



ONLINE ORDERING INSTRUCTION GUIDE

March 2009

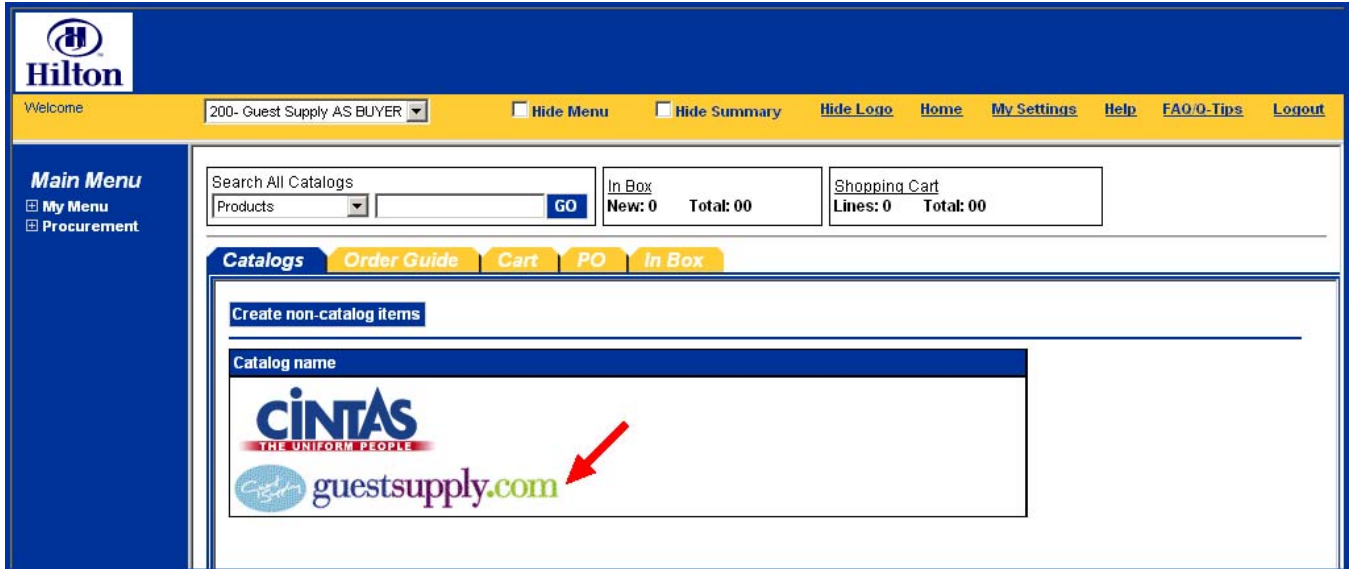
eCommerce Contact Information:

Monday through Friday, 8:30am – 5:00pm (EST)

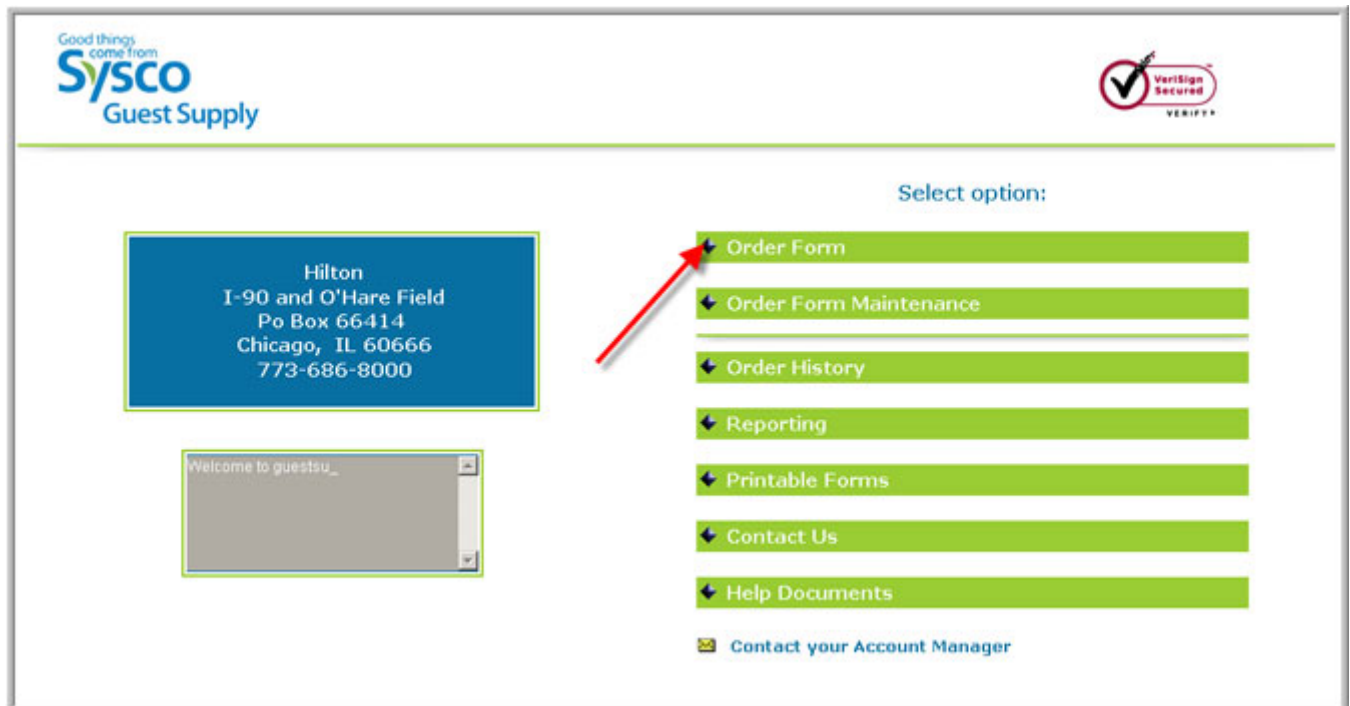
For technical support, please contact our eCommerce department at (800) 221-1457 X544 or email us at eService@guestsupply.com.

How Do I Place an Online Order?

1. From Birch Street, click on the Guest Supply link.



2. Click on "Order Form".



- You will now see a generated order form of products you have purchased over the last 10 months, sorted by category. Click on any description to view an image of the product, if available. You will also be able to see any current item status written under the product description if there is one.

The screenshot shows the Sysco Guest Supply order form. At the top left is the Sysco logo with the tagline "Good things come from Sysco Guest Supply". To the right, under "Bill to:", the address is listed as Hilton, I-90 and O'Hare Field Po Box 66414, Chicago, IL 60666, Phone: 773-686-8000. A "VeriSign Secured" logo is in the top right corner. The main table has columns for Item No, Catalog No, Description, Qty, Price, and a "CALC" button. The "Description" column is highlighted in green and contains the text "Personal Care Amenit". A red arrow points from the description of item 3, "Hilton La Source Cartridge Bottle Conditioner 190/CS", to a small image of the product. Below the image is an "Internet" icon.

Item No	Catalog No	Description	Qty	Price	CALC
Personal Care Amenit					
1	0016351	31421	Hilton La Source Cartridge Bottle Shampoo 190/CS		
2	0016353	31423	Hilton La Source Cartridge Bottle Lotion 190/CS		
3	0016352	31422	Hilton La Source Cartridge Bottle Conditioner 190/CS		
4	0015277	16484	Hilton La Source Moisturizing Soap 1.25 oz. Carton 300/CS		
5	0015278	16485	Hilton La Source Moisturizing Soap 1.75 oz. Carton 300/CS		
6	0015282	16489	Hilton La Source Sewing Kit Pre-Threaded Boxed 1000/CS		
7	0015489	31317	Hilton Stainless Steel Ice Bucket Tray 15/CS		

- Enter a quantity for every item you would like to order in the box provided. Click the "CALC" button to calculate the total price.

This screenshot shows the same order form as above, but with quantities entered in the "Qty" column. A red arrow points from the "CALC" button to the "Qty" column. A callout box with a black border contains the text "Enter quantities and click the CALC button to calculate your order." The "Description" column is highlighted in green and contains the text "Personal Care Amenities".


Item No	Catalog No	Description	Unit of Measure	Qty	Price	CALC
Personal Care Amenities						
1	0016351	31421	Hilton La Source Cartridge Bottle Shampoo 190/CS	CS	1	
2	0016353	31423	Hilton La Source Cartridge Bottle Lotion 190/CS	CS	2	
3	0016352	31422	Hilton La Source Cartridge Bottle Conditioner 190/CS	CS	3	
4	0015277	16484	Hilton La Source Moisturizing Soap 1.25 oz. Carton 300/CS	CS		
5	0015278	16485	Hilton La Source Moisturizing Soap 1.75 oz. Carton 300/CS	CS		
6	0015282	16489	Hilton La Source Sewing Kit Pre-Threaded Boxed 1000/CS	CS		
7	0015489	31317	Hilton Stainless Steel Ice Bucket Tray 15/CS	CS		

Click on the "Proceed with Order" button when your order is complete. You will now see a list of items you have ordered. At this point, you can select the "Back to Order" button to make any changes, or you can select the "Submit Order" button to process. You may also add additional items from the catalog, which will be explained later in this document.

Good things come from Sysco Guest Supply

Bill to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

Ship to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000



Item No	Catalog No	Description	Unit of Measure	Qty	Price	CALC
Please note, you must click the red "Submit Order" button at the bottom of this page to complete this order.						
Shipping from Local Warehouse						
1	0016351	31421	Hilton La Source Cartridge Bottle Shampoo 190/CS	CS	<input type="text" value="1"/>	
2	0016353	31423	Hilton La Source Cartridge Bottle Lotion 190/CS	CS	<input type="text" value="2"/>	
3	0016352	31422	Hilton La Source Cartridge Bottle Conditioner 190/CS	CS	<input type="text" value="3"/>	
4	006455	38004	Rubbermaid Maid Caddy Gray	EA	<input type="text" value="1"/>	
5	0000745	37961	Rubbermaid Super Stitch Blend General Purpose Mop Large White 1" Headband Looped End	EA	<input type="text" value="1"/>	
6	004110A	30062	Scrubber Sponge Scotch-Brite No. 74 Medium Duty 20/CS	CS	<input type="text" value="1"/>	
7	007885A	38114	Sprayer Head General Purpose - Fits 24 oz. or 32 oz. Bottle	EA	<input type="text" value="1"/>	
Shipping from Closest Guest Supply Warehouse, additional shipping time may apply						
8	0002123	44756	Rubbermaid Super Stitch Blend Mop Medium Green	EA	<input type="text" value="2"/>	
						TOTAL: \$334.37

[Back to Main Menu](#)

- Once you have completed your order, click the "Submit Order" button to return back to Birch Street to the PO tab and the newly created Purchase Order.

Catalogs Order Guide Cart **PO** In Box

All Last 30 Days PO's

Search Column: Supplier name

Search Text: guest supply punchou. Co

Page 1 of 1 / Rows 1-8 of 8 found

			PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
	Edit		00000000044444	New	No	Guest Supply Punchout	01/29/2009	01/29/2009	\$259.30	No
	Edit		00000000044399	Accepted by supplier	No	Guestroom Amenities Guest Supply Punchout	01/27/2009	02/02/2009	\$2,331.51	No
	Edit		00000000044394	Accepted by supplier	No	Guestroom Amenities Guest Supply Punchout	01/27/2009	01/30/2009	\$803.08	No

IMPORTANT - Once the PO has been created in Birch Street, you **must** "Submit" the order back to Guest Supply for the order to be processed by Guest Supply. The PO status will change from "New" to "Submitted to Supplier" or "Submitted for Approval" (only for those hotels using the electronic approval process).

Once Guest Supply has successfully received the submitted order from Birch Street, the PO status will change from "Submitted" to "Accepted by Supplier".

Catalogs Order Guide Cart **PO** In Box

All Last 30 Days PO's

First Previous Next Last Refresh

Search Column: Supplier name

Search Text: guest supply punchou GO

Page 1 of 1 / Rows 1-8 of 8 found

Submit	Buyer Contact	Supp Contact	Print / View / Edit	Print w/Details	Header Update	Notes
Attachment	History	Send Message	Budget Impact	Add to OG	Add to cart	Copy PO
Delete PO	Receiving History	Create items	PO Recall	Approval Details	Resubmit Apprv	Transfer
Add Add'l Info	Receive Confirm					

		PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
		000000000044444	New	No	Guest Supply Punchout	01/29/2009	01/29/2009	\$259.30	No
		000000000044399	Accepted by supplier	No	Guestroom Amenities Guest Supply Punchout	01/27/2009	02/02/2009	\$2,331.51	No
		000000000044394	Accepted by supplier	No	Guestroom Amenities Guest Supply Punchout	01/27/2009	01/30/2009	\$803.08	No

How Do I Add Items to My Current Online Order?

- From Birch Street, click on the Guest Supply link.

Hilton

Welcome 200- Guest Supply AS BUYER

Hide Menu Hide Summary Hide Logo Home My Settings Help FAQ/0-Tips Logout

Main Menu
My Menu
Procurement

Search All Catalogs
Products GO

In Box New: 0 Total: 00
Shopping Cart Lines: 0 Total: 00

Catalogs Order Guide Cart **PO** In Box

Create non-catalog items

Catalog name

guestsupply.com

- Click on "Order Form".

Good things come from Sysco Guest Supply

VeriSign Secured

Select option:

Hilton
I-90 and O'Hare Field
Po Box 66414
Chicago, IL 60666
773-686-8000

Welcome to guestsu_

- Order Form
- Order Form Maintenance
- Order History
- Reporting
- Printable Forms
- Contact Us
- Help Documents

Good things come from Sysco Guest Supply

Bill to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

https://www.guestsuppl...
Internet

VeriSign Secured

Item No	Catalog No	Description	Qty	Price	CALC
10	EM10	30070 Hilton Matches 20-Sticks per Matchbook 2500/CS			
11	0016296	31428 Hilton 3x3 Silver Notepad For Item # 31321 10000/CS			
12	0009098	Hilton Note Pad 3 1/2" x 7" 1000/CS			
13	0004614	Hilton Black Pen w/Silver Logo 500/CS			
14	0016254	Hilton Logoed Silver Twist Pen For SS Paper & Pen Holder 500/CS			
15	0015900	16754 Hilton 98mm Glass Cap 1000/CS			
16	0016152	17030 Hilton Wastebasket Liner SLx11.5Wx11.5H 24/CS <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	CS		
17	0016180	17025 Hilton Stainless Steel Condiments Tray 12/CS	CS		
18	0017768	10021 Serenity Collection Wastebasket 9.5 Qt 6/CS <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	CS		

Item Status

9. Scroll down to the bottom of this page and click on "Add More Items From Catalog" button.

Good things come from Sysco Guest Supply

Bill to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

Ship to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

Item No	Catalog No	Description	Unit of Measure	Qty	P
01	000710	30122 Polishing Floor Pads 17" White 5/CS	CS		
02	003816	38126 Polishing Floor Pads 19" White 5/CS <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	CS		
03	003830	38126 Polishing Floor Pads 20" White 5/CS <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	CS		
04	006755B	45902 Rubbermaid Bucket /Winger Mop Combo 26-35 Quart Brown 758000	EA		
05	006725	38037 Rubbermaid Floor Sign Multi-Lingual "Caution" 2-Sided	EA		
06	006455	38004 Rubbermaid Maid Caddy Gray	EA		
07	0000746	37981 Rubbermaid Super Stitch Blend General Purpose Mop Large White 1" Headband Looped End	EA		
08	0002123	44756 Rubbermaid Super Stitch Blend Mop Medium Green <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA		
09	RMD153	37976 Rubbermaid Super Stitch Looped End Cotton/Wet Mop Large	EA		
70	0017366	17955 Rubbermaid Upright Lobby Dust Pan With Cover	EA		
71	004125A	45835 Scour Pad Scotch-Brite General Purpose No. 96 3/CS	CS		
72	004110A	38062 Scrubber Sponge Scotch-Brite No. 74 Medium Duty 20/CS	CS		
73	007885A	38114 Sprayer Head General Purpose - Fits 24 oz. or 32 oz. Bottle	EA		
74	GL400	47468 Stripping Floor Pads 19" Black 5/CS <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	CS		
75	0004620	45426 Swiffer Disposable Dusting Cloths 192/CS	CS		
76	IM225	37951 Tile & Grout Brush 225	EA		

Proceed With Order

Add More Items From Catalog

Back to Main Menu

10. This will bring you to an "Item Search Help" screen where you will have several ways to search for an item.

Please note, to avoid duplication, if an item already appears on the order form, it will not appear in any of your search options.

Good things come from
Sysco
Guest Supply

Hilton
1-90 and Other Field Po Box 66414
Chicago, IL 60666
Phone: 3-686-8000

VeriSign Secured
VERIFY

Search by Keyword: OR OR

Item No.	Catalog No.	UM	Price	Check to Add
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There are several ways to search for an item:

- Search by Keyword** - You can search for an item by do not need to enter the whole number or description item containing those characters that were typed in
- Choose a Category from Below** - You can use the drop
- Show Only Logoed Items** - You can use this option to search for all items that are Logoed.

Once your search results are displayed, click on the Product Description to display an image of the product.

Sort the results by clicking on a title. Double-click a title to sort in descending order.

To add items to the order use button "Add Item(s) to the Current Order" that appears at the search result page. If you don't want to add any more items to the order use the link "Back to the Current Order".

1. **Search by Keyword** - You can search for an item by entering an Item Number, Catalog Number, or Product Description in the keyword field. When searching, you do not need to enter the whole number or description. You can enter the first few letters or digits to begin your search. The search results will bring up every item containing those characters that were typed in the keyword field.
2. **Choose a Category from Below** – You can use the drop down list to select items from a specific category, or all categories.
3. **Show Only Logoed Items** – You can use this option to search for all items that are Logoed.

11. In the following example, option **C** was selected, **Show Only Logoed Items**.

12. Click on the box next to any of the items you would like to add to your current order, and then click on the “Add Item(s) to the Current Order” button. Please note, you are not ordering these items at this point; you are only adding them to your current order form.

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Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

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Search by Keyword: Go OR Appliances and Accessories Go OR Show Only Logged Items ?Help

Item No	Catalog No	Description	UM	Price	Check to Add
66	0000733	37953 Rubbermaid Ironing Board Organizer 6EAUCS	EA		<input type="checkbox"/>
67	0010093	11374 Rubbermaid Universal Iron Organizer	EA		<input checked="" type="checkbox"/>
68	0014184	15167 Shower Head 8 Spray	EA		<input type="checkbox"/>
69	0009576	10996 Standard Ironing Board Cover Copper <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA		<input type="checkbox"/>
70	0009577	10997 Standard Ironing Board Cover Khaki 54" x 15" <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA		<input type="checkbox"/>
71	0019273	19357 Sunbeam Secure Cord Iron Auto-Off Iron-Stick Self-Clean 4CS #4217 4EA/CS	EA		<input checked="" type="checkbox"/>
72	0057301	31450 Universal Preset Zenith TV Remote <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA		<input type="checkbox"/>
73	0009571	10991 WardroBoard Ironing Board Blue 48" x 14" 4EA/CS	EA		<input type="checkbox"/>
74	0009573	10993 WardroBoard Ironing Board Cover 48" x 14" 6EA/CS <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA		<input type="checkbox"/>
75	0009572	10992 WardroBoard Ironing Board Cover Khaki	EA		<input type="checkbox"/>
76	0009570	10990 WardroBoard Ironing Board Khaki	EA		<input type="checkbox"/>

[Add Item\(s\) To The Current Order](#)

 To add items to the order use button "Add Item(s) to the Current Order".
If you don't want to add any more items to the order use the link "Back to the Current Order".

13. At this point, you may continue to add items, or "Return to the Current Order".

Good things come from Sysco Guest Supply

Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

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Search by Keyword: Go OR Appliances and Accessories Go OR Show Only Logged Items ?Help

Selected Items have been added to the Current Order.
You can continue to search and add items
or
[Return to the Current Order](#)

14. Once you return to your current order, you will see all the items you have added to your form, highlighted, with the word "NEW" in the beginning of the item description.

Good things come from
Sysco
Guest Supply

Bill to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

Ship to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

Item No	Catalog No	Description	Unit of Measure	Qty
53	0019349	19438 Hilton Family Brands Clock Radio 12/CS	CS	<input type="text"/>
54	0009746	11088 Conair 1875 Professional Hair Dryer Black 4EA/CS	EA	<input type="text"/>
55	0015332	16259 NEW Conair 1875w Hair Dryer Brushed Chrome 4EA/CS	EA	<input type="text"/>
56	0011199	12409 NEW Hamilton Beach 1500 Watt Hair Dryer Wall Mounted Black w/Night Light <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA	<input type="text"/>
57	0009569	10989 EasyBoard Ironing Board Copper	EA	<input type="text"/>
58	0009277	10802 Energizer "9V" Battery 72/CS	CS	<input type="text"/>
59	0009276	10801 Energizer "D" Battery 72/CS	CS	<input type="text"/>
60	0010093	11374 NEW Rubbermaid Universal Iron Organizer	EA	<input type="text"/>
61	0019273	19357 NEW Sunbeam Secure Cord Iron Auto-Off Non-Stick Self-Clean 4CS #4217 4EA/CS	EA	<input type="text"/>


15. You may now create an order by entering quantities needed in the Qty field for all items you would like to order. Click on the "Proceed with Order" button when you are done.

Good things come from
Sysco
Guest Supply

Bill to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

Ship to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

Item No	Catalog No	Description	Unit of Measure	Qty
53	0019349	19438 Hilton Family Brands Clock Radio 12/CS	CS	<input type="text"/>
54	0009746	11088 Conair 1875 Professional Hair Dryer Black 4EA/CS	EA	<input type="text"/>
55	0015332	16259 NEW Conair 1875w Hair Dryer Brushed Chrome 4EA/CS	EA	<input type="text"/>
56	0011199	12409 NEW Hamilton Beach 1500 Watt Hair Dryer Wall Mounted Black w/Night Light <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA	<input type="text" value="2"/>
78	GL400	47468 Stripping Floor Pads 19" Black 5/CS <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	CS	<input type="text" value="2"/>
79	0004620	45426 Swiffer Disposable Dusting Cloths 192/CS	CS	<input type="text"/>
80	IM225	37951 Tile & Grout Brush 225	EA	<input type="text"/>



16. At this point, you can go back to your order to change quantities, add more items from Guest Supply's catalog, or click on the "Submit Order" button when your order is final.

Good things come from
Sysco
Guest Supply

Bill to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

Ship to:
Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

Verify Secured
VERIFY

Item No	Catalog No	Description	Unit of Measure	Qty	Price	CALC
Shipping from Local Warehouse						
1	0016351	31421 Hilton La Source Cartridge Bottle Shampoo 190/CS	CS	1		
2	0016353	31423 Hilton La Source Cartridge Bottle Lotion 190/CS	CS	1		
3	0015332	16259 NEW Conair 1875w Hair Dryer Brushed Chrome 4EA/CS	EA	2		
4	0010093	11374 NEW Rubbermaid Universal Iron Organizer	EA	2		
5	0019273	19357 NEW Sunbeam Secure Cord Iron Auto-Off Non-Stick Self-Clean 4CS #4217 4EA/CS	EA	2		
Shipping from Closest Guest Supply Warehouse, additional shipping time may apply						
6	0011199	12409 NEW Hamilton Beach 1500 Watt Hair Dryer Wall Mounted Black w/Night Light	EA	2		
7	003830	38126 Polishing Floor Pads 20" White 5/CS	CS	5		
					TOTAL:	\$359.39

Back To Order **Submit Order**

Add More Items From Catalog

[Back to Main Menu](#)

17. Once you have completed your order, click the "Submit Order" button to return back to Birch Street.

How Do I Add Items to My Online Order Form?

18. From Birch Street, click on the Guest Supply link.

Hilton

Welcome 200- Guest Supply AS BUYER Hide Menu Hide Summary [Hide Logo](#) [Home](#) [My Settings](#) [Help](#) [FAQ/0-Tips](#) [Logout](#)

Main Menu
 My Menu
 Procurement

Search All Catalogs
 Products [In Box](#) New: 0 Total: 00 [Shopping Cart](#) Lines: 0 Total: 00

Catalogs [Order Guide](#) [Cart](#) [PO](#) [In Box](#)

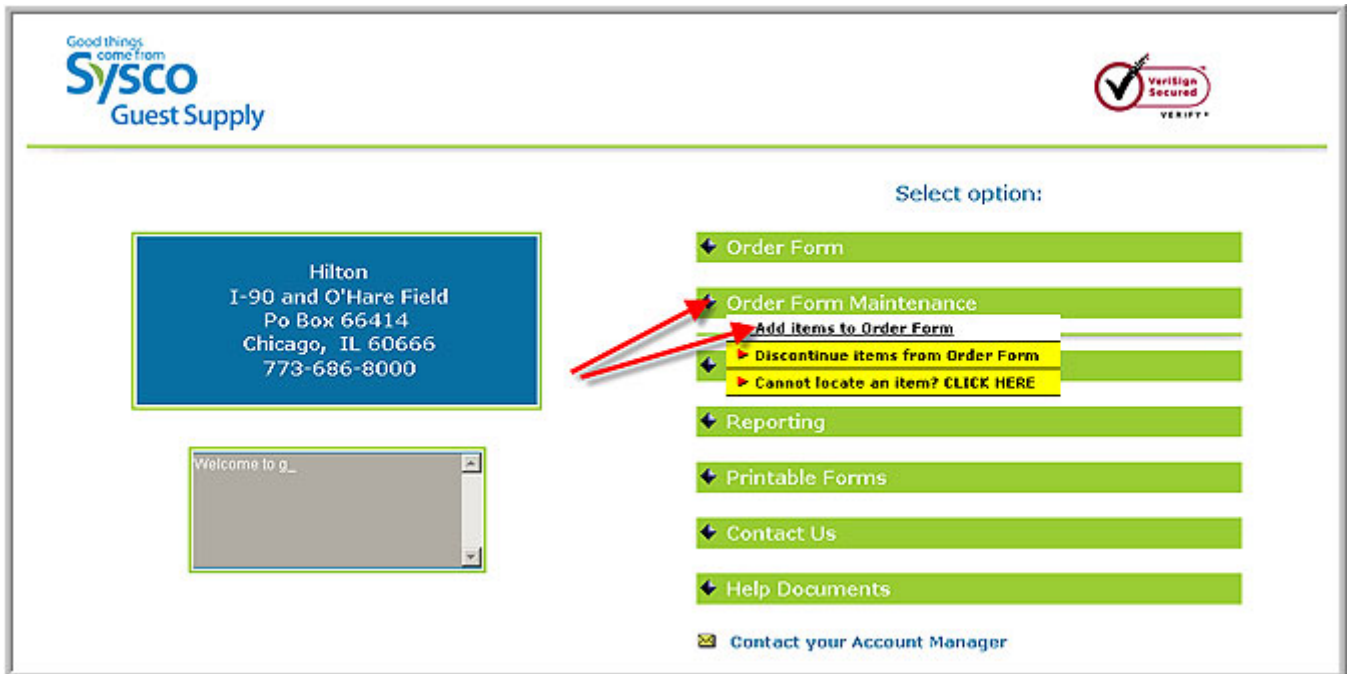
Create non-catalog items

Catalog name

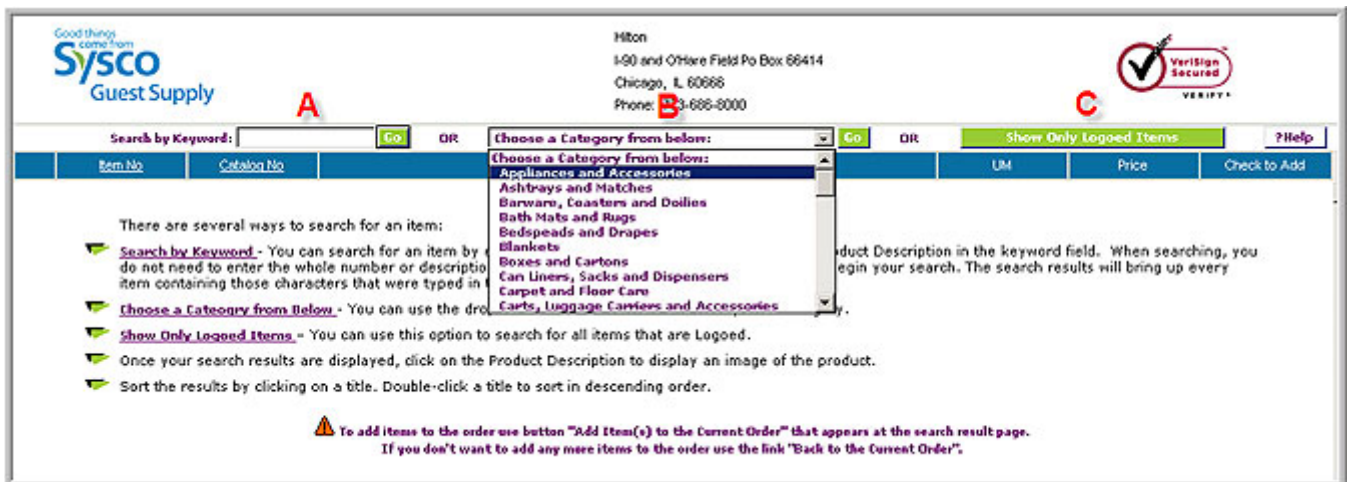
CINTAS
THE UNIFORM PEOPLE

[guestsupply.com](#)

19. Click on the "Order Form Maintenance" option and then "Add items to Order Form".



20. This will bring you to an "Item Search Help" screen where you will have several ways to search for an item (See next page for description).



Search by Keyword - You can search for an item by entering an Item Number, Catalog Number, or Product Description in the keyword field. When searching, you do not need to enter the whole number or description. You can enter the first few letters or digits to begin your search. The search results will bring up every item containing those characters that were typed in the keyword field.

Choose a Category from Below – You can use the drop down list to select items from a specific category, or all categories.

Show Only Logged Items – You can use this option to search for all items that are Logged.

21. In the following example, option **C** was selected, **Show Only Logged Items**.

22. Click on the box next to any of the items you would like to add to your current order, and then click on the “Add Item(s) to the Current Order” button. Please note, you are not ordering these items at this point; you are only adding them to your current order form.

Good things come from Sysco Guest Supply

Hilton
1-90 and O'Hare Field Po Box 66414
Chicago, IL 60666
Phone: 773-686-8000

VeriSign Secured

Search by Keyword: Go OR Appliances and Accessories Go OR Show Only Logged Items ?Help

Item No	Catalog No	Description	UM	Price	Check to Add
66	0000733	37953 Rubbermaid Ironing Board Organizer 6EA/CS	EA		<input type="checkbox"/>
67	0010093	11374 Rubbermaid Universal Iron Organizer	EA		<input checked="" type="checkbox"/>
68	0014184	15167 Shower Head 8 Spray	EA		<input type="checkbox"/>
69	0009576	10996 Standard Ironing Board Cover Copper <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA		<input type="checkbox"/>
70	0009577	10997 Standard Ironing Board Cover Khaki 54" x 15" <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA		<input type="checkbox"/>
71	0019273	19357 Sunbeam Secure Cord Iron Auto-Off Iron-Stick Self-Clean 4CS #4217-4EA/CS	EA		<input checked="" type="checkbox"/>
72	0057301	31450 Universal Preset Zenith TV Remote <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA		<input type="checkbox"/>
73	0009571	10991 WardroBoard Ironing Board Blue 48" x 14" 4EA/CS	EA		<input type="checkbox"/>
74	0009573	10993 WardroBoard Ironing Board Cover 48" x 14" 6EA/CS <i>Ships from closest Guest Supply stocking location (additional shipping time may apply)</i>	EA		<input type="checkbox"/>
75	0009572	10992 WardroBoard Ironing Board Cover Khaki	EA		<input type="checkbox"/>
76	0009570	10990 WardroBoard Ironing Board Khaki	EA		<input type="checkbox"/>

Add Item(S) To The Current Order

To add items to the order use button "Add Item(s) to the Current Order".
If you don't want to add any more items to the order use the link "Back to the Current Order".

Good things come from Sysco Guest Supply

Hilton
255 Courtland Street NE
Atlanta, GA 30303
Phone: 404-659-2000

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Search by Keyword: Go OR Choose a Category from below: Go OR Show Only Logged Items ?Help

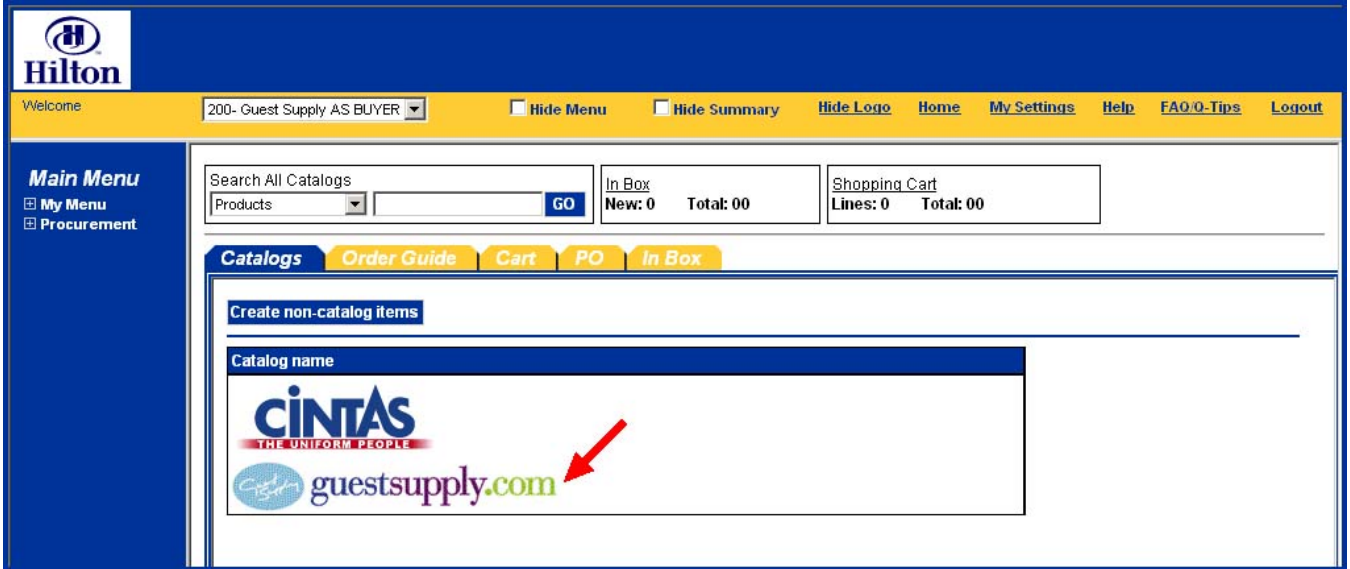
In Stock	Item No	Catalog No	Description	UM	Price	Check to Add
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4 items have been added to the Order Form.

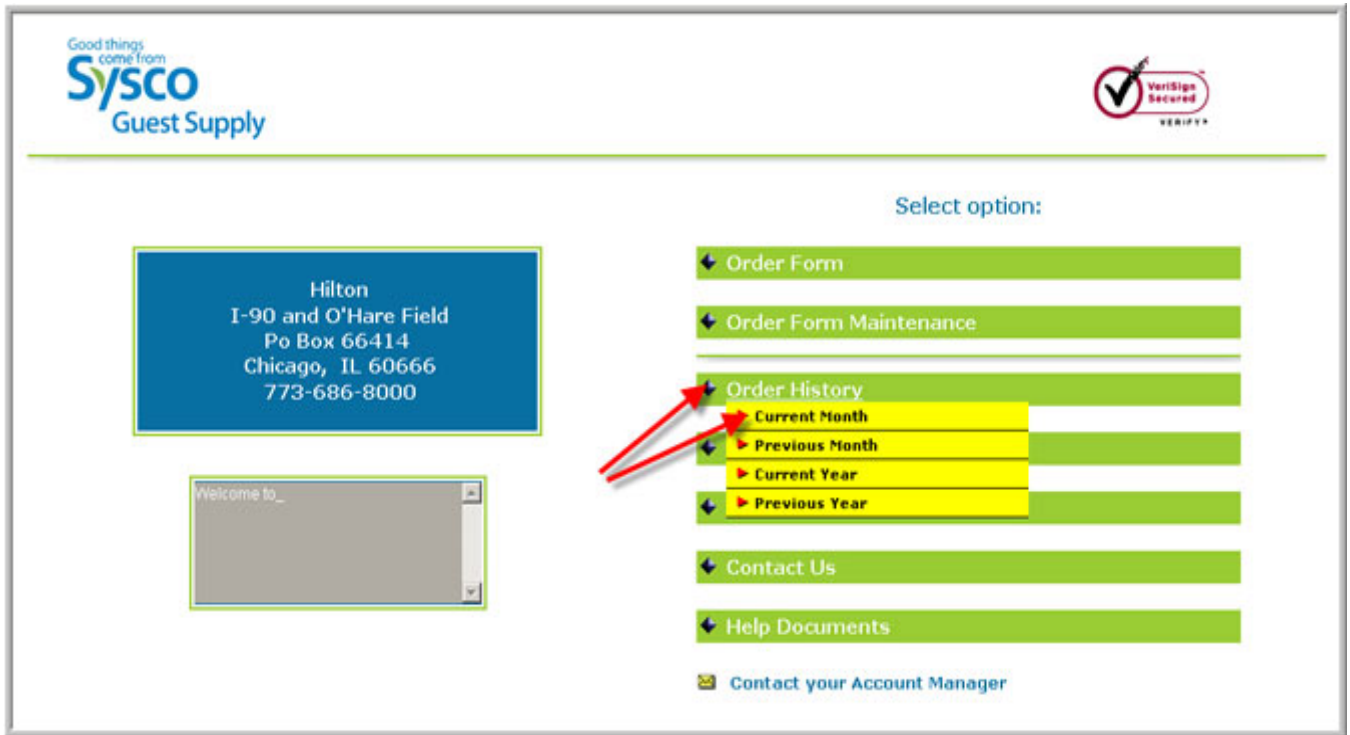
Main Menu Order Form

How Can I View My Online Order History?

23. From Birch Street, click on the Guest Supply link.



24. Click on "Order History", then "Current Month" or "Previous Month".



25. You will then see a listing of all orders you have placed and the status of each one. There is a status guide that shows you the ordering phases. Click on any order from your list to view your order details.

Please note; if an order is not approved, it will not appear on your order history listing.

26. The following are the two order status descriptions you might see when viewing your order history.

Good things come from Sysco Guest Supply

Hilton
1-90 and O'Hare Field Po Box: 66414
Chicago, IL 60666
Phone: 773-686-8000

VeriSign Secured VERIPLY

March

- Accepted Order - Submitted or Approved Order - Waiting for Approval - Disapproved Order

ID	Order Form Name	PO Number	Date Submitted	Status	Total	Shipping Info	
<input checked="" type="checkbox"/>	1	GUEST SUPPLY	45584	3/31/2009	Accepted	\$1,927.34	Shipping details
<input checked="" type="checkbox"/>	2	GUEST SUPPLY	45540	3/31/2009	Accepted	\$3,190.79	Shipping details
<input checked="" type="checkbox"/>	3	GUEST SUPPLY	45459	3/30/2009	Accepted	\$1,682.71	Shipping details
<input checked="" type="checkbox"/>	4	GUEST SUPPLY	45586	3/30/2009	Accepted	\$511.58	Shipping details
<input checked="" type="checkbox"/>	5	GUEST SUPPLY	45513	3/26/2009	Accepted	\$1,742.73	Shipping details

27. To view your online reporting, select the Reporting button and then select By Item or By Category.

Good things come from Sysco Guest Supply

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Select option:

- Order Form
- Order Form Maintenance
- Order History
- Reporting
 - Report By Item
 - Report By Category
- Contact Us
- Help Documents
- Contact your Account Manager

28. Printable forms gives you the ability to print a copy of your order form, to print an inventory worksheet by category, and to print receiving reports if necessary.

Good things come from **Sysco** Guest Supply

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VERIFY

Select option:

- Order Form
- Order Form Maintenance
- Order History
- Reporting
- Printable Forms
 - Order Form
 - Inventory Count Worksheet
 - Receiving Report Current Year
 - Receiving Report Previous Year
- Contact your Account Manager

Hilton
I-90 and O'Hare Field
Po Box 66414
Chicago, IL 60666
773-686-8000

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29. Contact information is available 24/7 for your convenience.

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VERIFY

Select option:

- Order Form
- Order Form Maintenance
- Order History
- Reporting
- Printable Forms
- Contact Us
- Help Documents
- Contact your Account Manager

Hilton
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Chicago, IL 60666
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Welcome

Contact Us shows your Customer Service and Technical Support contacts

Contact your Account Manager will open Outlook and send an email to your Sales Representative