

# WEB PORTAL



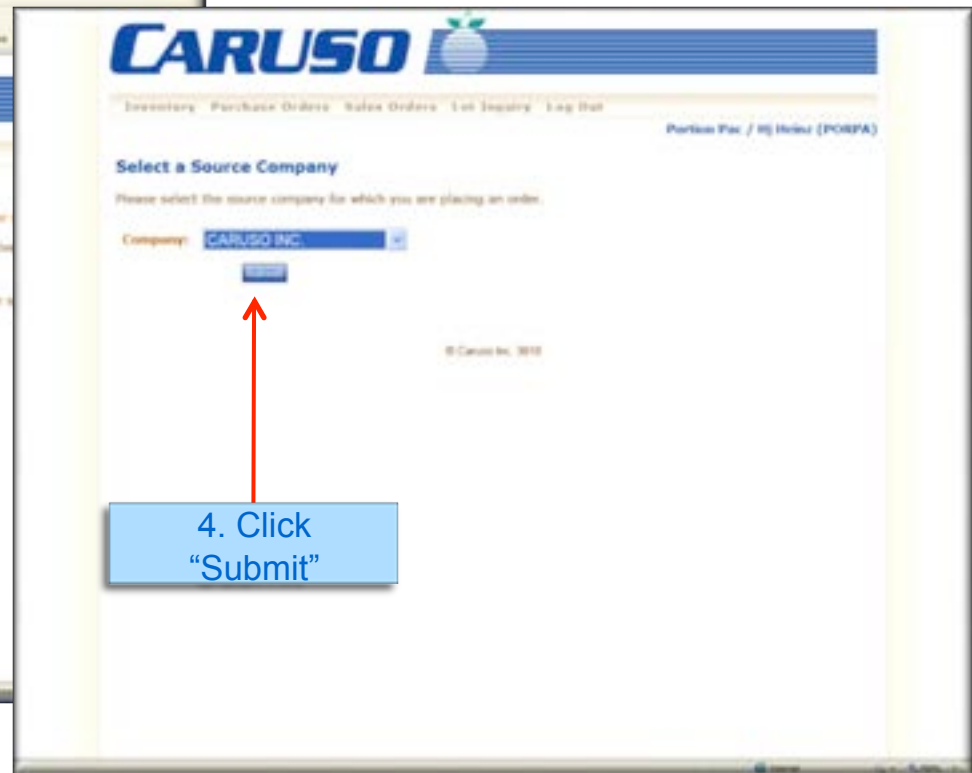
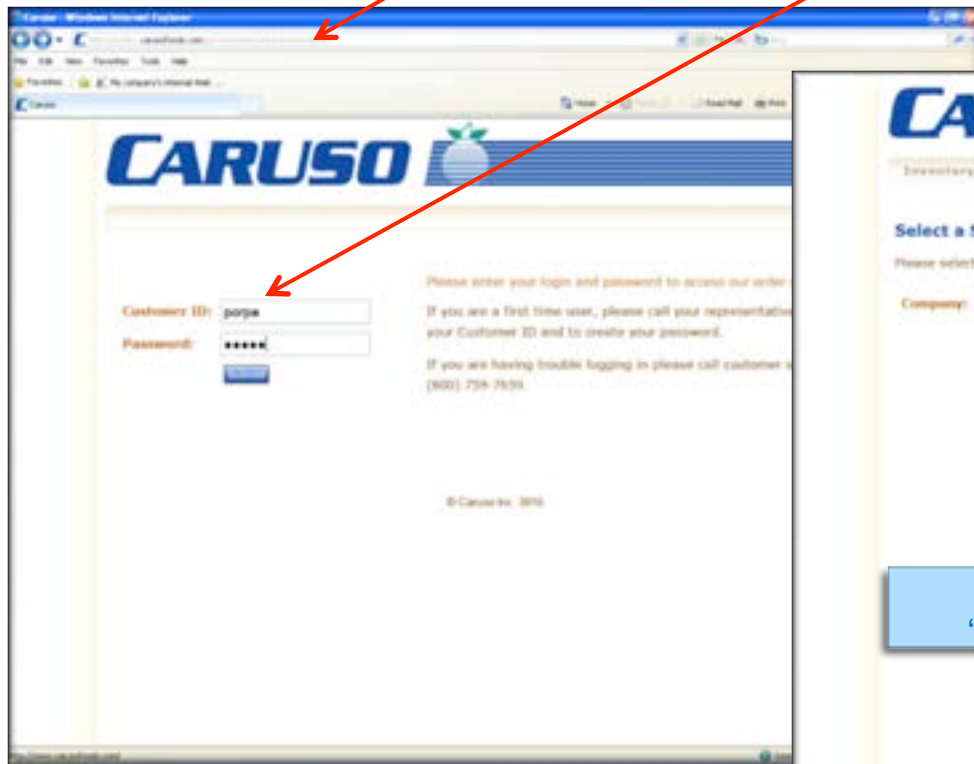
# Login

1. Open browser window

2. [http://  
orders.carusofoods.com](http://orders.carusofoods.com)

3. Enter user name and  
password

4. Click  
"Submit"



# Features



The screenshot shows the CARUSO Cold Storage Portal. At the top, the CARUSO logo is displayed with a globe icon. Below the logo is a navigation menu with links for "Inventory", "Purchase Orders", "Sales Orders", "Get Invoice", and "Log Out". A red arrow points from the "Inventory" link to the first feature callout box. On the right side of the page, there is a link for "Portion Pac / HJ Heinz (PO&PA)". The main content area has a heading "Welcome to the Cold Storage Portal" and a sub-heading "Welcome to the Caruso Cold Storage Portal. From this site you will be able to:". Below this are three bullet points: "Review your inventory and inventory transactions", "Manage your PO Requests, and", and "Submit Sales Orders". At the bottom of the page, there is a note: "If you should need assistance, please contact customer service at (800) 759-7659".

## 1. Inventory

- Review inventory and inventory transactions

## 2. Purchase Orders

- Manage P.O. requests

## 3. Sales Orders

- Submit Sales Orders

# 1. Inventory



**CARUSO**

Inventory Purchase Orders Sales Orders Lot Inquiry Log Out

Portion Pac / HJ Heinz (PORPA)

**Inventory**  
Commodities: ALL and --Select-- and --Select--

This is the product-level inventory for the criteria that you specified. You may click on a product ID to view the lot-level detail.

**WAREHOUSE STORAGE**

ID	Description	Expected	Committed	Out	On Hand	Available
15924	0011520 HONEY 1 CS	0	0	40	0	0
15745	010658000 BURGER KING ICING 1 CS	0	0	6106	0	0
15729	131310066 CAPT D 1000 ISLAND 1 CS	0	102	10289	102	0
15730	131310087 CAPTAIN D RANCH 1 CS	0	375	64849	554	179
15731	131311511 CAPTAIN D FF ITALIAN 1 CS	0	60	11892	79	19
15732	131810018 CAP D COCKTAIL SAUCE 1 CS	0	0	225053	0	0
15733	131810037 CAPT D SWEET & SOUR 1 CS	0	0	57742	0	0
15734	131810082 CAPT D HONEY MUSTARD 1 CS	0	0	105458	0	0
15735	131811124 CAPT D TARTER SAUCE 1 CS	0	0	516543	0	0
16176	1603730100 BRIANNA'S POPPYSEED 1 CS	0	0	342	16	16
16178	1603730101 BRIANNA'S FRENCH 1 CS	0	0	352	0	0
16179	1603730102 BRIANNA'S DIXON HM 1 CS	0	0	406	0	0
Totals		1360	5265	1540476	14830	9565

Key: ■ Inventory is < 5 days old ■ Inventory is 6 to 7 days old ■ Inventory is > 7 days old

Click "Next"

Click on "ID" code to expand detail

Real time Inventory - expected, committed, shipped, on hand

# 1. Inventory

**CARUSO**

Inventory Purchase Orders Sales Orders Lot Inquiry Log Out

Portion Pac / HJ Heinz (PORPA)

**Inventory Detail - Completed Transactions**  
15729 - 131310066 CAPT D 1000 ISLAND 1 CS  
Vendor Lot Number:

These are the transactions made against the inventory you selected.

Transaction	Reference	Date	Customer	Qty	Notes
Shipped Sale	00767520	Shipped: 04/13/10	Portion Pac / HJ Heinz	33	Clnt PO: Weekend41710
Shipped Sale	00768864	Shipped: 04/15/10	Portion Pac / HJ Heinz	90	Clnt PO: Weekend41710
Shipped Sale	00770590	Shipped: 04/19/10	Portion Pac / HJ Heinz	30	Clnt PO: Weekend42410
Shipped Sale	00770798	Shipped: 04/21/10	Portion Pac / HJ Heinz	83	Clnt PO: Weekend42410

[Click Back to Filter Level Inventory](#)

Up-to-date detailed inventory

**CARUSO**

Purchase Orders Sales Orders Lot Inquiry Log Out

Portion Pac / HJ Heinz (PORPA)

**Warehouse Storage**

Warehouse Storage	Station / Capt Code	Brand	Date (D/U)	Expired	Stock	Comments	Out	On Hand	Avail
	Received 04/24/08	Date: 4.23.08			118		118		
	Received 05/05/08	Date: 5.5.08			276		276		
	Received 05/21/08	Date: 5.18.08			135		135		
	Received 11/24/09	Date:			66		66		
	Received 12/15/09	Date: 12.9.09			173		173		
	Received 12/15/09	Date: 12.15.09			272		272		
	Received 01/06/10	Date: 12.15.09			15		15		
	Received 01/12/10	Date: 1.9.10			141		141		
	Received 01/16/10	Date: 12.15.09(1, 12.1			30		30		
	Received 01/19/10	01/23/10			133		133		
	Received 01/26/10	01/19/10			262		262		
	Received 02/11/10	Date: 2.11.10			20		20		
	Received 02/24/10	Date: 2.24.10			213		213		
	Received 03/23/10	Date: 3.20.10			184		184		
	Received 03/31/10	Date: 3.30.10			87		87		
	Received 04/01/10	Date: 4.7.10			280		280		
	Received 04/21/10	Date: 4.21.10			289		289	289	
<b>Totals</b>					10671		10362	289	289

Click link to expand

# 2. Purchase Order



Secretary Purchase Orders Sales Orders Lot Inquiry Log Out

## Purchase Orders

You may begin or continue work on a PO not submitted for approval. You may click on any

[Create a Purchase Order](#) | [Find a Purchase Order](#)

### In Progress (Not Submitted)

Vendor PO	Delivery Date

### Unaccepted

Vendor PO	Delivery Date

### Submitted - Awaiting Approval

Vendor PO	Delivery Date

### Approved

Purchase Order	Vendor PO	Delivery Date

Click "Create"



Secretary Purchase Orders Sales Orders Lot Inquiry Log Out

Portion Pac / HJ Heinz (PORPA)

## New Purchase Order

You may add items to the PO by finding the product in the search area. After adding a product to the PO, enter the quantity and Vendor Lot number in the PO Item sector.

[View and Edit](#) [Submit For Approval](#) [Vendor](#) [Vendor Example](#)

Vendor PO:	12-3456	Product Search:	<input type="text"/>
Status:	Not Submitted	Results:	<input type="button" value="Search"/>
Delivery Date:	04/29/2018	Choose a product and see the Add Item button to include it on your PO.	
Source Warehouse:	Warehouse Storage		
Freight Code:	FOB		
Carrier:			
Pickup Number:	12-3456		
Pickup Location:	Unknown		
Pickup Date:	04/29/2018		
Pickup Time:	11:30 (Home)		

Instructions:

Purchase Order Items

ID	Description	Qty	Vendor Lot #	Brand	Origin

[View and Edit](#) [Submit For Approval](#) [Vendor](#) [Vendor Example](#)

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# 2. Purchase Order



Inventory Purchase Orders Sales Orders Lot Inquiry Log Out

Portion Pac / HJ Heinz (PORPA)

## New Purchase Order

You may add items to this PO by finding the product in the search area. After adding a product to the PO, enter the quantity and Vendor Lot Number in the PO Items section.

Save and Return Submit For Approval Delete Cancel Changes

Vendor PO:	12-3456	Product Search:	(POR)
Status:	Not Submitted	Search:	Search
Delivery Date:	04/29/2010	Result:	
Source Warehouse:	Warehouse Storage	Choose a product and use the Add Item button to include it on your PO.	
Freight Code:	FOB	3011528 HONEY 1 CS	
Carrier:		802810 SEAFOOD 1 CS	
Pickup Number:	12-3456	01065000 BURGER KING ICING 1 CS	
Pickup Location:	Unknown	13131006 CAPT D 1000 ISLAND 1 CS	
Pickup Date:	04/29/2010	13131007 CAPTAIN D RANCH 1 CS	
Pickup Time:	11:30 (AM/PM)	13131111 CAPTAIN D FF ITALIAN 1 CS	
		13181009 CAP D COCKTAIL SAUCE 1 CS	
		13181007 CAPT D SWEET & SOUR 1 CS	
		13181002 CAPT D HONEY MUSTARD 1 CS	
		13181126 CAPT D TARTER SAUCE 1 CS	
		160373008 BRUNNAT'S POPPYSEED 1 CS	
		160373001 BRUNNAT'S PARENCH 1 CS	
		160373003 BRUNNAT'S DUCON HM 1 CS	
		160373003 BRUNNAT'S RANCH 1 CS	
		160373004 BRUNNAT'S GINGER 1 CS	
		160373005 BRUNNAT'S VINAIGRET 1 CS	
		160373007 WENDY'S BUFFALO SAU 1 CS	

Product Search  
- Type 'POR', click search

Information needed

- Vendor P.O.
- Delivery Date
- Pick-up Number  
Could be same as vendor PO
- Pick-up Date/Time

Select Product  
- Click "Add Item"

Instructions:

ID	Description	Qty	Vendor Lot #	Brand	Origin
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Save and Return Submit For Approval Delete Cancel Changes

# 2. Purchase Order



**CARUSO**

Inventory Purchase Orders Sales Orders Lot Inquiry Log Out

Portion Pac / HJ Heinz (FORPA)

### New Purchase Order

You may add items to this PO by finding the product in the search area. After adding a product to the PO, enter the quantity and Vendor Lot Number in the PO Items section.

[Save and Return](#) [Submit For Approval](#) [Cancel](#) [Cancel Changes](#)

Vendor PO: 12-3456  
Status: Not Submitted  
Delivery Date: 04/20/10  
Source Warehouse: Warehouse Storage  
Freight Code: FOB  
Carrier:  
Pickup Number: 12-3456  
Pickup Location: Unknown  
Pickup Date: 04/20/10  
Pickup Time: 11:30 (shown)

Product Search: POB

Results: Choose a product and use the Add Item button to include it on your PO.

- 3811028 HONEY 1 CS
- 3809810 SEAFOOD 1 CS
- 01065800 BURGER KING KING 1 CS
- 13131086 CAPT D 1000 ISLAND 1 CS
- 13131087 CAPTAIN D RANCH 1 CS
- 131311511 CAPTAIN D FF ITALIAN 1 CS
- 131810818 CAP D COCKTAIL SAUCE 1 CS
- 131810837 CAPT D SWEET & SOUR 1 CS
- 131810882 CAPT D HONEY MUSTARD 1 CS
- 131811024 CAPT D TARTER SAUCE 1 CS
- 160373010 BRANNAN'S ROFFYSEED 1 CS
- 160373011 BRANNAN'S FRENCH 1 CS**
- 160373012 BRANNAN'S DUCK HM 1 CS
- 160373013 BRANNAN'S RANCH 1 CS
- 160373014 BRANNAN'S GINGER 1 CS
- 160373015 BRANNAN'S VINAIGRET 1 CS
- 160374610 WENDY'S BUFFALO SAU 1 CS

Instructions:

ID	Description	Qty	Vendor Lot	Brand	Origin
15729	13131086 CAPT D 1000 ISLAND 1 CS	20	12-3456	Unknown	
16178	160373011 BRANNAN'S FRENCH 1 CS	15	12-3456	Unknown	

[Save and Return](#) [Submit For Approval](#) [Cancel](#) [Cancel Changes](#)

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Select Items

Add Quantity and Vendor Lot #

“Save and Return” or “Submit”

## 2. Purchase Order



“Save and Return”  
Make Adjustments

“Submitted”  
Call for Adjustments

**CARUSO**

Inventory Purchase Orders Sales Orders Lot Inquiry Log Out

Portion Pac / HJ Heinz (PORPA)

### Purchase Orders

You may begin or continue work on a PO request, and check the status of POs that you've submitted for approval. You may click on any PO number to view details.

Create a Purchase Order | Find a Purchase Order

#### In Progress (Not Submitted)

Vendor PO	Delivery Date
12-2455	04/29/10

#### Unaccepted

Vendor PO	Delivery Date
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#### Submitted - Awaiting Approval

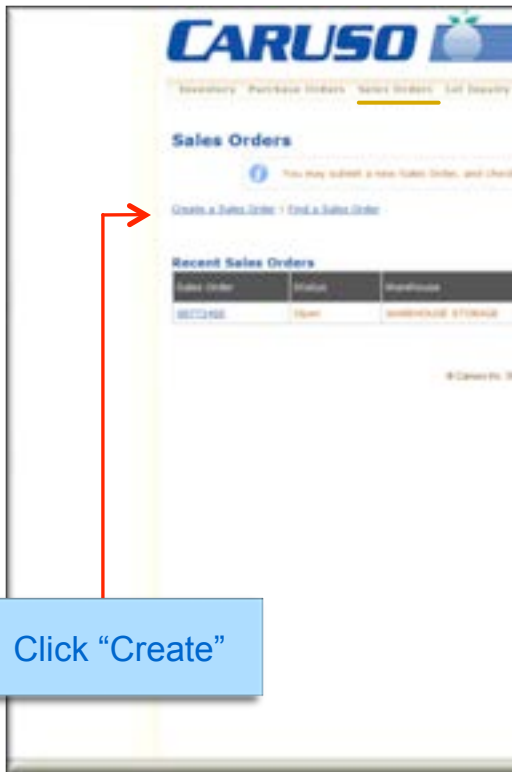
Vendor PO	Delivery Date
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#### Approved

Purchase Order	Vendor PO	Delivery Date
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# 3. Sales Orders



**CARUSO**

Inventory Purchase Orders **Sales Orders** Get Shipping Log Out

Porton Pac / HJ Heinz (PORPA)

### Create a Sales Order

Step 1 of 4

Please fill in the following details for your order, starting with the Warehouse selection.

Warehouse:	Warehouse Storage
Ship To:	Porton Pac / HJ Heinz
Delivery Date:	Monday 05/03/10
Delivery Time:	09:00 (Default)
Ship Date:	5/3/2010
Delivery PO No.:	
Vendor Order No.:	
Picking Instructions:	

Next Step

Information needed

- Ship To
- Delivery Date
- Delivery Time
- Picking Instructions

Click "Next"

Click "Create"



# 3. Sales Orders



**CARUSO**

Inventory Purchase Orders **Sales Orders** Edit Inquiry Log Out

Parsons Pac / Nj Hubs (POMPA)

### Create a Sales Order

Step 3 of 4

*Your order isn't completed, yet. If the order is done, if you'd like to make changes, click the button below.*

[Return to Order Entry](#) [Finish](#)

Ship To:	Parsons Pac / Nj Hubs
Ship Date:	05/03/10
Delivery PO No:	02-04087
Vendor Order No:	02-04790
Freight Code:	F08
Carrier:	UPS

Please stack on ONE pallet

Item	Description	Qty
0000	000370219 POMPA 840 200'S 02	10.00

“Return to Order Entry”  
Make Adjustments  
or “Finish”

**CARUSO**

Inventory Purchase Orders **Sales Orders** Edit Inquiry Log Out

Parsons Pac / Nj Hubs (POMPA)

### Create a Sales Order

Step 4 of 4 - Completed!

*This is confirmation of your completed Sales Order. Please print this page for your records.*

[Return to Order Entry](#) [Print](#) [Finish](#)

Sales Order:	00771424	Status:	Open
Ship To:	Parsons Pac / Nj Hubs		
Ship Date:	05/03/10	Delivery Date:	05/03/10 09:00
Delivery PO No:	02-04087		
Vendor Order No:	02-04790		
Freight Code:	F08	Carrier:	UPS

Please stack on ONE pallet

Item	Description	Qty
0000	000370219 POMPA 840 200'S 02	10.00

Order Complete