How to log in:

1. Go to https://myorders.syracusebanana.com

- alteration train	and states and the state
Login	
Email	
Password	
	Remember me?
	Log in Forgot your password?

2. If you have forgotten your password, use the "Forgot your password?" link on the login page:

← → C ① https://myorders.	gradusébanana.com
Syracuse Bana	na ouders help
Login	
Email	
Password	
	Remember me?
	Log in (Farget your password?)
Copyright © 2016 -	Syracuse Banana Company Inc.

• Enter your email address and click the "**Submit**" button, and we will send you a link that you can use to re-set your password:

Syracuse Banana	Orders Help
Forgot your p	bassword?
Enter your email, and	we will send you a link that you can use to re-set your password.
Email	Submit

How to place a new order:

1. Click the "Place New Order" button

yracuse Ba	inana Orden							Please Field C	
ecent Orde	rs								
rom		1	6		.5	learch.			
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nvoice #									
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ow 10	• entries			C	Place New Ord				
w 10 1	entries Customer ID		Invoic	• * 15	Defice New Ord	Status	1F	Last Updated	
w 10 ·	entries Customer ID TEST	i	Invoic	e# [5	Date () 10/7/2015	Status Complete	19	Last Updated 10/9/2016 7:59:44 AM	Print
DW 10 1	entries Customer ID TEST TEST	n	Invoic	•• 15 1171 1170	Date () Date () 10/7/2016	Status Complete Complete	19	Last Updated 10/9/2016 7:59:44 AM 10/6/2016 3:20:27 PM	Print

2. Your account may be linked to multiple Customers if, for instance, you enter the Orders for more than one store or location. You can select from among those Customers in the Customer Code dropdown box:

	PO#	
m		
	Ē	

3. If the Order Date is not the date that you would like your Order to be delivered, you change it here:

Syracuse Banana Ordens Help	Heto Test User Log of
New Order	
Customer Code	Order Date PO #
TEST - TEST CUSTOMER	• (10/10/2016 III)
	Cancel Next

4. If you need to associate a Purchase Order number with your Order, enter it in the PO # field:

Syracuse Banana Orders	Help				
New Order					
Customer Code		Order Date	PC	*	
TEST - TEST CUSTOMER	•	10/10/2015]
			×	Cance	1 Next

5. Click Next to continue:

Syracuse Banana Ordens Help		Helto Test User Log off
New Order		
Customer Code	Order Date	PO #
TEST - TEST CUSTOMER .	10/10/2016	
		Gancer

- 6. For each Item you would like to be delivered do the following:
 - Select the "Pricing & Pack/Size" of the item:

Syracuse Ba	anian	a Order	г нар				14	ello Test Uner — Log off
Order [Det	ails						
Detais (Order	Guide						
Price Sheet	ţ			1	H taxe thanges	🛱 Undo Changeis	Return to Orders List	X Delete this Order
	Sean	ch For	Search by Product Name				Vegetables.	Search
Show Alt	• en	tries	Showing 1 to	109 of 109 entries	date Order & Check Ou			Previous 1 Next
iD	11	Product		ф 11 Туре Д.	Pricing & Pack/Si		Quantity	Selected Item
ALFAL3		ALFALFA S	PROUT	Vegetables		•		
ANISEE		ANESE		Vegetables		•		
ARUGUL		ARUGULA		Vegetables		*		
ASPARU		ASPARAGI	15	Vegetables		•		
BEANSP		BEAN SPR	outs	Vegetables		•		
BNSGRN		BEANS-(SN	RPPED)	Vegetables	CASE 5 LBS (\$7 HALF 2 LBS (\$5	35) 33)		
BOKCHY		BOK CHOY	%	Vegetables	LOOSE 1 CT (\$1 POUND 1 LB (\$1	(\$3.46) 75) 75)		
BD1814		8000000		Vanatatilas			10	

• Enter the "Quantity" of the item. Note that "Selected Item" is checked for you:

Syracuse Bana	na Ordens Help			#	ieks Tisli User Log off
Order De	tails				
Details Ora	er Guide				
Price Sheet			H Save Changes S Undo Chan	ges 🛛 🔗 Return to Orders List	X Delete this Order
Se	arch For Search by Produc	l Name		Vegetables •	Search
Show All •	entries Showi	ng 1 to 109 of 109 entries	idale Order & Check Out		Previous 1 Next
10 11	Product	і 1 Туре 1	Pricing & Pack/Size	Quantity	Selected Item
ALFAL3	ALFALFA SPROUT	Vegetables		•	
ANISEE	ANRSE	Vegetables		•	
ARUGUL	ARUGULA	Vegetables		•	
ASPARU	ASPARAGUS	Vegetables		. (
BEANSP	BEAN SPROUTS	Vegetables	HALF 2 LBS (55 43)	• 12	
					Martin Call

- Repeat step 2 for each Item you want delivered.
- At any point, you can Save your Order by clicking the Save Changes button:

Syracus	e Banana 🛛 Oi	Gers Hitlp			144	the Test User Log off
Orde	er Details					
Details	Order Guide					
Price S	heet			H Save Changes	Return to Orders List	× Delete this Order
	Search For	Bearch by Product Name			Vegetables •	Search
Done 1	and a performan		a Upd	ale Order & Check Out		
SIGN #	enuica.	Ishawing 1 to 109 of	109 entries			Previous T Next
ID	1). Produ	ct	Type 1	Pricing & Pack/Size	Quantity	Selected
ALFALS	ÁL FAL F	A SPROUT 1	Menetables		The second se	

7. If you have any notes, include them in the "additional items or notes" field located at the bottom of the list:

WCRESS	WATER CRESS	Vegetables	•	
YAMSAA	YAMS	Vegetables	•	
Show All • Enter any addition	entries Showt onal items or notes here:	ng 1 to 109 of 109 entries		Previous 1 Next
1000 characters	remaining			

Update Order & Check Out

8. Once all items (and any notes) have been added to the order, click "**Update Order & Check Out**" button located at the top and bottom of the item list.



9. You will be re-directed to the "Order Confirmation" page where you can review all the items that you have selected to be delivered, as well as get a total for the order.

	O Add More Ite	ms Ø Can	cel Order			✓ Check O
roduct	Price	Unit	Quantity		Total	
NISE 1 CT	\$2.50	LOOSE	3.00	O Update Qty	\$7.50	B Remove
SPARAGUS 11 LBS	\$28.75	CASE	2.00	O Update Qty	\$57.50	1 Remove
EAN SPROUTS 2 LBS	\$5.40	HALF	12.00	O Update Qty	\$65.10	1 Remove
IOK CHOY 1 CT	\$2.50	LOOSE	4.00	O Update Qty	\$10.00	TRemove
		Total			\$140.10	

10. If you want to add more items to the order, click the "Add More Items" button to be re-directed back to the "Order Guide" page.

Syracuse Banana Croters H	φ.					Hello Tinit User	Log of
Order Confirm	Add More Re	erns. O Can	cel Order			✔ Che	ck Out
Froduct	Price	Unit	Quantity		Total		
ANISE 1 CT	\$2.50	LOOSE	3.00	O Update Qty	\$7.50	a Remov	e
ASPARAGUS 11 LBS	\$28.75	CASE	2.00	O Update Oty	\$57.50	🟙 Remov	e l
BEAN SPROUTS 2 LBS	\$5.43	HALF	12.00	O Update Qtv	\$65.10	Remov	e

11. If you want to cancel Check Out, but still Complete the order later, click the "Cancel Order" button.

Please note: This will re-direct you back to the "Recent Orders" page, and the order will have a status of "Incomplete". Syracuse Banana will not process the order, leaving you the opportunity to go back into the order

at any time.

Syracuse Banana Orders Hel						Helo Test User Log of
Order Confirm		6				
Product	O Add More Item		Quantity		Totai	✓ Check Out
ANISE 1 CT	\$2.50	LOOSE	3.00	O Update Qty	\$7.50	E Remove
ASPARAGUS 11 LBS	\$28.75	CASE	2.00	O Update Qty	\$57.50	E Remove
BEAN SPROUTS 2 LBS	\$5,43	HALF	12.00	O Update Qtv	\$65.10	Bemove

12. If you want to change the "Quantity" of an item, click the "Update Quantity" button for that item:

Syracuse Banaria Orders H	eip .				Hello Tinit User Log off
Order Confirm					
	Add More Rems	O Cancel C	rder		✓ Check Out
Product	Price U	Jnit	Quantity	Total	
ANISE 1 CT	\$2.50 L	OOSE	3.00 O Update Qty	\$7.50	Remove
ASPARAGUS 11 LBS	\$28.75 (ASE	2.00 O Update Oty	\$57.50	🗴 Remove
BEAN SPROUTS 2 LBS	\$5.43	IALF	12:00 O Update Qtv	\$65.10	I Remove

Then enter the new Quantity and click the Save button:

ANISE I UI	32.00	LOUSE	3.00 O Update Oty	\$1.00	Remove
ASPARAGUS 11 LBS	\$28.75	CASE (31: Save @ Cancel	\$57.50	E Remove
BEAN SPROUTS 2 LBS	\$5.43	HALF	12.00 Divitate Oty	\$65.10	P Demove

(please note that if change the Quantity to zero, the item will be removed)

13. If you wish to remove an item, click the "Remove" button for that item. You will be prompted to confirm the removal: click the OK button in the prompt to remove the item.

Syracuse Banana Ceders							Log off
Order Confirm							
	O Add More Ite	ms O Can	cel Order			✔ Che	ck Out
Product	Price	Unit	Quantity		Total		
ANISE 1 CT	\$2.50	LOOSE	3.00	O Update Qty	\$7.50	Remov	
ASPARAGUS 11 LBS	\$28.75	CASE	1 242	la conservation de la conservation	\$86.25	Contraction of the	

14. Once you have reviewed your order, and made all changes or corrections, click either of the "Check out" buttons to submit your order for processing.

	O Add More Ite	ms O Car	icel Order		(✓ Check Out
Product	Price	Unit	Quantity		Total	
ASPARACIUS 11 LBS	\$28.75	CASE	3.00	O Update Qty	\$86.25	E Remove
BEAN SPROUTS 2 LBS	\$5.43	HALF	12.00	O Update Qty	\$65.10	Remove
BOK CHOY 1 CT	\$2:50	LOOSE	4.00	O Update Oty	\$10.00	Remove:
		Total			\$161.35	

15. You will then be re-directed back to the "Recent Orders" page, where you can see that the new order has been Submitted.

Syracuse Banana Cirdeis								
Recent Orders From		То			Search			
				I	Clear	1		
Invoice #								
				O Place M	kew Order			
ihow 10 • entries								
	Custom	er ID	1P	Involce # 15	Date 🞼	Status (†	Last Updated	_
View / Change	TEST			1172	10/10/2016	Submitted	10/9/2016 9:46:33 AM	Print
View	TEST			1171	10/7/2016	Complete	10/9/2016 7:59:44 AM	Print
View	TEST			1170	10/3/2016	Complete	10/6/2016 3 20:27 PM	Print
Mew	TEST			1161	10/1/2016	Complete	10/4/2016 10:40:15 AM	Print
howing 1 to 4 of 4 entries							Previous	1 Next

How to edit an order:

Please note, once an order has changed to In Process by Syracuse Banana, it can no longer be edited on the website. Contact Syracuse Banana for further assistance at: 1-888-54Banana

1. Click the "Change" button for the order that you wish to modify

Syracuse Banana Ordens						Hello Test Use	
Recent Orders From		то	m	Search			
Invoice #			- Add	Cical			
Show to + entries			O Place N	lew Order			
	Custor	ner ID (§	invoice # 👔	Date 15	Status ()	Last Updated	
Mew Change	TEST		1172	10/10/2016	Submitted	10/9/2016 9:46:33 AM	Print
Vew	TEST		1171	10/7/2016	Complete	10/9/2016 7:59:44 AM	Print
View	TEST		1170	10/3/2016	Complete	10/6/2016 3:20:27 PM	Print
Vew	TEST		1161	10/1/2016	Complete	10/4/2016 10:40:15 AM	Print
Showing 1 to 4 of 4 entries						Previous	1. Next

- 2. A message box will alert you that editing a Submitted order will change its status. Click OK to continue to the Order Guide.
- 3. If You wish to add another Item to the order:
 - Select the "Pricing & Pack/Size" of the item

Syracuse	Bariar	ia Ordeni He	iji						ielio Test USA	tr Logitt
Order	Det	ails								
Details	Order	Guide								
Price Sh	eet				H fare Charges	C Undo Changes	Ø Return to	Orders List	X Deiete	this Order
	Sear	ch For Search	by Product Name				Vegetables		Search	
ю	т. П	Product	0	Type II	Pricing & Pack/S	lizo	Quantity			Selected Item
ALFALS		ALFALFA SPROUT		Vegetables						
ANISEE		ANISE		Vegetables	CASE 1 3# (57)	85) 2770))			
ARUGUL		ARLIGULA		Vegetables	0					
ACONDI		ACOADACHIC 14		Variabilities.						

• Enter the "Quantity" of the item. Note that "Selected Item" is checked for you:

ID	 Product	 Туре Ц	Pricing & Pack/Size	Quantity	Selected
ALFAL3	ALFALFA SPROUT	Vegetables	LOOSE 1.CT (\$2.70)	• (1	
ANISEE	ANESE	Vegetables			

- Repeat step 4 for each Item you want to add.
- At any point, you can Save your Order by clicking the Save Changes button:

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Order	Deta	ails						
Details	Order (Suide						
Price Sh	eet				H Save Changes Clindo Changes	Return to Orders List	× Delete the	s Order
	Searc	h For Bearch by P	roduct Name			Vegetables •	Search	
				🐨 Upda	tle Order & Check Out			
Show All	* ent	ries	Showing 1 to 109 of	109 entries			Previous 1	Ner
ID	n.	Product	1	Type 1	Pricing & Pack/Size	Quantity	5	elected Item
ALEALS		ALEALEA SPROUT 1		Venetables		Care .	1 1	

4. If you wish to remove an item from the order:

• Uncheck the "Selected Item" column

	na (loideni (Help)					
Order De	tails					
Details Orde	er Guide					
Price Sheet			H Bave Changes Clindo Cl	hanges	Return to Orders List	× Delete this Order
Ser	search For Search by Product N	burse			/egetables •	Search
Show Al • r	entries Showing	T to 109 of 109 entries	ate Order & Check Out			Previous 1 Nex
	Braduet	True 1	Delaine & Dashiftan		Ourantitu	Selected
ID II ALFALS	Product ALFALFA SPROUT 1	Type 11	Pricing & Pack/Size		Quantity	Selected
ID 11 ALFAL3 ANISEE	Product ALFALFA SPROUT 1 ANISE	Type 11 Vegetables Vegetables	Pricing & Pack/Size	•	Quantity	Selected Item
ID II ALFAL3 ANISEE ARUGUL	Product ALFALFA SPROUT 1 ANISE ARUGULA	Type It type It vegetables vegetables vegetables vegetables	Pricing & Pack/Size	•	Quantity	Selected item
ID II ALFAL3 ANISEE ARUGUL ASPARU	Product ALFALFA SPROUT 1 ANISE ARUGULA ASPARAGUS 11	Type 11 Vegetables Vegetables Vegetables Vegetables	Pricing & Pack/Size	•	Quantity 1.00 3.00	Selected Item
ID II ALFALS ANISEE ARUGUL ASPARU BEANSP	Product ALFALFA SPROUT 1 ANISE ARUGULA ASPARAGUS 11 BEAN SPROUTS 2	Type I Type I Vegetables Vegetables Vegetables Vegetables Vegetables Vegetables Vegetables Vegetables	Pricing & Pack/Size LOOSE 1 CT (\$2,70) CASE 11 LBS (528.75) HALF 2 LBS (\$5.43)	•	Quantity 1.00 3.00 12.00	Selected Item

- Repeat step 5 for each item you want removed
- 5. If you wish to change the "Quantity" of an item, just type the new value in the "Quantity" field.

bow All	entries	Showing 1 to 109 of 109 entries			Previous 1 Next
D	1. Product	е 11 Туре	Pricing & Pack/Size	Quantity	Selected Item
ALFAL3	ALFALFA SPROUT 1	Vegetables	LOOSE 1 CT (\$2.70)	•	×
ANISEE	ANISE	Vegetables	1	*	
ARUGUL	ARUGULA	Vegetables		•)	
ASPARU	ASPARAGUS 11	Vegetables	CASE 11 LBS (\$28.75)	• 4	
BEANSP	BEAN SPROUTS	Vegetables	s 17		

6. Once all changes to the order have been made, click the "Update Order & Check Out" button located at the top or bottom of the item list

Syracuse Banar	na Ordern Heltp					Jher Log off
Order Det	tails rouide					
Price Sheet	_		Save Changes C Undo Change	s. Q	Return to Orders List X Del	ele this Order
Sea	Search by Product Name			Veg	etables • Search	1
Show All • e	ntries Showing 1 to 109 of	f 109 entries	ite Order & Check Out		Previous	1 Next
10 IL	Product	Type Ji	Pricing & Pack/Size		Quantity	Selected
ALFAL3	ALFALFA SPROUT 1	Vegetables	LOOSE 1 CT (\$2.70)	•	1.00	 Image: A second s
ANISEE	ANISE	Vegetables		•		
ARUGUL	ARUGULA	Vegetables				
ASPARU	ASPARAGUS 11	Vegetables	CASE 11 LBS (\$28.75)	•	4	V
BEANSP	BEAN SPROUTS	Vegetables		,		
BNSGRN	BEANS-(SNIPPED)	Vegetables		1		
BOKCHY	BOK CHOY 1	Vegetables	LOOSE 1 CT (\$2 50)		4.00	

- 7. You will be re-directed to the "**Order Confirmation**" page where you can review all the items that you have selected to be delivered, as well as get a total for the order.
- 8. Once you have reviewed your order, and made all changes or corrections, click the "Check Out" button to submit your order for processing.

	O Add More Item	is 🖉 Cano	et Order		(Check Ou
roduct	Price	Unit	Quantity		Total	
LFALFA SPROUT 1 CT	\$2.70	LOOSE	1.00	O Update Oty	\$2.70	B Remove
SPARAGUS 11 LBS	\$28.75	CASE	4.00	O Update Qty	\$115.00	Remove
OK CHOY 1 CT	52.50	LOOSE	4.00	O Update Oty	\$10.00	Remove
		Total			\$127.70	

9. You will then be re-directed back to the "Recent Orders" page, which shows you that the order has been Submitted.

ent Orders							
m		То		Search			
	m		m	Clear			
sice #							
			O Place	New Order			
10 + entries			O Place	New Order			
10 • entries	Custor	ner ID (1	O Place	New Order Date (†	Status 1	Last Updated	
10 • entries	Custom	ner ID	Place Invoice # 15 1172	Date	Status († Submitted	Last Updated 10/9/2016 12:12:20 PM	Print
10 • entries	Custom TEST TEST	ner ID I I	Place Invoice # 15 1172 1171	Date f 10/10/2016 10/7/2016	Status († Submitted Complete	Last Updated 10/9/2016 12:12:20 PM 10/9/2016 7:59:44 AM	Print
10 • entries Mew / Change Mew Mew	Custom TEST TEST TEST	ner ID I f	Place Invoice # 15 1172 1171 1170	Date Date 10/10/2016 10/7/2016 10/3/2016	Status († Submitted Complete Complete	Last Updated 10/9/2016 12:12:20 PM 10/9/2016 7:59:44 AM 10/6/2016 3:20:27 PM	Print Print Print

How to re-order a previous order:

1. On the "Recent Orders" page click the "View" hyperlink for the order that you wish to re-order.

Syracuse Banana Order							
Recent Orders							
From		то		Search			
	圓		8	Clear	1		
Invoice #							
			O Place N	iéw Order			
Show 10 • entries							
	Custo	mer ID	invoice # 👔	Date 🗐	Status 💵	Last Updated	
Mew / Change	TEST		1172	10/10/2016	Submitted	10/9/2016 12:12:20 PM	Print
Mew	TEST		1171	10/7/2016	Complete	10/9/2016 7:59:44 AM	Print.
(Mew)	TEST		1170	10/3/2016	Complete	10/6/2016 3 20:27 PM	Print
Mew	TEST		1161	10/1/2016	Complete	10/4/2016 10:40:15 AM	Print
Showing 1 to 4 of 4 entries						Previous	1 Next

2. This will re-direct you to the "Order Details", click the "Reorder" button

Syracuse Bana	aha Orden Help				
Order De	etails				
				Ø Return to Orders	List + Reorder
	Cust ID# TEST	Created 10/2/2	016 3:18:38 PM		\smile
	Company TEST CUSTOMER	Created By tes	stuser@testmail.com		
	Order ID 1170	Updated 10/2/	2016 3:18:38 PM		
	Order Date 10/3/2016	Updated By sa	ales@syracusebanana.c	om	
ID	Product	Quantity	Unit	Unit Price	Total
DCHOCO	1/2 PTS. CHOCOLATE 1 CT	1.00	LOOSE	\$0.39	\$0.39
DCOTCH	COTTAGE CHEESE 1/5#	1.00	LOOSE	\$8.59	\$8.59
			Total		\$8.98

- 3. You will then be prompted to confirm the duplication of this order, click the "**Ok**" button to continue.
- 4. You will now re-directed to the Order Details of the new Order. A message saying "Order Copied to a new Order" will appear at the top of the page to notify you of the success.
- 5. Add/Remove products in the Order, or simply proceed using the "Update Order & Check Out" button to Confirm and Check Out the new Order as you normally would.

How to delete an order

Please note, once an order has been changed to In Process or Complete by Syracuse Banana it can no longer be deleted from the website. Contact Syracuse Banana for further assistance at: 1-888-54Banana

1. On the "**Recent Orders**" page, click the "**Change**" or "**View**" button of the order you want to delete. *If you want to delete a Submitted order, click the "Change" button and click OK in the message box. If you want to delete an Order that is Not Submitted, click the "View" button.*

Syracuse Banana Ordens						
Recent Orders						
From	То		Search			
	Ξ	8	Clear			
Invoice #						
	•					
		O Plant	New Order			
Show 10 + entries			COLOR MAN			
	Customer ID	Invoice # 15	Date (#	Status (‡	Last Updated	
Vew Clunge	TEST	1174	10/11/2016	Submitted	10/10/2016 12 29 11 PM	Print
Vew / Change	TEST	1172	10/10/2016	Submitted	10/9/2016 12:12:20 PM	Print
Mow	TEST	1171	10/7/2016	Complete	10/9/2016 7:59:44 AM	Print

2. Click "Delete this Order" hyperlink at the top of the item list.

Syracuse Bana	na Crider	s Help	1	kder st ubmille	atus changed lo 'Not 🛛 🕷		Helio Test Li	ur i	Logiof
Order De	tails		_						
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Price Sheet				E	R Saw Changes S Undo Ch	anges	Return to Orders List	të this	Order
543	irch For	Search by Product Name					• Search	1	
				Upda	ate Order & Check Out				
Show All + e	ntries	Showing 1 to 2	02 of 202 entr	ies:			Previous	1	Next
ю 1)	Product		Туре	*	Pricing & Pack/Size		Quantity	Se	lected Item
реносо	1/2 PTS. C	HOCOLATE 1	Dairy		LOOSE 1 CT (\$0.39)	•]	1.00		~
DCHOLA	GAL CHO	DOLATE MILK	Dairy				(i)		

- 3. You will then be prompted to confirm you want to delete this order, click "**OK**" to continue.
- 4. You will be re-directed back to "Recent Orders" page, to show you that your order has been deleted.