

## Editing a Delivery with the Online Portal



For help Signing Up, Logging In, or Viewing/Printing Delivery Receipts, see our [“Using the Online Portal” Instructions](#)

**By using our online portal, customer accepts full responsibility for the correct processing of the order.**

**NOTE: Editing a delivery is very **TIME SENSITIVE**. Use the grid below to edit your delivery during the correct time window. There is only a 10 hour time window.**

Your Delivery Day:	EDIT BEGINNING:	EDIT DEADLINE:
Monday	Thursday 5am	Thursday 3pm
Tuesday	Friday 5am	Friday 3pm
Wednesday	Monday 5am	Monday 3pm
Thursday	Tuesday 5am	Tuesday 3pm
Friday	Wednesday 5am	Wednesday 3pm

**HOLIDAY WARNING: Please do not edit your delivery online during a holiday week. It is likely that your order will be delivered a day early or late.**

### Editing Delivery Requirements:

1. Go to the Deliveries tab > Customer Requirements
2. Use the Change Date button to select the delivery day you're editing (per the grid above)
3. A list of relevant deliveries will appear
4. Only deliveries with a "+" are editable (if no +, see grid above)
5. Click the + to drop down the delivery requirements
6. Edit all of your requirements, keying in quantities
7. ***A delivery can only be changed ONCE. Verify quantities before saving/next step.***
8. Click the “-“ to save the delivery.

55854	163200	In Food	2015-02-04	2
Code	Description		Required	
00213	Apron White Bib		1	
03201	Bar Towel		52	x
03356	Wet Mop		1	

**Contact Us With Questions or to Confirm Order:**

Healthcare Accounts: 518-417-3500

Other Accounts: 518-620-3720