

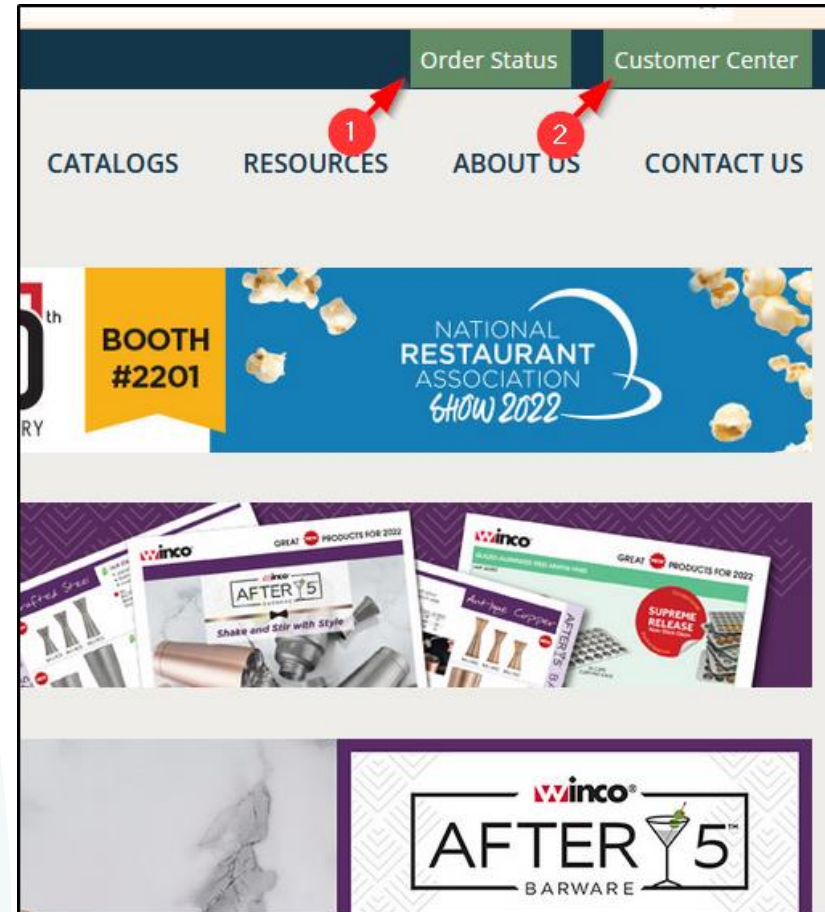


Customer Center Setup and Order Status

Quick Start Guide

Access

- Please navigate to Wincous.com
 1. Check order status
 2. Enter new orders



1. Check Order Status

- Checking order status require 2 parameters of different types. These parameters can be:
 - **PO Number:** This is the Customer order number
 - **Order Number:** This is Winco's order number in our system
 - **Shipping Zip Code:** The zip code associate with the order
 - **Customer ID:** This is the Customer ID that was in use for the old system.
- Please enter a combination of two of the above parameter types and click Search to find the Order Status

The Foodware Group Customer Order Lookup

Search

Order Information

To Check Order Status, Please enter:

- PO Number or Order Number for Field 1.
- Shipping Zip, PO Number or Customer ID for Field 2.

FIELD 1

PO Number ▼

FIELD 1 VALUE *

FIELD 2

Shipping Zip Code ▼

FIELD 2 VALUE *

* Fields are required.

Order Status: results

The Foodware Group Customer Order Lookup

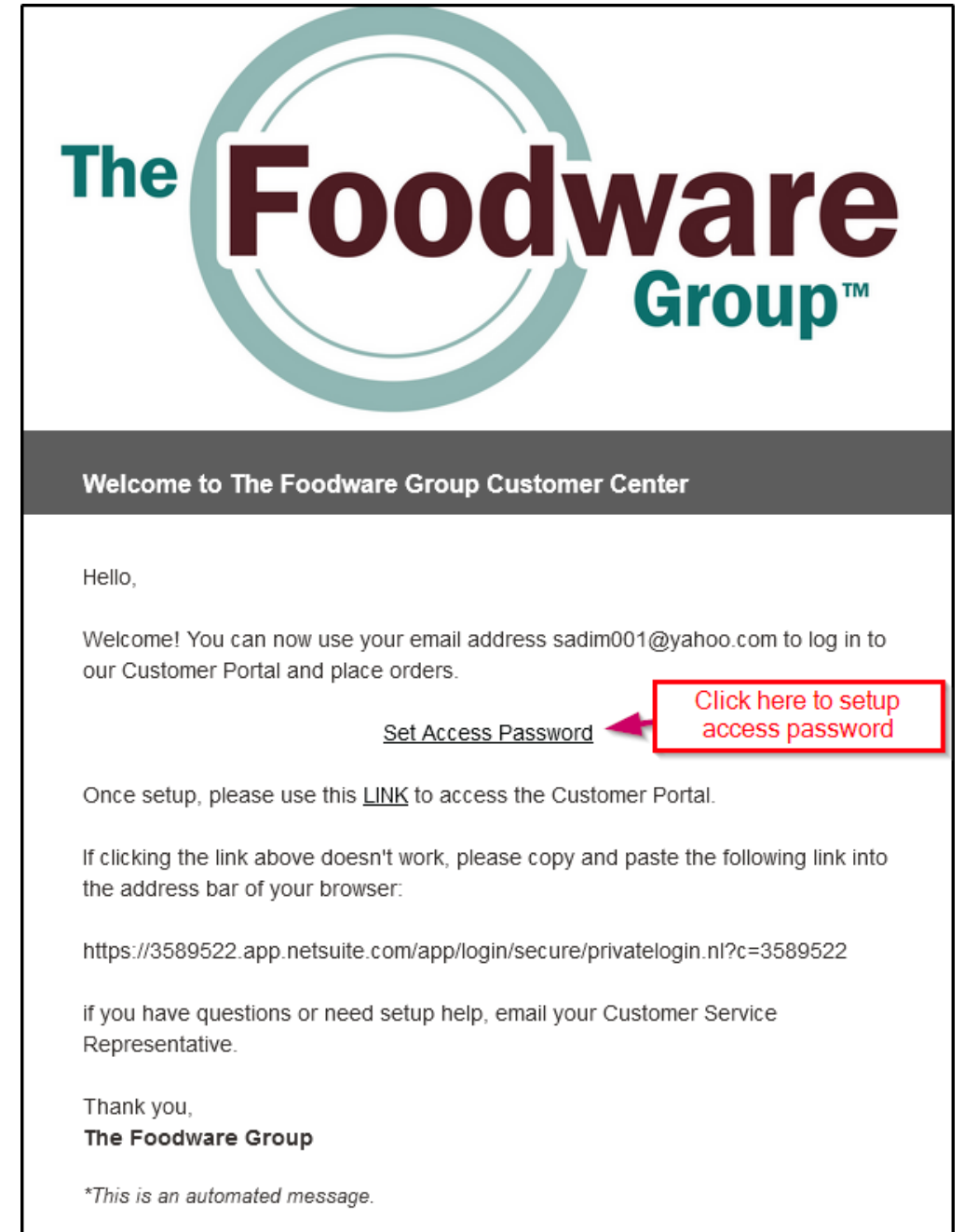
[Back to Order Search](#)[illegible]

Items (4)

SHIPMENT NUMBER	STATUS	DATE	CARRIER	TRACKING NUMBERS	WEB SITE	PHONE	ITEM	ITEM DESCRIPTION	QUANTITY	UOM ▲
001P010	Shipped	3-12-2002	Indirectly (P/N 0000000)	1.00 0000000000000000	www.000.000	000-000-0000	00000	1" High-Density, Super-Duty Blade	1	Each
001P010	Shipped	3-12-2002	Indirectly (P/N 0000000)	1.00 0000000000000000	www.000.000	000-000-0000	00000	Mount for 000.0 Super-Duty Blade, 00000	1	Each
001P010	Shipped	3-12-2002	Indirectly (P/N 0000000)	1.00 0000000000000000	www.000.000	000-000-0000	00000	1/2" High-Density Blade 00000 (00000) Super-Duty Blade Chopper 1 Item	1	Each
001P010	Shipped	3-12-2002	Indirectly (P/N 0000000)	1.00 0000000000000000	www.000.000	000-000-0000	00000	000.000 0000000000000000	1	Each

2. Customer Center

- To begin entering orders, you need an account setup in Winco's system.
- Please reach out to Winco Customer Service to setup an account.
- Once approved, a Welcome email with setup instructions will be sent out to you.
- The email contains a link to set your Access Password



ORACLE NETSUITE

Please enter your new password now.

New Password	<input type="password"/>
Confirm Password	<input type="password"/>

Password Criteria

Does not contain illegal characters	✓
New passwords match	✓

[Continue](#)

Enter your new password



ORACLE NETSUITE

Your password has been set. Now you can log in.

Please use the following link to login:

<https://3589522.app.netsuite.com/app/login/secure/privatelogin.nl?c=3589522>

Customer Login

Email address

Password

☒ Remember Me

[Forgot Your Password?](#)

Home Dashboard

Enter an Order

Home

Sales Order

Submit

Submit & Print

Submit & Email

Copy Previous

CUSTOMER

DATE
8/8/2022

ORDER #
To Be Generated

REQUESTED SHIP DATE

PO #

MEMO

☐ DRAFT (CHECK THIS BOX IF THIS IS NOT THE FINAL VERSION OF THE ORDER)

Summary

SUBTOTAL	0.00
TOTAL TAX	0.00
SHIPPING & HANDLING COST	0.00
TOTAL	0.00

1. Add Items

Items 0.00

Type Item No. The Type Ahead feature should find a list of items matching the entered keyword so can select your item from the list

<Type then tab>

Add

Cancel

Remove

ITEM	QUANTITY	DISPLAY NAME	DESCRIPTION	CASE PACK	RATE	AMOUNT	CATALOG PRICE	QUANTITY BREAK	TAX CODE	PACKING	OPTIONS	PRICE LEVEL
<Type then tab>												

Enter quantity

Check this box if you plan on saving this order for now and want to continue later. This will let our Customer Service know that this order is not final

Please uncheck when you want to finalize the order

The initial rate will be based on the quantity break

Billing and Shipping Information:

2. Provide Address Information

Select Billing Address.
Click the + Icon to enter a new Address

BILL TO SELECT

123 Main St

+ ↗

BILL TO

123 Main St

12345

12345

12345

Map

Select Shipping Address.
Click the + Icon to enter a new Address

SHIP TO SELECT

123 Main St

+ ↗

SHIP TO

123 Main St

12345

12345

12345

Map

3. Enter Payment Method

You may select a card on file or
enter a new one

CARDS ON FILE

123 Main St

+ ↗

CARD TYPE *

Master Card

CREDIT CARD # *

1234 5678 9010 1111

CSC

123

EXPIRES (MM/YYYY)

12/2018

ISSUE NO.

123456789

VALID FROM / START DATE (MM/YYYY)

12/2018

NAME ON CARD

123 Main St

CARD STREET

123 Main St

CARD ZIP CODE

12345

☒ SAVE THIS CARD

☒ MAKE DEFAULT

4. Send Yourself a Copy of the Order (Optional)


☐ TO BE PRINTED

☐ TO BE E-MAILED

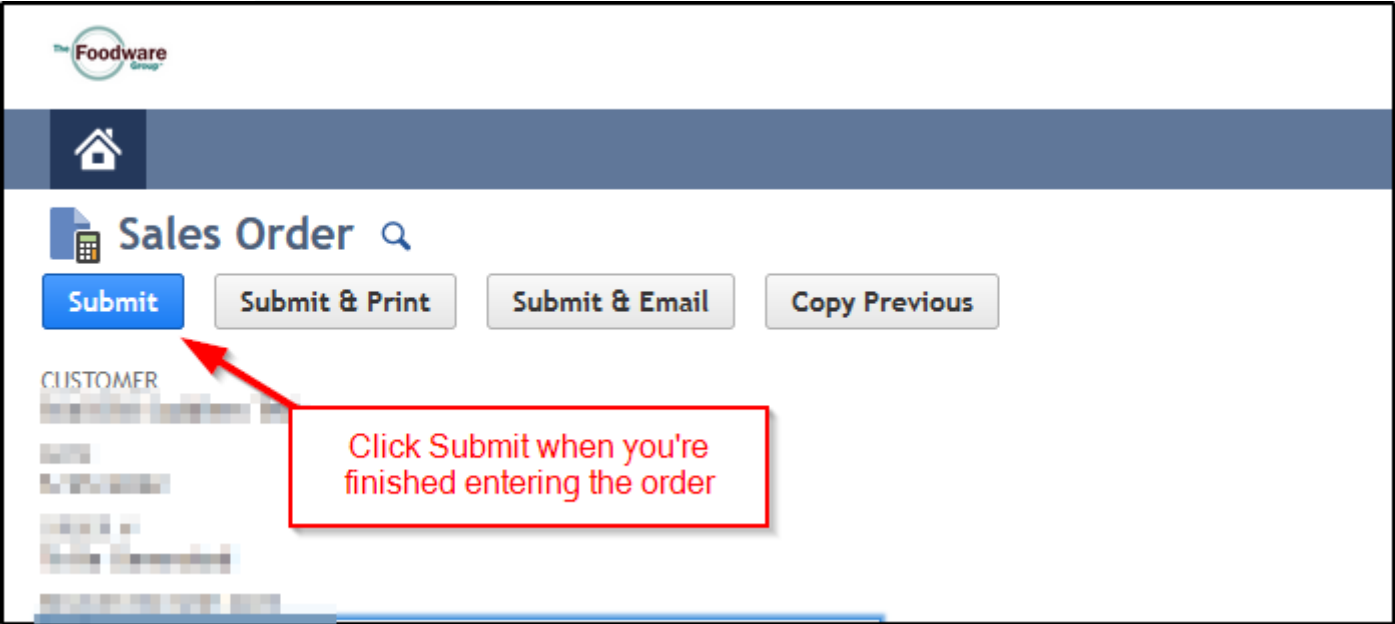
123 Main St

+ ↗

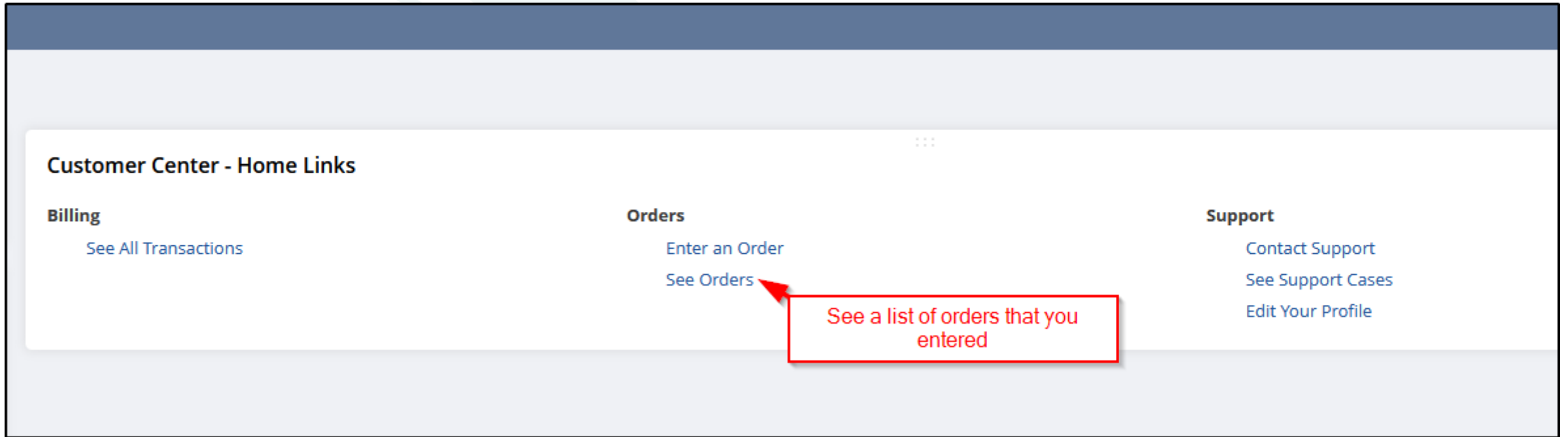
Note: Entering Payment Method is available to Cash Orders only.



Finish entering an Order



See your list of orders



Edit order

Sales Orders

FILTERS

Click Edit

EDIT VIEW	DATE ▲	PRINT	DOCUMENT NUMBER	NAME	PO/CHECK NUMBER	STATUS	TRACKING
Edit View	7/25/2022	Print	08309456	08309456 Customer Test	08309456 Customer Test	Closed	
Edit View	7/28/2022	Print	08312739	08312739 Customer Test	08312739 Customer Test	Pending Approval	
Edit View	7/28/2022	Print	08312870	08312870 Customer Test	08312870 Customer Test	Pending Approval	
Edit View	8/5/2022	Print	08320197	08320197 Customer Test	08320197 Customer Test	Pending Fulfillment	
Edit View	8/5/2022	Print	08320377	08320377 Customer Test	08320377 Customer Test	Pending Approval	
Edit View	8/6/2022	Print	08320852	08320852 Customer Test	08320852 Customer Test	Pending Approval	

You can only edit orders that are still Pending Approval

Need Help?
Please email us at cs@wincous.com