2

Once you get to the second screen, use the scroll bar on the right side to scroll to the bottom and use the Start an Order button.



Select the date you would like the items delivered and click Submit

The screenshot shows a web browser window titled "Birch Street - Windows Internet Explorer" with the URL "https://www03.birchstreetsystems.com/j4/default.jsp". The page header features the "HYATT Demo 1" logo and a "powered by Birchstreet" logo. Below the header is a navigation menu with options like "Catalogs", "Order Guide", "Cart", "FAQ", "In Box", and "Approvals". The main content area is titled "Exit Punchout" and displays the "J. Ambrogio Food Distribution" logo and contact information: "1400 Metropolitan Ave. - P.O. Box 38 Thorofare, NJ 08086 (856) 845-0377". The page includes a "Place an Order" section with an "Order Entry" sub-section. The text reads: "Please pick the date on which you would like to receive your order." Below this is a "Receiving Date:" label followed by a dropdown menu showing "Thursday, 04/30/09". A "Submit" button is located below the dropdown. Two red arrows point to the dropdown menu and the "Submit" button. The footer of the page contains the text "J. Ambrogio Food Distribution Copyright 2008".

When the product page comes up, you can search by product name, or select a commodity to narrow down the search using the Commodity drop down list

The screenshot shows a web browser window titled "Birch Street - Windows Internet Explorer" with the URL "https://www03.birdstreetsystems.com/j4/default.jsp". The page displays a "Distribution" interface for "J. Ambro" with contact information "1400 Metropolitan Ave. - P.O. Box 1088 (856) 845-0377". A dropdown menu is open, listing various commodities such as APPLES, BANANAS, BEANS, BEETS, BERRIES, CABBAGE, CARROTS, CELERY, CUCUMBERS, EGGPLANT, FLOWERS, GARLIC, GRAPES, HERBS, KIWI, LEMONS, LETTUCE, LOCAL PRODUCE, MELONS, ONIONS, ORIENTAL ITEMS, OTHER, PARSNIP, PEACHES, PEAS, PEARS, PEPPERS, PRE-CUT ITEMS, and TROPICAL. The search field contains "Apples" and the "Display By Commodity" dropdown is set to "All". A table of profile items is visible at the bottom.

Item #	Description	Price	Order	
09004	FLOWERS,EDIBLE ASSORTED 100-150CT	\$9.20	5	Remove From Profile
03011	APPLES,MACINTOSH-LOCAL	\$15.55		Remove From Profile
41027	ASPARAGUS,LOCAL 30#	\$50.55		Remove From Profile

Once the search results are returned, specify the order quantity and then click the Return to Profile button.

The screenshot shows a web browser window displaying the J. Ambrogi Food Distribution website. The page title is "J. Ambrogi Food Distribution" and the URL is "http://www03.birchstreetsystems.com/j4/default.jsp". The page features a navigation menu with options like "Catalogs", "Order Guide", "Cart", "PO", "In Box", and "Approvals". A "Place an Order" section is visible, containing an "Order Entry - Catalog Search" form. The search results show a table with columns for "Item #", "Description", "Price", and "Order". The "Order" column for the first item, "APPLES, BRAEBURN", has a red box around the number "5". A red arrow points to the "Return to Profile" button next to the search results.

**J. Ambrogi Food Distribution**  
Lockwood Local & Organics (TEST)  
1400 Metropolitan Ave. - P.O. Box 38 Thorofare, NJ 08086 (856) 845-0377  
Place an Order | Calendar | Order Status | Price List | Log Out

### Place an Order

#### Order Entry - Catalog Search

These are search results from our entire catalog. You may perform another search of our catalog, or a search of your own profile. After specifying the quantities to order, please click on the Return to Profile button (Alt-R) to continue working in your profile page.

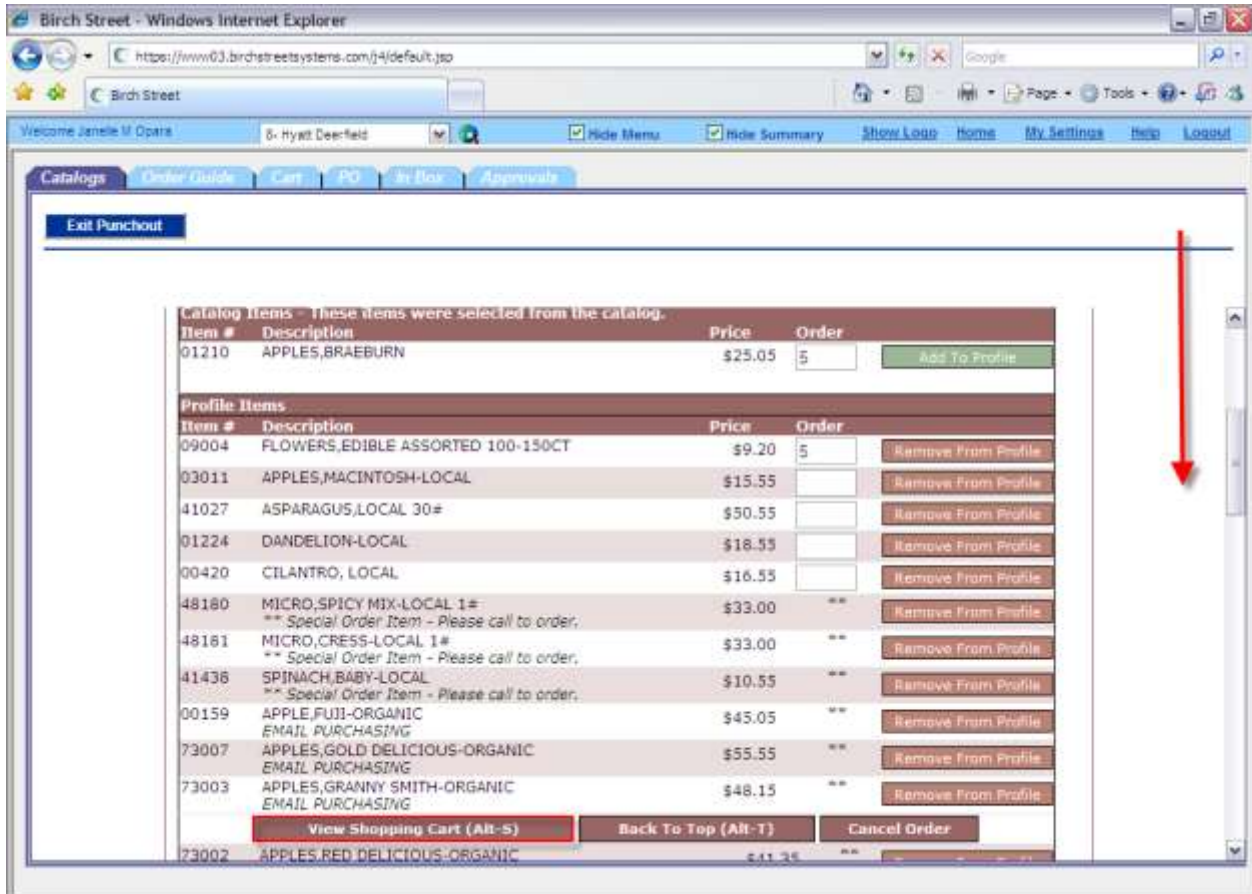
If you'd like to request an item be added to your profile, use Add to Profile. This will submit a request to our sales staff to make the appropriate change.

Apples  Profile  Catalog

Receiving Date: 04/30/09

Item #	Description	Price	Order	
01210	APPLES, BRAEBURN	\$25.05	5	<input type="button" value="Add To Profile"/>
03477	APPLES, CIDER 12/16oz 2-3 DAY NOTICE	\$13.05	**	<input type="button" value="Add To Profile"/>
03438	APPLES, CIDER 12/16oz		**	

You will be returned to the main search screen and if you scroll down, you can view the Cart, return to the top of the list, or cancel the order. To view the Cart, click the View Shopping Cart button.



Once you are in the cart, you can update quantities or remove items from the cart, leave comments, or do more shopping. To check out, click the checkout button. (**Note:** If you are below the minimum order quantity, you will receive the following message and you will need to update the quantities in order to proceed.)

Lockheed Locals & Organics (TEST)

# J. Ambrogi Food Distribution

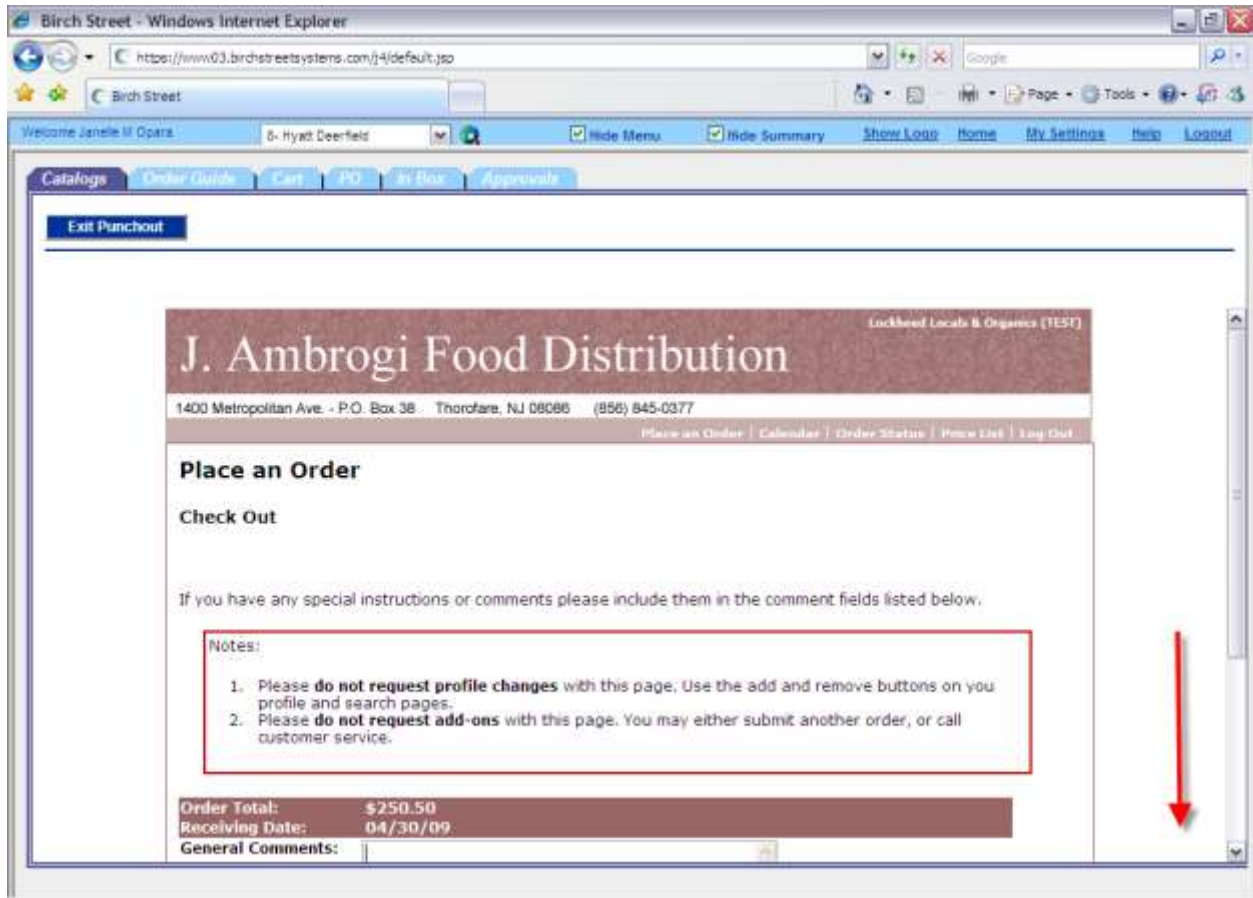
1400 Metropolitan Ave. - P.O. Box 38 Thorofare, NJ 08086 (856) 845-0377

[Place an Order](#) | 
 [Calendar](#) | 
 [Order Status](#) | 
 [Price List](#) | 
 [Log Out](#)

\*\* You have not reached your minimum order quantity of 10.0 items. Please continue building your order. \*\*



You will be taken to the confirmation screen where you can opt to leave any additional comments before scrolling to the bottom of the screen.



Click the Approve button to finalize the order.

Birch Street - Windows Internet Explorer

https://www03.birchstreetsystems.com/j-4/default.jsp

Welcome Janelle M Opers   8 Hyatt Deerfield   Hide Menu   Hide Summary   Show Logo   Home   My Settings   Help   Logout

Catalogs   Order Guide   Cart   PO   In Box   Approvals

Exit Punchout

Notes:

1. Please **do not request profile changes** with this page. Use the add and remove buttons on your profile and search pages.
2. Please **do not request add-ons** with this page. You may either submit another order, or call customer service.

Order Total: \$250.50  
Receiving Date: 04/30/09

General Comments:

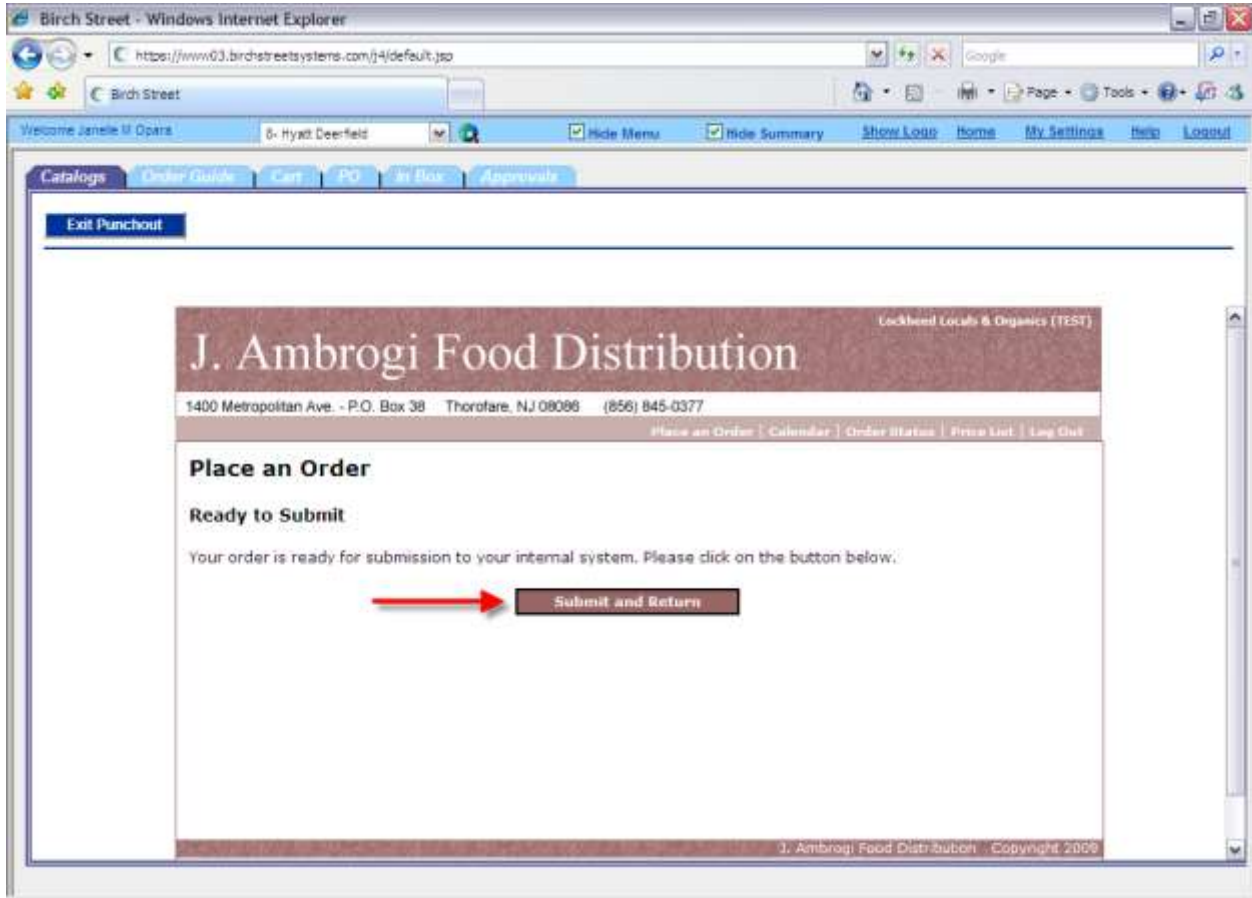
You have 210 characters remaining for your Comments.

Approve Order   Return To Shopping   Cancel Order

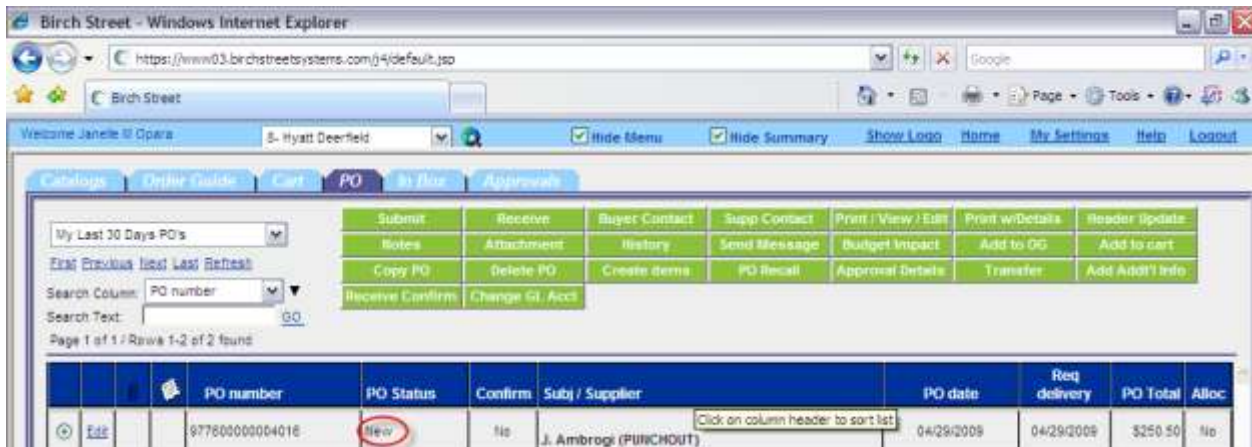
© Ambrogli Food Distribution Copyright 2009

Powered By Produce Pro Software

You will be taken to a final screen that allows you to Submit and Return this order to the Birch Street system for approval and checkbook purposes.



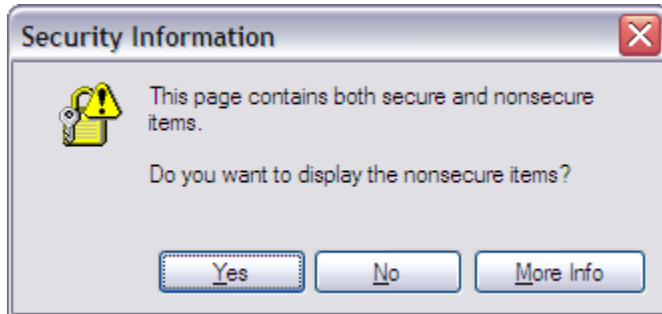
The order has now been created in Birch Street, and is in a "New" status.



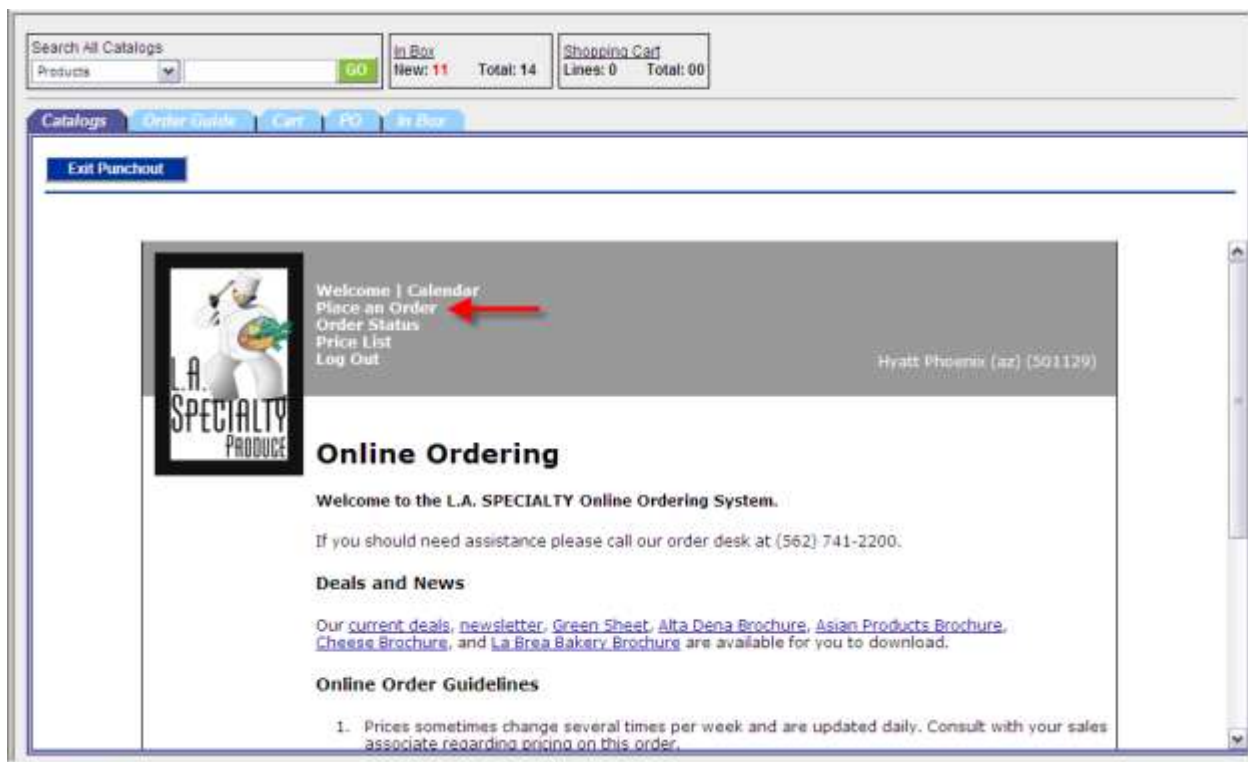
## L.A. Specialty/San Francisco Specialty

In the main page catalog tab select the L.A. Specialty or San Francisco Specialty logo depending on which one is available to the region.

You may be prompted to display non-secure items, please select yes.



The L.A. Specialty or San Francisco Specialty website will open within Birch Street. You can initiate an order by clicking the Place an Order link



Once the page loads, select the requested delivery date, and click the Submit button.

Search All Catalogs  
Products    New: 11 Total: 14  Lines: 0 Total: 00

Catalogs Order Guide Cart PO In Box

Exit Punchout

Welcome | Calendar  
Place an Order  
Order Status  
Price List  
Log Out

Hyatt Phoenix (az) (501129)

### Place an Order

#### Order Entry

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

Receiving Date:

Search by entering text in the search box, selecting an option from the category, or by displaying items saved previously via the List Profile button.

Search All Catalogs  
Products    New: 11 Total: 14  Lines: 0 Total: 00

Catalogs Order Guide Cart PO In Box

Exit Punchout

### Order Entry - My Profile

This is a list of all products contained in your profile. You may also search your profile for those products that you are interested in. If you don't find the item of interest in your profile, you may perform a search of our entire catalog. After searching, you may use List Profile to view your entire profile again. After specifying the quantities to order, please click on any View Shopping Cart button (Alt-S) to begin checking out.

Search:   Profile  Catalog

Display By Commodity:

Receiving Date: 05/02/09

Item #	Description	Price	Order
04073	FLOWER-TI (RED) 10 CT BUNCH	\$8.47	<input type="text"/> <input type="button" value="Remove From Profile"/>
04060	FLOWER-TI GREEN (MEDIUM) 10 CT BUNCH	\$8.47	<input type="text"/> <input type="button" value="Remove From Profile"/>

Once you've specified the quantities, click the View Shopping Cart (or press Alt-S on the keyboard).

Search All Catalogs  
Products   In Box New: 11 Total: 14 Shopping Cart Lines: 0 Total: 00

Catalogs Order Guide Cart PO In Box

Exit Punchout

Item #	Description	Price	Order	
01016	APPLE-GRANNY SMITH (80-90 CT) CASE <small>Broken Units</small>	\$26.47	<input type="text" value="5"/>	<input type="button" value="Remove From Profile"/>
06445	APPLE-RED X/F NO STICKERS 88CT CS/SORT	\$36.60	<input type="text"/>	<input type="button" value="Remove From Profile"/>
01113	APPLE-FUJI (88/90 CT) CASE <small>Broken Units</small>	\$26.47	<input type="text"/>	<input type="button" value="Remove From Profile"/>
71024	APRICOT-DRY (5#) CASE	\$16.73	<input type="text"/>	<input type="button" value="Remove From Profile"/>
00881	APRICOT-PLACE PACK (2 LAYER) CASE	\$42.47	<input type="text"/>	<input type="button" value="Remove From Profile"/>
00055	ASPAR-1/2 CRATE (MED) CASE <small>Broken Units</small>	\$26.47	<input type="text"/>	<input type="button" value="Remove From Profile"/>
00056	ASPAR-1/2 CRATE (JBO) CASE	\$26.47	<input type="text"/>	<input type="button" value="Remove From Profile"/>
00030	ARTICHOKE-(18 CT) CASE <small>Broken Units</small>	\$27.47	<input type="text"/>	<input type="button" value="Remove From Profile"/>
00013	AVOCADO-HASS 40/50 CT 2/LAYER CASE	\$42.22	<input type="text"/>	<input type="button" value="Remove From Profile"/>
01032	BANANA-GREEN TIP (40#) CASE <small>Broken Units</small>	\$23.47	<input type="text"/>	<input type="button" value="Remove From Profile"/>
<input type="button" value="View Shopping Cart (Alt-S)"/> <input type="button" value="Back To Top (Alt-T)"/> <input type="button" value="Cancel Order"/>				
00522	BANANA-PLANTAIN RIPE (10#) CASE <small>Broken Units</small>	\$13.22	<input type="text"/>	<input type="button" value="Remove From Profile"/>
10040	BANANA-PLANTAIN RIPE (15 LB UNIT) UNF CASE		<input type="text"/>	<input type="button" value="Remove From Profile"/>

You can update the quantities, continue shopping, or check out using the Check Out button.

Search All Catalogs  
Products   In Box New: 11 Total: 14 Shopping Cart Lines: 0 Total: 00

Catalogs Order Guide Cart PO In Box

Exit Punchout

Log Out Hyatt Phoenix (az) (501129)

**L.A. SPECIALTY PRODUCE**

### Place an Order

#### Shopping Cart

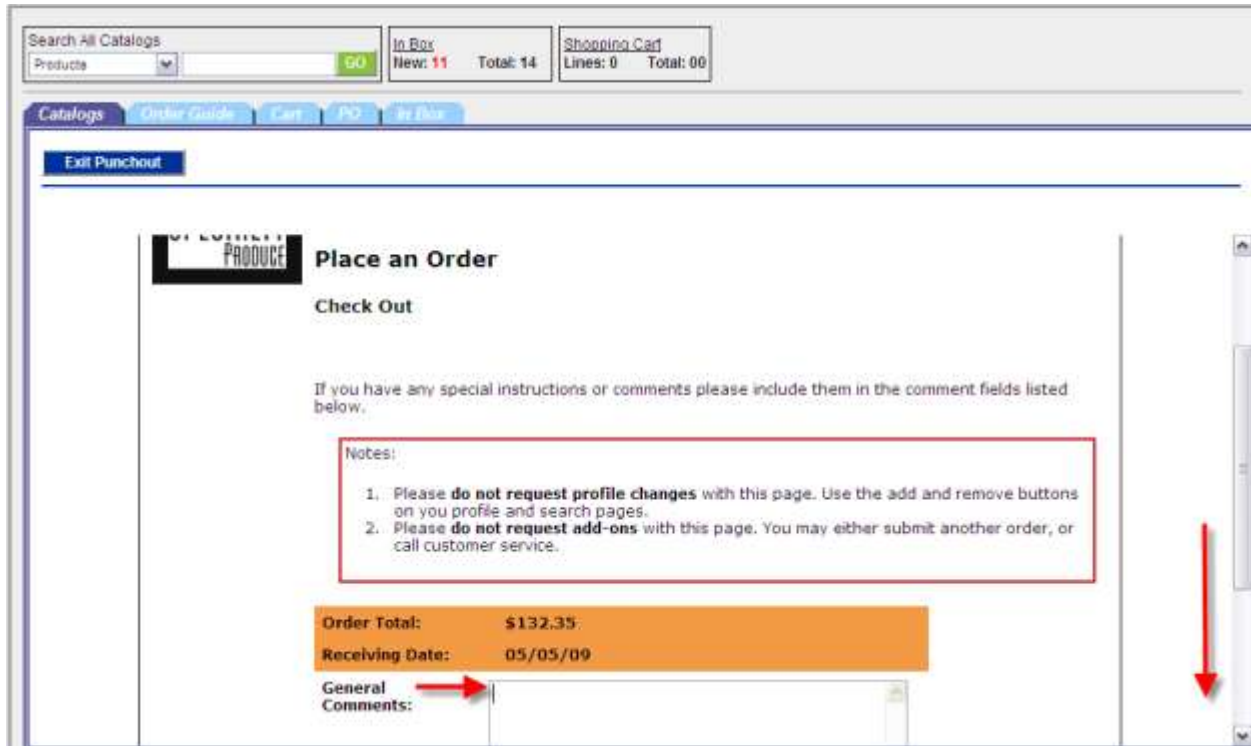
Here you may review your order prior to submission. You may change quantities and delete items that you no longer wish to order. Once your selections and quantities are correct, you're ready to check out.

Receiving Date: 05/05/09  
Lines: 1

Product	Description/Comments	Quantity	Price	Amount	Remove
01016	APPLE-GRANNY SMITH (80-90 CT)	<input type="text" value="5"/>	\$26.47	\$132.35	<a href="#">delete</a>

Total: \$ 132.35

Once you check out, you will be prompted to provide optional comments for the order. If you don't need to enter comments, scroll down to the bottom of the page.



You will be requested to approve the order using the Approve Order button.



The final step is to use the Submit and Return button on the confirmation page.



The order has now been created in Birch Street, and is in a "New" status.

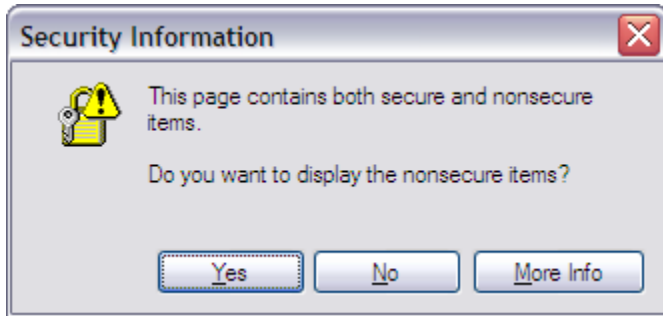




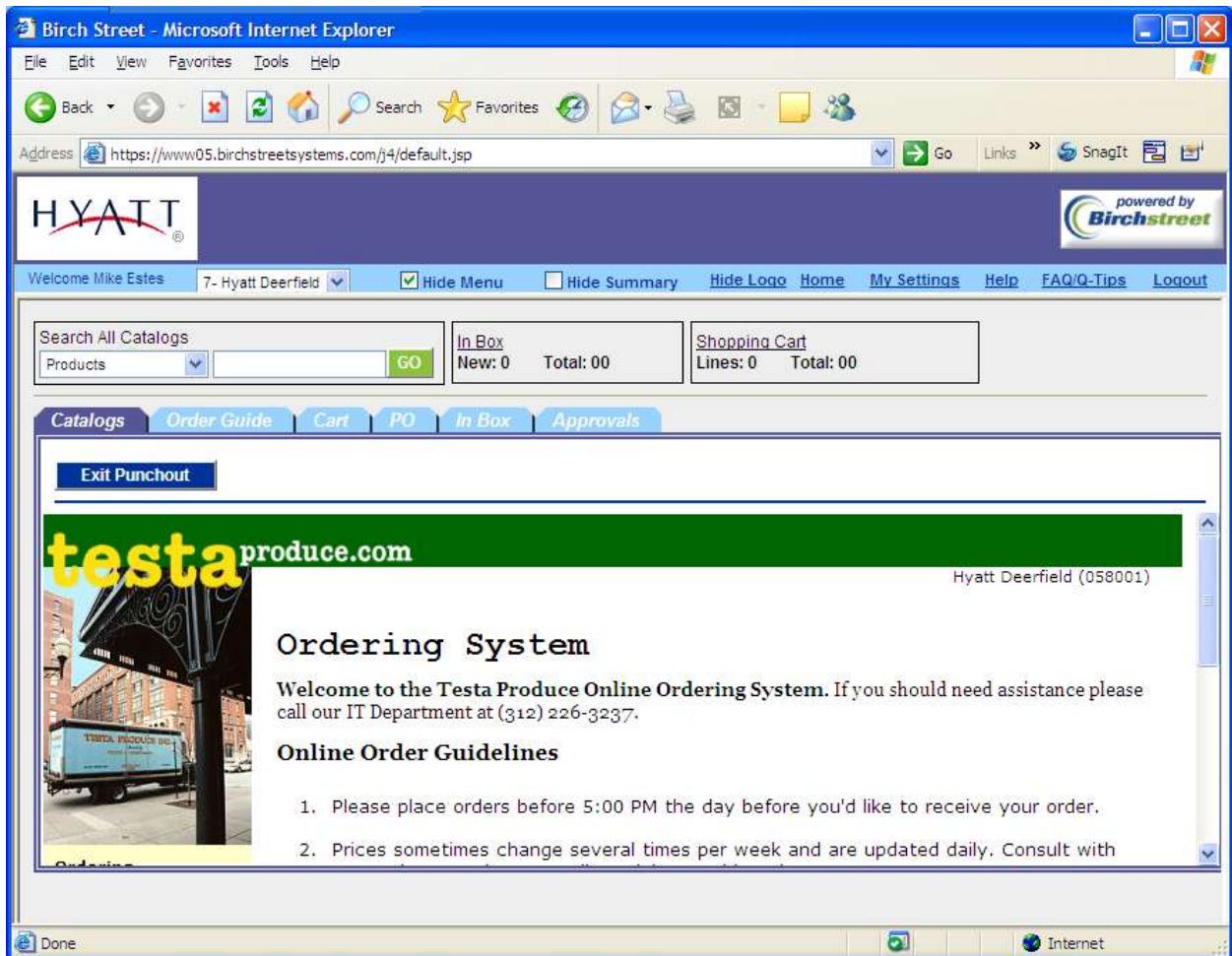
## Testa Produce

In the main page catalog tab select the Testa Produce logo.

You may be prompted to display non-secure items, please select yes.



The Testa Produce website will open within Birch Street



At the bottom of the main page you will see a button labeled "Start an Order". Select this option to begin shopping. Follow the directions and fill in the required information such as the desired delivery date for the products you order. The catalog is one page and you may enter the quantity of each item you'd like to purchase in the empty field to the right of the line item (circled below).

Search:  Profile  Catalog  [Search](#) [List Profile](#)  
 Display By Commodity:

Receiving Date: 11/05/07

Profile Items				
Item #	Description	Price	Order	
52525	Apples, Gala Baby CASE 10#	\$25.90	<input type="text"/>	<a href="#">Remove From Profile</a>
02287	Apples, Golden Del 100 CASE 100ct	\$37.75	<input type="text" value="2"/>	<a href="#">Remove From Profile</a>
02302	Apples, Golden Del 138 CASE 138ct	\$29.70	<input type="text"/>	<a href="#">Remove From Profile</a>
02261	Apples, Granny Smith 88 CASE 88ct	\$32.80	<input type="text" value="2"/>	<a href="#">Remove From Profile</a>
02273	Apples, Granny Smith 100 CASE 100ct	\$29.40	<input type="text" value="2"/>	<a href="#">Remove From Profile</a>
62262	Apples, Granny Smith 138 CASE 138ct	\$23.75	<input type="text"/>	<a href="#">Remove From Profile</a>

When you've finished shopping scroll all the way to the bottom of the page. Select the "Submit" button (see red arrow below or hold the Alt key and press "S" on the keyboard). This will bring you to the shopping cart to view the selections and make any necessary adjustments.

02558	Watercress, 12ct Bunch	\$1.79	<input type="text"/>	<a href="#">Remove From Profile</a>
45067	Watercress, 12ct Case	\$15.40	<input type="text"/>	<a href="#">Remove From Profile</a>
52652	Zucchini, Baby CASE 5#	\$26.90	<input type="text"/>	<a href="#">Remove From Profile</a>
02672	Zucchini, Baby Pound	\$6.88	<input type="text"/>	<a href="#">Remove From Profile</a>
52657	Zucchini, Fancy CASE18-20#	\$13.90	<input type="text"/>	<a href="#">Remove From Profile</a>
<a href="#">Submit (Alt-S)</a> <a href="#">Back To Top (Alt-T)</a> <a href="#">Cancel Order</a>				

Once you've reviewed the selections in the shopping cart (or made any adjustments to quantity and clicking the "Update Quantities" button on the bottom of the screen) you may select the "Checkout" button (see red arrow below) to proceed.

Comment:

02261	Apples, Granny Smith 88 CASE	<input type="text" value="2"/>	\$32.80	\$65.60	<a href="#">delete</a>
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Comment:

02273	Apples, Granny Smith 100 CASE	<input type="text" value="2"/>	\$29.40	\$58.80	<a href="#">delete</a>
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Comment:

---

Total: **\$ 199.90**

[Return to Shopping](#) [Update Quantities](#) [Cancel Order](#) [Check Out](#)

You will arrive at a screen that asks you to approve the order. Again, if you are satisfied with the purchase, select the "Approve Order" button (see red arrow below). This will bring you to another confirmation page where you need to select the "Submit and Continue" button to be redirected back to Birch Street.



## Place an Order

### Check Out

**Order Total: \$199.90**

**Receiving Date: 11/05/07**

[Approve Order](#) [Return To Shopping](#) [Cancel Order](#)

er  
/Proof of

The order has now been created in Birch Street, and is in a "New" status.

My Last 30 Days PO's

[Find](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)

Search Column: PO number

Search Text:

Page 1 of 1 / Rows 1-11 of 11 found

	Notes	Attachment	History	Send Message	Budget Impact	Add to OG
	Copy PO	Delete PO	Create Items	Approval Details	Transfer	Add Add'l Info

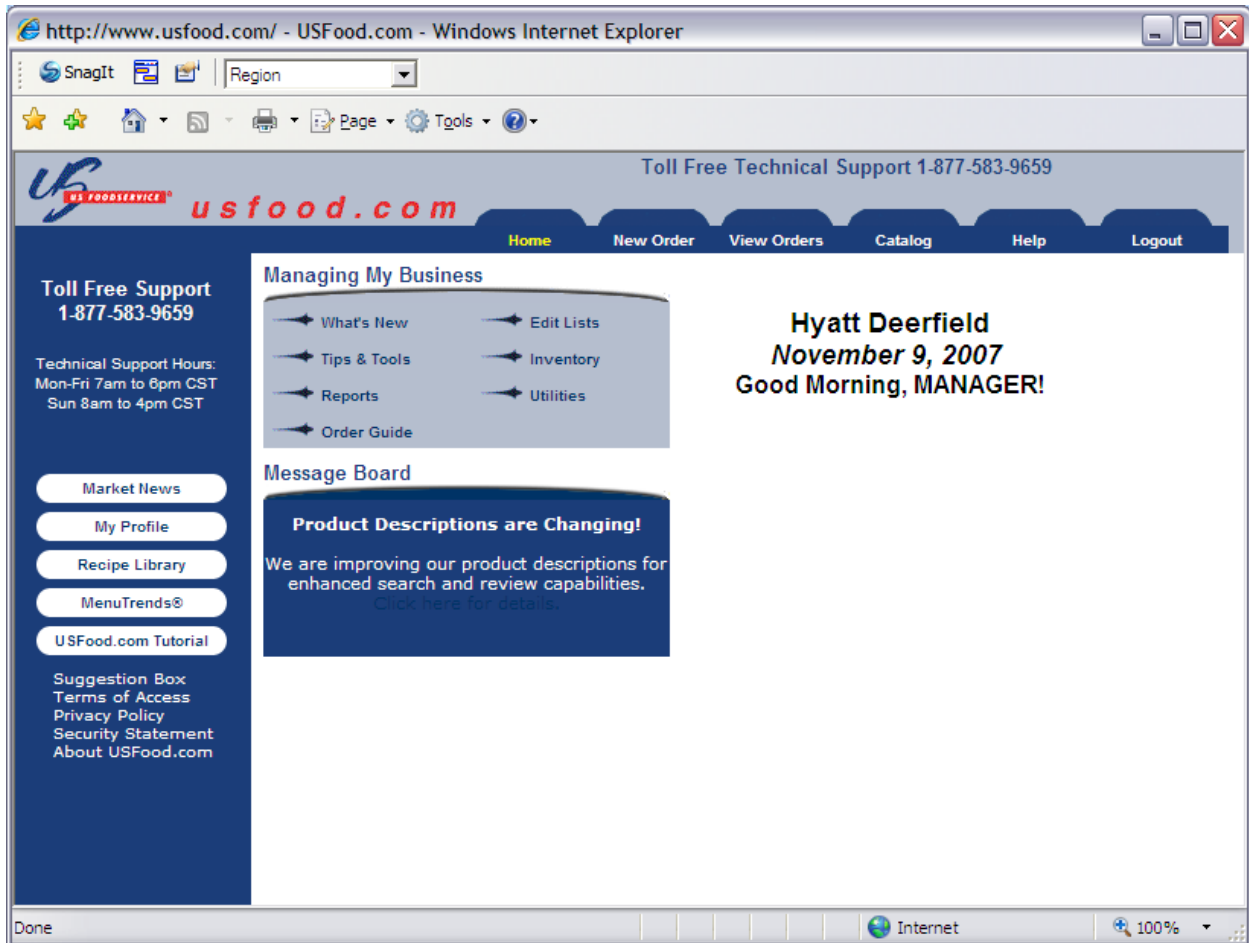
  

	PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total	Alloc.
	9779000000101	New	Testa Produce, Inc.	10/31/2007	10/31/2007	\$199.90	No
			US Food order confirmation				

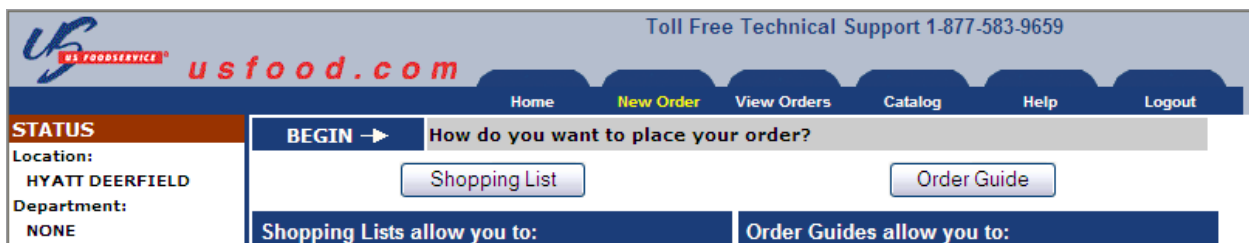
## US Food Service

In the main page catalog tab select the US Food Service logo.

Unlike the other punchouts, the US Food Service website will open in a new window.



Select the New Order Tab, and create the order from the Shopping List or the Order Guide as you always have.



### ***Specifics with the USF Punchout***

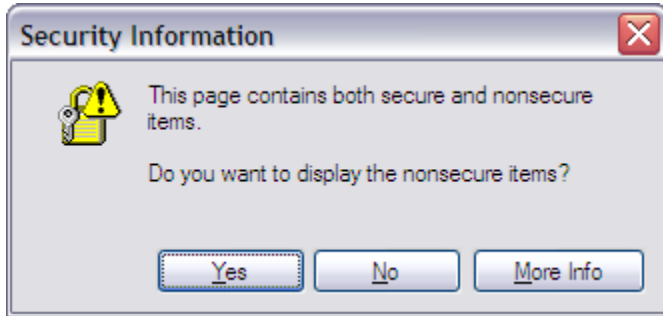
The US Food punchout functions a little differently than the other punchouts that you are accustomed to using.

1. Once you submit the order on the USF website, it becomes a confirmed order in their system.
2. USF orders (at this time) will not be routed for approval within Birch Street.
3. The USF order will appear in Birch Street the day of delivery with a status of 'Accepted by Supplier'.
4. Since the USF orders are created in Birch Street after the order has actually been placed, you will need to update the Department and GL Account information by using the [Change GL Acct](#) button.

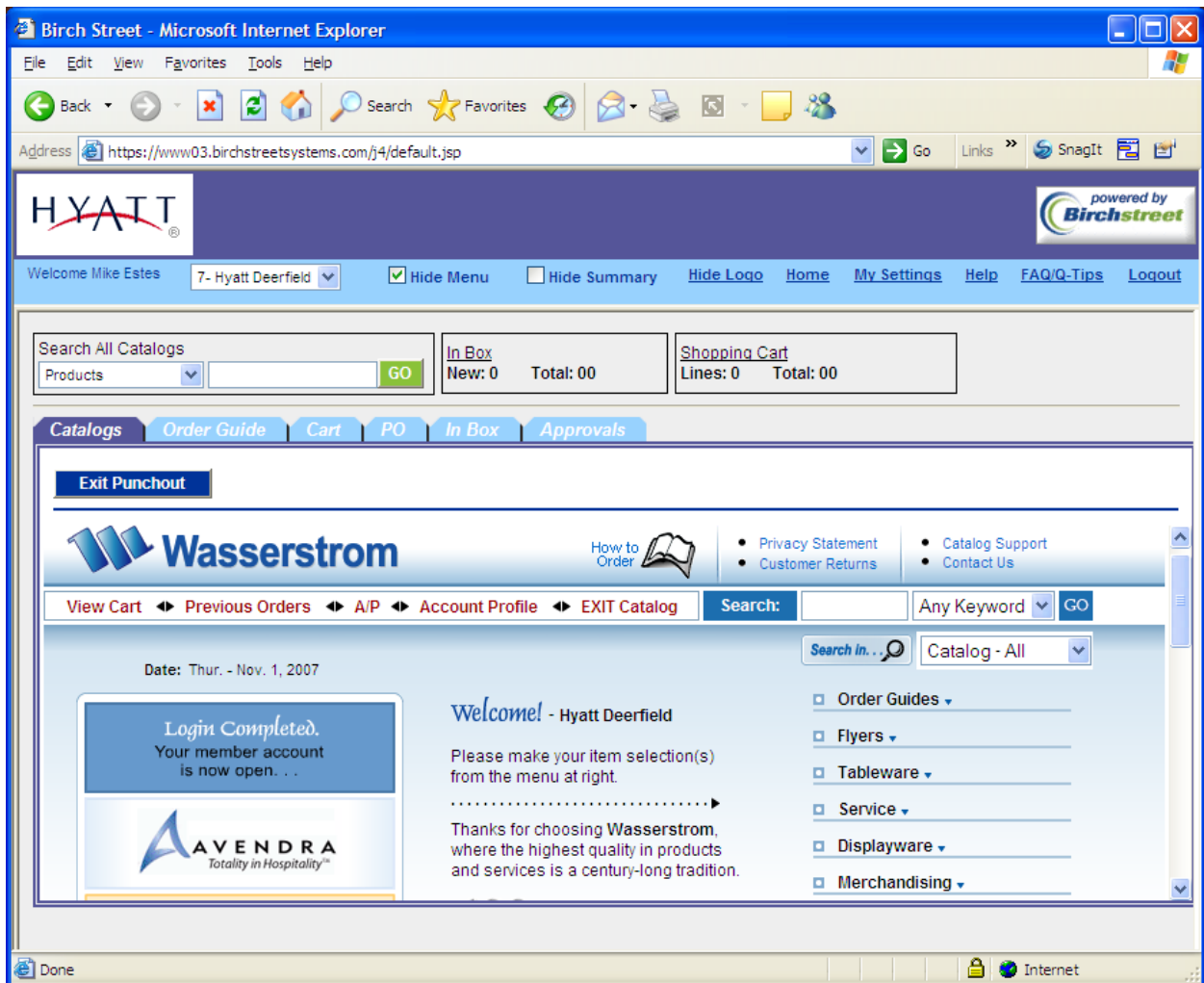
# Wasserstrom

In the main page catalog tab select the Wasserstrom logo.

You may be prompted to display non-secure items, please select yes.



The Wasserstrom website will open within Birch Street. To begin shopping, simply select a category from the menu on the right side of the screen.



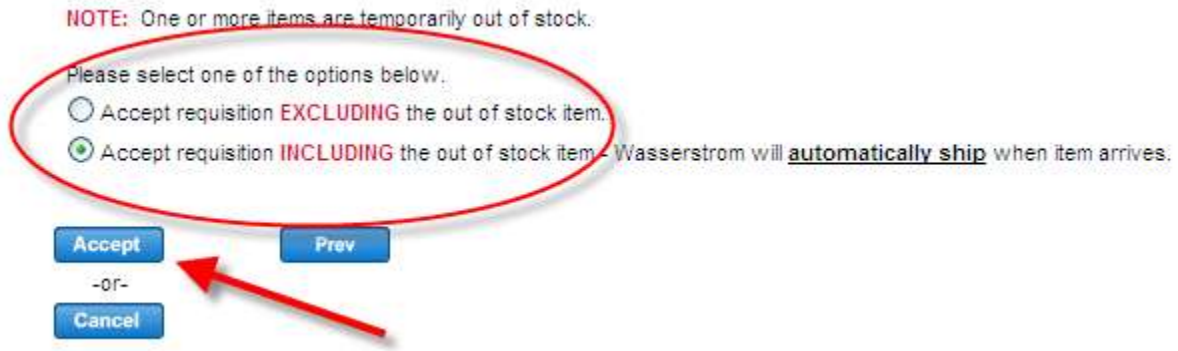
While you are browsing through the catalog and have found the item(s) you're looking for you can add it to the favorites by populating the quantity field (see circled area below) then scrolling to the bottom of the page and clicking on the "ADD to Favorites" button (see blue arrow). In order to add an item to the shopping cart enter the quantity you would like of that item and select either the "Add to Cart" button positioned under the quantity field or at the bottom of the screen (see both red arrows below).



After you have added the desired items to the shopping cart you will arrive back at the same screen and able to continue shopping. In order to begin the check out process you must select the "View Cart" button at the bottom left corner of the screen (as seen in screen shot above). When you are directed to the shopping cart, and if you are satisfied with the purchase, please select the "Checkout" button at the bottom of the screen. You will then be directed to a "request confirmation" screen where you will still be able to view the shopping cart. If the item is not in stock you will see the estimated "ship by" date in red under the line item (see red circled area below). If this is acceptable you should verify that the total amount is correct (will be different if some items are not in stock; see bottom red circle below).

ITEM #	DESCRIPTION	UNIT PRICE	QTY ORDERED	COST	AVAIL QTY *	COST *
113663	BAG, PASTRY, 21", NYLON Model Number: B601-22 Case Pack: 1 EA per EA	4.77 EA	20	95.40	0	.00 *
113665	BAG, PASTRY, 21", CANVAS Model Number: 3221 Case Pack: 12 EA per CS	3.92 EA	40	156.80	6	23.52 *
113667	BAG, PASTRY, 24", CANVAS Model Number: 3224 Case Pack: 12 EA per CS	4.57 EA	20	91.40	20	91.40 *
SUB-TOTAL				343.60		114.92 *
SHIPPING		Weight: 13 Lbs.		****. **	Weight: * 6 Lbs.	****. **
IL SALES TAX				22.41		7.79 *
ORDER TOTAL				366.01		122.71 *

At the bottom of the screen you will need to decide (ONLY IF CERTAIN ITEMS IN THE SHOPPING CART ARE OUT OF STOCK) whether Wasserstrom should ship the missing items as soon as they are in stock or to cancel those items from the order. Preview in the circled area of the screen shot below. If you are satisfied with this information click "Accept" button (see red arrow below). This will re-direct you back to Birch Street.



The order has now been created in Birch Street, and is in a "New" status.

Submit	Receive	Buyer Contact	Supp Contact	Print New PO	Print Invoices
Notes	Attachment	History	Send Message	Budget Impact	Add to OG
Copy PO	Delete PO	Create items	Approval Details	Transfer	Add Addt'l Info

My Last 30 Days PO's

First Previous Next Last Refresh

Search Column: PO number

Search Text: GO

Page 1 of 1 / Rows 1-11 of 11 found

		PO number	PO Status	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
	<a href="#">Edit</a>	977600000010	New	Wasserstrom Company Punchout	11/01/2007	11/01/2007	\$343.60	No
				US Food order confirmation				

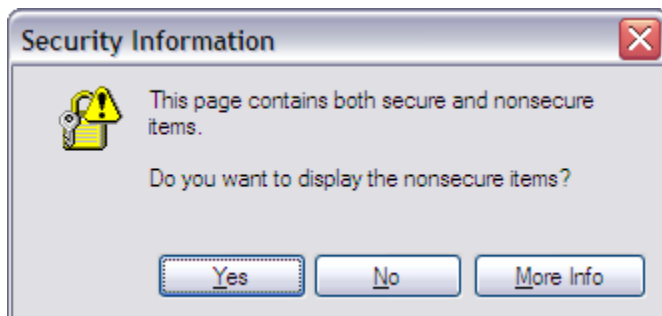


## Zones

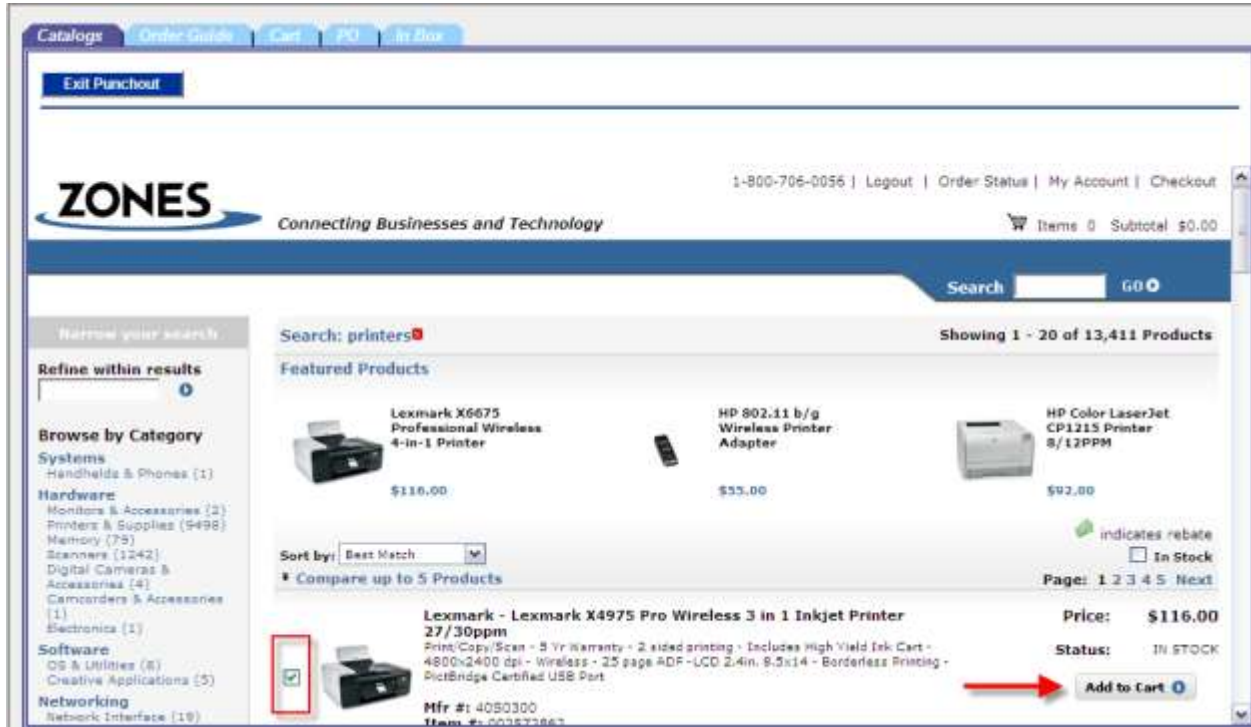
In the main page catalog tab select the Zones logo. The Zones website will open within Birch Street. To begin shopping, simply select a category from the menu on the right side of the screen. You can also type the product in the upper right corner in the Search text box.



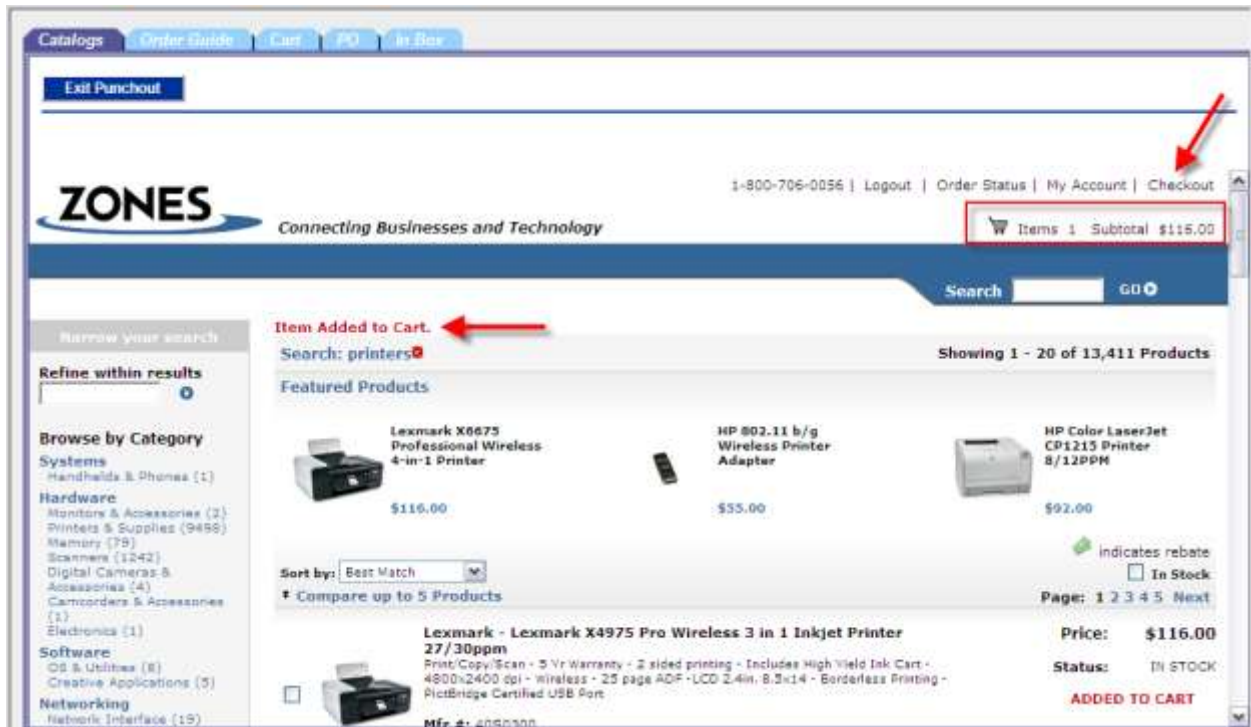
You may be prompted to display non-secure items, please select yes.



You're the products are displayed, check the ones you want to purchase, and then click the Add to Cart button.



You will see the items have been added to the cart along with a sub-total in the upper right corner. When you are ready to finish the order, click the Checkout link.



Once you arrive at the cart, you can adjust the quantities, continue shopping, or continue with the Checkout process.

**ZONES** Connecting Businesses and Technology

1-800-706-0056 | Logout | Order Status | My Account | Checkout

Items 1 Subtotal \$116.00

**Shopping Cart**

Continue Shopping | Update Quantity

Item #	Mfr #	Description	Unit Price	Qty.	Ext. Price	Delete
002572862 <i>IN STOCK</i>	40S0300	Lexmark X6675 Professional Wireless 4-in-1 Printer	\$116.00	1	\$116.00	Delete
					<b>Discounts</b>	<b>\$62.98</b>
					<b>Subtotal</b>	<b>\$116.00</b>

Checkout

| Copyright 1996 - 2009 Zones, Inc | MBE |

The order has now been created in Birch Street, and is in a “New” status.

My Last 30 Days PO's

Search Column: PO number

Search Text: Quick search field

Page 1 of 1 / Rows 1-5 of 5 found

PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
87130000002621	New	No	ZONES (Punchout)	05/04/2009	05/04/2009	\$116.00	No