

JG Web Documentation

Home

This is the screen that appears after a successful login. This screen will contain any news or information that we would want to communicate to you. Your current account name and address are displayed.

Also on this screen you can click a vendor logo to display those vendor's products. From the vendor product listing you can select to add items to your order guide. Clicking a product number will display more information about that product. Clicking on the item number, brand or description column heading will sort the listing in that manner.

Un-submitted Orders

Any orders that you start and save that are not submitted will be displayed here. Click on the web order number to edit an un-submitted order. More details on editing orders will be given in the start a new order section below.

Start A New Order

This is how you start a new order to submit to us. The first thing you will want to do is pick an available delivery date. You cannot type in a delivery date here – you must use the on screen calendar and click the date. This will fill in the date for you. If you want a non-standard delivery date you will need to choose a standard delivery date and then call the office to see if they can accommodate the requested date.

Optionally you can enter a purchase order number, shipping instructions, and comments. Now you are ready to start entering quantities onto your order guide. Your order guide can be sorted by item number, brand, or description by clicking on the column name. You can also find more product information by clicking on the product number. When you are done click the Save & Review Order button. After doing so you will be able to review your order and add items to the order that are not on your order guide if needed. If you wish to exit the order and not save it you can click the Cancel and Exit Order link at the top of the page.

Once you click Save and Review you will see a recap of the items you ordered. On this screen you can make changes to all aspects of the order including, delivery date, purchase order number, shipping instructions, comments, and items ordered. If you wish to remove an item simply click the remove checkbox next to the item and click the Save Changes button. If you wish to change the ordered quantity you can simply change the number and click Save Changes as well. Once again more product information is available by clicking the item number.

If you wish to add more items to your order you can click the Add Items button. On this screen you can search our full catalog or your order guide by brand, description or item number. The search defaults to description search of our full catalog. Type in the product description you are looking for and click Search. A list of products that meet your search will be returned. From the list you can

type in the quantity of each product that you would like to add to your order. Then you can click Add & Review Order or Add & Start New Search to either return to the order or start a new search. If you did not find the item you were looking for you can simply click Add & Start New Search without selecting any items to start a new search or Add & Review Order to return to the order.

Once you have the order ready, you can submit it by pressing the Submit Order button. If anything is not correct with your order you will receive a popup that notifies you of the problem. From this screen you can also delete the order by pressing the Delete Entire Order button. This will completely delete the order without submitting it and remove it from the un-submitted orders list. Upon a successful order transmission you will be taken to a screen that states that we have received your order.

Order Guide Maintenance

Two sub menu options are available on this screen:

Customize Your Order Guide

Using this screen will allow you to delete items from your order guide as well as sequence the items into an order that suites your needs. For example you could sequence the items so that they display in the same order they are stocked in your restaurant.

To delete an item from your order guide simply check the delete checkbox next to the item. Check as many as you want then click the Save Changes button.

To sequence your items, simply put in a numeric sequence for each item. This number can be up to 5 digits long. We suggest that you leave spaces in between products in case you re-arrange you stock and need to add an item in. Once you have everything sequenced the way you like click the Save Changes button.

The Save Changed button does exactly that, save changes. It reloads the same screen with the changes made. To exit this screen, just pick a new link from the top menu bar.

Submitted Order Maintenance

This screen will list orders that you have submitted within the last 30 days. From the list you can click the web order number to display the order detail. All the details of the order will be displayed. You can also copy the submitted order to a new order. This would be useful if you frequently placed similar orders, doing this will take you to a screen that will tell you the new order number that was created. You will find that order on the un-submitted orders list.

Product Search

This allows you to search for products and prices without actually starting an order. Once again you can search our full catalog or your order guide by brand, description and item number. It defaults to searching our full catalog by description. Type in the description of the product you are searching for and click Search.

A list of related products will be displayed. From the list you can check the checkbox Add to OG to add the item to your order guide. Also you can click the item number for more information on that product. When you are finished you can add the selected items to your order guide or discard the results and start a new search.

Reports

Currently we only have one report available but more will be added in the future.

Order Guide Report

The order guide report can be sorted by item number, description, or customer sequence. By default it will sort by description. After selecting your sort option click the Display Report button. The report will be displayed and can be printed by clicking the printer icon on your tool bar. It displays the item information as well as a place to write in five weeks worth of orders.

Help

This is the menu where this document will be posted. Videos will also be available here to walk you through the different capabilities of JG Web

Logout

Clicking this link will log you out of our system. To log back in you will need to re-enter your account number and password.