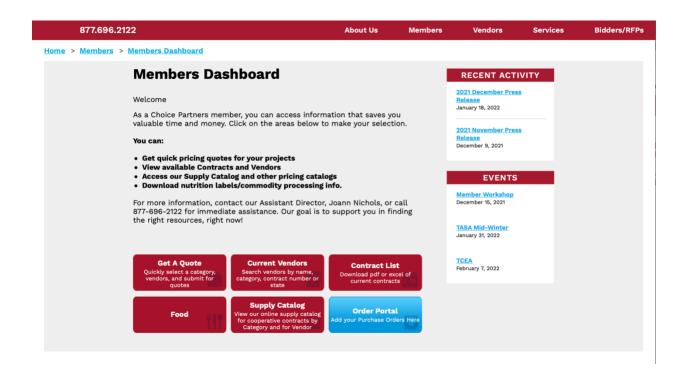
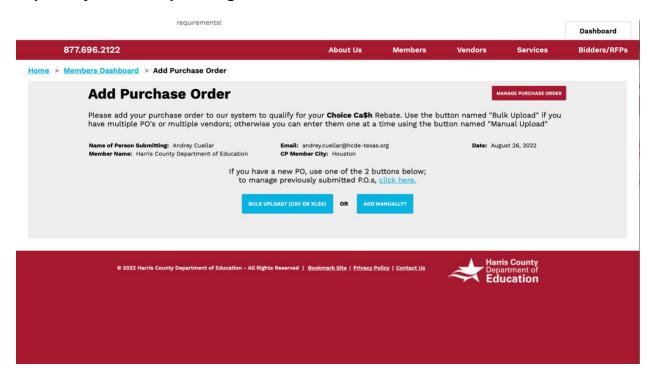
Step 1: Log in to your member credentials.

877.696.2122		About Us	Members	Vendors	Services	Bidders/RFPs
Home > M	Members > Member Login					
N	Member Login					
di U P C C	eyou are already a member, select "Set letails of our contracts. JSERNAME memberlagid PASSWORD LOGIN TO FOOD AREA ONLY LOGIN Belpful Links Let Up a New Account vailable Contracts or got your password?	Up a New Account	" below and ge	t your login so yo	u have access to	all the

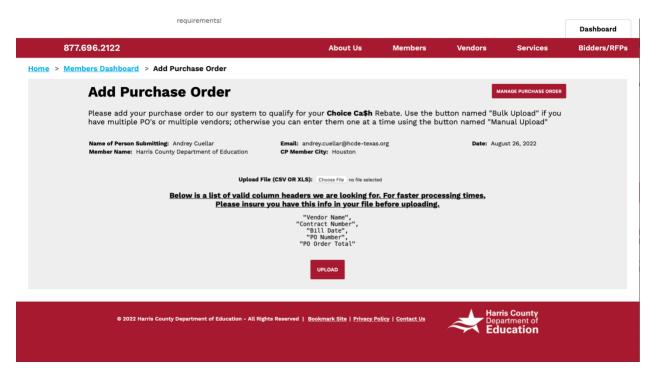
Step 2: In the member dashboard, click "Order Portal" in the bottom right.



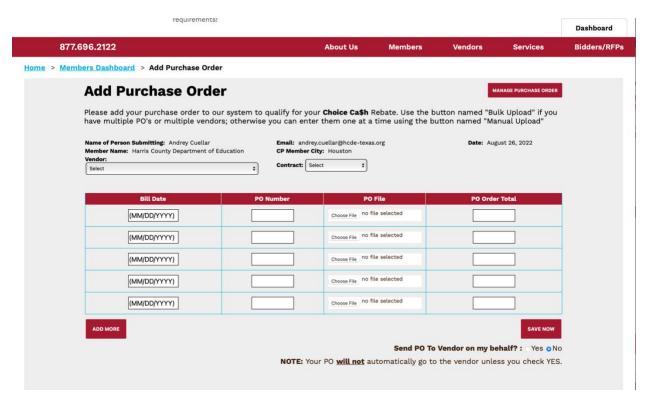
Step 3: Here, you can add your purchasing reports. There is a template available to download (Excel format) that will make for simple and easier uploads, especially for bulk uploading.



Step 4a: If bulk uploading, ensure that column headers match the list of criteria: Vendor name, Contract Number, Bill Date, PO Number, and PO Order Total.



Step 4b: If you are manually adding a report, be sure to fill all fields and send when complete. The purchasing order will not go to the vendor unless you select "Yes" for Send PO to Vendor on my behalf.



Note:

• When you click the button in the top right named "Manage Purchase Order," you can see previously submitted purchase orders.