



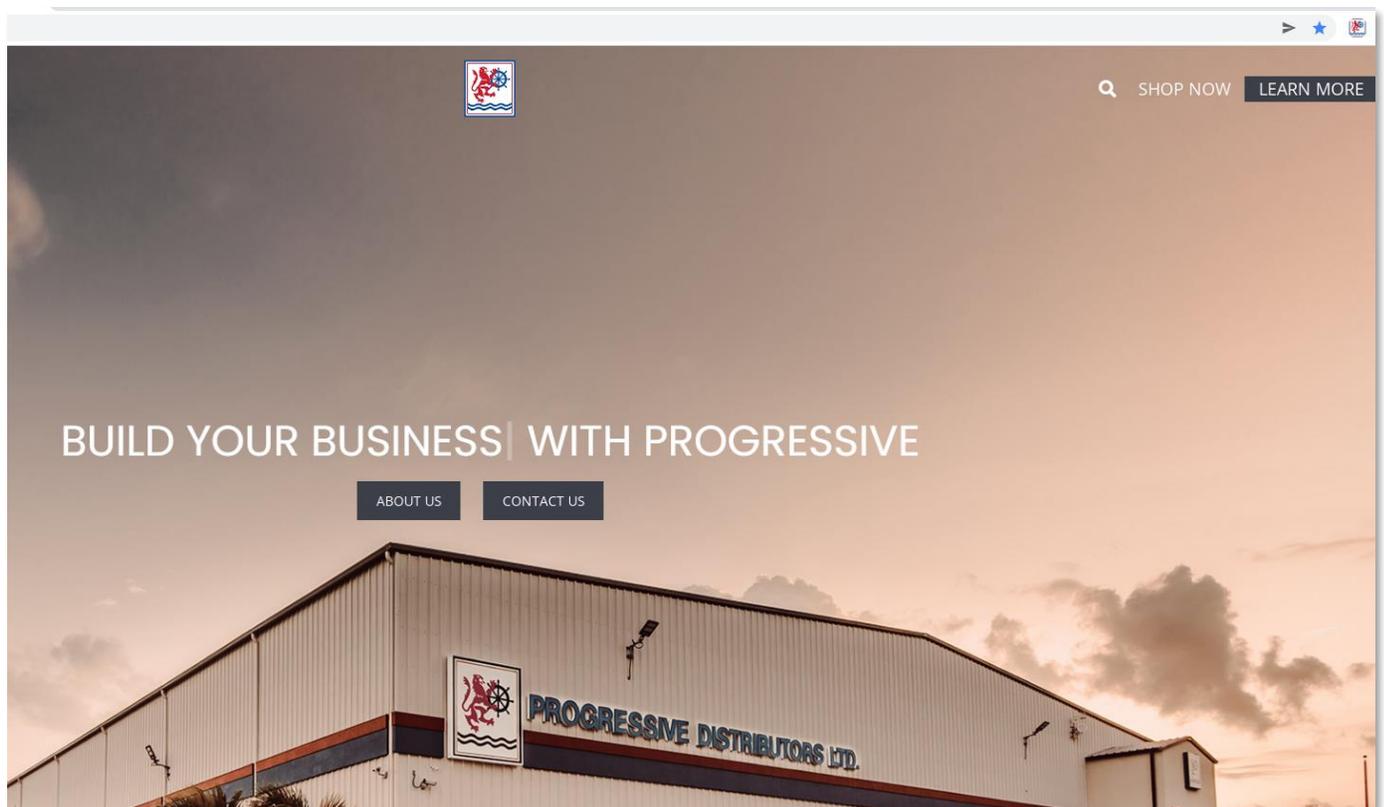
PDL ONLINE ORDER USER GUIDE

PDL ONLINE ORDER USER GUIDE

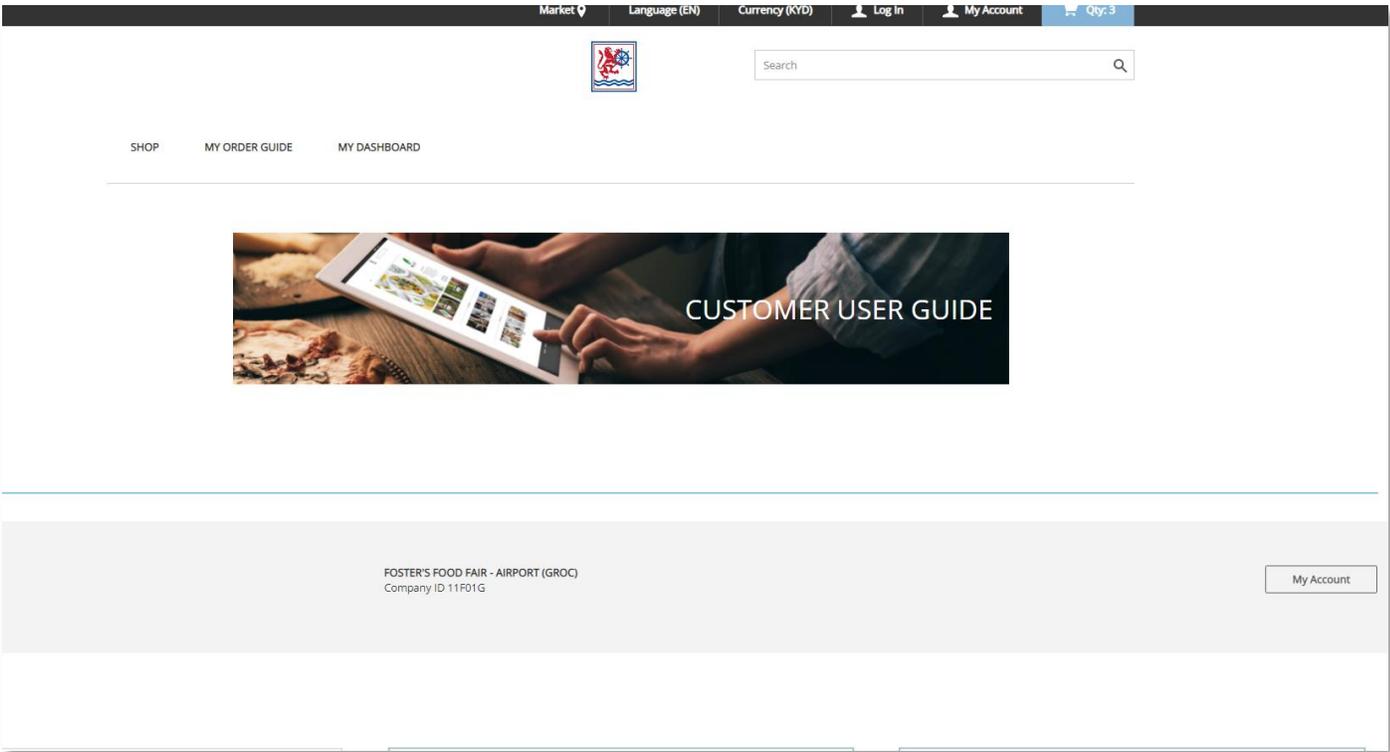


HOW TO PLACE AN ONLINE ORDER

- Login onto our Pdl Online Website at www.pdl.ky click on **"SHOP NOW"** on the top right corner.



➤ Once you login with your email and password you will see the below screen.



- To change to a Sub-Account (If you have more than one account for your login). Click on the drop-down option listing the accounts and **“VIEW ALL”** to see all your accounts listed.

Select a company

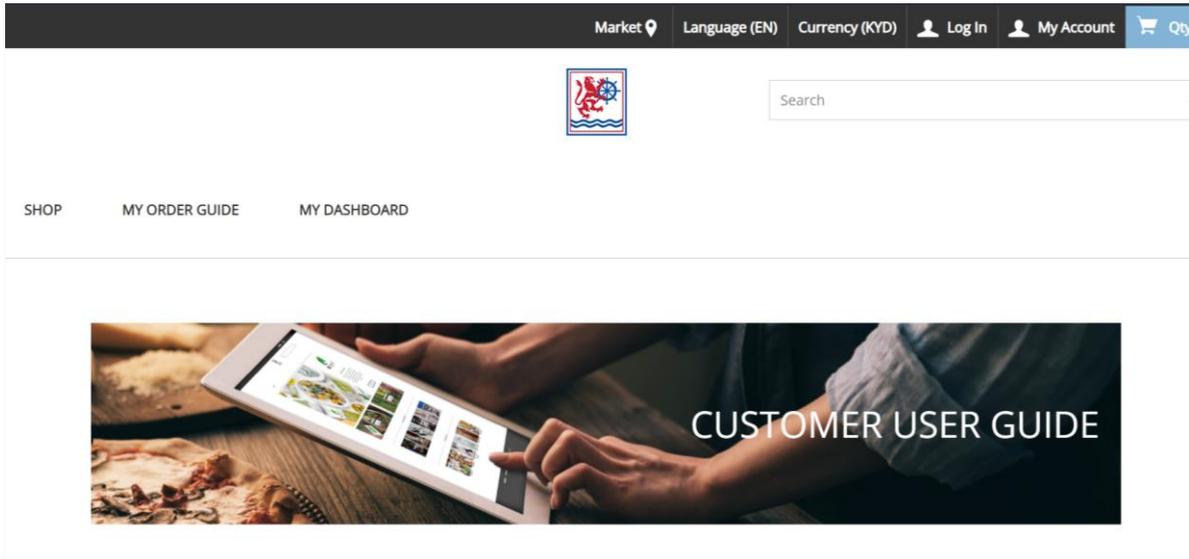
ID# ▲	NAME ▲	CITY ▲	COUNTRY ▲	
<input type="radio"/> 11AG01	AGAVE GRILL	GEORGE TOWN	KY	Set as Default
<input type="radio"/> 11CA101	CAYMAN CABANA	GEORGE TOWN	KY	Set as Default
<input type="radio"/> 11CA48	SUBWAY - ANDERSON SQUARE	GEORGE TOWN	KY	Set as Default
<input type="radio"/> 11CASH	WALK IN CUSTOMER - COD ONLY	GEORGE TOWN	KY	Set as Default
<input type="radio"/> 11FO01	FOSTER'S - AIRPORT (GROC)	GEORGE TOWN	KY	Set as Default
<input type="radio"/> 11IC01	ICOA CAFE	GEORGE TOWN	KY	Set as Default
<input type="radio"/> 11JF02	WENDY'S SEVEN MILE BEACH	GEORGE TOWN	KY	Set as Default
<input type="radio"/> 11MA12K	MARRIOTT RESORT (KITCHEN)	GEORGE TOWN	KY	Set as Default
<input type="radio"/> 11SE16	SEAFIRE RESORT LTD	GEORGE TOWN	KY	Set as Default
<input type="radio"/> 11SE16A	SEAFIRE RESORT LTD - AVE	GEORGE TOWN	KY	Set as Default

< 1 2 >

CANCEL SELECT

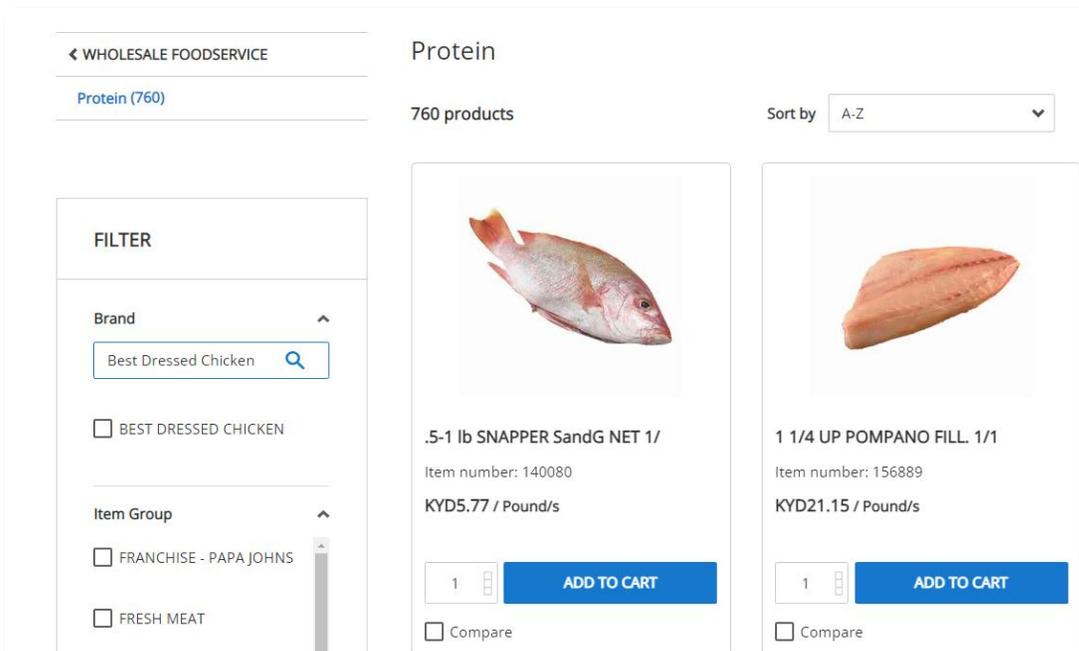
- To select the customer, click on the dot in the far right-hand column and press select. The customer is now selected.

- To start the order process, click on **“SHOP”**.

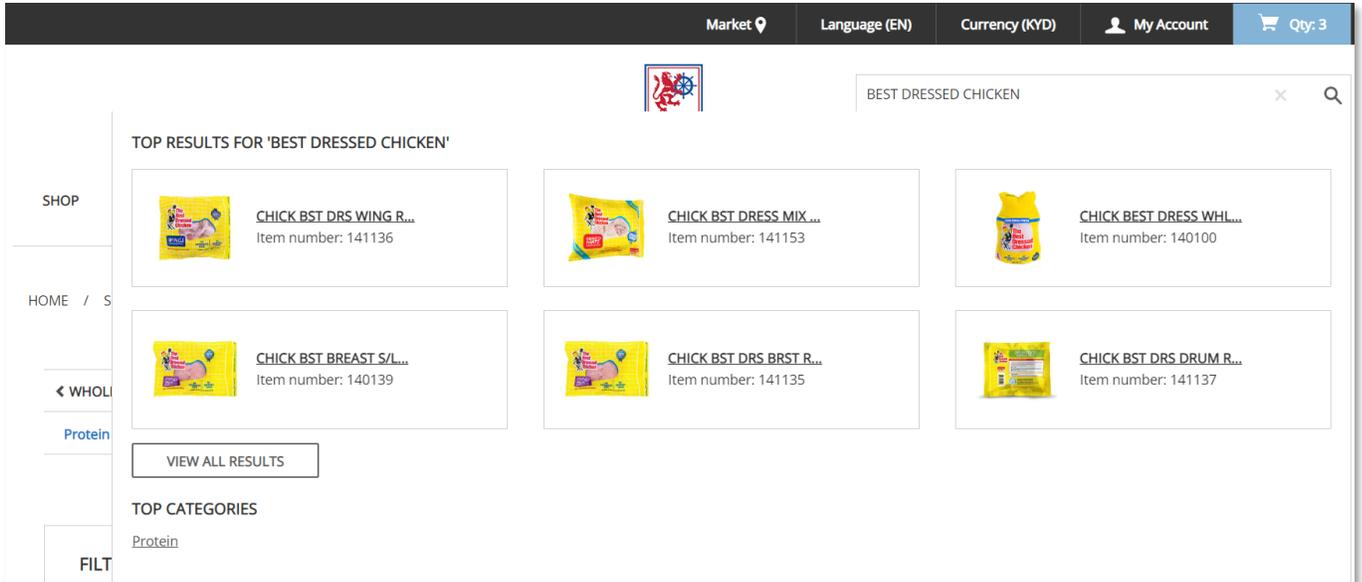


- Now you can select the **“DEPARTMENT”** you wish to order from, or you may also shop by **“BRAND”** name.

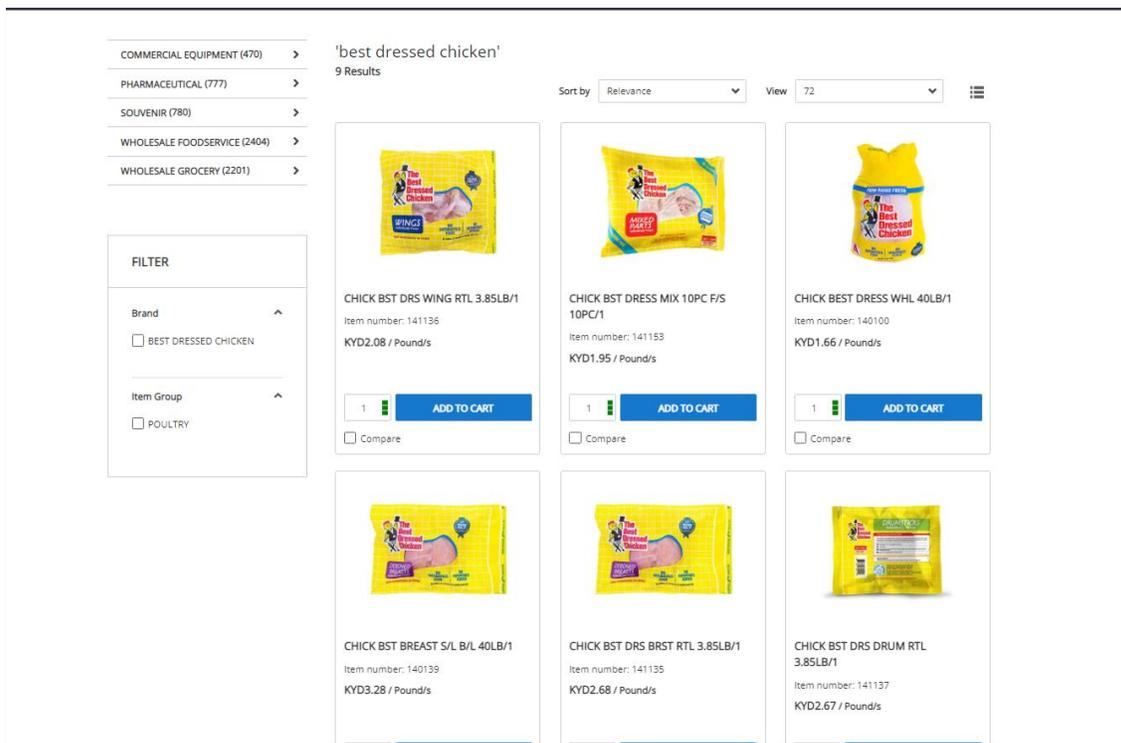
For example, you can search **“WHOLESALE FOODSERVICE > PROTIEN”**, or you can search by **DEPARTMENT “BRAND”** in the filter below such as **“BEST DRESSED CHICKEN”**



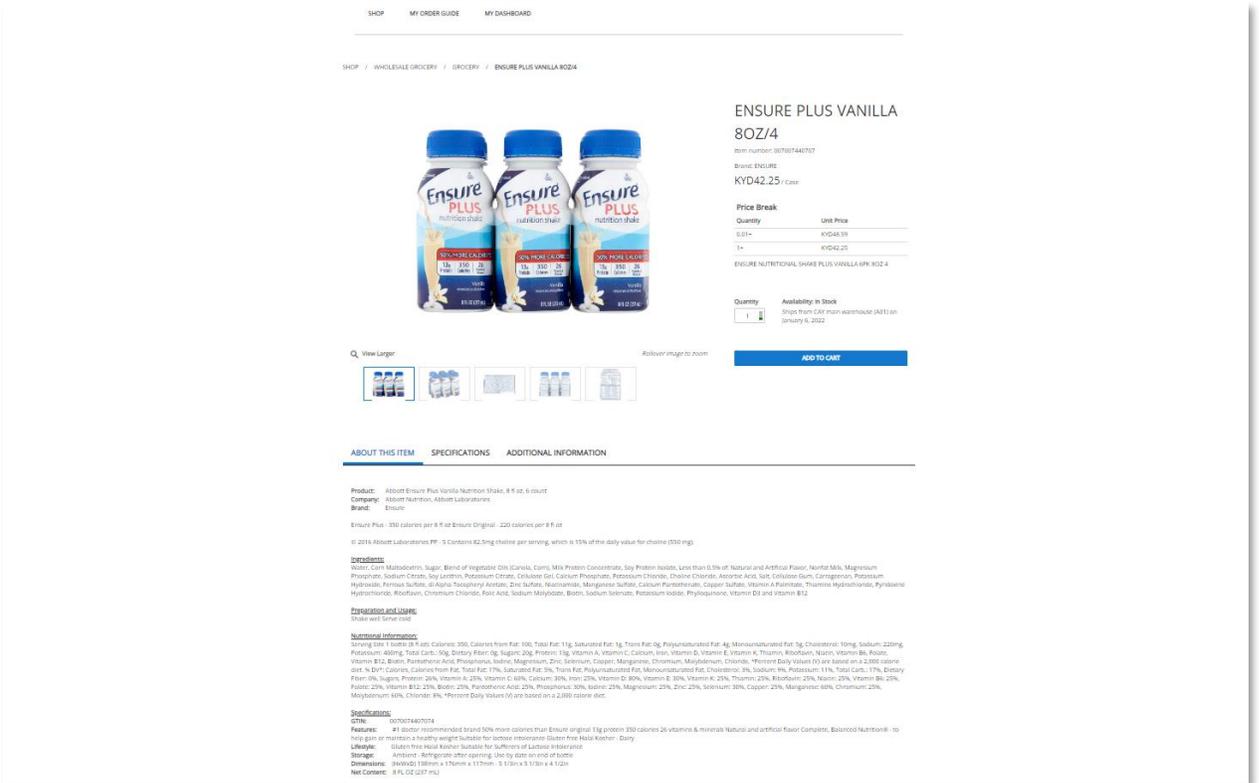
- You can also search the item on the **“SEARCH TOOL”** located in the top left corner by entering the **“ITEM CODE”** or **“ITEM DESCRIPTION”**. For example, **“BEST DRESSED CHICKEN”**



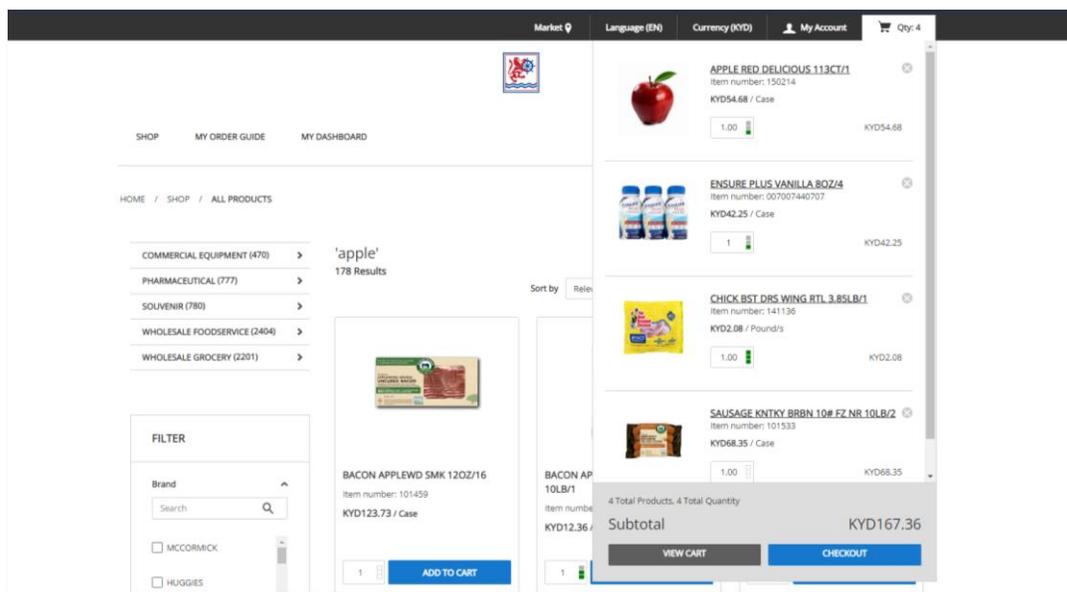
- Select the item you are interested enter the quantity and click **“ADD TO CART”**



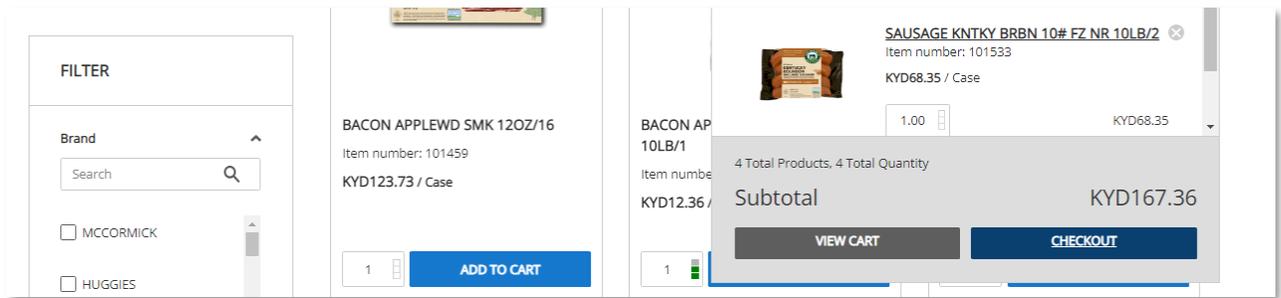
- Keep adding the items to the cart as needed. Click on the product to see more details, images, and additional features of the product.



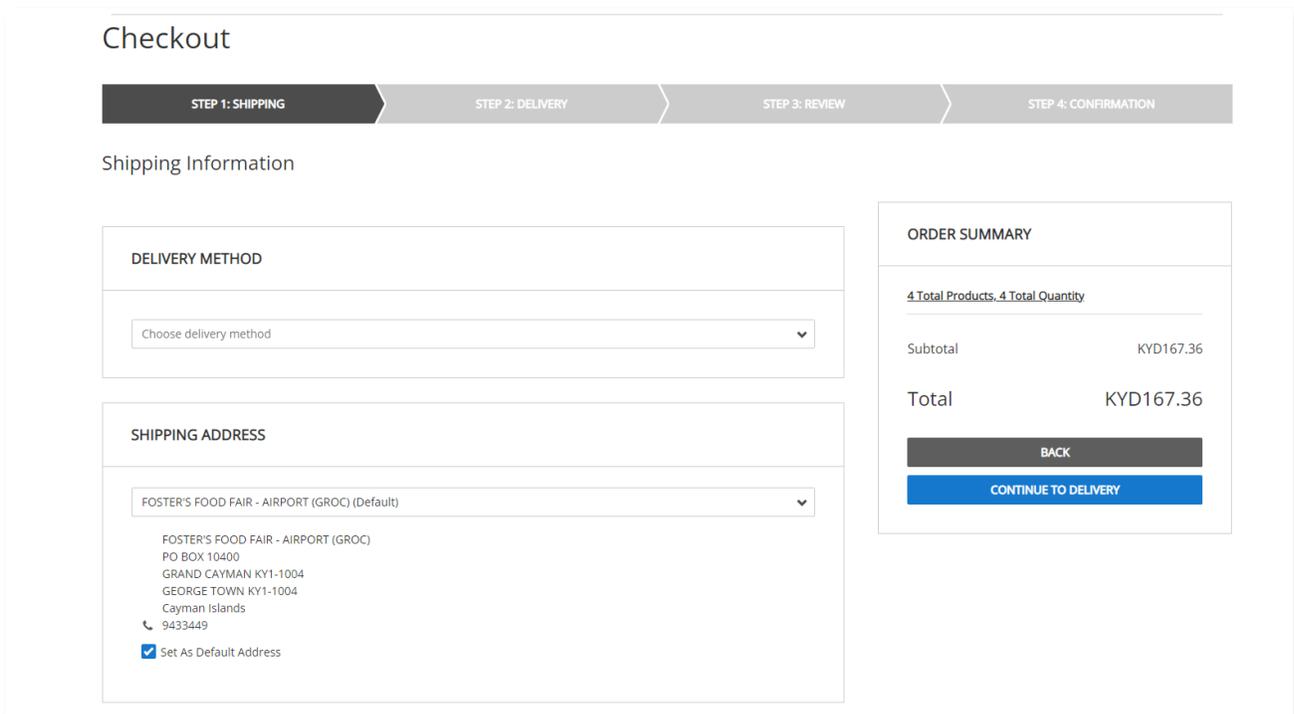
- Once the items are added to the cart proceed to check out by selecting your “CART” in the top right corner of the screen.



- Click **“CHECKOUT”** and proceed.



- The below **“CHECKOUT”** screen will show up once you click on checkout.



- Select your required delivery method from the drop-down feature and then click on **“CONTINUE TO DELIVERY”**.

Shipping Information

DELIVERY METHOD

Choose delivery method ^

- Customer Pickup
- Rep Delivery
- Sister-Island
- Std Next-Day
- Std. Same-Day
- FOSTER'S FOOD FAIR - AIRPORT (GROC) (Default) v

FOSTER'S FOOD FAIR - AIRPORT (GROC)
 PO BOX 10400
 GRAND CAYMAN KY1-1004
 GEORGE TOWN KY1-1004
 Cayman Islands
 9433449
 Set As Default Address

ORDER SUMMARY

4 Total Products, 4 Total Quantity

Subtotal KYD167.36

Total KYD167.36

BACK

CONTINUE TO DELIVERY

- Select and change the date from the **“SHIPPING DATE CALENDAR”** and select your desired delivery date, then click on **“CONTINUE TO REVIEW”**

Thursday
January 6, 2022

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Final shipping dates are subject to change based on availability.

MY DASHBOARD

STEP 2: DELIVERY

STEP 3: REVIEW

STEP 4: CONFIRMATION

ORDER SUMMARY

4 Total Products, 4 Total Quantity

Subtotal KYD167.36

Line Charges KYD0.00

Service Charge KYD0.00

Total KYD167.36

BACK TO SHIPPING

CONTINUE TO REVIEW

- Review your **“ORDER SUMMARY”** and **“SHIPPING INFORMATION”** and Click on **“PLACE ORDER”** to continue

Checkout

STEP 1: SHIPPING
STEP 2: DELIVERY
STEP 3: REVIEW
STEP 4: CONFIRMATION

Review

SHIPPING INFORMATION [Update](#)

Delivery 1

Estimated Ship Date	Ship to	Warehouse	Products
1/6/2022	FOSTER'S FOOD FAIR - AIRPO RT (GROC)	CAY main warehouse (A01), GEORGE TOWN	3
Delivery Method	PO BOX 10400 GRAND CAYMAN KY1-1004 GEORGE TOWN KY1-1004 Cayman Islands		
Std Next-Day	📞 9433449		

PAYMENT

[Invoice](#)

ORDER SUMMARY

3 Total Products, 4 Total Quantity

Subtotal	KYD101.09
Line Charges	KYD0.00
Service Charge	KYD0.00
Total	KYD101.09

BACK TO DELIVERY
PLACE ORDER

- The order is now confirmed and submitted.

SHOP
MY ORDER GUIDE
MY DASHBOARD

Checkout

STEP 1: SHIPPING
STEP 2: DELIVERY
STEP 3: REVIEW
STEP 4: CONFIRMATION

Your order has been placed. Thank you!
You will receive a confirmation email shortly.

DELIVERY INFORMATION

Delivery 1

Estimated Ship Date	Ship to	Warehouse	Products
1/6/2022	FOSTER'S FOOD FAIR - AIRPO RT (GROC)	CAY main warehouse (A01), GEORGE TOWN	3
Delivery Method	PO BOX 10400 GRAND CAYMAN KY1-1004 GEORGE TOWN KY1-1004 Cayman Islands		
Std Next-Day	📞 9433449		

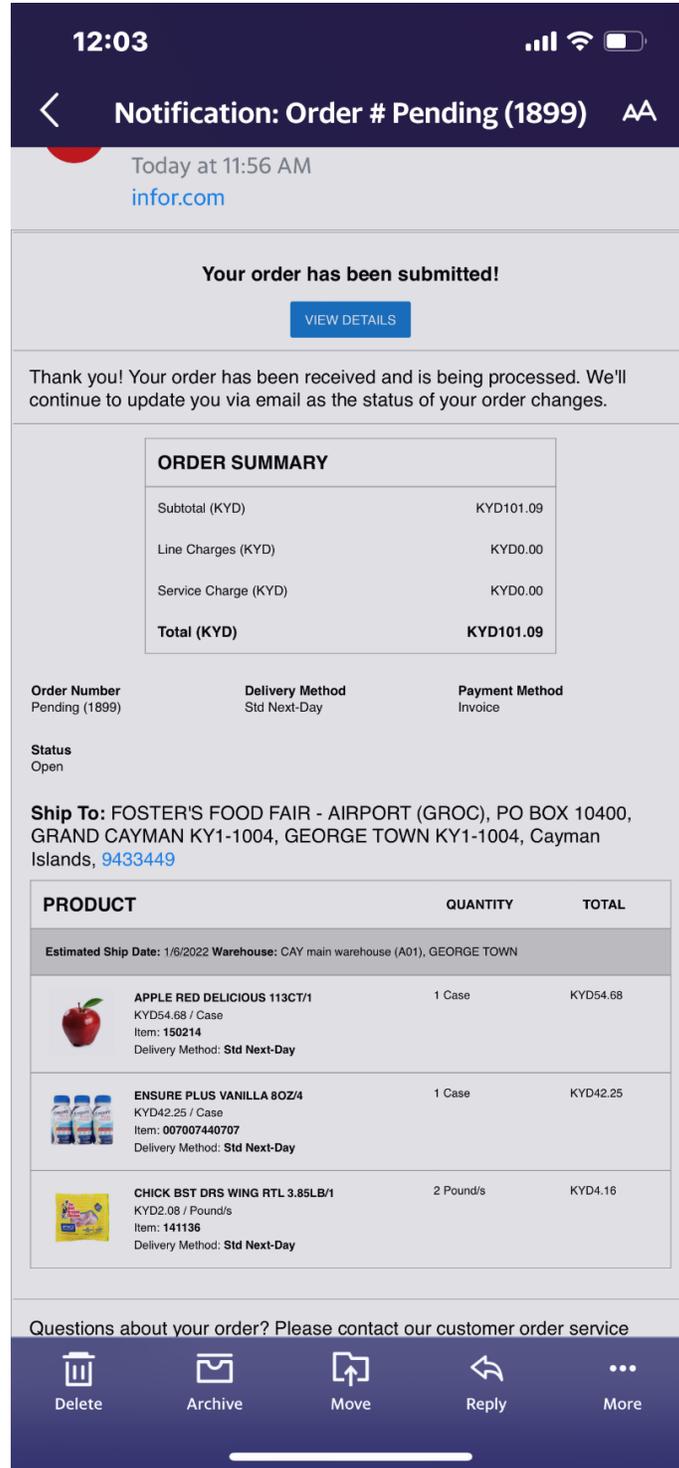
ORDER SUMMARY

3 Total Products, 4 Total Quantity

Subtotal	KYD101.09
Line Charges	KYD0.00
Service Charge	KYD0.00
Total	KYD101.09

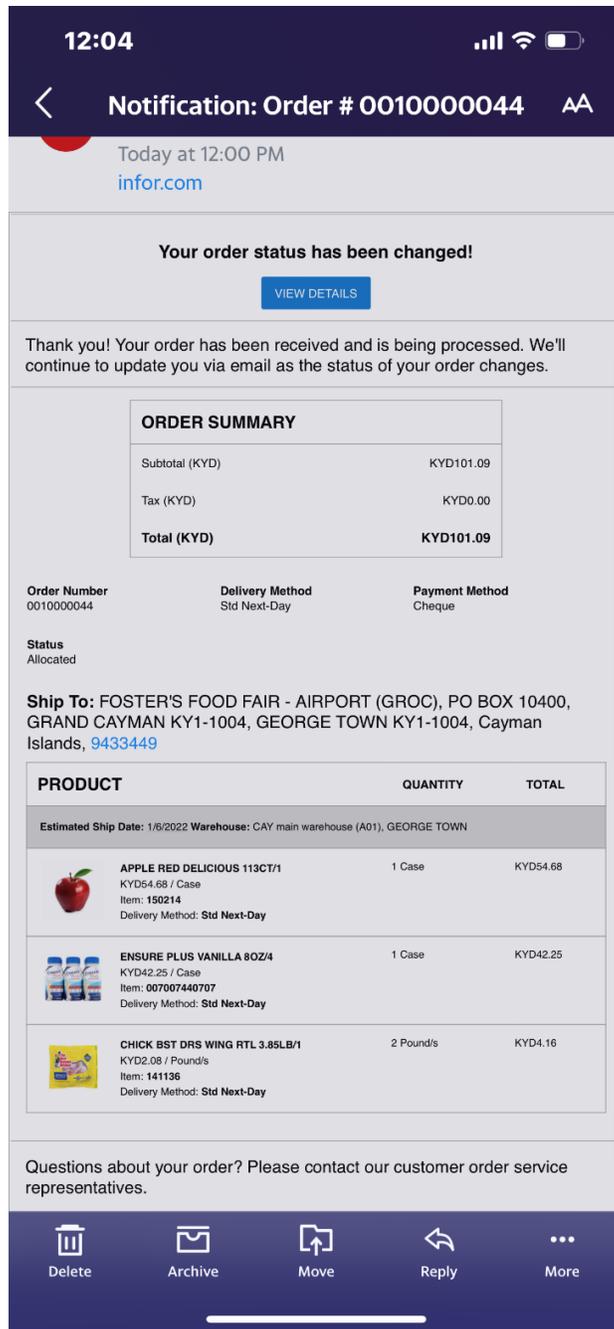
VIEW ORDER HISTORY
CONTINUE SHOPPING

- You will receive the following order confirmation sent to your email login email address detail you order has been **“SUBMITTED”** and pending.



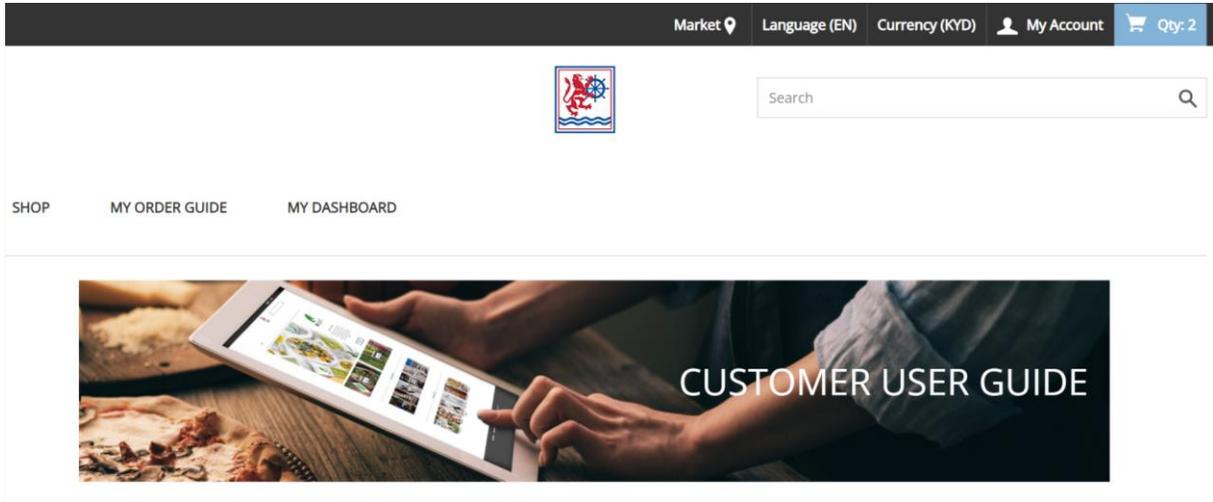
- Once the status of your order has changed from **“PENDING”** and begins **“PROCESSING”** you will be notified.

You will also be able to **“VIEW DETAILS”** of your order should you need.

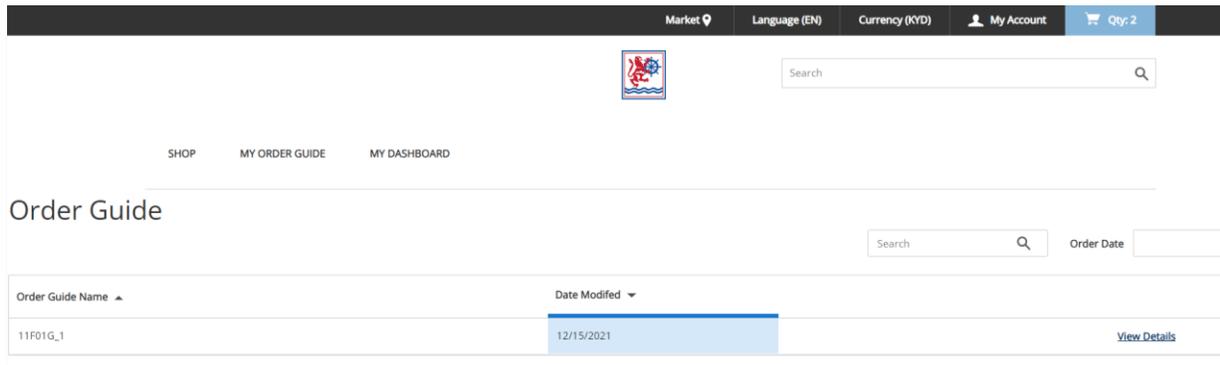


PLACING AN ORDER USING YOUR ONLINE ORDER GUIDE

- Once you have logged in go to **“MY ORDER GUIDE”** on your homepage dashboard.



- Click on **“VIEW DETAILS”** on the right of the screen.



- This will open with all the items on your **“ORDER GUIDE”**

Order Guide

11AG03_1 Created on December 14, 2021 at 6:13 PM

Notes ✎

[Load Recent Products](#) | [Add Product](#) | [Export](#) | [Delete Order](#)

Item Number ▲	Item Name ▲	Week					Price	Quantity	Notes	
		0	1	2	3	4				
100116		0	0	0	0	0	KYD7.36	<input type="text"/>	🔄	✕
101399		0	0	0	0	0	KYD7.05	<input type="text"/>	🔄	✕
251244		0	0	0	0	0	KYD129.60	<input type="text"/>	🔄	✕
251763		0	0	0	0	0	KYD46.01	<input type="text"/>	🔄	✕

Main Category: Chemicals | Item Group: CHEMICALS

ORDER SUMMARY

1 Total Products, 2 Total Quantity

ADD TO CART

DISTRIBUTORS LTD

Sales Department

- Enter the quantity for the item you need to order to the **“QUANTITY COLUMN”**. Keep entering for all the items that you need to order.

Order Guide

11AG03_1

Created on December 14, 2021 at 6:13 PM

Notes

ORDER SUMMARY

1 Total Products, 2 Total Quantity

[ADD TO CART](#)

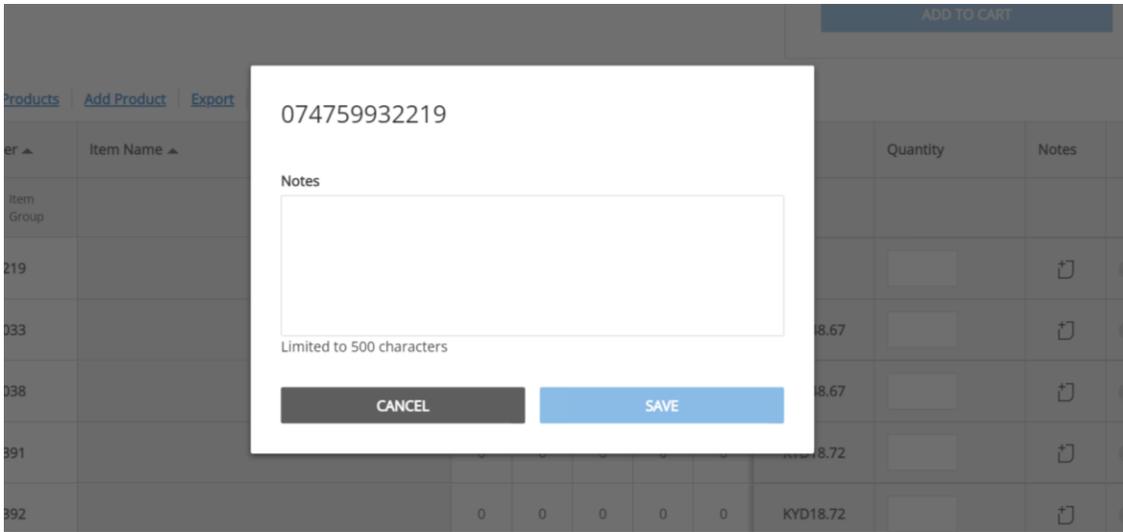
[Load Recent Products](#) | [Add Product](#) | [Export](#) | [Delete Order](#)

Item Number ▲	Item Name ▲	Week					Price	Quantity	Notes	
		0	1	2	3	4				
Main Category	Item Group									
100116		0	0	0	0	0	KYD7.36	<input type="text"/>		
101399		0	0	0	0	0	KYD7.05	<input type="text"/>		
251244		0	0	0	0	0	KYD129.60	<input type="text"/>		
251763		0	0	0	0	0	KYD46.01	<input type="text"/>		
Main Category Chemicals	Item Group CHEMICALS									
210904	SOAP DISH PALMOLIVE 1GL/4	0	0	0	0	0	KYD80.14 / Case	<input type="text" value="2"/>		
Main Category Dairy	Item Group DAIRY									

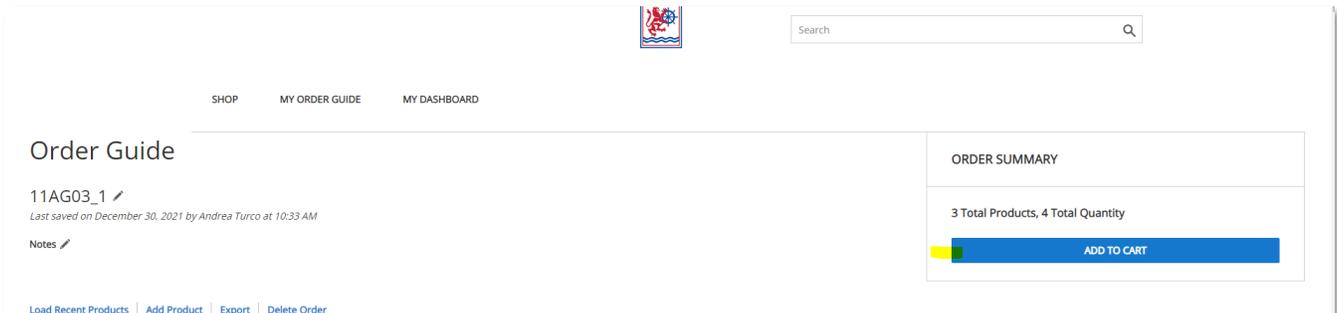
- To add a note to your order item, for example if it is a **“MEAT”** item and you will need to indicate the cut size or any other note for that item click on the **“PLUS”** under Notes Column for that Item.

Item Number ▲	Item Name ▲	Week					Price	Quantity	Notes	
		0	1	2	3	4				
Main Category	Item Group									
100116		0	0	0	0	0	KYD7.36	<input type="text"/>		
101399		0	0	0	0	0	KYD7.05	<input type="text"/>		
251244		0	0	0	0	0	KYD129.60	<input type="text"/>		
251763		0	0	0	0	0	KYD46.01	<input type="text"/>		
Main Category Chemicals	Item Group CHEMICALS									
210904	SOAP DISH PALMOLIVE 1GL/4	0	0	0	0	0	KYD80.14 / Case	<input type="text" value="2"/>		

- Once you click on the **“PLUS”** the below screen would appear. Add the details and notes needed for that Item and then click on **“SAVE”**. The Note is now added for that item.



- When you have completed entering the "QUANTITY" you will click "**ADD TO CART**" in the "**ORDER SUMMARY**"



ADDITIONAL FEATURES ON YOUR ORDER GUIDE

Order Guide

11AG03_1 

Last saved on December 30, 2021 by Andrea Turco at 10:33 AM

Notes 

[Load Recent Products](#) | [Add Product](#) | [Export](#) | [Delete Order](#)

“NOTES”

- Add additional comments or “NOTES” for the Order. For example, you can enter your PO Number or any delivery location details or timing of deliveries etc.
- To enter a “NOTE” click on the “PEN SIGN” on the “NOTE”.
- Add your comments and click on “**SAVE**”.

Order Guide

11AG03_1 

Last saved on December 30, 2021 by Andrea Turco at 10:33 AM

Notes

PO No 123654789. Please call before Delivering. |

452 characters remaining

CANCEL **SAVE**

“LOAD RECENT PRODUCTS”

- This feature is used to reset your order guide.
- Your order history can be representative of up to maximum 6 months (recommended to use 6 months).
- If select this and update you would only see items purchased by you in the past six months or the month you have selected, and all the other items will be deleted from your order guide.
- To reset click on “LOAD RECENT ORDERS” and select the “MONTH” and Click On “CONTINUE”.

Order Guide

The order guide will be replaced with products from the order history. Please enter a duration.

Number of months: 5

CANCEL CONTINUE

“ADD PRODUCT”

- The feature allows you add an item here if the item does not exist on the order guide.
- To add an item, click on “**ADD PRODUCTS**”

Add Product

Item Number 20010d ITEM #

Notes

BLEACH 1GL/6
Item number: 200100

CANCEL ADD

- Enter the item code number and click on **“ADD”**. Note: The item can be added only using an item code number.
- The Item is now added to your Order Guide.

Item Number ▲		Item Name ▲
Main Category Chemicals	Item Group CHEMICALS	
200100		BLEACH 1GL/6

“EXPORT”

- The Order guide can be exported to Excel.
- To Export the Order Guide, click on “EXPORT” select the Location for the file and **“SAVE”**.

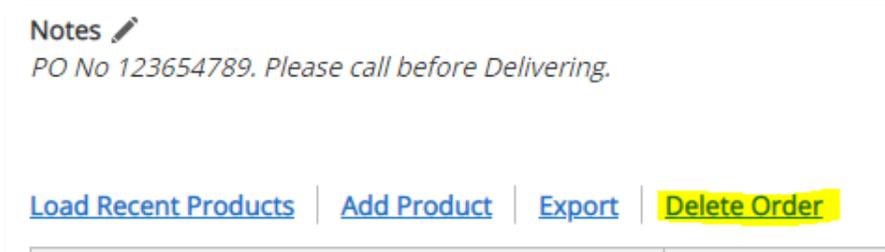
Notes 

PO No 123654789. Please call before Delivering.

[Load Recent Products](#) |
 [Add Product](#) |
 [Export](#) |
 [Delete Order](#)

“DELETE ORDER”

- This Feature Deletes the Order Guide.
- Note: Please **DO NOT** use this feature unless you are sure to delete your whole order guide items. Once you delete there would then be no order guide and you will have to place the order through regular search option from your home screen by searching for the item one by one.
- Click On **“DELETE ORDER”**.



Now Click **“DELETE”**



NOTE: WHEN PLACING A FRESH MEAT ORDER

- Click on **'ADD NOTES'** link as highlighted below for each fresh meat item. **Note:** this can only be selected for **Fresh Meat** not Frozen.

Shopping Cart

Autosaved on December 30, 2021 at 1:27 PM

[Add Notes](#)

[Clear Cart](#) [Save Items As Template](#)

<input type="checkbox"/>	PRODUCT	QUANTITY	TOTAL
<input type="checkbox"/>	 BEEF RIB EYE B/I CAB 16# NR 16LB/1 Item number: 101490 KYD1 .74 / Pound/s Add Notes	20.00	KYD · 4.80
<input type="checkbox"/>	 BEEF STEAK RIB EYE B/I CAB FR Item number: 110504 KYD2 .91 / Pound/s Add Notes	15.00	KYD · 8.65

Add your Notes and click the **"SAVE"** button. The comment or instruction is now saved and will be viewed by the PDL Meat Shop to make adjustment per your specifications. Continue shopping or to check out.

<input type="checkbox"/>	PRODUCT	QUANTITY	TOTAL
<input type="checkbox"/>	 BEEF RIB EYE B/I CAB 16# NR 16LB/1 Item number: 101490 KYD1 .74 / Pound/s Notes <input type="text" value="Cut Size 4 Oz"/> 484 characters remaining	20.00	KYD 4.80