

How to Order Online using the Website

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FIRST: Go to **Orders.indyfruit.com**

1. Enter your Indy Fruit Customer number under the ID
2. Enter your Indy Fruit Customer number under the password
3. Click on Place an Order at the top of the screen

4. Click Start an Order

5. Receiving date will automatically populate to next delivery date

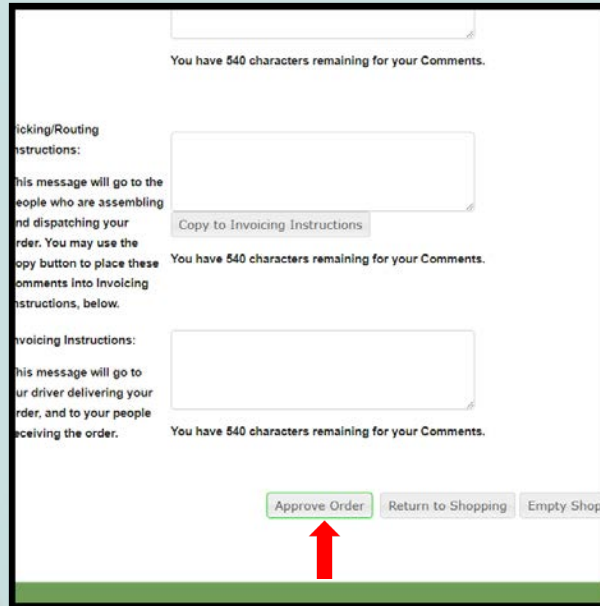
6. Type in the amount of cases you need for delivery two weeks out then hit submit

7. Hit Checkout

(continued on next page)

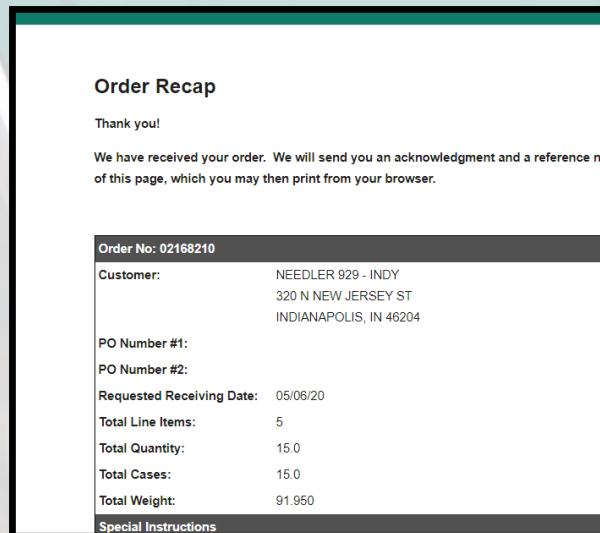
Website Ordering (cont.)

8. Hit Approve Order at the bottom of the page



This screenshot shows the 'Approve Order' screen. At the top, there is a text box for comments with the message 'You have 540 characters remaining for your Comments.' Below this, there are two sections for instructions. The first section, 'Picking/Routing Instructions:', has a text box and a 'Copy to Invoicing Instructions' button. The second section, 'Invoicing Instructions:', also has a text box and a 'Copy to Invoicing Instructions' button. At the bottom, there are three buttons: 'Approve Order' (highlighted with a red arrow), 'Return to Shopping', and 'Empty Shop'.

9. If you successfully submitted your order you will see the following screen.



This screenshot shows the 'Order Recap' screen. It includes a 'Thank you!' message and a confirmation message: 'We have received your order. We will send you an acknowledgment and a reference number of this page, which you may then print from your browser.' Below this is a table with order details.

Order No: 02168210	
Customer:	NEEDLER 929 - INDY 320 N NEW JERSEY ST INDIANAPOLIS, IN 46204
PO Number #1:	
PO Number #2:	
Requested Receiving Date:	05/06/20
Total Line Items:	5
Total Quantity:	15.0
Total Cases:	15.0
Total Weight:	91.950
Special Instructions	

FINISHED! Continue reading for mobile ordering app procedures in the following column.

How to Order Online using the Mobile App

FIRST: Install Indy Fruit Mobile Ordering App.

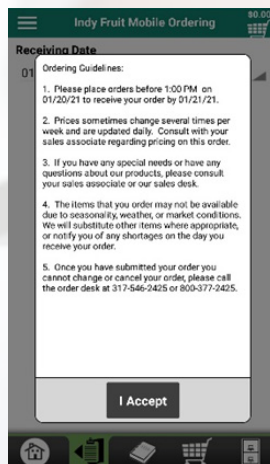
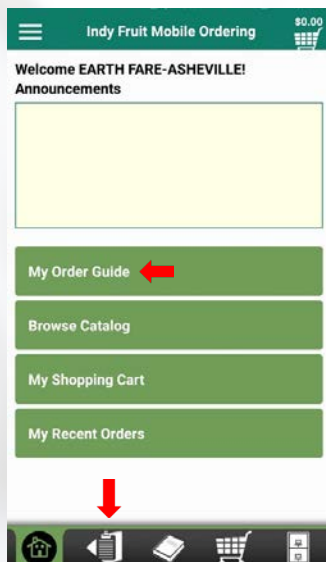


Download on the Google Play for Android devices or the App Store for Apple devices.

1. Enter your Indy Fruit Customer number under the ID
2. Enter your Indy Fruit password
3. Select Log In

A screenshot of the "My Settings" screen in the app. It shows the version "Version 1.7.1" and fields for "Account ID:" (with "231932" entered) and "Password:". Red arrows point to the "Log In" button and the "Send My Password" button. A red arrow also points to the "Account ID" field.

4. Select My Order Guide from options listed on the Home Screen or by selecting the clipboard symbol located at bottom of screen. Hit Accept.



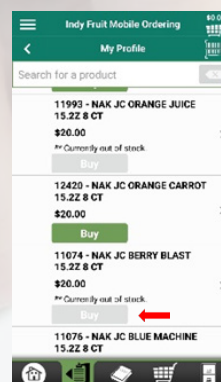
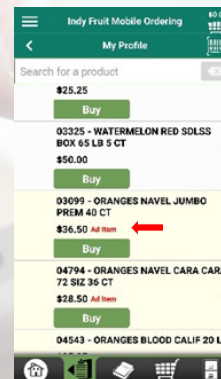
5. Receiving date will automatically populate to next delivery date. Use pulldown to select a later date if needed. Hit Submit.

A screenshot of the "Receiving Date" screen. It shows a pulldown menu with "01/15/2021 (Friday)" selected. A red arrow points to the "Submit" button.

Ordering:

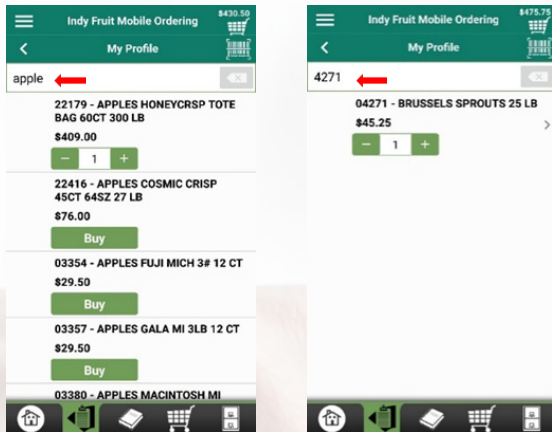
6. Hit Buy and use the + - to select the amount of cases you need of each item for delivery.

NOTE: Ad items are highlighted and marked. Items that are not in stock are grayed and marked.

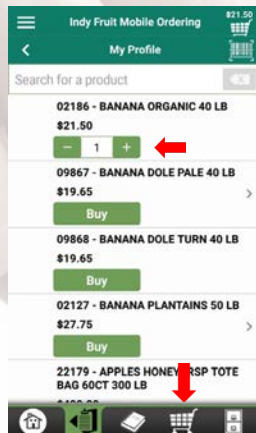


Mobile App Ordering (cont.)

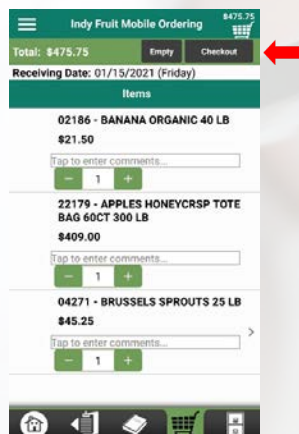
7. You can search for specific product by entering a key word or the item # in the search box.



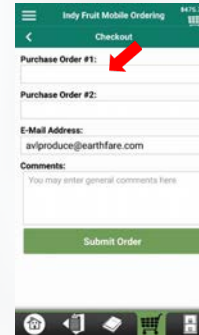
8. Once you have all items entered select the shopping cart located at the top and bottom of your screen.



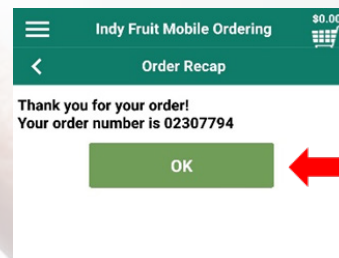
9. Hit Checkout once you are done confirming your order date and selections.



10. Enter PO# if needed and hit Submit Order at the bottom of the page to complete your order.



11. If you successfully submitted your order you will see your order number on the screen.
Hit OK. You're done!



*You can view past orders by selecting the Filing Cabinet icon at the bottom of the screen.

