### How to Order Online using the Website

BY: BRIAN TRUAX, VICE PRESIDENT OF BUSINESS DEVELOPMENT

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

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) Amazon	e chm cook-up	Add Prospi	ect.	notes = Film 9 Freshie	een Chivi Miay 🖉 ind
					Prod
			Customer ID:	(	Riesee e
		=	Customer ID: Password:	[	Please e
		=	Customer ID: Password:	Forgot your password?	Please er
		=	Customer ID: Password:	Forgot your password?	Please e If you are

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

Order Entry	
Order Endy	
Please pick the date on whic	h you would like to receive your order.
Receiving Date:	Wednes 7, 04/15/20 •
	correct control in
	Cubroit

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

Page 1 of										
Profile Item										
tern #	Description	UPC PL	U Pr		Order	Pack	Retail Ony	Retail Unit	Retail Price	Margi
22454	HF MEATLOAF BALSAMCO 2 CT Mitter	854765007824	82	1.48	3	0		EA	\$19.99	28.76
22455	HF CREAMEST MUSHROOM RAVIOLI 2 CT	854765007831	52	1 50	3	0	3	EA	\$17.99	33.57
22458	HE SIRLOIN SHERRY SHALLOT 2 CT Artes	854765007915	53	00	3	0	3	EA	\$19.99	22.40
72458	HE DRSPY HOT HONEY CHOKEN 2 CT Artes	854765007848	52	48	3	0	1	EA	\$19.99	28.70
22213	HE MUST PEPPERCORN STEAK 2 CT MIL	854765007688	81	00	3	0		EA	\$19.99	22.40
	Submit D	ack To Top Trinsty Sheep	ing Cart							

#### 7. Hit Checkout

Order			
irt			
view your ord <mark>er p</mark> rior to si heck out.	ubmission. You may change quantities	and delete items that you no	longer wish to order. Once your selections an

(continued on next page)

## Website Ordering (cont.)

8. Hit Approve Order at the bottom of the page

	You have 540 characters remaining for your Comments.	
icking/Routing		
his message will go to the		
eople who are assembling nd dispatching your	Copy to Invoicing Instructions	
rder. You may use the opy button to place these omments into invoicing instructions, below.	You have 540 characters remaining for your Comments.	
voicing Instructions:		
his message will go to ur driver delivering your		
rder, and to your people aceiving the order.	You have 540 characters remaining for your Comments.	
	Approve Order Return to Shopping	Empty Sho
	<b>T</b>	

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

Order Recap	
Thank you!	
We have received your order of this page, which you may	. We will send you an acknowledgment and a reference n then print from your browser.
Order No: 02168210	
Customer:	NEEDLER 929 - INDY
	320 N NEW JERSEY ST
	INDIANAPOLIS, IN 46204
PO Number #1	
FO Number #1.	
PO Number #1: PO Number #2:	
PO Number #1: PO Number #2: Requested Receiving Date:	05/06/20
PO Number #1. PO Number #2: Requested Receiving Date: Total Line Items:	05/06/20 5
PO Number #1. PO Number #2: Requested Receiving Date: Total Line Items: Total Quantity:	05/06/20 5 15.0
PO Number #1: PO Number #2: Requested Receiving Date: Total Line Items: Total Quantity: Total Cases:	05/06/20 5 15.0 15.0



*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



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.



#### **Ordering:**

marked.

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



# 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



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

Purchase 0	Vider #1:	
	<b>_</b>	
Purchase 0	)rder #2:	
E-Mail Add	ress:	
avlprodu	ce@earthfare.com	
Comments		
You may	enter general comments liere	
	Submit 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.

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

Iotal: \$475.75 Empty	Checkout
eceiving Date: 01/15/2021 (Friday)	
Items	
02186 - BANANA ORGANIO	40 LB
\$21.50	
Tap to enter comments	
- 1 +	
22179 - APPLES HONEYCR BAG 60CT 300 LB \$409.00	SP TOTE
Tap to enter comments	
- 1 +	
04271 - BRUSSELS SPROU \$45.25	T\$ 25 LB
Tap to enter comments	

