

H. SCHRIER & CO., INC.

Foodservice Distributors

TO PLACE AN ORDER ONLINE :

1. Log In.
2. Select the 'Place Order' button on the navigation bar to the right. (DO NOT CHANGE PASSWORD)
3. PLEASE ADD YOUR EMAIL TO THE LIST OF EMAILS SO YOU CAN GET CONFIRMATIONS (DO NOT CHANGE THE OTHER 2 EMAIL ADDRESSES).
4. Review the ship date at the top of the form.
5. You may enter a PO Number and/or Driver Instructions, if desired. (optional)
6. Select the desired Order Guide to use for placing your order.
7. Select the 'Continue' button.
8. Fill in the quantities of each item you would like to order next to the item number in your order guide. You may hit the tab key or using the mouse click into the box. Do not hit the enter key. This closes the order. *If you click enter you must then hit the modify order button that returns you to the order. *
9. When finished, select the 'Continue' button on the top or bottom of the screen.
NOTE: At this point, your order has ONLY been saved.
10. Select the 'Modify Your Order' button if you need to change anything on the order or hit Continue to go on to the next page. At this point you can print a copy of the order by pressing “Command P” (you will get a confirmation page in your email as well).
11. **MAKE SURE TO SEND ORDER** To modify your order before sending, select the 'Modify Your Order' button. Select the 'Submit Order' button to send the order. To cancel the order, select the 'CANCEL' link at the bottom of your page.
12. You will receive a confirmation page with an order number when your order has been successfully sent.
13. Select the 'Done' button when you are finished.