



Good things
come from
Sysco[®]

SOURCE IT NOW

Sysco Source is the one-stop shop for foodservice professionals; empowering users to place orders, research products, and check order status – online, on premise and on the go.

Digital Training Guide

Sysco
Source



Introduction



Sysco Source is...

A Real Time order management and entry system.

A tool to help you easily search for products, prices and nutritional information.

Available on your Desktop and Mobile App.

Features & Benefits

Par Stock Management

Order History visibility

Customizable Order Guides

Critical Item Reminders

Enhanced Search Features

Account Statements

Item Usage Report

And much more!





Placing an Order



There are many benefits to ordering on Sysco Source:

- *Real time price and product availability*
- *Review the status of all your orders online*
- *Create a Critical Items list that will remind you to order product you can't be without*
- *Order from Par Lists to ensure you always have the right amount of inventory*
- *Order from a Custom Guide or your actual Order History*
- *Upload orders from your own inventory management system*

Placing an Order

Order Header

Critical Items List

Par List





Searching For Product



Sysco Source is your portal to:

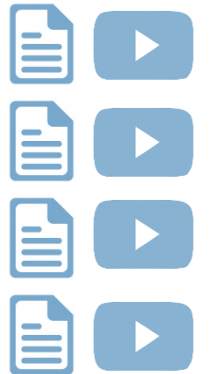
- *Access Sysco's product catalogue online*
- *Images of product so you can view before you purchase*
- *View nutritional information & ingredients*
- *Quickly identify locally produced items, Gluten-free, Kosher & Demand/Special Order items*

Item Attributes

Guided Search

Demand Items/Schedules

Adding Product to Custom Guides





Maintain a Custom Guide



Make order placing easier:

- *Customize your Order Guide to match your needs*
- *Create your own Custom Guide from an Excel file to save you time*
- *Print or Export your Order Guide*
- *Ability to add your own custom notes*
- *Copy your Custom Guide to another customer location within your business for consistency and ease*

Creating a Custom Guide



Creating Categories



Adding Items to Order Guides



Maintaining Categories



Creating Custom Notes



Assign/Copy Guides



Moving Items



Exporting an Order Guide



Importing an Order Guide



Maintaining Your Guide



Changing the Sort Sequence





Navigating Sysco Source



Access all the tools that Sysco Source has to offer from one location – The Dashboard.

Dashboard

Status

Account

Admin

Items





FAQ's



How do I...

[Change my Password?](#)



[Modify my Custom Guide?](#)



[Print my Custom Guide?](#)



[Add an email address to receive Order Confirmations?](#)



[Check the ETA of my Special Order?](#)



[Delete "In Use" or "Pending" orders?](#)



[Change the number of lines per pages?](#)



[Find the Source Mobile App?](#)



[Troubleshooting](#)

